

Donald R. Wachsmuth
Chairperson
Toni Dean
Patrick McHeffey
Kaetlyn Jackson
Camilo Salazar
Margherita Proscia*
*Alternate



INCORPORATED
VILLAGE OF PATCHOGUE
COMMUNITY DEVELOPMENT AGENCY

Marian H. Russo, Esq.
Executive Director

**Annual Report on Operations and Accomplishments with
Assessment of Internal Controls
June 1, 2021-May 31, 2022**

- A) The Patchogue CDA with offices at Patchogue Village Hall is responsible for the administration of the Section 8 Housing Choice Voucher Program (HCV) and the Community Development Block Grant (CDBG) funds received as a subrecipient of the Town of Brookhaven CDBG program.
- 1) Section 8 HCV Program – Is administered by one Section 8 Program Administrator who conducts annual re-certifications, port-ins and port-outs (transfers), voucher issuance, processes new waiting list 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 (ED) supports the Administrator and Account Clerk as needed, communicates with HUD program officers, coordinates responses to violations and manages terminations. The ED is responsible for all policy decisions including annual review and update of the Section 8 Administrative Plan. The E.D. and Account Clerk report monthly to the CDA Board on Section 8 status. The Board reviews and approves payments of monthly housing assistance payments and administrative costs.
 - 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. Through the CDBG funded Housing Referral the Section 8 Administrator and Account Clerk provide services to the low-mod income residents of the Village of Patchogue needing assistance with their housing and other services. The Board authorizes bidding of projects, awards of contracts, and payments on contracts. The ED is project manager on all capital projects. The Account Clerk processes payments to contractors, submits vouchers for reimbursement and supporting documentation required by the Town of Brookhaven Housing and Community Development Office. The ED reports monthly to the Board on the status of all projects.
 - 3) Public Authority Law Compliance – The ED with the assistance of the CDA Account Clerk prepares and files all reports as well as maintains the information on the website. The Board holds the annual budget hearing, adopts the budget, and approves and adopts annual reports. The Governance and Audit Committees meet twice

yearly to carry out their duties. Updates to policies are prepared by the Governance Committee as needed.

B) Accomplishments for 2021-2022

1) Section 8 HCV Program

(1) Waiting List and New Participants – The 2015 Waiting List of 300 applicants is now at application number 178. During this fiscal year 20 applicants were contacted with the following results:

- 4 received vouchers – searching for housing
- 15 did not respond or responded and failed to follow-through after repeated contact by the Section 8 Administrator.
- 1 declined voucher assistance

(2) Utilization –The utilization of voucher authority for the CDA fiscal year was 88.2 percent (up 1.2 percent from last year) which is below the required utilization rate of 95 percent. The budget utilization was 100.16 percent.

2) Community Development Block Grant

(1) The Village of Patchogue was awarded \$150,000 in CDBG funds from the Town of Brookhaven.

(a) Public Improvements: \$112,500.00

(b) Housing Counseling: \$22,500.00

(c) Administration: \$15,000.00

(2) The Housing Counselor program assisted 63 Households equaling 122 residents with housing and human service's needs.

3) Public Authority Compliance

(1) Board Members are, Chairman: Donald Wachsmuth; Members: Toni Dean, Patrick McHeffey, Kaetlyn Jackson, Camilo Salazar, and Margherita Proscia. Member Javier Kinghorn's resignation was accepted by the Village Board on March 28, 2022. On April 4, 2022 Camilo Salazar was appointed a full member and Margherita Proscia was appointed as Alternate.

(2) Budget for 2024-2026 was adopted by the CDA Board on March 3, 2022 and filed with the NYS Authority Budget Office.

(3) The audit for 2021 was submitted to the ABO via Paris.

(4) The Annual Report was filed with the New York State Comptroller's Office.

C) Active Projects

1) Section 8 –

(1) The Administrative Plan for the program was updated.

(2) The waiting list will be opened during the 2022/2023 fiscal year.

- 2) CDBG –
 - (1) The railing for the Village Hall Handicapped Ramp was installed.
 - (2) Sidewalks, curbs, and aprons on Church Street were replaced.
 - (3) On Division Street four ADA ramps were installed.
 - (4) The CDA is working on a long-range plan for 2023-2028. From July to December of 2021 the CDA Board met with the following stakeholders: Patchogue Arts Council, Tree Committee, Beautification Committee, and the Patchogue-Medford Library. Input was received from the Village of Patchogue Parks and Recreation Department as well as Trustee Lizbeth Carrillo.
 - 3) Public Authority Compliance
 - (1) The Annual Report for 2021 was submitted to the Authority Budget Office.
 - (2) The CDA webpage is included in the Village's website and there is a link on the Village's website for CDA documents including agendas; minutes of each meeting; the CDA; Housing Choice Voucher Administrative Plan; Budget Financial Plan; and Federal Single Audits.
- D) Changes to Authority Operating Programs
- 1) The Authority's CDBG and Section 8 programs have not changed.
 - 2) The new accounting system has been successfully instituted and processes streamlined.

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, 2022. 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: