

**PHA/IHA Board Resolution**  
In the Matter of Approving the  
Operating Budget and Operating Fund  
Calculation of Operating Subsidy for the Fiscal Year Ending September 30, 2003.

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

OMB Approval No. 2577-0025 (Exp. 6/30/2001)

**PASSED**

Public 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. 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 6(c)(4) of the U.S. 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.

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: June 26, 2002
- Operating Budget Revision Submitted on: \_\_\_\_\_
- Calculation of Performance Funding System Submitted on: June 26, 2002
- Revised Calculation of Performance Funding System Submitted on: \_\_\_\_\_

I certify on behalf of the: (PHA/IHA Name) Housing Authority and Community Services Agency of Lane County  
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.

APPROVED AS TO FORM

Date: 6/14/02 Lane County  
Jessie Miller  
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.  
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)

Board Chairman's Name (type) <b>BILL DWYER</b>	Signature <u>Bill Dwyer</u>	Date <b>June 26, 2002</b>
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Previous edition is obsolete

form HUD-52574 (10/95)  
ref. Handbook 7575.1

In the Matter of Approving the Operating Budget and Operating Fund  
Calculation of Operating Subsidy for the Fiscal Year Ending September 30, 2003.

# Operating Budget

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

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

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 addresses.

<b>a. Type of Submission</b> <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No. _____	<b>b. Fiscal Year Ending</b> 9/30/03	<b>c. No. of months (check one)</b> XX 12 Mo <input type="checkbox"/> Other (specify) _____	<b>d. Type of HUD assisted project(s)</b> 01 <input checked="" type="checkbox"/> PHA/HA Owned Rental Housing 02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership 03 <input type="checkbox"/> PHA/HA Leased Rental Housing 04 <input type="checkbox"/> PHA/HA Owned Turnkey III Homeownership 05 <input type="checkbox"/> PHA/HA Leased Homeownership
<b>e. Name of Public Housing Agency/ Indian Housing Authority (PHA/HA)</b> Housing and Community Services Agency of Lane County, Oregon			
<b>f. Address (city, State, zip code)</b> 177 Day Island Road Eugene OR 97401			

<b>g. ACC Number</b> SF196	<b>h. PAS / LOCCS Project No.</b> OR00600103S	<b>i. HUD Field Office</b> Portland, OR
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<b>j. # Dwell. Units</b> 702	<b>k. No. of Unit Months Available</b> 8424	<b>m. No of Projects</b> 15	
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Line No.	Acct. No.	Description (1)	Actuals Last FY Yr. 2001 PUM (2)	<input checked="" type="checkbox"/> Estimates or Actual Current Budget Yr. 2002 PUM (3)	Requested Budget Estimates			
					PHA Estimates		HUD Modifications	
					PUM (4)	Amount Nearest \$10 (5)	PUM (6)	Amount Nearest \$10 (7)
<b>Homebuyers Monthly Payments for:</b>								
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	7718	Excess (or Deficit) in Break-Even						
060	7780	Homebuyers Monthly Payments - Contra						
<b>Operating Receipts</b>								
070	3110	Dwelling Rental	165.93	164.50	149.46	1,259,050		
080	3120	Excess Utilities						
090	3180	Nondwelling Rental						
100	Total	Rental Income	165.93	164.50	149.46	1,259,050		
110	3810	Interest on General Fund Investments	5.33	4.74	3.47	29,200		
120	3690	Other Income	37.00	41.82	42.08	354,460		
130	Total	Operating Income (sum of lines 100,110, and 120)	208.26	211.06	195.00	1,642,710		
<b>Operating Expenditures - Administration:</b>								
140	4110	Administrative Salaries	77.21	80.50	82.91	698,430		
150	4130	Legal Expense	0.27	0.36	0.59	5,000		
160	4140	Staff Training	0.41	0.83	0.71	6,000		
170	4150	Travel	1.04	1.19	1.07	9,000		
180	4170	Accounting Fees						
190	4171	Auditing Fees	0.71	0.59	0.71	6,000		
200	4190	Other Administrative Expenses	21.25	17.78	19.71	166,000		
210	Total	Administrative Expense (Sum of line 140 thru 200)	100.89	101.24	105.70	890,430		
<b>Tenant Services:</b>								
220	4210	Salaries	1.19	7.91	7.91	66,660		
230	4220	Recreation, Publications and Other Services	0.39	0.59	0.59	5,000		
240	4230	Contract Costs, Training and Other	0.02	1.82	1.84	15,500		
250	Total	Tenant Services Expense (Sum of line 220,230 and 240)	1.60	10.32	10.35	87,160		
<b>Utilities</b>								
260	4310	Water and Sewer	20.30	23.85	23.86	200,970		
270	4320	Electricity	8.20	10.04	10.60	89,330		
280	4330	Gas	2.23	2.80	2.76	23,230		
290	4340	Steam	9.07	10.88	10.50	88,450		
300	4350	Labor	0.33					
310	4390	Other utilities expense						
320	Total	Utilities Expense (sum of line 260 thru line 310)	40.14	47.57	47.72	401,980		

Name of PHA / LHA Housing and Community Services Agency of Lane County				Fiscal Year Ending 9/30/2003		Requested Budget Estimates			
Line No.	Acct. No.	Description (1)	Actuals Last FY Yr. 2001 PUM (2)	<input checked="" type="checkbox"/> Estimates or Actual Current Budget Yr. 2002 PUM (3)	PHA Estimates		HUD Modifications		
					PUM (4)	Amount Nearest \$10 (5)	PUM (6)	Amount Nearest \$10 (7)	
<b>Ordinary Maintenance and Operation:</b>									
330	4410	Labor	48.97	52.85	54.94	462,830			
340	4420	Materials	21.10	20.15	21.37	180,000			
350	4430	Contract Costs	50.93	39.95	43.93	370,040			
360	Total	Ordinary Maintenance and Operation Expense (lines 330 to 350)	121.00	112.95	120.24	1,012,870			
<b>Protective Services:</b>									
370	4480	Labor	2.67	2.20	2.79	23,540			
380	4470	Materials							
390	4480	Contract Costs		4.74	4.99	42,000			
400	Total	Protective Services Expense (sum of lines 370 to 390)	2.67	6.95	7.78	65,540			
<b>General Expense:</b>									
410	4510	Insurance	7.21	7.35	5.34	45,000			
420	4520	Payments in Lieu of Taxes	10.76	10.51	8.99	75,700			
430	4530	Terminal Leave Payments							
440	4540	Employee Benefit Contributions	56.46	69.65	75.37	634,950			
450	4570	Collection Losses	7.25	3.56	3.56	30,000			
460	4590	Other General Expense							
470	Total	General Expense (sum of lines 410 to 460)	81.68	91.06	93.26	785,650			
480	Total	Routine Expense (sum of lines 210,250,320,360,400, and 470)	347.97	370.09	385.05	3,243,630			
<b>Rent for Leased Dwellings:</b>									
490	4710	Rent to Owners of Leased Dwellings							
500	Total	Operating Expense (sum of lines 480 and 490)	347.97	370.09	385.05	3,243,630			
<b>Nonroutine Expenditures:</b>									
510	4610	Extraordinary Maintenance	5.78	15.03	5.94	50,000			
520	7520	Replacement of Nonexpendable Equipment							
530	7540	Property Betterments and Additions	16.98	7.94	11.34	95,560			
540	Total	Nonroutine Expenditures (sum of lines 510, 520, and 530)	22.76	22.97	17.28	145,560			
550	Total	Operating Expenditures (sum of lines 500 and 540)	370.73	393.06	402.33	3,389,190			
<b>Prior Year Adjustments:</b>									
560	8010	Prior year adjustments affecting Residual Receipts							
<b>Other Expenditures:</b>									
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)	370.73	393.06	402.33	3,389,190			
590		Residual receipts (or Deficit) before HUD Contributions and Provision for operating reserve (line 130 minus 580)	(162.47)	(182.00)	(207.32)	(1,746,480)			
<b>HUD Contributions:</b>									
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)	168.17	182.00	207.32	1,746,488			
640		Mandatory PFS Adjustments (net):							
650		Other (specify)							
660		Other (specify)							
670		Total Year-end Adjustments/Other (Plus or minus lines 640 thru 660)							
680	8020	Total Operating Subsidy-current year (line 630 plus or minus line 670)	168.17	182.00	207.32	1,746,488			
690	Total	HUD Contributions (sum of lines 620 and 680)	168.17	182.00	207.32	1,746,488			
700		Residual receipts (or Deficit) (sum of line 590 plus line 690) Enter here and on line 810	5.70	0.00	0.00	8			

Name of PHA / IHA <b>Housing and Community Services Agency of Lane County</b>		Fiscal Year Ending <b>9/30/2003</b>	
Operating Reserve		PHA 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	1,621,815

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): 9/30/01	1,050,585
790		Provision for Operating Reserve - Current Budget Year (Check One) <input checked="" type="checkbox"/> Estimated for FYE 9/30/02 <input type="checkbox"/> Actual for FYE	41
800		Operating Reserve at End of Current Budget Year (Check One) <input checked="" type="checkbox"/> Estimated for FYE 9/30/02 <input type="checkbox"/> Actual for FYE	1,050,626
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE Enter Amount from Line 700	8
820		Operating Reserve at End of Requested budget Year Estimated for FYE (Sum of lines 800 and 810)	1,050,634
830		Cash Reserve Requirement 20% of line 480	648,726

Comments:

PHA / IHA  
Approval

Name Larry A. Abel

Title Deputy Director

Signature Larry A. Abel

Date 6/12/02

Field Office  
Approval

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Operating Fund**  
**Calculation of Operating Subsidy**  
 PHA -Owned Rental Housing

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

OMB Approval No. 2577-0029 (exp.10/31/2004)

**Section 1**

a) Name and Address of Public Housing Agency  <b>Housing and Community Services Agency of Lane County, Oregon</b> <b>177 Day Island Road</b> <b>Eugene OR 97401</b>					b) Budget submission to HUD required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
d) No. of HA Units <b>702</b>					e) Unit Months Available: (UMAs) <b>8,424</b>
f) Subject FYE <b>9/30/2003</b>		g) ACC Number <b>SF-196</b>	h) Operating Fund Project Number <b>OR00600103S</b>		i) (Reserved)

**Section 2**

Line No.	Description	Requested by PHA (PUM)	HUD Modifications (PUM)
<b>Part A. Allowable Expenses and Additions</b>			
01	Previous allowable expense level (Part A, Line 08 of form HUD-52723 for previous year)	280.76	
02	Part A, Line 01 multiplied by .005	1.40	
03	Delta from form HUD-52720-B, if applicable (see instructions)		
04	"Requested" year units from latest form HUD-52720-A (see instructions) <b>704</b>		
05	Add-ons to allowable expense level from previous fiscal year (see instructions)		
06	Total of Part A, Lines 01, 02, 03 and 05	282.16	
07	Inflation factor	1.019	
08	Revised allowable expense level (AEL) (Part A, Line 06 times Line 07)	287.52	
09	Transition Funding		
10	Increase to AEL		
11	Allowable utilities expense level from form HUD-52722-A	47.72	
12	Actual PUM cost of Independent Audit (IA) (Through FYE 02 )	0.71	
13	Costs attributable to deprogrammed units		
14	Total Allowable Expenses and Additions (Sum of Part A, Lines 08 thru 13)	335.05	
<b>Part B. Dwelling Rental Income</b>			
01	Total rent roll (as of 4/1/02)	\$ 102,470	
02	Number of occupied units as of rent roll date	685	
03	Average monthly dwelling rental charge per unit for current budget year (Part B, Line 01 /Line 02)	149.59	
04	Average monthly dwelling rental charge per unit for prior budget year	164.65	
05	Average monthly dwelling rental charge per unit for budget year 2 years ago	160.16	
06	Three-year average monthly dwelling rental charge per unit ((Part B, Line 03+Line 04+Line05)/3)	158.13	
07	50/50 income split ((Part B, Line 03 + Line 06) / 2)	153.86	
08	Average monthly dwelling rental charge per unit (lesser of Part B, Line 03 or Line 07)	149.59	
09	Rental income adjustment factor	1.03	
10	Projected average monthly dwelling rental charge per unit (Part B, Line 08 times Line 09)	154.08	
11	Projected occupancy percentage from form HUD-52723	97%	
12	Projected average monthly dwelling rental income per unit (Part B, Line 10 times Line 11)	149.46	
<b>Part C. Non-dwelling income</b>			
01	Other income		
02	Total operating receipts (Part B, Line 12 plus Part C, Line 01)	149.46	
03	PUM deficit or (Income) (Part A, Line 14 minus Part C, Line 02)	186.49	
04	Deficit or (Income) before add-ons (Part C, Line 03 times Section 1, e)	1,570,992	

Line No.	Description	Requested by PHA (Whole Dollars)	HUD Modifications (Whole Dollars)
<b>Part D. Add-ons for changes in Federal law or regulation and other eligibility</b>			
01	FICA contributions	48,790	
02	Unemployment compensation	17,293	
03	Family Self Sufficiency Program	65,740	
04	Energy Add-On for loan amortization		
05	Unit reconfiguration		
06	Non-dwelling units approved for subsidy 1 unit @ 287.52 x 12 mo	3,450	
07	Long-term vacant units		
08	Phase Down for Demolitions		
09	Units Eligible for Resident Participation:		
	Occupied Units (Part B, Line 02)	685	
10	Employee Units	5	
11	Police Units	1	
12	Total Units Eligible for Resident Participation (Sum of Part D, Line 09 thru 11)	691	
13	Funding for Resident Participation (Part D, Line 12 x \$25)	17,275	
14	Other approved funding, not listed (Specify in Section 3)		
15	Total Add-ons (sum of Part D, Line 01, 02, 03, 04, 05, 06 07, 08, 13 and 14)	150,548	
<b>Part E. Calculation of Operating Subsidy Eligibility Before Adjustments</b>			
01	Deficit or (Income) before adjustments (Total of Part C, Line 04 and Part D, Line 15)	1,721,540	
02	Actual cost of Independent Audit (IA)	6,000	
03	Operating subsidy eligibility before adjustments (greater of Part E, Line 01 or Line 02) (If less than zero, enter zero (0))	1,721,540	
<b>Part F. Calculation of Operating Subsidy Approvable for Subject Fiscal Year (Note: Do not revise after the end of the subject FY)</b>			
01	Utility adjustment for Prior years FY '01	24,948	
02	Additional subject fiscal year operating subsidy eligibility (specify)		
03	Unfunded eligibility in prior fiscal years to be obligated in subject fiscal year	( )	( )
04	HUD discretionary adjustments		
05	Other (specify)		
06	Other (specify)		
07	Unfunded portion due to proration		
08	Net adjustments to pertaining subsidy (total of Part F, Line 01 thru 07)	24,948	
09	Operating subsidy approvable for subject fiscal year (total of Part E, Line 03 and Part F, line 08)	1,746,488	
<b>HUD Use Only (note: Do not revise after the end of the subject FY)</b>			
10	Amount of operating subsidy approvable for subject fiscal year not funded		( )
11	Amount of funds obligated in excess of operating subsidy approvable for subject fiscal year		
12	Funds obligated in subject fiscal year (sum of Part F, Line 09 thru 11) (Must be the same as line 690 of the Operating Budget, for the subject fiscal year) Appropriation symbol(s):		
<b>Part G. Memorandum of Amounts Due HUD, including Amounts on Repayment Schedules</b>			
01	Total amount due in previous fiscal year (Part G, Line 04 of form HUD-52723 for previous fiscal year)		
02	Total amount to be collected in subject fiscal year (Identify individual amounts under section 3)	( )	( )
03	Total additional amount due HUD (include any amount entered on Part F, Line 11 Identify individual amounts under Section 3)		
04	Total amount due HUD to be collected in future fiscal year(s) (Total of Part G, Lines 01 thru 03) (Identify individual amounts under Section 3)		0

Line No.	Description	Requested by PHA (Whole Dollars)	HUD Modifications (Whole Dollars)
<b>Part H. Calculation of Year-end Adjustment for Subject Fiscal Year</b>			
This part is to be completed only after the subject fiscal year has ended			
01	Indicate the types of adjustments that have been reflected on this form: <input type="checkbox"/> Utility Adjustment <input type="checkbox"/> HUD discretionary adjustment (Specify under Section 3)		
02	Utility adjustment from form HUD-52722-B		
03	Deficit of (Income) after adjustments (total of Part E, Line 01 and Part H, Line 02)		
04	Operating subsidy eligibility after year-end adjustments (greater of Part E, Line 02 or Part H, Line 03)		
05	Part E, Line 03 of latest form HUD-52723 approved during subject FY (Do not use Part E, Line 03 of this revision)		
06	Net adjustments for subject fiscal year (Part H, Line 04 minus Part H, Line 05)		
07	Utility adjustment (enter same amount as Part H, Line 02)		
08	Total HUD discretionary adjustments (Part H, Line 06 minus Line 07)		
09	Unfunded portion of utility adjustment due to proration		
10	Unfunded portion of HUD discretionary adjustment due to proration		
11	Prorated utility adjustment (Part H, Line 07 plus Line 09)		
12	Prorated HUD discretionary adjustment (Part H, Line 08 plus Line 10)		
<b>Section 3</b>			

Remarks (provide part and line numbers)

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:

*Jerry A. Abel* June 12, 2002

Signature of Authorized Field Office Representative & Date:

Previous edition is obsolete for PHA Fiscal Years beginning 1/1/2001 and thereafter