

*Authority Budget of:*

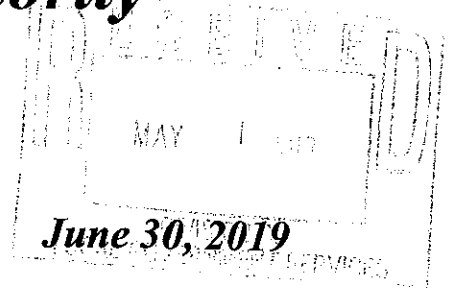
*Phillipsburg Housing Authority*

State Filing Year                      2018

*For the Period:*

*July 1, 2018                      to*

*June 30, 2019*



[www.phillipsburgha.com](http://www.phillipsburgha.com)

Authority Web Address

**APPROVED COPY**

**Department Of**



**Community  
Affairs**

*Division of Local Government Services*

**2018 HOUSING AUTHORITY BUDGET**

**Certification Section**



2018

**PHILLIPSBURG HOUSING AUTHORITY**

(Name)

**HOUSING AUTHORITY BUDGET**

FISCAL YEAR: FROM July 1, 2018 TO June 30, 2019

*For Division Use Only*

**CERTIFICATION OF APPROVED BUDGET**

*It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.*

*State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services*

By: Paul D. Awet CPA RMA Date: 5/18/2018

**CERTIFICATION OF ADOPTED BUDGET**

*It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.*

*State of New Jersey  
Department of Community Affairs  
Director of the Division of Local Government Services*

By: \_\_\_\_\_ Date: \_\_\_\_\_

# 2018 PREPARER'S CERTIFICATION

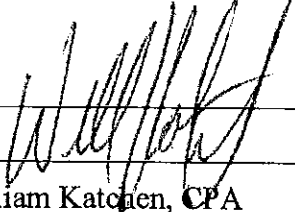
PHILLIPSBURG HOUSING AUTHORITY  
(Name)

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: FROM: 7/1/2018 TO: 6/30/2019

It is hereby certified that the Housing Authority Budget, including both the Annual Budget and the Capital Budget/Program annexed hereto, represents the members of the governing body's resolve with respect to statute in that: all estimates of revenue are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Housing Authority.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:			
Name:	William Katchen, CPA		
Title:	Fee Accountant		
Address:	Ste. 303, 596 Anderson Avenue, Cliffside Park, NJ 07010		
Phone Number:	201-943-4449	Fax Number:	201-943-5099
E-mail address	<a href="mailto:bill@katchencpa.com">bill@katchencpa.com</a>		

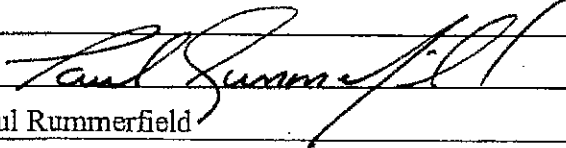
**2018 APPROVAL CERTIFICATION  
PHILLIPSBURG HOUSING AUTHORITY**  
(Name)

**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: FROM: 7/1/2018 TO: 6/30/2019**

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, are a true copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body of the Phillipsburg Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on the 4 day of April, 2018.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the governing body thereof.

Officer's Signature:			
Name:	Paul Rummerfield		
Title:	Executive Director		
Address:	530 Heckman Street, Phillipsburg, NJ 08865		
Phone Number:	908-859-0122	Fax Number:	908-859-1574
E-mail address	<a href="mailto:prummerfield@phillipsburgha.com">prummerfield@phillipsburgha.com</a>		

# INTERNET WEBSITE CERTIFICATION

Authority's Web Address: www.phillipsburgha.com

All authorities shall maintain either an Internet website or a webpage on the municipality's or county's Internet website. The purpose of the website or webpage shall be to provide increased public access to the authority's operations and activities. N.J.S.A. 40A:5A-17.1 requires the following items to be included on the Authority's website at a minimum for public disclosure. Check the boxes below to certify the Authority's compliance with N.J.S.A. 40A:5A-17.1.

- A description of the Authority's mission and responsibilities
- Commencing with 2013, the budgets for the current fiscal year and immediately preceding two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- Commencing with 2012, the complete annual audits of the most recent fiscal year and immediately two prior years
- The Authority's rules, regulations and official policy statements deemed relevant by the governing body of the authority to the interests of the residents within the authority's service area or jurisdiction
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the Authority, setting forth the time, date, location and agenda of each meeting
- Beginning January 1, 2013, the approved minutes of each meeting of the Authority including all resolutions of the board and their committees, for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Authority
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Authority.

It is hereby certified by the below authorized representative of the Authority that the Authority's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:5A-17.1 as listed above. A check in each of the above boxes signifies compliance.

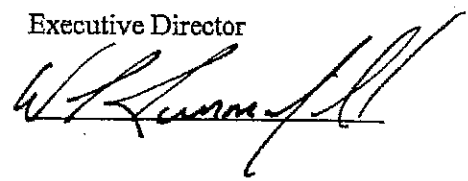
Name of Officer Certifying compliance

Paul Rummerfield

Title of Officer Certifying compliance

Executive Director

Signature



**2018 HOUSING AUTHORITY BUDGET  
RESOLUTION #: 1571  
PHILLIPSBURG HOUSING AUTHORITY**

**FISCAL YEAR: FROM: 07/01/2018 TO: 06/30/2019**

WHEREAS, the Annual Budget and Capital Budget for the Phillipsburg Housing Authority for the fiscal year beginning, July 1, 2018 and ending, June 30, 2019 has been presented before the governing body of the Phillipsburg Housing Authority at its open public meeting of April 4, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 4,846,838, Total Appropriations, including any Accumulated Deficit if any, of \$ 4,744,270 and Total Unrestricted Net Position utilized of \_\_\_\_\_-0-\_\_\_\_\_;

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$560,00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ \_\_\_\_\_-0-\_\_\_\_\_; and

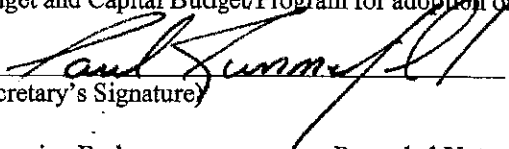
WHEREAS, the schedule of rents, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Phillipsburg Housing Authority, at an open public meeting held on April 4, 2018 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Phillipsburg Housing Authority for the fiscal year beginning, 7/1/2018 and ending, 6/30/2019 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Housing Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Phillipsburg Housing Authority will consider the Annual Budget and Capital Budget/Program for adoption on June 6, 2018.

  
(Secretary's Signature)

4/19/2018  
(Date)

Governing Body	Recorded Vote			
	Aye	Nay	Abstain	Absent
Member				
Ann Baptista	✓			
Cecile Franceschino	✓			
John Korp	✓			
Robert Larsen	✓			
Philip Mugavero	✓			
James Shelly	✓			
Michael Swick				✓

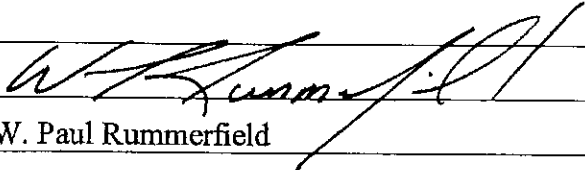
# 2018 ADOPTION CERTIFICATION

## PHILLIPSBURG HOUSING AUTHORITY

### AUTHORITY BUDGET

FISCAL YEAR: FROM: 7/1/2018 TO: 6/30/2019

It is hereby certified that the Authority Budget and Capital Budget/Program annexed hereto is a true copy of the Budget adopted by the governing body of the Phillipsburg Housing Authority, pursuant to N.J.A.C. 5:31-2.3, on the 6th day of, June, 2018.

Officer's Signature:			
Name:	W. Paul Rummerfield		
Title:	Executive Director		
Address:	530 Heckman Street Phillipsburg, NJ 08865		
Phone Number:	(908) 859-0122, Ext. 102	Fax Number:	(908) 454-8267
E-mail address	prummerfield@phillipsburgha.com		



# 2018 ADOPTED BUDGET RESOLUTION

## PHILLIPSBURG HOUSING AUTHORITY AUTHORITY

FISCAL YEAR: FROM: 7/1/2018 TO: 6/30/2019

WHEREAS, the Annual Budget and Capital Budget/Program for the Phillipsburg Housing Authority for the fiscal year beginning July 1, 2018, and ending, June 30, 2019 has been presented for adoption before the governing body of the Phillipsburg Housing Authority at its open public meeting of June 6, 2018; and

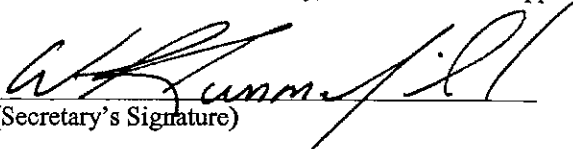
WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 4,846,838, Total Appropriations, including any Accumulated Deficit, if any, of \$ 4,744,270 and Total Unrestricted Net Position utilized of \$ 0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$ \$560,000 and Total Unrestricted Net Position planned to be utilized of \$ 0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Phillipsburg Housing Authority, at an open public meeting held on June 6, 2018 that the Annual Budget and Capital Budget/Program of the Phillipsburg Housing Authority for the fiscal year beginning, 7/1/2018 and, ending, 6/30/2019 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

  
(Secretary's Signature)

6/11/18  
(Date)

Governing Body

Recorded Vote

MEMBER	AYE	NAY	ABSTAIN	ABSENT
Baptista, Ann	✓			
Franceschino, Cecile				✓
Korp, John	✓			
Larsen, Robert	✓			
Mugavero, Philip				✓
Shelly, James	✓			
Swick, Michael	✓			

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: Phillipsburg Housing Authority

PHA Code: NJ024

PHA Fiscal Year Beginning: 7/1/2018

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:

4/4/2018

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>JOHN J. KORP</u>	Signature: 	Date: <u>4-13-18</u>
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**2018 HOUSING AUTHORITY BUDGET**

**Narrative and Information Section**

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# 2018 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

PHILLIPSBURG HOUSING AUTHORITY  
(Name)

## AUTHORITY BUDGET

FISCAL  
YEAR:

FROM:7/1/2018

TO:6/30/2019

*Answer all questions below. Attach additional pages and schedules as needed.*

1. Complete a brief statement on the 2018/2018-2019 proposed Annual Budget and make comparison to the 2017/2017-2018 adopted budget for each operation. Explain any variances over +/-10% (As shown on budget page F-4 explain the reason for changes for each appropriation changing more than 10%) for each line item by operation. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item. For example, if anticipated service charges have increased 15% due to an increase in rates, provide documentation of how the increase occurred (Example Rate Increase authorized by resolution or by HUD). **The Authority's sources of revenue are fairly consistent to the current year's budget except for increases in proposed HUD operating funding that is primarily due to projected increases in utility costs. Utility expenses based on HUD formula are anticipated to be higher as well as collection losses. PILOT is budgeted at a lower level based on formula due to higher utility costs.**
2. Complete a brief statement on the impact the proposed Annual Budget will have on Anticipated Revenues, especially service charges and on the general purpose/component unit financial statements. Explain significant increases or decreases, if any. An increase or decrease is considered significant if it is over +/-10% (As shown on budget page F-2 explain reason for change for each revenue changing more than 10%) from the current year adopted budget. **Tenant charges as well as other sources of revenue are principally based on formula resulting in the budget not expected to have an impact on tenant charges and other sources of revenue.**
3. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital Budget/Program. **The local economy is stable and not expected to have an impact on the proposed budget.**
4. Describe the reasons for utilizing Unrestricted Net Position in the proposed Annual Budget, i.e. rate stabilization, debt service reduction, to balance the budget, etc. If the Authority's budget anticipates a use of Unrestricted Net Position, this question must be answered. **Unrestricted net position is not expected to be utilized.**
5. Identify any sources of funds transferred to the County/Municipality as a budget subsidy or a shared service and explain the reason for the transfer (i.e.: to balance the County/Municipality budget, etc.).  
**None.**
6. The proposed budget must not reflect an anticipated deficit from 2018/2018-2019 operations. If there exists an accumulated deficit from prior years' budgets (and funding is included in the proposed budget as a result of a prior deficit) explain the funding plan to eliminate said deficit (N.J.S.A. 40A:5A-12). If the Authority has a net deficit reported in its most recent audit, it must provide a deficit reduction plan in response to this question. (Prepare a response to deficits caused by the implementation of GASB 68)  
**N/A**

# HOUSING AUTHORITY CONTACT INFORMATION 2018

Please complete the following information regarding this Housing Authority. All information requested below must be completed.

<b>Name of Authority:</b>	Phillipsburg Housing Authority		
<b>Federal ID Number:</b>	22-6002516		
<b>Address:</b>	530 Heckman Street		
<b>City, State, Zip:</b>	Phillipsburg	NJ	08865
<b>Phone: (ext.)</b>	908-859-0122	<b>Fax:</b>	908-859-1574

<b>Preparer's Name:</b>	William Katchen, CPA		
<b>Preparer's Address:</b>	Ste. 303, 596 Anderson Avenue		
<b>City, State, Zip:</b>	Cliffside Park	NJ	07010
<b>Phone: (ext.)</b>	201-943-4449	<b>Fax:</b>	201-943-5099
<b>E-mail:</b>	<a href="mailto:bill@katchencpa.com">bill@katchencpa.com</a>		

<b>Chief Executive Officer:</b>	Paul Rummerfield, Executive Director		
<b>Phone: (ext.)</b>	908-859-0122	<b>Fax:</b>	908-859-1574
<b>E-mail:</b>	<a href="mailto:prummerfield@phillipsburgha.com">prummerfield@phillipsburgha.com</a>		

<b>Chief Financial Officer:</b>	Thomas McGuire		
<b>Phone: (ext.)</b>	908-859-0122	<b>Fax:</b>	908-859-1574
<b>E-mail:</b>	<a href="mailto:tmcguire@phillipsburgha.com">tmcguire@phillipsburgha.com</a>		

<b>Name of Auditor:</b>	Michael Maurice, CPA		
<b>Name of Firm:</b>	Polcari and Company		
<b>Address:</b>	Suite H, 2035 Hamburg Turnpike		
<b>City, State, Zip:</b>	Wayne	NJ	07470
<b>Phone: (ext.)</b>	973-831-6969	<b>Fax:</b>	973-831-6972
<b>E-mail:</b>	<a href="mailto:mike@polcarico.com">mike@polcarico.com</a>		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

Phillipsburg Housing Authority  
(Name)

FISCAL  
YEAR:

FROM: 7/1/2018

TO: 6/30/2019

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of individuals employed in (Use Most Recent W-3 Available 2016 or 2017) as reported on the Authority's Form W-3, Transmittal of Wage and Tax Statements: 29
- 2) Provide the amount of total salaries and wages as reported on the Authority's Form W-3, (Use Most Recent W-3 Available 2016 or 2017) Transmittal of Wage and Tax Statements: \$ 1,198,989.
- 3) Provide the number of regular voting members of the governing body: 7
- 4) Provide the number of alternate voting members of the governing body: 0
- 5) Did any person listed on Page N-4 have a family or business relationship with any other person listed on Page N-4 during the current fiscal year? No If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Authority.
- 6) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year (Most Recent Filing that March 31, 2017 or 2018 deadline has passed 2017 or 2018) because of their relationship with the Authority file the form as required? (Checked to see if individuals actually filed at <http://www.state.nj.us/dca/divisions/dlgs/resources/fds.html> before answering) Yes If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 7) Does the Authority have any amounts receivable from current or former commissioners, officers, key employees or highest compensated employees? No If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.
- 8) Was the Authority a party to a business transaction with one of the following parties:
  - a. A current or former commissioner, officer, key employee, or highest compensated employee? No
  - b. A family member of a current or former commissioner, officer, key employee, or highest compensated employee? No
  - c. An entity of which a current or former commissioner, officer, key employee, or highest compensated employee (or family member thereof) was an officer or direct or indirect owner? NoIf the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, key employee, or highest compensated employee (or family member thereof) of the Authority; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 9) Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract? A personal benefit contract is generally any life insurance, annuity, or endowment contract that benefits, directly or indirectly, the transferor, a member of the transferor's family, or any other person designated by the transferor. No If "yes," attach a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.

Explain the Authority's process for determining compensation for all persons listed on Page N-4. Include whether the Authority's process includes any of the following: 1) review and approval by the commissioners or a committee thereof; 2) study or survey of compensation data for comparable positions in similarly sized entities; 3) annual or periodic performance evaluation; 4) independent compensation consultant; and/or 5) written employment contract. *Attach a narrative of your Authority's procedures for all employees. Board review and HUD required comparability study.*

- 10) Did the Authority pay for meals or catering during the current fiscal year? Yes If "yes," attach a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed. *Pizza, sandwiches and soft drinks at Board meetings-\$910.*
- 11) Did the Authority pay for travel expenses for any employee or individual listed on Page N-4? Yes If "yes," attach a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.
- 12) Did the Authority provide any of the following to or for a person listed on Page N-4 or any other employee of the Authority:
- a. First class or charter travel No
  - b. Travel for companions No
  - c. Tax indemnification and gross-up payments No
  - d. Discretionary spending account No
  - e. Housing allowance or residence for personal use No
  - f. Payments for business use of personal residence No
  - g. Vehicle/auto allowance or vehicle for personal use No
  - h. Health or social club dues or initiation fees No
  - i. Personal services (i.e.: maid, chauffeur, chef) No
- If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.*
- 13) Did the Authority follow a written policy regarding payment or reimbursement for expenses incurred by employees and/or commissioners during the course of Authority business and does that policy require substantiation of expenses through receipts or invoices prior to reimbursement? Yes If "no," attach an explanation of the Authority's process for reimbursing employees and commissioners for expenses. *(If your authority does not allow for reimbursements indicate that in answer)*
- 14) Did the Authority make any payments to current or former commissioners or employees for severance or termination? No If "yes," attach explanation including amount paid.
- 15) Did the Authority make any payments to current or former commissioners or employees that were contingent upon the performance of the Authority or that were considered discretionary bonuses? No If "yes," attach explanation including amount paid.
- 16) Did the Authority comply with its Continuing Disclosure Agreements for all debt issuances outstanding by submitting its audited annual financial statements, annual operating data, and notice of material events to the Municipal Securities Rulemaking Board's Electronic Municipal Marketplace Access (EMMA) as required? N/A If "no," attach a description of the Authority's plan to ensure compliance with its Continuing Disclosure Agreements in the future.
- 17) Did the Authority receive any notices from the Department of Housing and Urban Development or any other entity regarding maintenance or repairs required to the Authority's facilities to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No If "yes," attach explanation as to why the Authority has not yet undertaken the required maintenance or repairs and describe the Authority's plan to address the conditions identified.
- 18) Did the Authority receive any notices of fines or assessments from the Department of Housing and Urban Development or any other entity due to noncompliance with current regulations? No If "yes," attach a description of the event or condition that resulted in the fine or assessment and indicate the amount of the fine or assessment.
- 19) Has the Authority been deemed "troubled" by the Department of Housing and Urban Development? No If "yes," attach an explanation of the reason the Authority was deemed "troubled" and describe the Authority's plan to address the conditions identified.





Phillipsburg Housing Authority  
Travel Expenses  
2017

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<u>Employee/Commissioner</u>	<u>Travel Expense</u>	Organizations
Paul Rummerfield	\$3,363.97	NJNAHRO and NJAHRA
Thomas McGuire	\$1,384.70	NJNAHRO, GFOA, NJAHRA
Philip Mugavero	\$532.79	NJNAHRO and NJAHRA
Michael Swick	\$174.69	NJNAHRO and NJAHRA
James Shelly	\$1,386.22	NJNAHRO and NJAHRA
<b>Total Travel</b>	<b>\$6,842.37</b>	

**AUTHORITY SCHEDULE OF COMMISSIONERS, OFFICERS, KEY EMPLOYEES,  
HIGHEST COMPENSATED EMPLOYEES AND INDEPENDENT CONTRACTORS**

Phillipsburg Housing Authority  
(Name)

**FISCAL  
YEAR:**

**FROM:7/1/2018**

**TO:6/30/2019**

*Complete the attached table for all persons required to be listed per #1-4 below.*

- 1) List all of the Authority's current commissioners and officers and amount of compensation from the Authority and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Authority's key employees and highest compensated employees other than a commissioner or officer as defined below and amount of compensation from the Authority and any other public entities.
- 3) List all of the Authority's former officers, key employees and highest compensated employees who received more than \$100,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.
- 4) List all of the Authority's former commissioners who received more than \$10,000 in reportable compensation from the Authority and any other public entities during the most recent fiscal year completed.

**Commissioner:** A member of the governing body of the authority with voting rights. Include alternates for purposes of this schedule.

**Officer:** A person elected or appointed to manage the authority's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the authority's top management official and top financial official as officers. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

**Key employee:** An employee or independent contractor of the authority (other than a commissioner or officer) who meets both of the following criteria:

- a) The individual received reportable compensation from the authority and all other public entities in excess of \$150,000 for the most recent fiscal year completed; and
- b) The individual has responsibilities or influence over the authority as a whole or has power to control or determine 10% or more of the authority's capital expenditures or operating budget.

**Highest compensated employee:** One of the five highest compensated employees or independent contractors of the authority other than current commissioners, officers, or key employees whose aggregate reportable compensation from the authority and other public entities is greater than \$100,000 for the most recent fiscal year completed.

**Compensation:** All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Authority's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

**Reportable compensation:** The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the most recent calendar year ended 60 days before the start of the proposed budget year. For example, for fiscal years ending December 31, 2018 Most recent available W-2 and 1099 should be used (2016 or 2017 Forms)(60 days prior to start of budget year is November 1, 2017, with 2016 being the most recent calendar year ended), and for fiscal years ending June 30, 2018, the calendar year 2017 W-2 and 1099 should be used (60 days prior to start of budget year is May 1, 2018, with 2017 being the most recent calendar year ended).

**Other Public Entity:** Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Authority either by function or by physical location.

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)

For the Period July 1, 2018 to Phillipsburg Housing Authority June 30, 2019

Reportable Compensation from Authority (W-2/1099)

Name	Title	Position				Average Hours per Week Dedicated to Position	Base Salary/ Stipend	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority	Names of Other Public Entities where individual is an Employee or Member of the Governing Body (1) See note below	Positions held at Other Public Entities Listed in Column D	Average Hours per Week Dedicated to Positions at Other Public Entities Listed in Column D	Reportable Compensation from Other Public Entities (W-2/1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
		Commissioner	Officer	Key Employee	Highest Compensated Employee											
1 John Korp	Chairperson	X													0	
2 Cecile Franceschino	Vice Chairperson	X													0	
3 Ann Bapista	Commissioner	X													0	
4 Robert Larsen	Commissioner	X													0	
5 Phillip Miguavero	Commissioner	X													0	
6 James Shelley	Commissioner	X													0	
7 Michael Swick	Commissioner	X													0	
8 Paul Rimmerfield	Executive Director		X			165,925		49,777	215,700	Del. River Joint Toll Com.	RETIRED	61156			215,700	
9 Thomas McGuire	Director of Finance		X			73,801		22,140	95,941	Phillipsburg	Super. District 2 Police Officer				95,941	
10									0						0	
11									0						0	
12									0						0	
13									0						0	
14									0						0	
15									0						0	
Total:															311,641	

(1) Insert "None" in this column for each individual that does not hold a position with another Public Entity

# Schedule of Health Benefits - Detailed Cost Analysis

Phillipsburg Housing Authority  
 For the Period July 1, 2018 to June 30, 2019

	# of Covered Members		Annual Cost Estimate per Employee		Total Cost Estimate Proposed Budget	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Prior Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
	Proposed Budget	(Medical & Rx)	Proposed Budget	(Medical & Rx)						
<b>Active Employees - Health Benefits - Annual Cost</b>										
Single Coverage	2		\$ 11,863		\$ 23,722	2	\$ 11,862	\$ 23,724	\$ (2)	0.0%
Parent & Child		1				1	21,232	21,232	(21,232)	-100.0%
Employee & Spouse (or Partner)	7		23,722		166,054	6	23,722	142,332	23,722	16.7%
Family	6		33,093		198,558	8	33,093	264,744	(66,186)	-25.0%
Employee Cost Sharing Contribution (enter as negative -)				(71,140)				(72,460)	1,320	-1.8%
Subtotal	15			317,194		17		379,572	(62,378)	-16.4%
<b>Commissioners - Health Benefits - Annual Cost</b>										
Single Coverage										#DIV/0!
Parent & Child										#DIV/0!
Employee & Spouse (or Partner)										#DIV/0!
Family										#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)										#DIV/0!
Subtotal	0					0				#DIV/0!
<b>Retirees - Health Benefits - Annual Cost</b>										
Single Coverage	1		16,359		16,359	1	16,733	16,733	(374)	-2.2%
Parent & Child										#DIV/0!
Employee & Spouse (or Partner)	3		15,533		46,599	3	21,191	63,573	(16,974)	-26.7%
Family	1		40,572		40,572	1	41,500	41,500	(928)	-2.2%
Employee Cost Sharing Contribution (enter as negative -)										#DIV/0!
Subtotal	5			103,530		5		121,806	(18,276)	-15.0%
<b>GRAND TOTAL</b>	20			\$ 420,724		22		\$ 501,378	\$ (80,654)	-16.1%

Is medical coverage provided by the SHBP (Yes or No)? (Place Answer in Box)  
 Is prescription drug coverage provided by the SHBP (Yes or No)? (Place Answer in Box)

Yes	Yes or No
Yes	Yes or No

Note: Remember to Enter an amount in rows for Employee Cost Sharing







**2018 HOUSING AUTHORITY BUDGET**

**Financial Schedules Section**

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# SUMMARY

Phillipsburg Housing Authority  
 July 1, 2018 to June 30, 2019

For the Period

	<b>FY 2018 Proposed Budget</b>				FY 2017 Adopted Budget Total All Operations	All Operations All Operations	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs				
<b>REVENUES</b>								
Total Operating Revenues	\$ 4,813,138	\$ -	\$ -	\$ 4,813,138	\$ 4,762,200	\$ 50,938	1.1%	
Total Non-Operating Revenues	33,700	-	-	33,700	33,700	-	0.0%	
Total Anticipated Revenues	4,846,838	-	-	4,846,838	4,795,900	50,938	1.1%	
<b>APPROPRIATIONS</b>								
Total Administration	1,364,830	-	-	1,364,830	1,392,400	(27,570)	-2.0%	
Total Cost of Providing Services	3,379,440	-	-	3,379,440	3,244,150	135,290	4.2%	
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	#DIV/0!	
Total Operating Appropriations	4,744,270	-	-	4,744,270	4,636,550	107,720	2.3%	
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-	-	#DIV/0!	
Total Other Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!	
Total Non-Operating Appropriations	-	-	-	-	-	-	#DIV/0!	
Accumulated Deficit	-	-	-	-	-	-	#DIV/0!	
Total Appropriations and Accumulated Deficit	4,744,270	-	-	4,744,270	4,636,550	107,720	2.3%	
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	#DIV/0!	
Net Total Appropriations	4,744,270	-	-	4,744,270	4,636,550	107,720	2.3%	
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ 102,568	\$ -	\$ -	\$ 102,568	\$ 159,350	\$ (56,782)	-35.6%	

## Revenue Schedule

Phillipsburg Housing Authority  
 For the Period July 1, 2018 to June 30, 2019

	<b>FY 2018 Proposed Budget</b>				FY 2017 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	All Operations
<b>OPERATING REVENUES</b>								
<i>Rental Fees</i>								
Homebuyers' Monthly Payments				\$ -	\$ -	\$ -	#DIV/0!	
Dwelling Rental	2465270			2,465,270	2,582,370	(117,100)	-4.5%	
Excess Utilities	75330			75,330	73,600	1,730	2.4%	
Non-Dwelling Rental				-	-	-	#DIV/0!	
HUD Operating Subsidy	1922538			1,922,538	1,756,230	166,308	9.5%	
New Construction - Acc Section 8 Voucher - Acc Housing Voucher				-	-	-	#DIV/0!	
<b>Total Rental Fees</b>	<b>4,463,138</b>			<b>4,463,138</b>	<b>4,412,200</b>	<b>50,938</b>	<b>1.2%</b>	
<i>Other Operating Revenues (List)</i>								
Tenant Charges	7000			7,000	7,000	-	0.0%	
Cell phone and antenna rentals	93000			93,000	93,000	-	0.0%	
CFP prorations and reimbursements	250000			250,000	250,000	-	0.0%	
Type In (Grant, Other Rev)				-	-	-	#DIV/0!	
Type In (Grant, Other Rev)				-	-	-	#DIV/0!	
Type In (Grant, Other Rev)				-	-	-	#DIV/0!	
Type In (Grant, Other Rev)				-	-	-	#DIV/0!	
Type In (Grant, Other Rev)				-	-	-	#DIV/0!	
Type In (Grant, Other Rev)				-	-	-	#DIV/0!	
Type In (Grant, Other Rev)				-	-	-	#DIV/0!	
Type In (Grant, Other Rev)				-	-	-	#DIV/0!	
Type In (Grant, Other Rev)				-	-	-	#DIV/0!	
Type In (Grant, Other Rev)				-	-	-	#DIV/0!	
Type In (Grant, Other Rev)				-	-	-	#DIV/0!	
Type In (Grant, Other Rev)				-	-	-	#DIV/0!	
Type In (Grant, Other Rev)				-	-	-	#DIV/0!	
Type In (Grant, Other Rev)				-	-	-	#DIV/0!	
Type In (Grant, Other Rev)				-	-	-	#DIV/0!	
<b>Total Other Revenue</b>	<b>350,000</b>			<b>350,000</b>	<b>350,000</b>	<b>-</b>	<b>0.0%</b>	
<b>Total Operating Revenues</b>	<b>4,813,138</b>			<b>4,813,138</b>	<b>4,762,200</b>	<b>50,938</b>	<b>1.1%</b>	
<b>NON-OPERATING REVENUES</b>								
<i>Other Non-Operating Revenues (List)</i>								
Type In				-	-	-	#DIV/0!	
Type In				-	-	-	#DIV/0!	
Type In				-	-	-	#DIV/0!	
Type In				-	-	-	#DIV/0!	
Type In				-	-	-	#DIV/0!	
Type In				-	-	-	#DIV/0!	
<b>Total Other Non-Operating Revenue</b>				<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<i>Interest on Investments &amp; Deposits (List)</i>								
Interest Earned	33,700			33,700	33,700	-	0.0%	
Penalties				-	-	-	#DIV/0!	
Other				-	-	-	#DIV/0!	
<b>Total Interest</b>	<b>33,700</b>			<b>33,700</b>	<b>33,700</b>	<b>-</b>	<b>0.0%</b>	
<b>Total Non-Operating Revenues</b>	<b>33,700</b>			<b>33,700</b>	<b>33,700</b>	<b>-</b>	<b>0.0%</b>	
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 4,846,838</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,846,838</b>	<b>\$ 4,795,900</b>	<b>\$ 50,938</b>	<b>1.1%</b>

# Prior Year Adopted Revenue Schedule

Phillipsburg Housing Authority

*FY 2017 Adopted Budget*

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING REVENUES</b>					
<i>Rental Fees</i>					
Homebuyers' Monthly Payments					\$ -
Dwelling Rental	2,582,370				2,582,370
Excess Utilities	73,600				73,600
Non-Dwelling Rental					-
HUD Operating Subsidy	1,756,230				1,756,230
New Construction - Acc Section 8					-
Voucher - Acc Housing Voucher					-
Total Rental Fees	4,412,200	-	-	-	4,412,200
<i>Other Revenue (List)</i>					
Tenant Charges	7000				7,000
Cell phone and antenna rentals	93000				93,000
CFP prorations and reimbursements	250000				250,000
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Type in (Grant, Other Rev)					-
Total Other Revenue	350,000	-	-	-	350,000
Total Operating Revenues	4,762,200	-	-	-	4,762,200
<b>NON-OPERATING REVENUES</b>					
<i>Other Non-Operating Revenues (List)</i>					
Type in					-
Type in					-
Type in					-
Type in					-
Type in					-
Total Other Non-Operating Revenues					-
<i>Interest on Investments &amp; Deposits</i>					
Interest Earned	33,700				33,700
Penalties					-
Other					-
Total Interest	33,700	-	-	-	33,700
Total Non-Operating Revenues	33,700	-	-	-	33,700
<b>TOTAL ANTICIPATED REVENUES</b>	<b>\$ 4,795,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,795,900</b>

# Appropriations Schedule

Phillipsburg Housing Authority  
For the Period July 1, 2018 to June 30, 2019

	<b>FY 2018 Proposed Budget</b>				Total All Operations	Total All Operations	All Operations	All Operations	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
	Public Housing Management	Section 8	Housing Voucher	Other Programs						
<b>OPERATING APPROPRIATIONS</b>										
<i>Administration</i>										
Salary & Wages	708,830				\$ 708,830	\$ 697,280	\$ 11,550		1.7%	
Fringe Benefits	410,500				410,500	449,620	(39,120)		-8.7%	
Legal	50,000				50,000	50,000	-		0.0%	
Staff Training	10,000				10,000	10,000	-		0.0%	
Travel	35,000				35,000	35,000	-		0.0%	
Accounting Fees	40,000				40,000	40,000	-		0.0%	
Auditing Fees	7,500				7,500	7,500	-		0.0%	
Miscellaneous Administration*	103,000				103,000	103,000	-		0.0%	
Total Administration	1,364,830				1,364,830	1,392,400	(27,570)		-2.0%	
<i>Cost of Providing Services</i>										
Salary & Wages - Tenant Services					-	-	-		#DIV/0!	
Salary & Wages - Maintenance & Operation	833,810				833,810	803,590	30,220		3.8%	
Salary & Wages - Protective Services					-	-	-		#DIV/0!	
Salary & Wages - Utility Labor					-	-	-		#DIV/0!	
Fringe Benefits	481,060				481,060	527,810	(46,750)		-9.7%	
Tenant Services	15,000				15,000	15,000	-		0.0%	
Utilities	1,255,010				1,255,010	1,073,560	181,510		16.9%	
Maintenance & Operation	376,000				376,000	376,000	-		0.0%	
Protective Services					-	-	-		#DIV/0!	
Insurance	240,000				240,000	263,000	(23,000)		-9.4%	
Payment in Lieu of Taxes (PILOT)	128,560				128,560	158,250	(29,690)		-18.8%	
Terminal Leave Payments					-	-	-		#DIV/0!	
Collection Losses	50,000				50,000	25,000	25,000		100.0%	
Other General Expense					-	-	-		#DIV/0!	
Rents					-	-	-		#DIV/0!	
Extraordinary Maintenance					-	-	-		#DIV/0!	
Replacement of Non-Expendible Equipment					-	-	-		#DIV/0!	
Property Betterment/Additions					-	-	-		#DIV/0!	
Miscellaneous COPS*					-	-	-		#DIV/0!	
Total Cost of Providing Services	3,379,440				3,379,440	3,244,150	135,290		4.2%	
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-		#DIV/0!	
Total Operating Appropriations	4,744,270				4,744,270	4,636,550	107,720		2.3%	
<b>NON-OPERATING APPROPRIATIONS</b>										
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	-	-	-		#DIV/0!	
Operations & Maintenance Reserve					-	-	-		#DIV/0!	
Renewal & Replacement Reserve					-	-	-		#DIV/0!	
Municipality/County Appropriation					-	-	-		#DIV/0!	
Other Reserves					-	-	-		#DIV/0!	
Total Non-Operating Appropriations					-	-	-		#DIV/0!	
<b>TOTAL APPROPRIATIONS</b>	4,744,270				4,744,270	4,636,550	107,720		2.3%	
<b>ACCUMULATED DEFICIT</b>										
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	4,744,270				4,744,270	4,636,550	107,720		2.3%	
<b>UNRESTRICTED NET POSITION UTILIZED</b>										
Municipality/County Appropriation					-	-	-		#DIV/0!	
Other					-	-	-		#DIV/0!	
Total Unrestricted Net Position Utilized					-	-	-		#DIV/0!	
<b>TOTAL NET APPROPRIATIONS</b>	\$ 4,744,270	\$ -	\$ -	\$ -	\$ 4,744,270	\$ 4,636,550	\$ 107,720		2.3%	

\* Miscellaneous line items may not exceed 5% of total operating appropriations shown below. If amount in miscellaneous is greater than the amount shown below, then the line item must be itemized above.

5% of Total Operating Appropriations      \$ 237,213.50      \$ -      \$ -      \$ -      \$ 237,213.50



# Debt Service Schedule - Principal

Phillipsburg Housing Authority

If Authority has no debt X this box

X

	Fiscal Year Ending In							
	Proposed Budget Year 2018	2019	2020	2021	2022	2023		Thereafter
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
Type in Issue Name								
<b>TOTAL PRINCIPAL</b>	\$ -	-	-	-	-	-	-	-
<b>LESS: HUD SUBSIDY</b>	-	-	-	-	-	-	-	-
<b>NET PRINCIPAL</b>	\$ -	-	-	-	-	-	-	-

Indicate the Authority's most recent bond rating and the year of the rating by ratings service.

Bond Rating	Fitch
Year of Last Rating	Standard & Poors

**Debt Service Schedule - Interest**  
 Phillipsburg Housing Authority

if Authority has no debt X this box

	Fiscal Year Ending in					Total Interest Payments Outstanding	
	Proposed Budget Year 2018	2019	2020	2021	2022		2023
Type in Issue Name	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-
Type in Issue Name	-	-	-	-	-	-	-
<b>TOTAL INTEREST</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>LESS: HUD SUBSIDY</b>	-	-	-	-	-	-	-
<b>NET INTEREST</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Adopted Budget  
Year 2017

Type in Issue Name	-
Type in Issue Name	-
Type in Issue Name	-
<b>TOTAL INTEREST</b>	\$ -
<b>LESS: HUD SUBSIDY</b>	-
<b>NET INTEREST</b>	\$ -

# Net Position Reconciliation

Phillipsburg Housing Authority  
 For the Period July 1, 2018 to June 30, 2019

## FY 2018 Proposed Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)</b>					
Less: Invested in Capital Assets, Net of Related Debt (1)	\$ 20,167,495	\$ -	\$ -	\$ -	\$ 20,167,495
Less: Restricted for Debt Service Reserve (1)	13,219,018				13,219,018
Less: Other Restricted Net Position (1)	926,552				926,552
Total Unrestricted Net Position (1)	6,021,925				6,021,925
Less: Designated for Non-Operating Improvements & Repairs					
Less: Designated for Rate Stabilization					
Less: Other Designated by Resolution					
Plus: Accrued Unfunded Pension Liability (1)	4,849,363				4,849,363
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	1,462,939				1,462,939
Plus: Estimated Income (Loss) on Current Year Operations (2)	159,350				159,350
Plus: Other Adjustments (attach schedule)					
<b>UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET</b>	12,493,577				12,493,577
Unrestricted Net Position Utilized to Balance Proposed Budget					
Unrestricted Net Position Utilized in Proposed Capital Budget					
Appropriation to Municipality/County (3)					
Total Unrestricted Net Position Utilized in Proposed Budget					
<b>PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR</b>					
(4)	\$ 12,493,577	\$ -	\$ -	\$ -	\$ 12,493,577

(1) Total of all operations for this line item must agree to audited financial statements.  
 (2) Include budgeted and unbudgeted use of unrestricted net position in the current year's operations.  
 (3) Amount may not exceed 5% of total operating appropriations. See calculation below.  
 Maximum Allowable Appropriation to Municipality/County \$ 237,214 \$ - \$ - \$ 237,214  
 (4) If Authority is projecting a deficit for any operation at the end of the budget period, the Authority must attach a statement explaining its plan to reduce the deficit, including the timeline for elimination of the deficit, if not already detailed in the budget narrative section.



2018  
PHILLIPSBURG  
HOUSING  
AUTHORITY

(Name)

HOUSING  
AUTHORITY

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CAPITAL  
BUDGET/  
PROGRAM

# 2018 CERTIFICATION OF HOUSING AUTHORITY CAPITAL BUDGET/PROGRAM

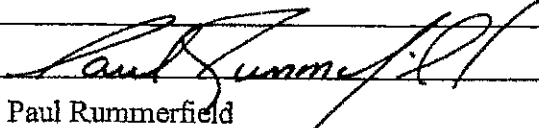
PHILLIPSBURG HOUSING AUTHORITY  
(Name)

FISCAL YEAR:      FROM: 7/1/2018      TO: 6/30/2019

It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true copy of the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, by the governing body of the Phillipsburg Housing Authority, on the   4   day of April, 2018.

OR

It is hereby certified that the governing body of the \_\_\_\_\_ Housing Authority have elected **NOT** to adopt a Capital Budget /Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2 for the following reason(s): \_\_\_\_\_

Officer's Signature:			
Name:	Paul Rummerfield		
Title:	Executive Director		
Address:	530 Heckman Street, Phillipsburg, NJ 08865		
Phone Number:	908-859-0122	Fax Number:	908-859-1574
E-mail address	<a href="mailto:prummerfield@phillipsburgha.com">prummerfield@phillipsburgha.com</a>		

# 2018 CAPITAL BUDGET/PROGRAM MESSAGE

## Phillipsburg Housing Authority (Name)

FISCAL  
YEAR:

FROM:7/1/2018

TO:6/30/2019

This section is included in the Capital Budget pursuant to N.J.A.C. 5:31-2. It does not in itself confer any authorization to raise or expend funds. Rather, it is a document used as part of the Housing Authority's planning and management system. Specific authorization to spend funds for purposes described in this section must be granted elsewhere, by a separate financing agreement, security agreement, by resolution appropriating funds from the Renewal and Replacement Reserve, or other lawful means.

1. Has the Capital Budget/Program been prepared in consultation with or reviewed by, the local and county planning board(s), governing body(ies), or other affected governmental entity(ies) of the jurisdiction(s) served by the Housing Authority?

No.

2. Has each capital project/project financing been developed from a specific plan or report and have the full life cycle costs of each been calculated?

Yes.

3. Has the Housing Authority prepared a long-term (10-20 years) infrastructure needs assessment?

Yes.

4. Are any of the capital projects/project financings being undertaken in a community that has a State Plan designated center? If so, please describe the relationship of same to the center's goals and objectives.

No.

5. Describe the impact on the schedule of rents and/or user charges if the proposed capital projects are undertaken. Indicate the impact on current and future year's schedules.

No impact as tenant charges are based on formula.

6. Have the projects been reviewed and approved by HUD?

Yes.

*Add additional sheets if necessary.*

# Proposed Capital Budget

Phillipsburg Housing Authority  
 For the Period July 1, 2018 to June 30, 2019

	Estimated Total Cost	Funding Sources			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Other Capital Grants Sources
<i>Public Housing Management</i>					
Management Imprpvoe., A\E Fees	\$ 120,000				\$ 120,000
Dwelling Structures	350,000				350,000
Site Improvements	60,000				60,000
Dwelling\Nondwelling eqpt.	30,000				30,000
<b>Total</b>	<b>560,000</b>				<b>560,000</b>
<i>Section 8</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
<b>Total</b>	<b>-</b>				
<i>Housing Voucher</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
<b>Total</b>	<b>-</b>				
<i>Other Programs</i>					
Type in Description	-				
Type in Description	-				
Type in Description	-				
Type in Description	-				
<b>Total</b>	<b>-</b>				
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 560,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 560,000</b>

*Enter brief description of up to four projects for each operation above. For operations with more than four budgeted projects, please attach additional schedules. Input total amount of all projects for the operation on single line and enter "See Attached Schedule" instead of project description.*

## 5 Year Capital Improvement Plan

Phillipsburg Housing Authority  
 For the Period July 1, 2018 to June 30, 2019

*Fiscal Year Beginning In*

	Estimated Total Cost	Current Budget					
		Year 2018	2019	2020	2021	2022	2023
<i>Public Housing Management</i>							
Management Imprvov., A/E Fee \$	720,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
Dwelling Structures	2,100,000	350,000	350,000	350,000	350,000	350,000	350,000
Site Improvements	360,000	60,000	60,000	60,000	60,000	60,000	60,000
Dwelling\Nondwelling eqpt.	180,000	30,000	30,000	30,000	30,000	30,000	30,000
<b>Total</b>	<b>3,360,000</b>	<b>560,000</b>	<b>560,000</b>	<b>560,000</b>	<b>560,000</b>	<b>560,000</b>	<b>560,000</b>
<i>Section 8</i>							
Type In Description	-						
Type In Description	-						
Type In Description	-						
Type In Description	-						
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<i>Housing Voucher</i>							
Type In Description	-						
Type In Description	-						
Type In Description	-						
Type In Description	-						
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<i>Other Programs</i>							
Type In Description	-						
Type In Description	-						
Type In Description	-						
Type In Description	-						
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL</b>	<b>\$ 3,360,000</b>	<b>\$ 560,000</b>	<b>\$ 560,000</b>	<b>\$ 560,000</b>	<b>\$ 560,000</b>	<b>\$ 560,000</b>	<b>\$ 560,000</b>

*Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.*

## 5 Year Capital Improvement Plan Funding Sources

Phillipsburg Housing Authority

For the Period

July 1, 2018

to

June 30, 2019

	Estimated Total Cost	Funding Sources				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Management Imprvae., A/E Fee	\$ 720,000				\$ 720,000	
Dwelling Structures	2,100,000				2,100,000	
Site Improvements	360,000				360,000	
Dwelling\Nondwelling eqpt.	180,000				180,000	
Total	3,360,000	-	-	-	3,360,000	-
<i>Section 8</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Housing Voucher</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<i>Other Programs</i>						
Type in Description	-					
Type in Description	-					
Type in Description	-					
Type in Description	-					
Total	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 3,360,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,360,000</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4	<b>\$ 3,360,000</b>					
Balance check						

- If amount is other than zero, verify that projects listed above match projects listed on CB-4.

Project descriptions entered on Page CB-3 will carry forward to Pages CB-4 and CB-5. No need to re-enter project descriptions above.

# Operating Budget

OMB Approval No. 2577-0026 (exp. 6/30/2001)

See page four for Instructions and the Public reporting burden statement

a. Type of Submission		b. Fiscal Year Ending		<input checked="" type="checkbox"/> PHA/HA-Owned Rental Housing		
[ X ] Original [ ] Revision No. :		JUNE 30, 2018		<input type="checkbox"/> IHA Owned Mutual Help Homeownership		
e. Name of Public Housing Agency/Indian Housing Authority (PHA/HA)		PHILLIPSBURG HOUSING AUTHORITY		<input type="checkbox"/> PHA/HA Leased Rental Housing		
f. Address (city, State, zip code)		530 HECKMAN STREET, PHILLIPSBURG, NEW JERSEY 08865		<input type="checkbox"/> PHA/HA Owned Turnkey III Homeownership		
g. ACG Number		NY-437		h. PASA/OCCS Project No.		
				NJ024		
j. No. of Dwelling Units		k. No. of Unit Months Available		m. No. of Projects		
578		6,864				
Line No.	Acct. No.	Description (1)	Requested Budget Estimates			
			PHA/HA Estimates		HUD Modifications	
			PUM (4)	Amount (To Nearest \$10) (5)	PUM (6)	Amount (To Nearest \$10) (7)
<b>Homebuyers Monthly Payments for:</b>						
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)				
<b>Operating Receipts</b>						
070	3110	Dwelling Rentals	\$359.16	\$2,465,270		
080	3120	Excess Utilities	\$10.97	\$76,330		
090	3190	Nondwelling Rentals	\$0.00	\$0		
100	Total Rental Income (sum of lines 070, 080, and 090)		\$370.13	\$2,540,600		
110	3610	Interest on General Fund Investments	\$4.91	\$33,700		
120	3690	Other Operating Receipts	\$50.99	\$350,000		
130	Total Operating Income (sum of lines 100, 110, and 120)		\$426.03	\$2,924,300		
<b>Operating Expenditures - Administration:</b>						
140	4110	Administrative Salaries	\$103.27	\$708,830		
150	4130	Legal Expense	\$7.28	\$50,000		
160	4140	Staff Training	\$1.46	\$10,000		
170	4150	Travel	\$5.10	\$35,000		
180	4170	Accounting Fees	\$5.83	\$40,000		
190	4171	Auditing Fees	\$1.09	\$7,500		
200	4190	Other Administrative Expenses	\$16.01	\$103,000		
210	Total Administrative Expense (sum of line 140 thru 200)		\$139.04	\$954,330		
<b>Tenant Services:</b>						
220	4210	Salaries	\$0.00	\$0		
230	4220	Recreation, Publications and Other Services	\$2.19	\$15,000		
240	4230	Contract Costs, Training and Other	\$0.00	\$0		
250	Total Tenant Services Expense (sum of lines 220, 230, 240)		\$2.19	\$15,000		
<b>Utilities:</b>						
260	4310	Water	\$38.62	\$265,090		
270	4320	Electricity	\$77.23	\$530,080		
280	4330	Gas	\$44.53	\$305,680		
290	4340	Fuel	\$22.45	\$154,160		
300	4350	Labor	\$0.00	\$0		
310	4390	Other utilities expense	\$0.00	\$0		
320	Total Utilities Expense (sum of line 260 thru line 310)		\$182.84	\$1,255,010		

Name of PHA / IHA PHILLIPSBURG HOUSING AUTHORITY	Fiscal Year Ending JUNE 30, 2018
---	-------------------------------------

		Operating Reserve	PHA/IHA Estimates	HUD Modifications
		Part I - Maximum Operating Reserve - End of Current Budget Year		
740	2821	PHA / IHA-Leased Housing - Section 29 or 19(c) 50% of Line 480, column 5, form HUD-52564	\$2,372,135	

		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): JUNE 30, 2016	\$5,852,720	
790		Provision for Operating Reserve - Current Budget Year (check one)		
		<input checked="" type="checkbox"/> Estimated for FYE JUNE 30, 2017	\$159,350	
		<input type="checkbox"/> Actual for FYE JUNE 30, 2017		
800		Operating Reserve at End of Current Budget Year (check one)		
		<input checked="" type="checkbox"/> Estimated for FYE JUNE 30, 2017	\$8,012,070	
		<input type="checkbox"/> Actual for FYE JUNE 30, 2017		
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE JUNE 30, 2018 Enter Amount from Line 700	\$102,568	
820		Operating Reserve at End of Requested Budget Year Estimated for FYE JUNE 30, 2018 (Sum of lines 800 and 810)	\$8,114,638	
830		Cash Reserve Requirement: 0% % of line 480	\$0	

Comments

PHA / IHA Approval

Name W. Paul Rummerfield  
 Title Executive Director  
 Signature [Handwritten Signature] Date 4/19/18

Field Office Approval

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_



Name of PHA / IHA

PHILLIPSBURG HOUSING AUTHORITY

JUNE 30, 2018

Line No.	Accl. 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)
<b>Ordinary Maintenance and Operation:</b>						
330	4410	Labor	\$121.48	\$833,810		
340	4420	Materials	\$23.31	\$160,000		
350	4430	Contract Costs	\$31.47	\$216,000		
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	\$176.26	\$1,209,810		
<b>Protective Services:</b>						
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		
<b>General Expenses:</b>						
410	4610	Insurance	\$34.87	\$240,000		
420	4620	Payments in Lieu of Taxes	\$18.73	\$128,560		
430	4530	Terminal Leave Payments	\$0.00	\$0		
440	4540	Employee Benefit Contributions	\$129.89	\$891,560		
450	4570	Collection Losses	\$7.28	\$50,000		
460	4590	Other General Expense	\$0.00	\$0		
470	Total	General Expense (sum of lines 410 to 460)	\$190.87	\$1,310,120		
480	Total	Routine Expense (sum of lines 210,250,320,360,400, and 470)	\$691.20	\$4,744,270		
<b>Rent for Leased Dwellings:</b>						
490	4710	Rents to Owners of Leased Dwellings				
500	Total	Operating Expense (sum of lines 480 and 490)				
<b>Nonroutine Expenditures:</b>						
510	4610	Extraordinary Maintenance	\$0.00	\$0		
520	7520	Replacement of Nonexpandable Equipment	\$0.00	\$0		
530	7540	Property Betterments and Additions	\$0.00	\$0		
540	Total	Nonroutine Expenditures (sum of lines 510, 520, and 530)	\$0.00	\$0		
550	Total	Operating Expenditures (sum of lines 500 and 540)	\$691.20	\$4,744,270		
<b>Prior Year Adjustments:</b>						
560	6010	Prior Year Adjustments Affecting Residual Receipts	\$0.00	\$0		
<b>Other Expenditures:</b>						
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)	\$691.20	\$4,744,270		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(\$265.17)	(\$1,819,970)		
<b>HUD Contributions:</b>						
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)	\$311.21	\$2,136,153		
640		Mandatory PFS Adjustments (net):	\$0.00	\$0		
650		Other (specify):		(\$213,615)		
660		Other (specify):				
670		Total Year-end Adjustments/Other (plus or minus 640-660)	\$0.00	(\$213,615)		
680	8020	Total Operating Subsidy-current year (630 plus or minus 670)	\$311.21	\$1,922,538		
690	Total	HUD Contributions (sum of lines 620 and 680)	\$311.21	\$1,922,538		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)				
		Enter here and on line 810	\$46.04	\$102,568		

**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. 6/30/2001)

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 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. This information does not lend itself to confidentiality.

Name of Housing Authority: **PHILLIPSBURG HOUSING AUTHORITY**      Locality: **PHILLIPSBURG, NEW JERSEY**      Fiscal Year End: **JUNE 30, 2018**

(1) Description	(2) Total	(3) Management	(4) Development	(5) Section 6	(6) Other
1 Legal Expense (see Special Note in Instructions)	\$60,000	\$50,000	\$0	\$0	\$0
2 Training (list and provide justification)	\$10,000	\$10,000	\$0	\$0	\$0
3 Travel					
Trips to Conventions and Meetings (list and provide just.)	\$25,000	\$25,000	\$0	\$0	\$0
4 Other Travel:					
Outside Area of Jurisdiction	\$5,000	\$5,000	\$0	\$0	\$0
5 Within Area of Jurisdiction	\$5,000	\$5,000	\$0	\$0	\$0
6 Total Travel	\$35,000	\$35,000	\$0	\$0	\$0
7 Accounting	\$40,000	\$40,000	\$0	\$0	\$0
8 Auditing	\$7,500	\$7,500	\$0	\$0	\$0
9 Sundry					
Rental of Office Space	\$0	\$0	\$0	\$0	\$0
10 Publications	\$4,000	\$4,000	\$0	\$0	\$0
11 Membership Dues and Fees (list orgn. and amount)	\$4,000	\$4,000	\$0	\$0	\$0
12 Telephone, Fax, Electronic Communications	\$25,000	\$25,000	\$0	\$0	\$0
13 Collection Agent Fees and Court Costs	\$10,000	\$10,000	\$0	\$0	\$0
14 Administrative Services Contracts (list and provide just.)	\$0	\$0	\$0	\$0	\$0
15 Forms, Stationary and Office Supplies	\$30,000	\$30,000	\$0	\$0	\$0
16 Other Sundry Expense (provide breakdown)	\$30,000	\$30,000	\$0	\$0	\$0
17 Total Sundry	\$103,000	\$103,000	\$0	\$0	\$0
18 Total Administration Expense Other Than Salaries	\$245,500	\$245,500	\$0	\$0	\$0

PERCENTAGE OF EXPENSES TO BE CHARGED TO MANAGEMENT: 25.00%

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

4/19/2018

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. 06/01/01)

Name of Housing Authority PHILIPSBURG HOUSING AUTHORITY	Position Title By Organizational Unit and Function	Salary Rate As of (fiscal) 06/30/18	Local Rate	PHILIPSBURG, NEW JERSEY		Fiscal Year End		Allocation of Salaries by Program	Method of Allocation AUM?
				Bi-Monthly Amount	Monthly Amount	12/31/18	6/30/18		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
<b>MAINTENANCE STAFF:</b>									
1) SENIOR MAINTENANCE REPAIRER T. BURGER		\$83,300	\$87,010	12	\$87,010	\$87,010		\$0	87810 0
2) MAINTENANCE REPAIRER J. BURGER		\$66,300	\$67,710	12	\$67,710	\$67,710		\$0	87710 87710
3) MAINTENANCE REPAIRER K. DECKER		\$43,650	\$44,530	12	\$44,530	\$44,530			44530
4) MAINTENANCE REPAIRER J. GREENLEAF		\$66,300	\$67,710	12	\$67,710	\$67,710			87710
5) MAINTENANCE REPAIRER W. KECK		\$66,300	\$67,710	12	\$67,710	\$67,710			87710
6) MAINTENANCE REPAIRER VACANT		\$63,180	\$63,180	12	\$63,180	\$63,180			63180
7) MAINTENANCE REPAIRER R. STENNETZ		\$87,380	\$87,710	12	\$87,710	\$87,710			87710
8) BUILDING MAINTENANCE WORKER H. PETCHONKA		\$56,300	\$59,530	12	\$59,530	\$59,530			539,538
9) BUILDING MAINTENANCE WORKER P. FORO		\$56,300	\$59,530	12	\$59,530	\$59,530			539,538
10) LABORER VACANT		\$0	\$42,770	12	\$42,770	\$42,770			\$42,770
11) LABORER VACANT		\$0	\$42,770	12	\$42,770	\$42,770			\$42,770
12) LABORER J. STENNETZ		\$45,030	\$46,750	12	\$46,750	\$46,750			\$46,750
13) BUILDING AND GROUNDS INSPECTOR VACANT		\$0	\$50,900	12	\$50,900	\$50,900			\$0
14) TEMPORARY LABOR		\$35,000	\$35,000	12	\$35,000	\$35,000			\$17,500
15) MAINTENANCE OVERTIME		\$25,000	\$25,000	12	\$25,000	\$25,000			\$12,500
TOTAL MAINTENANCE LABOR		\$657,020	\$633,810		\$633,810	\$633,810	\$0	\$0	\$817,040   \$216,770

PHILIPSBURG HOUSING AUTHORITY EMPLOYEE IS SERVING IN A VARIETY OF POSITIONS WHICH EXCEED 100% OF REGULAR TIME.

Signature: *[Handwritten Signature]* Date: 4/19/18

Account Form HUD-53566 (06/16) ref. Handbook 7473.1

**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. 2577-0025 (Exp. 6/30/01)

Name of Housing Authority	Locality	PHILIPSBURG, NEW JERSEY											Fiscal Year End	
		Allocation of Salaries by Program												
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)		
Position Title By Organizational Unit and Function	Present Salary Rate As of (date) 06/01/00	Requested Budget Year Salary Rate	Req. Months	Estimated Personnel Amount	Management	Modernization	Development	Section 9 Programs	Other Programs	Longevity	COGS	AMF1	Method of Allocation AMF2	
<b>ADMINISTRATION:</b>														
1) Executive Director P. RUMMERFIELD	\$161,900	\$165,140	12	\$165,140	\$165,140	\$0	\$0	\$0	\$0	\$0	\$165,140		19620	
2) BOOKKEEPER T. MCQUIRE	\$72,910	\$74,370	12	\$74,370	\$74,370	\$0	\$0	\$0	\$0	\$0	\$74,370		19620	
3) ADMINISTRATIVE ASSISTANT J. TERSIGNI	\$59,030	\$60,210	12	\$60,210	\$60,210	\$0	\$0	\$0	\$0	\$0	\$60,210		19620	
4) ACCOUNT CLERK TYPIST P. BURNETT	\$48,150	\$49,120	12	\$49,120	\$49,120	\$0	\$0	\$0	\$0	\$0	\$49,120		14200	
6) TENANT INTERVIEWER P. VAN CAMP	\$48,150	\$49,120	12	\$49,120	\$49,120	\$0	\$0	\$0	\$0	\$0	\$49,120		79470	
6) TENANT INTERVIEWER W. BICKELMAN	\$40,180	\$49,120	12	\$49,120	\$49,120	\$0	\$0	\$0	\$0	\$0	\$49,120		0	
7) TENANT INTERVIEWER J. PETCHONKA	\$36,000	\$35,700	12	\$35,700	\$35,700	\$0	\$0	\$0	\$0	\$0	\$35,700		85,000	
8) PROJECT MANAGER B. HIROSKY	\$77,910	\$79,470	12	\$79,470	\$79,470	\$0	\$0	\$0	\$0	\$0	\$79,470		\$4,000	
8) PROJECT MANAGER K. DEGERALMO	\$89,780	\$91,580	12	\$91,580	\$91,580	\$0	\$0	\$0	\$0	\$0	\$91,580		\$4,000	
10) ADMINISTRATIVE OVERTIME AND PARTIME SEASONAL EMPLOYEES AND INVENTORY CONTROL/PROCUREMENT	\$10,000	\$10,000	12	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000		\$4,000	
TOTAL ADMINISTRATION	\$0	\$45,000	12	\$45,000	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000		\$4,000	
TENANT SERVICES	\$560,980	\$708,630		\$708,630	\$708,630	\$0	\$0	\$0	\$0	\$0	\$708,630		\$207,580	
1)				\$0	\$0						\$0			
2)				\$0	\$0						\$0			
3)				\$0	\$0						\$0			
TOTAL TENANT SERVICES				\$0	\$0						\$0			
UTILITY LABOR				\$0	\$0						\$0			
1)				\$0	\$0						\$0			
2)				\$0	\$0						\$0			
3)				\$0	\$0						\$0			
TOTAL UTILITY LABOR				\$0	\$0						\$0			

Date: 4/19/18

Executive Director or Designated Official: *[Signature]*

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 accompanying herewith, is true and accurate.  
Warning: HUD will prosecute false claims and statements. Conviction may result in civil and/or criminal penalties. (18 U.S.C. 1001, 1010, 1011; 31 U.S.C. 3729, 3802)

Page 1 of 1

Facsimile Form HUD-50568 (08/99)  
ref. Handbook 745.1

**Operating Budget  
Schedule of Nonroutine Expenditures**

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

OMB Approval No. 2577-0026 (Exp. 6/30/2001)  
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 Office, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3900 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.  
Local Housing Authority

Work Project Number (1)	Description of Work Project (List Extraordinary Maintenance and Betterments and Additions separately) (2)	Housing Project Number (3)	Total Estimated Cost (4)	Percent Complete Current Budget Year End (5)	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)
					Estimated Expenditure in Year (6)	Percent Complete Year End (7)				
PHILLIPSBURG HOUSING AUTHORITY										
PHILLIPSBURG, NEW JERSEY										
JUNE 30, 2019										
Fiscal Year Ending										
EM 85-1	EXTRAORDINARY MAINTENANCE									
	1) VARIOUS PROJECTS	ST 1-415	\$0	0%	\$0	100%				
	2)		\$0		\$0					
	3)		\$0		\$0					
	4)		\$0		\$0					
	5)		\$0		\$0					
	6)		\$0		\$0					
	TOTAL EXTRAORDINARY MAINTENANCE:									
RE 85-1	REPLACEMENT OF EQUIPMENT									
	1) Ranges							0	\$210	\$0
	2) Refrigerators							0	\$260	\$0
	3) Chairs for office							0	\$275	\$0
	4)									\$0
	5)									\$0
	TOTAL REPLACEMENT BETTERMENTS & ADDITIONS:								\$6,000	\$0
BA 95-1	BETTERMENTS & ADDITIONS									
	1) Computer System							0	\$6,000	\$0
	2)									\$0
	3)									\$0
	4)									\$0
	5)									\$0
	6)									\$0
	TOTAL BETTERMENTS & ADDITIONS:									\$0

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. 3129, 3302)  
Page \_\_\_\_\_ of \_\_\_\_\_  
facsimile form HUD-52567 (3/95)  
ref. Handbook 7475.1

**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. 6/30/2001)

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 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. The information does not lend itself to confidentiality.

Name of Local Housing Authority	Locality	Fiscal Year Ending:
PHILLIPSBURG HOUSING AUTHORITY	PHILLIPSBURG, NEW JERSEY	JUNE 30, 2018

**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 FUM 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: 1/1/ 2018 equals 211,794 divided by 572 occupied units = \$370.27 Avg. Monthly Dwelling Rental (AMDR)

times 1.00 Change Factor, X 97% Occupancy Rate, equals \$ 359.2 times 6,864 Unit Months Available

equals \$2,466,274

NOTE: HUD eliminates the Change Factor from time to time. We currently default this to 1.03, per instructions for FY2001, but check with your Field Office each year.

**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: \$76,330

**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 - \$60 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 \$4,490,000 times Estimated Average T-Bill Rate of 0.75%  
 equals \$33,675 which is \$4.01 PUM times 6,864 Unit Months Available  
 equals \$33,700

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.

	Gross Amt.				Net Amt.
Sales and Services to Residents of:	\$0	minus pass-throughs of:	\$0	equals	\$0
Cable TV in the amount of:	\$0	minus pass-throughs of:	\$0	equals	\$0
Laundry & Vending in the amount of:	\$7,000	N/A, as long as Notice PIH 96-24 in effect		equals	\$7,000
Cellular phone antennas in the amount of:	\$93,000	N/A, as long as Notice PIH 96-24 in effect		equals	\$93,000
Charges to Other Programs (CFP) operations from CFP	\$100,000	(CARRIED OVER)		equals	\$100,000
	\$180,000				150,000
	=====				=====
	\$360,000				\$350,000
				PUM equals	\$60.99

### 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 (9), 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)	HUD-Aided Management Program				
		Equivalent Full-Time Positions (2)	Salary Expense			
			Management (3)	Section 23 Leased Hsg. (4)	Modernization Programs (5)	Section 8 Program (6)
Administration-Nontechnical Salaries (1)	4	3.50	\$713,310		\$0	\$0
Administration-Technical Salaries (1)						
Ordinary Maintenance and Operation-Labor (1)	1	1.50	\$833,810			
Utilities-Labor (1)	1	0.50	\$0			
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-5215B) and justify all deviations from these rates.

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: \$160,000

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.

MISC. REPAIRS	\$30,000	Elevator Service/Repairs	\$25,000
Pest Control	\$10,000	LANDSCAPING	\$20,000
Fire Extinguisher Inspections	\$2,000	ELECTRICAL REPAIRS	\$20,000
Apartment Painting	\$20,000	SECURITY SYSTEM	\$6,000
Other (HVAC)	\$30,000		=====
SPRINKLERS	\$3,000	TOTAL CONTRACTS:	\$216,000
VARIOUS OTHER CONTRACTS	\$0,000		



**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.	VOUCHERS	OTHER	TOTAL
All Lines Insurance	\$240,000	-	-	240,000
	\$0			
	\$0			
	\$0			
	\$0			
<b>TOTAL INSURANCE:</b>	<b>\$240,000</b>			<b>240,000</b>

**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	\$1,542,640	equals:	\$118,012 per year
Hospitalization:			equals	\$500,000 per year
Retirement:	10.25% X Total Payroll of	\$1,542,640	equals:	\$158,121 per year
Unemployment:	1.00% times 1st	\$35,000 /person X 1,542,640	equals	\$16,426 per year
		<b>TOTAL BENEFITS:</b>		<b>\$891,659</b>

**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: \$50,000 for the Requested Budget Year.

**Extraordinary Maintenance, Replacement, 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 52587 (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

**Calculation of Allowable  
Utilities Expense Level**  
PHA-Owned Rental-Housing  
Operating Fund

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

OMB Approval No. 2577-0025 (exp. 10/31/2004)

Line No.	Description	b) Operating Fund Project Number		c) New Project Numbers		d) Fiscal Year Ending		f) Type of Submission		g) Energy Performance Contract	h) Utility Rate Incentive
		Unit Months Available	NJ075-002	Sewerage and Water Consumption	NY-437	Original	Revision No. ( )				
						Electricity Consumption	Gas Consumption	(7)	(8)		
01	UMA and actual consumption for old project for 12 month period which ended 12 months before the Requested Budget Year. 2014	6,864		35,939,500		4,227,474	308,880				
02	UMA and actual consumption for old projects for 12 month period which ended 24 months before the Requested Budget Year. 2013	6,864		35,939,500		4,227,474	308,880				
03	UMA and actual consumption for old projects for 12 month period which ended 36 months before the Requested Budget Year. 2012	6,864		35,939,500		4,227,474	308,880				
04	Accumulated UMA and actual consumption of old projects (sum of lines 01, 02, 03).	20,592		107,818,500		12,682,422	926,040		0		
05	Estimated Units Months available for old projects for Requested Budget Year.	6,864									
06	Ratio of Unit months available for old projects (line 04 divided by line 05 of column 3).	3									
07	Estimated UMA and consumption for old projects for Requested Budget Year (Each figure on line 04 divided by line 05).	6,864		35,939,500		4,227,474	308,880		0		
08	Estimated UMA and consumption for new projects.										
09	Total estimated UMA and consumption for old and new projects for Requested Budget Year (line 07 + line 08)	6,864		35,939,500		4,227,474	308,880		0		
10	Estimated cost of consumption on line 09 for Requested Budget Year (Line 13 times Line 09)	Costs		\$265,086		\$530,084	\$305,676		\$154,163		
11	Total estimated cost for Requested Budget Year (sum of all columns of line 10).	\$1,255,009									
12	Est. FUM cost of consumption for Requested Budget Year (Allowable Utilities Expense Level) (Line 11 divided by line 09, col. 3).	\$182.84									
13	Rate			\$0.06700		\$0.11900	THERMS	Gallons	Tons		Cords
14	Unit of Consumption										

**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.08/31/2020)

Public Reporting Burden for this collection of information is estimated to average .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. 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 8(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 890 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs/projects. The Operating Fund determines the amount of operating subsidy to be paid to PHAs/projects. PHAs/projects provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expenses (Add-ons) and Formula Income - the major Operating Fund components. HUD reviews the information to determine each PHA's/project's Formula Amount and the funds to be obligated for the Funding Period to each PHA/project based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality. Formula Amount and the funds to be obligated for the Funding Period to each PHA/project based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

Enter Total Number of ACC Units for this PHA >> 578

1. Name and Address of Public Housing Agency: Phillipsburg Housing Authority 530 HECKMAN STREET PHILLIPSBURG, NJ 08865		2. Funding Period: 01/01/2018 to 12/31/2018
4. ACC Number: NY-437	5. Fiscal Year End: 12/31 03/31 06/30 09/30	3. Type of Submission: Original Revision No.
7. DUNS Number: 042564963	8. ROFO Code: 0239	
6. Operating Fund Project Number: NU02400000		
HUD Use Only		

**Section 2**

Calculation of ACC Units for 12-month period from July 1 to June 30 that is prior to the first day of the Funding Period:

	ACC Units on 7/1/2016	Units Added to ACC (+)	Units Deleted from ACC (-)	ACC Units on 6/30/2017 (=)
Requested by PHA	372	0	0	372
HUD Modifications				

Line No.	Category	Column A Unit Months		Column B Eligible Unit Months (EUMs)		Column C Resident Participation Unit Months	
		Req'd by PHA	HUD Mod.	Req'd by PHA	HUD Mod.	Req'd by PHA	HUD Mod.

Categorization of Unit Months: First of Month

Occupied Unit Months Last of Month

01	Occupied dwelling units -- by public housing eligible family under lease	4,419		4,419		4,419	
02	Occupied dwelling units -- by PHA employee, police officer, or other security personnel who is not otherwise eligible for public housing	0				0	
03	New units -- eligible to receive subsidy during the Funding Period but not included on Lines 01, 02, or 05-13 of this section			0		0	
04	New units -- eligible to receive subsidy from 10/1 to 12/31 of previous funding period but not included on previous Calculation of Operating Subsidy			0		0	

Vacant Unit Months

05	Units undergoing modernization	0		0			
06	Special use units	0		0			
06a	Units on Line 02 that are occupied by police officers and that also qualify as special use units						
07	Units vacant due to litigation	0		0			
08	Units vacant due to disasters	0		0			
09	Units vacant due to casualty losses	0		0			
10	Units vacant due to changing market conditions	0		0			
11	Units vacant and not categorized above	45					

Other ACC Unit Months

12	Units eligible for asset repositioning fee and still on ACC (occupied or vacant)	0					
13	All other ACC units not categorized above	0					

Calculations Based on Unit Months:			
14	Limited vacancies		48
15	Total Unit Months	4,464	4,464
16	Units eligible for funding for resident participation activities (Line 15C divided by 12)		368

Special Provision for Calculation of Utilities Expense Level:			
17	Unit months for which actual consumption is included on Line 01 of form HUD-52722 and that were removed from Lines 01 through 11, above, because of removal from inventory, including eligibility for the asset repositioning fee		

**Section 3**

Line No.	Description	Requested by PHA	HUD Modifications
----------	-------------	------------------	-------------------

**Part A. Formula Expenses**

**Project Expense Level (PEL)**

01	PUM project expense level (PEL)	\$568.09	
02	Inflation factor	1.02100	
03	PUM inflated PEL (Part A, Line 01 times Line 02)	\$580.02	
04	PEL (Part A, Line 03 times Section 2, Line 15, Column B)	\$2,589,209	

**Utilities Expense Level (UEL)**

05	PUM utilities expense level (UEL) (from Line 26 of form HUD-52722)	\$167.69	
06	UEL (Part A, Line 05 times Section 2, Line 15, Column B)	\$748,300	

**Add-Ons**

07	Self-sufficiency		
08	Energy loan amortization		
09	Payment in lieu of taxes (PILOT)	\$112,971	
10	Cost of independent audit	\$3,871	
11	Funding for resident participation activities	\$9,200	
12	Asset management fee <input checked="" type="checkbox"/> Eligible for an Asset Management Fee	\$17,856	
13	Information technology fee	\$8,928	
14	Asset repositioning fee		
15	Costs attributable to changes in federal law, regulation, or economy		
16	Total Add-Ons (Sum of Part A, Lines 07 through 15)	\$152,826	
17	Total Formula Expenses (Part A, Line 04 plus Line 06 plus Line 16)	\$3,490,335	

**Part B. Formula Income**

01	PUM formula income	\$457.13	
02	Resident Paid Utility (RPU) Energy Performance Contract (EPC) Benefit		
03	PUM adjusted formula income (Sum of Part B, Lines 01 and 02)	\$457.13	
04	Total Formula Income (Part B, Line 03 times Section 2, Line 15, Column B)	\$2,040,628	

**Part C. Other Formula Provisions**

01	Moving-to-Work (MTW)		
02	Transition funding	0.00	\$0
03	Other		
04	Total Other Formula Provisions (Sum of Part C, Lines 01 through 03)		\$0

**Part D. Calculation of Formula Amount**

01	Formula calculation (Part A, Line 17 minus Part B, Line 04 plus Part C, Line 04)	\$1,449,707	
02	Cost of independent audit (Same as Part A, Line 10)	\$3,871	
03	Formula amount (Greater of Part D, Lines 01 or 02)	\$1,449,707	

**Part E. Calculation of Operating Subsidy (HUD Use Only)**

01	Formula amount (Same as Part D, Line 03)		
02	Adjustment due to availability of funds		
03	HUD discretionary adjustments		
04	Funds Obligated for Period (Part E, Line 01 minus Line 02 minus Line 03) Appropriation symbol(s):		

Section 4

Remarks (provide section, part and line numbers):

[Large shaded area for remarks, currently blank]

Section 5

- In accordance with 24 CFR 990.215, I hereby certify that Phillipsburg Housing Authority Housing Agency is in compliance with the annual income reexamination requirements and that rents and utility allowance calculations have been or will be adjusted in accordance with current HUD requirements and regulations.
- In accordance with 24 CFR 990.255 through 990.285 of Subpart H – Asset Management, I hereby certify that Phillipsburg Housing Authority has less than 250 units and is in compliance with asset management. I understand in accordance with 24 CFR 990.190(f), PHAs that are not in compliance with asset management will forfeit the asset management fee.
- In accordance with 24 CFR 990.255 through 990.285 of Subpart H – Asset Management, I hereby certify that Phillipsburg Housing Authority has 250 units or more and is in compliance with asset management. I understand in accordance with 24 CFR 990.190(f), PHAs that are not in compliance with asset management will forfeit the asset management fee.
- 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 PHA Representative & Date:

Signature of Authorized HUD Representative & Date:

*[Handwritten Signature]*  
4/19/18

X

