



**Norman Housing Authority**

700 N. Berry Road, Norman, OK 73069  
Phone (405) 329-0933 Fax: (405) 329-2542

*"Affordable Housing... with Vision"*

**OFFICE OF  
MAYOR**

**JAN 17 2014**

January 10, 2014

Mayor Cindy S. Rosenthal  
P.O. Box 370  
Norman Ok 73070

Dear Mayor Rosenthal:

The purpose of this letter is to request the waiver of the Norman Housing Authority's Payment in Lieu of Taxes (PILOT) for fiscal year ended 6/30/13; but I would first like to thank you for the support you have given to the Norman Housing Authority and our low-income residents as our Mayor. I want to also thank the City Council for their continuing support and for the waiver of the PILOT over the past years. With continuing funding cuts from HUD, this waiver helps insure we provide the best service possible to our low-income clients.

The PILOT is based on our rental income and utility expenses. As per the Cooperation Agreement signed in March, 1979, one half of the payment goes to the City of Norman and the other half to the Norman Public Schools. I have attached a copy of the worksheet for your information. You will notice the full PILOT is \$25,486.65. Of the full PILOT, \$12,743.33 is owed to the City of Norman. The remaining \$12,743.32 is owed, and will be paid, to the Norman Public School system. We are requesting the City of Norman waive the \$12,743.33 owed by the Norman Housing Authority.

Your favorable consideration of our request will be greatly appreciated by the NHA Board of Commissioners, Staff, and the families, elderly, and disabled population we serve.

Sincerely,

Karen S. Canavan  
Executive Director

**BOARD OF COMMISSIONERS**

Jeff Cummins, Chairperson, Marianne Ratliff, Vice Chairperson  
Mike McDanel, Commissioner, Jan Hunter, Commissioner, Richard McKinney, Commissioner  
Karen S. Canavan, Executive Director

# Computation of Payments in Lieu of Taxes

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

For Fiscal Year Ended

6/30/2013

OMB Approval No. 2577-0072 (Exp. 11/30/2007)

Public reporting burden for the collection of information is estimated to average .4 hours. This includes the time for collecting, reviewing, and reporting the data. The information will be used for HUD to ascertain compliance with requirements of Section 6(D) of the U.S. Housing Act, which provides for PHA exemptions from real and personal property taxes, and inclusion in the formula data used to determine public housing operating subsidies. Response to this request for information is required in order to receive the benefits to be derived. 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.

<b>Name of Local Agency:</b> Norman Housing Authority		<b>Location:</b> 700 N. Berry Rd.	<b>Contract Number:</b> FW-3275	<b>Project Number:</b> OK139000001
<b>Part I - Computation of Shelter Rent Charged.</b>				
1. Tenant Rental Revenue (FDS Line 703)		\$		362,553.29
2. Tenant Revenue Other (FDS Line 704)				
3. Total Rental Charged (Lines 1 & 2)		\$		362,553.29
4. Utilities Expense (FDS Line 931 - 939)		\$		107,686.79
5. Shelter Rent Charged (Line 3 minus Line 4)		\$		254,866.50
<b>Part II - Computation of Shelter Rent Collected.</b> (To be completed only if Cooperation Agreement provides for Payment of PILOT on basis of Shelter Rent Collected.)				
1. Shelter Rent Charged (Line 5 of Part I, above)		\$		254,866.50
2. Add: Accounts Receivable - Tenants (FDS Lines 126, 126.1, & 126.2) at beginning of fiscal year				
3. Less: Tenant Bad Debt Expense (FDS Line 964)				
4. Less: Accounts Receivable - Tenants (FDS Lines 126, 126.1, & 126.2) at end of fiscal year				
5. Shelter Rent Collected (Line 1 plus Line 2 minus Lines 3 & 4)		\$		254,866.50
<b>Part III - Computation of Approximate Full Real Property Taxes.</b>				
(1) Taxing Districts	(2) Assessable Value	(3) Tax Rate	(4) Approximate Full Real Property Taxes	
<b>Total</b>				
<b>Part IV - Limitation Based on Annual Contribution.</b> (To be completed if Cooperation Agreement limits PILOT to an amount by which real property taxes exceed 20% of annual contribution.)				
1. Approximate full real property taxes				
2. Accruing annual contribution for all projects under the contract				
3. Prorata share of accruing annual contribution*				
4. 20% of accruing annual contribution (20% of Line 3)				
5. Approximate full real property taxes less 20% of accruing annual contribution (Line 1 minus Line 4, if Line exceeds Line 1, enter zero)				
<b>Part V - Payments in Lieu of Taxes</b>				
1. 10% of shelter rent (10% of Line 5 of Part I or 10% of Line 5 of Part II, whichever is applicable)**				
2. Payments in Lieu of Taxes (If Part IV is not applicable, enter the amount shown on Line 1, above, or the total in Part III, whichever is the lower. If Part IV is applicable, enter the amount shown on Line 1, above, or the amount shown on Line 5 of Part IV, whichever is lower.)				
$25,486.65 \div 2 = 12,743.325$ $12,744.00 \quad 12,743.33 / 12,743.32$				
* Same as Line 2 if the statement includes all projects under the Annual Contributions Contract. If this statement does not include all projects under the Annual Contributions Contract, enter prorata share based upon the development cost of each project.				
** If the percentage specified in the Cooperation Agreement or the Annual Contributions Contract with HUD is lower, such lower percentage shall be used.				
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).				
<b>Prepared by:</b>		<b>Approved By:</b>		
Name: Urlaub & Co., PLLC		Name:		
Title:		Title:		
Date: 6/30/13		Date:		