

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: 1/1/2021

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:

10/28/2020

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: <u>NANCY GALIETTI</u> | Signature: _____ | Date: <u>10/28/2020</u> |
|---|------------------|----------------------------|

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, 2021 | |
| e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA) | | SUMMIT HOUSING AUTHORITY | |
| 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 | | |

| | |
|---|--|
| <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 Ill Homeownership <input type="checkbox"/> PHA/IHA Leased Homeownership | |
|---|--|

| 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 | Eamed 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 | \$420.07 | \$972,880 | | |
| 080 | 3120 | Excess Utilities | \$0.00 | \$0 | | |
| 090 | 3190 | Nondwelling Rentals | \$0.00 | \$0 | | |
| 100 | Total | Rental Income (sum of lines 070, 080, and 090) | \$420.07 | \$972,880 | | |
| 110 | 3610 | Interest on General Fund Investments | \$3.85 | \$8,910 | | |
| 120 | 3690 | Other Operating Receipts | \$93.17 | \$215,780 | | |
| 130 | Total | Operating Income (sum of lines 100, 110, and 120) | \$517.09 | \$1,197,570 | | |
| Operating Expenditures - Administration: | | | | | | |
| 140 | 4110 | Administrative Salaries | \$144.34 | \$334,290 | | |
| 150 | 4130 | Legal Expense | \$8.64 | \$20,000 | | |
| 160 | 4140 | Staff Training | \$2.59 | \$6,000 | | |
| 170 | 4150 | Travel | \$2.59 | \$6,000 | | |
| 180 | 4170 | Accounting Fees | \$12.95 | \$30,000 | | |
| 190 | 4171 | Auditing Fees | \$3.67 | \$8,500 | | |
| 200 | 4190 | Other Administrative Expenses | \$28.50 | \$66,010 | | |
| 210 | Total | Administrative Expense (sum of line 140 thru 200) | \$203.28 | \$470,800 | | |
| Tenant Services: | | | | | | |
| 220 | 4210 | Salaries | \$6.48 | \$15,000 | | |
| 230 | 4220 | Recreation, Publications and Other Services | \$0.00 | \$0 | | |
| 240 | 4230 | Contract Costs, Training and Other | \$1.68 | \$3,900 | | |
| 250 | Total | Tenant Services Expense (sum of lines 220, 230, 240) | \$8.16 | \$18,900 | | |
| Utilities: | | | | | | |
| 260 | 4310 | Water | \$28.14 | \$65,170 | | |
| 270 | 4320 | Electricity | \$82.26 | \$190,510 | | |
| 280 | 4330 | Gas | \$19.25 | \$44,580 | | |
| 290 | 4340 | Fuel | \$0.00 | \$0 | | |
| 300 | 4350 | Labor | \$5.18 | \$12,000 | | |
| 310 | 4390 | Other utilities expense | \$23.50 | \$54,430 | | |
| 320 | Total | Utilities Expense (sum of line 260 thru line 310) | \$158.33 | \$366,691 | | |

Name of PHA / IHA

SUMMIT HOUSING AUTHORITY

DECEMBER 31, 2021

| 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) |
| Ordinary Maintenance and Operation: | | | | | | |
| 330 | 4410 | Labor | \$68.78 | \$159,300 | | |
| 340 | 4420 | Materials | \$43.18 | \$100,000 | | |
| 350 | 4430 | Contract Costs | \$43.82 | \$101,480 | | |
| 360 | Total | Ordinary Maintenance & Operation Expense (lines 330 to 350) | \$155.78 | \$360,780 | | |
| 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 | \$45.34 | \$105,000 | | |
| 420 | 4520 | Payments in Lieu of Taxes | \$26.17 | \$60,620 | | |
| 430 | 4530 | Terminal Leave Payments | \$0.00 | \$0 | | |
| 440 | 4540 | Employee Benefit Contributions | \$108.19 | \$250,570 | | |
| 450 | 4570 | Collection Losses | \$0.88 | \$2,000 | | |
| 460 | 4590 | Other General Expense | \$28.10 | \$65,080 | | |
| 470 | Total | General Expense (sum of lines 410 to 460) | \$208.66 | \$483,270 | | |
| 480 | Total | Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470) | \$734.21 | \$1,700,441 | | |
| 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 | \$53.97 | \$125,000 | | |
| 520 | 7520 | Replacement of Nonexpendable Equipment | \$10.79 | \$25,000 | | |
| 530 | 7540 | Reserve for Repair and Replacements | \$17.65 | \$40,880 | | |
| 540 | Total | Nonroutine Expenditures (sum of lines 510, 520, and 530) | \$82.41 | \$190,880 | | |
| 550 | Total | Operating Expenditures (sum of lines 500 and 540) | \$816.62 | \$1,891,321 | | |
| 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) | \$816.62 | \$1,891,321 | | |
| 590 | | Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580) | (\$299.53) | (\$693,751) | | |
| 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 | \$708,414 | | |
| 660 | | Other (specify): | | | | |
| 670 | | Total Year-end Adjustments/Other (plus or minus 640-660) | \$305.87 | \$708,414 | | |
| 680 | 8020 | Total Operating Subsidy-current year (630 plus or minus 670) | \$305.87 | \$708,414 | | |
| 690 | Total | HUD Contributions (sum of lines 620 and 680) | \$305.87 | \$708,414 | | |
| 700 | | Residual Receipts (or Deficit) (sum of line 590 plus line 690) | | | | |
| | | Enter here and on line 810 | \$6.34 | \$14,664 | | |

facsimile form

HUD-52564 (3/95)

Previous editions are obsolete

ref. Handbook 7475.1

**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. 2577-0028 (Exp. 9/30/2006)

| Name of Housing Authority | | SUMMIT, NEW JERSEY | | | | | | | | | | Fiscal Year End |
|--|--|-----------------------------------|--------------------|---------------------------------|--------------------|----------------------|--------------------|---------------------------|------------------------|-----|---|------------------------------|
| SUMMIT HOUSING AUTHORITY | | Allocation of Salaries by Program | | | | | | | | | | DECEMBER 31, 2021 |
| (1) Position Title By Organizational Unit and Function | (2) Present Salary Rate As of (date) 12/31/2020 | Requested Budget Year | | | SUMMIT, NEW JERSEY | | | | | | (11) Longevity | (12) Method of Allocation |
| | | (3) Salary Rate | (4) No. Monthly | (5) Estimated Payment Amount | (6) Management | (7) Modernization | (8) Development | (9) Section 8 Programs | (10) Other Programs | | | |
| ADMINISTRATION: | | | | | | | | | | | | |
| 1) Executive Director J. BILLY | \$143,170 | \$146,750 | 12 | \$146,750 | \$146,750 | | | | | | | |
| 2) OPERATIONS MANAGER J. SOMMIEZ | \$92,690 | \$95,010 | 12 | \$95,010 | \$95,010 | | | | | | | |
| 3) ADMIN./BOOKKEEPER/TYPIST M. KURIAWA | \$44,250 | \$45,360 | 12 | \$45,360 | \$45,360 | | | | | | | |
| 4) ADMIN./BOOKKEEPER/TYPIST J. ROUNDTREE | \$46,030 | \$47,170 | 12 | \$47,170 | \$47,170 | | | | | | | |
| 5) | \$0 | \$0 | 12 | \$0 | \$0 | | | | | | | |
| 6) | \$0 | \$0 | 12 | \$0 | \$0 | | | | | | | |
| 7) | \$0 | \$0 | 12 | \$0 | \$0 | | | | | | | |
| 8) | \$0 | \$0 | 12 | \$0 | \$0 | | | | | | | |
| 9) | \$0 | \$0 | 6 | \$0 | \$0 | | | | | | | |
| 10) | \$0 | \$0 | 24 | \$0 | \$0 | | | | | | | |
| 11) | \$0 | \$0 | 3 | \$0 | \$0 | | | | | | | |
| TOTAL ADMINISTRATION | | | | \$334,290 | \$334,290 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| TENANT SERVICES | | | | | | | | | | | | |
| 1) Social services-PIT | | \$15,000 | 12 | \$15,000 | \$15,000 | | | | | | | |
| 2) | | | | | | | | | | | | |
| 3) | | | | | | | | | | | | |
| TOTAL TENANT SERVICES | | | | \$15,000 | \$15,000 | | | | | | | |
| UTILITY LABOR | | | | | | | | | | | | |
| 1) Maintenance staff allocation | | | | \$12,000 | \$12,000 | | | | | | | |
| 2) | | | | | | | | | | | | |
| 3) | | | | | | | | | | | | |
| TOTAL UTILITY LABOR | | | | \$12,000 | \$12,000 | | | | | | | |
| | | | | | | | | | | | NO HOUSING AUTHORITY EMPLOYEE IS SERVING IN A VARIETY OF POSITIONS WHICH EXCEED 100% OF HIS/HER TIME. | |
| | | | | | | | | | | | Executive Director or Designated Official | |
| | | | | | | | | | | | Date | |

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, 3602)

**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. 9/30/2008)

| Name of Housing Authority SUMMIT HOUSING AUTHORITY | | Locality SUMMIT, NEW JERSEY | | Allocation of Salaries by Program | | | | | | | Fiscal Year End DECEMBER 31, 2021 |
|--|--|--|----------------------|------------------------------------|----------------------------------|-------------------------------------|--------------------|------------------------------|---------------------------|-------------------|---|
| (1) Position Title By Organizational Unit and Function | (2) Present Salary Rate As of (date) 12/31/2020 | (3) Requested Budget Year Salary Rate | (4) No. Months | (5) Estimated Payment Amount | (6) Management util. labor | (7) Modernization util. labor | (8) Development | (9) Section & Programs | (10) Other Programs | (11) Longevity | (12) Method of Allocation |
| | | | | | | | | | | | |
| MAINTENANCE STAFF: | | | | | | | | | | | |
| 1) Maintenance Repairer C. DECOURSEY | \$56,280 | \$57,700 | 12 | \$57,700 | \$51,700 | \$6,000 | | | | | |
| 2) Maintenance Repairer R. WOMACK | \$56,280 | \$57,700 | 12 | \$57,700 | \$51,700 | \$6,000 | | | | | |
| 3) JANITORIAL A. STEWART | \$18,630 | \$19,100 | 12 | \$19,100 | \$18,100 | | | | | | |
| 4) Maintenance Repairer J. Latimore | \$16,360 | \$16,800 | 12 | \$16,800 | \$16,800 | | | | | | |
| 5) OverTime/SNOW REMOVAL | \$10,000 | \$20,000 | 0 | \$20,000 | \$20,000 | | | | | | |
| 6) | | | | | | | | | | | |
| 7) | | | | | | | | | | | |
| 8) | | | | | | | | | | | |
| TOTAL MAINTENANCE LABOR | | | | | \$171,300 | \$159,300 | \$12,000 | \$0 | \$0 | \$0 | |
| | | | | | | | | | | | NO HOUSING AUTHORITY EMPLOYEE IS SERVING IN A VARIETY OF POSITIONS WHICH EXCEED 100% OF HIS/HER TIME. |
| | | | | | | | | | | | Executive Director or Designated Official |
| | | | | | | | | | | | Date |

To the best of my knowledge, all the information stated herein, as well as any 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, 3802)

**Operating Budget
Schedule of Nonroutine Expenditures**

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

OMB Approval No. 2577-0028 (Exp. 9/30/2006)

Public Reporting Burden for this collection of information is estimated to average 0.75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0028), Washington, D.C. 20503. Do not send this completed form to either of the above addressees.

Local Housing Authority
Fiscal Year Ending
DECEMBER 31, 2021

SUMMIT HOUSING AUTHORITY

SUMMIT, NEW JERSEY

| Work Project Number (1) | Description of Work Project (List Extraordinary Maintenance and Betterments and Additions separately) (2) | Housing Project Number (3) | Equipment Requirements | | Requested Budget Year | | Description of Equipment Items (List Replacements and Additions separately) (8) | No. Of Items (9) | Item Cost (10) | Estimated Expenditure in Year (11) |
|-------------------------|---|----------------------------|--------------------------|--|-----------------------------------|-------------------------------|---|------------------|----------------|------------------------------------|
| | | | Total Estimated Cost (4) | Percent Complete Current Budget Year End (5) | Estimated Expenditure in Year (6) | Percent Complete Year End (7) | | | | |
| EM 2021-1 | EXTRAORDINARY MAINTENANCE 1) Various Projects | NJ017 | \$125,000 | 0% | \$125,000 | 100% | | | | |
| 2) | | | \$0 | | | | | | | |
| 3) | | | \$0 | | | | | | | |
| 4) | | | \$0 | | | | | | | |
| 5) | | | \$0 | | | | | | | |
| | TOTAL EXTRAORDINARY MAINTENANCE: | | \$125,000 | | | | | | | |
| RE 2016-1 | | | | | | | REPLACEMENT OF EQUIPMENT | | | |
| | | | | | | | 1) Ranges | 20 | \$500 | \$10,000 |
| RE-2015-2 | | | | | | | 2) Refrigerators | 20 | \$500 | \$10,000 |
| RE-2016-3 | | | | | | | 3) Maintenance Equipment | 1 | \$5,000 | \$5,000 |
| | | | | | | | 4) | | \$0 | \$0 |
| | | | | | | | 5) | | \$0 | \$0 |
| | | | | | | | TOTAL REPLACEMENT: | | | \$25,000 |
| | | | | | | | RESERVE FOR REPAIR AND REPLACEMENTS | | | |
| | | | | | | | 1) 2021 CONTRIBUTIONS | | | \$40,880 |
| | | | | | | | 2) | | \$0 | \$0 |
| | | | | | | | 3) | | \$0 | \$0 |
| | | | | | | | 4) | | | |
| | | | | | | | 5) | | | |
| | | | | | | | 6) | | | \$40,880 |
| | TOTAL BETTERMENTS & ADDITIONS: | | | | | | | | | \$40,880 |

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)

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| Name of Housing Authority: SUMMIT HOUSING AUTHORITY | | Locality: SUMMIT, NEW JERSEY | | Fiscal Year End: DECEMBER 31, 2021 | | |
|---|--------------|---------------------------------|--------------------|---------------------------------------|--------------|--|
| (1) Description | (2) Total | (3) Management | (4) Development | (5) Section 8 | (6) Other | |
| 1 Legal Expense (see Special Note in Instructions) | \$20,000 | \$20,000 | \$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.) | \$3,000 | \$3,000 | \$0 | \$0 | \$0 | |
| 4 Other Travel: | | | | | | |
| Outside Area of Jurisdiction | \$1,500 | \$1,500 | \$0 | \$0 | \$0 | |
| 5 Within Area of Jurisdiction | \$1,500 | \$1,500 | \$0 | \$0 | \$0 | |
| 6 Total Travel | \$6,000 | \$6,000 | \$0 | \$0 | \$0 | |
| 7 Accounting | \$30,000 | \$30,000 | \$0 | \$0 | \$0 | |
| 8 Auditing | \$8,500 | \$8,500 | \$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.) | \$9,740 | \$9,740 | \$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 | \$66,010 | \$66,010 | \$0 | \$0 | \$0 | |
| 18 Total Administration Expense Other Than Salaries | \$136,510 | \$136,510 | \$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:

X

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. 2577-0028 (Exp. 8/30/2006)

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 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, 2011 |

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 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/ 2020 equals 80,585 divided by 188 occupied units = \$428.64 Avg. Monthly Dwelling Rental (AMDR)

times 1.00 Change Factor, X 98% Occupancy Rate, equals \$ 420.1 times 2,316 Unit Months Available

equals \$972,882

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 0.90%
 equals \$9,000 which is \$3.85 PUM times 2,316 Unit Months Available
 equals \$3.89

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 | \$334,290 | | \$0 | \$0 |
| Administration--Technical Salaries (1) | | | | | | |
| Ordinary Maintenance and Operation--Labor (1) | 10 | 4.00 | \$159,300 | | | |
| Utilities--Labor (1) | | | \$12,000 | | | |
| Other (Specify) (Tenant Services, Legal, etc.) (1) | | | \$0 | | | |
| 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-52158) 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: \$100,000

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 | \$20,000 | FIRE SPRINKLER INSPECTIONS | \$1,400 |
| Other (HVAC) | \$3,700 | | ===== |
| Garbage Pickup | \$11,000 | TOTAL CONTRACTS: | \$101,480 |

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.

| | | |
|-------|---------------------------|------------------|
| NJJIF | MGMT. \$105,000 | TOTAL 105,000 |
|-------|---------------------------|------------------|

| | | |
|-------------------------|------------------|----------------|
| TOTAL INSURANCE: | \$105,000 | 105,000 |
|-------------------------|------------------|----------------|

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 ===== | \$520,590 | equals: | \$39,825 per year |
| Hospitalization: | | | equals | \$151,000 per year |
| Retirement: | 10.50% X Total Payroll of ===== | \$520,590 | equals: | \$54,540 per year |
| Unemployment: | 1.00% times 1st ===== | \$37,000 /person \$ | 520,590 equals | \$6,206 per year ===== |
| TOTAL BENEFITS: | | | | \$250,571 |

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: **\$2,000** for the Requested Budget Year.
=====

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-52587 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