

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
Fax: 609-399-7590

Jacqueline S. Jones, Executive Director

February 11, 2020

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, February 18, 2020, 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, February 18, 2020
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 January 21, 2020
6. Fee Accountant’s Report
7. Executive Director’s Report
8. Committee Reports
9. Old Business
10. New Business – Rick Ginnetti, Presentation of “Section 3 Action Plan”
11. Resolutions:
 - # 2020-07 Approval of Monthly Expenses
 - # 2020-08 Designate Public Agency Compliance Officer (P.A.C.O.)
 - # 2020-09 Adopt Section 3 Action Plan
 - # 2020-10 Approve Expenditure for Replacement of Air Handler at Bayview Manor
 - # 2020-11 Approval of Operating Subsidy 2020
- 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
January 21, 2020 – 5:00 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held on January 21, 2020, 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.

Upon roll call those present were:

| | |
|-------------------------------|-----------------|
| Commissioner Robert Halliday | |
| Commissioner Patrick Mumman | <i>(Absent)</i> |
| Commissioner Beverly McCall | |
| Commissioner Robert Henry | |
| Commissioner Patricia Jackson | |
| Commissioner Brian Broadley | <i>(Absent)</i> |
| Chairman Robert Barr | |

Chairman Barr read the Sunshine Law.

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Ron Miller, VHA Assistant Asset Manager – Operations, Charles W. Gabage, Esquire – Solicitor and Linda Cavallo – Accountant.

Minutes

Chairman Barr requested a motion to approve the Regular Meeting minutes from December 17, 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 | (Absent) |
| Commissioner Beverly McCall | (Yes) |
| Commissioner Robert Henry | (Yes) |
| Commissioner Patricia Jackson | (Yes) |
| Commissioner Brian Broadley | (Absent) |
| Chairman Robert Barr | (Yes) |

Treasurer's Report

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

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

Executive Director’s Report

Mrs. Jones informed the Board the resident wellness program will be getting underway very soon, which was approved last month.

Mrs. Jones reported the OCHA received a verbal approval for the financial plan for RAD, which will trigger the approval letter for RAD and the Authority can move towards settlement. There is a resolution tonight authorizing the execution of the RAD Conversion Commitment including executing all required HUD and NJHMFA documents. The commitments from HUD are not in writing yet but should be received within the next week or two. The HUD documents give permission to move forward and HUD will assign an attorney from the Newark Field Office for the OCHA closing. This is the attorney Mr. Gabage and Rick Ginnetti will be working with to get the Authority to settlement. Settlement may be 2-3 months from now. Weekly phone calls are being held with NJHMFA to review the checklist of needed items for closing and there are approximately 5 items left on the checklist. Everything is coming together slowly, but it is encouraging. Commissioner Halliday asked about any possible conditions on the commitment letter. Mr. Gabage stated the whole set of documents is approximately a couple hundred pages. Usually it is proforma. If the same attorney Mr. Gabage dealt with previously is assigned, she went over every piece of paper and was very thorough. Commissioner Henry asked if a closing checklist has been issued. Mrs. Jones stated it has not but, Rick Ginnetti has completed many of these deals and he is working ahead on his own to enable the Authority to get the documents that are needed to move quickly through the process. The Authority requested a priority closing from HUD due to the funding from NJHMFA. Commissioner Henry asked if the Authority has any commitments from contractors and/or service providers that will expire if the Authority does not have settlement in time. Mrs. Jones stated there is meeting tomorrow with the contractor. The contractor understands the HUD process as they have experience with affordable housing settlements. The price must not change because the Authority’s financing plan has been approved. Next week on January 29th there is a scheduled meeting with the construction officials in Ocean City to review the plans to prepare to apply for permits.

A groundbreaking on Saturday, April 4th, is being planned for Speitel Manor.

Mrs. Jones stated the family units are not converting to RAD, but at the same time of the RAD conversion the Authority is working on developing (10) ten scattered sites with the City of Ocean City. There are some preliminary drawings. Once the scattered sites are more defined, they will be presented to the City for review.

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

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

Committee Reports – None.

Old Business – None.

New Business – None.

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

Resolution #2020-01
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$101,595.44. Mrs. Jones stated there was some additions to the Bill List since the Board Packet was sent out, namely the insurance premium. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. The following vote was taken:

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

Resolution #2020-02
Resolution Designating an Official Newspaper

Chairman Barr called for a motion to approve Resolution #2020-02. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated this is the annual resolutions designating the two official newspapers the Authority will use in the coming year. The following vote was taken:

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

Resolution #2020-03
Resolution Approving Fee for Annual Re-Certifications for all OCHA Residents

Chairman Barr called for a motion to approve Resolution #2020-03. Mrs. Jones stated this resolution is for the annual recertification process effective May 1st. This fee is for the VHA staff to recertify the OCHA Residents. This will be the last year for this. Next year, the VHA will be compensated by the Administrative Fee from HUD based on the units that have converted to RAD. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. The following vote was taken:

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

Resolution #2020-04

Resolution Authorizing Utilization of VHA Maintenance Staff to Supplement the OCHA Maintenance Staff

Chairman Barr called for a motion to approve Resolution #2020-04. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. Mrs. Jones stated this is the same resolution that is completed every quarter to authorize funds for the vacancy turnovers. The billing is up to date through December, which is reflected in the financial statement. The vacancies have seemed to slow down the last couple of months. The VHA only bills for the hours that are used. The following vote was taken:

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

Resolution #2020-05

Resolution to Authorize the Executive Director to Execute the RAD Conversion Commitment (RCC) for Bayview Manor/Speitel Commons and to take all Actions Necessary to Complete the RAD/Section 18 Blend Conversion including Executing Required HUD Documents and NJHMFA Documents Consistent with the Terms and Conditions Set Forth in the RCC

Chairman Barr called for a motion to approve Resolution #2020-05. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. The following vote was taken:

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

Resolution #2020-06

Resolution Awarding Architectural and Engineering Services Contract

Chairman Barr called for a motion to approve Resolution #2020-06. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Ron Miller reported the Authority received (3) three Request for Proposals. They were reviewed and ranked with the staff. Haley Donovan LLC was recommended to be the Architectural and Engineering of record commencing February 1, 2020 through January 31, 2021. This service contract must be awarded every 12 months. Haley Donovan LLC is currently working on the scattered site and Bayview Manor/Speitel projects. The following vote was taken:

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

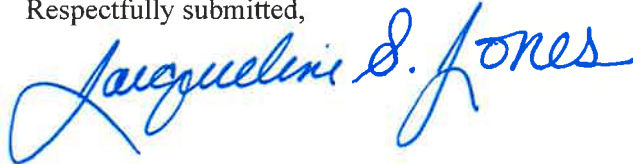
Mrs. Jones wanted to remind the Board that the waiting list is going to close January 31, 2020. All applications must be post marked by January 31, 2020.

Mrs. Jones asked Ron Miller to provide an update on the air handler at Bayview Manor. Ron Miller reported the design documents are completed. The plan is to put this out for pricing this month and hopefully be awarded at the February meeting. Commissioner Barr asked for a ballpark figure. Ron Miller stated it should be less than \$40,000.

There is no need for Executive Session tonight. No additional comments from any Board Members at this time. No public comments.

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 5:24 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jacqueline S. Jones". The signature is written in a cursive style with a large, looping initial "J".

Jacqueline S. Jones, Secretary/Treasurer

THE OCEAN CITY HOUSING AUTHORITY
INCOME & EXPENSE STATEMENT
FYE SEPTEMBER 30, 2020
FOR THE FOUR MONTHS ENDED JANUARY 31, 2019

| | ANNUAL BUDGET | BUDGET THRU JANUARY | ACTUAL THRU JANUARY | VARIANCE FROM BUDGET (+OVER/ & -UNDER) | NOTES: |
|--------------------------------|--------------------------|------------------------------------|------------------------------------|---|--|
| <u>INCOME</u> | | | | | |
| DWELLING RENTAL | \$ 573,780 | \$ 191,260 | \$ 182,665 | \$ (8,595) | This represents actual rent received from Tenants to date. |
| OTHER TENANT-EXCESS UTILITIES | 5,170 | 1,723 | 2,189 | 466 | This represents actual excess utilities income to date. |
| TOTAL TENANT REVENUE | 578,950 | 192,983 | 184,854 | (8,129) | |
| HUD OPERATING SUBSIDY | 332,380 | 110,793 | 122,849 | 12,056 | This represents HUD funding to date. |
| HUD CAPITAL FUNDS-OPERATIONS | 181,840 | 60,613 | 60,613 | 0 | Accrued income year-to-date. |
| TOTAL HUD FUNDING | 514,220 | 171,406 | 183,462 | 12,056 | |
| INVESTMENT INCOME-UNRESTRICTED | 120 | 40 | 66 | 26 | Actual income is higher than expected. |
| NONDWELLING RENTAL INCOME | 13,200 | 4,400 | 4,400 | 0 | This represents nondwelling income to date. |
| OTHER INCOME-LAUNDRY | 8,360 | 2,787 | 1,221 | (1,566) | Income is paid qtrly-Feb, May, Aug and Nov. |
| OTHER INCOME-FRAUD RECOVERY | 4,300 | 1,433 | 0 | (1,433) | This represents actual amount received in fiscal year. |
| OTHER INCOME-MISCELLANEOUS | 13,690 | 4,563 | 4,081 | (482) | Late charges, legal fees-tenant, extra keys, change locks, cleaning reimbursements, etc. |
| TOTAL INCOME | 1,132,840 | 377,612 | 378,084 | 472 | |
| <u>EXPENSES</u> | | | | | |
| AUDIT FEES | | | | | |
| ADVERTISING | 9,000 | 3,000 | 3,000 | 0 | Accrued expense year-to-date. |
| OFFICE EXPENSES | 1,000 | 333 | 378 | 45 | Actual expenses are higher than budgeted. |
| COMPUTER SERVICES | | | | | |
| CONSULTANTS-RAD CONVERSION | 7,000 | 2,333 | 2,342 | 9 | Accrued Yardi (\$488 a mo) plus actual expense (\$390) |
| COPIER | 35,000 | 11,667 | 4,118 | (7,549) | Actual expenses are less than budgeted. |
| DUES & PUBLICATIONS | 3,500 | 1,167 | 788 | (379) | Actual expenses are less than budgeted. |
| OFFICE SUPPLIES | 1,000 | 333 | 185 | (148) | Actual expenses are less than budgeted. |
| PHONE & INTERNET | 2,000 | 667 | 215 | (452) | Actual expenses are less than budgeted. |
| POSTAGE | 10,000 | 3,333 | 2,438 | (895) | Actual expenses are less than budgeted. |
| LEGAL | 1,000 | 333 | 323 | (10) | Actual expenses are less than budgeted. |
| LEGAL-RAD | 15,000 | 5,000 | 2,685 | (2,315) | Actual expenses are less than budgeted. |
| TRAVEL | 20,000 | 6,667 | 0 | (6,667) | No expense was paid in current fiscal year. |
| TRAINING | 500 | 167 | 0 | (167) | No expense was paid in current fiscal year. |
| ACCOUNTING | 2,000 | 667 | 529 | (138) | Actual expenses are less than budgeted. |
| MANAGEMENT FEES | 17,500 | 5,833 | 5,833 | 0 | This represents actual amount paid in fiscal year. |
| MISCELLANEOUS-SUNDRY | 162,130 | 54,043 | 54,385 | 342 | This represents actual amount paid or accrued in fiscal year. |
| | 13,000 | 4,333 | 2,757 | (1,576) | Actual expenses are less than budgeted. |
| | 299,630 | 99,876 | 79,976 | (19,900) | |

THE OCEAN CITY HOUSING AUTHORITY
INCOME & EXPENSE STATEMENT
FYE SEPTEMBER 30, 2020
FOR THE FOUR MONTHS ENDED JANUARY 31, 2019

| | <u>ANNUAL BUDGET</u> | <u>BUDGET THRU JANUARY</u> | <u>ACTUAL THRU JANUARY</u> | <u>VARIANCE FROM BUDGET (+OVER/ & -UNDER)</u> | <u>NOTES:</u> |
|--|---------------------------------|---|---|--|---|
| OTHER TENANT SERVICES | 9,700 | 3,233 | 2,217 | (1,016) | Actual expenses are less than budgeted. |
| WATER/SEWER | 93,470 | 31,157 | 26,748 | (4,409) | Represents actual Oct thru Dec bills and estimated January using 1/2019 amount. |
| ELECTRIC | 105,000 | 35,000 | 38,595 | 3,595 | Represents actual Oct thru Dec bills and estimated January using 1/2019 amount. |
| GAS | 60,000 | 20,000 | 17,985 | (2,015) | Represents actual Oct thru Dec bills and estimated January using 1/2019 amount. |
| | <u>258,470</u> | <u>86,157</u> | <u>83,328</u> | <u>(2,829)</u> | |
| MAINTENANCE LABOR | 63,390 | 21,130 | 13,514 | (7,616) | Actual expenses are less than budgeted. |
| MAINT. MATERIALS | 39,500 | 13,167 | 5,979 | (7,188) | Actual expenses are less than budgeted. |
| MAINT. CONTRACT COSTS | 150,000 | 50,000 | 26,284 | (23,716) | Actual expenses are less than budgeted. |
| EMPLOYEE BENEFITS | 35,470 | 11,823 | 9,782 | (2,041) | Actual expenses are less than budgeted. |
| | <u>288,360</u> | <u>96,120</u> | <u>55,559</u> | <u>(40,561)</u> | |
| INSURANCE | 95,900 | 31,967 | 32,032 | 65 | Actual expenses are higher than budgeted. |
| BAD DEBTS | 5,000 | 1,667 | 1,667 | 0 | Accrued expense year-to-date |
| COMPENSATED ABSENCES | 5,500 | 1,833 | 1,833 | 0 | Accrued expense year-to-date |
| PAYMENT IN LIEU OF TAXES | 31,750 | 10,583 | 10,583 | 0 | Accrued expense year-to-date |
| PENSION | 22,000 | 7,333 | 6,384 | (949) | Actual expenses are less than budgeted. |
| RETIREE BENEFITS | 25,780 | 8,593 | 6,229 | (2,364) | Actual expenses are less than budgeted. |
| PH CAPITAL FUNDS FOR RAD CONVERSI | 75,000 | 25,000 | 25,000 | 0 | Accrued expense year-to-date. |
| | <u>260,930</u> | <u>86,976</u> | <u>83,728</u> | <u>(3,248)</u> | |
| TOTAL EXPENDITURES | <u>1,117,090</u> | <u>372,362</u> | <u>304,808</u> | <u>(67,554)</u> | |
| PROFIT (LOSS) | <u>\$ 15,750</u> | <u>\$ 5,250</u> | <u>\$ 73,276</u> | <u>\$ 68,026</u> | |

Ocean City Housing Authority

Administrative Report

DATE: February 11, 2020

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for January 2020)

PERIOD: January 22, 2020 to February 10, 2020

Peck's Beach/Speitel Manor – 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.

The below payments were received 12/5/19 – No update:

| Pre-Development Funds - NJHMFA for Peck's Beach/Speitel Commons - #2986 | | | | | |
|---|------------------|-------------------|----------------------|----------------------------|------------------|
| Pre-Development Uses | Approved Budget | Adjusted Budget | Previously Disbursed | This Transaction 9/19/2019 | Balance of Funds |
| HUD Approvals | | | | | |
| Inventory | | | | | |
| Removal/Title Search | \$ 27,500 | \$ 35,648 | \$ 843 | \$ 34,805 | \$ - |
| Architect | \$ 90,000 | \$ 90,000 | \$ 90,000 | \$ - | \$ - |
| Site Engineer | \$ 66,000 | \$ 66,000 | \$ 44,874 | \$ 13,979 | \$ 7,147 |
| Energy Star Review | \$ 1,000 | \$ 1,000 | \$ - | \$ - | \$ 1,000 |
| Environmental Consulta | \$ 18,500 | \$ 18,500 | \$ 2,473 | \$ - | \$ 16,028 |
| Geo Tech Consultant | \$ 12,500 | \$ 18,287 | \$ - | \$ 18,287 | \$ - |
| Survey | \$ 7,500 | \$ 7,500 | \$ 4,620 | \$ - | \$ 2,880 |
| Attorney | \$ 36,000 | \$ 36,000 | \$ 6,885 | \$ 2,805 | \$ 26,310 |
| Consulting Fees | \$125,000 | \$125,000 | \$ 56,815 | \$ 28,313 | \$ 39,872 |
| 5% Contingency | \$ 19,175 | \$ 5,240 | \$ - | \$ - | \$ 5,240 |
| Totals | \$403,175 | \$ 403,175 | \$ 206,510 | \$ 98,189 | \$ 98,476 |

Resident Wellness Program

The Resident Wellness Program is up and running with a 3rd party provider, Acenda Integrated Health.

An Acenda representative is on-site two days a week with hours in the morning on one day and into the evening on another day.

Currently, the Acenda staff is working with residents that have been referred by the OCHA.

Peck's Beach/Speitel Manor and Rental Assistance Demonstration Program (RAD)

The New Jersey Housing and Finance Agency (NJHMFA) board approved the subsidy mortgage loan commitment for the construction of Speitel Commons at Bayview Manor.

The RAD application has been submitted to HUD. The Authority staff and consultant continue to communicate with the HUD RAD team to review the OCHA RAD conversion.

A March closing date is anticipated for the NJHMFA construction funds and the RAD closing.

Update: A update on the combined NJHMFA/RAD closing will be given at the board meeting.

Designation of a Public Agency Compliance Officer (PACO)

The State of New Jersey requires each public agency to designate a Public Agency Compliance Officer (PACO). The PACO is the point of contact for all matters concerning the implementation and administration of the legal requirements of the Equal Opportunity Monitoring Program.

Ron Miller, the Authority's Qualified Purchasing Agent, is being recommended to the designation of the PACO for the Authority.

Section 3 Action Plan

The Department of Housing and Urban Development (HUD) requires that the Authority administer a Section 3 Action Plan with the use of federal funds. The purpose of the Section 3 Action Plan is to ensure that employment and other economic opportunities generated by HUD assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low and very-low income persons, particularly persons who are recipients of HUD assistance for housing.

Rick Ginnetti, The Brooke Group, will be presenting the Section 3 Action Plan to the Board at the meeting.

Bayview Manor – Air Handler Replacement

The air handler at Bayview Manor is in need of replacement. Quotations for the replacement were solicited and one quote was received from Ambient Comfort LLC. The cost is not to exceed \$34,703. A resolution is on the Agenda for board consideration.

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 | 09/2019 - 1/2020 | 2020 JAN | 2019 DEC | 2019 NOV |
|--|------------------|-------------|-------------|-------------|
| Tenant Accounts Receivable | | | | |
| Number of “non-payment of rent” cases referred to the solicitor | | 1 | 5 | 4 |
| Tenant Relations | | | | |
| Total number of units to be inspected in fiscal year | | 121 | 121 | 121 |
| Number of inspections completed this mo. - all sites (include BB | | 60 | 0 | 60 |
| Total number of units inspected year-to-date - all sites | | 120 | 60 | 60 |
| Occupancy | | | | |
| Monthly Unit Turnaround Time (Avg) (Down,Prep & Lease-up Time) | n/a | n/a | | 132 |
| Annual Unit Turnaround Time (For Fiscal Year) | 97.5 | 97.5 | | 97.5 |
| Monthly - Number of Vacancies Filled (this month) | 0 | 0 | | 1 |
| Monthly - Average unit turnaround time in days for Lease up | 0 | 0 | | 71 |
| Monthly - Average unit turnaround time in days to Prep Unit (Maint) | 0 | 0 | | 56 |
| PIC Score | 99% | 100% | | 100% |
| Vacancies - At end of Month | | | | |
| Bay View Manor | 2 | 2 | | 2 |
| Peck's Beach Senior | 0 | 0 | | 1 |
| Peck's Beach Family | 0 | 0 | | 0 |
| Total | 2 | 2 | | 3 |
| Occupancy Rate | 98.35% | 98.35% | | 97.52% |
| Vacancy Turnovers by VHA Maintenance Staff | | | | |
| Total Hours | 0.00 | 1 | | TBD |
| Average Hours per Vacancy YTD (Br. Sizes 0 thru 4) | 58.00 | 58.00 | | TBD |
| Rent Roll | | | | |
| Bay View Manor - Elderly/Disabled | \$ 20,287 | \$ 20,287 | | \$ 20,287 |
| Peck's Beach - Elderly/Disabled | \$ 7,255 | \$ 7,255 | | \$ 7,255 |
| Peck's Beach - Family | \$ 17,752 | \$ 18,217 | | \$ 18,249 |
| Total Rent Roll | \$ 45,294 | \$ 45,759 | | \$ 45,791 |
| Public Housing Waiting List Applicants - All Waiting Lists are Closed as of 1/31/20 | | | | |
| Families - Ocean City Preference | 27 | 15 | | 15 |
| Families - No Ocean City Preference | 181 | 176 | | 176 |
| Elderly (Seniors - 62+)/Disabled - Ocean City Preference | 42 | 40 | | 40 |
| Elderly (Seniors - 62+)/Disabled - No Ocean City Preference | 285 | 216 | | 216 |
| Maintenance Department | | | | |
| Average work order turnaround time in days - Tenant Generated | 0.28 | 2.00 | | 2.00 |
| Total Tenant Generated Work Orders | 28 | 26 | | 28 |
| Number of routine work orders written this month | 1 | 4 | | 4 |
| Number of outstanding work orders from previous month | 51 | 52 | | 76 |
| Total number of work orders to be addressed this month | 80 | 82 | | 80 |
| Total number of work orders completed this month | 28 | 31 | | 28 |
| Total number of work orders left outstanding | 52 | 51 | | 52 |
| Number of emergency work orders written this month | 0 | 1 | | 0 |
| Total number of work orders written year-to-date | 192 | 163 | | 132 |
| AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, | 0 | 0 | | 0 |

| Program Statistics Report 09/2019 - 1/2020 | | 2020 JAN | 2019 DEC | 2019 NOV |
|---|-----|-------------|-------------|-------------|
| <u>Real Estate Assessment Center (REAC) Scores</u> | | | | |
| Year-End 2018 - Audited - Remains static due to RAD Application | 68 | 68 | 68 | |
| 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 January 31, 2020

Net Cash Position:

| | | | |
|--|---------------|---------------|-----------------------|
| Cash Balance per Reconciled Bank Statements at 01/31/2020 | | | \$357,955.28 |
| Add: A/R-Tenants 01/2020 | Current | \$11,057.05 | \$14,040.31 |
| | Past | \$2,983.26 | |
| PREDEVELOPMENT EXPENSES REIMBURSABLE FROM NJHMFA - Marathon Engineering (CK #1913 9/17/19 & 1954 10/15/19) | | | \$2,771.03 |
| Less: Bill List payments - Feb 2020 | | | (\$38,816.64) |
| Accrued Expenses - Total from detail below | | | (\$13,331.00) |
| | <u>Annual</u> | <u>No of</u> | <u>Amount Accrued</u> |
| <u>Accrued Expenses</u> | <u>Budget</u> | <u>Months</u> | <u>Less Paid</u> |
| Insurance-Prop/Flood | 95,900.00 | 4 | (752.33) |
| Bad Debt | 5,000.00 | 4 | 1,666.67 |
| Comp Absences | 5,500.00 | 4 | 1,833.33 |
| P.I.L.O.T. | 31,750.00 | 4 | 10,583.33 |
| Net Accrual | 138,150.00 | | 13,331.00 |
| Net Cash Balance | | | \$322,618.98 |

| | | | |
|-----------|-----------------|-----------------------|--------|
| | <u>Average</u> | <u>Cash Available</u> | |
| | <u>Expenses</u> | <u>for # of</u> | |
| | | <u>month/days</u> | |
| Per Month | \$ 79,976 | 4.48 | Months |
| Per Day | \$ 2,666 | 121 | Days |

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

**RESOLUTION NO. 2020-07
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 **\$38,816.64**.

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: February 18, 2020

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 | | | | | |
| Commissioner Broadley | X | | | | | X |
| Chairman Barr | X | | | | | |

OCEAN CITY HOUSING AUTHORITY

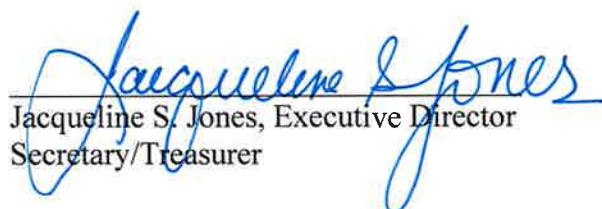
BY: _____


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 February 18, 2020 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

**OCEAN CITY HOUSING AUTHORITY
BILL LIST - FEB 2020**

| Check # | Vendor | Invoice Notes | Total Amount |
|--------------|---|---|---------------------|
| 2100 | ACE PLUMBING, HEATING, & ELECTRICAL | Electrical supplies | 133.26 |
| 2101 | AT&T | Elevator phone - Feb 2020 | 112.78 |
| 2102 | LINDA AVENA | Acctg Svcs - Feb 2020 | 1,458.33 |
| 2103 | CALL EXPERT | Answering Svc - Feb 2020 | 79.73 |
| 2104 | CDW GOVERNMENT | Docking stations/VGA adapters | 368.74 |
| 2105 | CLEAN SWEEP SVCS | BVM cleaning - Jan 2020 | 1,850.00 |
| 2106 | COMCAST | Internet svcs - Feb 2020 | 244.57 |
| 2107 | DELTA DENTAL OF NJ | Dental benefits - March 2020 | 174.02 |
| 2108 | DRAIN DOCTOR | Clear sewer line - Pecks Beach Sr | 285.00 |
| 2109 | FLORENCE DRISCOLL | Tenant Services - Feb 2020 | 200.00 |
| 2110 | FEDERAL EXPRESS | Postage | 27.12 |
| 2111 | EISENSTAT, GABAGE & FURMAN | Legal svcs - Jan/Feb 2020 | 1,394.00 |
| 2112 | GLEN O. STULL | Copay reimb; Medicare B Reimb - Feb 2020 | 428.38 |
| 2113 | ROBERT HARRIS | Trash Room Cleaning - Feb 2020 | 200.00 |
| 2114 | HD SUPPLY | Maint Supplies | 1,278.01 |
| 2115 | HUMANA INSURANCE COMPANY OF NY | Retiree Prescription Coverage - Mar 2020 | 57.70 |
| 2116 | JOHN J. SPITZ | Copay & prescription reimb; Medicare B Reimb - Feb 2020 | 1,520.76 |
| 2117 | LENEGAN PLUMBING/HEATING | Plumbing svcs | 620.00 |
| 2118 | MARK AMECHI'S FENCEMAX LLC | Fencing - PBS | 521.20 |
| 2119 | MARTINELLI GROUP | Topographic Survey - Pecks Beach Sr - RAD | 3,750.00 |
| 2120 | MAX COMMUNICATIONS | VM to email notification license/remote tech fee | 463.47 |
| 2121 | NAHRO | Annual membership renewal | 333.92 |
| 2122 | NJ AMERICAN WATER | Water - Jan 2019 | 6,819.59 |
| 2123 | OMEGA PEST MGMT | Pest Control | 2,780.50 |
| 2124 | THE PRESS OF ATLANTIC CITY | Proof of publication - 5yr plan amendment | 26.00 |
| 2125 | RAYMOND WELSH | Lockout/eviction fee - PBF | 90.00 |
| 2126 | ROBERT L. ROWELL | Maintenance Labor-Grounds - Feb 2020 | 200.00 |
| 2127 | SHOEMAKER LUMBER | Maint Supplies | 22.47 |
| 2128 | SUPERIOR VISION OF NJ | Vision benefits - March 2020 | 19.71 |
| 2129 | US BANK EQUIPMENT FINANCE | Copier contract charge - Feb 2020 | 185.01 |
| 2130 | VERIZON DSL | Fax & phone line - Jan 2020 | 135.88 |
| 2131 | VERIZON WIRELESS | Maint cell phone - Jan/Feb 2020 | 109.96 |
| 2132 | VINELAND HOUSING AUTHORITY | Mgmt Svcs; postage | 6,365.15 |
| 2133 | WALLACE HARDWARE | Maint Supplies | 83.07 |
| 2134 | WB MASON | Office Supplies; paper | 37.82 |
| 185702741610 | HORIZON BCBS OF NJ | Health Benefits Premium - Feb 2020 | 2,583.59 |
| | | | |
| | TOTAL FEB DISBURSEMENTS | | \$ 34,959.74 |
| | PAYROLL - 1/2020 | | \$ 2,490.49 |
| | PAYROLL TAXES - 1/2020 | | \$ 779.75 |
| | ADP PAYROLL PROCESSING FEES - 1/2020 | | \$ 212.52 |
| | PENSION -1/2020 | | \$ 305.69 |
| | PNC BANK FEE -1/2020 | | \$ 68.45 |
| | | | |
| | TOTAL BILL LIST - FEB 2020 | | \$ 38,816.64 |

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

**RESOLUTION NO. 2020-08
Resolution Appointing Ronald Miller as the Housing Authority of Ocean City's Public
Agency Compliance Officer (P.A.C.O.)**

WHEREAS, the Housing Authority of the City of Ocean City as a Public Agency is required by law to designate a Public Agency Compliance Officer (P.A.C.O.) every year; and,

WHEREAS, the individual designated to serve as the P.A.C.O. will be the point of contact for all matters concerning the implementation and administration of the legal requirements of the Equal Opportunity Monitoring Program; and,

WHEREAS, the P.A.C.O. is also responsible for administering contracting procedures pertaining to equal employment regarding both the Public Agency and its service providers; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Ocean City hereby appoints Ronald Miller as its Public Agency Compliance Officer (P.A.C.O.).

ADOPTED: February 18, 2020

VOTE:

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

OCEAN CITY HOUSING AUTHORITY

BY: _____

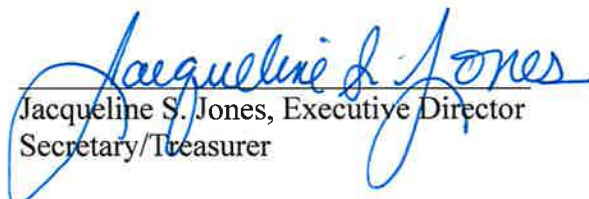


Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's Board of Commissioners held on February 18, 2020 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

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
Fax: 609-399-7590

Jacqueline S. Jones, Executive Director

February 24, 2020

Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program
P.O. Box 236
Trenton, NJ 08625

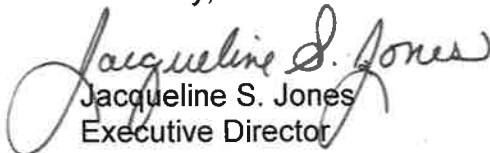
Re: Confirmation# 202001231521-197707

Dear Sir/Madam:

Enclosed please find copy of the Ocean City Housing Authority's resolution designating Public Agency Compliance Officer (P.A.C.O.).

Thank you.

Sincerely,


Jacqueline S. Jones
Executive Director

JSJ:gp

Enclosure

[Home](#) / [Designate P.A.C.O](#)

Designation of Public Agency Compliance Officer (P.A.C.O.)

Thank you

If the P.A.C.O will be appointed at the next Board/Council meeting, a copy of the resolution designating the appointee must be sent to the Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program at the following address:

P.O. Box 236
Trenton, New Jersey 08625

Your Confirmation number is 202001231521-197707

Last Updated: Friday, 10/18/19



State of New Jersey

PHILIP D. MURPHY
Governor

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
CONTRACT COMPLIANCE & AUDIT UNIT
EEO MONITORING PROGRAM

ELIZABETH MAHER MUOIO
State Treasurer

SHEILA Y. OLIVER
Lt. Governor

33 WEST STATE STREET
P. O. BOX 236
TRENTON, NEW JERSEY 08625-0230
Telephone (609)292-5400/Telefax (609)292-5899
CCAUMailbox@treas.nj.gov

MAURICE A. GRIFFIN
Acting Director

January 6, 2020

Dear Public Agency/Business Administrator,

This is a reminder that every public agency is required by law to designate a Public Agency Compliance Officer (P.A.C.O.) and **must return the completed form no later than January 10th of each year** in accordance with N.J.A.C. 17:27-3.2.

The individual designated to serve as the Public Agency Compliance Officer will be the point of contact for all matters concerning implementation and administration of the legal requirements of the Equal Employment Opportunity Monitoring Program. The P.A.C.O. is also responsible for administering contracting procedures pertaining to equal employment regarding both the Public Agency and its service providers. The P.A.C.O. must have the authority to recommend changes to effectively support the implementation of the statute and regulations.

Each year, all Public Agencies are required to submit the name, title, address, telephone, fax, and email address of the P.A.C.O. designated by the Public Agency to the Division of Purchase and Property, Contract Compliance and Audit Unit, EEO Monitoring Program. Also, if there are any changes to the designated P.A.C.O. during the year, the Public Agency must provide an updated P.A.C.O. form.

If the public agency fails to submit the required information to the Division by January 10th of each year, the Division may refer the public agency to the Attorney General's Office for further action pursuant to N.J.S.A. 10:5-36.

The Designation of Public Agency Compliance Officer (P.A.C.O.) form is to be completed and submitted via email to CCAU.Mailbox@treas.nj.gov or mailed to the address above. For future reference, the form is available at: https://www.nj.gov/treasury/contract_compliance/

If you have any questions, please feel free to contact us at (609) 292-5473.

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

**RESOLUTION NO. 2020-09
Resolution Adopting Section 3 Action Plan**

WHEREAS, it becomes necessary for the Ocean City Housing Authority to adopt certain policies in accordance with HUD regulations; and

WHEREAS, the Department of Housing and Urban Development (HUD) requires the Authority to administer a Section 3 Action Plan; and

WHEREAS, the purpose of the Section 3 Action Plan is to ensure that employment and other economic opportunities generated by HUD assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low and very-low income persons, particularly persons who are recipients of HUD assistance for housing; and

WHEREAS, it is the intent of the Board of Commissioners of the Ocean City Housing Authority to adopt the Section 3 Action Plan attached hereunto as required by the Department of Housing and Urban Development (HUD); and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Ocean City Housing Authority adopt the Section 3 Action Plan.

ADOPTED: February 18, 2020

VOTE:

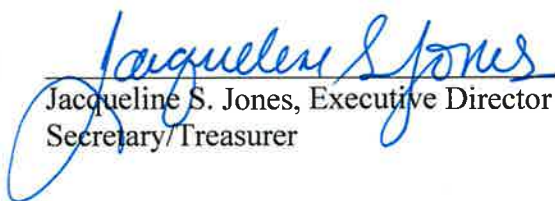
| Commissioner | Yes | No | Abstain | Absent | Motion | Second |
|------------------------|-----|----|---------|--------|--------|--------|
| Vice Chairman Halliday | X | | | | | |
| Commissioner McCall | X | | | | | X |
| Commissioner Jackson | | | | X | | |
| Commissioner Henry | X | | | | | |
| Commissioner 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 February 18, 2020 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

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

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

RESOLUTION NO. 2020-10

Resolution Approving Expenditure for Replacement of Air Handler at Bayview Manor

WHEREAS, the Ocean City Housing Authority recognizes the need of replacing the air handler at Bayview Manor; and,

WHEREAS, the Authority received only one quote for the replacement of the air handler at Bayview Manor; and,

WHEREAS, **Ambient Comfort LLC – 1790 Gallagher Dr.; Vineland, NJ 08360** provided the one quote; and,

WHEREAS, the Authority recommends the contract be awarded to **Ambient Comfort LLC – 1790 Gallagher Dr.; Vineland, NJ 08360**; and,

WHEREAS, the Authority has funding available for this expenditure; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby awards the contract for the replacement of the air handler at Bayview Manor and approves the expenditure of funds in the amount not to exceed **\$34,703** to **Ambient Comfort LLC – 1790 Gallagher Dr.; Vineland, NJ 08360**.

ADOPTED: February 18, 2020

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 February 18, 2020 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By:


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

CERTIFICATION

Funding is available for:

REPLACEMENT OF AIR HANDLER AT BAYVIEW MANOR

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4430-13.



Wendy Hughes

Certifying Financial Officer



Date

QUOTE FORM

Cost for Removal & Replacement of Air Handler

\$ 34,703⁰⁰

Ambient Comfort

Company Name

452777441

Federal I.D. # or Socail Security #

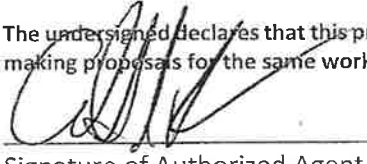
1790 Gallagher Drive Vineland N.J. 08360

Address

The undersigned hereby proposes and agrees to furnish all the necessary labor, materials, equipment, tools and services necessary for the work specified.

The undersigned has examined the location of the proposed work, the plans specifications, and other contract documents and is familiar with the local conditions at the place where the work is to be performed.

The undersigned declares that this proposal is made without connection with any other person or persons making proposals for the same work and is, in all respects, fair and without collusion or fraud.



Signature of Authorized Agent

Anthony Gaetano Jr

Type or Print Name

Owner

Title

856-213-6586

Telephone Number

2/4/2020

Date

856-213-6589

Fax Number

agaetano@ambientcomfortnj.com

E-mail address

LIST OF SUB-CONTRACTORS

If this project is to be awarded as a single prime general construction contract, bidders who propose to use more than one contractor for any of the specialized sub-prime contracts (i.e., electrical, HVAC, plumbing and structural steel/ornamental iron) must submit along with their bid a certificate listing each subcontractor to be used to accomplish said specialized sub-prime contract work, setting forth: (1) the Name and Address of the prime subcontractor; (2) the Scope of Work of that prime subcontractor; (3) the Amount of Money that prime subcontractor is to be paid for his/her work.

(PLEASE FILL OUT IN TOTALITY, to avoid automatic rejection of the bid.)

I, or we Ambient Comfort LLC
(name of company)

in compliance with Section 16 of P.L. 1971 c 198 (C.14A11-16), as amended by P.L. 1997, c 408 adopted January 19, 1998, hereby certify that I/we will employ the following subcontractors for this project:

| Category of Work | Name and Address of Subcontractor | Scope of Work | Amount to be Paid for This Work |
|--|--|-----------------------------|---------------------------------|
| Plumbing and Gas Fitting and all kindred work | Licensed Master Plumber who holds 10% interest in the company Name _____ Address _____ State _____ License # _____ | | |
| Steam Power Plants, Steam and Hot Water Heating and Ventilating Apparatus, and all | Ambient Comfort LLC 1790 Gallagher Drive Uineland N.J. 08360 NJ HVAC 19HC00091000 | m4A, sheet metal + Demo- | 28,603. ⁰⁰ |

List of Subcontractors (continued)

| | | | |
|--|---|-------------------------------|----------|
| Electrical Work | Licensed Electrician who holds 10% interest in the company Name <u>Electri-Tech</u> Address <u>1334 Maple Landing Rd</u> <u>Folsom, NJ. 08037</u> State License # <u>12335</u> | Disconnect and wire in MUA | 6,100.00 |
| Structural Steel and Ornamental Iron Work | | | |
| All Other Subcontractors | | | |

In the event any of the above categories are not applicable, please indicate so by inserting N/A".
Failure to complete this form will result in a disqualification of the bid.

Ambient Comfort LLC
(Contracting Company Name)
by: [Signature]
print name: Anthony Gattano
title: Owner
date: 2/4/2020

(SEAL)

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

**RESOLUTION NO. 2020-11
APPROVAL OF OPERATING SUBSIDY 2020**

WHEREAS, it becomes necessary to prepare and submit the Calculation of Operating Subsidy of the Ocean City Housing Authority for the calendar year 2020 per HUD form 52723 attached; and

WHEREAS, this Calculation has anticipated subsidy at \$260,830;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Ocean City Housing Authority that the Calculation of Operating Subsidy per HUD form 52723 for the calendar year 2020 be approved.

ADOPTED: February 18, 2020

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 February 18, 2020 at Administrative Offices – 204 4th Street, Ocean City, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

Operating Fund
Calculation of Operating Subsidy
PHA-Owned Rental Housing

U.S. Department of Housing and
Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0029 (exp.08/31/2020)

Public Reporting Burden for this collection of information is estimated to average 75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 980 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs/projects. The Operating Fund determines the amount of operating subsidy to be paid to PHAs/projects. PHAs/projects provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expenses (Add-ons) and Formula Income – the major Operating Fund components. HUD reviews the information to determine each PHA's/project's Formula Amount and the funds to be obligated for the Funding Period to each PHA/project based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality. Formula Amount and the funds to be obligated for the Funding Period to each PHA/project based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

Enter Total Number of ACC Units for this PHA > 121

Section 1

| | | | |
|--|--|---|--|
| 1. Name and Address of Public Housing Agency: Ocean City Housing Authority 204 Fourth Street Ocean City NJ 08226 | | 2. Funding Period: 01/01/2020 to 12/31/2020 | |
| 4. ACC Number: NY-410 | | 3. Type of Submission: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No. | |
| 5. Fiscal Year End: <input type="checkbox"/> 12/31 <input type="checkbox"/> 03/31 <input type="checkbox"/> 06/30 <input checked="" type="checkbox"/> 09/30 | | 6. Operating Fund Project Number: NJ053000001 | |
| 7. DUNS Number: 960919223 | | HUD Use Only | |
| 8. ROFO Code: 0239 | | | |

Section 2

Calculation of ACC Units for 12-month period from July 1 to June 30 that is prior to the first day of the Funding Period:

| | ACC Units on 7/1/2018 | Units Added to ACC (+) | Units Deleted from ACC (-) | ACC Units on 6/30/2019 (=) |
|-------------------|-----------------------|------------------------|----------------------------|----------------------------|
| Requested by PHA | 121 | 0 | 0 | 121 |
| HUD Modifications | | | | |

| Line No. | Category | Column A Unit Months | | Column B Eligible Unit Months (EUMs) | | Column C Resident Participation Unit Months | |
|----------|----------|-------------------------|---------|---|---------|--|---------|
| | | Req'd by PHA | HUD Mod | Req'd by PHA | HUD Mod | Req'd by PHA | HUD Mod |

Categorization of Unit Months: ☒ First of Month

Occupied Unit Months ☐ Last of Month

| | | | | | | | |
|----|--|-------|--|-------|--|-------|--|
| 01 | Occupied dwelling units -- by public housing eligible family under lease | 1,184 | | 1,184 | | 1,184 | |
| 02 | Occupied dwelling units -- by PHA employee, police officer, or other security personnel who is not otherwise eligible for public housing | 0 | | | | 0 | |
| 03 | New units -- eligible to receive subsidy during the Funding Period but not included on Lines 01, 02, or 05-13 of this section | | | 0 | | 0 | |
| 04 | New units -- eligible to receive subsidy from 10/1 to 12/31 of previous funding period but not included on previous Calculation of Operating Subsidy | | | 0 | | 0 | |

Vacant Unit Months

| | | | | | | | |
|-----|--|----|--|---|--|--|--|
| 05 | Units undergoing modernization | 0 | | 0 | | | |
| 06 | Special use units | 0 | | 0 | | | |
| 06a | Units on Line 02 that are occupied by police officers and that also qualify as special use units | | | | | | |
| 07 | Units vacant due to litigation | 0 | | 0 | | | |
| 08 | Units vacant due to disasters | 0 | | 0 | | | |
| 09 | Units vacant due to casualty losses | 0 | | 0 | | | |
| 10 | Units vacant due to changing market conditions | 0 | | 0 | | | |
| 11 | Units vacant and not categorized above | 28 | | | | | |

Other ACC Unit Months

| | | | | | | | |
|----|--|-----|--|--|--|--|--|
| 12 | Units eligible for asset repositioning fee and still on ACC (occupied or vacant) | 180 | | | | | |
| 13 | All other ACC units not categorized above | 0 | | | | | |

Calculations Based on Unit Months:

| | | | | | |
|----|---|-------|-------|--|-------|
| 14 | Limited vacancies | | 28 | | |
| 15 | Total Unit Months | 1,392 | 1,212 | | 1,184 |
| 16 | Units eligible for funding for resident participation activities (Line 15C divided by 12) | | | | 99 |

Special Provision for Calculation of Utilities Expense Level:

| | | | | | |
|----|---|--|---|--|--|
| 17 | Unit months for which actual consumption is included on Line 01 of form HUD-52722 and that were removed from Lines 01 through 11, above, because of removal from inventory, including eligibility for the asset repositioning fee | | 0 | | |
|----|---|--|---|--|--|

Section 3

| Line No. | Description | Requested by PHA | HUD Modifications |
|----------|-------------|------------------|-------------------|
|----------|-------------|------------------|-------------------|

Part A. Formula Expenses**Project Expense Level (PEL)**

| | | | |
|----|--|-----------|--|
| 01 | PUM project expense level (PEL) | \$401.58 | |
| 02 | Inflation factor | 1.02100 | |
| 03 | PUM inflated PEL (Part A, Line 01 times Line 02) | \$409.99 | |
| 04 | PEL (Part A, Line 03 times Section 2, Line 15, Column B) | \$496,908 | |

Utilities Expense Level (UEL)

| | | | |
|----|--|-----------|--|
| 05 | PUM utilities expense level (UEL) (from Line 26 of form HUD-52722) | \$153.21 | |
| 06 | UEL (Part A, Line 05 times Section 2, Line 15, Column B) | \$185,691 | |

Add-Ons

| | | | |
|----|--|------------------|--|
| 07 | Self-sufficiency | | |
| 08 | Energy loan amortization | | |
| 09 | Payment in lieu of taxes (PILOT) | \$33,368 | |
| 10 | Cost of independent audit | \$9,000 | |
| 11 | Funding for resident participation activities | \$2,475 | |
| 12 | Asset management fee <input type="checkbox"/> Eligible for an Asset Management Fee | \$0 | |
| 13 | Information technology fee | \$2,784 | |
| 14 | Asset repositioning fee | \$55,133 | |
| 15 | Costs attributable to changes in federal law, regulation, or economy | | |
| 16 | Total Add-Ons (Sum of Part A, Lines 07 through 15) | \$102,760 | |
| 17 | Total Formula Expenses (Part A, Line 04 plus Line 06 plus Line 16) | \$785,359 | |

Part B. Formula Income

| | | | |
|----|--|------------------|--|
| 01 | PUM formula income | \$432.78 | |
| 02 | Resident Paid Utility (RPU) Energy Performance Contract (EPC) Benefit | | |
| 03 | PUM adjusted formula income (Sum of Part B, Lines 01 and 02) | \$432.78 | |
| 04 | Total Formula Income (Part B, Line 03 times Section 2, Line 15, Column B) | \$524,529 | |

Part C. Other Formula Provisions

| | | | |
|----|--|------|------------|
| 01 | Moving-to-Work (MTW) | | |
| 02 | Transition funding | 0.00 | \$0 |
| 03 | Other | | |
| 04 | Total Other Formula Provisions (Sum of Part C, Lines 01 through 03) | | \$0 |

Part D. Calculation of Formula Amount

| | | | |
|----|--|-----------|--|
| 01 | Formula calculation (Part A, Line 17 minus Part B, Line 04 plus Part C, Line 04) | \$260,830 | |
| 02 | Cost of independent audit (Same as Part A, Line 10) | \$9,000 | |
| 03 | Formula amount (Greater of Part D, Lines 01 or 02) | \$260,830 | |

Part E. Calculation of Operating Subsidy (HUD Use Only)

| | | | |
|----|---|--|--|
| 01 | Formula amount (Same as Part D, Line 03) | | |
| 02 | Adjustment due to availability of funds | | |
| 03 | HUD discretionary adjustments | | |
| 04 | Funds Obligated for Period (Part E, Line 01 minus Line 02 minus Line 03) Appropriation symbol(s): | | |

Section 4

Remarks (provide section, part and line numbers):

Section 3A. Line 05 -- The Authority has been exercising cost cutting measures to reduce utility expenses.

Section 5

- ☒ In accordance with 24 CFR 990.215, I hereby certify that Ocean City Housing Authority Housing Agency is in compliance with the annual income reexamination requirements and that rents and utility allowance calculations have been or will be adjusted in accordance with current HUD requirements and regulations.
- ☐ In accordance with 24 CFR 990.255 through 990.285 of Subpart H – Asset Management, I hereby certify that Ocean City Housing Authority has less than 250 units and is in compliance with asset management. I understand in accordance with 24 CFR 990.190(f), PHAs that are not in compliance with asset management will forfeit the asset management fee.
- ☐ In accordance with 24 CFR 990.255 through 990.285 of Subpart H – Asset Management, I hereby certify that Ocean City Housing Authority has 250 units or more and is in compliance with asset management. I understand in accordance with 24 CFR 990.190(f), PHAs that are not in compliance with asset management will forfeit the asset management fee.
- ☒ I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R |
|----|----|--|--|---|---|---|---|---|---|---|---|---|---|---|---|---|---|-----------|
| 47 | | | | | | | | | | | | Operating Fund Project Number @NJ053000001 | | | | | Operating Fund Project Number @NJ053000001 | |
| 48 | 20 | Base Utilities expense level minus surcharges (Line 18 minus Line 19) | | | | | | | | | | | | | | | | \$215,452 |
| 49 | 21 | Utilities inflation/deflation factor | | | | | | | | | | | | | | | | 1.0325 |
| 50 | | | Section 9 - Calculation of Utilities Expense Level | | | | | | | | | | | | | | | |
| 51 | 22 | Utilities expense level adjusted for inflation/deflation - whole dollars (Line 20 x Line 21) | | | | | | | | | | | | | | | | \$222,454 |
| 52 | 23 | Energy rate incentive | | | | | | | | | | | | | | | | |
| 53 | 24 | Utilities expense level - whole dollars (Line 22 + Line 23) | | | | | | | | | | | | | | | | \$222,454 |
| 54 | 25 | Eligible unit months (from the original form HUD-52723, Column 8, Line 15 plus Line 17 minus Line 04) | | | | | | | | | | | | | | | | 1,452 |
| 55 | 26 | Utilities Expense Level - PUM (Line 24 + Line 25) | | | | | | | | | | | | | | | | \$183,21 |
| 56 | | | Section 10 - Remarks (provide section, part, and line numbers) | | | | | | | | | | | | | | | |
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Application for Federal Assistance SF-424

| | | | | | |
|---|--|---|--|--|--|
| * 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application | | * 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision | | * If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/> | |
| * 3. Date Received: <input type="text"/> | | 4. Applicant Identifier: NJ053000001 | | | |
| 5a. Federal Entity Identifier: NJ053000001 | | | 5b. Federal Award Identifier: NJ053 | | |
| State Use Only: | | | | | |
| 6. Date Received by State: <input type="text"/> | | 7. State Application Identifier: <input type="text"/> | | | |
| 8. APPLICANT INFORMATION: | | | | | |
| * a. Legal Name: OCEAN CITY HOUSING AUTHORITY | | | | | |
| * b. Employer/Taxpayer Identification Number (EIN/TIN): 210726363 | | | * c. Organizational DUNS: 9609192230000 | | |
| d. Address: | | | | | |
| * Street1: | | 204 EAST FOURTH STREET | | | |
| Street2: | | <input type="text"/> | | | |
| * City: | | OCEAN CITY | | | |
| County/Parish: | | CAPE MAY | | | |
| * State: | | NJ: New Jersey | | | |
| Province: | | <input type="text"/> | | | |
| * Country: | | USA: UNITED STATES | | | |
| * Zip / Postal Code: | | 08226-3906 | | | |
| e. Organizational Unit: | | | | | |
| Department Name: US DEPT OF HOUSING & URBAN DEV | | | Division Name: PUBLIC AND INDIAN HOUSING | | |
| f. Name and contact information of person to be contacted on matters involving this application: | | | | | |
| Prefix: | | * First Name: JACQUELINE | | | |
| Middle Name: S | | | | | |
| * Last Name: JONES | | | | | |
| Suffix: | | <input type="text"/> | | | |
| Title: EXECUTIVE DIRECTOR | | | | | |
| Organizational Affiliation: <input type="text"/> | | | | | |
| * Telephone Number: 609-399-1062 | | | Fax Number: 609-399-7590 | | |
| * Email: JJONES@VHA.ORG | | | | | |

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

L: Public/Indian Housing Authority

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

US DEPT OF HOUSING & URBAN DEVELOPMENT

11. Catalog of Federal Domestic Assistance Number:

14-850

CFDA Title:

OPERATING SUBSIDY

* 12. Funding Opportunity Number:

9999

* Title:

OPERATING SUBSIDY

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Areas Affected.xlsx

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

PHA OWNED RENTAL HOUSING

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant

NJ

* b. Program/Project

NJ

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

01/01/2020

* b. End Date:

12/31/2020

18. Estimated Funding (\$):

| | |
|---------------------|------------|
| * a. Federal | 260,830.00 |
| * b. Applicant | |
| * c. State | |
| * d. Local | |
| * e. Other | |
| * f. Program Income | 524,529.00 |
| * g. TOTAL | 785,359.00 |

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

* First Name:

JACQUELINE

Middle Name:

S

* Last Name:

JONES

Suffix:

* Title:

EXECUTIVE DIRECTOR

* Telephone Number:

609-399-1062

Fax Number:

609-399-7590

* Email:

JJONES@VHA.ORG

* Signature of Authorized Representative:



* Date Signed:

2-18-20

Ocean City Housing Authority
Form SF-424
Areas Affected by Project
Page 2, Line 14

CITY OF OCEAN CITY, CAPE MAY COUNTY, NEW JERSEY

Certification of Payments
to Influence Federal Transactions

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Applicant Name

Ocean City Housing Authority

Program/Activity Receiving Federal Grant Funding

Operating Subsidy

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Jacqueline S. Jones

Title

Executive Directors

Signature

Jacqueline S. Jones

Date (mm/dd/yyyy)

2/18/20

Previous edition is obsolete

form HUD 50071 (01/14)
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Ocean City Housing Authority

PHA Code: NJ053

PHA Fiscal Year Beginning: October 1, 2019

Board Resolution Number: 2019-30

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:


07/16/2019

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

| | | |
|--|--|------------------|
| Print Board Chairperson's Name: Robert Barr | Signature:  | Date: 2/18/20 |
|--|--|------------------|