

SOUTH BEND HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

MARCH 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

MARCH 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
February 27, 2024 @ 9 a.m.***

<https://zoom.us/j/8612582297?pwd=S0h3aWozWR1MFV0YzNIQ01SQloxdz09>

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

Rodney Gadson	South Bend Tenant Association
Sarah Schaefer	City of South Bend
Camille Sarabia	South Bend Tribune
Doris Agnew	HASB Resident
Kyong Koehle	HASB Resident

OLD BUSINESS:

Commissioner Chamblee moved to approval of Minutes from the January 2024, board of commission meetings, Commissioner McNally 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

Rodney Gadson stated that he had 7 points to make. He wanted to start with a question to former mayor Luecke. There was a tragedy with the house fire of the Smith six, and condolence to all. He wanted to ask a question of section 8 and their inspections; do they have to report to code enforcement and verify things when it comes to an inspection in a failed house?

Mrs. Parham-Green said at this time regulations do not require us to report to entities, however the HASB is willing to work with other agencies to report incidents. We are working with the city in order for information to be shared.

Mr. Gadson asked Mayor Luecke is there a way for us to create an ordinance to unify HUD and the municipal of such findings to report to the city council or report to code enforcement so when a situation happens it can be noted. Couldn't there be an ordinance so when something happens on South Bend grounds it can be noted, reported and unified and making it transparent as well as being oversighted by the section 8 people as well.

Commissioner Luecke said it's a good question, but it is a city council question where ordinances originate. I don't know if the city can force a federal agency to report, but as Director Parham-Green has said we are working with the city to establish a MOU to share information when we find a building that does not meet our standards and to be able to share that with code enforcement so if they want to take action.

Mr. Gadson said we have tenants at Cedar Glen apartments, the portage township trustee accessor went a step beyond to see the injustice of the tenant of those units that went without heat, water and other necessities in their houses for months. If this be the case, and you are aware of it, shouldn't it be some oversight from the section 8 department if the complaint came to them to investigate it and not be so natural and see the problem for themselves because after all you are paying for it and so is our tax dollars.

Mrs. Parham-Green said the first question is, did we know about the problem? Many times, the HASB do not know about problems up front or while they are happening. On occasions we learn about the situation through other means, not directly from the resident nor was information provided directly to the HASB.

Mr. Gadson said if you know that this is uninhabitable, wouldn't you not be as neutral in the federal government and play a more active part and tell the tenant and say we may have other options available (and I know housing is short) they may have to go temporarily into Public Housing, until that situation is fixed. Wouldn't section 8 play a more active role in helping the tenants.

Commissioner Chamble asked Mr. Gadson, you asked can't the housing authority be more proactive, what is your proposed solution from a legal, enforcement and logistical standpoint can we tell the people of Cedar Glenn (you must fix your furnace), or else is our tenant will request to move. If you have a proposal, then please make it.

Mr. Gadson said his proposal would be if he knew publicly that there is a danger in a household, he would take the lead of doing oversight. If he knows Cedar Glens tenants are having a problem, he would get the caseworker out there to access the situation. He would let the tenant know their rights and options

of not living there. He would be more hands on with the tenant. Sometimes they fear the Housing Authority since there is a shortage of housing and don't want to make waves.

Commissioner Chamblee said yes, there is a shortage of affordable, clean, and safe housing. So, section 8 has vouchers on the streets, and we know of the Cedar Glen situation from the news and from any tenant that has reported the uninhabitable units, that there is problems at Cedar Glen. You are saying that they are afraid because they don't know where they can move to? They can certainly seek other housing, but what if they are waiting for this to be resolved, because it meets the criteria, what do you expect the Housing Authority to do, compel compliance with heat, water and lights? Because I am not sure we have the power that you propose we do, to make the landlord do what they need to do other than removing the tenant because they have to be removed.

Mr. Gadson said the first responsibility of the board is to provide safe and habitable housing. And the next one is fiduciary, to make sure the money is going where it is supposed to go.

Commissioner Luecke interjected and said, we are talking about Cedar Glen apartments. And it is my understanding that when we were aware of the heat and water problems, we actually checked with the section 8 tenants that we had in the building to see that they had heat and water and as I recall the report the people who had vouchers said they had heat and hot water. Those are the tenants that we have a relationship with, and if one of those tenants had reported that they were without heat or hot water, then we could tell the owner of the building or management company to provide heat and hot water. They have a certain period of time in which to meet those standards and if they don't then our next step is we can cut off payment of section 8 support to that unit. Being respectful of the family that is within that unit, they may have a voucher but may not have a place to stay. We are trying to work with the tenant and make sure that the unit that we have a financial relationship with is meeting the standards of safe and affordable housing, and those are steps that our staff have taken with this situation.

Mr. Gadson said that is what I was looking for, just what you just said. Because with the portage township assessor they mirrored what you did. I am meeting with these clients.

Commissioner Chamblee asked did you meet with the tenants in general or the tenants on section 8.

Mr. Gadson said when he mentioned how many people were on section 8 the majority of them said they were on section 8, and it was about 25-35 people at the meeting. The first question was, did you report this to your landlord? Then the second question was, did you report this to your case worker about the situation and half of them said no. I questioned, why wouldn't they report this to the HASB if they are having problems with, he landlord or code enforcement. I'm troubled with why they didn't do it. So, the next time we have a meeting I will ask these questions and report back to you. We don't want to force the issue of they can come off but where are they going to go? So how are the lawyers working with the apartment complex, what timeline can you give that landlord to make things right is actually what I am looking for from the HASB. So, I am saying to you with the lawyers they need to come up with a timeline and do it in a timely manner.

Almost three years ago, on March 6, 2021, Rabbi Shulman was vacant. I see Monroe Circle is already leveled to the ground, why isn't Rabbi Shulman leveled to the ground.

Mrs. Parham-Green said we are still working to identify a developer to redevelop Monroe Circle. It is still in progress.

Mr. Gadson said the administration building and the 501 building on your rad plan is supposed to be remodeled or leveled. When will this happen?

Mrs. Parham-Green said when we have a finalized plan, we will announce the information to the body, and you will have access to that information.

Mr. Gadson said Harbor Homes is also on the Rad plan. Mrs. Mobley already told me that they are fixing up some of the home, but yet it is still on the Rad plan to go away. My question is it going to be fixed or torn down. My question is when it is going to be done. There needs to be a time frame and an answer and not be so vague.

Mrs. Parham-Green said at this time we don't have a definitive answer.

Mr. Gadson said they need to know an answer, a timeline so the tenants can plan accordingly. The Rad program has an assist education part, please let me partner with you. We have a program that we can bring to you to see in order for us to work together. I want to help so that property isn't destroyed and requires a lot of maintenance. We want to help educate the tenants because we know that education open up eyes.

Commissioner Calvin said we thank you and that concludes the public comment and concerns section. Let me assure you we all have some of the same common interests. We want to service South Bend as much as you do, and we encourage you to work with the Executive Director

Attorney Harris said he distributed to all the board members a copy of the document involving United States vs Tonya Robinson et al. I don't know if you have any further comments now, but if there are no objections then we will go forward with an action filing with the court.

Executive Director Report –

Mrs. Parham-Green said she has met with the residents of each development and to get their understanding of how we see the path forward and what they will want to see. At that time, we reiterated that if there is a problem they should report this directly to the Housing Authority because when we find out about it through code enforcement or another entity it could be weeks later. We have been engaged in identifying the things that need to happen with those vacancies so we can get families into those units. There are monies available to assist us with that and we will prepare an assessment with the help of the city of each one of the scattered sits and have a rough estimate on what it will cost to bring it online as well as with the 501 building. We have done 15 units and plan to do many more, we are working very aggressively. We are going to be working to come up with a very specific plan on how we spend our capital fund and how we resource the money out the money appropriately. On HCV, we have recruited several new hearing officers, they are individuals out of the community. We had a meeting with the HUD field office, they indicated because there is a continued growth resolution for our funding, they will potentially front us the money we need for housing assistance. They have proactively been thinking what will happen if there is a government shutdown.

Family Self Sufficiency FSS

Katherine reported on FSS for the month of January stating there are 67 participants enrolled in the FSS program. 58 in the HCV program, 9 in Public Housing and 39 Participants with escrow accounts, with \$99,437.00 for the total amount in escrow.

Tamika Saunders the 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. There was 1 termination from Public Housing because the participant moved out.

Commissioner Luecke asked what are the standards in order to be able to graduate? Once they graduate, do they move out of public housing or off the voucher program?

Mrs. Parham-Green said they have to meet all of their goals in the five-year period. And for the ones who are looking for home ownership, yes. But say their goal is to graduate college, again the escrow is helping them to defer the cost of their education.

Commissioner Calvin asked how do you get the monthly speakers?
Katherine stated that she solicits them and asks them to speak.

LOW INCOME PUBLIC HOUSING (LIPH)

Mrs. Mobley stated she has a total of 231 vacancies; however, we are in the midst of leasing up another 16 units. We have 10 units that we are waiting on contractors in order to get those units started. We are working on a lot of our scattered sites at this time, and we are working with the city to get funds to help get those scattered sites going. We had a total of 267 work orders. We are working on rehabbing in the 501 building, we have contractors working out in Harbor Homes, Laurel Court and some of our scattered sights.

Commissioner McNally asked how many rehabs are we working on right now? How many did we finish working on? And by the end of February how many do you think will be finished??

Mrs. Mobley said 10 that is in the process of being worked on now, and in January we started 15 and finished them in February.

Commissioner McNally asked, by the end of February about how many do you think will be finished?

Mrs. Mobley said that was a hard question to answer.

Mrs. Parham-Green said the plan that she talked about with the scattered sites, which is the target group for right now. We anticipate reaching our goal to have all of the scattered sites done by the end of March.

Commissioner McNally asked how many scattered sites will that be?

Mrs. Parham -Green said that will be forty-four (44) total. And as Mrs. Mobley stated we are working to already have families identified for those units as they come online.

Commissioner Calvin asked was the work orders were up or down?

Mrs. Mobley stated that they are down

Mrs. Parham-Green said we have been communicating with the residents and something we heard a lot was when maintenance was working in the building the residents would then tell maintenance what their situation was. We are educating our residents that the maintenance person probably won't remember their request because they are working on a different unit. We reiterated in following the process in order to get their request to the proper place in order to get the workorder scheduled for the repair. We are getting handheld, and refrigerator magnets with the contact and emergency contact phone number on them.

Commissioner Calvin asked do we have a process for online for that

Mrs. Parham-Green said yes.

Commissioner Daniel said that is wonderful for the clients because that way they don't have to go searching for it, it can be placed somewhere hand

Mrs. Parham-Green said that at next month board meeting we will do the board meeting

HOUSING CHOICE VOUCHER PROGRAM (HCVP)

Ms. Wallace stated there was an insert in the package that will allow you a different way to see the balance

Mrs. Parham-Green said this report allows the team to see where the actual dollars are and underscore the cuts and see how much money we really need.

Ms. Wallace said HUD has been very supportive in getting us what we need to get tenants paid. They don't want to see tenants get pulled off the program because there isn't enough money. Ms. Wallace continued with her report stating that for the tracking of the leasing activity we are still growing. The utilization rate is still going up, the waiting list is still holding steady, and we still have more applications in que to be processed. We made a big push in February to get our vouchers out the door. The next chart deals with processes of reexams, people porting in, porting out and the tenants moving about. The last report is the HQS monthly quality control report where we completed 311 inspections, 140 annual inspections, 91 of those are reinspection's, 16 abatement inspection and 6 special inspections.

Commissioner McNally asked do we have any units that have not been inspected in the last year.

Ms. Wallace said no, we are moving to biannual inspections if the unit is occupied by the same tenant and passes two consecutive annual inspections, and we are up to about 20% of our units that are starting this process

Commissioner Calvin said that the new sheet was a great help and training to her.

Mrs. Parham-Green said going forward we will have reports that will be more concise and will allow us to show more specifically the information that is going on.

FINANCIAL REPORT

Mr. Delaney started by going over the variance of the budget for each AMP beginning with AMP 1. In Amp 1, other tenant income is 55% of the budget, office expense is 128% of the budget because there was a software fee that was paid in the first quarter of the fiscal year. Legal expense was 138% of the budget because we had more eviction and more evection notices and had to speak with Harris and associates for more information. In Amp 2, other tenant income was 37% of the budget, office expenses were 148% of the budget because we had cameras purchased for the 501 building, and legal expenses were 10% of the budget because we had fewer evictions in Amp 2. In Amp 3, office expenses were 155% of the budget because of the software fees paid in the first quarter. Utilities are 73% of the budget because it has been warmer outside and not as much gas was being used. We had more maintenance expenses in Amp 3 because we are doing maintenance to more of the units. In Amp 4, legal expenses are lower than budget because we had less evecions. Bookkeeping expenses are lower than budget because we have more tenant rental than budgeted. In shortfall funding we have not been able to use the funds because we haven't been awarded the funds yet. Under HCVP HAP, fraud income is 41% of the budget because we haven't got a lot of fraud income payments.

Commissioner Luecke asked Mr. Delaney, since he mentioned legal expenses, that we are doing more evictions, is that primarily because of nonpayment of rent or are there other issues causing those evictions?

Mrs. Mobley said some of it is because of the way the court system is changing. We need more legal advice on how to proceed. When tenants go into court, more of them have attorneys therefore we have our attorneys there also. To ensure the property manager isn't trying to present our case to a lawyer and that's why we pull our lawyers in.

Mrs. Parham-Green said that HCV Fraud had been suspended for a while. We will review the information to ensure that it is not an error and is actually unreported income.

Commissioner McNally asked if you could compare what a tenant reports as income relative to what social security is saying?

Mrs. Parham -Green said the way the program works is if there is unreported income, we identify that amount. Once we collect that amount, we get to keep 50% of whatever we collect under administrative. The majority of the time what is shown as unreported income is not income that you can count so we have to go through the report and figure out who they are and give them the option of a repayment agreement.

Commissioner Luecke asked when we have a unit empty, how long does it take to fill that unit with a tenant?

Mrs. Mobley said usually we give days to have an applicant respond back. We do have a lot of applicants from out of town or telephone numbers have changed and we run into trying to track them down.

Commissioner Luecke asked if a family doesn't want a unit are they dropped from the list?

Mrs. Mobley said they are rotated to the bottom of the pile, and they are advised of this, so they actually get two opportunities to get a unit.

Mrs. Parham-Green said what we have found that during the analysis of the 501, the problem leads back to the failing of the pipes. We have done a lot of work in the area, but this is necessary exercise. I want the agency to move forward in the right direction and most importantly to grow.

Commissioner McNally said how much do you think we need to spend at the 501 to make it last 5-10 years

Mrs. Parham-Green said around 2-3 million dollars

Commissioner McNally said it is his concern that at some point the building has to come down anyway and the question is do we keep throwing money into it now? I hear you when you say we done have anywhere to put these residents

Mrs. Parham-Green said if we do not do anything now the building wouldn't last

Commissioner McNally said he feels like Rabbi Shulman, we are going to have to move folks out

Mrs. Parham-Green said it's a little bit different because we already have people living in the building and the fact that they are still using the water in the building is keeping it alive and its not as bad as Rabbi Shulman

Commissioner McNally said he don't have an answer, however his concern is the amount we have to spend to maintain the building over the next 10 years might be better spent somewhere else

Mrs. Parham-Green said the flip side of the coin is if we don't invest in the pipes, where are we going to put these families and secondly, we are limiting the opportunity to house other families,

Commissioner McNally asked can we get it close to being full

Mrs. Parham-Green said yes. Either way we are going to be spending that money. If we update, will it eventually have to come down, probably yes

Commissioner McNally said he understood

Meeting adjourned.

RESOLUTION NO. 24- 4413

**A RESOLUTION BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SOUTH BEND, INDIANA,
TO APPROVE A CHANGE TO THE NAME OF A PUBLIC HOUSING DEVELOPMENT**

WHEREAS, the Housing Authority of the City of South Bend, Indiana (hereinafter, "the Authority") is a public housing agency, duly organized under the laws and regulations of the City of South Bend, State of Indiana, and United States of America; and

WHEREAS, pursuant to Ind. Code § 36-7-18-14, the Authority has all powers necessary and/or convenient for the carrying out of its purposes under Indiana law; and

WHEREAS, the Authority currently owns, manages, and operates a public housing development known as "South Bend Apartments," located at 1281 South Bend Avenue, South Bend, IN 46617-1452 and identified for U.S. Department of Housing and Urban Development (hereinafter, "HUD") oversight purposes as the Authority's AMP 3; and

WHEREAS, the Authority now desires to change the name of said public housing development, so that it will be known from this point forward as "South Bend Commons;" and

WHEREAS, to the extent that the AMP designation for the aforementioned public housing development does not change, the change in name of the aforementioned public housing development can be accomplished administratively by the Authority upon a formal resolution of the Board of Housing Commissioners;

*******REMAINDER OF PAGE INTENTIONALLY LEFT BLANK*******

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SOUTH BEND, INDIANA, THAT:

1. The Board hereby AUTHORIZES the Authority to change the name of the "South Bend Apartments," located at 1281 South Bend Avenue, South Bend, IN 46617-1452 and identified for HUD purposes as South Bend Housing Authority AMP 3, to "South Bend Commons."
2. The "South Bend Commons" public housing development shall continue to be referred to, for HUD identification purposes, as South Bend Housing Authority AMP 3.
3. 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 Authority.

PASSED AND ADOPTED by the Board of Commissioners of the Housing Authority of the City of South Bend, Indiana, on the ____ day of March, 2024.

Virginia Calvin, BOARD CHAIR

ATTEST:

Marsha Parham-Green,
Executive Director

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	\$2,734,568.00	\$106,086.00	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 \$368,052 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	0.00	All Amps
Total	\$11,599,503.00	\$6,698,238.00	\$3,989,265.00	

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	66	57	9	37	\$97,044.00
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 March 2024

- Kay Farlow, Owner & Founder of IMPower, Program Coordinating Committee Member spoke at the February Monthly meeting on budgeting and saving money. She will meet individually with FSS participants to create an action plan for their budget.
- FSS attended training on the new scoring system for the FSS Achievement Metrics through February Office Hours via zoom.
- Termination (2) HCV (1) Nonpayment of Unreported Income – (2) failed payment agreements, participant did not make any payments towards the debt, Escrow Rescinded \$6,528; (1) Contract Expired Family Did Not Fulfill Obligations – participant had not worked since June 2021, Escrow Rescinded \$2,750.
- FSS is implementing a gift card incentive program to increase participation and help participants achieve their goals.

- An FSS participant submitted a letter of appreciation for the program. Since she joined the program, she is currently employed, has raised her credit score, married, and feels a sense of confidence and self-worth.

LOW INCOME PUBLIC HOUSING (LIPH)

	Jan 2024	Feb			
Waiting List	1253	1172			

AMP	Property	Total Units	Units Occupied	Units Vacant	Units under Vacancy Reduction Program with a Contractor
1	Monroe Circle				
	Laurel Court	42	25	17	
	Harbor Homes	54	34	20	
2	Rabbi Shulman/628				
	West Scott /501	127	64	64	
	Quads	52	45	7	
3	South Bend Avenue	20	17	1	2units office/ 1 Officer
	Edison Gardens	19	18	1	
	Twyckenham	18	15	3	
	Scattered Sites 09	47	31	17	0
	Scattered Sites 10	66	43	23	0
4	LaSalle Landing	24	21	3	0
	Scattered Sites 12	44	24	20	0
	Scattered Sites 17	55	29	26	0
	Scattered Sites 18	31	12	19	0
TOTAL		599	378	221	

Workorders Property	Emergency			Routine		
	November December 2023	January 2024	February 2024	November December 2023	January 2024	February 2024
Monroe Circle Plaza Apts.						
Laurel Court	0	0	0	21	19	25
Lasalle Landing	0	0	0	12	38	14
South Bend Avenue	0	0	0	20	7	13
Westcott Apts.	1	0	0	87	71	49
Harbor Homes	0	0	0	55	17	36
Scattered Sites (IN15-09)	0	0	0	31	18	12
Scattered Duplexes (10)	0	0	0	37	23	31
Edison Gardens	0	0	0	19	12	5
Twyckenham	0	0	0	4	5	5
Scattered Sites (IN15-12)	0	0	0	24	16	10
Acquisition Scattered Sites (IN15-17)	0	0	0	24	11	6
Scattered Sites (IN15-18)	0	0	0	17	7	10
Non-Tenant work orders	0	0	0	19	23	3
Totals	1	0	0	370	267	219

	FEBRUARY CHARGED	2024 PAID
Laurel Court	\$ 3,967.00	\$ 5,725.00
LaSalle Landing	\$ 5,973.46	\$ 6,630.00
South Bend Avenue	\$ 8,769.00	\$ 9,976.00
Westcott	\$ 33,055.00	\$32,335.55
Harbor Homes	\$ 6,588.00	\$11,647.00
Scattered Sites (15-09)	\$ 10,640.00	\$10,527.00
Scattered Sites (15-10)	\$ 11,503.00	\$12,962.00
Edison	\$ 5,360.00	\$ 3,788.61
Twyckenham	\$ 3,027.00	\$ 4,135.00
Scattered (15-12)	\$ 7,110.00	\$ 7,497.90
Scattered (15-17)	\$ 11,657.00	\$12,981.00
Scattered (15-18)	\$ 3,177.00	\$ 2,880.00
Total	\$ 110,826.46	\$121,085.06

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

Did two (2) transfers.

14 lease up from end February to March 14, 2024, throughout all AMPs.

Hired 1 maintenance in March.

	ACTIVES				# OF DAYS			TOTAL UNPAID
	0-30	31-60	61-90	OVER 90	OUTSTANDING	OVER 90	UNPAID	
LAUREL COURT	\$ 1,383.99	\$ 722.00	\$ 665.00	\$ 3,215.90	\$ 665.00	\$ 3,215.90	\$ 5,986.89	
LA SALLE LANDING	\$ 1,221.00	\$ 13.00	\$ -	\$ -	\$ -	\$ -	\$ 1,234.00	
SOUTH BEND AVENUE	\$ 884.97	\$ 6.00	\$ -	\$ -	\$ -	\$ -	\$ 890.97	
WESTCOTT	\$ 2,679.77	\$ 2,493.00	\$ 2,049.22	\$ 6,490.65	\$ 2,049.22	\$ 6,490.65	\$ 13,712.64	
HARBOR HOMES	\$ 1,135.74	\$ 1,035.00	\$ 165.00	\$ 678.00	\$ 165.00	\$ 678.00	\$ 3,013.74	
SCATTERED SITE (15-09)	\$ 2,142.58	\$ 1,216.00	\$ 1,168.84	\$ -	\$ 1,168.84	\$ -	\$ 4,527.42	
SCATTERED SITE (15-10)	\$ 2,007.68	\$ 1,098.61	\$ 167.00	\$ 954.13	\$ 167.00	\$ 954.13	\$ 4,227.42	
EDISON	\$ 2,130.07	\$ 2,943.10	\$ 1,625.00	\$ 2,080.00	\$ 1,625.00	\$ 2,080.00	\$ 8,778.17	
TWYCKENHAM	\$ 80.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80.00	
SCATTERED SITE (15-12)	\$ 2,151.00	\$ 1,732.25	\$ 424.00	\$ 3,680.00	\$ 424.00	\$ 3,680.00	\$ 7,987.25	
SCATTERED SITE (15-17)	\$ 1,826.00	\$ 609.84	\$ 537.00	\$ 834.46	\$ 537.00	\$ 834.46	\$ 3,807.30	
SCATTERED SITE (15-18)	\$ 554.00	\$ -	\$ -	\$ 60.00	\$ -	\$ 60.00	\$ 614.00	
	\$ 18,196.80	\$ 11,868.80	\$ 6,801.06	\$ 17,993.14	\$ 6,801.06	\$ 17,993.14	\$ 54,859.80	

	# OF DAYS				OUTSTANDING	OVER 90	TOTAL UNPAID
	VACANTS	0-30	31-60	61-90			
LAUREL COURT		\$ -	\$ -	\$ -	\$ 3,016.00	\$ 3,016.00	\$ 3,016.00
LA SALLE LANDING		\$ 945.27	\$ 324.00	\$ 162.00	\$ 4,817.95	\$ 6,249.22	\$ 6,249.22
SOUTH BEND AVENUE		\$ -	\$ 1,044.00	\$ 949.00	\$ 1,197.06	\$ 3,190.06	\$ 3,190.06
WESTCOTT		\$ 1,443.15	\$ 692.00	\$ 984.00	\$ 6,943.13	\$ 10,062.28	\$ 10,062.28
HARBOR HOMES		\$ (125.00)	\$ -	\$ 340.00	\$ 9,657.15	\$ 9,872.15	\$ 9,872.15
SCATTERED SITE (15-09)		\$ 508.00	\$ -	\$ -	\$ 623.00	\$ 1,131.00	\$ 1,131.00
SCATTERED SITE (15-10)		\$ 430.10	\$ 485.00	\$ 620.00	\$ 10,406.00	\$ 11,941.10	\$ 11,941.10
EDISON		\$ -	\$ -	\$ -	\$ 705.00	\$ 705.00	\$ 705.00
TWYCKENHAM		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SCATTERED SITE (15-12)		\$ -	\$ -	\$ (60.00)	\$ 3,844.28	\$ 3,784.28	\$ 3,784.28
SCATTERED SITE (15-17)		\$ -	\$ 1,889.10	\$ -	\$ -	\$ 1,889.10	\$ 1,889.10
SCATTERED SITE (15-18)		\$ -	\$ 915.00	\$ 790.00	\$ 7,499.00	\$ 9,204.00	\$ 9,204.00
		\$ 3,201.52	\$ 5,349.10	\$ 3,785.00	\$ 48,708.57	\$ 61,044.19	\$ 61,044.19

H.M.S. for Windows
 Tenant Accounts Receivable (WINTAR V3.0)
 Aged Delinquency Summary Report
 02/2024

		BILLED		PAID		DUE		0-30	31-60	61-90	90+				
IN 15-02(M) Monroe Circle - IN36P015002															
Total Tenants:	1	Deposits Rgd.	150.00	Deposits Paid	0.00	Deposits Due	150.00	TOTAL	57.00	-57.00	0.00	0.00			
		Vacates					57.00		57.00	-57.00	0.00	0.00			
		Actives					0.00		0.00	0.00	0.00	0.00			
IN 15-03(L) Laurel Court - IN36P015003															
Total Tenants:	12	Deposits Rgd.	2,435.00	Deposits Paid	-1,660.00	Deposits Due	775.00	TOTAL	54,725.63	-45,722.74	9,002.89	722.00	665.00	6,231.90	
		Vacates					12,470.16		9,454.16	-9,454.16	3,016.00	0.00	0.00	3,016.00	
		Actives					42,255.47		36,268.58	-36,268.58	5,986.89	722.00	665.00	3,215.90	
IN 15-03(N) Northwest - IN36P015003															
Total Tenants:	11	Deposits Rgd.	1,675.00	Deposits Paid	-1,150.00	Deposits Due	525.00	TOTAL	57,914.95	-50,431.73	7,483.22	337.00	162.00	4,817.95	
		Vacates					40,195.97		33,946.75	-33,946.75	6,249.22	324.00	162.00	4,817.95	
		Actives					17,718.98		16,484.98	-16,484.98	1,234.00	13.00	0.00	0.00	
IN 15-03(S) South Bend Avenue - IN36P015003															
Total Tenants:	7	Deposits Rgd.	1,175.00	Deposits Paid	-1,025.00	Deposits Due	150.00	TOTAL	35,413.03	-31,332.00	4,081.03	1,050.00	949.00	1,197.06	
		Vacates					12,993.06		9,803.00	-9,803.00	3,190.06	1,044.00	949.00	1,197.06	
		Actives					22,419.97		21,529.00	-21,529.00	890.97	6.00	0.00	0.00	
IN 15-04 Westcott Apartments - IN36P015004															
Total Tenants:	29	Deposits Rgd.	3,475.00	Deposits Paid	-2,975.00	Deposits Due	500.00	TOTAL	215,782.58	-192,007.66	23,774.92	3,185.00	3,033.22	13,433.78	
		Vacates					124,914.47		114,852.19	-114,852.19	10,062.28	682.00	984.00	6,943.13	
		Actives					90,868.11		77,155.47	-77,155.47	13,712.64	2,493.00	2,049.22	6,490.65	
IN 15-08 Harbor Homes - IN36P015008															
Total Tenants:	14	Deposits Rgd.	2,975.00	Deposits Paid	-3,150.00	Deposits Due	-175.00	TOTAL	151,714.07	-138,828.18	12,885.89	1,010.74	505.00	10,335.15	
		Vacates					38,224.15		28,352.00	-28,352.00	9,872.15	-125.00	340.00	9,657.15	
		Actives					113,489.92		110,476.18	-110,476.18	3,013.74	1,135.74	165.00	678.00	
IN 15-09 Scattered Sites - IN36P015009															
Total Tenants:	13	Deposits Rgd.	2,300.00	Deposits Paid	-1,650.00	Deposits Due	650.00	TOTAL	234,089.80	-228,431.38	5,658.42	2,650.58	1,168.84	623.00	
		Vacates					22,608.00		21,477.00	-21,477.00	1,131.00	508.00	0.00	623.00	
		Actives					211,481.80		206,954.38	-206,954.38	4,527.42	2,142.58	1,168.84	0.00	
IN 15-10 Scattered/Duplexes - IN36P015010															
Total Tenants:	20	Deposits Rgd.	4,025.00	Deposits Paid	-2,525.00	Deposits Due	1,500.00	TOTAL	110,614.67	-94,446.15	16,168.52	2,437.78	1,583.61	787.00	11,360.13
		Vacates					26,576.10		14,635.00	-14,635.00	11,941.10	430.10	485.00	620.00	10,406.00
		Actives					84,038.57		79,811.15	-79,811.15	4,227.42	2,007.68	1,098.61	167.00	954.13
IN 15-11(E) Edison Gardens - IN36P015011															
Total Tenants:	11	Deposits Rgd.	2,000.00	Deposits Paid	-2,000.00	Deposits Due	0.00	TOTAL	46,499.86	-37,016.69	9,483.17	2,130.07	2,943.10	1,625.00	2,785.00

Housing Choice Voucher/Section 8 Program (HCVP) – February 2024

**Housing Authority of the City of South Bend
Budget Authority Worksheet**

February 2024 (As of February 29, 2024)

Description	\$ Budgeted	\$ Expended	\$ Available
Voucher Budget Authority (VBA):			
Annual HAP	\$ 22,000,000	\$ 3,609,728	\$ 18,390,272
Monthly HAP	\$ 1,833,333	\$ 1,808,751	\$ 24,582
Description	Number Per Month Budgeted	Number Per Month Leased	Number Per Month Available
Monthly Average # of UNITS	2,343	2,185	158
Description	Avg. Per Unit Per Month Budgeted	Avg. Per Unit Per Month Expended	
Monthly Per Unit HAP	\$ 782	\$ 828	

**Housing Authority of the City of South Bend
Housing Program Portfolio W/E 03/14/2024**

Program	Description	# Allotted	# Filled	Vouchers Issued	Current Lease Rate	Program Potential	Potential Lease Rate
HCV	Housing Choice Voucher – Federally funded rental assistance program provides assistance towards rent and utilities on behalf of the family.	2,343	2,195	67	95%	2,303	98%
PBV	Project-Based Vouchers	18	0		0%	0	0%
FYI	Foster Youth to Independence – Provides vouchers for individuals at least 18 years old, and not more than 24 years of age, and who has left foster care, or will leave foster care within 90 days, and is homeless or is at risk of becoming homeless.	16	15	1	94%	16	100%
Total Allocation		2,377	2,210	68	95%	2,319	98%

Ports

Description	#	Vouchers Issued	Program Potential
Incoming	119	8	127
Outgoing	41		41

Family Self-Sufficiency

Description	# Required	# Filled
Enables families assisted through the Housing Choice Voucher (HCV) program, to increase their earned income and reduce their dependency on welfare assistance and rental subsidies. Under the FSS program, low-income families are provided opportunities for education, job training, counseling and other forms of social service assistance, while living in assisted housing, so they can obtain skills necessary to achieve self-sufficiency.	19	55

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	2,333							
Utilization Rate	92.0%	92.4%	93.7%	94.2%	94.5%							
Waiting List Report	1,424	1,274	1,273	1,273	1,272	1,272						
Vouchers Issued Report	51	51	29	15	60	47						
Voucher Success Rate	64.7%	57.7%	51.7%	46.7%	9.4%							

HCV Process Report FY 10/2023-9/2024												
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Reexaminations	141	128	145	131	155							
Interim Changes	65	65	73	86	141							
EOPs	20	11	14	22	16							

HCV Move Abouts Report FY 10/2023-9/2024												
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Port Ins	2	1	4	2	0							
Port Outs	0	1	1	0	1							
Tenants Moving About	18	20	16	14	17							

Housing Authority of South Bend HQS Inspections Monthly Quality Control Report For February 2024												
Number of Inspections												
Scheduled	Completed	Annual	Reinspection	Initials	Initial Re-inspect	Abatement Insp.	Special	Moved Out	Not Completed			
272	266	113	57	55	15	21	5	6				
Passed	1st Time Fail	Abate	Moved Out	No Show	24 Hr	Weather Deferred	Refused					
154	27	29	6	28	5	1	33					
No Show Rate				10%								
Initial Inspections Carried Out					RTAs							
Total	Passed	Failed	Received	Scheduled								
70	51	19	56	70								
E-mail's		Calls/Texts										
24 Hours	5	5										



February 2024, Financial Report
For the March 26, 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.

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

PUM ANALYSIS FOR AMPS

UML ACC units	Description	Amp 1	31%	Amp 2	61%	Amp 3	73%	Amp 4	56%
		2.28.24 fye ytd actuals	59 188 AMP 1 PUM	2.28.24 fye ytd actuals	109 179 AMP 2 PUM	2.28.24 fye ytd actuals	124 170 AMP 3 PUM	2.28.24 fye ytd actuals	86 154 AMP 4 PUM
Revenue									
	Rental Income	50,418	85.45	169,435	155.44	196,967	158.84	124,998	145.35
	Other Tenant Income	4,215	7.14	2,175	2.00	8,784	7.08	6,340	7.37
	Other Income	-	-	-	-	-	-	-	-
	Fraud Income	-	-	-	-	-	-	-	-
	Grant Income	-	-	-	-	-	-	-	-
	Operating Subsidy	372,801	631.87	705,241	647.01	314,438	253.58	258,255	300.30
	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	427,434	724.46	876,851	804.45	520,189	419.51	389,593	453.02
Expenses									
	Administrative Salaries	38,740	65.66	10,809	9.92	36,691	29.59	59,667	69.38
	Office Expense	16,406	27.81	28,543	26.19	18,555	14.96	16,489	19.17
	Other Administrative Expense	186	0.32	271	0.25	6,167	4.97	268	0.31
	Legal Expense	875	1.48	1,000	0.92	3,099	2.50	3,744	4.35
	Audit Expense	2,046	3.47	6,521	5.98	3,623	2.92	3,175	3.69
	Advertising	-	-	-	-	-	-	-	-
	Travel and Training	-	-	-	-	-	-	-	-
	Bookkeeping Exp	2,139	3.63	4,187	3.84	4,340	3.50	3,224	3.75
	Asset Management Expense	4,800	8.14	-	-	8,250	6.65	7,250	8.43
	Management Fee Exp	18,730	31.75	36,660	33.63	37,995	30.64	28,222	32.82
	Total Admin Expenses	83,923	142.24	87,991	80.73	118,719	95.74	122,039	141.91
Resident Services									
	Resident Services Salaries	-	-	-	-	-	-	-	-
	Benefits	-	-	-	-	-	-	-	-
	Total Resident Services	-	-	-	-	-	-	-	-
Utility									
	Water	13,621	23.09	34,479	31.63	17,753	14.32	18,777	21.83
	Electric	5,812	9.85	36,796	33.76	10,148	8.18	20,487	23.82
	Gas	5,174	8.77	16,667	15.29	3,735	3.01	7,211	8.38
	Total Utility	24,607	41.71	87,942	80.68	31,636	25.51	46,476	54.04
Maintenance									
	Maintenance Wages	31,359	53.15	45,108	41.38	63,288	51.04	61,206	71.17
	Maintenance Materials	21,705	36.79	20,058	18.40	22,064	17.79	13,897	16.16
	Maintenance Contracts	65,607	111.20	265,297	243.39	56,751	45.77	25,331	29.45
	Total Maintenance	118,670	201.14	330,463	303.18	142,102	114.60	100,434	116.78
	Security Contracts/Costs	-	-	17,061	15.65	-	-	390	0.45
	Insurance Costs	57,852	98.06	44,072	40.43	67,359	54.32	57,737	67.14
	Employee Benefits	33,890	57.44	31,378	28.79	26,469	21.35	32,831	38.18
	Bad Debt	-	-	-	-	-	-	-	-
	Vash Port (HAP) Expense	-	-	-	-	-	-	-	-
	HAP Expense	-	-	-	-	-	-	-	-
	FSS Expense	-	-	-	-	-	-	-	-
	Other General Expense	-	-	-	-	-	-	-	-
	Total Other Expense	91,743	155.50	92,512	84.87	93,827	75.67	90,957	105.76
	Net Income Before Depreciation +/-	108,491	183.88	277,944	254.99	133,904	107.99	29,686	34.52
	Depreciation	110,458	187.22	71,640	65.72	48,708	39.28	70,125	81.54
	Net Income After Depreciation +/-	(1,968)	(3.33)	206,304	189.27	85,195	68.71	(40,439)	(47.02)

UML
 ACC units

Description	FYE 24 Budget	2.28.24 fye ytd	2.28.23 fye	2.28.24 fye	% of Budget
		actuals	ytd actuals	ytd budget	
Revenue					
Rental Income	135,401	50,418	79,549	56,417	89%
Other Tenant Income	19,339	4,215	11,435	8,058	52%
Other Income	2,588		1,683	1,078	0%
Fraud Income					
Grant Income					
Operating Subsidy	855,908	372,801	383,896	356,628	105%
HAP Subsidy					
Admin Fee Income					
Port VASH (HAP)					
Port VASH (Admin Fee)					
Capital Fund Management Fee (1410)					
Capital Fund Ops Transfer (1406)	91,778	-	-	38,241	0%
Bookkeeping Fee					
Management Fee					
Total Revenue	1,105,014	427,434	476,563	460,423	93%
Expenses					
Administrative Salaries	152,409	38,740	40,343	63,504	61%
Office Expense	32,325	16,406	16,694	13,469	122%
Other Administrative Expense	5,895	186	3,224	2,456	8%
Legal Expense	3,257	875	2,040	1,357	64%
Audit Expense	4,910	2,046	1,136	2,046	100%
Advertising	-	-	-	-	
Travel and Training	5,000	-	-	2,083	0%
Bookkeeping Exp	7,503	2,139	3,147	3,126	68%
Asset Management Expense	11,520	4,800	9,400	4,800	100%
Management Fee Exp	64,276	18,730	27,166	26,782	70%
Total Admin Expenses	287,095	83,923	103,150	119,623	70%
Resident Services					
Resident Services Salaries		1,847			0%
Benefits					
Total Resident Services	-	1,847			0%
Utility					
Water	23,245	13,621	11,328	9,685	141%
Electric	10,263	5,812	4,037	4,276	136%
Gas	21,380	5,174	13,274	8,908	58%
Total Utility	54,888	24,607	28,639	22,870	108%
Maintenance					
Maintenance Wages	198,064	31,359	41,363	82,527	38%
Maintenance Materials	91,498	21,705	76,597	38,124	57%
Maintenance Contracts	217,527	65,607	64,689	90,636	72%
Total Maintenance	507,089	118,670	182,649	211,287	56%
Security Contracts/Costs	500	-	29	208	
Insurance Costs	130,244	57,852	39,629	54,268	107%
Employee Benefits	60,000	33,890	24,347	25,000	136%
Bad Debt	6,770	-	-	2,821	0%
Vash Port (HAP) Expense	-	-	-	-	
HAP Expense	-	-	-	-	
FSS Expense	-	-	-	-	
Other General Expense	-	-	-	-	
Total Other Expense	197,514	91,743	64,005	82,298	111%
Net Income Before Depreciation +(-)	58,427	106,644	98,120	24,345	438%
Depreciation	265,100	110,458	110,458	110,458	100%
Net Income After Depreciation +/(-)	(206,673)	(3,815)	(12,338)	(86,113)	4%

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

AMP 2

UML
 ACC units

Description	2.28.24 fye ytd			2.28.23 fye ytd		2.28.24 fye ytd	
	FYE 24 Budget	actuals	actuals	actuals	budget	% of Budget	
Revenue							
Rental Income	352,577	169,435	164,790	164,790	146,907	115%	
Other Tenant Income	15,208	2,175	4,789	4,789	6,337	34%	
Other Income	2,137	-	1,959	1,959	890	0%	
Fraud Income							
Grant Income							
Operating Subsidy	1,363,151	705,241	402,520	402,520	567,980	124%	
HAP Subsidy							
Admin Fee Income							
Port VASH (HAP)							
Port VASH (Admin Fee)							
Capital Fund Management Fee (1410)							
Capital Fund Ops Transfer (1406)	71,129	-	-	-	29,637	0%	
Bookkeeping Fee							
Management Fee							
Total Revenue	1,804,202	876,851	574,058	574,058	751,751	117%	
Expenses							
Administrative Salaries	19,433	10,809	33,325	33,325	8,097	133%	
Office Expense	45,268	28,543	15,499	15,499	18,862	151%	
Other Administrative Expense	2,252	271	822	822	938	29%	
Legal Expense	28,979	1,000	9,635	9,635	12,075	8%	
Audit Expense	15,650	6,521	6,474	6,474	6,521	100%	
Advertising	-	-	-	-	-		
Travel and Training	5,000	-	-	-	2,083	0%	
Bookkeeping Exp	13,990	4,187	4,565	4,565	5,829	72%	
Asset Management Expense	-	-	-	-	-	0%	
Management Fee Exp	119,848	36,660	39,434	39,434	49,937	73%	
Total Admin Expenses	250,420	87,991	109,754	109,754	104,342	84%	
Resident Services							
Resident Services Salaries							
Benefits							
Total Resident Services	-	-	-	-	-		
Utility							
Water	87,326	34,479	32,974	32,974	36,386	95%	
Electric	95,234	36,796	48,836	48,836	39,681	93%	
Gas	42,065	16,667	20,286	20,286	17,527	95%	
Total Utility	224,625	87,942	102,096	102,096	93,594	94%	
Maintenance							
Maintenance Wages	141,461	45,108	38,786	38,786	58,942	77%	
Maintenance Materials	115,529	20,058	52,845	52,845	48,137	42%	
Maintenance Contracts	868,582	265,297	111,695	111,695	361,909	73%	
Total Maintenance	1,125,572	330,463	203,326	203,326	468,988	70%	
Security Contracts/Costs	40,908	17,061	20,828	20,828	17,045	100%	
Insurance Costs	96,582	44,072	69,599	69,599	40,243	110%	
Employee Benefits	58,000	31,378	27,558	27,558	24,167	130%	
Bad Debt	17,629	-	-	-	7,345	0%	
Vash Port (HAP) Expense	-	-	-	-	-		
HAP Expense	-	-	-	-	-		
FSS Expense	-	-	-	-	-		
Other General Expense	-	-	-	-	-		
Total Other Expense	213,119	92,512	117,985	117,985	88,800	104%	
Net Income Before Depreciation +(-)	(9,534)	277,944	40,897	40,897	(3,972)	-6997%	
Depreciation	171,936	71,640	71,640	71,640	71,640	100%	
Net Income After Depreciation +/-(-)	(181,470)	206,304	(30,743)	(30,743)	(75,612)	-273%	

UML
 ACC units

Description	FYE 24 Budget	2.28.24 fye ytd actuals	2.28.23 fye ytd actuals	2.28.24 fye ytd budget	% of Budget
Revenue					
Rental Income	364,117	196,967	150,869	151,715	130%
Other Tenant Income	22,443	8,784	7,344	9,351	94%
Other Income	4,364		48,687	1,818	0%
Fraud Income					
Grant Income					
Operating Subsidy	654,335	314,438	294,323	272,640	115%
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			26,052	0%
Bookkeeping Fee					
Management Fee					
Total Revenue	1,107,783	520,189	501,223	461,576	113%
Expenses					
Administrative Salaries	103,608	36,691	39,299	43,170	85%
Office Expense	31,476	18,555	14,191	13,115	141%
Other Administrative Expense	4,630	6,167	2,780	1,929	320%
Legal Expense	8,932	3,099	4,659	3,722	83%
Audit Expense	8,695	3,623	2,490	3,623	100%
Advertising					
Travel and Training	5,000			2,083	0%
Bookkeeping Exp	13,287	4,340	3,927	5,536	78%
Asset Management Expense	20,400	8,250	8,250	8,500	97%
Management Fee Exp	113,822	37,995	33,944	47,426	80%
Total Admin Expenses	309,850	118,719	109,540	129,104	92%
Resident Services					
Resident Services Salaries					
Benefits					
Total Resident Services					
Utility					
Water	43,035	17,753	19,093	17,931	99%
Electric	24,975	10,148	9,711	10,406	98%
Gas	38,976	3,735	19,234	16,240	23%
Total Utility	106,986	31,636	48,038	44,578	71%
Maintenance					
Maintenance Wages	118,169	63,288	67,784	49,237	129%
Maintenance Materials	20,872	22,064	103,830	8,697	254%
Maintenance Contracts	270,872	56,751	32,246	112,863	50%
Total Maintenance	409,913	142,102	203,860	170,797	83%
Security Contracts/Costs	579		26	241	0%
Insurance Costs	145,382	67,359	34,910	60,576	111%
Employee Benefits	66,000	26,469	38,868	27,500	96%
Bad Debt	18,206			7,586	0%
Vash Port (HAP) Expense					
HAP Expense					
FSS Expense					
Other General Expense					
Total Other Expense	230,167	93,827	73,804	95,903	98%
Net Income Before Depreciation +(-)	50,867	133,904	65,981	21,195	632%
Depreciation	116,900	48,708	48,708	48,708	100%
Net Income After Depreciation +/(-)	(66,033)	85,195	17,273	(27,514)	-310%

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

AMP 4

UML
 ACC units

Description	FYE 24 Budget	2.28.24 fye ytd actuals	2.28.23 fye ytd actuals	2.28.24 fye ytd budget	% of Budget
Revenue					
Rental Income	288,850	124,998	136,218	120,354	104%
Other Tenant Income	20,945	6,340	4,485	8,727	73%
Other Income	1,690	-	1,549	704	0%
Fraud Income					
Grant Income					
Operating Subsidy	600,377	258,255	265,755	250,157	103%
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	-	-	142,687	0%
Bookkeeping Fee					
Management Fee					
Total Revenue	1,254,310	389,593	408,007	522,629	75%
Expenses					
Administrative Salaries	183,617	59,667	48,306	76,507	78%
Office Expense	25,652	16,489	10,825	10,688	154%
Other Administrative Expense	1,251	268	1,006	521	51%
Legal Expense	24,725	3,744	17,338	10,302	36%
Audit Expense	7,620	3,175	2,190	3,175	100%
Advertising	-	-	-	-	-
Travel and Training	5,000	-	-	2,083	-
Bookkeeping Exp	11,645	3,224	3,771	4,852	66%
Asset Management Expense	17,880	7,250	7,250	7,450	97%
Management Fee Exp	99,762	28,222	32,591	41,568	68%
Total Admin Expenses	377,152	122,039	123,277	157,147	78%
Resident Services					
Resident Services Salaries					
Benefits					
Total Resident Services	-	-	-	-	-
Utility					
Water	31,773	18,777	11,879	13,239	142%
Electric	47,628	20,487	15,068	19,845	103%
Gas	31,081	7,211	14,738	12,950	56%
Total Utility	110,482	46,476	41,685	46,034	101%
Maintenance					
Maintenance Wages	194,557	61,206	77,681	81,065	76%
Maintenance Materials	34,431	13,897	37,411	14,346	97%
Maintenance Contracts	234,431	25,331	16,180	97,680	26%
Total Maintenance	463,419	100,434	131,272	193,091	52%
Security Contracts/Costs	1,955	390	128	815	48%
Insurance Costs	132,956	57,737	41,584	55,398	104%
Employee Benefits	65,000	32,831	25,967	27,083	121%
Bad Debt	14,442	-	-	6,018	0%
Vash Port (HAP) Expense	-	-	-	-	-
HAP Expense	-	-	-	-	-
FSS Expense	-	-	-	-	-
Other General Expense	-	-	-	-	-
Total Other Expense	214,353	90,957	67,679	89,314	102%
Net Income Before Depreciation +/-	88,904	29,686	44,094	37,043	80%
Depreciation	168,300	70,125	70,125	70,125	100%
Net Income After Depreciation +/-(-)	(79,396)	(40,439)	(26,031)	(33,082)	122%

South Bend COCC
FY 2024

October 1, 2023-September 30, 2024

COCC

Description	2.28.24 fye ytd			2.28.23 fye ytd		2.28.24 fye ytd	
	FYE 24 Budget	actuals	actuals	budget	% of Budget	budget	% of Budget
Revenue							
Rental Income	-	-	-	-	-	-	-
Other Tenant Income	-	-	-	-	-	-	-
Other Income	119,737	4,825	57,448	49,890	10%	-	-
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	-	-	118,308	0%	-	-
Capital Fund Ops Transfer (1406)	-	-	-	-	-	-	-
Asset Management Fee	170,144	20,300	24,900	70,893	29%	-	-
Bookkeeping Fee	244,376	95,378	93,095	101,823	94%	-	-
Management Fee	714,429	251,988	257,430	297,679	85%	-	-
Total Revenue	1,532,626	372,490	432,873	638,594	58%		
Expenses							
Administrative Salaries	716,420	220,552	258,454	298,508	74%	-	-
Office Expense	122,681	75,081	43,980	51,117	147%	-	-
Other Administrative Expense	42,056	12,993	11,709	17,523	74%	-	-
Legal Expense	12,953	9,376	3,726	5,397	174%	-	-
Audit Expense	3,125	1,302	1,040	1,302	100%	-	-
Advertising	95	-	76	40	0%	-	-
Travel and Training	10,000	-	-	4,167	0%	-	-
Bookkeeping Exp	-	-	-	-	-	-	-
Management Fee Exp	-	-	-	-	-	-	-
Total Admin Expenses	907,330	319,305	318,985	378,054	84%		
Resident Services							
Resident Services Salaries	-	-	-	-	-	-	-
Benefits	-	-	-	-	-	-	-
Other Resident Services	-	218	33,217	-	0%	-	-
Total Resident Services	-	218	33,217	-	0%		
Utility							
Water	-	-	-	-	-	-	-
Electric	-	-	-	-	-	-	-
Gas	-	-	-	-	-	-	-
Total Utility	-	-	-	-	-		
Maintenance							
Maintenance Wages	-	-	-	-	-	-	-
Maintenance Materials	-	-	-	-	-	-	-
Maintenance Contracts	2,971	890	890	1,238	72%	-	-
Total Maintenance	2,971	890	890	1,238	72%		
Other Expense							
Security Contracts/Costs	-	-	-	-	-	-	-
Insurance Costs	83,138	31,800	40,906	34,641	92%	-	-
Employee Benefits	80,702	48,028	44,087	33,626	143%	-	-
Bad Debt	-	-	-	-	-	-	-
Vash Port (HAP) Expense	-	-	-	-	-	-	-
HAP Expense	-	-	-	-	-	-	-
FSS Expense	-	-	-	-	-	-	-
Other General Expense	14,400	6,000	6,000	6,000	100%	-	-
Total Other Expense	178,240	85,827	90,993	74,267	116%		
Net Income Before Depreciation +/-	444,085	(33,750)	(11,212)	185,035	-18%		
Depreciation	7,700	3,208	3,208	3,208	100%	-	-
Net Income After Depreciation +/-	436,385	(36,958)	(14,420)	181,827	-20%		

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

GRANTS (FSS)

Description	GRANTS (FSS)				
	FYE 24 Budget	2.28.24 fye ytd actuals	2.28.23 fye ytd actuals	2.31.24 fye ytd budget	% of Budget
Revenue					
Rental Income					
Other Tenant Income					
Other Income					
Fraud Income					
Grant Income	99,400	15,920	34,231	41,417	38%
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	15,920	34,231	41,417	38%
Expenses					
Administrative Salaries					
Office Expense					
Other Administrative Expense					
Legal Expense					
Audit Expense					
Advertising					
Travel and Training					
Bookkeeping Exp					
Management Fee Exp					
Total Admin Expenses	-				
Resident Services					
Resident Services Salaries	64,772	24,191	24,170	26,988	90%
Benefits	34,628	3,231	9,005	14,428	22%
Total Resident Services	99,400	27,422	33,175	41,417	66%
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 +/-	-	(11,502)		-	
Depreciation					

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

HCVP HAP

Description	FYE 24 Budget	2.28.24 fye ytd actuals	2.28.23 fye ytd actuals	2.28.24 fye ytd budget	% of Budget
Revenue					
Rental Income					
Other Tenant Income					
Other Income(Forfeitures)	-	-	-	-	0%
Fraud Income	28,426	4,354	33,644	11,844	37%
Grant Income					
Operating Subsidy					
HAP Subsidy	22,000,000	9,087,160	7,235,210	9,166,667	99%
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	9,091,514	7,268,854	9,178,511	99%
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	9,070,011	7,360,896	9,160,303	99%
FSS Expense	43,700	30,431	13,095	18,208	167%
Port Out Admin fee Expense					
Other General Expense					
Total Other Expense	22,028,426	9,100,442	7,373,991	9,178,511	99%
Net Income Before Depreciation +/-)	-	(8,928)	(105,137)	(0)	
Depreciation	-	-	-	-	
Net Income After Depreciation +/-)	-	(8,928)	(105,137)	(0)	

HCVP ADMIN

Description	FYE 24 Budget	2.28.24 fye ytd actuals	2.28.23 fye ytd actuals	2.28.24 fye ytd budget	% of Budget
Revenue					
Rental Income					
Other Tenant Income					
Other Income(Forfeitures)	-	4,850	29,150	-	0%
Fraud Income	28,426	2,918	30,336	11,844	25%
Grant Income					
Operating Subsidy					
HAP Subsidy					
Admin Fee Income	1,450,000	636,182	577,545	604,167	105%
Port VASH (HAP)	800,000	433,436	320,176	333,333	130%
Port VASH (Admin Fee)	54,811	47,980	22,401	22,838	210%
Capital Fund Management Fee (1410)					
Capital Fund Ops Transfer (1406)					
Bookkeeping Fee					
Management Fee					
Total Revenue	2,333,237	1,125,367	979,608	972,182	116%
Expenses					
Administrative Salaries	401,487	155,641	155,502	167,286	93%
Office Expense	89,526	77,151	24,486	37,303	207%
Other Administrative Expense	13,891	602	541	5,788	10%
Legal Expense	7,545	2,700	407	3,144	
Audit Expense	10,000	4,167	3,335	4,167	100%
Advertising	-	-	-	-	
HCV Inspections	120,161	40,315	36,316	50,067	81%
Travel and Training	10,000	-	-	4,167	0%
Bookkeeping Exp	123,719	81,488	77,685	82,479	99%
Management Fee Exp	316,721	130,380	124,296	131,967	99%
Total Admin Expenses	1,093,050	492,443	422,568	486,367	101%
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	42,376	45,451	44,324	96%
Employee Benefits	60,000	45,366	54,154	25,000	181%
Bad Debt	-	-	-	-	
Vash Port (HAP) Expense	800,000	433,436	320,176	333,333	130%
HAP Expense	-	-	-	-	
FSS Expense	-	-	-	-	
Port Out Admin fee Expense	6,000	4,464	1,664	2,500	179%
Other General Expense	-	-	-	-	
Total Other Expense	972,377	525,643	421,445	405,157	130%
Net Income Before Depreciation +/-)	118,009	107,281	135,595	80,658	133%
Depreciation	15,900	6,625	6,625	6,625	100%
Net Income After Depreciation +/-)	102,109	100,656	128,970	74,033	136%

South Bend Annual Operating Budget
 FY 2024
 October 1, 2023-September 30, 2024

Unit Count	96	179	170	149	594	COCC	HQVP HAP	HQVP Ops	Total HQVP	Grants (FSS)	Elimination	Primary Government	Blended	Total
Revenue	AMP1	AMP2	AMP3	AMP4	Total AMPs	Shortfall Funds	HQVP HAP	HQVP Ops	Total HQVP	Grants (FSS)	Elimination	Primary Government	Blended	Total
Rental Income	135,401	352,577	364,117	285,850	1,140,945	-	-	-	-	-	-	1,140,945	-	1,140,945
Other Tenant Income	19,339	15,208	22,443	20,946	77,936	-	-	-	-	-	-	77,936	-	77,936
Other Income	2,588	2,137	4,364	1,690	10,779	-	-	-	-	-	-	130,516	-	130,516
Shortfall/funding	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fraud Income	-	-	-	-	-	368,052	-	28,426	56,853	99,400	-	56,853	-	56,853
Grant Income	-	-	-	-	-	-	-	-	-	-	-	467,452	-	467,452
Operating Subsidy	855,908	1,363,151	654,335	600,377	3,473,769	-	22,000,000	1,450,000	22,000,000	-	-	3,473,769	-	3,473,769
HAP Subsidy	-	-	-	-	-	-	-	-	-	-	-	22,000,000	-	22,000,000
Admin Fee Income	-	-	-	-	-	-	-	-	-	-	-	1,450,000	-	1,450,000
Port VASH (HAP)	-	-	-	-	-	-	-	800,000	800,000	-	-	800,000	-	800,000
Port VASH (Admin Fee)	-	-	-	-	-	-	-	54,811	54,811	-	-	54,811	-	54,811
Capital Fund Management Fee (1410)	-	-	-	-	-	-	-	-	-	-	-	283,940	-	283,940
Capital Fund Ops Transfer (1406)	91,778	71,129	62,524	342,448	567,879	-	-	-	-	-	(170,144)	567,879	-	567,879
Bookkeeping Fee	-	-	-	-	-	-	-	-	-	-	(49,800)	-	-	-
Asset Management Fee	-	-	-	-	-	-	-	-	-	-	(714,429)	-	-	-
Management Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	1,105,013	1,804,202	1,107,782	1,254,310	5,639,360	368,052	22,028,426	2,333,237	24,361,664	99,400	(934,373)	30,504,100	-	30,504,100
Expenses														
Administrative Salaries	151,409	19,413	103,608	183,617	459,067	-	716,420	401,487	401,487	-	-	1,576,974	-	1,576,974
Office Expense	32,325	45,268	31,476	23,652	134,721	-	122,681	89,526	89,526	-	-	346,929	-	346,929
Other Administrative Expense	5,895	2,252	4,630	1,251	14,028	-	42,056	13,891	13,891	-	-	69,975	-	69,975
HQS Inspections	-	-	-	-	-	-	-	120,161	120,161	-	-	120,161	-	120,161
Legal Expense	3,257	28,979	8,932	24,725	65,892	-	12,953	7,545	7,545	-	-	86,391	-	86,391
Audit Expense	4,910	15,650	8,695	7,620	36,875	-	3,125	10,000	10,000	-	-	50,000	-	50,000
Advertising	-	-	-	-	-	-	-	95	95	-	-	95	-	95
Travel and Training	5,000	5,000	5,000	5,000	20,000	-	10,000	10,000	10,000	-	-	40,000	-	40,000
Bookkeeping Exp	7,503	13,990	13,287	11,645	46,425	-	10,000	123,719	123,719	-	170,144	-	-	-
Asset Management Fee	11,520	-	20,400	17,880	49,800	-	-	49,800	49,800	-	49,800	-	-	-
Management Fee Exp	64,276	119,848	113,822	99,762	397,708	-	-	316,721	316,721	-	714,429	-	-	-
Total Admin Expenses	287,094	250,421	309,849	377,152	1,224,517	-	907,330	1,093,050	1,093,050	-	934,373	2,290,524	-	2,290,524
Resident Services														
Resident Services Salaries	-	-	-	-	-	-	-	-	-	64,772	-	64,772	-	64,772
Benefits	-	-	-	-	-	-	-	-	-	33,572	-	33,572	-	33,572
Total Resident Services	-	-	-	-	-	-	-	-	-	98,344	-	98,344	-	98,344
Utility														
Water	23,245	87,326	43,035	31,773	185,380	-	-	-	-	-	-	185,380	-	185,380
Electric	10,263	95,234	24,975	47,628	178,100	-	-	-	-	-	-	178,100	-	178,100
Gas	21,390	42,065	38,976	31,081	133,502	-	-	-	-	-	-	133,502	-	133,502
Total Utility	54,898	224,625	106,987	110,483	496,982	-	-	-	-	-	-	496,982	-	496,982
Maintenance														
Maintenance Wages	198,064	141,461	118,169	194,557	652,250	-	-	-	-	-	-	652,250	-	652,250
Maintenance Materials	91,498	115,529	20,872	34,431	262,330	-	-	-	-	-	-	262,330	-	262,330
Maintenance Contracts	217,527	868,582	270,872	234,431	1,959,464	368,052	2,971	149,801	149,801	-	-	2,112,236	-	2,112,236
Total Maintenance	507,089	1,125,572	409,913	463,419	2,874,044	368,052	2,971	149,801	149,801	-	-	3,026,816	-	3,026,816
Security Contracts/Costs														
Insurance Costs	500	40,908	579	1,955	43,942	-	-	-	-	-	-	43,942	-	43,942
Employee Benefits	130,244	96,582	145,382	132,956	505,164	-	83,138	106,377	106,377	-	-	694,678	-	694,678
Bad Debt	60,000	5,800	66,000	65,000	196,800	-	80,702	60,000	60,000	-	-	337,502	-	337,502
Vash Port (HAP) Expense	6,770	17,629	18,206	14,442	57,047	-	-	800,000	800,000	-	-	800,000	-	800,000
Port out Admin Fee Expense	-	-	-	-	-	-	-	6,000	6,000	-	-	6,000	-	6,000

