

LIPH BUDGETING & OPERATING SUBSIDY CALCULATION

OVERVIEW OF TRAINING

- Feel comfortable reading and understanding the budget format
 - What is included in the different budget line items
 - What do those amounts mean
 - What part does the Property Manager play in creating the budget
 - How does the HUD/Board of Commissioners approved budget guide a property manager in running their property

ASSET MANAGEMENT PROJECT (AMP)



- HUD term for Public Housing development treated as a single project for management and accounting purposes
- Varied in size based on size, geography, unit type, other management considerations
- PHAs used to treat all Public Housing as a single project. (NYC has over 160,000 LIPH across 277 projects)
- 2005 Harvard Cost Study resulted in Asset Management, breaking LIPH into AMPs
- PHAs chose how to group them. They can be changed with HUD's permission.

IT'S ALL ABOUT
PERSPECTIVE

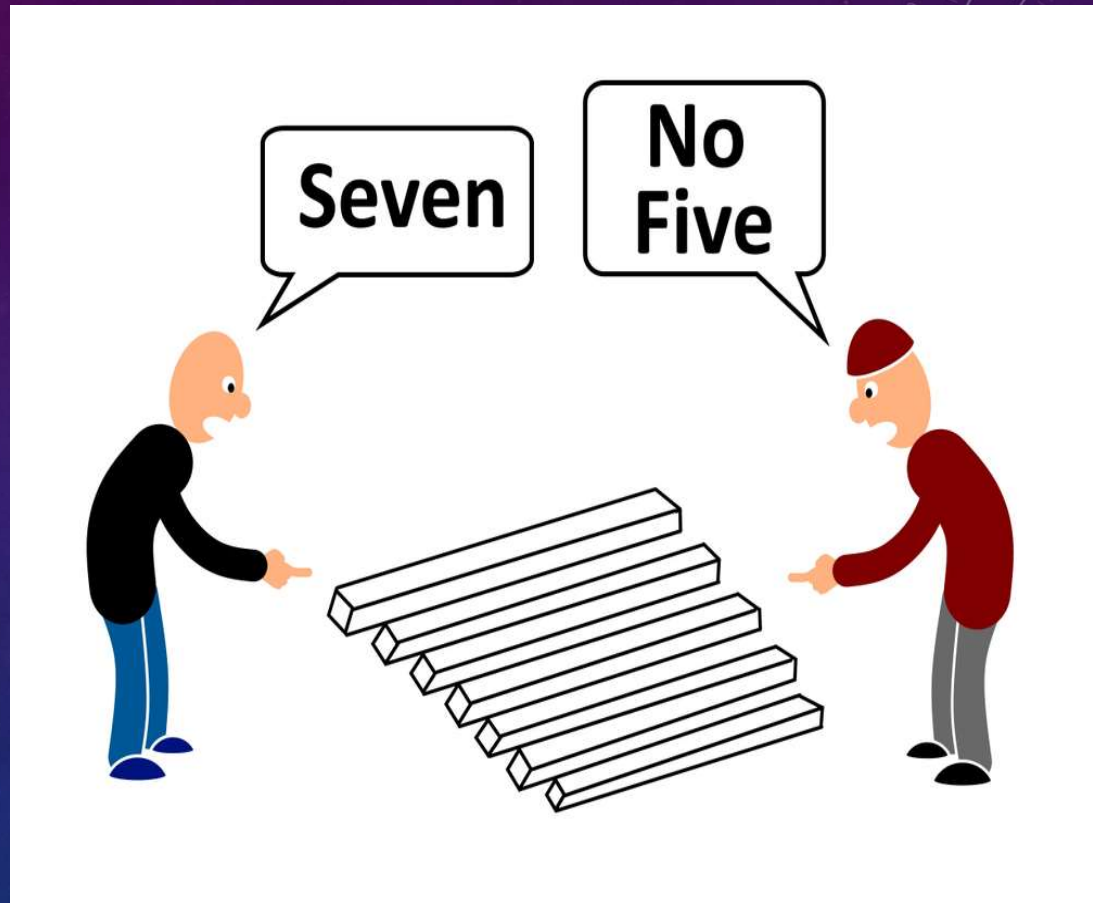
BUDGET TEAM

Property Manager

Maintenance Supervisors

Finance Director

Executive Director



NON-OPERATING EXPENDITURES AKA CAPITAL NEEDS

<u>Description</u>	<u>AMP 4</u>
Computer Training/Software - Soft	4,000
Misc Fees & Costs - Soft	1,000
Debt Service - CFFP Loan - Soft	77,310
Total Soft Costs	82,310
Vacant Unit Turnaround - Hard	75,000
Roof Replacement	200,000
Elevator Upgrades	75,000
Bed Bug Treatment	20,000
Demolition	220,000
Total Hard Costs	590,000
Total Capital Fund Expenditures	672,310

NON-OPERATING EXPENDITURES

MY DREAM LIST	Timeline
WORKSHEET	1, 3, 5 or 10 Years
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	
7. _____	
8. _____	
9. _____	
10. _____	
11. _____	
12. _____	
13. _____	
14. _____	
15. _____	
16. _____	
17. _____	
18. _____	
19. _____	
20. _____	
21. _____	
22. _____	
23. _____	
24. _____	

Look into the future 5 years

Create a “Wish List” of Capital Needs for The AMP

Put list in order of needs first, then wants

Cross reference (Prop Mgr., Maintenance, Modernization)

Administration can take this information into consideration, compare to what is in the 5 Year Plan, and finally what financial resources are available.

BUDGET FORMAT

Water	\$	78782
Electricity	\$	15855
Gas	\$	9718
Fuel	\$	
Labor	\$	
Sewer	\$	
Employee Benefit Contributions - Utilities	\$	
Other Utilities Expense	\$	
Total Utilities	\$	104355
Ordinary Maintenance and Operations:		
Ordinary Maintenance and Operations - Labor	\$	280120
Ordinary Maintenance and Operations - Materials and Other	\$	80569
Ordinary Maintenance and Operations Contracts	\$	69971
Employee Benefit Contributions - Ordinary Maintenance	\$	161905
Total Maintenance	\$	592565

- Budget format (line items) should mirror the FDS format (line items)
 - This allows you to check your scoring at any point in time
 - Provides continuity when presenting to commissioners

BUDGET FORMAT

- Budget form to be approved by board should be summarized (details provided to board on worksheets/tabs)
- This also follows the FDS submission

Line Item 94300 Details (readonly mode)

Description	Value
Garbage and Trash Removal Contracts	\$ 16818
Heating & Cooling Contracts	\$
Snow Removal Contracts	\$
Elevator Maintenance Contracts	\$
Landscape & Grounds Contracts	\$ 9338
Unit Turnaround Contracts	\$
Electrical Contracts	\$
Plumbing Contracts	\$ 2147
Extermination Contracts	\$ 2435
Janitorial Contracts	\$ 3259
Routine Maintenance Contracts	\$
Miscellaneous Contracts	\$ 35974
Total Amount	\$ 69971

[Back to IncomeStatement](#)



BEDROCK
HOUSING CONSULTANTS

INCOME

Units		250
Description		AMP 4
Gross Potential Rents		440,631
Vacancy Loss		(13,628)
Dwelling Rental		427,003
Non-dwelling Rental		49,052
Rental Income		476,055
Property Management Fee		-
Bookkeeping Fee		-
Voucher Management Fee		-
Asset Management Fee		-
Developer Fee		-
Management Fees		-
Interest on General Fund Investments		158
Other Income		24,813
ROSS Grant		
HUD Admin Fees		
HUD HAP Grant		
State Grants		
Operating Subsidy		612,529
Capital Fund - Soft Costs		82,310
Capital Fund - Hard Costs		590,000
Operating Income		1,785,865

HOUSING AUTHORITY OF ILLINOIS	
AMP	4
# of Units	250
<u>Budgeting</u>	
Actual 10 month Rent	\$ 378,549
Gross Potential Rent	\$ 454,259
Unit Months Available	3000
Average Rent Per Unit Month	\$ 151.42
Occupancy Rate	97%
Projected Avg Dwelling Rental	\$ 440,631
Vacancly Loss	\$ 13,628

DWELLING RENTAL INCOME

- Budgeting for Rental Income/Vacancy Loss
- Net of Utility Allowance Payments



NON -DWELLING RENTAL INCOME

•Examples of Non-Dwelling Rental Income

- Community Building Rentals
- Office Space Rentals
- Rooftop space lease (satellite or cell phone towers)

Units	250
Description	AMP 4
Gross Potential Rents	440,631
Vacancy Loss	(13,628)
Dwelling Rental	427,003
Non-dwelling Rental	49,052
Rental Income	476,055
Property Management Fee	-
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HUD HAP Grant	
State Grants	
Operating Subsidy	612,529
Capital Fund - Soft Costs	82,310
Capital Fund - Hard Costs	590,000
Operating Income	1,785,865



WHAT IS OTHER INCOME

- Laundry & Vending Income
- Late Fee
- Tenant Damage Charges
- Refunds
- Fraud Recovery

Units	250
Description	AMP 4
Gross Potential Rents	440,631
Vacancy Loss	(13,628)
Dwelling Rental	427,003
Non-dwelling Rental	49,052
Rental Income	476,055
Property Management Fee	-
Bookkeeping Fee	-
Voucher Management Fee	-
Asset Management Fee	-
Developer Fee	-
Management Fees	-
Interest on General Fund Investments	158
Other Income	24,813
ROSS Grant	
HUD Admin Fees	
HUD HAP Grant	
State Grants	
Operating Subsidy	612,529
Capital Fund - Soft Costs	82,310
Capital Fund - Hard Costs	590,000
Operating Income	1,785,865



BEDROCK
HOUSING CONSULTANTS

HUD SUBSIDY INCOME

Capital Fund can be left off this budget
completely (other than line 1406 income)

Units		250
Description		AMP 4
Gross Potential Rents		440,631
Vacancy Loss		(13,628)
Dwelling Rental		427,003
Non-dwelling Rental		49,052
Rental Income		476,055
Property Management Fee		-
Bookkeeping Fee		-
Voucher Management Fee		-
Asset Management Fee		-
Developer Fee		-
Management Fees		-
Interest on General Fund Investments		158
Other Income		24,813
ROSS Grant		
HUD Admin Fees		
HUD HAP Grant		
State Grants		
Operating Subsidy		612,529
Capital Fund - Soft Costs		82,310
Capital Fund - Hard Costs		590,000
Operating Income		1,785,865



ADMINISTRATIVE EXPENSES

Direct Staff Expense

- These are the costs of the staff who work exclusively with an AMP
- These can be split (usually by # of units across a couple of AMPs)

<u>Administrative Expenses</u>	
Administrative Salaries (Direct)	55,706
Administrative Salaries (Central Office)	67,990
Legal Expense	8,000
Staff Training	1,000
Travel	300
Accounting Fees	-
Auditing Fees	1,620
Compensated Absences	12,000
Employee Benefits (Direct)	18,983
Employee Benefits (Central Office)	27,531
Other Sundry	48,209
Management Fee	224,914
Bookkeeping Fee	21,825
Total Admin Exp	414,446



ADMINISTRATIVE EXPENSES

Central Office Staff Expense

- This is the Administrative staff that work with all AMPS in various ways.
- Generally allocated across AMPS based on # of units

<u>Administrative Expenses</u>	
Administrative Salaries (Direct)	55,706
Administrative Salaries (Central Office)	67,990
Legal Expense	8,000
Staff Training	1,000
Travel	300
Accounting Fees	-
Auditing Fees	1,620
Compensated Absences	12,000
Employee Benefits (Direct)	18,983
Employee Benefits (Central Office)	27,531
Other Sundry	48,209
Management Fee	224,914
Bookkeeping Fee	21,825
Total Admin Exp	414,446

ADMINISTRATIVE EXPENSES

These are the expenses that the AMP has to pay throughout the year to operate on a daily basis.

*Full team conversations to determine upcoming issues (legal), needs (training), etc. when setting these amounts

<u>Administrative Expenses</u>	
Administrative Salaries (Direct)	55,706
Administrative Salaries (Central Office)	67,990
Legal Expense	8,000
Staff Training	1,000
Travel	300
Accounting Fees	-
Auditing Fees	1,620
Compensated Absences	12,000
Employee Benefits (Direct)	18,983
Employee Benefits (Central Office)	27,531
Other Sundry	48,209
Management Fee	224,914
Bookkeeping Fee	21,825
Total Admin Exp	414,446

<u>Other Sundry</u>	
Sundry & Miscellaneous	10,000
Dues & Subscriptions	200
Telephone, Fax	24,000
Advertising	100
Internet	1,600
Postage & Office Supplies	8,500
Temp Office Labor	-
HR Consultant	-
IT Consultant	3,809
	48,209

ADMINISTRATIVE EXPENSES

- Other Sundry Schedule
 - Miscellaneous – Allows for some undetermined miscellaneous expenses that don't require their own line item.



FEES TO CENTRAL OFFICE

- These are the monies that each AMP or HCV pays into the Central Office
- These expenses pay for items such as (office utilities, executive & support staff)
- These numbers are based on units per AMP and the fee set by HUD.

<u>Administrative Expenses</u>	
Administrative Salaries (Direct)	55,706
Administrative Salaries (Central Office)	67,990
Legal Expense	8,000
Staff Training	1,000
Travel	300
Accounting Fees	-
Auditing Fees	1,620
Compensated Absences	12,000
Employee Benefits (Direct)	18,983
Employee Benefits (Central Office)	27,531
Other Sundry	48,209
Management Fee	224,914
Bookkeeping Fee	21,825
Total Admin Exp	414,446

FEES TO CENTRAL OFFICE

- These are the monies that each AMP pays into the Central Office
- These expenses pay for items such as (office utilities, executive & support staff)
- These numbers are based on units leased per AMP and the fee set by HUD.
- [Management Fee Notice](#)

Estimated Units occupied per month	243
Management Fee	\$ 77.29
Management Fee - Budgeted	\$ 224,913.90
Bookkeeping Fee (\$7.50 per unit/voucher)	\$ 21,825.00



RESIDENT SERVICES EXPENSE

- HUD Form 52723 – Section 2 – Line 16 – Column C
 - States how many units are eligible for funding for resident participation activities (Line 15C/12)

Calculations Based on Unit Months:				
14	Limited vacancies		15	
15	Total Unit Months	1,392	1,392	1,377
16	Units eligible for funding for resident participation activities (Line 15C ÷ 12)			115

- HUD Form 52723 – Section 3 – Line 11
 - Funding for resident participation (Section 2 Line 16C x \$25)

11	Funding for resident participation activities			\$2,875
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- This is the total of your operating subsidy that must be spent on Resident Participation Activities

EXPENSES COVERING NEEDS AT THE DEVELOPMENT

<u>Utilities</u>		
Water		90,000
Electricity		27,000
Gas		50,000
Total Utility Expense		167,000
<u>Ordinary Maintenance and Operations</u>		
Labor (Direct)		87,910
Materials		45,000
Contract Costs		149,670
Employee Benefit Contributions - Maint		29,454
Ordinary Maint & Operating Exp		312,034
<u>Protective Services:</u>		
Labor (Direct)		39,087
Contract Costs		2,000
Employee Benefits		20,967
Total Protective Svc Exp		62,054



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CONTRACT COSTS

- Does NOT always refer to a signed contract, although in most cases it will (e.g. elevator services, extermination, trash removal)
- Refers to maintenance work that is performed by third-party vendors rather than PHA maintenance staff
- Can be procured through Quote for Small Purchase (QSP) if dollar thresholds are met

Misc. Maintenance Contracts	60,000
Garbage & Trash Removal	5,600
Heating & Cooling Contracts	5,000
Elevator Maintenance	8,000
Landscape & Grounds	5,070
Vacant Unit	12,000
Electrical Contracts	3,000
Plumbing Contracts	15,000
Extermination Contract	18,000
Temp Labor	18,000
Total	149,670

Know all the contract
costs at your AMPs

INSURANCE, GENERAL & NON-OPERATING

General Expense		
Insurance		93,066
Payments in Lieu of Taxes (PILOT)		21,218
Other General Expense		9,000
Total General Expense		123,284
Non-Operating Expenditures		
Capital Expenditures		595,000
Debt Service - Capital Funds		77,310
Total Non-Operating Expenditures		672,310

INSURANCE EXPENSE – MIRRORS FDS SUBMISSION

<u>Description</u>	<u>AMP 4</u>
Workers Comp	43,107
Vehicle	3,161
Commercial Liability	14,874
Commercial Property	29,148
Crime & Terrorism	1,153
Other	1,623
Total Insurance	93,066



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PAYMENT IN LIEU OF TAXES (PILOT)



- Alternative to traditional Real Estate Tax assessment
- Public Housing exempt from R/E Tax (65 ILCS 5/Illinois Municipal Code)
- Cooperation Agreement with tax body to pay a PILOT to cover costs of services
- Based on Tenant Rent Charges less related Utility expenses multiplied by an agreed-upon percentage.



HUD LIPH SUBSIDY REFERENCES

- 24 CFR 990 – Public Housing Operating Subsidy
- 24 CFR 905 – Public Housing Capital Fund Program
- Part of the Annual Contributions Contract (ACC)
- Calculated based on HUD formula – forms submitted annually
 - Operating Subsidy – HUD 52723 & HUD -52722 (through PIH Operating Fund)
 - Capital Fund – HUD-50075.1 (through EPIC)
 - Eligibility amounts pro-rated based on Congressional appropriations











NEW ONLINE PORTAL FOR 2023

Return to AMP Listing	Return to AMP Summary by Status	View/Print Current Form 52723	View/Print Current Form 52722	Last 3 Years Data	Submission Comments	Submission File Attachments	Status Log
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Sections	Messages
Form 52723 Section 2	
Form 52723 Section 3 Part A - Add-Ons	
Form 52723 Section 3 Part B & C	
Form 52722 Utility and Related Data	
Certifications	

NEW ONLINE PORTAL FOR 2023

Form 52723 Section 2 (Categorization of Unit Months) First of Month

<u>2023 Section 2 Data</u>	<u>2023 Section 2 PrePop Data</u>	<u>% Change PrePop Data</u>	<u>Last Accepted Data</u>	<u>% Change Last Accepted Data</u>	<u>HUD</u>		
Occupied Eligible Unit Months (UM) Section 2 A1	281	281	0		281		
Occupied Ineligible (UM) Section 2 A2	0	0			0		
New Eligible not Included in Lines 01, 02, 05-13 (UM) Section 2 A3							
New Eligible not Previously Included (UM) Section 2 A4							
Vacant Modernization (UM) Section 2 A5	0	0			0		











NEW ONLINE PORTAL FOR 2023

Special Use (UM) Section 2 A6	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
Police Special Use Eligible Unit Months (EUM) Section 2 B6a	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
Vacant Litigation (UM) Section 2 A7	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
Vacant Disaster (UM) Section 2 A8	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
Vacant Casualty Losses (UM) Section 2 A9	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
Vacant Market Conditions (UM) Section 2 A10	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
Vacant not Included in Lines 5-10 (UM) Section 2 A11	<input type="text" value="19"/>	<input type="text" value="19"/>	<input type="text" value="0"/>	<input type="text" value="19"/>		
ACC Asset Repositioning Fee [ARF] Eligible (UM) Section 2 A12	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
All Other ACC (UM) Section 2 A13	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		

NEW ONLINE PORTAL FOR 2023

Amounts for PILOT and Audit will pull from latest FDS submission if reported as a separate AMP


Form 52723 Section 3 (Add-Ons)

<u>2023 Section 3 Add-On Data</u>	<u>2023 Section 3 Add-On PrePop Data</u>	<u>% Change PrePop Data</u>	<u>Last Accepted Data</u>	<u>% Change Last Accepted Data</u>	<u>HUD</u>
Self-Sufficiency Section 3 A7	<input type="text" value="0"/>				 
Add-On-Subsidy (AOS) Incentive Section 3 A8	<input type="text" value="0"/>				 
Payment in Lieu of Taxes (PILOT) Section 3 A9	<input type="text" value="0"/>	<input type="text" value="0"/>			<input type="text" value="0"/>  
Cost of Independent Audits Section 3 A10	<input type="text" value="0"/>	<input type="text" value="0"/>			<input type="text" value="0"/>  
Asset Repositioning Fee (ARF) Section 3 A14	<input type="text" value="0"/>				 

NEW ONLINE PORTAL FOR 2023

PUM Formula Income is usually pre-populated. Repurposed Public Housing without an FDS tab, must be manually calculated

Form 52723 Section 3 Part B & Part C (Formula Income & Other Formula Provisions)

<u>2023 Section 3 Part B & C Data</u>	<u>2023 Section 3 Part B & C PrePop Data</u>	<u>% Change PrePop Data</u>	<u>2023 Last Accepted Data</u>	<u>% Change Last Accepted Data</u>	<u>HUD</u>
PUM Formula Income Section 3 B1	293.75 ?	100	293.75		
Resident Paid Utilities (RPU) Incentive Section 3 B2	? ?				
Moving-to-Work (MTW) Section 3 C1	? ?				
Other Section 3 C3	? ?				


NEW ONLINE PORTAL FOR 2023

PUM Formula Income calculation

Net Tenant Rental Rev	Line Item								
	70300			82,544					
Unit Months Leased				281					
				293.75					
	A	B	C	D	E	F	G	H	
		#	Annual	Total	2023	Total		2023	
		Months	2022	2022	Inflation	2023		Inflated	
		to Mid	Inflation	Inflation	Rate	Inflation	Inflation	PUM	
		2022				Rate	Factor	Rent	
<u>Fiscal Year End</u>	<u>2022 PUM</u>								
12/31/2021	Rent								
	293.75	6	2.30%	1.15%	1.69%	2.84%	1.0284	302.09	

NEW ONLINE PORTAL FOR 2023

Form 52722 Project Level Utility Data for Funding Year (7/1/2021 - 6/30/2022)

























<u>Form 52722 Utility Specific Data and Calculations</u>	<u>Prior Year Data</u>	<u>% Change Prior Year Data</u>	<u>Last Accepted Data</u>	<u>% Change Last Accepted Data</u>	<u>HUD</u>
Surcharges <small>Section 8-19</small> <input type="text" value="0"/>					<input type="text" value="0"/>
Rate reduction incentive (RRI) <small>Section 9-23</small> <input type="text" value="0"/>					<input type="text" value="0"/>
Eligible Unit Months (EUM) <small>Section 9-25</small> <input type="text" value="290"/>	<input type="text" value="288"/>	<input type="text" value=".69"/>			<input type="text" value="290"/>
Utilities expense level (PUM) <small>Section 9-26</small> <input type="text" value="114.5"/>	<input type="text" value="58.21"/>	<input type="text" value="96.7"/>			<input type="text" value="114.5"/>
UEL Requested Yes					
Electricity <small>Kilowatt Hours (KWH)</small>					Water and Sewer (if combined) Frozen Other Gallons

NEW ONLINE PORTAL FOR 2023

Form 52722 Utility Details -> Electricity - (Frozen Other)

Form 52722 Utility Specific Data and Calculations	Prior Year Data	% Change Prior Year Data	Last Accepted Data	% Change Last Accepted Data	HUD
01. Actual consumption (12-month period 07/01/2021 to 06/30/2022)	<input type="text" value="1,751"/>	100			<input type="text" value="1,751"/>
01a. Unit of consumption (e.g., gallons, kWh, therms)	Kilowatt Hours (KWH)				Kilowatt Hours (KWH)
02. Rolling base year 1 - actual consumption (12-month period 07/01/2020 to 06/30/2021)	<input type="text" value="2,746"/>	100			<input type="text" value="2,746"/>
03. Rolling base year 2 - actual consumption (12-month period 07/01/2019 to 06/30/2020)	<input type="text" value="2,746"/>	100			<input type="text" value="2,746"/>
04. Rolling base year 3 - actual consumption (12-month period 07/01/2018 to 06/30/2019)	<input type="text" value="2,746"/>	100			<input type="text" value="2,746"/>
05. Total consumption during 3-year rolling base period (Line 02 + Line 03 + Line 04)	<input type="text" value="8,238"/>	100			<input type="text" value="8,238"/>
06. Average rolling base consumption (Line 05 ÷ 3)	<input type="text" value="2,746"/>	100			<input type="text" value="2,746"/>
07. Actual consumption for new units	<input type="text"/>				<input type="text"/>
08. Rolling Base Consumption (Line 06 + Line 07)	<input type="text" value="2,746"/>	100			<input type="text" value="2,746"/>
09. Base Consumption (Lesser of Line 01 or Line 08)	<input type="text" value="2,746"/>	100			<input type="text" value="2,746"/>

NEW ONLINE PORTAL FOR 2023

11. Actual consumption < rolling base (If Line 01 is less than Line 08, Line 11 is the difference as positive; if not 0)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
12. 75%/25% Split (Line 10 x 0.25)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
13. 75%/25% Split (Line 11 x 0.75)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			
14. Annualization of consumption for new units	<input type="text"/>	<input type="text"/>	<input type="text"/>			
15. Payable consumption (Sum of Line 09, Line 12, Line 13 and Line 14)	<input type="text" value="2,746"/>	100	<input type="text" value="2,746"/>			
16. Actual utility costs - whole dollars (12-month period 07/01/2021 to 06/30/2022)	<input type="text" value="6,632"/>	100	<input type="text" value="6,632"/>			
17. Actual average utility rate (Line 16 ÷ Line 01)	<input type="text" value="3.7875"/>	100	<input type="text" value="3.7875"/>			
18. Base utilities expense level - whole dollars (Line 15 x Line 17)	<input type="text" value="10,400"/>	100	<input type="text" value="10,400"/>			

NEW ONLINE PORTAL FOR 2023

Form 52722 Project Level Utility Data for Funding Year (7/1/2021 - 6/30/2022)

Form 52722 Utility Specific Data and Calculations	Prior Year Data	% Change Prior Year Data	Last Accepted Data	% Change Last Accepted Data	HUD
Surcharges <small>Section 8-19</small> <input type="text" value="0"/>					<input type="text" value="0"/>
Rate reduction incentive (RRI) <small>Section 9-23</small> <input type="text" value="0"/>					<input type="text" value="0"/>
Eligible Unit Months (EUM) <small>Section 9-25</small> <input type="text" value="290"/>	<input type="text" value="288"/>	<input type="text" value=".69"/>			<input type="text" value="290"/>
Utilities expense level (PUM) <small>Section 9-26</small> <input type="text" value="114.5"/>	<input type="text" value="58.21"/>	<input type="text" value="96.7"/>			<input type="text" value="114.5"/>
UEL Requested Yes					

SUBSIDY CERTIFICATIONS

- Self Certify to the following
 - You are in compliance with 24 CFR 990.215 re-examination requirements and that you have completed the rents and utility allowance calculations
 - If you have more than 250 units, you are in compliance with asset management
 - That the information you have provided within these forms is true and accurate