

SOUTH BEND HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

August 23, 2022

Transforming Communities



HASB MISSION

IT IS THE MISSION OF THE HOUSING AUTHORITY OF SOUTH BEND (HASB) TO PROVIDE SAFE AND AFFORDABLE HOUSING ASSISTANCE TO INDIVIDUALS AND FAMILIES IN A MANNER THAT IS RESPECTFUL, PROFESSIONAL AND SERVICE- ORIENTED. THE HASB IS COMMITTED TO MAXIMIZE ITS EXISTING RESOURCES AND WORK IN PARTNERSHIP WITH THE COMMUNITY TO ASSIST RESIDENTS IN REACHING INDIVIDUAL AND FAMILY GOALS, INCLUDING THOSE OF SELF-SUFFICIENCY, THROUGH EDUCATION, INCREASING EMPLOYMENT AND HOMEOWNERSHIP OPPORTUNITIES.



BOARD OF COMMISSIONERS MEETING

August 23, 2022

TABLE OF CONTENTS

ROLL CALL

MEETING MINUTES

PUBLIC COMMENT

NEW BUSINESS: None

EXECUTIVE DIRECTORS REPORT:

- RESIDENT INITIATIVES
- ADMINISTRATION
- ASSET MANAGEMENT (Public Housing and Housing Choice Voucher)
- FINANCE

BOARD MEMBERS COMMENTS

BOARD CHAIR CLOSING REMARKS

MEETING ADJOURNED

**THE HOUSING AUTHORITY OF THE
CITY OF SOUTH BEND, INDIANA**

REGULAR BOARD MEETING MINUTES

501 Alonzo Watson Drive

South Bend In 46601

July 26th, 2022 @ 9 a.m.

CALL TO ORDER:

Commissioner Calvin called the meeting to order 9:00 a.m.

ROLL CALL:

Commissioner Virginia Calvin, Commissioner Stephen Luecke, Commissioner Roland Chamblee; Commissioner Steve Camilleri; Commissioner Judd McNally (all via zoom)

HASB STAFF:

Dr. Catherine Lamberg, Executive Director; Andy Delaney, CFO; Ms. Lori Wallace, Director of HCV; Mrs. Deborah Mobley, Director of Public Housing; Ms. Pamela Rogers, Administrative Assistant to Executive Director/Board Secretary

OTHERS:

NONE

PUBLIC COMMENTS:

Commissioner Calvin stated that we will postpone any vote until next month in order to follow the guidelines for the city.

Dr Lamberg stated this will be an abbreviated meeting and we have no resolutions to bring before the board. She checked with the Attorney and conferred that because we are doing a zoom and to make sure we comply and that's why we will table any votes and we will raise that for the next board meeting where we will vote on the June and July minutes. And we will be back in person the next meeting. We had a surge of Covid among the staff and wanted to take precautionary measures and do all we can to clean and disinfect the office.

Resident Initiative:

Dr Lamberg said this is the last week that we are partnership with the South Bend School corporation for the summer meals program. We had great participation at two of our sites (Harbor Homes and Edison) with the children and the summer meals. We now find them in the morning waiting on the doors to open. Along with the summer meals we have coupled this with programing from both Take Ten and Gentlemen and Scholars. They come to our community center for a meal, and we keep them engaged with various type of programing. Unfortunately, this is the last week for meals, and we will continue the programming until school starts around august 11th, 2022.

Commissioner Chamblee asked about how long are the kids involved in the programming

Dr. Lambers said the day starts at 9:00 am through the course of the day a snack and the summer meal and it ends about 2 pm (Monday through Thursday at Harbor homes and Edison) and then on Friday morning Gentleman and Scholars are at Edison from 9 to 11 am.

FSS Program

Hud is coming out with new guidance for the program, and therefore putting on hold, effective July 1, they cannot add any new enrollments, so the report you see is the increase in program participants from June and unfortunately next month you won't see any new reports because we are waiting on HUD as they revamp the program. Last month we enrolled 5 additional Sectional 8 participants and 3 additional Public Housing participants in reaching all of the goals.

LOW INCOME PUBLIC HOUSING (LIPH)

Dr. Lamberg stated the wait list for May 2022 was 1323 and for June it was 1243, we have been actively pulling people from the wait list for the variously vacancies to fill. Rent collection is still at 100% and we are working on our Vacated Accounts. And we have gone from 8 days to 7 days for unit turnaround time. We have a total of 338 of which 34 are in the hands of contractors. Some of those units are being turned by maintenance (3). The number of work orders has gone up a bit from 243 to 246. TARS is still over 100%. We are still working with our residents and offering repayment agreement and they are making payment in order to avoid eviction for nonpayment. We are close to closing out our 2019 capital funds. We will be drawing on the 2021 capital funding. The 2021 shortfall funding continue to work at the South Bend Avenue site.

HOUSING CHOICER VOUCHER PROGRAM (HCVP)

Ms. Wallace stated for June we served 2074 households. Wait list decreased to 3,270 down from 3699 for the previous month. 152 vouchers on the street looking. Completed 32 new move in and 4 new ports in along with 16 ends of participation (EOP). We completed 232 annual inspection and 146 re-inspections along with 72 abatements and 6 emergency special inspections.

FINANCE

Mr. Delaney stated there is not anything new going on at 3-month left in the year. And things are trending in correct direction. In dealing with the Amps, they are basically the same as it has been over the past few months. Rental income is a bit higher because more tenants are working, and other income is based on two insurance check we received. Administrative salaries had to change to compare to salaries. Payroll expenses are budgeted per AMP but the actual payroll expense goes through COCC. Maintenance fees are more expensive but that is because more work is being done in the units. We have higher utilities charges because for the vacant units the Housing Authority pays the utilities. We drew down money in February and March to cover additional expenses. Audit expenses are higher because we are paying for the Audit from last year.

Commissioner Luecke asked when rental income is up because our tenants are earning more money is that additional money to us or is there a corresponding drop in the federal subsidy.

Mr. Delaney said that it was additional dollars to us.

Dr. Lamberg said as an update to our development activities, Rabbi Shulman redevelopment, we are working on a couple of grants (the Ready grant and the CDBG Grant through the city) we are proposing a one 4 story elevator building of 100 units of elderly housing. 90 one bedrooms and 10 two bedrooms and it will be a mix of tax credits and private base vouchers.

Commissioner McNally didn't have any questions

Commissioner Camilleri said he wanted to ad appreciation and gratitude to the team and good health to all.

Commissioner Chamblee no comment or question

Commissioner Luecke want to thank Catherine for her extraordinary work with the development team. Those projects are very complex to put together and at one point it looked like we were not going to move forward but wanted to thank Catherine and her team for finding the path

Commissioner Calvin said she wanted to see the demolition start, that she was looking forward to it. She wanted to commend the staff for keeping the rent at 100% or more

Next meeting will be Tuesday August 23rd, 2022

Executive Directors Report

- I. RESIDENT INITIATIVES Summary
- II. ADMINISTRATION Summary
- III. LOW INCOME PUBLIC HOUSING Summary
- IV. HOUSING CHOICE VOUCHER PROGRAM Summary
- V. FINANCE REPORT Summary

Human Resource Report

August 2022

Day- to – Day

Continuation of the day-to-day operations to ensure process and procedures in the Human Resource department is running smoothly.

Benefits

With constant monitoring and updating to the benefits process, we have made changes to coincide with the brokers that support the Housing Authority employees. We have focused on ensuring our employees are aware of the benefits that are available in all areas including the 457B and the 401A via Fidelity.

Staffing

There were two new hires in the maintenance department. (J. Spader & D. Bianco)

Training

During the month of July into August, the HASB staff benefitted from a Technical Assistant Award from HUD to CVR for training in the areas of Finance, Capitol Funding and Public Housing Management. The PH Management Training was inclusive of an end of training exam and all of our Property Managers and Assistant Property Managers completed the training and passed the exam with near perfect score. This was an excellent opportunity to increase the internal capacity and knowledge base of the staff.

Resident Initiatives

Resident Services has been busy with our summer youth programming where we partnered with the South Bend School Corporation to provide the summer meals and youth educational programming. Summer meals have been provided at both the Edison Apartments and Harbor Homes development. Programming has been provided at both Harbor Homes and Edison Apartments.

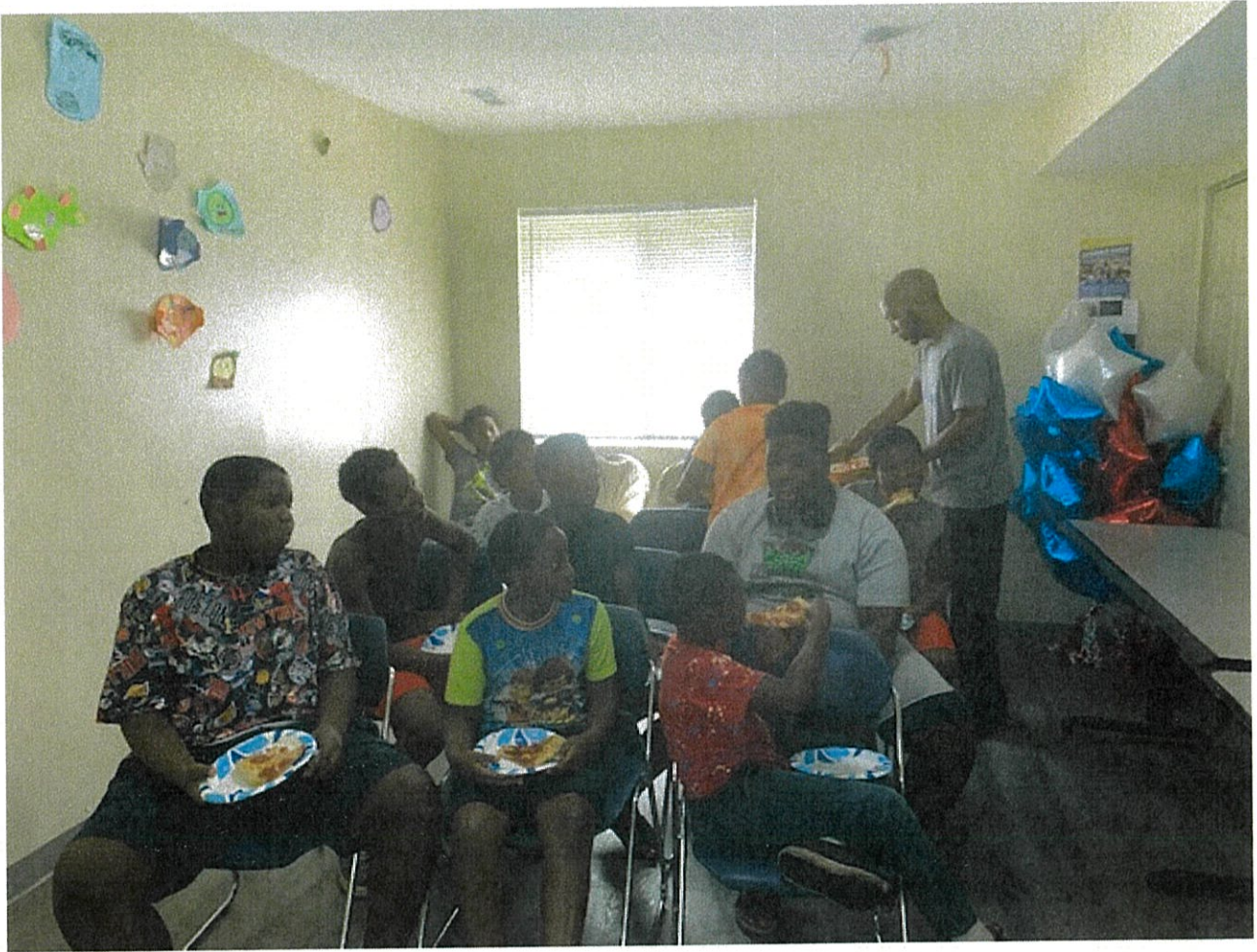
The Community Center Open House at Harbor Homes on July 28th was an incredible success. We provided a DJ for fun and dance, a bounce house, cotton candy, snow cones, hotdogs, and drinks. Through donations secured from community partners and HASB Staff, we gave away a total of 50 backpacks filled with school supplies.

HAI Group: 2022 Fire Safety Contest for National Prevention Week October 9-15th. Will be offering times at the Community Centers for all children can come to participate in the Coloring Contest to win 1st place \$50, 2ND Place \$30, and 3rd place: \$20.

The **HASB** partnered with **Purdue University** to conduct a pest study for roaches in the units. This study has been on-going for the past 38 weeks and during the study period, sticky pads and glue traps were used as well as a monthly spray treatment of new advanced chemicals being tested.

Study Results

Week	average # of roaches on the traps
0	1194
1	519
2 -4	519
5-6	319
7	228
10	107
14	66
18	19
22	13
26	12
30	4
34	4-6
38	6 (95% decrease)



FSS Program

The Family Self Sufficiency Program (FSS) promotes the development of local strategies to coordinate public and private resources that help housing choice voucher program participants and public housing tenants obtain employment that will enable participating families to achieve economic independence.

	Number FSS Participants enrolled	HCV Program Participants	LIPH Program Participants	Number with Escrow Accounts	Total Amount of Escrow Accounts
January 2022	36	31	5	22	\$54,302.86
February 2022	36	31	5	22	\$57,107.86
March 2022	47	39	8	22	\$50,472.86
April 2022	52	42	10	21	\$46,270.86
May 2022	59	46	13	20	\$42,487.86
June 2022	67	51	16	19	\$43,442.86
July 2022	69	53	16	19	\$43,596.86
August 2022					

- Four FSS participants completed a 10-week zoom Financial Literacy Class presented by Lake City Bank.
- Larry King, WorkOne, One-Stop Operator Region 2, has committed to partnering with HASB. They will have a representative on-site at Harbor Homes weekly to assist residents with finding employment.
- Anthony Douglas, Teacher’s Credit Union, Community Development Officer, has committed to assisting FSS participants with credit repair counseling after completing the Financial Literacy Class.

LOW INCOME PUBLIC HOUSING (LIPH)

	June 2022	July 2022
Waiting List	1243	1200
Occupancy Rate		74%
Rent Collection (TARs)		
Unit Turnaround Time (Days)	8	8

AMP	Property	Total Units	Units Occupied	Units Vacant	Units under Vacancy Reduction Program with a Contractor
1	Monroe Circle	92	34	58	0 Section 18 Application
	Laurel Court	42	38	4	4
	Harbor Homes	54	41	13	0
2	Rabbi Shulman/628	127	0	127	0 Section 18 Application
	West Scott /501	127	92	35 (8 in closed wing)	21
	Quads	52	50	2	2
3	South Bend Avenue	18	15	3	3
	Edison Gardens	19	15	4	1
	Twyckenham	18	13	5	1
	Scattered Sites 09	46	29	17	8
	Scattered Sites 10	62	33	29	15
4	LaSalle Landing	24	19	5	2
	Scattered Sites 12	40	27	13	3
	Scattered Sites 17	57	38	19	5
	Scattered Sites 18	27	18	9	0
TOTAL		807	463	343-58-127-8=150	65

Property	Workorders		Emergency		Routine	
	June	July	June	July	June	July
Monroe Circle	0	0	13	9		
Plaza Apts.	0	0	0	0		
Laurel Court	0	0	21	16		
Lasalle Landing	0	0	21	20		
South Bend Avenue	0	0	12	11		
Westcott Apts.	1	0	54	40		
Harbor Homes	0	0	26	25		
Scattered Sites (IN15-09)	1	0	14	10		
Scattered Duplexes (10)	0	0	14	5		
Edison Gardens	0	0	15	14		
Twyckenham	0	0	16	10		
Scattered Sites (IN15-12)	0	0	10	9		
Acquisition Scattered Sites (IN15-17)	0	0	20	4		
Scattered Sites (IN15-18)	0	0	10	7		
Totals	1	0	246	180		

Tenant Account Receivables (TARS / rent collection)		
Property	June 2022	July 2022
Monroe Circle	114%	177%
Plaza Apts.	0	0
Laurel Court	111%	178%
Lasalle Landing	100%	113%
South Bend Avenue	100%	100%
Westcott Apts.	103%	103%
Harbor Homes	102%	118%
Scattered Sites (IN15-09)	100%	102%
Scattered Duplexes (IN15-10)	102%	103%
Edison Gardens	100%	100%
Twyckenham	103%	100%
Scattered Sites (IN15-12)	120%	109%
Acquisition Scattered Sites (IN15-17)	120%	113%
Scattered Sites (IN15-18)	103%	102%

Capital Fund Expenditures

Grant Year	Awarded	Expended	Remaining Balance	Action taken
2019	2,073,517.00	2,047,808.39	25,708.61	Contract Vacant Unit Turns
2020	2,227,822.00	2,162,822.00	65,000.00	Vacancy Reduction Program
2021	2,312,670.00	770,936.99	1,541,733.01	Development Vacancy Reduction
2021 (PH Short Fall)	1,137,402.00	467,122.37	670,279.63 first allocation = 0 Second allocation 302,227.63 Third allocation 368,052.00	South Bend Avenue/ Vacancy Reduction Planning
2022	2,830,526.00	0.00	2,830,526.00	Demolition
Total	10,581,937.00	5,292,129.25	5,133,247.25	

HOUSING CHOICE VOUCHER PROGRAM (HCVP)

HCVP Summary							
	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022
Households Served	2054	2037	2061	2072	2077	2074	2071
Reporting Rate	94%	99%	99%	99%	100%	100%	100%
Annual Re-Exams Completed	296	289	261	210	168	163	136
HQS Inspections Completed	303	301	351	368	362	469	442
Waiting List	159	4871	4485	3994	3699	3,270	2,810

Housing Choice Voucher Summary							
	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022
Vouchers Issued on the Street	178	211	228	221	194	152	152
Request for Tenancy Approval (RFTA)	61	67	54	41	54	46	43
New Move In/Change of unit/Port In	53/30/1	40/16/0	78/25/1	59/14/2	36/18/1	32/13/4	20/6/2
Interim Change	94	89	95	119	98	112	100
Annual Change	296	289	261	210	168	163	136
End of Participation (EOP)	24	40	20	19	19	16	23

Housing Quality Inspections Summary

	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022
Annual Inspections	127/104 Re-inspections	152/58 Re-inspections	192/68 Re-inspections	143/111 Re-inspections	187/89 Re-inspections	232/146 Re-inspections	178/151 Re-inspections
Initial Inspections	48/8 Re-inspections	66/10 Re-inspections	63/13 Re-inspections	56/26 Re-inspections	69/15 Re-inspections	53/22 Re-inspections	48/14 Re-inspections
Final Failed Inspections	79	41	76	85	83	70	56
Abatements	18	25	31	34	46	72	64
Emergency Special Inspections	1	3	0	2	1	6	2
Missed Inspections	15	17	48	32	69	84	67
Quality Control (QC) Inspections	0	0	0	16	18	13	11



July 26, 2022, Financial Report
For the August 23, 2022, Board Meeting

Prepared for the Executive Director
And The Board of Commissioners

Summary

- The compilation is done by amp; therefore, the budget to actual is prepared by amp.
- A PUM page has been added so that the ability to evaluate costs by line can be done.
- A shortfall funding budget was added to separate out the actual maintenance costs that were performed at AMP 3 with the funding.
- The HUD OMB and proration interim rate was 95%. It increased to 104%.
- The administration funding proration settled for 85% at CY21 vs 79% for prior year.
- Maintenance costs are higher than budgeted for all AMPs.
 - We are doing more unit turns than in the past and requiring additional contractors.
 - Utilities are higher across all programs due to more consumption and higher costs. For example, gas costs have increased. We are also experiencing more vacancies, for those apartments we pay the utilities.
- The revenue in AMP 2 includes an additional draw of \$150,000 for operations from the 2021 Capital fund money.
- COCC other income includes (2) \$45,000 installments of a \$90,000 grant from Community Based Organization.
- COCC other income is higher than budget due to insurance dividends of approximately \$37,000.
- HCVP administrative expenses are higher due to the outsourcing of HCV inspections.
- AMP 1 other income is higher than budget because we received a check for \$69,998 for a claim.
- Other variances will be discussed in more detail at the board meeting.

BANK BALANCE PER BANK STATEMENT

BANK	ACCT #	DESCRIPTION	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
1ST SOURCE	2249	AMP 1	\$163,267	\$240,548	\$249,499	\$194,194	\$212,377	\$239,576	\$313,127	\$306,380	\$352,417	\$389,621		
1ST SOURCE	1310	AMP2	\$174,151	\$143,781	\$67,917	\$4,179	\$68,847	\$128,277	\$121,508	\$144,301	\$161,104	\$237,362		
1ST SOURCE	1302	AMP3	\$62,987	\$57,960	\$17,039	\$21,007	\$110,378	\$91,063	\$123,906	\$137,934	\$168,660	\$150,259		
1ST SOURCE	1294	AMP 4	\$160,948	\$184,017	\$172,905	\$176,831	\$202,276	\$198,090	\$205,061	\$225,017	\$244,506	\$287,006		
1ST SOURCE	1328	CCOC	\$169,549	\$161,239	\$136,936	\$121,537	\$331,214	\$303,458	\$356,895	\$335,135	\$288,194	\$291,155		
1ST SOURCE	2264	SEC DEPOSITS	\$115,780	\$115,780	\$115,780	\$115,780	\$115,780	\$115,780	\$115,780	\$115,780	\$115,780	\$115,780		
1ST SOURCE	2256	AMP CAPEX	\$38,332	\$38,332	\$38,332	\$38,332	\$38,332	\$82,260	\$77,610	\$74,331	\$60,676	\$94,401		
1ST SOURCE	2272	NNRO	\$119,653	\$119,653	\$119,653	\$119,653	\$119,653	\$119,653	\$119,653	\$119,653	\$119,653	\$119,653		
1ST SOURCE	1256	GENERAL FUND	\$191,783	\$37,667	\$108,346	\$286,350	\$160,903	\$224,073	\$131,179	\$26,823	\$163,252	\$204,658		
1ST SOURCE	2280	SEC 8 ADM	\$603,712	\$595,326	\$516,681	\$414,768	\$387,143	\$452,532	\$481,212	\$557,619	\$530,057	\$568,273		
1ST SOURCE	6024	SEC 8 HAP	\$294,017	\$383,037	\$399,232	\$485,749	\$441,918	\$314,414	\$216,447	\$156,852	\$123,265	\$39,973		
KEY	5143	FSS ESCROW HAP	\$105,856	\$95,294	\$85,688	\$85,688	\$54,306	\$0	\$0	\$0	\$0	\$0		
Centier	7537	FSS ESCROW PHA			\$1,482	\$1,482	\$1,482	\$1,482	\$1,482	\$1,482	\$1,482	\$1,482		
Centier	5942	FSS ESCROW HAP			\$47,284	\$48,980	\$48,997	\$41,014	\$41,970	\$41,014	\$41,970	\$41,970		
		TOTAL CASH PER BANK	\$2,200,035	\$2,172,635	\$2,028,007	\$2,064,066	\$2,243,126	\$2,317,942	\$2,312,840	\$2,250,304	\$2,370,060	\$2,541,593	\$0	\$0

South Bend LIPH
 FY 2022
 October 1, 2021-September 30, 2022

PUM ANALYSIS FOR AMPS

UML ACC units	Description	60%		48%		62%		69%	
		Amp 1 July ytd Actuals	113 188 AMP 1 PUM	Amp 2 July ytd Actuals	147 306 AMP 2 PUM	Amp 3 July ytd Actuals	101 163 AMP 3 PUM	Amp 4 July ytd Actuals	102 148 AMP 4 PUM
Revenue									
	Rental Income	243,507	215.49	415,321	282.53	299,130	296.17	289,887	284.20
	Other Tenant Income	10,129	8.96	9,520	6.48	22,455	22.23	9,311	9.13
	Other Income	95,894	84.86	2,056	1.40	29,459	29.17	38,020	37.27
	Fraud Income								
	Grant Income								
	Operating Subsidy	845,593	748.31	779,936	530.57	535,047	529.75	455,310	446.38
	Shortfall funding					-	-		
	HAP Subsidy					-	-		
	Admin Fee Income								
	Port VASH (HAP)								
	Port VASH (Admin Fee)								
	Capital Fund Management Fee (1410)								
	Capital Fund Ops Transfer (1406)	6,150	5.44	260,338	177.10	97,352	96.39	4,800	4.71
	Bookkeeping Fee								
	Management Fee								
	Total Revenue	1,201,273	1,063.07	1,467,171	998.08	983,443	973.71	797,328	781.69
Expenses									
	Administrative Salaries	107,964	95.54	86,309	58.71	81,792	80.98	51,119	50.12
	Office Expense	16,414	14.53	33,823	23.01	15,981	15.82	14,642	14.35
	Other Administrative Expense	3,772	3.34	3,127	2.13	3,103	3.07	1,289	1.26
	Legal Expense	10,554	9.34	18,281	12.44	1,455	1.44	11,326	11.10
	Audit Expense	8,727	7.72	14,651	9.97	7,656	7.58	6,733	6.60
	Advertising								
	Travel and Training	169	0.15	-	-				
	Bookkeeping Exp	9,888	8.75	11,443	7.78	8,858	8.77	8,417	8.25
	Asset Management Expense	18,800	16.64	-	-	16,500		14,600	
	Management Fee Exp	84,710	74.96	98,025	66.68	75,882	75.13	72,107	70.69
	Total Admin Expenses	260,998	230.97	265,659	180.72	211,227	209.14	180,233	176.70
Resident Services									
	Resident Services Salaries								
	Benefits								
	Total Resident Services								
Utility									
	Water	47,518	42.05	81,167	55.22	49,861	49.37	22,838	22.39
	Electric	8,614	7.62	121,089	82.37	19,035	18.85	33,140	32.49
	Gas	19,652	17.39	39,914	27.15	23,933	23.70	21,570	21.15
	Total Utility	75,784	67.07	242,170	164.74	92,829	91.91	77,548	76.03
Maintenance									
	Maintenance Wages	157,130	139.05	113,890	77.48	128,928	127.65	74,041	72.59
	Maintenance Materials	100,746	89.16	136,566	92.90	107,341	106.28	64,715	70.50
	Maintenance Contracts	171,898	152.12	212,879	144.82	101,542	100.54	104,561	102.51
	Total Maintenance	429,774	380.33	463,335	315.19	337,811	334.47	243,317	238.55
	Security Contracts/Costs	214	0.19	37,544	25.54	189	0.19	237	0.23
	Insurance Costs	73,284	64.85	141,315	96.13	81,275	80.47	79,061	77.51
	Employee Benefits	82,341	72.87	72,767	49.50	60,883	60.28	22,418	21.98
	Bad Debt	-	-	-	-	-	-	-	-
	Vash Port (HAP) Expense								
	HAP Expense								
	FSS Expense								
	Other General Expense								
	Total Other Expense	155,839	137.91	251,626	171.17	142,347	140.94	101,716	99.72
	Net Income Before Depreciation +/-	278,878	246.79	244,381	166.25	199,229	197.26	194,514	190.70
	Depreciation	220,917	195.50	143,277	97.47	97,417	96.45	140,250	137.50
	Net Income After Depreciation +/-	57,961	51.29	101,104	68.78	101,812	100.80	54,264	53.20

South Bend LIPH
 FY 2022
 October 1, 2021-September 30, 2022

AMP 1

UML
 ACC units

Description	FYE 22 Budget	July ytd Actuals	July ytd Budget	% of Budget
Revenue				
Rental Income	223,344	243,507	186,120	131%
Other Tenant Income	5,567	10,129	4,639	218%
Other Income	133	95,894	111	86521%
Fraud Income				
Grant Income				
Operating Subsidy	921,725	845,593	768,104	110%
HAP Subsidy				
Admin Fee Income				
Port VASH (HAP)				
Port VASH (Admin Fee)				
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)	126,024	6,150	105,020	6%
Bookkeeping Fee				
Management Fee				
Total Revenue	1,276,793	1,201,273	1,063,994	113%
Expenses				
Administrative Salaries	97,273	107,964	81,061	133%
Office Expense	19,053	16,414	15,878	103%
Other Administrative Expense	35,208	3,772	29,340	13%
Legal Expense	12,119	10,554	10,099	105%
Audit Expense	6,814	8,727	5,678	154%
Advertising	-	-	-	-
Travel and Training	-	169	-	0%
Bookkeeping Exp	15,228	9,888	12,690	78%
Asset Management Expense		18,800		
Management Fee Exp	131,468	84,710	109,557	77%
Total Admin Expenses	317,163	261,000	264,303	99%
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services	-	-	-	-
Utility				
Water	29,746	47,518	24,788	192%
Electric	8,686	8,614	7,238	119%
Gas	14,946	19,652	12,455	158%
Total Utility	53,377	75,785	44,481	170%
Maintenance				
Maintenance Wages	187,599	157,130	156,333	101%
Maintenance Materials	76,823	100,746	64,019	157%
Maintenance Contracts	142,474	171,898	118,728	145%
Total Maintenance	406,896	429,773	339,080	127%
Security Contracts/Costs	9,000	214	7,500	3%
Insurance Costs	89,797	73,284	74,831	98%
Employee Benefits	91,031	82,341	75,859	109%
Bad Debt	11,167	-	9,306	0%
Vash Port (HAP) Expense	-	-	-	-
HAP Expense	-	-	-	-
FSS Expense	-	-	-	-
Other General Expense	-	-	-	-
Total Other Expense	200,995	155,839	167,496	93%
Net Income Before Depreciation +/-	298,361	278,876	248,635	112%
Depreciation	265,100	220,917	220,917	100%
Net Income After Depreciation +/-	33,261	57,959	27,718	209%

South Bend LIPH
 FY 2022
 October 1, 2021-September 30, 2022

AMP 2

UML
 ACC units

Description	FYE 22 Budget	July ytd Actuals	July ytd Budget	% of Budget
Revenue				
Rental Income	449,064	415,321	374,220	111%
Other Tenant Income	2,446	9,520	2,038	467%
Other Income	554	2,056	462	445%
Fraud Income				
Grant Income				
Operating Subsidy	735,124	779,936	612,603	127%
HAP Subsidy				
Admin Fee Income				
Port VASH (HAP)				
Port VASH (Admin Fee)				
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)	126,694	260,338	105,578	247%
Bookkeeping Fee				
Management Fee				
Total Revenue	1,313,882	1,467,171	1,094,902	134%
Expenses				
Administrative Salaries	98,897	86,309	82,414	105%
Office Expense	35,459	33,823	29,549	114%
Other Administrative Expense	39,156	3,127	32,630	10%
Legal Expense	33,059	18,281	27,549	66%
Audit Expense	11,452	14,651	9,543	154%
Advertising	-	-	-	
Travel and Training	-	-	-	
Bookkeeping Exp	15,309	11,443	12,758	90%
Asset Management Expense	-	-	-	0%
Management Fee Exp	132,168	98,025	110,140	89%
Total Admin Expenses	365,500	265,659	304,583	87%
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services	-	-	-	-
Utility				
Water	88,973	81,167	74,144	109%
Electric	95,440	121,089	79,533	152%
Gas	28,560	39,914	23,800	168%
Total Utility	212,972	242,169	177,477	136%
Maintenance				
Maintenance Wages	149,719	113,890	124,766	91%
Maintenance Materials	76,752	136,566	63,960	214%
Maintenance Contracts	191,135	212,879	159,279	134%
Total Maintenance	417,606	463,335	348,005	133%
Security Contracts/Costs	27,000	37,544	22,500	167%
Insurance Costs	181,724	141,315	151,437	93%
Employee Benefits	79,884	72,767	66,570	109%
Bad Debt	22,453	-	18,711	0%
Vash Port (HAP) Expense	-	-	-	
HAP Expense	-	-	-	
FSS Expense	-	-	-	
Other General Expense	-	-	-	
Total Other Expense	311,061	251,626	259,218	97%
Net Income Before Depreciation +(-)	6,743	244,381	5,619	4349%
Depreciation	171,900	143,277	143,250	100%
Net Income After Depreciation +/(-)	(165,157)	101,104	(137,631)	-73%

South Bend LIPH
 FY 2022
 October 1, 2021-September 30, 2022

AMP 3

UML
 ACC units

Description	FYE 22 Budget	July ytd Actuals	July ytd Budget	% of Budget
Revenue				
Rental Income	329,670	299,130	274,725	109%
Other Tenant Income	5,113	22,455	4,261	527%
Other Income	240	29,459	200	14729%
Fraud Income				
Grant Income				
Operating Subsidy	464,424	535,047	387,020	138%
Shortfall funding		-		
HAP Subsidy				
Admin Fee Income				
Port VASH (HAP)				
Port VASH (Admin Fee)				
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)	110,606	97,352	92,172	106%
Bookkeeping Fee				
Management Fee				
Total Revenue	910,053	983,442	758,378	130%
Expenses				
Administrative Salaries	97,683	81,792	81,403	100%
Office Expense	12,709	15,981	10,591	151%
Other Administrative Expense	29,290	3,103	24,408	13%
Legal Expense	3,866	1,455	3,222	45%
Audit Expense	5,980	7,656	4,983	154%
Advertising	-	-	-	
Travel and Training	-	-	-	
Bookkeeping Exp	13,365	8,858	11,138	80%
Asset Management Expense		16,500		
Management Fee Exp	115,385	75,882	96,154	79%
Total Admin Expenses	278,278	211,227	231,898	91%
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services	-	-	-	-
Utility				
Water	39,849	49,861	33,207	150%
Electric	14,340	19,035	11,950	159%
Gas	12,646	23,933	10,539	227%
Total Utility	66,835	92,829	55,696	167%
Maintenance				
Maintenance Wages	134,434	128,928	112,028	115%
Maintenance Materials	47,809	107,341	39,841	269%
Maintenance Contracts	163,622	101,542	136,352	74%
Total Maintenance	345,865	337,811	288,221	117%
Security Contracts/Costs	-	189	-	0%
Insurance Costs	104,647	81,275	87,206	93%
Employee Benefits	74,811	60,883	62,343	98%
Bad Debt	16,484	-	13,737	0%
Vash Port (HAP) Expense	-	-	-	
HAP Expense	-	-	-	
FSS Expense	-	-	-	
Other General Expense	-	-	-	
Total Other Expense	195,942	142,346	163,285	87%
Net Income Before Depreciation +(-)	23,133	199,230	19,277	1033%
Depreciation	116,900	97,417	97,417	100%
Net Income After Depreciation +/(-)	(93,767)	101,813	(78,139)	-130%

South Bend LIPH
 FY 2022
 October 1, 2021-September 30, 2022

AMP 4

UML
 ACC units

Description	FYE 22 Budget	July ytd Actuals	July ytd Budget	% of Budget
Revenue				
Rental Income	359,640	289,887	299,700	97%
Other Tenant Income	9,026	9,311	7,522	124%
Other Income	1,173	38,020	978	3889%
Fraud Income				
Grant Income				
Operating Subsidy	313,313	455,310	261,094	174%
Shortfall funding				
HAP Subsidy				
Admin Fee Income				
Port VASH (HAP)				
Port VASH (Admin Fee)				
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)	99,210	4,800	82,675	6%
Bookkeeping Fee				
Management Fee				
Total Revenue	782,362	797,327	651,968	122%
Expenses				
Administrative Salaries	97,683	51,119	81,403	63%
Office Expense	14,366	14,642	11,972	122%
Other Administrative Expense	19,795	1,289	16,496	8%
Legal Expense	5,183	11,326	4,319	262%
Audit Expense	5,254	6,733	4,378	154%
Advertising	-	-	-	-
Travel and Training	-	-	-	-
Bookkeeping Exp	11,988	8,417	9,990	84%
Asset Management Expense		14,600		
Management Fee Exp	103,496	72,107	86,247	84%
Total Admin Expenses	257,765	180,233	214,804	84%
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services	-	-	-	-
Utility				
Water	20,583	22,838	17,152	133%
Electric	34,731	33,140	28,943	115%
Gas	16,135	21,570	13,446	160%
Total Utility	71,449	77,548	59,540	130%
Maintenance				
Maintenance Wages	67,978	74,041	56,648	131%
Maintenance Materials	52,049	64,715	43,374	149%
Maintenance Contracts	114,148	104,561	95,123	110%
Total Maintenance	234,175	243,317	195,146	125%
Security Contracts/Costs	-	237	-	0%
Insurance Costs	98,482	79,061	82,068	96%
Employee Benefits	54,378	22,418	45,315	49%
Bad Debt	17,982	-	14,985	0%
Vash Port (HAP) Expense	-	-	-	-
HAP Expense	-	-	-	-
FSS Expense	-	-	-	-
Other General Expense	-	-	-	-
Total Other Expense	170,842	101,715	142,368	71%
Net Income Before Depreciation +/-	48,131	194,515	40,110	485%
Depreciation	168,300	140,250	140,250	100%
Net Income After Depreciation +/-	(120,169)	54,265	(100,140)	-54%

South Bend FSS
 FY 2022
 October 1, 2021-September 30, 2022

SHORTFALL FUNDING
 AMP 3

Description	FYE 22 Budget	July ytd Actuals	July ytd Budget	% of Budget
Revenue				
Rental Income				
Other Tenant Income				
Other Income				
Fraud Income				
Grant Income	769,349	467,121	641,124	73%
Operating Subsidy				
HAP Subsidy				
Admin Fee Income				
Port VASH (HAP)				
Port VASH (Admin Fee)				
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)				
Bookkeeping Fee				
Management Fee				
Total Revenue	769,349	467,121	641,124	73%
Expenses				
Administrative Salaries				
Office Expense				
Other Administrative Expense				
Legal Expense				
Audit Expense				
Advertising				
Travel and Training				
Bookkeeping Exp				
Management Fee Exp				
Total Admin Expenses	-	-	-	-
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services	-	-	-	-
Utility				
Water				
Electric				
Gas				
Total Utility	-	-	-	-
Maintenance				
Maintenance Wages				
Maintenance Materials				
Maintenance Contracts	769,349	467,121	641,124	73%
Total Maintenance	769,349	467,121	641,124	73%
Security Contracts/Costs				
Insurance Costs				
Employee Benefits				
Bad Debt				
Vash Port (HAP) Expense				
HAP Expense				
FSS Expense				
Other General Expense				
Total Other Expense	-	-	-	-
Net Income Before Depreciation +(-)	-	-	-	0%
Depreciation				
Net Income After Depreciation +/-	-	-	-	-

South Bend HCVP
 FY 2022
 October 1, 2021-September 30, 2022

HCVP HAP

Description	FYE 22 Budget	July ytd Actuals	July ytd Budget	% of Budget
Revenue				
Rental Income				
Other Tenant Income				
Other Income	-	43,876	-	0%
Fraud Income	4,800	27,271	4,000	682%
Grant Income				
Operating Subsidy				
HAP Subsidy	14,049,280	11,966,781	11,707,733	102%
Admin Fee Income				
Port VASH (HAP)				
Port VASH (Admin Fee)				
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)				
Bookkeeping Fee				
Management Fee				
Total Revenue	14,054,080	12,037,928	11,711,733	103%
Expenses				
Administrative Salaries				
Office Expense				
Other Administrative Expense				
Legal Expense				
Audit Expense				
Advertising				
HCV Inspections				
Travel and Training				
Bookkeeping Exp				
Management Fee Exp				
Total Admin Expenses	-			
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services	-			
Utility				
Water				
Electric				
Gas				
Total Utility	-			
Maintenance				
Maintenance Wages				
Maintenance Materials				
Maintenance Contracts				
Total Maintenance	-			
Security Contracts/Costs				
Insurance Costs				
Employee Benefits				
Bad Debt				
Vash Port (HAP) Expense				
HAP Expense	14,000,440	12,326,775	11,667,033	106%
FSS Expense	53,640	52,570	44,700	118%
Port Out Admin				
Other General Expense				
Total Other Expense	14,054,080	12,379,345	11,711,733	106%
Net Income Before Depreciation +/-	-	(341,417)	-	
Depreciation	-	-	-	
Net Income After Depreciation +/-	-	(341,417)	-	

South Bend HCVP
 FY 2022
 October 1, 2021-September 30, 2022

HCVP ADMIN

Description	FYE 22 Budget	July ytd Actuals	July ytd Budget	% of Budget
Revenue				
Rental Income				
Other Tenant Income				
Other Income	-	25,532	-	0%
Fraud Income	4,800	27,271	4,000	682%
Grant Income				
Operating Subsidy				
HAP Subsidy				
Admin Fee Income	1,163,607	1,050,345	969,673	108%
Port VASH (HAP)	386,432	496,790	322,027	154%
Port VASH (Admin Fee)	33,306	41,829	27,755	151%
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)				
Bookkeeping Fee				
Management Fee				
Total Revenue	1,588,145	1,641,768	1,323,454	124%
Expenses				
Administrative Salaries	327,333	314,404	272,778	115%
Office Expense	48,475	48,740	40,396	121%
Other Administrative Expense	13,990	3,023	11,658	26%
Legal Expense	20,299		16,916	0%
Audit Expense	8,000	11,794	6,667	177%
Advertising	-		-	
HCV Inspections		79,131	-	
Travel and Training	10,000	4,365	8,333	52%
Bookkeeping Exp	182,970	149,625	152,475	98%
Management Fee Exp	292,752	239,400	243,960	98%
Total Admin Expenses	903,819	850,483	753,183	113%
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services				
Utility				
Water				
Electric				
Gas				
Total Utility				
Maintenance				
Maintenance Wages				
Maintenance Materials				
Maintenance Contracts				
Total Maintenance				
Security Contracts/Costs				
Insurance Costs	103,571	89,048	86,309	103%
Employee Benefits	100,642	110,171	83,868	131%
Bad Debt	-		-	
Vash Port (HAP) Expense	386,432	496,790	322,027	154%
HAP Expense	-		-	
FSS Expense	-		-	
Port Out Admin	-	8,760	-	
Other General Expense	-		-	
Total Other Expense	590,645	704,770	492,204	143%
Net Income Before Depreciation +/-	93,681	86,514	78,067	111%
Depreciation	15,900	13,250	13,250	100%
Net Income After Depreciation +/-	77,781	73,264	64,817	113%

South Bend FSS
 FY 2022
 October 1, 2021-September 30, 2022

GRANTS (FSS)

Description	FYE 22 Budget	July ytd Actuals	July ytd Budget	% of Budget
Revenue				
Rental Income				
Other Tenant Income				
Other Income				
Fraud Income				
Grant Income	78,495	55,370	65,413	85%
Operating Subsidy				
HAP Subsidy				
Admin Fee Income				
Port VASH (HAP)				
Port VASH (Admin Fee)				
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)				
Bookkeeping Fee				
Management Fee				
Total Revenue	78,495	55,370	65,413	85%
Expenses				
Administrative Salaries				
Office Expense				
Other Administrative Expense				
Legal Expense				
Audit Expense				
Advertising				
Travel and Training				
Bookkeeping Exp				
Management Fee Exp				
Total Admin Expenses	-	-	-	
Resident Services				
Resident Services Salaries	54,947	43,302	45,789	95%
Benefits	23,549	12,069	19,624	62%
Total Resident Services	78,495	55,370	65,413	85%
Utility				
Water				
Electric				
Gas				
Total Utility	-	-	-	
Maintenance				
Maintenance Wages				
Maintenance Materials				
Maintenance Contracts				
Total Maintenance	-	-	-	
Security Contracts/Costs				
Insurance Costs				
Employee Benefits				
Bad Debt				
Vash Port (HAP) Expense				
HAP Expense				
FSS Expense				
Other General Expense				
Total Other Expense	-	-	-	
Net Income Before Depreciation +/-	-	-	-	
Depreciation				
Net Income After Depreciation +/-	-	-	-	

South Bend COCC
 FY 2022
 October 1, 2021-September 30, 2022

COCC

Description	FYE 22 Budget	July ytd Actuals	July ytd Budget	% of Budget
Revenue				
Rental Income	-	-	-	
Other Tenant Income	-	-	-	
Other Income	10,000	150,727	8,333	1809%
Fraud Income	-	-	-	
Grant Income	-	-	-	
Operating Subsidy	-	-	-	
HAP Subsidy	-	-	-	
Admin Fee Income	-	-	-	
Port VASH (HAP)	-	-	-	
Port VASH (Admin Fee)	-	-	-	
Capital Fund Management Fee (1410)	231,267	192,723	192,723	100%
Capital Fund Ops Transfer (1406)	-	-	-	
Asset Management Fee	-	49,900	-	0%
Bookkeeping Fee	238,860	188,231	199,050	95%
Management Fee	775,269	570,124	646,058	88%
Total Revenue	1,255,396	1,151,704	1,046,163	110%
Expenses				
Administrative Salaries	616,480	599,675	513,733	117%
Office Expense	99,211	81,067	82,676	98%
Other Administrative Expense	115,625	26,093	96,354	27%
Legal Expense	13,398	11,877	11,165	106%
Audit Expense	2,500	3,919	2,083	188%
Advertising	3,945	298	3,288	9%
Travel and Training	4,326	-	3,605	0%
Bookkeeping Exp	-	-	-	
Management Fee Exp	-	-	-	
Total Admin Expenses	855,485	722,928	712,904	101%
Resident Services				
Resident Services Salaries	-	-	-	
Benefits	-	-	-	
Other Resident Services	-	26,494	-	
Total Resident Services	-	26,494	-	
Utility				
Water	-	-	-	
Electric	-	496	-	
Gas	-	-	-	
Total Utility	-	496	-	
Maintenance				
Maintenance Wages	-	-	-	
Maintenance Materials	-	3,000	-	
Maintenance Contracts	-	2,804	-	
Total Maintenance	-	5,804	-	
Other Expense				
Security Contracts/Costs	-	-	-	
Insurance Costs	81,857	63,606	68,214	93%
Employee Benefits	189,543	125,196	157,953	79%
Bad Debt	-	-	-	
Vash Port (HAP) Expense	-	-	-	
HAP Expense	-	-	-	
FSS Expense	-	-	-	
Other General Expense	-	12,000	-	
Total Other Expense	271,400	200,801	226,167	89%
Net Income Before Depreciation +/-	128,511	195,181	107,093	182%
Depreciation	7,700	6,417	6,417	100%
Net Income After Depreciation +/-	120,811	188,764	100,676	187%

South Bend Annual Operating Budget
 FY 2022 October 1, 2021-September 30, 2022

Description	AMP1	AMP2	AMP3	AMP4	Tier 1 shortfall funds	Total AMPs	COCC	HCVP HAP	HCVP Ops	Total HCVP	Safety & Security Grant		Elimination	Primary Government
											Grants (FSS)	Grant		
Maintenance														
-Maintenance Wages	187,599	149,719	134,434	67,978		539,730								539,730
-Maintenance Materials	76,823	76,752	47,809	52,049		253,433								253,433
-Maintenance Contracts	142,474	191,135	163,622	114,148	401,297	1,012,676						103,461		1,116,137
Total Maintenance	406,896	417,606	345,865	234,175	401,297	1,805,839						103,461		1,909,300
Security Contracts/Costs														
Insurance Costs	9,000	27,000				36,000								36,000
Employee Benefits	89,797	181,724	104,647	98,482		474,650	81,857		103,571	103,571				660,078
Ward Debt	91,031	79,884	74,811	54,378		300,104	189,543		100,642	100,642				590,289
Vasn. Part (HAP) Expense	11,167	22,453	16,484	17,982		68,086			386,432	386,432				68,086
HAP Expense								14,000,440		14,000,440				14,000,440
FSS Expense								53,640		53,640				53,640
Other General Expense														
Total Other Expense	200,995	311,061	195,942	170,842		878,840	271,400	14,054,080	590,645	14,644,725				15,799,366
Net Income Before Depreciation +/-	298,361	6,743	23,133	48,131		376,368	128,511		93,681	93,681				598,559
Depreciation	265,100	171,900	116,900	168,300		722,200	7,700		15,900	15,900				745,800
Net Income After Depreciation +/-	33,261	(165,157)	(93,767)	(120,169)		(345,832)	120,811		77,781	77,781				(147,241)

Development Activities

RABBI SHULMAN REDEVELOPMENT

The South Bend – Elkhart Regional Development Authority (RDA) and the South Bend – Elkhart Regional Partnership released the Quality of Place Capital Projects Award Request for Proposal (RFP) for the South Bend – Elkhart region’s Regional Economic Acceleration and Development Initiative (READI) award. The applications were due on Monday August 15th, 2022, and the HASB submitted our application for the READI Grant in advance of this due date to support our redevelopment of the Rabbi Shulman Development.

Announcements regarding awards will be made in mid-September and we are very hopeful to be selected for this funding opportunity.

Work continues with our Development partner to complete the necessary assessments for the demolition of the Rabbi Shulman Building. On August 2, 2022, we held a kick off meeting with a locally selected contractor (Abonmarche) and the City of South Bend to pull together the plans for demolition.

Their project scope includes the following:

- Demolition of Rabbi Shulman Apt.
- Building / Site / Utility Removal
- Design Development Plans
- Construction Document Design
- Revisions and Approvals
- RFP and Award Process
- Construction Administration/ Inspection

We have a scheduled follow up meeting on Wednesday August 24th, 2022

I have also asked Abonmarche to provide me with a quote to expand the demolition to be inclusive of the Monroe Circle Unit. I am waiting on the receipt of this quote.

We have been approved for our TPVs from HUD; however, I have not yet received the allocation. Individual family relocation discussions will begin with the Monroe Circle remaining residents the week of August 29th, 2022.