

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

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# Municipality of Cabo Rojo (RQ061)

Small PHA Plan Update  
Annual Plan for Fiscal Year: **July 2002**

**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 Cabo Rojo

**PHA Number:** RQ061

**PHA Fiscal Year Beginning: (mm/yyyy)** 07/2002

### PHA Plan Contact Information:

Name: Mr. Kently Ruiz Ortíz- Director Federal Affairs

Phone: 787-851-1025

TDD:

Email (if available): kentlyr@hotmail.com  
mcr@coqui.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)

- 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       Section 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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<input checked="" type="checkbox"/> Other (List below, providing each attachment name)	
Exhibit I- Response to Deficiencies of PHA Plan 2001-2002	
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## **ii. Executive Summary**

[24 CFR Part 903.7 9 (r)]

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

The Annual Plan 2002 for the Municipality of Cabo Rojo includes several modifications to improve the previous PHA Plan 2001 and to incorporate the requested corrections identified in SEMAP evaluation (Exhibits I and II).

The PHA is revising the Administrative Plan with the purpose of updating its contents according to the new demographic changes demonstrated in the 2000 Census. The PHA will revise its preferences according to the new needs demonstrated by applicants on the waiting list, among them, women head of the family and elderly population. These modifications will be undertaken during the next six months and will be incorporated to the annual plan.

The PHA has amended its housing needs table in response to new information obtained from official sources and an analysis of the PHA waiting list (Attachment A-3) and a housing study prepared for the Municipality (See Summary on Attachment A-4).

The PHA will commence this year to acquire experience through several meetings with local mortgage banks and HUD training and to seek additional funds to administer Section 8 Homeownership Program.

### **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.

1. The PHA is revising the Administrative Plan with the purpose of updating its contents according to the new demographic changes demonstrated in the 2000 Census.
2. The PHA will revise its preferences according to the new needs demonstrated by applicants on the waiting list, among them women head of the family and elderly population . These modifications will be undertaken during the next six months and will be incorporated to the annual plan.
3. Revise the Housing Quality Standards guidelines and proper training to our inspectors to meet those HQS established.
4. Incorporate to our program the "Portability Out" to provide mobility to our clients to move to other town next to Cabo Rojo as is Lajas, San Germàn, Guànica, Sàbana Grande and Hormigueros and be inspected by our office staff.

### **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.)

**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.)

Due to the small amount of existing Section 8 vouchers at the PHA, the goal is to address the critical need for rental housing. Meanwhile, the PHA will be seeking other sources of funds to support the homeownership program, such as the American Dream Downpayment Fund and other State Programs such as “La llave para tu Hogar”.

**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 through several meetings with local mortgage banks and HUD training (list PHA experience, or any other organization to be involved and its experience, below):

The PHA will commence this year to acquire experience and to seek additional funds to administer Section 8 Homeownership Program.

**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.

A.  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)]

**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 (D)

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 D.

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)

3. 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:

- 1. CDBG annual allocation.
- 2. HOME funds.

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**

**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:**

**B. Significant Amendment or Modification to the Annual Plan:**

The Annual Plan has been modified as follows :

1. Updating Housing Needs. The Annual Plan has been modified by updating housing needs according to the new Census 2000. Updated tables are submitted as Attachment A of this plan.
2. Response to Letter of HUD dated September 4, 2001 regarding three major deficiencies in the PHA Plan for the year 2001, copy of letter and responses included as **Exhibit I** of this Plan.
3. Corrections required on SEMAP evaluation for Fiscal Year ended 06/30/2001 included as **Exhibit II** of this plan.

All this modifications have been submitted to the Resident Advisory Board and the Public Hearing for Review.

**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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
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
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 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	Annual Plan: Housing Needs
X	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 <input type="checkbox"/> 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
	Public housing rent determination policies, including the method for setting public housing flat rents <input type="checkbox"/> 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 <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> 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
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> 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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	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 (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· 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);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· 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.</li> </ul>	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) <input type="checkbox"/> 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)

**Required Attachment \_\_B : 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)

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

Ms. Olga Rivera

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

Elected

Appointed

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

Three (3) years

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:

June 30, 2003

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Mayor Santos E. Padilla Ferrer

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**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.)

Sandra Martell-President  
P.O. Box 1214  
Cabo Rojo, P.R. 00623

Diane Rivera-Vice president  
Calle Mestre #7 Apt.5  
Cabo Rojo, P.R. 00623

Janice Jorge Matos-Secretary  
PO Box 67  
Cabo Rojo, P.R. 00623

Sandra Seda-Treasurer  
Calle Tulipa #367  
Cabo Rojo, P.R. 00623

Olga Rivera-Vocal  
Calle Angel Franco #38  
Cabo Rojo, P.R. 00623

Nancy Wiscovitch-Vocal  
Calle Quiñones #44 Altos  
Cabo Rojo, P.R. 00623

## **Attachment D : COMMENTS OF THE PHA ADVISORY BOARD**

### **Resident Advisory Board Recommendations**

1. The PHA should take into consideration the economic status of the family to adjust rent.
2. Lease contracts and other documents are in English, should be written in Spanish for us to understand.
3. Revise the participating family income as salaries are low and utilities are very high.
4. Make the owners of the property to provide evidence that they pay utilities of the house under lease.
5. Offer incentives to owners so they may be able to improve properties on houses to be occupied by persons with disabilities.

### **PHA Consideration to the RAB Comments**

1. Although the PHA recognizes the need to adjust rent due to economic status of the family, the fair market rents limit upward and downward the monthly rent to be charged to families. The PHA will further study this matter during the next fiscal year.
2. The PHA will make strong efforts to translate rental documents into Spanish during the next fiscal year.
3. The PHA will further study this matter during the next fiscal year.
4. The PHA will address this matter together with the implementation of the HQS quality control system, as planned for this new fiscal year.
5. Incentives are based on additional funds which are actually not available. The PHA will further study this matter during the next fiscal year.

# **Exhibit I**

## **AMENDMENTS OF DEFICIENCIES PHA ANNUAL PLAN 2001-2002**

## MINUTA

### VISTA PUBLICA PARA LA REVISION DEL PLAN ANUAL (2002-2003)

La reunión dió comienzo a las 10:30 a.m. en el Salón Asamblea del Municipio de Cabo Rojo. La reunión fue dirigida por la Sra. Camencita Morales y Sra. Sherlly Cruz (Directora Interina de Programas Federales). El propósito de la reunión es presentar el PHA Plan al público en general para la revisión de este documento y dar sugerencias que mejoren el plan a someterse a la agencia federal HUD.

Durante la reunión la Sra. Carmencita Morales le explicó brevemente el propósito de esta reunión, que es un requisito de la agencia federal HUD. Luego como el documento es uno en idioma inglés, se le tradujo la misión, visión y objetivos que el Municipio intenta alcanzar para el próximo año para brindarle un mejor servicio y mejorar la calidad del programa que ahora está en función.

Se le explicó que el programa está solicitando una cantidad aún mayor de “vouchers” para el programa de vivienda pública (Sección 8) puesto que existe una gran necesidad de vivienda para cumplir con una exigencia marcada de vivienda en nuestro municipio, dado el caso de que la población según datos del Censo 2000 asciende a aproximadamente unos 50,000 habitantes, en otras palabras, se ha duplicado la población luego del Censo 1990.

Se le informó, según el “Executive Summary” del documento en cuestión, persigue darle prioridad en la lista de espera a madres solteras como jefes de familia , población envejeciente y personas con impedimentos. Darle la oportunidad de participantes de este programa a relocalizarse a pueblos adyacentes cuando la necesidad así lo amerite (como lo es San Germán, Sabana Grande, Lajas, Guánica y Hormigueros) con el “voucher” de nuestro Municipio para que no surgan problemas, ni contratiempos por el traslado de “vouchers” a programas de otros pueblos.

Adjunto comentario de los asistentes, favor referirse a **Attachment D**

Se dió por terminada la vista pública a las 11:30 a.m.

Adjunto copia de la lista de asistencia de la vista pública.

