

Fiscal Year                      Start Year                      End Year  
   2024                      -                      2025

*Housing Authority Budget of:*  
*Secaucus Housing Authority*

State Filing Year                      2025

*For the Period:*                      *April 1, 2024*                      *to*                      *March 31, 2025*

[www.secaucusha.org](http://www.secaucusha.org)  
Housing Authority Web Address



*Division of Local Government Services*

**2024 HOUSING AUTHORITY BUDGET  
CERTIFICATION SECTION**

**2024**

Secaucus Housing Authority

**HOUSING AUTHORITY BUDGET**

**FISCAL YEAR: April 01, 2024 to March 31, 2025**

**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: \_\_\_\_\_ Date: \_\_\_\_\_

**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: \_\_\_\_\_

# 2024 PREPARER'S CERTIFICATION

Secaucus Housing Authority

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: April 01, 2024 to March 31, 2025

It is hereby certified that the Housing Authority Budget, including the Annual Budget and the Capital 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 form, and content, the budget will permit the exercise of the comptroller function within the 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:	596 Anderson Avenue, Suite 303
	Cliffside Park, NJ 07010
Phone Number:	201-943-4449
Fax Number:	201-943-5099
E-mail Address:	bill@katchencpa.com

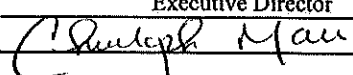
# HOUSING AUTHORITY INTERNET WEBSITE CERTIFICATION

Housing Authority's Web Address: www.secaucussha.org

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.
- 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 *(Similar information includes items such as Revenue and Expenditure pie charts, or other types of charts, along with other information that would be useful to the public in understanding the finances/budget of the Authority).*
- The complete (all pages) annual audits (not the Audit Synopsis) for the most recent fiscal year and immediately preceding 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.
- 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: Christopher Marra  
Title of Officer Certifying Compliance: Executive Director  
Signature: 

# 2024 APPROVAL CERTIFICATION

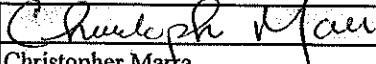
Secaucus Housing Authority

## HOUSING AUTHORITY BUDGET

**FISCAL YEAR: April 01, 2024 to March 31, 2025**

It is hereby certified that the Housing Authority Budget, including all schedules appended hereto, copy of the Annual Budget and Capital Budget/Program approved by resolution by the governing body Secaucus Housing Authority, at an open public meeting held pursuant to N.J.A.C. 5:31-2.3, on January 25, 2024.

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

<b>Officer's Signature:</b>	
<b>Name:</b>	Christopher Marja
<b>Title:</b>	Executive Director
<b>Address:</b>	700 County Avenue Secaucus, NJ 07094
<b>Phone Number:</b>	201-867-2957
<b>Fax Number:</b>	201-867-9113
<b>E-mail Address:</b>	christopher@secaucusha.org

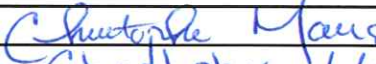
# 2024 ADOPTION CERTIFICATION

Secaucus Housing Authority

## HOUSING AUTHORITY BUDGET

FISCAL YEAR: April 01, 2024 to March 31, 2025

It is hereby certified that the Housing Authority Budget and Capital Budget/Program annexed hereto is a true the Budget adopted by the governing body of the Secaucus Housing Authority, pursuant to N.J.A.C 5:31-2.3, on January 00, 1900.

Officer's Signature:			
Name:	Christopher Marrs		
Title:	Executive Director		
Address:	700 County Ave Secaucus, NJ 07094		
Phone Number:	201-867-2957	Fax:	201-867-9113
E-mail address:	christopher@Secaucusha.org		

# 2024 ADOPTED BUDGET RESOLUTION

## Secaucus Housing Authority

### FISCAL YEAR: April 01, 2024 to March 31, 2025

WHEREAS, the Annual Budget and Capital Budget/Program for the Secaucus Housing Authority for the fiscal year beginning April 01, 2024 and ending March 31, 2025 has been presented for adoption before the governing body of the Secaucus Housing Authority at its open public meeting of January 0, 1900; 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 presented for adoption reflects Total Revenues of \$0.00, Total Appropriations, including any Accumulated Deficit, if any, of \$0.00, and Total Unrestricted Net Position utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$0.00 and Total Unrestricted Net Position Utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Secaucus Housing Authority at an open public meeting held on that the Annual Budget and Capital Budget/Program of the Secaucus Housing Authority for the fiscal year beginning April 01, 2024 and ending March 31, 2025 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.

Christopher Mauri  
(Secretary's Signature)

3/28/24  
(Date)

**Governing Body Recorded Vote**

Member	Aye	Nay	Abstain	Absent
Michael Harper	✓			
Michael G. Schlemm				✓
Antonio Suarez				✓
Richard D. Fairman	✓			
Patricia Mondadori				✓
Rajkumar Paldasni	✓			
John Bujnowski	✓			



**2024 HOUSING AUTHORITY BUDGET  
NARRATIVE AND INFORMATION SECTION**

# 2024 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Secaucus Housing Authority

FISCAL YEAR: April 01, 2024 to March 31, 2025

*Answer all questions below using the space provided. Do not attach answers as a separate document.*

1. Complete a brief statement on the Fiscal Year 2024 proposed Annual Budget and make comparison to the Fiscal Year 2023 adopted budget for each Revenue and Appropriations. Explain any variances over +/-10% (as shown on budget pages F-2 and F-4) for each individual revenue and appropriation line item. Explanations of variances should include a description of the reason for the increase or decrease in the budgeted line item, not just an indication of the amount and percent of change. Upload any supporting documentation that will help explain the reason for the increase or decrease in the budgeted line item.

Narratives between current and proposed budgets are as follows:

Revenue:

1. Dwelling rentals increased per current rent rolls.
2. HUD operating subsidy budgeted lower based on higher dwelling rentals.
3. Interest income budgeted higher to account for higher interest rates.

Appropriations:

1. Insurance expense budgeted higher based on actual 2024 premiums.
2. PILOT higher based on formula.

2. Describe the state of the local/regional economy and how it may impact the proposed Annual Budget, including the planned Capital/Program

The local economy is stable. Labor and supply chain delay issues remain causing increased prices and delays.

3. 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.

The proposed budget does not anticipate the use of unrestricted net position.

# 2024 HOUSING AUTHORITY BUDGET MESSAGE & ANALYSIS

Secaucus Housing Authority

FISCAL YEAR: April 01, 2024 to March 31, 2025

*Answer all questions below using the space provided. Do not attach answers as a separate document.*

4. Identify any sources of funds transferred to the County/Municipality as PILOT payments, or a shared service and explain the reason for the transfer. Housing Authorities cannot transfer Unrestricted Net Position.

None, except for the annual PILOT.

5. The proposed budget must not reflect an anticipated deficit from 2024 operations. If there exists an accumulated deficit from prior year's budgets (and funding is included in the proposed budget as a result of a prior year 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.

The Authority has an accumulated deficit at the end of the prior year principally caused by noncash accounting for OPEB and Pension. The proposed Budget includes an anticipated surplus that will reduce the accumulated deficit.

(Prepare a response to deficits in most recent audit report pertaining to Deficits to Unrestricted Net Position caused by recording Pension and Post-Employment Benefits liabilities as required by GASB 68 and GASB 75) and similar types of deficits in the audit report.

# HOUSING AUTHORITY CONTACT INFORMATION

## 2024

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

<b>Name of Authority:</b>	Secaucus Housing Authority		
<b>Federal ID Number:</b>	22-2055341		
<b>Address:</b>	700 County Avenue		
<b>City, State, Zip:</b>	Secaucus	NJ	07094
<b>Phone: (ext.)</b>	201-867-2957	<b>Fax:</b>	201-867-9113

<b>Preparer's Name:</b>	William Katchen, CPA		
<b>Preparer's Address:</b>	596 Anderson Avenue, Suite 303		
<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>	bill@katchencpa.com		

<b>Chief Executive Officer*</b>	Christopher Marra		
<i>*Or person who performs these functions under another title.</i>			
<b>Phone: (ext.)</b>	201-867-2957	<b>Fax:</b>	201-867-9113
<b>E-mail:</b>	christopher@secaucussha.org		

<b>Chief Financial Officer*</b>	William Katchen, CPA		
<i>*Or person who performs these functions under another title.</i>			
<b>Phone: (ext.)</b>	201-943-4449	<b>Fax:</b>	201-943-5099
<b>E-mail:</b>	bill@katchencpa.com		

<b>Name of Auditor:</b>	Anthony Polcari, CPA		
<b>Name of Firm:</b>	Polcari and Company		
<b>Address:</b>	20354 Hamburg Turnpike, Unit H		
<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>	polcarico@optonline.net		

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE

## Secaucus Housing Authority

FISCAL YEAR: April 01, 2024 to March 31, 2025

1. Provide the number of individuals employed as reported on the Authority's most recent Form W-3, Transmittal of Wage, and Tax Statement:

23

2. Provide the amount of total salaries and wages reported on the Authority's most recent Form W-3, Transmittal of Wage, and Tax Statements:

\$ 756,387.00

3. Provide the number of regular voting members of the governing body:

7

(5 or 7 per State statute)

4. Provide the number of alternate voting members of the governing body:

0

(Maximum is 2)

5. Does the Authority have any amounts receivable from current or former commissioners, officers, key employees, or the highest compensated employee?

No

If "yes", provide a list of those individuals, their position, the amount receivable, and a description of the amount due to the Authority.

6. 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?

No

If the answer to any of the above is "yes", provide 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.

7. Did the Authority during the most recent fiscal year pay premiums, directly or indirectly, on a personal benefit contract\*?

No

\*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.

If "yes", provide a description of the arrangement, the premiums paid, and indicate the beneficiary of the contract.

8. 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 individuals listed on Page N-4 (2 of 2).

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

## Secaucus Housing Authority

**FISCAL YEAR: April 01, 2024 to March 31, 2025**

9. Did the Authority pay for meals or catering during the current fiscal year? No

*If "yes", provide a detailed list of all meals and/or catering invoices for the current fiscal year and provide an explanation for each expenditure listed.*

10. Did the Authority pay for travel expenses for any employee of individual listed on Page N-4? No

*If "yes", provide a detailed list of all travel expenses for the current fiscal year and provide an explanation for each expenditure listed.*

11. 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
- b. Travel for companions
- c. Tax indemnification and gross-up payments
- d. Discretionary spending account
- e. Housing allowance or residence for personal use
- f. Payments for business use of personal residence
- g. Vehicle/auto allowance or vehicle for personal use
- h. Health or social club dues or initiation fees
- i. Personal services (i.e. maid, chauffeur, chef)

No
No
No
No
No
No
No
No
No
No

*If the answer to any of the above is "yes", provide a description of the transaction including the name and position of the individual and the amount expended.*

12. 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).*

13. Did the Authority make any payments to current or former commissioners or employees for severance or termination? No

*If "yes", provide explanation, including amount paid.*

14. Did the Authority make 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", provide explanation including amount paid.*

15. Did the Authority receive any notices from the Department of Environmental Protection or any other entity regarding maintenance or repairs required to the Authority's systems to bring them into compliance with current regulations and standards that it has not yet taken action to remediate? No

*If "yes", provide 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.*

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Secaucus Housing Authority

FISCAL YEAR: April 01, 2024 to March 31, 2025

16. Did the Authority receive any notices of fines or assessments from the Department of Environmental Protection or any other entity due to noncompliance with current regulations (i.e. sewer overflow, etc.)?  No

*If "yes", provide description of the event or condition that resulted in the fine/assessment and indicate the amount of the fine/assessment.*

17. 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", provide description of the event or condition that resulted in the fine/assessment and indicate the amount of the fine/assessment.*

18. 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.*

# HOUSING AUTHORITY INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Secaucus Housing Authority

**FISCAL YEAR: April 01, 2024 to March 31, 2025**

*Use the space below to provide clarification for any Questionnaire responses.*

Page N-3, Question 8- Salary increases are principally determined through the collective bargaining agreement. For nonunion staff the Board of Commissioners review and vote on the annual salary increases.



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

**Secaucus Housing Authority**

**FISCAL YEAR: April 01, 2024 to March 31, 2025**

*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 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.
- 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 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 during the most recent fiscal year completed.

**Commissioner:** A member of the governing body of the authority with voting rights. Include alternates for the 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 officer as officers, if applicable. 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

- a) The individual received reportable compensation from the authority and 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 (Use the most recent W-2 available):** The aggregate compensation that is reported (or 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.

# Net Position Reconciliation

Secaucus Housing Authority  
For the Period: April 01, 2024 to March 31, 2025

## FY 2024 Proposed Budget

Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
\$ 6,413,590.00	\$ -	\$ 503,310	\$ -	\$ 6,916,900
5,942,323				5,942,323
1,387,074				1,387,074
(915,807)		503,310		(412,497)
1,535,386		291,716		1,827,102
1,627,751		196,185		1,823,936
92,718		4,360		97,078
2,340,048		995,571		3,335,619
50,000				50,000
50,000				50,000
\$ 2,290,048		\$ 995,571		\$ 3,285,619

**TOTAL NET POSITION BEGINNING OF CURRENT YEAR (1)**  
 Less: Invested in Capital Assets, Net of Related Debt (1)  
 Less: Restricted for Debt Service Reserve (1)  
 Less: Other Restricted Net Position (1)  
 Total Unrestricted Net Position (1)  
 Less: Designated for Non-Operating Improvements & Repairs  
 Less: Designated for Rate Stabilization  
 Less: Other Designated by Resolution  
 Plus: Accrued Unfunded Pension Liability (1)  
 Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)  
 Plus: Estimated Income (Loss) on Current Year Operations (2)  
 Plus: Other Adjustments (attach schedule)

**UNRESTRICTED NET POSITION AVAILABLE FOR USE IN PROPOSED BUDGET**  
 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  
**PROJECTED UNRESTRICTED UNDESIGNATED NET POSITION AT END OF YEAR (4)**

- (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 \$ 107,320 \$ - \$ 252,819 \$ - \$ 363,200
- (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.

**2024**

**Secaucus Housing Authority**

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(Housing Authority Name)

**2024 HOUSING AUTHORITY  
CAPITAL BUDGET / PROGRAM**

# 2024 CERTIFICATION OF AUTHORITY CAPITAL BUDGET / PROGRAM

**Secaucus Housing Authority**  
(Housing Authority Name)

**Fiscal Year: April 01, 2024 to March 31, 2025**

*Place an "X" in the box for the applicable statement below:*

- It is hereby certified that the Housing Authority Capital Budget/Program annexed hereto is a true the Capital Budget/Program approved, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget, of governing body of the Secaucus Housing Authority, on January 25, 2024.
- It is hereby certified that the governing body of the Secaucus Housing Authority have elected **NOT** to adopt and Capital Budget/Program for the aforesaid fiscal year, pursuant to N.J.A.C. 5:31-2.2, along with the Annual Budget by the governing body of the Secaucus Housing Authority, for the following reason(s):

<b>Officer's Signature:</b>	<i>Christopher Marra</i>
<b>Name:</b>	Christopher Marra
<b>Title:</b>	Executive Director
<b>Address:</b>	700 County Avenue Secaucus, NJ 07094
<b>Phone Number:</b>	201-867-2957
<b>Fax Number:</b>	201-867-9113
<b>E-mail Address:</b>	christopher@secaucussha.org

# 2024 CAPITAL BUDGET/PROGRAM MESSAGE

## Secaucus Housing Authority

Fiscal Year: April 01, 2024 to March 31, 2025

*Answer all questions below using the space provided.*

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 fund. Rather, it is a document used as part of the Housing Authority's planning and management system. Specific authorization to spend funds for the 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 each municipality or county affected by the actions of the authority participated in the development of the capital plan and reviewed or approved the plans or projects included within the Capital Budget/Program (this may include the governing body or certain officials such as planning boards, Construction Code Officials) as to these projects?

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?

3. Has a long-term (5 years or more) infrastructure needs and other capital items (vehicles, equipment) needs assessment been prepared?

4. If amounts are on Page CB-3 in the column "Debt Authorizations", indicate the primary source of funding the debt service for the Debt Authorizations (example - HUD).

N/A

5. Have the current capital projects been reviewed and approved by HUD?

*Provide additional documentation as necessary.*

# Proposed Capital Budget

Secaucus Housing Authority  
For the Period: April 01, 2024 to March 31, 2025

	Estimated Total Cost	<i>Funding Sources</i>			
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants Other Sources
<i>Public Housing Management</i>					
Flooring	\$ 50,000	\$ 50,000			
Total	50,000	50,000	-	-	-
<i>Section 8</i>					
	-				
Total	-	-	-	-	-
<i>Housing Voucher</i>					
	-				
Total	-	-	-	-	-
<i>Other Programs</i>					
	-				
Total	-	-	-	-	-
<b>TOTAL PROPOSED CAPITAL BUDGET</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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

Secaucus Housing Authority  
For the Period: April 01, 2024 to March 31, 2025

	Estimated Total Cost	Fiscal Year Beginning in					
		Current Budget Year 2024	2025	2026	2027	2028	2029
<b>Public Housing Management</b>							
Flooring	\$ 50,000	\$ 50,000					
Various Capital Improvements	125,000	-	25,000	25,000	25,000	25,000	25,000
	-	-	-	-	-	-	-
<b>Total</b>	<b>175,000</b>	<b>50,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>Section 8</b>							
	-	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-	-
<b>Housing Voucher</b>							
	-	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-	-
<b>Other Programs</b>							
	-	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 175,000</b>	<b>\$ 50,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</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

Secaucus Housing Authority  
For the Period: April 01, 2024 to March 31, 2025

	Estimated Total Cost	<i>Funding Sources</i>				
		Unrestricted Net Position Utilized	Renewal & Replacement Reserve	Debt Authorization	Capital Grants	Other Sources
<i>Public Housing Management</i>						
Flooring	\$ 50,000	\$ 50,000				
Various Capital Improvements	125,000		125,000			
	-					
	-					
<b>Total</b>	<b>175,000</b>	<b>50,000</b>	<b>125,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Section 8</i>						
	-					
	-					
	-					
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Housing Voucher</i>						
	-					
	-					
	-					
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Other Programs</i>						
	-					
	-					
	-					
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>\$ 175,000</b>	<b>\$ 50,000</b>	<b>\$ 125,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Total 5 Year Plan per CB-4	<u>\$ 175,000</u>					
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.*



Annual List of Change Orders Approved  
Pursuant to N.J.A.C. 5:30-11

Contracting Unit: Secaucus Housing Authority Year Ending: March 31, 2023

The following is a complete list of all change orders which caused the originally awarded contract price to be exceeded by more than 20 percent. For regulatory details please consult N.J.A.C. 5:30-11.1 et seq. Please identify each change order by name of the project.

--

For each change order listed above, submit with introduced budget a copy of the governing body resolution authorizing the change order and an Affidavit of Publication for the newspaper notice required by N.J.A.C. 5:30-11.9(d). (Affidavit must include a copy of the newspaper notice.)

If you have not had a change order exceeding the 20 percent threshold for the year indicated above, please check here  and certify below.

1/26/2024  
Date

Clerk/Secretary to the Governing Body

Appendix to Budget Document

Authority Schedule of Commissioners, Officers, Key Employees, Highest Compensated Employees and Independent Contractors (Continued)  
 Secaucus Housing Authority  
 For the Period: April 01, 2024 to March 31, 2025

Name	Title	Average Hours per Week Dedicated to Position	Reportable Compensation from Authority (W-2/ 1099)				Estimated amount of other compensation from the Authority (health benefits, pension, etc.)	Total Compensation from Authority		
			Position	Highest Compensated	Key Employee	Officer			Base Salary/Stipend	Bonus
1 Michael Harper	Chairperson		X							
2 Michael G. Schlemm	Vice Chairperson		X							
3 Antonio Suarez	Treasurer		X							
4 Richard D. Fairman	Commissioner		X							
5 Patricia Mondadori	Commissioner		X							
6 Rajkumar Pardasani	Commissioner		X							
7 John Bujowski	Commissioner		X							
8 Christopher Marra	Executive Director			X		\$ 122,948.00		\$ 36,884.00	\$ 159,832.00	
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
32										
33										
34										
35										
Total:						\$ 122,948.00	\$ -	\$ -	\$ 36,884.00	\$ 159,832.00

### Schedule of Health Benefits - Detailed Cost Analysis

Secaucus Housing Authority

For the Period: April 01, 2024 to March 31, 2025

If no health benefits, check this box:

	# of Covered Members (Medical & Rx)	Annual Cost Estimate per Employee	Total Cost Estimate	# of Covered Members (Medical & Rx) Current Year	Annual Cost per Employee Current Year	Total Current Year Cost	\$ Increase (Decrease)	% Increase (Decrease)
<b>Active Employees - Health Benefits - Annual Cost</b>								
Single Coverage	3	15,530.00	46,590.00	4	14,449.00	57,796.00	(11,206.00)	-19.4%
Parent & Child	2	27,810.00	55,620.00	1	25,864.00	25,864.00	29,756.00	115.0%
Employee & Spouse (or Partner)	1	31,070.00	31,070.00	1	28,899.00	28,899.00	2,171.00	7.5%
Family	4	43,350.00	173,400.00	4	40,314.00	161,256.00	12,144.00	7.5%
Employee Cost Sharing Contribution (enter as negative -)			(9,100.00)			(9,950.00)	850.00	-8.5%
Subtotal	10		297,580.00	10		263,865.00	33,715.00	12.8%
<b>Commissioners - Health Benefits - Annual Cost</b>								
Single Coverage			-			-	-	-
Parent & Child			-			-	-	-
Employee & Spouse (or Partner)			-			-	-	-
Family			-			-	-	-
Employee Cost Sharing Contribution (enter as negative -)			-			-	-	-
Subtotal			-			-	-	-
<b>Retirees - Health Benefits - Annual Cost</b>								
Single Coverage	3	4,960.00	14,880.00	2	4,613.00	9,226.00	5,654.00	61.3%
Parent & Child			-			-	-	-
Employee & Spouse (or Partner)			-			-	-	-
Family			-			-	-	-
Employee Cost Sharing Contribution (enter as negative -)			-			-	-	-
Subtotal	3		14,880.00	2		9,226.00	5,654.00	61.3%
<b>GRAND TOTAL</b>	<b>13</b>		<b>312,460.00</b>	<b>12</b>		<b>273,091.00</b>	<b>39,369.00</b>	<b>14.4%</b>

Is medical coverage provided by the SHBP (Yes or No)?  Yes  No  
 Is prescription drug coverage provided by the SHBP (Yes or No)?  Yes  No





**2024 HOUSING AUTHORITY BUDGET  
FINANCIAL SCHEDULES SECTION**

# SUMMARY

Secaucus Housing Authority  
For the Period: April 01, 2024 to March 31, 2025

	<b>FY 2024 Proposed Budget</b>				<b>FY 2023 Adopted Budget</b>	<b>Total All Operations</b>	<b>Total All Operations</b>	<b>All Operations</b>	<b>All Operations</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>
	Public Housing Management	Section 8	Housing Voucher	Other Programs							
<b>REVENUES</b>											
Total Operating Revenues	\$ 2,613,440	\$ -	\$ 5,051,500	\$ -	\$ 7,664,940	\$ 7,397,696	\$ 272,244	3.7%			
Total Non-Operating Revenues	34,650	-	14,000	-	48,650	15,850	32,800	206.9%			
Total Anticipated Revenues	2,648,090	-	5,065,500	-	7,713,590	7,408,546	305,044	4.1%			
<b>APPROPRIATIONS</b>											
Total Administration	382,450	-	514,370	-	896,820	894,470	2,350	0.3%			
Total Cost of Providing Services	1,763,950	-	4,542,000	-	6,305,950	6,181,740	124,210	2.0%			
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	61,225	58,894	2,331	4.0%			
Total Operating Appropriations	2,146,400	-	5,056,370	-	7,263,995	7,135,104	128,891	1.8%			
Total Interest Payments on Debt	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	74,033	76,364	(2,331)	-3.1%			
Total Other Non-Operating Appropriations	100,000	-	-	-	100,000	100,000	-	0.0%			
Total Non-Operating Appropriations	100,000	-	-	-	174,033	176,364	(2,331)	-1.3%			
Accumulated Deficit	-	-	-	-	-	-	-	#DIV/0!			
Total Appropriations and Accumulated Deficit	2,246,400	-	5,056,370	-	7,438,028	7,311,468	126,560	1.7%			
Less: Total Unrestricted Net Position Utilized	-	-	-	-	-	-	-	#DIV/0!			
Net Total Appropriations	2,246,400	-	5,056,370	-	7,438,028	7,311,468	126,560	1.7%			
<b>ANTICIPATED SURPLUS (DEFICIT)</b>	\$ 401,690	\$ -	\$ 9,130	\$ -	\$ 275,562	\$ 97,078	\$ 178,484	183.9%			







## Appropriations Schedule

Secaucus Housing Authority  
For the Period: April 01, 2024 to March 31, 2025

	<b>FY 2024 Proposed Budget</b>				<b>FY 2023 Adopted Budget</b>	<b>\$ Increase (Decrease) Proposed vs. Adopted</b>	<b>% Increase (Decrease) Proposed vs. Adopted</b>	
	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations	Total All Operations	All Operations	
					Total All Operations	All Operations	All Operations	
<b>OPERATING APPROPRIATIONS</b>								
<i>Administration</i>								
Salary & Wages	131,190		242,430	\$ 373,620	\$ 384,690	\$ (11,070)	-2.9%	
Fringe Benefits	115,910		166,590	282,500	271,680	10,820	4.0%	
Legal	13,000		13,000	26,000	26,000	-	0.0%	
Staff Training	4,000		4,000	8,000	8,000	-	0.0%	
Travel	15,500		15,500	31,000	31,000	-	0.0%	
Accounting Fees	18,700		18,700	37,400	35,600	1,800	5.1%	
Auditing Fees	7,150		7,150	14,300	13,500	800	5.9%	
Miscellaneous Administration*	77,000		47,000	124,000	124,000	-	0.0%	
<b>Total Administration</b>	<b>382,450</b>		<b>514,370</b>	<b>896,820</b>	<b>894,470</b>	<b>2,350</b>	<b>0.3%</b>	
<i>Cost of Providing Services</i>								
Salary & Wages - Tenant Services	26,000		11,000	37,000	39,000	(2,000)	-5.1%	
Salary & Wages - Maintenance & Operation	269,210		9,000	278,210	270,400	7,810	2.9%	
Salary & Wages - Protective Services				-	-	-	#DIV/0!	
Salary & Wages - Utility Labor	45,060			45,060	43,590	1,470	3.4%	
Fringe Benefits	197,340			197,340	185,230	12,110	6.5%	
Tenant Services	20,000			20,000	20,000	-	0.0%	
Utilities	471,500			471,500	445,000	26,500	6.0%	
Maintenance & Operation	537,500			537,500	497,500	40,000	8.0%	
Protective Services				-	-	-	#DIV/0!	
Insurance	92,000		22,000	114,000	89,000	25,000	28.1%	
Payment in Lieu of Taxes (PILOT)	104,340			104,340	91,020	13,320	14.6%	
Terminal Leave Payments				-	-	-	#DIV/0!	
Collection Losses	1,000			1,000	1,000	-	0.0%	
Other General Expense				-	-	-	#DIV/0!	
Rents			4,500,000	4,500,000	4,300,000	200,000	4.7%	
Extraordinary Maintenance				-	200,000	(200,000)	-100.0%	
Replacement of Non-Expendible Equipment				-	-	-	#DIV/0!	
Property Betterment/Additions				-	-	-	#DIV/0!	
Miscellaneous COPS*				-	-	-	#DIV/0!	
<b>Total Cost of Providing Services</b>	<b>1,763,950</b>		<b>4,542,000</b>	<b>6,305,950</b>	<b>6,181,740</b>	<b>124,210</b>	<b>2.0%</b>	
Total Principal Payments on Debt Service In Lieu of Depreciation	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	61,225	58,894	2,331	4.0%
<b>Total Operating Appropriations</b>	<b>2,146,400</b>		<b>5,056,370</b>	<b>7,263,995</b>	<b>7,135,104</b>	<b>128,891</b>	<b>1.8%</b>	
<b>NON-OPERATING APPROPRIATIONS</b>								
Total Interest Payments on Debt	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	74,033	76,364	(2,331)	-3.1%
Operations & Maintenance Reserve				-	-	-	#DIV/0!	
Renewal & Replacement Reserve	100,000			100,000	100,000	-	0.0%	
Municipality/County Appropriation				-	-	-	#DIV/0!	
Other Reserves				-	-	-	#DIV/0!	
<b>Total Non-Operating Appropriations</b>	<b>100,000</b>			<b>174,033</b>	<b>176,364</b>	<b>(2,331)</b>	<b>-1.3%</b>	
<b>TOTAL APPROPRIATIONS</b>	<b>2,246,400</b>		<b>5,056,370</b>	<b>7,438,028</b>	<b>7,311,468</b>	<b>126,560</b>	<b>1.7%</b>	
<b>ACCUMULATED DEFICIT</b>								
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>2,246,400</b>		<b>5,056,370</b>	<b>7,438,028</b>	<b>7,311,468</b>	<b>126,560</b>	<b>1.7%</b>	
<b>UNRESTRICTED NET POSITION UTILIZED</b>								
Municipality/County Appropriation				-	-	-	#DIV/0!	
Other				-	-	-	#DIV/0!	
<b>Total Unrestricted Net Position Utilized</b>				<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 2,246,400</b>	<b>\$ -</b>	<b>\$ 5,056,370</b>	<b>\$ -</b>	<b>\$ 7,311,468</b>	<b>\$ 126,560</b>	<b>1.7%</b>	

\* 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      \$ 107,320.00      \$ -      \$ 252,818.50      \$ -      \$ 363,199.75

# Prior Year Adopted Appropriations Schedule

## Secaucus Housing Authority

### FY 2023 Adopted Budget

	Public Housing Management	Section 8	Housing Voucher	Other Programs	Total All Operations
<b>OPERATING APPROPRIATIONS</b>					
<i>Administration</i>					
Salary & Wages	\$ 160,700		\$ 223,990		\$ 384,690
Fringe Benefits	108,780		162,900		271,680
Legal	13,000		13,000		26,000
Staff Training	4,000		4,000		8,000
Travel	15,500		15,500		31,000
Accounting Fees	17,800		17,800		35,600
Auditing Fees	6,750		6,750		13,500
Miscellaneous Administration*	77,000		47,000		124,000
<b>Total Administration</b>	<b>403,530</b>		<b>490,940</b>		<b>894,470</b>
<i>Cost of Providing Services</i>					
Salary & Wages - Tenant Services	27,300		11,700		39,000
Salary & Wages - Maintenance & Operation	261,400		9,000		270,400
Salary & Wages - Protective Services					-
Salary & Wages - Utility Labor	43,590				43,590
Fringe Benefits	185,230				185,230
Tenant Services	20,000				20,000
Utilities	445,000				445,000
Maintenance & Operation	497,500				497,500
Protective Services					-
Insurance	72,500		16,500		89,000
Payment in Lieu of Taxes (PILOT)	91,020				91,020
Terminal Leave Payments					-
Collection Losses	1,000				1,000
Other General Expense					-
Rents			4,300,000		4,300,000
Extraordinary Maintenance	200,000				200,000
Replacement of Non-Expendible Equipment					-
Property Betterment/Additions					-
Miscellaneous COPS*					-
<b>Total Cost of Providing Services</b>	<b>1,844,540</b>		<b>4,337,200</b>		<b>6,181,740</b>
Total Principal Payments on Debt Service in Lieu of Depreciation	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	58,894
<b>Total Operating Appropriations</b>	<b>2,248,070</b>		<b>4,828,140</b>		<b>7,135,104</b>
<b>NON-OPERATING APPROPRIATIONS</b>					
Total Interest Payments on Debt Operations & Maintenance Reserve	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	76,364
Renewal & Replacement Reserve Municipality/County Appropriation	100,000				100,000
Other Reserves					-
<b>Total Non-Operating Appropriations</b>	<b>100,000</b>				<b>176,364</b>
<b>TOTAL APPROPRIATIONS</b>	<b>2,348,070</b>		<b>4,828,140</b>		<b>7,311,468</b>
<b>ACCUMULATED DEFICIT</b>					
<b>TOTAL APPROPRIATIONS &amp; ACCUMULATED DEFICIT</b>	<b>2,348,070</b>		<b>4,828,140</b>		<b>7,311,468</b>
<b>UNRESTRICTED NET POSITION UTILIZED</b>					
Municipality/County Appropriation					-
Other					-
<b>Total Unrestricted Net Position Utilized</b>					
<b>TOTAL NET APPROPRIATIONS</b>	<b>\$ 2,348,070</b>	<b>\$ -</b>	<b>\$ 4,828,140</b>	<b>\$ -</b>	<b>\$ 7,311,468</b>

\* 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	\$ 112,403.50	\$ -	\$ 241,407.00	\$ -	\$ 356,755.20
--------------------------------------	---------------	------	---------------	------	---------------

# Debt Service Schedule - Principal

Secaucus Housing Authority

If authority has no debt check this box:

		Fiscal Year Ending in											
		2026	2027	2028	2029	2030	Thereafter	Total Principal Outstanding					
RAD Mortgage	Date of Local Finance Board Approval	\$ 58,894	\$ 63,432	\$ 65,721	\$ 67,910	\$ 70,099	\$ 72,288	\$ 1,340,708	\$ -	\$ -	\$ -	\$ -	\$ -
	2025 (Proposed Budget)	\$ 61,225											\$ -
	2024 (Adopted Budget)	\$ 58,894											\$ -
<b>TOTAL PRINCIPAL</b>		\$ 58,894	\$ 63,432	\$ 65,721	\$ 67,910	\$ 70,099	\$ 72,288	\$ 1,340,708	\$ -	\$ -	\$ -	\$ -	\$ 1,741,383
LESS: HUD SUBSIDY		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>NET PRINCIPAL</b>		\$ 58,894	\$ 63,432	\$ 65,721	\$ 67,910	\$ 70,099	\$ 72,288	\$ 1,340,708	\$ -	\$ -	\$ -	\$ -	\$ 1,741,383

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

Moody's	Fitch	Standard & Poors
N/A	N/A	N/A
Bond Rating	Year of Last Rating	If no rating, type "Not Applicable".

# Debt Service Schedule - Interest

Secaucus Housing Authority

If authority has no debt check this box:

	<i>Fiscal Year Ending in</i>							Thereafter	Total Interest Payments Outstanding
	2024 (Adopted Budget)	2025 (Proposed Budget)	2026	2027	2028	2029	2030		
RAD Mortgage	76,364	74,033	71,826	69,537	67,348	65,159	62,970	1,087,963	1,498,836
<b>TOTAL INTEREST</b>	<b>76,364</b>	<b>74,033</b>	<b>71,826</b>	<b>69,537</b>	<b>67,348</b>	<b>65,159</b>	<b>62,970</b>	<b>1,087,963</b>	<b>1,498,836</b>
<b>LESS: HUD SUBSIDY</b>									
<b>NET INTEREST</b>	<b>\$ 76,364</b>	<b>\$ 74,033</b>	<b>\$ 71,826</b>	<b>\$ 69,537</b>	<b>\$ 67,348</b>	<b>\$ 65,159</b>	<b>\$ 62,970</b>	<b>\$ 1,087,963</b>	<b>\$ 1,498,836</b>

**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: Secaucus Housing Authority  
 PHA Fiscal Year Beginning: 4/1/2024

PHA Code: NJ083

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:

1/25/2024

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:	Signature:	Date:
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# 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	
[ X ] Original [ ] Revision No. :		MARCH 31, 2025	
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA)		<input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing <input type="checkbox"/> IHA Owned Mutual Help Homeownership <input type="checkbox"/> PHA/IHA Leased Rental Housing <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership <input type="checkbox"/> PHA/IHA Leased Homeownership	
f. Address (city, State, zip code)		700 County Avenue, Secaucus, New Jersey 07094	
g. ACC Number		h. PASLOCCS Project No.	
NY-1001		NJ083-001/005	

j. No. of Dwelling Units	k. No. of Unit Months Available	m. No. of Projects	
275	3,300	3	

Line No.	Acct. No.	Description (1)	Requested Budget Estimates			
			PHA/IHA Estimates		HUD Modifications	
			PUM (4)	Amount (To Nearest \$10) (5)	PUM (6)	Amount (To Nearest \$10) (7)
<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	\$472.72	\$1,559,980		
080	3120	Excess Utilities	\$0.00	\$0		
090	3190	Nondwelling Rentals	\$0.00	\$0		
100	Total Rental Income (sum of lines 070, 080, and 090)		\$472.72	\$1,559,980		
110	3610	Interest on General Fund Investments	\$10.50	\$34,650		
120	3690	Other Operating Receipts	\$34.39	\$113,500		
130	Total Operating Income (sum of lines 100, 110, and 120)		\$517.61	\$1,708,130		
<b>Operating Expenditures - Administration:</b>						
140	4110	Administrative Salaries	\$39.75	\$131,190		
150	4130	Legal Expense	\$3.94	\$13,000		
160	4140	Staff Training	\$1.21	\$4,000		
170	4150	Travel	\$4.70	\$15,500		
180	4170	Accounting Fees	\$5.67	\$18,700		
190	4171	Auditing Fees	\$2.17	\$7,150		
200	4190	Other Administrative Expenses	\$23.33	\$77,000		
210	Total Administrative Expense (sum of line 140 thru 200)		\$80.77	\$288,540		
<b>Tenant Services:</b>						
220	4210	Salaries	\$7.88	\$26,000		
230	4220	Recreation, Publications and Other Services	\$3.03	\$10,000		
240	4230	Contract Costs, Training and Other	\$3.03	\$10,000		
260	Total Tenant Services Expense (sum of lines 220, 230, 240)		\$13.94	\$46,000		
<b>Utilities:</b>						
280	4310	Water	\$22.03	\$95,700		
270	4320	Electricity	\$72.55	\$239,400		
280	4330	Gas	\$14.88	\$89,200		
290	4340	Fuel	\$0.00	\$0		
300	4350	Labor	\$13.65	\$45,060		
310	4390	Other utilities expense	\$14.30	\$47,200		
320	Total Utilities Expense (sum of line 260 thru line 310)		\$137.41	\$516,560		

Name of PHA / IHA

SECAUCUS HOUSING AUTHORITY

MARCH 31, 2025

Line No.	Acct. No.	Description (1)	Requested Budget Estimates			
			PHA/IHA Estimates		HUD Modifications	
			PUM (4)	Amount (To Nearest \$10) (5)	PUM (6)	Amount (To Nearest \$10) (7)
<b>Ordinary Maintenance and Operation:</b>						
330	4410	Labor	\$81.58	\$269,210		
340	4420	Materials	\$34.85	\$115,000		
350	4430	Contract Costs	\$128.03	\$422,500		
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	\$244.46	\$806,710		
<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 Expense:</b>						
410	4510	Insurance	\$27.88	\$92,000		
420	4520	Payments in Lieu of Taxes	\$31.62	\$104,340		
430	4530	Terminal Leave Payments	\$0.00	\$0		
440	4540	Employee Benefit Contributions	\$94.92	\$313,250		
450	4570	Collection Losses	\$0.30	\$1,000		
460	4590	Other General Expense	\$71.29	\$235,260		
470	Total	General Expense (sum of lines 410 to 460)	\$226.01	\$745,850		
480	Total	Routine Expense (sum of lines 210,250,320,360,400, and 470)	\$702.59	\$2,381,660		
<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	\$15.15	\$50,000		
520	7520	Replacement of Nonexpendable Equipment	\$0.00	\$0		
530	7540	Property Betterments and Additions	\$0.00	\$0		
540	Total	Nonroutine Expenditures (sum of lines 510, 520, and 530)	\$15.15	\$50,000		
550	Total	Operating Expenditures (sum of lines 500 and 540)	\$717.74	\$2,431,660		
<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)	\$717.74	\$2,431,660		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(\$200.13)	(\$723,530)		
<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)	\$0.00	\$0		
640		Mandatory PFS Adjustments (net):	\$0.00			
650		HAP	\$322.10	\$939,960		
660		Other (specify):				
670		Total Year-end Adjustments/Other (plus or minus 640-660)	\$322.10	\$939,960		
680	8020	Total Operating Subsidy-current year (630 plus or minus 670)	\$322.10	\$939,960		
690	Total	HUD Contributions (sum of lines 620 and 680)	\$322.10	\$939,960		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690) Enter here and on line 810	\$121.97	\$216,430		

facsimile form

HUD-52664 (3/95)

ref. Handbook 7475.1

Previous editions are obsolete



Name of PHA / IHA: SECAUCUS HOUSING AUTHORITY		Fiscal Year Ending MARCH 31, 2025	
		Operating Reserve	PHA/IHA Estimates
		Part I - Maximum Operating Reserve - End of Current Budget Year	
740	2821	PHA / IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564	\$1,190,830

		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): MARCH 31, 2023	(\$915,807)
790		Provision for Operating Reserve - Current Budget Year (check one)	
		<input checked="" type="checkbox"/> Estimated for FYE MARCH 31, 2024	\$171,740
		<input type="checkbox"/> Actual for FYE MARCH 31, 2024	
800		Operating Reserve at End of Current Budget Year (check one)	
		<input checked="" type="checkbox"/> Estimated for FYE MARCH 31, 2024	(\$744,067)
		<input type="checkbox"/> Actual for FYE MARCH 31, 2024	
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE MARCH 31, 2025 Enter Amount from Line 700	\$216,430
820		Operating Reserve at End of Requested Budget Year Estimated for FYE MARCH 31, 2025 (Sum of lines 800 and 810)	(\$527,637)
830		Cash Reserve Requirement: 0% % of line 480	\$0

Comments

PHA / IHA Approval

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

Date \_\_\_\_\_

Field Office Approval

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

Date \_\_\_\_\_

**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. 6/30/01)

Name of Housing Authority	Position Title By Organizational Unit and Function	Present Salary Rate As of (date) 03/31/24	SECAUCUS, NEW JERSEY				Allocation of Salaries by Program				Method of Allocation	
			Locality	Requested Budget Year		Management	Modernization	Development	Section 8	Other		Longevity
				Salary Rate	No. Months							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
<b>ADMINISTRATION:</b>												
1) Executive Director C. MARRA		\$125,310	12	\$129,100	\$64,550	\$0		\$64,550				
2) PBV COORDINATOR T. WEINBRECHT		\$70,140	12	\$72,250	\$36,130	\$0		\$36,120				
3) BOOKKEEPER T. OQUENDO		\$70,140	12	\$52,000	\$26,000	\$0		\$26,000				
4) HCV ADMINISTRATOR L. FANNING		\$70,140	12	\$72,250	\$0			\$72,250				
5) HCV SPECIALIST A. OLIVEROS		\$37,000	12	\$39,000	\$0			\$39,000				
7) IT TECH		\$9,020	12	\$9,020	\$4,510			\$4,510				
8)		\$0	12	\$0	\$0			\$0				
9)		\$0	12	\$0	\$0			\$0				
TOTAL ADMINISTRATION				\$373,620	\$131,190	\$0	\$0	\$242,430	\$0	\$0		
<b>TENANT SERVICES</b>												
1) RESIDENT SERVICES COORDINATOR K. QUINTERO		\$39,000	12	\$37,000	\$26,000	\$0		\$11,000				
2)		\$0	0	\$0	\$0			\$0				
3)		\$0	12	\$0	\$0			\$0				
4)		\$0	12	\$0	\$0			\$0				
TOTAL TENANT SERVICES				\$37,000	\$26,000	\$0	\$0	\$11,000	\$0	\$0		
<b>UTILITY LABOR</b>												
1) VARIOUS ALLOCATIONS		\$45,060	12	\$45,060	\$45,060							
2)												
3)												
TOTAL UTILITY LABOR				\$45,060	\$45,060							
<p>To the best of my knowledge, all the information stated herein, as well as any information provided in the accompanying herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)</p>											Date	
											Executive Director or Designated Official	
											NO HOUSING AUTHORITY EMPLOYEE IS SERVING IN A VARIETY OF POSITIONS WHICH EXCEED 100% OF HIS/HER TIME.	

**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. 6/30/01)

Fiscal Year End  
MARCH 31, 2025

SECAUCUS HOUSING AUTHORITY  
SECAUCUS, NEW JERSEY

Name of Housing Authority  
SECAUCUS HOUSING AUTHORITY

Position Title By Organizational Unit and Function (1)	Present Salary Rate As of (date) 02/31/24 (2)	Requested Budget Year Estimated Payment				Development UTILITY LABOR (8)	Section 8 Programs (9)	Other Programs (10)	Longevity (11)	Method of Allocation (12)
		No. Months (4)	Amount (5)	Management (6)	Modernization (7)					
<b>MAINTENANCE STAFF:</b>										
1) WORKING MAINTENANCE SUPERVISOR L. JUNIEWICZ	\$92,410	12	\$95,180	\$76,140	\$19,040					
2) MAINTENANCE WORKER R. GALLO	\$63,560	12	\$66,090	\$68,870	\$17,220					
3) MAINTENANCE TECH S. TORRES	\$42,000	12	\$44,000	\$39,600	\$4,400					
4) MAINTENANCE TECH QUINONES	\$42,000	12	\$44,000	\$39,600	\$4,400	\$0				
5) OVERTIME AND ON CALL	\$54,000	12	\$54,000	\$45,000	\$9,000					
6)		12	\$0	\$0						
<b>TOTAL MAINTENANCE LABOR</b>			\$223,270	\$269,210	\$45,060	\$9,000	\$0	\$0		
<p>To the best of my knowledge, all the information stated herein, as well as any information provided in the accompanying narrative, 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)</p>										Executive Director or Designated Official
<p>NO HOUSING AUTHORITY EMPLOYEE IS SERVING IN A VARIETY OF POSITIONS WHICH EXCEED 100% OF HIS/HER TIME.</p>										Date

**Operating Budget  
Schedule of Nonroutine Expenditures**

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

Local Housing Authority: SECAUCUS HOUSING AUTHORITY Locality: SECAUCUS, NEW JERSEY Fiscal Year Ending: MARCH 31, 2025

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 Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D.C. 20503. Do not send this completed form to either of the above addresses.

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) (6)	No. Of Items (9)	Item Cost (10)	Estimated Expenditure In Year (11)
					Estimated Expenditure In Year (5)	Percent Complete Year End (7)				
EM-24-01	EXTRAORDINARY MAINTENANCE									
	1) Flooring	NJ 083	\$50,000	100%	\$50,000	100%				
	2)				\$0					\$0
	3)				\$0					\$0
	4)				\$0					\$0
	5)				\$0					\$0
	TOTAL EXTRAORDINARY MAINTENANCE:				\$50,000					\$0
RE 95-1							REPLACEMENT OF EQUIPMENT			
RE 95-2							1)	0		\$0
RE 95-3							2)	0		\$0
							3)			\$0
							4)			\$0
							5)			\$0
	TOTAL REPLACEMENT:									\$0
BA 95-1							BETTERMENTS & ADDITIONS			
							1)	0		\$0
							2)			\$0
							3)			\$0
							4)			\$0
							5)			\$0
	TOTAL BETTERMENTS & ADDITIONS:									\$0

**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: <b>SECAUCUS HOUSING AUTHORITY</b>	Locality: <b>SECAUCUS, NEW JERSEY</b>	Fiscal Year End: <b>MARCH 31, 2025</b>
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(1) Description	(2) Total	(3) Management	(4) Development	(5) Section 8	(6) Other
1 Legal Expense (see Special Note in Instructions)	\$26,000	\$13,000	\$0	\$13,000	\$0
2 Training (list and provide justification)	\$8,000	\$4,000	\$0	\$4,000	\$0
3 Travel					
Trips to Conventions and Meetings (list and provide just.)	\$26,000	\$13,000	\$0	\$13,000	\$0
4 Other Travel:					
Outside Area of Jurisdiction	\$0	\$0	\$0	\$0	\$0
5 Within Area of Jurisdiction	\$5,000	\$2,500	\$0	\$2,500	\$0
6 Total Travel	\$31,000	\$15,500	\$0	\$15,500	\$0
7 Accounting	\$37,400	\$18,700	\$0	\$18,700	\$0
8 Auditing	\$14,300	\$7,150	\$0	\$7,150	\$0
9 Sundry					
Rental of Office Space	\$0	\$0	\$0	\$0	\$0
10 Publications	\$9,000	\$4,500	\$0	\$4,500	\$0
11 Membership Dues and Fees (list orgn. and amount)	\$20,000	\$10,000	\$0	\$10,000	\$0
12 Telephone, Fax, Electronic Communications	\$24,000	\$12,000	\$0	\$12,000	\$0
13 Collection Agent Fees and Court Costs	\$0	\$0	\$0	\$0	\$0
14 Administrative Services Contracts (list and provide just.)	\$16,000	\$7,500	\$0	\$7,500	\$0
15 Forms, Stationary and Office Supplies	\$28,000	\$21,000	\$0	\$7,000	\$0
16 Other Sundry Expense (provide breakdown)	\$28,000	\$22,000	\$0	\$6,000	\$0
17 Total Sundry	\$124,000	\$77,000	\$0	\$47,000	\$0
18 Total Administration Expense Other Than Salaries	\$240,700	\$135,350	\$0	\$105,350	\$0

PERCENTAGE OF EXPENSES TO BE CHARGED TO MANAGEMENT: 50.00%  
 =====

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
 (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative and Date:

X

# Operating Budget

## Summary of Budget Data and Justifications

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

OMB Approval No. 2577-0026 (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 602(A) 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:
SECAUCUS HOUSING AUTHORITY	SECAUCUS, NEW JERSEY	MARCH 31, 2025

### Operating Receipts

**Dwelling Rentals:** 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 PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment at utility costs by HA and/or tenant.

Monthly Rent Roll as of: 1/1/ 2024 equals 130,834 divided by 274 occupied units = \$477.50 Avg. Monthly Dwelling Rental (AMDR)

times 1.00 Change Factor, X 99% Occupancy Rate, equals \$ 472.7 times 3,300 Unit Months Available

equals \$1,559,976

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: \$0

**Nondwelling Rent:** (NOT for Section 23 Leased housing.) Complete item 1, specifying each space rented, to whom, and the rental terms. For example, Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental Income.

1.	Space Rented	To Whom	Rental Terms
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

2. Comments

Nondwelling Rent estimated in the amount of: \$0

**Interest on General Fund Investments:** State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distribution of interest income between housing programs.

Estimated Cash Avail. for Investment of \$990,000 times Estimated Average T-Bill Rate of 3.50%  
 equals \$34,650 which is \$10.50 PUM times 3,300 Unit Months Available  
 equals \$34,650

**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.	minus pass-throughs of:	\$0 equals	Net Amt.
Sales and Services to Residents of:	\$0		\$0 equals	\$0
VARIOUS	\$0		\$0 equals	\$0
Laundry & Vending in the amount of:	\$65,000	N/A, as long as Notice PIH 96-24 in effect	equals	\$65,000
Late Charges in the amount of:	\$5,000	N/A, as long as Notice PIH 96-24 in effect	equals	\$5,000
PATRIOT COMMONS MGMT.	\$43,500	(CARRIED OVER)	equals	\$43,500
	\$0			0
	=====			=====
	\$113,500			\$113,500
			PUM equals	\$34.39

**Operating Expenditures**

**Summary of Staffing and Salary Data**

Complete the summary below on the basis of information shown on form HUD-52566, Schedule of All Positions and Salaries, as follows:

- Column (1) Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.
- Column (2) Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to mgmt. at the rate of 80%, 70%, and 50% respectively. Thus, the equivalent full-time positions is two. (8/10 + 7/10 + 5/10).
- Column (3) Enter the portion of total salary expense shown in Column (5) or (6), form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing.
- Column (4) Enter the portion of total salary expense shown in Column (5) or (10), form HUD-52566, allocable to Section 23 Leased housing in management.
- Column (5) Enter the portion of total salary expense shown in Column (5) or (7), form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or Comprehensive Grant Program).
- Column (6) Enter the portion of total salary expense shown in Column (5) or (9), form HUD-52566, allocable to Section 8 programs.

Note: The number of equivalent full-time positions and the amount of salary expense for all positions designated "M" on form HUD-52566 must be equitably distributed to account lines Ordinary Maintenance and Operation--Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.

Account Line	Total Number of Positions (1)	Equivalent Full-Time Positions (2)	HUD-Aided Management Program			
			Salary Expense			
			Management (3)	Section 23 Leased Hsg. (4)	Modernization Programs (5)	Section 8 Program (6)
Administration--Nontechnical Salaries (1)	7	6.25	\$131,190		\$0	\$242,430
Administration--Technical Salaries (1)						
Ordinary Maintenance and Operation--Labor (1)	6	6.00	\$269,210			
Utilities--Labor (1)			\$45,060			
Other (Specify) (Tenant Services, Legal, etc.) (1)	3	3.00	\$67,020		\$40,000	
Extraordinary Maintenance Work Projects (2)						
Betterments and Additions Work Projects (2)						

1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in Column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget) the amount of salary expense shown in Column (4) on the corresponding line above.

2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA Staff, as shown on HUD-52567.

Specify all proposed new positions and all present positions to be abolished in the Requested Budget Year. Cite prior HUD concurrence in proposed staffing changes or present justification for such changes. Cite prior HUD concurrence in proposed salary increases for Administration Staff or give justification and pertinent comparability information. Cite effective date for current approved wage rates (form HUD-52158) and justify all deviations from these rates.

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: \$115,000

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.

Plumbing and HVAC	\$20,000	Elevator Service/Repairs	\$25,000
Pest Control	\$10,000	Carpentry	\$10,000
Fire Alarm Service	\$17,500	Locksmith	\$10,000
Apartment Painting	\$12,500	Generator	\$10,000
Other	\$200,000		=====
Office Eqpt. Maintenance	\$15,000	TOTAL CONTRACTS:	\$422,500
Cleaning Contract	55,000		
Electrical	17,500		
Emergency Call System	5,000		
Carpet Installation	15,000		



**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	TOTAL
MULTI PERIL	\$70,000	5,000	75,000
WORKER'S COMP. EMPLOY. PRACT.	\$10,000	5,000	15,000
CYBER COVERAGE	\$12,000	12,000	24,000
	\$0		
	\$0		
	\$0		
<b>TOTAL INSURANCE:</b>	<b>\$92,000</b>	<b>22,000</b>	<b>114,000</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 =====	\$471,460	equals:	\$36,067 per year
			equals	\$210,000 per year
Retirement:	13.26% X Total Payroll of =====	\$471,460	equals:	\$62,468 per year
Unemployment:	1.00% times 1st =====	\$38,000 /person \$	471,460 equals	\$4,715 per year
				=====
		<b>TOTAL BENEFITS:</b>		<b>\$313,250</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: **\$1,000** 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-52567 need not be repeated here.

See HUD 52567 (Schedule of Nonroutine Expenditures)

**Contracts:** List all contracts, other than those listed on page 3 of this form under Ordinary Maintenance & Operation (OMO). Cite the name of the contractor, type of contract, cost of contract, and contract period. Justification must be provided for all contract services proposed for the Requested Budget Year (RBY). Explain substantial RBY increases over the PUM rate of expenditure for these contracts in the Current Budget Year.

N/A