	Start Year		End Year
Fiscal Year	2024	_	2025

Housing Authority Budget of:

Dover Housing Authority

State Filing Year **2025**

For the Period: ***October 1, 2024*** ***to*** ***September 30, 2025***

www.doverhousing.org
Housing Authority Web Address

NJ DEPARTMENT OF Community Affairs

Division of Local Government Services

2025 HOUSING AUTHORITY BUDGET
CERTIFICATION SECTION

2025

Dover Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: October 01, 2024 to September 30, 2025

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: _____ Date: _____

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: Christine Zapicchi Date: 1/10/2025

2025 PREPARER'S CERTIFICATION

Dover Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: October 01, 2024 to September 30, 2025

It is hereby certified that the Housing Authority Budget, including the Annual Budget and the Capital 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 form, and content, the budget will permit the exercise of the comptroller function within the Authority.

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

Preparer's Signature:	polcarifamily@aol.com
Name:	Peter J. Polcari, CPA
Title:	Fee Accountant
Address:	216Sollas Court, Ridgewood, NJ 07450
Phone Number:	201-650-0618
Fax Number:	973-831-6972
E-mail Address:	polcarifamily@aol.com

HOUSING AUTHORITY INTERNET WEBSITE CERTIFICATION

Housing 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.

☑ The budgets for the current fiscal year and immediately preceding two prior years.

☑ The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information *(Similar information includes items such as Revenue and Expenditure pie charts, or other types of charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority).*

☑ The complete (all pages) annual audits (not the Audit Synopsis) for the most recent fiscal year and immediately preceding two prior years.

☑ The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the Authority to the interests of the residents within the Authority's service area or jurisdiction.

☑ Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time date, location and agenda of each meeting.

☑ The approved minutes of each meeting of the Authority including all resolutions of the board and their committees; for at least three consecutive fiscal years.

☑ The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority.

☑ A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any renumeration 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:	admin@doverhousing.org

2025 APPROVAL CERTIFICATION

Dover Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: October 01, 2024 to September 30, 2025

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body Dover Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on July 2, 2024.

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

Officer's Signature:	admin@doverhousing.org
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

2025 HOUSING AUTHORITY BUDGET RESOLUTION

Dover Housing Authority

FISCAL YEAR: October 01, 2024 to September 30, 2025

WHEREAS, the Annual Budget for Dover Housing Authority for the fiscal year beginning October 01, 2024 and ending September 30, 2025 has been presented before the governing body of the Dover Housing Authority at its open public meeting of July 2, 2024; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of $3,760,003.00, Total Appropriations including any Accumulated Deficit, if any, of $3,567,695.00, and Total Unrestriced Net Position planned to be utilized as funding thereof, of $0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of $152,231.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of $0.00; 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 2, 2024 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Dover Housing Authority for the fiscal year beginning October 01, 2024 and ending September 30, 2025, 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 03, 2024.

admin@doverhousing.org
(Secretary's Signature)

7/2/2024
(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Thomas Toohey	X			
James Mullin	X			
Mary Washington	X			
Jhonatan Munoz Reina				X
Robin Kline	X			

2025 ADOPTION CERTIFICATION

Dover Housing Authority

HOUSING AUTHORITY BUDGET

FISCAL YEAR: October 01, 2024 to September 30, 2025

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true the Budget adopted by the governing body of the Dover Housing Authority, pursuant to N.J.A.C 5:31-2.3, on September 03, 2024.

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

2025 ADOPTED BUDGET RESOLUTION

Dover Housing Authority

FISCAL YEAR: October 01, 2024 to September 30, 2025

WHEREAS, the Annual Budget and Capital Budget/Program for the Dover Housing Authority for the fiscal year beginning October 01, 2024 and ending September 30, 2025 has been presented for adoption before the governing body of the Dover Housing Authority at its open public meeting of September 3, 2024; 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 presented for adoption reflects Total Revenues of $3,760,003.00, Total Appropriations, including any Accumulated Deficit, if any, of $3,567,695.00, and Total Unrestricted Net Position utilized of $0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of $152,231.00 and Total Unrestriced Net Position Utilized of $0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Dover Housing Authority at an open public meeting held on September 3, 2024 that the Annual Budget and Capital Budget/Program of the Dover Housing Authority for the fiscal year beginning October 01, 2024 and ending September 30, 2025 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.

admin@doverhousing.org
(Secretary's Signature)

9/3/2024
(Date)

Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Thomas Toohey	X			
James Mullin	X			
Mary Washington	X			
Jhonatan Munoz Reina	X			
Robin Kline	X			

2025 HOUSING AUTHORITY BUDGET
NARRATIVE AND INFORMATION SECTION

2025 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Dover Housing Authority

FISCAL YEAR: October 01, 2024 to September 30, 2025

Answer all questions below using the space provided. Do not attach answers as a separate document.

1. Complete a brief statement on the Fiscal Year 2024 proposed Annual Budget and make comparison to the Fiscal Year 2023 adopted budget for each Revenue and Appropriations. Explain any variances over +/-10% (as shown on budget pages F-2 and F-4) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase or decrease in the budgeted line item, not just an indication of the amount and percent of change. Upload any supporting documentation that will help explain the reason for the increase or decrease in the budgeted line item.

The FYE 9/30/25 budget for the Dover Housing Authority is not significantly different from the FYE 9/30/24 budget. The Authority continues to incorporate sound fiscal policies that allow it to provide decent, safe, and affordable housing to the population it serves. Once again the Authority is budgeting fo an increase in surplus for both the Public Housing Management and Housing Choice Voucher Programs while budgeting for a balanced budget on its ROSS Program. The HA is budgetig for increased Laundry Income based on current year actual laundry receipts. It is also budgeting for additional interest income as the invested balances and interest rates continue to rise. The only significant change on the appropriations side is that there is less budgeted for Extraordinary Maintenance as most of those expected costs will be purchased through the Capital Fund Program. As noted the Authority and its' management are committed to continually providing 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/Program

While the economy is currently unstable and inflation costs are increasing dramatically in some sectors, it is not expected to impact the Authority in a detrimental manner because HUD has continued to provide sbsidies and has provided additional funding to combat the effects of the Pandemic on the seniors and low income families. It would not affect the Capital Budget either, because the HA only budgets for capital improvemets once the funding is made available from HUD.

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 during the FYE 9/30/25. The Authority has a significant balance in its pre 2004 Section 8 Administrative Fee Reserves that is available should the need arise. The use of such funds is permitted by HUD regulations and would be accomplished through equtiy transfers if required. The Authority, however, has presented a conservative budget and is not anticipating using Unrestricted Net Assets during the coming fiscal year.

2025 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Dover Housing Authority

FISCAL YEAR: October 01, 2024 to September 30, 2025

Answer all questions below using the space provided. Do not attach answers as a separate document.

4. Identify any sources of funds transferred to the County/Municipality as PILOT payments, or a shared service and explain the reason for the transfer. Housing Authorities cannot transfer Unrestricted Net Position.

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

5. The proposed budget must not reflect an anticipated deficit from 2024 operations. If there exists an accumulated deficit from prior year's budgets (and funding is included in the proposed budget as a result of a prior year 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 9/30/24. The balance sheet of the Authority does, however, indicate a net deficit in the most recent audit report. 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.

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

HOUSING AUTHORITY CONTACT INFORMATION
2025

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:*	973-831-6972	
E-mail:	polcarifamily@aol.com			

Chief Executive Officer*	Maria Tchinchinian, Executive Director			
Or person who performs these functions under another title.				
Phone: (ext.)	973-361-9445	*Fax:*	973-361-6204	
E-mail:	admin@doverhousing.org			

Chief Financial Officer*	Maria Tchinchinian, Executive Director			
Or person who performs these functions under another title.				
Phone: (ext.)	973-361-9445	*Fax:*	973-361-6204	
E-mail:	admin@doverhousing.org			

Name of Auditor:	Anthony Giampaolo, CPA			
Name of Firm:	Giampaolo & Associates			
Address:	467 Middletown-Lincroft Road			
City, State, Zip:	Lincroft		NJ	07738
Phone: (ext.)	732-845-4550	*Fax:*	732-842-4551	
E-mail:	tony@hpgnj.com			

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Dover Housing Authority

FISCAL YEAR: October 01, 2024 to September 30, 2025

1. Provide the number of individuals employed as reported on the Authority's most recent Form W-3, Transmittal of Wage, and Tax Statement: 5

2. Provide the amount of total salaries and wages reported on the Authority's most recent Form W-3, Transmittal of Wage, and Tax Statements: $ 237,989.00

3. Provide the number of regular voting members of the governing body: 7 *(5 or 7 per State statute)*

4. Provide the number of alternate voting members of the governing body: 0 *(Maximum is 2)*

5. Does the Authority have any amounts receivable from current or former commissioners, officers, key employees, or the highest compensated employee? No

If "yes", provide a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.

6. 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 of 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", provide 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.

7. Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract*? No

**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.*

If "yes", provide a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.

8. Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. Attach a narrative of your Authority's procedures for all individuals listed on Page N-4 (2 of 2).

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Dover Housing Authority

FISCAL YEAR: October 01, 2024 to September 30, 2025

9. Did the Authority pay for meals or catering during the current fiscal year? Yes

If "yes", provide a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.

10. Did the Authority pay for travel expenses for any employee of individual listed on Page N-4? Yes

If "yes", provide a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.

11. 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", provide a description of the transaction including the name and position of the individual and the amount expended.

12. Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes

If "no", attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements, indicate that in answer).

13. Did the Authority make any payments to current or former commissioners or employees for severance or termination? No

If "yes", provide explanation, including amount paid.

14. Did the Authority make 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", provide explanation including amount paid.

15. Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No

If "yes", provide 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.

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Dover Housing Authority

FISCAL YEAR: October 01, 2024 to September 30, 2025

16. Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e. sewer overflow, etc.)? No

If "yes", provide description of the event or condition that resulted in the fine/assessment and indicate the amount of the fine/assessment.

17. 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", provide description of the event or condition that resulted in the fine/assessment and indicate the amount of the fine/assessment.

18. 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.

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Dover Housing Authority

FISCAL YEAR: October 01, 2024 to September 30, 2025

Use the space below to provide clarification for any Questionnaire responses.

Question # 3: Although the HA has 7 Board Positions, there are 2 positions currently vacant.

Question # 8: 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 full board. The Executive Director has a formal contract with the Board.

Question # 9: The HA paid $2,236 for a Senior holiday luncheon, $2,500 for the HA's Fiftieth Anniversary Celebration and $86 for refreshments served during a tenant fire safety training day.

Question # 10: The HA paid a total of $1,542 for two employees to attend housing related conferences in Atlantic City, NJ.

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

Dover Housing Authority

FISCAL YEAR: October 01, 2024 to September 30, 2025

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 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 of officer as defined below and amount of compensation from the Authority.

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 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 during the most recent fiscal year completed.

Commissioner: A member of the governing body of the authority with voting rights. Include alternates for the 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 officer as officers, if applicable. 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
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 exchance for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as perosnal 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 prperty. 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): The aggregate compensation that is reported (or 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.

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)
Dover Housing Authority
For the Period: October 01, 2024 to September 30, 2025

	Name	Title	Average Hours per Week Dedicated to Position	Position				Reportable Compensation from Authority (W-2/ 1099)				
				Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority
1	Thomas Toohey	Chairperson	2	X					$ -	$ -	$ -	$ -	$ -
2	James Mullin	Vice Chairperson	2	X					$ -	$ -	$ -	$ -	$ -
3	Mary Washington	Treasurer	2	X					$ -	$ -	$ -	$ -	$ -
4	Jhonatan Munoz Reina	Commissioner	2	X					$ -	$ -	$ -	$ -	$ -
5	Robin Kline	Commissioner	2	X					$ -	$ -	$ -	$ -	$ -
6	Maria Tchinchinian	Executive Director	40			X	X		$ 102,152.00	$ -	$ -	$ 33,832.00	$ 135,984.00
7													$ -
8													$ -
9													$ -
10													$ -
11													$ -
12													$ -
13													$ -
14													$ -
15													$ -
16													$ -
17													$ -
18													$ -
19													$ -
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21													$ -
22													$ -
23													$ -
24													$ -
25													$ -
26													$ -
27													$ -
28													$ -
29													$ -
30													$ -
31													$ -
32													$ -
33													$ -
34													$ -
35													$ -
	Total:								$ 102,152.00	$ -	$ -	$ 33,832.00	$ 135,984.00

Schedule of Health Benefits - Detailed Cost Analysis

Dover Housing Authority

For the Period: October 01, 2024 to September 30, 2025

If no health benefits, check this box: ☐

	# 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 Current Year Cost	$ Increase (Decrease)	% Increase (Decrease)
Active Employees - Health Benefits - Annual Cost								
Single Coverage	1	13,986.00	13,986.00	1	13,558.00	13,558.00	428.00	3.2%
Parent & Child	2	20,639.00	41,278.00	2	20,034.00	40,068.00	1,210.00	3.0%
Employee & Spouse (or Partner)			-			-	-	
Family			-			-	-	
Employee Cost Sharing Contribution (enter as negative -)			(12,886.00)			(12,379.00)	(507.00)	4.1%
Subtotal	3		42,378.00	3		41,247.00	1,131.00	2.7%
Commissioners - Health Benefits - Annual Cost								
Single Coverage			-			-	-	
Parent & Child			-			-	-	
Employee & Spouse (or Partner)			-			-	-	
Family			-			-	-	
Employee Cost Sharing Contribution (enter as negative -)							-	
Subtotal			-			-	-	
Retirees - Health Benefits - Annual Cost								
Single Coverage	1	11,743.00	11,743.00	1	11,819.00	11,819.00	(76.00)	-0.6%
Parent & Child			-			-	-	
Employee & Spouse (or Partner)			-			-	-	
Family			-			-	-	
Employee Cost Sharing Contribution (enter as negative -)							-	
Subtotal	1		11,743.00	1		11,819.00	(76.00)	-0.6%
GRAND TOTAL	4		54,121.00	4		53,066.00	1,055.00	2.0%

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

Dover Housing Authority
ACCUMULATED ABSENCE LIABILITY

If no accumulated absences, check this box: ☐

Bargaining Unit or Non-Union Position Eligible for Benefit (List Non-Union Employees by Individual Position Rather Than Each Named Individual)	Sick Time		Vacation Time		Compensatory Time		Personal Time		Other		Legal basis for benefit ("X" applicable items)		
	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Approved Labor Agreement	Resolution	Individual Employment Agreement
Maria Tchinchinian	58.86	$9,958.00	8.79	$3,718.00	-	$0.00	-	$0.00	-	$0.00		X	
Kathleen McClendon	127.35	$7,134.00	21.25	$2,976.00	-	$0.00	-	$0.00	-	$0.00		X	
La'Cretia Burgess	44.75	$4,180.00	7.50	$1,751.00	-	$0.00	-	$0.00	-	$0.00		X	
LizbethCarasco	2.93	$250.00	3.00	$639.00	-	$0.00	-	$0.00	-	$0.00		X	
TOTALS (THIS PAGE ONLY)	233.89	$21,522.00	40.54	$9,084.00	-	$0.00	-	$0.00	-	$0.00			

Dover Housing Authority
ACCUMULATED ABSENCE LIABILITY

	Sick Time		Vacation Time		Compensatory Time		Personal Time		Other		Legal basis for benefit ("X" applicable items)		
Bargaining Unit or Non-Union Position Eligible for Benefit (List Non-Union Employees by Individual Position Rather Than Each Named Individual)	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Approved Labor Agreement	Resolution	Individual Employment Agreement
TOTALS (THIS PAGE ONLY)	-	$0.00	-	$0.00	-	$0.00	-	$0.00	-	$0.00			

Dover Housing Authority
ACCUMULATED ABSENCE LIABILITY

	Sick Time		Vacation Time		Compensatory Time		Personal Time		Other		Legal basis for benefit ("X" applicable items)		
Bargaining Unit or Non-Union Position Eligible for Benefit (List Non-Union Employees by Individual Position Rather Than Each Named Individual)	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Approved Labor Agreement	Resolution	Individual Employment Agreement
TOTALS (THIS PAGE ONLY)	-	$0.00	-	$0.00	-	$0.00	-	$0.00	-	$0.00			

Dover Housing Authority
ACCUMULATED ABSENCE LIABILITY

Bargaining Unit or Non-Union Position Eligible for Benefit (List Non-Union Employees by Individual Position Rather Than Each Named Individual)	Sick Time		Vacation Time		Compensatory Time		Personal Time		Other		Legal basis for benefit ("X" applicable items)		
	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Gross Days of Accumulated Absence	Dollar Value of Compensated Absences	Approved Labor Agreement	Resolution	Individual Employment Agreement
TOTALS (ALL PAGES)	233.89	$21,522.00	40.54	$9,084.00	-	$0.00	-	$0.00	-	$0.00			

Total Funds Reserved per Most Recently Completed Audit:		**Total Employees subject to accumulated absence restrictions of P.L. 2007, c. 92:**	
Total Funds Appropriated in Current Budget:		**Total Employees subject to accumulated absence restrictions of P.L. 2010, c. 3:**	

Schedule of Shared Service Agreements

Dover Housing Authority

For the Period: October 01, 2024 to September 30, 2025

If no shared services, check this box: ☑

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

Name of Entity Providing Service	Name of Entity Receiving Service	Type of Shared Service Provided	Comments (Enter more specifics if needed)	Agreement Effective Date	Agreement End Date	Amount to be Received by/ Paid from Authority

2025 HOUSING AUTHORITY BUDGET
FINANCIAL SCHEDULES SECTION

SUMMARY

Dover Housing Authority
For the Period: October 01, 2024 to September 30, 2025

	FY 2025 Proposed Budget					*FY 2024 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**
REVENUES								
Total Operating Revenues	$ 596,211	$ -	$ 2,952,363	$ -	$ 3,548,574	$ 3,425,818	$ 122,756	3.6%
Total Non-Operating Revenues	28,998	-	100,481	81,950	211,429	186,687	24,742	13.3%
Total Anticipated Revenues	625,209	-	3,052,844	81,950	3,760,003	3,612,505	147,498	4.1%
APPROPRIATIONS								
Total Administration	210,006	-	311,914	28,186	550,106	514,333	35,773	7.0%
Total Cost of Providing Services	348,569	-	2,615,256	53,764	3,017,589	2,935,203	82,386	2.8%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	558,575	-	2,927,170	81,950	3,567,695	3,449,536	118,159	3.4%
Total Interest Payments on Debt	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	558,575	-	2,927,170	81,950	3,567,695	3,449,536	118,159	3.4%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	558,575	-	2,927,170	81,950	3,567,695	3,449,536	118,159	3.4%
ANTICIPATED SURPLUS (DEFICIT)	$ 66,634	$ -	$ 125,674	$ -	$ 192,308	$ 162,969	$ 29,339	18.0%

Revenue Schedule

Dover Housing Authority
For the Period: October 01, 2024 to September 30, 2025

	FY 2025 Proposed Budget					***FY 2024 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 REVENUES								
Rental Fees								
Homebuyers' Monthly Payments					$ -	$ -	$ -	#DIV/0!
Dwelling Rental	260,724				260,724	253,788	6,936	2.7%
Excess Utilities	4,956				4,956	4,956	-	0.0%
Non-Dwelling Rental					-	-	-	#DIV/0!
HUD Operating Subsidy	282,305				282,305	270,000	12,305	4.6%
New Construction - Acc Section 8					-	-	-	#DIV/0!
Voucher - Acc Housing Voucher			2,952,363		2,952,363	2,853,000	99,363	3.5%
Total Rental Fees	547,985	-	2,952,363	-	3,500,348	3,381,744	118,604	3.5%
Other Operating Revenues (List)								
Maintenance Charges from Tenants	250				250	250	-	0.0%
Laundry Income from Tenants	7,224				7,224	4,260	2,964	69.6%
Cell Tower Revenue	40,752				40,752	39,564	1,188	3.0%
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
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Total Other Revenue	48,226	-	-	-	48,226	44,074	4,152	9.4%
Total Operating Revenues	596,211	-	2,952,363	-	3,548,574	3,425,818	122,756	3.6%
NON-OPERATING REVENUES								
Other Non-Operating Revenues (List)								
Capital Funds Used for Operations	1,000				1,000	1,000	-	0.0%
FSS Grant			56,161		56,161	53,487	2,674	5.0%
Ross Grant				81,950	81,950	81,950	-	0.0%
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
					-	-	-	#DIV/0!
Total Other Non-Operating Revenue	1,000	-	56,161	81,950	139,111	136,437	2,674	2.0%
Interest on Investments & Deposits (List)								
Interest Earned	27,998		44,320		72,318	50,250	22,068	43.9%
Penalties					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Interest	27,998	-	44,320	-	72,318	50,250	22,068	43.9%
Total Non-Operating Revenues	28,998	-	100,481	81,950	211,429	186,687	24,742	13.3%
TOTAL ANTICIPATED REVENUES	$ 625,209	$ -	$ 3,052,844	$ 81,950	$ 3,760,003	$ 3,612,505	$ 147,498	4.1%

Prior Year Adopted Revenue Schedule

Dover Housing Authority

	FY 2024 Adopted Budget				
	Public Housing Management	**Section 8**	**Housing Voucher**	**Other Programs**	**Total All Operations**
OPERATING REVENUES					
Rental Fees					
Homebuyers' Monthly Payments					$ -
Dwelling Rental	253,788				253,788
Excess Utilities	4,956				4,956
Non-Dwelling Rental					-
HUD Operating Subsidy	270,000				270,000
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			2,853,000		2,853,000
Total Rental Fees	528,744	-	2,853,000	-	3,381,744
Other Revenue (List)					
Maintenance Charges from Tenants	250				250
Laundry Income from Tenants	4,260				4,260
Cell Tower Revenue	39,564				39,564
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Total Other Revenue	44,074	-	-	-	44,074
Total Operating Revenues	572,818	-	2,853,000	-	3,425,818
NON-OPERATING REVENUES					
Other Non-Operating Revenues (List)					
Capital Funds Used for Operations	1,000				1,000
FSS Grant			53,487		53,487
Ross Grant				81,950	81,950
					-
					-
					-
Other Non-Operating Revenues	1,000	-	53,487	81,950	136,437
Interest on Investments & Deposits					
Interest Earned	16,250		34,000		50,250
Penalties					-
Other					-
Total Interest	16,250	-	34,000	-	50,250
Total Non-Operating Revenues	17,250	-	87,487	81,950	186,687
TOTAL ANTICIPATED REVENUES	$ 590,068	$ -	$ 2,940,487	$ 81,950	$ 3,612,505

Appropriations Schedule

Dover Housing Authority
For the Period: October 01, 2024 to September 30, 2025

	FY 2025 Proposed Budget					FY 2024 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								
Administration								
Salary & Wages	102,242		112,127		$ 214,369	$ 198,153	$ 16,216	8.2%
Fringe Benefits	47,301		48,589	22,889	118,779	112,416	6,363	5.7%
Legal	8,064		14,976		23,040	23,040	-	0.0%
Staff Training	1,650		1,650	5,297	8,597	8,397	200	2.4%
Travel	2,000		2,000		4,000	3,800	200	5.3%
Accounting Fees	24,540		24,540		49,080	46,280	2,800	6.1%
Auditing Fees	6,475		6,475		12,950	12,610	340	2.7%
Miscellaneous Administration*	17,734		101,557		119,291	109,637	9,654	8.8%
Total Administration	210,006	-	311,914	28,186	550,106	514,333	35,773	7.0%
Cost of Providing Services								
Salary & Wages - Tenant Services				53,764	53,764	52,994	770	1.5%
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	5,000	-	0.0%
Utilities	121,500				121,500	120,705	795	0.7%
Maintenance & Operation	136,291				136,291	127,980	8,311	6.5%
Protective Services	5,450				5,450	5,050	400	7.9%
Insurance	49,910				49,910	47,670	2,240	4.7%
Payment in Lieu of Taxes (PILOT)	14,418				14,418	13,804	614	4.4%
Terminal Leave Payments	1,000				1,000	1,000	-	0.0%
Collection Losses					-	-	-	#DIV/0!
Other General Expense					-	-	-	#DIV/0!
Rents			2,615,256		2,615,256	2,525,000	90,256	3.6%
Extraordinary Maintenance	15,000				15,000	36,000	(21,000)	-58.3%
Replacement of Non-Expendible Equipment					-	-	-	#DIV/0!
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
Total Cost of Providing Services	348,569	-	2,615,256	53,764	3,017,589	2,935,203	82,386	2.8%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	558,575	-	2,927,170	81,950	3,567,695	3,449,536	118,159	3.4%
NON-OPERATING APPROPRIATIONS								
Total Interest Payments on Debt	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX	-	-	-	#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	558,575	-	2,927,170	81,950	3,567,695	3,449,536	118,159	3.4%
ACCUMULATED DEFICIT					-	-	-	#DIV/0!
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	558,575	-	2,927,170	81,950	3,567,695	3,449,536	118,159	3.4%
UNRESTRICTED NET POSITION UTILIZED								
Municipality/County Appropriation	-	-	-	-	-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
TOTAL NET APPROPRIATIONS	$ 558,575	$ -	$ 2,927,170	$ 81,950	$ 3,567,695	$ 3,449,536	$ 118,159	3.4%

* 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	$ 27,928.75	$ -	$ 146,358.50	$ 4,097.50	$ 178,384.75

HOUSING AUTHORITY PROPOSED APPROPRIATIONS
APPROPRIATION DETAIL PAGE

Dover Housing Authority

For the Period: October 01, 2024 to September 30, 2025

Use the space below to provide further detail of any Appropriations listed on "F-4 Appropriations (Proposed)"

Line Item:	*Public Housing Mgt.*	*Section 8*	*Housing Voucher*	*Other Programs*	*Total*
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HOUSING AUTHORITY PROPOSED APPROPRIATIONS
APPROPRIATION DETAIL PAGE

Dover Housing Authority

For the Period: October 01, 2024 to September 30, 2025

Use the space below to provide further detail of any Appropriations listed on "F-4 Appropriations (Proposed)"

Line Item:	*Public Housing Mgt.*	*Section 8*	*Housing Voucher*	*Other Programs*	*Total*
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HOUSING AUTHORITY PROPOSED APPROPRIATIONS
APPROPRIATION DETAIL PAGE

Dover Housing Authority

For the Period: October 01, 2024 to September 30, 2025

Use the space below to provide further detail of any Appropriations listed on "F-4 Appropriations (Proposed)"

Line Item:	*Public Housing Mgt.*	*Section 8*	*Housing Voucher*	*Other Programs*	*Total*
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Prior Year Adopted Appropriations Schedule

Dover Housing Authority

	FY 2024 Adopted Budget				
	Public Housing Management	**Section 8**	**Housing Voucher**	**Other Programs**	**Total All Operations**
OPERATING APPROPRIATIONS					
Administration					
Salary & Wages	$ 91,659		$ 106,494		$ 198,153
Fringe Benefits	40,913		47,844	23,659	112,416
Legal	8,064		14,976		23,040
Staff Training	1,550		1,550	5,297	8,397
Travel	1,900		1,900		3,800
Accounting Fees	23,140		23,140		46,280
Auditing Fees	6,305		6,305		12,610
Miscellaneous Administration*	17,497		92,140		109,637
Total Administration	191,028	-	294,349	28,956	514,333
Cost of Providing Services					
Salary & Wages - Tenant Services				52,994	52,994
Salary & Wages - Maintenance & Operation					-
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits					-
Tenant Services	5,000				5,000
Utilities	120,705				120,705
Maintenance & Operation	127,980				127,980
Protective Services	5,050				5,050
Insurance	47,670				47,670
Payment in Lieu of Taxes (PILOT)	13,804				13,804
Terminal Leave Payments	1,000				1,000
Collection Losses					-
Other General Expense					-
Rents			2,525,000		2,525,000
Extraordinary Maintenance	36,000				36,000
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	357,209	-	2,525,000	52,994	2,935,203
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	-
Total Operating Appropriations	548,237	-	2,819,349	81,950	3,449,536
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	548,237	-	2,819,349	81,950	3,449,536
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	548,237	-	2,819,349	81,950	3,449,536
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	$ 548,237	$ -	$ 2,819,349	$ 81,950	$ 3,449,536

* 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	$ 27,411.85	$ -	$ 140,967.45	$ 4,097.50	$ 172,476.80

HOUSING AUTHORITY PROPOSED APPROPRIATIONS
APPROPRIATION DETAIL PAGE

Dover Housing Authority

For the Period: October 01, 2024 to September 30, 2025

Use the space below to provide further detail of any Appropriations listed on "F-5 Prior Year Appropriations (Adopted)"

Line Item:	*Public Housing Mgt.*	*Section 8*	*Housing Voucher*	*Other Programs*	*Total*
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HOUSING AUTHORITY PROPOSED APPROPRIATIONS
APPROPRIATION DETAIL PAGE

Dover Housing Authority

For the Period: October 01, 2024 to September 30, 2025

Use the space below to provide further detail of any Appropriations listed on "F-5 Prior Year Appropriations (Adopted)"

Line Item:	*Public Housing Mgt.*	*Section 8*	*Housing Voucher*	*Other Programs*	*Total*
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HOUSING AUTHORITY PROPOSED APPROPRIATIONS
APPROPRIATION DETAIL PAGE

Dover Housing Authority

For the Period: October 01, 2024 to September 30, 2025

Use the space below to provide further detail of any Appropriations listed on "F-5 Prior Year Appropriations (Adopted)"

Line Item:	*Public Housing Mgt.*	*Section 8*	*Housing Voucher*	*Other Programs*	*Total*
					-
					-
					-
					-
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					-
					-
					-

Debt Service Schedule - Principal

Dover Housing Authority

If authority has no debt check this box: ☐

	Date of Local Finance Board Approval	*Fiscal Year Ending in* 2024 (Adopted Budget)	2025 (Proposed Budget)	2026	2027	2028	2029	2030	Thereafter	Total Principal Outstanding
2007 HMFA Bonds		$ 15,000	$ 15,000	$ 15,000	$ 20,000					$ 50,000.00
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
										$ -
TOTAL PRINCIPAL		15,000	15,000	15,000	20,000	-	-	-	-	50,000
LESS: HUD SUBSIDY		15,000	15,000	15,000	20,000					50,000
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	N/A	N/A	N/A
Year of Last Rating	N/A	N/A	N/A

If no rating, type "Not Applicable".

Debt Service Schedule - Interest

Dover Housing Authority

If authority has no debt check this box: ☐

	Fiscal Year Ending in								
	2024 (Adopted Budget)	**2025 (Proposed Budget)**	**2026**	**2027**	**2028**	**2029**	**2030**	**Thereafter**	**Total Interest Payments Outstanding**
2007 HMFA Bonds	3,220	2,470	1,720	985					5,175
									-
									-
									-
									-
									-
									-
									-
									-
									-
TOTAL INTEREST	3,220	2,470	1,720	985	-	-	-	-	5,175
LESS: HUD SUBSIDY	3,220	2,470	1,720	985					5,175
NET INTEREST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Net Position Reconciliation

Dover Housing Authority

For the Period: October 01, 2024 to September 30, 2025

	FY 2025 Proposed Budget				
	Public Housing Management	**Section 8**	**Housing Voucher**	**Other Programs**	**Total All Operations**
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	$ 104,548.00	$ -	$ 557,149	$ -	$ 661,697
Less: Invested in Capital Assets, Net of Related Debt (1)	606,707				606,707
Less: Restricted for Debt Service Reserve (1)	59,686				59,686
Less: Other Restricted Net Position (1)			104,925		104,925
Total Unrestricted Net Position (1)	(561,845)	-	452,224	-	(109,621)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	244,204		104,658		348,862
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	858,924		462,496		1,321,420
Plus: Estimated Income (Loss) on Current Year Operations (2)	41,831		121,138		162,969
Plus: Other Adjustments (attach schedule)					-
UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET	583,114	-	1,140,516	-	1,723,630
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)	$ 583,114	$ -	$ 1,140,516	$ -	$ 1,723,630

(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	$ 27,929	$ -	$ 146,359	$ 4,098	$ 178,385

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

2025

Dover Housing Authority

(Housing Authority Name)

2025 HOUSING AUTHORITY
CAPITAL BUDGET / PROGRAM

2025 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

Dover Housing Authority

(Housing Authority Name)

Fiscal Year: October 01, 2024 to September 30, 2025

Place an "X" in the box for the applicable statement below:

[X] It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, of governing body of the Dover Housing Authority, on July 02, 2024.

[ ] It is hereby certified that the governing body of the Dover Housing Authority have elected **NOT** to adopt and Capital Budget/Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget by the governing body of the Dover Housing Authority, for the following reason(s):

Officer's Signature:	admin@doverhousing.org
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

2025 CAPITAL BUDGET/PROGRAM MESSAGE

Dover Housing Authority

Fiscal Year: October 01, 2024 to September 30, 2025

Answer all questions below using the space provided.

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 fund. Rather, it is a document used as part of the Housing Authority's planning and management system. Specific authorization to spend funds for the purposes described in this section must be granted elsewhere, by a separate financing agreement, security agreement, by resolution appropriating funds from the Renewal and Replacement Reserve, or other lawful means.

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

2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated? Yes

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

4. If amounts are on Page CB-3 in the column "Debt Authorizations", indicate the primary source of funding the debt service for the Debt Authorizations (example - HUD).

N/A - The HA will not pay for budgeted capital improvements through any debt authorizations. All funding will come from HUD's Capital Fund allocations

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

Provide additional documentation as necessary.

Proposed Capital Budget

Dover Housing Authority

For the Period: October 01, 2024 to September 30, 2025

		Funding Sources				
	Estimated Total Cost	**Unrestricted Net Position Utilized**	**Renewal & Replacement Reserve**	**Debt Authorization**	**Capital Grants**	**Other Sources**
Public Housing Management						
Elevator Rehab	$ 134,231				$ 134,231	
Replace HVAC Units	18,000				18,000	
Bathroom Upgrades	-					
First Floor Upgrades	-					
Total	152,231	-	-	-	152,231	-
Section 8						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
Housing Voucher						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
Other Programs						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
TOTAL PROPOSED CAPITAL BUDGET	$ 152,231	$ -	$ -	$ -	$ 152,231	$ -

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 01, 2024 to September 30, 2025

	Estimated Total Cost	Current Budget Year 2025	Fiscal Year Beginning in 2026	2027	2028	2029	2030
Public Housing Management							
CFP 2024 & 2025 Elevator Rehab	$ 272,041	$ 134,231	$ 87,810	$ 50,000			
Replace HVAC Units	112,500	18,000	18,000	22,500	27,000	27,000	
Bathroom Upgrades	100,000	-	32,000	20,000	24,000	24,000	
First Floor Upgrades	65,000	-	15,000	15,000	15,000	20,000	
Total	549,541	152,231	152,810	107,500	66,000	71,000	-
Section 8							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
Housing Voucher							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
Other Programs							
	-	-					
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
TOTAL	$ 549,541	$ 152,231	$ 152,810	$ 107,500	$ 66,000	$ 71,000	$ -

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 01, 2024 to September 30, 2025

		Funding Sources				
	Estimated Total Cost	**Unrestricted Net Position Utilized**	**Renewal & Replacement Reserve**	**Debt Authorization**	**Capital Grants**	**Other Sources**
Public Housing Management						
Elevator Rehab	$ 272,041				$ 272,041	
Replace HVAC Units	112,500				112,500	
Bathroom Upgrades	100,000				100,000	
First Floor Upgrades	65,000				65,000	
Total	549,541	-	-	-	549,541	-
Section 8						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
Housing Voucher						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
Other Programs						
	-					
	-					
	-					
	-					
Total	-	-	-	-	-	-
TOTAL	$ 549,541	$ -	$ -	$ -	$ 549,541	$ -
Total 5 Year Plan per CB-4	$ 549,541					
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.

Annual List of Change Orders Approved
Pursuant to N.J.A.C. 5:30-11

Contracting Unit: **Dover Housing Authority** Year Ending: **September 30, 2023**

The following is a complete list of all change orders which caused the originally awarded contract price to be exceeded by more than 20 percent. For regulatory details please consult N.J.A.C. 5:30-11.1 et seq. Please identify each change order by name of the project.

NONE

For each change order listed above, submit with introduced budget a copy of the governing body resolution authorizing the change order and an Affidavit of Publication for the newspaper notice required by N.J.A.C. 5:30-11.9(d). (Affidavit must include a copy of the newspaper notice.)

If you have not had a change order exceeding the 20 percent threshold for the year indicated above, please check here ☑ and certify below.

7/2/2024
Date

admin@doverhousing.org
Clerk/Secretary to the Governing Body

Appendix to Budget Document