

Authority Budget of: **ADOPTED COPY**

New Brunswick Housing Authority

State Filing Year **2020**

~~ADOPTED COPY~~
APPROVED COPY

For the Period:

July 1, 2020 to June 30, 2021

Newbrunswickhousng.org

Authority Web Address



NJ DEPARTMENT OF
Community Affairs

Division of Local Government Services

RECEIVED

LOCAL GOVT SERVICES
2021 MAR 29 A 9:24

NBHA RESOLUTION 2020 – 5/27 # 22

Resolution Approving the Late Submission of the Housing Authority of the City of New Brunswick's Budget

WHEREAS, New Jersey State Law requires that a Public Housing Authority submit its budget to the New Jersey Department of Community Affairs sixty (60) days prior to the start of its fiscal year; and

WHEREAS, N.J.A.C. 5:31 requires that a Housing Authority adopt a late budget resolution should it not adhere to the 60 day requirement; and

WHEREAS, the Housing Authority of the City of New Brunswick (Authority) did not submit its budget prior to the 60 day requirement for the follow reason:

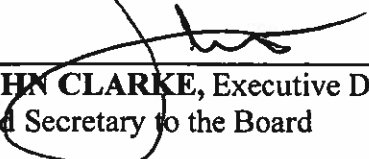
Due to the ongoing pandemic the Housing Authority was not able to meet the submission deadlines required by the State of New Jersey.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of New Brunswick hereby approves and adopts this resolution to submit the late budget in accordance with N.J.A.C. 5:31.

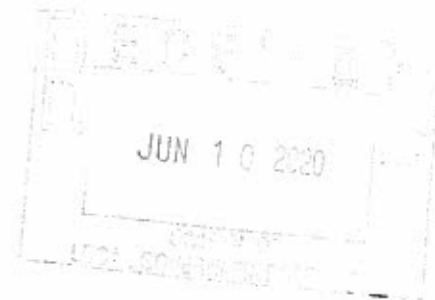
Passed on this 27th day of May, 2020 (See attached Vote Box)



YESENIA MEDINA-HERNANDEZ, Vice Chairperson



JOHN CLARKE, Executive Director
And Secretary to the Board



NBHA RESOLUTION 2020- 5/27 # 22

**Resolution Approving the Late Submission of the Housing
Authority of the City of New Brunswick's Budget**

COMMISSIONERS	MOVES	SECONDS	AYES	NAYS	ABSTAIN	ABSENT
WRIGHT						✓
JONES	✓		✓			
CALDWELL			✓			
WOLDE			✓			
DUNLAP			✓			
MEDINA- HERNANDEZ		✓	✓			
CHAIRMAN GIORGIANNI						✓

2020 (2020-2021) HOUSING AUTHORITY BUDGET

Certification Section

2020 (2020-2021)

**NEW BRUNSICK
HOUSING AUTHORITY BUDGET**

FISCAL YEAR: FROM July 1, 2020 TO June 30, 2021

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: Paul D. Cwert CPA, RMA Date: 2/22/2021

CERTIFICATION OF ADOPTED BUDGET

It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: Paul D. Cwert CPA, RMA Date: 3/31/2021

2020 (2020-2021) PREPARER'S CERTIFICATION

NEW BRUNSWICK

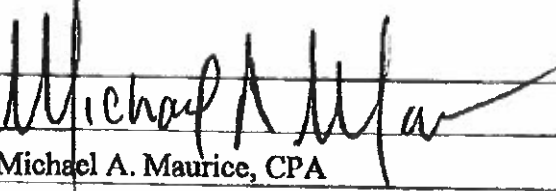
(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: July 1, 2020 TO: June 30, 2021

It is hereby certified that the Housing Authority Budget, including both the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that: all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Housing Authority.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:			
Name:	Michael A. Maurice, CPA		
Title:	Fee Accountant		
Address:	2035 Hamburg Turnpike, Suite H Wayne, NJ 07470		
Phone Number:	973-831-6970	Fax Number:	973-831-6972
E-mail address	mike@polcarico.com		

2020 (2020-2021) APPROVAL CERTIFICATION

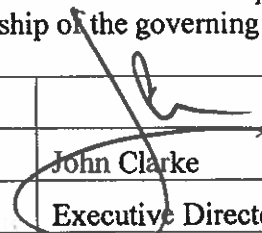
NEW BRUNSWICK

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: July 1, 2020 TO: June 30, 2021

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the New Brunswick Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 27th day of May, 2020.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the governing body thereof.

Officer's Signature:			
Name:	John Clarke		
Title:	Executive Director		
Address:	7 Van Dyke Avenue New Brunswick, NJ 08901		
Phone Number:	732-745-5157 X 301	Fax Number:	732-253-7799
E-mail address	Jclarkenbjha.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address: www.newbrunswickhousing.org

All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- A description of the Authority's mission and responsibilities
- The budgets for the current fiscal year and immediately preceding two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information (**Similar information are items such as Revenue and Expenditures Pie Charts or other types of Charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority**)
- The complete (All Pages) annual audits (Not the Audit Synopsis) of the most recent fiscal year and immediately two prior years
- The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- The approved minutes of each meeting of the Authority including all resolutions of the board and their committees, for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

Name of Officer Certifying compliance

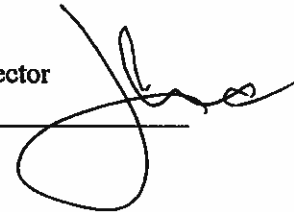
John Clarke

Title of Officer Certifying compliance

Executive Director

Signature

Page C-4



2020 (2020-2021) HOUSING AUTHORITY BUDGET RESOLUTION NEW BRUNSWICK HOUSING AUTHORITY

FISCAL YEAR: FROM: July1, 2020 TO: June 30, 2021

WHEREAS, the Annual Budget and Capital Budget for the New Brunswick Housing Authority for the fiscal year beginning, July 1, 2020 and ending, June 30, 2021 has been presented before the governing body of the New Brunswick Housing Authority at its open public meeting of May 27, 2020; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 14,211,794, Total Appropriations, including any Accumulated Deficit if any, of \$ 13,606,966 and Total Unrestricted Net Position utilized of \$0

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$420,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

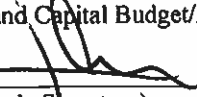
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the New Brunswick Housing Authority, at an open public meeting held on May 27, 2020 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the New Brunswick Housing Authority for the fiscal year beginning, July 1, 2020 and ending, June 30, 2021 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the New Brunswick Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on July 22, 2020.



5/27/20
 (Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
A. Giorgianni	✓			✓
K. Jones	✓			
D. Caldwell	✓			
Y. Wolke	✓			
W. Dunlap	✓			
Y. Medina-Hernandez	✓			
Z. Wright				✓

2020 (2020-2021) ADOPTION CERTIFICATION

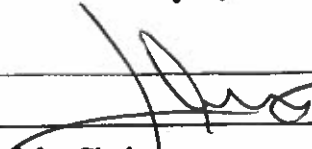
NEW BRUNSWICK

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: July 1, 2020 TO: June 30, 2021

Note: This is filled on for Adoption of the Budget Don't fill in for Introduction of the Budget

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the New Brunswick Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 24th day of, *March, 2021*

Officer's Signature:			
Name:	John Clarke		
Title:	Executive Director		
Address:	7 Van Dyke Avenue New Brunswick, NJ 08901		
Phone Number:	732-745-5157	Fax Number:	732-253-7799
E-mail address	jclarke@nbnjha.org		

2020 (2020-2021) ADOPTED BUDGET RESOLUTION
Important --The Amounts on this page need to agree with budget pages F-1 and CB-3. Fill these amounts in after you finalize the amounts on pages F-1 and CB-3. Re-check before this resolution is adopted

**NEW BRUNSWICK
HOUSING AUTHORITY**

FISCAL YEAR: FROM: July 1, 2020 TO: June 30, 2021

WHEREAS, the Annual Budget and Capital Budget/Program for the New Brunswick Housing Authority for the fiscal year beginning July 1, 2020 and ending, June 30, 2021 has been presented for adoption before the governing body of the New Brunswick Housing Authority at its open public meeting of July 27th 2020; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 14,211,794, Total Appropriations, including any Accumulated Deficit, if any, of \$13,606,966 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$420,000 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of New Brunswick Housing Authority, at an open public meeting held on May 27th 2020 that the Annual Budget and Capital Budget/Program of the New Brunswick Housing Authority for the fiscal year beginning, July 1, 2020 and, ending, June 30, 2021 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

 (Secretary's Signature)

3/24/21
 (Date)

Governing Body Member.	Recorded Vote			
	Aye	Nay	Abstain	Absent
Medina - Hernandez	✓			
Dunlap	✓			
Wright	✓			
Wolde				✓
Giorgianni				✓
Giddwell	✓			
Jones				✓

2020 (2020-2021) HOUSING AUTHORITY BUDGET

Narrative and Information Section

**2020(2020-2021) HOUSING AUTHORITY BUDGET
MESSAGE & ANALYSIS
NEW BRUNSWICK HOUSING AUTHORITY**

AUTHORITY BUDGET

FISCAL YEAR: FROM: July 1, 2020 TO: June 30, 2021

Answer all questions below. Attach additional pages and schedules as needed.

1. Complete a brief statement on the 2020/2020-2021 proposed Annual Budget and make comparison to the 2019/2019-2020 adopted budget for each *Revenues and Appropriations*. Explain any variances over +/-10% (As shown on budget pages F-2 and F-4 explain the reason for changes for each revenue and appropriation changing more than 10%) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. (Example Rate Increase authorized by resolution or by HUD).

2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. Example would be effect on a recession in the economy on the housing Authority

3. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered.

4. Identify any sources of funds transferred to the County/Municipality as a Pilot Payments, or a shared service and explain the reason for the transfer -- Housing Authorities cannot transfer Unrestricted Net Position (i.e.: to balance the County/Municipality budget, etc.).

5. The proposed budget must not reflect an anticipated deficit from 2020/2020-2021 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question.

(Prepare a response to deficits in most recent audit report pertaining to Deficits to Unrestricted Net Position caused by recording Pension and Post-Employment Benefits liabilities as required by GASB 68 and GASB 75).

Question No. One

Excess Utilities - This line item is projected to be 12.5% greater than last year based on June 2020 results.

Excess Utilities consist of fees charged for additional appliances such as air conditioners and freezers.

Non Dwelling Rent - This line item is projected to be 61.3% higher than last year. This revenue stream is for rent charged to the HCV Program. The rent charged is greater than the prior year, but less than the market rate for the type of office space and square footage occupied by the Program.

Fraud Recoveries - This line item is projected to be 23.1% lower than last year based on June 2020 results. The amount collected from tenant fraudulently reporting income will vary from year to year.

Administrative Salaries - This line item is projected to be 14.3% higher than last year. The Authority had one employee retire and hired on full time and one part-time employee.

Maintenance and Operations - This line item is projected to be 18% greater than last year based on physical needs assessment, preventive maintenance and anticipated REAC inspection corrective measures.

Miscellaneous Cost of Providing Services - This line item has been adjusted to more closely reflect actual costs.

The Authority is anticipating a higher surplus from operations over the prior fiscal year based on a reduction in salary and benefits due to attrition.

Question No. Two

The Authority had actual tenant rental revenues of \$1,366,650 during the fiscal year June 30, 2019. However due to COVID-19 Pandemic and the increase in unemployment, revenues are expected to be less than the prior year.

Question No. Three

The local economy is expected to be impacted by the economic shutdown caused by the COVID-19 Pandemic. The extent of the impact could not be determined at the time the budget was being prepared. However, the Pandemic is expected to negatively impact the Authority's residents.

Question No. Four

N/A

Question No. Five

see attached schedule

HOUSING AUTHORITY CONTACT INFORMATION

AUTHORITY CONTACT INFORMATION

2020 (2020-2021)

Please complete the following information regarding this Authority. All information requested below must be completed.

Name of Authority:	New Brunswick Housing A		
Federal ID Number:	22-6002506		
Address:	7 Van Dyke Avenue		
City, State, Zip:	New Brunswick	NJ	08901
Phone: (ext.)	732-745-5157 EXT 301	Fax:	732-253-7799

Preparer's Name:	Michael A. Maurice, CPA		
Preparer's Address:	2035 Hamburg Turnpike -- Suite H		
City, State, Zip:	Wayne	NJ	07470
Phone: (ext.)	973-831-6970	Fax:	973-831-6972
E-mail:	mike@polcarico.com		

Chief Executive Officer:(1)	John Clarke		
(1)Or person who performs these functions under another Title			
Phone: (ext.)	732-745-5157 EXT 301	Fax:	732-253-7799
E-mail:	jclarke@nbnjha.org		

Chief Financial Officer(1)	Alka Shah		
(1) Or person who performs these functions under another Title			
Phone: (ext.)	732-745-1440	Fax:	
E-mail:	ashah@nbnjha.org		

Name of Auditor:	Tony Giampaolo		
Name of Firm:	Hymanson, Parnes & Giampaolo		
Address:	467 Middletown Road		
City, State, Zip:	Lincroft	NJ	077318
Phone: (ext.)	732-842-4550	Fax:	
E-mail:	tony@hpgnj.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

NEW BRUNSWICK HOUSING AUTHORITY

FISCAL YEAR: FROM: July 1, 2020 TO: June 30, 2021

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2018 or 2019) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: **21**
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2018 or 2019) Transmittal of Wage and Tax Statements: **1,099,172.21**
- 3) Provide the number of regular voting members of the governing body: **7 (Even if not all commissioners have been appointed (Total Commissioners are either 5 or 7 as per statute for your Authority))**
- 4) Provide the number of alternate voting members of the governing body: **NA (Maximum is 2)**
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? **NO** *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31, 2019 or 2020 deadline has passed 2019 or 2020) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) **YES** *If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.*
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? **NO** *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? **NO**
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? **NO**
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? **NO***If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. **NO** *If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. *Attach a narrative of your Authority's procedures for all individuals listed on Page N-4 (2 of 2).*

- 11) Did the Authority pay for meals or catering during the current fiscal year? **NO** If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? **YES** If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority?
- a. First class or charter travel **NO**
 - b. Travel for companions **NO**
 - c. Tax indemnification and gross-up payments **NO**
 - d. Discretionary spending account **NO**
 - e. Housing allowance or residence for personal use **NO**
 - f. Payments for business use of personal residence **NO**
 - g. Vehicle/auto allowance or vehicle for personal use **YES**
 - h. Health or social club dues or initiation fees **NO**
 - i. Personal services (i.e.: maid, chauffeur, chef) **NO**
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? **YES** If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? **NO** If "yes," attach explanation including amount paid.
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? **NO** If "yes," attach explanation including amount paid.
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? **N/A** If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future. (If no bonded Debt answer is **Not Applicable**) (Loans from a Bank or State Agencies are not bonded Debt)
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? **NO** If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.
- 19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? **NO** If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.
- 20) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations ? **NO** If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.
- 21) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? **NO** If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.

	TRAINING & TRAVEL EXPENSE FOR 2021				
	PER DEIM	HOTEL	REGISTRATION	TRANSPORT	TOTAL
PHADA Legislative Conference Washington, DC 9/7 - 9/10/19	\$ 166.97	\$ 678.94	\$ 310.00	160.39	1,316.30
Commissioner Training Martha's Vinyard, MA 9/11-9/14/19	400.00	1,168.32	630.00	-	2,198.32
PHADA Conference Phoenix, AZ 1/4-1/8/20	269.43	851.04	465.00	698.02	2,283.49
Rutgers The State University of New Jersey New Brunswick, NJ Fall 2019 Sessions	-	-	1,193.00	-	1,193.00
NJNAHRO Training Atlantic City, NJ 11/18-11/21/19	137.09	294.80	325.00	104.28	861.17
League of Municipalities Atlantic City NJ 11/19-11/21/19	300.00	-	65.00	-	365.00
Nan McKay HQS Training On-Line Fall 2019	-	-	999.00	-	999.00
Nan McKay HCV & PHA Calculations On-Line Fall 2019	-	-	999.00	-	999.00
Training & Certification (two staff) Parsippany, NJ	700.00	1,233.76	1,258.00	-	3,191.76
NJHRA Training Session Perth Amboy, NJ 12/6/19	-	-	50.00	-	50.00
HQS On-Line Training and Certification (two staff)	-	-	2,198.00	-	2,198.00
HCV On-Line Training & Certification	-	-	1,099.00	-	1,099.00
HCV On-Line Training & Certification	-	-	1,099.00	-	1,099.00
HCV On-Line Training & Certification	-	-	1,099.00	-	1,099.00
	<u>\$ 1,973.49</u>	<u>\$ 4,226.86</u>	<u>\$ 11,789.00</u>	<u>\$ 962.69</u>	<u>\$ 18,952.04</u>

Question 10 Page N-3

The Housing Authority completes periodic performance reviews of all staff and has a third party executive compensation study done annually. The Board of Commissioners approves the annual salary schedule for all employees, based on these documents

Question 13G Page N-3

The Authority paid five hundred dollars per month as an auto allowance to the John Clarke, Executive Director through December 2019. The amount is included in the employees W-2 form at the end of the year. The auto allowance was increased to fifteen hundred dollars per month as of January 2020.

(This page is directions for filling in page (N-4 (2-of 2)) (No answers should be entered on this page)

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS
NEW BRUNSWICK HOUSING AUTHORITY**

FISCAL YEAR: FROM: July 1, 2020 TO: June 30, 2021

Complete the attached table for all persons required to be listed per #1-4 below.

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority and any other public entities.
- 3) List all of the Authority's former officers, key employees and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

Commissioner: A member of the governing body of the authority with voting rights. Include alternates for purposes of this schedule.

Officer: A person elected or appointed to manage the authority's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the authority's top management official and top financial official as officers. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

Key employee: An employee or independent contractor of the authority (other than a commissioner or officer) who meets both of the following criteria:

- a) The individual received reportable compensation from the authority and other public entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

Highest compensated employee: One of the five highest compensated employees or independent contractors of the authority other than current commissioners, officers, or key employees whose aggregate reportable compensation from the authority and other public entities is greater than \$100,000 for the most recent fiscal year completed.

Compensation: All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Authority's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

Reportable compensation: (Use the Most Recent W-2 available 2018 or 2019. The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2020, the most recent W-2 and 1099 should be used 2019 or 2018 (60 days prior to start of budget year is November 1, 2019, with 2018 being the most recent calendar year ended), and for fiscal years ending June 30, 2020, the calendar year 2019 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, with 2019 being the most recent calendar year ended).

Other Public Entity: Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Authority either by function or by physical location.

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (continued)

New Brunswick Housing Authority
 For the Period July 1, 2020 to June 30, 2021
 A B C D E F G H I J K L M N O P Q R S T

Name	Titles	Average Hours per Week Dedicated to Position	Position	Reportable Compensation from Authority (W-2/1099)		Estimated amount of other compensation from Authority (health benefits, pension, etc.)	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (See notes below)	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
				Base Salary/Stipend/Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)							
1 John Clarke	Executive Director	35	Commissioner	\$ 157,500	\$ 16,000	\$ 42,686	none	none	218,186	\$ 218,186	\$ 218,186	218,186
2 Danny Tono	Sr. Portfolio Mgr.	35	Commissioner	104,000	0	37,706	none	none	141,706	141,706	141,706	141,706
3 Kevin Jones	Commissioner	X	Commissioner	X	X	X	0	Mayor's Aid City of NB	71,694	71,694	71,694	71,694
4 Yngu Wolds	Commissioner	X	Commissioner	X	X	X	0	MINMFA - Retired	58,947	58,947	58,947	58,947
5 Zachary Wright	Commissioner	X	Commissioner	X	X	X	0	none	0	0	0	0
6 Anthony Giorgianni	Commissioner	X	Commissioner	X	X	X	0	none	0	0	0	0
7 Yessenia Medina-Hernandez	Commissioner	X	Commissioner	X	X	X	0	none	0	0	0	0
8 Dale Caldwell	Commissioner	X	Commissioner	X	X	X	0	none	0	0	0	0
9 Wallace Dundep	Commissioner	X	Commissioner	X	X	X	0	none	0	0	0	0
10							0	0	0	0	0	0
11							0	0	0	0	0	0
12							0	0	0	0	0	0
13							0	0	0	0	0	0
14							0	0	0	0	0	0
15							0	0	0	0	0	0
Total:				\$ 261,500	\$ 18,000	\$ 80,392			\$ 71,694	\$ 58,947	\$ 489,939	489,939

(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity

Schedule of Health Benefits - Detailed Cost Analysis

New Brunswick Housing Authority

July 1, 2020

For the Period

Inout - X - In Box Below IF this Page is Non-Applicable

to June 30, 2021

	# of Covered Members (Medical & Rx)		Annual Cost Estimate per Employee		Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	Proposed Budget	Employee Proposed Budget	Proposed Budget	Employee Proposed Budget						
Active Employees - Health Benefits - Annual Cost										
Single Coverage	5	\$ 10,719	\$ 53,595	3	\$ 11,225	\$ 33,675	\$ 19,920		59.2%	
Parent & Child	2	18,862	37,724	4	20,093	80,372	(42,648)		-53.1%	
Employee & Spouse (or Partner)	1	21,438	21,438	2	22,450	44,900	(23,462)		-52.3%	
Family	7	30,879	216,153	5	31,318	156,590	59,563		38.0%	
Employee Cost Sharing Contribution (enter as negative -)			(57,266)			(49,677)	(7,589)		15.3%	
Subtotal	15		271,644	14		265,860	5,784		2.2%	
Commissioners - Health Benefits - Annual Cost										
Single Coverage			-						#DIV/0!	
Parent & Child			-						#DIV/0!	
Employee & Spouse (or Partner)			-						#DIV/0!	
Family			-						#DIV/0!	
Employee Cost Sharing Contribution (enter as negative -)									#DIV/0!	
Subtotal	0			0					#DIV/0!	
Retirees - Health Benefits - Annual Cost										
Single Coverage	8	5,190	41,520	6	10,297	61,782	(20,262)		-32.8%	
Parent & Child	1	6,660	6,660	2	6,841	13,682	(7,022)		-51.3%	
Employee & Spouse (or Partner)	6	9,825	58,950	8	7,992	63,936	(4,986)		-7.8%	
Family	2	21,187	42,374	2	23,765	47,530	(5,156)		-10.8%	
Employee Cost Sharing Contribution (enter as negative -)									#DIV/0!	
Subtotal	17		149,504	18		186,930	(37,426)		-20.0%	
GRAND TOTAL	32		\$ 421,148	32		\$ 452,790	\$ (31,642)		-7.0%	

Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box)

Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box)

Yes	Yes or No
Yes	Yes or No

Note: Remember to Enter an amount in rows for Employee Cost Sharing

Schedule of Accumulated Liability for Compensated Absences

New Brunswick Housing Authority
 For the Period July 1, 2020 to June 30, 2021

Complete the below table for the Authority's accrued liability for compensated absences.

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
PLEASE SEE ATTACHED DETAIL		108,963			
Total liability for accumulated compensated absences at beginning of current year		\$ <u>108,963</u>			

The total Amount Should agree to most recently issued audit report for the Authority

New Brunswick Housing Authority
 Schedule of Accumulated Liability for Compensated Absences
 July 1, 2020 to June 30, 2021

No.	Employee	Vacation	Sick	Total
1	Cherence, Michael	6,789	2,416	9,205
2	Clarke, John	20,065	10,000	30,065
3	Davis, Steven	1,248	897	2,145
4	Fernandez, Rosa	182	140	322
5	Figueroa, Elizabeth	9,532	8,623	18,155
6	Ford, Michael	4,824	1,243	6,067
7	Hamilton, Donovan	1,154	1,325	2,479
8	Mineus Fritz	1,568	1,613	3,181
9	Ramos, Clarimar	1,295	537	1,832
10	Sadowitz, Helaine	914	833	1,747
11	Shah, Alka	1,753	5,036	6,789
12	Torres, Melissa	257	128	385
13	Toto, Daniel	13,003	8,367	21,370
14	Weeks, Dorann	3,936	1,285	5,221
	Total	66,520	42,443	108,963

Schedule of Shared Service Agreements

For the Period New Brunswick Housing Authority to June 30, 2021

If No Shared Services X this Box
 Enter the shared service agreements that the Authority currently engages in and identify the amount that is received/paid for those services.

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority
New Brunswick Housing Authority	Franklin Township Housing Authority	HQS Inspections & Admin Support		3/1/2020	2/28/2021	\$ 77,000
Bayonne Housing Authority	New Brunswick Housing Authority	Qualified Purchasing Agent (QPA)		3/1/2020	2/28/2021	\$ (17,500)

INTER AGENCY AGREEMENT
BY AND BETWEEN
THE HOUSING AUTHORITY OF THE CITY OF NEW BRUNSWICK
AND
THE HOUSING AUTHORITY OF THE TOWNSHIP OF FRANKLIN

THIS AGREEMENT is made on this 1st day of February, 2020 through January 31, 2021, by and between the New Brunswick Housing Authority (hereafter "NBHA") and the Franklin Township Housing Authority (hereafter "FTHA").

PREAMBLE

WHEREAS, the FTHA desires to engage the services of the NBHA to perform a limited amount of requested professional management services (including but not limited to technical, managerial, inspections compliance and reporting services) for the FTHA located at 1 Parkside Street, Somerset, NJ (Somerset County); and

WHEREAS, the NBHA desires to have its employees consult with the Acting Executive Director (or her designee) of the FTHA and assist administrative staff of the FTHA to perform requested professional services including HQS inspections, administrative support, and other as-needed professional management services for the FTHA;

NOW, THEREFORE, for the mutual promises and covenants contained herein, the parties agree as follows:

1. THIS AGREEMENT shall be limited to services requested by FTHA on an item by item basis and thereafter performed by NBHA.
2. AGREEMENT to have the NBHA Executive Director act as Acting Executive Director for the FTHA and to assist with coordinating and completing requested HQS inspection, provide administrative support, and as-needed professional management services. The NBHA hereby agrees that it shall provide professional services to the FTHA in accordance with the terms and conditions of this Agreement. The FTHA agrees to reimburse the NBHA for said services (and reimbursement for supplies and/or services as deemed necessary to complete assigned tasks) in accordance with the terms and conditions of this Agreement.
3. COMPENSATION. The NBHA shall be reimbursed for the services provided hereunder as follows:

It is the intention of the parties that the amounts reimbursed to the NBHA by the FTHA shall constitute payment for services rendered and all administrative and overhead costs of the NBHA incurred as a result of providing services to the FTHA including, but not limited to, the compensation of NBHA employees and/or NBHA contractors (for professional services and a flat rate for HQS inspections). Such services shall be rendered at the offices of the NBHA and on site at Parkside Senior and Family Housing units (and FTHA offices) located in Franklin New Jersey. All services shall be reimbursed as follows:

- A) The FTHA shall reimburse the NBHA at a flat rate of thirty two dollars (\$32.00) per HQS inspection and for all other work under this Agreement, FTHA will reimburse NBHA for each hour or portion thereof for each NBHA employee or NBHA contractor who renders services to the FTHA at that individual's (or companies) current hourly

wage at the time said individual renders services for the FTHA plus a ten percent (10%) management /administrative fee. Each such NBHA employee shall continue to receive his or her regular salary from the NBHA and contractors will only be compensated for actual time used at the FTHA site(s). A preliminary list of NBHA employee, their titles and hourly rates for services is attached to this Agreement (see Exhibit A). The rates listed on this attachment are current rates (*as of January 1, 2020) and these rates may be increased based on future cost of living increases on and/or annual raise amount on an annual basis. NBHA may also be tasked to complete actions or services beyond this payment schedule and those services or tasks will be reimbursed based on the approved receipt for that task or service based on the hourly rates set forth on Exhibit A.

B) Payment shall be made only for services rendered within thirty (30) days of the billed date. The NBHA shall submit bills monthly to the FTHA that will include the following information: the name and title of each NBHA employee (or contractor) who performed services for the FTHA during the preceding month, an actual copy of the receipt for any materials used to complete any of the work, total hours worked for services performed, a description of work performed, and the amount of the employee's hourly rate of compensation, and/or the total amount for that day of service (which would include the management/administrative fee) or reimbursed items or tasks (with a copy of the receipt). All bills shall be certified as true and correct by the NBHA.

C) Notwithstanding any other provision herein, all services outlined in this agreement must be requested by the FTHA in writing (in a formal letter or by e-mail to the NBHA's Executive Director from the FTHA's Board Chairperson). The total payment under this contract shall not exceed \$77,000 dollars for the entire term of the contract (twelve months) without further authorization from the FTHA. In the event that the maximum of \$77,000 dollars is reached and the FTHA does not authorize further expenditures, the NBHA shall have no further obligation to perform services under this Agreement.

4. SCOPE OF SERVICES. The NBHA shall perform the following services:

- a. NBHA Executive Director shall act as the Acting Executive Director for the FTHA and shall assist the FTHA staff with the coordinating and completing inspection of Housing Choice Vouchers and Project/Tenant Based Vouchers at Parkside Senior and Parkside Family Housing developments in accordance with the FTHA's Housing Choice Voucher Program's Administrative Plan and HUD regulations;
- b. Assist the FTHA with requested administrative tasks on an as-needed basis to support the administrative functions of the FTHA;
- c. Assist the FTHA with research and preparation of policies and procedures that will improve the operations of the FTHA; and,
- d. The services set forth in Exhibit B dated January 1, 2020.

5. **INDEPENDENT CONTRACTOR.** NBHA employees and NBHA contractors designated to perform services under this contract shall be deemed to be independent contractors, as a group and separately, and shall not be deemed to be employees of the FTHA for any purpose whatsoever.
6. **CONTRACT PERIOD AND OPTION TO EXTEND.** The contract shall be effective upon the execution of this Agreement and shall continue until January 31, 2021, unless the contract is terminated under the terms of Section 8 of this Agreement.
7. **INSURANCE.**
 - A. The FTHA shall indemnify the NBHA, its Board, Executives, staff and assigned contractors against loss, theft, embezzlement and fraudulent acts on the part of the FTHA or its employees.
 - B. The NBHA shall indemnify the FTHA, its Board, Executives, staff and assigned contractors against loss, theft, embezzlement and fraudulent acts on the part of the NBHA or its employees.
8. **TERMINATION.** This contract may be terminated as follows:
 - A) Upon thirty (30) calendar days written notice by one party to the other.
 - B) If NBHA is in default in the performance of this contract in accordance with its terms, including the failure to demonstrate progress with the completion of requested work, provided that the NBHA is given written notice specifying the default and has failed to cure such default within ten (10) calendar days from the receipt of such notice. Upon such failure to cure, this contract shall be deemed to be terminated and of no further force and effects.
 - C) Upon termination, FTHA shall pay NBHA for all services rendered up to the termination date in accordance with the requirements of this Agreement.
9. **INDEMNIFICATION AND LIABILITY INSURANCE.**
 - A) FTHA shall indemnify, hold harmless and defend the NBHA, its Board members, Executives, staff and NBHA contractors against all claims that arise out of or resulting from its performance of requested actions associated with this Agreement, except that the FTHA shall not indemnify the NBHA for claims caused by the willful misconduct or gross negligence of the employees or those hired or employed by the NBHA to perform assigned tasks. The FTHA shall hold harmless the NBHA, its officers and workers in the performance of the duties as outlined in this Agreement.
 - B) At all times during the term of this Agreement, FTHA shall maintain public liability or general liability insurance written on an occurrence basis, insuring against claims on account of loss of life, bodily injury or property damage that may arise from the performance of this Agreement in the amount of not less than ONE MILLION (\$1,000,000) DOLLARS per occurrence.
 - C) NBHA shall indemnify, hold harmless and defend the FTHA, its Board members, Executives, staff and FTHA contractors against all claims that arise out of or resulting from its performance of requested actions associated with this Agreement, except that the NBHA shall

not indemnify the FTHA for claims caused by the willful misconduct or gross negligence of the employees or those hired or employed by the FTHA to perform assigned tasks. The NBHA shall hold harmless the FTHA, its officers and workers in the performance of the duties as outlined in this Agreement.

D) At all times during the term of this Agreement, NBHA shall maintain public liability or general liability insurance written on an occurrence basis, insuring against claims on account of loss of life, bodily injury or property damage that may arise from the performance of this Agreement in the amount of not less than ONE MILLION (\$1,000,000) DOLLARS per occurrence.

10. INTEREST OF MEMBERS, OFFICERS OR EMPLOYEES OF FTHA MEMBERS OF LOCAL GOVERNING BODY, OR OTHER PUBLIC OFFICIALS.

A) No member, officer or employee of the NBHA, no member of the governing body of the locality in which the project is situated and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the project, during his tenure or for one year thereafter, shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

B) The NBHA shall insert subparagraph (A) above in all contracts entered into pursuant to this contract or in connection with any Project of the FTHA and shall require its consultants and contractors to insert it in each of its subcontracts.

C) The NBHA warrants that it has disclosed all relevant information, and warrants that to the best of its knowledge and belief it does not have any organizational conflict of interest.

D) The NBHA agrees that if after execution of this Agreement, it discovers an organizational conflict of interest with respect to this contract it shall make an immediate and full disclosure to the FTHA which shall include a description of the action which the NBHA has taken or intends to take to eliminate or neutralize the conflict.

10. RECORDS. The NBHA and FTHA shall maintain a comprehensive system of expense and operational records associated with this Agreement.

11. EQUAL EMPLOYMENT OPPORTUNITY. During the performance of this contract, the NBHA agrees as follows:

A) The NBHA shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, or disability. Such action shall include, but not be limited to the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The NBHA agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provision of this Equal Opportunity clause.

B) In the event of the NBHA's noncompliance with the Equal Opportunity clause of this contract or with any other such rules, regulations or orders, this contract may be cancelled, terminated or suspended in whole or in part (and the NBHA may be declared ineligible for further contracts in accordance with procedures authorized in Executive Order 112446 of September

24, 1966, and such other sanctions may be imposed and remedies invoked as provided in such order, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law).

12. **NOTICES; APPROVALS.** Where notice to a party or the approval of a party is required under the terms of this Agreement, such notice shall be given to and such approval shall be obtained from the following representatives of each party:

FOR FRANKLIN HOUSING AUTHORITY

Tina Adams, Assistant Executive Director
Franklin Township Housing Authority
25 Parkside Street
Somerset, NJ 08873
Email: tina@ftha.org

FOR NEW BRUNSWICK HOUSING AUTHORITY


John Clarke, Executive Director
New Brunswick Housing Authority
7 Van Dyke Avenue
New Brunswick, NJ 08901
Email: jclarke@nbnjha.org

13. **INTERPRETATION.** This Agreement constitutes the entire agreement between the parties and no change will be valid unless made by in writing and executed by the parties.
14. **APPROVALS.** The representatives for both parties are authorized to enter into this Agreement and bind said Authorities to this Agreement. It is further acknowledged that both parties will obtain any other necessary agency approvals before executing this Agreement.
15. **GOVERNING LAW.** The validity of this Agreement and of any of its terms or provisions, as well as the rights and duties of the contracting parties, shall be governed by and construed in accordance with the laws of New Jersey.
16. **SEVERABILITY.** In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, the invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement. This Agreement shall be construed as if the invalid, illegal, or unenforceable provision was not contained herein.
17. **PARTIES BOUND.** This Agreement shall be binding on and insure to the benefit of the contracting parties and their respective heirs, executors, administrators, legal representatives, successors, and assigns when permitted by this Agreement.


IN WITNESS WHEREOF, the parties hereto sign this Inter Agency Agreement as of the date first above written.

AUTHORITY:


THE HOUSING AUTHORITY OF THE CITY OF NEW BRUNSWICK

By: 
Name: John Clarke
Title: Executive Director

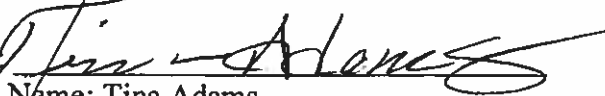
NBHA WITNESS

By: 
Name: Maria Martinez
Title: Clerk

THE FRANKLIN TOWNSHIP HOUSING AUTHORITY

By: 
Name: Ike Agudosi
Title: Chairperson

FTHA WITNESS

By: 
Name: Tina Adams
Title: Assistant Executive Director

Attachments

- A. NBHA Hourly Rate Sheet Effective 1/20
- B. Suggested Scope of Services

Exhibit A

HOURLY RATE SHEET

Effective Date 1/1/20

NAME-POSITION	RATE
John Clarke- Executive Director	\$95.19
Helaine Sadowitz- Director of Administration	\$48.30
Dan Toto- Sr. Portfolio Manager	\$57.14
Mike Charence- Maint. Coordinator/HQS Inspections	\$35.71
General Staffing Coverage	\$40.49

- William Elias (Management Consultant) \$100 dollars per hour

Exhibit B
Interagency Agreement between NBHA and FTHA
February 1, 2019

Suggested Scope of Services

- A. Initial meeting(s) and review of current status and documents to determine the full scope of the requirements needed to meet each of the following items.
- B. Such other matters as are authorized in accordance with the Agreement.
- C. Five Year Plan – completion and filing of all requirements.
- D. Work with FTHA staff to oversee Property Management / Resident Assistance Services:
 1. Oversee FTHA staff to assure that annual and interim reviews for Replacement Housing Voucher Program Vouchers (79 total) are completed– includes inputting tenant monthly data into Tenmast software to determine tenant rent portions which is verified in the EIV system and then transmitted to PIC;
 2. Oversee FTHA to assure that annual and interim reviews for the 50 public housing families (ACC units in Parkside Senior and Parkside Family projects) are completed. Includes maintaining a rent calculation spreadsheet which is transmitted to the property manager (RPM Management) for any necessary rent adjustments;

Review of PIC reports monthly for any reviews/HQS reports not submitted (also done for Parkside Properties);
 4. Work with Assistant Executive Director to process HAP Payments for Section 8 Replacement Housing Voucher Program (includes verification against rent roll and preparation of monthly report / checks);
 5. Oversee FTHA staff to maintain monthly schedule of inspections;
 6. Work with FTHA staff to prepare review packets and schedule inspections for all FTHA housing programs (total # of packets annually is approximately 347);
 7. Work with FTHA staff and NBHA inspection staff to conduct annual inspections for public housing units and any Section 8 residents currently residing in Parkside Housing (approximately 73 annually) including random inspections of Project-based voucher units;
 8. Work with FTHA staff to Process monthly accounts payable for the Authority (via Peachtree software);
 9. Work with FTHA or contract out to perform annual rent survey to support FMR's paid by FTHA;
 10. Work with FTHA staff and Accountant to complete annual update and submission of PHA Plan and Annual Capital Fund Budget package.

**INTERAGENCY AGREEMENT BY AND BETWEEN
THE HOUSING AUTHORITY OF THE CITY OF NEW BRUNSWICK
AND THE HOUSING AUTHORITY OF THE CITY OF BAYONNE**

THIS AGREEMENT is made on this first (1st) day of May, 2020 to be effective through April 30, 2021, by and between The Housing Authority of the City of New Brunswick (hereafter "NBHA") and The Housing Authority of the City of Bayonne (hereafter "BHA").

PREAMBLE

WHEREAS, the NBHA desires to engage the services of the BHA to perform a limited amount of requested qualified purchasing agent (QPA) work, including but not limited to technical services to improve the NBHA's procurement and contracting files, forms, logs and procedures; and

WHEREAS, the NBHA desires to consult with the BHA to have them assist with the above mentioned consulting services from BHA to NBHA;

NOW, THEREFORE, for the mutual promises and covenants contained herein, the parties agree as follows:

1. This Agreement shall be limited to services requested by NBHA on an item by item basis and thereafter performed by BHA.
2. This Agreement is to provide that the BHA assist the NBHA and perform requested services, including but not limited to technical services to improve the NBHA's procurement and contracting files, forms, logs and procedures:
3. **COMPENSATION.** The process for engaging BHA will begin with a task order from NBHA (or email) requesting specific services and action. In response, BHA will provide a written time schedule and estimated pricing for the services and NBHA will review and approve the schedule for said services, in writing (or by email). The BHA shall be reimbursed for the services provided hereunder as follows:
 - a. It is the intention of the parties that the amounts reimbursed to the BHA by the NBHA shall constitute payment for services rendered and all administrative and overhead costs of the BHA incurred as a result of providing services to the NBHA including, but not limited to, the compensation of BHA employees, BHA consultants and/or BHA contractors. Such services shall be rendered at the offices of the on site at NBHA's office, or at locations designed for redevelopment activities, meetings relating procurement activities. All services shall be reimbursed as follows:
 - b. NBHA shall reimburse the BHA for each hour or portion thereof for each BHA employee or BHA contractor/consultant who renders services to the NBHA at that individual's (or companies) current hourly wage at the time said individual renders services for the NBHA. The BHA shall add a ten percent (10%) management /administrative fee to each invoice. A preliminary list of BHA employee, their titles and hourly rates for services is attached to

this Agreement (see Exhibit A). The rates listed on this attachment are current rates (*as of January 1, 2020) and these rates may be increased based on future cost of living increases on and/or annual raise amount on an annual basis. The BHA shall promptly notify the NBHA in the event of changes to Exhibit A. The NBHA shall also reimburse the BHA for the cost of any materials used in the performance of the services and those materials will be detailed in the monthly invoices to NBHA from BHA.

- c. Payment for all services shall be due within thirty (30) calendar days from invoice date. The BHA shall submit bills monthly to the NBHA that will include the following information: the name and title of each BHA employee (or contractor) who performed services for the NBHA during the preceding month, an actual copy of the receipt for any materials used to complete any rehab or repair work, the dates and hours during which said services were performed, a description of work performed, and the amount of the employee's hourly rate of compensation, and a total amount for that day of service (which would include the management/administrative fee). All bills shall be certified as true and correct by the BHA.
 - d. Notwithstanding any other provision herein, all services outlined in this agreement must be requested by the NBHA in writing (in a formal letter or by e-mail to the BHA's Executive Director from the NBHA's Executive Director and/or the Board Chairperson). The total payment under this contract shall not exceed the sum of \$17,500 Dollars and No Cents (\$17,500.00) for the entire term of the contract (twelve (12) months) without further authorization from the NBHA. In the event that the maximum "not-to-exceed" amount is reached and the NBHA does not authorize further expenditures, the BHA shall have no further obligation to perform services under this Agreement.
4. SCOPE OF SERVICES. The BHA shall perform the following services:
- a. Provide technical services to review and improve the NBHA's procurement and contracting files, forms, logs and procurement procedures.
 - b. Provide any additional consulting services with regarding to preaching and contracting requested by the NBHA.
5. INDEPENDENT CONTRACTOR. BHA employees and BHA consultants and contractors designated to perform services under this contract shall be deemed to be independent contractors, as a group and separately, and shall not be deemed to be employees of the NBHA for any purpose whatsoever.
6. CONTRACT PERIOD AND OPTION TO EXTEND. The contract shall be effective upon the execution of this Agreement and shall continue until April 30, 2021, unless the contract is terminated under the terms of Section 8 of this Agreement. The parties may agree to extend this Agreement with appropriate adjustments to Paragraph 3.d.
7. INSURANCE.

- a. The BHA shall indemnify the NBHA, its Board, Executives, staff and assigned consultants and contractors against loss, theft, embezzlement and fraudulent acts on the part of the BHA or its employees.
- b. The NBHA shall indemnify the BHA, its Board, Executives, staff and assigned consultants and contractors against loss, theft, embezzlement and fraudulent acts on the part of the NBHA or its employees.

8. TERMINATION. This contract may be terminated as follows:

- a. Upon thirty (30) calendar days written notice by one party to the other.
- b. If BHA is in default in the performance of this contract in accordance with its terms, including the failure to demonstrate progress with the completion of requested work, provided that the BHA is given written notice specifying the default and has failed to cure such default within ten (10) calendar days from the receipt of such notice. Upon such failure to cure, this contract shall be deemed to be terminated and of no further force and effects.

9. INDEMNIFICATION AND LIABILITY INSURANCE.

- a. The BHA shall indemnify, hold harmless and defend the NBHA, its Board members, Executives, staff and NBHA consultants and contractors against all claims that arise out of or resulting from its performance of requested actions associated with this agreement, except that the BHA shall not indemnify the NBHA for claims caused by the willful misconduct or gross negligence of the employees or those hired or employed by the NBHA to perform assigned tasks. The BHA shall hold harmless the NBHA, its officers, employees, servants, agents, consultants and contractors in the performance of the duties as outlined in this agreement.
- b. The BHA shall continue in force liability insurance coverage with the NBHA also named as an additional insured.
- c. The NBHA shall indemnify, hold harmless and defend the BHA, its Board members, Executives, staff and BHA consultants and contractors against all claims that arise out of or resulting from its performance of requested actions associated with this agreement, except that the NBHA shall not indemnify the BHA for claims caused by the willful misconduct or gross negligence of the employees or those hired or employed by the NBHA to perform assigned tasks. The NBHA shall hold harmless the BHA, its officers, employees, servants, agents, consultants and contractors in the performance of the duties as outlined in this agreement.
- d. The NBHA shall continue, in force, liability insurance coverage with the BHA also named as an additional insured.

10. INTEREST OF MEMBERS, OFFICERS OR EMPLOYEES OF FTHA MEMBERS OF LOCAL GOVERNING BODY, OR OTHER PUBLIC OFFICIALS.
 - a. No member, officer or employee of the BHA, no member of the governing body of the locality in which the project is situated and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the project, during his tenure or for one year thereafter, shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.
 - b. The BHA shall insert subparagraph (A) above in all contracts entered into pursuant to this contract or in connection with any Project of the NBHA and shall require its consultants and contractors to insert it in each of its subcontracts.
 - c. The BHA warrants that it has disclosed all relevant information, and warrants that to the best of its knowledge and belief it does not have any organizational conflict of interest.
 - d. The BHA agrees that if after execution of this Agreement, it discovers an organizational conflict of interest with respect to this contract it shall make an immediate and full disclosure to the NBHA which shall include a description of the action which the NBHA has taken or intends to take to eliminate or neutralize the conflict.
10. RECORDS. The BHA and NBHA shall maintain a comprehensive system of expense and operational records associated with this Agreement.
11. EQUAL EMPLOYMENT OPPORTUNITY. During the performance of this contract, the BHA agrees as follows:
 - a. The BHA shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The BHA agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provision of this Equal Opportunity clause.
 - b. In the event of the BHA's noncompliance with the Equal Opportunity clause of this contract or with any other such rules, regulations or orders, this contract may be cancelled, terminated or suspended in whole or in part and the NBHA may be declared ineligible for further contracts in accordance with procedures authorized in Executive Order 112446 of September 24, 1966, and such other sanctions may be imposed and remedies invoked as provided in such order, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
12. NOTICES; APPROVALS. Where notice to a party or the approval of a party is required under the terms of this Agreement, such notice shall be given to and such approval shall be obtained from the following representatives of each party:

FOR BAYONNE HOUSING AUTHORITY

John Mahon, Executive Director
The Housing Authority of the City of Bayonne
549 Avenue A
Bayonne, NJ 07002
Email: bayonneha@optonline.net
Emergency Cell # 201-988-5146

FOR NEW BRUNSWICK HOUSING AUTHORITY

John Clarke, Executive Director
New Brunswick Housing Authority
7 Van Dyke Avenue
New Brunswick, NJ 08901
Email: jclarke@nbjha.org
Emergency Personal Cell # 732-485-4530

13. INTERPRETATION. This Agreement constitutes the entire agreement between the parties and no change will be valid unless made by in writing and executed by the parties.
14. APPROVALS. The representatives for both parties are authorized to enter into this Agreement and bind said Authorities to this Agreement. It is further acknowledged that both parties will obtain any other necessary agency approvals before executing this Agreement.
15. GOVERNING LAW. The validity of this Agreement and of any of its terms or provisions, as well as the rights and duties of the contracting parties, shall be governed by and construed in accordance with the laws of New Jersey.
16. SEVERABILITY. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, the invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement. This Agreement shall be construed as if the invalid, illegal, or unenforceable provision was not contained herein.
17. PARTIES BOUND. This Agreement shall be binding on and insure to the benefit of the contracting parties and their respective heirs, executors, administrators, legal representatives, successors, and assigns when permitted by this Agreement.

IN WITNESS WHEREOF, the parties hereto sign this Interagency Agreement as of the date first above written.

**HOUSING AUTHORITY OF THE CITY OF NEW
BRUNSWICK**

By: _____
Chairperson

NBHA WITNESS

By: _____
John Clarke, Executive Director

**HOUSING AUTHORITY OF THE CITY OF
BAYONNE**

By: _____
Chairperson

FTHA WITNESS

By: _____
John Mahon, Executive Director

Exhibits

- A. NBHA Hourly Rate Sheet Effective 1/1/20

Exhibit A
Interagency Agreement between NBHA and BHA

HOURLY RATE SHEET
Effective Date 1/1/20

NAME-POSITION	HOURLY RATE
Justin McClay	

2020 (2021) HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

New Brunswick Housing Authority
 For the Period July 1, 2020 to June 30, 2021

	FY 2020 Proposed Budget				FY 2019 Adopted Budget	All Operations	All Operations	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs				
REVENUES								
Total Operating Revenues	\$ 3,329,594	\$ -	\$ 10,049,000	\$ 823,000	\$ 14,201,594	\$ 14,842,400	\$ (640,806)	-4.3%
Total Non-Operating Revenues	6,100	-	4,100	-	10,200	-	10,200	#DIV/0!
Total Anticipated Revenues	3,335,694	-	10,053,100	823,000	14,211,794	14,842,400	(630,606)	-4.2%
APPROPRIATIONS								
Total Administration	1,254,468	-	751,900	522,698	2,529,066	2,442,768	86,298	3.5%
Total Cost of Providing Services	1,937,900	-	9,138,500	16,500	11,092,900	11,848,642	(755,742)	-6.4%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	#DIV/0!
Total Operating Appropriations	3,192,368	-	9,890,400	539,198	13,621,966	14,291,410	(669,444)	-4.7%
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	3,192,368	-	9,890,400	539,198	13,621,966	14,291,410	(669,444)	-4.7%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	3,192,368	-	9,890,400	539,198	13,621,966	14,291,410	(669,444)	-4.7%
ANTICIPATED SURPLUS (DEFICIT)	\$ 143,326	\$ -	\$ 162,700	\$ 283,802	\$ 589,828	\$ 550,990	\$ 38,838	7.0%

Revenue Schedule

New Brunswick Housing Authority
For the Period July 1, 2020 to June 30, 2021

	FY 2020 Proposed Budget				FY 2019 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations All Operations
OPERATING REVENUES							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments	\$ -				\$ -	\$ -	#DIV/0!
Dwelling Rental	1,330,000				1,330,000	1,305,000	25,000 1.9%
Excess Utilities	18,000				18,000	16,000	2,000 12.5%
Non-Dwelling Rental	40,000				40,000	24,800	15,200 61.3%
HUD Operating Subsidy	1,678,894				1,678,894	1,625,000	53,894 3.3%
New Construction - Acc Section 8 Voucher - Acc Housing Voucher	-				-	-	#DIV/0!
Total Rental Fees	3,066,894				3,066,894	2,970,800	96,094 3.2%
<i>Other Operating Revenues (List)</i>							
CFP & Voucher Admin Subsidy	192,700		837,000		1,029,700	1,055,000	(25,300) -2.4%
HCV Subsidy			9,200,000		9,200,000	9,999,000	(799,000) -8.0%
Fraud Recovery			12,000		12,000	15,600	(3,600) -23.1%
Management Fees				506,000	506,000	505,000	1,000 0.2%
Interlocal Contracts				77,000	77,000	77,000	0.0%
Redevelopment Activities				240,000	240,000	220,000	20,000 9.1%
Late Fees/Tenant Charges	70,000				70,000	-	#DIV/0!
Type in (Grant, Other Rev)							#DIV/0!
Type in (Grant, Other Rev)							#DIV/0!
Type in (Grant, Other Rev)							#DIV/0!
Type in (Grant, Other Rev)							#DIV/0!
Type in (Grant, Other Rev)							#DIV/0!
Type in (Grant, Other Rev)							#DIV/0!
Type in (Grant, Other Rev)							#DIV/0!
Type in (Grant, Other Rev)							#DIV/0!
Type in (Grant, Other Rev)							#DIV/0!
Type in (Grant, Other Rev)							#DIV/0!
Type in (Grant, Other Rev)							#DIV/0!
Type in (Grant, Other Rev)							#DIV/0!
Type in (Grant, Other Rev)							#DIV/0!
Total Other Revenue	262,700		10,049,000	823,000	11,134,700	11,871,600	(736,900) -6.2%
Total Operating Revenues	3,329,594		10,049,000	823,000	14,201,594	14,842,400	(640,806) -4.3%
NON-OPERATING REVENUES							
<i>Other Non-Operating Revenues (List)</i>							
Type in							#DIV/0!
Type in							#DIV/0!
Type in							#DIV/0!
Type in							#DIV/0!
Type in							#DIV/0!
Type in							#DIV/0!
Total Other Non-Operating Revenue							#DIV/0!
<i>Interest on Investments & Deposits (List)</i>							
Interest Earned	6,100		4,100		10,200	-	10,200 #DIV/0!
Penalties							#DIV/0!
Other							#DIV/0!
Total Interest	6,100		4,100		10,200	-	10,200 #DIV/0!
Total Non-Operating Revenues	6,100		4,100		10,200	-	10,200 #DIV/0!
TOTAL ANTICIPATED REVENUES	\$ 3,335,694		\$ 10,053,100	\$ 823,000	\$ 14,211,794	\$ 14,842,400	\$ (630,606) -4.2%

Prior Year Adopted Revenue Schedule

New Brunswick Housing Authority

FY 2019 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	1,305,000				1,305,000
Excess Utilities	16,000				16,000
Non-Dwelling Rental	24,800				24,800
HUD Operating Subsidy	1,625,000				1,625,000
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	2,970,800	-	-	-	2,970,800
<i>Other Revenue (List)</i>					
CFP & Voucher Admin Subsidy	125,000		930,000		1,055,000
Voucher Subsidy			9,999,000		9,999,000
Fraud Recovery			15,600		15,600
Management Fees				505,000	505,000
Interlocal Contracts				77,000	77,000
Redevelopment Activities				220,000	220,000
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	125,000	-	10,944,600	802,000	11,871,600
Total Operating Revenues	3,095,800	-	10,944,600	802,000	14,842,400
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues	-	-	-	-	-
<i>Interest on Investments & Deposits</i>					
Interest Earned					-
Penalties					-
Other					-
Total Interest	-	-	-	-	-
Total Non-Operating Revenues	-	-	-	-	-
TOTAL ANTICIPATED REVENUES	\$ 3,095,800	\$ -	\$ 10,944,600	\$ 802,000	\$ 14,842,400

Appropriations Schedule

New Brunswick Housing Authority
For the Period July 1, 2020 to June 30, 2021

	FY 2020 Proposed Budget				FY 2019 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs				Total All Operations
OPERATING APPROPRIATIONS								
Administration								
Salary & Wages	337,418		222,100	350,098	\$ 909,616	\$ 795,618	\$ 113,998	14.3%
Fringe Benefits	423,500		195,000	143,000	761,500	784,000	(22,500)	-2.9%
Legal	72,000		-	-	72,000	78,000	(6,000)	-7.7%
Staff Training	16,750		-	-	16,750	16,850	(100)	-0.6%
Travel	3,700		-	4,200	7,900	8,000	(100)	-1.3%
Accounting Fees	30,000		10,000	5,000	45,000	45,000	-	0.0%
Auditing Fees	10,700		4,800	2,900	18,400	18,000	400	2.2%
Miscellaneous Administration*	360,400		320,000	17,500	697,900	697,300	600	0.1%
Total Administration	1,254,468		751,900	522,698	2,529,066	2,442,768	86,298	3.5%
Cost of Providing Services								
Salary & Wages - Tenant Services	-		-	-	-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	179,400		-	-	179,400	170,942	8,458	4.9%
Salary & Wages - Protective Services	-		-	-	-	-	-	#DIV/0!
Salary & Wages - Utility Labor	-		-	-	-	-	-	#DIV/0!
Fringe Benefits	118,000		-	-	118,000	112,000	6,000	5.4%
Tenant Services	500		-	-	500	-	500	#DIV/0!
Utilities	1,155,000		-	-	1,155,000	1,060,500	94,500	8.9%
Maintenance & Operation	292,000		22,000	-	314,000	266,000	48,000	18.0%
Protective Services	3,000		-	-	3,000	-	3,000	#DIV/0!
Insurance	120,000		16,500	16,500	153,000	138,200	14,800	10.7%
Payment in Lieu of Taxes (PILOT)	35,000		-	-	35,000	38,000	(3,000)	-7.9%
Terminal Leave Payments	-		-	-	-	-	-	#DIV/0!
Collection Losses	-		-	-	-	-	-	#DIV/0!
Other General Expense	-		-	-	-	-	-	#DIV/0!
Rents	-		9,100,000	-	9,100,000	9,980,000	(880,000)	-8.8%
Ordinary Maintenance	-		-	-	-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment	-		-	-	-	-	-	#DIV/0!
Property Betterment/Additions	-		-	-	-	-	-	#DIV/0!
Miscellaneous COPS*	35,000		-	-	35,000	83,000	(48,000)	-57.8%
Total Cost of Providing Services	1,937,900		9,138,500	16,500	11,092,900	11,848,642	(755,742)	-6.4%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	3,192,368		9,890,400	539,198	13,621,966	14,291,410	(669,444)	-4.7%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Operations & Maintenance Reserve	-		-	-	-	-	-	#DIV/0!
Renewal & Replacement Reserve	-		-	-	-	-	-	#DIV/0!
Municipality/County Appropriation	-		-	-	-	-	-	#DIV/0!
Other Reserves	-		-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-		-	-	-	-	-	-
TOTAL APPROPRIATIONS	3,192,368		9,890,400	539,198	13,621,966	14,291,410	(669,444)	-4.7%
ACCUMULATED DEFICIT								
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	3,192,368		9,890,400	539,198	13,621,966	14,291,410	(669,444)	-4.7%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation	-		-	-	-	-	-	#DIV/0!
Other	-		-	-	-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-		-	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 3,192,368	\$ -	\$ 9,890,400	\$ 539,198	\$ 13,621,966	\$ 14,291,410	\$ (669,444)	-4.7%

* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 159,618.40 \$ - \$ 494,520.00 \$ 26,959.90 \$ 681,098.30

NEW BRUNSWICK HOUSING AUTHORITY
FISCAL YEAR ENDED JUNE 30, 2021 STATE BUDGET FORM
PAGE F-4 SUPPLEMENTAL INFORMATION REQUIRED

MISCELLANEOUS ADMINISTRATIVE COSTS- PUBLIC HOUSING MANAGEMENT

TELEPHONE	\$ 18,900
POSTAGE & DELIVERY	6,100
MARKETING	1,750
MEMBERSHIPS & DUES	6,600
REGISTRATION	1,700
OFFICE SUPPLIES	2,800
PAYROLL SERVICE FEES	10,200
NATIONAL TENANT NETWORK	950
MANAGEMENT FEES	143,000
BOOKKEEPING FEES	23,200
COPIER LEASE	7,000
AMP-3 ADMINISTRATIVE FEE PAID TO COCC	22,800
SUBSIDY PASSED TO TAX CREDIT ENTITY - AMP-4	106,200
AMP-4 ADMINISTRATIVE FEE PAID TO COCC	9,200
	<u>\$ 360,400</u>

Prior Year Adopted Appropriations Schedule

New Brunswick Housing Authority

FY 2019 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 270,550		\$ 336,068	\$ 189,000	\$ 795,618
Fringe Benefits	420,000		165,000	199,000	784,000
Legal	73,000		-	5,000	78,000
Staff Training	1,850		2,500	12,500	16,850
Travel	150		150	7,700	8,000
Accounting Fees	30,000		10,000	5,000	45,000
Auditing Fees	10,500		4,600	2,900	18,000
Miscellaneous Administration*	359,800		320,000	17,500	697,300
Total Administration	1,165,850		838,318	438,600	2,442,768
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	170,842				170,842
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	112,000				112,000
Tenant Services					-
Utilities	1,056,000			4,500	1,060,500
Maintenance & Operation	266,000				266,000
Protective Services					-
Insurance	119,000		6,200	13,000	138,200
Payment in Lieu of Taxes (PILOT)	38,000				38,000
Terminal Leave Payments					-
Collection Losses					-
Other General Expense					-
Rents			9,980,000		9,980,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*	83,000				83,000
Total Cost of Providing Services	1,844,842		9,986,200	17,500	11,848,542
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	3,010,692		10,824,518	456,100	14,291,310
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations					-
TOTAL APPROPRIATIONS	3,010,692		10,824,518	456,100	14,291,310
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	3,010,692		10,824,518	456,100	14,291,310
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation					-
Other					-
Total Unrestricted Net Position Utilized					-
TOTAL NET APPROPRIATIONS	\$ 3,010,692	\$ -	\$ 10,824,518	\$ 456,100	\$ 14,291,310

Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations	\$ 150,534.60	\$ -	\$ 541,225.90	\$ 22,805.00	\$ 714,565.50
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Debt Service Schedule - Principal

New Brunswick Housing Authority

If Authority has no debt X this box

	Fiscal Year Ending in						Total Principal Outstanding
	Proposed Budget Year 2020	2021	2022	2023	2024	2025	
Type in Issue Name	\$ 145,000	\$ 160,000	\$ 170,000	\$ 175,000	\$ 185,000	\$ 95,000	\$ 935,000
Type in Issue Name	145,000	160,000	170,000	175,000	185,000	95,000	935,000
Type in Issue Name	145,000	160,000	170,000	175,000	185,000	95,000	935,000
TOTAL PRINCIPAL	\$ 145,000	\$ 160,000	\$ 170,000	\$ 175,000	\$ 185,000	\$ 95,000	\$ 935,000
LESS: HUD SUBSIDY	-	-	-	-	-	-	-
NET PRINCIPAL	\$ 145,000	\$ 160,000	\$ 170,000	\$ 175,000	\$ 185,000	\$ 95,000	\$ 935,000

Indicate the Authority's most recent bond rating and the year of the rating by ratings service.

	Moody's	Fitch	Standard & Poors
Bond Rating			
Year of Last Rating			

If no Rating type in Not Applicable

Debt Service Schedule - Interest

New Brunswick Housing Authority

If Authority has no debt X this box

	Fiscal Year Ending in						Total Interest Payments Outstanding
	Proposed Budget Year 2020	2021	2022	2023	2024	2025	
Type in Issue Name	49,001	35,016	27,248	19,588	13,045	2,233	139,313
Type in Issue Name	42,183						-
Type in Issue Name	49,001	35,016	27,248	19,588	13,045	2,233	139,313
Type in Issue Name	49,001	35,016	27,248	19,588	13,045	2,233	139,313
TOTAL INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LESS: HUD SUBSIDY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Net Position Reconciliation

New Brunswick Housing Authority
For the Period July 1, 2020

to June 30, 2021

FY 2020 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 5,320,057	-	\$ (3,175,193)	\$ (4,391,106)	\$ (9,466,192)
Less: Invested in Capital Assets, Net of Related Debt (1)			7,759	-	5,327,816
Less: Restricted for Debt Service Reserve (1)	788		413,047		-
Less: Other Restricted Net Position (1)					413,835
Total Unrestricted Net Position (1)	(7,220,738)	-	(3,595,999)	(4,391,106)	(15,207,843)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	1,357,587		615,830	781,337	2,754,754
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	6,124,182		2,861,537	3,507,469	12,493,188
Plus: Estimated Income (Loss) on Current Year Operations (2)					-
Plus: Other Adjustments (attach schedule)					-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	261,031	-	(118,632)	(102,300)	40,099
Unrestricted Net Position Utilized to Balance Proposed Budget					-
Unrestricted Net Position Utilized in Proposed Capital Budget					-
Appropriation to Municipality/County (3)					-
Total Unrestricted Net Position Utilized in Proposed Budget	-	-	-	-	-
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)	\$ 261,031	\$ -	\$ (118,632)	\$ (102,300)	\$ 40,099

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County \$ 158,868 \$ - \$ 494,520 \$ 26,960 \$ 680,348
 (4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.