

SOUTH BEND HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

May 23, 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

May 23, 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

April 25th, 2023 @ 9 a.m.

CALL TO ORDER:

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

ROLL CALL:

Commissioner Stephen Luecke; Commissioner Calvin; Commissioner Chamblee' Commissioner Daniel; Commissioner McNally.

HASB STAFF:

Ms. Lori Wallace, Director of HCV; 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

OLD BUSINESS

Approval of Minutes from the regular Board Meeting on March 28, 2023.

Commissioner McNally moved and Commissioner Chamblee seconded the motion to approve the minutes.

AYE

NAY

ABSTAIN

Commissioner Calvin
Commissioner Chamblee
Commissioner Daniel
Commissioner McNally
Commissioner Luecke

NEW BUSINESS:

None

Executive Director Report –

RESIDENT INITIATIVES

Mr. Delaney advised that there were three points to be made spoke on our resident service activities we continue with our afterschool programs at the community centers at LaSalle Landing and Harbor Homes which will continue through the end of the school year. Also, there was a Tuesday Bingo held at 501 Building sponsored by Village Medical and Mr. Dwight Williams. We also hosted Melanie Smith-Guillaume from the League of Women Voters who came to the 501 Building and talked with residents about voters' information and registration.

FSS

Mr. Delaney said that in the month of March 2023 there were 59 participants enrolled in the FSS program, 46 from the HCV program and 13 from the Public Housing program. There were 27 participants that had an escrow account with a total amount of escrow accounts of \$54,109.00.

Commissioner Luecke asked was the decrease of the 3 participants was because of graduation? Mr. Delaney said he didn't know, however Ms. Wallace said she believed it was because 1 was out of jurisdiction and the other two may have graduated.

Administration Report

Human Resource Report

Pamela said in the past board meeting we discussed the reason for the increase in our insurance with HAI and we didn't have the figures for the difference in year 2022 and current 2023. In 2022 the HASB paid \$568,294 and in 2023 the HASB paid \$617,974. This covered liability and Property insurance. There was a difference of \$49,680 increase due to the unbundling of the property addresses by HAI. She continued to say that an audit was done for the new employees to make sure those that wanted medical insurance was added within the first 30 days otherwise they would have to wait until January for the open enrollment. We also continue to advertise for open positions for maintenance, HCV case managers and PH Assistant Property Managers.

LOW INCOME PUBLIC HOUSING (LIPH)

Mrs. Mobley opened with 1726 people on the waiting list. And have a total of 198 vacant units, which doesn't include Rabbi Shulman. We do have units ready so we will be leasing up very soon. With work orders we had a total of 284 work orders. And for accounts receivable, we are still getting a lot of emergency rental assistance.

Commissioner McNalley asked pertaining to the scattered sites vacancy jump, is that because more units need to be rehabbed.

Mrs. Mobley said yes, some did move out and others took section 8 vouchers.

Commissioner Daniels asked are you target people that are already housed to move into these new units that are ready or are you pulling from the waiting list.

Mrs. Mobley said we are pulling from the waiting list. We tend to only move those that has an issue with a unit and the best way to solve the problem is to move them, however we are trying to pull from the wait list when we can. We did lease up 5 off the waiting list, we transferred 3 and closed 31 files for no response. We currently have 5 families ready to be leased.

Mr. Delaney said on the bottom of page 13 is the information for the Capital expenditure Grant, if you have questions, he will try to answer but it is self-explanatory.

Housing Choice Voucher Program (HCVP)

Ms. Wallace stated the total number of households served in March 2023 was 2,262. 2055 for HCVP, 81 VASH Veterans, 43 FSS, 10 Emergency housing Vouchers, 12 foster Youth, 8 port in, 28 port out and 44 relocations with 128 wait list vouchers. There were 476 inspections of which 109 initial inspections, 22 initial re-inspections, 220 annual inspections 91 of those were re-inspections, 21 abatement inspections, 2 special inspections and 10 of no show.

Commissioner Luecke asked if the reinspection are a standard percentage?

Ms. Wallace said it's a little high, the landlord is rushing the rehab and calling for the inspection trying to get their units leased quickly for the annual is probably on par.

Commissioner Luecke asked for the HCV program we list the FSS independently, if someone was to move out of the program do they lose their voucher?

Ms. Wallace said they do not lose their voucher; they get to keep it. And for the HCV Highlights, the 2021-2022 Audit. Wallace successfully completed HCV-PBV certification thorough NAHRO. File Vision Electronic case management Tiffany murphy and Lori system training completed by all HCV Staff and the 2023 waitlist opened and closed without issues.

Commissioner Luecke asked if we had any report on the Audit that we wanted to share?

Mr. Delaney said we are waiting for the final results; we think there may be one finding but are not sure.

Commissioner Luecke said the auditors were very complimentary of the staff and the conditions of the records. A couple of years ago we had over 30 odd comments and last year we had down to 16 and this year maybe one that wasn't resolved. But it's not from lack of working on it.

Mr. Delaney said we will probably have one.

Commissioner Luecke said good progress and we know it was a lot of catch-up work to do to make it happen. Thank you.

Financial Report

Mr. Delaney said the only thing different about the report, to give you a comparison between last year and this year for the year-to-date expenses and revenues.

Commissioner McNally said he found it to be very helpful.

Mr. Delaney went over each amp and pointed out some of the information for each amp started with AMP 1. We haven't had any major insurance claims this year, so it is outside of the budget. Office expenses were 84% higher than budget because of its improvement, training, and equipment. There was a shift from amps 3-4 to amps 1-2 for this year. AMP 2, operating subsidy is 14% higher than the budget because subsidy is still in 2022 and that is a calendar year, and the budget is at a fiscal year, and it will catch up. AMP 3, for electric, lower usage which means lower cost because of lower units being occupied. Rental income is 15% higher than the budget. Legal expenses are higher because of eviction and court fee that wasn't accounted for. Employee benefits coincided with employees. AMP 4, fraud income is lower, office expenses are higher than budget again because of equipment, training, and scanners. Fraud income is higher than budget. Under HCV hap, fraud income is higher. Subsidies are 15% higher than budget. Grant FSS is pretty stable. Employee benefits coincide with lower personnel in the COCC.

Commissioner Luecke asked what would be the other residence service in the COCC, what would that cover?

Mr. Delaney said that was from Gentleman and Scholars

Attorney Harris stated that if the Board wanted reports from his office, he would be glad to provide information pertaining to the court evictions and what they are about. The attorney's office is reactive because it is something that you can't project.

Commissioner Luecke asked has there been any difficulties or unexpected things.

Attorney Harris stated that this Housing Authority is unique in terms of evictions because a lot of residents make use of the students over at Notre Dame Legal Service Center, so some are a little more pretentious because of the free legal system vs other housing authorities. Some are savvy with the grievance process and the courts are a little more lenient for the tenant and it can be challenging sometimes.

Commissioner McNally asked when you say you can provide a report, what does that entail?

Attorney Harris said they could let you know how many evictions per AMP or see correlation of increase in amount and number of eviction or the nature of the eviction.

Commissioner Daniel asked, would you have to budget for evictions, do you set aside money for that?

Attorney Harris said the Housing Authority is more familiar with the units and tenants than we are, we just react so we don't really know the number of cases we will be dealing with.

Mr. Delaney said our budget is based on the previous year, but it can vary.

Mrs. Mobley said it is getting higher because the tenants are being more active in getting lawyers involved, so if they get a lawyer, then we get our lawyers involved. We do not want our staff going up against a lawyer.

Commission Luecke said he wanted to note that they received a QAD report about resolving 5 corrective active plans issued that had been outstanding and been successfully resolved at this point. Again, I want to commend the staff for getting it all done. We appreciate getting those things done and moving on to other things.

Development Activities.

Mr. Delaney said that the HASB received the support of the City of South Bend and the redevelopment commission who allocated funding to cover the cost of the demolition of the Monroe Circle Development We are partnering with the City of South Bend as a Co-Applicant for the CNI Grant Application. We are currently looking at Grant writers for this process.

Commissioner Luecke said he was very pleased with the very positive relationship with the City. They looked to find a different set of funds that they could use for the demolition cost and that freed up some community development block grant dollars that hopefully will be able to reappropriate by the city for us to use toward housing unit turns.

Again, a nice partnership on their part looking for resources that they have that we do not have access to and also providing a grant writer for the choice neighborhood application that will allow us to work together on that and bring the resources that we need to be able to redevelop the Monroe circle, Rabbi Shulman properties. Regrettably it all takes time, and we would like to see some of that action now, but I believe we are moving in the right direction.

Attorney Harris wanted to note that it will probably be in the newspaper, but the 2nd week of June the Tonya Robinson trial is scheduled for federal court. We do have some staff members that are subpoenaed for that trial.

It will be a challenge to drag it up again, but important to get it resolved for the Housing Authority and the community as well.

Moved and second to adjourn the meeting The next meeting is May 23rd, 2023.



To: Board of Commissioners
From: Catherine Lamberg, Executive Director
Re: Resolution 23-4404 Approval of the Annual Plan

In accordance with Title V of the Quality Housing and Work Responsibility Act of 1998 (the “Act”), the Housing Authority of South Bend must adopt an annual PHA plan for our programs that establishes goals and objectives for meeting the housing needs of the agency’s jurisdiction (the “Annual Plan”). The Annual Plan includes HASB’s strategies for expanding the supply of assisted housing, promoting family self-sufficiency, and ensuring equal opportunity in housing. The Annual Plan must be approved by the Board of Commissioners and forwarded to HUD.

In accordance with the requirements of the Act, the Annual Plan was circulated to the Resident’s for review. In addition, a forty-five-day public comment period was advertised culminating in public hearings being held. Comments received and addressed are provided for in the plan. Finally, South Bend’s Government Relations staff has reviewed the Annual Plan to ensure consistency with the City’s Consolidated Plan.

I am therefore recommending that the Annual Plan be approved for submission to HUD.

RESOLUTION NO. 23-4404

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SOUTH BEND, INDIANA, AUTHORIZING THE EXECUTIVE DIRECTOR TO SBMIT TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT THE ANNUAL PLAN.

WHEREAS, The Housing Authority of the City of South Bend (HASB), Indiana, has been designated by the U.S. Department of Housing and Urban Development as a public housing authority in connection with the Housing Choice Voucher Program, through which HASB administers tenant-based Section 8 rental assistance and Low-Income Public Housing Program; and

WHEREAS, Title V of the Quality Housing and Work Responsibility Act of 1998 requires public housing authorities that administer Section 8 assistance and low-income Public Housing programs to set forth certain program-related policies and information in an annual plan (the “Annual Plan”), which must be adopted by the public housing authority’s board of Commissioners; and

WHEREAS, following a public notice and comment process and an internal review of relevant policies and procedures, HASB staff has developed the attached Annual Plan for the fiscal year beginning October 1, 2023.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the City of South Bend, Indiana, authorizes the Executive Director to submit to the Department of Housing Authority this Annual Plan that has been approved and adopted by the Board of Commissioners.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effect from the date of its adoption and shall be filed in the permanent records of The Housing Authority of the City of South Bend, Indiana.

THE HOUSING AUTHORITY OF SOUTH BEND,
INDIANA BOARD OF COMMISSIONERS

By: _____

Virginia B. Calvin, Chairman

By: _____

Catherine D. Lamberg, Secretary-Treasurer

DATE APPROVED: _____



To: Board of Commissioners

From: Catherine Lamberg, Executive Director

Re: Resolution 23-4405 Approval of the Amended Admissions and Continued Occupancy Plan (ACOP) for the Public Housing Program

A written Admissions and Continued Occupancy Plan for administration of the Public Housing Program is required to state Public Housing Agency (PHA) policy on matters for which the PHA has discretion to establish local policies. HUD requires a PHA to administer its program in accordance with its ACOP, and a PHA is required to revise its plan to be in accordance with HUD regulations and requirements.

This Admissions and Continued Occupancy Policy (ACOP) defines the Housing Authority of South Bend's (HASB) policies for the operation of its Public Housing Program properties, incorporating Federal, State, and local law. If there is any conflict between this policy and laws or regulations, the laws and regulations will prevail.

The revised plan, having made no substantial changes outside of implemented provision of the HOTMA as contained in the HASB Annual Plan and made available for Public Review and comment, I am therefore recommending that the revised Admissions and Continued Occupancy Plan be approved by the Board of Commissioners.

RESOLUTION NO. 23-4405

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SOUTH BEND, INDIANA, AUTHORIZING THE APPROVAL OF THE REVISED ADMINISTRATION PLAN FOR THE HOUSING CHOICE VOUCHER PROGRAM.

WHEREAS, On February 14, 2023, HUD enacted Section 103 of the Housing Opportunity Through Modernization Act (HOTMA) regarding income limits for the Public Housing program. PHAs are required to implement updates to agency plans for this Section within (120) days of enactment.

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that Public Housing providers adopt an Admissions and Continued Occupancy Policy (ACOP) to set local policies for the administration of the program in accordance with HUD requirements and local priorities; and

WHEREAS, the ACOP and any revisions to said document must be formally adopted by the Housing Authority of South Bend (HASB) Board of Commissioners; and

WHEREAS, HASB finds it necessary to revise the existing ACOP to comply with HOTMA requirements and to remain in compliance with HUD rules and regulations; and

WHEREAS, HASB is proposing revisions to the following sections of the ACOP: “Over Income Families” (Section V Determining Income and Rent);

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the City of South Bend, Indiana, approves the revised Admissions and Continued Occupancy Plan for the Public Housing Program.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effect from the date of its adoption and shall be filed in the permanent records of The Housing Authority of the City of South Bend, Indiana.

THE HOUSING AUTHORITY OF SOUTH BEND,
INDIANA BOARD OF COMMISSIONERS

By: _____

Virginia B. Calvin, Chairman

By: _____

Catherine D. Lamberg, Secretary-Treasurer

DATE APPROVED: _____



To: Board of Commissioners

From: Catherine Lamberg, Executive Director

Re: Resolution 23-4406 Approval of the Selection and Award of Project Based Vouchers PBV's

On March 13, 2023, HASB published an RFP for Project Based Vouchers. Bids were opened on March 27, 2023. The Executive Director scored the proposals and the two responses received meet the requirements of the scoring criteria outlined in the PBV RFP.

Therefore, the HASB, with Board Approval, is proposing to award PBV's to The Monreaux, LLC to place 12 project-based vouchers at the Monreaux Apartments and Diamond View Apartments. LP to place 18 project-based vouchers at the Diamond View Apartments, both of which are new construction.

This resolution will authorize staff to issues a preliminary award letter to both Developments stating the application conditions and the approval to enter into an Agreement to Enter into a Housing Assistance Payments Contract (AHAP).

RESOLUTION NO. 23-4406

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SOUTH BEND, INDIANA, APPROVING THE AWARD OF PROJECT BASED VOUCHERS

WHEREAS, On March 13, 2023, HASB published an RFP for Project Based Vouchers.

WHEREAS, the Bids were opened on March 27, 2023, and the Executive Director scored the proposals in accordance with the RFP scoring criteria; and

WHEREAS, the two responses received meet the requirements of the scoring criteria outlined in the PBV RFP; and

WHEREAS, this approval will provide for thirty (30) Project Based Vouchers in new construction development.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the City of South Bend, Indiana, approves the award of Project Based Vouchers to The Monreaux, LLC to place 12 project-based vouchers at the Monreaux Apartments and Diamond View Apartments. LP to place 18 project-based vouchers at the Diamond View Apartments, both of which are new construction.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effect from the date of its adoption and shall be filed in the permanent records of The Housing Authority of the City of South Bend, Indiana.

THE HOUSING AUTHORITY OF SOUTH BEND,
INDIANA BOARD OF COMMISSIONERS

By: _____

Virginia B. Calvin, Chairman

By: _____

Catherine D. Lamberg, Secretary-Treasurer

DATE APPROVED: _____

Directors Report Agenda

- I. FAMILY SELF SUFFICIENCY REPORT
- II. ADMINISTRATION
- III. LOW INCOME PUBLIC HOUSING
- IV. HOUSING CHOICE VOUCHER PROGRAM
- V. FINANCE REPORT
- VI. REAL ESTATE, INVESTMENT and DEVELOPMENT



FSS Program Participates

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	59	46	13	27	\$54,109.00
April 2023	59	46	13	28	\$59,232.00
May 2023					
June 2023					
July 2023					
August 2023					
September 2023					
October 2023					
November 2023					
December 2023					

Board Report as of April 2023

- LaQuisha Jackson, Owner of Soulful Kitchen, LLC, and the Founder of Hope for The Hungry was the guest speaker at the FSS April monthly meeting. She spoke on philanthropy and entrepreneurship. She shared her life experience, from being a Section 8 recipient to becoming a business owner.
- FSS created a speaker evaluation form and a suggestion box for feedback from FSS participants on guest speakers and the FSS Program.

- FSS held its quarterly Program Coordinating Committee meeting via zoom on April 26, 2023.
- Janella Davis, HUD Counselor, City of South Bend. Ms. Davis is currently assisting 4 FSS participants in creating an individual budget plan and credit repair, 1 participant with a Community Homebuyers Application, 1 participant was referred to the Economic, Engagement, and Empowerment Program for Entrepreneurship.
- FSS has collaborated with Larry King, One Stop Operator, and Work One to streamline job referrals and training opportunities. FSS participants will contact Kim Patcheck, Career Advisor, Work One directly for employment and job training interests.



LOW INCOME PUBLIC HOUSING (LIPH)

	December 2022	January 2023	February 2023	March 2023	April
Waiting List	1191	1480	1762	1726	1585
Occupancy Rate					
Unit Turnaround Time (Days)	14	14	10	10	10

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	32	10	0
	Harbor Homes	54	37	17	0
2	Rabbi Shulman/628	127	0	127	0 Section 18 Application
	West Scott /501	127	65	62	0
	Quads	52	46	6	2
3	South Bend Avenue	20	15	5	0
	Edison Gardens	19	17	2	4
	Twyckenham	18	13	5	3
	Scattered Sites 09	47	34	13	0
	Scattered Sites 10	66	34	32	0
4	LaSalle Landing	24	22	2	0
	Scattered Sites 12	44	24	20	0
	Scattered Sites 17	50	37	13	0
	Scattered Sites 18	31	17	14	0
TOTAL		813	393	420-92-127=201	9

Property	Emergency				Routine			
	January	February	March	April	January	February	March	April
Monroe Circle	0	0	0	0	2	2	0	0
Plaza Apts.	0	0	0	0	0	0	0	0
Laurel Court	0	0	0	0	18	5	42	3
Lasalle Landing	0	0	0	0	11	16	12	16
South Bend Avenue	0	0	0	0	14	12	12	11
Westcott Apts.	0	0	0	1	43	65	64	31
Harbor Homes	0	0	0	1	21	44	33	30
Scattered Sites (IN15-09)	0	0	0	0	8	19	15	7
Scattered Duplexes (10)	0	0	0	0	16	30	19	26
Edison Gardens	0	1	0	0	14	10	20	15
Twyckenham	0	0	0	0	3	4	5	8
Scattered Sites (IN15-12)	0	0	0	0	5	6	7	9
Acquisition Scattered Sites (IN15-17)	0	0	0	0	7	11	16	6
Scattered Sites (IN15-18)	0	0	0	0	4	5	7	4
Non-Tenant work orders		0	0	0	22	20	17	21
Totals	0	1	0	2	188	249	284	201

Tenant Account Receivables (TARS / rent collection)				
Property	January 2023	February 2023	March 2023	April
Monroe Circle	0	0	0	0
Plaza Apts.	0	0	0	0
Laurel Court	1.28%	2.65%	117%	96%
Lasalle Landing	1.02	1.09%	107%	72%
South Bend Avenue	1.08	1.08%	98%	101%
Westcott / QUADS Apts.	94	1.09%	99%	100.44%
Harbor Homes	1.01	.91%	109%	100.13%
Scattered Sites (IN15-09)	1.34	1.06%	97%	98%
Scattered Duplexes (IN15-10)	1.00	.98%	134%	90%
Edison Gardens	1.30	.71%	190%	75%
Twyckenham	90	1.21%	115%	61%
Scattered Sites (IN15-12)	1.07	.64%	185%	100.16%
Acquisition Scattered Sites (IN15-17)	92	.87%	133%	76%
Scattered Sites (IN15-18)		1.05%	321%	85%

March 2023			TARS Percentage
Development	Billed	Collected	% collected
Laurel Court	\$3,302.00	\$3,164.00	96%
LaSalle Landing	\$4,906.00	\$3,519.00	72%
South Bend Avenue	\$5,749.00	\$6,321.00	101%
West Scott/ Quads (501)	\$31,965.45	\$32,107.97	100.44%
Harbor Homes	\$8,316.00	\$9,447.00	100.13%
Scattered Sites 15-09	\$10,731.40	\$10,470.40	98%
Scattered Duplexes 15-10	\$8,953.40	\$8,025.50	90%
Edison	\$3,474.00	\$2,618.00	75%
Twyckenham	\$4,304.00	\$2,617.00	61%
Scattered 15-12	\$6,034.00	\$7,011.00	100.16%
Scattered 15-17	\$14,711.00	\$11,196.00	76%
Scattered 15-18	\$2,612.00	\$2,217.00	85%
Total	\$104,788.31	\$98,705.87	94%

In the month of April, we leased up three (3) off the waiting list. Transfers two (2)

Closed intake file for no response and removed twenty (20) from waiting list applicants.

Units ready to lease ten (10)

Capital Expenditures (Grants)

Grant Year	Awarded	Expended	Remaining Balance	Action taken
2021	\$2,312,670.00	\$2,312,670.00	0.00	Development Planning/Demolition
2022	\$2,830,526.00	\$628,040.08	\$2,202,485.92	Vacancy Reduction
2023	\$2,839,396.00	\$0.00	\$2,839,396.00	Vacancy Reduction and other Capital Activities
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	\$614,970.65	\$933,933.35	Vacancy Reduction AMPS 3 and 4 Funds available March 2023
Safety and Security Grant Locks Change	\$103,461.00	\$103,461.00	0.00	Changing Locks on all PH Properties
Safety and Security Grant Carbon Monoxide Detectors	\$122,076.00	\$58,509.00	\$63,567.00	Purchase and install Carbon Monoxide Detectors in every unit
Total	\$10,894,435.00	\$4,487,000.73	\$6,407,434.27	



Housing Choice Voucher Program (HCVP)

April 2023

HCVP Program Summary					
		January 2023	February 2023	March 2023	April 2023
Total Households Served		2,217	2,239	2,262	2,295
	HCVP	2,005	2,027	2,055	2,071
	VASH Veterans	84	84	81	79
	FSS	44	44	43	40
	Emergency Housing Vouchers (EHV)	9	10	10	14
	Foster Youth (FYI)	13	12	12	11
	Port In	9	9	8	8
	Port Out	30	29	28	26
	Relocation	44	44	44	45
Reporting Rate		100%	99%	99%	98%
Waiting List		719	321	128	1,999

HCVP Process Summary				
	January 2023	February 2023	March 2023	April 2023
Vouchers Issued (On the Street)	173	207	224	163
Request for Tenancy Approval (RFTA) Processed	87	63	118	93
New Move In/Port In/Changes of Unit	33/1/8	46/0/13	35/1/8	10/2/15
Interim Changes	55	76	76	104
Annual Reexaminations	128	130	136	108
End of Participation	16	15	33	31

HCVP Housing Quality Standard Inspections Summary				
	January 2023	February 2023	March 2023	April 2023
Total Number of Inspections	301	305	476	399
Initial Inspections	99	64	109	88
Initial Re-inspections	32	23	22	28
Annual Inspections	111	137	220	191
Annual Re-inspections	77	57	91	78
Abatement Inspections	12	12	21	10
Special Inspections	2	4	2	2
No Show %	10%	9%	10%	8%

Highlights:

- **Waitlist – Certification of waitlist completed; 2,000 applicants added to waitlist.**
- **Unreported Income – Focus on Zero Income Household netted 13% reduction in zero income households.**
- **Homelessness Set Aside Wrap Up Started – 100 Vouchers Leased through Referrals from service providers.**



Financial Report

For the April 25, 2023, 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.
- The YTD expenses and revenues from the previous year are added for a monthly comparison between the two years.
- 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 and AMP 4 with the funding.
- 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

		35%		38%		64%		62%
UML	Amp 1	66	Amp 2	117	Amp 3	108	Amp 4	93
ACC units	188	306	170	149				
	4.30.23 fye	AMP 1	4.30.23 fye	AMP 2	4.30.23 fye ytd	AMP 3	4.30.23 fye ytd	AMP 4
Description	ytd actuals	PUM	ytd actuals	PUM	actuals	PUM	actuals	PUM
Revenue								
Rental Income	106,894	231.37	240,801	294.02	222,218	293.94	197,542	303.44
Other Tenant Income	12,480	27.01	5,646	6.89	16,600	21.96	9,592	14.73
Other Income	1,683	3.64	1,959	2.39	114,687	151.70	1,549	2.38
Fraud Income								
Grant Income								
Operating Subsidy	470,534	1,018.47	509,589	622.21	375,785	497.07	340,650	523.27
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	591,590	1,280.50	757,995	925.51	729,290	964.67	549,332	843.83
Expenses								
Administrative Salaries	57,243	123.90	42,813	52.28	56,090	74.19	74,994	115.20
Office Expense	21,743	47.06	30,907	37.74	21,170	28.00	16,644	25.57
Other Administrative Expense	3,247	7.03	955	1.17	3,586	4.74	1,110	1.71
Legal Expense	4,072	8.81	17,964	21.93	7,988	10.57	18,135	27.86
Audit Expense	1,988	4.30	11,711	14.30	4,482	5.93	3,942	6.06
Advertising								
Travel and Training								
Bookkeeping Exp	4,175	9.04	6,313	7.71	5,526	7.31	5,205	8.00
Asset Management Expense	13,160	28.48	-	-	11,550	15.28	10,150	15.59
Management Fee Exp	36,165	78.28	54,737	66.83	47,942	63.42	45,139	69.34
Total Admin Expenses	141,791	306.91	165,400	201.95	158,334	209.44	175,319	269.31
Resident Services								
Resident Services Salaries								
Benefits								
Total Resident Services								
Utility								
Water	14,800	32.04	52,193	63.73	25,076	33.17	16,377	25.16
Electric	6,010	13.01	61,338	74.89	14,563	19.26	24,346	37.40
Gas	16,945	36.66	30,841	37.66	28,437	37.62	22,294	34.25
Total Utility	37,755	81.72	144,373	176.28	68,076	90.05	63,017	96.80
Maintenance								
Maintenance Wages	51,108	110.62	54,971	67.12	94,374	124.83	107,837	165.65
Maintenance Materials	82,822	179.27	74,011	90.37	113,401	150.00	46,859	71.98
Maintenance Contracts	70,004	151.52	195,580	238.80	88,913	117.61	30,585	46.98
Total Maintenance	203,934	441.42	324,563	396.29	296,688	392.44	185,281	284.61
Security Contracts/Costs	57	0.12	24,815	30.30	53	0.07	255	0.39
Insurance Costs	55,645	120.44	101,804	124.30	49,390	65.33	59,217	90.96
Employee Benefits	31,847	68.93	38,450	46.95	53,757	71.11	36,392	55.90
Bad Debt								
Vash Port (HAP) Expense								
HAP Expense								
FSS Expense								
Other General Expense	1,000							
Total Other Expense	88,549	191.66	165,069	201.55	103,200	136.51	95,864	147.26
Net Income Before Depreciation +/-	119,561	258.79	(41,409)	(50.56)	102,992	136.23	29,852	45.86
Depreciation	154,642	334.72	100,296	122.46	68,192	90.20	98,175	150.81
Net Income After Depreciation +/-	(35,081)	(75.93)	(141,705)	(173.02)	34,801	46.03	(68,323)	(104.95)

South Bend LIPH
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AMP 1

UML
ACC units

Description	FYE 23 Budget	4.30.23 fye ytd	4.30.22 fye	4.30.23 fye	% of Budget
		actuals	ytd actuals	ytd budget	
Revenue					
Rental Income	130,193	106,894	163,845	75,946	141%
Other Tenant Income	13,125	12,480	3,414	7,656	163%
Other Income	127,859	1,683	95,894	74,584	2%
Fraud Income					
Grant Income					
Operating Subsidy	781,211	470,534	548,389	455,706	103%
HAP Subsidy					
Admin Fee Income					
Port VASH (HAP)					
Port VASH (Admin Fee)					
Capital Fund Management Fee (1410)					
Capital Fund Ops Transfer (1406)	74,336	-	6,150	43,363	0%
Bookkeeping Fee					
Management Fee					
Total Revenue	1,126,724	591,590	817,692	657,256	90%
Expenses					
Administrative Salaries	121,099	57,243	80,420	70,641	81%
Office Expense	20,623	21,743	13,442	12,030	181%
Other Administrative Expense	4,935	3,247	2,711	2,879	113%
Legal Expense	12,458	4,072	8,190	7,267	56%
Audit Expense	6,814	1,988	3,975	3,975	50%
Advertising	-	-	-	-	
Travel and Training	226	-	233	132	0%
Bookkeeping Exp	7,541	4,175	7,273	4,399	95%
Asset Management Expense	13,360	13,160	9,697	7,793	169%
Management Fee Exp	64,602	36,165	62,303	37,685	96%
Total Admin Expenses	251,658	141,791	188,244	146,801	97%
Resident Services					
Resident Services Salaries					
Benefits					
Total Resident Services	-	-	-	-	-
Utility					
Water	63,042	14,800	31,951	36,775	40%
Electric	10,588	6,010	6,743	6,176	97%
Gas	25,830	16,945	15,968	15,068	112%
Total Utility	99,460	37,755	54,662	58,018	65%
Maintenance					
Maintenance Wages	231,066	51,108	133,817	134,789	38%
Maintenance Materials	132,352	82,822	68,677	77,205	107%
Maintenance Contracts	201,760	70,004	128,089	117,693	59%
Total Maintenance	565,178	203,934	330,583	329,687	62%
Security Contracts/Costs	-	57	195	-	
Insurance Costs	100,369	55,645	50,567	58,549	95%
Employee Benefits	98,809	31,847	65,725	57,639	55%
Bad Debt	6,510	-	-	3,798	0%
Vash Port (HAP) Expense	-	-	-	-	
HAP Expense	-	-	-	-	
FSS Expense	-	-	-	-	
Other General Expense	-	1,000	-	-	
Total Other Expense	205,688	88,549	116,487	119,985	74%
Net Income Before Depreciation +/-	4,739	119,561	127,716	2,765	4324%
Depreciation	265,100	154,642	154,642	154,642	100%
Net Income After Depreciation +/-	(260,361)	(35,081)	(26,926)	(151,877)	23%

South Bend LIPH
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AMP 2

UML
 ACC units

Description	4.30.23 fye ytd		4.30.22 fye ytd		4.30.23 fye	
	FYE 23 Budget	actuals	actuals	ytd budget	% of Budget	
Revenue						
Rental Income	435,199	240,801	305,583	253,866	95%	
Other Tenant Income	15,207	5,646	8,504	8,871	64%	
Other Income	2,674	1,959	2,006	1,560	126%	
Fraud Income						
Grant Income						
Operating Subsidy	754,383	509,589	461,470	440,057	116%	
HAP Subsidy						
Admin Fee Income						
Port VASH (HAP)						
Port VASH (Admin Fee)						
Capital Fund Management Fee (1410)						
Capital Fund Ops Transfer (1406)	343,252	-	260,338	200,230	0%	
Bookkeeping Fee						
Management Fee						
Total Revenue	1,550,715	757,995	1,037,901	904,584	84%	
Expenses						
Administrative Salaries	146,080	42,813	56,250	85,213	50%	
Office Expense	42,492	30,907	23,908	24,787	125%	
Other Administrative Expense	4,202	955	2,328	2,451	39%	
Legal Expense	22,983	17,964	14,562	13,407	134%	
Audit Expense	11,452	11,711	6,679	6,680	175%	
Advertising	-	-	-	-		
Travel and Training	-	-	-	-		
Bookkeeping Exp	14,532	6,313	8,230	8,477	74%	
Asset Management Expense	-	-	-	-	0%	
Management Fee Exp	124,494	54,737	70,502	72,622	75%	
Total Admin Expenses	366,235	165,400	182,459	213,637	77%	
Resident Services						
Resident Services Salaries						
Benefits						
Total Resident Services	-	-	-	-	-	
Utility						
Water	97,157	52,193	54,057	56,675	92%	
Electric	150,959	61,338	91,674	88,059	70%	
Gas	53,316	30,841	32,595	31,101	99%	
Total Utility	301,432	144,373	178,326	175,835	82%	
Maintenance						
Maintenance Wages	102,894	54,971	80,964	60,022	92%	
Maintenance Materials	180,620	74,011	109,667	105,362	70%	
Maintenance Contracts	292,889	195,580	179,891	170,852	114%	
Total Maintenance	576,403	324,563	370,522	336,235	97%	
Security Contracts/Costs	-	24,815	28,556	-	0%	
Insurance Costs	180,537	101,804	99,570	105,313	97%	
Employee Benefits	87,320	38,450	60,062	50,937	75%	
Bad Debt	21,760	-	-	12,693	0%	
Vash Port (HAP) Expense	-	-	-	-		
HAP Expense	-	-	-	-		
FSS Expense	-	-	-	-		
Other General Expense	-	-	-	-		
Total Other Expense	289,617	165,069	188,188	168,943	98%	
Net Income Before Depreciation +/-	17,028	(41,409)	118,406	9,933	-417%	
Depreciation	171,936	100,296	100,302	100,296	100%	
Net Income After Depreciation +/-	(154,908)	(141,705)	18,104	(90,363)	157%	

South Bend LIPH
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AMP 3

UML
 ACC units

Description	FYE 23 Budget	4.30.23 fye ytd actuals	4.30.22 fye ytd actuals	4.30.23 fye ytd budget	% of Budget
Revenue					
Rental Income	320,005	222,218	211,810	186,670	119%
Other Tenant Income	29,566	16,600	8,703	17,247	96%
Other Income	39,278	114,687	28,120	22,912	501%
Fraud Income					
Grant Income					
Operating Subsidy	610,262	375,785	288,653	355,986	106%
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	-	97,352	16,196	0%
Bookkeeping Fee					
Management Fee					
Total Revenue	1,026,876	729,290	634,638	599,011	122%
Expenses					
Administrative Salaries	98,406	56,090	54,218	57,404	98%
Office Expense	20,603	21,170	12,718	12,018	176%
Other Administrative Expense	3,891	3,586	2,588	2,270	158%
Legal Expense	1,390	7,988	917	811	985%
Audit Expense	5,980	4,482	3,487	3,488	128%
Advertising	-	-	-	-	
Travel and Training	264			154	
Bookkeeping Exp	12,961	5,526	6,534	7,561	73%
Asset Management Expense	19,800	11,550	8,712	11,550	
Management Fee Exp	111,035	47,942	55,974	64,770	74%
Total Admin Expenses	274,330	158,334	145,148	160,026	99%
Resident Services					
Resident Services Salaries					
Benefits					
Total Resident Services	-	-	-	-	-
Utility					
Water	59,711	75,076	33,646	34,831	77%
Electric	21,473	14,563	11,941	12,526	116%
Gas	30,922	28,437	17,843	18,038	158%
Total Utility	112,106	68,076	63,430	65,395	104%
Maintenance					
Maintenance Wages	102,894	94,374	78,261	60,022	157%
Maintenance Materials	140,395	113,401	60,335	81,897	138%
Maintenance Contracts	126,700	88,913	77,922	73,908	120%
Total Maintenance	369,989	296,688	216,518	215,827	137%
Security Contracts/Costs	-	53	171	-	0%
Insurance Costs	89,585	49,390	57,333	52,258	95%
Employee Benefits	73,059	53,757	41,488	42,618	126%
Bad Debt	16,000	-	-	9,333	0%
Vash Port (HAP) Expense	-	-	-	-	
HAP Expense	-	-	-	-	
FSS Expense	-	-	-	-	
Other General Expense	-	-	-	-	
Total Other Expense	178,644	103,200	98,992	104,209	99%
Net Income Before Depreciation +/-	91,807	102,992	110,550	53,554	192%
Depreciation	116,900	68,192	68,192	68,192	100%
Net Income After Depreciation +/-	(25,093)	34,801	42,358	(14,638)	-238%

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

AMP 4

UML
 ACC units

Description	FYE 23 Budget	4.30.23 fye ytd actuals	4.30.22 fye ytd actuals	4.30.23 fye ytd budget	% of Budget
Revenue					
Rental Income	302,489	197,542	203,996	176,452	112%
Other Tenant Income	12,121	9,592	6,236	7,071	136%
Other Income	47,360	1,549	30,470	27,627	6%
Fraud Income					
Grant Income					
Operating Subsidy	543,155	340,650	208,066	316,840	108%
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	-	4,800	7,162	0%
Bookkeeping Fee					
Management Fee					
Total Revenue	917,403	549,332	453,568	535,152	103%
Expenses					
Administrative Salaries	121,099	74,994	24,525	70,641	106%
Office Expense	17,294	16,644	11,314	10,088	165%
Other Administrative Expense	1,697	1,110	836	990	112%
Legal Expense	11,704	18,135	5,970	6,827	266%
Audit Expense	5,254	3,942	3,066	3,065	129%
Advertising	-	-	-	-	
Travel and Training	199	-	-	116	
Bookkeeping Exp	11,390	5,205	6,053	6,644	78%
Asset Management Expense	17,400	10,150	8,069	10,150	
Management Fee Exp	97,576	45,139	51,843	56,919	79%
Total Admin Expenses	283,613	175,319	111,676	165,441	106%
Resident Services					
Resident Services Salaries					
Benefits					
Total Resident Services	-	-	-	-	-
Utility					
Water	79,078	16,377	17,160	16,933	97%
Electric	42,803	24,346	23,134	24,968	98%
Gas	28,265	22,294	17,495	16,488	135%
Total Utility	100,096	63,017	57,789	58,389	108%
Maintenance					
Maintenance Wages	79,057	107,837	30,029	46,117	234%
Maintenance Materials	81,883	46,859	39,973	47,765	98%
Maintenance Contracts	115,556	30,585	70,836	67,408	45%
Total Maintenance	276,496	185,281	140,838	161,289	115%
Security Contracts/Costs	-	255	151	-	0%
Insurance Costs	106,992	59,217	54,482	62,412	95%
Employee Benefits	26,901	36,392	12,167	15,692	232%
Bad Debt	15,124	-	-	8,822	0%
Vash Port (HAP) Expense	-	-	-	-	
HAP Expense	-	-	-	-	
FSS Expense	-	-	-	-	
Other General Expense	-	-	-	-	
Total Other Expense	149,017	95,864	66,800	86,927	110%
Net Income Before Depreciation +/-)	108,181	29,852	76,465	63,106	47%
Depreciation	168,300	98,175	98,175	98,175	100%
Net Income After Depreciation +/-)	(60,119)	(68,323)	(21,710)	(35,069)	195%

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

SHORTFALL FUNDING
 AMPS 3 & 4

Description	FYE 23 Budget	4.30.23 fye ytd actuals	4.30.22 fye ytd actuals	4.30.23 fye ytd budget	% of Budget
Revenue					
Rental Income					
Other Tenant Income					
Other Income					
Fraud Income					
Grant Income	1,243,513	686,598	413,515	725,383	95%
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	686,598	413,515	725,383	95%
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	686,598	413,515	725,383	95%
Total Maintenance	1,243,513	686,598	413,515	725,383	95%
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

October 1, 2022-September 30, 2023

COCC

Description	4.30.23 fye ytd			4.30.23 fye ytd	
	FYE 23 Budget	actuals	actuals	budget	% of Budget
Revenue					
Rental Income	-	-	-	-	-
Other Tenant Income	-	-	-	-	-
Other Income	140,139	110,851	103,069	81,748	136%
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	-	134,903	82,557	0%
Capital Fund Ops Transfer (1406)	-	-	-	-	-
Asset Management Fee	50,560	34,860	26,478	29,493	0%
Bookkeeping Fee	229,561	130,876	135,586	133,911	98%
Management Fee	690,724	359,435	412,619	402,922	89%
Total Revenue	1,252,510	636,022	812,655	730,631	87%
Expenses					
Administrative Salaries	738,747	369,356	401,384	430,936	86%
Office Expense	92,492	73,817	62,737	53,954	137%
Other Administrative Expense	32,050	26,462	24,261	18,696	142%
Legal Expense	12,706	7,135	8,148	7,412	96%
Audit Expense	2,500	1,873	1,607	1,458	128%
Advertising	270	76	203	158	48%
Travel and Training	5,820	-	-	3,395	0%
Bookkeeping Exp	-	-	-	-	-
Management Fee Exp	-	-	-	-	-
Total Admin Expenses	884,585	478,719	498,340	516,008	93%
Resident Services					
Resident Services Salaries	-	-	-	-	-
Benefits	-	-	-	-	-
Other Resident Services	-	43,355	-	-	-
Total Resident Services	-	43,355	-	-	-
Utility					
Water	-	-	-	-	-
Electric	-	-	496	-	-
Gas	-	-	-	-	-
Total Utility	-	-	496	-	-
Maintenance					
Maintenance Wages	-	-	-	-	-
Maintenance Materials	-	-	3,000	-	-
Maintenance Contracts	22,813	1,780	2,309	13,308	-
Total Maintenance	22,813	1,780	5,309	13,308	-
Security Contracts/Costs	-	-	-	-	-
Insurance Costs	103,023	54,522	46,725	60,097	91%
Employee Benefits	150,235	70,087	98,515	87,637	80%
Bad Debt	-	-	-	-	-
Vash Port (HAP) Expense	-	-	-	-	-
HAP Expense	-	-	-	-	-
FSS Expense	-	-	-	-	-
Other General Expense	-	8,400	8,400	-	-
Total Other Expense	253,258	133,009	153,640	147,734	90%
Net Income Before Depreciation +(-)	91,854	(20,841)	154,870	53,582	-39%
Depreciation	7,700	4,492	4,492	4,492	100%
Net Income After Depreciation +/(-)	84,154	(25,333)	150,378	49,090	-52%

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

Description	HCVP HAP				
	FYE 23 Budget	4.30.23 fye ytd actuals	4.30.22 fye ytd actuals	4.30.23 fye ytd budget	% of Budget
Revenue					
Rental Income					
Other Tenant Income					
Other Income	-	5,382	5,374	-	0%
Fraud Income	28,426	41,157	9,668	16,582	248%
Grant Income					
Operating Subsidy					
HAP Subsidy	15,397,902	10,466,672	8,372,867	8,982,110	117%
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	10,513,211	8,387,909	8,998,691	117%
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	10,629,518	8,493,091	8,959,076	119%
FSS Expense	67,912	23,643	15,538	39,615	60%
Port Out Admin fee Expense					
Other General Expense					
Total Other Expense	15,426,328	10,653,161	8,508,629	8,998,691	118%
Net Income Before Depreciation +/-	-	(139,950)	(120,720)	-	-
Depreciation	-	-	-	-	-
Net Income After Depreciation +/-	-	(139,950)	(120,720)	-	-

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

HCVP ADMIN

Description	FYE 23 Budget	4.30.23 fye ytd actuals	4.30.22 fye ytd actuals	4.30.23 fye ytd budget	% of Budget
Revenue					
Rental Income					
Other Tenant Income					
Other Income		30,650	11,776	-	0%
Fraud Income	28,426	40,534	9,668	16,582	244%
Grant Income					
Operating Subsidy					
HAP Subsidy					
Admin Fee Income	1,308,641	796,007	660,835	763,374	104%
Port VASH (HAP)	600,469	451,611	337,088	350,274	129%
Port VASH (Admin Fee)	54,811	31,308	29,491	31,973	98%
Capital Fund Management Fee (1410)					
Capital Fund Ops Transfer (1406)					
Bookkeeping Fee					
Management Fee					
Total Revenue	1,992,347	1,350,110	1,048,858	1,162,202	116%
Expenses					
Administrative Salaries	393,980	210,245	200,947	229,822	91%
Office Expense	61,686	51,039	36,836	35,984	142%
Other Administrative Expense	3,976	3,431	3,492	2,319	148%
Legal Expense	-	920	-	-	
Audit Expense	8,000	6,003	4,668	4,667	129%
Advertising	-	-	-	-	
HCV Inspections	89,311	51,049	62,444	52,098	
Travel and Training	5,725	-	4,365	3,340	0%
Bookkeeping Exp	183,136	109,658	107,498	106,829	103%
Management Fee Exp	293,017	175,452	171,996	170,927	103%
Total Admin Expenses	1,038,831	607,797	592,246	605,985	100%
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	60,523	65,414	66,775	91%
Employee Benefits	132,205	74,118	70,106	77,120	96%
Bad Debt	-	1,688	-	-	
Vash Port (HAP) Expense	600,469	452,397	337,088	350,274	129%
HAP Expense	-	-	-	-	
FSS Expense	-	-	-	-	
Port Out Admin fee Expense	5,160	7,575	6,932	3,010	
Other General Expense	-	-	-	-	
Total Other Expense	852,306	596,301	479,540	497,179	120%
Net Income Before Depreciation +(-)	101,210	146,012	(22,928)	59,039	247%
Depreciation	15,900	9,275	9,275	9,275	100%
Net Income After Depreciation +/-	85,310	136,737	(32,203)	49,764	275%

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

Description	GRANTS (FSS)				
	FYE 23 Budget	4.30.23 fye ytd actuals	4.30.22 fye ytd actuals	4.30.23 fye ytd budget	% of Budget
Revenue					
Rental Income					
Other Tenant Income					
Other Income					
Fraud Income					
Grant Income	99,400	45,964	33,681	57,983	79%
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	45,964	33,681	57,983	79%
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	32,885	26,386	37,784	87%
Benefits	34,628	12,024	7,295	20,200	60%
Total Resident Services	99,400	44,908	33,681	57,983	77%
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 +/-	-	-	-	-	-

BANK BALANCE PER BANK STATEMENT

BANK	ACCT #	DESCRIPTION	2022				2023				AUG	2023 SEPT	
			OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY			JUNE
1ST SOURCE	2249	AMP 1	\$418,865	\$456,683	\$510,556	\$511,247	\$539,827	\$478,449	\$520,262				
1ST SOURCE	1310	AMP2	\$332,549	\$321,946	\$363,500	\$356,881	\$357,866	\$214,681	\$256,822				
1ST SOURCE	1302	AMP3	\$195,175	\$293,689	\$266,816	\$275,578	\$315,482	\$264,896	\$332,636				
1ST SOURCE	1294	AMP 4	\$396,596	\$390,611	\$363,530	\$415,125	\$421,587	\$384,155	\$399,029				
1ST SOURCE	1328	CCOC	\$273,502	\$255,339	\$279,371	\$278,278	\$268,577	\$224,000	\$266,220				
1ST SOURCE	2264	SEC DEPOSITS	\$79,620	\$79,620	\$79,620	\$79,620	\$79,620	\$79,620	\$79,620				
1ST SOURCE	2256	AMP CAPEX	\$64,903	\$48,591	\$42,388	\$39,092	\$38,557	\$38,557	\$0				
1ST SOURCE	2272	Development	\$119,653	\$119,653	\$119,653	\$119,653	\$119,653	\$241,630	\$241,630				
1ST SOURCE	1256	GENERAL FUND	\$297,311	\$174,035	\$110,382	\$193,658	\$153,168	\$114,361	\$118,064				
1ST SOURCE	2256	HAP ESCROW FORFEITURE							\$5,074				
1ST SOURCE	2280	SEC 8 ADM	\$629,541	\$632,203	\$694,964	\$713,053	\$746,609	\$534,482	\$555,920				
1ST SOURCE	6024	SEC 8 HAP	\$132,253	\$70,869	\$131,689	\$218,092	\$30,687	\$226,306	\$180,666				
Centier	7537	FSS ESCROW PHA	\$2,112	\$2,459	\$3,196	\$3,753	\$4,311	\$4,868	\$5,425				
Centier	5942	FSS ESCROW HAP	\$35,396	\$37,459	\$39,818	\$42,756	\$45,163	\$48,571	\$48,800				
		TOTAL CASH PER BANK	\$2,977,475	\$2,883,157	\$3,005,483	\$3,246,786	\$3,121,106	\$2,854,575	\$3,010,168	\$0	\$0	\$0	\$0

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

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							
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	140,139	-	-	-	-	-	357,311
Shortfall funding												
Fraud Income							28,426	-8,426	56,853	99,400		56,853
Grant Income	781,211	754,383	610,262	543,155	1,243,513	-	15,397,902	-	15,397,902	-		1,342,913
Operating Subsidy					2,689,012	-	-	-	-	-		2,689,012
HAP Subsidy						-	1,308,641	-	1,308,641	-		1,308,641
Admin Fee Income						-	600,469	-	600,469	-		600,469
Port VASH (HAP)						-	-4,811	-	54,811	-		54,811
Port VASH (Admin Fee)						141,526	-	-	-	-		141,526
Capital Fund Management Fee (1410)	74,336	343,252	27,765	12,278	457,631	-	-	-	-		(229,561)	457,631
Capital Fund Ops Transfer (1406)						229,561	-	-	-		150,560	-
Bookkeeping Fee						50,560	-	-	-		(690,724)	-
Asset Management Fee						690,724	-	-	-		-	-
Management Fee												
Total Revenue	1,126,724	1,550,715	1,026,877	917,403	5,865,232	1,252,510	15,425,328	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	738,747	303,980	-	393,980	-		1,619,412
Office Expense	20,623	42,492	20,603	17,294	101,012	92,492	-1,686	-	61,686	-		255,190
Other Administrative Expense	4,935	4,202	3,891	1,697	14,725	32,050	3,976	-	3,976	-		50,751
HQS Inspections							-9,311	-	89,311	-		89,311
Legal Expense	12,458	22,983	1,390	11,704	48,535	12,706	-	-	61,241	-		61,241
Audit Expense	6,814	11,452	5,980	5,254	29,500	2,500	8,000	-	8,000	-		40,000
Advertising						270	-	-	270	-		270
Travel and Training	226	-	264	199	689	5,820	5,725	-	5,725	-		12,234
Bookkeeping Exp	7,541	14,532	12,961	11,390	46,425	-	133,136	-	183,136	-		-
Asset Management Fee	13,360	19,800	17,400	17,400	50,560	-	-	-	-	-		-
Management Fee Exp	64,602	124,494	111,035	97,576	397,707	-	203,017	-	293,017	-		690,724
Total Admin Expenses	251,659	366,236	274,329	283,614	1,175,838	884,586	1,038,831	-	1,038,831	-	970,845	2,128,410
Resident Services												
Resident Services Salaries										64,772		64,772
Benefits										34,628		34,628
Total Resident Services										99,400		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	50,922	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	22,813	-	-	22,813	-		2,003,231
Total Maintenance	565,178	576,403	369,989	276,496	3,031,579	22,813	-	-	-	-	-	3,054,392
Security Contracts/Costs												
Insurance Costs	100,369	180,537	89,515	105,992	477,483	103,023	11,472	-	114,472	-		694,978
Employee Benefits	98,809	87,320	73,059	26,901	286,089	150,235	132,205	-	132,205	-		568,529
Bad Debt	6,510	21,760	16,000	15,124	59,394	-	-	-	-	-		59,394
Vash Port (HAP) Expense							600,469	-	600,469	-		600,469
Port out Admin Fee Expense							5,160	-	5,160	-		5,160

