

Donald R. Wachsmuth  
Chairperson

Lizbeth Carrillo  
Toni Dean  
Susan Henke-Brinkman  
Elizabeth Marino  
Jason R. Volini, CPA\*  
\*Alternate

Marian H. Russo, Esq.  
Executive Director



INCORPORATED  
**VILLAGE OF PATCHOGUE**  
COMMUNITY DEVELOPMENT AGENCY

## **2017 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 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 2016/2017
- 1) Section 8 HCV Program
    - (1) Waiting List and New Participants -- The 2015 Waiting List started with 300 applicants. During this fiscal year 55 applicants were contacted with 14 receiving vouchers and 39 not responding or responding and failing to follow-through after repeated contact by the Section 8 Administrator. Of the 14 given vouchers 5 leased up in Patchogue Village, 1 was unable to

find housing, and 8 ported to another jurisdiction. Of the 8 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 has been awarded high performer status receiving a rating of 100 percent.
- 2) Community Development Block Grant
- (1) Housing Counselor program assisted 45 residents with housing and human services needs.
  - (2) The CDA contracted with A+ Technologies for the installation of an additional 7 surveillance cameras and installation of the server system to support the wireless surveillance capability in downtown as a means to reduce crime.
  - (3) The Archway at Roe Walkway was completed and installed.
  - (4) The CDA granted the Economic Opportunity Council of Suffolk \$5,000 for a program to connect with the homeless in Patchogue and connect them with services. The program operated from October 2016 to February of 2017 and assisted 30 people.
- 3) Public Authority Compliance
- (1) Budget for 2018 – 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 parking lot at East Main Street will be improved in the fall of 2017.
  - (2) The Head Start Art Project will be implemented and completed by January of 2018
- 3) Public Authority Compliance
  - (1) The Annual Report for 2016 was submitted to PARIS in August of 2016
  - (2) The Budget for 2018-2021 was adopted in March of 2017 and submitted via Paris by the end of March 2017.
  - (3) The audit for 2016 was submitted to the ABO via Paris. Submission was delayed because the audit report was not finalized and received until October 2016.
  - (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, 2017. 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 3, 2017