

Board of Commissioners
Robert Barr, Chairperson
Scott Halliday, Vice-Chairperson
Beverly McCall, Commissioner
Robert Henry, Commissioner
Patrick Mumman, Commissioner
Patricia Miles-Jackson, Commissioner
Brian Broadley, Commissioner



204 4th Street
Ocean City, New Jersey 08226

Phone: 609-399-1062
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Jacqueline S. Jones, Executive Director

September 12, 2019

The Board of Commissioners
Ocean City Housing Authority
Ocean City, New Jersey 08226

Dear Commissioner:

The regular meeting of the Ocean City Housing Authority will be held on **Tuesday, September 17, 2019, at 5:00 pm at Administrative Offices – 204 4th Street, Ocean City, NJ 08226.**

The Board may enter into executive session to discuss personnel matters and any other housing business that meets the criteria for an executive session. Formal action may be taken.

Very truly yours,



Jacqueline S. Jones
Executive Director

REVISED
Ocean City Housing Authority
AGENDA

Tuesday, September 17, 2019
Administrative Offices – 204 4th Street
5:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Reading of the "Sunshine Law Statement"
4. Roll Call
5. Approval of Minutes:
 - a. Regular Meeting on August 20, 2019
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business – Rick Ginnetti, The Brooke Group – update on Peck's Beach Redevelopment and Bayview Manor Renovations
10. New Business
11. Resolutions:

# 2019-38	Approval of Monthly Expenses
# 2019-39	Adopt 2019-2020 State Budget
# 2019-40	Award Accounting Services Contract
# 2019-41	Award Auditing Services Contract
# 2019-42	Award Legal Services Contract – General Counsel
# 2019-43	Award Consulting Services Contract
# 2019-44	Authorizing the Executive Director to Execute and Submit an Updated Application to the New Jersey Housing and Mortgage Finance Agency (HMFA) and Execute Associated documents required by the HMFA for its Final Funding Approval
- Executive Session if required*
12. Comments from the press and/or public – Limited to 5 minutes for each speaker
13. Comments from Board Members
14. Adjournment

Housing Authority of the City of Ocean City

Regular Board of Commissioner Meeting Minutes

August 20, 2019 – 5:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held on August 20, 2019, at 5:00 p.m. at the Administrative Offices – 204 4th Street, Ocean City, New Jersey 08226.

The meeting was called to order by Chairman Barr. Chairman Barr requested everyone to rise for the Pledge of Allegiance.

Chairman Barr read the Sunshine Law.

Upon roll call those present were:

Commissioner Robert Halliday	
Commissioner Patrick Mumman	
Commissioner Beverly McCall	
Commissioner Robert Henry	
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	
Chairman Robert Barr	

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Charles W. Gabage, Esquire – Solicitor and Linda Cavallo – Accountant.

Chairman Barr read the Sunshine Law.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from June 18, 2019. A motion was made by Commissioner McCall and seconded by Commissioner Halliday. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Abstain)
Chairman Robert Barr	(Yes)

Chairman Barr requested a motion to approve the Regular Meeting minutes from July 16, 2019. A motion was made by Commissioner Halliday and seconded by Commissioner McCall. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Chairman Barr indicated the agenda will be moved around a bit this evening. The meeting will move to new business with the audit presentation from Mike Garcia of Ford-Scott & Associates, LLC. Mr. Garcia stated he will be present the audit for the year ended September 30, 2018. The presentation is a little later than he would have liked, but there is certain information that the State had to provide. It is important to know the audit was filed with HUD by the statutory June 30th deadline. Part of any governmental audit that is conducted there are two phases. One phase is confirming and verifying the numbers and the second phase is to determine whether the Authority is following the rules and regulations that the federal and state government impose on housing authorities. If there are areas of error, problem and/or exception the auditor is required to write a finding and recommendation for the Authority to review, address and correct. The good news is the OCHA audit is clean with no findings or recommendations. There have been no findings for 2 years in a row. The audit prior to that FYE 2016 and 2015 had findings and recommendations. It has been at terrific turnaround on the functional side to making sure the rules and regulations are being followed. That is obviously a credit to Jackie, Wendy and the entire VHA group that has really facilitated that change. The financial end of it has been just as strong as the procedures. Mr. Garcia concentrated on the Statement of Revenues and Expenses and change in net position comparing 2018 vs. 2017. He addressed and highlighted the important numbers regarding total operating revenue, which increased due mainly in part to rental income. This is majorly attributed to the 2017-2018 recertify/verify correct rents being charged to the tenants. The total operating expenses have decreased as well as administrative salaries and wages have decreased. Benefits have been reduced and specifically because of the accounting charge made for the pension cost based on the State actuary calculations. The total increase in net position is \$179,452 as compared to the prior year it was loss of \$299,000. There has been a significant improvement in operations related to the fact that revenues went up because rent collections are now being charged properly and expenses went down. There was a question regarding the capital grants under non-operating revenues. Mr. Garcia explained the OCHA received more HUD grants in the 2017-2018 year vs. the prior years. It is labeled as capital grant from HUD, but since the OCHA is considered a small housing authority it can draw all that money into operations. Mrs. Jones explained that this does not mean the OCHA does not use the funds for capital improvements. The 2017 statement was due to a new accounting pronouncement that affected the Authority's liability for other post-employment benefits. This means the Authority provides health insurance to certain retired employees and is required to have an actuary calculation on what the accumulated cost of that is. Between year 2017 and 2018 the accounting rules changed on how that is to be presented. Chairman Barr thanked Mr. Garcia and his team.

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the ten months ended July 31, 2019. Motion to approve the Treasurer's Report made by Commissioner McCall and seconded by Commissioner Mumman. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Executive Director's Report

Mrs. Jones indicated in her report that the funds due to the City of Ocean City is being presented tonight in a resolution for the board to consider. This payment will be the final payment to the City as reimbursement for funds used to assist the Authority with refurbishing units damaged due to Hurricane Sandy.

Mrs. Jones stated last month the OCHA hoped to have the NJHMFA settlement by the end of this year or by the end of the quarter. This was a misunderstanding on her part. All the paperwork is being prepared for NJHMFA to get on the NJHMFA's board meeting to get the approval of the construction funds. This is currently being worked on now to try to get on the next board meeting of the NJHMFA. Once the NJHMFA's board approves the construction funds then NJHMFA will work with the RAD information the Authority has to incorporate the RAD documents into the NJHMFA documents for the final closing. There will be one closing. NJHMFA has worked with the RAD documents in the past. Once the Authority gets through all the paperwork with NJHMFA then the paperwork will go to the RAD attorney at HUD for review.

The information will go back and forth until HUD is satisfied with the Authority’s responses and documentation. Mr. Gabage will be involved in this process as well as the consultant, Rick Ginnetti to work toward the “closing”. Mrs. Jones is hoping closing will take place sometime at the end of the first quarter or the beginning of the second quarter of next year. There are a lot of moving parts in this transaction because of the RAD conversion, the new building be built and the funding from NJHMFA.

There is an addition on the agenda, Resolution # 2019-36. This is amending the shared services agreement with the City of Ocean City. This resolution was initially passed in October 2018; however, this resolution basically clarifies there are 32 units for Speitel Manor and not 34 units. This resolution cleans up the other resolution. This new resolution is the one being presented to the NJHMFA.

Commissioner Henry asked if the HFMA loan is negotiated on the basis the OCHA will convert to RAD. Mrs. Jones stated yes. The NJHMFA loan, the City funds and the RAD conversion will occur simultaneously. Mrs. Jones stated next month Rick Ginnetti will present an update to the Board in regards to RAD, NJHMFA and City funds.

Commissioner Halliday asked for an explanation of the list of reimbursable expenses from the NJHMFA. Mrs. Jones referred to the Cash Report reviewing the specific predevelopment expenses reimbursable from NJHMFA. These invoices were sent to Rick Ginnetti with a summary of all the bills that have not been paid to date and he will be submitting them within the next 30 days to NJHMFA for reimbursement.

With no further discussion, motion to accept the Executive Director’s Report made by Commissioner McCall and seconded by Commissioner Mumman. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Committee Reports – None

Old Business – None.

New Business – Mr. Gabage stated the Executive Director asked him to do a presentation to the Board regarding the limitations which are imposed upon board members by the ethics law. He discussed and explained the Conflict of Interest Laws in the State of New Jersey as they may apply to a Commissioner. Most of these requirements apply while you are board member and also one year thereafter. Mr. Gabage stated there is an Ethics Board should questions arise if he is unable to answer them. Should there ever be an area a commissioner is concerned about he suggests very strongly the commissioner speak to the solicitor or the State people. When something doesn’t seem exactly right the board needs to be careful. There is a concept of an appearance of impropriety. If something has the appearance of impropriety, which Mr. Gabage considers it the “smell test” you want to walk away from it. Commissioners cannot enter into a contract with the Housing Authority. It goes further than just contractors, but also sub-contractors. Commissioners cannot use their position to secure advantages for yourself or others. Other rules are basically Commissioner should not put themselves in a position where they are not going to be objective. Mr. Gabage stated if any Commissioner would like a copy of the ethics law he would be happy to provide them with one. Chairman Barr asked Mr. Gabage to review the rules when it comes to Executive Session. Mr. Gabage stated all meetings of a public organization have to be open and if a meeting needs to be closed there is a statute stating an executive session can be entered only for specific reasons. The executive session resolution follows the statute indicating the Board will enter into executive session and the reason for the executive session. Executive Session meetings are confidential and the Board cannot discuss what is discussed in the executive session. Mr. Gabage state he feels discretion is very important in regard to all meetings.

With no other discussion in related matters the Chairman moved to the Resolutions.

Resolution #2019-31
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$278,990.77. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2019-32
Resolution Certifying the 2018 Fiscal Year Annual Audit as Prescribed by the New Jersey Local Finance Board

Chairman Barr called for a motion to approve Resolution #2019-32. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated this resolution is required by the Local Finance Board and states that as a Commissioner you have received the audit, reviewed the audit and where given the opportunity to ask questions of the auditor regarding the audit. Each Commissioner will be asked to sign this resolution. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2019-33 - 2018 Capital Budget
and
Resolution #2019-34 - 2019 Capital Budget

Chairman Barr called for a motion to approve Resolution #2019-33 and #2019-34. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones explained the 2018 and 2019 Capital Budget is being passed and the funds are being moved to the operating line item as discussed to enable a simplified way of managing the funds. Mrs. Jones reviewed the capital budget amounts for 2018 and 2019. Once the Authority converts to RAD the Authority will no longer receive Capital or Operating Funds. Under RAD, the Authority will be converted to a housing assistance payment contract with HUD, which is to represent a combination of operating subsidy and capital fund money. It is likely 2020 will be the Authority's last Capital Budget. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2019-35

Resolution Authorizing Final Payment to the City of Ocean City for Repayment of Hurricane Sandy Funds

Chairman Barr called for a motion to approve Resolution #2019-35. Mrs. Jones reviewed and explained the funds owed to the City as well as the PILOT payment. Chairman Barr once again thanked Jackie and her team, but also expressed much gratitude to the Mayor of Ocean City and the City's team. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2019-36

Resolution Authorizing the Execution of an Amendment to the Shared Services Agreement with the City of Ocean City for Construction of Thirty-Two (32) Affordable Senior Rental Units at Speitel Commons at Bayview Manor, Demolition at Peck's Beach Village, North and the Rehabilitation of Bayview Manor

Chairman Barr called for a motion to approve Resolution #2019-36. As Mrs. Jones stated in her report earlier, this resolution cleans up the resolution that was passed in 2018. A motion was made by Commissioner Broadley; seconded by Commissioner McCall. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

Resolution #2019-37

Resolution Authorizing Utilization of Vineland Housing Authority Maintenance Staff to Supplement the Ocean City Housing Authority Maintenance Staff

Chairman Barr called for a motion to approve Resolution #2019-37. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated there was a resolution that was passed in May authorizing \$11,000 for VHA maintenance staff to work at OCHA for April, May and June for turnovers and other maintenance related tasks. It ran slightly over the \$11,000 at \$12,416.25. This resolution authorizes the correct amount and going forward for July, August and September authorizes the amount of \$12,375 as an estimate. The billing will be based on actual hours required. Commissioner Halliday stated in the ED reports the efficiency on performance in time and money there is a vast improvement. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

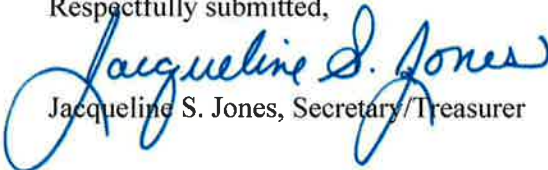
There is no need for Executive Session tonight.

Mrs. Jones commended Commissioner Henry for completing all of the commissioner courses required and presented him with his Rutgers Certification of Completion of the required courses.

Public Comments: No public present. No further comments from any Board Commissioners.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 5:51 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer

THE OCEAN CITY HOUSING AUTHORITY **INCOME & EXPENSE STATEMENT-REVISED**
FYE SEPTEMBER 30, 2019 **FOR THE ELEVEN MONTHS ENDED AUGUST 31, 2019**

	ANNUAL BUDGET	BUDGET THRU AUGUST	ACTUAL THRU AUGUST	VARIANCE FROM BUDGET (+OVER/ & -UNDER)	NOTES:
<u>INCOME</u>					
DWELLING RENTAL	\$ 573,780	\$ 525,965	\$ 524,050	\$ (1,915)	This represents actual rent received from Tenants to date.
OTHER TENANT-EXCESS UTILITIES	4,200	3,850	5,822	1,972	This represents actual excess utilities income to date.
TOTAL TENANT REVENUE	577,980	529,815	529,872	57	
HUD OPERATING SUBSIDY	306,330	280,803	326,922	46,119	This represents HUD funding to date.
HUD CAPITAL FUNDS-OPERATIONS	172,800	158,400	189,416	31,016	This represents 2019 Capital Funds actually received.
TOTAL HUD FUNDING	479,130	439,203	516,338	77,135	
INVESTMENT INCOME-UNRESTRICTED	150	138	97	(41)	Actual income is less than expected.
NONDWELLING RENTAL INCOME	13,200	12,100	12,100	0	This represents nondwelling income to date.
OTHER INCOME-LAUNDRY	7,400	6,783	8,456	1,673	Income is paid qtrly-Feb, May, Aug and Nov.
OTHER INCOME-FRAUD RECOVERY	5,000	4,583	0	(4,583)	This represents actual amount received in fiscal year.
OTHER INCOME-MISCELLANEOUS	5,580	5,115	12,193	7,078	Late charges, legal fees-tenant, extra keys, change locks, cleaning reimbursements, etc.
TOTAL INCOME	1,088,440	997,737	1,079,056	81,319	Overbudget due to late charges, legal fees paid and Gov Deals.
<u>EXPENSES</u>					
ADMINISTRATIVE SALARIES	32,500	29,792	15,162	(14,630)	This represents actual salaries to date-salary thru 3/8/19 when employee left employment.
AUDIT FEES	9,000	8,250	8,250	0	Accrued expense year-to-date.
ADVERTISING	3,200	2,933	749	(2,184)	Actual expenses are less than budgeted.
EMPLOYEE BENEFITS-ADMIN	29,040	26,620	13,438	(13,182)	Actual expenses are less than budgeted due to employee left employment on 3/8/19.
OFFICE EXPENSES					Accrued actual fees: Yardi (\$488 a mo) & Prorated Convxserv (\$95 a mo) for 11 mos.
COMPUTER SERVICES	9,000	8,250	6,413	(1,837)	Actual expenses are less than budgeted.
COPIER	3,500	3,208	2,262	(946)	Actual expenses are less than budgeted.
DUES & PUBLICATIONS	1,500	1,375	514	(861)	Actual expenses are less than budgeted.
OFFICE SUPPLIES	2,500	2,292	1,592	(700)	Actual expenses are less than budgeted.
PHONE & INTERNET	11,000	10,083	10,815	732	Actual expenses are higher than budgeted.
POSTAGE	2,000	1,833	775	(1,058)	Actual expenses are less than budgeted.
LEGAL	15,000	13,750	10,141	(3,609)	Actual expenses are less than budgeted.
TRAVEL	450	413	0	(413)	Actual expenses are less than budgeted.
TRAINING	4,200	3,850	2,404	(1,446)	Actual expenses are less than budgeted.
ACCOUNTING	15,000	13,750	13,750	0	
MANAGEMENT FEES	130,000	119,167	144,279	25,112	Actual expenses are higher than budgeted.
MISCELLANEOUS-SUNDRY	12,000	11,000	6,332	(4,668)	Actual expenses are less than budgeted.
	279,890	256,566	236,876	(19,690)	

THE OCEAN CITY HOUSING AUTHORITY INCOME & EXPENSE STATEMENT-REVISED
FYE SEPTEMBER 30, 2019 FOR THE ELEVEN MONTHS ENDED AUGUST 31, 2019

	ANNUAL BUDGET	BUDGET THRU AUGUST	ACTUAL THRU AUGUST	VARIANCE FROM BUDGET (+OVER/ & -UNDER)	NOTES:
OTHER TENANT SERVICES	3,030	2,778	3,140	362	Includes \$200 a month (totaling \$2,200.00) and Christmas party (\$940).
WATER/SEWER	105,000	96,250	76,541	(19,709)	Represents actual Oct-July bills and estimated August using 8/2018 amount.
ELECTRIC	110,000	100,833	85,899	(14,934)	Represents actual Oct-July bills and estimated August using 8/2018 amount.
GAS	56,000	51,333	39,563	(11,770)	Represents actual Oct-July bills and estimated August using 8/2018 amount.
	<u>271,000</u>	<u>248,416</u>	<u>202,003</u>	<u>(46,413)</u>	
MAINTENANCE LABOR	59,860	54,872	35,231	(19,641)	Actual expenses are less than budgeted.
MAINT. MATERIALS	50,000	45,833	28,005	(17,828)	Actual expenses are less than budgeted.
MAINT. CONTRACT COSTS	130,000	119,167	124,021	4,854	Actual expenses are higher than budgeted.
EMPLOYEE BENEFITS	35,440	32,487	28,549	(3,938)	Actual expenses are less than budgeted.
	<u>275,300</u>	<u>252,359</u>	<u>215,806</u>	<u>(36,553)</u>	
INSURANCE	110,000	100,833	87,608	(13,225)	Actual expenses are less than budgeted.
BAD DEBTS	5,000	4,583	4,583	0	Accrued expense year-to-date
COMPENSATED ABSENCES	5,500	5,042	5,042	0	Accrued expense year-to-date
PAYMENT IN LIEU OF TAXES	30,280	27,757	27,757	0	Accrued expense year-to-date
PENSION	21,000	19,250	17,524	(1,726)	Actual expenses are less than budgeted.
RETIREE BENEFITS	25,000	22,917	22,606	(311)	Actual expenses are less than budgeted.
DUE TO CITY OF OCEAN CITY	60,000	55,000	252,434	197,434	This represents total repayment of debt for Superstorm Sandy.
	<u>\$ 256,780</u>	<u>\$ 235,382</u>	<u>\$ 417,554</u>	<u>\$ 182,172</u>	
TOTAL EXPENDITURES	<u>\$ 1,086,000</u>	<u>\$ 995,501</u>	<u>\$ 1,075,379</u>	<u>\$ 79,878</u>	
PROFIT (LOSS)	<u>\$ 2,440</u>	<u>\$ 2,236</u>	<u>\$ 3,677</u>	<u>\$ 1,441</u>	Paid Accrued PILOT for 2015, 2016 & 2017 in the amount of \$72,461 not reflected in expenses.

Ocean City Housing Authority

Administrative Report

DATE: September 11, 2019

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for August 2019)

PERIOD: August 12, 2019 to September 10, 2019

Peck's Beach – New Jersey Housing and Mortgage Finance Agency (NJHMFA) Pre-Development Funds

Below is a summary of the expenses that have been submitted and paid by NJHMFA for the pre-development cost for Peck's Beach Village – Speitel Manor. These expenses are paid directly from NJHMFA to the vendor. This update will be included in this report through the end of the pre-development phase.

No change from August: Another expense draw is being prepared for submission to the NJHMFA. This submission will reimburse the Authority approximately \$53,000 in expenses paid for this project.

Pre-Development Funds - NJHMFA for Peck's Beach - #2986				
Pre-Development Uses	Approved Budget	Previously Disbursed	This Transaction - 10/18/18	Balance of Funds
HUD Approvals-Inventories				
Removal/Title Search	\$ 27,500.00	\$ 743.00	\$ 100.00	\$ 26,657.00
Architect	\$ 90,000.00	\$ -	\$ 90,000.00	\$ -
Site Engineer	\$ 66,000.00	\$ 28,772.64	\$ 16,101.66	\$ 21,125.70
Energy Star Review	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Environmental Consultant	\$ 18,500.00	\$ 2,472.50	\$ -	\$ 16,027.50
Geo Tech Consultant	\$ 12,500.00	\$ -	\$ -	\$ 12,500.00
Survey	\$ 7,000.00	\$ 4,620.00	\$ -	\$ 2,380.00
Attorney	\$ 36,000.00	\$ 5,895.00	\$ 990.00	\$ 29,115.00
Consulting Fees	\$ 125,000.00	\$ 37,273.00	\$ 19,542.45	\$ 68,184.55
VHA - \$6,977 TO DATE				\$ -
5% Contingency	\$ 19,175.00	\$ -	\$ -	\$ 19,175.00
Totals	\$ 402,675.00	\$ 79,776.14	\$ 126,734.11	\$ 196,164.75

Budget – Year Ending 9/30/2020

The budget was approved by the board at the July 2019 board meeting and submitted to the NJ Department of Community Affairs, Division of Local Government for approval. Approval was recently received and the final step is for the board to adopt the budget by resolution. A resolution will be presented for budget adoption for the year ending 9/30/2020 at the September board meeting.

PILOT Payment for the Year-Ending 2018

Per the audit for the year-ending 2018, the amount due to the City for the Payment in Lieu of Taxes (PILOT) is \$34,038. This is an \$11,000 increase over the year-ending 2017 PILOT payment. The increase is primarily due to the increase in rental income from 2017 (\$445,488) to 2018 (\$576,064). This payment is on the September bill list.

Rental Assistance Demonstration Program (RAD)

The RAD application has been submitted to HUD. The Authority staff and consultant are in communication with the HUD RAD team to review the options for the OCHA RAD conversion.

There are monthly update calls with the Authority's RAD Transaction Manager for HUD and the Authority's consultant. There are many moving parts regarding the RAD conversion along with the redevelopment of Peck's Beach. A variety of factors including timing, regulations and funding are involved making this a complicated transaction.

The update calls with the HUD Transaction Manager continue. A request was made to HUD to remove the existing CHAP (Commitment to enter into a Housing Assistance Payment) contract, which was based on YE 2016 funding and replace it with a CHAP based on YE 2018 funding. The request was granted, and the new CHAP dated February 7, 2019, was received with the new funding figures.

Rental Assistance Demonstration Program (RAD) (continued)

August 2019: The Authority has received confirmation that additional rental income for the Bayview Manor/Speitel Commons site has been verbally approved. This change in rental income is due to a provision in the RAD conversion rules that will allow the Authority to receive a HUD published Fair Market Rent for 25% of the units, which is a higher rent than what was authorized under the CHAP.

Update: The Authority's consultant, Rick Ginnetti, The Brooke Group, will provide a RAD update at the board meeting.

Peck's Beach – NJHMFA Pre-Development – Speitel Manor at Bayview

Update: The Authority's consultant, Rick Ginnetti, The Brooke Group, will provide an update at the board meeting regarding this project.

Program of All Inclusive Care for the Elderly (PACE)

The Executive and Assistant Executive Director recently met with the Executive Director of a program offered to residents in Cape May County known as PACE. The PACE program is operated in Cape May County by AtlantiCare – Life Connection and assists senior adults (age 55 and older) in living independently in the community and in their homes.

The plan is to introduce the PACE program to Authority residents and to determine if the services offered by this provider is suitable for the resident's needs. There would be no contractual relationship between the Authority and the provider. AtlantiCare and the resident would maintain the contractual relationship.

The Authority staff believes this program and services provided could assist some of residents with independent living.

Below is information from the AtlantiCare Life Connection web-site with a detailed description of their program and the services provided <https://www.atlanticare.org/services/life-connection/why-choose-us>:

AtlantiCare LIFE Connection assists senior adults in living independently in the community and in their homes for as long as possible. We do this by providing comprehensive, high-quality medical and social services tailored to meet the unique needs of each individual. Senior adults in this program are referred to as "participants," because they are viewed as actively participating in their care.

Program of All Inclusive Care for the Elderly (PACE) – cont'd

A physician who specializes in caring for older adults directs the medical services at AtlantiCare LIFE Connection. Our team of health and social service professionals provides and coordinates all of the services, offering "one-stop shopping" for our participants and their family caregivers. Most services are provided to participants in their homes and at our LIFE Connection location in Atlantic City.

AtlantiCare LIFE Connection Services

Participants receive all healthcare services from dedicated AtlantiCare LIFE Connection caring professionals. Other than emergency care, all services are authorized by your care team and delivered by a provider within the LIFE Connection network. As a result, participants may be fully and personally liable for the costs of unauthorized or out-of-network PACE program agreement services not approved by the LIFE Connection team.

Our service package includes:

Primary medical care

Nursing

Social work

Physical therapy

Occupational therapy

Speech therapy

Recreation therapy

Nutrition counseling

Personal care

Transportation

Meals

Home services

Housing

Home healthcare

Personal care

Chore Services

Specialist services

Medical specialist

Audiology

Dentistry

Optometry

Podiatry

Inpatient services

Hospital

Nursing home

Inpatient specialists

Other medical services

Prescriptions

Lab tests/procedures

Radiology services/procedures

Durable medical equipment

Outpatient surgery

Emergency medical care

Medical transportation and escort

Board of Commissioners –Rutgers Training Program Status

Commissioner	Training Program Status
Robert Barr, Chairman	Completed
Robert Scott Halliday, Vice Chairman	Completed
Brian Broadley	In Process
Robert Henry	Completed
Beverly McCall	Completed
Patricia Miles-Jackson	Completed
Patrick Mumman	In Process

Program Statistics Report	10/2018 - 08/2019	2019 AUGUST	2019 JULY	2019 JUNE
<u>Tenant Accounts Receivable</u>				
Number of "non-payment of rent" cases referred to the solicitor	0	2	5	
<u>Tenant Relations</u>				
Total number of units to be inspected in fiscal year	121	121	121	
Number of inspections completed this mo. - all sites (include BB	0	61	61	
Total number of units inspected year-to-date - all sites	670	670	609	
<u>Occupancy</u>				
Monthly Unit Turnaround Time (Avg) (Down, Prep & Lease-up Time)	30	51	75	
Annual Unit Turnaround Time (For Fiscal Year)	52	54	54	
Monthly - Number of Vacancies Filled (this month)	1	3	2	
Monthly - Average unit turnaround time in days for Lease up	10	24.33	31.5	
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	20	26.66	21	
PIC Score	94%	100%	100%	
<u>Vacancies - At end of Month</u>				
Bay View Manor	2	1	1	
Peck's Beach Senior	1	0	2	
Peck's Beach Family	0	1	0	
Total	3	2	3	
Occupancy Rate	97.52%	98.35%	97.52%	
<u>Vacancy Turnovers by VHA Maintenance Staff</u>				
Total Hours	Completed When	Completed When	3	110.00
Average Hours per Vacancy (Br. Sizes 0 thru 4)	Billed Qrtly	Billed Qrtly		40.29
<u>Rent Roll</u>				
Bay View Manor - Elderly/Disabled	\$ 20,057	\$ 20,062	\$ 19,992	
Peck's Beach - Elderly/Disabled	\$ 7,255	\$ 6,668	\$ 6,992	
Peck's Beach - Family	\$ 20,133	\$ 19,998	\$ 19,998	
Total Rent Roll	\$ 47,445	\$ 46,728	\$ 46,982	
<u>Public Housing Waiting List Applicants</u>				
Families - Ocean City Preference	12	5	5	
Families - No Ocean City Preference	158	128	128	
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	34	83	83	
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	216	338	338	
<u>Maintenance Department</u>				
Average work order turnaround time in days - Tenant Generated	9.84	0.25	0.25	
Total Tenant Generated Work Orders	23	40	27	
Number of routine work orders written this month	16	37	5	
Number of outstanding work orders from previous month	72	60	74	
Total number of work orders to be addressed this month	111	137	106	
Total number of work orders completed this month	39	65	46	
Total number of work orders left outstanding	72	72	60	
Number of emergency work orders written this month	1	0	0	
Total number of work orders written year-to-date	1,150	1,111	1,034	
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up,	0	0	0	
<u>Real Estate Assessment Center (REAC) Scores</u>				

Program Statistics Report	10/2018 - 08/2019	2019	2019	2019
		AUGUST	JULY	JUNE
Year-End 2018 - TBD				
Year-End 2017 - Audited		68	68	68
Year-End 2016 - Audited		85	85	85
Year-End 2015 - Audited		88	88	88
Year-End 2014 - Audited		86	86	86
Year-End 2013 - Audited		97	97	97
Year-End 2012 - Audited		100	100	100
Year-End 2011 - Audited		100	100	100

Ocean City Housing Authority
Cash Report
As of August 31, 2019

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 08/31/2019 **\$289,225.95**

Add: A/R-Tenants 8/2019	Current	\$ 3,119.04	\$10,100.58
	Past	6,981.54	

PREDEVELOPMENT EXPENSES REIMBURSABLE
FROM NJHMFA (9 bills)- Craig Test Boring (3), NJDEP,
Marathon Engineering (2), State Treas, Cape Atlantic
Conserv Dist, Cape May Cty Treas **\$62,670.00**

Less: Bill List payments - Sept 2019 **(\$91,764.05)**

Accrued Expenses - Total from detail below **(\$35,258.00)**

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	110,000.00	11	(2,123.67)
Bad Debt	5,000.00	11	4,583.33
Comp Absences	5,500.00	11	5,041.67
P.I.L.O.T.	30,280.00	11	27,756.67
Net Accrual	150,780.00		35,258.00

Net Cash Position Before Amounts Due City of Ocean City **\$234,974.48**

Less: Accrued P.I.L.O.T - Year-End 9/30/2018-Audited (INCLUDED IN BILL LIST) **\$0.00**

Net Cash Balance **\$234,974.48**

Summary of Payments to the City of Ocean City

		<u>Total Paid</u>	<u>Balance</u>
Due to City of Ocean City for Storm Sandy FEMA per 9/30/2016 Audit			\$ (252,434)
PAYMENTS:			
OCT - DEC 2018	\$ 15,000	\$ 15,000	\$ (237,434)
JAN - JUL 2019	\$ 85,000	\$ 100,000	\$ (152,434)
AUG 2019	\$ 152,434	\$ 252,434	\$0.00

	<u>Average Expenses*</u>	<u>Cash Available</u>	
Per Month	\$ 74,813	3.14	Months
Per Day	\$ 2,494	94	Days

*Average Expenses Net of Payment to City of OC.

**Ocean City Housing Authority
County of Cape May
State of New Jersey**

**RESOLUTION NO. 2019-38
A Resolution Approving Regular Monthly Expenses**

WHEREAS, the Housing Authority of the City of Ocean City incurred various financial obligations since the last meeting; and it is the desire of the Commissioners of said Authority to have their obligations kept current; and,

WHEREAS, prior to the Board meeting, a member of the Board of Commissioners read and reviewed the itemized list of incurred expenses attached hereto and does recommend payment of the expenses on the Bill List in the amount of **\$91,764.05**.

NOW, THEREFORE, BE IT RESOLVED that the Secretary-Treasurer be and is hereby authorized to pay the current bills that are presented to the Board of Commissioners for consideration on this date.

ADOPTED: September 17, 2019

VOTE:

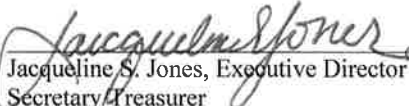
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					✓
Commissioner McCall	✓				✓	
Commissioner Jackson				✓		
Commissioner Henry	✓					
Commissioner Mumman	✓					
Commissioner Broadley	✓					
Chairman Barr	✓					

OCEAN CITY HOUSING AUTHORITY

BY: 
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on September 17, 2019 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: 
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

**OCEAN CITY HOUSING AUTHORITY
BILL LIST - SEPT 2019**

Check #	Vendor	Invoice Notes	Total Amount
1884	ACE PLUMBING	Maint Supplies	35.23
1885	ADVANCED CABINETRY	Countertop #333 PBSR	150.00
1886	ADVANCED ENVIRO SYSTEMS	Planned maintenance - trash compactor	475.00
1887	ALL ENVIRONMENTAL (AEI)	RAD CNA E-tool - Speitel Commons	1,950.00
1888	AMBIENT COMFORT	HVAC repairs	392.00
1889	ATLANTIC CITY ELECTRIC	Aug 2019 Electric	6,590.15
1890	AT&T	Sept 2019 Elevator phone service	112.67
1891	LINDA AVENA	Sept 2019 Accounting Services	1,250.00
1892	BROOKE GROUP	July 2019 Consulting	480.00
1893	CALL EXPERTS	Sept 2019 Answering Svc	116.39
1894	CITY OF OCEAN CITY	PILOT FYE 9/30/18	34,038.00
1895	CLEAN SWEEP	Aug 2019 BVM Cleaning	1,850.00
1896	COPIER PLUS	Aug 2019 copier lease/overage	13.28
1897	DELTA DENTAL	Oct 2019 dental coverage	172.84
1898	DRAIN DOCTOR	Maint Contract - Plumbing	1,120.00
1899	FLORENCE DRISCOLL	Sept 2019 Tenant Services	200.00
1900	ERNIE'S MAGIC CARPET	Carpet replacement	1,213.59
1901	FEDERAL EXPRESS	Aug 2019 Service	60.38
1902	FORD, SCOTT & ASSOC.	Audit FYE 9-30-2018	9,000.00
1903	EISENSTAT, GABAGE & FURMAN	Legal svcs - Jul & Aug 2019	1,970.00
1904	GENSERVE	Service call BVM	170.25
1905	GLEN O. STULL	Sept 2019 Medicare B Reimb & RX reimb	479.50
1906	ROBERT HARRIS	Sept 2019 Trash Room Cleaning	200.00
1907	HD SUPPLY	Maint Supplies	1,057.29
1908	HOME DEPOT CREDIT	Maint Supplies	45.29
1909	HOME DEPOT PRO	Maint Supplies	30.17
1910	HUMANA INSURANCE	Retiree Prescription - Oct 2019	24.40
1911	JOHN J. SPITZ	Aug 2019 RX Copay reimb & Sept 2019 Medicare B & RX plan reimb	740.32
1912	JACQUELINE JONES	Reimb for out of pocket expense	50.00
1913	MARATHON ENGINEERING	Plans & Reimbursables for Speitel Commons	850.00
1914	MAX COMMUNICATIONS	Cloud Services	463.53
1915	NJ AMERICAN WATER	Aug 2019 Water	6,530.12
1916	OMEGA PEST MGMT	Aug 2019 Pest Control	588.50
1917	ROBERT L. ROWELL	Sept 2019 - Maint grounds labor	200.00
1918	RPM LANDSCAPE CONTRACTOR	Aug 2019 Landscaping	2,730.00
1919	SHORE GUYS HEATING & AIR CONDITIONING	HVAC - P-tac unit	1,175.00
1920	SHOEMAKER LUMBER	Maint Supplies	13.29
1921	SOUTH JERSEY GAS	Aug 2019 - Gas	797.53
1922	SUPERIOR VISION	Oct 2019 Vision coverage	19.71
1923	THYSSENKRUPP ELEVATOR CORP	Elevator Maint w/phone monitoring	1,600.02
1924	US BANK EQUIPMENT FINANCE	Sept 2019 Copier Contract	185.01
1925	VECTOR SECURITY	Alarm monitoring	340.20
1926	VERIZON DSL	Aug 2019 Fax & Phone lines	138.33
1927	VERIZON WIRELESS	Sept 2019 Maint Cell Phone	55.22
1928	VINELAND HOUSING AUTHORITY	Sept 2019 mgmt fees; postage	6,375.65
1929	WALLACE HARDWARE	Maint Supplies	6.68
1930	WB MASON	Office Supplies	34.16

182299192110	HORIZON BCBS OF NJ	Sept 2019 Health Benefits	2,340.85
	TOTAL AUG DISBURSEMENTS		\$ 88,430.55
	PAYROLL - AUG 2019		\$ 2,131.34
	PAYROLL TAXES - AUG 2019		\$ 674.14
	ADP PAYROLL PROCESSING FEES - AUG 2019		\$ 114.68
	PENSION -AUG 2019		\$ 349.44
	PNC BANK FEE -AUG 2019		\$ 63.90
	TOTAL BILL LIST -SEPT 2019		\$ 91,764.05

**Ocean City Housing Authority
County of Cape May
State of New Jersey**

**RESOLUTION NO. 2019-39
ADOPTED BUDGET RESOLUTION
FISCAL YEAR: FROM OCTOBER 1, 2019 TO SEPTEMBER 30, 2020**

WHEREAS, the Annual Budget and Capital Budget/Program for the Ocean City Housing Authority for the fiscal year beginning October 1, 2019 and ending, September 30, 2020 has been presented for adoption before the governing body of the Ocean City Housing Authority at its open public meeting of September 17, 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 \$1,132,840, Total Appropriations, including any Accumulated Deficit, if any, of \$1,111,090 and Total Unrestricted Net Position utilized of \$0; and

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of Ocean City Housing Authority, at an open public meeting held on September 17, 2019 that the Annual Budget and Capital Budget/Program of the Ocean City Housing Authority for the fiscal year beginning, October 1, 2019 and, ending, September 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.

ADOPTED: September 17, 2019

VOTE:

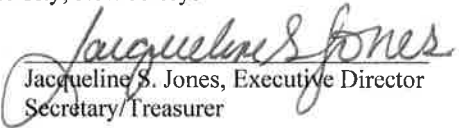
Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	X					
Commissioner McCall	X					X
Commissioner Jackson				X		
Commissioner Henry	X					
Commissioner Mumman	X				X	
Commissioner Broadley	X					
Chairman Barr	X					

OCEAN CITY HOUSING AUTHORITY

BY: 
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on September 17, 2019 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: 
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

2019 ADOPTION CERTIFICATION

Ocean City Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2019 TO: 9/30/2020

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 Ocean City Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 17th day of, September, 2019.

Officer's Signature:			
Name:	Jacqueline S. Jones		
Title:	Executive Director		
Address:	204 4 th Street Ocean City, NJ 08226		
Phone Number:	609-399-1062	Fax Number:	609-399-7509
E-mail address	jjones@vha.org		

2019 ADOPTED BUDGET RESOLUTION FOR THE OCEAN CITY HOUSING AUTHORITY

RESOLUTION: 2019-39

FISCAL YEAR: FROM: OCT. 1, 2019 TO: SEPT. 30, 2020

WHEREAS, the Annual Budget and Capital Budget/Program for the Ocean Housing Authority for the fiscal year beginning October 1, 2019 and ending, September 30, 2020 has been presented for adoption before the governing body of the Ocean City Housing Authority at its open public meeting of September 17, 2019; and

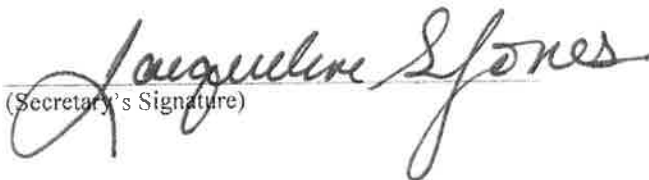
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as presented for adoption reflects \$1132,840, Total Revenues of Total Appropriations, including any Accumulated Deficit, if any, of \$1,117,090 and Total Unrestricted Net Position utilized of \$0; and

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of Ocean City Housing Authority, at an open public meeting held on September 17, 2019, that the Annual Budget and Capital Budget/Program of the Ocean City Housing Authority for the fiscal year beginning, October 1, 2019 and, ending, September 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)

9/17/19
(Date)

Governing Body Member:	Recorded Vote Aye	Nay	Abstain	Absent
Vice Chairman Halliday	X			
Commissioner McCall	X			
Commissioner Jackson				X
Commissioner Henry	X			
Commissioner Mumman	X			
Commissioner Broadley	X			
Chairman Barr	X			

**Ocean City Housing Authority
County of Cape May
State of New Jersey**

RESOLUTION NO. 2019-40

WHEREAS, the Ocean City Housing Authority is required to have a professional certified public accountant to act as its Management Fee Accountant; and

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for Management Fee Accountant services; and

WHEREAS, one proposal was submitted and reviewed; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners to award a one-year contract to **Linda M. Avena, CPA, PA**, to provide the Ocean City Housing Authority with its Management Fee Accountant services for its fiscal year commencing October 1, 2019 through September 30, 2020 for a cost of \$17,500.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Management Fee Accountant contract to **Linda M. Avena, CPA, PA**, for the term indicated above.

ADOPTED: September 17, 2019

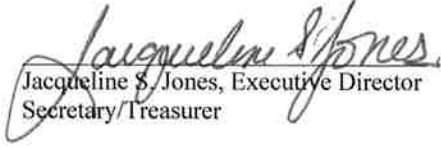
Commissioner	Yes	No	Abstain	Absent	Motion	Second	VOTE:
Vice Chairman Halliday	✓						
Commissioner McCall	✓				✓		
Commissioner Jackson				✓			
Commissioner Henry	✓						
Commissioner Mumman	✓					✓	
Commissioner Broadley	✓						
Chairman Barr	✓						

OCEAN CITY HOUSING AUTHORITY

BY: 
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on September 17, 2019 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.


By: 
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

CERTIFICATION

Funding is available for:

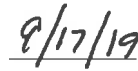
FEE ACCOUNTANT SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4170-00.



Wendy Hughes

Certifying Financial Officer



Date

Comparison of Accounting Firms Submitting RFP 2019-2020

Evaluation Factors	Vendor Name									
	Possible Points	AVENA ACCOUNTANTS								
1. Overall accounting approach and methodology	20									
2. Demonstrated experience and competence in the accounting of government agencies	20									
3. Proposer's accounting experience with Housing Authorities; Budgeting; Tenant Accounting; Project Based Accounting; Federal & State Housing Regulations and Statutes	30									
4. Specialized experience of key personnel in Housing Authority programs	20									
5. Firm's Equal Opportunity Policy. Each proposer must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex, or national origin	10									
Cost Breakdown										
CPA Rate per hour		\$ 156.25								
Attendance at Board Meeting		\$ 156.25								

No other RFP's received.

THE HOUSING AUTHORITY OF OCEAN CITY
 UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM
 ACCOUNTING SERVICES
 UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
ACCT-HOURS	Provide price per hour for Accountant (CPA)	156.25	100	15625.00
ACCT-BOARD	Provide price to complete monthly report and present report at monthly Board of Commisioners Meeting	156.25	12	1875.00

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.

THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED.

Total Price of all rows \$ **17,500.00**

TOTAL PRICE IN WRITTEN WORD FORM

The bid price is to contain all direct and indirect costs, including out-of-pocket expenses.

Linda M Avena CPA PA BY: Linda M Cavallo

Firm Name

2581 E Chestnut Avenue, Ste B, Vineland, NJ 08361

Street, Town, State, Zip Code

(856) 696-8000

(856) 794-1295

Telephone

Fax

Sworn to and subscribed
before me

day of

Signature of proposer if the proposer is an individual

Signature of partner if proposer is a partnership

Signature of officer if the proposer is a corporation

President

Title

Patricia J Pearson
 (SEAL)
 Notary Public
 New Jersey

My Commission Expires 12-3-22
No. 2207910

LINDA M. AVENA
Certified Public Accountant

PROFESSIONAL ASSOCIATION
2581 E. CHESTNUT AVENUE, SUITE B
VINELAND, NEW JERSEY 08361

MASTER OF SCIENCE IN TAXATION

MEMBER
AMERICAN INSTITUTE OF CPAS
NEW JERSEY SOCIETY OF CPAS

(856) 696-8000 • FAX (856) 794-1295

email: linda@avenacpa.com

August 8, 2019

Ocean City Housing Authority
204 4th Street
Ocean City, NJ 08226

Re: Request for Proposal
Fee Accounting Services
Fiscal Year Ending September 30, 2019

To Whom It May Concern:

Enclosed is our fee proposal form for accounting services for the fiscal year ending September 30, 2020.

We are proposing a fee in the amount of \$17,500.00. This quote is based on the time estimated to provide all the accounting services necessary throughout the year that is required in the scope of responsibility stated in the fee proposal documents.

Our estimated hours are higher than those stated in the unit pricing table on the fee proposal form. The combined 112 hours stated on the unit pricing table does not reflect enough time to provide all of the services listed under the scope of responsibility. Our proposed fee is based on 269 1/4 hours at the rate of \$65.00 per hour.

Any additional work required by the Ocean City Housing Authority beyond the normal scope of accounting services listed in this proposal shall be billed at the rate of \$65.00 per hour. Additional work includes, but is not limited to, services performed for new entities, projects or programs.

It has been a pleasure working with the Ocean City Housing Authority as your Fee Accountant. We look forward to continuing this professional relationship in the future.

Very truly yours,

Linda M Cavallo

Linda M. Cavallo
Certified Public

Enclosures

**Ocean City Housing Authority
County of Cape May
State of New Jersey**

**RESOLUTION NO. 2019-41
Resolution Awarding Professional Auditing Services Contract**

WHEREAS, the Ocean City Housing Authority is required to have professional auditing services performed annually; and

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for auditing services for the fiscal year ending September 30, 2019; and

WHEREAS, one proposal for Auditing Services was submitted and reviewed; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners to award a contract to **Ford, Scott & Associates, LLC** for the Authority's auditing services contract at a cost not to exceed \$9,000 for the fiscal year ending September 30, 2019; and

WHEREAS, said audit report shall be completed no later than June 30, 2020.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to award the Auditing Services Contract to **Ford, Scott & Associates, LLC** for the fiscal year ending September 30, 2019.

ADOPTED: September 17, 2019

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					✓
Commissioner McCall	✓				✓	
Commissioner Jackson				✓		
Commissioner Henry	✓					
Commissioner Mumman	✓					
Commissioner Broadley	✓					
Chairman Barr	✓					

OCEAN CITY HOUSING AUTHORITY

BY: _____

Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on September 17, 2019 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____

Jacqueline S. Jones
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

CERTIFICATION

Funding is available for:

AUDITING SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4171-00.

A handwritten signature in cursive script, reading "Wendy Hughes", is written over a horizontal line.

Wendy Hughes

Certifying Financial Officer

A handwritten date "9/17/19" is written over a horizontal line.

Date

Comparison of Auditing Firms Submitting RFP 2019-2020

Evaluation Factors	Vendor Name						
	Possible Points	FORD SCOTT & ASSOCIATES LLC					
	10						
1. Overall audit approach and methodology							
2. Demonstrated experience and competence in the audit of government agencies manner.	15						
3. Proposer's professional experience with the "Single Audit Act" or in audits of the United States Department of Housing and Urban Development (HUD) or similar governmental audits	20						
4. Capability and capacity to accomplish work within the required time period	10						
5. Geographic location of the firm relative to the proximity to the Housing Authority	5						
6. Specialized experience of key personnel in Housing Authority programs	20						
7. Firm's Equal Opportunity Policy. Each proposer must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex, or national origin	10						
8. Fee structure as shown on the unit pricing document in the RFP	10						
Cost Breakdown							
Cost of Complete Audit		\$	9,000.00				

No other RFP's received.

THE HOUSING AUTHORITY OF OCEAN CITY
 UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM

AUDITING SERVICES

UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
AUDIT-HOURS	Provide price for complete Audit FYE September 30, 2019 as defined in the scope above. Include the estimated number of hours needed to complete the Audit.			
160.0		\$45 to \$200	160.0	\$9,000.00

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.

THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED.

Total Price of all rows \$ 9,000.00

Nine Thousand and 00/100 Dollars

TOTAL PRICE IN WRITTEN WORD FORM

The bid price is to contain all direct and indirect costs, including out-of-pocket expenses.

Ford, Scott & Associates, L.L.C. BY: Leon P. Costello

Firm Name

1535 Haven Avenue, Ocean City, NJ 08226

Street, Town, State, Zip Code

609-399-6333

Telephone

609-399-3710

Fax

Sworn to and subscribed
before me

Signature of proposer if the proposer is an individual

20 day of August 2019

Signature of partner if proposer is a partnership

Susan M. [Signature]
Notary Public

Partner

(SEAL)

Signature of officer if the proposer is a corporation

Title

**Ocean City Housing Authority
County of Cape May
State of New Jersey**

**RESOLUTION NO. 2019-42
Resolution Awarding Legal Services Contract – General Counsel**

WHEREAS, the Ocean City Housing Authority is required to have licensed legal representation to act as its solicitor; and

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for Legal Services; and

WHEREAS, two proposals for Legal Services was submitted and reviewed; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners a one-year contract to **Eisenstat, Gabage, & Furman** to provide the Ocean City Housing Authority with its legal services for its fiscal year commencing October 1, 2019 through September 30, 2020 for a yearly retainer of \$15,000 and additional services per the rates attached hereunto.


NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Legal Services Contract to **Eisenstat, Gabage, & Furman** for the term indicated above.

ADOPTED: September 17, 2019

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓				✓	
Commissioner McCall	✓					✓
Commissioner Jackson				✓		
Commissioner Henry	✓					
Commissioner Mumman	✓					
Commissioner Broadley	✓					
Chairman Barr	✓					

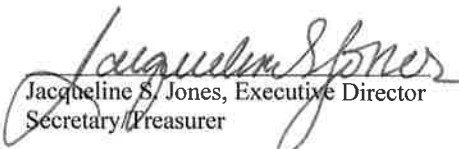
OCEAN CITY HOUSING AUTHORITY

BY: 
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on September 17, 2019 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By:


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

CERTIFICATION

Funding is available for:

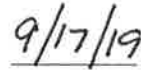
LEGAL SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4130-00.

A handwritten signature in cursive script, reading "Wendy Hughes", is written over a horizontal line.

Wendy Hughes

Certifying Financial Officer

A handwritten date "9/17/19" is written in a cursive style.

Date

Comparison of Legal Firms Submitting RFP 2019-2020
GENERAL COUNSEL

Evaluation Factors	Possible Points	Vendor Name					
		EISENSTAT, GABAGE, AND FURMAN	GRACE MARMERO & ASSOCIATES LLP				
1. General Legal Experience	20	19	19				
2. Legal experience with Landlord/Tenant; Fair Housing; Contract; Litigation; Collection; Labor/Management Negotiations; Grievance Proceedings; Housing Issues; Administrative Law; Real Estate Acquisition;	20	18.33333333	15.33333333				
3. Experience representing a NJ Public Housing Authority; Knowledge & Experience with Federal & State Regulations and Statutes	20	18.66666667	14.33333333				
4. Specialized experience of key personnel in Housing Authority programs	20	18	15.33333333				
5. Firm's Equal Opportunity Policy. Each proposer must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex, or national origin	10	10	10				
6. Fee structure as shown in the RFP unit pricing document.	10	9.66666667	4.66666667				
Total		93.66666667	78.66666667				

Cost Breakdown							
Legal Counsel cost per hour	\$	150.00	\$	150.00			
Paralegal cost per hour	\$	-					
Monthly Retainer Fee	\$	1,250.00					
Cost to file for non-payment of rent	\$	75.00					
Cost to appear for non-payment of rent case	\$	75.00					

THE OCEAN CITY HOUSING AUTHORITY
UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM
LEGAL SERVICES
UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
LEGAL-CNSL	Provide price per hour for General Counsel as defined in the scope above.	\$150	20	\$3,000*
LEGAL-PARA	Provide price per hour for a Paralegal as defined in the scope above.	None	10	**
LEGAL-RETAIN	Provide a price for monthly retainer fee as defined in the scope above.	N/A	12	\$15,000 Annual***
LEGAL-FILING	Provide a price to file legal action for non-payment of rent. (residents - Public Housing, Section 8, Affordable Housing, Low Income Tax Credit)	\$75	10	\$750
LEGAL-APPEAR	Provide a price to appear in court to represent OCHA in non-payment of rent case. (residents - Public Housing, Section 8, Affordable Housing, Low Income Tax Credit)	\$75	5	\$375

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.
THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED.

Total Price of all rows	\$16,125
-------------------------	----------

Sixteen Thousand One Hundred Twenty Five Dollars
TOTAL PRICE IN WRITTEN WORD FORM

The bid price is to contain all direct and indirect costs, including out-of-pocket expenses.

Eisenstat, Gabage &
Furman, P.C. BY: Charles W. Gabage, Esquire
Firm Name

1179 E. Landis Avenue, Vineland, NJ 08360
Street, Town, State, Zip Code

856-691-1200
Telephone

856-691-0414
Fax

Signature of proposer if the proposer is an individual

Signature of partner if proposer is a partnership

Signature of officer if the proposer is a corporation
Charles W. Gabage

Vice President &
Title Treasurer

Sworn to and subscribed
before me on this

13th

day of August 2019

Patricia C. Serad
Notary Public

(SEAL)
PATRICIA C. SERAD
NOTARY PUBLIC OF NEW JERSEY
MY COMMISSION EXPIRES 12-10-2019

* Included in \$15,000
annual retainer
(\$1,250 Monthly)

** No billing for non
Lawyer services

*** At OCHA's option,
OCHA may retain
Proposer at an
hourly rate of \$150
for services performed
which will be billed
monthly
or
OCHA can retain
Proposer based upon
an annual retainer
to be billed monthly

**PROPOSAL FOR FEES FOR LEGAL SERVICES FOR
THE HOUSING AUTHORITY OF THE CITY OF OCEAN CITY**

Retainer Requested: Annual retainer of \$15,000.00. It is proposed that the Authority be billed hourly based upon the work performed. Absent unusual circumstances, it is unlikely that the entire \$15,000.00 retainer will be billed.

Landlord/Tenant Matters: The \$15,000.00 retainer stated above would include landlord/tenant matters. It would be in the Authority's best interest that landlord/tenant matters also be billed at the rate of \$150.00 per hour.

Travel Time: Travel time to be billed at the normal hourly rate of \$150.00 per hour but usually for only one-way travel.

Paralegal, Administrative and Secretarial Services: There are no additional charges for these services. They are included in the attorney's hourly rate.

The above proposal will remain in effect for the second year of the contract, if applicable.

Authorized signature:

By: 

Charles W. Gabage, Esquire
Vice President and Treasurer

Eisenstat, Gabage & Furman, P.C.
1179 E. Landis Avenue
Vineland, NJ 08360
(856) 691-1200
charles.gabage2@gmail.com

**Ocean City Housing Authority
County of Cape May
State of New Jersey**

**RESOLUTION NO. 2019-43
Resolution Awarding Consulting Services Contract**

WHEREAS, the Ocean City Housing Authority has solicited Requests for Proposals for Consulting Services; and

WHEREAS, one proposal for Consulting Services was submitted and reviewed; and

WHEREAS, the Ocean City Housing Authority recommends to its Board of Commissioners to award a one-year contract to **The Brooke Group** to provide the Ocean City Housing Authority with its consulting services for one year commencing October 1, 2019 through September 30, 2020 per the rates attached hereunto.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Consulting Services contract to **The Brooke Group** for the term indicated above.

ADOPTED: September 17, 2019

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓					
Commissioner McCall	✓					
Commissioner Jackson				✓		
Commissioner Henry	✓					
Commissioner Mumman	✓				✓	
Commissioner Broadley	✓					✓
Chairman Barr	✓					

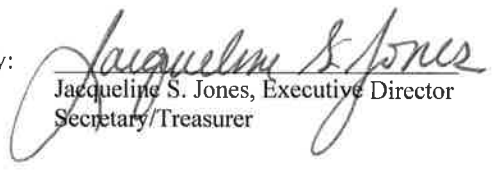
OCEAN CITY HOUSING AUTHORITY

BY: 
Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on September 17, 2019 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By:

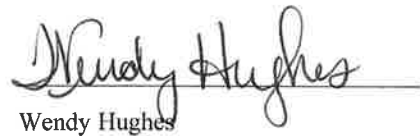

Jacqueline S. Jones, Executive Director
Secretary/Treasurer

CERTIFICATION

Funding is available for:

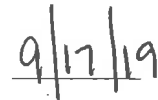
CONSULTING SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4182-00.

A handwritten signature in cursive script that reads "Wendy Hughes". The signature is written in black ink and is positioned above a horizontal line.

Wendy Hughes

Certifying Financial Officer

A handwritten date "9/17/19" in black ink, written in a simple, legible style.

Date

Comparison of Consulting Firms Submitting RFP 2019-2020

Evaluation Factors	Vendor Name									
	Possible Points	The Brooke Group								
1. Capabilities of the Team or Firm:	50									
2. Knowledge and Skills of the Individuals to be Assigned:	25									
3. Proposed Terms: cost for services	25									
Total	100									

No other RFP's received.

[illegible]

THE OCEAN CITY HOUSING AUTHORITY
UNIT PRICING - VENDOR MUST FILL IN ALL FIELDS - DO NOT ALTER FORM
CONSULTING SERVICES
UNIT PRICING TABLE PAGE 1 OF 1

CODE	DESCRIPTION	BILLING RATE PER HOUR	ESTIMATED HOURS	TOTAL PRICE
CNSLT-HOURS	Provide price per hour for Principle/Senior Associates	125	50	6250
CNSLT-CLERICAL	Provide price per hour for clerical work.	45	20	900
CNSLT-LEGAL	Provide price per hour for Legal Consultation - legal counsel should be familiar with Housing matters (Public Housing, Affordable, Tax-Credit, Etc.) (Vendor may choose to use their in-house counsel or contracted legal counsel)		5	N/A
CNSLT-FINANCE	Provide price per hour for financial caseworker	100	10	1000
CNSLT-CSWRK	Provide price per hour for resident caseworker.	100	10	1000

ESTIMATED QUANTITIES LISTED ARE FOR CALCULATION PURPOSES ONLY.

THE HOUSING AUTHORITY RESERVES THE RIGHT TO ADJUST THESE QUANTITIES AS NEEDED.

Total Price of all rows \$ 9,150.00

Nine Thousand One Hundred Fifty
TOTAL PRICE IN WRITTEN WORD FORM

The bid price is to contain all direct and indirect costs, including out-of-pocket expenses.

Firm Name <u>The Brooke Group</u>		BY: <u>Holly Ginnetti</u>
Street, Town, State, Zip Code <u>209 E. Eggert Dr., Galloway, NJ 08205</u>		
Telephone <u>(609) 652-7788</u>	Fax <u>(609) 652-2065</u>	
Signature of proposer if the proposer is an individual <u>[Signature]</u>		Sworn to and subscribed before me <u>Holly Ginnetti</u>
Signature of partner if proposer is a partnership <u>[Signature]</u>		day of <u>August</u> , 20 <u>19</u>
Signature of officer if the proposer is a corporation <u>[Signature]</u>		Notary Public (SEAL)
Title <u>[Signature]</u>		

HIMANSHU PATEL
Notary Public - State of New Jersey
My Commission Expires Dec 16, 2020

Proposed Fee Schedule

The Brooke Group is prepared to provide the services as needed or requested paid at the following rates:

Managing Director and Executive Associates

- Richard Ginnetti \$125 per hour
- Errol Shorter

Professional Staff

- Holly Ginnetti \$100 per hour
- Stefanie Watts

Clerical

\$45 per hour

The Brooke Group will provide appropriate qualifications and information on staff and associates not already listed in the response to this RFP prior to staff or associate implementing any work or activities under this agreement.

Our hourly rate includes all related paper, mailing, printing, fax phones, etc.

**Ocean City Housing Authority
County of Cape May
State of New Jersey**

RESOLUTION NO. 2019-44

Resolution of the Housing Authority of the City of Ocean City Authorizing the Executive Director to Execute and Submit an Updated Application to the New Jersey Housing and Mortgage Finance Agency (HMFA) and Execute Associated documents required by the HMFA for its Final Funding Approval

WHEREAS, the Ocean City Housing Authority (OCHA owns Senior housing units in two Projects, Pecks Beach Village Senior and Bayview Manor which are part of HUD project NJ053000001 (the Project); and

WHEREAS, the Project consists of 81 units, 20 at Pecks Beach Senior and 61 at Bayview Manor; and

WHEREAS, the Pecks Beach Senior suffered significant damage during Super Storm Sandy and due to its flood elevation is subject to ongoing flooding in the future; and

WHEREAS, the first floor of Bayview Manor is below the FEMA Flood elevation requirements, and

WHEREAS, the OCHA intends to demolish the Pecks Beach Senior and to rebuild 32 one-bedroom units at the Bayview Manor Site to be known as Speitel Commons at Bayview Manor; and

WHEREAS, the OCHA intends to relocate 12 units from the ground floor of Bayview manor to the new building, and

WHEREAS, the HMFA received CDBG-DR funds in part to assist housing authorities to rehabilitate, and redeveloped public housing units that suffered damaged during Super Storm Sandy, and

WHEREAS, The OCHA had applied for funding under this program in December 2013 to assist in this redevelopment effort and received conditional approval to proceed, and

WHEREAS, the HMFA requested that the OCHA update the Application for its submission to its Board for final funding approval for this redevelopment effort, and

WHEREAS, the HMFA has other associated documents including but not necessarily limited to the Duplications of Benefits Affidavit, Owner Certification, and Developer Certification that also require execution by the Executive Director.

NOW, THEREFORE BE IT RESOLVED ON THE 17th DAY OF SEPTEMBER, 2019, by the Board of Commissioners of the Ocean City Housing Authority authorizing the Executive Director to execute and submit the updated HMFA funding application and execute the associated documents required by the HMFA for its final funding approval.

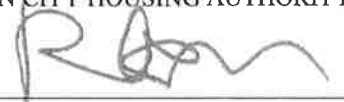
ADOPTED: September 17, 2019

VOTE:

Commissioner	Yes	No	Abstain	Absent	Motion	Second
Vice Chairman Halliday	✓				✓	
Commissioner McCall	✓					
Commissioner Jackson				✓		
Commissioner Henry	✓					
Commissioner Mumman	✓					✓
Commissioner Broadley	✓					
Chairman Barr	✓					

OCEAN CITY HOUSING AUTHORITY

BY: _____

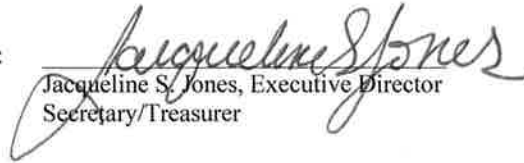


Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on September 17, 2019 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____



Jacqueline S. Jones, Executive Director
Secretary/Treasurer

PART I -- PROJECT INFORMATION SUMMARY

This form must be completed for all projects.

PROGRAM(S) YOU ARE APPLYING FOR (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> HMFA Financing
<input type="checkbox"/> Construction Financing Only
<input type="checkbox"/> Permanent Financing Only
<input checked="" type="checkbox"/> Construction/Permanent
<input type="checkbox"/> Tax-Exempt Bonds (Volume Cap)
<input type="checkbox"/> 501(c)(3) Tax-Exempt Bonds
<input type="checkbox"/> Taxable Bonds
<input type="checkbox"/> Conduit Bonds
<input type="checkbox"/> Special Needs Housing Trust Fund
<input type="checkbox"/> Special Needs Housing Partnership Program
<input type="checkbox"/> Section 811 Rental Subsidy
<input type="checkbox"/> Other Special Needs _____ | <input type="checkbox"/> Low Income Housing Tax Credits
<input type="checkbox"/> 4% credit (federally subsidized)
<input type="checkbox"/> 9% credit (non federally subsidized)

<input type="checkbox"/> Preservation Financing
<input type="checkbox"/> HMFA Portfolio
<input type="checkbox"/> Section 8 Project
<input type="checkbox"/> Section 236 Project
<input type="checkbox"/> Section 202 Project
Date Current Mortgage Expires: _____
Date IRP or HAP Expires: _____ |
|--|---|
- ☒ **Community Development Block Grant - Disaster Recovery (CDBG - DR) \$ 4,505,213 (total amt)**
☐ Fund for Restoration of Multifamily Housing (FRM)
☐ Sandy Special Needs Housing Funds (SSNHF)
☐ Fund for Restoration of Multi-Family Public Housing Authority Set-Aside Program (FRM-PHA)

PROJECT INFORMATION

Project Name (as it will appear on mortgage documents) Housing Authority of the City of Ocean City, New Jersey

Primary address for project: 308 6th St

City Ocean City

County _____

Cape May

Zip Code _____

08226

Building Address	Block	Lot	# of Units	# of Special Needs Beds	Census Tract #	Rehab, New Construction, or Acquisition Only
308 6 th St	605	1	32		201.01	New Construction

(If more space is needed, see last page)

Number of Currently Occupied DU's: 32 Total Number of Units: 32

Is the project a current Low Income Housing Tax Credit project? If so, please provide the LITC # _____

**Please note that Building Identification Numbers (BINs) cannot change. Once BINs are issued by NJHMFA and reported to the IRS, they will remain the same even in the case of resyndication.*

CONSTRUCTION TYPE

- ☐ Rehabilitation/Vacant
☐ Rehabilitation/Occupied
☐ Moderate Rehabilitation
☐ Substantial Rehabilitation

- ☐ Conversion
☐ Historic
☒ New Construction
☐ Modular

PROJECT CLASSIFICATION: (Please check all that apply)

- ☐ Family
☒ Senior Citizens*
☐ Nonprofit Sponsored
☐ Scattered Site Single Family
☐ Scattered Site Duplex
☐ Supportive Housing
☐ Market Rate Units
☐ Ready to Grow area
☐ Planning Area _____

- ☒ Energy Star Homes
☐ Energy Benchmarking
☐ Green Tax Credit Point
☐ Enterprise Green Communities
☐ National Green Building Standard
☐ Living Building Challenge
☐ Climate Choice Homes Program/
 Energy Star Tier 3
☐ Passive House
☐ LEED Certification

*NOTE: Units financed by Special Needs Program Funds may not be age-restricted to individuals age 55 and older.

LEGISLATIVE DISTRICTS

Congressional 2nd

State Senate/Assembly 1st

BUILDING TYPE

	# of Buildings	# of Stories	# of Residential Stories	# of Units	Elevator (Yes or No)
Lo-Rise (1-4 stories)	<u>1</u>	<u>3</u>	<u>3</u>	<u>32</u>	<u>Y</u>
Mid/High-Rise (5+ stories)	_____	_____	_____	_____	_____
Garden Apartments	_____	_____	_____	_____	_____
Rowhouse/Townhouse	_____	_____	_____	_____	_____
Semi-detached	_____	_____	_____	_____	_____
Single Family	_____	_____	_____	_____	_____
TOTALS	_____	_____	_____	_____	_____

PROJECT DEVELOPMENT SCHEDULE

Month/Year

Preliminary Site Plan Approval
 Final Site Plan Approval
 Local, County and/or State Planning and Variance Approvals
 Local, County and/or State Environmental Approvals
 Closing and Transfer of Property
 Construction Start
 Construction Completion
 Lease-Up
 Expenditure of 10% of Reasonably Expected Basis (if applicable)
 Anticipated Placed in Service Date
 Anticipated Completion of Rent-Up

n/a
5/18/18
12/1/19
n/a
3/15/20
11/1/21
N/A

11/1/21
12/1/21

Anticipated Start of Compliance Period _____

PROJECT DESCRIPTION

Site Acreage 1.03 acres
 Number of buildings 1
 Number of buildings containing low-income units 1
 Number of buildings containing special needs units _____

UNIT DISTRIBUTION (Do not include non-revenue units)

Type of Unit (1BR, 2BR, etc.)	# of Affordable Units (up to 60%)	# of Moderate-Income Units (>60% to 80%)	# of Market Rate Units	# of Special Needs Units (included in # of Affordable Units)	TOTAL
<u>1BR</u>	<u>32</u>	_____	_____	_____	<u>32</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<u>TOTAL</u>	<u>32</u>	_____	_____	_____	<u>32</u>

NON-REVENUE UNITS: Indicate number of units, BR count and intended use (i.e. super's unit). _____

NUMBER OF STATE SUBSIDIZED UNITS 0
 Is a superintendent's unit included in the State Subsidy units? Yes____ No____
 If not, will the superintendent's unit be income restricted? Yes____ No____

NUMBER OF COUNCIL ON AFFORDABLE HOUSING UNITS 0

SQUARE FOOTAGE

Gross Square Footage 36506 s.f.
 Total residential square footage 24472 s.f.
 Total low-income residential square footage 24472 s.f.

SITE SECURITY:

How will site security be addressed in the building (s)? Check off Type(s):
 Cameras ☒ Monitors ☒
 On Site Security ☐ Armed Security ☐
 Card Entry ☐ Other: _____

SENIOR PROJECT (If applicable, must only check one)

Please indicate below which category of exempt "housing for older persons" (as defined by the Fair Housing Act) the project will meet:

- ☐ At least 80 percent of the occupied units in the building will be occupied by at least one person 55 years or older and the property will be clearly intended for older persons as evidenced by policies and procedures that demonstrate the intent that the property be housing for older persons (55+).

NOTE: This option should be selected for senior projects that will be setting aside units for special needs and seeking financing from the Special Needs Housing Trust Fund, as units financed by the Special Needs Housing Trust Fund may not be age-restricted to individuals age 55 and older.

- ☒ ALL the residents of the project will be 62 or older

☐ The Secretary of HUD has designated the project as housing for older persons (attach ***documentation***)

APPLICANT INFORMATION

Developer/
Applicant

Housing Authority of the City of Ocean City, NJ

Address 204 Fourth St

City Ocean City State NJ Zip Code 08226

Telephone 609-399-1062 Fax 609-399-7590

Principals

Board of Commissioners and Executive Director

Contact Person/Consultant

Jacqueline Jones

Title Executive Director

Company Housing Authority of the City of Ocean City, NJ

Address 204 Fourth St

City Ocean City State NJ Zip Code 08226

Telephone 609-399-1062 Fax 609-399-7590

E-mail jjones@vha.org

The contact person named will be the only person with whom NJHMFA corresponds.
Any changes in the contact person must be in writing.

- ☐ Applicant is current owner and will retain ownership.
☐ Applicant is the project developer and will be part of the final ownership entity.
☐ Applicant is the project developer and will not be part of the final ownership entity.
☒ Other: Applicant is Public Housing Authority

Will property be sold or transferred by the applicant prior to project being placed in service?

- ☒ NO
☐ YES (If yes, provide name of the purchasing entity and experience of its principals.)

Will property be sold or transferred by the applicant within 2 years of being placed in service?

- ☒ NO
☐ YES (When? Provide name of purchasing entity and experience of its principals.)

Name of Final Ownership Entity

Housing Authority of the City of Ocean City

☒ Currently Exists

Tax ID#

21-0726363

☐ To be Formed

Expected Date:

Final Ownership Entity is/will be:

☐ Limited Partnership

☐ LLP or LLC

Attach a diagram depicting the organizational structure of the final ownership entity (see Tax Credit application appendix).

LIST OF AUTHORIZED SIGNATORIES

The persons listed below are the only people authorized to sign official documents submitted to HMFA. Any change to this list must be in writing.

PRINT NAME	PRINT TITLE/AFFILIATION	SIGNATURE
<u>Jacqueline Jones</u>	<u>Executive Director</u>	_____
<u>Robert Barr</u>	<u>Chairman</u>	_____
<u>Jacqueline Jones</u>	<u>Secretary</u>	_____

DEVELOPMENT TEAM RESUMES

Insert a brief resume for the sponsor(s), developer(s), general partner(s), voting member(s), and limited partner, and complete the list of Development Team Members below. **Please include full address (street, city, state, zip).**

	Name	Tax ID#	Phone#	Fax#
Sponsor/Borrowing Entity	OCHA	21-0726363	609 399-1062	6-9 399-7590
Address:	204 Fourth Ave.			
City:	<u>Ocean City</u>			
State:	<u>NJ</u>			
Zip:	<u>08266</u>			
Email:	<u>jjones@VHA.org</u>			

Developer	OCHA	21-0726363	609-399-1062	609-399-7590
Address:	204 Fourth St			
City:	<u>Ocean City</u>			
State:	<u>NJ</u>			
Zip:	<u>08226</u>			
Email:	_____			

Guarantor	N/A
Address:	_____
City:	_____
State:	_____
Zip:	_____
Email:	_____

General Contractor	Gary F. Gardner Inc.
Address:	<u>624 Gravelly Hollow Rd</u>
City:	<u>Medford</u>
State:	<u>NJ</u>
Zip:	<u>08055</u>
Email:	<u>Doug@garygardner.com</u>

General Partner	N/A
Address:	_____
City:	_____
State:	_____
Zip:	_____
Email:	_____

Voting Member (LLCs)	N/A
Address:	_____
City:	_____
State:	_____
Zip:	_____
Email:	_____

Construction Lender	N/A
Address:	_____
City:	_____
State:	_____
Zip:	_____
Email:	_____

	Name	Tax ID#	Phone#	Fax#
Limited Partner	N/A			
Address: _____ City: _____ State: _____ Zip: _____ Email: _____				
Management Company	Housing Authority of the City of Ocean City	21-0726363	609-399-1062	609-399-1062
Address: <u>204 Fourth St</u> City: <u>Ocean City</u> State: <u>NJ</u> Zip: <u>08226</u> Email: <u>jjones@vha.org</u>				
Architect	Haley Donovan, LLC	27-4841478	856-203-6061	
Address: <u>400 S Broadway, Suite 101</u> City: <u>Camden</u> State: <u>NJ</u> Zip: <u>08103</u> Email: <u>jhaley@haleydonovan.com</u>				
Attorney	Eisenstat, Gabage & Furman PC	22-1979923	856-691-1200	
Address: <u>1179 E Landis Ave</u> City: <u>Vineland</u> State: <u>NJ</u> Zip: <u>08360</u> Email: <u>Charles.gabage2@verizon.net</u>				
Accountant	Linda Avena		856-696-8000	
Address: <u>2581 Chestnut Ave Ste B</u> City: <u>Vineland</u> State: <u>NJ</u> Zip: <u>08361</u> Email: _____				
Market Analyst	N/A			
Address: _____ City: _____ State: _____ Zip: _____ Email: _____				
Professional Planner	N/A			
Address: _____ City: _____ State: _____ Zip: _____ Email: _____				
Environmental Consultant	Marathon- Engineering & Environmental Services		22-3538133	
Address: <u>553 Beckett Rd, Ste 608</u> City: <u>Swedesboro</u> State: <u>NJ</u> Zip: <u>08085</u> Email: _____				

	Name	Tax ID#	Phone#	Fax#
Historical Consultant	N/A			
Address: _____ City: _____ State: _____ Zip: _____ Email: _____				
Solar Installer	N/A			
Address: _____ City: _____ State: _____ Zip: _____ Email: _____				
LEED Professional	N/A			
Address: _____ City: _____ State: _____ Zip: _____ Email: _____				
Project Development Consultant	The Brooke Group LLC	27-0950485	609-652-7788	609-652-2065
Address: <u>209 E Egnor Dr.</u> City: <u>Galloway</u> State: <u>NJ</u> Zip: <u>08205</u> Email: <u>rickg@brookegroupllc.com</u>				
Syndicator	N/A			
Address: _____ City: _____ State: _____ Zip: _____ Email: _____				
Social Service Provider	N/A			
Address: _____ City: _____ State: _____ Zip: _____ Email: _____				
Municipal Contact	City of Ocean City New Jersey		609-399-6111	
Address: <u>861 Asbury Ave</u> City: <u>Ocean City</u> State: <u>NJ</u> Zip: <u>08226</u> Email: _____				

***** FOR PROJECTS REQUESTING HMFA FINANCING AND/OR SUBSIDY *****
[NOTE: DO NOT COMPLETE IF APPLYING FOR TAX CREDITS ONLY]

INCOME RESTRICTIONS (for purposes of qualifying for Tax-Exempt Bond Financing under 26 U.S.C. §142(a)(7))

This test will impact the return on equity calculation pursuant to *N.J.A.C. 5:80-3*

- ☐ 60% of County Median Income Adjusted for Family Size
- ☐ 50% of County Median Income Adjusted for Family Size

ADDITIONAL SITE INFORMATION

Commercial Space: Provide details as to how the space will be used, whether it will be rented to a third party, the terms and conditions of that lease and the square footage.

No

Community and Social Service Space: Provide details as to how the space will be used, whether it will be rented to a third party, the terms and conditions of that lease and the square footage.

No

Ancillary Buildings: Examples of ancillary buildings include garages, and community buildings. Provide details as to how the space will be used and the square footage.

No

On-Site Office: Identify where the on-site management office will be located and the functions to be performed in that office.

Administrative Office 204 Fourth St, Ocean City, NJ 08226 – Management for Project

Current Zoning:

Is site zoned properly for proposed usage?

Yes ☒

No ☐

Parking:

Is there sufficient parking available on-site in accordance with code?

Yes ☒

No ☐

If not, what other arrangements are being made? _____

Site Control:

Form of Ownership

☒ Fee Simple

☐ Leasehold

If ownership is fee simple, does the applicant currently own the site?
or optioned?

Yes ☒
Yes ☐

No ☐
No ☐

List Current Owner of Site: Housing Authority of the City of Ocean City

Attach a diagram depicting the organizational structure of the final ownership entity (see Tax Credit application appendix).

Other:(specify) _____

Attach copies of deed, option agreement, or contract to purchase. If site control is to be in the form of leasehold, attach copy of lease and list all financial encumbrances on the site.

Are there any easements or other restrictions on the site? (Specify) No

If the municipality owns site, are there any non-monetary conditions for conveyance such as a reverter provision?
N/A

Purchase Price:

Of property already acquired \$N/A
Of property to be acquired \$N/A
TOTAL \$

Present tax rate of municipality:

(Per \$100) \$ Equalization Rate Tax Exempt

Tax Abatement:

Has the municipality designated any Areas in Need of Redevelopment? Yes ☐ No ☐
Has tax abatement been granted? Yes ☐ No ☐
If yes, indicate the statute under which said abatement was granted as well as the terms and conditions. (i.e. Agency Statute, Long Term or other)

Property Tax Exemption (if applicable):

Please specify the term and status of the property tax exemption. Please include documentation in your application submission.

The OCHA has a Cooperation Agreement with the City as does all NJ housing Authorities. This sees the payment in lieu of taxes at 10% of the sheltered rents.

If new construction, indicate the availability of utilities:

	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Distance from Site? <u>N/A</u>
Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>N/A</u>
Storm Sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>N/A</u>
Sanitary Sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>N/A</u>
Gas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>N/A</u>
Electric	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>N/A</u>
Rubbish Removal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>N/A</u>

Is sewer capacity available? Yes ☒ No ☐

Is sewer capacity subject to review by the New Jersey Department of Environmental Protection?
Yes ☐ No ☐

Has a Phase I Environmental Assessment been performed? Yes ☒ No ☐
If yes, provide a copy with the application.

Resolution of Need:

Has the municipality determined that the project will meet or meets an existing housing need?
Yes ☐ No ☒

If yes, attach the Resolution of Need.

NOTE: The Agency must have a *Resolution of Need* in order to process applications for Multifamily and Preservation financing, or other Subsidy Loan Program.

ADDITIONAL APPLICANT INFORMATION

Type of Applicant

☐
☐
☐

For-Profit
LLP or LLC
Corporation

☐
☐
☐

Non-Profit
Limited Partnership
Partnership

Indicate the statute under which you are formed. Housing Authority

Indicate affiliated entities. U.S. Department of Housing and Urban Development

<p><u>Sponsoring Ownership Entity's Official Name: Housing Authority of the Ocean City, NJ</u> (Must be exactly as it will appear in mortgage documents.)</p>
--

(List all principals of the ownership entity.)

Principals of Development/Entity and percentage of ownership

Principals of the Land Ownership Entity and percentage of ownership

REQUIRED SUBMISSIONS for MULTIFAMILY OR SPECIAL NEEDS FINANCING

The following information must be provided in a three ring binder with the tabs as noted below. If this information is not available at this time you must indicate the status of the item and when it will be available.

Submit the following:

Multifamily Financing

Application Fee - \$4,000 (traditional) or \$7,500 (conduit)

Three (3) copies of the required submission below

Special Needs Financing

Application Fee - \$500

No application fee for Special Needs Housing Partnership Program

Two (2) copies of the required submission below

1. UNIAP Part I Application*
2. Project Narrative
3. Proforma - Form 10 / Cash Flow*
4. General Site Location Map (with directions to site), along with tax map showing lot and block
5. Resumes for Sponsor
6. Evidence of Site Control (Deed, Option Agreement, Contract of Sale)
7. Preliminary Drawings
8. Social Services Plan**
9. Evidence of Social Services Agreements**
10. Resolution of Need

*Agency form documents must be used.

**Required submissions for projects seeking financing for supportive housing units.

Please note a separate tax credit application is required, even if the project has applied for financing from a separate Agency division. See the current LIHTC Application for more details on submission requirements.

***** FOR PROJECTS REQUESTING FINANCING FOR SUPPORTIVE HOUSING UNITS *****

Total no. of Units in the project: _____
 No. of special needs units: _____
 No. of special needs beds: _____

Special Needs Population to be served:

- | | |
|--|--|
| <input type="checkbox"/> Homeless families/ individuals/ Veterans | <input type="checkbox"/> Youth aging out of foster care |
| <input type="checkbox"/> AIDS/HIV | <input type="checkbox"/> Blind and Visually Impaired |
| <input type="checkbox"/> Consumers of Mental Health services | <input type="checkbox"/> Ex-offenders |
| <input type="checkbox"/> Victims of Domestic Violence | <input type="checkbox"/> Individuals coming out of nursing homes |
| <input type="checkbox"/> Individuals with Developmental Disabilities | <input type="checkbox"/> Other: _____ |

NOTE: Units financed by Special Needs Program Funds may not be age-restricted to individuals age 55 and older.

Type of Housing

- ☐ Supportive Housing ☐ Community Residence

If the project will be licensed, please indicate which State Agency will be licensing it:

- ☐ Department of Human Services, Division of Mental Health and Addiction Services
☐ Department of Human Services, Division of Developmental Disabilities
☐ Department of Human Services, Division of Aging Services
☐ Department of Children and Families
☐ Department of Health

Indicate source of funding for Rental Assistance:

Federal Source: _____	\$ Amount: _____	No. of Units: _____
State Source: _____	\$ Amount: _____	No. of Units: _____
Other Source: _____	\$ Amount: _____	No. of Units: _____

Indicate source of funding for Supportive Services:

Federal Source: _____	\$ Amount: _____	No. of Units: _____
State Source: _____	\$ Amount: _____	No. of Units: _____
Other Source: _____	\$ Amount: _____	No. of Units: _____

Has the Special Needs Application Design Checklist been completed?

- ☐ Yes
☐ No

Property Management Entity: _____

***** FOR PROJECTS REQUESTING LOW INCOME TAX CREDITS *****

CYCLE TO WHICH YOU ARE APPLYING

- ☐ Family
☐ Mixed Income Reserve in TUM
☐ Senior
☐ Supportive Housing
☐ Final
☐ Volume Cap Tax Credits

SET-ASIDE TO WHICH YOU ARE APPLYING

- ☐ Mixed Income outside of TUM
☐ Preservation

TYPE OF TAX CREDIT REQUESTED

- ☐ Acquisition/Rehabilitation
☐ New Construction
☐ Rehabilitation

AMOUNT OF ANNUAL TAX CREDIT REQUESTED:

(Total must be supported by Breakdown of Costs & Basis)

\$_____ 9% tax credit

\$_____ 4% tax credit

 \$_____ TOTAL

APPLICABLE FRACTION

Unit Fraction (see unit distribution chart on page 3)

Number of Affordable Units (up to 60% AMI)/

Total Units = _____%

Floor Space Fraction:

Total low-income residential square footage /

Total residential square footage = _____%

The LESSER of the Unit Fraction and the Floor Space Fraction = _____%

FEDERAL SET-ASIDE (must select one)

- ☐ 40% AT 60%

40-60 set-aside means 40% or more of the residential units will be rent restricted and occupied by households whose income is 60% or less than the area median income.

- ☐ 20% AT 50%

20-50 set-aside means 20% or more of the residential units will be rent restricted and occupied by households whose income is 50% or less than the area median income.

NOTE: If this election is selected, *all* tax credit units must be restricted to no more than 50% of the area median income adjusted for family size. For example, if the project has an applicable fraction of 100%, then 100% of the units must be restricted to 50% of the area median income adjusted for family size.

- ☐ Average Income under 60% (or Income Averaging)

Projects seeking 9% tax credits may not elect this set-aside at application

Every unit will be designated at 10% increments ranging from 20% of AMI up to 80% of AMI and will be rent restricted and occupied by households whose incomes are less the designated income limitation. No more than 4 income designations may be selected and the average of all designated income limitations shall not exceed 57.5% of AMI. There must be a proportionate mix of units at each income designation, unless otherwise required. PLEASE NOTE: Each unit's target affordability will be officially designated at the time of 8609 and will be fixed for the initial compliance period. The income designation of the units may not change without express Agency approval, even in the case of the Next Available Unit rule.

This election, which is irrevocable, will be reflected in the Deed of Easement & Restrictive Covenant & Part II of the IRS Form 8609.

CERTIFICATION

In order to provide for the effective coordination of the New Jersey Low Income Tax Credit Program and the Internal Revenue Code of 1986, as amended ("Code"), the Qualified Allocation Plan and this Application shall be construed and administered in a manner consistent with the Code and regulations promulgated thereunder.

Compliance with the requirements of the Code is the sole responsibility of the owner of the building for which the credit is allowable. NJHMFA makes no representations to the owner or anyone else as to compliance with the Code, Treasury regulations, or any other laws or regulations governing Low-Income Housing Tax Credits or as to the financial viability of any project. All applicants should consult their tax accountant, attorney or advisor as to the specific requirements of Section 42 of the Code governing the Federal Low Income Housing Tax Credit Program.

In signing this document, I (we) (undersigned), certify that all information, included for the purpose of applying for Low-Income Housing Tax Credits, is accurate and true. I (we) acknowledge that the New Jersey Housing and Mortgage Finance Agency is relying on said information, and thereby acknowledge that I (we) are under a continuing obligation to notify NJHMFA in writing of any changes to the information in the application. I (we) understand that any failure to provide relevant information or any submission of incorrect information may result in the NJHMFA's refusal to issue the IRS Form 8609 for the project and/or possible barring from future participation in NJHMFA's Low Income Housing Tax Credit Program.

APPLICANT’S SIGNATURE: _____

DATE: _____

PREPARED BY:
(if different from applicant): sign name _____

print name _____

print title _____

DATE: _____

Additional Buildings

[illegible]

Number of Currently Occupied DU's: _____

Total Number of Units: _____

**COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY (CDBG-DR)
OWNER CERTIFICATION**

Date: 8/28/19

Property Name:	Speitel Commons At Bayview Manor	Total # of Units:	32
Property Address:	308 6 th Street Ocean City, NJ 08226	Total # of CDBG- Assisted Units:	32

CDBG National Objectives

Owner certifies that this project meets at least one of the national objectives as defined by 24 CFR 570.483. (Check all that apply)

X	Benefiting Low- and Moderate-Income Persons
	Preventing or Eliminating Slums or Blight
	Meeting Urgent Needs

Indirect Benefit

Owners are permitted to apply for funding for new construction or to rehabilitate units not damaged by the disaster if the activity clearly addresses a disaster-related impact and is located in one of the most Impacted and Distressed disaster-affected counties.

Owner certifies that the project is located within one of the 9 most impacted counties (check applicable box below):

	Atlantic		Middlesex
	Bergen		Monmouth
X	Cape May		Ocean
	Essex		Union
	Hudson		

Priority for Displaced Sandy Victims

Owner certifies the project will comply with the Housing Resource Center registration requirements as well as granting a priority for FEMA registrants (or other evidence of displacement) during the first 3 months of lease-up.

Term of Affordability

Owner certifies the term of affordability for all affordable units will be a minimum of 20 years.

Duplication of Benefits

Owner certifies that the project will comply with all regulations regarding Duplication of Benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act at 42 U.S.C. 5155, 24 CFR 570 and Federal Register Notice 76 FR 71060.

Federal law prohibits any person, business concern or other entity from receiving federal funds for any part of such loss as to which he has received financing assistance under any other program or from

insurance or any other source (such as FEMA, SBA, Insurance proceeds, other federal funds such as HOME, CDBG, local/state government funds, private or non-profit relief assistance and housing trust funds) where the assistance amount exceeds the need for a particular recovery purpose.

List amount and source for ALL financial assistance the project has received:

Source	Amount
FMR-CDBG	\$4,424,950
Ocean City Municipal Contribution	\$3,853,943
Ocean City Housing Authority Capital Funds	\$80,263

Total Sources: \$ 8,359,156

Total Development Cost: \$ 8,359,156

Eligible Uses

Owner certifies that funds will be used solely for necessary expenses related to disaster relief, long-term recovery, restoration of infrastructure and housing, and economic revitalization in the most impacted and distressed areas for which the President declared a major disaster in the aftermath of Superstorm Sandy, pursuant to the Stafford Act.

Owner further certifies that no funds have been allocated for or will be utilized for “second homes”, as defined in IRS Publication 936.

FEMA Base Flood Elevation Maps

Owner certifies that they will elevate new construction and substantially improved structures one foot higher than the latest Federal Emergency Management Agency (FEMA) issued base flood elevation, as stipulated in the Federal Register Volume 78, Number 76 (Friday, April 19, 2013).

Owner Compliance

Owner agrees to abide by any and all federal, state, and municipal laws, codes, ordinances, rules and regulations applicable to the Project, whether presently existing or hereafter promulgated, including without limitation environmental laws, building codes, land use, and zoning codes. Owner agrees to comply with all Program requirements, HUD regulations and the provisions of 24 CFR Part 570, as amended from time to time, and all federal regulations and policies issued pursuant to these regulations.

Federal Cross-Cutting Requirements:

Owner certifies that the project will comply with the following federal requirements:

Fair Housing Act (42 U.S.C. 3601-19) and implementing regulations at 24 CFR Part 100 and the regulations at 24 CFR Part 107 (Equal Opportunity in Housing)

Title VI of the Civil Rights Act of 1964, as amended in 1988 (42 U.S.C. 2000(d)) (Nondiscrimination in Federally Assisted Programs) and implementing regulations at 24 CFR Part 1.

The Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at 24 CFR Part 146 “Nondiscrimination on the Basis of Age in HUD Programs or Activities Receiving Federal Financial Assistance.”

Affirmative Marketing Owner must create and comply with the affirmative fair housing marketing plan.

Section 109 of Title I of the Housing and Community Development Act of 1974, and the regulations issued pursuant thereto (24 CFR Part §570.602).

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR Part 8 “Nondiscrimination Based on Handicap in Federally Assisted Programs and Activities of the Department of Housing and Urban Development.”

Title II of the Americans with Disabilities Act of 1990

Housing for Older Persons Act of 1995 (HOPA)

National Environmental Policy Act (NEPA) and Related Laws 24 CFR Part 58.6, including ongoing requirements related to any required mitigation for the project resulting from the NEPA review and clearance, and flood insurance as required by the National Flood Insurance Reform Act of 1994, if applicable.

Lead-Based Paint Poisoning Prevention Act and the Residential Lead-Based Paint Hazard Reduction Act of 1992 24 CFR part 35, subparts A, B, J, K, and R.

Davis-Bacon Prevailing Wages 24 CFR Section 570.603, and the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act (40 U.S.C. §276(a) to (a-7)

Contract Work Hours and Safety Standards Act 40 U.S.C. 3141 et seq. Mechanics and Labors are paid wages of not less than one and one-half times their basic wage rates for all hours in excess of forty in a work week.

“Anti-Lobbying” Restrictions (Restrictions on lobbying in 31 USC 1352 and implementing regulations at 24 CFR Part 87 “New Restrictions on Lobbying”.)

2 CFR Part 2424 “Non-procurement Debarment and Suspension” subpart C of 2 CFR Part 180, as required by 2 CFR Part 2424.

Copeland “Anti-Kickback” Act (18 U.S.C. §874) as supplemented by the Department of Labor regulations contained in 29 CFR Part 3.

Minority and Women-Owned Business Enterprises 24 CFR Part 85.36(e) requires Owner to take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) as amended, and implementing regulations at 24 CFR part 135. Section 3 requirements apply to all individual properties assisted with these funds, regardless of the actual amount spent on each individual unit/property.

Displacement, Relocation, Acquisition and Replacement of Housing Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended (49 CFR Part 24) and Section 104(d) of the Housing and Community Project Act of 1974 as amended.

Recordkeeping requirements 24 C.F.R. 570.490 Project Activity Records, including supporting documentation such as Housing and Beneficiary Records and Labor standards records (Section 3, CWHSSA, and Davis Bacon), shall be retained for at least five years from closeout of the grant to the state.

CERTIFICATION

I, Jacqueline S. Jones, hereby represent and state that the foregoing information, and all information submitted for the purpose of applying for Community Development Block Grant-Disaster Recovery funds (CDBG-DR), is true and complete. I acknowledge that the New Jersey Housing and Mortgage Finance Agency is relying on said information and thereby acknowledge that the undersigned entity is under a continuing obligation, from the date of this Certification through the completion of the Project, to notify NJHMFA in writing of any changes to the information contained in this certification and in the application. Under penalty of perjury, I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am and/or the undersigned entity is subject to criminal prosecution under the law, and disqualification from future participation awards of CDBG-DR funds in New Jersey.

Sworn and subscribed to before the undersigned
Notary Public on the date appearing below:

Witness/Attest (Secretary)

By:

Authorized Representative/
President of Corporation, Executive Director

Jacqueline S. Jones, Executive Director
Print Name and Title

ACKNOWLEDGMENT

CORPORATIONS

I CERTIFY that on _____, _____, Jacqueline S. Jones personally came before me, and acknowledged under oath, to my satisfaction, that he/she is the Secretary of the Housing Authority of the City of Ocean City the Corporation named in the within Instrument; that Jacqueline S. Jones is the Executive Director of said Corporation; that the execution, as well as the making of this Instrument, has been duly authorized by a proper resolution of the Board of Directors of the said Corporation and said Instrument is signed and delivered by said President as and for the voluntary act and deed of said Corporation, in the presence of deponent, who thereupon subscribed his/her name thereto as attesting witness.