

SOUTH BEND HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

September 27, 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

September 27, 2022

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

REGULAR BOARD MEETING MINUTES

501 Alonzo Watson Drive

South Bend In 46601

August 23rd, 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 McNally

HASB STAFF:

Dr. Catherine Lamberg, Ms. Lori Wallace, Director of HCV; Mrs. Deborah Mobley, Director of Public Housing; Mr. Chris Truex, Director of IT; Mr. Brian Hueni, Finance; Ms. Pamela Rogers, Administrative Assistant to Executive Director/Board Secretary

OTHERS:

Attorney J. Harris Jr

OLD BUSINESS:

Commissioner Luecke moved to approval of Minutes from the June 28, 2022, and July 26th, 2022, board of commission meetings. Commissioner Calamari second the motion. The vote was as following

Commissioner Luecke	AYE
Commissioner Camilleri	AYE
Commissioner McNally	AYE
Commissioner Calvin	AYE

Commissioner Calvin noted and certified that the commissioners also met in executive session on July 20th, 2022, and that nothing was discussed during that meeting other than the topic including on the posted and advertised noticed of the meeting that is required under Indiana code 5.14.1.561 all call for the approval of the executive session minutes.

Commissioner Luecke moved for approval and Commissioner Calamari second the motion.

PUBLIC COMMENTS:

None

NEW BUSINESS:

Resolution No 22-4399

RESOLUTION NO. 22-4399

Commissioner Luecke stated that when we hired Dr. Lamberg to lead the Housing Authority of South Bend, we knew that there was some significant work that needed to be done to our properties, but we didn't know how significant it was. We have entered into significant extra work, to develop, repair and replace existing units. This is work really over and above the standard work for an Executive Director of a Housing Authority, so we have been in discussions with Dr. Lamberg about providing some additional incentive pay for her for bringing a new and replacement unit online to bring our Housing sock up to where it should be. We have researched and discovered that this is happening in many Housing Authorities across the country and believe what we are proposing is a fair compensation for the additional work and the expertise that Dr. Lamberg bring to our Housing Authority to allow us to replace Rabbi Shulman and eventually move beyond that and upgrade other units of the Housing Authority. I move that we approve resolution 22-4399.

Commissioner Calvin advised the motion is on the floor do we have a 2nd.
Commissioner Camilleri seconded the motion. The vote went as following

Commissioner Luecke	AYE
Commissioner Chamblee	AYE
Commissioner Camilleri	AYE
Commissioner McNally	AYE
Commissioner Calvin	AYE

Commissioner Luecke noted is what the resolution does is authorizes the chair to sign an agreement for additional compensation for development work with the Executive Director.

DEPARTMENT REPORTS:

Resident Initiative:

Dr. Lamberg continued with we had a great summer with resident services at the community centers at Harbor Homes, Edison, and LaSalle Landing. We participated with the school corporation to do the summer meals program and followed up with additional programing at the locations. At Harbor homes we had an after-school programs to engage in educational programming along with the summer programing. We also want to share with you the information from the study that was done by Purdue University. We partnered with them for several months pertaining to advance pest control techniques at the 51 building. They isolated a number of units, and you will see on the chart on page 10 the significant reduction we had with the success of services they provided in those particular units. We coupled the study with tenant

education to make sure that the tenant is doing their part to help eradicate the issues of the infestation that we have. While they have a test group, we still have regular pest control with Orkin for the remainder of the building. That also allow us to have the success that we have gained. This along with education of the residents, housekeeping classes, increased maintenance and regular unit inspections this has helped to see progress of a long-term problem.

Administration Report:

Human Resources & IT

Pamela said basically the Day-to-Day operations to make sure that all of our employees are prepared. We are preparing for open enrollment as far as benefits goes. Open enrollment will start either September or October. We have two new employees, and we will have ongoing training as we see necessary.

Dr Lamberg stated that the local HUD office provided the Housing Authority with some technical systems. And they came in and did training in finance, capital funds and housing management. Under the housing management training an exam and I proud to say that Mrs. Mobley and all of her staff passed the exam with flying colors and received certifications for improved techniques. The minimum passing score was 70 and our staff passed with near perfect scores across the board.

Mrs. Mobley added that it was wonderful training and glad that the staff had an opportunity to have the training.

FSS:

The Family Self Sufficiency program on page 9 in July we have 69 participants in the program. Currently FSS program is going through a transition in HUD and temporary put a hold on us enrolling new participants. Katherina and I are working on developing a new FSS plan, so we are in the processing of completing the new program in according to the new requirements.

LOW INCOME PUBLIC HOUSING (LIPH)

Mrs. Mobley states that we are working on our wait list. We have brought it done to around 1200 with an occupancy rate of 74%. She went over the chart that is on page 10 showing the breakdown of the items.

Dr Lamberg wanted to say that at Monroe Circle we did receive approval for Tenant protection voucher to relocate those residents out. At harbor homes we have boilers and wanted to do a boiler conversion. We had planned on converting the boilers in that development to furnace however it proved to be too costly, so we are having a contractor go out and look at the units and do all necessary repairs to make sure all units have heat. In Westcott while we are working on the entire building the plumbing issue is the most significant. The plumbing system is failing throughout the entire building; we are working with a plumber to address the issued as we can, but all the pipes in the building is damaged. We have brought in contractors to clean out the

pipes, but it is on a case-by-case basis to see what we can do, but the entire building need a lot of repairs.

Commissioner McNally acknowledged that the units are not livable and very little we can do to combat that. And because it is not livable it is not much we can do.

Commissioner Chamblee asked if the problem is both supply and drainage?

Dr. Lamberg stated we brought in a commercial plumber and cleaned it out as much as we could without fear of collapsing of the lines. We did a lot of resident education asking them to stop pouring grease in the sink which is clogging up the lines as well. Many of the pipes has build up corrosion because of the hard water.

Mrs. Mobley continued with page 11 stating that we are bringing our work order down. The maintenance men our out there and repairing the units. In rent collection we are still over 100% by having more tenants on repayment agreements.

Dr. Lamberg said on page 14 the majority of the capital fund is going toward our vacancy reduction program and we do have some capital funding going toward some funding of Rabbi Shulman and Monroe Circle.

HOUSING CHOICE VOUCHER PROGRAM (HCVP)

Ms. Wallace stated on page 13 that as of July 2022 we are serving 2071 households. And our wait list is at 2810. There are 152 vouchers issued on the street and 23 end of participation. We have 178 annual inspection,151 re-inspection, 64 abatements, 67 missed inspections and 11 quality control inspections.

FINANCE

Dr Lamberg said Brian will give the financial report. All 4 Amps rental income is up, and we have expenses is under control. Brian did the comparison of income verses budgeted income. Expenses are up because of the money spent on repairing the units. We are spending a lot of capital money trying to get the units repaired. The shortfall money is all in the South Bend Avenue area. Most of the upgrade has not been in Amp 4. We are paying all the vouchers that we get in HCV. We have increased the dollar amount that we are paying out on vouchers, and after doing that the average rent is higher, but we also see that the tenant is making more money and paying more of their portion of the rent. On the HCV admin side, the fraud income we are collecting as well as we are collecting some funds for re -inspection that are taking place.

Commissioner Luecke asked was it budgeted at full occupancy

Brian said not at 100% but close

Commissioner Luecke asked part of the increase of the rental income is because we entered into the rental agreement, how much longer will the repayment agreement will last

Dr. Lamberg said the repayment agreement last for 6-month period. They have to pay 50% of the balance they owe to the housing Authority and the remaining period is split up over 6 months. So far, we have not had any eviction for non-payment. We couple that with pulling information from a HUD system called EIV, (which show unreported income) and when that is done, we talk to them and recalculated the rent and have them to pay the amount that they should have paid and that has caused an increased in income. For HCV that is less HAP we pay and more rent under PH but a combination of improved management and educating the tenants.

DEVELOPMENT UPDATES

Dr. Lamberg said the Housing Authority partnered with the city of South Bend and sent in our application for the Ready Grant. We are waiting to see if we will be selected for that opportunity, and it should come out about mid-September. If we receive funding from that grant, it will be used for the demolition and development of Rabbi Shulman.

Commissioner Luecke said he wanted to applaud the work to get us where we are on the development side. Some real struggle and kudos to get the grant in timely and getting the city to commitment to match dollars is critical. A bright and shining light to keep up moving forward

Commissioner Chamblee stated that he is enthusiastic every time he comes in, to the staff and Catherine, he will ride the horse until the end. It is truly exciting to be a part of the process.

Commissioner Camilleri said he feel like we should continue to ask the Mayor to appointment replacements because his term ends in December, so we need to get in front of that. He stated he was excited concerning the infestation report, that was fascinating and grateful for all the work and reports that is being done

Commissioner Calvin aid the next meeting will be September 27th, 2022, at 9:00. / thanks to the staff to all they do

Commissioner Luecke moved to adjourn, and commissioner Camilleri seconded.



To: Board of Commissioners
From: Catherine Lamberg, Executive Director
Re: Approval of Resolution 22-4400 Approving the Housing Authority of the City of South Bend Fiscal Year 2023 Annual Operating Budget

This memorandum recommends that the South Bend Housing Authority Board of Commissioners approve the resolution authorizing the approval of the Annual Budget for the HASB.

BACKGROUND:

As with most other housing authorities, the majority of HASB’s operating and capital funding comes from federal dollars provided by HUD in the form of Operating Subsidies, Capital Fund grants and Housing Choice Voucher (HCV) housing assistance payments. HASB is also the beneficiary of Grant funding from the Department of HUD to Include FSS Grant funding, PH Shortfall funding and Safety and Security Grant Funding new to the HASB this year.

This budget is intended to ensure that HASB remains financially sound while delivering services according to its mission statement. FY2023 has budgeted revenues of \$23,664,974 and budgeted expenses of \$23,244,997 resulting in a balanced budget. HASB’s FY2023 budget was prepared fully compliant with HUD’s Asset Management Principles. Under Asset Management, the costs of the General Administrative Fund (Central Office Cost Center (COCC)) are paid from fees for services provided to the programs that it supports. HUD’s Assets Management rules require that each housing authority develop and maintain a system of budgeting and accounting for each project in a manner that allows for analysis of actual revenues and expenses associated with each Asset Management Project (AMP) grouping.

On Thursday September 15, 2022, the Executive Director forwarded the Annual Budget DRAFT to the Board of Commissioners for their review and comment. Additionally, the Committee Meeting held on Monday September 26, 2022, afforded the Commissioners the opportunity discuss the Budget and offer changes as needed.

RECOMMENDATION:

Accordingly, I recommend that the Board approve this resolution allowing for the approval of the Annual Operating Budget of the Housing Authority of South Bend

RESOLUTION NO. 22-4400

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SOUTH BEND, INDIANA, AUTHORIZING THE APPROVAL OF THE ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2023

WHEREAS, the Housing Authority of the City of South Bend (HASB) has prepared its Fiscal Year (FY) 2022 budget: and

WHEREAS, the HASB finds the proposed total expenditures necessary for an efficient and economical operation, the provision of resident services, and the continuation of modernization and development activities; and

WHEREAS, the projected total revenue provides sufficient funds to support the HASB's activities as follows:

- 2023 Total Budget Sources \$23,664,974
- 2023 Total Budget Uses \$23,244,997
- 2023 Net Surplus \$419,976 (before depreciation)

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of South Bend:

Section 1. The Fiscal Year 2023 Budget in the amount of \$23,664,974 is hereby approved: and

Section 2. The Executive Director or his Designee is hereby authorized and shall take such measures as may be necessary to place the FY 2023 Budget into effect.

THE HOUSING AUTHORITY OF THE CITY OF SOUTH BEND,
INDIANA BOARD OF COMMISSIONERS

BY: _____
Virginia Calvin, Chairman

BY: _____
Catherine D. Lamberg, Secretary-Treasurer

DATE APPROVED: _____



To: Board of Commissioners
From: Catherine Lamberg, Executive Director
Re: Approval of Resolution 22-4401 Approving the Housing Authority of the City of South Bend Revised FSS Action Plan

This memorandum recommends that the South Bend Housing Authority Board of Commissioners approve the resolution authorizing the approval of the Revised Family Self Sufficiency Action Plan.

BACKGROUND:

The FSS Action Plan is a required document that PHAs must submit to HUD for approval before enrollment in the program can begin. The goal of the FSS Program is to develop local strategies to coordinate the use of public and private resources and services to enable families to achieve economic independence and self-sufficiency.

On June 16, 2022, HUD required all Housing Authorities with a FSS Program to update their FSS Action Plans to reflect the new regulations, submit to HUD and be approved before you can start enrolling new participants under the new regulations.

RECOMMENDATION:

Accordingly, I recommend that the Board approve this resolution allowing for the approval of the Revised FSS Plan of the Housing Authority of South Bend

RESOLUTION NO. 22-4401

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SOUTH BEND, INDIANA, AUTHORIZING THE APPROVAL OF THE REVISED FAMILY SELF SUFFICIENCY PLAN AS REQUIRED BY THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, Section 554 of the National Affordable Housing Act mandated public housing authorities implement a Family Self Sufficiency (FSS) program; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) required each PHA to operationalize its FSS Program via an Action Plan that was submitted to HUD for approval; and

WHEREAS, the Housing Authority of the City of South Bend (HASB) has prepared its Revised Family Self-Sufficiency (FSS) Action Plan in accordance with HUD guidance: and

WHEREAS, the HASB Board of Commissioners must approve the updated FSS Action Plan prior to the Plan's submission to HUD.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of South Bend that the Revised FSS Action Plan, in compliance with HUD requirements, is hereby approved: and

The Executive Director or his Designee is hereby authorized and shall take such measures as may be necessary to place the FY 2023 Revised FSS Action Plan into effect and submit to HUD for final approval.

THE HOUSING AUTHORITY OF THE CITY OF SOUTH BEND,
INDIANA BOARD OF COMMISSIONERS

BY: _____
Virginia Calvin, Chairman

BY: _____
Catherine D. Lamberg, Secretary-Treasurer

DATE APPROVED: _____



To: Board of Commissioners

From: Catherine Lamberg, Executive Director

Re: Approval of Resolutions 22-4402

This memorandum recommends that the South Bend Housing Authority Board of Commissioners approve the resolution authorizing the reallocation of ninety (90) HUD-VASH vouchers from Indiana Housing & Community Development Authority (IHCDA) to the Housing Authority of South Bend (HASB) effective 1/1/2023.

BACKGROUND:

The Housing Authority of the City of South Bend, Indiana’s HUD-VASH program has been administered by the IHCDA historically using a portability processing into the HASB systems.

HUD PIH Notice 2022-25 Voluntary Reallocation or Recapture of HUD-VASH allows the HASB to request VAMC approval to move the administration of the vouchers to the HASB to better service area Veterans. The HASB has secured VAMC approval to request reallocation of the vouchers. The reasoning for the reallocation is because there are a large number of veteran families moving under portability between PHAs and moving the vouchers could substantially ease administrative burden.

In 2021, the HASB conducted an extensive reconciliation of the billing for VASH vouchers from 2016 to current. The result of the reconciliation showed that IHCDA owed ~\$986,000 in HAP and ~\$80,000 in Administrative fees from 2016 – 2021. IHCDA has agreed to pay most of the back due billing October 2022. By reallocating the HUD-VASH vouchers, the HASB will not find itself in this position again.

RECOMMENDATION:

Accordingly, I recommend that the Board approve this resolution allowing the Executive Director to move forward with the reallocation request to HUD for ninety (90) HUD-VASH vouchers from IHCDA.

RESOLUTION NO. 22-4402

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SOUTH BEND, INDIANA, APPROVING THE RECEIPT OF VASH VOUCHERS TRANSFERRED FROM IHCDA TO THE HASB

WHEREAS, HUD PIH Notice 2022-25 allows for the Voluntary Reallocation or Recapture of HUD-VASH voucher; and,

WHEREAS, the Housing Authority of South Bend, in partnership with the Veterans Administration and the Indiana Housing & Community Development Authority have agreed to the transfer of VASH Vouchers supporting veterans affordable housing in South Bend; and,

WHEREAS, the Housing Authority of the City of South Bend (HASB) has proven itself capable of administering the VASH program,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of South Bend that the Executive Director is authorized to request of HUD the transfer of 90 VASH Vouchers transferred from the IHCDA to the HASB to better service area Veterans.

THE HOUSING AUTHORITY OF THE CITY OF SOUTH BEND,
INDIANA BOARD OF COMMISSIONERS

BY: _____
Virginia Calvin, Chairman

BY: _____
Catherine D. Lamberg, Secretary-Treasurer

DATE APPROVED: _____

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

CREATING OPPORTUNITIES FOR FAMILIES THROUGH RESIDENT SERVICES:

Currently, the HASB offers an after-school reading enrichment program at our community centers located at Harber Homes, LaSalle Landing and Edison Apartments.

Kids need support to succeed in school and in life, which is why we have offered an after-school program to help with homework, anti-bullying education, leadership classes, sports activities, and much more!

The After School program is a reading enrichment program designed specifically for our kids, post pandemic, to assist in getting them “caught up” where learning had decreased associated with pandemic virtual learning. Our reading enrichment after school program increases young people’s motivation to read and builds their literacy skills. At the same time, it develops core values of helpfulness, fairness, personal responsibility, and respect for others.

Our assessment reflected that the following challenges were faced by our residents:

- Parents work after school, leaving children with little supervision or support
- Limited educational support for students who may be struggling
- Limited after school enrichment opportunities.

With these struggles in mind, we designed the afterschool reading program to address:

Homework assistance

Tutoring

Evidence Based Reading Programs

Bolstering self-esteem

**Gentlemen and Scholars Inc. and
Beacon Community Impact Presents**

FALL HOMEWORK / TUTORING ASSISTANCE

In partnership with South Bend Housing Authority

FREE FOR ALL KIDS!! **OPEN ENROLLMENT NOW** **#SCHOLAR UP**

FOR MORE INFORMATION: WILLIAM DOUGLAS 574-367-1576

Skills Focused On
✓ Homework Assistance
✓ Tutoring Assistance

Lasalle Landing Community Center
Tuesday 4-5:30pm
Harbor Homes Community Center
Monday & Thursday 4-5:30pm

HOUSING AUTHORITY OF SOUTH BEND BEACON HEALTH SYSTEM

Administration

Human Resources

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. I have spoken to Horton (who is the broker for The Housing Authority) and we have derived at having open enrollment for the employees in October. This will allow employees to review their options and have them in place for January 2023.

Staffing

There were no new hires for our staff last month. We continue to make sure our staffing is up to par for the needs of the Agency.

Continue to work with the Executive Director to outreach to Insurance Companies to assess the property and liability insurance for competitive quotes.

IT — The HASB recently completed a System Penetration Test that identified any weaknesses and mitigations in our systems. The pentest was launched on August 31, 2022.

The pentest did not discover any critical impacts in the target network.

The pentest identified low degrees of risk within the target network, including zero confirmed weaknesses and 1 potential weakness. Risks allow an attacker to steal data, disrupt operations, and cause financial or reputational loss.

This was an important exercise, and we are please with the overall outcome and identification of the 1 weakness that is being addresses.

The full report has been provided.



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	68	52	16	19	\$33,995.86

Board Report September 2022

- FSS graduated one participant. The participant is planning to use escrow disbursement of \$10,358.00 to complete yoga classes, become a Yoga Instructor, and open a dance studio.
- FSS Coordinator attended a FAQs “Office Hours #2” webinar. The webinar covered FSS Action Plan revisions, NEW Final Rule, and general FSS Policy questions.
- FSS has one new Program Coordinating Committee Member, Rhonda Newbill-Douglas, Hoosier Initiative Re-Entry Program Coordinator Region 3, Indiana Department of Correction.



LOW INCOME PUBLIC HOUSING (LIPH)

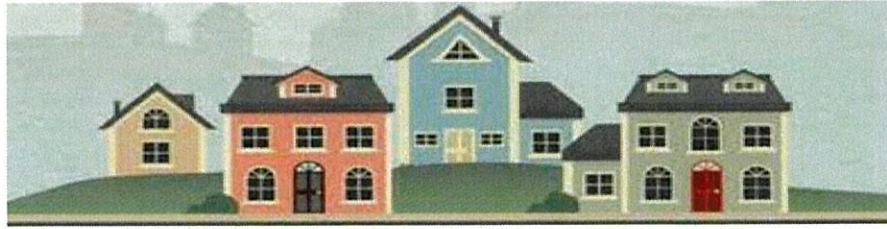
	June 2022	July 2022	August 2022
Waiting List	1243	1247	1176
Occupancy Rate (non-Section 18 units)	78%	74%	78%
Rent Collection (TARs)	100%	100%	90%
Monthly PIC Submission	93.71%	93.97%	95.36%

AMP	Property	Total Units	Units Occupied	Units Vacant	Units under Vacancy Reduction Program with a Contractor
1	Monroe Circle	92	26	66	Section 18 Application
	Laurel Court	42	35	7	2
	Harbor Homes	54	43	11	1
2	Rabbi Shulman/628	127	0	127	Section 18 Application
	West Scott /501	127	89	38	31 units ready to lease but have Plumbing issues
	Quads	52	50	2	2
3	South Bend Avenue	20	16	4	2
	Edison Gardens	19	16	3	1
	Twyckenham	18	15	3	1
	Scattered Sites 09	47	29	18	5
	Scattered Sites 10	66	35	31	20
4	LaSalle Landing	24	21	3	2
	Scattered Sites 12	44	31	13	5
	Scattered Sites 17	50	37	13	0
	Scattered Sites 18	31	21	10	0
TOTAL		813	464	349-66-127=156	41

Workorders	Emergency			Routine		
	Property	June	July	August	June	July
Monroe Circle	0	0	0	13	9	6
Plaza Apts.	0	0	0	0	0	0
Laurel Court	0	0	0	21	16	30
Lasalle Landing	0	0	0	21	20	20
South Bend Avenue	0	0	0	12	11	30
Westcott Apts.	1	0	1	54	40	57
Harbor Homes	0	0	0	26	25	27
Scattered Sites (IN15-09)	1	0	0	14	10	9
Scattered Duplexes (10)	0	0	0	14	5	24
Edison Gardens	0	0	0	15	14	16
Twyckenham	0	0	0	16	10	19
Scattered Sites (IN15-12)	0	0	0	10	9	19
Acquisition Scattered Sites (IN15-17)	0	0	0	20	4	15
Scattered Sites (IN15-18)	0	0	0	10	7	8
Totals	1	0	1	246	180	280

- ✓ The PH Program continues to pull from our Waiting list providing for new admissions
- ✓ The Public Housing Waiting list remains open for 3- and 4-bedroom applicants

Capital Fund Expenditures				
Grant Year	Awarded	Expended	Remaining Balance	Action taken
2019	2,073,517.00	2,048,258.39	25,258.61	Contract Vacant Unit Turns
2020	2,227,822.00	2,162,822.00	65,000.00	Vacancy Reduction Program
2021	2,312,670.00	948,258.81	1,364,411.19	Development
2021 (PH Short Fall)	1,137,402.00	573,222.70	564,179.30 first allocation = 0 Second allocation 196,127.30 Third allocation 368,052.00	Vacancy Reduction South Bend Avenue/ Vacancy Reduction Planning
2022	2,830,526.00	0.00	2,830,526.00	RS Demolition
Total	10,581,937.00	5,732,561.90	4,849,375.10	



HOUSING CHOICE VOUCHER PROGRAM (HCVP)

HCVP Summary

	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022
Households Served	2054	2037	2061	2072	2077	2074	2071	2075
Reporting Rate	94%	99%	99%	99%	100%	100%	100%	2491.57 %
Annual Re-Exams Completed	296	289	261	210	168	163	136	233
HQS Inspections Completed	303	301	351	368	362	469	442	448
Waiting List	159	4871	4485	3994	3699	3,270	2,810	2,491

Housing Choice Voucher Summary

	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022
Vouchers Issued on the Street	178	211	228	221	194	152	152	190
Request for Tenancy Approval (RFTA)	61	67	54	41	54	46	43	54
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	28/11/2
Interim Change	94	89	95	119	98	112	100	77
Annual Change	296	289	261	210	168	163	136	233
End of Participation (EOP)	24	40	20	19	19	16	23	18

Housing Quality Inspections Summary								
	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 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	200/138 Re-inspections
Initial Inspections	48/8 Re-Inspections	66/10 Re-Inspections	63/13 Re-Inspections	56/26 Re-inspection s	69/15 Re-inspection s	53/22 Re-inspection s	48/14 Re-inspection s	56/13 Re-inspection s
Final Failed Inspections	79	41	76	85	83	70	56	76
Abatement s	18	25	31	34	46	72	64	58
Emergency Special Inspections	1	3	0	2	1	6	2	3
Missed Inspections	15	17	48	32	69	84	67	72
Quality Control (QC) Inspections	0	0	0	16	18	13	11	12

- ✓ The HCVP is in discussion with the Veterans Administration and the IHCD to transfer the Veterans Assisted Supportive Housing (VASH) vouchers to HASB and move away from these vouchers being Ports.
- ✓ HUD has announced its FY 2023 Fair Market Rents for the South Bend – Mishawaka, IN HUD Metro FMR Area. The HASB has updated our payment standards which will go into effect October 1, 2022, for new participants.

The payment standard is the maximum the HASB will pay for the utility allowance(s) **plus** the contract rent

HASB Payment Standards – Effective 10/1/2022

Unit Size	Payment Standard
0	\$ 906
1	\$ 1,107
2	\$ 1,318
3	\$ 1,676
4	\$ 1,771
5	\$ 2,037



August 27, 2022, Financial Report
For the September 27, 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	\$368,115	
1ST SOURCE	1310	AMP2	\$174,151	\$143,781	\$67,917	\$4,179	\$68,847	\$128,277	\$121,508	\$144,301	\$161,104	\$237,362	\$174,237	
1ST SOURCE	1302	AMP3	\$62,987	\$57,960	\$17,039	\$21,007	\$110,378	\$91,063	\$123,906	\$137,934	\$168,660	\$150,259	\$100,403	
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	\$261,763	
1ST SOURCE	1328	CCOC	\$169,549	\$161,239	\$136,936	\$121,537	\$331,214	\$303,458	\$356,895	\$335,135	\$288,194	\$291,155	\$278,940	
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	\$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	\$80,537	
1ST SOURCE	2272	NNRO	\$119,653	\$119,653	\$119,653	\$119,653	\$119,653	\$119,653	\$119,653	\$119,653	\$119,653	\$119,653	\$119,683	
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	\$167,382	
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	\$573,439	
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	\$102,184	
KEY	5143	FSS ESCROW HAP	\$105,856	\$95,294	\$85,688	\$85,688	\$54,306	\$0	\$0	\$0	\$0	\$0	\$0	
Centier	7537	FSS ESCROW PHA			\$1,482			\$1,482	\$1,482	\$1,482	\$1,482	\$1,482	\$1,482	
Centier	5942	FSS ESCROW HAP			\$47,284			\$48,980	\$48,980	\$48,997	\$41,014	\$41,970	\$33,249	
		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	\$2,377,195	\$0

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

PUM ANALYSIS FOR AMPS

		54%		46%		64%		69%
UML	Amp 1	102	Amp 2	142	Amp 3	104	Amp 4	102
ACC units	188	306	163	148				
	August ytd	AMP 1	August ytd	AMP 2	August ytd	AMP 3	August ytd	AMP 4
Description	Actuals	PUM	Actuals	PUM	Actuals	PUM	Actuals	PUM
Revenue								
Rental Income	265,852	237.84	466,923	298.93	326,539	285.44	324,712	289.40
Other Tenant Income	10,409	9.28	9,695	6.21	23,325	20.39	10,251	9.14
Other Income	95,894	85.47	2,056	1.32	29,459	25.75	43,020	38.34
Fraud Income								
Grant Income								
Operating Subsidy	886,135	789.78	818,271	523.86	562,264	491.49	479,534	427.39
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	5.48	260,338	166.67	97,352	85.10	4,800	4.28
Bookkeeping Fee						-		
Management Fee								
Total Revenue	1,265,440	1,127.84	1,557,282	996.98	1,038,938	908.16	862,317	768.55
Expenses								
Administrative Salaries	114,285	101.86	92,566	59.26	88,097	77.01	57,441	51.20
Office Expense	25,515	22.74	36,598	23.43	17,588	15.37	16,395	14.61
Other Administrative Expense	4,029	3.59	3,697	2.37	3,500	3.06	1,359	1.21
Legal Expense	10,554	9.41	18,406	11.78	1,455	1.27	11,326	10.09
Audit Expense	14,638	13.05	20,576	13.17	12,930	11.30	11,281	10.05
Advertising								
Travel and Training	169	0.15		-				
Bookkeeping Exp	10,686	9.52	12,439	7.96	9,599	8.39	9,175	8.18
Asset Management Expense	20,680	18.43		-	18,150		16,060	
Management Fee Exp	91,547	81.59	106,565	68.22	82,231	71.88	78,601	70.05
Total Admin Expenses	292,104	260.34	290,847	186.20	233,551	204.15	201,639	179.71
Resident Services								
Resident Services Salaries								
Benefits								
Total Resident Services								
Utility								
Water	52,794	47.05	90,372	57.86	56,941	49.77	26,000	23.17
Electric	9,426	8.40	131,946	84.47	23,045	20.14	38,173	34.02
Gas	20,582	18.34	40,893	26.18	25,135	21.97	22,540	20.09
Total Utility	82,802	73.80	263,212	168.51	105,121	91.89	86,713	77.28
Maintenance								
Maintenance Wages	164,860	146.93	123,924	79.34	144,663	126.45	86,677	77.25
Maintenance Materials	107,368	95.69	151,656	97.09	112,760	98.57	86,128	76.76
Maintenance Contracts	180,861	161.19	258,041	165.20	128,994	112.76	114,213	101.79
Total Maintenance	453,088	403.82	533,621	341.63	386,417	337.78	287,018	255.81
Security Contracts/Costs	214	0.19	49,025	31.39	189	0.16	237	0.21
Insurance Costs	79,390	70.76	154,666	99.02	88,523	77.38	85,993	76.64
Employee Benefits	86,685	77.26	77,710	49.75	67,655	59.14	25,565	22.79
Bad Debt	-	-	-	-	-	-	-	-
Vash Port (HAP) Expense								
HAP Expense								
FSS Expense								
Other General Expense								
Total Other Expense	166,289	148.21	281,400	180.15	156,366	136.68	111,795	99.64
Net Income Before Depreciation +/-)	271,157	241.67	188,203	120.49	157,483	137.66	175,152	156.11
Depreciation	243,008	216.59	157,602	100.90	107,158	93.67	154,275	137.50
Net Income After Depreciation +/-)	28,149	25.09	30,601	19.59	50,325	43.99	20,877	18.61

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

AMP 1

UML
 ACC units

Description	FYE 22 Budget	August ytd Actuals	August ytd Budget	% of Budget
Revenue				
Rental Income	223,344	266,852	204,732	130%
Other Tenant Income	5,567	10,409	5,103	204%
Other Income	133	95,894	122	78656%
Fraud Income				
Grant Income				
Operating Subsidy	921,725	886,135	844,915	105%
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	115,522	5%
Bookkeeping Fee				
Management Fee				
Total Revenue	1,276,793	1,265,440	1,170,394	108%
Expenses				
Administrative Salaries	97,273	114,285	89,167	128%
Office Expense	19,053	25,515	17,465	146%
Other Administrative Expense	35,208	4,029	32,274	12%
Legal Expense	12,119	10,554	11,109	95%
Audit Expense	6,814	14,638	6,246	234%
Advertising	-	-	-	-
Travel and Training	-	169	-	0%
Bookkeeping Exp	15,228	10,686	13,959	77%
Asset Management Expense		20,680		
Management Fee Exp	131,468	91,547	120,512	76%
Total Admin Expenses	317,163	292,104	290,733	100%
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services	-	-	-	-
Utility				
Water	29,746	52,794	27,267	194%
Electric	8,686	9,426	7,962	118%
Gas	14,946	20,582	13,701	150%
Total Utility	53,377	82,802	48,929	169%
Maintenance				
Maintenance Wages	187,599	164,860	171,966	96%
Maintenance Materials	76,823	107,368	70,421	152%
Maintenance Contracts	142,474	180,861	130,601	138%
Total Maintenance	406,896	453,088	372,988	121%
Security Contracts/Costs	9,000	214	8,250	3%
Insurance Costs	89,797	79,390	82,314	96%
Employee Benefits	91,031	86,685	83,445	104%
Bad Debt	11,167		10,236	0%
Vash Port (HAP) Expense	-		-	
HAP Expense	-		-	
FSS Expense	-		-	
Other General Expense	-		-	
Total Other Expense	200,995	166,289	184,245	90%
Net Income Before Depreciation +(-)	298,361	271,157	273,498	99%
Depreciation	265,100	243,008	243,008	100%
Net Income After Depreciation +/(-)	33,261	28,149	30,490	92%

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

AMP 2

UML
 ACC units

Description	August ytd		% of Budget
	FYE 22 Budget	Actuals	
Revenue			
Rental Income	449,064	466,923	113%
Other Tenant Income	2,446	9,695	432%
Other Income	554	2,056	405%
Fraud Income			
Grant Income			
Operating Subsidy	735,124	818,271	121%
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	224%
Bookkeeping Fee			
Management Fee			
Total Revenue	1,313,882	1,557,282	1,204,392
Expenses			
Administrative Salaries	98,897	92,566	102%
Office Expense	35,459	36,598	113%
Other Administrative Expense	39,156	3,697	10%
Legal Expense	33,059	18,406	61%
Audit Expense	11,452	20,576	196%
Advertising	-	-	-
Travel and Training	-	-	-
Bookkeeping Exp	15,309	12,439	89%
Asset Management Expense	-	-	0%
Management Fee Exp	132,168	106,565	88%
Total Admin Expenses	365,500	290,847	335,042
Resident Services			
Resident Services Salaries			
Benefits			
Total Resident Services	-		
Utility			
Water	88,973	90,372	111%
Electric	95,440	131,946	151%
Gas	28,560	40,893	156%
Total Utility	212,972	263,212	195,225
Maintenance			
Maintenance Wages	149,719	123,924	137,242
Maintenance Materials	76,752	151,656	70,356
Maintenance Contracts	191,135	258,041	175,207
Total Maintenance	417,606	533,621	382,806
Security Contracts/Costs	27,000	49,025	24,750
Insurance Costs	181,724	154,666	166,580
Employee Benefits	79,884	77,710	73,227
Bad Debt	22,453	-	20,582
Vash Port (HAP) Expense	-	-	-
HAP Expense	-	-	-
FSS Expense	-	-	-
Other General Expense	-	-	-
Total Other Expense	311,061	281,400	285,139
Net Income Before Depreciation +/-	6,743	188,203	6,181
Depreciation	171,900	157,602	157,575
Net Income After Depreciation +/-	(165,157)	30,601	(151,394)

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

AMP 3

UML
 ACC units

Description	FYE 22 Budget	August ytd Actuals	August ytd Budget	% of Budget
Revenue				
Rental Income	329,670	326,539	302,198	108%
Other Tenant Income	5,113	23,325	4,687	498%
Other Income	240	29,459	220	13390%
Fraud Income				
Grant Income				
Operating Subsidy	464,424	562,264	425,722	132%
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	101,389	96%
Bookkeeping Fee				
Management Fee				
Total Revenue	910,053	1,038,938	834,215	125%
Expenses				
Administrative Salaries	97,683	88,097	89,543	98%
Office Expense	12,709	17,588	11,650	151%
Other Administrative Expense	29,290	3,500	26,849	13%
Legal Expense	3,866	1,455	3,544	41%
Audit Expense	5,980	12,930	5,482	236%
Advertising	-	-	-	
Travel and Training	-	-	-	
Bookkeeping Exp	13,365	9,599	12,251	78%
Asset Management Expense		18,150		
Management Fee Exp	115,385	82,231	105,770	78%
Total Admin Expenses	278,278	233,551	255,088	92%
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services	-	-	-	-
Utility				
Water	39,849	56,941	36,528	156%
Electric	14,340	23,045	13,145	175%
Gas	12,646	25,135	11,593	217%
Total Utility	66,835	105,121	61,266	172%
Maintenance				
Maintenance Wages	134,434	144,663	123,231	117%
Maintenance Materials	47,809	112,760	43,825	257%
Maintenance Contracts	163,622	128,994	149,987	86%
Total Maintenance	345,865	386,417	317,043	122%
Security Contracts/Costs	-	189	-	0%
Insurance Costs	104,647	88,523	95,926	92%
Employee Benefits	74,811	67,655	68,577	99%
Bad Debt	16,484	-	15,110	0%
Vash Port (HAP) Expense	-	-	-	
HAP Expense	-	-	-	
FSS Expense	-	-	-	
Other General Expense	-	-	-	
Total Other Expense	195,942	156,366	179,614	87%
Net Income Before Depreciation +(-)	23,133	157,483	21,205	743%
Depreciation	116,900	107,158	107,158	100%
Net Income After Depreciation +/(-)	(93,767)	50,325	(85,953)	-59%

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

AMP 4

UML
 ACC units

Description	FYE 22 Budget	August ytd Actuals	August ytd Budget	% of Budget
Revenue				
Rental Income	359,640	324,712	329,670	98%
Other Tenant Income	9,026	10,251	8,274	124%
Other Income	1,173	43,020	1,075	4001%
Fraud Income				
Grant Income				
Operating Subsidy	313,313	479,534	287,204	167%
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	90,943	5%
Bookkeeping Fee				
Management Fee				
Total Revenue	782,362	862,317	717,165	120%
Expenses				
Administrative Salaries	97,683	57,441	89,543	64%
Office Expense	14,366	16,395	13,169	125%
Other Administrative Expense	19,795	1,359	18,145	7%
Legal Expense	5,183	11,326	4,751	238%
Audit Expense	5,254	11,281	4,816	234%
Advertising	-	-	-	
Travel and Training	-	-	-	
Bookkeeping Exp	11,988	9,175	10,989	83%
Asset Management Expense		16,060		
Management Fee Exp	103,496	78,601	94,871	83%
Total Admin Expenses	257,765	201,639	236,285	85%
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services	-	-	-	-
Utility				
Water	20,583	26,000	18,868	138%
Electric	34,731	38,173	31,837	120%
Gas	16,135	22,540	14,790	152%
Total Utility	71,449	86,713	65,495	132%
Maintenance				
Maintenance Wages	67,978	86,677	62,313	139%
Maintenance Materials	52,049	86,128	47,712	181%
Maintenance Contracts	114,148	114,213	104,636	109%
Total Maintenance	234,175	287,018	214,660	134%
Security Contracts/Costs	-	237	-	0%
Insurance Costs	98,482	85,993	90,275	95%
Employee Benefits	54,378	25,565	49,847	51%
Bad Debt	17,982	-	16,484	0%
Vash Port (HAP) Expense	-	-	-	
HAP Expense	-	-	-	
FSS Expense	-	-	-	
Other General Expense	-	-	-	
Total Other Expense	170,842	111,795	156,605	71%
Net Income Before Depreciation +(-)	48,131	175,152	44,120	397%
Depreciation	168,300	154,275	154,275	100%
Net Income After Depreciation +/(-)	(120,169)	20,877	(110,155)	-19%

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

SHORTFALL FUNDING
 AMP 3

Description	FYE 22 Budget	August ytd Actuals	August ytd Budget	% of Budget
Revenue				
Rental Income				
Other Tenant Income				
Other Income				
Fraud Income				
Grant Income	769,349	573,222	705,237	81%
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	573,222	705,237	81%
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	573,222	705,237	81%
Total Maintenance	769,349	573,222	641,124	89%
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 +(-)	-	-	64,112	0%
Depreciation				
Net Income After Depreciation +/(-)	-	-	64,112	

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

COCC

Description	FYE 22 Budget	August ytd Budget	August ytd Budget	% of Budget
Revenue				
Rental Income	-	-	-	
Other Tenant Income	-	-	-	
Other Income	10,000	154,755	9,167	1688%
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	211,995	211,995	100%
Capital Fund Ops Transfer (1406)	-	-	-	
Asset Management Fee	-	54,890	-	0%
Bookkeeping Fee	238,860	206,248	218,955	94%
Management Fee	775,269	621,900	710,663	88%
Total Revenue	1,255,396	1,249,787	1,150,780	109%
Expenses				
Administrative Salaries	616,480	654,881	565,107	116%
Office Expense	99,211	85,191	90,943	94%
Other Administrative Expense	115,625	30,129	105,990	28%
Legal Expense	13,398	11,877	12,282	97%
Audit Expense	2,500	14,603	2,292	637%
Advertising	3,945	298	3,616	8%
Travel and Training	4,326	4,592	3,966	116%
Bookkeeping Exp	-	-	-	
Management Fee Exp	-	-	-	
Total Admin Expenses	855,485	801,570	784,195	102%
Resident Services				
Resident Services Salaries				
Benefits				
Other Resident Services		31,578		
Total Resident Services	-	31,578		
Utility				
Water			-	
Electric		496	-	
Gas			-	
Total Utility	-	496		
Maintenance				
Maintenance Wages			-	
Maintenance Materials		3,133	-	
Maintenance Contracts		2,804	-	
Total Maintenance	-	5,937		
Other Expense				
Security Contracts/Costs			-	
Insurance Costs	81,857	69,323	75,036	92%
Employee Benefits	189,543	147,551	173,748	85%
Bad Debt	-	-	-	
Vash Port (HAP) Expense	-	-	-	
HAP Expense	-	-	-	
FSS Expense	-	-	-	
Other General Expense	-	13,200	-	
Total Other Expense	271,400	230,074	248,783	92%
Net Income Before Depreciation +/-	128,511	180,132	117,802	153%
Depreciation	7,700	7,058	7,058	100%
Net Income After Depreciation +/-	120,811	173,074	110,743	156%

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

HCVF ADMIN

Description	FYE 22 Budget	August ytd Actuals	August ytd Budget	% of Budget
Revenue				
Rental Income				
Other Tenant Income				
Other Income	-	27,032	-	0%
Fraud Income	4,800	35,223	4,400	801%
Grant Income				
Operating Subsidy				
HAP Subsidy				
Admin Fee Income	1,163,607	1,156,526	1,066,640	108%
Port VASH (HAP)	386,432	552,731	354,229	156%
Port VASH (Admin Fee)	33,306	48,036	30,530	157%
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)				
Bookkeeping Fee				
Management Fee				
Total Revenue	1,588,145	1,819,549	1,455,799	125%
Expenses				
Administrative Salaries	327,333	344,255	300,055	115%
Office Expense	48,475	50,849	44,435	114%
Other Administrative Expense	13,990	3,044	12,824	24%
Legal Expense	20,299		18,607	0%
Audit Expense	8,000	22,937	7,333	313%
Advertising	-		-	
HCV Inspections		89,562	-	
Travel and Training	10,000	4,365	9,167	48%
Bookkeeping Exp	182,970	164,348	167,723	98%
Management Fee Exp	292,752	262,956	268,356	98%
Total Admin Expenses	903,819	942,316	828,501	114%
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	97,052	94,940	102%
Employee Benefits	100,642	119,291	92,255	129%
Bad Debt	-		-	
Vash Port (HAP) Expense	386,432	552,731	354,229	156%
HAP Expense	-		-	
FSS Expense	-		-	
Port Out Admin	-	9,057	-	
Other General Expense	-		-	
Total Other Expense	590,645	778,131	541,425	144%
Net Income Before Depreciation +/(-)	93,681	99,101	85,874	115%
Depreciation	15,900	14,575	14,575	100%
Net Income After Depreciation +/(-)	77,781	84,526	71,299	119%

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

HCVP HAP

Description	FYE 22 Budget	August ytd Actuals	August ytd Budget	% of Budget
Revenue				
Rental Income				
Other Tenant Income				
Other Income	-	43,876	-	0%
Fraud Income	4,800	35,223	4,400	801%
Grant Income				
Operating Subsidy				
HAP Subsidy	14,049,280	13,352,184	12,878,507	104%
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	13,431,283	12,882,907	104%
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	13,631,462	12,833,737	106%
FSS Expense	53,640	53,327	49,170	108%
Port Out Admin				
Other General Expense				
Total Other Expense	14,054,080	13,684,789	12,882,907	106%
Net Income Before Depreciation +/-	-	(253,506)	-	
Depreciation	-	-	-	
Net Income After Depreciation +/-	-	(253,506)	-	

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

GRANTS (FSS)

Description	FYE 22 Budget	August ytd Actuals	August ytd Budget	% of Budget
Revenue				
Rental Income				
Other Tenant Income				
Other Income				
Fraud Income				
Grant Income	78,495	61,666	71,954	86%
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	61,666	71,954	86%
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	48,108	50,368	96%
Benefits	23,549	13,557	21,586	63%
Total Resident Services	78,495	61,666	71,954	86%
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 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	Grants (FSS)	Safety & Security Grant	Elimination	Primary Government
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
Bad Debt	91,031	79,884	74,811	54,378		300,104	189,543		100,642	100,642				590,289
Vash Port (HAP) Expense	11,167	22,453	16,484	17,982		68,086								68,086
HAP Expense	-	-	-	-		-		14,000,440		386,432	386,432			386,432
FSS Expense	-	-	-	-		-		53,640		53,640				14,000,440
Other General Expense	-	-	-	-		-								53,640
Total Other Expense	200,995	311,061	195,942	170,842		878,840	271,400	14,054,080	590,645	14,644,725				15,794,966
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

Proposed Housing Plan for the replacement of the Rabbi Shulman Development is attached.