

RESOLUTION # 18-76

**RESOLUTION AUTHORIZING AND APPROVING,
THE ANNUAL PLAN FY 2019
FOR SUBMISSION TO HUD
HOUSING AUTHORITY OF GLOUCESTER COUNTY**

WHEREAS, the Housing Authority of Gloucester County is desirous of meeting all United States Department of Housing and Urban Development requirements, particularly as defined in the Quality Housing and Work Responsibility Act of 1998; and

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 mandates that Housing Authorities develop an Agency Plan to be implemented after review and comment by residents, the County government, certain law enforcement agencies and the public; and

WHEREAS, an Agency Plan has been developed at the Housing Authority of Gloucester County, a Draft Plan was distributed to all required parties, including a Resident Advisory Board, as well as publicly advertised for review; and

WHEREAS, a Public Hearing was held on September 26, 2018.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the Housing Authority of Gloucester County Annual Plan FY 2019, attached hereto and made a part hereof, be and hereby is approved; and

IT IS FURTHER RESOLVED that the Executive Director is hereby directed to submit a copy of the Annual Plan FY 2019 to the Dept. of Housing and Urban Development as required for their review and approval.

ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 26th day of September, 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: SEPTEMBER 26, 2018

**Certifications of Compliance with
PHA Plans and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications
RESOLUTION #18-77**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or ☒ Annual PHA Plan for the PHA fiscal year beginning 01/01/2019, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

The Housing Authority of Gloucester County
PHA Name

NJ 204
PHA Number/HA Code

X Annual PHA Plan for Fiscal Year 2019

 5-Year PHA Plan for Fiscal Years 20 - 20

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

Name of Authorized Official

Title

William W Bain, Jr.

Chairman

Signature

Date

September 26, 2018

RESOLUTION # 18-78

**RESOLUTION AUTHORIZING AND APPROVING SUBMISSION OF
CAPITAL FUND PROGRAM BUDGET HUD FORMS**

**50075.1 ANNUAL STATEMENT FY2019 AND
50075.2 5-YEAR ACTION PLAN FY2019-2023**

WHEREAS, the Housing Authority of Gloucester County has prepared HUD Forms 50075.1 Annual Statement FY2019 and 50075.2 5-year Action Plan FY 2019-2023 for Capital Fund Program Budget, as part of an overall submission to the U.S. Dept. of Housing and Urban Development; and

WHEREAS, the attached budget is consistent with the overall objectives of the Capital Fund Program, as presented to the community, residents of public housing developments and local governing bodies in public information sessions and at a publicly held hearing on the Capital Fund Program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the Annual Statement FY2019 and 5-year Budget for the Capital Fund Program for FY 2019-2023, as attached hereto, are hereby approved; and

IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to submit the forms and related documents for the Capital Fund Program as herein approved, to the Department of HUD for their approval.

ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 26th day of September, 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: _____

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY

DATED: SEPTEMBER 26TH, 2018

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. 2577-0226
Expires 06/30/2017

Part I: Summary					
PHA Name: Housing Authority of Gloucester County		Grant Type and Number Capital Fund Program Grant No: NJ39P20450119 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2019 FFY of Grant Approval:
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				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	49,421			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	15,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000			
10	1460 Dwelling Structures	335,789			
11	1465.1 Dwelling Equipment—Nonexpendable	45,000			
12	1470 Non-dwelling Structures	20,000			
13	1475 Non-dwelling Equipment	15,000			
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	4,000			
17	1499 Development Activities ⁴				

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.

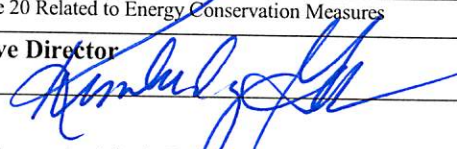
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

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. 2577-0226
Expires 06/30/2017

Part I: Summary					
PHA Name: Housing Authority of Gloucester County		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2019 FFY of Grant Approval:	
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
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	494,210			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director 		Date 9/26/18	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.

⁴ RHF funds shall be included here.

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. 2577-0226
 Expires 06/30/2017

Part II: Supporting Pages								
PHA Name: Housing Authority of Gloucester County		Grant Type and Number Capital Fund Program Grant No: CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2019			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA Wide	Modernization Coord Salary	1410	1	49,421				
PHA Wide	A&E Services	1430	1	15,000				
PHA Wide	Site Improvements	1450	5	10,000				
PHA Wide	Relocation Cost	1495.1	4	4,000				
Scattered Site 204-1	Update Houses	1460	10	150,000				
Scattered Site 204-1	Furnaces/ Dwelling Equipment	1465.1	5	15,000				
Scattered Site 204-1	Non-Dwelling Equipment	1475	4	20,000				
Carino Park 204-3	Refinish exterior wall panels	1460	50	80,000				
Carino Park 204-3	Misc. Upgrade Apartments	1460	10	35,000				
Carino Park 204-3	Replace Apt Entry Doors & Lock	1460	20	25,000				
Carino Park 204-3	Replace Apt. Light Fixtures	1465.1	50	25,000				
Deptford Park 204-4	Replace Apt. Closet	1460	25	25,000				
Deptford Park 204-4	Upgrade Apt. Equipment	1465.1	5	5,000				
Deptford Park 204-4	Caulk Exterior Control Joints	1470	1	20,000				
Deptford Park 204-4	Upgrade Building Equipment/Condensers	1475	2	10,000				
Deptford Park 204-4	Replace Tubs with Shower Stalls	1460	5	20,000				
Deptford Park 204-4	Shower Seats	1460	5	789				

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. 2577-0226
Expires 06/30/2017

[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. 2577-0226
Expires 06/30/2017

[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. 2577-0226
Expires 06/30/2017

[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.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 08/30/2011

Part I: Summary						
PHA Name/Number NJ204		Locality (GLOUCESTER COUNTY NJ)			Original 5-Year Plan ✓	Revision No:
A.	Development Number and Name	Work Statement for Year 1	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5
		FFY 2019	FFY2020	FFY2021	FFY2022	FFY2023
B.	Physical Improvements Subtotal	Annual Statement	444,789	444,789	444,789	444,789
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration		49,421	49,421	49,421	49,421
F.	Other					
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		494,210	494,210	494,210	494,210
L.	Total Non-CFP Funds					
M.	Grand Total		494,210	494,210	494,210	494,210

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/20011

[illegible]

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/20011

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2019	Work Statement for Year 2020			Work Statement for Year 2021		
	FFY			FFY		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	204 PHA Wide / A&E Services	1	15,000	204 PHA Wide / A&E Services	1	15,000
Annual	204 PHA Wide / Site Improvements	5	10,000	204 PHA Wide / Site Improvements	5	10,000
Statement	204 Relocation Cost	4	4,000	204 Relocation Cost	4	4,000
	204-1 Update Houses	10	150,000	204-1 Update Houses	10	150,000
	204-1 Update Dwelling Equipment	5	15,000	204-1 Update Dwelling Equipment	5	15,000
	204-1 Update Non-Dwelling Equipment	1	5,000	204-1 Update Non-Dwelling Equipment	1	5,000
	204-3 Replace Commons Rm Flooring	1	10,000	204-3 Upgrade ADA Bathrooms	10	50,000
	204-3 Upgrade Dwelling Units	5	20,000	204-3 Upgrade Apt Units	20	55,000
	204-3 Upgrade Unit Light Fixtures	50	25,000	204-3 Upgrade Bldg. Equipment	1	10,000
	204-3 Replace Unit Equipment	5	5,000	204-3 Replace Common Area Carpet	1	50,000
				204-3 Replace Unit Equipment	1	5,000
	204-4 Replace Closet Doors	50	50,000			
	204-4 Upgrade ADA Bathrooms	4	20,000	204-4 Replace Kitchen Flooring	50	35,789
	204-4 Upgrade Apt Equipment	5	5,000	204-4 Upgrade Apt Equipment	10	5,000
	204-4 Replace Commons Rm Floor	1	15,000	204-4 Upgrade Exterior Light Fixtures	10	20,000
	204-4 Replace roof Exhaust Fans	5	5,000	204-4 Replace tubs with Shower Stalls	3	15,000
	204-4 Replace tubs with Shower Stalls	20	90,000			
	204-4 Shower Seats	5	789			
	Subtotal of Estimated Cost		\$444,789	Subtotal of Estimated Cost		\$444,789

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2019	Work Statement for Year:2022			Work Statement for Year:2023		
	FFY			FFY		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	204 PHA Wide / A&E Services	1	15,000	204 PHA Wide / A&E Services	1	15,000
Annual	204 PHA Wide / Site Improvements	5	10,000	204 PHA Wide / Site Improvements	5	10,000
Statement	204 Relocation Cost	4	4,000	204 Relocation Cost	4	4,000
	204-1 Update Houses	10	150,000	204-1 Update Houses	10	150,000
	204-1 Update Dwelling Equipment	5	15,000	204-1 Update Dwelling Equipment	5	15,000
	204-1 Update Non-Dwelling Equipment (Veh.)	1	5,000	204-1 Update Non-Dwelling Equipment	1	5,000
	204-3 Upgrade Dwelling Units	10	20,000	204-3 Upgrade Fire Alarm System	1	10,000
	204-3 Upgrade General Building Equipment	1	15,789	204-3 Upgrade Generator		10,000
	204-3Replace Common Area Carpet	1	50,000	204-3 Replace Fan-Coil Units	20	39,789
	204-3 Replace Apt Unit Equipment	10	5,000	204-3 Upgrade Unit Bathrooms	5	50,000
	204-3 Replace Exterior Light Fixtures	10	20,000	204-3 Upgrade Common Area Lighting	1	16,000
				204-3 Repair & Sealcoat Parking Lot Paving	1	15,000
	204-4 Replace Apt Appliances	10	5,000	204-3 Replace Unit Equipment	10	5,000
	204-4 Paint Common Areas	1	25,000	204-3 Replace Nurse Call System	1	25,000
	204-4 Upgrade Apt Equipment	5	5,000			
	204-4 Upgrade Boilers	1	100,000	204-4 Replace Fan-Coil Units	10	50,000
				204-4 Repair Parking Lot Sealcoat	1	15,000
				204-4 Upgrade building Equipment	1	10,000
Subtotal of Estimated Cost			\$444,789	Subtotal of Estimated Cost \$444,789		

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2001

Part III: Supporting Pages – Management Needs Work Statement(s)

Work Statement for Year 1 FFY 2019	Work Statement for Year		Work Statement for Year:	
	FFY 2020		FFY 2021	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See				
Annual Statement	NJ 204 Agency Wide Administration Cost	49,421	NJ 204 Agency Wide Administration Cost	49,421
	Subtotal of Estimated Cost	\$ 49,421	Subtotal of Estimated Cost	\$49,421

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part III: Supporting Pages – Management Needs Work Statement(s)

Work Statement for Year 1 FFY 2019	Work Statement for Year		Work Statement for Year:	
	FFY 2022		FFY 2023	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement	NJ 204 Agency Wide Administration Cost	49,421	NJ 204 Agency Wide Administration Cost	49,421
	Subtotal of Estimated Cost	\$ 49,421	Subtotal of Estimated Cost	\$ 49,421

RESOLUTION #18- 79

**RESOLUTION AUTHORIZING THE EXECUTION OF THE
RENEWAL OF THE SHARED SERVICES AGREEMENT & THE ADDENDUM
BETWEEN
THE HOUSING AUTHORITY OF GLOUCESTER COUNTY &
THE COUNTY OF GLOUCESTER
REGARDING THE MANAGEMENT & ADMINISTRATION OF THE
TENANT BASED RENTAL ASSISTANCE (TBRA) PROGRAM**

WHEREAS, the Housing Authority of Gloucester County recognizes the need to provide low-income housing assistance for the citizens of Gloucester County on an as needed basis; and

WHEREAS, the County of Gloucester receives funds pursuant to the HOME Investment Partnership ("HOME") Program to assist low income residents; and

WHEREAS, the Housing Authority of Gloucester County has previously entered into an agreement to administer these HOME funds to needy residents referred by the Gloucester County Board of Social Services authorized by Resolutions 03-20, dated 3/26/03 and extended by Resolutions 04-10, dated 1/28/04, 05-04 dated 1/26/05 , No. 06-02 dated 1/25/06; No. 07-06 dated 1/24/07, No. 08-04 dated 1/23/08, No. 09-03, dated 1/28/09, No. 10-02 dated 1/27/2010 and No. 11-01 dated 1/26/2011; and No.12-05 dated 1/25/12 and No. 12-64 dated 09/26/12; and No. 13-73 dated 09/25/13 and No.14-15 dated 4/23/2014, and No. 15-74 dated 11-23-2015; and No. 16-74 dated 9-28-2016 and No. 17-79 dated October 25, 2017; and

WHEREAS, the Housing Authority of Gloucester County wishes to renew the agreement in the amount of \$120,000.00 as well as the amending the Agreement for 9/1/17 to 8/31/18 in the amount of \$906.50 with the County of Gloucester;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the Executive Director be and hereby is authorized to sign said Agreement and the Addendum to the Amended Agreement with the County of Gloucester for the purpose of administering HOME Funds to needy residents referred by the Gloucester County Board of Social Services; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute the said Agreements as well as any and all documents which may be necessary to effectuate the Agreements with the County and the Board of Social Services.

ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 26th day of September, 2018

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: SEPTEMBER 26, 2018

RESOLUTION # 18- 80

**RESOLUTION REVISING
THE PUBLIC HOUSING AUTHORITY AUDIT CONTRACT
PROPOSED AMOUNT FOR THE PERIOD
JANUARY 1, 2018 TO DECEMBER 31, 2018
BOWMAN AND COMPANY, LLC**

WHEREAS, the Housing Authority of Gloucester County ("HAGC") is a certified Public Housing Authority and authorized to act in said capacity relative to the United States Department of Housing and Urban Development; and

WHEREAS, the United States Department of Housing and Urban Development requires an audit of HAGC's activities; and

WHEREAS, said audit must be performed by a Certified Public Accountant not having any interest direct or indirect in HAGC such as a family relationship with PHA members or officials or any other related activity and said audit may not be performed by the Fee Accountant; and

WHEREAS, HAGC had publicly announced a Request for Proposals by public advertisement in a newspaper of general circulation and by direct solicitation; and

WHEREAS, one proposal was received from Bowman and Company, LLC, in response to the Request for Proposals; and

WHEREAS, Bowman and Company, LLC was awarded the audit contract pursuant to Resolution #18-60; and

WHEREAS, Resolution #18-60 stated the incorrect audit contract amount of \$25,700.00; and

WHEREAS, Resolution #18-60 shall be amended to state the correct amount of \$39,900.00.

NOW THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that Resolution #18-60 shall be amended as described herein.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be published in the "South Jersey Times", as requested by law.

ADOPTED at a regular Meeting of the Housing Authority of Gloucester County, held on the 26th day of September, 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: _____

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY

DATED: SEPTEMBER 26, 2018



August 2018

Ms. Kimberly Gober, Executive Director
Housing Authority of Gloucester County, New Jersey
100 Pop Moylan Boulevard
Deptford, New Jersey 08096

Dear Ms. Gober:

The following is in response to your Request for Proposal for the Housing Authority of Gloucester County, New Jersey for the section Fees and Basis for Charges.

Our fees for services are based primarily on our estimates of time charges of assigned personnel at established rates for each level of personnel. Our audit engagements are carefully planned and budgeted in advance, and are closely supervised as to content and quality of work performed as to assure adherence to time budgets. In an effort to minimize fees, we utilize, to the maximum extent practical, client prepared analyses and schedules, and client staff assistance.

Our estimated time budget, for recurring services, by professional level, is as follows:

<u>Professional Level</u>	<u>Rate Per hour</u>	<u># of hours</u>
Partner	\$ 237	50
Manager	135	175
Associate	98	265
Administrative	50	50
		<u>540</u>

Although we expect our time budget for the performance of this engagement to be 540 hours, we are willing to propose a fee in the amount of \$39,900 for the year ended December 31, 2018. Our fee quote includes all normal expenses associated with performing these services, and are based on the understanding that your accounting department will prepare the HUD financial statements, certain supporting schedules and analyses (as furnished in prior years), prepare financial statements in accordance with generally accepted accounting principles, and provide documentation as requested. Also, this quote is based on the assumption that there will not be an increase in the number of programs or a significant increase in the number of units covered by the audit over those identified in the Request for Proposal. Should our time and expense charges be less than estimated, we will reduce our fees accordingly.

Very truly yours,

Nina S. Sorelle, CPA, CFE, CGMA

Present _____ Stella Barnes
Present _____ Nelly Rojas
Present _____
Present _____

PROPOSAL TABULATION SHEET

FOR RFP _____ 18-010
PROPOSAL OPEN DATE _____ 9-Aug-18
FOR _____ AUDIT SERVICES

Name of Proposer		Amount of Proposal	Comments
BOW/MAN AND CO., LLP 6 NORTH BROAD STREET WOODBURY, NJ 08086		\$237/HR FOR PARTNER \$135 HR FOR MANAGER \$98/HR FOR ASSOCIATE \$50/HR FOR ADMINISTRATIVE	\$39,900.00

RESOLUTION # 18-81

RESOLUTION AUTHORIZING CONTRACTS WITH APPROVED STATE
CONTRACT VENDORS FOR CONTRACTING UNITS PURSUANT TO
N.J.S.A. 40a:11-12a
NASPO VALUEPOINT COMPUTER MO483

WHEREAS, the Housing Authority of Gloucester County, pursuant to NJSA40A:11-12a and NJAC 5:34-7.29(c) may by resolution and without advertising for bids, purchase any goods or services under the State of NJ Cooperative Purchasing Program for State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Authority has the need on a timely basis to purchase goods or services utilizing State contracts and in particular Computers and Accessories; and

WHEREAS, the Authority intends to enter into such contract with the NASPO VALUEPOINT COMPUTERS MO483 as well as additional Vendors and Dealers associated with the contractor, through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts and New Jersey law;

WHEREAS, the expected expenditures are expected to exceed \$17,500 but should not exceed \$25,000.00

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners authorizing the Purchasing Agent to purchase certain goods or services from those approved State contracts pursuant to all conditions of the individual contracts and;

BE IT FURTHER RESOLVED, that the governing body of the Housing Authority of Gloucester County, pursuant to N.J.A.C.5:30-5.5(b), after inquiring about the availability of funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Executive Director.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 26th day of September, 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: SEPTEMBER 26, 2018

RESOLUTION # 18-82

RESOLUTION AUTHORIZING CONTRACTS WITH APPROVED STATE
CONTRACT VENDORS FOR CONTRACTING UNITS PURSUANT TO
N.J.S.A. 40a:11-12a
LOWES HOME IMPROVEMENT HARDWARE STORE

WHEREAS, the Housing Authority of Gloucester County, pursuant to NJSA40A:11-12a and NJAC 5:34-7.29(c) may by resolution and without advertising for bids, purchase any goods or services under the State of NJ Cooperative Purchasing Program for State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Authority has the need on a timely basis to purchase goods for maintaining the grounds and building in a manner which is acceptable and satisfactory pursuant to HUD regulations; and

WHEREAS, the Authority intends to enter into such contract with the LOWES HOME IMPROVEMENT HARDWARE STORE through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts and New Jersey law;

WHEREAS, the expected expenditures are expected to exceed \$17,500 but should not exceed \$25,000.00

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners authorizing the Purchasing Agent to purchase certain goods or services from those approved State contracts, pursuant to all conditions of the individual contracts and;

BE IT FURTHER RESOLVED, that the governing body of the Housing Authority of Gloucester County, pursuant to N.J.A.C.5:30-5.5(b), after inquiring about the availability of funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Executive Director.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 26th day of September, 2018.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: SEPTEMBER 26, 2018

RESOLUTION #18-83

RESOLUTION AUTHORIZING EXECUTIVE SESSION IN ORDER
TO DISCUSS MATTERS FALLING UNDER EXEPTIONS
TO THE OPEN PUBLIC MEETINGS ACT

WHEREAS, While the Sen. Byron M. Baer Open Public Meetings Act (OPRA, NJSA 10:4-6et seq.) requires all meetings of the Housing Authority of Gloucester County to be held in public, NJSA 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in “Executive Session”, i.e. without the public being permitted to attend and:

WHEREAS, the Housing Authority of Gloucester County has determined that _____ issues are permitted by NJSA 10:4-12 (b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on September 26, 2018 at 4:30 P.M. and;

WHEREAS, the nine (9) exceptions to public meetings set forth in NJSA 10:4-12(b) are listed below with the number of issues and any additional information shall be written:

- 1) **“Any matter which, by express provision of Federal law, State stature of rule of court shall be rendered confidential or excluded from public discussion”** the legal citation to the provision at issue is _____ and the nature of the matter described as specifically as possible without undermining the need for confidentiality is _____
- 2) **“Any matter in which the release of information would impair a right to receive funds from the federal government.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____
- 3) **“Any material the disclosure of which constitutes an unwarranted invasion of privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, healthy, custodial, child protections, rehabilitation, legal defenses, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual’s personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

- 4) **“Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body.”** The collective bargaining contract(s) discussed are between the Board and _____

- 5) **“Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.”**The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

- 6) **“Any tactics and techniques utilized in protecting the safety and property of the public provide that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

- 7) **“Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matter falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.”** The parties to and docket number of each item of litigation and/or the parties to each contract discussed are _____

and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is _____

- 8) **“Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining in of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.”**

Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. vs New Jersey Expressway Authority, 124 NJ 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality _____ are _____

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- 9) “ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____
-
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WHEREAS, the length of the Executive Session is estimated to be _____ minutes after which the public meeting of the Housing Authority of Gloucester County shall **(circle one)** reconvene and immediately adjourn or reconvene and proceed with business.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Gloucester County will go into Executive Session for only the above stated reasons;

BE IT FURTHER RESOLVED that the Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.

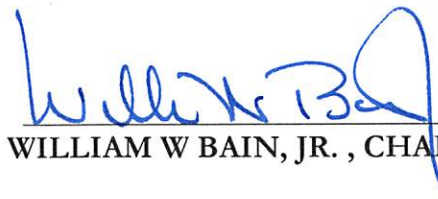
BE IT FURTHER RESOLVED that the Secretary, on the next business day following this , shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by NJSA 47:1A-1 et seq.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF GLOUCESTER COUNTY AT ITS PUBLIC MEETING HELD ON SEPTEMBER 26, 2018.

ADOPTED at the Regular Meeting of the Board of Commissioners held on the **26TH DAY OF SEPTEMBER, 2018.**

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:



WILLIAM W BAIN, JR. , CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY
DATED: SEPTEMBER 26, 2018