

**ADOPTED COPY**

*Authority Budget of:*

MAR 11 2019

***Cliffside Park Housing Authority***

**State Filing Year**

**2019**

**APPROVED COPY**

*For the Period:*

*April 1, 2019*

*to*

*March 31, 2020*

**[www.cphousingauthority.com](http://www.cphousingauthority.com)**

**Authority Web Address**

**Department Of**



**Community  
Affairs**

***Division of Local Government Services***

# **2019 HOUSING AUTHORITY BUDGET**

## **Certification Section**

2019

**CLIFFSIDE PARK HOUSING AUTHORITY**

(Name)

**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: FROM April 1, 2019 TO March 31, 2020**

**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. Gwert CPA, RMA Date: 1/31/2019

**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. Gwert CPA, RMA Date: 3/12/2019

# 2019 PREPARER'S CERTIFICATION

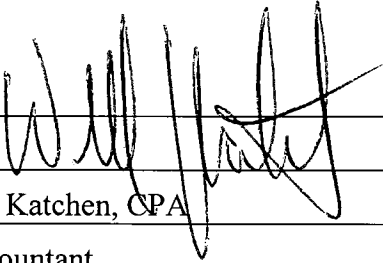
CLIFFSIDE PARK HOUSING AUTHORITY  
(Name)

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 4/1/2019 TO: 3/31/2020

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:	William Katchen, CPA		
Title:	Fee Accountant		
Address:	596 Anderson Avenue, Suite 303, Cliffside Park, New Jersey 07010		
Phone Number:	201-943-4449	Fax Number:	201-943-5099
E-mail address	<a href="mailto:bill@katchencpa.com">bill@katchencpa.com</a>		

# 2019 APPROVAL CERTIFICATION

## CLIFFSIDE PARK HOUSING AUTHORITY

(Name)

### HOUSING AUTHORITY BUDGET

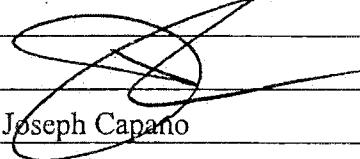
FISCAL  
YEAR:

FROM:4/1/2019

TO:3/31/2020

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 Cliffside Park Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 8 day of January, 2019.

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:	Joseph Capano		
Title:	Executive Director		
Address:	500 Gorge Road, Cliffside Park, NJ 07010		
Phone Number:	201-941-0655	Fax Number:	201-941-4038
E-mail address	jcapano@cp-ha.org		

# INTERNET WEBSITE CERTIFICATION

Authority's Web Address: www.cphousingauthority.com

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

- ☒ A description of the Authority's mission and responsibilities
- ☒ The budgets for the current fiscal year and immediately preceding two prior years
- ☒ The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information (**Similar information are items such as Revenue and Expenditures Pie Charts or other types of Charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority**)
- ☒ The complete (All Pages) annual audits (Not the Audit Synopsis) 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
- ☒ 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

Joseph Capano

Title of Officer Certifying compliance

Executive Director

Signature

HOUSING AUTHORITY OF THE  
BOROUGH OF CLIFFSIDE PARK  
BERGEN COUNTY, NEW JERSEY

RESOLUTION NO.1 – 2019

INTRODUCED BY: COMMISSIONER HARRY GUTTILLA

SECONDED BY: COMMISSIONER PETER COLAO

DATE: JANUARY 8, 2019

FISCAL YEAR: FROM APRIL 1, 2019 TO MARCH 31, 2020

**WHEREAS**, the Annual Budget and Capital Budget for the Housing Authority of the Borough of Cliffside Park for the fiscal year beginning April 1, 2019 and ending March 31, 2020 has been presented before the Members of the Housing Authority of the Borough of Cliffside Park at its open public meeting of January 9, 2019; and

**WHEREAS**, The Annual Budget as introduced reflects Total Revenues of \$8,943,018 Total Appropriations, including any Accumulated Deficit, if any, of \$8,534,550 and Total Fund Balance utilized of \$ 0 ; and

**WHEREAS**, the Capital Budget as introduced reflects Total Capital Appropriations of \$62,233 and Total Fund Balance planned to be utilized as funding thereof, of \$ 0 ; and

**WHEREAS**, the schedule of rents, fees and other user 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

**2019 ADOPTION CERTIFICATION**  
**CLIFFSIDE PARK HOUSING AUTHORITY**  
(Name)

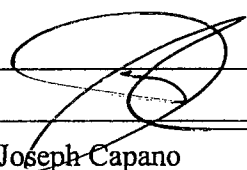
**HOUSING AUTHORITY BUDGET**

**FISCAL  
YEAR:**

**FROM:4/1/2019**

**TO:3/31/2020**

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Cliffside Park Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 5 day of, March , 2019.

Officer's Signature:			
Name:	Joseph Capano		
Title:	Executive Director		
Address:	500 Gorge Road, Cliffside Park, NJ 07010		
Phone Number:	201-941-0655	Fax Number:	201-941-4038
E-mail address	jcapano@cp-ha.org		



HOUSING AUTHORITY OF THE  
BOROUGH OF CLIFFSIDE PARK  
BERGEN COUNTY, NEW JERSEY

**RESOLUTION NO.13 – 2019**

INTRODUCED BY: COMMISSIONER HARRY GUTTILLA

SECONDED BY: COMMISSIONER RALPH CALABRESE

DATE: MARCH 5, 2019

FISCAL YEAR: FROM APRIL 1, 2019 TO MARCH 31, 2020

**WHEREAS**, the Annual Budget and Capital Budget for the Housing Authority of the Borough of Cliffside Park for the fiscal year beginning April 1, 2019 and ending March 31, 2020 has been presented for adoption before the Members of the Housing Authority of the Borough of Cliffside Park at its open public meeting of March 5, 2019; and

**WHEREAS**, 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; and

**WHEREAS**, The Annual Budget as presented for adoption reflects Total Revenues of \$8,943,018 Total Appropriations, including any Accumulated Deficit, if any, of \$8,534,550 and Total Unrestricted Net Position utilized of \$0; and

**WHEREAS**, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$62,233 and Total Unrestricted Net Position planned to be utilized, of \$ 0; and

**NOW, THEREFORE BE IT RESOLVED**, by the governing body of the Housing Authority of the Borough of Cliffside Park, at an open public meeting held on March 5, 2019 that the Annual Budget and Capital Budget/Program of the Housing Authority of the Borough of Cliffside Park for the fiscal year beginning April 1, 2019 and ending March 31, 2020 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

# **2019 HOUSING AUTHORITY BUDGET**

## **Narrative and Information Section**

**2019 HOUSING AUTHORITY BUDGET MESSAGE &  
ANALYSIS  
CLIFFSIDE PARK HOUSING AUTHORITY  
(Name)**

**AUTHORITY BUDGET**

**FISCAL  
YEAR:**

**FROM:4/1/2019**

**TO:3/31/2020**

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

1. Complete a brief statement on the 2019/2019-2020 proposed Annual Budget and make comparison to the 2018/2018-2019 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). **See attached.**

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. **Service charges are principally based on formula**

**Established by HUD. Payments from tenants are not expected to be affected by the proposed budget.**

3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. to impact **The local economy is stable and not expected the proposed budget.**

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 anticipated to be utilized.**

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.). **None.**

6. The proposed budget must not reflect an anticipated deficit from 2019/2019-2020 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, 45** ). **The Authority through the expected budget surplus will reduce the opening accumulated deficit.**

**CLIFFSIDE PARK HOUSING AUTHORITY**

**2019 NEW JERSEY BUDGET**

**PAGE N-1, QUESTION 1**

**Revenue:**

- 1.) HUD operating subsidy is anticipated HAP payments from the HCV Program. This amount is based on the most recent (12/2018 register of payments made).
- 2.) Other revenue is projected to be lower based on less anticipated capital funds due to the conversion to RAD.
- 3.) Community center revenue is expected to be lower based on funding source projections.

**Appropriations:**

- 1.) Misc. administration is budgeted higher to provide for agreed upon management fees.
- 2.) Tenant services costs are budgeted higher to provide for increased costs due to the increased use and popularity of the Authority's community area.

# HOUSING AUTHORITY CONTACT INFORMATION

## 2019

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

<b>Name of Authority:</b>	Cliffside Park Housing Authority		
<b>Federal ID Number:</b>	22-1846464		
<b>Address:</b>	500 Gorge Road		
<b>City, State, Zip:</b>	Cliffside Park	NJ	07010
<b>Phone: (ext.)</b>	201-943-4449	<b>Fax:</b>	201-943-5099

<b>Preparer's Name:</b>	William Katchen, CPA		
<b>Preparer's Address:</b>	596 Anderson Avenue, Suite 303		
<b>City, State, Zip:</b>	Cliffside Park	NJ	07010
<b>Phone: (ext.)</b>	201-943-4449	<b>Fax:</b>	201-943-5099
<b>E-mail:</b>	bill@katchencpa.com		

<b>Chief Executive Officer:</b>	Joseph Capano		
<b>Phone: (ext.)</b>	201-941-0655	<b>Fax:</b>	201-941-4038
<b>E-mail:</b>	jcapano@cp-ha.org		

<b>Chief Financial Officer:</b>	William Katchen, CPA		
<b>Phone: (ext.)</b>	201-943-4449	<b>Fax:</b>	201-943-5099
<b>E-mail:</b>	bill@katchencpa.com		

<b>Name of Auditor:</b>	Michael Maurice, CPA		
<b>Name of Firm:</b>	Polcari and Company		
<b>Address:</b>	2035 Hamburg Turnpike, Unit H		
<b>City, State, Zip:</b>	Wayne	NJ	07470
<b>Phone: (ext.)</b>	973-831-6969	<b>Fax:</b>	973-831-6972
<b>E-mail:</b>	polcarico@optonline.net		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## CLIFFSIDE PARK HOUSING AUTHORITY (Name)

FISCAL  
YEAR:

FROM: 4/1/2019

TO: 3/31/2020

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

- 1) Provide the number of individuals employed in (Use **Most Recent W-3 Available 2017 or 2018**) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 33
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use **Most Recent W-3 Available 2017 or 2018**) Transmittal of Wage and Tax Statements: 1,028,082
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? Yes *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 (**Most Recent Filing that March 31, 2018 or 2019 deadline has passed 2018 or 2019**) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes **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? Yes *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 Authority's procedures for all employees. Salary increases are based on Board review.***
- 11) Did the Authority pay for meals or catering during the current fiscal year?     No     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.*
- 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.*
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel     No
  - b. Travel for companions     No
  - c. Tax indemnification and gross-up payments     No
  - d. Discretionary spending account     No
  - e. Housing allowance or residence for personal use     No
  - f. Payments for business use of personal residence     No
  - g. Vehicle/auto allowance or vehicle for personal use     No
  - h. Health or social club dues or initiation fees     No
  - i. Personal services (i.e.: maid, chauffeur, chef)     No
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 14) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement?     Yes     *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?     N/A     *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.*

**Cliffside Park Housing Authority**

**Family Relationship**

**Question 5, page N-3**

<b>Employee\ Commissioner</b>	<b>Relationship</b>
<b>Commissioner Ralph Calabrese</b>	<b>Uncle of Janet Merrill</b>
<b>Commissioner Janet Merrill</b>	<b>Niece of Ralph Calabrese</b>



**Cliffside Park Housing Authority**

**Page N-3, Question 12**

<b>Person travelled</b>	<b>dates</b>	<b>organization</b>	<b>cost</b>
<b>Executive Director</b>	<b>5/21-5/22/2018</b>	<b>NJNAHRO Conference</b>	<b>\$418.87</b>

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,  
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS  
CLIFFSIDE PARK HOUSING AUTHORITY  
(Name)**

**FISCAL  
YEAR:**

**FROM:1/1/2019**

**TO:12/31/2019**

*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, 2019 Most recent available W-2 and 1099 should be used (**2017 or 2018 Forms**)(60 days prior to start of budget year is November 1, 2018, with 2017 being the most recent calendar year ended), and for fiscal years ending June 30, 2019, the calendar year 2018 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2019, with 2018 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)

Cliffside Park Housing Authority											
For the Period		April 1, 2019		to		March 31, 2020					
A	B	C	D	E	F	G	H	I	J	K	L
Reportable Compensation from Authority (W-2/ 1099)											
Position											
Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Officer	Key Employee	Highest Compensated Employee	Former	Base Salary/ Stipend		Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)
								\$ 127,133	\$ 105,469		
1 Joseph Capano	Executive Director				X						
2 James Santasario	Ass't. Executive Director				X						
3 Peter Caleo	Chairperson						X				
4 Janet Merrill	Commissioner		X								
5 Ralph Calabrese	Commissioner		X								
6 Sam Carafa	Commissioner		X								
7 Sal Spoto	Commissioner		X								
8 Harry Gutilla	Commissioner		X								
9 Lynn DeLucia	Commissioner		X								
10											
11											
12											
13											
14											
15											
Total:								\$ 232,602	\$ -	\$ -	\$ 34,890
											\$ 257,492
											\$ 185,564
											\$ -
											\$ 453,056

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

# Schedule of Health Benefits - Detailed Cost Analysis

Cliffside Park Housing Authority  
For the Period April 1, 2019 to March 31, 2020

Annual Cost										
	# of Covered Members (Medical & Rx)	Annual Cost Estimate per Employee Proposed Budget	# of Covered Members (Medical & Rx)	Annual Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx)	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)	
Active Employees - Health Benefits - Annual Cost										
Single Coverage	3	\$ 11,791	2	\$ 35,373	2	\$ 11,223	\$ 22,446	\$ 12,927	57.6%	
Parent & Child	2	21,105	2	42,210	2	20,089	40,178	2,032	5.1%	
Employee & Spouse (or Partner)	3	23,581	3	70,743	3	22,446	67,338	3,405	5.1%	
Family	4	32,896	5	131,584	5	31,312	156,560	(24,976)	-16.0%	
Employee Cost Sharing Contribution (enter as negative - )				(32,734)			(33,934)	1,200	-3.5%	
Subtotal	12		12	247,176			252,588	(5,412)	-2.1%	
Commissioners - Health Benefits - Annual Cost										
Single Coverage				-			-	-	#DIV/0!	
Parent & Child				-			-	-	#DIV/0!	
Employee & Spouse (or Partner)				-			-	-	#DIV/0!	
Family				-			-	-	#DIV/0!	
Employee Cost Sharing Contribution (enter as negative - )								-	#DIV/0!	
Subtotal	0		0	-		0	-	-	#DIV/0!	
Retirees - Health Benefits - Annual Cost										
Single Coverage	3	4,076	4	12,228	4	6,304	25,216	(12,988)	-51.5%	
Parent & Child				-			-	-	#DIV/0!	
Employee & Spouse (or Partner)	4	11,554	4	46,216	4	23,530	94,120	(47,904)	-50.9%	
Family				-			-	-	#DIV/0!	
Employee Cost Sharing Contribution (enter as negative - )								-	#DIV/0!	
Subtotal	7		8	58,444			119,336	(60,892)	-51.0%	
GRAND TOTAL										
	19		20	\$ 305,620			\$ 371,924	\$ (66,304)	-17.8%	

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

Yes	Yes or No
Yes	Yes or No

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

# Cliffside Park Housing Authority

March 31, 2020

**Legal Basis for Benefit**  
(check applicable items)

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

CPHA  
COMPENSATED ABSENCES  
3/31/18

EMPLOYEE	ACCRUED VACATION TIME	ACCRUED SICK TIME (SICK DAYS /2)	TOTAL TIME	RATE OF PAY	TOTAL ACCRUED VACATION	TOTAL ACCRUED SICK	TOTAL
SANTASIERO, JAMES	40	132.5	172.5	\$418.62	\$16,744.80	\$15,000.00	\$31,744.80
DONATO, MARIE	18	55.25	73.25	\$150.00	\$2,700.00	\$8,287.50	\$10,987.50
TUREK, MICHAEL	28	11.75	39.75	\$234.62	\$6,569.36	\$2,756.79	\$9,326.15
COSTANTINO, LOUIS	39	83.25	122.25	\$249.96	\$9,748.44	\$15,000.00	\$24,748.44
FATOVIC, ALBINO	21	35.75	56.75	\$158.15	\$3,321.15	\$5,653.86	\$8,975.01
ROME, ANTHONY	23	1.5	24.5	\$178.32	\$4,101.36	\$267.48	\$4,368.84
YU, BILL	21	9.75	30.75	\$147.96	\$3,107.16	\$1,442.61	\$4,549.77
Capano, Joseph	30	57.5	87.5	\$491.06	\$14,731.80	\$15,000.00	\$29,731.80
Merchand, Frank	24.5	42.5	67	\$304.42	\$7,458.29	\$12,937.85	\$20,396.14
Rahvar, Rita	29	25.25	54.25	\$153.08	\$4,439.32	\$3,865.27	\$8,304.59
Barobosa, John	16.5	10	26.5	\$145.73	\$2,404.55	\$1,457.30	\$3,861.85
Philips-Perez, Linda	20.5	44.75	65.25	\$218.08	\$4,470.64	\$9,759.08	\$14,229.72
Dubon, Phyllis	14	17.5	31.5	\$108.12	\$1,513.68	\$1,892.10	\$3,405.78
Romano, Justine	21	4	25	\$81.54	\$1,712.34	\$326.16	\$2,038.50
Brown, Raymond	19.5	1.75	21.25	\$48.40	\$943.80	\$84.70	\$1,028.50
Fralo, Lisa	23	25	48	\$158.35	\$3,642.05	\$3,958.75	\$7,600.80
Paradiso, Vanessa	11	13.25	24.25	\$123.08	\$1,353.88	\$1,630.81	\$2,984.69
Danny Matesic	14	2.5	16.5	\$115.38	\$1,615.32	\$288.45	\$1,903.77
					\$90,577.94	\$99,608.71	\$190,186.64

P/Doll tax

19,015

209,202

## Schedule of Shared Service Agreements

For the Period	April 1, 2019	to	March 31, 2020
	<b>Cliffside Park Housing Authority</b>		

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

[illegible]

**If No Shared Services X this Box**

# SUMMARY

For the Period **Cliffside Park Housing Authority**  
**April 1, 2019** to **March 31, 2020**

	<i><b>FY 2019 Proposed Budget</b></i>					<i><b>FY 2018 Adopted Budget</b></i>	<i><b>% Increase (Decrease) Proposed vs. Adopted</b></i>
	<i><b>Public Housing Management</b></i>	<i><b>Section 8</b></i>	<i><b>Housing Voucher</b></i>	<i><b>Other Programs</b></i>	<i><b>Total All Operations</b></i>		
	<i><b>All Operations</b></i>	<i><b>All Operations</b></i>	<i><b>All Operations</b></i>	<i><b>All Operations</b></i>	<i><b>All Operations</b></i>	<i><b>All Operations</b></i>	<i><b>All Operations</b></i>
<b>REVENUES</b>							
Total Operating Revenues	\$ 3,105,608	\$ -	\$ 5,825,000	\$ -	\$ 8,930,608	\$ 8,349,790	\$ 580,818 7.0%
Total Non-Operating Revenues	7,410	-	5,000	-	12,410	12,410	- 0.0%
Total Anticipated Revenues	3,113,018	-	5,830,000	-	8,943,018	8,362,200	580,818 6.9%
<b>APPROPRIATIONS</b>							
Total Administration	644,200	-	448,960	-	1,093,160	1,033,760	59,400 5.7%
Total Cost of Providing Services	2,071,590	-	5,214,000	-	7,285,590	7,008,115	277,475 4.0%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXX	XXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	- #DIV/0!
Total Operating Appropriations	2,715,790	-	5,662,960	-	8,378,750	8,041,875	336,875 4.2%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	- #DIV/0!
Total Other Non-Operating Appropriations	155,800	-	-	-	155,800	152,000	3,800 2.5%
Total Non-Operating Appropriations	155,800	-	-	-	155,800	152,000	3,800 2.5%
Accumulated Deficit	-	-	-	-	-	-	- #DIV/0!
Total Appropriations and Accumulated Deficit	2,871,590	-	5,662,960	-	8,534,550	8,193,875	340,675 4.2%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	- #DIV/0!
Net Total Appropriations	2,871,590	-	5,662,960	-	8,534,550	8,193,875	340,675 4.2%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ 241,428	\$ -	\$ 167,040	\$ -	\$ 408,468	\$ 168,325	\$ 240,143 142.7%



**Cliffside Park Housing Authority**

For the Period      April 1, 2019      to      March 31, 2020

**F-2**

# Prior Year Adopted Revenue Schedule

Cliffside Park Housing Authority

FY 2018 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING REVENUES</b>					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	1,449,810				1,449,810
Excess Utilities					-
Non-Dwelling Rental					-
HUD Operating Subsidy	1,330,765				1,330,765
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher			5,350,765		5,350,765
Total Rental Fees	2,780,575	-	5,350,765	-	8,131,340
<i>Other Revenue (List)</i>					
Late fees, laundry Comm., Shared Svcs.	75,000			43,450	118,450
Port In fees and Fraud recovery			25,000		25,000
Community Center				75,000	75,000
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)					-
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	75,000	-	25,000	118,450	218,450
Total Operating Revenues	2,855,575	-	5,375,765	118,450	8,349,790
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Other Non-Operating Revenues	-	-	-	-	-
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	7,410		5,000		12,410
Penalties					-
Other					-
Total Interest	7,410	-	5,000	-	12,410
Total Non-Operating Revenues	7,410	-	5,000	-	12,410
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 2,862,985</b>	<b>\$ -</b>	<b>\$ 5,380,765</b>	<b>\$ 118,450</b>	<b>\$ 8,362,200</b>

# Appropriations Schedule

Cliffside Park Housing Authority  
For the Period April 1, 2019 to March 31, 2020

	<b>FY 2019 Proposed Budget</b>				<b>FY 2018 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>
	<b>Public Housing Management</b>	<b>Section 8</b>	<b>Housing Voucher</b>	<b>Other Programs</b>	<b>Total All Operations</b>	<b>Total All Operations</b>	<b>All Operations</b>
<b>OPERATING APPROPRIATIONS</b>							
<i>Administration</i>							
Salary & Wages	298,220		223,040		\$ 521,260	\$ 494,560	\$ 26,700 5.4%
Fringe Benefits	200,000		140,000		340,000	326,000	14,000 4.3%
Legal	21,600		13,400		35,000	35,000	- 0.0%
Staff Training	6,000		4,000		10,000	10,000	- 0.0%
Travel	16,680		11,120		27,800	27,800	- 0.0%
Accounting Fees	25,800		17,400		43,200	42,000	1,200 2.9%
Auditing Fees	6,000		6,000		12,000	12,000	- 0.0%
Miscellaneous Administration*	69,900		34,000		103,900	86,400	17,500 20.3%
Total Administration	644,200	-	448,960	-	1,093,160	1,033,760	59,400 5.7%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services	153,070				153,070	160,390	(7,320) -4.6%
Salary & Wages - Maintenance & Operation	259,500				259,500	287,400	(27,900) -9.7%
Salary & Wages - Protective Services					-	-	- #DIV/0!
Salary & Wages - Utility Labor	91,030				91,030	89,240	1,790 2.0%
Fringe Benefits	364,340				364,340	363,720	620 0.2%
Tenant Services	60,000				60,000	40,000	20,000 50.0%
Utilities	567,250				567,250	584,600	(17,350) -3.0%
Maintenance & Operation	369,400				369,400	341,400	28,000 8.2%
Protective Services					-	-	- #DIV/0!
Insurance	122,000		14,000		136,000	130,000	6,000 4.6%
Payment in Lieu of Taxes (PILOT)	82,000				82,000	77,600	4,400 5.7%
Terminal Leave Payments					-	-	- #DIV/0!
Collection Losses	3,000				3,000	3,000	- 0.0%
Other General Expense					-	-	- #DIV/0!
Rents			5,200,000		5,200,000	4,930,765	269,235 5.5%
Extraordinary Maintenance					-	-	- #DIV/0!
Replacement of Non-Expendible Equipment					-	-	- #DIV/0!
Property Betterment/Additions					-	-	- #DIV/0!
Miscellaneous COPS*					-	-	- #DIV/0!
Total Cost of Providing Services	2,071,590	-	5,214,000	-	7,285,590	7,008,115	277,475 4.0%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	- #DIV/0!
Total Operating Appropriations	2,715,790	-	5,662,960	-	8,378,750	8,041,875	336,875 4.2%
<b>NON-OPERATING APPROPRIATIONS</b>							
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	- #DIV/0!
Operations & Maintenance Reserve					-	-	- #DIV/0!
Renewal & Replacement Reserve	155,800				155,800	152,000	3,800 2.5%
Municipality/County Appropriation					-	-	- #DIV/0!
Other Reserves					-	-	- #DIV/0!
Total Non-Operating Appropriations	155,800	-	-	-	155,800	152,000	3,800 2.5%
<b>TOTAL APPROPRIATIONS</b>	<b>2,871,590</b>	<b>-</b>	<b>5,662,960</b>	<b>-</b>	<b>8,534,550</b>	<b>8,193,875</b>	<b>340,675 4.2%</b>
<b>ACCUMULATED DEFICIT</b>					-	-	- #DIV/0!
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>2,871,590</b>	<b>-</b>	<b>5,662,960</b>	<b>-</b>	<b>8,534,550</b>	<b>8,193,875</b>	<b>340,675 4.2%</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>							
Municipality/County Appropriation	-	-	-	-	-	-	- #DIV/0!
Other					-	-	- #DIV/0!
Total Unrestricted Net Position Utilized	-	-	-	-	-	-	- #DIV/0!
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 2,871,590</b>	<b>\$ -</b>	<b>\$ 5,662,960</b>	<b>\$ -</b>	<b>\$ 8,534,550</b>	<b>\$ 8,193,875</b>	<b>\$ 340,675 4.2%</b>

\* 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 \$ 135,789.50 \$ - \$ 283,148.00 \$ - \$ 418,937.50

# Prior Year Adopted Appropriations Schedule

Cliffside Park Housing Authority

## FY 2018 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 270,080		\$ 183,530	\$ 40,950	\$ 494,560
Fringe Benefits	215,000		108,500	2,500	326,000
Legal	21,600		13,400		35,000
Staff Training	6,000		4,000		10,000
Travel	16,680		11,120		27,800
Accounting Fees	25,200		16,800		42,000
Auditing Fees	6,000		6,000		12,000
Miscellaneous Administration*	52,400		34,000		86,400
Total Administration	612,960	-	377,350	43,450	1,033,760
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	110,390			50,000	160,390
Salary & Wages - Maintenance & Operation	287,400				287,400
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	89,240				89,240
Fringe Benefits	338,720			25,000	363,720
Tenant Services	40,000				40,000
Utilities	584,600				584,600
Maintenance & Operation	341,400				341,400
Protective Services					-
Insurance	115,000		15,000		130,000
Payment in Lieu of Taxes (PILOT)	77,600				77,600
Terminal Leave Payments					-
Collection Losses	3,000				3,000
Other General Expense					-
Rents			4,930,765		4,930,765
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	1,987,350	-	4,945,765	75,000	7,008,115
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	2,600,310	-	5,323,115	118,450	8,041,875
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve	152,000				152,000
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	152,000	-	-	-	152,000
<b>TOTAL APPROPRIATIONS</b>	<b>2,752,310</b>	<b>-</b>	<b>5,323,115</b>	<b>118,450</b>	<b>8,193,875</b>
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>2,752,310</b>	<b>-</b>	<b>5,323,115</b>	<b>118,450</b>	<b>8,193,875</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 2,752,310</b>	<b>\$ -</b>	<b>\$ 5,323,115</b>	<b>\$ 118,450</b>	<b>\$ 8,193,875</b>

\* 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	\$ 130,015.50	\$ -	\$ 266,155.75	\$ 5,922.50	\$ 402,093.75
--------------------------------------	---------------	------	---------------	-------------	---------------

# Debt Service Schedule - Principal

Cliffside Park Housing Authority

If Authority has no debt X this box

☒

Fiscal Year Ending in

	Adopted Budget Year 2018	Proposed Budget Year 2019	2020	2021	2022	2023	2024	Thereafter	Total Principal Outstanding
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
TOTAL PRINCIPAL	-	-	-	-	-	-	-	-	-
LESS: HUD SUBSIDY									
NET PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

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

If no Rating type in Not Applicable

# Debt Service Schedule - Interest

Cliffside Park Housing Authority

If Authority has no debt X this box

☒

	Adopted Budget Year 2018	Proposed Budget Year 2019	Fiscal Year Ending in					Thereafter	Total Interest Payments Outstanding
			2020	2021	2022	2023	2024		
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
Type in Issue Name									
TOTAL INTEREST	-	-	-	-	-	-	-	-	-
LESS: HUD SUBSIDY									
NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# Net Position Reconciliation

Cliffside Park Housing Authority

For the Period

April 1, 2019

to

March 31, 2020

## FY 2019 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>	\$ 10,139,317	\$ -	\$ 331,340	\$ (12,576)	\$ 10,458,081
Less: Invested in Capital Assets, Net of Related Debt (1)	10,692,229		50,000		10,742,229
Less: Restricted for Debt Service Reserve (1)					-
Less: Other Restricted Net Position (1)	1,161,447		19,671		1,181,118
<b>Total Unrestricted Net Position (1)</b>	(1,714,359)	-	261,669	(12,576)	(1,465,266)
Less: Designated for Non-Operating Improvements & Repairs					-
Less: Designated for Rate Stabilization					-
Less: Other Designated by Resolution					-
Plus: Accrued Unfunded Pension Liability (1)	2,234,138		532,124		2,766,262
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	732,224		229,104		961,328
Plus: Estimated Income (Loss) on Current Year Operations (2)	110,675		57,650		168,325
Plus: Other Adjustments (attach schedule)					-
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	1,362,678	-	1,080,547	(12,576)	2,430,649
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-	-	-
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-	-	-
Appropriation to Municipality/County (3)	-	-	-	-	-
<b>Total Unrestricted Net Position Utilized in Proposed Budget</b>	-	-	-	-	-
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>					
(4)	\$ 1,362,678	\$ -	\$ 1,080,547	\$ (12,576)	\$ 2,430,649

(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

\$ 135,790 \$ - \$ 283,148 \$ - \$ 418,938

(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.

2019  
CLIFFSIDE PARK  
HOUSING  
AUTHORITY  
(Name)

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM



# 2019 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

CLIFFSIDE PARK HOUSING AUTHORITY  
(Name)

FISCAL  
YEAR:

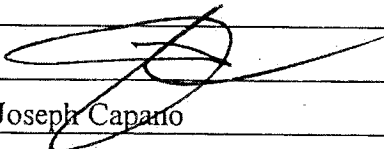
FROM: 4/1/2019

TO: 3/31/2020

[ X ] It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Cliffside Park Housing Authority, on the 8 day of January, 2019.

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:	 1/8/2019		
Name:	Joseph Capano		
Title:	Executive Director		
Address:	500 Gorge Road, Cliffside Park, NJ 07010		
Phone Number:	201-941-0655	Fax Number:	201-941-4038
E-mail address	jcapano@cp-ha.org		

# 2019 CAPITAL BUDGET/PROGRAM MESSAGE

## Cliffside Park Housing Authority

(Name)

FISCAL  
YEAR:

FROM:4/1/2019

TO:3/31/2020

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.

**No**

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.

**No impact on current charges set by HUD formula.**

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

**Yes**

*Add additional sheets if necessary.*

# Proposed Capital Budget

Cliffside Park Housing Authority  
For the Period April 1, 2019 to March 31, 2020

		Funding Sources				
	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Riverview Towers- Various	\$ 38,178		\$ 38,178			
Terrace view Towers- Various	24,055		24,055			
Type in Description	-					
Type in Description	-					
Total	62,233	-	62,233	-	-	-
<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	-	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 62,233</b>	<b>\$ -</b>	<b>\$ 62,233</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

Cliffside Park Housing Authority  
For the Period April 1, 2019 to March 31, 2020

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget					
		Year 2019	2020	2021	2022	2023	2024
<i>Public Housing Management</i>							
Riverview Towers- Various	\$ 434,723	\$ 38,178	\$ 123,183	\$ 40,111	\$ 132,454	\$ 50,797	\$ 50,000
Terrace view Towers- Various	264,210	24,055	24,656	25,272	83,636	56,591	50,000
Type in Description	-	-					
Type in Description	-	-					
Total	698,933	62,233	147,839	65,383	216,090	107,388	100,000
<i>Section 8</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Type in Description	-	-					
Total	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 698,933</b>	<b>\$ 62,233</b>	<b>\$ 147,839</b>	<b>\$ 65,383</b>	<b>\$ 216,090</b>	<b>\$ 107,388</b>	<b>\$ 100,000</b>

*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

### Cliffside Park Housing Authority

For the Period

April 1, 2019

to

March 31, 2020

#### Funding Sources

	Estimated Total Cost	Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Riverview Towers- Various	\$ 434,723		\$ 434,723			
Terrace view Towers- Various	264,210		264,210			
Type in Description	-					
Type in Description	-					
Total	698,933	-	698,933	-	-	-
<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	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 698,933</b>	<b>\$ -</b>	<b>\$ 698,933</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4	\$ 698,933					
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.