



PROGRAM OPERATING BUDGETS

**FISCAL YEAR ENDING:
SEPTEMBER 30, 2019**



Dear Board of Commissioners,

The Lowell Housing Authority's fiscal year 2019 budgets are presented here for your review and approval. We are presenting operating budgets for our four HUD funded Asset Management Portfolios (AMPs), our Section 8 Housing Choice Voucher and Mainstream Voucher Programs, State Aided Public Housing, Massachusetts Rental Voucher Program and our Central Office Cost Center.

The Authority is benefiting from cost reduction initiatives and new revenues achieved in prior fiscal years. This resulted in minor reserve replenishment and increases to our financial indicator scores in fiscal year 2017. As we approach the end of fiscal year 2018, we are expecting net gains across all programs. Barring any unforeseen disasters in the twelfth month of 2018, our financial indicator score should increase further and reserves will continue to rise. Our reserves are being rebuilt to levels pre-2012 to guard against future funding cuts and economical or environmental issues that will require reserves to maintain current operations and services. The budget estimates for fiscal year 2019 continue this trend of operating gains. This, combined with many large-scale operating and capital investments, shows that the Authority continues to be financially responsible while also improving our infrastructure, business operation and client services.

All operating budgets are balanced and revenue producing. Our revenue increase from the prior year continues into 2019 and we are projecting revenues of \$38.8M. HUD operating fund subsidy has trended upwards in recent years and we have projected 92% funding in 2019. Considering a low of 82% funding in recent history, this is a welcomed and needed trend. The Authority is also benefitting from new revenues related to our solar net metering contracts. We are realizing between \$750,000 and \$900,000 in net revenue in the first two years of the contract. Our HUD Capital Fund grant dramatically increased this year to over \$4M. This grant has typically been below \$3M in recent years and this increase provides an additional \$300,000 in operations revenue to our AMPs. While entrepreneurial revenue and HUD operating subsidy is rising, it has been a difficult time for Section 8 administrative fee funding. Admin fees are 95% of the programs non-HAP revenue, so any reduction in fees materially affects the programs budget. Admin fees have trended between 69% and 84% in recent years with a most recent proration of 76%. We have carried 76% into budget year 2019 for our admin fee projection. Despite this low funding proration level, the Section 8 program is carrying a \$12,000 net gain. For reference, should admin fees be fully funded at 100%, the program would realize an additional \$384,000 in revenue.

To cover gaps in operating subsidy and further increase our net gains, we search for new revenues and maximization of existing income. We take advantage of escalation clauses in our laundry facility and emergency shelter leases. Interest rates are rising and the Authority has seen interest income more than double in the last three years. The Authority is more active in grant writing and has applied for a minimum of five new grants in the current year. We have recently been awarded grant aid for emergency and safety improvements and received funding for twenty-eight new mainstream vouchers and five veteran assistance vouchers. These efforts will continue and we will be seeking new revenue from vending and rooftop leases.

This fiscal year budget includes several major safety and security related investments. There is also a heavy expenditure in information technology to further improve our operations and our communications with clients and stakeholders. After several years of conservative budgeting and cost reduction initiatives, we are in a good position to make these investments. Our property management staff, maintenance staff and residents will be very pleased to see these improvements.

Security cameras: Specifications are in development for an anticipated bid in October, 2018. We have budgeted \$228,000 for phase one of a two phase project to replace and expand cameras at all LHA developments. In 2019, we are replacing all existing cameras and adding additional cameras for increased coverage areas at North Common Village, South Common Village and City View Towers. With technology improvements in the ten years since cameras were last upgraded, we will see dramatic improvement in quality and reliability at a reduced cost. We anticipate the remaining sites will be upgraded next year through either operating or capital budget.

Keyless entry systems: The Authority and our residents have struggled with an unsupported, proprietary entry system that has been failing in recent years. We have seen the most issues at AMPs 3 and 4 and have budgeted \$312,000 for replacement of system software and door hardware at those developments. This contract has been awarded in 2018 and we expect work to commence before winter season. Entry system improvements are also necessary at North Common Village walk-up buildings and we will explore that project in 2020.

Vehicle replacements: We have budgeted for the replacement of seven maintenance vehicles and one trash compactor truck. The Authority has a severely aged auto fleet. Vehicle mileage is low, but the condition and age of the vehicles warrants replacement. These new vehicles will be more cost efficient, provide safety and comfort to our maintenance staff and improve the appearance of the Authority. These replacements will be reviewed by a vehicle sub-committee prior to purchase to consider actual model need, explore other vehicle options and establish a standard specification for vehicle and add-on items (plow, lift gates, strobes, bed and floor liners, cameras, etc.). We will also be procuring a new GPS solution for these vehicles that provides more data and better monitoring ability.

We do not anticipate material increases or decreases in most operating expense line items. Heavy expenditures were made last year in plumbing, heating and fire prevention repairs and replacements. We expect this line item to correct in this year's budget after these large-scale improvements. The Authority has also battled increasing pest control

costs in the last two to three years. A new contract was awarded in 2018 and costs are now trending downward. Our trash collection line has been reduced by \$40,000 this year after a successful collection review performed by LHA. This review resulted in billing location corrections and the LHA is realizing significant savings. We continue to seek efficiencies and cost savings through our improved procurement practices. Savings are being generated through increased competition and closer review of billing rates.

There are a few notable expense adjustments and additions in the 2019 budget related to ongoing initiatives and agency goals. Our consulting and legal fees were increased, along with minor property repairs, to prepare for disposition of up to 23 buildings in AMP 2 following HUD approval of our scattered site disposition application. This disposition involves sales to non-profit agencies who can provide services to residents. The sales will remove inefficient and costly units from our portfolio, allowing us to re-invest money and efforts in a more sustainable manner. We have aging elevators and have increased the repair budgets at AMPs 3 and 4 accordingly. An engineering study has been awarded to analyze condition and development of a replacement plan. The Authority is continuing its rebranding and communication efforts in the next year and funds have been budgeted for signage, promotions, website redevelopment and digital communications. We have received positive feedback from our stakeholders on our efforts to date. Another notable expense item is AMP 1 physical inspection preparation. With a physical inspection score below 80 (out of 100), AMP 1 is subject to annual HUD inspections. This AMP required over \$175,000 in preparation costs for the 2018 inspection. While this investment should have carryover into 2019 inspection, the low score indicates there is additional work needed. We have budgeted another \$75,000 for 2019. The Authority is maintaining high performer score by a very slim margin and we must build a cushion through increased points at AMP 1. In addition to preparation costs, we are also budgeting for new physical condition and inspection training, professional assistance and new inspectional software. The LHA, unlike many PHAs, has taken a reactionary approach to physical inspections. It is the goal of this year's investment to create a more proactive approach to maintaining physical condition standards, regardless of inspection timelines. The last notable expense increase is our Information Technology line item. The Authority is moving towards new technology and digital expansion. Our current IT infrastructure does not provide a solid foundation for growth. We have doubled our IT budget to allow for a managed IT service contract and added an additional \$40,000 to replace network and desktop equipment.

The increased operating fund subsidy, solar net metering revenue and ongoing cost savings have provided strong budgets for fiscal year 2019. Our AMPs have a combined budgeted net gain of \$505,688. This is a 48% increase over last year's estimate. This is a decent net gain for our AMPs, but it should be noted that we are receiving \$1M in capital fund operations revenue. Should capital funding materially decrease, or this operations revenue is needed for capital projects, the AMPs would have difficulty achieving a balanced budget.

Our Section 8 program (leased housing) is revenue producing in 2019 and it appears the program will have back to back years of net gains after several years of net losses. This

is admirable considering administrative fee cuts of over 25%. Although very minor, we have projected a \$12,000 gain in 2019, marking three consecutive years of a balanced budget. This program was awarded an additional 33 vouchers in the last year which could provide an additional \$31,000 in admin fee revenue to the program.

Our Central Office is budgeted for a \$140,000 gain. This gain is materially higher than last year's estimate and is mainly attributable to increased management fees charged to programs. This budget also includes a potential equity contribution to our public housing programs in the amount of \$200,000. This could be earmarked during the year, if needed, for grant leveraging, development, large scale repairs or other unforeseen needs. Having a large net gain and the ability to contribute equity to other programs from our Central Office provides the LHA a great deal of flexibility.

Our budget estimates are historically conservative and, even with the likely chance of unforeseen events, we have confidence that our departments can operate within these estimates. We develop budgets based on actual trends and with consideration of current needs and future goals. These budgets are strong and provide nearly \$1.5M for safety, security, vehicle and technology improvements. These improvements will directly benefit our employees and residents and improve our operations and assets. I appreciate your review and comments and would welcome the opportunity to meet and discuss in more detail if there is interest. Please feel free to call or email to schedule a time.

Sincerely,

A handwritten signature in black ink, appearing to read "Adam Garvey", enclosed within a large, loopy, horizontal oval stroke.

Adam Garvey
Chief Financial Officer

CENTRAL OFFICE COST CENTER
OPERATING BUDGET
EXECUTIVE SUMMARY

FY 2019

Operating Revenue:	\$ 3,377,598
Operating Expense:	<u>\$ 3,247,946</u>
Operating Gain:	<u>\$ 129,652</u>
Ending Operating Reserve (Estimated):	\$ 2,718,652*

The Central Office Cost Center (COCC) is responsible for oversight of property management, personnel, finance, procurement and strategic planning functions for the Authority. The main revenue source of the COCC is management fee income charged to the Federal AMPs and Section 8 program. The major expense items of the COCC include executive personnel, skilled labor workforce, training, special project consulting, communications and investment in information technology.

The COCC continues to increase reserve levels. Management fee rates increased last year for the first time since fiscal year 2013 and provide for the increased net gain this year. Similar to prior years, the COCC was able budget a potential \$200,000 equity transfer to AMPs, if needed, to restore reserves, provide for development costs, cover unforeseen expenditure or maximize Financial Assessment (FASS) scoring in 2019. This amount has not yet been allocated to any program and will most likely not be necessary.

**Reserve level is shown without effect of unfunded pension and post-employment liability*

LEASING AND OCCUPANCY
(Section 8 Housing Choice Voucher and Mainstream)
OPERATING BUDGET
EXECUTIVE SUMMARY

FY 2019

Operating Revenue:	\$ 13,991,825
Operating Expense:	<u>\$ 13,980,007</u>
Operating Gain:	<u>\$ 11,818</u>
Ending Operating Reserve (Estimated):	\$ 900,018*
Units Available (Federal):	Units Available (State):
HCVP: 1176	MRVP: 45
MS: <u>103</u>	DMH: 40
	LRAP: <u>50</u>
Total: 1279	Total: 135

The Leasing and Occupancy Department administers the Authority's Federal and Massachusetts leased housing vouchers. The major revenue stream for the program is an administrative fee earned for each voucher under lease. CY 2019 Administrative Fees are estimated at 76%. This estimate is based on projected funding proration in CY2018. The program pays an annual management fee to the Central Office in the amount of 20% of actual administrative fees earned plus a \$7.50 per unit bookkeeping fee. This program is continuing to rebound from many years of large admin fee cuts after a reduction in force and outsourcing of HQS inspections. The program has no infrastructure or physical assets and the main expense item is personnel and office overhead. A prior year goal was set for this program to return to revenue producing status. We will meet that goal for the second time at the close of the current year and are projected to continue that trend into 2019.

**Reserve level is shown without effect of unfunded pension and post-employment liability*

AMP 1
(North Common Village, Fletcher Street)
OPERATING BUDGET
EXECUTIVE SUMMARY

FY 2019

Operating Revenue:	\$ 5,845,178
Operating Expense:	<u>\$ 5,676,777</u>

Operating Gain:	<u>\$ 168,401</u>
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<i>Ending Operating Reserve (Estimated):</i>	<i>\$ 1,900,000*</i>
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Units Available:

NCV:	506
Fletcher:	<u>18</u>
Total:	524

AMP 1 manages 524 units of family housing at the North Common Village Development and Fletcher Street. The main sources of income include resident rents and HUD funded operating subsidy. Major expense items include maintenance labor, utilities, property maintenance and betterments. HUD operating subsidy eligibility is estimated at 93% in 2018 and we have projected a slight decrease to 92% in 2019. As our largest development, it is important that this AMP increase reserves and cash position to maximize HUD's weighted average FASS scoring.

**Reserve level is shown without effect of unfunded pension and post-employment liability*

AMP 2
(Highland Parkway, H. Harwell, Scattered Sites)
OPERATING BUDGET
EXECUTIVE SUMMARY

FY 2019

Operating Revenue:	\$ 3,982,003
Operating Expense:	<u>\$ 3,888,956</u>

Operating Gain:	<u>\$ 93,047</u>
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<i>Ending Operating Reserve (Estimated):</i>	<i>\$ 985,000*</i>
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Units Available:

Highland Parkway:	169
H. Harwell:	26
Scattered:	<u>105</u>
Total:	300

AMP 2 manages 300 family units located at the Highland Parkway Development, Harold Hartwell Court and various scattered site buildings. AMP 2 management is also overseeing the operations of our state portfolio. There is no comingling of costs or budgets, however, and both programs continue to operate independently from a budget and accounting standpoint. The main sources of income include tenant rents and HUD funded operating subsidy. Major expense items include maintenance labor, utilities, property maintenance and betterments. HUD operating subsidy eligibility is estimated at 93% in 2018 and we have budgeted for a slight decrease to 92% in 2019. AMP 2 has made dramatic financial improvement in the past two years. The AMP is receiving points towards our HUD financial score, which it has never contributed before, through improved rent collections and operating efficiencies. This is a credit to the AMP manager and her practices should be emulated.

**Reserve level is shown without effect of unfunded pension and post employment liability*

AMP 3
(South Common Village, Faulkner St.)
OPERATING BUDGET
EXECUTIVE SUMMARY

FY 2019

Operating Revenue:	\$ 4,319,539
Operating Expense:	<u>\$ 4,161,304</u>

Operating Gain:	<u>\$ 158,235</u>
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<i>Ending Operating Reserve (Estimated):</i>	<i>\$ 1,800,000*</i>
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Units Available:

South Common Village:	399
Faulkner Street:	<u>27</u>
Total:	426

AMP 3 manages 426 units of elderly housing located at South Common Village and Faulkner Street. The main sources of income include tenant rents and HUD funded operating subsidy. Major expense items include maintenance labor, utilities and property maintenance and betterments. HUD operating subsidy is funded at 93% in CY2018 and we have budgeted a slight decrease to 92% in 2019.

AMP 3 is facing elevator issues and entry system problems. Both have been addressed with funding lines in this budget. AMP 3 has centralized buildings and economies of scale that have provided decent gains in prior years, even during the era of 20% subsidy cuts.

**Reserve level is shown without effect of unfunded pension and post employment liability*

AMP 4

(City View Towers, Belvidere Heights, Francis Gatehouse, Centralville Gardens)

**OPERATING BUDGET
EXECUTIVE SUMMARY**

FY 2019

Operating Revenue:	\$ 4,000,119
Operating Expense:	<u>\$ 3,914,114</u>

Operating Gain:	<u>\$ 86,005</u>
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Ending Operating Reserve (Estimated):	\$ 1,035,000*
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Units Available:

City View Towers	189
Belvidere Heights:	112
Francis Gatehouse:	90
Centralville Gardens:	<u>57</u>
Total:	448

AMP 4 manages 448 units of elderly housing located at City View Towers, Belvidere Heights, Francis Gatehouse and Centralville Gardens. The main sources of income include tenant rents and HUD funded operating subsidy. Major expense items include maintenance labor, utilities, property maintenance and betterments. HUD operating subsidy is estimated at 93% in 2018 and we have budgeted a slight decrease of 92% in 2019.

Similar to AMP 3, this AMP is also facing elevator problems and is in need of entry system overhaul. Both items have been addressed in this budget and work will continue to correct both. AMP 4 takes advantage of three additional revenue streams; laundry income, antenna rent and inter-office rent which yield approximately \$80K in additional income.

**Reserve level is shown without effect of unfunded pension and post employment liability*

State Programs

OPERATING BUDGET EXECUTIVE SUMMARY

400.01	State Consolidated (667 Elderly 705 Family) – 132 units
667-2B	Archie Kenefick – 42 units
689-C	Colonial Ave, East Merrimack St, Nesmith St – 24 units

FY 2019

	<u>400.01</u>	<u>667-2B</u>	<u>689-C</u>	<u>MRVP</u>
Total Operating Revenue:	1,304,968	491,086	51,166	865,545
Less: Operating Expense:	<u>1,207,880</u>	<u>444,633</u>	<u>42,623</u>	<u>866,236</u>
Operating Gain:	70,688	46,453	3,743	(691)
Ending Operating Reserve (Est):	477,982	308,391	61,104	59,315

The State Programs include MA Ch. 667 Elderly, Ch. 705 Family, Ch. 689 Community Residences, HUD funded Section 8 New Construction at Archie Kenefick Manor and the Massachusetts Rental Voucher Program (MRVP). The main sources of income include tenant rents and DHCD funded operating subsidy. Major expense items include maintenance labor, utilities, property maintenance and betterments, and landlord payments (MRVP).

400.01: After being level funded in FY2016, DHCD has provided a 3% increase to subsidy for FY2017. This program's reserve levels are still low, but are starting to materialize, due to consistent increases in operating subsidy for years 2013- 2015 and now 2017. For FY2017, DHCD has also provided a direct cost reimbursement exemption for extraordinary maintenance in the amount of \$200 per unit, which in total amounts to \$26,400. The direct reimbursement will be used to fund new electrical wiring, panels, and features in connection with the installation of new fire alarms.

667-2B: This program was not granted a contract rent increase in FY2017, due to no Social Security COLA being made available. In spite of no contract rent increases, the program continues to increase its reserve levels.

689-C: The program will see no rent increase in FY2017, due to no Social Security COLA being made available. The Authority, through its rental lease agreement, has been successful in shifting maintenance expenditures to the Provider (DMH). The program is currently operating two developments (E. Merrimack and Colonial Ave.). The program's third development on Nesmith Street is expected to be disposed of in FY2017, pending a sale/transfer to Habitat for Humanity.

CENTRAL OFFICE COST CENTER
OPERATING BUDGET
EXECUTIVE SUMMARY

FY 2019

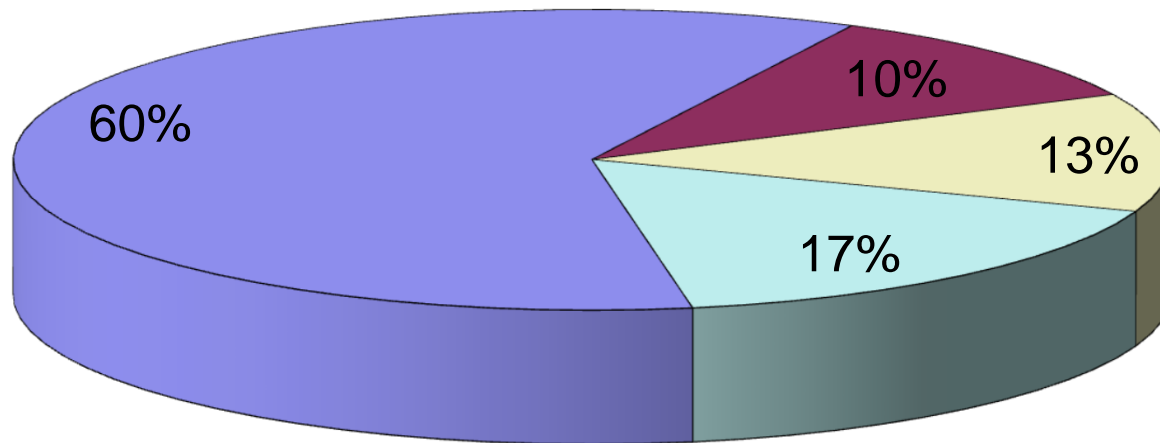
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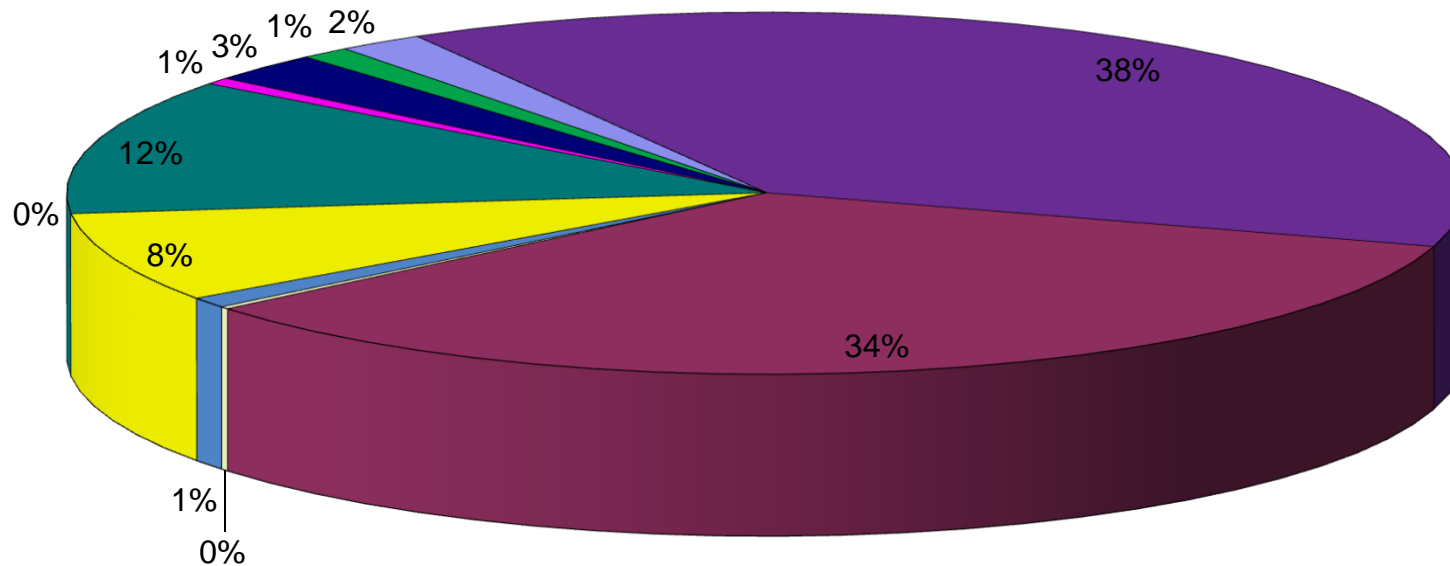
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Lowell Housing Authority Central Office Revenue Budget FY 2019



Management Fee MA001	2,033,563
Management Fee HCVP	352,161
Management Fee CFP	430,524
Other Income	561,350

Lowell Housing Authority Central Office Expense Budget FY 2019



■ Administrative Salary 1,162,233
 ■ Legal Fees 6,500
 ■ Administrative 245,256
 ■ Maintenance Salary 370,469
 ■ Replacement of Equipment- Non Capital 80,000

■ Employee Benefits 1,041,061
 ■ Training & Travel 28,700
 ■ Tenant Services -
 ■ Maintenance Repairs 18,350
 ■ Betterments & Additions 35,000

	LOWELL HOUSING AUTHORITY CENTRAL OFFICE COST CENTER (COCC) FOR FISCAL YEAR ENDING: 9/30/2019	
ACCOUNT	DESCRIPTION	BUDGETED (\$)
3610	Interest Income	
3805	Management Fee- AMPs - MA001 (\$83.31 per unit month)	1,680,549
3805	Asset Management Fee - AMPs - MA001 (\$10 per unit month - AMPs)	201,722
3805	Bookkeeping Fee - AMPs - MA001 (\$7.50 per unit month)	151,292
3805	Management Fee - HCVP (20% of estimated annual admin fee)	243,205
3805	Bookkeeping Fee - HCVP (\$7.50 per unit month)	108,956
3805	Management Fee- CFP	430,524
3805	Management Fee - STATE PROGRAMS (N/A - overhead allocation)	-
3690	Other Income - Miscellaneous	1,350
3690	Other Income - Intercompany skilled labor billing	560,000
	TOTAL OPERATING RECEIPTS	3,377,598
411001	Administrative Salary	1,162,233
413001	Legal Fees	6,500
414000	Training & Tuition	18,700
415001	Travel	10,000
417001	Accounting Fees	
417101	Audit Fee	
419001	Admin - Sundry / Other	4,500
419002	Postage	2,500
419003	Admin - Office Supplies	10,000
419004/419005	Admin - Printing & Publications	5,900
419006	Admin - Advertising	13,000
419007	Admin - Membership Dues	4,000
419008	Admin - Information Technology / Equipment	92,910
419009	Admin - Data Processing / PR	7,500
419014	Admin - Telephone / Internet	46,146
419020	Admin - Medical Services	1,000
419022	Admin - Office Equipment Maintenance	2,600
419025	Admin - Rent	25,200
419050/419060	Admin - Consulting Fees and Special Project	30,000
4210	Tenant Services - Salary	-
4410	Maintenance Salary - Skilled Labor Crew	370,469
4420	Materials and Supplies	12,850
4430	Maintenance Contracts	5,500
4510	Insurance	60,377
4540	Employee Benefits	1,041,061
7520/7540	Betterments & Additions (Warehouse Van - Ford Transit, or equal)	35,000
4611	Replacement of Equipment - Non Capital	80,000
4610	Equity Contribution - out to AMPs	200,000
	(possible use of equity: grant leverage, equipment, large scale repairs, consulting, PHAS)	
	TOTAL OPERATING EXPENDITURES	3,247,946
	BUDGETED NET INCOME / (NET LOSS)	129,652
	OP RESERVE (EXCLUSIVE OF OPEB & PENSION) AT 9/30/2018 - Estimated	2,589,000
	OP RESERVE (EXCLUSIVE OF OPEB & PENSION) AT 9/30/2019 - Estimated	2,718,652

LOWELL HOUSING AUTHORITY
Schedule of Extraordinary Maintenance and Equipment Replacement
September 30, 2019

Cost Center Central Office

Description	Price Per Item	Total	COCC
EXTRAORDINARY MAINTENANCE			
		-	
	Various	-	10,000
		-	
		-	
		-	
		-	
		-	
		-	
TOTAL		-	10,000
REPLACEMENT OF EQUIPMENT - NON-CAPITAL			
		-	
Office Furnishings	Various	10,000	10,000
		-	-
Network equipment	Various	25,000	25,000
		-	
Desktop equipment (PC, digital devices, peripherals)	Various	15,000	15,000
		-	
Digital Communication and Public Relations	Various	25,000	25,000
		-	
Plumbing and Heating	Various	5,000	5,000
		-	
		-	
TOTAL		80,000	80,000
BETTERMENTS AND ADDITIONS - CAPITAL			
		-	
Ford Transit Van	\$30-35K	35,000	35,000
		-	
		-	
		-	
		-	
		-	
		-	
		-	
TOTAL		35,000	35,000
GRAND TOTAL		115,000	125,000

LEASING AND OCCUPANCY
(Section 8 Housing Choice Voucher and Mainstream)
OPERATING BUDGET
EXECUTIVE SUMMARY

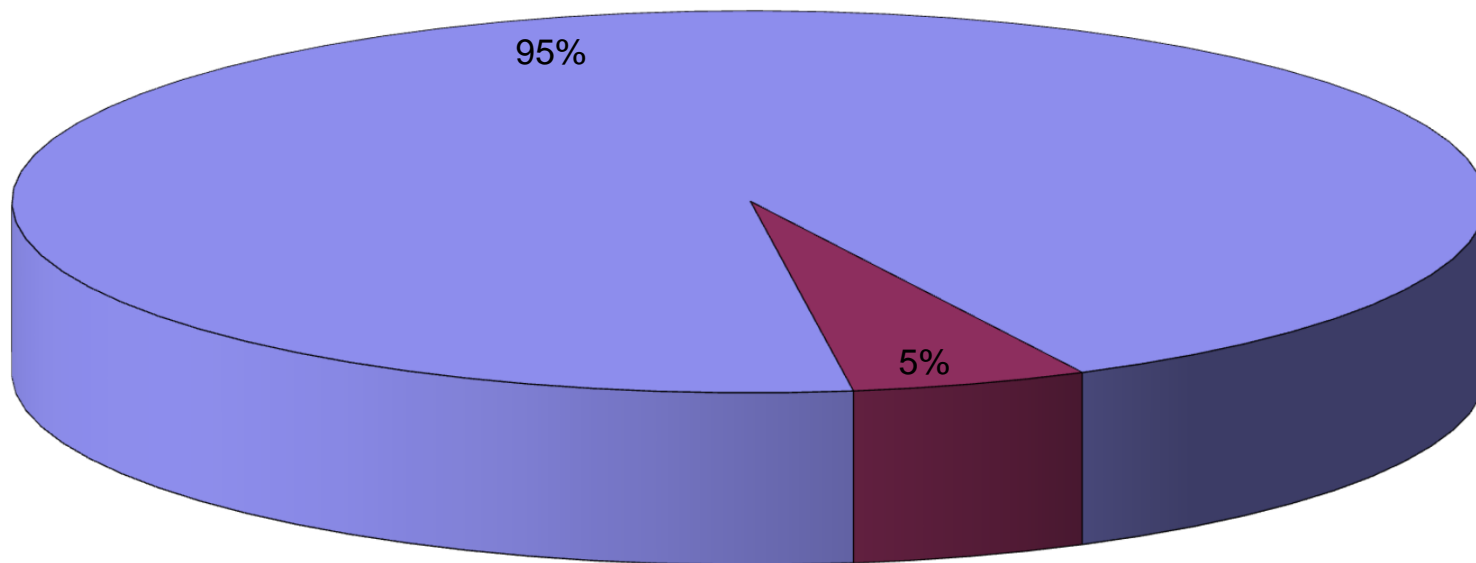
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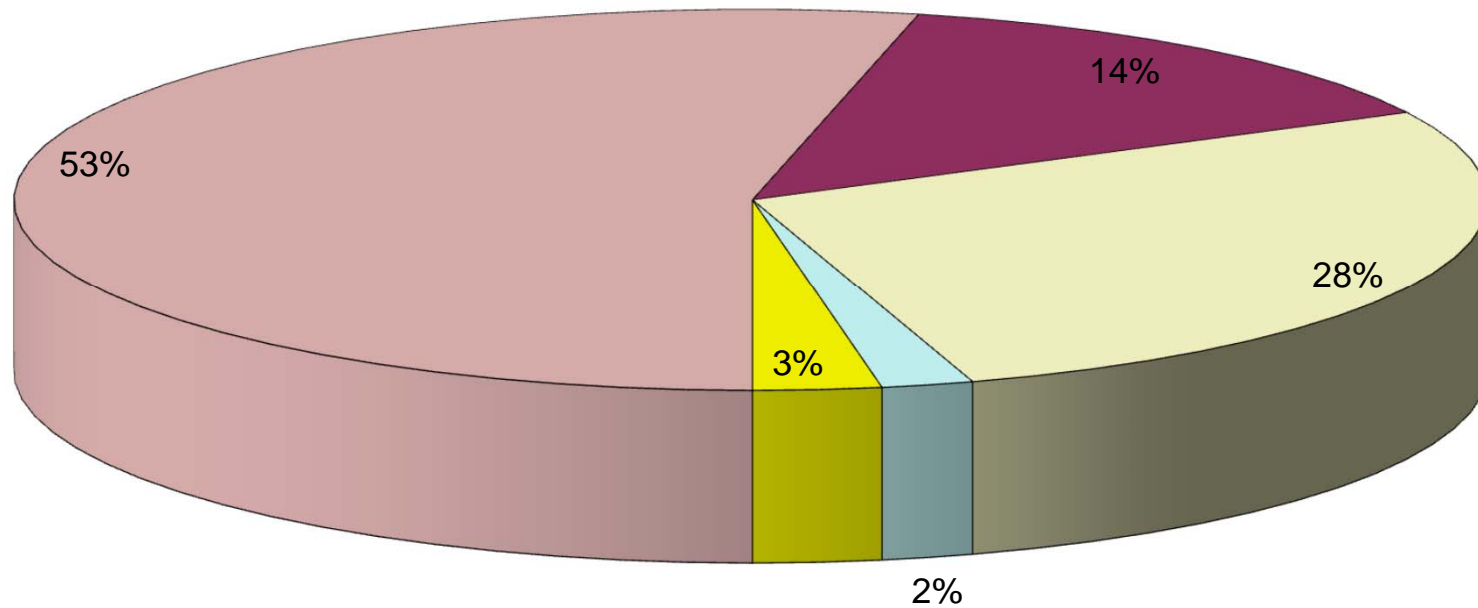
Lowell Housing Authority
HCVP Operating Revenue Budget FY 2019
(w/o H.A.P.)



■ Admin Fees 1,216,025

■ Interest & Other Income 66,400

Lowell Housing Authority HCVP Operating Expense Budget FY 2019 (w/o H.A.P.)



Salary and Benefits 679,964

Administrative 175,017

Management Fee 352,161

Insurance 25,465

Outgoing Admin Fee 35,500

LOWELL HOUSING AUTHORITY BUDGET FOR SECTION 8 HOUSING CHOICE VOUCHER & MAINSTREAM FOR FISCAL YEAR ENDING: 9/30/2019			
		No. of Vouchers (HCVP)	1176
		No. of Vouchers (M.S.)	103
		Total	1279
ACCOUNT	DESCRIPTION	PUM	BUDGET AMT
3610	Interest Income	1.30	20,000
3450	Fraud Recovery (50% of collection)	0.33	5,000
3403	Housing Assistance Subsidy- Mainstream (103 Vouchers)	816.67	1,009,400
3403	Housing Assistance Subsidy- Housing Choice (1176 Vouchers)	829.08	11,700,000
3403	Administrative Fee - Mainstream	80.85	99,927
3403	Administrative Fee - Housing Choice	79.09	1,116,098
3300	Incoming Port Admin Fees	2.35	36,000
3690	Other Income	0.33	5,000
3690	Reserve Contribution In- COCC	-	-
3806	HCVP Homeownership Fees	0.03	400
	TOTAL OPERATING RECEIPTS	991.48	13,991,825
411001	Administrative Salary	24.65	378,374
		-	
413001	Legal	0.07	1,000
415001	Travel	0.07	1,000
414000	Training / Tuition Reimbursement	0.13	2,000
417001	Accounting	-	
417101	Audit	0.50	7,706
		-	
419001	Admin - Sundry / Other	0.03	500
419002	Admin - Postage	0.46	7,000
419003	Admin - Office Supplies	0.33	5,000
419004-419005	Admin - Publications and Printing	0.20	3,000
419006	Admin - Advertising	-	-
419007	Admin - Membership Fees	0.46	7,000
419008	Admin - IT / Computer Equipment	3.28	50,383
419009	Admin - Data Processing / PR	0.26	4,000
419014	Admin - Telephone and Internet	0.84	12,928
419020	Admin - Medical Services	0.01	100
419022	Admin - Equipment Maintenance Agreements	0.13	2,000
419025	Admin - Rent (to AMP 4)	0.94	14,400
419055	Admin- HQS Inspections	3.58	55,000
419060	Admin - Consulting	0.13	2,000
		-	
419090	Management Fee	15.85	243,205
419091	Bookkeeping Fee	7.10	108,956
451001	Insurance	1.66	25,465
		-	
454001	Employee Benefits	19.65	301,590
		-	
459001	Outgoing Mobility Admin Fees	2.31	35,500
461101	Office Equipment / Furniture	0.16	2,500
471501-825	Housing Assistance Payments - Mainstream (103 vouchers)	816.67	1,009,400
471501-801	Housing Assistance Payments - Housing Choice (1175 vouchers)	829.08	11,700,000
	TOTAL OPERATING EXPENDITURES	910.87	13,980,007
	BUDGETED NET INCOME (LOSS)	0.77	11,818
	OP RESERVE AT 9/30/2018 -Estimated (excluding OPEB and Pension Liability)	57.87	888,200
	OP RESERVE AT 9/30/2019 - Estimated (excluding OPEB and Pension Liability)	58.64	900,018

LOWELL HOUSING AUTHORITY

Schedule of Extraordinary Maintenance and Equipment Replacement September 30, 2019

Cost Center Section 8 HCVP / MS

Description	Price Per Item	Total	HCVP
EXTRAORDINARY MAINTENANCE			
		-	
		-	
		-	
		-	
		-	
		-	
		-	
		-	
		-	
TOTAL		-	-
REPLACEMENT OF EQUIPMENT - NON-CAPITAL			
		-	
Office Furnishings	Various	2,500	2,500
		-	
		-	
		-	
		-	
		-	
		-	
		-	
TOTAL		2,500	2,500
BETTERMENTS AND ADDITIONS - CAPITAL			
		-	
		-	
		-	
		-	
		-	
		-	
		-	
		-	
		-	
		-	
TOTAL		-	-
GRAND TOTAL		2,500	2,500

AMP 1
(North Common Village, Fletcher Street)
OPERATING BUDGET
EXECUTIVE SUMMARY

FY 2019

Operating Revenue:	\$ 5,845,178
Operating Expense:	<u>\$ 5,676,777</u>

Operating Gain:	<u>\$ 168,401</u>
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<i>Ending Operating Reserve (Estimated):</i>	<i>\$ 1,900,000*</i>
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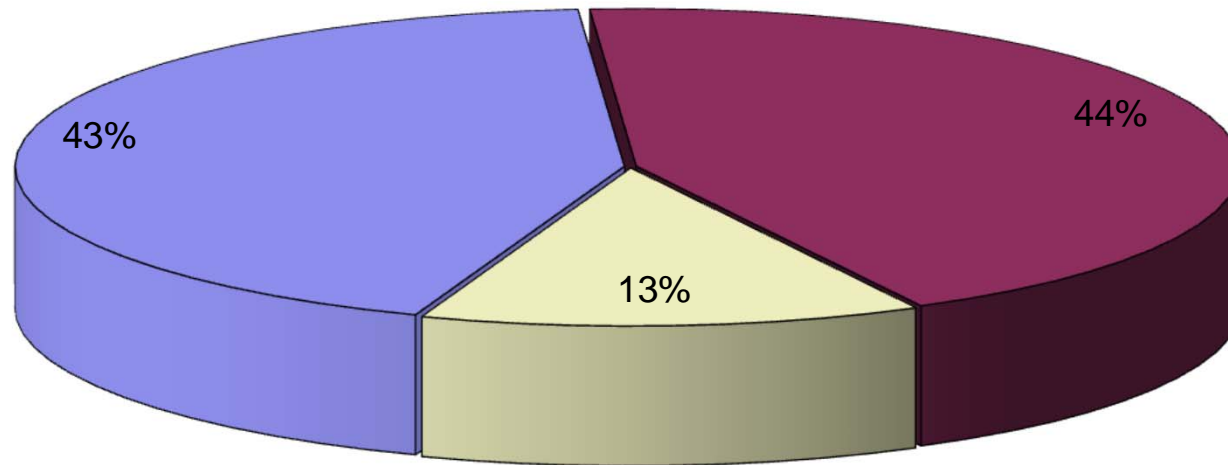
Units Available:

NCV:	506
Fletcher:	<u>18</u>
Total:	524

AMP 1 manages 524 units of family housing at the North Common Village Development and Fletcher Street. The main sources of income include resident rents and HUD funded operating subsidy. Major expense items include maintenance labor, utilities, property maintenance and betterments. HUD operating subsidy eligibility is estimated at 93% in 2018 and we have projected a slight decrease to 92% in 2019. As our largest development, it is important that this AMP increase reserves and cash position to maximize HUD's weighted average FASS scoring.

**Reserve level is shown without effect of unfunded pension and post-employment liability*

**Lowell Housing Authority
AMP 1 Revenue Budget FY 2019**

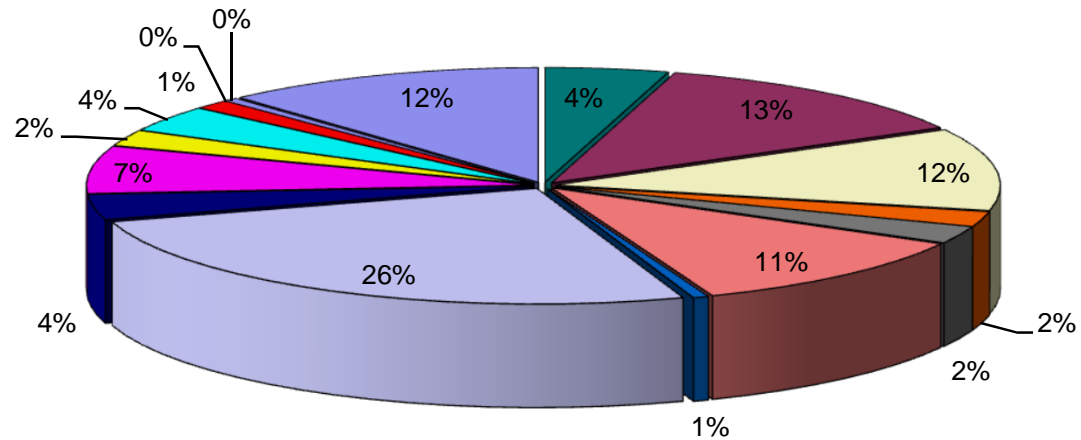


■ Tenant Rent 2,526,700

■ Operating Subsidy 2,542,125

■ Other Income 776,353

Lowell Housing Authority AMP 1 Expense Budget FY 2019



Admin Salary 254,968	Maint Salary 710,715
Employee Benefits 655,136	Insurance 118,684
Administrative 137,619	Management Fee 627,554
Tenant Services 32,052	Utilities 1,454,110
Maintenance Materials 200,000	Maintenance Contracts 377,645
PILOT 127,772	Extraordinary Maintenance 209,000
Other General 74,566	Operating Transfer Out -
Interest Expense 28,367	Capital Additions 668,589

Direct

Project Level

Lowell Housing Authority

ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING
September 30, 2019

Total Units 524

Total Salaries & Benefits \$ 1,620,819
Total Other \$ 4,055,958

AMP 1

MA 1-1, 1-18

Department

A FDS Line #	B Acct #	C Account Description	E FY 17 PUM - Actual	10 months of 2018	F FY 18 PUM - Annualized	G FY 19 PUM	H FY 19 Budget	J Remarks
REVENUES								
703	3110.00	Dwelling Rental Income	383.72	2,068,074	396.26	397.58	2,500,000	
704	3120.00	Excess Utilities	1.58	14,650	2.81	2.78	17,500	
704	3692.00	Tenant Revenue - Other	2.17	9,498	1.82	1.46	9,200	
704		Total Tenant Revenue Other	3.75	24,148	4.63	4.25	26,700	
705		Total Tenant Revenue	387.47	2,092,222	400.88	401.83	2,526,700	
706	3401.00	Current Year Operating Subsidy	403.27	2,146,244	411.23	404.28	2,542,125	
711	3610.00	Investment Income - Unrestricted	1.28	19,493	3.74	3.10	19,500	
720	3431.00	Investment Income - Restricted	-	-	-	-	-	
715	3190.00	Section 8 Rental Income	-	-	-	-	-	
715	3690.00	Other Revenue	6.06	33,933	6.50	77.57	487,775	
715	3690.15	Admin Fee	-	-	-	-	-	
715	3690.71	Admin Fee	-	-	-	-	-	
715		Total Other Revenue	6.06	2,199,670	6.50	77.57	487,775	
716	6120.00	Gain/(Loss) on Equipment Disposal	-	-	-	-	-	
1001	9110.00	Operating Transfers - In	29.95	72,563	13.90	42.79	269,078	
		Capital Grant Allocation	-	-	-	-	-	
		Other Grant Allocation	-	-	-	-	-	
		Section 8 Allocation	-	-	-	-	-	
700		Total Revenue	828.03	4,364,454	836.26	929.58	5,845,178	

Direct

Project Level

Lowell Housing Authority

ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING
September 30, 2019

Total Units 524

AMP 1

MA 1-1, 1-18

Total Salaries & Benefits \$ 1,620,819

Department

Total Other \$ 4,055,958

A FDS Line #	B Acct #	C Account Description	E FY 17 PUM - Actual	10 months of 2018	F FY 18 PUM - Annualized	G FY 19 PUM	H FY 19 Budget	J Remarks
ADMINISTRATIVE EXPENSES								
911	4110.01	Salaries - Reg.	36.51	218,612	41.89	40.55	254,968	
911	4110.01	Salaries - O.T.			-	-	-	
911	4110.01	Total Administrative Salaries	36.51	218,612	41.89	40.55	254,968	
915	4540.01	Employee Benefit Contributions - Admin	33.73	139,143	26.66	27.51	172,975	
916	4130.01	Legal	5.02	36,907	7.07	5.09	32,000	
916	4140.02	Staff Training/ Tuition	0.24	1,157	0.22	1.93	12,116	
916	4150.01	Travel / Parking	0.04	-	-	0.04	250	
916	4170.01	Accounting Fees	-	-	-	-	-	
912	4171.01	Auditing Fees	0.51	520.00	0.10	0.52	3,241	
916	4190.01	Miscellaneous Sundry	0.43	4,941	0.95	0.67	4,200	
916	4190.03	Stationary / Supplies	0.30	2,896	0.55	0.48	3,000	
916	4190.04	Publications / Postage/ Printing	1.07	6,564	1.26	1.22	7,700	
916	4190.06	Advertisement	0.07	3,545	0.68	0.40	2,500	
916	4190.07	Membership Dues & Fees	0.13	120	0.02	0.17	1,050	
916	4190.08	Information Technology / Data Processing	2.37	14,045	2.69	4.51	28,341	
916	4190.14	Telephone / Alarm / Internet	4.92	27,649	5.30	5.47	34,421	
916	4190.15	Eviction Expense	0.71	2,770	0.53	0.56	3,500	
916	4190.20	Drug Testing / Medical Exams	0.10	100	0.02	0.05	300	
916	4190.22	Equipment Maintenance & Repair	0.28	1,411	0.27	0.32	2,000	
916	4190.60	Consulting Fees	1.01	1,792	0.34	0.48	3,000	
916	4190.00	Sundry Administrative	17.20	462,171	20.01	21.89	137,619	
913		Asset Management Fee	91.18	501,100	96.01	99.80	627,554	\$83.31 + \$7.50 + \$10.00 x UML
		Total Administrative Expense	178.61	963,271	184.57	189.75	1,193,117	

Direct

Project Level

Lowell Housing Authority

ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING
September 30, 2019

Total Units 524

AMP 1

MA 1-1, 1-18

Total Salaries & Benefits \$ 1,620,819

Department

Total Other \$ 4,055,958

A FDS Line #	B Acct #	C Account Description	E FY 17 PUM - Actual	10 months of 2018	F FY 18 PUM - Annualized	G FY 19 PUM	H FY 19 Budget	J Remarks
TENANT SERVICES								
921	4210.01	Salaries - Reg.	0.24	0	-	-	-	
921	4210.01	Salaries - O.T.			-	-	-	
921	4210.01	Total Tenant Services Salaries	0.24	-	-	-	-	
923	4540.00	Employee Benefit Contributions			-	-	-	
924	4220.00	Recreation & Publications			-	-	-	
924	4230.00	Contract Costs	3.25	15,044	2.88	5.10	32,052	
924		Total Non-Salary	3.25	15,044	2.88	5.10	32,052	
		Total Tenant Services Expense	3.49	15,044	2.88	5.10	32,052	
UTILITIES								
935	4355.01	Labor - Reg.	-		-	-	-	
935	4355.02	Labor - O.T.			-	-	-	
935	4355.00	Total Utilities Labor	-		-	-	-	
937	4540.00	Employee Benefit Contributions			-	-	-	
931	4310.00	Water (Includes Sewer Charges)	48.67	172,671	33.08	46.24	290,778	
932	4320.00	Electricity	84.56	427,337	81.88	87.39	549,505	
933	4330.00	Gas	60.94	350,454	67.15	60.75	381,999	
938	4390.00	Other - Solar Operator Costs	-	214,433	41.09	36.87	231,828	
		Total Utility Expense	194.17	1,164,895	223.20	231.25	1,454,110	
ORDINARY MAINTENANCE & OPERATION								
941	4410.01	Labor - Reg.	108.99	618,367	118.48	108.16	680,110	
941	4410.02	Labor - O.T.			-	4.87	30,605	4.5%
941	4410.00	Total Maintenance Labor	108.99	618,367	118.48	113.03	710,715	
942	4420.01	Materials and Other	32.01	158,006	30.27	31.81	200,000	
943	4430.01	Other Contract Costs - Misc	-	-	-	0.08	500	
943	4430.02	Hazardous Materials	1.89	17,735	3.40	1.59	10,000	
943	4430.03	Pest Control	6.03	22,135	4.24	5.57	35,000	
943	4430.05	Welding and Metal Work	-	-	-	0.08	500	
943	4430.06	Auto Rentals & Repair	0.76	4,905	0.94	2.39	15,000	
943	4430.07	Equipment Repairs & Rentals	0.43	2,726	0.52	0.56	3,500	
943	4430.08	Unit Repairs / Renovations / Remediation	0.03	2,520	0.48	0.08	500	
943	4430.09	Heating & AC Repairs- Contracted	4.07	31,127	5.96	4.21	26,500	
943	4430.09	Heating & AC repairs- COCC Labor	14.98	72,091	13.81	14.31	90,000	
943	4430.10	Uniforms	0.79	5,513.43	1.06	-	-	
943	4430.11	Alarm and Security Services	0.18	6,599	1.26	1.35	8,500	
943	4430.12	Electrical Repairs- Contracted	-	0	-	0.16	1,000	
943	4430.12	Electrical Repairs- COCC Labor	4.15	26,090	5.00	4.45	28,000	
943	4430.13	Energy Contracts	4.20	27,223	5.22	4.37	27,500	
943	4430.14	Elevator Maintenance	-	-	-	-	-	
943	4430.15	Garbage Collection	19.05	57,249	10.97	12.72	80,000	
943	4430.16	Permit Fees	-	-	-	-	-	
943	4430.16	Licenses & Permits	-	-	-	-	-	
943	4430.17	Roof Repairs	0.84	2,790	0.53	0.56	3,500	
943	4430.18	Fire Prevention	2.13	25,960	4.97	4.24	26,645	
943	4430.19	Locks and Keys	1.75	7,895	1.51			
943	4430.20	Carpeting and Flooring	1.27	4,811	0.92	0.95	6,000	
943	4430.21	Safety Improvements	0.30	11,513	2.21	0.32	2,000	
943	4430.24	Masonry Services	0.36	2,230	0.43	1.27	8,000	
943	4430.25	Landscaping	0.71	5,704	1.09	0.56	3,500	
943	4430.26	Window, Door, Glass Installations	-	-	-	0.24	1,500	
943			-	-	-	-	-	
943		Total Contract Costs	63.92	336,817	64.54	60.06	377,645	
945	4540.00	Employee Benefit Contributions	100.68	425,553	81.54	76.68	482,161	
		Total Ordinary Maintenance & Operation	305.61	1,538,743	294.83	281.57	1,770,521	

Direct

Project Level

Lowell Housing Authority

ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING
September 30, 2019

Total Units 524

Total Salaries & Benefits \$ 1,620,819
Total Other \$ 4,055,958

AMP 1

MA 1-1, 1-18

Department

A FDS Line #	B Acct #	C Account Description	E FY 17 PUM - Actual	10 months of 2018	F FY 18 PUM - Annualized	G FY 19 PUM	H FY 19 Budget	J Remarks
PROTECTIVE SERVICES								
951	4465.01	Labor			-	-	-	
951	4465.02	Labor - O.T.			-	-	-	
951	4465.00	Total Protective Services Labor	-		-	-	-	
952	4480.00	Contract Costs	1.76	9,215	1.77	1.76	11,058	
955	4540.00	Employee Benefit Contributions			-	-	-	
		Total Protective Services	1.76	9,215	1.77	1.76	11,058	
GENERAL								
961	4510.01	Insurance - General Coverage	19.50	100,813	19.32	1.36	8,557	
961	4510.02	Workers Compensation			-	5.24	32,955	
961	4510.03	General Liability			-	5.66	35,611	
961	4510.04	Property & Fire			-	6.61	41,561	
961		Total Insurance	19.50	100,813	19.32	18.87	118,684	
963	4520.01	Payments in Lieu of Taxes	19.11	101,170	19.38	20.32	127,772	HUD formula - form 52267
964	4570.00	Collection Losses	3.75	-	-	3.98	25,000	
962	4590.01	Other General Expenses (PSS escrow)	4.70	26,195	5.02	6.12	38,508	
967	4580.01	Interest Expense	10.68	34,950	6.70	4.51	28,367	
968	4120.01	Compensated Absences - Terminal Leave	-	-	-	-	-	
		Total General Expenses	57.74	263,128	50.42	53.81	338,331	
TOTAL ROUTINE EXPENDITURES								
969		Total Routine Operating Expense	741.38	3,954,295	757.67	763.23	4,799,188	
970		Excess Operating Revenue over Operating Expenses	86.65	410,158	78.59	166.35	1,045,990	
NON-ROUTINE EXPENDITURES								
971	4610.00	Extraordinary Maintenance & Non-Capital Equip	10.72	109,373	20.96	33.24	209,000	
972	7540.00	Capital Equip / Betterments / Debt Service	71.06	361,069	69.18	106.33	668,589	
973		Excess Working Capital Transfer Out			-	-	-	
		Total Non-Routine Expenses	81.78	470,442	90.14	139.57	877,589	
RESIDUAL RECEIPTS OR DEFICIT								
900		Total Expenses	823.15	4,424,737	847.81	902.80	5,676,777	
		Excess Operating Revenue over Operating Expenses	4.87	(60,283)	(11.55)	26.78	168,401	

Lowell Housing Authority
Schedule of Extraordinary Maintenance and Equipment Replacement - Rev#1
September 30, 2019

Cost Center HUD MA001-C

<u>AMP</u>	<u>Units</u>	<u>Percent</u>
1	524	30.86%
2	300	17.67%
3	426	25.09%
4	448	26.38%
Total	1698	100.00%

Description	Price Per Item	MA001 TOTAL	AMP 1	AMP 2	AMP 3	AMP 4
EXTRAORDINARY MAINTENANCE						
Extraordinary Maint Contingency		150,000	25,000	50,000	50,000	25,000
Emergency gas line repairs		-				
Interior Access Gates		14,000	14,000			
Mercier Center Rehab - museum		50,000	50,000			
Masonry - Repoint Bricks		35,000	25,000			10,000
Mainline - P&H repairs / replacement		45,000	20,000	15,000		10,000
Keyless Entry System		312,000			102,000	210,000
REAC physical inspection prep		75,000	75,000			
Real Estate Sales - property betterments		25,000		25,000		
Elevator Repairs - extraordinary / mechanical		70,000			50,000	20,000
TOTAL		776,000	209,000	90,000	202,000	275,000
REPLACEMENT OF EQUIPMENT - NON-CAPITAL						
Landscaping & Snow Equipment		5,000		5,000		
Furniture & Equipment (exterior & office)		-				
Janitorial Equipment		-				
Plumbing Equipment		-				
TOTAL		5,000	-	5,000	-	-
BETTERMENTS AND ADDITIONS - CAPITAL						
Ford F-series Pickup		80,000		40,000	40,000	
Ford F-series Dump		60,000	60,000			
Ford Ranger or Transit		95,000	30,000	35,000		30,000
Utility Vehicle		30,000	30,000			
Ford F-series Compactor Truck		150,000	37,500	37,500	37,500	37,500
Security Cameras (Gross cost pre-grant funding)		228,000	108,000		78,000	42,000
Security Camera ESG Grant Funding Offset		(116,000)	(43,000)		(31,000)	(42,000)
Principal payment - energy debt service		874,685	446,089	315,761	48,895	63,940
TOTAL		1,401,685	668,589	428,261	173,395	131,440
GRAND TOTAL		2,182,685	877,589	523,261	375,395	406,440

AMP 2
(Highland Parkway, H. Harwell, Scattered Sites)
OPERATING BUDGET
EXECUTIVE SUMMARY

FY 2019

Operating Revenue:	\$ 3,982,003
Operating Expense:	<u>\$ 3,888,956</u>

Operating Gain:	<u>\$ 93,047</u>
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<i>Ending Operating Reserve (Estimated):</i>	<i>\$ 985,000*</i>
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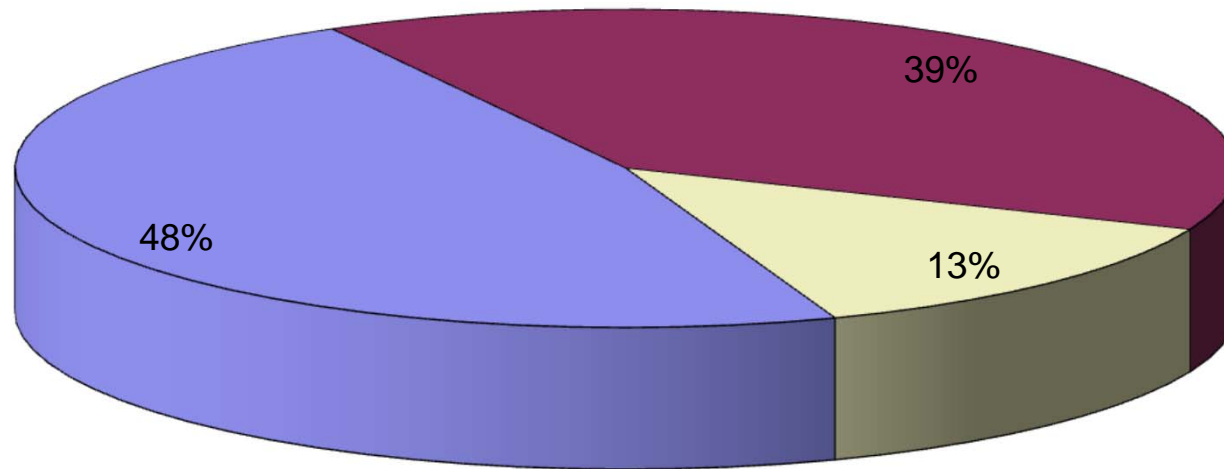
Units Available:

Highland Parkway:	169
H. Harwell:	26
Scattered:	<u>105</u>
Total:	300

AMP 2 manages 300 family units located at the Highland Parkway Development, Harold Hartwell Court and various scattered site buildings. AMP 2 management is also overseeing the operations of our state portfolio. There is no comingling of costs or budgets, however, and both programs continue to operate independently from a budget and accounting standpoint. The main sources of income include tenant rents and HUD funded operating subsidy. Major expense items include maintenance labor, utilities, property maintenance and betterments. HUD operating subsidy eligibility is estimated at 93% in 2018 and we have budgeted for a slight decrease to 92% in 2019. AMP 2 has made dramatic financial improvement in the past two years. The AMP is receiving points towards our HUD financial score, which it has never contributed before, through improved rent collections and operating efficiencies. This is a credit to the AMP manager and her practices should be emulated.

**Reserve level is shown without effect of unfunded pension and post employment liability*

**Lowell Housing Authority
AMP 2 Revenue Budget FY 2019**

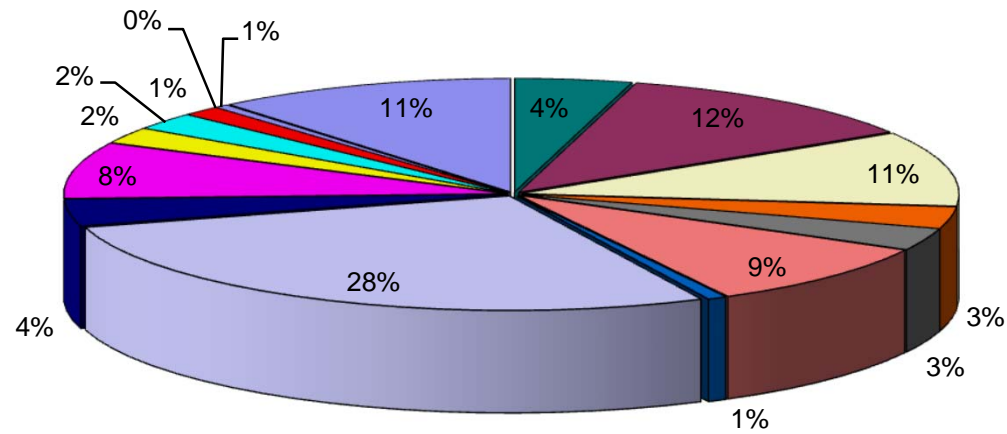


■ Tenant Rent 1,893,850

■ Operating Subsidy 1,564,564

■ Other Income 523,589

Lowell Housing Authority AMP 2 Expense Budget FY 2019



Admin Salary 167,072	Maint Salary 458,724
Employee Benefits 414,525	Insurance 119,630
Administrative 121,590	Management Fee 359,287
Tenant Services 26,900	Utilities 1,075,410
Maintenance Materials 147,450	Maintenance Contracts 310,595
PILOT 89,427	Extraordinary Maintenance 95,000
Other General 55,005	Operating Transfer Out -
Interest Expense 20,080	Capital Additions 428,261

Direct

Project Level

Lowell Housing Authority

ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING
September 30, 2019

Total Units 300

AMP 2

MA 1-2, 1-7, 1-12, 1-14, 1-17

Total Salaries & Benefits \$ 1,040,321

Department

Total Other \$ 2,848,635

A FDS Line #	B Acct #	C Account Description	E FY 17 PUM - Actual	10 months of 2018	F FY 18 PUM - Annualized	G FY 19 PUM	H FY 19 Budget	J Remarks
REVENUES								
703	3110.00	Dwelling Rental Income	492.47	1,545,420	517.21	513.89	1,850,000	
704	3120.00	Excess Utilities	8.94	27,810	9.31	8.89	32,000	
704	3692.00	Tenant Revenue - Other	2.72	9,718	3.25	3.29	11,850	
704		Total Tenant Revenue Other	11.66	37,528	12.56	12.18	43,850	
705		Total Tenant Revenue	504.13	1,582,948	529.77	526.07	1,893,850	
706	8020.00	Current Year Operating Subsidy	432.42	1,318,834	441.38	434.60	1,564,564	
711	3610.00	Investment Income - Unrestricted	-	7,561	2.53	2.08	7,500	
720	3431.00	Investment Income - Restricted	-	-	-	-	-	
715	3190.00	Section 8 Rental Income	-	-	-	-	-	
715	3690.00	Other Revenue	0.61	7,948	2.66	68.61	247,011	
715	3690.15	Admin Fee	-	-	-	-	-	
715		Total Other Revenue	0.61	7,948	2.66	68.61	247,011	
716	6120.00	Gain/(Loss) on Equipment Disposal	-	-	-	-	-	
1001	9110.00	Operating Transfers - In	107.87	225,000	75.30	74.74	269,078	
		Capital Grant Allocation	-	-	-	-	-	
		Other Grant Allocation	-	-	-	-	-	
		Section 8 Allocation	-	-	-	-	-	
700		Total Revenue	1,045.03	3,142,291	1,051.64	1,106.11	3,982,003	

Direct

Project Level

Lowell Housing Authority

ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING
September 30, 2019

Total Units 300

AMP 2

MA 1-2, 1-7, 1-12, 1-14, 1-17

Total Salaries & Benefits \$ 1,040,321

Department

Total Other \$ 2,848,635

A FDS Line #	B Acct #	C Account Description	E FY 17 PUM - Actual	10 months of 2018	F FY 18 PUM - Annualized	G FY 19 PUM	H FY 19 Budget	J Remarks
ADMINISTRATIVE EXPENSES								
911	4110.00	Salaries - Reg.	48.00	125,804	42.10	46.41	167,072	
911	4110.01	Salaries - O.T.	-	-	-	-	-	
911	4110.00	Total Administrative Salaries	48.00	125,804	42.10	46.41	167,072	
915	4540.00	Employee Benefit Contributions - Admin	42.15	99,670	33.36	30.74	110,668	
916	4130.01	Legal	7.33	57,865	19.37	8.33	30,000	
916	4140.02	Staff Training/ Tuition	0.43	642	0.21	1.55	5,593	
916	4150.01	Travel / Parking	0.06	-	-	0.07	250	
916	4170.01	Accounting Fees	-	-	-	-	-	
912	4171.00	Auditing Fees	0.51	-	-	0.52	1,855	
916	4190.01	Miscellaneous Sundry	0.83	3,786	1.27	0.97	3,500	
916	4190.03	Stationary / Supplies	0.51	1,389	0.46	0.56	2,000	
916	4190.04	Publications / Postage/ Printing	1.18	3,840	1.29	1.36	4,900	
916	4190.06	Advertisement	0.04	685	0.23	0.28	1,000	
916	4190.07	Membership Dues & Fees	0.14	120	0.04	0.19	700	
916	4190.08	Information Technology / Data Processing	2.63	8,291	2.77	6.10	21,972	
916	4190.14	Telephone / Alarm / Internet	6.57	20,559	6.88	7.12	25,620	
916	4190.15	Eviction Expense	0.13	1,495	0.50	0.83	3,000	
916	4190.20	Drug Testing / Medical Exams	0.13	-	-	0.06	200	
916	4190.22	Equipment Maintenance & Repair	0.24	551	0.18	0.28	1,000	
916	4190.60	Consulting Fees	5.98	2,976	1.00	5.56	20,000	
916	4190.00	Sundry Administrative	26.71	102,200	34.20	33.78	121,590	
913		Asset Management Fee	81.44	286,319	106.04	99.80	359,287	\$83.31 + \$7.50 + \$10.00 x UML
		Total Administrative Expense	198.31	613,993	215.71	210.73	758,617	

Direct

Project Level

Lowell Housing Authority

ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING
September 30, 2019

Total Units 300

AMP 2

MA 1-2, 1-7, 1-12, 1-14, 1-17

Total Salaries & Benefits \$ 1,040,321

Department

Total Other \$ 2,848,635

A FDS Line #	B Acct #	C Account Description	E FY 17 PUM - Actual	10 months of 2018	F FY 18 PUM - Annualized	G FY 19 PUM	H FY 19 Budget	J Remarks
TENANT SERVICES								
921	4210.00	Salaries - Reg.	0.41	-	-	-	-	
921	4210.01	Salaries - O.T.	-	-	-	-	-	
921	4210.00	Total Tenant Services Salaries	0.41	-	-	-	-	
923	4540.00	Employee Benefit Contributions	-	-	-	-	-	
924	4220.00	Recreation & Publications	-	-	-	-	-	
924	4230.00	Contract Costs	5.47	15,655	5.24	7.47	26,900	
924		Total Non-Salary	5.47	15,655	5.24	7.47	26,900	
		Total Tenant Services Expense	5.88	15,655	5.24	7.47	26,900	
UTILITIES								
935	4355.01	Labor - Reg.	-	-	-	-	-	
935	4355.02	Labor - O.T.	-	-	-	-	-	
935	4355.00	Total Utilities Labor	-	-	-	-	-	
937	4540.00	Employee Benefit Contributions	-	-	-	-	-	
931	4310.00	Water (Includes Sewer Charges)	84.08	159,265	53.30	82.46	296,860	
932	4320.00	Electricity	90.95	242,508	81.16	94.64	340,713	
933	4330.00	Gas	87.11	298,979	100.06	88.38	318,159	
938	4390.00	Other - Solar Operator Costs	-	110,358	36.93	33.24	119,678	
		Total Utility Expense	262.14	811,110	271.46	298.73	1,075,410	
ORDINARY MAINTENANCE & OPERATION								
941	4410.00	Labor - Reg.	134.90	402,943	134.85	123.11	443,212	
941	4410.01	Labor - O.T.	-	-	-	4.31	15,512	3.5%
941	4410.00	Total Maintenance Labor	134.90	402,943	134.85	127.42	458,724	
942	4420.01	Materials and Other	40.99	111,783	37.41	40.96	147,450	
943	4430.01	Other Contract Costs - Misc	-	-	-	0.14	500	
	4430.02	Hazardous Materials	-	-	-	0.28	1,000	
943	4430.03	Pest Control	8.43	34,456	11.53	9.72	35,000	
943	4430.05	Welding and Metal Work	0.42	-	-	0.28	1,000	
943	4430.06	Auto Rentals & Repair	1.05	10,586	3.54	1.39	5,000	
943	4430.07	Equipment Repairs & Rentals	0.49	4,949	1.66	1.39	5,000	
943	4430.08	Unit Repairs / Renovations / Remediation	-	-	-	0.14	500	
943	4430.09	Heating & AC Repairs- Contracted	0.46	2,523	0.84	0.83	3,000	
943	4430.09	Heating & AC repairs- COCC Labor	36.27	105,794	35.41	33.33	120,000	
943	4430.10	Uniforms	-	-	-	-	-	
943	4430.11	Alarm and Security Services	4.14	-	-	1.39	5,000	
943	4430.12	Electrical Repairs- Contracted	-	8,103	2.71	0.28	1,000	
943	4430.12	Electrical Repairs- COCC Labor	8.28	19,956	6.68	6.94	25,000	
943	4430.13	Energy Contracts	5.20	19,216	6.43	5.28	19,000	
943	4430.14	Elevator Maintenance	-	-	-	-	-	
943	4430.15	Garbage Collection	11.72	38,025	12.73	13.89	50,000	
943	4430.16	Permit Fees	-	-	-	-	-	
943	4430.16	Licenses & Permits	-	-	-	-	-	
943	4430.17	Roof Repairs	1.57	11,495	3.85	2.78	10,000	
943	4430.18	Fire Prevention	2.75	10,397	3.48	5.30	19,095	
943	4430.19	Locks and Keys	-	-	-	-	-	
943	4430.20	Carpeting and Flooring	-	-	-	-	-	
943	4430.21	Safety Improvements	0.04	954	0.32	0.56	2,000	
943	4430.24	Masonry Services	0.78	-	-	0.28	1,000	
943	4430.25	Landscaping	0.62	5,130	1.72	2.08	7,500	
943	4430.26	Window, Door, Glass Installations	-	-	-	-	-	
943			-	-	-	-	-	
943		Total Contract Costs	82.20	271,585	90.89	86.28	310,595	
945	4540.00	Employee Benefit Contributions	118.46	289,709	96.96	84.40	303,857	
		Total Ordinary Maintenance & Operation	376.56	1,076,020	360.11	339.06	1,220,626	

Direct

Project Level

Lowell Housing Authority

ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING
September 30, 2019

Total Units 300

Total Salaries & Benefits \$ 1,040,321
Total Other \$ 2,848,635

AMP 2

MA 1-2, 1-7, 1-12, 1-14, 1-17

Department

A FDS Line #	B Acct #	C Account Description	E FY 17 PUM - Actual	10 months of 2018	F FY 18 PUM - Annualized	G FY 19 PUM	H FY 19 Budget	J Remarks
PROTECTIVE SERVICES								
951	4465.01	Labor	-	-	-	-	-	
951	4465.02	Labor - O.T.	-	-	-	-	-	
951	4465.00	Total Protective Services Labor	-	-	-	-	-	
952	4480.00	Contract Costs	1.76	5,274	1.77	1.76	6,329	
955	4540.00	Employee Benefit Contributions	-	-	-	-	-	
		Total Protective Services	1.76	5,274	1.77	1.76	6,329	
GENERAL								
961	4510.01	Insurance - General Coverage	30.26	96,466	32.28	1.71	6,160	
961	4510.02	Workers Compensation	-	-	-	5.97	21,508	
961	4510.03	General Liability	-	-	-	5.35	19,249	
961	4510.04	Property & Fire	-	-	-	20.20	72,713	
961		Total Insurance	30.26	96,466	32.28	33.23	119,630	
963	4520.00	Payments in Lieu of Taxes	23.93	66,130	22.13	24.84	89,427	HUD formula - form 52267
964	4570.00	Collection Losses	1.08	(4,053)	(1.36)	2.78	10,000	
962	4590.01	Other General Expenses (PSS escrow)	3.91	23,242	7.78	10.74	38,676	
967	4580.00	Interest Expense	13.21	24,739	8.28	5.58	20,080	
968	4530.00	Compensated Absences - Terminal Leave	-	-	-	-	-	
		Total General Expenses	72.39	206,524	69.12	77.17	277,813	
TOTAL ROUTINE EXPENDITURES								
969		Total Routine Operating Expense	917.03	2,728,576	913.18	934.92	3,365,695	
970		Excess Operating Revenue over Operating Expenses	128.00	413,715	1.38	171.20	616,308	
NON-ROUTINE EXPENDITURES								
971	4610.00	Extraordinary Maintenance & Non-Capital Equip	25.59	19,901	6.66	26.39	95,000	
972	7540.00	Capital Equip / Betterments / Debt Service	87.86	227,142	76.02	118.96	428,261	
973		Excess Working Capital Transfer Out	-	-	-	-	-	
		Total Non-Routine Expenses	113.45	247,042	82.68	145.35	523,261	
RESIDUAL RECEIPTS OR DEFICIT								
900		Total Expenses	1,030.48	2,975,619	995.86	1,080.27	3,888,956	
		Excess Operating Revenue over Operating Expenses	14.55	166,672	55.78	25.85	93,047	

Lowell Housing Authority
Schedule of Extraordinary Maintenance and Equipment Replacement - Rev#1
September 30, 2019

Cost Center HUD MA001-C

<u>AMP</u>	<u>Units</u>	<u>Percent</u>
1	524	30.86%
2	300	17.67%
3	426	25.09%
4	448	26.38%
Total	1698	100.00%

Description	Price Per Item	MA001 TOTAL	AMP 1	AMP 2	AMP 3	AMP 4
EXTRAORDINARY MAINTENANCE						
Extraordinary Maint Contingency		150,000	25,000	50,000	50,000	25,000
Emergency gas line repairs		-				
Interior Access Gates		14,000	14,000			
Mercier Center Rehab - museum		50,000	50,000			
Masonry - Repoint Bricks		35,000	25,000			10,000
Mainline - P&H repairs / replacement		45,000	20,000	15,000		10,000
Keyless Entry System		312,000			102,000	210,000
REAC physical inspection prep		75,000	75,000			
Real Estate Sales - property betterments		25,000		25,000		
Elevator Repairs - extraordinary / mechanical		70,000			50,000	20,000
TOTAL		776,000	209,000	90,000	202,000	275,000
REPLACEMENT OF EQUIPMENT - NON-CAPITAL						
Landscaping & Snow Equipment		5,000		5,000		
Furniture & Equipment (exterior & office)		-				
Janitorial Equipment		-				
Plumbing Equipment		-				
TOTAL		5,000	-	5,000	-	-
BETTERMENTS AND ADDITIONS - CAPITAL						
Ford F-series Pickup		80,000		40,000	40,000	
Ford F-series Dump		60,000	60,000			
Ford Ranger or Transit		95,000	30,000	35,000		30,000
Utility Vehicle		30,000	30,000			
Ford F-series Compactor Truck		150,000	37,500	37,500	37,500	37,500
Security Cameras (Gross cost pre-grant funding)		228,000	108,000		78,000	42,000
Security Camera ESG Grant Funding Offset		(116,000)	(43,000)		(31,000)	(42,000)
Principal payment - energy debt service		874,685	446,089	315,761	48,895	63,940
TOTAL		1,401,685	668,589	428,261	173,395	131,440
GRAND TOTAL		2,182,685	877,589	523,261	375,395	406,440

AMP 3
(South Common Village, Faulkner St.)
OPERATING BUDGET
EXECUTIVE SUMMARY

FY 2019

Operating Revenue:	\$ 4,319,539
Operating Expense:	<u>\$ 4,161,304</u>

Operating Gain:	<u>\$ 158,235</u>
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<i>Ending Operating Reserve (Estimated):</i>	<i>\$ 1,800,000*</i>
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Units Available:

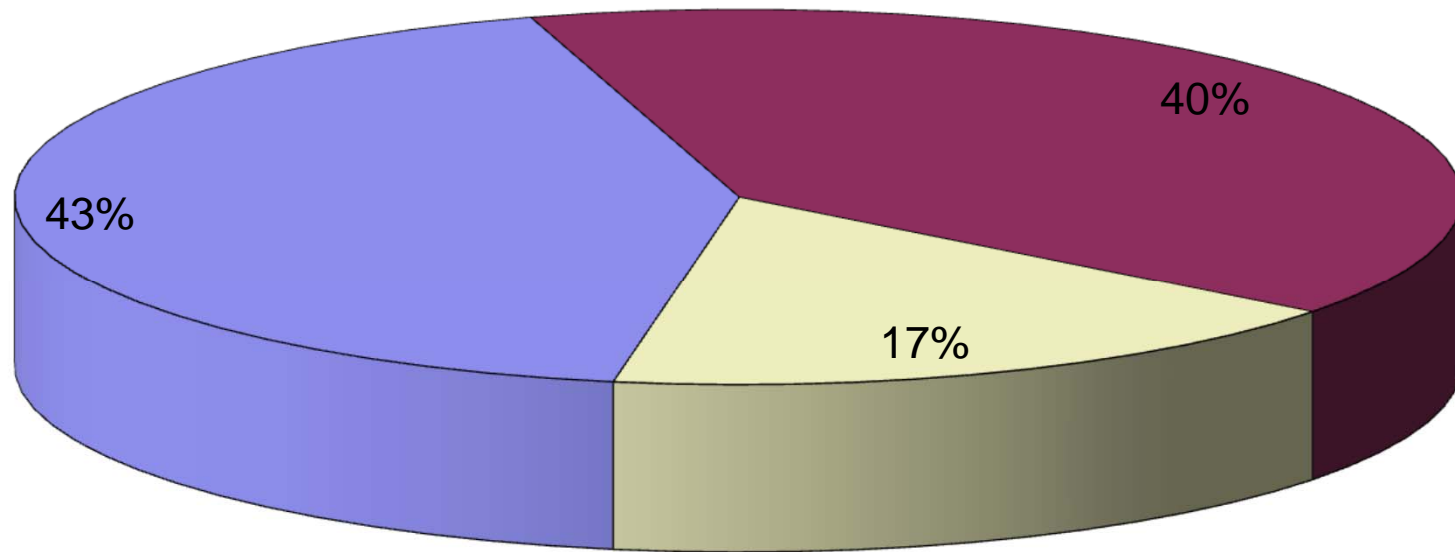
South Common Village:	399
Faulkner Street:	<u>27</u>
Total:	426

AMP 3 manages 426 units of elderly housing located at South Common Village and Faulkner Street. The main sources of income include tenant rents and HUD funded operating subsidy. Major expense items include maintenance labor, utilities and property maintenance and betterments. HUD operating subsidy is funded at 93% in CY2018 and we have budgeted a slight decrease to 92% in 2019.

AMP 3 is facing elevator issues and entry system problems. Both have been addressed with funding lines in this budget. AMP 3 has centralized buildings and economies of scale that have provided decent gains in prior years, even during the era of 20% subsidy cuts.

**Reserve level is shown without effect of unfunded pension and post employment liability*

**Lowell Housing Authority
AMP 3 Revenue Budget FY 2019**

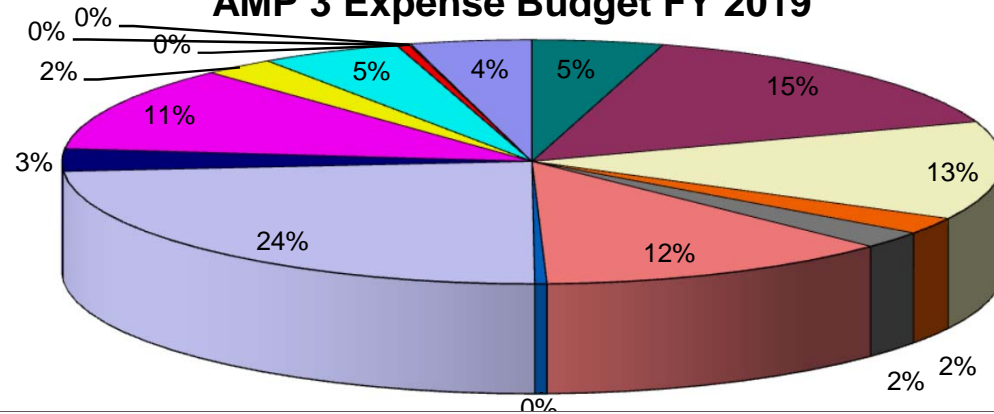


■ Tenant Rent 1,838,900

■ Operating Subsidy 1,734,573

■ Other Income 746,066

Lowell Housing Authority AMP 3 Expense Budget FY 2019



Admin Salary 187,725	Maint Salary 632,492
Employee Benefits 542,590	Insurance 92,379
Administrative 94,122	Management Fee 510,187
Tenant Services 17,298	Utilities 989,611
Maintenance Materials 123,750	Maintenance Contracts 472,425
PILOT 102,231	Extraordinary Maintenance 202,000
Other General 17,990	Operating Transfer Out -
Interest Expense 3,109	Capital Additions 173,395

Direct

Project Level

Lowell Housing Authority
ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING
September 30, 2019

Total Units 426

AMP 3
Department

MA 1-3, 1-4

Total Salaries & Benefits \$ 1,370,307
Total Other \$ 2,790,997

A FDS Line #	B Acct #	C Account Description	E FY 17 PUM - Actual	10 months of 2018	F FY 18 PUM - Annualized	G FY 19 PUM	H FY 19 Budget	J Remarks
REVENUES								
703	3110.00	Dwelling Rental Income	350.98	1,532,131	361.10	356.03	1,820,000	
704	3120.00	Excess Utilities	1.38	6,358	1.50	1.25	6,400	
704	3692.00	Tenant Revenue - Other	2.39	9,092	2.14	2.45	12,500	
704		Total Tenant Revenue Other	3.77	15,450	3.64	3.70	18,900	
705		Total Tenant Revenue	354.75	1,547,582	364.74	359.72	1,838,900	
706	8020.00	Current Year Operating Subsidy	347.90	1,474,711	347.57	339.31	1,734,573	
711	3610.00	Investment Income - Unrestricted	3.01	24,647	5.81	4.79	24,500	
720	3431.00	Investment Income - Restricted	-	-	-	-	-	
715	3190.00	Section 8 Rental Income	-	-	-	-	-	
715	3690.00	Other Revenue	24.83	127,500	30.05	88.51	452,488	
715	3690.15	Admin Fee	-	-	-	-	-	
715	3690.71	Admin Fee	-	-	-	-	-	
715		Total Other Revenue	24.83	127,500	30.05	88.51	452,488	
716	6120.00	Gain/(Loss) on Equipment Disposal	-	0	-	-	-	
1001	9110.00	Operating Transfers - In	7.50	0	-	52.64	269,078	
		Capital Grant Allocation	-	0	-	-	-	
		Other Grant Allocation	-	0	-	-	-	
		Section 8 Allocation	-	0	-	-	-	
700		Total Revenue	737.98	3,174,440	748.17	844.98	4,319,539	

Direct

Project Level

Lowell Housing Authority
ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING
September 30, 2019

Total Units 426

AMP 3

MA 1-3, 1-4

Total Salaries & Benefits \$ 1,370,307

Department

Total Other \$ 2,790,997

A FDS Line #	B Acct #	C Account Description	E FY 17 PUM - Actual	10 months of 2018	F FY 18 PUM - Annualized	G FY 19 PUM	H FY 19 Budget	J Remarks
ADMINISTRATIVE EXPENSES								
911	4110.00	Salaries - Reg.	34.41	139,362	32.85	36.72	187,725	
911	4110.01	Salaries - O.T.	-	0	-	-	-	
911	4110.00	Total Administrative Salaries	34.41	139,362	32.85	36.72	187,725	
915	4540.00	Employee Benefit Contributions - Admin	29.51	111,046	26.17	24.29	124,184	
916	4130.01	Legal	3.83	13,042	3.07	3.52	18,000	
916	4140.02	Staff Training/ Tuition	0.06	1,166	0.27	1.09	5,593	
916	4150.01	Travel / Parking	0.01	-	-	0.02	100	
916	4170.01	Accounting Fees	-	-	-	-	-	
912	4171.00	Auditing Fees	0.51	-	-	0.52	2,635	
916	4190.01	Miscellaneous Sundry	0.83	5,129	1.21	0.88	4,500	
916	4190.03	Stationary / Supplies	0.34	997	0.24	0.39	2,000	
916	4190.04	Publications / Postage/ Printing	0.83	4,714	1.11	1.12	5,700	
916	4190.06	Advertisement	0.09	1,578	0.37	0.39	2,000	
916	4190.07	Membership Dues & Fees	0.11	0	-	0.15	750	
916	4190.08	Information Technology / Data Processing	1.92	11,276	2.66	4.12	21,076	
916	4190.14	Telephone / Alarm / Internet	4.31	19,322	4.55	4.67	23,868	
916	4190.15	Eviction Expense	1.14	1,215	0.29	0.68	3,500	
916	4190.20	Drug Testing / Medical Exams	0.27	245	0.06	0.08	400	
916	4190.22	Equipment Maintenance & Repair	0.20	0	-	0.20	1,000	
916	4190.60	Consulting Fees	0.55	1,930	0.45	0.59	3,000	
916	4190.00	Sundry Administrative	15.00	60,616	14.29	18.41	94,122	
913		Asset Management Fee	91.21	406,562	95.82	99.80	510,187	\$83.31 + \$7.50 + \$10.00 x UML
		Total Administrative Expense	170.13	717,587	169.12	179.23	916,218	

Direct

Project Level

Lowell Housing Authority
ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING
September 30, 2019

Total Units 426

AMP 3

MA 1-3, 1-4

Total Salaries & Benefits \$ 1,370,307

Department

Total Other \$ 2,790,997

A FDS Line #	B Acct #	C Account Description	E FY 17 PUM - Actual	10 months of 2018	F FY 18 PUM - Annualized	G FY 19 PUM	H FY 19 Budget	J Remarks
TENANT SERVICES								
921	4210.00	Salaries - Reg.	1.77	6,358	1.50	1.47	7,500	
921	4210.01	Salaries - O.T.	-	-	-	-	-	
921	4210.00	Total Tenant Services Salaries	1.77	6,358	1.50	1.47	7,500	
923	4540.00	Employee Benefit Contributions	-	-	-	-	-	
924	4220.00	Recreation & Publications	-	-	-	-	-	
924	4230.00	Contract Costs	1.45	5,631	1.33	1.92	9,798	
924		Total Non-Salary	1.45	5,631	1.33	1.92	9,798	
		Total Tenant Services Expense	3.22	11,989	2.83	3.38	17,298	
UTILITIES								
935	4355.01	Labor - Reg.	-	0	-	-	-	
935	4355.02	Labor - O.T.	-	0	-	-	-	
935	4355.00	Total Utilities Labor	-	0	-	-	-	
937	4540.00	Employee Benefit Contributions	-	0	-	-	-	
931	4310.00	Water (Includes Sewer Charges)	42.60	125,616	29.61	36.79	188,070	
932	4320.00	Electricity	74.80	317,029	74.72	76.26	389,840	
933	4330.00	Gas	39.69	188,031	44.32	42.99	219,776	
938	4390.00	Other - Solar Operator Costs	-	177,525	41.84	37.54	191,925	
		Total Utility Expense	157.08	808,200	190.48	193.59	989,611	
ORDINARY MAINTENANCE & OPERATION								
941	4410.00	Labor - Reg.	103.12	485,802	114.50	119.54	611,103	
941	4410.01	Labor - O.T.	-	0	-	4.18	21,389	4%
941	4410.00	Total Maintenance Labor	103.12	485,802	114.50	123.73	632,492	
942	4420.01	Materials and Other	24.18	108,549	25.58	24.21	123,750	
943	4430.01	Other Contract Costs - Misc	0.28	0	-	0.20	1,000	
943	4430.02	Hazardous Materials	0.84	0	-	0.59	3,000	
943	4430.03	Pest Control	15.47	50,825	11.98	13.69	70,000	
943	4430.05	Welding and Metal Work	-	-	-	0.10	500	
943	4430.06	Auto Rentals & Repair	0.20	5,121	1.21	0.98	5,000	
943	4430.07	Equipment Repairs & Rentals	2.71	8,888	2.09	2.54	13,000	
943	4430.08	Unit Repairs / Renovations / Remediation	0.85	513	0.12	0.10	500	
943	4430.09	Heating & AC Repairs- Contracted	5.36	4,665	1.10	2.93	15,000	
943	4430.09	Heating & AC repairs- COCC Labor	19.09	84,868	20.00	20.54	105,000	
943	4430.10	Uniforms	-	-	-	-	-	
943	4430.11	Alarm and Security Services	3.78	6,371	1.50	1.96	10,000	
943	4430.12	Electrical Repairs- Contracted	0.15	1,230	0.29	0.20	1,000	
943	4430.12	Electrical Repairs- COCC Labor	3.14	14,558	3.43	3.52	18,000	
943	4430.13	Energy Contracts	0.57	3,203	0.75	0.68	3,500	
943	4430.14	Elevator Maintenance	12.27	76,234	17.97	16.63	85,000	
943	4430.15	Garbage Collection	12.98	49,178	11.59	8.80	45,000	
943	4430.16	Permit Fees	-	-	-	-	-	
943	4430.16	Licenses & Permits	-	-	-	-	-	
943	4430.17	Roof Repairs	1.17	8,775	2.07	1.66	8,500	
943	4430.18	Fire Prevention	2.14	30,251	7.13	9.67	49,425	
943	4430.19	Locks and Keys	0.17	-	-	-	-	
943	4430.20	Carpeting and Flooring	6.48	13,837	3.26	5.48	28,000	
943	4430.21	Safety Improvements	0.09	2,824.71	0.67	0.39	2,000	
943	4430.24	Masonry Services	-	-	-	-	-	
943	4430.25	Landscaping	1.17	6,425	1.51	1.27	6,500	
943	4430.26	Window, Door, Glass Installations	-	0	-	0.49	2,500	
943			-	-	-	-	-	
943		Total Contract Costs	88.90	367,766	86.68	92.41	472,425	
945	4540.00	Employee Benefit Contributions	88.44	331,856	78.21	81.85	418,406	
		Total Ordinary Maintenance & Operation	304.63	1,293,973	304.97	322.20	1,647,073	

Direct

Project Level

Lowell Housing Authority
ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING
September 30, 2019

Total Units 426

Total Salaries & Benefits \$ 1,370,307
Total Other \$ 2,790,997

AMP 3

MA 1-3, 1-4

Department

A FDS Line #	B Acct #	C Account Description	E FY 17 PUM - Actual	10 months of 2018	F FY 18 PUM - Annualized	G FY 19 PUM	H FY 19 Budget	J Remarks
PROTECTIVE SERVICES								
951	4465.01	Labor	-	0	-	-	-	
951	4465.02	Labor - O.T.	-	0	-	-	-	
951	4465.00	Total Protective Services Labor	-	0	-	-	-	
952	4480.00	Contract Costs	2.83	8,692	2.05	2.15	10,990	
955	4540.00	Employee Benefit Contributions	-	0	-	-	-	
		Total Protective Services	2.83	8,692	2.05	2.15	10,990	
GENERAL								
961	4510.01	Insurance - General Coverage	14.14	66,905	0.16	1.21	6,160	
961	4510.02	Workers Compensation	-	-	-	5.51	28,152	
961	4510.03	General Liability	-	-	-	4.59	23,467	
961	4510.04	Property & Fire	-	-	-	6.77	34,600	
961		Total Insurance	14.14	66,905	15.77	18.07	92,379	
963	4520.00	Payments in Lieu of Taxes	19.53	80,990	19.09	20.00	102,231	HUD formula - form 52267
964	4570.00	Collection Losses	2.77	-1,686	(0.40)	1.37	7,000	
962	4590.01	Other General Expenses (PSS escrow)	-	-	-	-	-	
967	4580.00	Interest Expense	1.44	3,831	0.90	0.61	3,109	
968	4530.00	Compensated Absences / Terminal Leave	1.25	0	-	-	-	
		Total General Expenses	39.13	150,039	35.36	40.05	204,719	
TOTAL ROUTINE EXPENDITURES								
969		Total Routine Operating Expense	677.02	2,990,480	704.81	740.59	3,785,909	
970		Excess Operating Revenue over Operating Expenses	60.97	183,960	43.36	104.39	533,630	
NON-ROUTINE EXPENDITURES								
971	4610.00	Extraordinary Maintenance & Non-Capital Equip	2.81	38,123	8.98	39.51	202,000	
972	7540.00	Capital Equip / Betterments / Debt Service	9.58	35,172	8.29	33.92	173,395	
973		Excess Working Capital Transfer Out	-	-	-	-	-	
		Total Non-Routine Expenses	12.39	73,295	17.27	73.43	375,395	
RESIDUAL RECEIPTS OR DEFICIT								
900		Total Expenses	689.41	3,063,774	722.08	814.03	4,161,304	
		Excess Operating Revenue over Operating Expenses	48.58	110,665	26.08	30.95	158,235	

Lowell Housing Authority
Schedule of Extraordinary Maintenance and Equipment Replacement - Rev#1
September 30, 2019

Cost Center HUD MA001-C

<u>AMP</u>	<u>Units</u>	<u>Percent</u>
1	524	30.86%
2	300	17.67%
3	426	25.09%
4	448	26.38%
Total	1698	100.00%

Description	Price Per Item	MA001 TOTAL	AMP 1	AMP 2	AMP 3	AMP 4
EXTRAORDINARY MAINTENANCE						
Extraordinary Maint Contingency		150,000	25,000	50,000	50,000	25,000
Emergency gas line repairs		-				
Interior Access Gates		14,000	14,000			
Mercier Center Rehab - museum		50,000	50,000			
Masonry - Repoint Bricks		35,000	25,000			10,000
Mainline - P&H repairs / replacement		45,000	20,000	15,000		10,000
Keyless Entry System		312,000			102,000	210,000
REAC physical inspection prep		75,000	75,000			
Real Estate Sales - property betterments		25,000		25,000		
Elevator Repairs - extraordinary / mechanical		70,000			50,000	20,000
TOTAL		776,000	209,000	90,000	202,000	275,000
REPLACEMENT OF EQUIPMENT - NON-CAPITAL						
Landscaping & Snow Equipment		5,000		5,000		
Furniture & Equipment (exterior & office)		-				
Janitorial Equipment		-				
Plumbing Equipment		-				
TOTAL		5,000	-	5,000	-	-
BETTERMENTS AND ADDITIONS - CAPITAL						
Ford F-series Pickup		80,000		40,000	40,000	
Ford F-series Dump		60,000	60,000			
Ford Ranger or Transit		95,000	30,000	35,000		30,000
Utility Vehicle		30,000	30,000			
Ford F-series Compactor Truck		150,000	37,500	37,500	37,500	37,500
Security Cameras (Gross cost pre-grant funding)		228,000	108,000		78,000	42,000
Security Camera ESG Grant Funding Offset		(116,000)	(43,000)		(31,000)	(42,000)
Principal payment - energy debt service		874,685	446,089	315,761	48,895	63,940
TOTAL		1,401,685	668,589	428,261	173,395	131,440
GRAND TOTAL		2,182,685	877,589	523,261	375,395	406,440

AMP 4
(City View Towers, Belvidere Heights, Francis Gatehouse, Centralville Gardens)
OPERATING BUDGET
EXECUTIVE SUMMARY

FY 2019

Operating Revenue:	\$ 4,000,119
Operating Expense:	<u>\$ 3,914,114</u>

Operating Gain:	<u>\$ 86,005</u>
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<i>Ending Operating Reserve (Estimated):</i>	<i>\$ 1,035,000*</i>
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Units Available:

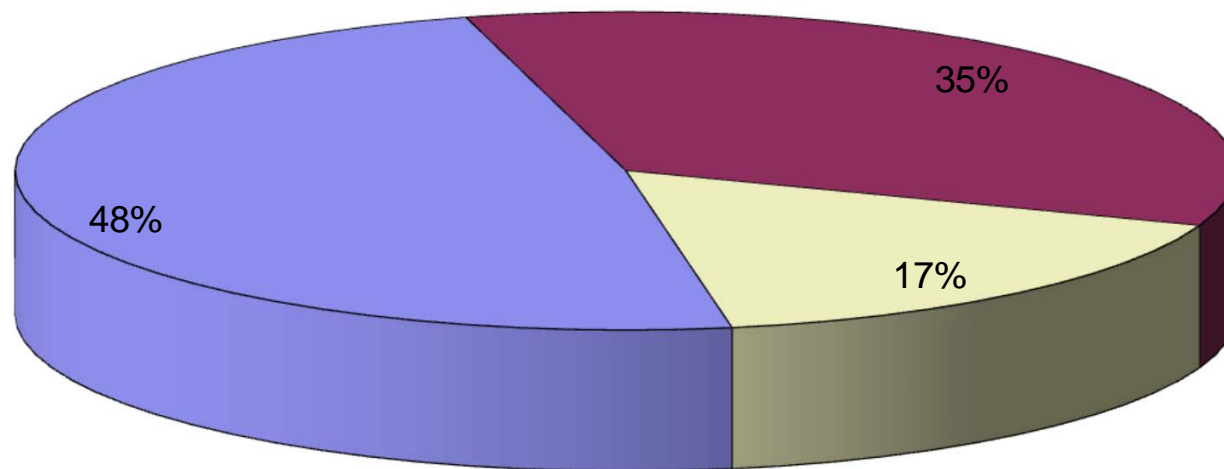
City View Towers	189
Belvidere Heights:	112
Francis Gatehouse:	90
Centralville Gardens:	<u>57</u>
Total:	448

AMP 4 manages 448 units of elderly housing located at City View Towers, Belvidere Heights, Francis Gatehouse and Centralville Gardens. The main sources of income include tenant rents and HUD funded operating subsidy. Major expense items include maintenance labor, utilities, property maintenance and betterments. HUD operating subsidy is estimated at 93% in 2018 and we have budgeted a slight decrease of 92% in 2019.

Similar to AMP 3, this AMP is also facing elevator problems and is in need of entry system overhaul. Both items have been addressed in this budget and work will continue to correct both. AMP 4 takes advantage of three additional revenue streams; laundry income, antenna rent and inter-office rent which yield approximately \$80K in additional income.

**Reserve level is shown without effect of unfunded pension and post employment liability*

**Lowell Housing Authority
AMP 4 Revenue Budget FY 2019**

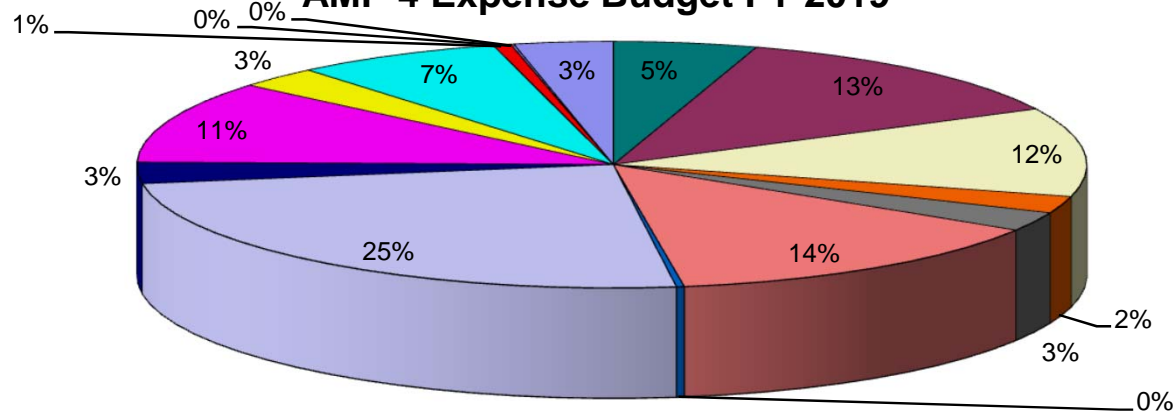


■ Tenant Rent 1,942,300

■ Operating Subsidy 1,393,320

■ Other Income 664,499

Lowell Housing Authority AMP 4 Expense Budget FY 2019



Admin Salary 190,450	Maint Salary 496,349
Employee Benefits 455,095	Insurance 86,863
Administrative 98,785	Management Fee 536,535
Tenant Services 10,304	Utilities 964,238
Maintenance Materials 108,950	Maintenance Contracts 424,025
PILOT 108,561	Extraordinary Maintenance 275,000
Other General 23,454	Operating Transfer Out -
Interest Expense 4,066	Capital Additions 131,440

Direct

Project Level

Lowell Housing Authority
ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING
September 30, 2019

Total Units 448

Total Salaries & Benefits \$ 1,141,893
Total Other \$ 2,772,221

AMP 4

MA 1-5, 1-6, 1-11, 1-19

Department

A FDS Line #	B Acct #	C Account Description	E FY 17 PUM - Actual	10 months of 2018	F FY 18 PUM - Annualized	G FY 19 PUM	H FY 19 Budget	J Remarks
REVENUES								
703	3110.00	Dwelling Rental Income	349.39	1,603,541	359.37	358.07	1,925,000	
704	3120.00	Excess Utilities	1.87	10,470	2.35	1.95	10,500	
704	3692.00	Tenant Revenue - Other	2.01	6,720	1.51	1.26	6,800	
704		Total Tenant Revenue Other	3.89	17,190	3.85	3.22	17,300	
705		Total Tenant Revenue	353.28	1,620,731	363.22	361.29	1,942,300	
706	8020.00	Current Year Operating Subsidy	252.83	1,181,051	264.69	259.17	1,393,320	
711	3610.00	Investment Income - Unrestricted	1.64	15,926	3.57	2.98	16,000	
720	3431.00	Investment Income - Restricted	-	-	-	-	-	
715	3190.00	Section 8 Rental Income	-	-	-	-	-	
715	3690.00	Other Revenue	20.67	93,578	20.97	70.58	379,421	
715	3690.15	Admin Fee	-	-	-	-	-	
715		Total Other Revenue	20.67	93,578	20.97	70.58	379,421	
716	6120.00	Gain/(Loss) on Equipment Disposal	-	-	-	-	-	
1001	9110.00	Operating Transfers - In	32.54	228,750	51.27	50.05	269,078	
		Capital Grant Allocation	-	-	-	-	-	
		Other Grant Allocation	-	-	-	-	-	
		Section 8 Allocation	-	-	-	-	-	
700		Total Revenue	660.96	3,140,036	703.72	744.07	4,000,119	

Direct

Project Level

Lowell Housing Authority
ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING
September 30, 2019

Total Units 448**AMP 4**

MA 1-5, 1-6, 1-11, 1-19

Total Salaries & Benefits \$ 1,141,893

Department

Total Other \$ 2,772,221

A FDS Line #	B Acct #	C Account Description	E FY 17 PUM - Actual	10 months of 2018	F FY 18 PUM - Annualized	G FY 19 PUM	H FY 19 Budget	J Remarks
ADMINISTRATIVE EXPENSES								
911	4110.00	Salaries - Reg.	36.20	143,268	32.11	35.43	190,450	
911	4110.01	Salaries - O.T.	-	0	-	-	-	
911	4110.00	Total Administrative Salaries	36.20	143,268	32.11	35.43	190,450	
915	4540.00	Employee Benefit Contributions - Admin	29.43	114,277	25.61	23.47	126,198	
916	4130.01	Legal	2.54	14,768	3.31	2.42	13,000	
916	4140.02	Staff Training/ Tuition	-	5,619	1.26	1.04	5,593	
916	4150.01	Travel / Parking	0.03	0	-	0.02	100	
916	4170.01	Accounting Fees	-	-	-	-	-	
912	4171.00	Auditing Fees	0.51	-	-	0.52	2,771	
916	4190.01	Miscellaneous Sundry	0.88	5,346	1.20	1.21	6,500	
916	4190.03	Stationary / Supplies	0.25	1,698	0.38	0.37	2,000	
916	4190.04	Publications / Postage/ Printing	0.96	4,071	0.91	1.06	5,700	
916	4190.06	Advertisement	0.07	2,941	0.66	0.74	4,000	
916	4190.07	Membership Dues & Fees	0.11	0	-	0.15	800	
916	4190.08	Information Technology / Data Processing	1.77	9,803	2.20	4.01	21,558	
916	4190.14	Telephone / Alarm / Internet	5.08	23,636	5.30	5.59	30,063	
916	4190.15	Eviction Expense	0.45	3,140	0.70	0.47	2,500	
916	4190.20	Drug Testing / Medical Exams	0.03	470.00	0.11	0.04	200	
916	4190.22	Equipment Maintenance & Repair	0.20	395	0.09	0.19	1,000	
916	4190.60	Consulting Fees	0.53	1,532	0.34	0.56	3,000	
916	4190.00	Sundry Administrative	13.41	73,418	16.45	18.38	98,785	
913		Asset Management Fee	90.05	427,559	95.82	99.80	536,535	\$83.31 + \$7.50 + \$10.00 x UML
		Total Administrative Expense	169.09	758,523	169.99	177.08	951,968	

Direct

Project Level

Lowell Housing Authority
ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING
September 30, 2019

Total Units 448

AMP 4

MA 1-5, 1-6, 1-11, 1-19

Total Salaries & Benefits \$ 1,141,893

Department

Total Other \$ 2,772,221

A FDS Line #	B Acct #	C Account Description	E FY 17 PUM - Actual	10 months of 2018	F FY 18 PUM - Annualized	G FY 19 PUM	H FY 19 Budget	J Remarks
TENANT SERVICES								
921	4210.00	Salaries - Reg.	0.28	0	-	-	-	
921	4210.01	Salaries - O.T.	-	-	-	-	-	
921	4210.00	Total Tenant Services Salaries	0.28	0	-	-	-	
923	4540.00	Employee Benefit Contributions	-	-	-	-	-	
924	4220.00	Recreation & Publications	-	-	-	-	-	
924	4230.00	Contract Costs	1.69	8,122	1.82	1.92	10,304	
924		Total Non-Salary	1.69	8,122	1.82	1.92	10,304	
		Total Tenant Services Expense	1.97	8,122	1.82	1.92	10,304	
UTILITIES								
935	4355.01	Labor - Reg.	-	-	-	-	-	
935	4355.02	Labor - O.T.	-	-	-	-	-	
935	4355.00	Total Utilities Labor	-	-	-	-	-	
937	4540.00	Employee Benefit Contributions	-	-	-	-	-	
931	4310.00	Water (Includes Sewer Charges)	32.73	102,307	22.93	28.59	153,688	
932	4320.00	Electricity	95.12	441,948	99.05	99.63	535,585	
933	4330.00	Gas	24.80	117,297	26.29	27.92	150,113	
938	4390.00	Other - Solar Operator Costs	-	-	-	23.22	124,852	
		Total Utility Expense	152.66	661,552	148.26	179.36	964,238	
ORDINARY MAINTENANCE & OPERATION								
941	4410.00	Labor - Reg.	88.47	477,926	107.11	89.20	479,564	
941	4410.01	Labor - O.T.	-	0	-	3.12	16,785	3.5%
941	4410.00	Total Maintenance Labor	88.47	477,926	107.11	92.33	496,349	
942	4420.01	Materials and Other	20.23	87,323	19.57	20.27	108,950	
943	4430.01	Other Contract Costs - Misc	-	-	-	0.09	500	
943	4430.02	Hazardous Materials	2.38	4,223	0.95	0.56	3,000	
943	4430.03	Pest Control	12.47	48,837	10.94	13.02	70,000	
943	4430.05	Welding and Metal Work	-	-	-	0.09	500	
943	4430.06	Auto Rentals & Repair	1.70	14,099	3.16	2.23	12,000	
943	4430.07	Equipment Repairs & Rentals	1.43	2,451	0.55	1.30	7,000	
943	4430.08	Unit Repairs / Interior Construction	0.18	1,497	0.34	0.09	500	
943	4430.09	Heating & AC Repairs- Contracted	5.23	11,314	2.54	3.72	20,000	
943	4430.09	Heating & AC repairs- COCC Labor	19.19	78,265	17.54	18.60	100,000	
943	4430.10	Uniforms	-	-	-	-	-	
943	4430.11	Alarm and Security Services	8.93	3,181	0.71	1.86	10,000	
943	4430.12	Electrical Repairs- Contracted	-	285	0.06	0.37	2,000	
943	4430.12	Electrical Repairs- COCC Labor	5.18	20,905	4.69	5.21	28,000	
943	4430.13	Energy Contracts	0.70	3,736	0.84	0.74	4,000	
943	4430.14	Elevator Maintenance	10.29	46,406	10.40	10.23	55,000	
943	4430.15	Garbage Collection	8.07	25,815	5.79	5.58	30,000	
943	4430.16	Permit Fees	-	-	-	-	-	
943	4430.16	Licenses & Permits	-	-	-	-	-	
943	4430.17	Roof Repairs	0.90	2,925	0.66	0.56	3,000	
943	4430.18	Fire Prevention	4.97	28,732	6.44	9.40	50,525	
943	4430.19	Locks and Keys	-	-	-	-	-	
943	4430.20	Carpeting and Flooring	3.05	10,391	2.33	2.98	16,000	
943	4430.21	Safety Improvements	0.13	4,244	0.95	0.37	2,000	
943	4430.24	Masonry Services	-	578	0.13	0.19	1,000	
943	4430.25	Landscaping	1.39	2,975	0.67	1.21	6,500	
943	4430.26	Window, Door, Glass Installations	-	0	-	0.47	2,500	
943			-	-	-	-	-	
943		Total Contract Costs	86.18	310,858	69.67	78.87	424,025	
945	4540.00	Employee Benefit Contributions	71.94	276,957	62.07	61.18	328,897	
		Total Ordinary Maintenance & Operation	266.81	1,153,064	258.41	252.65	1,358,221	

Direct

Project Level

Lowell Housing Authority
ANNUAL OPERATING BUDGET FOR FISCAL YEAR ENDING
September 30, 2019

Total Units 448

Total Salaries & Benefits \$ 1,141,893
Total Other \$ 2,772,221

AMP 4

MA 1-5, 1-6, 1-11, 1-19

Department

A FDS Line #	B Acct #	C Account Description	E FY 17 PUM - Actual	10 months of 2018	F FY 18 PUM - Annualized	G FY 19 PUM	H FY 19 Budget	J Remarks
PROTECTIVE SERVICES								
951	4465.01	Labor	-	0	-	-	-	
951	4465.02	Labor - O.T.	-	0	-	-	-	
951	4465.00	Total Protective Services Labor	-	0	-	-	-	
952	4480.00	Contract Costs	1.76	7,878	1.77	1.76	9,454	
955	4540.00	Employee Benefit Contributions	-	0	-	-	-	
		Total Protective Services	1.76	7,878	1.77	1.76	9,454	
GENERAL								
961	4510.01	Insurance - General Coverage	0.48	66,240	14.85	0.92	4,961	
961	4510.02	Workers Compensation	4.98	-	-	4.39	23,612	
961	4510.03	General Liability	3.25	-	-	4.59	24,682	
961	4510.04	Property & Fire	5.53	-	-	6.25	33,608	
961		Total Insurance	14.25	66,240	14.85	16.16	86,863	
963	4520.00	Payments in Lieu of Taxes	19.86	85,860	19.24	20.19	108,561	HUD formula - form 52267
962	4570.01	Collection Losses	2.96	(1,424)	(0.32)	2.60	14,000	
964	4590.01	Other General Expenses	-	-	-	-	-	
967	4580.00	Interest Expense	1.79	5,010	1.12	0.76	4,066	
968	4530.00	Compensated Absences - Terminal Leave	0.13	-	-	-	-	
		Total General Expenses	38.99	155,686	34.89	39.71	213,490	
TOTAL ROUTINE EXPENDITURES								
969		Total Routine Operating Expense	631.28	2,744,824	615.14	652.47	3,507,674	
970		Excess Operating Revenue over Operating Expenses	29.68	395,212	88.57	91.60	492,445	
NON-ROUTINE EXPENDITURES								
971	4610.00	Extraordinary Maintenance & Non-Capital Equip	12.24	26,856	6.02	51.15	275,000	
972	7540.00	Capital Equip / Betterments / Debt Service	11.91	45,995	10.31	24.45	131,440	
973		Excess Working Capital Transfer Out	-	-	-	-	-	
		Total Non-Routine Expenses	24.15	72,851	16.33	75.60	406,440	
RESIDUAL RECEIPTS OR DEFICIT								
900		Total Expenses	655.42	2,817,675	631.47	728.07	3,914,114	
		Excess Operating Revenue over Operating Expenses	5.53	322,361	72.24	16.00	86,005	

Lowell Housing Authority
Schedule of Extraordinary Maintenance and Equipment Replacement - Rev#1
September 30, 2019

Cost Center HUD MA001-C

<u>AMP</u>	<u>Units</u>	<u>Percent</u>
1	524	30.86%
2	300	17.67%
3	426	25.09%
4	448	26.38%
Total	1698	100.00%

Description	Price Per Item	MA001 TOTAL	AMP 1	AMP 2	AMP 3	AMP 4
EXTRAORDINARY MAINTENANCE						
Extraordinary Maint Contingency		150,000	25,000	50,000	50,000	25,000
Emergency gas line repairs		-				
Interior Access Gates		14,000	14,000			
Mercier Center Rehab - museum		50,000	50,000			
Masonry - Repoint Bricks		35,000	25,000			10,000
Mainline - P&H repairs / replacement		45,000	20,000	15,000		10,000
Keyless Entry System		312,000			102,000	210,000
REAC physical inspection prep		75,000	75,000			
Real Estate Sales - property betterments		25,000		25,000		
Elevator Repairs - extraordinary / mechanical		70,000			50,000	20,000
TOTAL		776,000	209,000	90,000	202,000	275,000
REPLACEMENT OF EQUIPMENT - NON-CAPITAL						
Landscaping & Snow Equipment		5,000		5,000		
Furniture & Equipment (exterior & office)		-				
Janitorial Equipment		-				
Plumbing Equipment		-				
TOTAL		5,000	-	5,000	-	-
BETTERMENTS AND ADDITIONS - CAPITAL						
Ford F-series Pickup		80,000		40,000	40,000	
Ford F-series Dump		60,000	60,000			
Ford Ranger or Transit		95,000	30,000	35,000		30,000
Utility Vehicle		30,000	30,000			
Ford F-series Compactor Truck		150,000	37,500	37,500	37,500	37,500
Security Cameras (Gross cost pre-grant funding)		228,000	108,000		78,000	42,000
Security Camera ESG Grant Funding Offset		(116,000)	(43,000)		(31,000)	(42,000)
Principal payment - energy debt service		874,685	446,089	315,761	48,895	63,940
TOTAL		1,401,685	668,589	428,261	173,395	131,440
GRAND TOTAL		2,182,685	877,589	523,261	375,395	406,440

State Programs

OPERATING BUDGET EXECUTIVE SUMMARY

400.01	State Consolidated (667 Elderly 705 Family) – 132 units
667-2B	Concord River Mill – 42 units
689-C	Colonial Ave, East Merrimack St, Nesmith St – 24 units

FY 2019

	<u>400.01</u>	<u>667-2B</u>	<u>689-C</u>	<u>MRVP</u>
Total Operating Revenue:	1,430,520	514,780	47,328	1,178,852
Less: Operating Expense:	<u>1,409,268</u>	<u>412,749</u>	<u>44,514</u>	<u>1,167,660</u>
Operating Gain:	21,252	102,031	2,814	11,192
Ending Operating Reserve (Est):	517,953	556,734	32,375	84,703

The State Programs include MA Ch. 667 Elderly, Ch. 705 Family, Ch. 689 Community Residences, HUD funded Section 8 New Construction at Concord River Mill and the Massachusetts Rental Voucher Program (MRVP). The main sources of income include tenant rents and DHCD funded operating subsidy. Major expense items include maintenance labor, utilities, property maintenance and betterments, and landlord payments (MRVP).

400.01: After a 10% increase in ANUEL in FY2018, DHCD has provided a 4% increase to subsidy for FY2019. This program's reserve levels have been steadily increasing, due to consistent increases in operating subsidy for years 2013- 2015, 2017 and 2018.

667-2B: This program was granted a contract rent increase of \$18 per unit in FY2019. In spite of no contract rent increases in previous years, the program continues to increase its reserve levels. This program is not part of the formula funding for the state, and therefore has no capital funds available. This makes it vital for this program to continue to increase its reserve levels.

689-C: The program will see a rent increase in FY2019 of \$20 per residence. The Authority, through its rental lease agreement, has been successful in shifting maintenance expenditures to the Provider (DMH). The program is currently operating two developments (E. Merrimack and Colonial Ave.).

		NO. OF UNITS	132	ORIGINAL		X	
LHA NAME		LOWELL	UNIT MONTHS	1584	REVISION NO.		
FISCAL YEAR ENDING:		9/30/2019					
DEVELOPMENT NO.:		400-1	<1>	<2>	<3>	<4>	<5>
			CURRENT YEAR APPROVED BUDGET	LHA REQUEST		DHCD MODIFICATION	
LINE NO.	ACCT. NO.	CLASSIFICATION	PUM	PUM	AMOUNT	PUM	AMOUNT
		REVENUE					
1	3110	Shelter Rent - Tenants	291.98	303.03	480,000		
2	3111	Shelter Rent - Tenants - Fraud/Retroactive	-	-	-		
3	3115	Shelter Rent - Federal Section 8	-	-	-		
4	3190	Nondwelling Rentals	-	-	-		
5	3400	Administrative Fee - MRVP	-	-	-		
6	3610	Interest on Investments - Unrestricted	4.42	9.47	15,000		
7	3611	Interest on Investments - Restricted	-	-	-		
8	3690	Other Revenue	0.44	4.36	6,900		
9	3691	Other Revenue - Retained	50.72	46.90	74,297		
10	3692	Other Revenue - Operating Reserves	-	-	-		
11	3693	Other Revenue - Net Meter	3.20	-	-		
12	3801	Operating Subsidy - DHCD (4001)	569.22	539.35	854,323		
13	3802	Operating Subsidy - MRVP Landlords		-			
14	3803	Restricted Grants Received					
15	3920	Gain/Loss From Sale/Disp. of Prop.					
16	3000	TOTAL REVENUE	919.99	903.12	1,430,520		
		EXPENSES					
17	4110	Administrative Salaries	47.78	52.66	83,419		
18	4120	Compensated Absences					
19	4130	Legal	5.49	4.42	7,000		
20	4140	Members Compensation	-	-	-		
21	4150	Travel & Related Expenses	0.03	0.06	100		
22	4170	Accounting Services	-	-	-		
23	4171	Audit Costs	1.81	1.81	2,865		
24	4181	Penalties & Interest					
25	4190	Administrative Other	20.35	16.51	26,157		
26	4100	TOTAL ADMINISTRATION	75.46	75.47	119,541		
27	4230	TENANT ORGANIZATION	0.50	0.50	792		
28	4310	Water	29.23	36.15	57,268		
29	4320	Electricity	56.67	58.46	92,600		
30	4330	Gas	21.00	22.80	36,108		
31	4340	Fuel	-	-	-		
32	4360	Energy Conservation	-	-	-		
33	4390	Other	-	-	-		
34	4391	Payment to Solar Operator	28.78	28.64	45,363		
35	4300	TOTAL UTILITIES	135.67	146.05	231,339		
36	4410	Maintenance Labor	115.00	120.12	190,276		
37	4420	Materials & Supplies (net of appliances 4611)	29.80	31.63	50,100		
38	4430	Contract Costs	70.95	63.15	100,030		
39	4400	TOTAL MAINTENANCE	215.75	214.90	340,406		
40	4510	Insurance	17.99	17.38	27,534		
41	4520	Payment in Lieu of Taxes	11.19	11.17	17,687		
42	4540	Employee Benefits (net of GASB 45 & 68)	112.59	109.57	173,560		
42a	4541	Employee Benefits - GASB 45	-	-	-		
42b	4542	Pension Expense - GASB 68	-	-	-		
43	4570	Collection Loss	2.34	1.26	2,000		
44	4580	Interest Expense	-	-	-		
45	4590	Other General Expense	1.76	1.76	2,785		
46	4500	TOTAL GENERAL EXPENSES	145.86	141.14	223,566		
46	4610	Extraordinary Maintenance	8.84	6.31	10,000		
47	4611	Equipment Purchases-Non-Capitalized	6.00	8.21	13,000		
48	4612	Restricted Reserve Expenditures					
49	4715	Housing Assistance Payments	302.59	297.11	470,624		
50	4801	Depreciation Expense					
51	4600	TOTAL OTHER EXPENSES	317.42	311.63	493,624		
52	4000	TOTAL EXPENSES	890.67	889.69	1,409,268		
53	2700	NET INCOME (DEFICIT)	29.32	13.42	21,252		
		CAPITAL EXPENDITURES					
54	7520	Replacements of Equip. - Capitalized	-	1.89	3,000		
55	7540	Betterments & Additions - Capitalized	-	-			
56		Total Nonoperating Expenditures	-	1.89	3,000		
57		EXCESS REVENUE OVER EXPENSES	29.32	11.52	18,252		

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

OPERATING SUBSIDY CALCULATION "ANUEL"

(ALLOWABLE NONUTILITY EXPENSE LEVEL)

BUDGET AND ACTUAL (ACTUAL USED AT YEAR END ONLY)

APPENDIX B

(TO 050-1

AND 051-1)

LHA Name: LOWELL
 Fiscal Year Ending 9/30/2019

Program No. 400-1 Budget X Actual

	1ST	2ND	3RD	4TH
Quarter				

	050-1		051-1	
	1	2	3	4
	BUDGETED AMOUNT	DHCD MODIFIC.	ACTUAL AMOUNT	DHCD MODIFIC.
1. REVENUE (050-1/051-1 LINES 1 + 2 + 3 + 5 + 7)	501,900		0	
2. NON-UTILITY COST (ANUEL - PR. YR. APPROV. PER LINE 3 ON APPENDIX B)	672,714			
3. ALLOWABLE INCREASE (LINE 2 X 4.0%)	699,623		0	
3A. APPROPRIATE % OF LINE 3 (COLUMN 3 ONLY)				
DHCD APPROVED OPERATING COSTS EXEMPTIONS				
Single Audit Costs	0			
Operating Reserve to 50% of minimum balance	0			
4. TOTAL OPERATING COSTS EXEMPTIONS	0		0	
5. UTILITIES (Line 31 050-1 for Budget) (Line 31 051-1 for Actual)	185,976			
6. OPERATING SUBSIDY PRIOR TO APPROVED EXEMPTIONS (1 MINUS 3 MINUS 4 MINUS 5) (IF RESULTS ARE A POSITIVE NUMBER USE ZERO)	(383,699)		0	
7. LINE 6 (IF -0- ENTER -0- OR CONVERT NEGATIVE AMOUNT TO BE POSITIVE)	383,699		0	
DHCD APPROVED EXEMPTIONS DIRECT REIMBURSEMENT				
LOWELL RENTAL ASSISTANCE PROGRAM	470,624			
TECH ALLOWANCE	0			
	0			
8. TOTAL DIRECT REIMBURSEMENT	470,624		0	
REDUCE ACTUAL SUBSIDY BY COST OVERRUNS				
9. 4110	BUDGET	ACTUAL	OVERRUN	
10. 4150		0	0	
11. Total		0	0	
12. TOTAL SUBSIDY (LINE 7 + 8 - 11) (050-1 OR 051-1)	854,323		0	
13. REDUCE ACTUAL SUBSIDY BY THE AMOUNT THAT WOULD CAUSE THE OPERATING RESERVE BALANCE TO BE IN EXCESS OF 50% OF LINE 46 ON FORM 050-1 (SEE APPENDIX C LINE 9)			0	
14. ACTUAL OPERATING SUBSIDY EARNED (LINE 12 MINUS 13) (NO LESS THAN LINE 8)			0	
15. ACTUAL OPERATING SUBSIDY RECEIVED			0	
16. DEBIT ACCOUNT 1125 UNDERPAYMENT DUE FROM DHCD				
17. CREDIT ACCOUNT 2118 OVERPAYMENT DUE TO DHCD			0	

RESERVE ANALYSIS

LHA Name: **LOWELL**
Fiscal Year Ending: **9/30/2019**

Program No.: **400-1**

Rev: (original)

Line #		ACTUAL AMOUNT		DHCD MODIFICATION
(1)	Maximum Reserve (1/2 of Line 49 from Budget)	704,634	(1)	(1)
(2)	Minimum Reserve (20% of Line (1) above)	140,927	(2)	(2)
(3)	Operating Reserve Balance End of Prior Year (FY 9-30-2017)	499,535	(3)	(3)
(4)	Capital Reserve Balance End of Prior Year (FY XXXX) (Sec 8 New/Sub Rehab ONLY)	-	(4)	(4)
(5)	Adjustments - Current Year (FY 2018)			
	Account No.	Budget Amount		
(a)	7520 (Line 51 of Budget)		- (5a)	(5a)
(b)	7540 (Line 52 of Budget)		- (5b)	(5b)
(6)	Net Income (Loss) Current Year (Estimate 12 mos.)	166	(6)	(6)
(7)	Operating Reserve Balance End of Current Year (3)-(5)+(6)	499,701	(7)	(7)
(8)	Adjustments - Budget Year (FY 2019)			
	Account No.	Budget Amount		
(a)	3692 (from Budget)	0	-	
(b)	7520 (Line 51 of Budget)	3,000	(3,000) (8a)	(8a)
(c)	7540 (Line 52 of Budget)	-	- (8b)	(8b)
(9)	Net Income (Deficit) Budget Year (Line 50 of Budget)	21,252	(9)	(9)
(10)	Operating Reserve Balance End of Budget Year (7)-(8)+(9)	517,953	(10)	(10)

UTILITY COSTS

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LHA: LOWELL

PROGRAM: 400-1

FISCAL YE: 9/30/2019

**Explain any substantial variances between actual consumption
and estimated consumption.**

Line No.		4310 WATER	4320 ELECTRICITY	4330 GAS	4340 FUEL	4360 ENERGY CONSERVATION	4390 UTILITY LABOR
1.00	ACTUAL UTILITY COST PER PRIOR YEAR JUNE 30TH SUBMISSION TO (9/30/2018)	53,129	100,997	34,373			
2.00	CONSUMPTION ASSOCIATED WITH COSTS ON IINE 1	7,944	566,016	24,812			
3.00	AVERAGE RATE (LINE 1 / 2)	6.69	0.18	1.39			
4.00	ESTIMATED CONSUMPTION FOR REQUESTED BUDGET YEAR	8,327	532,537	30,721			
5.00	ESTIMATED AVERAGE RATE	6.88	0.17	1.18			
6.00	ESTIMATED COST FOR REQUESTED BUDGET YEAR (LINE 4 X 5)	57,268	92,600	36,108			

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LOWELL

400-1

9/30/2019

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ANNUAL BUDGET

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LHA NAME			NO. OF UNITS	ORIGINAL			X	
LOWELL			UNIT MONTHS	504	REVISION NO.			
FISCAL YEAR ENDING:			9/30/2019					
DEVELOPMENT NO.:			667-2B	<1>	<2>	<3>	<4>	<5>
			CURRENT YEAR			DHCD		
LINE NO.	ACCT. NO.	CLASSIFICATION	APPROVED BUDGET	LHA REQUEST		MODIFICATION		
			PUM	PUM	AMOUNT	PUM	AMOUNT	
		REVENUE						
1	3110	Shelter Rent - Tenants	347.62	357.14	180,000			
2	3115	Shelter Rent - Federal Section 8	615.38	601.19	303,000			
3	3190	Nondwelling Rentals	-	-				
4	3400	Administrative Fee - MRVP	-	-	-			
5	3610	Interest on Investments - Unrestricted	1.98	-				
6	3611	Interest on Invetments - Restricted	-	-				
7	3690	Other Revenue	9.92	8.53	4,300			
8	3691	Other Revenue - Retained	53.28	54.52	27,480			
9	3801	Operating Subsidy - DHCD (4001)	-	-				
10	3802	Operating Subsidy - MRVP Landlords	-	-	-			
11	3803	Restricted Grants Received						
12	3920	Gain/Loss From Sale/Disp. of Prop.						
13	3000	TOTAL REVENUE	1,028.18	1,021.39	514,780			
		EXPENSES						
14	4110	Administrative Salaries	47.78	52.66	26,543			
15	4120	Compensated Absences						
16	4130	Legal	0.40	0.99	500			
17	4140	Members Compensation	-	-				
18	4150	Travel & Related Expenses	0.10	0.20	100			
19	4170	Accounting Services	-	-	-			
20	4171	Audit Costs	1.81	1.81	911			
21	4181	Penalties & Interest						
22	4190	Administrative Other	38.76	37.43	18,864			
23	4100	TOTAL ADMINISTRATION	88.85	93.09	46,918			
24	4230	TENANT ORGANIZATION	0.50	0.50	252			
25	4310	Water	14.63	13.21	6,660			
26	4320	Electricity	56.34	54.92	27,682			
27	4330	Gas	51.49	41.63	20,980			
28	4340	Fuel	-	-	-			
29	4360	Energy Conservation	-	-	-			
30	4390	Other	-	-	-			
31	4391	Solar Operator Costs	33.46	33.29	16,778			
32	4300	TOTAL UTILITIES	155.92	143.06	72,100			
33	4410	Maintenance Labor	115.00	149.88	75,542			
34	4420	Materials & Supplies (net of appliances 4611)	27.18	37.40	18,850			
35	4430	Contract Costs	98.69	98.97	49,880			
36	4400	TOTAL MAINTENANCE	240.87	286.25	144,272			
37	4510	Insurance	18.66	18.15	9,146			
38	4520	Payment in Lieu of Taxes	-	-	-			
39	4540	Employee Benefits (net of GASB 45)	97.13	89.69	45,204			
39a	4541	Employee Benefits GASB 45	-	-	-			
39b	4542	Pension Expense - GASB 68	-	-	-			
40	4570	Collection Loss	0.99	0.99	500			
41	4580	Interest Expense	10.72	4.15	2,090			
42	4590	Other General Expense	145.80	152.32	76,767			
43	4500	TOTAL GENERAL EXPENSES	273.30	265.29	133,707			
44	4610	Extraordinary Maintenance	39.68	26.79	13,500			
45	4611	Equipment Purchases-Non-Capitalized	14.14	3.97	2,000			
46	4612	Restricted Reserve Expenditures						
47	4715	Housing Assistance Payments	-	-	-			
48	4801	Depreciation Expense						
49	4600	TOTAL OTHER EXPENSES	53.82	30.75	15,500			
50	4000	TOTAL EXPENSES	813.26	818.95	412,749			
51	2700	NET INCOME (DEFICIT)	214.92	202.44	102,031			
		CAPITAL EXPENDITURES						
52	7520	Replacements of Equip. - Capitalized	-	-	-			
53	7540	Betterments & Additions - Capitalized	-	-	-			
54		Total Nonoperating Expenditures	-	-	-			
55		EXCESS REVENUE OVER EXPENSES	214.92	202.44	102,031			

OPERATING RESERVE ANALYSIS

LHA Name: LOWELL **Program No.:** 667-2B **Rev:** (original)
Fiscal Year Ending: 9/30/2019

Line #		ACTUAL AMOUNT		DHCD MODIFICATION
(1)	Maximum Reserve (1/2 of Line 49 from Budget)	206,375	(1)	
(2)	Minimum Reserve (20% of Line (1) above)	41,275	(2)	
(3)	Operating Reserve Balance End of Prior Year (FY 9-30-2017)	320,770	(3)	
(4)	Capital Reserve Balance End of Prior Year (FY XXXX) (Sec 8 New/Sub Rehab ONLY)	-	(4)	
(5)	Adjustments - Current Year (FY 2018)			
	Account No. Budget Amount			
(a)	7520 (Line 51 of Budget)	-	(5a)	
(b)	7540 (Line 52 of Budget)	-	(5b)	
(6)	Net Income (Loss) Current Year (Estimate 12 mos.)	133,933	(6)	
(7)	Operating Reserve Balance End of Current Year (3)-(5)+(6)	454,703	(7)	
(8)	Adjustments - Budget Year (FY 2019)			
	Account No. Budget Amount			
(a)	7520 (Line 51 of Budget)	0	(8a)	
(b)	7540 (Line 52 of Budget)	0	(8b)	
(9)	Net Income (Deficit) Budget Year (Line 50 of Budget)	102,031	(9)	
(10)	Operating Reserve Balance End of Budget Year (7)-(8)+(9)	556,734	(10)	

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UTILITY COSTS

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LHA: LOWELL PROGRAM: 667-2B FISCAL YE: 9/30/2019

Explain any substantial variances between actual consumption
and estimated consumption.

Line No.		4310 WATER	4320 ELECTRICITY	4330 GAS	4340 FUEL	4360 ENERGY CONSERV.	4390 SEPTIC
1	ACTUAL / ESTIMATED UTILITY COST PER PRIOR YEAR JUNE 30TH SUBMISSION TO DHCD (9/30/2016)	8,116	32,304	15,392			
2	CONSUMPTION ASSOCIATED WITH COSTS ON IINE 1	1,030	190,480	15,881			
3	AVERAGE RATE (LINE 1 / 2)	7.88	0.17	0.97			
4	ESTIMATED CONSUMPTION FOR REQUESTED BUDGET YEAR	954	180,393	22,451			
5	ESTIMATED AVERAGE RATE	6.98	0.15	0.93			
6	ESTIMATED COST FOR REQUESTED BUDGET YEAR (LINE 4 X 5)	6,660	27,682	20,980			

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Fiscal Year Ending

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ANNUAL BUDGET

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			NO. OF UNITS	16	ORIGINAL		X
LHA NAME LOWELL			UNIT MONTHS	192	REVISION NO.		
FISCAL YEAR ENDING:			9/30/2019				
DEVELOPMENT NO.:			689-C				
			<1>	<2>	<3>	<4>	<5>
			CURRENT YEAR APPROVED BUDGET PUM	LHA REQUEST		DHCD MODIFICATION	
LINE NO.	ACCT. NO.	CLASSIFICATION		PUM	AMOUNT	PUM	AMOUNT
		REVENUE					
1	3110	Shelter Rent - Tenants	241.63	246.50	47,328		
2	3115	Shelter Rent - Federal Section 8	-	-			
3	3190	Nondwelling Rentals	-	-			
4	3400	Administrative Fee - MRVP	-	-			
5	3610	Interest on Investments - Unrestricted	0.63	-			
6	3611	Interest on Invetments - Restricted	-	-			
7	3690	Other Revenue	-	-			
8	3691	Other Revenue - Retained	-	-			
9	3801	Operating Subsidy - DHCD (4001)	-	-	-		
10	3802	Operating Subsidy - MRVP Landlords	-	-	-		
11	3803	Restricted Grants Received					
12	3920	Gain/Loss From Sale/Disp. of Prop.					
13	3000	TOTAL REVENUE	242.25	246.50	47,328		
		EXPENSES					
14	4110	Administrative Salaries	35.48	13.22	2,539		
15	4120	Compensated Absences					
16	4130	Legal	0.52	0.52	100		
17	4140	Members Compensation	-	-			
18	4150	Travel & Related Expenses	-	-	-		
19	4170	Accounting Services	-	-	-		
20	4171	Audit Costs	1.81	1.81	347		
21	4181	Penalties & Interest					
22	4190	Administrative Other	3.57	7.47	1,434		
23	4100	TOTAL ADMINISTRATION	41.38	23.02	4,420		
24	4230	TENANT ORGANIZATION	-	-	-		
25	4310	Water	30.83	25.05	4,810		
26	4320	Electricity	-	-	-		
27	4330	Gas	-	-	-		
28	4340	Fuel	-	-	-		
29	4360	Energy Conservation	-	-	-		
30	4390	Other	-	-	-		
31	4300	TOTAL UTILITIES	30.83	25.05	4,810		
32	4410	Maintenance Labor	44.97	15.02	2,883		
33	4420	Materials & Supplies	19.79	27.60	5,300		
34	4430	Contract Costs	40.86	79.64	15,290		
35	4400	TOTAL MAINTENANCE	105.63	122.26	23,473		
36	4510	Insurance	8.08	5.78	1,110		
37	4520	Payment in Lieu of Taxes	8.95	8.93	1,715		
38	4540	Employee Benefits	48.01	15.53	2,982		
38a	4541	Employee Benefits - GASB 45	-	-	-		
38b	4542	Pension Expense - GASB 68	-	-	-		
39	4570	Collection Loss	-	-			
40	4580	Interest Expense	-	-	-		
41	4590	Other General Expense	2.63	2.63	504		
42	4500	TOTAL GENERAL EXPENSES	67.66	32.87	6,311		
43	4610	Extraordinary Maintenance	72.14	26.04	5,000		
44	4611	Equipment Purchases-Non-Capitalized	1.82	2.60	500		
45	4612	Restricted Reserve Expenditures					
46	4715	Housing Assistance Payments	-	-	-		
47	4801	Depreciation Expense					
48	4600	TOTAL OTHER EXPENSES	73.96	28.65	5,500		
49	4000	TOTAL EXPENSES	319.46	231.84	44,514		
50	2700	NET INCOME (DEFICIT)	(77.21)	14.66	2,814		
		CAPITAL EXPENDITURES					
51	7520	Replacements of Equip. - Capitalized	-	-	-		
52	7540	Betterments & Additions - Capitalized	-	-			
53		Total Nonoperating Expenditures	-	-	-		
54		EXCESS REVENUE OVER EXPENSES	(77.21)	14.66	2,814		

OPERATING RESERVE ANALYSIS

LHA Name: **LOWELL** Program No.: **689-C** Rev: (original)
 Fiscal Year Ending: **9/30/2019**

Line #		ACTUAL AMOUNT		DHCD MODIFICATION
(1)	Maximum Reserve (1/2 of Line 49 from Budget)	22,257 (1)		(1)
(2)	Minimum Reserve (20% of Line (1) above)	4,451 (2)		(2)
(3)	Operating Reserve Balance End of Prior Year (FY 2017)	55,576 (3)		(3)
(4)	Capital Reserve Balance End of Prior Year (FY XXXX) (Sec 8 New/Sub Rehab ONLY)	- (4)		(4)
(5)	Adjustments - Current Year (FY 2018)			
	Account No. Budget Amount			
(a)	1520 (Line 51 of Budget)	- (5a)		(5a)
(b)	1540 (Line 52 of Budget)	- (5b)		(5b)
(6)	Net Income (Loss) Current Year (Estimate 12 mos.)	(26,015) (6)		(6)
(7)	Operating Reserve Balance End of Current Year (3)-(5)+(6)	29,561 (7)		(7)
(8)	Adjustments - Budget Year (FY 2019)			
	Account No. Budget Amount			
(a)	1520 (Line 51 of Budget)	- (8a)		(8a)
(b)	1540 (Line 52 of Budget)	- (8b)		(8b)
(9)	Net Income (Deficit) Budget Year (Line 50 of Budget)	2,814 (9)		(9)
(10)	Operating Reserve Balance End of Budget Year (7)-(8)+(9)	32,375 (10)		(10)

UTILITY COSTS

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LHA: LOWELL PROGRAM: 689-C FISCAL YE: 9/30/2019

Explain any substantial variances between actual consumption
and estimated consumption.

Line No.		4310 WATER	4320 ELECTRICITY	4330 GAS	4340 FUEL	4360 ENERGY CONSERVATION	4390 SEPTIC
1	ACTUAL UTILITY COST PER PRIOR YEAR JUNE 30TH SUBMISSION TO DHCD (9/30/2016)	6,705	0	0			
2	CONSUMPTION ASSOCIATED WITH COSTS ON IINE 1	709	0	0			
3	AVERAGE RATE (LINE 1 / 2)	9.46	#DIV/0!	0.00			
4	ESTIMATED CONSUMPTION FOR REQUESTED BUDGET YEAR	954	0	0			
5	ESTIMATED AVERAGE RATE	5.04	0.00	0.00			
6	ESTIMATED COST FOR REQUESTED BUDGET YEAR (LINE 4 X 5)	4,810	0	0			

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LOWELL

689-C

Fiscal Year Ending

[illegible]

ANNUAL BUDGET

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NO. OF UNITS - MRVP 65
DMH 35
UNIT MONTHS 1197

ORIGINAL X
REVISION NO. _____

LHA NAME LOWELL

FISCAL YEAR ENDING: 9/30/2019

DEVELOPMENT NO.: MRVP

<1>

<2>

<3>

<4>

<5>

LINE NO.	ACCT. NO.	CLASSIFICATION	CURRENT YEAR APPROVED BUDGET PUM	LHA REQUEST		DHCD MODIFICATION	
				PUM	AMOUNT	PUM	AMOUNT
		REVENUE					
1	3110	Shelter Rent - Tenants	-	-			
2	3115	Shelter Rent - Federal Section 8	-	-			
3	3190	Nondwelling Rentals	-	-			
4	3400	Administrative Fee - MRVP	46.40	46.92	36,000		
4a	3400	Administrative Fee - DMH			20,160		
5	3610	Interest on Investments - Unrestricted	0.35	0.65	780		
6	3611	Interest on Investments - Restricted	-	-			
7	3690	Other Revenue	-	-			
8	3691	Other Revenue - Retained	-	-			
9	3801	Operating Subsidy - DHCD (4001)	-	-			
10	3802	Operating Subsidy - MRVP Landlords	874.52	937.27	1,121,912		
11	3803	Restricted Grants Received					
12	3920	Gain/Loss From Sale/Disp. of Prop.					
13	3000	TOTAL REVENUE	921.26	984.84	1,178,852		
		EXPENSES					
14	4110	Administrative Salaries	21.80	18.80	22,500		
15	4120	Compensated Absences					
16	4130	Legal	0.19	0.17	200		
17	4140	Members Compensation	-	-			
18	4150	Travel & Related Expenses	-	-	-		
19	4170	Accounting Services	-	-	-		
20	4171	Audit Costs	2.10	1.81	2,170		
21	4181	Penalties & Interest					
22	4190	Administrative Other	4.00	6.44	7,710		
23	4100	TOTAL ADMINISTRATION	28.10	27.22	32,580		
24	4230	TENANT ORGANIZATION	-	-	-		
25	4310	Water	-	-	-		
26	4320	Electricity	-	-	-		
27	4330	Gas	-	-	-		
28	4340	Fuel	-	-	-		
29	4360	Energy Conservation	-	-	-		
30	4390	Other	-	-	-		
31	4300	TOTAL UTILITIES	-	-	-		
32	4410	Maintenance Labor	-	-	-		
33	4420	Materials & Supplies	-	-	-		
34	4430	Contract Costs	-	-	-		
35	4400	TOTAL MAINTENANCE	-	-	-		
36	4510	Insurance	1.04	0.66	793		
37	4520	Payment in Lieu of Taxes	-	-	-		
38	4540	Employee Benefits	16.22	10.34	12,375		
38a	4541	Employee Benefits GASB 45	-	-	-		
38b	4542	Pension Expense GASB 68	-	-	-		
39	4570	Collection Loss	-	-	-		
40	4580	Interest Expense	-	-	-		
41	4590	Other General Expense	-	-	-		
42	4500	TOTAL GENERAL EXPENSES	17.27	11.00	13,168		
43	4610	Extraordinary Maintenance	-	-	-		
44	4611	Equipment Purchases-Non-Capitalized	-	-	-		
45	4612	Restricted Reserve Expenditures					
46	4715	Housing Assistance Payments	874.52	937.27	1,121,912		
47	4801	Depreciation Expense					
48	4600	TOTAL OTHER EXPENSES	874.52	937.27	1,121,912		
49	4000	TOTAL EXPENSES	919.89	975.49	1,167,660		
50	2700	NET INCOME (DEFICIT)	1.37	9.35	11,192		
		CAPITAL EXPENDITURES					
51	7520	Replacements of Equip. - Capitalized		5.01	\$6,000		
52	7540	Betterments & Additions - Capitalized		-			
53		Total Nonoperating Expenditures	-	5.01	6,000		
54		EXCESS REVENUE OVER EXPENSES	1.37	4.34	5,192		

OPERATING RESERVE ANALYSIS

LHA Name: **LOWELL** Program No.: **MRVP** Rev: (original)
 Fiscal Year Ending: **9/30/2019**

Line #		ACTUAL AMOUNT		DHCD MODIFICATION
(1)	Maximum Reserve (1/2 of Line 49 from Budget)	N/A	(1)	
(2)	Minimum Reserve (20% of Line (1) above)	N/A	(2)	
(3)	Operating Reserve Balance End of Prior Year (FY 9-30-2017)	64,856	(3)	
(4)	Capital Reserve Balance End of Prior Year (FY XXXX) (Sec 8 New/Sub Rehab ONLY)	-	(4)	
(5)	Adjustments - Current Year (FY 2018)			
	Account No.	Budget Amount		
(a)	1520 (Line 51 of Budget)		- (5a)	
(b)	1540 (Line 52 of Budget)		- (5b)	
(6)	Net Income (Loss) Current Year (Estimate 12 mos.)	14,655	(6)	
(7)	Operating Reserve Balance End of Current Year (3)-(5)+(6)	79,511	(7)	
(8)	Adjustments - Budget Year (FY 2019)			
	Account No.	Budget Amount		
(a)	1520 (Line 51 of Budget)	6,000	(6,000) (8a)	
(b)	1540 (Line 52 of Budget)	0	- (8b)	
(9)	Net Income (Deficit) Budget Year (Line 50 of Budget)	11,192	(9)	
(10)	Operating Reserve Balance End of Budget Year (7)-(8)+(9)	84,703	(10)	

LHA

LOWELL**SCHEDULE OF NONROUTINE EXPENDITURES****MRVP**

Fiscal Year Ending

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9/30/2019

Extraordinary Maintenance - Account 4610							Replacement of Equipment - Account 7520				
Work Item No.	Description of Work Item	Dev. No.	Total Estimated Cost	% Comp. Curr. Budget FYE	Requested Budget Year		Description of Equipment Items	DEV. No.	Requested Budget Year		
					Estimated Expenditure FYE	% C o m p. FYE			No. of Items	Item Cost	Estimated Expenditure in Year
							Copier	MRVP	1.00	6,000	6,000
							NONE				
	NONE										
							TOTAL REPLACEMENT OF EQUIPMENT				\$6,000
							Betterments and Additions - Account 7540				
							NONE				
	TOTAL EXTRAORDINARY MAINTENANCE				\$0		TOTAL BETTERMENTS & ADDITIONS				\$0

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LHA: LOWELL
FYE: 9/30/2019
3400: ADMINISTRATIVE FEE

			(1)	(2)	(3)	(4)	(5)
TOTAL			Mobility	DMH			
No. of Contract Units		135	86	49			
No. of Units Under Lease as of <u>10/1/2018</u>		107	76	31			
Estimated Units to be Lease							
	Month	Year					
1	<u>OCTOBER</u>	2018	75	42			
2	<u>NOVEMBER</u>		75	42			
3	<u>DECEMBER</u>		75	42			
4	<u>JANUARY</u>		75	42			
5	<u>FEBRUARY</u>		75	42			
6	<u>MARCH</u>		75	42			
7	<u>APRIL</u>		75	42			
8	<u>MAY</u>		75	42			
9	<u>JUNE</u>		75	42			
10	<u>JULY</u>		75	42			
11	<u>AUGUST</u>		75	42			
12	<u>SEPTEMBER</u>	2019	75	42			
A.	TOTALS						
	(Bring total of columns 1 plus 2, forward to Form 070)		900	504	0	0	0
B.	Current Published Ongoing Admin fee Rate (Per Unit)		40.00	40.00			
C.	Total Estimated Administrative Fee (A X B = C)		36,000	20,160	-	-	-
D.	Total Columns 1, 2, 3, 4, 5. Line c				56,160		

Account Description	Source	Latest 12 Month Actual through 9/30/2017	Annualized through Sept 2018	2019 Bud Amt	AMP 1	AMP 2	AMP 3	AMP 4	Section 8 HCVP / MS	ROSS	MRVP	State Consol	689-C	667-2B	COCC
Rental Income	Residents	8,548,460	8,795,483	8,802,328	2,500,000	1,850,000	1,820,000	1,925,000	-			480,000	47,328	180,000	
Other Tenant Charges	Residents	53,664	45,059	46,850	9,200	11,850	12,500	6,800	-			6,000	-	500	
AC surcharge	Residents	35,690	47,531	37,320	7,500	12,000	6,000	10,500	-			600	-	720	
Non-Dwelling Rent	Residents / CTI / Intercompany Rent	60,278	59,918	61,656	22,056	-	-	39,600				-	-	-	
Fraud Recovery	HCVP and PH Residents	41,587	29,019	14,500	1,500	8,000	-	-	5,000			-	-	-	
Washer/Dryer Surcharge	Residents	24,860	28,693	30,400	10,000	20,000	400	-	-			-	-	-	
Investment Income	Cash	58,990	137,469	103,630	19,500	7,500	24,500	16,000	20,000		780	15,000	-	-	350
Antenna Rent	Sprint	100,476	93,679	91,000	-	-	65,000	26,000	-			-	-	-	
Laundry Income	Residents - via Automated Laundry Inc.	80,167	82,287	80,000	-	-	42,000	35,000						3,000	
Towing Fees	Christopher's Towing	4,040	2,880	2,580	350	450	900	500				300		80	
Insurance Dividends	HARRG and HAPI (HAIG)	4,635	17,807	-	-	-	-	-	-			-	-	-	
Surplus Sales	Misc	2,610	1,000	1,000	-	-	-	-							1,000
Incoming Port Admin Fees	Outside PHAs	34,107	36,297	36,000					36,000						
Home Ownership Fees	HUD	200	600	400					400						
Solar Net Metering Credits	Nautilus (Fed), BlueWave (State)	65,576	1,554,549	1,427,116	463,869	238,561	344,588	278,321				74,297		27,480	
667-2B HUD rental assistance	HUD through DHCD	303,568	303,395	303,000										303,000	
Housing Assistance Payments (MS)	HUD	744,138	757,624	1,009,400					1,009,400						
Housing Assistance Payments (HCVP)	HUD	11,390,468	11,369,395	11,700,000					11,700,000						
Administrative Fees (MS)	HUD	78,562	183,976	99,927					99,927						
Administrative Fees (HCVP)	HUD	1,141,734	1,134,963	1,116,098					1,116,098						
FSS/PSS Coordinator	HUD ROSS	65,558	65,558	66,373						66,373					
Elder Services	HUD ROSS	46,551	68,000	68,000						68,000					
Operating Fund Subsidy	HUD	7,230,070	7,331,356	7,234,582	2,542,125	1,564,564	1,734,573	1,393,320							
DHCD Operating Subsidy	DHCD - formula driven	798,885	816,196	826,691								826,691			
DHCD MRVP Landlord Payments	DHCD	548,017	572,713	765,912							765,912				
DHCD DMH Landlord Payments	DHCD	354,380	354,829	356,000							356,000				
DHCD Admin Fees - DMH	DHCD	18,800	16,213	20,160							20,160				
DHCD Admin Fees - MRVP	DHCD	25,560	27,840	36,000							36,000				
DHCD Transitional Housing	DHCD	79,046	72,000	-											
Operations	Capital Fund Grant	553,339	701,750	1,076,310	269,078	269,078	269,078	269,078							
Management Fees	AMPs - HUD Mngt Fee	1,498,885	1,586,952	1,680,549											1,680,549
Asset Management Fee	AMPs - HUD Mngt Fee	166,510	201,720	201,722											201,722
Bookkeeping Fee	AMPs	151,853	151												

Lowell Housing Authority
Schedule of Operating Expenses- Non Salary/Benefit/Extraordinary
9/30/2019

BLI #	Account Description	2018 Active Vendors	2019 Preferred Vendor or Contract #	2019 Bud Amt	AMP 1	AMP 2	AMP 3	AMP 4	HCVP	MRVP	State Consol	689-C	667-2B	COCC
	ADMINISTRATIVE OVERHEAD													
413001	Legal Fees	Nyman, Kopelman & Paidge, Middlesex Sheriff's Office	Nyman, Labor Kopelman	108,300	32,000	30,000	18,000	13,000	1,000	200	7,000	100	500	6,500
414000	Training & Continuing Education	various	various	52,095	12,116	5,593	5,593	5,593	2,000	-	2,000	-	500	18,700
415001	Travel	Various EEs	Various EEs	11,900	250	250	100	100	1,000	-	100	-	100	10,000
417101	Audit Fee	Guyder, Hurley	TBD	24,500	3,241	1,855	2,635	2,771	7,706	2,170	2,865	347	911	-
419001	Admin Sundry	Various	Various	25,550	4,200	3,500	4,500	6,500	500	100	1,000	250	500	4,500
419002	Postage	Neopost; USPS	Neopost; USPS	27,150	4,500	3,200	4,000	4,000	7,000	100	1,400	50	400	2,500
419003	Office Supplies (Stationary/Supplies)	WB Mason, Cam Office, Necs, Office Depot, Conway Office Products, CDW Gov't	WB Mason, Cam Office, Necs, Office Depot, Conway Office Products, CDW Gov't	25,300	3,000	2,000	2,000	2,000	5,000	-	1,000	100	200	10,000
419004	Printing	CCCS, Express Sign & Graphics, Ledgerview, Omni Digital Printers, Owl Stamp, Rich Thuillier, Lowell Blueprint	CCCS, Ledgerview, Omni, Owl Stamp	18,000	3,200	1,700	1,700	1,700	3,000	-	500	100	1,100	5,000
419005	Publications	Lowell Publishing Co. , Consumer Reports, Boston Globe	Lowell Publishing Co. , Consumer Reports, Boston Globe	900	-	-	-	-	-	-	-	-	-	900
419006	Advertising	Lowell Sun, Projectdog, Action Without Borders, Owl Stamp, Habitat for Humanity	Lowell Sun, Projectdog	23,200	2,500	1,000	2,000	4,000	-	-	500	100	100	13,000
419007	Membership Fees / Dues	NAHRO, ASPA, ISM-Greater Boston, MV Housing Ptnrshp, NE Affordable Housing mgmnt Assoc, PHADA, Section 8 Admin Ass., Casterline, GMV CVB	NAHRO, ASPA, ISM-Greater Boston, MV Housing Ptnrshp, NE Affordable Housing mgmnt Assoc, PHADA, Section 8 Admin Ass., Casterline, GMV CVB	14,500	1,050	700	750	800	7,000	-	100	50	50	4,000
419008	Information Systems IT	Barracuda Networks, Emphasys, PC Connection, Backblaze, CDW, Whalley Computer Assoc., Intotality, Shanahan Sound	Emphasys, Barracuda, PC Connection, CDW, Backblaze, Whalley Computer Assoc.	240,000	24,341	18,972	18,076	18,558	50,383	4,010	7,101	300	5,348	92,910
419009	Data Processing (IT)	Complete Payroll Services	Complete Payroll Services	26,500	4,000	3,000	3,000	3,000	4,000	500	1,000	-	500	7,500
419014	Telephone / Internet	Auditory Response Systems, Comcast Business, TPX Communications, Earthlink, New Gate Security (GPS), T-Mobile, Verizon, AT&T, Viewpoint	Auditory Response Systems, Comcast Business, TPX Communications, Earthlink, New Gate Security (GPS), T-Mobile, Verizon, AT&T, Viewpoint	190,952	34,421	25,620	23,868	30,063	12,928	-	8,306	384	9,216	46,146
419015	Eviction Expense	Triple M Moving and Storage	Triple M Moving & Storage	15,000	3,500	3,000	3,500	2,500	-	-	2,500	-	-	-
419020	Medical Services	Lowell General Hospital	Lowell General Hospital	2,250	300	200	400	200	100		50		-	1,000
419022	Admin Equipment Maintenance	NECS, Formax, Conway Office Products, Shred-It	NECS, Formax, Conway Office Products, Shred-IT	10,850	2,000	1,000	1,000	1,000	2,000	-	500	-	750	2,600
419025	Rent Expense	AMP 4 - DAT	AMP 4 - DAT	39,600					14,400					25,200
419050-419061	Consulting	Mapplan, Grants Etc., Affordable Housing Network, Richard Franceym, William Welch, UTM	Mapplan, Grants Etc., Affordable Housing Network, Richard Francey, William Welch, UTM	61,500	3,000	20,000	3,000	3,000	2,000	-	200	100	200	30,000
419055	HQS Inspections	Geosite Environmental, CPHI	Geosite Environmental	55,000					55,000					
	TOTAL ADMINISTRATIVE OVERHEAD			973,047	137,619	121,591	94,122	98,785	175,017	7,080	36,121	1,881	20,375	280,456

Lowell Housing Authority
Schedule of Operating Expenses- Non Salary/Benefit/Extraordinary
9/30/2019

BLI #	Account Description	2018 Active Vendors	2019 Preferred Vendor or Contract #	2019 Bud Amt	AMP 1	AMP 2	AMP 3	AMP 4	HCVP	MRVP	State Consol	689-C	667-2B	COCC
	MANAGEMENT FEES													
419090	Management Fees	2018 HUD rates - 83.31		1,923,754	518,615	296,917	421,622	443,396	243,205					
419090	Asset Management Fees	\$10 UML - AMPs 1,2, 3, 4 (Asset Mngt)		201,722	62,251	35,640	50,609	53,222	-					
419091	Bookkeeping Fees	\$7.50 UML - AMPs and HCVP (Bookkeeping)		260,247	46,688	26,730	37,957	39,917	108,956					
		TOTAL MANAGEMENT FEES		2,385,724	627,554	359,287	510,187	536,535	352,161	-	-	-	-	-

Lowell Housing Authority
Schedule of Operating Expenses- Non Salary/Benefit/Extraordinary
9/30/2019

BLI #	Account Description	2018 Active Vendors	2019 Preferred Vendor or Contract #	2019 Bud Amt	AMP 1	AMP 2	AMP 3	AMP 4	HCVF	MRVP	State Consol	689-C	667-2B	COCC
	TENANT SERVICES													
421001	Tenant Services-Salaries	Patricia Trodella	Patricia Trodella	7,500	-	-	7,500	-						
422001	Tenant Services- Supplies/ Recreation			-										
422010	Tenant Participation/ Contract Costs			-										
				-										
423001	Tenants Organizations	\$25 per unit x 92% est. HUD funding		39,054	12,052	6,900	9,798	10,304						
423001	Tenants Organizations	\$6 per unit - State		1,044							792		252	
423002	Tenant Relocation			-										
423004	Youth Services LZ			40,000	20,000	20,000								
423007	Public Housing FSS													
		TOTAL TENANT SERVICES		87,598	32,052	26,900	17,298	10,304	-	-	792	-	252	-

Lowell Housing Authority
Schedule of Operating Expenses- Non Salary/Benefit/Extraordinary
9/30/2019

BLI #	Account Description	2018 Active Vendors	2019 Preferred Vendor or Contract #	2019 Bud Amt	AMP 1	AMP 2	AMP 3	AMP 4	HCVP	MRVP	State Consol	689-C	667-2B	COCC
	UTILITIES													
431001	Water & Sewer	City of Lowell	City of Lowell	998,134	290,778	296,860	188,070	153,688			57,268	4,810	6,660	
432001	Electricity	National Grid	National Grid	1,935,925	549,505	340,713	389,840	535,585			92,600	-	27,682	
433001	Gas	National Grid, Constellation	National Grid, Direct Energy	1,127,135	381,999	318,159	219,776	150,113			36,108	-	20,980	
434001	Fuel													
436001	Utility Conservation													
439001	Other Utility Expenses - SNM Operator Costs			730,424	231,828	119,678	191,925	124,852			45,363	-	16,778	
		TOTAL UTILITIES		4,791,618	1,454,110	1,075,410	989,611	964,238	-	-	231,339	4,810	72,100	-

Lowell Housing Authority
Schedule of Materials and Contract
September 30, 2019

B/LI #	Account Description	2018 Active Vendors	2019 Preferred Vendor or Contract #	2019 Bud Amt	AMP 1	AMP 2	AMP 3	AMP 4	HCVF	MRVP	State Consol	667-2B	689-C	COCC
	SUPPLIES													
442001	Materials & Supplies - Miscellaneous	HD Supply, Home Depot, Lowes	HD Supply, Home Depot, Lowes	19,600	2,500	8,000	2,000	3,000			2,000	1,500	100	500
442002	Petty Cash	Various	Various	7,600	1,200	2,500	1,000	1,000			1,000	200	200	500
442003	Lumber			2,500	500	500	500	500			500			
442005	Appliances and Parts	GE, HD Supply, Gene's Appliance, Eastern Service Co., Home Depot	General Electric	125,500	40,000	26,000	21,000	23,000			13,000	2,000	500	-
442006	Gasoline	Mahoney Oil, Muldoon, WEX	WEX Fuel	31,500	10,000	9,000	3,500	5,000			4,000	-	-	
442007	Shades	Wallpaper City	Wallpaper City	15,000	4,500	3,000	3,000	2,000			1,000	1,500	-	
442008	Janitorial Supplies & Equipment	Supply Works, HD Supply, Lowell Janitorial	Supply Works	47,500	9,000	6,000	12,000	17,000			1,500	1,500	-	500
442009	Windows, Doors, Glass & Screens	Guaranteed Aluminum, Home Depot, HD Supply, City Mirror & Glass	Guaranteed Aluminum	28,300	10,000	6,000	4,500	2,500			4,000	1,000	300	-
442010	Painting Supplies	Wallpaper City, HD Supply, Home Depot	Wallpaper City	49,400	15,000	11,000	11,000	7,000			4,000	1,300	100	-
442011	Tools & Equipment	McCartin's, HD Supply, Home Depot, Bobcat, Lowe's	TBD	11,400	2,500	1,400	2,000	2,000			2,000	500	-	1,000
442012	Flooring Supplies	Sherwin Williams, HD Supply, Home Depot	TBD	13,000	4,000	3,500	1,000	1,500			2,000	1,000	-	-
442013	HVAC Supplies	C.J. Mullanix, F W Webb, Sun Electric, Airgas, Home Depot, HD Supply, McCartins	TBD	16,600	7,000	1,000	4,000	3,000			1,000	500	100	-
442014	Uniforms and outerwear - replacements	All Sports	All Sports	20,400	4,800	2,800	4,000	3,200			1,200	400	-	4,000
442015	Plumbing Supplies	Ferguson, McCartins, HD Supply, Finish Unlimited, Home Depot, Lowes, FW Webb, Peabody Supply, JB Contracting, Sun Electric , AG Hardware	TBD	101,000	30,000	30,000	16,000	12,000			9,000	2,000	1,000	1,000
442016	Electrical Supplies	McCartins, NE Electric, HD Supply, Home Depot, Lowes, Sun Electric Motors Service, AG Hardware, ADI, Mammoth Fire Alarms, Electric Wholesalers	TBD	75,500	20,000	16,000	20,000	11,000			5,000	2,000	1,000	500
442017	Alarms & Security Supplies	Mammoth Fire Alarms, BCM Controls, AG Hardware	TBD	9,500	2,500	500	2,000	2,000			-	1,000	500	1,000
442018	Extermination Supplies		TBD	1,400							800	600		
442019	Locks & Keys	Hank & Sons, PO Locksmith, HD Supply	TBD	20,600	11,000	2,000	3,000	2,000			1,500	1,000	-	100
442020	Roofing & Siding Supplies	Home Depot, Lowe's, Kelly Sheet Metal, HD Supply, AG Hardware	TBD	4,500	1,000	500	500	500			1,000	500	500	
442021	Safety Equipment & Supplies	Home Depot, HD Supply, Health Training Education Services	TBD	6,000	1,000	1,000	1,000	1,000			500	500	500	500
442022	Signage	Carbon Colors, Rich Thullier	TBD	13,000	5,000	3,000	2,000	2,000			500	250	250	
442024	Masonry Supplies	Line item not used in FY2017	TBD	-	-	-	-	-			-	-		
442025	Landscaping Supplies & Equipment	Casons, Stateline Irrigation, Almos, Home Depot, Lowes, Potvins Small Engine Repair, Jones Farm, Mahoney's, HD Supply	TBD	29,750	8,000	6,000	4,500	5,500			1,500	1,000	250	3,000
442029	Carpentry Supplies	Line item not used in FY2017	TBD	-										
442030	Cabinets	HD Supply, Home Depot	TBD	28,500	10,000	7,500	5,000	2,000			3,000	500	500	
442031	Vehicles Supplies	Battery Shop of NE, Stansfield Tire, Auto Plus	TBD	1,700	500	250	250	250			100	100	-	250
	Total Supplies			679,750	200,000	147,450	123,750	108,950	-	-	60,100	20,850	5,800	12,850

Lowell Housing Authority
Schedule of Materials and Contracts
September 30, 2019

BLI #	Account Description	2018 Active Vendors	2019 Preferred Vendor or Contract #	2019 Bud Amt	AMP 1	AMP 2	AMP 3	AMP 4	HCVF	MRVP	State Consol	667-2B	689-C	COCC
	MAINTENANCE CONTRACTS													
443001	Maintenance Contracts	Various	TBD	3,500	500	500	1,000	500			500	500	-	-
443002	BioHazard & Environmental Restoration	ServePro, 24 Trauma, Safety Environmental, Mill City Environmental , Restore Pro, Paul Cummings	TBD	19,000	10,000	1,000	3,000	3,000			1,000	1,000	-	-
443003	Pest Control	Bain	Bain	229,000	35,000	35,000	70,000	70,000			15,000	4,000	-	-
443004	Snow Removal - Rivers Edge			1,000	-	-	-	-			-	-	-	1,000
443005	Welding & Metal Work	Welch Welding	Welch Welding	3,500	500	1,000	500	500			500	500	-	-
443006	Vehicle Repairs	Gulbicki's, Macheras, Stansfield, Brodie Equipment, NE Custom Exhaust, Ray's Auto Repair, Wex Bank, Cummin Northeast LLC, S. Reinhardt Inc., Stoneham Motor Company, Easy Housekeeping, Potvin's, Stansfield, Lenny Delaney, Sun Electric Motors, Scherbon, Franklin Motors, Welch Welding, Bond Auto Parts, Buss Mechanical, JPM Hydraulics, JPS Systems, Leo MArchand Inc., P & S, Associated Elevator	Macheras, Ray's	45,600	15,000	5,000	5,000	12,000			3,000	1,500	100	4,000
443007	Equipment Repairs		TBD	33,000	3,500	5,000	13,000	7,000			1,000	2,000	1,000	500
443008	Construction- Interior, Plastering, Drywall	American Garage Door, Finish Unlimited, City Mirror & Glass, PMCA Bath & Tile	TBD	3,000	500	500	500	500			500	500	-	-
443009	Heating & Plumbing Services - contracted	Action King, Buss Mechanical, PMCA Bath & Tile, Sun Electric Motors, Cascade Water Services, David Murphy Plimbinh	TBD	69,500	26,500	3,000	15,000	20,000			3,000	1,000	1,000	
443009-114114	Heating & Plumbing Services - COCC Labor	COCC Centralized Labor	COCC Centralized Labor	451,500	90,000	120,000	105,000	100,000			25,000	8,500	3,000	
443010	Uniform Services	Not Used		-	-	-	-	-			-	-		
443011	Alarm & Security Services	BEF, Eye P Video Systems, Simplex Grinnell, BCM Controls, Minuteman Security, American Garage Door		37,000	8,500	5,000	10,000	10,000			1,000	2,000	500	
443012	Electrical Repair Services - contracted	BCM Controls	TBD	7,000	1,000	1,000	1,000	2,000			1,000	1,000	-	
443012-114114	Electrical Repair Services - COCC Labor	COCC Centralized Labor		117,000	28,000	25,000	18,000	28,000			10,500	5,000	2,500	
443013	Energy Contracts	Ameresco	Ameresco, PowerOptions	54,000	27,500	19,000	3,500	4,000			-	-	-	
443014	Elevator Service	Associated Elevator	Associated Elevator	146,000	-	-	85,000	55,000			-	6,000		
443015	Trash Collection	City of Lowell, Republic Services, Kazanjian, Affordable Clean-Outs	City of Lowell, Republic Services, Affordable Cleanouts, Kazanjian's	233,500	80,000	50,000	45,000	30,000			22,000	6,000	500	-
443016	Permit Fees	City of Lowell	N/A	-	-	-	-	-			-	-	-	
443017	Roof Repairs	JB Contracting	JB Contracting	29,000	3,500	10,000	8,500	3,000			2,000	1,000	1,000	
443018	Fire Prevention Service	Simplex Grinnell, BEF Enetprise, Scherbon	TBD	162,790	26,645	19,095	49,425	50,525			7,030	5,880	4,190	
443020	Carpet Replacement	Roger LaRochelle	Roger LaRochelle	55,000	6,000	-	28,000	16,000			4,000	1,000		
443021	Safety Improvements	Elert & Associates	TBD	10,000	2,000	2,000	2,000	2,000			1,000	1,000		
443024	Masonry Services	Earth Creations	TBD	10,000	8,000	1,000	-	1,000						
443025	Landscaping Services	Lakeview Fence, M & M Burbank, Earth Creations, Leblanc Construction		28,500	3,500	7,500	6,500	6,500			2,000	1,000	1,500	-
443026	Door - Window - Glass Installations	American Garage Door, City Glass	TBD	7,000	1,500	-	2,500	2,500				500		
		Total Contracts		1,755,390	377,645	310,595	472,425	424,025	-	-	100,030	49,880	15,290	5,500
		Total Operating Expenses - Non salary / benefit		2,435,140	577,645	458,045	596,175	532,975	-	-	160,130	70,730	21,090	18,350

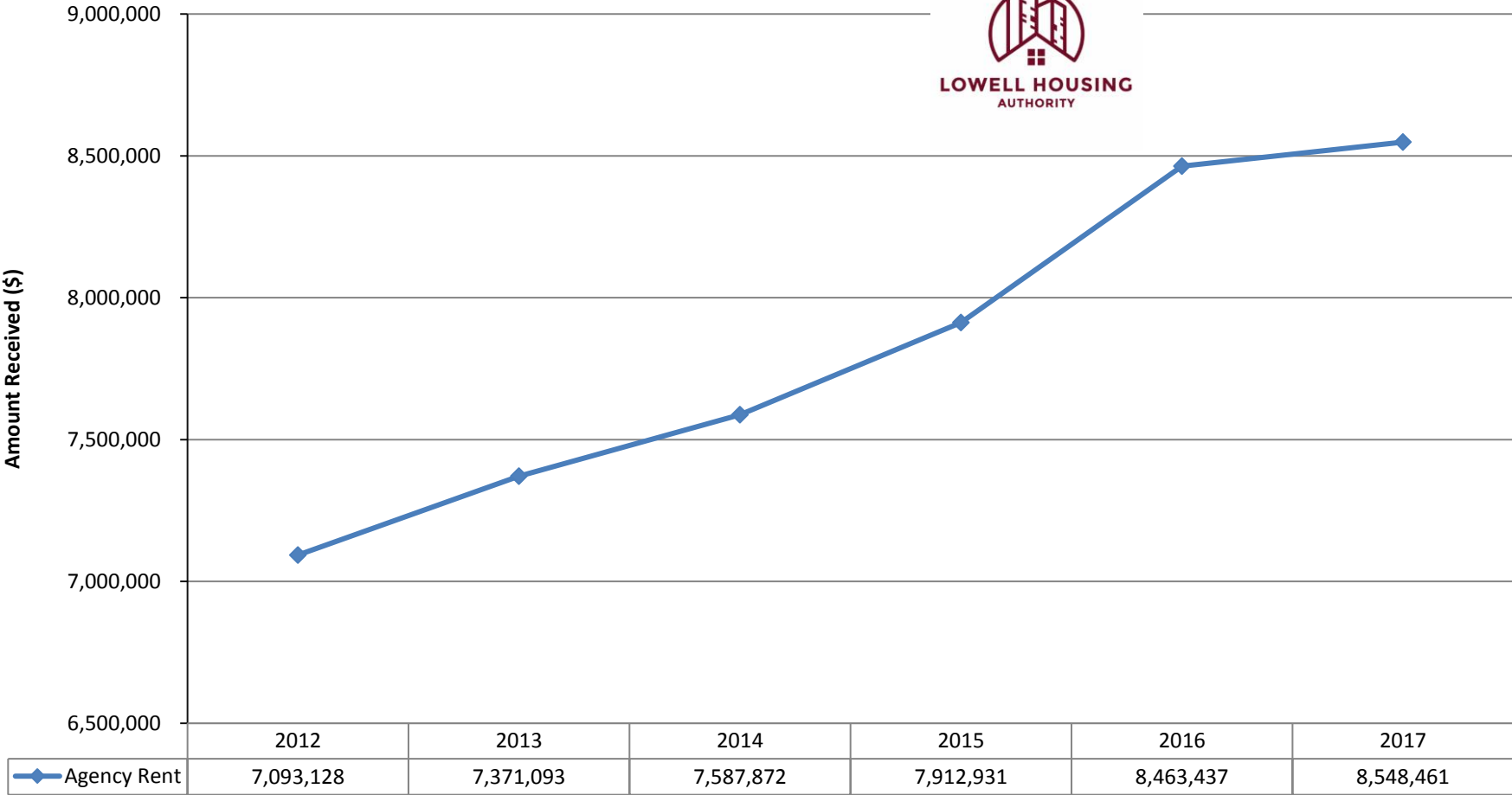
LOWELL HOUSING AUTHORITY
Schedule of Insurance and Employee Benefits
Fiscal Year Ending: 9/30/2019

				TOTAL	COCC	L&O	AMP 1	AMP 2	AMP 3	AMP 4	400.01	667-2B	689-C	MRVP	TANF	PSS/FSS	ROSS
Insurance Provider	Policy Description	Policy Dates	Allocation Method														
Clark Insurance	Commercial Auto	10-1-18 to 9-30-19	No. of Vehicles	32,362	4,794.37		8,390	5,992.96	5,992.96	4,794	1,198.59	1,198.59					
MA NAHRO Insurance Group	Workers Compensation FY19 policy	10-1-18 to 6-30-19	Direct Payroll	144,871	40,512	11,736	24,716	16,131	21,114	17,709	8,341	2,302	143	595	-	-	1,573
MA NAHRO Insurance Group	Workers Compensation FY20 Q1 est.	7-1-19 to 9-30-20	Direct Payroll	48,290	13,504	3,912	8,239	5,377	7,038	5,903	2,780	767	48	198	-	-	524
William Sullivan	State Property Insurance	11-17-18 to 11-17-2019	Direct per unit	19,845							14,393	4,580	872				
	Est \$115 per unit (2017 Actual - \$105 per unit)																
Housing Authority Property Insurance	Federal Property	10-1-18 to 9-30-19	Direct	182,482	-		41,561	72,713	34,600	33,608							
(HAPI - HAIG)																	
Housing Authority Risk Retention Group	General Liability	10-1-18 to 9-30-19	Direct	112,670	400	9,261	35,611	19,249	23,467	24,682							
(HARRG - HAIG)																	
HAIG	Fidelity Bond		Direct	-		-											
Arbella Protection Insurance Company	Computer and Equipment	10-1-18 to 9-30-19	Admin Personnel	2,500	1,167	556	167	167	167	167	56	56					
TOTAL INSURANCE COSTS				543,020	60,377	25,465	118,683	119,629	92,379	86,864	26,768	8,903	1,063	793	-	-	2,097
Benefit Provider																	
Lowell Retirement Board	State Retirement	7/1/18 to 6-30-19	Direct Payroll	1,379,142	390,258	113,056	238,090	155,391	203,398	170,600	80,349	20,890	1,381	5,729	-	-	-
Group Insurance Commission	Health Insurance	7-1-18 to 6-30-19	Direct Payroll	1,440,000	407,479	118,044	248,597	162,248	212,374	178,128	83,895	21,812	1,442	5,982	-	-	-
Internal Revenue Service	Social Security - medicare only	10-1-18 to 9-30-19	Direct Payroll	79,474	22,224	6,438	13,559	8,849	11,583	9,715	4,576	1,263	79	326	-	-	863
	FICA only for forced labor - capital																
MA Division of Unemployment Assistance	State Unemployment UHI	10-1-18 to 9-30-19	Direct Payroll	7,439	2,080	603	1,269	828	1,084	909	428	118	7	31	-	-	81
	WFT - .00056 EMAC .0051 (First 15K)																
MA Division of Unemployment Assistance	Unemployment Benefits - FAL	10/1/18-9/30/19	Estimate	20,000			20,000										
Delta Dental	Dental Insurance	10-1-18 to 9-30-19	Direct Payroll	74,000	20,940	6,066	12,775	8,338	10,914	9,154	4,311	1,121	74	307	-	-	-
Danziger Markhoff	OPEB Liability	10-1-18 to 9-30-19		700,000	198,080	57,383	120,846	78,871	103,237	86,590	40,782	10,603	701	2,908	-	-	-
TOTAL EMPLOYEE BENEFITS				3,700,055	1,041,061	301,590	655,136	414,525	542,590	455,095	214,342	55,807	3,683	15,283	-	-	943

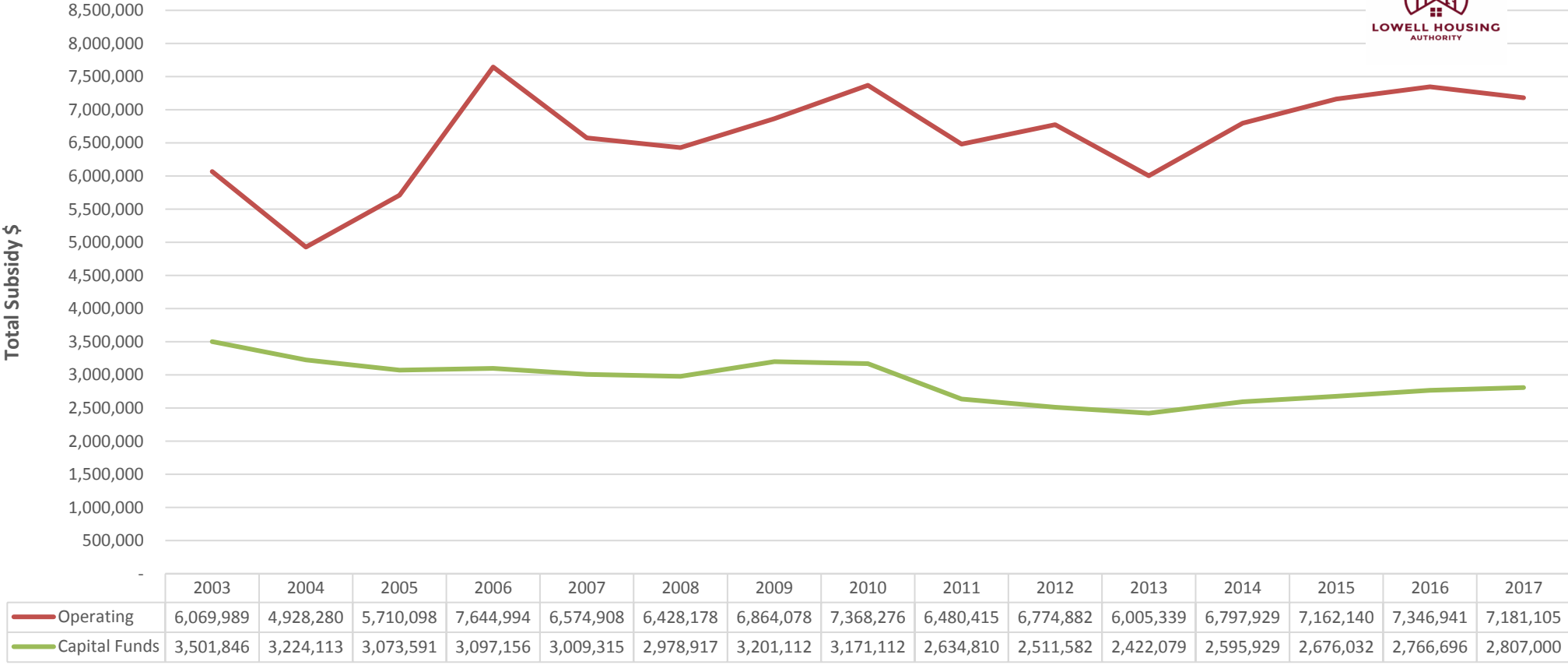
Lowell Housing Authority
Schedule of Operating Expenses- Non Salary/Benefit/Extraordinary
September 30, 2019

BLI #	Account Description	Vendor(s)	2017 Actual	2018 Annualized	2019 Bud Amt	AMP 1	AMP 2	AMP 3	AMP 4	HCVP	MRVP	State Consol	689-C	667-2B	COCC
	OTHER GENERAL														
452001	PILOT	City of Lowell	432,676	420,432	447,393	127,772	89,427	102,231	108,561			17,687	1,715		
457001	Collection Losses		62,843	61,004	58,500	25,000	10,000	7,000	14,000			2,000	-	500	
458001	Interest Expense		140,245	88,276	57,712	28,367	20,080	3,109	4,066					2,090	
459001	Mobility Fees		36,136	34,652	35,500					35,500					
459001	Taxes -- High Street (Sprint Lease Terminated)	City of Lowell	-	-	-										
446002	Protective Services-LPD (MOA thru 1/2020)	City of Lowell	45,472	41,608	42,008	11,058	6,329	10,990	9,454			2,785	504	888	
471901	Project Self Sufficiency Escrow Payments		98,968	59,148	77,184	38,508	38,676								
	TOTAL OTHER GENERAL		816,340	705,121	718,297	230,705	164,512	123,330	136,081	35,500	-	22,472	2,219	3,478	-
	EXTRAORDINARY / CAPITAL														
754002	Debt Service Payments	Siemens Capital - EPC w/ Ameresco	876,135	807,382	950,564	446,089	315,761	48,895	63,940					75,879	
	TOTAL EXTRAORDINARY / CAPITAL		876,135	807,382	950,564	446,089	315,761	48,895	63,940	-	-	-	-	75,879	-
	Total Other General / Extraordinary / Capital		1,692,475	1,512,503	1,668,861	676,794	480,273	172,225	200,021	35,500	-	22,472	2,219	79,357	-

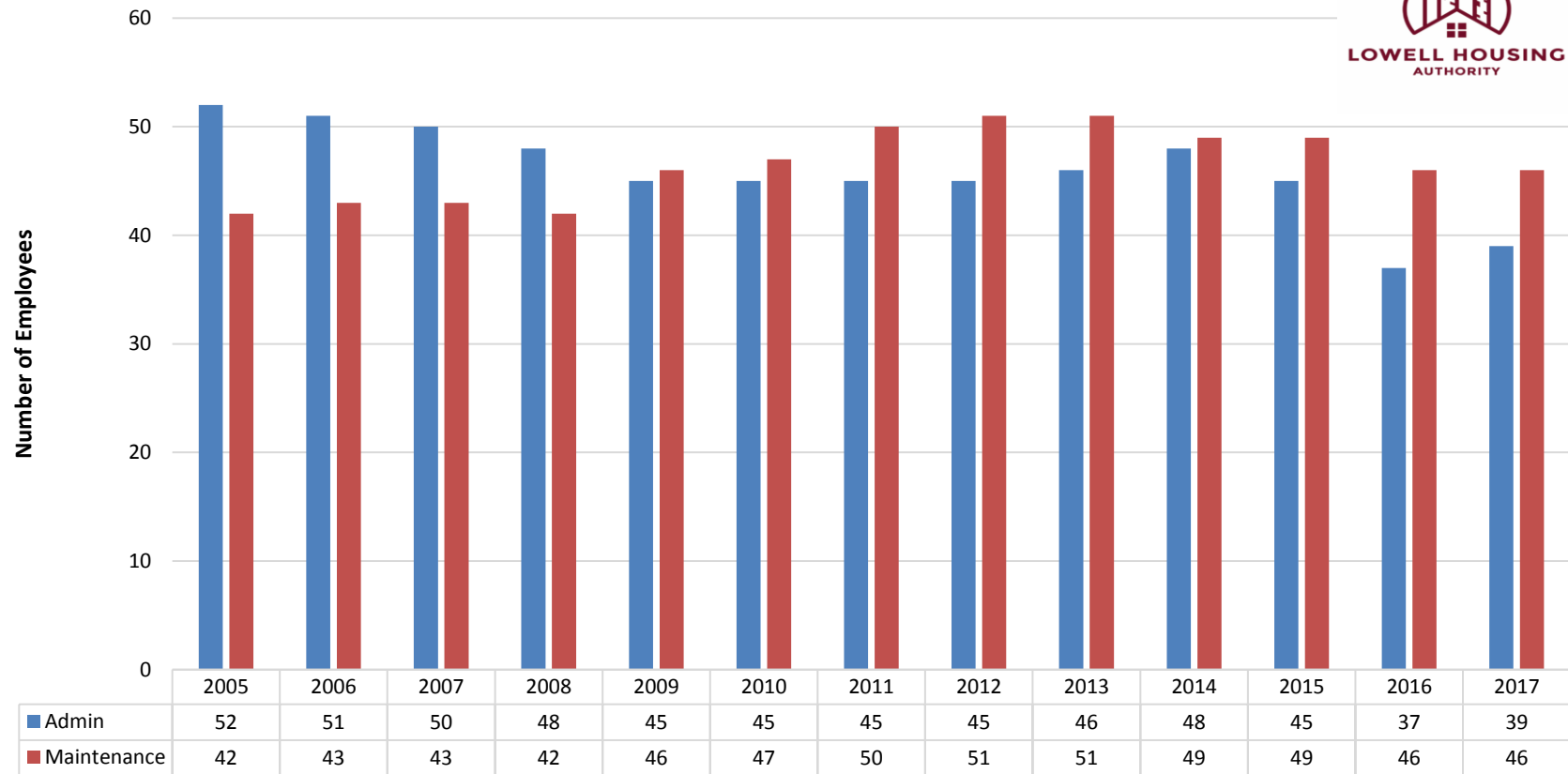
Rent Revenue



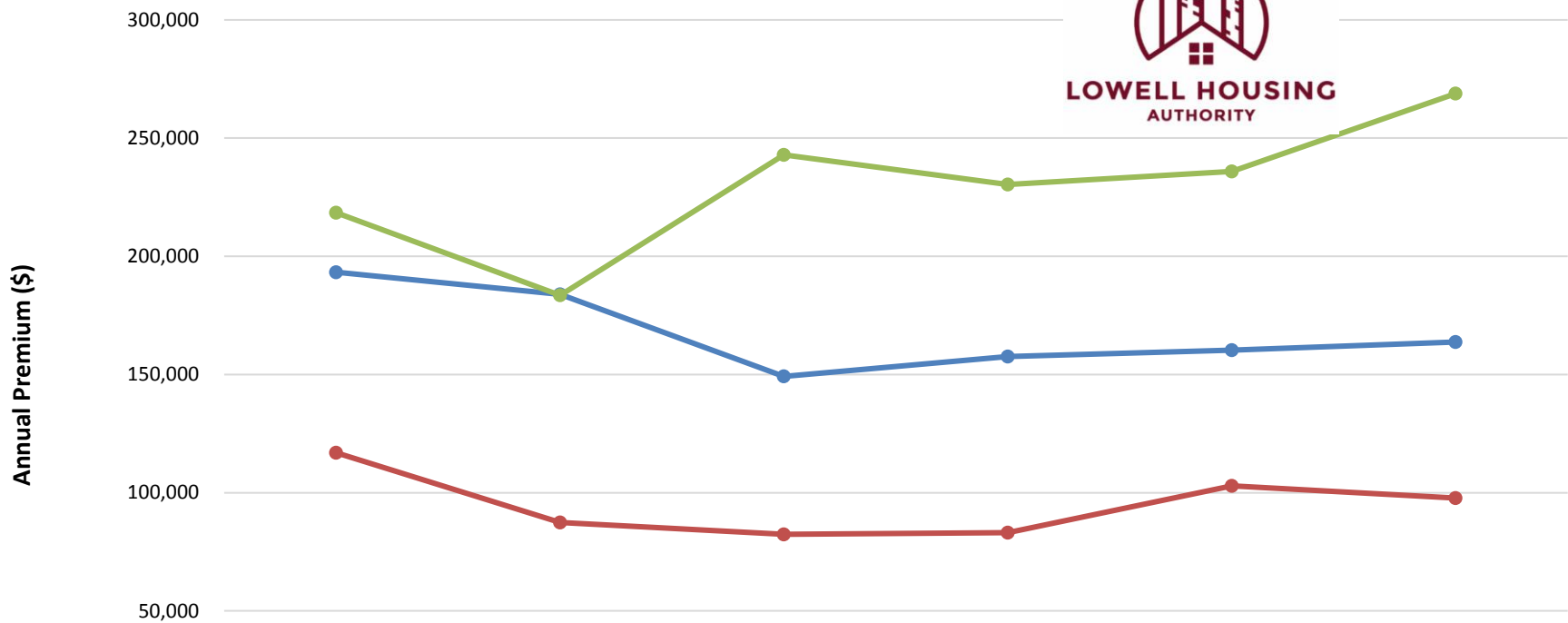
Operating Subsidy and Capital Funding Trend Analysis



Employee Chart - Administrative vs. Maintenance

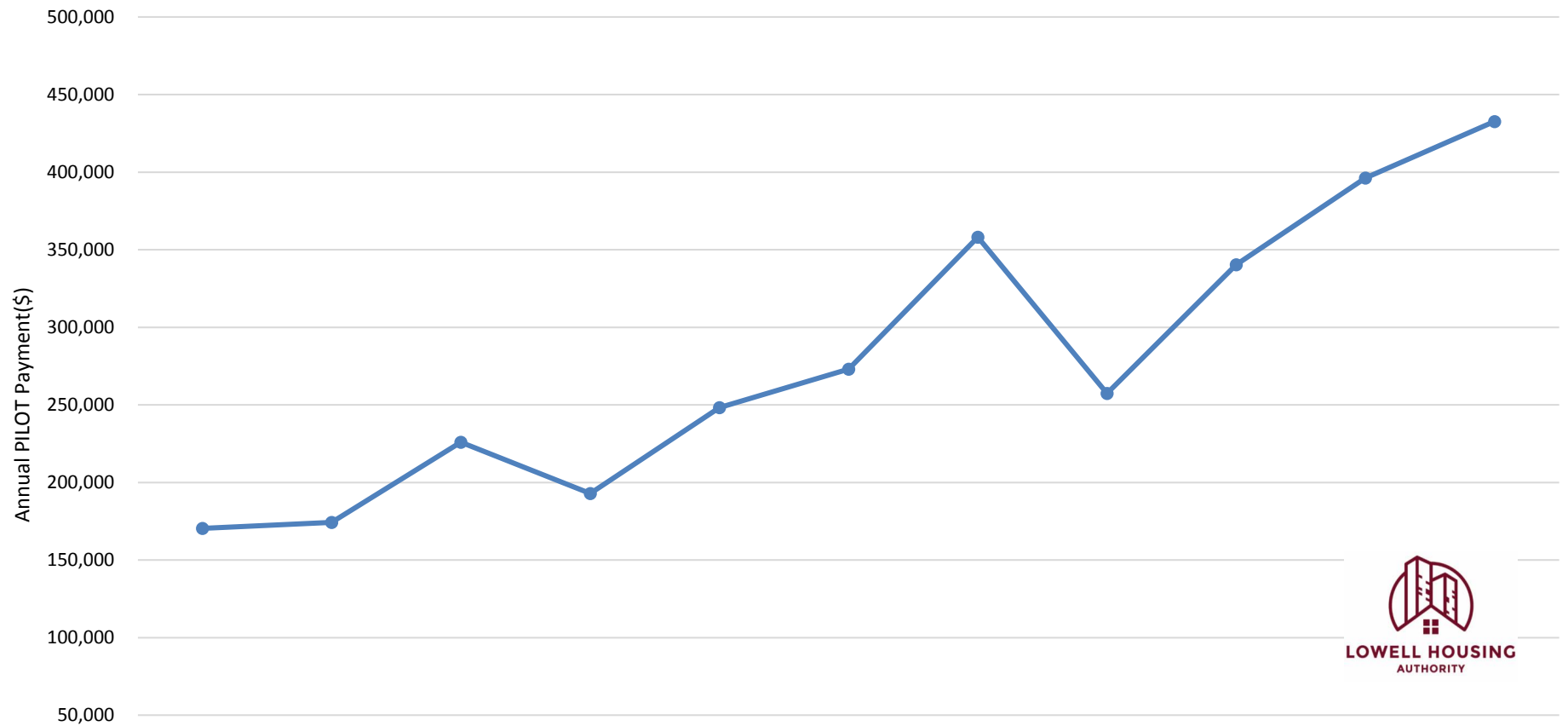


Insurance Coverages



	2012	2013	2014	2015	2016	2017
Property	193,291	183,902	149,199	157,578	160,369	163,719
General Liability	116,915	87,396	82,420	83,082	102,884	97,721
Workers Comp	218,417	183,505	242,921	230,418	235,880	268,839

P.I.L.O.T Expense



	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
PILOT	170,439	174,245	225,915	192,915	248,271	272,970	358,134	257,427	340,283	396,272	432,676

Retirement Appropriations

