

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

Town of Islip PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2001

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

PHA Plan Agency Identification

PHA Name: Town of Islip Pubic Housing Authority

PHA Number: NYO77

PHA Fiscal Year Beginning: (mm/yyyy) 07/2001

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

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

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
- Objectives:
- Apply for additional rental vouchers – **as they become available:**
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities – **by continuing to work with the Town of Islip Community Development Agency (CDA)**
 - Acquire or build units or developments
 - Other (list below)
 - **The Authority shall maintain or increase Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction.**
 - **The Authority is developing a Section 8 Homeownership Plan for three (3) families.**

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

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS score) - **yearly over the next five years, maintaining the goal of 100%.**

Improve voucher management: (SEMAP score) – **yearly over the next five years.**

Increase customer satisfaction:

Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

Renovate or modernize public housing units:

Demolish or dispose of obsolete public housing:

Provide replacement public housing:

Provide replacement vouchers:

Other: (list below)

- **The Authority shall improve efficiency of management of supplies and materials.**
- **The Authority is taking strides to increase customer satisfaction. Please see the Executive Summary/Progress Report’s section entitled Resident Assessment Follow-Up Plan, which highlights the follow-up plans to address resident concerns with Communication and Safety.**
- **The Authority is continuing its commitment to improve efficiency of management of supplies and materials and renovate or modernize public housing units as needed.**

PHA Goal: Increase assisted housing choices

Objectives:

Provide voucher mobility counseling:

Conduct outreach efforts to potential voucher landlords

Increase voucher payment standards

Implement voucher homeownership program – **Develop a Section 8 Homeownership Plan for three (3) participants**

Implement public housing or other homeownership programs:

- Implement public housing site-based waiting lists **for all new public housing:**
- Convert public housing to vouchers:
- Other: (list below)
 - **The Authority shall renovate or modernize public housing units as needed.**
 - **The Authority is working closely with the CDA to implement public housing or other homeownership programs. Specifically, the Authority is supporting, when able, the following CDA assisted housing programs cited in the Town's Five-Year Consolidated Plan:**
 - **The development of ten senior citizen rental units**
 - **The rehabilitation of 200 homes – specifically, the correction of physical defects in the units for households with income categories within the entire 0-80% MFI range**
 - **The purchase and renovation (or rebuilding) of sixty (60) scattered site existing homes for their direct sale or rent with an option to buy programs, targeted to families between 31-80% MFI.**

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

- PHA Goal: Provide an improved living environment
 - Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)
 - **The Authority shall evaluate the benefit cost ratio of public housing security improvements including the installation of security systems in all public housing units by 2004.**
 - **The Authority is implementing public housing security improvements as outlined in the Resident Assessment Follow-Up Plan.**
 - **The Authority shall implement measures to combat the under-utilization of the community rooms within its senior developments**

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

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

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

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

Other PHA Goals and Objectives: (list below)

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

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

**Annual PHA Plan
PHA Fiscal Year 2000**

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

Moving Forward

Over the past year, the Town of Islip Housing Authority (the “Authority”) has continued its commitment to efficient and effective administration of affordable housing. The Authority is striving to meet the needs of an ever-changing community, and through new and strengthened partnerships with other community agencies, is expanding its commitment to low-income families to include mixed-income housing development and homeownership development. The Authority continues to update its existing management and operations policies to include all HUD mandates, and has engaged throughout the year in pro-active strategic planning and needs assessment processes to ensure fair housing and community development within the Town. The Authority has also worked to uphold its mission statement and achieve the goals set forth in the 5-Year Plan. Finally, as per HUD requirements, the Authority has included as part of its Annual Plan its Pet Policy and Community Service Requirements.

Updates to Management and Operations Policies

The Authority has made several updates to its Public Housing Admissions and Occupancy Policy, as well as its Section 8 Administration Policy, both of which are attached as supporting documents to this Annual Plan.

The most significant change made to the Public Housing Admissions and Occupancy Policy was the adoption of a standard Public Housing Waiting List Application Processing Procedure. The goal of this Procedure is to always have enough eligible applicants ready to lease for every bedroom size in every complex.

Implemented in June, 2000, the Authority mandated that when an application is received from a family meeting the criteria for public housing, the information must be loaded into the computer and an eligibility update packet must be mailed to the family by the person responsible for receiving and loading the applicant information into the computer if the bank of eligible families is inadequate to meet current housing goals. Upon return of the packet from the prospective family interested in being housed, the Authority’s leasing personnel must schedule appointments for these applicants to view a unit and/or view the outside of the complexes. If no unit is available for view, a video tape of the Authority’s units, highlighting the interiors and exteriors, may be shown. The applicant families will be given copies of the pre-drawn floor plans from each complex and a list of available amenities in the complex.

This preview of units by interested applicants helps determine whether families are interested and maximize the efficiency of the leasing process. If a family is interested in the Authority’s housing, the leasing personnel will give the application to an appropriate staff member to gather and collect all of the required information in order to determine eligibility. An eligible applicant list (applicant bank) must be maintained in order to ensure that income, address and continued interest information remain current. When it has been determined that a vacancy exists or will exist, the leasing personnel will fill-in the appropriate information on the Authority’s lease-up board and call the next two (2) appropriate applicants from the “bank,” thus ensuring that the pool of eligible applicants is always suitable for any size/type of unit that becomes available.

The most significant change currently being made to the Section 8 Administration Plan is the creation of the Section 8 Homeownership Program. The basic concept of the Section 8

Homeownership Program (the “Program”) is that instead of using a voucher subsidy to help a family with rent, the homeownership option allows first-time homeowners to use the voucher subsidy to meet monthly homeownership expenses.

The Authority plans to participate in the Program because it helps achieve several strategic goals outlined in the 5-Year Plan. These strategic goals include:

- Expanding the supply of assisted housing
- Increasing assisted housing choices – specifically by implementing homeownership programs
- Improving community quality of life and economic vitality
- Promoting self-sufficiency and asset development of families and individuals
- Encouraging coordination and innovation in the delivery of public housing.

The Program will also help address the housing needs of families on the Section 8 tenant-based waiting list outlined the Authority’s Annual Plan. The Program will help increase the number of affordable units, thus helping to curb the shortage of affordable housing for all eligible populations.

The Authority’s participation in the Program will also help the Town of Islip achieve several of its strategic goals outlined in the Town’s Consolidated Plan. The Town’s 5-Year Goals include:

- Expanding housing opportunities for very low and other low income renters
- Improving housing for very low and other low income homeowners
- Expanding owner occupied housing opportunities for other low-income first-time homebuyers.

Through the Program, the Authority wishes to strike a balance that expands homeownership opportunities, while minimizing defaults that negatively impact assisted homeowners and their neighborhoods.

The Section 8 Administration Plan has also been changed to reflect the HUD requirements regarding income changes resulting from the welfare program requirements. The Authority will not reduce the family share of rent for families whose welfare assistance is reduced by the welfare agency specifically because of:

- Fraud in connection with the welfare program
- Noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.

However, the Authority will reduce the rent if the welfare assistance reduction is a result of:

- Expiration of a lifetime time limit on receiving benefits
- A situation where the family has complied with welfare program requirements but cannot or has not obtained employment
- A situation where a family member has not complied with other welfare agency requirements.

Additionally, the family's annual income will include the imputed welfare income, as determined at the family's annual or interim reexamination, during the term of welfare benefits reduction (as specified by the welfare agency). The amount of imputed welfare income will be offset by the amount of additional income the family receives after the sanction was imposed. When additional income from other sources is at least equal to the imputed welfare income, the imputed welfare income will be reduced to zero. If the family claims the amount of imputed welfare income has been calculated incorrectly, the Authority will review the calculation for accuracy. If the imputed welfare income amount is correct, the Authority will prove a written notice to the family that includes:

- A brief explanation of how the amount of imputed welfare income was determined
- A statement that the family may request an informal hearing if they do not agree with the PHA determination.

Finally, because the Authority has had difficulty maintaining the reasonableness of the rents within its jurisdiction as a result of a very tight, high-rent housing market, the Section 8 Administration Plan has been amended to state that by accepting each monthly housing assistance payment from the Authority, the owner certifies that the rent to the family at all times during tenancy is not more than the most current reasonable rent as determined by the Authority. The owner must also certify that the rent to the owner is not more than rent charged for comparable unassisted units in the premises. The owner is required to provide the Authority with information requested on rents charged by the owner on the premises or elsewhere.

Resident Advisory Board Participation

On December 7, 2000, the Resident Advisory Board met to once again participate in the QHWRA process. It was explained to the participant families that an important part of the planning process is resident input, and that Authority was again eliciting comments and suggestions from program participants regarding housing operations, safety, security, quality of housing, etc. Eight (8) residents participated on the RAB, five (5) of which were from the Section 8 program. Participants included: Ms. Cynthia Carter; Mrs. Angela Behlen; Ms. Cleotilde Cesar; Ms. Francine Milton; Ms. Mayra Sanchez; Lillian Hopke; Jean Mendez; and Lillian Totter. The QHWRA process was again explained to the residents, and the HUD Goals and Strategic Goals were discussed in great detail. Also discussed were the general operations of the Authority, customer service, overall Public Housing and Section 8 Administration policies and quality of housing and the surrounding community.

The initial discussion at the RAB meeting focused on the re-certification process, and the steps residents had to undertake within this process. The RAB recommended that the Authority clearly state in the resident newsletter all of the information/documentation needed in the re-certification process. The RAB also recommended that the Authority examine the feasibility of having a help-desk in the community rooms, manned by either Authority staff or knowledgeable residents, to assist residents that are having difficulties gathering the appropriate information/documentation needed.

Another recommendation made by the RAB is that the Authority state in the resident newsletter that the maintenance voice mail system is checked ever 15-20 minutes, thus allaying any resident concern that if they leave a message, instead of speaking with someone directly, the maintenance request will not be processed that day.

The RAB felt that they would be interested in learning more about community job training programs, child-care assistance programs, after-school programs, neighborhood watch/safety programs and programs geared to support disabled families. The Authority is committed to developing a "Where to Turn" core community service guide and distributing it to all Public Housing and Section 8 residents. This service guide will have the input of the RAB, and will be updated annually so as to further assist residents in gaining self-sufficiency.

The RAB felt that the Authority adequately notifies families regarding changes and/or updates in the Authority's policies, programs, etc. The Section 8 participants on the RAB were very interested in learning more about the Authority's proposed pilot Section 8 Homeownership Program, and recommended the implementation of this program with the Annual Plan. Several of the RAB members were concerned with the growing cost of living/cost of housing within the Town of Islip, and continued to support the following action objectives regarding increasing assisted housing choices within the Town:

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

Discussions regarding the quality of customer service provided by the Authority were positive. The RAB members all felt comfortable regarding the safety of the community where the housing units were located, and were very pleased with the quality and timeliness of the unit inspectors. Additional recommendations from the RAB regarding safety and security, as well as communications can be found in the following

section, Resident Follow-Up Plan. All RAB recommendations listed above have been incorporated into this Annual Plan.

Resident Assessment Follow-Up Plan

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

In August 2000, the Authority received notice from HUD that in each section of the survey, they scored over 75 percent – the equivalent of "satisfied." In many cases, the Authority received scores that were the equivalent of "very satisfied."

HUD requires that every housing authority must devise follow-up plans for the two sections in which it received the two lowest scores below 90 percent. Therefore, the Authority has devised follow-up plans based on the recommendations of the Resident Advisory Board meetings as well as suggestions from the Authority's staff to address resident concerns with Communication (Resident Assessment Score of 81 percent) and Safety (Resident Assessment Score of 75 percent).

Communication Follow-Up Plan

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

- The Authority shall actively train staff to ensure effective and polite communications with residents. This training will take place monthly and may include role-playing exercises with Islip Housing Authority residents
- The Authority shall ensure that there are adequate internal communications by conducting interactive staff meetings
- The Authority shall ensure that all written policies and procedures are available in the main office to the residents and that the Resident Advisory Board and the two resident representatives on the Board of Directors participate in policy development
- The Authority shall provide a bi-lingual representative if practicable, when needed, to communicate with residents in their spoken language
- The Authority shall continue to support the resident newsletter and provide copies in the community rooms of all developments. The Authority shall also continue to publish in the resident newsletter notices of improvements scheduled to any development, as well as any community development opportunities available to residents
- The Authority shall develop and deliver to all residents a 'Where to Turn' core community service annual publication that highlights local, State and Federal program and opportunities for all public housing and voucher program participants. This publication also helps the Authority achieve the 5-Year Plan strategic goal of promoting self-sufficiency and asset development of families and individuals
- The Authority shall publish a re-certification guide in the resident newsletter to aid residents in the re-certification process
- The Authority shall publish the policy for the maintenance phone line in the resident newsletter, reaffirming that the voicemail inbox is checked every 15-20 minutes and encouraging residents to leave a message if they have a maintenance problem.

Safety Follow-Up Plan

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

- The Authority shall continually place notices in the resident newsletter regarding contact information for the local police as well as the Town of Islip Department of Public Safety. The Authority shall also use the resident newsletter as a vehicle to encourage all residents to report any and all criminal activity to these authorities
- The Authority shall invite the Town of Islip Department of Public Safety, or appropriate agency, to conduct an annual resident safety workshop for each Authority development. Topics to be covered in this workshop include personal safety and how to effectively report a crime
- The Authority shall install larger “No Solicitation” signs in visible areas at the entrance of each Authority development
- The Authority shall continue to enforce its “one-strike” policy to ensure the safety of residents and staff
- The Authority shall continue check all locks and outside doors as part of preventative maintenance and annual unit inspections to assure they are not in disrepair, and repair all locks that are damaged
- The Authority shall provide additional lighting, where necessary, and periodically check all lights to make sure they are working
- The Authority shall continue to encourage residents to report any safety or related maintenance concerns quickly in order to allow the problems to be addressed in a timely manner
- The Authority shall work to educate the residents regarding any misconceptions about crime and/or vandalism. The HA receives police reports and Public Safety reports. The reports have indicated that there is less than a 1% chance of a resident being a victim of a crime or vandalism within HA owned localities
- The Authority shall update the Section 8 Administration Plan to include the following language regarding drug related and violent criminal activity:
 - Persons evicted from Federally assisted housing because of drug-related criminal activity are ineligible for admission to the Authority’s Section 8 program for a five (5) year period beginning on the date of such eviction
 - Applicants will be denied assistance if they have been arrested/convicted/evicted from a unit assisted under the Housing Act of 1937 for violent criminal activity within the last five (5) years prior to the date of the certification interview
 - Participants will be terminated who have been arrested/convicted/evicted from a unit assisted under the Housing Act of 1937 for drug-related or violent criminal activity within the last five (5) years prior to the dated of the notice to terminate assistance, and whose activities have created a disturbance in the building or neighborhood
 - If the family violates the lease by engaging in drug-related or violent criminal activity, the Authority will terminate assistance
 - The Authority will deny admission if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program. In screening applicants, the Authority will perform criminal history background checks to determine whether any household member is subject to a lifetime sex offender registration requirement
 - The Authority will terminate assistance for a family if it determines that a member of the household is fleeing to avoid prosecution, or custody or confinement after conviction, that is a felony under the laws of the place from which the individual falls

The Authority will terminate assistance for a family if it determines that a member of the household is violating a condition of probation or parole imposed under Federal or State Law.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	7
ii. Table of Contents	12
1. Housing Needs	17
2. Financial Resources	25
3. Policies on Eligibility, Selection and Admissions	27
4. Rent Determination Policies	37
5. Operations and Management Policies	42
6. Grievance Procedures	44
7. Capital Improvement Needs	45
8. Demolition and Disposition	47
9. Designation of Housing	48
10. Conversions of Public Housing	50
11. Homeownership	52
12. Community Service Programs	54
13. Crime and Safety	58
14. Pets (Inactive for January 1 PHAs)	60
15. Civil Rights Certifications (included with PHA Plan Certifications)	61
16. Audit	62
17. Asset Management	63
18. Other Information	64

Attachments

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

Required Attachments:

- Admissions Policy – (**Attachment 1**)
- FY 2000 Capital Fund Program Annual Statement – CGP Forms (HUD-52834 and HUD-522837) – (**Attachment 2**)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) – (**Attachment 3**)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan – (**Attachment 4**)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	A & O Policy	
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

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

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

Annual Plan Update

The socio-economic and demographic data presented in this section have been compared to the data presented in the Town's Consolidated Plan for fiscal years 2000-2004, as well as year 2000 data from DemograpnicsNow.com's Updated Age reports, Demographic Detail reports, and Demographic Trend reports. 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 one noteworthy change was the increase in median home selling price from \$132,000 to \$145,000 – a nine percent (9%) increase.

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

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

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

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

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

Consolidated Plan of the Jurisdiction/s

- Indicate year: 1995
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
- Indicate year:
- Other housing market study
- Indicate year:
- Other sources: (list and indicate year of information)
- Claritas, Inc. 1999 Proprietary Data Source
- DemographicsNow 1999 Proprietary Data Source

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <ul style="list-style-type: none"> <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	3,013		1%
Extremely low income <=30% AMI		99.07%*	
Very low income (>30% but <=50% AMI)		.93%*	
Low income (>50% but <80% AMI)		0%	
Families with children	657	21.827%	
Elderly families	1772	58.83%	
Families with Disabilities	1773	58.86%	
White Families	2118*	70.316%	
Black Families	834	27.693%	
Hispanic Families	649*	21.578%	

Housing Needs of Families on the Waiting List			
Asian Families	23	.747%	
American Indian Families/Other	37	1.244%	
*Hispanic families may also be counted as white families			
Characteristics by Bedroom Size (Public Housing Only)			
0BR	1952	64.74%	
1BR	266	8.85%	
2 BR	505	16.78%	
3 BR	215	7.14%	
4 BR	46	1.53%	
5 BR	16	.53%	
5+ BR	13	.43%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2,994		8%
Extremely low income <=30% AMI		99.55%	
Very low income (>30% but <=50% AMI)		.45	
Low income (>50% but <80% AMI)		0%	
Families with	2101	70.194%	

Housing Needs of Families on the Waiting List			
children			
Elderly families	597	19.93%	
Families with Disabilities	432	14.46%	
White Families	1946*	64.99%	
Black Families	1309	43.74%	
Hispanic Families	987*	32.98%	
Asian Families	0	0%	
American Indian Families/Other	8	.26%	
*Hispanic families may also be counted as white families			
Characteristics by Bedroom Size (Public Housing Only)			
0BR	1635	54.6%	
1BR	153	5.12%	
2 BR	522	17.45%	
3 BR	510	17.04%	
4 BR	125	4.165%	
5 BR	34	1.15%	
5+ BR	10	.32%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 6 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 units should they become available, if Authority resources are available
- Leverage affordable housing resources in the community through the creation joint venture partnerships for the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)
 - **Develop a Section 8 Homeownership Plan for three (3) participants.**
 - **Work closely with the CDA and the Town's Planning Department to identify the magnitude and specific type of affordable housing need, as well as obtain state, county and local legislative approvals for acquisition**

of properties, zoning changes, and other actions necessary to promote affordable housing.

- **Monitor and assist, when appropriate, the CDA's own affordable housing projects, using HOME and CDBG funds, which may enable 8-10 rehabilitated units to come on-line for homeownership opportunities this fiscal year.**

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

(2) Reasons for Selecting Strategies

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

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

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

Annual Plan Update

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$177,490	Public Housing Operation
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$10,961,260	Rent Subsidies
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Comprehensive Grant Program	\$559,945	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Comprehensive Grant Program	\$489,126	
3. Public Housing Dwelling Rental Income	\$855,864	Public Housing Operation, Tenant Services

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Other income (list below)		Public Housing Operation, Tenant Services
Interest	\$10,045	
4. Non-federal sources (list below)		
Total resources	\$13,053,730	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

Annual Plan Update

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

A. Public Housing

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

(1) Eligibility

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

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

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

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

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

Past credit practices of applicants

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

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

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

(2)Waiting List Organization

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

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

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

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection (3) Assignment

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

The Authority plans to operate on site-based waiting list in the coming fiscal year for the joint venture ‘South Wind Village’ project, in conjunction with the Town of Islip Community Development Association. This site-based waiting list is currently pending approval from HUD. Those completing the application for this project were given the option to be placed on the Authority’s general waiting list in addition to the waiting list for ‘South Wind Village.’

2. Yes No: Are any or all of the PHA’s site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists? 1

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists? 2

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)

- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - **Elderly Household**
 - **Near Elderly Household aged 55 and over**

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

Former Federal preferences:
None.

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site based waiting lists
If selected, list targeted developments below:

- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

- Employing new admission preferences at targeted developments
If selected, list targeted developments below:

- Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

(2) Waiting List Organization

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

(3) Search Time

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

If yes, state circumstances below:

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

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

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

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

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5) Special purpose section 8 assistance programs)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Former Federal preferences

None.

Other preferences (select all that apply)

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

- Victims of reprisals or hate crimes
- Other preference(s) (list below)
Elderly Household – 4
Near Elderly Household Age 55 and Older - 2

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

- Date and time of application
- Drawing (lottery) or other random choice technique

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

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

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

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

(5) Special Purpose Section 8 Assistance Programs

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

Annual Plan Update

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

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

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

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

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

e. Ceiling rents

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

Yes for all developments

- Yes but only for some developments
- No

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

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

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
 - 100% of FMR*
 - Above 100% but at or below 110% of FMR
 - Above 110% of FMR (if HUD approved; describe circumstances below)
- * the Voucher Payment Standard amount is set by the PHA between 90 percent and 110 percent of the HUD published FMR. The PHA reviews the appropriateness of the Payment Standard annually when the FMR is published. In determining whether a change is needed, the PHA will ensure that the Payment Standard is always within the range of 90 percent to 110 percent of the new FMR. The PHA will establish a single voucher payment standard amount for each FMR area in the Authority's jurisdiction.**

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

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

c. If the payment standard is higher than FMR, why has the PHA chosen this level?

(select all that apply)

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

- **Suitable vacant units available below the payment standard.**

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

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

C. Management and Maintenance Policies

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

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

- (2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

Annual Plan Update

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

Attached to the Plan is the Town of Islip Housing Authority's Performance and Evaluation Report Summary Supporting Pages, and Implementation Schedule for Federal FY of Grant 2001. Also attached is the Capital Fund Program Five-Year Action Plan Summary, Supporting Pages-Work Activities, and Implementation Schedule.

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) – Attachment 2

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) – Attachment 4

-or-

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

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

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

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

1. Development name:

2. Development (project) number:

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

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

Annual Plan Update

The Authority does not administer any homeownership programs under an approved section [5\(h\) homeownership program](#) (42 U.S.C. 1437c(h)), a [Turnkey III](#) or an approved HOPE I program (U.S.C. 1437aaa), nor does it plan on applying to administer these programs in this fiscal year. The Authority is currently in the process of developing a Section 8 Homeownership Program pursuant to 24 CFR Parts 5, 903 and 982 – Section 8 Homeownership Program; Final Rule – published September 12, 2000.

A. Public Housing

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

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

2. Activity Description

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

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

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

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

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

b. PHA-established eligibility criteria

- Yes No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

Participant in the FSS Program

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

Annual Plan Update

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

However, the Authority believes that community service and self sufficiency are paramount to a successful housing program, and highlights below several aspects of its economic and social self sufficiency programs, as well as those community programs available to residents.

The Authority seeks to help families listing welfare as their primary source of income move toward work and achieve self-sufficiency. Currently, Eighteen (18) families reside in Tudor Lane, the Authority's only family development. There are 59 total family members at Tudor Lane, and the average number of members per family is 3.28. The overall goal of the Authority is to provide these families and the adult family members with the assistance to obtain (when necessary) and maintain (when feasible) full-time employment. Currently, one tenant family has a primary income consisting of asset income. One tenant family has a primary income consisting of SSI. One tenant family has a primary income of unemployment benefits. Fourteen (14) tenant families have primary incomes of other wages. The Authority is actively encouraging each resident family to develop new work skills and participate in local job training programs. The Authority has an overall goal of 100 percent participation by its residents in the family development in the Family Self Sufficiency program.

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

Authority Coordination with the Welfare Agency

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

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

Services and Programs Offered to Residents and Participants

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

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

Economic and Social Self Sufficiency Programs

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

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

Family Self-Sufficiency Program Participation

Currently, there are 79 families participating in the Authority’s Family Self Sufficiency Program. The Authority is required to have 147 families participating in the program, and anticipates that the number of families will increase resulting from the requirement for the Section 8 Homeownership planned requirement that all participants must be enrolled in the FSS program. The Authority is also actively recruiting participants for the FSS program and has just embarked on an enrollment campaign, presented to each family at their annual lease renewal/reexamination. This recruitment plan is addressed in the most recent FSS Action Plan.

Welfare Benefit Reductions

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

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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

--	--	--	--	--

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Annual Plan Update

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

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

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

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

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Annual Plan Update

Attached are the Town of Islip Housing Authority's Certifications of Compliance and Board Resolution to Accompany the PHA Plan. Also attached is the certification statement ensuring that two (2) Authority residents are represented on the Authority's Board of Directors.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

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

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (File: Appendix II)
 Provided below:

Resident Advisory Board Participation

On December 7, 2000, the Resident Advisory Board met to once again participate in the QHWRA process. It was explained to the participant families that an important part of the planning process is resident input, and that Authority was again eliciting comments and suggestions from program participants regarding housing operations, safety, security, quality of housing, etc. Eight (8) residents participated on the RAB, five (5) of which were from the Section 8 program. Participants included: Ms. Cynthia Carter; Mrs. Angela Behlen; Ms. Cleotilde Cesar; Ms. Francine Milton; Ms. Mayra Sanchez; Lillian Hopke; Jean Mendez; and Lillian Totter. The QHWRA process was again explained to the residents, and the HUD Goals and Strategic Goals were discussed in great detail. Also discussed were the general operations of the Authority, customer service, overall Public Housing and Section 8 Administration policies and quality of housing and the surrounding community.

The initial discussion at the RAB meeting focused on the re-certification process, and the steps residents had to undertake within this process. The RAB recommended that the Authority clearly state in the resident newsletter all of the information/documentation needed in the re-certification process. The RAB also recommended that the Authority examine the feasibility of having a help-desk in the community rooms, manned by either Authority staff or knowledgeable residents, to assist residents that are having difficulties gathering the appropriate information/documentation needed.

Another recommendation made by the RAB is that the Authority state in the resident newsletter that the maintenance voice mail system is checked ever 15-20 minutes, thus allaying any resident concern that if they leave a message, instead of speaking with someone directly, the maintenance request will not be processed that day.

The RAB felt that they would be interested in learning more about community job training programs, child-care assistance programs, after-school programs, neighborhood watch/safety programs and programs geared to support disabled families. The Authority is committed to developing a "Where to Turn" core community service guide and distributing it to all Public Housing and Section 8 residents. This service guide will have the input of the RAB, and will be updated annually so as to further assist residents in gaining self-sufficiency.

The RAB felt that the Authority adequately notifies families regarding changes and/or updates in the Authority's policies, programs, etc. The Section 8 participants on the RAB were very interested in learning more about the Authority's proposed pilot Section 8 Homeownership Program, and recommended the implementation of this program with the Annual Plan. Several of the RAB members were concerned with the growing cost of living/cost of housing within the Town of Islip, and continued to support the following action objectives regarding increasing assisted housing choices within the Town:

- Conduct outreach efforts to potential voucher landlords
- Implement voucher homeownership program
- Implement public housing or other homeownership programs

- Renovate or modernize public housing units as needed.

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

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

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

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

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

 - Other: (list below)

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

Table of Contents

	<u>Page</u>
Progress Report	3
Resident Assessment Follow-Up Plan	8
Housing Needs Assessment	10
Financial Resources	18
Eligibility, Selection and Admission	19
Rent Determination	26
Operations and Management	29
Grievance Procedures	30
Capital Improvements	31
Demolition and/or Disposition	32
Designated Housing	33
Conversion of Public Housing	34
Homeownership	35
Community Service Programs	36
Safety and Crime Prevention	38
Ownership of Pets in Public Housing	39
Civil Rights Certification	40
Fiscal Year 1998 Audit	41
Asset Management	42

Table of Contents (Cont.)

Appendices

- Appendix I - HUD Electronic Template

Attachments

- A – Public Housing Admissions and Continued Occupancy Policy
- B – Capital Fund Program Performance and Evaluation Report
- C - Capital Fund Program Five-Year Action Plan Summary
- D - 2000 Town of Islip Housing Authority Operating Budget
- E – Resident Advisory Board Membership List

Certifications

- Certificates of Compliance with the Authority's Plans and Related Regulations/Board Resolution to Accompany the Authority Plan
- State/Local Government Certification of Consistency with the Consolidated Plan
- Certification of Resident Membership on the Authority's Board of Directors

Supporting Documents

- Public Housing Admissions and Continued Occupancy Policy
- Administrative Plan for the Section 8 Certificate and Voucher Programs
- Affirmative Marketing Policy and Statement of Procedures and Fair Housing Policies
- Authority-Resident Lease
- Capitalization Policy
- Disposition Policy
- Grievance Procedure
- Islip VI Management Plan
- Investment Policy
- Pet Policy
- Pre-Rental and Annual Inspection Guidelines
- Procurement Policy
- Report on Audit for FY Ending June 30, 1999

Annual Plan 2001 – Progress Report

Moving Forward

Over the past year, the Town of Islip Housing Authority (the “Authority”) has continued its commitment to efficient and effective administration of affordable housing. The Authority is striving to meet the needs of an ever-changing community, and through new and strengthened partnerships with other community agencies, is expanding its commitment to low-income families to include mixed-income housing development and homeownership development. The Authority continues to update its existing management and operations policies to include all HUD mandates, and has engaged throughout the year in pro-active strategic planning and needs assessment processes to ensure fair housing and community development within the Town. The Authority has also worked to uphold its mission statement and achieve the goals set forth in the 5-Year Plan. Finally, as per HUD requirements, the Authority has included as part of its Annual Plan its Pet Policy and Community Service Requirements.

Updates to Management and Operations Policies

The Authority has made several updates to its Public Housing Admissions and Occupancy Policy, as well as its Section 8 Administration Policy, both of which are attached as supporting documents to this Annual Plan.

The most significant change made to the Public Housing Admissions and Occupancy Policy was the adoption of a standard Public Housing Waiting List Application Processing Procedure. The goal of this Procedure is to always have enough eligible applicants ready to lease for every bedroom size in every complex.

Implemented in June, 2000, the Authority mandated that when an application is received from a family meeting the criteria for public housing, the information must be loaded into the computer and an eligibility update packet must be mailed to the family by the person responsible for receiving and loading the applicant information into the computer if the bank of eligible families is inadequate to meet current housing goals. Upon return of the packet from the prospective family interested in being housed, the Authority’s leasing personnel must schedule appointments for these applicants to view a unit and/or view the outside of the complexes. If no unit is available for view, a video tape of the Authority’s units, highlighting the interiors and exteriors, may be shown. The applicant families will be given copies of the pre-drawn floor plans from each complex and a list of available amenities in the complex.

This preview of units by interested applicants helps determine whether families are interested and maximize the efficiency of the leasing process. If a family is interested in the Authority’s housing, the leasing personnel will give the application to an appropriate staff member to gather and collect all of the required information in order to determine eligibility. An eligible applicant list (applicant bank) must be maintained in order to ensure that income, address and continued interest information remain current. When it has been determined that a vacancy exists or will exist, the leasing personnel will fill in the appropriate information on the Authority’s lease-up board and call the next two (2) appropriate applicants from the “bank,” thus ensuring that the pool of eligible applicants is always suitable for any size/type of unit that becomes available.

The most significant change currently being made to the Section 8 Administration Plan is the creation of the Section 8 Homeownership Program. The basic concept of the Section 8 Homeownership Program (the “Program”) is that instead of using a voucher subsidy to help a family with rent, the homeownership option allows firsttime homeowners to use the voucher subsidy to meet monthly homeownership expenses.

The Authority plans to participate in the Program because it helps achieve several strategic goals outlined in the 5-Year Plan. These strategic goals include:

- Expanding the supply of assisted housing
- Increasing assisted housing choices – specifically by implementing homeownership programs

- Improving community quality of life and economic vitality
- Promoting self-sufficiency and asset development of families and individuals
- Encouraging coordination and innovation in the delivery of public housing.

The Program will also help address the housing needs of families on the Section 8 tenant-based waiting list outlined in the Authority's Annual Plan. The Program will help increase the number of affordable units, thus helping to curb the shortage of affordable housing for all eligible populations.

The Authority's participation in the Program will also help the Town of Islip achieve several of its strategic goals outlined in the Town's Consolidated Plan. The Town's 5-Year Goals include:

- Expanding housing opportunities for very low and other low income renters
- Improving housing for very low and other low income homeowners
- Expanding owner occupied housing opportunities for other low-income first-time homebuyers.

Through the Program, the Authority wishes to strike a balance that expands homeownership opportunities, while minimizing defaults that negatively impact assisted homeowners and their neighborhoods.

The Section 8 Administration Plan has also been changed to reflect the HUD requirements regarding income changes resulting from the welfare program requirements. The Authority will not reduce the family share of rent for families whose welfare assistance is reduced by the welfare agency specifically because of:

- Fraud in connection with the welfare program
- Noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.

However, the Authority will reduce the rent if the welfare assistance reduction is a result of:

- Expiration of a lifetime time limit on receiving benefits
- A situation where the family has complied with welfare program requirements but cannot or has not obtained employment
- A situation where a family member has not complied with other welfare agency requirements.

Additionally, the family's annual income will include the imputed welfare income, as determined at the family's annual or interim reexamination, during the term of welfare benefits reduction (as specified by the welfare agency). The amount of imputed welfare income will be offset by the amount of additional income the family receives after the sanction was imposed. When additional income from other sources is at least equal to the imputed welfare income, the imputed welfare income will be reduced to zero. If the family claims the amount of imputed welfare income has been calculated incorrectly, the Authority will review the calculation for accuracy. If the imputed welfare income amount is correct, the Authority will provide a written notice to the family that includes:

- A brief explanation of how the amount of imputed welfare income was determined
- A statement that the family may request an informal hearing if they do not agree with the PHA determination.

Finally, because the Authority has had difficulty maintaining the reasonableness of the rents within its jurisdiction as a result of a very tight, high-rent housing market, the Section 8 Administration Plan has been amended to state that by accepting each monthly housing assistance payment from the Authority, the owner certifies that the rent to the family at all times during tenancy is not more than the most current reasonable rent as determined by the Authority. The owner must also certify that the rent to the owner is not more than rent charged for comparable unassisted units in the premises. The owner is required to provide the Authority with information requested on rents charged by the owner on the premises or elsewhere.

Resident Advisory Board Participation

On December 7, 2000, the Resident Advisory Board met to once again participate in the QHWRA process. It was explained to the participant families that an important part of the planning process is resident input, and that the Authority was again eliciting comments and suggestions from program participants regarding housing operations, safety, security, quality of housing, etc. Eight (8) residents participated on the RAB, five (5) of which were from the Section 8 program. Participants included: Ms. Cynthia Carter; Mrs. Angela Behlen; Ms. Cleotilde Cesa; Ms. Francine Milton; Ms. Mayra Sanchez; Lillian Hopke; Jean Mendez; and Lillian Totter. The QHWRA process was

again explained to the residents, and the HUD Goals and Strategic Goals were discussed in great detail. Also discussed were the general operations of the Authority, customer service, overall Public Housing and Section 8 Administration policies and quality of housing and the surrounding community.

The initial discussion at the RAB meeting focused on the recertification process, and the steps residents had to undertake within this process. The RAB recommended that the Authority clearly state in the resident newsletter all of the information/documentation needed in the re-certification process. The RAB also recommended that the Authority examine the feasibility of having a help-desk in the community rooms, manned by either Authority staff or knowledgeable residents, to assist residents that are having difficulties gathering the appropriate information/documentation needed.

Another recommendation made by the RAB is that the Authority state in the resident newsletter that the maintenance voice mail system is checked ever 15-20 minutes, thus allaying any resident concern that if they leave a message, instead of speaking with someone directly, the maintenance request will not be processed that day.

The RAB felt that they would be interested in learning more about community job training programs, childcare assistance programs, after-school programs, neighborhood watch/safety programs and programs geared to support disabled families. The Authority is committed to developing a "Where to Turn" core community service guide and distributing it to all Public Housing and Section 8 residents. This service guide will have the input of the RAB, and will be updated annually so as to further assist residents in gaining self-sufficiency.

The RAB felt that the Authority adequately notifies families regarding changes and/or updates in the Authority's policies, programs, etc. The Section 8 participants on the RAB were very interested in learning more about the Authority's proposed pilot Section 8 Homeownership Program, and recommended the implementation of this program with the Annual Plan. Several of the RAB members were concerned with the growing cost of living/cost of housing within the Town of Islip, and continued to support the following action objectives regarding increasing assisted housing choices within the Town:

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

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

Progress Report on 5-Year Strategic Goals and Objectives

Mission

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

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

- The Authority is developing a Section 8 Homeownership Plan for three (3) participants
- The Authority is leveraging private or other public funds to create additional housing opportunities
- The Authority is working closely with the Community Development Agency (CDA) and the Town's Planning Department to identify the magnitude and specific type of affordable housing need, as well as obtain state, county and local legislative approvals for acquisition of properties, zoning changes, and other actions necessary to promote affordable housing
- The Authority is also monitoring and assisting, when appropriate, the CDA's own affordable housing projects, using HOME and CDBG funds, which may enable 8-10 rehabilitated units to come on-line for homeownership opportunities this fiscal year
- The Authority is continuing its commitment to apply for additional rental vouchers as they become available.

GOAL 2: Improve the quality of assisted housing

- The Authority continues to improve its public housing management score and has maintained its "high performer" status
- The Authority is taking strides to increase customer satisfaction. Please see the next section entitled Resident Assessment Follow-Up Plan, which highlights the follow-up plans to address resident concerns with Communication and Safety
- The Authority continues to concentrate on efforts to improve specific management functions. In the Resident Assessment performed in FY2000, the Authority received an 87 percent approval rating in Maintenance and Repair, and an 85 percent approval rating in Services. It is the goal of the Authority to maintain high levels of approval regarding housing management. The overall goal is a 100 percent approval rating in every category
- The Authority is continuing its commitment to improve efficiency of management of supplies and materials and renovate or modernize public housing units as needed.

GOAL 3: Increase assisted housing choices

- The Authority is developing a Section 8 Homeownership Plan for three (3) participants
- The Authority is continuing its efforts to conduct outreach to potential voucher landlords
- The Authority is working closely with the CDA to implement public housing or other homeownership programs. Specifically, the Authority is supporting, when able, the following CDA assisted housing programs cited in the Town's 5-Year Consolidated Plan:
 - The development of ten senior citizen rental units
 - The rehabilitation 200 homes – specifically, the correction of physical defects in the units for households with income categories within the entire 0-80% MFI range.
 - The purchase and renovation (or rebuilding) of 60 scattered-site existing homes for their direct sale or rent with an option to buy programs, targeted to families between 31-80% MFI.

GOAL 4: Improve community quality of life and economic vitality

- The Authority continues to implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments
- The Authority continues to implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments
- The Authority is implementing public housing security improvements as outlined in the Resident Assessment Follow-Up Plan
- The Authority is planning to examine the underutilization of the community rooms within its senior developments in order to implement measures to combat this problem.

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

- The Authority continues to strive to increase the number and percentage of employed persons in assisted families. Currently, 14 out of 18 families in the family public housing program have employment wages as their primary source of income. 16 out of 18 families have some type of employment wage. In addition, there are currently 79 total participant families in the Authority's Family Self-Sufficiency ("FSS") program, which is required to serve 147 participants. The Authority anticipates that a FSS requirement for the Section 8 Homeownership Program will again increase the number of participant families

- The Authority continues to attract supportive services to improve resident employability. The Authority recommends CDA-approved job training programs to any interested family
- The Authority continues to provide and attract supportive services to increase independence for the elderly or families with disabilities. The elderly represent a significant majority of the Town's public housing residents, and are therefore a key to the Authority's success. The elderly families seek informational speakers in areas like domestic budgeting and participate in programs like foster grandparents. They are also involved in neighborhood watch initiatives and serve on neighborhood-based anti-drug committees. They elderly tenants are also now in charge of the laundromats within housing authority complexes. Service contracts are used for repairs, but residents run the operation and 10% of the profits are returned to the residents. This has resulted in not only a feeling of independence and ownership for the residents, but also significant savings for the Authority. Finally, the Authority makes maximum use of tenant skills by arranging for a crew of approximately fifteen (15) tenants to perform odd jobs while still other residents run the nutrition program. Thus, tenants are intimately involved in the daily operations of their housing complexes
- The Authority will develop and deliver a "Where to Turn" core community service publication– highlighting local, State and Federal programs and opportunities for all public housing and voucher program participants.

GOAL 6: Ensure equal opportunity and affirmatively further fair housing

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

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

- The Authority continues to support and promote both formal and informal joint venture and/or partnerships among the private sector, other public agencies, and Authority residents
- The Authority plans to assist, when possible, with the development of a comprehensive townwide self-sufficiency plan
- The Authority plans to create and maintain a Community Housing Web Site.

Resident Assessment Follow-Up Plan

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

In August 2000, the Authority received notice from HUD that in each section of the survey, they scored over 75 percent – the equivalent of "satisfied." In many cases, the Authority received scores that were the equivalent of "very satisfied."

HUD requires that every housing authority must devise followup plans for the two sections in which it received the two lowest scores below 90 percent. Therefore, the Authority has devised followup plans based on the recommendations of the Resident Advisory Board meetings as well as suggestions from the Authority's staff to address resident concerns with Communication (Resident Assessment Score of 81 percent) and Safety (Resident Assessment Score of 75 percent).

Communication Follow-Up Plan

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

- The Authority shall actively train staff to ensure effective and polite communications with residents. This training will take place monthly and may include roleplaying exercises with Islip Housing Authority residents
- The Authority shall ensure that there are adequate internal communications by conducting interactive staff meetings
- The Authority shall ensure that all written policies and procedures are available in the main office to the residents and that the Resident Advisory Board and the two resident representatives on the Board of Directors participate in policy development
- The Authority shall provide a bi-lingual representative if practicable, when needed, to communicate with residents in their spoken language
- The Authority shall continue to support the resident newsletter and provide copies in the community rooms of all developments. The Authority shall also continue to publish in the resident newsletter notices of improvements scheduled to any development, as well as any community development opportunities available to residents
- The Authority shall develop and deliver to all residents a 'Where to Turn' core community service annual publication that highlights local, State and Federal program and opportunities for all public housing and voucher program participants. This publication also helps the Authority achieve the 5Year Plan strategic goal of promoting self-sufficiency and asset development of families and individuals
- The Authority shall publish a re-certification guide in the resident newsletter to aid residents in the re-certification process
- The Authority shall publish the policy for the maintenance phone line in the resident newsletter, reaffirming that the voicemail inbox is checked every 15-20 minutes and encouraging residents to leave a message if they have a maintenance problem.

Safety Follow-Up Plan

Resident safety is of paramount concern to the Town of Islip Housing Authority. Residents of Authority complexes are involved in several areas of affecting the level of safety and therefore the quality of their lives. All complexes are involved in neighborhood watch initiatives. In addition, residents serve on neighborhood based antidrug

committees, and thus are involved in the social fabric of both their housing complex and the larger community. The following avenues to improve safety were identified:

- The Authority shall continually place notices in the resident newsletter regarding contact information for the local police as well as the Town of Islip Department of Public Safety. The Authority shall also use the resident newsletter as a vehicle to encourage all residents to report any and all criminal activity to these authorities
- The Authority shall invite the Town of Islip Department of Public Safety, or appropriate agency, to conduct an annual resident safety workshop for each Authority development. Topics to be covered in this workshop include personal safety and how to effectively report a crime
- The Authority shall install larger “No Solicitation” signs in visible areas at the entrance of each Authority development
- The Authority shall continue to enforce its “one-strike” policy to ensure the safety of residents and staff
- The Authority shall continue check all locks and outside doors as part of preventative maintenance and annual unit inspections to assure they are not in disrepair, and repair all locks that are damaged
- The Authority shall provide additional lighting, where necessary, and periodically check all lights to make sure they are working
- The Authority shall continue to encourage residents to report any safety or related maintenance concerns quickly in order to allow the problems to be addressed in a timely manner
- The Authority shall work to educate the residents regarding any misconceptions about crime and/or vandalism. The HA receives police reports and Public Safety reports. The reports have indicated that there is less than a 1% chance of a resident being a victim of a crime or vandalism within HA owned localities
- The Authority shall update the Section 8 Administration Plan to include the following language regarding drug related and violent criminal activity:
 - Persons evicted from Federally assisted housing because of drug related criminal activity are ineligible for admission to the Authority’s Section 8 program for a five (5) year period beginning on the date of such eviction
 - Applicants will be denied assistance if they have been arrested/convicted/evicted from a unit assisted under the Housing Act of 1937 for violent criminal activity within the last five (5) years prior to the date of the certification interview
 - Participants will be terminated who have been arrested/convicted/evicted from a unit assisted under the Housing Act of 1937 for drug-related or violent criminal activity within the last five (5) years prior to the date of the notice to terminate assistance, and whose activities have created a disturbance in the building or neighborhood
 - If the family violates the lease by engaging in drug-related or violent criminal activity, the Authority will terminate assistance
 - The Authority will deny admission if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program. In screening applicants, the Authority will perform criminal history background checks to determine whether any household member is subject to a lifetime sex offender registration requirement
 - The Authority will terminate assistance for a family if it determines that a member of the household is fleeing to avoid prosecution, or custody or confinement after conviction, that is a felony under the laws of the place from which the individual flees
 - The Authority will terminate assistance for a family if it determines that a member of the household is violating a condition of probation or parole imposed under Federal or State Law.

Housing Needs Assessment

Annual Plan Update

The socio-economic and demographic data presented in this section have been compared to the data presented in the Town's Consolidated Plan for fiscal years 2000-2004, as well as year 2000 data from DemographicNow.com's Updated Age reports, Demographic Detail reports, and Demographic Trend reports. 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 one noteworthy change was the increase in median home selling price from \$132,000 to \$145,000— a nine percent (9%) increase.

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.

Purpose and Intent

The [Quality Housing and Work Responsibility Act of 1998](#) requires that housing authorities set forth in their Annual Plan a needs assessment. The Act calls for a statement of the housing needs of low-income and very low-income families residing in the jurisdiction served by the public housing agency and of other low-income and very low-income families on the waiting list of the agency.

Data on renter families acquired to analyze and determine housing needs for the Town of Islip were obtained from:

- [U.S. Census data](#) (the Comprehensive Housing Affordability Strategy dataset)
- American Housing Survey Data
- [Claritas, Inc.](#) proprietary data
- [DemographicNow](#)TM proprietary data
- The Town of Islip Consolidated Plan.

The Authority also analyzed basic data from its waiting list, which are both accurate and up-to-date.

Town of Islip Socio-Economic Climate

The following is a breakdown of demographic and socioeconomic data for the Town of Islip that will be used as the primary indicators for determining the PHAP Statement of Housing Needs.

<i>Population</i>			
1980	1990	1999	2004
298,896	299,587	311,978	317,671

From 1990-1999, the Town of Islip saw a substantial increase (4.1%) in population, compared with the 0.4% increase from 1980-1990. The 1.8% increase in population projected for 1999-2004 indicates a continued trend of steady population growth.

Households

1980	1990	1999	2004
84,879	89,726	95,398	98,327

From 1990-1999, the Town of Islip saw an increase (6.3%) in number of households, slightly larger than the 5.7% increase from 1980-1990. The faster growth in number of households than total population indicates a rapid consumption of land as well as smaller household size in the community. Projected 3% growth in households from 1999-2004 indicates a continued trend of high household growth (when compared with population growth of 1.8%).

Household Size

1990	1999	2004
3.26	3.21	3.17

From 1990-1999, the average household size decreased by .05% from 3.26% to 3.21%. This downward trend is predicted to continue, with household size decreasing by 1.25% over the next five years.

Housing Units

1990	1999	2004
95,314	101,593	104,655

The number of housing units in the Town of Islip has increased 6.19% since 1990 and is expected to increase an additional 2.93% in the next five years. Single-family homes with 3-4 bedrooms made up the largest number of new constructions, and 93% of the new constructions from 1990-1999 were owner-occupied, single family units. 19.3 percent of the current housing stock in the Town is renter-occupied. Approximately 15.5% are rental apartments and approximately 3.8% rental in single-family homes. Approximately 4.9% of the housing units are vacant.

Housing Breakdown by Number of Units in Structure

Type of Unit	Percentage of Total Units
Single detached unit	79.9%
Single attached Unit	2.9%
Structures with 2 units	4.5%
Structures with 3-4 units	2.1%
Structures with 5-9 units	2.6%
Structures with 10-19 units	3.1%
Structures with 20-49 units	2.1%
Structures with 50+ units	1.0%
Mobile Homes/Trailers/Other	1.8%

Gross Rent as a Percentage of Income

Currently, approximately 51.9% of all renting households in the Town of Islip pay more than 30% of the household income in rent.

Median Home Selling Price

The 2000 median home sale price in the Town of Islip is \$151,500, an increase of 12.9 percent from 1996. Over the past twenty years, housing costs in Islip have quadrupled. Although Islip remains one of the most affordable areas in Suffolk County with respect to home price, the projected trend is a 25%-3.5% increase yearly in home selling price.

Population by Race/Hispanic

	White (not Hispanic)	Black (not Hispanic)	Asian (not Hispanic)	All Other (not Hispanic)	Hispanic Origin
1990	80.0%	6.0%	0.7%	0.3%	13.0%
1999	74.0%	6.3%	2.2%	0.3%	17.2%

The racial and ethnic breakdown in the Town of Islip continues to change and diversify. In 1999, the percentage of white population dropped 6%, while the Hispanic population grew by 4.2%. Minority populations continue to be concentrated in Bay Shore, Central Islip, North Bay Shore, Islandia and Brentwood.

Per Capita Income

The 1999 per capita income in the Town of Islip is \$24,097, a 44.1% increase from the 1989 (census) per capita income of \$16,724.

Average Household Income

The 1999 average household income is \$78,079, a 40.6% increase from the 1989 (census) average household income of \$55,533

Median Household Income

The 1999 median household income is \$66,672, a 32.7% increase from the 1989 (census) median household income of \$50,252.

Median Family Household Income (MFI)

The 1999 median family household income is \$73,101, a 35% increase from the 1989 (census) median family household income of \$54,086. The **very low-income** indicator is now \$0-\$36,550 (0-50% of MFI) and the **low-income indicator** is now \$36,551-\$58,480 (51-80% of MFI).

1990-1999 Households by Household Income

Household Income	1990 (percent)	1999 (percent)	1990-1999 Change (percent)
Under \$10,000	5.5	3.9	-1.6
\$10,000-\$19,000	7.9	6.6	-1.3
\$20,000-\$24,999	5.0	3.5	-1.5
\$25,000-\$29,999	5.5	3.1	-2.4
\$30,000-\$34,999	6.4	3.9	-2.5
\$35,000-\$49,999	19.1	13.1	-6
\$50,000-\$74,999	28.3	23.7	5.1
\$75,000-\$99,999	13.0	18.1	5.1
\$100,000-\$149,999	7.1	15.7	8.6
\$150,000 and Over	2.0	8.4	6.4

1990-1999 Households by Median Family Income

Median Family Income	1990 (percent)	1999 (percent)	1990-1999 Change (percent)
Under \$10,000	2.7	2.0	-0.7
\$10,000-\$19,000	5.8	4.0	-1.8
\$20,000-\$24,999	4.1	2.7	-1.4
\$25,000-\$29,999	5.0	2.6	-2.4
\$30,000-\$34,999	6.1	3.1	-3.0
\$35,000-\$49,999	19.6	12.6	-3.0
\$50,000-\$74,999	31.4	25.0	-6.4
\$75,000-\$99,999	14.9	20.2	5.3
\$100,000-\$149,999	8.2	18.2	10
\$150,000 and Over	2.2	9.7	7.5

The Households by Median Family Income chart above shows that approximately 14.4% of households fall below the **very low income** indicator. Approximately 12.6% of additional households fall below the **low income** indicator.

Households by Age

AGE	15-24	25-34	35-44	45-54	55-64	65-74	75 and up
% of Households	1.8%	15.8%	25.4%	23.6%	16.3%	10.9%	6.2%

Continuing the Town's population trends over the last 10 years, the majority of households are 'adult' households (as opposed to youth or senior), between the ages of 25-64.

Households by Age/Income

AGE	25-44	45-64	65+
% under <i>very low income</i> indicator	15.5%	14.2%	48.7%
% under <i>low income</i> indicator	15.1%	10.6%	13.7%

The trend of elderly poverty continues in Islip, with almost half of the Town's households over the age of 65 under the **very low income** indicator.

Statement of Housing Needs ñ Town of Islip

The Statement of Housing Needs is determined by the overall number of renter families in the Town of Islip. It is also determined by:

- Affordability - problems with rent burden (rent comprising greater than 30% of income) and/or severe rent burden (rent comprising greater than 50% of income)
- Supply - shortage of units available for occupancy
- Quantity – prevalence of units in substandard physical condition
- Accessibility - lack of units that are accessible to persons with disabilities
- Size - mismatches between units available and family sizes
- Location - extent to which the supply of units available limits housing choices for families to particular locations, notable areas of poverty minority concentration.

The estimated number of renter families that have housing needs is provided in the "overall" column below. The remaining characteristics are rated by 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."

Table 1
Housing Needs of Families in the Jurisdiction by Family Type

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

Statement of Housing Needs ñ Town of Islip Housing Authority Waiting Lists

In addition to the community-wide housing needs information presented above, the following is an analysis of the housing needs specific to the Town of Islip Housing Authority’s waiting list.

It is important to note that the Section 8 waiting list has been closed since September 1993, but was re-opened from August 1, 2000 to October 21, 2000.

Table 2 is a current statement of the overall housing needs of families on the Authority’s Public Housing Program List and Table 3 is for the Section 8 Program list

Table 2
Housing Needs of Families on the Waiting List- Public Housing

	# of Families	% of Total Families	Annual Turnover
Waiting list total	3,013	-	1%
Extremely low income < 30% AMI	-	99.07%*	
Low Income >30% but <50%	-	.93%*	-
Families with children	675	21.827%	-
Elderly families	1772	58.83%	-
Families with disabilities	1773	58.86%	-
White families	2118*	70.316%*	-
Black families	834	27.693%	-
Hispanic families	649*	21.578%*	-
Asian families	23	.747%	-
American Indian families/Other	37	1.244%	-

*Hispanic families may also be counted as white families

Characteristics by Bedroom Size			
---------------------------------	--	--	--

0BR	1952	64.74%	-
1 BR	266	8.85%	-
2BR	505	16.78%	-
3BR	215	7.14%	-
4 BR	46	1.53%	-
5 BR	16	.53%	-
5+BR	13	.43%	-

***805 families reported income on application**

Table 3
Housing Needs of Families on the Waiting List Section 8

	# of families	% of total families	Annual Turnover
Waiting list total	2,994	-	8%
Extremely low income < 30% AMI	-	99.55%*	-
Low Income >30% but <50%	-	.45%*	-
Families with children	2,101	70.194%	-
Elderly families	597		-
Families with disabilities	432		-
White families	1946*	64.99%*	-
Black families	1309	34.74%	-
Hispanic families	987*	32.98%*	-
Asian families	0	0%	-
American Indian families/Other	8	.26%	-

*Hispanic families may also be counted as white families

Characteristics by Bedroom Size			
0BR	1635	54.76%	-
1 BR	153	5.12%	-
2BR	552	17.45%	-
3BR	510	17.04%	-
4 BR	125	4.16%	-
5 BR	34	1.15%	-
5+BR	10	.32%	-

***675 families reported income on application**

Strategies for Addressing Housing Needs

Below is an outline description of the Agency's strategy for addressing the housing needs of families in the Town of Islip and on the waiting list and the Agency's reasons for choosing these strategies.

Reasons for selecting strategies:

- Funding constraints
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- 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](#)

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:

- Maintaining or increasing Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Maintaining or increasing Section 8 lease-up rates by marketing the program to owners, particularly those outside the area of minority and poverty concentration
- Maintaining or increasing Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participating in the Consolidated Plan development process to ensure coordination with broader community strategies.

Strategy #2:

Increase the number of affordable housing units by:

- Applying for additional Section 8 units should they become available, if Authority resources are available
- Leveraging affordable housing resources in the community through jointventure partnerships for the creation of mixed-financed housing and additional housing opportunities
- Developing a Section 8 Homeownership Plan for three (3) participants
- The Authority is leveraging private or other public funds to create additional housing opportunities
- Working closely with the Community Development Agency (CDA) to and the Town's Planning Department to identify the magnitude and specific type of affordable housing need, as well as obtain, state, county and local legislative approvals for acquisition of properties, zoning changes, and other actions necessary to promote affordable housing
- Monitoring and assisting, when appropriate, the CDA's own affordable housing projects, using HOME and CDBG funds, which may enable 8-10 rehabilitated units to come on-line for homeownership opportunities this fiscal year

Need:**Specific Family Types - Families at or below 30% of median*****Strategy #1:***

Target available assistance to families at or below 30% of MFI by:

- Exceeding HUD federal targeting requirements for families at or below 30% of MFI in public housing
- Exceeding HUD federal targeting requirement for families at or below 30% of MFI in tenant based Section 8 assistance
- Adopting rent policies to support and encourage work.

Need:**Specific Family Types - Families at or below 50% of median*****Strategy #1:***

Target available assistance to families at or below 50% of MFI by:

- Adopting rent policies to support and encourage work.

Need:**Specific Family Types – [Families with Disabilities](#)*****Strategy #1:***

Target available assistance to families with disabilities by:

- Applying for special-purpose vouchers targeted to families with disabilities, should they become available

- Affirmatively marketing to local non-profit agencies that assist families with disabilities.

Need:

Specific Family Types – [The Elderly](#)

Strategy #1:

Target available assistance to the elderly by:

- Continuing designation of public housing for the elderly
- Applying for special-purpose vouchers targeted to the elderly, should they become available.

Need:

Specific Family Types – Races of ethnicities with disproportionate housing needs

Strategy #1:

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

- Affirmatively marketing to races/ethnicities shown to have disproportionate housing needs.

Strategy #2:

Conduct activities to affirmatively further fair housing by:

- Marketing the Section 8 program to owners outside of areas of poverty/minority locations.

Financial Resources

Annual Plan Update

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

Purpose and Intent

The [Quality Housing and Work Responsibility Act of 1998](#) requires that housing authorities set forth in their Annual Plan “a statement of financial resources available to the agency and the planned uses of those resources.”

FY2001 Financial Resources

Table 4 below highlights the financial resources that are anticipated to be available for FY 2001 to the Authority for the support of Federal public housing and tenant based Section 8 assistance programs administered by the Authority during the Plan year. Because the data utilized to prepare this financial resources statement are not as complete as the information used to prepare the actual budget, the Town of Islip Housing Authority specifically reserves the right to amend this financial resources statement based on later, updated information.

*Table 4
FY2000 Financial Resources*

Sources	Planned \$	Planned Uses
Pubic Housing Operating Fund	\$177,490	Public Housing Operation
Annual Contributions for Section 8 Tenant Based Assistance	\$10,961,260	Rent Subsidies
Comprehensive Grant Program	\$559,945	
Prior Year Federal Grants		
Comprehensive Grant Program	\$489,126	
Pubic Housing Dwelling Rental Income	\$855,864	Public Housing Operation, Tenant Services
Other Income – Interest and Investment Income	\$10,045	Public Housing Operation, Tenant Services
TOTAL	\$13,053,730	

Eligibility, Selection and Admission

Annual Plan Update

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

Purpose and Intent

[The Quality Housing and Work Responsibility Act of 1998](#) requires that housing authorities set forth in their Annual Plan "a statement of the policies governing eligibility, selection, admissions (including any preferences), assignment, and occupancy of families with respect to [public housing](#) dwelling units and housing assistance under [Section 8](#)."

Public Housing Eligibility, Selection and Admission

Federal law and regulations set forth the basic framework for eligibility criteria for public housing. This law and the expanded public housing eligibility, selection and admission policies can be found within the Town of Islip Housing Authority's Public Housing Admission and Occupancy Plan (see attachment). However, several eligibility issues specific to the Town of Islip Housing Authority are highlighted below and are incorporated into this Plan.

Local Objectives

The Admissions and Continued Occupancy Plan for the Public Housing Program is designed to demonstrate that the PHA is managing its program in a manner that reflects its commitment to improving the quality of housing available to its public, and its capacity to manage that housing in a manner that demonstrates its responsibility to the public trust. In addition, the Admissions and Continued Occupancy Policy is designed to achieve the following objectives:

- To provide improved living conditions for very low and low income families while maintaining their rent payments at an affordable level
- To operate a socially and financially sound public housing agency that provides decent, safe and sanitary housing within a drug free, suitable living environment for tenants and their families
- To avoid concentrations of economically and socially deprived families in any one or all of the Authority's public housing developments
- To lawfully deny the admission of applicants or the continued occupancy of residents, whose habits and practices reasonably may be expected to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood, or create a danger to Authority employees
- To attempt to house a tenant body in each development that is composed of families with a broad range of incomes and rent-paying abilities that are representative of the range of incomes of low-income families in the Authority's jurisdiction
- To provide opportunities for upward mobility or families who desire to achieve self-sufficiency
- To facilitate the judicious management of the Authority's inventory, and the efficient management of the Authority's staff
- To ensure compliance with Title VI of the [Civil Rights Act of 1964](#) and all other applicable Federal laws and regulations so that the admissions and continued occupancy are conducted without regard to race, color, relation, creed, sex, national origin, handicap or familial status.

Standard Eligibility

- The Authority verifies eligibility for admission to public housing when there are an insufficient number of eligible families in the bank
- The Authority uses the following non-income (screening) factors to establish eligibility for admission into public housing:
 - [Criminal or drug related activity](#)
 - Rental history, including rent paying habits
 - Past credit practices of applicants
- The Authority's One Strike Policy denies admission to public housing because of drug-related and/or other criminal activity. The purpose of this policy is that "all federally assisted housing is intended to provide a place to live and raise families, not a place to commit crime, to use or sell drugs or terrorize neighbors. It is the intention of the Islip Housing Authority to fully endorse and implement a policy which is designed to:
 - Help create and maintain a safe and drug-free community
 - Keep our program participants free from threats to their personal and family safety
 - Support parental efforts to instill values of personal responsibility and hard work
 - Help maintain an environment where children can live safely, learn and grow up to be productive citizens
 - Assist families in their vocational/educational goals in the pursuit of self-sufficiency
- The Authority requests criminal records from local law enforcement agencies for screening purposes
- The Authority requests criminal records from State law enforcement agencies for screening purposes
- The Authority intends to apply to the [Federal Bureau of Investigation](#) (FBI) and obtain a unique Originating Agency Identifier (ORI) number in order to maximize its efforts in obtaining applicant criminal record history when the FBI ORI system is in place
- The Authority will request a fingerprint card for all of its applicants whether or not they indicate any prior criminal history on their application
- The Authority will complete a credit check and rental history check on all applicants. Factors to be considered in the screening are: housekeeping habits, rent paying habits, prior history as a tenant, criminal records, the ability of the applicant to maintain the responsibilities of tenancy, the conduct of the applicant in present or prior housing, and whether the applicant owes money to any other governmental entity
- Persons evicted from [Public Housing](#), [Indian Housing](#), [Section 23](#), or any [Section 8](#) program because of drug related violent criminal activity are ineligible for admission to public housing for a five (5) year period beginning on the date of such eviction. The Authority will not waive this requirement.

Waiting Lists

- The Authority uses a jurisdiction-wide list as the method to organize its public housing waiting list
- Every reasonable action will be taken by the Authority to assure that applicants can make informed choices regarding the project(s) in which they wish to reside. The Authority will disclose information to applicants regarding the location of available site, occupancy number and size of accessible units. The Authority will also include basic information relative to amenities such as day care, security, transportation, training programs, and an estimate of the period of time the applicant will likely have to wait to be admitted to units of different types
- The Authority plans to operate one site-based waiting list in the coming year for the joint venture 'South Wind Village' project, in conjunction with the Town of Islip Community Development Association. This site-based waiting list is currently pending approval from HUD. Those completing the application for this project were given the option to be placed on the Authority's general waiting list in addition to the waiting list for 'South Wind Village'
- Persons interested in applying for admission to public housing or obtaining more information regarding the site-based waiting list may apply at the Authority's main administrative office located at 963 Montauk Highway in Oakdale, New York.

Assignment

- An applicant is ordinarily given one vacant unit offer before they are 'dead filed' and removed from the waiting list unless the applicant presents clear evidence that acceptance of a given offer will result in a medical hardship not related to considerations of race, color or national origin
- The Authority's assignment policy is consistent across all public housing waiting lists.

Admissions Preferences

- A preference does not guarantee admission to the program. Preferences are used to establish the order of placement on the waiting list
- The Authority plans to exceed the Federal targeting requirement by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income
- Once the Authority has met the 40% targeted income requirement for new admissions of extremely low-income families, the Authority will fill the remainder of its new admission units with families whose incomes do not exceed 50% of the HUD approved area median income
- The Authority shall have the discretion, at least annually, to exercise the 'fungibility' provision of the QHWRA by admitting less than 40% of extremely poor families to public housing in a fiscal year, to the extent that the Authority has providing more than 75% of newly available vouchers and certificates to extremely poor families. The fungibility credits will be used to drop the annual requirement below 40% of admissions to public housing for extremely poor families by the lowest of the following amounts:
 - The number of units equal to 10% of the number of newly available vouchers and certificates in the fiscal year or
 - The number of public housing units that are in public housing projects located in census tracts having a poverty rate of 30% or more, and are made available for occupancy by and actually occupied in that year by families other than extremely low income families
- The following transfer policies will take precedence over new admissions:
 - Overhoused
 - Underhoused
 - Medical justification
- The Authority has established preferences for admission to public housing other than date and time of application. These include:
 - Elderly household
 - Veterans who live within the Town of Islip, Village of Islandia or the Village of Brightwaters
 - Residents who live and/or work in the Town of Islip Housing Authority's jurisdiction
 - Near-elderly households age 55 and over.
- Priority points are assigned to each admission preference. They are allocated as follows:
 - Elderly household – 4 points
 - Living and/or working in Authority's jurisdiction– 3 points
 - Near elderly household – 2 points
 - Veteran in authority's jurisdiction– 1 point
- Because the pool of applicant families of the Town of Islip Housing Authority ensures that the Authority will meet income targeting requirements, there is no formal established relationship between preferences and income targeting requirements
- The Authority may offer certain incentives to higher income families willing to move into lower income projects. The Authority will not take any adverse action against any higher income family declining an offer to move into a lower income project.

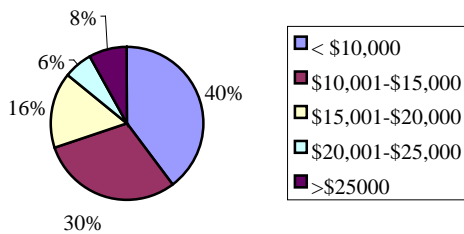
Occupancy

- Applicants and residents can use the following reference materials to obtain information about the rules of occupancy of public housing:
 - The Authority – Resident Lease
 - The Authority’s Admissions and Occupancy Policy.
- Residents must notify the Authority of changes in family composition any time the family composition changes, and seek Authority approval to add a family member when applicable.

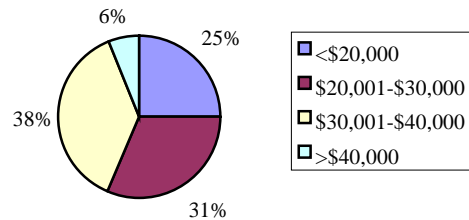
Deconcentration and Income Mixing

- The Authority will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the Authority’s deconcentration efforts
- If the Authority’s review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of a particular project, the Authority will evaluate the changes to determine whether the project needs to be re-designated.
- The following analysis of the Authority’s family and elderly developments to determine concentrations of poverty does not indicate the need for a formal measure to promote deconcentration of poverty or income mixing. The Authority is now performing at a high-level of poverty deconcentration.
- As the following pie charts show, the income distribution/poverty **deconcentration** in the Conventional Public Housing Program units is **highly proportional**. The overall average of tenant income is **\$16,117**.

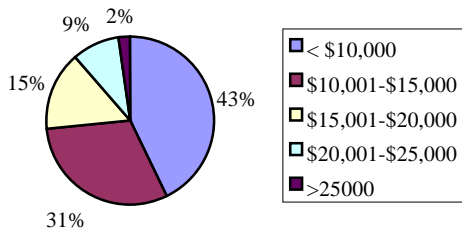
Ockers Gardens



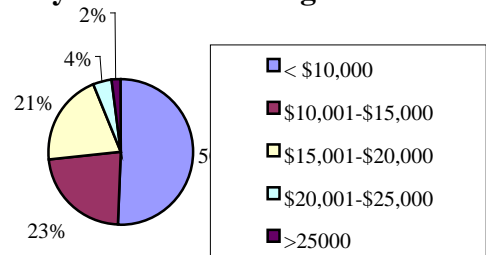
Tudor Lane



Penataquit Village



Allyn Robinson Village



Section 8 Eligibility, Selection and Admission

The Section 8 program was enacted as part of the [Housing and Community Development Act of 1974](#) which re-codified the [US Housing Act of 1937](#) and included Section 8 as a substitute for the Section 23 Leased Housing Program. The Act has been amended from time to time and its requirements, as they apply to the Section 8 Rental Assistance Program, are described in and implemented through the Town of Islip Housing Authority's Section 8 Administrative Plan (see attachment). However, several eligibility issues specific to the Town of Islip Housing Authority are highlighted below and are incorporated into this Plan.

Local Objectives

Administration of the Section 8 program and the functions and responsibilities of the Authority staff shall be in compliance with the Authority's Personnel Policy and the Department of Housing and Urban Development's (HUD) Section 8 Regulations as well as all Federal, State and local [Fair Housing Laws and Regulations](#). The Authority has the following goals for the Section 8 program:

- To assist the local economy by increasing the occupancy rate and the amount of money flowing into the community
- To encourage self-sufficiency of participant families and assist in the expansion of family opportunities that address educational, socio-economic, recreational and other human service needs
- To create positive public awareness and expand the level of family, owner and community support in accomplishing the Authority's mission
- To attain and maintain a high level of standards and professionalism in our day-to-day management of all program components
- To administer an efficient, high-performing agency through continuous improvement of the Authority's support systems and commitment to our employees and their development
- To provide decent, safe and sanitary housing for very low income families while maintaining rent payments at an affordable level
- To ensure that all units meet [Housing Quality Standards](#), Authority inspection policies, and local building codes, and families pay fair and reasonable rents
- To promote fair housing and the opportunity for very low income families of all ethnic backgrounds to experience freedom of housing choice
- To promote a market-driven housing program that will help qualified low-income families be successful in obtaining affordable housing and increase the supply of housing choice for such families.

Standard Eligibility

- In an effort to prevent future drug related and other criminal activity, as well as other patterns of behavior that pose a threat to the health, safety or right to peaceful enjoyment of the premises by other residents, the Authority will endeavor to screen applicants as thoroughly and fairly as possible for drug related and violent criminal behavior. Such screening will apply to any member of the household who is 18 years of age or older
- The Authority will provide documented information regarding tenancy history for the past five years to prospective landlords
- The Authority requests criminal records from local and state law enforcement agencies for screening purposes.
- The Authority will furnish prospective owners with information about the family's rental history, or any history of drug trafficking
- The Authority will provide the current and former address of the tenant, and prior name and address of the prior landlord, if known, to the prospective landlord.
- The Authority will provide the following information, in writing, based on documentation in its possession, for the past five years:
 - Eviction history
 - Damage to rental units
 - Drug trafficking by family members.

Outreach

- The Authority will publicize and disseminate information to make known the availability of housing assistance and related services for very low income families on a regular basis. When the Authority's waiting list is open, the Authority will publicize the availability and nature of housing assistance for very low income families in a newspaper of general circulation, minority media and by other suitable means
- To reach persons who cannot read the newspapers, the Authority will distribute fact sheets to the broadcasting media, and initiate personal contacts with members of the news media and community service personnel. The Authority will also utilize public service announcements
- The Authority will communicate the status of housing availability to other service providers in the community, and advise them of housing eligibility factors and guidelines in order that they can make proper referrals for housing assistance.
- The Authority will make a concerted effort to keep private owners informed of legislative changes in the tenant based program, which are designed to make the program more attractive to owners. This includes informing participant owners of applicable legislative changes in program requirements
- The Authority encourages owners of decent, safe and sanitary housing units to lease to Section 8 families
- The Authority conducts periodic meetings with participating owners to improve owner relations and recruit new owners
- The Authority maintains a list of interested landlords/list of units available for the Section 8 program. When listings from owners are received, updates will be compiled by the Authority staff by bedroom size
- The Authority will maintain lists of available housing submitted by owners in all neighborhoods within the Authority's jurisdiction to ensure greater mobility and housing choice to very low income households. The lists of owners and units will be provided at the front desk, mailed upon request and provided at briefings
- Printed material is offered to acquaint owners and managers with the opportunities available under the program
- The Authority encourages program participation by owners of units located outside areas of poverty or minority concentration. The Authority periodically evaluates the demographic distribution of assisted families to identify areas within the jurisdiction where owner outreach should be targeted.

Waiting Lists

- Persons interested in applying for admission or obtaining more information about the Section 8 program may contact the Authority's main administrative office located at 963 Montauk Highway in Oakdale, New York
- When a change in family composition requires a larger voucher size and no funds are available, the family will be placed on a transfer list. Families will be selected from the transfer list before families are selected from the applicant waiting lists. This assures that families who are already on the program are in the appropriate sized units
- Any family member added will have their income calculated for purposes of determining the family's rent in accordance with HUD regulations
- The Town of Islip Housing Authority's Section 8 program waiting list has been closed since September 1993. This list was open in July 1993 and between August 1 and October 31, 2000.
- The Section 8 Tenant-Based Waiting List is not merged with any other program waiting list.

Search Time

- The voucher is valid for a period of at least 60 calendar days from the date of issuance. The family must submit a Request for Approval of the Tenancy and Lease within the sixty-day period unless an extension has been granted by the Authority. The family may request one (1) thirty-day extension.
- If the voucher has expired, and has not been extended by the Authority or expires after an extension, the family will be denied assistance. The family will not be entitled to a review or hearing. If the family is currently assisted, they may remain as a participant in their unit if there is an assisted lease/contract in effect
- The Authority will extend the term from the beginning of the initial term if the family needs and requests an extension as a reasonable accommodation to make the program accessible to and usable by a family member with a disability. The family will be required to submit documentation regarding their continued search for housing.

- A family may request a written request for an extension of the voucher time period. All requests for extensions must be received prior to the expiration date of the voucher
- Extensions are permissible up to a maximum of an additional 30 days (except as a reasonable accommodation) primarily for these reasons:
 - Extenuating circumstances such as hospitalization or a family emergency for an extended period of time that has affected the family's ability to find a unit within the initial sixtyday period
 - The Authority is satisfied that the family has made a reasonable effort to locate a unit, including seeking the assistance of the Authority, through the initial sixtyday period
 - The family was prevented from finding a unit due to disability accessibility requirements or large size bedroom unit requirement
 - If the vacancy rate for rental housing in the jurisdiction is less than 4%, extensions will be granted automatically on request up to a total of 90 days
 - If the family otherwise requests an extension.
- The Authority extends in one or more increments. Unless approved, no more than one extension of 30 days will be granted and never for a total or more than an additional 30 days except as a reasonable accommodation.

Admissions Preferences

- The Authority accepts applications from families whose head or spouse is at least 18 years of age or emancipated minors under State law
- The Authority plans to exceed the Federal targeting requirement by targeting more than 75% of all new admissions to the Section 8 program to families at or below 30% of median area income. The annual income for admission to the Town of Islip Housing Authority's Section 8 program shall not exceed the *Very Low Income* limits established by HUD.
- The following categories of applicant/participant families will not go on the Section 8 waiting list, but will be offered a voucher before an available voucher is issued to the next family on the Authority's waiting list:
 - A participant family living in an unsubsidized unit whose landlord enters into a Section 8 Rental Rehabilitation Program Contract with the Town of Islip's Community Development Agency
 - A participant family is living in a unit which is now overcrowded or underoccupied for its family size
 - Eligible public housing disabled or handicapped applicants that are not 62 years or older upon authorization of the Authority's Executive Director
 - Portability families from another jurisdiction holding a valid housing choice voucher.
- The Authority has established preferences for admission to public housing other than date and time of application. These include:
 - Elderly household
 - Near-Elderly household (age 55 and older)
 - Veterans who live within the Town of Islip, Village of Islandia or the Village of Brightwaters.
 - Residents who live and/or work in the Town of Islip Housing Authority's jurisdiction – this preference has been reviewed and approved by HUD.
- Priority points are assigned to each admission preference. They are allocated as follows and have been approved by HUD:
 - Living and/or working in Authority's jurisdiction – 3 points
 - Elderly household – 4 points
 - Near-Elderly household – 2 points
 - Veteran in Authority's jurisdiction – 1 point.
- Among applicants on the waiting list with equal preference status, applicants are selected by date and time of application.

Rent Determination Policies

Annual Plan Update

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

Purpose and Intent

[The Quality Housing and Work Responsibility Act of 1998](#) requires that housing authorities set forth in their Annual Plan "a statement of policies of the public housing agency governing rents charged for public housing units and rental contributions of families assisted under the Section 8 program." This statement must describe the Authority's basic discretionary policies that pertain to rents charged for public housing units, including applicable flat rents, and the rental contributions of families receiving tenant-based assistance. For tenant-based assistance, this statement shall cover any discretionary minimum tenant rents and payment standard policies. A comprehensive description of the Rent Determination Policies can be found in the Town of Islip Housing Authority's Public Housing Administrative Plan and the Section 8 Administrative Plan (see attachments).

Rent Payment Standards ñ Public Housing

The Authority will not employ any discretionary rentsetting policies for income-based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of adjusted monthly income, the welfare rent or minimum rent established by the Authority (less HUD mandatory deductions and exclusions).

Minimum Rent

Section 507 of the Quality Housing and Work Responsibility Act requires a minimum rent payment in both the Public Housing and Section 8 Programs. The amount that best reflects the Authority's minimum rent payment is \$25. The minimum rent refers to a minimum total tenant payment and not a minimum tenant rents. The Total Tenant Payment does not include charges for excess utility consumption or other charges. The Total Tenant Payment is the greater of:

- 30% of the adjusted monthly income
- 10% of the monthly income
- The minimum rent as established by the Authority.

The law also mandates the following exceptions to the minimum rent. The Authority recognizes that in some circumstances even the minimum rent may create a financial hardship for families. The Authority will review all relevant circumstances brought to its attention regarding financial hardship as it applies to minimum rent. There are exemptions for financial hardship in which:

- The family has lost eligibility for or is awaiting eligibility determination for a Federal, State or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent resident under the Immigration and Nationality Act who would be entitled to public benefits by for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996
- The family would be evicted as a result of the imposition of the minimum rent
- The income of the family has decreased because of changed circumstance, including the loss of employment, death in the family or other circumstances as determined by the PHA or HUD.

Ceiling Rents

The Authority acknowledges that there are several advantages to ceiling rents. Ceiling rents provide a “cap or maximum rent that is advantageous to families of higher incomes.” Establishing ceiling rents offers families of increasing or higher incomes an incentive for living in public housing. Ceiling rents help the Authority attract higher income families and create a broad range of incomes and a more diverse tenant body, which is consistent with HUD’s affirmative fair housing goals. Ceiling rents serve to assist families transitioning from welfare to work and families that desire to obtain better jobs. Ceiling rents may also help the Authority fill vacancies in some of its less desirable units or developments.

For all units where ceiling rents are applied, the lower of the total tenant payment or the ceiling rent will be applied.

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

Currently the Authority has applied ceiling rents to its inventorywide public housing stock. It has not adopted any additional exclusions or adjustments to the annual income of tenants.

Flat Rents

Under QHWRA, every housing authority is required to determine a rent schedule for all of their Federal public housing units. The flat rents are to be based on the rental value of the units, as determined by the Authority. They are designed to encourage and reward employment and economic selfsufficiency.

Flat rents must be “based on the rental value of the unit which HUD interprets to be the same as the reasonable market value of the unit authorized for ceiling rents.” The flat rent for the Authority is the ceiling rent. This flat rent will be re-examined periodically to ensure that it is in line with reasonable and fair market rents and HUD regulations.

Rent Re-determinations

Between income reexaminations, tenants must report changes in income or family composition to the Authority such that the changes result in an adjustment to rent any time the family experiences an income increase or decrease.

Rent Payment Standards ñ Section 8 Tenant Based Assistance

The minimum rent provisions of QHWRA also apply to the Section 8 TenantBased Program. All of the hardship exemptions discussed above also apply to Section 8.

The choice of rent system implemented in public housing is not applicable to Section 8. There is no flat rent provision for Section 8 participants to choose. As a matter of program design, ceiling rents are not applicable to Section 8.

Payment Standards

The Authority’s payment standard is currently between 90% and 100% of [FMR](#). The PHA reviews the appropriateness of the Payment Standard annually when the FMR is published. In determining whether a change is needed, the PHA will ensure that the Payment Standard is always within the range of 90 percent to 110 percent of the new FMR. The PHA will establish a single voucher payment standard amount for each FMR area in the Authority’s jurisdiction. The Authority uses the following factors in its assessment of the adequacy of its payment standard:

- Success rates of assisted families
- Rent burdens of assisted families
- Suitable vacant units available below the payment standard.

Minimum Rent

The minimum rent provisions of QHWRA also apply to the Section 8 TenantBased Program. For Section 8 project-based assistance, HUD has established a minimum rent of \$25. The minimum rent refers to Total Tenant Payment and includes the combined amount a family pays towards rent and/or utilities when it is applied.

When gross rent exceeds the applicable payment standard for the family, the Authority must determine that the family share will not be more than 40 percent of the family's monthly adjusted income.

Operations and Management

Annual Plan Update

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

However, the following Town of Islip Housing Authority operations and management plans can be found as attachments to this document:

- Affirmative Marketing Policy and Statement of Procedures and Fair Housing Procedures
- Non-discrimination Policy
- Procurement Policy
- Investment Policy
- Capitalization Policy
- Administrative Plan for the Section 8 Certificate and Voucher Programs
- Public Housing Admissions and Continued Occupancy Policy.

Grievance Procedures

Annual Plan Update

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

However, the Authority grievance procedures and informal review and hearing procedures are available for review as supporting documents to this Plan.

Capital Improvements

Annual Plan Update

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

Attached to the Plan is the Town of Islip Housing Authority's Performance and Evaluation Report Summary Supporting Pages, and Implementation Schedule for Federal FY of Grant 2001. Also attached is the Capital Fund Program Five-Year Action Plan Summary, Supporting Pages-Work Activities, and Implementation Schedule.

Demolition and/or Disposition

Annual Plan Update

At this time, the Town of Islip Housing Authority has no properties affected by [demolition or disposition](#), nor does the Authority plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the Plan's Fiscal Year. However, the Authority's Disposition Policy can be found as an attachment to this document.

Designated Public Housing

Annual Plan Update

The Authority has no plans to designate or re-designate any properties in this Plan year.

Conversion of Public Housing

Annual Plan Update

The Authority will not undertake a voluntary conversion from public housing to vouchers this fiscal year. Additionally, none of the Authority's development or portions of developments have been identified by HUD or the Authority for a mandatory conversion as covered under Section 202 of the HUD FY 1996 HUD Appropriations Act.

Homeownership

Annual Plan Update

The Authority does not administer any homeownership programs under an approved section [5\(h\) homeownership program](#) (42 U.S.C. 1437c(h)), a [Turnkey III](#) or an approved HOPE I program (U.S.C. 1437aaa), nor does it plan on applying to administer these programs in this fiscal year. The Authority is currently in the process of developing a Section 8 Homeownership Program pursuant to 24 CFR Parts 5, 903 and 982– Section 8 Homeownership Program; Final Rule – published September 12, 2000.

Community Service and Self-Sufficiency

Annual Plan Update

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

However, the Authority believes that community service and self sufficiency are paramount to a successful housing program, and highlights below several aspects of its economic and social self sufficiency programs, as well as those community programs available to residents.

The Authority seeks to help families listing welfare as their primary source of income move toward work and achieve self-sufficiency. Currently, Eighteen (18) families reside in Tudor Lane, the Authority's only family development. There are 59 total family members at Tudor Lane, and the average number of members per family is 3.28. The overall goal of the Authority is to provide these families and the adult family members with the assistance to obtain (when necessary) and maintain (when feasible) full-time employment. Currently, one tenant family has a primary income consisting of asset income. One tenant family has a primary income consisting of SSI. One tenant family has a primary income of unemployment benefits. Fourteen (14) tenant families have primary incomes of other wages. The Authority is actively encouraging each resident family to develop new work skills and participate in local job training programs. The Authority has an overall goal of 100 percent participation by its residents in the family development in the Family Self Sufficiency program.

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

Authority Coordination with the Welfare Agency

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

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

Services and Programs Offered to Residents and Participants

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

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

Economic and Social Self Sufficiency Programs

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

- The Suffolk County DSS provides an extensive range of services to clients at both on-site and off-site locations. Services include childcare, counseling, vocational training, health/medical care, cultural field trips, parenting skills and additional educational programs. The Authority provides the DSS with a listing of its public housing tenants, who then receive information regarding a wide range of DSS programs that support economic and social self sufficiency

- Adelante of Suffolk County provides clerical and technical job training to primarily Hispanic applicants in programs funded through the CDA. Adelante also organizes summer lawn care and landscaping crews as part of job training programs
- Any other economic and social self sufficiency program supported by the CDA.

Family Self-Sufficiency Program Participation

Currently, there are 79 families participating in the Authority's Family Self Sufficiency Program. The Authority is required to have 147 families participating in the program, and anticipates that the number of families will increase resulting from the requirement for the Section 8 Homeownership planned requirement that all participants must be enrolled in the FSS program. The Authority is also actively recruiting participants for the FSS program and has just embarked on an enrollment campaign, presented to each family at their annual lease renewal/reexamination. This recruitment plan is addressed in the most recent FSS Action Plan.

Welfare Benefit Reductions

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

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

Safety and Crime Prevention

Annual Plan Update

This section of the Annual Plan is only required for standard, troubled and at risk of being troubled housing authorities. The Town of Islip Housing Authority is exempt from this component because it is a high performing agency with no plans for applying for drug elimination funding at this time.

Pet Policy

Annual Plan Update

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

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

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

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

Civil Rights Certification

Annual Plan Update

Attached are the Town of Islip Housing Authority's Certifications of Compliance and Board Resolution to Accompany the PHA Plan. Also attached is the certification statement ensuring that two (2) Authority residents are represented on the Authority's Board of Directors.

Annual Audit

Annual Plan Update

The Authority is required to have an audit conducted under Section 5(h)(2) of the [US Housing Act of 1937](#). The most recent fiscal audit was submitted to HUD in September 2000.

Asset Management

Annual Plan Update

This section of Annual Plan is only required for standard, troubled and atrisk of being troubled housing authorities. The Town of Islip Housing Authority is exempt from this component because it is a highperforming agency. However, information on asset management for the fiscal year ending June 30, 2000 can be found in the attached Town of Islip Housing Authority's Report on Audit.

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: <p style="text-align: center;"><i>Town of Islip Housing Authority</i></p>		Grant Type and Number Capital Fund Program Grant No: <i>NY36PO7750101</i> Replacement Housing Factor Grant No:			Federal FY of Grant: <p style="text-align: center;"><i>2001</i></p>	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds	<i>0.00</i>				
2	1406 Operations	<i>0.00</i>				
3	1408 Management Improvements Soft Costs	<i>0.00</i>				
	Management Improvements Hard Costs	<i>100,000.00</i>				
4	1410 Administration	<i>50,000.00</i>				
5	1411 Audit	<i>0.00</i>				
6	1415 Liquidated Damages	<i>0.00</i>				
7	1430 Fees and Costs	<i>61,357.00</i>				
8	1440 Site Acquisition	<i>0.00</i>				
9	1450 Site Improvement	<i>100,000.00</i>				
10	1460 Dwelling Structures	<i>120,000.00</i>				
11	1465.1 Dwelling Equipment—Nonexpendable	<i>80,000.00</i>				
12	1470 Nondwelling Structures	<i>0.00</i>				
13	1475 Nondwelling Equipment	<i>3,000.00</i>				
14	1485 Demolition	<i>0.00</i>				
15	1490 Replacement Reserve	<i>0.00</i>				
16	1492 Moving to Work Demonstration	<i>0.00</i>				
17	1495.1 Relocation Costs	<i>0.00</i>				

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

PHA Name: <i>Town of Islip Housing Authority</i>	Grant Type and Number Capital Fund Program Grant No: <i>NY36P07750101</i> Replacement Housing Factor Grant No:	Federal FY of Grant: <i>2001</i>
--	---	--

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

Line No.	Summary by Development Account	Total Estimated Cost	Total Actual Cost
18	1499 Development Activities	<i>0.00</i>	
19	1502 Contingency	<i>0.00</i>	
	Amount of Annual Grant: (sum of lines.....)	<i>514,357.00</i>	
	Amount of line XX Related to LBP Activities		
	Amount of line XX Related to Section 504 compliance		
	Amount of line XX Related to Security-Soft Costs		
	Amount of Line XX related to Security- Hard Costs	<i>30,000</i>	
	Amount of line XX Related to Energy Conservation Measures		
	Collateralization Expenses or Debt Service		

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

PHA Name: <i>Town of Islip Housing Authority</i>		Grant Type and Number Capital Fund Program Grant No: <i>NY36PO77750101</i> Replacement Housing Factor Grant No:				Federal FY of Grant: <i>2001</i>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work
<i>NY 77-1</i>	<i>Security Improvements</i>		<i>1408</i>		<i>30,000.00</i>			
<i>Ockers Gardens</i>	<i>Social Worker for Self-sufficiency</i>		<i>1408</i>		<i>40,000.00</i>			
	<i>Preventive Maintenance Program</i>		<i>1408</i>		<i>10,000.00</i>			
	<i>Resident Training</i>		<i>1408</i>		<i>5,000.00</i>			
	<i>Staff Professional Development Training</i>		<i>1408</i>		<i>15,000.00</i>			
	<i>Administration (Staff Time)</i>		<i>1410</i>		<i>50,000.00</i>			
	<i>A/E Services</i>		<i>1430</i>		<i>30,357.00</i>			
	<i>Planning Fee</i>		<i>1430</i>		<i>6,000.00</i>			
	<i>Mod.Coordination Services</i>		<i>1430</i>		<i>25,000.00</i>			
	<i>Security Lightings</i>		<i>1450</i>		<i>50,000.00</i>			
	<i>Clean-out Drainage Sump</i>		<i>1450</i>		<i>10,000.00</i>			
	<i>Prune Trees & Landscaping</i>		<i>1450</i>		<i>15,000.00</i>			
	<i>Regrade Soil Areas Away from Bldgs.</i>		<i>1450</i>		<i>25,000.00</i>			
	<i>Replace Screen Doors</i>		<i>1460</i>		<i>20,000.00</i>			
	<i>Replace Faulty Staircases</i>		<i>1460</i>		<i>30,000.00</i>			
	<i>Replace Carpets as needed</i>		<i>1460</i>		<i>70,000.00</i>			
	<i>Replace Referigerators & Stoves</i>		<i>1465</i>		<i>80,000.00</i>			
	<i>Comm. Room Recreational Equipment</i>		<i>1475</i>		<i>3,000.00</i>			
<i>Total</i>					<i>514,357.00</i>			

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

PHA Name: <i>Town of Islip Housing Authority</i>	Grant Type and Number Capital Fund Program Grant No: <i>NY36PO7750101</i> Replacement Housing Factor Grant No:	Federal FY of Grant: <i>2001</i>
--	---	--

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<i>NY 77-1</i>	<i>6/30/02</i>			<i>12/21/03</i>			
<i>Ockers Gardens</i>							

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name		Town of Islip Housing Authority			<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 7/1/2002	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 7/1/03	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 7/1/04	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 7/1/05	
NY 77-2 (Pentaquit Village I) NY 77-4 (A.P.Robinson) NY 77-5 (Pentaquit Village II) NY 77-1A (Tudor Lane)	Annual Statement	303,000	303,000	303,000	303,000	
Physical Improvements		303,000	303,000	303,000	303,000	
Management Improvements		100,000	100,000	100,000	100,000	
Administration		50,000	50,000	50,000	50,000	
Fees & Costs		61,357	61,357	61,357	61,357	
Total CFP Funds (Est.)		514,357	514,357	514,357	514,357	
Total Replacement Housing Factor Funds						

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

Activities for Year 1	Activities for Year: <u> 2 </u> FFY Grant: 2002 PHA FY: 7/1/02			Activities for Year: <u> 3 </u> FFY Grant: 2003 PHA FY: 7/1/03		
	NY 77-2	Additional Landscaping	30,000	NY 77-4	Additional Landscaping	30,000
		Install Fencing for Aesthetics & Security at entrance	24,000		Replace Screen Doors	20,000
		Replace damaged Vinyl Sidings	50,000		Repair Outside House Connections	3,000
		Replace/repair Deteriorated Stairs	30,000		Replace Carpets as needed	70,000
		Replace Refrigerators/stoves	64,000		Replace Aluminum Soffits & Trims	50,000
		Rehab. Maintenance Garage & Addition	80,000		Replace Refrigerators/stoves	80,000
		Rehab. Community Room for Nutrition Program	25,000		Addition to Maintenance Area	50,000
Total:			303,000			303,000

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

Activities for Year 1	Activities for Year: <u>4</u> FFY Grant: 2004 PHA FY: 7/1/04			Activities for Year: <u>5</u> FFY Grant: 2005 PHA FY: 7/1/05		
	NY 77-5	Additional Parking Spaces	30,000	NY 77-1A	Replace Concrete Driveway Aprons	26,000
		Additional Security Lights	50,000		Additional Landscaping	20,000
		Additional Sitting Areas	13,000		Repair Deteriorated Stairs/railings	9,000
		Additional Landscaping for Aesthetics & Security	45,000		Replace Floor Tiles	18,000
		Replace Vinyl Sidings	50,000		Replace Roofs	180,000
		Replace Gutters/leaders	30,000		Replace Existing Windows for Energy Conservations	50,000
		Replace Carpets	40,000			
		Replace Refrigerators/stoves	45,000			
Total:			303,000			303,000

*Town of Islip Housing Authority
Resident Advisory Board
Membership List ñ 2001*

1. Ms. Cynthia Carter
2. Mrs. Angela Behlen
3. Ms. Cleotilde Cesar
4. Ms. Francine Milton
5. Ms. Mayra Sanchez
6. Lillian Hopke
7. Jean Mendez
8. Lillian Totter