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Executive Director



INCORPORATED
VILLAGE OF PATCHOGUE
COMMUNITY DEVELOPMENT AGENCY

2018 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 assists residents to connect with human services. This is a service to the low to moderate income members of our community.
- 1) Section 8 HCV Program – Is administered by one Section 8 Program Administrator who conducts annual re-certifications, ports (transfers), voucher issuance, processes new selections, and files monthly reports to HUD. The CDA Account Clerk processes housing assistance payments, manages Housing Quality Standard Inspections, and reports monthly to HUD. The Executive Director reviews all new selections and handles all violations and terminations. The Executive Director reports monthly to the CDA Board on Section 8 status.
 - 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. The E.D. reports monthly to the Board on the status of all projects. The Board authorizes bidding of projects, awards of contracts, and payments on contracts.
 - 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 information on the website.
- B) Accomplishments for 2016/2017
- 1) Section 8 HCV Program
 - (1) Waiting List and New Participants – The 2015 Waiting List of 300 applicants is now at application number 105. During this fiscal year 50 applicants were contacted with the following results:
 - 17 received vouchers
 - 28 did not respond or responded and failed to follow-through after repeated contact by the Section 8 Administrator.

- Of the 17 vouchers issued:
 - 8 leased up in Patchogue Village
 - 1 is still searching in the Village
 - 1 was unable to find housing
 - 7 ported to another jurisdiction, 4 were absorbed by the other housing authority.
 - (2) Utilization – The agency has maintained 100 percent and above utilization rate of funding.
 - (3) SEMAP – The agency was awarded high performer status receiving a rating of 100 percent.
- 2) Community Development Block Grant
- (1) The Housing Counselor program assisted 91 Households equaling 146 residents with housing and human services needs.
 - (2) The Head Start Art Project was completed. It was a collaborative effort with the Patchogue Arts Council and the Patchogue Head Start program providing art instruction to Head Start students over an eight-week period and culminating with an exhibit of the student's artwork at the Patchogue-Medford Library.
 - (3) The Patchogue-Medford Youth and Community Services program, Project Strive, was completed. Project Strive was a weekly after-school program Bay Elementary School in the Village of Patchogue. This is an Elementary school program for fourth and fifth graders. Project Strive served a diverse set of students in need of extra support services or were at-risk children. From September 2018- January 15, 2018 there were eleven students participating in Project Strive weekly that live within the Village of Patchogue. Over this 18-week period the Village residents total 166-duplicated youth participating. The program covered the following topics: leadership, anger management, self-esteem and empathy, bullying, healthy nutrition, coping skills, being active community members and many more.
 - (4) The Beautification Project for the parking lot at 215 East Main Street was completed with the installation of three large planting beds, new brick walkways, and landscaping.
 - (5) A Request for Qualifications for consulting Engineers, Architects, and Landscape Architects was issued, submissions reviewed, and three firms selected as consultants.
 - (6) The Roe Walkway Extension Project was started. A call for artists was issued and artists selected to design the artwork for the walkway. Prime Engineering was appointed as engineers for the project.
- 3) Public Authority Compliance
- (1) Budget for 2019 – 2021 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.

C) Active Projects

- 1) Section 8 –
 - (1) Maintaining the high performer status with a SEMAP score of 95 points or greater.
- 2) CDBG –
 - (1) The Roe Walkway Extension will be completed by December 2018.
- 3) Public Authority Compliance
 - (1) The Annual Report for 2017 was submitted to PARIS in August of 2017
 - (2) The Budget for 2020-2023 was adopted in March of 2018. The filing was completed in May of 2018.
 - (3) The audit for 2017 was submitted to the ABO via Paris. Submission was delayed because the audit report was not finalized and received until October 2017.
 - (4) 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 2016 and 2017.

D) Changes to Authority Operating Programs

- 1) The authority operating programs have not changed, however, during the 2018 fiscal year the Village of Patchogue Board of Trustees made the decision to withdraw from the Suffolk County Urban County Consortium for purposes of receiving Community Development Block Grant Funds and became part of the Town of Brookhaven CDBG program. The change will become effective July 1, 2018.
- 2) There are no anticipated material changes to the authority operations and programs over the next year. However, there is a change in personnel as the Account Clerk, Veronica Piechocki, leaving her position on June 27th, 2018, after 24 years and is being replaced by Teresa Reilly.

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, 2018. 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: July 12, 2018