PHA 5-Year and Annual Plan

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

OMB No. 2577-0226 Expires 4/30/2011

1.0	PHA Information						
	PHA Name:TOWN OF ISLIP HAPHA Code:NY077					77	
	PHA Type: ☐ Small ☐ HCV (Section 8)						
	PHA Fiscal Year Beginning: (MM/YYYY):	_//1/2010					
2.0	Inventory (based on ACC units at time of F	Y beginning i	in 1.0 above)				
2.0	Number of PH units:364	i oogg		CV units:1036			
3.0	Submission Type	_	_				
		Annual I	Plan Only	5-Year Plan Only			
4.0							
4.0	PHA Consortia	HA Consortia	a: (Check box if submitting a join	nt Plan and complete table belo	ow.)		
					No. of Unit	s in Each	
	Participating PHAs	PHA	Program(s) Included in the	Programs Not in the Consortia	Program	Program	
		Code	Consortia	Consorna	PH	HCV	
	PHA 1:						
	PHA 2:						
	PHA 3:						
5.0	5-Year Plan. Complete items 5.1 and 5.2 on	ıly at 5-Year l	Plan update.				
<i>-</i> 1	Mission. State the PHA's Mission for serving		£1:	1	:11: ! 4b - D	TT A ? -	
5.1	jurisdiction for the next five years		of low-income, very low-income.	, and extremely low income la	milies in the P.	HA S	
	jurisdiction for the next five year.	3.					
	The Town of Islip Housing Authority strives	s to achieve ef	ffective and efficient delivery of	decent, safe and affordable ho	using to eligibl	le tenants and	
	applicants, while maintaining an overall com	nmitment to th	ne local communities and govern	mental entities within the HA			
	adequate and affordable housing, economic	opportunity a	nd a suitable living environment	free from discrimination.	-		
5.2	Goals and Objectives. Identify the PHA's						
	low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals				g the goals		
	and objectives described in the previous 5-Year Plan. See attached Goals 5.2 additional information sheet						
	DITA DI IV. J4-						
	PHA Plan Update						
	(a) Identify all PHA Plan elements (see 24 CFR 903.7) that have been revised by the PHA since its last Annual Plan submission:				on:		
	(1)						
	Plan Elements Revised						
	1. Waiting List local preferences and proce						
	2. The HA annual budget documents provide	de a statemen	t of financial resources and are re	evised annually or as needed to	reflect actual	income or	
	expenses. 3. No changes to the rent determination pol	liaias athar th	on annual utility allowance ravio	***			
	4. Revised preventative maintenance plan a						
	5. No changes.	F	g	F			
6.0	6. No changes						
	7. Family Self Sufficiency program admini	stered by third	d party provider. Community ser	vice requirements to be handle	ed in accordance	ce with	
	revised HUD guidance issued in 2010.						
	8. Revised in Admissions and Continued O	ccupancy Pol	icies.				
	9. No changes. 10. See #6(a)(1) herein above.						
	11. Audit contains no findings.						
	12. Opted out of Asset Management in according to the control of t	rdance with H	IUD guidelines				
	13. Revised VAWA policies.						
	^						
	(b) Identify the specific location(s) w		• •	ear and Annual PHA Plan. For	r a complete lis	st of PHA	
	Plan elements, see Section 6.0 of	the instructio	ns.				
	The Annual PHA Plan copies may be r	eviewed or co	onies obtained for 25 per page d	uring normal husiness hours in	the HA main	office	
	Penataquit Village location or Allyn P			•		onice,	
	1 3		i Tr				

	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership
	Programs, and Project-based Vouchers. Include statements related to these programs as applicable.
	(a) N/A
7.0	(b) N/A
7.0	(c) N/A (d) The PHA is converting 18 Public Housing units known as "Tudor Lane" under an approved Section 32 Home Ownership program.
	(e) The PHA may establish 24-30 units of additional project based vouchers for elderly or disabled or families through an advertised
	process consistent with the HUD regulations and the PHA policies regarding project based vouchers found in the Section 8
	Administrative Plan. Jurisdictionally located. Consistent with PHA to the extent of insuring suitable adequate and available housing for
	Section 8 voucher holders.
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.
	C 'ALE ID A 1044 AD 6 IE I A' D A A A CALDUAGN IA IDI
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1, for each current and
	open CFP grant and CFFP financing.
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the Capital Fund
	Program Five-Year Action Plan, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.
	for a five year period). Large capital items must be included in the Five-Teal Action Fian.
8.3	Capital Fund Financing Program (CFFP).
0.0	Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to
	finance capital improvements.
9.0	Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available
	data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in
	the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and
	other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. See attached additional information 9.0
	issues of affordability, supply, quanty, accessionity, size of units, and focation. See attached additional information 3.0
	Strategy for Addressing Housing 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual
9.1	Plan submission with the 5-Year Plan.
	The HA will continue to address the needs of the families in the jurisdiction and waiting list through effective and consistent administration
	of all subsidy programs to insure maximization of utilization allowing for the greatest program size serving the jurisdiction families. Also see 9.0-9.1 additional information attached.
	See 710 711 additional information detached
	Additional Information. Describe the following, as well as any additional information HUD has requested.
	(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-
	Year Plan. See 5.2 and additional information attached for 5.2.
	(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial
	deviation/modification"
10.0	Deviation and Significant Amendment The following is the PHA's definition of a significant amendment or substantial deviation/modification of the PHA Plan.
	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.
	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;
	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
	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
	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

- 11.0 Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.
 - (a) Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations (which includes all certifications relating to Civil Rights)
 - (b) Form HUD-50070, Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)
 - (c) Form HUD-50071, Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)
 - (d) Form SF-LLL, Disclosure of Lobbying Activities (PHAs receiving CFP grants only)
 - (e) Form SF-LLL-A, Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)
 - (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.
 - (g) Challenged Elements
 - (h) Form HUD-50075.1, Capital Fund Program Annual Statement/Performance and Evaluation Report (PHAs receiving CFP grants only)
 - (i) Form HUD-50075.2, Capital Fund Program Five-Year Action Plan (PHAs receiving CFP grants only)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated there under at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

- **5.1 Mission**. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.
- **5.2** Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.
- 6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:
 - (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
 - (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

 Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures. Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

- 2. Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
- Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
- 4. Operation and Management. A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
- Grievance Procedures. A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
- 6. Designated Housing for Elderly and Disabled Families. With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected.
- 7. Community Service and Self-Sufficiency. A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (Note: applies to only public housing).
- 8. Safety and Crime Prevention. For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

- Pets. A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
- 10. Civil Rights Certification. A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
- Fiscal Year Audit. The results of the most recent fiscal year audit for the PHA.
- 12. Asset Management. A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
- 13. Violence Against Women Act (VAWA). A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.
- 7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers
 - (a) Hope VI or Mixed Finance Modernization or Development. 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm
 - (b) Demolition and/or Disposition. With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at:

 $\underline{\text{http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.c}}$

Note: This statement must be submitted to the extent **that approved and/or pending** demolition and/or disposition has changed.

(c) Conversion of Public Housing. With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert;

- 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/conversion.cfm
- (d) Homeownership. A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) Project-based Vouchers. If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.
- 8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.
 - 8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the Capital Fund Program Annual Statement/Performance and Evaluation Report (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:
 - (a) To submit the initial budget for a new grant or CFFP;
 - (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
 - (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

- At the end of the program year; until the program is completed or all funds are expended;
- When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
- Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm

- 9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).
 - 9.1 Strategy for Addressing Housing Needs. Provide a 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. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).
- **10.0** Additional Information. Describe the following, as well as any additional information requested by HUD:
 - (a) Progress in Meeting Mission and Goals. PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).
 - (b) Significant Amendment and Substantial Deviation/Modification. PHA must provide the definition of "significant amendment" and "substantial deviation/modification". (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. (Note: Standard and Troubled PHAs complete annually).
- 11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.
 - (a) Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations
 - (b) Form HUD-50070, Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)
 - (c) Form HUD-50071, Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)
 - (d) Form SF-LLL, Disclosure of Lobbying Activities (PHAs receiving CFP grants only)
 - (e) Form SF-LLL-A, Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)
 - (f) Resident Advisory Board (RAB) comments.
 - (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
 - (h) Form HUD-50075.1, Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only). See instructions in 8.1.
 - (i) Form HUD-50075.2, Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only). See instructions in 8.2.

Continuation and Additional Information

Section 5.2

Report on progress (italics) since 2004 five year plan, Report on most recent year Management Initiatives, 2010 Five Year Goals and 2010 Management Initiatives.

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

2004 Five Year Plan Goals

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\boxtimes	PHA	Goal: Expand the supply of assisted housing
	Objec	etives:
	П	Apply for additional rental vouchers – as they become available:
	$\overline{\boxtimes}$	Reduce public housing vacancies:
	_	Progress: The Town of Islip Housing Authority has consistently maintained solid quick turnover time frames and lease up rates as evidenced by continued High Performer status year after year. The HA as of 1/2010 had 80 families whose applications had been deemed fully eligible and waiting to be housed. The HA total turnover time from
		possession to new lease execution was averaging a total of 7 total days
		down from 20-21 days.
	\boxtimes	Leverage private or other public funds to create additional housing opportunities -
		by continuing to work with the Town of Islip Community Development Agency
		(CDA).
		The HA will achieve 5 units of new single family affordable housing.
		Acquire or build units or developments
	$\overline{\boxtimes}$	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 HA continues to monitor and establish payments standards that permit the most possible families to lease a unit while allowing for the highest rate. For example, the HA established payment standard stays close to 105% of the FMR to permit 95-98% total utilization rates.

• The Authority has developed a Section 8 Homeownership Plan for up to five (5) families per year.

The HA has established 13 units of Section 8 Home ownership.

• The Authority is working closely with the CDA and the Town's Planning Department to identify the magnitude and specific type of affordable housing needs, as well as obtain state, county and local legislative approvals for acquisition of properties, zoning changes, and other action necessary to promote affordable housing.

This is an ongoing initiative and the HA utilizes some parts or all parts during each new unit development as described above.

	ctives: Improve public housing management: (PHAS score) - yearly over the next five
	years, the goal is always 100%. The HA has maintained High Performer designation year over year. The most recent PHAS score was 96.
	Improve voucher management: (SEMAP score) – yearly over the next five years. The HA has strived to improve and maintain high performer status. The HA achieved the ultimate goal by improving the FYE 6/30/2006 SEMAP score of a HUD adjusted 82 to realize a perfect 100 FYE6/2008. The 2008 score was confirmed in 2009 by a HUD field confirmatory five day on site review whereas HUD did not adjust the score down nor did HUD provide a single finding—a perfect score. The 100 score was repeated FYE 6/2009.
\boxtimes	Increase customer satisfaction:
	The HA strives to improve customer satisfaction by reexamining all methods, procedures, policies, etc. refraining from complacency. The HA has achieved these ends through communication, staff training and short time frames for completing client requests.
\leq	Concentrate on efforts to improve specific management functions: (list; e.g.,
	public housing finance; voucher unit inspections)
_	The HA has continually worked to achieve these ends by formalizing annual reports, maintaining and improving quality control systems, creating new and revising policies.
\leq	Renovate or modernize public housing units:
	The evidence of the HA achievements in this area are found in the most recent HUD Physical Inspect score of 29 out of a possible 30 HUD points. The HA 10 year physical assessment review performed by an independent third party reflects that the HA physical needs for the ten year period will be realized with a 40% budget safety margin allowing the HA to modernize and maintain the public housing stock for the future.
\neg	Demolish or dispose of obsolete public housing: Provide replacement public housing:
	Provide replacement public housing. Provide replacement vouchers:
\boxtimes	Other: (list below)
	 The Authority is taking strides to increase customer satisfaction.
	Please see the 2009-2010 Report on Management Initiatives attached in
	total for details. The Authority is continuing its commitment to improve efficiency of
	 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

0	hiaatiyaa
Г	bjectives: Provide voucher mobility counseling:
	The HA utilizes the internet and advertisement. The HA maintains high
	utilization rates and families are living in each Hamlet within the
	Township. Implement voucher homeownership program – Develop a Section 8
	Homeownership Plan for up to five (5) families per year.
	See above.
\geq	
	See above.
	Implement public housing site-based waiting lists for all new public housing: N/A
	Convert public housing to vouchers:
	• The Authority shall renovate or modernize public housing units as needed.
	See above.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:
	o The development of ten senior citizen rental units
	o 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
	o 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.
	These goals were designed as demonstrative of the types of efforts the
	HA would assist in. The HA advertised and was able to award 24 units
	of project based Section 8 assistance to the CDA to allow for
	consistent lease up rates and income which help further the goals of creating housing by the CDA.
	Creating nousing by the CDA.
HUD Str	ategic Goal: Improve community quality of life and economic vitality
	HA Goal: Provide an improved living environment bjectives:
\triangleright	_*
_	housing households into lower income developments:
	The HA housing units do not contain occupants falling into the poverty level and the developments are not within high poverty areas.

access for lower income families into higher income developments:

		The HA has an adequate mix of income levels.
	\boxtimes	Implement public housing security improvements:
		The HA has added security cameras to parts of the developments, added
		lighting, utilized a security guard when appropriate.
		Designate developments or buildings for particular resident groups (elderly,
		persons with disabilities)
	\boxtimes	Other: (list below)
		• The Authority shall evaluate the benefit cost ratio of public housing security improvements including the installation or rehabilitation of security systems in all public housing units by 2006. The HA has achieved this goal as applied to the alarm systems in the tenant units.
		• The Authority shall implement measures to combat the under-utilization of the community rooms within its elderly developments.
		The HA has provided televisions, encouraged tenant activities and supported the "Sociable's Activity Group." Meeting weeknights for activities and social interaction for r elderly residents.
HUD individ	U	ic Goal: Promote self-sufficiency and asset development of families and
\boxtimes	PHA O	Goal: Promote self-sufficiency and asset development of assisted households ives:
		Increase the number and percentage of employed persons in assisted families: The HA primarily has elderly units and families. However, the HA is undertaking an initiative to proactively implement Section 3 initiatives supported by HUD.
		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.
		The HA utilizes and maintains a database of referral organizations to provide these service types in order to maximize HA funds and prevent duplicative services.
	\boxtimes	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.
		The HA continues this initiative.
HUD S	Strategi	c Goal: Ensure Equal Opportunity in Housing for all Americans

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

 \boxtimes

	Object	ives:	
	\boxtimes	Undertake affirmative measures to ensure access to assisted housing regardless of	
		race, color, religion national origin, sex, familial status, and disability:	
	\boxtimes	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:	
	Ш	Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:	
	\boxtimes	Other: (list below)	
The A	<u> </u>	will continue as a priority to expand housing opportunities beyond areas of	
	•	v-income and minority concentration.	
		The immediate three goals above are achieved through a mix of consistent review and application of sound HA policies and procedures designed to afford these goal areas with a high level of success. The Islip HA jurisdictions do not allow for high concentrations of poverty. The HA hosted a Fair Housing and Reasonable Accommodation Training session attended by 31 people from other agencies and HUD.	
Other 1	PHA G	oals and Objectives: (list below)	
	PHA Goal: The Town of Islip Housing Authority will encourage coordination and innovation in the delivery of public housing		
	Object	ivac.	
		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 HA works with the local municipality, CDA and local not for profits for development of housing, sharing of management procedures and collaborative efforts to pursue housing ventures.	
	\boxtimes	The Authority shall assist with the development of a comprehensive Town-wide	
		self-sufficiency program.	
		HA has active FSS program.	
	\boxtimes	The Authority shall create and maintain a community housing web site, with	
		relevant PHA public documents available on-line.	
		Achieved, but continually expanding.	

Town of Islip Housing Authority Report on Activities

Fiscal year July 2008- June 2009

Categories

Executive Summary1

Annual and Five Year Agency Plan

Board of Commissioners Accountability

Fiscal Controls Management

- -Productivity
- -Cost efficiencies
- -Control Measures
- -Annual Audit

Programs Administration

- -Administration
- -Section 8
- -Public Housing
- -Program Compliance, Reporting, Performance and Quality Control

Public Housing Project Management

- -Maintenance
- -Capital Projects
- -Emergency Management

Programs Promoting Safety and Security of Facilities

Joint Partnerships and Inter Municipal Cooperation

- -Not for Profits
- -Municipalities
- -Programs
- -Affordable Housing Opportunities
- -Shared services

Employee Development

Customer Satisfaction

Technology Utilization

Executive Summary

Fiscal year 2009 saw the Housing Authority substantially achieve the goals and objectives projected for the year. There were several additional activities and goals added during the course of the year. This is the second report on management activities which will provide the 2008 initiatives (**Bold**) and a description of the outcome (*italics following each section*).

Fiscal 2009 was a very difficult year for Housing Authority's in general. Federal funding was down, Section 8 and Public Housing were funded at 83 and 89% respectively. The Islip Housing Authority preliminary financial reports for the year ending 6/30/09 reflect that the HA was able to maintain a "flat" budget despite the significant decreases in income. The HA expenses overall across programs increased only 1%. Administrative costs remained steady. Total income was down about 6%. The net result of the "flat" budget was realized due to the HA's effective and timely expenditure of capital funds used to further those initiatives. The Board continues to stress sound fiscal controls and the Housing Authority leadership continues to strive toward these ends.

In this day and age of government revelations of abuses and accusations of "loafing" by government employees, the Housing Authority can state that the HA staff are comprised of a cohesive group of seasoned employees, new hires and part time staff. The comradary and willingness to work together toward a common goal is clearly evident. The HA Executive Director strives to attain the goal of working toward achieving a group scenario rather than individualism by maintaining fairness, knowing each employee beyond their job description(only to the extent comfortable to the employee), positive reinforcement, encouraging ideas from the staff and recognizing each employee for their efforts. The HA experience has found that a generally satisfied group, obviously, allows each employee to perform their jobs better. These thought processes are evident in the HA initiative results.

Although HUD has scored the Islip Housing Authority (HA) as a High Performer for 11 consecutive years, the Board of Commissioners are dedicated to providing housing and services through the administration of the HUD subsidies at the highest level possible. The Board expects that the Executive Director and Housing Authority staff will perform and implement Board and or HUD policies to achieve their goals. The Housing Authority strives to achieve the agency goals without an adverse impact or inconsistency with the overall Town of Islip master plan.

Over the past several years, 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."

The Authority continues to update its existing management and operations initiatives to strive for continued effective administration and to retain High Performer status.

Mission Goals as defined in the HUD required Annual and Five Year Agency Plan

The Town of Islip Housing Authority strives to achieve 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 governmental entities within the HA jurisdiction to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

Board of Commissioners Accountability

-Continue to insure that the Executive Director reports accurate, reliable and relevant information to the Board to insure that the Board can perform and serve in their roles as is required by HUD, NYS laws or otherwise.

-The Housing Authority Board continued to receive relevant and thorough information at least five days prior to scheduled Board meetings. The information was hand delivered and posted to a secure website for Board access. The Board authorized the inclusion of the monthly written Directors report as an attachment to the monthly minutes to remain part of the HA business records. The HA minutes of meetings provide sufficient detail to allow for public inspection. An index of Board resolutions was created by topic, by month, to allow for easy reference.

-The Board completed a training seminar provided by a third party Housing Authority specialist in the field of Commissioner training. Manual provided in addition to the seminar. Trained three first time Board members.

- Conduct meeting at various HA locations.

The Housing Authority Board authorized two meetings to be scheduled and conducted at Housing Authority housing locations in order to provide more accessible access for members of the public.

Fiscal Controls Management

The HA strives to insure that the annual budgetary concerns are met and that the programs are administered in a "business like manner." Attention is paid to proper financial accountability and procedures to safeguard the HA funds.

Productivity

The HA will continue to monitor the fiscals controls productivity to prevent unnecessary costs in administering the programs. A key area of focus will be to maintain the monitoring so that the key staff and accountant do not incur additional hours of billable time to fulfill the required HUD accounting and HA standards for fiscal productivity.

The HA was able to maintain the established fiscal controls in order to allow for economical use of Federal grant awards that the Housing authority utilizes to operate all programs. There was no use of overtime for the HA staff nor any addition incurred billable hours by the HUD Certified Public Account. The CPA costs remained within the monthly contracted cost despite several changes implemented by HUD during the year causing additional and sometimes overlapping reporting requirements.

Cost efficiencies

The HA will continue to monitor the efficiencies of the fiscal accounting operations to maintain an overall mix of staff and fee for services professionals to maximize the operations.

As reflected earlier in this report, the HA was able to achieve this objective and expects to maintain the cost efficiencies in future fiscal years.

- Establish dedicated reserve accounts to meet future anticipated costs for retirement and or health benefit related expenses.

The Housing Authority completed the required GASB 45 actuarial analysis and report for fiscal year ending 6/30/09. The report revealed an estimated 2.1 million dollars expected unfunded liability over the next thirty year period. The required entries were completed to the fiscal year closing documents. *As of September 2009, the Board of Commissioners authorized by resolution to fund a separate bank account with half of the anticipated liability amount, one million dollars. The funding of the account demonstrates responsible proactive planning for the future of the HA. The funds utilization does not have an adverse affect on the housing programs or the participants.

Control Measures

The HA will continue to monitor the fiscal controls in accordance with established HA procedures and HUD mandated controls. The combination of employees and professionals adds layers of protections in the form of checks and balances that help to insure consistent internal control measures. The HA will utilize the annual audit and audit exit meeting to review current practices and/or implement any required accounting practice changes.

The Housing Authority received an unqualified audit opinion from the independent auditor. The audit is sent to and reviewed by HUD. HUD did not identify any findings. Additionally, HUD field staff performed an on site review resulting in no abnormalities or findings.

Annual Audit

The HA annual audit is conducted in accordance with HUD required procedures. The auditor reviews both financial and programmatic material to insure compliance with

HUD required administrative and financial accountability. The HA will strive to maintain unqualified audit results with no material findings.

The Housing Authority received an unqualified audit opinion from the independent auditor. The audit is sent to and reviewed by HUD. HUD did not identify any findings. Additionally, HUD field staff performed an on site review resulting in no abnormalities or findings.

Programs Administration

Administration

The HA administers two programs that comprise substantially the HA's main operational responsibilities. HUD regulations and resulting HA approved policies detail the manner and methods utilized by the HA to achieve compliance. The HA administrative policies and procedures manual is a major undertaking planned for substantial completion this fiscal year. These policies cover a range of personnel and office procedural issues such as accident reporting, vehicle use, travel, etc. These policies and procedures are in varying degrees established, but not made part of a comprehensive user friendly manual.

The Housing Authority completed a draft Administrative Policy Manual for general operations (in addition to the Section 8 and Public Housing manuals). The Housing Authority additionally identified and utilizes a third party software product that provides sample policy language specific to NYS law that will be used to augment the manual. Completion and submission to the HA Board is pending as determinative of final collective bargaining agreement renewal in order to prevent inconsistencies or disrupt any such negotiations.

Other initiatives and goals include:

- Index of policies and electronic classification.
- Violence in the Work Place Prevention policy and working committee for implementation.
- Safety Committee to identify and implement procedures and safeguards.
- Updated CPR and Automatic Defibrillator training for the staff.
- Vehicle driver safety course for staff.
- Review procurement practices for compliance with established laws.
- Review and revise Procurement Policies.

Each of the above identified "Other" initiatives were achieved during the fiscal year.

The following additional items in this category were identified and achieved during the fiscal year subsequent to the creation of the management initiatives report.

The HA achieved an approximate realization of 20% reduction in the number of calls fielded by the reception clerical staff. The initiatives implemented to provide services and responses to inquiries were an online system whereas an applicant can check the status of their application. An improved package of general information providing more detailed responses to handle the most frequent inquiries from applicants. The total number of fewer calls was approximately 4,100.

Section 8

Initiatives and goals for the Section 8 program are as follows:

- Identify and apply for grants as they become available to increase affordable housing opportunities and or related program services, i.e. Family Self-Sufficiency, ROSS.
 - -The Housing Authority successfully applied for and received an award of \$66,000 for the Family Self Sufficiency program.
- Maximize effect use of available HUD subsidies in a changing and reduced funding climate to foster an environment of subsidized families at or near the total maximum HUD subsidy level of 1,035 units.
 - -The HA maintained 94-98% utilization capacity while maintaining a payment standard at 105% of the Fair Market rent enabling a smaller family portion of rent.
- Revise the Section 8 Administrative Policies consistent with HUD regulatory changes.
 - -Achieved a complete review of the 538 pages of policies.
- Establish a percentage of project based Section 8 vouchers to insure available housing for program participants.

-Achieved advertisement and award of 24 units of project based Section 8. The applicant is also a Community Development Agency allowing the governmental unit to provide assistance to elderly and disabled clients while maintaining acceptable income levels for the agency.

- Fill empty Section 8 Coordinator position.
 - -Achieved-the HA solicited interest and selected an experienced professional with more than seven years of Section 8 related experience and a Masters Degree education level.
- Effectively implement the Family Self Sufficiency program.

-In addition to the grant award, the HA entered into a favorable third party contract agreement for cases management services with a local not for profit entity with more than 10 years of related experience providing the FSS case management services for families in six agencies.

- Establish additional procedures to verify rent reasonableness for rents compared to private market.

-The HA established cold calling investigative reviews of apartments rents, devised a system whereas a unit reported as within the market rent could be contacted and the occupant able to respond anonymously to verify the rent, utilized more web based searches.

Public Housing

Initiatives and goals for the program are as follows

-Maintain High Performer designation.

-Achieved, see summary at the end of this section

- Improve tenant perception of effective communication from the HA.

-The HA implemented more frequent notices with more detail. The HUD anonymous survey sent to tenants revealed that the tenant satisfaction with HA communications improved. See summary at end of this section. Although above average for the national responses, the HA will address the score in Communication (83%) by asking the tenants what they feel would enhance the current HA communication initiatives and procedures in these areas. The HA distributes a monthly newsletter and individual notices regarding other work or initiatives 2-3 times a month.

- Improve upon first level staff delivery of case management services.

-Achieved. The HA implemented site offices for the HA managed locations and provided an on site staff person to work out of the field offices for a minimum of two days per week.

- Review and revise Admissions and Continued Occupancy policies.

-Achieved. The HA utilized monthly staff training and input sessions to review and revise as necessary.

-General information and measures of HA achievements were realized through the annual score reports provided by HUD. The Housing authority maintained the overall high performer designation.

-In April of 2009, a HUD team performed an onsite confirmatory review of the HA operations with four HUD representatives both for the Public Housing and Section 8 programs. HUD advised the HA that the review resulted in not one single finding and every requirement for the 14 Section 8 score indicators that resulted in a perfect 100 FYE 6/30/08 were confirmed in compliance and the score will remain 100. Although the HA expects to attain and maintain the score, this was the first 100 earned and more importantly the first score wherein HUD did not find minor flaws. (As an example FYE 6/06 HUD reduced the S8 score from 92 to 81 after their review of the previous administration)

The HUD team lauded the HA efforts to improve from the last review and commended the HA staff not only for their efforts shown in the files, but for their cooperation and assistance during the review.

-The following <u>additional policies</u> were achieved and adopted by the Board of Commissioners during the fiscal year:

Facilities use
Workplace Violence and Protection
Safety
Waiting List Preferences
Electronic Communications and Equipment Use
Revised Disposition Policy
Service Animal Guidelines

Program Compliance, Reporting, Performance and Quality Control

The HA is required to meet compliance, reporting and quality control time frames and parameters in accordance with HUD regulations.

The HA utilizes a calendar system and dual staff assignments and reporting to insure that each time line and parameter are adhered to. The High Performer status for the Section 8 and Public Housing programs combined with the auditors unqualified audits are a direct measure of the HA's continued adherence to the HUD requirements. The HA will strive to continue to meet the requirements imposed by HUD or other responsible entity.

-Achieved

Additionally, not found in the original initiatives, the HA achieved the following

-Achieved Public Works Labor Compliance and meetings with Department of Labor to insure compliance.

-Achieved advertisement and compiled lottery list of applicants for the HA first time home buyer program.

Public Housing Project Management

Maintenance

Initiatives and goals for maintenance are as follows:

- Reduce unit "make ready" time by 5%.

-This initiative was an ongoing assertion of the HA's desire to maintain fast unit turnover to allow applicants in need of housing the most opportunities possible. The HA started the fiscal year with a "make ready" time of 8 days. During the year, the HA performed more Capital repairs in units as they became vacant. The HUD measure of "unit turnover" is comprised of three categories, one of which is make ready time. The HA maintained the same unit turnover (date of occupancy to new tenant) at a total of 20 days. (A score of "A" in the HUD rating system). The actual make ready time increased to thirteen days due to the added work performed in the units. The initiative was not attainable due to the additional work performed over typical operations, however, the overall result did not have an adverse effect on the HA operations and the resulting product improved the conditions of the units.

- Implement preventative maintenance policies in such a manner as to be prepared in advance of the HUD Real Estate Assessment Center Inspections to maintain or improve upon High Performer score of 27 out of a possible 30 points.

-Achieved. HUD performed the onsite inspections of all HA facilities. No exigent health or safety concerns were noted and the HA scored a rounded down 29 out of a possible 30 points.

- Improve upon HA efficiencies by utilizing relatively lower cost qualified labor where possible to reduce overall reliance on third party contractors.

Achieved. The HA contract costs were reduced by approximately 26% The labor costs remained consistent from the previous year. The resulting product improvement was reflected in the improved HUD score realized during their inspections.

- Continue to complete work orders in a timely manner, i.e. average completion time for non-emergency work orders less than 2 days.

-Achieved. Non-emergency routine(not inclusive of annual) work orders were completed in approximately <u>1.22 hrs</u>, <u>not days</u>. The annual work orders created in sum during a two week period after inspection, were completed in an average of 13.33 days. The HUD requirement for non-emergency work orders is 30 days or less.

Emergency work orders were all completed in less than 24 hours as required, typically completed in less than 2 hours consistent with the routine completion rate.

-Additional items achieved during the reporting period not found in the initial indicatives report.

CFL Bulb recovery/disposal program. The HA distributed information about the process recommended by LIPA to clean up a broken bulb. The HA achieved a CFL bulb collection and disposal program for tenants.

Capital Projects

The following projects were planned initiatives:

- Improved landscaping Mill Pond lane and Smith Ave.

Awarded contract June 2009

- Laundry Room enhancements and installation of new equipment.

-Awarded contract June 2009

- Cycle painting.

Achieved as scheduled

- Security cameras at Mill Pond Lane and Allyn Drive.

-Achieved. Allows viewing of site community room areas and roadways for emergency snow removal monitoring

- Security door peep holes and door bells all sites.

-Achieved

- Water Heater insulation blanket installation.

-Achieved

- Disabled automatic opener access entry door capabilities for project site offices and community center.

-Awarded contract June 2009

- Seal coat and repair roadways.

-Achieved

- Tree trimming and removal.

-Achieved

-Concrete repairs.

-Achieved

- Perform analysis of replacing aging vehicles with energy efficient hybrids.
 - -Achieved-replaced two vehicles for daily use and able to retain four wheel drive vehicles for emergency use while still realizing an approx. 11% savings in total operational costs while saving fuel.
- -The following additional items were completed during the reported year not found in the original initiatives.
 - -Achieved complete physical assessment of all HA properties. Resulting in a 10 year capital plan. The plan revealed an estimated 3.5 million of expected improvement costs. The anticipated budget authority for the 10 years for capital improvements is 6.5 million dollars.
 - -Installed new thermostats in every unit to limit use and provide for energy and cost savings for the tenants.

Emergency Management

- Set generator test schedule and test implementation.
 - -Achieved
- Prepare site specific evacuation map plans for safety.
 - -Achieved
- Establish Emergency Management Plan.
 - -Achieved
- Expand Emergency Preparedness policies details.
 - -Achieved-ongoing

The HA utilizes a continued campaign of providing written information to tenants regarding the various types of emergencies. The HA provides each tenant with an emergency kit provided by the American red cross that helps the family have "a ready go pack" in the event of a required evacuation.

-HA continued this initiative.

Programs Promoting Safety and Security of Facilities.

Planned initiatives include:

- Security cameras at Mill Pond Lane and Allyn Drive.

-Achieved.

- Security door peep holes and door bells all sites.

-Achieved.

- Establish regular staff safety committee meetings.

-Achieved. Implemented safety software alarm system for HA staff. Implemented security window at reception area. Completed the first ever HA fire drill.

- Maintain CPR, First Aide and Auto Defibrillator device usage and establish Defibrillator medical contract as required by state laws.

-Achieved.

- Establish emergency information phone message system.

-Achieved. Tenant call in for message. Next year will add HA call out with recorded message.

- Investigate potential facility wide implementation of hardware devices for tenants to program as emergency call out devices, similar to "call for aide" but no on-going cost.

-Not attainable at this time. Investigation revealed that known devices were cost prohibitive or would potentially cause interference electronically and potentially causing a "false" expectation of added safety potentially causing harm to person in need.

Joint Partnerships and Inter Municipal Cooperation

Not for Profits

-LIHP provides mortgage counseling and eligibility for the Home Ownership program at Tudor Lane. Approve and close the sales on five more properties.

-Achieved-six closings

-Identification of permissible uses of vacant properties owned by the HA for development proposals for first time home buyers. Identify 5-10 parcels and potential uses.

-Achieved. Three HA properties will be developed for first time home buyers. Two other sites identified as potential development use. Lakeview combined with Community Development Agency and Tudor Lane adjacent parcel.

- Improve on the delivery of the FSS program services.

-Achieved with contract with Comm. Development. Corp of LI and addition of Programs Coordinator with FSS experience.

- Explore expanding the role of the <u>Islip Housing Development Corp</u> (an instrumentality of the HA) in delivery of affordable housing.

-Achieved. The corporation investigated and was prepared to enter into a management agreement with another governmental unit to attain improved delivery and cost reductions. The governmental unit was able to negotiate a reduced cost with a third party not for profit previously providing the services. However, the IHDC involvement and expected fee structure directly allowed the other governmental unit to negotiate the reduced costs and be able to improve and expand service offerings for families in need of affordable housing.

Municipalities

- Maintain a high level of cooperation and responsiveness to inquiries from any level of inter-municipal agency.
 - -The Housing Authority continues to maintain this initiative as a priority. The HA opinion is that this was Achieved based on no known matters with affected entities, however, the HA will continually strive to maintain positive relationships.
- Schedule regular interactive communications methods with local municipality.
 - -Partially achieved-ongoing.
- Establish formal written inter-municipal agreements for services performed both by and for the Housing Authority.
 - -Not Achieved. This is a work in progress. Discussions have been held but not finalized. No adverse affects to programs, participants or the HA as a result.
- Eliminate duplication of efforts or eliminate added administrative layers of operation.
 - -Partially achieved-on going as the HA works to accomplish this initiative whenever and wherever able. An example is that the HA established an acceptable format for the portability billing administration saving time for participant families by accepting faxed copies rather than requiring duplicate copies sent from the original agency.
- Establish permissible cooperative administrative efforts to streamline operations.
 - -Not realized.

Programs

No significant initiatives identified when the report was created.

Affordable Housing Opportunities

See NFP's above.

Shared Services

- Identify permissible shared services opportunities as permitted by regulation or applicable laws to streamline operations

-None identified

Strategic Partners

Town of Islip
Town of Islip Community Development Agency
Long Island Housing Partnership, Inc.
Community Development Corp of L.I.
Association of Long Island Housing Agencies

-Each of these entities or organizations remains as "partners" or provide vital services for the HA or the participants.. The Town of Islip continues to afford residents with ample programs, such as transportation, community centers and public recreation activities that the HA can refer families to.

Employee Development

- Continue monthly staff meetings to go over pertinent parts of the Admin plans as ongoing quality control and staff development/enhancement. Also helps identify where policy or procedure revisions can be made by utilizing staff input.

Achieve regularly

- Continue cross training so that all layers of staff have an understanding and can contribute when necessary to different functions.

Achieve regularly.

- Conduct a minimum of 10 training sessions across staff levels, various relevant topics.

Achieved the following list

10-Jun-08	Lindsey-Section 8 Portability
11-Jun-08	Lindsey-Bank Account Manager

16-Jun-08 Energy Performance Contracting - 5 Day Seminar

10-Jul-08 Lindsey-Section 8 Properties

19-Aug-08 Generating 58's for Transmission to PIC

25-Sep-08 Workplace Violence Prevention 29-Sep-08 Managing Multiple Priorities

7-Oct-08 Leo Dauer-Commissioner Training On Site

17-Oct-08 Nan McKay Lunch-N-Learn - Assets & Asset Income 24-Oct-08 Nan McKay Lunch-N-Learn - Managing FSS Program

28-Oct-08 Violence in the Workplace

21-Nov-08 Nan McKay Lunch-N-Learn - Community Service & Strategies

for Self Sufficiencies

Nov-08 Public Work force Labor Laws update

Nov-08 Workers Comp Update
5-Jan-09 Defensive Driving
12-Jan-09 Defensive Driving

22-Jan-09 Integrated Pest Management

23-Jan-09 Nan McKay Lunch-N-Learn - Rent Reasonableness 30-Jan-09 Nan McKay Lunch-N-Learn - Managing Maintenance

11-Feb-09 American Red Cross-CPR & AED
11-Feb-09 HUD EIV Security Awareness Training

6-Mar-09 Nan McKay Lunch-N-Learn - Pets & Service Animals

9-Mar-09 eProcurement Training

13-Mar-09 Nan McKay Lunch-N-Learn - EIV Security & Update

16-Mar-09 Lindsey Webinar - Section 8

20-Mar-09 Nan McKay Lunch-N-Learn - Leasing 22-Mar-09 Lindsey Webinar - Tenant Employer File 23-Mar-09 Nan McKay Lunch-N-Learn - HCV Funding

30-Mar-09 Nan McKay Lunch-N-Learn - Creating & Managing a NFP

17-Apr-09 HUD 2009 Appropriations Act - Section 8 29-Apr-09 Nan McKay Lunch-N-Learn - Portability

5-May-09 Borrell - Understanding Your Responsibility for Accessible

Public Housing for the Disabled

8-May-09 Nan McKay Lunch-N-Learn - Physical Needs Assessment

13-May-09 Nan McKay Lunch-N-Learn - HCV Owners

22-May-09 HCV Executive Management

27-May-09 LI/NYC Emergency Management Conference

5-Jun-09 Lindsey New Employee Training

5-Jun-09 Nan McKay Lunch-N-Learn - HCV Owners

12-Jun-09 Nan McKay Lunch-N-Learn - PHAS for Property Staff

16-Jun-09 FSS Pro Install & Training 17-Jun-09 Concepts in Legal Drafting

Customer Satisfaction

- A permanent goal of the HA staff to remain professional and responsive to all inquiries even when the client or public are uncooperative or become displeased.
- Maintain consistency with the "HA Customer Service Satisfaction Pledge"

"We, the employees of the Islip Housing Authority, recognize that providing services to the public, especially the less privileged, disabled, elderly and low income families that participate in our programs, requires dedication, patience, understanding, compassion and a willingness to handle difficult situations with tact and diplomacy.

While performing our respective job duties and providing such services, we also strive to maintain cooperation, courtesy, professionalism, "team effort," civility, respect, remain non judgmental and a willingness to "do what it takes."

We pride ourselves in being able to put aside any individual feelings, beliefs and/or perceptions by and between the people we serve and each other in order to positively seek to "change a life."

These goals are designed to provide guidance and reminders of our purpose and that we as people should conduct business and interact with our co workers in the same manner that we would want to be if we are on the receiving side of such business or interaction."

- Establish a revised procedure whereby the tenants and or general public can submit suggestions and/or complaints to enhance the current online method.

-The results of the annual HUD Resident Assessment and Satisfaction Survey reflected that the HA scored above average in every category when compared to the national response for all HA's. The HA scored particularly well in the areas of services 96.7% satisfaction rating (13% increase as compared to year ending 6/06) and maintenance & repair 94.2 % (2% increase). The HA response rate was 66% of the residents sent surveys, compared to 37% return rate nationally. The HA overall satisfaction rating for five categories is 91% as compared to the national average of 80%.

Technology Utilization

- Enhance interactive web based service offerings to further participant interaction with the HA.

-Partially Achieved. Offer secure password access web based listing for applicant families in the Public Housing program to be able to monitor their relative position on the eligible bank of applicants as units are filled. Began examination and inquiry

with software providers for developing a scanning system to automatically update data to family records. 2010 expect further progress.

- Enhance online form offerings.

-Partially achieved. Created and utilized online web submission forms for applicants to update data. Fiscal 2010 will see a new website and prioritization to technology enhancements for user friendly applications.

-Members of the public can sign up to receive an email newsletter notification when the HA waiting Lists for assistance are open to new applicants. The system is automated and is anticipated to cut 2-4% of the related phone inquiries and staff time.

- Enhance online calendar information.

-Achieved

- Explore direct deposit of Section 8 Landlord payments.

-Refocused for 2010. Software limitations of proprietary housing software limit automation

- Expand online calendaring for employees.

-Achieved

- Upgrade network servers.

-Achieved. The Housing Authority regularly maintains and upgrades servers to insure the most up time and adequacy of HA data. The HA typically upgrades to replace aging and obsolete machinery every 3-5 years

- Establish hand held recording devices for maintenance staff to promote accuracy and employee safety.

-Re-examined initiative and determined that the devices and their use may inhibit free exchange between staff and tenants requiring maintenance repairs.

-Achieved new phone service providers from ATT/Verizon to Cable. Shaving approximately half, \$200-\$250 per month from the HA bill. The costs are fixed at 29.95 per line with no increase.

Goals for years 2010 through 2014

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in legislation.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing. \boxtimes PHA Goal: Expand the supply of assisted housing Objectives: Apply for additional rental vouchers – as they become available: Reduce public housing vacancies: maintain high level of occupancy. Leverage private or other public funds to create additional housing opportunities – by continuing to work with the Town of Islip Community Development Agency (CDA). Develop 10 new units. 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 needs, as well as obtain state, county and local legislative approvals for acquisition of properties, zoning changes, and other action necessary to promote affordable housing. \boxtimes PHA Goal: Improve the quality of assisted housing Objectives: \boxtimes Improve public housing management: (PHAS score) - yearly over the next five years, the goal is always 100%. \boxtimes Improve voucher management: (SEMAP score) – yearly over the next five years. Maintain high performer designation. \boxtimes Increase customer satisfaction: improvement is an ongoing initiative regardless of high level of satisfaction. \boxtimes Concentrate on efforts to improve specific management functions:(list; e.g., public housing finance; voucher unit inspections, all on going constant quality control) \boxtimes Renovate or modernize public housing units: maintain successful CFP utilization rate. Demolish or dispose of obsolete public housing: Provide replacement public housing: Provide replacement vouchers: Other: (list below)

	 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 while maintaining high utilization rate. □ 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 CDA assisted housing programs cited in the Town's Five-Year Consolidated Plan:
HUD S	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) This is a key initiative. Other: (list below) The Authority shall continue to implement measures to combat the underutilization of the community rooms within its elderly developments
HUD individ	Strategic Goal: Promote self-sufficiency and asset development of families and luals
	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)	
HUD S	Strategio	c Goal: Ensure Equal Opportunity in Housing for all Americans	
	Object Control Cont	Goal: Ensure equal opportunity and affirmatively further fair housing ives: 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) will continue as a priority to expand housing opportunities beyond areas of vincome and minority concentration.	
Other l	PHA G	pals and Objectives: (list below)	
	PHA Goal: The Town of Islip Housing Authority will encourage coordination and innovation in the delivery of public housing		
	Object	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.	
		self-sufficiency program. The Authority shall create and maintain a revamped interactive community housing web site, with relevant PHA public documents available on-line.	

Town of Islip Housing Authority Management Initiatives

Fiscal year July 2009- June 2010

Categories

Executive Summary

Annual and Five Year Agency Plan

Board of Commissioners Accountability

Fiscal Controls Management

- -Productivity
- -Cost efficiencies
- -Control Measures
- -Annual Audit

Programs Administration

- -Administration
- -Section 8
- -Public Housing
- -Program Compliance, Reporting, Performance and Quality Control

Public Housing Project Management

- -Maintenance
- -Capital Projects
- -Emergency Management

Programs Promoting Safety and Security of Facilities

Joint Partnerships and Inter Municipal Cooperation

- -Not for Profits
- -Municipalities
- -Programs
- -Affordable Housing Opportunities
- -Shared services

Employee Development

Customer Satisfaction

Technology Utilization

Executive Summary

Although HUD has scored the Islip Housing Authority (HA) as a High Performer for 11 consecutive years, the Board of Commissioners are dedicated to providing housing and services through the administration of the HUD subsidies at the highest level possible. The Board expects that the Executive Director and Housing Authority staff will perform and implement Board and or HUD policies to achieve their goals. The Housing Authority strives to achieve the agency goals without an adverse impact or inconsistency with the overall Town of Islip master plan.

Over the past several years, 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."

The Authority continues to update its existing management and operations initiatives to strive for continued effective administration and to maintain High Performer status.

Board of Commissioners Accountability

- Continue to insure that the Executive Director reports accurate, reliable and relevant information to the Board to insure that the Board can perform and serve in their roles as is required by HUD, NYS laws or otherwise.
- Continue to conduct meetings at various HA managed locations.
- Provide names of the owners and/or principles of businesses designated prospective contract awardees to further ethic's policy goals.
- -Pro-actively promote HA operations.
- -Schedule bus and walking tour of HA facilities.
- -Establish tenant commissioner service plaque for main office.

Fiscal Controls Management

The HA strives to insure that the annual budgetary concerns are met and that the programs are administered in a "business like manner." Attention is paid to proper financial accountability and procedures to safeguard the HA funds.

Productivity

The HA will continue to monitor the fiscals controls productivity to prevent unnecessary costs in administering the programs. A key area of focus will be to maintain the monitoring so that the key staff and accountant do not incur additional hours of billable time to fulfill the required HUD accounting and HA standards for fiscal productivity.

2010-establish consolidated staff report format detailing key parameters of fiscal management. Items for inclusion are rent roll, staff overtime, timing of rent deposits, timing of bank statement reviews, etc. The reporting has been previously accomplished through various and multiple reports.

Cost efficiencies

The HA will continue to monitor the efficiencies of the fiscal accounting operations to maintain an overall mix of staff and fee for services professionals to maximize the operations. Examine feasibility of establishing direct deposit payments for Section 8 vendors.

Control Measures

The HA will continue to monitor the fiscal controls in accordance with established HA procedures and HUD mandated controls. The combination of employees and professionals adds layers of protections in the form of checks and balances that help to insure consistent internal control measures. The HA will utilize the annual audit and audit exit meeting to review current practices and/or implement any required accounting practice changes.

Annual Audit

The HA annual audit is conducted in accordance with HUD required procedures. The auditor reviews both financial and programmatic material to insure compliance with HUD required administrative and financial accountability. The HA will strive to maintain unqualified audit results with no material findings.

Programs Administration

Administration

The HA administers two programs that comprise substantially the HA's main operational responsibilities. HUD regulations and resulting HA approved policies detail the manner and methods utilized by the HA to achieve compliance. The HA administrative policies and procedures manual was a major undertaking substantially completed during the 2009 fiscal year.

These policies cover a range of personnel and office procedural issues such as accident reporting, vehicle use, travel, etc. These policies and procedures are in varying degrees established, but not made part of a comprehensive user friendly manual. The draft document has been completed, however, final implementation and augmentation is expected for the 2010 fiscal year consistent with anticipated collective bargaining agreement negotiations.

Other initiatives and goals include:

- Index of policies and electronic classification. Refocused from 2009.
- Safety Committee to continue identifying procedures and safeguards as necessary.
- Updated CPR and Automatic Defibrillator training for the staff.
- Revise procurement practices for compliance with established laws. Revise for consistency with more reasonable cost maximums.
- Establish and focus on Section 3 Policy.
- Establish Minority and Woman Owned Business policy.

Section 8

Initiatives and goals for the Section 8 program are as follows:

- Identify and apply for grants as they become available to increase affordable housing opportunities and or related program services, i.e. Family Unification, ROSS.
- Maximize effect use of available HUD subsidies in a changing and reduced funding climate to foster an environment of subsidized families at or near the total maximum HUD subsidy level of 1,035 units. Establish Payment Standards to maximize funding resources as compared to total subsidized units.
- Revise the Section 8 Administrative Policies consistent with HUD regulatory changes.
- Effectively implement the Family Self Sufficiency program and establish in house case management software, resources and staffing capability.
- Continue to recognize the need to establish additional procedures to verify rent reasonableness for rents compared to private market.
- Revamp and revise program forms.

Public Housing

Initiatives and goals for the program are as follows

- -Maintain High Performer designation.
- Continue to improve tenant perception of effective communication from the HA. Develop mechanisms to measure the effectiveness of communication efforts.
- Develop mass dialer communication system for tenants at a cost effective level.
- Develop mechanism to measure and strive toward continued improvement upon first level staff delivery of case management services.
- Review and revise Admissions and Continued occupancy policies.
- Decrease annual recertification completion time by 3%.
- Revamp and revise program forms.

Program Compliance, Reporting, Performance and Quality Control

The HA is required to meet compliance, reporting and quality control time frames and parameters in accordance with HUD regulations.

The HA utilizes a calendar system and dual staff assignments and reporting to insure that each time line and parameter are adhered to. The High Performer status for the Section 8 and Public Housing programs combined with the auditors unqualified audits are a direct measure of the HA's continued adherence to the HUD requirements. The HA will strive to continue to meet the requirements imposed by HUD or other responsible entity.

Develop enhanced consolidated written procedural quality control protocol and procedures for quality control in:

- Maintenance (vehicles, site inspections and work order review
- Section 8 as required by HUD.
- Public Housing as required by HUD.
- Financial as required by HUD and GAAP.

Public Housing Project Management

Maintenance

Initiatives and goals for maintenance are as follows:

- Reduce unit "make ready" time by 3%.
- Perform review of preventative maintenance policies to measure success rates.
- Continue to complete work orders in a timely manner, i.e. average completion time for non-emergency work orders less than 2 days.
- Establish part time weekend employee to improve service and improve cost efficiencies.

Capital Projects

The following projects are planned initiatives:

- -Improved landscaping Mill Pond Lane and Allyn P. Robinson Village.
- -Cycle painting.
- -Security cameras at Mill Pond Lane and Allyn Drive and South Wind Village entrances..
- -Air Conditioner cover insulation blanket installation.
- -Repair roadways.
- -Tree trimming and removal.
- -Concrete repairs.
- -Expand parking at Ockers office.
- -Traffic control and safety items installation.
- -New kitchens in Allyn Drive and Mill Pond Lane community rooms.
- -New flooring all community rooms.
- -Develop project plans and materials supplier for in house revitalization of bathrooms and kitchens in rental units to be performed during unit vacancy turnover.
- -Create tenant sitting area Mill pond lane by laundry room.
- -Establish annual capital plan utilizing 10 year capital plan.
- -Extend water main and add hydrant Allyn lane.
- -Window replacement at Ockers.

Emergency Management

- Set generator test schedule and test implementation.
- Prepare site specific evacuation map plans for safety.

- Expand Emergency Preparedness policies details.(ongoing initiative)
- Perform routine fire drills and other safety plan "test drills"

The HA utilizes a continued campaign of providing written information to tenants regarding the various types of emergencies. The HA provides each tenant with an emergency kit provided by the American red cross that helps the family have "a ready go pack" in the event of a required evacuation.

Programs Promoting Safety and Security of Facilities.

Planned initiatives include:

- Security cameras at Mill Pond Lane and Allyn Drive entrances.
- Continue regular staff safety committee meetings.
- Maintain CPR, First Aide and Auto Defibrillator device usage and establish Defibrillator medical contract as required by state laws.
- Establish emergency information phone dialer system.
- Establish "talking sessions" with Suffolk County P.D. with tenant associations.
- Review site lighting.
- Establish food bank of non perishable meals at each site.
- Establish flammable materials safety repository.
- Establish job analysis inspections to identify safety issues.

Joint Partnerships and Inter Municipal Cooperation

Not for Profits

- LIHP provides mortgage counseling and eligibility for the Home Ownership program at Tudor Lane. Approve and close the sales on four remaining properties.
- Develop vacant properties owned by the HA for development proposals for first time home buyers.
- Improve on the delivery of the FSS program services.

- Explore expanding the role of the <u>Islip Housing Development Corp</u> (an instrumentality of the HA) in delivery of affordable housing.
- Create training programs for procedural or programmatic issues and market to other agencies, such as, "How to conduct an informal hearing."
- Establish written agreement with the HA to off-set staff salary expenses for services provided to the Corp.

Municipalities

- Continue to strive toward maintaining a high level of cooperation and responsiveness to inquiries from any level of inter-municipal agency.
- Schedule regular interactive communications methods with local municipality.
- Establish formal written inter-municipal agreements for services performed both by and for the Housing Authority. Refocused from 2009.
- Continue to review and recognize areas whereas elimination of duplication or efforts or eliminate added administrative layers of operation.

Programs

-Identify program request's from participant families for review and consideration and/or feasibility studies to determine usefulness and financial ability of the HA to achieve them.

Affordable Housing Opportunities

- -Build.4 units of single family first time home buyer units
- -Identify at least one parcel of property for development of combined use rental/home owner units.
- -Solicit Request for Proposals for a development consultant geared toward the issuance of HA bonds to finance multi family units.

Shared Services

- An ongoing initiative remains to identify permissible shared services opportunities as permitted by regulation or applicable laws to streamline operations.

Strategic Partners

Town of Islip
Town of Islip Community Development Agency
Long Island Housing Partnership, Inc.
Community Development Corp of L.I.
Association of Long Island Housing Agencies

Employee Development

- Continue monthly staff meetings to go over pertinent parts of the Admin plans as ongoing quality control and staff development/enhancement. Also helps identify where policy or procedure revisions can be made by utilizing staff input.
- Create and develop task lists and enhanced reporting parameters for key staff positions to create added levels of responsibility consistent with job descriptions.
- Continue cross training so that all layers of staff have an understanding and can contribute when necessary to different functions.
- Conduct a minimum of 10 training sessions across staff levels, various relevant topics.
- Work toward settlement of union collective bargaining agreement.
- Establish part time Tenant Services Coordinator position

Customer Satisfaction

- A permanent goal of the HA staff to remain professional and responsive to all inquiries even when the client or public are uncooperative or become displeased.
- -Develop in house informational materials, rather than third party products, in areas covering major programs, general HA operations, etc. Develop indexed cataloged list of such materials to be included with the website enhancements.
- Maintain consistency with the "HA Customer Service Satisfaction Pledge"

"We, the employees of the Islip Housing Authority, recognize that providing services to the public, especially the less privileged, disabled, elderly and low income families that participate in our programs, requires dedication, patience, understanding, compassion and a willingness to handle difficult situations with tact and diplomacy.

While performing our respective job duties and providing such services, we also strive to maintain cooperation, courtesy, professionalism, "team

effort," civility, respect, remain non judgmental and a willingness to "do what it takes."

We pride ourselves in being able to put aside any individual feelings, beliefs and/or perceptions by and between the people we serve and each other in order to positively seek to "change a life."

These goals are designed to provide guidance and reminders of our purpose and that we as people should conduct business and interact with our co workers in the same manner that we would want to be if we are on the receiving side of such business or interaction."

- Enhance procedure whereby the tenants and or general public can submit suggestions and/or complaints to enhance the current online method.

Technology Utilization (*a focus category for 2010)

- Enhance interactive web based service offerings to further participant interaction with the HA.
- Enhance online form offerings. Create interactive fillable documents for electronic and/or manual submission.
- Enhance online calendar information.
- Explore direct deposit of Section 8 Landlord payments.
- Expand online calendaring for employees.
- Establish scannable waiting list applications to be recognized by software.
- Establish process and software to scan documents at the employee work station level to streamline document filing and to enhance access to file records for all staff and field staff.
- Create new Website design.
- Create searchable index of HA historical minute's records.
- Create searchable index of HA resolutions.
- Create index of HA policies.
- Create DVD informational materials for distribution to program participants.

VAWA

GOALS AND OBJECTIVES

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Insuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by the Hillsdale Housing Commission;
- C. Providing and maintaining housing opportunities for victims of domestic violence dating violence, or stalking;
- D. Creating and maintaining collaborative arrangements between the Hillsdale Housing Commission, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking, who are assisted by the Hillsdale Housing Commission; and

PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING [Pub.L. 109-162]

The Violence against Women Reauthorization Act of 2005 (VAWA) prohibits denial of admission to an otherwise qualified applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking. Specifically, Section 606(4)(A) of VAWA adds the following provision to Section 8 of the U.S. Housing Act of 1937, which lists contract provisions and requirements for the housing choice voucher program:

• That an applicant or participant is or has been a victim of domestic violence, dating violence, or stalking is not an appropriate reason for denial of program assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission.

Definitions

As used in VAWA:

- The term *domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- The term *dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship
 - The type of relationship

- The frequency of interaction between the persons involved in the relationship
- The term *stalking* means:
 - To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or
 - To place under surveillance with the intent to kill, injure, harass, or intimidate another person; and
 - In the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.
- The term *immediate family member* means, with respect to a person:
 - A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent; or

- Any other person living in the household of that person and related to that person by blood and marriage.

Notification and Victim Documentation

PHA Policy

The PHA acknowledges that a victim of domestic violence, dating violence, or stalking may have an unfavorable history that would warrant denial under the PHA's policies. Therefore, if the PHA makes a determination to deny admission to an applicant family, the PHA will include in its notice of denial a statement of the protection against denial provided by VAWA and will offer the applicant the opportunity to provide documentation affirming that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, or stalking.

The documentation must include two elements:

A signed statement by the victim that provides the name of the perpetrator and certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, or stalking, and

One of the following:

A police or court record documenting the actual or threatened abuse, or

A statement signed by an employee, agent, or volunteer of a victim service provider; an attorney; a medical professional; or another knowledgeable professional from whom the victim has sought assistance in addressing the actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement.

The applicant must submit the required documentation with her or his request for an informal review (see section 16-III.D) or must request an extension in writing at that time. If the applicant so requests, the PHA will grant an extension of 10 business days, and will postpone scheduling the applicant's informal review until after it has received the documentation or the extension period has elapsed. If after reviewing the documentation provided by the applicant the PHA determines the family is eligible for assistance, no informal review will be scheduled and the PHA will proceed with admission of the applicant family.

Perpetrator Removal or Documentation of Rehabilitation

PHA Policy

In cases where an applicant family includes the perpetrator as well as the victim of domestic violence, dating violence, or stalking, the PHA will proceed as above but will require, in addition, either (a) that the perpetrator be removed from the applicant household and not reside in the assisted housing unit or (b) that the family provide documentation that the perpetrator has successfully completed, or is successfully undergoing, rehabilitation or treatment.

If the family elects the second option, the documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable professional from whom the perpetrator has sought or is receiving assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation was successfully completed or is progressing successfully. The victim and perpetrator must also sign or attest to the documentation. This additional documentation must be submitted within the same time frame as the documentation required above from the victim.

PHA Confidentiality Requirements

All information provided to the PHA regarding domestic violence, dating violence, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may neither be entered into any shared database nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

Section 9.0 & 9.1 additional information.

9.0 Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

Five Year 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

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.

Name o Islip Town(of Jurisdict HOME), N			e of Da Data B			Γ	Oata Curren 2000	t as of:		
		R	enters				0	wners			
Household by Type, Income, & Housing Problem	Elderly (1 & 2 members)	Small Related (2 to 4 members)	Large Related (5 or more members)	All Other	Total Renters	Elderly (1 & 2 members)	Small Related (2 to 4 members)	Large Related (5 or more members)	All Other	Total Owners	Total Households
11001011	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
1. Household Income <= 50% MFI	2,642	2,628	1,183	1,722	8,175	4,855	3,738	2,228	1,206	12,027	20,202
2. Household Income <=30% MFI	1,840	1,315	660	1,056	4,871	2,264	1,365	743	618	4,990	9,861
3. % with any housing problems	69.8	82.6	97.6	73.7	77.8	88.5	89.7	93.0	87.1	89.3	83.7
4. % Cost Burden >30%	69.6	81.1	90.5	73.3	76.3	88.5	88.8	91.1	86.4	88.7	82.6
5. % Cost Burden >50%	53.5	71.9	77.9	61.6	63.5	68.7	81.6	86.0	79.9	76.2	69.9
6. Household Income >30 to <=50% MFI	802	1,313	523	666	3,304	2,591	2,373	1,485	588	7,037	10,341
7. % with any housing problems	78.7	83.2	81.8	89.5	83.1	63.0	84.6	89.1	83.8	77.5	79.3

8. % Cost Burden >30%	78.2	77.7	63.7	89.5	78.0	63.0	84.2	83.5	83.8	76.2	76.8
9. % Cost Burden >50%	42.8	21.9	13.8	25.1	26.3	23.0	59.8	54.8	56.1	44.9	39.0
10. Household Income >50 to <=80% MFI	466	1,259	505	944	3,174	1,751	3,313	1,856	564	7,484	10,658
11.% with any housing problems	65.9	51.9	64.0	54.4	56.6	32.0	71.7	86.1	75.7	66.3	63.4
12.% Cost Burden >30%	59.4	41.4	37.8	52.1	46.7	31.4	71.5	80.2	75.0	64.6	59.2
13. % Cost Burden >50%	2.6	1.7	0.8	1.3	1.6	8.2	23.2	17.0	31.0	18.7	13.6
14. Household Income >80% MFI	551	4,333	1,170	2,984	9,038	5,787	33,880	12,428	4,655	56,750	65,788
15.% with any housing problems	5.4	12.8	42.3	9.8	15.2	11.5	18.7	29.0	26.2	20.8	20.1
16.% Cost Burden >30%	5.4	5.3	2.1	6.0	5.1	11.3	18.2	17.0	25.3	17.8	16.1
17. % Cost Burden >50%	0.0	0.0	0.0	0.0	0.0	1.5	1.9	1.0	4.1	1.8	1.6
18. Total Households	3,659	8,220	2,858	5,650	20,387	12,393	40,931	16,512	6,425	76,261	96,648
19. % with any housing problems	61.5	41.2	66.1	38.6	47.6	39.3	29.2	43.7	41.7	35.0	37.7
20. % Cost Burden >30	60.5	34.5	40.1	36.1	40.4	39.0	28.7	33.4	40.9	32.4	34.1
21. % Cost Burden >50	36.6	15.3	20.6	14.7	19.7	19.2	9.6	11.5	18.6	12.3	13.9
					Definit						

Definitions:

Any housing problems: cost burden greater than 30% of income and/or overcrowding and/or without complete kitchen or plumbing facilities.

Other housing problems: overcrowding (1.01 or more persons per room) and/or without complete kitchen or plumbing facilities.

Elderly households: 1 or 2 person household, either person 62 years old or older.

Renter: Data do not include renters living on boats, RVs or vans. This excludes approximately 25,000 households nationwide.

Cost Burden: Cost burden is the fraction of a household's total gross income spent on housing costs. For renters, housing costs include rent paid by the tenant plus utilities. For owners, housing costs include mortgage payment, taxes, insurance, and utilities.

be mad	le available for public inspection.)
	Consolidated Plan of the Jurisdiction
	Indicate year: 2009
\boxtimes	U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
	American Housing Survey data
	Indicate year:
	Other sources: (list and indicate year of information)
	Housing Authority Waiting List

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

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must

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. PHA's may provide separate tables for site-based or subjurisdictional public housing waiting lists at their option.

Housing Needs of	f Families on the Wait	ing List to be revised cl	oser to submission
Public Housing Combined Sect Public Housing	nt-based assistance s tion 8 and Public Hous	isdictional waiting list	(optional) Annual Turnover
	# Of families	% of total families	Almuai Turnover
Waiting list total	3,947		5%
Extremely low income <=30% AMI	,	99%*	
Very low income (>30% but <=50% AMI)		1%*	
Low income (>50% but <80% AMI)		0%	
Families with children	1765	45%	
Elderly families	420	11%	
Families with Disabilities	1054	28%	
White Families	2112	53%	
Black Families	1744	44%	
Hispanic Families	712	18%	
Asian Families	>14	0%	
American Indian Families/Other	>50	1%	
Characteristics by			

Housing Needs of	Families on the Waitin	ng List to be revised clo	oser to submission
Bedroom Size			
(Public Housing			
Only)			
0BR	218	6%	
1BR	1456	37%	
2 BR	1248	32%	
3 BR	787	20%	
4 BR	191	5%	
5 BR	38	-	
6+ BR	9	-	
Is the waiting list clos	sed (select one)? No	Yes Open for eld	erly and near elderly
preferences			
If yes:			
	EN CLOSED (# OF MON		
	expect to reopen the li		
	permit specific categor	ries of families onto the	e waiting list, even if
generally close	ed? 🔀 No Yes		

]	Housing Needs of Fam	ilies on the Waiting Li	st
Public Housing Combined Sect Public Housing	it-based assistance	sdictional waiting list	(optional) Annual Turnover
	" of families	70 Of total families	7 Hilliaur Turnover
Waiting list total	1531		10%
Extremely low income <=30% AMI		99%*	*HA does not verify incomes until names are reached for eligibility
Very low income (>30% but <=50% AMI)		1%*	, ,
Low income (>50% but <80% AMI)			
Families with children	229	15%	
Elderly families	387	25%	
Families with Disabilities	796	52%	
White Families	1100	72%	
Black Families	393	31%	

I	Housing Needs of Fami	lies on the Waiting	List
Hispanic Families	172	11%	
Asian Families	10	-	
American Indian	6	-	
Families/Other			
Characteristics by Bedroom Size			
(Public Housing			
Only)			
0BR-1BR	1251	82%	
2 BR	276	18%	
3 BR	576**	0	** SWV site based list data not included in demographics 24% W, 46% AA
4 BR	0	0	
5 BR	0	0	
5+ BR	0	0	
Is the waiting list clos	sed (select one)? No	☐ If yes:	
HOW LONG HAS IT BE	EN CLOSED (# OF MON	THS)? LAST OPEN 1	0/07-11/30/07
	expect to reopen the li		
		ries of families onto	the waiting list, even if
generally close	ed? 🛛 No 🔲 Yes		

9.1 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
\boxtimes	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
\boxtimes	Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those
	outside of areas of minority and poverty concentration
\boxtimes	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
\boxtimes	Other (list below)
	Continue fast turnover and lease up rates for PH
Strate	gy 2: Increase the number of affordable housing units by:
Select	t all that apply
\boxtimes	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 joint venture
partne	erships 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

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

affordable housing.

Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing

approvals for acquisition of properties, zoning changes, and other actions necessary to promote

	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
	y 1: Target available assistance to families at or below 50% of AMI 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
	y 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
_	y 1: Target available assistance to Families with Disabilities: 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
Strateg	y 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)
_	sy 2: Conduct activities to affirmatively further fair housing
Sciect	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)
 asons for Selecting Strategies 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

Capital Fund Financing Program Capital Fund Program, Capital Fund Program Replacement Housing Factor and Annual Statement/Performance and Evaluation Report

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226 Expires 4/30/2011

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Part I	Part I: Summary					
PHA Name:	ame:	Grant Type and Number Capital Fund Program Gra	Grant Type and Number Capital Fund Program Grant No:NY36P077501-06	11-06 Replacement Housing Factor Grant No:	r Grant No:	FFY of Grant: 2006
Town	Town of Islip Housing Authority	Date of CFFP:				FFY of Grant Approval: 2006
Type o	Type of Grant Original Annual Statement Reserve fo	· Disasters/Emei	rgencies	Revised Annual Statement (revisi	(revision no:)	
⊠[Perfo	n Report for Per	iod Ending: 12/31/2009	,		n Report	
Line	Summary by Development Account		Total Est	Total Estimated Cost	1	Total Actual Cost 1
			Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) 3					
ເນ	1408 Management Improvements		87,214	73,593	73411	73411
4	1410 Administration (may not exceed 10% of line 21)		43,607	47,296	47,296	47,296
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs		55,000	65,000	59940	59940
8	1440 Site Acquisition					
9	1450 Site Improvement		30,000	60000	60000	60000
10	1460 Dwelling Structures		114,541	84226.51	84226.51	84226.51
11	1465.1 Dwelling Equipment—Nonexpendable		55,709	35,709	35709	35709
12	1470 Non-dwelling Structures		50,000	36036.49	36036.49	36036.49
13	1475 Non-dwelling Equipment			71105	71105	71105
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities 4					
18a	1501 Collateralization or Debt Service paid by the PHA	ΉA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct	tem of Direct				
<u>;</u>	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of lines 2 - 19)		436,071	472,966	466724	466724
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs		15,000	22,379		
25	Amount of line 20 Related to Energy Conservation Measures	Measures				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part I: Summary			
PHA Name:	Grant Type and Number	Grant Type and Number Capital Fund Program (Pant No. NY36P077501-06 Replacement Housing Factor Grant No.	PFY of Grant: 2006
Town of Islip Housing Authority	Date of CFFP:		
Type of Grant □Original Annual Statement □Reser	Reserve for Disasters/Emergencies	Revised Annual Statement (revision no:)
Performance and Evaluation Report for Period Ending: 12/31/2009	nding: 12/31/2009	☐ Final Performance and Evaluation Report	
Line Summary by Development Account		Total Estimated Cost	Total Actual Cost 1
/ // // //	// Original	Revised 2	Obligated Expended
Signature of Executive Director	1-15-10	Signature of Public Housing Director	Date

					10		staff train	
					100%		1408 detail-security, tech, prevent	1,
							as per instructions HUD 50075.1	6
							are less than/or = to line 20	
							Totals are for major work and	
completed	71105	71105	71105		4	1475	truck, car, generator,gazebo	
completed	36036.49	36036.49	36036.49	50,000	5	1470	Improve Maint. Area/Garage Doors	
completed	35,709	35,709	35,709	55,709	100%	1465	Apl., water jet,port. gen.	
completed	74867.05	84226.51	84226.51	114,541	30 U	1460	Paint,carpet,plumb.	
completed	60,000	60,000	60,000	30,000	100%	1450	Site Signs, Landscape/asphalt seal	Si
OG	59940	59940	65,000	55,000	100%	1430	A/E services	
completed	47,296	47,296	47,296	43,607	100%	1410	Administration	
0G	73411	73411	73,593	87,214	100%	1408	Management improvements	
	Funds Expended ²	Funds Obligated ²	Revised '	Original				PHA WIDE
						Account No.	Categories	Number Name/PHA-Wide Activities
Status of Work	ual Cost	Total Actual Cost	Total Estimated Cost	Total Estir	Quantity	Development	General Description of Major Work	Development G
	Srant:	Federal FFY of Grant 2006	res/No): NO	11-06 CFFP (Y36P07750	Grant Type and Number Capital Fund Program Grant No: NY36P077501-06 CFFP (Yes/No): Replacement Housing Factor Grant No:	7	PHA Name: Town of Islip Housing Authority
								Part II: Supporting Pages

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

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Part 1	Part I: Summary					
PHA Name:	(ame:	Grant Type and Number	and Number	1		FFY of Grant:
Town	Town of Islip Housing Authority	Capital Fund P Date of CFFP:	Capital Fund Program Grant No: NY36P077501-07 Date of CFFP:	501-07 Replacement Housing Factor Grant No:	tor Grant No:	FFY of Grant Approval:
				•		2007
Type o	Type of Grant	Di				
⊠ Perf	n Report for Per	iod Ending: 12/31/2009	G 489484	Final Performance and Evaluat	valuation Report	
Line	Summary by Development Account		Total E	Total Estimated Cost		Iotal Actual Cost 1
			Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) 3					
3	1408 Management Improvements		87,214	40,000	40,000	5697.61
4	1410 Administration (may not exceed 10% of line 21)		43,607	43,607	43,607	43,607
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs		41,594	0		
8	1440 Site Acquisition					
9	1450 Site Improvement		000,08	96,000	96,000	96,000
10	1460 Dwelling Structures		154,541	217,349	191554.92	52142.44
11	1465.1 Dwelling Equipment—Nonexpendable		55,709	25,709	25,709	25,709
12	1470 Non-dwelling Structures		10,000	0		
13	1475 Non-dwelling Equipment		36,885	36,885	36,885	36,885
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities 4					
18a	1501 Collateralization or Debt Service paid by the PHA	IA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct	m of Direct				
	Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of lines 2 - 19)		459,550	459,550	433755.92	259991.05
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures	feasures				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴RHF funds shall be included here.

Part I: Summary				
PHA Name:	Grant Type and Number NY36507750	01-07		FFY of Grant:
Town of Islip Housing Authority	Capital Fund Frogram Grant No: The Control of Keplacement Housing Factor Grant No: Date of CFFP:	Kepiacement Housing Factor C		FIY of Grant Approval:
Type of Grant ☐Reserve ft	rgencies	□Revised Annual Statement (revision no:)	i no:)	
Performance and Evaluation Report for Period Engling: 12/31/2009		☐Final Performance and Evaluation Report	Report	
Line Summary by Development Accordit //		Total Estimated Cost	Total Actual Cost 1	ual Cost 1
, / / / //	Original	Revised 2	Obligated	Expended
Signature of Executive Office for	Date ムー! くー! こ	Signature of Public Housing Director	rector	Date

							as per instructions HUD 50075.1	
							are less than/or = to line 20	
							Totals are for major work and	
							manuals,	
							1408 detail security,staff train	
	36,885	36,885	36,885	36,885	2	1475	Hybrid Vehicles	
			0	10,000	1 site	1470	maintenance addition	
OG	25,709	25,709	25,709	55,709	15	1465	Frige/stoves/HWH	
OG	52142.44	191554.92	217,349	154,141	3 sites	1460	Carpets, windows,Soffits	
OG	96,000	96,000	96,000	30,000	2 sites	1450	Asphalt, concrete, landscape	
			0	41,594	100%	1430	ĄΈ	
0G	43,607	43,607	43,607	43,607	100%	1410	Administration	
	5697.61	40,000	40,000	87,214	100%	1408	Management Improvements	
	Funds Expended ²	Funds Obligated ²	Revised 1	Original				PHA Wide
						Account No.	Categories	Number Name/PHA-Wide Activities
Status of Work	ual Cost	Total Actual Cost	Total Estimated Cost	Total Estir	Quantity	Development	General Description of Major Work	Development
	Grant:	Federal FFY of Grant: 2007	/es/No): NO)1-07 CFFP ()	1Y36P07750	Grant Type and Number Capital Fund Program Grant No: NY36P077501-07 CFFP (Yes/No): Replacement Housing Factor Grant No:		PHA Name: Town of Islip Housing Authority
								Part II: Supporting Pages

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

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Part I	Part I: Summary					
PHA Name:		ant Type a mital Fund J	Grant Type and Number Capital Fund Program Grant No: NY077P501-08	8 Replacement Housing Factor Grant No:	or Grant No:	FFY of Grant: 2008
Town	Town of Islip housing Authority	Date of CFFP:	i Vermi Cimir i Viv		SI CIMP 190.	FFY of Grant Approval: 2008
Type o	1					
	\square Original Annual Statement \square Reserve for Disasters/Emergencies \square Performance and Evaluation Report for Period Ending: $\frac{12/31/2009}{2}$	sters/Emer 31/2009		Revised Annual Statement (revision no: Final Performance and Evaluation Report	(revision no:) aluation Report	
Line	Summary by Development Account		Total Esti	Total Estimated Cost	_	Total Actual Cost 1
			Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) 3	75	30,000		25492	25492
3	1408 Management Improvements	3	87,214			
4	1410 Administration (may not exceed 10% of line 21)		43,607		43,607	43,607
S	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	5	55,000			
00	1440 Site Acquisition					
9	1450 Site Improvement	9	96,624		96,624	96,624
10	1460 Dwelling Structures		100,000		21535.44	1013.6
11	1465.1 Dwelling Equipment—Nonexpendable	25	35,709		24100.45	24100.45
12	1470 Non-dwelling Structures		10,000		6832.4	6832.4
13	1475 Non-dwelling Equipment	í	26,885		8276.55	8276.55
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities 4					
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct	f Direct				
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of lines 2 - 19)		485,039		236799.74	236799.74
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures	ires				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part I: Summary				
PHA Name:	Grant Type and Number Capital Fund Program Grant No: NY077P501-08	Replacement Housing	; Factor Grant No:	FFY of Grant: 2008
Town of Islip Housing Authority	Date of CFFP:			FFY of Grant Approval: 2008
Type of Grant	Basanya fan Nicastans/Emarganoia	Barical Annual Statement (ravision no.1		
in Report for I		Final Performance and Evaluation Report	1 Report	
Line Summary by Development Account //	Total Estimated Cost	nated Cost	Total .	Total Actual Cost 1
, / / ////	Original	Revised ²	Obligated	Expended
Signature of Executive Hirector / / /	Date	Signature of Public Housing Director	director	Date
	4-15-10			
1000				

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part II: Supporting Pages	Pages								
PHA Name: Town of Islip Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Gra	int No:	NY077P501-08	-08 CFFP (Yes/No):	N O	Federal FFY of Grant: 2008	Grant:	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	f Major Work s	Development Account No.	Quantity	Total Estimated C	nated Cost	Total Actual Cost	ual Cost	Status of Work
BOIM WHA					Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	Operations	is:	1406	100%	30,000	all the same	25492	254920	
	Management Improvements	ovements	1408	100%	87,214		0	0	
	Administration-staff	า-staff	1410	100%	43,607		43,607	43,607	C
	A/E		1430	100%	55,000		0	0	90
	water main, asphalt,electr	alt electr	1450	100%	96,624		96,624	96,624	ဝ
	Concrete repairs	oairs	1460	100%	100,000		21535.44	1013.6	
	Carpets, soffits, trim	s, trim							
	gutters,baths,kitc,wind	itc,wind							
77-001	elec gener hook	100k	1470	1	10,000		6832.4	6832.4	
	stoves, frige,HWH	HWH	1465	40	35,709		24100.45	24100.450	
	Non Dwelling Equipment	luipment	1475	100%	26,885		8376.55	8376.55	
	1408 detail Violence Work Place	Work Place							
	security, energy audit	y audit							
	Site Assessment Review	t Review							
	Totals are for major work and	r work and							
	are less than/or = to line 20	to line 20							
	as per instructions HUD 50075.1	IUD 50075.1							

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

Capital Fund Program, Capital Fund Program Replacement Housing Factor and Capital Fund Financing Program Annual Statement/Performance and Evaluation Report

25	24	23		21	20	19		18ba	18a	17	16	15	14	13	12	11	10	9	∞	7	6	5	4	3	2	1		Line	Type of 6 ☐Origin XPerfor	Town of	PHA Name:	Part I:
Amount of line 20 Related to Energy Conservation Measures	Amount of line 20 Related to Security - Hard Costs	Amount of line 20 Related to Security - Soft Costs	Amount of line 20 Related to Section 504 Activities	Amount of line 20 Related to LBP Activities	Amount of Annual Grant: (sum of lines 2 - 19)	1502 Contingency (may not exceed 8% of line 20)	Payment	9000 Collateralization or Debt Service paid Via System of Direct	1501 Collateralization or Debt Service paid by the PHA	1499 Development Activities 4	1495.1 Relocation Costs	1492 Moving to Work Demonstration	1485 Demolition	1475 Non-dwelling Equipment	1470 Non-dwelling Structures	1465.1 Dwelling Equipment—Nonexpendable	1460 Dwelling Structures	1450 Site Improvement	1440 Site Acquisition	1430 Fees and Costs	1415 Liquidated Damages	1411 Audit	1410 Administration (may not exceed 10% of line 21)	1408 Management Improvements	1406 Operations (may not exceed 20% of line 21) 3	Total non-CFP Funds		Summary by Development Account	Type of Grant □Original Annual Statement 【Performance and Evaluation Report for Period Ending:	Town of Islip Housing Authority	ne:	Part I: Summary
leasures			7.3		777			m of Direct	IA								2	O							1				□Reserve for Disasters/Emergencies eriod Ending: 12/31/09	Date of CFFP:	Grant Type and Number Capital Fund Program Gra	
			30,000		500,000												276,000	50,000					50,000	25,000	100,000		Original	Total E	gencies		Grant Type and Number Capital Fund Program Grant No: NY36P007501-09	
			30,000		483,479												275,000	50,000					50,000	25000	83479		Revised ²		Revised Annual Statement (rev		501-09 Replacement Housing Factor Grant No:	
			•		10430													10430									Obligated		(revision no:1) aluation Report	.	ector Grant No:	
					10430													10430									Expended	Fotal Actual Cost 1		FFY of Grant Approval: 2009	FFY of Grant: 2009	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

						"
			4-15-10		1010000	11
Date		Signature of Public Housing Director	Date		Signature of Executive Director	Si Si
Expended	Obligated	Revised ²	Original			
al Cost 1	Total Actual Cost	Total Estimated Cost	Total Es	Account	Summary by Developmen#Account	Line
	n Report	Final Performance and Evaluation Report		Performance and Evaluation Repart for Period Ending: 12/31/2009	erformance and Evaluation Repo	
	on no:1)	Revised Annual Statement (revision no: 1		☐Reserve for Disasters/Emergencies	Type of Grant Original Annual Statement	Q¥.
2009	2009				i	
of Grant Approval:		,	Ţ.		Town of Islip Housing Authority	Tow
		Capital Fund Program Grant No: NY36F00/501-09 Replacement Housing Factor Grant No:	1 Program Grant No: NY 36FUU/5			
FFY of Grant:			Grant Type and Number	Grant Type	PHA Name:	AHA
	-				Part I: Summary	Par

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part II: Supporting Pages	Pages								
PHA Name: Town of Islip Housing Authority	***************************************	Grant Type and Number Capital Fund Program Gra Replacement Housing Fac	Grant Type and Number Capital Fund Program Grant No: NY36P007501-09 CFFP (Yes/No): Replacement Housing Factor Grant No:	Y36P00750	1-09 CFFP (Ye	NO	Federal FFY of Grant: 2009	Frant:	
Development Number	General Description of Major Work Categories	Major Work	Development Account No.	Quantity	Total Estimated C	ated Cost	Total Actual Cost	ual Cost	Status of Work
Name/PHA-Wide Activities	O								
PHA Wide					Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	Operations		1406	100%	100,000	83,479			
	management improvements	vements	1408	100%	25,000	25,000			
	Administration	on	1410	100%	50,000	50,000			
	Site improvement-landscape	andscape	1450	1 site	50,000	50,000	10430	10430	
	Dwelling Structures-baths-windows	ths-windows	1460	25%	275,000	275,000			

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

Capital Fund Financing Program Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and

Fart I	Fart I: Summary				
PHA Name:		Grant Type and Number			FFY of Grant:
Town	Town of Islip housing Authority Capital Date of	Capital Fund Program Grant No: NY36S07750109 Date of CFFP:	750109 Replacement Housing Factor Grant No:	or Grant No:	FFY of Grant Approval:
Type o					
⊠Perf	Region Famous Services Report for Period Ending: 12/31/2009	2009 2009	Final Performance and Evaluation Report	aluation Report	
Line	Summary by Development Account	Total	Total Estimated Cost		Total Actual Cost 1
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) 3				
3	1408 Management Improvements	50,000	70,000		
4	1410 Administration (may not exceed 10% of line 21)	61,396	[61,396	61396	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	50,000	26,567	26567	
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	452,567	150,000	86940	
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures		250,000	200000	
13	1475 Non-dwelling Equipment		56,000	56000	
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities 4				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	ici -			
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2-19)	613,963	613,963	430903	
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities	20,000	250,000		
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	10,000	10,000		

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴RHF funds shall be included here.

Grant Type and Number Capital Fund Program Grant No.NY36S07750109 Date of CFFP:	Replacement Housing Factor Gre		FFY of Grant: 2009 FFY of Grant Approval:
	,		FFY of Grant Approval:
□Reserve for Disasters/Emergencies □Revise	d Annual Statement (revision n	0:1)	
Kinal I	Performance and Evaluation K	port	
Total Estimated	Cost	Total Ac	Total Actual Cost 1
Original	Revised ²	Obligated	Expended
	ature of Public Housing Dire	ctor	Date
4-15-10			
	ober Grant No: NY36S07750109 ☐ Revis ☐ Final Coriginal Sign Sign	ober 1 Grant No:NY36S07750109 ☐ Revis ☐ Final ☐ Total Estimates Original Sign	Grant No: NY36S07750109 Replacement Housing Factor Grant No:

Part II: Supporting Pages	Pages								
PHA Name: TOWN OF ISLIP HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: NY36S07750109 Replacement Housing Factor Grant No:	Grant Type and Number Capital Fund Program Grant No: NYS Replacement Housing Factor Grant No:	No:	109 CFFP (Yes/No):		Federal FFY of Grant: 2009	Grant:	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	f Major Work s	Development Account No.	Quantity	Total Estimated Cost	nated Cost	Total Actual Cost	ual Cost	Status of Work
					Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA WIDE	Management improvements	rovements [1408	100%	50,000	70,000			
	Administration	ion	1410	100%	61,396	61,396	61396		
	A/E Fees	s	1430	100%	50,000	26,567	26567		
	Complete Replacement of Bathrooms	t of Bathrooms	1460		452,567	0			
	(334 units	8)							
	rehab Laundry Rooms	Rooms	1460	5		150,000	86940		
NY 1 & 2	rehab public restrooms	strooms	1470	3		100,000	100000		
PHA WIDE	disabled access cm rm doors	n rm doors	1470	6		150,000	100000		
	Coin op comm grade W/D	ade W/D	1475	35		56,000	56000		
								-	
	Notes HA completed 3rd party	ed 3rd party							
	site assessment and has	and has							
	reports. Updates to this	s to this							
	grant based on that	n that							
	and 10 day PH requirment met	uirment met							
	will reflect in updates to 5 year plan	to 5 year plan							

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

Resident Advisory Meeting December 17, 2009

The Town of Islip Housing Authority contacted all program participants via mail and invited participation on the Resident Advisory Board. Of the 1,350 notices mailed, the following people responded and expressed interest in participating.

In Attendance:

Ms. Jeanne Anzalone Mrs. Joan Maliva Ms. Barbara Conte

The following information are the relevant comments and the HA action taken after considering the comments.

Bay Shore and Central Islip Facilities.

No Comments received.

Ockers

- Electric stoves front legs rust and stain floor. Investigated seemed to be isolated due to manner in which floor being washed
- Clean behind refrigerators Will investigate for future and add to preventative maintenance plan.
- Change the closet light fixtures and put in new outlet for air conditioners. Investigated and found isolated, not required

- Commissioner Anzalone stated that it is good for the people to be here and to be part of the process and the Agency Plan. Landscaping contractor was commended.
- General consensus was that management performing at high level no issues with explained summarized initiatives consistent with HA written plans.

S8 Tenant (specific comments)

None.

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Grand Total	Total Non-CFP Funds	Total CFP Funds	Debt Service	Capital Fund Financing –	Development	Demolition	Operations	Other-Dwell. Equip	Administration	Structures and Equipment	PHA-Wide Non-dwelling	Management Improvements	Physical Improvements Subtotal	Name	Development Number and	PHA Name/Number Town of Islip HA NY077	Part I: Summary
473880													Applicati Statestalent	for Year 1 FFY 2010	Work Statement	HA NY077	
473880		473880					67388	20,000	47388		20,000	20,000	299104	FFY2011	Work Statement for Year 2	Locality (City/County	
473880		473880					67388	20,000	47388		20,000	20,000	299104	FFY2012	Work Statement for Year 3	Locality (City/County & State) Oakdale NY	
495000		495000					65000	17,896	49500			30,000	332604	FFY 2013	Work Statement for Year 4	⊠Original 5-Year Plan	
495000		495000					65000	17,896	49500			30,000	332604	FFY 2014	Work Statement for Year 5	Revision No: 1	

Part	Part I: Summary (Continuation)	tion)				
PHA	PHA Name/Number		Locality (City/county & State)	ounty & State)	Original 5-Year Plan	Revision No:
>	Development Number	Work	Work Statement for Year 2	Work Statement for Year 3	4	Work Statement for Year 5
		Year 1 FFY				
		Kanagas /				
					::	

													[[]Shahahalakt	//////////////////////////////////////			2010	Statement for	Work	Part II: Sup
Sub									Porch repair	Gutters/soffits	Windows	Appliances	Carpets		PHA WIDE	General Description of Major Work Categories	Number/Name		Work St	Part II: Supporting Pages - Physical Needs Work Statement(s)
Subtotal of Estimated Cost									8 bldgs	334 units	100 units	20 units	30 units				Quantry	FFY ZULL	Work Statement for Year2011_	al Needs Work States
\$ 299104						-			79104	50,000	125,000	15,000	30,000				Esumated Cost	F-2		ment(s)
Sut						Comm. rm floors	Heating improvements	Kitch-rehab cab's	Roofs		roofs-Office	Carpets-wide	Bath Rehab			General Description of Major Work Categories	Number/Name	7	Work S	
Subtotal of Estimated Cost						1 site	Ockers	25 units	10 bldgs	1 site	1 building	25 units	25 units				Quantity	LFX 2012	텵	
299104						4104	90000	15000	100,000		10,000	25,000	55000				Estimated Cost	Training Cont		

												[[[8]48/46/46/45]]	111/89/99/99/11/1			_2010	Year 1 FFY	Statement for	Work	Part II: Sup
Subt								Comm Rm Floor	Kitch-rehab cab's	Roofs	carpets	Bath Rehab		PHA Wide	General Description of Major Work Categories	Number/Name	Development		Work St	Part II: Supporting Pages – Physical Needs Work Statement(s)
Subtotal of Estimated Cost							-	2 sites	45 units	10 bldgs	10 units	45 units				,	Quantity	FFY2013	atement for Year 2013	al Needs Work State
\$332604								22604	100000	100,000	10,000	100000					Estimated Cost			ment(s)
Sub				,				Office Solar	Kitch-rehab cab's	Roofs		Bath Rehab		PHA Wide	General Description of Major Work Categories	Number/Name	Development		Work	
Subtotal of Estimated Cost								l Bldg	65 units	5 bldgs		65 units				•	Quantity		Work Statement for Year: 2014	
\$332604								22604	120000	50,000		140000					Estimated Cost		14	

Office of Public and Indian Housing Expires 4/39/2001.1

									[[]\$shababababa		1 (Sept. 1 () () () () () () () () () (_2010	Year 1 FFY	Statement for	Work	Part III: Su
Subtotal of Estimated Cost										A Force acct, scanning hard/software	Staff training, interactive website for productivity increases with tenants, security cameras, Maint.	PHA Wide	General Description of Major Work Categories	Development Number/Name	1	Work Statement for Year 2	Part III: Supporting Pages - Management Needs Work Statement(s)
\$20,000											20,000			Estimated Cost	1	2011	k Statement(s)
Subtotal of Estimated Cost										implementation consultant costs	Staff Training, manuals, software updates, scanning documents database, Maint. Force acct,	PHA Wide	General Description of Major Work Categories	Development Number/Name		Work Statement for Year: 2012	
\$20,000											20,000			Estimated Cost		12	

									[[] States of the first []]	[[[] \$466668[]][]			Year 1 FFY	Statement for	Work	Part III: Su
Subtotal of Estimated Cost									Furniture, interactive file upgrades	scanning documents database, staff training	PHA Wide	General Description of Major Work Categories	Development Number/Name	FFY2013	Work Statement for Year 20	Part III: Supporting Pages - Management Needs Work Statement(s)
\$30,000										30,000			Estimated Cost		2013	x Statement(s)
Subtotal of Estimated Cost									Computer upgrades	scanning documents database, staff training	PHA Wide	General Description of Major Work Categories	Nam	2014	Work Statement for Year: 2014	
\$30,000										30,000			Estimated Cost		14	

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226 Expires 4/30/2011

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PilA Nume: Capital Fload Non-NY-36P007501-10 Registerior Housing Factor Grant No.: EFFY of Grant:	Part I	Part I: Summary					
Capital Fund Program Grant No.NV36P007501-10 Replacement Housing Factor Grant No. EPT of Grant Capital Fund Program Grant No.NV36P007501-10 Replacement Housing Factor Grant No. EPT of Grant A							
Capital Function Capital Court Capital Court Capital Court Capital Court Capital Court Capital Endings Capital Endings Capital Endings Capital Endings Capital Endings Capital Endings Capital Endinated Cost Capital Endi	PHA N		Frant Type a	Ind Number		"Crant No.	FFY of Grant: 2010
pe of Grant Cliginal Annual Statement Cligatery Emergencies Cliginal Annual Statement (revision no:)	Town		Capital Fund Date of CFFP	Program Grant No: NT 30F 007 30		r Grant No:	FFY of Grant Approval:
Per Or Cyrain Collegian Annual Statement Captage Contingent Captage Contingent Captage Contingent Captage Contingent Captage Contingent Captage Contingent Captage	3						
Performance and Evaluation Report for Period Ending:	Type of	_	sasters/Emer	gencies	"Revised Annual Statement (revisi	on no:)	
Stimmary by Development Account Total Estimated Cost	□Perf	n Report for Pe				n Report	
Total non-CFP Funds	Line	Summary by Development Account		Total Est	fimated Cost	Tot	al Actual Cost 1
Total non-CPP Funds 1406 Operations (many not exceed 20% of line 21)						_	
1406 Operations (may not exceed 20% of line 21) ³ 1408 Management Improvements 1410 Administration (may not exceed 10% of line 21) 1411 Audit 1411 Audit 1412 Liquidated Damages 1430 Fees and Costs 1440 Site Acquisition 1450 Site Improvement 1460 Dwelling Structures 1465.1 Dwelling Structures 1465.1 Dwelling Equipment—Nonexpendable 1470 Non-dwelling Equipment 1485 Demolition 1492 Moving to Work Demonstration 1492 Moving to Work Demonstration 1495.1 Relocation Costs 1499 Development Activities ⁴ a 1501 Collateralization or Debt Service paid by the PHA a 1501 Collateralization or Debt Service paid Via System of Direct Payment 1502 Contingency (may not exceed 8% of line 20) Amount of line 20 Related to LBP Activities Amount of line 20 Related to Security — Soft Costs Amount of line 20 Related to Security — Hard Costs Amount of line 20 Related to Security — Hard Costs Amount of line 20 Related to Energy Conservation Measures	1	Total non-CFP Funds					
1408 Management Improvements 1410 Administration (may not exceed 10% of line 21) 1411 Audit 1411 Audit 1415 Liquidated Damages 1430 Fees and Costs 1440 Site Acquisition 1450 Site Improvement 1460 Dwelling Equipment—Nonexpendable 1470 Non-dwelling Structures 1471 Non-dwelling Equipment 1485 Demolition 1492 Moving to Work Demonstration 1492 Moving to Work Demonstration 1492 Moving to Work Demonstration 1495 I Relocation Costs 1499 Development Activities 4 a 1501 Collateralization or Debt Service paid by the PHA ba 9000 Collateralization or Debt Service paid Via System of Direct Payment 1502 Contingency (may not exceed 8% of line 20) Amount of line 20 Related to LBP Activities Amount of line 20 Related to Security — Soft Costs Amount of line 20 Related to Security — Hard Costs Amount of line 20 Related to Energy Conservation Measures	2	1406 Operations (may not exceed 20% of line 21)		67388			
1410 Administration (may not exceed 10% of line 21) 1411 Audit 1411 Audit 1415 Liquidated Damages 1430 Fees and Costs 1440 Site Acquisition 1450 Site Improvement 1460 Dwelling Equipment—Nonexpendable 1470 Non-dwelling Equipment 1475 Non-dwelling Equipment 1475 Non-dwelling Equipment 1485 Demolition 1492 Moving to Work Demonstration 1492 Moving to Work Demonstration 1492 Moving to Work Demonstration 1495.1 Relocation Costs 1499 Development Activities 1499 Development Activities 1501 Collateralization or Debt Service paid by the PHA 9000 Collateralization or Debt Service paid by the PHA ba 9000 Collateralization or Debt Service paid Via System of Direct Payment 1502 Contingency (may not exceed 8% of line 20) Amount of line 20 Related to LBP Activities Amount of line 20 Related to Security – Soft Costs Amount of line 20 Related to Security – Hard Costs Amount of line 20 Related to Energy Conservation Measures	C.)	1408 Management Improvements		27388			
1411 Audit 1413 Liquidated Damages 1430 Fees and Costs 1440 Site Acquisition 1450 Site Improvement 1460 Dwelling Structures 1461.1 Dwelling Structures 1470 Non-dwelling Equipment—Nonexpendable 1475 Non-dwelling Equipment 1485 Demolition 1492 Moving to Work Demonstration 1492 Moving to Work Demonstration 1495.1 Relocation Costs 1499 Development Activities 1499 Development Activities 1499 Development Activities or Debt Service paid by the PHA a 1501 Collateralization or Debt Service paid Via System of Direct Payment 1502 Contingency (may not exceed 8% of line 20) Amount of line 20 Related to LBP Activities Amount of line 20 Related to Security – Soft Costs Amount of line 20 Related to Security – Hard Costs Amount of line 20 Related to Energy Conservation Measures	4	1410 Administration (may not exceed 10% of line 21)		47388			
1415 Liquidated Damages 1430 Fees and Costs 1440 Site Acquisition 1450 Site Improvement 1460 Dwelling Structures 1461.1 Dwelling Structures 1470 Non-dwelling Structures 1475 Non-dwelling Equipment 1485 Demolition 1492 Moving to Work Demonstration 1492 Moving to Work Demonstration 1499 Development Activities 1499 Development Activities 1499 Development Activities and the Service paid by the PHA a 1501 Collateralization or Debt Service paid Via System of Direct Payment 1502 Contingency (may not exceed 8% of line 20) Amount of line 20 Related to LBP Activities Amount of line 20 Related to Security – Soft Costs Amount of line 20 Related to Security – Hard Costs Amount of line 20 Related to Energy Conservation Measures	5	1411 Audit		5000			
1430 Fees and Costs 1440 Site Acquisition 1450 Site Improvement 1460 Dwelling Structures 1465.1 Dwelling Structures 1470 Non-dwelling Structures 1475 Non-dwelling Equipment 1485 Demolition 1492 Moving to Work Demonstration 1499 Development Activities 4 1499 Development Activities 4 1501 Collateralization or Debt Service paid by the PHA a 1501 Collateralization or Debt Service paid Via System of Direct Payment 1502 Contingency (may not exceed 8% of line 20) Amount of line 20 Related to LBP Activities Amount of line 20 Related to Security – Soft Costs Amount of line 20 Related to Security – Hard Costs Amount of line 20 Related to Energy Conservation Measures	6	1415 Liquidated Damages					
1440 Site Acquisition 1450 Site Improvement 1460 Dwelling Structures 1465.1 Dwelling Structures 1470 Non-dwelling Structures 1475 Non-dwelling Equipment 1485 Demolition 1492 Moving to Work Demonstration 1499.1 Relocation Costs 1499 Development Activities 4 a 1501 Collateralization or Debt Service paid by the PHA ba 9000 Collateralization or Debt Service paid Via System of Direct Payment 1502 Contingency (may not exceed 8% of line 20) Amount of line 20 Related to LBP Activities Amount of line 20 Related to Security – Soft Costs Amount of line 20 Related to Security – Hard Costs Amount of line 20 Related to Energy Conservation Measures	7	1430 Fees and Costs		25000			
1450 Site Improvement 1460 Dwelling Structures 1465.1 Dwelling Equipment—Nonexpendable 1470 Non-dwelling Structures 1475 Non-dwelling Equipment 1485 Demolition 1492 Moving to Work Demonstration 1492 Moving to Work Demonstration 1499 Development Activities 1499 Development Activities 1499 Development or Debt Service paid by the PHA a 1501 Collateralization or Debt Service paid Via System of Direct Payment 1502 Contingency (may not exceed 8% of line 20) Amount of line 20 Related to LBP Activities Amount of line 20 Related to Security — Soft Costs Amount of line 20 Related to Security — Hard Costs Amount of line 20 Related to Energy Conservation Measures	8	1440 Site Acquisition					
1460 Dwelling Structures 1465.1 Dwelling Equipment—Nonexpendable 1470 Non-dwelling Structures 1475 Non-dwelling Equipment 1485 Demolition 1492 Moving to Work Demonstration 1499 Development Activities 1499 Development Activities 1499 Development Activities a 1501 Collateralization or Debt Service paid by the PHA a 1501 Collateralization or Debt Service paid Via System of Direct Payment 1502 Contingency (may not exceed 8% of line 20) Amount of line 20 Related to LBP Activities Amount of line 20 Related to Security – Soft Costs Amount of line 20 Related to Security – Hard Costs Amount of line 20 Related to Energy Conservation Measures	9	1450 Site Improvement		40000			
1465.1 Dwelling Equipment—Nonexpendable 1470 Non-dwelling Structures 1475 Non-dwelling Equipment 1485 Demolition 1492 Moving to Work Demonstration 1499.1 Relocation Costs 1499 Development Activities 1499 Development Activities 1499 Development Activities 1501 Collateralization or Debt Service paid by the PHA a 1501 Collateralization or Debt Service paid Via System of Direct Payment 1502 Contingency (may not exceed 8% of line 20) Amount of line 20 Related to LBP Activities Amount of line 20 Related to Security – Soft Costs Amount of line 20 Related to Security – Hard Costs Amount of line 20 Related to Energy Conservation Measures	10	1460 Dwelling Structures		125000		:	
1470 Non-dwelling Structures 1475 Non-dwelling Equipment 1485 Demolition 1492 Moving to Work Demonstration 1499 Development Activities 1499 Development Activities 1499 Development Activities 1501 Collateralization or Debt Service paid by the PHA a 1501 Collateralization or Debt Service paid Via System of Direct Payment 1502 Contingency (may not exceed 8% of line 20) Amount of line 20 Related to LBP Activities Amount of line 20 Related to Security – Soft Costs Amount of line 20 Related to Security – Hard Costs Amount of line 20 Related to Energy Conservation Measures	11	1465.1 Dwelling Equipment—Nonexpendable		16716			
1475 Non-dwelling Equipment 1485 Demolition 1492 Moving to Work Demonstration 1499.1 Relocation Costs 1499 Development Activities 1501 Collateralization or Debt Service paid by the PHA a 1501 Collateralization or Debt Service paid Via System of Direct Payment 1502 Contingency (may not exceed 8% of line 20) Amount of Ine 20 Related to LBP Activities Amount of line 20 Related to Security – Soft Costs Amount of line 20 Related to Security – Hard Costs Amount of line 20 Related to Security – Hard Costs Amount of line 20 Related to Energy Conservation Measures	12	1470 Non-dwelling Structures					
1485 Demolition 1492 Moving to Work Demonstration 1495.1 Relocation Costs 1499 Development Activities 4 1501 Collateralization or Debt Service paid by the PHA a 9000 Collateralization or Debt Service paid Via System of Direct Payment 1502 Contingency (may not exceed 8% of line 20) Amount of Annual Grant: (sum of lines 2 – 19) Amount of line 20 Related to LBP Activities Amount of line 20 Related to Security – Soft Costs Amount of line 20 Related to Security – Hard Costs Amount of line 20 Related to Security – Hard Costs Amount of line 20 Related to Security – Hard Costs	13	, 1475 Non-dwelling Equipment		120000			
1492 Moving to Work Demonstration 1495.1 Relocation Costs 1499 Development Activities 4 a 1501 Collateralization or Debt Service paid by the PHA a 9000 Collateralization or Debt Service paid Via System of Direct Payment 1502 Contingency (may not exceed 8% of line 20) Amount of Annual Grant: (sum of lines 2 – 19) Amount of line 20 Related to LBP Activities Amount of line 20 Related to Security – Soft Costs Amount of line 20 Related to Security – Hard Costs Amount of line 20 Related to Security – Hard Costs Amount of line 20 Related to Security – Hard Costs	14	1485 Demolition					
1495.1 Relocation Costs 1499 Development Activities 4 a 1501 Collateralization or Debt Service paid by the PHA ba 9000 Collateralization or Debt Service paid Via System of Direct Payment 1502 Contingency (may not exceed 8% of line 20) Amount of Annual Grant: (sum of lines 2 – 19) Amount of line 20 Related to LBP Activities Amount of line 20 Related to Security – Soft Costs Amount of line 20 Related to Security – Hard Costs Amount of line 20 Related to Security – Hard Costs Amount of line 20 Related to Security – Hard Costs	15	1492 Moving to Work Demonstration					
1499 Development Activities 4 a 1501 Collateralization or Debt Service paid by the PHA ba 9000 Collateralization or Debt Service paid Via System of Direct Payment 1502 Contingency (may not exceed 8% of line 20) Amount of Annual Grant: (sum of lines 2 – 19) Amount of line 20 Related to LBP Activities Amount of line 20 Related to Section 504 Activities Amount of line 20 Related to Security – Soft Costs Amount of line 20 Related to Security – Hard Costs Amount of line 20 Related to Energy Conservation Measures	16	1495.1 Relocation Costs					
a 1501 Collateralization or Debt Service paid by the PHA ba 9000 Collateralization or Debt Service paid Via System of Direct Payment 1502 Contingency (may not exceed 8% of line 20) Amount of Annual Grant: (sum of lines 2 – 19) Amount of line 20 Related to LBP Activities Amount of line 20 Related to Section 504 Activities Amount of line 20 Related to Security – Soft Costs Amount of line 20 Related to Security – Hard Costs Amount of line 20 Related to Energy Conservation Measures	17	1499 Development Activities 4					
ba 9000 Collateralization or Debt Service paid Via System of Direct Payment 1502 Contingency (may not exceed 8% of line 20) Amount of Annual Grant: (sum of lines 2 - 19) Amount of line 20 Related to LBP Activities Amount of line 20 Related to Section 504 Activities Amount of line 20 Related to Security - Soft Costs Amount of line 20 Related to Security - Hard Costs Amount of line 20 Related to Energy Conservation Measures	18a	1501 Collateralization or Debt Service paid by the PHA		٠			
1502 Contingency (may not exceed 8% of line 20) Amount of Annual Grant: (sum of lines 2 - 19) Amount of line 20 Related to LBP Activities Amount of line 20 Related to Section 504 Activities Amount of line 20 Related to Security - Soft Costs Amount of line 20 Related to Security - Hard Costs Amount of line 20 Related to Security - Hard Costs	18ba	9000 Collateralization or Debt Service paid Via System Payment	of Direct				
Amount of Annual Grant: (sum of lines 2 - 19) Amount of line 20 Related to LBP Activities Amount of line 20 Related to Section 504 Activities Amount of line 20 Related to Security - Soft Costs Amount of line 20 Related to Security - Hard Costs Amount of line 20 Related to Energy Conservation Measures	19	1502 Contingency (may not exceed 8% of line 20)					
	20	Amount of Annual Grant: (sum of lines 2 – 19)		473880			
	21	Amount of line 20 Related to LBP Activities					
	22	Amount of line 20 Related to Section 504 Activities					
	23	Amount of line 20 Related to Security - Soft Costs					
	24	Amount of line 20 Related to Security - Hard Costs					
	25	Amount of line 20 Related to Energy Conservation Me	asures				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part I: Summary				
PHA Name:	Grant Type and Number	501-10		FFY of Grant:
Town of Islip Housing Authority	Capital Fund Frogram Grant No: The Section Replacement Housing Factor Grant No: Date of CFFP:	- Keplacement Housing Factor G		FFY of Grant Approval: 2010
Type of Grant Original Annual Statement Reserve for	Reserve for Disasters/Emergencies	□Revised Annual Statement (revision no:	no:)	
Performance and Evaluation Report for Period Ending:		☐Final Performance and Evaluation Report	Report	
Line Summary by Developpent Account	Total E	Total Estimated Cost	Total Actual Cost	ual Cost 1
1 / / / / /	Original	Revised ²	Obligated	Expended
Signaluste gertixedutive Dissector	Date 04-15-2010	Signature of Public Housing Director	rector	Date

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

				120000		1475	Snow rem. equip, veh's repl	
				16716		1465.1	frige,stoves	
				125,000		1460	bath reno, kit reno, wind, 504	
				40,000		1450	504,asphalt,concrete	
				25,000		1430	A/E,consult	
				5000	100%	1411	Audit	
				47,388	100%	1410	Administration	
				27,388	100%	1408	management Improvements	
				67,388	100%	1406	Operations	
	Funds Expended ²	Funds Obligated ²	Revised ¹	Original				PHA Wide
						Account No.	Categories	Number Name/PHA-Wide Activities
Status of Work	ual Cost	Total Actual Cost	Total Estimated Cost	Total Estir	Quantity	Development	General Description of Major Work	Development Ge
	Grant:	Federal FFY of Grant: 2010	'es/ No): NO)1-10 CFFP (1Y36P0075(No:	Grant Type and Number Capital Fund Program Grant No: NY36P007501-10 CFFP (Yes/ No): Replacement Housing Factor Grant No:		PHA Name: Town of Islip Housing Authority
								Part II: Supporting Pages

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.