

***Authority Budget of:***  
***Bergen County Housing Authority***

**State Filing Year**                      **2021**

***For the Period:***

***April 1, 2021            to            March 31, 2022***

**www.habcnj.org**  
**Authority Web Address**

**APPROVED COPY**



***Division of Local Government Services***

# **2021 (2021-2022) HOUSING AUTHORITY BUDGET**

## **Certification Section**

**2021 (2021-2022)**

**Bergen County Housing Authority**  
(Name)

**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: FROM April 1, 2021 TO March 31, 2022**

**For Division Use Only**

**CERTIFICATION OF APPROVED BUDGET**

*It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.*

*State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services*

By: Paul D. Cvent CPA, RMA Date: 2/22/2021

**CERTIFICATION OF ADOPTED BUDGET**

*It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.*

*State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services*

By: \_\_\_\_\_ Date: \_\_\_\_\_

# 2021 (2021-2022) PREPARER'S CERTIFICATION

**Bergen County Housing Authority**  
(Name)

## HOUSING AUTHORITY BUDGET

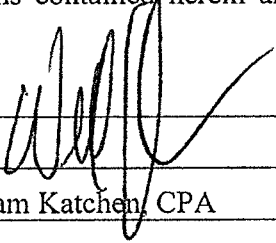
**FISCAL  
YEAR:**

**FROM:4/1/2021**

**TO:3/31/2022**

It is hereby certified that the Housing Authority Budget, including both the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that: all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Housing Authority.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:			
Name:	William Katchen, CPA		
Title:	Fee Accountant		
Address:	596 Anderson Avenue, Suite 303, Cliffside Park, NJ 07010		
Phone Number:	201-943-4449	Fax Number:	201-943-5099
E-mail address	bill@katchencpa.com		

# 2021 (2021-2022) APPROVAL CERTIFICATION

**Bergen County Housing Authority**  
(Name)

## HOUSING AUTHORITY BUDGET


FISCAL  
YEAR:

FROM: 4/1/2021

TO: 3/31/2022

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Bergen County Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 28 day of January, 2021.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the governing body thereof.

Officer's Signature:			
Name:	Lynn Bartlett		
Title:	Executive Director		
Address:	One Bergen County Plaza, Flr. 2, Hackensack, NJ 07601		
Phone Number:	201-336-7600	Fax Number:	201-336-7660
E-mail address	bartlett@habcnj.org		

# INTERNET WEBSITE CERTIFICATION

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

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

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

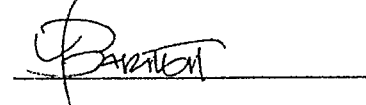
Name of Officer Certifying compliance

Lynn Bartlett

Title of Officer Certifying compliance

Executive Director

Signature



**RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF BERGEN COUNTY APPROVING THE ANNUAL BUDGET AND CAPITAL BUDGET/PROGRAM FOR THE HOUSING AUTHORITY OF BERGEN COUNTY FOR THE FISCAL YEAR BEGINNING APRIL 1, 2021 AND ENDING MARCH 31, 2022.**

**WHEREAS**, the Annual Budget and Capital Budget for the Housing Authority of Bergen County for the fiscal year beginning April 1, 2021 and ending March 31, 2022, has been presented before the Commissioners of the Housing Authority of Bergen County at its open public meeting of January 28, 2021; and

**WHEREAS**, the Annual Budget as introduced reflects Total Revenues of \$60,118,680, Total Appropriations, including any Accumulated Deficit, if any, of \$59,685,979 and a Total Unrestricted Net Position utilized of \$-0-; and

**WHEREAS**, the Capital Budget as introduced reflects Total Capital Appropriations of \$400,000 and a Total Unrestricted Net Position planned to be utilized as funding thereof, of \$-0-; and

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Commissioners of the Housing Authority of Bergen County, at an open public meeting held on January 28, 2021, that the Annual Budget including all related schedules and the Capital Budget/Program of the Housing Authority for the fiscal year beginning April 1, 2021 and ending March 31, 2022 is hereby approved; and

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

**BE IT FURTHER RESOLVED**, that the Commissioners of the Housing Authority of Bergen County will consider the annual budget and capital budget/program for adoption once approved by New Jersey Department of Community Affairs on or before March 25, 2021.

Resolution adopted as read on motion by Commissioner Caminiti seconded by Commissioner English-Rollieson. Upon roll call the Ayes and Nays were as follows:

COMMISSIONERS	AYES	NAYS	ABSTAIN	ABSENT
Peter Caminiti, Sr.	✓			
Angelo D'Arminio, Jr.	✓			
Joanne English-Rollieson	✓			
Junior Hernandez	✓			
Daniel Ortega	✓			
Danielle Peterson	✓			
Harvey Sohmer	✓			

**2021 (2021-2022) HOUSING AUTHORITY BUDGET  
RESOLUTION  
BERGEN COUNTY HOUSING AUTHORITY  
(Name)**

**FISCAL  
YEAR:**

**FROM:4/1/2021**

**TO:3/31/2022**

WHEREAS, the Annual Budget and Capital Budget for the Bergen County Housing Authority for the fiscal year beginning, April 1, 2021 and ending, March 31, 2022 has been presented before the governing body of the Bergen County Housing Authority at its open public meeting of January 28, 2021; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 60,118,680 , Total Appropriations, including any Accumulated Deficit if any, of \$ 59,685,979 and Total Unrestricted Net Position utilized of \_\_\_\_\_ 0 \_\_\_\_\_; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$400,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ \_\_\_\_\_ 0 \_\_\_\_\_; and


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

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Bergen County Housing Authority, at an open public meeting held on January 28, 2021 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Bergen County Housing Authority for the fiscal year beginning, 4/1/2021 and ending, 3/31/2021 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Bergen County Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on March 25, 2021.

  
\_\_\_\_\_  
(Secretary's Signature)

1/29/21  
\_\_\_\_\_  
(Date)

Governing Body  
Member:

Recorded Vote

Aye

Nay

Abstain

Absent

Note Fill in the name of Each Commissioner and indicate their recorded Vote



# **2021 (2021-2022) HOUSING AUTHORITY BUDGET**

## **Narrative and Information Section**

# 2021 (2021-2022) HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Bergen County Housing Authority  
(Name)

## AUTHORITY BUDGET

FISCAL  
YEAR:

FROM:4/1/2021

TO:3/31/2022

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

1. Complete a brief statement on the 2021/2021-2022 proposed Annual Budget and make comparison to the 2020/2020-2021 adopted budget for each *Revenues and Appropriations*. Explain any variances over +/-10% (As shown on budget pages F-2 and F-4 explain the reason for changes for each revenue and appropriation changing more than 10%) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. (Example Rate Increase authorized by resolution or by HUD).  
See attached variance description.

2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. Example would be effect on a recession in the economy on the housing Authority The Authority is impacted by the pandemic identified as COVID-19. The results are increased HAP to landlords due to program participants losing employment and increased maintenance costs resulting from enhanced disinfectant efforts.

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

**It is not expected that unrestricted net position will be utilized.**

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

5. The proposed budget must not reflect an anticipated deficit from 2021/2021-2022 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. **The Authority has an accumulated deficit at the end of the prior year resulting from pension accounting for noncash expenditures. The proposed budget includes a surplus in operations that will reduce the accumulated deficit.**

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

**BERGEN COUNTY HOUSING AUTHORITY**

**2021 NEW JERSEY BUDGET**

**PAGE N-1, QUESTION 1**

**Revenue:**

- 1.) Late Fees\Concessions reduced to expected actual during the projected year-end.
- 2.) Fraud\Port In Fees reduced to expected actual during the projected year-end.
- 3.) HHH Center revenue expected to be higher during the projected year.
- 4.) Interest income is expected to be higher based on rising interest rates and current year's projections.

**Appropriations:**

- 1.) Maintenance and operation costs are expected to be higher based on current year projections.
- 2.) PILOT will be higher based on formula.
- 3.) Collection\vacancy losses have been decreased to proposed projections for the fiscal year-end.

# HOUSING AUTHORITY CONTACT INFORMATION

## AUTHORITY CONTACT INFORMATION

### 2021 (2021-2022)

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

<b>Name of Authority:</b>	Bergen County Housing Authority		
<b>Federal ID Number:</b>	22-1828802		
<b>Address:</b>	One Bergen County Plaza, Flr. 2		
<b>City, State, Zip:</b>	Hackensack	NJ	07601
<b>Phone: (ext.)</b>	201-336-7600	<b>Fax:</b>	201-336-7660

<b>Preparer's Name:</b>	William Katchen, CPA		
<b>Preparer's Address:</b>	596 Anderson Avenue, Suite 303		
<b>City, State, Zip:</b>	Cliffside Park	NJ	07010
<b>Phone: (ext.)</b>	201-943-4449	<b>Fax:</b>	201-943-5099
<b>E-mail:</b>	<a href="mailto:bill@katchencpa.com">bill@katchencpa.com</a>		

<b>Chief Executive Officer:(1)</b>	Lynn Bartlett		
(1) Or person who performs these functions under another Title			
<b>Phone: (ext.)</b>	201-336-7600	<b>Fax:</b>	201-336-7660
<b>E-mail:</b>	<a href="mailto:bartlett@habcnj.org">bartlett@habcnj.org</a>		

<b>Chief Financial Officer(1)</b>	Al Restaino		
(1) Or person who performs these functions under another Title			
<b>Phone: (ext.)</b>	201-336-7623	<b>Fax:</b>	201-336-7660
<b>E-mail:</b>	<a href="mailto:restaino@habcnj.org">restaino@habcnj.org</a>		

<b>Name of Auditor:</b>	Richard Larsen, CPA		
<b>Name of Firm:</b>	Novogradac and Company		
<b>Address:</b>	1433 Hooper Avenue, Suite 329		
<b>City, State, Zip:</b>	Toms River	NJ	08753
<b>Phone: (ext.)</b>	732-503-4257	<b>Fax:</b>	732-341-1424
<b>E-mail:</b>	<a href="mailto:Richard.larsen@novoco.com">Richard.larsen@novoco.com</a>		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Bergen County Housing Authority

(Name)

FISCAL  
YEAR:

FROM: 4/1/2021

TO: 3/31/2022

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of individuals employed in (Use **Most Recent W-3 Available 2019 or 2020**) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 114
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use **Most Recent W-3 Available 2019 or 2020**) Transmittal of Wage and Tax Statements: \$4,642,648
- 3) Provide the number of regular voting members of the governing body: 7 (Even if not all commissioners have been appointed (Total Commissioners are either 5 or 7 as per statute for your Authority)
- 4) Provide the number of alternate voting members of the governing body: 0 (Maximum is 2)
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31, 2020 or 2021 deadline has passed 2020 or 2021) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
  - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
  - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
  - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? NoIf the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. **Attach a narrative of your Authority's procedures for all individuals listed on Page N-4 (2 of 2). Board review and action.**

- 11) Did the Authority pay for meals or catering during the current fiscal year? No If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? No If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority?
- a. First class or charter travel No
  - b. Travel for companions No
  - c. Tax indemnification and gross-up payments No
  - d. Discretionary spending account No
  - e. Housing allowance or residence for personal use No
  - f. Payments for business use of personal residence No
  - g. Vehicle/auto allowance or vehicle for personal use No
  - h. Health or social club dues or initiation fees No
  - i. Personal services (i.e.: maid, chauffeur, chef) No
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No If "yes," attach explanation including amount paid.
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No If "yes," attach explanation including amount paid.
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? N/A If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future. (If no bonded Debt answer is Not Applicable) (Loans from a Bank or State Agencies are not bonded Debt)
- 18) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.
- 19) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? No If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.
- 20) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations? No If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.
- 21) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? No If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.

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

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

**Bergen County Housing Authority**

(Name)

**FISCAL  
YEAR:**

**FROM:4/1/2021**

**TO:3/31/2022**

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

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

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

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

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

- a) The individual received reportable compensation from the authority and other public entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

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

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

**Reportable compensation:** (Use the Most Recent W-2 available 2019 or 2020. The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2021, the most recent W-2 and 1099 should be used 2020 or 2019 (60 days prior to start of budget year is November 1, 2020, with 2019 being the most recent calendar year ended), and for fiscal years ending June 30, 2021, the calendar year 2020 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2021, with 2020 being the most recent calendar year ended).

**Other Public Entity:** Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Authority either by function or by physical location.





## Schedule of Health Benefits - Detailed Cost Analysis

Bergen County Housing Authority

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

For the Period

April 1, 2021

to

March 31, 2022

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage	23	\$ 11,300	\$ 259,900	23	\$ 11,077	\$ 254,771	\$ 5,129	2.0%
Parent & Child	10	21,100	211,000	10	20,663	206,630	4,370	2.1%
Employee & Spouse (or Partner)	16	23,500	376,000	14	23,087	323,218	52,782	16.3%
Family	26	32,800	852,800	27	32,206	869,562	(16,762)	-1.9%
Employee Cost Sharing Contribution (enter as negative - )			(219,650)			(225,606)	5,956	-2.6%
Subtotal	75		1,480,050	74		1,428,575	51,475	3.6%
<b>Commissioners - Health Benefits - Annual Cost</b>								
Single Coverage			-			-	-	#DIV/0!
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)			-			-	-	#DIV/0!
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )							-	#DIV/0!
Subtotal	0		-	0		-	-	#DIV/0!
<b>Retirees - Health Benefits - Annual Cost</b>								
Single Coverage			-			-	-	#DIV/0!
Parent & Child			-			-	-	#DIV/0!
Employee & Spouse (or Partner)			-			-	-	#DIV/0!
Family			-			-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative - )							-	#DIV/0!
Subtotal	0		-	0		-	-	#DIV/0!
<b>GRAND TOTAL</b>	<b>75</b>		<b>\$ 1,480,050</b>	<b>74</b>		<b>\$ 1,428,575</b>	<b>\$ 51,475</b>	<b>3.6%</b>

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

Yes ☐ Yes or No

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

Yes ☐ Yes or No

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

## Schedule of Accumulated Liability for Compensated Absences

Bergen County Housing Authority  
For the Period April 1, 2021 to March 31, 2022

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
See attached schedule		\$ 523,463		X	
Total liability for accumulated compensated absences at beginning of current year		\$ 523,463			

The total Amount Should agree to most recently issued audit report for the Authority



Schedule of Shared Service Agreements

Bergen County Housing Authority

For the Period April 1, 2021 to March 31, 2022

If No Shared Services X this Box

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

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority
Cliffside Park Housing Authority	Bergen County Housing Authority	Administrative Hearings				Hourly

# **2021 (2022) HOUSING AUTHORITY BUDGET**

## **Financial Schedules Section**

# SUMMARY

Bergen County Housing Authority  
For the Period April 1, 2021 to March 31, 2022

	<i>FY 2021 Proposed Budget</i>					<i>FY 2020 Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
<b>REVENUES</b>								
Total Operating Revenues	\$ 6,165,067	\$ -	\$ 49,399,940	\$ 2,812,249	\$ 58,377,256	\$ 55,274,968	\$ 3,102,288	5.6%
Total Non-Operating Revenues	68,400	-	41,500	1,631,524	1,741,424	1,400,835	340,589	24.3%
Total Anticipated Revenues	6,233,467	-	49,441,440	4,443,773	60,118,680	56,675,803	3,442,877	6.1%
<b>APPROPRIATIONS</b>								
Total Administration	2,915,621	-	3,640,400	1,144,402	7,700,423	7,470,914	229,509	3.1%
Total Cost of Providing Services	2,688,470	-	45,615,103	3,293,104	51,596,677	49,960,937	1,635,740	3.3%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	127,586	126,319	1,267	1.0%
Total Operating Appropriations	5,604,091	-	49,255,503	4,437,506	59,424,686	57,558,170	1,866,516	3.2%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	36,836	38,103	(1,267)	-3.3%
Total Other Non-Operating Appropriations	224,457	-	-	-	224,457	218,588	5,869	2.7%
Total Non-Operating Appropriations	224,457	-	-	-	261,293	256,691	4,602	1.8%
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	5,828,548	-	49,255,503	4,437,506	59,685,979	57,814,861	1,871,118	3.2%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	1,139,058	(1,139,058)	-100.0%
Net Total Appropriations	5,828,548	-	49,255,503	4,437,506	59,685,979	56,675,803	3,010,176	5.3%
ANTICIPATED SURPLUS (DEFICIT)	\$ 404,919	\$ -	\$ 185,937	\$ 6,267	\$ 432,701	\$ -	\$ 432,701	#DIV/0!



# Prior Year Adopted Revenue Schedule

Bergen County Housing Authority

## FY 2020 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING REVENUES</b>					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	1,698,339			24,180	1,722,519
Excess Utilities					-
Non-Dwelling Rental					-
HUD Operating Subsidy	2,359,633			67,380	2,427,013
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			46,272,896		46,272,896
Total Rental Fees	4,057,972	-	46,272,896	91,560	50,422,428
<i>Other Revenue (List)</i>					
Management Fees	1,989,538				1,989,538
Late Fees\Concessions	58,100			100	58,200
Fraud\Port In Fees			23,400		23,400
HOPWA, TBRA and Shelter Care				2,674,674	2,674,674
County of Bergen Operating Grant				106,728	106,728
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	2,047,638	-	23,400	2,781,502	4,852,540
Total Operating Revenues	6,105,610	-	46,296,296	2,873,062	55,274,968
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
HHH Center Salaries, benefits, operations				1,304,235	1,304,235
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Other Non-Operating Revenues	-	-	-	1,304,235	1,304,235
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	79,900		15,400	1,300	96,600
Penalties					-
Other					-
Total Interest	79,900	-	15,400	1,300	96,600
Total Non-Operating Revenues	79,900	-	15,400	1,305,535	1,400,835
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 6,185,510</b>	<b>\$ -</b>	<b>\$ 46,311,696</b>	<b>\$ 4,178,597</b>	<b>\$ 56,675,803</b>



# Appropriations Schedule

Bergen County Housing Authority  
For the Period April 1, 2021 to March 31, 2022

	<b>FY 2021 Proposed Budget</b>				<b>FY 2020 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>
	<b>Public Housing Management</b>	<b>Section 8</b>	<b>Housing Voucher</b>	<b>Other Programs</b>	<b>Total All Operations</b>	<b>Total All Operations</b>	<b>All Operations All Operations</b>
<b>OPERATING APPROPRIATIONS</b>							
<i>Administration</i>							
Salary & Wages	1,176,051		1,057,339	678,567	\$ 2,911,957	\$ 2,880,525	\$ 31,432 1.1%
Fringe Benefits	718,110		632,924	294,579	1,645,613	1,586,340	59,273 3.7%
Legal	28,100		50,000	210	78,310	78,310	- 0.0%
Staff Training	50,000		30,000	3,200	83,200	83,200	- 0.0%
Travel	26,350		40,000	3,770	70,120	70,120	- 0.0%
Accounting Fees	33,000			540	33,540	33,540	- 0.0%
Auditing Fees	6,600		15,000	225	21,825	21,825	- 0.0%
Miscellaneous Administration*	877,410		1,815,137	163,311	2,855,858	2,717,054	138,804 5.1%
Total Administration	2,915,621	-	3,640,400	1,144,402	7,700,423	7,470,914	229,509 3.1%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services					-	-	- #DIV/0!
Salary & Wages - Maintenance & Operation	636,348			1,861	638,209	592,077	46,132 7.8%
Salary & Wages - Protective Services					-	-	- #DIV/0!
Salary & Wages - Utility Labor					-	-	- #DIV/0!
Fringe Benefits	369,936			184	370,120	352,130	17,990 5.1%
Tenant Services				144,698	144,698	155,167	(10,469) -6.7%
Utilities	679,000			22,350	701,350	715,600	(14,250) -2.0%
Maintenance & Operation	739,850			623,169	1,363,019	1,086,886	276,133 25.4%
Protective Services					-	-	- #DIV/0!
Insurance	122,000		14,500	29,200	165,700	163,807	1,893 1.2%
Payment in Lieu of Taxes (PILOT)	117,200			6,794	123,994	106,270	17,724 16.7%
Terminal Leave Payments					-	-	- #DIV/0!
Collection Losses	24,136				24,136	47,320	(23,184) -49.0%
Other General Expense			78,600		78,600	78,600	- 0.0%
Rents			45,522,003	2,464,848	47,986,851	46,663,080	1,323,771 2.8%
Extraordinary Maintenance					-	-	- #DIV/0!
Replacement of Non-Expendible Equipment					-	-	- #DIV/0!
Property Betterment/Additions					-	-	- #DIV/0!
Miscellaneous COPS*					-	-	- #DIV/0!
Total Cost of Providing Services	2,688,470	-	45,615,103	3,293,104	51,596,677	49,960,937	1,635,740 3.3%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	127,586	126,319	1,267 1.0%
Total Operating Appropriations	5,604,091	-	49,255,503	4,437,506	59,424,686	57,558,170	1,866,516 3.2%
<b>NON-OPERATING APPROPRIATIONS</b>							
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	36,836	38,103	(1,267) -3.3%
Operations & Maintenance Reserve					-	-	- #DIV/0!
Renewal & Replacement Reserve	224,457				224,457	218,588	5,869 2.7%
Municipality/County Appropriation					-	-	- #DIV/0!
Other Reserves					-	-	- #DIV/0!
Total Non-Operating Appropriations	224,457	-	-	-	261,293	256,691	4,602 1.8%
<b>TOTAL APPROPRIATIONS</b>	5,828,548	-	49,255,503	4,437,506	59,685,979	57,814,861	1,871,118 3.2%
<b>ACCUMULATED DEFICIT</b>							
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	5,828,548	-	49,255,503	4,437,506	59,685,979	57,814,861	1,871,118 3.2%
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation	-	-	-	-	-	-	- #DIV/0!
Other					-	1,139,058	(1,139,058) -100.0%
Total Unrestricted Net Position Utilized	-	-	-	-	-	1,139,058	(1,139,058) -100.0%
<b>TOTAL NET APPROPRIATIONS</b>	\$ 5,828,548	\$ -	\$ 49,255,503	\$ 4,437,506	\$ 59,685,979	\$ 56,675,803	\$ 3,010,176 5.3%

\* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 280,204.55 \$ - \$ 2,462,775.15 \$ 221,875.30 \$ 2,971,234.30

# Prior Year Adopted Appropriations Schedule

Bergen County Housing Authority

FY 2020 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 1,280,144		\$ 991,396	\$ 608,985	\$ 2,880,525
Fringe Benefits	748,260		594,743	243,337	1,586,340
Legal	28,100		50,000	210	78,310
Staff Training	50,000		30,000	3,200	83,200
Travel	26,350		40,000	3,770	70,120
Accounting Fees	33,000			540	33,540
Auditing Fees	6,600		15,000	225	21,825
Miscellaneous Administration*	809,352		1,756,708	150,994	2,717,054
Total Administration	2,981,806	-	3,477,847	1,011,261	7,470,914
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	590,253			1,824	592,077
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	352,130				352,130
Tenant Services	15,300			139,867	155,167
Utilities	695,000			20,600	715,600
Maintenance & Operation	668,450			418,436	1,086,886
Protective Services					-
Insurance	111,000		12,900	39,907	163,807
Payment in Lieu of Taxes (PILOT)	100,600			5,670	106,270
Terminal Leave Payments					-
Collection Losses	47,320				47,320
Other General Expense			78,600		78,600
Rents			44,122,048	2,541,032	46,663,080
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	2,580,053	-	44,213,548	3,167,336	49,960,937
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	126,319
Total Operating Appropriations	5,561,859	-	47,691,395	4,178,597	57,558,170
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	38,103
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve	218,588				218,588
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	218,588	-	-	-	256,691
TOTAL APPROPRIATIONS	5,780,447	-	47,691,395	4,178,597	57,814,861
<b>ACCUMULATED DEFICIT</b>					
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	5,780,447	-	47,691,395	4,178,597	57,814,861
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation					-
Other			1,139,058		1,139,058
Total Unrestricted Net Position Utilized	-	-	1,139,058	-	1,139,058
TOTAL NET APPROPRIATIONS	\$ 5,780,447	\$ -	\$ 46,552,337	\$ 4,178,597	\$ 56,675,803

\* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations \$ 278,092.95 \$ - \$ 2,384,569.75 \$ 208,929.85 \$ 2,877,908.50

## Debt Service Schedule - Principal

Bergen County Housing Authority

If Authority has no debt X this box

*Fiscal Year Ending in*

	Adopted Budget Year 2020	Proposed Budget Year 2021	2022	2023	2024	2025	2026	Thereafter	Total Principal Outstanding
RAD Financing	\$ 126,319	\$ 127,586	\$ 128,868	\$ 130,164	\$ 131,471	\$ 132,792	\$ 134,091	\$ 2,956,932	\$ 3,741,904
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
<b>TOTAL PRINCIPAL</b>	126,319	127,586	128,868	130,164	131,471	132,792	134,091	2,956,932	3,741,904
<b>LESS: HUD SUBSIDY</b>									-
<b>NET PRINCIPAL</b>	<u>\$ 126,319</u>	<u>\$ 127,586</u>	<u>\$ 128,868</u>	<u>\$ 130,164</u>	<u>\$ 131,471</u>	<u>\$ 132,792</u>	<u>\$ 134,091</u>	<u>\$ 2,956,932</u>	<u>\$ 3,741,904</u>

*Indicate the Authority's most recent bond rating and the year of the rating by ratings service.*

	<i>Moody's</i>	<i>Fitch</i>	<i>Standard &amp; Poors</i>
Bond Rating	N/A	N/A	N/A
Year of Last Rating			

If no Rating type in Not Applicable

## Debt Service Schedule - Interest

Bergen County Housing Authority

If Authority has no debt X this box

*Fiscal Year Ending in*

	Adopted Budget Year 2020	Proposed Budget Year 2021	<i>Fiscal Year Ending in</i>						Total Interest Payments Outstanding
			2022	2023	2024	2025	2026	Thereafter	
RAD Financing	38,103	36,836	35,554	34,258	32,951	31,630	30,331	304,109	505,669
Type in Issue Name									-
Type in Issue Name									-
Type in Issue Name									-
<b>TOTAL INTEREST</b>	38,103	36,836	35,554	34,258	32,951	31,630	30,331	304,109	505,669
<b>LESS: HUD SUBSIDY</b>									-
<b>NET INTEREST</b>	<u>\$ 38,103</u>	<u>\$ 36,836</u>	<u>\$ 35,554</u>	<u>\$ 34,258</u>	<u>\$ 32,951</u>	<u>\$ 31,630</u>	<u>\$ 30,331</u>	<u>\$ 304,109</u>	<u>\$ 505,669</u>

# Net Position Reconciliation

Bergen County Housing Authority

For the Period

April 1, 2021

to

March 31, 2022

## FY 2021 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	\$ 7,567,381	\$ -	\$ (767,796)	\$ 98,954	\$ 6,898,539
Less: Invested in Capital Assets, Net of Related Debt (1)	7,471,531		77,532		7,549,063
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)	5,062,849		58,692		5,121,541
Total Unrestricted Net Position (1)	(4,966,999)	-	(904,020)	98,954	(5,772,065)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	7,645,842		4,490,416		12,136,258
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)					-
Plus: Estimated Income (Loss) on Current Year Operations (2)	240,641		(1,139,058)		(898,417)
Plus: Other Adjustments (attach schedule)					-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	2,919,484	-	2,447,338	98,954	5,465,776
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-
Total Unrestricted Net Position Utilized in Proposed Budget	-	-	-	-	-
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)</b>	\$ 2,919,484	\$ -	\$ 2,447,338	\$ 98,954	\$ 5,465,776

(1) Total of all operations for this line item must agree to audited financial statements.

(2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.

(3) Amount may not exceed 5% of total operating appropriations. See calculation below.

Maximum Allowable Appropriation to Municipality/County \$ 280,205 \$ - \$ 2,462,775 \$ 221,875 \$ 2,971,234

(4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.

2021 (2021-2022)

BERGEN  
COUNTY  
HOUSING  
AUTHORITY

(Name)

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2021 (2021-2022) CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

Bergen County Housing Authority  
(Name)

FISCAL YEAR: FROM: 4/1/2021 TO: 3/31/2022


☒ enter X to the left if this paragraph is applicable

It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Bergen County Housing Authority, on the \_\_\_\_28\_\_\_\_ day of January, 2021.

OR

☐ enter X to the left if this paragraph is applicable

It is hereby certified that the governing body of the \_\_\_\_\_ Housing Authority have elected NOT to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): \_\_\_\_\_

Officer's Signature:			
Name:	Lynn Bartlett		
Title:	Executive Director		
Address:	One Bergen County Plaza, Flr.2, Hackensack, NJ 07601		
Phone Number:	201-336-7600	Fax Number:	201-336-7660
E-mail address	bartlett@habcnj.org		

# 2021 (2021-2022) CAPITAL BUDGET/PROGRAM MESSAGE

## Bergen County Housing Authority

(Name)

FISCAL  
YEAR:

FROM:4/1/2021

TO:3/31/2022

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

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program (This may include the governing body or certain officials such as planning boards, Construction Code Officials) as to these Projects?  
Yes.
2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated?  
Yes.
3. Has a long-term (5 years or more) infrastructure needs and other capital items (Vehicles, Equipment) needs assessment been prepared?  
Yes.
4. If amounts are on Page CB-3 in the column Debt Authorizations. Indicate the primary source of funding the debt service for the Debt Authorizations (Example HUD Funding or Other sources)  
N/A
5. Have the current capital projects been reviewed and approved by HUD?  
Yes.

*Add additional sheets if necessary.*



# Proposed Capital Budget

Bergen County Housing Authority  
For the Period April 1, 2021 to March 31, 2022

		Funding Sources				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Various Capital Projects	\$ 400,000	\$ 400,000				
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	400,000	-	400,000	-	-	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

## 5 Year Capital Improvement Plan

Bergen County Housing Authority  
For the Period April 1, 2021 to March 31, 2022

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget Year 2021	2022	2023	2024	2025	2026
<i>Public Housing Management</i>							
Various Capital Projects	\$ 2,400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	2,400,000	400,000	400,000	400,000	400,000	400,000	400,000
<i>Section 8</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,400,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>

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

## 5 Year Capital Improvement Plan Funding Sources

Bergen County Housing Authority  
For the Period April 1, 2021 to March 31, 2022

		<i>Funding Sources</i>				
Estimated Total Cost		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Various Capital Projects	\$ 2,400,000	\$ 2,400,000				
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	2,400,000	-	2,400,000	-	-	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,400,000</b>	<b>\$ -</b>	<b>\$ 2,400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4	\$ 2,400,000					
Balance check	-	- If amount is other than zero, verify that projects listed above match projects listed on CB-4.				

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