

**PHA/IHA Board Resolution Approving
Operating Budget or Calculation of
Performance Funding System
Operating Subsidy**

ORDER 96-3-13-1H

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

BOOK 157 PAGE 1293

OMB Approval No. 2577-0026 (Exp. 10/31/97)

The Reporting Burden for this collection of information is estimated to average 15 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. Send comments regarding this burden estimate or any other aspect of this collection of information, 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 (2577-0026), Washington, D.C. 20503. Do not send this completed form to either of the above addressees.

Acting on behalf of the Board of Commissioners of the below-named Public Housing Agency (PHA)/Indian Housing Authority (IHA), as its Chairman, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

(date)

- Operating Budget Submitted on: _____
- Operating Budget Revision Submitted on: March 13, 1996
- Calculation of Performance Funding System Submitted on: _____
- Revised Calculation of Performance Funding System Submitted on: March 13, 1996

Housing Authority and Community
Services Agency of Lane County, Oregon

I certify on behalf of the: (PHA/IHA Name) _____ that:

1. All regulatory and statutory 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 calculation of eligibility for Federal funding is in accordance with the provisions of the regulations;
6. All proposed rental charges and expenditures will be consistent with provisions of law;
7. The PHA/IHA will comply with the wage rate requirements under 24 CFR 968.110(e) and (f) or 24 CFR 905.120(c) and (d);
8. The PHA/IHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i) or 24 CFR 905.120(g); and
9. The PHA/IHA will comply with the requirements for the reexamination of family income and composition under 24 CFR 960.209, 990.115 and 905.315.

FILED

MAR 29 1996

COUNTY CLERK
BY Pam DeWille

APPROVED AS TO FORM

Date: 3/4/96 Lane County
[Signature]
OFFICE OF LEGAL COUNSEL

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, is true and accurate. Penalties: 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)

Board Chairman's Name (type) Bobby Green, Sr.	Signature: <u>[Signature]</u>	Date: March 13, 1996
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On the Matter of Approving Revision No. 1 to the Operating Budget and the Revised Calculation of Performance Funding Operating Subsidy for the fiscal year ending September 30, 1996.

Public reporting burden for this collection of information is estimated to average 116 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 or any other aspect of this collection of information, 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 (2577-0026), Washington, D.C. 20503. Do not send this completed form to either of the above addressees.

a. Type of Submission <input type="checkbox"/> Original <input checked="" type="checkbox"/> Revision No.: <u>1</u>		b. Fiscal Year Ending <u>9/30/96</u>	c. No. of months (check one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify) _____	d. Type of HUD assisted project(s) 01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing 02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership 03 <input type="checkbox"/> PHA/IHA Leased Rental Housing 04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership 05 <input type="checkbox"/> PHA/IHA Leased Homeownership	
e. Name of Public Housing Agency / Indian Housing Authority (PHA/IHA) <u>Housing Authority & Community Services Agency of Lane County, Oregon</u>					
f. Address (city, State, zip code) <u>177 Day Island Road Eugene OR 97401</u>					
g. ACC Number <u>SF-196</u>		h. PAS/ LOCCS Project No. <u>OR00600196S</u>		i. HUD Field Office <u>Portland, Oregon</u>	
j. No. of Dwelling Units <u>704</u>	k. No. of Unit Months Available <u>8,448</u>	m. No. of Projects <u>15</u>			

Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 19 95 PUM (2)	<input type="checkbox"/> Estimates <input type="checkbox"/> or Actual Current Budget Yr. 19 96 PUM (3)	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 Expense						
020	7712	Earned Home Payments						
030	7714	Nonroutine Maintenance Reserve						
040	Total Break-Even Amount (sum of lines 010, 020, and 030)							
050	7716	Excess (or deficit) in Break-Even						
060	7790	Homebuyers Monthly Payments - Contra						
Operating Receipts								
070	3110	Dwelling Rental	135.30	141.62	137.78	1,163,970		
080	3120	Excess Utilities						
090	3190	Nondwelling Rental						
100	Total Rental Income (sum of lines 070, 080, and 090)		135.30	141.62	137.78	1,163,970		
110	3610	Interest on General Fund Investments	4.28	2.55	2.55	21,540		
120	3690	Other Income	7.52	6.35	6.35	53,640		
130	Total Operating Income (sum of lines 100, 110, and 120)		147.10	150.52	146.68	1,239,150		
Operating Expenditures - Administration:								
140	4110	Administrative Salaries	57.86	65.56	65.56	553,860		
150	4130	Legal Expense	.54	.30	.30	2,500		
160	4140	Staff Training	.31	.30	.30	2,500		
170	4150	Travel	.62	.47	.47	4,000		
180	4170	Accounting Fees						
190	4171	Auditing Fees	.49	.53	.53	4,500		
200	4190	Other Administrative Expenses	15.67	15.39	15.39	130,000		
210	Total Administrative Expense (sum of line 140 thru line 200)		75.49	82.55	82.55	697,360		
Tenant Services:								
220	4210	Salaries	1.34	1.78	1.78	15,090		
230	4220	Recreation, Publications and Other Services	.20	.12	.12	1,000		
240	4230	Contract Costs, Training and Other	.06	.12	.12	1,000		
250	Total Tenant Services Expense (sum of lines 220, 230, and 240)		1.60	2.02	2.02	17,090		
Utilities:								
260	4310	Water	13.35	15.51	15.51	130,990		
270	4320	Electricity	6.81	6.61	6.61	55,860		
280	4330	Gas	1.62	1.42	1.42	12,020		
290	4340	Heat Steam	5.86	3.96	3.96	33,410		
300	4350	Labor						
310	4390	Other utilities expense	1.52					
320	Total Utilities Expense (sum of line 260 thru line 310)		29.16	27.50	27.50	232,280		

Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 95 PUM (2)	<input checked="" type="checkbox"/> Estimates <input type="checkbox"/> or Actual Current Budget Yr. 19 96 PUM (3)	Requested Budget Estimates			
					PHA/HA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Ordinary Maintenance and Operation:								
330	4410	Labor	35.15	34.93	34.93	295,110		
340	4420	Materials	16.36	15.39	15.39	130,000		
350	4430	Contract Costs	23.89	25.57	25.57	216,000		
360	Total Ordinary Maintenance & Operation Expense (lines 330 to 350)		75.40	75.89	75.89	641,110		
Protective Services:								
370	4460	Labor	2.31	3.16	3.16	26,690		
380	4470	Materials						
390	4480	Contract costs						
400	Total Protective Services Expense (sum of lines 370 to 390)		2.31	3.16	3.16	26,690		
General Expense:								
410	4510	Insurance	5.74	5.92	5.92	50,000		
420	4520	Payments in Lieu of Taxes	10.48	11.41	11.41	96,410		
430	4530	Terminal Leave Payments						
440	4540	Employee Benefit Contributions	43.27	47.47	47.47	401,020		
450	4570	Collection Losses	2.06	1.78	1.78	15,000		
460	4590	Other General Expense						
470	Total General Expense (sum of lines 410 to 460)		61.55	66.58	66.58	562,430		
480	Total Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)		245.52	257.69	257.69	2,176,960		
Rent for Leased Dwellings:								
490	4710	Rents to Owners of Leased Dwellings						
500	Total Operating Expense (sum of lines 480 and 490)		245.52	257.69	257.69	2,176,960		
Nonroutine Expenditures:								
510	4610	Extraordinary Maintenance	5.02	5.68	5.68	48,000		
520	7520	Replacement of Nonexpendable Equipment	.12					
530	7540	Property Betterments and Additions						
540	Total Nonroutine Expenditures (sum of lines 510, 520, and 530)		5.14	5.68	5.68	48,000		
550	Total Operating Expenditures (sum of lines 500 and 540)		250.66	263.37	263.37	2,224,960		
Prior Year Adjustments:								
560	6010	Prior Year Adjustments Affecting Residual Receipts						
Other Expenditures:								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Yr.						
580	Total Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)		250.66	263.37	263.37	2,224,960		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(103.56)	(112.85)	(116.69)	(985,810)		
HUD Contributions:								
600	8010	Basic Annual Contribution Earned - Leased Projects:Current Year						
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)	108.91	112.81	122.51	1,034,940		
640		Mandatory PFS Adjustments (net):	3.42		1.55	13,065		
650		Other (specify):						
660		Other (specify):						
670		Total Year-end Adjustments/Other (plus or minus lines 640 thru 660)	3.42		1.55	13,065		
680	8020	Total Operating Subsidy-current year (line 630 plus or minus line 670)	112.33	112.81	124.06	1,048,005		
690	Total HUD Contributions (sum of lines 620 and 680)		112.33	112.81	124.06	1,048,005		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690) Enter here and on line 810	8.77	(.04)	7.37	62,195		

BOOK 157 PAGE 1295

		Operating Reserve	PHA/IHA Estimates	HUD Modifications
Part I - Maximum Operating Reserve - End of Current Budget Year				
74.	21	PHA / IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564	1,088,480	

BOOK **157** PAGE **1296**

Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Year End				
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date): <u>9/30/94</u>	566,370.68	
790		Provision for Operating Reserve - Current Budget Year (check one) <input type="checkbox"/> Estimated for FYE <input checked="" type="checkbox"/> Actual for FYE <u>9/30/95</u>	74,013.76	
800		Operating Reserve at End of Current Budget Year (check one) <input type="checkbox"/> Estimated for FYE <input checked="" type="checkbox"/> Actual for FYE <u>9/30/95</u>	640,384.44	
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE Enter Amount from line 700 <u>9/30/96</u>	62,195.00	
820		Operating Reserve at End of Requested Budget Year Estimated for FYE (Sum of lines 800 and 810) <u>9/30/96</u>	702,579.44	
830		Cash Reserve Requirement - <u>50</u> % of line 480 64.5%	1,088,480.00	

Comments:

PHA / IHA Approval

Name Chris Todis

Title Executive Director

Signature _____ Date _____

Field Office Approval

Name _____

Title _____

Signature _____ Date _____

Instructions for Preparing Form HUD-52564, Operating Budget

Separate Operating Budgets must be prepared for each separate Annual Contributions Contract (ACC). However, the supporting documentation can be combined for each Turnkey III project within an ACC, provided it clearly separates the cost by program and/or ACC number. Prepare all of the supporting documentation (Forms HUD-52573, HUD-52566 and HUD-52571) prior to finalizing the Operating Budget.

The headings for items a. through m. are self-explanatory.

Columns:

Column (2): Obtain actual P.U.M. amounts from the Statement(s) of Operating Receipts and Expenditures (Form HUD-52599) for the year preceding the current budget year.

Column (3): Include the actual (if available) or estimated PUM amounts for the current budget year.

Columns (4) and (5): Enter amounts on applicable lines from HUD Schedules and/or HA worksheets in column (5). After completing column (5) compute the P.U.M. amounts for Column (4) by dividing each figure in Column (5) by the No. of Unit Months of Availability, item k.

Columns (6) and (7): Leave blank. If HUD modifies the HA estimates as a condition for approval, HUD will complete these columns and return a copy to the HA.

Line Items

Lines 010 through 060 are specific to the Turnkey III Owned Homeownership Program. These lines correspond to accounts 7710 through 7790, see Accounting Handbook 7510.1.

Line 460: Use this line, if applicable, for showing estimated interest on Administrative and Sundry Loans.

Line 490: This line is specific to the Section 23, Leased Rental Program.

Line 560: Use this line, if applicable, only in connection with budget revisions.

Line 570: Use this line, if applicable, for such items as carry-overs of unabsorbed deficiencies in residual receipts from prior years.

Line 630: Operating Subsidy Eligibility for the requested year before year end adjustments.

Lines 640 to 660: Year end adjustments to be funded in the requested budget year.

Line 700: An estimated decrease cannot be more than the amount available in the operating reserve at the beginning of the requested budget year (line 800).

BOOK 157 PAGE 1297

Special Instructions, Budget Revisions

Budget revisions must be approved by the end of the PHA fiscal year.

When using this form for budget revisions, the following additional instructions are applicable:

No changes are to be made to Column (2) or Column (3).

No changes are to be made in the amount for Operating Subsidy Eligibility before year end adjustments (Line 630, or in Part I - Maximum Operating Reserve - End of Current Budget Year.

Operating Reserves

Operating reserves are calculated by individual Annual Contributions Contract except that the operating reserves for Section 23 Leased Housing Projects, Turnkey III Homeownership Projects (HA Owned or Leased) must be separately calculated and reported by project.

Line 780: Enter amount as of the last previous fiscal year (year preceding current budget year).

Line 790:

a. Enter estimated amount, if original budget, or actual amount, if revised budget.

b. Enter negative balance in parentheses. (The negative balance may not exceed the amount on line 780.)

Line 800: Enter sum of lines 780 and 790.

Line 810:

a. Enter estimated amount.

b. Enter negative balance in parentheses. (The negative balance may not exceed the amount on line 800.)

Line 820: Enter sum of lines 800 and 810.

Line 830: Enter percent of routine operating expenses (or minimum dollar amount) currently used by HUD as a performance measure to evaluate the cash requirements and/or operating reserve adequacy.

**Calculation of Performance
Funding System Operating Subsidy
PHA/IHA-Owned Rental Housing**

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

BOOK 157 PAGE 1298

OMB Approval No. 2577-0029 (exp. 7/31/96)

Public Reporting Burden for this collection of information is estimated to average 2.5 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 or other aspect of this collection of information, 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 (2577-0029), Washington, D.C. 20503. Do not send this completed form to either of the above addressees.

Name and Address of Public Housing Agency / Indian Housing Authority: (PHA/IHA)

Housing Authority and Community Services Agency of Lane County, Oregon
177 Day Island Road
Eugene, OR 97401

Budget submission to HUD required

Type of Submission:

Original

Revision No: 1

Number of HA Units 704	Unit Months Available: (UMAs) 8,448	Subject Fiscal Year: 9/30/96	ACC Number: SF 196	PAS/LOCCS Project No: 0 R 0 0 6 0 0 1 9 6 S	Submission Date:
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Line No.	Description	Requested by PHA/IHA (PUM)	HUD Modifications (PUM)
Part A. Allowable Expenses and Additions			
01	Previous allowable expense level (line 07 of form HUD-52723 for previous fiscal year)	224.38	
02 a	Line 01 multiplied by .005	1.12	
02 b	Delta from form HUD-52720-B, if applicable (see instructions)		
03	"Requested" year units from latest form HUD-52720-A(see instructions)		
04	Add-ons to allowable expense level from previous fiscal year (see instructions)		
05	Total of lines 01, 02a, 02b, and 04	225.50	
06	Inflation factor	1.035	
07	Revised allowable expense level (AEL)(line 05 times line 06)	233.39	
07a	Transition Funding		
07b	Increase to AEL		
08	Allowable utilities expense level from form HUD-52722-A	27.50	
09	<input type="checkbox"/> Actual or <input checked="" type="checkbox"/> Estimated PUM cost of Independent Audit (IA) during subject fiscal year	.53	
	Costs attributable to deprogrammed units		
11	Total Allowable Expenses and Additions (sum of lines 07 thru 10)	261.42	

Part B. Dwelling Rental Income			
12	Total rent roll (as of 5 / 01 / 95)	\$ 95,149	
13	Number of occupied units as of rent roll date	690	
14	Average monthly dwelling rental charge per unit (line 12 divided by line 13)	137.90	
15	Change factor	1.03	1.
16	Projected average monthly dwelling rental charge per unit (line 14 times line 15)	142.04	
17	Projected occupancy percentage (see instructions)	97 %	%
18	Projected average monthly dwelling rental income per unit (line 16 times line 17)	137.78	

Part C. Non-dwelling Income			
19	Estimated Investment Income (EII)	2.55	
20	Other income	5.00*	
21	Total non-dwelling income (line 19 plus line 20)	7.55	
22	Total operating receipts (line 18 plus line 21)	145.33	
23	PUM deficit or (Income) (line 11 minus line 22)	116.09	
		Requested by PHA/IHA (Whole dollars)	HUD Modifications (Whole dollars)
24	Deficit or (Income) before add-ons (line 23 times UMAs shown in heading)	980,728	

Part D. Add-ons for changes in Federal law or regulation and other eligibility			
25	FICA contributions	19,242	
26	Unemployment compensation		
27	Flood insurance premiums		
28	Total Other (specify in Remarks section)	45,190	
28a	Add-on for Family Self Sufficiency Program	45,190	
	Other Add-ons for Federal law or regulations		
28b	Unit reconfiguration		
28d	Non-dwelling units		
28e	Other approved, not Federal law or regulation		
29	Total add-ons (sum of lines 25 thru 28)	64,432	

Line No.	Description	Requested by PHA/IHA (PUM)	HUD Modifications (PUM)
Part E. Calculation of Operating Subsidy Eligibility Before Year-End Adjustments			
30	Deficit or (income) before year-end adjustments (total of lines 24 and 29)	1,045,160	
31	<input type="checkbox"/> Actual or <input checked="" type="checkbox"/> Estimated cost of Independent Audit (IA) during subject fiscal year	4,500	
32	PFS operating subsidy eligibility before year-end adjustments (greater of line 30 or line 31) (If less than zero, enter zero (0))	1,045,160	
Part F. Calculation of Operating Subsidy Approvable for Subject Fiscal Year (Note: Do not revise after the end of the subject FY)			
33	Prior years' net year-end adjustments (identify individual FYs and amounts under "Remarks") '95	13,063	
34	Additional subject fiscal year operating subsidy eligibility (specify)		
35	Overobligations from prior fiscal years to be recovered in subject fiscal year	()	()
36	Unfunded eligibility in prior fiscal years to be obligated in subject fiscal year		
37	Other (specify)		
38	Other (specify)		
39	Other (specify)		
40	Unfunded portion due to proration FY '96 4%	(41,806)	
41	Operating subsidy approvable for subject fiscal year (total of lines 32 thru 40)	1,016,419	
HUD Use Only (Note: Do not revise after the end of the subject FY)			
43	Amount of operating subsidy approvable for subject fiscal year not funded		()
44	Amount of funds obligated in excess of operating subsidy approvable for subject fiscal year		
45	Funds obligated in subject fiscal year (total of lines 41 thru 44) (Must be the same as line 690 of the Operating Budget, form HUD-52564, for the subject fiscal year)		
Part G. Memorandum of Amounts Due HUD, Including Amounts on Repayment Schedules			
46	Total amount due in previous fiscal year (line 49 of form HUD-52723 for previous fiscal year)		
47	Total amount to be collected in subject fiscal year (identify individual amounts under "Remarks")	()	()
48	Total additional amount due HUD (include any amount entered on line 44) (Identify individual amounts under "Remarks")		
49	Total amount due HUD to be collected in future fiscal year(s) (Total of lines 46 thru 48) (Identify individual amounts under "Remarks")		
Part H. Calculation of Year-end Adjustment for Subject Fiscal Year This part is to be completed only after the subject fiscal year has ended			
50	Indicate the types of adjustments that have been reflected on this form: <input type="checkbox"/> Utility Adjustment <input type="checkbox"/> Target Investment Income (TII) Adjustment <input type="checkbox"/> Adjustment of Independent Audit (IA) Cost <input type="checkbox"/> Unit Months Available (UMAs) <input type="checkbox"/> Dwelling Rental Income <input type="checkbox"/> Add-ons <input type="checkbox"/> Other (specify under "Remarks")		
51	Estimated Investment Income (EII)		
52	Target Investment Income (TII)		
53	TII adjustment (line 51 minus line 52)		
54	Utility adjustment (line 22, form HUD-52722-B)		
55	Combined utility and TII adjustment (total of lines 53 and 54)		
56	Deficit or (Income) after year-end adjustments (total of lines 30 and 55)		
57	PFS operating subsidy eligibility after year-end adjustments (greater of line 31 or line 56)		
58	Line 32 of latest form HUD-52723 approved during subject FY (Do not use line 32 of this revision)		
61	Net year-end adjustment for subject fiscal year (line 57 minus line 58)		
62	Unfunded portion due to proration		
63	Prorated net year-end adjustment for subject fiscal year		

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)

Signature of Authorized HA Representative & Date: X	Signature of Authorized Field Office Representative & Date: X
Remarks	

Line 20 Excludes \$11,430 (1.35 PUM) of budgeted materials and contract costs.