Resolution 2025-07

HAVRE DE GRACE HOUSING AUTHORITY

A Resolution of the Board of Commissioners Approving the Project-Based Budget by Asset Management for Fiscal Year 2026

WHEREAS the U.S. Department of Housing and Urban Development ("**HUD**") promulgated regulations at 24 CFR Part 990, which allows the Havre de Grace Housing Authority City ("**HDGHA**") to manage its properties according to an asset management model, consistent with the management norms in the multi-family management industry; and

WHEREAS in furtherance of HUD's asset management model, HDGHA implements a project-based management, project-based budgeting, and project-based accounting as components of asset management; and

WHEREAS HUD published a Supplement to HUD Handbook 7475.1 REV., CHG-1, Financial Management Handbook in April 2007, entitled "Changes in Financial Management and Reporting Requirements for Public Housing Agencies Under the New Operating Fund Rule" (the "**Supplement**"), to provide guidance to housing authorities in preparing the financial reporting and project-based budgeting and accounting; and

WHEREAS pursuant to the Supplement, HDGHA reports on the combined financial activity for the Operating Fund and the Capital Fund Programs at the asset management project ("**AMP**") level; and

WHEREAS HDGHA has prepared the project-based budgets by AMP for the fiscal year beginning July 1, 2025 and ending June 30, 2026 ("**FY 2026**") in accordance with HUD guidelines; and

WHEREAS the project-based budget by AMP, attached hereto as **Exhibit A** totaling $995,870 for FY 2026, is being submitted to the Board of Commissioners (the "**Board**") for approval; and

WHEREAS attached hereto as **Exhibit B** is the document entitled "PHA Board Resolution Approving Operating Budget", which sets forth certifications required by HUD (the "**HUD Certifications**") to be approved by the Board and signed by the Chair of the Board on behalf of HDGHA; and

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners that:

1. The FY 2026 Project-Based Budget by AMP, attached hereto as **Exhibit A,** totaling $995,870, which represents $621,325 in Operating Funds, $207,261 in Capital Funds, and $167,284 combined for ROSS and FSS grants, is hereby approved.

2. The HUD Certifications set forth in the PHA Board Resolution Approving Operating Budget, attached hereto as **Exhibit B**, are hereby adopted, and the Chair is authorized to execute the HUD Certifications on behalf of HDGHA.

3. The Managing Agent for HDGHA, or her designee, is authorized to perform all appropriate acts and execute all appropriate documents to carry out this resolution consistent with its terms.

Passed, adopted and approved by the Board of Commissioners on October 16, 2025.

Michele Ball, Chair

Sharon Jacobs, Treasurer

Dawn Nowak, Commissioner

EXHIBIT A

FY 2026 PROJECT-BASED BUDGET BY AMP

2026 Proposed Sources and Uses - Havre De Grace Housing Authority
FYE : 06/30/2026 **07/01/2025-06/30/2026**
No. of Dwelling Units: 60 **No. of Dwelling Units Month Available: 720**

Description	PUM	Annual Budget	Operating	CFP	Other Gov't Grants (ROSS/FSS)
Operating Receipts					
Dwelling Rental	$ 536	386,160	386,160		
Excess Utilities	$ 2	1,752	1,752		
Total Tenant Revenue	$ 539	387,912	387,912	-	-
Other Income	$ 7	5,109	5,109		
Total Other Income	$ 7	5,109	5,109	-	-
Operating Subsidy	$ 317	228,306	228,306		
Capital Funds	$ 288	207,261		207,261	
Other HUD Grants	$ 232	167,284			167,284
Total Operating Grants	$ 837	602,851	228,306	207,261	167,284
Total Revenue	$ 1,383	995,871	621,326	207,261	167,284
	$ -				
Operating Expenses - Administration	$ -				
Legal Expense	$ 4	3,000	3,000		
Auditing Fees	$ 14	10,352	10,352		
Other Administrative Expenses	$ 266	191,225	191,225		
Total Administrative Expenses	$ 284	204,577	204,577	-	-
Tenant Services					
Salary	$ 247	177,599	48,318		129,281
Benefits	$ 50	36,306	9,878		26,428
Recreation, Publications and Other Services	$ 15	10,575	1,500		9,075
Contract Costs, Training and Other	$ 3	2,500	-		2,500
Total Tenant Services	$ 315	226,980	59,696	-	167,284
Utilities					
Water	$ 114	82,152	82,152		
Electricity	$ 33	24,051	24,051		
Gas	$ 9	6,827	6,827		
Total Utilities	$ 157	113,030	113,030	-	-
Ordinary Maintenance and Operation					
Salary	$ 94	67,897	67,897		
Benefits	$ 19	13,880	13,880		
Materials	$ 40	28,786	28,786		
Contract Costs	$ 64	46,259	46,259		
Total Ordinary Maintenance and Operation	$ 218	156,822	156,822	-	-
Protective Services					
Contract Costs	$ 14	10,000	10,000		
Total Protective Services	$ 14	10,000	10,000	-	-
General Expense	$ -				
Insurance	$ 92	66,518	49,888	16,629	
Pavments in Lieu of Taxes	$ 38	27,313	27,313		
Total General Expense	$ 130	93,830	77,201	16,629	-
Total	$ 1,118	805,239	621,325	16,629	167,284
Hard Cost	$ 265	190,632	-	190,632	-
Grand Total		995,870	621,325	207,261	167,284
Sur/(Def)	$ (0)	(0)	0	(0)	(0)

EXHIBIT B

PHA BOARD RESOLUTION APPROVING OPERATING BUDGET

PHA Board Resolution
Approving Operating Budget

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

OMB Approval No. 2577-0029 (exp. 04/30/2027)

Public reporting burden for this collection of information is estimated to average 136.2 minutes per response, including the time for reviewing instructions, searching existing data sources, , gathering, and maintaining the data needed, completing the operating budget and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden, to the Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410. When providing comments, please refer to OMB Approval No. 2577-0029. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed and budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating budget adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA complies with HUD prescribed procedures. PHA boards must approve the operating budget and HUD requires boards to certify their approval through this form. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Havre De Grace Housing Authority PHA Code: MD012

PHA Fiscal Year Beginning 07-01-2025 Board Resolution Number: 06-30-2026

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- [x] Operating Budget approved by Board resolution on:
- [ ] Operating Budget submitted to HUD, if applicable, on:
- [ ] Operating Budget revision approved by Board resolution on:
- [ ] Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

Print Board Chairperson's Name:	Signature:	Date:
Michele Ball	Michele Ball	10/16/25

Previous editions are obsolete

Form HUD-**52574**