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*Housing Authority of the  
City of Vineland*

*191 W. Chestnut Ave. – Vineland, NJ 08360*



*Board of Commissioners’  
Meeting*

*June 23, 2022*

*Rescheduled from Thursday June 16, 2022*

*6 p.m.*

*Board of Commissioners*  
Mario Ruiz-Mesa, Chairman  
Chris Chapman  
Brian Asselta  
Daniel Peretti  
Harry Furman, Esquire – Solicitor



**Housing Authority  
of the  
City of Vineland**

Administration Building  
191 W. Chestnut Avenue  
Vineland, New Jersey 08360  
  
Telephone: 856-691-4099  
Fax: 856-691-8404  
TTY: 800-852-7899

*Jacqueline S. Jones, Executive Director*

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June 23, 2022

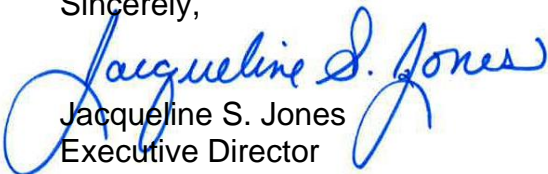
The Board of Commissioners  
Housing Authority of the City of Vineland  
Vineland, New Jersey 08360

Dear Commissioner:

The Regular Meeting for the Housing Authority of the City of Vineland scheduled on Thursday, June 16, 2022 has been rescheduled to Thursday, June 23, 2022 at **6:00 p.m.** at the Administrative Building, 191 W. Chestnut Avenue, Vineland, NJ 08360. This meeting will be held in-person.

The Board may go into executive session to discuss personnel matters and any other housing business that meets the criteria for an executive session. Formal action may be taken.

Sincerely,



Jacqueline S. Jones  
Executive Director

JSJ:gp

Enclosures

**REVISED**

**Housing Authority of the City of Vineland**

**A G E N D A**

**Thursday, June 23, 2022**

Rescheduled from Thursday, June 16, 2022

6:00 p.m.

1. Open Meeting
2. Roll Call
3. Reading of the "Sunshine Law Statement"
4. Approval of Minutes of the Regular Meeting conducted on May 25, 2022
5. Fee Accountant's Report
6. Executive Director's Report
7. Committee Report
8. Old Business
9. New Business
10. Resolutions:
  - # 2022-34 Monthly Expenses (*updated*)
  - # 2022-35 PHA Certification of Compliance Annual Plan
  - # 2022-36 Approval of Revision to Personnel Policy – Dress Code
  - # 2022-37 Capitalization Policy \$3,500
  - # 2022-38 Approving Change Orders #9 for Kidston & Olivio Towers Interior and Plumbing Renovations
  - # 2022-39 Award Elevator Maintenance Services Contract
  - # 2022-40 Adopting Policies for the Municipal Excess Liability Joint Insurance Fund Cyber Risk Management Compliance Program
- Executive Session if required*
11. Comments from the press and/or public (*limited to 5 minutes for each speaker*)
12. Comments from Board Members
13. Adjournment

# Housing Authority of the City of Vineland

*REGULAR MEETING*  
**Wednesday, May 25, 2022**  
**6:00 p.m.**

The Regular Meeting of the Housing Authority of the City of Vineland was called to order by Chairman Ruiz-Mesa on Wednesday, May 25, 2022, at 6:00 p.m. at the office of the Authority located at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

The following Commissioners were present:

Commissioner Chris Chapman  
Commissioner Daniel Peretti  
Commissioner Brian Asselta  
Chairman Mario Ruiz-Mesa

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Harry Furman, Esquire – Solicitor, Linda Cavallo – Accountant and Gloria Pomales, Executive Assistant.

Chairman Ruiz-Mesa read the Sunshine Law.

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on April 21, 2022. A motion was made by Commissioner Asselta and seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Chairman Ruiz-Mesa called for the Financial Report from the Fee Accountant. Linda Cavallo reviewed the Financial Report for the seven months ending April 30, 2022. Mrs. Jones stated the loss is not a true loss because it does not reflect all the HAP funds in reserve. When the VHA has Section 8 funds in the bank, HUD sends less for the Section 8 program.

## **Executive Director's Report:**

Chairman Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones stated the Kidston and Olivio exterior renovations project is waiting for window delivery due to supply chain issue. Hopefully, they will be received next month.

The Kidston and Olivio Interior Renovations is in full swing. Two risers have been cleared and were outfitted as “hotel” units. Two complete risers of residents were moved into the outfitted “hotel” units. Their units were fixed and they are already back in their units. The next set of two risers have moved into the “hotel” units. There are several staff members working on this to make it happen. There was one bed bug issue and this issue was taken care of to avoid the spread of the bed bugs into other units. The Authority hopes this project is finished by the end of December.

Mrs. Jones reviewed the status of the selling of the Scattered Site houses. Three houses have been sold with a total amount of approximately \$600,000. Another house is under contract. The Authority is running into termite issues and repairs that need to be made to some of the homes. The Authority is doing what it needs to do to get to settlement. Two other homes are listed and

there is a 14-day period to take offers. After the 14-days, the best offer is reviewed and processed for closing. Once this group of homes are sold, it is likely the sales will slow as residents who have been issued vouchers cannot find homes to move to due to the inventory shortage. These will be sold relatively quickly and then most likely will hit a wall because there is not anywhere for the existing residents to move due to the lack of units in this area and elsewhere. The only other way to relieve the houses for sale is if the existing scattered site residents want to move into Parkview or Asselta. Another possible option is selling the homes occupied with a lease along with the resident having a voucher. There might be investors that may be interested in this.

The Authority met with approximately fifteen scattered site residents that are interested in homeownership. Rick Ginnetti presented the session on homeownership. Another session will be held in about 5 weeks with ongoing discussions regarding credit and being ready for homeownership.

Mrs. Jones stated Mike Watson, Labor Attorney was to attend the meeting via Zoom to discuss the collective bargaining agreement between the VHA and CWA (maintenance department). The contract expired at the end of December of 2021, and have been in negotiations for the past couple of months. An agreement has been made if the Board approves it. Mr. Watson was going to explain the agreement, but Mrs. Jones stated she can explain it to the Board if he is not available to attend.

Mrs. Jones will discuss Resolutions in the resolution section of the meeting.

**Committee Report:** None.

**Old Business:** None.

**New Business:** None.

With no other discussion in related matters the Vice Chairman moved to the Resolutions.

**Resolution #2022-25**  
**Resolution to Approve Monthly Expenses**

Chairman Ruiz-Mesa stated the bills have been reviewed and are recommended payment in the sum of \$1,014,676.30. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2022-26**  
**Award Real Estate Sales Professional Services**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2022-26. Wendy Hughes explained this was the bid for the Real Estate Agencies to sell the scattered site homes. Only one agency has responded. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2022-27**  
**2022 Capital Budget**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2022-27. Wendy Hughes explained this resolution is for the funds received for its public housing units for Capital Expenses. Currently D'Orazio and the Scattered Sites will be receiving these funds in the amount of \$577,828. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2022-28**  
**Authorizing Execution of Standard Board Resolution  
for the Congregate Housing Services Program**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2022-28. Wendy Hughes explained this is a yearly resolution for the Congregate Housing Services Program that is required by the State indicating the VHA does not have access to any HIPPA information. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2022-29**  
**Resolution Rejecting Bids for Elevator Maintenance and Modernization  
at Kidston and Olivio Towers**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2022-29. Mrs. Jones the bids will be rebid. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2022-30**

**Authorizing Emergency Replacement of the Fire Sprinkler Pump at Olivio Towers**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2022-30. Mrs. Jones explained that during the annual inspection of the fire pump at Olivio Towers the fire pump failed the inspection. The Authority is in the process of the best way to repair or replace the pump with the assistance of the new Fire Marshall. There are a couple of options for a longer-term fix, but the immediate plan is to fix the existing pump to get through the next few months. The longer-term fix is going to be a bit more expensive, which is basically buying a new pump that can handle both buildings on its own generator with a transfer switch. There are five professionals working on this to come up with the correct solution and a cost to fix it. It is anticipated that the solution will cost \$200,000+-. The fire department is informed of the situation and is in agreement with the temporary fix. More information will be provided next month. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2022-31**

**Approving Change Orders #8 for Kidston & Olivio Towers Interior and Plumbing Renovations**

Chairman Ruiz-Mesa called for a motion to approve Resolution #2022-31. Mrs. Jones reviewed the change order. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

**Resolution #2022-32**

**Executive Session – VOID**

**Resolution #2022-33**

**Approving the Union Contract (Memorandum of Agreement) between the Communication Workers of America (CWA) and the Housing Authority of the City of Vineland  
January 1, 2022 – December 31, 2025**

Mrs. Jones reviewed the highlights of the Memorandum of Agreement. Chairman Ruiz-Mesa called for a motion to approve Resolution #2022-33. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:


Commissioner Chris Chapman	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

There is no need for Executive Session.

Chairman Ruiz-Mesa asked for comments from the press and/or public. No press or public comments. No additional comments from Board Members.

With no further business to discuss, Chairman Ruiz-Mesa entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 6:26 p.m. As the meeting was adjourned, Mike Watson, Employment Attorney joined the meeting.

Respectfully submitted,



Jacqueline S. Jones  
Secretary/Treasurer



**HOUSING AUTHORITY OF THE CITY OF VINELAND**  
**FINANCIAL REPORT FOR THE EIGHT MONTHS ENDED MAY 31, 2022**

	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU MAY</b>	<b>ACTUAL THRU MAY</b>	<b>FROM BUDGET (+OVER/-UNDER)</b>
<b><u>INCOME</u></b>				
TENANT RENT	842,700	561,800	523,809	(37,991)
LAUNDRY AND VENDING	1,900	1,267	918	(349)
OTHER INCOME MISC.	11,000	7,333	1,319	(6,014)
PHA OPERATING SUBSIDY	409,040	272,693	343,509	70,816
HUD ASSET REPOSITIONING FEE	168,140	112,093	56,048	(56,045)
SECTION 8 ADMIN. FEE INCOME	932,600	621,733	656,030	34,297
CAPITAL FUNDS	231,210	154,140	50,493	(103,647)
FSS GRANT-PH	70,000	46,667	46,667	0
CSP-CONGREGATE SERVICES INCOME	103,750	69,167	52,656	(16,511)
INVESTMENT INCOME	4,540	3,027	3,067	40
CF MANAGEMENT FEE	47,500	31,667	15,833	(15,834)
MGMT FEE-PH	142,080	94,720	97,355	2,635
MGMT FEE-SEC 8	147,650	98,433	86,952	(11,481)
MGMT FEE-MELROSE	10,200	6,800	6,800	0
MGMT FEE-RAD	331,000	220,667	205,925	(14,742)
BOOKKEEPING FEE	13,020	8,680	9,645	965
BOOKKEEPING FEE-SEC 8	92,300	61,533	54,345	(7,188)
ASSET MGMT FEE	17,420	11,613	13,760	2,147
SHOP RENT	64,800	43,200	43,200	0
INCOME FROM OTHER AUTHORITIES	307,420	204,947	235,408	30,461
SERVICE INCOME FROM MELROSE	47,500	31,667	31,995	328
MISCELLANEOUS INCOME	1,540	1,027	44,144	43,117
<b>TOTAL INCOME</b>	<b>3,997,310</b>	<b>2,664,874</b>	<b>2,579,878</b>	<b>(84,996)</b>
<b><u>EXPENSES</u></b>				
<b>ADMINISTRATION:</b>				
ADMINISTRATIVE SALARIES	1,009,090	672,727	622,910	(49,817)
PAYROLL TAXES	88,860	59,240	49,205	(10,035)
HEALTH BENEFITS	265,080	176,720	166,087	(10,633)
PENSION EXPENSE	71,310	47,540	81,240	33,700
CRIMINAL BACKGROUND CHECKS	6,010	4,007	7,775	3,768
TNT/EMPL SCREENING	8,100	5,400	7,595	2,195
LEGAL-GENERAL	30,120	20,080	11,133	(8,947)
LEGAL-OTHER	5,000	3,333	7,698	4,365
STAFF TRAINING	15,000	10,000	5,137	(4,863)
TRAVEL	3,250	2,167	10	(2,157)
ACCOUNTING	85,000	56,667	56,667	0
AUDITING	34,400	22,933	22,933	0
PORT OUT ADMIN FEES	4,500	3,000	2,258	(742)
MANAGEMENT FEES	289,730	193,153	184,308	(8,845)
BOOKKEEPING FEES	90,440	60,293	63,989	3,696
ASSET MGMT FEES	8,640	5,760	13,760	8,000
CONSULTANTS	8,000	5,333	6,280	947
IT CONSULTANTS	70,000	46,667	39,393	(7,274)
CONSULTANTS-RAD	8,000	5,333	0	(5,333)
RAD CONVERSION EXPENSES	6,000	4,000	0	(4,000)
MEMBERSHIP DUES/FEES	7,200	4,800	3,228	(1,572)
PUBLICATIONS	2,300	1,533	282	(1,251)

**HOUSING AUTHORITY OF THE CITY OF VINELAND**  
**FINANCIAL REPORT FOR THE EIGHT MONTHS ENDED MAY 31, 2022**

	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU MAY</b>	<b>ACTUAL THRU MAY</b>	<b>FROM BUDGET (+OVER/-UNDER)</b>
<b>ADVERTISING</b>	5,200	3,467	3,570	103
<b>OFFICE SUPPLIES</b>	17,100	11,400	4,910	(6,490)
<b>COMPUTER &amp; SOFTWARE EXPENSES</b>	131,480	87,653	77,706	(9,947)
<b>FUEL-ADMIN</b>	5,000	3,333	0	(3,333)
<b>PHONE AND INTERNET</b>	51,600	34,400	19,629	(14,771)
<b>POSTAGE</b>	9,400	6,267	5,012	(1,255)
<b>COPIER SUPPLIES</b>	9,500	6,333	5,287	(1,046)
<b>INSPECTION FEES</b>	11,920	7,947	8,792	845
<b>MISCELLANEOUS EXPENSES</b>	23,840	15,893	13,128	(2,765)
<b>TOTAL ADMINISTRATION EXPENSES</b>	<u>2,381,070</u>	<u>1,587,379</u>	<u>1,489,922</u>	<u>(97,457)</u>
<b>TENANT SERVICES:</b>				
<b>SALARIES-CONGREGATE SERVICES</b>	43,430	28,953	26,346	(2,607)
<b>PAYROLL TAXES</b>	3,820	2,547	2,078	(469)
<b>MEALS</b>	44,000	29,333	26,143	(3,190)
<b>FSS ESCROWS-PH</b>	4,800	3,200	2,056	(1,144)
<b>OTHER</b>	16,950	11,300	12,094	794
<b>TOTAL TENANT SERVICES</b>	<u>113,000</u>	<u>75,333</u>	<u>68,717</u>	<u>(6,616)</u>
<b>UTILITIES:</b>				
<b>WATER</b>	38,000	25,333	24,048	(1,285)
<b>ELECTRIC</b>	168,100	112,067	106,600	(5,467)
<b>GAS</b>	31,800	21,200	22,805	1,605
<b>GARBAGAE/TRASH REMOVAL</b>	20,200	13,467	12,906	(561)
<b>SEWER</b>	60,400	40,267	40,267	0
<b>TOTAL UTILITIES EXPENSE</b>	<u>318,500</u>	<u>212,334</u>	<u>206,626</u>	<u>(5,708)</u>
<b>ORDINARY MAINTENANCE AND OPERATIONS:</b>				
<b>MAINTENANCE LABOR</b>	194,170	129,447	116,245	(13,202)
<b>PAYROLL TAXES</b>	16,920	11,280	9,172	(2,108)
<b>HEALTH BENEFITS</b>	54,960	36,640	31,672	(4,968)
<b>PENSION EXPENSE</b>	13,370	8,913	14,704	5,791
<b>MAINTENANCE UNIFORMS</b>	1,680	1,120	1,326	206
<b>VEHICLE GAS, OIL, GREASE</b>	16,490	10,993	17,065	6,072
<b>MATERIALS</b>	148,800	99,200	62,673	(36,527)
<b>CONTRACT-COSTS</b>	171,870	114,580	86,901	(27,679)
<b>REPAIRS-VEHICLES</b>	9,880	6,587	9,330	2,743
<b>RENT EXPENSE</b>	18,570	12,380	12,384	4
<b>EXTERMINATION</b>	8,800	5,867	2,002	(3,865)
<b>TRASH REMOVAL</b>	9,200	6,133	5,812	(321)
<b>TOTAL ORDINARY MAINT. &amp; OPERATIONS EXP.</b>	<u>664,710</u>	<u>443,140</u>	<u>369,286</u>	<u>(73,854)</u>
<b>GENERAL EXPENSES:</b>				
<b>BAD DEBTS</b>	95,060	63,373	63,373	0
<b>COMPENSATED ABSENCES</b>	23,910	15,940	15,940	0
<b>FSS ESCROWS-SEC 8</b>	23,180	15,453	34,804	19,351
<b>INSURANCE</b>	94,160	62,773	93,001	30,228
<b>INTEREST EXPENSE</b>	15,000	10,000	10,000	0
<b>OTHER GENERAL EXPENSES</b>	1,500	1,000	1,000	0

**HOUSING AUTHORITY OF THE CITY OF VINELAND**  
**FINANCIAL REPORT FOR THE EIGHT MONTHS ENDED MAY 31, 2022**

	<b>ANNUAL BUDGET</b>	<b>BUDGET THRU MAY</b>	<b>ACTUAL THRU MAY</b>	<b>FROM BUDGET (+OVER/-UNDER)</b>
<b>PAYMENTS IN LIEU OF TAXES</b>	<b>57,660</b>	<b>38,440</b>	<b>34,799</b>	<b>(3,641)</b>
<b>PORT-IN HAP EXPENSE</b>	<b>500</b>	<b>336</b>	<b>0</b>	<b>(336)</b>
<b>REPLACEMENT RESERVES</b>	<b>95,000</b>	<b>63,333</b>	<b>63,333</b>	<b>0</b>
<b>RETIREE HEALTH BENEFITS</b>	<b>61,440</b>	<b>40,960</b>	<b>29,409</b>	<b>(11,551)</b>
<b>TOTAL GENERAL EXPENSES</b>	<b>467,410</b>	<b>311,608</b>	<b>345,659</b>	<b>34,051</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>3,944,690</b>	<b>2,629,794</b>	<b>2,480,210</b>	<b>(149,584)</b>
<b>PROFIT (LOSS) EXCLUDING HAP</b>	<b>52,620</b>	<b>35,080</b>	<b>99,668</b>	<b>64,588</b>
		<b>0</b>		
<b>HAP REVENUES</b>	<b>6,926,190</b>	<b>4,617,460</b>	<b>4,429,513</b>	<b>(187,947)</b>
<b>HAP EXPENSES</b>	<b>6,903,300</b>	<b>4,602,200</b>	<b>4,518,330</b>	<b>(83,870)</b>
<b>NET HAP (LOSS)</b>	<b>22,890</b>	<b>15,260</b>	<b>(88,817) *</b>	<b>(104,077)</b>
<b>GRAND TOTAL PROFIT (LOSS)</b>	<b>75,510</b>	<b>50,340</b>	<b>10,851</b>	<b>(39,489)</b>

\*HUD HELD RESERVES \$475,000

# Housing Authority of the City of Vineland

## Administrative Report

**DATE:** May 13, 2022

**TO:** Board of Commissioners, Vineland Housing Authority

**FROM:** Jacqueline S. Jones, Executive Director

**SUBJECT:** Monthly Report (Stats for April 2022)

**PERIOD:** May 13, 2022 to June 9, 2022

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### COVID-19 Pandemic – Operating Status

Effective, April 11, 2022, the Administrative Staff is back to pre-pandemic in-office working hours.

The “COVID Rooms” at the Authority’s Administrative offices are being used by staff for face-to-face meetings. These rooms are designed with a window between staff and applicants or residents and is equipped with an outdoor entrance.

## Rental Assistance Demonstration (RAD) Conversions - Status

Below is a table with the RAD Conversion Status for each property. Tarkiln Asselta Acres, Parkview Apartments, Kidston Towers and Olivio Towers have been converted to RAD. These properties are no longer considered “Public Housing” and are now known as Project Based Section 8 properties.

<b>Development</b>	<b>CHAP Award Date</b>	<b>RAD Closing Date</b>	<b>RAD Effective Date</b>
<b>Kidston/Olivio</b>	<b>02/13/2018</b>	<b>11/06/2020</b>	<b>12/01/2020</b>
<b>Tarkiln/Asselta</b>	<b>03/25/2015</b>	<b>11/16/2018</b>	<b>12/01/2018</b>
<b>Parkview</b>	<b>03/25/2015</b>	<b>11/16/2018</b>	<b>12/01/2018</b>
<b>D’Orazio</b>	<b>12/07/2018</b>	<b>TBD</b>	<b>TBD</b>

## Renovation Projects – Complete or On Hold

<b>Scope of Work</b>	<b>Work Status</b>	<b>Comments</b>
<b>Asselta Acres – New Cameras &amp; Recording System</b>	<b>Awarded at March 2021 Meeting</b>	<b>12/2021 Update – This project is complete;</b>
<b>KT/OT Roof Replacements</b>	<b>Contract Awarded/In Progress/</b>	<b>11/2021 Update – Project is complete and closed out;</b>
<b>Tarkiln Acres – Roof Replacements</b>	<b>In Planning Stage – On Hold</b>	<b>6/2021 – No Update; 9/2021 – A&amp;E proposals received and under review;</b>
<b>KT/OT – Elevator Refurbishment;</b>	<b>Bid opening on 5/17/22</b>	<b>6/2021 – Project kickoff meetings scheduled with Architect; 8/2021 – Project scope has been determined, working with Professional Team on design documents; 5/2022 update: Receiving bids on 5/17/22 for Modernization &amp; Maintenance of Elevators;</b>

## **Kidston & Olivio Towers – Renovation Projects - Active**

The following renovation projects are part of the improvements as a result of the RAD conversion:

Scope of Work	Work Status	Comments
<p><b>KT/OT Exterior Renovations (Façade caulking/sealing &amp; selective repointing);</b></p> <p><b>KT – New elevator lobby windows; stair tower window replacement;</b></p> <p><b>OT – Complete window replacement in units &amp; communal areas; painting of A/C sleeves; replace window unit stools throughout;</b></p>	<p><b>Contract Award Expected April 2021</b></p>	<p><b>5/2021 – Resolution to Reject Bids; Bids are Over Budget; Re-bidding project under consideration;</b></p> <p><b>6/2021 – No Update;</b></p> <p><b>7/2021 – No Update;</b></p> <p><b>9/2021- No Update;</b></p> <p><b>10/2021 – Contract Award recommendation via resolution for October meeting;</b></p> <p><b>11/2021 Update: Contract was awarded in October to Gary F. Gardener, Inc.: Project meetings have begun;</b></p> <p><b>12/2021 Update: Project construction to begin 1<sup>st</sup> quarter of 2022;</b></p> <p><b>1/2022 Update: Window submittals have been approved; Construction meetings continue;</b></p> <p><b>2/2022 Update: Window submittals have been approved; Construction meetings continue; Supply chain issues are anticipated for receipt of windows;</b></p> <p><b>3/2022 Update: Change Order #1 is on the Agenda to repair mortar &amp; brick cracks at units 10A &amp; 9A;</b></p> <p><b>4/2022 Update: All window materials has been ordered; Possible June delivery for window materials; Mortar repair will be completed along with window replacement project;</b></p> <p><b>5/2022 Update – same status as 4/2022; All window materials has been ordered; Possible June delivery for window materials; Mortar repair will be completed along with window replacement project;</b></p> <p><i>6/2022 Update: Same as 5/2022;</i></p>

Scope of Work	Work Status	Comments
<p><b>KT – Interior Plumbing Renovations (Replacement of plumbing stacks; domestic water filtration system; new fire-rated access panels; complete unit bathroom replacements; accessibility upgrades communal area restrooms; domestic water filtration system; domestic water pump; Accessibility upgrades to communal area restrooms;</b></p>	<p><b>July-August 2021 Award Anticipated</b></p>	<p>Pre-bid meeting was held on site May 11, 2021, with potential contractors;  6/2021 - Bids Received on June 10, 2021 – under review;  Resolution to Reject Bids; Bids are Over Budget;  7/2021- Re-bidding project; Bids are due July 15, 2021, a recommendation will be made after the bid opening;  7/2021 – Contract Awarded;  8/2021 – Kick-off meeting held with contractor;  9/2021 – Currently in submittals process with Professional Team;  10/2021 – Submittals in process;  11/2021 Update: Construction to begin in November;  12/2021 Update: Project construction to begin 1<sup>st</sup> quarter of 2022;  01/2022 Update: Preliminary work has begun on plumbing work; “Hotel” units are being refurbished and staged with furniture;  2/2022 Update: Some unknown issues have been uncovered as preliminary work has begun; Change orders are being reviewed prior to presenting to the Board for approval;  3/2022 Update: Change Order #4 is included on the Agenda for Code Official requested straps &amp; supports for wiring in 1<sup>st</sup> floor drop ceiling; eliminate an unneeded wiring; black off any junction boxes without covers; G &amp; H risers are almost complete; these will become the “hotel units” for temporary relocation; work on the next two risers is expected to begin in early April;  4/2022 Update: Change Order #4 is included on the Agenda for Code Official requested straps; G &amp; H risers are complete and work continues on E &amp; F risers; Residents are temporarily relocating to G &amp; H;  5/2022 Update: Work on E &amp; F risers is in process; it is expected the work will be completed in four weeks &amp; residents can return to their units;</p>

Scope of Work	Work Status	Comments
<p><b>KT – Interior Plumbing Renovations (Replacement of plumbing stacks; domestic water filtration system; new fire-rated access panels; complete unit bathroom replacements; accessibility upgrades communal area restrooms; domestic water filtration system; domestic water pump; Accessibility upgrades to communal area restrooms;</b></p>	<p><b>July-August 2021 Award Anticipated</b></p>	<p><i>6/2022 Update: E &amp; F risers are complete; Work on J &amp; K risers are in process; Remaining risers are A,B,C,D &amp; I.</i></p>



## Scattered Site Disposition – Status

- Three Real Estate Sales Professionals were awarded for the sale of the homes; Walk through of three (3) homes has been completed; The suggested sales prices are over a very wide range; Update appraisals are ordered to provide a reasonable market price
- A questionnaire to Scattered Site residents was sent and approximately 80% of the residents have responded to the survey; these responses will indicate which families would like to purchase a home or continue to rent; once the surveys have been reviewed, meetings with each family will be scheduled;
- An RFP has been issued for a credit counseling service to assist residents in purchasing a home or obtaining rental housing; No responses were received for credit counseling services; Credit counseling service agencies will be contacted to negotiate pricing;
- Voucher briefing classes are being scheduled for residents that are interested in using a Voucher for relocation to another rental unit;
- The appraiser will be engaged to appraise the three (3) homes ready for sale;
- As homes are vacated, they will be appraised and listed for sale;
- There are two families in the process of moving; One to an Authority owned property and one to a privately owned property using a Section 8 Voucher;
- Several homes will be listed once the appraisals are received; Appraisals have been delayed due to the active selling market; Appraisals are expected for several homes by the end of January 2022;
- *Scattered Site homes are listed for sale as they become vacant;*

<b><i>SCATTERED SITE HOMES STATUS SUMMARY</i></b>				
<b><i>DATE</i></b>	<b><i>UNDER CONTRACT</i></b>	<b><i>LISTED</i></b>	<b><i>SOLD</i></b>	<b><i>TOTAL HOMES</i></b>
				<b><i>72 Total</i></b>
				<b><i>-10 Not Selling</i></b>
				<b><i>62 Balance</i></b>
<b><i>May 14, 2022</i></b>	<b><i>1</i></b>	<b><i>2</i></b>	<b><i>-3</i></b>	<b><i>59 Balance</i></b>
<b><i>June 10, 2022</i></b>	<b><i>-1 (seller backed out)</i></b>	<b><i>3</i></b>	<b><i>-3</i></b>	<b><i>59 Balance</i></b>

## **D’Orazio Terrace – Redevelopment**

*The board discussion regarding the D’Orazio Terrace will continue. The Scattered Site homes must be sold prior to the redevelopment of D’Orazio Terrace; the proceeds from the sale of the Scattered Site homes will be used in the D’Orazio Terrace redevelopment, but the sales must occur prior to redevelopment or the Authority must return the Scattered Site sales proceeds to HUD.*

## **Melrose Court**

The property 100% occupied and is financially sound. The waiting list is strong with applicants.

### **Board of Commissioners NJ Local Housing Authority Training Program Status**

<b>Commissioner</b>	<b>Training Program Status</b>
<b>Brian Asselta</b>	Completed
<b>Chris Chapman</b>	Completed
<b>Mario Ruiz-Mesa</b>	Completed
<b>Daniel J. Peretti, Jr.</b>	Completed
<b>Vacant – Resident Commissioner</b>	
<b>Vacant</b>	
<b>Vacant</b>	

- **The Fall 2022 Schedule for the NJ Local Housing Authority and Redevelopment Training Program classes are to be determined. Once the Fall 2022 courses are published, they will be listed in this space.**
- **The courses can be reviewed at: <https://cgs.rutgers.edu/programs/housing> NJ Local Housing Authority and Redevelopment Agency Training Program**

**Please contact Gloria Pomales, Executive Assistant, to register for these classes – [gpomales@vha.org](mailto:gpomales@vha.org) or 856-691-4099 Ext 106.**

**Program Statistics Report**

**10/2021 - 10/2022**

May2022

Apr2022

Mar2022

<b>Tenant Accounts Receivable</b>			
Number of "non-payment of rent" cases referred to the solicitor	0	0	23
<b>Unit Inspections</b>			
Total number of units to be inspected in fiscal year	600	600	600
Number of inspections actually completed this month - all sites	28	46	39
Total number of units inspected year-to-date - all sites	360	332	286
City Inspections	150	0	0
<b>Occupancy</b>			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Leasup Time)	177	196	313
Annual Unit Turnaround Time (For Fiscal Year)	219	225	230
Monthly - Number of Vacancies Filled (this month)	6	8	5
Monthly - Average unit turnaround time in days for Lease Up	44	64	147
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	80	52	141
PIC Score	99.39%	95.65%	98.14%
Occupancy Rate (excludes Kidston rehab units and Scattered Sites)	97.00%	96.17%	95.33%
<b>Public Housing &amp; RAD Waiting List Applicants</b>			
Families - <b>All lists closed</b>	320	321	323
Elderly (Seniors - 62+)/Disabled - <b>All lists closed</b>	446	467	454
<b>Average work order turnaround time in days - Tenant Generated</b>			
Average work order turnaround time in days - Tenant Generated	0.08	0.09	0.11
Number of routine work orders written this month	673	490	595
Number of outstanding work orders from previous month	604	613	743
Total number of work orders to be addressed this month	1277	1103	1338
Total number of work orders completed this month	592	499	725
Total number of work orders left outstanding	685	604	613
Number of emergency work orders written this month	2	3	1
Total number of work orders written year-to-date	3,708	3,708	3,218
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	8	8	7
<b>Section 8</b>			
Level of leased units of previous month was:	904	913	917
Level of leased units this month is:	913	904	913
Number of increased leased-units over last month	9	-9	-4
Total number of units inspected this month	42	56	51
<b>Programs (Voucher):</b>			
ABA Utilization %	97.54%	99.76%	100.82%
Repayment Agreements	28	28	28
Total repayments due YTD	\$87,727	\$88,240	\$89,179
Total repayments received YTD	\$4,023	\$3,515	\$6,738
PIC Score (Oakview added 10/13)	98.37%	98.14%	101.86%
Section 8 Housing Choice Voucher Waiting List Applicants - <b>Closed 11/19/2021</b>	2245	2252	2,266
Section 8 Project Based Waiting List Applicants- <b>Oakview - OPEN</b>	220	223	212
Section 8 Project Based Waiting List Applicants- <b>Buena HA - CLOSED</b>	179	177	170
Section 8 - Percentage Housed Based on Income Limit - ELI vs VLI/LI	78%/24%	76%/24%	78%/22%
<b>Department of Social Services - FSS</b>			
<b>Family Self-Sufficiency - Public Housing and Section 8 Voucher Combined</b>			
The number of residents that received "outreach" information about FSS	15	10	15
The number of residents signed on to the program. (FSS Contracts).	29	29	30
The number of FSS Participants with established escrow accounts.	24	23	23
Number of residents in need of employment skills (GED, DL, Job Training.)	2	2	2
The number of meetings, workshops and case management services	5	4	3

**Program Statistics Report**

**10/2021 - 10/2022**

May2022

Apr2022

Mar2022

<b>Congregate Services</b>			
Number of clients on the Congregate Program	32	34	28
Number of clients on Meal Program	17	17	17
Number of clients on Homemaking Program	15	17	18
Number of clients on Laundry Services (This service is included in housekeeping)	11	11	11
Number of clients on Shopping Services (This service is included in	6	6	8
<b>Registered Nurse</b>			
Number of clients served this month	123	80	121
Blood Pressure Clinics ( clinics) # of residents attending	0	0	0
Health Assessments/re-assessments	16	6	8
Meds Supervision	40	20	31
<b>VHA - ROSS (FAMILY)</b>			
Number of Residents on ROSS (Family)	40	40	38
Number of residents that received case management services	15	10	25
Number of Meetings	0	30	30
Number of residents enrolled in academic/employment workshops (FSS)	2	2	2
<b>VHA - ROSS (MEDICAL)</b>			
Number of residents received health assessments for the month	16	6	8
Number of residents - health activities of daily living assessments	16	6	8
ROSS - residents medical monitoring for the month	40	20	31
ROSS / self-sufficiency - improve living conditions	16	6	8
<b>Community Development Block Grant Program</b>			
<b>Clients Served</b>			
Number of new clients served	0	0	0
Number of ongoing clients	72	72	72
Total clients currently being served this month	15	30	30
<b>Income</b>			
Median Family Income (MFI)	0	0	0
Moderate 80%-51% (MFI)	28%	28%	28%
Low 50%-31% (MFI)	28%	28%	28%
Very Low 30%-0% (MFI)	44%	44%	44%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Client Demographics</b>			
White	11	11	11
Black	6	6	6
American Indian	0	0	0
Asian	0	0	0
Other	0	0	0
Hispanic	56	56	56
Non-Hispanic	16	16	16

**Housing Authority of the City of Vineland  
County of Cumberland  
State of New Jersey**

**RESOLUTION #2022-34**

**A Resolution Approving Regular Monthly Expenses**

**WHEREAS**, the Housing Authority of the City of Vineland incurred various financial obligations since the last meeting; and it is the desire of the Commissioners of said Authority to have their obligations kept current; and,

**WHEREAS**, prior to the Board meeting, a member of the Board of Commissioners read and reviewed the itemized list of incurred expenses attached hereto and does recommend payment of the expenses on the Check List in the amount of **\$982,695.55**.

**NOW, THEREFORE, BE IT RESOLVED** that the Secretary-Treasurer be and is hereby authorized to pay the monthly bills that are presented to the Board of Commissioners for consideration on this date.

**ADOPTED:** June 23, 2022

**MOVED/SECONDED:**

Resolution moved by Commissioner

Resolution seconded by Commissioner

**VOTE:**

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Daniel Peretti				
Brian Asselta				
Mario Ruiz-Mesa – Chairman				

VINELAND HOUSING AUTHORITY

\_\_\_\_\_  
BY: Mario Ruiz-Mesa, Chairman

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on June 23, 2022 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: \_\_\_\_\_  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

HOUSING AUTHORITY OF THE CITY OF VINELAND  
 BOARD MEETING  
**LIST OF CHECKS**  
 06/23/22

<u>CHECK NO.</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
	<b>SECTION 8 HAP PROGRAM</b>	\$ 570,027.00
3366- 3393	LANDLORD/TENANT CHECKS AND OTHER	\$ 11,055.00
17581 - 17580	DIRECT DEPOSITS-LANDLORDS HAPS	\$ 558,972.00
	<b>SECTION 8 ADM FEE ACCOUNT</b>	258.52
640 - 643	COMPUTER CHECKS- Ocean First	\$ 258.52
-	COMPUTER CHECKS- BB&T	\$0.00
	<b>SECTION 8 NHOP</b>	
-	COMPUTER CHECKS	\$0.00 0.00
	<b>NHOP INVESTMENTS</b>	0.00
-	COMPUTER CHECKS- Ocean First	\$0.00
-	COMPUTER CHECKS- BB&T	\$0.00
	<b>OCEAN FIRST BANK PH SECURITY DEPOSIT</b>	
203 - 203	COMPUTER CHECKS	650.13
	<b>OCEAN FIRST BANK FSS ESCROW</b>	
-	COMPUTER CHECKS	0.00
	<b>CAPITAL BANK GEN/FUND PH</b>	
2416 - 2425	COMPUTER CHECKS	146,752.81
	<b>COCC CASH ACCOUNT</b>	
10807 - 10898	COMPUTER CHECKS	155,809.99
	<b>COCC EXPENDITURES</b>	
	PAYROLL/PAYCHEX INVOICES	05/27/22 -06/10/22 762.18
	PAYROLL TAX LIABILITY	05/27/22 -06/10/22 35,724.09
	HEALTH BENEFITS PAID	Jun-22 61,355.89
	PENSION PAYMENTS	May-22 11,354.94
	<b>TOTAL</b>	<b>\$ 982,695.55</b>

## Payment Summary

,hcv061,hcv072,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,rc

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
sec8hap - Section 8 HAP	3366	0caguas - CAGUAS OF MUNICIPALITY	6/1/2022	06-2022	714.00	
sec8hap - Section 8 HAP	3367	0canell - CANDELARIA	6/1/2022	06-2022	507.00	
sec8hap - Section 8 HAP	3368	0millif - LIFESPRING OF MILLVILLE INC	6/1/2022	06-2022	596.00	
sec8hap - Section 8 HAP	3369	0oakview - OAKVIEW APARTMENTS LLC	6/1/2022	06-2022	36.00	
sec8hap - Section 8 HAP	3370	0osccos8 - OSCEOLA COUNTY HOUSING	6/1/2022	06-2022	918.00	
sec8hap - Section 8 HAP	3371	t0000559 - PEREZ	6/1/2022	06-2022	24.00	
sec8hap - Section 8 HAP	3372	t0000613 - ALEJANDRO	6/1/2022	06-2022	79.00	
sec8hap - Section 8 HAP	3373	t0002385 - CARRION	6/1/2022	06-2022	42.00	
sec8hap - Section 8 HAP	3374	t0003326 - DIAZ	6/1/2022	06-2022	45.00	
sec8hap - Section 8 HAP	3375	t0003327 - CORALLUZZO	6/1/2022	06-2022	31.00	
sec8hap - Section 8 HAP	3376	t0003357 - KENNEDY	6/1/2022	06-2022	64.00	
sec8hap - Section 8 HAP	3377	t0004508 - CRUZ	6/1/2022	06-2022	39.00	
sec8hap - Section 8 HAP	3378	t0005188 - MELENDEZ	6/1/2022	06-2022	45.00	
sec8hap - Section 8 HAP	3379	t0005666 - BALDWIN	6/1/2022	06-2022	4.00	
sec8hap - Section 8 HAP	3380	t0005731 - HAROLD	6/1/2022	06-2022	8.00	
sec8hap - Section 8 HAP	3381	t0006020 - CARDONA	6/1/2022	06-2022	4.00	
sec8hap - Section 8 HAP	3382	t0006533 - VILLAFANE	6/1/2022	06-2022	14.00	
sec8hap - Section 8 HAP	3383	t0007057 - DESAI	6/1/2022	06-2022	63.00	
sec8hap - Section 8 HAP	3384	t0007113 - RIOS	6/1/2022	06-2022	4.00	
sec8hap - Section 8 HAP	3385	t0008553 - CARLO	6/1/2022	06-2022	105.00	
sec8hap - Section 8 HAP	3386	t0010166 - ORTIZ	6/1/2022	06-2022	195.00	
sec8hap - Section 8 HAP	3387	t0010635 - BUTLER	6/1/2022	06-2022	14.00	
sec8hap - Section 8 HAP	3388	t0012229 - AGOSTO-GREGORY	6/1/2022	06-2022	42.00	
sec8hap - Section 8 HAP	3389	t0012304 - MEDINA	6/1/2022	06-2022	36.00	
sec8hap - Section 8 HAP	3390	vf1033 - SEMINOLE COUNTY	6/1/2022	06-2022	1,165.00	
sec8hap - Section 8 HAP	3391	vf1093 - ORANGE COUNTY HOUSING & C D	6/1/2022	06-2022	1,408.00	
sec8hap - Section 8 HAP	3392	t0015636 - WILSON	6/8/2022	06-2022	56.00	
sec8hap - Section 8 HAP	3393	0housin - VINELAND HOUSING AUTHORITY	6/17/2022	06-2022	4,797.00	
sec8hap - Section 8 HAP	17581	02llbtw - BTW 2 LLC	6/2/2022	06-2022	690.00	
sec8hap - Section 8 HAP	17582	0537grap - 529-537 GRAPE STREET,LLC	6/2/2022	06-2022	405.00	
sec8hap - Section 8 HAP	17583	0abobab - BABATUNDE O ABORISADE	6/2/2022	06-2022	581.00	
sec8hap - Section 8 HAP	17584	0abrawi - ABRAHAN & AWILDA HEREDIA	6/2/2022	06-2022	1,227.00	
sec8hap - Section 8 HAP	17585	0acojor - ACOSTA	6/2/2022	06-2022	1,955.00	
sec8hap - Section 8 HAP	17586	0ahcpv - AFFORDABLE HOUSING CORPORATION	6/2/2022	06-2022	10,263.00	
sec8hap - Section 8 HAP	17587	0ahctaaa - AFFORDABLE HOUSING CORPORATION	6/2/2022	06-2022	85,463.00	
sec8hap - Section 8 HAP	17588	0ahcvktot - AFFORDABLE HOUSING CORP OF VINELAND	6/2/2022	06-2022	66,225.00	
sec8hap - Section 8 HAP	17589	0albreb - REBECCA C THOMPSON-ALBERT	6/2/2022	06-2022	89.00	
sec8hap - Section 8 HAP	17590	0andcar - ANDUJAR	6/2/2022	06-2022	281.00	
sec8hap - Section 8 HAP	17591	0andron - RONALD ANDRO	6/2/2022	06-2022	360.00	
sec8hap - Section 8 HAP	17592	0aparab - AB APARTMENTS LLC	6/2/2022	06-2022	1,228.00	
sec8hap - Section 8 HAP	17593	0arbors - ROSEMAR PROPERTIES III LLC/THE ARBORS	6/2/2022	06-2022	8,194.00	
sec8hap - Section 8 HAP	17594	0assind - INDEPENDENCE ASSOCIATES LLC	6/2/2022	06-2022	832.00	
sec8hap - Section 8 HAP	17595	0barric - RICHARD BARSUGLIA	6/2/2022	06-2022	823.00	
sec8hap - Section 8 HAP	17596	0behhar - HARRY & BARBARA BEHRENS	6/2/2022	06-2022	523.00	

## Payment Summary

,hcv061,hcv072,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,rc

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
sec8hap - Section 8 HAP	17597	Oberedw - EDWIN C & SAVALYN BERGAMO	6/2/2022	06-2022	1,083.00	
sec8hap - Section 8 HAP	17598	Oberksh - ROSEMAR PROPERTIES IV LLC / CAMELOT AF	6/2/2022	06-2022	4,302.00	
sec8hap - Section 8 HAP	17599	Oberobe - OBED BERMUDEZ	6/2/2022	06-2022	981.00	
sec8hap - Section 8 HAP	17600	Obetalp - ALPHA BETA CAMDEN LLC	6/2/2022	06-2022	1,377.00	
sec8hap - Section 8 HAP	17601	Obretow - BRENTWOOD TOWERS HOLDINGS, LLC	6/2/2022	06-2022	1,806.00	
sec8hap - Section 8 HAP	17602	Obrewst - BREWSTER GARDEN APARTMENTS LLC	6/2/2022	06-2022	1,184.00	
sec8hap - Section 8 HAP	17603	Obuebor - BOROUGH OF BUENA HOUSING AUTHORITY	6/2/2022	06-2022	17,744.00	
sec8hap - Section 8 HAP	17604	Obususa - USA BUSY BEE INC	6/2/2022	06-2022	1,427.00	
sec8hap - Section 8 HAP	17605	Ocamnil - NILZA R CAMACHO	6/2/2022	06-2022	1,080.00	
sec8hap - Section 8 HAP	17606	Ocarjos - CARVALHO	6/2/2022	06-2022	714.00	
sec8hap - Section 8 HAP	17607	Ocarmar - SIMOES	6/2/2022	06-2022	1,699.00	
sec8hap - Section 8 HAP	17608	Ocasros - CASTILLO	6/2/2022	06-2022	598.00	
sec8hap - Section 8 HAP	17609	Ocdgard - CD GARDENS INC.	6/2/2022	06-2022	1,983.00	
sec8hap - Section 8 HAP	17610	Ochainv - CHAAD INVESTMENTS LLC	6/2/2022	06-2022	618.00	
sec8hap - Section 8 HAP	17611	Ochajos - JOSEPH T CHAMBERS	6/2/2022	06-2022	950.00	
sec8hap - Section 8 HAP	17612	Ocheshol - CHESTNUT SQUARE HOLDINGS LLC	6/2/2022	06-2022	2,430.00	
sec8hap - Section 8 HAP	17613	Ocolmac - MACY A COLLINS	6/2/2022	06-2022	896.00	
sec8hap - Section 8 HAP	17614	Ocorjua - CORTES	6/2/2022	06-2022	1,650.00	
sec8hap - Section 8 HAP	17615	Ocridan - DANA CRISS	6/2/2022	06-2022	675.00	
sec8hap - Section 8 HAP	17616	Ocrofre - FREDDIE L CROSS	6/2/2022	06-2022	393.00	
sec8hap - Section 8 HAP	17617	Odelsia - SIAN DELUCA	6/2/2022	06-2022	390.00	
sec8hap - Section 8 HAP	17618	Odondel - DELROY T DONALDSON	6/2/2022	06-2022	603.00	
sec8hap - Section 8 HAP	17619	Oeas307 - 307 N EAST AVE LLC	6/2/2022	06-2022	789.00	
sec8hap - Section 8 HAP	17620	Oeas710 - 710 EAST ALMOND STREET ASSOCIATES LLC	6/2/2022	06-2022	699.00	
sec8hap - Section 8 HAP	17621	Oedwdip - EDWARD DIPALMA	6/2/2022	06-2022	809.00	
sec8hap - Section 8 HAP	17622	Oegbmar - MARY J EGBEH	6/2/2022	06-2022	1,453.00	
sec8hap - Section 8 HAP	17623	Oeinmar - MARTIN JAY EINSTEIN	6/2/2022	06-2022	613.00	
sec8hap - Section 8 HAP	17624	Oequacc - ACCUMULATING EQUITY PARTNERS LLC	6/2/2022	06-2022	3,356.00	
sec8hap - Section 8 HAP	17625	Oestros - ESTATE OF LUIS A ROSADO-TORRES	6/2/2022	06-2022	528.00	
sec8hap - Section 8 HAP	17626	Oflodor - FLOWERS	6/2/2022	06-2022	922.00	
sec8hap - Section 8 HAP	17627	Ogarabn - ABNER GARCIA	6/2/2022	06-2022	492.00	
sec8hap - Section 8 HAP	17628	Ogaritz - ITZAMAR GARCIA	6/2/2022	06-2022	932.00	
sec8hap - Section 8 HAP	17629	Ogarsal - GARCIA	6/2/2022	06-2022	2,266.00	
sec8hap - Section 8 HAP	17630	Ogarvin - VINELAND GARDENS LLC	6/2/2022	06-2022	76.00	
sec8hap - Section 8 HAP	17631	Oghebre - BRENDAN G GHEEN	6/2/2022	06-2022	960.00	
sec8hap - Section 8 HAP	17632	Ogibjam - GRIBBLE JR	6/2/2022	06-2022	869.00	
sec8hap - Section 8 HAP	17633	Ohagdan - DANIEL HAGEMAN JR	6/2/2022	06-2022	1,088.00	
sec8hap - Section 8 HAP	17634	Ohemtom - BTW 4 LLC	6/2/2022	06-2022	1,058.00	
sec8hap - Section 8 HAP	17635	Ohereri - 123 SOUTH 4TH STREET LLC	6/2/2022	06-2022	2,467.00	
sec8hap - Section 8 HAP	17636	Ohersof - SOFIA HEREDIA-TORRES AND RUBEN TORRES	6/2/2022	06-2022	2,122.00	
sec8hap - Section 8 HAP	17637	Ohfprop - HF PROPERTY MANAGEMENT	6/2/2022	06-2022	1,709.00	
sec8hap - Section 8 HAP	17638	Oholasm - ASM HOLDINGS LLC	6/2/2022	06-2022	455.00	
sec8hap - Section 8 HAP	17639	Oholbull - BULLSEYE HOLDINGS LLC	6/2/2022	06-2022	418.00	
sec8hap - Section 8 HAP	17640	Ohomoa - O&A HOME	6/2/2022	06-2022	892.00	



## Payment Summary

,hcv061,hcv072,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,rc

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
sec8hap - Section 8 HAP	17641	0homtar - TARKILN HOMES LLC	6/2/2022	06-2022	2,265.00	
sec8hap - Section 8 HAP	17642	0houriv - RIVERGROVE HOUSING PARTNERS LLC	6/2/2022	06-2022	881.00	
sec8hap - Section 8 HAP	17643	0inters - VINELAND ASSOCIATES LLC	6/2/2022	06-2022	561.00	
sec8hap - Section 8 HAP	17644	0invegh - E. G. H. R. E. INVESTMENTS LLC	6/2/2022	06-2022	2,569.00	
sec8hap - Section 8 HAP	17645	0jhorn - JOHN HORNER	6/2/2022	06-2022	33.00	
sec8hap - Section 8 HAP	17646	0josber - BERNADETTE P JOSEPH	6/2/2022	06-2022	708.00	
sec8hap - Section 8 HAP	17647	0kapala - PANDA REALTY GROUP LLC	6/2/2022	06-2022	1,307.00	
sec8hap - Section 8 HAP	17648	0katjay - JAY-KAT INVESTMENTS, LLC	6/2/2022	06-2022	815.00	
sec8hap - Section 8 HAP	17649	0landic - LANDICINI 566 LLC	6/2/2022	06-2022	1,029.00	
sec8hap - Section 8 HAP	17650	0lebza - LEBRON	6/2/2022	06-2022	2,151.00	
sec8hap - Section 8 HAP	17651	0legmay - MAYERFELD LEGACY TRUST	6/2/2022	06-2022	1,217.00	
sec8hap - Section 8 HAP	17652	0lhrent - L & H RENTALS	6/2/2022	06-2022	689.00	
sec8hap - Section 8 HAP	17653	0linrob - ROBERT LINDNER	6/2/2022	06-2022	569.00	
sec8hap - Section 8 HAP	17654	0lliig - IIG-1 LLC	6/2/2022	06-2022	400.00	
sec8hap - Section 8 HAP	17655	0locloc - LOCATION LOCATION & TIMING LLC	6/2/2022	06-2022	810.00	
sec8hap - Section 8 HAP	17656	0londav - DAVID LONGINI	6/2/2022	06-2022	543.00	
sec8hap - Section 8 HAP	17657	0lopyad - YADIRA LOPEZ	6/2/2022	06-2022	625.00	
sec8hap - Section 8 HAP	17658	0manmil - MILLVILLE MANOR LLC	6/2/2022	06-2022	1,086.00	
sec8hap - Section 8 HAP	17659	0marjoe - JOEL MARTIN	6/2/2022	06-2022	752.00	
sec8hap - Section 8 HAP	17660	0melrose - MELROSE COURT LP	6/2/2022	06-2022	18,947.00	
sec8hap - Section 8 HAP	17661	0menbre - MENDEZ	6/2/2022	06-2022	304.00	
sec8hap - Section 8 HAP	17662	0millvil - MILLVILLE REALTY CORPORATION	6/2/2022	06-2022	2,410.00	
sec8hap - Section 8 HAP	17663	0miryar - MIRANDA	6/2/2022	06-2022	1,167.00	
sec8hap - Section 8 HAP	17664	0ochabv - OCEAN CITY HSING AUTH- BVM/SPEITEL	6/2/2022	06-2022	30,353.00	
sec8hap - Section 8 HAP	17665	0olilui - LUIS A OLIVERAS	6/2/2022	06-2022	670.00	
sec8hap - Section 8 HAP	17666	0paeast - EAST PARK APARTMENTS	6/2/2022	06-2022	5,188.00	
sec8hap - Section 8 HAP	17667	0pagang - ANGEL L PAGAN	6/2/2022	06-2022	1,260.00	
sec8hap - Section 8 HAP	17668	0parkto - PARK TOWNE APTS LLC	6/2/2022	06-2022	11,726.00	
sec8hap - Section 8 HAP	17669	0poisil - SILVER POINT MANAGEMENT LLC	6/2/2022	06-2022	300.00	
sec8hap - Section 8 HAP	17670	0proexc - EXCEL PROPERTY MANAGEMENT LLC	6/2/2022	06-2022	1,086.00	
sec8hap - Section 8 HAP	17671	0profai - FAIOLA PROPERTY MANAGEMENT AND MAINT	6/2/2022	06-2022	900.00	
sec8hap - Section 8 HAP	17672	0profam - FAM PROPERTY MANAGEMENT LLC	6/2/2022	06-2022	1,098.00	
sec8hap - Section 8 HAP	17673	0protim - TIMARIA PROPERTIES LLC	6/2/2022	06-2022	1,497.00	
sec8hap - Section 8 HAP	17674	0pwn822 - 822 PLUM STREET LLC	6/2/2022	06-2022	1,260.00	
sec8hap - Section 8 HAP	17675	0radoak - RADIANT OAKVIEW APARTMENTS LLC	6/2/2022	06-2022	131,168.00	
sec8hap - Section 8 HAP	17676	0rafbar - RAFES	6/2/2022	06-2022	420.00	
sec8hap - Section 8 HAP	17677	0ramnic - NICHOLAS P RAMBONE	6/2/2022	06-2022	1,400.00	
sec8hap - Section 8 HAP	17678	0realsa - S & A REALTY ENTERPRISES LLC	6/2/2022	06-2022	686.00	
sec8hap - Section 8 HAP	17679	0rearoc - ROCCO REAL ESTATE LLC	6/2/2022	06-2022	1,780.00	
sec8hap - Section 8 HAP	17680	0reasar - SARA REAVES	6/2/2022	06-2022	631.00	
sec8hap - Section 8 HAP	17681	0regche - REGENCY CHESTNUT COURT	6/2/2022	06-2022	8,496.00	
sec8hap - Section 8 HAP	17682	0regeas - REGENCY EAST LLC	6/2/2022	06-2022	1,974.00	
sec8hap - Section 8 HAP	17683	0renaco - ACOSTA RENTAL LLC	6/2/2022	06-2022	616.00	
sec8hap - Section 8 HAP	17684	0renokg - K G RENOVATIONS LLC	6/2/2022	06-2022	1,009.00	

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,hcv061,hcv072,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,rc

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
sec8hap - Section 8 HAP	17685	Oriscam - CAMDEN RISING 2 LLC	6/2/2022	06-2022	795.00	
sec8hap - Section 8 HAP	17686	Orivdie - DIEGO A RIVERA	6/2/2022	06-2022	461.00	
sec8hap - Section 8 HAP	17687	Orivvic - VICTORIANO RIVERA JR	6/2/2022	06-2022	681.00	
sec8hap - Section 8 HAP	17688	Oroceli - ELIZABETH ROCHE	6/2/2022	06-2022	632.00	
sec8hap - Section 8 HAP	17689	Orodhen - HENRY RODRIGUEZ	6/2/2022	06-2022	923.00	
sec8hap - Section 8 HAP	17690	Orogsal - SALVATORE W ROGGIO	6/2/2022	06-2022	602.00	
sec8hap - Section 8 HAP	17691	Oromvic - VICTOR M ROMAN	6/2/2022	06-2022	823.00	
sec8hap - Section 8 HAP	17692	Orpjpro - RPJ PROPERTIES LLC	6/2/2022	06-2022	10,824.00	
sec8hap - Section 8 HAP	17693	Oruppab - RUPERTO	6/2/2022	06-2022	725.00	
sec8hap - Section 8 HAP	17694	Osaiger - GERALD M SAINOT JR	6/2/2022	06-2022	1,404.00	
sec8hap - Section 8 HAP	17695	Osalasda - DAMIAN & ELAINE SALAS	6/2/2022	06-2022	818.00	
sec8hap - Section 8 HAP	17696	Oshabru - BRUCE D SHAW	6/2/2022	06-2022	1,180.00	
sec8hap - Section 8 HAP	17697	Osimseb - SIMONE	6/2/2022	06-2022	554.00	
sec8hap - Section 8 HAP	17698	Oskgcom - SKG & CO	6/2/2022	06-2022	1,649.00	
sec8hap - Section 8 HAP	17699	Oslinco - 1890 S LINCOLN ASSOCIATES LLC	6/2/2022	06-2022	1,961.00	
sec8hap - Section 8 HAP	17700	Osolpro - ASSURED PROPERTY SOLUTIONS LLC	6/2/2022	06-2022	444.00	
sec8hap - Section 8 HAP	17701	Ototalb - ALBERTO SOTO	6/2/2022	06-2022	1,075.00	
sec8hap - Section 8 HAP	17702	Ospring - SPRING GARDENS ASSOCIATES LLC	6/2/2022	06-2022	6,710.00	
sec8hap - Section 8 HAP	17703	Osqulan - LANDIS SQUARE SR APTS	6/2/2022	06-2022	2,241.00	
sec8hap - Section 8 HAP	17704	Oswaway - WAYNE SWANSON	6/2/2022	06-2022	1,099.00	
sec8hap - Section 8 HAP	17705	Otayver - TAYLOR	6/2/2022	06-2022	618.00	
sec8hap - Section 8 HAP	17706	Othapau - ALBERTA A QUAIROLI ESTATE	6/2/2022	06-2022	1,126.00	
sec8hap - Section 8 HAP	17707	Otimesus - SUSAN V TIMMRECK	6/2/2022	06-2022	815.00	
sec8hap - Section 8 HAP	17708	Ovasdap - DAPHNE VASSALOTTI	6/2/2022	06-2022	704.00	
sec8hap - Section 8 HAP	17709	Ovelmal - MALADA CRESPO VELEZ	6/2/2022	06-2022	755.00	
sec8hap - Section 8 HAP	17710	Ovinlan - VINELAND VILLAGE APTS	6/2/2022	06-2022	7,653.00	
sec8hap - Section 8 HAP	17711	Ovirulou - LOUIS A VIRUET	6/2/2022	06-2022	916.00	
sec8hap - Section 8 HAP	17712	Ovitdor - VITALO	6/2/2022	06-2022	924.00	
sec8hap - Section 8 HAP	17713	Owaca - WACA INVESTMENTS LLC	6/2/2022	06-2022	1,082.00	
sec8hap - Section 8 HAP	17714	Owalnut - WALNUT REALTY ASSOCIATES LLC	6/2/2022	06-2022	8,058.00	
sec8hap - Section 8 HAP	17715	Owassey - SEYMOUR WASSERSTRUM	6/2/2022	06-2022	702.00	
sec8hap - Section 8 HAP	17716	Owatrob - ROBERT H WATSON	6/2/2022	06-2022	1,400.00	
sec8hap - Section 8 HAP	17717	Owhejon - WHEELER	6/2/2022	06-2022	508.00	
sec8hap - Section 8 HAP	17718	Owrialf - ALFRED WRIGHT	6/2/2022	06-2022	1,709.00	
sec8hap - Section 8 HAP	17719	Oneeshr - SHREE NEEL LLC	6/9/2022	06-2022	2,350.00	
					<b>570,027.00</b>	

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,hcv061,hcv072,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,rc

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
sec8admn - Section 8 Admii	640	Ocaguas - CAGUAS OF MUNICIPALITY	6/1/2022	06-2022	63.04	
sec8admn - Section 8 Admii	641	Oosccos8 - OSCEOLA COUNTY HOUSING	6/1/2022	06-2022	65.16	
sec8admn - Section 8 Admii	642	vf1033 - SEMINOLE COUNTY	6/1/2022	06-2022	65.16	
sec8admn - Section 8 Admii	643	vf1093 - ORANGE COUNTY HOUSING & C D	6/1/2022	06-2022	65.16	
					<b>258.52</b>	

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,hcv061,hcv072,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,r

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
capsecdp - PH Sec Dep Acc	203	vha - HOUSING AUTHORITY CITY OF VINELAND	5/27/2022	05-2022	650.13	
					<b>650.13</b>	

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,hcv061,hcv072,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,r

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
capgenfd - Public Housing C	2416	landis - Landis Sewerage Authority	5/27/2022	05-2022	27,725.00	
capgenfd - Public Housing C	2417	vmu - Vineland Municipal Utilities	5/27/2022	05-2022	211.53	
capgenfd - Public Housing C	2418	vha - HOUSING AUTHORITY CITY OF VINELAND	6/3/2022	06-2022	87,500.00	
capgenfd - Public Housing C	2419	vha - HOUSING AUTHORITY CITY OF VINELAND	6/3/2022	06-2022	16,963.26	
capgenfd - Public Housing C	2420	sjgas - South Jersey Gas Company	6/3/2022	06-2022	59.25	
capgenfd - Public Housing C	2421	vmu - Vineland Municipal Utilities	6/3/2022	06-2022	585.97	
capgenfd - Public Housing C	2422	vmu - Vineland Municipal Utilities	6/10/2022	06-2022	858.80	
capgenfd - Public Housing C	2424	sjgas - South Jersey Gas Company	6/17/2022	06-2022	1,316.99	
capgenfd - Public Housing C	2425	vmu - Vineland Municipal Utilities	6/17/2022	06-2022	11,532.01	
					<b>146,752.81</b>	

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Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
cocc - Central Office Cost	10807	aflac - AFLAC	5/27/2022	05-2022	350.90	
cocc - Central Office Cost	10808	axaequ - Equitable	5/27/2022	05-2022	2,795.00	
cocc - Central Office Cost	10809	browco - Robert M Browne Court Officer	5/27/2022	05-2022	122.29	
cocc - Central Office Cost	10810	cwa - Communications Workers of America	5/27/2022	05-2022	256.54	
cocc - Central Office Cost	10811	njfam - NJ FAMILY SUPPORT PAYMENT CENTER	5/27/2022	05-2022	336.00	
cocc - Central Office Cost	10812	landis - Landis Sewerage Authority	5/27/2022	05-2022	1,114.00	
cocc - Central Office Cost	10813	coloni - Colonial Electrical Supply	6/3/2022	06-2022	630.67	
cocc - Central Office Cost	10814	enright - ENRIGHT	6/3/2022	06-2022	982.94	
cocc - Central Office Cost	10815	himinha - H I MINHAS LLC	6/3/2022	06-2022	367.50	
cocc - Central Office Cost	10816	mendibleseva - YALEXUS MENDIBLES-EVANS	6/3/2022	06-2022	1,647.36	
cocc - Central Office Cost	10817	sirspe - Sir Speedy Printing	6/3/2022	06-2022	223.00	
cocc - Central Office Cost	10818	weaequ - Weaver Equipment Sales & Service	6/3/2022	06-2022	494.45	
cocc - Central Office Cost	10819	wheat - Wheat Road Cold Cuts	6/3/2022	06-2022	4,331.80	
cocc - Central Office Cost	10820	jccupa - JC'S Custom Painting	6/3/2022	06-2022	5,579.00	
cocc - Central Office Cost	10821	axaequ - Equitable	6/6/2022	06-2022	0.00	
cocc - Central Office Cost	10822	axaequ - Equitable	6/10/2022	06-2022	2,795.00	
cocc - Central Office Cost	10823	browco - Robert M Browne Court Officer	6/10/2022	06-2022	122.29	
cocc - Central Office Cost	10824	njfam - NJ FAMILY SUPPORT PAYMENT CENTER	6/10/2022	06-2022	336.00	
cocc - Central Office Cost	10825	acehar - Vineland Ace Hardware East	6/10/2022	06-2022	14.38	
cocc - Central Office Cost	10826	ccia - Cumberland Co Improvement Auth	6/10/2022	06-2022	131.57	
cocc - Central Office Cost	10827	genelec - Gen X Electrical Contractors LLC	6/10/2022	06-2022	1,668.00	
cocc - Central Office Cost	10828	maiapp - Mainiero's Appliance & TV	6/10/2022	06-2022	60.00	
cocc - Central Office Cost	10829	stinson - THOMAS STINSON	6/10/2022	06-2022	100.00	
cocc - Central Office Cost	10830	trane - Trane U.S., Inc.	6/10/2022	06-2022	2,147.00	
cocc - Central Office Cost	10831	verivi - Verizon Wireless	6/10/2022	06-2022	1,102.01	
cocc - Central Office Cost	10832	wallac - Wallace Supply Co	6/10/2022	06-2022	221.10	

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,hcv061,hcv072,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,rz

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
cocc - Central Office Cost	10833	wex - WEX Bank	6/10/2022	06-2022	3,419.35	
cocc - Central Office Cost	10834	acehar - Vineland Ace Hardware East	6/16/2022	06-2022	295.10	
cocc - Central Office Cost	10835	aceplu - Ace Plumbing and Electrical Supplies Inc	6/16/2022	06-2022	226.40	
cocc - Central Office Cost	10836	adcass - Advanced Cabinetry & Storage Systems LLC	6/16/2022	06-2022	275.00	
cocc - Central Office Cost	10837	ahcvktot - AFFORDABLE HOUSING CORPORATION	6/16/2022	06-2022	11,420.00	
cocc - Central Office Cost	10838	ahcvpv - AFFORDABLE HOUSING CORP OF VINELAND	6/16/2022	06-2022	1,875.00	
cocc - Central Office Cost	10839	ahcvtaa - AFFORDABLE HOUSING CORP OF VINELAND	6/16/2022	06-2022	10,017.00	
cocc - Central Office Cost	10840	amacap - Amazon Capital Services Inc	6/16/2022	06-2022	413.46	
cocc - Central Office Cost	10841	avena - Linda M Avena CPA	6/16/2022	06-2022	7,083.33	
cocc - Central Office Cost	10842	blocklsi - BLOCK LINE SYSTEMS, LLC	6/16/2022	06-2022	1,565.36	
cocc - Central Office Cost	10843	callexp - Call Experts New Jersey	6/16/2022	06-2022	534.80	
cocc - Central Office Cost	10844	canbus - Canon Solutions America Inc	6/16/2022	06-2022	247.15	
cocc - Central Office Cost	10845	carahsoft - Carahsoft Technology Corporation	6/16/2022	06-2022	3,432.05	
cocc - Central Office Cost	10846	ccia - Cumberland Co Improvement Auth	6/16/2022	06-2022	3,125.45	
cocc - Central Office Cost	10847	cheuni - Cheryl's Uniform Downtown	6/16/2022	06-2022	282.00	
cocc - Central Office Cost	10848	cintas - Cintas Corporation #100	6/16/2022	06-2022	585.00	
cocc - Central Office Cost	10849	coloni - Colonial Electrical Supply	6/16/2022	06-2022	84.79	
cocc - Central Office Cost	10850	conser - County Conservation Company LLC	6/16/2022	06-2022	336.00	
cocc - Central Office Cost	10851	cullig - South Jersey Culligan Water	6/16/2022	06-2022	80.00	
cocc - Central Office Cost	10852	gabage - Eisenstat Gabage and Furman PC	6/16/2022	06-2022	1,796.67	
cocc - Central Office Cost	10853	hdsupp - HD Supply Facilities Maintenance LTD	6/16/2022	06-2022	112.95	
cocc - Central Office Cost	10854	homest - HP Homestead Plumbing and Heating Inc	6/16/2022	06-2022	599.00	
cocc - Central Office Cost	10855	hompro - The Home Depot Pro - SupplyWorks	6/16/2022	06-2022	1,648.95	
cocc - Central Office Cost	10856	intsys - Integrated Systems Associates Inc	6/16/2022	06-2022	1,837.50	
cocc - Central Office Cost	10857	jccupa - JC'S Custom Painting	6/16/2022	06-2022	554.00	
cocc - Central Office Cost	10858	lanfir - Landis Fire Protection Inc	6/16/2022	06-2022	17,961.00	
cocc - Central Office Cost	10859	mason - W B Mason Co Inc	6/16/2022	06-2022	697.53	
cocc - Central Office Cost	10860	mihoau - Millville Housing Authority	6/16/2022	06-2022	3,250.00	
cocc - Central Office Cost	10861	miles - Miles Technologies	6/16/2022	06-2022	3,915.00	
cocc - Central Office Cost	10862	mjroof - M & J ROOFING LLC	6/16/2022	06-2022	1,000.00	
cocc - Central Office Cost	10863	molinari - Molinari & Associates PC	6/16/2022	06-2022	600.00	
cocc - Central Office Cost	10864	natten - National Tenant Network	6/16/2022	06-2022	737.00	
cocc - Central Office Cost	10865	omega - Omega Pest Management LLC	6/16/2022	06-2022	3,332.25	
cocc - Central Office Cost	10866	riggin - Riggins Inc	6/16/2022	06-2022	199.91	
cocc - Central Office Cost	10867	sherwi - Sherwin Williams Company	6/16/2022	06-2022	587.08	
cocc - Central Office Cost	10868	standard - Standard Elevator Corporation	6/16/2022	06-2022	2,348.00	
cocc - Central Office Cost	10869	totsec - Total Security Alarms, LLC.	6/16/2022	06-2022	1,728.00	
cocc - Central Office Cost	10870	vercon - Verizon Connect Fleet USA LLC	6/16/2022	06-2022	366.45	
cocc - Central Office Cost	10871	vha - HOUSING AUTHORITY CITY OF VINELAND	6/16/2022	06-2022	7,917.00	
cocc - Central Office Cost	10872	vldfir - City of Vineland, Fire Prevention Bureau	6/16/2022	06-2022	275.00	
cocc - Central Office Cost	10873	wheat - Wheat Road Cold Cuts	6/16/2022	06-2022	4,108.05	
cocc - Central Office Cost	10874	xpress - Xpress Electronic Services, Inc.	6/16/2022	06-2022	135.00	
cocc - Central Office Cost	10875	sjgas - South Jersey Gas Company	6/17/2022	06-2022	161.97	
cocc - Central Office Cost	10876	vmu - Vineland Municipal Utilities	6/17/2022	06-2022	2,505.15	
cocc - Central Office Cost	10877	acehar - Vineland Ace Hardware East	6/23/2022	06-2022	38.69	
cocc - Central Office Cost	10878	aceplu - Ace Plumbing and Electrical Supplies Inc	6/23/2022	06-2022	305.50	
cocc - Central Office Cost	10879	amacap - Amazon Capital Services Inc	6/23/2022	06-2022	209.20	
cocc - Central Office Cost	10880	browni - Browns Integrated Pest Management	6/23/2022	06-2022	300.00	
cocc - Central Office Cost	10881	combus - COMCAST	6/23/2022	06-2022	343.35	
cocc - Central Office Cost	10882	garsto - Garoppo Stone & Garden Center	6/23/2022	06-2022	147.55	

## Payment Summary

,hcv061,hcv072,hcv100,hcv103,hcv119,hcv150,hcve01,hcve02,hcvh01,hcvms40,hcvp01,kidston,melrose,newhop,nhopinv,olivio,parkview,pbv\_asse,pvaa,ra

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
cocc - Central Office Cost	10883	hill - Ronald Hill	6/23/2022	06-2022	1,125.00	
cocc - Central Office Cost	10884	homede - Home Depot Credit Services	6/23/2022	06-2022	4,021.10	
cocc - Central Office Cost	10885	hompro - The Home Depot Pro - SupplyWorks	6/23/2022	06-2022	1,214.11	
cocc - Central Office Cost	10886	inspira - Inspira Health Network Urgent Care, PC	6/23/2022	06-2022	60.00	
cocc - Central Office Cost	10887	mazza - Frank Mazza & Son Inc.	6/23/2022	06-2022	1,347.12	
cocc - Central Office Cost	10888	miles - Miles Technologies	6/23/2022	06-2022	3,437.50	
cocc - Central Office Cost	10889	pbrese - Reserve Account	6/23/2022	06-2022	1,000.00	
cocc - Central Office Cost	10890	presso - Press of Atlantic City	6/23/2022	06-2022	36.40	
cocc - Central Office Cost	10891	prinsol - Print Solutions Plus Inc	6/23/2022	06-2022	833.00	
cocc - Central Office Cost	10892	ronmil - Ronald Miller	6/23/2022	06-2022	35.00	
cocc - Central Office Cost	10893	sherwi - Sherwin Williams Company	6/23/2022	06-2022	17.84	
cocc - Central Office Cost	10894	staadv - Staples, Inc.	6/23/2022	06-2022	235.56	
cocc - Central Office Cost	10895	totsec - Total Security Alarms, LLC.	6/23/2022	06-2022	672.57	
cocc - Central Office Cost	10896	trane - Trane U.S., Inc.	6/23/2022	06-2022	6,151.00	
cocc - Central Office Cost	10897	trciki - Elevations Cabinetry and Millwork LLC	6/23/2022	06-2022	2,450.00	
cocc - Central Office Cost	10898	xpress - Xpress Electronic Services, Inc.	6/23/2022	06-2022	230.00	
					<b>155,809.99</b>	

**Housing Authority of the City of Vineland  
County of Cumberland  
State of New Jersey**

**RESOLUTION #2022-35**

**PHA Certifications of Compliance  
with the PHA Annual Plan (2022-2023) and Related Regulations  
Board Resolution to Accompany the PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman, I approve the submission of the **Annual Plan (2022-2023)** for PHA fiscal year beginning October 1, 2022, hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing & Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate state or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this board of boards in developing the Plan, and considered the recommendations of the board or boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining its programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site-based waiting lists:
  - φ The PHA regularly submits required data to HUD's MTCS in an accurate, complete, and timely manner (as specified in PIH Notice 99-2);

- φ The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - φ Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - φ The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - φ The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
- 8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
- 9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR, Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
- 10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR, Part 135.
- 11. The PHA has submitted with the Plan a certification with regard to a drug-free workplace required by 24 CFR, Part 24, Subpart F.
- 12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by the Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
- 13. For PHA Plan that includes a PHDEP Plan as specified in 24 CFR 761.21: The PHDEP Plan is consistent with and conforms to the “Plan Requirements” and “Grantee Performance Requirements” as specified in 24 CFR 761.21 and 761.23, respectively, and the PHA will maintain and have available for review/inspection (at all times), records or documentation of the following:
  - φ Baseline law enforcement services for public housing developments assisted under the PHDEP plan;
  - φ Consortium agreement(s) between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);
  - φ Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services, or other in-kind resources for PHDEP-funded activities;

- φ Coordination with other law enforcement efforts;
  - φ Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and
  - φ All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.
14. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR, Part 24, as applicable.
  15. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
  16. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
  17. With respect to public housing, the PHA will comply with Davis-Bacon or HUD-determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
  18. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
  19. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
  20. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
  21. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
  22. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and attachments at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.



**ADOPTED:** June 23, 2022

**MOVED/SECONDED:**

Resolution moved by Commissioner

Resolution seconded by Commissioner

**VOTE:**

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Daniel Peretti				
Brian Asselta				
Mario Ruiz-Mesa – Chairman				

VINELAND HOUSING AUTHORITY

\_\_\_\_\_  
BY: Mario Ruiz-Mesa, Chairman

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on June 23, 2022 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: \_\_\_\_\_  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

<b>Streamlined Annual PHA Plan (Small PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires: 03/31/2024</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** The Form HUD-50075-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.																										
A.1	<p> <b>PHA Name:</b> <u>Vineland Housing Authority</u>      <b>PHA Code:</b> <u>NJ063</u>  <b>PHA Type:</b> <input checked="" type="checkbox"/> Small  <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>10/2022</u>  <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  <b>Number of Public Housing (PH) Units</b> <u>169</u>      <b>Number of Housing Choice Vouchers (HCVs)</b> <u>1,057</u>  <b>Total Combined</b> <u>1,226</u>  <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission                      <input type="checkbox"/> Revised Annual Submission </p> <p> <b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> <input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 20%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 30%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 15%;">PH</th> <th style="width: 15%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
Participating PHAs	PHA Code					Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program																			
		PH	HCV																								
Lead PHA:																											

<b>B.</b>	<p><b>Plan Elements Submitted with 5-Year PHA Plans.</b> Required elements for Small PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a Small PHA is not submitting its 5-Year Plan. See sub-section below for required elements in all other years (Years 1-4).</p>
<b>B.1</b>	<p><b>Revision of Existing PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last <b>Five-Year PHA Plan</b> submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office Review.</p>
<b>B.2</b>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.</p> <p><input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
<b>B.3</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>The Authority partnered with the Vineland Housing Development Corporation to develop Melrose Court, 17 single family rental homes. The project was funded with LIHTC and is fully occupied.</p> <p>The Authority successfully converted 428 units of public housing to Project-Based Vouchers through the RAD program. 418 units are funded with RAD PBV assistance and another 10 units are funded with Project-Based Vouchers paid based on the Fair Market Value rent.</p> <p>VHA manages both the Buena Housing Authority (BHA) and the Ocean City Housing Authority (OCHA). Currently, the VHA receives HAP funding for 60 Project-Based Vouchers as the result of the RAD conversion of the BHA units.</p> <p>At OCHA, beginning, January 1, 2021, VHA received HAP funding for the 61 units that converted to RAD in April 2020. In August 2021, 32 PBV units were utilized in Speitel Commons for a total of 81 units at OCHA.</p> <p>On February 18, 2020, the disposition application for 72 scattered site units was approved. The units are being sold at fair market value or higher. Properties have been listed with local realtors at appraised value. Sales will be phased so as not to flood the market and reduce market value by increasing supply beyond the normal absorption rate. Realtors will obtain bids to be reviewed by the VHA with offers accepted within 20% of appraised value. To date, 3 homes have been sold.</p> <p>A CHAP was awarded on 12/7/2018 for the conversion of assistance of the remaining 100 public housing units in PIC Development NJ063000001 to PBV. It is the intention of the VHA that this development will be converted to Project Based Vouchers through a Section 18/RAD Blend pursuant to PIH 2021-07 (HA) as may be amended from time to time.</p>

	Plans are ongoing for this project.
<b>B.4</b>	<b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.
<b>B.5</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N  <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<b>Plan Elements Submitted All Other Years (Years 1-4).</b> Required elements for all other fiscal years. This section does not need to be completed in years when a Small PHA is submitting its 5-Year PHA Plan.	
<b>B.1</b>	<p><b>New Activities</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.  <input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.  <input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.  <input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.  <input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.  <input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.  <input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.  <input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process.</p> <p>(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>(d) The PHA must submit its Deconcentration Policy for Field Office Review.</p>
<b>B.2</b>	<b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.
<b>C Other Document or Certification Requirements for Annual Plan Submissions.</b> Required in all submission years.	
<b>C.1</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

C.2	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p><b>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b></p> <p>Form HUD-50077-CRT-SM, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p><b>Challenged Elements.</b> If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>

D.	Affirmatively Furthering Fair Housing (AFFH).							
D.1	<p>Affirmatively Furthering Fair Housing.</p> <p>Provide a statement of the PHA’s strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) <b>Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart.</b> The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item</p> <table border="1" data-bbox="196 611 1456 1564"> <tr> <td data-bbox="196 611 1456 653"><b>Fair Housing Goal:</b></td> </tr> <tr> <td data-bbox="196 653 1456 1062"><i>Describe fair housing strategies and actions to achieve the goal</i></td> </tr> <tr> <td data-bbox="196 1062 1456 1083"></td> </tr> <tr> <td data-bbox="196 1083 1456 1125"><b>Fair Housing Goal:</b></td> </tr> <tr> <td data-bbox="196 1125 1456 1503"><i>Describe fair housing strategies and actions to achieve the goal</i></td> </tr> <tr> <td data-bbox="196 1503 1456 1524"></td> </tr> <tr> <td data-bbox="196 1524 1456 1564"><b>Fair Housing Goal:</b></td> </tr> </table>	<b>Fair Housing Goal:</b>	<i>Describe fair housing strategies and actions to achieve the goal</i>		<b>Fair Housing Goal:</b>	<i>Describe fair housing strategies and actions to achieve the goal</i>		<b>Fair Housing Goal:</b>
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*Describe fair housing strategies and actions to achieve the goal*

**Certifications of Compliance with  
PHA Plan and Related Regulations  
(Small PHAs)**

**U.S. Department of Housing and Urban Development**  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 3/31/2024

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations  
including PHA Plan Elements that Have Changed**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or x Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning \_\_\_\_\_ in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice (AI) or Assessment of Fair Housing (AFH) as applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR § 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last

Annual PHA Plan (check all policies, programs, and components that have been changed):

\_\_\_ 903.7a Housing Needs

\_\_\_ 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies

\_\_\_ 903.7c Financial Resources

\_\_\_ 903.7d Rent Determination Policies

\_\_\_ 903.7h Demolition and Disposition

\_\_\_ 903.7k Homeownership Programs

\_\_\_ 903.7r Additional Information

\_\_\_ A. Progress in meeting 5-year mission and goals

\_\_\_ B. Criteria for substantial deviation and significant amendments

\_\_\_ C. Other information requested by HUD

\_\_\_ 1. Resident Advisory Board consultation process

\_\_\_ 2. Membership of Resident Advisory Board

\_\_\_ 3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

(i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;

(ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and

(iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.

5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of



the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.

7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For a PHA Plan that includes a policy for site-based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing; and
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.

18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Vineland Housing Authority  
 PHA Name

NJ063  
 PHA Number/HA Code

\_\_\_\_\_ 5-Year PHA Plan for Fiscal Years 20\_\_\_\_ - 20\_\_\_\_\_

Annual PHA Plan for Fiscal Year 2022-2023

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Executive Director: Jacqueline S. Jones		Name of Board Chairman: Mario Ruiz-Mesa	
Signature	Date	Signature	Date

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Housing Authority of the City of Vineland  
County of Cumberland  
State of New Jersey**

**RESOLUTION #2022-36**

**A Resolution Amending the VHA Personnel Policy (Dress Code)**

**WHEREAS**, periodically it becomes necessary for the Housing Authority to update its internal policies in order to remain in compliance with federal, state, and local laws; and,

**WHEREAS**, the Board of Commissioners has determined that there is a need to amend its personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations; and,

**WHEREAS**, the Board of Commissioners authorizes amending the Dress Code under Workplace Policies, Section 4 of the VHA Personnel Policy attached hereunto; and,

**WHEREAS**, this resolution shall take effect immediately and the attached Dress Code shall be effective immediately.

**BE IT FURTHER RESOLVED** that the Housing Authority of the City of Vineland hereby adopts this amended Personnel Policy and Employee Manual dated October 28, 2021 covering its employees in keeping with local public practices and rescinds any previously approved Personnel Policy.

**ADOPTED:** June 23, 2022

**MOVED/SECONDED:**

**Resolution moved by Commissioner**

**Resolution seconded by Commissioner**

**VOTE:**

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Daniel Peretti				
Brian Asselta				
Mario Ruiz-Mesa – Chairman				

VINELAND HOUSING AUTHORITY

\_\_\_\_\_  
BY: Mario Ruiz-Mesa, Chairman

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on June 23, 2022 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: \_\_\_\_\_  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

#### **SECTION 4: DRESS CODE.**

For the safety of employees and to project a business-like image, the Agency has adopted a policy to ensure the maintenance of appropriate standards of dress. Employees must maintain, at all times, acceptable dress standards, which will be enforced with the Disciplinary Policy & Procedure.

The following is a description of the dress code that may be subject to change from time to time:

- a. Maintenance workers shall wear supplied uniforms and full covered rubber soled shoes or work boots.
- b. Social Service and Congregate staff shall wear supplied uniforms and full covered rubber soled shoes.
- c. Administration and Office Personnel may wear "dark" denim jeans. Denim material that is faded, white-washed, acid washed, has rips, patches or open holed designs is not permitted. Denim overalls, bright colored jeans or styles that have flashy details are not permitted. Security Staff and those carrying out the duties of an Inspector shall wear long pants and full covered rubber soled shoes.
- d. Sweatsuits, sweatshirts, sweatpants or workout/yoga type clothing shall not be worn by any agency employee.
- e. Agency employees shall not wear flip-flops. Casual slip-on or tie shoes, dress sandals, and full covered rubbered soles shoes are acceptable. Shoes designed to be worn for sports, exercising or recreational activity are not permitted (i.e. athletic sneakers).
- f. T-shirts, tank tops and shorts are not permitted. No clothing shall have patches, rips, cut-off edges, open-holed designs or frayed edges.
- g. Clothing shall not be worn form-fitting in such manner to be revealing, provocative, or suggestive. Midriff area shall be covered at all times. Opened back clothing is not permitted.
- h. Agency employees must refrain from wearing clothing bearing slogans or logos, with the exception of designer's names no more than one-half inch (1/2") in height.
- i. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable.

**Housing Authority of the City of Vineland  
County of Cumberland  
State of New Jersey**

**Resolution #2022-37**

**Resolution Establishing Amendment to Capitalization Policy  
(This resolution amends Resolution 2015-19 adopted on May 21, 2015)**

**WHEREAS**, there is a need for a Capitalization Policy at the Housing Authority of the City of Vineland to safeguard assets, enhance accountability and to provide for more accurate and uniform financial reporting, and

**WHEREAS**, a Capitalization Policy will distinguish between items expensed and those items capitalized on the general ledger, and

**WHEREAS**, there is a need to provide and account for non-expendable equipment owned by the Housing Authority of the City of Vineland valued at \$3,500.00 or more, and

**WHEREAS**, there is an ongoing need for a subsidiary ledger accounting for all listed capitalized equipment,

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Housing Authority of the City of Vineland that:

1. All non-expendable items of value of \$3,500.00 with a service life of one year or more shall be capitalized on the general ledger of the authority.
2. A subsidiary equipment ledger shall be maintained in a current status.
3. The attached Capitalization Policy is hereby adopted.

This resolution is adopted June 23, 2022 and effective October 1, 2021.

**ADOPTED:** June 23, 2022

**MOVED/SECONDED:**

**Resolution moved by Commissioner**

**Resolution seconded by Commissioner**

**VOTE:**

<b>Commissioner</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Chris Chapman				
Daniel Peretti				
Brian Asselta				
Mario Ruiz-Mesa – Chairman				

VINELAND HOUSING AUTHORITY

\_\_\_\_\_  
BY: Mario Ruiz-Mesa, Chairman

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on June 23, 2022 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: \_\_\_\_\_  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

## **Housing Authority of the City of Vineland**

### **Amendment to Capitalization Policy**

This Capitalization Policy is amended to safeguard assets, enhance accountability and to provide for more accurate and uniform financial reporting.

1. All non-expendable equipment purchases in excess of \$3,500.00 for equipment, which shall be in service for one year or more shall be capitalized.
2. A record of all equipment purchases, which are to be capitalized, shall be maintained. A composite of these equipment records shall constitute a subsidiary ledger. Each equipment record shall record the manufacturer, serial number, model or type, date of purchase, inventory equipment number, source and original price.
3. All items or non-expendable equipment shall be tagged. The tag shall serve as a link between the actual piece of equipment and the equipment record to identify the equipment.
4. All ranges and refrigerators owned by the PHA will be expensed. A schedule of ranges and refrigerators shall be maintained indicating manufacturer, serial number, model number, date of purchase, original purchase price and the location of each range/refrigerator.

**Housing Authority of the City of Vineland  
County of Cumberland  
State of New Jersey**

**RESOLUTION #2022-38**

**Approving Change Orders #9 for  
Kidston & Olivio Towers Interior and Plumbing Renovations**

**WHEREAS**, the Vineland Housing Authority solicited Invitation for Bids for contractors for Interior and Plumbing Renovations at Kidston and Olivio Towers; and

**WHEREAS**, the apparent lowest, responsible bidder for this project was Gary F. Gardner, Inc. – 624 Gravelly Hollow Road; Medford, NJ 08055 with a bid of \$2,747,981; and

**WHEREAS**, the contract was awarded to Gary F. Gardner, Inc. with Resolution 2021-38 at the August 5, 2021 board meeting; and

**WHEREAS**, change order 009 (\$10,613.77) is necessary to remove existing popcorn ceiling, prepare ceiling surface to receive new paint in 63 unit bathrooms; and

**WHEREAS**, the aforementioned change order is not to exceed the amount of \$10,613.77 and is described and attached herein; and

**NOW, THEREFORE, BE IT RESOLVED** the Board of Commissioners hereby accepts the not to exceed change order in the amount of \$10,613.77 for the Kidston & Olivio Towers Interior and Plumbing Renovations.

**ADOPTED:** June 23, 2022

**MOVED/SECONDED:**

**Resolution moved by Commissioner**

**Resolution seconded by Commissioner**

**VOTE:**

<b>Commissioner</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Chris Chapman				
Daniel Peretti				
Brian Asselta				
Mario Ruiz-Mesa – Chairman				

VINELAND HOUSING AUTHORITY

\_\_\_\_\_  
BY: Mario Ruiz-Mesa, Chairman

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on June 23, 2022 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: \_\_\_\_\_  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

# AIA<sup>®</sup> Document G701<sup>™</sup> – 2017

## Change Order

**PROJECT:** *(Name and address)*  
 18-036 Kidston and Olivio Towers  
 Interior and Plumbing Renovations  
 1044 E Landis Ave.  
 Vineland, NJ 08360

**CONTRACT INFORMATION:**  
 Contract For: General Construction  
 Date: 07/15/2021

**CHANGE ORDER INFORMATION:**  
 Change Order Number: 009  
 Date: 06/15/2022

**OWNER:** *(Name and address)*  
 Vineland Housing Authority  
 191 W. Chestnut Ave.  
 Vineland, NJ 08360

**ARCHITECT:** *(Name and address)*  
 Donovan Architects, LLC  
 9 Tanner Street, Suite 20  
 Haddonfield, NJ 08033

**CONTRACTOR:** *(Name and address)*  
 Gary F. Gardner, Inc.  
 624 Gravelly Hollow Road  
 Medford, NJ 08055

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

06/15/2022 - Remove existing popcorn ceiling. Prepare ceiling surface to receive new paint at 63 unit bathrooms. Gauranteed maximum, not to exceed cost.

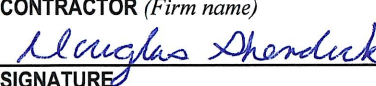
The original Contract Sum was	\$ 2,747,981.00
The net change by previously authorized Change Orders	\$ 96,094.93
The Contract Sum prior to this Change Order was	\$ 2,844,075.93
The Contract Sum will be increased by this Change Order in the amount of	\$ 10,613.77
The new Contract Sum including this Change Order will be	\$ 2,854,689.70

The Contract Time will be unchanged by Zero (0) days.  
 The new date of Substantial Completion will be

~~NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.~~

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Donovan Architects, LLC  
 ARCHITECT *(Firm name)*  
  
 SIGNATURE  
 Michael R. Donovan, Principal  
 PRINTED NAME AND TITLE  
 06/15/2022  
 DATE

Gary F. Gardner, Inc.  
 CONTRACTOR *(Firm name)*  
  
 SIGNATURE  
 Douglas Shendock, Vice-President  
 PRINTED NAME AND TITLE  
 6/16/2022  
 DATE

Vineland Housing Authority  
 OWNER *(Firm name)*  
 SIGNATURE  
 Jacqueline Jones, Executive Director  
 PRINTED NAME AND TITLE  
 DATE



**Housing Authority of the City of Vineland  
County of Cumberland  
State of New Jersey**

**RESOLUTION #2022-39**

**Resolution Awarding Elevator Maintenance Services Contract  
August 2022 through July 2023**

**WHEREAS**, the Housing Authority of the City of Vineland recognizes the need to have consistent and reliable elevator maintenance services; and

**WHEREAS**, the Housing Authority of the City of Vineland has solicited Requests for Bids for elevator maintenance services at its facilities; and

**WHEREAS**, two elevator maintenance companies submitted bids; and

**WHEREAS**, Standard Elevator Corporation is the apparent qualified bidder; and

**WHEREAS**, the contract shall be month to month and shall have a 30-day cancellation clause; and

**WHEREAS**, it is recommended the Board of Commissioners award a contract to **Standard Elevator Corporation – 675 Line Road – Suite 2A; Aberdeen, NJ** to provide the Housing Authority of the City of Vineland with its elevator maintenance service commencing August 2022 through July 2023 for a cost of \$46,776.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby authorizes its executive director or his designee to prepare and execute the Elevator Maintenance Services contract to Standard Elevator Corporation for the term indicated above.

**ADOPTED:** June 23, 2022

**MOVED/SECONDED:**

Resolution moved by Commissioner

Resolution seconded by Commissioner

**VOTE:**

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Daniel Peretti				
Brian Asselta				
Mario Ruiz-Mesa – Chairman				

VINELAND HOUSING AUTHORITY

\_\_\_\_\_  
BY: Mario Ruiz-Mesa, Chairman

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on June 23, 2022 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: \_\_\_\_\_  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

## CERTIFICATION

Funding is available for:

**ELEVATOR MAINTENANCE SERVICES CONTRACT**

from the Operating Budget. The line item to be charged for the above expenditure is Account # 4430-17-000.

\_\_\_\_\_  
Wendy Hughes  
Certifying Financial Officer

\_\_\_\_\_  
Date

**THE HOUSING AUTHORITY OF THE CITY OF VINELAND**

ELEVATOR MAINTENANCE AND REPAIR SERVICES BID # EL-2022-1  
MONTH-TO-MONTH CONTRACT NOT TO EXCEED 1 YEAR

**UNIT PRICING TABLE**

CODE	DESCRIPTION	UNIT PRICE	ESTIMATED QUANTITY	TOTAL PRICE
EL-KIDSTON	Provide cost to perform the maintenance services as per the specifications at KIDSTON TOWERS	\$1374.00	12 MONTHS	\$16488.00
EL-OLIVIO	Provide cost to perform the maintenance services as per the specifications at OLIVIO TOWERS	\$1374.00	12 MONTHS	\$16488.00
EL-NORM-HRS	Provide hourly wage cost for Elevator Service technician for repairs and or services not outlined in the specification MONDAY-FRIDAY DURING NORMAL WORKING HOURS (8:00AM-5:00PM)	\$240.00	15 HOURS	\$3600.00
EL-OT-HRS	Provide hourly wage cost for Elevator Service technician for repairs and or services OTHER THAN NORMAL WORKING HOURS, INCLUDING SATURDAYS AND SUNDAYS	\$360.00	10 HOURS	\$3600.00
EL-HLDY-HRS	Provide hourly wage cost for Elevator Service technician for repairs and or services HOLIDAYS	\$360.00	5 HOURS	\$1800.00

ITEM	DESCRIPTION	%	ESTIMATED PARTS	TOTAL PRICE
"MARK-UP"	Enter the percent (%) amount of mark-up over the actual costs for parts and materials	20%	\$4,000.00	\$4800.00

VHA estimates spending \$4000.00 on parts and materials during the term of this contract. Bidders shall indicate the percent (%) markup over their verifiable, actual cost for parts and materials. An example is parts and materials that need to be replaced due to other than normal wear and tear.

PROVIDE TOTAL PROPOSAL PRICE AS PER TOTAL OF UNIT PRICES LISTED ABOVE  
TOTAL MUST BE FILLED IN ACCORDINGLY ON THE BID PROPOSAL FORM

**\$46,776.00**

The bid price is to contain all direct and indirect costs, including out-of-pocket expenses.

**Forty-six thousand, seven hundred, seventy-six and 00/100 Dollars**      **john@jerseyelevator.com**

Bid Total in Written Word Form      E-MAIL ADDRESS

**Standard Elevator Corp.** BY: **John Sweeney**      PHONE

Firm Name      Street, Town, State, Zip Code

**675 Line Rd., Suite 2A Aberdeen, NJ 07747**

Telephone      Fax

**973-340-8448**      **973-340-8458**

Sworn to and subscribed before me      **8th**

Signature of proposer if the proposer is an individual      day of **June**, 20**22**

Signature of partner if proposer is a partnership      **Debbie A. Witkowski**

Signature of officer if the proposer is a corporation      **John Sweeney**      Title **President**

**DEBBIE A. WITKOWSKI**  
NOTARY PUBLIC OF NEW JERSEY  
Commission # 2324197  
My Commission Expires 1/19/2025

**Housing Authority of the City of Vineland  
County of Cumberland  
State of New Jersey**

**RESOLUTION #2022-40  
Resolution Adopting Policies for the Municipal Excess Liability  
Joint Insurance Fund Cyber Risk Management Compliance Program**

**WHEREAS**, it is necessary for the Authority to adopt policies to be in compliance with the Municipal Excess Liability Joint Insurance Fund Cyber Risk Management Program; and

**WHEREAS**, it is in the best interest of the Authority to adopt the following policies:

1. Master IT Policy
2. Cyber Security Incident Response Plan
3. Remote Access Policy *(included in the Master IT Policy)*

**WHEREAS**, it is the intent of the Board of Commissioners of the Vineland Housing Authority to adopt the proposed policies listed above and attached here to; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Vineland Housing Authority adopts the proposed policies listed above and attached here to

**ADOPTED:** June 23, 2022

**MOVED/SECONDED:**

Resolution moved by Commissioner

Resolution seconded by Commissioner

**VOTE:**

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Daniel Peretti				
Brian Asselta				
Mario Ruiz-Mesa – Chairman				

VINELAND HOUSING AUTHORITY

\_\_\_\_\_  
BY: Mario Ruiz-Mesa, Chairman

**ATTESTATION:**

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on June 23, 2022 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: \_\_\_\_\_  
Jacqueline S. Jones, Executive Director  
Secretary/Treasurer

# **Housing Authority of the City of Vineland**

## **Master Technology Policy**

Version 2.2

VHA Cyber Risk Management Program

# Document Management

Document Owner:	<b>Housing Authority of the City of Vineland</b>
Document Name:	Master Technology Policy

Version No: **12.2**

Adoption Date:	3/8/2021
Distribution Date:	3/8/2021
Author (Source):	Lou Romero, Secure Data Consulting Services Lromero@SecureDataCS.com
Last Review Date:	3/8/2021
Next Review Date:	1/1/2022
Data Classification:	<b>Sensitive</b>

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# 1. Policy Statement

The Technology Policy defines the technology security practices necessary to ensure the security of the Vineland Housing Authority's technology systems and the information it stores, processes, and/or transmits.

## 2. Reason for the Policy

We act as the custodian of a wealth of sensitive information relating to the services we provide and the constituents we serve. We also rely on technology for much of our daily operations. Accordingly, an appropriate set of security measures must be implemented to guard against unauthorized access to, alteration, disclosure, or destruction of this information and/or the technology systems that store, process, or transmit the information.

This policy affirms our commitment to technology security by specifying the policies and standards necessary to achieve our security objectives, including compliance with all Federal and State requirements, as well as the Municipal Excess Liability Joint Insurance Fund's (MEL) Minimum Technology Proficiency Standards.

## 3. Scope

All technology systems and users are expected to comply with this policy.

## 4. Tier 1 Operational Policies

The Vineland Housing Authority shall implement practices and policies that meet or exceed the MEL's requirements at a minimum.

### 6.1. Information Backup Policy

#### **Objective:**

The objective of the Information Backup Policy is to ensure all data is regularly "backed up" and available when needed in the event of an incident (e.g., ransomware, flood, fire, etc.). If the network is virtual, meaning no local data is stored on devices, the requirement to backup devices does not apply.

#### **Requirements:**

- a) Use of standardized system images or virtualized desktops
- b) A back-up of applications, operating systems and network configuration software must always be available
- c) Daily incremental backups with a minimum of 14 days of versioning on off-network device of all data
- d) Weekly, off-network, full back-up of all data
- e) All backups are spot-checked monthly
- f) Third-party and cloud-based application data must also be backed-up to the same standards



## 6.2. Patch Management Policy

### **Objective:**

The objective of the Patch Management Policy is to ensure all systems and applications are patched on a timely basis. Outdated and/or unsupported operating systems/applications shall not be used.

### **Requirements:**

Patch all operating systems, applications, and infrastructure equipment with latest versions.

- a. Use automatic updating where practicable, particularly as related to security patches.
- b. All security and critical updates and patches are installed as soon as possible following release. Following are examples:
  - Microsoft products (Windows, Desktops, Servers, Office, SQL Data Bases, Outlook, etc.)
  - Search engines (Google, Firefox, Microsoft Edge, Bing, etc.)
  - Technical infrastructure equipment that requires regular security updates (switches, firewalls, routers, etc.)
  - Third-Party applications (finance, animal license, construction, code enforcement, etc.)
- c. Annually review all non-standard applications for possible replacement/upgrade

## 6.3. Defensive Software Policy

### **Objective:**

The objective of the Defensive Software Policy is to ensure all systems are protected by software that minimizes the likelihood of an attack by malicious individuals and/or malware that can compromise the confidentiality, integrity and availability of that system or information.

### **Requirements:**

- a. Antivirus and firewalls are enabled for all desktops and laptops
- b. Antispam and antivirus filters are enabled for all email servers
- c. Firewalls, switches, routers, and any interconnecting devices must ensure unused or non-active ports are closed
- d. Antivirus and antimalware must be enabled for network servers that connect to the internet
- e. Firewall rules and policies need to be reviewed at least twice per year
- f. All Microsoft Office applications automatically open all downloaded files in "Protected Mode"

## 6.4. Security Awareness Training Policy

### **Objective:**

The objective of the Security Awareness Training Policy is to ensure all personnel with access to the Vineland Housing Authority's technology assets receive appropriate cyber awareness education to reduce the likelihood of a cyber incident by understanding potential cyber threats.

### **Requirements:**

All personnel with access to the Vineland Housing Authority's technology assets shall receive annual training of at least one hour that includes malware identification (email and websites), password construction, identifying security incidents, and social engineering.

## **6.5. Password Policy**

### **Objective:**

The objective of the Password Policy is to ensure that users construct passwords that minimize the likelihood of unauthorized access to the Vineland Housing Authority's data and technology systems.

### **Requirements:**

There are two options for compliance: 1) Follow the set of standards below; or 2) Follow the NIST Password Standards 800-63B (03/02/2020 Updates).

#### **Option 1**

##### **1- Change Frequency**

- a. Network users' passwords are updated every three (3) months.

##### **2- Construction**

- b. Passwords must be unique from passwords used on all other programs, websites, devices, etc., both personal and work.
- c. Passwords must be a minimum of ten (10) characters.
- d. Sequential or repetitive characters of more than two in succession are not to be permitted.
  - Example: "123", "AAA", etc.
- e. Commonly used passwords are not to be permitted.
  - Example, "password", "123456789", "qwerty", "abc123", etc.
  - Full lists of commonly used passwords can be found in various cybersecurity reports.
- f. Context-specific words are not to be permitted.
  - Example, the name of the application or website being logged into.

##### **3- Previously Breached Passwords**

The Vineland Housing Authority shall implement a process for identifying breaches containing user email addresses and utilize a breach corpus search for breached passwords, and such passwords shall be updated and not used again.

##### **4- Failed Login Lockout**

The user account shall be locked out after five (5) failed attempts for a period of no less than 30 minutes. In lieu of a timed lockout, the Vineland Housing Authority may utilize a positive identification process to unlock the account.

#### **Option 2 (NIST)**

##### **1- Failed Login Lockout**

- a. Limit the number of failed authentication attempts

##### **2- Password**

- a. Suggest users use "memorized secrets" instead of passwords

- b. Memorized Secrets are secret values intended to be chosen and memorized by the user; something you know

**3- Length**

- a. 8 characters minimum to at least 64 characters maximum

**4- Change**

- a. Only change if there is evidence of compromise

**5- Screening**

- a. Screen passwords against a list of known compromised passwords

**6- Hints**

- a. Disable password hints and knowledge-based security questions

**7- Composition Minimums**

- a. Skip character composition rules

**8- Composition Restrictions**

- a. Do not allow
  - i. Dictionary words
  - ii. Repetitive or sequential characters
  - iii. Context-specific words (i.e. service name or username)

**9- Copy & Paste**

- a. Allow copying and pasting passwords from a password manager

**10- Other Characters**

- a. Allow ASCII and UNICODE, including emojis

## 6.6. Email Warning Policy

**Objective:**

The objective of the Email Warning Policy is to reduce spoofing emails and social engineering emails by identifying when emails are coming from outside the organization.

**Requirements:**

Example of email warning label:

**CAUTION:**

This email originated from outside of our email domain. Do not click on links or open attachments unless you recognize the sender and know the content is safe. If unsure, do not reply to this email and call the sender directly.

## 6.7. Cyber Incident Response Plan

**Objective:**

The objective of the Incident Response Plan is to define the methods for identifying, tracking, and responding to technology security incidents.

**Requirements:**

Please refer to the Incident Response Plan.

Need to insert Cyber Security Incident Response Plan Link Here

## 6.8. Technology Practice Policy

**Objective:**

The objective of the Technology Practice Policy is to ensure management/governing bodies adopt a Technology Practices Policy that includes all the subject items outlined in the MEL Cyber Risk Management Program.

**Requirements:**

This document shall serve as the Technology Practice Policy.

## 6.9. Government Cybersecurity Membership Policy

**Objective:**

The objective of the Government Cybersecurity Membership policy is to ensure the Vineland Housing Authority stays current with cyber threat notifications and relevant information.

**Requirements:**

The Vineland Housing Authority shall register and become a Member of New Jersey Cybersecurity Communications Integration Cell (NJCCIC) and Multi-State Information Sharing and Analysis Center (MS-ISA C).

**New Jersey Cybersecurity & Communications Integration Cell (NJCCIC) - <https://www.cyber.nj.gov/>**

The New Jersey Cybersecurity and Communications Integration Cell is the state's one-stop shop for cybersecurity information sharing, threat intelligence, and incident reporting. Acting in a cyber fusion center capacity, the NJCCIC is a component organization within the New Jersey Office of Homeland Security and Preparedness.

The NJCCIC works to make New Jersey more resilient to cyberattacks by promoting statewide awareness of cyber threats and widespread adoption of best practices. We provide a wide array of cybersecurity services, including the development and distribution of cyber alerts and advisories, cyber tips, and best practices for effectively managing cyber risk. Other services include threat briefings, risk assessments, incident response support, and training.

**Multi-State Information Sharing & Analysis Center (MS-ISAC) – <https://www.cisecurity.org/ms-isac>**

The mission of MS-ISAC is to improve the overall cybersecurity posture of the nation's state, local, tribal, and territorial governments through focused cyber threat prevention, protection, response, and recovery.

The Center for Internet Security, Inc. (CIS®) makes the connected world a safer place for people, businesses, and governments through our core competencies of collaboration and innovation.

We are a community-driven nonprofit, responsible for the CIS Controls® and CIS Benchmarks™, globally recognized best practices for securing technology systems and data. We lead a global community of technology professionals to continuously evolve these standards and provide products and services to proactively safeguard against emerging threats. Our CIS Hardened Images® provide secure, on-demand, scalable computing environments in the cloud.

CIS is home to the Multi-State Information Sharing and Analysis Center® (MS-ISAC®), the trusted resource for cyber threat prevention, protection, response, and recovery for U.S. State, Local, Tribal, and Territorial government entities, and the Elections Infrastructure Information Sharing and Analysis Center® (EI-ISAC®), which supports the rapidly changing cybersecurity needs of U.S. elections offices.

## 5. Tier 2 Operational Policies

### 5.1. Server Security Policy

**Objective:**

The objective of the Server Security Policy is to prevent unauthorized physical access, damage, and interference to the Vineland Housing Authority's server(s) and network equipment.

**Requirements:**

The Vineland Housing Authority's servers and network equipment shall be protected by physical barriers with restricted access controls and must not be in common public areas. The servers and network equipment may be stored in an enclosed cabinet, data closet, or office with secure entries.

### 5.2. Access Privilege Controls Policy

**Objective:**

The objective of the Access Privilege Control Policy is to control access to all technology digital assets. Access to all technology shall be controlled by role-based access controls.

**Requirements:**

- a. System and Network administrative rights are to be limited to those who are authorized to make changes to the systems, computers, and network.
- b. Network and system access to file and folders are granted based on the individual's job function and level of responsibility.
- c. Access rights need to be reviewed and updated upon any personnel change. Exiting employees' access must be revoked immediately upon separation.
- d. A review process is to be implemented to ensure access rights are up to date. Minimal review frequency is six (6) months.

### 5.3. Technology Support Policy

**Objective:**

The objective of the Technology Support Policy is to ensure the Vineland Housing Authority has the technical support expertise and structure in place to effectively mitigate and triage technology and cyber related issues.

**Requirements:**

Technical support can be provided by a qualified and experienced employee or vendor.

### 5.4. System and Event Logging Policy

**Objective:**

The objective of the Logging Policy is to ensure system activities, information security events, and system utilization and performance are captured.

**Requirements:**

The Vineland Housing Authority shall use the following Microsoft logs (or similar for other operating systems) to monitor system activities, information security events, and system utilization and performance.

- a- System
- b- Application
- c- Security

### 5.5. Protected Information Policy

**Objective:**

The objective of the Protected Information Policy is to ensure all digital files and data containing sensitive information, Personally Identifiable Information (PII), and Protected Health Information (PHI) are protected in accordance with statutory, regulatory, and contractual requirements.

**Requirements:**

All digital documents containing Personally Identifiable Information (PII), Protected Health Information (PHI) and documents deemed by the Vineland Housing Authority as sensitive shall be encrypted.

### 5.6. Remote Access Policy

**Objective:**

The purpose of Remote Access Policy is to secure remote access connectivity into the Vineland Housing Authority's network using a Virtual Private Network (VPN).

Users shall be required to utilize Multi-Factor Authentication when accessing Virtual Private Network (VPN).

### **Requirements:**

The Vineland Housing Authority shall deploy a Virtual Private Network (VPN) for those who need to remotely access the Vineland Housing Authority's network. Only approved users, third-parties, vendors, and contractors may utilize the VPN service to connect to the Vineland Housing Authority's network. VPN profiles shall be created upon request from the relevant department head, approving authorities, or designated sponsor.

### **Using Personal Devices:**

The following requirements only apply to those approved users, third-party, vendor or contractors who use their personal devices to access the Vineland Housing Authority's network.

- All personal devices must be up to date with all applicable operating systems, security patches and virus/malware protection software.
- Users with remote access privileges shall ensure their remote access connection is used explicitly for Vineland Housing Authority work and used in a manner consistent with their on-site connection to the Vineland Housing Authority's network.
- Personal equipment shall not be used to connect to the Vineland Housing Authority network unless authorized and approved in writing by someone in senior management charged with approving cybersecurity changes.
- VPN users are automatically disconnected from the Vineland Housing Authority network after thirty (30) minutes of inactivity. The user must then logon again to re-authenticate in order to reconnect to the network.
- All personal devices are required to use a password to protect from tampering using the same standards and requirements as the Vineland Housing Authority's equipment.
- The Vineland Housing Authority shall not allow remote users to save any data to their personal devices (i.e. Vineland Housing Authority can utilize Content Access Controls or a Cloud Access Security Broker).

## **5.7. Leadership Expertise Policy**

### **Objective:**

The objective of the Leadership Expertise Policy is to ensure the Vineland Housing Authority's senior management has access to resources with expertise in their respective fields to support technology decision making, such as risk assessments, planning, budgeting, etc.

### **Requirements:**

The Vineland Housing Authority's senior management shall have access to resources with expertise in their respective fields leveraging their technology support and the JIF's or MEL's available resources.

## **5.8. Technology Business Continuity Plan Policy**

### **Objective:**

The objective of the Technology Business Continuity Plan Policy is to ensure the Vineland Housing Authority is prepared and can effectively recover from a disruption in service, including cyber breaches, denial of service or ransomware attacks, and be able to restore continuity of operations.

**Requirements:**

The Emergency Management/Continuity of Government (CoG) plan shall include a Technology Business Continuity Plan as part of its Disaster Recovery section.

When developing a Technology Business Continuity Plan the Vineland Housing Authority shall consider the following:

***Recovery Strategies***

- 5.1. Identify all operational functions
- 5.2. Identify key support personnel and communications plan
- 5.3. Prioritize based on Recovery Time Objectives (RTOs)
- 5.4. Consider and accommodate the following impacts:
  - Loss of Computing (Systems and Data)
  - Loss of Telecommunications
  - Loss of Personnel
  - Denial of Physical Access
  - Critical vendors' services

**5.9. Banking Control Policy**

**Objective:**

The objective of the Banking Control Policy is to prevent or reduce fraudulent banking transactions .

**Requirements:**

The Vineland Housing Authority shall implement internal controls to minimize fraudulent banking transactions. The following are required:

- Use Multi-Factor Authentication when accessing the bank's system and making financial transactions, where available.
- Establish procedures requiring multiple approvals for request to change banking information.
- Establish procedures requiring multiple approvals and source verification for financial transaction requests over \$5,000.

**6. Tier 3 Operational Policies**

**6.1. Network Segmentation Policy**

**Objective:**

The objective of the Network Segmentation Policy is to reduce the spread of a cyber-attack by dividing the network into multiple zones or sub-networks, virtually or physically, and applying security protocols to each zone. The Vineland Housing Authority shall consider isolating key business units or sensitive departments, such as finance and human resources.



### **Requirements:**

Divide the network into multiple zones or sub-networks, virtually or physically, and apply security protocols to each zone. The Vineland Housing Authority shall consider isolating key business units or sensitive departments, such as finance and human resources.

Utilities shall have an "air gap" between their primary network and their Industrial Control System (ICS) / SCADA system. An air gap is a network security measure that physically isolates one network from another to prevent external connections.

## **6.2. Remote Access Policy**

### **Objective:**

The objective of the Remote Access Policy is to enhance the security level by adding a second layer of authentication when remotely accessing the Vineland Housing Authority's network, as well as giving the Vineland Housing Authority certain controls over the device remotely accessing the network.

### **Requirements:**

This is only applicable if you allow remote access to your network (i.e . employee s, vendor s, etc.). Consider using Network Access Control (NAC) to limit remote network access to only pre-approved devices.

MFA shall be enabled for the following remote connections:

- Vineland Housing Authority's network
- Email service (if cloud based)
- Third-Party applications that store or transmit PII or PHI information

The following Remote Security Controls shall be enabled for devices remotely accessing the above connections:

- The Vineland Housing Authority shall require employees to immediately report a lost or stolen device.
- The Vineland Housing Authority shall maintain the ability to remotely wipe a user's Vineland Housing Authority-owned device.
- The Vineland Housing Authority shall maintain the ability to disconnect any user from the Vineland Housing Authority' s network.

## **6.3. Password Integrity Policy**

### **Objective:**

The objective of the Password Integrity Policy is to frequently validate users' emails and passwords to ensure they have not been compromised.

### **Requirements:**

The Vineland Housing Authority shall implement a process where user emails are checked against an email breach service, such as HavelBeenPwned, to determine if any email addresses have been compromised. Vineland Housing Authority must take necessary action to ensure integrity of any emails found to in the breach database.

The HavelBeenPwned website is: <https://haveibeenpwned.com/>

## 6.4. System and Event Logging Policy

### **Objective:**

Logs shall be reviewed every three (3) months by the technology professional.

### **Requirements:**

Logs shall be reviewed every three (3) months by the technology professional.

## 6.5. Third-Party Risk Management Policy

### **Objective:**

The objective of the Third-Party Risk Management (TPRM) Policy and Procedure is to ensure the protection of information that is accessible to outside vendors. It is important to properly identify and manage risks associated when working with third-party vendors.

### **Requirements:**

#### **Vendor Review Process** (*New and Existing Vendors*)

A Vendor Review shall take place for those vendors/partnerships who store, handle, access, and/or transmit any of the following sensitive data:

- Personally Identifiable Information (PII)
- Protected Health Information (PHI)
- Financial information
- Credit card information
- Access to the Vineland Housing Authority's information system and/or computer network
- Any asset deemed sensitive and/or of value

The Vendor Review shall be in the form of an extensive Third-Party Security Questionnaire (attached and embedded below) which shall be forwarded to the vendor for completion. Following receipt of the questionnaire and any requested supporting documentation, the *Vendor Relationship Manager*\*\* shall engage the appropriate qualified and experienced professionals, including their Risk Manager, to review and opine on the information provided. The overall risk associated with the selection of the vendor shall be carefully considered.

\*\**Vendor Relationship Manager*- Person responsible for the service, product, or agreement being requested.

#### **Technology Vendors**

It is paramount to select a technology vendor that has the expertise, experience, and certification to effectively design, implement, manage, and maintain your technology system.

### **Requirements:**

The following is a sample list of items that should be considered:

- Do they have the experience?
- Are they reliable and with references?
- Do they stay current with technology and trends?
- Do they provide a contract with Service Level Agreements (SLA)?
- Do they recommend ways to improve the performance and security of your network?
- Can they recommend how to design your network with security controls in mind?
- Can they design a network with redundancy built in to recover from a major incident?

# Technology Support Guidelines

Industry Standard Certifications	Certifications required based on support role					
	Help Desk Support	PC/ Printer Repair	Server Repair & Support	System Administration	Network & Infrastructure Support	Information Security
HDI technical support professional certification						
CompTIA IT Fundamentals (ITF+)						
CompTIAA+						
CompTIA Network+						
CompTIA Server+						
CompTIA Security+			•	•		
MCSE			•		•	•
CCNA						
CISSP						
CEH						

- Certifications marked with a bullet are not required but good to have depending on customer needs.

CompTIA IT Fundamentals (ITF+)	Entry level certification focusing on essential IT skills and knowledge such as the functions and features of common operating systems, establishing network connectivity, security best practices and how to identify common software applications.
CompTIAA+	The certification focuses on validating nine major IT skills, including hardware, operating systems, software troubleshooting, networking, hardware and network troubleshooting, security, mobile devices, virtualization and cloud computing and operational procedures.
CompTIA Network+	The certification focuses on configuring, managing, and maintaining network devices, implementing, and designing functional networks, network troubleshooting and network security.
CompTIA Server+	The certification focuses on knowledge of server hardware and technology as well as troubleshooting and repairing server issues, including disaster recovery.
CompTIA Security+	The certification focuses on threats, attacks and vulnerabilities, risk management, architecture and design, technology and tools, cryptography and PKI and identity and access management.
MCSE Microsoft Certified Systems Engineer	Though Microsoft has retired the MCSE certification program as of June 30, 2020, the certification focuses on designing, managing, and supporting Windows products and architecture.
CCNA Cisco Certified Network Associate	The CCNA certification focuses network fundamentals, network access, IP connectivity, IP services, security fundamentals and automation and programmability.
CISSP Certified Information Systems Security Professional	The CISSP certification focuses on critical security issues, including risk management, cloud computing, application development security, mobile security, etc.
Certified Ethical Hacker	The CEH certification specializes in penetration testing, vulnerability testing, and cyber forensics analysis.

# Cyber Risk Management Resources

We want to provide many resources and guides on many of the requirements in the MEL Cyber Risk Management Program, but your technology expert should be your first resource. You will find most the resources we highlight below are governmental entities, most notably MS-ISAC, US-CERT, CIS, NJCCIC and NIST. These organizations provide an extensive array of free resources to public entities, so we encourage contacting them for services. See the MEL's Cyber Resources guide: [https://njmel.org/wp-content/uploads/2019/06/Cyber-News-Free-Vineland-Housing-Authority-Resources.rev\\_.pdf](https://njmel.org/wp-content/uploads/2019/06/Cyber-News-Free-Vineland-Housing-Authority-Resources.rev_.pdf)

## Backups

NJCCIC offers tips for data back-up setups: <https://cyber.nj.gov/mitigation-guides/backups-the-cure-to-viral-cyber-infections>.

## Training

Consider using an outside vendor to provide the training. See the MEL's Cyber Hygiene Training Vendor guide attached. Cybersecurity Ventures, along with many other organizations, publishes an annual report of top vendors: <https://cybersecurityventures.com/security-awareness-training-companies/>.

## Passwords

Review NJCCIC's and NIST's password recommendations. NIST is the go-to source for cybersecurity standards and NJCCIC typically follows and provides some additional commentary:

<https://cyber.nj.gov/instructional-guides/passwords-passwords-passwords>

<https://pages.nist.gov/800-63-3/>

There are many services available to run your organization's email addresses against known breaches, which are typically provided by your security software/SaaS provider, such as Norton, BitDefender, et c. A very popular provider is "Have I Been Pwned?": <http://haveibeenpwned.com/>.

## Multi-Factor Authentication (MFA)

NJCCIC offers an easy technical guide to deploying multi-factor authentication in your organization: <https://cyber.nj.gov/instructional-guides/stop-what-you-are-doing-and-enable-mfa>.

## Government Cyber Vineland Housing Authority

NJCCIC: <https://cyber.nj.gov/Vineland-Housing-Authority/>

MS-ISAC: <https://learn.cisecurity.org/ms-isac-registration>

Water-ISAC: <https://www.waterisac.org/>

E-ISAC: <https://www.eisac.com/>

US-CERT/ CISA: <https://us-cert.cisa.gov/>

ICS-CERT: <https://us-cert.cisa.gov/ics>

IT-ISAC: <https://www.it-isac.org/>

Elections-ISAC: <https://www.cisecurity.org/ei-isac/>

Surface Transportation-ISAC: <http://www.surfacetransportationisac.org/>

## Remote Access

This NJCCIC guide offers security tips for remote access: <https://cyber.nj.gov/the-is-is-secure-y-tips-for-teleworkers-remote-access-security>.

NJCCIC Router security: <https://www.cyber.nj.gov/instructional-guides/how-to-configure-and-secure-a-home-wi-fi-router>

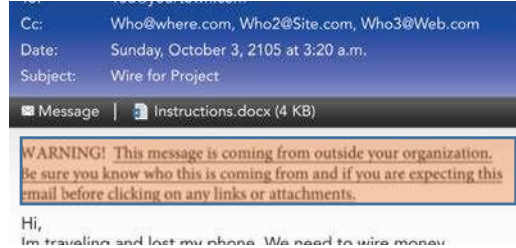
## Banking Controls

See NJ DCA's electronic payroll guide for assistance in this area of banking controls:

<https://www.state.nj.us/dca/divisions/dlgs/resources/pdf/payroll%20agency%20handbook.pdf>

## Email Warning Label for Outside Senders

Add a warning label to all emails coming from outside of your organization via the transport server.



## Segmentation

NJCCIC guide to Network Segmentation: <https://www.cyber.nj.gov/this-is-security/network-segmentation>

## Employee Policies

Remote Working: Via the MEL's Cyber insurer (AXA XL), their partner InformationShield has provided a template Remote Working policy to use with your employees. See attached.

Mobile Device Access & Waiver: Via the MEL's Cyber insurer (AXA XL), their partner NetDiligence has provided a template policy for your employee's use of personal devices for work, giving authorization for you to access and wipe the device.



# Vineland Housing Authority Cyber Incident Response Plan

## Document Management

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## 1. Policy Statement

The Incident Response Plan defines our methods for identifying, tracking, and responding to technology-based security incidents.

## 2. Reason for the Policy

The Incident Response Plan is established to assist in protecting the integrity, availability, and confidentiality of technology and assist in complying with statutory, regulatory and contractual obligations.

Responding quickly and effectively to an Incident is critical to minimizing the spread of the Incident and/or the business, financial, legal, and/or reputational impact. Incident Response generally includes the following phases:

- Detection, Reporting, and Analysis.
- Legal.
- Forensics.
- Containment, Eradication, and Recovery.
- Other Responses (i.e. Public Relations).
- Post-Incident Review.

## 3. Scope

This plan governs incidents that have a significant negative impact on information technology systems and/or sensitive information (hereinafter, "Incidents"). Incidents can include denial of service, malware, ransomware, and/or phishing attacks that can significantly impact operations and/or result in the unintended disclosure of sensitive data (e.g., constituent data, Protected Health Information, Personally Identifiable Information, credit card data, and law enforcement records).

Minor events (e.g., routine detection, and remediation of a virus, a minor infraction of a security policy, or other similar issues that have little impact on day-to-day business operations) are not considered an Incident under this policy.

## 4. Incident Identification

For cyber insurance purposes, a security incident is an event that is a: cyber security breach, or cyber extortion threat, or data breach.

### 4.1 Cyber Extortion Threat

A threat against a network to:

1. Disrupt operations.
2. Alter, damage, or destroy data stored on the network.
3. Use the network to generate and transmit malware to third parties.
4. Deface the member's website.
5. Access personally identifiable information, protected health information, or confidential business information stored on the network; made by a person or group, whether acting alone,

or in collusion with others, demanding payment, or a series of payments in consideration for the elimination, mitigation, or removal of the threat.

#### 4.2 Cyber Security Breach

Any unauthorized access to, use, or misuse of, modification to the network, and/or denial of network resources by attacks perpetuated through malware, viruses, worms, Trojan horses, spyware, adware, zero-day attack, hacker attack, or denial of service attack.

#### 4.3 Data Breach

The actual or reasonably suspected theft, loss, or unauthorized acquisition of data that has or may compromise the security, confidentiality and/or integrity of personally identifiable information, protected health information, or confidential business information.

Other cyber security incidents include:

- Attempts from unauthorized sources to access systems or data.
- Unplanned disruption to a service or denial of a service.
- Unauthorized processing or storage of data.
- Unauthorized changes to system hardware, access rights, firmware, or software.
- Presence of a malicious application, such as ransomware, or a virus.
- Presence of unexpected/unusual programs.

## 5. Designation of an Incident Response Manager

The VHA shall designate an Incident Response Manager who is either a full or part time technology person working in the VHA on a daily basis or the highest-ranking administrative person in the VHA that employees would normally contact when having computer or technology problems. Ideally, this person should be readily available to employees in the case of a cyber security event.

### 5.1 Responsibilities

- The VHA has designated an Incident Response Manager that is responsible for determining whether an event, or a series of security events, is declared an Incident.
- The Incident Response Manager is responsible for ensuring that this policy is followed.
- The Incident Response Manager is responsible for establishing an Incident Response Team to support the execution of this plan.
- The Incident Response Team is tasked with executing this plan in accordance with and at the direction of the Incident Response Manager.
- The highest-ranking administrative official in the VHA is responsible for ensuring that end-users have sufficient knowledge to recognize a potential security Incident and report it in accordance with this plan.
- Employees are responsible to report potential security incidents in a timely manner and provide any requires support during plan execution.

## 6. Incident Response Team and Notification

Establish an incident response team to be able to quickly respond to cyber security incidents, and a team broad enough to gather the needed resources and make the appropriate decisions to resolve the incident. Such team shall include the following.

Title / Position	Name	Telephone #
Highest-ranking Administrative Official	Jacqueline Jones	856-691-4099
General Counsel		
Human Resources Manager		
Incident Response Manager	Ron Miller	856-691-4099
JIF Risk Management Consultant		
JIF Claims Administrator		
Technology Support Contact	Ron Miller	856-691-4099
AXA XL Data Breach Hotline		855-566-4724

Please verify with your breach advisor/counsel that their firm will be handling the required breach notifications including, but potentially not limited to, those agencies listed below.

IC3	FBI Internet Crime Complaint Center: <a href="https://www.ic3.gov/">https://www.ic3.gov/</a>
NJ Cybersecurity and Communications Integration Cell (NJCCIC)	Incident Reporting: <a href="https://www.cyber.nj.gov/report">https://www.cyber.nj.gov/report</a> 609-963-6900 x7865

## 7. Incident Response Phases

### 7.1 Detection, Reporting, & Analysis

1. If a user, employee, contractor, or vendor observes a potential security event they should notify the Incident Response Manager immediately. If the Incident Response Manager is not available, the events should be immediately reported to the highest-ranking administrative official.
2. The Incident Response Manager is responsible for communicating the Incident, its severity, and the action plan to the highest-ranking administrative official.
3. If the Incident Response Manager or the highest-ranking administrative official are not available, a user should isolate the affected devices from the network or internet by removing the network cable from the device. If operating via wireless, turn off the wireless connection. If isolating the machine from the network is not possible then unplug the machine from its power source.
4. If you have determined or suspect that the Incident is a cyber security breach, cyber extortion threat, or data breach (*see Definitions Related to Cyber Liability Insurance – Section 4 of this document*) proceed to Step 5. If not, proceed to Step 6.
5. For a cyber security breach, please follow this process:

If the AXA XL Data Breach Hotline does not answer, leave a message with your contact information. Do not delay in calling the Hotline. When they respond, follow their instructions. They will refer the matter to a “breach advisor/counsel” (an attorney experienced in cybersecurity incidents) who will coordinate the response. The Breach Counsel will gather information about the Incident and work with you to determine an action plan.

**The Incident Response Manager should follow the advice from the Breach Counsel until the issue is resolved.**

6. *If the Incident is determined not to be a cyber security breach, cyber extortion threat, or data breach,* the Incident Response Manager should work with the Incident Response Team to assess the Incident, develop a plan to contain the Incident, and ensure the plan is communicated to and approved by the highest-ranking administrative official.
7. The Incident Response Manager should ensure that all actions are documented as they are taken and that the highest-ranking administrative official, Incident Response Team, and outside support are regularly updated.

## 7.2 Containment, Eradication, & Recovery

**Containment** is the act of limiting the scope and magnitude of the attack as quickly as possible. Containment has two goals: preventing data of note from being exfiltrated and preventing the attacker from causing further damage.

### **Immediate triage:**

1. Immediately contact technology expert to report the event and follow their instructions. It is now the responsibility of technology expert to notify management of the incident and to execute the security incident response plan.
2. If technology expert is not available, isolate the affected devices from the network or internet by removing the network cable from the device. If operating via wireless, turn off the wireless connection. **DO NOT TURN OFF DEVICE OR REMOVE POWER SOURCE** unless instructed by technology expert.
3. Incident response team assembles and assesses if the incident is a cyber security breach, cyber extortion threat, or data breach. If it is, or if there is any question the incident may or may not be one, management contacts their JIF Claims Administrator to advise them of the incident and management (or technology support) will call the Cyber Insurer Hotline. Work with the breach coach and the other partners they suggest to help resolve the incident.
4. Document all actions as they are taken.

**Eradication** is the removal of malicious code, accounts, or inappropriate access. Eradication also includes repairing vulnerabilities that may have been the root cause of the compromise. A complete reinstallation of the OS and applications is preferred.

**Recovery** allows business processes affected by the Incident to recover and resume operations. It generally includes:

- Reinstall and patch the OS and applications.
- Change all user and system credentials.
- Restore data to the system.
- Return affected systems to an operationally ready state.
- Confirm that the affected systems are functioning normally.

### 7.3 Forensics

Security incidents of a significant magnitude may require that a forensics investigation take place. Once that need has been established all additional investigation/containment activities need to be directed and/or performed by a forensics specialist to ensure that the evidence and chain of custody is maintained. The highest-ranking administrative official, in consultation with the Incident Response Manager and/or XL Caitlin will advise if engaging a forensics firm is required.

### 7.4 Post-Incident Review

To improve the Incident Response processes and identify recurring issues each Incident should be reviewed and formally reported on. The report should include:

- Information about the Incident type
- A description of how the Incident was discovered.
- Information about the systems that were affected.
- Information about who was responsible for the system and its data.
- A description of what caused the Incident.
- A description of the response to the Incident and whether it was effective.
- A timeline of events, from detection to Incident closure
- Recommendations to prevent future Incidents.
- A discussion of lessons learned that will improve future responses.

## 8. Periodic Review

This policy and associated subordinate procedures will be reviewed at least annually by the Incident Response Manager to adjust processes considering new risks and security best practices. Material changes in this policy should be approved by the highest-ranking administrative official and/or governing body of the VHA.

## 9. Special Situations/Exceptions

Any personally owned devices, such as PDAs, phones, wireless devices, or other electronic devices which have been used to access organizational data and are determined to be relevant to an Incident, may be subject to retention until the Incident has been eradicated.

6/10/22

**HOUSING AUTHORITY OF VINELAND - JUNE, 2022 - EVICTIONS**

**1. SHERRIE WILLIAMS**

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court. A Case Management Conference is scheduled for July 5, 2022.

**2. ROSIE BROOKS**

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court. A Case Management Conference took place on June 8, 2022. Trial is scheduled for June 23, 2022.

**3. JUAN RODRIGUEZ**

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court. A Case Management Conference took place on June 8, 2022. Trial is scheduled for June 23, 2022.

**4. JEANETTE VELEZ**

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court. VHA has since advised that the tenant was paid in full and to dismiss the case with the court. This matter will be removed from the list.

**5. GLADYS MORALES**

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court. A Case Management Conference took place on June 8, 2022. Trial is scheduled for June 23, 2022.

**6. JOSE SANCHEZ**

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court. VHA has since advised that the tenant was paid in full and to dismiss the case with the court. This matter will be removed from the list.

**7. CRYSTAL PORRECA**

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court. A Case Management Conference took place on June 8, 2022. Trial is scheduled for June 23, 2022.

**8. RAMIRO RIVERA**

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court. A Case Management Conference took place on June 8, 2022. Trial is scheduled for June 23, 2022.