

2016

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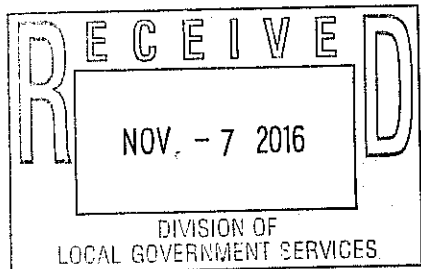
Dover Housing Authority Budget

www.doverhousing.org

Department Of



Community
Affairs



APPROVED COPY

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Division of Local Government Services

2016 HOUSING AUTHORITY BUDGET

Certification Section

2016

DOVER

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM OCTOBER 1, 2016 TO SEPTEMBER 30, 2017

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 Cwert CPA, RMA Date: 9/29/2016

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: Paul D Cwert CPA, RMA Date: 11/9/2016

2016 PREPARER'S CERTIFICATION

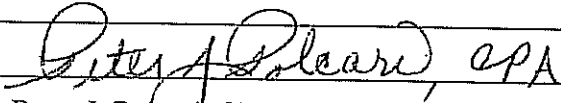
DOVER

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2016 TO: 9/30/2017

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:	Peter J. Polcar, CPA		
Title:	Fee Accountant		
Address:	216 Sollas Court, Ridgewood, NJ 07450		
Phone Number:	21-650-0618	Fax Number:	973-831-6972
E-mail address:	polcarifamily@aol.com		

2016 APPROVAL CERTIFICATION


DOVER

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2016 TO: 9/30/2017

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 Dover Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 6th day of September, 2016.

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:	Maria Tchinchinian		
Title:	Executive Director		
Address:	215 E Blackwell Street, Dover, NJ 07801		
Phone Number:	973-361-9445	Fax Number:	973-361-6204
E-mail address	admin@doverhousing.org		

INTERNET WEBSITE CERTIFICATION

Authority's Web Address: www.doverhousing.org

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
- Commencing with 2013, 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
- Commencing with 2012, the complete annual audits 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
- Beginning January 1, 2013, 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.

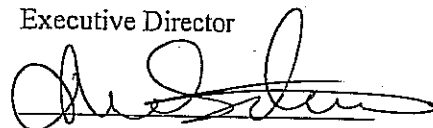
Name of Officer Certifying compliance

Maria Tchinchian

Title of Officer Certifying compliance

Executive Director

Signature



RESOLUTION 2016-09-18
2016 HOUSING AUTHORITY BUDGET RESOLUTION
Dover Housing Authority

FISCAL YEAR: FROM: 10/1/2016 TO: 9/30/2017

WHEREAS, the Annual Budget and Capital Budget for the Dover Housing Authority for the fiscal year beginning, October 1, 2016 and ending, September 30, 2017 has been presented before the governing body of the Dover Housing Authority at its open public meeting of September 6, 2016; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 2,756,168, Total Appropriations, including any Accumulated Deficit if any, of \$ 2,756,137 and Total Unrestricted Net Position utilized of \$ -0-; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$64,182 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 Dover Housing Authority, at an open public meeting held on September 6, 2016 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Dover Housing Authority for the fiscal year beginning, October 1, 2016 and ending, September 30, 2017 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 Dover Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on November 1, 2016.


 (Secretary's Signature)

9/6/2016
 (Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Gianna Garzon	X			
Betty Inglis	X			
Robin Kline	X			
James Mullin	X			
Michael Picciallo	X			
John J. Rich	X			
Thomas Toohey	X			

RESOLUTION 2016-09-19
2016 HOUSING AUTHORITY BUDGET RESOLUTION
TO RATIFY THE LATE INTRODUCTION AND SUBMISSION OF THE
DOVER HOUSING AUTHORITY BUDGET FOR

FISCAL YEAR PERIOD OCTOBER 1, 2016 TO SEPTEMBER 30, 2017

WHEREAS, the regulatory deadline for Introduction of the Authority's Budget (August 1) is 2 months prior to the beginning of the Authority's Fiscal Year (October 1), and

WHEREAS, the Authority's budget projections are substantially affected by the type of management structure and personnel staffing maintained, and,

WHEREAS, changes in the Authority's management structure (from a shared service agreement for executive director services and Section 8 Project Administration to a full time staff including executive director and housing assistant technician) slowed the analysis of anticipated expenses thereby delaying introduction of the Housing Authority until nearer the beginning of the Authority's Fiscal Year, and;

WHEREAS, said Housing Authority Budgets are each now ready for introduction,

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Housing Authority Town of Dover as follows:

1. The above recitals are incorporated herein.
2. The Board authorizes the late introduction and submission of the Budget of the Dover Housing Authority for the Fiscal Year October 1, 2016 to September 30, 2017


 (secretary's signature)

September 6, 2016
 (date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Gianna Garzon	X			
Betty Inglis	X			
Robin Kline	X			
James Mullin	X			
Michael Picciallo	X			
John J. Rich	X			
Thomas Toohey	X			

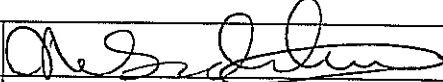
2016 ADOPTION CERTIFICATION

DOVER

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2016 TO: 9/30/2017

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Dover Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 1st day of, November, 2016.

Officer's Signature:			
Name:	Maria Tchinchinian		
Title:	Executive Director		
Address:	215 E Blackwell Street, Dover, NJ 07801		
Phone Number:	973-361-9445	Fax Number:	973-361-6204
E-mail address	admin@doverhousing.org		

2016 ADOPTED BUDGET RESOLUTION

DOVER HOUSING AUTHORITY

FISCAL YEAR: FROM: 10/1/2016 TO: 9/30/2017

WHEREAS, the Annual Budget and Capital Budget/Program for the Dover Housing Authority for the fiscal year beginning October 1, 2016 and ending, September 30, 2017 has been presented for adoption before the governing body of the Dover Housing Authority at its open public meeting of November 1, 2016; and


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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 2,756,168, Total Appropriations, including any Accumulated Deficit, if any, of \$2,756,137 and Total Unrestricted Net Position utilized of \$ -0-; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$64,182 and Total Unrestricted Net Position planned to be utilized of \$ -0- ; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Dover Housing Authority, at an open public meeting held on November 1, 2016 that the Annual Budget and Capital Budget/Program of the Dover Housing Authority for the fiscal year beginning, October 1, 2016 and, ending, September 30, 2017 is hereby adopted and shall constitute appropriations for the purposes stated; and

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


(Secretary's Signature)

11/1/2016
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Gianna Garzon	X			
Betty Inglis	X			
Robin Kline	X			
James Mullin	X			
Michael Picciallo	X			
John J. Rich	X			
Thomas Toohey				X

2016 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2016 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

DOVER HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/1/2016 TO: 9/30/2017

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

1. Complete a brief statement on the 2016 proposed Annual Budget and make comparison to the 2015 adopted budget. Explain any variances over +/-10% for each 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. For example, if the anticipated HUD Operating Subsidy has increased 15%, provide documentation that supports the increased HUD Operating Subsidy to the Housing Authority.

The most significant differences between the 2016 proposed budget and the 2015 adopted budget result from the Authority's decision to end its' shared service agreement with the Morris County Housing Authority and to hire its own full time Executive Director and Section 8 Housing Assistant Technician. As a result, Administrative Salaries and Wages increased to cover the fulltime positions. Fringe Benefits also increased as the HA will now be paying benefits for the full time Housing Assistant Technician. Budgeted Miscellaneous Administrative Costs decreased since the HA will no longer be charging costs related to the prior shared service agreement to this line item. In addition, the HA has separated portable administrative fees paid to other housing authorities from administrative service agreements in order to present a clearer picture of the effect of the change mentioned. Travel costs are expected to decrease because the required training courses have all been completed and minimum travel is expected. Utility Costs have decreased as the budgeted electric costs have gone down due to lower usage coupled with slightly lower rates. The decrease in utility costs has an inverse relationship to PILOT and, therefore, PILOT costs are expected to rise. On the income side, both laundry income and investment income are budgeted for decreases. Laundry income is being budgeted at a lower amount based on current year actuals. Investment income, which is mainly dividends from the insurance carrier, has decreased and is being budgeted based on the current year actual amount received. The Authority has not budgeted for extraordinary maintenance for the upcoming year because the major renovations that were being funded from Pre-2004 Section 8 Reserves have been completed. The changes mentioned, should allow the HA to increase unrestricted net assets by \$31. The HA has approved a conservative budget since it will be the first year it operates without an oversight service agreement with another housing authority.

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges, and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% from the current year adopted budget.

Unrestricted Net Position is expected to increase by \$31 as a result of the proposed budget. Rental income is budgeted based on full occupancy but is not affected by the budget because rents are based on a formula using a percentage of the tenant's income.

3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program.

The local and regional economy is stable. The economy doesn't have a significant impact on the proposed budget because government subsidies and unrestricted net position will be sufficient to offset any decrease in rent that might arise. Capital improvements are not impacted by the local/regional economy since they are completely funded through HUD's Capital Fund grants.

4. 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.

The Authority has not budgeted to use Unrestricted Net Position for the FYE September 30, 2017. The Authority has a significant balance in its pre 2004 Section 8 Administrative Fee Reserves that is available for use should the need arise. The use of such funds is permitted by HUD regulations and would be accomplished through equity transfers if required. The Authority, however, has presented a conservative budget since this is the first year running under the new management system discussed above.

5. Is the Authority required to implement project-based budgeting and asset management under HUD rules and regulations? If yes, has the Authority's governing body adopted a project-based budget?

The Dover Housing Authority is not required to implement project based budgeting.

6. The proposed budget must not reflect an anticipated deficit from 2016 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.

N/A – There is no anticipated deficit for the FYE 9/30/2017, nor is there an accumulated deficit for this HA.

7. Attach a schedule of the Authority's existing rate structure (rent, maintenance/utilities, etc.) and a schedule of the proposed rate structure for the upcoming fiscal year. Explain any proposed changes in the rate structure and attach the resolution approving the change in the rate structure, if applicable.

There is no rate structure for public housing. The tenants pay rent based on 30% of their income. Federal Subsidies make up the difference required to meet budgeted costs.

8. Attach a copy of the Authority's most recent Annual Operating Data submission to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) under the Authority's Continuing Disclosure Agreements for any debt issuances outstanding. Examples of Annual Operating Data may include rents and collections; number of tenants; number of available housing units; etc. See Local Finance Notice 2014-9 for more information.

N/A – No submission is required.

HOUSING AUTHORITY CONTACT INFORMATION 2016

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

Name of Authority:	Dover Housing Authority		
Federal ID Number:	22-1914193		
Address:	215 E Blackwell Street		
City, State, Zip:	Dover	NJ	07801
Phone: (ext.)	973-361-9444	Fax:	973-361-6204

Preparer's Name:	Peter J. Polcari, CPA		
Preparer's Address:	216 Sollas Court		
City, State, Zip:	Ridgewood	NJ	17450
Phone: (ext.)	973-650-0618	Fax:	973-831-6972
E-mail:	polcarifamily@aol.com		

Chief Executive Officer:	Maria Tchinchinian		
Phone: (ext.)	973-361-9444	Fax:	973-361-6204
E-mail:	admin@doverhousing.org		

Chief Financial Officer:	Gianna Garzon, Treasurer		
Phone: (ext.)	973-361-9444	Fax:	973-361-6204
E-mail:	admin@doverhousing.org		

Name of Auditor:	Anthony Giampaolo, CPA		
Name of Firm:	Hymanson, Parnes, & Giampaolo CPAs		
Address:	467 Middletown-Lincroft Road		
City, State, Zip:	Lincroft	NJ	07738
Phone: (ext.)	732-842-4550	Fax:	732-842-4551
E-mail:	tony@hpgnj.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

DOVERHOUSING AUTHORITY

FISCAL YEAR: FROM: 101/2016 TO: 9/30/2017

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

- 1) Provide the number of individuals employed in calendar year 2014 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 3
- 2) Provide the amount of total salaries and wages for calendar year 2014 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: \$110,046
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: 0
- 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 because of their relationship with the Authority file the form as required? 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? NO*If 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 narrative. Salaries are set upon hiring an employee and are typically based on comparable positions at other authorities. Annual raises are approved by the Housing Authority's Board of Commissioners and are based on merit, standard increases in the industry, and availability of funds*
- 11) Did the Authority pay for meals or catering during the current fiscal year? YES *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. The HA paid \$1,850 for the senior holiday party, \$1,205 for the annual reorganization dinner, \$76 for the family self-sufficiency tenant seminars, \$190 for a tenant meet and greet meeting, and \$180 for board of commissioner meetings.*

**HOUSING AUTHORITY INFORMATIONAL
QUESTIONNAIRE (CONTINUED)
DOVER HOUSING AUTHORITY**

FISCAL YEAR: FROM: 10/1/2016 TO: 9/30/2017

- 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, A POLICY DOES EXIST, BUT NO PAYMENTS WERE MADE FOR TRAVEL DURING THE CURRENT YEAR.** *If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses.*
- 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 – NOT REQUIRED OF DOVER HA** *If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.*
- 18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities 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 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.*
- 20) 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.*

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

FISCAL YEAR: FROM: 10/1/2016 TO: 9/30/2017

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 all 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: 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, 2016, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2015, with 2014 being the most recent calendar year ended), and for fiscal years ending June 30, 2017, the calendar year 2015 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2016, with 2015 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.

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)

For the Period October 1, 2016 to September 30, 2017 Dover Housing Authority

Name	Title	Average Hours per Week Dedicated to Position	Position			Reportable Compensation from Authority (W-2/ 1099)			Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
			Commissioner	Officer	Key Employee	Former Highest Compensated Employee	Base Salary/ Stipend	Bonus								
1 John Rich	Chairperson	2 X														
2 Betty Ingalls	Vice Chair	2 X														
3 James Mullin	Commissioner	2 X														
4 Michael Piccillo	Commissioner	2 X											11,730	1,249	12,979	
5 Thomas Toohy	Commissioner	2 X														
6 Gianna Garzon	Commissioner	2 X														
7 Robin Kline	Commissioner	2 X											78,433	18,942	97,375	
8 Maria Tchlnchinian	Exec. Director	40		X				59,212	113,212						113,212	
9																
10																
11																
12																
13																
14																
15																
Total:								\$ 574,000	\$ 1,132,122	\$ 39,212	\$ 113,212	\$ 80,163	\$ 20,191	\$ 223,566		

Enter the total number of employees/ independent contractors who received more than \$100,000 in total reportable compensation for the most recent fiscal year completed: 0

Schedule of Health Benefits - Detailed Cost Analysis

Dover Housing Authority
 For the Period October 1, 2016 to September 30, 2017

	Annual Cost		# of Covered Members (Medical & Rx) Current Year	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	# of Covered Members (Medical & Rx) Proposed Budget	Estimate per Employee Proposed Budget						
Active Employees - Health Benefits - Annual Cost								
Single Coverage	1	19,025	19,025	0	0	19,025	-	#DIV/0!
Parent & Child								#DIV/0!
Employee & Spouse (or Partner)								#DIV/0!
Family	1	33,920	33,920	1	32,420	32,420	1,500	4.6%
Employee Cost Sharing Contribution (enter as negative -)	2	(9,564)	(9,564)			(6,458)	(3,106)	48.1%
Subtotal			43,381	1		25,962	17,419	67.1%
Commissioners - Health Benefits - Annual Cost								
Single Coverage								#DIV/0!
Parent & Child								#DIV/0!
Employee & Spouse (or Partner)								#DIV/0!
Family								#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)	0			0				#DIV/0!
Subtotal								#DIV/0!
Retirees - Health Benefits - Annual Cost								
Single Coverage	1	13,734	13,734	1	13,268	13,268	466	3.5%
Parent & Child								#DIV/0!
Employee & Spouse (or Partner)	1	26,044	26,044	1	25,112	25,112	932	3.7%
Family								#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)	2			2		38,380	1,398	3.6%
Subtotal			39,778					
GRAND TOTAL	4		\$ 83,159	3		\$ 64,342	\$ 18,817	29.2%

Is medical coverage provided by the SHBP (Yes or No)?
 NO

Is prescription drug coverage provided by the SHBP (Yes or No)?
 NO

Schedule of Accumulated Liability for Compensated Absences

Dover Housing Authority
 For the Period October 1, 2016 to September 30, 2017

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	
Maria Tchinchinian	101	\$ 17,521	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kathleen McClendon	105	5,794	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total liability for accumulated compensated absences at beginning of current year		\$ 23,315				

Schedule of Shared Service Agreements

For the Period Dover Housing Authority September 30, 2017
 October 1, 2016 to

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
There are no shared services budgeted for FYE 9/30/17						

2016 HOUSING AUTHORITY BUDGET

Financial Schedules Section

2016 Budget Summary

For the Period Dover Housing Authority to September 30, 2017
October 1, 2016

	Proposed Budget				Adopted Budget		\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	All Operations		
REVENUES								
Total Operating Revenues	\$ 460,280	\$ -	\$ 2,261,166	\$ -	\$ 2,721,446	\$ 2,798,066	\$ (76,620)	-2.7%
Total Non-Operating Revenues	2,945	-	31,777	-	34,722	35,932	(1,210)	-3.4%
Total Anticipated Revenues	463,225	-	2,292,943	-	2,756,168	2,833,998	(77,830)	-2.7%
APPROPRIATIONS								
Total Administration	190,438	-	286,426	-	476,864	422,364	54,500	12.9%
Total Cost of Providing Services	281,657	-	1,997,616	-	2,279,273	2,482,647	(203,374)	-8.2%
Net Principal Payments on Debt Service In Lieu of Depreciation					-	-	-	#DIV/0!
Total Operating Appropriations	472,095	-	2,284,042	-	2,756,137	2,905,011	(148,874)	-5.1%
Net Interest Payments on Debt					-	-	-	#DIV/0!
Total Other Non-Operating Appropriations					-	-	-	#DIV/0!
Total Non-Operating Appropriations					-	-	-	#DIV/0!
Accumulated Deficit					-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	472,095	-	2,284,042	-	2,756,137	2,905,011	(148,874)	-5.1%
Less: Total Unrestricted Net Position Utilized					-	71,013	(71,013)	-100.0%
Net Total Appropriations	472,095	-	2,284,042	-	2,756,137	2,833,998	(77,861)	-2.7%
ANTICIPATED SURPLUS (DEFICIT)	\$ (8,870)	\$ -	\$ 8,901	\$ -	\$ 31	\$ 31	\$ -	#DIV/0!

2016 Revenue Schedule

Dover Housing Authority

For the Period October 1, 2016 to September 30, 2017

	Proposed Budget				Adapted Budget		\$ Increase (Decrease) Proposed vs. Adapted	% Increase (Decrease) Proposed vs. Adapted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING REVENUES								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments	\$ -				\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental	228,312				228,312	228,540	(228)	-0.1%
Excess Utilities	4,956				4,956	4,956	-	0.0%
Non-Dwelling Rental	-				-	-	-	#DIV/0!
HUD Operating Subsidy	190,870				190,870	187,300	3,570	1.9%
New Construction - Acc Section 8	-				-	-	-	#DIV/0!
Voucher - Acc Housing Voucher	-		2,261,166		2,261,166	2,340,384	(79,218)	-3.4%
Total Rental Fees	424,138	-	2,261,166	-	2,685,304	2,761,180	(75,876)	-2.7%
<i>Other Operating Revenues (List)</i>								
Maintenance Charges to Tenants	250				250	250	-	0.0%
Laundry Income	3,720				3,720	5,400	(1,680)	-31.1%
Cell Tower Revenue	32,172				32,172	31,236	936	3.0%
Other Revenue 4	-				-	-	-	#DIV/0!
Total Other Revenue	36,142	-	-	-	36,142	36,886	(744)	-2.0%
Total Operating Revenues	460,280	-	2,261,166	-	2,721,446	2,798,066	(76,620)	-2.7%
NON-OPERATING REVENUES								
<i>Grants & Entitlements (List)</i>								
Capital Funds Used for Operations	1,000				1,000	1,000	-	0.0%
FSS Grant			31,777		31,777	31,512	265	0.8%
Grant #3					-	-	-	#DIV/0!
Grant #4					-	-	-	#DIV/0!
Total Grants & Entitlements	1,000	-	31,777	-	32,777	32,512	265	0.8%
<i>Local Subsidies & Donations (List)</i>								
Local Subsidy #1					-	-	-	#DIV/0!
Local Subsidy #2					-	-	-	#DIV/0!
Local Subsidy #3					-	-	-	#DIV/0!
Local Subsidy #4					-	-	-	#DIV/0!
Total Local Subsidies & Donations	-	-	-	-	-	-	-	#DIV/0!
<i>Interest on Investments & Deposits</i>								
Investments	1,945				1,945	3,420	(1,475)	-43.1%
Security Deposits					-	-	-	#DIV/0!
Penalties					-	-	-	#DIV/0!
Other Investments					-	-	-	#DIV/0!
Total Interest	1,945	-	-	-	1,945	3,420	(1,475)	-43.1%
<i>Other Non-Operating Revenues (List)</i>								
Equity Transfer from Voucher to PHA					-	-	-	#DIV/0!
Other Non-Operating #2					-	-	-	#DIV/0!
Other Non-Operating #3					-	-	-	#DIV/0!
Other Non-Operating #4					-	-	-	#DIV/0!
Other Non-Operating Revenues	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Revenues	2,945	-	31,777	-	34,722	35,932	(1,210)	-3.4%
TOTAL ANTICIPATED REVENUES	\$ 463,225	\$ -	\$ 2,292,943	\$ -	\$ 2,756,168	\$ 2,833,998	\$ (77,830)	-2.7%

2015 Adopted Revenue Schedule

Dover Housing Authority

Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING REVENUES					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	228,540				228,540
Excess Utilities	4,956				4,956
Non-Dwelling Rental					-
HUD Operating Subsidy	187,300				187,300
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			2,340,384		2,340,384
Total Rental Fees	420,796	-	2,340,384	-	2,761,180
<i>Other Operating Revenues (List)</i>					
Maintenace Charges to Tenants	250				250
Laundry Income	5,400				5,400
Cell Tower Revenue	31,236				31,236
Other Revenue 4					-
Total Other Revenue	36,886	-	-	-	36,886
Total Operating Revenues	457,682	-	2,340,384	-	2,798,066
NON-OPERATING REVENUES					
<i>Grants & Entitlements (List)</i>					
Capital Fund Used for Operations	1,000				1,000
FSS Grant			31,512		31,512
Grant #3					-
Grant #4					-
Total Grants & Entitlements	1,000	-	31,512	-	32,512
<i>Local Subsidies & Donations (List)</i>					
Local Subsidy #1					-
Local Subsidy #2					-
Local Subsidy #3					-
Local Subsidy #4					-
Total Local Subsidies & Donations	-	-	-	-	-
<i>Interest on Investments & Deposits</i>					
Investments	3,420				3,420
Security Deposits					-
Penalties					-
Other Investments					-
Total Interest	3,420	-	-	-	3,420
<i>Other Non-Operating Revenues (List)</i>					
Equity Xfer from Voucher to PHA	75,000		(75,000)		-
Other Non-Operating #2					-
Other Non-Operating #3					-
Other Non-Operating #4					-
Other Non-Operating Revenues	75,000	-	(75,000)	-	-
Total Non-Operating Revenues	79,420	-	(43,488)	-	35,932
TOTAL ANTICIPATED REVENUES	\$ 537,102	\$ -	\$ 2,296,896	\$ -	\$ 2,833,998

2016 Appropriations Schedule

Dover Housing Authority
For the Period October 1, 2016 to September 30, 2017

	Proposed Budget				Adopted Budget		\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
OPERATING APPROPRIATIONS								
<i>Administration</i>								
Salary & Wages	\$ 73,121		\$ 84,965		\$ 158,086	\$ 101,932	\$ 56,154	55.1%
Fringe Benefits	67,573		70,331		137,904	113,547	24,357	21.5%
Legal	2,940		5,460		8,400	8,400	-	0.0%
Staff Training	750		750		1,500	1,500	-	0.0%
Travel	500		500		1,000	2,200	(1,200)	-54.5%
Accounting Fees	16,740		16,740		33,480	34,320	(840)	-2.4%
Auditing Fees	4,990		4,990		9,980	9,980	-	
Miscellaneous Administration*	23,824		102,690		126,514	150,485	(23,971)	-15.9%
Total Administration	190,438	-	286,426	-	476,864	422,364	54,500	12.9%
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services	-				-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	8,895				8,895	8,467	428	5.1%
Salary & Wages - Protective Services	-				-	-	-	#DIV/0!
Salary & Wages - Utility Labor	-				-	-	-	#DIV/0!
Fringe Benefits	-				-	-	-	#DIV/0!
Tenant Services	4,750				4,750	5,000	(250)	-5.0%
Utilities	133,525				133,525	150,200	(16,675)	-11.1%
Maintenance & Operation	89,463				89,463	91,730	(2,267)	-2.5%
Protective Services	4,500				4,500	4,500	-	0.0%
Insurance	29,550				29,550	27,680	1,870	6.8%
Payment in Lieu of Taxes (PILOT)	9,974				9,974	8,330	1,644	19.7%
Terminal Leave Payments	1,000				1,000	1,000	-	0.0%
Collection Losses	-				-	-	-	#DIV/0!
Other General Expense	-				-	-	-	#DIV/0!
Rents	-		1,997,616		1,997,616	2,110,740	(113,124)	-5.4%
Extraordinary Maintenance	-				-	75,000	(75,000)	-100.0%
Replacement of Non-Expendible Equipment	-				-	-	-	#DIV/0!
Property Betterment/Additions	-				-	-	-	#DIV/0!
Miscellaneous COPS*	-				-	-	-	#DIV/0!
Total Cost of Providing Services	281,657	-	1,997,616	-	2,279,273	2,482,647	(203,374)	-8.2%
Net Principal Payments on Debt Service In Lieu of Depreciation	-				-	-	-	#DIV/0!
Total Operating Appropriations	472,095	-	2,284,042	-	2,756,137	2,905,011	(148,874)	-5.1%
NON-OPERATING APPROPRIATIONS								
Net Interest Payments on Debt	-				-	-	-	#DIV/0!
Operations & Maintenance Reserve	-				-	-	-	#DIV/0!
Renewal & Replacement Reserve	-				-	-	-	#DIV/0!
Municipality/County Appropriation	-				-	-	-	#DIV/0!
Other Reserves	-				-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
TOTAL APPROPRIATIONS	472,095	-	2,284,042	-	2,756,137	2,905,011	(148,874)	-5.1%
ACCUMULATED DEFICIT	-				-	-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	472,095	-	2,284,042	-	2,756,137	2,905,011	(148,874)	-5.1%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation	-				-	-	-	#DIV/0!
Other	-				-	71,013	(71,013)	-100.0%
Total Unrestricted Net Position Utilized	-	-	-	-	-	71,013	(71,013)	-100.0%
TOTAL NET APPROPRIATIONS	\$ 472,095	\$ -	\$ 2,284,042	\$ -	\$ 2,756,137	\$ 2,833,998	\$ (77,861)	-2.7%

* 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 \$ 23,604.75 \$ - \$ 114,202.10 \$ - \$ 137,806.85

2015 Adopted Appropriations Schedule

Dover Housing Authority

	Adopted Budget				
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 59,643		\$ 42,289		\$ 101,932
Fringe Benefits	62,451		51,096		113,547
Legal	2,940		5,460		8,400
Staff Training	750		750		1,500
Travel	1,100		1,100		2,200
Accounting Fees	17,160		17,160		34,320
Auditing Fees	4,990		4,990		9,980
Miscellaneous Administration*	42,655		107,830		150,485
Total Administration	191,689	-	230,675	-	422,364
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	8,467				8,467
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits					-
Tenant Services	5,000				5,000
Utilities	150,200				150,200
Maintenance & Operation	91,730				91,730
Protective Services	4,500				4,500
Insurance	27,680				27,680
Payment in Lieu of Taxes (PILOT)	8,330				8,330
Terminal Leave Payments	1,000				1,000
Collection Losses					-
Other General Expense					-
Rents			2,110,740		2,110,740
Extraordinary Maintenance	75,000				75,000
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	371,907	-	2,110,740	-	2,482,647
Net Principal Payments on Debt Service in Lieu of Depreciation					-
Total Operating Appropriations	563,596	-	2,341,415	-	2,905,011
NON-OPERATING APPROPRIATIONS					
Net Interest Payments on Debt					-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	563,596	-	2,341,415	-	2,905,011
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	563,596	-	2,341,415	-	2,905,011
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation					-
Other			71,013		71,013
Total Unrestricted Net Position Utilized	-	-	71,013	-	71,013
TOTAL NET APPROPRIATIONS	\$ 563,596	\$ -	\$ 2,270,402	\$ -	\$ 2,833,998

* 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 \$ 28,179.80 \$ - \$ 117,070.75 \$ - \$ 145,250.55

Miscellaneous Administrative Approp.

	Proposed Budget FYE 9/30/2017	Current Adopted Budget FYE 9/30/2016
<u>Public Housing Management</u>		
Publications	\$ 540	\$ 900
Dues & Fees	525	310
Telephone, Fax, Etc.	1,800	2,050
Court Costs	-	-
Administrative Service Contracts	13,769	32,120
Forms, Stationary, and Office Supplies	2,900	2,900
Other Miscellaneous	4,290	4,375
	<u>\$ 23,824</u>	<u>\$ 42,655</u>

Voucher Program

Publications	\$ 360	\$ 600
Dues & Fees	975	590
Telephone, Fax, Etc.	7,200	8,200
Court Costs	250	700
Administrative Service Contracts	33,465	86,715
Portable Admin. Fee Expense	50,000	-
Forms, Stationary, and Office Supplies	2,900	2,900
Other Miscellaneous	7,540	8,125
	<u>\$ 102,690</u>	<u>\$ 107,830</u>

5 Year Debt Service Schedule - Principal

Dover Housing Authority

	Fiscal Year Beginning in							Total Principal Outstanding		
	Current Year (2015)	2016	2017	2018	2019	2020	2021		Thereafter	
2007 HMFA Bonds	\$ 10,000									
Debt Issuance #2		10,000								
Debt Issuance #3			10,000							
Debt Issuance #4				10,000						
TOTAL PRINCIPAL	10,000	10,000	10,000	10,000	10,000	10,000	15,000	15,000	95,000	165,000
LESS: HUD SUBSIDY										
NET PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Moody's	Fitch	Standard & Poors

Bond Rating

Year of Last Rating

5 Year Debt Service Schedule - Interest

Dover Housing Authority

		<i>Fiscal Year Beginning in</i>							
Current Year (2015)	2016	2017	2018	2019	2020	2021	Thereafter	Total Interest Payments Outstanding	
\$ 8,495	\$ 8,075	\$ 7,650	\$ 7,220	\$ 6,720	\$ 6,220	\$ 5,470	\$ 17,085	\$ 58,440	
8,495	8,075	7,650	7,220	6,720	6,220	5,470	17,085	58,440	
8,495	8,075	7,650	7,220	6,720	6,220	5,470	17,085	58,440	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

2007 HMIFA Bonds
 Debt Issuance #2
 Debt Issuance #3
 Debt Issuance #4
TOTAL INTEREST
LESS: HUD SUBSIDY
NET INTEREST

2016 Net Position Reconciliation

Dover Housing Authority
 For the Period October 1, 2016 to September 30, 2017

	<u>Proposed Budget</u>
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	
Less: Invested in Capital Assets, Net of Related Debt (1)	\$ 1,329,989
Less: Restricted for Debt Service Reserve (1)	558,333
Less: Other Restricted Net Position (1)	189,406
Total Unrestricted Net Position (1)	<u>582,250</u>
Less: Designated for Non-Operating Improvements & Repairs	-
Less: Designated for Rate Stabilization	-
Less: Other Designated by Resolution	-
Plus: Accrued Unfunded Pension Liability (1)	261,133
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	18,700
Plus: Estimated Income (Loss) on Current Year Operations (2)	(71,013)
Plus: Other Adjustments (attach schedule)	-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	<u>791,070</u>
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	-
PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)	<u>\$ 791,070</u>

(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 \$ 23,605
 (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.

2016

DOVER
HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2016 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

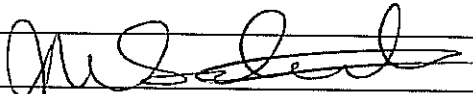
DOVER HOUSING AUTHORITY

FISCAL YEAR: FROM: 10/1/2016 TO: 9/30/2017

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 Dover Housing Authority, on the 6th day of September, 2016.

OR

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:	Maria Tchinchinian		
Title:	Executive Director		
Address:	215 E Blackwell Street, Dover, NJ 07801		
Phone Number:	973-361-9444	Fax Number:	973-361-6204
E-mail address	admin@doverhousing.org		

2016 CAPITAL BUDGET/PROGRAM MESSAGE

Dover Housing Authority

FISCAL YEAR: FROM: 10/1/2016 TO: 9/30/2017

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 the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning board(s), governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the Housing Authority?

Yes. The capital budget is prepared with input from the residents of the developments affected and the municipal government, when required. It is also approved by HUD as capital fund subsidies are provided to pay for such costs.

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. It is done in conjunction with HUD engineers and officials.

3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure needs assessment?

No. HUD only requires a five year plan and the HA has complied with those requirements.

4. Are any of the capital projects/project financings being undertaken in a community that has a State Plan designated center? If so, please describe the relationship of same to the center's goals and objectives.

NO - N/A

5. Describe the impact on the schedule of rents and/or user charges if the proposed capital projects are undertaken. Indicate the impact on current and future year's schedules.

The proposed capital projects have no effect on rental income as all funding comes from the HUD capital fund program. The Authority will not be using rental income to pay for the anticipated projects. The projects are needed, however to continue to provide decent, safe, and affordable housing to the population that the HA serves.

6. Have the projects been reviewed and approved by HUD?

Yes. All Capital Fund budgets are required to be submitted to HUD for approval.

Add additional sheets if necessary.

2016 Proposed Capital Budget

Dover Housing Authority
 For the Period October 1, 2016 to September 30, 2017

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
CFP 515 (2015) Elevator Rehab	\$ 30,870				\$ 30,870	
CFP 516 (2016) Elevator Rehab	28,312				28,312	
CFP 516 (2016) Re-seal Prking Lot	5,000				5,000	
CFP 517 (2017) Appliances	-				-	
CFP 518 (2018) Sidewalk Repair	-				-	
CFP 519 (2019)	-				-	
CFP 520 (2020)	-				-	
TOTAL PROPOSED CAPITAL BUDGET	\$ 64,182	\$ -	\$ -	\$ -	\$ 64,182	\$ -

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

5 Year Capital Improvement Plan

Dover Housing Authority
 October 1, 2016 to September 30, 2017

For the Period

	Estimated Total Cost	Fiscal Year Beginning in					
		Current Year Proposed Budget	2017	2018	2019	2020	2021
CFP 515 (2015) Elevator Rehab	\$ 30,870	30,870					
CFP 516 (2016) Elevator Rehab	28,312	28,312					
CFP 516 (2016) Re-seal Prking Lot	5,000	5,000					
CFP 517 (2017) Appliances	33,000	-	33,000				
CFP 518 (2018) Sidewalk Repair	33,000	-	33,000				
CFP 519 (2019)	33,000	-		18,000		15,000	
CFP 520 (2020)	33,000	-			10,000	23,000	
TOTAL	\$ 196,182	\$ 64,182	\$ 33,000	\$ 33,000	\$ 18,000	\$ 25,000	\$ 23,000

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

Dover Housing Authority
 For the Period October 1, 2016 to September 30, 2017

Estimated Total Cost	Funding Sources				
	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
CFP 515 (2015) Elevator Rehab	\$ 30,870			\$ 30,870	
CFP 516 (2016) Elevator Rehab	28,312			28,312	
CFP 516 (2016) Re-seal Prking L	5,000			5,000	
CFP 517 (2017) Appliances	33,000			33,000	
CFP 518 (2018) Sidewalk Repair	33,000			33,000	
CFP 519 (2019)	33,000			33,000	
CFP 520 (2020)	33,000			33,000	
TOTAL	\$ 196,182			\$ 196,182	\$ -
Total 5 Year Plan per CB-4	\$ 196,182			\$ 196,182	\$ -
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.