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Executive Director



INCORPORATED
VILLAGE OF PATCHOGUE
COMMUNITY DEVELOPMENT AGENCY

2016 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. 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 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 vouchers leased up and voucher issuance.
 - 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 2015/2016
- 1) Section 8 HCV Program
 - (1) New Participants – There were six new Section 8 participants this year, out of 26 offers. The last nine applicants on the 2007 waiting list were contacted, four did not respond and five leased up. The first 17 applicants on the 2015 list were contacted, five received vouchers and one leased up; the remaining 12 must provide additional documentation before approved.

- (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 100 percent.
 - (4) Waiting List – A new waiting list was established in June of 2015. The waiting list from 2007 was finished during the year as set forth in paragraph 1. The CDA received 4500 applications for the 2015 waiting list. It selected 300 and mailed notices to those selected. The first 17 were selected off of the waiting list during the fiscal year.
- 2) Community Development Block Grant
 - (1) Housing Counselor program assisted 40 residents with housing and human services needs.
 - (2) The CDA replaced and improved 11 ADA ramps at four intersections on West Main Street.
 - (3) The CDA collaborated with the Greater Patchogue Foundation by installing the Staudinger Arch on West Main Street. The CDBG funds covered the footings, rigging, and brickwork for the archway.
 - (4) The CDA acted as Fiscal Sponsor for a grant for a mural along the Roe Walkway in 2014 and the mural was completed in 2015.
 - (5) The Mural at Furman Square was completed.
- 3) Public Authority Compliance
 - (1) Budget for 2017 – 2020 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 Program was terminated due to lack of funding.

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 parking lot at East Main Street will be improved in the fall of 2016.
- 3) Public Authority Compliance
 - (1) The Annual Report for 2015 was submitted to PARIS in August of 2015
 - (2) The Budget for 2017-2020 was adopted in March of 2016 and submitted via Paris by the end of March 2016.
 - (3) The audit for 2015 was submitted to the ABO via Paris. Submission was delayed because the audit report was not finalized and received until October 2015.

(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 2012, 2013, 2014, and 2015.

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, 2016. 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: