

# SOUTH BEND HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

OCTOBER 26, 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, October 26, 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  
September 28th, 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 Roland Chamblee,  
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. Andy Delaney CFO; Mr.  
Brian Hueni, Director of Finance; 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 August 24, 2021**

**Commissioner Camilleri moved Commissioner McNally second the motion to approve the  
minutes.**

**AYE**

**NAY**

**ABSTAIN**

**Commissioner Calvin  
Commissioner Camilleri  
Commissioner Chamblee  
Commissioner McNally  
Commissioner Scruggs**

**PUBLIC COMMENTS:**

**None**

**NEW BUSINESS:**  
**Resolution No. 4379**

**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)    \$0

**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.

Commissioner Calvin asked for a motion and second to accept resolution 4379

Commissioner Chamblee moved to approve and Commissioner Camilleri 2nd the motion.

Commissioner Calvin called for questions.

Commissioner Chamblee stated that he mentioned to Dr. Lamberg that the process was explained  
and was very informative to him and wanted to thank on the records Dr. Lamberg and Sieglinde.  
He stated he now understood the financials more then he did before.

Commissioner Calvin called for the vote with the following results:

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

**RESOLUTION NO. 4380**

**RESOLUTION NO. 4380**

**A RESOLUTION BY THE BOARD OF COMMISSIONES 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

Commissioner Calvin asked for a motion and second to accept resolution 4380  
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 Chamblee		
Commissioner McNally		
Commissioner Scruggs		

**RESOLUTION NO. 4381**

**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 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 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.

Commissioner Calvin asked for a motion and second to accept resolution 4381

Commissioner Chamblee suggested in light that resolution 4381 – 4386 was the same except for the names that we vote on all of them simultaneously.

Commissioner Calvin asked that Attorney Harris speak to this matter  
Attorney Harris stated the general rule is to do them separately because there may be a commissioner may have an objection to one but not all.

Commissioner Chamblee 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  
Commissioner Calvin  
Commissioner Camilleri  
Commissioner Chamblee  
Commissioner McNally  
Commissioner Scruggs

NAY

ABSTAIN

**RESOLUTION NO. 4382**

**RESOLUTION NO. 4382**

**A RESOLUTION BY THE BOARD OF COMMISSIONES 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 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 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.

Commissioner Calvin asked for a motion and second to accept resolution 4382  
Commissioner Chamblee 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  
Commissioner Calvin  
Commissioner Camilleri  
Commissioner Chamblee  
Commissioner McNally  
Commissioner Scruggs

NAY

ABSTAIN

**RESOLUTION NO. 4383**

**RESOLUTION NO. 4383**

**A RESOLUTION BY THE BOARD OF COMMISSIONES 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.

Commissioner Calvin asked for a motion and second to accept resolution 4383  
Commissioner Camilleri moved to approve and Commissioner Chamblee 2nd the motion.



Commissioner Calvin called for questions  
Commissioner Calvin called for the vote with the following results:

AYE  
Commissioner Calvin  
Commissioner Camilleri  
Commissioner Chamblee  
Commissioner McNally  
Commissioner Scruggs

NAY

ABSTAIN

**RESOLUTION NO. 4384**

**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.

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 4384  
Commissioner Chamblee 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 Chamblee		
Commissioner McNally		
Commissioner Scruggs		

#### **RESOLUTION NO. 4385**

#### **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 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 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.

Commissioner Calvin asked for a motion and second to accept resolution 4385

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 Chamblee		
Commissioner McNally		
Commissioner Scruggs		

**RESOLUTION NO. 4386**

**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.

Commissioner Calvin asked for a motion and second to accept resolution 4386

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 Chamblee		
Commissioner McNally		
Commissioner Scruggs		

## **DEPARTMENT REPORTS:**

### **Resident Initiative Specialist:**

Dr. Lamberg stated the Housing Authority continues to follow up with each of the relocated residents and continue to offer them support and services. We want to make sure they are successful in their new location. Hopefully someday to invite them to return to the South Bend Housing authority. We also have a couple of pages of activities that you can read through that we are undertaking with resident initiative. We have a massive amount of outreach and support to our residents throughout all our programs both public housing and Section 8 programs. The Housing Authority put in an application with HUD for a ROSS grant which is Resident Opportunity and Supportive Services that will help us to offset the administrative cost of our resident's services coordinator if we are funded into that program and as a result of that application we had to reach out to several of the community service providers to offer us letters of support to support our ROSS grant application.

Commissioner Calvin asked when do we anticipate hearing from that?

Dr. Lamberg said the application was due on September 17<sup>th</sup> and with the pending government shut down we expect a response from Hud will be delayed. Normally I would expect to hear around the first of the year, but with the pending shut down it could be delayed beyond January 2022.

### **Administration Report** **Human Resources**

Dr. Lamberg said in the administrative area we continue to look at and accessing the benefits, we are preparing for an open enrollment for our benefits that will be in effect January 2022. We don't have any additional job fairs at this time, but we always look for opportunities to assist our residents. We are finalizing the employee annual performance evaluation activities as well as looking for training opportunities.

## **IT and Systems**

Chris has provided his report, he continues to look for savings for the agency and engaged in cost savings measures. We have several additional items that he will report on next month. We have had many cell phones come to expiration, so we will be able to turn in unnecessary cell phones and realize those savings.

### **LOW INCOME PUBLIC HOUSING (LIPH)**

Mrs. Mobley went over the LIPH summary report noting that Occupancy rate was at 85% and the Rent Collection at the end of August was at 134%. Mrs. Mobley went over the exact numbers for Total Units Occupied and occupancy Rate for all of the developments including the scattered sites. The work order for august came to a total of 140 work orders for august. She reviewed the Rent Collection for the month of August and explained that the numbers are high because of the big payment The Housing Authority received in from emergency rental assistants.

Commissioner Chamblee asked what happened to Edison Gardens, the only one underperforming?

Mrs. Mobley said we have a lot of vacancies and lot of them are on credit rent and not paying rent.

Dr. Lamberg states she also updated the Capital Fund Expenditures chart, and you'll see the current information that is available. She has included the public housing shortfall funding which we have received the first tier of that funding which is about \$400,00.00. Of course, we have no expenditures as of yet. We have access to full amount, but we have to do it in a tiered capacity. We managed the first \$400,000.00 in first tier and that will open up the 2<sup>nd</sup> and 3<sup>rd</sup> tier of funding for a total amount of \$1,137,402.00. Our Public Housing Management Assessment as we grade our self, our vacancy rate we are still failing because of the high number of vacancies we have. All of our other areas we have improved for rent collection, Emergency work orders, non-Emergency work orders and annual inspections. Right now, with unit turns we have a zero net if you will, with the units we turn we utilize those units for some of our worse units that are currently occupied. So, moving residents from a currently occupied unit to a unit we turn does not net us anything, but we are at the point now where we are addressing the issues of current unit conditions and getting close to pulling people from our wait list.

Mrs. Wallace went over the details on the Housing Choice Voucher Program (HCVP) for the month of August. The HVC department completed 63 interims, 13 change of units (moves), 7 new admissions, and 1 portability move in transition. The PIC reporting rate for the one-month period ending July 31, 2021, was 92.93. We are continuing to do a lot of clean up on old cases as we work through the recertification process. If you notice our HQS jumped in August due to the implementation of that 3<sup>rd</sup> party contractor, it went from 91 in July to 432 this month. Mrs.

Wallace went over the Housing Quality Inspections Summary and read off the numbers for August. What I would say on the inspection front is we have stabilized after that initial shock with our landlords with our new inspection crew. Also, we want to mention that last Thursday we invited the landlords to come into the administration building for a live briefing with Dr. Lamberg, Brian Vanholm the owner of Quality Homes Inspections and myself. We had about 20 or so landlords, and overall, they were appreciative of the information. We reviewed the new processes we put in place, answered questions and I feel they left with a better understanding of the direction we are headed in.

### **FSS**

Dr. Lamberg said on page 34 we have our summary of our Family Self Sufficiency program. We have completed our internal audit of the program. We were carrying forward information from the previous administration, however we knew it wasn't correct, so we have done an one by one, hands on internal audit of the program so we can adequately document the number of participants we have and the exact amount we should have in our escrow Balance. That is why you see such a big difference from July to August. We have adequately funded the escrow but now we are able to clean the numbers up, the difference in the numbers go back to HAP according to the FSS regulation our escrow is fully funded, and it keeps us out of audit trouble.

### **Financial**

Andy is our new Chief Financial officer: Mr. Delaney stated he wasn't sure of the format and asked how he should present. Dr. Lamberg stated since it was his first time, and last presentation that was developed by the financial consultant we will have Brain do the financial report and you can present your own financial report that you develop for the next meeting.

Mr Hueni stated that sieglinde is speaking on the QAD Audit in the discussion area, and they have made a lot of headway and there is a few more things that needs to be looked at and then the QAD Audit will be done. Going to the HCVP on page 38, if you look at October through August actuals we had the total operating income of 2,167,567.00 verses budget of 2,173,02.00. Net operating income of 406,030 favorable compared to a budget of 209,036 for the eleven months. For the LIPH we have a budget for the eleven months 4,616,828 we are down a little to 4,332,493 and the bulk of that is Rabbi Shulman coming in the last several months with no income, but we have been very aggressive in cutting expensive and we have a net operating income we are up about 100,000 compared to the budget. Mr Hueni gave a summary on the COCC stating our revenue is 1,275,317 for the actuals compared to 1,0045,787.00 for the budget. The CCOC is our money, we will have to put some expenditures against that because of the QAD review that is taken place and we actually have some cash to expend. Dr Lamberg has made some very good moves when it comes to cost savings and it has helped up dramatically. The next one is the PUM which is an overall over all the amps.

## **Development and Procurement Activities**

Dr. Lamberg stated that there were not any Procurement actions for the month of August, some of the actions we are undertaking pertaining to development with the boards authorization to submit the Section 18 application, we are beginning to upload some of those pieces into the pic system. We are meeting with the residents. We are seeking quotes to complete an environmental review for the two sites of Rabbi Shulman and Monroe Circle, and we are developing a relocation plan since we have residents that live in Monroe Circle and we completed the application for the ROSS grant, so we can support the residents through the relocation process. And that conclude our board report for the month of September

Commissioner Calvin asked for any comments from the board, and if none she asked when the next Board meeting will be?

Pamela said October 26, 2021

Commissioner Calvin didn't get the total for the two grants but excited about the Ross grant and want to congratulate Dr. Lamberg and the staff for getting all of your grant applications in on time and she look forward of the results.

Attorney Harris want to mention the governor's emergency declaration is expiring on the 30<sup>th</sup> and we had last met last month we had a conversation on what policies that the city of South Bend might be adopting in terms of remote meetings. His review show that it is still occurring but don't show where the city is taking any actions in the last 30 days since the last emergency declaration. At that point its likely back to normal business. And then the bill that we reviewed several months ago where all of you can't participate remotely but a certain percentage can. Didn't know if Dr. Lamberg have seen or heard anything on this.

Dr. Lamberg said she had not but have been looking for it.

Attorney Harris said he will work with Dr Lamberg over the next couple of days regarding any changes so the notice for the next meeting may change.

If not changes we will be meeting in person

Commissioner called for the adjournment of the meeting

Commissioner Chamblee 2<sup>nd</sup> the call for adjournment





## **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**

“Public service must be more than doing a job efficiently and honestly. It must be a complete dedication to the people and to the nation.” Margaret Chase Smith

Our continued dedication to the former residents of Rabbi Shulman has created a professional level of trust between tenants and Housing Authority of South Bend. Residents are looking forward to follow-up sessions while also putting forth the effort to improve their quality of life. This month Mr. Smith is working with some of the elderly individuals from Rabbi Shulman to obtain new health care providers as well as in home services with weekly transportation to local stores and appointments.

Our everyday commitment to public service and our residents continues to produce results we are changing the lives of the community we serve one family at time.

## **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.

- Had Midwest fire Protection Company come out and update all of the Fire extinguishers at 501 Administration Building and Westcott building, Monroe Circle, Eddison Gardens, and Lasalle Landing.
- Met With Captain John Fleming of The South Bend Fire Department who inspected Lasalle Landing, and it passed inspection.
- Gave a Presentation for Linda Wolfson, Michael O'Rourke and Daryl Heller for the Center of Economic Impact where our topic was Affordable Housing and How very important the SBHA is to this problem of affordable housing in South Bend.
- Met with the President and Local Black Ministers of South Bend and Gave a presentation on the New South Bend Housing Authority.
- Met with our partners the Robinson Community Learning Center and we are Focusing on serving our Residents of Corby St. And South Bend Avenue Apartments which are in the zip code of the center.
- Healthy U RX will be Giving FLU Shots on October 20<sup>th</sup> at the 501 Administration building and October 27<sup>th</sup> at Lasalle Landing 1:30- 3:30
- Got Donations of cleaning supplies for the Cleaning Class from Sam's Club, Dollar General, and Costco.
- Met with the Captains of the KROC Center and discussed our vision for our partnership and how together we can impact in our community.
- Met with Mr. Johnson of TCU and discussed ways to partner and bring financial literacy, budgeting skills and resources to assist our residents in reaching self-sufficiency.

# Administration Report

## Human Resources for the month of October

### BENEFITS

Hortons Group is our Broker, and they are working on giving The Housing Authority Quotes and information to compare in order to make the best decision for our employees at the most competitive price for the Housing Authority. Open enrollment will begin in November for an effective date of Jan 2022. We are also reviewing our policies and prices with MetLife, VSP, Globe Life along with United Healthcare to get the best benefits at the best price by comparison.

### UPCOMING:

- Annual Employee Reviews
- Getting ready for Open Enrollment
- Working on a Team Building and Leadership Activities Training for staff.
- Looking into HVAC classes for Maintenance

## IT and Systems

October 2021

Progress notes for October

1. Continuing to do software and security updates on all firewalls and servers/PCs.
2. Trained and deployed 2-way radios for Maintenance so far seems to be going ok. Next month we will be able to cancel around 14 cell phones.
3. Installed new card reader at front door so door can be locked from 10pm to 7am for the security of all residents.

**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 PC's with laptops the Housing Authority already owns, this is an ongoing project and we are making headway I believe we have around 5 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 September 30, 2021.

As of October 1, 2021, rent collection for September was over 100% (133%) of rents billed on an adjusted cash accounting basis

There are currently **1,493** active applications for the public housing waiting list, which represents a decrease of 9 in the last month (9 files pulled leased 2, 1 found other housing, 1 put back on waiting list, other 5 waiting on units).

Low Income Public Housing Summary								
	February	March	April	May	June	July	August	September
<b>Waiting List</b>	1,420	1,420	1,420	1,502	1502	1502	1502	
<b>Occupancy Rate</b>	98.63%	99.6%	92.3%	90%	92%	89%	85%	86%
<b>Rent Collection (TARs)</b>	97.9%	120%	110%	110%	128%	149%	134%	133%
<b>Vacated Accounts TARs</b>	TBD		\$7,157.00		TBD	TBD	TBD	TBD
<b>Unit Turnaround Time (Days)</b>	TBD		9 Days		TBD	TBD	12 Days	TBD



Property Management Summary									
AMP		Number of units	Total Units Occupied				Occupancy Rate		
	Property		July	August	September		July	August	September
1	Monroe Circle	88	77	75	74		87.5%	82%	84%
2	Plaza Apts.	0	0	N/A			N/A	N/A	N/A
1	Laurel Court	41	37	37	37		90%	90%	90%
4	Lasalle Landing	24	21	22	21		88%	92%	87%
3	South Bend Avenue	19	17	15	15		84%	79%	79%
2	Westcott Apts.	185	173	171	168		94%	92%	90%
1	Harbor Homes	51	43	40	40		84%	74%	74%
3	Scattered Sites (IN15-09)	46	44	43	43		96%	93%	93%
3	Scattered Duplexes (IN15-10)	58	51	49	49		88%	84%	84%
3	Edison Gardens	19	14	12	12		74%	63%	63%
3	Twyckenham	18	13	14	14		72%	77%	77%
4	Scattered Sites (IN15-12)	39	37	33	33		94.8%	85%	85%
4	Scattered Sites (IN15-17)	54	49	44	44		90.7%	81%	81%
4	Scattered Sites (IN15-18)	26	22	22	22		84.6%	85%	85%
	Totals	668	609	577	572		90%	86%	86%

Property Management Summary						
Property	Emergency Work Orders			Routine Work Orders		
	July	August	September	July	August	September
Monroe Circle	0	0	0	23	17	17
Plaza Apts.	0	0	0	0	0	0
Laurel Court	1	0	0	9	9	5
Lasalle Landing	0	0	0	10	7	5
South Bend Avenue	0	0	0	4	3	5
Westcott Apts.	1	0	0	74	40	39
Harbor Homes	1	0	0	9	2	10
Scattered Sites (IN15-09)	1	0	0	12	12	6
Scattered Duplexes	4	0	0	12	14	10
Edison Gardens	0	1	0	1	7	9
Twyckenham	0	0	0	0	4	8
Scattered Sites (IN15-12)	1	0	0	24	8	9
Acquisition Scattered Sites (IN15-17)	2	1	0	42	13	14
Scattered Sites (IN15-18)	1	0	0	36	4	9
Totals	12	2	0	256	140	146



Rent Collection % (TARs)									
Property	January	February	March	April	May	June	July	August	September
Monroe Circle	90.7%	100%	100%	100%	100%	78%	116%	126%	143%
Plaza Apts.	48.0%	87.5%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Laurel Court	95.5%	85.9%	100%	100%	100%	88%	100%	108%	115%
Lasalle Landing	100%	84.4%	99%	100%	100%	100%	100%	98%	98%
South Bend Avenue	100%	100%	100%	100%	100%	100%	100%	145%	144%
Westcott Apts.	100%	95.2%	96%	97%	100%	90%	100%	110%	110%
Harbor Homes	100%	100%	99%	100%	100%	90%	100%	107%	107%
Scattered Sites (IN15-09)	92.2%	76.9%	93%	77%	100%	100%	100%	101%	101%
Scattered Duplexes	90.1%	100%	100%	100%	100%	89%	100%	110%	110%
Edison Gardens	100%	100%	100%	100%	100%	100%	100%	100%	100%
Twyckenham	92.6%	84.4%	66%	77%	100%	82%	100%	103%	103%
Scattered Sites (IN15-12)	100%	100%	100%	100%	100%	73%	100%	158%	158%
Acquisition Scattered Sites (IN15-17)	100%	86.3%	100%	100%	82%	50%	100%	112%	112%
Scattered Sites (IN15-18)	100%	100%	100%	100%	82%	93%	100%	112%	112%

Capital Fund Expenditures				
Grant Year	Awarded	Expended	Remaining Balance	Action taken
2019	2,073,517.00	1,722,131.11	351,385.89	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)	1,137,402.00	0.00	1,137,402.00	South Bend Avenue/ Planning
Total	7,751,411	2,402,972.28	5,348,438.72	

# PUBLIC HOUSING MANAGEMENT ASSESSMENT

## VACANCY RATE

Goal 2.0% Actual 14% 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 128 annual re-examinations during September.

The HCV department also completed 42 interims, 7 change of units (moves), 15 new admissions, and 0 portability move-in transaction.

The PIH Information Center (PIC) reporting rate for the one-month period ending July 31, 2021, was **93.9%**.

HCVP Summary							
	March	April	May	June	July	August	September
<b>Households Served</b>	2,102	2,116	2,057	2,055	2045	2039	2030
<b>ABA Utilization</b>							
<b>Reporting Rate</b>	100.39	100.29	98.05	98.05	98.05	92.91	93.9%
<b>Annual Re-Exams Completed</b>	140	96	136	105	114	123	128
<b>HQS Inspections completed</b>	158	176	205	220	91	432	505
<b>Waiting List</b>	2,182	2,182	1,179	1,004	779	779	635

Housing Choice Voucher Summary							
	March	April	May	June	July	August	September
<b>Vouchers Issued on the Street</b>	40	15	26	36	110	270	336
<b>Request for Tenancy Approval (RFTA)</b>	30	25	32	26	16	45	40
<b>New Move In/Change of unit/Port In</b>	25/21/2	10/9/0	22/11/0	14/8/0	28/6/3	14	15/7/0
<b>Interim Change</b>	31	38	35	28	48	63	42
<b>Annual Change</b>	140	96	136	105	114	123	128
<b>End of Participation (EOP)</b>	0	5	63	25	11	27	32



Housing Quality Inspections Summary							
	March	April	May	June	July	August	September
<b>Annual Inspections</b>	107	176	118	124	91	344 62 Re-inspections	270 141 Re-inspections
<b>Initial Inspections</b>	50	25	27	34	47	22 3 Re-inspections	62 14 Re-inspections
<b>Final Failed Inspections</b>	2	4	8	10	16	19	97
<b>Abatements</b>	2	1	2	3	0	13	43
<b>Emergency Special Inspections</b>	1	1	3	3	2	1	8
<b>Missed Inspections</b>	0	3	2	3	1	2	31
<b>Quality Control (QC) Inspections</b>	1	0	2	1	1	1	0

## 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
September 2021	49	43	6	22	\$138,275.80

- FSS graduated three participants, two of which had escrow balances and one with a Certificate of Completion.
- WorkOne Northern Indiana Youth Program has joined the FSS Program Coordinating Committee to offer their assistance to our FSS Program Participants.



October 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 for the FDS compilation to HUD.

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. The September statements are not fully closed as we are making final accruals and perform additional reconciliations. A PUM column has been added to be able to evaluate costs by line. The PUM costs is Unit Months leased through September. Occupancy remains to be a challenge.

We recognized all available funds from the HCVP CARES Act Funding and there are no funds remaining. HCVP Operations is ending a good positive note due to the infusion of the CARES Act Funding.

The auditors are completing the MD&A and have provided the final FDS. The final FDS is used to tie out the 2020 general ledger balances so we can complete the 2021 FDS for HUD submission. The September statements are in draft form as balance sheet activity requires reconciliation and we need to assure all major accruals are done.

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.
- State 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. 6 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 fully updated through Year-end. Overdraft on projects occurred and the reconciliation file was not maintained. A meeting was held on Oct 21, to go over the budget adjustments that must be made as well as with HUD in EPIC. The procedure has been provided and staff will have to follow the monthly routine to ensure no issues arise. We also have to update the EPIC information for 2019 and 2020.

Additional clean-up work for other major programs has begun and we will correct all issue we can correct based on known information. The full General ledger is out of balance by \$147k and is across programs except for the FSS grant. Program interfund and cash require additional work between the programs.

- Congress is still negotiating the contents of the Build Back Better Act. Over \$300 billion is at stake for investments in housing and community development programs. Before it's too late, urge your legislators to preserve the proposed HUD program funding in the final bill. Congressional leadership plans to wrap their negotiations by Oct. 31.

- Current HUD proration for Operating Subsidy through November is 95.86%. Admin Fee proration is 84.65% through the month of June. Next reconciliation is for Jul-Sep which will not be issued until Nov or Dec by HUD.
- HUD began the process of the CY22 Operating Fund submission with the required documentation to be provided by the ED through the REAC portal by Nov 5, 2021.
- HUD issued a rule protecting tenant facing evictions for non-payment of rent in HUD-Assisted properties. Please refer to the handout for additional reading.



SOUTH BEND HOUSING AUTHORITY BUDGET			
Oct 2020 - Sept 2021			
UML			
ACC Units	HCVP		
	Oct- Sep Actuals	12 month Budget	% of Budget
<b>Revenue</b>			
Tenant Rents		0	0.00%
Tenant other income		0	0.00%
HUD PHA Operating		0	0.00%
HAP SUBSITY- ADM FEE	1,181,049	1,266,545	93.25%
Hud capital operating 1406		0	0.00%
Cares act	430,699	477,713	90.16%
COCC Management fees & 1410		0	0.00%
interest income	500	1,300	38.46%
Other Income	25,066	0	100.00%
Port in Admin Fee	38,932	0	100.00%
Port in HAP	673,621	625,000	107.78%
<b>Total Operating Income</b>	<b>2,349,867</b>	<b>2,370,558</b>	<b>99.13%</b>
<b>Expenses</b>			
Adm wages	1,771	292,483	0.61%
Security wages		0	0.00%
Maintenance wages		0	0.00%
Employee benefits	501	90,040	0.56%
CCOC management fee	483,990	477,135	101.44%
CFP Management Fee	0	0	0.00%
Audit	16,500	15,000	110.00%
Office expense	53,455	74,184	72.06%
Legal	18,128	0	100.00%
Travel		10,000	0.00%
Other office expense	31,704	51,681	61.35%
Utilities		6,627	0.00%
Maintenanace materials	635	0	0.00%
Maintenance contracts	29,506	4,000	737.65%
Security contracts		0	0.00%
Insurance	187,856	148,656	126.37%
Bad debt		0	0.00%
Other Gen Expense	29,960	0	0.00%
debt payments		0	0.00%
cares act	430,699	477,713	90.16%
Hap Port IN	642,020	495,000	
<b>Total Operating Expense</b>	<b>1,926,726</b>	<b>2,142,519</b>	<b>89.93%</b>
<b>Net operating income/(loss)</b>	<b>423,141</b>	<b>228,039</b>	<b>185.56%</b>
Hap subsidy	11,522,937	14,670,000	0.00%
HAP Subsidy - CARES Act	2,161,248	0	0.00%
Hap expense	-11,484,777	-14,350,000	0.00%
HAP Expense - CARES Act	-2,161,248	0	0.00%
<b>Total non-operting revenue/expense</b>	<b>38,160</b>	<b>320,000</b>	<b>0</b>
Depreciation	8,400	8,400	100.00%
<b>CHANGE IN NET POSITION</b>	<b>452,902</b>	<b>539,639</b>	<b>83.93%</b>

## NOTES TO HCVP STATEMENT

The current admin fee proration is 84.65% up from 79%. However, Admin fee revenue is trailing behind against budget. Current utilization through Sep is 94.77%. 101 new vouchers were issued. 303 are looking. The goal is reach the 98% lease up for FY22.

All HCV Admin Fee Cares funding has been released and no funds will carry forward to offset 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 \$423.1k. This will offset the negative UNP, and the positive HAP subsidy will be offset from future HAP payments by HUD.



SOUTH BEND HOUSING AUTHORITY BUDGET				
Oct 2020 - Sept 2021	Occupancy %			79.29%
	UML			ACC
	645			814
ACC Units	LIPH			
	Oct- Sep Actuals	12 month Budget	% of Budget	PUM
<b>Revenue</b>				
Tenant Rents	1,460,992	1,649,774	88.56%	188.64
Tenant other income	47,055	102,472	45.92%	6.08
HUD PHA Operating	2,284,200	2,460,244	92.84%	294.93
HAP SUBSITY- ADM FEE	0	0	0.00%	-
Hud capital operating 1406	455,636	498,931	91.32%	58.83
Cares act	223,087	252,417	88.38%	28.80
COCC Management fees & 1410	222,782	165,713	134.44%	28.76
interest income	0	400	0.00%	-
Other Income	47,581	18,000	264.34%	6.14
Port in Admin Fee		0		-
Port in HAP		0		-
<b>Total Operating Income</b>	<b>4,741,333</b>	<b>5,147,951</b>	<b>92.10%</b>	<b>612.18</b>
<b>Expenses</b>				
Adm wages	338,402	379,134	89.26%	43.69
Security wages	0	65,254	0.00%	-
Maintenance wages	398,589	728,420	54.72%	51.46
Employee benefits	251,491	366,608	68.60%	32.47
CCOC management fee	555,838	653,623	85.04%	71.77
CFP Management Fee	222,782	0	100.00%	28.76
Audit	49,500	20,000	247.50%	6.39
Office expense	51,394	91,753	56.01%	6.64
Legal	51,852	53,600	96.74%	6.69
Travel	497	16,000	3.11%	0.06
Other office expense	91,788	94,831	96.79%	11.85
Utilities	529,455	599,201	88.36%	68.36
Maintenanace materials	250,434	425,031	58.92%	32.33
Maintenance contracts	795,342	581,567	136.76%	102.69
Security contracts	72,100	50,850	141.79%	9.31
Insurance	374,435	367,997	101.75%	48.35
Bad debt	40,636	164,977	24.63%	5.25
Other Gen Expense	30,028	0	0.00%	3.88
debt payments	0	0	0.00%	-
cares act	223,086	252,417	88.38%	28.80
Hap Port IN	0	0		-
<b>Total Operating Expense</b>	<b>4,327,647</b>	<b>4,911,264</b>	<b>88.12%</b>	<b>558.77</b>
<b>Net operating income/(loss)</b>	<b>413,686</b>	<b>236,687</b>	<b>174.78%</b>	<b>53.41</b>
Hap subsidy		0	0.00%	-
HAP Subsidy - CARES Act		0	0.00%	-
Hap expense		0	0.00%	-
HAP Expense - CARES Act		0	0.00%	-
<b>Total non-operting revenue/expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Depreciation	1,016,200	1,152,000	88.21%	131.21
<b>CHANGE IN NET POSITION</b>	<b>-602,514</b>	<b>-915,313</b>	<b>65.83%</b>	<b>(77.79)</b>

## 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 95.86% through the month of November. Overall revenue is down primarily from Operating Subsidy and loss of rental income.

Operating expenses are down by 12% from various lines. Including utilities . Contributors are a vacant building.

Need to review the bad debt as this line has not changed.

Net Operating income before depreciation is up by \$177k due savings in operating expenditures.

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		
	Oct- Sep Actuals	12 month Budget	% of Budget
<b>Revenue</b>			
Tenant Rents		0	0.00%
Tenant other income		0	0.00%
HUD PHA Operating		0	0.00%
HAP SUBSITY- ADM FEE		0	0.00%
Hud capital operating 1406		0	0.00%
Cares act		0	0.00%
COCC Management fees & 1410	1,262,610	1,130,758	111.66%
interest income	92	0	100.00%
Other Income	87,113	10,100	862.50%
Port in Admin Fee		0	
Port in HAP		0	
<b>Total Operating Income</b>	<b>1,349,814</b>	<b>1,140,858</b>	<b>118.32%</b>
<b>Expenses</b>			
Adm wages	552,817	506,342	109.18%
Security wages		0	0.00%
Maintenance wages		0	0.00%
Employee benefits	133,342	147,880	90.17%
CCOC management fee		0	0.00%
CFP Management Fee		0	0.00%
Audit	5,000	15,000	33.33%
Office expense	89,835	86,256	104.15%
Legal	23,639	0	100.00%
Travel	3,230	10,000	32.30%
Other office expense	160,844	96,449	166.77%
Utilities	139	6,627	2.10%
Maintenanace materials	0	275	0.00%
Maintenance contracts	6,764	35,967	18.80%
Security contracts		0	0.00%
Insurance	64,701	52,497	123.25%
Bad debt		0	0.00%
Other Gen Expense	36,348	0	100.00%
debt payments		30,000	0.00%
cares act	0	0	0.00%
Hap Port IN		0	
<b>Total Operating Expense</b>	<b>1,076,659</b>	<b>987,295</b>	<b>109.05%</b>
<b>Net operating income/(loss)</b>	<b>273,155</b>	<b>153,563</b>	<b>177.88%</b>
Hap subsidy		0	0.00%
HAP Subsidy - CARES Act		0	0.00%
Hap expense		0	0.00%
HAP Expense - CARES Act		0	0.00%
<b>Total non-operting revenue/expense</b>	<b>0</b>	<b>0</b>	<b>0</b>
Depreciation	7,200	9,600	75.00%
<b>CHANGE IN NET POSITION</b>	<b>265,955</b>	<b>143,963</b>	<b>184.74%</b>

## NOTES TO THE COCC FINANCIALS

COCC has \$208.9k 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 \$89.4k due to posting of compensated absence in general expense and other office expenses.

Overall net profit before depreciation is up by \$120k from the 1410 Management fee.

The loss of the fee income attributable to high vacancy totals \$ 154.5k. The AMPs would have been able to afford the payment to the COCC if the occupancy was higher.

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 9/30/2021	YTD Budget as of 9/30/2021	Elimination	YTD FDS Total	% change
<b>Revenue</b>						
	Tenant Rents	1,460,992	1,649,774		1,460,992	
	Tenant other income	47,055	102,472		47,055	
	HUD PHA Operating	2,284,200	2,460,244		2,284,200	
	HAP SUBSITY- ADM FEE	1,181,049	1,266,545		1,181,049	
	Hud capital operating 1406	455,636	498,931		455,636	
	Cares act	653,786	730,130		653,786	
	COCC Management fees & 1410	1,485,392	1,296,471	-1,262,610	222,782	
	interest income	592	1,700		592	
	Other Income	159,760	28,100		159,760	
	Port in Admin Fee	38,932	-		38,932	
	Port in HAP	673,621	653,100		673,621	
	<b>Total Operating Income</b>	<b>8,441,014</b>	<b>8,659,367</b>	<b>-1,262,610</b>	<b>7,178,404</b>	<b>120.63%</b>
<b>Expenses</b>						
	Adm wages	892,989	1,177,959		892,989	
	Security wages	-	65,254		0	
	Maintenance wages	398,589	728,420		398,589	
	Employee benefits	385,334	604,529		385,334	
	CCOC management fee	1,039,828	1,130,758	-1,039,828	0	
	CFP Management Fee	222,782	-	-222,782	0	
	Audit	71,000	50,000		71,000	
	Office expense	194,683	252,193		194,683	
	Legal	93,620	53,600		93,620	
	Travel	3,727	36,000		3,727	
	Other office expense	284,337	242,961		284,337	
	Utilities	529,594	612,456		529,594	
	Maintenanace materials	251,069	425,306		251,069	
	Maintenance contracts	831,612	621,535		831,612	
	Security contracts	72,100	50,850		72,100	
	Insurance	626,993	569,150		626,993	
	Bad debt	40,636	164,977		40,636	
	Other Gen Expense	96,335	-		96,335	
	debt payments					
	cares act	653,785	730,130		653,785	
	Hap Port IN	642,020	495,000		642,020	
	<b>Total Operating Expense</b>	<b>7,331,031</b>	<b>8,041,078</b>	<b>-1,262,610</b>	<b>6,068,422</b>	<b>132.51%</b>
	<b>Net operating income/(loss)</b>	<b>1,109,983</b>	<b>618,290</b>	<b>0</b>	<b>1,109,983</b>	<b>55.70%</b>
	Hap subsidy	11,522,937	14,670,000		11,522,937	
	HAP Subsidy - CARES Act	2,161,248			2,161,248	
	Hap expense	(11,484,777)	(14,350,000)		-11,484,777	
	HAP Expense - CARES Act	(2,161,248)			-2,161,248	
	<b>Total non-operting revenue/expense</b>	<b>38,160</b>	<b>320,000</b>	<b>0</b>	<b>38,160</b>	<b>0</b>
	Depreciation	1,031,800	1,170,000		1,031,800	
	<b>CHANGE IN NET POSITION</b>	<b>116,343</b>	<b>-231,710</b>	<b>0</b>	<b>116,343</b>	

## PUM Analysis by AMP

All AMPs achieved a positive NOI before depreciation. Without the 1406 transfer from CFP, only AMP 1 would be able to sustain. Utilization remains an issue for AMP 1, 3, and 4.

SOUTH BEND HOUSING AUTHORITY BUDGET				
Oct 2020 - Sept 2021				
	86%	67%	87%	91%
UML	161	210	143	131
ACC Units	188	316	165	145
	AMP 1 PUM	AMP 2 PUM	AMP 3 PUM	AMP 4 PUM
<b>Revenue</b>				
Tenant Rents	112.29	224.52	186.02	227.64
Tenant other income	2.64	11.36	2.96	5.21
HUD PHA Operating	446.33	264.08	266.38	189.81
HAP SUBSIDY- ADM FEE	-	-	-	-
Hud capital operating 1406	31.18	117.19	29.08	31.70
Cares act	3.58	36.78	48.94	25.00
COCC Management fees & 1410	26.78	33.92	26.43	25.50
Interest income	-	-	-	-
Other Income	12.62	-	5.54	8.70
Port in Admin Fee	-	-	-	-
Port in HAP	-	-	-	-
<b>Total Operating Income</b>	<b>635.41</b>	<b>687.86</b>	<b>565.36</b>	<b>513.55</b>
<b>Expenses</b>				
Adm wages	4.41	30.37	61.86	48.33
Security wages	-	-	-	-
Maintenance wages	6.64	28.86	70.44	54.13
Employee benefits	4.53	25.41	28.75	35.75
CCOC management fee	72.00	72.60	71.87	70.02
CFP Management Fee	26.78	33.92	26.43	25.50
Audit	5.92	7.62	5.84	5.60
Office expense	5.73	6.48	6.82	7.79
Legal	6.56	12.33	1.88	3.09
Travel	0.26	-	-	-
Other office expense	11.68	13.34	12.80	8.64
Utilities	27.75	135.77	36.13	45.34
Maintenanace materials	40.66	29.56	28.38	30.88
Maintence contracts	76.85	147.59	94.46	71.45
Security contracts	2.47	18.54	6.26	6.23
Insurance	28.58	67.30	41.19	50.02
Bad debt	8.50	3.11	-	10.40
Other Gen Expense	3.61	4.26	7.16	-
debt payments	-	-	-	-
cares act	3.58	36.78	48.94	25.00
Hap Port IN	-	-	-	-
<b>Total Operating Expense</b>	<b>466.37</b>	<b>673.85</b>	<b>549.23</b>	<b>498.17</b>
<b>Net operating income/(loss)</b>	<b>169.05</b>	<b>14.01</b>	<b>16.13</b>	<b>15.38</b>
Hap subsidy	-	-	-	-
HAP Subsidy - CARES Act	-	-	-	-
Hap expense	-	-	-	-
HAP Expense - CARES Act	-	-	-	-
<b>Total non-operting revenue/expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Depreciation	164.68	126.96	92.95	138.67
<b>CHANGE IN NET POSITION</b>	<b>4.37</b>	<b>(112.95)</b>	<b>(76.82)</b>	<b>(123.29)</b>

**Current Financial Focus:**

- Receipt all port ins for 18 jurisdictions in HAB and determine the AR.
- Prepare the 9/30/2021 FDS
- Complete the QAD review and provide all final entries. Majority is completed.
- Correct all VMS lines for current year and past year for ports.

SOUTH BEND HOUSING AUTHORITY BUDGET  
Oct 2020 - Sept 2021

UML ACC Units	86% 161 188				67% 210 316				87% 143 165				91% 111 145				Occupancy % UML 645 LPH			79.29% ACC 814	
	Oct-Sep Actuals	12 month Budget	% of Budget	AMP 1 PUM	Oct-Sep Actuals	12 month Budget	% of Budget	AMP 2 PUM	Oct-Sep Actuals	12 month Budget	% of Budget	AMP 3 PUM	Oct-Sep Actuals	12 month Budget	% of Budget	AMP 4 PUM	Oct-Sep Actuals	12 month Budget	% of Budget	PUM	
<b>Revenue</b>																					
Tenant Rents	216,823	210,034	103.23%	112.29	566,241	737,443	76.78%	224.52	319,339	347,985	91.78%	186.02	358,528	354,312	101.19%	227.64	1,460,992	1,649,774	88.56%	188.64	
Tenant other Income	5,095	40,270	12.65%	2.64	28,663	16,993	168.67%	11.36	5,091	28,759	17.70%	2.96	8,207	16,450	49.89%	5.21	47,055	102,472	45.92%	6.08	
HUD PHA Operating	861,865	919,116	93.77%	446.33	666,011	694,751	95.86%	264.08	457,371	532,884	85.83%	266.38	298,953	313,493	95.36%	189.81	2,284,202	2,460,244	92.84%	294.93	
HAP SUBSIDY- ADM FEE	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	
Hud capital operating 1406	60,215	0	0.00%	31.18	295,562	298,617	98.98%	117.19	49,931	50,603	98.67%	29.08	49,927	149,711	33.35%	31.70	455,636	498,931	91.32%	58.83	
Cares act	6,918	50,000	13.84%	3.58	92,763	102,417	90.57%	36.78	84,036	50,000	168.07%	48.94	39,370	50,000	78.74%	25.00	223,087	252,417	88.38%	28.80	
COCC Management fees & 1410	51,707	0	100.00%	26.78	85,537	66,027	129.55%	33.92	45,382	49,397	91.87%	26.43	40,156	50,289	79.85%	25.50	222,782	165,713	134.44%	28.76	
Interest Income	0	100	0.00%	-	0	100	0.00%	-	0	100	0.00%	-	0	100	0.00%	-	0	400	0.00%	-	
Other Income	24,361	6,000	406.02%	12.62	0	8,000	0.00%	-	9,519	2,000	475.95%	5.54	13,701	2,000	685.07%	8.70	47,581	18,000	264.34%	6.14	
Port in Admin Fee	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	
Port in HAP	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	
<b>Total Operating Income</b>	<b>1,226,983</b>	<b>1,228,570</b>	<b>100.12%</b>	<b>635.41</b>	<b>1,734,777</b>	<b>1,924,348</b>	<b>90.15%</b>	<b>687.86</b>	<b>970,730</b>	<b>1,061,728</b>	<b>91.43%</b>	<b>565.36</b>	<b>808,844</b>	<b>936,355</b>	<b>86.38%</b>	<b>513.55</b>	<b>4,741,333</b>	<b>5,147,951</b>	<b>92.10%</b>	<b>612.18</b>	
<b>Expenses</b>																					
Adm wages	79,486	92,725	85.72%	4.41	76,585	92,715	82.59%	30.37	106,214	92,725	114.55%	61.86	76,117	100,958	75.39%	48.33	338,402	379,134	89.26%	43.69	
Security wages	0	3,422	0.00%	-	0	31,318	0.00%	-	0	16,060	0.00%	-	0	14,454	0.00%	-	0	65,254	0.00%	-	
Maintenance wages	119,602	137,821	90.05%	6.64	72,795	260,311	27.96%	28.86	120,942	167,644	72.14%	70.44	85,250	167,644	50.85%	54.13	398,589	728,420	54.72%	51.46	
Employee benefits	81,723	67,709	120.70%	4.53	64,087	124,189	51.60%	25.41	49,369	91,547	53.93%	28.75	56,312	83,163	67.71%	35.75	251,491	366,608	68.60%	32.47	
COCC management fee	139,039	151,331	91.88%	72.00	183,108	250,341	73.14%	72.60	123,405	132,817	92.91%	71.87	110,286	119,133	92.57%	70.02	555,838	653,623	85.04%	71.77	
CFP Management Fee	51,707	0	100.00%	26.78	85,537	0	100.00%	33.92	45,382	0	100.00%	26.43	40,156	0	100.00%	25.50	222,782	0	100.00%	28.76	
Audit	11,435	5,000	228.69%	5.91	19,216	5,000	384.32%	7.62	10,034	5,000	200.67%	5.84	8,816	5,000	176.32%	5.60	49,500	20,000	247.50%	6.39	
Office expense	11,067	20,351	54.38%	5.73	16,344	26,601	61.44%	6.48	11,715	21,066	55.61%	6.82	12,268	23,735	51.68%	7.79	51,394	91,753	56.01%	6.64	
Legal	12,672	16,000	79.20%	6.56	31,090	21,000	148.05%	12.33	3,221	9,500	33.91%	1.88	4,869	7,100	68.58%	3.09	51,852	53,600	96.74%	6.69	
Travel	497	4,000	12.43%	0.26	0	4,000	0.00%	-	0	4,000	0.00%	-	0	4,000	0.00%	-	497	16,000	3.11%	0.06	
Other office expense	22,563	19,335	116.70%	11.68	33,655	36,590	91.98%	13.34	21,969	24,262	90.55%	12.80	13,601	14,645	92.87%	8.64	91,788	94,831	96.75%	11.85	
Utilities	53,592	72,968	73.45%	27.75	342,412	377,007	90.82%	135.77	62,037	68,374	90.73%	36.13	71,415	80,853	88.33%	45.34	529,455	595,201	88.36%	68.36	
Maintenance materials	78,507	130,097	60.35%	40.66	74,556	144,676	51.53%	29.56	48,728	80,473	60.55%	28.38	48,643	69,786	69.70%	30.88	250,434	425,031	58.92%	32.33	
Maintenance contracts	148,388	91,436	162.23%	76.85	372,220	325,208	114.46%	147.59	162,194	90,393	179.43%	94.46	112,540	74,530	151.00%	71.45	795,342	581,567	136.76%	102.69	
Security contracts	4,777	0	100.00%	2.47	46,758	50,850	91.95%	18.54	10,757	0	100.00%	6.26	9,808	0	100.00%	6.23	72,100	50,850	141.75%	9.31	
Insurance	55,183	87,788	62.86%	28.58	169,736	116,562	145.62%	67.30	70,728	83,567	84.64%	41.19	78,788	80,080	98.39%	50.02	374,435	367,997	101.75%	48.35	
Bad debt	16,419	21,003	78.17%	8.50	7,834	73,744	10.62%	3.11	0	34,799	0.00%	-	16,383	35,431	46.24%	10.40	40,636	164,977	24.63%	5.25	
Other Gen Expense	6,978	0	0.00%	3.61	10,751	0	0.00%	4.25	12,299	0	0.00%	7.16	0	0	0.00%	-	30,028	0	0.00%	3.88	
debt payments	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	
cares act	6,918	50,000	13.84%	3.58	92,763	102,417	90.57%	36.78	84,036	50,000	168.07%	48.94	39,370	50,000	78.74%	25.00	223,087	252,417	88.38%	28.80	
Hap Port IN	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	
<b>Total Operating Expense</b>	<b>900,553</b>	<b>965,987</b>	<b>93.23%</b>	<b>466.37</b>	<b>1,699,445</b>	<b>2,042,539</b>	<b>83.20%</b>	<b>673.85</b>	<b>943,029</b>	<b>972,226</b>	<b>97.00%</b>	<b>549.23</b>	<b>784,420</b>	<b>930,512</b>	<b>84.32%</b>	<b>498.17</b>	<b>4,327,647</b>	<b>4,911,264</b>	<b>88.12%</b>	<b>558.77</b>	
<b>Net operating income/(loss)</b>	<b>326,430</b>	<b>259,533</b>	<b>125.78%</b>	<b>169.05</b>	<b>35,331</b>	<b>-118,190</b>	<b>-29.89%</b>	<b>14.01</b>	<b>27,701</b>	<b>89,502</b>	<b>30.95%</b>	<b>16.13</b>	<b>24,224</b>	<b>5,843</b>	<b>414.61%</b>	<b>15.38</b>	<b>413,686</b>	<b>236,687</b>	<b>174.78%</b>	<b>53.41</b>	
Hap subsidy	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	
HAP Subsidy - CARES Act	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	
Hap expense	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	
HAP Expense - CARES Act	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	0	0	0.00%	-	
<b>Total non-operating revenue/expense</b>	<b>-</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	
Depreciation	318,000	324,000	98.15%	164.66	320,200	432,000	74.12%	126.96	159,600	168,000	95.00%	92.95	218,400	228,000	95.79%	138.67	1,016,200	1,152,000	88.21%	131.21	
<b>CHANGE IN NET POSITION</b>	<b>8,430</b>	<b>-64,467</b>	<b>-13.08%</b>	<b>4.37</b>	<b>-284,869</b>	<b>-550,190</b>	<b>51.78%</b>	<b>(112.95)</b>	<b>-131,899</b>	<b>-78,496</b>	<b>168.03%</b>	<b>(76.82)</b>	<b>-194,176</b>	<b>-222,157</b>	<b>87.40%</b>	<b>(123.29)</b>	<b>-602,514</b>	<b>-915,313</b>	<b>65.83%</b>	<b>(77.79)</b>	



U.S. Department of  
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HUD No. 21-167      **FOR RELEASE**  
HUD Public              Wednesday  
Affairs                      October 6,  
(202) 708-0685              2021

**HUD TO ISSUE RULE PROTECTING  
TENANTS FACING EVICTIONS FOR  
NON-PAYMENT OF RENT IN HUD-  
ASSISTED PROPERTIES**

WASHINGTON - The U.S. Department of Housing and Urban Development (HUD) on Wednesday announced that it will publish a rule that prohibits the eviction of tenants facing eviction for nonpayment of rent from HUD-subsidized public housing and certain properties with project-based rental assistance without providing a 30-day notice period that includes information about available federal emergency rental assistance.

The interim rule, which will be published in the Federal Register on Thursday, October 7, provides that when there is a national emergency-such as the COVID-19 pandemic-and federal money is allocated to help tenants facing eviction for nonpayment of rent, the HUD Secretary can (1) Expand the notice a covered landlord must give before such a tenant must vacate a unit from 14 days to 30 days; (2) Require landlords to provide information to the tenant regarding federal emergency rental relief along with the eviction notice; and (3) Require landlords to provide notice to all

tenants in public housing of the availability of emergency rental assistance. Separately, HUD is publishing notices that invoke this new rule's authority and require provision of information regarding the Emergency Rental Assistance Program.

"For many months, our Department has worked with landlords and owners who do business with HUD to ensure they access the Emergency Rental Assistance Program and do everything they can to keep people housed," **said HUD Secretary Marcia L. Fudge.**

"This rule is a significant step in raising tenant awareness about the availability of funds that can assist them with past due rent and allowing them additional time to access relief that may stave off eviction entirely. HUD will continue to review additional actions to help protect individuals through the duration of the pandemic."

This action reaffirms HUD's commitment to keeping people housed throughout the duration of the COVID-19 pandemic through the prevention of unnecessary evictions. The Biden-Harris Administration continues to take actions to accelerate aid to renters and landlords, and ensure available support quickly reaches families in need and most at risk of eviction.

This new rule builds on the work HUD is doing to ensure available support is reaching the families the Department serves. HUD has also taken the following actions to prevent evictions and inform communities of their responsibilities and rights:

- Streamlined requirements to allow HUD-assisted households to quickly recertify their income if they have experienced a drop in income, ensuring that their housing remains stable;

- Released extensive eviction prevention resources for public housing authorities, Tribes, and Tribally-Designated Housing Entities that highlight best practices to keep families housed and answer frequently asked questions;
- Issued guidance ([/program\\_offices/fair\\_housing\\_equal\\_opp/Fair\\_Housing\\_and\\_Evictions](/program_offices/fair_housing_equal_opp/Fair_Housing_and_Evictions)) through HUD's Office of Fair Housing and Equal Opportunity to protect against selective evictions aimed at protected classes such as race and national origin in violation of the Fair Housing Act. This guidance also explains that the Act requires housing providers to make reasonable accommodations for tenants with disabilities, including exceptions or modifications to eviction policies and procedures that may be necessary because of tenants' disabilities. HUD allocated \$19.4 million to provide support to fair housing enforcement organizations to respond to fair housing inquiries and complaints related to the pandemic;
- Released an inaugural Eviction Protection Grant Program that will fund \$20 million for eviction protection and diversion services for low-income tenants at risk of or subject to eviction. More information on the Notice of Funding Opportunity can be found [here](#) ([/program\\_offices/spm/gmomgmt/grantsinfo/fundingopps/fy21\\_evictiongra](/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy21_evictiongra));
- Supported HUD grantees and stakeholders to ensure the best use of the various relief resources, including the Emergency Rental Assistance



Program, and HUD's various  
Native American housing  
programs  
(/program\_offices/public\_indian\_housing/ih/COVID\_Recovery)  
to prevent evictions and  
homelessness.

###

*HUD's mission is to create strong,  
sustainable, inclusive communities  
and quality affordable homes for all.  
More information about HUD and its  
programs is available at [www.hud.gov](http://www.hud.gov)  
(<https://www.hud.gov/>) and  
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or sign up for news alerts on HUD's  
Email List (/subscribe/signup?  
listname=HUD%20News&list=HUD-  
NEWS-L).*

*HUD COVID-19 Resources and Fact  
Sheets (/coronavirus)*

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## Agency

## Resources

U.S. Department of  
Housing and Urban Development

451 7th Street, S.W., Washington, DC 20410  
T: 202-708-1112  
TTY: 202-708-1455

Find a HUD office near you (/localoffices)



## **Development and Procurement Activities**

During this period, there is only one procurement action for the Development Partner with responses due by October 30<sup>th</sup>, 2021.

### **Activities undertaken for the Section 18 application include:**

1. Talked with the SAC to receive TA on the Section 18 application.
2. Environmental Review is underway
3. Appraisal of the sites is underway
4. Completed the Relocation Plan for the Section 18 application
5. Responses to the Developer RFP are due October 30, 2021