

**ADOPTED COPY**

**State Filing Year 2017**

**Note: This Budget document is for Fiscal Years Beginning July 1, 2017 to June 30, 2018**

LOCAL GOVT SERVICES  
2017 AUG 17 P 12:15

**Fiscal Year**                      **Start Year**                      **End Year**  
   **2017**                                      **2018**

RECEIVED

***Authority Budget of: APPROVED COPY***  
***New Brunswick Housing Authority***

***For the Period:***

***July 1, 2017 to June 30, 2018***

**[www.newbrunswickhousing.org](http://www.newbrunswickhousing.org)**

**Authority Web Address**

**Department Of**



**Community  
Affairs**

LOCAL GOVT SERVICES  
2017 AUG -9 P 12:39  
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***Division of Local Government Services***

**NBHA RESOLUTION 2017 – 7/26 # 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

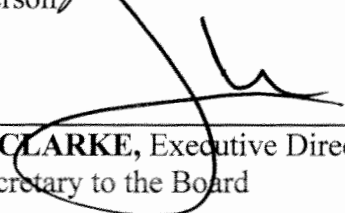
**WHEREAS**, the Housing Authority of the City of New Brunswick (Authority) did not submit its budget prior to the 60 day requirement for the follow reasons:

1. The HUD capital fund and subsidy formulas, which are a major component of the Authority's budget, were not approved or released in time for the Authority to complete and submit its budget before the 60 day deadline.
2. HUD has not released its capital fund formula amount for 2017 and HUD has not released its 2018 budget. The Housing Authority budget has been developed and approved based on 2017 actual amounts received and estimates for the 2018 budget.

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

Passed on this 26<sup>th</sup> day of July, 2017 (See attached Vote Box)

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
**JOHN CLARKE**, Executive Director  
And Secretary to the Board

LOCAL GOVT SERVICES  
2017 AUG -9 P 1:39  
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**NBHA RESOLUTION 2017- 7/26 # 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
OTERO			✓			
JONES			✓			
GIORGIANNI			✓			
CALDWELL						✓
VACANT						
OVANDO	✓		✓			
WOLDE		✓	✓			

# **2017 AUTHORITY BUDGET**

## **Certification Section**

2017

**NEW BRUNSWICK HOUSING AUTHORITY  
AUTHORITY BUDGET**

**FISCAL YEAR: FROM July 1, 2017 TO June 30, 2018**

**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 Date: 10/2/2017

**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: 11/20/2017

# 2017 PREPARER'S CERTIFICATION

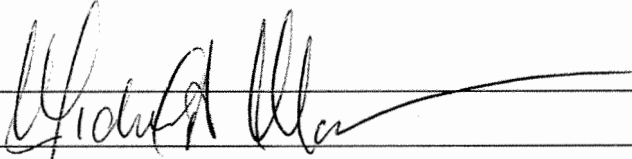
## NEW BRUNSWICK HOUSING AUTHORITY

### AUTHORITY BUDGET

**FISCAL YEAR:** FROM: July 1, 2017 TO: June 30, 2018

It is hereby certified that the 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 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		

# 2017 APPROVAL CERTIFICATION

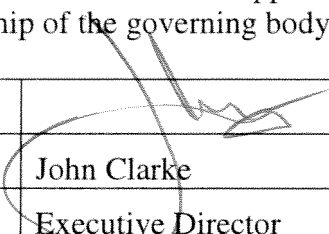
## NEW BRUNSWICK HOUSING AUTHORITY

### AUTHORITY BUDGET

**FISCAL YEAR:** FROM: July 1, 2017 TO: June 30, 2018

It is hereby certified that the 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 Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the day of July 26 , 2017.

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 <i>Ext. 301</i>	Fax Number:	732-253-7799
E-mail address	jclarke@nbjha.org		

# INTERNET WEBSITE CERTIFICATION

<b>Authority's Web Address:</b>	www.newbrunswickhousing.org
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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
- Commencing with 2013, 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
- Commencing with 2012, the annual audits 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
- Beginning January 1, 2013, 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





# 2017 AUTHORITY BUDGET RESOLUTION NEW BRUNSWICK HOUSING AUTHORITY

**FISCAL YEAR: FROM: July 1, 2017 TO: June 30, 2018**

WHEREAS, the Annual Budget and Capital Budget for the New Brunswick Authority for the fiscal year beginning, July 1, 2017 and ending, June 30, 2018 has been presented before the governing body of the New Brunswick Authority at its open public meeting of July 26, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 14,576,390, Total Appropriations, including any Accumulated Deficit if any, of \$ 14,104,340 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$340,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0; and

WHEREAS, the schedule of rates, 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 Authority, at an open public meeting held on July 26, 2017 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the New Brunswick Authority for the fiscal year beginning, July 1, 2017 and ending, June 30, 2018 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 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 September 27, 2017.

\_\_\_\_\_  
(Secretary's Signature)

8/1/17  
\_\_\_\_\_  
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Jones	✓			
Otero	✓			
Ovando	✓			
Giorgianni	✓			
Wolke	✓			
Calwell				✓

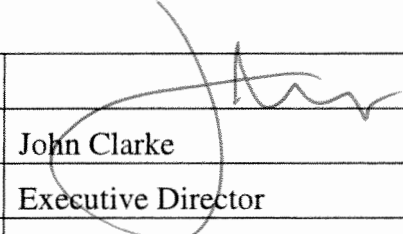
# 2017 ADOPTION CERTIFICATION

## NEW BRUNSWICK HOUSING AUTHORITY

### AUTHORITY BUDGET

FISCAL YEAR: FROM: July 1, 2017 TO: June 30, 2018

It is hereby certified that the Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the New Brunswick Authority, pursuant to N.J.A.C. 5:31-2.3, on the 15<sup>th</sup> day of, November, 2017.

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

# 2017 ADOPTED BUDGET RESOLUTION

## NEW BRUNSWICK HOUSING AUTHORITY AUTHORITY

**FISCAL YEAR: FROM:** July 1, 2017 **TO:** June 30, 2018

WHEREAS, the Annual Budget and Capital Budget/Program for the New Brunswick Authority for the fiscal year beginning July 1, 2017 and ending, June 30, 2018 has been presented for adoption before the governing body of the New Brunswick Authority at its open public meeting of Nov 15, 2017; 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 \$ 14,576,390, Total Appropriations, including any Accumulated Deficit, if any, of \$14,104,340 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$340,000 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the New Brunswick Authority, at an open public meeting held on Nov. 15, 2017 that the Annual Budget and Capital Budget/Program of the New Brunswick Authority for the fiscal year beginning, July 1, 2017 and, ending, June 30, 2018 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)

11/15/17  
\_\_\_\_\_  
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Jones	✓			✓
Otero				
Giorgianni	✓			
Wolke	✓			
Ovando	✓			
Caldwell	✓			

**2017 AUTHORITY BUDGET**  
**Narrative and Information Section**

# 2017 AUTHORITY BUDGET MESSAGE & ANALYSIS NEW BRUNSWICK HOUSING AUTHORITY

## AUTHORITY BUDGET

FISCAL YEAR: FROM: July 1, 2017 TO: June 30, 2018

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

1. Complete a brief statement on the 2017 proposed Annual Budget and make comparison to the 2016 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. 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. For example, if anticipated service charges have increased 15% due to an increase in rates, provide a copy of the resolution authorizing the rate increase.
2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (**As shown on budget page F-2 explain reason for change for each revenue changing more than 10%**) from the current year adopted budget.
3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.
4. 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.
5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).
6. The proposed budget must not reflect an anticipated deficit from 2017 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 caused by the implementation of GASB 68**)
7. Attach a schedule of the Authority's existing rate structure (connection fees, parking fees, service charges, etc.) **if it has been changed since the prior year budget submission** and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in the rate structure, if applicable.

**Question No. One**

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**Page F-2 "Management Revenue"**

Management Fee Revenue is expected to decrease due to the conversion of AMP-3 to RAD and a decrease is also expected in HUD subsidy due to the RAD Conversion and a lower proration factor.

**Page F-4 "Accounting"**

Accounting was underbudgeted in the prior year budget by \$3,000

**Page F-4 "Miscellaneous Administrative"**

The decrease in the current year is due to a projected decrease in management fees paid to the Authority's outside management company as a result of converting to RAD. RAD conversion is expected to begin January 2018.

**Page F-4 'Maintenance Salaries"**

Maintenance salaries have decreased by 19.3% or \$48,230 due to attrition.

**Question No. Two**

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Revenues are anticipated to remain stable and consistent based on low and moderate income population and HUD funding levels.

**Question No. Three**

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The local economy is expected to remain stable with no anticipated changes

**Question No. Four**

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N/A

**Question No. Five**

---

N/A

**Question No. Six**

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N/A

**Question No. Seven**

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See Attached Schedule

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Page N-1 Question No.6

The Authority has a deficit of (\$3,514,742) as of June 30, 2016. That deficit is projected to increase to (\$4,181,188) at June 30, 2017 with further increases in 2018 due to a mandatory adoption of GASB 75. GASB 75 mandates that the Authority must recognize the entire OPEB liability which is currently being amortized over 30 years.

Currently the Authority's revenues consist primarily of subsidies from the United States Department of Housing and Urban Development (HUD). The Authority's ability to reduce the deficit and fund the pension liability is dependent on the operating subsidies received from HUD.

Further the Authority participates in the State of New Jersey's Pension System. The liability of the Authority will fluctuate from year to year depending on the performance of the investments the Pension System invests in. To that extent the Authority has no control as the State of New Jersey hires the fund managers.

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 1<sup>st</sup> day of March, 2017 through February 28, 2018, 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, 2016) 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 \$70,000 dollars for the entire term of the contract (twelve months) without further authorization from the FTHA. In the event that the maximum of \$ 70,000 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 March 1, 2017.

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 February 28, 2018, 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 FTTHA for claims caused by the willful misconduct or gross negligence of the employees or those hired or employed by the FTTHA to perform assigned tasks. The NBHA shall hold harmless the FTTHA, 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 FTTHA 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 FTTHA 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 FTTHA 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 FTTHA 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 117446 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: Mark Roedelbronn  
Title: Director of Operations

**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 1/17
- B. Suggested Scope of Services

## Exhibit A

### HOURLY RATE SHEET

Effective Date 1/1/16

NAME-POSITION	RATE
John Clarke- Executive Director	\$95.19
Mark Roedelbronn-Director of Operations	\$53.19
Andrea Eato White- Senior Portfolio Manager	\$51.76
Dan Toto- Project Coordinator/HQS Inspector	\$47.99
Mike Cherence- Maint. Coordinator/HQS Inspections	\$35.71
Mike Ford- Project Coordinator/Inspector	\$21.84
Alka Shah- Finance Administrator	\$40.49
Denise Buckley- Collection/Billing Coordinator	\$47.45

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

**Exhibit B**  
**Interagency Agreement between NBHA and FTHA**  
**March 1, 2017**

**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;
  3. 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.



# AUTHORITY CONTACT INFORMATION

## 2017

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

<b>Name of Authority:</b>	New Brunswick Housing Authority		
<b>Federal ID Number:</b>	22-6002506		
<b>Address:</b>	7 Van Dyke Avenue		
<b>City, State, Zip:</b>	New Brunswick	NJ	08901
<b>Phone: (ext.)</b>	732-745-5157	<b>Fax:</b>	

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

<b>Chief Executive Officer:</b>	John Clarke		
<b>Phone: (ext.)</b>	732-745-0517	<b>Fax:</b>	
<b>E-mail:</b>	jclarke@nbhanj.org		

<b>Chief Financial Officer:</b>	Mark Roedelbronn		
<b>Phone: (ext.)</b>	732-745-0517	<b>Fax:</b>	
<b>E-mail:</b>			

<b>Name of Auditor:</b>	Tony Giampaolo		
<b>Name of Firm:</b>	Hymanson, Parnes, & Giampaolo		
<b>Address:</b>	467 Middletown Road		
<b>City, State, Zip:</b>	Lincroft	NJ	07738
<b>Phone: (ext.)</b>	732-842-4550	<b>Fax:</b>	
<b>E-mail:</b>			

# AUTHORITY INFORMATIONAL QUESTIONNAIRE

## NEW BRUNSWICK HOUSING AUTHORITY

FISCAL YEAR: FROM: July 1, 2017 TO: June 30, 2018

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

- 1) Provide the number of individuals employed in calendar year 2016 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 for calendar year 2016 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 1,162,382
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: N/A
- 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 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? NOIf 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 employees.*
- 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?     YES     If "no," ***attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.***
- 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.***

New Brunswick Housing Authority  
2017-2018 State Budget

**Question 10 Page N3**

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 and based on the availability of funds from all programs and operations.

**Question 13G Page N3**

The Authority pays five hundred dollars per month as an auto allowance to the Executive Director, John Clarke. The amount is included in the employees W-2 form at the end of the year.

	TRAINING & TRAVEL EXPENSE FOR 2017				
	PER DEIM	HOTEL	REGISTRATION	TRANSPORT	TOTAL
Rutgers Training - Financial Issues New Brunswick, NJ	\$ -	\$ -	\$ 472.00	\$ -	\$ 472.00
Phada Legislative Conference Washington, DC 9/11 - 9/13/165	37.94	593.52	310.00	24.00	965.46
Commissioner Training Martha's Vinyard, MA 9/13-9/17/16	400.00	1,129.91	625.00	88.36	2,243.27
Nahro Conference Washington DC 3/25 3/27/16	49.72	226.75	575.00	158.00	1,009.47
PHADA National Meeting Chicago, IL 4/30-5/40/16	-	-	440.00	272.40	712.40
NJAHRA Conference & Training Atlantic City, NJ 9/25-9/27/16	-	-	596.00	-	596.00
PHADA Annual Conference Orlando, FL 1/8-1/11/17	138.18	-	465.00	431.28	1,034.46
NJAHRA Conference & Training Atlantic City, NJ 9/25-9/27/16	400.00		291.67		691.67
NJAHRA Conference & Training Atlantic City, NJ 9/25-9/27/16			291.67		291.67
NJAHRA Conference & Training Atlantic City, NJ 9/25-9/27/16			291.67		291.67
NJAHRA Conference & Training Atlantic City, NJ 9/25-9/27/16			291.67		291.67
Rutgers Training - PHAS/SEMAP, Ethics for Comm. New Brunswick, NJ			921.00		921.00
NJAHRA Conference & Training Atlantic City, NJ 9/25-9/27/16	-	-	291.67	-	291.67
	<u>\$ 1,025.84</u>	<u>\$ 1,950.18</u>	<u>\$ 5,862.35</u>	<u>\$ 974.04</u>	<u>\$ 9,812.41</u>

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

**FISCAL YEAR: FROM: July 1, 2017 TO: June 30, 2018**

*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:** 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, 2017, the calendar year 2015 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2016, with 2014 being the most recent calendar year ended), and for fiscal years ending June 30, 2018, the calendar year 2016 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2017, with 2016 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)**

For the Period July 1, 2017 to June 30, 2018

**New Brunswick Housing Authority**

Reportable Compensation from Authority (W-2/ 1099)

Name	Title	Average Hours per Week Dedicated to Position	Position				Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at 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
			Commissioner	Key Officer	Highest Compensated Employee	Former											
John Clarke	Exec. Director	45		X			\$ 157,500	\$ -	\$ 6,000	\$ 41,000	\$ 204,500	None	None	-	\$ -	\$ -	\$ 204,500
Mark Roedelbronn	Dir. Of Operations	45	X			\$ 88,000	0	0	17,000	105,000	None	None	0	0	0	105,000	
Yirgu Wolde	Chairman	0	X			0	0	0	0	0	0 NJHMFA	Dir. Of Supported Housing	40	102,680	20,356	123,036	
Kevin Jones	Commissioner	0	x			0	0	0	0	0	0 City of New Brunswick	Mayors Aide	40	62,274	12,455	74,729	
Anthony Giorgianni	Commissioner	0	x			0	0	0	0	0	0 None					0	
Dale Caldwell	Commissioner	0	x			0	0	0	0	0	0 None					0	
Cesar Ovando	Commissioner	0	x			0	0	0	0	0	0 None					0	
Edna Otero	Commissioner	0	x			0	0	0	0	0	0 None					0	
											0					0	
											0					0	
											0					0	
											0					0	
											0					0	
											0					0	
											0					0	
											0					0	
											0					0	
<b>Total:</b>						\$ 245,500	\$ -	\$ 6,000	\$ 58,000	\$ 309,500				\$ 164,954	\$ 32,811	\$ 507,265	

(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  
For the Period July 1, 2017 to June 30, 2018

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost		# of Covered Members (Medical & Rx) Current Year	Annual Cost		Total Prior year Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
		Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget		Estimate per Employee Current Year	Total Current Year			
<b>Active Employees - Health Benefits - Annual Cost</b>									
Single Coverage	1	\$ 10,930	\$ 10,930	3	\$ 10,930	\$ 32,790	\$ (21,860)	-66.7%	
Parent & Child	4	19,474	77,896	4	19,474	77,896	-	0.0%	
Employee & Spouse (or Partner)	5	20,998	104,990	5	20,998	104,990	-	0.0%	
Family	5	30,220	151,100	5	30,220	151,100	-	0.0%	
Employee Cost Sharing Contribution (enter as negative - )			(62,000)			(61,100)	(900)	1.5%	
<b>Subtotal</b>	<b>15</b>		<b>282,916</b>	<b>17</b>		<b>305,676</b>	<b>(22,760)</b>	<b>-7.4%</b>	
<b>Commissioners - Health Benefits - Annual Cost</b>									
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!	
<b>Subtotal</b>	<b>0</b>		<b>-</b>	<b>0</b>		<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Retirees - Health Benefits - Annual Cost</b>									
Single Coverage	8	6,337	50,696	8	6,337	50,696	-	0.0%	
Parent & Child	3	16,063	48,189	3	16,063	48,189	-	0.0%	
Employee & Spouse (or Partner)	6	12,674	76,044	6	12,674	76,044	-	0.0%	
Family	2	23,821	47,642	2	23,821	47,642	-	0.0%	
Employee Cost Sharing Contribution (enter as negative - )			-			-	-	#DIV/0!	
<b>Subtotal</b>	<b>19</b>		<b>222,571</b>	<b>19</b>		<b>222,571</b>	<b>-</b>	<b>0.0%</b>	
<b>GRAND TOTAL</b>	<b>34</b>		<b>\$ 505,487</b>	<b>36</b>		<b>\$ 528,247</b>	<b>\$ (22,760)</b>	<b>-4.3%</b>	

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

Yes or No

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

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, 2017

to

June 30, 2018

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

*X* Box if Authority has no Compensated Absences

*Legal Basis for Benefit  
(check applicable items)*

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
See Attached List					

Total liability for accumulated compensated absences at beginning of current year \$           -          

**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, 2016 to June 30, 2017

No.	Employee	Vacation	Sick	Total
1	Buckley, Denise	13,588	21,091	34,679
2	Cherence, Michael	4,885	2,517	7,402
3	Clarke, John	28,139	21,002	49,141
4	Davis, Steven	763	864	1,627
5	Eato White, Andrea	7,182	6,141	13,323
6	Figueroa, Elizabeth	9,265	1,277	10,542
7	Ford, Michael	6,456	1,846	8,302
8	Jaffri, Shahid	10,703	9,963	20,666
9	Jones, Glen	3,190	566	3,756
10	Ramos, Clarimar	733	407	1,140
11	Roedelbronn, Mark	8,268	11,526	19,794
12	Shah, Alka	4,500	5,495	9,995
13	Toto, Daniel	2,222	2,007	4,229
14	Weeks, Dorann	2,550	2,313	4,863
15	Noto, Luciano	-	-	-
	<b>Total</b>	<b>102,444</b>	<b>87,015</b>	<b>189,459</b>

The 189,459 budgeted is based on amounts at April 30, 2017 since those amounts are more accurate than amounts reported in the 2016 audit report.

# Schedule of Shared Service Agreements

New Brunswick Housing Authority

For the Period

July 1, 2017

to

June 30, 2018

*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 Housing Authority	Professional Management Svcs.		3/1/2017	2/28/2018	\$ 70,000

If No Shared Services X this Box

**2017 AUTHORITY BUDGET**

**Financial Schedules Section**

## SUMMARY

New Brunswick Housing Authority  
 For the Period July 1, 2017 to June 30, 2018

	<b>FY 2018 Proposed Budget</b>				<b>FY 2017 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>	
	<b>Public Housing Management</b>	<b>Section 8</b>	<b>Housing Voucher</b>	<b>Other Programs</b>	<b>Total All Operations</b>	<b>Total All Operations</b>	<b>All Operations</b>	<b>All Operations</b>
<b>REVENUES</b>								
Total Operating Revenues	\$ 2,820,480	\$ -	\$ 10,793,000	\$ 755,000	\$ 14,368,480	\$ 14,154,000	\$ 214,480	1.5%
Total Non-Operating Revenues	10,100	-	1,200	-	11,300	13,700	(2,400)	-17.5%
Total Anticipated Revenues	<u>2,830,580</u>	<u>-</u>	<u>10,794,200</u>	<u>755,000</u>	<u>14,379,780</u>	<u>14,167,700</u>	<u>212,080</u>	<u>1.5%</u>
<b>APPROPRIATIONS</b>								
Total Administration	1,173,390	-	904,580	546,190	2,624,160	2,770,350	(146,190)	-5.3%
Total Cost of Providing Services	1,656,270	-	9,610,000	17,300	11,283,570	11,357,900	(74,330)	-0.7%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	2,829,660	-	10,514,580	563,490	13,907,730	14,128,250	(220,520)	-1.6%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	2,829,660	-	10,514,580	563,490	13,907,730	14,128,250	(220,520)	-1.6%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	<u>2,829,660</u>	<u>-</u>	<u>10,514,580</u>	<u>563,490</u>	<u>13,907,730</u>	<u>14,128,250</u>	<u>(220,520)</u>	<u>-1.6%</u>
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	<u>\$ 920</u>	<u>\$ -</u>	<u>\$ 279,620</u>	<u>\$ 191,510</u>	<u>\$ 472,050</u>	<u>\$ 39,450</u>	<u>\$ 432,600</u>	<u>1096.6%</u>

# Revenue Schedule

## New Brunswick Housing Authority

For the Period July 1, 2017 to June 30, 2018

	<b>FY 2017 Proposed Budget</b>						<b>FY 2016 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>	
	Public Housing	Housing Voucher	COCC	Redevelopm ent	N/A	N/A	Total All Operations	Total All Operations	All Operations	All Operations
<b>OPERATING REVENUES</b>										
<i>Service Charges</i>										
Residential	1260000						\$ 1,260,000	\$ 1,255,000	\$ 5,000	0.4%
Business/Commercial							-	-	-	#DIV/0!
Industrial							-	-	-	#DIV/0!
Intergovernmental							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
<b>Total Service Charges</b>	<b>1,260,000</b>						<b>1,260,000</b>	<b>1,255,000</b>	<b>5,000</b>	<b>0.4%</b>
<i>Connection Fees</i>										
Residential							-	-	-	#DIV/0!
Business/Commercial							-	-	-	#DIV/0!
Industrial							-	-	-	#DIV/0!
Intergovernmental							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
<b>Total Connection Fees</b>							<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<i>Parking Fees</i>										
Meters							-	-	-	#DIV/0!
Permits							-	-	-	#DIV/0!
Fines/Penalties							-	-	-	#DIV/0!
Other							-	-	-	#DIV/0!
<b>Total Parking Fees</b>							<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<i>Other Operating Revenues (List)</i>										
Excess Utilities	16000						16,000	17,500	(1,500)	-8.6%
Non Dwelling Rent	24800						24,800	24,800	-	0.0%
HUD Operating Subsidy	1394780						1,394,780	1,622,800	(228,020)	-14.1%
CFP Oper/Admin Fee	124900	848000					972,900	943,900	29,000	3.1%
Management Fees			505000				505,000	597,000	(92,000)	-15.4%
Voucher Subsidy		9930000					9,930,000	9,618,000	312,000	3.2%
Interlocal Contracts			70000				70,000	75,000	(5,000)	-6.7%
Redevelopment Revenues				180000			180,000	-	180,000	#DIV/0!
CFP - Subsidy for Interest on CFFP	66610						66,610	-	66,610	#DIV/0!
CFP - Subsidy for Principal Payments	130000						130,000	-	130,000	#DIV/0!
Fraud Recovery/ Other		15000					15,000	-	15,000	#DIV/0!
<b>Total Other Revenue</b>	<b>1,757,090</b>	<b>10,793,000</b>	<b>575,000</b>	<b>180,000</b>			<b>13,305,090</b>	<b>12,899,000</b>	<b>406,090</b>	<b>3.1%</b>
<b>Total Operating Revenues</b>	<b>3,017,090</b>	<b>10,793,000</b>	<b>575,000</b>	<b>180,000</b>			<b>14,565,090</b>	<b>14,154,000</b>	<b>411,090</b>	<b>2.9%</b>
<b>NON-OPERATING REVENUES</b>										
<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!
<b>Total Other Non-Operating Revenue</b>							<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<i>Interest on Investments &amp; Deposits (List)</i>										
Interest Earned	1,000	1,200					2,200	2,200	-	0.0%
Penalties							-	-	-	#DIV/0!
Other	9,100						9,100	11,500	(2,400)	-20.9%
<b>Total Interest</b>	<b>10,100</b>	<b>1,200</b>					<b>11,300</b>	<b>13,700</b>	<b>(2,400)</b>	<b>-17.5%</b>
<b>Total Non-Operating Revenues</b>	<b>10,100</b>	<b>1,200</b>					<b>11,300</b>	<b>13,700</b>	<b>(2,400)</b>	<b>-17.5%</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 3,027,190</b>	<b>\$ 10,794,200</b>	<b>\$ 575,000</b>	<b>\$ 180,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,576,390</b>	<b>\$ 14,167,700</b>	<b>\$ 408,690</b>	<b>2.9%</b>

# Prior Year Adopted Revenue Schedule

## New Brunswick Housing Authority

### FY 2016 Adopted Budget

	Public Housing	Housing Voucher	COCC	Redevelopment	N/A	N/A	Total All Operations
<b>OPERATING REVENUES</b>							
<i>Service Charges</i>							
Residential	\$ 1,255,000						\$ 1,255,000
Business/Commercial							-
Industrial							-
Intergovernmental							-
Other							-
<b>Total Service Charges</b>	<b>1,255,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,255,000</b>
<i>Connection Fees</i>							
Residential							-
Business/Commercial							-
Industrial							-
Intergovernmental							-
Other							-
<b>Total Connection Fees</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Parking Fees</i>							
Meters							-
Permits							-
Fines/Penalties							-
Other							-
<b>Total Parking Fees</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Other Operating Revenues (List)</i>							
Excess Utilities	17500						17,500
Non Dwelling Rent	24800						24,800
HUD Operating Subsidy	1622800						1,622,800
CFP Oper/Admin Fee	124900	819,000					943,900
Management Fees	30000		567,000				597,000
Voucher Subsidy		9,618,000					9,618,000
Other		15,000	60,000				75,000
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
Type in (Grant, Other Rev)							-
<b>Total Other Revenue</b>	<b>1,820,000</b>	<b>10,452,000</b>	<b>627,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,899,000</b>
<b>Total Operating Revenues</b>	<b>3,075,000</b>	<b>10,452,000</b>	<b>627,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,154,000</b>
<b>NON-OPERATING REVENUES</b>							
<i>Other Non-Operating Revenues (List)</i>							
Type in							-
Type in							-
Type in							-
Type in							-
Type in							-
Type in							-
<b>Total Other Non-Operating Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Interest on Investments &amp; Deposits</i>							
Interest Earned	1,000	1,200					2,200
Penalties							-
Other	10,500	1,000					11,500
<b>Total Interest</b>	<b>11,500</b>	<b>2,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,700</b>
<b>Total Non-Operating Revenues</b>	<b>11,500</b>	<b>2,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,700</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 3,086,500</b>	<b>\$ 10,454,200</b>	<b>\$ 627,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,167,700</b>

## Appropriations Schedule

New Brunswick Housing Authority  
For the Period July 1, 2017 to June 30, 2018

	<b>FY 2018 Proposed Budget</b>				<b>FY 2017 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
<b>OPERATING APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages	229,040		368,580	310,690	\$ 908,310	\$ 899,000	\$ 9,310	1.0%
Fringe Benefits	400,000		160,000	190,000	750,000	692,450	57,550	8.3%
Legal	18,000				18,000	18,000	-	0.0%
Staff Training	2,000		2,000	13,000	17,000	17,000	-	0.0%
Travel				7,500	7,500	7,500	-	0.0%
Accounting Fees	30,000		10,000	5,000	45,000	40,000	5,000	12.5%
Auditing Fees				20,000	20,000	-	20,000	#DIV/0!
Miscellaneous Administration*	494,350		364,000		858,350	1,096,400	(238,050)	-21.7%
<b>Total Administration</b>	<b>1,173,390</b>		<b>904,580</b>	<b>546,190</b>	<b>2,624,160</b>	<b>2,770,350</b>	<b>(146,190)</b>	<b>-5.3%</b>
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services					-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	201,770				201,770	250,000	(48,230)	-19.3%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor					-	-	-	#DIV/0!
Fringe Benefits	159,000				159,000	157,600	1,400	0.9%
Tenant Services					-	-	-	#DIV/0!
Utilities	842,000			4,800	846,800	887,800	(41,000)	-4.6%
Maintenance & Operation	262,500				262,500	260,000	2,500	1.0%
Protective Services					-	129,000	(129,000)	-100.0%
Insurance	115,000		6,000	12,500	133,500	-	133,500	#DIV/0!
Payment in Lieu of Taxes (PILOT)					-	-	-	#DIV/0!
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses					-	-	-	#DIV/0!
Other General Expense					-	-	-	#DIV/0!
Rents			9,604,000		9,604,000	9,595,000	9,000	0.1%
Extraordinary Maintenance					-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment					-	-	-	#DIV/0!
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*	76,000				76,000	78,500	(2,500)	-3.2%
<b>Total Cost of Providing Services</b>	<b>1,656,270</b>		<b>9,610,000</b>	<b>17,300</b>	<b>11,283,570</b>	<b>11,357,900</b>	<b>(74,330)</b>	<b>-0.7%</b>
<b>Total Principal Payments on Debt Service in Lieu of Depreciation</b>	<b>XXXXXXX</b>	<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>Total Operating Appropriations</b>	<b>2,829,660</b>		<b>10,514,580</b>	<b>563,490</b>	<b>13,907,730</b>	<b>14,128,250</b>	<b>(220,520)</b>	<b>-1.6%</b>
<b>NON-OPERATING APPROPRIATIONS</b>								
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!
<b>Total Non-Operating Appropriations</b>	<b>-</b>				<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>TOTAL APPROPRIATIONS</b>	<b>2,829,660</b>		<b>10,514,580</b>	<b>563,490</b>	<b>13,907,730</b>	<b>14,128,250</b>	<b>(220,520)</b>	<b>-1.6%</b>
<b>ACCUMULATED DEFICIT</b>					<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>2,829,660</b>		<b>10,514,580</b>	<b>563,490</b>	<b>13,907,730</b>	<b>14,128,250</b>	<b>(220,520)</b>	<b>-1.6%</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>								
Municipality/County Appropriation					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
<b>Total Unrestricted Net Position Utilized</b>	<b>-</b>				<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 2,829,660</b>	<b>\$ -</b>	<b>\$ 10,514,580</b>	<b>\$ 563,490</b>	<b>\$ 13,907,730</b>	<b>\$ 14,128,250</b>	<b>\$ (220,520)</b>	<b>-1.6%</b>

\* 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 \$ 141,483.00 \$ - \$ 525,729.00 \$ 28,174.50 \$ 695,386.50



NEW BRUNSWICK HOUSING AUTHORITY  
FISCAL YEAR JUNE 30, 2017 STATE BUDGET FORM  
PAGE F-4 SUPPLEMENTAL INFORMATION REQUIRED

MISCELLANEOUS ADMINISTRATIVE COSTS- PUBLIC HOUSING MANAGEMENT

TELEPHONE	\$ 17,500
AUDIT	8,500
POSTAGE & DELIVERY	5,700
MARKETING	1,500
MEMBERSHIPS & DUES	6,500
REGISTRATION	1,500
OFFICE SUPPLIES	1,250
PAYROLL SERVICE FEES	10,000
NATIONAL TENANT NETWORK	500
MANAGEMENT FEES	143,000
BOOKKEEPING FEES	23,200
COPIER LEASE	7,000
SUBSIDY PASSED TO TAX CREDIT ENTITY - AMP-3	130,000
AMP-3 ADMINISTRATIVE FEE PAID TO COCC	22,800
SUBSIDY PASSED TO TAX CREDIT ENTITY - AMP-	106,200
AMP-4 ADMINISTRATIVE FEE PAID TO COCC	9,200
	<u>\$ 494,350</u>

MISCELLANEOUS ADMINISTRATIVE COSTS-REDEVELOPMENT

SPONSORSHIP RUTGERS "BIG CHILL RUN"	\$ 5,000
AUDIT	1,200
OTHER	1,800
	<u>\$ 8,000</u>

## Prior Year Adopted Appropriations Schedule

New Brunswick Housing Authority

FY 2017 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 295,000		\$ 220,000	\$ 384,000	\$ 899,000
Fringe Benefits	371,400		135,050	186,000	692,450
Legal	18,000				18,000
Staff Training	2,000		2,000	13,000	17,000
Travel				7,500	7,500
Accounting Fees	30,000		10,000		40,000
Auditing Fees					-
Miscellaneous Administration*	626,800		453,600	16,000	1,096,400
<b>Total Administration</b>	<b>1,343,200</b>	-	<b>820,650</b>	<b>606,500</b>	<b>2,770,350</b>
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	250,000				250,000
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	157,600				157,600
Tenant Services					-
Utilities	883,000			4,800	887,800
Maintenance & Operation	260,000				260,000
Protective Services	114,000			15,000	129,000
Insurance					-
Payment in Lieu of Taxes (PILOT)					-
Terminal Leave Payments					-
Collection Losses					-
Other General Expense					-
Rents			9,595,000		9,595,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*	78,500				78,500
<b>Total Cost of Providing Services</b>	<b>1,743,100</b>	-	<b>9,595,000</b>	<b>19,800</b>	<b>11,357,900</b>
Total Principal Payments on Debt Service in Lieu of Depreciation					-
<b>Total Operating Appropriations</b>	<b>3,086,300</b>	-	<b>10,415,650</b>	<b>626,300</b>	<b>14,128,250</b>
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt					-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
<b>Total Non-Operating Appropriations</b>	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	<b>3,086,300</b>	-	<b>10,415,650</b>	<b>626,300</b>	<b>14,128,250</b>
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>3,086,300</b>	-	<b>10,415,650</b>	<b>626,300</b>	<b>14,128,250</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation					-
Other					-
<b>Total Unrestricted Net Position Utilized</b>	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 3,086,300</b>	<b>\$ -</b>	<b>\$ 10,415,650</b>	<b>\$ 626,300</b>	<b>\$ 14,128,250</b>

\* 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      \$ 154,315.00      \$ 520,782.50      \$ 31,315.00      \$ 706,412.50

## Debt Service Schedule - Principal

New Brunswick Housing Authority

If Authority has no debt X this box

*Fiscal Year Ending in*

	Adopted Budget Year 2017	Proposed Budget Year 2018	2019	2020	2021	2022	2023	Thereafter	Total Principal Outstanding
CFFP	\$ 130,000	\$ 130,000	\$ 140,000	\$ 145,000	\$ 150,000	\$ 785,000			\$ 1,350,000
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
<b>TOTAL PRINCIPAL</b>	130,000	130,000	140,000	145,000	150,000	785,000	-	-	1,350,000
<b>LESS: HUD SUBSIDY</b>	130,000	130,000	140,000	145,000	150,000	785,000			1,350,000
<b>NET PRINCIPAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	\$ -

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

	<u>Moody's</u>	<u>Fitch</u>	<u>Standard &amp; Poors</u>
Bond Rating	N/A	N/A	N/A
Year of Last Rating			

New Brunswick Housing Authority  
2018 State Budget  
Debt Service

The New Brunswick Housing Authority has one debt obligations which have been reported on its financial statements.

The Capital Fund Leveraging Debt which is secured by the Capital Fund Program. HUD has guaranteed these payments.

### Debt Service Schedule - Interest

New Brunswick Housing Authority

If Authority has no debt X this box

	<i>Fiscal Year Ending in</i>							Total Interest Payments Outstanding
	Adopted Budget Year 2017	Proposed Budget Year 2018	2019	2020	2021	2022	2023	
CFFP	66,610	60,924	55,215	49,001	42,183	35,016	55,630	297,969
Type In Issue Name								-
Type In Issue Name								-
Type In Issue Name								-
<b>TOTAL INTEREST</b>	66,610	60,924	55,215	49,001	42,183	35,016	55,630	- 297,969
LESS: HUD SUBSIDY	66,610	60,924	55,215	49,001	42,183	35,016	55,630	297,969
<b>NET INTEREST</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

The Authority has consistently reported debt service relate to its CFFP debt which is financed by its Capital Fund Program.



# Net Position Reconciliation

New Brunswick Housing Authority  
For the Period July 1, 2017 to June 30, 2018

## FY 2017 Proposed Budget

	Public Housing	Housing Voucher	COCC	Redevelopment	N/A	N/A	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	\$ 5,014,951	\$ (302,334)	\$ (1,269,932)	\$ (100,681)			\$ 3,342,004
Less: Invested in Capital Assets, Net of Related Debt (1)	6,534,164	40,940					6,575,104
Less: Restricted for Debt Service Reserve (1)							-
Less: Other Restricted Net Position (1)	562	281,080					281,642
Total Unrestricted Net Position (1)	(1,519,775)	(624,354)	(1,269,932)	(100,681)	-	-	(3,514,742)
Less: Designated for Non-Operating Improvements & Repairs							-
Less: Designated for Rate Stabilization							-
Less: Other Designated by Resolution							-
Plus: Accrued Unfunded Pension Liability (1)	1,671,220	679,432	1,060,000				3,410,652
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	315,173	108,706	255,224				679,103
Plus: Estimated Income (Loss) on Current Year Operations (2)	920	279,620	47,010	144,500			472,050
Plus: Other Adjustments (attach schedule)							-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	467,538	443,404	92,302	43,819	-	-	1,047,063
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	-	-	-	-	-	-	-
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>							
<b>4)</b>	\$ 467,538	\$ 443,404	\$ 92,302	\$ 43,819	\$ -	\$ -	\$ 1,047,063

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      \$ 147,983   \$ 525,729   \$ 26,400   \$ 1,775   \$ -   \$ -   \$ 701,887

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.



2017  
NEW  
BRUNSWICK  
HOUSING  
AUTHORITY  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2017 CERTIFICATION OF AUTHORITY CAPITAL BUDGET/PROGRAM

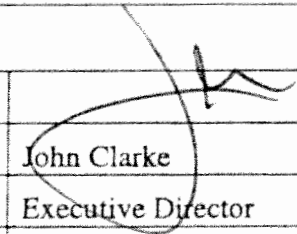
## NEW BRUNSWICK HOUSING AUTHORITY

FISCAL YEAR: FROM: July 1, 2017 TO: June 30, 2018

It is hereby certified that the Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the New Brunswick Authority, on the 26<sup>th</sup> day of July 2017.

**OR**

It is hereby certified that the governing body of the \_\_\_\_\_ Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): \_\_\_\_\_

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:	
E-mail address	jclarke@nbnjha.org		

# 2017 CAPITAL BUDGET/PROGRAM MESSAGE

## New Brunswick Housing Authority

FISCAL YEAR: FROM: July 1, 2017 TO: June 30, 2018

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program?  
*YES*
2. Has each capital project/project financing been developed from a specific capital improvement plan or report; does it include full lifecycle costs; and is it consistent with appropriate elements of Master Plans or other plans in the jurisdiction(s) served by the authority?  
*YES*
3. Has a long-term (10-20 years) infrastructure needs assessment or other capital plan with a horizon beyond six years been prepared?  
*The Housing Authority prepares both a one year and a five year capital budget plan as required by HUD.*
4. Describe the projected impact of the proposed capital projects, including impact on the schedule of rates, fees, and service charges and the impact on current and future year's schedules.  
*The Capital Fund Grants serve to modernize and improve the dwelling units of the tenants and the public housing common areas. The units and buildings must meet HUD's requirements for occupancy and are inspected by HUD's property assessment branch, REAC each year.*
5. Please indicate which capital projects/project financings are being undertaken in the Metropolitan or Suburban Planning Areas as defined in the State Development and Redevelopment Plan.  
*N/A*
6. Please indicate which capital projects/project financings are being undertaken within the boundary of a State Planning Commission-designated Center and/or Endorsed Plan and if the project was included in the Plan Implementation Agenda for that Center/Endorsed Plan.  
*N/A*

*Add additional sheets if necessary.*

# Proposed Capital Budget

## New Brunswick Housing Authority

For the Period July 1, 2017 to June 30, 2018

### Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing</i>						
CFP 2015	\$ 140,000				\$ 140,000	
CFP 2016	150,000				150,000	
CFP 2017	50,000				50,000	
Total	340,000	-	-	-	340,000	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>COCC</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Redevelopment</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 340,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 340,000</b>	<b>\$ -</b>

Enter brief description of up to four projects for each operation above. For operations with more than four budgeted projects, please attach additional schedules. Input total amount of all projects for the operation on single line and enter "See Attached Schedule" instead of project description.

# 5 Year Capital Improvement Plan

## New Brunswick Housing Authority

For the Period July 1, 2017 to June 30, 2018

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget					
		Year 2017	2018	2019	2020	2021	2022
<i>Public Housing</i>							
CFP 2015	\$ 280,000	\$ 140,000	\$ 140,000	\$ -			
CFP 2016	318,900	150,000	150,000	18,900	-		
CFP 2017	499,600	50,000	175,000	175,000	99,600	-	
\$0	-	-					
Total	1,098,500	340,000	465,000	193,900	99,600	-	-
<i>Housing Voucher</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>COCC</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Redevelopment</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>N/A</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,098,500</b>	<b>\$ 340,000</b>	<b>\$ 465,000</b>	<b>\$ 193,900</b>	<b>\$ 99,600</b>	<b>\$ -</b>	<b>\$ -</b>

*Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.*

# 5 Year Capital Improvement Plan Funding Sources

## New Brunswick Housing Authority

For the Period July 1, 2017 to June 30, 2018

### Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing</i>						
CFP 2015	\$ 280,000				\$ 280,000	
CFP 2016	318,900				318,900	
CFP 2017	499,600				499,600	
\$0	-					
Total	1,098,500	-	-	-	1,098,500	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>COCC</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Redevelopment</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>N/A</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,098,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,098,500</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4	<b>\$ 1,098,500</b>					
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.				

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.