

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

Town of Islip PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2002

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) HAS BEEN COMPLETED IN ACCORDANCE
WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

**PHA Plan
Agency Identification**

PHA Name: Town of Islip Pubic Housing Authority

PHA Number: NYO77

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

Public Access to Information

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the 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)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: The mission of the Town of Islip Housing Authority is to provide effective and efficient delivery of decent, safe and affordable housing to eligible tenants and applicants, while maintaining an overall commitment to the local communities and government entities of seamless integration within residential neighborhoods.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
- Objectives:
- Apply for additional rental vouchers – **as they become available:**
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities – **by continuing to work with the Town of Islip Community Development Agency (CDA)**
 - Acquire or build units or developments
 - Other (list below)
 - **The Authority shall maintain or increase Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction.**

- The Authority has developed a Section 8 Homeownership Plan for up to five (5) families per year.
- The Authority is working closely with the CDA and the Town's Planning Department to identify the magnitude and specific type of affordable housing need, as well as obtain state, county and local legislative approvals for acquisition of properties, zoning changes, and other action necessary to promote affordable housing.
- The Authority is also monitoring and assisting, when appropriate, the CDA's own affordable housing projects, using HOME and CDBG funds, which may enable 8-10 rehabilitated units to come on-line for homeownership opportunities this fiscal year.

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score) - **yearly over the next five years, maintaining the goal of 100%.**
- Improve voucher management: (SEMAP score) – **yearly over the next five years.**
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)
 - **The Authority shall improve efficiency of management of supplies and materials.**
 - **The Authority is taking strides to increase customer satisfaction. Please see the Executive Summary/Progress Report's section entitled Resident Assessment Follow-Up Plan, which highlights the follow-up plans to address resident concerns with Communication and Safety.**
 - **The Authority is continuing its commitment to improve efficiency of management of supplies and materials and renovate or modernize public housing units as needed.**

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program – **Develop a Section 8 Homeownership Plan for up to five (5) families per year.**
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists **for all new public housing:**
- Convert public housing to vouchers:
- Other: (list below)
 - **The Authority shall renovate or modernize public housing units as needed.**
 - **The Authority is working closely with the CDA to implement public housing or other homeownership programs. Specifically, the Authority is supporting, when able, the following CDA assisted housing programs cited in the Town’s Five-Year Consolidated Plan:**
 - **The development of ten senior citizen rental units**
 - **The rehabilitation of 200 homes – specifically, the correction of physical defects in the units for households with income categories within the entire 0-80% MFI range**
 - **The purchase and renovation (or rebuilding) of sixty (60) scattered site existing homes for their direct sale or rent with an option to buy programs, targeted to families between 31-80% MFI.**

HUD Strategic Goal: Improve community quality of life and economic vitality

- PHA Goal: Provide an improved living environment
 - Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)
 - **The Authority shall evaluate the benefit cost ratio of public housing security improvements including the installation of security systems in all public housing units by 2004.**

- **The Authority is implementing public housing security improvements as outlined in the Resident Assessment Follow-Up Plan.**
- **The Authority shall implement measures to combat the under-utilization of the community rooms within its senior developments**

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)
- The Authority shall develop and deliver to all residents a 'Where to Turn' core community service annual publication – highlighting local, State and Federal programs and opportunities for all public housing and voucher program participants.**

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)
- The Authority will continue as a priority to expand housing opportunities beyond areas of traditional low-income and minority concentration.**

Other PHA Goals and Objectives: (list below)

- PHA Goal: The Town of Islip Housing Authority will encourage coordination and innovation in the delivery of public housing**

Objectives:

- The Authority shall support and promote both formal and informal joint ventures and/or partnerships among the private sector, other public agencies, and the Authority itself.**
- The Authority shall assist with the development of a comprehensive Town-wide self-sufficiency program.**
- The Authority shall create and maintain a community housing web site, with all PHA documents available on-line.**

Annual PHA Plan PHA Fiscal Year 2002

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
 Small Agency (<250 Public Housing Units)
 Administering Section 8 Only

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

Moving Forward

Over the past year, the Town of Islip Housing Authority (the “Authority”) has continued its commitment to efficient and effective administration of affordable housing. By incorporating innovative management techniques, developing an active recruiting and retention policy for local rental housing landlords, and recognizing the housing needs of both the existing tenants and the greater housing needs of an ever-changing community, the Authority is expanding its commitment to “provide effective and efficient delivery of decent, safe and affordable housing to eligible tenants and applicants, while maintaining an overall commitment to the local communities and government entities of seamless integration within residential neighborhoods.”

The Authority continues to update its existing management and operations policies to include all HUD mandates, and has engaged throughout the year in pro-active strategic planning and needs assessment processes to ensure fair housing and community development within the Town. The Authority has also undergone the Voluntary Conversion Assessment, as per HUD requirements, which can be found in this Progress Report. The Authority has also worked to uphold its mission statement and achieve the goals set forth in the 5-Year Plan.

Authority Achievements and Updates to Management and Operations Policies

The following list highlights the Authority’s achievements over the past year, as well as the changes that have been made to the Authority’s management and operations policies:

Achievements

- The procedures implemented for standard processing of the public housing waiting list have been very effective. The Authority has a large application pool for every type and size of unit.

- The Authority continues to be involved with the CDA, as well as the Long Island Housing Partnership, and works in conjunction with these entities to help provide low-income homeownership and rental opportunities within their service area, as well as make available the numerous social service programs these two groups offer to Authority residents and program participants.
- By partnering with the “Never Too Late News,” the Authority is actively fulfilling its goal of providing a core community services guide to all residents. This guide is made available to all Authority residents, and is published by the Town of Islip Department of Human Services, Division of Senior Citizen Services. Many social, educational and recreational programs are announced in this guide, as well as information on personal and family support services.
- The Authority has upheld its commitment to do periodic re-certification guides in the Resident Newsletter, and the overall re-certification process continues to be a success.
- The Authority has also upheld its commitment to present public safety forums for its residents. Safety officials from the local police department met and spoke to the tenants on issues ranging from crime prevention, safety tips and local personal safety issues throughout Spring 2001. These programs were very successful, and the Authority plans to hold another round of safety forums in fiscal year 2002.
- Over the past year, the Authority has been committed to landlord outreach. Ads were periodically placed in the local newspaper, *The Long Island Advocate*, citing the benefits of being involved in the Section 8 program. The Authority, by offering a security deposit guarantee, presented a strong package to potential landlords. Additionally, the Executive Director has had outreach meetings with all major Town landlords, discussing, among other things, ways that the system can be improved to increase landlord participation.

Updates to Management and Operations Policies

- The Section 8 Homeownership Program has been modified to target no more than five (5) families per year. This has been reflected in the Section 8 Homeownership Plan, which can be found as “Attachment C” to this document.
- The Authority is in the process of implementing its detailed Community Service Policy for Public Housing, which expressly outlines the requirement to perform community service or self-sufficiency work for all non-exempt adult members; defines exempt individuals; identifies qualifying activities; and states the administrative and enforcement procedures for program monitoring, tracking and non-compliance.
- Because the supply of units for tenant-based assistance is very limited and project-basing is needed to assure the availability of affordable units within the Authority’s service area, the Authority intends to use the project-based voucher program, designating twenty percent (20%) of its annual baseline voucher units to support project-based Section 8 units. This policy and the statement of intent of use can be found as “Attachment D” to this document, and is in accordance with Public Law 106-337, FR 4633-01 and applicable sections of 24 CFR 983.

Voluntary Conversion Assessment

In October 2001, the Authority underwent a Voluntary Conversion Assessment, as per HUD requirements, cited in the June 22, 2001 final rule (Federal Register 66 FR 4476) on “Voluntary Conversion of Development from Public Housing Stock; Required Initial Assessments.” The following is the assessment for the Authority’s covered development, Tudor Lane. Tudor Lane is an 18-unit general occupancy development, the only general occupancy development operated by the Authority.

The Authority has reviewed Tudor Lane’s operation as a general public housing development, considered the implications of converting the public housing to tenant-based assistance, and concluded that Tudor

Lane is not appropriate for conversion, and the necessary conditions for voluntary conversion are not met for the following reasons:

- Tudor Lane is a modernized, fully occupied development with a large waiting list. The development is safe, well maintained, centrally located and its units are in high demand.
- The cost associated with operating and maintaining Tudor Lane is well within the parameters of the Authority's budget.
- With regard to the housing needs of those within the jurisdiction of the Authority (as indicated in this Annual Plan), those with income of < 30% and <50% of the AMI were rated as the populations with the most significant affordable housing needs. Providing rental housing to this population is a high priority of the Authority.
- There are over 3,000 families on the Public Housing and Section 8 waiting list that are in need of affordable rental housing. Over 2,000 of those families are households with children in search of an affordable rental unit.
- There is a 3.7 percent rental housing vacancy rate in Islip, according to the US Census Bureau's Profile of General Demographic Characteristics: 2000. The Authority's difficulty maintaining the reasonableness of the rents within its jurisdiction as a result of a very tight, high-rent housing market (as indicated above) has strengthened its commitment to maintaining an affordable, rental public housing stock.
- One of the Town of Islip's main strategic goals outlined in the Town's Consolidated Plan is to expand housing opportunities for very low and other low-income renters. The Authority has committed to working with the Town toward achieving this goal.

As per HUD requirement, this information is available for public review at the Authority's main office, located at 963 Montauk Highway in Oakdale, Monday through Friday during regular business hours, beginning October 1, 2001 and is included in this section of Authority's 2002 Annual Plan.

Resident Advisory Board Participation

On November 29, 2002, the Resident Advisory Board met to once again participate in the QHWRA process. It was explained to the participant families that an important part of the planning process is resident input, and that Authority was again eliciting comments and suggestions from program participants regarding housing operations, safety, security, quality of housing, etc. Six (6) residents participated on the RAB, two (2) of which were from the Section 8 program. Participants included: Ms. Marie Chu; Mr. Otto Moliva; Ms. Francine Milton; Ms. Lillian Hopke; Ms. Jean Mendez; and Ms. Lillian Trotter. It is significant to note that the two resident representatives on the Authority's Board of Directors, Ms. Lillian Hopke and Ms. Jean Mendez, were both present at the RAB meeting. The QHWRA process was again explained to the residents, and the HUD Goals and Strategic Goals were discussed in great detail. Also discussed were the general operations of the Authority, customer service, overall Public Housing and Section 8 Administration policies and quality of housing and the surrounding community.

The initial discussion at the RAB meeting focused on the overall communication between the Authority and the residents and Section 8 program participants. The RAB recommended that the Authority update its voice mail messaging system, making it more user-friendly and encouraging people to leave messages indicating the nature of the problem and the needed response time.

The RAB recommended that the Authority continue to clearly state in the resident newsletter all of the information/documentation needed in the re-certification process, and publish a re-certification guide frequently.

Another recommendation made by the RAB was to promptly notify residents of any upcoming improvements that are scheduled to be made to a unit. The Section 8 families recommended that any/all

relevant safety, community development, etc. programs that are made available to the public housing participants also be made available to the Section 8 families.

The RAB felt that over the last two (2) years, the Authority has done a very good job informing residents and Section 8 families of community job training programs, child-care assistance programs, after-school programs, neighborhood watch/safety programs and programs geared to support disabled families. The RAB recommended that the Authority continue to be committed to working with the “Never Too Late News,” a publication that helps provide a core community services guide to all residents.

The RAB felt that the Authority continues to adequately notify families regarding changes and/or updates in the Authority’s policies, programs, etc. Several of the RAB members continued to be concerned with the growing cost of living/cost of housing within the Town of Islip, and continued to support the following action objectives regarding increasing assisted housing choices within the Town:

- Conduct outreach efforts to potential voucher landlords
- Implement voucher homeownership program
- Implement public housing or other homeownership programs
- Renovate or modernize public housing units as needed.

Discussions regarding the quality of customer service provided by the Authority were again positive. The RAB members all felt comfortable regarding the safety of the community where the housing units were located, and were very pleased with the quality and timeliness of the unit inspectors. Additional recommendations from the RAB regarding safety and security, as well as communications can be found in the following section, Resident Follow-Up Plan. All RAB recommendations listed above have been incorporated into this Annual Plan.

Progress Report on 5-Year Strategic Goals and Objectives

Mission

The mission of the Town of Islip Housing Authority is to provide effective and efficient delivery of decent, safe and affordable housing to eligible tenants and applicants, while maintaining an overall commitment to the local communities and government entities of seamless integration within residential neighborhoods.

GOAL 1: Increase the availability of decent, safe and affordable housing

- The Authority has developed and implemented a Section 8 Homeownership Plan for up to five (5) participants a year.
- The Authority is leveraging private or other public funds to create additional housing opportunities.
- The Authority is working closely with the Community Development Agency (CDA) and the Town’s Planning Department to identify the magnitude and specific type of affordable housing need, as well as obtain, state, county and local legislative approvals for acquisition of properties, zoning changes, and other actions necessary to promote affordable housing.
- The Authority is also monitoring and assisting, when appropriate, the CDA’s own affordable housing projects, using HOME and CDBG funds.
- The Authority is continuing its commitment to apply for additional rental vouchers as they become available.

GOAL 2: Improve the quality of assisted housing

- The Authority strives to improve its public housing management score and has maintained its “high performer” status.
- The Authority is taking strides to increase customer satisfaction.
- The Authority continues to concentrate on efforts to improve specific management functions.
- The Authority is continuing its commitment to improve efficiency of management of supplies and materials and renovate or modernize public housing units as needed.

GOAL 3: Increase assisted housing choices

- The Authority has developed and implemented a Section 8 Homeownership Plan for up to five (5) participants a year.
- The Authority is continuing its efforts to conduct outreach to potential voucher landlords.
- The Authority is working closely with the CDA to implement public housing or other homeownership programs. Specifically, the Authority is supporting, when able, the following CDA assisted housing programs cited in the Town’s 5-Year Consolidated Plan:
 - The development of ten senior citizen rental units.
 - The rehabilitation 200 homes – specifically, the correction of physical defects in the units for households with income categories within the entire 0-80% MFI range.
 - The purchase and renovation (or rebuilding) of 60 scattered-site existing homes for their direct sale or rent with an option to buy programs, targeted to families between 31-80% MFI.

GOAL 4: Improve community quality of life and economic vitality

- The Authority continues to implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments.
- The Authority continues to implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments.
- The Authority is implementing public housing security improvements as outlined in the Resident Assessment Follow-Up Plan.
 - The Authority has upheld its commitment to do periodic re-certification guides in the Resident Newsletter, and the overall re-certification process continues to be a success.
 - The Authority has also upheld its commitment to present public safety forums for its residents. Safety officials from the local police department met and spoke to the tenants on issues ranging from crime prevention, safety tips and local personal safety issues throughout Spring 2001. These programs were very successful, and the Authority plans to hold another round of safety forums in 2002.
- The Authority is planning to examine the under-utilization of the community rooms within its senior developments in order to implement measures to combat this problem.

GOAL 5: Promote self-sufficiency and asset development of assisted households.

- The Authority continues to strive to increase the number and percentage of employed persons in assisted families. Currently, 16 out of 18 families in the family public housing program have employment wages as their primary source of income. In addition, there are currently 56 total participant families in the Authority’s Family Self Sufficiency (“FSS”) program. Since January 2001, eight (8) FSS participants have graduated, two (2) have purchased houses and one (1) is awaiting the final approval for housing purchase. The Authority anticipates

continued interest in the FSS program and will actively promote the program to all eligible families.

- The Authority continues to attract supportive services to improve resident employability. The Authority recommends CDA-approved job training programs to any interested family.
- The Authority continues to provide and attract supportive services to increase independence for the elderly or families with disabilities. The elderly represent a significant majority of the Town's public housing residents, and are therefore a key to the Authority's success. The elderly families seek informational speakers in areas of like domestic budgeting and participate in programs like foster grandparents. They are also involved in neighborhood watch initiatives and serve on neighborhood-based anti-drug committees. They elderly tenants are also now in charge of the laundromats within housing authority complexes. Service contracts are used for repairs, but residents run the operation and 10% of the profits are returned to the residents. This has resulted in not only a feeling of independence and ownership for the residents, but also significant savings for the Authority. Finally, the Authority makes maximum use of tenant skills by arranging for a crew of approximately fifteen (15) tenants to perform odd jobs while still other residents run the nutrition program. Thus, tenants are intimately involved in the daily operations of their housing complexes.
- By partnering with the "Never Too Late News," the Authority is actively fulfilling its goal of providing a core community services guide to all residents. This guide is made available to all Authority residents, and is published by the Town of Islip Department of Human Services, Division of Senior Citizen Services. Many social, educational and recreational programs are announced in this guide, as well as information on personal and family support services.

GOAL 6: Ensure equal opportunity and affirmatively further fair housing

- The Authority continues to undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability.
- The Authority continues to undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status and disability.

GOAL 7: Encourage coordination and innovation in the delivery of public housing

- The Authority continues to support and promote both formal and informal joint venture and/or partnerships among the private sector, other public agencies, and Authority residents.
- The Authority plans to assist, when possible, with the development of a comprehensive town-wide self-sufficiency plan.
- The Authority has created and now maintains a community housing web site, www.isliphousing.org

Resident Assessment Follow-Up Plan

Earlier this fiscal year, HUD distributed a customer service and satisfaction survey to randomly chosen residents of the Town of Islip Housing Authority. The survey was sponsored by HUD's Real Estate Assessment Center ("REAC") and was intended to find out how satisfied residents are with their living conditions and help to improve the quality of residents' lives within Authority developments. The question topics ranged from overall satisfaction to maintenance and repair to communication, safety, services, and housing development appearance.

HUD requires that every housing authority must devise follow-up plans for the two sections in which it received the two lowest scores below 90 percent. Therefore, the Authority has devised follow-up plans based on the recommendations of the Resident Advisory Board meetings as well as suggestions from the Authority's staff to address resident concerns with Communication (Resident Assessment Score of 78 percent) and Safety (Resident Assessment Score of 78 percent).

Communication Follow-Up Plan

Clear communication of services, procedures, and other neighborhood related issues and activities is a critical component in the success of a development. The Authority strives to provide high levels of communication in the area of events, activities, policies and programs to residents and the ability of residents to communicate with management regarding problems and issues. The following avenues to improve communication were identified:

- The Authority shall update its voice mail/messaging system, making it more user-friendly for the caller, thus encouraging them to leave a message indicating the nature of their problem, and the needed response time. This new system will enable the Authority to better respond to the tenant's concerns, and enable the tenants to more actively communicate with the Authority.
- The Authority shall continue to train staff to ensure effective and polite communications with residents. This training will take place monthly and may include role-playing exercises with Islip Housing Authority residents.
- The Authority shall ensure that there are adequate internal communications by continuing to conduct interactive staff meetings.
- The Authority shall continue to have all written policies and procedures available in the main office to the residents and ensure that the Resident Advisory Board and the two resident representatives on the Board of Directors participate in policy development.
- The Authority shall continue to provide a bi-lingual representative if practicable, when needed, to communicate with residents in their spoken language.
- The Authority shall continue to support the resident newsletter and provide copies in the community rooms of all developments. The Authority shall also continue to publish in the resident newsletter notices of improvements scheduled to any development, as well as any community development opportunities available to residents.
- The Authority shall continue to be committed to landlord outreach. Over the past year, ads were periodically placed in the local newspaper, The Long Island Advocate, citing the benefits of being involved in the Section 8 program. The Authority, by offering a security deposit guarantee, presented a strong package to potential landlords. Additionally, the Executive Director has had outreach meetings with all major Town landlords, discussing, among other things, ways that the system can be improved to increase landlord participation.

- By continuing to partner with the “Never Too Late News,” the Authority is actively fulfilling its goal of providing a core community services guide to all residents. This guide is made available to all Authority residents, and is published by the Town of Islip Department of Human Services, Division of Senior Citizen Services. Many social, educational and recreational programs are announced in this guide, as well as information on personal and family support services. This publication also helps the Authority achieve the 5-Year Plan strategic goal of promoting self-sufficiency and asset development of families and individuals
- The Authority shall continue to publish a re-certification guide in the resident newsletter to aid residents in the re-certification process.

Safety Follow-Up Plan

Resident safety is of paramount concern to the Town of Islip Housing Authority. Residents of Authority complexes are involved in several areas of affecting the level of safety and therefore the quality of their lives. All complexes are involved in neighborhood watch initiatives. In addition, residents serve on neighborhood based crime watch/block watch committees and anti-drug committees, and thus are involved in the social fabric of both their housing complex and the larger community. The following avenues to improve safety were identified:

- The Authority shall continue to place notices in the resident newsletter regarding contact information for the local police as well as the Town of Islip Department of Public Safety. The Authority shall also continue to use the resident newsletter as a vehicle to encourage all residents to report any and all criminal activity to these authorities.
- The Authority shall continue to provide public safety workshops to the public housing residents, and expand the program to outreach the Section 8 program participants. Topics to be covered in this workshop include personal safety, protection of private property from theft and how to effectively report a crime.
- The Authority shall also publicize in the Resident Newsletter information regarding other public safety forums held by the Town of Islip Department of Public Safety or any other organization promoting personal or property safety.
- The Authority shall install larger “No Solicitation” and “No Trespassing” signs in visible areas at the entrance of each Authority development.
- The Authority shall install speed limit signs within its developments to lessen the amount of speeding traffic through Authority property.
- The Authority shall continue to enforce its “one-strike” policy to ensure the safety of residents and staff.
- The Authority shall work diligently to ensure that all exterior lighting is functioning properly throughout all Authority developments, and upon notification of a broken or malfunctioning light, will work expeditiously to repair it. Additionally, the Authority shall provide additional exterior lighting, where necessary.
- The Authority shall serve as an advocate for its Section 8 families, and upon receiving a concern about neighborhood public safety from a Section 8 family, will forward that concern to the appropriate law enforcement agency and follow up with the family regarding that concern.
- The Authority shall continue check all locks and outside doors as part of preventative maintenance and annual unit inspections to assure they are not in disrepair, and repair all locks that are damaged.
- The Authority shall continue to encourage residents to report any safety or related maintenance concerns quickly in order to allow the problems to be addressed in a timely manner.
- The Authority shall work to educate the residents regarding any misconceptions about crime and/or vandalism. The Authority continues to receive police reports and Public Safety reports. The reports have indicated that there continues to be less than a 1% chance of a resident being a victim of a crime or vandalism within Authority owned localities.

iii. 2002 Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy
- FY 2002 Capital Fund Program Annual Statement (**A**)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled **ONLY**)

Optional Attachments:

- PHA Management Organizational Chart
- Capital Fund Program 5 Year Action Plan – (**B**)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) - **INCLUDED**
- Other (List below, providing each attachment name)
 - Section 8 Homeownership Plan (C)**
 - Project-Based Voucher Program Statement of Intent of Use (D)**

Supporting Documents Available for Review

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	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: 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	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing	Annual Plan: Rent

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	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
	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	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Authority-Resident Lease	5 Year and Annual Plans
X	Capitalization Policy	5 Year and Annual Plans
X	Disposition Policy	5 Year and Annual Plans
X	Grievance Procedure	5 Year and Annual Plans
X	Investment Policy	5 Year and Annual Plans
X	Non-Discrimination Policy	5 Year and Annual Plans
X	Pre-Rental and Annual Inspection Guidelines	5 Year and Annual Plans
X	Procurement Policy	5 Year and Annual Plans

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

Annual Plan Update

No significant change in population, households, household size, housing units, housing breakdown by number of units in the structure, gross rent as a percentage of income, population by race, per capita income, average household income, median household income, or median family household income was found.

The Statement of Housing Needs has remained consistent with those listed in the Town's Consolidated Plan, and therefore, the Authority's strategies developed to address those needs have not been altered. There has also been no significant change in the Authority's Public Housing and Section 8 waiting lists.

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	3,540	5	4	4	1	3	4
Income >30% but <=50% of AMI	2,708	5	4	4	1	3	4
Income >50% but <80% of AMI	1,598	4	3	3	1	3	3
Elderly	2,502	5	4	5	4	2	5
Families with Disabilities	Not Available	-	-	-	-	-	
Hispanic Households	729	5	4	4	1	3	4

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

Consolidated Plan of the Jurisdiction/s

Indicate year: 1995

U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset

American Housing Survey data

Indicate year:

Other housing market study

Indicate year:

Other sources: (list and indicate year of information)

Claritas, Inc. 1999 Proprietary Data Source

DemographicsNow 1999 Proprietary Data Source

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	3,237		1%
Extremely low income <=30% AMI		99%*	
Very low income (>30% but <=50% AMI)		1%*	
Low income (>50% but <80% AMI)		0%	
Families with children	706	22%	
Elderly families	1904	59%	
Families with Disabilities	1905	59%	
White Families	2276*	70%*	

Housing Needs of Families on the Waiting List			
Black Families	896	28%	
Hispanic Families	698*	22%*	
Asian Families	24	1%	
American Indian Families/Other	40	1%	
*Hispanic families may also be counted as white families			
Characteristics by Bedroom Size (Public Housing Only)			
0BR	2104	65%	
1BR	291	9%	
2 BR	1757	17%	
3 BR	226	7%	
4 BR	32	1%	
5 BR	16	.5%	
5+ BR	16	.5%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	4,617		8%
Extremely low income <=30% AMI		99%*	
Very low income (>30% but <=50% AMI)		1%*	

Housing Needs of Families on the Waiting List			
Low income (>50% but <80% AMI)			
Families with children	3370	73%	
Elderly families	290	6%	
Families with Disabilities	164	4%	
White Families	3278*	71%*	
Black Families	1246	27%	
Hispanic Families	1616*	35%*	
Asian Families	0	0%	
American Indian Families/Other	7	0%	
*Hispanic families may also be counted as white families			
Characteristics by Bedroom Size (Public Housing Only)			
0BR	1020	55%	
1BR	92	5%	
2 BR	315	17%	
3 BR	315	17%	
4 BR	74	4%	
5 BR	18	1%	
5+ BR	9	0%	
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes It is important to note that the Section 8 waiting list was closed for over a year, and re-opened for a short period of time in March 2002, at the time of this submission.</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p>			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)
Maintaining or increasing Section 8 lease-up rates by designating a portion of its annual baseline voucher units to support project-based Section 8 units.

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available, if Authority resources are available
- Leverage affordable housing resources in the community through the creation of joint venture partnerships for the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

- **Develop a Section 8 Homeownership Plan for up to five (5) participant families a year.**
- **Work closely with the CDA and the Town’s Planning Department to identify the magnitude and specific type of affordable housing need, as well as obtain state, county and local legislative approvals for acquisition of properties, zoning changes, and other actions necessary to promote affordable housing.**
- **Monitor and assist, when appropriate, the CDA’s own affordable housing projects, using HOME and CDBG funds, which may enable 8-10 rehabilitated units to come on-line for homeownership opportunities this fiscal year.**

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)
 - **Continue designation of public housing for the elderly.**
 - **Apply for special-purpose vouchers targeted to the elderly should they become available.**

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

Results of consultation with the Town of Islip Community Development Agency, the Town of Islip Planning Department and the Town of Islip Human Development Department

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Annual Plan Update

The Financial Resources section has been updated to reflect the planned resources and uses of those resources for this fiscal year.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund	\$183,364	Public Housing Operation
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$11,509,323	Rent Subsidies
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Comprehensive Grant Program	\$525,886	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Comprehensive Grant Program	\$413,582	
3. Public Housing Dwelling Rental Income	\$898,657	Public Housing Operation, Tenant Services

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Other income (list below)		Public Housing Operation, Tenant Services
Interest	\$10,547	
4. Non-federal sources (list below)		
Total resources	\$13,541,359	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

Annual Plan Update

Any changes made in the Authority's Eligibility, Selection and Admission policies can be found in the Public Housing Admissions and Occupancy Policy as well as the Section 8 Administration Plan. Both documents are supporting documents to the Annual Plan. Information regarding the major changes to the Authority's Administrative plans; policies and procedures can be found in the Annual Plan Progress Report, found on Page 4.

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit:
- Other: (describe)

When there are an insufficient number of eligible families in the bank.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

Past credit practices of applicants

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists

Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
 PHA development site management office
 Other (list below)

c. 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 subsection (3) Assignment

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

The Authority operates one site-based waiting list for the joint venture 'South Wind Village' project, in conjunction with the Town of Islip Community Development Association. Those completing the application for this project were given the option to be placed on the Authority's general waiting list in addition to the waiting list for 'South Wind Village.'

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? **2**

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)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
 Two
 Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection (5) Occupancy)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families

- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - **Elderly Household**
 - **Near Elderly Household aged 55 and over**

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Former Federal preferences:
None.

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families - **1**
- Residents who live and/or work **and/or attend school** in the jurisdiction - **3**
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - **Elderly Household -4**
 - **Near Elderly Household aged 55 and older -2**

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes, **and seek Authority approval to add a family member when applicable.**
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its admissions policies based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.
Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)
- **Eviction History (based on documentation in its possession)**
 - **Damage to Rental Units (based on documentation in its possession)**
 - **Drug trafficking by family members**

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office

Other (list below)

(3) Search Time

a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

The family must submit a Request for Approval of the Tenancy and Lease within the sixty-day period.

One (1) thirty-day extension is permissible (as a reasonable accommodation) primarily for these reasons:

- Extenuating circumstances such as hospitalization or a family emergency for an extended period of time that has affected the family's ability to find a unit within the initial sixty-day period.
- The Authority is satisfied that the family has made a reasonable effort to locate a unit, including seeking the assistance of the Authority, through the initial sixty-day period.
- The family was prevented from finding a unit due to disability accessibility requirements or large size bedroom unit requirement.
- If the vacancy rate for rental housing in the jurisdiction is less than 4%, extensions will be granted automatically on request up to a total of 90 days.

The Authority will extend the term from the beginning of the initial term if the family needs and requests and extension as a reasonable accommodation to make the program accessible to and usable by a family member with a disability. The family will be required to submit documentation regarding their continued search for housing.

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5) Special purpose section 8 assistance programs)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work **and/or attend school** in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

- **Elderly Household**
- **Near Elderly Household Age 55 and Older**

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Former Federal preferences

None.

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families -1
- Residents who live and/or work **and/or attend school** in your jurisdiction - 3
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs

Victims of reprisals or hate crimes

Other preference(s) (list below)

Elderly Household – 4

Near Elderly Household Age 55 and Older - 2

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

Date and time of application

Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

The Section 8 Administrative Plan

Briefing sessions and written materials

Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

Through published notices

Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

Annual Plan Update

Any changes made in the Authority's rent determination policies can be found in the Public Housing Admissions and Occupancy Policy as well as the Section 8 Administration Plan. Both documents are attached to the Annual Plan. Information regarding the major changes to the Authority's Administrative plans; policies and procedures can be found in the Annual Plan Progress Report, found on Page 4.

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
 \$1-\$25
 \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

2. If yes to question 2, list these policies below:

The Authority recognized that in some circumstances event the minimum rent may create a financial hardship for families. The Authority will review all relevant circumstances brought to the PHA's attention regarding financial hardship as it applies to the minimum rent. Criteria for Hardship Exemption include:

- The family has lost eligibility or is awaiting an eligibility determination for Federal, State or local assistance;
- The family would be evicted as a result of the imposition of the minimum rent requirement;
- The income of the family has decreased because of changed circumstances, including loss of employment, death in the family or other circumstances as determined by the PHA or HUD.

c. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

The Authority currently maintains ceiling rents (rents set at a level lower than 30% of adjusted income) for all general occupancy family developments. The ceiling rent is arrived by fair market rents and must not be less than 75% of the cost of operating the unit.

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) **The Authority does not adopt any additional exclusions or adjustments to annual income of tenants.**

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The “rental value” of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies .

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR*
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

*** the Voucher Payment Standard amount is set by the PHA between 90 percent and 110 percent of the HUD published FMR. The PHA reviews the appropriateness of the Payment Standard annually when the FMR is published. In determining whether a change is needed, the PHA will ensure that the Payment Standard is always within the range of 90 percent to 110 percent of the new FMR. The PHA will establish a single voucher payment standard amount for each FMR area in the Authority's jurisdiction.**

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)
 - **Suitable vacant units available below the payment standard.**

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

This section of the Five-Year Agency and Annual Plan is only required for standard, troubled and at-risk of being troubled housing authorities. The Town of Islip Housing Authority is exempt from the component because it is a high performing agency.

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

This section of the Five-Year Agency and Annual Plan is only required for standard, troubled and at-risk of being troubled housing authorities. The Town of Islip Housing Authority is exempt from the component because it is a high performing agency.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
 PHA development management offices
 Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

Annual Plan Update

HUD regulations state that beginning with July 2001 PHAs, each PHA must annually submit to the Field Office as part of its PHA Plan, the Performance and Evaluation Report for each approved Annual Statement.

Attached to the Plan is the Town of Islip Housing Authority's Performance and Evaluation Report Summary Supporting Pages, and Implementation Schedule for Federal FY of Grant 2002. Also attached is the Capital Fund Program Five-Year Action Plan Summary, Supporting Pages-Work Activities, and Implementation Schedule.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) – **Attachment A**

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) – **Attachment B**

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

Applicability of sub-component 7B: 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.

Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

Yes No: d) 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:

- Yes No: e) 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:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:	

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one)

- Part of the development
 Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than

conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

Annual Plan Update

The Authority does not administer any homeownership programs under an approved section [5\(h\) homeownership program](#) (42 U.S.C. 1437c(h)), a [Turnkey III](#) or an approved HOPE I program (U.S.C. 1437aaa), nor does it plan on applying to administer these programs in this fiscal year. The Authority has recently developed a Section 8 Homeownership Program pursuant to 24 CFR Parts 5, 903 and 982 – Section 8 Homeownership Program; Final Rule – published September 12, 2000. It can be found as **Attachment C** to this Plan.

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/>	HOPE I
<input type="checkbox"/>	5(h)
<input type="checkbox"/>	Turnkey III
<input type="checkbox"/>	Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	

<input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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 component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

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, which statement best describes the number of participants? (select one)

- 25 or fewer participants
 26 - 50 participants
 51 to 100 participants
 more than 100 participants

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 below:

Participant in the FSS Program

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

Annual Plan Update

This section of the Five-Year Agency and Annual Plan is only required for standard, troubled and at-risk of being troubled housing authorities. **The Town of Islip Housing Authority is exempt from this component because it is a high-performing agency.**

However, the Authority believes that community service and self sufficiency are paramount to a successful housing program, and highlights below several aspects of its economic and social self sufficiency programs, as well as those community programs available to residents. The Authority is in the process of implementing its detailed Community Service Policy for Public Housing, which expressly outlines the requirement to perform community service or self-sufficiency work for all non-exempt adult members; defines exempt individuals; identifies qualifying activities; and states the administrative and enforcement procedures for program monitoring, tracking and non-compliance. This Plan can be found within the Authority's Admissions and Continued Occupancy Plan.

The Authority seeks to help families listing welfare as their primary source of income move toward work and achieve self-sufficiency. Currently, seventeen (17) families reside in Tudor Lane (one unit is off-line due to modernization), the Authority's only family development. The overall goal of the Authority is to provide these families and the adult family members with the assistance to obtain (when necessary) and maintain (when feasible) full-time employment. The Authority is actively encouraging each resident family to develop new work skills and participate in local job training programs. The Authority has an overall goal of 100 percent participation by its residents in the family development in the Family Self Sufficiency program.

The Authority also aims to assist, when possible, the Town's Community Development Agency in achieving its goal to increase economic opportunities, as stated in the Town's Consolidated Plan. Objectives of this Town goal include expanding the job base, expanding credit access and encouraging self-sufficiency among public housing occupants.

Authority Coordination with the Welfare Agency

The Authority has not to date entered into a formal cooperative agreement with the TANF agency to share information. However, the following is a listing of coordinated efforts between the Authority and the Suffolk County Department of Social Services ("DSS"):

- The Authority and DSS jointly administer the FSS program and coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- The Authority and DSS share client referrals
- The Authority and DSS share information regarding mutual clients (for rent determinations and otherwise).

Services and Programs Offered to Residents and Participants

The Authority will employ the following discretionary policy to enhance the economic and social self-sufficiency of assisted families:

- Eligibility requirement for Section 8 Homeownership program participants to be enrolled in the Authority's Family Self Sufficiency program
- Eligibility requirement for Section 8 Homeownership program participants to be employed full-time (a minimum of 30 hours per week).

Economic and Social Self Sufficiency Programs

In addition to administering the Family Self Sufficiency Program, the Authority promotes the following programs to its residents:

- The Suffolk County DSS provides an extensive range of services to clients at both on-site and off-site locations. Services include childcare, counseling, vocational training, health/medical care, cultural field trips, parenting skills and additional educational programs. The Authority provides the DSS with a listing of its public housing tenants, who then receive information regarding a wide range of DSS programs that support economic and social self sufficiency
- Adelante of Suffolk County provides clerical and technical job training to primarily Hispanic applicants in programs funded through the CDA. Adelante also organizes summer lawn care and landscaping crews as part of job training programs
- Any other economic and social self sufficiency program supported by the CDA.

Family Self-Sufficiency Program Participation

Currently, there are 56 families participating in the Authority's Family Self Sufficiency Program. Eight (8) participants have graduated since January 2001, two (2) have purchased homes, one (1) has a house purchase pending, nine (9) have been terminated and 25 are on the waiting list. The Authority actively recruits participants for the FSS program and continued its enrollment campaign, presented to each family at their annual lease renewal/reexamination.

Welfare Benefit Reductions

The Authority is complying with the statutory requirements of section 12 (d) of the US Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by:

- Adopting appropriate changes to the Authority's public housing rent determination policies and training staff to carry out those policies
- Informing residents of new policies on admission and reexamination
- Actively notifying residents of new policies at times in addition to admission and reexamination
- Pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and the coordination of services.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program

Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.79 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

This section of the Five-Year Agency and Annual Plan is only required for standard, troubled and at-risk of being troubled housing authorities. The Town of Islip Housing Authority is exempt from the component because it is a high performing agency.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)
- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
 - Crime Prevention Through Environmental Design
 - Activities targeted to at-risk youth, adults, or seniors
 - Volunteer Resident Patrol/Block Watchers Program
 - Other (describe below)
2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)
- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
 - Police provide crime data to housing authority staff for analysis and action
 - Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
 - Police regularly testify in and otherwise support eviction cases
 - Police regularly meet with the PHA management and residents
 - Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
 - Other activities (list below)
2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)



14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Annual Plan Update

This section of the Five-Year Agency and Annual Plan is only required for standard, troubled and at-risk of being troubled housing authorities. The Town of Islip Housing Authority is exempt from the component because it is a high performing agency.

However, to secure compliance with HUD regarding this submission of this Agency Plan, the Town of Islip Housing Authority's Pet Policy can also be found in Chapter 10 of the Public Housing Occupancy and Administrative Plan.

Chapter 10 of the Public Housing Occupancy and Administrative Plan, and the stand-alone Pet Policy (both containing the same language) explain the Authority's policies on the keeping of pets and any criteria or standards pertaining to the policy. The rules adopted are reasonable related to the legitimate interest of the Authority to provide a decent, safe and sanitary living environment for all tenants, to protect and preserve the physical condition of the property and the financial interest of the Authority.

The purpose of this policy is to establish the Authority's policy and procedures for ownership of pets in elderly and disabled units and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also established reasonable rules governing the keeping of common households pets. Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist them.

Violations of the pet policy will be subject to a \$150 fine and termination of the lease for three (3) or more violations.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Annual Plan Update

Attached are the Town of Islip Housing Authority's Certifications of Compliance and Board Resolution to Accompany the PHA Plan. Also attached is the certification statement ensuring that two (2) Authority residents are represented on the Authority's Board of Directors. These were mailed to the local HUD office in April 2002.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain?_____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

This section of the Five-Year Agency and Annual Plan is only required for standard, troubled and at-risk of being troubled housing authorities. The Town of Islip Housing Authority is exempt from the component because it is a high performing agency.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (File: Appendix II)

Provided below:

Resident Advisory Board Participation

On November 29, 2002, the Resident Advisory Board met to once again participate in the QHWRA process. It was explained to the participant families that an important part of the planning process is resident input, and that Authority was again eliciting comments and suggestions from program participants regarding housing operations, safety, security, quality of housing, etc. Six (6) residents participated on the RAB, two (2) of which were from the Section 8 program. Participants included: Ms. Marie Chu; Mr. Otto Moliva; Ms. Francine Milton; Ms. Lillian Hopke; Ms. Jean Mendez; and Ms. Lillian Trotter. It is significant to note that the two resident representatives on the Authority's Board of Directors, Ms. Lillian Hopke and Ms. Jean Mendez, were both present at the RAB meeting. The QHWRA process was again explained to the residents, and the HUD Goals and Strategic Goals were discussed in great detail. Also discussed were the general operations of the Authority, customer service, overall Public Housing and Section 8 Administration policies and quality of housing and the surrounding community.

The initial discussion at the RAB meeting focused on the overall communication between the Authority and the residents and Section 8 program participants. The RAB recommended that the Authority update its voice mail messaging system, making it more user-friendly and encouraging people to leave messages indicating the nature of the problem and the needed response time.

The RAB recommended that the Authority continue to clearly state in the resident newsletter all of the information/documentation needed in the re-certification process, and publish a re-certification guide frequently.

Another recommendation made by the RAB was to promptly notify residents of any upcoming improvements that are scheduled to be made to a unit. The Section 8 families recommended that any/all relevant safety, community development, etc. programs that are made available to the public housing participants also be made available to the Section 8 families.

The RAB felt that over the last two (2) years, the Authority has done a very good job informing residents and Section 8 families of community job training programs, child-care assistance programs, after-school programs, neighborhood watch/safety programs and programs geared to support disabled families. The RAB recommended that the Authority continue to be committed to working with the "Never Too Late News," a publication that helps provide a core community services guide to all residents.

The RAB felt that the Authority continues to adequately notify families regarding changes and/or updates in the Authority's policies, programs, etc. Several of the RAB members continued to be concerned with the growing cost of living/cost of housing within the Town of Islip, and continued to support the following action objectives regarding increasing assisted housing choices within the Town:

- Conduct outreach efforts to potential voucher landlords

- Implement voucher homeownership program
- Implement public housing or other homeownership programs
- Renovate or modernize public housing units as needed.

Discussions regarding the quality of customer service provided by the Authority were again positive. The RAB members all felt comfortable regarding the safety of the community where the housing units were located, and were very pleased with the quality and timeliness of the unit inspectors. Additional recommendations from the RAB regarding safety and security, as well as communications can be found in the following section, Resident Follow-Up Plan. All RAB recommendations listed above have been incorporated into this Annual Plan.

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

The Authority incorporated resident board suggestions and observations into the planning process of the PHA Plan.

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance

- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: Town of Islip

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

 - Other: (list below)

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

D. Other Information Required by HUD Definition of Substantial

Deviation and Significant Amendment

The following is the PHA’s definition of a significant amendment or substantial deviation/modification of the PHA Plan:

Substantial Deviation from the 5-Year Plan:

Any change to the Mission Statement; 50% deletion from or addition to the goals and objectives as a whole; and 50% or more decrease in the quantifiable measurement of any individual goal or objective.

Significant Amendment or Modification to the Annual Plan:

Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or Capital Fund Program Annual Statement; Any change in policy or procedure that requires a regulatory 30-day posting; Any submission to HUD that requires a separate notification to residents, such as Hope VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or Home Ownership programs; and Any change inconsistent with the local, approved Consolidated Plan at the discretion of the Executive Director.

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name		Town of Islip Housing Authority		<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2003 PHA FY: 7/1/03	Work Statement for Year 3 FFY Grant: 2004 PHA FY: 7/1/04	Work Statement for Year 4 FFY Grant: 2005 PHA FY: 7/1/05	Work Statement for Year 5 FFY Grant: 2006 PHA FY: 7/1/06
NY 77-4 (A.P. Robinson)	Annual Statement	314,886			
NY 77-5 (Pentaquit Village II)			314,886		
NY 77-1A (Tudor Lane)					314,886
NY 77-1 (Ocker Gardens)					314,886
Physical Improvements			314,886	314,886	314,886
Management Improvements		100,000	100,000	100,000	100,000
Administration		50,000	50,000	50,000	50,000
Fees & Costs		61,000	61,000	61,000	61,000
Total CFP Funds (Est.)		525,886	525,886	525,886	525,886
Total Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year: <u>2</u> FFY Grant: 2003 PHA FY: 7/1/03			Activities for Year: <u>3</u> FFY Grant: 2004 PHA FY: 7/1/04		
	NY 77-4	Additional Landscaping	30,000	NY 77-5	Additional Parking Spaces	30,000
		Replace Screen Doors	20,000		Additional Security Lights	50,000
		Repair Outside House Connections	3,000		Additional Sitting Areas	13,000
		Replace Carpets as needed	70,000		Additional Landscaping for Aesthetics & Security	45,000
		Replace Aluminum Soffits & Trims	61,886		Replace Vinyl Sidings	61,886
		Replace Refrigerators/stoves	80,000		Replace Gutters/leaders	30,000
		Addition to Maintenance Area	50,000		Replace Carpets	40,000
					Replace Refrigerators/stoves	45,000
Total:			314,886			314,886

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year: <u>4</u> FFY Grant: 2005 PHA FY: 7/1/05			Activities for Year: <u>5</u> FFY Grant: 2006 PHA FY: 7/1/06		
	NY 77-1A	Replace Concrete Driveway Aprons	26,000	NY 77-1	Complete Replacement of Bathrooms	314,886
		Additional Landscaping	20,000			
		Repair Deteriorated Stairs/railings	20,886			
		Replace Floor Tiles	18,000			
		Replace Roofs	180,000			
		Replace Existing Windows for Energy Conservations	50,000			
Total:			314,886			314,886

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: <i>Town of Islip Housing Authority</i>		Grant Type and Number Capital Fund Program Grant No: <i>NY36PO7750102</i> Replacement Housing Factor Grant No:		Federal FY of Grant: <i>2002</i>	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> 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	0.00			
2	1406 Operations	0.00			
3	1408 Management Improvements Soft Costs	0.00			
	Management Improvements Hard Costs	100,000.00			
4	1410 Administration	50,000.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	61,000.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	54,000.00			
10	1460 Dwelling Structures	91,886.00			
11	1465.1 Dwelling Equipment—Nonexpendable	64,000.00			
12	1470 Nondwelling Structures	105,000.00			
13	1475 Nondwelling Equipment	0.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: <i>Town of Islip Housing Authority</i>	Grant Type and Number Capital Fund Program Grant No: <i>NY36PO7750102</i> Replacement Housing Factor Grant No:	Federal FY of Grant: <i>2002</i>
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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	
17	1495.1 Relocation Costs	<i>0.00</i>			
18	1499 Development Activities	<i>0.00</i>			
19	1502 Contingency	<i>0.00</i>			
	Amount of Annual Grant: (sum of lines.....)	<i>525,886.00</i>			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs	<i>30,000</i>			
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: <i>Town of Islip Housing Authority</i>		Grant Type and Number Capital Fund Program Grant No: <i>NY36PO7750102</i> Replacemen Housing Factor Grant No:				Federal FY of Grant: 2002		
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
<i>NY 77-2</i>	<i>Security Improvements</i>		<i>1408</i>		<i>30,000.00</i>			
<i>Penataquit</i>	<i>Social Worker for Self-sufficiency</i>		<i>1408</i>		<i>40,000.00</i>			
<i>Village I</i>	<i>Preventive Maintenance Program</i>		<i>1408</i>		<i>10,000.00</i>			
	<i>Resident Training</i>		<i>1408</i>		<i>5,000.00</i>			
	<i>Staff Professional Development Training</i>		<i>1408</i>		<i>15,000.00</i>			
	<i>Administration (Staff Time)</i>		<i>1410</i>		<i>50,000.00</i>			
	<i>A/E Services</i>		<i>1430</i>		<i>30,000.00</i>			
	<i>Planning Fee</i>		<i>1430</i>		<i>6,000.00</i>			
	<i>Mod.Coordination Services</i>		<i>1430</i>		<i>25,000.00</i>			
	<i>Landscaping</i>		<i>1450</i>		<i>30,000.00</i>			
	<i>Install Fencing for Security</i>		<i>1450</i>		<i>24,000.00</i>			
	<i>Replace Damaged Vinyl Sidings</i>		<i>1460</i>		<i>50,000.00</i>			
	<i>Replace/repair Deteriorated Stairs.</i>		<i>1460</i>		<i>41,886.00</i>			
	<i>Replace Referigerators & Stoves</i>		<i>1465</i>		<i>64,000.00</i>			
	<i>Rehab. Maintenace Garage & Addition</i>		<i>1470</i>		<i>80,000.00</i>			
	<i>Rehab. Community Room for Nutrition</i>		<i>1470</i>		<i>25,000.00</i>			
	<i>Program</i>							

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

PHA Name: <i>Town of Islip Housing Authority</i>		Grant Type and Number Capital Fund Program Grant No: <i>NY36PO7750102</i> Replacement Housing Factor Grant No:				Federal FY of Grant: 2002			
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
Total :					525,886.00				

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

PHA Name: <i>Town of Islip Housing Authority</i>	Grant Type and Number Capital Fund Program Grant No: NY36PO7750102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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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	
<i>NY 77-2</i>	<i>6/30/03</i>			<i>12/31/04</i>			
<i>Penataquit Village I</i>							

