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Executive Director



INCORPORATED  
***VILLAGE OF PATCHOGUE***  
COMMUNITY DEVELOPMENT AGENCY

## **2011 Annual Report on Operations and Accomplishments**

- 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. Under the CDBG funding the CDA employs a Housing Counselor whom assists residents to connect with human services and is a resource for information to the low to moderate income members of our community.
- 1) Section 8 HCV Program – Is administered by one full time Section 8 Program Administrator who conducts annual recertifications, transfer, voucher issuance, processes new selections, coordinates HQS inspections, files monthly reports to HUD. The CDA Account Clerk processes housing assistance payments and reports monthly to HUD. 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 2010/2011
- 1) Section 8 HCV Program
    - (1) New Participants – The Patchogue CDA issued vouchers to 13 new selections from its waiting list providing housing representing housing opportunities for 13 very low or extremely low income households.
    - (2) Utilization – The agency has maintained 95 percent and above utilization rate of funding.
    - (3) SEMAP – The agency has maintained standard performer status, receiving a rating of 89 percent which represents a 15 point improvement.
    - (4) Staff has taken the following training:
    - (5) The Executive Director was elected President of the Association of Long Island Housing Agencies and represents ALIHA on the Long Island Housing Crisis Task Force.

- 2) Community Development Block Grant
  - (1) Completed the installation of the new playground at Shorefront Park.
  - (2) Completed the replacement of sidewalks on Oak Street
  - (3) Completed the installation of sidewalks on Bay Avenue from the LIRR right of way south to Edwards Street
  - (4) Completed the installation of handicapped accessible bathrooms in the Patchogue Community Center at 380 Bay Avenue.
  - (5) Completed signage and awning project at One South Ocean Avenue.
  - (6) The Roe Walkway project was 95 percent complete by May 31, 2011.
  - (7) The Patchogue CDA met timeliness spending requirements of the CDBG program.
  - (8) Housing Counselor assisted over 40 residents with housing and human services needs.
  
- 3) Public Authority Compliance
  - (1) All new members of the board completed Public Authority Board Member training.
  - (2) Executive Director attending training with new Board Members for a refresher.
  - (3) Procurement policy was updated to reflect changes made by the Incorporated Village of Patchogue to its procurement policy which changes were adopted based upon amendments to state law governing procurement by municipal entities.
  - (4) Budget for 2012 – 2015 was adopted by the CDA Board and filed with the ABO.

### C) Active Projects

- 1) Section 8 –
  - (1) The Patchogue CDA is promoting the “What Home Means to Me” poster contest with the school age children living in homes assisted through the voucher program.
  - (2) The goal for the coming year is to receive a rating of 95 percent or better on its SEMAP score in order to be designated a High Performer.
  
- 2) CDBG –
  - (1) Theatre Walkway Project – design for the project is underway and anticipate completion of construction by October 31, 2011.
  - (2) Furman Square – design for project is beginning and anticipate completion by November 15, 2011
  - (3) Bandshell Mural project is underway and anticipate completion by the end of August 2011.
  - (4) Caseworker for Senior residents will commence work upon execution of 2011 CDBG contract with the County of Suffolk.

3) Public Authority Compliance

- (1) The Finance Committee held an annual meeting in June of 2011
- (2) The Governance Committee held an annual meeting in June of 2011
- (3) The Annual Report for 2010 was submitted to PARIS in August of 2010
- (4) The Budget for 2012 was adopted in February of 2011 and submitted via Paris by the end of March 2011.
- (5) The audit for 2010 was submitted to the ABO via Paris. Submission was delayed because the audit report was not received until October of 2010.
- (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 2009 and 2010.
- (7) Board Members filed their financial disclosures as required under the law
- (8) Board Members executed Acknowledgement of Fiduciary Duties
- (9) All Board Members have completed ABO Training.

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.

Adopted: August 4, 2011