

Donald R. Wachsmuth  
*Chairperson*  
Toni Dean  
Lizbeth Carrillo  
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, 2022-May 31, 2023**

- 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 –

(a) 2022 Waiting list: The 2015 Waiting List was reaching its end so a new waiting list was opened from November 4, 2022 to November 10, 2022. Applications in both English and Spanish became available on September 29, 2022 on the Village's website. The opening was advertised in the Long Island Advance, Noticia, and Tu Prensa. Notice of the list opening was sent to members of the Association of Long Island Housing Agencies, Long Island Community Development Officials, Health and Welfare Council of Long Island, and Long Island Coalition for the Homeless. Pursuant to the Patchogue CDA Administrative Plan, 300 applications were selected at random from the over 4,500 applications received. The 300 applications were entered into the HousingPro software and randomly sorted and application numbers assigned. Notice was sent to all selected applicants.

(b) 2015 Waiting List: At the end of the FY2023 there were nine applicants remaining on the 2015 waiting list. During the fiscal year, 12 applicants were contacted with the following results:

- 5 received vouchers – searching for housing
- 6 did not respond or responded and failed to follow-through after repeated contact by the Section 8 Administrator.
- 1 submitted information to qualify but is on hold.

(2) Utilization –The utilization of voucher authority for the CDA fiscal year was 83.5 percent (down 4.7 percent from last year) which is below the required utilization rate of 95 percent. The budget utilization was 99.53% 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: \$118,330.00

(b) Housing Counseling: \$22,500.00

(c) Administration: \$9,170.00

(2) The Housing Counselor program assisted 63 Households equaling 104 residents with housing and human service's needs.

- (3) CDBG – The following projects were completed:
  - (a) The Terry Street ramp improvement project replaced six non-conforming handicapped ramps at the driveway entrances along Terry Street.
  - (b) The Railroad Avenue sidewalk project replaced 200 linear feet of sidewalk including curbs and aprons on the east side of the street between Church Street and the entrance to the municipal parking lot.
- (4) The CDA completed work on a long-range plan and on February 2, 2023 adopted the Village of Patchogue Community Development Agency Community Development Block Grant Program Five-Year Plan 2023-2028.

### 3) Public Authority Compliance

- (1) Board Members for FY23 were, Chairman: Donald Wachsmuth; Members: Toni Dean, Patrick McHeffey, Kaetlyn Jackson, Camilo Salazar, and Margherita Proscia. In July of 2023 Patrick McHeffey moved out of the Village and was replaced by Lizbeth Carrillo.
- (2) Budget for 2024-2027 was adopted by the CDA Board on March 2, 2023 and filed with the NYS Authority Budget Office.
- (3) The audit for 2022 was submitted to the ABO via Paris. The audit was delayed by the auditor. It was submitted to the ABO on March 16, 2023. For FY23 the auditor is ahead of schedule and the audit report will be filed as soon as the audit is approved by the Village Board and the CDA Board.
- (4) The Annual Report was filed with the New York State Comptroller's Office on time.
- (5) 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.
- (6) Changes to Authority Operating Programs – The Authority's CDBG and Section 8 programs have not changed.

### C) Active Projects

#### 1) Section 8 –

- (1) Pursuant to the Housing Opportunity Through Modernization Act of 2016 (HOTMA) the Patchogue CDA is required to make changes in how it calculates income and conducts inspections. HOTMA impacts income reviews and asset limits. New inspection protocols will replace the Housing Quality Standards with National Standards for the Physical Inspection of Real

Estate (NSPIRE). HOTMA goes into effect on January 1, 2024.  
NSPIRE goes into effect on October 1, 2023.

- (2) The CDA staff will be taking training to prepare for the changes.
- (3) The Section 8 Administrative Plan will be updated to incorporate the changes.

2) Public Authority Compliance

- (1) The Patchogue CDA was awarded a grant through the Local Government Records Management Fund for the inventory of inactive Community Development Block Grant files and for a records management consultant to prepare a records management plan. The work will be conducted during FY24.

D) 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: August 3, 2023