PHA Plans

Streamlined Annual Version

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

OMB No. 2577-0226
(exp. 08/31/2009)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined Annual PHA Plan for Fiscal Year: 2009 PHA Name:

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

Streamlined Annual PHA Plan
Agency Identification

PHA Name: PHA Number:

PHA Fiscal Year Beginning: (mm/yyyy)

PHA Programs Administered:

☐ **Public Housing and Section 8** ☐ **Section 8 Only** ☐ **Public Housing Only**

Number of public housing units: Number of S8 units: Number of public housing units:
Number of S8 units:

☐ PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

PHA Plan Contact Information:

Name: Phone:
TDD: Email (if available):

Public Access to Information

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

☐ PHA's main administrative office ☐ PHA's development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection. ☐ Yes ☐ No.
If yes, 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)

Streamlined Annual PHA Plan
Fiscal Year 20
[24 CFR Part 903.12(c)]

Table of Contents
[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

A. PHA PLAN COMPONENTS

☐ 1. Site-Based Waiting List Policies
903.7(b)(2) Policies on Eligibility, Selection, and Admissions
☐ 2. Capital Improvement Needs
903.7(g) Statement of Capital Improvements Needed
☐ 3. Section 8(y) Homeownership
903.7(k)(1)(i) Statement of Homeownership Programs
☐ 4. Project-Based Voucher Programs
☐ 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
☐ 6. Supporting Documents Available for Review
☐ 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
☐ 8. Capital Fund Program 5-Year Action Plan

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50076, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*: *Board Resolution to Accompany the Streamlined Annual Plan* identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:
Form HUD-50070, *Certification for a Drug-Free Workplace;*
Form HUD-50071, *Certification of Payments to Influence Federal Transactions*; and
Form SF-LLL &SF-LLLa, *Disclosure of Lobbying Activities*.

1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)]

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

A. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	**Date Initiated**	**Initial mix of Racial, Ethnic or Disability Demographics**	**Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL**	**Percent change between initial and current mix of Racial, Ethnic, or Disability demographics**

2. What is the number of site based waiting list developments to which families may apply at one time?

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?

4. ☐ Yes ☐ No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

B. Site-Based Waiting Lists – Coming Year

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
   If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

2. Capital Improvement Needs

[24 CFR Part 903.12 (c), 903.7 (g)]
Exemptions: Section 8 only PHAs are not required to complete this component.

A. Capital Fund Program

1. ☐ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.

2. ☐ Yes ☐ No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

1. ☐ Yes ☐ No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).

2. Status of HOPE VI revitalization grant(s):

HOPE VI Revitalization Grant Status
a. Development Name: b. Development Number:
c. Status of Grant: ☐ Revitalization Plan under development ☐ Revitalization Plan submitted, pending approval ☐ Revitalization Plan approved ☐ Activities pursuant to an approved Revitalization Plan underway

3. ☐ Yes ☐ No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name(s) below:

4. ☐ Yes ☐ No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:

5. ☐ Yes ☐ No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

1. ☐ 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 the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

2. Program Description:

a. Size of Program

☐ Yes ☐ No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?

b. PHA-established eligibility criteria

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria:

c. What actions will the PHA undertake to implement the program this year (list)?

3. 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 of purchase price and requiring that at least 1 percent of the purchase price 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.

☐ Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):

☐ Demonstrating that it has other relevant experience (list experience below):

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

☐ Yes ☐ No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1. ☐ Yes ☐ No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

   ☐ low utilization rate for vouchers due to lack of suitable rental units
   ☐ access to neighborhoods outside of high poverty areas
   ☐ other (describe below:)

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (provide name here)

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 on its waiting lists 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 the initiatives contained in the Consolidated Plan. (list below)
☐ Other: (list below)

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

6. Supporting Documents Available for Review for Streamlined Annual PHA Plans

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

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Related Plan Component**
	PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;	5 Year and Annual Plans
	PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan	Streamlined Annual Plans
	Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.	5 Year and standard Annual Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. ☐ Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
	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. ☐ Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development. ☐ Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. ☐ Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable 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-

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Related Plan Component**
		Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types ☐ Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Public housing grievance procedures ☐ Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures. ☐ Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report 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 Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 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
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs ☐ Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative 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 for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). ☐ Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans Only: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

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

PHA Name:	**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:	**Federal FY of Grant:**

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

Line No.	**Summary by Development Account**	**Total Estimated Cost**		**Total Actual Cost**	
		Original	**Revised**	**Obligated**	**Expended**
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name:		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant:**		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name:	**Grant Type and Number** Capital Fund Program No: Replacement Housing Factor No:	**Federal FY of Grant:**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan **Part I: Summary**					
PHA Name				☐**Original 5-Year Plan** ☐**Revision No:**	
Development Number/Name/ HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan **Part II: Supporting Pages—Work Activities**						
Activities for Year 1	Activities for Year :____ FFY Grant: PHA FY:			Activities for Year: ___ FFY Grant: PHA FY:		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See						
Annual						
Statement						
Total CFP Estimated Cost			$			$

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan **Part II: Supporting Pages—Work Activities**					
Activities for Year :____ FFY Grant: PHA FY:			Activities for Year: ___ FFY Grant: PHA FY:		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Total CFP Estimated Cost		$			$

COMPREHENSIVE ADMINISTRATIVE PLAN FOR THE SECTION 8 RENTAL ASSISTANCE: HOUSING CHOICE VOUCHER PROGRAM

TOWN OF EAST HAMPTON

OFFICE OF HOUSING
&
COMMUNITY DEVELOPMENT

159 Pantigo Road
East Hampton, New York 11937

Revised August 2008 Final
Proposed effective date January 1, 2009

Table of Contents

Chapter One **Introduction** 5

Approach and Goals
Special Programs and Housing Initiatives

Chapter Two **Outreach** 6

Applications
Applicants
Owners
Equal Opportunity- Special Outreach Efforts

Chapter Three **Mailing List / Waiting List** 8

Maintaining a Mailing List
Opening/ Closing the Waiting List
Family Definition
Monitoring Applications
Purging the Waiting List

Chapter Four **Eligibility** 11

Provisionally Eligible
Verification Process
Social Security Card
Verification of Gross Annual Household Income
Allowances
Calculation of Total Tenant Payment and Total Family Contribution
Citizenship / Immigration Certification
Criminal Background Check / Fingerprinting
Live in Aide

Chapter Five **Housing Choice Voucher** 14

Issuance of a Housing Choice Voucher
Continually Assisted
Suspension of a Housing Choice Voucher
Change in Family Composition
Inter- municipal Agreement

Chapter Six **Denying Eligibility** 16

The grounds for Denying Eligibility
Program Administration Flow Chart

Chapter Seven **Payment Standard and Income Limits** 18

Payment Standards
Payment Standard Adjustments
Calculation of Total Tenant Payment and Total Family Contributions
Tenant Portion
Interim and Annual Recalculations

Sporadic Income
Asset Income
Exclusion of Earned Income from Rent Determinations for Persons with Disabilities
Allowance for Childcare
Medical Allowance
Gross Rent of Unit
Adjustments to the Payment Standard
Minimum Tenant Rent
Change of Units

Chapter Eight **Portability** 22

Chapter Nine **Landlord's Responsibilities for Tenant Screening** 23

Chapter Ten **Release of Tenant Information** 24

Chapter Eleven **Housing Quality Standards and Inspections** 25

Chapter Twelve **Assisting Family that Claims Discrimination** 27

Chapter Thirteen **Lease Approval, Housing Voucher Contract Execution, And Initial Payment to the Landlord** 28

Chapter Fourteen **Disapproval of Owners** 29
Mandatory Denial
Discretionary Denial

Chapter Fifteen **Absence from the Dwelling Unit** 30
Family Absence
Member Absence

Chapter Sixteen **Basic Program Obligations** 31
A Family Must
The Family Must Not

Chapter Seventeen Resident **Advisory Board** 33

Chapter Eighteen **On-going Functions** 34
Payments to Owners
Annual and Interim Certification of participants
Tenant Files
Rent Reasonableness
Review and Adjustment of Allowance for Utilities and Other Services
Processing Requests for Rent Increases by Owners
The Participant Moves into a New Unit
Situations where the participant must vacate the unit
By Choice
Denial of Request to Move

Chapter Nineteen **Financial and Office Management** 37
Preparation of Budgets and Reports
Operating Reverse Threshold
Required Use for Administering Program
Town Board Approval for Operating Reserve Expenditures
Office Management
Monitoring Program Functions

Chapter Twenty **Violations of Program Guidelines** 39
Denial of Housing Choice Voucher/ Applicant Eligibility
Termination of Tenancy
Termination of the Family's Participation in the Section 8 Program
HAP Contract Violations by the Owner/ Landlord
Termination of the HAP Contract with the Owner/ Landlord
Welfare Sanctions

Chapter Twenty-One **Complaints, Appeals, Informal Hearings and Informal Reviews** 42
Granting or Denying an Informal Review
Granting or Denying an Informal Hearing
Final Decisions Rendered for Informal Reviews or Hearings
Repayment Agreement Policy
Future Program Eligibility

Chapter One
Introduction

Approach and Goals

Through the Section 8 Tenant Based Rental Assistance Program, (Housing Choice Voucher Program), the Town of East Hampton can meet a real need and achieve the goals of the Housing and Community Development Act of 1974 by offering housing assistance to eligible persons. The Comprehensive Plan of the Town of East Hampton has identified the need for affordable housing in the Town of East Hampton as critical. The Housing Assistance Plan for the County of Suffolk indicates that there is a need for housing assistance for senior citizens and extremely low and very low - income families. The Section 8 Housing Choice Voucher Program offers a viable means for assisting such families.

The Housing Choice Voucher Program will operate under general policies established by the Town of East Hampton while complying with HUD requirements. The Town of East Hampton will operate the Section 8 Rental Assistance Program through the Town's Office of Housing and Community Development. This office is a town department staffed by town employees. Where reference is made to staff in this document it shall refer to all employees of the Office of Housing and Community Development. Specific job titles are included for reference purposes only. These titles may change, job responsibilities may change and employees or titles may be added.

Currently, the Rental Subsidy Program Technician has overall responsibility for the day to day operations of the program reporting to the Director of Housing and Community Development. The Community Development Housing Technician handles the Section 8 housing quality inspections reporting to the Rental Subsidy Program Technician.

The rest of the staff provides supportive services to the operation of the program, as well as the rest of the affordable housing mission of the Town of East Hampton.

Special Programs and Housing Initiatives

From time to time the Office of Housing and Community Development may apply for special funding or permission to use some of the Housing Choice Vouchers for special programs. The Office of Housing and Community Development currently administers affordable home ownership for the Town of East Hampton. To that end, Section 8 participants are counseled as future first time home - buyers. Upon approval from the United States Department of Housing and Urban Development and the Town Board of the Town of East Hampton, the Office of Housing and Community Development will proceed to administer additional home ownership initiatives. If this occurs, the approval of such programs will be added as an addendum to this plan.

Chapter Two
Outreach

Applications

Application forms can be requested at the Office of Housing and Community Development at any time of the business day throughout the year. Additionally, applications will automatically be sent to potential applicants, if requested. Requests for applications can be made through the Town's website.

Preliminary applications will be processed into a database. The database will be maintained for all applicants containing the following information: date and time of application received, family name, mailing and home addresses, social security number, family size, preferences, and race/ ethnic designation of the head of household. Each application will be date stamped when it is received and kept on file in addition to the electronic database.

Future applications will collect the following information: information necessary to calculate the gross annual income of the household, information necessary to calculate allowances, family composition and size of unit, preferences, name and address of current and previous owners, disabilities, previous evictions from federally funded housing units, history of criminal and or drug abuse, statistical information on race, ethnicity and household size and a certification from the applicant that the information provided on the application is accurate and complete.

Applicants

Staff will make a special effort to attract extremely low-income families within the community consistent with available funding. Applications will be available year round at the Office of Housing and Community Development.

Information targeting applicants whose income is 30% of median income or less and families of very low income will be sent to all local community organizations that deal with a low-income population when necessary. Special outreach will be done in order to reach minorities, the disabled, seniors and other individuals who are least likely to apply. Newspaper ads, newspaper articles, flyers and posters will be utilized when necessary to promote the program. Staff will contact the broadest spectrum of potential tenants to explain and promote involvement in the program.

Owners

The staff will be responsible for making and continuing contact with owners and managers of rental units to promote understanding of, and involvement in the Section 8 Housing Choice Voucher Program. Special points to be emphasized are: the payment standard, utility allowances, right to screen tenants, lease approval, inspections, terminations and evictions.

East Hampton Town has few areas of low income and minority concentrations. The Office of Housing and Community Development will attempt to place its participants throughout the hamlets. This will be accomplished through networking with appropriate agencies, community service organizations, religious institutions, schools, real estate agents and direct mailing to property owners least likely to know about Section 8 Rental Assistance Program. The office will make available the names and addresses of current and past landlords that the applicant has had to the new prospective landlord upon request.

Potential owners will receive an information packet containing the following: Landlord Guide to the Section 8 Rental Assistance Program, brochures on lead paint and "A Good Place to Live", a lead paint disclosure form, Part B and C of the Housing Assistance Payments contract and other materials deemed informative to the owner.

Equal Opportunity - Special Outreach Efforts

All notices sent to prospective applicants to notify them of the program and program guidelines will:

1. Comply with fair housing and equal opportunity requirements of the Town of East Hampton, Suffolk County, New York State and the United States Department of Housing and Urban Development.

2. Outreach efforts will target those least likely to apply such as minority groups, the elderly and disabled. A list of groups and agencies throughout the Town of East Hampton who will receive special notices is included as an appendix to this plan.

3. Outreach efforts will also target extremely low-income individuals whose income is 30% of median income or less.

Chapter Three
Mailing List/ Waiting List

Maintaining a Mailing List

The Office of Housing and Community Development will maintain one mailing list, which will remain open throughout the year. Families who inquire about the program will be given a brief oral summary which will include the income limits, eligibility requirements, maximum rent a family may pay and screening procedures. The family will be informed that they may select a single-family house, apartment or townhouse and that they must find their own housing unit. Families will be encouraged to come to the Office of Housing and Community Development to fill out an application for Section 8 Rental Assistance. Applicants can request an application to be sent through the mail. Each application will be date stamped when it is received and kept on file in addition to the electronic database, if applicable.

Applications will be available upon request every business day from 9:00 am to 4:00 pm Monday through Friday excluding holidays.

Opening/ Closing the Waiting List

The Office of Housing and Community Development will keep its waiting list open year round in order to offer assistance during this affordable housing crisis. The waiting list will not close for residents.

A database will be maintained that sorts applicants by two categories: local residents and non-residents. Local residents are those individuals who live or work full time within the Town of East Hampton. Non-Residents are all others. The database will then automatically sort both categories of applicants in the order by time and date of application. Resident applicants will be considered in the order that the applications were received. Notwithstanding this, the Town may vary the order for the purpose of meeting the requirement that three out of four new participants be at thirty percent of median income. If this is done all applicants at thirty percent of median income will be served in order of date and time of the application.

Non-residents will be considered only after the pool of local residents has been exhausted. All non-residents must re - locate to the Town of East Hampton for at least one, (1) year in order to be eligible to port their voucher out to another municipality. There are and will be no exceptions. There is an existing waiting list for non-residents. No new applications are being taken from non-residents until the non-residents waiting list is exhausted.

If the information on the application is unclear or incomplete the staff will notify the applicant and give him or her ten, (10) days from the date of the notice to respond with a clarification. If they fail to respond they will not be placed on the waiting list. Non-residents who call requesting an application will be placed on a mailing list.

Family Definition

Eligible families and individuals who may be placed on the waiting list, in addition to meeting all the other eligibility criteria, may be one or more of following:

1. A disabled family, which means a family whose head, co-head, spouse or sole member, is a person with disabilities; or one or two persons with disabilities; or one or more persons with disabilities with one or more live in aides
2. A displaced person or family in which each member or sole member is a person displaced by government action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized by federal disaster relief laws
3. The remaining adult member of an assisted tenant family who remains in the unit when other members of the family have left the unit
4. A homeless person or family
5. An elderly person or family whose head, co-head or spouse or sole member is at least 62 years of age; or two or more persons, each 62 years of age, living together; or one or more persons who are at least 62 living with one or more live-in aides
6. A multi - person elderly or disabled family, or one or more disabled persons living with one or more live - in aides
7. Two or more persons living as a family, irrespective of age
8. A single person who is an expectant mother or in the process of securing custody of a minor
9. A single person of any age who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family
10. A household with or without children; A child who is temporarily away from the home due to placement in foster care will be considered a member of the family

The Office of Housing and Community Development will select applicants in order from the waiting list in groups consistent with the available number of Housing Choice Vouchers or funding available and will make an effort to select applicants so as to conform to the requirements that three out of every four new participants be at thirty percent of median income, where practicable.

Monitoring Applications

Management level staff will review all applications on a periodic basis to determine types of households applying with particular attention to family income. The staff will also update applications on the database, upon receiving written notice of a change of circumstances from the applicant, thereby monitoring those families whose changed situation may entitle them to assistance sooner, (or later), than anticipated. Also, this information is useful for identifying future needs and measuring progress toward affirmative action. If needed to meet these goals the staff will initiate additional appropriate outreach activities.

Purging the Waiting List

An applicant will be purged from the waiting list under the following conditions:

1. If the application or any other notice to the applicant from this office is returned and stamped “undeliverable” by the United States Post Office. The envelope and letter will be attached to the application.
2. If the applicant fails to submit requested documentation by a stated deadline.
3. If after a standard mailing to determine the interest of applicants on the waiting list, the applicant does not reply or misses the stated deadline. The letter will be attached to the application.

The applicant may be denied eligibility based on the information they provided on the application or after the documentation is provided at the interview. If the information on the application is unclear or incomplete the applicant will be notified and given ten, (10) days from the date of the notice to respond with a clarification. If they fail to respond they will be purged from the waiting list.

An applicant who fails to meet a deadline and is therefore denied will be placed at the bottom of the waiting list in their respective preference group (where applicable) upon reapplication. An applicant denied because of fraud or material misstatement on their application shall not be eligible for placement on the waiting list upon reapplication except after review by the Director and at his or her sole discretion.

Chapter Four
Eligibility

Provisionally Eligible

Applicants will be called in accordance with their place on the waiting list in groups consistent with the availability of funding and Housing Choice Vouchers. The applicant will take part in two interviews during the verification process. Applicants will be notified of all appointments through the United States Postal Service. If necessary, notification will include a list of documents required in the verification of eligibility. If a disabled applicant is unable to attend either appointment at the scheduled location, a reasonable accommodation will be made to facilitate the interview.

During the first interview, the applicant will be asked to come in for a personal interview and present documents as evidence of their family composition, citizenship, income, allowable exclusions, residency, preference(s) and financial need. Applicants will be required to sign a consent form for a criminal background check at this first appointment. Following a review of the applicant's documents, the applicant will be determined eligible or ineligible for assistance.

Interpreters will be made available for those individuals who are Spanish speaking and an attempt will be made to secure interpreters for individuals whose native language is other than English, and do not speak English well.

Verification Process

Eligibility for admission must be verified no more than 60 days prior to the issuance of a Housing Choice Voucher.

Social Security Card

Applicants must present an original, valid social security card for each member of the household. If an original cannot be produced the applicant must apply for a replacement card at the Social Security office and provide proof of this application.

Verification of the Gross Annual Household Income

All employed and non-employed household members will have their income verified, regardless of age. For minors and full time students over 18 years of age the first $480.00 of earned income will be counted toward the gross annual income for the household and the remainder will be reported as an exclusion.

The following information will be collected during the first appointment: Names and addresses of all employers, current tax returns, W-2 forms, Social Security benefit forms, Department of Social Services budget forms, child support and other sources, as appropriate, will be reviewed and verified by staff. The applicant will sign an Authorization for the Release of Information/ Privacy Act so that third party verification can be obtained on all income sources. The applicant will sign a Tenant Information Form stating that the information presented for eligibility determination is correct and

complete. The applicant will also read and sign the Tenant's Certification form acknowledging receipt and understanding of Family Obligations.

Allowances

A determination of allowances, if any, will be made in accordance with Federal Regulations regarding medical expenses, childcare or handicap care expenses, etc. Documents will be collected to support the declared allowances.

Calculation of Total Tenant Payment, (TTP) and Total Family Contribution (TFC)

The required TTP and TFC toward rent for each applicant will be calculated in accordance with Federal Regulations based on family size and gross annual income and allowances. Applicants and participants will be required to report any changes in income. Interim and annual recalculations of the Total Tenant Payment, (TTP) and Total Family Contribution (TFC) will be made as each participant's income fluctuates.

Citizenship/Immigration Certification

All non United States Citizens will present original immigration documents to be verified through Bureau of Citizenship and Immigration Services' (BCIS) SAVE program. All applicants will sign the Declaration of Citizenship at least once. Applicants will be designated as lawful residents or not eligible only after review by the BCIS. At least one member of the household must hold legal status. The subsidy will be prorated based on the legal status of the members of the household. If the only family member with legal status vacates the unit during the lease year then the family will be considered ineligible and be terminated from the program.

If this office is compelled to file a secondary verification of the family's immigration documentation then the family will be notified of the BCIS' determination (delayed, denied or terminated) in writing and advised of their right to appeal this decision through the BCIS. The family will be given a copy of the cover letter to the INS, the secondary verification form (G-845S) and all supporting documentation supplied by this office to the BCIS. This will constitute the notification packet referred to below in #3. If the family wishes to exercise its right of appeal with the BCIS, it must complete the following steps:

1. The family must submit within thirty days to the BCIS a request for an appeal.
2. A copy of this request must be submitted to this office
3. This request must include a copy of the notification packet from this office.
4. The family must supply any additional documentation that the BCIS may request.

All documents submitted during the process of Citizenship/ Immigration Certification will be kept for a period of five (5) years.

Criminal Background Check / Fingerprinting

All applicants eighteen years of age and older, live-in aides and any other adult requesting to join an existing member's household must consent to and sign a release for a criminal background check. All household members will be screened through the National Crime Information Center. If a match is found then the family member will be fingerprinted to verify the match. An applicant may withdraw prior to the fingerprinting if the applicant so wishes. Applicants will be notified of the match and advised of their right to appeal this decision. All information will be kept in a separate file, and destroyed when no longer necessary consistent with all applicable federal regulations.

If it is determined that an applicant, live-in aide or other adult poses, or could pose, based on evidence in possession of the Office of Housing and Community Development a threat to the quiet enjoyment of the neighborhood where the applicant may live, they will be denied a Housing Choice Voucher. The applicant shall have the right to appeal any decision of denial to the Director of the Office of Housing and Community Development.

Any decision, whether a denial or an appeal of a denial, shall be based on the criminal background history, testimony of neighbors, newspaper reports and other reports concerning the existing habits and performance of the applicant. Evidence of the rehabilitation, treatment or change in behavior of the applicant shall inure to the benefit of an applicant.

Victims of Domestic Violence

No person who is a victim of criminal domestic violence, dating violence, sexual assault or stalking or members of the victims' immediate families shall lose their Section 8 assistance as a consequence of the abuse of which they are a victim. A victim shall be required to execute a HUD approved form or prior to the issuance of same provide sufficient evidence that the alleged incidents or abuse are bona fide. Evidence such as restraining orders and police reports shall be evidence of same.

It is the policy of the PHA to deny assistance to those persons who engage in acts of criminal domestic violence, dating violence, sexual assault or stalking against others. It is the position of the PHA that such behavior constitutes a threat against the community even if the violence is directed against one person.

Victims are referred to the Retreat which is a local domestic violence shelter and outreach center located on Town property. The Town's Office of Human Services also provides counseling services designed to assist victims.

Live- in Aides

A live-in aide will be permitted to reside with the participant. The live-in aide will be considered when determining family unit size and maximum subsidy. The live-in aide's income will not be counted toward the gross annual income of the household. A live-in aid is a person who resides with one or more elderly persons (at least 62) or persons of any age with disabilities. The live-in aide must meet the following criteria:

1. Is determined by appropriate agencies to be essential to the care and well being of the program participant(s)
2. Is not obligated for the support of the person(s)
3. Would not live in the unit except to provide necessary supportive services

Chapter Five
Housing Choice Voucher

Issuance of a Housing Choice Voucher

If eligible, the applicant will be notified through the United States Postal Service that it is time to pick up his or her Housing Choice Voucher. The applicant will attend a second interview at a mutually convenient time and location as his or her name comes up on the waiting list. During this appointment, the applicant will be given a thorough explanation of the Housing Choice Voucher program. During the appointment the discussion will emphasize how the tenant portion of the subsidy is calculated, payment standards and utility costs, how to find a suitable unit, the Housing Quality Inspection, recognizing discrimination, the termination and appeal process of assistance and the various responsibilities of tenants and landlords.

The bedroom size of the Housing Choice Voucher is based on household composition as per the family definition section of this Administrative Plan. Applicants may choose larger units but are limited to the subsidy based on the payment standard for their family size.

The Housing Choice Vouchers are issued based on the bedroom size that meets the needs of the family's composition. The bedroom size is established based on the following occupancy standards:

1. All adults 18 and over shall have a separate bedroom, except in the case of full time students.
2. Couples shall share one bedroom; if both are 62 or older they may have two bedrooms.
3. Single parents with one child shall be entitled to two bedrooms
4. Documented expectant mothers expecting their first child are eligible for two bedrooms.
5. Two children of the same sex shall share a bedroom unless the Director determines two separate bedrooms are reasonable to accommodate situations such as medical conditions or large age discrepancies.
6. Minors over five years of age, of different sexes, are not placed in the same bedroom.
7. A minor, disabled child is placed in his/her own bedroom.
8. Reasonable accommodations will be made to meet the needs of the disabled with regard to the number of bedrooms required. There will also be special consideration given to the payment standard used for that family. If a disabled person is in the qualified household the family may be entitled to a payment standard that 110% above the payment standard established for their particular bedroom size, subject to approval.
9. If one or both individuals who are a couple have documented medical conditions that require separate bedrooms they will be given a two-bedroom voucher.
10. Single persons are assigned one bedroom or smaller units, (except for (8) above).

The staff will provide a Housing Choice Voucher Holder Packet along with a copy of the

applicant's Housing Choice Voucher, Request for Tenancy, Landlord Guide and various other pertinent materials. Only one Request for Tenancy form will be given out to a family at any one time. Particular emphasis will be placed on the requirement of reporting changes in income and family composition in writing immediately. Housing Choice Voucher will be issued for the full 120 days. Once the Housing Choice Voucher expires the family will have to reapply. The appointment will culminate in a question and answer period to assure that all participants understand their responsibilities.

Continually Assisted

Any family who is receiving or in process for subsidy but is unable to use the subsidy due to a placement in a shelter, hospital or other facility of temporary nature will be considered continually assisted for a period of 120 days. Any family who voluntarily withdraws from the program will be considered continually assisted for a period of 120 days effective the date of withdrawal. An applicant does not receive the benefits of the continually assisted rule.

Suspension of the Housing Choice Voucher

Housing Choice Vouchers will be suspended once a Request for Tenancy is received. Once an applicant has located a rental unit and has submitted a Request for Approval of Tenancy form, (RAT) the Housing Choice Voucher may be suspended for up to thirty (30) days if the unit is not yet vacant or repairs need to be made. The decision to suspend the time period will be based on advice from the inspector as to the condition of the unit.

The Office of Housing and Community Development will grant no more than two suspensions to an applicant unless there are extenuating circumstances warranting the suspension. The Director will make the final decision as to granting suspensions and the Housing Choice Voucher holder or applicant will be notified in writing of the decision.

Change in Family Composition: Who Keeps the Voucher

Generally, the adult who maintains custody of the minor children will keep the voucher and will remain in the rental unit. However, exceptions will be made on a case-by-case basis allowing for extenuating circumstances and considering such factors as health, and whether domestic violence, drug abuse or criminal activity exists. In an extreme situation the Director may decide, based on the availability of vouchers and the family circumstances to issue an additional voucher to the family for use in another rental unit.

Inter-Municipal Agreement

The Towns of Southampton and East Hampton have agreed to allow lease-ups of their current local residents in each other's jurisdiction limited to five (5) at any given time. East Hampton may lease-up and administer units in Southampton Town or Shelter Island if a resident of the Town of East Hampton is forced to relocate to either respective town. From time to time the Office of Housing and Community Development may work with other PHA's in the same manner.

Chapter Six
Denying Eligibility

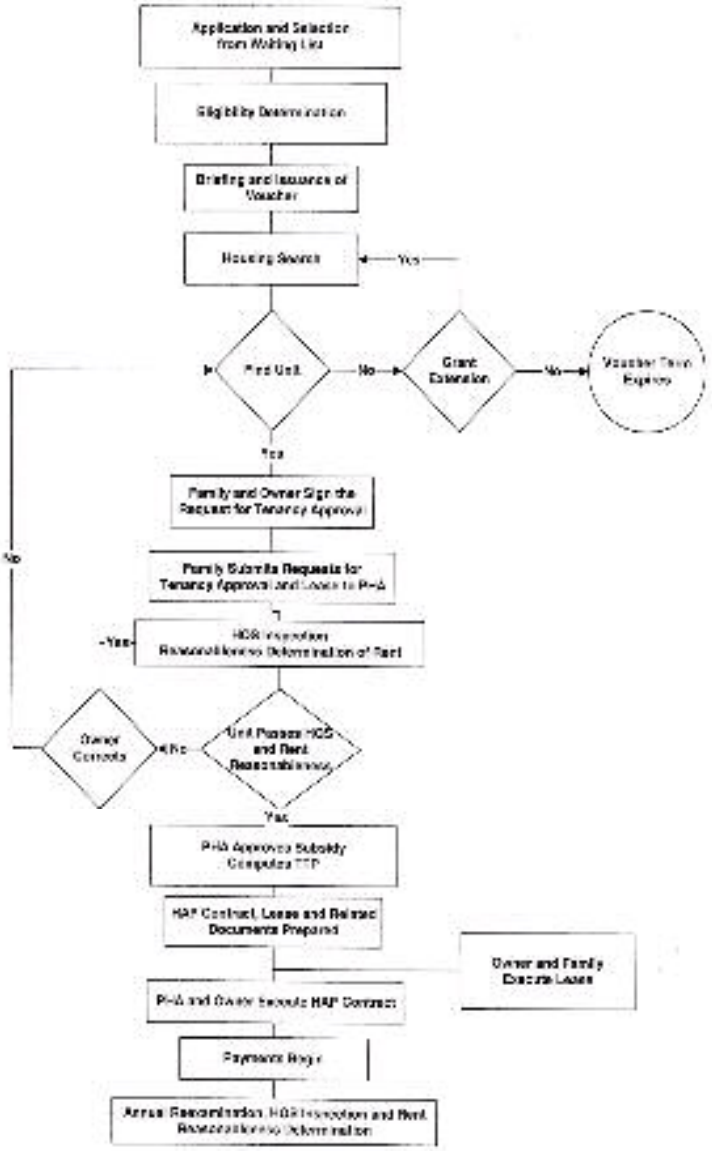
If the applicant is denied admission he/she will be notified in writing. The notice will state all of the reasons for the decision. The applicant will be informed that he or she may request an informal review of the decision.

The grounds for denying eligibility are as follows:

1. The household's gross annual income is over the eligibility limit established by the United States' Department of Housing and Urban Development (HUD).
2. Applicant is considered a tenant not in good standing.
3. The applicant currently owes rent monies or other amounts to the Office of Housing and Community Development or another PHA in connection with Section 8 or other public housing assistance because the applicant has breached an agreement to repay a specified amount of money owed to the Office of Housing and Community Development or another PHA
4. The applicant has violated Family Obligations under the Section 8 program.
5. The applicant or a member of the household is a match on the National Crime Information Center and/or is a life time sex offender registrant and is ineligible based on HUD's criteria for Criminal and/or drug based activity.
6. The applicant has committed fraud in connection with any other federal housing program.
7. No member of the household holds legal immigration status.
8. The applicant does not provide sufficient information to certify income or does not cooperate sufficiently with the intake staff to determine income.
9. The applicant commits fraud on the initial application.
10. The PHA may refuse to approve or withdraw approval if a proposed live-in aide commits fraud bribery or any other corrupt or criminal act in connection with any federal housing program, commits drug related criminal activity or violent criminal activity, or is a life time sex offender registrant and/or currently owes rent or other amounts to the PHA or another PHA in connection with Section 8 or other public housing agency.

In an instance where an applicant is determined by another PHA to not be a tenant in good standing, to owe money to another PHA or to have committed fraud against another PHA, the Office of Housing and Community Development will not overrule the determination made by that PHA.

EXHIBIT 1-3
KEY ACTIVITIES IN PROGRAM ADMINISTRATION



Chapter Seven
Payment Standards and Income Limits

Payment Standard

Fair Market Rents (FMR) for Nassau/ Suffolk County are published annually in the Federal Register. The published values for FMR are the basis of the payment standards utilized by the Office of Housing and Community Development. The Office of Housing and Community Development allows for up to 110% over the FMR when determining the payment standards for the Section 8 Rental Assistance Program. The payment standard does not automatically change when new FMR's are published in the Federal Register. The Office of Housing and Community Development uses a higher payment standard in order to remain somewhat competitive in the local rental market. The payment standard will be based in part on availability of funding.

There will be special consideration given to the payment standard used for a household with a disabled member. If a disabled person is in the qualified household the family may be entitled to receive approval for a payment standard that is 110% above the Office of Housing and Community Development's payment standard approved for their particular bedroom size.

Payment Standard Adjustments

At least once yearly, the Office of Housing and Community Development may make adjustments to the payment standard for each bedroom size, (1, 2, 3 or 4). The payment standard will be based on the United States' Department of Housing and Urban Development requirements as well as market affordability in the Town of East Hampton. It is possible that an increase in the payment standard will increase the amount of subsidy available to the tenant and therefore absorb some, if not all, of the rent increase should the landlord request an increase in the contract rent at the end of the lease.

Calculation of Total Tenant Payment, (TTP) and Total Family Contribution, (TFC)

The applicant will be given a Housing Choice Voucher based on the family's household composition. The size and composition of the family will determine the payment standard the family is entitled to. There will be one payment standard for each bedroom size. The bedroom size is based on the PHA's occupancy standards, see chapter 5 (Housing Choice Voucher, Issuance of a HCV).

Tenant Portion

The family will be responsible for no less than 30% of their gross annual income as their tenant portion. The tenant portion will be subtracted from the gross rent of the unit.

Interim and Annual Recalculations:

Interim and annual recalculations of the Total Tenant Payment, (TTP) and Total Family Contribution (TFC) will be made according to the family's income fluctuations. The family must report changes in income immediately and in writing to the Office of Housing and Community Development. Immediately is defined as within fifteen calendar days from the date of change or first payment received. The family is required to notify the Office of Housing and Community Development whenever any family member has an increase or decrease in income.

Sporadic Income:

Sporadic child support payments that are determined to be not reliable sources of income will not be counted in the total household income. Reliability may be determined by the Child Support Bureau or through the review of payments by this office and at the discretion of the Director. Infrequent payments such as once or twice a year will not be counted. Sporadic employment and jobs done through self-employment will be counted toward the gross annual income.

Asset Income

Asset income will be determined by using the current balances from any and all checking, saving, mutual fund and or stock accounts. If a current balance of an asset is not available then the interest earned for the previous year and reported on income tax returns will be used to determine the income earned by this asset.

Exclusion of Earned Income from Rent Determinations for Persons with Disabilities

The annual income for qualified disabled families may not be increased as a result of increases in earned income of a family member who is a person with disabilities beginning on the date on which the increase in earned income begins and continuing for a cumulative twelve (12) month period. After the disabled family receives twelve (12) cumulative months of the full exclusion, annual income will include a phase-in of half the earned income excluded from annual income.

A disabled family qualified for the earned income exclusion is a disabled family that is already receiving tenant-based rental assistance under the Housing Choice Voucher Program; and

1. Whose annual income increases as a result of employment of a family member who is a person with disabilities and who was previously unemployed for one (1) or more years prior to employment;

2. Whose annual income increases as a result of increased earnings by a family member who is a person with disabilities during participation in any economic self-sufficiency or other job training program; or

3. Whose annual income increases, as a result of new employment or increased earnings of a family member who is a person with disabilities, during or within

six (6) months after receiving assistance, benefits or services under any State program for Temporary Assistance to Needy Families (TANF) provided that the total amount over a six (6) month period is at least $500.00. TANF includes benefits, services, one time payments wage subsidies and transportation assistance.

The HUD definition of "previously unemployed" includes a person with disabilities who has earned in the previous twelve (12) months no more than the equivalent earnings for working ten (10) hours per week for fifty (50) weeks at the minimum wage. Minimum wage is the prevailing minimum wage in the State or locality.

The HUD definition of economic self-sufficiency program is "any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families. Such programs may include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment)."

The initial twelve (12) months of incremental income increase may be 100% excluded. The second twelve (12) month period of incremental income increase may be 50% excluded.

Maximum Four-Year Exclusion: The earned income exclusion is limited to a lifetime forty-eight (48) month period for each family member who is a person with disabilities. For each family member who is a person with disabilities, the exclusion only applies for a maximum of twelve (12) months of full exclusion of incremental increase, and a maximum of twelve (12) months of phase-in exclusion or a combination thereof, during the forty-eight (48) month period starting from the date of the initial exclusion.

Tracking the Earned Income Exclusion: The earned income exclusion will be reported on the HUD 50058 form. Documentation will be included in the family's file to show the reason for the reduced increase in rent. The PHA will maintain a tracking system to ensure correct application of the earned income exclusion.

Inapplicability to Admission: The earned income exclusion is only applied to determine the annual income of disabled families who are already participants in the Housing Choice Voucher Program, and therefore does not apply for purposes of admission to the program (including the determination of income eligibility or any income targeting that may be applicable).

Applicability to Childcare and Disability Assistance Expense Deductions: The amount deducted for childcare and disability assistance expenses necessary to permit employment shall not exceed the amount of employment income that is included in annual income. Therefore, for disabled families entitled to the earned income exclusion, the amounts of the full and phase-in exclusions from income shall not be used in determining the cap for childcare and disability assistance expense deductions.

Allowance for Childcare

Allowances for childcare for children under the age of thirteen will be granted for those parents who are currently working or are actively seeking employment. Third party verification will be done on all childcare providers. Parents seeking employment will be required to provide a list of potential employers, including names and addresses on a quarterly basis. This information is subject to verification that employment was sought but denied. Reasonable childcare expenses will be reviewed once a year at the discretion of the Director.

Medical Allowance

Medical allowances will be granted for all medically related supplies and medication with a receipt or third party verification of the expense. Only medical expenses that will be incurred during the upcoming year will be allowed.

Gross Rent of the Unit

The gross rent of the unit will be determined by the contract rent of the unit set by the landlord plus the utility costs associated with that particular unit as set forth by the United States' Department of Housing and Urban Development. The gross rent of the unit cannot exceed the payment standard on new lease ups. After the applicant has resided in the unit for more than one year the gross rent can exceed the payment standard; however, the applicant will pay the rent above the payment standard not to exceed 40% of the household's gross annual income.

Adjustments to the Payment Standard

The Office of Housing and Community Development, may if needed, make additional adjustments to the payment standard seeking approval from the United States' Department of Housing and Urban Development through submission of revised budgets and requisitions during the fiscal year. A copy of the payment standards that will still be in effect beginning January 1, 2009 is annexed to this plan. These are subject to change based on changes in the housing market in the Town of East Hampton. Other considerations are the lease-up rate and the funds available to lease-up, (provide subsidy for), the units.

Minimum Tenant Rent

The minimum tenant rent may be $50.00, depending on funding. Should the cost per unit exceed these costs funded by the United States government, a minimum rent not to exceed $50.00 may be required. Exemptions shall be granted consistent with federal regulations.

Change of Units

There will be no restrictions on the number of moves a family may make in order to find suitable housing.

Chapter Eight
Portability

To broaden the housing opportunities of a Housing Choice Voucher holder, a Housing Choice Voucher holder may move from the jurisdiction of the Office of Housing and Community Development to the jurisdiction of another PHA. A participant must be a tenant in good standing of the initiating PHA meeting all their family obligations. The Office of Housing and Community Development will therefore accept a Housing Voucher holder from any other PHA jurisdiction. This acceptance is mandatory, not voluntary.

The family must notify the initial PHA of the location to which they want to move. The initial PHA will contact the PHA in the new area to ascertain if it administers a Housing Choice Voucher Program and, if it does, whether it is willing to administer the Housing Choice Voucher on behalf of the family. If another PHA accepts the Housing Choice Voucher Holder, the initial PHA shall notify the receiving PHA to expect the family and verify:

1. That the family met the income eligibility requirements for admission to the initial PHA's program, and
2. That the initial PHA issued the family a Housing Choice Voucher and the date by which the family must submit a Request for Lease Approval to the receiving PHA.

The receiving PHA shall promptly notify the initial PHA if:

1. The family leases a unit and the amount of subsidy to be paid.
2. The family fails to submit a Request for Lease Approval by the date specified by the initial PHA.
3. The family is terminated from the program by the initial PHA, or absorbed by the receiving PHA.

The receiving PHA will bill the initial PHA for the Housing Assistance Payments on behalf of the family.

The receiving PHA may elect to give the family one of its own Section 8 Housing Vouchers. If so, the billing procedure will not apply. It is the policy of the Office of Housing and Community Development to absorb all tenants as long as this office has sufficient funding and Housing Choice Vouchers.

Chapter Nine
Landlord's Responsibilities for Tenant Screening

Once a Housing Choice Voucher holder finds a suitable unit, he or she will meet with the landlord for an initial interview. It is the responsibility of the landlord to screen all potential applicants via credit checks and other background screenings. The Office of Housing and Community Development will only provide the names and addresses of the current and any previous landlords on file to the owner. Information verified by the Office of Housing and Community Development will not be shared with the Landlord, unless a release is signed and then only to the extent that is necessary to meet federal, state and local affordable housing requirements such as but not limited to low income tax credit financing.

Chapter Ten
Release of Tenant Information

The Section 8 program will be conducted in a way such that the privacy of clients is protected to the maximum degree practicable consistent with applicable rules, laws and regulations. Under no circumstances will tenant information, (including names and addresses) be released to the general public. Moreover, no information will be released which could lead a person to surmise the address or identity of a Section 8 participant.

Nothing herein shall prevent the disclosure of relevant information where necessary to other housing agencies, other government and law enforcement agencies following proper procedures. Information will be exchanged interagency to determine eligibility of a prospective client or to facilitate the investigation of a client for fraud under this program.

Chapter Eleven
Housing Quality Standards and Inspections

If the landlord is willing to meet the requirements for participation in the Section 8 Rental Assistance program and the limit for rent based on the Housing Choice Voucher size, the landlord will then fill out the Request for Tenancy form that the Office of Housing and Community Development has provided to the applicant. The staff of the Office of Housing and Community Development will inspect the unit promptly after receiving the completed Request for Tenancy.

Landlords will provide proof of ownership such as a deed or current tax bill and a Certificate of Occupancy for the property. Social Security numbers must be provided for all listed owners of said property. Employer Identification Numbers are required for companies and housing agencies. This documentation is to accompany the Request for Tenancy. If there is more than one owner, (i.e. partners, corporation, husband and wife), then all must sign the documents unless a notarized release is signed by all parties authorizing a specific party to sign on all the party's behalf and in the case of a corporation, a corporate authorization of a signatory is required.

The United States' Department of Housing and Urban Development's Housing Quality Standards (HQS) will be used as the basis for making a determination that the unit is safe and sanitary. However, if New York State Building Code Standards, East Hampton Town Code or Suffolk County Health Department Standards are more stringent, then the more stringent standard must be met. This is because the landlord is required to meet these standards regardless of whether he/she is renting to a Section 8 participant. If the United States' Department of Housing and Urban Development standards are more stringent than the state, town or country standards referenced above, then HQS will serve as the minimum standard. Additionally, the Office of Housing and Community Development requires that all landlords provide proof that the heating unit for the rental premises has passed inspection by a licensed heating technician or plumber on a yearly basis.

Office of Housing and Community Development staff will explain the inspection process to the owner/manager so that she/he will allow time for the inspection to be completed. If the unit fails inspection the Inspector will notify the owner, the owner will be given time to make the necessary repairs appropriate to the situation and a re-inspection date will be scheduled. The Inspector will notify the family by telephone and/or mail of the unit's failure and the date of re-inspection. The appropriate staff will have the final determination regarding the acceptability of the unit. In addition to passing the Section 8 inspection, the unit must comply with the Town of East Hampton's zoning requirements.

To assure the general housing quality standards of the rental units on the program, the Office of Housing and Community Development may conduct occasional supervisory inspections. These inspections will be by appointment. Participants will be given ample notice in order to schedule these inspections at the convenience of the tenant.

The Inspector will maintain records of all inspections and all units will be inspected every eleven months. All actions taken by the Office of Housing and Community Development will

comply with New York State Real Property and Real Property Actions and Proceedings Law, (RPAPL). Staff may inspect a unit at the request of the landlord or tenant. If requested a final inspection will be conducted.

If the repairs are not completed in the specified time, the housing subsidy will be withheld at the Director's discretion until the unit passes inspection. The Director may grant extensions as seem reasonable. The Director will abate the rent if the landlord refuses to make the repairs within the specified time period allowed even after the rent has been withheld. The tenant will be notified that they are required to relocate if the landlord fails to correct the violations of HQS and the tenant’s health and safety are threatened.

Chapter Twelve
Assisting a Family That Claims Illegal Discrimination

Assistance will be provided when a family alleges that illegal discrimination is preventing that family from finding a suitable unit. In such cases, families will be referred to appropriate local, county, or state human rights organizations for assistance.

Applicants or participants claiming to have been subjected to discrimination because of race, color, religion, sex, disability, familial status, or national origin in the search for housing, or in the housing they currently occupy will be asked to fill out a Housing Discrimination Complaint Form and mail it to the nearest United States' Department of Housing and Urban Development office. The Office of Housing and Community Development will provide assistance in completing the form and mailing it to the United States' Department of Housing and Urban Development.

Chapter Thirteen
Lease Approval, Housing Voucher Contract Execution and Initial Payment to the Landlord

The Office of Housing and Community Development will generate the leases in an approved format once the unit passes inspection and has been found to have a reasonable rent. Reasonableness of the rent will be determined by comparing the individual unit rents to comparable units in the area, considering the location and the amenities offered. The lease must be for at least one year. The staff will prepare the Housing Choice Voucher Contract and all necessary documents. The information will be re-checked for verification of computations. The amount of the housing subsidy will be determined for payments to the landlord. This lease will supercede any standing verbal or written lease between the tenant and landlord.

Leases with HUD addendum are executed in triplicate between the owner and the tenant. HAP Contracts, Part A, B and C are executed in duplicate between the owner and the Town of East Hampton. The tenant receives a fully executed original lease with addendum(s) and the owner and the Office of Housing and Community Development receive fully executed original leases with addendum(s) and Contracts Part A, B, and C. (The owner may submit an additional lease addendum to the Office of Housing and Community Development to customize a lease to include items not addressed in the standard lease template employed by the Town. If approved the addendum will be affixed to the lease prior to signing, kept on file and rolled over from year to year with annual review.)

The initial rental subsidy payment is released to the new landlord when required documents are signed. Monthly payments will be sent to the landlord based on the subsidy that the tenant is qualified for.

Security Deposits are between the owner and tenant. The Office of Housing and Community Development neither negotiates nor provides security deposits to participants.

Chapter Fourteen
Disapproval of Owners

The Office of Housing and Community Development owner's disapproval policy only applies at the time the family initially receives the Housing Choice Voucher for occupancy of a particular unit.

Mandatory Denial

The Office of Housing and Community Development must deny occupancy of a unit when presented with appropriate documentation by the United States' Department of Housing and Urban Development or an enforcement agency that any of the following apply:

1. The Federal government has instituted an administrative or judicial action against the owner for violation of the Fair Housing Act or other federal equal opportunity requirements, and such action is pending.
2. A court or administrative agency has determined that the owner violated The Fair Housing Act or other federal equal opportunity requirements.
3. The owner is engaged in drug trafficking and/or manufacture of drugs.

Discretionary Denial

The Office of Housing and Community Development may deny subsidy of a unit based on the following grounds:

1. The owner has violated obligations under a HAP contract under Section 8 of the 1937 Act
2. The owner has committed fraud, bribery or any other corrupt criminal act in connection with any federal housing program
3. The owner has engaged in drug related criminal activity
4. The owner has a history or practice of noncompliance with HQS for units leased under the Section 8 program or other federally assisted programs*
5. The owner has a history or practice of renting units that fail to meet State or local housing codes*
6. The owner has not paid State or local real estate taxes, fines or assessments.

* History or practice is defined as failed HQS inspections with inadequate owner response to making repairs following the Housing Inspector's recommendations as to the overall substandard condition of any rental unit.

Chapter Fifteen
Absence From the Dwelling Unit

Family Absence

Family absence refers to the unit being vacant so that no family members are present. A family absent over thirty (30) consecutive calendar days must report the absence to the Office of Housing and Community Development. Absences beyond thirty (30) consecutive days that are not reported to the Office of Housing and Community Development are grounds for termination of Section 8 assistance.

Generally, a family may not be absent from the dwelling unit for more than sixty (60) consecutive days, even if prior notice is given to the Office of Housing and Community Development. However, if prior notice is given to the Office of Housing and Community Development an additional thirty (30) days may be granted above and beyond the initial sixty (60) day maximum absence if there are health related circumstances that warrant special consideration, for an absolute maximum of ninety (90) days. The Director will review the request for absence from the rental unit on a case-by case basis.

Member Absence

Any member of the household will be considered permanently absent if she/he is away from the unit for thirty (30) days without prior approval and after any ninety (90) day period with prior approval.

A full-time student who attends school away from the home and lives with the family during school breaks will be considered only temporarily absent from the household but still a member.

If any family member leaves the household to enter a facility such as hospital, nursing home, or rehabilitation center, the PHA will seek advice from a reliable source as to the likelihood and timing of their return. If the verification indicates that the family member will be permanently confined to a nursing home or other facility, the family member will be considered permanently absent. If the verification indicates that the family member will return in less than one hundred eighty (180) consecutive days, the family member will not be considered permanently absent.

Chapter Sixteen
Basic Program Obligations

A family must:

1. Provide such certification, releases of information, consent and/or documentation as the Office of Housing and Community Development and/or the United States' Department of Housing and Urban Development determines to be necessary. Submissions are required for an annual or interim re - examination of family income and composition, including evidence of citizenship or eligible immigration status and criminal background checks
2. Tenants must report changes immediately and in writing to the Office of Housing and Community Development. Immediately is defined as within fifteen calendar days from the date of change.
3. Notify the Office of Housing and Community Development whenever any family member has any change in income, increase or decrease. The Housing Choice Voucher Holder must report this change in income immediately and in writing to the Office of Housing and Community Development. Failure to report is cause for termination.
4. Notify the Office of Housing and Community Development whenever a guest stays longer than thirty consecutive days in the unit with the family. The family must immediately submit all the necessary documentation for the verification of the new household member. Failure to report is cause for termination.
5. Allow the Office of Housing and Community Development to inspect the rental unit on an annual basis at a reasonable time and with reasonable notice, allow the Office of Housing and Community Development to inspect the unit for supervisory inspections and as requested by the tenant or landlord.
6. Notify the Office of Housing and Community Development and landlord before vacating the dwelling unit
7. Use the dwelling unit solely for residence by the family as specified on the lease, contract and certification form as the family's principal place of residence;
8. Disclose and verify social security numbers and sign and submit consent forms for obtaining information;
9. Provide information that is true and complete;
10. Be responsible for any breach of housing quality standards caused by the family
11. Notify the Office of Housing and Community Development before they terminate the lease with the landlord
12. Promptly give the Office of Housing and Community Development a copy of any eviction notice
13. Notify the Office of Housing and Community Development in writing of changes in family composition through birth, death, adoption or court awarded custody
14. Report any changes of income, marriage, co-habitation, divorce, assets, winnings or other benefits or support immediately in writing to the Office of Housing and Community Development
15. Supply requested information to verify that the family is living in the unit or is vacant from the unit or that someone claiming "guest" status is in fact living at another location.
16. In the case of an adult student, submit enrollment information and notify OHCD immediately it the student graduates or withdraws from school.

The family <u>must not:</u>

1. Own or have any interest in the dwelling unit, other than per the United States' Department of Housing and Urban Development specified exceptions
2. Rent from a relative
3. Commit any fraud, bribery or other corrupt or criminal act in connection with the Section 8 program
4. Engage in any drug - related or violent criminal activity or permit guests to do so
5. Threaten or harass any employee of the Office of Housing and Community Development
6. Sublease the rental unit or any part thereof, for any period of time, or assign the lease
7. Violate the terms and conditions set forth in the Lease and/or Lease Addendum for the rental unit subsidized on the Section 8 program;
8. Receive additional rent subsidy from any Section 8 agency or Public Housing Agency
9. Allow a guest to stay in the subsidized rental unit more than thirty (30) consecutive days, or thirty days (30) in any one calendar year without the express written permission of the Office of Housing and Community Development. The office shall require such proof at its sole discretion to establish that the guest has a bonafied place of residence elsewhere.
10. Violate other obligations as specified on their Housing Choice Voucher and material distributed to them notifying them of the United States' Department of Housing and Urban Development regulations.

Chapter Seventeen
Resident Advisory Board

The Office of Housing and Community Development has established a Resident Advisory Board. The Resident Advisory Board is comprised of current participants who reflect and represent those tenants who receive assistance. The role of the Resident Advisory Board is to assist this office in the development and modification of the annual plan.

This board is consulted at the beginning of the development phase of the annual plan and at any point during the year when a modification is proposed to the plan. Membership in the Resident Advisory Board is voluntary. There is no fixed term or officers assigned. A listing of the membership in the Resident Advisory Board will be found as an attachment to the plan.

The Resident Advisory Board formally meets every year. Additionally, the Resident Advisory Board meets at other times as needed to review changes to the plan. Members will be formally invited to attend the meeting by invitation at least two weeks in advance of the date of the meeting. The invitation will disclose the time, the place and the agenda for the meeting. A copy of the complete plan will be available at the meeting for the members to review.

Meeting times will reflect those times when most members are likely to attend.

The Office of Housing and Community Development will consider the recommendations of the Resident Advisory Board. However, the Office of Housing and Community Development is not bound to agree with or adopt the suggestions by the Resident Advisory Board. The recommendations of the Resident Advisory Board will be attached to the annual plan.

Chapter Eighteen
On-going Functions

Payments to Owners

The Town of East Hampton will mail a check to the landlord in the amount determined as the Housing Assistance Payment (HAP). Payment will occur on the first of the month thereafter for the duration of the lease. The staff will review payment procedures and amounts to make certain that owners are receiving their checks for the proper amount at the appropriate time.

Annual and Interim Certification of Participants

Annually, staff will certify the gross annual income, asset income and composition of families participating in the Section 8 Program. Verification of all required information will be done no more than 120 days prior to the lease date. Families will be notified through the United States Postal Service as to the time and date of their annual certification appointment. The family will be asked to fill out certification forms. This procedure will occur annually for all households. Staff will record any changes in household composition, or income, make appropriate changes on the amendment to the Housing Choice Voucher Contract, and renew the lease and Tenancy Addendum. Interim certifications will be done if there is a change in family composition, if there is a decrease in income, or if there is an increase in income. Tenants sign a form acknowledging it is their responsibility to report these changes in writing immediately to the Office of Housing and Community Development and failure to do so can result in termination of their participation in the Section 8 program.

Reasonable accommodation(s) will be made to meet with participants at alternative locations if their disability hinders them from coming to the office at normally scheduled times. Every effort is made to access supportive services for those participants who find it difficult to meet their family obligations without assistance.

Tenant files

Tenant files will be kept for the entire assisted tenancy and for at least three (3) years thereafter. Documents to be kept are copies of the executed leases, HAP contracts, applications, HUD required reports, unit inspection reports and lead based paint records. Additionally, the application and notice of ineligibility for each ineligible applicant will be kept for at least three (3) years.

Rent Reasonableness

Rental units leased under the Section 8 program will meet rent reasonableness guidelines set by the United States' Department of Housing and Urban Development. No new unit will be lease approved and no renewal of a lease will be approved if the rent charged is above the rent for comparable unassisted rental units. Factors such as location, quality, size, age, amenities, utilities, services and maintenance provided will be used to

determine comparability. A rent reasonableness comparison will be done at the beginning of a new lease, a rent increase, and if the United States' Department of Housing and Urban Development lowers the FMR by five percent.

The staff of the Office of Housing and Community Development will survey existing housing stock and prepare a list of comparable units for each bedroom size. The survey will be updated as needed. The staff will prepare and sign a rent reasonableness form for each leased unit to be maintained in the participant's file.

Review and Adjustment of Allowances for Utilities and Other Services

The utility schedule used for the Section 8 program will be adjusted periodically to reflect current utility rates. Utility fees will be closely monitored to be certain that the certified family is not required to pay a disproportionate amount for utilities. The utility schedule is an estimate and therefore must remain flexible. Changes in utility allowances will be noted by written memo to record the necessary adjustments or by a new utility schedule. Currently, a revised utility schedule is published yearly by the Association of Long Island Housing Agencies, (ALIHA), and all the member agencies on Long Island participate in the process and adopt ALIHA's schedule.

Processing Requests for Rent Increase by Owners

Landlords must request a rent increase in writing at least sixty, (60) days prior to the expiration of the current lease. The rent must be reasonable and within the price range of other similar units. If the rent increase is above the payment standard, the increase must not burden the tenant beyond 40% of their gross annual income. If the increase is above the 40% limit the Director may approve the increase if failure to approve the increase will cause the tenant to become homeless. A tenant may choose to move to a different unit if the rent burden is too great.

The Town may annually increase the payment standard for the program to assure affordability. Currently, as per the United States' Department of Housing and Urban Development regulations, new tenants may not pay more than 40% of their adjusted income for rent and utilities. Tenants who are having their leases renewed have more discretion, but must have sufficient income to pay for their rent and utilities.

If necessary and in order to accommodate requests for rent increase, extensions to the lease, up to one hundred twenty, (120) days/four months, may be granted by the Director on a case - by - case basis. No rent increases will be given during the extension period. The Office of Housing and Community Development will prepare an extension agreement to cover the period the lease is extended for. If sufficient funding is not available to the Section 8 program all rent increases may be denied, reasonableness not withstanding.

The Participant Moves to a New Unit

Situations where the participant must vacate the unit:

1. If the participant does not move from the unit as scheduled then they will lose program eligibility.
2. It is mandatory for the participant to move when the owner, with proper notification to the Office of Housing and Community Development, terminates the lease, Tenancy Addendum and HAP contract for cause.
3. It is mandatory for the participant to move when the Office of Housing and Community Development terminates the contract with the owner who has failed to comply with Housing Quality Standards (HQS) or other contractual requirements.

By Choice: If the family chooses to move they must take the following action to remain eligible for continued participation on the Section 8 program:

1. The family must give the Landlord proper notice in accordance with their lease or receive permission from the owner for early termination during the first year of their lease.
2. The family must give the Office of Housing and Community Development thirty (30) days notice of their intent to move. The tenants can move out of the unit at the end of the lease term once notice is given. The participant may move during the term of the lease with proper notice and approvals from the landlord and Office of Housing and Community Development.

Denial of Request to Move: The Office of Housing and Community Development will deny the family's request to move and remain eligible as a participant in the Section 8 program even if the tenant is forced to move because of Housing Quality Standards violations by the landlord if:

1. The family owes money to the Office of Housing and Community Development
2. The participant or a member of the household committed fraud while living in the rental unit.
3. The family has violated other Section 8 program obligations.
4. The family moves during the initial term of the lease, which is the first twelve-month period.

Chapter Nineteen
Financial and Office Management

Preparation of Budgets and Reports

1. Budgets and Requisitions: The Director will assure that all required filings will be submitted to the United States' Department of Housing and Urban Development (HUD) as required.
2. Program Status Reports: The Rental Subsidy Program Technician shall prepare leasing and voucher issuance reports as requested and submit them to the Director for review.
3. Year-End Statements and Balance Sheets: After receiving reconciliation of the Section 8 bank accounts from the Town Budget Office that maintains the accounts, the Rental Subsidy Program Technician will prepare account breakdowns by category as required by HUD, (i.e. HAP payments, administrative fees, repayment by tenants), and submit them to Director for review.
4. The required forms will be submitted to HUD in the allotted time period for review and approval. All copies of these financial documents filed with the HUD will be copied to the Town Budget Office.
5. Annual Contributions Contract, (ACC) and renewals and amendments; HUD will forward ACC's to the Office of Housing and Community Development upon approval of a new allocation, renewal of a prior allocation or an amendment to an existing allocation. The Director of the Office of Housing and Community Development will prepare any required documents.
6. Accounts and other supporting budget and financial statements for the program will be kept for a period of three (3) years.

Operating Reserve Threshold

This account is credited with earned administrative fees and recaptured fraud monies that exceed expenditures for Program administration during the Town of East Hampton's fiscal year.

Required Use for Administering Program

The operating reserve will be used to pay direct Section 8 administrative costs that exceed administrative fees earned by East Hampton Town and paid by the United States Department of Housing and Urban Development's during the Town's fiscal year.

Approval for Operating Reserve Expenditures

Any expenditure from the operating reserve shall be approvable through the normal duly adopted purchase order policy of the Town. Before any expenditure from the operating reserve shall be paid or any withdrawal of funds from the reserve shall be made the signature of the Director of the Office of Housing and Community Development shall be required. The signature of the Director on a Town purchase order request, purchase order or voucher shall be sufficient to meet this requirement. The budget office shall maintain a separate accounting of the funds in the operating reserve accounts.

Office Management

The Rental Subsidy Program Technician will supervise daily operations of the Section 8 Program and monitor program performance. His/her duties will include preparation of all program materials, and supervising and monitoring the characteristics of applicants, assuring that all participants are very low - income families and that income targeting guidelines required by the United States' Department of Housing and Urban Development are followed. The Rental Subsidy Program Technician will also review Housing Choice Voucher contracts, supervise data collection, monitor waiting lists, and investigate complaints. In addition, he/she will provide continuing outreach efforts to owners and managers and act as a liaison between the Office of Housing and Community Development and the real estate community.

The Director will review all files prepared by the Rental Subsidy Program Technician. He/she shall reconcile all financial records with the Town Budget Officer as well as supervise the preparation and submission of all data required by the United States' Department of Housing and Urban Development for their record keeping.

The Rental Subsidy Program Technician or Director will assign preparation of all Section 8 documents to the administrative staff once the file(s) have been approved.

Monitoring Program Functions

The staff will constantly monitor the number of applicants as well as the number of Housing Choice Vouchers issued and participants under lease. Special outreach efforts will be made if participants have difficulty locating rental housing, if there is a shortage of local applicants or the mix of family size is deficient. Because of the difficulty of locating year - round housing from April to August special efforts will be made to assist applicants during this time of year for applicants are most likely to locate suitable housing in the town.

The Rental Subsidy Program Technician will be responsible to the Director for keeping accurate fiscal records. This activity includes the responsibility for making sure housing assistance payments are promptly and correctly made to owners/landlords and managers. The Town of East Hampton Finance Department, under supervision of the Town Budget officer will issue all payments, maintain and monitor the rental accounts.

Chapter Twenty
Violations of Program Guidelines

Denial of a Housing Choice Voucher/Applicant Eligibility

An applicant for Section 8 assistance may be denied program eligibility for the following reasons:

1. Misinformation or fraud on the preliminary application or subsequent certification documents
2. Failure to respond to requests for information in a timely manner
3. Inconsistent or incomplete documentation
4. Failure to sign consent forms
5. Over income
6. Does not meet the definition of a family
7. Does not meet criteria of legal immigration, legal resident or citizenship status
8. Eviction for serious violation of a lease, (and therefore family obligation) in a previous Section 8 program or federally assisted housing project
9. Threatening or abusive or violent behavior towards the Office of Housing and Community Development personnel
10. Past Section 8 program violations that resulted in the applicant's loss of Section 8 program participation
11. Violent criminal or drug related activity by household members or guests
12. Life time registration as a sex offender
13. Such other grounds as allowed by the United States' Department of Housing and Urban Development and by federal regulation(s) that may be amended from time to time.

Termination of Tenancy

The landlord may terminate the tenancy for cause under the terms and conditions specified in the lease and tenancy addendum and after giving the Office of Housing and Community Development proper notice and copies of any legal documentation.

The Office of Housing and Community Development may move to terminate the family's participation in the Section 8 program if the grounds for violating the lease can be substantiated. Termination of tenancy is not automatically grounds for termination of Section 8 assistance. The tenant /participant may terminate the tenancy as well for the grounds specified in this Plan. The Office of Housing and Community Development may move only to terminate the HAP contract with the owner, not the tenancy. If the tenant chooses to remain in the rental unit after the HAP contract with the landlord is terminated, the tenant is responsible to the owner for the entire rent and the Office of Housing and Community Development has no contractual obligations to the owner.

Termination of the Family's Participation in the Section 8 Program

The Office of Housing and Community Development may move to terminate the family's participation in the Section 8 program for the following reasons:

1. Fraud related to the Section 8 program
2. Drug - related criminal activity and other criminal activity
3. Life time registration as a sex offender
4. Failure to repay outstanding monies owed to Office of Housing and Community Development, another PHA or federally assisted housing project
5. Threatening, abusive or violent behavior towards Office of Housing and Community Development personnel
6. Failure to meet other family obligations as per the guidelines of the United States' Department of Housing and Urban Development
7. If the only family member with legal status is no longer in the unit during the lease year then the family will be considered ineligible and be terminated from the program.

HAP Contract Violations by the Owner/Landlord

The Director will notify the owner in writing if there is reason to believe that the owner has violated the terms of the HAP contract. If the allegations are that the owner is responsible for the breach of the contract, the owner will be given a time period to respond. The notice may be withheld if the disclosure would compromise the investigation by appropriate enforcement agencies.

Violations include but are not limited to; uncorrected violations of Housing Quality Standards, creating an illegal secondary dwelling unit during the term of the contract, collecting more rent from the tenant than is permitted under the terms of the contract, violating the lease or tenancy addendum with the tenant and evicting the family without cause or without proper notification to the Office of Housing and Community Development. Landlord interference with the Tenant's quiet enjoyment of the rental unit is also a violation.

Termination of the HAP Contract with the Owner/Landlord

Prior to moving to terminate the contract the Office of Housing and Community Development will take the following actions:

1. Give written notice to the owner and the Section 8 participant;
2. The notice will state the reasons for termination and possible remedies if any, the effective date, a statement of the family's responsibility to pay the entire rent if they choose to remain in the unit after the termination of the contract.

Welfare Sanctions

If the Department of Social Services, (DSS) has sanctioned a family by reducing welfare assistance, then the family's rent will not be reduced to reflect the decrease in income, if this reduction by DSS is due to:

1. Fraud
2. Failure to participate in an economic self - sufficiency program
3. Failure to comply with work requirement activities.

Chapter Twenty-One
Complaints, Appeals, Informal Hearings and Informal Reviews

Complaints or appeals of Section 8 staff rulings, decisions or actions will be reviewed by the Director and must be requested in writing. When required, an informal review will be granted for an applicant and an informal hearing for a participant. If an informal review or hearing is not applicable the Director or his or her designee, after receiving a written request, will contact the applicant or participant and schedule an informal meeting to discuss the matter further if necessary.

All applicants and participants entitled to an informal review or hearing will be given prompt written notice of the reasons for the action taken by the Office of Housing and Community Development. They will be notified that they have an opportunity to appeal this decision and given a time limit to submit the appeal in writing to the Office of Housing and Community Development.

Granting or Denying and Informal Review

Granting an Informal Review

An informal review for the applicant with the Director will be granted for the following reasons:

1. Applicant is denied a place on the waiting list
2. Applicant is denied issuance of a voucher
3. Applicant is denied participation in the program after the voucher is issued

Denying an Informal Review

An opportunity for an informal review will **not** be offered in the followig cases:

1. To review discretionary administrative determinations by the Office of Housing and Community Development, or to consider general policy issues or class grievances;
2. To review the sequencing of selection and offering assistance to a family from the waiting list;
3. To review the decision not to offer an extension to a voucher holder once allotted time to locate a rental unit has expired.

Granting or Denying and Informal Hearing

Participants will be given a written statement of the reason behind the informal hearing. This notice will inform the participant that he or she is entitled to an informal hearing and will include the statement that they are entitled to legal representation at his or her own expense. The Hearing Officer will be an individual familiar with Section 8 regulations who is not employed by the Town of East Hampton.

Granting an Informal Hearing

An opportunity for an informal hearing will be offered to a participant under the following conditions:

1. Denial or Termination of assistance
2. Dispute of TTP, TFC or tenant rent calculations
3. Determinations of bedroom size entered on the voucher

Denying an Informal Hearing

An opportunity for an informal hearing will **not** be offered in the following cases:

1. To review discretionary administrative determinations by the Office of Housing and Community Development, or to consider general policy issues or class grievances;
2. To review the determination that the unit does not comply with Housing Quality Standards, that the owner has failed to include all services, maintenance and utilities required under the contract to provide decent, safe and sanitary housing lease, or that the contract unit is not decent, safe and sanitary because of an increase in family size or composition;
3. To review a decision by the Office of Housing and Community Development to exercise any remedy against the owner under an outstanding contract, including the termination of Housing Assistance Payments to the owner;
4. To review the agency's decision not to approve the family's request for an extension of term of the voucher when an assisted family is looking for another rental unit and the current unit is no longer subsidized.

Final Decisions Rendered for Informal Reviews or Hearings

The person who conducts the informal review or hearing will make his or her best effort to render a written decision, stating briefly the reasons for the decision within ten (10) days from the date of the hearing. A copy of the decision will be sent to the applicant or participant. Factual determinations relating to the evidence presented and the individual applicant's or participant's circumstances will be considered. Minutes will be kept of the hearing and made available to the participant upon request.

Repayment Agreement Policy

It is the policy of the Office of Housing and Community Development not to provide rental assistance to a family who has indebtedness to the United States' Department of Housing and Urban Development incurred through their participation the Section 8 program until either the balance is paid in full or a repayment agreement is executed.

A monthly payment amount will be established after a review of all relevant family income information. A minimum monthly payment of $20 will be required. The family must make an initial payment of 10% of the total owed. The applicant or participant will remain in good standing as long as the payments are received in a timely manner. Failure to abide by the repayment agreement will result in one of the following actions:

1. Section 8 applicants will have their applications denied until full payment has been received
2. Section 8 participants will have their rental assistance terminated, provided proper notice to the owner has been given
3. The Office of Housing and Community Development will refer the case to the Town Attorney's Office and/or Inspector General's Office for further legal remedies for the remaining unpaid balance.

The repayment agreement will be in default when two (2) payments are delinquent. When the repayment agreement is in default no future repayment agreements shall be made with the same family. All monies are due in full.

Future Program Eligibility

A family that applies for Section 8 rental assistance and has been a previous participant in any Section 8 program, will be denied assistance if:

1. The family owes the Office of Housing and Community Development or any other agency administering Section 8 program monies and has failed to repay the monies owed in a satisfactory manner or
2. An informal hearing has been held and it has been determined fraud has been committed by the family in connection with their Section 8 assistance even if the amount of money owed to the agency cannot be determined or
3. A family member has been convicted of felonious criminal activity during their residency in a Section 8 assisted rental unit

The applicant will be notified that they are entitled to request an informal review of their case upon the declaration that they are not eligible to participate in the Section 8 program.

TOWN OF EAST HAMPTON

OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT
267 Bluff Road • Amagansett, NY 11930
Mailing Address: 159 Pantigo Road • East Hampton, NY 11937
E-mail: ehohcd@optonline.net

Tom Ruhle
Director

(631) 267-7896
Fax: (631) 267-8679

October 10, 2008

Mr. Christopher Ingram, Director of Section 8
Office of Public Housing
New York Regional Office Region II
United States Department of Housing and Urban Development
Jacob Javits Federal Building
26 Federal Plaza
New York, NY 10278-0068

Re: Year 2009 Plan for NY 154

Dear Chris:

Enclosed please find our Section 8 plan for the year 2009. We have submitted the template electronically. I wish to note that the Town budget is a proposed budget. All submission hereby enclosed, is the best information at hand right now, and is subject to change.

If anything is missing, or you need something else, please do not hesitate to contact me, and I will get it to you as quickly as possible.

Sincerely yours,

Tom Ruhle

Tom Ruhle

Table of Contents

Section 1 — Notice of the Availability of the Plan
Resolution Adopting the Plan
Community Outreach Materials

Section 2 — Streamlined Annual Plans for the Fiscal Year 2009

Section 3 — Fair Housing Certifications
- **Fair Housing Impediments**
- **Consistency with Consolidated Plan**
- **Compliance with Equal Opportunity Requirements**

Section 4 — Housing Needs Update

Section 5 — Section 8 Comprehensive Administrative Plan
- **Plan**
- **Fair Market Plan**
- **Payment Standards**
- **Utility Allowances** Pending for the week of 10/14th

Section 6 — Public Housing Agency's Governing Board Description
Resident Advisory Board Members (RAB)

Section 7 — Agenda and Minutes of the RAB Meeting

Section 8 — Town Wide Budget

East Hampton Town Board
159 Pantigo Road
East Hampton, NY 11937

Fred Overton
Telephone: (631) 324-4142

August 1, 2008

Mr. Tom Ruhle
Town of East Hampton
159 Pantigo Road
East Hampton, NY 11937

Dear Mr. Tom Ruhle:

Please be advised that the Town Board, at a meeting held on August 1, 2008 10:00 AM, considered the following legislative document(s):

Resolution RES-2008-920 **Adopted [Unanimous]**
Notice of Availability of Section 8 Rental Assistance Administrative Plan and Notice of Public Hearing

Resolution RES-2008-929 **Adopted [Unanimous]**
Amendment - Resolution #2008-288

CC: Ted Hults, Budget Officer
P.E. Drew B. Bennett
Bookkeeping

Sincerely Yours,

Fred Overton
Town Clerk

2. **Resolution 2008-920**

Category: Public Hearing
Sponsors: Supervisor William McGintee
Department: Town Clerk

Notice of Availability of Section 8 Rental Assistance Administrative Plan and Notice of Public Hearing

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires that all entities administering Section 8 Rental Assistance Programs adopt a One Year Plan, including a Comprehensive Administrative Plan for the Section 8 Rental Assistance Program, and

WHEREAS, the Town proposes very few changes to the plan adopted for the year 2008, and

WHEREAS, a public hearing is required by the United States Department of Housing and Urban Development before the plan is adopted and submitted by the Town for the Year 2009, now therefore be it

RESOLVED, that a Public Hearing on the Plan is hereby scheduled to be held on October 3, 2008 at 10:30 am or as soon thereafter as this matter may be heard by the Town Board of the Town of East Hampton at Town Hall, 159 Pantigo Road, East Hampton, New York 11937, and be it further

RESOLVED, that the Town Clerk is hereby directed to publish the attached Notice of Public Hearing in the August 7, 2008 edition of the East Hampton Star, and be it further

RESOLVED, that the Director of Housing and Community Development is authorized where applicable to execute any documents necessary to submit said plan to the United States Department of Housing and Urban Development, and be it further

RESOLVED, that the Clerk is directed to forward a certified copy of this resolution is to Thomas E. Ruhle, Director of the Office of Housing and Community Development.

NOTICE OF AVAILABILITY OF PLAN AND PUBLIC HEARING

Pursuant to the United States Department of Housing and Urban Development rules and regulations the Town of East Hampton is required to hold a Public Hearing on and make available to the public the one-year plan for the operation of the Section 8 Rental Assistance Program. The Comprehensive Administrative Plan for the Section 8 Program is part of the one-year plan.

The draft of the one-year plan shall be available for inspection at the Office of Housing and Community Development located at 267 Bluff Road in Amagansett, New York between the hours of 9:00 am and 4:00 pm prevailing time starting August 15, 2008. In order to be considered all comments on the draft of the plan must be submitted in writing to Thomas E. Ruhle, Director of the Office of Housing and Community Development, 159 Pantigo Road, East Hampton, New York 11937 before 10:00 am, October 3, 2008, or introduced at a Public Hearing to be held on October 3, 2008 at 10:30 am or as soon thereafter as this

matter may be heard by the Town Board of the Town of East Hampton at Town Hall, 159 Pantigo Road, East Hampton, New York.

Final adopted copies of the plan shall be available at the Office of Housing and Community Development located at 267 Bluff Road in Amagansett, New York once said plan has been adopted.

✓ Vote Record - Resolution RES-2008-920

☑ Adopted
☐ Adopted as Amended
☐ Defeated
☐ Tabled
☐ Withdrawn

		Yes/Aye	No/Nay	Abstain	Absent
Julia Prince	Voter	☑	☐	☐	☐
Pete Hammerle	Seconder	☑	☐	☐	☐
Pat Mansir	Voter	☐	☐	☐	☑
Brad Loewen	Voter	☐	☐	☐	☑
William McGintee	Initiator	☑	☐	☐	☐

NOTICE OF AVAILABILITY OF PLAN AND PUBLIC HEARING

Pursuant to the United States Department of Housing and Urban Development rules and regulations the Town of East Hampton is required to hold a Public Hearing on and make available to the public the one-year plan for the operation of the Section 8 Rental Assistance Program. The Comprehensive Administrative Plan for the Section 8 Program is part of the one-year plan.

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Final adopted copies of the plan shall be available at the Office of Housing and Community Development located at 267 Bluff Road in Amagansett, New York once said plan has been adopted.

BY ORDER OF THE BOARD
EAST HAMPTON TOWN BOARD, NY
FRED OVERTON, TOWN CLERK
2-1

STATE OF NEW YORK
COUNTY OF SUFFOLK

HELEN S. RATTRAY, being duly sworn, says she is the president of The East Hampton Star, a newspaper published weekly in the Town and Village of East Hampton, county and state aforesaid, and that a notice of which the annexed printed slip is a copy, was published in the said newspaper once a week for 1 consecutive weeks, commencing on the 7 day of August, 2008 and ending on the ____ day of _____, 2008.

Helen S. Rattray

Sworn to before me this 15 day of August, 2008

Notary Public

IRA KORNELUTH
Notary Public, State of New York
No. 4814734
Qualified in Suffolk County
Commission Expires June 30, 2010

Notice of Availability of Section 8 Rental Assistance Administrative Plan and Notice of Public Hearing

Status Closed

Orgin Document 2008-920

Target Meeting 10/3/2008 10:00:00 AM

October 3, 2008 10:00 AM ____Closed

The Town Board of the Town of East Hampton held a public hearing in the Town Hall Courtroom, Town Hall, 159 Pantigo Road, East Hampton, New York, on Friday, October 3, 2008 beginning at 10:35 a.m. and adjourning at 10:37 a.m.

Town Clerk Fred Overton read the Notice of Public Hearing as posted and published as required by law.

There being no public comment, a motion was made to close the hearing.

Powered by IQM2
Intelligent Meeting Management Solutions

Town of East Hampton, Office of Housing & Community

October 9, 2008

TOTALS

Applicants on the Active list	72	
Families with Children	44	61.11%
Elderly Families	7	9.72%
Families with Disabilities	14	19.44%

TOTALS BY INCOME PERCENTAGE

Extremely Low Income	40	55.56%
Very Low Income	27	37.50%
Low Income	4	5.56%

TOTALS BY ETHNICITY

Hispanic	15	20.83%
Non-Hispanic	21	29.17%

TOTALS BY RACIAL GROUP

Amer. Indian/Alaska Native	0	0.00%	Black/African American	12	16.67%
Asian	1	1.39%	White	45	62.50%
Native Hawaiian/Pac. Island	0	0.00%			

TOTALS BY PREFERENCE

Targeted Preference	2	Fourth Preference	
First Preference	2	Fifth Preference	1
Second Preference	1	Sixth Preference	
Third Preference		Seventh Preference	

TOTALS BY CERTIFICATE AND VOUCHER SIZE

ALL APPLICANTS		ELDERLY APPLICANTS	
1 BR	24	1 BR	5
2 BR	29	2 BR	2
3 BR	16	3 BR	0
4 BR	0	4 BR	0
5/+ BR	2	5/+ BR	0
0 BR	0	0 BR	0

HISTORICAL WAITS FOR P1 APPLICANTS*

54.00 Months with a sample size of 1

* Calculates for Inactive List Only

PRELIMINARY APPLICATION

September 4, 2008

PLEASE COMPLETE THIS FORM AND RETURN TO:
? Pantigo Road, East Hampton, NY 11937

Office Use Only		
Received/ Revised	Unit Size	Preference
_____	____	T P1 P2 P3 P4 P5 P6 P7
_____	____	T P1 P2 P3 P4 P5 P6 P7
_____	____	T P1 P2 P3 P4 P5 P6 P7

Legal address if different from mailing address

_____

_____

Note: If your legal or mailing address changes, you must notify this office to maintain your waiting list status.

Evidence of legal address claimed at time of application must accompany this form when returned. Acceptable evidence includes copy of driver's license or other official document listing head of household, spouse or co-head at claimed legal address. Preliminary Applications returned without evidence of legal address cannot be accepted.

Part 1: Head of Household

Please complete this part for the Head of Household.

Social Security Number ___ ___ ___

Date of Birth ___ ___ ___

Sex ☐ Female ☐ Male

Are you willing to move when offered assistance ☐ Yes ☐ No

Are you Disabled ☐ Yes ☐ No

Home Telephone ___ ___ ___

Other Telephone ___ ___ ___

Other Telephone Type ☐ Work ☐ Other Specify: _____

Race (Check One Box)
- ☐ White
- ☐ Black/African American
- ☐ American Indian/ Alaska Native
- ☐ Asian
- ☐ Native Hawaiian/Other Pacific Islander

Ethnicity (Check One Box)
- ☐ Hispanic
- ☐ Not Hispanic

Racial and ethnic data for statistical purposes only.

Part 2: Household Information

List information for adults first, then children under age 18. Use "F" or "M" to indicate sex. If a household member is disabled check the "Y" check box, if not disabled, check "N." List relationship of each person to the Head of Household. Attach additional sheet if family has more than ten members.

Last Name	First Name	Social Security #	Date of Birth	Sex	Disabled	Relationship
					☐ Y ☐ N	
					☐ Y ☐ N	
					☐ Y ☐ N	
					☐ Y ☐ N	
					☐ Y ☐ N	
					☐ Y ☐ N	
					☐ Y ☐ N	
					☐ Y ☐ N	
					☐ Y ☐ N	
					☐ Y ☐ N	

Please Continue to Part 3

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PRELIMINARY APPLICATION

Part 3: Family Income and Assets

List total gross income (before taxes) and payments received by each family member age 18 or older for wages, military pensions, social security, SSI, welfare, child support, unemployment, business, profession or any other source. 'ude payments made to family members age 18 or older on behalf of other family members under age 18.

First Name	Gross Income	How Often	If Income is from Wages List Address of Employer
_____	$ _____	❑ Weekly ❑ Every 2 Weeks ❑ Monthly ❑ Yearly	_____
_____	$ _____	❑ Weekly ❑ Every 2 Weeks ❑ Monthly ❑ Yearly	_____
_____	$ _____	❑ Weekly ❑ Every 2 Weeks ❑ Monthly ❑ Yearly	_____
_____	$ _____	❑ Weekly ❑ Every 2 Weeks ❑ Monthly ❑ Yearly	_____
_____	$ _____	❑ Weekly ❑ Every 2 Weeks ❑ Monthly ❑ Yearly	_____

List total cash value and total income received for assets owned by all family members.

Type of Asset	Cash Value of Asset	Income Earned from Asset
Checking Accounts	$ _____	$ _____
Savings Accounts	$ _____	$ _____
Stocks, Bonds, CDs, Investment	$ _____	$ _____
Real Estate	$ _____	$ _____
Other	$ _____	$ _____

Part 4: Eligibility and Preferences

Your response to the following statements will help determine your eligibility for rental assistance and if you are entitled to a preference when placed on the program's waiting list. Check each box that applies to your current status.

Yes. I or a family member is 62-years old or older.

❑ Your monthly rent and utilities (excluding telephone and energy assistance grants) exceeds 50% of your family's monthly gross income.

❑ You or any member of your household have been evicted from Public housing, Indian housing, Section 23 housing, housing assisted by the Section 8 program, for drug-related criminal activity during the past three years.

❑ You currently live in or have lived in public housing, housing assisted by the Section 8 program, or any other type of federally subsidized housing.

❑ Your current residence is in substandard condition.

❑ You are homeless, lacking a regular nighttime residence, or living in a shelter or other non-residential place.

❑ You are being involuntary displaced (asked to leave) from your current home.

Part 5: U.S. Citizenship Notification and Certification

Housing may be contingent upon the submission and verification of evidence of citizenship or eligible immigration status prior to the time housing is made available. Based on the evidence submitted at that time, assistance may be prorated, denied or terminated following appeals and informal hearing processes.

I certify that the information on this form is true and complete to the best of my knowledge and belief. I understand that I can be fined up to $10,000, or imprisoned up to five years if I furnish false or incomplete information.

_____ _____
Date

© HAPPY Software

PHA Plans

Streamlined Annual Version

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

OMB No. 2577-0226
(exp. 08/31/2009)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated hereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined Annual PHA Plan for Fiscal Year: 2009 PHA Name: Town of East Hampton NY 154

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

Streamlined Annual PHA Plan
Agency Identification

PHA Name: Town of East Hampton **PHA Number:** NY154

PHA Fiscal Year Beginning: (mm/yyyy) 01/2009

PHA Programs Administered:

☐ **Public Housing and Section 8**
Number of public housing units:
Number of S8 units:

X **Section 8 Only**
Number of S8 units:
189 authorized

☐ **Public Housing Only**
Number of public housing units:

☐ PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

PHA Plan Contact Information:

Name: Thomas E. Ruhle
Phone: 631-267-7896
TDD:
Email (if available): tomruhle@optonline.net

Public Access to Information

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

X PHA's main administrative office ☐ PHA's development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection. X Yes ☐ No.
If yes, select all that apply:

X Main administrative office of the PHA
☐ PHA development management offices
☐ Main administrative office of the local, county or State government
☐ Public library X PHA website ☐ Other (list below)

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

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

Streamlined Annual PHA Plan
Fiscal Year 2008
[24 CFR Part 903.12(c)]

Table of Contents
[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

A. PHA PLAN COMPONENTS

☐ 1. Site-Based Waiting List Policies
903.7(b)(2) Policies on Eligibility, Selection, and Admissions
☐ 2. Capital Improvement Needs
903.7(g) Statement of Capital Improvements Needed
☐ 3. Section 8(y) Homeownership
903.7(k)(1)(i) Statement of Homeownership Programs
☐ 4. Project-Based Voucher Programs
x 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
☐ 6. Supporting Documents Available for Review
☐ 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
☐ 8. Capital Fund Program 5-Year Action Plan

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50076, *PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan* identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:
Form HUD-50070, *Certification for a Drug-Free Workplace;*
Form HUD-50071, *Certification of Payments to Influence Federal Transactions*; and
Form SF-LLL &SF-LLLa, *Disclosure of Lobbying Activities.*

1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)]
Exemptions: Section 8 only PHAs are not required to complete this component.

A. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	**Date Initiated**	**Initial mix of Racial, Ethnic or Disability Demographics**	**Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL**	**Percent change between initial and current mix of Racial, Ethnic, or Disability demographics**

2. What is the number of site based waiting list developments to which families may apply at one time?

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?

4. ☐ Yes ☐ No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

B. Site-Based Waiting Lists – Coming Year

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
   If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

2. Capital Improvement Needs

[24 CFR Part 903.12 (c), 903.7 (g)]
Exemptions: Section 8 only PHAs are not required to complete this component.

A. Capital Fund Program

1. ☐ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.

2. ☐ Yes ☐ No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

1. ☐ Yes ☐ No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).

2. Status of HOPE VI revitalization grant(s):

HOPE VI Revitalization Grant Status
a. Development Name: b. Development Number:
c. Status of Grant: ☐ Revitalization Plan under development ☐ Revitalization Plan submitted, pending approval ☐ Revitalization Plan approved ☐ Activities pursuant to an approved Revitalization Plan underway

3. ☐ Yes ☐ No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name(s) below:

4. ☐ Yes ☐ No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:

5. ☐ Yes ☐ No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

1. ☐ Yes X 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 the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

2. Program Description:

a. Size of Program
☐ Yes ☐ No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?

b. PHA-established eligibility criteria
☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria:

c. What actions will the PHA undertake to implement the program this year (list)?

3. 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 of purchase price and requiring that at least 1 percent of the purchase price 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.

☐ Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):

☐ Demonstrating that it has other relevant experience (list experience below):

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

☐ Yes X No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1. ☐ Yes ☐ No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

   ☐ low utilization rate for vouchers due to lack of suitable rental units
   ☐ access to neighborhoods outside of high poverty areas
   ☐ other (describe below:)

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: County of Suffolk

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 on its waiting lists on the needs expressed in the Consolidated Plan/s.
- x The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- x 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 the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) The need for affordable housing is in Suffolk County acute across all income levels. The changes to the administrative plan will not affect who is served but rather will only affect the order they are served. The changes are likely to help the working poor a group in desperate need of housing and help.

6. Supporting Documents Available for Review for Streamlined Annual PHA Plans

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

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Related Plan Component**
	PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;	5 Year and Annual Plans
x	*PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan*	Streamlined Annual Plans
x	*Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.*	5 Year and standard 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 for families on the PHA's public housing and Section 8 tenant-based waiting lists.	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] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. ☐ Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents. ☐ Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development. ☐ Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
x	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. x 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 Public Housing Assessment System (PHAS) Assessment (or other applicable 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-

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Related Plan Component**
		Sufficiency
x	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types ☐ Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Public housing grievance procedures ☐ Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures. X Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report 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 Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 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
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs ☐ Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative 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 for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). ☐ Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
x	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans Only: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

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

PHA Name:	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant:

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name:		**Grant Type and Number** Capital Fund Program Grant No: Replacement Housing Factor Grant No:				**Federal FY of Grant:**		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name:	**Grant Type and Number** Capital Fund Program No: Replacement Housing Factor No:	**Federal FY of Grant:**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan **Part I: Summary**					
PHA Name				☐ **Original 5-Year Plan** ☐ **Revision No:**	
Development Number/Name/ HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year :____ FFY Grant: PHA FY:			Activities for Year: ___ FFY Grant: PHA FY:		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See						
Annual						
Statement						
Total CFP Estimated Cost			$			$

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities					
Activities for Year :____ FFY Grant: PHA FY:			Activities for Year: ___ FFY Grant: PHA FY:		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
Total CFP Estimated Cost		$			$

FAIR HOUSING IMPEDIMENTS

The Office of Housing and Community Development as a town department of the Town of East Hampton, works diligently to overcome any impediments to fair housing choice in its Section 8 Program, as well as other programs it administers.

There are many residents whose native language is Spanish. This is the largest minority population in the community. It is difficult for many of these individuals to understand the program regulations fully or negotiate in the local housing market with the language barrier. The office has three employees who speak Spanish fluently. Interpreting and translating services are made available to these applicants. Efforts are also made to assist applicants speaking other languages for the same reasons.

We encourage individuals to contact such agencies as Long Island Housing Services, a bi-county wide, fair housing agency, if they feel they have been discriminated against. The town assists in referring individuals so that they can have an advocate if they feel their housing choices have been closed to them because of specific, illegal discrimination.

The town has an active Anti-Bias Task Force and Disabilities Advisory Board that work closely with community members in housing related issues. Office staff members have worked on such issues as ADA compliance for those individuals requiring such various levels of compliance based on their disability. We have worked and continue to work with non-profit groups to develop housing alternatives for the elderly and disabled population.

We have also provided individual mortgage counseling to increase housing opportunities, (as well as remove impediments), for those least able to negotiate through the "system".

Tom Ruhle
Director

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan

I, Thomas E. Ruhle, Director of the Office of Housing and Community Development of the Town of East Hampton certify that the Annual PHA Plan of the Town of East Hampton is consistent with the Consolidated Plan of the County of Suffolk prepared pursuant to 24 CFR Part 91.

Thomas E. Ruhle 9/4/2008

Signed / Dated by Appropriate State or Local Official

PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the *Streamlined Annual PHA Plan*

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the streamlined Annual PHA Plan for PHA fiscal year beginning January 1, 2009, hereinafter referred to as the Streamlined Annual Plan, of which this document is a part and make the following certifications, agreements with, and assurances to the Department of Housing and Urban Development (HUD) in connection with the submission of the Streamlined Plan and implementation thereof:

1. The streamlined Annual Plan is consistent with the applicable comprehensive housing affordability strategy (or any streamlined Plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, and provided this Board or Boards an opportunity to review and comment on any program and policy changes since submission of the last Annual Plan.
3. The PHA made the proposed streamlined Annual Plan, including policy and program revisions since submission of the last Annual Plan, and all information relevant to the public hearing available for public -
inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the streamlined Plan and invited public comment.
4. The PHA will carry out the streamlined Annual Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
5. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
- For streamlined Annual Plans that include a policy or change in policy for site-based waiting lists:
.ie PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
· The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
· Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
· The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
· The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(b)(2).
7. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
8. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
9. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
10. The PHA has submitted with the streamlined Plan a certification with regard to a drug-free workplace required by 24 CFR Part 24, Subpart F.
11. The PHA has submitted with the streamlined Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment
and implementing regulations at 49 CFR Part 24.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
5. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.

17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, local and Federally Recognized Indian Tribal Governments.).
19. The PHA will undertake only activities and programs covered by the streamlined Annual Plan in a manner consistent with its streamlined Annual Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its streamlined Plan.
20. All certifications and attachments (if any) to the streamlined Plan have been and will continue to be available at all times and all locations that the PHA streamlined Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the streamlined Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its streamlined Annual Plan and will continue to be made available at least at the primary business office of the PHA.
21.The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):

___ 903.7a Housing Needs
___ 903.7b Eligibility, Selection, and Admissions Policies
_x_ 903.7c Financial Resources
___ 903.7d Rent Determination Policies
___ 903.7h Demolition and Disposition
___ 903.7k Homeownership Programs
___ 903.7r Additional Information
- ___A. Progress in meeting 5-year mission and goals
- ___B. Criteria for substantial deviation and significant amendments
- ___C. Other information requested by HUD
  - _x_1. Resident Advisory Board consultation process
  - ___2. Membership of Resident Advisory Board
  - ___3. Resident membership on PHA governing board

22. The PHA provides assurance as part of this certification regarding its streamlined annual PHA Plan that:
(i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
(ii) The changes were duly approved by the PHA board of directors (or similar governing body); and
(iii)The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.

Town of East Hampton — NY 154
PHA Name — PHA Number

Streamlined Annual PHA Plan for Fiscal Year: 2009

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Thomas E. Ruhle	Director
Signature x Thomas E Ruhle	Date 10/9/2008

form **HUD-50076** (4/30/2003)

Certification

Certification in connection with the Operation of the Section 8 Tenant Based Rental Assistance program in Compliance with Equal Opportunity Requirements.

The Town of East Hampton Office of Housing and Community Development Assures and Certifies that:

(i) It will comply with Fair Housing Act, 42U.S.C. 3610-3619. Implemented at 24 CFR part 100.

(ii) It will comply with the title of the Civil Rights Act of 1964, 42 U.S.C. 2000d. Implemented at 24 CFR part 1.

(iii) It will comply with the Age Discrimination Act of 1975, 42 U.S.C. 6101-6107. Implemented at 24 CFR part 146.

(iv) It will comply with the Executive Order 11063, Equal Opportunity in Housing (1962). As amended. Executive Order 12259.46 FR 1253 (1980), as amended Executive Order 12982.59 FR 2939 (1994) (implementing regulations at 24 CFR part 107).

(v) It will comply with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794. Implemented at 24 CFR part 8.

(vi) It will comply with Title II of the Americans with Disabilities Act 42 U.S.C. 12101. Et. Seq.

Thomas E Ruhle, Director
Office of Housing and Community Development
Town of East Hampton

10/9/2008
Date

OMB Approval No. 2577-0157 (Exp. 3/31/2010)

Certification of Payments to Influence Federal Transactions

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

Applicant Name

TOWN OF EAST HAMPTON / OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT

Program/Activity Receiving Federal Grant Funding

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
John E Noble	Director of Housing
Signature	**Date (mm/dd/yyyy)**
	10/9/2008

Section 8 Plan Housing Update- 2009

Probably the greatest challenge facing the Town of East Hampton is the availability of affordable housing for all income levels. In response to that the Town has undertaken a campaign to increase the affordable housing stock in the Town. During 2008 construction on a twenty six unit apartment complex on Springs Fireplace Road was completed. The Town has received approval for 26 single family lots at Green Hollow Woods and has completed the construction of nineteen affordable houses.

Planning has begun on an eleven unit affordable Townhouse project. The Town is also working with two separate local developers seeking to build affordable housing, one of which has received HUD funding.

In response to the mortgage crisis the Town has become a HUD certified Housing Counseling agency and now offers formalized pre-purchase and foreclosure prevention counseling.

The comprehensive plan update for the Town (a plan to the Year 2020) has galvanized the public discussion about affordable housing. As a result of the Plan the Town has implemented transfer of development regulations, legalized accessory apartments in commercial buildings, and created a streamlined program to allow for the creation of apartments in single family homes (as a pilot program). During 2008 the first of these units have been constructed under the new program. All of these programs are allowed only for the sole purpose of creating affordable apartment housing and are required by the Town code to remain for that purpose.

The Town Board is committed to the provision of affordable housing and is working to that end notwithstanding the reality of East Hampton being one of the most expensive areas in the United States.

EFF 10/1/08

SCHEDULE B - FY 2009 PROPOSED FAIR MARKET RENTS FOR EXISTING HOUSING

NEW MEXICO continued

METROPOLITAN FMR AREAS	0 BR	1 BR	2 BR	3 BR	4 BR	Counties of FMR AREA within STATE
Santa Fe, NM MSA	615	763	928	1215	1452	Santa Fe

NONMETROPOLITAN COUNTIES	0 BR	1 BR	2 BR	3 BR	4 BR	NONMETROPOLITAN COUNTIES	0 BR	1 BR	2 BR	3 BR	4 BR
Catron	372	419	502	731	754	Chaves	401	402	514	672	693
Cibola	418	451	502	739	792	Colfax	444	475	534	674	701
Curry	418	433	502	680	804	De Baca	417	430	502	677	824
Eddy	335	427	502	674	818	Grant	402	466	529	745	767
Guadalupe	492	498	593	745	777	Harding	417	430	502	677	824
Hidalgo	372	419	502	731	754	Lea	416	452	502	660	695
Lincoln	392	493	601	757	1056	Los Alamos	625	728	955	1146	1180
Luna	417	452	502	640	769	McKinley	396	465	612	731	947
Mora	492	498	593	745	777	Otero	384	454	502	734	804
Quay	417	430	502	677	824	Rio Arriba	448	456	539	697	774
Roosevelt	416	427	502	696	860	San Miguel	419	452	537	740	859
Sierra	325	405	502	713	883	Socorro	418	419	502	601	852
Taos	597	648	718	859	886	Union	417	430	502	677	824

NEW YORK

METROPOLITAN FMR AREAS	0 BR	1 BR	2 BR	3 BR	4 BR	Counties of FMR AREA within STATE
Albany-Schenectady-Troy, NY MSA	686	711	868	1039	1135	Albany, Rensselaer, Saratoga, Schenectady, Schoharie
Binghamton, NY MSA	580	583	697	910	1067	Broome, Tioga
Buffalo-Niagara Falls, NY MSA	601	602	723	894	988	Erie, Niagara
Elmira, NY MSA	635	636	764	982	1023	Chemung
Glens Falls, NY MSA	603	638	802	1012	1140	Warren, Washington
Ithaca, NY MSA	766	788	923	1117	1158	Tompkins
Kingston, NY MSA	742	805	964	1221	1517	Ulster
Nassau-Suffolk, NY HMFA	1159	1339	1581	2098	2286	Nassau, Suffolk
New York, NY HMFA	1091	1180	1313	1615	1817	Bronx, Kings, New York, Putnam, Queens, Richmond, Rockland
Poughkeepsie-Newburgh-Middletown, NY MSA	776	913	1117	1369	1459	Dutchess, Orange
Rochester, NY MSA	590	652	797	957	1014	Livingston, Monroe, Ontario, Orleans, Wayne
Syracuse, NY MSA	624	626	754	965	1045	Madison, Onondaga, Oswego
Utica-Rome, NY MSA	599	600	722	885	1005	Herkimer, Oneida
Westchester County, NY Statutory Exception Area	1161	1385	1610	1942	2394	Westchester

NONMETROPOLITAN COUNTIES	0 BR	1 BR	2 BR	3 BR	4 BR	NONMETROPOLITAN COUNTIES	0 BR	1 BR	2 BR	3 BR	4 BR
Allegany	553	555	665	829	1018	Cattaraugus	560	562	676	888	1019
Cayuga	601	602	722	961	1115	Chautauqua	567	570	683	881	962
Chenango	565	569	681	858	1196	Clinton	637	640	767	974	1266
Columbia	696	710	837	1011	1078	Cortland	607	609	743	944	1159
Delaware	572	575	689	852	1121	Essex	600	601	722	960	1044
Franklin	550	552	659	846	936	Fulton	471	575	727	870	924
Genesee	657	658	791	981	1110	Greene	601	649	791	1028	1120
Hamilton	606	607	729	908	1053	Jefferson	626	627	754	972	1021

FMR

Proposed 2009 VOUCHER PROGRAM
PAYMENT STANDARD

Unit Size	Fair Market Rent	Payment Standard
STUDIO	$1,159	$1,274
1 Bedroom	$1,339	$1,472
2 Bedroom	$1,581	$1,789
3 Bedroom	$2,098	$2,307
4 Bedroom	$2,286	$2,514

Current 2008 VOUCHER PROGRAM
PAYMENT STANDARD

Unit Size	Fair Market Rent	Payment Standard
STUDIO	$1,121.00	$1,233.00
1 BDRM	$1,295.00	$1,424.00
2 BDRM	$1,529.00	$1,682.00
3 BDRM	$2,029.00	$2,232.00
4 BDRM	$2,211.00	$2,432.00

Current Utility Schedules.

New Utility Schedules to be adopted for 2009 later this month.

Garden Apart

Heat

/ House/Garden Apt.

Natural Gas

73	86	91	108	121	124

Electric

57	69	70	77	85	91

Bottle Gas

110	126	139	159	192	209

Oil

140	161	177	198	218	232

Cooking

Natural Gas

10	10	10	19	19	23

Electric

6	7	9	10	12	13

Bottle Gas

14	14	14	19	21	23

Other Electric

Electric

17	21	26	34	42	47

Water Heat

Natural Gas

21	24	27	29	30	30

Electric

15	16	20	23	26	31

Bottle Gas

31	32	33	36	40	40

Oil

26	37	43	43	48	54

Water Drinking

11	15	17	22	27	29

Mobile Home

Heat

ile Home

Natural Gas
73

Electric
57

Bottle Gas
110

Oil
140

Cooking

Natural Gas
10

Electric
6

Bottle Gas
14

Other Electric

Electric
17

Water Heat

Natural Gas
21

Electric
15

Bottle Gas
31

Oil
26

Water Drinking

11

Utility Co 1

Heat

gle Family Detached

Natural Gas

92	107	119	129	146	159

Electric

72	87	89	96	105	114

Bottle Gas

138	159	196	200	201	239

Oil

174	198	198	217	233	253

Cooking

Natural Gas

10	10	10	13	15	17

Electric

6	7	9	10	12	13

Bottle Gas

15	15	15	19	22	24

Other Electric

Electric

16	21	26	34	43	49

Water Heat

Natural Gas

22	23	25	26	27	27

Electric

15	16	20	23	26	31

Bottle Gas

29	30	34	36	40	40

Oil

32	34	38	38	41	45

Water Drinking

11	15	17	22	27	29

PUBLIC HOUSING AUTHORITY
GOVERNING BOARD DESCRIPTION

Town Supervisor

William E. McGintee
Term expires 12/31/2009

Town Board

Councilwoman
Patricia Mansir
Term expires 12/31/2009

Councilman
Peter Hammerle
Term expires 12/31/2011

Councilman
Brad Loewen
Term expires 12/31/2009

Councilwoman
Julia Prince
Term expires 12/31/2011

RESIDENT ADVISORY COMMITTEE MEETING -8/19/08

NAME	Attended	WILL ATTEND
Hens Gregoius	X	
Robert Massa	X	
Maria Muniz	X	
Beatrice Gholson		
Andrew Malone	X	
		NOT ATTENDING
Robert Lee		
Judy Mondel		
Marilyn Hammond		
Mary Hornbuckle		
Jennifer McCann		
Lynn Hoffman		
Helen Schallinger		
Elizabeth Burns		
Lillian Bahns		
Elyane DelFavor		
Joseph Cangemi		

2008 RAB AGENDA

Refreshments,
Introductions

- **Francis Bock (CD Housing Technician)**

Announcements

- A copy of plan is available for review in this office
- Public Hearing October 3th 10:30 am at Town Hall

No change in our plan

Voucher Program

- Section 8 budget for the 2009 fiscal year establishes program remains the same
- Vouchers issued

Payment Standard

- Current and proposed 2009 payment standard

Questions, Concerns

Closing Remarks

Minutes – Resident Advisory Board Section 8 Meeting
August 19, 2008 – 10:15am
267 Bluff Road, Amagansett

Present at the Advisory Board Meeting:

Kathy Castro, Rental Subsidy Program Technician
Francis Bock, Community Development Project Supervisor (Inspector)
Diana Gagliotti, Community Service W S S – Minutes

Proper introductions were made by Kathryn Castro. Francis Bock was also introduced as the new Section 8 Housing Inspector. A brief summary of the 2008 Resident Advisory Board was properly presented, and handed to all present. Other informative documents, such as the current 2009 Proposed Voucher Program Payment Standard with future Fair Market Rent changes were also handed out.

Announcements:

- Attendees were informed that a new copy of the plan will be available in this office for review, and for anyone who is interested in obtaining more detailed information about the Section 8 Program.

- Attendees were also informed that a Public Hearing is to take place at Town Hall on October 3, 2008, 10:30am, in case anyone is interested on attending.

ew Changes in Our Plan:

- No significant changes for this year's plan.

Voucher Program

- The Section 8 budget for the 2009 fiscal year remains the same, but possible new proposals are being discussed.

- 24 vouchers were issued since January 2008. Out of that number, only 11 have leased up so far.

- As per Kathy Castro, the 2007 Section 8 application review process is almost completed.

Payment Standards:

- Current fair market rents and the proposed 2009 payment standards were discussed.

General Information:

- Program participants were once again advised to always put any changes, or concerns in writing, and to make two copies of it. One copy goes to management, and a second copy to us for our records.

- One of the attendees shared a concern about the Windmill II complex, located at 219 Accabonac Road in East Hampton. He mentioned he made several repeated requests to management, and also to the Town Supervisor's staff, as to having more outside lighting installed by the entrance at Windmill II. At that time, Mr. Ruhle walked in the meeting, and was also informed of this issue by Henricus Gregorius (a windmill II tenant).

Closing Remarks:

- This advisory Board Meeting was adjourned at 10:45am.

Attendees (4):

Maria Muñiz
George Massa
Andrew Malone
Henricus Gregorius

HOUSING AND CD REVENUES

ACCOUNT			DESCRIPTION	2007 ACTUAL AMOUNT	2008 ADOPTED AMOUNT	YTD 7/1/2008	2009 TENTATIVE AMOUNT
CD	0	42661	Sale of Property	$0.00	$102,089.13	$0.00	$0.00
CD	0	44989	Section 8 Administration Fees	61,941.61	125,000.00	59,113.66	125,000.00
CD	0	45030	Interfund Transfers	50,000.00	310,000.00	100,000.00	395,000.00
CD	0	45031	Other	0.00	5,000.00	0.00	3,012.95
			TOTAL REVENUES	**$111,941.61**	**$542,089.13**	**$159,113.66**	**$523,012.95**

HOUSING AND COMMUNITY DEVELOPMENT

Department Statement: *The Office of Housing and Community Development is responsible for the Town's affordable housing effort, as well as administering the Section 8 Federal Housing Subsidy Program.*

In addition, the office administers the community development grant program which targets subsidy funds for specific Town projects.

ACCOUNT			DESCRIPTION	2007 ACTUAL AMOUNT	2008 ADOPTED AMOUNT	YTD 7/1/2008	2009 TENTATIVE AMOUNT
CD	8680	51100	Full Time / Regular Salaries	$273,761.06	$286,569.13	$149,205.01	$291,142.95
CD	8680	51200	Part Time / Temporary	8.00	0.00	0.00	0.00
			TOTAL PERSONAL SERVICES	$273,769.06	$286,569.13	$149,205.01	$291,142.95
CD	8680	51990	Contingency	$0.00	$0.00	$0.00	$0.00
CD	8680	52200	Office Equipment	327.98	700.00	210.76	700.00
CD	8680	52300	Vehicle	22,000.00	0.00	0.00	0.00
CD	8680	52450	Computer Equipment	0.00	500.00	0.00	500.00
CD	8680	52702	Land Acquisition	0.00	0.00	0.00	0.00
			TOTAL EQUIPMENT	$22,327.98	$1,200.00	$210.76	$1,200.00
CD	8680	54100	Office Expense	$6,433.48	$6,100.00	$1,758.98	$6,100.00
CD	8680	54150	Computer Software	$0.00	$2,000.00	$0.00	$2,000.00
CD	8680	54200	Travel Conferences and Dues	2,036.16	2,000.00	83.95	2,000.00
CD	8680	54300	Telephone	3,095.86	3,800.00	1,278.52	3,800.00
CD	8680	54400	Lease of Equipment	3,130.45	4,220.00	1,299.21	4,220.00
CD	8680	54500	Subcontract Costs	0.00	0.00	0.00	1,350.00
CD	8680	54520	Outside Professional (inc. House Auth.)	3,138.75	7,200.00	1,440.10	7,200.00
CD	8680	54595	Whalebone Apartments	200.00	5,000.00	0.00	5,000.00
CD	9000	59010	NYS Retirement	0.00	60,000.00	0.00	35,000.00
CD	9000	59030	Social Security and Medicare	20,943.62	25,000.00	11,414.33	25,000.00
CD	9000	59090	Dental/Optical Benefits	3,682.08	6,500.00	0.00	6,500.00
CD	9000	59991	General Insurance	0.00	3,000.00	0.00	3,000.00
CD	9000	59992	Worker's Compensation	0.00	4,500.00	0.00	4,500.00
CD	9000	59993	Health Benefit Plan	0.00	125,000.00	0.00	125,000.00
			TOTAL CONTRACTUAL/BEN/TRAN	$42,660.40	$254,320.00	$17,275.09	$230,670.00
			TOTAL HOUSING/CD	**$338,757.44**	**$542,089.13**	**$166,690.86**	**$523,012.95**

DEPARTMENT STAFFING - 2009

POSITION	No.	SALARY	TOTAL
Director of Housing	1	$78,823.77	$78,823.77
Assistant Director of Housing	1	54,356.12	54,356.12
Comm. Devel. Of Housing Tech.	1	46,013.24	46,013.24
Rental Subsidy Housing Program Technician	1	45,458.14	45,458.14
Comm. Service Worker Sp. Spkg.	1	31,370.04	31,370.04
Driver Messenger	1	27,121.64	27,121.64
Longevity			8,000.00
Subtotal			**$291,142.95**
Part Time/Temporary			0.00
TOTAL STAFFING			**$291,142.95**