

**RESOLUTION #23-113**

**RESOLUTION DESIGNATING PRIMARY AND SECONDARY GENERAL  
COUNSEL FOR THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

**RFP #23-006**

**ANGELINI, VINIAR AND FREEDMAN, LLP**

**BROWN AND CONNERY, LLP**

**WHEREAS**, there exists a need for the designation of Primary and Secondary General Counsel to provide legal services for the Housing Authority of Gloucester County, where the Primary General Legal Provider will become the Attorney of record and the Secondary General Legal Provider will perform back-up legal assistance in the event of a conflict of interest and/or unavailability by the Primary Counsel; and

**WHEREAS**, HAGC has requested proposals for legal services through public advertisement; and

**WHEREAS**, HAGC has reviewed, rated, and ranked proposals received.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of HAGC as follows:

1. That James Pierson, Esq. and the law firm of Angelini, Viniar and Freedman, LLP be and is hereby appointed Primary General Counsel for HAGC commencing January 1, 2024 and continuing through December 31, 2024, unless replaced, to perform such duties as required by HAGC.
2. That Michael Watson, Esq. and the law firm of Brown and Connery, LLP be and is hereby appointed Secondary General Counsel for HAGC, commencing on January 1, 2024 and continuing through December 31, 2024, unless replaced, to perform back-up legal assistance in the event of a conflict of interest and/or unavailability by the Primary Counsel.
3. These contracts are awarded with competitive proposals, pursuant to a Request for Proposal solicited by requirement of the United States Department of Housing & Urban Development directive and as a "Professional Service" under the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-4.1 et seq.) encompassing


professional services recognized, licensed and regulated by law, and of a nature where it is not possible to obtain competitive proposals as there are unique qualitative professional requirements relative to these professional services.

4. The Executive Director is hereby authorized to negotiate, execute, and sign a contract to provide Legal Services for a fee not to exceed the proposed amount stated on the attached Proposal Tabulation Sheet.

5. A brief notice stating the contract award and this resolution are on file and available for public inspection in the office of the Executive Director and shall be published once in the South Jersey Times pursuant to the requirements of the Local Public Contracts Law.

**ADOPTED** at a regular meeting of the Housing Authority of Gloucester County held on the 15th day of November 2023.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**


BY:   
WILLIAM W. BAIN, JR., CHAIRMAN

**ATTEST:**

  
KIMBERLY GOBER, SECRETARY

**DATE: NOVEMBER 15, 2023**



	<b>Proposal Tabulation Sheet</b> <b>PRIMARY AND SECONDARY</b> <b>GENERAL LEGAL SERVICES</b> <b>RFP 23-006</b> <b>NOVEMBER 3, 2023 @ 2:00PM</b>			<b>Housing Authority</b> <b>of Gloucester County</b> Attended by: Nelly Rojas Dana Trasferini Sherry Little
Company	Primary Only	Secondary Only (as needed)	Either	Fee Schedule
<b>Angelini, Viniar and Freedman, LLP</b>	✓			\$170/hr Attorney
1415 Route 70 East, Suite 306				
Cherry Hill, NJ 08034				

**RESOLUTION #23-114**

**RESOLUTION AWARDING  
AUDIT SERVICES CONTRACT FOR FISCAL YEAR  
JANUARY 1, 2023 TO DECEMBER 31, 2023**

**RFP #23-007**

**BOWMAN AND COMPANY, LLP**

**WHEREAS**, the Housing Authority of Gloucester County (HAGC) is a Public Housing Authority and authorized to act in said capacity relative to the United States Department of Housing and Urban Development (HUD); and

**WHEREAS**, HUD requires an audit of its activities; and

**WHEREAS**, said audit must be performed by a Certified Public Accountant not having any interest, direct or indirect, in the HAGC such as a family relationship with HAGC members, officials or any other related activity and said audit may not be performed by the Fee Accountant; and

**WHEREAS**, HAGC has publicly announced a Requests for Proposals by public advertisement in a newspaper of general circulation and by direct solicitation; and

**WHEREAS**, one proposal was received, and the proposal received was from **Bowman and Company, LLP**, an experienced professional.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of HAGC that the Chairman or Executive Director is hereby authorized to enter into a contract with **Bowman and Company, LLP**, a Limited Liability Corporation, Certified Public Accountants, in accordance with the Proposal Tabulation Sheet attached hereto for HAGC, for the exclusive purpose of performing an audit of the books and records of HAGC, in compliance with the statutes and regulations of the United States and HUD, specifically the "Audit Guide for Audits of Public Housing Agencies - HUD Handbook for period ending 12/31/23."


**IT IS FURTHER RESOLVED** that the Executive Director be and is hereby authorized to negotiate, execute, and sign a contract for Audit Services, FY 2023, for a fee of **\$49,000.00 with an estimated time budget of 330 hours.**

**BE IT FURTHER RESOLVED** that a brief notice stating the contract award and this resolution are on file and available for public inspection in the office of the Executive Director and shall be published once in the South Jersey Times pursuant to the requirements of the Local Public Contracts Law.



ADOPTED at a regular meeting of the Housing Authority of Gloucester  
County held on the 15th day of November 2023.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:   
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:  
  
KIMBERLY GOBER, SECRETARY

DATE: NOVEMBER 15, 2023





**RESOLUTION #23-115**

**RESOLUTION AWARDING**

**PROFESSIONAL HOUSING DEVELOPMENT CONSULTING SERVICES  
FOR THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

**RFP #23-008**

**THE BROOKE GROUP, LLC**

**WHEREAS**, there exists a need for the designation of a Professional Housing Development Consultant to provide Housing Development consulting services for the Housing Authority of Gloucester County (HAGC) for the year 2023; and

**WHEREAS**, HAGC has requested proposals for such services through public advertisement; and

**WHEREAS**, The Brooke Group, LLC has supplied a proposal summarizing their capabilities in providing expertise in all areas needed and pursuant to the guidelines of the United States Department of Housing and Urban Development; and

**WHEREAS**, HAGC has found it to be in its best interest to retain the services of The Brooke Group, LLC.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of HAGC, that the Executive Director is hereby authorized to negotiate, execute, and sign an agreement with The Brooke Group, LLC to provide such services for a fee not to exceed the proposed amount stated on the attached Proposal Tabulation Sheet which will not exceed **\$50,000.00**.

**BE IT FURTHER RESOLVED** that a brief notice stating the contract award and this resolution are on file and available for public inspection in the office of the Executive Director and shall be published once in the South Jersey Times pursuant to the requirements of the Local Public Contracts Law.

**ADOPTED** at a regular meeting of the Housing Authority of Gloucester County held on the 15th day of November 2023.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**


BY: \_\_\_\_\_

**WILLIAM W. BAIN, JR., CHAIRMAN**

**ATTEST:**

  
**KIMBERLY GOBER, SECRETARY**

**DATE: NOVEMBER 15, 2023**

	<b>Proposal Tabulation Sheet</b> <b>PROFESSIONAL CONSULTING SERVICES</b> <b>RFP 23-008</b> <b>NOVEMBER 3, 2023 @ 3:00PM</b>	<b>Housing Authority of Gloucester County</b>  Attended by: Nelly Rojas Dana Trasferini Sherry Little
<b>Company</b>		<b>Fee Schedule</b>
<b>The Brooke Group, LLC</b>		\$145/hr Director/ Executive Associate
209 E Egnor Drive		\$110/hr Professional Staff
Galloway, NJ 08205		\$75/hr Clerical
<b>NW Financial</b>		\$150/hr
2 Hudson Place, 3rd Floor		
Hoboken, NJ 07030		



**RESOLUTION #23-116**  
**RESOLUTION RATIFYING THE ADOPTION OF THE**  
**CALCULATION OF OPERATING**  
**SUBSIDY FOR FISCAL YEAR ENDING 12/31/2024**  
**THE PUBLIC HOUSING OPERATING BUDGET**

**WHEREAS**, the Public Housing Operating Fund Program supports the operation of 262 units of public housing for the Housing Authority of Gloucester County (HAGC), contributing to the long-term viability and preservation of the non-profit; and


**WHEREAS**, HAGC has received from the United States Department of Housing and Urban Development the attached funding commitment for FY 2024, under Operating Fund Projects NJ204000001, NJ204000003, and NJ204000004; and

**WHEREAS**, nearly eighty percent (80%) of the families served by the Program are elderly and/or disabled households on a fixed income.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of HAGC, that the Operating Fund Calculation of Operating Subsidy for projects NJ204000001, NJ204000003, and NJ204000004, as attached hereto, is hereby approved.

**ADOPTED** at a regular meeting of the Housing Authority of Gloucester County held on the 15th day of November 2023.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY:   
WILLIAM W. BAIN, JR., CHAIRMAN

**ATTEST:**

  
KIMBERLY GOBER, SECRETARY

**DATE: NOVEMBER 15, 2023**

**Operating Fund Grant:**  
**Calculation of Utility Expense Level**  
**PHA-Owned Rental Housing**  
 As of 11/08/2023 08:50AM - Form ID: 22785 - Status: Created

**U.S. Department of Housing and  
 Urban Development**  
 Office of Public and Indian Housing

OMB Approval No. 2577-0029 (exp. 01/31/2024)

Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(e) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs/projects. The Operating Fund determines the amount of Operating Fund grant to be paid to PHAs/projects. PHAs/projects provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expenses (Add-ons) and Formula Income - the major Operating Fund components. HUD reviews the information to determine each PHA's/project's Formula Amount and the funds to be obligated for the period to each PHA/project based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

**Section 1 - General Information**

<b>1. Name of Public Housing Agency:</b> Gloucester County Housing Authority		<b>2. Funding Period:</b> 01/01/2024 - 12/31/2024		<b>3. Type of Submission:</b> Initial Submission	
<b>4. ACC Number:</b> NY1115	<b>5. Operating Fund Project Number:</b> N J 2 0 4 0 0 0 0 0 1	<b>6. Fiscal Year End:</b> <input checked="" type="checkbox"/> 12/31 <input type="checkbox"/> 3/31 <input type="checkbox"/> 6/30 <input type="checkbox"/> 9/30	<b>7. ROFO Code (HUD Use Only):</b> 0239	<b>8. UEI:</b> SMVKJSTXT6C1	

Line No.	Description	Water (if reported separately)	Sewer (if reported separately)	Electricity				Total
<b>Rolling Base Incentive</b>		<input type="checkbox"/> Flat Rate <input type="checkbox"/> Frozen EPC <input checked="" type="checkbox"/> Non Frozen <input type="checkbox"/> Frozen Other	<input checked="" type="checkbox"/> Flat Rate <input type="checkbox"/> Frozen EPC <input type="checkbox"/> Non Frozen <input type="checkbox"/> Frozen Other	<input type="checkbox"/> Flat Rate <input type="checkbox"/> Frozen EPC <input checked="" type="checkbox"/> Non Frozen <input type="checkbox"/> Frozen Other	<input type="checkbox"/> Flat Rate <input type="checkbox"/> Frozen EPC <input type="checkbox"/> Non Frozen <input type="checkbox"/> Frozen Other	<input type="checkbox"/> Flat Rate <input type="checkbox"/> Frozen EPC <input type="checkbox"/> Non Frozen <input type="checkbox"/> Frozen Other	<input type="checkbox"/> Flat Rate <input type="checkbox"/> Frozen EPC <input type="checkbox"/> Non Frozen <input type="checkbox"/> Frozen Other	

**Section 2 - Current Consumption Level**

01	Actual consumption (12-month period 7/1/2022 to 6/30/2023)	(PHA) 4,210,626 (HUD)	0	18				
01a	Unit of consumption (e.g., gallons, kWh, therms)	(PHA) Gallons (HUD)		Kilowatt Hours (KWH)				

**Section 3 - Rolling Base Consumption Level**

02	Rolling base year 1- actual consumption (12-month period 7/1/2021 to 6/30/2022)	(PHA) 3,940,900 (HUD)	Flat Rate Flat Rate	0				
03	Rolling base year 2 - actual consumption (12-month period 7/1/2020 to 6/30/2021)	(PHA) 3,936,613 (HUD)	Flat Rate Flat Rate	0				
04	Rolling base year 3 - actual consumption (12-month period 7/1/2019 to 6/30/2020)	(PHA) 3,864,002 (HUD)	Flat Rate Flat Rate	0				
05	Total consumption during 3-year rolling base period (Line 02 + Line 03 + Line 04)	(PHA) 11,741,515 (HUD)	0	0				



						Operating Fund Project Number: NJ204000001		
Line No.	Description	Water (if reported separately)	Sewer (if reported separately)	Electricity				
06	Average rolling base consumption (Line 05 + 3)	(PHA) 3,913,838 (HUD)	0	0				
07	Actual consumption for new units	(PHA) (HUD)						
08	Rolling Base Consumption (Line 06 + Line 07)	(PHA) 3,913,838 (HUD)	0	0				
<b>Section 4 - Base Consumption</b>								
09	Base Consumption (Lesser of Line 01 or Line 08)	(PHA) 3,913,838 (HUD)	0	0				
<b>Section 5 - Utility Consumption Incentive</b>								
10	Actual consumption > rolling base (If Line 01 is greater than Line 08, enter the difference as positive; if not, enter 0)	(PHA) 296,788 (HUD)	0	18				
11	Actual consumption < rolling base (If Line 01 is less than Line 08, enter the difference as positive; if not, enter 0)	(PHA) 0 (HUD)	0	0				
12	75%/25% Split (Line 10 x 0.25)	(PHA) 74,197 (HUD)	0	5				
13	75%/25% Split (Line 11 x 0.75)	(PHA) 0 (HUD)	0	0				
<b>Section 6 - Payable Consumption</b>								
14	Annualization of consumption for new units	(PHA) (HUD)						
15	Payable consumption (Line 09 + Line 12 + Line 13 + Line 14)	(PHA) 3,988,035 (HUD)	0	5				
<b>Section 7 - Actual Utility Costs and Average Rate</b>								
16	Actual utility costs (12-month period - whole dollars 7/1/2022 to 6/30/2023)	(PHA) \$26,311 (HUD)	\$29,551	\$664				
17	Actual average utility rate (Line 16 + Line 01)	(PHA) \$.0062 (HUD)	\$.0000	\$36.8889				
<b>Section 8 - Base Utilities and Inflation/Deflation Factor</b>								
18	Base utilities expense level - whole dollars (Line 15 x Line 17)	(PHA) \$24,726 (HUD)	\$29,551	\$184				\$54,461

Operating Fund Project Number:  
NJ204000001

Line No.	Description							Total
19	Surcharges for excess consumption of PHA-supplied utilities - whole dollars (12-month period 7/1/___ to 6/30/___)							\$0
20	Base utilities expense level minus surcharges (Line 18 - Line 19)							\$54,461
21	Utilities inflation/deflation factor							1.1395

**Section 9 - Calculation of Utilities Expense Level**

22	Utilities expense level adjusted for inflation/deflation - whole dollars (Line 20 x Line 21)							\$62,058
23	Rate reduction incentive (RRI) - whole dollars							\$0
24	Utilities expense level - whole dollars (Line 22 + Line 23)							\$62,058
25	Eligible unit months (from the original form HUD-52723, Column B, Line 15 + Line 17 - Line 04)							744
26	Utilities Expense Level - PUM (Line 24 ÷ Line 25)							\$83.41

**Section 10 - Comments**

Form HUD-52722



**Operating Fund Grant:**  
**Calculation of Utility Expense Level**  
 PHA-Owned Rental Housing  
 As of 11/08/2023 08:56AM - Form ID: 22783 - Status: Created

**U.S. Department of Housing and  
 Urban Development**  
 Office of Public and Indian Housing

OMB Approval No. 2577-0029 (exp. 01/31/2024)

Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs/projects. The Operating Fund determines the amount of Operating Fund grant to be paid to PHAs/projects. PHAs/projects provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expenses (Add-ons) and Formula Income - the major Operating Fund components. HUD reviews the information to determine each PHA's/project's Formula Amount and the funds to be obligated for the period to each PHA/project based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

**Section 1 - General Information**

<b>1. Name of Public Housing Agency:</b> Gloucester County Housing Authority		<b>2. Funding Period:</b> 01/01/2024 - 12/31/2024		<b>3. Type of Submission:</b> Initial Submission	
<b>4. ACC Number:</b> NY1115	<b>5. Operating Fund Project Number:</b> N   J   2   0   4   0   0   0   0   0   3	<b>6. Fiscal Year End:</b> <input checked="" type="checkbox"/> 12/31 <input type="checkbox"/> 3/31 <input type="checkbox"/> 6/30 <input type="checkbox"/> 9/30		<b>7. ROFO Code (HUD Use Only):</b> 0239	<b>8. UEI:</b> SMVKJSTXT6C1

Line No.	Description	Water (if reported separately)	Sewer (if reported separately)	Electricity	Gas	Fuel Oil		Total
	<b>Rolling Base Incentive</b>	<input type="checkbox"/> Flat Rate <input type="checkbox"/> Frozen EPC <input checked="" type="checkbox"/> Non Frozen <input type="checkbox"/> Frozen Other	<input checked="" type="checkbox"/> Flat Rate <input type="checkbox"/> Frozen EPC <input type="checkbox"/> Non Frozen <input type="checkbox"/> Frozen Other	<input type="checkbox"/> Flat Rate <input type="checkbox"/> Frozen EPC <input checked="" type="checkbox"/> Non Frozen <input type="checkbox"/> Frozen Other	<input type="checkbox"/> Flat Rate <input type="checkbox"/> Frozen EPC <input checked="" type="checkbox"/> Non Frozen <input type="checkbox"/> Frozen Other	<input type="checkbox"/> Flat Rate <input type="checkbox"/> Frozen EPC <input checked="" type="checkbox"/> Non Frozen <input type="checkbox"/> Frozen Other	<input type="checkbox"/> Flat Rate <input type="checkbox"/> Frozen EPC <input type="checkbox"/> Non Frozen <input type="checkbox"/> Frozen Other	

**Section 2 - Current Consumption Level**

01	Actual consumption (12-month period 7/1/2022 to 6/30/2023)	(PHA) 2,737,000 (HUD)	0	295,240	23,595	61		
01a	Unit of consumption (e.g., gallons, kWh, therms)	(PHA) Gallons (HUD)		Kilowatt Hours (KWH)	Therms	Gallons		

**Section 3 - Rolling Base Consumption Level**

02	Rolling base year 1 - actual consumption (12-month period 7/1/2021 to 6/30/2022)	(PHA) 1,930,138 (HUD)	Flat Rate Flat Rate	286,484	24,662	122		
03	Rolling base year 2 - actual consumption (12-month period 7/1/2020 to 6/30/2021)	(PHA) 2,219,586 (HUD)	Flat Rate Flat Rate	310,568	25,236	91		
04	Rolling base year 3 - actual consumption (12-month period 7/1/2019 to 6/30/2020)	(PHA) 2,248,553 (HUD)	Flat Rate Flat Rate	328,992	25,208	104		
05	Total consumption during 3-year rolling base period (Line 02 + Line 03 + Line 04)	(PHA) 6,398,277 (HUD)	0	926,044	75,106	317		

							Operating Fund Project Number: NJ204000003	
Line No.	Description	Water (if reported separately)	Sewer (if reported separately)	Electricity	Gas	Fuel Oil		
06	Average rolling base consumption (Line 05 + 3)	(PHA) 2,132,759 (HUD)	0	308,681	25,035	106		
07	Actual consumption for new units	(PHA) (HUD)						
08	Rolling Base Consumption (Line 06 + Line 07)	(PHA) 2,132,759 (HUD)	0	308,681	25,035	106		
<b>Section 4 - Base Consumption</b>								
09	Base Consumption (Lesser of Line 01 or Line 08)	(PHA) 2,132,759 (HUD)	0	295,240	23,595	61		
<b>Section 5 - Utility Consumption Incentive</b>								
10	Actual consumption > rolling base (If Line 01 is greater than Line 08, enter the difference as positive; if not, enter 0)	(PHA) 604,241 (HUD)	0	0	0	0		
11	Actual consumption < rolling base (If Line 01 is less than Line 08, enter the difference as positive; if not, enter 0)	(PHA) 0 (HUD)	0	13,441	1,440	45		
12	75%/25% Split (Line 10 x 0.25)	(PHA) 151,060 (HUD)	0	0	0	0		
13	75%/25% Split (Line 11 x 0.75)	(PHA) 0 (HUD)	0	10,081	1,080	34		
<b>Section 6 - Payable Consumption</b>								
14	Annualization of consumption for new units	(PHA) (HUD)						
15	Payable consumption (Line 09 + Line 12 + Line 13 + Line 14)	(PHA) 2,283,819 (HUD)	0	305,321	24,675	95		
<b>Section 7 - Actual Utility Costs and Average Rate</b>								
16	Actual utility costs (12-month period - whole dollars 7/1/2022 to 6/30/2023)	(PHA) \$27,858 (HUD)	\$50,908	\$45,056	\$39,554	\$281		
17	Actual average utility rate (Line 16 + Line 01)	(PHA) \$.0102 (HUD)	\$.0000	\$.1526	\$1.6764	\$4.6066		
<b>Section 8 - Base Utilities and Inflation/Deflation Factor</b>								
18	Base utilities expense level - whole dollars (Line 15 x Line 17)	(PHA) \$23,295 (HUD)	\$50,908	\$46,592	\$41,365	\$438		\$162,598



Operating Fund Project Number:  
NJ204000003

Line No.	Description							Total
19	Surcharges for excess consumption of PHA-supplied utilities - whole dollars (12-month period 7/1/___ to 6/30/___)							\$0
20	Base utilities expense level minus surcharges (Line 18 - Line 19)							\$162,598
21	Utilities inflation/deflation factor							1.1395

#### Section 9 - Calculation of Utilities Expense Level

22	Utilities expense level adjusted for inflation/deflation - whole dollars (Line 20 x Line 21)							\$185,280
23	Rate reduction incentive (RRI) - whole dollars							\$0
24	Utilities expense level - whole dollars (Line 22 + Line 23)							\$185,280
25	Eligible unit months (from the original form HUD-52723, Column B, Line 15 + Line 17 - Line 04)							1,188
26	Utilities Expense Level - PUM (Line 24 + Line 25)							\$155.96

#### Section 10 - Comments

Form HUD-52722



**Operating Fund Grant:**  
**Calculation of Utility Expense Level**  
 PHA-Owned Rental Housing  
 As of 11/08/2023 09:04AM - Form ID: 22784 - Status: Created

**U.S. Department of Housing and  
 Urban Development**  
 Office of Public and Indian Housing

OMB Approval No. 2577-0029 (exp. 01/31/2024)

Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(e) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs/projects. The Operating Fund determines the amount of Operating Fund grant to be paid to PHAs/projects. PHAs/projects provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expenses (Add-ons) and Formula Income - the major Operating Fund components. HUD reviews the information to determine each PHA's/project's Formula Amount and the funds to be obligated for the period to each PHA/project based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

**Section 1 - General Information**

<b>1. Name of Public Housing Agency:</b> Gloucester County Housing Authority		<b>2. Funding Period:</b> 01/01/2024 - 12/31/2024		<b>3. Type of Submission:</b> Initial Submission	
<b>4. ACC Number:</b> NY1115	<b>5. Operating Fund Project Number:</b> N   J   2   0   4   0   0   0   0   0   4	<b>6. Fiscal Year End:</b> <input checked="" type="checkbox"/> 12/31 <input type="checkbox"/> 3/31 <input type="checkbox"/> 6/30 <input type="checkbox"/> 9/30		<b>7. ROFO Code (HUD Use Only):</b> 0239	<b>8. UEI:</b> SMVKJSTXT6C1

Line No.	Description	Water and Sewer (if combined)	Electricity	Gas				Total
	<b>Rolling Base Incentive</b>	<input type="checkbox"/> Flat Rate <input type="checkbox"/> Frozen EPC <input checked="" type="checkbox"/> Non Frozen <input type="checkbox"/> Frozen Other	<input type="checkbox"/> Flat Rate <input type="checkbox"/> Frozen EPC <input checked="" type="checkbox"/> Non Frozen <input type="checkbox"/> Frozen Other	<input type="checkbox"/> Flat Rate <input type="checkbox"/> Frozen EPC <input checked="" type="checkbox"/> Non Frozen <input type="checkbox"/> Frozen Other	<input type="checkbox"/> Flat Rate <input type="checkbox"/> Frozen EPC <input type="checkbox"/> Non Frozen <input type="checkbox"/> Frozen Other	<input type="checkbox"/> Flat Rate <input type="checkbox"/> Frozen EPC <input type="checkbox"/> Non Frozen <input type="checkbox"/> Frozen Other	<input type="checkbox"/> Flat Rate <input type="checkbox"/> Frozen EPC <input type="checkbox"/> Non Frozen <input type="checkbox"/> Frozen Other	

**Section 2 - Current Consumption Level**

01	Actual consumption (12-month period 7/1/2022 to 6/30/2023)	(PHA) 4,955,127 (HUD)	332,007	47,618				
01a	Unit of consumption (e.g., gallons, kWh, therms)	(PHA) Gallons (HUD)	Kilowatt Hours (KWH)	Therms				

**Section 3 - Rolling Base Consumption Level**

02	Rolling base year 1- actual consumption (12-month period 7/1/2021 to 6/30/2022)	(PHA) 4,200,000 (HUD)	304,000	44,837				
03	Rolling base year 2 - actual consumption (12-month period 7/1/2020 to 6/30/2021)	(PHA) 3,423,000 (HUD)	385,000	53,854				
04	Rolling base year 3 - actual consumption (12-month period 7/1/2019 to 6/30/2020)	(PHA) 4,145,000 (HUD)	368,600	47,392				
05	Total consumption during 3-year rolling base period (Line 02 + Line 03 + Line 04)	(PHA) 11,768,000 (HUD)	1,057,600	146,083				

Operating Fund Project Number:  
NJ204000004

Line No.	Description	Water and Sewer (if combined)	Electricity	Gas				
06	Average rolling base consumption (Line 05 + 3)	(PHA) 3,922,667 (HUD)	352,533	48,694				
07	Actual consumption for new units	(PHA) (HUD)						
08	Rolling Base Consumption (Line 06 + Line 07)	(PHA) 3,922,667 (HUD)	352,533	48,694				
<b>Section 4 - Base Consumption</b>								
09	Base Consumption (Lesser of Line 01 or Line 08)	(PHA) 3,922,667 (HUD)	332,007	47,618				
<b>Section 5 - Utility Consumption Incentive</b>								
10	Actual consumption > rolling base (If Line 01 is greater than Line 08, enter the difference as positive; if not, enter 0)	(PHA) 1,032,460 (HUD)	0	0				
11	Actual consumption < rolling base (If Line 01 is less than Line 08, enter the difference as positive; if not, enter 0)	(PHA) 0 (HUD)	20,526	1,076				
12	75%/25% Split (Line 10 x 0.25)	(PHA) 258,115 (HUD)	0	0				
13	75%/25% Split (Line 11 x 0.75)	(PHA) 0 (HUD)	15,395	807				
<b>Section 6 - Payable Consumption</b>								
14	Annualization of consumption for new units	(PHA) (HUD)						
15	Payable consumption (Line 09 + Line 12 + Line 13 + Line 14)	(PHA) 4,180,782 (HUD)	347,402	48,425				
<b>Section 7 - Actual Utility Costs and Average Rate</b>								
16	Actual utility costs (12-month period - whole dollars 7/1/2022 to 6/30/2023)	(PHA) \$70,918 (HUD)	\$41,765	\$34,783				
17	Actual average utility rate (Line 16 + Line 01)	(PHA) \$.0143 (HUD)	\$.1258	\$.7305				
<b>Section 8 - Base Utilities and Inflation/Deflation Factor</b>								
18	Base utilities expense level - whole dollars (Line 15 x Line 17)	(PHA) \$59,785 (HUD)	\$43,703	\$35,374				\$138,862



Operating Fund Project Number:  
NJ204000004

Line No.	Description							Total
19	Surcharges for excess consumption of PHA-supplied utilities - whole dollars (12-month period 7/1/___ to 6/30/___)							\$0
20	Base utilities expense level minus surcharges (Line 18 - Line 19)							\$138,862
21	Utilities inflation/deflation factor							1.1395

#### Section 9 - Calculation of Utilities Expense Level

22	Utilities expense level adjusted for inflation/deflation - whole dollars (Line 20 x Line 21)							\$158,233
23	Rate reduction incentive (RRI) - whole dollars							\$0
24	Utilities expense level - whole dollars (Line 22 + Line 23)							\$158,233
25	Eligible unit months (from the original form HUD-52723, Column B, Line 15 + Line 17 - Line 04)							1,188
26	Utilities Expense Level - PUM (Line 24 + Line 25)							\$133.19

#### Section 10 - Comments

Form HUD-52722

**Operating Fund Grant:****Calculation of Total Program Expense Level**  
PHA-Owned Rental Housing**U.S. Department of Housing and  
Urban Development**  
Office of Public and Indian Housing

OMB Approval No. 2577-0029 (exp.01/31/2024)

As of 11/08/2023 08:50AM - Form ID: 22785 - Status: Created

Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(e) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs/projects. The Operating Fund determines the amount of Operating Fund grant to be paid to PHAs/projects. PHAs/projects provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expenses (Add-ons) and Formula Income – the major Operating Fund components. HUD reviews the information to determine each PHA's/project's Formula Amount and the funds to be obligated for the Funding Period to each PHA/project based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

**Total number of ACC units for this PHA: 262****Section 1**

<b>1. Name and Address of Public Housing Agency:</b>		<b>2. Funding Period:</b> 1/1/2024 to 12/31/2024	
Gloucester County Housing Authority 100 POP MOYLAN Boulevard DEPTFORD NJ 08096		<b>3. Type of Submission:</b> Initial Submission	
<b>4. ACC Number:</b>	<b>5. Fiscal Year End:</b> 12-31-2024	<b>6. Operating Fund Project Number:</b>	
NY1115	<input checked="" type="checkbox"/> 12/31 <input type="checkbox"/> 3/31 <input type="checkbox"/> 6/30 <input type="checkbox"/> 9/30	N J 2 0 4 0 0 0 0 0 1	
<b>7. UEL:</b>	<b>HUD Use Only</b>		
SMVKJSTXT6C1	<b>8. ROFO Code:</b> 0239	<b>9. HUD Staff:</b>	

**Section 2**

Line No.	Category	Column A Unit Months	Column B Eligible Unit Months (EUMs)	Column C Resident Participation Unit Months
<b>Categorization of Unit Months:</b> <input checked="" type="checkbox"/> First of Month <input type="checkbox"/> Last of Month				
<b>Occupied Unit Months</b>				
01	Occupied dwelling units - by public housing eligible family under lease	729	729	729
02	Occupied dwelling units - by PHA employee, police officer, or other security personnel who is not otherwise eligible for public housing	0		0
03	Occupied new units - eligible to receive Operating Funds during the funding period but not included on Lines 01, 02, or 05-13 of this section		0	0
04	Occupied new units - eligible to receive funds from 10/1 to 12/31 of previous funding period but not included on previous Calculation of Operating Fund Grant		0	0
<b>Vacant Unit Months</b>				
05	Units undergoing modernization	0	0	
06	Special use units	0	0	
06a	Units on Line 02 that are occupied by police officers and that also qualify as special use units			
07	Units vacant due to litigation	0	0	
08	Units vacant due to disasters	0	0	
09	Units vacant due to casualty losses	0	0	
10	Units vacant due to changing market conditions	0	0	
11	Units vacant and not categorized above	15		
<b>Other ACC Unit Months</b>				
12	Units eligible for asset repositioning fee and still on ACC (occupied or vacant)	0		
13	All other ACC units not categorized above	0		

Form  
HUD-  
52723



Operating Fund Project Number: NJ204000001			
<b>Calculations Based on Unit Months:</b>			
14	Limited vacancies		15
15	<b>Total Unit Months</b>	744	744
16	Units eligible for funding for resident participation activities (Line 15C + 12)		61
<b>Special Provision for Calculation of Utilities Expense Level:</b>			
17	Unit months for which actual consumption is included on Line 01 of form HUD-52722 and that were removed from Lines 01 through 11, above, because of removal from inventory, including eligibility for the asset repositioning fee		
<b>Section 3</b>			
Line No.	Description	Requested by PHA	HUD Modifications
<b>Part A. Formula Expenses</b>			
<b>Project Expense Level (PEL)</b>			
01	PUM project expense level (PEL)	\$665.18	
02	Inflation factor	1.0380	
03	PUM inflated PEL (Part A, Line 01 x Line 02)	\$690.46	
04	PEL (Part A, Line 03 x Section 2, Line 15, Column B)	\$513,702	
<b>Utilities Expense Level (UEL)</b>			
05	PUM utilities expense level (UEL) (from Line 26 of form HUD-52722)	\$83.41	
06	UEL (Part A, Line 05 x Section 2, Line 15, Column B)	\$62,057	
<b>Add-Ons</b>			
07	Self-sufficiency		
08	Add-on-subsidy (AOS) incentive energy performance contract (EPC)		
09	Payment in lieu of taxes (PILOT)	\$31,596	
10	Cost of independent audit	\$4,000	
11	Funding for resident participation activities	\$1,525	
12	Asset management fee	\$2,976	
13	Information technology fee	\$1,488	
14	Asset repositioning fee		
15	Costs attributable to changes in federal law, regulation, or economy		
16	<b>Total Add-Ons</b> (Sum of Part A, Lines 07 through 15)	\$41,585	
17	<b>Total Formula Expenses</b> (Part A, Line 04 + Line 06 + Line 16)	\$617,344	
<b>Part B. Formula Income</b>			
01	PUM formula income	\$510.60	
02	Resident paid utility (RPU) incentive energy performance contract (EPC)		
03	PUM adjusted formula income (Sum of Part B, Lines 01 and 02)	\$510.60	
04	<b>Total Formula Income</b> (Part B, Line 03 x Section 2, Line 15, Column B)	\$379,886	
<b>Part C. Other Formula Provisions</b>			
01	Moving-to-Work (MTW)		
02	Transition funding	\$31,813	
03	Other		
04	<b>Total Other Formula Provisions</b> (Sum of Part C, Lines 01 through 03)	\$31,813	
<b>Part D. Calculation of Formula Amount</b>			
01	Formula calculation (Part A, Line 17 - Part B, Line 04 + Part C, Line 04)	\$269,271	
02	Cost of independent audit (same as Part A, Line 10)	\$4,000	
03	Formula amount (greater of Part D, Lines 01 or 02)	\$269,271	
<b>Part E. Calculation of Operating Fund Grant (HUD Use Only)</b>			
01	Formula amount (same as Part D, Line 03)		
02	Adjustment due to availability of funds		
03	HUD discretionary adjustments		
04	Funds Obligated for Period (Part E, Line 01 - Line 02 - Line 03) Appropriation symbol(s):		

Form  
HUD-  
52723

Operating Fund Project Number:  
NJ204000001

## Section 4 - Comments

## Section 5

## Certifications:

- ☒ In accordance with 24 CFR 990.215, I hereby certify that Gloucester County Housing Authority Housing Agency is in compliance with the annual income reexamination requirements and that rents and utility allowance calculations have been or will be adjusted in accordance with current HUD requirements and regulations.
- ☐ In accordance with § 213 of Title II of Division L of the Consolidated Appropriations Act, 2023, Pub. L. 117-328 (approved December 29, 2022) and subsequent acts containing the same provisions, I hereby certify that Gloucester County Housing Authority Housing Agency has 400 or fewer units and is implementing asset management.
- ☒ In accordance with 24 CFR 990.255 through 990.290 – Compliance of Asset Management Requirements, I hereby certify that Gloucester County Housing Authority Housing Agency has 250 units or more and is in compliance with asset management. I understand in accordance with 24 CFR 990.190(f), PHAs that are not in compliance with asset management will forfeit the asset management fee.
- ☒ I hereby certify the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement up to 5 years, fines, and civil and administrative penalties (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §§ 3729, 3802).

Form

HUD-52723



<b>Operating Fund Grant:</b> <b>Calculation of Total Program Expense Level</b> PHA-Owned Rental Housing		<b>U.S. Department of Housing and Urban Development</b> <b>Office of Public and Indian Housing</b>  OMB Approval No. 2577-0029 (exp.01/31/2024)												
As of 11/08/2023 08:56AM - Form ID: 22783 - Status: Created														
Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(e) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs/projects. The Operating Fund determines the amount of Operating Fund grant to be paid to PHAs/projects. PHAs/projects provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expenses (Add-ons) and Formula Income – the major Operating Fund components. HUD reviews the information to determine each PHA's/project's Formula Amount and the funds to be obligated for the Funding Period to each PHA/project based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.														
		<b>Total number of ACC units for this PHA: 262</b>												
<b>Section 1</b>														
<b>1. Name and Address of Public Housing Agency:</b>  Gloucester County Housing Authority 100 POP MOYLAN Boulevard DEPTFORD NJ 08096		<b>2. Funding Period:</b> 1/1/2024 to 12/31/2024  <b>3. Type of Submission:</b> Initial Submission												
<b>4. ACC Number:</b>  NY1115	<b>5. Fiscal Year End:</b> 12-31-2024 <input checked="" type="checkbox"/> 12/31 <input type="checkbox"/> 3/31 <input type="checkbox"/> 6/30 <input type="checkbox"/> 9/30	<b>6. Operating Fund Project Number:</b> <table style="width:100%; text-align: center;"> <tr> <td>N</td><td>J</td><td>2</td><td>0</td><td>4</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>3</td> </tr> </table>		N	J	2	0	4	0	0	0	0	0	3
N	J	2	0	4	0	0	0	0	0	3				
<b>7. UEI:</b>  SMVKJSTXT6C1		<b>8. ROFO Code:</b> 0239  <b>9. HUD Staff:</b>												
<b>Section 2</b>														
Line No.	Category	Column A Unit Months	Column B Eligible Unit Months (EUMs)	Column C Resident Participation Unit Months										
<b>Categorization of Unit Months:</b> <input checked="" type="checkbox"/> First of Month <input type="checkbox"/> Last of Month														
<b>Occupied Unit Months</b>														
01	Occupied dwelling units - by public housing eligible family under lease	1,177	1,177	1,177										
02	Occupied dwelling units - by PHA employee, police officer, or other security personnel who is not otherwise eligible for public housing	12		12										
03	Occupied new units - eligible to receive Operating Funds during the funding period but not included on Lines 01, 02, or 05-13 of this section		0	0										
04	Occupied new units - eligible to receive funds from 10/1 to 12/31 of previous funding period but not included on previous Calculation of Operating Fund Grant		0	0										
<b>Vacant Unit Months</b>														
05	Units undergoing modernization	0	0											
06	Special use units	0	0											
06a	Units on Line 02 that are occupied by police officers and that also qualify as special use units													
07	Units vacant due to litigation	0	0											
08	Units vacant due to disasters	0	0											
09	Units vacant due to casualty losses	0	0											
10	Units vacant due to changing market conditions	0	0											
11	Units vacant and not categorized above	11												
<b>Other ACC Unit Months</b>														
12	Units eligible for asset repositioning fee and still on ACC (occupied or vacant)	0												
13	All other ACC units not categorized above	0												

 Form  
 HUD-  
 52723



Operating Fund Project Number:  
NJ204000003

**Calculations Based on Unit Months:**

14	Limited vacancies		11	
15	<b>Total Unit Months</b>	<b>1,200</b>	<b>1,188</b>	<b>1,189</b>
16	Units eligible for funding for resident participation activities (Line 15C + 12)			99

**Special Provision for Calculation of Utilities Expense Level:**

17	Unit months for which actual consumption is included on Line 01 of form HUD-52722 and that were removed from Lines 01 through 11, above, because of removal from inventory, including eligibility for the asset repositioning fee			
----	---	--	--	--

**Section 3**

Line No.	Description	Requested by PHA	HUD Modifications
<b>Part A. Formula Expenses</b>			
<b>Project Expense Level (PEL)</b>			
01	PUM project expense level (PEL)	\$435.95	
02	Inflation factor	1.0380	
03	PUM inflated PEL (Part A, Line 01 x Line 02)	\$452.52	
04	PEL (Part A, Line 03 x Section 2, Line 15, Column B)	\$537,594	
<b>Utilities Expense Level (UEL)</b>			
05	PUM utilities expense level (UEL) (from Line 26 of form HUD-52722)	\$155.96	
06	UEL (Part A, Line 05 x Section 2, Line 15, Column B)	\$185,280	
<b>Add-Ons</b>			
07	Self-sufficiency		
08	Add-on-subsidy (AOS) incentive energy performance contract (EPC)		
09	Payment in lieu of taxes (PILOT)	\$13,873	
10	Cost of independent audit	\$5,450	
11	Funding for resident participation activities	\$2,475	
12	Asset management fee	\$4,800	
13	Information technology fee	\$2,400	
14	Asset repositioning fee		
15	Costs attributable to changes in federal law, regulation, or economy		
16	<b>Total Add-Ons</b> (Sum of Part A, Lines 07 through 15)	<b>\$28,998</b>	
17	<b>Total Formula Expenses</b> (Part A, Line 04 + Line 06 + Line 16)	<b>\$751,872</b>	
<b>Part B. Formula Income</b>			
01	PUM formula income	\$272.80	
02	Resident paid utility (RPU) incentive energy performance contract (EPC)		
03	PUM adjusted formula income (Sum of Part B, Lines 01 and 02)	\$272.80	
04	<b>Total Formula Income</b> (Part B, Line 03 x Section 2, Line 15, Column B)	<b>\$324,086</b>	
<b>Part C. Other Formula Provisions</b>			
01	Moving-to-Work (MTW)		
02	Transition funding	\$50,799	
03	Other		
04	<b>Total Other Formula Provisions</b> (Sum of Part C, Lines 01 through 03)	<b>\$50,799</b>	
<b>Part D. Calculation of Formula Amount</b>			
01	Formula calculation (Part A, Line 17 - Part B, Line 04 + Part C, Line 04)	\$478,585	
02	Cost of independent audit (same as Part A, Line 10)	\$5,450	
03	Formula amount (greater of Part D, Lines 01 or 02)	<b>\$478,585</b>	
<b>Part E. Calculation of Operating Fund Grant (HUD Use Only)</b>			
01	Formula amount (same as Part D, Line 03)		
02	Adjustment due to availability of funds		
03	HUD discretionary adjustments		
04	Funds Obligated for Period (Part E, Line 01 - Line 02 - Line 03) Appropriation symbol(s):		

Form  
HUD-  
52723



Operating Fund Project Number:  
NJ204000003

## Section 4 - Comments

## Section 5

## Certifications:

- ☒ In accordance with 24 CFR 990.215, I hereby certify that Gloucester County Housing Authority Housing Agency is in compliance with the annual income reexamination requirements and that rents and utility allowance calculations have been or will be adjusted in accordance with current HUD requirements and regulations.
- ☐ In accordance with § 213 of Title II of Division L of the Consolidated Appropriations Act, 2023, Pub. L. 117-328 (approved December 29, 2022) and subsequent acts containing the same provisions, I hereby certify that Gloucester County Housing Authority Housing Agency has 400 or fewer units and is implementing asset management.
- ☒ In accordance with 24 CFR 990.255 through 990.290 – Compliance of Asset Management Requirements, I hereby certify that Gloucester County Housing Authority Housing Agency has 250 units or more and is in compliance with asset management. I understand in accordance with 24 CFR 990.190(f), PHAs that are not in compliance with asset management will forfeit the asset management fee.
- ☒ I hereby certify the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement up to 5 years, fines, and civil and administrative penalties (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §§ 3729, 3802).

Form

HUD-52723

**Operating Fund Grant:****Calculation of Total Program Expense Level**  
PHA-Owned Rental Housing**U.S. Department of Housing and  
Urban Development**  
Office of Public and Indian Housing

OMB Approval No. 2577-0029 (exp.01/31/2024)

As of 11/08/2023 09:04AM - Form ID: 22784 - Status: Created

Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(e) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs/projects. The Operating Fund determines the amount of Operating Fund grant to be paid to PHAs/projects. PHAs/projects provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expenses (Add-ons) and Formula Income – the major Operating Fund components. HUD reviews the information to determine each PHA's/project's Formula Amount and the funds to be obligated for the Funding Period to each PHA/project based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

Total number of ACC units for this PHA: 262

**Section 1**

<b>1. Name and Address of Public Housing Agency:</b>		<b>2. Funding Period:</b> 1/1/2024 to 12/31/2024	
Gloucester County Housing Authority 100 POP MOYLAN Boulevard DEPTFORD NJ 08096		<b>3. Type of Submission:</b> Initial Submission	
<b>4. ACC Number:</b>	<b>5. Fiscal Year End:</b> 12-31-2024	<b>6. Operating Fund Project Number:</b>	
NY1115	<input checked="" type="checkbox"/> 12/31 <input type="checkbox"/> 3/31 <input type="checkbox"/> 6/30 <input type="checkbox"/> 9/30	N J 2 0 4 0 0 0 0 0 4	
<b>7. UEL:</b>	<b>HUD Use Only</b>		
SMVKJSTXT6C1	<b>8. ROFO Code:</b> 0239	<b>9. HUD Staff:</b>	

**Section 2**

Line No.	Category	Column A Unit Months	Column B Eligible Unit Months (EUMs)	Column C Resident Participation Unit Months
<b>Categorization of Unit Months:</b> <input checked="" type="checkbox"/> First of Month <input type="checkbox"/> Last of Month				
<b>Occupied Unit Months</b>				
01	Occupied dwelling units - by public housing eligible family under lease	1,167	1,167	1,167
02	Occupied dwelling units - by PHA employee, police officer, or other security personnel who is not otherwise eligible for public housing	0		0
03	Occupied new units - eligible to receive Operating Funds during the funding period but not included on Lines 01, 02, or 05-13 of this section		0	0
04	Occupied new units - eligible to receive funds from 10/1 to 12/31 of previous funding period but not included on previous Calculation of Operating Fund Grant		0	0
<b>Vacant Unit Months</b>				
05	Units undergoing modernization	0	0	
06	Special use units	0	0	
06a	Units on Line 02 that are occupied by police officers and that also qualify as special use units			
07	Units vacant due to litigation	0	0	
08	Units vacant due to disasters	0	0	
09	Units vacant due to casualty losses	0	0	
10	Units vacant due to changing market conditions	0	0	
11	Units vacant and not categorized above	21		
<b>Other ACC Unit Months</b>				
12	Units eligible for asset repositioning fee and still on ACC (occupied or vacant)	0		
13	All other ACC units not categorized above	12		

Form  
HUD-  
52723



Operating Fund Project Number: NJ204000004			
<b>Calculations Based on Unit Months:</b>			
14	Limited vacancies		21
15	<b>Total Unit Months</b>	1,200	1,188
16	Units eligible for funding for resident participation activities (Line 15C + 12)		97
<b>Special Provision for Calculation of Utilities Expense Level:</b>			
17	Unit months for which actual consumption is included on Line 01 of form HUD-52722 and that were removed from Lines 01 through 11, above, because of removal from inventory, including eligibility for the asset repositioning fee		
<b>Section 3</b>			
Line No.	Description	Requested by PHA	HUD Modifications
<b>Part A. Formula Expenses</b>			
<b>Project Expense Level (PEL)</b>			
01	PUM project expense level (PEL)	\$435.48	
02	Inflation factor	1.0380	
03	PUM inflated PEL (Part A, Line 01 x Line 02)	\$452.03	
04	PEL (Part A, Line 03 x Section 2, Line 15, Column B)	\$537,012	
<b>Utilities Expense Level (UEL)</b>			
05	PUM utilities expense level (UEL) (from Line 26 of form HUD-52722)	\$133.19	
06	UEL (Part A, Line 05 x Section 2, Line 15, Column B)	\$158,230	
<b>Add-Ons</b>			
07	Self-sufficiency		
08	Add-on-subsidy (AOS) incentive energy performance contract (EPC)		
09	Payment in lieu of taxes (PILOT)	\$19,623	
10	Cost of independent audit	\$5,450	
11	Funding for resident participation activities	\$2,425	
12	Asset management fee	\$4,800	
13	Information technology fee	\$2,400	
14	Asset repositioning fee		
15	Costs attributable to changes in federal law, regulation, or economy		
16	<b>Total Add-Ons</b> (Sum of Part A, Lines 07 through 15)	\$34,698	
17	<b>Total Formula Expenses</b> (Part A, Line 04 + Line 06 + Line 16)	\$729,940	
<b>Part B. Formula Income</b>			
01	PUM formula income	\$305.59	
02	Resident paid utility (RPU) incentive energy performance contract (EPC)		
03	PUM adjusted formula income (Sum of Part B, Lines 01 and 02)	\$305.59	
04	<b>Total Formula Income</b> (Part B, Line 03 x Section 2, Line 15, Column B)	\$363,041	
<b>Part C. Other Formula Provisions</b>			
01	Moving-to-Work (MTW)		
02	Transition funding	\$50,799	
03	Other		
04	<b>Total Other Formula Provisions</b> (Sum of Part C, Lines 01 through 03)	\$50,799	
<b>Part D. Calculation of Formula Amount</b>			
01	Formula calculation (Part A, Line 17 - Part B, Line 04 + Part C, Line 04)	\$417,698	
02	Cost of independent audit (same as Part A, Line 10)	\$5,450	
03	Formula amount (greater of Part D, Lines 01 or 02)	\$417,698	
<b>Part E. Calculation of Operating Fund Grant (HUD Use Only)</b>			
01	Formula amount (same as Part D, Line 03)		
02	Adjustment due to availability of funds		
03	HUD discretionary adjustments		
04	Funds Obligated for Period (Part E, Line 01 - Line 02 - Line 03) Appropriation symbol(s):		

Form  
HUD-  
52723

Operating Fund Project Number:  
NJ204000004

#### Section 4 - Comments

#### Section 5

##### Certifications:

- ☒ In accordance with 24 CFR 990.215, I hereby certify that Gloucester County Housing Authority Housing Agency is in compliance with the annual income reexamination requirements and that rents and utility allowance calculations have been or will be adjusted in accordance with current HUD requirements and regulations.
- ☐ In accordance with § 213 of Title II of Division L of the Consolidated Appropriations Act, 2023, Pub. L. 117-328 (approved December 29, 2022) and subsequent acts containing the same provisions, I hereby certify that Gloucester County Housing Authority Housing Agency has 400 or fewer units and is implementing asset management.
- ☒ In accordance with 24 CFR 990.255 through 990.290 – Compliance of Asset Management Requirements, I hereby certify that Gloucester County Housing Authority Housing Agency has 250 units or more and is in compliance with asset management. I understand in accordance with 24 CFR 990.190(f), PHAs that are not in compliance with asset management will forfeit the asset management fee.
- ☒ I hereby certify the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement up to 5 years, fines, and civil and administrative penalties (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §§ 3729, 3802).

Form

HUD-52723



**RESOLUTION #23-117**

**RESOLUTION AUTHORIZING CONTRACT FOR  
CARPET REPLACEMENT SERVICES  
VARIOUS MANAGED PROPERTIES**

**IFB #23-005**

**R&A FLOORING OUTLET**

**WHEREAS,** The Housing Authority of Gloucester County (HAGC) finds there exists a need to contract for the installation of carpet and padding as needed at various properties which are owned and/or managed by HAGC; and

**WHEREAS,** HAGC has solicited bids for Carpet Replacement at Various Managed Properties through public advertisement; and

**WHEREAS,** HAGC received, reviewed, and evaluated the two (2) bids received; and

**WHEREAS,** the lowest responsive bid for such services is with **R&A FLOORING OUTLET** for a contract amount as per bid documents attached hereto, and is proper and responsive to the specifications;

**WHEREAS,** contracts for Deptford Park, Carino Park and Scattered Sites shall be executed separately and effective for the period commencing December 1, 2023 and concluding on November 30, 2025, with an option to execute 2 one-year renewals, where the aggregate cost for all properties shall not exceed the amount of **\$210,000.**

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of HAGC that the contracts with **R&A FLOORING OUTLET** for a contract amount as per bid documents attached hereto, be and are hereby approved.

**IT IS FURTHER RESOLVED** that the Executive Director be and is hereby authorized to execute contracts for Carpet Replacement at Various Managed Properties, in accordance with the bid received.

**ADOPTED** at a regular meeting of the Housing Authority of Gloucester County held on the 15th day of November 2023.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

**WILLIAM W. BAIN, JR., CHAIRMAN**

**ATTEST:**

  
**KIMBERLY GOBER, SECRETARY**

**DATE: NOVEMBER 15, 2023**

	<b>Bid Tabulation Sheet</b> CARPET REPLACEMENT SERVICES IFB 23-005 NOVEMBER 1, 2023 @ 10:00AM		<b>Housing Authority of Gloucester County</b>  Attended by: Sherry Little Lisa Butler Jeffrey Daniels	
	<b>Company</b>	<b>By Sq. Ft.</b>	<b>Amount of Proposal</b>	<b>Comments</b>
	<b>Nationwide Carpet Contracting Inc.</b>	#1--CARPET	\$ 19.25	adding in other weights (oz.)
	995 Sickerville Rd.	#2--PADDING	\$ 7.75	
	Sicklerville, NJ 08081	#3--GLUE DOWN	\$ 4.35	
		#4--COVE BASE (LF)	\$ 2.75	
		</		

**Recommendation: R&A Flooring has submitted the lowest responsive bid. This vendor has performed satisfactory work previously with HAGC and is recommended for the contract.**





**RESOLUTION #23-118**

**RESOLUTION AUTHORIZING CONTRACT FOR  
FLOOR COVERING SERVICES  
VARIOUS MANAGED PROPERTIES  
RFP #23-004  
R&A FLOORING OUTLET**

**WHEREAS**, the Housing Authority of Gloucester County (HAGC) finds there exists a need to contract for floor covering services as needed at various properties which are owned and/or managed by HAGC, pursuant to the requirements of the competitive contracting provisions of the Local public Contracts Law (*N.J.S.A. 40A:11-4.1 et seq.*); and

**WHEREAS**, HAGC has solicited proposals for Floor Covering Services at Various Managed Properties through public advertisement; and

**WHEREAS**, HAGC received, reviewed, and evaluated the one (1) proposal received; and

**WHEREAS**, HAGC's Deputy Executive Director/In-House Counsel has prepared the attached evaluation report in accordance with *N.J.S.A. 40A:11-4.5(f)*, evaluating the proposals and recommending the award of a contract (Evaluation Report); and

**WHEREAS**, the Evaluation Report has been made available to the public at least forty-eight (48) hours prior to the award of a contract; and

**WHEREAS**, pursuant to the Evaluation Report, it is recommended that a contract be awarded to **R&A FLOORING OUTLET** for a contract amount as per the Evaluation Report; and

**WHEREAS**, contracts for Deptford Park, Carino Park and Scattered Sites shall be executed separately and effective for the period commencing December 1, 2023 and concluding on November 30, 2024, with an option to execute three (3) one-year renewals.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the HAGC that the contracts with **R&A FLOORING OUTLET** for contract amounts as per the Evaluation Report attached hereto, be and are hereby approved.


**IT IS FURTHER RESOLVED** that the Executive Director be and is hereby authorized to execute contracts for Floor Covering Services at Various Managed Properties, in accordance with the proposal received and attached Evaluation Report.



ADOPTED at a regular meeting of the Housing Authority of  
Gloucester County held on the 15th day of November 2023.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:   
WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:  
  
KIMBERLY GOBER, SECRETARY  
DATE: NOVEMBER 15, 2023

EVALUATION REPORT  
AND  
RECOMMENDATION OF CONTRACT AWARD  
REGARDING  
REQUEST FOR PROPOSALS  
FOR HAGC FLOOR COVERING SERVICES  
RFP #23-004

Prepared For: Housing Authority of Gloucester County Board

By: Housing Authority of Gloucester County Evaluation Committee

Dated: October 23, 2023



EVALUATION REPORT & RECOMMENDATION  
OF CONTRACT AWARD

TABLE OF CONTENTS

<u>REPORT SECTIONS</u>	<u>PAGE</u>
Executive Summary .....	2
I. Overview of the RFP .....	3
II. Proposal Evaluation Criteria .....	7
III. Proposal Review .....	7
IV. Recommendation of Successful Vendor .....	7

ATTACHMENTS

RFP Evaluation Statement

RFP Tabulation Sheet

RFP Pricing Sheets

## Executive Summary

This Evaluation Report and Recommendation of Contract Award is being provided pursuant to and in accordance with the requirements of the competitive contracting provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-4.1 et seq.) The purpose of this report is to provide the Housing Authority of Gloucester County (HAGC) with an evaluation of the Proposals received in response to a Request for Proposals ("RFP") issued by the HAGC, and to provide a recommendation to the HAGC of a vendor for the award of contract.

On September 14, 2023, the HAGC issued an RFP through the competitive contracting process of the LPCL, to solicit proposals from qualified and experienced firms capable of providing Professional Floor Covering Services, as described in the RFP. In order to evaluate the Proposals, the HAGC formed a review committee comprised of the Deputy Executive Director, the AHO Property Manager and the Purchasing Agent. The evaluation process was done in accordance with the competitive contracting provisions of the LPCL and all other applicable laws.

On October 13, 2023, the HAGC received Proposal(s) from the following vendor(s) in response to the RFP:

1. R & A Flooring, LLC dba A & J Flooring

The review committee conducted a complete review and evaluation of each of the received proposals based upon the Vendor's pricing, responsiveness, qualifications, experience, approach, and other factors. After reviewing each proposal, the Evaluation Committee scored the proposals in accordance with the established criteria set forth in the RFP. This criterion was developed to meet the specific needs of the HAGC in obtaining "As-Needed" Floor Covering services.

The chart below summarizes the total scores of each Proposal:

Respondent	Total Score
R & A Flooring, LLC dba A & J Flooring	96



## I. OVERVIEW OF THE RFP

On September 14, 2023, the HAGC began soliciting proposals from qualified, licensed, and insured vendors to provide all labor, supervision, coordination, materials, tools, supplies and equipment necessary to complete the following detailed services on an open- ended, as needed basis including, but not limited to: Floor Covering Services.

The work consists of all labor, supervision, coordination, materials, tools, supplies and equipment required to complete the project. The various HAGC managed and/or owned properties throughout Gloucester County, New Jersey where the work is to be performed are fully occupied. Vendors shall take into consideration that the residents are elderly and/or disabled. The work must not interfere with the daily operation of the buildings nor the safety of the elderly and/or disabled residents. Pathways, sidewalk ramps, building entrances and common areas are to be kept clear and the site safely maintained.

Work is to take place inside HAGC owned and/or managed building common areas, building office areas, resident apartments and/or various scattered site homes on an as needed basis. Vendor shall have five (5) days to schedule and submit estimate pricing for review upon receiving notification from the HAGC. Vendor shall not start any work nor will the vendor order material until a site-specific purchase order is supplied by the HAGC.

### **Flooring:**

Vendor shall supply all required expertise, labor, tools, equipment, materials and services required to provide a complete replacement in accordance with the specifications and interior finish schedules, municipal codes and regulations satisfactory to the HAGC in a professional neat and workman-like manner.

**The work shall include, but shall not necessarily be limited to, the following on an as needed basis:**

- Remove and dispose of existing carpet flooring off site.
- Remove and dispose of existing VCT tile flooring off site.
- Remove and dispose of existing 4" vinyl cove base off site.
- Remove and dispose of existing subflooring off site.
- Supply and Install Mannington Commercial Adura Max LVP (or equal).
- Supply and Install Mannington Commercial Walkway LVP (or equal).
- Supply and Install ¼" Luan as needed.
- Supply and Install self-leveling underlayment as needed.
- Supply and Install the HAGC identified 4" vinyl cove base or equal product.
- Supply and Install LVP to carpet metal/rubber transition strip.

Vendor shall submit directional layout of all installation areas, satisfactory to the HAGC, prior to commencing floor installation. Vendor shall not deviate from the approved directional layout. It is acknowledged by the vendor that the installation for the work shall take place after the removal of existing carpet and VCT tile. Vendor shall carefully inspect all floor surfaces for square, level and condition prior to installing and/or applying vendor materials to ensure the surfaces provided are sufficient and satisfactory to provide a high-quality finished product free from defects. Vendor is to immediately report any substandard surface to the site superintendent and not proceed until the defect is corrected in accordance with acceptable standards by the vendor. Vendor shall ensure all installations are completed in a neat and

workmanlike manner to a high quality of installation. Vendor is to sweep clean all installation areas after installation. Vendor will field verify all dimensions before product ordering.

### **Warranty**

Warranty for all installation and workmanship to be guaranteed for two (2) years from date of substantial completion, unless otherwise specified. Warranties shall be in addition to, and run concurrent with, other warranties required by the contract documents. Manufacturer's disclaimers and limitations on product warranties do not relieve vendor of obligations under requirements of the contract documents.

### **Permits**

Vendor is responsible to obtain all and/or any required work Permits, Licenses and Certifications:

For HAGC's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, and Certificate of Approval upon completion. Permit fees are generally waived for HAGC projects, should the vendor be charged a fee submit receipts for fee payments (if applicable).

### **Installation**

All work shall be completed per manufacturers' written specifications and provided, in writing, to the HAGC upon request.

### **Use of Premises**

During the construction period, the vendor shall have partial use of the existing building. Vendor to coordinate staging areas and building access with the designated HAGC representative before commencement of work or material delivery. Any damage will be repaired and/or replaced and the cost passed on to vendor. Vendor shall be issued an apartment key for access and take full responsibility of replacement fee if the assigned key is lost and/or stolen.

Vendor will immediately notify the HAGC contact person if key is lost and or stolen. Work hours are subject to Township ordinance, Monday through Friday, No Weekends and/or Holidays permitted.

### **Existing Conditions**

Before beginning work, investigate and verify the existence and location of any obstructions affecting the work. Examine walls and floors, for suitable conditions where products are to be installed. Proceed with installation only after unsatisfactory conditions have been reported to the HAGC contact person and corrected. Proceeding with the work indicates acceptance of surfaces and conditions.



### **Temporary Conditions**

Vendor to have use of building utilities during work related times provided it does not interfere with the normal functioning of the building or cause any hazards. Any areas which are not accessible vendor to provide all necessary means to accomplish task.

Should vendor provide any temporary facilities of utilities that cost or use charges are not chargeable to HAGC and shall be included in the Contract Sum. All temporary items are to be properly installed in accordance with all codes and standards relevant to the item.

### **Submittals**

Make submittals for all product samples and allow (7) seven days for each submittal review. No extension of the contract time will be authorized because of failure to transmit submittals enough in advance of the work to permit processing. Indicated in the documentation will be the type, size, rating, style, catalog number, manufacturers' names, photos, and/or catalog data sheets for all items proposed to meet these specifications. No equipment and/or material shall be ordered or installed on the premises without that approval.

### **Product Substitutions**

HAGC will consider Vendor's request for substitution when substitution offers HAGC a substantial advantage in cost, time, energy conservation, or other considerations; does not require extensive revisions to the Contract Documents; is consistent with the Contract Documents and will produce indicated results; is fully documented and properly submitted; will not adversely affect Vendor's Construction Schedule; has received necessary approvals of authorities having jurisdiction; is compatible with other portions of the Work; has been coordinated with other portions of the Work; and provides specified warranty.

### **Material Safety Data Sheets:**

At the start of the Contract, the Vendor shall provide Material Safety Data Sheets (MSDS) of all products to be applied. If, at any time, a new chemical will be applied, an MSDS shall be submitted to the AHO Director or his/her designee three (3) days prior to the planned application. All chemicals being applied must be approved by the AHO Director and/or his/her designee in accordance with the manufacturers' written specifications.

### **New Jersey Right to Know Law**

Containers must be labeled with chemical name and chemical abstract service number (CAS) for the top five (5) ingredients, as well as the hazardous ingredients. All containers must be labeled according to OSHA 29CRF, 19101200 and the New Jersey Right to Know Laws.

### **Product Delivery, Storage and Handling**

Deliver, store and handle products using means and methods that will prevent damage, deterioration and loss including theft. **Comply with manufacturer's written instructions.** Schedule delivery to minimize

long-term storage at Project Site and to prevent overcrowding of construction spaces. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged or sensitive to deterioration, theft and other losses. Deliver Products to Project Site in an undamaged condition in manufacturer's original sealed container or other packaging system complete with labels and instructions for handling, storing, unpacking, protecting and installing. Inspect products on delivery to ensure that products are undamaged and properly protected. Store products to allow for inspection and measurement of quantity or counting of units.

Store materials in a manner that will not endanger project structure. Store products that are subject to damage by the elements under cover in a weather tight enclosure above ground with ventilation adequate to prevent condensation. **Comply with manufacturers written instructions for temperature, humidity, ventilation and weather protection requirements for storage.**

### **Site Coordination**

Schedule delivery to minimize long term storage at Project Site and to prevent overcrowding of construction spaces. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged or sensitive to deterioration, theft and other losses.

Deliver Products to Project Site in an undamaged condition in manufacturer's original sealed container or other packaging system complete with labels and instructions for handling, storing, unpacking, protecting and installing. Inspect products on delivery to ensure that products are undamaged and properly protected. Vendor to notify HAGC representative if product is delivered damaged.

### **Vendor Personnel while on HAGC owned and/or managed property:**

1. All personnel shall observe all rules and regulations in effect at the HAGC governing safety and personal conduct.
2. Vendor employees shall be subject to control of the HAGC, but under no circumstances, shall such persons be deemed employees of the HAGC.
3. Vendor personnel shall not represent themselves or be considered as employees of the HAGC.
4. The vendor shall be solely responsible for all damage or unauthorized destruction to any HAGC buildings, equipment, premises or facilities.
5. The vendor shall remove from the HAGC workplace, any of its employees who are found to be unacceptable by the HAGC. Such requests will not be unreasonable.
6. At all times, vendor personnel shall be in professional attire with clear identification of the company's name, logo, and person's name.



## II. PROPOSAL EVALUATION CRITERIA

The following sets forth the evaluation criteria and scoring from the Evaluation form that was applied by the Review Committee in the review and evaluation of each Proposal.

Evaluation Criteria	Points Available
Pricing: The costs submitted by the vendor	0-30
Responsiveness: The proposed time by the vendor to respond and submit estimates for HAGC review and approval.	0-25
Lead Time: The proposed time by the vendor to deliver and install HAGC identified flooring per the manufacturer's written specifications.	0-25
Qualifications & Experience: Reference check, completed projects similar to the identified scope of work in this RFP in public buildings as well as the number of years vendor has been in business.	0-20
Total Points	100

## III. PROPOSAL REVIEW

As a part of the Proposal submission, each vendor was invited to submit information about their company and management, their experience and qualifications, their employees, and the ability to perform the services needed in the RFP. The ability of the vendor to perform work within specific timeframes and the costs to perform the services were also taken into consideration. The total points scored by each Vendor was averaged and the vendor with the highest point total was deemed the winning Proposer.

## IV. RECOMMENDATION

The proposal submitted by R & A Flooring was ranked the highest by the Evaluation Committee with a total score of 96 points out of a possible 100 points. R & A Flooring has successfully completed projects with the HAGC in the past and they submitted the lowest responsive submission for work. R & A Flooring is the recommended Vendor for the Contract Award.

# ATTACHMENTS





RFP Evaluation Statement					
Project Number	FLOOR COVERING SERVICES	C	I	Complete	
RFP 23-004					
Date	10/13/2023	X	Missing		
Company	Bid				
R&A FLOORING		C			
	W-9	C			
	Ownership Disclosure	C			
	Debarment Certification	C			
	Cert. of Contracts, Grants, Loans & Coop	C			
	Non-Collusion Affidavit	C			
	Affirmat. Action Stmt & Affidavit	C			
	Disclosure of Lobbying Activities	C			
	Drug-Free Workplace Cert & Affidavit	C			
	Non-Default Cert & Affidavit	C			
	HUD 5369B , Instructions to Offerors	C			
	NJ Business Registration	C			
	Certificate of Liability Ins.	C			
	Certificate of Workers Comp. Insurance	C			
	Iranian Certification	C			
	HUD-50071 Certification of Payments	C			
	General Terms and Conditions	C			
	Receipt of Addenda	C			
	Equal Employment Opp. Language	C			
	Statement of Vendor's Qualification	C			
	HUD 5370C	C			



**REQUEST FOR PROPOSALS (RFP) 23-004  
FLOOR COVERING SERVICES**

**Evaluation Criteria**

November 1, 2023 – October 31, 2024

Proposed Pricing: PREVAILING WAGE RATE	PRICE
<i>Provide per square foot (s/f) cost for labor and material</i>	
PER S/F PRICE TO REMOVE EXISTING GLUE DOWN CARPET	\$56 s/f
PER S/F PRICE TO REMOVE EXISTING VCT TILE	\$1.50 s/f
PER S/F PRICE TO REMOVE CARPET, PADDING AND TACK STRIPS	\$55 s/f
PER S/F PRICE TO SUPPLY AND INSTALL MANNINGTON COMMERCIAL WALKWAY 20 LVP GLUE DOWN	\$5.59
PER S/F PRICE TO SUPPLY AND INSTALL MANNINGTON ADURA MAX PRIME LVP	\$5.99
PER S/F PRICE TO SUPPLY AND INSTALL SELF LEVELING UNDERLAYMENT	\$1.11 s/f
PER S/F PRICE TO SUPPLY AND INSTALL 1/4" LUAN	\$2.20 s/f
<i>Provide per linear foot (l/f) cost for labor and material</i>	
REMOVE SUPPLY AND INSTALL 4" VINYL COVE BASE	\$2.75 l/f
REMOVE SUPPLY AND INSTALL LVT TO CARPET RUBBER DOORWAY TRANSITION	\$4.00 l/f
REMOVE SUPPLY AND INSTALL LVT TO CARPET METAL DOORWAY TRANSITION	\$4.50 l/f
<b>**PREVAILING WAGE RATE**</b>	

Submitted by: Jeff Renz \_\_\_\_\_ Date: 9/20/23 \_\_\_\_\_

Print Name & Title: Jeff Renz & Project Manager \_\_\_\_\_

**REQUEST FOR PROPOSALS (RFP) 23-004  
FLOOR COVERING SERVICES**

**Evaluation Criteria**

November 1, 2023 – October 31, 2024

<b>Proposed Pricing: NON-PREVAILING WAGE RATE</b>	<b>PRICE</b>
<i>Provide per square foot (s/f) cost for labor and material</i>	
PER S/F PRICE TO REMOVE EXISTING GLUE DOWN CARPET	\$\$.50 s/f
PER S/F PRICE TO REMOVE EXISITING VCT TILE	\$1.25 s/f
PER S/F PRICE TO REMOVE CARPET, PADDING AND TACK STRIPS	\$.44 s/f
PER S/F PRICE TO SUPPLY AND INSTALL MANNINGTON COMMERCIAL WALKWAY 20 LVP GLUE DOWN	\$5.29 s/f
PER S/F PRICE TO SUPPLY AND INSTALL MANNINGTON ADURA MAX PRIME LVP	\$5.69 s/f
PER S/F PRICE TO SUPPLY AND INSTALL SELF LEVELING UNDERLAYMENT	\$1.00 s/f
PER S/F PRICE TO SUPPLY AND INSTALL 1/4" LUAN	\$2.00 s/f
<i>Provide per linear foot (l/f) cost for labor and material</i>	
REMOVE SUPPLY AND INSTALL 4" VINYL COVE BASE	\$2.50 l/f
REMOVE SUPPLY AND INSTALL LVT TO CARPET RUBBER DOORWAY TRANSITION	\$3.00 l/f
REMOVE SUPPLY AND INSTALL LVT TO CARPET METAL DOORWAY TRANSITION	\$4.00 l/f
<b>**NON-PREVAILING WAGE RATE**</b>	

Submitted by: Jeff Renz \_\_\_\_\_ Date: 9/21/23 \_\_\_\_\_

Print Name & Title: Jeff Renz & Project Manager \_\_\_\_\_



**REQUEST FOR PROPOSALS (RFP) 23-004  
FLOOR COVERING SERVICES**

**Evaluation Criteria**

**OPTION 1: November 1, 2024 – October 31, 2025**

<b>Proposed Pricing: PREVAILING WAGE RATE</b>	<b>PRICE</b>
<i>Provide per square foot (s/f) cost for labor and material</i>	
<b>PER S/F PRICE TO REMOVE EXISTING GLUE DOWN CARPET</b>	<b>\$1.56 s/f</b>
<b>PER S/F PRICE TO REMOVE EXISTING VCT TILE</b>	<b>\$1.50 s/f</b>
<b>PER S/F PRICE TO REMOVE CARPET, PADDING AND TACK STRIPS</b>	<b>\$0.55 s/f</b>
<b>PER S/F PRICE TO SUPPLY AND INSTALL MANNINGTON COMMERCIAL WALKWAY 20 LVP GLUE DOWN</b>	<b>\$5.59 s/f</b>
<b>PER S/F PRICE TO SUPPLY AND INSTALL MANNINGTON ADURA MAX PRIME LVP</b>	<b>\$5.99 s/f</b>
<b>PER S/F PRICE TO SUPPLY AND INSTALL SELF LEVELING UNDERLAYMENT</b>	<b>\$1.11 s/f</b>
<b>PER S/F PRICE TO SUPPLY AND INSTALL 1/4" LUAN</b>	<b>\$2.20 s/f</b>
<i>Provide per linear foot (l/f) cost for labor and material</i>	
<b>REMOVE SUPPLY AND INSTALL 4" VINYL COVE BASE</b>	<b>\$2.75 l/f</b>
<b>REMOVE SUPPLY AND INSTALL LVT TO CARPET RUBBER DOORWAY TRANSITION</b>	<b>\$4.00 l/f</b>
<b>REMOVE SUPPLY AND INSTALL LVT TO CARPET METAL DOORWAY TRANSITION</b>	<b>\$4.50 l/f</b>
<b>**PREVAILING WAGE RATE**</b>	

Submitted by: Jeff Renz \_\_\_\_\_ Date: 9.22/23 \_\_\_\_\_

Print Name & Title: Jeff Renz & Project Manager \_\_\_\_\_

**REQUEST FOR PROPOSALS (RFP) 23-004  
FLOOR COVERING SERVICES**

**Evaluation Criteria**

**OPTION 1: November 1, 2024 – October 31, 2025**

Proposed Pricing: NON-PREVAILING WAGE RATE	PRICE
<i>Provide per square foot (s/f) cost for labor and material</i>	
PER S/F PRICE TO REMOVE EXISTING GLUE DOWN CARPET	\$\$.50 s/f
PER S/F PRICE TO REMOVE EXISITING VCT TILE	\$1.25 s/f
PER S/F PRICE TO REMOVE CARPET, PADDING AND TACK STRIPS	\$.44 s/f
PER S/F PRICE TO SUPPLY AND INSTALL MANNINGTON COMMERCIAL WALKWAY 20 LVP GLUE DOWN	\$5.29 s/f
PER S/F PRICE TO SUPPLY AND INSTALL MANNINGTON ADURA MAX PRIME LVP	\$5.69 s/f
PER S/F PRICE TO SUPPLY AND INSTALL SELF LEVELING UNDERLAYMENT	\$1.00 s/f
PER S/F PRICE TO SUPPLY AND INSTALL 1/4" LUAN	\$2.00 s/f
<i>Provide per linear foot (l/f) cost for labor and material</i>	
REMOVE SUPPLY AND INSTALL 4" VINYL COVE BASE	\$2.50 l/f
REMOVE SUPPLY AND INSTALL LVT TO CARPET RUBBER DOORWAY TRANSITION	\$3.00 l/f
REMOVE SUPPLY AND INSTALL LVT TO CARPET METAL DOORWAY TRANSITION	\$4.00 l/f
<b>**NON-PREVAILING WAGE RATE**</b>	

Submitted by: Jeff Renz \_\_\_\_\_ Date: 9/22/23 \_\_\_\_\_

Print Name & Title: Jeff Renz & Project Manager \_\_\_\_\_



**REQUEST FOR PROPOSALS (RFP) 23-004  
FLOOR COVERING SERVICES**

**Evaluation Criteria**

**OPTION 2: November 1, 2025 – October 31, 2026**

Proposed Pricing: PREVAILING WAGE RATE	PRICE
<i>Provide per square foot (s/f) cost for labor and material</i>	
PER S/F PRICE TO REMOVE EXISTING GLUE DOWN CARPET	\$\$.56 s/f
PER S/F PRICE TO REMOVE EXISITING VCT TILE	\$1.50 s/f
PER S/F PRICE TO REMOVE CARPET, PADDING AND TACK STRIPS	\$.55 s/f
PER S/F PRICE TO SUPPLY AND INSTALL MANNINGTON COMMERCIAL WALKWAY 20 LVP GLUE DOWN	\$5.59 s/f
PER S/F PRICE TO SUPPLY AND INSTALL MANNINGTON ADURA MAX PRIME LVP	\$5.99 s/f
PER S/F PRICE TO SUPPLY AND INSTALL SELF LEVELING UNDERLAYMENT	\$1.11 s/f
PER S/F PRICE TO SUPPLY AND INSTALL 1/4" LUAN	\$2.20 s/f
<i>Provide per linear foot (l/f) cost for labor and material</i>	
REMOVE SUPPLY AND INSTALL 4" VINYL COVE BASE	\$2.75 l/f
REMOVE SUPPLY AND INSTALL LVT TO CARPET RUBBER DOORWAY TRANSITION	\$4.00 l/f
REMOVE SUPPLY AND INSTALL LVT TO CARPET METAL DOORWAY TRANSITION	\$4.50 l/f
<b>**NON-PREVAILING WAGE RATE**</b>	

Submitted by: Jeff Renz \_\_\_\_\_ Date: 9/22/23 \_\_\_\_\_

Print Name & Title: Jeff Renz & Project Manager \_\_\_\_\_

**REQUEST FOR PROPOSALS (RFP) 23-004  
FLOOR COVERING SERVICES**

**Evaluation Criteria**

**OPTION 2: November 1, 2025 – October 31, 2026**

<b>Proposed Pricing: NON-PREVAILING WAGE RATE</b>	<b>PRICE</b>
<i>Provide per square foot (s/f) cost for labor and material</i>	
<b>PER S/F PRICE TO REMOVE EXISTING GLUE DOWN CARPET</b>	<b>\$ .50 s/f</b>
<b>PER S/F PRICE TO REMOVE EXISITING VCT TILE</b>	<b>\$1.25 s/f</b>
<b>PER S/F PRICE TO REMOVE CARPET, PADDING AND TACK STRIPS</b>	<b>\$ .44 s/f</b>
<b>PER S/F PRICE TO SUPPLY AND INSTALL MANNINGTON COMMERCIAL WALKWAY 20 LVP GLUE DOWN</b>	<b>\$5.29 s/f</b>
<b>PER S/F PRICE TO SUPPLY AND INSTALL MANNINGTON ADURA MAX PRIME LVP</b>	<b>\$5.69 s/f</b>
<b>PER S/F PRICE TO SUPPLY AND INSTALL SELF LEVELING UNDERLAYMENT</b>	<b>\$1.00 s/f</b>
<b>PER S/F PRICE TO SUPPLY AND INSTALL 1/4" LUAN</b>	<b>\$2.00 s/f</b>
<i>Provide per linear foot (l/f) cost for labor and material</i>	
<b>REMOVE SUPPLY AND INSTALL 4" VINYL COVE BASE</b>	<b>\$2.50 l/f</b>
<b>REMOVE SUPPLY AND INSTALL LVT TO CARPET RUBBER DOORWAY TRANSITION</b>	<b>\$3.00 l/f</b>
<b>REMOVE SUPPLY AND INSTALL LVT TO CARPET METAL DOORWAY TRANSITION</b>	<b>\$4.00 l/f</b>
<b>**NON-PREVAILING WAGE RATE**</b>	

**Submitted by: Jeff Renz** \_\_\_\_\_ **Date: 9/22/23** \_\_\_\_\_

**Print Name & Title: Jeff Renz & Project Manager** \_\_\_\_\_



**REQUEST FOR PROPOSALS (RFP) 23-004  
FLOOR COVERING SERVICES**

**Evaluation Criteria**

**OPTION 1: November 1, 2026 – October 31, 2027**

Proposed Pricing: PREVAILING WAGE RATE	PRICE
<i>Provide per square foot (s/f) cost for labor and material</i>	
PER S/F PRICE TO REMOVE EXISTING GLUE DOWN CARPET	\$56 s/f
PER S/F PRICE TO REMOVE EXISITING VCT TILE	\$1.50 s/f
PER S/F PRICE TO REMOVE CARPET, PADDING AND TACK STRIPS	\$55 s/f
PER S/F PRICE TO SUPPLY AND INSTALL MANNINGTON COMMERCIAL WALKWAY 20 LVP GLUE DOWN	\$5.59 s/f
PER S/F PRICE TO SUPPLY AND INSTALL MANNINGTON ADURA MAX PRIME LVP	\$5.99 s/f
PER S/F PRICE TO SUPPLY AND INSTALL SELF LEVELING UNDERLAYMENT	\$1.11 s/f
PER S/F PRICE TO SUPPLY AND INSTALL 1/4" LUAN	\$2.20 s/f
<i>Provide per linear foot (l/f) cost for labor and material</i>	
REMOVE SUPPLY AND INSTALL 4" VINYL COVE BASE	\$2.75 l/f
REMOVE SUPPLY AND INSTALL LVT TO CARPET RUBBER DOORWAY TRANSITION	\$4.00 l/f
REMOVE SUPPLY AND INSTALL LVT TO CARPET METAL DOORWAY TRANSITION	\$4.50 l/f
<b>**PREVAILING WAGE RATE**</b>	

Submitted by: Jeff Renz \_\_\_\_\_ Date: 9/22/23 \_\_\_\_\_

Print Name & Title: Jeff Renz & Project Manager \_\_\_\_\_

**REQUEST FOR PROPOSALS (RFP) 23-004  
FLOOR COVERING SERVICES**

**Evaluation Criteria**

**OPTION 1: November 1, 2026 – October 31, 2027**

Proposed Pricing: NON-PREVAILING WAGE RATE	PRICE
<i>Provide per square foot (s/f) cost for labor and material</i>	
PER S/F PRICE TO REMOVE EXISTING GLUE DOWN CARPET	\$ .50 s/f
PER S/F PRICE TO REMOVE EXISITING VCT TILE	\$1.25 s/f
PER S/F PRICE TO REMOVE CARPET, PADDING AND TACK STRIPS	\$ .44 s/f
PER S/F PRICE TO SUPPLY AND INSTALL MANNINGTON COMMERCIAL WALKWAY 20 LVP GLUE DOWN	\$5.29 s/f
PER S/F PRICE TO SUPPLY AND INSTALL MANNINGTON ADURA MAX PRIME LVP	\$5.69 s/f
PER S/F PRICE TO SUPPLY AND INSTALL SELF LEVELING UNDERLAYMENT	\$1.00 s/f
PER S/F PRICE TO SUPPLY AND INSTALL 1/4" LUAN	\$2.00 s/f
<i>Provide per linear foot (l/f) cost for labor and material</i>	
REMOVE SUPPLY AND INSTALL 4" VINYL COVE BASE	\$2.50 l/f
REMOVE SUPPLY AND INSTALL LVT TO CARPET RUBBER DOORWAY TRANSITION	\$3.00 l/f
REMOVE SUPPLY AND INSTALL LVT TO CARPET METAL DOORWAY TRANSITION	\$4.00 l/f
<b>**NON-PREVAILING WAGE RATE**</b>	

Submitted by: Jeff Renz \_\_\_\_\_ Date: 9/22/2023 \_\_\_\_\_

Print Name & Title: Jeff Renz & Project Manager \_\_\_\_\_



**RESOLUTION #23-119**

**RESOLUTION DESIGNATING STATUS OF  
UNCOLLECTIBLE RENTS**

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

**WHEREAS,** the Housing Authority of Gloucester County (HAGC) is required to collect rents with regard to its tenant beneficiaries; and

**WHEREAS,** HAGC has experienced a high rate of uncollectible rents following the COVID-19 Pandemic and Eviction Moratoriums; and

**WHEREAS,** those tenants who have refused to pay rent have, in turn, vacated said premises and have relocated to long term care facilities or elsewhere or who are deceased without foreseeable capability of repaying said debt or achieving assets against which legal collection could be effectuated; and

**WHEREAS,** legal costs and fees of collection would otherwise outweigh the potential receivable in pursuing a collection with respect to certain uncollectible rents.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of HAGC that the attached rent accounts have been determined to be uncollectible and that the expenditure of administrative and legal time and expense for collection purposes would be prohibitive to pursuing collection.

**BE IT FURTHER RESOLVED** that this Resolution is without prejudice to the HAGC relative to said accounts.

**ADOPTED** at the Regular Meeting of the Housing Authority of Gloucester County, held on the 15th day of November 2023.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY: 

**WILLIAM W. BAIN, JR., CHAIRMAN**

**ATTEST:**

  
**KIMBERLY GOBER, SECRETARY**

**DATED: NOVEMBER 15, 2023**

# HOUSING AUTHORITY OF GLOUCESTER COUNTY

## WRITE-OFF OF UNCOLLECTED RENTS

November 15, 2023

### SCATTERED SITES

CUSTOMER NUMBER	MOVE OUT DATE	BALANCE W/O	MAIN CHARGE AT MOVE OUT	NOTES
10301	11/30/2022	\$ 7,266.59	\$ 12,439.56	
24377	3/6/2023	\$ 21,548.02	\$ 7,371.67	
4040	7/31/2017	\$ 356.20	\$ 131.07	
3985	9/15/2016	\$ 4,888.22	\$ 625.52	
3668	6/17/2020	\$ 4,037.11	\$ 1,768.89	
4191	10/19/2017	\$ 4,794.35	\$ 877.75	
14180	10/29/2020	\$ 3,215.27	\$ 989.50	
7207	4/23/2018	\$ 4,273.15	\$ 2,982.72	
4048	6/19/2019	\$ 1,744.53	\$ 264.66	
4316	10/20/2020	\$ 576.90	\$ 818.92	
4328	6/16/2016	\$ 787.89	\$ 441.82	
4070	12/6/2017	\$ 2,014.16	\$ 46.56	
13795	12/17/2021	\$ 1,036.37	\$ 1,152.43	
4035	8/10/2020	\$ 914.43	\$ 851.78	
4186	10/3/2015	\$ 644.34	\$ 644.34	
3802	11/30/2019	\$ 4,417.87	\$ 2,777.85	
3800	1/4/2018	\$ 1,540.36	\$ 2,631.42	
				PAYMENTS MADE IN AUG, OCT ' 23
10896		\$ 14,810.21	\$ 10,127.66	
\$ 78,865.97			\$ 46,944.12	

### CARINO PARK

CUSTOMER NUMBER	MOVE OUT DATE	BALANCE W/O	MAIN CHARGE AT MOVE OUT	NOTES
9677	1/12/2017	\$ 27.75	\$ -	
3859	12/5/2017	\$ 609.86	\$ 735.61	
28996	5/24/2021	\$ 1,855.80	\$ 1,564.01	
3768	12/2/2016	\$ 456.72	\$ 390.62	
26289	1/19/2023	\$ 1,221.01	\$ 243.48	
25097	11/15/2019	\$ 100.64	\$ -	DECEASED



4161	7/31/2023	\$	441.99	\$	702.96	
20400	2/13/2020	\$	1,232.65	\$	1,295.25	
3718	12/14/2017	\$	515.11	\$	148.26	
4230	6/27/2021	\$	1,280.42	\$	631.72	
3769	5/14/2021	\$	58.75	\$	-	
3667	2/24/2020	\$	449.99	\$	525.00	
3677	4/2/2019	\$	1,039.03	\$	1,078.44	
25596	4/27/2020	\$	1,019.81	\$	1,150.00	
20456	7/31/2023	\$	218.72	\$	218.80	
3658	11/12/2021	\$	227.82	\$	118.01	
7409	2/15/2023	\$	886.70	\$	790.32	
4045	10/15/2021	\$	6,232.25	\$	5,230.96	
24671	6/7/2021	\$	202.35	\$	709.40	
30860	3/8/2023	\$	3.00	\$	-	
21195	5/28/2019	\$	1,604.37	\$	2,030.78	
9714	2/22/2019	\$	1,736.84	\$	1,313.14	
10126	11/2/2017	\$	187.34	\$	194.56	
10398	11/21/2016	\$	507.75	\$	520.88	
19468	8/8/2017	\$	248.85	\$	194.09	
4169	11/23/2016	\$	716.47	\$	628.24	
3935	4/25/2019	\$	1,381.39	\$	825.09	
4317	1/3/2023	\$	3,019.28	\$	1,236.35	
7531	5/16/2016	\$	83.11	\$	218.68	
4132	6/18/2021	\$	2,758.61	\$	2,719.55	
7579	10/5/2017	\$	103.15	\$	128.83	
4318	12/21/2017	\$	74.33	\$	-	
4059	4/1/2022	\$	14.30	\$	204.96	
3860	8/23/2016	\$	149.08	\$	439.72	
3885	8/18/2023	\$	244.34	\$	217.11	DECEASED
4017	6/14/2016	\$	645.21	\$	452.65	
7188	12/28/2021	\$	2,046.47	\$	1,910.11	
30776	4/5/2023	\$	559.62	\$	232.62	
4203	4/9/2019	\$	1,133.26	\$	1,126.41	
4029	1/3/2023	\$	4,850.08	\$	2,005.98	

\$ 40,144.22

\$ 32,132.59

#### DEPTFORD PARK

CUSTOMER NUMBER	MOVE OUT DATE	BALANCE W/O	MAIN CHARGE AT MOVE OUT	NOTES
3786	11/2/2020	\$ 1,545.26	\$ 1,584.56	
7429	12/19/2017	\$ 228.20	\$ 36.94	
13050	1/12/2021	\$ 2,523.38	\$ 2,015.60	
7148	1/3/2023	\$ 1,955.00	\$ -	

7290	12/12/2019	\$	166.32	\$	400.00	
4011	9/17/2018	\$	101.21	\$	406.69	
3725	9/1/2021	\$	1,095.83	\$	600.00	DECEASED
4246	1/28/2022	\$	1,123.39	\$	1,200.00	
4030	3/25/2019	\$	579.54	\$	658.93	DECEASED
4133	9/9/2017	\$	1,196.32	\$	1,362.44	
4109	1/2/2020	\$	3,105.49	\$	1,813.55	
4195	2/29/2016	\$	65.94	\$	130.00	DECEASED
4277	7/15/2020	\$	32.36	\$	-	
7667	8/3/2020	\$	1,502.86	\$	1,528.56	
26826	8/11/2020	\$	1,863.66	\$	1,792.72	
3719	11/24/2021	\$	680.38	\$	800.00	
3728	8/8/2016	\$	544.46	\$	694.96	
3651	6/26/2023	\$	2,393.28	\$	1,767.36	
23067	12/30/2022	\$	77.54	\$	150.00	
19864	11/18/2019	\$	4,640.98	\$	4,355.14	DECEASED
9129	2/21/2019	\$	1,480.74	\$	1,375.52	DECEASED
3873	9/22/2016	\$	1,672.65	\$	1,723.14	
3722	5/17/2021	\$	3,628.52	\$	3,663.00	DECEASED
3898	2/4/2021	\$	1,809.27	\$	1,544.28	
4000	7/11/2023	\$	8,044.09	\$	-	
4082	3/15/2022	\$	781.70	\$	308.78	
7363	2/3/2016	\$	38.73	\$	75.00	
19881	3/13/2020	\$	18.76	\$	-	
4034	4/5/2021	\$	1,199.11	\$	1,178.83	DECEASED
3968	9/6/2018	\$	2,413.30	\$	1,720.58	
4134	1/24/2018	\$	1,341.90	\$	1,272.54	
7422	10/31/2022	\$	1,566.83	\$	1,539.45	
3991	1/8/2023	\$	51.00	\$	-	
3841	9/28/2023	\$	269.00	\$	2,200.82	
3820	5/22/2018	\$	2,095.34	\$	1,411.90	
4312	9/8/2020	\$	1,585.66	\$	1,627.59	
4176	11/19/2017	\$	86.85	\$	-	DECEASED
3758	5/29/2020	\$	2,004.26	\$	2,063.89	
3842	7/18/2019	\$	1,509.77	\$	1,341.52	
13950	6/8/2020	\$	2,874.49	\$	2,511.12	
4242	1/30/2023	\$	3,181.19	\$	2,127.28	DECEASED
4305	2/12/2019	\$	1,933.36	\$	2,078.24	
3960	8/1/2019	\$	1,740.01	\$	1,785.62	
18585	3/16/2023	\$	7,729.49	\$	2,999.73	
4208	6/30/2023	\$	83.17	\$	198.33	DECEASED
3632	4/27/2016	\$	191.03	\$	260.00	
4010	11/1/2021	\$	2,896.19	\$	2,438.47	DECEASED
3979	4/13/2016	\$	102.38	\$	65.00	DECEASED
3955	4/4/2018	\$	1,072.47	\$	1,079.16	DECEASED



20834	6/29/2020	\$ 1,618.29	\$ 1,735.72
3853	2/5/2016	\$ 1,060.06	\$ 65.00
		<b>\$ 81,501.01</b>	<b>\$ 61,687.96</b>

#### CONGREGATE

<b>CUSTOMER NUMBER</b>	<b>MOVE OUT DATE</b>	<b>BALANCE W/O</b>
20482	DECEASED	\$ 92.00
4266	DECEASED	\$ 79.00
27706	DECEASED	\$ 42.18
4129	DECEASED	\$ 189.00
3859	DECEASED	\$ 59.92
7148	DECEASED	\$ 22.00
7627	DECEASED	\$ 86.00
7290	DECEASED	\$ 31.00
3852	DECEASED	\$ 52.00
21176	DECEASED	\$ 124.00
4187	DECEASED	\$ 61.30
4188	DECEASED	\$ 99.00
3650	DECEASED	\$ 85.00
4246	DECEASED	\$ 617.00
4140	DECEASED	\$ 27.00
4133	DECEASED	\$ 378.00
7486	DECEASED	\$ 170.00
26930	DECEASED	\$ 20.00
4101	DECEASED	\$ 149.00
3636		\$ 2.00
7688	DECEASED	\$ 161.00
3876	DECEASED	\$ 52.00
10441	DECEASED	\$ 189.00
3870	DECEASED	\$ 22.00
4028	DECEASED	\$ 11.00
7484		\$ 24.00
4311	DECEASED	\$ 7.00
4082	DECEASED	\$ 789.01
3884	DECEASED	\$ 80.00
4179	DECEASED	\$ 11.00
29222	DECEASED	\$ 32.00
7468	EVICTED	\$ 32.00
3696	DECEASED	\$ 32.00
7146	DECEASED	\$ 196.00
3658	DECEASED	\$ 99.00
3670	DECEASED	\$ 19.00

25191		\$ 64.00
7555		\$ 43.00
4045		\$ 42.00
3856	DECEASED	\$ 32.00
3991		\$ 6.00
4468	DECEASED	\$ 490.00
4217	DECEASED	\$ 11.00
4323	DECEASED	\$ 494.00
4169	DECEASED	\$ 52.00
3950	DECEASED	\$ 11.00
7768	DECEASED	\$ 29.50
4287	DECEASED	\$ 76.00
5529		\$ 32.00
4145	DECEASED	\$ 146.00
4132	DECEASED	\$ 398.00
5750	DECEASED	\$ 49.00
23011	DECEASED	\$ 25.00
27869	DECEASED	\$ 378.00
3775	DECEASED	\$ 63.00
20839	DECEASED	\$ 760.00
6120		\$ 47.00
7473		\$ 63.00
30776		\$ 7.00
20528	DECEASED	\$ 126.00
4029		\$ 116.00

---

**\$ 7,701.91**

---



**RESOLUTION #23-120**

**RESOLUTION VOIDING OUTSTANDING CHECKS WRITTEN ON  
VARIOUS ACCOUNTS DATED PRIOR 5/15/2023**

**WHEREAS**, the Housing Authority of Gloucester County (HAGC) with its various accounts, prepares an exorbitant number of checks per year; and

**WHEREAS**, each year a number of checks are voided by HAGC or are released and not presented to HAGC banks for payment; and

**WHEREAS**, appropriate accounting procedures are required to be implemented to account for the voiding of checks issued prior to 5/15/2023 and not paid as of this date.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of HAGC that:

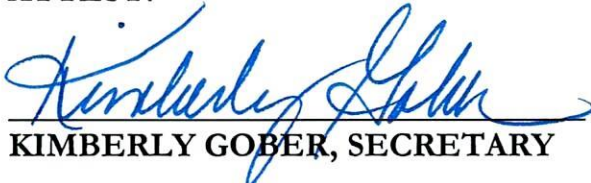
1. Checks on various HAGC accounts written prior to 5/15/2023, as listed on the attached schedule, and not presented to HAGC banks, are hereby declared void and not to be paid; and
2. The Finance Director of HAGC shall make the appropriate accounting entries in books of accounts for the voiding of checks outstanding that were issued by the HAGC prior to 5/15/2023 and not presented to HAGC banks for payment as of 11/15/2023.
3. Funds shall be held as unclaimed property and maintained on the unclaimed property register in accordance with the requirements of N.J.S.A. 46:30B-42.

**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County, held on the 15<sup>th</sup> of November 2023.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

BY:   
WILLIAM W BAIN, JR., CHAIRMAN

**ATTEST:**

  
KIMBERLY GOBER, SECRETARY

**DATED: NOVEMBER 15, 2023**



**HOUSING AUTHORITY OF GLOUCESTER COUNTY****OUTSTANDING CHECKS TO BE WRITTEN-OFF**

(ISSUED PRIOR TO MAY 15, 2023)

NOVEMBER 15, 2023

ACCOUNT:		<b>AFFORDABLE HOUSING CORPORATION OF GLASSBORO</b>		
CHECK NO.	DATE	AMOUNT	PAYABLE TO	DESCRIPTION
202334	3/29/2023	\$134.46	TENANT	SECURITY DEPOSIT REFUND
TOTAL		\$134.46		

ACCOUNT:		<b>COLONIAL PARK, LP</b>		
CHECK NO.	DATE	AMOUNT	PAYABLE TO	DESCRIPTION
203999	2/23/2022	\$1.12	TENANT	SECURITY DEPOSIT REFUND
204055	4/6/2022	\$28.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
204166	6/29/2022	\$398.04	TENANT	SECURITY DEPOSIT REFUND
204480	3/29/2023	\$42.94	TENANT	SECURITY DEPOSIT REFUND
TOTAL		\$42.94		

ACCOUNT:		<b>HAP DISBURSEMENT ACCOUNT</b>		
CHECK NO.	DATE	AMOUNT	PAYABLE TO	DESCRIPTION
510985	1/3/2023	\$52.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
510987	1/3/2023	\$3.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
510990	1/3/2023	\$4.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511019	1/3/2023	\$24.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511020	1/3/2023	\$6.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511095	1/3/2023	\$2.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511101	1/3/2023	\$2.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511206	2/1/2023	\$52.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511208	2/1/2023	\$3.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511211	2/1/2023	\$4.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511232	2/1/2023	\$22.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511239	2/1/2023	\$24.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511427	3/1/2023	\$89.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511436	3/1/2023	\$3.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511439	3/1/2023	\$4.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511445	3/1/2023	\$21.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511447	3/1/2023	\$2.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511458	3/1/2023	\$22.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511465	3/1/2023	\$9.00	TENANT	UTILITY REIMBURSEMENT PAYMENT



511466	3/1/2023	\$24.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511472	3/1/2023	\$88.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511483	3/1/2023	\$24.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511493	3/1/2023	\$9.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511532	3/1/2023	\$28.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511567	3/1/2023	\$23.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511588	3/15/2023	\$137.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511647	4/1/2023	\$12.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511663	4/1/2023	\$3.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511666	4/1/2023	\$4.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511673	4/1/2023	\$45.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511675	4/1/2023	\$2.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511695	4/1/2023	\$9.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511696	4/1/2023	\$24.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511713	4/1/2023	\$24.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511723	4/1/2023	\$9.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511730	4/1/2023	\$73.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511745	4/1/2023	\$1.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511747	4/1/2023	\$7.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511762	4/1/2023	\$2.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511768	4/1/2023	\$39.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511810	4/15/2023	\$9.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511864	5/1/2023	\$12.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511880	5/1/2023	\$3.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511883	5/1/2023	\$4.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511889	5/1/2023	\$45.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511909	5/1/2023	\$9.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511935	5/1/2023	\$9.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511940	5/1/2023	\$55.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511959	5/1/2023	\$7.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
511976	5/1/2023	\$2.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
512003	5/1/2023	\$9.00	TENANT	UTILITY REIMBURSEMENT PAYMENT
TOTAL		\$1,099.00		

ACCOUNT:		PUBLIC HOUSING MANAGEMENT		
CHECK NO.	DATE	AMOUNT	PAYABLE TO	DESCRIPTION
207580	12/29/2022	\$38.64	TENANT	SECURITY DEPOSIT REFUND
TOTAL		\$38.64		

**TOTAL FOR ALL ACCOUNTS:**

**\$1,315.04**



**RESOLUTION #23-121**

**RESOLUTION AUTHORIZING THE PURCHASE OF ELECTRICITY  
SUPPLY SERVICES FOR PUBLIC USE ON AN ONLINE AUCTION  
WEBSITE**

**WHEREAS**, the Housing Authority of Gloucester County (HAGC) has determined to move forward with the EMEX Reverse Auction in order to procure electricity for HAGC; and

**WHEREAS**, the Local Government Electronic Procurement Act (P.L. 2018, c. 156) (the "Act") authorizes the purchase of electricity supply service for public use through an online auction service; and

**WHEREAS**, HAGC will utilize the online auction services of **EMEX, LLC**, a division of Mantis Innovation, an approved vendor pursuant to the Act; and

**WHEREAS**, **EMEX, LLC** is compensated for all services rendered through the participating supplier to which a contract is awarded; and

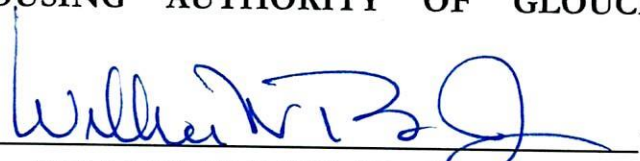
**WHEREAS**, the auction will be conducted pursuant to the Act.

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of HAGC that the Executive Director is hereby authorized to execute an electricity contract proffered by the participating supplier that submits the winning bid in the EMEX Reverse Auction, pending Counsel review and approval.

**ADOPTED** at a Regular Meeting of the Housing Authority of Gloucester County held on the 15<sup>TH</sup> day of November 2023.

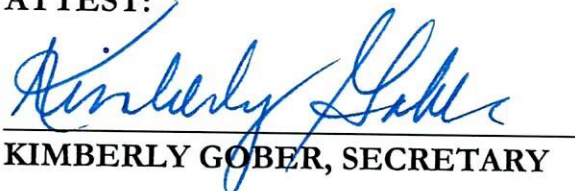
**THE HOUSING AUTHORITY OF GLOUCESTER  
COUNTY**

BY:



**WILLIAM W. BAIN, JR., CHAIRMAN**

**ATTEST:**

  
**KIMBERLY GOBER, SECRETARY**

**DATE: NOVEMBER 15, 2023**

TABLED

RESOLUTION #23-122

RESOLUTION AUTHORIZING EXECUTIVE SESSION IN ORDER  
TO DISCUSS MATTERS FALLING UNDER EXEPTIONS  
TO THE OPEN PUBLIC MEETINGS ACT

**WHEREAS**, While the Sen. Byron M. Baer Open Public Meetings Act (OPRA, NJSA 10:4-6et seq.) requires all meetings of the Housing Authority of Gloucester County to be held in public, NJSA 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in “Executive Session”, i.e., without the public being permitted to attend and:

**WHEREAS**, the Housing Authority of Gloucester County has determined that \_\_\_\_\_ issues are permitted by NJSA 10:4-12 (b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on November 15, 2023, at 4:30 P.M. and;

**WHEREAS**, the nine (9) exceptions to public meetings set forth in NJSA 10:4-12(b) are listed below with the number of issues and any additional information shall be written:

- 1) **“Any matter which, by express provision of Federal law, State stature of rule of court shall be rendered confidential or excluded from public discussion”** the legal citation to the provision at issue is \_\_\_\_\_ and the nature of the matter described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_
- 2) **“Any matter in which the release of information would impair a right to receive funds from the federal government.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3) **“Any material the disclosure of which constitutes an unwarranted invasion of privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, healthy, custodial, child protections, rehabilitation, legal defenses, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual’s personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4) **“Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees**



of the public body.” The collective bargaining contract(s) discussed are between the Board and \_\_\_\_\_

- 5) **“Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

- 6) **“Any tactics and techniques utilized in protecting the safety and property of the public provide that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.”** The nature of the matter, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

- 7) **“Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matter falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.”** The parties to and docket number of each item of litigation and/or the parties to each contract discussed are \_\_\_\_\_

and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is \_\_\_\_\_

- 8) **“Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining in of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.”**

Subject to the balancing of the public’s interest and the employee’s privacy rights under South Jersey Publishing Co. vs New Jersey Expressway Authority, 124 NJ 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are \_\_\_\_\_

- 9) “Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is\_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**WHEREAS**, the length of the Executive Session is estimated to be \_\_\_\_\_ minutes after which the public meeting of the Housing Authority of Gloucester County shall **(circle one)** reconvene and immediately adjourn or reconvene and proceed with business.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of Gloucester County will go into Executive Session for only the above stated reasons;

**BE IT FURTHER RESOLVED** that the Secretary at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately be discussed.

**BE IT FURTHER RESOLVED** that the Secretary, on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by NJSA 47:1A-1 et seq.

**I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION APPROVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF GLOUCESTER COUNTY AT ITS PUBLIC MEETING HELD ON NOVEMBER 15, 2023.**

**ADOPTED** at a regular meeting of the Housing Authority of Gloucester County held on the 15th day of November 2023.

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

**BY:** \_\_\_\_\_  
**WILLIAM W. BAIN, JR., CHAIRMAN**

**ATTEST:**

\_\_\_\_\_  
**KIMBERLY GOBER, SECRETARY**

**DATE: NOVEMBER 15, 2023**