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INCORPORATED
VILLAGE OF PATCHOGUE
COMMUNITY DEVELOPMENT AGENCY

2012 Annual Report on Operations and Accomplishments And Assessment of Internal Controls

- A) The Patchogue CDA is responsible for the administration of the Section 8 Housing Choice Voucher Program and allocations of the Community Development Block Grant funds received as a member of the Suffolk County Consortium. Under the CDBG funding the CDA employs a Housing Counselor whom assists residents to connect with human services and is a resource for information to the low to moderate income members of our community.
- 1) Section 8 HCV Program – Is administered by one full time Section 8 Program Administrator who conducts annual recertifications, transfer, voucher issuance, processes new selections, coordinates HQS inspections, files monthly reports to HUD. The CDA Account Clerk processes housing assistance payments and reports monthly to HUD. The Executive Director reviews all new selections and handles all violations and terminations.
 - 2) CDBG – The day-to-day administration of the CDBG program is conducted by the Executive Director with the assistance of the CDA Account Clerk. The E.D. is project manager on all capital projects. The Account Clerk processes all necessary paper work for filing with Suffolk County Community Development Office as well as payments to contractors.
 - 3) Public Authority Law Compliance – The Executive Director with the assistance of the CDA Account Clerk prepares and files all reports as well as maintains the website.
- B) Accomplishments for 2011/2012
- 1) Section 8 HCV Program
 - (1) New Participants – The Patchogue CDA issued vouchers to 8 new selections from its waiting list providing housing representing housing opportunities for 8 very low or extremely low income households.
 - (2) Utilization – The agency has maintained 95 percent and above utilization rate of funding.
 - (3) SEMAP – The agency has maintained standard performer status, receiving a rating of 89 percent which represents a 15 point improvement.
 - (4) Waiting List – Our waiting list is down from 236 applicants to 179 applicants. The list, last opened in 2007, initially had 1000 applicants.

- (5) The Executive Director was re-elected President of the Association of Long Island Housing Agencies and represents ALIHA on the Long Island Housing Crisis Task Force.
 - (6) The Agency upgraded its program management software program to Housing Pro in January of 2012.
- 2) Community Development Block Grant
- (1) Purchased additional swing bay for playground at Shorefront Park.
 - (2) Completed replacement of sidewalks on Oak Street
 - (3) A mural project on the municipal bandshell was completed.
 - (4) The Roe Walkway project was 99 percent complete by May 31, 2012
 - (5) The Patchogue CDA met timeliness spending requirements of the CDBG program.
 - (6) Housing Counselor assisted over 40 residents with housing and human services needs.
 - (7) Senior Citizen Case Manager was added as a public service. She has helped over 40 residents since January of 2012.
- 3) Public Authority Compliance
- (1) Budget for 2013 – 2016 was adopted by the CDA Board and filed with the NYS Authority Budget Office.
 - (2) An alternate board member was appointed with an accounting background.
- C) Active Projects
- 1) Section 8 –
- (1) The Patchogue CDA is promoting the “What Home Means to Me” poster contest with the school age children living in homes assisted through the voucher program.
 - (2) The goal for the coming year is to receive a rating of 95 percent or better on its SEMAP score in order to be designated a High Performer.
- 2) CDBG –
- (1) Theatre Walkway Project – design for the project is underway and anticipate completion of construction by November 15, 2012
 - (2) Archway for Roe Walkway awaiting contract from the County for grant funds.
- 3) Public Authority Compliance
- (1) The Audit Committee held an annual meeting in December of 2011
 - (2) The Governance Committee held an annual meeting in December of 2011
 - (3) The Annual Report for 2011 was submitted to PARIS in August of 2011
 - (4) The Budget for 2013 was adopted in February of 2012 and submitted via Paris by the end of March 2012.

- (5) The audit for 2011 was submitted to the ABO via Paris. Submission was delayed because the audit report was not finalized and received until December of 2011.
- (6) The CDA webpage is included in the Village's website and there is a link on the Village's website for CDA documents including minutes of each meeting; Mission Statement; By-laws; Procurement Policy; Audit Committee Charter; Governance Committee Charter; Code of Conduct; Code of Ethics; Defense and Indemnification Policy; Whistleblower Policy; Compensation, Reimbursement and Attendance Policy; Real Property Inventory; PHA Plan; Budget Financial Plan; and the Single Audits for 2009, 2010 and 2011.
- (7) New Alternate Board Member must complete Board Member Training and sign the Acknowledgement of Fiduciary Duty.

D) Changes to Authority Operating Programs

- 1) There have been no material changes to the authority operations and programs.
- 2) There are no anticipated material changes to the authority operations and programs over the next year.

E) Assessment of Internal Controls

This statement certifies that management has documented and assessed the internal control structure and procedures of the Village of Patchogue Community Development Agency for the fiscal year ending May 31, 2012. This assessment has found the authority's internal controls to be adequate, and to the extent that deficiencies were identified, the authority has developed correction action plans to reduce any corresponding risk.