

Fiscal Year

Start Year  
**2023**

-

End Year  
**2024**

*Housing Authority Budget of:  
Guttenberg Housing Authority*

State Filing Year

**2023**

*For the Period:*

*April 1, 2023*

*to*

*March 31, 2024*

[www.guttenbergha.org](http://www.guttenbergha.org)  
Housing Authority Web Address



*Division of Local Government Services*

**2023 HOUSING AUTHORITY BUDGET  
CERTIFICATION SECTION**

**2023**

Guttenberg Housing Authority

**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: April 01, 2023 to March 31, 2024**

**For Division Use Only**

**CERTIFICATION OF APPROVED BUDGET**

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

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

By: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION OF ADOPTED BUDGET**

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

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

By: \_\_\_\_\_ Date: \_\_\_\_\_

# 2023 PREPARER'S CERTIFICATION

Guttenberg Housing Authority

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: April 01, 2023 to March 31, 2024**

It is hereby certified that the Housing Authority Budget, including the Annual Budget and the Capital annexed hereto, represents the members of the governing body's resolve with respect to statute in that; all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in form, and content, the budget will permit the exercise of the comptroller function within the Authority.

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

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



# HOUSING AUTHORITY INTERNET WEBSITE CERTIFICATION

Housing Authority's Web Address:

www.guttenbergha.org

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

- A description of the Authority's mission and responsibilities.
- The budgets for the current fiscal year and immediately preceding two prior years.
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information *(Similar information includes items such as Revenue and Expenditure pie charts, or other types of charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority)*.
- The complete (all pages) annual audits (not the Audit Synopsis) for the most recent fiscal year and immediately preceding two prior years.
- The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the Authority to the interests of the residents within the Authority's service area or jurisdiction.
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time date, location and agenda of each meeting.
- The approved minutes of each meeting of the Authority including all resolutions of the board and their committees; for at least three consecutive fiscal years.
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority.
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any 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:

Ruddys Andrade

Title of Officer Certifying Compliance:

Executive Director

Signature:

Randrade@guttenbergha.org

# 2023 APPROVAL CERTIFICATION

Guttenberg Housing Authority

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: April 01, 2023 to March 31, 2024**

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body Guttenberg Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on January 18, 2023.

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

<b>Officer's Signature:</b>	Randrade@guttenbergha.org
<b>Name:</b>	Ruddys Andrade
<b>Title:</b>	Executive Director
<b>Address:</b>	6900 Broadway, Guttenberg, NJ 07093
<b>Phone Number:</b>	201-861-0900
<b>Fax Number:</b>	201-861-4521
<b>E-mail Address:</b>	Randrade@guttenbergha.org



# 2023 HOUSING AUTHORITY BUDGET RESOLUTION

## Guttenberg Housing Authority

### FISCAL YEAR: April 01, 2023 to March 31, 2024

WHEREAS, the Annual Budget for Guttenberg Housing Authority for the fiscal year beginning April 01, 2023 and ending March 31, 2024 has been presented before the governing body of the Guttenberg Housing Authority at its open public meeting of January 18, 2023; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$5,289,365.00, Total Appropriations including any Accumulated Deficit, if any, of \$5,248,118.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$419,916.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

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

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Guttenberg Housing Authority, at an open public meeting held on January 18, 2023 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Guttenberg Housing Authority for the fiscal year beginning April 01, 2023 and ending March 31, 2024, 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 Guttenberg Housing Authority will consider the Annual Budget and Capital Budget/Program for Adoption on March 06, 2023.

Randrade@guttenberghousing.org

(Secretary's Signature)

1/18/2023

(Date)

**Governing Body Recorded Vote**

Member	Aye	Nay	Abstain	Absent
Linda Habermann-Ward	X			
Marisol Montanez	X			
Jolene Mantineo				X
Luz Torres	X			
Gonzalo Perez	X			
Blanca Popiel	X			
Rebecca Acosta	X			

# 2023 ADOPTION CERTIFICATION

Guttenberg Housing Authority

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: April 01, 2023 to March 31, 2024**

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true the Budget adopted by the governing body of the Guttenberg Housing Authority, pursuant to N.J.A.C 5:31-2.3, on February 06, 2023.

<b>Officer's Signature:</b>	Randrade@guttenbergha.org		
<b>Name:</b>	Ruddys Andrade		
<b>Title:</b>	Executive Director		
<b>Address:</b>	6900 Broadway, Guttenberg, NJ 07093		
<b>Phone Number:</b>	201-861-0900	<b>Fax:</b>	201-861-4521
<b>E-mail address:</b>	Randrade@guttenbergha.org		



# 2023 ADOPTED BUDGET RESOLUTION

## Guttenberg Housing Authority

### FISCAL YEAR: April 01, 2023 to March 31, 2024

WHEREAS, the Annual Budget and Capital Budget/Program for the Guttenberg Housing Authority for the fiscal year beginning April 01, 2023 and ending March 31, 2024 has been presented for adoption before the governing body of the Guttenberg Housing Authority at its open public meeting of February 6, 2023; and

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

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$5,289,365.00, Total Appropriations, including any Accumulated Deficit, if any, of \$5,248,118.00, and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$419,916.00 and Total Unrestricted Net Position Utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Guttenberg Housing Authority at an open public meeting held on February 6, 2023 that the Annual Budget and Capital Budget/Program of the Guttenberg Housing Authority for the fiscal year beginning April 01, 2023 and ending March 31, 2024 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.

randrade@guttenbergha.org  
 (Secretary's Signature)

2/6/2023  
 (Date)

**Governing Body Recorded Vote**

Member	Aye	Nay	Abstain	Absent
Linda Habermann-Ward	X			
Marisol Montanez	X			
Jolene Mantineo				X
Luz Torres	X			
Gonzalo Perez	X			
Blanca Popiel	X			
Rebecca Acosta	X			

**2023 HOUSING AUTHORITY BUDGET  
NARRATIVE AND INFORMATION SECTION**



# 2023 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Guttenberg Housing Authority

FISCAL YEAR: April 01, 2023 to March 31, 2024

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

1. Complete a brief statement on the Fiscal Year 2023 proposed Annual Budget and make comparison to the Fiscal Year 2022 adopted budget for each Revenue and Appropriations. Explain any variances over +/-10% (as shown on budget pages F-2 and F-4) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase or decrease in the budgeted line item, not just an indication of the amount and percent of change. Upload any supporting documentation that will help explain the reason for the increase or decrease in the budgeted line item.

The proposed 2023 budget represents management's efforts to continue operating within industry guidelines while continuing its' goal of providing affordable housing to the maximum number of tenants possible. In addition, the HA has made great strides in improving the physical condition of the buildings and intends to continue the upgrades whenever possible. Both revenues and appropriations are expected to increase in 2023. Rental income and total HUD subsidy is expected to increase as the US recovers from the COVID crisis and people return to work. As rental income increases operating subsidy may decrease slightly, however HAP subsidies on the Voucher Program will increase as local rents and the number of tenants assisted continue to rise. Laundry income is expected to decrease with the move to a new laundry company, but the related expense will also decrease as the new vendor is responsible for all machine repairs and maintenance. Interest income is expected to increase as rates continue to rise nation-wide. On the appropriations side, the HA is expecting increases in most areas with the rise in inflation rates across the nation. When comparing annual budgets, there is a shift in salaries with the Authority moving away from protective service salaries and shifting to increased maintenance and utility related labor. As mentioned above, the HA is very proud of the increased REAC score and intends to continue focusing on using the maintenance staff to maintain the buildings to high standards. The Authority is expecting increases in the cost of employee benefits, but those increases will be slightly offset by the decrease in the number of retirees receiving benefits. Overall, the HA will continue the strategy used to maintain the highest standards of service possible and will monitor its' revenues and appropriations in order to make the appropriate financial decisions necessary.

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

As the US and local economies rebound from the difficulties associated with the pandemic the greatest questionmark moving forward will be the rise in inflation rates. Increased costs across all line items will require the HA to continually monitor both revenues and expenses in order to operate within the the fiscal constraints presented. Management is confident that it will be able to meet its' goals with a strict adherence to fiscal integrity and will strive to do everything in its' power to maintain the high standards previously achieved.

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

The Authority does not anticipate utilizing Unrestricted Net Position in the proposed budget. The HA is expecting a surplus of \$41,247 for the Fiscal Year Ending March 31, 2024.



# 2023 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Guttenberg Housing Authority

FISCAL YEAR: April 01, 2023 to March 31, 2024

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

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

The PHA will make an annual PILOT payment to the Town and will also pay the Town for shared service agreements for the use of a Qualified purchasing Agent and a Housing Inspector. All of these costs are normal operating costs of housing authorities, are included in appropriations of the GHA, and will be paid out of current rents and HUD Operating Subsidies.

5. The proposed budget must not reflect an anticipated deficit from 2023 operations. If there exists an accumulated deficit from prior year's budgets (and funding is included in the proposed budget as a result of a prior year deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question.

While the proposed budget does not present an anticipated deficit from 2023 operations, the prior audit report reflects an accumulated deficit in Unrestricted Net Position of \$3,716,648. The deficit is the direct result of GASB 68 and GASB 75 requiring the recording of unfunded pension liabilities and other post employment benefit costs. Without these accruals and the related deferred inflows and outflows, the Unrestricted Net Position would be \$993,678 at 9/30/2022 (prior audit period). In addition to instituting cost saving measures, the Authority separated its laundry income as non-federal funds as directed by HUD and will make these funds available if needed. The non-federal funds are shown in the Other Programs column on the proposed budget. It is expected that the required payments will be made over a number of years. Even with these items, the Authority will need to secure other revenue streams in order to reduce the accumulated deficit resulting from instituting GASB 68 and GASB 75. Most likely, the Authority will look to HUD for funding and/or guidance since it is required to participate in the NJPERS system.

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



# HOUSING AUTHORITY CONTACT INFORMATION

## 2023

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

<b>Name of Authority:</b>	Guttenberg Housing Authority		
<i>Federal ID Number:</i>	22-6002843		
<i>Address:</i>	6900 Boradway		
<i>City, State, Zip:</i>	Guttenberg	NJ	07093
<i>Phone: (ext.)</i>	201-861-0900	<i>Fax:</i>	201-861-4521

<b>Preparer's Name:</b>	Peter J. Polcari, CPA		
<i>Preparer's Address:</i>	216 Sollas Court		
<i>City, State, Zip:</i>	Ridgewood	NJ	07450
<i>Phone: (ext.)</i>	201-650-0618	<i>Fax:</i>	973-831-6972
<i>E-mail:</i>	Polcarifamily@aol.com		

<b>Chief Executive Officer*</b>	Ruddys Andrade		
<i>*Or person who performs these functions under another title.</i>			
<i>Phone: (ext.)</i>	201-861-0900	<i>Fax:</i>	201-861-4521
<i>E-mail:</i>	randrade@guttenbergha.org		

<b>Chief Financial Officer*</b>	Ruddys Andrade		
<i>*Or person who performs these functions under another title.</i>			
<i>Phone: (ext.)</i>	201-861-0900	<i>Fax:</i>	201-861-4521
<i>E-mail:</i>	randrade@guttenbergha.org		

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



# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Guttenberg Housing Authority

**FISCAL YEAR: April 01, 2023 to March 31, 2024**

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

22

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

\$ 758,748.00

3. Provide the number of regular voting members of the governing body:

7

(5 or 7 per State statute)

4. Provide the number of alternate voting members of the governing body:

0

(Maximum is 2)

5. Does the Authority have any amounts receivable from current or former commissioners, officers, key employees, or the highest compensated employee?

No

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

6. Was the Authority a party to a business transaction with one of the following parties:

a. A current or former commissioner, officer, key employee, or highest compensated employee?

No

b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee?

No

c. An entity of which a current 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", provide a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.*

7. Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract\*?

No

*\*A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor.*

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

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

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Guttenberg Housing Authority

**FISCAL YEAR: April 01, 2023 to March 31, 2024**

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

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

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

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

11. Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority?

- |   |    |
|---|----|
| a. First class or charter travel                      | No |
| b. Travel for companions                              | No |
| c. Tax indemnification and gross-up payments          | No |
| d. Discretionary spending account                     | No |
| e. Housing allowance or residence for personal use    | No |
| f. Payments for business use of personal residence    | No |
| g. Vehicle/auto allowance or vehicle for personal use | No |
| h. Health or social club dues or initiation fees      | No |
| i. Personal services (i.e. maid, chauffeur, chef)     | No |

*If the answer to any of the above is "yes", provide a description of the transaction including the name and position of the individual and the amount expended.*

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

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

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

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

14. Did the Authority make payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No

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

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

*If "yes", provide explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.*



# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Guttenberg Housing Authority

**FISCAL YEAR: April 01, 2023 to March 31, 2024**

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

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

17. Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations?  No

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

18. Has the Authority been deemed "troubled" by the Department of Housing and Urban Development?  No

*If "yes", attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.*



# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Guttenberg Housing Authority

**FISCAL YEAR: April 01, 2023 to March 31, 2024**

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

Question 8: Salaries are arrived at based on a salary study and annual review done by the commissioners (for the Executive Director) and the Executive Director (for employees). A standard percentage increase is voted on at the Board Meeting approving the annual budget, which includes HUD Form 52566 "Schedule of All Positions and Salaries" detailing each position, employee, and salary. In the case of the Executive Director, an employment contract is entered into.

Question 9: Yes. During the current year the Housing Authority paid a total of \$13,218 for meals & catering. The HA spent \$3,593 for food during in-house training, staff meetings, and board meetings. The Authority also paid \$1,296 for a BBQ for the PHA tenants, \$4,621 for a BBQ for the Section 8 tenants and landlords, \$2,511 for a Section 8 landlord event, and \$1,197 for various tenant service functions.

Question 10: Yes. The PHA paid \$3,706 for travel to conferences such as the League of Municipalities, NJ NAHRO, PHADA, etc.



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

**Guttenberg Housing Authority**

**FISCAL YEAR: April 01, 2023 to March 31, 2024**

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

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

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

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

**Key Employee:** An employee or independent contractor of the authority (other than a commissioner or officer) who meets

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

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

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

**Reportable Compensation** (Use the most recent W-2 available): The aggregate compensation that is reported (or required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year.



**Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)**  
**Guttenberg Housing Authority**  
**For the Period: April 01, 2023 to March 31, 2024**

Name	Title	Average Hours per Week Dedicated to Position	Position	Reportable Compensation from Authority (W-2/ 1099)				Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority
				Base Salary/ Stipend	Bonus	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Former Highest Compensated Key Employee Officer Commissioner		
1 Ruddy Andrade	Executive Director	40	X	\$ 120,659.00	\$ -	\$ -	\$ -	\$ 45,550.00	\$ 166,209.00
2 Linda Habermann-Ward	Chairperson	2X		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3 Marisol Montanez	Vice Chairperson	2X		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4 Jolene Mantineo	Commissioner	1X		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5 Luz Torres	Commissioner	1X		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6 Gonzalo Perez	Commissioner	1X		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7 Blanca Popiel	Commissioner	1X		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8 Rebecca Acosta	Commissioner	1X		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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26									
27									
28									
29									
30									
31									
32									
33									
34									
35									
<b>Total:</b>				\$ 120,659.00	\$ -	\$ -	\$ -	\$ 45,550.00	\$ 166,209.00



# Schedule of Health Benefits - Detailed Cost Analysis

Guttenberg Housing Authority

For the Period: April 01, 2023 to March 31, 2024

If no health benefits, check this box:

	# of Covered Members (Medical & Rx) Proposed Budget	Annual Cost Estimate per Employee Proposed Budget	Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage	4	12,898.00	51,592.00	4	11,834.00	47,336.00	4,256.00	9.0%
Parent & Child	3	23,087.00	69,261.00	3	21,183.00	63,549.00	5,712.00	9.0%
Employee & Spouse (or Partner)	2	25,796.00	51,592.00	2	23,668.00	47,336.00	4,256.00	9.0%
Family	1	35,985.00	35,985.00	1	33,017.00	33,017.00	2,968.00	9.0%
Employee Cost Sharing Contribution (enter as negative -)			(40,338.00)			(36,564.00)	(3,774.00)	10.3%
Subtotal	10		168,092.00	10		154,674.00	13,418.00	8.7%
<b>Commissioners - Health Benefits - Annual Cost</b>								
Single Coverage			-			-	-	-
Parent & Child			-			-	-	-
Employee & Spouse (or Partner)			-			-	-	-
Family			-			-	-	-
Employee Cost Sharing Contribution (enter as negative -)								
Subtotal								
<b>Retirees - Health Benefits - Annual Cost</b>								
Single Coverage	1	5,996.00	5,996.00	2	4,717.00	9,434.00	(3,438.00)	-36.4%
Parent & Child			-			-	-	-
Employee & Spouse (or Partner)	3	22,513.00	67,539.00	3	17,839.00	53,517.00	14,022.00	26.2%
Family			-			-	-	-
Employee Cost Sharing Contribution (enter as negative -)								
Subtotal	4		73,535.00	5		62,951.00	10,584.00	16.8%
<b>GRAND TOTAL</b>	<b>14</b>		<b>241,627.00</b>	<b>15</b>		<b>217,625.00</b>	<b>24,002.00</b>	<b>11.0%</b>

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















**2023 HOUSING AUTHORITY BUDGET  
FINANCIAL SCHEDULES SECTION**

# SUMMARY

Guttenberg Housing Authority  
For the Period: April 01, 2023 to March 31, 2024

	<b>FY 2023 Proposed Budget</b>				<b>FY 2022 Adopted Budget</b>		<b>% Increase (Decrease) Proposed vs. Adopted</b>
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	
<b>REVENUES</b>							
Total Operating Revenues	\$ 2,470,125	\$ -	\$ 2,656,225	\$ 28,400	\$ 5,154,750	\$ 4,926,027	\$ 228,723 4.6%
Total Non-Operating Revenues	134,345	-	270	-	134,615	129,630	4,985 3.8%
Total Anticipated Revenues	2,604,470	-	2,656,495	28,400	5,289,365	5,055,657	233,708 4.6%
<b>APPROPRIATIONS</b>							
Total Administration	711,512	-	194,449	-	905,961	845,403	60,558 7.2%
Total Cost of Providing Services	1,891,997	-	2,450,160	-	4,342,157	4,141,875	200,282 4.8%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	#DIV/0!
Total Operating Appropriations	2,603,509	-	2,644,609	-	5,248,118	4,987,278	260,840 5.2%
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	#DIV/0!
Total Other Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!
Accumulated Deficit	-	-	-	-	-	-	#DIV/0!
Total Appropriations and Accumulated Deficit	2,603,509	-	2,644,609	-	5,248,118	4,987,278	260,840 5.2%
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!
Net Total Appropriations	2,603,509	-	2,644,609	-	5,248,118	4,987,278	260,840 5.2%
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ 961	\$ -	\$ 11,886	\$ 28,400	\$ 41,247	\$ 68,379	\$ (27,132) -39.7%









# Appropriations Schedule

Guttenberg Housing Authority  
For the Period: April 01, 2023 to March 31, 2024

	<b>FY 2023 Proposed Budget</b>				<b>FY 2022 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	343,315		90,139		\$ 433,454	\$ 404,182	\$ 29,272 7.2%
Fringe Benefits	172,267		41,185		213,452	196,596	16,856 8.6%
Legal	46,940		5,000		51,940	51,940	- 0.0%
Staff Training	4,350		3,150		7,500	7,035	465 6.6%
Travel	4,200		1,000		5,200	5,000	200 4.0%
Accounting Fees	34,680		20,160		54,840	52,260	2,580 4.9%
Auditing Fees	5,735		6,800		12,535	12,535	- 0.0%
Miscellaneous Administration*	100,025		27,015		127,040	115,855	11,185 9.7%
Total Administration	711,512	-	194,449	-	905,961	845,403	60,558 7.2%
<i>Cost of Providing Services</i>							
Salary & Wages - Tenant Services					-	-	- #DIV/0!
Salary & Wages - Maintenance & Operation	345,953				345,953	310,068	35,885 11.6%
Salary & Wages - Protective Services					-	36,800	(36,800) -100.0%
Salary & Wages - Utility Labor	93,382				93,382	77,214	16,168 20.9%
Fringe Benefits	219,251				219,251	222,585	(3,334) -1.5%
Tenant Services					-	-	- #DIV/0!
Utilities	629,716				629,716	588,390	41,326 7.0%
Maintenance & Operation	324,285				324,285	305,760	18,525 6.1%
Protective Services					-	-	- #DIV/0!
Insurance	183,350				183,350	174,665	8,685 5.0%
Payment in Lieu of Taxes (PILOT)	93,260				93,260	86,593	6,667 7.7%
Terminal Leave Payments					-	-	- #DIV/0!
Collection Losses	2,800				2,800	2,800	- 0.0%
Other General Expense					-	-	- #DIV/0!
Rents			2,450,160		2,450,160	2,337,000	113,160 4.8%
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	1,891,997	-	2,450,160	-	4,342,157	4,141,875	200,282 4.8%
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	- #DIV/0!
Total Operating Appropriations	2,603,509	-	2,644,609	-	5,248,118	4,987,278	260,840 5.2%
<b>NON-OPERATING APPROPRIATIONS</b>							
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	- #DIV/0!
Operations & Maintenance Reserve					-	-	- #DIV/0!
Renewal & Replacement Reserve					-	-	- #DIV/0!
Municipality/County Appropriation					-	-	- #DIV/0!
Other Reserves					-	-	- #DIV/0!
Total Non-Operating Appropriations	-	-	-	-	-	-	- #DIV/0!
<b>TOTAL APPROPRIATIONS</b>	2,603,509	-	2,644,609	-	5,248,118	4,987,278	260,840 5.2%
<b>ACCUMULATED DEFICIT</b>							
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	2,603,509	-	2,644,609	-	5,248,118	4,987,278	260,840 5.2%
<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>	\$ 2,603,509	\$ -	\$ 2,644,609	\$ -	\$ 5,248,118	\$ 4,987,278	\$ 260,840 5.2%

\* 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      \$ 130,175.45      \$ -      \$ 132,230.45      \$ -      \$ 262,405.90















# Prior Year Adopted Appropriations Schedule

## Guttenberg Housing Authority

	<i>FY 2022 Adopted Budget</i>				Total All Operations
	Public Housing Management	Section 8	Housing Voucher	Other Programs	
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 317,886		\$ 86,296		\$ 404,182
Fringe Benefits	154,678		41,918		196,596
Legal	46,940		5,000		51,940
Staff Training	4,220		2,815		7,035
Travel	4,000		1,000		5,000
Accounting Fees	32,940		19,320		52,260
Auditing Fees	5,735		6,800		12,535
Miscellaneous Administration*	99,285		16,570		115,855
Total Administration	665,684	-	179,719	-	845,403
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services					-
Salary & Wages - Maintenance & Operation	310,068				310,068
Salary & Wages - Protective Services	36,800				36,800
Salary & Wages - Utility Labor	77,214				77,214
Fringe Benefits	222,585				222,585
Tenant Services					-
Utilities	588,390				588,390
Maintenance & Operation	305,760				305,760
Protective Services					-
Insurance	174,665				174,665
Payment in Lieu of Taxes (PILOT)	86,593				86,593
Terminal Leave Payments					-
Collection Losses	2,800				2,800
Other General Expense					-
Rents			2,337,000		2,337,000
Extraordinary Maintenance					-
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
Total Cost of Providing Services	1,804,875	-	2,337,000	-	4,141,875
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	-
Total Operating Appropriations	2,470,559	-	2,516,719	-	4,987,278
<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>	2,470,559	-	2,516,719	-	4,987,278
<b>ACCUMULATED DEFICIT</b>					-
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	2,470,559	-	2,516,719	-	4,987,278
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation	-	-	-	-	-
Other					-
Total Unrestricted Net Position Utilized	-	-	-	-	-
<b>TOTAL NET APPROPRIATIONS</b>	\$ 2,470,559	\$ -	\$ 2,516,719	\$ -	\$ 4,987,278

\* 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	\$	123,527.95	\$	-	\$	125,835.95	\$	-	\$	249,363.90
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# Debt Service Schedule - Principal

Guttenberg Housing Authority

If authority has no debt check this box:

*Fiscal Year Ending In*

	Date of Local Finance Board Approval	2023 (Adopted Budget)	2024 (Proposed Budget)	2025	2026	2027	2028	2029	Thereafter	Total Principal Outstanding
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	Standard & Poors
Bond Rating	
Year of Last Rating	

If no rating, type "Not Applicable".

# Debt Service Schedule - Interest

Guttenberg Housing Authority

If authority has no debt check this box:

		<i>Fiscal Year Ending in</i>							Total Interest Payments Outstanding
		2025	2026	2027	2028	2029	Thereafter		
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	2023 (Adopted Budget)	-	-	-	-	-	-	-	
	2024 (Proposed Budget)	-	-	-	-	-	-	-	
	TOTAL INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	LESS: HUD SUBSIDY	-	-	-	-	-	-	-	
	NET INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	



# Net Position Reconciliation

## Guttenberg Housing Authority

For the Period: April 01, 2023 to March 31, 2024

### FY 2023 Proposed Budget

	Public Housing Management		Housing		Total All Operations	
	Section 8	Voucher	Other Programs	Operations		
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>						
Less: Invested in Capital Assets, Net of Related Debt (1)	\$ 453,960.00	\$ (270,385)	\$ 263,706	\$	\$ 447,281	
Less: Restricted for Debt Service Reserve (1)	4,147,875				4,147,875	
Less: Other Restricted Net Position (1)		16,054			-	
Total Unrestricted Net Position (1)	(3,693,915)	(286,439)	263,706		16,054	(3,716,648)
Less: Designated for Non-Operating Improvements & Repairs					-	
Less: Designated for Rate Stabilization					-	
Less: Other Designated by Resolution					-	
Plus: Accrued Unfunded Pension Liability (1)	1,527,609		192,228		1,719,837	
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	2,682,643		307,846		2,990,489	
Plus: Estimated Income (Loss) on Current Year Operations (2)	28,098		3,681		68,379	
Plus: Other Adjustments (attach schedule)					-	
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	544,435	217,316	300,306		1,062,057	
Unrestricted Net Position Utilized to Balance Proposed Budget	-	-	-		-	
Unrestricted Net Position Utilized in Proposed Capital Budget	-	-	-		-	
Appropriation to Municipality/County (3)	-	-	-		-	
Total Unrestricted Net Position Utilized in Proposed Budget	-	-	-		-	
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>						
(4)	\$ 544,435	\$ 217,316	\$ 300,306	\$	\$ 1,062,057	

(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 \$ 130,175 \$ - \$ 132,230 \$ - \$ 262,406  
 (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.

**2023**

**Guttenberg Housing Authority**

---

(Housing Authority Name)

**2023 HOUSING AUTHORITY  
CAPITAL BUDGET / PROGRAM**



# 2023 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

**Guttenberg Housing Authority**

(Housing Authority Name)

**Fiscal Year: April 01, 2023 to March 31, 2024**

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

It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, of governing body of the Guttenberg Housing Authority, on January 18, 2023.

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

---

<b>Officer's Signature:</b>	Randrade@guttenbergha.org
<b>Name:</b>	Ruddys Andrade
<b>Title:</b>	Executive Director
<b>Address:</b>	6900 Broadway, Guttenberg, NJ 07093
<b>Phone Number:</b>	201-861-0900
<b>Fax Number:</b>	201-861-4521
<b>E-mail Address:</b>	Randrade@guttenbergha.org

# 2023 CAPITAL BUDGET/PROGRAM MESSAGE

Guttenberg Housing Authority

**Fiscal Year: April 01, 2023 to March 31, 2024**

*Answer all questions below using the space provided.*

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

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

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?

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

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

N/A

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

*Provide additional documentation as necessary.*



# Proposed Capital Budget

**Guttenberg Housing Authority**  
For the Period: April 01, 2023 to March 31, 2024

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Elevator Upgrades	\$ 249,916				\$ 249,916	
Kitchen Upgrades	170,000				170,000	
Intercom System	-					
Parking Lots, Curbs, Arms	-					
Total	419,916	-	-	-	419,916	-
<i>Section 8</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 419,916</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 419,916</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

**Guttenberg Housing Authority**  
For the Period: April 01, 2023 to March 31, 2024

*Fiscal Year Beginning in*

	Estimated Total Cost	Current Budget					
		Year 2023	2024	2025	2026	2027	2028
<i>Public Housing Management</i>							
Elevator Upgrades	\$ 591,916	\$ 249,916	\$ 232,000	\$ 110,000			
Kitchen Upgrades	520,000	170,000	100,000	100,000	50,000	100,000	
Intercom System	70,942	-		70,942			
Parking Lots, Curbs, Arms	275,942	-			100,000	100,000	75,942
Total	1,458,800	419,916	332,000	280,942	150,000	200,000	75,942
<i>Section 8</i>							
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>Housing Voucher</i>							
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<i>Other Programs</i>							
	-	-					
	-	-					
	-	-					
Total	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,458,800</b>	<b>\$ 419,916</b>	<b>\$ 332,000</b>	<b>\$ 280,942</b>	<b>\$ 150,000</b>	<b>\$ 200,000</b>	<b>\$ 75,942</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

Guttenberg Housing Authority  
For the Period: April 01, 2023 to March 31, 2024

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Elevator Upgrades	\$ 591,916				\$ 591,916	
Kitchen Upgrades	520,000				520,000	
Intercom System	70,942				70,942	
Parking Lots, Curbs, Arms	275,942				275,942	
Total	1,458,800	-	-	-	1,458,800	-
<i>Section 8</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
	-					
	-					
	-					
Total	-	-	-	-	-	-
<b>TOTAL</b>	\$ 1,458,800	\$ -	\$ -	\$ -	\$ 1,458,800	\$ -
Total 5 Year Plan per CB-4	\$ 1,458,800					
Balance check		- If amount is other than zero, verify that projects listed above match projects listed on CB-4.				

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

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

Contracting Unit: \_\_\_\_\_

**Guttenberg Housing Authority**

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

--

For each change order listed above, submit with introduced budget a copy of the governing body resolution the newspaper notice required by N.J.A.C. 5:30-11.9(d). (Affidavit must include a copy of the newspaper notice.)  
If you have not had a change order exceeding the 20 percent threshold for the year indicated above, please

9-Jan-23

Date

**Appendix to Budget Document**