

SOUTH BEND HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

March 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

March 28, 2023

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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

February 28, 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 Daniel, Commissioner McNally.

HASB STAFF:

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

OTHERS:

Attorney J. Harris Jr

PUBLIC COMMENTS:

None

OLD BUSINESS

Approval of Minutes from the regular Board Meeting on January 24th, 2023.

Commissioner Luecke moved and Commissioner McNally second the motion to approve the minutes.

AYE

NAY

ABSTAIN

Commissioner Calvin
Commissioner Daniel
Commissioner Luecke
Commissioner McNally

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.

Commissioner Calvin read the statement from the executive session January 31, 2023 stating that no final action was taken during the executive session and only topic discussed by the executive session was those listed and posted and advertised as required 5-14-1.5-6.1 no commissioner wanted to resend the certification.

Commissioner Luecke wanted to report that the board held their annual review of the Executive Director and wanted to commend her on the excellent job that she is doing. The board did a survey and she got excellent marks on the survey, as a result of that he wanted to move that the board authorize the Chair to provide a bonus as is contracted with the Board of Directors.

Commissioner McNally second the motion.

Commissioner Calvin wanted to commend commissioner Luecke and Chamblee on leading the direction and say thank you on behalf of the Board. Roll call.

AYE
Commissioner Calvin
Commissioner Daniel
Commissioner Luecke
Commissioner McNally

NAY

ABSTAIN

Executive Director Report

RESIDENT INITIATIVES

Dr. Lamberg said we have continued our After School programming at the Community Centers at LaSalle Landing and Harbor Homes. 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 who provide 90% of the tuition. 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

FSS

Dr. Lamberg stated that there is current 63 participants enrolled in the FSS program, 49 from the HCV program and 14 from Public Housing. Katherine is continuing to grow the program. Of the 63 enrolled 31 have already been able to establish an escrow. They came in with minimum earned income and that income increased then they established the escrow.

Administration Report

Pamela mentioned that HASB has completed the open enrollment for benefits for all employees and the last leg was where Aflac and Globe Life was brought in as supplementary insurance companies. We continue to look at ways to enhance benefits and save money. We did pick up supplemental gap insurance through Morgan white, so the employees are paying less money, better benefits, and lower deductible. No new employees, we are still looking for additional staff where we need, especially in maintenance.

Dr. Lamberg said we also have our proposed insurance renewal through HAI where there is an increase in the premium. Since we didn't have any incidences then it could be a general increase. Also, information was provided pertaining the Nspire training that the section 8 department went to in January and February for Public housing. Nspire will replace the standard inspection protocol for public housing UCPS and HQS for HCV. And even though it isn't complete, Nspire will be rolled out to the

Commissioner Luecke said he wanted to compliment the staff on the health insurance in finding a better coverage for our employees at a better rate and questioned if it was network and can go anywhere.

Pamela said – anthem is country wide, so if there is some restriction there is very little.

Commissioner Calvin asked what Walgreens was doing and how will it impact our community.

They are offering actual Doctor and Nurses services in the Walgreens facility as a mini clinic, and the gentleman whom we spoke to is looking to bring those services on site to our residents.

LOW INCOME PUBLIC HOUSING (LIPH)

Mrs. Mobley said nothing is on the section for the waiting list because they are purging the waiting list to an online process, and we will have a better idea of the actual numbers we will have. Our vacancy have a total of 420 (-219) for Monroe circle and Rabbi Shulman = 201

Commissioner Luecke asked of those 201 how many are ready for occupancy and how quickly will those units be ready to be filled.

Mrs. Mobley said we haven't been out to the scattered site units to start redoing those, we worked on the 501 building and the quads.

Commissioner McNally asked of the 201 units do we know how many are able to be lived in? are all of the 201 in such bac conditions that we can't put a person in it.

Dr. Lamber said we do know, and it wasn't provided in this report. Because of the lack of the resources HASB had to stop rehabbing because we didn't have the resources to pay contractors. We just got notification of our capital funding so once we look at it we will begin again. Of the 201 vacancy, 90 is scattered sites and 40 is in the 501 and because of lack of resources and the continued infrastructure problems with the 501. We will not put a person in a unit that is not secured to be lived in. not all of the 201 is unlivable.

Mrs. Mobley said rough about 10 or 15 that can be leased up.

Dr. Lamberg said probably 20 as we sit. But the condition of the units after long term lack of maintenance and management, we put a person in the unit and today things are go bad the next day then we have to move a tenant that we just moved in.

Commissioner McNalley asked if of the 393 occupied units, are we doing proper maintenance on those, and Dr. Lamberg said yes.

Commissioner McNalley ask then why is that number going down oppose to going up

Dr. Lamberg said not only are we dealing with the poor condition of the vacant units, but the poor conditions of the occupied units.

Commissioner McNally said then even with proper maintenance that the units are in such bad shape that maintenance can't keep them livable.

Dr. Lamberg said yes, but of the 393 all of them have furnaces that is over 20 years old, and we don't have the resources to replace 393 furnaces. There was not good maintenance at the HASB in the past, we have good maintenance now, but all the major systems are in such bad shape that it just a matter of time when systems will fail. We are now getting to the place where residents will call in work orders.

Commissioner McNally said we had 0 emergency work orders in December and January, yet he was hearing emergencies are they not considered emergencies?

Dr. Lamberg stated that those are considered emergencies when they tenant calls them in, the ones that are on this report are in reference to a regular work order but has to be addressed within a 24-hour period.

Mrs. Mobley said evictions also cause the number not to stabilize so when we evict a tenant then we have to turn the unit and get someone in it.

Commissioner Calvin said she understand the frustration because she wants to see the community of public housing get the best.

Attorney Harris said the reports generated was intended to show occupancy rate, but it also sheds light on the physical needs on the agency as a whole. And the question will be if we want to include additional data points on this report or have an additional report that will show units that are coming off line because of the physical needs or those that are ready to come back on line because of the improvements. Either add to this report or a subsequent report but seems those two data points are needed.

Commissioner McNally said he understand that the agency has been ran badly and want to going forward we want to do better.

Commissioner Luecke said he understand that we are turning units and part of the problem is we have to move someone from another unit into the new unit, so we are not increasing our occupancy rate but hopefully at some point when we turn a unit it means an additional unit occupied and not just shuffling people around.

Commissioner Calvin stated she wanted to ask is the board of commissioners doing enough to assist the staff and agency. We are excited that we have the staff we have and the opportunities that we have, for example and after school program right at around 100 children. This is exciting but at the same time we want to make sure we do all that we can to help.

Commissioner Daniel asked was there anyway to have a report like Mayor Luecke said, to show how many are moving from one unit to another and then the new tenants on another list

Dr. Lamberg said it's not impossible but will take a bit of time. We will use a different report to get the information.

Commissioner McNally said if he had to summarize what he is thinking. He understands the challenges that we face, but don't know if the current report reflect those challenges and think as an organization we need to report where we are. And he thinks where we are, we all know and don't like where we are. It's more important to know that then to say we are where we are.

Housing Choice Voucher Program (HCVP)

Ms. Wallace stated that the number people serviced under the HCVP is 2217 and on an upward trend. Some of the programs serviced is through the VASH veterans 84, FSS = 44 EHV = 9, port ins = 9, port outs = 8 and relocations from Monroe circle and 628 building = 44. We are absorbing all but from St Joseph. We have 173 vouchers on the street and 87 RFTA.

Dr. Lamberg said in April we won't be absorbing, and we will have our own VASH program.

Commissioner Luecke we are finding decent participation by landlords. And these are good units coming in?

Ms. Wallace said yes, word of mouth is good for us. We have been seeing a lot of bulk units added on. Initially the units are not good, but the landlords are making them good. We did 99.initial inspections, 32 reinspection's, 111 annual inspections and 12 abatement inspections also added this data,, we had 10% no shows and we are trying to decrease that number.

Commissioner Luecke asked are we still using a 3rd party contractor doing inspections, are you still feeling comfortable with the work they are doing?

Ms. Wallace said yes, they added several new workers and a new thing they are doing is more electronic. Some of the highlights are:

- 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

Dr. Lamberg said she provided in the report a letter from HUD on the renewal of our voucher. It is an historic increase in the amount of funding that HUD is providing under the voucher program. That means more budget to be able to house more people.

FINANCIAL

Mr. Delaney said all amps are formatted the same but is broken down by amps. He went over each amp and noted rental income is higher than budgeted because of Monroe circle did have some tenant in October and November and we didn't budget for this. Also, to not that the budget is based on last year as well. Operating subsidy is higher than the budget subsidy because the subsidy is based on a calendar year January through December, so this is still based on part of last year. Utilities, less tenants than budgeted for. Maintenance is lower than the budget because activity shifted from Amp 1 & 2 and this year, we are focusing on Amp 3 & 4 so they are higher in the budget. Capital fund has a zero because we haven't drawn down any of those funds yet. We didn't do a security budget so that's why you see the numbers as they are. Rental income is higher than budgeted; tenant are paying higher rate with income verification (EIV) report ran on tenants. Mr. Delaney continue to read the report for COCC and shortfall. We pay HUD \$1,200 monthly for prior years discretions. FSS is slowing down and leveling out, last year we had a big year in FSS, and it is leveling out now.

Commissioner Daniel asked if a landlord reaches out to a tenant and say that their monthly payment will increase, what happens the voucher, and is the increase reflected in the report here?

Ms. Wallace described the process stating the landlord request a rent increase through the HASB, they give 60-day notice of the projected increase, we then calculate 30% of the tenant income so general we are paying more when they do a rent increase. Our payments standards are caped, and we have to make sure that our rent are comparable compared to the rest of the market in that neighborhood.

Dr Lamberg wanted to comment on the development activities. We continue to move forward for the process In Monroe circle. We will have the utilities disconnected and so forth.

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.

Commissioner McNally stated we have come a long way but recognize we have a long way to go. Keep up the good work.

Commissioner Luecke stated it was a good meeting, good questions, and thanks to staff for the good work.

Commissioner Daniel said she appreciated the patience that has been rendered and explaining thing and answering questions. She is new to the position and appreciate. The population that is being served is not very easy, but all deserve the opportunity for us to be there and to advocated for them. She is and impressed with the after-school program, that is wonderful.

Commissioner Calvin said thank you and the next meeting is March 28, 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.

Passport to Manhood training – Including our **LaSalle Landing** children.





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	62	49	13	32	\$53,341.86
March 2023					
April 2023					
May 2023					
June 2023					
July 2023					
August 2023					
September 2023					
October 2023					
November 2023					
December 2023					

Board Report March 2023

- Kay Farlow, Entrepreneur and Founder of IMPower, was the guest speaker at the FSS February monthly meeting. She spoke on the topic of “Having a Winning Mindset.” She has partnered with HASB to provide entrepreneurial leadership.
- Lake City Bank began zoom Financial Literacy classes on 2/8/2023 and in-person attendance on 2/15/2023 for FSS participants.
- FSS Coordinator attended an Office Hours Training that included program updates. They reviewed FSS New Final Rule, Regulations & Policy, Promising Practices, and NOFO funding.

Administration Report

Human Resource Report March 2023

Insurance

The Housing Authority of South Bend did renew the commercial and Liability insurance with HAI insurance company. Unfortunately, the price of the insurance did go up primarily because last year the properties at each development was bundled under one address. With the correction and separation of the units, each unit now is insured as an individual address or unit. Hence more units on record increased our premiums.

Staffing

We are currently in the hiring process and have acquired two new staff members. One in HCV as an intake specialist, Mrs. V. Blackman, and one in maintenance as a maintenance tech, Mr. L. Spears.



LOW INCOME PUBLIC HOUSING (LIPH)

	December 2022	January 2023	February 2023
Waiting List	1191	1480	1762
Unit Turnaround Time (Days)	14	14	10

AMP	Property	Total Units	Units Occupied	Units Vacant	Units under Vacancy Reduction Program with a Contractor
1	Monroe Circle				
	Laurel Court	42	33	9	0
	Harbor Homes	54	40	14	0
2	Rabbi Shulman/628				
	West Scott /501	127	65	62	8
	Quads	52	48	4	1
3	South Bend Avenue	20	13	7	0
	Edison Gardens	19	17	2	0
	Twyckenham	18	13	5	0
	Scattered Sites 09	47	33	13	0
	Scattered Sites 10	66	34	32	0
4	LaSalle Landing	24	22	3	0
	Scattered Sites 12	44	24	20	0
	Scattered Sites 17	50	37	13	0
	Scattered Sites 18	31	19	12	0
TOTAL		594	398	196	9

Workorders Property	Emergency			Routine		
	December	January	February	December	January	February
Monroe Circle	0	0	0	3	2	2
Plaza Apts.	0	0	0	0	0	0
Laurel Court	0	0	0	10	18	5
Lasalle Landing	0	0	0	9	11	16
South Bend Avenue	0	0	0	6	14	12
Westcott Apts.	0	0	0	18	43	65
Harbor Homes	0	0	0	15	21	44
Scattered Sites (IN15-09)	0	0	0	12	8	19
Scattered Duplexes (10)	0	0	0	12	16	30
Edison Gardens	0	0	1	5	14	10
Twyckenham	0	0	0	3	3	4
Scattered Sites (IN15-12)	0	0	0	2	5	6
Acquisition Scattered Sites (IN15-17)	0	0	0	5	7	11
Scattered Sites (IN15-18)	0	0	0	1	4	5
Non-Tenant work orders			0		22	20
Totals	0	0	1	101	188	249

Tenant Account Receivables (TARS / rent collection)			
Property	December 2022	January 2023	February 2023
Monroe Circle	100%	0	0
Plaza Apts.	0	0	0
Laurel Court	100%	1.28%	2.65%
Lasalle Landing	182%	1.02	1.09%
South Bend Avenue	101%	1.08	1.08%
Westcott Apts.	100%	94	1.09%
Harbor Homes	111%	1.01	.91%
Scattered Sites (IN15-09)	90%	1.34	1.06%
Scattered Duplexes (IN15-10)	106%	1.00	98%
Edison Gardens	160%	1.30	.71%
Twyckenham	123%	90	1.21%
Scattered Sites (IN15-12)	129%	1.07	.64%
Acquisition Scattered Sites (IN15-17)	99%	92	.87%
Scattered Sites (IN15-18)	100%	1.01	1.05%

Development	February 2023		TARS Percentage
	Billed	Collected	% collected
Laurel Court	\$3,064.00	\$8,127.61	2.65%
LaSalle Landing	\$4,046.00	\$4,395.00	1.09%
South Bend Avenue	\$4,494.00	\$4,855.00	1.08%
West Scott/ Quads (501)	\$30,018.00	\$32,657.00	1.09%
Harbor Homes	\$8,701.00	\$7,883.00	.91%
Scattered Sites 15-09	\$12,908.00	\$14,937.50	1.16%
Scattered Duplexes 15-10	\$9,184.60	\$8,987.00	.98%
Edison	\$3,644.00	\$2,588.35	.71%
Twyckenham	\$2,606.00	\$3,169.00	1.21%
Scattered 15-12	\$7,426.00	\$4,746.30	.64%
Scattered 15-17	\$15,025.00	\$13,145.00	.87%
Scattered 15-18	\$3,107.43	\$3,272.87	1.05%
TOTAL	\$104,224.03	\$108,763.63	1.04%

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	\$456,421.25	\$2,374,104.75	Vacancy Reduction
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	\$198,875.19	\$1,350,028.81	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	\$58,500.00	\$63,576.00	Purchase and install Carbon Monoxide Detectors in every unit
Total	\$15,195,774.00	\$8,184,299.60	\$7,011,474.40	



Housing Choice Voucher Program (HCVP)

Housing Choice Voucher Program (HCVP)

February 2023

HCVP Program Summary			
		January 2023	February 2023
Total Households Served		2,217	2,239
	HCVP	2,005	2,027
	VASH Veterans	84	84
	FSS	44	44
	Emergency Housing Vouchers (EHV)	9	10
	Foster Youth (FYI)	13	12
	Port In	9	9
	Port Out	30	29
	Relocation	44	44
Reporting Rate		100%	99%
Waiting List		719	321

HCVP Process Summary		
	January 2023	February 2023
Vouchers Issued (On the Street)	173	207
Request for Tenancy Approval (RFTA) Processed	87	63
New Move In/Port In/Changes of Unit	18/1/8	16/0/13
Interim Changes	55	76
Annual Reexaminations	128	130
End of Participation	16	15

HCVP Housing Quality Standard Inspections Summary		
	January 2023	February 2023
Total Number of Inspections	301	305
Initial Inspections	99	64
Initial Re-inspections	32	23
Annual Inspections	111	137
Annual Re-inspections	77	57
Abatement Inspections	12	12
Special Inspections	2	4
No Show %	10%	9%

HCV Highlights:

- **New Hire: Carmen Blackman, Intake Specialist;**
- **Retirement: Bonnie Spainhower, HCV Specialist**
- **HUD-VASH/HASB All Staff Kick Off Meeting**
- **2023 Waitlist Opened and Closed Successfully – 3,250 prescreening applications received; review underway.**



February 28, 2023, Financial Report
For the March 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 2023 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	39%		37%		64%		68%	
		Amp 1	73	Amp 2	113	Amp 3	108	Amp 4	102
		February ytd	188	February ytd	306	February ytd	170	February ytd	149
		Actuals	AMP 1	Actuals	AMP 2	Actuals	AMP 3	Actuals	AMP 4
			PUM		PUM		PUM		PUM
Revenue									
	Rental Income	79,549	217.94	164,790	291.65	150,869	279.39	136,218	267.09
	Other Tenant Income	11,435	31.33	4,789	8.48	7,344	13.60	4,485	8.79
	Other Income	1,683	4.61	1,959	3.47	48,687	90.16	1,549	3.04
	Fraud Income								
	Grant Income								
	Operating Subsidy	383,896	1,051.77	402,520	712.42	294,323	545.04	265,755	521.09
	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	476,562	1,305.65	574,058	1,016.03	501,224	928.19	408,006	800.01
Expenses									
	Administrative Salaries	40,343	110.53	33,325	58.98	39,299	72.78	48,306	94.72
	Office Expense	16,694	45.74	15,499	27.43	14,191	26.28	10,825	21.23
	Other Administrative Expense	3,224	8.83	822	1.45	2,780	5.15	1,006	1.97
	Legal Expense	2,040	5.59	9,635	17.05	4,659	8.63	17,338	34.00
	Audit Expense	1,136	3.11	6,474	11.46	2,490	4.61	2,190	4.29
	Advertising								
	Travel and Training	-	-	-	-				
	Bookkeeping Exp	3,147	8.62	4,565	8.08	3,927	7.27	3,771	7.40
	Asset Management Expense	9,400	25.75	-	-	8,250	15.28	7,250	14.22
	Management Fee Exp	27,166	74.43	39,434	69.79	33,944	62.86	32,591	63.90
	Total Admin Expenses	103,150	282.60	109,753	194.25	109,539	202.85	123,277	241.72
Resident Services									
	Resident Services Salaries								
	Benefits								
	Total Resident Services								
Utility									
	Water	11,328	31.04	32,974	58.36	19,093	35.36	11,879	23.29
	Electric	4,037	11.06	48,836	86.44	9,711	17.98	15,068	29.54
	Gas	13,274	36.37	20,286	35.90	19,234	35.62	14,738	28.90
	Total Utility	28,639	78.46	102,097	180.70	48,038	88.96	41,684	81.73
Maintenance									
	Maintenance Wages	41,363	113.32	38,786	68.65	67,784	125.53	77,681	152.32
	Maintenance Materials	76,597	209.86	52,845	93.53	103,830	192.28	37,411	73.35
	Maintenance Contracts	64,689	177.23	111,695	197.69	32,246	59.72	16,180	31.73
	Total Maintenance	182,650	500.41	203,326	359.87	203,860	377.52	131,272	257.40
	Security Contracts/Costs	29	0.08	20,828	36.86	26	0.05	128	0.25
	Insurance Costs	39,629	108.57	69,599	123.18	34,910	64.65	41,584	81.54
	Employee Benefits	24,347	66.70	27,558	48.78	38,868	71.98	25,967	50.92
	Bad Debt	-	-	-	-	-	-	-	-
	Vash Port (HAP) Expense								
	HAP Expense								
	FSS Expense								
	Other General Expense								
	Total Other Expense	64,005	175.36	117,986	208.82	73,804	136.67	67,679	132.70
	Net Income Before Depreciation +/-	98,119	268.82	40,896	72.38	65,983	122.19	44,094	86.46
	Depreciation	110,458	302.63	71,640	126.80	48,708	90.20	70,125	137.50
	Net Income After Depreciation +/-	(12,340)	(33.81)	(30,744)	(54.41)	17,275	31.99	(26,031)	(51.04)

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

AMP 1

UML
 ACC units

Description	FYE 23 Budget	February ytd Actuals	February ytd Budget	% of Budget
Revenue				
Rental Income	130,193	79,549	54,247	147%
Other Tenant Income	13,125	11,435	5,469	209%
Other Income	127,859	1,683	53,275	3%
Fraud Income				
Grant Income				
Operating Subsidy	781,211	383,896	325,505	118%
HAP Subsidy				
Admin Fee Income				
Port VASH (HAP)				
Port VASH (Admin Fee)				
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)	74,336	-	30,973	0%
Bookkeeping Fee				
Management Fee				
Total Revenue	1,126,724	476,562	469,468	102%
Expenses				
Administrative Salaries	121,099	40,343	50,458	80%
Office Expense	20,623	16,694	8,593	194%
Other Administrative Expense	4,935	3,224	2,056	157%
Legal Expense	12,458	2,040	5,191	39%
Audit Expense	6,814	1,136	2,839	40%
Advertising	-	-	-	
Travel and Training	226	-	94	0%
Bookkeeping Exp	7,541	3,147	3,142	100%
Asset Management Expense	13,360	9,400	5,567	169%
Management Fee Exp	64,602	27,166	26,918	101%
Total Admin Expenses	251,658	103,150	104,858	98%
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services	-	-	-	-
Utility				
Water	63,042	11,328	26,268	43%
Electric	10,588	4,037	4,412	92%
Gas	25,830	13,274	10,763	123%
Total Utility	99,460	28,639	41,442	69%
Maintenance				
Maintenance Wages	231,066	41,363	96,278	43%
Maintenance Materials	132,352	76,597	55,147	139%
Maintenance Contracts	201,760	64,689	84,067	77%
Total Maintenance	565,178	182,650	235,491	78%
Security Contracts/Costs	-	29	-	
Insurance Costs	100,369	39,629	41,820	95%
Employee Benefits	98,809	24,347	41,170	59%
Bad Debt	6,510	-	2,713	0%
Vash Port (HAP) Expense	-	-	-	
HAP Expense	-	-	-	
FSS Expense	-	-	-	
Other General Expense	-	-	-	
Total Other Expense	205,688	64,005	85,703	75%
Net Income Before Depreciation +/-	4,739	98,119	1,975	4968%
Depreciation	265,100	110,458	110,458	100%
Net Income After Depreciation +/-	(260,361)	(12,340)	(108,483)	11%

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

AMP 2

UML
 ACC units

Description	February ytd		February ytd	
	FYE 23 Budget	Actuals	Budget	% of Budget
Revenue				
Rental Income	435,199	164,790	181,333	91%
Other Tenant Income	15,207	4,789	6,336	76%
Other Income	2,674	1,959	1,114	176%
Fraud Income				
Grant Income				
Operating Subsidy	754,383	402,520	314,326	128%
HAP Subsidy				
Admin Fee Income				
Port VASH (HAP)				
Port VASH (Admin Fee)				
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)	343,252	-	143,022	0%
Bookkeeping Fee				
Management Fee				
Total Revenue	1,550,715	574,058	646,131	89%
Expenses				
Administrative Salaries	146,080	33,325	60,867	55%
Office Expense	42,492	15,499	17,705	88%
Other Administrative Expense	4,202	822	1,751	47%
Legal Expense	22,983	9,635	9,576	101%
Audit Expense	11,452	6,474	4,772	136%
Advertising	-	-	-	
Travel and Training	-	-	-	
Bookkeeping Exp	14,532	4,565	6,055	75%
Asset Management Expense	-	-	-	0%
Management Fee Exp	124,494	39,434	51,873	76%
Total Admin Expenses	366,235	109,753	152,598	72%
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services	-	-	-	-
Utility				
Water	97,157	32,974	40,482	81%
Electric	150,959	48,836	62,900	78%
Gas	53,316	20,286	22,215	91%
Total Utility	301,432	102,097	125,597	81%
Maintenance				
Maintenance Wages	102,894	38,786	42,873	90%
Maintenance Materials	180,620	52,845	75,258	70%
Maintenance Contracts	292,889	111,695	122,037	92%
Total Maintenance	576,403	203,326	240,168	85%
Security Contracts/Costs	-	20,828	-	0%
Insurance Costs	180,537	69,599	75,224	93%
Employee Benefits	87,320	27,558	36,383	76%
Bad Debt	21,760	-	9,067	0%
Vash Port (HAP) Expense	-	-	-	
HAP Expense	-	-	-	
FSS Expense	-	-	-	
Other General Expense	-	-	-	
Total Other Expense	289,617	117,986	120,674	98%
Net Income Before Depreciation +/-	17,028	40,896	7,095	576%
Depreciation	171,936	71,640	71,640	100%
Net Income After Depreciation +/-	(154,908)	(30,744)	(64,545)	48%

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

AMP 3

UML
 ACC units

Description	FYE 23 Budget	February ytd Actuals	February ytd Budget	% of Budget
Revenue				
Rental Income	320,005	150,869	133,335	113%
Other Tenant Income	29,566	7,344	12,319	60%
Other Income	39,278	48,687	16,366	297%
Fraud Income				
Grant Income				
Operating Subsidy	610,262	294,323	254,276	116%
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	-	11,569	0%
Bookkeeping Fee				
Management Fee				
Total Revenue	1,026,876	501,224	427,865	117%
Expenses				
Administrative Salaries	98,406	39,299	41,003	96%
Office Expense	20,603	14,191	8,585	165%
Other Administrative Expense	3,891	2,780	1,621	171%
Legal Expense	1,390	4,659	579	804%
Audit Expense	5,980	2,490	2,492	100%
Advertising	-			
Travel and Training	264		110	
Bookkeeping Exp	12,961	3,927	5,400	73%
Asset Management Expense	19,800	8,250	8,250	
Management Fee Exp	111,035	33,944	46,265	73%
Total Admin Expenses	274,330	109,539	114,304	96%
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services	-	-	-	-
Utility				
Water	59,711	19,093	24,880	77%
Electric	21,473	9,711	8,947	109%
Gas	30,922	19,234	12,884	149%
Total Utility	112,106	48,038	46,711	103%
Maintenance				
Maintenance Wages	102,894	67,784	42,873	158%
Maintenance Materials	140,395	103,830	58,498	177%
Maintenance Contracts	126,700	32,246	52,792	61%
Total Maintenance	369,989	203,860	154,162	132%
Security Contracts/Costs	-	26	-	0%
Insurance Costs	89,585	34,910	37,327	94%
Employee Benefits	73,059	38,868	30,441	128%
Bad Debt	16,000	-	6,667	0%
Vash Port (HAP) Expense	-			
HAP Expense	-			
FSS Expense	-			
Other General Expense	-			
Total Other Expense	178,644	73,804	74,435	99%
Net Income Before Depreciation +(-)	91,807	65,983	38,253	172%
Depreciation	116,900	48,708	48,708	100%
Net Income After Depreciation +/(-)	(25,093)	17,275	(10,455)	-165%

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

AMP 4

UML
 ACC units

Description	FYE 23 Budget	February ytd		% of Budget
		Actuals	Budget	
Revenue				
Rental Income	302,489	136,218	126,037	108%
Other Tenant Income	12,121	4,485	5,050	89%
Other Income	47,360	1,549	19,733	8%
Fraud Income				
Grant Income				
Operating Subsidy	543,155	265,755	226,315	117%
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	-	5,116	0%
Bookkeeping Fee				
Management Fee				
Total Revenue	917,403	408,006	382,251	107%
Expenses				
Administrative Salaries	121,099	48,306	50,458	96%
Office Expense	17,294	10,825	7,206	150%
Other Administrative Expense	1,697	1,006	707	142%
Legal Expense	11,704	17,338	4,877	356%
Audit Expense	5,254	2,190	2,189	100%
Advertising	-	-	-	
Travel and Training	199		83	
Bookkeeping Exp	11,390	3,771	4,746	79%
Asset Management Expense	17,400	7,250	7,250	
Management Fee Exp	97,576	32,591	40,657	80%
Total Admin Expenses	283,613	123,277	118,172	104%
Resident Services				
Resident Services Salaries				
Benefits				
Total Resident Services	-	-	-	-
Utility				
Water	29,028	11,879	12,095	98%
Electric	42,803	15,068	17,835	84%
Gas	28,265	14,738	11,777	125%
Total Utility	100,096	41,684	41,707	100%
Maintenance				
Maintenance Wages	79,057	77,681	32,940	236%
Maintenance Materials	81,883	37,411	34,118	110%
Maintenance Contracts	115,556	16,180	48,148	34%
Total Maintenance	276,496	131,272	115,207	114%
Security Contracts/Costs	-	128	-	0%
Insurance Costs	106,992	41,584	44,580	93%
Employee Benefits	26,901	25,967	11,209	232%
Bad Debt	15,124	-	6,302	0%
Vash Port (HAP) Expense	-	-	-	
HAP Expense	-	-	-	
FSS Expense	-	-	-	
Other General Expense	-	-	-	
Total Other Expense	149,017	67,679	62,090	109%
Net Income Before Depreciation +/-	108,181	44,094	45,075	98%
Depreciation	168,300	70,125	70,125	100%
Net Income After Depreciation +/-	(60,119)	(26,031)	(25,050)	104%

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

SHORTFALL FUNDING
 AMP 3

Description	FYE 23	February ytd		% of Budget
	Budget	February ytd Actuals	Budget	
Revenue				
Rental Income				
Other Tenant Income				
Other Income				
Fraud Income				
Grant Income	1,243,513	270,422	518,130	52%
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	518,130	52%
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	518,130	52%
Total Maintenance	1,243,513	270,422	518,130	52%
Security Contracts/Costs				
Insurance Costs				
Employee Benefits				
Bad Debt				
Vash Port (HAP) Expense				
HAP Expense				
FSS Expense				
Other General Expense				
Total Other Expense				
Net Income Before Depreciation +/-	-	-	-	0%
Depreciation				
Net Income After Depreciation +/-	-	-	-	

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

HCVP ADMIN

Description	FYE 23 Budget	February ytd Actuals	February ytd Budget	% of Budget
Revenue				
Rental Income				
Other Tenant Income				
Other Income	-	29,150	-	0%
Fraud Income	28,426	30,336	11,844	256%
Grant Income				
Operating Subsidy				
HAP Subsidy				
Admin Fee Income	1,308,641	577,545	545,267	106%
Port VASH (HAP)	600,469	320,176	250,195	128%
Port VASH (Admin Fee)	54,811	22,401	22,838	98%
Capital Fund Management Fee (1410)				
Capital Fund Ops Transfer (1406)				
Bookkeeping Fee				
Management Fee				
Total Revenue	1,992,347	979,607	830,145	118%
Expenses				
Administrative Salaries	393,980	155,502	164,158	95%
Office Expense	61,686	24,486	25,703	95%
Other Administrative Expense	3,976	541	1,657	33%
Legal Expense	-	407	-	
Audit Expense	8,000	3,335	3,333	100%
Advertising	-	-	-	
HCV Inspections	89,311	36,316	37,213	
Travel and Training	5,725	-	2,385	0%
Bookkeeping Exp	183,136	77,685	76,307	102%
Management Fee Exp	293,017	124,296	122,090	102%
Total Admin Expenses	1,038,831	422,568	432,846	98%
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	45,451	47,697	95%
Employee Benefits	132,205	54,154	55,085	98%
Bad Debt	-	-	-	
Vash Port (HAP) Expense	600,469	320,176	250,195	128%
HAP Expense	-	-	-	
FSS Expense	-	-	-	
Port Out Admin fee Expense	5,160	1,664	2,150	77%
Other General Expense	-	-	-	
Total Other Expense	852,306	421,445	355,128	119%
Net Income Before Depreciation +/-	101,210	135,594	42,171	322%
Depreciation	15,900	6,625	6,625	100%
Net Income After Depreciation +/-	85,310	128,969	35,546	363%

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

HCVP HAP

Description	FYE 23 Budget	February ytd Actuals	February ytd Budget	% of Budget
Revenue				
Rental Income				
Other Tenant Income				
Other Income	-	-	-	0%
Fraud Income	28,426	33,644	11,844	284%
Grant Income				
Operating Subsidy				
HAP Subsidy	15,397,902	7,235,210	6,415,793	113%
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	7,268,854	6,427,637	113%
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	7,360,896	6,399,340	115%
FSS Expense	67,912	13,095	28,297	46%
Port Out Admin fee Expense				
Other General Expense				
Total Other Expense	15,426,328	7,373,991	6,427,637	115%
Net Income Before Depreciation +/-	-	(105,137)	-	-
Depreciation	-	-	-	-
Net Income After Depreciation +/-	-	(105,137)	-	-

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

GRANTS (FSS)

Description	FYE 23 Budget	February ytd Actuals	February ytd Budget	% of Budget
Revenue				
Rental Income				
Other Tenant Income				
Other Income				
Fraud Income				
Grant Income	99,400	34,231	41,417	83%
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	34,231	41,417	83%
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	24,170	26,988	90%
Benefits	34,628	9,005	14,428	62%
Total Resident Services	99,400	33,175	41,417	80%
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 +/-	-	-	-	

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

COCC

Description	FYE 23 Budget	February ytd	February ytd	% of Budget
		Actual	Budget	
Revenue				
Rental Income	-	-	-	
Other Tenant Income	-	-	-	
Other Income	140,139	57,448	58,391	98%
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	-	58,969	0%
Capital Fund Ops Transfer (1406)	-	-	-	
Asset Management Fee	50,560	24,900	21,067	0%
Bookkeeping Fee	229,561	93,095	95,650	97%
Management Fee	690,724	257,430	287,802	89%
Total Revenue	1,252,510	432,873	521,879	83%
Expenses				
Administrative Salaries	738,747	258,454	307,811	84%
Office Expense	92,492	43,980	38,538	114%
Other Administrative Expense	32,050	11,709	13,354	88%
Legal Expense	12,706	3,726	5,294	70%
Audit Expense	2,500	1,040	1,042	100%
Advertising	270	76	113	67%
Travel and Training	5,820	-	2,425	0%
Bookkeeping Exp	-	-	-	
Management Fee Exp	-	-	-	
Total Admin Expenses	884,585	318,984	368,577	87%
Resident Services				
Resident Services Salaries				
Benefits				
Other Resident Services		33,217		
Total Resident Services	-	33,217		
Utility				
Water			-	
Electric		-	-	
Gas			-	
Total Utility	-	-	-	
Maintenance				
Maintenance Wages			-	
Maintenance Materials		-	-	
Maintenance Contracts	22,813	890	9,505	
Total Maintenance	22,813	890	9,505	
Security Contracts/Costs			-	
Insurance Costs	103,023	40,906	42,926	95%
Employee Benefits	150,235	44,087	62,598	70%
Bad Debt	-	-	-	
Vash Port (HAP) Expense	-	-	-	
HAP Expense	-	-	-	
FSS Expense	-	-	-	
Other General Expense	-	6,000	-	
Total Other Expense	253,258	90,993	105,524	86%
Net Income Before Depreciation +/-	91,854	(11,211)	38,273	-29%
Depreciation	7,700	3,208	3,208	100%
Net Income After Depreciation +/-	84,154	(14,420)	35,064	-41%

South Bend Annual Operating Budget
 FY 2023
 October 1, 2022-September 30, 2023

Unit Count	96	185	165	145	591	COCC	HCVF HAP	HCVF Ops	Total HCVF	Grants (FSS)	Elimination	Primary Government
	AMP1	AMP2	AMP3	AMP4	Total AMPs	Shortfall Funds						
Revenue												
Rental Income	130,193	435,199	320,005	302,489	1,187,886							1,187,886
Other Tenant Income	13,125	15,207	29,566	12,121	70,019							70,019
Other Income	127,859	2,674	39,278	47,360	217,171							357,311
Shortfall funding						1,243,513						
Fraud Income							28,426	28,426	56,853	99,400		56,853
Grant Income												1,342,913
Operating Subsidy	781,211	754,383	610,262	543,155	2,689,012		15,397,902	1,308,641	15,397,902			2,689,012
HAP Subsidy								600,469	1,308,641			1,308,641
Admin Fee Income								54,811	600,469			600,469
Port VASH (Admin Fee)									54,811			54,811
Capital Fund Management Fee (1410)	74,336	343,252	27,765	12,278	457,631						(229,561)	141,526
Capital Fund Ops Transfer (1406)											(50,560)	457,631
Bookkeeping Fee											(690,724)	
Asset Management Fee												
Management Fee												
Total Revenue	1,126,724	1,550,715	1,026,877	917,403	5,865,232	1,243,513	15,426,328	1,992,347	17,418,676	99,400	(970,845)	23,664,974
Expenses												
Administrative Salaries	121,099	146,080	98,406	121,099	486,685			393,980	393,980			1,619,412
Office Expense	20,623	42,492	20,603	17,294	101,012			61,686	61,686			255,190
Other Administrative Expense	4,935	4,202	3,891	1,697	14,725			3,976	3,976			50,751
HQS Inspections								89,311	89,311			89,311
Legal Expense	12,458	22,983	1,390	11,704	48,535							61,241
Audit Expense	6,814	11,452	5,980	5,254	29,500			8,000	8,000			40,000
Advertising												
Travel and Training	276		264	199	689							270
Bookkeeping Exp	7,541	14,532	12,961	11,390	46,425			183,136	183,136		229,561	12,234
Asset Management Fee	13,360		19,800	17,400	50,560						50,560	
Management Fee Exp	64,602	124,494	111,035	97,576	397,707			293,017	293,017		690,724	
Total Admin Expenses	251,659	366,236	274,329	283,614	1,175,838			1,038,831	1,038,831		970,845	2,128,410
Resident Services												
Resident Services Salaries												64,772
Benefits												34,628
Total Resident Services												99,400
Utility												
Water	63,042	97,157	59,711	29,028	248,939							248,939
Electric	10,588	150,959	21,473	42,803	225,824							225,824
Gas	25,830	53,316	30,922	28,265	138,333							138,333
Total Utility	99,460	301,433	112,107	100,097	613,096							613,096
Maintenance												
Maintenance Wages	231,066	102,894	102,894	79,057	515,911							515,911
Maintenance Materials	132,352	180,620	140,395	81,883	535,250							535,250
Maintenance Contracts	201,760	292,889	126,700	115,556	1,980,418							2,003,231
Total Maintenance	565,178	576,403	369,989	276,496	3,031,579	1,243,513						3,054,392

Development Activities

The HASB continues to assess the Monroe Circle site for utility disconnection as we prepare for the demolition of the site. The water and electricity will be disconnected in March.

We anticipate that the RFP will be issued in May for a demolition contractor and demolition to occur in June as the City of South Bend has agreed to oversee and fund the demolition with TIF funding.

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 issued 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 or Implementation Grant application.

We issued an RFP for Project basing vouchers to expand the opportunities available for voucher holders.