

SOUTH BEND HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

SEPTEMBER 28, 2021

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

Tuesday, September 28, 2021

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

REGULAR BOARD MEETING MINUTES

501 Alonzo Watson Drive

South Bend In 46601

August 24, 2021 @ 9 a.m.

Via Zoom Conference

CALL TO ORDER:

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

ROLL CALL:

Commissioners present via Zoom Meeting:

Commissioner Virginia Calvin in 501 Building, Commissioner Steve Luecke, Commissioner Steve Camilleri, and Commissioner Judd McNally, Commissioner Tanesha Scruggs

HASB STAFF:

Dr. Catherine Lamberg, Executive Director; Mrs. Deborah Mobley Director of Public Housing Program; Mrs. Lori Wallace Director of Section 8; Mr. Brian Hueni, Director of Finance; Mrs. Jacqueline Williams, Human Recourses; Pamela Rogers, Administrative Assistant to Executive Director/Board Secretary

OTHERS:

Attorney Jewel Harris Jr.

OLD BUSINESS:

Approval of Minutes from the Regular Board Meeting on July 27, 2021

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

AYE

Commissioner Calvin
Commissioner Camilleri
Commissioner Luecke
Commissioner McNally
Commissioner Scruggs

NAY

ABSTAIN

PUBLIC COMMENTS:

None

NEW BUSINESS:

Dr. Lamberg wanted to note that SBHA has a policy in place for meeting electronically via zoom. Because of the increase in COVID activity and other issues we have at the administration building we are implementing the policy provision of electronically meeting for today's meeting. We have four (4) resolution that are being presented to the board.

Resolution No. 4375

RESOLUTION NO. 4375

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SOUTH BEND, INDIANA, AUTHORIZING THE EXECUTIVE DIRECTOR TO ESTABLISH A NONPROFIT CORPORATION

WHEREAS, the name of the corporation is South Bend Affordable Housing Corporation, an Indiana nonprofit public benefit corporation; and,

WHEREAS, the nonprofit will be an exempt organization under Section 501(c)(3) of the Internal Revenue Code and an instrumentality of the Housing Authority of the City of South Bend, Indiana (the "HASB") for the purposes of the United States Department of Housing and Urban Development ("HUD"), as defined under HUD PIH Notice 2007-15; and,

WHEREAS, the nonprofit's Mission is to assist in the development of affordable housing resources for the benefit of residents of the HASB, and citizen of the County of Saint Joseph in the State of Indiana at or below 80% area medium income: and,

WHEREAS, the nonprofit will engage in acquisition, development, rehabilitation, construction, and sale of housing and other community development activities for the purpose of expanding decent, suitable, and affordable housing in the City of South Bend; and,

WHEREAS, the nonprofit will engage community stakeholders in the program planning process, seek and utilize federal, state, county, local government, and private resources to enhance the projects, programs and services; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the City of South Bend, Indiana, authorizes the Executive Director: (i) to establish a nonprofit instrumentality; and (ii) to enter into such agreements and arrangements as may be necessary and advisable to carry out the mission of the corporation,

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

Commissioner Calvin asked for a motion and second to accept resolution 4375
Commissioner McNally moved to approve and Commissioner Luecke 2nd the motion.
Commissioner Calvin called for questions.
Commissioner Calvin called for the vote with the following results:

AYE	NAY	ABSTAIN
Commissioner Calvin		
Commissioner Camilleri		
Commissioner Scruggs		
Commissioner Luecke		

Commissioner McNally

Pamela Rogers wanted to acknowledge that Attorney Harris was in the meeting via zoom.
Attorney Harris acknowledged everyone by speaking.

Resolution No. 4376

RESOLUTION NO. 4376

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SOUTH BEND, INDIANA, AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT SECTION 18 APPLICATIONS TO HUD FOR PUBLIC HOUSING AND SCATTERED SITE HOUSING UNITS

WHEREAS, The Housing Authority of South Bend (HASB) faces many issues with its public housing stock, including the inability to perform maintenance due to insufficient funding from the U.S. Department of Housing and Urban Development (HUD) coupled with high demand for affordable housing.

WHEREAS, the analysis of the viability of two public housing developments have assessed them to be obsolete

WHEREAS, The Housing Authority must continue to pursue innovative approaches to preserve its housing and address the growing demand for housing for low- and very low-income individuals.

WHEREAS, Congress modified regulations under the Section 18 program to provide greater efficiencies and a mechanism for Public Housing Agencies to address the growing backlog of deferred maintenance in nationwide public housing properties.

WHEREAS, The Housing Authority is proposing to submit applications to HUD to convert some public housing and Scattered Site Public Housing properties under Section 18 and apply for Tenant Protection Vouchers (TPVs).

WHEREAS, Consultations with affected residents, Community Partners, and the Housing Authority's governing board have occurred related to the Section 18 program. These consultations will continue on an on-going basis throughout the application submission and approval process.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the City of South Bend, Indiana, authorizes the Executive Director: (i) to submit a Section 18 Demolition and Disposition Application to the U.S. Department of Housing and Urban Development (HUD) for IN36P015002 Plaza Apartments, IN36P015002 Monroe Circle and select Scattered Site Units following additional Board approval of those specific addresses; (ii) is authorized to apply to HUD for Tenant Protection Vouchers (TPV) (iii) is authorized to execute any and all documents as may be required for submission and approval by HUD for the Section 18 program and TPV applications and, if necessary, certifying an agreement to comply with all requirements of the program (iv) is authorized to execute applicable award agreements if the Section 18 applications are accepted and approved by HUD.

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

Commissioner Calvin asked for a motion and second to accept resolution 4376
Commissioner McNally moved to approve and Commissioner Camilleri 2nd the motion.
Commissioner Calvin called for questions.
Commissioner Calvin called for the vote with the following results:

AYE	NAY	ABSTAIN
Commissioner Calvin		
Commissioner Camilleri		
Commissioner Scruggs		
Commissioner Luecke		
Commissioner McNally		

Resolution No. 4377

RESOLUTION NO. 4377

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SOUTH BEND, INDIANA, APPROVING THE CHANGES TO THE ADMINISTRATIVE PLAN UPDATING FOR THE INCLUSION OF THE CURRENT FAIR MARKET RENTS PUBLISHED BY HUD

WHEREAS, The PURPOSE OF THE Administrative Plan is to establish policies for carrying out our programs in a manner consistent with HUD requirements and the HASB Mission Statement,

WHEREAS, Changes to the Administrative Plan must be approved by the HASB Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the City of South Bend, Indiana, approves the HASB Administrative Plan 16-II.B. PAYMENT STANDARDS [24 CFR 982.503; HCV GB, Chapter 7] and updated Utility Allowance revisions.

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

Commissioner Calvin asked for a motion and second to accept resolution 4377
Commissioner Camilleri moved to approve and Commissioner McNally 2nd the motion.
Commissioner Calvin called for questions.
Commissioner Calvin called for the vote with the following results:

AYE	NAY	ABSTAIN
Commissioner Calvin		

Commissioner Camilleri
Commissioner Scruggs
Commissioner Luecke
Commissioner McNally

Resolution No. 4378

RESOLUTION NO. 4378

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SOUTH BEND, INDIANA, AUTHORIZING THE EXECUTIVE DIRECTOR TO PROCURE THE SERVICES OF A DEVELOPMENT PARTNER

WHEREAS, the Housing Authority of South Bend ("HASB") has a need to acquire a Co-Development Partner for HASB's Rabbi Shulman and Monroe Circle Housing communities and

WHEREAS, an evaluation panel consisting of staff and Board members will reviewed proposals from interested parties to establish the following: Qualifications and Experience of the Development and Planning Team; Development Vision and Approach; Detailed Financing Plan; Financial Offer and Considerations to HASB; On-Site Housing Proposal; Resident Training and Hiring Plan (Section 3); Minority and Women Business Enterprises (M/WBE) and Certified Business Enterprises (CBE) Team Composition and Participation.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the City of South Bend, Indiana, authorizes the Executive Director to procure the services of a Development Partner in accordance with the HASB established procurement requirements.

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

Commissioner Calvin asked for a motion and second to accept resolution 4377
Commissioner McNally moved to approve and Commissioner Luecke 2nd the motion.
Commissioner Calvin called for questions.

Commissioner Luecke asked as we receive proposal for choosing a development partner, you have indicated that there will be representation from the board of commissions in terms of reviewing those proposals and making those recommendations to the board is that correct?

Dr. Lamberg said, absolutely yes

Commissioner Calvin called for the vote with the following results:

AYE	NAY	ABSTAIN
Commissioner Calvin		
Commissioner Camilleri		
Commissioner Scruggs		
Commissioner Luecke		
Commissioner McNally		

DEPARTMENT REPORTS:

Dr Lamberg stated again we continue to give you a relocation report for our resident from Rabbi Shulman that has been relocated. We want the board to know that we continue to work with those residents to insure their success in their new homes. We are sad and with heavy hearts to report that one of our residents transitioned this month. We relocated the gentleman from Rabbi Shulman to the Quads and we are working with his family to close out his unit.

Resident Initiative Specialist:

On page 27 is our resident initiative report where we continue to have many activities that have been completed and are on-going in support of our residents. This Friday August 27th we will have another job fair here at 501 Alonzo Watson drive. This job fair and a mobile vaccination clinic will be held from 12 to 4 pm.

Administration Report

Mrs. Williams stated she was still working on benefits. In talking with Elkhart and Mishawaka Housing Authorities they gave information about medical benefits that they use, and we are using this information for comparative analysis. Still working with Ivy Tech to get our maintenance technicians HVAC certified at a discount rate. Paycom is going well. She is also working on annual performance evaluations for all staff to give to managers and directors for the employees.

IT and Systems

Dr Lamberg said Chris continues to work on IT systems. He is coming to the Housing Authority identifying and implementing cost savings measures. His report is on page 29. Mr. Truex came online and continued by stating that most major activities he was working on have been put in place and he is currently addressing invoices that are still trickling in and reviewing them to see if we need the items or if we are paying for items we don't need. Also, we are reviewing contracts that we may or may not renew.

Public Housing & HCV Programs:

Mrs. Mobley started her report on page 30 which include the data for Low Income Public Housing (LIPH). She stated that SBHA wait list is still at 1502 and that SBHA has not pulled from the wait list since November 2020 mainly because we are relocating some tenants from one location to another, so the Housing Authority can work on rehabbing units. Mrs. Mobley went on to fully cover the report presented on the Property Management Summary which reflects 89% occupancy rate overall. Mrs. Mobley completed her report by covering the Work order report and the Rent Collections percent's report.

Commissioner McNally asked if she could comment on any rents that are past due. The report shows 100% collection for July, but his understanding is that is for the current month. Are there many tenants that are past due?

Mrs. Mobley said we still have several tenants that are past due. A lot of them are on a repayment agreement or they are working with agencies to try to get payments in.

Commissioner McNally asked is there a report that you can show to highlight that? Obviously, those may be the individuals that might be at risk of eviction. I am curious what the nature of the past due are and how significant they are. Mrs. Mobley said yes there is a report that can be pulled.

Dr. Lamberg said just so the board is aware we had elected to NOT do evictions for non-payment of rent and that is why we have been moving for several months working with residents referring them to agencies to assist them in getting their rent caught up and entering into repayment agreements. While we still have some that are past due, they are current on their repayment agreement, so we can avoid having to evict the resident for nonpayment of rent.

Commissioner McNally said that he applauds that. Given the current environment, he doesn't think it makes good sense to evict. I think for the public to highlight that we are working with people and that does come at a financial cost to the agency that is why I am interested in the information.

Dr Lamberg said yes, we will get you that report, it's not a part of the standard report but we will get you that report. On page 32 for the Capital Fund Expenditures, Last board meeting you had asked for a detailed report on Capital Fund Expenditures, and I was not able to provide that report at this meeting because of staff that was out sick that is a part of providing that information. I am happy to report that those staff are back with us now and we will get that report out to all the commissioners this week. Next report is on the Housing choice vouchers

Mrs. Wallace gave a summary of reports on page 34 including HCVP Summary, Housing Choice Voucher Summary, and the Housing Quality Inspections Summary. Mrs. Wallace noted that there was a decline in HQS inspection for July due to the resignation of one of our internal inspectors and vacation time taking by another inspector then the transition to an outside agency.

Commissioner Luecke asked how many vouchers are out on the street?

Mrs. Wallace said about 270 vouchers out on the street right now.

Commissioner Luecke asked does those vouchers age out? That is if someone is unable to find housing within a certain amount of time then the voucher lapses?

Mrs. Wallace said yes, the initial voucher term is 60 days, and it can be extended in 30 days increments up to 120 days for unforeseen circumstances. For example, if someone contracted COVID and was unable to be out looking, they could extend that for an additional 30 days. And we can go up to 120 days for people who require a reasonable accommodation due to disability because those units are harder to find, and we acknowledge that, so we can extend for that.

Commissioner Luecke asked do we have very many residents who are unable to use their vouchers that lose them because of not finding appropriate housing?

Mrs. Wallace said we do have a small amount that don't use their voucher and it expires.

Commissioner Luecke asked if they lose out can they then get back on the list when the list is open?

Mrs. Wallace said yes, that is correct, they can reapply when the wait list is open.

Commissioner Luecke said but they will drop to the end of the line obviously.

Mrs. Wallace said yes

FSS

Dr. Lamberg said under the Family Self Sufficiency program this month there is no significant changes. We are continuing to meet with our program participants. We are excited to bring two or three to graduate.

Commissioner Luecke asked what does that mean when they graduate from the program?

Dr Lamberg said that means that they have achieved the status of self-sufficiency. The program requires that you are free from any welfare assistant for a 12-month period which is a status of economic self-sufficiency. It has to be in the form of employment income. At the point of graduation, they will have met their goals and we pay them out any escrow that they have established.

Commissioner Luecke asked are those escrow dollars used any way that they choose?

Dr Lamberg said yes, any way that they choose.

Commissioner Luecke asked do we find any graduate to use the escrow dollars to put a down payment to purchase a home?

Dr Lamberg said yes, that is more common than not.

Financial

Dr Lamberg said on page 36 is our financial report. We had a read out on yesterday however Brian is here today retuning from being off sick, so he will talk very briefly.

Mr. Hueni said the major part is the financial piece showing we have been using up cares money to cover the wages, benefits, and expense That's why you don't see expenses there. He went over a summary from page, 39, 40 and 41.



To: Board of Commissioners

From: Catherine Lamberg, Executive Director

Re: Approval of Resolution 4379 Approving the Housing Authority of the City of South Bend Fiscal Year 2022 Annual Operating Budget

This memorandum recommends that the South Bend Housing Authority Board of Commissioners approve the resolution authorizing the approval of the Annual Budget for the HASB.

BACKGROUND:

As with most other housing authorities, the majority of HASB's operating and capital funding comes from federal dollars provided by HUD in the form of Operating Subsidies, Capital Fund grants and Housing Choice Voucher (HCV) housing assistance payments. HASB is also the beneficiary of Grant funding from the Department of HUD to Include FSS Grant funding, PH Shortfall funding and Safety and Security Grant Funding new to the HASB this year.

This budget is intended to ensure that HASB remains financially sound while delivering services according to its mission statement. FY2022 has budgeted revenues of \$21,763,964 and budgeted expenses of \$21,233,490 resulting in a balanced budget. HASB's FY2022 budget was prepared fully compliant with HUD's Asset Management Principles. Under Asset Management, the costs of the General Administrative Fund (Central Office Cost Center (COCC)) are paid from fees for services provided to the programs that it supports. HUD's Assets Management rules require that each housing authority develop and maintain a system of budgeting and accounting for each project in a manner that allows for analysis of actual revenues and expenses associated with each Asset Management Project (AMP) grouping. There is a section in this budget document with project-based budgets for each AMP that DHA manages. HASB's accounting system maintains records that conform to Generally Accepted Accounting Principles (GAAP) as applicable to governments. An Independent Public Accounting firm will perform an annual audit and will issue an opinion on the Comprehensive Annual Financial Report (CAFR). HASB's CAFR conforms to guidelines established by the Government Accounting Standards Board (GASB) for financial reporting.

On Tuesday, September 21, 2021, the Executive Director forwarded the Annual Budget DRAFT to the Board of Commissioners for their review and comment. Additionally, the Committee Meeting held on Monday September 27, 2021, afforded the Commissioners the opportunity discuss the Budget and offer changes as needed.

RECOMMENDATION:

Accordingly, I recommend that the Board approve this resolution allowing for the approval of the Annual Operating Budget of the Housing Authority of South Bend

RESOLUTION NO. 4379

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SOUTH BEND, INDIANA, AUTHORIZING THE APPROVAL OF THE ANNUAL OPERATING BUDGET FOR FISCAL YEAR 2022

WHEREAS, the Housing Authority of the City of South Bend (HASB) has prepared its Fiscal Year (FY) 2022 budget: and

WHEREAS, the HASB finds the proposed total expenditures necessary for an efficient and economical operation, the provision of resident services, and the continuation of modernization and development activities; and

WHEREAS, the projected total revenue provides sufficient funds to support the HASB's activities as follows:

- 2022 Total Budget Sources \$21,763,964
- 2022 Total Budget Uses \$21,233,490
- 2022 Net Surplus/(Deficit) \$558,559 (before depreciation)

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of South Bend:

Section 1. The Fiscal Year 2022 Budget in the amount of \$21,763,964 is hereby approved: and

Section 2. The Executive Director or his Designee is hereby authorized and shall take such measures as may be necessary to place the FY 2022 Budget into effect.

THE HOUSING AUTHORITY OF THE CITY OF SOUTH BEND,
INDIANA BOARD OF COMMISSIONERS

BY: _____
Virginia Calvin, Chairman

BY: _____
Catherine D. Lamberg, Secretary-Treasurer

DATE APPROVED: _____



To: Board of Commissioners

From: Catherine Lamberg, Executive Director

Re: Approval of Resolution 4380 Amending Resolution 4347 acknowledging that with the Appointment of Catherine Lamberg as Executive Director, she is also designated as the Contracting Officer for the HASB

This memorandum recommends that the South Bend Housing Authority Board of Commissioners approve the resolution authorizing the amendment of Resolution 4347 adopted December 15, 2020, to clarify that the Executive Director of the HASB also serves in the capacity as the Contracting Officer of the Housing Authority.

BACKGROUND:

Resolution number 4347 approved and executed December 15, 2020, appointing Catherine Lamberg as the Executive Director of the Housing Authority of South Bend failed to include the duties and responsibilities as outlined in her Contract for Employment naming the Executive Director as the Contracting Officer for the HASB.

This resolution seeks to correct the previous resolution by including language appointing the Executive Director as the Contracting Officer for the Housing Authority.

RESOLUTION NO. 4380

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SOUTH BEND, INDIANA, AUTHORIZING THE AMENDMENT OF RESOLUTION 4347 APPOINTING THE EXECUTIVE DIRECTOR AND ACKNOWLEDGIMG HER DUTIES AS THE CONTRACTING OFFICER FOR THE HOUSING AUTHORITY OF SOUTH BEND

WHEREAS, The Board of Commissioners of the Housing Authority of the City of South Bend, Indiana appoints Catherine D. Lamberg as Executive Director and Secretary-Treasurer and passing full authority, rights and privileges to serve as the Executive Director and Contracting Officer, with all the statutory authority by which the Board of Commissioners may delegate powers and duties to its agents and employees (I.C. 36-7-18-10), effective date of appointment to be January 4, 2021, and:

NOW THEREFORE, BE IT RSOLVED, that the Board of Commissioners of the Housing Authority of the City of South Bend, Indiana, appoints Catherine D. Lamberg to function as Executive Director; and Contracting Officer for the Housing Authority and,

BE IT FURTHER RESOLVED, that the Chairman of the Board has authorized and executed an employment contract on behalf of the Authority to effectuate the appointment of Catherine D. Lamberg to function as Executive Director; and,

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

THE HOUSING AUTHORITY OF THE CITY OF SOUTH BEND,
INDIANA BOARD OF COMMISSIONERS

BY: _____
Virginia Calvin, Chairman

BY: _____
Catherine D. Lamberg, Secretary-Treasurer

DATE APPROVED: _____



To: Board of Commissioners

From: Catherine Lamberg, Executive Director

Re: Approval of Resolution 4381 through 4386 AUTHORIZING THE FILING OF A CERTIFICATE OF COMPLIANCE WITH THE ST. JOSEPH SUPERIOR COURT, SMALL CLAIMS DIVISION, TO ENABLE AN EMPLOYEE OF THE HOUSING AUTHORITY TO REPRESENT IT IN ACTIONS BEFORE THE COURT

This memorandum recommends that the South Bend Housing Authority Board of Commissioners approve this resolution authorizing Public Housing Management Staff to file a Certificate of Compliance with the Court and to act on behalf of the Housing Authority in eviction actions before the Court. The Board expressly accepts the binding character of these staff acts in these Actions, and it expressly agrees to be bound by such acts. The Board expressly accepts liability for any assessments or costs that may be levied by the Court in these Actions.

BACKGROUND:

The Housing Authority of the City of South Bend enters into leases to provide housing for persons of low income, the elderly and the handicapped and disabled within the City of South Bend, Indiana, and other areas of St. Joseph County; and must from time-to-time act to evict tenants who have breached their leases by filing suit in St. Joseph Superior Court, Small Claims Division (the “Actions”).

The Board of Commissioners (the “Board”) of the Housing Authority wishes to be represented in said Action by a full-time employee of the Housing Authority as required by Indiana Rules for Small Claims, Rule 8 (C), the Housing Authority must file a certificate of compliance wherein the Board must adopt a resolution designating staff as its representative in these actions and expressly accepting the binding character of their acts, and the liability of the Housing Authority for any assessments or costs levied by the Court in the Actions in which they appear.

RESOLUTION NO. 4381

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SOUTH BEND, INDIANA, AUTHORIZING THE FILING OF A CERTIFICATE OF COMPLIANCE WITH THE ST. JOSEPH SUPERIOR COURT, SMALL CLAIMS DIVISION, TO ENABLE AN EMPLOYEE OF THE HOUSING AUTHORITY TO REPRESENT IT IN ACTIONS BEFORE THE COURT.

WHEREAS, The Housing Authority of the City of South Bend, Indiana (the “Housing Authority”) enters into leases to provide housing for persons of low income, the elderly and the handicapped and disabled within the City of South Bend, Indiana, and other areas of St. Joseph County; and

WHEREAS, The Housing Authority must from time-to-time act to evict tenants who have breached their leases by filing suit in St. Joseph Superior Court, Small Claims Division (the “Actions”); and

WHEREAS, The Board of Commissioners (the “Board”) of the Housing Authority wishes to be represented in said Action by a full-time employee of the Housing Authority, Sierra Newsome, its Assistant Property Manager; and

WHEREAS, as required by Indiana Rules for Small Claims, Rule 8 (C), the Housing Authority must file a certificate of compliance wherein the Board must adopt a resolution designating Sierra Newsome as its representative in these actions and expressly accepting the binding character of her acts, and the liability of the Housing Authority for any assessments or costs levied by the Court in the Actions in which she appears.

NOW THEREFORE, BE IT RSOLVED, by the Board of Commissioners of the Housing Authority of the City of South Bend, Indiana, as follows:

Section 1. The Board hereby authorizes and directs Sierra Newsome to file a Certificate of Compliance with the Court and to act on behalf of the Housing Authority in eviction actions before the Court.

Section 2. The Board expressly accepts the binding character of Sierra Newsome acts in these Actions, and it expressly agrees to be bound by such acts.

Section 3. The Board expressly accepts liability for any assessments or costs that may be levied by the Court in these Actions.

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

THE HOUSING AUTHORITY OF THE CITY OF SOUTH BEND,
INDIANA BOARD OF COMMISSIONERS

BY: _____
Virginia Calvin, Chairman

BY: _____
Catherine D. Lamberg, Secretary-Treasurer

DATE APPROVED: _____

RESOLUTION NO. 4382

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SOUTH BEND, INDIANA, AUTHORIZING THE FILING OF A CERTIFICATE OF COMPLIANCE WITH THE ST. JOSEPH SUPERIOR COURT, SMALL CLAIMS DIVISION, TO ENABLE AN EMPLOYEE OF THE HOUSING AUTHORITY TO REPRESENT IT IN ACTIONS BEFORE THE COURT.

WHEREAS, The Housing Authority of the City of South Bend, Indiana (the “Housing Authority”) enters into leases to provide housing for persons of low income, the elderly and the handicapped and disabled within the City of South Bend, Indiana, and other areas of St. Joseph County; and

WHEREAS, The Housing Authority must from time-to-time act to evict tenants who have breached their leases by filing suit in St. Joseph Superior Court, Small Claims Division (the “Actions”); and

WHEREAS, The Board of Commissioners (the “Board”) of the Housing Authority wishes to be represented in said Action by a full-time employee of the Housing Authority, Camille Robinson, its Assistant Property Manager; and

WHEREAS, as required by Indiana Rules for Small Claims, Rule 8 (C), the Housing Authority must file a certificate of compliance wherein the Board must adopt a resolution designating Camille Robinson as its representative in these actions and expressly accepting the binding character of her acts, and the liability of the Housing Authority for any assessments or costs levied by the Court in the Actions in which she appears.

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of South Bend, Indiana, as follows:

Section 1. The Board hereby authorizes and directs Camille Robinson to file a Certificate of Compliance with the Court and to act on behalf of the Housing Authority in eviction actions before the Court.

Section 2. The Board expressly accepts the binding character of Camille Robinson acts in these Actions, and it expressly agrees to be bound by such acts.

Section 3. The Board expressly accepts liability for any assessments or costs that may be levied by the Court in these Actions.

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

THE HOUSING AUTHORITY OF THE CITY OF SOUTH BEND,
INDIANA BOARD OF COMMISSIONERS

BY: _____
Virginia Calvin, Chairman

BY: _____
Catherine D. Lamberg, Secretary-Treasurer

DATE APPROVED: _____

RESOLUTION NO. 4383

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SOUTH BEND, INDIANA, AUTHORIZING THE FILING OF A CERTIFICATE OF COMPLIANCE WITH THE ST. JOSEPH SUPERIOR COURT, SMALL CLAIMS DIVISION, TO ENABLE AN EMPLOYEE OF THE HOUSING AUTHORITY TO REPRESENT IT IN ACTIONS BEFORE THE COURT.

WHEREAS, The Housing Authority of the City of South Bend, Indiana (the “Housing Authority”) enters into leases to provide housing for persons of low income, the elderly and the handicapped and disabled within the City of South Bend, Indiana, and other areas of St. Joseph County; and

WHEREAS, The Housing Authority must from time-to-time act to evict tenants who have breached their leases by filing suit in St. Joseph Superior Court, Small Claims Division (the “Actions”); and

WHEREAS, The Board of Commissioners (the “Board”) of the Housing Authority wishes to be represented in said Action by a full-time employee of the Housing Authority, Cassandra Williams, its Assistant Property Manager; and

WHEREAS, as required by Indiana Rules for Small Claims, Rule 8 (C), the Housing Authority must file a certificate of compliance wherein the Board must adopt a resolution designating Cassandra Williams as its representative in these actions and expressly accepting the binding character of her acts, and the liability of the Housing Authority for any assessments or costs levied by the Court in the Actions in which she appears.

NOW THEREFORE, BE IT RSOLVED, by the Board of Commissioners of the Housing Authority of the City of South Bend, Indiana, as follows:

Section 1. The Board hereby authorizes and directs Cassandra Williams to file a Certificate of Compliance with the Court and to act on behalf of the Housing Authority in eviction actions before the Court.

Section 2. The Board expressly accepts the binding character of Cassandra Williams acts in these Actions and it expressly agrees to be bound by such acts.

Section 3. The Board expressly accepts liability for any assessments or costs that may be levied by the Court in these Actions.

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

THE HOUSING AUTHORITY OF THE CITY OF SOUTH BEND,
INDIANA BOARD OF COMMISSIONERS

BY: _____
Virginia Calvin, Chairman

BY: _____
Catherine D. Lamberg, Secretary-Treasurer

DATE APPROVED: _____

RESOLUTION NO. 4384

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SOUTH BEND, INDIANA, AUTHORIZING THE FILING OF A CERTIFICATE OF COMPLIANCE WITH THE ST. JOSEPH SUPERIOR COURT, SMALL CLAIMS DIVISION, TO ENABLE AN EMPLOYEE OF THE HOUSING AUTHORITY TO REPRESENT IT IN ACTIONS BEFORE THE COURT.

WHEREAS, The Housing Authority of the City of South Bend, Indiana (the "Housing Authority") enters into leases to provide housing for persons of low income, the elderly and the handicapped and disabled within the City of South Bend, Indiana, and other areas of St. Joseph County; and

WHEREAS, The Housing Authority must from time-to-time act to evict tenants who have breached their leases by filing suit in St. Joseph Superior Court, Small Claims Division (the "Actions"); and

WHEREAS, The Board of Commissioners (the "Board") of the Housing Authority wishes to be represented in said Action by a full-time employee of the Housing Authority, Ja'Van Smith, its Property Manager; and

WHEREAS, as required by Indiana Rules for Small Claims, Rule 8 (C), the Housing Authority must file a certificate of compliance wherein the Board must adopt a resolution designating Ja'Van Smith as its representative in these actions and expressly accepting the binding character of her acts, and the liability of the Housing Authority for any assessments or costs levied by the Court in the Actions in which she appears.

NOW THEREFORE, BE IT RSOLVED, by the Board of Commissioners of the Housing Authority of the City of South Bend, Indiana, as follows:

Section 1. The Board hereby authorizes and directs Ja'Van Smith to file a Certificate of Compliance with the Court and to act on behalf of the Housing Authority in eviction actions before the Court.

Section 2. The Board expressly accepts the binding character of Ja'Van Smith acts in these Actions, and it expressly agrees to be bound by such acts.

Section 3. The Board expressly accepts liability for any assessments or costs that may be levied by the Court in these Actions.

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

THE HOUSING AUTHORITY OF THE CITY OF SOUTH BEND,
INDIANA BOARD OF COMMISSIONERS

BY: _____
Virginia Calvin, Chairman

BY: _____
Catherine D. Lamberg, Secretary-Treasurer

DATE APPROVED: _____

RESOLUTION NO. 4385

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SOUTH BEND, INDIANA, AUTHORIZING THE FILING OF A CERTIFICATE OF COMPLIANCE WITH THE ST. JOSEPH SUPERIOR COURT, SMALL CLAIMS DIVISION, TO ENABLE AN EMPLOYEE OF THE HOUSING AUTHORITY TO REPRESENT IT IN ACTIONS BEFORE THE COURT.

WHEREAS, The Housing Authority of the City of South Bend, Indiana (the “Housing Authority”) enters into leases to provide housing for persons of low income, the elderly and the handicapped and disabled within the City of South Bend, Indiana, and other areas of St. Joseph County; and

WHEREAS, The Housing Authority must from time-to-time act to evict tenants who have breached their leases by filing suit in St. Joseph Superior Court, Small Claims Division (the “Actions”); and

WHEREAS, The Board of Commissioners (the “Board”) of the Housing Authority wishes to be represented in said Action by a full-time employee of the Housing Authority, Marenia Smith, its Assistant Property Manager; and

WHEREAS, as required by Indiana Rules for Small Claims, Rule 8 (C), the Housing Authority must file a certificate of compliance wherein the Board must adopt a resolution designating Marenia Smith as its representative in these actions and expressly accepting the binding character of her acts, and the liability of the Housing Authority for any assessments or costs levied by the Court in the Actions in which she appears.

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of South Bend, Indiana, as follows:

Section 1. The Board hereby authorizes and directs Marenia Smith to file a Certificate of Compliance with the Court and to act on behalf of the Housing Authority in eviction actions before the Court.

Section 2. The Board expressly accepts the binding character of Marenia Smith acts in these Actions and it expressly agrees to be bound by such acts.

Section 3. The Board expressly accepts liability for any assessments or costs that may be levied by the Court in these Actions.

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

THE HOUSING AUTHORITY OF THE CITY OF SOUTH BEND,
INDIANA BOARD OF COMMISSIONERS

BY: _____
Virginia Calvin, Chairman

BY: _____
Catherine D. Lamberg, Secretary-Treasurer

DATE APPROVED: _____

RESOLUTION NO. 4386

A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SOUTH BEND, INDIANA, AUTHORIZING THE FILING OF A CERTIFICATE OF COMPLIANCE WITH THE ST. JOSEPH SUPERIOR COURT, SMALL CLAIMS DIVISION, TO ENABLE AN EMPLOYEE OF THE HOUSING AUTHORITY TO REPRESENT IT IN ACTIONS BEFORE THE COURT.

WHEREAS, The Housing Authority of the City of South Bend, Indiana (the "Housing Authority") enters into leases to provide housing for persons of low income, the elderly and the handicapped and disabled within the City of South Bend, Indiana, and other areas of St. Joseph County; and

WHEREAS, The Housing Authority must from time-to-time act to evict tenants who have breached their leases by filing suit in St. Joseph Superior Court, Small Claims Division (the "Actions"); and

WHEREAS, The Board of Commissioners (the "Board") of the Housing Authority wishes to be represented in said Action by a full-time employee of the Housing Authority, Shannon Warfield, its Property Manager; and

WHEREAS, as required by Indiana Rules for Small Claims, Rule 8 (C), the Housing Authority must file a certificate of compliance wherein the Board must adopt a resolution designating Shannon Warfield as its representative in these actions and expressly accepting the binding character of her acts, and the liability of the Housing Authority for any assessments or costs levied by the Court in the Actions in which she appears.

NOW THEREFORE, BE IT RSOLVED, by the Board of Commissioners of the Housing Authority of the City of South Bend, Indiana, as follows:

Section 1. The Board hereby authorizes and directs Shannon Warfield to file a Certificate of Compliance with the Court and to act on behalf of the Housing Authority in eviction actions before the Court.

Section 2. The Board expressly accepts the binding character of Shannon Warfield acts in these Actions, and it expressly agrees to be bound by such acts.

Section 3. The Board expressly accepts liability for any assessments or costs that may be levied by the Court in these Actions.

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

THE HOUSING AUTHORITY OF THE CITY OF SOUTH BEND,
INDIANA BOARD OF COMMISSIONERS

BY: _____
Virginia Calvin, Chairman

BY: _____
Catherine D. Lamberg, Secretary-Treasurer

DATE APPROVED: _____



Executive Directors Report

BOARD REPORT FOR MONTH ENDING AUGUST 31, 2021

- I. RELOCATION UPDATE
- II. ADMINISTRATION
- III. LOW INCOME PUBLIC HOUSING.
- IV. HOUSING CHOICE VOUCHER PROGRAM
- V. FINANCE REPORT
- VI. REAL ESTATE, INVESTMENT and DEVELOPMENT
- VII. OPEN SOLICITATIONS

Rabbi Shulman (628 Bldg.) Relocation

“Excellence is never an accident; it is the result of high intention, sincere effort, intelligent direction, skillful execution and the vision to see obstacles as opportunities.” Anonymous

Several months have passed since the tenants of Rabbi Shulman have been relocated into replacement housing. Our continued efforts to be intentional in their lives by providing routine check-ins, resources and encouragement has shown to be fruitful in more ways than one would think. Those who were once victims of substance abuse have made great success by utilizing resources provided by Relocation Specialist Ja’Van Smith. Tenants who needed medical providers are now receiving appropriate medical services to maintain a healthy lifestyle while enjoying everyday life.

Mr. Smith continues to work with individuals to set achievable goals to overcome barriers for their own personal success which has been successful. Over the past month, Mr. Smith has been following up with individuals for updates on their success as well as budgeting methods that were put in place with relocation stipends received.

As we continue to see obstacles as opportunities, serve with sincere effort while making intelligent decisions with skillful execution; the lives we connect with each day will continue to change for the better.

Resident Initiative Specialist

The Resident Initiative Specialist promotes education (academic based) and training in a positive and caring environment. Plans, organizes, recruits, and coordinates resident and client related HASB programs and services with agencies and groups. Measure's outcomes to ensure program objectives are met. Implements and manages HASB initiatives. Promotes welfare of residents and clients of the Housing Authority of South Bend. Connects residents to service providers who can meet their needs.

- A Job Fair/Community Party/ Vaccination Clinic was held in which 7 people were vaccinated by Healthline Go Team.
- Met with Lake City Bank and scheduled Financial Literacy classes to begin September 28th.
- Met with Guy Fisher of Goodwill Industries who donated books for little library.
- Met with the new Leadership of the KROC Center who contributed a Letter of Support and in-kind contribution for the ROSS Grant application and our continued Partnership.
- Received Letter of Support and in-kind contribution from Cultivate Food Rescue.
- Received Letter of Support and in-kind Contribution from Take Ten of the Robinson Community Learning Center.
- Received Letter of Support and in-kind contribution from Lake City Bank
- Received Letter of Support and in-kind contribution from HeadStart Consortium'
- Received Letter of Support and in-kind contribution from SBCSC Adult Education Program.
- Received Letter of Support and in-kind contribution from Ivy Tech Community College.
- Received Letter of Support and in-kind contribution from Oakstreet Health.
- Received Letter of Support and in-kind contribution from Healthline.
- Received Letter of Support and in-kind contribution from Goodwill Industries.
- Met with Kimberly Green Reeves to discuss reestablishing a partnership and bring programs and services for the residents of HASB.
- Met with Rebekah Go of Saint Mary's College to discuss interns and volunteers for HASB afterschool program.

- Met with Leslinda Wilson of The Far Northwest Neighborhood and was invited to be a part of the planning for a Neighborhood Block Party.
- Worked on ROSS Grant Application with Dr. Catherine Lamberg, Mrs. Nadine Jarmon, and Ms. Ruchelle Hobbs.
- Met with Health Department and Passed their Inspection of the Lasalle Landing Community building.
- Met with the Fire Department and Passed their safety inspection of Lasalle Landing Community Building.
- Meet with several residents and administered a Needs Assessment, the data revealed that Education, Employment, Health and wellness and financial Literacy were the major needs of our residents. By removing the barriers of childcare and transportation more of our residents would become more self-sufficient.

Administration Report

Human Resources

BENEFITS

Our Insurance Broker from Hortons Group is working on Open enrollment to begin sometime in late Oct early Nov for an effective date of Jan 2022. That would be for MetLife, United Healthcare, VSP, iSolve Benefit Services. Also, her team is going to let us know the price before we start open enrollment

JOBFAIRS

The HR Specialist will be attending an Employability Skill Panel, Wednesday Sept 29 at 9a-11a and 1p-3p. The EEOC and EACC are Hosting the event where a group of Human Resource Specialists will be talking and mentoring Seniors from many different High Schools to help them get ready to enter the workforce.

UPCOMING:

- Annual Reviews
- Getting ready for Open Enrollment
- Looking into HVAC classes for Maintenance and see if Budget allows

IT and Systems

IT Progress September 2021

Progress notes for September

Continuing to do software and security updates on all firewalls and servers/PCs.

1. Scheduling and training maintenance staff on new 2-way radios, this will allow us to remove more unneeded cell phones and pare down the bill even more.
2. Working on training material for staff on proper ways to identify suspicious emails.

Total Saved to Date: \$86,408

Current Projects.

1. Working on security training for all staff IE, email and computer security tips and tricks.
2. Refreshing all PCs with laptops the Housing Authority already owns, this is an ongoing project and we are making headway I believe we have around 8 more pc's to replace.

LOW INCOME PUBLIC HOUSING (LIPH)

The Low-Income Public Housing (LIPH) program had an adjusted occupancy rate of 86.0% of available units on August 31, 2021.

As of September 1, 2021, rent collection for August was over 100% (134%) of rents billed on an adjusted cash accounting basis.

There are currently **1,502** active applications for the public housing waiting list, which represents a decrease of **0%** in the last month (Have not pulled files since November).

Low Income Public Housing Summary								
	January	February	March	April	May	June	July	August
Waiting List	1420	1,420	1,420	1,420	1,502	1502	1502	1502
Occupancy Rate	89.58%	98.63%	99.6%	92.3%	90%	92%	89%	85%
Rent Collection (TARs)	109%	97.9%	120%	110%	110%	128%	149%	134%
Vacated Accounts TARs	TBD	TBD		\$7,157.00		TBD	TBD	TBD
Unit Turnaround Time (Days)	TBD	TBD		9 Days		TBD	TBD	12 Days

Property Management Summary									
AMP		Number of units	Total Units Occupied				Occupancy Rate		
	Property		June	July	August		June	July	August
1	Monroe Circle	88	77	77	75		87.5%	87.5%	82%
2	Plaza Apts.	0	0	0	N/A		N/A	N/A	N/A
1	Laurel Court	41	37	37	37		90%	90%	90%
4	Lasalle Landing	24	20	21	22		79%	88%	92%
3	South Bend Avenue	19	18	17	15		94.7%	84%	79%
2	Westcott Apts.	185	178	173	171		96%	94%	92%
1	Harbor Homes	51	43	43	40		84%	84%	74%
3	Scattered Sites (IN15-09)	46	44	44	43		96%	96%	93%
3	Scattered Duplexes (IN15-10)	58	54	51	49		93%	88%	84%
3	Edison Gardens	19	15	14	12		78.9%	74%	63%
3	Twyckenham	18	13	13	14		73.7%	72%	77%
4	Scattered Sites (IN15-12)	39	38	37	33	34	94.8%	94.8%	85%
4	Scattered Sites (IN15-17)	54	51	49	44	46	90.7%	90.7%	81%
4	Scattered Sites (IN15-18)	26	22	22	22	22	84.6%	84.6%	85%
	Totals	668	617	609	577	592	91%	90%	86%

Property Management Summary						
Property	Emergency Work Orders			Routine Work Orders		
	June	July	August	June	July	August
Monroe Circle	1	0	0	16	23	17
Plaza Apts.	0	0	0	0	0	0
Laurel Court	0	1	0	9	9	9
Lasalle Landing	0	0	0	5	10	7
South Bend Avenue	1	0	0	4	4	3
Westcott Apts.	0	1	0	27	74	40
Harbor Homes	0	1	0	10	9	2
Scattered Sites (IN15-09)	0	1	0	61	12	12
Scattered Duplexes	0	4	0	59	12	14
Edison Gardens	0	0	1	6	1	7
Twyckenham	0	0	0	5	0	4
Scattered Sites (IN15-12)	0	1	0	36	24	8
Acquisition Scattered Sites (IN15-17)	0	2	1	34	42	13
Scattered Sites (IN15-18)	0	1	0	3	36	4
Totals	2	12		265	256	140

Rent Collection % (TARs)								
Property	January	February	March	April	May	June	July	August
Monroe Circle	90.7%	100%	100%	100%	100%	78%	116%	126%
Plaza Apts.	48.0%	87.5%	N/A	N/A	N/A	N/A	N/A	N/A
Laurel Court	95.5%	85.9%	100%	100%	100%	88%	100%	108%
Lasalle Landing	100%	84.4%	99%	100%	100%	100%	100%	98%
South Bend Avenue	100%	100%	100%	100%	100%	100%	100%	145%
Westcott Apts.	100%	95.2%	96%	97%	100%	90%	100%	110%
Harbor Homes	100%	100%	99%	100%	100%	90%	100%	107%
Scattered Sites (IN15-09)	92.2%	76.9%	93%	77%	100%	100%	100%	101%
Scattered Duplexes	90.1%	100%	100%	100%	100%	89%	100%	110%
Edison Gardens	100%	100%	100%	100%	100%	100%	100%	76%
Twyckenham	92.6%	84.4%	66%	77%	100%	82%	100%	103%
Scattered Sites (IN15-12)	100%	100%	100%	100%	100%	73%	100%	158%
Acquisition Scattered Sites (IN15-17)	100%	86.3%	100%	100%	82%	50%	100%	112%
Scattered Sites (IN15-18)	100%	100%	100%	100%	82%	93%	100%	112%

Capital Fund Expenditures				
Grant Year	Awarded	Expended	Remaining Balance	Action taken
2019	2,073,517.00	1,561,696.43	504,820.57	Contract Vacant Unit Turns
2020	2,227,822.00	680,841.17	1,546,980.83	Planning
2021	2,312,670.00	0.00	2,312,670.00	Planning
2021 (PH Short Fall)	1,137,402	0.00	1,137,402.00	Planning
Total	7,751,411	2,242,537.60	5,501,873.40	

PUBLIC HOUSING MANAGEMENT ASSESSMENT

VACANCY RATE

Goal 2.0% Actual 10% **F**

This indicator examines the vacancy rate, a PHA's progress in reducing vacancies, and unit turnaround time. Implicit in this indicator is the adequacy of the PHA's system to track the duration of vacancies and unit turnaround, including down time, make ready time, and lease up time.

A	0-2
B	2.1 to 3
C	3.1 to 4
D	4.1 to 6
E	5.1 to 6
F	> 6.1

RENT COLLECTION (YTD)

Goal 98% Actual 100% **A**

This report examines the housing authority's ability to collect dwelling rent owed by residents in possession of units during the current fiscal year by measuring the balance of dwelling rents uncollected as a percentage of total dwelling rents to be collected.

A	98 to 100
B	96 to 97.9
C	94 to 95.9
D	92 to 93.9
E	90 to 91.9
F	< 89.9

EMERGENCY WORK ORDERS

Goal 100% Actual 100% **A**

This indicator examines the average number of days that it takes for an emergency work order to be completed. Emergency work orders are to be completed within 24 hours or less and must be tracked.

A	99 to 100
B	98 to 98.9
C	97 to 97.9
D	96 to 96.9
E	95 to 95.9
F	<94.9

NON-EMERGENCY WORK ORDERS

Goal 25 Days Actual **10.86 A**

This indicator examines the average number of days that it takes for a work order to be completed. Implicit in this indicator is the adequacy of HASB's work order system in terms of how HASB accounts for and controls its work orders and its timeliness in preparing/issuing work orders.

A	< 24
B	25 to 30
C	31 to 40
D	41 to 50
E	51 to 60
F	>61

ANNUAL INSPECTIONS

Goal 100% Actual 100% **A**

This indicator examines the percentage of units that HASB inspects on an annual basis in order to determine the short-term maintenance needs and long-term modernization needs. Implicit in this indicator is the adequacy of HASB's inspection program in terms of the quality of HASB's inspections, and how HASB tracks both inspections and needed repairs.

A	100
B	97 to 99
C	95 to 96.9
D	93 to 94.9
E	90 to 92.9
F	> 89.9

HOUSING CHOICE VOUCHER PROGRAM (HCVP)

The HCV staff completed 123 annual re-examinations during August.

The HCV department also completed 63 interims, 13 change of units (moves), 7 new admissions, and 1 portability move-in transaction.

The PIH Information Center (PIC) reporting rate for the one-month period ending July 31, 2021, was **92.91**.

HCVP Summary						
	March	April	May	June	July	August
Households Served	2,102	2,116	2,057	2,055	2045	2039
ABA Utilization						
Reporting Rate	100.39	100.29	98.05	98.05	98.05	92.91
Annual Re-Exams Completed	140	96	136	105	114	123
HQS Inspections completed	158	176	205	220	91	432
Waiting List	2,182	2,182	1,179	1,004	779	779

Housing Choice Voucher Summary						
	March	April	May	June	July	August
Vouchers Issued on the Street	40	15	26	36	110	270
Request for Tenancy Approval (RFTA)	30	25	32	26	16	45
New Move In/Change of unit/Port In	25/21/2	10/9/0	22/11/0	14/8/0	28/6/3	14
Interim Change	31	38	35	28	48	63
Annual Change	140	96	136	105	114	123
End of Participation (EOP)	0	5	63	25	11	27

Housing Quality Inspections Summary

	March	April	May	June	July	August
Annual Inspections	107	176	118	124	91	344; 62 Re- inspections
Initial Inspections	50	25	27	34	47	22; 3 Re- inspections
Final Failed Inspections	2	4	8	10	16	19
Abatements	2	1	2	3	0	13
Emergency Special Inspections	1	1	3	3	2	1
Missed Inspections	0	3	2	3	1	2
Quality Control (QC) Inspections	1	0	2	1	1	1

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 2021	63*	53	10	Under review	Under Review
February 2021	62*	53	9	Under review	Under Review
March 2021	58	51	7	32	\$161,715.25
April 2021	51	45	6	31	\$185,281.64
May 2021	51	45	6	31	\$185,281.64
June 2021	62	56	6	31	\$188,667.64
July 2021	50	44	6	12	\$193,137.64
August 2021	50	44	6	24	\$126,500.66

- The FSS Coordinator has completed the analysis of the Escrow Balances and found several changes that were needed to support the actual amount of the Escrow. The correct amount of Escrow (as supported by documentation) is now listed correctly following an internal audit of the program.
- The Family Self-Sufficiency (FSS) Coordinator is continuing to meet with participants and updating goals.
- FSS will attend a three-day training session with Nan McKay from September 27th-29th, 2021.
- FSS graduated (1) participant, and she purchased a home.
- Financial Literacy Classes for FSS participants will begin on Tuesday, September 28th, 2021.
- Lake City Bank and Ivy Tech have joined the Program Coordinating Committee.



September 28, 2021, Financial Report

Prepared for the Executive Director
and the Board of Commissioners

Summary

The compilation has been provided by SC Numbers, LLC. We were able to break out the financial information by property and are providing the budget to actual accordingly.

SC Numbers LLC will work with the new CFO if needed, to set up the financial statement through HAB. This will require for the budget to be imported and financial statements be set up. Therefore, the budget to actual was created in excel and combines the compilation with the budget information. This will permit the review of financial data by program for further discussion and correction.

As improvements are being made to the general ledger data, the need to manipulate the compilation will greatly reduce.

Good News: We are down to two items from the QAD review for completion in the month of September. Additionally, we are continuing the efforts to clean up out of balances for the CFP program, LIPH and COCC before year-end.

Our focus remains on completing the QAD entries and have policies and procedures in place.

Discussion

Current Activity:

As stated in the summary, the compilation is now done by AMP; therefore, the budget to actual is prepared by AMP. A PUM column has been added to be able to evaluate costs by line. The PUM costs is Unit Months leased through August. Occupancy remains to be a challenge.

We recognized and additional \$13.7k in CARES Act funding from the deferred HCV Admin Fees that offset Operating Expenses paid in August. This will further decrease the UNP deficit.

The auditors are accepting the proposed entries against the FY20 audit based on our conference call with the QAD team in August. Additionally, we also were able to complete the two rejected entries and moved unauthorized expenses (temp hire for accounting and payroll processing costs) to COCC. No entry was holding up the year-end audit for FY20.

The major items left to reconcile/correct in GL for HCVP and to satisfy QAD are:

- Recalculation of fees earned to the COCC from 2014 forward
- Bad Debt adjustment from 2014 \$103,020.56
- VMS updating

Completed for QAD:

- Port Ins – completed require JV \$448,483.80 for current FY and prior years in total. Will reduce HAP expense and increase UNP and will also correct RNP/UNP.
- FSS Escrow – completed and fully funded.
- Stale dated check treatment \$370,193.77 reverse from equity (RNP) and pay the State for funds that were never remitted.
- HUD repayment of \$512k entry (booked 2x)
- BDO entry from 2020
- Other income from 2016 Recalculation of interest owed to treasury from 2012 forward
- Removal of unauthorized program costs (temp hire and payroll processing costs)

The Port reconciliation is now at the program office to apply the payments from 23 jurisdictions to the accounts that were received since 2016 and determine which ones have not been billed. 5 accounts have been completed thus far. The VASH account is the largest and the jurisdiction and HCVP Director agreed on the method of recon. It appears that funds are owed that were not billed. The director is still targeting a completion by Sep 30, 2021. A written procedure was provided for staff (Finance and Program). All jurisdictions have positively responded to the Director of HCVP, and we remain hopeful to clear most for year-end.

Budget to actual and obligation for the open CFP grants was updated through Mid-August and we discovered that items are not being drawn correctly. Will reconcile once more and brief the new CFO on proposed procedure and hand over the updated file. We also have to update the EPIC information for 2019 and 2020.

Additional clean-up work needs to be done for the CFP, LIPH and COCC. Work has begun and the CFP program has made improvements, but we open observations. The same applies to LIPH. CFP fund is still out of balance by (\$53k) the full General ledger is out of balance by \$147k.

- HUD has provided it final funding for CY20 holdback funding is now available for final drawdown in LOCCs. You will see this reflected in the September Revenue. The final CY20 proration went up from 112% to 112.1087%.
- HUD's press release HUD no21-152 provides informative insight on the current Biden Harris agenda to use the historic investments provided through the American Rescue Plan to address the crisis of homelessness. See in your handout.
- Current HUD subsidy proration is at 95.86% for operating subsidy through the month of November.

SOUTH BEND HOUSING AUTHORITY BUDGET					
Oct 2020 - Sept 2021					
	UML				
	ACC Units	HCVP			
		HCV Annual Budget	Oct- Aug Actuals	11 month Budget	
				% of Budget	
Revenue					
	Tenant Rents	0		0	0.00%
	Tenant other income	0		0	0.00%
	HUD PHA Operating	0		0	0.00%
	HAP SUBSITY- ADM FEE	1,266,545	1,088,021	1,161,000	93.71%
	Hud capital operating 1406	0		0	0.00%
	Cares act	477,713	383,441	437,904	87.56%
	COCC Management fees & 1410	0		0	0.00%
	interest income	1,300	500	1,192	41.96%
	Other Income		23,554	0	100.00%
	Port in Admin Fee		37,446	0	100.00%
	Port in HAP	625,000	634,605	572,917	110.77%
	Total Operating Income	2,370,558	2,167,567	2,173,012	99.75%
Expenses					
	Adm wages	292,483	0	268,109	0.00%
	Security wages			0	0.00%
	Maintenance wages			0	0.00%
	Employee benefits	90,040	23,747	82,537	28.77%
	CCOC management fee	477,135	444,327	437,374	101.59%
	CFP Management Fee	0	0	0	0.00%
	Audit	15,000	15,740	13,750	114.47%
	Office expense	74,184	49,316	68,002	72.52%
	Legal		18,128	0	100.00%
	Travel	10,000		9,167	0.00%
	Other office expense	51,681	32,370	47,374	68.33%
	Utilities	6,627		6,075	0.00%
	Maintenanace materials		0	0	0.00%
	Maintenance contracts	4,000	11,185	3,667	305.05%
	Security contracts			0	0.00%
	Insurance	148,656	169,330	136,268	124.26%
	Bad debt			0	0.00%
	Other Gen Expense		13,779	0	0.00%
	debt payments			0	0.00%
	cares act	477,713	383,441	437,904	87.56%
	Hap Port IN	495,000	600,175	453,750	
	Total Operating Expense	2,142,519	1,761,537	1,963,976	89.69%
	Net operating income/(loss)	228,039	406,030	209,036	194.24%
	Hap subsidy	14,670,000	10,316,906	13,447,500	0.00%
	HAP Subsidy - CARES Act		2,161,248	0	0.00%
	Hap expense	-14,350,000	-10,410,407	-13,154,167	0.00%
	HAP Expense - CARES Act		-2,161,248	0	0.00%
	Total non-operting revenue/expense	320,000	-93,501	293,333	0
	Depreciation	8,400	7,700	7,700	100.00%
	CHANGE IN NET POSITION	539,639	304,829	494,669	61.62%

NOTES TO HCVP STATEMENT

The current admin fee proration is 84% up from 79%. However, Admin fee revenue is trailing behind against budget. Current utilization through Aug is 96.32%. 77 new vouchers were issued. 288 are looking and 9 have been admitted. The goal is reach the 98% lease up .

An additional \$13.7k of HCV Admin Fee Cares funding has been reflected in the month of August to help with offsetting operational costs.

Reviewing why the HAP Revenue for Port in is greater than outlays. Still requires further review. Lori is making progress but this task will require time to complete the research. 18 out of 23 jurisdictions remain open but now working on VASH which is the largest account. All Jurisdictions have acknowledge the correspondence and are working with staff.

The NOI is better than budget due to the use of the HCVP CARES Act Admin Fee totaling \$383.4k.

The \$406,030 NOI will offset the negative UNP, and the negative

Financial Summary by Program – LIPH

SOUTH BEND HOUSING AUTHORITY BUDGET						
Oct 2020 - Sept 2021						
		Occupancy %				80.09%
UML	UML					ACC
ACC Units	652	LIPH				814
	TOTAL LIPH	Oct- Aug Actuals	11 month Budget	% of Budget		PUM
Revenue						
Tenant Rents	1,649,774	1,336,121	1,512,293	88.35%		204.96
Tenant other income	102,472	18,666	93,933	19.87%		2.86
HUD PHA Operating	2,460,244	2,067,461	2,255,224	91.67%		317.14
HAP SUBSIDY- ADM FEE	0	0	0	0.00%		-
Hud capital operating 1406	498,931	455,636	457,353	99.62%		69.89
Cares act	252,417	223,087	231,382	96.41%		34.22
COCC Management fees & 1410	165,713	222,782	151,904	146.66%		34.17
interest income	400	0	367	0.00%		-
Other Income	18,000	8,741	16,500	52.97%		1.34
Port in Admin Fee			0			-
Port in HAP			0			-
Total Operating Income	5,147,951	4,332,493	4,616,828	93.84%		664.59
Expenses						
Adm wages	379,134	326,736	347,540	94.01%		50.12
Security wages	65,254	0	59,816	0.00%		-
Maintenance wages	728,420	354,784	667,719	53.13%		54.42
Employee benefits	366,608	244,473	336,058	72.75%		37.50
CCOC management fee	653,623	514,845	599,154	85.93%		78.97
CFP Management Fee	0	222,782	0	100.00%		34.17
Audit	20,000	40,330	18,333	219.98%		6.19
Office expense	91,753	56,977	84,107	67.74%		8.74
Legal	53,600	48,862	49,133	99.45%		7.50
Travel	16,000	317	14,667	2.16%		0.05
Other office expense	94,831	85,894	86,928	98.81%		13.18
Utilities	599,201	484,585	549,268	88.22%		74.33
Maintenanca materials	425,031	231,333	389,612	59.38%		35.49
Maintenance contracts	581,567	727,756	533,103	136.51%		111.63
Security contracts	50,850	78,165	46,612	167.69%		11.99
Insurance	367,997	341,115	337,330	101.12%		52.33
Bad debt	164,977	45,295	151,229	29.95%		6.95
Other Gen Expense	0	0	0	0.00%		-
debt payments	0	0	0	0.00%		-
cares act	252,417	223,086	231,382	96.41%		34.22
Hap Port IN	0	0	0			-
Total Operating Expense	4,911,264	4,027,334	4,501,992	89.46%		617.78
Net operating income/(loss)	236,687	305,159	216,963	140.65%		46.81
Hap subsidy	0		0	0.00%		-
HAP Subsidy - CARES Act	0		0	0.00%		-
Hap expense	0		0	0.00%		-
HAP Expense - CARES Act	0		0	0.00%		-
Total non-operting revenue/expense	0	0	0	0		0
Depreciation	1,152,000	945,600	1,056,000	89.55%		145.05
CHANGE IN NET POSITION	-915,313	-640,441	-839,037	76.33%		(98.24)

NOTES TO THE LIPH STATEMENTS

The LIPH program consist of 4 AMPS totaling 814 ACC units. The revenue is less than Budget from tenant rents due to vacating Rabbi Shulman with 127 units. Other income, operating subsidy is down due to proration which is currently at 95.88% through the month of September. Overall revenue is down primarily from Operating Subsidy and loss of rental income.

Operating expenses are down by 10.5% from various lines. Contributors are a vacant building and hire lag. The correction was made to reclass the fire alarm costs for \$170k to CFP where it was budgeted. The audit costs from was also corrected from COCC and is now reflected at the program level.

Need to review the bad debt as this line has not changed. And it appears that depreciation for 1 month in AMP 2 was not corrected.

Net Operating income before depreciation is up by 89k due expense correction for the fire alarm system from July.

The PUM analysis is a summary but a detail by AMP is provided for further review.

SOUTH BEND HOUSING AUTHORITY BUDGET					
Oct 2020 - Sept 2021					
	UML				
	ACC Units	COCC			
		COCC	Oct- Aug Actuals	11 month Budget	% of Budget
Revenue					
Tenant Rents				0	0.00%
Tenant other income				0	0.00%
HUD PHA Operating				0	0.00%
HAP SUBSIDY- ADM FEE				0	0.00%
Hud capital operating 1406				0	0.00%
Cares act				0	0.00%
COCC Management fees & 1410	1,130,758	1,181,954	1,036,528		114.03%
interest income		82	0		100.00%
Other Income	10,100	93,281	9,258		1007.54%
Port in Admin Fee				0	
Port in HAP				0	
Total Operating Income	1,140,858	1,275,317	1,045,787		121.95%
Expenses					
Adm wages	506,342	502,052	464,147		108.17%
Security wages				0	0.00%
Maintenance wages				0	0.00%
Employee benefits	147,880	148,316	135,557		109.41%
CCOC management fee				0	0.00%
CFP Management Fee				0	0.00%
Audit	15,000	4,930	13,750		35.85%
Office expense	86,256	84,173	79,068		106.46%
Legal		22,442	0		100.00%
Travel	10,000	3,230	9,167		35.23%
Other office expense	96,449	159,123	88,412		179.98%
Utilities	6,627	139	6,075		2.29%
Maintenanace materials	275	0	252		0.00%
Maintenance contracts	35,967	5,245	32,970		15.91%
Security contracts				0	0.00%
Insurance	52,497	58,162	48,122		120.86%
Bad debt				0	0.00%
Other Gen Expense		13,200	0		100.00%
debt payments	30,000		27,500		0.00%
cares act		0	0		0.00%
Hap Port IN				0	
Total Operating Expense	987,295	1,001,012	905,020		110.61%
Net operating income/(loss)	153,563	274,306	140,766		194.87%
Hap subsidy				0	0.00%
HAP Subsidy - CARES Act				0	0.00%
Hap expense				0	0.00%
HAP Expense - CARES Act				0	0.00%
Total non-operating revenue/expense	0	0	0		0
Depreciation	9,600	6,600	8,800		75.00%
CHANGE IN NET POSITION	143,963	267,706	131,966		202.86%

NOTES TO THE COCC FINANCIALS

COCC has \$230k more revenue than budgeted due to the \$222k - 1410 management fee from the 2020 CFP. Additionally, the other income contains the dividend distribution from the insurance carrier.

Expenditures are up by \$96k due to processing the corrections for payroll costs from HCVP and LIPH that are part of offset by the bookkeeping fees earned. This correction is an extension of the previous QAD review. The previous booked audit cost was corrected and spread to the programs.

Overall net profit before depreciation is up by \$134k from the 1410 Management fee.

FSS: 2021 FSS is spending on target. All accounts remain reconciled.

Agency Roll up without FSS:

SOUTH BEND HOUSING AUTHORITY BUDGET							
Oct 2020 - Sept 2021							
	UML						
	ACC Units						
		YTD Actual as of 8/31/2021	YTD Budget as of 8/31/2021	Elimination	YTD FDS Total	% change	Annual Budget Total
Revenue							
Tenant Rents		1,336,121	1,512,293		1,336,121		1,649,774
Tenant other income		18,666	93,933		18,666		102,472
HUD PHA Operating		2,067,461	2,255,224		2,067,461		2,460,244
HAP SUBSITY- ADM FEE		1,088,021	1,161,000		1,088,021		1,266,545
Hud capital operating 1406		455,636	457,353		455,636		498,931
Cares act		606,528	669,286		606,528		730,130
COCC Management fees & 1410		1,404,736	1,188,432	-1,181,954	222,782		1,296,471
interest income		582	1,558		582		1,700
Other Income		125,576	25,758		125,576		28,100
Port in Admin Fee		37,446	-		37,446		0
Port in HAP		634,605	598,675		634,605		653,100
Total Operating Income		7,775,377	7,835,627	-1,181,954	6,593,423	118.84%	8,687,467
Expenses							
Adm wages		828,789	1,079,796		828,789		1,177,959
Security wages		-	59,816		0		65,254
Maintenance wages		354,784	667,719		354,784		728,420
Employee benefits		416,536	554,151		416,536		604,529
CCOC management fee		959,172	1,036,528	-959,172	0		1,130,758
CFP Management Fee		222,782	-	-222,782	0		0
Audit		61,000	45,833		61,000		50,000
Office expense		190,467	231,177		190,467		252,193
Legal		89,432	49,133		89,432		53,600
Travel		3,547	33,000		3,547		36,000
Other office expense		277,386	222,714		277,386		242,961
Utilities		484,724	561,418		484,724		612,456
Maintenance materials		231,333	389,864		231,333		425,306
Maintenance contracts		744,185	569,740		744,185		621,535
Security contracts		78,165	46,612		78,165		50,850
Insurance		568,606	521,721		568,606		569,150
Bad debt		45,295	151,229		45,295		164,977
Other Gen Expense		26,979	-		26,979		0
debt payments							30,000
cares act		606,527	669,286		606,527		730,130
Hap Port IN		600,175	453,750		600,175		495,000
Total Operating Expense		6,789,883	7,370,988	-1,181,954	5,607,929	131.44%	8,041,078
Net operating income/(loss)		985,494	464,639	0	985,494	47.15%	618,290
Hap subsidy		10,316,906	13,447,500		10,316,906		14,670,000
HAP Subsidy - CARES Act		2,161,248			2,161,248		
Hap expense		(10,410,407)	(13,154,167)		-10,410,407		-14,350,000
HAP Expense - CARES Act		(2,161,248)			-2,161,248		
Total non-operting revenue/expense		-93,501	293,333	0	-93,501	0	320,000
Depreciation		959,900	1,072,500		959,900		1,170,000
CHANGE IN NET POSITION		-67,907	-314,528	0	-67,907		-231,710

PUM Analysis by AMP

We will need to further analyze all allocations to the AMPs for accuracy and increase occupancy to the HUD standard. The PUM is based on the UML leased information. This data still includes the outlier for Rabbi Shulman that we are unable to extract as AMP 2 is all rolled up in the G/L for several locations. This month we have 1 AMP in deficit which continues to be AMP 4. However, AMP4 has the highest occupancy rate. AMP 2 has been corrected for the fire alarm costs of \$170k to CFP. Without the 1406 transfer from CFP, only AMP 1 would be able to sustain. Utilization remains an issue for AMP 1, 2 and 3.

SOUTH BEND HOUSING AUTHORITY BUDGET					
Oct 2020 - Sept 2021					
	86%	68%	87%	91%	
UML	162	214	144	132	
ACC Units	188	316	165	145	
	AMP 1 PUM	AMP 2 PUM	AMP 3 PUM	AMP 4 PUM	
Revenue					
Tenant Rents	110.79	221.54	184.16	224.15	
Tenant other income	2.72	0.87	2.70	5.17	
HUD PHA Operating	440.51	254.46	262.39	184.94	
HAP SUBSITY- ADM FEE	-	-	-	-	
Hud capital operating 1406	33.83	125.56	31.52	34.36	
Cares act	3.89	39.41	53.05	27.10	
COCC Management fees & 1410	29.05	36.34	28.65	27.64	
interest income	-	-	-	-	
Other Income	0.06	0.21	0.13	5.47	
Port in Admin Fee	-	-	-	-	
Port in HAP	-	-	-	-	
Total Operating Income	620.85	678.37	618.86	508.82	
Expenses					
Adm wages	43.62	32.51	60.14	53.20	
Security wages	-	-	-	-	
Maintenance wages	54.12	27.05	67.42	60.54	
Employee benefits	45.25	26.86	28.06	38.71	
CCOC management fee	72.00	72.70	71.90	69.98	
CFP Management Fee	29.05	36.34	28.65	27.64	
Audit	5.23	6.65	5.16	4.94	
Office expense	5.76	7.69	10.12	8.66	
Legal	7.12	11.94	2.03	3.35	
Travel	0.18	-	-	-	
Other office expense	14.39	13.58	9.63	8.98	
Utilities	27.28	133.29	35.80	45.12	
Maintenanace materials	37.90	31.21	27.97	31.73	
Maintence contracts	77.39	142.34	98.23	68.36	
Security contracts	2.42	22.92	6.58	6.53	
Insurance	46.18	45.74	48.98	50.70	
Bad debt	9.22	3.33	2.94	11.28	
Other Gen Expense	-	-	-	-	
debt payments	-	-	-	-	
cares act	3.89	39.41	53.05	27.10	
Hap Port IN	-	-	-	-	
Total Operating Expense	481.01	653.55	556.67	516.80	
Net operating income/(loss)	139.85	24.82	5.93	(7.98)	
Hap subsidy	-	-	-	-	
HAP Subsidy - CARES Act	-	-	-	-	
Hap expense	-	-	-	-	
HAP Expense - CARES Act	-	-	-	-	
Total non-operting revenue/expense	0	0	0	0	
Depreciation	163.76	130.67	92.36	137.78	
CHANGE IN NET POSITION	(23.92)	(105.85)	(86.43)	(145.77)	

Current Financial Focus:

- Receipt all port ins for 18 jurisdictions in HAB and determine the AR.
- Clean up the Trial Balances for LIPH, COCC, and CFP
- Complete the QAD review and provide all final entries. Majority is completed.
- Correct all VMS lines for current year and past year for ports.
- Review the bad debt write off. Numbers have not moved, and AR is high

Development and Procurement Activities

During this period, there were no published procurement actions

Activities undertaken for the Section 18 application include:

1. Actively working on pulling together the information for the Section 18 application and beginning to upload information into the PIC system.
2. Seeking quotes for the Environmental Review
3. Scheduling Resident Consultation Meetings
4. Writing the Relocation Plan
5. Completed application for the Resident Application and Supportive Services Grant