

Authority Budget of:

ADOPTED COPY

NEW BRUNSWICK HOUSING AUTHORITY

State Filing Year

2019

**ADOPTED COPY
APPROVED COPY**

For the Period:

July 1, 2019

to

June 30, 2020

www.newbrunswickhousing.org

Authority Web Address

Department Of



**Community
Affairs**

Division of Local Government Services

RECEIVED

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LOCAL GOVT SERVICES

NBHA RESOLUTION 2019 – 5/22 # 13

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

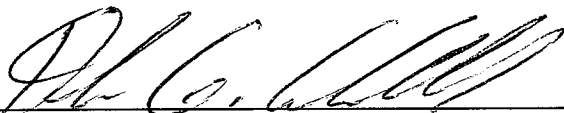
WHEREAS, N.J.A.C. 5:31 requires that a Housing Authority adopt a late budget resolution should it not adhere to the 60 day requirement; and

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:

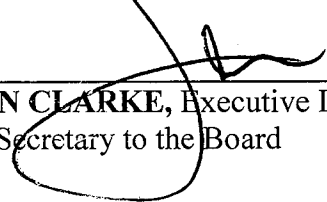
The HUD capital fund and subsidy formulas, which are a major component of the Authority's budget, were not approved or released by HUD in time to meet the submission deadline and the Board of Commissioner did not meet in April.

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 22nd day of May, 2019 (See attached Vote Box)



DALE CALDWELL, Chairperson



JOHN CLARKE, Executive Director
And Secretary to the Board

NBHA RESOLUTION 2019- 5/22 # 13

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

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

2019

NEW BRUNSWICK
HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM July 1, 2019 TO June 30, 2020

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: 7/22/2019

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: 8/28/2019

2019 PREPARER'S CERTIFICATION

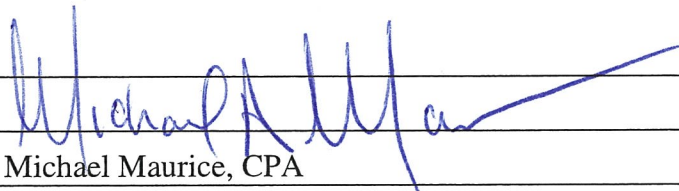
NEW BRUNSWICK

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: July 1, 2019 **TO:** June 30, 2020

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 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		

2019 APPROVAL CERTIFICATION

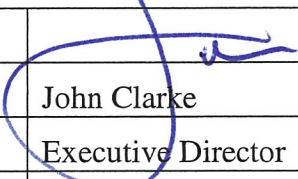
NEW BRUNSWICK

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: July 1, 2019 TO: June 30, 2020

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 22nd day of May, 2019.

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	Fax Number:	732-253-7799
E-mail address	jclarke@nbnjha.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address:	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
- 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

2019 HOUSING AUTHORITY BUDGET RESOLUTION NEW BRUNSWICK

FISCAL YEAR: FROM: July 1, 2019 TO: June 30, 2020

WHEREAS, the Annual Budget and Capital Budget for the New Brunswick Housing Authority for the fiscal year beginning, July 1, 2019 and ending, June 30, 2020 has been presented before the governing body of the New Brunswick Housing Authority at its open public meeting of May 2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 14,842,400 , Total Appropriations, including any Accumulated Deficit if any, of \$ 14,291,410 and Total Unrestricted Net Position utilized of 0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$260,140 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 22, 2019 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, 2019 and ending, June 30, 2020 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 5/24 2019.

(Secretary's Signature)

May 22, 2019
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Caldwell	✓			
Giorgianni	✓			
Wolke	✓			
Jones	✓			
Dunlap				✓
Medina-Hernandez				✓

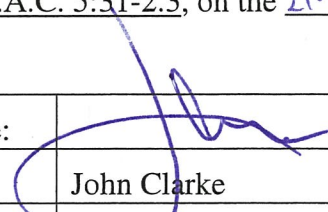
2019 ADOPTION CERTIFICATION

NEW BRUNSWICK

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: July 1, 2019 TO: June 30, 2020

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 21st day of, August, 2019.

Officer's Signature:			
Name:	John Clarke		
Title:	Executive Director		
Address:	7 Van Dyke Avenue New Brunswick, NJ 08901		
Phone Number:	732-745-5157 Ext 301	Fax Number:	732-253-7799
E-mail address	Jclarke2nbnjha.org		

2019 ADOPTED BUDGET RESOLUTION

NEW BRUNSWICK HOUSING AUTHORITY

FISCAL YEAR: FROM: July 1, 2019 TO: June 30, 2020

WHEREAS, the Annual Budget and Capital Budget/Program for the New Brunswick Housing Authority for the fiscal year beginning July 1, 2019 and ending, June 30, 2020 has been presented for adoption before the governing body of the New Brunswick Housing Authority at its open public meeting of May 2019; and

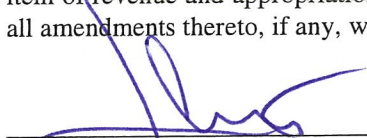
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 14,842,400, Total Appropriations, including any Accumulated Deficit, if any, of \$14,291,410 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$260,140 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 July , 2019 that the Annual Budget and Capital Budget/Program of the New Brunswick Housing Authority for the fiscal year beginning, July 1, 2019 and, ending, June 30, 2020 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)

8/21/19

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Jones	✓			
Walde	✓			
Dunlap	✓			
Medina-Hernandez	✓			
Caldwell	✓			
Giorgianni	✓			
* Vacant				

2019 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2019 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS NEW BRUNSWICK

AUTHORITY BUDGET

FISCAL YEAR: FROM: July 1, 2019 TO: June 30, 2020

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

1. Complete a brief statement on the 2019/2019-2020 proposed Annual Budget and make comparison to the 2018/2018-2019 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 documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD).
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 2019/2019-2020 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, 45)

New Brunswick Housing Authority

N-1 Attachment

June 30-2019-2020 Budget

Question No. One

**The Authority has no line items exceeding 10% from the previous year budget.
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

Revenues are anticipated to remain stable and consistent based on low and moderate income population and HUD funding levels. The Prior incorrectly reported CFP subsidy for CFFP debt.

Question No. Three

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

Question No. Four

N/A

Question No. Five

N/A

Question No. Six

See Attached Schedule

Page N-1 Question No.6

The Authority has a deficit of (\$15,830,761) as of June 30, 2018 which includes accrued OPEB and Pension liabilities of \$16,121,429 which is due to the 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. However as stated on page F-8, when equity is adjusted for Pension and OPEB Liabilities the Authority has a surplus of \$592,595.

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.

HOUSING AUTHORITY CONTACT INFORMATION 2019

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

Name of Authority:	New Brunswick Housing Authority		
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:	John Clarke		
Phone: (ext.)	732-745-5157 Ext 301	Fax:	732-253-7799
E-mail:	jclarke@nbnjha.org		

Chief Financial Officer:	None		
Phone: (ext.)		Fax:	
E-mail:			

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

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

NEW BRUNSWICK

FISCAL YEAR: FROM: July 1, 2019 TO: June 30, 2020

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 2017 or 2018) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 19
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2017 or 2018) Transmittal of Wage and Tax Statements: \$1,155,565
- 3) Provide the number of regular voting members of the governing body: 6
- 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 (Most Recent Filing that March 31, 2018 or 2019 deadline has passed 2018 or 2019) 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 Authorities 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 Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities 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 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.
- 20) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? YES If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.

- 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 Authorities 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.*
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- 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 Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities 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 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.*
- 20) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? YES *If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.*

Housing Authority of the City of New Brunswick
PHARS Action Plan

REPORT 3/2019

Item #	Results and Determinations from Assessment	Desired Outcomes	Statutory Measurement		Target Accomplishment Date	Actual Accomplishment Date	Remedies	Comments / Accomplishments
			Baseline Data and PHA's Score as of	Required PHA Score				
Area: Governance								
G1	Executive Staff and Commissioners would benefit from taking HUD's Lead The Way Training.	Further training of PHA's Board and Executive Staff through HUD's Lead The Way Training.			06/30/18	06/30/18	Completion of HUD's Lead The Way Training by Executive Staff and Commissioners within next 6 months.	Board members and executive director completed the training session with HUD's "Lead the Way Training" on-line system. This task has been accomplished and remains ongoing.
G2	Compliance with Internal Control Policy.	Implementation and training of Internal Control Policy.			05/01/17	04/26/17	Board will meet with Counsel and Executive Staff to review and revise PHA policies including but not limited to Internal Control, Procurement and Contracting policies.	NBHA Board has adopted an Internal Control Policy. The policy will be updated again in 2018. This task has been accomplished and remains ongoing.
G3	Inter-Agency Agreement updates.	Detailed monthly reporting of all Inter-Agency activities.			04/01/17	03/24/17	Providing copies of detailed monthly reporting of all Inter-Agency activities to Operations/Finance Committee and Board.	NBHA has revised its monthly reports to the Board of Commissioner and Operations/Finance Committee to detail inter-agency daily activities. This task has been accomplished and remains ongoing.
G4	Field Office to provide further technical training in the area(s) of Board Training and Procurement.	Increase Board's and Executive Staff's knowledge of technical procedures regarding Board training and procurement.			06/30/18	06/30/18	Work with Field Office to complete training in next 3 months which may coincide with Board Retreat.	NBHA has met with HUD staff in April. NBHA has conducted procurement training in 2017. HUD Field office provided further instructional material. NBHA Board training is ongoing. This task has been accomplished and remains ongoing.
G5	Board should hold regular Committee meetings.	Improve Board's awareness and knowledge of programs, finances, and operations of the PHA through regular Committee meetings.			04/01/17	03/24/17	Board's Operation/Finance Committee to hold quarterly meetings at a minimum, monthly as needed.	The Operations/Finance Committee held two meeting in April and continues to meet. This task has been accomplished and remains ongoing.

Housing Authority of the City of New Brunswick
PHARS Action Plan

REPORT 3/2019

Item #	Results and Determinations from Assessment	Desired Outcomes	Statutory Measurement		Target Accomplishment Date	Actual Accomplishment Date	Remedies	Comments / Accomplishments
			Baseline Data and PHA's Score as of	Required PHA Score				
G6	Improve reporting of PHAS and SEMAP.	Improve Board's awareness and knowledge of annual scoring systems and individual criteria.	PHAS 41 SEMAP 81	PHAS 60+ SEMAP 88+	12/28/17	12/28/17	Improve PHAS and SEMAP scores with 2018 and 2019 submissions.	NBHA is working to make improvements to its PHAS and SEMAP scores by implementing new maintenance procedures and by working to reduce costs and overall expenses. NBHA continues to work to improve the PHAS & SEMAP scores for the 2018 and 2019 submissions. NBHA scored a 63 on PHAS and a 96 on SEMAP for FYE 6/30/17. This task has been accomplished and remains ongoing.
G7	Increased Board's Operation/Finance Committee's knowledge and oversight of financial aspects of PHA.	Improve Board's awareness of the financial operations of the PHA.			06/01/17	04/26/17	Board's Operation/Finance Committee to hold quarterly meetings at a minimum, monthly as needed.	NBHA Operations and Finance Committee met and reviewed and discussed the financial aspect of the PHA. This task has been accomplished and remains ongoing.
Area: Management and Operations								
MO1	As per guidelines of 24 CFR 982.625-632, it is recommended PHA start a FSS Program.	Improve PHA's available services offered through the Section 8 program and provide activities that work to encourage resident involvement.			04/30/18	04/10/18	Improve PHA's available services offered through the Section 8 program and provide activities that work to encourage resident involvement.	NBHA held a resident wide meeting to discuss the smoke free initiatives and will continue to hold residents meetings that encourage resident involvement. NBHA worked with its resident council committee to hold resident elections and a new residents council has been sworn in and is operational. This task has been accomplished and remains ongoing.
MO2	Resident involvement in Board and Resident Association.	Assure a Board Resident Commissioner is active and on the Board. Increase resident involvement and encourage resident activities.			06/01/17	04/26/17	Assure a Board Resident Commissioner is active and on the Board. Increase resident involvement and encourage resident activities.	Resident appointed and now serving on NBHA Board of Commissioners. NBHA will be hosting resident meeting in May to encourage resident formation of a leadership committee. This task has been accomplished and remains ongoing.
MO3	PHA should ensure all units used for non-dwelling purposes are properly identified in PIC system.	Improve reporting of unit designations in PIC reporting system as required.			11/01/17	10/25/17	PHA will work with area office to update PIC within next 30 days.	NBHA has finished working with HUD representative to update PIC with the non-dwelling unit report. This task has been accomplished and remains ongoing.

Housing Authority of the City of New Brunswick
PHARS Action Plan

REPORT 3/2019

Item #	Results and Determinations from Assessment	Desired Outcomes	Statutory Measurement		Target Accomplishment Date	Actual Accomplishment Date	Remedies	Comments / Accomplishments
			Baseline Data and PHA's Score as of	Required PHA Score				
M04	PHA should consider cost containment measures with regards to the benefits paid by the PHA.	Improve cost efficiency of the PHA in areas of employee benefits.			06/30/18	06/30/18	PHA will work with city to identify revisions to its benefits that will result in cost savings measures going forward.	Costs for benefits have been reduced based by staffing reductions and additional options are being considered. This task has been accomplished and remains ongoing.
M05	PHA revise Cooperation Agreement and PILOT.	Negotiate and improve Cooperation Agreement and PILOT between the city and PHA.			07/31/18	07/31/18	PHA will work with the city on Cooperation Agreement and PILOT.	NBHA has revised the Cooperation Agreement and PILOT with the City. This task has been accomplished.
M06	PHA to provide monthly detailed invoice for all Inter-Agency activity to the Board.	Increase Board's knowledge of Inter-Agency activities of the PHA and provide monthly copy of invoice(s).			04/01/17	03/24/17	Provide monthly detailed reports of Inter-Agency activity to Operation/Finance Committee and overall Board.	NBHA has revised its monthly reports to the Board of Commissioner and Operations/Finance Committee to detail inter-agency daily activities. This task has been accomplished and remains ongoing.
Area: Physical								
P1	Training and technical assistance of Capital Funds and Procurement.	Improve PHA staff operation of all maintenance program and related management.			07/01/17	06/08/17	Improve maintenance program operations and provide training within next 30 days.	NBHA worked with its HUD Engineer to review CPP and maintenance policies and procedures. HUD Field Office provided instructional information. NBHA has completed initial Procurement Training on 06/08/17. Additional training will be completed in 2018 and a policy revision will also be completed. This task has been accomplished and remains ongoing.
P2	Procure Energy Audit and incorporate into the PHA's Annual and 5 Yr Plan.	Procure Energy Audit and incorporate into the PHA's Annual and 5 Yr Plan.			09/30/18	06/30/18	Complete Energy Audit and implement into Annual and 5 Yr Plan.	NBHA has voted to award contract to complete the energy audit. This has been awarded and will be incorporated into the 5 year plan.
P3	Procurement Training for Contracting Officer and Executive Staff.	Improve knowledge of Procurement and Contracting Officer and Executive Staff.			07/01/17	06/08/17	Complete Procurement and Contracting Training for Contract Officer and Executive Staff.	NBHA has completed in-house procurement training on 06/08/17. This task has been accomplished and remains ongoing.

Housing Authority of the City of New Brunswick
PHARS Action Plan

REPORT 3/2019

Item #	Results and Determinations from Assessment	Desired Outcomes	Statutory Measurement		Target Accomplishment Date	Actual Accomplishment Date	Remedies	Comments / Accomplishments
			Baseline Data and PHA's Score as of	Required PHA Score				
P4	Improvements to the Work Order system.	Utilize the work order system for ongoing, preventive, and long-term maintenance activities.			07/01/17	06/23/17	Complete training, implement inventory systems and utilize Work Order system within next 6 months.	NBHA has completed Work-Order system training for Maintenance Director, front office and AMP Manager. Maintenance Director has attended Maintenance Management Training through Rutgers University. NBHA has incorporated Night Call Test Notification and daily monitoring of faxed confirmations to ensure work orders are issued/completed. This task has been accomplished and remains ongoing.
P5	Improvement of the PHA's Inventory Control procedures.	Implement an improved Inventory Control system process, procedure, and reporting.			10/01/17	08/21/17	Implement an improved inventory control procedure within the next 3 months.	NBHA Maintenance Director is reviewing/improving current inventory control procedure. This task has been accomplished and remains ongoing.
P6	Incorporate Annual Inspection checklist.	PHA will incorporate an annual inspection checklist for all PHA units.	2015 - 41	2017 - 60	07/01/17	03/24/17	PHA will implement an annual checklist within the next 6 months that generates preventive and general work orders.	NBHA has implemented annual checklist and is now issuing working orders (regular, preventative and emergency) with its annual PHA reviews. This task has been accomplished and remains ongoing.
P7	Maintenance Training	Provide maintenance training for Director of Maintenance and all staff.			07/01/17	04/26/17	Complete annual maintenance training of all staff within next 6 months.	NBHA completed plumbing and electrical training of all maintenance staff. This task has been accomplished and remains ongoing.
P8	Incorporate an updated Maintenance Plan.	Implement and incorporate a Maintenance Plan that addresses all areas.			05/01/17	04/26/17	Implement an updated Maintenance Plan within next 3 months.	NBHA has approved maintenance plan and it's implementation is currently under way. A pre-REAC inspection has been completed and is being used along with the monthly building checklist to continue to make improvements to the property. This task has been accomplished and remains ongoing.

Area: Financial

Housing Authority of the City of New Brunswick
PHARS Action Plan

REPORT 3/2019

Item #	Results and Determinations from Assessment	Desired Outcomes	Statutory Measurement		Target Accomplishment Date	Actual Accomplishment Date	Remedies	Comments / Accomplishments
			Baseline Data and PHA's Score as of	Required PHA Score				
F1	Prepare monthly projection report prior to REAC scoring.	Prepare and present projection for pre-REAC scoring to Operations/Finance Committee.			07/31/18	7/31/2018	PHA will provide projections for Quick Ratio, MENAR, and DSCR and incorporate into the Action Plan	NBHA is working with its fee accountant and finance staff to create a monthly financial report that will track and project FASS indicators. This remains an on-going goal. This task has been accomplished.
F2	Provide field office with updated financial projections and reports.	Provide updated reports to field office regarding PHA's finances.			12/31/18	12/31/18	PHA will provide field office with updates and financial reports.	NBHA is working with its fee account and finance staff to create revised monthly financial report to its Operations/Finance Committee that will also be provided to HUD through these monthly reports. Monthly financial reports are currently being provided. HUD Field Office provided FASS Projection Tool incorporated into monthly reports. This task has been accomplished.
F3	Monthly finance reporting to Board's Operation/Finance Committee.	Improve Board's knowledge of PHA finances.			11/30/17	11/03/17	PHA will provide monthly financial updates to Operations/Finance Committee and overall Board.	NBHA is working with its fee account and finance staff to create revised monthly financial report to its Operations/Finance Committee. The committee met on November 3rd to discuss financial reports and PHA finances. This task has been accomplished and remains ongoing.
F4	Improved communications with Board's Finance/Operations Committee.	Hold regular meeting of Board's Operations/Finance Committee to review PHA finances.			11/30/17	11/03/17	PHA will provide Operations/Finance Committee with updated reporting.	NBHA worked with its fee account and finance staff to create revised financial report. This task has been accomplished and remains an ongoing.

Housing Authority of the City of New Brunswick
PHARS Action Plan

REPORT 3/2019

Item #	Results and Determinations from Assessment	Desired Outcomes	Statutory Measurement		Target Accomplishment Date	Actual Accomplishment Date	Remedies	Comments / Accomplishments
			Baseline Data and PHA's Score as of	Required PHA Score				
FS	Provide monthly updates and projections to the Board.	Provide Board's with more information regarding all programs and operations of the PHA.			06/30/18	06/30/18	PHA will provide Operations/Finance Committee with updated reporting.	NBHA is working with its fee account and finance staff to create revised monthly financial report to its Operations/Finance Committee. This task has been accomplished and remains ongoing.

	TRAINING & TRAVEL EXPENSE FOR 2019				
	PER DEIM	HOTEL	REGISTRATION	TRANSPORT	TOTAL
PHADA Meetings					
Orlando, FL 6/2 - 6/5/18	\$ -	\$ -	\$ 465.00	\$ -	\$ 465.00
PHADA Legislative Conference					
Washington, DC 9/8 - 9/11/18	\$ 402.92	\$ 493.64	\$ 310.00	-	1,206.56
Commissioner Training					
Martha's Vinyard, MA 9/13-9/17/18	400.00	1,069.59	625.00	-	2,094.59
Governemor's Confernece on Affordable Housing					
Atlantic City, NJ 9/16-9/17/19		303.70			303.70
PHADA Conference					
Miami, FL 1/4-1/9/19	299.40	708.51	465.00	292.38	1,765.29
State Chamber of Commerce					
Washington DC 2/28-3/1/2019	200.00	699.00	500.00	119.26	1,518.26
Rutgers The State University of New Jersey					
New Brunswick, NJ Spring 2019 Sessions	-	-	1,201.00		1,201.00
NJNAHRO HCV & PHA training					
North Plainfield, NJ 5/21-5/23/19	150.00	-	750.00	-	900.00
PHM Training					
Vineland NJ 3/18-3/22/19	500.00	709.54	1,125.00	-	2,334.54
	<u>\$ 1,952.32</u>	<u>\$ 3,983.98</u>	<u>\$ 5,441.00</u>	<u>\$ 411.64</u>	<u>\$ 11,788.94</u>

New Brunswick Housing Authority
2019-2020 State Budget

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

Question 20 Page N-3

The Authority has entered into an action plan with HUD.

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

FISCAL YEAR: FROM: July 1, 2019 TO: June 30, 2020

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 all 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, 2019 Most recent available W-2 and 1099 should be used (**2017 or 2018 Forms**)(60 days prior to start of budget year is November 1, 2018, with 2017 being the most recent calendar year ended), and for fiscal years ending June 30, 2019, the calendar year 2018 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, with 2018 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, 2019 to June 30, 2020

Reportable Compensation from Authority (W-2/1099)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S							
Name	Title	Average Hours per Week Dedicated to Position	Position	Former Highest Compensated Employee	Key Employee	Officer	Commissioner	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							
1. John Clarke	Executive Director	35						\$ 157,500	\$ 6,000	\$ 32,836	\$ 196,336	None	None	40	130,805	0	130,805	130,805							
2. Danny Tota	Sr. Portfolio Mgr. Commissioner	35	X				104,000			26,805	130,805	0 NHMFA	Director of Supported Hsg.	40	102,660	20,536	123,216	123,216							
3. Dale Caldwell	Commissioner											0 City of New Brunswick	Mayor's Aide	40	62,274	12,455	74,729	74,729							
4. Yirgu Wolde	Commissioner											0						0	0						
5												0						0	0						
6												0						0	0						
7												0						0	0						
8												0						0	0						
9												0						0	0						
10												0						0	0						
11												0						0	0						
12												0						0	0						
13												0						0	0						
14												0						0	0						
15												0						0	0						
Total:																	\$ 261,500	\$ -	\$ 6,000	\$ 59,641	\$ 327,141		\$ 164,954	\$ 32,991	\$ 525,086

(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, 2019 to June 30, 2020

	# of Covered Members (Medical & Rx)		Annual Cost Estimate per Employee Proposed Budget		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	Actual	Proposed Budget	Actual						
Active Employees - Health Benefits - Annual Cost										
Single Coverage	3		\$ 11,225		\$ 33,675	1	\$ 11,116	\$ 11,116	\$ 22,559	202.9%
Parent & Child	4		20,093		80,372	5	19,838	99,190	(18,818)	-19.0%
Employee & Spouse (or Partner)	2		22,450		44,900	3	21,946	65,838	(20,938)	-31.8%
Family	5		31,318		156,590	5	31,023	155,115	1,475	1.0%
Employee Cost Sharing Contribution (enter as negative -)					(49,677)			(55,241)	5,564	-10.1%
Subtotal	14				265,860	14		276,018	(10,158)	-3.7%
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	6		10,297		61,782	7	7,996	55,972	5,810	10.4%
Parent & Child	2		6,841		13,682	2	9,931	19,862	(6,180)	-31.1%
Employee & Spouse (or Partner)	8		7,992		63,936	7	16,780	117,460	(53,524)	-45.6%
Family	2		23,765		47,530	2	26,953	53,906	(6,376)	-11.8%
Employee Cost Sharing Contribution (enter as negative -)										#DIV/0!
Subtotal	18				186,930	18		247,200	(60,270)	-24.4%
GRAND TOTAL	32				\$ 452,790	32		\$ 523,218	\$ (70,428)	-13.5%

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

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

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

**NEW BRUNSWICK HOUSING AUTHORITY
 ACCRUED COMPENSATED ABSENCE
 BUDGET YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020**

Employees	Vacation Balance	Sick Balance Max \$10,000	Total Comp Abs	AMP 1	COCC	HCV
Buckley, Denise	\$ 15,097.45	\$ 10,000.00	\$ 25,097.45	\$ 25,097.45		
Cherence, Michael	3,666.07	916.07	4,582.14	4,582.14		
Clarke, John	22,452.40	10,000.00	32,452.40		32,452.40	
Eato White, Andrea	3,597.82	-	3,597.82	3,597.82		
Davis, Steven	1,876.60	131.42	2,008.03	2,008.03		
Figueroa, Elizabeth	9,863.90	1,905.71	11,769.60	11,769.60		
Ford, Michael	7,434.44	926.03	8,360.47	8,360.47		
Jaffri, Shahid	15,660.33	7,660.15	23,320.48		23,320.48	
Jones, Glenn	2,086.86	81.11	2,167.97	2,167.97		
Jones, Joshia D.	-	33.43	33.43	33.43		
Ramos, Clarimar	2,542.09	233.08	2,775.16			2,775.16
Roedelbronn, Mark	-	8,761.32	8,761.32		8,761.32	
Russell, James	-	27.28	27.28	27.28		
Shah, Alka	3,447.92	1,318.46	4,766.39		4,766.39	
Toto, Daniel	6,985.45	2,085.12	9,070.58	9,070.58		
Weeks, Dorann	4,406.29	914.14	5,320.43			5,320.43
Land, Terrell T.	-	89.33	89.33	89.33		
Mcquitter, Keith A.	-	194.83	194.83	194.83		
Mineus, Fritz p	218.01	102.19	320.20	320.20		
Noto, Luciano	1,227.16	339.85	1,567.02	1,567.02		
	\$ 100,562.80	\$ 45,719.53	\$ 146,282.33	\$ 68,886.14	\$ 69,300.59	\$ 8,095.59
		(X) 0.765	11,190.60	5,269.79	5,301.49	619.31
Total Accrued Compensated Absence			\$ 157,472.92	\$ 74,155.93	\$ 74,602.08	\$ 8,714.91

NBHA RESOLUTION 2019 - 1/23 # 2

Resolution Authorizing and Approving an Interagency Agreement between Franklin Township Housing Authority and the New Brunswick Housing Authority

WHEREAS, the Housing Authority of the City of New Brunswick (including any successors or assigns, the "Housing Authority"), was duly created as an agency and instrumentality of the municipality of the State (the "Local Unit") in which such Housing Authority is located, and has been continued as a housing authority pursuant to and in accordance with the provisions of the Local Redevelopment and Housing Law, constituting Chapter 79 of the Laws of 1992 of the State, and the acts amendatory thereof and supplemental thereto (*N.J.S.A. 40A:12A-1 et seq.*) (the "Local Housing Law");

WHEREAS, the Franklin Township Housing Authority (FTHA) has expressed an interest in and is seeking general management services from the New Brunswick Housing Authority (NBHA); and

WHEREAS, the NBHA has the capacity to render such assistance and is proposing the attached draft Inter-Agency Agreement to provide management assistance to the FTHA; and


WHEREAS, the NBHA has provided various type of assistance to the FTHA over the past 9 years and is familiar with their operations and programs; and

WHEREAS, the NBHA staff and NBHA Special Counsel finalize the attached draft Inter-Agency Agreement to provide professional management services to the FTHA; and


WHEREAS, the Department of Housing and Urban Development supports and the State of New Jersey encourages Inter Agency Agreements between Housing Authority as a cost savings measure and to streamline operations for efficiency; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of New Brunswick does hereby approve an accept an Inter-Agency Agreement between the FTHA and NBHA;

Passed on this 23rd day of January, 2019 (See attached Vote Box)



DALE CALDWELL, Chairperson



JOHN A.H. CLARKE, Executive Director
And Secretary to the Board

NBHA RESOLUTION 2019 - 1/23 # 2

**Resolution Authorizing and Approving an Interagency Agreement
between Franklin Township Housing Authority and the New
Brunswick Housing Authority**

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

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 March, 2019 through February 28, 2020, 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, 2019) 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, 2019.

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, 2020, 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 1/19
- B. Suggested Scope of Services

Exhibit A

HOURLY RATE SHEET

Effective Date 1/1/18

NAME-POSITION	RATE
John Clarke- Executive Director	\$95.19
Andrea Eato White- Sr. Portfolio Manager	\$51.76
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
March 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;
 - 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.

2019 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

NEW BRUNSWICK HOUSING AUTHORITY
July 1, 2019 to June 30, 2020

For the Period

	FY 2019 Proposed Budget				FY 2018 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		
REVENUES								
Total Operating Revenues	\$ 3,095,800	\$ -	\$ 10,944,600	\$ 802,000	\$ 14,842,400	\$ 14,628,300	\$ 214,100	1.5%
Total Non-Operating Revenues	-	-	-	-	-	11,300	(11,300)	-100.0%
Total Anticipated Revenues	<u>3,095,800</u>	<u>-</u>	<u>10,944,600</u>	<u>802,000</u>	<u>14,842,400</u>	<u>14,639,600</u>	<u>202,800</u>	<u>1.4%</u>
APPROPRIATIONS								
Total Administration	1,165,850	-	838,318	438,600	2,442,768	2,477,150	(34,382)	-1.4%
Total Cost of Providing Services	1,844,942	-	9,986,200	17,500	11,848,642	11,813,200	35,442	0.3%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	3,010,792	-	10,824,518	456,100	14,291,410	14,290,350	1,060	0.0%
Total Interest Payments on Debt	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	<u>3,010,792</u>	<u>-</u>	<u>10,824,518</u>	<u>456,100</u>	<u>14,291,410</u>	<u>14,290,350</u>	<u>1,060</u>	<u>0.0%</u>
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	<u>3,010,792</u>	<u>-</u>	<u>10,824,518</u>	<u>456,100</u>	<u>14,291,410</u>	<u>14,290,350</u>	<u>1,060</u>	<u>0.0%</u>
ANTICIPATED SURPLUS (DEFICIT)	<u>\$ 85,008</u>	<u>\$ -</u>	<u>\$ 120,082</u>	<u>\$ 345,900</u>	<u>\$ 550,990</u>	<u>\$ 349,250</u>	<u>\$ 201,740</u>	<u>57.8%</u>

Revenue Schedule

NEW BRUNSWICK HOUSING AUTHORITY

For the Period July 1, 2019 to June 30, 2020

	FY 2019 Proposed Budget				Total All Operations	FY 2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs		Total All Operations	All Operations	All Operations
	OPERATING REVENUES							
<i>Rental Fees</i>								
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental	1305000				1,305,000	1,270,000	35,000	2.8%
Excess Utilities	16000				16,000	16,000	-	0.0%
Non-Dwelling Rental	24800				24,800	24,800	-	0.0%
HUD Operating Subsidy	1625000				1,625,000	1,520,000	105,000	6.9%
New Construction - Acc Section 8					-	-	-	#DIV/0!
Voucher - Acc Housing Voucher					-	-	-	#DIV/0!
Total Rental Fees	2,970,800	-	-	-	2,970,800	2,830,800	140,000	4.9%
<i>Other Operating Revenues (List)</i>								
CFP & Voucher Admin Subsidy	125000		930000		1,055,000	1,047,000	8,000	0.8%
Voucher Subsidy			9999000		9,999,000	9,940,000	59,000	0.6%
Fraud Recovery			15600		15,600	15,500	100	0.6%
Management Fees				505000	505,000	505,000	-	0.0%
Interlocal Contracts				77000	77,000	70,000	7,000	10.0%
Redevelopment Activities				220000	220,000	220,000	-	0.0%
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	125,000	-	10,944,600	802,000	11,871,600	11,797,500	74,100	0.6%
Total Operating Revenues	3,095,800	-	10,944,600	802,000	14,842,400	14,628,300	214,100	1.5%
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					-	2,200	(2,200)	-100.0%
Penalties					-	-	-	#DIV/0!
Other					-	9,100	(9,100)	-100.0%
Total Interest	-	-	-	-	-	11,300	(11,300)	-100.0%
Total Non-Operating Revenues	-	-	-	-	-	11,300	(11,300)	-100.0%
TOTAL ANTICIPATED REVENUES	\$ 3,095,800	\$ -	\$ 10,944,600	\$ 802,000	\$ 14,842,400	\$ 14,639,600	\$ 202,800	1.4%

Prior Year Adopted Revenue Schedule

NEW BRUNSWICK HOUSING AUTHORITY

FY 2018 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	1,270,000				1,270,000
Excess Utilities	16,000				16,000
Non-Dwelling Rental	24,800				24,800
HUD Operating Subsidy	1,520,000				1,520,000
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	2,830,800	-	-	-	2,830,800
<i>Other Revenue (List)</i>					
Capital Fund	125,000		922,000		1,047,000
Voucher Subsidy			9,940,000		9,940,000
Fraud Recovery			15,500		15,500
Management Fees				505,000	505,000
Interlocal Contracts				70,000	70,000
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)					-
Total Other Revenue	125,000	-	10,877,500	795,000	11,797,500
Total Operating Revenues	2,955,800	-	10,877,500	795,000	14,628,300
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Total Non-Operating Revenues					-
<i>Interest on Investments & Deposits</i>					
Interest Earned	1,000		1,200		2,200
Penalties					-
Other	9,100				9,100
Total Interest	10,100	-	1,200	-	11,300
Total Non-Operating Revenues	10,100	-	1,200	-	11,300
TOTAL ANTICIPATED REVENUES	\$ 2,965,900	\$ -	\$ 10,878,700	\$ 795,000	\$ 14,639,600

Appropriations Schedule

NEW BRUNSWICK HOUSING AUTHORITY

For the Period July 1, 2019 to June 30, 2020

	FY 2019 Proposed Budget					FY 2018 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
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages	270,550	-	336,068	189,000	\$ 795,618	\$ 841,400	\$ (45,782)	-5.4%
Fringe Benefits	420,000	-	165,000	199,000	784,000	770,000	14,000	1.8%
Legal	73,000	-	-	5,000	78,000	78,000	-	0.0%
Staff Training	1,850	-	2,500	12,500	16,850	18,450	(1,600)	-8.7%
Travel	150	-	150	7,700	8,000	7,500	500	6.7%
Accounting Fees	30,000	-	10,000	5,000	45,000	45,000	-	0.0%
Auditing Fees	10,500	-	4,600	2,900	18,000	19,500	(1,500)	-7.7%
Miscellaneous Administration*	359,800	-	320,000	17,500	697,300	697,300	-	0.0%
Total Administration	1,165,850	-	838,318	438,600	2,442,768	2,477,150	(34,382)	-1.4%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services	170,942	-	-	-	170,942	189,800	(18,858)	#DIV/0!
Salary & Wages - Maintenance & Operation	-	-	-	-	-	-	-	-9.9%
Salary & Wages - Protective Services	-	-	-	-	-	-	-	#DIV/0!
Salary & Wages - Utility Labor	-	-	-	-	-	-	-	#DIV/0!
Fringe Benefits	112,000	-	-	-	112,000	110,000	2,000	1.8%
Tenant Services	-	-	-	-	-	-	-	#DIV/0!
Utilities	1,056,000	-	-	4,500	1,060,500	1,059,800	700	0.1%
Maintenance & Operation	266,000	-	-	-	266,000	264,000	2,000	0.8%
Protective Services	-	-	-	-	-	-	-	#DIV/0!
Insurance	119,000	-	6,200	13,000	138,200	135,600	2,600	1.9%
Payment in Lieu of Taxes (PILOT)	38,000	-	-	-	38,000	42,000	(4,000)	-9.5%
Terminal Leave Payments	-	-	-	-	-	-	-	#DIV/0!
Collection Losses	-	-	-	-	-	-	-	#DIV/0!
Other General Expense	-	-	-	-	-	-	-	#DIV/0!
Intants	-	-	9,980,000	-	9,980,000	9,930,000	50,000	0.5%
Extraordinary Maintenance	-	-	-	-	-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment	-	-	-	-	-	-	-	#DIV/0!
Property Betterment/Additions	-	-	-	-	-	-	-	#DIV/0!
Miscellaneous COPS*	83,000	-	-	-	83,000	82,000	1,000	1.2%
Total Cost of Providing Services	1,844,942	-	9,986,200	17,500	11,848,642	11,813,200	35,442	0.3%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	3,010,792	-	10,824,518	456,100	14,291,410	14,290,350	1,060	0.0%
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	-	-	-	-	-	-	-	#DIV/0!
TOTAL APPROPRIATIONS	3,010,792	-	10,824,518	456,100	14,291,410	14,290,350	1,060	0.0%
ACCUMULATED DEFICIT	-	-	-	-	-	-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	3,010,792	-	10,824,518	456,100	14,291,410	14,290,350	1,060	0.0%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation	-	-	-	-	-	-	-	#DIV/0!
Other	-	-	-	-	-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 3,010,792	\$ -	\$ 10,824,518	\$ 456,100	\$ 14,291,410	\$ 14,290,350	\$ 1,060	0.0%

* 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 \$ 150,539.60 \$ - \$ 541,225.90 \$ 22,805.00 \$ 714,570.50

NEW BRUNSWICK HOUSING AUTHORITY
FISCAL YEAR ENDED JUNE 30, 2020 STATE BUDGET FORM
PAGE F-4 SUPPLEMENTAL INFORMATION REQUIRED

MISCELLANEOUS ADMINISTRATIVE COSTS- PUBLIC HOUSING MANAGEMENT

TELEPHONE	\$ 18,500
POSTAGE & DELIVERY	5,900
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>\$ 359,800</u>

Prior Year Adopted Appropriations Schedule

NEW BRUNSWICK HOUSING AUTHORITY

FY 2018 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 212,100		\$ 368,600	\$ 260,700	\$ 841,400
Fringe Benefits	415,000		160,000	195,000	770,000
Legal	73,000			5,000	78,000
Staff Training	1,950		2,500	14,000	18,450
Travel				7,500	7,500
Accounting Fees	30,000		10,000	5,000	45,000
Auditing Fees	10,500		5,500	3,500	19,500
Miscellaneous Administration*	359,800		320,000	17,500	697,300
Total Administration	1,102,350	-	866,600	508,200	2,477,150
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	189,800				189,800
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	110,000				110,000
Tenant Services					-
Utilities	1,055,000			4,800	1,059,800
Maintenance & Operation	264,000				264,000
Protective Services					-
Insurance	117,000		6,100	12,500	135,600
Payment in Lieu of Taxes (PILOT)	42,000				42,000
Terminal Leave Payments					-
Collection Losses					-
Other General Expense					-
Rents			9,930,000		9,930,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*	82,000				82,000
Total Cost of Providing Services	1,859,800	-	9,936,100	17,300	11,813,200
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	2,962,150	-	10,802,700	525,500	14,290,350
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	2,962,150	-	10,802,700	525,500	14,290,350
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	2,962,150	-	10,802,700	525,500	14,290,350
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 2,962,150	\$ -	\$ 10,802,700	\$ 525,500	\$ 14,290,350

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	\$ 148,107.50	\$ -	\$ 540,135.00	\$ 26,275.00	\$ 714,517.50
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Debt Service Schedule - Principal

NEW BRUNSWICK HOUSING AUTHORITY

If Authority has no debt X this box

Fiscal Year Ending in

	Adopted Budget Year 2018	Proposed Budget Year 2019	<i>Fiscal Year Ending in</i>					Total Principal Outstanding
	\$	\$	2020	2021	2022	2023	2024	Thereafter
NJHMFA	140,000	145,000	150,000	160,000	170,000	175,000	185,000	95,000
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
TOTAL PRINCIPAL	140,000	145,000	150,000	160,000	170,000	175,000	185,000	95,000
LESS: HUD SUBSIDY	140,000	145,000	150,000	160,000	170,000	175,000	185,000	95,000
NET PRINCIPAL	-	-	-	-	-	-	-	-

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

Type in Issue Name	Adopted Budget Year 2018	Proposed Budget Year 2019	Fiscal Year Ending in					Thereafter	Total Interest Payments Outstanding
			2020	2021	2022	2023	2024		
	55,215	49,001	42,183	35,016	27,248	19,588	13,045	2,233	188,314
TOTAL INTEREST	55,215	49,001	42,183	35,016	27,248	19,588	13,045	2,233	188,314
LESS: HUD SUBSIDY	55,215	49,001	42,183	35,016	27,248	19,588	13,045	2,233	188,314
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Net Position Reconciliation

NEW BRUNSWICK HOUSING AUTHORITY

For the Period July 1, 2019 to June 30, 2020

FY 2019 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ (2,188,215)	\$ -	\$ (3,385,397)	\$ (4,428,899)	\$ (10,002,511)
Less: Invested in Capital Assets, Net of Related Debt (1)	5,616,370		18,819	-	5,635,189
Less: Restricted for Debt Service Reserve (1)	684		192,377	-	-
Less: Other Restricted Net Position (1)					
Total Unrestricted Net Position (1)	(7,805,269)	-	(3,596,593)	(4,428,899)	(15,830,761)
Less: Designated for Non-Operating Improvements & Repairs					
Less: Designated for Rate Stabilization					
Less: Other Designated by Resolution					
Plus: Accrued Unfunded Pension Liability (1)	1,689,388	-	792,979	965,364	3,447,731
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	6,094,532		2,846,210	3,490,893	12,431,635
Plus: Estimated Income (Loss) on Current Year Operations (2)	85,008		120,082	345,900	550,990
Plus: Other Adjustments (attach schedule)					
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	63,659	-	162,678	373,258	599,595
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)	\$ 63,659	\$ -	\$ 162,678	\$ 373,258	\$ 599,595

(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 \$ 150,540 \$ - \$ 541,226 \$ 22,805 \$ 714,571

(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.