

H A C S A M E M O R A N D U M

TO: HACSA Board of Commissioners
FROM: Huu Dang, Finance Director
AGENDA ITEM TITLE: ORDER/RESOLUTION/In the Matter of Approving the Public Housing Operating Budget for the Fiscal Year Ending September 30, 2012
AGENDA DATE: September 28, 2011

I. MOTION

IT IS MOVED THAT THE ORDER/RESOLUTION BE ADOPTED APPROVING THE PUBLIC HOUSING OPERATING BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2012.

II. ISSUE

HUD requires the Board to review and approve the Public Housing Operating Budget.

III. DISCUSSION

A. Background

This Order/Resolution approves our FY 2012 operating budget for the Public Housing Program. FY 2012 will be the fifth year of project-based accounting under HUD's mandate to convert public housing to an asset management model. Consequently, there are six Public Housing Asset Management Project (AMP) budgets as well as a separate budget for the Central Office Cost Center (COCC). HUD requires Board approval for each of these budgets.

B. Analysis

Attached is a site budget for each of the Agency's AMPs. Each AMP budget is balanced.

Also attached is a balanced budget for the Agency's COCC. Under HUD's model, the COCC is analogous to the administrative office of a private property management company. Accordingly, the revenue of the

COCC includes certain fees. Management, bookkeeping and asset management fees are charged to the AMPs. These fees have been limited by HUD (e.g. the management fee is \$47.21 per occupied unit per month). Revenue of the COCC also consists of a fee for service (charged to the AMPs) for certain specialized maintenance employees. Administrative fees are also included to compensate COCC staff for administering the Agency's Capital Fund and Housing Choice Voucher (HCV) programs.

C. Alternatives/Options

HUD requires the Board to approve next fiscal year's Public Housing Operating budget by September 30, 2011.

D. Recommendation

Approval of the proposed Motion is recommended.

E. Timing

Upon Board approval, the proposed budget will become effective on October 1, 2011.

IV. IMPLEMENTATION/FOLLOW-UP

Same as Item III.E.

V. ATTACHMENTS

Public Housing Site Budgets
Budget for Central Office Cost Center
HUD form 52574 PHA Board/Resolution

**In the Matter of Approving the Public Housing Operating Budget for the Fiscal Year
Ending September 30, 2012**

/ORDER
PHA Board Resolution
Approving Operating Budget

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

OMB No. 2577-0026
(exp. 12/31/2012)

ORDER :

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: Housing And Community Services Agency of Lane County PHA Code: OR006

PHA Fiscal Year Beginning: October 1, 2011 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 Budget approved by Board resolution on:
- 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 expenditure 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(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

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 Chairperson's Name:	Signature:	Date:
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**In the Matter of Approving the Public Housing Operating Budget for the Fiscal
Year Ending September 30, 2012.**

Previous editions are obsolete

form HUD-52574 (08/2005)

Housing And Community Services Agency of Lane County

Site Budgets

10/1/11 - 9/30/12

(All amounts rounded to the nearest \$100)

	AMP 100	AMP 200	AMP 300	AMP 400	AMP 500	AMP 600	TOTAL
REVENUE							
Dwelling Rentals	\$ 92,000	\$ 520,000	\$ 254,200	\$ 416,100	\$ 207,000	\$ 211,000	\$ 1,700,300
Investment Income	400	2,500	1,400	1,500	1,000	1,000	7,800
Other Income	3,000	15,000	7,500	12,000	4,000	4,000	45,500
Operating Subsidy	61,500	503,400	369,300	291,500	206,000	192,000	1,623,700
Transfer From Capital Fund	3,100	4,900	-	-	3,400	1,200	12,600
Total Revenue	\$ 160,000	\$ 1,045,800	\$ 632,400	\$ 721,100	\$ 421,400	\$ 409,200	\$ 3,389,900
EXPENSES							
Administrative Salaries	\$ 9,700	\$ 128,300	\$ 63,100	\$ 83,000	\$ 49,300	\$ 37,500	\$ 370,900
Benefits	6,700	88,500	44,000	60,500	34,500	26,400	260,600
Staff Training	100	100	100	100	100	100	600
Travel Expense	200	1,000	2,000	1,500	500	1,500	6,700
Audit	500	1,500	400	1,500	300	300	4,500
Legal	300	1,000	1,000	200	500	500	3,500
Management Fee	16,200	120,000	71,300	83,800	49,900	52,100	393,300
Bookkeeping Fee	2,600	19,100	11,400	13,400	8,000	8,300	62,800
Sundry							
Stationary, Copier, Office Supplies	200	500	300	1,000	400	400	2,800
Telephone	4,500	2,500	3,000	5,000	5,000	5,000	25,000
Postage	100	400	400	400	400	400	2,100
Publications, Dues, Fees	100	100	500	100	100	100	1,000
Computer Expense	100	500	500	500	500	500	2,600
Background Checks	100	500	400	400	300	300	2,000
Misc. Sundry	700	5,500	3,800	7,300	5,300	5,300	27,900
Total Sundry	5,800	10,000	8,900	14,700	12,000	12,000	63,400
Total Administrative	\$ 42,100	\$ 369,500	\$ 202,200	\$ 258,700	\$ 155,100	\$ 138,700	\$ 1,166,300
Resident Services Salaries	\$ 1,500	\$ 11,300	\$ 6,700	\$ 7,900	\$ 4,600	\$ 4,800	\$ 36,800
Benefits	1,000	7,700	4,500	5,400	3,100	3,200	24,900
Other	700	3,700	2,900	2,300	1,900	1,400	12,900
Total Resident Services	\$ 3,200	\$ 22,700	\$ 14,100	\$ 15,600	\$ 9,600	\$ 9,400	\$ 74,600

Housing And Community Services Agency of Lane County

COCC

Budget 10/01/11 - 9/30/12

REVENUE	ANNUAL BUDGET
Management Fees	393,200
Bookkeeping Fees	62,800
Asset Management Fee	84,400
Capital Fund Administrative Fee	130,000
ROSS PH Family Self-Sufficiency Grant	149,000
Housing Choice Voucher Program Admin Fee	326,900
Section 236 and S8 New Construction Overhead Reimb.	126,500
Other Programs Overhead Reimbursement	287,500
Maintenance Fee for Service	121,000
Rent from other programs	107,000
Interest Income	11,600
Total Revenue	1,799,900
EXPENSES	
Administrative Salaries	912,100
Administrative Employee Benefits	535,500
Audit	4,400
Legal	500
Staff Training	5,000
Travel	4,000
Computer Expense	14,000
Telephone	8,000
Postage	11,000
Office Expense	12,000
FSS Expense	12,000
Other	10,400
Total Administrative	1,528,900
Water/Sewer	4,300
Electric	16,000
Total Utilities	20,300
Maintenance Labor	101,300
Maintenance Employee Benefits	78,200
Materials	4,500
Contracts	54,800
Total Maintenance	238,800
Insurance	11,900
Total General Expenses	11,900
Total Expenses	1,799,900
Cash Flow from Operations	-

T. 5.a.

M E M O R A N D U M

TO: Lane County Board of Commissioners
FROM: Larry Abel, HACSA Executive Director
AGENDA ITEM TITLE: ORDER/RESOLUTION In the Matter of Endorsing the Housing America Campaign
AGENDA DATE: September 27, 2011

I. MOTION

IT IS MOVED THAT THE ORDER/RESOLUTION BE APPROVED WHICH ENDORSES THE HOUSING AMERICA CAMPAIGN.

II. ISSUE

October is Housing America month. The National Association of Housing and Redevelopment Officials (NAHRO) and many other organizations, including the American Federation of State, County and Municipal Employees (AFSCME), the Mortgage Bankers Association and the National Association of Home Builders, advocate a decent home and suitable living environment for all Americans.

III. DISCUSSION

A. Background/Analysis

More than 70 years ago, this nation committed itself to providing a decent home and suitable living environment to all Americans. To date this promise has not been realized. In 2007, 15.6 million households paid more than half of their income for housing and homeless estimates were 750,000. Given our current economic situation, today's numbers are even greater. Approving this motion would include Lane County as one of hundreds of municipalities nationwide to adopt a Housing America Proclamation. By doing so, Lane County commits to using available resources to meet the housing needs of all Americans. This would correspond with HACSA's vision: Safe, affordable, energy-efficient housing for all low-income Lane County residents.

B. Recommendation

Approval of the proposed Motion is recommended.

C. Timing

Upon Board approval, the Endorsement would be in effect.

IV. IMPLEMENTATION/FOLLOW-UP

Same as Item III.C.

**IN THE BOARD OF COMMISSIONERS
OF LANE COUNTY, OREGON**

ORDER NO.

**)IN THE MATTER OF
)ENDORING THE HOUSING
)AMERICA CAMPAIGN**

WHEREAS, for more than 70 years it has been the policy of this nation, under the US Housing Act to promote the general welfare of the nation by employing its funds and credit to assist the several states and their political subdivisions to remedy the unsafe and unsanitary housing conditions and the acute shortage of decent, safe and sanitary dwellings for families of lower income; and

WHEREAS, according to the "State of the Nation's Housing" report, 15.6 million households paid more than half of their income for housing in 2007; and

WHEREAS, according to 2007 estimates, on any given night, there were 750,000 homeless nationwide and up to 3.5 million persons who experienced homelessness at some point throughout the year; and

WHEREAS, public housing is home to over 2 million people, more than 40 percent of whom are children, and faces an estimated \$20 billion backlog in capital repairs; and

WHEREAS, the National Association of Housing and Redevelopment Officials; American Federation of State, County and Municipal Employees; Council of Large Public Housing Authorities; Enterprise Community Partners; Habitat for Humanity International, Housing Assistance Council; Local Initiatives Support Corporation; Manufactured Housing Institute; Mortgage Bankers Association; National Association of Counties; National Affordable Housing Management Association; National Association of Home Builders; National Association of Realtors; National Council of State Housing Agencies; National Housing Conference; National Housing Trust; National League of Cities; National Leased Housing Association; National Low-Income Housing Coalition; Public Housing Authorities Directors Association; and U.S. Conference of Mayors are united in an effort to raise public awareness of the importance of affordable housing and community development programs and resources; and

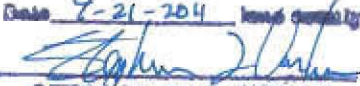
WHEREAS, the aforementioned groups have declared October Housing America Month, part of a year-long, national campaign to inform the public and decision makers of the critical need to address the nation's housing and community development concerns, NOW, THEREFORE, IT IS HEREBY

RESOLVED AND ORDERED, that Lane County, Oregon, which has, over a period of many years, endeavored to address affordable housing and community development needs and has been successful in doing so using a combination of local, state and federal resources hereby endorses the Housing America Campaign and in doing

so recommits itself to meeting the affordable housing and community development needs of the community

DATED this _____ day of _____, 2010

Chairperson, Lane County Board of Commissioners

APPROVED AS TO FORM
Date 9-21-2014 Issued on behalf of

OFFICE OF LEGAL COUNSEL

IN THE MATTER OF ENDORSING THE HOUSING AMERICA CAMPAIGN