

U.S.DepartmentofHousingandUrbanDevelopment
OfficeofPublicandIndianHousing

SmallPHAPlanUpdate

AnnualPlanforFiscalYear: July2002

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

PHAPlan AgencyIdentification

PHAName: MunicipalityofToaBaja

PHANumber: RQ022

PHAFiscalYearBeginning:(07/2002

PHAPlanContactInformation:

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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
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 xSection 8 Only Public Housing Only

Annual PHA Plan

Fiscal Year 2002

[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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ii. Executive Summary

[24CFR Part 903.79(r)]

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

The proposed Annual Plan includes information about Policy and Program changes for the upcoming year; RA Recommendations and PHA response; Consolidated Plan Statement of Consistency; and Criteria for Substantial Deviation and Significant Amendment.

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 Toa Baja will continue to address the housing needs of its very low, low and moderate -income population, through the implementation of the following programs: 1) Section 8 Voucher Program, 224 households; 2) HOPWA Voucher Program, 31 households; 3) HOME Rental Assistance Program, 61 households; 4) HOME Homeownership Assistance Program, reaching 7 households per year; 5) CDBG Homeowner Moderate Rehabilitation Program, serving 200 households per year; 6) HOME CHODO –set-a-side Program, expecting to serve 150 elderly households next year and 7) the Emergency Shelter Program, expecting to serve around 60 homeless persons.

Concerning changes for the upcoming year on management and operation of Section 8 Program: the Municipality of Toa Baja has designed a Family Self Sufficiency Program that will be sent to HUD's approval in a near future, before its implementation, and although the Municipality has revised its Utility Payment Schedule, any change is envisioned to it for the upcoming year. In addition, the Municipality will seek additional funding to cover the cost of lead base paint analysis to housing units program inventory, and finally, the Municipality will develop workshop to discuss with program's participants and landlords the minimum standards requirements regarding persons with disabilities, and other housing units requirements such as water heater installation.

2. Capital Improvement Needs

[24CFR Part 903.79(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? \$ N/A

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 **N/A**

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment **N/A**

3. Demolition and Disposition

[24CFR Part 903.79(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 – **N/A**

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 Dis position

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

[24CFR Part 903.79(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 24CFR 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.) low

B. Capacity of the PHA to Administer a Section 8 Homeownership Program -N/A

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

Establishing a minimum homeowner down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment 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

[24CFR Part 903.7(m)]

Exemptions Section 8 Only PHAs may skip to the next component PHA 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? \$ N/A _____

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 PHA DEP Plan is attached at Attachment _____

6. Other Information

[24CFR Part 903.79(r)]

A. 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 (Filename) C

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

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 end of the RAB Comments in Attachment C.

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: Municipality of Toa Baja

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)

To exercise reasonable effort to identify and address without any race prejudice, the housing needs of low and very low income families, elders, families with disabilities within our jurisdiction.

.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:

- HOME Program Tenant Based Assistance
- HOME Program Homeownership Assistance
- HOPWA Tenant Based Assistance
- CDBG Homeowner Moderate Rehabilitation
- 5. ESG Program

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

HOME Program Tenant Based Assistance:	\$196,000
HOME Program Homeownership Assistance:	\$140,000
HOPWA Tenant Based Assistance:	\$138,570
CDBG Homeowner Moderate Rehabilitation:	\$600,000
5. ESG Program	<u>\$104,000</u>
Total	\$1,178,570

C. Criteria for Substantial Deviation and Significant Amendments

1. 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: Is defined as a 35% change of funding availability.

B. Significant Amendment or Modification to the Annual Plan: Is defined as any substantial deviation or a change in Voucher's use. **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 and Annual Plans	5 Year
X	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	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 jurisdiction 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	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources
X	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
X	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
X	Section 8 Administrative Plan	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 Annual Plan: Rent Determination
X	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
X	Section 8 rent determination (payment standard) policies	check here if included in Section 8 Administrative Plan Annual Plan: Rent Determination
X	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
X	Result of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Result of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Result of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any required policies governing any Section 8 special housing types	check here if included in Section 8 Administrative Plan Annual Plan: Operations and Maintenance
X	Public housing grievance procedures	check here if included in the public housing A&O Policy Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures	check here if included in Section 8 Administrative Plan Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
X	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	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

Approvedorsubmittedapplicationsfordemolitionand/or dispositionofpublichousing Annual
Plan:DemolitionandDisposition
Approvedorsubmittedapplicationsfordesignationofpublichousing(DesignatedHousingPlans)
AnnualPlan:DesignationofPublicHousing
Approvedorsubmittedassessmentsofreasonable revitalizationofpublichousingandapprovedor
submittedconversionplanspreparedpursuantto section202ofthe1996HUDAppropriationsAct,Section
22oftheUSHousingActof1937,orSection33oftheUSHousingActof1937 AnnualPlan:Conversion
ofPublicHousing
Approvedorsubmittedpublichousinghomeownershipprograms/plans AnnualPlan:
Homeownership
PoliciesgoverninganySection8Homeownershipprogram(section_____oftheSection8
AdministrativePlan) AnnualPlan:Homeownership
CooperationagreementbetweenthePHAandtheTANFagency andbetweenthePHAandlocal
employmentandtrainingserviceagencies AnnualPlan:CommunityService&Self -Sufficiency
X FSSActionPlan/sforpublichousingand/orSection8 AnnualPlan:CommunityService
&Self -Sufficiency
Section3documentationrequiredby24CFRPart135,SubpartE AnnualPlan:Community
Service&Self -Sufficiency
Mostrecentself -sufficiency(ED/SS,TOPorROSSorotherresidentservicesgrant)grantprogram
reports AnnualPlan:CommunityService&Self -Sufficiency
ThemostrecentPublicHousingDrugEliminationProgram(PHEDEP)semi -annualperformance
report AnnualPlan:SafetyandCrimePrevention
PHDEP-relateddocumentation:· Baseline lawenforcementservicesforpublichousing
developmentsassistedunderthePHDEPplan;· Consortiumagreement/sbetweenthePHAs
participatingintheconsortiumandacopyofthepaymentagreementbetweentheconsortiumandHUD
(applicableonlytoPHAsparticipatinginaconsortiumasspecifiedunder24CFR761.15);·
Partnership agreements(indicatingspecificleveragedsupport)withagencies/organizations
providingfunding,servicesorotherin -kindresourcesforPHDEP -fundedactivities;· Coordination
withotherlawenforcementefforts;· Writtenagreement(s)withlocal lawenforcementagencies
(receivinganyPHDEP funds);and· Allcrimestatisticsandotherrelevantdata(includingPartI
andspecifiedPartIIcrimes)thatestablishneedforthe publichousing sitesassistedunderthePHDEPPlan.
AnnualPlan:SafetyandCrimePrevention
PolicyonOwnershipofPetsinPublicHousingFamilyDevelopments(asrequiredbyregulationat
24CFRPart960,SubpartG) checkhereifincludedinthe publichousingA&OPolicy PetPolicy
X Theresultsofthemostrecentfiscal yearauditofthePHAconductedundersection5(h)(2)ofthe
U.S.HousingActof1937(42U.S.C.1437c(h)),theresultsofthatauditandthePHA'sresponsetoany
findings AnnualPlan:AnnualAudit
TroubledPHAs:MOA/RecoveryPlan TroubledPHAs
Othersupportingdocuments(optional)(listindividually;useasmany linesasnecessary) (specify
asneeded)

Required Attachment B: Resident Member on the PHA Governing Board

1.x 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)

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

Ms. Claribel Martinez, Ms. Priscila Rosa, Ms. Maria Gasco, Mr. Juan Lopez, Ms. Carmen Davila, and Ms. Josephine Valentin.

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

Elected

Appointed

C. The term of appointment is (include the date term expires): Two years/July 2003

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):

B. Date of next term expiration of a governing board member: July 2003

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): None.

Required Attachment C: 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.)

Ms. Claribel Martinez, Ms. Priscila Rosa, Ms. Maria Gasco, Mr. Juan Lopez, Ms. Carmen Davila, and Ms. Josephine Valentin.

Ms. Claribel Martinez commented her concern about the implementation of the Family Self Sufficiency Program.

Answer: The Program is expected to initiate within upcoming Program Year 2002. It is already designed, and cooperation agreements with external agencies is in process. Once this phase is completed it will be submitted for HUD's approval.

Ms. Carmen Dávila suggested the inclusion of the number of households served with Section 8 Voucher Program and other housing programs geared to serve very low, low

and moderate income households. She also expressed her concern about the implementation of the Family Self Sufficiency Program.

Answer: Her suggestion was included on page 2 of this document, and in relation to her concern about Family Self sufficiency implementation, we assure her that once the final version of the program is approved, we will discuss it again with each one of the program candidates to assure its clearness and understandability to each one of them.

Ms. Maria Gasco commented: "The government of Toa Baja has a sincere desire to have an open door policy on its Section 8 Program. Providing low income families with alternatives for self dependency and growth. I commend that. I would like to suggest that home rental with options for ownership be implemented in Toa Baja. This measure would be cost efficient to the Municipality, and benefit low income families by providing a home.

Answer: The Municipality will analyze the feasibility of the home ownership with Section 8 Voucher, as an alternative to the population served, and housing market conditions within the jurisdiction, to provide an answer to Ms. Gasco in a near future. However, the Municipality does not contemplate to implement this alternative during Program Year 2002. Actually, a similar alternative is implemented with HOME funds.

Attachment D: Certification of Compliance with PHA Plans and related regulations

I, Victor J. Santiago Diaz, Mayor of the Municipality of Toa Baja, certify that this third Small PHA Plan is in compliance with PHA Plans and related regulations.

Signed today, April 10, 2002, at Toa Baja Puerto Rico.

_____ signed _____
Hon. Victor J. Santiago Diaz

Attachment F: Certification of PHA Plan Consistency with the Consolidated Plan e

I, Victor J. Santiago Diaz, Mayor of the Municipality of Toa Baja, certify that this third Small PHA Plan is consistent with the Housing and Community Development Consolidated Plan of four jurisdiction.

Signed today, April 10, 2002, at Toa Baja Puerto Rico.

signed
Hon. Victor J. Santiago Diaz

Attachment E: Evidence of Citizen Participation

Publication of announcement to revise Section 8 Voucher Program Management and Administration Plan, and inviting the public (with a 45 days anticipation period) to participate in April 8, 2002 Public Hearing to revise and comment the third Small PHA Plan 2002 update, and related documents.