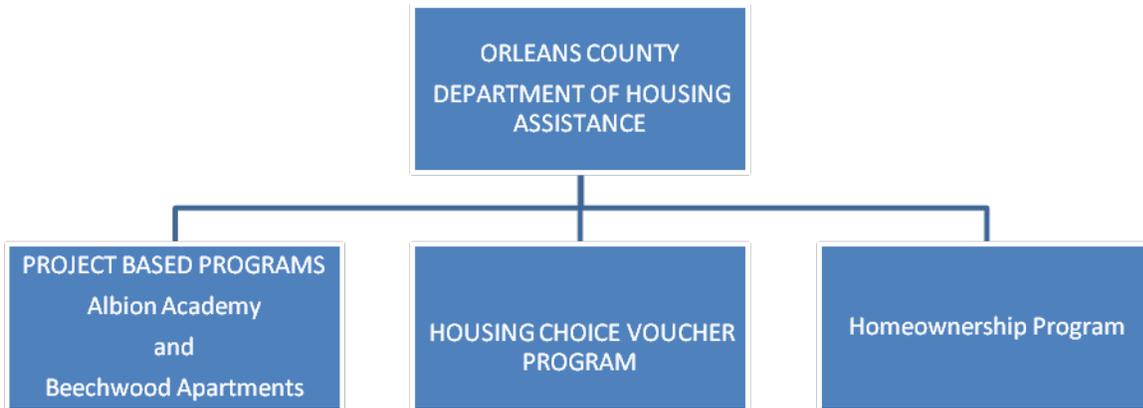


DEPARTMENT  
ORGANIZATIONAL CHART



DEPARTMENT DESCRIPTION

The Department of Housing Assistance operates the Housing Choice Voucher Program since 1978 (better known as the Section 8 Program); The Homeownership Program since 2005, Albion Academy Senior Housing Project Based Program since 2009 and Beechwood Apartments, LLC. Project Based Program since 2011. The Department administers all programs by the Housing and Urban Development (HUD) Regulations. The Department is monitored under the New York State Homes and Community Renewal guidelines and statewide Administrative Plan.

The objective of the Department of Housing Assistance is to provide rental subsidies for low income eligible participants with decent, safe and sanitary housing at an affordable cost. The program assists participating families and individuals that fall below the 50% of median income for their family size. Participants pay approximately 30 to 40% of their monthly adjusted income towards their rent and the cost of utilities. The remaining unmet rent and possibly utility costs, is then paid by the program.

The Housing Choice Voucher Program improves housing throughout the county. Rental units participating in this program must meet with Housing Quality Standards that are determined by HUD. Many times owners make improvements to their properties in order to be involved in the program, thus, improving the housing stock throughout our communities.

The Housing Department has 327 active files with the majority of the program consisting of families that are headed by a single female parent between the ages of 18-29 with an average family income of \$4,000 to \$9,500 per year.

## Department of Housing Assistance

### Strategic Framework

#### Mission

The overall mission of the New York State Homes and Community Renewal (HCR) is Partnering to improve and Preserve our Homes and Communities. The Department of housing will strive to make Orleans County a better place to live by supporting community efforts to preserve and expand housing, homeownership and economic opportunities ensuring the residents with decent, safe, sanitary and affordable housing, providing families and individuals an opportunity to become self sufficient.

#### Key 2011 Accomplishments

The Orleans County Department of Housing Assistance also administers programs within the Housing Choice Voucher Program to better serve the needs of the participating families:

**Project-Based Assisted Housing-** This year New York State Homes and Community Renewal selected The Orleans County Department of Housing to administer the Project Based Beechwood Apartments, LLC. The Department subsidizes 22 family units that were fully rehabbed in five phases throughout the year.

Albion Academy Senior Housing is another Project Based complex that is administered by our department since 2009 for the elderly which has 30 units being subsidized.

In all Project Based units-the subsidy belongs with the unit, unlike the remainder of the programs the subsidy is tenant based.

**Homeownership-** the Orleans County Department of Housing had their second Real Estate Closing in October. The Housing Choice Voucher program allows the participants to become first-time homeowners if they meet certain additional criteria. Under this program many low income families will have the opportunity to use housing assistance that would otherwise be paid to a landlord as rent, to purchase and build equity in a home of their own. The home must pass initial housing quality standard inspection conducted by the department and an independent home inspection before approving the purchase of the home. The family must also complete a homeownership counseling program. The program teaches the families the tools to own and operate a home successfully.

## Department of Housing Assistance

### Key 2012 Goals

Maintain our ability to respond to the housing needs of the elderly, disabled, handicapped and families. Support the daily operations of the program and work above and beyond our duties to serve the county residents.

Continue our partnership with Pathstone to support the Homeownership program and the families/individuals who are seeking to become first time homeowners and share in their goals to become self sufficient. Working closely with families to seek Homeownership counseling for the guidance they need so they can in the future become that first-time homebuyer.

The Department will work closely with property owners, managers and maintenance personnel to ensure that all housing unit deficiencies are completed so that the participants of the program can be assured of a decent, safe and sanitary place to live. Continue to ensure certification to conduct Housing Quality Standards, visual assessments and Lead Sampling Technicians. Staff must be familiar with terminology regarding housing construction and maintenance.

Continue to work closely with New York State Homes and Community Renewal by attending mandatory conferences and Regional meetings. This will provide ongoing training to existing personnel to ensure program proficiency in the Housing Choice Voucher Program, housing Quality Standards and any regulatory and/or statutory updates that necessitate program changes. The Housing Department will continue to strive toward receiving high performance on Section 8 Management Assessment Program (Semap) audits yearly conducted by New York State Homes and Community Renewal Representatives and United States Housing and Urban Development Rental Integrity Monitoring (RIM) requirements.

The department will continue to strive toward the ongoing maintenance of full occupancy for the Housing Choice Voucher Program and both Project Based Programs. Housing staff will continue to support the participant in locating housing and property owners in locating a suitable tenant.

Ongoing outreach presenting program information, providing application and compiling participant processing documents(including portability) to and from public agencies, property owners, managers, real estate agencies, lawyers, employers, health providers, social security office, residents and non-residents, NYS Homes and community Renewal and United States Housing and Urban Development.

Department of housing

DEPARTMENT OF HOUSING TOTAL BUDGET SUMMARY

<u>Appropriation By Object</u>	<u>Original 2010</u>	<u>Actual 2010</u>	<u>Original 2011</u>	<u>Actual 2011</u>	<u>Adopted 2012</u>
Salary/Fringe	159,133	141,849	162,656	159,829	179,776
Equipment	1,514	1,682	281	444	446
Contractual	22,823	19,301	22,397	21,611	23,423
Total Appropriation	183,470	162,832	185,334	181,884	203,645
Revenue	183,470	182,005	185,334	178,075	203,645
Net County Support	0	(19,173)	0	(3,809)	
		Placed in Reserve		Used From Reserve	

Budget Highlights

Although The Orleans County Department of Housing is monitored under New York State Homes and Community Renewal, The Housing Choice Voucher Program is a Federally Funded Program under The Department of Housing and Urban Development (HUD). Funds paid to participating owners, participants and administration fees utilized to administer the program come from the Federal Government. Therefore, Orleans County Department of Housing is fully funded with no county cost.

Due to Budgetary restraints, the Housing Department was forced to eliminate a full time Housing Assistance Specialist, leaving the Department understaffed since 2006. In 2011 hiring of a minimal part time Housing Assistance Specialist has given some support with the workload and maintaining the two new project based programs acquired in 2009 and 2011, but a full time staff person is greatly needed and efforts to strive toward that goal are ongoing.

The Housing Choice Voucher Program reduces the rent burden from the Temporary Assistance to Needy Families (Public Assistance) funding and budget. The Housing Choice Voucher Program, Housing Choice Homeownership Program and both Project Based Program gives rent support to the elderly, disabled, handicapped and low income families of our community. The support the program gives to help Orleans County residents to afford a better place to live and become self sufficient.

