

SOUTH BEND HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

February 28, 2023

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

February 28, 2023

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MEETING ADJOURNED

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

REGULAR BOARD MEETING MINUTES

501 Alonzo Watson Drive

South Bend In 46601

January 24th, 2023 @ 9 a.m.

CALL TO ORDER:

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

ROLL CALL: (All via zoom)

Commissioner Virginia Calvin, Commissioner Stephen Luecke, Commissioner Chamblee, Commissioner Daniel, Commissioner McNally.

HASB STAFF:

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

OTHERS:

Attorney J. Harris Jr

PUBLIC COMMENTS:

None

NEW BUSINESS:

Commissioner Calvin introduced the new board member, Myrnetta Daniel who gave an introduction of herself and her passion to serve, not only to the homeless community but to all.

Executive Director Report

Dr Lamberg stated she was giving a comparative report to look over the last year to see how the housing authority faired. She started with the Rabbi Shulman and Monroe Circle relocation of residents. We have all of the tenant protection vouchers from HUD and have reached out to the former residents of Rabbi Shulman to offer them another relocation option (if they have not taken a voucher already) which are those who chose to continue to move into other public housing.

Commissioner Luecke asked If they choose not to accept those, does those vouchers then go into our voucher pool or do we lose them?

Dr Lamberg said there is a certain percentage of vouchers that is considered sunset vouchers that will not be retained by the Housing Authority and those are for relocation voucher, however the majority are replacement vouchers which will stay in our program. So, we received a combination of replacement vouchers and relocation vouchers. Therefore, we will be reaching out to the old tenants that qualify.

RESIDENT INITIATIVES

Dr. Lamberg stated we have partnered with the communities. Resident services worked with **Food for the Hungry** to provide a Christmas pantry food resource that supported 153 families of the HASB and countless other residents of the general community. The food pantry was set up at LaSalle Landing on December 14 and the HASB partnered with the **City of South Bend, Good Will Industries, Gentlemen and Scholars** and **Work One** to provide food, winter coats and other needed resources. The HASB has an incredible and on-going partnership with the **Kroc Center** to provide scholarships for after school programming for the residents of Laurel Court. The **HASB** partnered with the **City of South Bend** and **Real Services** to allow resources for utility assistance to be rendered to residents of South Bend and some surrounding areas. In total, we assisted over 173 families in both Public Housing and the HCV Program to receive information and apply for utility assistance.

FSS Program Participates

Dr Lamberg stated in January 2022 we started with 36 participants enrolled and in December 2022 we ended with 65 participants. Our plan for this year is to continue to grow the program.

Administration Report

BENEFITS

Open Enrollment

We have completed the open enrollment for benefits and are in the process of implementing the updates from each broker that we partner with. The Housing Authority has changed from United Health to Anthem Blue Cross & Blue Shield. The HASB has also incorporated a “gap” incentive deductible plan to go along with the main health plan. This measure was done in order to minimize the price of providing health care to our employees, allowing for a lower deductible that employees have to pay as well as gaining better health care coverage for the employees. The changes have allowed the HASB to provider better coverage at a lesser price then last year which reflects savings for the agency. We have completed our annual employee reviews. Each department head submitted their reviews. We will continue to staff as needed. Also, we have partnered with summit insurance company whom offer the housing authority access to more than 70 training video that we will be utilizing.

Commissioner Chamblee said he knows that staffing for maintenance is ongoing, but outside of maintenance do we have to staff the same.

Pamela stated we do have to staff as needed periodically, but maintenance is the greatest need.

Dr Lamberg said we do have a couple of vacancies but not critical vacancies.

Commissioner Chamblee asked was the wages for maintenance lower than average.

Dr Lamberg said our starting salaries is very competitive with the opportunity to go up with experience, we are just not finding good qualified employees ready to do the job right away.

Commissioner Calvin said that is pretty much south bend, no matter the agency across the board. Do we have many women in maintenance?

Dr, Lamberg said yes, we do.

IT and Systems

Dr Lamberg said Chris is not here today but has been working on the implementation of the new webpage. He continues to work with HCV and PH to have a paperless process for those department which will allow us saving when we can go to electronic files.

Commissioner Luecke asked in the past we tried to go paperless, are you confident that what you are doing will be acceptable with HUD for record keeping purposes.

Dr Lamberg said yes, if an audit is done, we could always convert and print to paper.

LOW INCOME PUBLIC HOUSING (LIPH)

Mrs. Mobley showed for percentage of utilization the comparison of the year we did drop but that was still dealing with the pandemic. We have had to go through the court system to evict those tenants that haven't paid their rent and have substantial balances. We don't have as many emergency work orders, maintenance and management is getting into the units and reporting what is needed to be worked on. TARS are getting better; tenants are understanding that they must pay the rent

Commissioner McNally asked for a report that would show the percentage of rent that is past due for the current month.

Dr. Lamberg stated that those tenants that has had assistance and many agencies has helped and paid the rent in advance. We will represent the information at your request.

Commissioner Calvin said while collecting this data is good, I want to know about going paperless. This report is going to anywhere besides Indianapolis. Dr Lamberg said yes HUD does care, and they review our report, and we meet with them monthly. We are still considered a trouble agency and they haven't come out and given us a rating yet, but they do comment on the progress we have made in those meeting. We also give a copy of the report to the city of South Bend.

HOUSING CHOICE VOUCHER PROGRAM (HCVP)

In Ms. Wallace absence, Dr Lamberg HUD is transitioning from HQS for section 8 and UPCS for Public Housing to a new format called NSPIRE which is a new inspection protocol. Although HUD acknowledge it is not completer, they are still rolling it out this year, and every housing authority is subject to the new protocol of NSPIRE

Commissioner Chamblee asked are the inspection standards for PH and HCV the same as far as what they are looking for.

Dr Lamberg said no, but NSPIRE will help to bring them closer together in similar standards.

Last year the wait list was open in February and within three days we had over 5000 applicants, and it has dropped down to 296. We are in the process of reopening the wait list. But because we have been very successful in pulling people from the wait list, allowed us to open up the wait sooner than we thought we would.

Commissioner Luecke asked when the NSPIRE inspection goes into effect, do we have to go back and reinspect those units that has already been inspected.

Dr Lamberg said they rolled it out about 4 years ago as a demonstration and put housing authority on alert that it is coming. REACT will be using this standard this year, and they are very tough standards which means the very many of the Housing Authority will not pass the inspections.

Commissioner Luecke asked will the 3rd party vender get training on this new standard. Dr Lamberg said yes.

FINANCIAL REPORT

Mr. Delaney stated that normally we give you the income statement for all the programs and talk about the expense's vs the budgeted amounts but just for today we will talk a some of the accomplishments for 2022.

Successfully submitted the HASB 2022 unaudited FDS to HUD in a timely manner. The 2022 HUD FDS is currently in the review status. Successfully submitted the HASB 2021 audited FDS to HUD in a timely manner. Procured and successfully completed the 2021 independent audit. Reorganized the department and defined roles of the staff and provided training for staff in their new roles. Refined policies and procedures and presented them to the Board for adoption. We timely and successfully responded to the QAD review and are awaiting their reply. Prepared a balanced budget and submitted to the Board for Resolution timely and it was adoption.

Commissioner Calvin said last year things was done in a timely fashion, and that is an accomplishment to us.

Commissioner Luecke asked were we caught up on the QUAD reviews.

Mr. Delaney said yes, since he has been here there was two reviews, and all information has been given to them and hopefully this will be over soon.

Commissioner McNally asked when will the external auditor come and are they the same auditors. Mr. Delaney said around March 27, 2023, and yes same auditors and we should have the results as of June 30, 2023.

Development and Procurement Activities

Dr. Lamberg said we had been focusing on our vacancy reduction. We got a safety and security grant from HUD, and we were changing the locks which was sufficient from a safety perspective, and we are about 90% done. We are granted a grant for this year for carbon myxoid detectors. We continue to plan for the demolition of Monroe Circle.

BOARD COMMENTS

Commissioner Luecke said appreciate the continued work and moving forward with the CNI grant.

Commissioner Daniel said she was glad to be a part of the process in helping the community.

Commissioner Chamblee agreed.

Commissioner Calvin also said she agreed.

Pamela said next meeting will be February 28th, 2023.

Executive Directors Report

- I. RESIDENT INITIATIVES
- II. FAMILY SELF SUFFICIENCY
- III. ADMINISTRATION
- IV. LOW INCOME PUBLIC HOUSING
- V. HOUSING CHOICE VOUCHER PROGRAM
- VI. FINANCE REPORT

CREATING OPPORTUNITIES FOR FAMILIES THROUGH RESIDENT SERVICES

We have continued our After School programming at the Community Centers at LaSalle Landing and Harbor Homes.

The School of Life Skills program being offered is designed to work with our residents to assist them in “getting caught up” following the remote learning experienced through the Pandemic.

This program is offering tutoring for all subjects, homework assistance, Public Speaking, issues addressing bullying awareness etc.

We currently have 32 children participating in the after school programs at both sites.

Additionally, the HASB has covered 10% of the tuition for 9 children from Laurel Court to attend after school programming at the KROC Center.

We have planned events for the Seniors in the upcoming Months from information on services from Walgreen’s mini clinics, who will be sponsoring our Bingo Tuesday’s. And information services from the Tobacco Education Coordinator from the Community Health and Wellbeing and Tobacco Initiatives



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 2023	63	49	14	31	\$49,396.86
February 2023					
March 2023					
April 2023					
May 2023					
June 2023					
July 2023					
August 2023					
September 2023					
October 2023					
November 2023					
December 2023					

***December 2022 (balance \$46,448.86)**

Board Report February 2023

- The Housing Authority of South Bend held its quarterly Program Coordinating Committee Member meeting on January 25, 2023. Six committee members were in attendance.
- Larry King and Trion Thomas, Work One, discussed Job Ready Assessment Forms for FSS participants seeking employment. Mr. King has referred FSS participants to the website for Next Level Jobs in Indiana. It is a Workforce Ready Grant program that covers the tuition and fees for qualifying certified programs across Indiana.
- Kaylee Hershberger, Goodwill Industries, Career Center Manager, will provide Career Counseling Services, Job Search, and Job Training opportunities to FSS participants.
- Janella Davis, City of South Bend, HUD Housing Counselor, and Kay Fowler, Founder of IMPower, will work dually to assist FSS participants with individual debt/management plans and credit repair. Ms. Fowler will provide information on investment and retirement plans.
- Janella Davis will assist participants in becoming eligible for the City of South Bend's Community Homebuyers Program designed for first-time homebuyers.

Administration Report

Human Resource Report

February 2023

Open Enrollment

We have completed the open enrollment for benefits for all the employees. We have also, invited Globe Life and Aflac representatives to the Housing Authority of South Bend to give our employees option for supplemental insurance.

Benefits

With constant monitoring and updating to the benefits system we have made changes to coincide with the brokers that support the Housing Authority employees. (Morgan White insurance)

Staffing

We do not have any new staff members for the month of January. Whereas we continue to look for ways to better ourselves, I definitely see the improvement in benefits as well as cost saving measures. We will staff as needed to fill the position that become open.

Human Resources

Business as usual invoke the policy and procedures of the HASB, educate its employees as well as Residents and elevate the Housing Authority of South Bend.



LOW INCOME PUBLIC HOUSING (LIPH)

	December 2022	January 2023		
Waiting List	1191			
Occupancy Rate				
Unit Turnaround Time (Days)	14	14		

AMP	Property	Total Units	Units Occupied	Units Vacant	Units under Vacancy Reduction Program with a Contractor
1	Monroe Circle	92	0	92	0 Section 18 Application
	Laurel Court	42	33	9	0
	Harbor Homes	54	38	16	0
2	Rabbi Shulman/628	127	0	127	0 Section 18 Application
	West Scott /501	127	64	63	0
	Quads	52	47	5	3
3	South Bend Avenue	20	12	8	0
	Edison Gardens	19	17	2	0
	Twyckenham	18	13	5	0
	Scattered Sites 09	47	35	12	0
	Scattered Sites 10	66	34	32	0
4	LaSalle Landing	24	21	3	0
	Scattered Sites 12	44	24	20	0
	Scattered Sites 17	50	37	13	0
	Scattered Sites 18	31	18	13	0
TOTAL		813	393	420-92-127=201	3

Workorders	Emergency		Routine		
	December	January	December	January	
Property					
Monroe Circle	0	0	3	2	
Plaza Apts.	0	0	0	0	
Laurel Court	0	0	10	18	
Lasalle Landing	0	0	9	11	
South Bend Avenue	0	0	6	14	
Westcott Apts.	0	0	18	43	
Harbor Homes	0	0	15	21	
Scattered Sites (IN15-09)	0	0	12	8	
Scattered Duplexes (10)	0	0	12	16	
Edison Gardens	0	0	5	14	
Twyckenham	0	0	3	3	
Scattered Sites (IN15-12)	0	0	2	5	
Acquisition Scattered Sites (IN15-17)	0	0	5	7	
Scattered Sites (IN15-18)	0	0	1	4	
Non-Tenant work orders				22	
Totals	0	0	101	188	

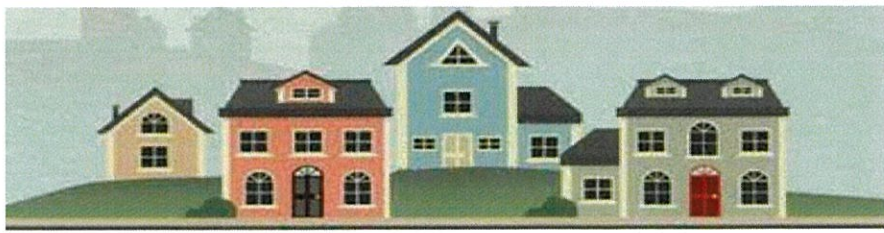
Tenant Account Receivables (TARS / rent collection)

Property	December 2022	January 2023
Monroe Circle	100%	0
Plaza Apts.	0	0
Laurel Court	100%	1.28%
Lasalle Landing	182%	1.02
South Bend Avenue	101%	1.08
Westcott Apts.	100%	94
Harbor Homes	111%	1.01
Scattered Sites (IN15-09)	90%	1.34
Scattered Duplexes (IN15-10)	106%	1.00
Edison Gardens	160%	1.30
Twyckenham	123%	90
Scattered Sites (IN15-12)	129%	1.07
Acquisition Scattered Sites (IN15-17)	99%	92
Scattered Sites (IN15-18)	100%	1.01

			TARS Percentage
Development	Billed	Collected	% collected
Laurel Court	\$3,386.93	\$4,349.35	1.28%
LaSalle Landing	\$5,582.00	\$5,738.60	1.02%
South Bend Avenue	\$4,337.65	\$4,694.66	1.08%
West Scott/ Quads (501)	\$31,389.00	\$29,546.00	.94%
Harbor Homes	\$8,379.00	\$8,439.00	1.01%
Scattered Sites 15-09	\$12,425.00	\$16,692.61	1.34%
Scattered Duplexes 15-10	\$9,360.10	\$9,335.00	1.00%
Edison	\$3,424.39	\$4,463.40	1.30%
Twyckenham	\$3,530.00	\$3,182.00	.90%
Scattered 15-12	\$6,235.00	\$6,656.00	1.07%
Scattered 15-17	\$14,823.00	\$13,677.00	.92%
Scattered 15-18	\$3,529.00	\$3,572.00	1.01%

Capital Expenditures (Grants)

Grant Year	Awarded	Expended	Remaining Balance	Action taken
2019	\$2,073,517.00	\$2,073,517.00	\$0.00	Contract Vacant Unit Turns
2020	\$2,227,822.00	\$2,227,822.00	\$0.00	Vacancy Reduction Program
2021	\$2,312,670.00	\$2,311,896.22	\$773.78	Development Planning/Demolition
2022	\$2,830,526.00	\$366,449.03	\$2,464,076.97	Demolition
2023	\$2,839,396.00	\$0.00	\$2,839,396.00	Vacancy Reduction
2021 PH Shortfall	\$1,137,402.00	\$769,350.00	first allocation = 0 Second allocation 0.00 Third allocation \$368,052.00	South Bend Avenue/ Vacancy Reduction Planning \$360,052 available 08/23
2022 PH Shortfall	\$1,548,904.00	\$194,575.19	\$1,354,328.81	Vacancy Reduction AMPS 3 and 4 Funds available March 2023
Safety and Security Grant Locks Change	\$103,461.00	\$87,917.94	\$15,543.06	Changing Locks on all PH Properties
Safety and Security Grant Carbon Monoxide Detectors	\$122,076.00	\$0.00	\$122,076	Purchase and install Carbon Monoxide Detectors in every unit
Total	\$15,195,774.00	\$8,031,527.38	\$7,164,246.62	



Housing Choice Voucher Program (HCVP)

HCVP Program Summary		
January 2023		
Total Households Served	2,217	
	HCVP	2,005
	VASH Veterans	84
	FSS	44
	Emergency Housing Vouchers (EHV)	9
	Foster Youth (FYI)	13
	Port In	9
	Port Out	8
	Relocation	44
Reporting Rate	100%	
Waiting List	719	

HCVP Process Summary	
January 2023	
Vouchers Issued (On the Street)	173
Request for Tenancy Approval (RFTA) Processed	87
New Move In/Port In/Changes of Unit	18/1/8
Interim Changes	55
Annual Reexaminations	128
End of Participation	16

HCVP Housing Quality Standard Inspections Summary	
January 2023	
Total Number of Inspections	301
Initial Inspections	99
Initial Re-inspections	32
Annual Inspections	111
Annual Re-inspections	77
Abatement Inspections	12
Special Inspections	2
No Show %	10%

HCVP Highlights:

- **VASH streamlined processing developed with HUD-VASH Region 2**
- **Added Oaklawn as newest referring homelessness service provider.**
- **Received all requested relocation vouchers; completed voucher distribution to all who requested from Monroe Circle**
- **Waiting List to open March 14-16, 2023; system prepared; materials developed and distributed.**
- **Documents coded in preparation for File Vision Electronic Case File implementation.**
- **NSPIRE Training Started**



January 31, 2023, Financial Report
For the February 28, 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.
- January and February 2023 HAP obligations is at 100% proration of estimated CY 2022 eligibility.
- January and February 2023 AF obligations is at 89 % proration of estimated CY 2023 eligibility.
- Other variances will be discussed in more detail at the board meeting.

South Bend LIPH
 FY 2023
 October 1, 2022-September 30, 2023

PUM ANALYSIS FOR AMPS

UML ACC units	Description	Amp 1	38%	Amp 2	36%	Amp 3	65%	Amp 4	67%
		71	188	111	306	111	170	100	149
		January ytd	AMP 1	January ytd	AMP 2	January ytd	AMP 3	January ytd	AMP 4
		Actuals	PUM	Actuals	PUM	Actuals	PUM	Actuals	PUM
Revenue									
	Rental Income	70,895	249.63	135,714	305.66	117,611	264.89	108,194	270.49
	Other Tenant Income	6,210	21.87	3,339	7.52	6,182	13.92	3,520	8.80
	Other Income	1,683	5.92	1,959	4.41	9,812	22.10	1,549	3.87
	Fraud Income								
	Grant Income								
	Operating Subsidy	315,864	1,112.20	318,445	717.22	230,355	518.82	206,944	517.36
	Shortfall funding					-	-		
	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	394,652	1,389.62	459,457	1,034.81	363,959	819.73	320,207	800.52
Expenses									
	Administrative Salaries	31,478	110.84	28,569	64.34	30,772	69.31	34,839	87.10
	Office Expense	11,192	39.41	9,781	22.03	8,652	19.49	5,404	13.51
	Other Administrative Expense	3,190	11.23	790	1.78	2,108	4.75	921	2.30
	Legal Expense	1,915	6.74	9,635	21.70	4,659	10.49	16,463	41.16
	Audit Expense	1,136	4.00	4,952	11.15	1,992	4.49	1,752	4.38
	Advertising								
	Travel and Training	-	-						
	Bookkeeping Exp	2,614	9.20	3,697	8.33	3,109	7.00	3,028	7.57
	Asset Management Expense	7,520	26.48	-	-	6,600	14.86	5,800	14.50
	Management Fee Exp	22,500	79.22	31,838	71.71	26,785	60.33	26,082	65.20
	Total Admin Expenses	81,545	287.13	89,261	201.04	84,677	190.71	94,289	235.72
Resident Services									
	Resident Services Salaries								
	Benefits								
	Total Resident Services								
Utility									
	Water	6,076	21.39	22,061	49.69	13,974	31.47	8,367	20.92
	Electric	2,281	8.03	17,603	39.65	7,247	16.32	10,449	26.12
	Gas	6,281	22.12	16,562	37.30	13,820	31.13	10,057	25.14
	Total Utility	14,638	51.54	56,226	126.63	35,041	78.92	28,873	72.18
Maintenance									
	Maintenance Wages	34,298	120.77	30,560	68.83	52,972	119.31	60,970	152.43
	Maintenance Materials	62,565	220.30	28,649	64.53	78,221	176.17	26,049	65.12
	Maintenance Contracts	22,940	80.78	70,362	158.47	26,556	59.81	15,477	38.69
	Total Maintenance	119,804	421.84	129,571	291.83	157,749	355.29	102,497	256.24
	Security Contracts/Costs	29	0.10	14,986	33.75	26	0.06	128	0.32
	Insurance Costs	38,646	136.08	60,645	136.59	31,868	71.78	37,153	92.88
	Employee Benefits	20,043	70.58	22,721	51.17	30,684	69.11	19,800	49.50
	Bad Debt	-	-	-	-	-	-	-	-
	Vash Port (HAP) Expense								
	HAP Expense								
	FSS Expense								
	Other General Expense								
	Total Other Expense	58,718	206.76	98,352	221.51	62,578	140.94	57,080	142.70
	Net Income Before Depreciation +/-	119,947	422.35	86,047	193.80	23,914	53.86	37,468	93.67
	Depreciation	88,367	311.15	57,312	129.08	38,967	87.76	56,100	140.25
	Net Income After Depreciation +/-	31,580	111.20	28,735	64.72	(15,053)	(33.90)	(18,632)	(46.58)

South Bend LIPH
 FY 2023
 October 1, 2022-September 30, 2023

AMP 1

UML
 ACC units

Description	FYE 23 Budget	January ytd Actuals	January ytd Budget	% of Budget
Revenue				
Rental Income	130,193	70,895	43,398	163%
Other Tenant Income	13,125	6,210	4,375	142%
Other Income	127,859	1,683	42,620	4%
Fraud Income				
Grant Income				
Operating Subsidy	781,211	315,864	260,404	121%
HAP Subsidy				
Admin Fee Income				
Port VASH (HAP)				
Port VASH (Admin Fee)				
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)	74,336	-	24,779	0%
Bookkeeping Fee				
Management Fee				
Total Revenue	1,126,724	394,652	375,575	105%
Expenses				
Administrative Salaries	121,099	31,478	40,366	78%
Office Expense	20,623	11,192	6,874	163%
Other Administrative Expense	4,935	3,190	1,645	194%
Legal Expense	12,458	1,915	4,153	46%
Audit Expense	6,814	1,136	2,271	50%
Advertising	-	-	-	
Travel and Training	226	-	75	0%
Bookkeeping Exp	7,541	2,614	2,514	104%
Asset Management Expense	13,360	7,520	4,453	169%
Management Fee Exp	64,602	22,500	21,534	104%
Total Admin Expenses	251,658	81,545	83,886	97%
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services	-	-	-	-
Utility				
Water	63,042	6,076	21,014	29%
Electric	10,588	2,281	3,529	65%
Gas	25,830	6,281	8,610	73%
Total Utility	99,460	14,638	33,153	44%
Maintenance				
Maintenance Wages	231,066	34,298	77,022	45%
Maintenance Materials	132,352	62,565	44,117	142%
Maintenance Contracts	201,760	22,940	67,253	34%
Total Maintenance	565,178	119,804	188,393	64%
Security Contracts/Costs	-	29	-	
Insurance Costs	100,369	38,646	33,456	116%
Employee Benefits	98,809	20,043	32,936	61%
Bad Debt	6,510	-	2,170	0%
Vash Port (HAP) Expense	-	-	-	
HAP Expense	-	-	-	
FSS Expense	-	-	-	
Other General Expense	-	-	-	
Total Other Expense	205,688	58,718	68,563	86%
Net Income Before Depreciation +(-)	4,739	119,947	1,580	7592%
Depreciation	265,100	88,367	88,367	100%
Net Income After Depreciation +/(-)	(260,361)	31,580	(86,787)	-36%

South Bend LIPH
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AMP 2

UML
 ACC units

Description	FYE 23 Budget	January ytd Actuals	January ytd Budget	% of Budget
Revenue				
Rental Income	435,199	135,714	145,066	94%
Other Tenant Income	15,207	3,339	5,069	66%
Other Income	2,674	1,959	891	220%
Fraud Income				
Grant Income				
Operating Subsidy	754,383	318,445	251,461	127%
HAP Subsidy				
Admin Fee Income				
Port VASH (HAP)				
Port VASH (Admin Fee)				
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)	343,252	-	114,417	0%
Bookkeeping Fee				
Management Fee				
Total Revenue	1,550,715	459,457	516,905	89%
Expenses				
Administrative Salaries	146,080	28,569	48,693	59%
Office Expense	42,492	9,781	14,164	69%
Other Administrative Expense	4,202	790	1,401	56%
Legal Expense	22,983	9,635	7,661	126%
Audit Expense	11,452	4,952	3,817	130%
Advertising	-	-	-	
Travel and Training	-	-	-	
Bookkeeping Exp	14,532	3,697	4,844	76%
Asset Management Expense	-	-	-	0%
Management Fee Exp	124,494	31,838	41,498	77%
Total Admin Expenses	366,235	89,261	122,078	73%
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services	-	-	-	-
Utility				
Water	97,157	22,061	32,386	68%
Electric	150,959	17,603	50,320	35%
Gas	53,316	16,562	17,772	93%
Total Utility	301,432	56,226	100,477	56%
Maintenance				
Maintenance Wages	102,894	30,560	34,298	89%
Maintenance Materials	180,620	28,649	60,207	48%
Maintenance Contracts	292,889	70,362	97,630	72%
Total Maintenance	576,403	129,571	192,134	67%
Security Contracts/Costs	-	14,986	-	0%
Insurance Costs	180,537	60,645	60,179	101%
Employee Benefits	87,320	22,721	29,107	78%
Bad Debt	21,760	-	7,253	0%
Vash Port (HAP) Expense	-	-	-	
HAP Expense	-	-	-	
FSS Expense	-	-	-	
Other General Expense	-	-	-	
Total Other Expense	289,617	98,352	96,539	102%
Net Income Before Depreciation +/-)	17,028	86,047	5,676	1516%
Depreciation	171,936	57,312	57,312	100%
Net Income After Depreciation +/-)	(154,908)	28,735	(51,636)	-56%

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AMP 3

UML
 ACC units

Description	FYE 23 Budget	January ytd Actuals	January ytd Budget	% of Budget
Revenue				
Rental Income	320,005	117,611	106,668	110%
Other Tenant Income	29,566	6,182	9,855	63%
Other Income	39,278	9,812	13,093	75%
Fraud Income				
Grant Income				
Operating Subsidy	610,262	230,355	203,421	113%
Shortfall funding		-		
HAP Subsidy				
Admin Fee Income				
Port VASH (HAP)				
Port VASH (Admin Fee)				
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)	27,765	-	9,255	0%
Bookkeeping Fee				
Management Fee				
Total Revenue	1,026,876	363,959	342,292	106%
Expenses				
Administrative Salaries	98,406	30,772	32,802	94%
Office Expense	20,603	8,652	6,868	126%
Other Administrative Expense	3,891	2,108	1,297	163%
Legal Expense	1,390	4,659	463	1006%
Audit Expense	5,980	1,992	1,993	100%
Advertising	-	-	-	
Travel and Training	264		88	
Bookkeeping Exp	12,961	3,109	4,320	72%
Asset Management Expense	19,800	6,600	6,600	
Management Fee Exp	111,035	26,785	37,012	72%
Total Admin Expenses	274,330	84,677	91,443	93%
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services	-	-	-	-
Utility				
Water	59,711	13,974	19,904	70%
Electric	21,473	7,247	7,158	101%
Gas	30,922	13,820	10,307	134%
Total Utility	112,106	35,041	37,369	94%
Maintenance				
Maintenance Wages	102,894	52,972	34,298	154%
Maintenance Materials	140,395	78,221	46,798	167%
Maintenance Contracts	126,700	26,556	42,233	63%
Total Maintenance	369,989	157,749	123,330	128%
Security Contracts/Costs	-	26	-	0%
Insurance Costs	89,585	31,868	29,862	107%
Employee Benefits	73,059	30,684	24,353	126%
Bad Debt	16,000	-	5,333	0%
Vash Port (HAP) Expense	-	-	-	
HAP Expense	-	-	-	
FSS Expense	-	-	-	
Other General Expense	-	-	-	
Total Other Expense	178,644	62,578	59,548	105%
Net Income Before Depreciation +(-)	91,807	23,914	30,602	78%
Depreciation	116,900	38,967	38,967	100%
Net Income After Depreciation +/(-)	(25,093)	(15,053)	(8,364)	180%

South Bend LIPH
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AMP 4

UML
 ACC units

Description	January ytd		January ytd Budget	% of Budget
	FYE 23 Budget	Actuals		
Revenue				
Rental Income	302,489	108,194	100,830	107%
Other Tenant Income	12,121	3,520	4,040	87%
Other Income	47,360	1,549	15,787	10%
Fraud Income				
Grant Income				
Operating Subsidy	543,155	206,944	181,052	114%
Shortfall funding				
HAP Subsidy				
Admin Fee Income				
Port VASH (HAP)				
Port VASH (Admin Fee)				
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)	12,278	-	4,093	0%
Bookkeeping Fee				
Management Fee				
Total Revenue	917,403	320,207	305,801	105%
Expenses				
Administrative Salaries	121,099	34,839	40,366	86%
Office Expense	17,294	5,404	5,765	94%
Other Administrative Expense	1,697	921	566	163%
Legal Expense	11,704	16,463	3,901	422%
Audit Expense	5,254	1,752	1,751	100%
Advertising	-	-	-	
Travel and Training	199		66	
Bookkeeping Exp	11,390	3,028	3,797	80%
Asset Management Expense	17,400	5,800	5,800	
Management Fee Exp	97,576	26,082	32,525	80%
Total Admin Expenses	283,613	94,289	94,538	100%
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services	-	-	-	-
Utility				
Water	29,028	8,367	9,676	86%
Electric	42,803	10,449	14,268	73%
Gas	28,265	10,057	9,422	107%
Total Utility	100,096	28,873	33,365	87%
Maintenance				
Maintenance Wages	79,057	60,970	26,352	231%
Maintenance Materials	81,883	26,049	27,294	95%
Maintenance Contracts	115,556	15,477	38,519	40%
Total Maintenance	276,496	102,497	92,165	111%
Security Contracts/Costs	-	128	-	0%
Insurance Costs	106,992	37,153	35,664	104%
Employee Benefits	26,901	19,800	8,967	221%
Bad Debt	15,124	-	5,041	0%
Vash Port (HAP) Expense	-	-	-	
HAP Expense	-	-	-	
FSS Expense	-	-	-	
Other General Expense	-	-	-	
Total Other Expense	149,017	57,080	49,672	115%
Net Income Before Depreciation +(-)	108,181	37,468	36,060	104%
Depreciation	168,300	56,100	56,100	100%
Net Income After Depreciation +/(-)	(60,119)	(18,632)	(20,040)	93%

South Bend FSS
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SHORTFALL FUNDING
 AMP 3

Description	SHORTFALL FUNDING AMP 3			
	FYE 23 Budget	January ytd Actuals	January ytd Budget	% of Budget
Revenue				
Rental Income				
Other Tenant Income				
Other Income				
Fraud Income				
Grant Income	1,243,513	270,422	414,504	65%
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	1,243,513	270,422	414,504	65%
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	1,243,513	270,422	414,504	65%
Total Maintenance	1,243,513	270,422	414,504	65%
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 COCC
 FY 2023
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COCC

Description	FYE 23 Budget	January ytd Actual	January ytd Budget	% of Budget
Revenue				
Rental Income	-	-	-	
Other Tenant Income	-	-	-	
Other Income	140,139	56,476	46,713	121%
Fraud Income	-	-	-	
Grant Income	-	-	-	
Operating Subsidy	-	-	-	
HAP Subsidy	-	-	-	
Admin Fee Income	-	-	-	
Port VASH (HAP)	-	-	-	
Port VASH (Admin Fee)	-	-	-	
Capital Fund Management Fee (1410)	141,526	-	47,175	0%
Capital Fund Ops Transfer (1406)	-	-	-	
Asset Management Fee	50,560	19,920	16,853	0%
Bookkeeping Fee	229,561	74,339	76,520	97%
Management Fee	690,724	206,228	230,241	90%
Total Revenue	1,252,510	356,963	417,503	85%
Expenses				
Administrative Salaries	738,747	213,946	246,249	87%
Office Expense	92,492	25,637	30,831	83%
Other Administrative Expense	32,050	9,274	10,683	87%
Legal Expense	12,706	3,726	4,235	88%
Audit Expense	2,500	832	833	100%
Advertising	270	76	90	84%
Travel and Training	5,820	-	1,940	0%
Bookkeeping Exp	-	-	-	
Management Fee Exp	-	-	-	
Total Admin Expenses	884,585	253,490	294,862	86%
Resident Services				
Resident Services Salaries				
Benefits				
Other Resident Services		23,182		
Total Resident Services	-	23,182		
Utility				
Water			-	
Electric		-	-	
Gas			-	
Total Utility	-	-	-	
Maintenance				
Maintenance Wages			-	
Maintenance Materials		-	-	
Maintenance Contracts	22,813	890	7,604	
Total Maintenance	22,813	890	7,604	
Security Contracts/Costs			-	
Insurance Costs	103,023	41,787	34,341	122%
Employee Benefits	150,235	39,666	50,078	79%
Bad Debt	-	-	-	
Vash Port (HAP) Expense	-	-	-	
HAP Expense	-	-	-	
FSS Expense	-	-	-	
Other General Expense	-	4,800	-	
Total Other Expense	253,258	86,254	84,419	102%
Net Income Before Depreciation +(-)	91,854	(6,854)	30,618	-22%
Depreciation	7,700	2,567	2,567	100%
Net Income After Depreciation +/(-)	84,154	(9,420)	28,051	-34%

South Bend HCVP
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HCVP HAP

Description	FYE 23 Budget	January ytd Actuals	January ytd Budget	% of Budget
Revenue				
Rental Income				
Other Tenant Income				
Other Income	-	-	-	0%
Fraud Income	28,426	26,778	9,475	283%
Grant Income				
Operating Subsidy				
HAP Subsidy	15,397,902	5,832,100	5,132,634	114%
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	15,426,328	5,858,878	5,142,109	114%
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	15,358,416	5,755,278	5,119,472	112%
FSS Expense	67,912	9,707	22,637	43%
Port Out Admin fee Expense				
Other General Expense				
Total Other Expense	15,426,328	5,764,985	5,142,109	112%
Net Income Before Depreciation +(-)	-	93,894	-	
Depreciation	-	-	-	
Net Income After Depreciation +/(-)	-	93,894	-	

South Bend HCVP
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HCVP ADMIN

Description	FYE 23 Budget	January ytd Actuals	January ytd Budget	% of Budget
Revenue				
Rental Income				
Other Tenant Income				
Other Income	-	28,650	-	0%
Fraud Income	28,426	23,563	9,475	249%
Grant Income				
Operating Subsidy				
HAP Subsidy				
Admin Fee Income	1,308,641	455,619	436,214	104%
Port VASH (HAP)	600,469	249,828	200,156	125%
Port VASH (Admin Fee)	54,811	18,030	18,270	99%
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)				
Bookkeeping Fee				
Management Fee				
Total Revenue	1,992,347	775,690	664,116	117%
Expenses				
Administrative Salaries	393,980	125,643	131,327	96%
Office Expense	61,686	17,825	20,562	87%
Other Administrative Expense	3,976	472	1,325	36%
Legal Expense	-	407	-	
Audit Expense	8,000	2,668	2,667	100%
Advertising	-	-	-	
HCV Inspections	89,311	23,535	29,770	
Travel and Training	5,725	-	1,908	0%
Bookkeeping Exp	183,136	61,890	61,045	101%
Management Fee Exp	293,017	99,024	97,672	101%
Total Admin Expenses	1,038,831	331,464	346,277	96%
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	114,472	46,430	38,157	122%
Employee Benefits	132,205	43,874	44,068	100%
Bad Debt	-	-	-	
Vash Port (HAP) Expense	600,469	249,828	200,156	125%
HAP Expense	-	-	-	
FSS Expense	-	-	-	
Port Out Admin fee Expense	5,160	1,330	1,720	
Other General Expense	-	-	-	
Total Other Expense	852,306	341,462	284,102	120%
Net Income Before Depreciation +{(-)}	101,210	102,764	33,737	305%
Depreciation	15,900	5,300	5,300	100%
Net Income After Depreciation +/(-)	85,310	97,464	28,437	343%

South Bend FSS
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GRANTS (FSS)

Description	GRANTS (FSS)			
	FYE 23 Budget	January ytd Actuals	January ytd Budget	% of Budget
Revenue				
Rental Income				
Other Tenant Income				
Other Income				
Fraud Income				
Grant Income	99,400	27,899	33,133	84%
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	99,400	27,899	33,133	84%
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	64,772	19,755	21,591	91%
Benefits	34,628	7,087	11,543	61%
Total Resident Services	99,400	26,843	33,133	81%
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		1,056		
Total Other Expense	-	1,056	-	
Net Income Before Depreciation +(-)	-	-	-	
Depreciation				
Net Income After Depreciation +/(-)	-	-	-	

Development Activities

The HASB continues to assess the Monroe Circle site for utility disconnection as we prepare for the demolition of the site.

We anticipate that the RFP will be issued in March for a demolition contractor and demolition to occur in April.

We have partnered with the City of South Bend and the State of Indiana Department of Natural Resources to receive a grant to remove the underground storage tanks at the Rabbi Shulman property.

We are issuing an RFP for a Grant writer for the CNI Grant in advance of the issuance of the NOFO for 2023 with plans to submit a Planning Grant application.

We are also issuing an RFP for Project basing vouchers to expand the opportunities available for voucher holders.