

Authority Budget of: **ADOPTED COPY**

Dover Housing Authority

State Filing Year 2020

For the Period:

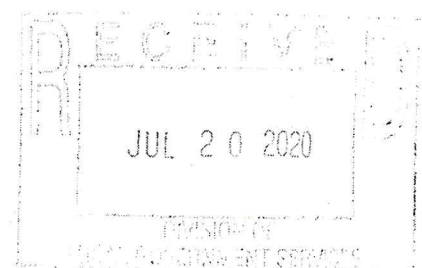
October 1, 2020 to September 30, 2021

www.doverhousing.org **APPROVED COPY**
Authority Web Address

AUG 10 '20 AM 11:15



Division of Local Government Services



2020 (2020-2021) HOUSING AUTHORITY BUDGET

Certification Section

2020 (2020-2021)

**DOVER
HOUSING AUTHORITY BUDGET**

FISCAL YEAR: FROM October 1, 2020 TO September 30, 2021

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. Gwent CPA, RMA Date: 8/3/2020

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. Gwent CPA, RMA Date: 11/6/2020

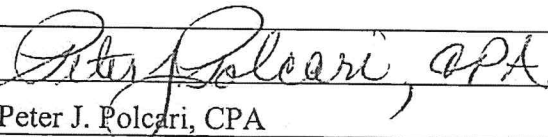
2020 (2020-2021) PREPARER'S CERTIFICATION

DOVER HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/01/2020 TO: 09/30/2021

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. Polcari, CPA		
Title:	Fee Accountant		
Address:	216 Sollas Court, Ridgewood, NJ 07450		
Phone Number:	201-650-0618	Fax Number:	973-831-6972
E-mail address	polcarifamily@aol.com		

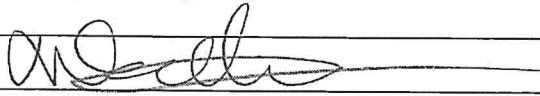
2020 (2020-2021) APPROVAL CERTIFICATION

DOVER HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/01/2020 TO: 09/30/2021

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 8th day of July, 2020.

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.

- X A description of the Authority's mission and responsibilities
- X The budgets for the current fiscal year and immediately preceding two prior years
- X The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information (**Similar information are items such as Revenue and Expenditures Pie Charts or other types of Charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority**)
- X The complete annual audits of the most recent fiscal year and immediately two prior years
- X 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
- X 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
- X 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
- X 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
- X 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.

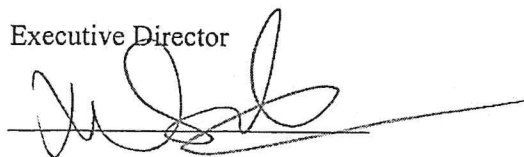
Name of Officer Certifying compliance

Maria Tchinchinian

Title of Officer Certifying compliance

Executive Director

Signature



2020 (2020-2021) HOUSING AUTHORITY BUDGET RESOLUTION 2020-07-18

DOVER HOUSING AUTHORITY

FISCAL YEAR: FROM: 10/01/2020 TO: 09/30/2021

WHEREAS, the Annual Budget and Capital Budget for the Dover Housing Authority for the fiscal year beginning October 1, 2020 and ending September 30, 2021 has been presented before the governing body of the Dover Housing Authority at its open public meeting of July 8, 2020; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 3,075,862, Total Appropriations, including any Accumulated Deficit if any, of \$ 3,034,523 and Total Unrestricted Net Position utilized of -0-; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$48,092 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$-0-; and

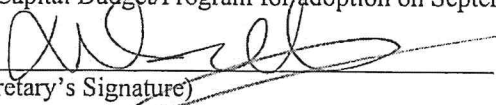
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for 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 July 8, 2020 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, 2020 and ending September 30, 2021 is hereby approved; and

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

BE IT FURTHER RESOLVED, that the governing body of the Dover Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on September 1, 2020.


(Secretary's Signature)

7/8/2020

(Date)

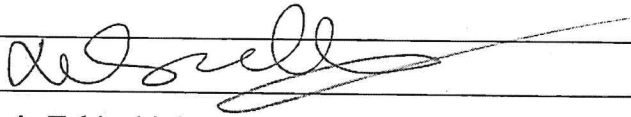
Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Thomas Toohey	X			
James Mullin	X			
Cary Amaro	X			
Mary Washington				X
Carlos Valencia				X
Elizabeth Gavilanes	X			

2020 (2020-2021) ADOPTION CERTIFICATION

DOVER HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/01/2020 TO: 09/30/2021

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 September, 2020.

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		

**2020 (2020-2021) ADOPTED BUDGET
RESOLUTION 2020-09-20
DOVER
HOUSING AUTHORITY**

FISCAL YEAR: FROM: 10/01/2020 TO: 09/30/2021

WHEREAS, the Annual Budget and Capital Budget/Program for the Dover Housing Authority for the fiscal year beginning October 1, 2020 and ending September 30, 2021 has been presented for adoption before the governing body of the Dover Housing Authority at its open public meeting of September 1, 2020; and

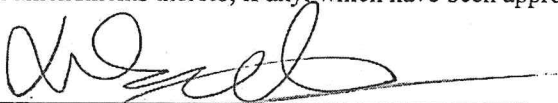
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of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

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 3,075,862 Total Appropriations, including any Accumulated Deficit, if any, of \$3,034,523 and Total Unrestricted Net Position utilized of \$-0-; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$48,092 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 September 1, 2020 that the Annual Budget and Capital Budget/Program of the Dover Housing Authority for the fiscal year beginning October 1, 2020 and, ending September 30, 2021 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)

9/1/2020

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Thomas Toohey	X			
James Mullin	X			
Cary Amaro	X			
Mary Washington	X			
Carlos Valencia	X			
Elizabeth Gavilanes	X			

2020 (2020-2021) HOUSING AUTHORITY BUDGET

Narrative and Information Section

2020(2020-2021) HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

DOVER HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/01/2020 TO: 09/30/2021

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

1. Complete a brief statement on the 2020/2020-2021 proposed Annual Budget and make comparison to the 2019/2019-2020 adopted budget for each *Revenues and Appropriations*. Explain any variances over +/-10% (As shown on budget pages F-2 and F-4 explain the reason for changes for each revenue and appropriation changing more than 10%) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. (Example Rate Increase authorized by resolution or by HUD).

The FYE 9/30/2021 budget for the Dover Housing Authority is not significantly different from the FYE 9/30/20 budget. The Housing Authority continues to incorporate fiscally sound policies that allow it to provide decent, safe, and affordable housing to the population it serves. Once again the Authority is budgeting for an increase in surplus for both the Public Housing Management and Housing Choice Voucher Program while budgeting to "break even" on its Ross Program which provide additional services to the senior citizens living in its low income housing building. The HA is expecting slightly higher revenue on its FSS Grant which assists Housing Choice Voucher tenants, as the grant was just renewed for an additional three years at a higher funding level. On the appropriations side, the HA is budgeting for certain Line Items to have changes of more than 10%, even though the dollar amount of those changes are not always significant. Fringe Benefits are expected to decrease because one employee has opted out of family coverage and will be switching to parent/child coverage, while the costs for the retirees has also decreased due to a change in the plan that one retiree has selected. As a result, as noted on Page N-5, the portion of the cost reimbursed by the employee will also be decreasing as the costs decrease. The Staff Training and Travel lines are showing increased costs because the Housing Authority has just appointed 4 new Commissioners and all of them will be taking the courses required by the State of NJ to maintain their positions on the HA Board. Finally, and most significantly, the HA is expecting to increase rents paid to landlords on the Housing Choice Voucher Program. This is directly the result of tenant incomes dropping as a result of the Coronavirus Pandemic. The HA will continue to do interim recertifications as required to assist families living in the community. The funding for these increased rental payments will come directly from HUD Subsidies. As mentioned above, the Dover Housing Authority will continue to do everything in its power to continue to provide excellent services to its tenants in a fiscally sound manner.

2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. Example would be effect on a recession in the economy on the housing Authority

While the general economy is currently unstable due to the Coronavirus Pandemic it is not expected to impact the Authority in a detrimental manner because HUD has continued to provide subsidies and has even increased its funding to help combat the effects pandemic on the seniors and low income families. It also would not affect the Capital Budget as the HA only budgets for capital improvements once the funding is made available from HUD.

2020(2020-2021) HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

DOVER HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 10/01/2020 TO: 09/30/2021

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

The Authority is not budgeting to use Unrestricted Net Position for the FYE September 30, 2021. 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 and is not anticipating using Unrestricted Net Position during the coming fiscal year.

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

The HA will not be making any "transfers" to the county or municipality. It is, however, budgeting to make the annual required PILOT Payment to the Town as part of its normal operating budget. The funding for this payment comes directly out of operating subsidies provided by HUD.

5. The proposed budget must not reflect an anticipated deficit from 2020/2020-2021 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.

There is no anticipated deficit for the FYE 9/30/21. The balance sheet of the Authority does, however, indicate a net deficit in the most recent audit. The net deficit is strictly the result of implementing GASB 68 and GASB 75 which required the HA to book Unfunded Pension Liabilities (as participants in the NJ PERS System) and Other Post Employment Benefit (OPEB) Liabilities. These significant liabilities would require the HA to seek additional funds from HUD and/or use Pre 2004 Administrative Fee Reserves to meet future payments if required. In addition, the Authority will have significant future pension savings beginning in 2022 when the payment for an early retirement incentive comes to an end. These funds will then be available for other uses.

HOUSING AUTHORITY CONTACT INFORMATION

AUTHORITY CONTACT INFORMATION

2020 (2020-2021)

Please complete the following information regarding this 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.)	973-361-9445	Fax:	973-361-6204

Preparer's Name:	Peter J. Polcari, CPA		
Preparer's Address:	216 Sollas Court		
City, State, Zip:	Ridgewood	NJ	07450
Phone: (ext.)	201-650-0618	Fax:	973-861-6972
E-mail:	polcarifamily@aol.com		

Chief Executive Officer:(1)	Maria Tchinchinian		
Phone: (ext.)	973-361-9445	Fax:	973-361-6204
E-mail:	admin@doverhousing.org		

Chief Financial Officer(1)	Cary Amaro, Treasurer		
Phone: (ext.)	973-361-9445	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

DOVER HOUSING AUTHORITY

FISCAL YEAR: FROM: 10/01/2020 TO: 9/30/2021

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

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2018 or 2019) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 4
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2018 or 2019) Transmittal of Wage and Tax Statements: \$166,673
- 3) Provide the number of regular voting members of the governing body: 7. However, the Governor's Appointment has not been filled so there are only 6 commissioners currently serving.
- 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
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31. 2019 or 2020 deadline has passed 2019 or 2020) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) YES
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? NO
- 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
- 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

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

DOVER HOUSING AUTHORITY

FISCAL YEAR: FROM: 10/01/2020 TO: 9/30/2021

- 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. Salaries are set upon hiring an employee and are typically based on comparable positions at other housing 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. In the case of the Executive Director, the personnel committee reviews her performance and presents its recommendations to the Board. The Executive Director has a formal contract with the HA.
- 11) Did the Authority pay for meals or catering during the current fiscal year? Yes. The HA paid \$2,354 for the senior holiday party, \$534 for the annual reorganization dinner, and \$296 for Board of Commissioner meetings.
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? NO
- 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
- 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
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? contingent upon the performance of the Authority or that were considered discretionary bonuses? NO
- 16) 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 for Dover HA

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

DOVER HOUSING AUTHORITY

FISCAL YEAR: FROM: 10/01/2020 TO: 9/30/2021

- 17) Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? NO
- 18) Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e.: sewer overflow, etc.)? NO
- 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
- 20) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development?
NO

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

DOVER HOUSING AUTHORITY

FISCAL YEAR: FROM: 10/01/2020 TO: 09/30/2121

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

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

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

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

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

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

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

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

Reportable compensation: (Use the Most Recent W-2 available 2018 or 2019. 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, 2020, the most recent W-2 and 1099 should be used 2019 or 2018 (60 days prior to start of budget year is November 1, 2019, with 2018 being the most recent calendar year ended), and for fiscal years ending June 30, 2020, the calendar year 2019 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, with 2019 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.

(1) Insert "None" in this column for each Individual that does not hold a position with another Public Entity

Schedule of Health Benefits - Detailed Cost Analysis

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

For the Period September 30, 2021 to September 30, 2021

Dover Housing Authority
October 1, 2020

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	0	\$	\$	0	\$	\$	\$	#DIV/0!
Parent & Child	2	19,505	39,010	1	19,064	19,064	19,946	104.6%
Employee & Spouse (or Partner)	0	-	-	0	-	-	-	#DIV/0!
Family	0	-	-	1	33,995	33,995	(33,995)	-100.0%
Employee Cost Sharing Contribution (enter as negative -)			(7,996)			(10,744)	2,748	-25.6%
Subtotal	2		31,014	2		42,315	(11,301)	-26.7%
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 -)								#DIV/0!
Subtotal	0			0				#DIV/0!
Retirees - Health Benefits - Annual Cost								
Single Coverage	2	10,780	21,560	2	14,648	29,296	(7,736)	-26.4%
Parent & Child	0	-	-	0	-	-	-	#DIV/0!
Employee & Spouse (or Partner)	0	-	-	0	-	-	-	#DIV/0!
Family	0	-	-	0	-	-	-	#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)								#DIV/0!
Subtotal	2		21,560	2		29,296	(7,736)	-26.4%
GRAND TOTAL	4		\$ 52,574	4		\$ 71,611	\$ (19,037)	-26.6%

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

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

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

Dover Housing Authority

October 1, 2020

September 30, 2021

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	Approved Labor Agreement	Resolution	Individual Employment Agreement
Maria Tchinchinian		108	\$ 21,126		X	
Kathleen McClendon		106	6,846		X	
LaCretia Burgess		27	3,056		X	
Total liability for accumulated compensated absences at beginning of current year			\$ 31,028			

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

Schedule of Shared Service Agreements

For the Period

October 1, 2020

X

Dover Housing Authority
to

September 30, 2021

No Shared Services X this Box

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

[illegible]

2020 (2021) HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

For the Period **Dover Housing Authority** to **September 30, 2021**
October 1, 2020

REVENUES	FY 2021 Proposed Budget				FY 2020 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 Operating Revenues	\$ 489,040	\$ -	\$ 2,466,758	\$ -	\$ 2,955,798	\$ 213,080	7.8%
Total Non-Operating Revenues	4,800	-	35,514	79,750	116,785	3,279	2.8%
Total Anticipated Revenues	493,840	-	2,502,272	79,750	2,859,503	216,359	7.6%
APPROPRIATIONS							
Total Administration	190,242	-	276,852	9,750	476,844	(7,823)	-1.6%
Total Cost of Providing Services	284,395	-	2,203,284	70,000	2,557,679	218,972	9.4%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	-	-	#DIV/0!
Total Operating Appropriations	474,637	-	2,480,136	79,750	2,823,374	211,149	7.5%
Total Interest Payments on Debt	XXXXXXXXX	XXXXXXXXX	XXXXXXXXX	XXXXXXXXX	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	474,637	-	2,480,136	79,750	2,823,374	211,149	7.5%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	474,637	-	2,480,136	79,750	2,823,374	211,149	7.5%
ANTICIPATED SURPLUS (DEFICIT)	\$ 19,203	\$ -	\$ 22,136	\$ -	\$ 41,339	\$ 5,210	14.4%

Revenue Schedule

For the Period

Dover Housing Authority

to

September 30, 2021

	FY 2021 Proposed Budget					FY 2020 Adopted Budget	Proposed vs. Adopted	% Increase (Decrease)	% Increase (Decrease)
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations	All Operations
OPERATING REVENUES									
<i>Rental Fees</i>									
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!	
Dwelling Rental	212,796				212,796	226,812	(14,016)	-6.2%	
Excess Utilities	4,956				4,956	4,956	-	0.0%	
Non-Dwelling Rental					-	-	-	#DIV/0!	
HUD Operating Subsidy	230,262				230,262	220,550	9,712	4.4%	
New Construction - Acc Section 8					-	-	-	#DIV/0!	
Voucher - Acc Housing Voucher			2,466,758		2,466,758	2,250,790	215,968	9.6%	
Total Rental Fees	448,014	-	2,466,758	-	2,914,772	2,703,108	211,664	7.8%	
<i>Other Operating Revenues (List)</i>									
Maintenance Charges from Tenants	250				250	250	-	0.0%	
Laundry Income from Tenants	4,560				4,560	4,200	360	8.6%	
Cell Tower Revenue	36,216				36,216	35,160	1,056	3.0%	
Type in (Grant, Other Rev)					-	-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	-	#DIV/0!	
Type in (Grant, Other Rev)					-	-	-	#DIV/0!	
Total Other Revenue	41,026	-	-	-	41,026	39,610	1,416	3.6%	
Total Operating Revenues	489,040	-	2,466,758	-	2,955,798	2,742,718	213,080	7.8%	
NON-OPERATING REVENUES									
<i>Other Non-Operating Revenues (List)</i>									
Capital Funds Used for Operations	1,000				1,000	1,000	-	0.0%	
FSS Grant			35,514		35,514	32,185	3,329	10.3%	
Ross Grant				79,750	79,750	79,750	-	0.0%	
Type in					-	-	-	#DIV/0!	
Type in					-	-	-	#DIV/0!	
Type in					-	-	-	#DIV/0!	
Total Other Non-Operating Revenue	1,000	-	35,514	79,750	116,264	112,935	3,329	2.9%	
<i>Interest on Investments & Deposits (List)</i>									
Interest Earned	3,800				3,800	3,850	(50)	-1.3%	
Penalties					-	-	-	#DIV/0!	
Other					-	-	-	#DIV/0!	
Total Interest	3,800	-	-	-	3,800	3,850	(50)	-1.3%	
Total Non-Operating Revenues	4,800	-	35,514	79,750	120,064	116,785	3,279	2.8%	
TOTAL ANTICIPATED REVENUES	\$ 493,840	\$ -	\$ 2,502,272	\$ 79,750	\$ 3,075,862	\$ 2,859,503	\$ 216,359	7.6%	

Prior Year Adopted Revenue Schedule

Dover Housing Authority

FY 2020 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	226,812				226,812
Excess Utilities	4,956				4,956
Non-Dwelling Rental					-
HUD Operating Subsidy	220,550				220,550
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			2,250,790		2,250,790
Total Rental Fees	452,318	-	2,250,790	-	2,703,108
<i>Other Revenue (List)</i>					
Maintenance Charges from Tenants	250				250
Laundry Income from Tenants	4,200				4,200
Cell Tower Revenue	35,160				35,160
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	39,610	-	-	-	39,610
Total Operating Revenues	491,928	-	2,250,790	-	2,742,718
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Capital Funds Used for Operations	1,000				1,000
FSS Grant			32,185		32,185
Ross Grant				79,750	79,750
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues	1,000	-	32,185	79,750	112,935
<i>Interest on Investments & Deposits</i>					
Interest Earned	3,850				3,850
Penalties					-
Other					-
Total Interest	3,850	-	-	-	3,850
Total Non-Operating Revenues	4,850	-	32,185	79,750	116,785
TOTAL ANTICIPATED REVENUES	\$ 496,778	\$ -	\$ 2,282,975	\$ 79,750	\$ 2,859,503

Appropriations Schedule

Dover Housing Authority
For the Period October 1, 2020 to September 30, 2021

	FY 2021 Proposed Budget				FY 2020 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
OPERATING APPROPRIATIONS							
Administration							
Salary & Wages	81,506		94,699		\$ 176,205	\$ 171,073	\$ 5,132 3.0%
Fringe Benefits	53,482		62,783		116,265	135,420	(19,155) -14.1%
Legal	2,940		5,460		8,400	8,400	- 0.0%
Staff Training	3,000		5,500	2,500	11,000	6,500	4,500 69.2%
Travel	2,000		2,000		4,000	2,150	1,850 86.0%
Accounting Fees	19,960		19,960		39,920	37,320	2,600 7.0%
Auditing Fees	5,725		5,725		11,450	10,900	550 5.0%
Miscellaneous Administration*	21,629		80,725	7,250	109,604	112,904	(3,300) -2.9%
Total Administration	190,242	-	276,852	9,750	476,844	484,667	(7,823) -1.6%
Cost of Providing Services							
Salary & Wages - Tenant Services					-	-	- #DIV/0!
Salary & Wages - Maintenance & Operation					-	-	- #DIV/0!
Salary & Wages - Protective Services					-	-	- #DIV/0!
Salary & Wages - Utility Labor					-	-	- #DIV/0!
Fringe Benefits					-	-	- #DIV/0!
Tenant Services	5,000				5,000	4,750	250 5.3%
Utilities	117,800				117,800	124,000	(6,200) -5.0%
Maintenance & Operation	87,930				87,930	82,100	5,830 7.1%
Protective Services	4,320				4,320	4,000	320 8.0%
Insurance	39,600				39,600	36,070	3,530 9.8%
Payment in Lieu of Taxes (PILOT)	9,995				9,995	10,777	(782) -7.3%
Terminal Leave Payments	1,000				1,000	1,000	- 0.0%
Collection Losses					-	-	- #DIV/0!
Other General Expense				70,000	70,000	70,000	- 0.0%
Rents			2,203,284		2,203,284	1,987,260	216,024 10.9%
Extraordinary Maintenance	18,750				18,750	18,750	- 0.0%
Replacement of Non-Expendible Equipment					-	-	- #DIV/0!
Property Betterment/Additions					-	-	- #DIV/0!
Miscellaneous COPS*					-	-	- #DIV/0!
Total Cost of Providing Services	284,395	-	2,203,284	70,000	2,557,679	2,338,707	218,972 9.4%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	-	-	- #DIV/0!
Total Operating Appropriations	474,637	-	2,480,136	79,750	3,034,523	2,823,374	211,149 7.5%
NON-OPERATING APPROPRIATIONS							
Total Interest Payments on Debt	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	-	-	- #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	474,637	-	2,480,136	79,750	3,034,523	2,823,374	211,149 7.5%
ACCUMULATED DEFICIT							
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	474,637	-	2,480,136	79,750	3,034,523	2,823,374	211,149 7.5%
UNRESTRICTED NET POSITION UTILIZED							
Municipality/County Appropriation					-	-	- #DIV/0!
Other					-	-	- #DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	- #DIV/0!
TOTAL NET APPROPRIATIONS	\$ 474,637	\$ -	\$ 2,480,136	\$ 79,750	\$ 3,034,523	\$ 2,823,374	\$ 211,149 7.5%

* 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 \$ 23,731.85 \$ - \$ 124,006.80 \$ 3,987.50 \$ 151,726.15

Prior Year Adopted Appropriations Schedule

Dover Housing Authority

FY 2020 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	\$ 79,133		\$ 91,940		\$ 171,073
Fringe Benefits	66,356		69,064		135,420
Legal	2,940		5,460		8,400
Staff Training	2,000		2,000	2,500	6,500
Travel	1,075		1,075		2,150
Accounting Fees	18,660		18,660		37,320
Auditing Fees	5,450		5,450		10,900
Miscellaneous Administration*	21,054		84,600	7,250	112,904
Total Administration	196,668	-	278,249	9,750	484,667
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation					-
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits					-
Tenant Services	4,750				4,750
Utilities	124,000				124,000
Maintenance & Operation	82,100				82,100
Protective Services	4,000				4,000
Insurance	36,070				36,070
Payment in Lieu of Taxes (PILOT)	10,777				10,777
Terminal Leave Payments	1,000				1,000
Collection Losses					-
Other General Expense				70,000	70,000
Rents			1,987,260		1,987,260
Extraordinary Maintenance	18,750				18,750
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	281,447	-	1,987,260	70,000	2,338,707
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	-
Total Operating Appropriations	478,115	-	2,265,509	79,750	2,823,374
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
TOTAL APPROPRIATIONS	478,115	-	2,265,509	79,750	2,823,374
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	478,115	-	2,265,509	79,750	2,823,374
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 478,115	\$ -	\$ 2,265,509	\$ 79,750	\$ 2,823,374

* 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 \$ 23,905.75 \$ - \$ 113,275.45 \$ 3,987.50 \$ 141,168.70

Debt Service Schedule - Principal

If Authority has no debt X this box

Dover Housing Authority

Fiscal Year Ending in

	Adopted Budget Year 2020	Proposed Budget Year 2021	2022	2023	2024	2025	2026	Thereafter	Total Principal Outstanding
2007 HMFA BONDS	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	20,000	\$ 110,000
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
TOTAL PRINCIPAL	15,000	15,000	15,000	15,000	15,000	15,000	15,000	20,000	110,000
LESS: HUD SUBSIDY	15,000	15,000	15,000	15,000	15,000	15,000	15,000	20,000	110,000
NET PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Bond Rating	Moody's	Fitch	Standard & Poors
Year of Last Rating	N/A	N/A	N/A
	N/A	N/A	N/A

If no Rating type in Not Applicable

Debt Service Schedule - Interest

Dover Housing Authority

If Authority has no debt X this box

Fiscal Year Ending in

	Adopted Budget Year 2020	Proposed Budget Year 2021	2022	2023	2024	2025	2026	Thereafter	Total Interest Payments Outstanding
2007 HMFA BONDS	6,220	5,470	4,720	3,970	3,220	2,470	1,720	985	22,555
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
TOTAL INTEREST	6,220	5,470	4,720	3,970	3,220	2,470	1,720	985	22,555
LESS: HUD SUBSIDY	6,220	5,470	4,720	3,970	3,220	2,470	1,720	985	22,555
NET INTEREST	-	-	-	-	-	-	-	-	-

Net Position Reconciliation

Dover Housing Authority
For the Period October 1, 2020 to September 30, 2021

FY 2021 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)					
Less: Invested in Capital Assets, Net of Related Debt (1)					
Less: Restricted for Debt Service Reserve (1)					
Less: Other Restricted Net Position (1)					
Total Unrestricted Net Position (1)					
Less: Designated for Non-Operating Improvements & Repairs					
Less: Designated for Rate Stabilization					
Less: Other Designated by Resolution					
Plus: Accrued Unfunded Pension Liability (1)					
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)					
Plus: Estimated Income (Loss) on Current Year Operations (2)					
Plus: Other Adjustments (attach schedule)					
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET					
Unrestricted Net Position Utilized to Balance Proposed Budget	246,951	-	672,078	-	919,029
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					
	\$ 246,951	\$ -	\$ 672,078	\$ -	\$ 919,029

Total of all operations for this line item must agree to audited financial statements.
 Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.
 Amount may not exceed 5% of total operating appropriations. See calculation below.
 Maximum Allowable Appropriation to Municipality/County \$ 23,732 \$ - \$ 124,007 \$ 3,988 \$ 151,726
 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.

2020 (2020-2021)

DOVER
HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2020 (2020-2021) CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

DOVER HOUSING AUTHORITY

FISCAL YEAR: FROM: 10/01/2020 TO: 09/30/2021


☒ [X]

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 8th day of July, 2020.

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:	973-361-9445	Fax Number:	973-361-6204
E-mail address	admin@doverhousing.org		

2020 (2020-2021) CAPITAL BUDGET/PROGRAM MESSAGE

Dover Housing Authority

FISCAL YEAR: FROM: 10/01/2020 TO: 09/30/2021

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

1. Has each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program (This may include the governing body or certain officials such as planning boards, Construction Code Officials) as to these Projects?

Yes. The Capital Budget is prepared with input from 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. The authority works from a long-term physical needs assessment that was prepared in the past. Even though the plan covers a longer time frame, the HA only formally budgets capital items for years in which HUD has approved Capital Funds to pay for such costs.

3. Has a long-term (5 years or more) infrastructure needs and other capital items (Vehicles, Equipment) needs assessment been prepared?

Yes. As mentioned above, a five-year plan is used to determine which items will be included in the budget. However, the HA only formally budgets capital items for years in which HUD has approved Capital Funds to pay for such costs.

4. If amounts are on Page CB-3 in the column Debt Authorizations. Indicate the primary source of funding the debt service for the Debt Authorizations (Example HUD Funding or Other sources)

N/A – The HA will not pay for budgeted capital improvements through any Debt Authorizations. All funding will come from HUD's Capital Fund Program allocations.

5. Have the current capital projects been reviewed and approved by HUD?

Yes. All Capital Fund Budgets are required to be submit to HUD for approval.

Proposed Capital Budget

Dover Housing Authority

For the Period October 1, 2020 to September 30, 2021

Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
CFP 2020 Reseal & Pave Parking Lot	\$ 36,253				\$ 36,253	
CFP 2020 Appliances	11,839				11,839	
Type in Description	-					
Type in Description	-					
Total	48,092	-	-	-	48,092	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	\$ 48,092	\$ -	\$ -	\$ -	\$ 48,092	\$ -

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

5 Year Capital Improvement Plan

Dover Housing Authority
For the Period October 1, 2020 to September 30, 2021

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget					
		Year 2021	2022	2023	2024	2025	2026
<i>Public Housing Management</i>							
CFP 2020 Reseal & Pave Parking Lot	\$ 36,253	\$ 36,253					
CFP 2020 Appliances	31,839	11,839	20,000				
Type in Description	-	-					
Type in Description	-	-					
Total	68,092	48,092	20,000	-	-	-	-
<i>Section 8</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
TOTAL	\$ 68,092	\$ 48,092	\$ 20,000	\$ -	\$ -	\$ -	\$ -

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, 2020 to September 30, 2021

		Funding Sources				
		Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Other Capital Grants Sources
<i>Public Housing Management</i>						
CFP 2020 Reseal & Pave Parking Lot	\$	36,253				\$ 36,253
CFP 2020 Appliances		31,839				31,839
Type in Description		-				
Type in Description		-				
Total		68,092	-	-	-	68,092
<i>Section 8</i>						
Type in Description		-				
Type in Description		-				
Type in Description		-				
Type in Description		-				
Total		-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description		-				
Type in Description		-				
Type in Description		-				
Type in Description		-				
Total		-	-	-	-	-
<i>Other Programs</i>						
Type in Description		-				
Type in Description		-				
Type in Description		-				
Type in Description		-				
Total		-	-	-	-	-
TOTAL	\$	68,092	\$ -	\$ -	\$ -	\$ 68,092
Total 5 Year Plan per CB-4	\$	68,092				
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.