

Demonstration of a Successful Conversion to Asset Management (Stop-Loss) Submission Kit

Board Resolution Approving the AMP Budgets
PHA Board Resolution
Approving Operating Budget

OMB No. 2577-0026 Approving
(exp. 10/31/2009)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Real Estate Assessment Center (PIH-REAC)

Previous editions are obsolete form HUD-52574 (08/2005) Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Summit Housing Authority

PHA Code: NJ017

PHA Fiscal Year Beginning: 1/1/2025

Board Resolution Number: _____

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budgets (*for COCC and all Projects*) approved by Board resolution on: 9/25/2024
- Operating Budget submitted to HUD, if applicable, on: _____
- Operating Budget revision approved by Board resolution on: _____
- Operating Budget revision submitted to HUD, if applicable, on: _____

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(e) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.325.

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, 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 and 3802)

Print Board Chairman's Name: NANCY GALIETTI	Signature: 	Date: 9/25/24
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Operating Budget

OMB Approval No. 2577-0026 (exp. 9/30/2006)

See page four for Instructions and the Public reporting burden statement

a. Type of Submission		b. Fiscal Year Ending	
[X] Original [] Revision No.		DECEMBER 31, 2025	
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA)		<input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing <input type="checkbox"/> IHA Owned Mutual Help Homeownership <input type="checkbox"/> PHA/IHA Leased Rental Housing <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership <input type="checkbox"/> PHA/IHA Leased Homeownership	
f. Address (city, State, zip code)			
512 SPRINGFIELD AVENUE, SUMMIT NJ 07901			
g. ACC Number		h. PAS/LOCCS Project No.	
NY-205		NJ017001	
j. No. of Dwelling Units	k. No. of Unit Months Available	m. No. of Projects	
193	2,316		

Line No.	Acct. No.	Description (1)	Requested Budget Estimates			
			PHA/IHA Estimates		HUD Modifications	
			PUM (4)	Amount (To Nearest \$10) (5)	PUM (6)	Amount (To Nearest \$10) (7)
Homebuyers Monthly Payments for:						
010	7710	Operating Expenses				
020	7712	Earned Home Payments Account				
030	7714	Nonroutine Maintenance Reserves				
040	Total Break-Even Amount (sum of lines 010, 020, and 030)					
050	7716	Excess (or Deficit) in Break-Even Amount				
060	7790	Homebuyers Monthly Payments (Contra)				
Operating Receipts						
070	3110	Dwelling Rentals				
080	3120	Excess Utilities	\$585.06	\$1,355,000		
090	3190	Nondwelling Rentals	\$0.00	\$0		
100	Total Rental Income (sum of lines 070, 080, and 090)		\$585.06	\$1,355,000		
110	3610	Interest on General Fund Investments	\$16.96	\$40,000		
120	3690	Other Operating Receipts	\$93.17	\$215,780		
130	Total Operating Income (sum of lines 100, 110, and 120)		\$695.19	\$1,610,780		
Operating Expenditures - Administration:						
140	4110	Administrative Salaries				
150	4130	Legal Expense	\$131.63	\$304,850		
160	4140	Staff Training	\$10.79	\$25,000		
170	4150	Travel	\$2.59	\$6,000		
180	4170	Accounting Fees	\$1.30	\$3,000		
190	4171	Auditing Fees	\$14.25	\$33,000		
200	4190	Other Administrative Expenses	\$5.40	\$12,500		
210	Total Administrative Expense (sum of line 140 thru 200)		\$32.01	\$74,140		
Tenant Services:						
220	4210	Salaries				
230	4220	Recreation, Publications and Other Services	\$12.35	\$28,600		
240	4230	Contract Costs, Training and Other	\$0.00	\$0		
250	Total Tenant Services Expense (sum of lines 220, 230, 240)		\$3.45	\$8,000		
Utilities:						
260	4310	Water				
270	4320	Electricity	\$31.13	\$72,100		
280	4330	Gas	\$77.72	\$180,000		
290	4340	Fuel	\$37.56	\$87,000		
300	4350	Labor	\$0.00	\$0		
310	4390	Other utilities expense	\$5.18	\$12,000		
320	Total Utilities Expense (sum of line 260 thru line 310)		\$32.38	\$75,000		
			\$183.97	\$426,101		

Line No.	Acct No	Description (1)	Requested Budget Estimates			
			PHA/IHA Estimates		HUD Modifications	
			PJM (4)	Amount (To Nearest \$10) (5)	PJM (6)	Amount (To Nearest \$10) (7)
Ordinary Maintenance and Operation:						
330	4410	Labor	\$87.41	\$202,440		
340	4420	Materials	\$62.61	\$145,000		
350	4430	Contract Costs	\$61.09	\$141,480		
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	\$211.11	\$488,920		
Protective Services:						
370	3110	Labor	\$0.00	\$0		
380	3120	Materials	\$0.00	\$0		
390	3190	Contract Costs	\$0.00	\$0		
400	Total	Protective Service Expense (sum of lines 370 to 390)	\$0.00	\$0		
General Expense:						
410	4510	Insurance	\$66.93	\$155,000		
420	4520	Payments in Lieu of Taxes	\$40.11	\$92,890		
430	4530	Terminal Leave Payments	\$0.00	\$0		
440	4540	Employee Benefit Contributions	\$123.58	\$286,220		
450	4570	Collection Losses	\$2.16	\$5,000		
460	4590	Other General Expense	\$28.10	\$65,080		
470	Total	General Expense (sum of lines 410 to 460)	\$280.88	\$604,190		
480	Total	Routine Expense (sum of lines 210,250,320,360,400, and 470)	\$869.73	\$2,014,301		
Rent for Leased Dwellings:						
490	4710	Rents to Owners of Leased Dwellings				
500	Total	Operating Expense (sum of lines 480 and 490)				
Nonroutine Expenditures:						
510	4610	Extraordinary Maintenance	\$64.77	\$150,000		
520	7520	Replacement of Nonexpendable Equipment	\$32.38	\$75,000		
530	7540	Reserve for Repair and Replacements	\$19.64	\$45,480		
540	Total	Nonroutine Expenditures (sum of lines 510, 520, and 530)	\$116.79	\$270,480		
550	Total	Operating Expenditures (sum of lines 500 and 540)	\$986.52	\$2,284,781		
Prior Year Adjustments:						
560	6010	Prior Year Adjustments Affecting Residual Receipts	\$0.00	\$0		
Other Expenditures:						
570		Deficiency in Residual Receipts at End of Preceding Fiscal Year				
580	Total	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus 570)	\$986.52	\$2,284,781		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(\$291.33)	(\$674,001)		
HUD Contributions:						
600	8010	Basic Annual Contribution Earned - Leased Projects:Current Yr				
610	8011	Prior Year Adjustments - (Debit) Credit				
620	Total	Basic Annual Contribution (line 600 plus or minus line 610)				
630	8020	Contributions Earned - Op.Sub:-Cur.Yr. (before year-end adj)	\$0.00	\$0		
640		Mandatory PFS Adjustments (net):	\$0.00	\$0		
650		Housing Assistance Payments	\$305.87	\$754,284		
660		Other (specify):				
670		Total Year-end Adjustments/Other (plus or minus 640-660)	\$305.87	\$754,284		
680	8020	Total Operating Subsidy-current year (630 plus or minus 670)	\$305.87	\$754,284		
690	Total	HUD Contributions (sum of lines 620 and 680)	\$305.87	\$754,284		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)				
		Enter here and on line B10	\$14.54	\$80,283		

Name of PHA / IHA SUMMIT HOUSING AUTHORITY		Fiscal Year Ending DECEMBER 31, 2025
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		Operating Reserve	PHA/IHA Estimates	HUD Modifications
		Part I - Maximum Operating Reserve - End of Current Budget Year		
740	2821	PHA / IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564	\$1,007,151	

		Part II - Provision for and Estimated or Actual Operating Reserve at FY End		
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date):	December 31, 2023	\$782,038
790		Provision for Operating Reserve - Current Budget Year (check one)		
		<input checked="" type="checkbox"/> Estimated for FYE	December 31, 2024	\$36,181
		<input type="checkbox"/> Actual for FYE	December 31, 2024	
800		Operating Reserve at End of Current Budget Year (check one)		
		<input checked="" type="checkbox"/> Estimated for FYE	December 31, 2024	\$818,219
		<input type="checkbox"/> Actual for FYE	December 31, 2024	
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE	DECEMBER 31, 2025	
		Enter Amount from Line 700		\$80,283
820		Operating Reserve at End of Requested Budget Year Estimated for FYE	DECEMBER 31, 2025	
		(Sum of lines 800 and 810)		\$898,502
		Cash Reserve Requirement:	17% % of line 480	\$335,717

Comments

PHA / IHA Approval

Name _____
 Title _____
 Signature _____

Date _____

Field Office Approval

Name _____
 Title _____
 Signature _____

Date _____

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

Operating Budget
Schedule of All Positions and Salaries

Name of Housing Authority SUMMIT HOUSING AUTHORITY	Locality	SUMMIT, NEW JERSEY										Fiscal Year End DECEMBER 31, 2025
		Present Salary Rate As of (date) 12/31/2024		Requested Budget Year Estimated Payment		Allocation of Salaries by Program						
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
Position Title By Organizational Unit and Function		Salary Rate	No. Months	Amount	Management	Modernization	Development	Section & Programs	Other Programs	Longevity	Method of Allocation	
ADMINISTRATION:												
1) Executive Director J. Gray		\$105,000	12	\$105,000	\$105,000							
2) Administrative Vacant		\$0	12	\$75,000	\$75,000							
3) ADMIN./BOOKKEEPER/TYPIST M. KURIAWA		\$48,490	12	\$48,490	\$48,490			\$0				
4) ADMIN./BOOKKEEPER/TYPIST J. ROUNDTREE		\$51,360	12	\$51,360	\$51,360			\$0				
5) Clerical-PIT		\$5,000	12	\$5,000	\$5,000			\$0				
7) Proposed salary increases-2024		\$20,000	12	\$20,000	\$20,000			\$0				
8)		\$0	12	\$0	\$0			\$0				
9)		\$0	12	\$0	\$0			\$0				
10)		\$0	12	\$0	\$0			\$0				
11)		\$0	12	\$0	\$0			\$0				
TOTAL ADMINISTRATION		\$229,850		\$304,850	\$304,850	\$0	\$0	\$0	\$0	\$0		
TENANT SERVICES												
1) Social Services-PIT K. Ladner		\$26,000	12	\$26,000	\$26,000							
2) Salary increase		\$2,600	12	\$2,600	\$2,600							
3)			12									
TOTAL TENANT SERVICES				\$28,600	\$28,600							
UTILITY LABOR												
1) Maintenance staff allocation				\$12,000	\$12,000							
2)												
3)												
TOTAL UTILITY LABOR				\$12,000	\$12,000							
											Executive Director or Designated Official	Date
											NO HOUSING AUTHORITY EMPLOYEE IS SERVING IN A VARIETY OF POSITIONS WHICH EXCEED 100% OF HIS/HER TIME.	

To the best of my knowledge, 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)

**Operating Budget
Schedule of All Positions and Salaries**

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

OMB Approval No. 2577-0026 (Exp. 09/30/2005)

Name of Housing Authority SUMMIT HOUSING AUTHORITY	Locality SUMMIT, NEW JERSEY	Fiscal Year End DECEMBER 31, 2025	Allocation of Salaries by Program										
			Position Title By Organizational Unit and Function (1)	Present Salary Rate As of (date) 12/31/2024 (2)	Requested Budget Year Estimated Payment		Management (6)	Modernization (7)	Development (8)	Section 8 Programs (9)	Other Programs (10)	Longevity (11)	Method of Allocation (12)
					Salary Rate (3)	No. Months (4)							
MAINTENANCE STAFF:													
1) Maintenance Repairer R. WOMACK	\$65,410		12	\$65,410	\$65,410	\$7,000							
2) Maintenance Repairer S. CHAMPAGNE	\$47,670		12	\$47,670	\$47,670	\$5,000							
3) Maintenance Repairer JOHN WILLIAMS	\$25,500		12	\$25,500	\$25,500	\$0							
4) JANITORIAL J. Latimore	\$20,000		12	\$20,000	\$20,000								
4) Overtime/Snow Removal	\$40,000		12	\$40,000	\$40,000								
5) Salary increases-2024	\$10,000		12	\$15,860	\$15,860								
6)													
7)													
8)													
TOTAL MAINTENANCE LABOR				\$214,440	\$202,440	\$12,000	\$0	\$0	\$0	\$0			
											NO HOUSING AUTHORITY EMPLOYEE IS SERVING IN A VARIETY OF POSITIONS WHICH EXCEED 100% OF HIS/HER TIME.		
To the best of my knowledge, all the information provided in the accompanying 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. 3729.3002)											Executive Director or Designated Official		
											Date		

Operating Budget
Schedule of Administration
Expenses Other Than Salary

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

OMB Approval No. 2577-0026 (Exp. 9/30/2006)

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is required by Section 60(4) of the Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Housing Authority:		Locality:			Fiscal Year End:	
SUMMIT HOUSING AUTHORITY		SUMMIT, NEW JERSEY			DECEMBER 31, 2025	
(1)	(2)	(3)	(4)	(5)	(6)	
Description	Total	Management	Development	Section 8	Other	
1 Legal Expense (see Special Note in Instructions)	\$25,000	\$25,000	\$0	\$0	\$0	
2 Training (list and provide justification)	\$6,000	\$6,000	\$0	\$0	\$0	
3 Travel						
Trips to Conventions and Meetings (list and provide just.)	\$1,500	\$1,500	\$0	\$0	\$0	
4 Other Travel:						
Outside Area of Jurisdiction	\$750	\$750	\$0	\$0	\$0	
5 Within Area of Jurisdiction	\$750	\$750	\$0	\$0	\$0	
6 Total Travel	\$3,000	\$3,000	\$0	\$0	\$0	
7 Accounting	\$33,000	\$33,000	\$0	\$0	\$0	
8 Auditing	\$12,500	\$12,500	\$0	\$0	\$0	
9 Sundry						
Rental of Office Space	\$0	\$0	\$0	\$0	\$0	
10 Publications	\$1,000	\$1,000	\$0	\$0	\$0	
11 Membership Dues and Fees (list orgn. and amount)	\$1,200	\$1,200	\$0	\$0	\$0	
12 Telephone, Fax, Electronic Communications	\$16,070	\$16,070	\$0	\$0	\$0	
13 Collection Agent Fees and Court Costs	\$2,000	\$2,000	\$0	\$0	\$0	
14 Administrative Services Contracts (list and provide just.)	\$17,870	\$17,870	\$0	\$0	\$0	
15 Forms, Stationary and Office Supplies	\$22,000	\$22,000	\$0	\$0	\$0	
16 Other Sundry Expense (provide breakdown)	\$14,000	\$14,000	\$0	\$0	\$0	
17 Total Sundry	\$74,140	\$74,140	\$0	\$0	\$0	
18 Total Administration Expense Other Than Salaries	\$153,640	\$153,640	\$0	\$0	\$0	

PERCENTAGE OF EXPENSES TO BE CHARGED TO MANAGEMENT: 100.00%
 =====

To the best of my knowledge, 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)

Signature of authorized representative and Date:

Operating Budget

Summary of Budget Data and Justifications

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

OMB Approval No. 2577-0026 (Exp. 9/30/2006)

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is required by Section 604(4) of the Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. The information does not lend itself to confidentiality.

Name of Local Housing Authority	Locality	Fiscal Year Ending:
SUMMIT HOUSING AUTHORITY	SUMMIT, NEW JERSEY	DECEMBER 31, 2025

Operating Receipts

Dwelling Rental: Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total HA monthly rent roll, the number the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment at utility costs by HA and/or tenant.

Monthly Rent Roll as of: 9 /1/ 2024 equals 111,042 divided by 186 occupied units = \$597.00 Avg. Monthly Dwelling Rental (AMDR)

times 1.00 Change Factor, X 98% Occupancy Rate, equals \$ 585.1 times 2,316 Unit Months Available

equals \$1,354,999

NOTE: HUD's Operating Fund Final Rule freezes Formula Income to FY 2004 actuals until at least FY 2010 (24 CFR 990.195) for subsidy computation purposes. However, the format above is designed to forecast ACTUAL INCOME and assumes some amount of income escalation during the freeze period.

Excess Utilities: (NOT for Section 23 Leased housing.) Check appropriate spaces in Item 1, and explain "Other". Under item 2, explain basis for determining excess utility consumption. For example: Gas; individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. Utility Services Surcharged: Gas [] Electricity [] Other [] (Specify) _____
2. Comments:

Excess Utility Income estimated in the amount of: \$0 for the period 7/1/ ____ to 6/30 ____

Nondwelling Rent: (NOT for Section 23 Leased housing.) Complete Item 1, specifying each space rented, to whom, and the rental terms. For example, Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental Income.

1.	Space Rented	To Whom	Rental Terms
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

2. Comments

Nondwelling Rent estimated in the amount of: \$0

Interest on General Fund Investments: State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distribution of interest income between housing programs.

Estimated Cash Avail. for Investment of \$1,000,000 times Estimated Average T-Bill Rate of 4.00%
 equals \$40,000 which is \$16.96 PUM times 2,316 Unit Months Available
 equals \$17.27

Other Comments on Estimates of Oper. Receipts: Give comments on all other significant sources of income which will present a clear understanding of the HA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimate of utility charges to tenants.

	<u>Gross Amt.</u>	
CELL TOWER RENTALS	\$61,776	
PARKING SPACE RENTALS	\$12,000	
Laundry & Vending in the amount of:	\$35,000	(LAUNDRY-25,000, CDBG ADMIN.-10,000)
Late Charges in the amount of:	\$7,000	
CONGREGATE WAGE REIMBURSEMENT	\$0	
Admin. Fee reimbursements	\$100,000	
	=====	
	\$215,776	PUM equals \$93.17

Operating Expenditures

Summary of Staffing and Salary Data

Complete the summary below on the basis of information shown on form HUD-52566, Schedule of All Positions and Salaries, as follows:

- Column (1) Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.
- Column (2) Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to mgmt. at the rate of 80%, 70%, and 50% respectively. Thus, the equivalent full-time positions is two. (8/10 + 7/10 + 5/10).
- Column (3) Enter the portion of total salary expense shown in Column (5) or (6), form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing.
- Column (4) Enter the portion of total salary expense shown in Column (5) or (10), form HUD-52566, allocable to Section 23 Leased housing in management.
- Column (5) Enter the portion of total salary expense shown in Column (5) or (7), form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or Comprehensive Grant Program).
- Column (6) Enter the portion of total salary expense shown in Column (5) or (9), form HUD-52566, allocable to Section 8 programs.

Note: The number of equivalent full-time positions and the amount of salary expense for all positions designated "M" on form HUD-52566 must be equitably distributed to account lines **Ordinary Maintenance and Operation--Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.**

Account Line	Total Number of Positions (1)	Equivalent Full-Time Positions (2)	HUD-Aided Management Program			
			Salary Expense			
			Management (3)	Section 23 Leased Hsg. (4)	Modernization Programs (5)	Section 8 Program (6)
Administration--Nontechnical Salaries (1)	12	6.00	\$304,850		\$0	\$0
Administration--Technical Salaries (1)						
Ordinary Maintenance and Operation--Labor (1)	10	6.00	\$202,440			
Utilities--Labor (1)			\$12,000			
Other (Specify) (Tenant Services, Legal, etc.) (1)			\$28,600			
Extraordinary Maintenance Work Projects (2)						
Betterments and Additions Work Projects (2)						

- 1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in Column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget) the amount of salary expense shown in Column (4) on the corresponding line above.
- 2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA Staff, as shown on HUD-52567.

Specify all proposed new positions and all present positions to be abolished in the Requested Budget Year. Cite prior HUD concurrence in proposed staffing changes or present justification for such changes. Cite prior HUD concurrence in proposed salary increases for Administration Staff or give justification and pertinent comparability information. Cite effective date for current approved wage rates (form HUD-52159) and justify all deviations from these rates.

No New Positions

SEE HUD 52566

Travel, Publications, Membership Dues and Fees, Telephone and Telegraph and Sundry: In addition to "Justification for Travel to Conventions and Meetings" shown on form HUD-52571, give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation of each element of these expenses.

Refer to HUD-52571 (Administrative Expenses Other Than Salaries)

Utilities: Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for each utility service in the Current Budget Year. Describe and state estimated cost of each element of "Other Utilities Expense".

Refer to HUD-52722A (Calculation of Allowable Utilities Expense Level)

Ordinary Maintenance and Operation -- Materials: Give an explanation of substantial Requested Budget Year estimated PUM increases over the PUM rate of expenditures for materials in the Current Budget Year.

Materials Estimated at: \$145,000

Ordinary Maintenance and Operation -- Contract Costs: List each ordinary maintenance and operation service contracted for and give the estimated cost for each. Cite and justify new contract services proposed for the Requested Budget Year. Explain substantial Requested Budget Year increases over the PUM rate of expenditure for Contract Services in the Current Budget Year. If LHA has contract for maintenance of elevator cabs, give contract cost per cab.

COMCAST CABLE	\$8,880	Elevator Service/Repairs	\$3,600
Pest Control	\$20,000	LANDSCAPING	\$17,900
Fire Extinguisher Inspections	\$1,700	ELECTRICAL REPAIRS	\$2,450
PLUMBING	\$7,650	SECURITY SYSTEM	\$4,600
MISC. REPAIRS	\$60,000	FIRE SPRINKLER INSPECTIONS	\$1,400
Other (HVAC)	\$3,700		=====
Garbage Pickup	\$11,000	TOTAL CONTRACTS:	\$141,480

Insurance Give an explanation of substantial Requested Budget Year estimated increases in the PUM rate of expenditures for insurance over the Current Budget Year. Cite changes in coverage, premium rates, etc.

	MGMT.	TOTAL
NJJIF	\$155,000	155,000

TOTAL INSURANCE:	\$155,000	155,000
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Employee Benefit Contributions: List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget Year for which prior HUD concurrence has not been given.

FICA:	7.65% X Total Payroll of =====	\$547,890	equals:	\$41,914 per year
Hospitalization:			equals	\$195,000 per year
Retirement:	8.00% X Total Payroll of =====	\$547,890	equals:	\$43,831 per year
Unemployment:	1.00% times 1st =====	\$40,000 /person \$ 547,890	equals	\$5,479 per year =====
TOTAL BENEFITS:				\$286,224

Collection Losses: State the number of tenants accounts receivable to be written off and the number and total amount of all accounts receivable for both present and vacated tenants as of the month in which the estimate was computed.

Estimated at: **\$5,000 for the Requested Budget Year.**
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Extraordin ary Maintenance, Rep lacement, and Betterments and Additions: Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget and for those for future years which make up the estimate on form HUD-52570. Justifying information incorporated on or attached to form HUD-52567 need not be repeated here.

See HUD 52567 (Schedule of Nonroutine Expenditures)

Contracts: List all contracts, other than those listed on page 3 of this form under Ordinary Maintenance & Operation (OMO). Cite the name of the contractor, type of contract, cost of contract, and contract period. Justification must be provided for all contract services proposed for the Requested Budget Year (RBY). Explain substantial RBY increases over the PUM rate of expenditure for these contracts in the Current Budget Year.

N/A