

RESOLUTION #20-28

**RESOLUTION AUTHORIZING CONTRACT FOR
BRICK AND MORTAR REPAIR
DEPTFORD PARK APARTMENTS**

WHEREAS, the Housing Authority of Gloucester County has need for brick and mortar repair at Deptford Park Apartments, 120 Pop Moylan Blvd, Deptford, NJ; and

WHEREAS, the Housing Authority of Gloucester County has solicited quotes for the removal and replacement of exterior building sealant; and

WHEREAS, the Housing Authority of Gloucester County reviewed the quotes received; and

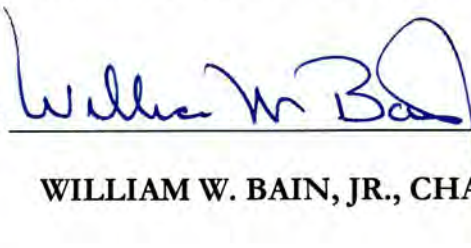
WHEREAS, the lowest responsible quote for such services is with, **TRI-STATE MASONRY** at a cost of **\$16,900.00** and is proper and responsive to the specifications;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the contract with **TRI-STATE MASONRY** be and is hereby approved; and

IT IS FURTHER RESOLVED that the Executive Director be and is hereby authorized to ratify a contract for the brick and mortar repair, in accordance with the quote received and quote sheet attached hereto for the contract amount of **\$16,900.00**, subject to receipt of required documentation and check of references.

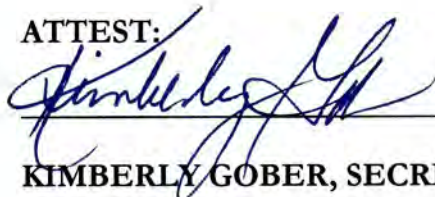
ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 22nd day of April 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: _____

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

_____
KIMBERLY GOBER, SECRETARY

DATED: APRIL 22, 2020

(ATTACHMENT-B)
Please Print or Type

SELECTED VENDOR		REMARKS:	
1 Tristate Masonry			
WAS A COST BENEFIT ANALYSIS DONE? BY WHOM?			
NO ☐ YES (Copy Attached) ☐			
CLASSIFICATION OF PURCHASE (IF LESS THAN 3 QUOTES ARE PROVIDED) ☐ EMERGENCY PURCHASE ☐ NJ STATE GVT CONTRACT ☐ VALUE REQUIRES ONLY ONE ☐ SINGLE SOURCE ITEM		OTHER:	
QUOTES PROCURED BY	MGMT APPROVED (if diff)	FINANCIAL OFFICER	APPROVING OFFICER SIGNATURE DATE
			

RESOLUTION #20-29

RESOLUTION AUTHORIZING

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY (HAGC) TO
EXTEND PARTICIPATION AS MEMBER IN**

THE OMNIA PARTNERS GOVERNMENT PURCHASING ALLIANCE

WHEREAS, N.J.S.A. 52:34-6.2 authorizes contracting units to purchase goods, or to contract for services, may make purchases and contract for services through the use of a nationally-recognized and accepted cooperative purchasing agreement that has been developed utilizing a competitive bidding process by another contracting unit within the State of New Jersey, or within any other state, when available; and

WHEREAS, the nationally-recognized **OMNIA PARTNERS GOVERNMENT PURCHASING ALLIANCE**, has offered voluntary participation in the national cooperative purchasing agreement for the purchase of goods and services; and

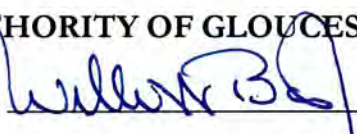
WHEREAS, it is the desire of the Housing Authority of Gloucester County to join the **OMNIA PARTNERS GOVERNMENT PURCHASING ALLIANCE** to purchase goods and services, to make the procurement process more efficient and to provide cost savings to HAGC.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Housing Authority of Gloucester County as follows:

1. The Executive Director is authorized to enter into an agreement and to participate in the **OMNIA PARTNERS GOVERNMENT PURCHASING ALLIANCE** for May 1, 2020 until April 30, 2021.
2. The HAGC shall be responsible to ensure that the goods and or services procured through the **OMNIA PARTNERS GOVERNMENT PURCHASING ALLIANCE** comply with all applicable laws of the State of New Jersey, Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 22ND DAY OF APRIL 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W BAIN, JR CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

Dated: APRIL 22, 2020

RESOLUTION #20-30

**RESOLUTION AUTHORIZING
THE HOUSING AUTHORITY OF GLOUCESTER COUNTY (HAGC) TO
EXTEND PARTICIPATION AS MEMBER IN
CAMDEN COUNTY EDUCATIONAL SERVICE COMMISSION
COOPERATIVE PRICING SYSTEM**

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

WHEREAS, on May 22, 2019, through RES 19-49 the governing body of HAGC duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services, and wishes to extend its participation FY2020;

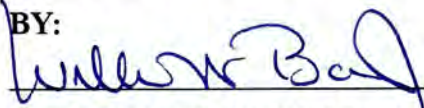
NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County, that the Executive Director is hereby authorized to execute and sign an agreement as follows:

1. **TITLE.** This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the HOUSING AUTHORITY OF GLOUCESTER COUNTY.
2. **AUTHORITY.** Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the Executive Director is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.
3. **CONTRACTING UNIT.** The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.
4. **EFFECTIVE DATE.** This resolution shall take effect May 1, 2020 until April 30, 2021.

ADOPTED at a Regular Meeting of the Housing Authority of Gloucester County, held on the 22ND DAY OF APRIL 2020.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:


WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: APRIL 22, 2020

RESOLUTION #20-31

**RESOLUTION AUTHORIZING CONTRACTS WITH APPROVED STATE
CONTRACT VENDORS FOR CONTRACTING UNITS PURSUANT TO**

N.J.S.A. 40a:11-12a

WHEREAS, the Housing Authority of Gloucester County (HAGC), pursuant to NJSA40A:11-12a and NJAC 5:34-7.29(c) may by resolution and without advertising for bids, purchase any goods or services under the State of NJ Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, HAGC has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, HAGC intends to enter into such contract with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; and

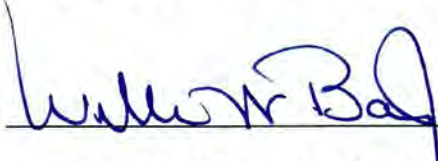
NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State contract Vendors on the attached list, pursuant to all conditions of the individual contracts and;

BE IT FURTHER RESOLVED, that the governing body of the Housing Authority of Gloucester County, pursuant to N.J.A.C.5:30-5.5(b), after inquiring about the availability of funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Executive Director.

BE IT FURTHER RESOLVED, that the duration of the contracts between the Housing Authority of Gloucester County and the Referenced State Contract Vendors shall be from May 1, 2020 to April 30, 2021.

ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 22nd day of April 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: APRIL 22, 2020

REFERENCED STATE CONTRACT VENDORS

COMMODITY/ SERVICE	VENDOR	STATE CONTRACT	EXPENDITURES TO BE UNDER
GENERAL OFFICE SUPPLIES	• W.B. MASON CO. INC.	#0000003	\$17,500
TIRES	• THE GOODYEAR CO.	20-FLEET-00948	\$17,500
	• BRIDGESTONE AMERICAS IND.	19-FLEET-00708	\$17,500
FACILITIES MAINTENANCE AND OPERATIONS (MRO) AND INDUSTRIAL SUPPLIES	• GRAINGER	19-FLEET-00566	\$17,500
WALK-IN BUILDING SUPPLIES	• HOME DEPOT	18-FLEET-00234	\$40,000
	• LOWE'S HOME CENTERS LLC.	18-FLEET-00235	\$25,000

RESOLUTION #20-32

**RESOLUTION AUTHORIZING AN EMERGENCY
PURCHASE OF READY-MADE MEALS**

AULETTO CATERERS

WHEREAS, an outbreak of a respiratory disease caused by a novel (new) coronavirus has as of this date been detected in over 200 countries world-wide, including in the United States. The virus has been named “severe acute respiratory syndrome coronavirus 2” (SARS-CoV-2) and the disease it causes has been named “Coronavirus Disease 2019” (“COVID-19”); and

WHEREAS, On January 31, 2020, Secretary of Health and Human Services Alex M. Azar II declared a public health emergency for the United States to aid the nation’s healthcare community in responding to COVID-19. On March 9, under Executive Order 103, Governor Murphy declared a State of Emergency and a Public Health Emergency, further extended by Executive Order 119. On March 13, 2020, President Trump declared the COVID-19 pandemic a national emergency; and

WHEREAS, the Housing Authority of Gloucester County, through its Congregate Program, provides quality affordable meals, cleaning, shopping, and laundry services for seniors and disabled residents who are participants in the Congregate Housing Services Program (CHSP); and

WHEREAS, there is an Agreement in effect between the Housing Authority of Gloucester County and the State of New Jersey, Department of Human Services to partially cover the costs of such services; and

WHEREAS, due to the COVID-19 Pandemic, many of our senior and disabled residents are isolated and unable to obtain food or supplies from other sources; and

WHEREAS, the State of New Jersey, Department of Human Services has offered to expand the CHSP to include all resident interested in receiving meal services during the COVID-19 pandemic; and

WHEREAS, due to staff shortages and increased demand it became necessary to obtain ready-made meals from **Auletto Catering** to avoid threatening the safety and well-being of our senior and disabled residents; and

WHEREAS, the HAGC Executive Director was satisfied that an emergency did exist and authorized the award of an emergency contract in accordance with N.J.S.A. 40A:11-6(a) for such purpose as may be necessary to respond to the emergent needs; and

WHEREAS, there could be an ongoing staff shortage due COVID-19 related issues and additional difficulties obtaining food and supplies; and

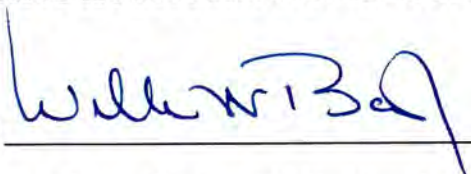
WHEREAS, Auletto Catering has the capabilities and desires to provide ready-made meals for our senior and disabled residents for up to 7 weeks.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of HAGC, that the emergency contract awarded be ratified; and

BE IT FURTHER RESOLVED, that the Executive Director is hereby authorized to award a contract for additional expenses related to these services as an emergency protective measure, with a total amount not to exceed \$20,000.

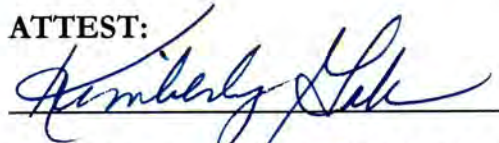
ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 22nd day of April 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: APRIL 22, 2020

RESOLUTION #20-33

**RESOLUTION AUTHORIZING
SUBMISSION OF APPLICABLE WAIVERS PURSUANT
PIH NOTICE 2020-05**

WHEREAS, an outbreak of a respiratory disease caused by a novel (new) coronavirus has as of this date been detected in over 200 countries world-wide, including in the United States. The virus has been named “severe acute respiratory syndrome coronavirus 2” (SARS-CoV-2) and the disease it causes has been named “Coronavirus Disease 2019” (“COVID-19”); and

WHEREAS, On January 31, 2020, Secretary of Health and Human Services Alex M. Azar II declared a public health emergency for the United States to aid the nation’s healthcare community in responding to COVID-19. On March 9, under Executive Order 103, Governor Murphy declared a State of Emergency and a Public Health Emergency, further extended by Executive Order 119. On March 13, 2020, President Trump declared the COVID-19 pandemic a national emergency; and

WHEREAS, The COVID-19 pandemic presents significant challenges for HUD and the Housing Authority of Gloucester County to continue to carry out our fundamental mission to provide decent, safe, and sanitary affordable housing for low-income families.

WHEREAS, Program operations have been severely impacted as we comply with critically important advisories and directives from public health professionals, including social distancing and other preventive practices that will slow the spread of COVID-19 and reduce the risk of exposure.; and

WHEREAS, On March 27, 2020, President Trump signed the CARES Act into law, further providing HUD with broad authority, in the context of the current public health emergency, to waive statutes and regulations (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment) for the Public Housing and HCV programs, as outlined on HUD PIH Notice 2020-05, published on April 10, 2020; and

WHEREAS, HUD is exercising this authority to provide PHAs with flexibility to adjust program practices where necessary to prioritize mission critical functions when normal operations are restricted and severely constrained, further prevent the spread of COVID-19, and mitigate the health risks posed by COVID-19 to PHA staff, families, landlords, and their communities at large.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners authorizes the Executive Director or its designee to apply for and implement any or all waivers and or alternative requirements deemed appropriate and necessary to carry on with critical functions of the authority, as outlined on the attached summary of Public Housing and HCV Waivers and Alternative Requirements issued by HUD.

BE IT FURTHER RESOLVED, that the Executive Director is **authorized** to amend the Section 8 Administrative Plan and the Public Housing Admissions and Continued Occupancy Policy to include all adopted waivers.

ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 22nd day of April 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: William B. Bain, Jr.

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:

Kimberly G. Ober
KIMBERLY GOBER, SECRETARY

DATED: APRIL 22, 2020

Attachment: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)

This chart summarizes the waivers authorized under this notice and the availability period for each. As stated in Section 5, PHAs must keep written documentation on the waivers applied by the PHA as well as the effective dates. To fulfill those requirements, PHAs may but are not required to utilize the last two columns to record this information.

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH and HCV-1 PHA 5-Year and Annual Plan	<u>Statutory Authority</u> Section 5A(a)(1), Section 5A(b)(1), Section 5A(g), Section 5A(h) <u>Regulatory Authority</u> § 903.5(a)(3), 903.5(b)(3), 903.21	- Alternative dates for submission - Changes to significant amendment process	- Varies based on FYE 7/31/20	Yes	4/22/20 Res 20-33
PH and HCV-2 Family income and composition – delayed annual reevaluations	<u>Statutory Authority</u> Section 3(a)(1) <u>Regulatory Authority</u> § 982.516(a)(1), § 960.257(a)	- Permits the PHA to delay the annual reexamination of income and family composition - HCV PHAs must implement HCV-7 for impacted families if they implement this waiver	12/31/20	Yes	4/22/20 Res 20-33
PH and HCV-3 Annual	<u>Regulatory Authority</u> § 5.233(a)(2)	Waives the requirements to use the income	7/31/20	No	

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
reexamination Income Verification	<u>Sub-regulatory Guidance</u> PIH Notice 2018-18	hierarchy, including the use of EIV, and will allow PHAs to consider self-certification as the highest form of income verification • PHAs that implement this waiver will be responsible for addressing material income discrepancies that may arise later			
PH and HCV-4 Interim reexaminations	<u>Statutory Authority</u> Section 3(a)(1) <u>Regulatory Authority</u> § 5.233(a)(2), 982.516(c)(2), 960.257(b) and (d) <u>Sub-regulatory Guidance</u> PIH Notice 2018-18	• Waives the requirement to use the income verification requirements, including the use of EIV, for interim reexaminations	• 7/31/20	No	
PH and HCV-5 EIV System Monitoring	<u>Regulatory Authority</u> § 5.233 <u>Sub-regulatory Guidance</u>	• Waives the mandatory EIV monitoring requirements.	• 7/31/20	Yes	4/22/20 Res 20-33

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
	PIH Notice 2018-18				
PH and HCV-6 FSS Contract of Participation	<u>Regulatory Authority</u> § 984.303(d)	Provides for extensions to FSS contract of participation	12/31/20	Yes	4/22/20 Res 20-33
PH and HCV-7 Waiting List	<u>Regulatory Authority</u> § 982.206(a)(2) PIH Notice 2012-34	- Waives public notice requirements for opening and closing waiting list - Requires alternative process	7/31/20	No	
HQS-1 Initial inspection	<u>Statutory Authority</u> Section 8(o)(8)(A)(i), Section 8(o)(8)(C) <u>Regulatory Authority</u> § 982.305(a), 982.305(b), 982.405	- Changes initial inspection requirements, allowing for owner certification that there are no life-threatening deficiencies - Where self-certification was used, PHA must inspect the unit no later than October 31, 2020.	7/31/20 10/31/20	Yes	4/22/20 Res 20-33
HQS-2: <u>PBV</u> <u>Pre-HAP</u> <u>Contract</u> <u>Inspections,</u> <u>PHA acceptance</u> <u>of completed</u> <u>units</u>	<u>Statutory Authority:</u> Section 8(o)(8)(A) <u>Regulatory Authority:</u> §§ 983.301(b), 983.156(a)(1)	- Changes inspection requirements, allowing for owner certification that there are no life-threatening deficiencies - Where self-certification was used, PHA must inspect the unit no later than October 31, 2020.	7/31/20 10/31/20	Yes	4/22/20 Res 20-33

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
HQS-3 Non-Life Threatening HQS - Initial Unit Approval	<u>Statutory Authority</u> Section 8(o)(8)(A)(ii) <u>Regulatory Authority</u> HOTMA HCV Federal Register Notice January 18, 2017	Allows for extension of up to 30 days for owner repairs of non-life threatening conditions	7/31/20	Yes	4/22/20 Res 20-33
HQS-4 Initial HQS - Alternative Inspections	<u>Statutory Authority</u> Section 8(o)(8)(A)(iii) <u>Regulatory Authority</u> HOTMA HCV Federal Register Notice January 18, 2017	- Under Initial HQS Alternative Inspection Option - allows for commencement of assistance payments based on owner certification there are no life-threatening deficiencies - Where self-certification was used, PHA must inspect the unit no later than October 31, 2020.	7/31/20 10/31/20	Yes	4/22/20 Res 20-33
HQS-5 Biennial Inspections	<u>Statutory Authority</u> Section 8(o)(D) <u>Regulatory Authority</u> §§ 982.405(a), 983.103(d)	- Allows for delay in biennial inspections - All delayed biennial inspections must be completed as soon as reasonably possible but	10/31/20	Yes	4/22/20 Res 20-33

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
		by no later than October 31, 2020.			
HQS-6 Interim Inspections	<u>Statutory Authority</u> Section 8(o)(8)(F) <u>Regulatory Authority</u> §§ 982.405(g), § 983.103(e)	• Waives the requirement for the PHA to conduct interim inspection and requires alternative method • Allows for repairs to be verified by alternative methods	• 7/31/20	Yes	4/22/20 Res 20-33
HQS-7 PBV Turnover Inspections	<u>Regulatory Authority</u> § 983.103(c)	• Allows for PBV turnover units to be filled based on owner certification there are no life-threatening deficiencies • Allows for delayed full HQS inspection	• 7/31/20 • 10/31/20	Yes	4/22/20 Res 20-33
HQS-8: <u>PBV</u> <u>HAP Contract –</u> <u>HQS</u> <u>Inspections to</u> <u>Add or</u> <u>Substitute Units</u>	<u>Statutory Authority</u> Section 8(o)(8)(A) <u>Regulatory Authority</u> §§ 983.207(a), 983.207(b)	• Allows for PBV units to be added or substituted in the HAP contract based on owner certification there are no life-threatening deficiencies • Allows for delayed full HQS inspection	• 7/31/20 • 10/31/20	Yes	4/22/20 Res 20-33

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
HQS-9 HQS QC Inspections	<u>Regulatory Authority</u> § 982.405(b)	Provides for a suspension of the requirement for QC sampling inspections	10/31/20	Yes	4/22/20 Res 20-33
HQS--10 HQS Space and Security	<u>Regulatory Authority</u> § 982.401(d)	Waives the requirement that each dwelling unit have at least 1 bedroom or living/sleeping room for each 2 persons.	Remains in effect one year from lease term or date of notice, whichever is longer	Yes	4/22/20 Res 20-33
HQS-11 Homeownership HQS	<u>Statutory Authority</u> Section 8(o)(8)(A)(i), Section 8(y)(3)(B) <u>Regulatory Authority</u> § 982.631(a)	- Waives the requirement to perform an initial HQS inspection in order to begin making homeownership assistance payments - Requires family to obtain independent professional inspection	7/31/20	Yes	4/22/20 Res 20-33
HCV-1 Administrative Plan	<u>Regulatory Authority</u> § 982.54 (a)	Waives the requirement to adopt revisions to the admin plan	7/31/20	Yes	4/22/20 Res 20-33
HCV-2 PHA Oral Briefing	<u>Regulatory Authority</u> § 982.301(a)(3) § 983.252(a)	- Waives the requirement for an oral briefing - Provides for alternative methods to conduct required voucher briefing	7/31/20	Yes	4/22/20 Res 20-33

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
HCV-3 Term of Voucher - Extensions of Term	<u>Regulatory Authority</u> § 982.303(b)(1)	Allows PHAs to provide voucher extensions regardless of current PHA policy	7/31/20	Yes	4/22/20 Res 20-33
HCV-4 PHA Approval of Assisted Tenancy	<u>Regulatory Authority</u> § 982.305(c)	- Provides for HAP payments for contracts not executed within 60 days - PHA must not pay HAP to owner until HAP contract is executed	7/31/20	Yes	4/22/20 Res 20-33
HCV-5 Absence from unit	<u>Regulatory Authority</u> § 982.312	- Allows for PHA discretion on absences from units longer than 180 days - PHAs must not make HAP payments beyond 12/31/20 for units vacant more than 180 consecutive days	12/31/20	Yes	4/22/20 Res 20-33
HCV-6 Automatic Termination of the HAP Contract	<u>Regulatory Authority</u> § 982.455	Allows PHA to extend the period of time after the last HAP payment is made before the HAP contract terminates automatically.	12/31/20	Yes	4/22/20 Res 20-33

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
HCV-7 Increase in Payment Standard	<u>Regulatory Authority</u> § 982.505(c)(4)	Provides PHAs with the option to increase the payment standard for the family at any time after the effective date of the increase, rather than waiting for the next regular reexamination to do so.	12/31/20	Yes	4/22/20 Res 20-33
HCV-8 Utility Allowance Schedule	<u>Regulatory Authority</u> § 982.517	Provides for delay in updating utility allowance schedule	12/31/20	Yes	4/22/20 Res 20-33
HCV-9 Homeownership Counseling	<u>Statutory Authority</u> Section 8(y)(1)(D) <u>Regulatory Authority</u> § 982.630, 982.636(d)	Waives the requirement for the family to obtain pre-assistance counseling	7/31/20	Yes	4/22/20 Res 20-33
HCV-10 FUP	<u>Statutory Authority</u> Section 8(x)(2)	Allows PHAs to increase age to 26 for foster youth initial lease up	12/31/20	N/A	
PH-1 Fiscal closeout of Capital Grant Funds	<u>Regulatory Authority</u> § 905.322(b)	Extension of deadlines for ADCC and AMCC	Varies by PHA	Yes	4/22/20 Res 20-33
PH-2 Total	<u>Regulatory Authority</u> § 905.314(c)	Waives the TDC and HCC limits permitting	Applies to development	No	

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
Development Costs		approval of amounts in excess of published TDC by 25% to 50% on a case by case basis	proposals submitted to HUD no later than December 31, 2021		
PH-3 Cost limitations	<u>Regulatory Authority</u> § 905.314(j)	Allows for the use of force account labor for modernization activities in certain circumstances	12/31/20	Yes	4/22/20 Res 20-33
PH-4 ACOP	<u>Regulatory Authority</u> § 960.202(c)(1)	Changes to approval process for ACOP	7/31/20	Yes	4/22/20 Res 20-33
PH-5 CSSR	<u>Statutory Authority</u> Section 12(c) <u>Regulatory Authority</u> § 960.603(a) and 960.603(b)	Temporarily suspends CSSR	3/31/21	Yes	4/22/20 Res 20-33
PH-6 Energy Audits	<u>Regulatory Authority</u> § 965.302	Allows for delay in due dates of energy audits	One year beyond 2020 audit deadline	Yes	4/22/20 Res 20-33
PH-7 Over-income families	Housing Opportunity Through Modernization Act of 2016: Final Implementation of the Public Housing Income Limit 83 FR 35490	Changes to timeframes for determination of over-income	12/31/20	Yes	4/22/20 Res 20-33

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
	Notice: Notice PIH 2019-11				
PH-8 Resident Council Elections	<u>Regulatory Authority</u> § 964.130(a)(1)	Provides for delay in resident council elections	7/31/20	N/A	
PH-9 Utility Allowance	<u>Regulatory Authority</u> § 965.507	Provides for delay in updating utility allowance schedule	12/31/20	Yes	4/22/20 Res 20-33
PH-10 Tenant notifications	<u>Regulatory Authority</u> § 966.5	Advance notice not required except for policies related to tenant charges	7/31/20	Yes	4/22/20 Res 20-33
11a PHAS	<u>Regulatory Authority</u> 24 CFR Part 902	- Allows for alternatives related to inspections - PHA to retain prior year PHAS score unless requests otherwise	HUD will resume issuing new PHAS scores starting with PHAs with FYE dates of 3/31/21	N/A	N/A
11b SEMAP	<u>Regulatory Authority</u> 24 CFR Part 985	PHA to retain prior year SEMAP score unless requests otherwise	HUD will resume issuing new SEMAP scores starting with PHAs with FYE dates of 3/31/21	N/A	N/A
11c Financial reporting	<u>Regulatory Authority</u> §§ 5.801(c), 5.801(d)(1)	Allows for extensions of financial reporting deadlines	Varies by PHA FYE	Yes	4/22/20 Res 20-33

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
12a Form HUD 50058	<u>Regulatory Authority</u> 24 CFR Part 908, § 982.158 <u>Sub-regulatory Guidance</u> PIH Notice 2011-65	• Waives the requirement to submit 50058 within 60 days • Alternative requirement to submit within 90 days of the effective date of action	• 12/31/20	Yes	4/22/20 Res 20-33
12b Designated housing plan	<u>Statutory Authority</u> Section 7(e)(1)	• Allows for HUD to delay notification about designated housing plan	• 7/31/20	N/A	N/A
12c Deadline for reporting Operating and Capital Fund expenditures	<u>Statutory Authority</u> Section 9(j) <u>Regulatory Authority</u> § 905.306(d)(5)	• Provides a one-year extension	One-year extension, however no programmatic expenditure end date shall be extended beyond one month prior to closure of relevant appropriations acc	Yes	4/22/20 Res 20-33

RESOLUTION #20-34
RESOLUTION AUTHORIZING A
PLAN FOR PROPHYLAXIS DISTRIBUTION IN A
PUBLIC HEALTH EMERGENCY

WHEREAS, the Housing Authority of Gloucester County (HAGC) is aware of a need for a plan in place for the distribution of prophylactic (preventative) medication to their guests/residents as well as employees and their household members; and

WHEREAS, the policy is intended to delineate the process by which residents, as well as employees and their household members, will receive preventative medications during a public health emergency as directed by the New Jersey Department of Health (NJDOH); and

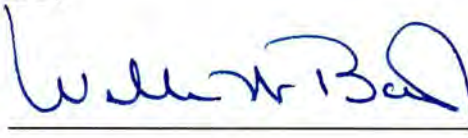
WHEREAS, this mass Prophylaxis Plan is in accordance with the NJDOH guidelines and has been developed in conjunction with the GCDOH LINCS Agency, as well as the County Offices of Emergency Management; and

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the "Prophylaxis Distribution in a Public Health Emergency Plan", be hereby approved and be made part of the current All Hazard Emergency Response Plan.

ADOPTED at the Regular Meeting of the Housing Authority of Gloucester County, held on the 22nd day of April 2020.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:



WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: APRIL 22, 2020

RESOLUTION #20-35

RESOLUTION APPROVING REGULAR MONTHLY EXPENSES

WHEREAS, the Housing Authority of Gloucester County has incurred in various financial obligations since the last meeting; and

WHEREAS, the Housing Authority of Gloucester County will incur in various financial obligations before its scheduled meeting of May 27th, 2020; and

WHEREAS, due to the COVID-19 Pandemic, staff shortage prevents the Board meeting members from reading and reviewing a complete itemized list of incurred expenses as of April 22, 2020;

WHEREAS, it is the desire of the Commissioners of said Authority to have their obligations kept current and;

WHEREAS, prior to the Board meeting of May 27th, 2020, members of the Board of Commissioners will receive an itemized list of incurred expenses paid in April and May; and

NOW, THEREFORE, BE IT RESOLVED that the Finance Director be and is hereby authorized to pay the various financial obligations prior to the May 27th, 2020 meeting in a timely manner

ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 22nd day of April 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: William W. Bain, Jr.

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST.
Kimberly Gober
KIMBERLY GOBER, SECRETARY

DATED: APRIL 22, 2020

RESOLUTION #20-36

**RESOLUTION RATIFYING THE EXECUTION OF A
MEMORANDUM OF UNDERSTANDING
BETWEEN**

**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY
AND
THE STATE OF NEW JERSEY OFFICE OF EMERGENCY MANAGEMENT
NJOEM**

WHEREAS, due to the COVID-19 Pandemic, the Housing Authority of Gloucester County (HAGC) has a need to apply for available funding from grants under the Federal Emergency Management Agency (FEMA) to aid in delivering resources and services assisting our low-income residents.

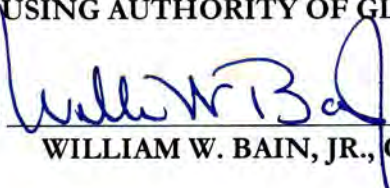
WHEREAS, it was necessary that the HAGC entered into a Memorandum of Understanding in order to initiate a request for public assistance; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Gloucester County ratifies the execution of the attached Memorandum of Understanding with the NJOEM with the proper, updated information; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized and directed to review, approve and execute all documents which may be necessary to the Memorandum of Understanding and to apply for FEMA Public Assistance relating to the COVID-19 Pandemic.

ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 26TH day of February 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:


KIMBERLY GOBER, SECRETARY

DATED: FEBRUARY 26, 2020

Memorandum of Understanding (MOU)

MEMORANDUM OF UNDERSTANDING

BY and BETWEEN

THE STATE OF NEW JERSEY

AND

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

This Memorandum of Understanding (Agreement), made and entered into between the New Jersey Office of Emergency Management, hereinafter referred to as the "NJOEM," and THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

officially domiciled at 100 POP MOYLAN BLVD, DEPTFORD NJ 08096

hereinafter referred to as the Subgrantee relating to application for grants under the Federal Emergency Management Agency (FEMA) Public Assistance and/or Hazard Mitigation programs for presidentially declared major disasters.

WHEREAS, The NJOEM, on behalf of the State of New Jersey, is the Grantee receiving funding under the FEMA Public Assistance and/or Hazard Mitigation programs as authorized under the Stafford Act and has the fiduciary responsibility to ensure those funds are spent on eligible Subgrantee facilities and activities, and are properly reimbursed to the Subgrantee; and

WHEREAS, under current information provided, FEMA has determined that the Subgrantee is eligible to apply for and/or receive FEMA funding under the Public Assistance and/or Hazard Mitigation programs, subject to approval of a Project Worksheet for Public Assistance or application for a Hazard Mitigation grant;

WHEREAS, this agreement is part of the application for Disaster Assistance and will become effective and binding upon approval of a Project Worksheet or Hazard Mitigation Grant and signature on behalf of NJOEM;

NOW, THEREFORE, in consideration thereof, the parties hereby agree as follows:

Responsibilities of the Subgrantee

The Subgrantee is primarily responsible for compliance with and agrees to obtain a working knowledge of the Stafford Act and all applicable FEMA regulations as provided in 44 CFR and FEMA policies that govern the Public Assistance and/or Hazard Mitigation programs and shall adhere to the application of the Stafford Act and those applicable regulations and policies and OMB Circulars A-87, A-102, A-110 and A-133 as a condition for the acceptance of and expenditure of said FEMA funding.

As a further condition for the acceptance of and expenditure of FEMA funding, the Subgrantee hereby agrees to follow all NJOEM guidelines, regulations and directives, to include but not be limited to the following:

- Use NJEMGrants.org, as applicable, to access forms and submit Requests For Reimbursement (RFR) and supporting documentation.
- Subgrantee agrees to promptly notify NJOEM and FEMA of any project that involves the following:
 - Work taking place in floodplains or wetlands
 - Improved projects that increase the size or footprint of a facility (PA Program)

Memorandum of Understanding (MOU)

- Alternate projects (PA Program)
- Relocated projects
- Hazard mitigation projects affecting floodplains or wetlands, such as culvert enlargements
- Any project that changes the function of a facility
- Work affecting facilities with historic significance

Such projects have the potential to be subject to additional FEMA review as they may trigger additional Federal compliance requirements in accordance with by the National Historic Preservation Act (NHPA), the National Environmental Policy Act (NEPA), Executive Order 11988 (Floodplain Management), Endangered Species Act (ESA) and other applicable Federal Laws.

- The Subgrantee shall assure that all project documents are made available to NJOEM, FEMA, Department of Homeland Security, Office of Inspector General (OIG) or to any other state or federal agency as determined by NJOEM, to include but not limited to: insurance policies, insurance proceeds received as a result of the disaster, and all other documentation substantiating eligible costs.
- All records, reports, documents and other material delivered or transmitted to NJOEM by the Subgrantee shall become the property of NJOEM.
- The Subgrantee shall obtain and maintain such types and extent of insurance as are reasonably available, adequate, and necessary to protect against future loss from similar hazards to the extent required under 44 CFR 206.250-206.253. This insurance must, at a minimum, be in the amount of the Federal grant award plus any non-Federal share.
- The Subgrantee is responsible for compliance with all federal and state laws, regulations and policies. The Subgrantee should pay particular attention to those regulations and policies whose non-compliance may make Subgrantee eligible for corrective action under the NJOEM. Those policies are listed in Exhibit B, attached to and made part of this MOU.
- The Subgrantee may be required to execute a separate subgrant agreement for Hazard Mitigation Grant Program projects in addition to this MOU.
- The Subgrantee agrees to monitor NJEMGrants.org for any changes in law, regulations, policy or procedure which affects the Subgrantee's grant requirements.
- The undersigned, as the appointed agent of the Subgrantee hereby declares that the individual(s) named herein as the Subgrantee's agent(s) are knowledgeable of the requirements outlined herein.

The Subgrantee hereby acknowledges that failure to adhere to all applicable state and federal law, regulations, policies and directives may result in suspension and/or termination of funding / reimbursements and/or all or part of the de-obligation of previously received funding.

Responsibilities of the NJOEM

- NJOEM agrees to maintain NJEMGrants.org subject to the availability of funding.
- NJOEM shall, through the Subgrantee's assigned Disaster Recovery Specialists, review Subgrantee's Request For Reimbursements, assist Subgrantee in correcting any deficiencies, and disburse reimbursement requests to the Subgrantee as timely as possible.
- NJOEM shall communicate to the Subgrantee, in a timely manner, any changes in law, regulations, policy or procedure which affects the Subgrantee's grant requirements through NJEMGrants.org, or appropriate alternate methods of communication.
- NJOEM shall provide technical assistance, advice on best practices and other education outreach programs to assist the Subgrantee in the formulation and management of its FEMA grants (see Disclaimer paragraph herein below).

Memorandum of Understanding (MOU)

Term of Agreement

This MOU shall remain in full force and effect as long as the Subgrantee has outstanding FEMA grants that have not been closed out and/or the Subgrantee receives future FEMA funding, including the record retention period. Any changes in regulations, policies or procedures applicable to disaster funding shall constitute an amendment to this Agreement.

Results of De-Obligation

The Subgrantee acknowledges that all final actions by FEMA to de-obligate funding are the financial responsibility of the Subgrantee and said amounts de-obligated shall be remitted to NJOEM by the Subgrantee immediately upon demand or in accordance with NJOEM policy.

Limitation of Liability

The Subgrantee acknowledges that this MOU is intended for the benefit of the Grantee and the Subgrantee and does not confer any rights upon any third parties. Furthermore, the Subgrantee hereby agrees to hold harmless and indemnify Grantee from any actions or claims brought on behalf of any third parties to whom services or materials are provided or who provides services or materials under any project funded by the FEMA Public Assistance and/or Hazard Mitigation programs.

Disclaimer

In its capacity as the Grantee and state fiduciary of Federal Emergency Management Agency (FEMA), and other federal grant funds, the NJOEM provides technical assistance and education outreach programs to current and potential Subgrantees (collectively referred to as "Subgrantees") of the FEMA Public Assistance and/or Hazard Mitigation programs.

Technical assistance includes the application of specific knowledge to a specific situation in order to address a specific need and as such is not a legal opinion or an endorsement of the Subgrantee's grants management practice. Education outreach programs include general programmatic grants management guidance for a Subgrantee to use in administering its own grants management program. NJOEM does not render legal opinions to Subgrantees, but rather provides information intended to assist a Subgrantee prudently manage its own grants management program by employing effective methods and sound practices to manage FEMA grants.

Technical assistance and other grants management information provided by NJOEM and adopted by the Subgrantee, does not serve as NJOEM's endorsement of the Subgrantee's grants management practice and does not relieve the Subgrantee of the responsibility of assuring that its grants management practice is in compliance with applicable laws, regulations and policies as required by the FEMA Public Assistance and/or Hazard Mitigation programs.

The Subgrantee, by its decision to participate in the FEMA Public Assistance and/or Hazard Mitigation programs, bears the ultimate responsibility for ensuring compliance with all applicable state and federal

Memorandum of Understanding (MOU)

laws, regulations and policies, and bears the ultimate consequences of any adverse decisions rendered by NJOEM, FEMA, or any other state and federal agencies with audit, regulatory, or enforcement authority. Throughout the grants management process, NJOEM, as the state fiduciary of this federal funding, reserves the right to demand that the Subgrantee comply with all applicable state and federal laws, regulations and policies, terminate reimbursements and take any and all other actions it deems appropriate to protect those funds for which it is responsible.

Discrimination Clause

The Subgrantee agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and the Americans with Disabilities Act of 1990.

The Subgrantee agrees not to discriminate in its employment practices, and will render services under this Agreement without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by the Subgrantee or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement.

Memorandum of Understanding (MOU)

Notices

All notices and other communications pertaining to this Agreement shall be in electronic format and/or writing and shall be transmitted either by e-mail, personal hand-delivery (and receipted for) or deposited in the United States Mail, as certified mail, return receipt requested and postage prepaid, to the other party, addressed as follows:

New Jersey State Police Recovery
Bureau
PO Box 7068
West Trenton, NJ 08628
ATTN: Captain Scott Poulton

Or NJEMGrantsHelp@gw.njsp.org

IN WITNESS WHEREOF, the parties have executed this Agreement on the day, month and year first written above.

WITNESSES:

State's Witness

Name:

State Coordinating Officer

Name:

Title:

Telephone Number:

Date

Nelly Rojas

Entity's Witness

Name: NELLY ROJAS

Kimberly Gober

Chief Elected/Appointed Official
or Chief Executive Officer

Name: KIMBERLY GOBER

Title: EXECUTIVE DIRECTOR

Telephone Number: 856-845-4959 EXT 218

4/9/20

Date

Exhibit A

Designation of Applicant's Agent

Provide the information below for 1 primary and 2 alternate individuals that will be designated as agents.

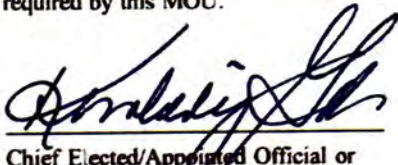
Primary Agent's Name: KIMBERLY GOBER
Title: EXECUTIVE DIRECTOR
Telephone number: 856-845-4959 EXT. 215
Email Address: kgober@hagc.org

Alternate Agent's Name: NELLY ROJAS
Title: ADMINISTRATIVE ASSISTANT
Telephone number: 856-845-4959 EXT. 221
Email Address: nrojas@hagc.org

Alternate Agent's Name:
Title:
Telephone number:
Email Address:

I, KIMBERLY GOBER

as Chief Elected or Appointed Official of the Subgrantee am authorized to execute and file an Application for Public Assistance on behalf of the Subgrantee for the purpose of obtaining certain State and Federal financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288 as amended). The above named agents(s) is/are authorized to represent and act on behalf of the Subgrantee in all dealings with the State of New Jersey on all matters pertaining to the management of grants and disaster assistance received from FEMA as required by this MOU.



Chief Elected/Appointed Official or
Chief Executive Officer

Name: KIMBERLY GOBER

Title: EXECUTIVE DIRECTOR

Telephone Number: 856-845-4959 EXT 218

4/9/20

Date

Exhibit B

POLICIES ELIGIBLE FOR CORRECTIVE ACTION

The policies below are examples of the policies eligible for corrective action by NJOEM. They are NOT inclusive of all actions which may be subject to corrective action.

Policy	Summary of Policy
Advances	Expenses related to Project Worksheets (PW) must be within the scope of the PW
Requests For Reimbursement (RFR)	RFRs must exceed \$2,500 per submission
Compliance	Subgrantees who receive grant funds greater than \$500,000 are required to comply with OMB Circular A-133 and proactively work with NJOEM to correct any deficiencies.
Federal Funding Accountability and Transparency Act (FFATA)	It is the responsibility of the Subgrantee to provide information as requested by NJOEM to comply with the Federal Funding Accountability and Transparency Act.
Document Retention	Subgrantee must maintain original documentation throughout the life of the PW and retain the documentation for a minimum period of three years after closeout (44 CFR 13.42)
Unused Funds	Subgrantee is responsible for identifying, in a timely manner, all funds not used after the completion of a project and upon identification to immediately return those funds to NJOEM (44 CFR 206.205 and NJOEM policy)
Return of De-Obligated Funds and Interest	Subgrantee is required to return all de-obligated funds to NJOEM within 60 calendar days of notice as well as remit any interest accrued on grant funds (44 CFR 13.21)
Fraud, Waste or Abuse	Initial findings by NJOEM indicating fraud, waste or abuse may have immediate impact on funding and be reported.
Quarterly Reporting	All completed and accurate quarterly reports are due within 15 days after the end of the quarter (44 CFR 206.204)
Procurement	All procurement must be in compliance with state and federal law and regulations to include taking affirmative steps to assure that minority firms, women's business enterprises and labor surplus area firms are used when possible (44 CFR 13.36)
Project Timelines	All projects are required to be completed within the milestones stated in the regulations. It is the responsibility of the Subgrantee to file a timely request for extension if so required (44 CFR 206.204)
Special Provisions	Subgrantees are required to comply with NEPA and NHPA
Insurance	Subgrantees shall comply with the obtain and maintain insurance requirements or obtain a waiver from the New Jersey Department of Banking and Insurance Commissioner (44 CFR 206.250-206.253)
Debarred and Suspended Contractors	Subgrantees shall not make any awards to debarred, suspended or otherwise ineligible contractors (44 CFR 13.36 (b) (8) and www.epls.gov)

STATE OF NEW JERSEY W-9/QUESTIONNAIRE INSTRUCTIONS

The enclosed form is required by the State of New Jersey's Comprehensive Financial System, and must be completed by vendors/payees who intend to do business with the State of New Jersey or by New Jersey State employees who are seeking reimbursement for travel or training expenses. Please answer ALL questions and print clearly. If you have questions or need assistance completing the form, please contact vendor control at (609) 633-8183 or via email: AAIUNIT@treas.state.nj.us.

PART I. REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

Part One is a W-9 form as required by the Internal Revenue Service to verify the name, address, and federal identification number for vendor/payees who may receive a 1099.

For questions 1-4:

If there is no preprinted data, populate the form with the vendor/payee's name (as shown on your tax return), address, city, state, and zip code, and sign and date the form under question number five.

If the form contains preprinted data and the preprinted information is correct, sign and date the form under question five.

If the form contains preprinted data and the preprinted information is not correct, cross out the incorrect data and make any changes immediately to the right of the preprinted information and sign and date the form under question five.

PART II. VENDOR/PAYEE DATA: STATE OF NEW JERSEY VENDOR/PAYEE INFORMATION QUESTIONNAIRE

1. Enter the code that best describes the primary business function from the choices provided.

2. Print the name, phone number, and e-mail address of the primary contact person for the vendor listed in Part One.

If you are an employee of the State of New Jersey or manage a Confidential Fund or a Petty Cash Fund for a State agency, do not answer the remaining portion of the questionnaire (Questions three and four).

3. Enter the principle activity of your organization from the choices provided.

4. Enter the code that best describes your organization from the choices provided.

SUBMISSION OF THE STATE OF NEW JERSEY W-9/QUESTIONNAIRE

Mail or fax completed forms to The Office of Management and Budget (OMB):

OMB-Vendor Control Unit
PO Box 221
Trenton, NJ 08625-0221

Fax: (609) 984-5210

ACCESSING YOUR ACCOUNT INFORMATION

Details regarding specific payments, similar to a check stub, may be obtained over the internet through the Vendor Payment Inquiry (VPI) system. To access VPI, users must first create a 'MyNewJersey' portal account.

Begin by logging onto the State of New Jersey's web page, <http://www.state.nj.us> and creating a log in and password (click on the 'register' link under the 'home' tab). Once the 'MyNewJersey' portal account has been established, users will have to sign up for the VPI application by clicking the 'enroll here' button on our website, https://www20.state.nj.us/TYM_VPI/

The online tutorial for VPI can be found at https://www20.state.nj.us/treasury/omb/TYM_VPI/docs/GettingStarted.pdf

VPI provides two years of historical data (such as issuing agency, payee reference, payment amount, payment date, etc) and allows for the review of scheduled payments.

STATE OF NEW JERSEY
W-9/QUESTIONNAIRE

THE STATE OF NEW JERSEY REQUIRES THE FOLLOWING INFORMATION TO ESTABLISH YOUR NAME, ADDRESS AND TAXPAYER ID ON STATE RECORDS. THE INFORMATION IS USED TO POPULATE AND MAINTAIN THE STATE'S VENDOR/PAYEE FILE AND MUST BE COMPLETED BEFORE PAYMENTS ARE MADE.

IMPORTANT: YOU WILL NOT BE PAID BY THE STATE OF NEW JERSEY UNTIL THIS FORM IS COMPLETED, SIGNED AND RETURNED. FOR ADDITIONAL INFORMATION CALL (609) 633-8183 OR EMAIL: AAUNIT@TREAS.STATE.NJ.US

Return completed form to:
OMB VENDOR CONTROL
PO BOX 221
TRENTON, N. 08625 or
FAX: (609) 964-5210

PART 1 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

1. **Name** (as shown on your tax return): THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

Doing business as (if different than name):

2. **Address line 1:** 100 POP MOYLAN BLVD

Address line 2:

3. **City:** DEPTFORD **State:** New Jersey **Zip:** 08096

If the above contains preprinted data that is incorrect, cross it out and write the correct information immediately next to it.

4. **Taxpayer Identification Number (TIN)** Enter your TIN below and select the type of number listed.

22-2120143

- ☐ SOCIAL SECURITY NUMBER
☒ EMPLOYER IDENTIFICATION NUMBER

5. **Certification: Under penalties of perjury, I certify that:**

- (1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
(2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
(3) I am a U.S. citizen or other US person as defined by the IRS.

Certification instructions: You must cross out item (2) above if you have been notified by the IRS that you are currently subject to backup withholding because of underreported interest or dividends on your tax return. For real estate transactions, item (2) does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an IRA, and generally payments other than interest or dividends, you are not required to sign the certification, but you must provide your correct TIN.

Sign
Here

Signature

Date

4/9/20

PART 2 VENDOR/PAYEE DATA: STATE OF NEW JERSEY VENDOR/PAYEE INFORMATION QUESTIONNAIRE

1. Enter the code from the list below that best describes your primary business function:

VENDORS

VG=VENDORS WHO SELL OR MANUFACTURE GOODS

HC=HEALTH-CARE SERVICES (NON STATE AGENCIES)

VS=VENDORS WHO RENDER SERVICE OR RECEIVE RENT PAYMENTS

LG=LEGAL SERVICES

☒ AC

CS=CONSTRUCTION VENDORS WHO RENDER SERVICES

CG=CONSTRUCTION VENDORS WHO SELL OR MANUFACTURE GOODS

GOVERNMENT ENTITIES

AC=AUTHORITY/COMMISSION

CF=CONFIDENTIAL FUND

PC=PETTY CASH

SD=SCHOOL DISTRICT

FA=FEDERAL AGENCY

FD=FIRE DISTRICT

CM=COUNTY/MUNICIPALITY

EP=NJ STATE EMPLOYEE

SA=STATE AGENCY

WB=WELFARE BOARD

CU=STATE COLLEGE/UNIVERSITY

OTHER VENDORS

OT=OTHER VENDOR (PLEASE SPECIFY) _____

2. **Primary Contact Information (ALL FIELDS ARE REQUIRED):**

Name: KIMBERLY GOBER

Phone: 856-845-4959 EXT 210

Email: kgober@hagc.org

☐ Please check here if you are interested in receiving information about payments by direct deposit.

IF YOU ARE A NJ STATE EMPLOYEE, NJ MANAGER OF A CONFIDENTIAL FUND OR PETTY CASH FUND, DO NOT ANSWER THE BALANCE OF THE QUESTIONNAIRE.

3. What is the principle activity of your organization?

☒ G

M=MANUFACTURING

H=HEALTH RELATED SERVICE

C=CONSTRUCTION

L=LEGAL

S=SERVICE

G=GOVERNMENT

O=OTHER (PLEASE SPECIFY) _____

4. Enter the code from the list below that best describes your organization

☐

C=CORPORATION

I=INDIVIDUAL

P=PARTNERSHIP

L= LIMITED LIABILITY COMPANY

Exhibit D

OMB Approval No.0341-0042

ASSURANCES- CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685- 1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibit discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Standard Form 4240 (4-88)
Prescribed by OMB Circular A-102

Exhibit D

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333) regarding labor standards for federally assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
19. Will comply with all applicable requirements of all other Federal Laws, Executive Orders, regulations and policies governing this program.



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement, and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction:

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here

Section 67.630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7

Check ☐ if the State has elected to complete OJP Form 4061/7

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY 100 POP MOYLAN BLVD, DEPTFORD, NJ 08096

1. Grantee Name and Address

FEMA PA and HM Program

22-2120143

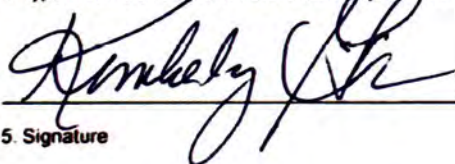
2. Application Number and/or Project Name

3. Applicant Tax ID Number

KIMBERLY GOBER

EXECUTIVE DIRECTOR

4. Typed Name and Title of Authorized Representative



5. Signature

4/9/20

6. Date

RESOLUTION #20-37

**RESOLUTION AUTHORIZING AN EMERGENCY
PURCHASE OF LAPTOP COMPUTERS**

CDW-G

WHEREAS, the COVID-19 pandemic presents significant challenges for the Housing Authority of Gloucester County (HAGC) to continue to carry out its fundamental mission to provide decent, safe, and sanitary affordable housing for low-income families; and

WHEREAS, HAGC must act with flexibility to adjust where necessary to prioritize mission critical functions when normal operations are restricted and severely constrained, further prevent the spread of COVID-19, and mitigate the health risks posed by COVID-19 to HAGC employees, clients, landlords, and their communities at large; and

WHEREAS, guidance provided by the CDC, US Department of HUD, State of NJ Department of Health and Gloucester County Health Department, indicate social distancing will slow the spread of COVID-19 and reduce the risk of exposure.; and

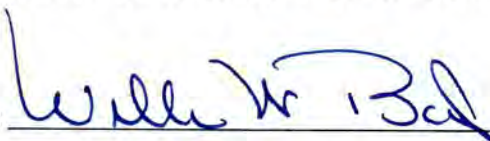
WHEREAS, in order to follow such guidance, the IT Director has identified the need to acquire laptop computers in order for teleworking to be possible for a portion of our employees, while complying with the Federal Privacy Act and preserving personal identifying information; and

WHEREAS, the HAGC Executive Director was satisfied that an emergency did exist and authorized the award of an emergency contract in accordance with N.J.S.A. 40A:11-6(a) for such purpose as may be necessary to respond to the emergent needs; and

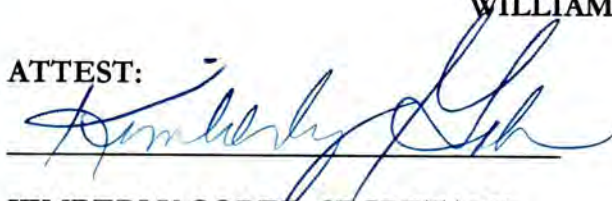
NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of HAGC, that the emergency contract awarded be ratified, with a total amount not to exceed \$16,000; and

ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 22nd day of April 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST: 

KIMBERLY GOBER, SECRETARY

DATED: APRIL 22, 2020

PURCHASE ORDER

ADMINISTRATIVE OFFICE
100 POP MOYLAN BOULEVARD
DEPTFORD, NEW JERSEY 08096
TEL. (856) 845-4959
FAX. (856) 384-9044



NOTE: THE HOUSING AUTHORITY IS A GOVERNMENTAL AGENCY EXEMPT FROM TAX.

NUMBER	20-060
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ORDER DATE	4/13/2020
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REQUIRED BY 4/13/2020

FED. TIN: 22-2120143

VENDOR

VENDOR NO. 2455

CDW-LLC
DBA CDW-G
200 N MILWAUKEE AVE
VERNON HILLS, IL 60061

DELIVERY LOCATION

HOUSING AUTH. OF GLOUCESTER COUNTY
100 POP MOYLAN BLVD.
DEPTFORD, NJ 08096
ATTN: ALMA

QUOTE NO.	REQ. NO.	BUYER	TERMS	ORDER EXPIRES	F.O.B. INFORMATION
LJQM545		A. ASLLANAJ	GOVERNMENT		F.O.B. DESTINATION
COMMENTS:					

GOVERNMENT AGENCY - TAX EXEMPT, R. LISI, COVID-19 PURCHASE. HUD TABLE 5.1

[illegible]

SUBJECT TO TERMS & CONDITIONS HEREIN---

This Purchase Order constitutes an offer by this Agency and may only be accepted on the exact terms set forth herein including any Terms and Conditions as may be attached herewith and no other terms and conditions shall be controlling.

REQUISITIONER

CONTRACTING OFFICER

SUB TOTAL	15,720.00
SALES TAX	-
FREIGHT	
TOTAL	15,720.00

RESOLUTION #20-38

**RESOLUTION AUTHORIZING AWARD OF CONTRACT FOR
WATERPROOFING REPAIRS AND INSTALLATION OF SUMP PUMP
SYSTEM**

AT A NJ 204-1 SCATTERED SITE UNIT

S J WATERPROOFING

WHEREAS, the Housing Authority of Gloucester County has need for Waterproofing Repairs and installation of Sump Pump System at a 204-1 Scattered Site unit, located in Mantua NJ; and

WHEREAS, the Housing Authority of Gloucester County has properly solicited quotes for such services; and

WHEREAS, the Housing Authority of Gloucester County has received and reviewed the quotes; and

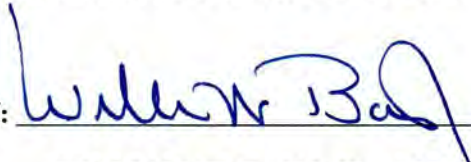
WHEREAS, the lowest responsible quote for such repair and installation is from **SJ WATERPROOFING** in the amount of **\$8,200.00**;

WHEREAS, work was completed to the Authority's satisfaction on February 13, 2020; and

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority of Gloucester County that the contract from **SJ WATERPROOFING**, in the amount of **\$8,200.00** is hereby ratified; and

ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 22nd day of April 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: 

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST:



KIMBERLY GOBER, SECRETARY

DATED: APRIL 22, 2020



P: 856-275-9093 | F: 856-863-0058 | info@sjwaterproofing.com

PROPOSAL

NJ License: 13VH05425900
Approx. Start Date: _____
Completion Date: _____

DATE 11/7/19	HOME PHONE	CELL PHONE 845-4959x603	EMAIL
NAME HAGC		Use 4" modified PVS pipe for system due to iron content in soil.	
STREET 6 West 1st Ave		Includes prevailing wages **New system MUST be maintained periodically**	
CITY Mantua	STATE NJ	ZIP	Option: Clean and seal front and rear foundation wall with Thoroseal. \$700.00

We hereby submit specifications and estimates for the amount of \$ 7500.00 for the following work which will consist of the following: Install channel system

- ☐ perimeter of the basement ☐ in approx. _____ ft. of basement
☐ perimeter of the crawl space ☐ in approx. _____ ft. of crawl space
☒ Use existing sump pump liners, install new pumps

Work and material will consist of the following:

- Bring up the floor and digging around the perimeter of the basement or as specified above.
- Install a layer of stone. Install perforated pipe and stone around pipe and on top of pipe.
- Insert bleeders in block when possible and install radon cove, drain board, or hydro-gap along perimeter of the wall.
- At low point of system a sump-pump liner will be installed with drain system emptying into it where pump is installed. The liner will be covered with a lid.
- After this work is completed floor will be sealed up again in basements only. NOTE: New concrete may be damp or wet for up to several weeks while it cures.
- Installing all materials necessary to perform the job so there will be no more water seepage on the floor where the work is done

OPTIONS

- | | | | | |
|---|---|---|--|--|
| ☐ Sump Pump Liner | ☐ Battery Backup Pump | ☐ New Windows _____ | ☐ Disinfect @ no charge | ☐ Thoroseal Walls |
| ☐ 1 Pump ☒ 2 Pumps | ☒ Cross Drains <u>TWO</u> | ☐ Size _____ | ☐ Mold Inh Bitor | ☐ 1 Coat ☐ 2 Coats |
| ☒ 2yr Warranty on Pump | ☒ Clean Outs <u>FOUR</u> | ☐ Window Wells _____ | ☐ Masonry Walls ☐ Joists/Sub Floor | ☐ Reinforce Walls |
| ☐ 5 yr Warranty on Pump | ☐ Radon Cove | ☐ Window Well Drains | ☐ Vapor Barrier | ☐ Beams ☐ Rods _____ |
| ☐ Owner's Pump | ☐ Drain Board | ☒ Sand & Silt Filter Fabric | ☐ Crawl Space Vents _____ | ☐ Parge Walls |

NOTES TO CUSTOMERS

- All dirt and debris will be removed by contractor.
- We do not replace tile. Pump will be discharged outside unless owner wants to assume the responsibility of put in sewer line.
- If slab floor exceeds 5 inches in thickness or contains reinforcement wire or bar, or if footing exceeds twelve inches in width from wall, customer agrees to pay extra for labor and materials to complete installation (Also pretains to monolithic floors) Approximately 10%-20%.
- We are not responsible for moving or replacing articles in the basement. Whenever possible a truck will be pulled up to the basement window so all dirt and debris can be removed from basement.
- We are not responsible for dust accumulation.
- When a pressure relief floor system is installed initially or at some later date, the materials and methods utilized shall be at the sole discretion of SJW as field variations may vary from job to job.
- Customer is reminded that although workmen shall exercise caution and care they shall leave the area "broom clean" some dust and general disruption might necessarily remain after work is completed. Customer should cover all items with drop cloths.
- Service calls for continuing seepage will be made with no additional charge to customer, however if SJW finds the problem is an unguaranteed area or if a problem is not actual seepage problem (such as leaky pipes, high humidity, sewer backups, high iron residue, sand, dampness or water entering premises through above soil levels, torrential water entering windows, doors, stairways, chimney, unplugged sump pump, SJW reserves the right to charge customer a minimum service charge of \$100.00 for any unnecessary requests.
- Customer may experience water seepage during flooding conditions or power failures.
- Customer to move appliances, washer-dryer, sinks, shelving and all other obstacles within a minimum of 6 ft. from wall where work is to be done. If not, a minimum charge of \$150.00 will be charged extra to customer if SJW has to move anything.
- If a THOROSEAL application is applied to walls or floors, SJW does not guarantee products against peeling, staining, or iron residue. THOROSEAL is guaranteed by manufacturers.
- If any collections have to be made for the money, owner will be responsible for all court costs, attorney fees and interest and warranty may be voided.
- If any permits are required it will be the owner's responsibility.
- Balance due on day of completion. No post-dated checks unless specified by the representative. Late fee of 1% will be added on balance for every day late when not paid on day of job completion. **"Warranty may be voided if payment not received on day of completion."**
- Owner will supply electrical outlet for pump or extension cord and to make work area accessible. Disconnect washer, dryer, washtubs, etc. remove any platforms and shelving, etc. Contractor is not responsible for any moving obstructions (hot water heaters, pressure tanks, injector pump, etc.) or damage to such items. If these items are not moved, drain system will be installed in front of these items & deck drain or hydro-gap will be used.
- SJW assumes no responsibility for movement of foundation or any damage caused by such movement due to the above installation.
- SJW assumes no liability for damage to underground pipes, drain lines, wiring, tanks or other non-visible installations, unless notified by customer in writing of the existence of such items prior to commencement of work.
- SJW assumes no responsibility for pre-existing structural problems or hidden deficiencies should such be uncovered during the work, such as sheetrock, paneling, masonry, or concrete walls, footings or slabs, sewer or water pipes.
- SJW does not guarantee against mold, mildew, dampness or smells.
- SJW does not guarantee new concrete against discoloring or cracking. Approximate thickness 1-1/2" to 2" thick.
- Owner understand the need to possibly maintain the system including flushing the system against iron and sand residue.

WARRANTY

Warranty includes all sub-walls, all floors below grade where the work is done and where the floor meets the wall. After installation if seepage would occur material will be supplied at no additional cost to the customer until such a problem is eliminated. Warranty is transferable and no time limit or expiration date on it. Our liability shall be limited to re-waterproofing the area specified in the contract and we shall not be liable for any consequential damage. Areas must be accessible.

Cash Price	\$7500.00 plus option	Less Deposit	0
Total	\$7500 plus option if selected	Balance Due Upon Completion	\$7500.00 plus \$700 option is selected

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Notice to Owner: You may rescind this sale provided that you notify the home repair contractor or your intent to do so by certified mail, return receipt requested, postmarked not later than 5 PM of the third business day following the sale. Failure to exercise this option, however, will not interfere with any other remedies against the home repair contractor you may possess. If you wish you may use this page as notification by writing "I hereby rescind" and adding your name and address. A duplicate of this receipt is provided by the home repair contractor for your records.

Mailing Address:

828 Clems Run, Glassboro, NJ 08028

Authorized Signature: Philip A Falzarano

NOTE: This proposal may be withdrawn by us if not accepted within 60 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date: _____

Signature: _____



WATERPROOFING

Family Owned & Operated for Over 50 Years

P: 856-275-9093 | F: 856-863-0053 | info@sjwaterproofing.com

DATE: 2/13/20	PHONE:	EMAIL:
NAME: Housing Authority of GC		
STREET: 6 West 1 st Ave		
CITY: Woodbury		
STATE: NJ		

Invoice:

Waterproofing Services provided as per Proposal dated 11/7/19.

Total: \$8200.00

Payable to:

**SJ Waterproofing, LLC
828 Clems Run
Glassboro, NJ 08028**

RESOLUTION #20-39
RESOLUTION ADOPTING
REMOTE WORK POLICY AND
DATA SECURITY POLICY

HOUSING AUTHORITY OF GLOUCESTER COUNTY

WHEREAS, the COVID-19 pandemic presents significant challenges for the Housing Authority of Gloucester County (HAGC) to continue to carry out its fundamental mission to provide decent, safe, and sanitary affordable housing for low-income families; and

WHEREAS, HAGC must act with flexibility to adjust where necessary to prioritize mission critical functions when normal operations are restricted and severely constrained, further prevent the spread of COVID-19, and mitigate the health risks posed by COVID-19 to HAGC employees, clients, landlords, and their communities at large; and

WHEREAS, guidance provided by the CDC, US Department of HUD, State of NJ Department of Health and Gloucester County Health Department, indicate social distancing will slow the spread of COVID-19 and reduce the risk of exposure.; and

WHEREAS, in order to follow such guidance, HAGC has reviewed its Personnel Policy and determined the policies attached hereto and made a part hereof should be adopted to reduce the risk of exposure to COVID-19, and to maintain safe and continued HAGC operations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Gloucester County that the Remote Work Policy and the Data Security Policy attached hereto be adopted; and

IT IS FURTHER RESOLVED that the Remote Work Policy and the Data Security Policy be made part of the Housing Authority of Gloucester County's Personnel Policy.

ADOPTED at a Meeting of the Housing Authority of Gloucester County, held on the 22nd day of April 2020.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY: _____

WILLIAM W. BAIN, JR., CHAIRMAN

ATTEST: _____

KIMBERLY GOBER, SECRETARY

DATED: APRIL 22, 2020

HOUSING AUTHORITY OF GLOUCESTER COUNTY

REMOTE WORK POLICY

I. Policy Purpose

The Housing Authority of Gloucester County's (HAGC) Remote Work Policy outlines our guidelines for employees who are assigned to work from remote locations other than HAGC owned and/or managed properties.

II. Definition

Remote work is an arrangement that allows employees to work at home or at other off-site locations for all or some of their regularly scheduled work hours. Although not all jobs can be performed satisfactorily from off-site locations, HAGC recognizes that, in some cases, remote work can provide a mutually beneficial option for both HAGC as the employer and for its employees.

The employee's compensation, benefits and work status shall not change due to participation in remote work. The amount of time the employee is expected to work per day or pay period shall not change as a result of participation in remote work.

The remote work schedule for any participating employee shall be determined by the Executive Director or the Executive Director's designee. Some employees may not be eligible to participate in remote work due to their job duties and responsibilities. Participation eligibility shall be at the sole discretion of the Executive Director, or the Executive Director's designee. Unless expressly approved in writing, the participating employee shall be required to work their regularly scheduled hours in accordance with the collective bargaining agreement and/or the Personnel and Travel Policy.

III. Position Eligibility

Not all duties and responsibilities can be performed remotely from off-site locations. In general, positions involving property management or maintenance, those requiring face-to-face interaction with residents and clients, or interaction with office personnel, those involving the processing of mail, and those requiring special equipment (such as a specific printer) are generally not suitable for participation in remote work. The Executive Director may make exceptions based on other circumstances as to which positions may be eligible for participation in remote work.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

REMOTE WORK POLICY

IV. Employee Eligibility

In addition to the skills necessary for the employee's position at HAGC, eligible candidates for remote work shall also possess good time-management and organizational skills, be self-motivated, self-reliant, and disciplined. If there are negative performance related matters contained in the employee's personnel file, the employee may not be eligible to work remotely.

V. Types of Arrangements

Subject to Executive Director's, or the Executive Director's designee, approval, participating employees and their supervisors may propose arrangements tailored to employee and departmental needs; however, the following basic requirements shall be met:

1. Participating employees shall carry out the same duties, assignments, and other work obligations at an approved remote location as they do when working on HAGC owned and/or managed properties.
2. The workweek shall comply with the collective bargaining agreement and the Personnel and Travel Policy for all participating employees and shall be the same as the participating employees' regularly assigned work schedule. HAGC reserves the right to make temporary changes to the assigned work schedule. Such changes shall be approved in advance by the Executive Director, or the Executive Director's designee.
3. Participating employees shall be available to their supervisors and co-workers during their regularly assigned work schedule.
4. Participating employees shall be available to participate in scheduled meetings and other required activities. Except for extraordinary circumstances, HAGC shall provide at least 24 hours advance notice for any such meetings or activities.
5. Participating employees shall arrange for childcare during their work hours.

VI. Successful Remote Working

To maintain participating employee performance during remote work, participating employees shall:

Choose a quiet and distraction-free remote working space.

Have an internet connection that is adequate for the performance of their remote work.

Dedicate their full attention to their job duties during remote working hours.

Adhere to approved break and attendance schedules.

Supervisors and participating employees should establish long-term and short-term remote work goals. Supervisors and participating employees should frequently meet (either online or in-person when possible) to discuss progress and results. Under certain circumstances, meetings may not be able to be conducted in person.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

REMOTE WORK POLICY

VII. Policies and Procedures Compliance

Participating employees shall comply with all HAGC policies and procedures during remote work, including but not limited to the following policies and procedures:

Personnel and Travel Policy

Employee Code of Conduct.

Collective Bargaining Agreement, if a member of AFSCME

Data Security Policy

Public Housing Admissions and Continued Occupancy Policy

Section 8 Administrative Plan

Management Agreements between HAGC and 3rd party

PIH Notice 2015-06, as well as any subsequent HUD guidance related to Privacy Protection

VIII. Equipment

HAGC shall provide participating employees with equipment that is essential to their job duties, like laptops, headsets and cell phones (when applicable). HAGC shall install Citrix and company-required software prior to issuance of essential equipment. HAGC Shall not provide secondary equipment (e.g. printers and screens). Equipment provided by HAGC is company property. Participating employees shall keep all company equipment safe and avoid any misuse. Specifically, participating employees shall:

Keep company equipment password protected.

Store company equipment in a safe and clean space when not in use.

Follow all data encryption, protection standards and settings.

Refrain from downloading suspicious, unauthorized or illegal software.

Prohibit the use of company equipment by others, including family and household members.

Participating employees are responsible for the care of company equipment issued for remote work. HAGC advises participating employees to consider a homeowner's or renter's insurance policy to cover the cost of company equipment. Participating employees shall sign a certification of financial responsibility for company equipment issued in the event of damage or misuse.

Please see HAGC Work from Home Equipment Release Form

HOUSING AUTHORITY OF GLOUCESTER COUNTY
REMOTE WORK POLICY

IX. Request Process

All requests for remote work shall be approved by the Executive Director, or the Executive Director's designee, on a case-by-case basis. Remote work might not be feasible within some departments or for certain positions within a department. Any employee interested in participating in remote work should discuss eligibility requirements and proposed arrangements with their Supervisors.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

WORK FROM HOME – EQUIPMENT RELEASE FORM

Employee details				
Name:				
Office Location:				
Asset signed out	Quantity	Model	S/No.	Other
Laptop				
Monitor				
Mouse				
Keyboard				
Docking Station				

Any other IT Equipment List Here:

I acknowledge receipt of the above listed equipment and understand all equipment remains the property of HAGC. I will follow all instructions and agree to be in compliance with all policies contained within HAGC's Personnel Policy. I certify that I am responsible for the care of all the equipment issued to me and I will be financially responsible in the event of damage or misuse.

_____ Signature	_____ Printed Name	_____ Date
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The release of the requested hardware has been approved by

_____ Signature	_____ Printed Name	_____ Date
--------------------	-----------------------	---------------

_____ Signature	_____ Printed Name	_____ Date
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_____ Signature	_____ Printed Name	_____ Date
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*** HAGC advises employees to consider a homeowner's or renter's insurance policy to cover the cost of company equipment in the event of damage.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

DATA SECURITY POLICY

1. Purpose

The Housing Authority of Gloucester County (HAGC) clients are protected by the Federal Privacy Act. Clients are defined to include applicants, residents, participants, and former participants of any programs administered by HAGC. As such, client records are considered confidential unless specifically allowed to become part of Public Records as defined by Federal, State or local government regulations and/or law. Furthermore, HAGC's database includes personal identifying information for more than 9,000 households.

No HAGC employee may disclose information to the public without appropriate signed authorization from the resident or client.

HAGC shall restrict access to confidential and sensitive data to protect it from being lost or compromised in order to avoid adversely impacting our clients, incurring penalties for non-compliance and suffering damage to our reputation. At the same time, HAGC shall ensure users can access data as required for them to work effectively.

The primary objective of this policy is to increase user awareness and avoid accidental loss scenarios and outline the requirements to prevent a breach of data.

2. Scope

2.1 In Scope

This data security policy applies to all client data, personal data, or other HAGC data defined as sensitive. Therefore, this policy applies to every cell phone, tablet, laptop, tower computer, copy machine, facsimile machine, telephone, server, database and IT system that handles such data, including any device that is regularly used for email, web access or other work-related tasks. **Every user who interacts with HAGC IT services is also subject to this policy.**

2.2 Out of Scope

Information that is classified as Public is not subject to this policy. Other data can be excluded from the policy by HAGC management based on specific business needs, such as data protection that is too costly or too complex. Nothing in this policy is intended to limit data that is defined as a public record in accordance with *N.J.S.A. 47:1A-1 et seq.*

HOUSING AUTHORITY OF GLOUCESTER COUNTY

DATA SECURITY POLICY

3. Policy

3.1 Principles

HAGC shall provide all employees and contracted third parties with access to information required to carry out their duties and responsibilities as effectively and efficiently as possible.

3.2 General

- a. Each user shall be identified by a unique user ID so that individual users can be held accountable for their actions.
- b. The use of shared identities is only permitted only when suitable, such as training accounts or service accounts.
- c. Each user shall read this data security policy and the login and logoff guidelines and sign a statement that the user understands and acknowledges the conditions of access.
- d. Records of user access may be used to provide evidence for security incident investigations.
- e. Access shall be granted based on the principle of least privilege, which means that each program and user shall be granted the fewest privileges necessary to complete their tasks.

3.3 Access Control Authorization

Access to HAGC IT resources and services shall be given through the provision of a unique user account and complex password. Accounts are provided by the IT Director, or designee, based on HR department records. Passwords are managed by the IT Director, or designee. Requirements for password length, complexity and expiration are stated in the company password policy. Role-based access control (RBAC) shall be used to secure access to all file-based resources in Active Directory domains.

3.4 Network Access

- a. All employees and contractors shall be given network access in accordance with business access control procedures and the least-privilege principle.
- b. All employees and contractors who have remote access to company networks shall be authenticated using authentication mechanism only (Citrix Receiver).

HOUSING AUTHORITY OF GLOUCESTER COUNTY

DATA SECURITY POLICY

- c. Network routing controls shall be implemented to support the access control policy.

3.5 User Responsibilities

- a. All users shall lock their screens whenever users leave their desks, whether working in the office or remotely, to reduce the risk of unauthorized access.
- b. All users shall keep their workplace clear of any sensitive or confidential information when not in use.
- c. All users shall keep their passwords confidential and not share them.
- e. All users shall follow caution and comply with security cyber protection at Exhibit A below.

3.6 Application and Information Access

- a. All employees and contractors shall be granted access to the data and applications required for their job duties and responsibilities.
- b. All employees and contractors shall access sensitive data and systems only if there is a business need to do so and upon approval by Senior management.
- c. Sensitive systems shall be physically or logically isolated in order to restrict access to authorized personnel only.

3.7 Access to Confidential, Restricted information

- a. Access to data classified as 'Confidential' or 'Restricted' shall be limited to authorized personnel whose job duties and responsibilities require it, as determined by the Data Security Policy or Senior management.
- b. The responsibility to implement access restrictions lies with the IT Director, or designee.

4. Technical Guidelines

The technical guidelines specify all requirements for technical controls used to grant access to data.

Access control methods to be used shall include:

- Auditing of attempts to log on to any device on the company network
- Windows NTFS permissions to files and folders
- Role-based access model

HOUSING AUTHORITY OF GLOUCESTER COUNTY

DATA SECURITY POLICY

- Server access rights
- Web authentication rights
- Database access rights and ACLs
- Encryption at rest and in flight

Access control applies to all networks, servers, workstations, laptops, mobile devices, web applications and websites, cloud storages, and services.

5. Enforcement

Any user found in violation of this policy is subject to disciplinary action, up to and including termination of employment. Any third-party partner or contractor found in violation may have their network connection terminated and may also be grounds for contract termination.

6. Definitions

This paragraph defines any technical terms used in this policy.

- **Access control list (ACL)** — A list of access control entries (ACEs) or rules. Each ACE in an ACL identifies a trustee and specifies the access rights allowed, denied or audited for that trustee.
- **Database** — An organized collection of data, generally stored and accessed electronically from a computer system.
- **Encryption**—The process of encoding a message or other information so that only authorized parties can access it.
- **Firewall** — A technology used for isolating one network from another. Firewalls can be standalone systems or can be included in other devices, such as routers or servers.
- **Network segregation** — The separation of the network into logical or functional units called zones. For example, there may be a zone for sales, a zone for technical support and another zone for research, each of which has different technical needs.
- **Role-based access control (RBAC)** — A policy-neutral access-control mechanism defined around roles and privileges.
- **Server** — A computer program or a device that provides functionality for other programs or devices, called clients.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

DATA SECURITY POLICY

Exhibit A

Cyber Protection – Best Practices

- **Office365 encryption service.** Please encrypt all outgoing emails containing customer sensitive information. This will avoid breach of data privacy when communicating electronically using MS office products like outlook.
- **Never click on links in emails.** If you do think the email is legitimate, whether from a third party or primary contact, go to the site and type in the URL address directly on the search bar of your browser. Whatever notification or service offering was referenced in the email, if valid, will be available via regular website. **Another way to open the link is – right click on it, select copy hyperlink and then paste the address on your browser.**
- **Never open the attachments.** Typically, our customers will send emails with attachments. Our scanning software does not allow anything to go through if it is .zip extension so do not open these attachments. If there is any doubt, contact the sender directly and ask whether the email with the attachment was sent from them.
- **Never reply or forward suspicious emails.** When you receive suspicious emails but the email address that it came from looks legitimate (lately we have received spam from emails that look like our haggc.org accounts; for example admin@haggc.org attached to different usernames.) **It is very important to not use reply option. The safest thing to do is to open a new email and reply to the person you think it was received from – do not include the original email on your reply, but rather a description of it and please verify if they actually did send you the original email.**
- **Verify the authenticity of requests from companies or individuals by contacting them directly.** If you are asked to provide personal information via email, please contact the company directly to verify the request before you send the information to them. In providing personal information, use the encryption option.
- **Pay close attention to website URLs.** Pay attention to the URLs of websites you visit. Malicious websites sometimes use a variation in common spelling or a different domain (for example, .com instead of .net) to deceive unsuspecting computer users. It is very important to look at the URL address – **all secure sites start with https:// not http.**
- **Disable stored passwords.** Nearly all browsers and many websites in general offer to remember your passwords for future use. Enabling this feature stores your passwords in one location on your computer, making it easier for your system to be compromised if your attacker discovers them. If you have this feature enabled, disable it and clear your stored passwords. A good alternate is to create a word document and store your passwords.

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DATA SECURITY POLICY

- **Turn on your browser's popup blocker.** Popup blocking is now a standard browser feature and should be enabled any time you are surfing the web. If it must be disabled for a specific program, turn it back on as soon as that activity is complete. Also make sure you check this feature on all browsers you are using (IE, Chrome or Firefox).
- **Save all your files and folders on the server.** Home folder is your X drive. The "save as" option will help you to select the right location if you are saving an attachment for emails or if you are downloading a document from a browser. Make sure to change the location of the file when you are scanning to/from documents folder to home folders.
- **Personal USB drives are not permitted for use on work computers.** If you have a need to store work information on a USB drive please send a request to helpdesk@hagc.org and the IT Director, or designee, will provide an approved, encrypted USB drive for your use. Even if the computers are not connected to the network, USB drives are one of the most common and dangerous used devices that can spread a virus to multiple computers.

TABLED

RESOLUTION #20-40

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 April 22nd, 2020 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 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 APRIL 22ND, 2020.

ADOPTED at the Regular Meeting of the Board of Commissioners held on the **22ND DAY OF APRIL 2020.**

THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

BY:

WILLIAM W BAIN, JR., CHAIRMAN

ATTEST:

KIMBERLY GOBER, SECRETARY
DATED: APRIL 22, 2020