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INCORPORATED
VILLAGE OF PATCHOGUE
COMMUNITY DEVELOPMENT AGENCY

2019 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.
- 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 2018/2019
- 1) Section 8 HCV Program
 - (1) Waiting List and New Participants – The 2015 Waiting List of 300 applicants is now at application number 159. During this fiscal year 47 applicants were contacted with the following results:
 - 6 received vouchers
 - 27 did not respond or responded and failed to follow-through after repeated contact by the Section 8 Administrator.
 - 14 responded and are waiting for vouchers to become available

- Of the 6 vouchers issued:
 - 4 leased up in Patchogue Village
 - 1 was unable to find housing
 - 1 was absorbed by another housing authority.
- (2) Utilization – The agency has maintained 100 percent and above utilization rate of funding. The utilization of voucher authority for the CDA fiscal year was 90 percent which is below the required utilization rate of 95 percent. The spending utilization is higher than the voucher utilization because the rents in the Village of Patchogue have risen meaning the budget authority only covers the rent for 90 percent of the vouchers. The low voucher utilization resulted in a 0 out of 20 points for utilization for the Section 8 Management Assessment Program (SEMAP)
- (3) SEMAP – The agency received a standard rating score of 85%.
- 2) Community Development Block Grant
 - (1) The Village of Patchogue joined the Town of Brookhaven CDBG program and was awarded \$150,000 in program funds.
 - (2) The Housing Counselor program assisted 144 Households equaling 239 residents with housing and human service's needs.
 - (3) The Roe Walkway Extension Project was completed.
- 3) Public Authority Compliance
 - (1) Budget for 2020-2022 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.
 - (3) The CDA retained the services of AVZ, an accounting firm, to review accounting procedures and restructure the accounting process. A new chart of accounts is being implemented.

C) Active Projects

- 1) Section 8 –
 - (1) The Patchogue CDA Housing Choice Voucher five-year plan is due by October 17th. A public hearing will be held on October 3, 2019 for public comment.
 - (2) The Administrative Plan is being updated to incorporate new regulations.
- 2) CDBG –
 - (1) There are several sidewalk projects that will be undertaken during the coming year. The first project will be the replacement of the sidewalk in front of Bravo Supermarket. If funding allows, the Baker Street sidewalk project will be completed and sidewalks replaced on Church Street and Railroad Avenue.
- 3) Public Authority Compliance
 - (1) The Annual Report for 2019 will be submitted to PARIS by August 31st.
 - (2) The Budget for 2021-2023 was adopted and filed in March of 2019.

- (3) The audit for 2019 will be submitted to the ABO via Paris.
- (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's CDBG and Section 8 programs have not changed.
- 2) Changes have been made to authority operations moving accounting operations to Quickbooks and Excel and reducing handwritten journal entries. A new chart of accounts will be instituted to streamline reporting to HUD and the ABO. The CDA has purchased the payments and 1099 modules in Housing Pro to reduce tasks in preparing rental payments.

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, 2019. 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 11, 2019