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INCORPORATED
VILLAGE OF PATCHOGUE
COMMUNITY DEVELOPMENT AGENCY

2015 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. CDBG funding allows the Section 8 Administrator to also provide Housing Counseling to assist residents to connect with human services. This is a service 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 Section 8 Program Administrator who conducts annual recertifications, transfer, voucher issuance, processes new selections, coordinates HQS inspections, and 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 37 applicants from the waiting list; vouchers were issued to 24 new selections; and 15 households leased up providing housing opportunities for very low or extremely low income households. One family declined participation.
 - (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 96 percent.

- (4) The agency updated its Administrative Plan and clarified the policy regarding termination order in the event of insufficient funding as well as removed the preference for elderly disabled.
 - (5) Waiting List – The list originally opened in 2007 is finished and the list was reopened on April 29, 2015. By May 31, 2015 over 4,000 applications had been received for the 300 waiting list slots available.
 - (6) 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.
 - (7) 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) Housing Counselor assisted over 30 residents with housing and human services needs.
 - (2) The East Main Street Sidewalk project, in collaboration with the Village and the Business Improvement District, was completed.
 - (3) The Executive Director was elected President of the Long Island Community Development Officials.
 - (4) The CDA agreed to act as a Fiscal Sponsor for a grant for a mural along the Roe Walkway in 2014 and the mural was completed in 2015.
- 3) Public Authority Compliance
 - (1) Budget for 2015 – 2019 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) By the numbers: Forty-nine (49) people made requests for services. Most requested was assistance with housing needs with 31 requests; 14 had been impacted by Hurricane Sandy and needed resources. Of the residents assisted: 30 reported as low income; 25 reported as seniors; 15 reported as having young children; and 15 reported as disabled. Seven utilities assistance applications were submitted; 9 mental health referrals; 5 medical referrals; 8 food pantry; 5 employment; and 11 filling out forms; and 4 referral to senior resources.
 - (2) Needs addressed 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). Seven (7) HEAP applications were made. 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.

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 Mural at Furman Square will be completed by July of 2015
 - (3) The parking lot at East Main Street will be improved in spring of 2016.
- 3) Public Authority Compliance
 - (1) The Audit Committee held a meeting on December 4, 2014. The Meeting for May 7, 2015 was postponed.
 - (2) The Governance Committee held a meeting on December 4, 2014. The Meeting scheduled for May 7, 2015 was postponed.
 - (3) The Annual Report for 2014 was submitted to PARIS in August of 2014
 - (4) The Budget for 2016-2019 was adopted in March of 2015 and submitted via Paris by the end of March 2015.
 - (5) The audit for 2014 was submitted to the ABO via Paris. Submission was delayed because the audit report was not finalized and received until October 2014.
 - (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, 2015. 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.

Adopted: August 6, 2015