



# Office of Housing and Community Development

Presentation 5/17/2022

## Today

Director of Housing

Tom Ruhle

Assistant Director

Linda Norris

CD Housing Tech

Francis Bock

Clerical Spanish Speaking

Hazel Pazmino

# Linda Norris

1. **Housing Choice Voucher Occupancy Specialist Certified** : National Association of Housing & Redevelopment Officials
2. **Housing Choice Voucher Housing Quality Standards Specialist Certified:** Nan McKay
3. **Enterprise Income Verification Trained with Certified Clearance:** HUD
4. **Economic Community Development Financing Trained (4 days):** National Development Council
5. **Low Income Housing Tax Credit Compliance Trained (4 days) :** Quadel Consulting

# Francis Bock

1. **Housing Choice Voucher Housing Quality Standards Specialist Certified: Nan McKay**
2. **Housing Choice Voucher Occupancy Specialist Certified: Nan McKay**
3. **NYS Department of State, Division of Code Enforcement and Administration, Uniform Fire Prevention & Building Code Education Program ( 21 hours each)**
  - a. **Introduction to Code Enforcement Practices Part 1 A-0678**
  - b. **Introduction to Code Enforcement Practices Part 2 9B-0677**
  - c. **Inspection Procedures for Existing Structures 9C-0677**
  - d. **General Construction Principles 9D-0672**
  - e. **Residential Code of New York State 9E-0673**
  - f. **Building Code of New York State 9F-0678**
  
1. **Lead Safe Housing Rule in Community Planning & Development Funded Programs  
Trained: HUD**
2. **Economic Community Development Financing Trained (4 days): National Development  
Council**
3. **Fair Housing Act Accessibility Requirements Trained: HUD**



## What we do

- **Section 8 Housing Choice Voucher Program**
- **Home Improvement Program**
- **Community Development Block Grant Program**
- **Regulation of Apartments in Commercial Buildings**
- **Regulation of Apartments in Single Family Homes**
- **Community Housing Fund Advisory Committee**
- **Camp Hero Sewer District**
- **Disabilities Meetings**
- **HOME Program**

# Section 8 Housing Choice Voucher Program

Federally Funded through contract with HUD

		Rental Payments	Units
Year 2018		\$ 1,318,262.00	96
Year 2019		\$ 1,322,404.00	92
Year 2020		\$ 1,347,604.64	89
Year 2021		\$ 1,379,508.64	90

**Housing Choice Voucher (SECTION 8): SINCE 2018 to Date**

People Contacted on the waiting List:	273
Voucher Issued to people on wait list:	48
Active Participants with leases	85
End Participation from Active program:	37
Terminated fraud	5
No lease up EH	9
Deceased/ Left Program	23

## **SECTION 8 HCV PROGRAM NEW ADMISSION**

1. Screen Applicants & all Household Members for Eligibility from Waiting List;  
Collection of Original Documents to Verify:

- Identity
- Citizenship Status & Eligible Immigration Status
- Social Security Number
- Income Limit Eligibility
- Criminal background Checks

2. Complete Inspection of new unit for Housing Quality Compliance: Work with Owner to get into Compliance if needed to approve Tenancy

3. Prepare & Execute Annual Housing Assistance Payment (HAP) Contracts between Town & the Owner

4. Prepare & Administer Annual Leases between Tenant & Owner



## **MONTHLY REQUIREMENTS**

1. Prepare & Print Housing Assistance Payments to Owners for rent
2. Complete Examinations as needed for all changes in households
3. Complete re-inspections required and inspections as requested by Tenant or Owner, ensure all repair items are fixed
4. Monthly submission of tenant information to HUD
5. Voucher Management System (submission of monthly financial information to HUD)
6. Collect & Deposit Arrears Checks (fraud recapture)
7. Reconcile the Books

## **ANNUAL REQUIREMENTS**

1. Monitor Compliance & Update Payment Standards & Income Limits
2. Provide 1099s to all Owners and file with IRS
3. Separate external Audit for HCV program filed by end of September
4. Year End HUD financial filing by end of February
5. Bi Annual SEMAP/ Annual Quality Control Inspections
6. Annual Admin Plan/Tenant Advisory Meeting public hearing October
7. 5 Year Plan

# Community Development Block Grant Program federally funded through Suffolk County

Year 2020 and 2021 Released on April 1, 2022

The Town is a member of the Suffolk County Consortium with the four other East End Towns, Smithtown and assorted Villages which is managed by the County of Suffolk. Therefore the Town works very closely with the County.



**Year 2020**

East Hampton Day Care Center Roof	\$65,000
The Retreat Improvements	\$10,000
Windmill Village I Apartments Cabinets	\$45,000

**Year 2020**

Maureen's Haven (Homeless Program)	\$5,000
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**Year 2021**

East Hampton Housing Authority Solar	\$30,000
The Retreat Improvements	\$7,500
Whalebone Sidewalks	\$32,000
Windmill Village 1 Apartments Cabinets	\$40,500

**Year 2021**

Catholic Charities ( Drug Counseling in Spanish)	\$5,000
Maureen's Haven (Homeless Program)	\$5,000



Last Project: Handicapped Access to playground at Montauk Lions Field



# Rotunda



03/30/2022

Next project: Elanor Whitmore Roof (East Hampton Day Care Center)



# HOME Program (federally funded through Suffolk County)

\$210,000 has been allocated to fix up two Town owned houses



These funds have also been used for down payment assistance

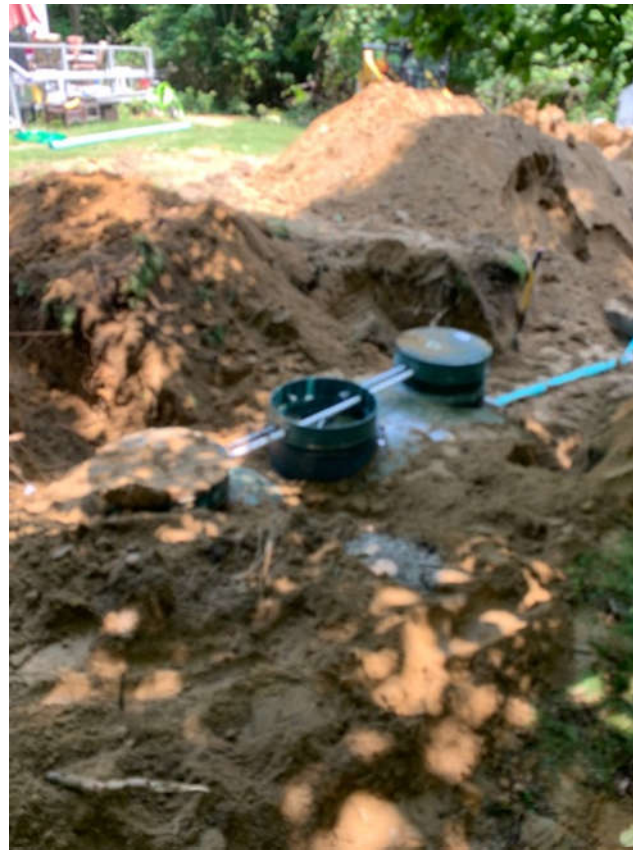
# Home Improvement Program

No interest loans for repairs to owner occupied primary residences

In process three jobs

Six additional applications on list

Paid for part of IA system not covered by Town or County





Currently this program is funded through the repayments of previous loans under this program. The initial loans were made with funding from the Community Development Block Grant Program. In the past the program received funding from the New York State Affordable Housing Corporation. More information is available at:

[Home Improvement Program | East Hampton Town, NY  
\(ehamptonny.gov\)](http://ehamptonny.gov)

Applications for Contractors and Applicants are available there

## Accessory Apartments

Apartments in Single Family Homes				31
registered with OHCD				
Apartments in Commercial Structures				13
registered with OHCD				

There is a cap of 20 apartments per school district in single family homes. Including applications in progress the East Hampton School District has capped out and it is recommended that the number be increased to 30 apartments total for that district..

Apartments are also permitted in the limited business overlay district

Owners and/or their employees can live in the apartment in a commercial structure

Applications containing Affordable Housing units are expedited at the Planning Board level

The Town has also entered into an inter-municipal agreement with the Village of East Hampton to administer their Apartments in Commercial buildings Program. Three apartments are initially expected.

[Housing & Community Development | East Hampton Town, NY  
\(ehamptonny.gov\)](http://ehamptonny.gov)

## Affordable Housing

The Town has acquired four houses three in Whalebone Woods and one in Kingstown Heights previously constructed under the affordable housing program for which four buyers have been identified and are in various degrees of contract. One of the houses is about to be renovated with HOME money and another one needs to be cleaned prior to closing.

The Office of Housing has been meeting with banks in an effort to ensure availability of mortgage financing for future projects. So far we have met with DIME, Peoples United and Bank of America.

**And finally, this project is done**



## Manor House Condominium



Three buildings of four units per building 1-One Bedroom, 2-Two bedrooms, 1-Three Bedrooms