

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 Sabana Grande

**PHA Number:** RQ 048

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

**PHA Plan Contact Information:**

Name: Hon. Miguel G. Ortiz Velez, Mayor  
Phone: 787-873-2060, ext. 200

Name: Carmen M. Ortiz Felix  
Phone: 787-873-3863  
TDD:  
Email (if available): msgpgsc8@caribe.net

**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)

Office

Main administrative office of the PHA  
PHA development management offices  
Main administrative office of the local, county or State government-Mayor's  
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.

	<u>Contents</u>	<u>Page #</u>
<b>Annual Plan</b>		
Executive Summary (optional)		2
Annual Plan Information		2
Table of Contents		
Description of Policy and Program Changes for the Upcoming Fiscal Year		3
Capital Improvement Needs	3	
Demolition and Disposition	3	
Homeownership: Voucher Homeownership Program		4
Crime and Safety: PHDEP Plan		5
Other Information:		
Resident Advisory Board Consultation Process	5	
Statement of Consistency with Consolidated Plan	6	
Criteria for Substantial Deviations and Significant Amendments	6	
<b>Attachments</b>		
Attachment A: Supporting Documents Available for Review		
Attachment B: Capital Fund Program Annual Statement		
Attachment C: Capital Fund Program 5 Year Action Plan		
Attachment D: Capital Fund Program Replacement Housing Factor Annual Statement		
Attachment E: Public Housing Drug Elimination Program (PHDEP) Plan		
Attachment F: Resident Membership on PHA Board or Governing Body		
Attachment G: Membership of Resident Advisory Board or Boards		
Attachment H: Comments of Resident Advisory Board or Boards & Explanation of PHA		
Response (must be attached if not included in PHA Plan text)		
Other (List below, providing each attachment name)		
Annual Plan Supplement - rq048a01		
Organizational Chart - rq048b01		

## 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 Sabana Grande 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.

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 Sabana Grande 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 Sabana Grande is a Tenant-based (Section 8) only PHA.**

This same Annual Plan of Sabana Grande 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 Sabana Grande has established a unified vision of community actions. This same Plan will permit Sabana Grande 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 Sabana Grande 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 Sabana Grande 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**

Supporting Document	Related Plan Component	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans	XState/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	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	Annual Plan:					
Housing Needs	Most recent board-approved operating budget for the public housing program	Annual Plan:					
Financial Resources	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies	Any policy governing occupancy of Police Officers in Public Housing				
	check here if included in the public housing						
A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies	XSection 8 Administrative Plan					
Annual Plan: Eligibility, Selection, and Admissions Policies	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	Annual Plan: Rent Determination	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	XSection 8 rent determination (payment standard) policies					
	check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)				
Annual Plan: Operations and Maintenance	Results of latest binding Public Housing Assessment System (PHAS)	Assessment	Annual Plan: Management and Operations	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)			
Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency	XResults of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations					
XAny required policies governing any Section 8 special housing types	check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance	Public housing grievance procedures				
	check here if included in the public housing						
A & O Policy	Annual Plan: Grievance Procedures	XSection 8 informal review and hearing procedures					
	check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year				
Annual Plan: Capital Needs	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs	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				
Annual Plan: Capital Needs	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).						
Annual Plan: Capital Needs	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition	Approved or submitted applications for designation of public housing (Designated Housing Plans)				
Annual Plan: Designation of Public Housing	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 Annual Plan: Conversion of Public Housing Approved or submitted public housing homeownership programs/plans Annual Plan: Homeownership X Policies governing any Section 8 Homeownership program (section \_\_\_\_\_ of the Section 8 Administrative Plan) Annual Plan: Homeownership Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies Annual Plan: Community Service & Self-Sufficiency

FSS Action Plan/s for public housing and/or Section 8 Annual Plan: Community Service & Self-Sufficiency

Section 3 documentation required by 24 CFR Part 135, Subpart E Annual Plan: Community Service & Self-Sufficiency

Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports Annual Plan: Community Service & Self-Sufficiency

The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report Annual Plan: Safety and Crime Prevention PHDEP-related documentation:

- Baseline law enforcement services for public housing developments assisted under the PHDEP plan;
- 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 specified under 24 CFR 761.15);
- Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;
- Coordination with other law enforcement efforts;
- Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and
- All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.

Annual Plan: Safety and Crime Prevention Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G)

check here if included in the public housing A & O Policy Pet Policy

X 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

Annual Plan: Annual Audit Troubled PHAs: MOA/Recovery Plan Troubled PHAs Other supporting documents (optional) (list individually; use as many lines as necessary)(specify as needed)

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

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**

21406 Operations 31408 Management Improvements 41410 Administration 51411 Audit 61415 liquidated Damages 71430 Fees and Costs 81440 Site Acquisition 91450 Site

Improvement 101460 Dwelling Structures 111465.1 Dwelling Equipment—Nonexpendable

121470 Nondwelling Structures 131475 Nondwelling Equipment 141485 Demolition 151490 Replacement Reserve 161492 Moving to Work Demonstration 171495.1

Relocation Costs 181498 Mod Used for Development 191502 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)**

**Part II: Supporting Pages** PHA Name: Grant Type and Number

Capital Fund Program #:

Capital Fund Program

Replacement Housing Factor #: Federal FY of Grant:

Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Proposed	Name/HA-Wide
			Activities				
			Original	Revised	Funds Obligated	Funds Expended	Work



## 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

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

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.

Grant #	Fund Balance as of Date of this Submission	Fiscal Year of FundingPHDEP Funding Received					
		FY 1995	FY 1996	FY 1997	FY 1998		
Grant Extensions or Waivers	Grant Start Date	Grant Term End Date	FY 1995	FY 1996	FY 1997	FY 1998	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**

**Revised statement dated:** 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	PHDEP 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	PHDEP 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 Persons 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 Persons 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 Sabana Grandes' locally administered Housing Choice Voucher Tenant-based Program was elected on April 3, 2000 by the families benefiting from the Program. The Board is composed of six (6) 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. Carmen E. Cortes  
Calle Nep. Santiago  
Sabana Grande, PR 00637

2. Vice-President

Mrs. Aurea Vazquez  
Calle Pedro D. Acosta #163  
Sabana Grande, PR 00637

3. Secretary

Mrs. Maria I. Vazquez Velez  
Carr. 121 Km 1.9  
Sabana Grande, PR 00637

4. Vocal

Mrs. Emilsa Torres Bonilla  
Bo. Papayo Carr. 367 Km 0.9 Int.  
Sabana Grande, PR 00637

5. Vocal

Mr. Luis I. Martinez Pacheco  
Carr. 328 Km 2.0 Int.  
Sabana Grande, PR 00637

6. Vocal

Mrs. Diana Martinez Soto  
Calle 65 Infanteria #11  
Bo. Soto Almodovar  
Sabana Grande, PR 00637



***MUNICIPALIT  
Y OF SABANA  
GRANDERQ 048***

***ANNUAL PLAN***

***FY 2001-2002***

***H  
o  
n.  
M  
ig  
u***

***el G. Ortiz Velez  
Mayor***



***Carmen M. Ortiz  
Section 8 Director***

## **Table of Contents**

I.	Executive Summary	1
II.	Summary of Changes or Programs for the Upcoming Year	2
III.	PHA's Community Service and Self-Sufficiency Program g Market Analysis	2
IV.	Homeownership Programs Administered by the PHA	3
V.	Financial Resources	5
VI.	Civil Rights Certification	7
VII.	Recent Results of PHA's Audit	9
VIII.	Additional Information Required	9
IX.	Established PHA Pet Policy	10
X.	Summary	10

# I EXECUTIVE STATEMENT

This same Annual Plan is a continuation of a process that was started with the enactment of the "Quality Housing and Work Responsibility Act of 1998", whereby a process is introduced that 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 the Municipality of Sabana Grande's basic policies, rules and requirements concerning its operations, programs and services.

The Municipality of Sabana Grande has an established Section 8 Office to administer the Housing Choice Voucher Program, as well as any other HUD approved tenant-based (Section 8) subsidized housing programs in order to assist financially distressed 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:

- K. 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.

The purpose of the Municipal tenant-based (Section 8) program was conceived to assist the families who are financially distress, as well as, to 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 PHA jurisdiction as evidenced by the waiting list as well as the latest U.S. Census. There also exists a need for quality housing units available 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 PHA intends to provide a vehicle for those in need and for those who have available units by coming together in a manner beneficial to both. 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 Sabana Grande is a tenant-based (Section 8) only PHA.**

The Annual Plan of Sabana Grande 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 Sabana Grande has established a unified vision of community actions. This same Plan will afford Sabana Grande an opportunity to shape the various programs presented herein into effective, viable, and coordinated strategies, involving citizen participation.

## **II SUMMARY OF CHANGES OR PROGRAMS FOR THE UPCOMING YEAR**

The following represents what the Municipality of Sabana Grande will be doing to meet the needs of its residents and/or participants during the next fiscal year 2001-2002. At the current time, Sabana Grande does not contemplate any significant changes to its policies or programs that would be a significant deviation from what was presented last year in its Five-Year Plan 2000-2004.

## **III 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.

At the current time, the Municipality of Sabana Grande does not have a fully developed FSS Program but is striving to assist families who are participants in the Housing Choice Voucher Program to achieve economic independence as well as become self-sufficient. This is accomplished by motivating the families to become fully employed or assist them in seeking the proper training so that they may acquire the necessary marketable skills to become fully employed.

## IV HOMEOWNERSHIP PROGRAMS ADMINISTERED BY THE PHA

One of the major objectives of the present Administration within the Municipality of Sabana Grande 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 Sabana Grande 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 Sabana Grande 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.

### **Provide 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 Housing Choice Voucher Program and have been fully employed for well over a year as well as in good standing with the Section 8 Office.
3. The total family that will be serviced through this program will be limited to approximately 15 families.
4. Funding levels.

The Municipality of Sabana Grande 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 FINANCIAL RESOURCES**

### **OBJECTIVE: IMPROVE OPPORTUNITIES UNDER RENTAL HOUSING**

Renters experience more housing problems than do homeowners as it clearly is demonstrated by the 1990 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 Sabana Grande has a one year goal to provide assistance of upwards to approximately 60 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 Sabana Grande, 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 Sabana Grande 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, become self-sufficient.

**C. Available Funding Sources**

The Municipality of Sabana Grande will submit for HUD's consideration its Annual Plan (FY 2001-2002) in accordance with CFR 24, Section 903.1.

In order to assist the needs of 139 families that are currently enjoying the benefits of the Municipality of Sabana Grande's tenant-based housing assistance program, we will be submitting for HUD approval the following budget:

**Subsidized Housing Budget for HUD Program Approval**

**Budget Estimate**

**Housing Choice Voucher**

Activities: Tenant-Based Housing Assistance for 139 Families

\$

596,062.00 **Program Administration**

\$

118,325.00 **Total Estimate of**

**Budget to be  
submitted to HUD for  
Approval**

\$ 714,387.00

**Total for the Municipality of Sabana Grande's  
Housing Budget (Grand Total)** \$ 714,367.00

## **VI CIVIL RIGHTS CERTIFICATION**

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

1. The Fair Housing Act, 42 U.S.C. 3610-3619 (implementing regulations at 24 CFR parts 100, et seq.);
2. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d (implementing regulations 24 CFR part 1);
3. The Age Discrimination Act of 1975, 42 U.S.C. 6101-6107 (implementing regulations at 24 CFR part 146);
4. 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 Sabana Grande 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 Sabana Grande 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 Sabana Grande, 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 Sabana Grande 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 Sabana Grande 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.

Sabana Grande 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.

Sabana Grande is 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 Sabana Grande, 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 Sabana Grande has submitted to the HUD local office in Puerto Rico the findings of the most recent Single Audit which clearly demonstrated that the Municipality of Sabana Grande was in full compliance with existing HUD regulations and there was no findings in the report.

## **VIII 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 Sabana Grande 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.

## **IX ESTABLISHED PHA PET POLICY**

It is the sustained policy of the Municipality of Sabana Grande to allow the owners and the tenants reach an agreement over the permission to allow pets into the rented dwelling unit. Both parties are advised of the law and the hap contracts prior to execution of both. They are also advised that any agreement reached by them, this same agreement must form part of the lease that is to be signed by owner and tenant.

## **X SUMMARY**

In order to be in compliance with 24 CFR Part 903 of HUD program regulations, the Municipality of Sabana Grande 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 Sabana Grande 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;
- ' Families that moved onto become first-time homeowners;
- ' The effectiveness of communication by and between the various Municipal, State and Federal Agencies as well as with citizens.

Furthermore, 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 Sabana Grande.

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 Sabana Grande 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 SABANA GRANDE

## SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

Hon. Miguel G. Ortiz Velez  
Mayor

