

Introduced by Presiding Officer, on request of the County Executive and Legislators Gregory, Browning, Calarco, Cilmi, Spencer, Anker, Stern

**RESOLUTION NO. 881 -2012, AUTHORIZING FUNDING OF  
INFRASTRUCTURE IMPROVEMENTS AND OVERSIGHT OF  
REAL PROPERTY UNDER THE SUFFOLK COUNTY  
AFFORDABLE HOUSING OPPORTUNITIES PROGRAM  
(CONCERN AMITYVILLE)**

**WHEREAS**, Local Law No. 13-2000 as amended in its entirety by Local Law No. 17-2004, known as Suffolk County Administrative Code ("SCAC") Article XXXVI, as amended, found and determined that there was a need for the County to provide assistance in creating affordable housing and established the Suffolk County Affordable Housing Opportunities Program; and

**WHEREAS**, SCAC § A-36-2(D) provides a statutory framework for land to be acquired and infrastructure improvements to be made by Suffolk County's Workforce Housing Program through the use of capital bond proceeds; and

**WHEREAS**, the County Department of Economic Development and Planning, the Town of Babylon and Concern for Independent Living, Inc., a New York not-for-profit corporation (the "Developer") have identified a site in the County of Suffolk which would be appropriate for development as affordable housing and is identified by Suffolk County Tax Map Number: 0100-123.00-02.00-020.002 (the "Subject Premises"); and

**WHEREAS**, the affordable housing development will be known as Concern Amityville and contemplates the construction of 60 affordable rental units for low income homeless veterans and their families all as more particularly described in the Development Plan attached hereto as Schedule "A" (the "Development Plan"); and

**WHEREAS**, the Subject Premises will require infrastructure improvements to facilitate the construction of the affordable housing development and, in connection therewith, the Developer has requested infrastructure funding from the County in the amount of One Million Five Hundred Thousand (\$1,500,000) Dollars; and

**WHEREAS**, the Developer and the County are negotiating a development agreement to be executed by the Developer and the County (the "Development Agreement") which will incorporate the provisions of the Development Plan and which will set forth the funding requirements of certain infrastructure improvements to the Subject Premises and the subsequent development of the 60 affordable rental units; and

**WHEREAS**, pursuant to Resolution 2012-045, the Town Board of the Town of Babylon, as lead agency, issued a negative SEQRA declaration which completed the environmental review; and further the negative declaration issued by the Town Board of the Town of Babylon is binding on the County, as an involved agency, pursuant to Title 6 of the New York Codes, Rules and Regulations (NYCRR) § 617.6 (b) (3) (iii) and, therefore, SEQRA is complete; and

**WHEREAS**, Resolution No. 1134-2008, appropriated the proceeds of \$5,000,000 in Suffolk County Serial Bonds to fund the infrastructure improvements in connection with the properties acquired, funded, constructed, reconstructed or rehabilitated in connection with the Affordable Housing Opportunities Program subject to further Legislative approval of a resolution authorizing the funding of specific infrastructure improvements to be made in connection with such affordable housing developments; now, therefore be it

**1<sup>st</sup>** **RESOLVED**, that the Suffolk County Legislature, on behalf of the County, hereby finds and determines that the development of Concern Amityville meets the requirements of the Suffolk County Affordable Housing Opportunities Program and the need to fill the critical shortage of affordable housing in the County and, accordingly, authorizes the development of Concern Amityville and the requested funding thereof in the amount of One Million Five Hundred Thousand (\$1,500,000.00) Dollars for infrastructure improvements in accordance with the Development Plan; and be it further

**2<sup>nd</sup>** **RESOLVED**, that the County Executive, the Department of Economic Development and Planning, its Commissioner, its Director of Real Estate and the County Attorney are authorized, empowered and directed to negotiate, execute and deliver a Development Agreement (the "Development Agreement") which incorporates the provisions of the Development Plan and such other terms and provisions which are necessary or desirable to effectuate this overall affordable housing project and transaction, and to pay such additional expenses in connection therewith which shall include, but not be limited to, the cost of surveys, appraisals, environmental audits, title reports and insurance, as may be necessary and appropriate to accomplish the authorizations and duties referred to herein; and be it further

**3<sup>rd</sup>** **RESOLVED**, that, subject to the terms of a fully executed Development Agreement, the County Comptroller and County Treasurer are hereby authorized to reserve and pay One Million Five Hundred Thousand (\$1,500,000.00) Dollars in connection with infrastructure costs associated with the development of Concern Amityville from previously appropriated funds in Capital Project No. 525-CAP-6411.311; and be it further

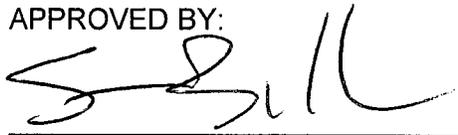
**4<sup>th</sup>** **RESOLVED**, that Resolution No. 1134-2008, for which funding is set to expire (Sunset) at the end of 2013, is extended until December 31<sup>st</sup>, 2018 for Capital Project 6411.311; and be it further

**5<sup>th</sup>** **RESOLVED**, that the County Executive, the County Attorney, the Commissioner of the Department of Economic Development and Planning and the Director of Real Estate are hereby authorized, respectively, to take such further actions as may be necessary or desirable to effectuate the purposes and intent of the foregoing resolutions and to execute any and all documents necessary and/or desirable to effectuate the purpose and intent of the affordable housing development referred to in this Resolution; and be it further

**6<sup>th</sup>** **RESOLVED**, pursuant to its Resolution No. 2012-245, the Town Board of the Town of Babylon, as lead agency, issued a negative SEQRA declaration which completed the environmental review; and further the negative declaration issued by the Town Board of the Town of Babylon is binding on the County, as an involved agency, pursuant to Title 6 of New York Codes, Rules and Regulations (NYCRR) § 617.6 (b) (3) (iii) and, therefore, SEQRA is complete.

DATED: October 9, 2012

APPROVED BY:



County Executive of Suffolk County

Date: 10-12-2012

**SCHEDULE A**  
**CONCERN AMITYVILLE DEVELOPMENT PLAN**

ITEM	DESCRIPTION	EXHIBIT
MUNICIPALITY:	Town of Babylon	
PROJECT ADDRESS:	<p>The entire area contains 3 parcels in the hamlet of N. Amityville located at 600 Albany Avenue, Amityville, NY. The parcels are as follows:            SCTM# 0100-123.00-02.00-020.002-Housing Facility            SCTM# 0100-123.00-02.00-020.001-Community Center            SCTM# 0100-123.00-02.00-020.003-Park Land            (See attached Tax Map)</p>	A
SITE DESCRIPTION:	<p>The entire site is comprised of approx. 15.7 Acres. The parcels are as follows:            Housing Facility (Lot 020.002)-6.5 acres            Community Center (Lot 020.001)-3.8 acres            Park Land (Lot 020.003)-5.4 acres            (See attached Legal Descriptions).</p> <p>The property is zoned MR. No further zone change is required.</p>	B
OWNER/DEVELOPER:	<p>Concern Amityville Housing Development Fund Corp. (Owner)  <u>Concern for Independent Living, Inc. (Developer)</u></p>	
SUFFOLK COUNTY TAX MAP NUMBERS:	District 0100, Section 123.00, Block 02.00, Lot 020.002	
LAND PURCHASE:	NA	
INFRASTRUCTURE FUNDS:	<p>Suffolk County will subsidize up to \$1, 500,000 of the infrastructure costs associated with this development. The funds will be utilized to offset the costs of roads, curbs, lighting, sidewalks, landscaping, sewer piping and other related infrastructure costs. The owner/developer will finance the infrastructure funds and the funds shall only be paid upon completion of the project.</p>	

PROJECT DESCRIPTION:	<p>This is a Low-Income Housing Tax Credit Project. Residents must be homeless veterans and their families. It is designed for extremely low income households.</p> <p>The development will consist of 4 two-story buildings containing 60 apartments total. Each apartment will include a kitchen, bathroom, living room and bedroom(s). Each kitchen is equipped with a refrigerator and range oven. Laundry facilities are available in a convenient common area within each building. The facility will also include support services staff.</p> <p>All units will be ADA compliant and will meet the "Visitability" requirements of Article XXXVI of the Suffolk County Administrative Code. Forty (40) units will be handicapped accessible, including roll-in showers. In addition, all units will be accessible for persons with hearing and/or vision impairments.</p> <p>Concern Amityville Housing Development Fund Corp. will be the fee owner of the site. Concern Amityville LLC will be the beneficial owner. See attached organizational chart.</p>	C
SUFFOLK COUNTY LAND DEVELOPMENT SUBSIDY (LDS):	NA	
SUFFOLK COUNTY INFRASTRUCTURE DEVELOPMENT SUBSIDY (IDS):	<p>\$1,500,000 / 60 units (\$25,000 per unit)</p> <p>The IDS shall be evidenced by a non-interest bearing deferred note and lien which may be subordinated to bank financing or other funding sources as reasonably acceptable to the County.</p>	
IDS REPAYMENT:	Forgiven after 31 years, otherwise repayable upon covenant violation. Units shall remain affordable in perpetuity	
HOMEOWNER UNIT PURCHASE PRICES:	N/A	
HOMEOWNERSHIP OCCUPANCY REQUIREMENT:	N/A	
INCOME ELIGIBILITY:	<p>The units will be affordable to households earning up to 50% HUD AMI (very low income). Tenants shall not pay more than 30% of their income for rent. All rents include electric. Targeted rents are as follows:</p> <p>47 1 bedroom units: \$300  1 1 bedroom unit: \$1,425* (subsidized apartment)  12 2 bedroom units: \$1,682* (subsidized apartments)</p> <p>*Residents will pay not more than 30% of their income toward rent. The remaining funds will be</p>	D

	<p>paid through HUD's Shelter Plus Care Program or Section 8 Housing Vouchers.</p> <p>Rents are based on 2012 projections. Rents cannot exceed the fair market rents established by HUD</p> <p>The development shall remain affordable in perpetuity and Covenants &amp; Restrictions shall be recorded evidencing same.</p> <p>See attached Operating Budget (with rents per unit type).</p>	
<p>RENTER SELECTION PROCESS/MARKETING PLAN:</p> <p>RENTER SELECTION PROCESS/MARKETING PLAN:</p>	<p>Concern for Independent Living will be retained to market the development and to perform the applicant qualification process. Concern for Independent Living will outreach to the Department of Veterans Affairs and to community contacts for potential applicants. Applications will be reviewed and interviews conducted by a Licensed Master Social Worker. A list of qualified applicants will be maintained by Concern for Independent Living to fill vacancies. An annual income certification for each household in the development will be provided by the Developer to the County.</p> <p>See attached NYSHCR approved Renter Selection Process and Marketing Plan.</p>	<p>E</p>
<p>FUNDING SOURCES/FINANCIAL ASSISTANCE:</p>	<p>Suffolk County Infrastructure Funds: up to \$1, 500,000</p> <p>NYS Homes and Community Renewal: Low-Income Housing Tax Credits: \$1,320,000</p> <p>National Equity Fund Tax Credit Equity: 13,396,660</p> <p>Concern for Independent Living: Deferred Developer's Fee \$1,398,300</p> <p>Bank of America: Construction Loan \$13,082,718</p> <p>NYS Homeless Housing and Assistance Corporation: Grant \$4,481,621</p> <p>NYS Office of Mental Health: Grant \$1,500,000</p>	

	Federal Home Loan Bank: Grant \$1,000,000	
PERMITTED ENCUMBRANCES:	<p>A subordinated lien in favor of Suffolk County in the amount of the IDS to be repaid upon such terms as may be reasonably acceptable to the County and as shall be contained in a Mortgage and/or Easement to be executed between the parties.</p> <p>A lien in favor of the NYS Homeless Housing and Assistance Corporation, Bank of America, the Federal Home Loan Bank, and NYS Office of Mental Health.</p>	
DEVELOPMENT TEAM MEMBERS:	<p>Developer: Concern for Independent Living, Inc. Property Manager: Concern for Independent Living, Inc. Builder: Mega Contracting Inc. Attorney: Nixon Peabody Engineer: VHB Engineering</p> <p>NFP: Concern for Independent Living, Inc.</p>	
CONDITIONS OF CONTRACT EXECUTION/FUNDING/CLOSING:	<ol style="list-style-type: none"> <li>1. Satisfactory evidence of financing sources</li> <li>2. Building permits and completion of construction, certificate of occupancy</li> <li>3. Payment and Performance Bond naming Suffolk County as insured</li> <li>4. Suffolk County and municipal approvals, as applicable, including Health Department</li> <li>5. Execution of a Development Agreement and such other documents in connection therewith as the County may reasonably require.</li> </ol> <ol style="list-style-type: none"> <li>6. Title to the premises shall have been transferred to Owner</li> <li>7. Completion of SEQRA</li> <li>8. Environmental review satisfactory to the County</li> <li>9. Such other conditions as the County may reasonably require and as shall be set forth in the Development Agreement.</li> </ol>	

EXHIBIT A  
TO  
Development PLAN

NOV-25-1996 06:35

P. 02/02

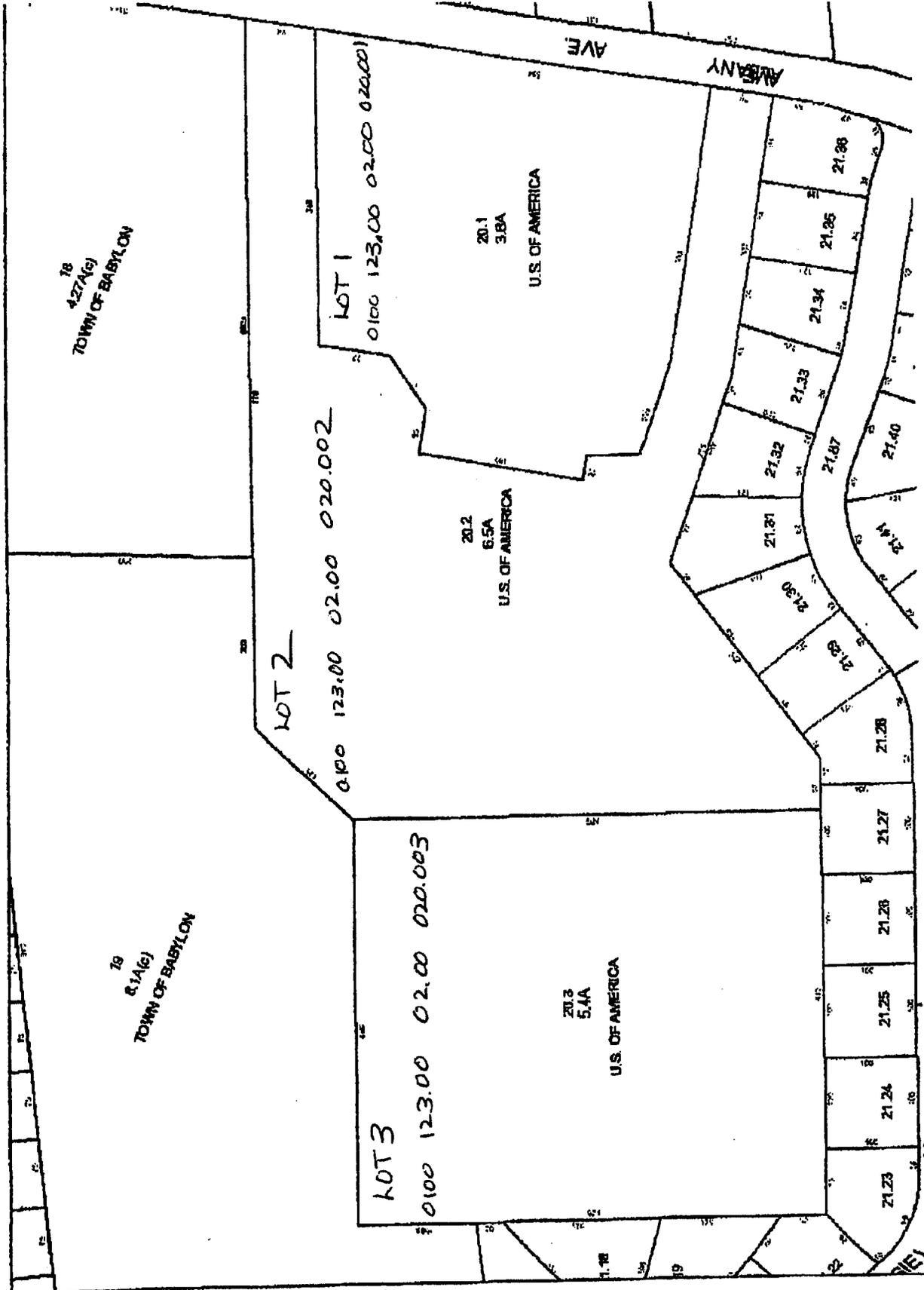
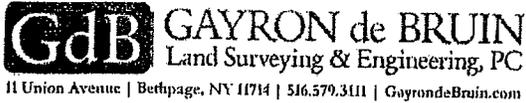


EXHIBIT B  
TO  
Development Plan



August 24, 2008

**SCTM: 0100-123-02-20.2**

ALL THAT CERTAIN PLOT, PIECE OR PARCEL OF LAND, WITH BUILDINGS AND IMPROVEMENTS THEREON ERECTED SITUATE, LYING AND BEING IN NORTH AMITYVILLE, IN THE TOWN OF BABYLON, COUNTY OF SUFFOLK AND STATE OF NEW YORK, BOUNDED AND DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT AT THE INTERSECTION OF THE WESTERLY SIDE OF ALBANY AVENUE WITH THE DIVIDING LINE BETWEEN LAND OF THE UNITED STATES OF AMERICA AND THE MAP OF TOUSSIE TOWN AT NORTH AMITYVILLE SECTION 3, SAID POINT BEING LOCATED THE FOLLOWING TWO COURSES AND DISTANCES FROM THE INTERSECTION OF THE WESTERLY SIDE OF ALBANY AVENUE WITH THE NORTH END OF A CURVE CONNECTING THE NORTHERLY SIDE OF DR. REED BOULEVARD WITH THE WESTERLY SIDE OF ALBANY AVENUE:

1. N18°37'38"E A DISTANCE OF 47.28 FEET TO AN ANGLE POINT;
2. N09°23'08"E A DISTANCE OF 59.57 FEET TO THE POINT AND PLACE OF BEGINNING;

RUNNING THENCE ALONG SAID DIVIDING LINE N80°45'46"W A DISTANCE OF 307.87 FEET TO A CONCRETE MONUMENT WITH DISK STAMPED "CORPS OF ENGINEERS - U.S. ARMY";

RUNNING THENCE STILL ALONG SAID DIVIDING LINE N70°33'26"W A DISTANCE OF 215.14 FEET TO A CONCRETE MONUMENT WITH DISK STAMPED "CORPS OF ENGINEERS - U.S. ARMY";

RUNNING THENCE STILL ALONG SAID DIVIDING LINE S52°41'04"W A DISTANCE OF 275.00 FEET TO A CONCRETE MONUMENT WITH DISK STAMPED "CORPS OF ENGINEERS - U.S. ARMY";

RUNNING THENCE ALONG THE DIVIDING LINE BETWEEN PROPOSED LOT 2 OF LAND OF THE UNITED STATES OF AMERICA AND THE MAPS OF TOUSSIE TOWN AT NORTH AMITYVILLE SECTION 3 AND TOUSSIE TOWN AT NORTH AMITYVILLE SECTION 2 S89°41'04"W A DISTANCE OF 55.00 FEET TO THE DIVIDING LINE BETWEEN PROPOSED LOT 2 AND PROPOSED LOT 3 OF LAND NOW OR FORMALLY THE UNITED STATES OF AMERICA;

RUNNING THENCE ALONG SAID DIVIDING LINE N00°18'56"W A DISTANCE OF 524.00 FEET TO AN ANGLE POINT;

RUNNING THENCE ALONG THE DIVIDING LINE BETWEEN PROPOSED LOT 2 OF LAND OF THE UNITED STATES OF AMERICA AND LAND OF THE TOWN OF BABYLON THE FOLLOWING TWO COURSES AND DISTANCES:

1. N44°41'04"E A DISTANCE OF 144.72 FEET TO AN ANGLE POINT;
2. N89°41'04"E A DISTANCE OF 778.31 FEET TO THE WESTERLY SIDE OF ALBANY AVENUE;

RUNNING THENCE ALONG THE WESTERLY SIDE OF ALBANY AVENUE S09°23'08"W A DISTANCE OF 76.09 FEET TO THE DIVIDING LINE BETWEEN PROPOSED LOT 1 AND PROPOSED LOT 2 OF LAND NOW OR FORMALLY THE UNITED STATES OF AMERICA;

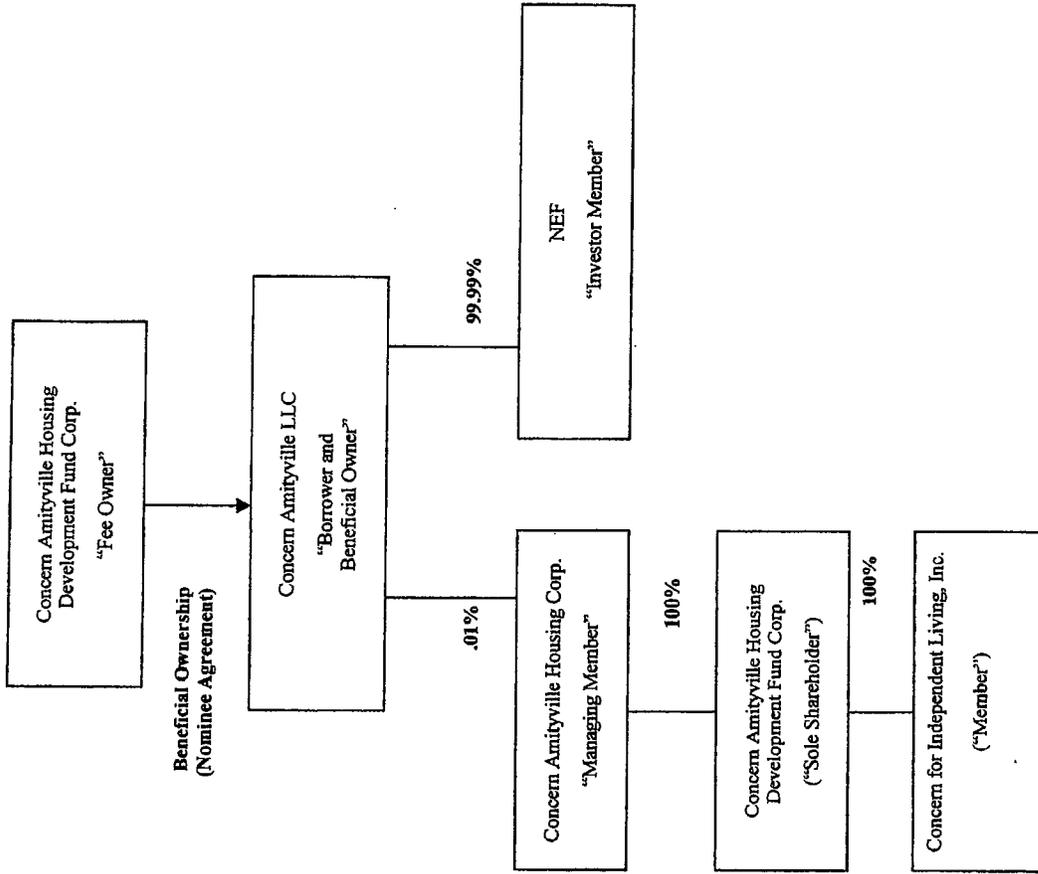
RUNNING THENCE ALONG SAID DIVIDING LINE THE FOLLOWING NINE COURSES AND DISTANCES:

1. S89°41'04"W A DISTANCE OF 344.78 FEET TO AN ANGLE POINT;
2. S10°09'07"W A DISTANCE OF 77.05 FEET TO AN ANGLE POINT;
3. S55°09'07"W A DISTANCE OF 70.71 FEET TO AN ANGLE POINT;
4. N79°50'53"W A DISTANCE OF 50.00 FEET TO AN ANGLE POINT;
5. S10°09'07"W A DISTANCE OF 186.48 FEET TO AN ANGLE POINT;
6. S79°46'26"E A DISTANCE OF 27.40 FEET TO AN ANGLE POINT;
7. S00°18'56"E A DISTANCE OF 59.42 FEET TO AN ANGLE POINT;
8. S70°33'26"E A DISTANCE OF 106.47 FEET TO AN ANGLE POINT;
9. S80°45'46"E A DISTANCE OF 301.80 FEET TO THE WESTERLY SIDE OF ALBANY AVENUE;

RUNNING THENCE ALONG THE WESTERLY SIDE OF ALBANY AVENUE S09°23'08"W A DISTANCE OF 70.00 FEET TO THE POINT OR PLACE OF BEGINNING.

# CONCERN AMITYVILLE - ORGANIZATIONAL STRUCTURE

EXHIBIT C  
TO  
Development Plan



**Exhibit 4 - Rents/Maintenance Fees & Affordability**

Project Name: **Cocnem - Amityville** SHARS # (if assigned) **20116210** Date: **07/24/12** page 1  
 Project County: **Suffolk** Median Income = **\$107,500** Jan-12  
 This Exhibit must be completed by all applicants proposing to assist residential units. All residential units in the project must be recorded on this Exhibit, including those not funded by DHCR/HTFC, and building superintendent's/resident manager's units.

**A. Tenant Affordability Plan for Rental Units**

1. Do you anticipate that any units in the project will receive a rental subsidy?  Yes  No

2. If yes, enter the number of units that you expect to receive the subsidy from, by source

a. DSS Housing Allowance - No. of units to receive subsidy	
b. HTFC Section 8 - No. of units to receive subsidy	
c. Section 8 Other - No. of units to receive subsidy	8
d. DHCR RRAP - No. of units to receive subsidy	
e. USDA - RD Section 521 - No. of units to receive subsidy	
f. Other (specify) <b>5 Shelter+Care</b>	5

Total number of units to receive subsidy

3. If the project includes a non-rent bearing unit to be occupied by a building superintendent/resident manager, complete the following table:

A. Unit Size	B. # of Units	C. # of Occupants in Unit	D. Monthly Utilities	E. Total Monthly Housing Cost	F. Total Annual Cost
<b>Total Units</b>	<b>0</b>			<b>Total \$</b>	<b>\$0</b>

Comments:





) EXHIBIT E  
to  
Development Plan

NYSHCR  
~~CEHO~~ Marketing Plan

**1. PROJECT IDENTIFICATION**

- a. Applicant: Concern for Independent Living  
312 Expressway Drive South  
Medford, NY 11763
- Project: Concern Amityville  
600 Albany Avenue  
Amityville, NY 11701
- b Units: 48 1-bedroom apartments for Special Needs Individuals  
(Addendum attached) – Homeless Individuals, Couples  
and/or Families  
12 2-bedroom apartments for Special Needs Individuals  
Couples and/or Families (Addendum attached) –  
Homeless

The project will provide the following:

- A minimum of 24 units will be fully accessible, adapted and move-in ready, which includes a roll-in shower, for persons who have a mobility impairment and will be marketed to households, at least one member of which, has a mobility impairment.
  - A minimum of 60 units will be fully accessible, adapted and move-in ready for persons who have a hearing or vision impairment and will be marketed to households, at least one member of which, has a hearing or vision impairment.
- c. Household type: Special Needs (Addendum attached) – Homeless  
Individuals, Couples and/or Families  
Veterans

Preference in the selection of tenants in not less than 60 of the project's LIHC regulated rental units shall be given to households as follows: for 12 units, to families who are homeless; for 48 units, at least one member of which is a person who is homeless. Priority will be given to such persons with special needs who have served in the armed forces of the United States for a period of at least six months (or any shorter period due to injury incurred in such service) and have thereafter discharged or released from the armed forces under conditions other than dishonorable. An experienced social service provider shall provide these tenants with supportive services pursuant to a written agreement approved by DHCR.

In addition, the project owner will provide or secure transportation to ensure access to necessary services for persons with special needs; an ongoing rental subsidy or other form of subsidy will be available to ensure that rents paid by the targeted population of persons with special needs remain affordable; and, an ongoing written

agreement with a public agency or experience serviced provider will refer eligible persons and families for the targeted units.

Preference in tenant selection will be given on 60 of the LIHC regulated units to persons from public housing waiting lists or other existing lists for subsidized housing, and/or to persons and families whose current housing fails to meet basic standards of health and safety and who have little prospect of improving the conditions of their housing except in a project receiving LIHC, provided, however that all such persons must meet the definition of homeless person or persons as defined in the McKinney-Vento Act [42 USC 11302].

- d. Project type: This project involves the new construction of four buildings on what is formerly the North Amityville Armed Forces Reserve Center site. Marketing is anticipated to begin in June, 2013, with full occupancy by December, 2013.

Additionally, Concern will register the project with [www.NYHousingSearch.gov](http://www.NYHousingSearch.gov) no later than 90 days prior to engaging in marketing activities.

## **2. ACCESSIBILITY/ADAPTABILITY OF UNITS**

Forty (40) units are handicapped-accessible for the mobility impaired; Sixty (60) units will be accessible for those with hearing and/or visual impairments. Forty (40) units are visitable and adaptable for persons with mobility impairments. All common areas of the buildings will be equipped with audio/visual alarms (including strobes), contrasting color stair treads and risers, contrasting walls and floors with directional queues. Braille signage will be used throughout the buildings.

## **3. ACCESSIBILITY/ADAPTABILITY POLICIES OF MANAGEMENT**

- a. When an accommodation is requested by a tenant, Concern will provide the requested accommodation unless doing so would result in a fundamental alteration in the nature of the program or an undue financial or administrative burden. If it is not possible to provide the needed accommodation due to undue financial or administrative burden, Concern will take any possible action that would address the need but not result in an undue burden.
- b. Concern will take all steps necessary to ensure effective communication with applicants, tenants, and members of the public. The project will have a telecommunication device such as a TTY machine or an equally effective communication system. When requested and feasible, Concern will offer leases, brochures, and other information in large print, Braille, or on tape. Additionally, staff trained in American Sign Language will be made available as needed. If Concern is unable to fulfill a request we will seek alternative ways of presenting written communications to meet the individual's needs.
- c. Accessible units will be assigned first to tenants who need the accessibility features of the unit and then to other applicants. Concern may move a tenant

requiring an accessible unit in lieu of making modifications. Concern will move a tenant with a disability requiring a more accessibly located unit at the tenant's request if such a unit is available.

- d. Accessible marketing efforts: Marketing to persons who require special features will be ongoing. Diligent efforts will be made to market accessible units to individuals requiring units with special features prior to renting to persons that do not require special features. We will perform outreach to organizations that serve handicapped persons and will keep copies of all correspondence/outreach efforts.
- e. Lease clauses will be included to require non-handicapped occupants to relocate if the unit is needed by a handicapped person.
- f. Concern makes special efforts to ensure that our housing is available and accessible to all eligible persons on an equal basis. Concern will limit the verification of a person's disability to only that which is needed to establish eligibility. Verification will be required only after a tenant or applicant has asked that their disability be considered by management.

Upon receipt, the application for a unit is screened for basic eligibility and, if eligibility requirements are met, applicants are scheduled for a screening interview. The screening interview includes review of the application and supporting documentation, a criminal background check, a sex offender registry check and a face-to-face interview. If additional materials are needed, the applicant and the referring worker (if applicable) are advised of the need for documentation.

- g. When necessary and requested persons with disabilities are permitted to have service and/or companion animals.
- h. Concern makes special efforts to ensure that our housing is available and accessible to all eligible persons on an equal basis. Persons with disabilities are given the same choices as other applicants in choosing their housing accommodations.

#### **4. SMOKING POLICY**

- a. Smoking is prohibited in all of Concern's housing programs, buildings, and vehicles. The smoking policy is clearly outlined in the Program Contract that is reviewed and signed by all applicants prior to admission into the program.
- b. Residents of the program will be permitted to smoke outdoors; however, cigarettes must be disposed of in a safe and sanitary manner and in an appropriate receptacle. Smoking will be prohibited in outdoor public areas, including the on-site playground.
- c. All smoking policies will be clearly outlined in the lease and Program Contract.
- d. Attached are written materials concerning the non-smoking rules of the program.

#### **5. DIRECTION OF MARKETING ACTIVITIES**

- a. The project is located in the City of Amityville, Town of Babylon, Suffolk County, New York. The primary market area for the program will be the North Amityville CDP. As indicated by data set QT-P3 attached, the primary market area has a total population of 17,862 persons. Over 95% of the population identifies themselves as one race: African Americans make up 58.9% of the population, Whites comprise 21.9%, American Indian and Alaskan Native comprise 1.1%, Asians comprise 1%, Native Hawaiian and Other Pacific Islanders comprise 0.1%. The remaining 12.8% of individuals do not fit into any of the aforementioned categories. In addition, 28.5% of individuals identify as Hispanic or Latino.
- b. The populations least likely to apply are White and Asian. Enhanced marketing efforts will be directed to these populations.
- c. The secondary market area will be the Town of Babylon. As indicated by data set QT-P3 attached, the secondary market area has a total population of 213,603 persons. Over 97% of the population identifies themselves as one race: African Americans make up 16.3% of the population, Whites comprise 71.7%, American Indian and Alaskan Native comprise 0.3%, Asians comprise 3.1%, Native Hawaiian and Other Pacific Islanders comprise 0%. The remaining 5.9% of individuals do not fit into any of the aforementioned categories. In addition, 16.8% of individuals identify as Hispanic or Latino.
- d. In the event we are unable to fill the Section 8 assisted units, we would request permission to market the project to residents of Suffolk County.

## **6. MARKETING PROGRAM**

- a. Commercial Media to be Used  
Please note that the proposed program will serve homeless adults and families, many of which will have special needs, including psychiatric disabilities and/or substance abuse disorder. Given the target population, we would request a waiver from advertising or marketing this housing in the Commercial Media for this project, as this could lead to the stigmatization of the program participants. It is standard practice in this industry that projects such as this are granted relief from commercial media marketing to preserve the residents' privacy. Concern's thirteen HUD 811 Supportive Housing programs, 5 existing CR-SROs, and one SP-SRO have all been granted a waiver from this requirement as stigmatization may lead to prejudice, violence and/or become an impediment to recovery.
- b. Brochures, Signs and HUD's Fair Housing Poster  
As stated above, this program will serve homeless singles, couples and families, many with psychiatric disabilities and/or substance abuse disorders. Due to the stigma attached to homelessness, mental illness and substance abuse disorder and the need to protect the privacy of the project residents, Concern makes every effort to be as discreet as possible in its advertising.
  - (1) All signs, brochures and leaflets will show the Equal Housing Opportunity and Accessibility logos. Residents of the program will be permitted to smoke outdoors; however, cigarettes must be disposed of in a safe and

- sanitary manner and in an appropriate receptacle. Smoking will be prohibited in outdoor public areas, including the on-site playground.
- (2) There will be no project sign because of concerns regarding stigma.
  - (3) Brochures and handouts include information on Concern for Independent Living and all of its programs as they are developed. Those developed to provide information to community groups and potential residents also include information regarding the process for applying for housing in our programs.
  - (4) Attached is a sample of the proposed brochure which includes this project. We will begin using this brochure during the marketing phase of this project, and continue to use this brochure after that.

c. Community Contacts

- (1) Organizations serving groups that are least likely to apply:

Asian -

Chinatown Planning Council  
365 Broadway  
New York, NY 10013

Brooklyn Chinese American Association  
5000 8<sup>th</sup> Avenue  
Brooklyn, NY 11220

Chinese-American Planning Council  
150 Elizabeth Street  
New York, NY 10012

OCA-Long Island Chapter  
P.O. Box 2052  
Garden City, NY 11531

Non-minority, White -

Institute for Community Living  
40 Rector St  
NY, NY 10006

- (2) Organizations serving special populations served by the project:

The majority of tenants will come directly from the VAMC at Northport and/or the Public Housing Authority. It is anticipated that the remaining tenants will come directly from homeless shelters. In addition, we anticipate receiving referrals for homeless persons who are living in the streets. The following is a list of community partners and organizations to which Concern will outreach for referrals and services for tenants in this program.

- o United Veterans Beacon House-PO Box 621, Bayshore, NY
- o Clubhouse of Suffolk – PO Box 373, Ronkonkoma, NY
- o Long Island Coalition for the Homeless – 38 Old Country Rd, Garden City, NY
- o Suffolk County United Veterans-939 Johnson Avenue, Ronkonkoma, NY

- Pedersen-Krag Clinics and Continuing Day Treatment- 17 Flowerfield, St. James, NY
- Catholic Charities – 90 Cherry Lane, Hicksville, NY
- Federation of Organizations – One Farmingdale Road, Suite 109, West Babylon, NY
- F.R.E.E. – 120 Plant Avenue, Hauppauge, NY
- Mercy Haven – 859 Connetquot Avenue, Suite 10, Islip Terrace, NY
- Options for Community Living – 202 East Main Street, Smithtown, NY
- John T. Mather Hospital – North Country Road, Port Jefferson, NY
- St. Charles Hospital – North Country Road, Port Jefferson, NY
- Eastern Long Island Hospital – Main Street, Greenport
- Maryhaven – 51 Terryville Road, Port Jefferson Station, NY
- Hands Across Long Island – 159 Brightside Avenue, Central Islip, NY
- Adelante of Suffolk – 10 Third Street, Brentwood, NY
- Hispanic Counseling Center – 344 Fulton Avenue, Hempstead, NY
- Stony Brook University Hospital – Stony Brook, NY
- Brookhaven Hospital – Hospital Road, East Patchogue, NY
- Transitional Services of Long Island – 840 Suffolk Avenue, Brentwood, NY
- The Way Back – 1401 Main Street, Port Jefferson, NY
- Central Nassau Guidance and Counseling – 950 S. Oyster Bay Road, Hicksville, NY
- Angelo Melillo Center – 113 Glen Cove Avenue, Glen Cove, NY

Other organizations expected to provide referrals or be contacted in the event of a vacancy:

- Society of St. Vincent DePaul – 249 Broadway, Bethpage, NY
- Suffolk Community Council – 180 Oser Avenue, Hauppauge, NY
- Suffolk Coalition Against Domestic Violence – PO Box 1269, Bay Shore, NY
- Island Harvest – 199 Second Street, Mineola, NY
- WHPDC – 1434 Straight Path, Wyandanch NY
- YMCA Family Services – 11 East Main Street, Ste 160, Bay Shore, NY
- Single Point of Access – 1300 Veterans Memorial Highway, Hauppauge, NY

Community Contacts serving the (physically) disabled community:

- SILO – 245 Waverly Avenue, Holtsville, NY
- LICIL – 1601 Hempstead Turnpike, Suite 312, Levittown, NY

- (3) Concern has an extensive database of community contacts, addresses, fax numbers and email addresses. Vacancy notices and program-opening announcements are distributed through mass emails and fax notices to the above contacts and others. Additionally, SHNNY, ACL, NAMI and several consumer groups share vacancy and program opening notices with their networks. Finally, targeted mailings are sent to those on our Affirmative Fair Marketing lists, along with copies of the application. We will use these methods, which have been successful in our other programs, to market this project.

As indicated, Concern belongs to several umbrella organizations and has affiliation agreements with others. Those organizations will assist Concern in marketing our program by sending our vacancy notices and notification of program opening to all of the contacts in their extensive email groups.

(4) Attached is a sample of the letter that will be sent to community contacts.

## **7. TENANT SELECTION PROCEDURES**

### **Section 8 Assisted Units:**

- a. Because this project targets homeless veterans and their families, a special needs population, we would like to request a waiver of the requirement for an initial lottery. It is additionally anticipated that this project will receive at least 8 project-based Section 8 Vouchers. Referrals for these units will come directly from the Public Housing Authority which administers these vouchers.
- b. Marketing will begin not less than 90 days from anticipated program opening, as described above and in accordance with all rules and regulations of the Division of Housing and Community Renewal. Concern will outreach to the Public Housing Authority. Concern's Intake staff will review individual applications for admission and conduct interviews with prospective tenants and their referral sources. The application form will be made available in Concern's offices and on our website.

Please see the sample marketing letter attached.

- c. Applications will be date/time stamped and logged into a bound book. Applications will be received from the Public Housing Authority as vacancies occur, so Concern will not maintain a waiting list. A waiting list of eligible applicants for Section 8 assisted units is maintained by the Public Housing Authority.
- d. Tenant eligibility criteria include income limits (Very-Low Income), veteran status, and an assessed ability to live successfully in the community with supports. Documentation of income and veteran status must be included with the application and will be verified by program staff. Interviews will be conducted by a highly trained and Licensed Social Worker or other Master's level staff.
- e. Applicants with histories that indicate the potential to cause harm to him/herself or others, including those with histories of violence or current substance abuse, may be declined for admission.

### **Unassisted Units:**

- f. Because this project targets homeless individuals, couples and families, a special needs population, we would like to request a waiver of the requirement for an initial lottery. Referrals will be sought through the Department of Veterans Affairs and community contacts.

- g. Marketing will begin not less than 90 days from anticipated program opening, as described above and in accordance with all rules and regulations of the Division of Housing and Community Renewal. Concern will outreach to the Department of Veterans Affairs and through notification letters via email, fax and regular mail to community contacts. Concern's Intake staff will review individual applications for admission and conduct interviews with prospective tenants and their referral sources. The application form will be made available in Concern's offices and on our website.

Please see the sample marketing letter attached.

- h. Applications will be date/time stamped and logged into a bound book. Applications will be received from the Department of Veterans Affairs and community contacts. Concern will maintain a waiting list for these units.
- i. Tenant eligibility criteria include income limits (Very-Low Income) and an assessed ability to live successfully in the community with supports. Preference will be given to veterans in this project. Documentation of income and veteran status, if applicable, must be included with the application and will be verified by program staff. Interviews will be conducted by a highly trained and Licensed Social Worker.
- j. Applicants with histories that indicate the potential to cause harm to him/herself or others, including those with histories of violence or severe or current substance abuse, may be declined for admission.

## **8. FUTURE MARKETING ACTIVITIES**

### **Section 8 Assisted Units:**

- a. As openings or vacancies occur in this program, Concern will notify the Public Housing Authority. Both have agreements with Concern to refer eligible applicants for the proposed project. The Public Housing Authority maintains waiting lists of applicants for this kind of subsidized housing.
- b. Concern will not maintain a waiting list for these units.

### **Unassisted Units:**

- a. As openings or vacancies occur in this program, Concern will notify the Department of Veterans Affairs and community housing and services providers as described above.
- b. Concern will maintain its own waiting lists for units in this program that are not Section 8 assisted. The list may be closed if the probable wait for an apartment exceeds one year. When the wait for housing is judged to be six (6) months or less, the waiting list will be re-opened. The waiting list may be culled to remove inactive applications every 6-8 months. Applicants will be sent a letter inquiring if they are still interested in housing. They will be given two weeks to contact a

Concern representative either by telephone or mail. If the letter is returned by the post office or if there is no response within the time period, the applicant's name will be removed from the waiting list.

**9. ASSESSMENT OF MARKETING EFFORTS**

- a. The success of the marketing efforts will be measured by the number of eligible applications that are received in response to our marketing efforts. In order to be considered successful, the marketing efforts should result in at least 60 eligible applications for the project.
- b. The success of our marketing efforts to LLA populations will be measured by the percentage of applications received from persons representative of those minority groups, as compared to the percentage of persons from those minority groups in the target area. For example, if the Hispanic population in the area is 10%, success in marketing to the Hispanic population would be measured by whether more than 10% of eligible applicants were Hispanic. In the event that LLA populations are poorly represented in our program, additional marketing efforts will be made to attract persons from those populations, including meeting with representatives of Minority organizations, hospitals, and community groups; sending letters or articles to minority-based local publications, generally describing the agency and its services, as well as its accomplishments; outreaching to minority leaders within the community to educate them about the housing and services provided by this program and the agency as a whole.

**10. STAFF INSTRUCTION**

Concern for Independent Living conducts Fair Housing training workshops for staff on an annual basis. In addition, Concern has an affiliation Agreement and a Fair Housing Contract with Long Island Housing Services (LIHS), a Fair Housing Advocacy organization. Concern also subscribes to several Housing Development and Fair Housing related publications, including "Assisted Housing Management Insider," "Housing Affairs Letter," and "Professional Apartment Management." Relevant articles are distributed to staff for their reference and edification. Concern also belongs to several umbrella organizations that address fair housing issues for various populations. These include the Long Island Coalition for the Homeless, the National Coalition for the Homeless, the National Low-Income Housing Coalition, the National Alliance for the Mentally Ill, the Association for Community Living, the Supportive Housing Network of New York and the Health and Welfare Council. Concern executive and managerial staff are board members and trustees of several of these organizations.

**11. RECORD KEEPING**

- a. Copies of all advertising and records of dates of publication will be kept on file in the management office.
- b. Records of outreach to special interest groups and agencies providing referrals will be kept on file in the management office.

SUFFOLK COUNTY  
County Legislature  
RIVERHEAD, NY



*This is to Certify That I, TIM LAUBE, Clerk of the County Legislature of the County of Suffolk, have compared the foregoing copy of resolution with the original resolution now on file in this office, and which was duly adopted by the County Legislature of said County on October 9, 2012 and that the same is a true and correct transcript of said resolution and of the whole thereof.*

*In Witness Whereof, I have hereunto set my hand and the official seal of the County Legislature of the County of Suffolk.*

*Tim Laube*

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Clerk of the Legislature

Intro. Res.

1916

Res. No.

881

October 9, 2012

**Motion:**

Romaine, Schneiderman, Browning, Muratore, Anker  
Calarco, Montano, Cilmi, Lindsay, Hahn, Barraga,  
Kennedy, Nowick, Horsley, Gregory, Stern, D'Amaro, Spencer

**Co-Sponsors:**

Romaine, Schneiderman, Browning, Muratore, Anker  
Calarco, Montano, Cilmi, Lindsay, Hahn, Barraga,  
Kennedy, Nowick, Horsley, Gregory, Stern, D'Amaro, Spencer

**Second:**

Romaine, Schneiderman, Browning, Muratore, Anker  
Calarco, Montano, Cilmi, Lindsay, Hahn, Barraga,  
Kennedy, Nowick, Horsley, Gregory, Stern, D'Amaro, Spencer

LD	Legislator	Yes	No	Abs	NP	R
1	Edward P. ROMAINE					
2	Jay H. SCHNEIDERMAN					
3	Kate M. BROWNING					
4	Thomas MURATORE					
5	Kara HAHN					
6	Sarah S. ANKER					
7	Rob CALARCO					
9	Ricardo MONTANO					
10	Thomas CILMI					
11	Thomas F. BARRAGA					
12	John M. KENNEDY, JR.					
13	Lynne C. NOWICK					
15	DuWayne GREGORY					
16	Steven H. STERN					
17	Lou D'AMARO					
18	William SPENCER					
14	Wayne R. HORSLEY, D.P.O.					
8	William J. LINDSAY, P.O.					
	Totals	18				

MOTION
<input checked="" type="checkbox"/> Approve
Table: _____
Send To Committee _____
Table Subject To Call _____
Lay On The Table _____
Discharge _____
Take Out of Order _____
Reconsider _____
Waive Rule _____
Override Veto _____
Close _____
Recess _____
APPROVED <input checked="" type="checkbox"/> FAILED _____
No Motion _____ No Second _____

RESOLUTION DECLARED
<input checked="" type="checkbox"/> ADOPTED
NOT ADOPTED _____

*Tim Laube*

Tim Laube, Clerk of the Legislature

Roll Call \_\_\_\_\_ Voice Vote