

HOUSING AUTHORITY OF THE  
BOROUGH OF CLIFFSIDE PARK  
BERGEN COUNTY, NEW JERSEY

RESOLUTION NO.2 - 2022

INTRODUCED BY: COMMISSIONER BRUCE BONAVENTURO

SECONDED BY: COMMISSIONER VINCENT CONFORTI

DATE: JANUARY 3, 2022

PHA Board Resolution  
Approving Operating Budget

OMB No. 2577-0026

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

**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: Cliffside Park Housing Authority

PHA Code: NJ070

PHA Fiscal Year Beginning: 4/1/2022

Board Resolution Number: 2-2022

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 the Board resolution on:

1-3-2022

☐ 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 CFR968.110(e) and (i); 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, 1012.3, U.S.C. 3729 and 3802)

Print Board Chairman's Name: Peter Colao	Signature: <i>Peter Colao, Chairman</i>	Date: January 3, 2021
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#### CERTIFICATION

I, the undersigned Executive Director and Secretary of the Cliffside Park Housing Authority of the Borough of Cliffside Park, New Jersey, do hereby certify that resolution was adopted at a meeting of the Authority duly called and held on Monday, January 3, 2022, at which meeting a quorum was present and acting throughout, by a majority of the full membership of the Board of Commissioners. Such resolution has not been amended, modified, or repealed, and is in full force and effect as of the date hereof and is a true copy of the whole of the resolution.

*Joseph Capano, PHM*  
Joseph Capano, Executive Director/Secretary

January 3, 2022  
Date

RECORD ON BOARD OF COMMISSIONERS VOTE ON ADOPTION				
BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT
PETER COLAO	✓			
JANET MERRILL				✓
RALPH CALABRESE	✓			
HARRY GUTTILLA	✓			
VITO CANDELA	✓			
VINCENT CONFORTI	✓			
BRUCE BONAVENTURO	✓			

# 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			
[ ] Original [ X ] Revision No. :		MARCH 31, 2023		<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	
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA) CLIFFSIDE PARK HOUSING AUTHORITY					
f. Address (city, State, zip code) 500 GORGE ROAD, CLIFFSIDE PK., NJ					
g. ACC Number NY-531		h. PAS/LOCCS Project No. NJ070-001/003			
j. No. of Dwelling Units 354		k. No. of Unit Months Available 4,212		m. No. of Projects 2	

  

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		<b>Total Break-Even Amount (sum of lines 010, 020, and 030)</b>				
050	7716	Excess (or Deficit) in Break-Even Amount				
060	7790	Homebuyers Monthly Payments (Contra)				
<b>Operating Receipts</b>						
070	3110	Dwelling Rentals	\$352.59	\$1,485,110		
080	3120	Excess Utilities	\$0.00	\$0		
090	3190	Nondwelling Rentals	\$0.00	\$0		
100		<b>Total Rental Income (sum of lines 070, 080, and 090)</b>	\$352.59	\$1,485,110		
110	3610	Interest on General Fund Investments	\$1.76	\$7,410		
120	3690	Other Operating Receipts	\$31.10	\$131,000		
130		<b>Total Operating Income (sum of lines 100, 110, and 120)</b>	\$385.45	\$1,623,520		
<b>Operating Expenditures - Administration:</b>						
140	4110	Administrative Salaries	\$59.44	\$250,350		
150	4130	Legal Expense	\$4.70	\$19,800		
160	4140	Staff Training	\$1.31	\$5,500		
170	4150	Travel	\$3.30	\$13,900		
180	4170	Accounting Fees	\$5.56	\$23,400		
190	4171	Auditing Fees	\$1.42	\$6,000		
200	4190	Other Administrative Expenses	\$12.56	\$52,900		
210		<b>Total Administrative Expense (sum of line 140 thru 200)</b>	\$88.29	\$371,850		
<b>Tenant Services:</b>						
220	4210	Salaries	\$53.11	\$223,720		
230	4220	Recreation, Publications and Other Services	\$9.50	\$40,000		
240	4230	Contract Costs, Training and Other	\$9.50	\$40,000		
250		<b>Total Tenant Services Expense (sum of lines 220, 230, 240)</b>	\$72.11	\$303,720		
<b>Utilities:</b>						
260	4310	Water	\$15.51	\$119,200		
270	4320	Electricity	\$68.72	\$325,900		
280	4330	Gas	\$60.23	\$133,000		
290	4340	Fuel	\$0.46	\$0		
300	4350	Labor	\$20.65	\$86,960		
310	4390	Other utilities expense	\$0.71	\$3,000		
320		<b>Total Utilities Expense (sum of line 260 thru line 310)</b>	\$166.28	\$668,060		

facsimile form

HUD-52564 (3/95)

Previous editions are obsolete

ref. Handbook 7475.1

Name of PHA / IHA

CLIFFSIDE PARK HOUSING AUTHORITY

MARCH 31, 2023

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)
Ordinary Maintenance and Operation:						
330	4410	Labor	\$74.47	\$313,650		
340	4420	Materials	\$21.37	\$90,000		
350	4430	Contract Costs	\$75.83	\$319,400		
360	Total	Ordinary Maintenance & Operation Expense (lines 330 to 350)	\$171.67	\$723,050		
Protective Services:						
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		
General Expense:						
410	4510	Insurance	\$31.46	\$132,520		
420	4520	Payments in Lieu of Taxes	\$19.40	\$81,700		
430	4530	Terminal Leave Payments	\$0.00	\$0		
440	4540	Employee Benefit Contributions	\$117.78	\$496,070		
450	4570	Collection Losses	\$0.71	\$3,000		
460	4590	Other General Expense	\$39.96	\$168,300		
470	Total	General Expense (sum of lines 410 to 460)	\$209.31	\$881,590		
480	Total	Routine Expense (sum of lines 210,250,320,360,400, and 470)	\$707.66	\$2,948,270		
Rent for Leased Dwellings:						
490	4710	Rents to Owners of Leased Dwellings				
500	Total	Operating Expense (sum of lines 480 and 490)				
Nonroutine Expenditures:						
510	4610	Extraordinary Maintenance	\$0.00	\$0		
520	7520	Replacement of Nonexpendable Equipment	\$10.80	\$45,500		
530	7540	Property Betterments and Additions	\$0.00	\$0		
540	Total	Nonroutine Expenditures (sum of lines 510, 520, and 530)	\$10.80	\$45,500		
550	Total	Operating Expenditures (sum of lines 500 and 540)	\$718.46	\$2,993,770		
Prior Year Adjustments:						
560	6010	Prior Year Adjustments Affecting Residual Receipts	\$0.00	\$0		
Other Expenditures:						
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)	\$718.46	\$2,993,770		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	(\$333.01)	(\$1,370,250)		
HUD Contributions:						
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			
640		Mandatory PFS Adjustments (net):	\$0.00	\$0		
650		Other (specify):				
660		HOUSING ASSISTANCE PAYMENTS		\$1,680,396		
670		Total Year-end Adjustments/Other (plus or minus 640-660)	\$0.00	\$1,680,396		
680	8020	Total Operating Subsidy-current year (630 plus or minus 670)	\$0.00	\$1,680,396		
690	Total	HUD Contributions (sum of lines 620 and 680)	\$0.00	\$1,680,396		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690)				
		Enter here and on line 810	(\$333.01)	\$310,146		

facsimile form

HUD-52564 (3/95)

Previous editions are obsolete

ref. Handbook 7475.1

Name of PHA / IHA CLIFFSIDE PARK HOUSING AUTHORITY	Fiscal Year Ending MARCH 31, 2023
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		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	\$1,474,135	

		Part II - Provision for and Estimated or Actual Operating Reserve at FY End		
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date): MARCH 31, 2021	(\$2,679,806)	
790		Provision for Operating Reserve - Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE MARCH 31, 2022 <input type="checkbox"/> Actual for FYE MARCH 31, 2022	\$355,548	
800		Operating Reserve at End of Current Budget Year (check one) <input checked="" type="checkbox"/> Estimated for FYE MARCH 31, 2022 <input type="checkbox"/> Actual for FYE MARCH 31, 2022	(\$2,524,258)	
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE MARCH 31, 2023 Enter Amount from Line 700	\$310,146	
0		Operating Reserve at End of Requested Budget Year Estimated for FYE MARCH 31, 2023 (Sum of lines 800 and 810)	(\$2,214,112)	
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		CLIFFSIDE PARK HOUSING AUTHORITY		Locality		CLIFFSIDE PARK, NEW JERSEY		Fiscal Year End		MARCH 31, 2023		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
												Position Title
ADMINISTRATION:												
1)	Executive Director											
2)	J. Capano											
3)	J. SANTASIERO											
4)	Clerk/Typist											
5)	J. ROMANO											
6)	Clerk/Typist											
7)	VACANT											
8)	Clerk/Typist											
9)	R. Rathvar											
10)	L. Frato											
11)	Clerk/Typist											
12)	V. Paradiso											
13)	Clerk/Typist											
14)	Section 8 Inspector											
15)	A. CALABRESE											
16)	Housing Assistance Specialist											
17)	A. Fatovic											
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**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				CLIFFSIDE PARK HOUSING AUTHORITY										CLIFFSIDE PARK, NEW JERSEY		Fiscal Year End	
Position Title By Organizational Unit and Function				Present Salary Rate As of (date) 03/31/22	Requested Budget Year		Management	Modernization	Development	Section 8 Programs	Other Programs	Allocation of Salaries by Program		Method of Allocation			
					Salary Rate	No. Months						Estimated Payment	Longevity				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)						
MAINTENANCE STAFF:																	
1) MAINTENANCE COORDINATOR M. TUREK	\$66,360		12	\$68,350	\$68,350												
2) BUILDING MAINTENANCE L. COSTANTINO	\$70,710		12	\$72,830	\$72,830												
3) BUILDING MAINTENANCE D. MATESIC	\$32,000		12	\$35,000	\$35,000												
4) BUILDING MAINTENANCE J. BARBOSA	\$41,230		12	\$42,470	\$42,470												
5) BUILDING MAINTENANCE VACANT	\$30,000		12	\$32,000	\$32,000												
6) BUILDING MAINTENANCE- PAY A. CELSO	\$19,220		12	\$23,000	\$23,000												
7) OVERTIME AND SUMMER HELP VARIOUS	\$40,000		12	\$40,000	\$40,000												
TOTAL MAINTENANCE LABOR		\$313,650		\$313,650	\$313,650	\$0	\$0	\$0	\$0	\$0	\$0						
NO HOUSING AUTHORITY EMPLOYEE IS SERVING IN A VARIETY OF POSITIONS WHICH EXCEED 100% OF HIS/HER TIME.																	
To the best of my knowledge, all the information stated herein, as well as any information provided in the 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)														Executive Director or Designated Official			
														Date			

# 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. 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 Report 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 (2577-0028), Washington, D.C. 20503. Do not send this completed form to either of the above addressees.

Local Housing Authority

Locally

Fiscal Year Ending

CLIFFSIDE PARK HOUSING AUTHORITY

CLIFFSIDE PARK, NEW JERSEY

MARCH 31, 2023

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)	Requested Budget		
					Estimated Expenditure In Year (6)	Percent Complete Year End (7)		No. Of Items (9)	Item Cost (10)	Estimated Expenditure In Year (11)
EM 07-1	EXTRAORDINARY MAINTENANCE		\$0	0%	\$0	100%				
2)			\$0		\$0					
3)			\$0		\$0					
4)			\$0		\$0					
5)			\$0		\$0					
	TOTAL EXTRAORDINARY MAINTENANCE:		\$0		\$0					
RE 95-1							REPLACEMENT OF EQUIPMENT			
							1) Ranges	35	\$600	\$21,000
RE 95-2							2) Refrigerators	35	\$700	\$24,500
RE 95-3							3)	0		\$0
							4)			\$0
							5)			\$0
							6)			\$0
	TOTAL REPLACEMENT:									\$45,500
BA 95-1							BETTERMENTS & ADDITIONS			
							1)			
							2)	0	\$0	\$0
							3)			\$0
							4)			
							5)			
							6)			
	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>CLIFFSIDE PARK HOUSING AUTHORITY</b>		Locality: <b>CLIFFSIDE PARK, NEW JERSEY</b>		Fiscal Year End: <b>MARCH 31, 2023</b>	
(1) Description	(2) Total	(3) Management	(4) Development	(5) Section 8	(6) Other
1 Legal Expense (see Special Note in Instructions)	\$36,000	\$19,800	\$0	\$16,200	\$0
2 Training (list and provide justification)	\$10,000	\$5,500	\$0	\$4,500	\$0
3 Travel					
Trips to Conventions and Meetings (list and provide just.)	\$22,000	\$11,000	\$0	\$11,000	\$0
4 Other Travel:					
Outside Area of Jurisdiction	\$1,000	\$500	\$0	\$500	\$0
5 Within Area of Jurisdiction	\$4,800	\$2,400	\$0	\$2,400	\$0
6 Total Travel	\$27,800	\$13,900	\$0	\$13,900	\$0
7 Accounting	\$48,000	\$23,400	\$0	\$24,600	\$0
8 Auditing	\$12,000	\$6,000	\$0	\$6,000	\$0
9 Sundry					
Rental of Office Space	\$0	\$0	\$0	\$0	\$0
10 Publications	\$5,000	\$2,500	\$0	\$2,500	\$0
11 Membership Dues and Fees (list orgn. and amount)	\$5,000	\$2,500	\$0	\$2,500	\$0
12 Telephone, Fax, Electronic Communications	\$25,000	\$12,500	\$0	\$12,500	\$0
13 Collection Agent Fees and Court Costs	\$1,400	\$1,400	\$0	\$0	\$0
14 Administrative Services Contracts (list and provide just.)	\$18,000	\$9,000	\$0	\$9,000	\$0
15 Forms, Stationary and Office Supplies	\$25,000	\$12,500	\$0	\$12,500	\$0
16 Other Sundry Expense (provide breakdown)	\$25,000	\$12,500	\$0	\$12,500	\$0
17 Total Sundry	\$104,400	\$52,900	\$0	\$51,500	\$0
18 Total Administration Expense Other Than Salaries	\$238,200	\$121,500	\$0	\$116,700	\$0

PERCENTAGE OF EXPENSES TO BE CHARGED TO MANAGEMENT: 55.00%  
=====

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 604(4) of the Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. The information does not lend itself to confidentiality.

Name of Local Housing Authority	Locality	Fiscal Year Ending:
CLIFFSIDE PARK HOUSING AUTHORITY	CLIFFSIDE PARK, NEW JERSEY	MARCH 31, 2023

### Operating Receipts

**Dwelling Rental:** Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total HA monthly rent roll, the number the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the 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: 12 /1/ 2019 equals 124,298 divided by 349 occupied units = \$356.15 Avg. Monthly Dwelling Rental (AMDR)

times 1.00 Change Factor, X 99% Occupancy Rate, equals \$ 352.6 times 4,212 Unit Months Available

equals \$1,485,109

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 0.75%  
 equals \$7,425 which is \$1.76 PUM times 4,212 Unit Months Available  
 equals \$7,410

**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.

	<u>Gross Amt.</u>			<u>Net Amt.</u>
Sales and Services to Residents of:	\$0	minus pass-throughs of:	\$0 equals	\$0
Cable TV in the amount of :	\$0	minus pass-throughs of:	\$0 equals	\$0
Laundry & Vending in the amount of:	\$30,000	N/A, as long as Notice PIH 96-24 in effect	equals	\$30,000
Late Charges in the amount of:	\$0	N/A, as long as Notice PIH 96-24 in effect	equals	\$0
Tenant services Income	\$45,000	(CARRIED OVER)	equals	\$45,000
Management Fees-Interlocal agreements	\$56,000			56,000
	=====			=====
	\$131,000			\$131,000
			PUM equals	\$31.10

## 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	6.50	\$250,350		\$1,500	\$276,930
Administration--Technical Salaries (1)						
Ordinary Maintenance and Operation--Labor (1)	7	7.00	\$313,650			
Utilities--Labor (1)	2	2.00	\$86,960			
Other (Specify) (Tenant Services, 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 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: \$90,000

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.

OFFICE EQPT. MAINTENANCE	\$22,000	Elevator Service/Repairs	\$22,000
Pest Control	\$23,000	MONITORING	\$7,500
Fire Extinguisher Inspections	\$5,000	GENERATOR	\$7,500
BEEPER	\$2,400		
ELECTRIC FRONT DOOR CONTRACT	\$10,000		
LANDSCAPING\SNOW REMOVAL	\$15,000	TOTAL CONTRACTS:	=====
BOILER REPAIRS\MAINTENANCE	75,000		\$319,400
MISC. MAINTENANCE CONTRACTS	100,000		
ELECTRIC REPAIRS	15,000		
FLOOR TILE REPLACEMENT	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	\$101,000		101,000	
WORKER'S COMP.	\$25,300	8,000	33,300	
PUBLIC OFFICIAL'S LIABILITY	\$210	100	310	111130
CYBER	\$6,010	2,000	8,010	
<b>TOTAL INSURANCE:</b>	<b>\$132,520</b>	<b>10,100</b>	<b>142,620</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:	\$905,640	equals:	\$69,281 per year
	=====			
Hospitalization:			equals	\$300,000 per year
Retirement:	13.00% X Total Payroll of:	\$905,640	equals:	\$117,733 per year
	=====			
Unemployment:	1.00% times 1st	\$38,000 /person \$	905,640 equals	\$9,056 per year
	=====			=====
		<b>TOTAL BENEFITS:</b>		<b>\$496,070</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: \$3,000 for the Requested Budget Year.  
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**Extraordin ary Maintenance, Rep lacement, 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