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Executive Director



INCORPORATED  
***VILLAGE OF PATCHOGUE***  
COMMUNITY DEVELOPMENT AGENCY

## **2014 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. The CDA is also the Office for the part-time Village Case Manager supervised by the CDA Executive Director.
- 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. A part-time Housing Inspector conducts HQS inspections. 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 2013/2014
- 1) Section 8 HCV Program
    - (1) New Participants – The Patchogue CDA selected 25 applicants from the waiting list; vouchers were issued to 7 new selections; and 6 households leased up providing housing opportunities for very low or extremely low income households.
    - (2) Utilization – The agency has maintained 100 percent and above utilization rate of funding.

- (3) SEMAP – The agency has been awarded high performer status receiving a rating of 99 percent which represents a 10 point improvement and a 25 improvement over 2012.
  - (4) Waiting List – In August we conducted a purge by mailing letters to everyone on our waiting list asking them to confirm they wanted to remain on the list. Out of that list 84 responded. With the 25 applicants taken off of the list as reported above, the list is now 59.
  - (5) The Executive Director was re-elected President of the Association of Long Island Housing Agencies. She coordinated a Fair Housing Presentation by HUD Fair Housing Enforcement and Long Island Housing Services, the Fair Housing nonprofit on Long Island, to the members of ALIHA at its April meeting.
  - (6) The Executive Director was appointed as Vice-President of the Long Island Chapter of the National Association of Housing and Renewal Officials.
- 2) Community Development Block Grant
- (1) Completed the Theatre Walkway.
  - (2) Completed the Parking Lot Signage Program – numbering the lots and providing directional signs to the lots.
  - (3) The Patchogue CDA met timeliness spending requirements of the CDBG program.
  - (4) Housing Counselor assisted over 40 residents with housing and human services needs.
  - (5) The East Main Street Sidewalk project, in collaboration with the Village and the Business Improvement District, was started during May.
  - (6) The CDA retained the Patchogue Arts Council as Public Art consultant.
  - (7) The Patchogue Arts Council conducted a call for artists and present designs for the mural at Furman Square.
  - (8) The Executive Director was elected Vice-President of the Long Island Community Development Officials.
  - (9) The CDA agreed to act as a Fiscal Sponsor for a grant for a mural along the Roe Walkway.
- 3) Public Authority Compliance
- (1) Budget for 2014 – 2018 was adopted by the CDA Board and filed with the NYS Authority Budget Office.
  - (2) The Annual Report was filed with the New York State Comptroller's Office.
- 4) Community Case Management Assistance
- (1) Thirty-one (31) people made requests for services. The needs included housing, information on senior specific resources, employment, support services, advocacy, and residents with Sandy recovery related issues. The Case Manager worked with people that needed assistance in developing resumes and working through obstacles to reentering the workforce. Assistance was given to connect residents to Social Service

programs such as SNAP (Supplemental Nutrition Assistance Program), APS (Adult Protective Services) and HEAP (Home Energy Assistance Program). Help was also provided to complete applications for the programs as well as advocacy for clients to get services that they met the criteria for. Information for housing programs such as Home share and HPRRP (Homeless Prevention/Rapid Rehousing Program) was provided as well as resources to those in the community with aging parents or family members that needed help in locating and identifying programs that can assist with care of the aged. Consultations were provided to landlords with concerns over a tenant's wellbeing and to discuss resources and strategies of resolving concerns to maintain housing. Often with people that called there were multiple needs and the Case Worker met with them numerous times. Several residents received assistance with navigating the New York Rising program for Sandy Recovery as well as connecting to additional resources. Of the residents assisted: 12 reported as low income; 10 reported as seniors; 4 reported as having young children; and 8 reported as disabled.

### C) Active Projects

- 1) Section 8 –
  - (1) Maintaining the high performer status with a SEMAP score of 95 points or greater.
- 2) CDBG –
  - (1) Roe Walkway Archway will be completed.
  - (2) The Tennis Courts project will move forward with a projected completion in November of 2014.
  - (3) The mural at Furman Square will move forward with a projected completion of October 2014.
- 3) Public Authority Compliance
  - (1) The Audit Committee held a meeting on January 9, 2014. The Meeting for May 1, 2014 was postponed.
  - (2) The Governance Committee held a meeting on December 5, 2013. The Meeting scheduled for May 1, 2014 was postponed.
  - (3) The Annual Report for 2013 was submitted to PARIS in August of 2013
  - (4) The Budget for 2015 was adopted in March of 2014 and submitted via Paris by the end of March 2014.
  - (5) The audit for 2013 was submitted to the ABO via Paris. Submission was delayed because the audit report was not finalized and received until October 2013.
  - (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 2010, 2011 and 2012.

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, 2014. 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.