| | | | |
|---|---|---|---|
| Fiscal Year | Start Year<br>**2022** | – | End Year<br>**2023** |

# *Authority Budget of:*

## *New Brunswick Housing Authority*

**State Filing Year** **2022**

*For the Period:*

*July 1, 2022* *to* *June 30, 2023*

Newbrunswickhousing.org
Authority Web Address

NJ DEPARTMENT OF
Community Affairs

*Division of Local Government Services*

# 2022 (2022-2023) HOUSING AUTHORITY BUDGET

## Certification Section

# 2022 (2022-2023)

# NEW BRUNSWICK HOUSING
(Name)

# HOUSING AUTHORITY BUDGET

**FISCAL YEAR: FROM JULY 1, 2022 TO JUNE 30, 2023**

***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: ______________________________ Date: ______________

## 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: ______________________________ Date: ______________

# 2022 (2022-2023) PREPARER'S CERTIFICATION

## NEW BRUNSWICK

(Name)

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR:** FROM: JULY 1, 2022 **TO:** JUNE 30, 2023

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

# 2022 (2022-2023) APPROVAL CERTIFICATION

## NEW BRUNSWICK
(Name)

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: FROM:** JULY 1, 2022 **TO:** JUNE 30, 2023

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the New Brunswick Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 27th day of April 2022.

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<br>Ext 301 | Fax Number: | 732-253-7799 |
| E-mail address | jclarke@nbnjha.org | | |

# INTERNET WEBSITE CERTIFICATION

| Authority's Web Address: | Newbrunswickhousing.org |
|---|---|

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

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

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

| | |
|---|---|
| Name of Officer Certifying compliance | John Clarke |
| Title of Officer Certifying compliance | Executive Director |
| Signature | ______________________ |

# 2022 (2022-2023) HOUSING AUTHORITY BUDGET RESOLUTION
# NEW BRUNSICK HOUSING AUTHORITY

(Name)

**FISCAL YEAR: FROM:** JULY 1, 2022 **TO:** JUNE 30, 2023

WHEREAS the Annual Budget and Capital Budget for the New Brunswick Housing Authority for the fiscal year beginning, July 1, 2022, and ending, June 30, 2023, has been presented before the governing body of the New Brunswick Housing Authority at its open public meeting of April; and

WHEREAS the Annual Budget as introduced reflects Total Revenues of $ 17,113,610, Total Appropriations, including any Accumulated Deficit if any, of $ 16,916,500 and Total Unrestricted Net Position utilized of 0; and

WHEREAS the Capital Budget as introduced reflects Total Capital Appropriations of $650,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of $0; and

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

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of the New Brunswick Housing Authority, at an open public meeting held on April 27, 2022, 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, 2022, and ending, June 30, 2023, is hereby approved; and

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

BE IT FURTHER RESOLVED that the governing body of the New Brunswick Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on July 27, 2022.

____________________________ ________________
(Secretary's Signature) (Date)

| Governing Body Member: | Recorded Vote Aye | Nay | Abstain | Absent |
|---|---|---|---|---|
| Yesnia Medina-Hernandez | | | | |
| Zachary Wright | | | | |
| Wallace Dunlap | | | | |
| Dale Caldwell | | | | |
| Yirgu Wolde | | | | |
| Anthony Giorgianni | | | | |
| Barbara Cepeda | | | | |

# 2022 (2022-2023) ADOPTION CERTIFICATION

## NEW BRUNSWICK HOUSING AUTHORITY
(Name)

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: FROM:** JULY 1, 2022 **TO:** JUNE 30, 2023

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

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the New Brunswick Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 27 day of, July, 2022.

| | | | |
|---|---|---|---|
| Officer's Signature: | | | |
| Name: | John Clarke | | |
| Title: | Executive Director | | |
| Address: | 7 Van Dyke Avenue, New Brunswick, NJ 08901 | | |
| Phone Number: | 732-745-517 | Fax Number: | 732-253-7799 |
| E-mail address | jclarke@nbnjha.org | | |

# 2022 (2022-2023) ADOPTED BUDGET RESOLUTION

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

## NEW BRUNSWICK HOUSING AUTHORITY
(Name)
## HOUSING AUTHORITY

**FISCAL YEAR: FROM:** JULY 1, 2022 **TO:** JUNE 30, 2023

WHEREAS, the Annual Budget and Capital Budget/Program for the New Brunswick Housing Authority for the fiscal year beginning July 1, 2022 and ending, June 30, 2023 has been presented for adoption before the governing body of the New Brunswick Housing Authority at its open public meeting of April 27, 2022; 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 $ 17,113,610, Total Appropriations, including any Accumulated Deficit, if any, of $16,916,500 and Total Unrestricted Net Position utilized of $0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of $650,000and 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 27, 2022 that the Annual Budget and Capital Budget/Program of the New Brunswick Housing Authority for the fiscal year beginning, July 1, 2022 and, ending, June 30, 2023 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)

______________ (Date)

| Governing Body Member: | Recorded Vote Aye | Nay | Abstain | Absent |
|---|---|---|---|---|
| Yesnia Medina-Hernandez | | | | |
| Zachary Wright | | | | |
| Wallace Dunlap | | | | |
| Dale Caldwell | | | | |
| Yirgu Wolde | | | | |
| Anthony Giorgianni | | | | |
| Barbara Cepeda | | | | |

# 2022 (2022-2023) HOUSING AUTHORITY BUDGET

## Narrative and Information Section

# 2022 (2022-2023) HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS
# NEW BRUNSWICK HOUSING AUTHORITY
(Name)

# AUTHORITY BUDGET

**FISCAL YEAR: FROM:** JULY 1, 2022 **TO:** JUNE 30, 2023

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

**1.** Complete a brief statement on the 2022/2022-2023 proposed Annual Budget and make comparison to the 2021/2021-2022 adopted budget for each ***Revenues and Appropriations***. Explain any variances over +/-10% **(As shown on budget pages F-2 and F-4 explain the reason for changes for each <u>revenue</u> and <u>appropriation</u> changing more than 10%)** for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. (Example Rate Increase authorized by resolution or by HUD).

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

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

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

**5.** The proposed budget must not reflect an anticipated deficit from 2022/2022-2023 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 (<u>N.J.S.A. 40A:5A-12</u>). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question.

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

New Brunswick Housing Authority

N-1 Attachment

June 30-2022-2023 Budget

Question No. One

ıCV Subsidy is budgeted to be 15.5% or $1,099,000 higher due to increased leasing to the Authority's baseline coupled with additional subsidies available to the Authority.

Redevelopment revenue will decrease because Johnson & Johnson exercised the lease buyout option in the lease

Administrative Salaries - This line item is projected to be 18.% higher than last year. The Authority has increased staffing by an three additional employees

Accounting Fees- This item has decreased by 43.8% due to changes in the scope of services requested by the Authority.

Legal costs decreased due to updates in policy and procedures

Protective Services - This line item has increased for the cost of additional contractors and security equipment

Utility costs are budgeted 12.9% above the prior year. The costs are based on the actual consumption and costs for the current year.

'LOT is expected to increase due to an increase in tenant dwelling rent.

Question No. Two

The Authority had actual tenant rental revenues of $1,344,923 during the fiscal year June 30, 2021. However since the COVID-19 pandemic has been mitigated, the Authority projects an increase in tenant revenue of approximately $130,000 based on FYE 2022 actual revenues.

Question No. Three

The local economy continues to improve as the mandates and restrictions caused by the COVID-19 Pandemic. begin to be eased.

Question No. Four

N/A

Question No. Five

see attached schedule on N1B

Page N-1 Question No.5

The Authority has a unrestricted net asset deficit of ($3,705,147) as of June 30, 2021 which includes accrued OPEB and Pension. liabilities of $7,464,058 plus Deferred Inflows of $4,781,033 and Deferred Outflows of $1,570,744 due to the mandatory adoption of GASB 75 and GASB 68.

GASB 75 mandates that the Authority must recognize the entire OPEB liability which was being amortized over 30 years while GASB 68 mandates that the Authority recognize the entire amount of pension liabilities that existed as of the measurement date. However as stated on page F-8, when equity is adjusted for Pension and OPEB Liabilities the Authority has a surplus of $1,644,911

Since the Authority has no ability to raise revenues through increases in taxes, and is dependent on ever dwindling subsidies from the Federal Government, (The State of NJ provides no funding), the Authority has adopted a pay as you go approach to address the liability. The liability is adjusted each year based on actuarial computations using employee census data supplied by the Authority.

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 and Health Benefit 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
# AUTHORITY CONTACT INFORMATION
# 2022 (2022-2023)

Please complete the following information regarding this 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 | | |
| City, State, Zip: | Wayne | NJ | 07470 |
| Phone: (ext.) | 973-831-6970 | Fax: | 973-831-6972 |
| E-mail: | mike@polcarico.com | | |

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

| | | | |
|---|---|---|---|
| **Chief Financial Officer(1)** | Helaine Sadowitz | | |
| (1) Or person who performs these functions under another Title | | | |
| Phone: (ext.) | | Fax: | |
| E-mail: | hsadowitz@nbnjha.org | | |

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

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

# NEW BRUNSWICK HOUSING AUTHORITY

(Name)

**FISCAL YEAR: FROM:** JULY 1, 2022 **TO:** JUNE 30, 2023

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 2020 or 2021**) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: **23**
2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (**Use Most Recent W-3 Available 2020 or 2021**) Transmittal of Wage and Tax Statements: _**1,254,974**
3) Provide the number of regular voting members of the governing body: 7 (**Even if not all commissioners have been appointed (Total Commissioners are either 5 or 7 as per statute for your Authority)**
4) Provide the number of alternate voting members of the governing body: **NA** (**Maximum is 2)**
5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? **NO** *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (**Most Recent Filing that March 31. 2021 or 2022 deadline has passed 2021 or 2022**) 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 individuals listed on Page N-4 (2 of 2).***

11) Did the Authority pay for meals or catering during the current fiscal year? **NO** *If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*

12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? **YES** *If "yes," **attach a detailed list of all travel expenses** for the current fiscal year and provide an explanation for each expenditure listed.*

13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority?
   a. First class or charter travel **NO**
   b. Travel for companions **NO**
   c. Tax indemnification and gross-up payments **NO**
   d. Discretionary spending account **NO**
   e. Housing allowance or residence for personal use **NO**
   f. Payments for business use of personal residence **NO**
   g. Vehicle/auto allowance or vehicle for personal use **YES**
   h. Health or social club dues or initiation fees **NO**
   i. Personal services (i.e.: maid, chauffeur, chef) **NO**

   *If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*

14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? **YES** *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses.* ***(If your authority does not allow for reimbursements indicate that in answer)***
15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? **NO** *If "yes," attach explanation including amount paid.*
16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? **NO** *If "yes," attach explanation including amount paid.*
17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? **NA** *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.* ***(If no bonded Debt answer is Not Applicable)*** ***(Loans from a Bank or State Agencies are not bonded Debt)***
18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? **NO** *If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*
19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? **NO** *If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.*
20) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations ? **NO** If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.
21) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? **NO** If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.

New Brunswick Housing Authority
Question 12, Page N3

TRAINING & TRAVEL EXPENSE FOR 2023

| | DAILY OTHER | HOTEL | REGISTERATION | TRANSPORT | TOTAL |
|---|---|---|---|---|---|
| P[illegible]/HUD Meetings<br>Washignton, DC 7/7 - 7/9/21 | $ 100.95 | $ 382.36 | - | $ 150.22 | **$ 633.53** |
| Phada Legislative Conference & Meetings<br>Washignton, DC 9/12 - 9/15/21 | $ 193.38 | $ 563.26 | $ 310.00 | $ 206.57 | **$ 1,273.21** |
| Rutgers the State University of New Jersey<br>New Brusnwick, NJ Fall 2021 Sessions | - | - | - | - | $ - |
| NJNAHRO Training Conference & Meetings<br>Atlantic City, NJ 11/15 - 11/19/21 | $ 200.57 | $ 915.80 | $ 350.00 | $ 134.75 | **$ 1,601.12** |
| League of Municipalities<br>Atlantic City, NJ 11/19-11/21/19 | - | - | - | - | $ - |
| Nan Mckay On-Line Training & Certifications Fall 2021 | - | - | - | - | $ - |
| NJAHRA Training Session<br>Perth Amboy, NJ 12/3/21 | | | $ 75.00 | | **$ 75.00** |
| Nan-McKay On-Line Training & Certification Spring 2022 | | | $ 2,198.00 | | **$ 2,198.00** |
| Phada Conference & Meetings<br>Sa[illegible]ego, CA 1/8-1/13/22 | $ 334.04 | $ 1,908.10 | $ 465.00 | $ 1,837.87 | **$ 4,545.01** |
| MARC-NJNAHRO Conference & Meetings<br>Atlantic City, NJ 5/1-5/3/22 | | | $ 425.00 | | **$ 425.00** |
| Phada Conference & Meetings<br>San Antonio, TX 5/19-5/22/22 | | $ 753.62 | $ 465.00 | $ 612.20 | **$ 1,830.82** |
| Rutgers the State University of New Jersey<br>New Brunswick, NJ Spring 2022 Sessions | | | $ 1,200.00 | | **$ 1,200.00** |
| | **$ 828.94** | **$ 4,523.14** | **$ 5,488.00** | **$ 2,941.61** | **$ 13,781.69** |

Question 10 Page N-3

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

Question 13G Page N-3

The Authority paid fifteen hundred dollars per month as an auto allowance to the John Clarke, Executive Director through December 2021. The amount is included in the employees W-2 form at the end of the year.

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

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

# NEW BRUNSWICK HOUSING AUTHORITY

(Name)

**FISCAL YEAR: FROM:** JULY 1, 2022 **TO:** JUNE 30, 2023

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

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

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

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

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

a) The individual received reportable compensation from the authority and other public entities in excess of $150,000 for the most recent fiscal year completed; and

b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

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

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

**Reportable compensation:** **(Use the Most Recent W-2 available 2019 or 2020**. 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, 2021, the **most recent W-2** and 1099 should be used 2020 or 2019 (60 days prior to start of budget year is November 1, 2020, with 2019 being the most recent calendar year ended), and for fiscal years ending June 30, 2021, the calendar year 2020 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2021, with 2020 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, 2022 to June 30, 2023

| | Name | Title | Average Hours per Week Dedicated to Position | Position: Commissioner | Position: Officer | Position: Key Employee | Position: Highest Compensated Employee | Position: Former | Reportable Compensation from Authority (W-2/ 1099): Base Salary/ Stipend | Reportable Compensation from Authority (W-2/ 1099): Bonus | Reportable Compensation from Authority (W-2/ 1099): 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T |
| 1 | Yesenia Medina-Hernandez | Chair | | X | X | | | | | | | | $ - | | | | | | $ - |
| 2 | Zachary Wright | Commissioner | | X | X | | | | | | | | 0 | none | none | | | | 0 |
| 3 | Wallace Dunlap | Commissioner | | X | X | | | | | | | | 0 | none | none | | | | 0 |
| 4 | Dale Caldwell | Commissioner | | X | | | | | | | | | 0 | none | none | | | | 0 |
| 5 | Yirgu Wolde | Commissioner | | X | | | | | | | | | 0 | none | none | | | | 0 |
| 6 | Anthony Giorgianni | Commissioner | | X | | | | | | | | | 0 | NJHMFA | Retired | 0 | 102,680 | 24,700 | 127,380 |
| 7 | Barbara Cepeda | Commissioner | | X | | | | | | | | | 0 | none | none | | | | 0 |
| 8 | John Clarke | Exec. Director | 35 | | | | X | | 176,300 | | 18,000 | 31,713 | 226,013 | none | none | | | | 226,013 |
| 9 | Dan Toto | Sr. Portfolio Mgr. | 35 | | | | X | | 115,000 | | | 23,450 | 138,450 | none | none | | | | 138,450 |
| 10 | | | | | | | | | | | | | 0 | | | | | | 0 |
| 11 | | | | | | | | | | | | | 0 | | | | | | 0 |
| 12 | | | | | | | | | | | | | 0 | | | | | | 0 |
| 13 | | | | | | | | | | | | | 0 | | | | | | 0 |
| 14 | | | | | | | | | | | | | 0 | | | | | | 0 |
| 15 | | | | | | | | | | | | | 0 | | | | | | 0 |
| | Total: | | | | | | | | $ 291,300 | $ - | $ 18,000 | $ 55,163 | $ 364,463 | | | | $ 102,680 | $ 24,700 | $ 491,843 |

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

# Schedule of Health B[illegible]efits - Detailed Cost Analysis

New Brunswick Housing Authority

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

For the Period July 1, 2022 to June 30, 2023

| | # of Covered Members (Medical & Rx) Proposed Budget | 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) |
|---|---|---|---|---|---|---|---|---|
| **Active Employees - Health Benefits - Annual Cost** | | | | | | | | |
| Single Coverage | 5 | $ 9,022 | $ 45,110 | 4 | $ 10,904 | $ 43,617 | $ 1,493 | 3.4% |
| Parent & Child | 3 | 20,007 | 60,021 | 4 | 20,174 | 80,696 | (20,675) | -25.6% |
| Employee & Spouse (or Partner) | 2 | 23,451 | 46,902 | 1 | 21,808 | 21,808 | 25,094 | 115.1% |
| Family | 7 | 31,983 | 223,881 | 7 | 31,445 | 220,115 | 3,766 | 1.7% |
| Employee Cost Sharing Contribution (enter as negative - ) | | | (60,562) | | | (59,573) | (989) | 1.7% |
| Subtotal | 17 | | 315,352 | 16 | | 306,663 | 8,689 | 2.8% |
| **Commissioners - Health Benefits - Annual Cost** | | | | | | | | |
| Single Coverage | | | - | | | - | - | #DIV/0! |
| Parent & Child | | | - | | | - | - | #DIV/0! |
| Employee & Spouse (or Partner) | | | - | | | - | - | #DIV/0! |
| Family | | | - | | | - | - | #DIV/0! |
| Employee Cost Sharing Contribution (enter as negative - ) | | | | | | | - | #DIV/0! |
| Subtotal | 0 | | - | 0 | | - | - | #DIV/0! |
| **Retirees - Health Benefits - Annual Cost** | | | | | | | | |
| Single Coverage | 8 | 10,200 | 81,600 | 7 | 11,491 | 80,437 | 1,163 | 1.4% |
| Parent & Child | 0 | - | - | 1 | 7,318 | 7,318 | (7,318) | -100.0% |
| Employee & Spouse (or Partner) | 7 | 13,264 | 92,848 | 7 | 13,424 | 93,968 | (1,120) | -1.2% |
| Family | 1 | 15,931 | 15,931 | 2 | 18,533 | 37,066 | (21,135) | -57.0% |
| Employee Cost Sharing Contribution (enter as negative - ) | | | | | | | - | #DIV/0! |
| Subtotal | 16 | | 190,379 | 17 | | 218,789 | (28,410) | -13.0% |
| **GRAND TOTAL** | 33 | | $ 505,731 | 33 | | $ 525,452 | $ (19,721) | -3.8% |

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

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

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

# Schedule of Accumulated Liability for Compensated Absences

**New Brunswick Housing Authority**

For the Period July 1, 2022 to June 30, 2023

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

| Individuals Eligible for Benefit | Gross Days of Accumulated Compensated Absences at beginning of Current Year | Dollar Value of Accrued Compensated Absence Liability | *Legal Basis for Benefit (check applicable items)*<br>Approved Labor Agreement | Resolution | Individual Employment Agreement |
|---|---|---|---|---|---|
| | | | | | |
| Please see Attached Schedule | | | | | |
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| | | | | | |

**Total liability for accumulated compensated absences at beginning of current yeaı** $ -

<u>The total Amount Should agree to most recently issued audit report for the Authority</u>

New Brunswick Housing Authority
Schedule of Accumulated Liability for Compensated Absences
July 1, 2022 to June 30, 2023

| No. | Employee | Vacation | Sick | Total |
|---|---|---|---|---|
| 1 | Cherence, Michael | 2,681 | 7,687 | 10,368 |
| 2 | Clarke, John | 15,594 | 10,000 | 25,594 |
| 3 | Davis, Steven | 843 | 1,131 | 1,974 |
| 4 | Fernandez, Rosa | 613 | 5 | 618 |
| 5 | Figueroa, Elizabeth | 5,365 | 10,000 | 15,365 |
| 6 | Ford, Michael | 310 | 2,543 | 2,853 |
| 7 | Ramos, Clarimar | 389 | 317 | 706 |
| 8 | Reyes Rentas, Norma | 1,809 | 135 | 1,944 |
| 9 | Sadowitz, Helaine | 3,850 | 6,771 | 10,621 |
| 10 | Torres, Melissa | 691 | 142 | 833 |
| 11 | Toto, Daniel | 6,324 | 10,000 | 16,324 |
| 12 | Weeks, Dorann | 1,515 | 705 | 2,220 |
| 13 | Evette Wildman | 257 | 409 | 666 |
| | Total | 40,241 | 49,845 | 90,086 |

# Schedule of Sh d Service Agreements

**New Brunswick Housing Authority**

For the Period July 1, 2022 to June 30, 2023

**If No Shared Services X this Box**

***Enter the shared service agreements that the Authority currently engages in and identify the amount that is received/paid for those services.***

| Name of Entity Providing Service | Name of Entity Receiving Service | Type of Shared Service Provided | Comments (Enter more specifics if needed) | Agreement Effective Date | Agreement End Date | Amount to be Received by/ Paid from Authority |
|---|---|---|---|---|---|---|
| New Brunswick Housing Authority | Franklin Township Housing Authority | Daily Management, ED work, Daily Staffing and All Inspection Services | COCC $ 25,000: AMP 1 $7,500 & HCV $6,250 | 10/1/2021 | 9/30/2022 | $ 155,000 |
| New Brunswick Housing Authority | Franklin Township Housing Authority | Daily Management, ED work, Daily Staffing and All Inspection Services | COCC $ 100,000: AMP 1 $15,000 & HCV $38,000 | 10/1/2022 | 9/30/2023 | $ 204,000 |
| | | | | | | |
| Note: The above contract overlaps the Authority's fiscal year | Only the amounts related to the Authority's fiscal year are included in this budget | | Contract Period 1 | | | $ 38,750 |
| | | | Contract Period 2 | | | $ 153,000 |
| | | | | | Total | $ 191,750 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

# 2022 (2022-2023) HOUSING AUTHORITY BUDGET

## Financial Schedules Section

## MMARY

New Brunswick Housing Authority

For the Period July 1, 2022 to June 30, 2023

| | FY 2023 Proposed Budget | | | | | FY 2022 Adopted Budget | $ Increase (Decrease) Proposed vs. Adopted | % Increase (Decrease) Proposed vs. Adopted |
|---|---|---|---|---|---|---|---|---|
| | Public Housing Management | Section 8 | Housing Voucher | Other Programs | Total All Operations | Total All Operations | All Operations | All Operations |
| **REVENUES** | | | | | | | | |
| Total Operating Revenues | $ 3,536,700 | $ - | $ 12,958,250 | $ 617,200 | $ 17,112,150 | $ 16,017,500 | $ 1,094,650 | 6.8% |
| Total Non-Operating Revenues | 1,460 | - | - | - | 1,460 | - | 1,460 | #DIV/0! |
| Total Anticipated Revenues | 3,538,160 | - | 12,958,250 | 617,200 | 17,113,610 | 16,017,500 | 1,096,110 | 6.8% |
| **APPROPRIATIONS** | | | | | | | | |
| Total Administration | 1,196,200 | - | 1,069,200 | 612,200 | 2,877,600 | 2,720,170 | 157,430 | 5.8% |
| Total Cost of Providing Services | 2,188,900 | - | 11,850,000 | - | 14,038,900 | 12,850,300 | 1,188,600 | 9.2% |
| Total Principal Payments on Debt Service in Lieu of Depreciation | XXXXXXXXXXX | XXXXXXXXXXX | XXXXXXXXXXX | XXXXXXXXXXX | - | - | - | #DIV/0! |
| Total Operating Appropriations | 3,385,100 | - | 12,919,200 | 612,200 | 16,916,500 | 15,570,470 | 1,346,030 | 8.6% |
| Total Interest Payments on Debt | XXXXXXXXXXX | XXXXXXXXXXX | XXXXXXXXXXX | XXXXXXXXXXX | - | - | - | #DIV/0! |
| Total Other Non-Operating Appropriations | - | - | - | - | - | - | - | #DIV/0! |
| Total Non-Operating Appropriations | - | - | - | - | - | - | - | #DIV/0! |
| Accumulated Deficit | - | - | - | - | - | - | - | #DIV/0! |
| Total Appropriations and Accumulated Deficit | 3,385,100 | - | 12,919,200 | 612,200 | 16,916,500 | 15,570,470 | 1,346,030 | 8.6% |
| Less: Total Unrestricted Net Position Utilized | - | - | - | - | - | - | - | #DIV/0! |
| Net Total Appropriations | 3,385,100 | - | 12,919,200 | 612,200 | 16,916,500 | 15,570,470 | 1,346,030 | 8.6% |
| **ANTICIPATED SURPLUS (DEFICIT)** | $ 153,060 | $ - | $ 39,050 | $ 5,000 | $ 197,110 | $ 447,030 | $ (249,920) | -55.9% |

# Revenue Schedule

New Brunswick Housing Authority

For the Period July 1, 2022 to June 30, 2023

| | FY 2023 Proposed Budget | | | | | FY 2022 Adopted Budget | $ Increase (Decrease) Proposed vs. Adopted | % Increase (Decrease) Proposed vs. Adopted |
|---|---|---|---|---|---|---|---|---|
| | Public Housing Management | Section 8 | Housing Voucher | Other Programs | Total All Operations | Total All Operations | All Operations | All Operations |
| **OPERATING REVENUES** | | | | | | | | |
| *Rental Fees* | | | | | | | | |
| Homebuyers' Monthly Payments | | | | | $ - | $ - | $ - | #DIV/0! |
| Dwelling Rental | 1,434,600 | | - | - | 1,434,600 | 1,300,000 | 134,600 | 10.4% |
| Excess Utilities | 16,700 | | - | - | 16,700 | 18,500 | (1,800) | -9.7% |
| Non-Dwelling Rental | 38,000 | | - | - | 38,000 | 40,000 | (2,000) | -5.0% |
| HUD Operating Subsidy | 1,709,900 | | - | - | 1,709,900 | 1,760,000 | (50,100) | -2.8% |
| New Construction - Acc Section 8 | - | | - | - | - | - | - | #DIV/0! |
| Voucher - Acc Housing Voucher | - | | - | - | - | - | - | #DIV/0! |
| Total Rental Fees | 3,199,200 | - | - | - | 3,199,200 | 3,118,500 | 80,700 | 2.6% |
| *Other Operating Revenues (List)* | | | | | | | | |
| CFP & Voucher Admin Subsidy | 250,000 | - | 1,019,600 | - | 1,269,600 | 1,099,000 | 170,600 | 15.5% |
| HCV HAP Subsidy | - | - | 11,883,400 | - | 11,883,400 | 10,900,000 | 983,400 | 9.0% |
| Fraud Recovery | - | - | 11,000 | - | 11,000 | 11,000 | - | 0.0% |
| Management Fee | - | - | - | 457,200 | 457,200 | 507,000 | (49,800) | -9.8% |
| Interlocal Contracts | 22,500 | - | 44,250 | 125,000 | 191,750 | 77,000 | 114,750 | 149.0% |
| Redevelopment Activities | - | - | - | 35,000 | 35,000 | 240,000 | (205,000) | -85.4% |
| Late Fees/Tenant Charges | 65,000 | - | - | - | 65,000 | 65,000 | - | 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 | 337,500 | - | 12,958,250 | 617,200 | 13,912,950 | 12,899,000 | 1,013,950 | 7.9% |
| Total Operating Revenues | 3,536,700 | - | 12,958,250 | 617,200 | 17,112,150 | 16,017,500 | 1,094,650 | 6.8% |
| **NON-OPERATING REVENUES** | | | | | | | | |
| *Other Non-Operating Revenues (List)* | | | | | | | | |
| 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! |
| *Interest on Investments & Deposits (List)* | | | | | | | | |
| Interest Earned | 1,460 | | | | 1,460 | - | 1,460 | #DIV/0! |
| Penalties | | | | | - | - | - | #DIV/0! |
| Other | | | | | - | - | - | #DIV/0! |
| Total Interest | 1,460 | - | - | - | 1,460 | - | 1,460 | #DIV/0! |
| Total Non-Operating Revenues | 1,460 | - | - | - | 1,460 | - | 1,460 | #DIV/0! |
| **TOTAL ANTICIPATED REVENUES** | $ 3,538,160 | $ - | $ 12,958,250 | $ 617,200 | $ 17,113,610 | $ 16,017,500 | $ 1,096,110 | 6.8% |

# Prior Year Adopted Revenue Schedule

New Brunswick Housing Authority

| | FY 2022 Adopted Budget | | | | |
|---|---|---|---|---|---|
| | Public Housing Management | Section 8 | Housing Voucher | Other Programs | Total All Operations |
| **OPERATING REVENUES** | | | | | |
| *Rental Fees* | | | | | |
| Homebuyers' Monthly Payments | | | | | $ - |
| Dwelling Rental | 1,300,000 | | | | 1,300,000 |
| Excess Utilities | 18,500 | | | | 18,500 |
| Non-Dwelling Rental | 40,000 | | | | 40,000 |
| HUD Operating Subsidy | 1,760,000 | | | | 1,760,000 |
| New Construction - Acc Section 8 | | | | | - |
| Voucher - Acc Housing Voucher | | | | | - |
| Total Rental Fees | 3,118,500 | - | - | - | 3,118,500 |
| *Other Revenue (List)* | | | | | |
| CFP & Voucher Admin Subsidy | 193,000 | - | 906,000 | | 1,099,000 |
| HCV HAP Subsidy | | | 10,900,000 | | 10,900,000 |
| Fraud Recovery | | | 11,000 | | 11,000 |
| Management Fee | | | | 507,000 | 507,000 |
| Interlocal Contracts | | | | 77,000 | 77,000 |
| Redevelopment Activities | | | | 240,000 | 240,000 |
| Late Fees/Tenant Charges | 65,000 | | | | 65,000 |
| 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 | 258,000 | - | 11,817,000 | 824,000 | 12,899,000 |
| Total Operating Revenues | 3,376,500 | - | 11,817,000 | 824,000 | 16,017,500 |
| **NON-OPERATING REVENUES** | | | | | |
| *Other Non-Operating Revenues (List)* | | | | | |
| Type in | | | | | - |
| Type in | | | | | - |
| Type in | | | | | - |
| Type in | | | | | - |
| Type in | | | | | - |
| Type in | | | | | - |
| *Other Non-Operating Revenues* | - | - | - | - | - |
| *Interest on Investments & Deposits* | | | | | |
| Interest Earned | - | | | | - |
| Penalties | | | | | - |
| Other | | | | | - |
| Total Interest | - | - | - | - | - |
| Total Non-Operating Revenues | - | - | - | - | - |
| **TOTAL ANTICIPATED REVENUES** | $ 3,376,500 | $ - | $ 11,817,000 | $ 824,000 | $ 16,017,500 |

# Appropriations Schedule

New Brunswick Housing Authority

For the Period July 1, 2022 to June 30, 2023

| | FY 2023 Proposed Budget | | | | | FY 2022 Adopted Budget | $ Increase (Decrease) Proposed vs. Adopted | % Increase (Decrease) Proposed vs. Adopted |
|---|---|---|---|---|---|---|---|---|
| | Public Housing Management | Section 8 | Housing Voucher | Other Programs | Total All Operations | Total All Operations | All Operations | All Operations |
| **OPERATING APPROPRIATIONS** | | | | | | | | |
| *Administration* | | | | | | | | |
| Salary & Wages | 366,000 | | 560,400 | 422,200 | $ 1,348,600 | $ 1,045,470 | $ 303,130 | 29.0% |
| Fringe Benefits | 368,000 | | 230,000 | 153,000 | 751,000 | 771,000 | (20,000) | -2.6% |
| Legal | 35,000 | | - | 10,000 | 45,000 | 73,000 | (28,000) | -38.4% |
| Staff Training | 8,000 | | 9,000 | 1,500 | 18,500 | 16,500 | 2,000 | 12.1% |
| Travel | 3,000 | | 2,000 | 9,500 | 14,500 | 8,500 | 6,000 | 70.6% |
| Accounting Fees | 24,000 | | 24,000 | 2,000 | 50,000 | 89,000 | (39,000) | -43.8% |
| Auditing Fees | 8,000 | | 7,000 | 2,000 | 17,000 | 18,800 | (1,800) | -9.6% |
| Miscellaneous Administration* | 384,200 | | 236,800 | 12,000 | 633,000 | 697,900 | (64,900) | -9.3% |
| Total Administration | 1,196,200 | - | 1,069,200 | 612,200 | 2,877,600 | 2,720,170 | 157,430 | 5.8% |
| *Cost of Providing Services* | | | | | | | | |
| Salary & Wages - Tenant Services | | | | | - | - | - | #DIV/0! |
| Salary & Wages - Maintenance & Operation | 200,100 | | | | 200,100 | 144,800 | 55,300 | 38.2% |
| Salary & Wages - Protective Services | - | | | | - | - | - | #DIV/0! |
| Salary & Wages - Utility Labor | | | | | - | - | - | #DIV/0! |
| Fringe Benefits | 135,000 | | | | 135,000 | 120,000 | 15,000 | 12.5% |
| Tenant Services | 550 | | | | 550 | 500 | 50 | 10.0% |
| Utilities | 1,050,000 | | | | 1,050,000 | 1,206,000 | (156,000) | -12.9% |
| Maintenance & Operation | 568,750 | | | | 568,750 | 295,000 | 273,750 | 92.8% |
| Protective Services | 4,500 | | | | 4,500 | - | 4,500 | #DIV/0! |
| Insurance | 170,000 | | | | 170,000 | 163,000 | 7,000 | 4.3% |
| Payment in Lieu of Taxes (PILOT) | 45,000 | | | | 45,000 | 36,000 | 9,000 | 25.0% |
| Terminal Leave Payments | | | | | - | - | - | #DIV/0! |
| Collection Losses | 15,000 | | | | 15,000 | - | 15,000 | #DIV/0! |
| Other General Expense | | | | | - | - | - | #DIV/0! |
| Rents | | | 11,850,000 | | 11,850,000 | 10,850,000 | 1,000,000 | 9.2% |
| Extraordinary Maintenance | | | | | - | - | - | #DIV/0! |
| Replacement of Non-Expendible Equipment | | | | | - | - | - | #DIV/0! |
| Property Betterment/Additions | | | | | - | - | - | #DIV/0! |
| Miscellaneous COPS* | - | | | | - | 35,000 | (35,000) | -100.0% |
| Total Cost of Providing Services | 2,188,900 | - | 11,850,000 | - | 14,038,900 | 12,850,300 | 1,188,600 | 9.2% |
| Total Principal Payments on Debt Service in Lieu of Depreciation | XXXXXXXXXXX | XXXXXXXXXXX | XXXXXXXXXXX | XXXXXXXXXXX | 170,000 | 160,000 | 10,000 | 6.3% |
| Total Operating Appropriations | 3,385,100 | - | 12,919,200 | 612,200 | 17,086,500 | 15,730,470 | 1,356,030 | 8.6% |
| **NON-OPERATING APPROPRIATIONS** | | | | | | | | |
| Total Interest Payments on Debt | XXXXXXXXXXX | XXXXXXXXXXX | XXXXXXXXXXX | XXXXXXXXXXX | 27,378 | 34,956 | (7,578) | -21.7% |
| Operations & Maintenance Reserve | | | | | - | - | - | #DIV/0! |
| Renewal & Replacement Reserve | | | | | - | - | - | #DIV/0! |
| Municipality/County Appropriation | | | | | - | - | - | #DIV/0! |
| Other Reserves | | | | | - | - | - | #DIV/0! |
| Total Non-Operating Appropriations | - | - | - | - | 27,378 | 34,956 | (7,578) | -21.7% |
| **TOTAL APPROPRIATIONS** | 3,385,100 | - | 12,919,200 | 612,200 | 17,113,878 | 15,765,426 | 1,348,452 | 8.6% |
| **ACCUMULATED DEFICIT** | | | | | - | - | - | #DIV/0! |
| **TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT** | 3,385,100 | - | 12,919,200 | 612,200 | 17,113,878 | 15,765,426 | 1,348,452 | 8.6% |
| **UNRESTRICTED NET POSITION UTILIZED** | | | | | | | | |
| Municipality/County Appropriation | - | - | - | - | - | - | - | #DIV/0! |
| Other | | | | | - | - | - | #DIV/0! |
| Total Unrestricted Net Position Utilized | - | - | - | - | - | - | - | #DIV/0! |
| **TOTAL NET APPROPRIATIONS** | $ 3,385,100 | $ - | $ 12,919,200 | $ 612,200 | $ 17,113,878 | $ 15,765,426 | $ 1,348,452 | 8.6% |

* 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.

| | Public Housing Management | Section 8 | Housing Voucher | Other Programs | Total All Operations |
|---|---|---|---|---|---|
| 5% of Total Operating Appropriations | $ 169,255.00 | $ - | $ 645,960.00 | $ 30,610.00 | $ 854,325.00 |

NEW BRUNSWICK HOUSING AUTHORITY
FISCAL YEAR ENDED JUNE 30, 2023 STATE BUDGET FORM
PAGE F-4 SUPPLEMENTAL INFORMATION REQUIRED

MISCELLANEOUS ADMINISTRATIVE COSTS- PUBLIC HOUSING MANAGEMENT

| | |
|---|---|
| TELEPHONE | $ 25,000 |
| POSTAGE & DELIVERY | 6,000 |
| MARKETING | 1,750 |
| MEMBERSHIPS & DUES | 6,600 |
| REGISTRATION | 1,200 |
| OFFICE SUPPLIES | 3,000 |
| PAYROLL SERVICE FEES | 8,500 |
| NATIONAL TENANT NETWORK | 950 |
| MANAGEMENT FEES | 143,000 |
| BOOKKEEPING FEES | 23,200 |
| COPIER LEASE | 6,000 |
| AMP-3 ADMINISTRATIVE FEE PAID TO COCC | 22,800 |
| SUBSIDY PASSED TO TAX CREDIT ENTITY - AMP-4 | 127,000 |
| AMP-4 ADMINISTRATIVE FEE PAID TO COCC | 9,200 |
| | $ 384,200 |

MAINTENANCE COSTS

| | |
|---|---|
| MAINTENANCE MATERIALS | $ 100,000.00 |
| ELECTRICAL CONTRACTS | 100,000.00 |
| PLUMBING CONTRACTS | 200,000.00 |
| HVAC | 72,000.00 |
| UNIFORMS | 2,000.00 |
| VEHICLE/EQUIPMENT/FUEL | 21,000.00 |
| VEHICLE REPAIR | 11,000.00 |
| LOCKS/KEYS | 6,000.00 |
| TERMITE TREATMENTS | 10,500.00 |
| EXTERMINATOR | 25,000.00 |
| TELEPHONE ANSWER EMG SERVICE | 3,500.00 |
| RENTAL EQUIPMENT | 1,750.00 |
| MAINT EQUIPMENT | 16,000.00 |
| | $ 568,750.00 |

ADMINISTRATIVE COSTS FOR HCV

| | |
|---|---|
| TELEPHONE | $ 800.00 |
| POSTAGE & DELIVERY | 2,500.00 |
| RENT | 36,000.00 |
| OFFICE SUPPLIES | 4,500.00 |
| PAYROLL SERVICE FEES | 1,000.00 |
| MANAGEMENT FEES | 116,000.00 |
| BOOKKEEPING FEES | 75,000.00 |
| COPIER LEASE | 1,000.00 |
| | $ 236,800.00 |

# Prior Year Adopted Appropriations Schedule

New Brunswick Housing Authority

| | FY 2022 Adopted Budget | | | | |
|---|---|---|---|---|---|
| | Public Housing Management | Section 8 | Housing Voucher | Other Programs | Total All Operations |
| **OPERATING APPROPRIATIONS** | | | | | |
| *Administration* | | | | | |
| Salary & Wages | $ 315,970 | | $ 319,000 | $ 410,500 | $ 1,045,470 |
| Fringe Benefits | 426,000 | | 200,000 | 145,000 | 771,000 |
| Legal | 73,000 | | - | - | 73,000 |
| Staff Training | 16,500 | | - | - | 16,500 |
| Travel | 3,500 | | 500 | 4,500 | 8,500 |
| Accounting Fees | 74,000 | | 15,000 | - | 89,000 |
| Auditing Fees | 10,900 | | 5,000 | 2,900 | 18,800 |
| Miscellaneous Administration* | 360,400 | | 320,000 | 17,500 | 697,900 |
| Total Administration | 1,280,270 | - | 859,500 | 580,400 | 2,720,170 |
| *Cost of Providing Services* | | | | | |
| Salary & Wages - Tenant Services | | | | | - |
| Salary & Wages - Maintenance & Operation | 124,000 | | 20,800 | | 144,800 |
| Salary & Wages - Protective Services | | | | | - |
| Salary & Wages - Utility Labor | | | | | - |
| Fringe Benefits | 120,000 | | | | 120,000 |
| Tenant Services | 500 | | | | 500 |
| Utilities | 1,206,000 | | | | 1,206,000 |
| Maintenance & Operation | 295,000 | | | | 295,000 |
| Protective Services | - | | | | - |
| Insurance | 130,000 | | 16,500 | 16,500 | 163,000 |
| Payment in Lieu of Taxes (PILOT) | 36,000 | | | | 36,000 |
| Terminal Leave Payments | | | | | - |
| Collection Losses | | | | | - |
| Other General Expense | | | | | - |
| .nts | | | 10,850,000 | | 10,850,000 |
| Extraordinary Maintenance | | | | | - |
| Replacement of Non-Expendible Equipment | | | | | - |
| Property Betterment/Additions | | | | | - |
| Miscellaneous COPS* | 35,000 | | | | 35,000 |
| Total Cost of Providing Services | 1,946,500 | - | 10,887,300 | 16,500 | 12,850,300 |
| Total Principal Payments on Debt Service in Lieu of Depreciation | XXXXXXXXXXXXXX | XXXXXXXXXXXXXX | XXXXXXXXXXXXXX | XXXXXXXXXXXXXX | 160,000 |
| Total Operating Appropriations | 3,226,770 | - | 11,746,800 | 596,900 | 15,730,470 |
| **NON-OPERATING APPROPRIATIONS** | | | | | |
| Total Interest Payments on Debt | XXXXXXXXXXXXXX | XXXXXXXXXXXXXX | XXXXXXXXXXXXXX | XXXXXXXXXXXXXX | 34,956 |
| Operations & Maintenance Reserve | | | | | - |
| Renewal & Replacement Reserve | | | | | - |
| Municipality/County Appropriation | | | | | - |
| Other Reserves | | | | | - |
| Total Non-Operating Appropriations | - | - | - | - | 34,956 |
| **TOTAL APPROPRIATIONS** | 3,226,770 | - | 11,746,800 | 596,900 | 15,765,426 |
| **ACCUMULATED DEFICIT** | | | | | - |
| **TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT** | 3,226,770 | - | 11,746,800 | 596,900 | 15,765,426 |
| **UNRESTRICTED NET POSITION UTILIZED** | | | | | |
| Municipality/County Appropriation | - | - | - | - | - |
| Other | | | | | - |
| Total Unrestricted Net Position Utilized | - | - | - | - | - |
| **TOTAL NET APPROPRIATIONS** | $ 3,226,770 | $ - | $ 11,746,800 | $ 596,900 | $ 15,765,426 |

* 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 | $ 161,338.50 | $ - | $ 587,340.00 | $ 29,845.00 | $ 786,523.50 |

# Debt Service Schedule - Principal

New Brunswick Housing Authority

If Authority has no debt X this box

| | Adopted Budget Year 2022 | Proposed Budget Year 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | Thereafter | Total Principal Outstanding |
|---|---|---|---|---|---|---|---|---|---|
| | | | *Fiscal Year Ending in* | | | | | | |
| Type in Issue Name | $ 160,000 | $ 170,000 | $ 175,000 | $ 185,000 | $ 95,000 | | | | $ 625,000 |
| Type in Issue Name | | | | | | | | | - |
| Type in Issue Name | | | | | | | | | - |
| Type in Issue Name | | | | | | | | | - |
| **TOTAL PRINCIPAL** | 160,000 | 170,000 | 175,000 | 185,000 | 95,000 | - | - | - | 625,000 |
| **LESS: HUD SUBSIDY** | 160,000 | 170,000 | 175,000 | 185,000 | 95,000 | | | | 625,000 |
| **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 [ ]

| | Adopted Budget Year 2022 | Proposed Budget Year 2023 | Fiscal Year Ending in 2024 | 2025 | 2026 | 2027 | 2028 | Thereafter | Total Interest Payments Outstanding |
|---|---|---|---|---|---|---|---|---|---|
| Type in Issue Name | 34,956 | 27,378 | 19,388 | 11,045 | 2,333 | | | | 60,144 |
| Type in Issue Name | | | | | | | | | - |
| Type in Issue Name | | | | | | | | | - |
| Type in Issue Name | | | | | | | | | - |
| **TOTAL INTEREST** | 34,956 | 27,378 | 19,388 | 11,045 | 2,333 | - | - | - | 60,144 |
| **LESS: HUD SUBSIDY** | 34,956 | 27,378 | 19,388 | 11,045 | 2,333 | | | | 60,144 |
| **NET INTEREST** | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |

Loan Amount $ 2,570,000.00
Annual Interest Rate* 4.417%
Interest Rate-Fi
If Variable Rate, Interest Rate Cap N/A
Term (in years) 20
Amortization Period 11/1/2005-11/1/2025
Payments per Year 2
First Payment Due 5/1/2005
First Payment from LOCCS Due 5/1/2005

| Date | Principal | Interest | Total Debt Service Payment | Annual Debt Service Payment Amount | Trustee Fee (Construction) | Trustee Fee | Rebate Fee | Agency Fee | Total Other Ongoing Payment Requirements Associated with Financing | Interest Earned and Paid to HA[1] | Net Semi-Annual Debt Service Amount | Net Annual Debt Service Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 5/1/2005 | - | 37,473.78 | 37,473.78 | - | 400.00 | 96.54 | 46.66 | 1,827.58 | 2,370.76 | 15,464.89 | 39,844.54 | - |
| 11/1/2005 | 15,000.00 | 52,697.50 | 67,697.50 | 105,171.28 | - | - | - | 2,570.00 | 2,570.00 | 14,685.15 | 70,267.50 | 110,112.04 |
| 5/1/2006 | 45,000.00 | 52,528.75 | 97,528.75 | - | - | 96.54 | 46.66 | 2,561.31 | 2,704.51 | 6,482.29 | 100,233.26 | - |
| 11/1/2006 | 45,000.00 | 52,000.00 | 97,000.00 | 194,528.75 | - | - | - | 2,518.03 | 2,518.03 | - | 99,518.03 | 199,751.29 |
| 5/1/2007 | 45,000.00 | 51,460.00 | 96,460.00 | - | - | 96.54 | 46.66 | 2,473.62 | 2,616.82 | - | 99,076.82 | - |
| 11/1/2007 | 45,000.00 | 50,897.50 | 95,897.50 | 192,357.50 | - | - | - | 2,428.72 | 2,428.72 | - | 98,326.22 | 197,403.04 |
| 5/1/2008 | 45,000.00 | 50,323.75 | 95,323.75 | - | - | 96.54 | 46.66 | 2,383.19 | 2,526.39 | - | 97,850.14 | - |
| 11/1/2008 | 45,000.00 | 49,705.00 | 94,705.00 | 190,028.75 | - | - | - | 2,337.65 | 2,337.65 | - | 97,042.65 | 194,892.79 |
| 5/1/2009 | 45,000.00 | 49,075.00 | 94,075.00 | - | - | 96.54 | 80.45 | 2,290.99 | 2,467.98 | - | 96,542.98 | - |
| 11/1/2009 | 50,000.00 | 48,388.75 | 98,388.75 | 192,463.75 | - | - | - | 2,243.84 | 2,243.84 | - | 100,632.59 | 197,175.57 |
| 5/1/2010 | 50,000.00 | 47,613.75 | 97,613.75 | - | - | 96.54 | 46.66 | 2,196.05 | 2,339.26 | - | 99,953.00 | - |
| 11/1/2010 | 50,000.00 | 46,788.75 | 96,788.75 | 194,402.50 | - | - | - | 2,147.14 | 2,147.14 | - | 98,935.89 | 198,888.89 |
| 5/1/2011 | 50,000.00 | 45,951.25 | 95,951.25 | - | - | 96.54 | 46.66 | 2,097.26 | 2,240.46 | - | 98,191.71 | - |
| 11/1/2011 | 50,000.00 | 45,076.25 | 95,076.25 | 191,027.50 | - | - | - | 2,046.89 | 2,046.89 | - | 97,123.14 | 195,314.85 |
| 5/1/2012 | 50,000.00 | 44,188.75 | 94,188.75 | - | - | 96.54 | 46.66 | 1,995.24 | 2,138.44 | - | 96,327.19 | - |
| 11/1/2012 | 55,000.00 | 43,276.25 | 98,276.25 | 192,465.00 | - | - | - | 1,942.95 | 1,942.95 | - | 100,219.20 | 196,546.39 |
| 5/1/2013 | 55,000.00 | 42,258.75 | 97,258.75 | - | - | 96.54 | 46.66 | 1,889.37 | 2,032.57 | - | 99,291.32 | - |
| 11/1/2013 | 55,000.00 | 41,227.50 | 96,227.50 | 193,486.25 | - | - | - | 1,834.98 | 1,834.98 | - | 98,062.48 | 197,353.80 |
| 5/1/2014 | 55,000.00 | 40,182.50 | 95,182.50 | - | - | 96.54 | 80.45 | 1,779.31 | 1,956.30 | - | 97,138.80 | - |
| 11/1/2014 | 60,000.00 | 39,123.75 | 99,123.75 | 194,306.25 | - | - | - | 1,722.99 | 1,722.99 | - | 100,846.74 | 197,985.54 |
| 5/1/2015 | 60,000.00 | 37,953.75 | 97,953.75 | - | - | 96.54 | 46.66 | 1,665.22 | 1,808.42 | - | 99,762.17 | - |
| 11/1/2015 | 60,000.00 | 36,641.25 | 96,641.25 | 194,595.00 | - | - | - | 1,606.01 | 1,606.01 | - | 98,247.26 | 198,009.43 |
| 5/1/2016 | 60,000.00 | 35,328.75 | 95,328.75 | - | - | 96.54 | 46.66 | 1,545.99 | 1,689.19 | - | 97,017.94 | - |
| 11/1/2016 | 65,000.00 | 34,016.25 | 99,016.25 | 194,345.00 | - | - | - | 1,484.36 | 1,484.36 | - | 100,500.61 | 197,518.55 |
| 5/1/2017 | 65,000.00 | 32,594.38 | 97,594.38 | - | - | 96.54 | 46.66 | 1,421.13 | 1,564.33 | - | 99,158.71 | - |
| 11/1/2017 | 65,000.00 | 31,172.50 | 96,172.50 | 193,766.88 | - | - | - | 1,356.76 | 1,356.76 | - | 97,529.26 | 196,687.97 |
| 5/1/2018 | 65,000.00 | 29,750.63 | 94,750.63 | - | - | 96.54 | 46.66 | 1,290.63 | 1,433.83 | - | 96,184.46 | - |
| 11/1/2018 | 70,000.00 | 28,328.75 | 98,328.75 | 193,079.38 | - | - | - | 1,222.89 | 1,222.89 | - | 99,551.64 | 195,736.10 |
| 5/1/2019 | 70,000.00 | 26,797.50 | 96,797.50 | - | - | 96.54 | 80.45 | 1,154.16 | 1,331.17 | - | 98,128.67 | - |
| 11/1/2019 | 70,000.00 | 25,266.25 | 95,266.25 | 192,063.75 | - | - | - | 1,083.87 | 1,083.87 | - | 96,350.12 | 194,478.79 |
| 5/1/2020 | 75,000.00 | 23,735.00 | 98,735.00 | - | - | 96.54 | 46.66 | 1,011.94 | 1,155.14 | - | 99,890.14 | - |
| 11/1/2020 | 75,000.00 | 21,972.50 | 96,972.50 | 195,707.50 | - | - | - | 938.09 | 936.09 | - | 97,910.59 | 197,800.73 |
| 5/1/2021 | 75,000.00 | 20,210.00 | 95,210.00 | - | - | 96.54 | 46.66 | 862.78 | 1,005.98 | - | 96,216.98 | - |
| 11/1/2021 | 80,000.00 | 18,447.50 | 98,447.50 | 193,657.50 | - | - | - | 785.39 | 785.39 | - | 99,232.89 | 195,449.87 |
| 5/1/2022 | 80,000.00 | 16,567.50 | 96,567.50 | - | - | 96.54 | 46.66 | 706.22 | 849.42 | - | 97,416.92 | - |
| 11/1/2022 | 85,000.00 | 14,687.50 | 99,687.50 | 196,255.00 | - | - | - | 625.26 | 625.26 | - | 100,312.78 | 197,729.70 |
| 5/1/2023 | 85,000.00 | 12,690.00 | 97,690.00 | - | - | 96.54 | 46.66 | 541.77 | 684.97 | - | 98,374.97 | - |
| 11/1/2023 | 85,000.00 | 10,692.50 | 95,692.50 | 193,382.50 | - | - | - | 456.33 | 456.33 | - | 96,148.83 | 194,523.80 |
| 5/1/2024 | 90,000.00 | 8,695.00 | 98,695.00 | - | - | 96.54 | 80.45 | 369.12 | 546.11 | - | 99,241.11 | - |
| 11/1/2024 | 90,000.00 | 6,580.00 | 96,580.00 | 195,275.00 | - | - | - | 279.82 | 279.82 | - | 96,859.82 | 196,100.93 |
| 5/1/2025 | 95,000.00 | 4,465.00 | 99,465.00 | - | - | 96.54 | 46.66 | 168.74 | 331.94 | - | 99,796.94 | - |
| 11/1/2025 | 95,000.00 | 2,232.50 | 97,232.50 | 196,697.50 | - | - | - | 95.42 | 95.42 | - | 97,327.92 | 197,124.86 |
| | 2,570,000.00 | 1,409,062.54 | 3,979,062.54 | 3,979,062.54 | 400.00 | 2,027.34 | 1,115.02 | 63,979.03 | 67,521.39 | 36,632.33 | 4,046,583.93 | 4,046,583.93 |

* Average Coupon

F-7A

# Net Position Reconciliation

**New Brunswick Housing Authority**

For the Period July 1, 2022 to June 30, 2023

## *FY 2023 Proposed Budget*

| | Public Housing Management | Section 8 | Housing Voucher | Other Programs | Total All Operations |
|---|---|---|---|---|---|
| **TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)** | $ 2,782,831 | $ - | $(1,387,198) | $ (5,100,820) | $ (3,705,187) |
| Less: Invested in Capital Assets, Net of Related Debt (1) | 5,324,104 | | - | - | 5,324,104 |
| Less: Restricted for Debt Service Reserve (1) | 898 | | - | - | 898 |
| Less: Other Restricted Net Position (1) | | | | | - |
| Total Unrestricted Net Position (1) | (2,542,171) | - | (1,387,198) | (5,100,820) | (9,030,189) |
| Less: Designated for Non-Operating Improvements & Repairs | | | | | - |
| Less: Designated for Rate Stabilization | | | | | - |
| Less: Other Designated by Resolution | | | | | - |
| Plus: Accrued Unfunded Pension Liability (1) | 1,054,087 | | 344,471 | 1,519,373 | 2,917,931 |
| Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1) | 2,547,471 | | 1,330,784 | 3,671,954 | 7,550,209 |
| Plus: Estimated Income (Loss) on Current Year Operations (2) | 153,060 | | 39,050 | 5,000 | 197,110 |
| Plus: Other Adjustments (attach schedule) | | | | | - |
| **UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET** | 1,212,447 | - | 327,107 | 95,507 | 1,635,061 |
| 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)** | $ 1,212,447 | $ - | $ 327,107 | $ 95,507 | $ 1,635,061 |

*(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.*

| | Public Housing Management | Section 8 | Housing Voucher | Other Programs | Total All Operations |
|---|---|---|---|---|---|
| Maximum Allowable Appropriation to Municipality/County | $ 169,255 | $ - | $ 645,960 | $ 30,610 | $ 854,325 |

*(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.*

# 2022 (2022-2023) NEW BRUNSWICK HOUSING AUTHORITY CAPITAL BUDGET/ PROGRAM

# 2022 (2022-2023) CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

## NEW BRUNSWICK HOUSING AUTHORITY

(Name)

**FISCAL YEAR:** **FROM:** JULY 1, 2022 **TO:** JUNE 30, 2023

[ X ] **enter X to the left if this paragraph is applicable**
It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the ______________ Housing Authority, on the __________ day of ______________, ____________.

**OR**

[ ] **enter X to the left if this paragraph is applicable**
It is hereby certified that the governing body of the __________ Housing Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): ______________________________

______________________________

______________________________

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

# 2022 (2022-2023) CAPITAL BUDGET/PROGRAM MESSAGE

## New Brunswick Housing Authority
(Name)

**FISCAL YEAR: FROM:** JULY 1, 2022 **TO:** JUNE 30, 2023

This section is included in the Capital Budget pursuant to N.J.A.C. 5:31-2. It does not in itself confer any authorization to raise or expend funds. Rather, it is a document used as part of the Housing Authority's planning and management system. Specific authorization to spend funds for purposes described in this section must be granted elsewhere, by a separate financing agreement, security agreement, by resolution appropriating funds from the Renewal and Replacement Reserve, or other lawful means.

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program (This may include the governing body or certain officials such as planning boards, Construction Code Officials) as to these Projects? YES

2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated? YES

3. Has a long-term (5 years or more) infrastructure needs and other capital items (Vehicles, Equipment) needs assessment been prepared? YES

4. If amounts are on Page CB-3 in the column Debt Authorizations. Indicate the primary source of funding the debt service for the Debt Authorizations (Example HUD Funding or Other sources) NA

5. Have the current capital projects been reviewed and approved by HUD? YES

*Add additional sheets if necessary.*

# Proposed Capital Budget

New Brunswick Housing Authority
For the Period July 1, 2022 to June 30, 2023

| | Estimated Total Cost | Funding Sources: Unrestricted Net Position Utilized | Renewal & Replacement Reserve | Debt Authorization | Capital Grants | Other Sources |
|---|---|---|---|---|---|---|
| *Public Housing Management* | | | | | | |
| CFP 2021 | $ 300,000 | | | | $ 300,000 | |
| CFP 2022 | 350,000 | | | | 350,000 | |
| | - | | | | | |
| Type in Description | - | | | | | |
| Total | 650,000 | - | - | - | 650,000 | - |
| *Section 8* | | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Total | - | - | - | - | - | - |
| *Housing Voucher* | | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Total | - | - | - | - | - | - |
| *Other Programs* | | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Total | - | - | - | - | - | - |
| **TOTAL PROPOSED CAPITAL BUDGET** | $ 650,000 | $ - | $ - | $ - | $ 650,000 | $ - |

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

# 5 Year Capital Improvement Plan

New Brunswick Housing Authority

For the Period July 1, 2022 to June 30, 2023

| | Estimated Total Cost | Current Budget Year 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
|---|---|---|---|---|---|---|---|
| | | | *Fiscal Year Beginning in* | | | | |
| *Public Housing Management* | | | | | | | |
| CFP 2021 | $ 658,021 | $ 300,000 | $ 158,021 | $ 100,000 | $ 100,000 | | |
| CFP 2022 | 1,010,000 | 350,000 | 250,000 | 200,000 | 210,000 | | |
| $0 | - | - | | | | | |
| Type in Description | - | - | | | | | |
| Total | 1,668,021 | 650,000 | 408,021 | 300,000 | 310,000 | - | - |
| *Section 8* | | | | | | | |
| Type in Description | - | - | | | | | |
| Type in Description | - | - | | | | | |
| Type in Description | - | - | | | | | |
| Type in Description | - | - | | | | | |
| Total | - | - | - | - | - | - | - |
| *Housing Voucher* | | | | | | | |
| Type in Description | - | - | | | | | |
| Type in Description | - | - | | | | | |
| Type in Description | - | - | | | | | |
| Type in Description | - | - | | | | | |
| Total | - | - | - | - | - | - | - |
| *Other Programs* | | | | | | | |
| Type in Description | - | - | | | | | |
| Type in Description | - | - | | | | | |
| Type in Description | - | - | | | | | |
| Type in Description | - | - | | | | | |
| Total | - | - | - | - | - | - | - |
| **TOTAL** | $ 1,668,021 | $ 650,000 | $ 408,021 | $ 300,000 | $ 310,000 | $ - | $ - |

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

# 5 Year Capital Improvement Plan Funding Sources

New Brunswick Housing Authority

For the Period July 1, 2022 to June 30, 2023

| | Estimated Total Cost | Unrestricted Net Position Utilized | Renewal & Replacement Reserve | Debt Authorization | Capital Grants | Other Sources |
|---|---|---|---|---|---|---|
| | | *Funding Sources* | | | | |
| *Public Housing Management* | | | | | | |
| CFP 2021 | $ 658,021 | | | | $ 658,021 | |
| CFP 2022 | 1,010,000 | | | | 1,010,000 | |
| $0 | - | | | | | |
| Type in Description | - | | | | | |
| Total | 1,668,021 | - | - | - | 1,668,021 | - |
| *Section 8* | | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Total | - | - | - | - | - | - |
| *Housing Voucher* | | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Total | - | - | - | - | - | - |
| *Other Programs* | | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Type in Description | - | | | | | |
| Total | - | - | - | - | - | - |
| **TOTAL** | $ 1,668,021 | $ - | $ - | $ - | $ 1,668,021 | $ - |
| Total 5 Year Plan per CB-4 | $ 1,668,021 | | | | | |
| Balance check | - | *If amount is other than zero, verify that projects listed above match projects listed on CB-4.* | | | | |

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

# NEW BRUNSWICK HOUSING AUTHORITY

## BOARD OF COMMISSIONERS

| | |
|---|---|
| CHAIRPERSON | YESENIA MEDINA HERNANDEZ - TERM ENDS 4/3/2022 |
| VICE CHAIRPERSON | ZACHARY WRIGHT - TERM ENDS 12/22/2020 (HOLDOVER) |
| 2ND VICE CHAIRPERSON | WALLACE DUNLAP - TERM ENDS 4/3/2026 |
| COMMISSIONER | YIRGU WOLDE - TERM ENDS 4/3/2023 |
| COMMISSIONER | ANTHONY GIORGIANNI JR. - TERM ENDS 4/3/2022 |
| COMMISSIONER | DALE CALDWELL - TERM ENDS 4/3/2023 |
| COMMISSIONER | BARBARA CEPEDA - TERM ENDS 4/3/2024 |

## CENTRAL OFFICE DIVISION

| | |
|---|---|
| EXECUTIVE DIRECTOR | John Clarke |
| DIRECTOR OF ADMINISTRATION | Helaine Sadowitz |
| BOOKKEEPING COORDINATOR | Kamini Lodhai (BL) |
| HR CLERK (PT) | Maria Martinez (BL) |

## REDEVELOPMENT AUTHORITY DIVISION

## AMP #1

| | |
|---|---|
| SR PORTFOLIO MANAGER | Dan Toto |
| OCCUPANCY SPECIALIST | Elizabeth Figueroa (BL) |
| PROJECT COORDINATOR | Norma Reyes Rentas (BL) |
| PH & HCV ADMINISTRATIVE SPECIALIST | Melissa Torres (BL) |
| MAINTENANCE SUPERVISOR | Steven Davis |
| PROJECT COORDINATOR/ HQS INSPECTOR | Michael Ford |
| MAINTENANCE WORKER | Rob Van Anglen |
| MAINTENANCE WORKER (PT) | Alfred Ray Floyd |

## AMP #2

UNDER CONSTRUCTION

## AMP #3

PRIVATELY MANAGED
TCB MANAGEMENT

## AMP #4

PRIVATELY MANAGED
PENNROSE MGT

## HCV DIVISION

| | |
|---|---|
| HCV PROGRAM MANAGER | Carol Brown |
| HCV PROGRAM MANAGER | Kiona Daniels |
| MAINTENANCE COORDINATOR/ HQS INSPECTOR | Mike Cherence |
| HCV PROGRAM SPECIALIST | Clarimar Ramos (BL) |
| HCV PROGRAM SPECIALIST | Dorann Weeks |
| HCV PROGRAM SPECIALIST | Rosa Fernandez (BL) |
| OFFICE & PORTABILITY SPECIALIST | Evette Wildman |
| HCV PROGRAM & PROJECT SPECIALIST | Michael Rhode |

## *LEGEND*

*Position Designations:*
*(PT): Part-time position designation; works no more than 20 hours/week*

*Employee Designations:*
*(BL): Bi-Lingual employee designation*

# 2022/2023 Redevelopment Budget

| | | |
|---|---|---|
| **Income:** | | |
| Redevelopment and Other Non-Federal Income | | $240,000 |
| | **TOTAL INCOME** | **$240,000** |
| **Expenses:** | | |
| COCC Payment | (includes ED salary portion) | $160,000 |
| General Administration, Auto Per Diem and Operations<br>*(Includes $13,000 redevelopment performance pymt to ED, $4,000 redevelopment performance pymt to Director of Administration and $4,000 redevelopment performance pymt to Sr. Portfolio Manager all on or before 7/1/22)* | | $48,000 |
| Training/Travel and Other Expenses | | $ 27,000 |
| | **TOTAL EXPENSES** | **$ 235,000** |
| | **Net Profit (Loss)** | **$ 5,000** |