

Streamlined Annual PHA Plan (HCV Only PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.			
A.1	PHA Name: <u>TOWN OF BROOKHAVEN</u>		PHA Code: <u>NY149</u>	
	PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2021</u>			
	PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)			
	Number of Housing Choice Vouchers (HCVs) <u>994</u>			
	PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission			
	<p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p>			
	<input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below)			
	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia
	Lead HA:			No. of Units in Each Program

B.	Annual Plan.
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B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/> Housing Needs and Strategy for Addressing Housing Needs.</p> <p>Due to the extremely high cost of living on Long Island, there continues to be a significant lack of quality, affordable housing throughout Suffolk County. We continue to ensure that voucher holders initially and upon move in do not exceed 39.9% of their adjusted income to pay their rent, while maintaining a payment standard in accordance with fair market rent. In 2020, the Town adjusted the payment standards to equal fair market rent, in an effort to increase a voucher holders' ability to locate and maintain affordable housing.</p> <p>We continually work with landlords, nonprofit housing organizations and the community to increase housing options and availability, however, affordable housing is unattainable for low-income and extremely low-income families as they fail to meet the eligibility requirements. Single parents, the elderly, the mentally ill and the disabled continue to be adversely affected in disproportionate numbers as there is an increase in single room occupancy throughout the county and overcrowding in homes of those receiving social services. Unfortunately, most units that are available, particularly for larger families, continue to be in low income areas. The units voucher holders tend to find the most difficult to secure is 4-5 bedrooms, which do not participate in the program often. We find that many current landlord participants have had a positive experience with the Town of Brookhaven and are adding additional units. We will continue our outreach to current and prospective landlords, many of whom own multiple properties.</p> <p>We will continue to participate as a member of the Association of Long Island Housing Agencies (ALIHA). The Town of Brookhaven PHA continues to work with developers and builders to ensure that new projects have at least 10% affordable units, in accordance with Town Code, in an effort to address housing needs for single person voucher holders, particularly the elderly.</p> <p>From October 2019-July 2020, 33 vouchers were issued off the waiting list. In the upcoming year, we will continue to issue new vouchers to families on the waiting list as vouchers become available. The PHA is anticipating opening the waiting list prior to December 31, 2020, which will afford an opportunity to many to obtain affordable housing in the future. We will continue to update our current list to reflect applicant's most recent information, and issue vouchers as our budget allows.</p> <p>** The Coronavirus Aid, Relief and Economic Security (CARES) Act, signed by the President on March 27, 2020, provides new flexibilities and waiver authority for HUD to help Public Housing Agencies (PHAs) respond to the COVID-19 pandemic. The Town of Brookhaven PHA has adopted several statutory and regulatory waivers and has published a list of all waivers and alternative requirements that the PHA has chosen to apply.**</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p>The Town of Brookhaven PHA has a policy granting a residency preference for families that reside in the Town or includes a family member that works within the Town. A preference is also given for working families where the head, spouse or sole member is employed. However, an applicant where the head and spouse or sole member is a person age 62 or older or is a person with disabilities will also be given the benefit of this preference.</p> <p>In order to maintain the requirement that extremely low- income (ELI) families make up at least 75% of the families admitted to the HCV program during the fiscal year, the PHA will select an ELI family ahead of other families on an as-needed basis.</p> <p>Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected in numerical order based on the numbers that were assigned to each application, by lottery, at the time the applications were placed on the waiting list.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p>Financial resources for the Housing Choice Voucher Program and the Family Self-Sufficiency Program are provided solely from HUD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p>The policy of the Town of Brookhaven PHA for rent determination is that each participant contributes between 30-39.99% of their adjusted income at initial lease up and upon moving. The minimum tenant rent is \$50.00. All rents meet the rent -reasonable tests.</p> <p>Rent reasonableness is determined by comparing comparable units by bedroom size within the defined market area. Market areas may be defined by zip codes, census tract, neighborhood, and identifiable natural or man-made boundaries.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p>The Town of Brookhaven PHA is overseen by a Commissioner and the Deputy Commissioner, appointed by the Town Board, and the Housing Choice Voucher program is run directly by the Rental Subsidy Program Coordinator. Directly under the Coordinator are two Rental Subsidy Program Technicians, two full-time Rental Subsidy Program Assistants, one full-time Spanish-Speaking Office Assistant and four part-time office assistants. Funding is overseen by an Accountant with the assistance of a Principal Account Clerk and an Account Clerk Typist. All staff serve as employees of the Town, and are part of the civil service union, with the exception of the Commissioner and Deputy Commissioner, and the Family Self-Sufficiency Program Coordinator.</p>
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Other programs under the Town of Brookhaven Department of Housing and Human Services that receive federal funding are:

- Community Development Block Grant
- HOME Investment Partnership
- Housing Opportunities for Persons with Aids/HIV
- Emergency Solutions Grant

Informal Review and Hearing Procedures.

Each tenant is provided with a copy of the informal review and hearing procedures in their initial housing packet, and their annual appointment, which is signed by the head of household and all other adult members of the household. In accordance with our Administrative Plan and HUD guidelines, the Town of Brookhaven PHA must provide prompt written notice of the reason for the decision to terminate, and a statement that allows the tenant to request an informal hearing on the decision. The family then has the opportunity to review any and all PHA documents relevant to the hearing at least 48 hours prior. Hearings are conducted by an outside party, and the hearing is conducted in the presence of a stenographer. The tenant is then notified of the decision of the hearing officer within a reasonable timeframe.

Homeownership Programs.

The Department of Housing and Human Services has a working relationship with the Community Development Corporation of Long Island (CDC, LI) to provide clients with the opportunity for Financial Fitness Education and Voucher Homeownership.

In addition, the department continues to operate a Down Payment Assistance Program for eligible first-time homebuyers seeking homeownership in the Town of Brookhaven. The DPA program provides income eligible first-time homebuyers with down payment assistance of up to \$20,000.00. All qualifying potential first-time homebuyers seeking homeownership in the Town of Brookhaven are eligible to apply for funding, including qualifying HCV recipients. Funding is provided through the HOME Investment Partnership Grant and the Program is administered through the Long Island Housing Partnership (LIHP).

Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.

The Town of Brookhaven PHA operates the Family Self-Sufficiency (FSS) Program that currently has 31 active participants, 21 of whom have escrow accounts. Together with the FSS Coordinator, a plan is developed based upon the family's needs and goals. This plan details the support services and activities needed to assist the family in reaching a level of self-sufficiency. Some needs range from transportation to work or school, emergency childcare, counseling services, returning to school to obtain a high school equivalence, technical license or a college degree, obtaining a higher paying job, career training and financial and homeownership counseling.

For the past several years, the PHA has collaborated with the Town of Brookhaven's Youth Bureau to provide FSS families with school supplies, Thanksgiving food baskets, Christmas toys, Prom dresses and the opportunity to enroll their children in an affordable summer camp. Our female participants have benefited from the programs and services that Dress for Success Brookhaven offers which is located in the same building as the PHA's office. Dress for Success Brookhaven suits the participants for interviews as well as provides one-on-one career counseling to assist with developing or updating a resume and cover letter and group career counseling through their Going Places Network Program and Career Edge Program. In addition, all participants are encouraged to take a financial literacy class before graduating from the program. Participants are required to meet with the FSS Program Coordinator at least once annually and remain in communication regarding the progress of their goals throughout the term of the FSS Contract of Participation.

The FSS Program Coordinator regularly attends the Program Coordinating Committee (PCC) meetings on a quarterly basis. The PCC membership is comprised of representatives from each PHA in the Partnership and local agencies responsible for carrying out workforce training programs, public education and training institutions, child care providers, non-profit service providers, social service agencies and other public and private organizations that all have a mission to provide supportive services to our residents. Attending PCC meetings regularly provide the FSS Coordinator with the benefit of partnering with different service providers, which in turn helps further assist the FSS families.

Successful completion of the FSS Program occurs when the FSS family is free from welfare assistance for at least 12 consecutive months and the head of household is gainfully employed for at least 6 consecutive months. In addition, all the goals in their Individual Service and Training Plan (ITSP) must be completed. Upon successful completion of the FSS Program, the family is entitled to any escrow that they may have accumulated throughout their participation in the program, without restrictions on the usage of the funds.

Substantial Deviation.

Significant Amendment/Modification.

(b) If the PHA answered yes for any element, describe the revisions for each element(s):

B.2 New Activities

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Y N

Project Based Vouchers.

(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

<p>B.3</p>	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>B.4</p>	<p>Civil Rights Certification</p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>B.5</p>	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>B.6</p>	<p>Progress Report.</p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p> <ol style="list-style-type: none"> 1. Since 2015, the Town of Brookhaven PHA has issued 190 new vouchers to families off our waiting list. 2. The Town of Brookhaven PHA has maintained the highest Housing Quality Standards (HQS) in accordance with HUD regulations to help eliminate the stigma of what is typically viewed as a “Section 8” house. In addition to the required annual HQS inspections, the Town of Brookhaven PHA conducts annual supervisory inspections to ensure HQS standards are met. 3. The Town of Brookhaven PHA has increased outreach to prospective landlords by advertising the need and implementing an online application process. 4. The Town of Brookhaven PHA participates in HCV/FSS trainings and webinars when available to remain informed on current regulations or policy changes. 5. The Town of Brookhaven PHA currently has 31 active participants on the Family Self-Sufficiency (FSS) Program, several of whom will be graduating within the next two years. 6. Three (3) Family Self-Sufficiency (FSS) Program Participants graduated successfully from the program with escrow and one (1) moved to Voucher Homeownership through the Community Development Corporation of LI. 7. The FSS Coordinator actively refers participants to educational, employment, financial and homeownership programs to help improve their quality of life and to enable them to reach a level of self-sufficiency. 8. The FSS Coordinator has expanded outreach to potential participants by not only sending flyers and brochures in every recertification and new admission packets but outreaching to HCV recipients after an interim is conducted as a result of COVID-19 to inform them of the benefits and to assist with their immediate needs. 9. The Town of Brookhaven PHA has been designated as a high performer on the Section Eight Management Assessment Program (SEMAP) since 2017. 10. Taking into consideration the high rental costs of Long Island and Brookhaven Town, the Town of Brookhaven PHA continues to sustain a utilization rate of at least 95%. 11. In consideration of COVID-19, the Town of Brookhaven PHA has modified the policy to provide flexibility to HCV recipients by allowing retroactive interim examinations. Additionally, to protect the safety of this office’s staff and HCV recipients, the PHA has transitioned to electronic and telephone interviews to continue to serve and address their needs. 12. The Town of Brookhaven PHA continues to work towards opening the waiting list to accept applications prior December 31, 2020, to afford residents the opportunity to secure adequate housing especially during this time of economic struggle.
<p>B.7</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV Only PHAs

A. PHA Information. All PHAs must complete this section. ([24 CFR §903.23\(4\)\(e\)](#))

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Annual Plan. All PHAs must complete this section. ([24 CFR §903.11\(c\)\(3\)](#))

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA’s jurisdiction and other families who are on the Section 8 tenant-based waiting list. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#) and [24 CFR §903.7\(a\)\(2\)\(i\)](#)). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. ([24 CFR §903.7\(b\)](#))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

Rent Determination. A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. ([24 CFR §903.7\(d\)](#))

Operation and Management. A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. ([24 CFR §903.7\(e\)\(3\)\(4\)](#)).

Informal Review and Hearing Procedures. A description of the informal hearing and review procedures that the PHA makes available to its applicants. ([24 CFR §903.7\(f\)](#))

Homeownership Programs. A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA’s partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA’s partnerships with other entities, and activities under section 3 of the Housing and Community Development Act of 1968 and under requirements for the Family Self-Sufficiency Program and others. Include the program’s size (including required and actual size of the FSS program) and means of allocating assistance to households. ([24 CFR §903.7\(l\)\(i\)](#)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)\(iii\)](#)).

Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; or b) any change with regard to homeownership programs. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

B.2 New Activity. If the PHA intends to undertake new activity using Housing Choice Vouchers (HCVs) for new Project-Based Vouchers (PBVs) in the current Fiscal Year, mark “yes” for this element, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake this activity, mark “no.” ([24 CFR §983.57\(b\)\(1\)](#) and Section 8(13)(C) of the United States Housing Act of 1937.

Project-Based Vouchers (PBV). Describe any plans to use HCVs for new project-based vouchers. If using PBVs, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

- B.3 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(p\)](#))
- B.4 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#))
- B.5 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#))
- B.6 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(r\)\(1\)](#))
- B.7 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 4.5 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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