

SOUTH BEND HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

FEBRUARY 2024

Transforming Communities



HASB MISSION

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



BOARD OF COMMISSIONERS MEETING

FEBRUARY 2024

ROLL CALL

MEETING MINUTES

PUBLIC COMMENT

NEW BUSINESS

EXECUTIVE DIRECTORS REPORT:

- FAMILY SELF SUFFICIENCY
- ASSET MANAGEMENT (Public Housing and Housing Choice Voucher)
- FINANCE
- DEVELOPMENT and PROCUREMENT

BOARD MEMBERS COMMENTS

BOARD CHAIR CLOSING REMARKS

MEETING ADJOURNED

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

**REGULAR BOARD MEETING MINUTES
501 Alonzo Watson Drive South Bend In 46601
January 23rd, 2024 @ 9 a.m.**

<https://zoom.us/j/8612582297?pwd=S0h3aWozawR1MFVoYzNIQ01SQloxdz09>

Meeting ID: 861 258 2297 Passcode: W8Pk1B

CALL TO ORDER:

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

ROLL CALL:

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

HASB STAFF:

Marsha Parham-Green; Executive Director, Deborah Mobley; Director of PH, Lori Wallace; Director of HCV, Andy Delaney; CFO, Katherine Bailey; Family Self Sufficiency Coordinator, Pamela Rogers, Administrative Assistant to Executive Director/Board Secretary

OTHERS:

Attorney J. Harris

Public

Dave Sinclair	Marmain Apartments
Caleb Bauer	City of South Bend
Jordan Smith	South Bend Tribune
Michael Serposs	Business Owner
Erik Glavich	City of South Bend

OLD BUSINESS:

Commissioner Luecke moved to approval of Minutes from the November 2023, board of commission meetings, Commissioner Daniel second the motion. The vote was as follows.

Commissioner Luecke	AYE
Commissioner Chamblee	AYE
Commissioner Daniel	AYE
Commissioner McNally	AYE
Commissioner Calvin	AYE

PUBLIC COMMENTS:

Caleb Bauer stated that he wanted to congratulate Marsha Parham-Green on joining the South Bend Housing Authority, we look forward to working closely with you. The city continues to be here as a supportive partner to assist the HASB as we work through the vacancy work and the Monroe Circle and Rabbi Shulman block. Thanks to all the staff for the work you do every day.

NEW BUSINESS

Michael Serposs stated he was one of the owners of the Marmain Apartments and to bring everyone up to speed in 2022 we entered into a Memorandum of understanding (MOU) with the HASB where we would reserve twenty percent of our units for voucher residents, and since then, we have amended it to forty percent. We spent since acquiring it about four million dollars trying to renovate the old building. Over the last year and a half, we have had a predominantly successful start to this relationship. So, the topic at hand today is we are looking to re-finance our expensive construction loan which unfortunately is a floating rate loan and now the interest rate is around ten percent. With a Fannie Mae affordable loan, it's a product for this type of partnership. One of the requirements of the lender is that the MOU is officially recorded at the county and that was never done. So, I have asked your board and departments to simply sign this recording memorandum that simply records what's already agreed to pertaining to the property. My team and attorney have sent it to your office if you want to review it today. We are trying to re-finance before the end of the month, but I am here to answer any questions you may have and try to make sure we are on the same page with what needs to get done.

Mrs. Parham-Green said it is her understanding that there is another agreement. We did receive the agreement and the agreement was sent to her attention about two weeks ago, however she was provided with an estoppel agreement that was signed subsequent to the two MOUs, and if Mr. Serposs could explain what that agreement does and the purpose of it.

Mr. Serposs said the estoppel agreement was required by the existing lender. They refinanced with them March 2023 and at that point the building wasn't stabilized and have ninety five percent occupancy. We were wrapping up construction and were unable to secure more permanent debt, so that lender required an estoppel agreement which basically says we certify that this agreement is true and in place and nothing can be said contrary to that. The lenders required it because there was no land use or restriction agreement recorded at the county. Fannie Mae is an active lender and is a little bit more procedurally driven and they require an actual document to be recorded memorializing our agreement. A benefit that this has is if we were to sell the property or lose the property to our lender, a new owner could make the argument that since this existent agreement is not recorded, they would not have to abide by it. By no means of our understanding, and this is the reason why we want to get this formally recorded and there are no gray areas around that.

Commissioner McNalley asked Mrs. Parham-Green if she have a copy of the original signed agreement.

Mrs. Parham-Green said she did have a copy of the two MOUs and was provided with a copy of the estoppel agreements. The reason why she didn't put it on the agenda, in talking with Mr. Harris, the first two agreements was never brought to the board and was never solidified through

a resolution of the board, and she wasn't understanding the financial ties that the Housing Authority would potentially have to Marmain. She wanted to work through that before she affixed her signature or presented it to the board. She along with Attorney Harris can be available following the meeting so that she can understand it more and then can present it to the board. She understands the urgency, however her concern was that it was the two MOUs, and the estoppel was never brought to the board.

Mr. Serposs said he could be there in south bend tomorrow he was stuck at the airport. He was happy to hop on a zoom after the meeting and discuss the details in depth. If for some reason we cannot come to terms with this and get it recorded I don't think we would qualify for the affordable program anymore and I would have to start over with a conventional loan and this is a situation we are trying to avoid.

Mrs. Parham-Green wanted to add, to insure so we understand and not trying to lose any affordable housing in South Bend, that there are voucher holders in the property, and we don't want to displace those families and put them in a situation where the rent is not affordable based on our payment standards. But it is her responsibility to protect the interest of the Housing Authority.

Commissioner Calvin said we will follow the direction of our Executive Director. Thank you for coming.

Executive Director Report –

Family Self Sufficiency FSS

Katherine reported on FSS for the month of October stating there are 65 participants enrolled in the FSS program. 55 in the HCV program, 10 in Public Housing and 37 Participants with escrow accounts, with \$92,241.00 for the total amount in escrow.

Kathy Jordan, Globe Life Liberty National Insurance was the guest speaker for the November FSS monthly meeting. She explained the importance of life insurance for children, adults, and families. FSS held a Christmas Party during our December monthly meeting. The food was donated by Martin's Supermarket. The meal consisted of chicken, mashed potatoes, salad and cupcakes. Valerie Golden, LSW, from Oaklawn Psychiatric Hospital was the guest speaker. She shared with the group coping skills on "How to Deal with Stress". As an incentive, participants were given a \$25 gift certificate for attending the meeting. FSS used forfeited escrow funds to purchase the gift certificates. Seven FSS participants received certificates for completing the Money Smart, Financial Literacy Class. Brandon Prince, Assistant Vice President, a Community Reinvestment Officer from Lake City Bank taught the class. FSS graduated a participant in November, Shenell Dean. She received \$410.56.

LOW INCOME PUBLIC HOUSING (LIPH)

Mrs. Mobley stated she has a total of 223 vacancies. During the months of November and December, we did a total of 370 work orders submitted and 1 emergency work order. Seven units were leased up off the waiting list and closed 31. There are 9 units ready to be leased.

Commissioner daniel asked are we filing those vacancies? How many in total are on the waiting list?

Mrs. Mobley said we are in the process of filling some of them and we are in the process of doing some rehab and will get with the city and they will help us to continue to work with teams to lower the number of vacancies. We have as of January 2024, 912 on the waiting list.

Mrs. Parham-Green said it is important to get on top of the issues that have resulted from this cold weather. We will hopefully have a plan within the next 60 days wholistically for all of the property and look for something more immediately to reduce those 63 vacancies at the 501 building.

HOUSING CHOICE VOUCHER PROGRAM (HCVP)

Ms. Wallace stated through November and December 2023 we served 2,329 households. 2,077 under the HCV program, 83 under VASH, 54 under FSS (included in the 2,060), 41 Emergency Housing Vouchers, 12 Foster Youth Program, no port ins and 33 port outs (billing). At the end of December our waiting list reflects 1,324 families. We had 106 vouchers out searching and 59 requests for tenancy approval and we ended Participation for 13 families.

We had 350 HQS inspections. 49 initial inspections, 168 annual inspections. In November we successfully completed the City Audit of Homelessness Initiative Records and completed the SEMAP Submission. In December we had File Vision Refresher Training and Received HUD-Certification for SEMAP Submission. And for January 2024, we will be doing our New Year New Perspective Seat Changes/Office Clean Up

Commissioner Chamblee stated that there are a lot of inspections being done, can you give me your experience on how well the landlords are keeping the property. Are you getting feedback from the landlords on the quality of the property once it is inspected.

Ms. Wallace said there are some significant problems. Anytime there is a reinspection done that means there was some type of HQS deficiency found. In some situations, the deficiency is life threatening and we will move those tenants out of the property as quickly as possible. The landlords are more receptive to the third-party contractor. The citations are decreasing but there are still properties with significant problems.

Mrs. Parham-Green said just to give an example of the diligence of the HQS efforts with inspections, pertaining to the fatal fire with the unfortunate demise of the children. We had a family in the property which we moved out in November 2023 because of significant issues. We are very proactive about keeping our families safe.

FINANCIAL REPORT

Mr. Delaney started with Amp 1 to show the variance between the budget and the actual. Other tenant income is 54% of the budget, administrative salaries 62% of the budget and office expenses is 146% of the budget. It will even out during the year. Bookkeeping expenses are 68% of the budget. Utilities expenses are over budget because we are paying for utilities in vacant units. Amp 2, other income is 27% of the budget because we are charging less maintenance per tenant across the board. Operating subsidies are 141% of the budget, gas is 60% of the budget and should even out over the year. Amp 3, other tenant income is 74% of the budget, Amp 4, office expenses is 181% of the budget because software is paid in

the first quarter of the year. In COCC, the administration salary is lower than budget because there wasn't an Executive director in place. In FSS Grant, grant income is 15,920 for 64% of the budget. The benefit is 20% of the budget and we expect a new grant to become available in a month or two. Under HCV Administration, fraud income is lower than anticipated, office expense is higher because of the software expense in the beginning of the year.

DEVELOPMENT

We have put up the no trespassing signs

EXECUTIVE DIRECTOR

Mrs. Parham-Green wanted to thank those for welcoming her. She wanted to make sure she was familiar with those things that had happened so that we would have a clear path forward for the agency. The most important thing to address is filling the vacancies. We were awarded the FSS grant for this fiscal year, and we are going to amp it up so we will have more families leaving the HCV and PH programs and becoming self-sufficient and adding new families from the waiting list. We want to align our five-year plan, the one-year plan and our administrative and occupancy plan with the goal, mission and vision of the agency including all of the staff, commissioner and executive team with possibly some of our residents. We will continue to make the board report available on the website. We are looking to streamline the report to align it with the HUD requirement so anyone interested can identify if we are a trouble agency or well performing agency. We will report information on a higher level.

The meeting was adjourned, and next meeting will be February 27, 2024.

Directors Report Agenda

- I. FAMILY SELF SUFFICIENCY REPORT
- II. LOW INCOME PUBLIC HOUSING
- III. HOUSING CHOICE VOUCHER PROGRAM
- IV. FINANCE REPORT
- V. 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 2024	67	58	9	39	\$99,437.00
February 2024					
March 2024					
April 2024					
May 2024					
June 2024					
July 2024					
August 2024					
September 2024					
October 2024					
November 2024					
December 2024					

***December 2023 (balance \$92,241.00)**

Board Report February 2024

- Tamika Saunders, Community Marketing Representative II for CareSource was the guest speaker for the January 2024 FSS Monthly Meeting. She shared healthcare resources provided by the Hoosier Indiana Plan (HIP) and Hoosier Healthwise Plan.
- Termination (1) Public Housing – participant moved out.

LOW INCOME PUBLIC HOUSING (LIPH)

Jan 2024

Waiting List

1253

AMP	Property	Total Units	Units Occupied	Units Vacant	Units under Vacancy Reduction Program with a Contractor
1	Monroe Circle				
	Laurel Court	42	24	18	
	Harbor Homes	54	34	20	
2	Rabbi Shulman/628				
	West Scott /501	127	63	64	
	Quads	52	46	6	
3	South Bend Avenue	20	16	4	2 units office
	Edison Gardens	19	18	1	
	Twyckenham	18	14	4	
	Scattered Sites 09	47	30	16	0
	Scattered Sites 10	66	40	28	0
4	LaSalle Landing	24	19	5	0
	Scattered Sites 12	44	24	20	0
	Scattered Sites 17	55	29	26	0
	Scattered Sites 18	31	12	19	0
TOTAL		599	369	231	

Workorders

Emergency

Routine

Property	November December 2023	January 2024		November December 2023	January 2024	
Monroe Circle Plaza Apts.						
Laurel Court	0	0		21	19	
Lasalle Landing	0	0		12	38	
South Bend Avenue	0	0		20	7	
Westcott Apts.	1	0		87	71	
Harbor Homes	0	0		55	17	
Scattered Sites (IN15-09)	0	0		31	18	
Scattered Duplexes (10)	0	0		37	23	
Edison Gardens	0	0		19	12	
Twyckenham	0	0		4	5	
Scattered Sites (IN15-12)	0	0		24	16	
Acquisition Scattered Sites (IN15-17)	0	0		24	11	
Scattered Sites (IN15-18)	0	0		17	7	
Non-Tenant work orders	0	0		19	23	
Totals	1	0		370	267	

	JANUARY CHARGED	2024 PAID
Laurel Court	\$ 3,495.00	\$ 3,987.00
LaSalle Landing	\$ 5,875.00	\$ 7,984.00
South Bend Avenue	\$ 7,919.00	\$ 9,338.00
Westcott	\$ 33,252.00	\$29,360.81
Harbor Homes	\$ 5,807.00	\$ 9,401.00
Scattered Sites (15-09)	\$ 11,183.00	\$10,806.00
Scattered Sites (15-10)	\$ 11,184.00	\$17,154.00
Edison	\$ 6,192.54	\$ 7,339.66
Twyckenham	\$ 2,727.00	\$ 5,369.00
Scattered (15-12)	\$ 7,142.00	\$ 5,891.00
Scattered (15-17)	\$ 12,575.00	\$14,510.00
Scattered (15-18)	\$ 2,186.00	\$ 2,176.00
Total	\$ 109,537.54	\$123,316.47

Working on rehabs in the 501 bldg. and Harbor Homes, Laurel Court, and scattered sites

Did one transfer.

Capital Expenditures (Grants)

Grant Year	Awarded	Expended	Remaining Balance	Action taken
2021	\$2,312,210.00	\$2,312,210.00	0.00	Development Planning/Demolition
2022	\$2,840,654.00	\$2,579,549.03	\$261,104.97	Vacancy Reduction
2023	\$2,848,334.00	\$6,650.00	\$2,841,684.00	Vacancy Reduction and other Capital Activities
2021 PH Shortfall	\$1,137,401.00	\$769,349.00	first allocation = 0 Second allocation 0.00 Third allocation \$368,052.00	South Bend Avenue/ Vacancy Reduction Planning \$360,052 available 2024
2022 PH Shortfall	\$1,548,904.00	\$875,461.00	\$673,443	Vacancy Reduction AMPS 3 and 4 Funds available 2024
2022 Water Infiltration Safety	\$912,000.00	\$0.00	912,000.00	All Amps
Total	\$11,599,503.00	\$6,543,219.03.00	\$5,056,283.97,00	

Housing Choice Voucher/Section 8 Program (HCVP)

January 2024 Report

Housing Choice Voucher Metrics FY 10/2023-9/2024												
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Leasing Activity Report	2,298	2,309	2,321	2,329								
Utilization Rate	92.0%	92.4%	92.9%	93.3%								
Waiting List Report	1,424	1,274	1,273	1,273	1,272							
Vouchers Issued Report	51	51	29	15	45							
Voucher Success Rate	64.7%	47.1%	20.7%	20%								

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Reexaminations	141	128	145	131								
Interim Changes	65	65	73	86								
EOPs	20	11	14	22								

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Port Ins	2	1	4	2								
Port Outs	0	1	1	0								
Tenants Moving About	18	20	16	14								

HQS Inspections Monthly Quality Control Report									
For January 2024									
Number of Inspections									
Scheduled	Completed	Annual	Reinspection	Initials	Initial Re-inspec	Abatement Insp.	Special	Moved Out	Not Completed
317	311	140	91	40	18	16	6	6	0
Passed	1st Time Fail	Abate	Moved Out	No Show	24 Hr	Weather Deferred	Refused		
198	43	29	6	23	1	1	19		
No Show Rate				7%					
				Initial Inspections Carried Out			RTAs		
				Total	Passed	Failed	Received	Scheduled	
				58	44	14	47	40	
		E-mail's	Calls/Texts						
24 Hours	1		1						



January 2024, Financial Report
For the February 27, 2024, 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.
- Other variances will be discussed in more detail at the board meeting.

capital balances at month end

	total authorized	balance @ 9/30/2023	balance @ 10/31/2023	balance @ 11/30/2023	balance @ 12/31/2023	balance @ 1/31/2024
2022 capital	2,840,654.00	\$ 602,875.58	\$ 545,591.80	\$ 429,364.00	\$ 306,877.37	\$ 261,104.97
2023 capital	2,848,334.00	\$ 2,848,334.00	\$ 2,841,684.00	\$ 2,841,684.00	\$ 2,841,684.00	\$ 2,841,684.00
shortfall 21	101	\$ -	\$ -	\$ -	\$ -	\$ -
shortfall 21	201	\$ -	\$ -	\$ -	\$ -	\$ -
shortfall 21	202	\$ 368,052.00	\$ 368,052.00	\$ 368,052.00	\$ 368,052.00	\$ 368,052.00
shortfall 22	101	\$ -	\$ -	\$ -	\$ -	\$ -
shortfall 22	201	\$ -	\$ -	\$ -	\$ -	\$ -
shortfall 22	202	\$ 673,443.00	\$ 673,443.00	\$ 673,443.00	\$ 673,443.00	\$ 673,443.00
2022 water infiltration	912,000	\$ 912,000.00	\$ 912,000.00	\$ 912,000.00	\$ 912,000.00	\$ 912,000.00

South Bend LIPH
 FY 2024
 October 1, 2023-September 30, 2024

PUM ANALYSIS FOR AMPs

UML ACC units		Amp 1	60% 58 96	Amp 2	61% 109 179	Amp 3	69% 118 170	Amp 4	55% 84 154
	Description	1.31.24 fye ytd actuals	AMP 1 PUM	1.31.24 fye ytd actuals	AMP 2 PUM	1.31.24 fye ytd actuals	AMP 3 PUM	1.31.24 fye ytd actuals	AMP 4 PUM
Revenue									
	Rental Income	48,346	83.35	137,167	125.84	159,457	135.13	101,751	121.13
	Other Tenant Income	3,575	6.16	1,860	1.71	6,842	5.80	5,395	6.42
	Other Income	-	-	-	-	-	-	-	-
	Fraud Income	-	-	-	-	-	-	-	-
	Grant Income	-	-	-	-	-	-	-	-
	Operating Subsidy	257,574	444.09	554,462	508.68	208,462	176.66	190,297	226.54
	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	309,495	533.61	693,489	636.23	374,761	317.59	297,443	354.10
Expenses									
	Administrative Salaries	30,689	52.91	8,812	8.08	29,256	24.79	46,607	55.48
	Office Expense	13,822	23.83	22,327	20.48	16,299	13.81	13,702	16.31
	Other Administrative Expense	83	0.14	69	0.06	5,636	4.78	148	0.18
	Legal Expense	1,500	2.59	1,000	0.92	3,099	2.63	3,994	4.75
	Audit Expense	1,637	2.82	5,217	4.79	2,898	2.46	2,540	3.02
	Advertising	-	-	-	-	-	-	-	-
	Travel and Training	-	-	-	-	-	-	-	-
	Bookkeeping Exp	1,709	2.95	3,377	3.10	3,455	2.93	2,600	3.09
	Asset Management Expense	3,840	6.62	-	-	6,600	5.59	5,800	6.90
	Management Fee Exp	14,963	25.80	29,566	27.12	30,251	25.64	22,758	27.09
	Total Admin Expenses	68,243	117.66	70,367	64.56	97,494	82.62	98,149	116.84
	Resident Services								
	Resident Services Events	1,847	-	-	-	-	-	-	-
	Benefits	-	-	-	-	-	-	-	-
	Total Resident Services	1,847							
	Utility								
	Water	10,152	17.50	26,779	24.57	15,225	12.90	12,573	14.97
	Electric	4,486	7.74	28,386	26.04	8,033	6.81	16,227	19.32
	Gas	3,616	6.23	11,249	10.32	2,815	2.39	4,802	5.72
	Total Utility	18,254	31.47	66,414	60.93	26,073	22.10	33,602	40.00
	Maintenance								
	Maintenance Wages	25,203	43.45	36,753	33.72	49,941	42.32	50,437	60.04
	Maintenance Materials	16,997	29.30	12,124	11.12	19,021	16.12	12,525	14.91
	Maintenance Contracts	41,701	71.90	110,751	101.61	47,319	40.10	18,366	21.86
	Total Maintenance	83,901	144.66	159,628	146.45	116,281	98.54	81,327	96.82
	Security Contracts/Costs	-	-	14,140	12.97	-	-	390	0.46
	Insurance Costs	47,608	82.08	36,345	33.34	55,761	47.26	47,576	56.64
	Employee Benefits	28,866	49.77	25,914	23.77	21,240	18.00	26,617	31.69
	Bad Debt	-	-	-	-	-	-	-	-
	Vash Port (HAP) Expense	-	-	-	-	-	-	-	-
	HAP Expense	-	-	-	-	-	-	-	-
	FSS Expense	-	-	-	-	-	-	-	-
	Other General Expense	-	-	-	-	-	-	-	-
	Total Other Expense	76,474	131.85	76,399	70.09	77,001	65.25	74,582	89.79
	Net income Before Depreciation +/-	60,776	104.79	320,681	294.20	57,912	49.08	9,782	11.65
	Depreciation	88,367	152.36	57,312	52.58	38,965	32.02	56,100	66.79
	Net Income After Depreciation +/-	(27,591)	(47.57)	263,369	241.62	18,947	16.06	(46,318)	(55.14)
	Total Expense	337,086		430,120		355,814		343,761	

South Bend LIPH
 FY 2024
 October 1, 2023-September 30, 2024

AMP 1

UMI
 ACC units

Description	FYE 24 Budget	1.31.24 fye ytd actuals	1.31.23 fye ytd actuals	1.31.24 fye ytd budget	% of Budget
Revenue					
Rental Income	135,401	48,346	70,895	45,134	107%
Other Tenant Income	19,339	3,575	6,210	6,446	55%
Other Income	2,588	-	1,683	863	0%
Fraud Income					
Grant Income					
Operating Subsidy	855,908	257,574	315,864	285,303	90%
HAP Subsidy					
Admin Fee Income					
Port VASH (HAP)					
Port VASH (Admin Fee)					
Capital Fund Management Fee (1410)					
Capital Fund Ops Transfer (1406)	91,778	-	-	30,593	0%
Bookkeeping Fee					
Management Fee					
Total Revenue	1,105,014	309,495	394,652	368,338	84%
Expenses					
Administrative Salaries	152,409	30,689	31,478	50,803	60%
Office Expense	32,325	13,822	11,192	10,775	128%
Other Administrative Expense	5,895	83	3,190	1,965	4%
Legal Expense	3,257	1,500	1,915	1,086	138%
Audit Expense	4,910	1,637	1,136	1,637	100%
Advertising	-	-	-	-	-
Travel and Training	5,000	-	-	1,667	0%
Bookkeeping Exp	7,503	1,709	2,614	2,501	68%
Asset Management Expense	11,520	3,840	7,520	3,840	100%
Management Fee Exp	64,276	14,963	22,500	21,425	70%
Admin Expenses	287,095	68,243	81,545	95,698	71%
Resident Services					
Resident Services events		1,847			
Benefits		1,847			
Resident Services		1,847			
Utility					
Water	23,245	10,152	6,076	7,748	131%
Electric	10,263	4,486	2,281	3,421	131%
Gas	21,380	3,616	6,281	7,127	51%
Total Utility	54,888	18,254	14,638	18,296	100%
Maintenance					
Maintenance Wages	198,064	25,203	34,298	66,021	38%
Maintenance Materials	91,498	16,997	62,565	30,499	56%
Maintenance Contracts	217,527	41,701	22,940	72,509	58%
Total Maintenance	507,089	83,901	119,803	169,030	50%
Security Contracts/Costs	500	-	29	167	0%
Insurance Costs	130,244	47,608	38,646	43,415	110%
Employee Benefits	60,000	28,866	20,043	20,000	144%
Bad Debt	6,770	-	-	2,257	0%
Vash Port (HAP) Expense	-	-	-	-	-
HAP Expense	-	-	-	-	-
FSS Expense	-	-	-	-	-
Other General Expense	-	-	-	-	-
Other Expense	197,514	76,474	58,718	65,838	116%
Before Depreciation +/-	58,427	62,623	119,948	19,476	322%
Depreciation	265,100	88,367	88,367	88,367	100%
After Depreciation +/-	(206,673)	(25,744)	31,581	(68,891)	37%
Total Expense		337,086	363,071		

UML
 ACC units

Description	1.31.24 fye ytd		1.31.23 fye ytd		1.31.24 fye	% of Budget
	FYE 24 Budget	actuals	actuals	yt'd budget		
Revenue						
Rental Income	352,577	137,167	135,714	117,526		117%
Other Tenant Income	15,208	1,860	3,339	5,069		37%
Other Income	2,137	-	1,959	712		0%
Fraud Income						
Grant Income						
Operating Subsidy	1,363,151	554,462	318,445	454,384		122%
HAP Subsidy						
Admin Fee Income						
Port VASH (HAP)						
Port VASH (Admin Fee)						
Capital Fund Management Fee (1410)						
Capital Fund Ops Transfer (1406)	71,129	-	-	23,710		0%
Bookkeeping Fee						
Management Fee						
Total Revenue	1,804,202	693,489	459,457	601,401		115%
Expenses						
Administrative Salaries	19,433	8,812	28,569	6,478		136%
Office Expense	45,268	22,327	9,781	15,089		148%
Other Administrative Expense	2,252	69	790	751		9%
Legal Expense	28,979	1,000	9,635	9,660		10%
Audit Expense	15,650	5,217	4,952	5,217		100%
Advertising	-	-	-	-		
Travel and Training	5,000	-	-	1,667		
Bookkeeping Exp	13,990	3,377	3,697	4,663		72%
Asset Management Expense	-	-	-	-		0%
Management Fee Exp	119,848	29,566	31,838	39,949		74%
Admin Expenses	250,420	70,367	89,262	83,473		84%
Resident Services						
Resident Services events						
Benefits						
Total Resident Services						
Utility						
Water	87,326	26,779	22,061	29,109		92%
Electric	95,234	28,386	17,603	31,745		89%
Gas	42,065	11,249	16,562	14,022		80%
Total Utility	224,625	66,414	56,226	74,875		89%
Maintenance						
Maintenance Wages	141,461	36,753	30,560	47,154		78%
Maintenance Materials	115,529	12,124	28,649	38,510		31%
Maintenance Contracts	868,582	110,751	70,362	289,527		38%
Total Maintenance	1,125,572	159,628	129,571	375,191		43%
Security Contracts/Costs	40,908	14,140	14,986	13,636		0%
Insurance Costs	96,582	36,345	60,645	32,194		113%
Employee Benefits	58,000	25,914	22,721	19,333		134%
Bad Debt	17,629	-	-	5,876		0%
Vash Port (HAP) Expense	-	-	-	-		
HAP Expense	-	-	-	-		
FSS Expense	-	-	-	-		
Other General Expense	-	-	-	-		
Total Other Expense	213,119	76,399	98,352	71,040		108%
Net Income Before Depreciation +/-	(9,534)	320,681	86,046	(3,178)		-10091%
Depreciation	171,936	57,312	57,312	57,312		100%
Net Income After Depreciation +/-	(181,470)	263,369	28,734	(60,490)		-435%
Total Expense		\$ 430,120	\$ 430,723			

South Bend LIPH
 FY 2024
 October 1, 2023-September 30, 2024

AMP 3

UML
 ACC units

Description	FYE 24 Budget	1.31.24 fye ytd actuals	1.31.23 fye ytd actuals	1.31.24 fye ytd budget	% of Budget
Revenue					
Rental Income	364,117	159,457	117,611	121,372	131%
Other Tenant Income	22,443	6,842	6,182	7,481	91%
Other Income	4,364	-	9,812	1,455	0%
Fraud Income					
Grant Income					
Operating Subsidy	654,335	208,462	230,355	218,112	96%
Shortfall funding					
HAP Subsidy					
Admin Fee Income					
Port VASH (HAP)					
Port VASH (Admin Fee)					
Capital Fund Management Fee (1410)					
Capital Fund Ops Transfer (1406)	62,524	-	-	20,841	0%
Bookkeeping Fee					
Management Fee					
Total Revenue	1,107,783	374,761	363,960	369,261	101%
Expenses					
Administrative Salaries	103,608	29,256	30,772	34,536	85%
Office Expense	31,476	16,299	8,652	10,492	155%
Other Administrative Expense	4,630	5,636	2,108	1,543	365%
Legal Expense	8,932	3,099	4,659	2,977	104%
Audit Expense	8,695	2,898	1,992	2,898	100%
Advertising	-	-	-	-	-
Travel and Training	5,000	-	-	1,667	-
Bookkeeping Exp	13,287	3,455	3,109	4,429	78%
Asset Management Expense	20,400	6,600	6,600	6,800	-
Management Fee Exp	113,822	30,251	26,785	37,941	80%
Total Admin Expenses	309,850	97,494	84,677	103,283	94%
Resident Services					
Resident Services Salaries					
Benefits					
Total Resident Services	-	-	-	-	-
Utility					
Water	43,035	15,225	13,974	14,345	106%
Electric	24,975	8,033	7,247	8,325	96%
Gas	38,976	2,815	13,820	12,992	22%
Total Utility	106,986	26,073	35,041	35,662	73%
Maintenance					
Maintenance Wages	118,169	49,941	52,972	39,390	127%
Maintenance Materials	20,872	19,021	78,221	6,957	273%
Maintenance Contracts	270,872	47,319	26,556	90,291	52%
Total Maintenance	409,913	116,281	157,749	136,638	85%
Security Contracts/Costs	579	-	26	193	0%
Insurance Costs	145,382	55,761	31,868	48,461	115%
Employee Benefits	66,000	21,240	30,684	22,000	97%
Bad Debt	18,206	-	-	6,069	0%
Vash Port (HAP) Expense	-	-	-	-	-
HAP Expense	-	-	-	-	-
FSS Expense	-	-	-	-	-
Other General Expense	-	-	-	-	-
Total Other Expense	230,167	77,001	62,578	76,722	100%
Net Income Before Depreciation +/-	50,867	57,912	23,915	16,956	342%
Depreciation	116,900	38,965	38,967	38,967	100%
Net Income After Depreciation +/-	(66,033)	18,947	(15,052)	(22,011)	-86%
Total expenses		355,814	379,012		

South Bend LIPH
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 October 1, 2023-September 30, 2024

AMP 4

UML
 ACC units

Description	FYE 24 Budget	1.31.24 fye	1.31.23 fye	1.31.24 fye	% of Budget
		ytd actuals	actuals	budget	
Revenue					
Rental Income	288,850	101,751	108,194	96,283	106%
Other Tenant Income	20,945	5,395	3,520	6,982	77%
Other Income	1,690	-	1,549	563	0%
Fraud Income					
Grant Income					
Operating Subsidy	600,377	190,297	206,944	200,126	95%
Shortfall funding					
HAP Subsidy					
Admin Fee Income					
Port VASH (HAP)					
Port VASH (Admin Fee)					
Capital Fund Management Fee (1410)					
Capital Fund Ops Transfer (1406)	342,448			114,149	0%
Bookkeeping Fee					
Management Fee					
Total Revenue	1,254,310	297,443	320,207	418,103	71%
Expenses					
Administrative Salaries	183,617	46,607	34,839	61,206	76%
Office Expense	25,652	13,702	5,404	8,551	160%
Other Administrative Expense	1,251	148	921	417	36%
Legal Expense	24,725	3,994	16,463	8,242	48%
Audit Expense	7,620	2,540	1,752	2,540	100%
Advertising					
Travel and Training	5,000			1,667	
Bookkeeping Exp	11,645	2,600	3,028	3,882	67%
Asset Management Expense	17,880	5,800	5,800	5,960	97%
Management Fee Exp	99,762	22,758	26,082	33,254	68%
Total Admin Expenses	377,152	98,149	94,289	125,717	78%
Resident Services					
Resident Services Salaries					
Benefits					
Total Resident Services					
Utility					
Water	31,773	12,573	8,367	10,591	119%
Electric	47,628	16,227	10,449	15,876	102%
Gas	31,081	4,802	10,057	10,360	46%
Total Utility	110,482	33,602	28,873	36,827	91%
Maintenance					
Maintenance Wages	194,557	50,497	60,970	64,852	78%
Maintenance Materials	34,431	12,525	26,049	11,477	109%
Maintenance Contracts	234,431	18,366	15,477	78,144	24%
Total Maintenance	463,419	81,327	102,496	154,473	53%
Security Contracts/Costs	1,955	390	128	652	0%
Insurance Costs	132,956	47,576	37,153	44,319	107%
Employee Benefits	65,000	26,617	19,800	21,667	123%
Bad Debt	14,442	-	-	4,814	0%
Vash Port (HAP) Expense					
HAP Expense					
FSS Expense					
Other General Expense					
Total Other Expense	214,353	74,582	57,081	71,451	104%
Net Income Before Depreciation +{(-)}	88,904	9,782	37,468	29,635	33%
Depreciation	168,300	56,100	56,100	56,100	100%
Net Income After Depreciation +{(-)}	(79,396)	(46,318)	(18,632)	(26,465)	175%
Total expenses		343,761	338,839		

South Bend FSS
 FY 2023
 October 1, 2023-September 30, 2024

SHORTFALL FUNDING
 AMP 4

Description	FYE 24 Budget	1.31.24 fye ytd actuals	1.31.23 fye ytd actuals	1.31.24 fye ytd budget	% of Budget
Revenue					
Rental Income					
Other Tenant Income					
Other Income					
Fraud Income					
Grant Income	368,052	-	270,422	122,684	0%
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	368,052	-	270,422	122,684	0%
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	368,052	-	270,422	122,684	0%
Total Maintenance	368,052	-	270,422	122,684	0%
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 2024

October 1, 2023-September 30, 2024

COCC

Description	FYE 24 Budget	1.31.24 fye ytd actuals	1.31.23 fye ytd actuals	1.31.24 fye ytd budget	% of Budget
Revenue					
Rental Income	-	-	-	-	-
Other Tenant Income	-	-	-	-	-
Other Income	119,737	4,343	56,476	39,912	11%
Fraud Income	-	-	-	-	-
Grant Income	-	-	-	-	-
Operating Subsidy	-	-	-	-	-
HAP Subsidy	-	-	-	-	-
Admin Fee Income	-	-	-	-	-
Port VASH (HAP)	-	-	-	-	-
Port VASH (Admin Fee)	-	-	-	-	-
Capital Fund Management Fee (1410)	283,940	-	-	94,647	0%
Capital Fund Ops Transfer (1406)	-	-	-	-	-
Asset Management Fee	49,800	16,240	19,920	16,600	98%
Bookkeeping Fee	244,376	76,241	74,339	81,459	94%
Management Fee	714,429	201,698	206,228	238,143	85%
Total Revenue	1,412,282	298,522	356,963	470,761	63%
Expenses					
Administrative Salaries	716,420	167,231	213,946	238,807	70%
Office Expense	122,681	66,584	25,637	40,894	163%
Other Administrative Expense	42,056	11,197	9,274	14,019	80%
Legal Expense	12,953	9,376	3,726	4,318	217%
Audit Expense	3,125	1,042	832	1,042	100%
Advertising	95	-	76	32	0%
Travel and Training	10,000	-	-	3,333	0%
Bookkeeping Exp	-	-	-	-	-
Management Fee Exp	-	-	-	-	-
Total Admin Expenses	907,330	255,429	253,491	302,443	84%
Resident Services					
Resident Services Salaries	-	-	-	-	-
Benefits	-	-	-	-	-
Other Resident Services	-	218	23,182	-	#DIV/0!
Total Resident Services	-	218	23,182	-	#DIV/0!
Utility					
Water	-	-	-	-	-
Electric	-	-	-	-	-
Gas	-	-	-	-	-
Total Utility	-	-	-	-	-
Maintenance					
Maintenance Wages	-	-	-	-	-
Maintenance Materials	-	-	-	-	-
Maintenance Contracts	2,971	890	890	990	90%
Total Maintenance	2,971	890	890	990	90%
Security Contracts/Costs	-	-	-	-	-
Insurance Costs	83,138	25,671	41,787	27,713	93%
Employee Benefits	80,702	32,964	39,666	26,901	123%
Bad Debt	-	-	-	-	-
Vash Port (HAP) Expense	-	-	-	-	-
HAP Expense	-	-	-	-	-
FSS Expense	-	-	-	-	-
Other General Expense	14,400	4,800	4,800	4,800	100%
Total Other Expense	178,240	63,435	86,253	59,413	107%
Net Income Before Depreciation +(-)	323,741	(21,450)	(6,853)	107,914	-20%
Depreciation	7,700	2,567	2,567	2,567	100%
Net Income After Depreciation +(-)	316,041	(24,017)	(9,420)	105,347	-23%
Total expenses		322,539	366,383		

South Bend HCVP
 FY 2024
 October 1, 2023-September 30, 2024

Description	HCVP HAP				% of Budget
	FYE 24 Budget	1.31.24 fye ytd actuals	1.31.23 fye ytd actuals	1.31.24 fye ytd budget	
Revenue					
Rental Income					
Other Tenant Income					
Other Income(Forfeitures)	-	-	-	-	0%
Fraud Income	28,426	3,856	26,778	9,475	41%
Grant Income					
Operating Subsidy					
HAP Subsidy	22,000,000	7,183,173	5,832,100	7,333,333	98%
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	22,028,426	7,187,029	5,858,878	7,342,809	98%
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	21,984,726	7,147,471	5,755,278	7,328,242	98%
FSS Expense	43,700	23,998	9,707	14,567	165%
Port Out Admin Fee Expense					
Other General Expense					
Total Other Expense	22,028,426	7,171,469	5,764,985	7,342,809	98%
Net Income Before Depreciation +/-	-	15,560	93,893	(0)	
Depreciation	-	-	-	-	
Net Income After Depreciation +/-	-	15,560	93,893	(0)	
TOTAL EXPENSES		7,171,469	5,764,985		

South Bend HCVP
 FY 2024
 October 1, 2023-September 30, 2024

HCVP ADMIN

Description	FYE 24 Budget	1.31.24 fye ytd actuals	1.31.23 fye ytd actuals	1.31.24 fye ytd budget	% of Budget
Revenue					
Rental Income					
Other Tenant Income					
Other Income (Forfeitures)		4,100	28,650		0%
Fraud Income	28,426	3,416	23,563	9,475	36%
Grant Income					
Operating Subsidy					
HAP Subsidy					
Admin Fee Income	1,450,000	498,814	455,619	483,333	103%
Port VASH (HAP)	800,000	352,983	249,828	266,667	132%
Port VASH (Admin Fee)	54,811	35,063	18,030	18,270	192%
Capital Fund Management Fee (1410)					
Capital Fund Ops Transfer (1406)					
Bookkeeping Fee					
Management Fee					
Total Revenue	2,333,237	894,376	775,690	777,746	115%
Expenses					
Administrative Salaries	401,487	122,380	125,643	133,829	91%
Office Expense	89,526	60,963	17,825	29,842	204%
Other Administrative Expense	13,891	367	472	4,630	8%
Legal Expense	7,545	2,700	407	2,515	107%
Audit Expense	10,000	3,333	2,668	3,333	100%
Advertising					
HCV Inspections	120,161	27,168	23,535	40,054	
Travel and Training	10,000			3,333	0%
Bookkeeping Exp	123,719	65,100	61,890	41,240	158%
Management Fee Exp	316,721	104,160	99,024	105,574	99%
Total Admin Expenses	1,093,050	386,171	331,464	364,350	106%
Resident Services					
Resident Services Salaries					
Benefits					
Total Resident Services					
Utility					
Water					
Electric					
Gas					
Total Utility					
Maintenance					
Maintenance Wages					
Maintenance Materials					
Maintenance Contracts	149,801				
Total Maintenance	149,801				
Security Contracts/Costs					
Insurance Costs	106,377	34,779	46,430	35,459	98%
Employee Benefits	60,000	34,762	43,874	20,000	174%
Bad Debt					
Vash Port (HAP) Expense	800,000	352,983	249,828	266,667	132%
HAP Expense					
FSS Expense					
Port Out Admin fee Expense	6,000	1,993	1,330	2,000	
Other General Expense					
Total Other Expense	972,377	424,516	341,462	324,126	131%
Net Income Before Depreciation +/-	118,009	83,689	102,764	89,270	94%
Depreciation	15,900	5,300	5,300	5,300	100%
Net Income After Depreciation +/-	102,109	78,389	97,464	83,970	93%
TOTAL EXPENSES		815,987	678,226		

South Bend FSS
 FY 2024
 October 1, 2023-September 30, 2024

GRANTS (FSS)

Description	GRANTS (FSS)				
	FYE 24 Budget	1.31.24 fye ytd actuals	1.31.23 fye ytd actuals	1.31.24 fye ytd budget	% of Budget
Revenue					
Rental Income					
Other Tenant Income					
Other Income					
Fraud Income					
Grant Income	99,400	20,919	27,899	33,133	63%
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	20,919	27,899	33,133	63%
Expenses					
Administrative Salaries					
Office Expense					
Other Administrative Expense					
Legal Expense					
Audit Expense					
Advertising					
Travel and Training					
Bookkeeping Exp					
Management Fee Exp					
Total Admin Expenses					
Resident Services					
Resident Services Salaries	64,772	19,043	19,755	21,591	88%
Benefits	34,628	1,876	7,087	11,543	16%
Total Resident Services	99,400	20,919	26,842	33,133	63%
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 +/-					

HAP Expense	197,514	180,930	230,166	214,352	21,984,726	43,700	972,377	21,984,726	43,700	21,984,726	44,756	21,984,726
FSS Expense											14,400	44,756
Other General Expense												14,400
Total Other Expense	197,514	180,930	230,166	214,352	178,240	32,038,426	972,377	21,984,726	43,700	23,000,803	23,983,052	23,983,052
Net Income Before Depreciation (1)	58,429	42,565	50,867	88,904	249,509	7	118,010	118,010	15,900	608,383	608,383	608,383
Depreciation	265,100	171,936	116,900	168,300	7,700		15,900	15,900	15,900	745,836	745,836	745,836
Net Income After Depreciation v/(1)	(206,671)	(129,371)	(66,033)	(79,396)	241,808		102,110	102,110	102,110	(137,453)	(137,453)	(137,453)