

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

April 15, 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, April 21, 2020, via tele-conference at 3:00 pm from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, NJ 08360.**

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

Ocean City Housing Authority

AGENDA

Tuesday, April 21, 2020
3:00 p.m.

Via Tele-Conference

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 (*need to redo Mumman seconded and he was absent at this meeting*)
 - b. Regular Meeting on February 18, 2020
6. Fee Accountant's Report
7. Executive Director's Report
8. Committee Reports
9. Old Business
10. New Business
11. Resolutions:

# 2020-12	Approval of Monthly Expenses (March)
# 2020-13	Approval of Monthly Expenses (April)
# 2020-14	Revision to 2020 Capital Fund Budget
# 2020-15	Award Cleaning Services Contract

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 February 18, 2020 – 5:00 p.m.

The regular meeting of the Housing Authority of the City of Ocean City was held on February 18, 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	
Commissioner Beverly McCall	
Commissioner Robert Henry	
Commissioner Patricia Jackson	(Absent)
Commissioner Brian Broadley	
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 January 21, 2020. A motion was 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	(Abstain)
Chairman Robert Barr	(Yes)

Note: Commissioner Mumman was absent at the January meeting. Minutes will need to be approved again.

Treasurer's Report

Ms. Cavallo reviewed the Financial Report for the four months ended January 31, 2020. Commissioner Halliday questioned the maintenance line item. Mrs. Jones stated the budget was written under the assumption that RAD may not occur. Additional funds were placed in the maintenance line item for repairs in the event the RAD conversion did not happen. 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	(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 stated there is a resolution tonight for a Public Agency Compliance Officer (P.A.C.O.). This is a requirement from the State of New Jersey. It is something that has been around but never enforced until recently. Mrs. Jones recommends, Ron Miller, who is the Authority's qualified purchasing agent be designated the Authority's P.A.C.O.

Last month the air handler at Bayview Manor was discussed. There is a resolution to award the contract for the replacement of the air handler tonight for \$34,703. The replacement of the air handler will take place relatively quickly.

Mrs. Jones stated Rick Ginnetti will discuss the Section 3 Action Plan as well as provide an update on the Speitel Manor / Bayview Manor development progress.

Commissioner Halliday questioned the predevelopment expenses as to any projections regarding whether the balance is going to be used and if it is not used is it going towards construction.

Mr. Ginnetti stated the predevelopment budget is part of the overall budget. Any money that is left over in the predevelopment budget is rolled into the construction budget.

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 – Commissioner Halliday reported for the Development Committee. A meeting was held with the City regarding the building plans for Speitel Manor. They reviewed a number of items as far as requirements to make sure all priority items were in order. It was made clear to the professionals what is needed. Plans would be forwarded to each technical department (zoning, electrical, building and fire) for a preliminary review to expedite the permit process. It was a good productive meeting.

Old Business – Chairman Barr wanted to remind everyone that the groundbreaking for Speitel Manor is Saturday, April 4th at noon. He asked that the Board make sure their calendar is clear and are able to attend. The City's local elected officials will be in attendance.

New Business – Rick Ginnetti provided a quick recap of the progress of Speitel and Bayview. Building permits were submitted today. The architects and engineers received written reports from the City of what they wanted. They turned the plans around and it is now submitted for permits. The process went well. As the Board may recall, the original commitment was received from HUD on the 22nd of January as well as the approval for the disposition of 20 units. On January 30th an application for the tenant protection vouchers was submitted to the HUD field office that will turn into project-based vouchers. Also submitted to the HUD field office attorney was the package that is required for the closing. The only thing outstanding that is out of the Authority's control is regarding an additional Part 58 Environmental Review that the DCA in NJ requires. One was already done, but the DCA wants a new one. There was meeting held on Friday with the architects in reference to Bayview. This was the final review of the plans for to go out to bid for the roof, windows, HVAC, and electrical panels.

There is a resolution tonight to approve the Section 3 Action Plan. HUD requires every housing authority to have a Section 3 Action Plan. In this particular transaction the NJHMFA is requiring the OCHA to have a plan as if the Authority is the developer. Usually, the Authority is the one requiring the Section 3 Plan from the contractor. This time it is being required by the Authority. Mr. Ginnetti drafted the plan for the OCHA that is compliant with all HUD regulations. Essentially, what Section 3 does is require that the Authority provide best efforts for outreach to residents who are low income and/or public housing residents to have preference in obtaining jobs on this project. It also gives a preference to contractors who will run work on this site who are Section 3 compliant. The OCHA has put this requirement on the General Contractor. The Authority created a market piece and application to go out to all the residents. Closer to when construction starts this will also be advertised in the paper for Ocean City and Cape May county residents to get people interested as well as a public meeting. At the public meeting, contractors and sub-contractors will be present to have on-site interviews. Next Friday, there will be contractors meeting to discuss outreach. Mr. Ginnetti stated the Section 3 Action Plan for OCHA has the outreach and hiring requirements required from the contractors that is more than what HUD requires. The plan also requires a monthly report on the contractor's hiring activities to enable the OCHA to be compliant with the NJHMFA.

Commissioner Henry asked if any commissioner had referrals where should they refer them to? Mr. Ginnetti stated if it is a business they can attend next Friday between 9 – 11 a.m. or they can give Mr. Ginnetti a call at this office. Section 3 Action Plan hiring goals were discussed. There is no consequence as long as it can be shown the Authority gave its best efforts. Chairman Barr asked how many of these types of businesses exist that are Section 3 compliant and if there aren't that many will it tend to delay the project. Mr. Ginnetti stated the project will not be delayed. The OCHA will move forward but reach out to everyone they can. The bigger contractors may subcontract smaller contractors. The Section 3 Action Plan spells out all of the criteria. The plan preference was briefly discussed. The goal is to get local people to participate.

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

Resolution #2020-07
Resolution to Approve Monthly Expenses

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$38,816.64. A motion was made by Commissioner McCall; seconded by Commissioner Broadley. 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 #2020-08
Resolution Designating Public Agency Compliance Officer (P.A.C.O.)

Chairman Barr called for a motion to approve Resolution #2020-08. 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 #2020-09
Resolution Adopting Section 3 Action Plan

Chairman Barr called for a motion to approve Resolution #2020-09. A motion was made by Commissioner Mumman; 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 #2020-10
Resolution Approving Expenditure for Replacement of Air Handler at Bayview Manor

Chairman Barr called for a motion to approve Resolution #2020-10. Mrs. Jones stated this project was discussed last month and the cost of replacement is not to exceed \$34,703 and being awarded to Ambient Comfort LLC. The OCHA did not want to wait until renovations began to replace the air handler as this is a quality of life condition with circulating fresh air in the building. The replacement will take place in the next couple of weeks. A motion was made by Commissioner McCall; 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)

Resolution #2020-11
Resolution to Approve 2020 Operating Subsidy

Chairman Barr called for a motion to approve Resolution #2020-11. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. Mrs. Jones stated the Operating Subsidy came after the packet was sent out to the Commissioners, so it was added to the agenda. Every year HUD sends out an email that the operating subsidy forms are ready to be completed. The accountants complete the forms. Most of the information on the forms are pre-filled but the accountants add certain information. The operating subsidy this calendar year 2020 is about \$100,000 less than last year. Mrs. Jones was expecting this at some point because the Authority's expenses are lower than previous year's and the tenant rents have increased. Both factors will lower the operating subsidy. Mrs. Jones stated she is not worried about the reduction in subsidy the Authority will be fine financially. Brief discussion regarding the vouchers the Authority should be receiving as well as the RAD conversion as it related to funding. 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. No public comments. Commissioner Barr requested any commissioners with outstanding classes to please complete them. He also reported that Linda Avena's father has passed away and offered condolences to Mrs. Avena and her family. Mrs. Avena thanked the Board for their condolences as well as the flowers sent to her father's services.

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Mumman; seconded by Commissioner Broadley. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 5:31 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jacqueline S. Jones". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Jacqueline S. Jones, Secretary/Treasurer

THE OCEAN CITY HOUSING AUTHORITY
INCOME & EXPENSE STATEMENT
FYE SEPTEMBER 30, 2020
FOR THE SIX MONTHS ENDED MARCH 31, 2020

	<u>ANNUAL BUDGET</u>	<u>BUDGET THRU MARCH</u>	<u>ACTUAL THRU MARCH</u>	<u>VARIANCE FROM BUDGET (+OVER/ & -UNDER)</u>	<u>NOTES:</u>
<u>INCOME</u>					
DWELLING RENTAL	\$ 573,780	\$ 286,890	\$ 275,794	\$ (11,096)	This represents actual rent received from Tenants to date.
OTHER TENANT-EXCESS UTILITIES	5,170	2,585	2,209	(376)	This represents actual excess utilities income to date.
TOTAL TENANT REVENUE	578,950	289,475	278,003	(11,472)	
HUD OPERATING SUBSIDY	332,380	166,190	172,705	6,515	This represents HUD funding to date.
HUD CAPITAL FUNDS-OPERATIONS	181,840	90,920	90,920	0	Accrued income year-to-date.
TOTAL HUD FUNDING	514,220	257,110	263,625	6,515	
INVESTMENT INCOME-UNRESTRICTED	120	60	103	43	Actual income is higher than expected.
NONDWELLING RENTAL INCOME	13,200	6,600	6,600	0	This represents nondwelling income to date.
OTHER INCOME-LAUNDRY	8,360	4,180	2,908	(1,272)	Income is paid qtrly-Feb, May, Aug and Nov.
OTHER INCOME-FRAUD RECOVERY	4,300	2,150	0	(2,150)	This represents actual amount received in fiscal year.
OTHER INCOME-MISCELLANEOUS	13,690	6,845	7,297	452	Late charges, legal fees-tenant, extra keys, change locks, cleaning reimbursements, etc.
TOTAL INCOME	\$ 1,132,840	\$ 566,420	\$ 558,536	\$ (7,884)	
<u>EXPENSES</u>					
AUDIT FEES	9,000	4,500	4,500	0	Accrued expense year-to-date.
ADVERTISING	1,000	500	904	404	Actual expenses are higher than budgeted.
OFFICE EXPENSES					
COMPUTER SERVICES	7,000	3,500	3,653	153	Accrued Yardi (\$488 a mo X 4 mo) plus (\$424 a month X 2 mo) plus actual expense (\$853)
CONSULTANTS-RAD CONVERSION	35,000	17,500	4,118	(13,382)	Actual expenses are less than budgeted.
COPIER	3,500	1,750	1,007	(743)	Actual expenses are less than budgeted.
DUES & PUBLICATIONS	1,000	500	519	19	Actual expenses are higher than budgeted.
OFFICE SUPPLIES	2,000	1,000	237	(763)	Actual expenses are less than budgeted.
PHONE & INTERNET	10,000	5,000	3,925	(1,075)	Actual expenses are less than budgeted.
POSTAGE	1,000	500	623	123	Actual expenses are higher than budgeted.
LEGAL	15,000	7,500	4,658	(2,842)	Actual expenses are less than budgeted.
LEGAL-RAD	20,000	10,000	0	(10,000)	No expense was paid in current fiscal year.
TRAVEL	500	250	0	(250)	No expense was paid in current fiscal year.
TRAINING	2,000	1,000	694	(306)	Actual expenses are less than budgeted.
ACCOUNTING	17,500	8,750	8,750	0	This represents actual amount paid in fiscal year.
MANAGEMENT FEES	162,130	81,065	93,848	12,783	This represents actual amount paid or accrued in fiscal year.
MISCELLANEOUS-SUNDRY	13,000	6,500	5,243	(1,257)	Actual expenses are less than budgeted.
	\$ 299,630	\$ 149,815	\$ 132,679	\$ (17,136)	

THE OCEAN CITY HOUSING AUTHORITY
INCOME & EXPENSE STATEMENT
FYE SEPTEMBER 30, 2020
FOR THE SIX MONTHS ENDED MARCH 31, 2020

	<u>ANNUAL BUDGET</u>	<u>BUDGET THRU MARCH</u>	<u>ACTUAL THRU MARCH</u>	<u>VARIANCE FROM BUDGET (+OVER/ & -UNDER)</u>	<u>NOTES:</u>
OTHER TENANT SERVICES	9,700	4,850	2,618	(2,232)	Actual expenses are less than budgeted.
WATER/SEWER	93,470	46,735	39,905	(6,830)	Represents actual Oct thru Feb bills and estimated March using 3/2019 amount.
ELECTRIC	105,000	52,500	55,988	3,488	Represents actual Oct thru Feb bills and estimated March using 3/2019 amount.
GAS	60,000	30,000	27,770	(2,230)	Represents actual Oct thru Feb bills and estimated March using 3/2019 amount.
	<u>258,470</u>	<u>129,235</u>	<u>123,663</u>	<u>(5,572)</u>	
MAINTENANCE LABOR	63,390	31,695	19,868	(11,827)	Actual expenses are less than budgeted.
MAINT. MATERIALS	39,500	19,750	9,989	(9,761)	Actual expenses are less than budgeted.
MAINT. CONTRACT COSTS	150,000	75,000	49,655	(25,345)	Actual expenses are less than budgeted.
EMPLOYEE BENEFITS	35,470	17,735	15,579	(2,156)	Actual expenses are less than budgeted.
	<u>288,360</u>	<u>144,180</u>	<u>95,091</u>	<u>(49,089)</u>	
INSURANCE	95,900	47,950	48,309	359	Actual expenses are higher than budgeted.
BAD DEBTS	5,000	2,500	2,500	0	Accrued expense year-to-date
COMPENSATED ABSENCES	5,500	2,750	2,750	0	Accrued expense year-to-date
PAYMENT IN LIEU OF TAXES	31,750	15,875	15,875	0	Accrued expense year-to-date
PENSION	22,000	11,000	9,575	(1,425)	Actual expenses are less than budgeted.
RETIREE BENEFITS	25,780	12,890	13,098	208	Actual expenses are higher than budgeted.
PH CAPITAL FUNDS FOR RAD CONVERSION	75,000	37,500	37,500	0	Accrued expense year-to-date.
	<u>260,930</u>	<u>130,465</u>	<u>129,607</u>	<u>(858)</u>	
TOTAL EXPENDITURES	<u>\$ 1,117,090</u>	<u>\$ 558,545</u>	<u>\$ 483,658</u>	<u>\$ (74,887)</u>	
PROFIT (LOSS)	<u>\$ 15,750</u>	<u>\$ 7,875</u>	<u>\$ 74,878</u>	<u>\$ 67,003</u>	

Ocean City Housing Authority

Administrative Report

DATE: April 13, 2020

TO: Board of Commissioners, Ocean City Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for March 2020)

PERIOD: March 11, 2020 to April 13, 2020

COVID-19 Pandemic – Operating Status

On March 16, 2020, just prior to the Governor's Stay at Home Order, the Authority took the following operational strategies in an effort to educate and protect residents and staff against the effects of the COVID-19 Pandemic:

- Letters were written to all residents (before the "stay at home" order) informing them of the seriousness of this virus; explaining social distancing, washing hands and not touching their face among other items;
- The Community Rooms was closed;
- All "high touch" common surface areas are being cleaned several times each day – 7 days a week;
- The office was closed to the public with staff initially working on alternate days, but strictly adhering to social distancing with at least 6 feet apart;
- Since the Stay at Home order – all Admin staff are working at home with Occupancy staff rotating to answer the phone "live" from 8:30 am to 4:30 pm – Monday thru Friday;
- All in-person meetings were cancelled;
- All public meetings and board meetings were cancelled since March 16, 2020;
- Since the "stay at home" order:
 - o All Administrative staff are working at home;
 - Somewhat of a struggle as some were set up for this & some were not;
 - o The phone is being answered from 8:30 am to 4:30 pm LIVE by an Authority Admin Staff. This duty is rotated among 8 Admin staff; We felt it was important to have LIVE phone coverage during regular office hours; All three housing authority phone systems are forwarded to Vineland and answered at one location;
 - o The phone for all three housing authorities is forwarded to the answering service after regular office hours, weekends and holidays;

COVID-19 Pandemic – Operating Status – (cont'd)

- The priority for Occupancy Specialists is to process requests for Interim Certifications;
- Inspections have been suspended
 - Inspector and Tenant Relations Officer are focusing on lease infractions, exterminator visits and property monitoring;
- The Executive Director and Assistant Executive Director immediately began rotating work locations between Vineland, Ocean City and Home to ensure not to be in the same location to try to avoid being infected by the virus at the same time;
- Maintenance Staff
 - Maintenance Staff are separated into two “teams” based on skill level;
 - Each team is reporting on alternating days;
 - One person from each team is assigned to Emergency Work Orders only;
 - Each other team member is working in a vacancy by themselves;
 - One person from each team handles any trash issues at each site;
 - The Maintenance Supervisor and Assistant Supervisor alternate working by AM (8-noon)/ PM (1-5);
 - The purpose for the “Team” theory was to avoid the possibility of the entire maintenance staff being infected by the virus at one time;
 - Ocean City Maintenance is handling Emergencies only and working in Vacant units;
- Social Services
 - Acenda Behavioral Health Services
 - Behavioral Health Services have continued during the Pandemic;
 - Advertising via flyers, posters and mailings were done prior to the Pandemic for residents to have access to counselor;
- Resident Communication
 - Letters were written to all residents (before the “stay at home” order) informing them of the seriousness of this virus; explaining social distancing, washing hands and not touching their face among other items – as mentioned above;
 - Signs have been placed everywhere in common spaces about social distancing, washing hands, etc.
 - Signs are changed from time to time to try and gain attention;
 - Postcards sent reminding residents that we are working and are here; repeat HA phone number; remind residents to contact us if they need anything and we will help them get what they need;
 - Continue to monitor fragile tenant’s needs and status’ through community and staff contacts;
 - Continue to monitor all sites in Vineland, Buena and Ocean City through solitary on-site visits;
 - Inspector and Tenant Relations Officer continue to monitor Vineland and Ocean City sites for lease violations;
 - New signs are posted periodically to remind residents of the seriousness of COVID-19 and to practice social distancing;
 - New CDC signs regarding awareness of Pandemic where hung throughout the Bayview Manor Lobby, on each floor at the elevator at Bayview Manor and at the Administration Office;

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 – A final submission for expenses incurred with Pre-Development funds will be submitted after the April 2020 anticipated settlement.

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

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.

An April closing date is anticipated for the NJHMFA construction funds and the RAD closing.

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

Update: At this writing, a combined NJHMFA/RAD closing is on schedule for an April closing/conversion. We do not have an exact date for the closing. However, since the closing is being completed during the active COVID-19 Pandemic, we do know that the closing will take place over a period of days in April as the paperwork is signed and sent overnight to the next party.

Bayview Manor – Air Handler Replacement

The air handler replacement contract was awarded at the February meeting. The equipment is on order and will be installed as soon as the equipment is received. Ambien Comfort LLC was awarded this contract

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 - PHAS/SEMAP to complete;
Robert Henry	Completed
Beverly McCall	Completed
Patricia Miles-Jackson	Completed
Patrick Mumman	In Process – Financial Issues & Procedures and One Elective to complete;

Program Statistics Report	09/2019 - 2/2020	2020 MAR	2020 FEB	2020 JAN
Tenant Accounts Receivable				
Number of "non-payment of rent" cases referred to the solicitor	4	1	1	
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	58	0	60	
Total number of units inspected year-to-date - all sites	178	120	120	
Occupancy				
Monthly Unit Turnaround Time (Avg) (Down,Prep & Lease-up Time)	n/a	188	n/a	
Annual Unit Turnaround Time (For Fiscal Year)	97.5	97.5	97.5	
Monthly - Number of Vacancies Filled (this month)	0	1	0	
Monthly - Average unit turnaround time in days for Lease up	0	117	0	
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	0	66	0	
PIC Score	99%	99%	99%	
Vacancies - At end of Month				
Bay View Manor	3	2	2	
Peck's Beach Senior	1	0	0	
Peck's Beach Family	1	0	0	
Total	5	2	2	
Occupancy Rate	98.35%	98.35%	98.35%	
Vacancy Turnovers by VHA Maintenance Staff				
Total Hours (Summarized Quarterly)	TBD	TBD	0.00	
Average Hours per Vacancy YTD (Br. Sizes 0 thru 4)	TBD	TBD	58.00	
Rent Roll				
Bay View Manor - Elderly/Disabled	\$ 20,672	\$ 20,677	\$ 20,287	
Peck's Beach - Elderly/Disabled	\$ 7,901	\$ 7,255	\$ 7,255	
Peck's Beach - Family	\$ 20,339	\$ 18,719	\$ 17,752	
Total Rent Roll	\$ 48,912	\$ 46,651	\$ 45,294	
Public Housing Waiting List Applicants - All Waiting Lists are Closed as of 1/31/20				
Families - Ocean City Preference	12	12	27	
Families - No Ocean City Preference	97	97	181	
Elderly (Seniors - 62+)/Disabled - Ocean City Preference	42	42	42	
Elderly (Seniors - 62+)/Disabled - No Ocean City Preference	285	285	285	
Maintenance Department				
Average work order turnaround time in days - Tenant Generated	0.13	0.33	0.28	
Total Tenant Generated Work Orders	11	21	28	
Number of routine work orders written this month	61	4	1	
Number of outstanding work orders from previous month	55	52	51	
Total number of work orders to be addressed this month	127	77	80	
Total number of work orders completed this month	53	113	28	
Total number of work orders left outstanding	27	55	52	
Number of emergency work orders written this month	1	0	0	
Total number of work orders written year-to-date	188	244	192	
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up,	0	0	0	

Program Statistics Report 09/2019 - 2/2020		2020 MAR	2020 FEB	2020 JAN
Real Estate Assessment Center (REAC) Scores				
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 February 29, 2020**

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 02/29/2020			\$402,652.60
Add: A/R-Tenants 02/2020	Current	\$2,796.05	\$7,892.31
	Past	\$5,096.26	
PREDEVELOPMENT EXPENSES REIMBURSABLE FROM NJHMFA - Marathon Engineering (CK #1913 9/17/19 & 1954 10/15/19)			\$2,771.03
Less: Bill List payments - Mar 2020			(\$95,321.06)
Accrued Expenses - Total from detail below			(\$24,843.50)

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	95,900.00	5	7,239.33
Bad Debt	5,000.00	5	2,083.33
Comp Absences	5,500.00	5	2,291.67
P.I.L.O.T.	31,750.00	5	13,229.17
Net Accrual	138,150.00		24,843.50

Net Cash Balance	<u>\$293,151.38</u>
-------------------------	----------------------------

	<u>Average Expenses</u>	<u>Cash Available for # of month/days</u>	
Per Month	\$ 77,567	5.19	Months
Per Day	\$ 2,586	113	Days

Ocean City Housing Authority
Cash Report
As of March 31, 2020

Net Cash Position:

Cash Balance per Reconciled Bank Statements at 03/31/2020 **\$374,757.13**

Add: A/R-Tenants 03/2020	Current	\$4,236.05	\$10,840.71
	Past	\$6,604.66	

PREDEVELOPMENT EXPENSES REIMBURSABLE FROM NJHMFA - Marathon Engineering (CK #1913 9/17/19 & 1954 10/15/19) **\$2,771.03**

Less: Bill List payments - Apr 2020 **(\$74,568.67)**

Accrued Expenses - Total from detail below **(\$32,820.00)**

<u>Accrued Expenses</u>	<u>Annual Budget</u>	<u>No of Months</u>	<u>Amount Accrued Less Paid</u>
Insurance-Prop/Flood	95,900.00	6	11,695.00
Bad Debt	5,000.00	6	2,500.00
Comp Absences	5,500.00	6	2,750.00
P.I.L.O.T.	31,750.00	6	15,875.00
Net Accrual	138,150.00		32,820.00

Net Cash Balance **\$280,980.20**

	<u>Average Expenses</u>	<u>Cash Available for # of month/days</u>	
Per Month	\$ 80,610	4.65	Months
Per Day	\$ 2,687	105	Days

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

**RESOLUTION NO. 2020-12
A Resolution Approving Regular Monthly Expenses (MARCH)**

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 \$95,321.06.

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: April 21, 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 (OCHA) Board of Commissioners held via-teleconference on April 21, 2020 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By: _____



Jacqueline S. Jones, Executive Director
Secretary/Treasurer

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

Check #	Vendor	Invoice Notes	Total Amount
2135	DANIELS	Security Deposit return	467.17
2136	ATLANTIC CITY ELECTRIC	Electric - Jan/Feb 2020	20,465.72
2137	AT&T	Elevator telephone - Mar 2020	119.74
2138	CALL EXPERTS	Answering Svc - Mar 2020	59.36
2139	CAPRIONI PORTABLE TOILETS	Portable toilet rental - groundbreaking	110.00
2140	CDW GOVERNMENT	Computer monitor; HDMI cable	271.44
2141	CLEAN SWEEP SVCS	Bayview cleaning - Feb 2020	1,425.00
2142	COMCAST	Internet svcs - Mar/Apr 2020	489.14
2143	CONVEXSERV TECHNOLOGY SOLUTIONS	Server repair	1,397.50
2144	COPIER PLUS	Copier overage charge - Feb/Mar 2020	34.11
2145	DELTA DENTAL OF NJ	Dental benefits - April 2020	174.02
2146	DRAIN DOCTOR	Clear sewer lines - Pecks Beach Sr	715.00
2147	FLORENCE DRISCOLL	Tenant Services - Mar 2020	200.00
2148	FEDERAL EXPRESS	Postage	64.60
2149	EISENSTAT, GABAGE & FURMAN	Legal svcs	489.00
2150	GLEN O. STULL	Medicare B/D Reimb - Mar 2020; copay reimb	874.92
2151	ROBERT HARRIS	Trash Room Cleaning - Mar 2020	200.00
2152	HD SUPPLY	Maint Supplies	1,085.82
2153	HEIST INSURANCE	Flood ins - Speitel	3,536.00
2154	HOME DEPOT CREDIT SVCS	Maint Supplies	336.35
2155	HOME DEPOT PRO	Maint Supplies	657.32
2156	HUMANA INSURANCE COMPANY OF NY	Retiree Prescription Coverage - Apr 2020	57.70
2157	JOHN J. SPITZ	Medicare B Reimb - Mar 2020; copay reimb	910.32
2158	LENEGAN PLUMBING/HEATING	Plumbing svcs	120.00
2159	NJ AMERICAN WATER	Water - Feb 2020	6,604.10
2160	OMEGA PEST MGMT	Pest Control	888.50
2161	RENTAL CITY	Rental of tent, chairs, podium & PA syst - groundbreaking	1,515.00
2162	REPORTE HISPANO LLC	Legal ad - Speitel	500.00
2163	ROBERT L. ROWELL	Maintenance Labor-Grounds - Mar 2020	200.00
2164	RUTGERS CENTER FOR GOVT SVCS	Board training	165.00
2165	SCIULLO ENGINEERING	Engineering svcs - Speitel Commons construction	415.00
2166	SHERWIN WILLIAMS	Paint	337.70
2167	SOUTH JERSEY GAS	Gas - Jan/Feb 2020	11,285.92
2168	SUPERIOR VISION OF NJ	Vision benefits - Apr 2020	19.71
2169	THYSSENKRUPP ELEVATOR	Qtrly monitoring fee	2,525.42
2170	VECTOR SECURITY	Alarm monitoring	340.20
2171	VERIZON DSL	Fax & phone line - Feb 2020	136.84
2172	VINELAND HOUSING AUTHORITY	Mgmt Svcs Mar 2020; supply reimb; postage reimb Feb 2020; Yardi software reimb; office coverage/maint svcs reimb Jan/Feb 2020	28,396.27
2173	WALLACE HARDWARE	Maint Supplies	38.10
2174	LINDA AVENA	Acctg Svcs - Mar 2020	1,458.33
186394908410	HORIZON BCBS OF NJ	Health Benefits Premium - Mar 2020	2,583.59
	TOTAL MAR DISBURSEMENTS		\$ 91,669.91
	PAYROLL - 2/2020		\$ 2,364.31
	PAYROLL TAXES - 2/2020		\$ 745.68
	ADP PAYROLL PROCESSING FEES - 2/2020		\$ 172.32
	PENSION -2/2020		\$ 366.84
	PNC BANK FEE -2/2020		\$ 2.00
	TOTAL BILL LIST - MAR 2020		\$ 95,321.06

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

**RESOLUTION NO. 2020-13
A Resolution Approving Regular Monthly Expenses (APRIL)**

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 \$74,568.67.

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: April 21, 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 (OCHA) Board of Commissioners held via-teleconference on April 21, 2020 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

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

Check #	Vendor	Invoice Notes	Total Amount
2175	ACE PLUMBING	Maint Supplies	21.27
2176	AQUARIUS CAPITAL	GASB 75 for fiscal yr ended 9/2019	2,500.00
2177	ATLANTIC CITY ELECTRIC	Electric - Mar 2020	8,913.49
2178	AT&T	Elevator phone - Apr 2020	114.97
2179	LINDA AVENA	Acctg Svcs - Apr 2020	1,458.33
2180	CALL EXPERTS	Answering Svc - Apr 2020	55.91
2181	COPIER PLUS	Copier overage charge - Mar 2020	20.00
2182	THE DAILY JOURNAL	Public notice - 5yr plan review/notice of finding	149.07
2183	DELTA DENTAL OF NJ	Dental benefits - May 2020	174.02
2184	DRAIN DOCTOR	Sewer line cleaning	405.00
2185	FLORENCE DRISCOLL	Tenant Services - Apr 2020	200.00
2186	ERNIE'S MAGIC CARPETS	Carpet Installation	1,453.51
2187	EISENSTAT, GABAGE & FURMAN	Legal Svcs - Mar 2020	135.00
2188	GLEN O. STULL	Medicare B Reimb - Apr 2020; copay reimb	385.67
2189	GREG SMITH TREE SERVICE	Fallen tree removal	3,400.00
2190	ASHLEY HARRIS	BVM cleaning - Mar/Apr 2020	400.00
2191	ROBERT HARRIS	BVM Trash Room Cleaning - Apr 2020	200.00
2192	HD SUPPLY	Maint Supplies	269.05
2193	HMI TECHNICAL SOLUTIONS	Gas Master Meter - Annual Certification	2,500.00
2194	HOME DEPOT CREDIT SVCS	Maint Supplies	386.47
2195	HOME DEPOT PRO	Maint Supplies	450.02
2196	HUMANA INSURANCE COMPANY OF NY	Retiree Prescription Coverage - May 2020	57.70
2197	JOHN J. SPITZ	Medicare B Reimb - Apr 2020; copay reimb	795.41
2198	LENEGAN PLUMBING & HEATING	Sewer repair	350.00
2199	NJ AMERICAN WATER	Water - Mar 2020	6,082.04
2200	OMEGA PEST MGMT	Pest Control - Mar/Apr 2020	3,105.50
2201	PAPER MART	Office supplies	151.50
2202	THE PRESS OF ATLANTIC CITY	Public notice - 5yr plan review	47.84
2203	ROBERT L. ROWELL	Maintenance Labor-Grounds - Apr 2020	200.00
2204	SCIULLO ENGINEERING SVCS	Pecks Beach Sr survey & plans	225.00
2205	SOUTH JERSEY GAS	Gas - Mar 2020	5,677.20
2206	SUPERIOR VISION OF NJ	Vision benefits - May 2020	19.71
2207	TREASURER, STATE OF NJ DCA ELSA	Annual Elevator Inspection Fee	516.00
2208	TRIAD ASSOCIATES	ERR Bayview/Speitel Commons Amendment	8,506.25
2209	US BANK EQUIPMENT FINANCE	Copier contract charges - Mar/Apr 2002	370.02
2210	VECTOR SECURITY	Svc Agreement for camera system - BVM & PBF	854.04
2211	VERIZON DSL	Fax & phone line - Mar 2020	137.14
2212	VERIZON WIRELESS	Cell phone - maintenance - Mar/Apr 2020	109.78
2213	VINELAND HOUSING AUTHORITY	Mgmt Svcs; supply reimb; postage	6,717.24
2214	WALLACE HARDWARE	Maint Supplies	84.14
2215	WILLIAM GALBRAITH	Security Deposit Return	68.33
2216	ROBERT DIGIACOMO	Tenant refund - overpayment of rent	448.00
186929874010	HORIZON BCBS OF NJ	Health Benefits Premium - Apr 2020	2,583.59
journal entry	STATE OF NJ, PERS	Annual Employer Appropriation	10,428.00
	TOTAL APR DISBURSEMENTS		\$ 71,126.21
	PAYROLL - 3/2020		\$ 2,281.63
	PAYROLL TAXES - 3/2020		\$ 721.85
	ADP PAYROLL PROCESSING FEES - 3/2020		\$ 132.72
	PENSION -3/2020		\$ 244.56
	PNC BANK FEE -3/2020		\$ 61.70
	TOTAL BILL LIST - APR 2020		\$ 74,568.67

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

**RESOLUTION NO. 2020-14
Ocean City Housing Authority 2020 Capital Budget**

WHEREAS, the 2020 Capital Budget for the Ocean City Housing Authority has been presented before the Members of the Ocean City Housing Authority at its open public meeting of April 21, 2020; and

WHEREAS, the Authority is funded under the Capital Fund Appropriations Program through the Department of Housing and Urban Development; and,

WHEREAS, under the Capital Fund Appropriations Program, all Capital Fund Budgets shall be made only with Board approval and,

WHEREAS, the 2020 Capital Fund has been allocated \$202,716 through the Department of Housing and Urban Development;

WHEREAS, the Authority certifies that all of the work items in the Budget Line Items are included in the Annual Statement/Budget and are from the most recent Five-Year Action Plan approved by HUD.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Ocean City as follows:

The Authority hereby approves the 2020 Capital Fund Budget in an amount totaling \$202,716 as determined necessary, desirable and convenient by the Authority Treasurer, Authority Chairman, or other authorized representative of the Authority (the "Authorized Officers").

ADOPTED: April 21, 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

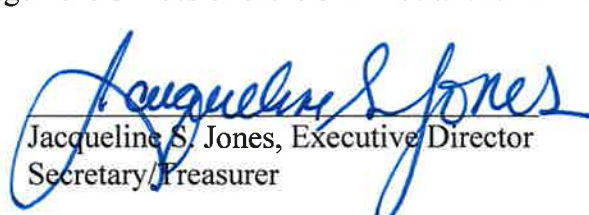
BY: _____


Robert Barr, Chairperson

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Ocean City Housing Authority's (OCHA) Board of Commissioners held via-teleconference on April 21, 2020 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By: _____


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0157
 Expires 3/31/2020

Part I: Summary					
PHA Name: Ocean City Housing Authority		Grant Type and Number Capital Fund Program Grant No: NJ39P05350120 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2020 FFY of Grant Approval: 2020
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	\$143,102.00			
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1480 General Capital Activity				
6	1492 Moving to Work Demonstration				
7	1501 Collateralization Expense / Debt Service Paid by PHA				
8	1503 RAD-CFP	\$59,614.00			
9	1504 RAD Investment Activity				
10	1505 RAD-CPT				
11	9000 Debt Reserves				
12	9001 Bond Debt Obligation paid Via System of Direct Payment				
13	9002 Loan Debt Obligation paid Via System of Direct Payment				
14	9900 Post Audit Adjustment				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0157
Expires 3/31/2020

Part I: Summary					
PHA Name: Ocean City Housing Authority		Grant Type and Number Capital Fund Program Grant No: NJ39P05350120 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2020 FFY of Grant Approval: 2020	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
15	Amount of Annual Grant:: (sum of lines 2 - 14)	\$202,716.00			
16	Amount of line 20 Related to LBP Activities				
17	Amount of line 20 Related to Section 504 Activities				
18	Amount of line 20 Related to Security - Soft Costs				
19	Amount of line 20 Related to Security - Hard Costs				
20	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date		Signature of Public Housing Director	
				Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0157
Expires 3/31/2020

[illegible]

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

**Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0157
Expires 3/31/2020

[illegible]

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0157
Expires 3/31/2020

[illegible]

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

**Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0157
Expires 3/31/2020

[illegible]

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

INITIAL YEAR FUNDING TOOL

Step 1: Enter RAD Conversion Data

PIC Development Number of Converting Units: NJ053000001

BAY VIEW MANOR, Ocean City Housing Authority

Converting Units: 61

Enter Estimated or Actual HAP Contract Effective Date: 6/1/2020

7 Months Remaining in CY from HAP effective date

Step 2: Review Calculation of Capital Fund Subsidy Available for HAP in the Initial Year

FY 20 Development \$ Amount	Converting Units	Capital fund "Standing Units" at AMP	Remaining Portion of Year	Calculated Maximum Capital Funds for Initial Year	Enter Capital Funds requested for Initial Year
\$ 202,716	61	121	7/12	\$ 59,614	\$59,614
					+

Step 3: Enter Estimate of Operating Fund Subsidy Data

Enter the Operating Fund Eligibility in 2020 based on your submitted or revised HUD -52723 'Operating Fund Calculation for Operating Subsidy' (Section 3, Part E, Line 01)	Converting Units	Total number of ACC units at the PIC Development at the beginning of the Calendar Year	Months Remaining in CY	Enter the estimated 2020 Operating Fund Pro-ration level	Estimated Operating Funds for Initial Year Funding	Enter Operating Funds requested for Initial Year
\$ 344,185	61	121	7/12	95.00%	\$ 96,156	\$96,156
						+

50.4% = "RAD Operating Fund Percentage"

Step 4: Enter Estimate of Tenant Rents for the Remain Months of the Calendar Year

Anticipated Tenant Rents
\$145,905

Total Estimated Project Revenue in the Year of Conversion

\$ 301,675

Step 5: Certification

Monthly Project Revenue in the Year of Conversion

\$ 43,096

I acknowledge the estimate of funds that will be available for this property commencing on the effective date of the HAP contract until Dec

Jacqueline S. Jones
Executive Director

N/A
Enter Official Title

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

**RESOLUTION NO. 2020-15
A Resolution Awarding Janitorial Cleaning Services Contract**

WHEREAS, the Ocean City Housing Authority recognizes the need to have janitorial cleaning services; and

WHEREAS, the Authority received only (1) one quote for janitorial cleaning services; and,

WHEREAS, **Clean Sweep Services of NJ Inc. – 625 Bay Avenue, Ocean City, NJ** provided the lowest most responsible rates; and,

WHEREAS, funds are available for the purpose of entering into a contract not to exceed \$40,000 (see attached certification); and,

WHEREAS, the Authority recommends the award of contract be made to **Clean Sweep Services of NJ Inc.**; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby awards the contract for janitorial cleaning services and approves the expenditure of funds in the amount not to exceed \$40,000 to **Clean Sweep Services of NJ Inc. – 625 Bay Avenue, Ocean City, NJ.**

ADOPTED: April 21, 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 (OCHA) Board of Commissioners held via-teleconference on April 21, 2020 from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, New Jersey.

By:


Jacqueline S. Jones, Executive Director
Secretary/Treasurer

CERTIFICATION

Funding is available for:

JANITORIAL CLEANING SERVICES CONTRACT

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4430-10-000.


Wendy Hughes
Certifying Financial Officer

4/21/2020
Date

Service Proposal
Cleanings

Description	Cost	Occurrence
Monday Service	\$275.00	Weekly
Thursday Service	\$150.00	Weekly

Please make checks payable to: **Clean Sweep Services of NJ, Inc.**