

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Small PHA Plan Update
Annual Plan for Fiscal Year: 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE
WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Municipality of Cayey

PHA Number: RQ 018

PHA Fiscal Year Beginning: (mm/yyyy) 07/2001

PHA Plan Contact Information:

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TDD:
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Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)**

- Main administrative office of the PHA
- PHA development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- Main administrative office of the local, county or State government-Mayor's Office
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

PHA Programs Administered:

Public Housing and Section 8 Section 8 Only Public Housing Only

Annual PHA Plan
Fiscal Year 2001
 [24 CFR Part 903.7]

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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Other (List below, providing each attachment name)	
Annual Plan Supplement-	rq018a01
Organizational Chart	- rq018b01

ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

This same **Annual Plan** is a continuation of a process that was started in Fiscal Year 2000 which provides a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program, and other members of the public may locate basic PHA policies, rules and requirements concerning its operations, programs and services.

The Municipality of Cayey has an established Section 8 Office to administer the Housing Choice Voucher Program, as well as any other Tenant-based (Section 8) subsidized housing program in order to assist financially disadvantaged families in meeting their housing needs, mainly decent, safe and sanitary housing as well as to their health and well-being. There are two major philosophy components in the tenant-based subsidized housing program:

- ▶ To give extremely low-income and low-income families the opportunity of choice and mobility in selecting where they chose to live;
- ▶ Maintain the essential elements of a private relationship between the tenant and the landlord on matters other than rent.

As a result of this philosophy the Housing Choice Voucher Program is tenant-based and does not tie the participant to any particular housing unit.

This Municipality also administers various tenant-based subsidized housing programs geared towards certain sectors of the population in general to afford them the same opportunities as other extremely low-income and low-income families within the general population. The following program is administered by the Municipality of Cayey:

- ▶ **Family Self Sufficiency** □ a program whereby strategies are developed to coordinate the use of housing assistance under the auspices of the Housing Choice Voucher Program (Section 8) with public and private resources. Hence, enabling extremely low-income and low-income families, who are eligible to receive said assistance to achieve economic independence, and self -sufficiency.

The purpose of the Municipal Tenant-based (Section 8) program was conceived to assist the families during financial distress and gradually reduce the amount paid by the program in an efficient manner, while at the same time motivating these same families. Furthermore, there is an undeniable need for low-income housing within the Municipality of Cayey as evidenced by the waiting list as well as the latest U.S. Census of Population. There also exists a need for quality housing units for program participants but there is not

an abundance of affordable housing for low-income families within this same Municipality. Being cognizant of this, our Municipality has established realistic and attainable goals, whereby, particular thought has been given to the number of families which can be expected to need and want better housing. By setting attainable goals, the Municipality intends to become a facilitator for those in need and for those who have available units by coming together in a manner beneficial to all principals. This is in direct relation to both the major commitments and priorities of the U. S. Department of Housing and Urban Development (HUD). **The Municipality of Cayey is a Tenant-based (Section 8) only PHA.**

This same Annual Plan of Cayey as presented herein furthers HUD's statutory goal of merging the Certificate and Voucher Program, respectively, in accordance with the Quality Housing and Work Responsibility Act of 1998, 24 CFR 903, Section 545, whereby, the Municipality of Cayey has established a unified vision of community actions. This same Plan will permit Cayey a chance to shape the various programs presented herein into effective, viable, and coordinated strategies, involving citizen participation.

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

The Municipality of Cayey does not contemplate any significant changes or deviation in its policies or programs from the previous year's PHA Plan that is not covered in other sections of this same Plan. The following represents what the Municipality will be doing for the fiscal year 2001-2002 in relation to its subsidized housing program.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ _____

C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If No, skip to next component ; if yes, complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description

(Not including Activities Associated with HOPE VI or Conversion Activities)

1a. Development name:

1b. Development (project) number: 2. Activity type: Demolition

Disposition 3. Application status (select one)

Approved

Submitted, pending approval

Planned application 4. Date application approved, submitted, or planned for submission:

(DD/MM/YY) 5. Number of units affected:

6. Coverage of action (select one)

Part of the development

Total development 7. Relocation resources (select all that apply)

Section 8 for units

Public housing for units

Preference for admission to other public housing or section 8

Other housing for units (describe below) 8. Timeline for activity:

a. Actual or projected start date of activity:

b. Actual or projected start date of relocation activities:

c. Projected end date of activity:

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

- A. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If No, skip to next component; if yes, describe each program using the table below (copy and complete questions for each program identified.)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family's resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ _____

C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D. Yes No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24 CFR Part 903.7 9 (r)]

Resident Advisory Board (RAB) Recommendations and PHA Response

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are Attached at Attachment (File name)

3. In what manner did the PHA address those comments? (select all that apply)

The PHA changed portions of the PHA Plan in response to comments

A list of these changes is included

Yes No: below or

Yes No: at the end of the RAB Comments in Attachment ____.

Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment ____.

Other: (list below)

B. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)

COMMONWEALTH OF PUERTO RICO

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)

Other: (list below)

PHA Requests for support from the Consolidated Plan Agency

Yes No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

C. Criteria for Substantial Deviation and Significant Amendments

Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan:

In accordance with established HUD rules and regulations, the following will be the basic criteria that will be utilized by the Municipality of Cayey and it will constitute a substantial deviation from its 5-Year Plan and/or amendment or modification to its Annual Plan that has met full public process requirements including Resident Advisory Board Review:

- ▶ Changes to rent, admission policies and/or organization of the waiting list;
- ▶ Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
- ▶ Additions of new activities not included in the current PHDEP Plan;

Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

B. Significant Amendment or Modification to the Annual Plan:

SAME AS ABOVE

Attachment A

Supporting Documents Available for Review

PHAs are to indicate which documents are available for public review by placing a mark in the Applicable & On Display column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction Most recent board-approved operating budget for the public housing program Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] Any policy governing occupancy of Police Officers in Public Housing check here if included in the public housing A&O Policy Section 8 Administrative Plan	Annual Plan: Housing Needs Annual Plan: Financial Resources Annual Plan: Eligibility, Selection, and Admissions Policies Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents check here if included in the public housing A & O Policy Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies	Annual Plan: Rent

	<p>check here if included in Section 8 Administrative Plan Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) Results of latest binding Public Housing Assessment System (PHAS) Assessment</p> <p>Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)</p>	<p>Determination Annual Plan: Operations and Maintenance Annual Plan: Management and Operations Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency</p>
X	<p>Results of latest Section 8 Management Assessment System (SEMAP)</p>	<p>Annual Plan: Management and Operations</p>
X	<p>Any required policies governing any Section 8 special housing types check here if included in Section 8 Administrative Plan</p> <p>Public housing grievance procedures check here if included in the public housing A & O Policy</p>	<p>Annual Plan: Operations and Maintenance Annual Plan: Grievance Procedures</p>
X	<p>Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA). Approved or submitted applications for demolition and/or disposition of public housing</p> <p>Approved or submitted applications for designation of public housing (Designated Housing Plans)</p> <p>Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937</p> <p>Approved or submitted public housing homeownership programs/plans</p>	<p>Annual Plan: Grievance Procedures Annual Plan: Capital Needs Annual Plan: Capital Needs Annual Plan: Capital Needs Annual Plan: Capital Needs Annual Plan: Capital Needs Annual Plan: Demolition and Disposition Annual Plan: Designation of Public Housing Annual Plan: Conversion of Public Housing Annual Plan: Homeownership Annual Plan: Homeownership Annual Plan: Community Service & Self-Sufficiency</p>
X	<p>Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan) Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies</p>	<p>Annual Plan: Community Service & Self-Sufficiency</p>

X	<p>FSS Action Plan/s for public housing and/or Section 8</p> <p>Section 3 documentation required by 24 CFR Part 135, Subpart E</p> <p>Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports</p> <p>The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report</p> <p>PHDEP-related documentation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Baseline law enforcement services for public housing developments assisted under the PHDEP plan; <input type="checkbox"/> Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as defined under 24 CFR 761.15); <input type="checkbox"/> Partnership agreements (indicating specific leveraged support) from agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; <input type="checkbox"/> Coordination with other law enforcement efforts; <input type="checkbox"/> Written agreement(s) with local law enforcement agencies (including any PHDEP funds); and <input type="checkbox"/> All crime statistics and other relevant data (including Part I and unclassified Part II crimes) that establish need for the public housing sites identified under the PHDEP Plan. <p>Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G)</p> <p><input type="checkbox"/> check here if included in the public housing A & O Policy</p>	<p>Annual Plan: Community Service & Self-Sufficiency</p> <p>Annual Plan: Community Service & Self-Sufficiency</p> <p>Annual Plan: Community Service & Self-Sufficiency</p> <p>Annual Plan: Safety and Crime Prevention</p> <p>Annual Plan: Safety and Crime Prevention</p> <p>Pet Policy</p>
X	<p>The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings</p> <p>Troubled PHAs: MOA/Recovery Plan</p> <p>Other supporting documents (optional)</p> <p>(list individually; use as many lines as necessary)</p>	<p>Annual Plan: Annual Audit</p> <p>Troubled PHAs (specify as needed)</p>

Annual Statement/Performance and Evaluation Report

PHA Name:

Grant Type and Number

Capital Fund Program:

Capital Fund Program

Replacement Housing Factor Grant No:

Federal FY of Grant:

Original Annual Statement

**Reserve for Disasters/
Emergencies Revised
Annual Statement
(revision no:)
Performance and
Evaluation Report for
Period Ending:
Final Performance and
Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment <input type="checkbox"/> Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				

- 17 1495.1 Relocation Costs
- 18 1498 Mod Used for Development
- 19 1502 Contingency
- 20 Amount of Annual Grant: (sum of lines 2-19)
- 21 Amount of line 20 Related to LBP Activities
- 22 Amount of line 20 Related to Section 504 Compliance
- 23 Amount of line 20 Related to Security
- 24 Amount of line 20 Related to Energy Conservation Measures

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

PHA Name:

Grant Type and Number

Capital Fund Program #:

Capital Fund Program

Replacement Housing Factor #:

Federal FY of Grant:

Development
 Number
 Name/HA-Wide
 Activities

General Description of Major Work
 Categories

Dev. Acct No.

Quantity

Total Estimated Cost

Total Actual Cost

Status of
 Proposed
 Work

Original

Revised

Funds
 Obligated

Funds
 Expended

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

PHA Name:

Grant Type and Number

Federal FY of Grant:

Capital Fund Program #:

Capital Fund Program Replacement Housing Factor #:

Development Number
 Name/HA-Wide
 Activities

All Fund Obligated
 (Quart Ending Date)

All Funds Expended
 (Quarter Ending Date)

Reasons for Revised Target Dates

Original

Revised

Actual

Original

Revised

Actual

Capital Fund Program 5-Year Action Plan

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

CFP 5-Year Action Plan

Development Number	Development Name (or indicate PHA wide)	Estimated Cost	Planned Start Date (HA Fiscal Year)
Description of Needed Physical Improvements or Management Improvements			

Total estimated cost over next 5 years

PHA Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Section 1: General Information/History

- A. Amount of PHDEP Grant \$** _____
- B. Eligibility type (Indicate with an x)** **N1**_____ **N2**_____ **R**_____
- C. FFY in which funding is requested** _____
- D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area. Unit count information should be consistent with that available in PIC.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
--	--	--

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an x to indicate the length of program by # of months. For Other, identify the # of months).

12 Months _____ **18 Months** _____ **24 Months** _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an x by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. The Fund Balances should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Date should include any HUD-approved extensions or waivers. For grant extensions received, place GE in column or W for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Grant Start Date	Grant Term End Date
FY 1995						
FY 1996						
FY 1997						
FY1998						
FY 1999						

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FFY _____ PHDEP Budget Summary

Original statement

Budget Line Item	Total Funding
9110 □ Reimbursement of Law Enforcement	
9115 - Special Initiative	
9116 - Gun Buyback TA Match	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	

PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 ☐ Reimbursement of Law Enforcement

Total PHDEP Funding: \$

Goal(s) Objectives Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDE P Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9115 - Special Initiative

Total PHDEP Funding: \$

Goal(s) Objectives Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9116 - Gun Buyback TA Match

Total PHDEP Funding: \$

Goal(s)
Objectives

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9120 - Security Personnel

Total PHDEP Funding: \$

Goal(s)
Objectives

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 □ Employment of Investigators

Total PHDEP Funding: \$

Goal(s)
Objectives

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 □ Voluntary Tenant Patrol

Total PHDEP Funding: \$

Goal(s) Objectives Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements

Total PHDEP Funding: \$

Goal(s) Objectives Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention

Total PHDEP Funding: \$

Goal(s) Objectives Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9170 - Drug Intervention

Total PHDEP Funding: \$

Goal(s)

Objectives Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment

Total PHDEP Funding: \$

Goal(s) Objectives Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs

Total PHDEP Funds: \$

Goal(s) Objectives Proposed Activities	# of Person s Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Required Attachment F: Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

Name of resident member(s) on the governing board:

How was the resident board member selected: (select one)?

Elected

Appointed

C. The term of appointment is (include the date term expires):

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

The PHA is located in a State where the Housing Choice Voucher Program (Section 8 Tenant-Based) is run by the local municipal government. The executive director of the PHA is the locally elected Mayor of the City.

B. Date of next term expiration of a governing board member:

Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Required Attachment G: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

The Resident Advisory Board for the Municipality of Cayey's locally administered Housing Choice Voucher Tenant-based Program was elected by the families benefiting from the Program. The Board is composed of four (4) members and the term for the board is one year. Annually the families come together to vote and elect their board members. The following is a list of the members that make up the board.

1. President
Mrs. María M. Cartagena Malave
2. Vice-President
Mrs. Carmen R. Sierra Merced
3. Secretary
Mr. José A. Otero Marquez
4. Vocal
Mrs. Carmen J. Gutierrez Resto



*ANNUAL PLAN
FY 2001-2002*

*MUNICIPALITY OF
CAYEY*

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*Hon. Rolando Ortiz Velázquez
Mayor*

*Ramón Figueroa
Director
Federal Funds Program*

Adelina Velez Rodríguez

Section 8 Coordinator

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I EXECUTIVE STATEMENT

This same Annual Plan is a continuation of a process that was started in Fiscal Year 2000 which provides a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program, and other members of the public may locate basic PHA policies, rules and requirements concerning its operations, programs and services.

The Municipality of Cayey has an established Section 8 Office to administer the Housing Choice Voucher Program, as well as any other Tenant-based (Section 8) subsidized housing program in order to assist financially disadvantaged families in meeting their housing needs, mainly decent, safe and sanitary housing as well as to their health and well-being. There are two major philosophy components in the tenant-based subsidized housing program:

- I. To give extremely low-income and low-income families the opportunity of choice and mobility in selecting where they chose to live;*
- B. Maintain the essential elements of a private relationship between the tenant and the landlord on matters other than rent.*

As a result of this philosophy the Housing Choice Voucher Program is tenant-based and does not tie the participant to any particular housing unit.

This Municipality also administers various tenant-based subsidized housing programs geared towards certain sectors of the population in general to afford them the same opportunities as other extremely low-income and low-income families within the general population. The following program is administered by the Municipality of Cayey:

Family Self Sufficiency – *a program whereby strategies are developed to coordinate the use of housing assistance under the auspices of the Housing Choice Voucher Program (Section 8) with public and private resources. Hence, enabling extremely low-income and low-income families, who are eligible to receive said assistance to achieve economic independence, and self -sufficiency.*

*The purpose of the Municipal Tenant-based (Section 8) program was conceived to assist the families during financial distress and gradually reduce the amount paid by the program in an efficient manner, while at the same time motivating these same families. Furthermore, there is an undeniable need for low-income housing within the Municipality of Cayey as evidenced by the waiting list as well as the latest U.S. Census of Population. There also exists a need for quality housing units for program participants but there is not an abundance of affordable housing for low income families within this same Municipality. Being cognizant of this, our Municipality has established realistic and attainable goals, whereby, particular thought has been given to the number of families which can be expected to need and want better housing. By setting attainable goals, the Municipality intends to become a facilitator for those in need and for those who have available units by coming together in a manner beneficial to all principals. This is in direct relation to both the major commitments and priorities of the U. S. Department of Housing and Urban Development (HUD). **The Municipality of Cayey is a Tenant-based (Section 8) only PHA.***

This same Annual Plan of Cayey as presented herein furthers HUD's statutory goal of merging the Certificate and Voucher Program, respectively, in accordance with the Quality Housing and Work Responsibility Act of 1998, 24 CFR 903, Section 545, whereby, the Municipality of Cayey has established a unified vision of community actions. This same Plan will permit Cayey a chance to shape the various programs presented herein into effective, viable, and coordinated strategies, involving citizen participation.

II SUMMARY OF POLICY OR PROGRAM CHANGES FOR THE UPCOMING YEAR

The Municipality of Cayey does not contemplate any significant changes or deviation in its policies or programs from the previous year's PHA Plan that is not covered in other sections of this same Plan. The following represents what the Municipality will be doing for the fiscal year 2001-2002 in relation to its subsidized housing program.

III FINANCIAL RESOURCES

OBJECTIVE: IMPROVE OPPORTUNITIES UNDER RENTAL HOUSING

Renters experience more housing problems than do homeowners as it clearly is demonstrated by the latest U. S. Census of Population as well as has been our own experience under our own local Housing Choice Voucher Program (Section 8). When renters are compared to homeowners of the same household type and income levels, the percentage of renters with housing problems is higher than owners.

We have identified the need for rental housing based upon the number of requests made to the Municipality by the populations at large to numerous Municipal Agencies. In most cases, it was primarily a general need for more rental housing, since better than 80% of the population does not qualify to purchase a dwelling unit and require some type of

rental assistance. It is in this regard that the Municipality of Cayey has a one year goal to provide assistance of upwards to approximately 45 households with rental housing assistance.

The activities that will be undertaken by the Municipality to accomplish this goal are:

A. Housing Funding Sources -

Seek out whenever available alternative housing Programs as they become available from such agencies as the Rural Economic and Community Development, Puerto Rico Housing Department, Housing Development of the Commonwealth of Puerto Rico, the U.S. Department of Housing and Urban Development; and local cooperatives, etc.

Additionally, work with island housing contractors that may be interested in constructing housing units within Cayey, by offering incentives and assistance in one form or another that may be legally acceptable, in order to encourage such contractors to participate in the local housing market (short-term and long-term).

B. Additional Subsidized Funding under the Voucher Program

The Municipality of Cayey will work closely with the U.S. Department of Housing and Urban Development (HUD) in attempting to obtain additional vouchers if and when they become available. The Municipality will also petition HUD to become a participant under the Welfare-to-Work Program so as to assist the extremely low and low income families becomes self sufficient in conjunction with its Self Sufficiency Program.

C. Target available assistance to Families with special needs

Family Self Sufficiency Program-

The purpose of this FSS Program is to promote the development of local strategies to coordinate the use of public and private resources to enable families eligible to receive assistance under the Voucher Programs achieve economic independence and self-sufficiency.

D. Available Funding Sources

The Municipality of Cayey will submit for HUD's consideration its Annual Plan (FY 2000-2001) in accordance with CFR 24, Section 903.1.

In order to assist the needs of 228 families that are currently enjoying the benefits of the Municipality of Cayey's tenant-based housing assistance program, we will be submitting for HUD's approval the following budget:

<i>Subsidized Housing Budget for HUD Approval</i>	<i>Program</i>
<i>Budget Estimate</i>	<i>Housing Choice Voucher Program, including Family Self Sufficiency Program</i> <i>Activities: Tenant-based Housing Assistance for 198 families.</i>
\$	850,461.00 <i>Program Administration</i>
\$	113,672.00 <i>TOTAL ESTIMATE OF BUDGET TO BE SUBMITTED TO HUD FOR APPROVAL</i>
\$	964,133.00 <i>Other Subsidized Housing Programs (i.e., Portability)</i> <i>Activities: Tenant-based Housing Assistance for 30 families.</i>
\$	71,724.00 <i>TOTAL FOR THE MUNICIPALITY OF CAYEY' HOUSING BUDGET (GRAND TOTAL)</i>
\$	1,035,857.00

IV HOMEOWNERSHIP PROGRAMS ADMINISTERED BY THE PHA

One of the major objectives of the present Administration within the Municipality of Cayey is to create maximum opportunities to both low and very low income families to become first-time homeowners. Experience has clearly demonstrated that homeowners take more pride in, and better care of their individual housing units, than those families who occupy rental units. This fact will clearly assist in:

- < Eliminating blight and blighting conditions within low income areas by preserving existing housing units.*
- < Develop self-sufficiency by encouraging other low and very low income families to become self-sufficient, in order to qualify as first-time homeowners.*
- < Revitalize and stabilize existing and deteriorated low income neighborhoods.*

The municipality has a first year goal of establishing a Homeownership Program in accordance with the Quality Housing & Work Responsibility Act of 1998 and will attempt the necessary procedures to promote a Homeownership Program within its Housing Program. In this regard, the municipality will seek out not only HOME funds, but likewise will work with both the Puerto Rico Department of Housing, the Housing Development Bank, and other similar public private agencies in order to accomplish this same goal.

The following actions listed below, we feel, will address the obstacles that may be faced by potential buyers.

ACTIVITIES:

· **PROVIDE GREATER ASSISTANCE IN MEETING BOTH DOWN PAYMENT AND CLOSING COST REQUIREMENTS:**

One of the greatest barriers to homeowners by potential low income purchases, are the initial costs, such as down payment and closing costs. The Municipality will, working with such housing agencies as previously set-forth within this same submission, in order to create both a viable and effective program whereby low income families have the opportunity to become first-time homeowners.

OBJECTIVE: CREATE AFFORDABLE HOUSING WITHIN THE COMMUNITY:

Affordable housing within the Municipality of Cayey has been adversely impacted by the following factors over time:

1. *Family Income;*
2. *Land Costs;*
3. *Financing;*
4. *Lack of Available Land for Development.*

Bearing this in mind, the Municipality of Cayey will develop a strategy that identifies policies, which may require modification, and initiate the following actions that will address the problem of affordable housing and the establishment of the Homeownership Program.

ACTIVITIES:

· **IMPROVE LAND DEVELOPMENT REGULATIONS:**

At the present time the Puerto Rico Planning Board is the primary regulatory agency of the State government, that deals with land use and requirements for construction of housing sub-division, which combined with requirements of other State agencies tend to create obstacles to affordable housing. In this regard, the municipality will be working with our elected officials, namely-both the State Representative in the House of Representatives and our State Senator, in order to study existing applicable regulations and their impact upon the local housing market. Additionally, both the Mayor and representatives of the municipality will be working with their counterparts within the Planning Board in reviewing existing land policies.

· **PROVIDING FOR THE COORDINATION OF FUNDING:**

In order to achieve any degree of success in creating affordable housing for households classified as being either low or very low income, requires funding for multiple funding sources. The Municipality will take into account and consider the appropriate changes in order to implement the Homeownership Program, whereby, it will consider the following:

1. *Assistance will be provided for:*
 - a. *First time homeowner*
 - b. *Family that owns or is acquiring shares in cooperative.*
2. *The Program will become available to families participating in our Family Self Sufficiency Program*
3. *The total family that will be serviced through this program will be limited to approximately 15 families.*
4. *Funding levels.*

The Municipality of Cayey will take into account and consider the appropriate changes in order to improve the application process for all federal programs that may have a beneficial impact upon the local housing market and affect programs covered within the Consolidated 5 Year Plan.

V PHA'S COMMUNITY SERVICE AND SELF-SUFFICIENCY PROGRAM

The purpose of the FSS Program is to promote the development of local strategies to coordinate the use of assistance under the Tenant-based Housing Assistance Program (Housing Choice Voucher Program) with public and private resources, to enable families for or receiving assistance under this same program achieve economic independence and self-sufficiency.

The Municipality of Cayey has developed and implemented an FSS Program in conformity with the Housing Choice Voucher Program (Section 8) regulations and applicable civil rights authorities. At the current time the Municipality has monies allocated to assist 9 families of low and very low income. It has been successful in the implementation of said programs due to the hard work and motivation provided by not only the Section 8 Staff but also the Professional consulting firm.

Upon its inception, the Municipality appointed and has received funding for an FSS Coordinator to carry out the necessary functions in the formal structure of the Coordinating Committee. The Program Coordinating Committee (PCC) is integrated by professional representatives from public and private enterprises, church groups, community leaders, local business, and other resources. The representatives from these entities have an input in the program design and action steps of the FSS Program and are responsible for such functions as:

- 1. Developing a working relationship with the FSS Coordinator and other related Program Staff in the achievement of the program objectives.*
- 2. Coordinating the needed actions for the selection of committee representatives.*
- 3. Making specific commitments of time, staff, and resources to the program.*
- 4. Providing input into the program research and evaluation process.*

VI CIVIL RIGHTS CERTIFICATION

The Municipality has agreed that it will comply with all Equal Opportunity requirements, both State and Federal such as:

- 5. The Fair Housing Act, 42 U.S.C. 3610-3619 (implementing regulations at 24 CFR parts 100, et seq.);*
- 6. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d (implementing regulations 24 CFR part 1);*
- 7. The Age Discrimination Act of 1975, 42 U.S.C. 6101-6107 (implementing regulations at 24 CFR part 146);*
- 8. Executive Order 11063, Equal Opportunity in Housing (1962) as amended. Executive Order 12259, 46 FR. 1253 (1980), as amended. Executive Order 12892, 59 FR. 2939 (1994) (implementing regulations at 24 CFR part 107);*
- 5. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794 (implementing regulations at 24 CFR part 8); and*
- 6. Title II of the Americans with Disabilities Act, 42 U.S.C. 12101, et. Esq.
 - a. For the application of equal opportunity requirements to an Indian Housing Authority, see 24 CFR 950.115.*
 - b. The Municipality must submit a signed certification to HUD of the PHA's intention to comply with the Fair Housing Act, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Executive Order 11063, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act.**

FURTHER FAIR HOUSING

It is HUD's intent under the "Quality Housing and Work Responsibility Act of 1998", that indeed created the merger of the Certificate and Voucher Programs into one market-driven program such as the Housing Choice Voucher Program, and thus require the Consolidated 5-Year Plan and Annual Plan, which provides a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program, and other members of the public may locate basic PHA policies, rules and requirements concerning its operations, programs and services that benefit very low and low income families.

Based upon the latter, the Municipality of Cayey anticipates that the following activities further fair housing during the five-year period of the Consolidated Plan as well as the Annual Plan, and thereby benefit those families, namely - the low and very low income families achieve safe, decent and affordable housing as well as self-sufficiency and economic independence.

ACTIVITIES:

REVIEW OF EXISTING HOUSING PROGRAM

The Municipality of Cayey will, in order to further fair housing within the community, review all existing housing and housing programs currently being carried out within the community, so as to assure, that these same programs and/or projects are implemented in total compliance within existing applicable regulations.

COORDINATION BETWEEN PUBLIC/PRIVATE RESOURCES

The municipality will contact public and private operators of housing, including local financial institutions located within Cayey, and provide them with both information and descriptive materials making them aware of the need to further fair housing.

COORDINATING INFORMATION/REGULATIONS

Working closely with the housing division of HUD, the municipality will obtain copies of regulations and other training aids in order to provide seminars during the course of the five-year period of the Plan, in order to create a public awareness of the importance of fair housing.

CREATE AWARENESS OF LEAD BASE PAINT HAZARDS

Since many of the private homes in Cayey were constructed prior to being informed that lead base paint represented a health hazard to all the members of the household, and the effect this same problem has upon children, the Municipality of Cayey is committed both in a short term (one-year), as well as in the long-term, to work with the Puerto Rico Department of Housing, in order to both develop and implement a viable, effective, safe, and cost-effective method of reducing this same hazard. While a great many precautions currently exist, effective abatement and likewise, hazard reduction activity requires participation from providers and contractors, aside from individual residents.

Cayey feels rather strongly, that in order to create an effective system of abatement services it must coordinate it's activities with other state agencies dealing with this same problem.

Cayey cooperating with both the public and private sectors will initiate the following actions in order to achieve the most desirable results:

ACTIVITIES:

COMPLYING WITH EXISTING REGULATIONS

The Municipality of Cayey, has a goal of working with the existing management of the various Public Housing Projects located within the Community, to review all units in cooperation with the State Housing Department and other applicable State Agencies over the five-year period of the Consolidated Plan, in order to both assist and coordinate the required abatement services required.

VII RECENT RESULTS OF PHA'S AUDIT

The Municipality of Cayey has submitted to the HUD local office in Puerto Rico the findings of the most recent Single Audit and the action plan taken to correct the findings found so as to be in compliance in compliance with established HUD rules and regulations.

VIII ESTABLISHED PHA PET POLICY

It is the policy of the Municipality of Cayey to allow the tenants and owners to agree as to whether pets will be allowed within the dwelling units that are used in the program.

IX ADDITIONAL INFORMATION REQUIRED

Substantial deviation from 5-Year Plan or amendment and/or modification to Annual Plan

In accordance with established HUD rules and regulations, the following will be the basic criteria that will be utilized by the Municipality of Cayey and it will constitute a substantial deviation from its 5-Year Plan and/or amendment or modification to its Annual Plan that has met full public process requirements including Resident Advisory Board Review:

- !** *Changes to rent, admission policies and/or organization of the waiting list;*
- !** *Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;*
- !** *Additions of new activities not included in the current PHDEP Plan;*
- !** *Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.*

X SUMMARY

In order to be in compliance with 24 CFR Part 903 of HUD program regulations, the Municipality of Cayey has established the following standards and procedures to be carried out in furtherance of the plan.

Additionally, these same standards and procedures will ensure long-term compliance with the requirements of the programs involved, including but not necessarily limited to:

- 1. To provide low and very low income families the opportunity of choice and mobility in selecting where they want to live.*
- 2. To maintain the essential elements of a private relationship between the tenant and the landlord on matters other than rent.*
- 3. To develop strategies to coordinate the use of housing assistance under the Housing Choice Voucher Program with public and private resources, to enable families eligible to receive assistance under this same program to achieve economic independence and self-sufficiency.*

It should be noted, that the Section 8 Office within the Municipality of Cayey will implement the necessary management systems and oversight controls, so as to assure, that the individual programs included within this same Plan are:

- 1. Completed within a timely manner in compliance with HUD's requirements;*
- 2. That they are indeed in total compliance with existing federal and state applicable regulations.*

Once a year a physical audit will be accomplished which will include not only the accountability of funds, but also an audit of the management system used to carry out the mandate of the Tenant-based Housing Program. This same in-depth review on an on-going basis will serve to determine the effectiveness of individual programs based upon such data as:

- ' Families Assisted;*
- ' Subsidies granted;*
- ' Complaints resolved;*
- ' FSS families that moved onto become first-time homeowners;*
- ' Families from the Moderate Rehabilitation Program that transferred into the FSS Program and the success of those families.*
- ' The effectiveness of communication by and between the various Municipal, State and Federal Agencies as well as with citizens.*

Additionally, reviews will also serve to identify implementation problems or non-compliance with goals and objectives of the Plan, and how the resources were used to assist the maximum number of beneficiaries.

The use of this same data will assist the Mayor, members of the Municipal Assembly, interested citizens of the community, participants of the Tenant-based Housing Assistance Program recommend changes within our strategy due to perhaps changes in the population characteristics and housing market within the Municipality of Cayey.

In conclusion, the following areas will at a minimum, be reviewed in the monitoring process:

- ! Cash/Management System;*
- ! Funds committed;*
- ! Families serviced by income level (low, extremely low and moderate);*
- ! Compliance with HQS, Quality control and Targeting as set forth in HUD regulations;*
- ! Identify weakness and problem areas;*
- ! Staff resources and performance;*

The Municipality of Cayey feels rather strongly that procedures contained herein will effectively perform the necessary monitoring of all programs so as to assure that these same programs both initiated and developed are in total compliance with the applicable regulations promulgated by HUD.



MUNICIPALITY OF CAYEY

Federal Funds Office
Section 8 Program

