

Operating Budget

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

Red Rental Housing

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

Public reporting burden for this collection of information is estimated to average 116 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project 2577-0026, Washington D.C. 20503. Do not send this completed form to either of the above addresses.

a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No. _____		b. Fiscal Year Ending 06/30/2003	c. No. of months (check one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify) _____	d. Type of HUD assisted Projects 01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing 02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership 03 <input type="checkbox"/> PHA/IHA Leased Rental Housing 04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership 05 <input type="checkbox"/> PHA/IHA Leased Homeownership	
e. Name of Public Housing Agency / Indian Housing Authority (PHA/IHA) COLES COUNTY HOUSING AUTHORITY				i. HUD Field Office Chicago	
f. Address (City, State, zip code) 109 PRAIRIE MATTOON, IL 61938		g. ACC Number C-1173		h. PAS/LOCCS Project No. IL100002 IL 100-002-03J	
j. No. of Dwelling Units 178	k. No. of Unit Months Available 2136	m. No. of Projects 1			

Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 2000 PUM (2)	<input checked="" type="checkbox"/> Estimates or Actual Current Budget Yr. 2002 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Homebuyers Monthly Payments for:								
010	7710	Operating Expense						
020	7712	Earned Home Payments						
030	7714	Nonroutine Maintenance Reserve						
040	Total Break-Even Amount (sum of lines 010, 020, and 030)							
050	7716	Excess (or deficit) in Break-Even						
060	7790	Homebuyers Monthly Payments - Contra						
Operating Receipts								
070	3110	Dwelling Rental	105.69	138.91	137.14	292,930		
080	3120	Excess Utilities	3.33					
090	3190	Nondwelling Rental						
100	Total Rental Income (sum of lines 070, 080, and 090)		109.02	138.91	137.14	292,930		
110	3610	Interest on General Fund Investments	0.21	0.51	0.56	1,200		
120	3690	Other Income	1.27	1.40	1.69	3,600		
130	Total Operating Income (sum of lines 100, 110, and 120)		110.50	140.82	139.39	297,730		
Operating Expenditures - Administration:								
140	4110	Administrative Salaries	28.62	39.51	39.66	84,720		
150	4130	Legal Expense	2.87	3.98	4.38	9,350		
160	4140	Staff Training	3.09					6,000
170	4150	Travel	0.38	3.51	3.86	8,250		
180	4170	Accounting Fees	5.51	6.32	6.39	13,640		
190	4171	Auditing Fees	2.17	1.45	1.60	3,410		10,230
200	4190	Other Administrative Expenses	22.11	11.18	12.30	26,280		
210	Total Administrative Expense (sum of line 140 thru line 200)		64.75	65.95	68.19	145,650		158,470
Tenant Services:								
220	4210	Salaries	0.57	0.96	1.00	2,130		
230	4220	Recreation, Publications and Other Services						
240	4230	Contract Costs, Training and Other						
250	Total Tenant Services Expense (sum of lines 220, 230, and 240)		0.57	0.96	1.00	2,130		
Utilities:								
260	4310	Water	25.43	29.05	28.75	61,420		
270	4320	Electricity	19.77	31.88	27.46	58,650		80,130
280	4330	Gas		1.87	1.45	3,090		
290	4340	Fuel						
300	4350	Labor						
310	4390	Other utilities expense						
320	Total Utilities Expense (sum of line 260 thru line 310)		45.20	62.80	57.66	123,160		144,640

Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 2000 PUM (2)	<input checked="" type="checkbox"/> Estimates <input type="checkbox"/> or Actual Current Budget Yr. 2002 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Ordinary Maintenance and Operation:								
330	4410	Labor	37.09	41.86	45.84	97,910		
340	4420	Materials	12.54	5.62	6.18	13,200		
350	4430	Contract Costs	11.18	4.94	5.44	11,620		
360	Total	Ordinary Maintenance and Operation Expense (line 330 to 350)	60.81	52.42	57.46	122,730		
Protective Services:								
370	4460	Labor						
380	4470	Materials						
390	4480	Contract Costs						
400	Total	Protective Services Expense (sum of lines 370 to 390)						
General Expense:								
410	4510	Insurance	16.04	16.99	17.97	38,380		
420	4520	Payments in Lieu of Taxes	6.38	7.61	7.95	16,980		
430	4530	Terminal Leave Payments						
440	4540	Employee Benefit Contributions	25.50	42.98	45.95	98,140		
450	4570	Collection Losses		4.68	6.09	13,000		
460	4590	Other General Expense						
470	Total	General Expense (sum of lines 410 to 460)	47.92	72.26	77.95	166,500		
480	Total	Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)	219.25	254.39	262.25	560,170	278.31	594,470
Rent for Leased Dwellings:								
490	4710	Rents to Owners of Leased Dwellings						
500	Total	Operating Expense (sum of lines 480 and 490)	219.25	254.39	262.25	560,170	278.31	594,470
Nonroutine Expenditures:								
510	4610	Extraordinary Maintenance	23.70	5.62	5.92	12,650		
520	7520	Replacement of Nonexpendable Equipment		4.94	4.49	9,600		
530	7540	Property Betterments and Additions			2.57	5,500		
540	Total	Nonroutine Expenditures (sum of lines 510, 520, and 530)	23.70	10.56	12.99	27,750		
550	Total	Operating Expenditures (sum of lines 500 and 540)	242.95	264.95	275.24	587,920	291.30	622,220
Prior Year Adjustments:								
560	6010	Prior Year Adjustments Affecting Residual Receipts	(24.90)					
Other Expenditures:								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Yr.						
580	Total	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)	218.05	264.95	275.24	587,920	291.30	622,220
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(107.55)	(124.13)	(135.86)	(290,190)	(51.91)	(324,490)
HUD Contributions:								
600	8010	Basic Annual Contribution Earned-Leased Projects:Current Year						
610	8011	Prior Year Adjustments - (Debit) Credit						
620	Total	Basic Annual Contribution (line 600 plus or minus line 610)						
630	8020	Contributions Earned - Op.Sub.-Cur.Yr.(before year-end adj)	84.55	174.04	196.96	420,700		
640		Mandatory PFS Adjustments (net)						
650		Other (specify):						
660		Other (specify):						
670		Total Year-end Adjustments/Other (plus or minus lines 640 thru 660)						
680	8020	Total Operating Subsidy-current year (line 630 plus or minus line 670)	84.55	174.04	196.96	420,700		
690	Total	HUD Contributions (sum of lines 620 and 680)	84.55	174.04	196.96	420,700		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690) Enter here and on line 810	(23.00)	49.91	61.10	130,510	45.04	96,210

		Operating Reserve	PHA/IHA Estimates	HUD Modifications
		Part I - Maximum Operating Reserve - End of Current Budget Year		
740	2821	PHA/IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564		

Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Year End				
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date):	06/30/2001	(232,907) estimated N/A
790		Provision for Operating Reserve - Current Budget Year (check one)		
	<input checked="" type="checkbox"/>	Estimated for FYE	06/30/2002	142,637 N/A
	<input type="checkbox"/>	Actual for FYE		
800		Operating Reserve at End of Current Budget Year (check one)		
	<input checked="" type="checkbox"/>	Estimated for FYE	06/30/2002	(90,270) N/A
	<input type="checkbox"/>	Actual for FYE		
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE		
		Enter Amount from line 700	06/30/2003	130,510
820		Operating Reserve at End of Requested Budget Year Estimated for FYE		
		(Sum of lines 800 and 810)	06/30/2003	40,240 N/A *
830		Cash Reserve Requirement- 50% of line 480		280,085

Comments:

* operating Reserves cannot be Determined at This time. Financial Statements must be prepared for FY01 & FY02 IN ORDER to determine operating Reserves.

PHA/IHA Approval Name: Sandy Smith
 Title: Executive Director
 Signature: Sandy Smith Date: 7-11-02

Field Office Approval Name: Patricia A. Knight
 Title: Acting Director
 Signature: Patricia A. Knight Date: 7/30/02

Operating Budget
Schedule of Administration
Expense Other Than Salary

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

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

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Name of Housing Authority:		Locality:					Fiscal Year End:		
COLES COUNTY HOUSING AUTHORITY		MATTOON, IL 61938					06/30/2003		
(1)	(2)	(3)	(4)	(5)	(6a)	(6b)	(6c)		
Description	Total	Management	Mutual Help	Leased Rental	Turnkey III	Section 8	Other		
1 Legal Expense (see Special Note in Instructions)	9,350	9,350							
2 Training (list and provide justification)	6,000	6,000							
3 Travel - Trips To Conventions and Meetings (list and provide justification)	2,750	2,750							
4 Other Travel: Outside Area of Jurisdiction	2,750	2,750							
5 Within Area of Jurisdiction	2,750	2,750							
6 Total Travel	8,250	8,250							
7 Accounting	13,635	13,635							
8 Auditing	3,410 10,230	3,410 10,230							
9 Sundry Rental of Office Space									
10 Publications	825	825							
11 Membership Dues and Fees (list organization and amount)	440	440							
12 Telephone, Fax, Electronic Communications	4,950	4,950							
13 Collection Agent Fees and Court Costs	6,600	6,600							
14 Administrative Services contracts (list and provide justification)									
15 Forms, Stationary and Office Supplies	6,050	6,050							
16 Other Sundry Expense (provide breakdown)	7,414	7,414							
17 Total Sundry	26,279	26,279							
18 Total Administration Expense Other Than Salaries	60,924 73,744	60,924 73,744							

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 & Date:

X *Sandy Smith*

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. 10/31/97)

Name of Housing Authority

COLES COUNTY HOUSING AUTHORITY

Locality

MATTOON, IL 61938

Fiscal Year End

06/30/2003

Position Title and Name By Organizational Unit and Function	(1)	(1a)	Present Salary Rate		Requested Budget Year		Estimated Payment		Allocation of Salaries by Program				Date	
			As of (date)	Rate	Salary Rate	No. Months	Amount	Management	Mutual Help	Leased Homeownership	Turnkey III	Section 8 Programs		Other Programs
	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)			
EXECUTIVE DIRECTOR	AN-T	44,574.00	46,363.00	12	24,045	18,034			7,743					
SECRETARY	AN-T	24,980.00	25,480.00	12	26,645	19,984			3,822					
CLERK	AN-T	19,261.00	20,030.00	12	33,738	33,738			3,390					
PART TIME OCCUPANCY SPECIALIST	AN-T	7,498.00	7,800.00	12	20,654	20,654								
OTHER CLERK	AN-T	11,575.00	12,043.00	12	5,500	5,500			12,043					
TAS	TS	2,046.00	2,128.00		2,128	2,128								
MAINTENANCE III	M	23,328.00	24,045.00	12	24,045	18,034			6,011					
MAINTENANCE IV	M	25,880.00	26,645.00	12	26,645	19,984			6,661					
MAINTENANCE V	M	32,448.00	33,738.00	12	33,738	33,738								
MAINTENANCE I	M	20,051.00	20,654.00	12	20,654	20,654								
OVERTIME	M				5,500	5,500								
TOTALS THIS PAGE										112,710	184,756	39,670		

ALL POSITIONS, AS IDENTIFIED, DO NOT EXCEED 100% OF ANY INDIVIDUAL EMPLOYEE'S TIME

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

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Executive Director or Designated Official

Date

form HUD-52566 (3/95)

ref Handbook 7475.1

Page 1 of 1

Operating Budget
Summary of Budget Data
and Justifications

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

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Name of Local Housing Authority:	Locality	Fiscal Year Ending
COLES COUNTY HOUSING AUTHORITY	MATTOON, IL 61938	06/30/2003

Operating Receipts

Dwelling Rental: Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total HA monthly rent roll, the number 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.

RENT ROLL AS OF 06/01/02	23,572.00
UNITS OCCUPIED	167.00
CHANGE FACTOR	1.03
PROJECTED PER UNIT	141.38
OCCUPANCY %	0.97

Total Operating Receipts: 292,931

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

NONE ANTICIPATED

Total Excess Utilities:

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

NONE ANTICIPATED

Total Non-Dwelling Rent:

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.

BASED ON CURRENT RATES

Total Interest on Investments: 1,200

Other Comments On Estimates of Operating 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.

NO CHANGES - DAY CARE RENTAL

Total Other Income: 3,600

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 such housing 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 Column (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 Column (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 Column (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 Column (9), form HUD-52566, allocable to Section 8 Programs.

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

Account Line	Total Number of Positions (1)	HUD-Aided Management Program			
		Equivalent Full-Time Positions (2)	Salary Expense		
			Management (3)	Section 23 Leased Housing Only (4)	Modernization Programs (5)
Administration-Nontechnical Salaries 1					
Administration-Technical Salaries 1					
Ordinary Maintenance and Operation-Labor 1					
Utilities-Labor 1					
Other (Specify) (Legal, etc.) 1					
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 form 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 FOR DETAILED BREAKDOWN

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.

SEE HUD 52571 FOR DETAILED BREAKDOWN

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."

Total Water	61,419.00
Total Electricity	50,649.00 80 13
Total Gas	3,091.00
Total Fuel	
Total Other	
Total Utilities:	-123,159 144.6

Ordinary Maintenance & Operation-Materials: Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for materials in the Current Budget Year.

BASED ON CURRENT EXPENSES

Total Maintenance. Materials: 13,200

Ordinary Maintenance & 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.

BASED ON CURRENT EXPENSES

Total Maint. Contract Costs: 11,616

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.

FIRE & BLANKET & WORK COMP	36,000.00
VEHICLES	800.00
BOND	1,582.00

Total Insurance: 38,382

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	14,140.00
GROUP LIFE & HEALTH	84,000.00

Total Employee Benefits: 98,140

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

Total Collection Losses: 13,000

Extraordinary Maintenance, Replacement of Equipment, 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 FOR DETAILED BREAKDOWN

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.

**Operating Budget
Schedule of Nonroutine Expenditures**

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

OMB Approval No. 2577-0028 (Exp. 10/31/97)

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Local Housing Authority: **COLES COUNTY HOUSING AUTHORITY** Locality: **MATTOON, IL 61938** Fiscal Year Ending: **06/30/2003**

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)	Requested Budget Year		Equipment Requirements	Requested Budget							
				Percent Complete Current Budget Year End (5)	Estimated Expenditure in Year (6)		Percent Complete Year End (7)	Description of Equipment Items (List Replacements and Additions separately) (8)	No. of Items (9)	Item Cost (10)	Estimated Expenditure in Year (11)			
EM	CYCLE PAINTING	IL 100	9,350		9,350									
EM	DAY CARE UPGRADE	IL 100	3,300		3,300									
RE														
RE														
BA	COMPUTER UPGRADE	IL 100	5,500		5,500								10	4,800
													10	4,800
TOTALS THIS PAGE					18,150		18,150							9,600

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. 3729.3602) Form HUD-52567 (3/95) ref Handbook 7475.1

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant's Name

COLES COUNTY HOUSING AUTHORITY

Program/Activity Receiving Federal Grant Funding

OPERATING SUBSIDY

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b. Establishing an on-going drug-free awareness program to inform employees ---
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Applicant's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;
- d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

West Park Plaza - Coles County - Mattoon, Il. 61938
 East Rudy Place - " " Mattoon, Il. 61938
 Park Tower - " " Mattoon, Il. 61938

Check here if there are workplaces that are not identified on the attached sheets.

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

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Sandy Smith	Title	Executive Director
Signature	<i>Sandy Smith</i>	Date	7-11-02

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

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

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

Public Reporting Burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600; and to the Office of Management and Budget, Paperwork Reduction Project (2577-0044) Washington, D.C. 20503. Do not send this completed form to either of the above addressees.

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

(date)

Operating Budget Submitted on:

7-23-02

Operating Budget Revision Submitted on:

Calculation of Performance Funding System Submitted on:

Revised Calculation of Performance Funding System Submitted on:

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

COLES COUNTY HOUSING AUTHORITY

that:

- All regulatory and statutory requirements have been met:
- The PHA has sufficient operating reserves to meet the working capital needs of its developments: *- Loss due to flood (initially)*
- Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents:
- The budget indicates a source of funds adequate to cover all proposed expenditures:
- The calculation of eligibility for Federal funding is in accordance with the provisions of the regulations:
- All proposed rental charges and expenditures will be consistent with provisions of law:
- The PHA/IHA will comply with the wage rate requirements under 24 CFR 968.110(e) and (f) or 24 CFR 905.120(c) and (d):
- The PHA/IHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i) or 24 CFR 905.120(g):
- The PHA/IHA will comply with the requirements for the reexamination of family income and composition under 24 CFR 960.209.990.115 and 905.315: and
- The PHA will comply with the requirements for certification of Housing Manager and Assisted Housing Manager positions (24 CFR 967.304 and 967.305).

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

Warning: HUD will prosecute false claims and statements.

Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012:31 U.S.C. 3729,3802)

Board Chairman's Name (type)

Signature:

Date:

Jack Record

Jack L. Record

7-11-02

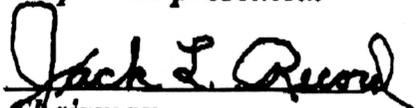
RESOLUTION #328

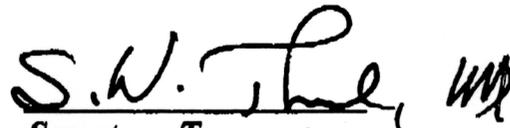
WHEREAS, a Project Operating Budget for a period from July 1, 2002 to June 30, 2003, inclusive for the Housing Authority of the County of Coles, Illinois, has been presented and explained to the Commissioners, and

WHEREAS, The Board of Commissioners has determined

- (A) That proposed expenditures are necessary in the efficient and economical operation of the PHA for the purpose of serving low income families.**
- (B) That the financial plan is reasonable in that:**
 - 1. It indicated a source of funding adequate to cover all proposed expenditures.**
 - 2. It does not provide for Federal Funding in excess of that payable under the provision of these regulations.**
- (C) That all proposed charges and expenditures will be consistent with provisions of the law and the Annual Contributions Contract.**

THEREFORE BE IT RESOLVED, That said Operating Budget for the period of July 2002 to June 30, 2003, inclusive be approved and adopted as presented.


Chairman


Secretary-Treasurer

**Certification of Payments
to Influence Federal Transactions**

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

Applicant Name

Coles County Housing Authority

Program/Activity Receiving Federal Grant Funding

Operating Subsidy for FYE. 6/30/03.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Sandy Smith

Title

E.D.

Signature

Sandy Smith

Date (mm/dd/yyyy)

6-10-02

Operating Fund
Calculation of Operating Subsidy
 PHA-Owned Rental Housing

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

OMB Approval No. 2577-0029(exp. 8/31/2001)

Section 1

a) Name and Address of Public Housing Agency/Indian Housing Authority: (PHA/IHA)					b) Budget Submission to HUD Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
COLES COUNTY HOUSING AUTHORITY 109 PRAIRIE AVENUE MATTOON, IL 61938					c) Type of submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.	
d) Number of HA Units	e) Unit Months Available (UMAs)	f) Subject Fiscal Year	g) ACC Number	h) PAS/LOCCS Project No.	i) Reserved	
178	2,136	06/30/03	C-1173	IL100002 - 03I		

Section 2

Line No.	Description	Requested by PHA/IHA (PUM)	HUD Modifications (PUM)
Part A. Allowable Expenses and Additions			
01	Previous allowable expense level (Part A line 08 of form HUD-52723 for previous fiscal year)	267.11	/
02	Part A, Line 01 multiplied by .005	1.34	/
03	Delta from form HUD-52720-B If applicable (see instructions)		
04	"Requested" year units from latest form HUD-52720-A (see instructions)		
05	Add-ons to allowable expense level from previous fiscal year (see instructions)		
06	Total of Part A, Lines 01, 02, 03, and 05	268.45	/
07	Inflation factor	1.029	/
08	Revised allowable expense level (AEL)(Part A, Line 06 times line 07)	276.24	/
09	Transition Funding		
10	Increase to AEL		
11	Allowable utilities expense level from form HUD-52722-A	51.32	67.73
12	Actual PUM cost of Independent Audit (IA) (through FYE)		
13	Costs attributable to deprogrammed units		
14	Total Allowable Expenses and Additions (sum of Part A, lines 08 thru 13)	327.56	343.97
Part B. Dwelling Rental Income			
01	Total rent roll as of 06/01/02	\$ 23,572.00	
02	Number of occupied units as of rent roll date	167	
03	Average monthly dwelling rental charge per unit for current budget year (Part B, Line 01 ÷ Line 02)	141.15	
04	Average monthly dwelling rental charge per unit for prior budget year	139.04	
05	Average monthly dwelling rental charge per unit for budget year 2 years ago	119.90	
06	Three-year average monthly dwelling rental charge per unit ((Part B, Line 03 + Line 04 + Line 05) ÷ 3)	133.36	
07	50/50 Income split ((Part B, Line 03 + Line 06) ÷ 2)	137.26	
08	Average monthly dwelling rental charge per unit (lesser of Part B, Line 03 or Line 07)	137.26	/
09	Rental income adjustment factor	1.03	/
10	Projected average monthly dwelling rental charge per unit (Part B, Line 08 times Line 09)	141.38	/
11	Projected occupancy percentage from HUD-52728	97%	/
12	Projected average monthly dwelling rental income per unit (Part B, Line 10 times Line 11)	137.14	/
Part C. Non-dwelling income			
01	Other income		0
02	Total operating receipts (Part B, Line 12 plus Part C, Line 01)	137.14	/
03	PUM deficit or (Income) (Part A, Line 14 minus Part C, Line 02)	190.42	206.83
		Requested by PHA/IHA (Whole dollars)	HUD Modifications (Whole dollars)
04	Deficit or (income) before add-ons (Part C, Line 03 times Section 1, e)	406,737	441,789

Line No.	Description	Requested by PHA/IHA (Whole Dollars)	HUD Modifications (Whole Dollars)
Part D. Add-ons for changes in Federal law or regulation and other eligibility			
01	FICA contributions	9,788	✓
02	Unemployment compensation		
03	Family Self Sufficiency Program		
04	Energy Add-On for loan amortization		
05	Unit reconfiguration		
06	Non-dwelling units approved for subsidy		
07	Long-term vacant units		
08	Phase Down for Demolitions		
09	Units Eligible for Resident Participation: Occupied Units (Part B, Line 02)	167	
10	Employee Units		
11	Police Units		
12	Total Units Eligible for Resident Participation: (Sum of Part D, Lines 09 thru 11)	167	
13	Funding for Resident Participation (Part D, Line 12 x \$25)	4,175	✓
14	Other approved funding, not listed (Specify in Section 3)		
15	Total add-ons (sum of Part D, Lines 01, 02, 03, 04, 05, 06, 07, 08, 13 and 14)	13,963	✓
Part E. Calculation of Operating Subsidy Eligibility Before Year-End Adjustments			
01	Deficit or (income) before year-end adjustments (Total of Part C, Line 04 and Part D, Line 15)	420,700	455,752
02	Actual cost of Independent Audit (IA)		
03	Operating subsidy eligibility before year-end adjustments (Greater of Part E, Line 01 or Line 02) (If less than zero, enter zero (0))	420,700	455,752
Part F. Calculation of Operating Subsidy Approvable for Subject Fiscal Year (Note: Do not revise after the end of the subject FY)			
01	Utility Adjustment for Prior years		
02	Additional subject fiscal year operating subsidy eligibility (specify)		
03	Unfunded eligibility in prior fiscal years to be obligated in subject fiscal year		(
04	HUD discretionary adjustments		
05	Other (specify)		
06	Other (specify)		
07	Unfunded portion due to proration		
08	Net adjustments to operating subsidy (total of Part F, Lines 01 thru 07)		
09	Operating subsidy approvable for subject fiscal year (total of Part E, Line 03 and part F, Line 08)	420,700	
HUD Use Only (Note: Do not revise after the end of the subject FY)			
10	Amount of operating subsidy approvable for subject fiscal year not funded		(
11	Amount of funds obligated in excess of operating subsidy approvable for subject fiscal year		
12	Funds Obligated in subject fiscal year (sum of Part F, Lines 09 thru 11) (Must be the same as line 690 of the Operating Budget, form HUD-52564, for the subject fiscal year) Appropriation symbol(s):		
Part G. Memorandum of Amounts Due HUD, Including Amounts on Repayment Schedules			
01	Total amount due in previous fiscal year (Part G, Line 04 of form HUD-52723 for previous fiscal year)		
02	Total amount to be collected in subject fiscal year (identify individual amounts under Section 3)		(
03	Total additional amount due HUD (include any amount entered on Part F, Line 11) (Identify individual amounts under Section 3)		
04	Total amount due HUD to be collected in future fiscal year(s) (Total of Part G, Lines 01 thru 03) (Identify individual amounts under Section 3)		

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

Section 3

Remarks (provide part and line numbers)

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
 (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Authorized HA Representative & Date:

x *Stanley Smith* 7/24/02

Signature of Authorized Field Office Representative & Date:

x *Patricia A. Knight* 7/30/02

**Calculation of Allowable
Utilities Expense Level**

PHA/HA-Owned Rental Housing
Performance Funding System

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



OMB Approval No. 2577-0029 (exp. 8/31/2001)

Line No.	Description	Unit Months Available	Sewerage and Water Consumption	Electricity Consumption	Gas Consumption	Fiscal Year Ending		Submission	
						(7)	(8)	(9)	(10)
(a) Public Housing Agency / Indian Housing Authority COLES COUNTY HOUSING AUTHORITY 109 PRAIRIE AVENUE MATTOON, IL 61938									
(b) Operating Fund Project Number IL100002 - 0355									
(c) New Project Numbers (Data listed on line 8) (d) Fiscal Year Ending 06/30/03 (e) AC Contract Number C-1173 (f) Fuel (Specify type e.g., oil, coal, wood) (g) Energy Performance Contract <input type="checkbox"/> (h) Utility Rate Incentive <input type="checkbox"/> (i) Original <input checked="" type="checkbox"/> Revision No.									
01	UMA and actual consumption for old projects for 12 month period which ended 12 months before the Requested Budget Year. 2201	2136 2400	9,198	1,156,094	4,335				
02	UMA and actual consumption for old projects for 12 month period which ended 24 months before the Requested Budget Year. 2202	2136 2400	9,829	1,180,110	3,518				
03	UMA and actual consumption for old projects for 12 month period which ended 36 months before the Requested Budget Year. 1999	2136 2400	11,278	990,948 90,004	2,696				
04	Accumulated UMA and actual consumption of old projects (sum of lines 01, 02, 03).	6408 7200	30,305	3,327,152 2,495,298	10,649 10,549				
05	Estimated Unit Months available for old projects for Requested Budget Year.	2136 2400							
06	Ratio of Unit months available for old projects (line 04 divided by line 05 of column 3).	3							
07	Estimated UMA and consumption for old projects for Requested Budget Year (Each figure on line 04 divided by line 06).	2136 2400	10,102	1,109,051 611,706	3550 2516				
08	Estimated UMA and consumption for new projects.								
09	Total estimated UMA and consumption for old and new projects for Requested Budget Year (line 07 + line 08).	2136 2400	10,102	1,109,051 611,706	3550 2516				
10	Estimated cost of consumption on line 09 for Requested Budget Year (see instructions).	Costs	61,419	80,129 60,099	3,121 3,091				
11	Total estimated cost for Requested Budget Year (sum of all columns of line 10).	144,669 129,159							
12	Est. PUM cost of consumption for Requested Budget Year (Allowable Utilities Expense Level) (Line 11 divided by line 09, col. 3)	6773 5737							
13	Rate		6,08009	0,07225	0,87904				
14	Unit of Consumption		GALLONS	KWH	THERMS				

**HA Calculation of
Occupancy Percentage
for a Requested Budget Year (RBY)**
PHA/IHA-Owned Rental Housing Performance
Funding System (PFS)

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

OMB Approval No. 2577-0066 (Exp. 9/30/2002)

1a. Name of PHA/IHA: COLES COUNTY HOUSING AUTHORITY			2a. Contact: (Person who can best answer questions about this submission) Contact Person		
1b. Street Address: 109 PRAIRIE AVENUE			2b. Contract's Phone No.: (include area code) Phone Number		
1c. City: MATTOON	1d. State: IL	1e. Zip Code: 61938			
3. RBY Beginning Date: (mo/day/yr) 07/01/02	4. Type of Submission: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.	5. PAS/LOCCS Project No: IL100002	6. Report Date: (check one box) (mo/day/yr) <input checked="" type="checkbox"/> Actual Day <input type="checkbox"/> Average for Actual Month 12/31/01	7. Data Source <input checked="" type="checkbox"/> form HUD-51234 <input type="checkbox"/> Rent roll Records	

Part A. Actual Occupancy Data as of Report Date

8. Units Occupied	173
9. Units Available	178
10. Actual Occupancy Percentage (Divide line 8 by line 9; multiply by 100 and round to nearest whole)	97%

Stop & Note 11. If the HA-wide occupancy percentage shown on line 10 is 97% or greater **and** the HA believes that an average occupancy rate of at least 97% is sustainable for the RBY, then check the box below. You have completed the form and do not need to proceed further.

High Occupancy HA: Occupancy Percentage is 97% or higher and is sustainable for the RBY ➤ Use 97% as the Projected Occupancy Percentage on Part B, Line 11 of form HUD-52723

12. Units vacant as of Report Date (subtract line 8 from line 9 and enter result)

Stop & Note 13. If the result on line 12 is five or fewer vacant units **and** the HA believes that during the RBY: 1) the inventory (line 9 will not change; and, 2) the number of vacant units on line 12 will be vacant for the full RBY, then check the box below. You have completed the form and do not need to proceed further.

High Occupancy HA with five or fewer vacant units ➤ Use line 10 for the Projected Occupancy Percentage on Part B, Line 11 of form HUD-52723

Part B. Distribution of Actual Vacancies By Major Cause Given below are circumstances and actions recognized by HUD as possible causes of vacancies that are beyond the control of the HA to correct. If appropriate, please distribute the number of vacant units reported on line 12 among these causes. Attach sheet identified with HA name and address, the RBY beginning date, and ACC number. Use the sheet to describe, for each circumstance; when the circumstance occurred; the location of the units involved; why the circumstance is preventing the HA from occupying, selling, demolishing, rehabilitating, reconstructing, consolidating or modernizing the vacant units; and the likelihood that these circumstances will be mitigated or eliminated in the RBY.

14. Units vacant because of litigation (e.g., units that are being held vacant as part of court-ordered or HUD-approved desegregation plan)	
15. Units vacant because of Federal, Tribal, or State laws of general applicability. (Note: do not include units vacant only because they do not meet minimum construction or habitability standards.)	
16. Units vacant due to changing market conditions	
17. Units vacant because of natural disaster	
18. Units vacant because of insufficient funding for otherwise approvable CIAP application	
19. RMC-managed units vacant because of failure of HA to fund approvable request for Federal modernization funding <i>(This line for use only by RMCs)</i>	
20. Units vacant because of casualty loss and need to settle insurance claims	
21. Total Units Vacant Due To Circumstances Beyond The HA's Control (Enter sum of lines 14-20)	
22. Units vacant after adjusting for circumstances beyond the HA's control (Subtract line 21 from line 12)	

Stop & Note 23. If the result on line 22 is five or fewer vacant units **and** the HA believes that during the RBY: 1) the inventory (line 9 will not change; and, 2) the number of vacant units on both lines 21 and 22 will be vacant for the full RBY, then check the box below. You have completed the form and do not need to proceed any further.

High Occupancy HA with five or fewer vacant units after adjustment for vacancies beyond its control ➤ Use line 10 for the Projected Occupancy Percentage on line 17 of form HUD-52723

24. Vacancy Percentage after adjusting for beyond control circumstances
(Divide line 22 by line 9, multiply by 100, and round to nearest whole)

Stop & Note 25. If the result on line 24 is 3% or less **and** the HA believes that during the RBY: 1) the inventory (line 9) will not change; and, 2) the number of vacant units on lines 21 and 22 will be vacant for the full RBY, then check the box below. You have completed the form and do not need to proceed further.

High Occupancy HA: 3% or less vacancy rate after adjustment for vacancies beyond control ➤ Use line 10 for the Projected Occupancy Percentage on line 17 of form HUD-52723

Part C. Status of Units Undergoing Modernization as of Report Date If changes occur after the Report Date but prior to submission of this form, the most current status will be shown.

26. Protected Units	Occupied Units	Vacant Units
a. Number of units that are under modernization construction (contract awarded or force account work started)		
b. Number of units not under construction contact but included in a HUD-approved modernization budget where the time period for placing the units under construction (two FFYs after FFY of approval) has not yet expired.		
27. Unprotected Units: Number of units included in a HUD-approved modernization budget where the time period for placing the units under construction (two FFYs after FFY of approval) has expired.		

	(a) No. of Units	(b) Avg. No of Mos. in RBY	(c) No of Unit Mos. (a x b)
Part D. Units Estimated to be Available for Occupancy During RBY			
28. Units Available as of Report Date (Enter line 9)		12	
29. Additional Units Available During RBY because of Development/Acquisition of PFS-Eligible projects			
30. Units Available During RBY because of Demolition/Disposition/Conversion Actions Approved By HUD			
31. Total (Add lines 28 and 29; subtract line 30)			

Part E. Units Estimated to be Occupied During RBY			
32. Units Occupied as of Report Date (Enter line 8)		12	
33. Additional Units Occupied during RBY because of Development/Acquisition of PFS-Eligible Projects			
34. Reoccupancy during RBY of Units Vacated for Circumstances Beyond the HA's Control			
35. Reoccupancy during RBY of Vacant Units in a Funded Modernization Program			
36. Occupied Units in Funded Modernization Program Being Vacated during RBY			
37. Occupied Units Being Vacated during RBY because of Demolition/Disposition/Conversion Actions Approved by HUD. If there are occupied units that become vacant after the Report Date but before the start of the RBY because of circumstances and actions beyond the HA's control, place that number here <input type="text"/> and include in total shown on 37. Attach separate sheet with same information requested in Part C.			
38. Total 5F(Add lines 32-35, subtract lines 36 and 37)			

Part F. Occupancy Percentage During RBY	
39. Total Unit Months of Occupancy (Enter line 38c)	
40. Total Unit Months Available for Occupancy (Enter line 31c)	
41. Occupancy Percentage for RBY (Divide line 39 by line 40; multiply by 100 and round to nearest whole)	
42. Average Number of Vacant Units During RBY (Subtract line 39 from line 40; divide result by 12 and round to nearest whole)	
Stop & Note 43. If the result on line 41 is 97% or higher or if the result on line 42 is five or less, then check the appropriate box below. You have completed the form and do not need to proceed further.	
<input type="checkbox"/> a. High Occupancy HA: Occupancy Percentage is 97% or higher for the RBY	Use 97% as the Projected Occupancy Percentage on line 17 of form HUD-52723
<input type="checkbox"/> b. High Occupancy HA with five or fewer vacant units	Use line 41 as the Projected Occupancy Percentage on line 17 of form HUD-52723

Part G. Vacancy Percentage for RBY Adjusted for Modernization	
44. Total Unit Months of Vacancy in RBGY (Enter line 40 less line 39)	
45. Total unit Months for Vacant Units In Funded Mod. and Under Construction or Funded for Construction (Sum the vacant units of lines 26a and b; multiply by 12)	
46. If any of the vacant units on lines 26a or b will be reoccupied during the RBY, enter that number times the average number of months during the RBY these units will be reoccupied.	
47. If any of the occupied units on lines 26a or b will be vacated during the RBY for mod. construction, enter that number times the average number of months during the RBY these units will be vacated.	
48. Total Unit Months for Vacant Units In Funded Mod. And Under Construction or Funded For Construction In RBY (Add line 45; less line 46; plus line 47)	
49. Total Unit Months of Vacancy in RBY Adjusted for Modernization (Enter line 44 less line 48)	
50. Vacancy Percentage for RBY Adjusted for Modernization (Divide line 49 by line 40; multiply by 100; and round to nearest whole.)	
51. Average Number of Vacant Units in RBY Adjusted for Modernization (Divide line 49 by 12; round to nearest whole)	

Stop & Note 52. If the result on line 50 is 3% or lower or if the result on line 51 is five or less, then check the appropriate box below. You have completed the form and do not need to proceed further.	
<input type="checkbox"/> a. High Occupancy HA: Vacancy Percentage is 3% or less for the RBY after Modernization Adjustment	Use line 41 as the Projected Occupancy Percentage on line 17 of form HUD-52723
<input type="checkbox"/> b. High Occupancy HA: five or fewer vacant units after Modernization Adjustment	Use line 41 as the Projected Occupancy Percentage on line 17 of form HUD-52723

Part H. Vacancy Percentage for RBY Adjusted for Both Modernization and Beyond Control Circumstances

53. Total Unit Months of Vacancy in RBY (Enter line 44)	
54. Total Unit Months of Vacancy in RBY Due to Modernization (Enter line 48)	
55. Total Unit Months of Vacancy in RBY Due to Beyond Control Vacancies (Enter line 21 times 12; less any entry made on line 34c)	
56. Total Unit Months of Vacancy After Above Adjustments (Enter line 53 less lines 54 and 55)	
57. Vacancy Percentage for RBY After Above Adjustments (Divide line 56 by line 40; multiply by 100; and round to nearest whole.)	
58. Average Number of Vacant Units in RBY After Above Adjustments (Divide line 56 by 12; round to nearest whole)	

Stop & Note 59. If the result on line 57 is 3% or lower **or** if the result on line 58 is five or less, then check the appropriate box below. You have completed the form and do not need to proceed further.

- a. High Occupancy HA: Vacancy Percentage is 3% or less for the RBY after Modernization Adjustment ➤ Use line 41 as the Projected Occupancy Percentage on line 17 of form HUD-52723
- b. High Occupancy HA: five or fewer vacant units after Modernization Adjustment ➤ Use line 41 as the Projected Occupancy Percentage on line 17 of form HUD-52723

Part I. Adjustment for Long Term Vacancies If the HA estimates that it will have a vacancy percentage of more than 3% for its RBY and more than five vacant units after adjusting for vacant units undergoing modernization and vacancies beyond its control, the HA will exclude all of its long-term vacancies (if any) from its count of units available for occupancy and use this section to determine its projected occupancy percentage.

60. Total Long-term Vacancies (Subtract vacant units shown on lines 21, 26a and b from line 12. Analyze remaining vacancies and identify those units that have been vacant for more than 12 months as of the Report Date.)	
61. Unit Months of Vacancy Associated With Long-Term Vacancies (Multiply line 60 by 12)	
62. Total Unit Months Available for Occupancy in RBY Adjusted for Long-Term Vacancies (Subtract line 61 from line 31(c)) Use this UMA number in all other PFS calculations.	
63. Occupancy Percentage for RBY Adjusted for Long-Term Vacancies (Divide line 38(c) by line 62; multiply by 100 and round to nearest whole)	
64. Average Number of Vacant Units in RBY after All Adjustments (Subtract line 60 from line 58)	
65. Total Unit Months of Vacancy in RBY after All Adjustments (Subtract line 61 from line 56)	
66. Vacancy Percentage for RBY Adjusted for Long-Term Vacancies (Divide line 65 by line 62; multiply by 100 and round to nearest whole)	

Stop & Note 67. If the result on line 63 is 97% or higher **or** if the result on line 64 is five or less **or** if the result on line 66 is 3% or less, then check the appropriate box below. You have completed the form and do not need to proceed further.

- a. High Occupancy HA: Occupancy Percentage is 97% or higher for the RBY after Long-Term Vacancies Adjustment ➤ Use 97% as the Projected Occupancy Percentage on line 17 of form HUD-52723. **Use the UMA result on line 62 in calculating PFS eligibility.**
- b. High Occupancy HA: five or fewer vacant units after Adjustment for Long-Term Vacancies ➤ Use line 63 as the Projected Occupancy Percentage on line 17 of form HUD-52723. **Use the UMA result on line 62 in calculating PFS eligibility.**
- c. High Occupancy HA: Vacancy Percentage is 3% or lower for the RBY after Long-Term Vacancies Adjustment ➤ Use line 63 as the Projected Occupancy Percentage on line 17 of form HUD-52723. **Use the UMA result on line 62 in calculating PFS eligibility.**

Part J. Projected Occupancy Percentages for Low Occupancy HAs If the HA cannot determine an acceptable Projected Occupancy Percentage for the RBY using the above approach, it will use this section. The HA will use the lower of either 97% or that percentage based on having five units vacant for the RBY. Either percentage can be adjusted for vacant units undergoing modernization construction and vacancies beyond its control. Small HAs of 140 or less will generally want to use a percentage based on five vacant units.

68. Enter 97% if HA has more than 140 units. If 140 or fewer units, determine occupancy percentage based on 5 vacant units, for RBY. (Take 60 unit months and divide by line 62; multiply by 100 and round to nearest whole. Subtract result from 100%)	
69. Percentage Adjustment for Modernization and Beyond Control Vacancies (Add lines 48 plus 55; divide that sum by line 62; multiply by 100 and round to nearest whole)	
70. Projected Occupancy Percentage for Low Occupancy HA (Take the percentage on line 68 and subtract the percentage shown on line 69. Use the result as the Projected Occupancy Percentage on line 17 of form HUD-52723. <i>Use the UMA result on line 62 in calculating PFS eligibility</i>)	