

6-A – Resolution

Resolution offered by Mayor Tenke and seconded by: _____

BE IT RESOLVED, that the City Council hereby authorizes budget transfers and amendments as submitted and reviewed by the City Controller.

(See attached)

6-B – Resolution

Resolution offered by Mayor Tenke and seconded by: _____

BE IT RESOLVED, that the City Council hereby authorizes the Mayor to enter into an Independent Contractor Agreement with Debbie Orlich to provide (3) Virtual Musical Performances for our Circle of Friends Evening Programming at the rate of \$500 / Event, for a total of \$1,500 effective retroactively from October 1st, 2020- December 31st, 2020.

Budget Line: A7030-55438 (reimbursed by NYSOFA Contract #TMO5841)

Resolution offered by Mayor Tenke and seconded by: _____

BE IT RESOLVED, that the City Council hereby authorizes the Mayor to renew the 5 year service contract in the amount of \$8970.00 with Stryker/Lifenet for internet data service to send patient data to medical control facilities, hospitals, and patient data management, with 24/7 technical support.

Budget Line: A4540-55438

6-D – Resolution

Resolution offered by Mayor Tenke and seconded by: _____

BE IT RESOLVED, that the City Council hereby authorizes the City Attorney to settle the claim of Diego A. Fredes Contreras, 9 15th Street, Locust Valley, New York 11560, in the amount of \$983.05.

Budget Line: MS1930-55995

Resolution offered by Mayor Tenke and seconded by: _____

BE IT RESOLVED, that the City Council hereby authorizes to retroactively extend the closure of School Street (between Highland Road and Glen Street) and Glen Street (between School Street and Pulaski Street) only for Thursday, November 5 from 6:00 p.m. to 9:00 p.m. and Friday, November 6 and Saturday November 7 from 6:00 p.m. to 10:00 p.m. for the purpose of Outdoor Dining (by permit only) subject to all Executive Orders and Guidance from the New York State Governor’s Office and all other state and county agencies.

Resolution offered by Mayor Tenke and seconded by: _____

BE IT RESOLVED, that the City Council hereby authorizes the firm LiRo Engineers Inc. to provide an update to their professional services condition inspection and design for repairs to the Morgan Park Seawall. This authorization applies to the first phase of their August 25, 2020 proposal entitled “Performance of condition inspection and Preparation of Findings Report with Recommendations and Budgetary Cost Estimate” in the amount of \$47,270.

Budget Line: H5110-52260-1837

Resolution offered by Mayor Tenke and seconded by: _____

BE IT RESOLVED, that the City Council hereby authorizes the Mayor to enter into an agreement in the amount of \$6,500 with Maccarone Plumbing Inc. for the purposes of core drilling sleeves, guide wire supports, and covers for off-season protection for the Village Square Christmas Tree.

Budget Line: A7550-55557

Public Hearing 2-A



Happy birthday in heaven Aunt Fannie

Fannie Grella, 93, of Glen Cove, died on April 10, in Glen Cove Hospital. She was born on Oct. 24, 1927. Grella was a lifelong resident of Glen Cove who in later years lived in Sun-rise of Glen Cove. After her roommate died of the coronavi-rus, Grella began having trouble breathing. She was admitted to Glen Cove Hospital on April 7 and died three days later. She is survived by her sister, Antonette Chessler; niece, Deb-bie Abraham; and nephew, Joey Simoneschi, who would like to wish her a happy birthday in heaven.

HERALD GAZETTE PUBLIC NOTICES

LEGAL NOTICE OF PUBLIC HEARING, Glen Cove Housing Choice Voucher Program

Notice is hereby given that, pursuant to the U.S. Department of Housing and Urban Development Interim Rule 24 CFR Part 903.17, a public hearing to review adjustments to the City of Glen Cove Housing Choice Voucher Program (HCVP) (NY121) Annual Plan (FY2020) for inclusion into the 5-Year Plan (FY 2020-2024) will be held virtually during the Glen Cove HCVP that

include Limited English Proficiency (LEP) Plan as well as affirmative measures undertaken to ensure Fair Housing and Equal Opportunity (FHEO). Questions or comments concerning NY121 (FY2020) Annual Plan and/or 5-Year Plan will be accepted in writing through 11/13/2020 by mail to: Fred Moore, Program Administrator, Glen Cove Housing Choice Voucher Program, 9 Glen St., Glen Cove, NY 11542 or by email fmoores@glencovecda.org. The plan will be available for viewing on-line <http://glencovecda.org/pr-ograms-wherein-the-responses-to-all-questions-or-comments-received-will-be-posted-by-11/20/2020>. Due to Covid-19, the public may not attend the hearing in person. By order of the Glen Cove City Council Gaspare G. Tumminello, City Clerk 123663

To Place A Notice Call 516-563-4000 X322

LEGAL NOTICE
LIMITED STATES, POSTAL
of Total Amount of Bonds, Mortgages, or Other Securities.
Filing Date:
4611; Actual No. Copies of Single Issue Published Near

THE GREAT BOOK GURU

A dark Dublin tale

Dear Great Book Guru, Halloween weekend is upon us and I think I have a good chance of winning the Sea Cliff Civic Association's Halloween House contest. My house is over-the-top decorated. While I await the judges' decision, do you have a good book to recommend?

-Hoping for a Prize

Dear Hoping for a Prize, Good luck! And I do have a good book to help with your wait — "Snow" by John Banville. He is a serious writer of prize-winning fiction and "entertainments," and writes mysteries of a lighter note under the pseudonym, Benjamin Black. "Snow" is a composite of these two styles — a true literary mystery. Set in Dublin in 1957, the novel has the feel of an Agatha Christie, cozy but there is

Would you like to ask the Great Book Guru for a book suggestion? Contact her at annmndipietro@gmail.com.

OBITUARIES

Esther M. Martyn

Esther M. Martyn of Glen Cove died on Oct. 19. Beloved Wife of the late Dan iel; devoted mother of Daniel (Karen), Robert, Thomas (Kathy) and the late John (Cathy); loving grandmother of Jacqueline, John Paul, Danny, Thomas and James. Funeral arrangements by McLaughlin Kramer Megiel Funeral Home Interment Locust Valley Cemetery.

Information to identify the case:
Debtor: The Roman Catholic Diocese of Rockville Centre, New York
United States Bankruptcy Court for the Southern District of New York
Date case filed for chapter 11: 10/01/2020
Official Form 309F (For Corporations or Partnerships)
Notice of Chapter 11 Bankruptcy Case
For the debtor listed above, a case has been filed under chapter 11 of the Bankruptcy Code. An order for relief has been entered. This notice has important information about the case for creditors and debtors, including information about the meeting of creditors and deadlines. Read both pages carefully.

ELN: 11-183748Z
Case Number: 20-12345

CITY OF GLEN COVE

HOUSING CHOICE VOUCHER PROGRAM

Administrative Plan

FISCAL YEAR 2020

AMENDED NOVEMBER 2020

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Selecting Applicants from the Waiting List

Selecting Applicants

- Families selected for participation in the Section 8 Program are taken from the Waiting List by local preference, starting with the earliest date on accepted preliminary applications. Priority is given to those families with a local preference using the preference system described later in this section so that no family without a local preference is selected before a family with a local preference, admissions of singles that are elderly, disabled, or displaced and families whose head or spouse is elderly or disabled have preference over admissions of singles that are not elderly disabled or displaced.
- When funding is available and assistance can be provided, families on the Waiting List are contacted in writing to inform them of the availability of funding and requested to complete a Tenant Information Form, Authorization Form, and a Citizenship Declaration Form and return the forms to the program office in the envelope provided within fourteen days. Families that do not respond to this letter are removed from the waiting list and given no further consideration. Letters returned as undeliverable because the family has moved and not left a forwarding address are treated the same as families that do not respond.
- Disabled applicants are not removed from the Waiting List until personal contact is made with the disabled person by a program manager to insure that a disabled person is not denied the opportunity to qualify for rental assistance solely due to their disability.
- Public Housing residents may apply when Section 8 list is open. Selections from the waiting list must result in compliance with income targeting requirements. Seventy-five percent of families who are initially leased up during the fiscal year must have incomes below thirty percent of area median (extremely low income) as published by HUD.
- Applicants must be at least 21 years of age and are required to produce a current criminal background check from Nassau County Police Department or other State / Federal Law Enforcement Agency. Applicants with felony drug convictions will not be able to participate in this program until at least three years from time of their release or conviction and the time they are called from the waiting list. Applicants convicted of child molestation will be barred from participation in this program.

Preferences

- Preference in assigning applicants to the waiting list will be based on the date and time of application.
- Preferences are ranked using a residency preference based on the City of Glen Cove residency preference area, defined as the City of Glen Cove where the Section 8 Program is authorized to operate a rental assistance program in accordance with the following system:

First Preference

Applicants who claim a residency preference based on a head of household or spouse who resides in the City of Glen Cove at the time of application.

Second Preference

Applicants claiming a disability and receive Social Security Disability or Supplemental Security Income benefits who resides in the City of Glen Cove at time of application.

Applicants claiming a classification as a victim of domestic violence that can be documented and who resides in the City of Glen Cove .

Third Preference

Applicants claiming a veterans or disabled preference without SSD or SSI benefits that live in the City of Glen Cove at the time of application.

Applicants claiming a homeless preference based on displacement by governmental action that resides in City of Glen Cove at the time of application.

Fourth Preference

Applicants claiming a family preference of two or more persons, not elderly, disabled or displaced that resides in the City of Glen Cove at the time of application.

Single Person

Single persons will be given equal preference with all other persons

- The City of Glen Cove does not exercise its discretionary power to assist non-preference families through local preferences, nor does it verify preferences as a requirement for placement on the waiting list. Verification of preferences is delayed until occupancy consideration.

Closing the Waiting List

- When the City of Glen Cove closes its entire waiting list, or any part of its waiting list, public notice concerning the closing of the entire list, or any part of the entire list, will be placed in the daily newspaper used by the Glen Cove Community Development Agency for official notices, and in any weekly newspaper of general circulation.
- Public notice will not be used as the primary vehicle used to notify special groups, such as minorities, the elderly, the working poor, and the homeless, since this can be better accomplished by dealing directly with agencies that work as advocates for these special groups. A list of agencies that will be contacted is provided in Appendix 1 of this Administrative Plan.
- Such notice will comply with the fair housing and equal opportunity requirements of the City of Glen Cove, and Department of Housing and Urban Development requirements.

Reopening the Waiting List

- When the City of Glen Cove opens or reopens its entire waiting list, or any part of its waiting list, public notice that families may apply for assistance will be placed in the daily newspaper used by the City of Glen Cove for Official notices, and in any weekly newspaper of general circulation.
- The public notice will state where and when to apply and state any limitations on who may apply for available slots in the program.
- Public notice will not be used as the primary vehicle used to attract special groups, such as minorities, the elderly, the working poor, and the homeless, since this can be better accomplished by dealing directly with agencies that work as advocates for these special groups. A list of agencies that will be contacted is provided in Appendix 1 of this Administrative Plan.
- Such notice will comply with the fair housing and equal opportunity requirements of the City of Glen Cove and Department of Housing and Urban Development requirements.
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- Such notice will comply with the fair housing and equal opportunity requirements of the City of Glen Cove and Department of Housing and Urban Development requirements.

Single Waiting List

- A single waiting list is used for the voucher program. Additions to the waiting list are always accepted and the City of Glen Cove does not anticipate the need to suspend accepting or processing new preliminary applications or adding new applicants to the waiting list. However, should the need arise to close the waiting list, or any part of the waiting list, procedures already stated in this Administrative Plan will be followed.

Issuing or Denying Vouchers - Terms, Extensions and Suspensions

Issuing or Denying Vouchers

- As part of the selection process, families on the Waiting List are contacted and told that they will be awarded a voucher if their eligibility as stated in their preliminary application can be verified.
- Families that are income eligible, qualify as a family under this administrative plan, and are citizens or nationals of the United States, or eligible non-citizens, are given oral briefings and offered a certificate or voucher.
- Families must submit to or supply proof of a criminal background check for all family members who have reached the age of eighteen (18) years. This Agency prohibits admission to the program any applicant for three years from date of eviction if a household member has been evicted from federally assisted housing for drug-related criminal activity. This Agency also prohibits admission if any household member is currently engaging in illegal use of a drug. This Agency also prohibits admission if it determines that it has reasonable cause to believe that a household member's illegal drug use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents. This Agency prohibits admission if an household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing. This Agency enforces HUD mandatory prohibitions for any member of household is subject to a lifetime registration requirement under a State sex offender registration program. This Agency has established a three year period before the admission decision during which an applicant must not to have engaged in drug-related criminal activity: violent criminal activity: or other criminal activity which may threaten the health safety of the owner, property management staff or PHA staff.
- Families will be issued a Voucher, if one is available. Families may remain on the waiting list in their same chronological order while waiting for a Voucher. Families refusing assistance will be removed from the waiting list, and must reapply if they wish to obtain rental assistance in the future.
- Vouchers are issued until available funding is utilized. Projections of the number of each that may be issued is based on a financial projection model that Uses past program experience and Annual Contributions Contract Reserve to determine the number vouchers that may be issued over a five-year period, given available funding. The projection model is checked each quarter to determine if adjustments are required.
- Vouchers are issued based on family size or unit size if the unit they choose to occupy is smaller than subsidy standards stated elsewhere in this Administrative Plan. Families may be issued smaller Vouchers than size unit they would normally occupy, as long as the standard of two persons per living / sleeping area is not exceeded.
- Families may also choose to occupy larger units than indicated by the subsidy standards in this Administrative Plan only in emergency cases, and where there is no known abuse of housing subsidy such as unauthorized persons occupying said units, but the maximum subsidy will always be limited to the Fair Market Rent or Payment Standard applicable to the size unit approved by this Agency.

Terms

- Vouchers issued shall be valid for a period of 60 days. All families will be notified thirty days prior to the expiration of their Certificates or Voucher to determine if they have found a suitable unit, or if they require assistance in finding such a unit.

Extensions

- Extensions will be granted on Vouchers, not to exceed a total of an additional 60 days, if the family can demonstrate that it has actively attempted to find a suitable dwelling unit.
- Such demonstration shall include names and addresses of owners who have been contacted and reasons why potential dwelling units have been rejected. Unless such extensions have the effect of denying other families access to rental assistance, extensions will normally be granted until Voucher holders are able to secure suitable housing.
- Vouchers issued to persons with disabilities will automatically be extended at the holder's request to the full 120 day period allowable under HUD regulations.

Suspension

- The term of a voucher will be suspended from the time when the family submits a request to this agency for approval to

lease a unit, until the time when this agency approves or denies the request, provided that each such suspension does not exceed thirty days. No more than three such suspensions will be authorized for a certificate or voucher holder, unless this agency finds extenuating circumstances warranting such suspension.

Special Purpose Funding

- Special purpose funding, funding for specified families, or a specified category of families issued by HUD will always follow directives issued by HUD at the time funding is provided. If required and acceptable to this agency the contents of this Administrative Plan will be amended at the time special funding is provided.

Definition of a Family and Definition of Continuously Assisted

Definition of a Family

- The definition of family and the family's eligibility for assistance and placement on the waiting list is based on eligibility and occupancy criteria established by the U.S. Department of Housing and Urban Development as well as this agency's policies. Eligible families and individuals that may be placed on the Waiting List, in addition to meeting preliminary income and all other preliminary eligibility criteria, must be one of the following:

A disabled person or family whose head or spouse or sole member is disabled; A displaced person or family; A homeless person or family;

An elderly person or family whose head or spouse or sole member is at least sixty-two years of age;

Two or more persons sharing residency as a family irrespective of age; A single person of any age who is an expectant mother, or in the process of securing legal custody of a minor; A single person of any age.

- A **disabled person** is defined as a person who is under a disability as defined in section 223 of the Social Security Act, or who has a developmental disability as defined in section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act, or a disabled person having a physical or mental impairment which (1) is expected to be of long-continued and indefinite duration, (2) substantially impedes his or her ability to live independently, and (3) is of such a nature that such ability could be improved by more suitable housing conditions.
- A **displaced family** is a family that has been displaced by government action and is required to move by the Federal Government, a State Government, or a local government, or a family that is required to move due to a disaster that is declared or formally recognized by the Federal Government.
- A **homeless family** includes any individual or family who currently lives in substandard housing where substandard is defined as involving a unit that is:
 - a) Dilapidated and does not provide safe and adequate shelter, and in its present condition endangers the health, safety, or well-being of a family, or has one or more critical defects in sufficient number or extent to require considerable repair or rebuilding. The defects may involve original construction, or they may result from continued neglect or lack of repair or from serious damage to the structure, or does not have operable indoor plumbing.
 - b) Does not have a usable flush toilet inside the unit for the exclusive use of a family
 - c) Does not have a usable bathtub or shower inside the unit for the exclusive use of a family
 - d) Does not have electricity, or has inadequate or unsafe electrical service, or
 - e) Does not have a safe or adequate source of heat, or
 - f) Should, but does not have a kitchen, or
 - g) Has been declared unfit for habitation by an agency or unit of government
 - h) A homeless family is also defined as a family that lacks a fixed, regular, and adequate nighttime residence and has a primary nighttime residence that is:

-a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), or

-an institution that provides a temporary residence for individuals intended to be institutionalized, or A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings

A homeless family does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

Continuously Assisted Family

- A family that has been continuously assisted under the 1937 Housing Act will be placed on the waiting list or assisted using the low-income limits published by the Department of Housing and Urban Development.
- A family will be considered continuously assisted if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the certificate or voucher program. If a continuously assisted family's assistance is temporarily interrupted for a period exceeding sixty days before changing programs and being admitted to the agency's program, such interruption will cause that family to lose their status as a continuously assisted family.
- A family continuously assisted can transfer their section 8 voucher to a remaining adult family member if that member is on the section 8 household, as a remaining household member.

Use and Occupancy of Unit

- The Family must use the assisted unit for residence by the family. The unit must be the family's only residence.
- A family may not add other adults to household not currently being assisted without permission of this Agency.
- When a family removes an adult member from their household this Agency will adjust the voucher size to match the new household composition.

Exceptions

- Exceptions for unassisted family members require a documented medical emergency which designate the assisted family as last resort housing. Court-awarded custody of a child / and or Foster child care and certified live-in aides.

Encouraging Participation by Owners of Suitable Units Located Outside Areas of Low Income or Minority Concentration

- Contact with owners, brokers, property managers, and associations of these groups encouraging participation by owners of suitable units located outside any areas of low income or minority concentration will initially be made through a community-wide information program.
- While there are significant low income or minority population concentrations within this housing agency's jurisdiction, there are income eligible minorities in the housing market area and special efforts will be required to attract these groups to the program and inform them of the availability of housing opportunities in areas outside of impacted areas.
- Paid advertisements and press releases, stressing the advantages to owners who participate in the program, will be placed in the daily newspaper used by this agency for official notices, and in any weekly newspaper of general circulation. Advertisements and press releases will appear at the start of the application period and throughout the program as required. Advertisements will also be placed in the classified sections of local newspapers, if necessary in an attempt to encourage more owners to participate in the program. All advertisements will comply with Advertising Guidelines for Fair Housing, of the Department of Housing and Urban Development.
- Press releases will be issued, at the start of the application period, and during the program as required, and distributed through the media list. Press releases will stress the advantages to owners who participate in the program, and will conform with Advertising Guidelines for Fair Housing of the Department of Housing and Urban Development.

- In order to interest owners in participating in the program, information concerning potential rehabilitation of existing units through lease-secured loans or rent increases will be provided and discussed with local banks, as necessary.
- This Agency does not pay real estate brokers fees or security deposits for any program participants.

Assisting a Family that Claims Illegal Discrimination has Prevented the Family from Leasing a Suitable Unit

- Assistance will be provided when a family alleges that illegal discrimination is preventing that family from finding a suitable unit. In such cases, families will be counseled on their rights, and where required, will be referred to appropriate local, county or state human rights organizations for additional assistance and resolution of the alleged discrimination.
- Applicants or participants claiming to have been subjected to discrimination because of race, color, religion, sex, disability, familial status, or national origin in search for housing, or in the housing they currently occupy will be asked to complete the Housing Discrimination Complaint Form and mail to the nearest HUD office. Assistance with completing the form and mailing it to the nearest HUD office will be provided by this agency.

A Statement of our Agency's Policy on Providing Information about a Family to Prospective Owners

- An agency administering Section 8 is not subject to federal Freedom of Information Act (FOIA) and Privacy Act requirements. The decision whether to release or deny release of program information generally rests in the discretion of the housing agency, subject to any restrictions under State or local law concerning disclosure of information obtained pursuant to the family's verification release or consent. A family's rental history concerning prior good standing as to timely tenant payments or problems such as damages is not privileged.

Disclosure of Certain Information Prohibited

- Information acquired by this agency or by an officer or employee of this Agency shall be for the exclusive use and information of this Agency in the discharge of its duties under NY Code Section 159 and shall not be open to the public nor be used in any court in any action or proceeding pending therein unless this Agency is a party or complaining witness to such action or proceeding. This Agency requires a court order to release confidential personal information

Disapproval of Owners - Mandatory Denial

- This agency will not approve rental from the owner if so directed by HUD when the owner has been the subject of equal opportunity enforcement proceedings, as follows:
 - a) The Federal Government has instituted an administrative or judicial action against the owner for violation of the Fair Housing Act or other federal equal opportunity requirements, and such action is pending.
 - b) A court or administrative agency has determined that the owner violated the Fair Housing Act or other federal equal opportunity requirements.
- In all cases of mandatory denial, this agency must be presented with appropriate documentation by HUD or another agency concerning disapproval of owner.

Discretionary Denial

- This agency may, on a case-by-case basis, deny or delay approval to lease a unit from an owner for any of the following grounds:
 - a) The owner has violated obligations under a HAP contract under Section 8 of the 1937 Act.
 - b) The owner has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program
 - c) The owner has engaged in drug-trafficking.
 - d) The owner has a history or practice of noncompliance with the HQS for units leased under the tenant-based programs, or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other federal housing program.
 - e) The owner has a history or practice of renting units that fail to meet State or local housing codes The owner has not

paid State or local real estate taxes, fines or assessments.

Subsidy Standards

- Applicants that are expected to meet the family eligibility and income requirements of the Section 8 Program are placed on the waiting list by preference, date, and time of application. Size of unit is established for each applicant according to the following occupancy standards:
 - a) Non-spousal adults are not placed in the same bedroom.
 - b) Minors of different sex are not placed in the same bedroom.
 - c) Two minors of same sex are placed in same bedroom.
 - d) Documented single expectant mothers expecting their first child are given one bedroom vouchers. Mothers may request two bedroom vouchers after infancy, which would be issued contingent upon budgetary restrictions.
 - e) Persons securing legal custody of a minor or minors are provided with additional bedrooms to house the minor or minors.
 - f) Bedrooms are provided for required care persons.
 - g) Elderly or non-elderly couples with medical documentation are given two bedrooms.
 - h) Single persons who are either age 62 or older, disabled, or displaced are always assigned one bedroom or smaller units.

Family Absence from the Dwelling Unit

- A family may be absent, meaning that no member of the family is residing in the unit, from its assisted unit for brief periods, but the family may not be absent from the unit for a period of more than 180 consecutive calendar days in any circumstance, or for any reason. If a family is evicted for gross violation of the lease agreement, the family must satisfy any court ordered judgments before continuation of HAP assistance. If these obligations are not met and the family is unplaced for 180 days, the Voucher will expire and return to this Agency for reissue to families on the waiting list.
- Housing assistance payments will terminate if the family is absent for longer than the maximum period of 180 consecutive, and the HAP contract and assisted lease also terminate at that time.
- The assisted family must cooperate with this agency and supply any information or certification requested to verify that the family is residing in the unit, or relating to family absence from the unit.
- Assisted families must promptly notify this agency of any planned absence from the unit exceeding 30 consecutive days and supply any information requested by this agency on the purposes of such family absences. Absences exceeding 30 days that are not reported or not consistent with the policies of the Section 8 program may lead to termination of assistance.
- Visitors are limited to a maximum of thirty consecutive days. Visitors exceeding that time limit will be considered members of the tenant family and cause the tenant family to be recertified.

How to Determine Who Remains in the Program if a Family Breaks Up

- If the adult members of an assisted family separate, this agency will assign the assistance to an eligible family member as follows:
 - a) Assistance will remain with family members remaining in the original assisted unit if no minor children are members of the assisted family, the member of family remaining in the unit is not guilty of any violent criminal activity or drug abuse activity, and the member of the family remaining assisted unit is eligible for assistance under the regulations of the Section 8 program and this administrative plan.

- b) Assistance will remain with the family member caring for minor children, an elderly person, or disabled family member if the member of family remaining in the unit is not guilty of any violent Criminal activity or drug abuse activity, and the member of the family remaining in the assisted unit is eligible for assistance under the regulations of the Section 8 program and this administrative plan.
- c) Family members forced to leave the unit as a result of actual or threatened physical violence against family members by a spouse or other member of the household will be given first consideration in assigning assistance.
- d) If a court determines the disposition of property between members of the assisted family in a divorce or separation under a settlement or judicial decree, this agency will be bound by the court's determination of which family members continue to receive assistance in the program.

Informal Review Procedures for Applicants and Participants

- Appeals arising out of actions and determinations made through this agency's Section 8 Program will be adjudicated under informal review procedures for applicants. Informal meetings for applicants that have been denied a preference, informal review procedures for applicants who have been denied assistance because they lack eligible non-citizen status, and under informal hearing procedures for participants. Applicants and participants are given prompt written notice of an action or determination by this agency that is subject to appeal, a brief statement of the reasons for the action or determination, provided with instructions on how to initiate an appeal, and given a time limit for initiating an appeal.

Timing for Informal Reviews, Hearings, and Meetings

- Informal reviews, informal meetings, and informal hearings must be requested by affected parties within ten days of the receipt of the notification of the action or determination reached by this agency, except that informal hearings related to non-citizens must be requested by affected parties within fourteen days of the receipt of the notification of the action or determination reached by this agency. Upon request of the affected party, this deadline may be extended for an additional ten days. No extensions will be allowed after the second ten-day or fourteen-day period.
- Requested informal reviews, informal meetings, and informal hearings will be conducted within ten days of the request of the affected applicant or tenant, subject to the availability of said applicant or tenant, and a decision rendered in writing within ten days following the conclusion of the review or hearing. Each of these deadlines may be extended an additional ten days if required.

Conducting Informal Reviews, Hearings, and Meetings

- Informal reviews and informal meetings will be conducted by any staff person or persons designated by this agency, other than a person who made or approved the decision under review or a subordinate of such person. At their own expense, applicants may be represented by a lawyer or other representative. The person who conducts the review or meeting will regulate the conduct of the review in accordance with this agency's review procedures. This agency and the applicant will be given the opportunity to present evidence, and may question any witnesses. Evidence will be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.
- Informal hearings will be conducted by a professional arbitrator designated and compensated by this agency. At their own expense, participants may be represented by a lawyer or other representative. The person who conducts the hearing will regulate the conduct of the hearing in accordance with this agency's hearing procedures. This agency and the participant will be given the opportunity to present evidence, and may question any witnesses. Evidence will be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

Granting of Informal Reviews, Hearings, and Meetings

- Applicants wishing to participate in the Section 8 Program will be given an opportunity for an informal review to consider whether decisions relating to the individual circumstances of the family are in accordance with law, HUD regulations and this agency's rules, in the following cases:
 - a) Determination of a family's gross income for purposes of qualifying that family for placement on the waiting list.
 - b) Determination of a family's placement on the waiting list and bedroom size.

- c) Determination to disqualify or remove a family from the waiting list for any reason.
- Applicants wishing to participate in the Section 8 Program will be given an opportunity for an informal meeting to consider whether decisions relating to the individual circumstances of the family are in accordance with law, HUD regulations and this agency's rules, in the following cases:
 - a) A determination of denial of a federal preference related to eviction as a result of a drug-related crime. A determination of denial of a federal preference that cannot be verified.
 - b) Applicants wishing to participate in Section 8 Program will be given an opportunity for an informal hearing to consider whether decisions relating to the individual circumstances of the family are in accordance with law, HUD regulations and this agency's rules, in the case of ineligible non-citizens that have failed INS primary and secondary verification procedures.
- Participants in the Section 8 Program will be given an opportunity for an informal hearing to consider whether decisions relating to the individual circumstances of the family are in accordance with law, HUD regulations and this agency's rules, in the following cases:
 - a) A determination of the amount of the Total Tenant Payment or Tenant Rent (not including determination of this agency's schedule of Utility Allowances for Families in this agency's Section 8 program).
 - b) A decision to deny or terminate assistance on behalf of the participant.
 - c) A determination that a participant family has a Voucher for a larger number of bedrooms than appropriate under this agency's standards, and this agency's determination to deny the family's request for an exception from the standards.
 - d) In the case of an assisted family that wants to move to another dwelling unit with continued participation in this agency's program, a determination of the number of bedrooms entered on the Certificate or Voucher under the standards established by this agency.

Denial of Informal Reviews, Hearings, and Meetings

- An opportunity for an informal review will not be offered in the following cases:
 - a) To review discretionary administrative determinations by this agency, or to consider general policy issues or class grievances.
 - b) To review the selection and offering assistance to a family from the waiting list.
 - c) To review this agency's determination that a unit does not comply with this agency's housing quality standards, that the owner has failed to maintain or operate a contract unit to provide decent, safe and sanitary housing, including all services, maintenance and utilities required under the lease, or that the contract unit is not decent, safe and sanitary because of an increase in family size or change in family composition.
 - d) To review a decision by this agency to exercise any remedy against the Owner under an outstanding Contract, including the termination of housing assistance payment to the owner.
 - e) To review this agency's decision not to approve a family's request for an extension of the term of the certificate or voucher issued to an assisted family that wants to move to another dwelling unit with continued participation in this agency's Section 8 program.

Final Decision in Informal Reviews, Hearings, and Meetings

- The person who conducts the informal review, meeting, or hearing will issue a written decision, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the applicant or participant shall be based on the evidence presented at the review, meeting, or hearing.
- A copy of the decision will be furnished to the participant, this agency will not be bound by an informal review, meeting, or hearing decision concerning a matter not requiring an opportunity for an informal review, meeting, or hearing, or contrary

to HUD regulations or requirements, or otherwise contrary to Federal, State or local law.

- If this agency determines that it is not bound by a decision, this Agency shall promptly notify the participant of the determination, and of the reasons for the determination.

Special Policies Concerning Special Housing Types in the Program

- This Agency has adopted no special policies concerning special housing, types in the program since no special housing types are in its program.

Policies Concerning Payments by a Family to our Agency of Amounts the Family Owes our Agency

- Families owing this agency any amounts for any reason such as unreported income will be required to repay, and sign an agreement to periodic (monthly) or in full repayment. Families must satisfy the full amount owed before being allowed to move to a new unit or submit a new Request for Lease Approval in this agency's Section 8 program.
- Families not meeting the agreed too periodic repayments for any period in excess of thirty days will have their assistance terminated and be prohibited from participating in this agency's program until full reimbursement has been made.
- Families owing this agency any amounts for any reason will not be able to use Portability to port out to any other agency until all unpaid amounts have been satisfied.
- Families repaying this agency must make payments to CDA\Section 8 fiscal officer by or before the first of each month prior to release of HAP payments.
- Repayment periods may not exceed 12 months.

Policies Concerning Termination of Assistance without a Review or Hearing Required

- This Agency may deny or terminate assistance, at its discretion and at any time, if any participant or member of the family engages in any illegal activity in violation of, 24 Code of Federal Regulations Part 982, State, Local or municipal laws.

Policies Concerning Assistance to Non-citizens

- Section 214 of the Housing and Community Development Act of 1980, as amended, generally prohibits HUD from providing housing assistance to aliens unless they meet certain residency qualifications.

Eligibility of Non-citizens

To be eligible for housing assistance, non-citizens must fall into one of the following categories:

- a) Lawfully admitted for permanent residence;
- b) Lawfully admitted for temporary resident status as special agricultural workers;
- c) Granted refugee or asylum status or granted conditional entry because of persecution or fear of persecution on account of race, religion or political opinion, or because of being uprooted by national calamity;
- d) Granted parole status by the attorney general;
- e) Lawfully present because the attorney general withheld deportation because of a threat to life or freedom;
- f) Granted amnesty for temporary or permanent residence.

Policies Concerning Minimum Rent

- The Minimum Rent Policy pertains to families with no income. The minimum tenant's share of rent for all participants in this Agency's rental assistance program is \$50.00 per month. Exceptions for the minimum payment of rent may be made due to extenuating circumstances at the discretion of the Agency.

Minimum Rent Hardship Exceptions

- Lost eligibility / awaiting determination for Federal, State or Local Assistance Programs except TANF payments due to failure of participants to fulfill public assistance requirement and would be evicted as a result of requirement.
- Lost of employment due to circumstances beyond participants control (laid-off).

Portability

- Program rules allow a family to gain admission to the voucher program in one area and then use that assistance to lease a unit in another area.
- An assisted family may lease a unit anywhere in the jurisdiction of the PHA issuing the certificate or voucher (the initial PHA). Also, the family generally may use the voucher to lease a unit in the same state as the initial PHA, in the same metropolitan statistical area (MSA) as the initial PHA but in a different state, in an (MSA) adjacent to the (MSA) of the initial PHA but in a different state, or in the jurisdiction of a PHA anywhere in the country that is administering a tenant-based program. However, if neither the head of household nor spouse resided in the jurisdiction of the initial PHA when applying for assistance, the family has no right to lease a unit outside of the initial PHA's jurisdiction for twelve months, though it may go outside of the jurisdiction with the approval of the initial PHA and the PHA in the area to which the family is moving (the receiving PHA).
- The family must meet the income requirements for the area in which it initially leases a unit. If the family moves to another area and transfers between the certificate and voucher programs, it must be income-eligible for the new program in the area where it leases an assisted unit. No re-determination of income-eligibility is required after a move if the family remains in the same program.

Portability Procedures

- The portability procedures for the tenant-based assistance program provide for a sharing of responsibilities between the initial and receiving PHA. The initial PHA will be responsible for determining whether the family is income-eligible for the area where the family wants to lease a unit. The initial PHA must tell the family how to contact and request assistance from the receiving PHA, and the initial PHA must notify the receiving PHA to expect the family.

Tenant's Right to Move

- An assisted family may move to a new unit if the family is in good standing with this Agency (not owing any monies to landlord or Agency), the assisted lease for the old unit has terminated; the owner has given the tenant a notice to vacate, has commenced an action to evict the family, or has obtained a court judgment or other process allowing the owner to evict the family; or the family has given notice of termination of the lease.
- A family may move one or more times with continued assistance, either within the jurisdiction of the initial PHA or to the jurisdiction of another PHA. A PHA may establish policies that prohibit any move during the first year of assisted tenancy or more than one move by a family during any one-year period. These policies may apply both to moves within the PHA's jurisdiction and to moves outside of that jurisdiction.

Administration by Initial PHA

- The initial PHA must administer assistance for a moving family if the unit to be leased is located within the same state, the same PHA, or an adjacent PHA and no other PHA with a tenant-based assistance program has jurisdiction over the area. To allow the initial PHA to continue to administer the assistance in areas outside of its jurisdiction, federal law and regulations on portability preempt any jurisdictional limits under state and local law. The initial PHA may use another PHA, a private management entity, or another contractor or agent to help administer assistance outside of its jurisdiction.

Administration by Receiving PHA

- When a family moves outside of the jurisdiction of the initial PHA, the receiving PHA must issue a certificate or voucher to the family if it operates a tenant-based assistance program. If there is more than one such PHA with jurisdiction in the area to which the family is moving, the initial PHA may choose the receiving PHA.

- The receiving PHA generally has the option of issuing the family either a certificate or voucher. However, if the family initially received a certificate or voucher and is ineligible for admission to the other program in the receiving area, the receiving PHA must continue assistance under the same program if it is administering such a program.
- The receiving PHA must determine the appropriate family unit size for the incoming family. The term of the certificate or voucher issued to the family may not expire before the expiration date of any voucher or certificate issued by the initial PHA, and the receiving PHA will determine whether to extend the term. The family must submit a request for lease approval to the receiving PHA during the term of the certificate or voucher issued by that PHA.
- The receiving PHA will perform all program administrative functions, such as reexaminations of income and family composition. Either the initial PHA or the receiving PHA may make a determination to deny or terminate assistance.

Billing

- The receiving PHA may absorb the incoming family into its tenant-based assistance program, using funds under its consolidated ACC, or it may bill the initial PHA for housing assistance payments and administrative fees. HUD may transfer funding for the incoming family to the receiving PHA from the initial PHA's ACC, provide additional funding to the initial or receiving PHA, or require the receiving PHA to absorb the incoming family.

Reasonable Rent

- This Agency has adopted a policy that a rent reasonable document will be included in the tenant file for each subsidized unit. The form will document the gross and comparable rents for that unit. Owners requesting increases at recertification must meet all Housing Quality Standards for contract renewal.
- Owners requesting increases over the Payment Standard must provide tenants with amenities that take into consideration the location, size, type, quality, and age of the unit as well as other services, maintenance and utilities provided by the owner.
- This Agency will maintain a rent log taken from local newspapers on a quarterly basis showing the rents requested by local realty agents and private rental units advertised for rent.
- Landlords are requested to note comparable rents they would have in multi-family units.
- Owners with one unit can be compared to local listing for similar units found in local advertisements for rent.

Housing Quality Standards

- This Agency will inspect all new units before any contracts will be issued.
- All section 8 units will be inspected at least once each year before the annual recertification date, units may also be inspected for special and supervisory purposes.
- All units must pass a general health and safety review as outlined in our HUD or Happy Software inspection booklets.
- Failed inspections will lead to HAP abatement until all necessary repairs are made.
- Landlords with a history of failing units and non-responsive attention can be barred from future program participation.
- Tenants in failing units with non-responsive land lords will be required to relocate to suitable units that will pass inspection.
- Non-responsive land lords will not receive abated HAP payments if tenants are forced to move due to failing status of unit.

Homeownership option

- This Agency does not offer homeownership option all families interested in this program are referred to Nassau County consistent with Consolidated Plan as required by HUD as an Reasonable Accommodation for Disabled participants

currently receiving assistance.

- Homeownership assistance may be used to purchase existing housing, not to purchase a unit under construction or a unit with a Section 8 project-based subsidy.
- Homeownership assistance may be used to purchase any Public Housing conversions, offering private ownership to eligible low income families. There is a mandatory employment provision for interested families.
- Section 8 Program participants will also be eligible for rental assistance at any Public Housing conversions to private ownership.

Policies Concerning Upfront Income Verification (UIV) (EIV) (TASS) / System PHA Security Procedures

- The City of Glen Cove has incorporated the (EIV) security procedures version 1.2 January 2005.

This Agency will safeguard (EIV) system data:

- Program staff with access to (EIV) system have user ID and Passwords.
- The user ID identifies the PHA and tenant information that the user is authorized to access.
- Passwords are encrypted, and the password file is protected from unauthorized access.
- Program staff will shield or bar unauthorized persons from viewing documents containing private data.
- This Agency has locked outer office doors and locked metal file cabinets, and secure computer and equipment areas.
- There is restricted use of printers, copiers and facsimile machines, etc.
- This Agency will determine who shall have access to (EIV) system data, and maintain a record of all users who have approved access, including the date the access was granted and the date access was terminated.
- All (EIV) data will be shredded as soon as it has served its purpose.
- Reviews will be conducted periodically to determine if users still have a valid need to access the (EIV) data.
- All access rights are modified or revoked as appropriate.
- This Agency will maintain a key control log to track the inventory of keys available for secure buildings and file cabinets, the number of keys issued and to whom the keys are issued.
- This Agency uses (EIV) tools to obtain all household income for program participants.
- This Agency will use (EIV) data and other third party means to establish income, any discrepancy will be investigated to verify income.
- This Agency will make all determinations as to (EIV) system data, tenant supplied documentation and third party verifications to establish household income.
- This Agency will require all unreported income to be repaid in full or through additional TTP increase over a specified period of time to repay the debt.
- This Agency will require all program participants to sign a repayment agreement; failure to repay or agree to sign a repayment agreement will result in termination and/or criminal charges relating to fraud.
- This Agency will safeguard all tenant data from casual view or interception, any staff members who fail to protect documents or access to computer screens will be given written warning to be placed in their personnel file, a second instance could lead to further disciplinary action including suspension or termination of employment with this Agency.

- This Agency will address any breach of security that results in criminal use of EIV data by contacting the Nassau County District Attorneys Office or HUD inspector General Office for prosecution.

Policies Concerning Assistance to Disaster-Affected Families for Voucher Programs

- This Agency may use existing vouchers to assist either displaced public housing or voucher participants affected by federally declared disasters.
- The families of federally declared disasters who are Section 8 voucher holders or public housing residents in another jurisdiction will receive preference over the other waiting list place holders.
- New applicants to public housing and voucher programs must meet the Federally declared disaster preference and be income eligible.
- This Agency will not issue vouchers above our existing voucher resources or allocation.

Policies Concerning Tenant Responsibility

- Families are responsible to find suitable housing that is appropriate to their voucher size whenever possible. Any fees associated in securing this housing is the tenant's responsibility and is not reimbursable.
- Families must comply with terms and conditions of the Tenancy Addendum for Section 8 tenant Based Assistance as well as specific term of your lease with your landlord if applicable.
- Tenant portion of rent is due the first of each month not to exceed the first week of each month.
- Report any requests for "side payments to this office immediately any side agreements may be viewed by this Agency as fraud by all parties involved.
- Report all deficiencies or problems associated with housing unit to landlord in writing with a copy to this Agency.
- All utilities must be in tenants name unless the owner has a service contract for oil that requires the owner to maintain the bill in the owner's name; a receipt from the owner to the tenant will be acceptable. Water bills also may be in owners name to keep from having liens placed on the property a receipt from the owner to tenant for paid water bills is acceptable.
- Families must cooperate with the recertification process, failure to report all household income, including child support, disability or unemployment, may result in loss of your housing subsidy or repayment to this Agency of 30% of all unreported gross income.
- This Agency requires complete copies of all tax returns filed by any members of your household.
- Please note that persons claimed on your returns must be authorized members of your household. Exceptions as noted in the tax codes, no exceptions for individuals receiving federal subsidy in other subsidized households.
- Criminal background checks are required for all persons 18 years of age or older that are added to the household or who have been arrested in the household during the annual recertification period. These fees are reimbursable.
- Families are required to permit scheduled inspections of the entire dwelling unit.
- Families receiving housing subsidy cannot offer housing to anyone not on their authorized household. No unauthorized individuals may reside in your unit, any visits of more 30 days are considered to be a violation of the Tenancy Addendum and could result in termination proceedings.
- Illegal drug or criminal activity is strictly prohibited and will result in termination of your assistance. Please note that the head of household will be held responsible for any criminal activity by any household member or guest. The head of household is held responsible to be aware of any criminal activity in the subsidized unit.

- Provide your landlord with at least a 30-day written notice of your desire to move with a copy to the Section 8 office.
- This Agency will not issue a new HAP contract on your behalf unless you have paid all sums TTP due your landlord.

Policies Concerning the Process for Establishing and Revising Payment Standards

- This Agency uses a Payment Standard that is equal to 100 percent of the Fair Market Rent.
- This Agency reserves the right to increase the Payment Standard to 110 percent of Fair Market Rent. The use of the higher Payment Standard is based on Rent Reasonableness and/or other special amenities such as location, size, type, quality or distinctions such as single family homes, handicap access, etc.
- Any increase in the Payment Standard above 110 percent can only be obtained from the HUD Regional Office.
- Families seeking Payment Standards above 110 percent must fulfill the requirements as set forth by HUD Regional Office.
- This Agency will determine the size of the unit to which a family is eligible.
- The Fair Market Rent and the Payment Standard are adjusted by the number of bedrooms in the unit, with higher payments allowed for each additional bedroom. The family has the option to pay additional rent above the amount of the Payment Standard up to 40 percent of gross family income at initial lease-up, with the approval of this Housing Agency.
- This Agency has the authority to refuse to allow a tenant to rent a unit if the rent is considered too high even though the tenant is willing to paying the excess rent.
- Families are prohibited from entering into any agreements with landlords to pay additional money for rent (side payments) not approved by this Agency as a part of the housing contract. Collusion to defraud could result in termination and/or criminal charges to all parties involved.

Process for Recertification

- Recertification notices are sent out 90 days prior to annual renewal date.
- Families are required each year to recertify with this Agency and to submit all documentation requested in order to comply with HUD regulations.
- Current is defined as what is actual income or loss at present, the time frame of documents should be within 6 months of date of action, or within calendar year for things that do not change.
- Documentation of all current income sources in your household, three (3) current consecutive pay stubs.
- Families must provide documentation of all child support payments, petitions or letters of arrears.
- Families must provide copies of tax returns each year. Families must file tax returns if required by law.
- Families must provide copies of all utility bills which they pay. They are required to be in the name of the head of household to receive a utility allowance except as noted to oil and water under certain circumstances, were receipts are accepted due issues of service contracts and property leases.
- Families must provide proof of college enrollment, if applicable to any member of your household. Income from full time students is not counted as household income. Income from household members in the military is also excluded.
- Families may provide statements covering 50 weeks of child care cost maximum of \$5000 for each child up to the age 13 if parents are working or in school.

- All household members over eighteen (18) years of age must show documentation as their status as a student or all income if working, if not working must document all attempts to work and or any medical reasons why they are unable to work. Parents may make periodic declarative statements as to the inability of their child to find employment and what methods are being used to find employment.
- Heads of households who are elderly or disabled may submit proof of medical costs which they paid and for which they are not reimbursed.
- This Agency will verify all income using third party verification, EIV, The Work Number and other data bases.

Policies Concerning Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA)

- This Agency would give anyone on our waiting list a first priority for voucher issuance that has been determined to be a victim of domestic violence. As a member of the Nassau County Consortium with Consolidated Plans, any inquiries from outside our waiting list would be referred to Nassau County.
- This Agency has worked with Nassau County and New York City Housing Agencies in finding available housing units and absorbing domestic violence victims into our program.
- This Agency is also a member of the Inter Agency Council of Glen Cove, whose primary mission is to provide mutual support among community agencies to direct families and individuals to services such as the Emergency Hot Line for Domestic violence.

Procedures Concerning Limited English Proficient (LEP) Requirements

- The City Council adopted a Title VI Plan for the City of Glen Cove on June 26, 2018 that included a four-factor LEP analysis as follows that is followed by the Section 8 Housing Choice Voucher Program for its LEP constituents.
- The HCV Program staff analyze annually via a four prong process:
 - a) The number or proportion of people with limited English proficiency in the service area who may be served by the City of Glen Cove.
 - b) The frequency with which people with limited English proficiency come in contact with City of Glen Cove services.
 - c) The nature and importance of services provided by the City of Glen Cove to the LEP population.
 - d) The interpretation services available to the City of Glen Cove and overall cost to provide LEP assistance.

It should be noted that since the adoption of the LEP Plan, in addition to on-site translation services by bilingual staff, the Agency has added a Google Translate icon on its website to translate documents posted on-line into a multitude of languages as well as purchased a translating device that allows staff conversation to be translated into a multitude of languages and vice versa if a non-English speaking constituent is in need of translation/communication services not readily available in-house.

The GCCDA HCV Program Takes "Affirmative Measures" to Ensure Equal Opportunity and Affirmatively Further Fair Housing

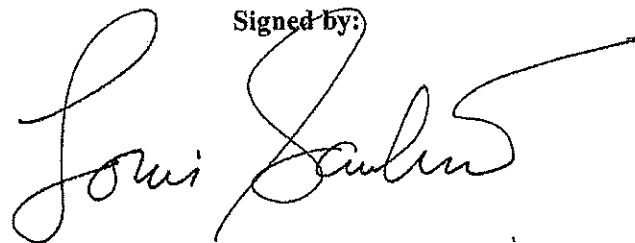
Glen Cove Housing Choice Voucher Program takes the following affirmative measures to ensure equal opportunity and affirmatively further fair housing:

When a participant or applicant reports that they have been discriminated against by a landlord or a real-estate agent, The Agency will follow any one or more of the following procedures:

- Inform them to fill out the HUD Form 903 Online Complaint. (see attached) Visit on-line form: https://www.hud.gov/program_offices/fair_housing_equal_opp/online-complaint
- Refer them to report the incident to Nassau County Division of human rights or to the Long Island Housing Services. (See attached) Visit on line: <https://www.nassaucountyny.gov/414/Human-Rights-Commission>
- Handout a Fair Housing Rights Guide for Long Island pamphlet (supplied by Long Island Housing Services, Inc. (See attached)
- Refer them to Nassau, Suffolk Law Services. (See attached) Visit on line: <https://www.nslawservices.org/>
- Agency will contact landlords and rental agents on behalf of tenant complaints to get an understanding of complaint and remedy. This could include the banning of landlord participation and or filing complaint to HUD inspector general.

Limited English Proficiency (LEP) Plan

City of Glen Cove

Signed by:


6/27/18

Louis Saulino, P.E., Title VI Coordinator

Date:

Email: lsaulino@cityofglencoveny.org

Phone: 516-676-4402

INTRODUCTION

This *Limited English Proficiency Plan* has been prepared to address the **City of Glen Cove's** responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English proficiency. The Plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., and its implementing regulations, which states that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, states that differing treatment based upon a person's inability to speak, read, write or understands English is a type of national origin discrimination which is covered under Title VI. It directs each agency (e.g., FHWA) to publish guidance for its respective recipients (e.g., NYSDOT) clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies that receive federal funds and extends to its sub recipients.

Plan Summary

The **City of Glen Cove** has developed this *Limited English Proficiency Plan* to help identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access services provided. As defined by Executive Order 13166, people with limited English proficiency are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and notification to people with limited English proficiency regarding the availability of assistance. For detailed guidance regarding LEP, see NYSDOT's LEP Plan at: https://www.dot.ny.gov/divisions/policy-and-strategy/public-trans-respository/Attachment%20D-1%20LEP_Plan.pdf.

In order to prepare this plan, the **City of Glen Cove** used the Federal Highway Administration (FHWA) Four-Factor LEP analysis:

1. The number or proportion of people with limited English proficiency in the service area who may be served by the **City of Glen Cove**.
2. The frequency with which people with limited English proficiency come in contact with **City of Glen Cove** services.
3. The nature and importance of services provided by the **City of Glen Cove** to the LEP population.
4. The interpretation services available to the **City of Glen Cove** and overall cost to provide LEP assistance. A summary of the results of the four-factor analysis is found in the following section.

MEANINGFUL ACCESS: FOUR-FACTOR ANALYSIS

1. The number or proportion of people with limited English proficiency in the service area who may be served or are likely to require **City of Glen Cove** services

The City of Glen Cove staff reviewed the American Community Survey 5-Year Estimates for New York State and determined that:

- a. 10,219 individuals in the City of Glen Cove comprising 39.9% of the population aged 5 years and over speak a language other than English;
- b. Of those, 4,539 individuals have limited English proficiency; that is, they speak English less than “very well” or “not at all.” This is 17.7% of the population 5 years and over in the City of Glen Cove;
- c. In the City of Glen Cove, of those persons with limited English proficiency:
 - 74.7% speak Spanish
 - 19.5% speak other Indo-European languages
 - 5.2% speak Asian and Pacific Island languages
 - 0.6% speak all other languages

2. The frequency with which people with limited English proficiency come in contact with City of Glen Cove services

The City of Glen Cove reviewed the frequency with which City staff have, or potentially have, contact with people with limited English proficiency. This includes documenting phone inquiries or office visits.

- a. To date, the City of Glen Cove has had **daily** requests for interpreters and **occasional** requests for translated program documents as follows:
 - i. Elizabeth Mestres, Senior Account Clerk, Department of Public Works (DPW), City of Glen Cove, is fluent in both English and Spanish. On a daily basis, she serves as a translator at Glen Cove City Hall. Ms. Mestres translates paperwork for the Glen Cove Youth Bureau; assists LEP residents with signing their children up for camp programs offered by the City’s Departments of Parks and Recreation; and serves as a translator for LEP residents interfacing with City departments, including but not limited to the Water Department (DPW), Tax Department (Finance/Assessment), and Clerk’s office. Ms. Mestres has also served as a translator for six weddings officiated by the Mayor at City Hall.
 - ii. Lisa Travatello, Public Relations Officer, City of Glen Cove, has worked with the City on bilingual outreach for several initiatives (e.g., when the City rolled out single stream recycling in 2015).
 - iii. When the City of Glen Cove held a public open house for the NYSDOS-funded Waterside Recreational Redevelopment project in 2017, bilingual outreach materials were prepared and public notices (invitations) were published in both English and Spanish. An online survey garnering public input was available for participants to take in either English or Spanish. Staff members involved with this initiative included Ann Fangmann, AICP, Executive Director, Glen Cove Community Development Agency (CDA), and Darcy Belyea, Director of Parks and Recreation, City of Glen Cove.

3. The nature and importance of services provided by the City of Glen Cove to the LEP population

In the City of Glen Cove, 4,539 individuals have limited English proficiency; that is, they speak English less than “very well” or “not at all.” This is 17.7% of the overall population aged 5 years and over in the City of Glen Cove. Organizations within the City of Glen Cove’s service area that focus

on outreach to LEP individuals include La Fuerza Unida, Inc., which works to improve the social, literary, educational, cultural, and economic conditions of Hispanic-Americans in the City and neighboring communities. The City of Glen Cove's staff is most likely to encounter LEP individuals when they visit Glen Cove City Hall, when they attend and participate at public meetings, and during phone conversations. Notifications from department staff regarding service delivery also represent a potential type of encounter between City staff and LEP individuals.

4. The resources available to the City of Glen Cove and overall cost to provide LEP assistance

The City of Glen Cove reviewed its available resources that could be used to provide LEP assistance and inventoried its documents to determine which are suitable for translation if the need arises.

The City of Glen Cove contacted local citizens and organizations willing to provide voluntary language translation and interpretation services if needed within a reasonable time period. Other language translation options could be provided by bilingual staff or by telephone from a professional interpretation service for which the City of Glen Cove would pay a fee.

LANGUAGE ASSISTANCE

A person who does not speak English as his/her primary language and who has a limited ability to read, write, speak or understand English may be a Limited English Proficient person and may be eligible for language assistance with respect to City of Glen Cove services. Language assistance can include interpretation (that means oral or spoken transfer of a message from one language into another language) and translation (that means the written transfer of a message from one language into another language).

How the City of Glen Cove staff can identify an LEP person in need of language assistance:

- Post notices of the LEP Plan and the availability of interpretation or translation services free of charge in languages people with limited English proficiency would understand.
- Providing City of Glen Cove staff with language identification cards to assist in identifying the language interpretation services needed if the occasion arises.
- Periodically surveying City of Glen Cove staff regarding their interaction with people with limited English proficiency during the previous period (e.g., quarterly, semi-annually, and annually).
- Greeting participants at the City of Glen Cove sponsored informational meeting or event. Conversational interaction with participants can help determine LEP needs for future events.

Language Assistance Measures

LEP individuals comprise approximately 18% of the population aged 5 years and over in the City of Glen Cove. The City of Glen Cove will take the following actions with regard to language assistance:

1. The City of Glen Cove staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating English.
2. The following resources will be available to accommodate people with limited English proficiency:
 - Volunteer Spanish language interpreters will be provided within a reasonable time period.

- Language interpretation services for all other languages will be accessed through a professional telephone interpretation service.

STAFF TRAINING

The information below will be disseminated to staff. Training opportunities on these topics also will be provided:

- Title VI Policy and LEP responsibilities
- Description of language assistance services offered to the public
- Proper use of interpreter service provider's language identification cards
- Documentation of language assistance requests
- Handling of Title VI/LEP complaints

All contractors or subcontractors performing work for the **City of Glen Cove** are required to follow the Title VI/LEP guidelines.

TRANSLATION OF DOCUMENTS

The **City of Glen Cove** weighed the cost and benefits of translating documents for potential LEP groups. Considering the expense of translating documents, the likelihood of frequent changes in documents and other relevant factors, the **City of Glen Cove** has determined that it is an unreasonable burden to translate documents at this time.

The **City of Glen Cove** does not have a formal outreach procedure in place as of 2018. Translation resources have been identified and are limited in this region. However, if the need arises to conduct outreach to LEP individuals, the **City of Glen Cove** will consider the following options:

- When staff prepares documents or schedules public meeting whose audience is expected to include LEP individuals, the **City of Glen Cove** will provide meeting notices, flyers, and agendas in the appropriate non-English language(s).
- **City of Glen Cove** will assess requests for the translation of documents based on the potential effect and known LEP population.

MONITORING

Monitoring and Updating the LEP Plan – The **City of Glen Cove** will update the LEP Plan as required. At a minimum, the plan will be reviewed and updated when recent data from the U.S. Census and the American Community Survey is available, or when it is clear that higher concentrations of LEP individuals are present in the **City of Glen Cove** service area. Updates to the LEP Plan will include the following:

- The number of documented LEP contacts encountered annually.
- How the needs of people with limited English proficiency have been addressed.

- Determination of the current LEP population in the service area (census data, surveys, information from community-based organizations, and other sources).
- Determination as to whether the need for translation services has changed.
- Determination of the effectiveness of language assistance efforts
- Determination of the adequacy of the **City of Glen Cove's** financial resources to fund language assistance resources.
- Determination of the **City of Glen Cove's** full compliance with the goals of the LEP Plan.
- Determination of the **City of Glen Cove's** processing of LEP complaints

DISSEMINATION OF THE CITY OF GLEN COVE LEP PLAN

The **City of Glen Cove** will take the following actions:

- Post signs in **City of Glen Cove** public areas informing people with limited English proficiency of the LEP Plan and how to access language services.
- Notify people with limited English proficiency of the availability, upon request, of documents in other languages. This should be placed on agendas and public notices and in the language that people with limited English proficiency would understand.
- On the **City of Glen Cove's** website, post the LEP Plan and procedure to access language services.
- Prepare and post press releases in non-English languages as necessary.
- Distribute copies of press releases to advocacy groups and other organizations serving LEP populations as necessary.

Resolution offered by Mayor Tenke and seconded by Councilwoman Silverman

RESOLUTION ADOPTING A TITLE VI PLAN FOR THE CITY OF GLEN COVE

WHEREAS, Title VI of the Civil Rights Act of 1964 ensures that no person in the United States shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance; and

WHEREAS, as a recipient of federal financial assistance, the City of Glen Cove is obligated to comply with Title VI of the Civil Rights Act of 1964; and

WHEREAS, the City of Glen Cove has developed a Title VI Plan to ensure that the City complies with Title VI federal requirements;

NOW, THEREFORE, BE IT RESOLVED the City Council of Glen Cove hereby authorizes the following:

1. The City Council adopts the Title VI Plan dated June 26, 2018;
2. The City Council authorizes the Mayor to appoint a Title VI Coordinator.
3. The City Council authorizes staff under the direction of the Mayor and Title VI Coordinator to make necessary changes, amendments, or revisions to the Title VI Plan to keep the documents up-to-date and in compliance with new or amended state or federal requirements; and
4. The City Council authorizes the Mayor and Title VI Coordinator to affix their signatures where called for in the Title VI Plan, upon such terms and conditions as may be acceptable to the City Attorney.

Title VI/Nondiscrimination Policy Statement

The City of Glen Cove assures that no person shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Glen Cove further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

In the event that the City of Glen Cove distributes federal aid funds to another governmental entity, the City of Glen Cove will include Title VI language in all written agreements and will monitor for compliance. The City of Glen Cove's Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports and other City of Glen Cove responsibilities as required by 23 CFR 200 and 49 CFR 21.

It is the policy of the City of Glen Cove to prevent and eliminate discrimination in all of its operations and services as well as all aspects of employment. All Department, Divisions, Offices, and Bureaus will plan, develop and implement their programs and activities so that no person is subjected to unlawful discrimination based on race, creed, color, gender, age, national origin, religion, disability, sexual orientation, marital status, or Vietnam era veteran status.

This policy fully incorporates the requirements of applicable State and Federal laws and executive orders to prohibit any discriminatory practices, procedures and policies throughout all of the City of Glen Cove's operations. All administrators, managers, supervisors and employees are directed to comply with these laws and orders.

The City of Glen Cove is committed to maintaining an agency which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach their own potential.

This policy will be placed in each City of Glen Cove facility and made available to all organizations and entities doing business with the City of Glen Cove. Any complaints involving allegations of discrimination should be sent to Louis Saulino, P.E., City of Glen Cove Title VI Coordinator. Contact information for Mr. Saulino is provided below:

Mailing Address: Louis Saulino, P.E., Director of Public Works
City of Glen Cove / 9 Glen Street / Glen Cove, NY 11542.
Phone: 516.676.4402
Fax: 516.676.3104
Email Address: lsaulino@cityofglencoveny.org


Chief Executive Officer

June 27, 2018
Date

ATTACHMENT 5

Glen Cove Housing Choice Voucher Program takes the following affirmative measures to ensure equal opportunity and affirmatively further fair housing:

When a participant or applicant reports that they have been discriminated against by a landlord or a real-estate agent, The Agency will follow any one or more of the following procedures:

- Inform them to fill out the HUD Form 903 Online Complaint. (see attached) Visit on-line form: https://www.hud.gov/program_offices/fair_housing_equal_opp/online-complaint
- Refer them to report the incident to Nassau County Division of human rights or to the Long Island Housing Services. (See attached) Visit on line: <https://www.nassaucountyny.gov/414/Human-Rights-Commission>
- Handout a Fair Housing Rights Guide for Long Island pamphlet (supplied by Long Island Housing Services, Inc. (See attached)
- Refer them to Nassau, Suffolk Law Services. (See attached) Visit on line: <https://www.nslawservices.org/>
- Agency will contact landlords and rental agents on behalf of tenant complaints to get an understanding of complaint and remedy. This could include the banning of landlord participation and or filing complaint to HUD inspector general.

Resolution 6-A





City of Glen Cove
9 Glen Street
Glen Cove, NY 11542

BUDGET TRANSFER FORM

DEPARTMENT: CONTINGENCY

BUDGET YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	INCREASE BUDGET	DECREASE BUDGET
A1310-51101	ANNUAL SALARIES (FINANCE)	\$126,341	
A1425-51101	ANNUAL SALARIES (PERSONNEL)	\$67,390	
A1410-51101	ANNUAL SALARIES (CITY CLERK)	\$13,000	
A1990-55940	CONTINGENCY		\$178,856
A1310-51120	PART-TIME HOURLY		\$20,000
A1410-51120	PART-TIME HOURLY		\$2,500
A1410-55438	CONTRACTS		\$2,575
A1410-55442	TRAINING		\$2,800

Reason for Transfer:

TO TRANSFER FUNDS FROM MAYOR'S CONTINGENCY FUND
AND CERTAIN FUND LINES WITHIN FINANCE AND CITY CLERK
DEPARTMENTS TO FUND ANNUAL SALARY FUND LINES
INADVERTENTLY OMMITTED FROM BUDGET

Department Head Signature:

Michael A. Piccirillo

Digitally signed by Michael A. Piccirillo
DN: cn=Michael A. Piccirillo, o=City of Glen
Cove, email=mpiccirillo@glencoveny.gov, c=US
Date: 2020.11.02 10:51:39 -05'00'

Date: NOVEMBER 2, 2020

City Controller Approval:

Date: NOVEMBER 2, 2020

City Council Approval – Resolution Number: _____

Date: _____



City of Glen Cove
9 Glen Street
Glen Cove, NY 11542

BUDGET AMENDMENT FORM

GCF-1 (7/08)

Department: Police

BUDGET YEAR 2020

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	EST. REVENUE INCREASE (DECREASE)	APPROPRIATION INCREASE (DECREASE)
A3120-42626	Asset Forfeiture Revenues	\$53,376.19	
A3120-54200	Asset Forfeiture Expenses		\$53,376.19

Reason for Amendment:

Central Square, bola wrap, camera

Department Head Signature: _____

Date: 9/29/2020

City Controller Approval: _____

Date: 10/30/20

City Council Approval-Resolution Number: _____

Date: _____

Resolution 6-B



INDEPENDENT CONTRACTOR AGREEMENT

AGREEMENT IS HEREBY MADE between the Agency and Independent Contractor set forth below according to the following terms, conditions and provisions:

1. IDENTITY OF
AGENCY

AGENCY is identified as follows:

Name: City of Glen Cove, Glen Cove Senior Center

Address: 130 Glen Street

City/State/Zip: Glen Cove, NY 11542

Telephone: (516)759-9615

2. IDENTITY OF
INDEPENDENT
CONTRACTOR

The Independent Contractor (hereafter "IC") is identified as follows:

Name: Debbie Orlich

Type Entity: (x) Sole Proprietorship () Partnership () Corporation

Address: 16921 26th Avenue

City/State/Zip: Flushing, NY 11358

Business Telephone: 917.324.5014

Dorlich6984@gmail.com

3. WORK TO BE
PERFORMED

AGENCY desires that IC perform and IC agrees to perform the following work:

(3) Musical Performances for NYSOFA Circle of Friends Virtual Evening

Programming at \$500 / event, for a total of \$1,500.00.

Dates of Service: October 1st, 2020 - December 31st, 2020

4. TERMS OF
PAYMENT

AGENCY shall pay IC according to the following terms and conditions:

Upon completion of performance, IC shall submit Invoice for service and GCSC will Voucher for Payment with the City.

5. REIMBURSEMENT OF EXPENSES AGENCY shall not be liable to IC for any expenses paid or incurred by IC unless otherwise agreed in writing.
6. EQUIPMENT, TOOLS, MATERIALS, OR SUPPLIES Glen Cove Senior Center will provide all equipment, tools, materials and/or supplies to accomplish the work agreed to be performed. Should IC wish to purchase "supplies", IC must first obtain Glen Cove Senior Center prior written approval before it may be a reimbursable expense. IC must maintain "supplies" in good working condition through time of contract; failure may result in surcharges.
7. FEDERAL, STATE AND LOCAL PAYROLL TAXES Neither Federal, not State, nor local income tax, nor payroll tax of any kind shall be withheld or paid by AGENCY on behalf of IC or the employees of IC. IC shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes.
8. FRINGE BENEFITS & COMPENSATION Because IC is engaged in IC's own independent business, WORKER'S IC is not eligible for and shall not participate in any employer pension, health, or other fringe benefit plan of the AGENCY. Likewise, no worker's compensation insurance shall be obtained by AGENCY concerning IC or the employees of IC. IC shall comply with the worker's compensation law concerning IC and the employees of IC.
9. WORK PRODUCT OWNERSHIP Any copyrightable works, ideas, discoveries, inventions, patents, products, or other information (collectively, the "Work Product") developed in whole or in part by IC in connection with the Services shall be the exclusive property of Agency. Upon request, IC shall sign all documents necessary to confirm or perfect the exclusive ownership Agency to the Work Product.
10. CONFIDENTIALTY IC will not at any time or in any manner, either directly or indirectly, use for the personal benefit of IC or divulge, disclose, or communicate in any manner any information that is proprietary to Agency. IC will protect such information and treat it as strictly confidential. This provision shall be effective after the termination of this Agreement. Upon termination of this Agreement, IC will return to Agency all records, notes, documentation and other items that were used, created, or controlled by IC during the term of this Agreement.
11. TERM OF AGREEMENT This agreement shall become effective on October 1st, 2020 and shall terminate on December 31st, 2020

12. TERMINATION
WITHOUT CAUSE

Without cause, either party may terminate this agreement after giving 30 day written notice to the other of intent to terminate without cause. The parties shall deal with each other in good faith during the 30 day period after any notice of intent to terminate without cause has been given.

13. TERMINATION
WITH CAUSE

With reasonable cause, either party may terminate this agreement effective immediately upon the giving of written notice of termination for cause. Reasonable cause shall include:

- A. Material violation of this agreement
- B. Any act exposing the other party to liability to others for personal injury or property damage.

14. NO AUTHORITY
TO BIND CLIENT

IC has no authority to enter into contracts or agreements on behalf of the AGENCY. This agreement does not create a partnership between the parties.

15. ENTIRE
AGREEMENT

This is the entire agreement of the parties and cannot be changed or modified orally.

16. SEVERABILITY

If any part of this agreement shall be held unenforceable, the rest of this agreement will nevertheless remain in full force and effect.

17. AMENDMENTS

This agreement may be supplemented, amended or revised only in writing by agreement of the parties.

For Senior Center Use
Log #: _____
Date: _____

***AGENCY:**

City of Glen Cove, Glen Cove Senior Center
Agency Name

Signature

Mayor
Title

Date

***INDEPENDENT CONTRACTOR (CONSULTANT)**

Debbie Orlich
Firm/Individual Name

Signature

Independent Contractor
Title

Date

Resolution 6-C





Quick Quote 10/20/2020 12:39 PM

Quote Number: 10271540

Version: 1

Prepared For: CITY OF GLEN COVE VOLNTR EMS

Attn:

Remit to: **Stryker Medical**

P.O. Box 93308

Chicago, IL 60673-3308

Rep: Danny Stupin

Email: daniel.stupin@stryker.com

Phone Number:

Mobile: (516) 729-8355

Quote Date: 10/20/2020

Expiration Date: 01/18/2021

Delivery Address

Name: CITY OF GLEN COVE VOLNTR
EMS

Account #: 1123741

Address: 8 GLEN COVE AVE

GLEN COVE

New York 11542-2807

End User - Shipping - Billing

Name: CITY OF GLEN COVE VOLNTR
EMS

Account #: 1123741

Address: 8 GLEN COVE AVE

GLEN COVE

New York 11542-2807

Bill To Account

Name: CITY OF GLEN COVE

Account #: 1294745

Address: 9 GLEN ST

GLEN COVE

New York 11542-2798

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
Equipment Total:					\$0.00

ProCare Products:

#	Product	Description	Years	Qty	Sell Price	Total
1.0	78000168	KORE - Stryker data plan for modem (Verizon)	5	6	\$1,495.00	\$8,970.00
ProCare Total:						\$8,970.00

Price Totals:

Grand Total: \$8,970.00

Prices: In effect for 60 days.

Terms: Net 30 Days

Ask your Stryker Sales Rep about our flexible financing options.



Quick Quote 10/20/2020 12:39 PM

Quote Number: 10271540

Version: 1

Prepared For: CITY OF GLEN COVE VOLNTR EMS

Attn:

Quote Date: 10/20/2020

Expiration Date: 01/18/2021

Remit to: **Stryker Medical**

P.O. Box 93308

Chicago, IL 60673-3308

Rep: Danny Stupin

Email: daniel.stupin@stryker.com

Phone Number:

Mobile: (516) 729-8355

AUTHORIZED CUSTOMER SIGNATURE

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.

Terms: Net 30 days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-Stryker.

In the event of any conflict between Stryker Medical's Standard Terms and Conditions and any other terms and conditions, as may be included in any purchase order or purchase contract, Stryker's terms and conditions shall govern.

Cancellation and Return Policy: In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.

Resolution 6-D



GENERAL RELEASE

KNOW THAT DIEGO A. FREDES CONTRERAS, Claimant in the matter entitled *Contreras v. City of Glen Cove*, in consideration of the payment of NINE HUNDRED EIGHT THREE DOLLARS AND FIVE CENTS (\$983.05) from the CITY OF GLEN COVE, does hereby release and discharge the CITY OF GLEN COVE, and its agents, successors, and assigns, and all past and present CITY COUNCIL members, administrators, executors, officers, employees, representatives, agents, attorneys, insurers, successors, and assigns of the CITY OF GLEN COVE, from all claims, actions, causes of action, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgments, extents, executions, claims, and demands whatsoever, in law, admiralty or equity, which I, DIEGO A. FREDES CONTRERAS, ever had, now have, or hereafter can, shall, or may have for, upon, or by reason of any matter, cause, or thing whatsoever from the beginning of the world to the date of this RELEASE, including, but not limited to, all claims for attorney's fees, expenses, and costs.

CLAIMANT agrees and acknowledges that this GENERAL RELEASE constitutes a knowing and voluntary waiver of all rights or claims DIEGO A. FREDES CONTRERAS has or may have against the CITY OF GLEN COVE, and its agents, successors, and assigns, and all past and present CITY COUNCIL members, administrators, executors, officers, employees, representatives, agents, attorneys, insurers, successors, and assigns of the CITY OF GLEN COVE.

Claimant DIEGO A. FREDES CONTRERAS states: I have read this GENERAL RELEASE in its entirety, I fully understand its terms, and I have been given time to consider its contents. I understand that the only promises made to me to sign this GENERAL RELEASE are those stated herein. I have been given the

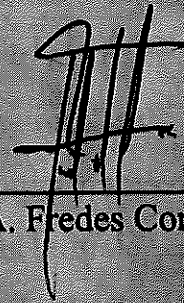
opportunity to consult legal counsel of my choice before signing this GENERAL RELEASE. I sign this GENERAL RELEASE knowingly and voluntarily.

This Release is contingent on the approval from the City of Glen Cove's City Council. Additionally, this Release may not be changed orally.

THE UNDERSIGNED HAS READ THE FOREGOING RELEASE AND FULLY UNDERSTANDS IT.

IN WITNESS WHEREOF, I have executed this Release this 21 day of

OCTOBER, 2020.



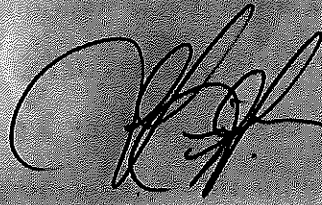
Diego A. Fredes Contreras

STATE OF NEW YORK)
COUNTY OF NASSAU ^{SS:}

On 21 of OCTOBER, 2020, before me personally came DIEGO A. FREDES CONTRERAS, to me known, and known to me to be the individual described in, and who executed, the foregoing RELEASE, and duly acknowledged to me that she executed the same.



GEORGINA NAVAS
NOTARY PUBLIC, State of New York
No. 01NAB350512
Qualified in Nassau County
Commission Expires 05-08-2021


NOTARY PUBLIC

Resolution 6-F





LiRo Engineers, Inc.

A LiRo Group Company

235 East Jericho Tpke, Mineola, NY 11501 Telephone 516.746.2350 Facsimile 516.747.1396 www.liro.com

August 25, 2020

Louis Saulino, P.E. Director of Public Works City
of Glen Cove
Glen Cove City Hall 9
Glen Street
Glen Cove, NY 11542

Re: Reconstruction and Repair of Stone Seawall
at Morgan Park
City of Glen Cove, NY

Dear Mr. Saulino:

We are pleased to submit a proposal to provide engineering services for the subject project. The scope of work includes: perform a comprehensive hands on condition inspection of the Stone Seawall at Morgan Park, prepare a summary of findings and develop recommendation for repairs including estimate of probable construction costs for the work required to achieve a State of Good Repair for the rehabilitated Seawall. Dependent on the available construction budget, plans and contract specifications for bidding for the repair work deemed to be the highest priority will be prepared.

The Stone Seawall is a gravity type retaining wall consisting of a combination of large cut rock pieces and infill with smaller stone. The wall joints are mortared and the wall includes stone piers at a uniform spacing. The known details of construction are only that which can be ascertained from observation as there are no available record documentation. The date of the original wall construction is not known (likely early 1900's). In May 2007 at the request of the City of Glen Cove DPW, members of the Bowne (now LiRo) civil structural team did a comprehensive assessment of the Morgan Park Seawall and pathway. The stone seawall had numerous defects which Bowne identified, including; missing, loose and dislodged stones, gaps in the mortar joints as well as severe subsidence on the path abutting the back of the seawall. A contract (City of Glen Cove Bid No. 07-0800) was prepared by the Bowne engineering team. The bid contained three Options of varying quantities ranging from complete restoration and repair to correcting the most critical defects. The construction would entail stone replacement, whether new or retrieved, joint preparation and various repair types. This repair work was completed in 2008. In August 2010 Bowne was tasked to prepare another contract (City of Glen Cove Bid No. 2010-012) for bidding for seawall repairs. This contract was titled Phase 2, which included repair work not done as part of the 2007 contract, as well as additional defects which were identified. This project was bid and awarded in October 2010, but no work was done.

LiRo acquired Bowne assets including engineering files in 2018. Several Bowne staff members familiar with the project are now with LiRo.

In the ensuing years the Seawall has continued to experience further damage requiring repair as it has been battered by Superstorm Sandy as well as other extreme weather events. The wall is located along the shoreline of Hempstead Bay and retains the Morgan Park path on the landside. Portions of higher ground in Morgan Park slope towards the steep embankment abutting the path and rain water runs off to the path. While there are no storm water drainage structures along the path the Stone Seawall has openings at the level of the



August 25, 2020

Page: 2

path that provides an outlet for rain runoff. In some instances, the path pavement has subsided in the vicinity of these openings and water ponding on the path along the Seawall has resulted.

The engineering fees included herein reflect the work necessary to determine the condition of the Stone Seawall as required to ascertain the types and extents of repairs needed to be performed in conjunction with a Construction Contract that would be publicly bid. The initial effort of the project will focus on conducting an extensive examination of the exposed surfaces of the Stone Seawall and recording observed conditions with photos and notes. Having ascertained the deficiencies of the Seawall we will perform research and contact product manufacturers as necessary to determine appropriate methods for remedying the defects that need to be addressed. A summary Report will be prepared to present the findings of the inspection, describe the repair methods that can be employed and provide recommendations for the scope and extent of work to be included in a Construction project along with budgetary estimates of construction costs. After the City has reviewed and accepted the recommendations and established the budget available for construction, the next aspect will involve the preparation of plans, specifications and an estimate of construction costs to reflect the work necessary to undertake the repairs to the Morgan Park Seawall. The materials prepared as required to take public bids will be packaged and provided to the City so that the project can be advertised for bids. The preparation of applications for permitting the project with jurisdictional agencies will be performed during the design phase as required. During the bidding process we will provide assistance as necessary and after receipt of bids we will perform an evaluation and provide a Recommendation of Award letter as warranted. The breakdown of costs for each project Phase as described above is as follows:

Performance of condition inspection and Preparation of Findings Report with Recommendations and Budgetary Cost Estimate	\$47,270
Preparation of plans and specification	
Contract Documents for Bidding and Permitting	\$32,600
Bid phase	<u>\$3,690</u>
Total Engineering	\$83,560

Engineering Services shall be in accordance with LiRo's On-Call Consultant Agreement with the City and by City Resolution 6-E dated March 24, 2020. Compensation shall be at 3.0 times the direct salary for Engineering and Surveying services as well as reimbursement for approved out-of-pocket expenses at direct cost. Maximum rate for professional services will be \$195 per hour.

We look forward to your acceptance of our proposal. Please do not hesitate to contact the undersigned should you have any questions.

Sincerely,

Paul F. Stevens, P.E.
Associate Vice President



ENGINEERING SERVICES FOR MORGAN PARK SEAWALL PROJECT

for the City of Glen Cove

8/25/2020

STAFFING TABLE

TASK	Title	*Hourly rate	Hours	Multiplier	Total	
CONDITION INSPECTION	Technical Staff	\$35	80.0	3.0	\$8,400.00	
	Senior Engineering Technician	\$55	80.0	3.0	\$13,200.00	
					\$21,600.00	\$21,600.00
DEVELOP REPAIR OPTIONS AND ESTIMATING	Technical Staff	\$35	30.0	3.0	\$3,150.00	
	Senior Engineering technician	\$55	28.0	3.0	\$4,620.00	
	Senior Engineer	** \$65	20.0	3.0	\$3,900.00	
					\$11,670.00	\$11,670.00
REPORT & RECOMMENDATIONS	Technical Staff	\$35	24.0	3.0	\$2,520.00	
	Senior Engineering technician	\$55	40.0	3.0	\$6,600.00	
	Senior Engineer	** \$65	24.0	3.0	\$4,680.00	
					\$13,800.00	\$13,800.00
					Subtotal LiRo Fee	\$47,070.00
	Printing costs (out of pocket)					\$200.00
					TASK TOTAL	\$47,270.00
CONTRACT DOCUMENTS AND ESTIMATING	Technical Staff	\$35	80.0	3.0	\$8,400.00	
	Senior Engineering technician	\$55	64.0	3.0	\$10,560.00	
	Senior Engineer	** \$65	28.0	3.0	\$5,460.00	
					\$24,420.00	\$24,420.00
PERMITTING	Technical Staff	\$35	16.0	3.0	\$1,680.00	
	Senior Engineering technician	\$55	24.0	3.0	\$3,960.00	
	Senior Engineer	** \$65	12.0	3.0	\$2,340.00	
					\$7,980.00	\$7,980.00
					Subtotal LiRo Fee	\$32,400.00
	Printing costs (out of pocket)					\$200.00
					TASK TOTAL	\$32,600.00
BID	Technical Staff	\$35	10.0	3.0	\$1,050.00	
	Senior Engineering technician	\$55	16.0	3.0	\$2,640.00	
					\$3,690.00	\$3,690.00
					TASK TOTAL	\$3,690.00

* Average Rate for Category

** Maximum Rate per Agreement

Resolution 6-G





MAIN OFFICE
10 SEA CLIFF AVE.
GLEN COVE, NY 11542
T: 516-671-3232 (8AM-5:00PM)
T: 516-674-1553 (AFTER HOURS)
FAX: 516-671-3239

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199-02 32ND AVENUE
FLUSHING, NY 11358
T: 718-634-3500

maccaroneplumbing.com

City of Glen Cove
9 Glen Street
Glen Cove, NY 11542
EGrella@GlenCove.Gov

Quote # 20-1639

PRICE QUOTE

DATE: October 1, 2020
FROM: John Maccarone
PROJECT: Village Square
Core Drilling

PRICE: \$6,500.00

INCLUDES: All required labor, materials and equipment to complete the following:

- Core drill (1) 16" hole and (6) 8" holes for 6" sleeves and 14" sleeve for Village Square Christmas tree.
Provide permanent cover for holes

EXCLUDES:

- Anything not listed above

PLEASE NOTE THE FOLLOWING:

- 1) This quotation is valid for 30 days.
- 2) Our pay structure is as follows 50% down contract signing, 50% upon completion.
- 3) If you find this quotation acceptable please sign and date below and return to our office.
- 4) We accept the following credit cards Amex, MasterCard and Visa.

Very Yours Truly,

John Maccarone

ACCEPTED (signature) _____ PRINT NAME: _____ DATE: _____

General Terms and Conditions

Acceptance of Proposal – I have read this document and accept the prices, specifications and conditions stated. I understand that upon signing, this proposal becomes a binding contract. You are authorized to do the work as specified. Payment will be made as outlined above. If collection becomes necessary all legal, investigative, court and attorney fee's will be paid by and personally guaranteed by the party accepting and signing this contract: All unpaid balances will be subject to interest at 1-1/2% per month.

If you have any questions please don't hesitate to contact Kayla McGrady at 516-671-3232 ext 129.