

State Filing Year

2017

ADOPTED COPY

Note: This Budget document is for Fiscal Years Beginning Jan. 1, 2017 to Dec. 31, 2017

Start Year

End Year

Fiscal Year

2017

-

2018

Authority Budget of:

JERSEY CITY HOUSING AUTHORITY

For the Period:

April 1, 2017

to

March 31, 2018

<http://www.jcha-gov.us/>

Authority Web Address

Department Of



**Community
Affairs**

Division of Local Government Services

2017 HOUSING AUTHORITY BUDGET

Certification Section

2017

Jersey City Housing Authority

(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM April 1, 2017 TO March 31, 2018

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

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

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

By: Paul D. Cwert CPA, RMA Date: 3/7/2017

CERTIFICATION OF ADOPTED BUDGET

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

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

By: Paul D. Cwert CPA, RMA Date: 4/19/2017

2017 PREPARER'S CERTIFICATION

Jersey City Housing Authority

(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2017 TO: March 31, 2018

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:	Samuel Moolayil		
Title:	Chief Financial Officer		
Address:	400 US Highway #1 (Marion Gardens), Jersey City, NJ 07306		
Phone Number:	201.706.4603	Fax Number:	201.547.8955
E-mail address	smoolayil@jcha.us		

2017 APPROVAL CERTIFICATION

Jersey City Housing Authority

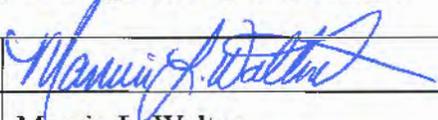
(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2017 **TO:** March 31, 2018

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 Jersey City Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 1st day of February, 2017.

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:	Marvin L. Walton		
Title:	Executive Director		
Address:	400 US Highway #1 (Marion Gardens), Jersey City, NJ 07306		
Phone Number:	201.706.4601	Fax Number:	201.547.6702
E-mail address	mwalton@jcha.us		

INTERNET WEBSITE CERTIFICATION

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

- A description of the Authority's mission and responsibilities
- Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- Commencing with 2012, the complete annual audits of the most recent fiscal year and immediately two prior years
- The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- Beginning January 1, 2013, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees, for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

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

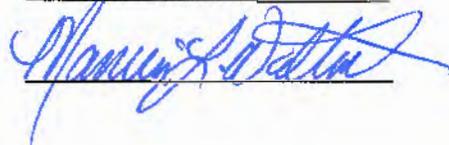
Name of Officer Certifying compliance

Marvin L. Walton

Title of Officer Certifying compliance

Executive Director

Signature



AGENDA ITEM#	4
BOARD MEETING DATE	2-1-2017

RESOLUTION AUTHORIZING THE APPROVAL OF JCHA'S FY 2018 ANNUAL OPERATING AND CAPITAL BUDGETS FOR THE SUBMISSION TO NJ DIVISION OF LOCAL GOVERNMENT SERVICES.

WHEREAS, the Annual Budget and Capital Budget for the Jersey City Housing Authority ("JCHA") for the fiscal year beginning, April 1, 2017 and ending, March 31, 2018 has been presented before the Board of Commissioners of the JCHA ("Board") at its open public meeting of February 1, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 73,298,533, Total Appropriations, including any Accumulated Deficit if any, of \$ 73,298,533 and Total Unrestricted Net Position utilized of zero "-0-"; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$4,217,294 and Total Unrestricted Net Position planned to be utilized as funding thereof, of zero "-0-"; and

WHEREAS, the schedule of rates, 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 JCHA, 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 JCHA'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 Board , at an open public meeting held on February 1, 2017 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the JCHA for the fiscal year beginning, April 1, 2017 and ending, March 31, 2018 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 JCHA's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board will consider the Annual Budget and Capital Budget/Program for adoption on April 5, 2017.

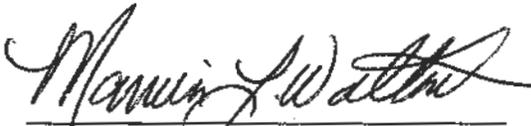
DATED: February 1, 2017

RESOLUTION AUTHORIZING THE APPROVAL OF JCHA'S FY 2017 ANNUAL OPERATING AND CAPITAL BUDGETS FOR THE SUBMISSION TO NJ DIVISION OF LOCAL GOVERNMENT SERVICES.

PAGE 2 of 2

COMMISSIONER	Motion	2 nd	AYE	NAY	Absent	Abstention
A. Abdullah	✓		✓			
H. Fuentes		✓	✓		✓	
F. Kitchens			✓			
T. Kukla			✓			
Vacant						
R. Jones			✓			
R. Mukherji			✓			

I hereby certify that the hereinabove Resolution accurately memorializes the Resolution of the Board of Commissioners of the Housing Authority of the City of Jersey City as presented at its meeting of February 1, 2017 in the presence of a legally binding quorum.


 Marvin L. Walton
 Executive Director/Secretary

SEAL

2017 HOUSING AUTHORITY BUDGET RESOLUTION

Jersey City Housing Authority

(Name)

FISCAL YEAR: FROM: April 1, 2017 TO: March 31, 2018

WHEREAS, the Annual Budget and Capital Budget for the **Jersey City Housing Authority** for the fiscal year beginning, April 1, 2017 and ending, March 31, 2018 has been presented before the governing body of the Jersey City Housing Authority at its open public meeting of February 1, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 73,298,533 , Total Appropriations, including any Accumulated Deficit if any, of \$ 73,298,533 and Total Unrestricted Net Position utilized of zero “-0-”; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$4,217,294 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ zero “-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 Jersey City Housing Authority, at an open public meeting held on February 1, 2017 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Jersey City Housing Authority for the fiscal year beginning, April 1, 2017 and ending, March 31, 2018 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 Jersey City Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on April 5, 2017.

(Secretary's Signature)

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Raj Mukherji				
Reginald Jones				
Aneesah Abdullah				
Freddie Kitchens				
Thomas Kukla				
Hector Fuentes				
Vacant				

2017 ADOPTION CERTIFICATION

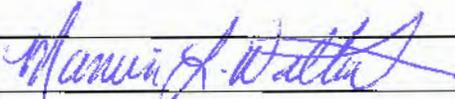
Jersey City Housing Authority

(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2017 **TO:** March 31, 2018

It is hereby certified that the Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the **Jersey City Housing Authority**, pursuant to N.J.A.C. 5:31-2.3, on the 1st day of March, 2017.

Officer's Signature:			
Name:	Marvin I. Walton		
Title:	Executive Director		
Address:	400 US Highway #1 (Marion Gardens), Jersey City, NJ 07306		
Phone Number:	201.706.4601	Phone Number:	201.547.6702
E-mail address	mwalton@jcha.us		

AGENDA ITEM#	6
BOARD MEETING DATE	4 5 17

RESOLUTION AUTHORIZING THE ADOPTION OF JCHA'S FY 2018 ANNUAL OPERATING AND CAPITAL BUDGETS FOR THE SUBMISSION TO NJ DIVISION OF LOCAL GOVERNMENT SERVICES.

WHEREAS, the Annual Budget and Capital Budget/Program for the Jersey City Housing Authority for the fiscal year beginning April 1, 2017 and ending, March 31, 2018 has been presented for adoption before the governing body of the Jersey City Housing Authority at its open public meeting of April 5, 2017; 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 \$ 73,298,533, Total Appropriations, including any Accumulated Deficit, if any, of \$ 73,298,533 and Total Unrestricted Net Position utilized of \$-0-; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$4,217,294 and Total Unrestricted Net Position planned to be utilized of -0-; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Jersey City Housing Authority, at an open public meeting held on April 5, 2017 that the Annual Budget and Capital Budget/Program of the Jersey City Housing Authority for the fiscal year beginning, April 1, 2017 and, ending, March 31, 2018 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.

DATED: April 5, 2017

**RESOLUTION AUTHORIZING THE
ADOPTION OF JCHA'S FY 2018
ANNUAL OPERATING AND
CAPITAL BUDGETS FOR THE
SUBMISSION TO NJ DIVISION OF
LOCAL GOVERNMENT SERVICES.**

PAGE 2 of 2

COMMISSIONER	Motion	2 nd	AYE	NAY	Absent	Abstention
A. Abdullah	✓		✓			
H. Fuentes		✓	✓			
F. Kitchens			✓			
T. Kukla			✓			
Vacant						
R. Jones			✓			
R. Mukherji					✓	

I hereby certify that the hereinabove Resolution accurately memorializes the Resolution of the Board of Commissioners of the Housing Authority of the City of Jersey City as presented at its meeting of April 5, 2017 in the presence of a legally binding quorum.

Marvin L. Walton
Executive Director/Secretary

SEAL

2017 ADOPTED BUDGET RESOLUTION

Jersey City Housing Authority

(Name)

HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2017 TO: March 31, 2018

WHEREAS, the Annual Budget and Capital Budget/Program for the Jersey City Housing Authority for the fiscal year April 1, 2017 and ending, March 31, 2018 has been presented for adoption before the governing body of the Jersey City Housing Authority at its open public meeting of April 5, 2017; 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 \$ 73,298,533, Total Appropriations, including any Accumulated Deficit, if any, of \$ 73,298,533, and Total Unrestricted Net Position utilized of \$-0-; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$4,217,294 and Total Unrestricted Net Position planned to be utilized of -0-; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Jersey City Housing Authority, at an open public meeting held on April 5, 2017 that the Annual Budget and Capital Budget/Program of the Jersey City Housing Authority for the fiscal year beginning, April 1, 2017 and, ending, March 31, 2018 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)

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Raj Mukherji				
Reginald Jones				
Aneesah Abdullah				
Freddie Kitchens				
Thomas Kukla				
Hector Fuentes				
Vacant				

2017 HOUSING AUTHORITY BUDGET

Narrative and Information Section

2017 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Jersey City Housing Authority

(Name)

AUTHORITY BUDGET

FISCAL YEAR: FROM: April 1, 2017 TO: March 31, 2018

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

1. Complete a brief statement on the 2017 proposed Annual Budget and make comparison to the 2016 adopted budget for each operation. Explain any variances over +/-10% (**As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%**) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD).

Detailed explanation on variances of appropriations over +/- 10%:

Legal Expenses includes the legal fee for service provided by the COCC to AMPs. Legal fees increased by \$105,707 due to more evictions and court cases as the management enforcing the policies strictly.

Staff training and Travel costs increased since the new management is giving more emphasis on staff development and training.

Accounting fees decreased 100%, since all outsourced contracts has been cancelled since the work is done in-house.

Miscellaneous Administration decreased by 46.9% due to various reasons such as cost saving measures, budget reductions etc.

Tenant Services Salary & Wages decreased since less employees are charged to this line due to funding restraints.

Utilities reduced by 17.3% since the Energy Performance Contracting (EPC) is implemented and utility savings are taking place. Also Montgomery Gardens, a public housing project with 152 units were relocated and JCHA is in the process of getting approval from HUD for Demolition of this site.

Maintenance and Operations increased by 11.8% due to increase in prices and estimates.

Protective Services increased by 21.5% due to more security coverage at the properties.

Insurance increased by 12.2% due to increase in cost and more coverages at the certain properties as required by NJHMFA.

2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (As shown on budget page F-2 explain reason for change for each revenue changing more than 10%) from the current year adopted budget.

Detailed explanation on variances of revenue over +/- 10%:

Excess Utilities increased by \$22,856 or 128.5% and late fees, parking, summons and complaints increased by 360.4% because the management enforcing the policies strictly and thus more revenue expected.

Non-dwelling rental decreased 24.4% due to projection loss in anticipated revenues in proposed budget.

HCV Administrative fee Income decreased by 11% due to anticipated funding shortage from HUD.

HCV Inspection fee increased by 2,650 since more units being inspected by JCHA and thus the income increases.

Interest Earned increased by 8,826 because of the projection of bank interest rates going up as the economy grows.

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

No major effect

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

Unrestricted Net Position is not utilized in the proposed budget, since it is a balanced budget.

5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).

N/A

6. The proposed budget must not reflect an anticipated deficit from 2017 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. (Prepare a response to deficits caused by the implementation of GASB 68)

JCHA's financial reports are prepared in accordance with GAAP and full accrual basis. The GASB 68 was implemented in FYE March 31, 2016. Accordingly the Authority recorded over \$28 million, unfunded pension liability which is published in the audit report by the State of NJ Division of Pensions and Benefits. Therefore, the authorities' unrestricted net position is \$31,317,309 will not affect current year balanced budget.

HOUSING AUTHORITY CONTACT INFORMATION 2017

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

Name of Authority:	Jersey City Housing Authority		
Federal ID Number:	22-6002501		
Address:	400 US Highway# 1 (Marion Gardens)		
City, State, Zip:	Jersey City	NJ	07036
Phone: (ext.)	201.706.4600	Fax:	201.547.6702

Preparer's Name:	Samuel Moolayil		
Preparer's Address:	400 US Highway# 1 (Marion Gardens)		
City, State, Zip:	Jersey City	NJ	07036
Phone: (ext.)	201.706.4603	Fax:	201.547.8955
E-mail:	smoolayil@jcha.us		

Chief Executive Officer:	Marvin L. Walton		
Phone: (ext.)	201.706.4601	Fax:	201.547.6702
E-mail:	mwalton@jcha.us		

Chief Financial Officer:	Samuel Moolayil		
Phone: (ext.)	201.706.4603	Fax:	201.547.8955
E-mail:	smoolayil@jcha.us		

Name of Auditor:	Richard Larsen		
Name of Firm:	Novogradac & Company LLP		
Address:	252 Washington Street, Suite B		
City, State, Zip:	Toms River	NJ	08753
Phone: (ext.)	732.503.4257	Fax:	732.341.1424
E-mail:	rich.larsen@novoco.com		

HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Jersey City Housing Authority

(Name)

FISCAL YEAR: FROM: April 1, 2017 TO: March 31, 2018

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

- 1) Provide the number of individuals employed in calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: **176**
- 2) Provide the amount of total salaries and wages for calendar year 2015 as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: **\$ 9,466,651.86**
- 3) Provide the number of regular voting members of the governing body: **6**
- 4) Provide the number of alternate voting members of the governing body: **None**
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? **No** *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Authority file the form as required? (**Checked to see if individuals actually filed at http://fds.state.nj.us/njdca_prod/fdssearch.aspx before answering**) **Yes** *If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.*
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? **No** *If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.*
- 8) Was the Authority a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, key employee, or highest compensated employee? **No**
 - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? **No**
 - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? **No** *If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. **No** *If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.*
- 10) Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. **Attach a narrative of your Authorities procedures for all employees. (See Attachment N-3 (10))**

- 11) Did the Authority pay for meals or catering during the current fiscal year? **Yes** If "yes," *attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed. (Please see Attached Schedule) –Attachment N-3 (11)*
- 12) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? **Yes** If "yes," *attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed. (Please see Attached Schedule) –Attachment N-3 (12)*
- 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 **Yes**
 - h. Health or social club dues or initiation fees **No**
 Personal services (i.e.: maid, chauffeur, chef) **No**
 If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended. *(Please see Attached Schedule)*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business **and** does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? **Yes** If "no," *attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. (If your authority does not allow for reimbursements indicate that in answer)*
- 15) Did the Authority make any payments to current or former commissioners or employees for severance or termination? **No** If "yes," *attach explanation including amount paid.*
- 16) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? **No** If "yes," *attach explanation including amount paid.*
- 17) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? **Yes** If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.
- 18) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? **No** If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.
- 19) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations? **No** If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.
- 20) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? **No** If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.



400 US Highway #1 (Marion Gardens) Jersey City, New Jersey 07306
Tel 201.547.6600 TDD 201.547.8989 Web www.jcha.us

PERSONNEL POLICIES

FOR

EXECUTIVE AND CONFIDENTIAL EMPLOYEES

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I. INTRODUCTION

The following Personnel Policies apply to all senior executive and confidential employees of the Jersey City Housing Authority, as classified and listed below.

The following policies are subject to any applicable State, federal or local laws and all attendant rules and regulations, and the Annual Contributions Contract (ACC) with the U.S. Department of Housing & Urban Development.

All provisions of the Personnel Policies shall be applied equally to all present and future employees without discrimination as to race, creed, color, religion, national origin, gender, age, sexual orientation, marital status, physical or mental disability or political affiliation.

Covered Employees and Positions:

Employees serving in the following titles are considered to be "executive and/or confidential" employees.

Deputy Director: Real Estate & Asset Management

Deputy Director: Development & Rental Assistance Programs

Chief Financial Officer

Director of Real Estate & Asset Management

Director of Development & Design

Director of Central Maintenance and Capital Improvements

Director of Staff/Resident Development & Strategic Planning

Director of Constituent Services

Director of Resident Support Services

Director of Rental Assistance Program

Purchasing Agent

Assistant Director of Real Estate & Asset Management

Assistant Director of Central Maintenance and Capital Improvements

Assistant Secretary to the Board

Human Resources Coordinator

Covered Employees (Continued)

The classification of JCHA positions as "executive and/or confidential" is based on the principles and regulations of the Public Employees Relations Commission (PERC) that dictate that "managerial executives and confidential employees" not be represented by a collective bargaining representative. PERC's position, as substantiated by case law, is that, while supervisors are covered by the Public Employees Relations Act, managerial executives and confidential employees are explicitly excluded. Managerial executives are employees who formulate and direct the effectuation of management policies and practices and confidential staff are employees who have routine access to records and documents used during the course of collective bargaining negotiations. Since the above list of "executive and confidential" employees are excluded from collective bargaining agreements, these Personnel Policies are adopted to establish personnel rules, guidelines, rights and benefits for such employees.

Protection and Continuation of Certain Benefits

The above listed positions are excluded from the JCHA's collective bargaining units - Housing Authority Supervisors' Union (HASU) and Independent Service Workers of America (ISWA), and are therefore not covered by the collective bargaining agreements of either union.

However, in recognition of the history and service of the group of employees who are covered by these Personnel Policies, and the fact that the HASU Contract had applied to the executive and confidential employees prior to the adoption of these Personnel Policies, it is the intention of the JCHA to provide to all executive and confidential employees the general benefits of the HASU contract, especially related to leaves of absences, medical and other insurance plan benefits, and separation and retirement payments. This protection may not be extended to new executive and/or confidential employees; future policy revisions may limit the extent of insurance benefit coverage or require some employee co-payment for new employees.

In the interest of clarity, those HASU clauses pertaining to such "benefit" issues, have been abstracted from the HASU contract and are included in this document. Conversely, clauses and provisions of the HASU contract not included in these Personnel Policies have been intentionally excluded and therefore no claim or reference may be made to such provisions. These Personnel Policies, while intending to provide benefits and policies to be followed with executive and confidential employees, do not constitute a contractual agreement.

II. EMPLOYMENT

Appointments

Every effort will be made to recruit qualified applicants for consideration when a vacancy exists in an executive or confidential position. Appointments to such positions will be based on factors including but not limited to qualifications, skills, credentials, experience and other job-related factors. The Executive Director has full discretion to fill a vacancy through the transfer or promotion of an existing employee (see "Promotional Opportunities", below), or to hire an outside applicant. In any case, there is no requirement to "post" the position.

Upon the offer of the position, applicants shall be subject to the JCHA's medical and criminal record screening process. Any applicant who refuses to participate and/or cooperate with either process will not be considered for hire.

Newly appointed employees will serve a ninety day introductory period; during that time, his/her performance will be evaluated by his/her supervisor. Upon the recommendation of the supervisor, the new employee will either pass or fail the introductory period. If a new employee does not pass the introductory period for any reason, he/she shall be notified in writing of his/her termination. No cause is necessary for termination of employment during the introductory period. An employee's successful completion of the introductory period does not guarantee the employee employment with the JCHA; the employee remains an employee at will to the extent permitted by law.

Promotional Opportunities

Although serious consideration will be given to promoting existing employees to a vacant executive or confidential position, there is no right or guarantee of any kind that vacancies in this category of employees will be filled through promotion. Furthermore, if the Executive Director decides to fill a vacancy through a promotion, seniority is not a necessary or deciding factor in the promotional process. The Executive Director has full discretion to recommend the hiring or promotion of an employee to fill a vacant position based on qualifications, skills, credentials, experience and other job-related factors, or to hire an applicant from outside the JCHA, or allow a position to remain vacant.

Terminations

An executive or confidential employee who resigns is encouraged to notify his/her immediate supervisor in writing of the intention to terminate employment at least thirty (30) days in advance of the effective date. Employees who fail to provide such notice shall be ineligible to be rehired by the JCHA in the future.

An employee may be terminated for any reason or no reason at all, unless otherwise provided by law.* The employee will receive written notification of the termination, including the cause of termination, if applicable. The employee will receive such notice at least thirty days in advance of the effective date of termination. (An employee may not be given a thirty day notice if there is good reason to effectuate an immediate termination; in such cases, the Executive Director may authorize payment to the employee for a thirty day period in lieu of notice).

Please see Section XI – Disciplinary Action & Grievance Review Procedure.

* Employees who had "permanent civil service status" prior to 1996, when the JCHA "opted out" of the civil service system have some protections according to state rules and regulations, including issuance of Preliminary and Final Notices and the right to a Hearing regarding termination for cause.

III. HOURS OF WORK

Number of Work Hours

The regularly scheduled work week shall consist of 35 work hours per week (not including one hour lunch period per day).

Lunch Breaks

Employees shall receive one hour for lunch each day; employees do not need to "punch" in and out for lunch and may simply indicate "L" – went out for a lunch break, or "NL" did not go out for lunch. An employee is usually not permitted to use a lunch hour at the end of the day, absent exceptional circumstances and approval by the employee's supervisor.

Overtime

Executive and confidential employees are not paid "overtime" for hours worked beyond the regular work schedule; nor are employees paid for any extra work performed on weekends and/or holidays. All such employees are considered exempt from the Fair Labor Standards Act (FLSA) and the New Jersey Wages and Hours Law.

Flexible Work Schedules

The "typical" work schedule for executive and confidential employees is Monday through Friday, 9:00 a.m. to 5:00 p.m. However, in recognition of the level of responsibilities and the professional nature of the work, and the fact that no "overtime" is paid, executive and confidential employees have *limited flexibility* as follows:

The work schedule may vary from the "typical" schedule in situations that require maximum flexibility to work productively and include but are not limited to: operational and/or administrative emergencies, special projects and/or events, third-party deadlines and evening meetings.

Flexible Scheduling (Continued)

Flexible work schedules may be approved within the following parameters:

- Employees are required to work a minimum of seventy (70) work hours over a two week pay period. Therefore, flexible time is no longer restricted to the day or week of the event but has been expanded to the pay period.
- It is permissible to work on a Saturday or Sunday and take off a day during the week, or to work on a Holiday and take another day off within the same pay period.
- Employees may not work extra hours over several days and then take a full day off. Employees may vary the number of hours worked each day, but in each two week pay period, the employee must work at least ten days with at least 3.5 hours worked each of the ten days. (Approved sick, vacation, personal business, funeral leave, jury duty, holiday or furlough time count toward the "ten day/3.5 hour requirement").
- Hours worked in excess of 70 hours within a pay period do not "carry over" into the next pay period or accrue in any way; there is no accruing or recording of "compensatory time".
- Supervisors must approve any use of flexible scheduling. Employees must have prior approval from his/her supervisor prior to working outside the normal schedule and the supervisor must approve the flexible scheduling on the time card for each pay period. The request for approval of flexible scheduling, however, need not be in writing, and supervisors may not deny flexible scheduling without good cause.
- For the purposes of recording attendance, time is rounded down to the nearest thirty (30) minutes (e.g., arriving at 9:15 requires working until 5:30 p.m., as opposed to working 9:15 to 5:15 pm).
- The principles of "flexible scheduling" will also apply to part-time employees, and the minimum hours for a pay period are respectively adjusted.

Given the flexibility of scheduling work hours, employees covered by these policies do not receive "meeting reimbursement"; since employees may reschedule work hours to accommodate attending an evening or weekend meeting, such "meeting reimbursement" will no longer apply.

IV. COMPENSATION

Salary Ranges

Salary ranges are established for executive and confidential employee titles based on the level and range of responsibilities, required skills, expertise and credentials, number of employees under his/her supervision, degree of difficulty of the position, and other factors. Employees will be paid a salary within the established Salary Range for his/her title (excluding Longevity Pay).

Longevity Pay

All employees shall receive longevity pay in addition to their base salary based on years of service, as follows:

After five (5) years of service	300
After ten (10) years of service	500
After fifteen (15) years of service	700
After twenty (20) years of service	900
After twenty-five (25) years of service	1,000

Part-time employees are not eligible for longevity pay unless they have earned the longevity pay at a period of time when he/she was working full-time; in such cases, the longevity pay previously earned continues to be paid, but does not increase to the next payment level while the employee has part-time status.

Annual Salary Increases

Salary increases are considered each year and are at the discretion of the Executive Director. The first and primary consideration of the Executive Director in considering salary raises is to balance financial or budgetary restraints with the desire to provide staff with a "cost of living adjustment" each year.

An equally important factor is to reward and recognize job performance. If and when salary increases are given, such increases will be based upon job performance. Notwithstanding financial or cost of living factors, an employee will not receive a salary increase unless the supervisor's of the employee evaluation establishes satisfactory or higher job performance during the year. Raises may be given as a salary increase or as a bonus, or a combination of both at the discretion of the Executive Director.

Promotional & Demotional Salary Adjustments

If an employee is promoted to a higher title, or demoted to a lower title, a salary adjustment will be made within the respective Salary Range for the new position. The amount of salary adjustment (either a decrease or an increase) will be determined by the Executive Director, and will be based upon job performance, level of responsibilities, required skills, expertise and credentials, number of employees under his/her supervision, degree of difficulty of the position and related factors.

Title Equity

Salary adjustments may be made by the Executive Director to ensure that employees receive compensation that is equitable to other employees in positions that are comparable in terms of level of responsibilities, required skills, expertise and credentials, number of employees under his/her supervision, degree of difficulty of the position, and related factors. (For the same reasons, an employee's salary may be "frozen", with no annual salary increases until his/her salary is comparable to the salaries of comparable positions to ensure "title equity").

V. PAID HOLIDAY

The following days shall be paid holidays:

- New Year's Day
- Dr. Martin Luther King's Birthday
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- General Election Day
- Veterans' Day
- Thanksgiving
- Friday After Thanksgiving
- Christmas Day

When Christmas and New Year's Day fall on a Tuesday, Wednesday, Thursday or Friday, Christmas and New Year's Eve Days will each be observed as half-day paid holidays.

When a holiday falls on a Saturday, the holiday will be observed on the previous Friday; when a holiday falls on a Sunday, the holiday will be observed on the following Monday.

The executive and confidential employees will follow any revisions to the holiday schedule as negotiated and/or observed by HASU.

An employee working in his/her introductory period will be paid for the Holidays.

VI. PAID LEAVES OF ABSENCES

All executive and confidential employees are eligible for the following paid leaves of absence.

Vacation

Employees shall be entitled to the following vacation allowances:

Up to the end of the 1 st year:	1 Day per month
13 to 48 Months:	17 Working Days
49 to 108 Months:	20 Working Days
109 to 168 Months:	25 Working Days
169 Months and Over:	30 Working Days

An employee earns vacation leave at the end of every quarter based on his/her length of service as specified above; an employee may not use vacation unless it has been earned.

An employee must request, in writing, from his/her supervisor, permission to use vacation leave at least two weeks in advance. Approval of vacation leave will be based on work schedule and coverage issues. Upon request by the employee, vacation pay shall be paid in advance provided such request is made in writing to the Payroll Division at least two (2) weeks in advance of the next scheduled payday.

An employee will be paid for any unused vacation leave that has been accumulated within the parameters of the above terms when his/her employment is terminated for any reason. (The limits for vacation shall be eliminated for accrual purposes, but retained and applied strictly to payment upon separation of employment, at a maximum of two year's accrual, based on the employee's length of services).

Funeral Leave

In the event of a death in the family of an employee, the employee shall be granted funeral leave with pay. For the immediate family of an employee, defined as: father, mother, mother-in-law, father-in-law, grandmother, grandfather, grandchild, spouse, significant other or domestic partner, child, sister or brother, the employee shall be granted time off from the day of death until the day after the funeral, not to exceed five (5) days.

Funeral Leave (continued)

For other, non-immediate family members of an employee, defined as: son-in-law, daughter-in-law, sister-in-law, and brother-in-law, the employee shall be granted time off for a period of two (2) days.

An employee must report such an absence to his/her immediate supervisor as soon as possible and must indicate when he/she will return to work. Leave shall be temporarily charged to the employees' unused vacation or personal business day accruals until such time as the employee submits to the Payroll Division written verification of death and employee's relationship to the deceased. Time off from work due to death in an employee's family shall not be charged against the employee's sick leave. Should the employee request any additional time off beyond what is provided above, the employee may apply unused vacation or business day accruals to the extended funeral leave.

Personal Business Days

All employees shall be entitled to four (4) personal business days per year. Personal leave is accrued at the rate of one day per quarter; the leave is available for use at the end of the quarter in which it is earned.

Personal leave shall be applied for at least five (5) days prior to the date that the employee wishes off, subject to the approval of the supervisor, except in cases of emergency whereby this five (5) day waiting period is waived. The employee shall be required to identify the nature of the emergency to his/her direct supervisor.

An employee will be paid for any unused personal leave not to exceed thirty (30) days that has accumulated pursuant to the above terms when his/her employment is terminated for any reason. The limits for personal business shall be eliminated for accrual purposes, but retained and applied strictly to payment upon separation of employment, at a maximum of thirty (30) days.

Court Leave

An employee absent in compliance with the requirements of a summons for Jury Duty shall suffer no loss of pay provided that the confirmation of attendance from the court indicating dates served is presented as evidence to his/her supervisor within one week of the conclusion of service. Court leave will be charged to the employee's accrued vacation or personal leave until such time as verification of service is submitted to the Payroll Division. An employee, while on Jury Duty, is required to report to work if he/she is not scheduled to report for jury duty service on any given day. (If an employee is dismissed by the Court before 12:00 noon, he/she is expected to return to work; if the employee fails to do so, the employee will not be paid by the JCHA for the day pursuant to this policy.

Sick Leave

All employees shall be entitled to one (1) working day for each month of the first twelve months of employment, and fifteen (15) working days in each year thereafter. Sick leave may be requested by an employee, when he/she is unable to perform work by reason of personal illness or injury, exposure to contagious disease, or (for a reasonable period of time), for the care of a seriously ill member of the employee's immediate family.

If an employee is absent for reasons that entitle him/her to sick leave, his/her supervisor shall be notified by the employee's usual reporting time, except in those working conditions where notices must be made prior to the employee's starting time. Failure to notify the supervisor may be cause of denial of the use of sick leave for that absence and constitute cause for disciplinary action. Absence without notice for five (5) consecutive days shall constitute a "resignation not in good standing"

An employee who has been absent on sick leave for five (5) or more consecutive working days shall be required to submit acceptable medical evidence identifying and substantiating the illness. If an employee is on sick leave for the purpose of caring for a seriously ill member of his/her immediate family, he/she is also required to submit acceptable medical evidence identifying and substantiating the illness of the family member and the need for the employee to be absent in order to care for the sick family member.

An employee who is absent for an extended period of time is required to provide the JCHA with a written medical report of his/her condition, once a month, unless otherwise requested by the supervisor. The JCHA may require proof of illness of any employee on sick leave whenever the requirement seems reasonable. In the case of absence due to exposure to contagious disease, a certificate from the Department of Health shall be required of the employee upon returning to work.

Abuse of sick leave shall be cause for disciplinary action.

Any leave of absence according to this policy which qualified as leave pursuant to the Federal Family Leave Act (FMLA) and/or the New Jersey Family Leave Act (NJFLA) will run concurrently with any leave entitlement under the FMLA and/or the NJFLA. See JCHA's Family and Medical Leave Policy contained in the JCHA-wide Policies.

Military Service

The JCHA will abide by all federal and state laws governing military leave.

Leave Accruals For Part-Time Employees

All regular part-time employees are eligible for all paid leaves of absence provided above on a pro-rated basis and are subject to all attendant rules and regulations.

Leave Accruals For Introductory Employees

Introductory employees earn Vacation, Sick and Personal Business Days from the date of hire, but do not accrue (get credit for and use of) such leave until after they pass their 90-day introductory period. If the employee is terminated prior to passing the introductory period, the JCHA does not owe any time. If the employee passes the introductory period, he/she will get full credit for time earned during the introductory period.

VII. MEDICAL AND OTHER INSURANCE AND BENEFIT PLANS

The policies described in this section regarding plans offered by the JCHA are intended to provide a brief summary of each plan. Should the descriptions of these plans conflict with the official plan documents regarding plan or applicable law, the official plan documents and/or the applicable law will govern.

The JCHA provides insurance and pension plans for eligible executive and confidential employees. The insurance plans include: Health and Hospitalization Insurance, Prescription Card Plan, Life Insurance, Dental and Eyeglass Plans, mandatory Health Insurance for Retirees, Worker's Compensation, Temporary Disability Insurance and a Pension Plan.

It is the JCHA's intention that insurance benefits for executive and confidential employees will continue to be comparable to HASU benefits. If changes in insurance providers, amount of employee contributions or any other additions, reductions or changes occur in the future in any HASU insurance/pension benefits, it is the JCHA's intention that the same change(s) will be made to the following benefit provisions.

Health & Hospitalization Insurance

The JCHA agrees to provide a medical and hospitalization plan – a choice of Traditional Plan, Health Maintenance Organizations (HMO), or Point of Service (POS) – offered by the New Jersey State Health Benefits Program (NJ-SHBP) to cover all employees, eligible spouses and their eligible dependents, subject to the provisions of the NJ-SHBP.

The JCHA agrees to pay the full premium cost of health insurance for eligible full-time employees and their eligible dependents. Eligibility is limited to employees who work at least twenty (20) hours per week. Eligible dependents include the employee's spouse and unmarried children up the age of twenty-three (23), who live with the employee in a regular parent-child relationship.

Participation in JCHA Medical insurance plans by part-time employees is optional. If the employee elects to enroll in one of the medical insurance plans, he/she must pay the difference between the pro-rated portion (based on hours worked) of the premiums and the actual premium costs, through a payroll deduction.

Health and Hospitalization (continued)

If the part-time employee does not authorize the referenced payroll deduction, the JCHA is not obligated to make any payment on behalf of the employee for the referenced purpose.

For new employees, Health and Hospitalization coverage is effective approximately 60 days after the date of hire, in accordance with the New Jersey State Health Benefits Systems. (Note: Health and Hospitalization coverage will be available to introductory employees in their last month of their introductory period).

Life Insurance

The JCHA shall provide life insurance coverage for eligible employees, in the following amounts:

Up to Age 64: \$10,000 Life and \$20,000 For Accidental Death and Dismemberment.

Age 65-69: \$6,500 Life and \$13,000 For Accidental Death and Dismemberment.

Age 70 & Over: \$2,000 Insurance and \$4,000 For Accidental Death and Dismemberment.

The JCHA agrees to pay the full premium cost for Life Insurance coverage for full-time employees. Employees working less than thirty (30) hours per week are ineligible for life insurance coverage. For new employees, Life Insurance coverage begins on the 1st of the month immediately following successful completion of the employee's 90-day introductory period.

Dental Insurance

The JCHA agrees to provide a dental insurance coverage for all eligible executive and confidential employees and their eligible dependents. The current firm - Delta Dental - provides the employee a choice between the "Preferred Plan" and the "Premier Plan":

Preferred Plan

The JCHA pays the entire premium of (currently) \$58.70 per employee, per month. This benefit is provided at no cost to the employee. Under this plan, the employee may choose a participating dentist to render the necessary services. Participating dentists will be paid directly by Delta, to the extent covered by the contract. If the employee chooses a non-participating dentist, the dentist will bill the patient directly, and Delta will make payment to the employee.

Premier Plan

The JCHA pays \$58.70 of the (current) premium cost of \$66.84 per employee, per month. The employee, through bi-weekly payroll deductions, contributes \$8.14 per month, the premium difference between "Preferred" and "Premier". Under this plan, the employee may choose any fully licensed dentist to render the necessary services, who may bill the patient directly, and Delta will make payment to the employee.

The JCHA agrees to pay premium costs listed above for dental insurance coverage for eligible employees and their eligible dependents. Eligible dependents include the employee's spouse and unmarried children up the age of twenty-three (23), who live with the employee in a regular parent-child relationship.

Participation in JCHA Dental plans by part-time employees is optional. If the employee elects to enroll in one of the dental plan options, he/she must pay the difference between the pro-rated portion (based on hours worked) of the premiums and the actual premium costs, through a payroll deduction.

For new employees, Dental Insurance coverage begins on the 1st of the month immediately following successful completion of the employee's 90-day introductory period.

Eyeglass Plan

The JCHA agrees to provide an eyeglass reimbursement plan for all eligible employees and their eligible dependents, upon receipt of proof of payment to an ophthalmologist, optometrist or eyeglass center. Employees will be reimbursed for an amount not to exceed \$75 per fiscal year; each eligible dependent will be eligible for reimbursement for an amount not to exceed \$50 per fiscal year.

Eligible dependents include the employee's spouse and unmarried children up to the age of twenty-three (23), who live with the employee in a regular parent-child relationship. Employees are eligible for eyeglass reimbursement upon successfully completing the 90-day introductory period.

Prescription Insurance Plan

The JCHA agrees to provide a prescription insurance plan for all eligible employees/members and their eligible dependents.

The JCHA will be responsible for 50% of future premium increase and employees shall pay the remaining 50% through a payroll deduction. Employees currently pay \$34.46/month, representing 50% share of the premium increase. Subsequent premium cost increases (or decreases) will continue to be shared equally at 50% by employees and the JCHA.

Under the current plan, the employee co-payment is \$5.00 for generic drugs and \$10.00 for brand-name drugs, with no annual per family maximum. The prescription plan features a mail-order service, which allows employees who are on maintenance medication to obtain a 90-day drug supply via mail for a single co-payment of \$5.00 per generic, \$10.00 for brand-name (versus a maximum of 30-day drug supply at the pharmacy).

Eligible dependents include the employee's spouse and unmarried children up to the age of twenty-three (23), who live with the employee in a regular parent-child relationship.

For new employees, prescription plan coverage begins on the 1st of the month immediately following successful completion of the employee's introductory period. Should the standard three month introductory period be extended, prescription coverage will be equivalently delayed.

Enrollment of part-time employees in the Prescription Plan is optional. If the employee elects to enroll in the plan, he/she must pay the difference between the pro-rated portion (based on hours worked) of the premiums and the actual premium costs, through a payroll deduction.

Medical and Prescription Insurance for Retirees

The JCHA agrees to pay the premium costs of providing continued medical and prescription insurance for retirees with 25 or more years of service credit in the pension fund, and for retirees on a disability pension based on fewer years of service credit, in accordance with the Public Employees Retirement System (PERS) guidelines, under the Retired Group of the NJ-SHBP. Retirees, who are eligible for Medicare coverage by reason of age or disability, and are enrolled in Medicare Parts A & B, are entitled to reimbursement of Part B Medicare premiums.

Worker's Compensation Insurance

The JCHA shall provide Worker's Compensation Insurance for all employees, who are absent from work as a result of a job-related injury. The JCHA, in accordance with Worker's Compensation regulations, shall pay an amount equal to the benefits provided under worker's compensation rules on regular JCHA paydays. The employee shall receive 66 2/3% of his/her salary for injury cases requiring authorized absence from work of one to six days, excluding the date of injury. The employee shall receive 70% of his/her salary for injury cases requiring authorized absence from work of more than six days, excluding the date of injury.

Temporary Disability Insurance

The JCHA shall provide Temporary Disability Insurance Coverage for all employees in accordance with the State of New Jersey Temporary Disability Insurance Program. State disability payments are issued for a maximum of twenty-six (26) weeks for extended work time lost because of accident, illness, or injury that is not job-related. It is the responsibility of the employee, eligible for this benefit, to file a claim within 30 days of the beginning of the disability. Benefits may be denied by the State or reduced if the claim is filed late.

Public Employees Retirement System

The JCHA is covered by the New Jersey Public Employees Retirement System (PERS); accordingly, all employees are required to join the PERS pension system upon appointment, and employee deductions will be determined by PERS. The PERS retirement system provides a lifetime retirement income based on years of creditable services and average salary during the last or highest three years of employment (or highest single year for Veterans).

An employee who has a question regarding deductions, benefits, purchasing of service credits while on unpaid leave of absence, pension options, survivors benefits or any other pension related question or concern can call 609-292-7524. A very helpful website is also available for pension information at www.state.nj.us/treasury/pensions.

Deferred Compensation Plan

The JCHA shall procure a provider of a deferred compensation plan (or equivalent) in accordance with the JCHA Procurement Policy.

VIII. EMPLOYEE TRAINING AND REIMBURSEMENT*JCHA-directed Training*

If and when the JCHA directs an employee to attend a workshop, conference, class or any other training activity, the JCHA will pay for all registration and related costs in advance. If the training activity including travel, exceeds normal hours, the employee will only be paid for his/her normal workday hours. (Please see Travel and Meeting Policy for provisions concerning reimbursement for travel expenses).

Employee Initiated College Courses

Generally, executive and confidential employees covered by these policies are not entitled to reimbursement for college courses, as permitted by the ISWA and HASU contracts. However, in some limited cases, the Executive Director may approve reimbursement for colleges courses if such are closely related to the employee's current responsibilities. Employees are not allowed paid time to attend college classes.

If such reimbursement is approved, the employee will be eligible for a maximum tuition reimbursement per approved course of 75% of the cost of tuition actually paid for a certified course for credit at New Jersey City University (computed after any financial assistance or scholarships are deducted). The JCHA will not provide any reimbursement for books, special fees, late payment penalties or any costs other than tuition.

Reimbursement is made after successful completion of the course; if an employee does not complete the course, or fails to achieve a B- or a 2.0 in the course, the employee shall not be eligible for any reimbursement.

VEHICLE REIMBURSEMENT & SAFETY EQUIPMENT

An executive or confidential employee who is requested by the JCHA, in writing, to use his/her personal vehicle will be eligible for reimbursement, as stated below; it is the intent of the JCHA that the following reimbursement amounts are revised through HASU contract negotiations, such amounts will also change accordingly.

Category I: Employees authorized to use their personal vehicles for JCHA business on a daily basis, who average 4,000 or more miles per year of job-related travel shall be paid a vehicle use reimbursement allowance of \$2,300 per year, paid semi-annually on or about April 1st and October 1st. Employees paid under this category are ineligible for individual mileage reimbursement.

Category II: Employees authorized to use their personal vehicles for JCHA business on a daily basis, who average between 2,000 and 3,999 miles per year of job-related travel shall be paid a vehicle use reimbursement allowance of \$1,680 per year, paid semi-annually on or about April 1st and October 1st. Employees paid under this category are ineligible for individual mileage reimbursement.

Category III: Employees authorized to use their personal vehicles for JCHA business on a daily basis, who average between 500 and 1,999 miles year of job-related travel shall be paid a vehicle use reimbursement allowance of \$1,060 per year, paid semi-annually on or about April 1st and October 1st. Employees paid under this category are ineligible for individual mileage reimbursement.

Category IV: Employees authorized to use their personal vehicles on a sporadic basis for JCHA business, and who submit approved voucher sheets, shall be reimbursed at the federal IRS rate and the cost of related parking and tolls.

For designated employees, the JCHA provides a vehicle for his/her use. The employee is expected to be "on call" at all times, i.e., and to get to wherever he/she is needed upon demand of the situation or the supervisor.

Newly hired employees required to use their personal vehicles for work purposes will be required to submit mileage sheets for the first ninety-days of their employment for reimbursement @ .37/mile. Upon successful completion of their introductory period, the supervisor will designate the appropriate category and the employee will be issued a pro-rated reimbursement for the remainder of the semi-annual period.

A Safety and Protective Equipment Allowance for Management Supervisors will be \$60 per employee, per year. The employee will be responsible for the purchase of rain gear; the JCHA will provide hard hats.

IX. SEPARATION PAY

At the time of separation of employment, executive and confidential employees shall receive payment for accrued leave balances subject to limits as described below* **

All unused vacation leave, accrued up to the maximum of two years will be paid upon separation; in any case, payment for unused vacation leave may not exceed sixty days.

All unused Personal Business Days accrued up to a maximum of thirty days will be paid upon separation.

35% of the total of all unused sick leave will be paid upon separation.

Payment of Separation Pay will be made in full to the employee no later than thirty days after the effective date of the employee's termination date.

In the event that an employee dies while employed by the JCHA, all separation pay will be made to the beneficiary within thirty days of filing by the beneficiary.

* *Compensatory Time balances, if applicable, will be paid upon separation. (The practice of accruing "compensatory time" was abolished effective April 1, 1982 and a maximum of thirty days was established. Any employee who has a "frozen balance" of compensatory time will be paid such as a terminal payment upon termination of employment at the rate of pay at the time of separation.*

** Any executive or confidential employee who was employed by the JCHA prior to 1980 accrued (in accordance with existing personnel policies and collective bargaining agreements) and will be paid upon retirement, the amended "Terminal Leave". In 1980 it was agreed with the Housing Authority's Supervisors' Union (HASU), that, in exchange for payment of 35% of sick leave balances upon separation, there would no longer be accrual of the "three terminal days per year" retirement benefit. Any employee who was covered by the HASU contract and who has a "frozen balance" of such accrued days prior to 1980, will be paid for 2/3 of the frozen balance (e.g., 2 of every 3 days accrued per year) upon retirement.

XI. PERFORMANCE EVALUATIONS, DISCIPLINARY ACTION & REVIEW PROCEDURE**Work Performance Evaluations**

Executive and confidential employees will receive performance evaluations throughout the year, both formally and informally. Informal performance evaluations occur routinely and involve communications between the supervisor and employee; such could be done through informal discussions, weekly and/or monthly staff meetings or written responses to memos and reports.

Supervisors should make every effort to communicate clearly and frequently with employees regarding their work performance, especially if there are deficiency issues; all performance discussions should be done in a confidential and private setting. At least one written evaluation should be done each year by the respective supervisor and made part of the employee's official employment record, as well as any written memo or document pertaining to work performance.

Professional Conduct

Given the high level of responsibility and commensurate compensation of the executive and confidential staff, the JCHA assumes an equally high level of professionalism and conduct consistently demonstrated by such employees. Several JCHA-wide Personnel Policies – most importantly the Code of Ethics, which includes “financial disclosure” requirements, and others provided through the JCHA-wide Policies and listed in Section XVI below, – are incorporated in these Policies and must be observed by all executive and confidential employees. Such policies are often applied to executive and confidential employees with the highest level of scrutiny and penalized more severely when violated.

In addition to the requirements and standards established explicitly in these Policies, general, implicit standards of professional conduct, courtesy, sound judgment, fairness, decorum, cooperation and ethical behavior will be expected and will be part of an employee's evaluation. Serious or repetitive violations of professional conduct will impact compensation decisions and could result in disciplinary action or termination.

Disciplinary Action

Disciplinary action, if and when necessary, includes but is not limited to verbal and written warnings, suspension from work without pay, loss of vacation days or termination, depending upon the nature and severity of the infraction. Such actions should always be documented and based on principles of fairness and equity. Although the principles of "progressive discipline" generally apply, the Executive Director has broad discretion to circumvent a progressive approach and discipline and/or terminate an employee in any manner he/she sees fit based upon the circumstances of the employee's conduct at issue.

Grievance Procedure

There is no formal grievance procedure for the executive and confidential employees, however, the JCHA will follow the within Review Procedure for such employees. Specifically, any employee covered by this policy who does not work directly for the Executive Director may request a review by the Executive Director of an action or decision of his/her immediate supervisor, or may ask for a review of the application of these policies. The decision of the Executive Director is final. Nothing in this provision is intended to abrogate an employee's right to recourse through the applicable State or federal law, rules or regulations. (Please see also "Conscientious Employee Protection Policy" which covers all JCHA employees.)

Strikes or Work Stoppages

In accordance with New Jersey State laws which prohibit strikes or work stoppages by public employees, executive and confidential employees may not engage in or support any strike, work stoppage, slow downs, boycotts or any direct interference with the JCHA's operations, or similar actions. Any breach of this prohibition will result in termination of employment.

XII INCLUSION OF JCHA-WIDE PERSONNEL POLICIES

In addition to the policies contained in this document, the following policies currently in effect which apply to all JCHA employees, also apply to the executive and confidential staff and are included in the Personnel Policies for Executive and Confidential Employees:

- Anti-Sexual Harassment Policy
- Recruitment and Appointment Policy
- Employee Evaluations
- Attendance and Promptness Policy
- Code of Ethics
- Drug Free Workplace Policy
- Federal Immigration Employment Rules
- Americans with Disabilities Protections
- Post Employment Medical Insurance Options
- Employees' Right to Know Protection
- Conscientious Employee Protection
- Smoke-Free Workplace Rules
- Family and Medical Leave Policy
- Dress Code
- Uniform and Safety Equipment
- Travel and Meeting Attendance Policy

If, in the future, any of the above listed JCHA-wide policies are amended or revised, the amended or revised policy will also apply to all executive and confidential employees and will be incorporated in the Personnel Policies for Executive and Confidential Employees. If, in the future, any new JCHA-wide policy is adopted, such policy will apply to all executive and confidential employees and will be incorporated in the Personnel Policies for Executive and Confidential Employees.

The provisions of the above Personnel Policies for Executive and Confidential Employees also apply to the Executive Director, whose employment contract references such; if a clause in the Policies is contradictory to any provisions of the employment contract, the contract will prevail.

If a provision of a JCHA-wide policy is inconsistent with any explicit provision of the Personnel Policies for Executive and Confidential Employees, these policies supersede the JCHA Policies. However, any JCHA Policy adopted to conform with local, State or federal law, rule or regulation always prevails.

DISCLAIMER

The contents of this Policy (also referred to as "Manual") are presented as a matter of information only. The plans, policies and procedures described are not conditions of employment. The JCHA reserves the right to modify, revoke, suspend, terminate or change any or all such plans, policies or procedures in whole or in part, at any time with or without notice. The language which appears in this manual is not intended to create nor is it to be construed to constitute a contract between JCHA and any one or all of its executive and confidential employees, except as otherwise provided by applicable law. All executive and confidential employees are employees at will. This means that any employee may voluntarily terminate his or her employment for any reason. It also means that the JCHA may terminate an employee employment with or without good cause to the extent permissible by law.

**ACKNOWLEDGMENT OF RECEIPT OF THE JCHA'S PERSONNEL POLICIES
FOR EXECUTIVE AND CONFIDENTIAL EMPLOYEES**

Employee's Name:

Social Security No.:

This personnel policy for executive and confidential employees is the property of Jersey City Housing Authority ("JCHA"). I, _____, acknowledge receipt of this personnel policy manual (also referred to as "manual) on _____, 20____. I understand that this manual explains JCHA's policies and procedures as it relates to executive and confidential employees, and that it is furnished to me for my information. I also understand that this manual supersedes any prior understandings I may have had regarding JCHA's employment policies as they apply to me with the exception of JCHA-wide policies which are incorporated into this manual. I acknowledge my responsibility to read and become familiar with the contents of this manual.

I understand that JCHA may amend, supplement, or terminate the policies stated in this manual at any time without advance notice to me to the extent permitted by law. I also understand that I am an at-will employee. This means that either JCHA or I may terminate my employment at any time for any reason, with or without cause, to the extent permitted by law.

[Signature of Employee]

Date



**Human Resources Department
Inter-Departmental Memorandum**

TO: ALL EXECUTIVE & CONFIDENTIAL EMPLOYEES

FROM: GRACE MALLEY, DIRECTOR, RESIDENT/STAFF DEVELOPMENT
& STRATEGIC PLANNING 

DATE: APRIL 15th, 2014

RE: REVISIONS TO THE PERSONNEL POLICIES FOR EXECUTIVE & CONFIDENTIAL EMPLOYEES*

As you know, the policies for the Executive & Confidential Employees include a provision that the benefit clauses of the policy follow the benefit levels of the collective bargaining agreement for the Housing Authority Supervisors' Union (HASU). Since the adoption of the Personnel Policies, the HASU contract was amended to include negotiated agreements for contract periods ending in 2008, 2011 and 2014. For clarification, this memo describes the changes in benefits that would be applied to the Executive & Confidential Employees.

Longevity Pay

Longevity pay was frozen and incorporated into base salaries and future payments eliminated effective January, 2008.

Funeral Leave

- The five days of funeral leave for immediate family members and two days for other family members need not count from the day of death, but rather an employee may take the funeral leave at any time in connection with a family death. (This is to accommodate later-scheduled memorial services, traveling issues, etc.).
- A maximum of 15 days a year is applied to Funeral Leave.
- A probationary employee will not be granted any paid funeral leave (in addition to the existing prohibition of paid sick, vacation or personal business leave during the probationary period).

* See attached list of titles currently included in the Executive & Confidential Employees group.

Health and Other Benefits

- A **domestic partner** (same sex) is eligible for spouse coverage in the health, prescription and dental plans, as required by NJ state statute.
- **Health & Prescription Plans:** The JCHA provides medical, hospitalization and prescription plans offered by the New Jersey State Health Benefits Program (NJ-SHBP) for eligible employee, spouses and dependents, subject to provisions of the NJ-SHBP. Employees contribute, through a payroll deduction, a portion of the insurance premiums based on the employee's chosen plan, family coverage and salary tier, as established by New Jersey State law, and in accordance with NJ-SHBP rules and regulations.
- **Medical Insurance Premium payment for retirees:** If an employee retires from the JCHA with a PERS-approved pension, he/she must have worked for the JCHA at least 15 of the required years in order to be eligible for paid medical premiums in retirement.
- **Eyeglass Plan:** Eyeglass reimbursement for employees and family members was discontinued, and a flat payment was established in April, 2007; the rate for April, 2014 is \$250.00. ("New" employees are not eligible for this benefit).
- **Life Insurance:** The \$10,000 Life and Dismemberment Plan (which was a second plan, in addition to the PERS insurance plan) was eliminated effective June 1st, 2008. Currently, a free \$5,000 plan is available to all employees through the JCHA's current liability insurance carrier.
- **Deferred Compensation Plan:** The JCHA implemented a deferred compensation plan; the plan is voluntary for employees, and does not include any employer contribution.

Vehicle Reimbursement

The Vehicle Reimbursement rates increase in accordance with any increase provided in HASU's contract; currently, the annual rates are: Category I: \$2883; Category II: \$2106; Category III: \$1328; and Category IV: \$.56 per mile.

Tuition Reimbursement

Tuition reimbursement was eliminated in 2011.

Separation Pay

- Employees' balances of unused sick leave, which is paid at 35% upon separation, was frozen as of April 1st, 2013; payment of future, unused sick leave at 35% is limited to an additional \$15,000.
- When an employee switches from ISWA to HASU he/she maintains the "three days per year" retirement benefit calculated on number of years in an ISWA position; conversely, an employee switching from HASU to ISWA maintains the "35% of unused sick leave" for the respective period.
- If an employee is terminated for a criminal activity which directly relates to the employee's position, the employee will not receive separation pay; if the employee is acquitted of the criminal charge which was the basis for the termination, the employee will receive the separation pay.

Layoff

Employees have a guarantee of forty-five (45) days advance notice of a layoff, or demotion in-lieu-of layoff, or payment for forty-five (45) days in lieu of notice, at the discretion of the Executive Director.

New Employees

For new employees (hired after 4/1/06), the following restrictions of benefits apply:

- Payment of sick leave (calculated at 35% of unused sick leave) at the employee's termination is capped at \$15,000;
- New employees do not earn personal leave;
- New employees earns 15 vacation days per year, with no increase in levels during the employee's tenure; and,
- New employees are not eligible for the eyeglass payment.

Employees who are rehired within one year are considered "existing employees".

Please let me know if you have any questions or need any additional information.

REVISIONS TO THE PERSONNEL POLICIES FOR EXECUTIVE & CONFIDENTIAL EMPLOYEES

Page four of four

Employees serving in the following titles are considered to be "executive and/or confidential employees:

Deputy Executive Director

Chief Financial Officer

Director of Development & Design

Director of Compliance and Technical Support

In-House Counsel

Comptroller

Director of Staff/Resident Development & Strategic Planning

Director of Rental Assistance Program

Purchasing Agent

Human Resources Coordinator

Assistant Secretary to the Board

Vendor Commitments - Detail
Grouped By Vendor

Reporting only checks issued between 04/01/2015 and 03/31/2016.

Vendor: Andy's Modern Market

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
01/06/2016	December 2015	Catering Service; January 2016 Board Mtg	01/21/2016	Chk	4287	999-000-419016-000	\$180.00
	Invoice 30 December 2015 - Subtotal						180.00
10/07/2015	6	Community Meeting-Head Start	11/25/2015	Chk	3930	020-002-422000-000	\$485.00
	Invoice 6 - Subtotal						485.00
08/04/2015	August 2015	Catering Services; Bd Mtg August 2015	09/11/2015	Chk	3388	999-000-419016-000	\$150.00
	Invoice August 2015 - Subtotal						150.00
10/27/2015	Dec 2015	Catering Srv; Bd Mtg Dec 2015	01/07/2016	Chk	4139	999-000-419016-000	\$180.00
	Invoice Dec 2015 - Subtotal						180.00
12/23/2015	Dec 23 2015	Catering Srv; Christmas Party Dec 23, 2015	01/07/2016	Chk	4139	020-002-422000-000	\$1,015.00
	Invoice Dec 23 2015 - Subtotal						1,015.00
06/30/2015	July 2015	Catering Srv; 06/03;07/01/2015	07/15/2015	Chk	2993	020-000-419016-000	\$300.00
	Invoice July 2015 - Subtotal						300.00
06/15/2015	June 2015	Catering Srv; June 21 2015	06/15/2015	Chk	2838	020-002-422000-000	\$600.00
	Invoice June 2015 - Subtotal						600.00
03/02/2016	March 02, 2016	Catering Srv; Bd Mtg March 2016	03/10/2016	Chk	4731	999-000-419016-000	\$180.00
	Invoice March 02, 2016 - Subtotal						180.00
05/05/2015	May 2015	Catering Srv; Bd Mtg March, April, May 2015	05/15/2015	Chk	2513	020-000-419016-000	\$449.50
	Invoice May 2015 - Subtotal						449.50
11/19/2015	November 19 2015	Catering Srv; Agency Plan ; CRC; Nov 19 2015	12/24/2015	Chk	4047	999-000-422000-000	\$485.00
	Invoice November 19 2015 - Subtotal						485.00
10/27/2015	November 2015	Catering Srv; Nov Board Mtg	11/02/2015	Chk	3751	999-000-419016-000	\$180.00
	Invoice November 2015 - Subtotal						180.00
10/07/2015	October 07 2015	Catering Services; Bd Mtg Oct/15	11/02/2015	Chk	3751	999-000-419016-000	\$180.00
	Invoice October 07 2015 - Subtotal						180.00

Vendor Commitments - Detail
Grouped By Vendor

Reporting only checks issued between 04/01/2015 and 03/31/2016.

Vendor: Andy's Modern Market

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
08/04/2015	September 2015	Catering Srv; Bd Mtg September 2015	09/11/2015	Chk	3388	999-000-419016-000	\$180.00
Invoice September 2015 - Subtotal							180.00
02/01/2016	Unassigned	Catering Srv; Comm Bd Mtg Feb 2016	02/18/2016	Chk	4565	999-000-419016-000	\$180.00
Invoice Unassigned - Subtotal							180.00
Andy's Modern Market - Subtotal							\$4,744.50
Total for all Vendors							4,744.50

End of Report

Vendor Commitments - Detail
Grouped By Vendor

Reporting only checks issued between 04/01/2015 and 03/31/2016.

Vendor: Allison Ford

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
12/03/2015	Booker T	Petty Cash Reimbursement	11/25/2015	Chk	3990	020-003-418000-000	\$14.00
	Invoice Booker T - Subtotal						14.00
Allison Ford - Subtotal							\$14.00

Vendor: Aneesah Abdullah

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
12/21/2015	January 2016	PHada 2016 Commss Conf Jan 10-14 2016	12/24/2015	Chk	4048	999-000-418000-000	\$2,387.05
	Invoice January 2016 - Subtotal						2,387.05
11/02/2015	November 2015	Travel Expenses; NJ State League; 11/7-19/15	11/12/2015	Chk	3792	999-000-418001-000	\$1,238.46
	Invoice November 2015 - Subtotal						1,238.46
Aneesah Abdullah - Subtotal							\$3,625.51

Vendor: Arlyn Agustin

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
11/24/2015	November 2015	Travel Expenses Reimb	11/25/2015	Chk	3932	999-000-418000-000	\$53.40
11/24/2015	November 2015	Travel Expenses Reimb	11/25/2015	Chk	3932	999-000-418000-000	\$20.70
	Invoice November 2015 - Subtotal						74.10
Arlyn Agustin - Subtotal							\$74.10

Vendor: Bibi Aziz

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
09/15/2015	Travel Expense	Reimb; Emphasys Conf; 8/23/15-8/26/15	09/23/2015	Chk	3464	999-000-418000-000	\$126.00
	Invoice Travel Expense - Subtotal						126.00
Bibi Aziz - Subtotal							\$126.00

Vendor: Debra Reid-Davis

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
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Vendor Commitments - Detail
Grouped By Vendor

Reporting only checks issued between 04/01/2015 and 03/31/2016.

Vendor: Debra Reid-Davis

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
08/28/2015	Unassigned	Travel Expense Reimb. 8/25-26/15	09/11/2015	Chk	3389	999-000-418000-000	\$88.31
Invoice Unassigned - Subtotal							88.31
Debra Reid-Davis - Subtotal							\$88.31

Vendor: Derik Beckett

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
04/14/2015	October 2015	Travel Reimbursement Mileage;4/14-9/19/15	10/15/2015	Chk	3591	020-010-418000-000	\$80.63
Invoice October 2015 - Subtotal							80.63
Derik Beckett - Subtotal							\$80.63

Vendor: Eilleen Ingram-Willis

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
11/30/2015	December 2015	Travel Reimbursement; 7/29-11/15/15	12/10/2015	Chk	4003	999-000-418000-000	\$193.69
Invoice December 2015 - Subtotal							193.69
11/16/2015	January 2016	Travel Reimb; 11/16-12/23/2015	01/07/2016	Chk	4155	999-000-418000-000	\$113.23
Invoice January 2016 - Subtotal							113.23
Eilleen Ingram-Willis - Subtotal							\$306.92

Vendor: Hector Fuentes

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
12/21/2015	January 2016	Phada 2016 Commss Conf; Jan 10-14 2015	12/24/2015	Chk	4081	999-000-418000-000	\$1,464.29
Invoice January 2016 - Subtotal							1,464.29
Hector Fuentes - Subtotal							\$1,464.29

Vendor: Jersey City Housing Authority

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
10/23/2015	December 2015	Petty Cash Reimb; Voucher #17819-17849;10/23-12/4/	12/08/2015	Chk	3995	081-802-418000-000	\$11.98
10/23/2015	December 2015	Petty Cash Reimb; Voucher #17819-17849;10/23-12/4/	12/08/2015	Chk	3995	999-000-418000-000	\$75.90

Vendor Commitments - Detail

Grouped By Vendor

Reporting only checks issued between 04/01/2015 and 03/31/2016.

Vendor: Jersey City Housing Authority

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
10/23/2015	December 2015	Petty Cash Reimb; Voucher #17819-17849;10/23-12/4/	12/08/2015	Chk	3995	999-000-418000-000	\$96.89
Invoice December 2015 - Subtotal							184.77
03/31/2016	March 2016	Petty Cash Reimb; Voucher #17886-17911;2/8/16-3/30	03/31/2016	Chk	4947	999-000-418000-000	\$10.32
Invoice Feb-March 2016 - Subtotal							10.32
01/08/2016	February 2016	Petty Cash Reimb; Voucher #17863-17885;01/08-2/3/	02/04/2016	Chk	4429	999-000-418000-000	\$68.62
Invoice February 2016 - Subtotal							68.62
01/07/2016	Jan 2016	Petty Cash Reimb; Voucher #17850-17862;12/9/15-1/6	01/07/2016	Chk	4219	030-300-418000-000	\$16.00
01/07/2016	Jan 2016	Petty Cash Reimb; Voucher #17850-17862;12/9/15-1/6	01/07/2016	Chk	4219	081-802-418000-000	\$85.33
01/07/2016	Jan 2016	Petty Cash Reimb; Voucher #17850-17862;12/9/15-1/6	01/07/2016	Chk	4219	999-000-418000-000	\$78.23
Invoice Jan 2016 - Subtotal							179.56
08/18/2015	October 2015	Petty Cash Reimb; Voucher #17789-17818;8/18-10/22/	10/23/2015	Chk	3643	116-010-418000-000	\$28.15
08/18/2015	October 2015	Petty Cash Reimb; Voucher #17789-17818;8/18-10/22/	10/23/2015	Chk	3643	999-000-418000-000	\$84.53
Invoice October 2015 - Subtotal							112.68
Jersey City Housing Authority - Subtotal							\$555.95

Vendor: Katherine Partyka

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
03/09/2016	Employee	Travel Expense Reimb; 1/1/16-2/29/16	03/24/2016	Chk	4902	999-000-418000-000	\$74.52
Invoice Employee - Subtotal							74.52
01/05/2016	Travel Expense	Reimb 9/2/15-12/23/15	01/07/2016	Chk	4234	999-000-418000-000	\$83.95
Invoice Travel Expense - Subtotal							83.95
Katherine Partyka - Subtotal							\$158.47

Vendor: Marvin L Walton

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
12/21/2015	January 2016	Phada 2016 Commss Conf; Jan 10-14/2016	12/24/2015	Chk	4096	999-000-418000-000	\$1,751.35
Invoice January 2016 - Subtotal							1,751.35
11/02/2015	November 2015	Travel Reimb; NJ State League/11/17-19/15	11/12/2015	Chk	3860	999-000-418000-000	\$343.80

Vendor Commitments - Detail
Grouped By Vendor

Reporting only checks issued between 04/01/2015 and 03/31/2016.

Vendor: Marvin L Walton

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
Invoice November 2015 - Subtotal							343.80
10/08/2015	Travel Expense	2015 Gov Conf; 10/26-27/15	10/09/2015	Chk	3539	999-000-418000-000	\$355.20
Invoice Travel Expense - Subtotal							355.20
10/05/2015	Travel Expenses	CLPHA Mtg;; 10/22-23/15	10/09/2015	Chk	3539	999-000-418000-000	\$1,058.70
Invoice Travel Expenses - Subtotal							1,058.70
Marvin L Walton - Subtotal							\$3,509.05

Vendor: Patricia Madison

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
12/08/2015	December 2015	Travel Reimb; Public Housing Training; NY	12/10/2015	Chk	4010	999-000-418000-000	\$59.00
Invoice December 2015 - Subtotal							59.00
10/08/2015	Travel Expenses	2015 Gov Conference; 10/26-27/15	10/09/2015	Chk	3541	999-000-418000-000	\$555.29
Invoice Travel Expenses - Subtotal							555.29
Patricia Madison - Subtotal							\$614.29

Vendor: Patricia Ramirez

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
10/26/2015	October 2015	Travel Expenses; 10/4-23/2015	10/29/2015	Chk	3708	081-802-418000-000	\$175.05
Invoice October 2015 - Subtotal							175.05
07/01/2015	September 2015	Travel Reimbursement; 7/1-8/31/15	09/17/2015	Chk	3442	081-802-418001-000	\$105.92
Invoice September 2015 - Subtotal							105.92
08/26/2015	Unassigned	R/T Airfare; Nwk/Mia; 10/4-10/15; RAD Conf	09/11/2015	Chk	3396	081-802-418000-000	\$338.20
08/26/2015	Unassigned	Travel Expenses; 10/4-10/15; RAD Conf; Miami	09/11/2015	Chk	3396	081-802-418000-000	\$288.00
Invoice Unassigned - Subtotal							626.20
Patricia Ramirez - Subtotal							\$907.17

Vendor Commitments - Detail
Grouped By Vendor

Reporting only checks issued between 04/01/2015 and 03/31/2016.

Vendor: PHADA

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
11/06/2015	November 2015	PHADA Conference; Florida; 1/10-14/2016	11/12/2015	Chk	3870	999-000-418001-000	\$440.00
11/06/2015	November 2015	PHADA Conference; Florida; 1/10-14/2016	11/12/2015	Chk	3870	999-000-418001-000	\$440.00
11/06/2015	November 2015	PHADA Conference; Florida; 1/10-14/2016	11/12/2015	Chk	3870	999-000-418001-000	\$440.00
11/06/2015	November 2015	PHADA Conference; Florida; 1/10-14/2016	11/12/2015	Chk	3870	999-000-418001-000	\$440.00
Invoice November 2015 - Subtotal							1,760.00
PHADA - Subtotal							\$1,760.00

Vendor: Raj Mukherji

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
11/02/2015	November 2015	Travel Expenses; NJ State League; 11/17-19/15	11/12/2015	Chk	3906	999-000-418001-000	\$1,358.38
Invoice November 2015 - Subtotal							1,358.38
Raj Mukherji - Subtotal							\$1,358.38

Vendor: Reginald Jones

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
12/21/2015	January 2016	Phada 2016 Commss Conf Jan 10-14 2016	12/24/2015	Chk	4106	999-000-418000-000	\$1,339.99
Invoice January 2016 - Subtotal							1,339.99
Reginald Jones - Subtotal							\$1,339.99

Vendor: Samuel Moolayil

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
12/03/2015	December 2015	Travel Reimbursement HUD Capital Fund Training	11/25/2015	Chk	3992	999-000-418000-000	\$114.26
Invoice December 2015 - Subtotal							114.26
10/23/2015	October 2015	Travel Exp; Casterline Seminar/Dec 7-10/15	10/29/2015	Chk	3717	999-000-418000-000	\$860.34
Invoice October 2015 - Subtotal							860.34
Samuel Moolayil - Subtotal							\$974.60

Vendor Commitments - Detail
Grouped By Vendor

Reporting only checks issued between 04/01/2015 and 03/31/2016.

Vendor: Sandra Santos-Garcia

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
09/21/2015	September 2015	Travel Reimb; WRT PA Mtg; 9/21/15	10/29/2015	Chk	3718	999-000-418000-000	\$63.55
Invoice September 2015 - Subtotal							63.55
Sandra Santos-Garcia - Subtotal							\$63.55

Vendor: Stephen Cea

Invoice Date	Invoice	Description	Check Date	Type	Chk/DD #	Combination	Amount
10/26/2015	October 2015	Travel Reimb; Governor's Conf 2015	10/19/2015	Chk	3640	999-000-418000-000	\$569.31
Invoice October 2015 - Subtotal							569.31
Stephen Cea - Subtotal							\$569.31

Total for all Vendors

17,590.52

End of Report

JERSEY CITY HOUSING AUTHORITY
VEHICLE ALLOWANCE PAYMENTS MADE FOR THE FYE 3/31/2016

Ref: Page N-3
Question# 13g

Last Name	First Name	Job Title Description	Pay Date	Vehicle Allowance
Anaya	Manuel	Boiler Operator	06/12/2015	\$1,053.00
Anaya	Manuel	Boiler Operator	11/13/2015	\$1,441.50
Banks	Martin J	Supv Maintenance Repairer	06/12/2015	\$1,053.00
Banks	Martin J	Supv Maintenance Repairer	10/02/2015	\$687.00
Banks	Martin J	Supv Maintenance Repairer	11/25/2015	\$1,053.00
Cenzano	Angelo T	Project Engineer	06/12/2015	\$1,441.50
Cenzano	Angelo T	Project Engineer	11/13/2015	\$1,053.00
Dasher	Shariff	Elevator Mechanic	06/12/2015	\$702.00
Evans	Mark D	Oil Burner Service/HVAC Units Mechanic	06/12/2015	\$1,192.00
Evans	Mark D	Oil Burner Service/HVAC Units Mechanic	11/13/2015	\$1,053.00
Harris	Kurt	Housing Asst Tech/Inspector	05/01/2015	\$1,441.66
Harris	Kurt	Housing Asst Tech/Inspector	10/30/2015	\$1,441.66
Hilton	Terrence	Boiler Operator	06/12/2015	\$1,441.50
Hilton	Terrence	Boiler Operator	11/13/2015	\$1,053.00
Karluki	Janis C	HQS Inspector S/8	05/01/2015	\$1,441.66
Karluki	Janis C	HQS Inspector S/8	10/30/2015	\$1,441.66
Kittrell	Chad	Building Maintenance Worker	04/02/2015	\$550.00
Madison	Patricia	Deputy Executive Director	05/01/2015	\$1,441.50
Madison	Patricia	Deputy Executive Director	11/13/2015	\$664.00
Manton	Steven R	Boiler Operator	06/12/2015	\$1,441.50
Menton	Steven R	Boiler Operator	11/13/2015	\$526.50
Merdo	Albert M	Oil Burner Service	06/12/2015	\$1,441.50
Merdo	Albert M	Oil Burner Service	10/02/2015	\$687.00
Merdo	Albert M	Oil Burner Service	11/13/2015	\$1,441.50
Moore	Howard	Exterminator	06/12/2015	\$664.00
Motanya	Samuel	Asst Asset Mgr 9-10	06/12/2015	\$1,053.00
Motanya	Samuel	Asst Asset Mgr 9-10	11/13/2015	\$1,053.00
Persaud	Tony P	HQS Inspector S/8	05/01/2015	\$1,441.66
Persaud	Tony P	HQS Inspector S/8	10/30/2015	\$1,441.66
Price	Labon	Boiler Operator Trainee	06/12/2015	\$1,053.00
Price	Labon	Boiler Operator Trainee	11/13/2015	\$1,053.00
Reyes	Andres	Boiler Operator	06/12/2015	\$1,441.50
Reyes	Andres	Boiler Operator	11/13/2015	\$1,053.00
Rogers	Kennis P	Plasterer	10/16/2015	\$527.80
Rush Jr	Raymond	Sr Maintenance Repair/Lead Abatement Worker	06/12/2015	\$664.00
Rush Jr	Raymond	Sr Maintenance Repair/Lead Abatement Worker	11/13/2015	\$664.00

**JERSEY CITY HOUSING AUTHORITY
VEHICLE ALLOWANCE PAYMENTS MADE FOR THE FYE 3/31/2016**

Last Name	First Name	Job Title Description	Pay Date	Vehicle Allowance
Santos-Garcia	Sandra M	Chief Architect	05/01/2015	\$1,441.50
Santos-Garcia	Sandra M	Chief Architect	11/13/2015	\$1,053.00
Surach	Patrick	Electrician	06/12/2015	\$1,441.50
Surach	Patrick	Electrician	10/02/2015	\$687.00
Surach	Patrick	Electrician	10/16/2015	\$2,128.50
Surach	Patrick	Electrician	11/13/2015	\$1,441.50
Grand Total				\$47,486.26

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

Jersey City Housing Authority

(Name)

FISCAL YEAR: FROM: April 1, 2017 TO: March 31, 2018

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

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

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

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

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

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

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

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

Reportable compensation: The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2017, the calendar year 2014 W-2 and 1099 should be used (60 days prior to start of budget year is November 1, 2015, with 2014 being the most recent calendar year ended), and for fiscal years ending June 30, 2017, the calendar year 2015 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2017, with 2015 being the most recent calendar year ended).

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

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

For the Period **JERSEY CITY HOUSING AUTHORITY**
 April 1, 2017 to March 31, 2018

Name	Title	Average Hours per Week Dedicated to Position	Position				Reportable Compensation from Authority (W-2/ 1099)			Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column O	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column O	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
			Commissioner	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)							
1 Raj Mukherji	Chairperson		X							\$					\$	-
2 Rejinald J. Jones	Vice-Chairperson		X							0					0	0
3 Aneesah Abdullah	Board Member		X							0					0	0
4 Freddie Kitchens	Board Member		X							0					0	0
5 Thomas Kukla	Board Member		X							0					0	0
6 Hector Fuentes	Board Member		X							0					0	0
7 Marvin L. Walton	Executive Director	35	X	X		180,676	5,000	2,126		187,802	None				187,802	187,802
8 Patricia Madison	Deputy Exec Director	35			X	123,551		664		124,215	None				124,215	124,215
9 Stephen Cea	Director of Development	35				116,645			100	116,745	None				116,745	116,745
10 Samuel Moolayil	Chief Financial Officer	35				111,180			3,396	114,576	None				114,576	114,576
11	(Please see attachment N-4 (2-2) for Contractor Payments over \$100,000)															
12										0					0	0
13										0					0	0
14										0					0	0
15										0					0	0
Total:						\$ 531,052	\$ 5,000	\$ 2,790	\$ 3,496	\$ 543,338				\$ -	\$ -	\$ 660,083

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

Explanation of Salary threshold of \$158,700

The Employees compensated over the threshold of \$158,700 is compensated through non-federal funds. The Authority manages two non-federal properties.

**Vendor Commitments - Summary
Grouped By Vendor**

Reporting only checks issued between 04/01/2015 and 03/31/2016.

A Harry Moore Phase I Associates, LLC	\$118,320.00
A Harry Moore Phase II Associates, LLC	\$144,840.00
Abcon Sales LLC	\$121,414.03
AHM Infrastructure Inc	\$906,750.46
Appliance Brokers Limited	\$113,811.00
B & B Excavating Company	\$237,424.70
Capital One Public Funding LLC	\$629,550.00
Construction Pros	\$288,995.26
Continental Flooring Company	\$141,669.10
Duncan Hardware Incorporated	\$148,510.01
Dwight Street Urban Renewal	\$215,239.00
East River Energy	\$372,954.29
Emphasys Software	\$126,543.55
Excelsior Plumbing Company	\$147,910.00
First Niagara Leasing Inc	\$203,852.94
Glenview Townhomes Urban Renewal Associates, L.P.	\$144,136.00
Housing Authority Risk Retention Group	\$303,029.24
Housing Insurance Services Inc	\$273,037.00
Jersey City Municipal Utilities Authority	\$1,656,356.63
Jersey City Police Department	\$278,040.00
Lafayette Family Phase II Associates, LP	\$147,796.00

Vendor Commitments - Summary
Grouped By Vendor

Reporting only checks issued between 04/01/2015 and 03/31/2016.

Lafayette Family Phase III Urban Renewal	\$131,772.00
Lafayette Family Urban Renewal, LP	\$185,028.00
Lafayette Senior Living Center LP	\$328,108.00
McCormack Baron Ragan Mgmt Services	\$179,290.22
Michaels Development Company	\$7,615,535.89
Mitchell Communication Corporation	\$106,336.83
New Jersey Housing And Mortgage Finance Agency	\$143,666.93
New Jersey Public Housing Authorities Jif	\$201,876.30
New Jersey Public Housing Authority Jif-Execu-Tech	\$204,074.30
Public Service Electric & Gas Company	\$2,322,898.35
SMAC Corporation	\$255,239.00
TCI Construction & Management Co.	\$162,552.00
The Community Preservation Corporation	\$156,692.19
Total for all Vendors	18,713,249.22

End of Report

Schedule of Health Benefits - Detailed Cost Analysis

JERSEY CITY HOUSING AUTHORITY
For the Period April 1, 2017 to March 31, 2018

	# 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	45	10,774	\$ 484,830	39	10,980	\$ 428,220	\$ 56,610	13.2%
Parent & Child	30	20,016	600,480	23	20,184	464,232	136,248	29.3%
Employee & Spouse (or Partner)	20	21,676	433,520	22	21,936	482,592	(49,072)	-10.2%
Family	36	31,723	1,142,028	41	31,452	1,289,532	(147,504)	-11.4%
Employee Cost Sharing Contribution (enter as negative -)			(578,553)			(578,553)	-	0.0%
Subtotal	131		2,082,305	125		2,086,023	(3,718)	-0.2%
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	46	7,478	343,988	45	7,004	315,180	28,808	9.1%
Parent & Child	3	18,324	54,972	3	16,980	50,940	4,032	7.9%
Employee & Spouse (or Partner)	52	21,265	1,105,780	50	21,144	1,057,200	48,580	4.6%
Family	19	31,045	589,855	19	30,419	577,961	11,894	2.1%
Employee Cost Sharing Contribution (enter as negative -)			-			-	-	#DIV/0!
Subtotal	120		2,094,595	117		2,001,281	93,314	4.7%
GRAND TOTAL	251		\$ 4,176,900	242		\$ 4,087,304	\$ 89,596	2.2%

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

Yes Yes or No

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

Yes Yes or No

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

Schedule of Accumulated Liability for Compensated Absences

JERSEY CITY HOUSING AUTHORITY
 For the Period April 1, 2017 to March 31, 2018

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

Individuals Eligible for Benefit	Gross Days of Accumulated Compensated Absences at beginning of Current Year	Dollar Value of Accrued Compensated Absence Liability	Legal Basis for Benefit (check applicable items)		
			Approved Labor Agreement	Resolution	Individual Employment Agreement
Accrued Compensated Asences (See attached for details)		\$ 1,726,942			
Total liability for accumulated compensated absences at beginning of current year		\$ 1,726,942			

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

Housing Authority of the City of Jersey City
Schedule of Compensated Absences
FYE 3.31.16

*Note: The schedule of compensated absences from prior year to be updated for current year activity and balances. Hourly rates updated from the salary schedules (GG-26 EW, GG-25 EW)
 Balances of time allowed, taken and balance updated based on client provided report (GG-15 EW) and all terminated/resigned employees removed from schedule based on termination report (GG-30 EW)*

Name	Hourly Rate	Hire Date	Re-hire Date	N-1-2.1											Vac + Pers	Sick @ 35%	TOTAL
				Vac Abnd	Vac Tkn	Vac Bal	Sick Abnd	Sick Tkn	Sick Bal	Per Abnd	Per Tkn	Per Bal					
ISWA Abusneh, Galia	081411 HCV	\$19.13	05/11/2012	226.00	210.25	17.75	217.00	161.50		25.50	58.50	56.25	2.25	20.00		\$282.80	
UWD Augustin, Arlyn	099075 COCC	\$51.20	08/19/2013	245.00	148.00	98.00	228.75	135.00		93.75	-	-	-	96.00	32.61	\$6,585.20	
ISWA Allen, Charles	211011 011	\$28.41	02/05/2001	335.25	234.50	100.75	718.25	317.00		402.25	49.00	49.00	-	100.75	-	\$2,660.81	
ISWA Aneys, Manuel	999077 COCC	\$31.18	05/28/1990	1,758.75	518.00	420.00	1,128.60	48.00		1,074.50	177.60	21.00	156.50	578.50	-	\$17,975.27	
ISWA Ajona, Carlos	202002 002	\$40.62	11/01/1984	1,428.00	780.50	420.00	1,843.25	1,424.25		219.00	201.25	134.80	86.45	488.46	-	\$19,656.59	
UWD Aquino, Maria	999075 COCC	\$40.03	08/13/1975	1,700.75	1,078.75	420.00	1,198.50	600.60		588.00	342.25	111.76	210.00	630.00	209.30	\$33,567.18	
ISWA Arist, Yolanda C	203003 003	\$26.89	12/12/1994	1,522.25	1,266.75	225.50	819.00	371.75		447.25	167.50	157.00	40.50	269.00	-	\$7,162.74	
UWD Austin, Morgan	999075 COCC	\$27.47	10/26/2015	26.25	-	29.25	21.00	21.00		-	-	-	-	28.25	-	\$721.09	
UWD Aziz, Bilal W	999078 COCC	\$35.84	03/14/1988	1,002.25	1,169.25	333.00	1,251.00	280.00		961.00	161.25	153.25	28.00	361.00	336.85	\$27,782.42	
ISWA Banks, Martin J	220020 AG	\$39.39	01/07/1991	1,195.50	1,058.25	108.25	617.75	480.75		137.00	159.75	158.25	6.50	110.75	-	\$4,382.44	
ISWA Barzoo, Lorraine	081902 HCV	\$31.07	09/27/2004	847.75	746.75	101.00	586.00	401.50		163.50	147.75	136.25	11.50	112.50	-	\$3,495.38	
ISWA Baniel, Althea	203003 003	\$13.75	04/11/2005	79.50	14.00	65.50	7.00	21.00		49.00	18.50	5.50	13.00	76.00	-	\$1,079.38	
ISWA Banieth, Derek G	210010 010	\$40.76	08/15/1982	1,240.75	1,192.25	48.50	1,439.50	548.00		860.50	201.25	197.00	4.25	52.75	-	\$2,150.09	
ISWA Bell, Charles L	209003 003	\$32.84	05/07/1989	1,736.00	1,239.50	420.00	1,302.00	742.75		559.25	208.00	151.25	56.75	476.75	-	\$15,656.47	
ISWA Bey, Henry	204004 004	\$32.84	04/18/1990	1,681.00	1,214.50	416.50	565.25	487.75		77.50	190.00	121.50	68.60	495.00	-	\$16,627.40	
ISWA Bryant, Christopher	205005 005	\$28.67	10/08/1989	946.50	834.25	14.25	861.25	569.60		61.75	119.00	116.25	0.75	15.00	-	\$400.05	
ISWA Cameron, James	081902 HCV	\$31.07	11/28/2001	824.25	693.00	261.25	1,018.25	978.00		40.25	130.25	127.50	2.75	284.00	-	\$6,202.48	
ISWA Carrasco, Hilda C	081902 HCV	\$31.07	12/17/2005	789.75	767.00	22.75	535.50	334.75		200.75	161.50	147.00	14.50	37.25	-	\$1,167.36	
UWD Carrillo-Rodriguez, Carmen M	999071 COCC	\$35.71	05/11/2015	65.50	14.60	51.00	62.50	50.25		2.25	-	-	-	51.00	0.79	\$1,844.33	
UWD Carson, Stephanie J	999072 COCC	\$34.87	10/16/1989	1,407.00	1,065.75	311.25	568.25	568.25		-	156.00	131.75	24.25	335.50	-	\$11,898.89	
UWD Casupang, Marie-Josef F	999078 COCC	\$35.71	03/01/1998	1,127.75	965.50	157.25	1,417.75	32.00		1,385.75	208.25	112.75	93.50	250.75	486.01	\$26,274.08	
UWD Cas, Stephen F	999079 COCC	\$63.19	05/08/2015	61.25	31.50	29.75	49.00	17.50		31.50	-	-	-	29.75	11.03	\$2,576.57	
UWD Cenzano, Angelo T	999077 COCC	\$48.67	01/05/2004	1,087.75	787.75	300.00	1,048.25	190.25		858.00	268.50	76.60	169.00	483.00	300.30	\$36,609.91	
UWD Chandler, Donna M	211011 011	\$38.77	07/22/1991	1,350.00	1,139.25	210.75	1,406.25	354.25		1,051.00	169.75	63.25	70.50	281.25	397.86	\$28,155.61	
UWD Chappie, Garrie	119030 ROSS	\$28.66	08/26/2009	514.00	502.50	11.50	1,954.75	65.50		-	-	-	-	11.50	-	\$329.58	
ISWA Charles, Bernard	099077 COCC	\$28.23	08/06/1982	1,750.00	1,246.00	420.00	1,439.50	754.60		1,180.25	206.50	162.75	53.75	473.75	-	\$13,647.71	
ISWA Chalmers, Frank D	220020 AG	\$28.78	03/03/1997	1,330.00	759.50	420.00	1,708.25	84.00		1,622.25	231.00	73.75	167.25	577.25	-	\$15,458.78	
ISWA Coleman, Leslie C	202002 002	\$32.64	08/10/1980	2,262.50	608.00	420.00	777.00	393.00		884.00	198.00	174.05	23.95	443.85	-	\$14,679.32	
UWD Corat, Diana	081411 HCV	\$25.18	09/04/2008	588.00	680.00	28.00	600.25	579.25		21.00	-	-	-	28.00	7.35	\$889.41	
ISWA Cone, Andrew	214014 014	\$34.67	02/07/2001	1,313.00	731.00	420.00	1,257.50	898.00		371.50	355.25	133.25	210.00	630.00	-	\$20,582.10	
ISWA Couch, Chanhlnh	204004 004	\$26.89	06/13/1994	1,174.25	1,119.25	65.00	782.25	630.75		151.60	152.00	146.60	3.50	58.50	-	\$1,573.07	
UWD Cousar, Gloria V	999075 COCC	\$40.03	03/10/1988	1,872.00	1,090.00	420.00	2,089.00	747.00		1,342.00	277.90	131.00	146.50	568.50	469.70	\$41,476.09	
ISWA Daniels, Rudolph	999077 COCC	\$43.37	03/07/1988	1,761.75	1,148.00	420.00	1,438.50	703.00		736.50	319.00	98.25	210.00	680.00	-	\$27,323.10	
ISWA Delgado, Hector	099077 COCC	\$42.80	06/08/1985	1,453.00	808.75	420.00	1,856.60	620.00		1,035.50	257.75	86.60	180.25	600.25	-	\$26,161.86	
ISWA Dobson, Kallia C	999074 COCC	\$28.37	02/06/1996	1,090.75	1,056.00	25.75	806.25	364.50		541.75	151.00	120.75	30.25	58.00	-	\$1,588.72	
ISWA Dominick, Hasan	202002 002	\$32.62	04/17/2000	1,286.25	635.50	420.00	756.00	490.75		295.25	204.75	162.50	42.25	462.25	-	\$18,090.86	
ISWA Evans, Mark D	999077 COCC	\$31.32	09/09/2003	819.75	832.50	87.25	798.25	258.60		511.75	149.50	137.50	12.00	96.25	-	\$3,106.51	
ISWA Farnando, Nail A	208006 006	\$28.16	04/01/2002	948.00	810.50	137.50	809.30	600.50		206.50	156.00	103.75	52.25	189.75	-	\$5,341.48	
UWD Flores-Benitez, Lislil	999076 COCC	\$17.58	06/29/2015	52.50	14.00	38.50	42.00	42.00		-	-	-	-	38.50	-	\$675.89	
UWD Ford, Allison	203006 006	\$35.13	10/02/1995	1,326.00	988.75	339.25	669.25	590.00		100.25	188.75	81.50	87.25	428.60	35.00	\$16,215.61	
ISWA Frazier, Colver	210010 010	\$25.69	06/26/1985	1,762.25	867.25	420.00	978.00	899.00		279.00	188.75	119.75	48.00	488.00	-	\$12,611.41	
ISWA Freedman Sr, John A	210010 010	\$28.89	09/28/1988	1,448.00	760.00	420.00	1,457.75	1,244.50		213.25	235.25	143.75	91.50	611.60	-	\$13,754.24	
ISWA Gadsden, Atona L	081411 HCV	\$13.68	03/17/2014	151.50	91.75	59.75	143.50	76.25		66.25	42.00	31.75	10.25	70.00	-	\$1,307.80	
UWD George, Louranett	203003 003	\$35.47	10/29/2001	1,337.50	1,131.00	206.50	969.25	106.00		801.25	194.75	90.25	104.50	311.00	280.44	\$20,976.29	
ISWA Gollom, Tekie	099077 COCC	\$42.11	06/08/1986	1,792.00	1,087.25	420.00	1,281.00	710.00		671.00	284.00	63.50	210.00	630.00	-	\$26,528.30	
ISWA Gomes, Peter A	081902 HCV	\$26.34	01/03/2000	1,492.00	573.00	420.00	873.25	406.75		264.50	153.75	123.60	30.25	450.25	-	\$11,869.59	
ISWA Green, Marvin	220020 AG	\$28.11	05/17/1989	1,403.50	927.00	420.00	803.75	603.75		199.00	130.00	-	68.00	489.00	-	\$12,787.79	
UWD Greene, India	099072 COCC	\$24.73	06/28/2015	52.60	36.50	13.00	42.00	16.25		26.75	-	-	-	13.00	6.36	\$653.02	
UWD Griffin, Brenda	202002 002	\$27.39	01/29/2002	1,182.00	1,076.75	95.25	1,034.25	571.25		463.00	161.50	167.75	13.75	88.00	162.05	\$7,150.16	
UWD Guingon, M Victoria	999073 COCC	\$44.08	01/09/1996	1,970.25	1,063.25	307.00	1,113.25	542.00		671.25	314.50	115.25	189.25	509.25	189.04	\$31,128.70	
ISWA Guy, Danil	211011 011	\$35.71	03/07/2016	-	-	-	-	-		-	-	-	-	0.00	-	\$0.00	
ISWA Haley, Idella M	204004 004	\$39.00	10/27/1987	1,146.75	1,001.00	148.75	778.75	521.75		257.00	101.00	147.75	43.25	192.00	-	\$6,336.00	
ISWA Halleback, Paul M	204004 004	\$40.21	08/17/1987	1,681.75	1,238.60	420.00	822.00	659.00		63.00	182.60	178.80	3.90	423.90	-	\$17,045.02	
ISWA Haniff, Mohamed S	203003 003	\$26.99	01/26/2010	180.25	70.00	110.25	186.75	49.00		120.75	48.00	31.00	18.00	128.25	-	\$3,467.82	
ISWA Harris, Kurt	081902 HCV	\$32.67	10/03/2000	1,188.75	694.00	325.75	851.00	167.50		793.50	179.00	160.00	19.00	344.75	-	\$11,282.96	
UWD Hassel, Hilam	081902 HCV	\$30.22	08/14/2015	30.50	2.25	28.25	24.50	-		-	-	-	-	28.25	8.59	\$1,112.95	
ISWA Henry, Rodney Jerome	211011 011	\$32.84	12/09/1986	1,646.00	1,081.50	420.00	2,009.00	937.60		1,596.50	351.00	194.25	168.75	688.75	-	\$19,298.67	
ISWA Hinton, Terrence	099077 COCC	\$31.12	11/14/1994	1,398.50	956.00	413.50	867.25	471.50		415.75	172.25	145.00	46.75	440.75	-	\$13,719.14	
UWD Hinton, Trenea	899075 CO																

**Housing Authority of the City of Jersey City
Schedule of Compensated Absences
FYE 3.31.16**

*Note: The schedule of compensated absences from prior year to be updated for current year activity and balances. Hourly rates updated from the salary schedules (GG-30 EW, GG-25 EW).
Balances of time allowed, taken and balance updated based on client provided report (GG-15 EW) and all terminated/resigned employees removed from schedule based on termination report (GG-30 EW).*

		N.1-2.2		N.1-2.1															
ISWA	Kohan, Joseph	202002	002	\$36.67	06/06/1999	11/11/2013	1,170.00	852.50	287.50	732.25	550.25	182.00	162.25	101.50	50.75	338.25	-	\$8,021.18	
ISWA	Lesalter, Kevin	999073	COCC	\$28.88	05/30/1994		1,473.50	1,207.50	265.00	1,481.25	88.25	1,383.00	280.75	106.50	174.25	440.25	-	\$11,838.32	
ISWA	Lebron, Richard	205005	006	\$32.78	10/08/1981		1,247.75	1,195.25	51.50	1,114.75	882.00	222.75	170.50	162.50	8.00	59.50	-	\$1,950.41	
ISWA	Lectaire, William	999077	COCC	\$42.80	03/07/1988		1,722.00	1,181.00	420.00	1,821.75	255.00	1,585.75	295.25	106.25	188.00	608.00	-	\$26,055.20	
ISWA	Lewis, Sean	999077	COCC	\$30.11	01/29/1985	1/11/2016				813.25	609.25				0.00			\$0.00	
ISWA	Livingstone, Henry J.	205006	006	\$28.89	03/16/1993		2,212.00	771.00	420.00	1,693.25	676.75	1,018.60	438.75	48.25	210.00	530.00	-	\$16,940.70	
ISWA	Lopez, Adriana	081802	HCV	\$25.37	11/16/2015		26.25		26.25	21.00	7.00	14.00	0.00	0.00	26.25	-	\$652.21		
ISWA	Lopez, Marjela	081802	HCV	\$30.96	12/04/2008		781.25	704.50	56.75	549.25	408.75	140.50	149.50	129.50	15.00	75.75	-	\$2,345.22	
UWD	Madison, Patricia	996072	COCC	\$87.27	07/11/1994	9/13/2010	1,198.75	802.25	420.00	554.75	228.75	329.00	147.00	95.50	80.50	150.50	115.15	\$41,414.78	
ISWA	Mair, Donella P.	204004	004	\$15.30	02/01/2005	7/6/2016	390.25	362.25	28.00	173.25	78.25	97.00	60.50	68.50	14.00	42.00	-	\$667.80	
ISWA	Malcolm, Madeline	205005	005	\$28.04	07/11/1997		1,434.25	1,068.00	388.25	956.00	678.50	387.50	222.25	193.00	27.18	395.44	-	\$11,088.14	
ISWA	Martin, Earl	216010	010	\$26.59	06/10/1991		1,813.00	1,261.25	420.00	1,985.75	1,494.75	501.00	323.25	73.00	210.00	630.00	-	\$18,940.70	
ISWA	Mears, Delirashdeen A.	203008	008	\$29.41	02/08/1998		1,118.75	973.00	145.75	733.25	480.00	273.25	213.00	71.75	141.25	267.00	-	\$8,440.67	
ISWA	Mardo, Albert M.	999077	COCC	\$43.10	11/17/2003		976.60	687.00	279.60	623.00	346.00	277.00	161.00	153.75	7.25	286.75	-	\$12,358.93	
ISWA	Mohammed, Alisha	999072	COCC	\$30.49	09/22/1997		1,204.50	934.50	270.00	750.00	447.75	302.25	287.75	45.75	210.00	480.00	-	\$14,835.20	
ISWA	Moore, Howard	204004	004	\$29.41	02/05/2001		1,393.50	968.50	420.00	827.50	307.00	520.60	236.50	199.25	37.25	457.25	-	\$13,447.72	
ISWA	Morales, Jose	211011	011	\$29.94	03/16/1998	2/3/2014	610.00	407.75	202.25	621.25	284.50	336.75	81.75	46.60	32.25	234.50	-	\$7,000.93	
ISWA	Morris, Jamal	203003	003	\$34.94	05/18/1988		1,351.00	995.50	420.00	1,158.50	217.50	941.00	182.00	128.75	55.25	475.25	-	\$16,492.66	
ISWA	Morris, Mark	203003	003	\$28.89	03/13/1993		1,457.75	1,078.00	379.75	602.00	553.25	48.75	181.50	139.25	42.25	422.00	-	\$11,347.58	
ISWA	Mosby-Jones, Loretta	204004	004	\$28.20	12/23/1998		1,387.75	849.00	420.00	1,477.75	1,465.75	12.00	146.25	123.00	23.25	443.25	-	\$12,626.25	
UWD	Motanya, Samuel	210010	010	\$34.51	09/04/2007		748.00	636.60	211.50	840.00	118.25	720.75	1.75	1.75	211.50	252.20	-	\$16,004.44	
ISWA	Moya, David	210010	010	\$29.41	06/30/1998		1,312.60	1,220.75	91.75	525.25	459.60	31.75	218.00	208.00	16.00	101.75	-	\$2,992.47	
UWD	Murcia, Digna	996075	COCC	\$24.82	11/09/2000		1,120.00	866.60	164.50	1,271.25	693.00	678.25	105.00	65.50	39.50	304.00	237.38	-	\$10,855.24
UWD	Nadella, Nehru	996078	COCC	\$54.95	01/19/2016		2,158.50	864.00	420.00	1,858.50	84.00	1,872.50	339.00	48.00	210.00	630.00	-	\$22,705.20	
ISWA	Nasi, Michael C.	210010	010	\$35.04	03/22/1993		28.00	8.75	19.25	28.00	-	28.00	4.50	3.00	1.50	20.75	-	\$341.95	
ISWA	Olan, Mary	981802	HCV	\$16.49	08/24/2015		945.50	887.00	58.50	673.25	670.60	2.75	162.00	144.00	8.00	88.50	0.95	\$1,884.66	
UWD	Olivera, Donna Marie	996075	COCC	\$27.84	01/10/2005		1,390.75	1,122.00	268.75	918.50	368.50	250.00	172.75	100.25	72.60	341.25	-	\$10,462.73	
ISWA	Openshaw, Michelle M.	061802	HCV	\$39.08	08/06/1990		2,383.50	704.00	420.00	1,495.00	1,485.00	-	336.00	52.50	210.00	630.00	-	\$24,570.00	
ISWA	Ortiz, Efrain	202002	002	\$39.00	12/27/1999		555.25	483.00	82.25	290.00	221.25	68.75	98.00	79.25	16.75	101.00	-	\$2,484.60	
UWD	Particia, Katherine	999078	COCC	\$27.47	06/31/2015		35.00	26.25	8.75	26.00	14.00	14.00	-	-	8.75	4.90	-	\$374.67	
ISWA	Perez, Andrea	210010	010	\$27.53	10/20/2008	8/12/2013	234.00	180.25	63.75	222.25	56.00	166.25	58.25	41.25	17.00	70.75	-	\$1,947.75	
ISWA	Persaud, Tony P.	081802	HCV	\$29.63	02/09/1988		1,242.50	540.25	420.00	1,437.50	187.50	1,240.00	196.75	83.50	83.25	503.25	-	\$14,911.30	
UWD	Pinnock, Kenneth	999075	COCC	\$49.20	05/13/1993		1,421.00	1,081.75	339.25	1,030.00	313.75	716.25	215.25	69.08	146.17	485.42	260.69	-	\$35,216.45
ISWA	Piszel, Andrew	210010	010	\$32.84	05/12/1989	1/17/2012	622.50	743.50	79.00	411.25	319.00	92.25	112.00	112.00	-	79.00	-	\$2,594.36	
ISWA	Pradoso, Anthony T.	211011	011	\$39.97	11/07/1988		1,208.25	993.00	245.25	1,083.50	935.75	127.75	242.75	205.75	37.00	283.25	-	\$11,321.60	
ISWA	Price, Labon	999077	COCC	\$31.01	02/06/1986		2,320.50	801.00	420.00	1,684.50	28.00	1,956.60	398.00	57.60	210.00	630.00	-	\$10,536.30	
UWD	Princilus, Monae	999073	COCC	\$52.20	02/19/2016											0.00	-	\$0.00	
UWD	Ramirez, Patricia	081802	HCV	\$48.14	06/12/1989		1,387.75	959.60	430.00	813.75	370.25	443.60	230.00	152.25	77.75	497.75	156.23	\$31,434.22	
ISWA	Reid, Debra A.	999075	COCC	\$39.04	03/11/1994		1,153.00	618.75	420.00	625.25	561.00	64.25	137.75	122.75	15.00	435.00	22.46	\$13,742.92	
ISWA	Renes, Alberto	204004	004	\$26.89	07/31/1995		1,485.75	604.45	430.00	1,015.00	677.50	137.60	214.75	214.75	-	420.00	-	\$11,263.90	
ISWA	Renes, Andres	999077	COCC	\$31.12	12/04/1965		1,757.00	722.50	420.00	1,230.25	847.00	383.25	404.75	34.75	210.00	630.00	-	\$18,605.60	
ISWA	Riano, Mariba	081802	HCV	\$31.35	08/08/1976		1,982.25	1,247.00	420.00	1,570.00	618.75	960.25	336.25	150.25	188.00	608.00	-	\$19,000.80	
UWD	Rivera, Marilyn	211011	011	\$26.28	11/28/2001		982.50	917.25	46.25	764.75	490.50	304.25	167.00	140.50	16.50	61.75	105.45	\$4,421.28	
ISWA	Rogers, Kenna P.	204004	004	\$38.81	06/24/1993	10/28/2007	1,414.00	762.25	420.00	811.75	677.75	134.00	166.75	167.25	19.60	439.50	-	\$17,540.45	
ISWA	Rush Jr., Raymond	999077	COCC	\$31.47	10/27/1997		1,075.50	1,031.50	44.00	580.00	546.75	13.25	149.50	142.60	7.00	51.00	-	\$1,804.87	
UWD	Samuel, Moolayil G.	999075	COCC	\$60.44	08/03/2015		43.75		43.75	35.00	-	35.00	-	-	43.75	12.25	-	\$3,384.64	
UWD	Santana, Luz	999074	COCC	\$37.86	06/24/1992		1,294.75	954.00	330.75	1,159.75	429.50	730.25	287.25	84.00	210.00	540.75	265.59	\$30,244.80	

Housing Authority of the City of Jersey City Schedule of Compensated Absences FYE 3.31.16																		
Note: The schedule of compensated absences from prior year to be updated for current year activity and balances. Hourly rates updated from the salary schedules (GC-20 EW, GC-25 EW) Balances of time allowed, taken and balance updated based on client provided report (GC-15 EW) and all terminated/resigned employees removed from schedule based on termination report (GC-30 EW).																		
N.1-2.2																		
N.1-2.1																		
UWD	Santos-Garcia, Sandra M	989076	COCC	\$43.93	01/28/1996	04/22/2001	1,097.25	\$27.50	159.70	683.50	406.75	277.75	163.50	134.75	28.75	189.50	97.21	\$12,379.92
ISWA	Sargent, Edward A	211011	011	\$29.94	11/21/1988		2,068.75	\$73.00	420.00	1,890.00	569.50	1,329.50	465.00	60.00	210.00	630.00	-	\$16,972.20
ISWA	Serrano, Maria	210010	010	\$28.37	01/06/1995		1,283.00	1,151.25	111.75	735.50	690.25	45.25	204.60	149.75	54.75	166.50	-	\$4,728.61
ISWA	Shaw, Jeffrey L	202002	002	\$26.89	03/20/1995		2,017.75	651.50	420.00	1,662.00	327.00	1,256.00	269.00	118.75	147.25	587.25	-	\$15,253.35
ISWA	Shipman, Harold G	969073	COCC	\$25.56	06/20/2004		740.25	231.76	420.00	640.50	254.50	386.00	183.50	60.00	63.50	503.50	-	\$13,372.85
ISWA	Simmons, Brian L	220020	AG	\$39.91	08/31/1992		1,424.50	1,163.75	260.75	902.00	369.75	232.25	159.25	139.50	19.75	280.50	-	\$11,164.78
ISWA	Simmons, Marco T	203003	003	\$32.84	06/05/1989		2,418.50	734.50	420.00	1,673.50	521.00	1,352.50	256.00	189.25	66.75	486.75	-	\$16,894.87
ISWA	Sims Jr, Melvin M	996077	COCC	\$28.50	10/01/1990		1,889.60	858.00	420.00	1,885.50	637.25	1,048.25	198.50	118.75	82.75	502.75	-	\$14,631.13
ISWA	Singh, Dindial	204004	004	\$26.99	05/24/2010	1/5/2011	110.25	36.00	75.25	99.75	10.50	89.25	26.00	18.25	9.76	85.00	-	\$2,291.80
ISWA	Singh, Rameahal	211011	011	\$26.78	02/08/1999	9/23/2013	1,194.00	629.25	365.75	1,236.00	322.00	913.00	184.50	131.00	53.50	419.25	-	\$11,227.62
ISWA	Simental, Jarvis H	210019	010	\$40.16	08/28/1995		1,779.75	1,033.25	420.00	1,043.00	637.00	406.00	218.00	83.50	184.50	554.50	-	\$22,288.72
ISWA	Suarez, Jacqueline	081802	HCV	\$31.07	02/02/2004		977.75	759.25	116.50	617.00	425.00	182.00	185.25	185.25	-	119.50	-	\$5,681.60
ISWA	Surnach, Patrick	989077	COCC	\$44.14	03/02/1992		1,473.25	1,193.25	280.00	1,048.00	1,046.00	-	304.00	85.75	210.00	490.00	-	\$21,628.80
ISWA	Talaj, Andrea	081411	HCV	\$28.41	09/02/2008		638.75	610.25	28.50	542.25	249.00	283.26	134.50	96.50	38.00	96.60	-	\$1,899.27
ISWA	Toussas, John M	969077	COCC	\$41.83	01/08/2003		1,143.00	653.75	420.00	971.25	893.25	76.00	177.50	149.83	27.67	447.67	-	\$16,728.04
UWD	Tyler, Carol M	204004	004	\$34.28	02/28/2000		1,310.00	1,021.50	288.50	1,365.50	368.50	1,097.00	166.75	130.50	38.25	326.75	352.95	\$23,649.81
ISWA	Vargas, Angelica	203003	003	\$28.04	03/18/2002	9/14/2008	1,064.75	1,049.00	15.76	818.50	770.50	46.00	182.50	165.25	17.25	33.00	-	\$825.32
ISWA	Vega, Nancy	081411	HCV	\$28.41	02/18/2009		787.00	543.26	223.75	718.50	296.50	419.00	149.75	129.75	20.00	243.75	-	\$6,924.84
UWD	Wakoot, Timisha B	996076	COCC	\$34.46	12/15/2008		589.26	604.25	85.00	593.50	496.60	138.00	0.00	0.00	-	65.00	46.30	\$4,593.52
UWD	Walton, Marvin	996071	COCC	\$97.29	04/27/2015		140.00	24.50	115.50	105.00	40.50	94.50	28.00	-	-	115.50	22.68	\$18,427.79
ISWA	Watkins Jr, Samuel	206005	005	\$36.08	03/05/1990		1,911.25	939.75	420.00	1,169.25	238.00	908.25	184.75	182.08	12.67	432.67	-	\$16,002.06
ISWA	Wornack, Edward	209005	005	\$32.76	02/18/1992		1,970.50	730.50	420.00	2,023.00	798.25	1,224.75	239.25	176.50	62.76	482.76	-	\$15,624.55
UWD	Worthington, Joyce	999074	COCC	\$65.89	08/13/1990		1,248.75	1,132.50	114.25	1,055.75	673.00	362.75	227.00	86.75	140.25	264.50	133.89	\$20,934.24
ISWA	Wyant, Barbara	081802	HCV	\$29.15	08/29/2007		1,157.50	843.75	213.75	812.00	646.76	195.20	177.00	165.26	11.76	225.90	-	\$6,847.63
ISWA	Zielinski, Scott	204004	004	\$28.78	10/27/1997		1,353.25	382.00	420.00	747.75	311.75	450.00	170.75	118.00	61.75	471.75	-	\$12,633.47
ISWA	Zimmer, Robert	968077	COCC	\$43.37	03/01/1971		1,968.75	815.00	420.00	2,262.50	256.25	2,037.25	293.50	165.25	108.25	529.25	\$0.00	\$22,910.20
\$1,706,642.22																		
F																		
Breakout																		
Program ST LT Total CFY Total PFY Difference																		
HCV \$15,365.20 N.F. \$138,286.61 N.F. \$153,652.01 \$102,164.78 \$61,487.23																		
AG \$4,378.37 N.F. \$39,405.37 N.F. \$43,783.74 \$47,897.31 -\$4,113.57																		
COCC \$83,789.18 N.F. \$754,075.71 N.F. \$837,864.90 \$773,171.20 \$64,693.71																		
ISWA																		
Vac Max 60 days or 420 hours																		
PBD Max 30 days or 210 hours																		
Sick = 3% of total hours																		
AMP 002 \$11,799.43 N.F. \$105,897.83 N.F. \$117,697.26 \$124,149.77 -\$6,452.51																		
AMP 003 \$10,871.61 N.F. \$97,843.56 N.F. \$108,715.07 \$92,397.37 \$16,317.70																		
AMP 004 \$13,483.24 N.F. \$121,439.14 N.F. \$134,922.37 \$107,667.64 \$27,254.74																		
AMP 005 \$4,486.52 N.F. \$40,378.70 N.F. \$44,865.22 \$91,052.46 -\$46,187.23																		
AMP 008 \$4,603.84 N.F. \$42,244.56 N.F. \$46,848.40 \$56,078.36 -\$9,229.96																		
AMP 009/010 \$11,986.84 N.F. \$107,899.58 N.F. \$119,886.43 \$144,046.26 -\$24,159.83																		
AMP 009/011 \$9,805.87 N.F. \$88,262.84 N.F. \$98,068.71 \$103,723.77 -\$5,655.06																		
AMP 010/020 \$0.00 N.F. \$0.00 N.F. \$0.00 \$16,891.19 -\$16,891.19																		
AMP 018/014 \$2,058.21 N.F. \$18,523.69 N.F. \$20,581.90 \$20,186.20 \$395.90																		
\$172,864.22 \$1,554,248.00 \$1,727,112.22 \$1,649,414.29 \$77,697.93																		
F																		
F																		
F																		
F = FOOT																		
✓ = TOTAL SHORT & LONG TERM ACCRUED COMPENSATED ABSENCES AGREE TO FDS																		
PBC KG 9/16 N.1-2																		

2017 HOUSING AUTHORITY BUDGET

Financial Schedules Section

SUMMARY

JERSEY CITY HOUSING AUTHORITY
 For the Period **April 1, 2017** to **March 31, 2018**

	FY 2018 Proposed Budget					FY 2017 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	\$ 26,469,064	\$ -	\$ 45,573,849	\$ 1,242,247	\$ 73,285,160	\$ 73,784,584	\$ (499,424)	-0.7%
Total Non-Operating Revenues	6,201	-	5,312	1,860	13,373	4,547	8,826	194.1%
Total Anticipated Revenues	<u>26,475,265</u>	<u>-</u>	<u>45,579,161</u>	<u>1,244,107</u>	<u>73,298,533</u>	<u>73,789,131</u>	<u>(490,598)</u>	<u>-0.7%</u>
APPROPRIATIONS								
Total Administration	9,768,572	-	2,704,615	199,237	12,672,424	7,576,364	5,096,060	67.3%
Total Cost of Providing Services	15,891,282	-	42,874,546	839,444	59,605,272	65,192,530	(5,587,258)	-8.6%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	787,096	765,460	21,637	2.8%
Total Operating Appropriations	25,659,854	-	45,579,161	1,038,680	73,064,792	73,534,353	(469,561)	-0.6%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	233,741	254,777	(21,036)	-8.3%
Total Other Non-Operating Appropriations	-	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>233,741</u>	<u>254,777</u>	<u>(21,036)</u>	<u>-8.3%</u>
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	25,659,854	-	45,579,161	1,038,680	73,298,533	73,789,131	(490,597)	-0.7%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	<u>25,659,854</u>	<u>-</u>	<u>45,579,161</u>	<u>1,038,680</u>	<u>73,298,533</u>	<u>73,789,131</u>	<u>(490,597)</u>	<u>-0.7%</u>
ANTICIPATED SURPLUS (DEFICIT)	<u>\$ 815,411</u>	<u>\$ -</u>	<u>\$ (0)</u>	<u>\$ 205,427</u>	<u>\$ (0)</u>	<u>\$ 0</u>	<u>\$ (1)</u>	<u>-185.2%</u>

Revenue Schedule

JERSEY CITY HOUSING AUTHORITY

For the Period April 1, 2017 to March 31, 2018

	FY 2018 Proposed Budget				FY 2017 Adopted Budget	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 REVENUES							
<i>Rental Fees</i>							
Homebuyers' Monthly Payments					\$ -	\$ -	#DIV/0!
Dwelling Rental	7382737			1207953	8,590,690	9,008,972	(418,282) -4.6%
Excess Utilities	40596				40,596	17,770	22,826 128.5%
Non-Dwelling Rental	230824				230,824	305,434	(74,610) -24.4%
HUD Operating Subsidy	11014490				11,014,490	11,859,065	(844,575) -7.1%
New Construction - Acc Section 8 Voucher - Acc Housing Voucher			41491892		-	-	#DIV/0!
Total Rental Fees	18,668,647	-	41,491,892	1,207,953	61,368,492	63,151,737	(1,783,245) -2.8%
<i>Other Operating Revenues (List)</i>							
Fraud Recovery Income	20466		83274		103,740	99,043	4,697 4.7%
Late Fees, Parking, Summons & Complain	262913		15612	34294	312,819	67,950	244,869 360.4%
CFP Operations Income	843458				843,458	-	843,458 #DIV/0!
HCV Administrative Fees Income			3729047		3,729,047	4,188,035	(458,988) -11.0%
ROSS Grant Revenue	164521				164,521	163,251	1,270 0.8%
Developer Fee	755277				755,277	-	755,277 #DIV/0!
COCC Fees (AM/BK/MF/CFP/HCV etc)	5753782				5,753,782	5,874,568	(120,786) -2.1%
FSS Grant (HCV)			246374		246,374	235,000	11,374 4.8%
HCV Inspection Fees			7650		7,650	5,000	2,650 53.0%
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	7,800,417	-	4,081,957	34,294	11,916,668	10,632,847	1,283,821 12.1%
Total Operating Revenues	26,469,064	-	45,573,849	1,242,247	73,285,160	73,784,584	(499,424) -0.7%
NON-OPERATING REVENUES							
<i>Other Non-Operating Revenues (List)</i>							
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Type in					-	-	#DIV/0!
Total Other Non-Operating Revenue	-	-	-	-	-	-	#DIV/0!
<i>Interest on Investments & Deposits (List)</i>							
Interest Earned	6,201		5,312	1,860	13,373	4,547	8,826 194.1%
Penalties					-	-	#DIV/0!
Other					-	-	#DIV/0!
Total Interest	6,201	-	5,312	1,860	13,373	4,547	8,826 194.1%
Total Non-Operating Revenues	6,201	-	5,312	1,860	13,373	4,547	8,826 194.1%
TOTAL ANTICIPATED REVENUES	\$ 26,475,265	\$ -	\$ 45,579,161	\$ 1,244,107	\$ 73,298,533	\$ 73,789,131	\$ (490,598) -0.7%

Prior Year Adopted Revenue Schedule

JERSEY CITY HOUSING AUTHORITY

FY 2017 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	7,736,708			1,272,264	9,008,972
Excess Utilities	17,770				17,770
Non-Dwelling Rental	305,434				305,434
HUD Operating Subsidy	11,859,065				11,859,065
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			41,658,200	302,296	41,960,496
Total Rental Fees	19,918,977	-	41,658,200	1,574,560	63,151,737
<i>Other Revenue (List)</i>					
Fraud Recovery Income	29,043		70,000		99,043
Late Fees, Parking, Summons & Complaints etc			67,950		67,950
CFP Operations Income					-
HCV Administrative Fees Income			4,188,035		4,188,035
ROSS Grant Revenue	163,251				163,251
Developer Fee					-
COCC Fees (AM/BK/MF/CFP/HCV etc)	5,866,395	-		8,173	5,874,568
F55 Grant (HCV)			235,000		235,000
HCV Inspection Fees			5,000		5,000
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	6,058,689	-	4,565,985	8,173	10,632,847
Total Operating Revenues	25,977,666	-	46,224,185	1,582,733	73,784,584
NON-OPERATING REVENUES					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues					-
<i>Interest on Investments & Deposits</i>					
Interest Earned	3,002		1,059	486	4,547
Penalties					-
Other					-
Total Interest	3,002	-	1,059	486	4,547
Total Non-Operating Revenues	3,002	-	1,059	486	4,547
TOTAL ANTICIPATED REVENUES	\$ 25,980,668	\$ -	\$ 46,225,244	\$ 1,583,219	\$ 73,789,131

Appropriations Schedule

JERSEY CITY HOUSING AUTHORITY
For the Period April 1, 2017 to March 31, 2018

	FY 2018 Proposed Budget				Total All Operations	Total All Operations	All Operations	All Operations	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs						
OPERATING APPROPRIATIONS										
<i>Administration</i>										
Salary & Wages	3,291,112		869,878	91,347	\$ 4,252,338	\$ 3,929,985	\$ 322,353			8.2%
Fringe Benefits	1,899,910		478,629	52,730	2,431,269	2,303,054	128,215			5.6%
Legal	193,684		48,156	12,678	254,518	148,811	105,707			71.0%
Staff Training	46,223		20,000	3,500	69,723	34,787	34,936			100.4%
Travel	36,129		5,000	2,500	43,629	31,223	12,406			39.7%
Accounting Fees					-	17,076	(17,076)			-100.0%
Auditing Fees	30,000		20,000	15,000	65,000	61,680	3,320			5.4%
Miscellaneous Administration*	4,271,514		1,262,952	21,481	5,555,947	1,049,748	4,506,199			429.3%
Total Administration	9,768,572	-	2,704,515	199,237	12,672,424	7,576,364	5,096,060			67.3%
<i>Cost of Providing Services</i>										
Salary & Wages - Tenant Services			183,458		183,458	263,946	(80,488)			-30.5%
Salary & Wages - Maintenance & Operation	4,545,388		534,078	185,463	5,264,929	5,078,305	186,624			3.7%
Salary & Wages - Protective Services					-	-	-			#DIV/0!
Salary & Wages - Utility Labor					-	-	-			#DIV/0!
Fringe Benefits	2,656,746		423,346	94,403	3,174,495	3,170,972	3,523			0.1%
Tenant Services	47,750				47,750	50,100	(2,350)			-4.7%
Utilities	3,687,831			221,977	3,909,808	4,725,322	(815,514)			-17.3%
Maintenance & Operation	2,554,543		20,000	248,780	2,823,323	2,525,221	298,102			11.8%
Protective Services	325,000				325,000	267,440	57,560			21.5%
Insurance	686,073		36,481	36,121	758,675	676,225	82,450			12.2%
Payment in Lieu of Taxes (PILOT)				52,000	52,000	52,000	-			0.0%
Terminal Leave Payments					-	-	-			#DIV/0!
Collection Losses					-	-	-			#DIV/0!
Other General Expense	1,355,350		185,291	700	1,541,341	6,507,063	(4,965,722)			-76.3%
Rents			41,491,892		41,491,892	41,875,936	(384,044)			-0.9%
Extraordinary Maintenance	32,601				32,601	-	32,601			#DIV/0!
Replacement of Non-Expendible Equipment					-	-	-			#DIV/0!
Property Betterment/Additions					-	-	-			#DIV/0!
Miscellaneous COPS*					-	-	-			#DIV/0!
Total Cost of Providing Services	15,891,282	-	42,874,546	839,444	59,605,272	65,192,530	(5,587,258)			-8.6%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	787,096	765,460	21,637			2.8%
Total Operating Appropriations	25,659,854	-	45,579,161	1,038,680	73,064,792	73,534,353	(469,561)			-0.6%
NON-OPERATING APPROPRIATIONS										
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	233,741	254,777	(21,036)			-8.3%
Operations & Maintenance Reserve					-	-	-			#DIV/0!
Renewal & Replacement Reserve					-	-	-			#DIV/0!
Municipality/County Appropriation					-	-	-			#DIV/0!
Other Reserves					-	-	-			#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	233,741	254,777	(21,036)			-8.3%
TOTAL APPROPRIATIONS	25,659,854	-	45,579,161	1,038,680	73,298,533	73,789,131	(490,597)			-0.7%
ACCUMULATED DEFICIT										
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	25,659,854	-	45,579,161	1,038,680	73,298,533	73,789,131	(490,597)			-0.7%
UNRESTRICTED NET POSITION UTILIZED										
Municipality/County Appropriation					-	-	-			#DIV/0!
Other					-	-	-			#DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-			#DIV/0!
TOTAL NET APPROPRIATIONS	\$ 25,659,854	\$ -	\$ 45,579,161	\$ 1,038,680	\$ 73,298,533	\$ 73,789,131	\$ (490,597)			-0.7%

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

5% of Total Operating Appropriations \$ 1,282,992.72 \$ - \$ 2,278,958.05 \$ 51,934.01 \$ 3,653,239.60

Prior Year Adopted Appropriations Schedule

JERSEY CITY HOUSING AUTHORITY

FY 2017 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
OPERATING APPROPRIATIONS					
<i>Administration</i>					
Salary & Wages	3,094,545		654,161	181,280	\$ 3,929,985
Fringe Benefits	1,829,388		366,558	107,108	2,303,054
Legal	121,101		25,000	2,710	148,811
Staff Training	14,537		20,000	250	34,787
Travel	21,223		10,000		31,223
Accounting Fees	15,000			2,076	17,076
Auditing Fees	30,000		20,000	11,680	61,680
Miscellaneous Administration*	17,198		996,374	36,176	1,049,748
Total Administration	5,142,991	-	2,092,093	341,280	7,576,364
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	-		263,946		263,946
Salary & Wages - Maintenance & Operation	4,288,984		522,081	267,239	5,078,305
Salary & Wages - Protective Services	-				-
Salary & Wages - Utility Labor	-				-
Fringe Benefits	2,547,765		463,865	159,342	3,170,972
Tenant Services	49,100			1,000	50,100
Utilities	4,446,349			278,974	4,725,322
Maintenance & Operation	2,372,057			153,164	2,525,221
Protective Services	267,440				267,440
Insurance	634,480		36,000	5,745	676,225
Payment in Lieu of Taxes (PILOT)				52,000	52,000
Terminal Leave Payments					-
Collection Losses					-
Other General Expense	5,416,691		971,323	119,049	6,507,063
Rents			41,875,936		41,875,936
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	20,022,866	-	44,133,151	1,036,513	65,192,530
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	765,460
Total Operating Appropriations	25,165,856	-	46,225,244	1,377,793	73,534,353
NON-OPERATING APPROPRIATIONS					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	254,777
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	254,777
TOTAL APPROPRIATIONS	25,165,856	-	46,225,244	1,377,793	73,789,131
ACCUMULATED DEFICIT					-
TOTAL APPROPRIATIONS & ACCUMULATED DEFICIT	25,165,856	-	46,225,244	1,377,793	73,789,131
UNRESTRICTED NET POSITION UTILIZED					
Municipality/County Appropriation					-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
TOTAL NET APPROPRIATIONS	\$ 25,165,856	\$ -	\$ 46,225,244	\$ 1,377,793	\$ 73,789,131

* 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 \$ 1,258,292.82 \$ - \$ 2,311,262.22 \$ 68,889.65 \$ 3,676,717.67

Debt Service Schedule - Principal

JERSEY CITY HOUSING AUTHORITY

If Authority has no debt X this box

Fiscal Year Ending in

	Adopted Budget Year 2017	Proposed Budget Year 2018	<i>Fiscal Year Ending in</i>						Total Principal Outstanding
			2019	2020	2021	2022	2023	Thereafter	
Debt Issuance #1-EPC	\$ 663,634	\$ 678,647	\$ 693,998	\$ 709,698	\$ 725,752	\$ 742,169	\$ 758,958	\$ 2,108,882	\$ 6,418,104
Debt Issuance #2 HMFA	57,561	62,022	66,829	72,008	77,589	83,602	43,360	0	405,410
Debt Issuance #3 CPC	44,264	46,427	48,696	51,075	53,571	56,188	58,934	1,077,685	1,392,576
Debt Issuance #4 CFFP	445,000	435,000	460,000	480,000	505,000	535,000	560,000	3,295,000	6,270,000
TOTAL PRINCIPAL	1,210,460	1,222,096	1,269,523	1,312,781	1,361,912	1,416,959	1,421,252	6,481,567	14,486,090
LESS: HUD SUBSIDY	445,000	435,000	460,000	480,000	505,000	535,000	560,000	3,295,000	6,270,000
NET PRINCIPAL	\$ 765,460	\$ 787,096	\$ 809,523	\$ 832,781	\$ 856,912	\$ 881,959	\$ 861,252	\$ 3,186,567	\$ 8,216,090

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

	<u>Moody's</u>	<u>Fitch</u>	<u>Standard & Poors</u>
Bond Rating			
Year of Last Rating			

Debt Service Schedule - Interest

JERSEY CITY HOUSING AUTHORITY

If Authority has no debt X this box

	Adopted Budget Year 2017	Proposed Budget Year 2018	<i>Fiscal Year Ending in</i>						Total Interest Payments Outstanding
			2019	2020	2021	2022	2023	Thereafter	
Debt Issuance #1-EPC	\$ 151,177	\$ 136,765	\$ 121,413	\$ 105,714	\$ 89,660	\$ 73,243	\$ 60,454	\$ 61,549	648,798
Debt Issuance #2 HMFA	35,880	31,419	26,613	21,433	15,853	9,840	3,360	0	108,518
Debt Issuance #3 CPC	67,720	65,557	63,288	60,909	58,413	55,796	53,050	368,793	725,806
Debt Issuance #4 CFFP	354,398	314,155	291,084	266,667	241,075	214,051	187,014	621,179	2,135,225
TOTAL INTEREST	609,175	547,896	502,398	454,723	405,000	352,929	303,878	1,051,522	3,618,347
LESS: HUD SUBSIDY	354,398	314,155	291,084	266,667	241,075	214,051	187,014	621,179	2,135,225
NET INTEREST	\$ 254,777	\$ 233,741	\$ 211,314	\$ 188,056	\$ 163,926	\$ 138,878	\$ 116,864	\$ 430,343	\$ 1,483,122

Net Position Reconciliation

JERSEY CITY HOUSING AUTHORITY
For the Period April 1, 2017 to March 31, 2018

FY 2018 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)	\$ 108,688,476	\$ -	\$ (2,613,469)	\$ 357,446	\$ 106,432,453
Less: Invested in Capital Assets, Net of Related Debt (1)	71,761,353		79,849	1,218,217	73,059,419
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)	64,690,343				64,690,343
Total Unrestricted Net Position (1)	(27,763,220)	-	(2,693,318)	(860,771)	(31,317,309)
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	(27,763,220)	-	(2,693,318)	(860,771)	(31,317,309)
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)	\$ (27,763,220)	\$ -	\$ (2,693,318)	\$ (860,771)	\$ (31,317,309)

(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 \$ 1,282,993 \$ - \$ 2,278,958 \$ 51,934 \$ 3,653,240

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

2017
JERSEY CITY
(Name)

HOUSING
AUTHORITY
CAPITAL
BUDGET/
PROGRAM

2017 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

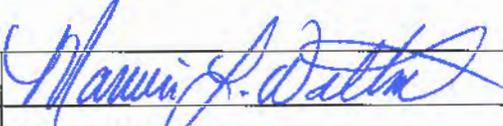
Jersey City Housing Authority
(Name)

FISCAL YEAR: FROM: April 1, 2017 TO: March 31, 2018

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 Jersey City Housing Authority, on the 1st day of February, 2017.

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:	Marvin L. Walton		
Title:	Executive Director		
Address:	400 US Highway #1 (Marion Gardens), Jersey City, NJ 07306		
Phone Number:	201.706.4601	Phone Number:	201.706.4601
E-mail address	mwalton@jcha.us		

2017 CAPITAL BUDGET/PROGRAM MESSAGE

Jersey City Housing Authority

(Name)

FISCAL YEAR: **FROM:** April 1, 2017 **TO:** March 31, 2018

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

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

Yes

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

Yes

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

N/A

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

Capital Projects will assist in leasing the vacant dwelling units which results in increase in rental income and maintaining the occupancy at the highest possible levels.

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

Yes

Add additional sheets if necessary.

Proposed Capital Budget

JERSEY CITY HOUSING AUTHORITY

For the Period April 1, 2017 to March 31, 2018

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Other Capital Grants Sources
<i>Public Housing Management</i>					
CFP Operation/Mgmt Imp/Admin	\$ 1,365,188				\$ 1,365,188
Fees and Costs	313,081				313,081
Site Imp/Dwelling Str & Equipments/Non-Dwelling Equipments	1,792,950				1,792,950
Bond Debt Service	746,075				746,075
Total	4,217,294	-	-	-	4,217,294
<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	\$ 4,217,294	\$ -	\$ -	\$ -	\$ 4,217,294

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

JERSEY CITY HOUSING AUTHORITY
 For the Period April 1, 2017 to March 31, 2018

Fiscal Year Beginning in

	Estimated Total Cost	Current Budget					
		Year 2018	2019	2020	2021	2022	2023
<i>Public Housing Management</i>							
CFP Operation/Mgmnt Imp/Adr	\$ 8,191,128	\$ 1,365,188	\$ 1,365,188	\$ 1,365,188	\$ 1,365,188	\$ 1,365,188	\$ 1,365,188
Fees and Costs	1,878,486	313,081	313,081	313,081	313,081	313,081	313,081
Site Imp/Dwelling Str & Equipm	10,750,302	1,792,950	1,789,974	1,792,011	1,788,211	1,794,608	1,792,548
Bond Debt Service	4,483,848	746,075	749,051	747,014	750,814	744,417	746,477
Total	<u>25,303,764</u>	<u>4,217,294</u>	<u>4,217,294</u>	<u>4,217,294</u>	<u>4,217,294</u>	<u>4,217,294</u>	<u>4,217,294</u>
<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	<u>\$ 25,303,764</u>	<u>\$ 4,217,294</u>					

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

JERSEY CITY HOUSING AUTHORITY

For the Period April 1, 2017 to March 31, 2018

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Public Housing Management</i>					
CFP Operation/Mgmt Imp/Adr	\$ 8,191,128			\$ 8,191,128	
Fees and Costs	1,878,486			1,878,486	
Site Imp/Dwelling Str & Equipm	10,750,302			10,750,302	
Bond Debt Service	4,483,848			4,483,848	
Total	25,303,764	-	-	-	25,303,764
<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	\$ 25,303,764	\$ -	\$ -	\$ -	\$ 25,303,764
Total 5 Year Plan per CB-4	\$ 25,303,764				
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.