



Municipality of Toa Baja  
Draft Annual Action Plan 2019-2020  
Presented to the US Department of Housing  
and Urban Development

Public Review Period  
July 12 through August 12, 2019

Hon. Bernardo “Betito” Márquez García  
Mayor

# Executive Summary

## AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

### 1. Introduction

The PY 2019-20 Annual Action Plan (Plan), is the Municipality of Toa Baja comprehensive housing affordability strategy and community development plan and an application for funding under the HUD's Community Planning and Development formula grant programs. The Plan provides direction and focus for the housing and community development programs in the jurisdiction for the period beginning July 1, 2019 and ending June 30, 2020. Specifically, the plan includes strategies to be undertaken under the following formula grant programs:

- Community Development Block Grant (CDBG) Program, and
- HOME Investment Partnerships (HOME) Program

The plan is prepared in accordance with the 24 CFR Part 91, Consolidated Submissions for Community Planning and Development Programs. The PY 2019 Annual Plan is prepared and submitted under the HUD's e-Con Planning Suite System. The overall goal of the Municipality Plan is to develop viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities principally for low- and moderate-income persons. Also, the plan is to assist low income communities in transforming themselves into communities of opportunities through integrated and comprehensive support. The primary means towards this end is to extend and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of affordable housing.

In general terms, the Plan serves the following functions for the Municipality:

- A planning document for the jurisdiction, which builds on a participatory process at the lowest levels;
- An application for federal funds under HUD's formula grant programs;
- A strategy to be followed in carrying out HUD programs; and
- An Action Plan that provides a basis for assessing performance.

This document represents the second housing and community development planning effort undertaken by the Municipality after the landfall of Hurricane Irma and Maria in Puerto Rico last September of 2017. The Municipality was one of the most impacted and distressed areas within Puerto Rico as a result of the natural disaster events. Although the Municipality is still under the recovery phase of these events, the main part of the disaster relief, long-term recovery, restoration of infrastructure and housing, and economic revitalization efforts will be promoted and undertaken with disaster related assistance and only a small portion of the regular CPD allocations for PY 2019 will be invested for housing purposes.

## 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

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The Plan has three (3) statutory objectives established by HUD to address the needs of the low to moderate income individuals. The specific statutory objectives are:

- Providing decent and affordable housing;
- Creating a suitable living environment; and
- Expanding economic opportunities

The Municipality aims to achieve the described statutory objectives through the following PY 2019 Annual Plan goals:

- Provision of financial assistance for affordable housing purposes
- Provision of basic and essential public services for non-homeless special needs population groups;
- Provision of housing and supportive services for homeless population;
- Provision of financial assistance for economic development and low-income job opportunities purposes

For the planned Program Year, the Municipality will receive the following allocation by program: CDBG \$1,082,477 and HOME \$402,782. The proposed service activities under the CPD Programs are the following:

<b>CDBG Program Allocation</b>	<b>\$1,082,477</b>
Administration Activity:	\$101,270.12
Re-payment of Section 108 Loan:	\$981,206.88
<b>HOME Program Allocation</b>	<b>\$402,782</b>
Administration activities:	\$40,278.20
Housing Service-related activities:	\$362,503.80

The housing related activities to be undertaken are the following: Housing Rehabilitation Activity \$177,086.50; CHDO Set-aside \$60,417.30 and Homebuyer Activity \$125,000.

All activities created and financed in this Plan were established based on the adjustment actions contemplated and discussed in the public hearings in accordance with the HUD Notice CPD 19-01, from the estimated funding levels to match actual allocation amounts.

Actions to adjust the estimated allocation with the final allocation of PY 2019;

#### CDBG FUNDS

- The estimated allocation will be adjusted with the final assignment [increase or decrease] so that the total allocated to Administration does not exceed the 20% required.
- Ensure that the final allocation [increase or decrease] allocates the necessary funds for the payment of the principal and interest of the Loan under Section 108.
- The estimated allocation will be adjusted with the final assignment [increase or decrease] of the remainder of the fund, after ensuring the payment of the Loan and the administrative expenses for Economic Development Activities.

#### HOME FUNDS

- The estimated allocation will be adjusted with the final assignment [increase or decrease] so that the total allocated to Administration does not exceed the 10% required.
- The estimated allocation will be adjusted with the final assignment [increase or decrease] so that the total allocated to CHDO Set-aside does not exceed the 15% required.
- The estimated allocation will be adjusted with the final assignment [increase or decrease] of the remainder of the fund, after ensuring the Administrative and CHDO reserve, for the Activities of Housing Rehabilitation Owners and Assistance to Homebuyers
- The estimated allocation will be adjusted with the final allocation [increase or decrease] for the Homebuyer Assistance Activity up to an amount of \$ 125,000.
- The estimated allocation will be adjusted with the final allocation [increase or decrease] for the Homeowners' Rehabilitation Activity of the total available of the allocation, after determining Administrative Expenses, CHDO Set-aside and maximum amount of Assistance to Homebuyers.

### 3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Program year 2017 was the third (3<sup>rd</sup>) year of the implementation of the (2015-2019) Consolidated Plan. This document includes the Housing and Community Development strategy required by the National Affordable Housing Act (NAHA). The Act has the objective of reaffirming the national commitment to decent, safe and sanitary housing for every American. As a requirement of the Act and in order to receive federal funds recipients must prepare and implement a Consolidated Plan that must be approved by HUD. The Municipality is a Grantee for two (2) of the four (4) HUD Community and Planning Division (CPD) Programs. These are the Community Development Block Grants Program (CDBG Program) and the HOME Investment Partnerships Program (HOME Program).

#### SUMMARY OF RESOURCES AVAILABLE

Funding available in PY 2017 included the Annual Grants allocations, previous year's un-committed funds and previous year's un-liquidated obligations. A total of \$3,383,225.35 of CPD funds was available for eligible programmatic activities during the reported Program Year. From the referred amount of funding, a total of \$1,400,364 was available for activities covered in the PY 2017 Annual Action Plan, a total of \$755,475.12 available to commit resources at the beginning of the program year and \$1,227,386.23 was from previous years pending balances in open activities. The financial activity reported in this period, includes the total funds available (including balance from previous years) and expenditures as recorded in HUD Integrated Disbursement Information System.

The following is the description of the available funding per CPD-Programs by sources:

CDBG Program: Total Funding Available:	\$2,395,918
▪ PY 2017 Allocation:	\$1,079,738
▪ Un-Committed Funds:	\$261,432
▪ Open Balances:	\$1,054,748
HOME Program: Total Funding Available:	\$987,307
▪ PY 2016 Allocation:	\$320,626
▪ Un-Committed Funds:	\$494,043
▪ Open Balances:	\$172,638

In addition to the formula CPD Programs available resources, the Municipality had other funding streams from HUD Programs for housing purposes during the reported program year. The following is a description of these HUD funds:

- HUD Section 8 Program: \$1,551,596
- MSJ HOPWA Program: \$190,469

Local Funds are the main source of funding to leverage the HUD funding sources allocated to develop Housing and Community Development projects in Toa Baja. In an annual basis, the Municipality commits a significantly portion of its local budget to undertake public service and non-housing community development activities and projects that benefit the low- and moderate-income families. During last program year the Municipality's local funds were used for community development, public services and housing.

The Municipality certifies that the majority of the Community Development Block Grant (CDBG) funds received last year was used to address the Municipality objective of providing affordable housing and a suitable living environment principally for low and very low-income persons of Toa Baja. Since the need and demand for funds are much greater than the resources, the City annually reviews the proposed projects and only addresses the most serious needs.

## **ALLOCATION TO CPD PROGRAMS**

### **CDBG Program**

The Community Development Block Grant Program, (CDBG), was allocated with a total of \$1,079,738 to undertake eligible housing and community development activities during PY-2017. These resources were allocated in the following activities:

- Planning and Administration: \$215,947
- Section 108 Loan Re-payment: \$863,791

### **HOME Program**

The HOME Program had a total of \$320,626 committed for PY-2017 and were allocated in the following activities:

- Planning and Administration: \$32,062
- CHDO Set Aside: \$48,094
- TBRA Activity: \$240,470

## Other Federal Funded Programs

For PY 2017 the Municipality had \$1,551,596 from the Housing Choice Voucher Program. This program provides rent subsidies program for low income families. A total of 194 vouchers were administered during PY 2017.

As per the MSJ EMSA HOPWA Program allocation, the Municipality received a total of \$190,469 for the provision of TBRA housing services to 26 HIV/AIDS eligible persons and family members.

## FUNDS DISBURSED DURING PY 2017

The CPD Integrated Disbursement and Information System (IDIS) is the system used by the Municipality to record the commitment and disbursement of CPD funds received by the Municipality from HUD. In preparing this report we used the data produced by the system. The IDIS PR-07 report shows the level of disbursement that the CPD Programs had during the reported program year. According to the referred report, the disbursements made by the Municipality during this program year totals \$1,113,924.72 and are distributed in the following way by CPD Programs:

- CDBG Program: Total disbursements                      \$953,442.87
- HOME Program: Total disbursements                      \$160,481.85

## GEOGRAPHIC DISTRIBUTION

All the activities included in the annual plan are activities which eligibility requirements were based in the individual income level and not in the geographic area income eligibility. All participants served complied with the income level requirements of the CDBG and HOME Programs.

## SELF-EVALUATION

To evaluate the effectiveness of the City to the priority need and objectives of the Consolidated Plan it is necessary to consider the action taken with Federal, State and Local Funds. The information presented in the previous pages demonstrates that the Municipality invested available resources in eligible activities to address the needs of the low- and moderate-income persons. Taking into consideration the goals of the HUD's program included in the Consolidated Plan, the Municipality actions were aligned with the Consolidated goals. The table included below, shows how the Municipality make progress in complying with the Consolidated Plan Main objectives through the undertaken of the described actions.

Most activities were completed or initiated and will be completed during the current year. There were other areas in which performance exceeded the projection and expectations planned by the Municipality. The HUD level of funding for the community development programs has decreased constantly during the past years; however, the City has been able to increase its revenues in order to cope with the ever-increasing demand of citizens for more and better services.

The following are the housing and community development actions taken by the Municipality during the reported program year:

- The Municipality comply with its Section 108 Loan re-payment schedule;
- The Municipality provided financial assistance for rent purposes to low- and moderate-income households;
- The Municipality provided financial assistance for homebuyer purposes to low- and moderate-income persons;
- The Municipality provided financial assistance for housing rehabilitation purposes for low income householders;
- The Municipality provided financial assistance for small business ventures established during the reported program year;
- The Municipality coordinated and sponsored various community health services fairs in partnership with local community-based organizations and private business firms;
- The Municipality coordinated the installation of an Electric Power Sub-Station for the provision of electric services to the Downtown area and adjacent communities;
- The Municipality undertook a series of re-pavement improvement works within various low-income communities of Toa Baja;
- The Municipality undertook maintenance works to the public schools located within the Toa Baja jurisdiction;
- The Municipality acquired a Paratransit Unit to improve the Community Transportation Service System for the general population, particularly the disabled population and low-income level groups;
- The Municipality sponsored a job fair for low- and moderate-income persons;
- The Municipality provided job opportunities to low income youth population through a Summer Job Program;
- The Municipality supported the creation and establishment of new entrepreneurship activities within the local business and commercial market;
- The Municipality undertook planning working meeting with State Government Agencies for the creation of a development and construction of community's sidewalks and gutters project within low income communities in Toa Baja;
- The Municipality provided financial assistance for nutritional purposes to the elder population;
- The Municipality, in partnership with the State Department of Housing, coordinated and supported housing counselling services through the *Tu Hogar Renace* Program for low income householders;
- The Municipality coordinated and supported the provision of emergency assistance to disaster affected families through the Federal Government FEMA Agency; and
- The Municipality coordinated and supported technical orientation and counselling services to the general population regarding Land Titles processes.

The Municipality understands that the third program year of the current consolidated planning cycle accomplished its objectives and that the general housing and community development priorities were addressed with the activities undertaken.

The following tables describe the consolidated plan strategies for the five years period and its completion ratio:

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Community Housing Development Organizations	Affordable Housing	HOME: \$47,771	Other	Other	1	0	0.00%	1	0	0%
Economic Development	Non-Housing Community Development	General Fund: \$	Other	Other	10	4	40%	0	2	200%
Homeless Outreach & Services & Housing	Homeless	Competitive McKinney-Vento Homeless Assistance Act: \$0	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	11	52	473%	0	0	0%
Planning and Administration	Planning and Administration	CDBG: \$0 HOME: \$31,847	Other	Other	10	6	60%	2	2	100%
Provision of Financial Assistance for Down Payment	Affordable Housing	HOME: \$100,000	Direct Financial Assistance to Homebuyers	Households Assisted	15	13	87%	0	7	700%
Provision of Housing Rehabilitation	Affordable Housing	General Fund: \$	Homeowner Housing Rehabilitated	Household Housing Unit	75	56	75%	15	4	27%
Provision of Rental Assistance	Affordable Housing	HOME: \$138,861 Section 8 \$1,644,683 HOPWA-MSJ: \$206,519	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	288	725	252%	25	16	64%
Public Facilities and Improvements	Public Facilities and Improvements	General Fund: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	10,000	12,320	100.00%	0	0	0
Section 108 Payment	Non-Housing Community Development	CDBG: \$1,133,367	Other	Other	5	3	60%	1	1	100%
Supportive Services to those in need	Non-Housing Community Development	General Fund: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5,000	5,985	120%	1,000	1,000	100%

## Goals and Objectives

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The Municipality complied with HUD's regulations regarding citizen involvement and participation during the annual planning process. The Municipality successfully undertook its Citizen Participation Plan activities which stimulate citizens and communities to take part in the planning process and being active during the public hearings held.

The focus of the plan is to:

- Increase public participation;
- Encourage a diverse representation of residents, including minorities, and persons with disabilities;
- Involve low income residents, especially those living in slum or blighted areas, and in areas where CDBG funds are being utilized;
- Receive comments, views, suggestions or complaints from residents; and
- Reduce public isolation from government.

In order to create maximum awareness and accessibility of the various activities described above, the Municipality implemented a public information campaign intended to:

- inform the community about the Consolidated Planning process,
- obtain community buy-in from the beginning, and
- build consensus on the end goals.

As part of the new public policy and government vision, encouraged during the planning and preparation phases of the PY 2019 Annual Action Plan, the Municipality continued with the efforts of encouraging widespread citizen participation with all segments of the City population and communities. The Municipality responsible officials for the planning and preparation of the Action Plan, understand that citizen participation is a pathway for all citizens to exercise their voice and influence decisions that affect their communities, neighborhoods, and way of life.

To accomplish this, the Municipality carried out the following activities:

- On Monday, February 18, 2019, the Municipality of Toa Baja published a Notice of Public Hearing on Primera Hora, an Island-wide general circulation newspaper, by which it invited the public to attend two public hearings where they would be informed regarding the availability of CPD funds.
- On Saturday, March 16 2019 the Municipality of Toa Baja convened a public hearing in the Llanero Sports Complex "AVOLI", Los Dominicos Avenue, 6th Section, Levittown, Toa Baja, to hear comments from the public and interested organizations regarding the list of proposed

projects and programs to be funded during the upcoming program year. A total of 13 individuals attended the same.

- A second public hearing was held on Wednesday, March 20, 2019, at Pájaros Community Center, 863 Street, Candelaria Ward, Toa Baja. A total of 15 individuals attended this public hearing.

On July 12, 2019, the draft of the Action Plan draft was made available to the public for a thirty (30) day comment and review period. A public notice was posted at the Primera Hora newspaper.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The following is a summary of the public comments, request and/or recommendations provided by the general population participating in the actions undertaken as part of the Citizen Participation process:

- March 16, 2019- one of two (2) public hearings held during the planning and preparation phases of the Annual Action Plan.
  - Speaker on behalf of the Municipality of Toa Baja: Ms. Marisel Canales, Director of Housing Department and Federal Programs.
  - Citizen Comments: Improve communication with communities regarding funds availability.
- March 20, 2019- Second of two (2) public hearings held during the planning and preparation phases of the Annual Action Plan.
  - Speaker on behalf of the Municipality of Toa Baja: Ms. Marisel Canales, Director of Housing Department and Federal Programs.
  - Citizen Comments: Written statement by Community Leaders of Campanilla Ward.
    - Some of the necessities presented were;
      1. Residences in flood areas
      2. Structures with poor constructions made of wood
      3. After Huracan Maria, lack of electricity
- July 12 to August 12, 2019- The Municipality provided a 30 days Public Comment Period for all interested parties, including all low- and moderate-income individuals and/or communities.
- Through the described activities, the Municipality guaranteed the regulation requirement of encouraging public participation and facilitating the active participation of interested stakeholders in the process.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

All comments received were analyzed and included as part of the planning efforts of the Consolidated Plan.

## 7. Summary

The Municipality of Toa Baja PY 2019 Annual Action Plan includes the comprehensive housing affordability strategy and community development initiatives for the July 1, 2019 to June 30, 2020 period. Also, the plan serves as an application for the funding under the CDBG and HOME Program.

In total, the Municipality will receive a combined amount of \$1,485,259 distributed in the following form: \$1,082,477 for the CDBG Program and \$402,782 for the HOME Program.

To achieve this goals and objectives, the Municipality is proposing the following actions as part of the programmatic activities included in the PY Annual Action Plan:

<b>CDBG Program Allocation</b>	<b>\$1,082,477.00</b>
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Administration Activity:	\$101,270.12
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Re-payment of Section 108 Loan:	\$981,206.88
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Administration activities:	\$40,278.20
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Housing Rehabilitation Activity:	\$177,086.50
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CHDO Set-aside Activity:	\$60,417.30
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Housing Homebuyer Activity:	\$125,000.00
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All activities created and financed in this Plan were established based on the adjustment actions contemplated and discussed in the public hearings in accordance with the HUD Notice CPD 19-01, from the estimated funding levels to match actual allocation amounts.

The Municipality expects to achieve the general objectives of the Plan, through the following goals:

- Provision of financial assistance for affordable housing purposes;
- Provision of basic and essential public services for non-homeless special needs population groups;
- Provision of housing and supportive services for homeless population;

- Promoting non-housing community development activities within low and moderate-income communities;
- Provision of financial assistance for economic development and low-income job opportunities purposes.

As part of the planning and preparation phases of this Plan, the Municipality undertook a series of proactive actions in order to broaden public and other interested parties' participation. These actions were part of the Citizen Participation process for the planned Program Year and provided the Municipality with the opportunity to gather information, identify and prioritize community needs and identify community resources and initiatives.

### **Additional Summary**

The focus of the plan is to:

- Increase public participation;
- Encourage a diverse representation of residents, including minorities, and persons with disabilities;
- Involve low income residents, especially those living in slum or blighted areas, and in areas where CDBG funds are being utilized;
- Receive comments, views, suggestions or complaints from residents; and
- Reduce public isolation from government.

As part of the local government vision, the Municipality explored alternative public involvement techniques and quantitative and qualitative ways to measure efforts to encourage citizen participation. As part of this governmental vision, during all program year and the citizen participation actions, the Municipality maintains an open communication channel with the general population and communities' leaders to receive direct feedback and input from individuals and communities regarding housing and community priorities and revitalization needs and strategies. This public participation activeness provides the Municipality with a constant flow of information regarding the needs of the communities and residents, particularly those of low-income levels.

In addition to the actions described above, the Municipality carried out the following activities:

- March 16, 2019- one of two (2) public hearings held during the planning and preparation phases of the Annual Action Plan.
  - Speaker on behalf of the Municipality of Toa Baja: Ms. Marisel Canales, Director of Housing Department and Federal Programs.
  - Citizen Comments: Improve communication with communities regarding funds availability.
- March 20, 2019- Second of two (2) public hearings held during the planning and preparation phases of the Annual Action Plan.

- Speaker on behalf of the Municipality of Toa Baja: Ms. Marisel Canales, Director of Housing Department and Federal Programs.
- Citizen Comments: Written statement by Community Leaders of *Campanilla* Ward.
  - Some of the necessities presented were;
    1. Residences in flood areas
    2. Structures with poor constructions made of wood
    3. After Huracan Maria, lack of electricity
- July 12 to August 12, 2019- The Municipality provided a 30 days Public Comment Period for all interested parties, including all low- and moderate-income individuals and/or communities.

The plan was prepared in accordance with the 24 CFR Part 91, Consolidated Submissions for Community Planning and Development Programs.

**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	TOA BAJA	
CDBG Administrator	TOA BAJA	Departamento de Vivienda y Programas Federales
HOPWA Administrator		
HOME Administrator	TOA BAJA	Departamento de Vivienda y Programas Federales
HOPWA-C Administrator		

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The Municipal Department of Housing and Federal Programs is the lead agency responsible for overseeing the process by which the Consolidated Plan was formulated. This Municipal Department is responsible as well for the implementation, amendment, evaluation, and preparation of Consolidated Plan performance reports and for the administration of the CDBG and HOME programs. In addition, the Department administers the Housing Choice Voucher Program and a TBRA Program funded with HOPWA funds received from the City of San Juan.

As the entitlement grantee for the CDBG and HOME Programs, the Department coordinates all activities designed and implemented to attend the needs of low and moderate-income families and for special needs populations. Also, is responsible of the coordination for the active participation in the planning process of community’s key stakeholders in the provision of services regarding:

- public and assisted housing
- health care
- mental health care
- Municipal, State, and Federal Government entities
- Private Sector
- Nonprofit Organizations

### **Consolidated Plan Public Contact Information**

The contact information for the Consolidated Plan is:

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## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

As part of the consolidated planning process, the Municipality of Toa Baja was required to reach out to and consult with other public and private agencies when developing the plan. As part of its leading role, the Department of Housing and Federal Programs took a wide consultation process that included public and private agencies that provide health services and social and fair housing services to low and moderate populations, including special needs populations.

In addition, the Municipality of Toa Baja through its Consolidated Lead Agency, consulted with state and local health and child welfare agencies concerning lead-based paint hazards; with adjacent government regarding priority non-housing community development needs and local government agencies with metropolitan-wide responsibilities regarding problems and solutions that go beyond local jurisdictions; with local public agency concerning public housing needs, planned programs and activities toward public housing residents.

Also, the consultation process carried out included Continuum of Care Coalitions, Public and Private Agencies, publicly funded institutions and systems of care and business and civic leaders regarding addressing homelessness.

The active participation of a broader list of stakeholders and from the network of services organizations that address the needs of special needs populations and low to moderate income populations, provided the Municipality with the opportunity to foster more public-private partnerships and leverage more community resources.

### **Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

The development of the Plan was based in a wide and effective network approach that enable the Municipality with an opportunity to work in partnership with all public and private interested parties within the housing and community development organizations. The implementation of the Citizen Participation Plan enabled the connection between the Municipality and its stakeholders within the consolidated network, deemed crucial to the development of an appropriate and successful Consolidated Plan.

Also, as part of the consolidated planning process, a wide and broader consultation process among various public and private entities that provide housing, health, social, supportive and basic needs services to special needs population and low to moderate income populations, was undertaken. The described consultation process assisted the Municipality in the identification of the needs of the

population served by the consulted agencies and provides the Committee with the information needed to outline the services strategies included in the Consolidated Plan.

Specific actions that enable the Municipality to enhance the coordination among the public and private housing and community service agencies included written consultation requests sent, working meetings held and open public notice invitation posted in newspaper as part of the efforts made to have an effective participation of the consolidated stakeholders responsible to assist the low and moderate income population and made them active participants in the design of the housing and community development strategies included in the plan.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

One of the fundamental principles among the consolidated plan objectives is the Grantee's public policy to address the needs of the homeless persons within its jurisdiction. Latest efforts from HUD toward the homeless population is the integration of separate homeless funding sources into a single grant program that is designed to improve the administrative efficiency and enhance response coordination and effectiveness in addressing the needs of homeless persons.

As part of the described effort, HUD codified into law and enhanced the Continuum of Care planning process. The Continuum of Care is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly re-house homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness. Locally, the Continuum of Care System is composed by two (2) major homeless coalitions, the Puerto Rico Balance of Commonwealth Continuum of Care (PR-502) and the South/Southeast Puerto Rico Continuum of Care (PR-503).

The Municipality of Toa Baja jurisdiction falls under the service delivery area of the PR-502. During the PY 2018 HUD's Continuum of Care Competition Awards, PR-502 organizations were allocated with \$13,407,969 in grants for the provision of direct services addressing the homeless person's needs. The availability of this amount of Continuum of Care funds allows the Municipality to reach out for available resources that assist individuals (including unaccompanied youth) and families experiencing homelessness and to provide the services needed to help such individuals move into transitional and permanent housing, with the goal of long-term stability.

As part of the efforts to provide services to the homeless persons within its jurisdiction, the Municipality will seek an opportunity to request ESG funds to the State Department of Family, will refer homeless persons to nonprofit organizations with Continuum of Care grants and will endorse any local nonprofit organization with interest to request funds under the Continuum of Care competition.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

Complying with the Interim Rule of the Emergency Solutions Program, the Municipality of Toa Baja undertook a consultation process to the Puerto Rico Balance of Commonwealth Continuum of Care Homeless Coalition (PR-502). The written consultation included the following elements:

- Determination of how to allocate ESG funds;
- Developing performance standards for and evaluating outcomes of projects and activities assisted by ESG funds; and
- Developing funding, policies and procedures for the operation and administration of HMIS.

A letter will be sent to the entity for consultation effort.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

**Table 2 – Agencies, groups, organizations who participated**

<b>1</b>	<b>Agency/Group/Organization</b>	COALICION DE APOYO CONTINUO PARA PERSONAS SIN HOGAR DE SAN JUAN, INC.
	<b>Agency/Group/Organization Type</b>	Services-homeless Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	A letter was sent to the coalition requesting comments on the implementation of activities to support the Homeless Population.

**Identify any Agency Types not consulted and provide rationale for not consulting**

All required agencies were consulted through the Consolidated Consultation process.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care (CoC)	Coalición de Cuidado Continuo	The Municipality of a member of the Coalition and adopted its policies and procedures.
Municipality of Toa Baja Land Use Plan	Land Use zoning area for affordable housing projects	Land Use zoning area for affordable housing projects

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
State Public Housing Plan	PRPHA	Goals toward the provision of services of the public housing communities.
Puerto Rico Planning Board	Puerto Rico Planning Board	Zoning of the Municipality land and territory

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

As part of the PY 2015-2019 Consolidated Plan, the PY 2019 Annual Action Plan carries out the Municipality’s means of coordination and cooperation effort envisioned through the strategies and initiatives encouraged for the five-year planning cycle. The Municipality undertook an inclusive, participative and network approach to the described planning process to extend and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations. The Municipality understands that developing strategic and accountable partnerships leads to lasting effective changes to benefit the low-income communities and population.

Homeless and economic development consultation initiatives were encouraged through the process in order to provide the necessary input to design effective strategies that address the needs of the homeless and special needs population.

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

As part of 2019 Annual Action Plan planning process, the Municipality undertook the following actions as part of the citizen participation process:

- As part of the local government vision, the Municipality explored alternative public involvement techniques and quantitative and qualitative ways to measure efforts to encourage citizen participation. As part of this governmental vision, during all program year and the citizen participation actions, the Municipality maintains an open communication channel with the general population and communities leaders to receive direct feedback and input from individuals and communities regarding housing and community priorities and revitalization needs and strategies. This public participation activeness provides the Municipality with a constant flow of information regarding the needs of the communities and residents, particularly those of low income levels.
- On Monday, February 18, 2019, the Municipality of Toa Baja published a Notice of Public Hearing on Primera Hora, an Island-wide general circulation newspaper, by which it invited the public to attend two public hearings where they would be informed regarding the availability of CPD funds.
- On Saturday, March 16, 2019 the Municipality of Toa Baja convened a public hearing in the Llanero Sports Complex "AVOLI", Los Dominicos Avenue, 6th Section, Levittown, Toa Baja, to hear comments from the public and interested organizations regarding the list of proposed projects and programs to be funded during the upcoming program year. A total of 13 individuals attended the same. A presentation was given explaining the Plan process. The presentation included a description of: objectives; content of the Plan, the planning process and its integration; the community consultation process; identification of needs; design of strategies; the Citizen participation process, and due dates for the Action Plan. The consultation process was explained further, to include the statutory and regulatory framework, objectives, and the beneficiaries of participating programs. The latter included persons with low and moderate income, elderly persons, persons with physical and mental disabilities, homeless persons, and persons with HIV/AIDS. The Community Development Block Grant program, its national objectives, and eligible activities were presented to attendees. Also presented were the HOME Program and its requirements.
- A second public hearing was held on Wednesday, March 20, 2019, at Pájaros Community Center, 863 Street , Candelaria Ward, Toa Baja. A total of 15 individuals attended this public hearing.

- The following were the comments and recommendations received during the public hearing's sessions:
  - Citizen Comments session 1: Improve communication with communities regarding funds availability.
  - Citizen Comments session 2: Written statement by Community Leaders of Campanilla Ward.
    - Some of the necessities presented were;
      - 4. Residences in flood areas
      - 5. Structures with poor constructions made of wood
      - 6. After Huracan Maria, lack of electricity
- On July 12, 2019, the draft of the Action Plan draft was made available to the public for a thirty (30) day comment and review period. A public notice was posted at the Primera Hora newspaper.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Public Notice inviting the public to the Consolidated Plan Hearings. (February 18, 2019)	None	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Hearing	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	<p>13 persons attended the first public hearing, and 15 persons attended the second.</p>	<p>-Improve communication with communities regarding funds availability</p> <p>Written statement by Community Leaders of Campanilla Ward.</p> <p>-Some of the necessities presented were;</p> <ul style="list-style-type: none"> <li>✓ Residences in flood areas</li> <li>✓ Structures with poor constructions made of wood</li> <li>✓ After Huracan Maria, lack of electricity</li> </ul>		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Newspaper Ad	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	<p>The Municipality posted a Notice of Availability of the Draft Plan on the July 12, 2019 edition of Primera Hora, a newspaper of general circulation. The availability of the plan for public comments affords citizens, public agencies, and other interested parties a reasonable opportunity to examine its contents and to submit comments.</p>	Pending Comments	N/A	

**Table 4 – Citizen Participation Outreach**



## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

To undertake the housing, community and economic development agenda, the Municipality of Toa Baja will receive a combined allocation of \$1,485,259 of HUD’s CDP funding during the PY 2019. The amount of funds is distributed in the following form: \$1,082,477 for the CDBG Program and \$402,782 for the HOME Program.

All activities created and financed in this Plan were established based on the adjustment actions contemplated and discussed in the public hearings in accordance with the HUD Notice CPD 19-01, from the estimated funding levels to match actual allocation amounts, once the Municipality received the PY 2019 allocations for the CPD Programs.

In addition, the Municipality estimates that will be receiving \$1,585,856 of Housing Choice Voucher Program (HCVP) by Section 8 allocation during the described period of time and \$166,804 for tenant base rent assistance purposes under the HOPWA Program. Additional resources involve the use of the granted NSP 1 & 3 funds for the stabilization of neighborhoods.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,082,477	0	0	1,082,477	1,082,477	Funds under the CDBG Program will be allocated to undertake housing and community development strategies within the jurisdiction
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab TBRA  CHDO Set-aside	402,782	0	320,375	723057	402,782	Funds under the HOME Program will be allocated to undertake affordable housing strategies within the jurisdiction
Competitive McKinney-Vento Homeless Assistance Act	public - federal	Housing	0	0	0	0	0	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
General Fund	public - local	Acquisition Economic Development Homeowner rehab Housing Public Improvements Public Services	0	0	0	0	0	
Section 8	public - federal	Housing TBRA	0	0	0	0	0	
Other	public - federal	Housing	0	0	0	0	0	

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The Municipality often allocates local funds to address the community, housing and public service needs of low-income population. Due to the fact that, in recent years, the CPD allocation has been severely reduced, the Municipality has increased the level of local funding to the community, public facilities, infrastructure, public service and housing needs within its population. It is expected that this practice continues until the level of CPD Program funding is stabilized.

In terms of complying with matching requirements, the Municipality must comply with the HOME Program matching dispositions. The Municipality meets both of the distress criteria included in the program regulation; therefore, it is determined to be in severe fiscal distress and receives a 100 percent reduction of match requirements.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

None publicly owned land or property located within the jurisdiction will be used to address the needs identified in the plan.

**Discussion**

During the planned program year, the Municipality will continue to undertake actions toward the delivery of the general welfare provisions for the Toa Baja population, especially to the low-income segments. The undertaking of this public actions requires the Municipality to set aside the needed funds to provide the low-income population with the public services that they required to address their immediate basic and essential needs.

As part of this equation, the CPD funds are targeted to address the housing, community development and special population needs. The Consolidated Plan programs funds will be invested toward the creation of viable and inclusive communities, the provision of safe, decent and sanitary housing units, the promotion of economic development opportunities for low-income individuals and the provision of public services activities for the special needs' population.

These activities will be leveraged with additional local public resources available through the Municipality public policies and services programs created to improve the living conditions of the residents and communities.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Provision of Housing Rehabilitation	2017	2019	Affordable Housing	Municipality of Toa Baja	Provide Affordable Housing Provide Adequate Housing	HOME: \$177,087	Homeowner Housing Rehabilitated: 20 Household Housing Unit
2	Provision of Financial Assistance for Down Payment	2015	2019	Affordable Housing	Municipality of Toa Baja	Provide Affordable Housing	HOME: \$125,000	Direct Financial Assistance to Homebuyers: 5 Households Assisted
3	Community Housing Development Organizations	2016	2019	Affordable Housing	Municipality of Toa Baja	Provide Affordable Housing	HOME: \$60,417	Other: 1 Other
4	Planning and Administration	2015	2019	Planning and Administration	Municipality of Toa Baja	Planning and Administration	CDBG: \$101,270 HOME: \$40,278	Other: 2 Other
5	Section 108 Payment	2015	2019	Non-Housing Community Development	Municipality of Toa Baja	Section 108 Repayment	CDBG: \$981,207	Other: 1 Other

**Table 6 – Goals Summary**

## Goal Descriptions

1	<b>Goal Name</b>	Provision of Housing Rehabilitation
	<b>Goal Description</b>	Provision of housing rehabilitation assistance to eligible families.
2	<b>Goal Name</b>	Provision of Financial Assistance for Down Payment
	<b>Goal Description</b>	Provision of down payment and closing costs assistance to eligible families.
3	<b>Goal Name</b>	Community Housing Development Organizations
	<b>Goal Description</b>	Set aside for Community Housing Development Organizations.
4	<b>Goal Name</b>	Planning and Administration
	<b>Goal Description</b>	Planning and administration activities of the CDBG and HOME program.
5	<b>Goal Name</b>	Section 108 Payment
	<b>Goal Description</b>	Payment of section 108 Loan.

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

The following are the programmatic activities that the Municipality of Toa Baja will undertake during the planned program year with CPD resources:

#### Projects

#	Project Name
1	CDBG Program Administration PY 2019
2	CDBG Program: Repayment of Section 108 Loan
3	HOME Program Administration PY 2019
4	Provision of HOME-Housing Rehabilitation Assistance
5	CHDO-HOME PY 2019
6	Provision of HOME-Homebuyer Assistance

**Table 7 - Project Information**

#### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

<div>The basis for allocating resources within the geographic area of Toa Baja was based in impute received through the Citizen Participation Plan activities undertaken during the Annual Action Plan planning phase. In addition, all allocated activities are aligned with the PY 2015-2020 Consolidated Plan Goals and Objectives.</div><div>Regarding the existence of any obstacle to address the underserved population needs, the lack of funding continues to be the main obstacles to reach out and address the needs of the described population segment. </div>

## AP-38 Project Summary

### Project Summary Information

1	<b>Project Name</b>	CDBG Program Administration PY 2019
	<b>Target Area</b>	Municipality of Toa Baja
	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Planning and Administration
	<b>Funding</b>	CDBG: \$101,270
	<b>Description</b>	Funds allocated to undertake eligible planning and administration activities for PY 2019
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	N/A
	<b>Planned Activities</b>	Planning and administration of the CDBG Program.
2	<b>Project Name</b>	CDBG Program: Repayment of Section 108 Loan
	<b>Target Area</b>	Municipality of Toa Baja
	<b>Goals Supported</b>	Section 108 Payment
	<b>Needs Addressed</b>	Section 108 Repayment
	<b>Funding</b>	CDBG: \$981,209
	<b>Description</b>	Funds will be used for the principal and interest payment of the existing Section 108 Loan.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	N/A
	<b>Planned Activities</b>	Funds will be used for the principal and interest payment of the existing Section 108 Loan.
3	<b>Project Name</b>	HOME Program Administration PY 2019
	<b>Target Area</b>	Municipality of Toa Baja

	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Planning and Administration
	<b>Funding</b>	HOME: \$40,278
	<b>Description</b>	Funds allocated to undertake eligible planning and administration activities for PY 2019
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	N/A
	<b>Planned Activities</b>	Planning and administration of the HOME Program.
<b>4</b>	<b>Project Name</b>	Provision of HOME-Housing Rehabilitation Assistance
	<b>Target Area</b>	Municipality of Toa Baja
	<b>Goals Supported</b>	Provision of Housing Rehabilitation
	<b>Needs Addressed</b>	Provide Affordable Housing Provide Adequate Housing Planning and Administration
	<b>Funding</b>	HOME: \$177,087
	<b>Description</b>	Provision of funds for housing rehabilitation activities.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	A total of 20 families will benefit from the activity.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Funds will be used for the payment of housing material and labor to rehabilitate damaged units.
<b>5</b>	<b>Project Name</b>	CHDO-HOME PY 2019
	<b>Target Area</b>	Municipality of Toa Baja
	<b>Goals Supported</b>	Community Housing Development Organizations
	<b>Needs Addressed</b>	Provide Affordable Housing
	<b>Funding</b>	HOME: \$60,417

	<b>Description</b>	Provide funds to eligible Community Housing Development Organizations for the provision of adequate and affordable housing.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	TBD
	<b>Location Description</b>	TBD
	<b>Planned Activities</b>	Set aside for eligible CHDO activities.
<b>6</b>	<b>Project Name</b>	Provision of HOME-Homebuyer Assistance
	<b>Target Area</b>	Municipality of Toa Baja
	<b>Goals Supported</b>	Provision of Financial Assistance for Down Payment
	<b>Needs Addressed</b>	Provide Affordable Housing Provide Adequate Housing
	<b>Funding</b>	HOME: \$125,000
	<b>Description</b>	Provision of funds for homebuyer activities.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	A total of 5 families will benefit from the activity.
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	Funds will be used for the down payment and closing costs purposes.

## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

None of the activities to be undertaken will be considering the geographic or economic characteristics of the area. The activities will be based on the income of the families and not the eligibility of the area. All the funded activities will benefit low income persons.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Municipality of Toa Baja	100

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

None of the activities funded in the planned annual plan were based in geographically location.

### **Discussion**

All the activities included in the annual plan are activities which eligibility requirements are based in the individual income level and not in the geographic area income eligibility. Therefore, all participants have to comply with the income level requirements or in the case of special needs population will be presumed its income eligibility to the activity.

# Affordable Housing

## AP-55 Affordable Housing – 91.220(g)

### Introduction

To achieve the goal of providing decent housing for low-, and moderate- income persons, the Municipality will invest available resources in a series of activities that will allow promote affordable and adequate housing within the eligible population. Specifically, the Municipality will undertake tenant-based rent activity (TBRA) services through the Section 8 Program, HOME Program and HOPWA Program, and rehabilitation and homebuyer assistance under the HOME Program activities.

Through the described activities, the Municipality will address the cost burden problem of eligible income households that are experiencing financial tightness due to high housing costs. Providing these resources, the Municipality looks to stabilize the housing conditions of these individuals while maintain them in a secure and decent housing unit.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	5
Non-Homeless	253
Special-Needs	20
Total	278

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	253
The Production of New Units	0
Rehab of Existing Units	20
Acquisition of Existing Units	5
Total	278

**Table 10 - One Year Goals for Affordable Housing by Support Type**

### Discussion

The strategy regarding the consolidated plan affordable housing goals is directly related with the availability of resources to provide financial assistance toward the occupancy of a housing unit by a low-income household. The Municipality of Toa Baja promotes the investment of HUD federal resources in the provision of real opportunities of affordable housing for low and moderate-income persons. The investment of these funds has the effect of alleviating the cost burden problem that many economic

disadvantaged people have and that makes it harder to maintain a stable and secure housing unit. This approach facilitates the Municipality to advance its policy of assuring the most vulnerable population groups with the services they need, in order to occupy a housing unit within Toa Baja.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

In this Section, the Municipality of Toa Baja will provide a short overview of its planned actions to assure that the public housing communities and population are served through the available resources within the community. We must emphasize that the main responsibility of the public housing strategy in Puerto Rico is delegated to the State Government level and that, for this purpose, the Municipality acts as a consolidated stakeholder partner to the State Government.

### **Actions planned during the next year to address the needs to public housing**

The Municipality of Toa Baja will continue to serve the public housing residents and communities through its local government service structure. The public housing communities are an integral part of the Toa Baja's service delivery area and are included as one of the population group identified to be served. Through the described service structure, the Municipality will provide basic and essential public services to the public housing projects and population. In general, the Municipality will make available health services, public security programs, sports and recreational activities, pre-scholar and educational services, job training activities, solid waste disposal services, among other general welfare programs to the population, including public housing residents. Through these direct services, the Municipality improves the living environment and conditions of the Public Housing residents.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

The responsibility of encouraging public housing residents to become more involved in management and participate in homeownership is from the PR-PHA. The Municipality will support the agency efforts through the two (2) initiatives included in the State Plan for these purposes, providing financial assistance to undertake feasibility studies for the conversion from rental to ownership units; and through the provision of technical assistance to residents to build administration capacity.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

If the PHA is designated as troubled, the Municipality will be available to work a corrective action plan with the agency to comply with all the administrative and programmatic components that produced the troubled designation. The Municipality is a long-term HUD CPD grantee and Public Housing Agency with accumulated experience and on hand knowledge of managing and operating the HUD's programs. Due to the lack of resources, the assistance proposed doesn't include financial assistance.

## **Discussion**

As one of the critical components in the task of providing affordable housing services to Toa Baja's low-income population, the PR-PHA has a very important responsibility to meet within the local jurisdiction. The Municipality will continue to support its consolidated stakeholder partner by continuing taking care of the basic and essential public services that this community's needs to meet their daily life goals. Therefore, it's the Municipality responsibility to support the PR-PHA, and private managerial firm within the projects, with the provision of quality health services, public security programs, sports and recreational activities, pre-scholar and educational services, job training activities, solid waste disposal services, among other public service programs offered by the Municipality to the general population.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

Due to the fact that in recent years all program allocation toward housing and community development strategies has experienced a constant cut from its federal origins, the Municipality is promoting a strategy of collaborative and inclusiveness efforts to address the homeless and other special population. The objective behind this approach is maximizing the use of all available resources within the community and optimizing the provision of the required and needed services. This network perspective will foster collaboration, integration and partnerships efforts among all the community's parties with genuine interest in addressing the needs of the homeless population.

As lead agency for the Consolidated Plan, the Municipality will lead the way to promote the provision of services through all the ladder of services that will be available for the homeless individuals. Among the services the Municipality will promote through this strategy are:

- Outreach, Intake and Assessment
- Emergency Shelter
- Transitional Housing
- Supportive Housing
- Permanent Housing
- Homeless Prevention

As per services to special needs population, the Municipality will address the needs of these groups through the investment of CDBG funds in public services activities, the investment of local resources for basic and essential public service needs and the coordination and referral to community partners with the resources to provide services to these groups.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

As explained in the previous section, the Municipality will promote a collaborative vision toward the homeless service activities. Taking this into consideration, the Municipality will request to the State Government, Non-Profit Organizations, Faith Based Organizations, Community based Organizations, Private Sector Organizations and other interested parties, to align basic and essential services and activities to address the needs of the homeless persons and to prevent additional households from experiencing homelessness in a future.

Through this effort, the Municipality will reach out to the homeless persons and will assess their

individual needs.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The emergency shelter and transitional housing needs of the homeless population will be addressed through the direct coordination of services with nonprofit organizations allocated with HUD Continuum of Care resources. The Municipality will encourage a collaborative effort with these organizations serving the delivery area of Toa Baja jurisdiction. Through this initiative, the Municipality will promote the provision of supportive housing and supportive services, including innovative approaches to assist homeless persons in the transition from homelessness. In addition, the Municipality will encourage the provision of supportive housing to homeless persons to enable them to live as independently as possible.

The emergency shelter component will be addressed also through those community nonprofit organizations with State ESG Program grants and/or HUD Continuum of Care allocation. The Municipality is an active member of the PR-502 State Homeless Coalition and through this entity will align available resources to provide this important service within the homeless strategy.

### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The Municipality will address these needs through the request of State ESG funding and/or the use of allocated State ESG funds to Community NPO's within and/or near the geographical area of Toa Baja. As part of the supportive services coordinated, the Municipality and/or NPO's will include case management services intended to facilitate the movement of homeless individuals and families to permanent housing. The activities are made to assist participants to obtain and remain in a stable housing unit, to assist the participant to increase their work skills and/or income and to assist participants to achieve greater self-determination, which enable the participant to gain needed confidence to make the transition out of homelessness and to live more independently.

### **Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The Municipality will request ESG funds to the State Department of Family for the provision of homeless prevention services. The activity is designed to assist eligible household on the brink of homelessness to remain in its current housing unit. For the Municipality, it is typically far more cost effective and less disruptive to a household to prevent homelessness than to provide shelter and then address the re-housing assistance needs once housing has been lost. The financial assistance provided includes payment for back rent, current and back utilities and short and medium-term rental assistance.

Also, local funds will be provided by the Mayor's Office Citizens Assistance Office.

## **Discussion**

As stated in the Consolidated Plan Strategic Plan, the homeless strategy is taken from an integrated and collaborative approach. This approach has the objective of promoting the maximizing and optimizing use of all available funding streams for homeless purposes within the Toa Baja's jurisdiction. As part of the PR-502 State Homeless Coalition, the Municipality is committed to improve the use of the Continuum of Care resources allocated to the NPO's that are members of the Coalition. Through this strategy the Municipality will be able to expand the reach of its homeless services, in time of economic constrictions, by the use available resources within the community and increase the number of individuals served through the jurisdiction.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

During the preparation of the Market Analysis and Strategic Plan Section of the 5-year Consolidated Plan, the following are the barriers identified by the Municipality for Affordable Housing:

- Ineffective permits and approval systems
- Lack of Developable Land
- Lack of available resources

The identified barriers have a direct impact in limiting the possibilities and opportunities for the development of affordable housing actions. Therefore, the Municipality must be aware of the level of impact and work toward minimizing the affect that this impact will have in promoting the affordable housing strategy.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The following are the actions that the Municipality will put in place to address the effects of public policies have on affordable housing:

#### **Barrier: Ineffective permits and approval systems**

The Municipality will continue to work with the State Government, negotiating the permits hierarchy within its Territory Ordainment and Land Use Plan. This action will give the Municipality the authority to manage its internal permits process and work with aggressive and effective approaches to streamline the permits process within the Toa Baja’s jurisdiction.

#### **Barrier: Lack of Developable Land**

As part of the management of its Land Use Plan, the Municipality will closely evaluate the availability of existing developed and underused areas to consider the re-use of them within the housing and community development strategies of the Consolidated Plan.

#### **Barrier: Lack of available resources**

To deal with the cost burden housing problem affecting a large portion of the low and moderate-income population within Toa Baja, the Municipality will continue investing public resources in housing related

activities toward alleviating the housing costs to the served participants. Among the activities that the Municipality will undertake during the Consolidated Plan are housing rehabilitation activities, tenant-based rent assistance activities, homeownership assistance activities, and supportive services for housing purposes activities.

**Discussion:**

The Municipality will establish effective practices to ameliorate the effect that existing rules and regulations has as potential barriers to affordable housing. Using most of the local hierarchies provided by the Autonomous Municipality's Law, Toa Baja will work with efficient approaches to advance the affordable housing agenda proposed through this Consolidated Plan.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

In this Section the Municipality will present the actions that it will undertake during the PY 2019 to foster and maintain a stable affordable housing stock; to reduce the risk of exposure to lead based paint hazards; to reduce the number of poverty-level families; to develop the institutional structure and to enhance coordination between public and private housing and social service agencies.

### **Actions planned to address obstacles to meeting underserved needs**

The term “underserved populations” means groups of individuals who fall within one or more of the categories protected under the Fair Housing Act and who are:

- of an immigrant population (especially racial and ethnic minorities who are non-English speaking or have limited English proficiency);
- in rural populations;
- homeless;
- persons with disabilities (e.g., physical or mental) who can be historically documented to have been subject to discriminatory practices not having been the focus of federal, state or local fair housing enforcement efforts;
- persons in areas that are heavily populated with minorities where there is inadequate protection or ability to provide service from the state or local government or private fair housing organizations, or populations that have faced generational economic disadvantage, job dislocation, or other forces that prevent them from achieving individual and family self-sufficiency.

Characteristics of the underserved population may include fixed incomes, unemployment or underemployment, living in aging housing stock, language barriers, and physical limitations to access services. The Municipality will strive to overcome the three main obstacles of the underserved by the following initiatives:

**Leveraging its resources:** The Municipality will continue to implement programs through grants and to support funding applications for various non-profit organizations. In addition, the Office will continue to research, apply for, and manage competitive grant opportunities to fund and enhance community development activities in Toa Baja.

**Assisting households increase their income and assets:** The Municipality will continue to fund public services including job training programs and other assistance programs, such as WIOA training programs and Economic Development assistance, to help individuals secure a job to increase their family income.

In addition, to assist the families build assets, the HOME funded down payment and TBRA programs

provide financial assistance to income eligible households that otherwise could not afford to purchase or rent a home due to the lack of funds for down-payment and other fees associated with a home purchase.

**Making housing and services available for the underserved:** The Municipality will prioritize housing and services to those in most need including populations with special needs.

### **Actions planned to foster and maintain affordable housing**

The Municipality will be providing financial subsidies for rehabilitation and preservation purposes; rent purposes and homeownership purposes. These financial tools will assist the jurisdiction to maintain and expand a healthy, stable and secure stock of affordable housing units.

### **Actions planned to reduce lead-based paint hazards**

As per the PY 2019, the Municipality will take the following actions to reduce lead-based paint hazards within the programmatic activities undertaken: Section 8 Program landlords and tenants will be oriented about the lead-based paint poisoning. The form: "Notification-Watch Out for Lead-Based Paint Poisoning" will be signed by both parties at the execution of the annual contract. In addition, for the CDBG Housing Rehabilitation Program the supplier is oriented about the level of quality required in the materials delivered to the assistance households. In addition, notification, provision of pamphlet, safe work practices as part of rehabilitation, repair any paint that is disturbed, and clearance after the work will be assess as part of the orientation process.

As per the HOME and HOPWA Program, all landlords and tenants will be orientated about the lead-based paint poisoning and units will be inspected to comply with the required dispositions.

### **Actions planned to reduce the number of poverty-level families**

To reduce the number of poverty-level families, the Municipality rely in the effective implementation of the following actions, included in its Anti-poverty strategy:

- Provision of training subsidies to low income eligible participants with occupational skills development needs;
- Provision of salary subsidies to Toa Baja's base employers for the provision of work skills development needs;
- Provision of housing subsidies to low income households for rent purposes;
- Provision of housing subsidies to low income households for rehabilitation purposes;
- Promote local public and private investment to improve community infrastructure systems within low income neighborhoods;
- Support the establishment and/or expansion of new and/or existing business ventures to create

and/or maintain low income jobs opportunities.

### **Actions planned to develop institutional structure**

The development of the institutional structure is an on-going process that takes form during the daily actions undertaken to advance the consolidated agenda and strategies. Through open and trustful communication channels among all community's partners and periodic working meetings the Municipality will improve the quality and reliability of the service structure to address the needs of the low and moderate-income persons.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

As stated in the previous item, trustful and open communication levels, periodic working meeting and sessions, effective referrals methods, continues oversight activities are some of the actions that the Municipality will take to improve and enhance the coordination level among all the community's public and private housing and social service agencies within the local jurisdiction.

With respect to economic development, the Municipality will enhance coordination with the private industry, businesses, developers and social services agencies through two (2) initiatives: through the WIOA Local Workforce Board a private sector lead board created to promote the occupational and job development skills to low income persons and that integrates the WIOA mandatory public service partners as part of its composition and through economic development initiatives, that includes private, public and nonprofit organizations to promote regional economic and industrial development agenda, within the north, north-central and/or metropolitan area of Puerto Rico.

### **Discussion:**

Refer to above discussion.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction:

This Section includes a description of the Specific Program requirements that the Municipality of Toa Baja will be met for the CDBG and HOME Program.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

**HOME Investment Partnership Program (HOME)  
Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

No other form of investment will be used during PY 2019.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The recapture guidelines to be used are included in the Appendix Section of this Annual Action Plan.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The recapture guidelines to be used are included in the Appendix Section of this Annual Action Plan.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

HOME funds will not be used to refinance existing debts.

The HOME funds will be used to provide affordable housing opportunities to the low-income population within the Toa Baja jurisdiction. These activities will allow the expansion and preservation of existing affordable housing units.

## **APPENDICES\***

- A. Certifications
- B. SF-424 Form
- C. Summary of Citizen Participation Process
- D. Proofs of Publication

**\*All Appendices will be inserted before this document is submitted to HUD.**