

*Authority Budget of:*

**ADOPTED COPY**

*Housing Authority of the City of Cape May*

State Filing Year

2019

*For the Period:*

*October 1, 2019*

*to*

*September 30, 2020*

AUG - 2 2019

[www.capemayha.org](http://www.capemayha.org)

Authority Web Address

**ADOPTED COPY**

**Department Of**



**Community  
Affairs**

RECEIVED SEP 25 2019  
CMHA

RECEIVED AUG 16 2019  
CMHA

*Division of Local Government Services*

**2019 HOUSING AUTHORITY BUDGET**

**Certification Section**

2019

**HOUSING AUTHORITY OF THE CITY OF CAPE MAY**  
**HOUSING AUTHORITY BUDGET**

FISCAL YEAR: FROM OCT. 1, 2019 TO SEPT. 30, 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. Cwest CPA, RMA Date: 8/12/2019

**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. Cwest CPA, RMA Date: 9/19/2019

RECEIVED SEP 25 2019

# 2019 PREPARER'S CERTIFICATION

## HOUSING AUTHORITY OF THE CITY OF CAPE MAY

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT. 1, 2019 TO: SEPT. 30, 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:	<i>Linda M. Cavallo</i>		
Name:	Linda M. Cavallo		
Title:	Fee Accountant		
Address:	2581 E. Chestnut Ave., Suite B Vineland, NJ 08361		
Phone Number:	856-696-8000	Fax Number:	856-794-1295
E-mail address	linda@avenacpa.com		

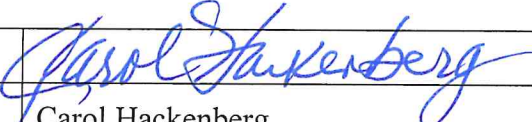
# 2019 APPROVAL CERTIFICATION

## HOUSING AUTHORITY OF THE CITY OF CAPE MAY HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT. 1, 2019 TO: SEPT. 30, 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 Housing Authority of the City of Cape May, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 15<sup>th</sup> day of July, 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:	Carol Hackenberg		
Title:	Executive Director		
Address:	639 Lafayette Street Cape May, NJ 08204		
Phone Number:	609-884-8703	Fax Number:	609-884-9028
E-mail address	<a href="mailto:chackenberg@capemayha.org">chackenberg@capemayha.org</a>		



# INTERNET WEBSITE CERTIFICATION

Authority's Web Address:

[www.capemayha.org](http://www.capemayha.org)

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

- A description of the Authority's mission and responsibilities
- The budgets for the current fiscal year and immediately preceding two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information (**Similar information 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

Title of Officer Certifying compliance

Signature

*Carol Hackenberg*  
*Executive Director*  
*Carol Hackenberg*

**2019 HOUSING AUTHORITY BUDGET  
HOUSING AUTHORITY OF THE CITY OF CAPE MAY  
RESOLUTION: #2019-50**

**FISCAL YEAR: FROM OCTOBER 1, 2019 TO SEPTEMBER 30, 2020**

**WHEREAS**, the Annual Budget and Capital Fund Budget for the Housing Authority of the City of Cape May for the fiscal year beginning October 1, 2019 and ending September 30, 2020 has been presented before the Members of the Board of Commissioners of the Housing Authority of the City of Cape May at its open public meeting of July 15, 2019 and

**WHEREAS**, the Annual Budget as introduced reflects Total Revenue of **\$873,850.00**; Total Appropriations, including Accumulated Deficit if any, of **\$862,450** and Total Fund Balance utilized of **\$0**; and

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

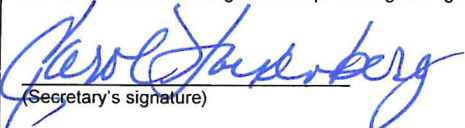
**WHEREAS**, the schedule of rents, fees and other user charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

**WHEREAS**, the Capital Fund 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 Housing Authority of the City of Cape May, at an open public meeting held on July 15, 2019 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Housing Authority of the City of Cape May for the fiscal year beginning October 1, 2019 and ending, September 30, 2020 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 Housing Authority of the City of Cape May will consider the Annual Budget and Capital Budget/Program for adoption on September 16, 2019.

  
(Secretary's signature)

7/15/19  
(Date)

**Governing Body Recorded Vote**

Member	Aye	Nay	Abstain	Absent
Dr. Keith Lafferty	✓			
Patricia Hodgetts	✓			
Carol Boyd	✓			
Victor Faison			✓	
Dr. Patricia Martz	✓			
Helen Meier	✓			
Dr. Christopher Traficante	✓			

# 2019 ADOPTION CERTIFICATION

## HOUSING AUTHORITY OF THE CITY OF CAPE MAY

### HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: OCT. 1, 2019 TO: SEPT. 30, 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 Housing Authority of the City of Cape May, pursuant to N.J.A.C. 5:31-2.3, on the 16<sup>th</sup> day of, September, 2019.

Officer's Signature:			
Name:	Carol Hackenberg		
Title:	Executive Director		
Address:	639 Lafayette Street Cape May, NJ 08204		
Phone Number:	609-884-8703	Fax Number:	609-884-9028
E-mail address	<a href="mailto:chackenberg@capemayha.org">chackenberg@capemayha.org</a>		



# 2019 ADOPTED BUDGET RESOLUTION

## HOUSING AUTHORITY OF THE CITY OF CAPE MAY RESOLUTION #2019-62

**FISCAL YEAR: FROM: OCT. 1, 2019 TO: SEPT. 30, 2020**

WHEREAS, the Annual Budget and Capital Budget/Program for the Housing Authority of the City of Cape May for the fiscal year beginning October 1, 2019 and ending, September 30, 2020 has been presented for adoption before the governing body of the Housing Authority of the City of Cape May at its open public meeting of September 16, 2019; 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 \$873,850, Total Appropriations, including any Accumulated Deficit, if any, of \$862,450 and Total Unrestricted Net Position utilized of \$0; and

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

NOW, THEREFORE BE IT RESOLVED, by the governing body of Housing Authority of the City of Cape May, at an open public meeting held on September 16, 2019 that the Annual Budget and Capital Budget/Program of the Housing Authority of the City of Cape May for the fiscal year beginning, October 1, 2019 and, ending, September 30, 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 and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

  
(Secretary's Signature)

9/16/19  
(Date)

Governing Body Member:	Aye	Recorded Vote Nay	Abstain	Absent
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Dr. Keith Lafferty  
Patricia Hodgetts  
Carol Boyd  
Victor Faison  
Helen Meier  
Dr. Christopher Traficante  
*Dr. Patricia Martz*

✓  
✓  
✓  
✓  
✓  
✓  
✓

# **2019 HOUSING AUTHORITY BUDGET**

## **Narrative and Information Section**

**2019 HOUSING AUTHORITY BUDGET MESSAGE &  
ANALYSIS  
HOUSING AUTHORITY OF THE CITY OF CAPE MAY  
AUTHORITY BUDGET**

**FISCAL YEAR: FROM: OCT. 1, 2019 TO: SEPT. 30, 2020**

1. The 2019 proposed Annual Budget is primarily based on the September 30, 2018 year end data and the first six months of the current year (YE 9-30-2019). In regards to appropriations, legal expense is anticipated to increase due to RAD legal services necessary for conversion, accounting fees will also increase due to the increased work load associated with conversion. The accounting fee has not been raised in many years and is necessary to keep up with costs of providing services. Miscellaneous administration expenses will increase due to additional RAD consulting and increases in various admin costs. Maintenance salaries and associated benefits will decrease. One employee has left the housing authority as of September 2018 and his position has not been replaced. Instead the authority is choosing to use outside contractors for those services; therefore, materials and contract costs will increase significantly. Tenant services will increase, since a project which did not have a tenant council has now formed one. Insurance will increase based on past yearly increases. Payment in Lieu of Taxes will increase because rental income is expected to increase more than the increase in utilities expense.
2. The proposed Annual Budget will have a significant impact on Anticipated Revenues. Rental income is expected to increase based on the current year and collection efforts put forth by the housing authority staff to ensure that the proper rents are calculated and collected. Operating subsidy is expected to increase significantly based on the current funding rate for 2019. We hope this will continue into 2020. Dependence on the capital funding is estimated at a conservative figure going into 2020. Late fees collected are expected to increase due to collection efforts in place.
3. The local/regional economy is recovering slowly. We are seeing an increase in tenant income which results in higher rents. Their income is greatly impacted by the local job market/economy which is subject to seasonal changes. The Capital Budget will be used for operations so the effect of the local economy will be minimized.
4. N/A
5. PILOT payments are paid to the City of Cape May.
6. The authority plans to recover the deficit of \$(259,175) by cost cutting measures and converting to RAD. The authority is also actively pursuing higher income residents since the extremely low income quota has been met. Increased rental income will also help to offset the deficit. The authority has applied for the RAD-Rental Assistance Demonstration Program, which would also help eliminate the deficit, but the initial costs to convert to RAD have slowed down this progress.

# 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>	Housing Authority of the City of Cape May		
<b>Federal ID Number:</b>	22-1768475		
<b>Address:</b>	639 Lafayette Street		
<b>City, State, Zip:</b>	Cape May	NJ	08204
<b>Phone: (ext.)</b>	609-884-8703	<b>Fax:</b>	609-884-9028

<b>Preparer's Name:</b>	Linda M. Cavallo, CPA		
<b>Preparer's Address:</b>	2581 E. Chestnut Ave. Suite B		
<b>City, State, Zip:</b>	Vineland	NJ	08361
<b>Phone: (ext.)</b>	856-696-8000	<b>Fax:</b>	856-794-1295
<b>E-mail:</b>	<a href="mailto:linda@avenacpa.com">linda@avenacpa.com</a>		

<b>Chief Executive Officer:</b>	Carol Hackenberg		
<b>Phone: (ext.)</b>	856-884-8703	<b>Fax:</b>	609-884-9028
<b>E-mail:</b>	<a href="mailto:chackenberg@capemayha.org">chackenberg@capemayha.org</a>		

<b>Chief Financial Officer:</b>	Carol Hackenberg		
<b>Phone: (ext.)</b>	609-884-8703	<b>Fax:</b>	609-884-9028
<b>E-mail:</b>	<a href="mailto:chackenberg@capemayha.org">chackenberg@capemayha.org</a>		

<b>Name of Auditor:</b>	Steven N. Kutsuflakis		
<b>Name of Firm:</b>	Barbacane Thornton & Company		
<b>Address:</b>	200 Springer Building 3411 Silverside Road		
<b>City, State, Zip:</b>	Wilmington	DE	19810
<b>Phone: (ext.)</b>	302-478-8940	<b>Fax:</b>	302-478-0133
<b>E-mail:</b>	<a href="mailto:skutsuflakis@btcpa.com">skutsuflakis@btcpa.com</a>		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## HOUSING AUTHORITY OF THE CITY OF CAPE MAY

FISCAL YEAR: FROM: OCT. 1, 2019 TO: SEPT. 30, 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: 5
- 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: 178,417.50
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No *If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.*
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (**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? 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 Authority's procedures for all employees. Yes to 1,2, &3. No to 4&5.**
- 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? \_\_\_No\_\_\_ If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.
- 13) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- First class or charter travel \_\_\_No\_\_\_
  - Travel for companions \_\_\_No\_\_\_
  - Tax indemnification and gross-up payments \_\_\_No\_\_\_
  - Discretionary spending account \_\_\_No\_\_\_
  - Housing allowance or residence for personal use \_\_\_No\_\_\_
  - Payments for business use of personal residence \_\_\_No\_\_\_
  - Vehicle/auto allowance or vehicle for personal use \_\_\_Yes\_\_\_  
(Carol Hackenberg, the ED, uses a company vehicle. Her personal use is reported as additional compensation on her W-2.)
  - 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.
- 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.

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

**HOUSING AUTHORITY OF THE CITY OF CAPE MAY**

**FISCAL YEAR: FROM: OCT. 1, 2019 TO: SEPT. 30, 2020**

*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)

Housing Authority of the City of Cape May  
to  
September 30, 2020

A B C D E F G H I J K L M N O P Q R S

Name	Title	Average Hours per Week Dedicated to Position	Position				Reportable Compensation from Authority (W-2/1099)				Estimated amount of other compensation from Authority (health benefits, pension, etc.)	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	Reportable Compensation from Other Public Entities (W-2/1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
			Commissioner	Officer	Key Employee	Highest Compensated Employee	Base Salary/Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from Authority (health benefits, pension, etc.)							
1 Carol Hackenberg	Executive Director	35	X					\$ 65,052	\$ 5,148	\$ 31,016	\$ 101,216	NONE	N/A	\$ -	\$ -	\$ -	\$ 101,216
2 Maryellen Francke	Office Manager	35						27,085		16,813	43,898	NONE	N/A	\$ -	\$ -	\$ -	43,898
3 Robert Martin	Maintenance	35						39,979		29,095	69,074	NONE	N/A	\$ -	\$ -	\$ -	69,074
4 Willie Hick	Maintenance	15						3,476		5,100	8,576	NONE	N/A	\$ -	\$ -	\$ -	8,576
5 Joseph Culligan	Maintenance	35						37,677		20,500	58,177	NONE	N/A	\$ -	\$ -	\$ -	58,177
6 Dr. Keith Lafferty	Chairman		X							0	0	NONE	N/A	\$ -	\$ -	\$ -	0
7 Patricia Hodgetts	Vice Chairman		X							0	0	NONE	N/A	\$ -	\$ -	\$ -	0
8 Carol Boyd	Commissioner		X							0	0	NONE	N/A	\$ -	\$ -	\$ -	0
9 Victor Faison	Commissioner		X							0	0	NONE	N/A	\$ -	\$ -	\$ -	0
10 Dr. Patricia Martz	Commissioner		X							0	0	NONE	N/A	\$ -	\$ -	\$ -	0
11 Helen Meier	Commissioner		X							0	0	NONE	N/A	\$ -	\$ -	\$ -	0
12 Dr. Christopher Trafican	Commissioner		X							0	0	NONE	N/A	\$ -	\$ -	\$ -	0
13										0	0						0
14										0	0						0
15										0	0						0
Total:										\$173,269	\$ 5,148	\$ 102,524	\$ 280,941		\$ -	\$ -	\$ 280,941

(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

Housing Authority of the City of Cape May  
 For the Period October 1, 2019 to September 30, 2020

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage	1	\$ 11,490	\$ 11,490	1	\$ 11,380	\$ 11,380	\$ 110	1.0%
Parent & Child	2	21,410	42,820	2	21,410	42,820	-	0.0%
Employee & Spouse (or Partner)	0	-	-	1	22,630	22,630	(22,630)	-100.0%
Family								
Employee Cost Sharing Contribution (enter as negative - )			(4,096)			(10,450)	6,354	#DIV/0!
Subtotal	3		50,214	4		66,380	(16,166)	-24.4%
<b>Commissioners - Health Benefits - Annual Cost</b>								
Single Coverage								
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!
<b>Retirees - Health Benefits - Annual Cost</b>								
Single Coverage								
Parent & Child								#DIV/0!
Employee & Spouse (or Partner)	1	5,100	5,100	1	6,200	6,200	(1,100)	-17.7%
Family								
Employee Cost Sharing Contribution (enter as negative - )								#DIV/0!
Subtotal	1		5,100	1		6,200	(1,100)	-17.7%
<b>GRAND TOTAL</b>	<b>4</b>		<b>\$ 55,314</b>	<b>5</b>		<b>\$ 72,580</b>	<b>\$ (17,266)</b>	<b>-23.8%</b>

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**







**2019 HOUSING AUTHORITY BUDGET**

**Financial Schedules Section**

**SUMMARY**

Housing Authority of the City of Cape May  
 For the Period October 1, 2019 to September 30, 2020

	FY 2020 Proposed Budget				FY 2019 Adopted Budget	All Operations	All Operations	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs				
<b>REVENUES</b>								
Total Operating Revenues	\$ 707,930	\$ -	\$ -	\$ 160,650	\$ 868,580	\$ 802,140	\$ 66,440	8.3%
Total Non-Operating Revenues	5,270	-	-	5,270	4,600	670	14.6%	
Total Anticipated Revenues	713,200	-	-	160,650	873,850	806,740	67,110	8.3%
<b>APPROPRIATIONS</b>								
Total Administration	244,810	-	-	244,810	227,450	17,360	7.6%	
Total Cost of Providing Services	456,990	-	-	60,650	517,640	(58,380)	(10.1%)	
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Operating Appropriations	701,800	-	-	60,650	762,450	803,470	(41,020)	-5.1%
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	100,000	100,000	100,000	100,000	#DIV/0!
Total Non-Operating Appropriations	-	-	-	100,000	100,000	-	100,000	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	701,800	-	-	160,650	862,450	803,470	58,980	7.3%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	701,800	-	-	160,650	862,450	803,470	58,980	7.3%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ 11,400	\$ -	\$ -	\$ -	\$ 11,400	\$ 3,270	\$ 8,130	248.6%

# Revenue Schedule

## Housing Authority of the City of Cape May

For the Period      October 1, 2019      to      September 30, 2020

	<b>FY 2020 Proposed Budget</b>				<b>FY 2019 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Adopted</b>	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
<b>OPERATING REVENUES</b>								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments					\$ -	\$ -	\$ -	#DIV/0!
Dwelling Rental	384000				384,000	358,000	26,000	7.3%
Excess Utilities	4200				4,200	4,200	-	0.0%
Non-Dwelling Rental					-	-	-	#DIV/0!
HUD Operating Subsidy	319730				319,730	286,360	33,370	11.7%
New Construction - Acc Section 8					-	-	-	#DIV/0!
Voucher - Acc Housing Voucher					-	-	-	#DIV/0!
<b>Total Rental Fees</b>	<b>707,930</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>707,930</b>	<b>648,560</b>	<b>59,370</b>	<b>9.2%</b>
<i>Other Operating Revenues (List)</i>								
Capital Funds			160650		160,650	153,580	7,070	4.6%
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
Type in (Grant, Other Rev)					-	-	-	#DIV/0!
<b>Total Other Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>160,650</b>	<b>160,650</b>	<b>153,580</b>	<b>7,070</b>	<b>4.6%</b>
<b>Total Operating Revenues</b>	<b>707,930</b>	<b>-</b>	<b>-</b>	<b>160,650</b>	<b>868,580</b>	<b>802,140</b>	<b>66,440</b>	<b>8.3%</b>
<b>NON-OPERATING REVENUES</b>								
<i>Other Non-Operating Revenues (List)</i>								
Late Fees	4,680				4,680	4,000	680	17.0%
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
Type in					-	-	-	#DIV/0!
<b>Total Other Non-Operating Revenue</b>	<b>4,680</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,680</b>	<b>4,000</b>	<b>680</b>	<b>17.0%</b>
<i>Interest on Investments &amp; Deposits (List)</i>								
Interest Earned	590				590	600	(10)	-1.7%
Penalties					-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
<b>Total Interest</b>	<b>590</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>590</b>	<b>600</b>	<b>(10)</b>	<b>-1.7%</b>
<b>Total Non-Operating Revenues</b>	<b>5,270</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,270</b>	<b>4,600</b>	<b>670</b>	<b>14.6%</b>
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 713,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 160,650</b>	<b>\$ 873,850</b>	<b>\$ 806,740</b>	<b>\$ 67,110</b>	<b>8.3%</b>

# Prior Year Adopted Revenue Schedule

Housing Authority of the City of Cape May

*FY 2019 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	358,000				358,000
Excess Utilities	4,200				4,200
Non-Dwelling Rental					-
HUD Operating Subsidy	286,360				286,360
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	648,560	-	-	-	648,560
<i>Other Revenue (List)</i>					
Capital Funds				153,580	153,580
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)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	-	-	-	153,580	153,580
Total Operating Revenues	648,560	-	-	153,580	802,140
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Late Fees	4,000				4,000
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues	4,000	-	-	-	4,000
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	600				600
Penalties					-
Other					-
Total Interest	600	-	-	-	600
Total Non-Operating Revenues	4,600	-	-	-	4,600
<b>TOTAL ANTICIPATED REVENUES</b>	\$ 653,160	\$ -	\$ -	\$ 153,580	\$ 806,740



# Appropriations Schedule

## Housing Authority of the City of Cape May

For the Period      October 1, 2019                      to                      September 30, 2020

	<b>FY 2020 Proposed Budget</b>				<b>FY 2019 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>All Operations</b>
<b>OPERATING APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages	105,870				\$ 105,870	\$ 99,690	\$ 6,180	6.2%
Fringe Benefits	56,340				56,340	56,460	(120)	-0.2%
Legal	14,000				14,000	12,600	1,400	11.1%
Staff Training	5,000				5,000	5,000	-	0.0%
Travel	500				500	500	-	0.0%
Accounting Fees	12,000				12,000	10,000	2,000	20.0%
Auditing Fees	10,200				10,200	9,800	400	4.1%
Miscellaneous Administration*	40,900				40,900	33,400	7,500	22.5%
<b>Total Administration</b>	<b>244,810</b>	-	-	-	<b>244,810</b>	<b>227,450</b>	<b>17,360</b>	<b>7.6%</b>
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services					-	-	-	#DIV/0!
Salary & Wages - Maintenance & Operation	47,270				47,270	96,650	(49,380)	-51.1%
Salary & Wages - Protective Services					-	-	-	#DIV/0!
Salary & Wages - Utility Labor					-	-	-	#DIV/0!
Fringe Benefits	24,150				24,150	58,770	(34,620)	-58.9%
Tenant Services	2,120				2,120	1,400	720	51.4%
Utilities	207,350		60,650		268,000	281,000	(13,000)	-4.6%
Maintenance & Operation	125,000				125,000	100,000	25,000	25.0%
Protective Services					-	-	-	#DIV/0!
Insurance	35,000				35,000	26,000	9,000	34.6%
Payment in Lieu of Taxes (PILOT)	11,600				11,600	7,700	3,900	50.6%
Terminal Leave Payments					-	-	-	#DIV/0!
Collection Losses					-	-	-	#DIV/0!
Other General Expense	4,500				4,500	4,500	-	0.0%
Rents					-	-	-	#DIV/0!
Extraordinary Maintenance					-	-	-	#DIV/0!
Replacement of Non-Expendible Equipment					-	-	-	#DIV/0!
Property Betterment/Additions					-	-	-	#DIV/0!
Miscellaneous COPS*					-	-	-	#DIV/0!
<b>Total Cost of Providing Services</b>	<b>456,990</b>	-	-	<b>60,650</b>	<b>517,640</b>	<b>576,020</b>	<b>(58,380)</b>	<b>-10.1%</b>
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
<b>Total Operating Appropriations</b>	<b>701,800</b>	-	-	<b>60,650</b>	<b>762,450</b>	<b>803,470</b>	<b>(41,020)</b>	<b>-5.1%</b>
<b>NON-OPERATING APPROPRIATIONS</b>								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-	#DIV/0!
Operations & Maintenance Reserve					-	-	-	#DIV/0!
Renewal & Replacement Reserve	-			100,000	100,000	-	100,000	#DIV/0!
Municipality/County Appropriation					-	-	-	#DIV/0!
Other Reserves					-	-	-	#DIV/0!
<b>Total Non-Operating Appropriations</b>	-	-	-	<b>100,000</b>	<b>100,000</b>	-	<b>100,000</b>	#DIV/0!
<b>TOTAL APPROPRIATIONS</b>	<b>701,800</b>	-	-	<b>160,650</b>	<b>862,450</b>	<b>803,470</b>	<b>58,980</b>	<b>7.3%</b>
<b>ACCUMULATED DEFICIT</b>					-	-	-	#DIV/0!
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>701,800</b>	-	-	<b>160,650</b>	<b>862,450</b>	<b>803,470</b>	<b>58,980</b>	<b>7.3%</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>								
Municipality/County Appropriation	-	-	-	-	-	-	-	#DIV/0!
Other					-	-	-	#DIV/0!
<b>Total Unrestricted Net Position Utilized</b>	-	-	-	-	-	-	-	#DIV/0!
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 701,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 160,650</b>	<b>\$ 862,450</b>	<b>\$ 803,470</b>	<b>\$ 58,980</b>	<b>7.3%</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      \$ 35,090.00      \$ -      \$ -      \$ 3,032.50      \$ 38,122.50

2019 Appropriations Schedule-Miscellaneous Administration

Housing Authority of the City of Cape May  
For the Period October 1, 2019 to September 30, 2020

*Proposed Budget*

Miscellaneous Administration

	<u>Public Housing</u>		<u>Housing</u>	<u>Other</u>	<u>Total All</u>
	<u>Management</u>	<u>Section 8</u>	<u>Voucher</u>	<u>Programs</u>	<u>Operations</u>
Advertising/Dues	1,200				\$1,200
Computer Program/Support	\$11,400				\$11,400
Consulting Services	4,500				\$4,500
Miscellaneous	4,300				\$4,300
Office Security	1,000				\$1,000
Office Supplies	6,500				\$6,500
Payroll Service	2,000				\$2,000
Postage	900				\$900
Tenant Safe	900				\$900
Telephone/Cable/Internet	8,200				\$8,200
Total Miscellaneous	\$40,900	\$0	\$0	\$0	\$40,900

# Prior Year Adopted Appropriations Schedule

Housing Authority of the City of Cape May

*FY 2019 Adopted Budget*

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 99,690				\$ 99,690
Fringe Benefits	56,460				56,460
Legal	12,600				12,600
Staff Training	5,000				5,000
Travel	500				500
Accounting Fees	10,000				10,000
Auditing Fees	9,800				9,800
Miscellaneous Administration*	33,400				33,400
Total Administration	227,450	-	-	-	227,450
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	96,650				96,650
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor					-
Fringe Benefits	58,770				58,770
Tenant Services	1,400				1,400
Utilities	281,000				281,000
Maintenance & Operation	100,000				100,000
Protective Services					-
Insurance	26,000				26,000
Payment in Lieu of Taxes (PILOT)	7,700				7,700
Terminal Leave Payments					-
Collection Losses					-
Other General Expense	4,500				4,500
Rents					-
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	576,020	-	-	-	576,020
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	803,470	-	-	-	803,470
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Operations & Maintenance Reserve					-
Renewal & Replacement Reserve					-
Municipality/County Appropriation					-
Other Reserves					-
Total Non-Operating Appropriations	-	-	-	-	-
<b>TOTAL APPROPRIATIONS</b>	803,470	-	-	-	803,470
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	803,470	-	-	-	803,470
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation					-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 803,470	\$ -	\$ -	\$ -	\$ 803,470

\* 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	\$ 40,173.50	\$ -	\$ -	\$ -	\$ 40,173.50
--------------------------------------	--------------	------	------	------	--------------

# Debt Service Schedule - Principal

28

If Authority has no debt X this box

X
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Housing Authority of the City of Cape May

Fiscal Year Ending in

	Fiscal Year Ending in							Total Principal Outstanding	
	Adopted Budget Year 2019	Proposed Budget Year 2020	2021	2022	2023	2024	2025		Thereafter
Type in Issue Name	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Type in Issue Name	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Type in Issue Name	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Type in Issue Name	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PRINCIPAL</b>	-	-	-	-	-	-	-	-	-
<b>LESS: HUD SUBSIDY</b>	-	-	-	-	-	-	-	-	-
<b>NET PRINCIPAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<i>Indicate the Authority's most recent bond rating and the year of the rating by ratings service.</i>		
	<b>Moody's</b>	<b>Standard &amp; Poors</b>
Bond Rating	N/A	N/A
Year of Last Rating	N/A	N/A
If no Rating type in Not Applicable		

## Debt Service Schedule - Interest

Housing Authority of the City of Cape May

If Authority has no debt X this box

X
---

	<i>Fiscal Year Ending in</i>						Thereafter	Total Interest Payments Outstanding
	Proposed Budget Year 2020	2021	2022	2023	2024	2025		
Type in Issue Name	-	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-	-
<b>TOTAL INTEREST</b>	-	-	-	-	-	-	-	-
<b>LESS: HUD SUBSIDY</b>	-	-	-	-	-	-	-	-
<b>NET INTEREST</b>	-	-	-	-	-	-	-	-
\$	-	-	-	-	-	-	-	-
\$	-	-	-	-	-	-	-	-
\$	-	-	-	-	-	-	-	-



2019  
HOUSING  
AUTHORITY OF THE  
CITY OF CAPE MAY

HOUSING  
AUTHORITY  
CAPITAL  
BUDGET/  
PROGRAM

# 2019 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

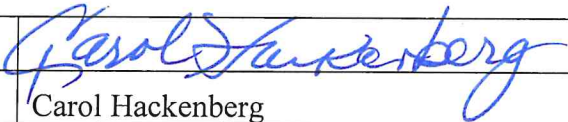
## HOUSING AUTHORITY OF THE CITY OF CAPE MAY

**FISCAL YEAR: FROM: OCT. 1, 2019 TO: SEPT. 30, 2020**

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 Housing Authority of the City of Cape May, on the 15<sup>th</sup> day of July, 2019.

**OR**

It is hereby certified that the governing body of the Housing Authority of the City of Cape May 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): No Capital Projects are anticipated

Officer's Signature:			
Name:	Carol Hackenberg		
Title:	Executive Director		
Address:	639 Lafayette Street Cape May, NJ 08204		
Phone Number:	609-884-8703	Fax Number:	609-884-9028
E-mail address	chackenberg@capemayha.org		



# 2019 CAPITAL BUDGET/PROGRAM MESSAGE

## Housing Authority of the City of Cape May

FISCAL YEAR: FROM: OCT. 1, 2019 TO: SEPT. 30, 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?

HUD Capital funding is not included in the Capital Budget because the Authority elected to use this funding for operating expenditures as is allowed by HUD regulations.

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?

N/A – No capital fund financing

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

No

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.

None

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

N/A

*Add additional sheets if necessary.*

# Proposed Capital Budget

Housing Authority of the City of Cape May  
For the Period October 1, 2019 to September 30, 2020

		<i>Funding Sources</i>				
Estimated Total Cost		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Type in Description	\$ -					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<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>\$ -</b>	<b>\$ -</b>	<b>\$ -</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

## Housing Authority of the City of Cape May

For the Period October 1, 2019 to September 30, 2020

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget				
		Year 2020	2021	2022	2023	2024
<i>Public Housing Management</i>						
Type in Description	\$ -	\$ -				
Type in Description	-	-				
Type in Description	-	-				
Type in Description	-	-				
Total	-	-	-	-	-	-
<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>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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

Housing Authority of the City of Cape May  
For the Period October 1, 2019 to September 30, 2020

	Estimated Total Cost	<i>Funding Sources</i>				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Type in Description	\$ -					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<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>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4	\$ -					
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.*