

MEMORANDUM

To: Members of the Housing Commission
From: Mary Cele Smith, Housing Planner (msmith@cityhpil.com) and
Date: September 5, 2013

RE: HOUSING COMMISSION PACKET FOR 9-11-2013 MEETING

**Note: Dinner will be served at 6:00 p.m.
The packet contains the following documents:**

Part A. Priority Items

- Regular Meeting Agenda
- **Agenda Item IV. (Action Needed) Approval of Minutes**
 - Meeting Minutes for August 7th Regular Meeting
- **Agenda Item V. Scheduled Business**
 - **1. (Action Needed) Items for Omnibus Vote Consideration**
 - Payment of Invoices: None at present
 - **2. (Discussion and Consideration) Housing Commission Peers, Walnut Place, Ravinia, and Sunset Woods. Supporting Materials:**
 - August 2013 Management Report
 - Summary of Capital Improvements for Peers and Walnut Place
 - Accounts Receivable Up-Date
 - Summary Spreadsheets: Highland Park Housing Reserve Balances prepared 7/31/13
 - Housing Trust Fund Fiscal Year 2013, Unaudited through 7/31/13
 - Revised Highland Park Housing Tenant Application
 - **3. (Discussion) Community Resources for Families in Highland Park Section 8 Housing. Supporting Materials:**
 - Staff Memo
 - Highland Park Housing Resource Handbook
 - Emily Badger, "How Poverty Taxes the Brain," *The Atlantic Cities*, August 29, 2013

Part B. Detailed and Optional Material

- Financial Reports for Peers, Walnut, and Ravinia Housing Associations and for Sunset Woods Housing Association for the month ending July 31, 2013

c:

- David Knapp, City Manager
- Shubhra Govind, Interim Director of Community Development
- Linda Sloan, Planning Division Manager
- Peter Friedman, Corporation Counsel

Public Notice

In accordance with the Statutes of the State of Illinois, and the Ordinances of the City of Highland Park, the **Regular Meeting** of the City of Highland Park Housing Commission, the Peers Housing Association, Walnut Housing Association, Ravinia Housing Association and Sunset Woods Association will be held at the hour of **6:30 P.M. on Wednesday, September 11, 2013 at City Hall, 1707 St. Johns Avenue, Highland Park, Illinois**. The Meeting will be held in the Mayor's Conference Room on the second floor.

City of Highland Park
Housing Commission
Wednesday, September 11, 2013, at 6:30 p.m.
AGENDA

- I. Call to order**
- II. Roll Call**
- III. Business from the Public (Citizens Wishing to Be Heard Regarding Items not Listed on the Agenda)**
- IV. Approval of Minutes –August 7, 2013 Regular Meeting**
- V. Scheduled Business**
 1. Items for Omnibus Vote Consideration
 - Payment of Invoices:
 - None at Present
 2. Housing Commission Peers, Walnut, Ravinia, and Sunset Woods
 - Management Report
 - Property Report
 - Update on Peers window replacement and ac project
 - Review of Revised Highland Park Housing Tenant Application
 - Discussion regarding Communication process between Management Company and Police Department
 - Report on Meeting with HUD staff
 - Sunset Woods
 3. Discussion of Community Resources for Families in Highland Park Section 8 Housing
- VI. Executive Session for Matters relating to Real Estate Acquisition, Litigation, and Personnel Matters**
- VII. Other Business**
- VIII. Adjournment**

**MINUTES OF A REGULAR MEETING OF THE
HOUSING COMMISSION OF THE CITY OF HIGHLAND PARK, ILLINOIS**

MEETING DATE: Wednesday August 7, 2013

MEETING LOCATION: Pre-Session Conference Room, City Hall,
1707 St. Johns Avenue, Highland Park, IL

CALL TO ORDER

At 6:32 p.m., Chair Jami Sharfman called to order the regular meeting of the Highland Park Housing Commission, the Peers Housing Association, the Ravinia Housing Association, the Walnut Housing Association, and the Sunset Woods Association. Each of the Commissioners also serves as Directors of each of the Housing Associations. The Chair asked Planner M. Smith to call the roll.

ROLL CALL

Commissioners Present: Kaltman, Meek, Sharfman, and Wigodner

Commissioners Absent: Adler, Naftzger

Student Representative: summer recess

Chair Sharfman declared that a quorum was present.

Council Liaison Present: Blumberg

Staff Liaisons Present: Planner M. Smith and Planner L. Smith

BUSINESS FROM THE PUBLIC (Citizens Wishing to be Heard Regarding Items not Listed on the Agenda)

There was no business from the public on items not listed on the Agenda.

APPROVAL OF MINUTES

Special Meeting of the Housing Commission – July 10, 2013

Commissioner Wigodner moved approval of minutes of the special meeting of the Housing Commission, the Peers Housing Association, the Ravinia Housing Association, the Walnut Housing Association, and the Sunset Woods Association held on July 10, 2013. Commissioner Meek seconded the motion.

On a roll call vote:

Voting Yea: Kaltman, Meek, Sharfman, and Wigodner

Voting Nay: None

The Chair declared that the motion passed unanimously.

SCHEDULED BUSINESS

1. Items for Omnibus Vote Consideration
Payment of Invoices: There were none.

2. Housing Commission Peers, Walnut, Ravinia, and Sunset Woods Management Report

Chair Sharfman reviewed the Management Report from the packet. The outstanding item from the last meeting was the proposed commercial insurance package. Planner M. Smith summarized the two proposals that the Schwartz Insurance broker received. The proposal from Middle Oak is \$7,000 less and offers similar coverage in most areas and better coverage for water back-up than Harleysville. Ms. Polly Kuehl, Senior Vice President, Evergreen Real Estate Services, recommended Middle Oak. The Commissioners concurred with her recommendation and directed Planner M. Smith to tell Ms. Kuehl.

Planner M. Smith also reported that Ms. Kuehl is soliciting bids for cameras to be installed outside at the two Ravinia family sites. In addition, Evergreen staff met with a landscaping company and developed plans for landscaping improvements at Walnut, including the installation of decorative planters, shrubs, and tree trimming. The cost will be approximately \$7,000.

Property Operations Report

Ken Barber reviewed the financial reports.

Update on Peers window replacement and air conditioning project

Commissioner Wigodner updated the Commissioners on the project's status. The project consultant is working on plans for the prototype apartment installation and the design review submission.

Discussion regarding Communication process between Management Company and Police Department

Chair Sharfman reported on two meetings she attended: the first focused on the management screening process and the second centered on the communication process with the police department. The second meeting occurred earlier today at the Police Station. In addition to Chair Sharfman, attending were Police Chief Shafer, Police Records Clerk Dayboll, Interim Community Development Director Govind, attorney Hart Passman, Commissioner Wigodner, Planner Lee Smith, and Planner Mary Smith. Chief Shafer suggested ways to improve communication between the police department and Evergreen management staff. He also stressed that juvenile records are sealed, and that the police department cannot release any information regarding juvenile offenders unless the minor is charged as an adult. To facilitate communication between the police department and Evergreen management,

- the police department will establish a standing Freedom of Information Act (FOIA) request with Evergreen staff for the weekly police blotter that the media receive;
- after Evergreen staff reviews the police blotter, Evergreen staff can submit a FOIA for more detailed information on the charges. The Police Department then will provide more information if it is available and not subject to confidentiality or privacy issues;

- Planner M. Smith will provide a list of addresses to Chief Shafer that he will circulate to his officers to familiarize them with the affordable housing properties, and
- Planner M. Smith will schedule another meeting with Police Chief Shafer, the new social worker, the youth officer, and Evergreen staff (Ms. Kuehl and Ms. Martin) so that they all can meet face-to-face and discuss the communication process.

The earlier meeting regarding tenant screening with Evergreen management took place on July 17th. Chair Sharfman, Commissioner Wigodner, Planner L. Smith, and Planner M. Smith (via phone) reviewed the rental application with Ms. Polly Kuehl, Senior Vice President Evergreen Real Estate Services and Ms. Heidi Martin, Building Manager. Because privacy laws protect juvenile records for children 17 years and younger, as noted above, it is difficult to get information on juveniles unless they are charged as adults. In order to get additional information on all applicants, Evergreen staff will revise the tenant application to include a question about criminal charges. The present application only asks about convictions. While the application could include a question about charges for the minors in the household, it is not clear whether the management company can disqualify the household if they refuse to answer regarding the juveniles. This is one of the specific questions that attorney Marvin Husby will consider. Chair Sharfman directed staff to prepare a list of detailed questions for Mr. Husby.

Commissioner Wigodner pointed out that some of the juvenile problems were from children who grew up and into problem behavior. Changes to the application and screening process will not address this issue. He suggested that the Commission needs to consider other mechanisms and programs to help support the families and to provide the resources to help children successfully navigate to adulthood. While Evergreen staff prepared and distributed a resource guide to the families, it is not the same as facilitating their participation. Planner L. Smith said that he and Planner M. Smith discussed this issue with Don Miner, the City's Manager of Youth and Senior Services, who is coordinating the Human Services Task Force. They requested that Mr. Miner consider this need as he helps to develop the Task Force report and plan. Commissioner Kaltman suggested coordinating with the schools and reaching out to the school social workers. The Commissioners directed staff to include an agenda item for the next meeting to brainstorm on this broad topic. The Commissioners also agreed that investigating resources for the families in subsidized housing should be added to the work program for next year.

Sunset Woods:

Report from Commissioner Meek regarding the July 29, 2013 Quarterly Condominium Association Meeting

Commissioner Meek, the Commission's representative to the Sunset Woods Condominium Association Board, reported on the quarterly Condominium Association Meeting that he attended. Most of the discussion centered on the concept of the draft amendment to the Condominium Declaration, which would permit two units to be rented as well as a small number of additional condos based on hardship to be determined by the Condo Board. The draft amendment is not yet ready for consideration. The Board anticipates distributing the draft amendment in the fall and submitting it for a vote at the November Quarterly Condominium Association Meeting.

Update on the Draft Amendment to the Condominium Declaration

See immediately above regarding the Report from Commissioner Meek regarding the Quarterly Condominium Association Meeting.

Other Sunset Woods Business

Planner M. Smith said that there is a Highland Park resident in the process to rent the vacant apartment, which is one of the 12 permanent rentals that the Housing Commission owns. Housing Opportunity Development Corporation staff anticipates that her lease will begin in September.

Commissioner Meek departed the Meeting at 8 p.m.

3. Discussion and Consideration of Housing Commission and Housing Trust Fund 2014 Budget and Work Program

The Commissioners discussed the draft Housing Commission and Housing Trust Fund 2014 budget and work program that were in the Commission packet. Commissioner Wigodner posed a question about examining broader issues of affordability related to the housing stock in the City. He asked whether there are housing policy issues, planning and zoning questions, such as co-housing, that merit Housing Commission study. The Commissioners agreed that this merited additional discussion.

Chair Sharfman entertained a motion to approve the Housing Commission and Housing Trust Fund 2014 Work Programs with the addition of a Housing Commission activity to investigate community resources for the families in the Housing Commission's subsidized housing developments. Commissioner Wigodner moved to approve the Housing Commission and Housing Trust Fund 2014 Work Programs with the addition of a Housing Commission activity to investigate community resources for the families in the Housing Commission's subsidized housing developments. Commissioner Kaltman seconded the motion.

On a voice vote, the Chair declared that the motion passed unanimously.

EXECUTIVE SESSION FOR DISCUSSION OF POTENTIAL LITIGATION AND LEASING OF REAL ESTATE

At 8:10 p.m., Commissioner Wigodner made a motion to close the regular meeting to the public pursuant to Section 2(c) of the Illinois Open Meetings Act (5 ILCS 120/2(c)) and to adjourn to Executive Session for the purpose of discussing litigation that is probable or imminent and the leasing of real estate that the Commission owns. Commissioner Kaltman seconded the motion. Planner M. Smith called the roll.

On a roll call vote:

Voting Yea: Kaltman, Sharfman, and Wigodner

Voting Nay: None

The Chair declared that the motion passed unanimously.

Once in Executive Session, Planner M. Smith summarized the situation, and the Commissioners concurred that litigation is probable.

At 8:30 p.m., Commissioner Wigodner made a motion to close the Executive Session and to re-open the regular meeting. Commissioner Kaltman seconded the motion.

The Chair declared that the motion passed unanimously.

The Chair asked Planner M. Smith to call the roll.

ROLL CALL

Commissioners Present: Kaltman, Sharfman, and Wigodner

Commissioners Absent: Adler, Meek, Naftzger

Chair Sharfman declared that a quorum was present.

Staff Liaisons Present: Planners M. Smith and L. Smith

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Chair Sharfman entertained a motion to adjourn the meeting. Commissioner Kaltman moved to adjourn. Commissioner Wigodner seconded the motion.

On a voice vote, Chair Sharfman declared that the motion passed unanimously.

The Housing Commission adjourned its meeting at 8:32 p.m.

Submitted respectfully:

Mary Cele Smith
Housing Planner



MEMORANDUM

TO: Highland Park Housing Commission

FROM: Polly Kuehl, Management Agent 

RE: **August Management Report/July Financial Statements**

DATE: August 31, 2013

A new insurance carrier was identified to replace Harleysville and coverage was placed on August 9th. Middle Oak Insurance will save the properties an overall \$3,395 compared to the Harleysville quote for the coming year. The coverage included:

- Commercial (\$51,476) Based on similar property values
- Umbrella Liability (\$3,510) Coverage \$10,000,000/occurrence and \$10,000,000 aggregate
- Non-Owned Auto (\$378)

The property paid for interim coverage from Harleysville from 7/17/2013 – 8/9/2013 and 12 months of coverage from Middle Oak. This will move back the insurance renewal from June until August 9th next year.

The Directors and Officers Liability Insurance (D&O) was renewed at the same coverage and similar price to last year (\$1,708).

The Management and Occupancy Inspection results for Peers and Walnut were received. Walnut Place received no findings and the property received a Satisfactory rating. There was 1 finding (late return of a security deposit) for Peers and the property received a Satisfactory rating.

Worsek and Vihon, LLP reviewed the 2013 assessments for the three properties. The new assessments represent a slight decrease from the 2012 values. As there had been no significant changes at the sites related to value, the recommendation was not to file an appeal. The 2014 assessments will be monitored for changes. It should be noted that the reassessments will be conducted in 2015.

The court ordered the eviction of one of the households under legal. The household is to vacate as of September 30th. If not, the Sheriff will be called. Another eviction that was thought to have been settled, is back in court and the attorney's motion to dismiss will be considered right after Labor Day.

The landscape work at Walnut Place was on-hold due to the excessive heat conditions. Work will begin right after Labor Day and the cost will be approximately \$6,000. The flat screen TV is installed.

The application form has been revised to include more specific questions related to criminal activity of any household member; admission and annual criminal screening will be requested for any household member 13 years of age or older. It should be noted that only if the household member had been charged as an adult would the screening report reflect criminal activity. Two bids for security cameras have been received and a third bid is pending.

Frank B. Peers

Occupancy: 100% occupied

Physical: The prototype for window air conditioning was initiated in one of the apartments. Pre-REAC inspections continue in common areas, mechanical rooms and in units.

Social Programs: Regular social programming occurred, including the monthly luncheon, weekly bingo, social planning meeting and distribution of Catholic Charities food boxes.

Financial: Net Operating Income (NOI) for July was positive to budget by \$10,449. YTD NOI was positive to budget by \$42,071. Cash carryover improved to \$28,038.

Income – Income was positive to budget for the month because the retroactive rent increase was reflected.

Expenses – The expense line items that were significantly negative to budget included:

- Consulting (#6380) – This reflects payment to the architect for the window project.
- Plumbing Repairs (#6595) – This reflects Ravinia Plumbing's RPZ testing, installation of a Grundfoss pump and reclassification of a previous expense.

Walnut Place

Occupancy: The 3-bedroom townhome (#1583) continues to be vacant as the family identified has not completed certification as yet.

Physical Site: Similar to Peers, only routine maintenance and Pre-REAC inspections occurred at the site.

Social Programs: Regular monthly programming occurred during the month, including the luncheon (summer salads), weekly Bingo, resident planning meeting and Catholic Charities food boxes distributed.

Financial: Net Operating Income (NOI) for July was positive to budget by \$2,469 and YTD NOI continued to be positive to budget by \$20,126. Cash carryover decreased to \$9,620.

Income – Income was positive to budget by \$2,002, primarily due to lower vacancy loss and the quarterly payment of laundry income.

Expenses – Line items with significant negative variances included:

- Gas (#6452) – This reflects a higher accrual than the June actual bill.
- Grounds Contractor (#6537) – This reflects the monthly contract.
- Carpentry Repairs (#6594) – This reflects fence repairs on the south side and replacement of community room glass that had been cracked in the senior building.
- Roof Repairs (#6598) – This reflects additional roof repairs for leaks and townhome roof repairs.

Ravinia Housing

Occupancy: 100% occupied. There are 3 pending evictions.

Physical Site: Routine maintenance occurred at both campuses.

Social Programming: The monthly newsletter was distributed.

Financial: NOI for July was positive to budget by \$2,271 and YTD NOI turned to be positive to budget by \$1,145. The cash position at the end of the month was similar to June at \$12,204.

Income – Income is slightly positive to budget for the month as the building is 100% occupied. However, the evictions continue to negatively impact A/R for such a small property.

Expenses – Expense line items that were significantly negative to budget include:

- Water (#6451) – This reflects previous payment of a water bill for one of the households. The household had contacted the water department to have service switched to the property. As the property is not obligated to pay water costs for the houses, the second bill was not paid and notification was sent to the household that termination of lease would occur if the service was not active and in the name of the household.
- Mortgage Interest (#6820) – This reflects accrual of the second mortgage, which is only paid if surplus cash exists.

Frank B. Peers Capital Improvements Up-Date										
Task	Date for Bids	Date for Work	Estimated \$ Use of Reserves	Estimated \$ Use of Operating	Comments	FMCS Role Lead, Assist or None	\$ Actual Complete Operations	\$ Actual Reserves Spent	Replacement Reserve Request Date	
1 Kitchen Replacement (11)	Done	Fall	98,000		Owner Reserves	None				
2 Window Replacement	Partial	Spring	544,998		Owner Reserves	Assist				
3 Concrete Repairs	N/A	Summer		2,500	After windows replaced	None				
4 Appliances (4)		As Need		1,440		None				
5 Carpet (8)		As Need		7,800	Turnover/3 Cycle	None	2,595			
6 A/C Replacement		As Need		2,700		None	1,600		2 units	
7 Water Heater Replacement	February	March	13,000		IHDA Reserves	Assist				
8 Painting (Turnover and Cycle)		Fall		12,000	Lobby, community room	None	6,915			
9										
10										
11										
12										
<u>Reserves 2013 Cash Flow</u>										
Reserves Starting January 2013	\$ 171,778									
2013 Annual Deposit to Reserves	\$ 22,368									
Expected Use of Reserves (\$\$) 2013	\$ (11,000)	Total	655,998	26,440			11,110	-		
IHDA Reserves		Note: Owner funds will be used for most reserve requests								
Balance expected at the start of 2014	\$ 183,146									

Walnut Place Capital Improvements Up-Date										
Task	Date for Bids	Date for Work	Estimated \$ Use of Reserves	Estimated \$ Use of Operating	Comments	FMCS Role Lead, Assist or None	Amount Complete	\$ Actual Reserves Spent	Replacement Reserve Request Date	
1 Renovate 3 kitchens		Fall	26,100		IHDA Reserves	None	4,300		1 TH turnover	
2 TH Furnaces (2)		As Need		4,800		None				
3 Replace 4 appliances (stoves/refrigerators)		As Need		1,600		None	584		1 stove	
4 TH Hot Water Heaters		As Need		3,000		None				
5 A/C (estimate of 6)		As Need		4,000		None	1,067		1 TH turnover	
6 Carpet/Tile (Turnover and Cycle)		As Need	9,000		5 units cycle	None	1,856		1 TH turnover	
7 Hallway Carpet (as available from reserves)		Summer	15,000		Addition to Capital	None				
8 Painting (Turnover and Cycle)		As needed		12,000	8 Turnover; 12 Cycle	None	2,450		3 units done	
9										
10										
11										
12										
<u>Reserves 2013 Cash Flow</u>										
Reserves Starting January 2013	\$ 190,494									
2013 Annual Escrow Deposit	\$ 22,044									
Expected Use of Reserves \$\$ in 2013	\$ (50,100)	Total	50,100	25,400			10,257	-		
Balance expected at start of 2014	\$ 162,438									

Ravinia Housing Capital Improvements Up-Date										
Task	Date for Work	\$ Use of R&R	\$ Use of Constructor	\$ Use of Operating	Comments	FMCS Role Lead, Assist or None	Date Complete	\$ Actual Reserves Spent	Replacment Reserve Request Date	
1	Parking Lot Resurfacing	Summer	13,000			None				
2	Landscaping	Summer	15,000			None				
3	Painting	As Needed			8,000	None		4,650	3 units at Pleasant	
4								Operating		
5										
6										
7										
8										
9										
10										
11										
12										
<u>Reserves Cash Flow</u>										
Reserves Starting January 1, 2013	\$ 568,641									
2013 Annual Deposit	\$ 16,000									
Expected use of Reserves in FY	\$ (28,000)	TOTAL	28,000	-	8,000		TOTAL	4,650		
Balance expected January 1, 2014	\$ 556,641									

Accounts Receivable Up-Date
July, 2013

Frank B. Peers

Tenant A/R decreased from \$1,839 at the end of June to \$1,653 at the end of July. The breakdown is as follows:

Current	\$1,002
30 Days	\$579
60 Days	\$ 0
90+ Days	\$ 46
Prepaid	(\$ 26)

Subsidy A/R decreased from \$57,154 at the end of June to \$52,313 at the end of July. The breakdown is as follows:

Current	\$ 5,459
30 Days	\$ 5,627
60 Days	\$ 8,669
90+ Days	(\$10,509)
Total Prepaid	(\$43,067)

Walnut Place

Tenant A/R remained fairly static from \$18,733 at the end of June to \$18,738 at the end of July. The breakdown is as follows:

Current	\$ 954
30 Days	\$ 673
60 Days	\$ 2,160
90+ Days	\$ 14,560
Net Prepaid	(\$ 391)

The 90+ Days A/R is comprised of EIV payments (3 residents) that are being reimbursed monthly.

Subsidy A/R decreased from \$48,443 at the end of June to \$45,182 at the end of July. The breakdown is as follows:

Current	\$10,324
30 Days	\$ 1,055
60 Days	\$ 4,069
90+ Days	\$ 8,762
Net Prepaid	(\$20,972)

Ravinia Housing

Tenant A/R increased from \$43,971 at the end of June to \$46,007 at the end of July, primarily due to the pending evictions. The breakdown is as follows:

Current	\$ 5,159
30 Days	\$ 4,694
60 Days	\$26,437
90+ Days	\$ 8,394
Net Prepaid	(\$ 1,323)

Subsidy A/R increased from \$16,566 at the end of June to \$17,869 at the end of July. The breakdown is as follows:

Current	\$ 130
30 Days	(\$ 875)
60 Days	\$ 838
90+ Days	(\$ 3,081)
Net Prepaid	(\$20,857)

Highland Park Housing Commission									
Reserve Balances									
Date: 7/31/2013									
							Sunset		
Account Name		Frank B. Peers		Walnut Place		Ravinia Housing		Woods	TOTAL
Checking (Property)		28,038		9,620		12,204		23,159	
Security Deposit		22,107		21,090		8,485		10,501	
Replacement Reserve		152,950		176,258		559,754		0	
Residual Receipts		31,875		27,095		0		0	
Operating Reserve		0		0		16		9,116	
Association Money				104,552		81,922		(Construction Escrow)	128,500
Market Checking									
Association Small Business Checking		12,643						12,727	
Association Receivable/(Liability)									-258,832
1) Due from Hsg. Trst. Fd 277 GB		7,492		Total					
2) Due from Hsg. Trst Fd. Emerg.		689		A/R					
3) Due from Sunset Woods		258,832							
Association CDs		Maturity							
CD #1		1/7/2014		505,554					
CD #2		10/7/2013		506,201					
Association MaxSafe Money Market		1,113,047							
TOTAL		2,639,428		338,615		662,381		-74,829	

Housing Trust Fund	
Fiscal Year 2013	
January 1 - December 31 - Unaudited	Unaudited
	Through 7/30/2013
Beginning Balance, Jan 1 (Unaudited)	\$1,001,088
Revenue:	
Demolition Tax	63,336
Demolition Permits	8,250
Interest Revenue	218
Contributions/Donations/Other	0
Proceeds of Ceding Volume Cap	0
	71,804
Expenditures:	
Program Costs	(178,693)
	(178,693)
Ending Balance	\$894,200
Pending Liabilities	
CPAH Scattered Site Program	(\$40,988)
Employer Assisted Housing	(\$20,000)
HPI CLT Operating Grant 2013	(\$85,000)
Emergency Housing Assistance	(\$10,000)
Housing Planner	(\$15,919)
CPAH Affordable Rental Pilot Program	(\$57,750)
Total Pending Obligations	(\$229,657)
Net Balance (03-31-13)	\$664,543
Prior Month Balance (02-28-13)	Not available at present time
Month to Month Change	Not available at present time

Highland Park Housing

400 Central Avenue
 Highland Park, IL 60035
 Phone: (847) 433-7694

SEE Page 2, Section 3 for
 change to criminal question

For Office Use Only:	Mgr Init _____
Date/Time Rec'd:	_____
Wait List	_____
Phn # change	_____
Change notes:	_____

Managed By: Evergreen Real Estate Services LLC, Chicago IL

9/1/2013

Please complete all 6 pages of this application. Incomplete applications will be returned. An Application does NOT guarantee housing.

Applicant Name:

(Head of Household)

_____ Last First M.I.

Present Address:

_____ Street City/State Zip Code

Applicant Home Phone #: _____ Cell/Work #: _____

Apartment Type: (Circle the unit size requested) **Studio 1 Bdrm 2 Bdrm 3 Bdrm 4 Bdrm**

1. Household Composition: Complete the following information for each household member who will occupy the apartment at the time of move-in.

Full Name (Last Name, First Name, M.I.)	Birthdate	Social Security #	Relation to Head of House	Sex M/F*	Race (Optional)	FT or PT Student? Y/N	School
			HEAD				

(Race is used only for statistical purposes, not to determine eligibility) *optional

Proof of Age & citizenship status will be required. Acceptable verifications include: Copy of Birth Certificate, valid state drivers license or State ID Card. Social Security card copies are required for all applicants.

2. Occupancy and Eligibility:

___ Yes ___ No Will any of the above people live anywhere else except the unit for which you are applying?
 If YES, WHO, and Where: _____

___ Yes ___ No Will any one else live in the apartment on either a full-time or part-time basis?
 If yes, Who and Why? _____

___ Yes ___ No Do you expect any of the above to change in the next 12 months? Why? _____

___ Yes ___ No Have any of the above used names or a social security number other than the names and numbers used above? If YES, please explain: _____

- Yes No Is the Head or Co-Head of Household at least 62 years of age or older OR 18 years of age with a verified disability?
- Yes No Would anyone in your household benefit from a special needs unit or need a "reasonable accommodation" ? (for mobility, vision, hearing)
- Yes No Is any member of the household a full- or part-time student at an institution of higher education? WHO? _____ Where? _____
If YES, verification will be required to determine eligibility for Sec. 8 subsidy.
- Yes No Does any member receive financial assistance through loans, grants or scholarships? If YES, verification will be required to determine eligibility for Sec.8 subsidy.

3. General Information: Check either YES or NO to each question.)

- Yes No a) Applicants for **RAVINIA Housing** are eligible for a preference if they have been displaced due to a presidentially declared disaster or due to government action. If you qualify for one of these preferences, please check YES. It will be verified at time of consideration or interview for a unit.
- Yes No a) Has **ANY** member of the household had a record of conviction, arrest or adjudication other than acquittal, or is or was under home-monitoring for a felony or misdemeanor in ANY state, for acts other than a traffic violation? If "YES", please explain (List who, record, dates of incarceration, years under monitoring, State) _____

- Yes No c) Is any member of the household listed on the sex offender registry? Please list **ALL states** in which household members 18 and over have lived in since 1996:

- Yes No d) Has any member of your household been evicted, or, involuntarily removed from any apartment, including subsidized housing, in the last 5 years for any reason? If "YES", please explain (List name, reason)::

- Yes No e) Has any member of the household had a pattern of behavior due to alcohol abuse that effects the rights of others?
- Yes No f) Does any member of the household use, sell, store, buy or manufacture illegal drugs?
- Yes No g) Has any member of your household ever been convicted of the use or the illegal distribution or manufacture of an illegal drug or other illegal controlled substance? If "YES", please explain:

- Yes No h) Have you ever filed for bankruptcy, year and why ? If yes, please explain:

- Yes No i) Are you currently living in subsidized or Section 8 housing?
- Yes No j) Do you understand that you may not collect subsidy at 2 locations at the same time?
NOTE: You must be completely moved out of your current unit, return the keys & complete the move-out inspection prior to receiving subsidy at this property. Management will request a copy of the move-out inspection at lease signing.

___ Yes ___ No k) Have you ever failed to cooperate with the leasing process, the recertification process, or violated the lease or house rules in previous conventional or subsidized housing?

___ Yes ___ No l) Was your housing or housing assistance ever terminated, or in the process of being terminated for suspected fraud?

If YES, WHEN and at WHAT property? _____

4. Current Job: List Job information for all adult members of household (full- or part-time jobs, cash jobs)

a) Employer: _____ Hours per week worked: _____

Address: _____

Phone: _____ Contact Name: _____

Household Member Employed: _____

b) Employer: _____ Hours per week worked: _____

Address: _____

Phone: _____ Contact Name: _____

Household Member Employed: _____

Attach additional sheets, as necessary.

5. Vehicle Identification: a) License #: _____ State Issued: _____

Make/Model/Year: _____

b) License #: _____ State Issued: _____

Make/Model/Year: _____

6. Landlord References: List the last 5 years of where you have lived, even if with family.

Landlord is the person/company to whom you pay rent or the company for a mortgage.

a) **Current** Landlord's Name: _____

Landlord's Address, city, zip: _____

Current Landlord's Phone: _____ Rent: \$ _____

Dates you lived there: From: _____ To: _____

Name(s) on Lease: _____

Is the Landlord a relative? _____ If "YES", relationship? _____

Why do you want to relocate? _____

Are you being evicted or have you, family or guests caused damages to the unit? _____

b) Previous Landlord's Name: _____

Landlord's Address, city, zip: _____

Landlord's Phone: _____ Rent: \$ _____

Dates you lived there: From: _____ To: _____

Was the Landlord a relative? _____ If "YES", relationship? _____

Why did you relocate? _____

Were you evicted or had you, family or guests caused damages to the unit? _____

c) Previous Landlord's Name: _____
 Landlord's Address, city, zip: _____
 Landlord's Phone: _____ Rent: \$ _____
 Dates you lived there: From: _____ To: _____
 Was the Landlord a relative? _____ If "YES", relationship? _____
 Why did you relocate? _____

Attach additional pages, if necessary to cover last 5 years.

7. Household Income, Assets and Liabilities

Attach additional sheets if necessary.

a) **INCOME:** (List all income received by any person who will reside in the apartment such as FT/PT jobs, seasonal jobs, social security, SSI, disability, AFDC, cash for jobs, money gifts, child support, alimony, Veterans' or RR benefits, unemployment, pensions, worker's compensation, self-employment, military,)

Family Member Name	Source of Income	Amount of Income	Frequency of Income
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

b) **ASSETS:** (List all assets such as checking, savings, CD's trusts, IRA's, 401K, Keogh Account, retirement, land, house, stocks, bonds, mutual funds, treasury bills, mortgage or deed of trust, surrender value of life insurance policy)

Family Member Name	Type of Asset/Held Where	Cash Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

c) **Has any member of the house disposed of any asset (savings, CDs, homes, cash) in the last 2 year for less than fair market value?** ___ YES ___ NO

If YES, who? _____ Amount: \$ _____

d) **LIABILITIES (Bills You Owe):** Please list any monthly financial bills, including all credit accounts, (i.e. car/cycle payments, personal loans, credit cards, car insurance, cell phone payments, hair/nails, internet and/or cable TV payments, landline phone bills, student loans, etc.)

Lender:	Amount Owed	Monthly Payment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Allowances and Deductions (if applicable)

If the Head of Household, spouse or co-head is 62 years or older, handicapped or disabled, the household is eligible for the "Elderly Household" benefits. Does your household fit this qualification? YES _____ NO _____

Do you or any members of your household have the followin Medicare Part D? ___ Yes ___ No
 Medicare: ___ Yes ___ No Other Health Insurance: ___ Yes ___ No
 Medicaid: ___ Yes ___ No Dental Insurance: ___ Yes ___ No

Do you pay childcare for a dependent household member 12 and under? YES _____ NO _____

If Yes, How much do you pay annually? \$ _____ To Whom: _____

9. Emergency Contact: (List someone not living in household.)

1st Contact Names: _____ Relationship: _____

Address, city, zip: _____

Phone: _____ Work Phone _____

Alt. Phone: _____

2nd Contact Name: _____ Relationship: _____

Address, city, zip: _____

Phone: _____ Work Phone _____

Alt. Phone: _____

10. How did you hear about this property? _____

Selection Criteria: Applicants must meet program guidelines which include, but are not limited to:

- 1) Applicant families must be eligible for program at the property for which the applicant is being considered.
- 2) Verification will be conducted including landlord, income, assets, disability, credit, criminal, sexual predator and eviction.

Rejection Criteria: Applicants may be rejected for reasons which include, but are not limited to:

- 1) Inappropriate family size for the unit or income that exceeds program regulations for maximum income
- 2) Credit, criminal or evictio, landlord checks that do not meet screening criteria
- 3) Application process is not completed, or lack of cooperationwith the process, or false information provided
- 4) Applicant does not meet the Student Rule, as defined by HUD

For further information, see the Tenant Selection Plan.

Name: _____ SS #: _____

Name: _____ SS #: _____

SIGNATURE CLAUSE:

I understand that management is relying on this information to prove my household's eligibility for a program of the U.S. Department of Housing and Urban Development (HUD). I certify that all information & answers to the above questions are true and complete to the best of my knowledge . I consent to release the necessary information to determine my eligibility. I understand that providing false information or making false statements may be grounds for denial of my application. I also understand that such action may result in criminal penalties and fines up to \$10,000. **I understand that Management will verify my subsidy status and income thru the Enterprise Income Verification (EIV) System through HUD.**

I authorize my consent to have management verify the information contained in this application for purposes of proving my eligibility and suitability for occupancy. I will provide all necessary information and expedite this process in any way possible. I understand that my occupancy is contingent on meeting management's resident selection criteria and the requirements of a program of the U.S. Department of Housing and Urban Development (HUD).

In compliance with the FAIR CREDIT REPORTING ACT this notice is to inform you that the processing of this application includes but is not limited to naming any inquiries deemed necessary to verify the accuracy of the information herein, including procuring consumer reports from consumer credit reporting agencies, obtaining credit information from other credit institution, as well as conducting criminal, eviction and landlord checks.

I hereby grant this property and Evergreen Real Estate Services, LLC the right to process this application for the purpose of obtaining a Rental/Lease Agreement with this property. Additionally, I authorize all corporations, companies, law enforcement agencies, academic institutions, and current and former employers to release information that they may have about me and release them from my liability and responsibility from doing so. A photographic or faxed copy of this authorization shall be as valid as the original.

ALL ADULT household members 18 years of age and older must sign below:



Signature Date

We encourage and support the nation's affirmative housing program in which

Signature Date

there are no barriers to obtaining housing because of race, color religion,



Signature Date

sex, national origin, handicap or familial status.

Signature Date

**RETURN APPLICATION TO LEASING DEPARTMENT AT:
MANAGER, Management Office
HIGHLAND PARK HOUSING
400 CENTRAL AVENUE
HIGHLAND PARK, IL 60035**

Section 504 Coordinator:
Ms. Cheryl A. Warren
Director of Regulatory Compliance
Evergreen Real Estate Services, LLC
566 West Lake St. Suite 400
Chicago, IL 60611

For assistance in completing application, please call the Manager at (847) 433-7694

Agenda Item 3

MEMORANDUM

To: Housing Commissioners

From: Mary Cele Smith, Housing Planner

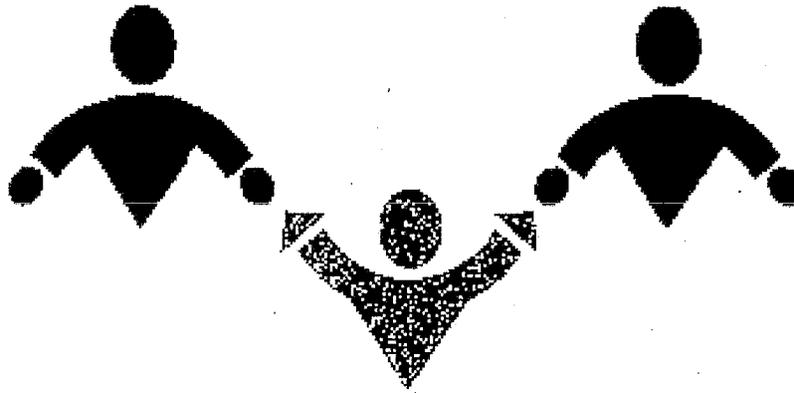
Date: September 5, 2013

SUBJECT: Discussion of Community Resources for Families in Highland Park Section 8 Housing

For the brainstorming session on identifying resources for families in the Commission's Section 8 housing, I am including two items:

- Highland Park Housing Resource Handbook and
- Emily Badger's article, "How Poverty Taxes the Brain, *The Atlantic Cities*, August 29, 2013.

The Highland Park Housing Resource Handbook is a product that Evergreen staff prepared and distributed to the family residents several years ago. It struck me as a good starting point for thinking about existing community resources. The second item, the *Atlantic* article, reinforces Commissioner Wigodner's comment at the last meeting that connecting residents to community resources requires active facilitation.



Highland Park Housing Resource Handbook

**400 Central Avenue
Highland Park, IL 60035
847-433-7694**

Highland Park Housing Resource Handbook

Hello Residents,

We, at Highland Park Housing offer this *Guide and Resource Handbook* for Families in the Highland Park Community. Our focus promotes personal wellness, sustainability and connection with community resources.

It is our goal to make information available for people actively working to improve themselves and stay well. This guide is a source of programs, resources and services that will support your family.

Contents include:

- Vocational Services
- Financial Concerns
- Medical Sources
- Counseling and Personal Growth
- Educational Workshops
- Family Network
- Children Activities
- Daycare Centers
- Food Bank/Catholic Charities/Township/Farmer's Market
- Transportation via Township and Senior Center
- Senior Center Activities and Special Services are Offered through the center

Please call Jill Sweet at 847-433-7694 for further information.

Thank you,

Jill Sweet

THE ART CENTER HIGHLAND PARK

1957 Sheridan Road

Highland Park, IL 60035

www.theartcenterhp.org

PH: 847-432-1888

The art center is proud to partner with area schools, surrounding communities, and non-profit organizations to offer scholarships and outreach that help extend the benefits and reach of the arts. TAC offers over 150 scholarships per year to local students, adult and senior citizens. TAC also offers summer internships to high school and college students in the area each summer. They also offer many art classes, workshops, summer camp, and exhibits to the community. Go online to view their website.

BETHANY EARLY CHILDHOOD LEARNING CENTER

United Methodist Church

1696 McGovern Street

Highland Park, IL 60035

PH: 847-432-2269

www.bethanyumchp.com

Bethany provides a secure environment which meets the needs of each child. Their program offers opportunities to develop socially, physically, emotionally and intellectually through interactive play. They are a non-profit nonsectarian organization, servicing children from a variety of ethnic groups and religious backgrounds. Enrollment is open to all children in the community.

They offer morning pre-school, extended lunch, all day pre-school, full day kindergarten, extended kindergarten (before/after), K.C. holidays, and a summer camp. Bethany Early Childhood Learning Center does not have any scholarships available for low income families, but they sometimes receive grants for children. They also suggest that families call the YWCA of Lake County, Dept. of Human Services at 847-662-6129 for financial assistance for preschool programs. Call Bethany for more information on their programs, and they will also point you in the right direction regarding financial assistance.

CATHOLIC CHARITIES

671 S. Lewis

Waukegan, IL 60085

www.catholiccharities.net

PH: 847-782-4000

FAX: 847-782-1031

Catholic Charities walks with hope. They have 159 programs at 156 locations throughout Cook and Lake Counties. They have a broad spectrum of services that help people from the point of conception through the last stages of their lives. They keep mothers and their babies well-fed, prepare children in low-income families for school, keep youth in school and out of gangs, and counsel and give job training to adults with economic troubles, and organize in-home care service for seniors who need help caring for themselves. Generally, most services are free, but an application needs to be filled out to determine eligibility. For information regarding specific programs, call the number indicated above.

FAMILY NETWORK

330 Laurel Avenue

Highland Park, IL 60035

www.familynetwork.org

PH. 847-433-0377

Family Network, a Family Focus Center, was founded in 1983 by early childhood professionals to promote the well being of children from birth by supporting and strengthening their families in and with their community. They offer three programs:

- 1) **The Parent/Child Center** offers a space where parents share friendship and information while their children are provided with nurturing early experiences under the care of experienced professional staff.
- 2) **The Right from the Start** serves the Latino community offering a wide array of services including prenatal classes, home visiting services and many educational groups for parents and children from birth through the elementary years.
- 3) **The After School Activity Program** provides home work help in both English and Spanish and a wide range of engaging enrichment and educational activities and is the only school-based after school program in District 112.

Fee assistance and scholarships are available. An application is required.

FAMILY SERVICE OF SOUTH LAKE COUNTY

777 Central Avenue, Suite 17

Highland Park, IL 60035

PH: 847-432-4981

www.fssic.org

Family Service is a community organization with a customized approach to delivering proven, high quality counseling and education services to the family, regardless of socio-economic backgrounds. The services they provide include therapy and in-home family counseling programs. Additionally, Family Service offers a number of community education programs to help individuals improve skills in money management, stress management, computer use and languages. All services are available on a sliding scale fee basis.

THE FIREHOUSE

DIVISION OF YOUTH SERVICES

1830 Greenbay Road

Highland Park, IL 60035

PH: 847-433-3090

FAX: 847-432-7712

Hours: During the School Year

Monday – Friday: 3:00 p.m. – 6:00 p.m.

Staff Office Hours: Monday – Friday: 9:00 a.m. – 6:00 p.m.

The Firehouse, Division of Young Services assists in the social, recreational and emotional development of Highland Park's preteen/teenage populations as they mature into adulthood. They meet the current

THE FIREHOUSE (Cont'd.)

needs of Highland Park's youth and their parents through diverse programming and coordination with other youth-serving organizations. They build on each child's strengths through positive professional interactions, encouragement support, and growth opportunities in a safe, supervised setting, and provide an environment in which healthy lifestyles, hope and opportunity are encouraged.

Memberships include:

1. Fully equipped, professionally supervised facility, featuring a game, room, TV room, pool tables, foosball, ping-pong, arts and crafts, and arcade games;
2. Transportation from all three of Highland Park's middle schools to the Activity Center Monday through Friday, after school.
3. A quiet study area on the second floor designated as a respite from the more interactive areas of the building. Staff members are available to assist with homework.
4. Snacks available for purchase that may be prepared in The Firehouse kitchen.
5. Staff Assistant positions, which provide adolescents with an opportunity to gain working skills. Positions are filled by candidates who successfully complete the application and interview process. Some of the programs that are offered by The Firehouse are:
 1. "After 3" At The Firehouse; provides highly trained adult supervisors offering your child activities that can develop their potential, build their confidence, and help them with their schoolwork!
 2. Community Service Projects
 3. Intergenerational Programs provide opportunities for interaction between young adults
 4. Special Interest Classes
 5. Field Trips
 6. One Week Specialty Camps
 7. Community Education
 8. Support Services
 9. Employment Referral
 10. Special Events
 11. Outreach

Scholarships are available on a needs basis. An application is required.

GLENKIRK

3504 Commercial Avenue

Northbrook, IL 60062

PH: 847-272-5111

www.glenkirk.org

Glenkirk provides social services including educational, recreational, supported employment and residential help for people of all ages with developmental disabilities.

HIGHLAND HIGH SCHOOL – DISTRICT #113

433 Vine Avenue
Highland Park, IL 60035
MAIN PH: 224-765-2000
hphs.dist113.org

224-765-2007 – Call Norma Aguilar regarding Special Programs
Highland Park High School has several programs for low income families. One in particular is the Free Book and Lunch Program that is available to qualified residents. The PTO also helps with academic needs. Feel free to call Norma with any questions you may have.

HIGHLAND PARK PUBLIC LIBRARY

494 Laurel Avenue
Highland Park, IL 60035
PH: 847-432-0216
www.hplibrary.org

The Highland Park Public Library has many adult programs (book discussions, career counseling, computer instruction, film programs, historical programs, music programs, etc. free of charge to Highland Park residents and library cardholders. All youth programs are free to Highland Park residents and library cardholders. There is also a “free” Museum Adventure Pass available to Highland Park Library cardholders. Call the library or view their website for updated information regarding their programs.

JEWISH VOCATIONAL SERVICES

300 Revere Drive
Northbrook, IL 60062
PH: 847-412-4300
FAX: 847-553-5526
jvsnb@jvschicago.org

A non-profit, non-sectarian organization that provides career counseling, job placement, youth services, JEN, supported employment program, and disability placement services. Fees may apply. Scholarships are available.

LAKE COUNTY HEALTH DEPARTMENT/COMMUNITY HEALTH CENTER

North Shore Health Center
1840 Greenbay Road
Highland Park, IL 60035
PH: 847-984-5350

The Lake County Health Department and Community Health Center will promote physical and emotional health, prevent disease, injury and disability, and protect the environment, through the assessment of needs, the development of public policy, and the provision of accessible quality services.

LAKE COUNTY HEALTH DEPARTMENT/COMMUNITY HEALTH CENTER (Cont'd.)

They offer a broad spectrum of personal and community services directed at individuals and families of all races, genders and ages who are unable to access the private medical sector.

Programs include:

1. General/Family Medicine and Pediatrics – Medical care including prevention services, treatment for illness, school physicals and follow-up.
2. Dental Services – Preventative care and treatment at clinic locations as well as nursing homes.
3. Laboratory Services – Supports Department's medical programs and may also be used by the public with a physician order.
4. Women, Infants & Children (WIC) Supplemental Nutrition Program – Provides screening, referral, nutrition education, nutritious supplemental foods, smoking cessation and breast feeding support and training.
5. Case Management – Transportation, pharmaceutical and specialty care referrals for uninsured, primary care patients who would otherwise lack access.

The Lake County Health Department has families fill out an application and fees are based upon income, and payable on a sliding scale.

MORAIN TOWNSHIP

777 Central Avenue

Highland Park, IL 60035

PH: 847-432-3240

www.morainetownship.org

Moraine Township supports our community in many ways: Food Pantry/Clothes Closet, disaster relief, general assistance, grant program, senior support, transportation (door to door for seniors and disabled residents), taxi subsidy paying \$3.00 towards each ride, through a coupon book system (senior/disabled residents), RTA reduced-rate passes, assistance to qualifying individuals with Medicare forms, get emergency aid for shelter, food, utilities, drugs, health and safety, etc. Call for more information.

PARK DISTRICT OF HIGHLAND PARK

636 Ridge Road

Highland Park, IL 60035

PH: 847-831-3810

www.pdhp.org

The Park District of Highland Park has a grant and aid program for qualified families. You can contact Sunshine Voelker at the above phone number for more information. The Park District of Highland Park has many programs for adults and children such as: Fitness programs, golf lessons, early childhood programs, dance, arts and crafts, swimming, skating, many camp options, etc. All of their season brochures are online.

RAVINIA NURSERY SCHOOL

686 Red Lane

Highland Park, IL 60035

PH: 847-831-3700

www.ravinianurseryschool.com

Ravinia Nursery School offers several programs for children ranging from 3 – 5 years of age, and they also have a summer camp. As a developmental, preschool, they encourage children to learn through play. They have a warm-nurturing environment so that children feel safe to move at their own pace, and in their own direction. Ravinia Nursery School is a nonprofit developmental preschool open to any race, color, sex, religion, national origin or ancestry. No child will be excluded because of disability or special needs, unless the program is unable to meet the specific needs of that child.

A scholarship program is available to qualifying families.

HIGHLAND PARK SENIOR CENTER

54 Laurel Avenue

Highland Park, IL 60035

PH: 847-432-4110

www.CITYHPIL.COM

Serving adults 50 and older

Senior Center Hours:

Monday – Friday, 8:00 a.m. – 5:00 p.m.

Closed Saturdays and Sundays

The Highland Park Senior Center provides education, recreation, enrichment, and support services for the entire community – at affordable prices.

SOUTHEAST LAKE COUNTY FAITH IN ACTION

2789 Oak Street

Highland Park, IL 60035

PH: 847-433-9411

FAX: 847-432-3284

rboudreau@selcfia.org

Robbie Boudreau is the contact at Faith in Action. They help at-risk residents of Southeast Lake County enjoy a better quality of life and maintain their independence longer. They assist frail elderly, chronically ill and disabled residents with many forms of non-medical assistance, such as:

- 1) Transportation to medical and other appointments
- 2) Help with shopping, reading or bill-paying
- 3) Minor home repairs
- 4) Friendly visiting and telephone support
- 5) Respite care for family caregivers

There is no charge for services and we serve anyone regardless of their religious affiliation.

TRI-CON CHILD CARE CENTER

425 Laurel Avenue

Highland Park, IL 60035

PH: 847-433-1450

www.triconchildcare.com

Tri-Con provides economically attainable early care and education for children of lower income families. The center promotes the social, emotional and cognitive skills of each child in a nurturing and developmentally appropriate atmosphere that ensures that every child is ready to succeed by the time he or she enters their local school system. Tri-Con is a non-profit non-denominational child care service providing professional supervised care for children ages 3 through 7, Mondays through Fridays, from 8:00 AM to 5:30 PM. Tri-Con Child Care Center offers scholarships and state aid is available depending on eligibility.

The Atlantic Cities, Place Matters

How Poverty Taxes the Brain

- EMILY BADGER
- AUG 29, 2013

Human mental bandwidth is finite. You've probably experienced this before (though maybe not in those terms): When you're lost in concentration trying to solve a problem like a broken computer, you're more likely to neglect other tasks, things like remembering to take the dog for a walk, or picking your kid up from school. This is why people who use cell phones behind the wheel actually [perform worse as drivers](#). It's why air traffic controllers focused on averting a mid-air collision are less likely to pay attention to other planes in the sky.

We only have so much cognitive capacity to spread around. It's a scarce resource.

This understanding of the brain's bandwidth could fundamentally change the way we think about poverty. Researchers publishing some [groundbreaking findings](#) today in the journal *Science* have concluded that poverty imposes such a massive cognitive load on the poor that they have little bandwidth left over to do many of the things that might lift them out of poverty – like go to night school, or search for a new job, or even remember to pay bills on time.

The condition of poverty imposed a mental burden akin to losing 13 IQ points

In a series of experiments run by researchers at Princeton, Harvard, and the University of Warwick, low-income people who were primed to think about financial problems performed poorly on a series of cognition tests, saddled with a mental load that was the equivalent of losing an entire night's sleep. Put another way, the condition of poverty imposed a mental burden akin to losing 13 IQ points, or comparable to the cognitive difference that's been observed between chronic alcoholics and normal adults.

The finding further undercuts the theory that poor people, through inherent weakness, are responsible for their own poverty – or that they ought to be able to lift themselves out of it with enough effort. This research suggests that the reality of poverty actually makes it harder to execute fundamental life skills. Being poor means, as the authors write, “coping with not just a shortfall of money, but also with a concurrent shortfall of cognitive resources.”

This explains, for example, why poor people who aren't good with money might also struggle to be good parents. The two problems aren't unconnected.

“It's the same bandwidth,” says Princeton's [Eldar Shafir](#), one of the authors of the study alongside [Anandi Mani](#), [Sendhil Mullainathan](#), and [Jiaying Zhao](#). Poor people live in a constant state of scarcity (in this case, scarce mental bandwidth), a debilitating environment that Shafir and Mullainathan describe in a book to be published next week, *Scarcity: Why having too little means so much*.

What Shafir and his colleagues have identified is not exactly stress. Rather, poverty imposes something else on people that impedes them even when biological markers of stress (like elevated heart rates and blood pressure) aren't present. Stress can also positively affect us in small quantities. An athlete under stress, for example, may actually perform better. Stress follows a kind of classic curve: a little bit can help, but beyond a certain point, too much of it will harm us.

This picture of cognitive bandwidth looks different. To study it, the researchers performed two sets of experiments. In the first, about 400 randomly chosen people in a New Jersey mall were asked how they would respond to a scenario where their car required either \$150 or \$1,500 in repairs. Would they pay for the work in full, take out of a loan, or put off the repair? How would they make that decision? The subjects varied in annual income from \$20,000 to \$70,000.

Before responding, the subjects were given a series of common tests (identifying sequences of shapes and numbers, for example) measuring cognitive function and fluid intelligence. In the easier scenario, where the hypothetical repair cost only \$150, subjects classified as “poor” and “rich” performed equally well on these tests. But the “poor” subjects performed noticeably worse in the \$1,500 scenario. Simply asking these people to think about financial problems taxed their mental bandwidth.

“And these are not people in abject poverty,” Shafir says. “These are regular folks going to the mall that day.”

The “rich” subjects in the study experienced no such difficulty. In the second experiment, the researchers found similar results when working with a group of farmers in India who experience a natural annual cycle of poverty and plenty. These farmers receive 60 percent of their annual income in one lump sum after the sugarcane harvest. Beforehand, they are essentially poor. Afterward (briefly), they’re not. In the state of pre-harvest poverty, however, they exhibited the same shortage of cognitive bandwidth seen in the American subjects in a New Jersey mall.

The design of these experiments wasn’t particularly groundbreaking, which makes it all the more astounding that we’ve never previously understood this connection between cognition and poverty.

“This project, there’s nothing new in it, there’s no new technology, this could have been done years ago,” Shafir says. But the work is the product of the relatively new field of behavioral economics. Previously, cognitive psychologists seldom studied the differences between different socio-economic populations (“a brain is a brain, a head is a head,” Shafir says). Meanwhile, other psychology and economics fields were studying different populations but not cognition.

Now that all of these perspectives have come together, the implications for how we think about poverty – and design programs for people impacted by it – are enormous. Solutions that make financial life easier for poor people don’t simply change their financial prospects. When a poor person receives a regular direct-deposited paycheck every Friday, that does more than simply relieve the worry over when money will come in next.

“When we do that, we liberate some bandwidth,” Shafir says. Policymakers tend to evaluate the success of financial programs aimed at the poor by measuring how they do financially. “The interesting thing about this perspective is that it says if I make your financial life easier, if I give you more bandwidth, what I really ought to look at is how you’re doing in your *life*. You might be doing better parenting. You might be adhering to your medication better.”

The limited bandwidth created by poverty directly impacts the cognitive control and fluid intelligence that we need for all kinds of everyday tasks.

“When your bandwidth is loaded, in the case of the poor,” Shafir says, “you’re just more likely to not notice things, you’re more likely to not resist things you ought to resist, you’re more likely to forget things, you’re going to have less patience, less attention to devote to your children when they come back from school.”

At the macro level, this means we lost an enormous amount of cognitive ability during the recession. Millions of people had less bandwidth to give to their children, or to remember to take their medication.

Conversely, going forward, this also means that anti-poverty programs could have a huge benefit that we’ve never recognized before: Help people become more financially stable, and you also free up their cognitive resources to succeed in all kinds of other ways as well.

For all the value in this finding, it’s easy to imagine how proponents of [hackneyed arguments about poverty](#) might twist the fundamental relationship between cause-and-effect here. If living in poverty is the equivalent of losing 13 points in IQ, doesn’t that mean people with lower IQs wind up in poverty? “We’ve definitely worried about that,” Shafir says. Science, though, is coalescing around the opposite explanation. “All the data shows it isn’t about poor people, it’s about people who *happen to be in poverty*. All the data suggests it is not the person, it’s the context they’re inhabiting.”

Keywords: Cognition, Poor, Brain, Poverty, Research, Science



Emily Badger is a staff writer at The Atlantic Cities. Her work has previously appeared in *Pacific Standard*, *GOOD*, *The Christian Science Monitor*, and *The New York Times*. She lives in the Washington, D.C. area. [All posts »](#)

FRANK B. PEERS HOUSING

Balance Sheet

Month Ending 07/31/13

ASSETS

Current Assets

1110-0000 - Petty Cash	300.00
1121-0000 - Cash - Operating	28,038.20
1130-0000 - Tenant/member accounts receivable	1,653.00
1131-0000 - Accounts receivable - subsidy	52,313.00
1240-0000 - Prepaid property and liability insurance	(1,898.67)
Total Current Assets	80,405.53

Other Assets

1290-0000 - Misc Prepaid Expenses	(316.93)
1192-0000 - Tenant Sec Dep	22,107.35
1310-0000 - Real estate tax escrow	110,339.29
1311-0000 - Insurance escrow	32,883.07
1330-0000 - Debt Service Escrow	138,750.63
1140-0000 - Accounts Receivable - Other	3,284.36
1630-0000 - Utility Deposit - Gas	2,458.00
1320 - Replacement Reserve	152,949.90
1340 - Residual Receipt	31,874.68
Total Other Assets	494,330.35

Fixed Assets

1420-0000 - Building	1,848,860.15
1420-0001 - Building Improvements	86,413.87
1430-0000 - Land Improvements	1,619,406.39
1450-0000 - Furniture for project/tenant use	507,019.34
1497-0000 - Site improvements	172,218.77
4120-0000 - Accum depr - buildings	(3,157,701.64)
1498-0000 - Current F/A	2,179.71
Total Fixed Assets	1,078,396.59

Financing Costs

1900-0001 - Deferred Financing Costs	192,398.85
1999-0000 - Accum Amort - Bond Costs	(57,387.22)
Total Financing Costs	135,011.63

Partnership Assets

1701-0000 - Cash - Partnership	12,642.66
1702-0000 - Partnership MM	2,124,802.27
1703-0000 - Partnership Receivable	267,013.69
Total Partnership Assets	2,404,458.62

Total Assets

4,192,602.72

FRANK B. PEERS HOUSING

Balance Sheet

Month Ending 07/31/13

Liabilities & Equity

Current Liabilities

2113-0000 - Flex Benefit Payable	7.92
2120-0000 - Accrued wages and p/r taxes payable	3,206.52
2150-0000 - Accrued property taxes	119,256.12
2180-0000 - Misc current liabilities	7,082.64
Total Current Liabilities	<u>129,553.20</u>

Non-Current Liabilities

2190-0000 - Sec. Dep. In Transit	(26,088.00)
2191-0000 - Security deposits-residential	16,297.00
2191-0001 - Pet Deposit	895.00
2210-0000 - Prepaid Rent	26.00
2211-0000 - Prepaid HUD	43,696.00
2320-1000 - Mortgage payable - 2nd note	2,290,000.00
2320-0000 - Mortgage Payable (long term)	1,808,043.97
Total Non-Current Liabilities	<u>4,132,869.97</u>

Owner's Equity

3100-0000 - Limited Partners Equity	2,402,918.63
3209-0000 - Prior Year Retained Earnings	(2,597,065.06)
3210-0000 - Retained earnings	99,346.36
Current YTD Earnings	24,979.62
Total Owner's Equity	<u>(69,820.45)</u>

Total Liability & Owner Equity

4,192,602.72

FRANK B. PEERS HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 07/31/13			Year To Date 07/31/13			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
GROSS OPERATING INCOME							
RESIDENTIAL RENTAL INCOME							
5120-0000 - Apartment rent	20,210.00	36,910.00	(16,700.00)	147,379.00	258,370.00	(110,991.00)	442,920.00
5121-0000 - Tenant assistant payments	65,844.00	46,976.00	18,868.00	454,999.00	328,832.00	126,167.00	563,712.00
5140-0000 - Commercial base rent	60.00	60.00	0.00	844.66	420.00	424.66	720.00
TOTAL RESIDENTIAL RENTAL INCOME	86,114.00	83,946.00	2,168.00	603,222.66	587,622.00	15,600.66	1,007,352.00
VACANCIES & ADJUSTMENTS							
5220-0000 - Vacancy loss - apartments	(2,560.00)	(2,468.00)	(92.00)	(21,354.00)	(17,276.00)	(4,078.00)	(22,212.00)
5221-0000 - Non-Revenue Units	(1,412.00)	(1,234.00)	(178.00)	(8,903.00)	(8,638.00)	(265.00)	(14,808.00)
TOTAL VACANCIES & ADJUSTMENTS	(3,972.00)	(3,702.00)	(270.00)	(30,257.00)	(25,914.00)	(4,343.00)	(37,020.00)
OTHER INCOME							
5910-0000 - Laundry income	442.25	205.00	237.25	1,325.75	1,435.00	(109.25)	2,460.00
5922-0000 - Late fees	0.00	5.00	(5.00)	45.00	35.00	10.00	60.00
5945-0000 - Damages	0.00	50.00	(50.00)	0.00	350.00	(350.00)	600.00
5990-0000 - Misc other income	0.00	0.00	0.00	0.00	0.00	0.00	600.00
5410-0000 - Interest Income Project Operations	0.00	0.00	0.00	7.42	0.00	7.42	0.00
5413-0000 - Interest income - escrow	0.00	2.00	(2.00)	2.28	14.00	(11.72)	24.00
TOTAL OTHER INCOME	442.25	262.00	180.25	1,380.45	1,834.00	(453.55)	3,744.00
GROSS OPERATING INCOME	82,584.25	80,506.00	2,078.25	574,346.11	563,542.00	10,804.11	974,076.00
ADVERTISING & RENTING EXPENSE							
6213-0000 - Employee Recruitment	0.00	25.00	25.00	121.15	175.00	53.85	300.00
6253-0000 - Credit Report Fees	0.00	30.00	30.00	123.00	210.00	87.00	360.00
TOTAL ADVERTISING & RENTING EXPENSE	0.00	55.00	55.00	244.15	385.00	140.85	660.00
ADMINISTRATIVE EXPENSE							
6311-0000 - Office supplies	68.27	225.00	156.73	2,323.44	1,575.00	(748.44)	2,700.00
6316-0000 - Office Equipment	344.44	405.00	60.56	1,742.72	2,835.00	1,092.28	4,860.00
6320-0000 - Management fee	4,584.46	4,167.00	(417.46)	30,273.77	29,169.00	(1,104.77)	50,004.00
6340-0000 - Legal Expense - Project	0.00	100.00	100.00	1,000.00	700.00	(300.00)	1,200.00
6350-0000 - Audit Expense	0.00	2,283.00	2,283.00	12,700.00	9,134.00	(3,566.00)	13,700.00
6360-0000 - Telephone	490.00	750.00	260.00	4,280.78	5,250.00	969.22	9,000.00
6360-0001 - Answering Service/ Pagers	60.70	61.00	0.30	364.20	427.00	62.80	732.00
6365-0000 - Training & Education Expense	0.00	125.00	125.00	0.00	875.00	875.00	1,500.00
6370-0000 - Bad debts	57.00	417.00	360.00	218.00	2,919.00	2,701.00	5,004.00
6371-0000 - Fees Dues & Contributions	0.00	0.00	0.00	165.27	0.00	(165.27)	0.00
6380-0000 - Consulting/study costs	975.00	250.00	(725.00)	2,100.00	1,750.00	(350.00)	3,000.00
6385-0000 - Temporary Help	0.00	84.00	84.00	0.00	588.00	588.00	1,008.00
6390-0000 - Misc administrative expenses	0.00	184.00	184.00	1,202.81	1,288.00	85.19	2,208.00
6390-0002 - Computer Supplies/Data Processing	162.88	150.00	(12.88)	1,296.45	1,050.00	(246.45)	1,800.00
6395-0000 - Tenant Retention	453.84	500.00	46.16	3,078.59	3,500.00	421.41	7,000.00
6431-0000 - Travel & Expense Reimbursement	208.79	170.00	(38.79)	1,754.02	1,190.00	(564.02)	2,040.00
6851-0000 - Bank Service Fees	0.00	0.00	0.00	4.50	0.00	(4.50)	0.00
6860-0000 - Security Deposit Interest	(0.60)	0.00	0.60	(3.74)	0.00	3.74	0.00
TOTAL ADMINISTRATIVE EXPENSE	7,404.78	9,871.00	2,466.22	62,500.81	62,250.00	(250.81)	105,756.00
PAYROLL & RELATED COSTS							

FRANK B. PEERS HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 07/31/13			Year To Date 07/31/13			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6310-0000 - Office salaries	4,587.76	4,889.00	301.24	35,467.25	36,256.00	788.75	63,145.00
6510-0000 - Janitor and cleaning payroll	1,139.06	2,468.00	1,328.94	11,646.32	18,510.00	6,863.68	32,120.00
6540-0000 - Repairs payroll	3,822.42	2,144.00	(1,678.42)	25,492.84	16,080.00	(9,412.84)	27,903.00
6900-0000 - Social Service Coordinator	1,081.17	1,239.00	157.83	7,876.93	10,206.00	2,329.07	17,093.00
6715-0000 - Payroll Taxes	783.41	733.00	(50.41)	9,776.80	10,111.00	334.20	14,198.00
6722-0000 - Workers compensation	316.93	275.00	(41.93)	1,687.41	1,925.00	237.59	3,300.00
6723-0000 - Employee health insurance	242.74	599.00	356.26	4,914.12	3,899.00	(1,015.12)	6,894.00
6724-0000 - Union Benefits	1,310.83	1,200.00	(110.83)	6,369.37	8,400.00	2,030.63	14,415.00
6726-0001 - Contingency	0.00	235.00	235.00	1,144.00	3,669.00	2,525.00	5,504.00
TOTAL PAYROLL & RELATED COSTS	13,284.32	13,782.00	497.68	104,375.04	109,056.00	4,680.96	184,572.00
OPERATING EXPENSES							
6515-0000 - Janitors and cleaning supplies	451.68	300.00	(151.68)	2,338.67	2,100.00	(238.67)	3,600.00
6516-0000 - Bulbs & Tubes	0.00	100.00	100.00	44.62	700.00	655.38	1,200.00
6517-0000 - Outside Cleaning Service	0.00	0.00	0.00	0.00	750.00	750.00	1,500.00
6518-0000 - Uniforms	0.00	0.00	0.00	0.00	500.00	500.00	500.00
6519-0000 - Exterminating Contract	105.00	110.00	5.00	735.00	770.00	35.00	1,320.00
6520-0000 - Miscellaneous Repair Contractors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6525-0000 - Rubbish removal	328.40	310.00	(18.40)	2,277.68	2,170.00	(107.68)	3,720.00
6490-0000 - Misc operating expenses	0.00	50.00	50.00	1,600.00	350.00	(1,250.00)	600.00
TOTAL OPERATING EXPENSES	885.08	870.00	(15.08)	6,995.97	7,340.00	344.03	12,440.00
UTILITIES							
6450-0000 - Electricity	1,868.63	1,800.00	(68.63)	9,490.21	12,600.00	3,109.79	21,600.00
6451-0000 - Water	(1,419.01)	950.00	2,369.01	2,548.89	6,650.00	4,101.11	11,400.00
6452-0000 - Gas	1,231.68	1,000.00	(231.68)	14,236.54	9,000.00	(5,236.54)	16,000.00
TOTAL UTILITIES	1,681.30	3,750.00	2,068.70	26,275.64	28,250.00	1,974.36	49,000.00
MAINTENANCE EXPENSES							
6536-0000 - Ground supplies	0.00	292.00	292.00	48.96	2,044.00	1,995.04	3,504.00
6537-0000 - Grounds Contractor (Landscape)	944.56	650.00	(294.56)	4,540.29	2,600.00	(1,940.29)	5,200.00
6541-0000 - Repair materials (general supplies)	80.33	560.00	479.67	655.04	3,920.00	3,264.96	6,720.00
6541-0001 - Appliance Parts	0.00	50.00	50.00	257.15	350.00	92.85	600.00
6541-0002 - Plumbing Supplies	41.49	100.00	58.51	522.05	700.00	177.95	1,200.00
6541-0003 - Electrical Supplies	0.00	100.00	100.00	140.10	700.00	559.90	1,200.00
6541-0004 - Heating/Cooling Supplies	126.22	50.00	(76.22)	150.78	350.00	199.22	600.00
6541-0005 - Hand Tools	0.00	0.00	0.00	0.00	300.00	300.00	300.00
6541-0006 - Expendable Tools	0.00	0.00	0.00	0.00	400.00	400.00	400.00
6541-0007 - Safety Equipment	0.00	50.00	50.00	0.00	350.00	350.00	600.00
6541-0009 - Window Supplies	0.00	0.00	0.00	0.00	200.00	200.00	200.00
6541-0010 - Carpentry/Hardware	0.00	50.00	50.00	532.05	350.00	(182.05)	600.00
6545-0000 - Elevator Contractor (Annual Maintenance Contract)	0.00	290.00	290.00	1,174.20	2,030.00	855.80	3,480.00
6546-0000 - Heating/Cooling Contractor	0.00	213.00	213.00	528.45	1,491.00	962.55	2,556.00
6548-0000 - Snow removal	0.00	0.00	0.00	4,218.93	10,432.00	6,213.07	15,648.00
6551-0000 - Elevator Contractor (Special Repairs)	0.00	125.00	125.00	0.00	875.00	875.00	1,500.00
6560-0000 - Decorating (Tenant Pntg-Cycle/Turnover by Contractor)	0.00	1,000.00	1,000.00	4,045.00	7,000.00	2,955.00	12,000.00
6564-0000 - Decorating (Common Areas - by Contractor)	0.00	208.00	208.00	6,915.00	1,456.00	(5,459.00)	2,496.00
6580-0000 - Equipment repairs	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6581-0000 - Window Washing	0.00	0.00	0.00	0.00	750.00	750.00	1,500.00
6582-0000 - Fire Protection	282.50	400.00	117.50	2,046.82	2,800.00	753.18	4,800.00

FRANK B. PEERS HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 07/31/13			Year To Date 07/31/13			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6582-0001 - Fire Safety Equipment	0.00	500.00	500.00	0.00	3,500.00	3,500.00	6,000.00
6590-0000 - Miscellaneous Repair	0.00	100.00	100.00	156.00	700.00	544.00	1,200.00
6591-0000 - Electrical Repairs	0.00	300.00	300.00	0.00	2,100.00	2,100.00	3,600.00
6592-0000 - Boiler Repairs	656.43	500.00	(156.43)	1,969.29	3,500.00	1,530.71	6,000.00
6594-0000 - Carpentry Repairs	0.00	100.00	100.00	910.00	700.00	(210.00)	1,200.00
6595-0000 - Plumbing Repairs	1,442.73	790.00	(652.73)	3,618.00	5,530.00	1,912.00	9,480.00
6596-0000 - Floor Repairs/Cleaning	0.00	150.00	150.00	605.00	1,050.00	445.00	1,800.00
6598-0000 - Roof Repairs	0.00	100.00	100.00	0.00	700.00	700.00	1,200.00
TOTAL MAINTENANCE EXPENSES	3,574.26	6,678.00	3,103.74	33,033.11	56,878.00	23,844.89	96,084.00
TAXES AND INSURANCE							
6710-0000 - Real estate taxes	9,000.00	9,000.00	0.00	63,000.00	63,000.00	0.00	108,000.00
6720-0000 - Property and liability insurance	1,898.67	2,083.00	184.33	14,118.33	14,581.00	462.67	24,996.00
6721-0000 - Fidelity bond insurance	0.00	10.00	10.00	0.00	70.00	70.00	120.00
TOTAL TAXES AND INSURANCE	10,898.67	11,093.00	194.33	77,118.33	77,651.00	532.67	133,116.00
TOTAL OPERATING EXPENSES	37,728.41	46,099.00	8,370.59	310,543.05	341,810.00	31,266.95	581,628.00
NET OPERATING INCOME (LOSS)	44,855.84	34,407.00	10,448.84	263,803.06	221,732.00	42,071.06	392,448.00
FINANCIAL EXPENSES							
6820-0000 - Mortgage interest	19,970.74	19,971.00	0.26	140,868.98	140,873.00	4.02	239,947.00
7104-0000 - Replacement Reserve	1,863.67	1,864.00	0.33	13,045.69	13,048.00	2.31	22,368.00
7108-0000 - Mortgage Payable (long term)	10,516.80	10,465.00	(51.80)	72,543.80	72,188.00	(355.80)	125,294.00
TOTAL FINANCIAL EXPENSES	32,351.21	32,300.00	(51.21)	226,458.47	226,109.00	(349.47)	387,609.00
NET OPER INC/(LOSS) BEFORE CAP. EXP.	12,504.63	2,107.00	10,397.63	37,344.59	(4,377.00)	41,721.59	4,839.00
NET INCOME (LOSS)	12,504.63	2,107.00	10,397.63	37,344.59	(4,377.00)	41,721.59	4,839.00
Partnership Income							
8005-0000 - Mortgagor Entity Income	94.52	0.00	94.52	1,651.90	0.00	1,651.90	0.00
8010-0000 - Other Entity Expense	0.00	0.00	0.00	(260.00)	0.00	(260.00)	0.00
Total Partnership Activity	94.52	0.00	94.52	1,391.90	0.00	1,391.90	0.00
CAPITAL EXPENDITURES & ESCROWS							
7105-0000 - Replacement Reserve Reimbursement	0.00	0.00	0.00	0.00	(653,998.00)	(653,998.00)	(660,998.00)
6991-0000 - Capital expenditures	0.00	0.00	0.00	0.00	98,000.00	98,000.00	98,000.00
6991-0002 - Windows	0.00	0.00	0.00	0.00	544,998.00	544,998.00	544,998.00
6991-0016 - Concrete Repairs	0.00	0.00	0.00	0.00	1,000.00	1,000.00	2,500.00
6993-0000 - Appliance Replacement	0.00	120.00	120.00	0.00	840.00	840.00	1,440.00
6993-0002 - Water Heaters	0.00	0.00	0.00	0.00	11,000.00	11,000.00	11,000.00
6993-0003 - A/C Replacements	0.00	225.00	225.00	1,600.56	1,575.00	(25.56)	2,700.00
6994-0000 - Carpet & tile	0.00	650.00	650.00	579.15	4,550.00	3,970.85	7,800.00
TOTAL CAPITAL EXPENDITURES & ESCROWS	0.00	995.00	995.00	2,179.71	7,965.00	5,785.29	7,440.00
GAIN/(LOSS) AFTER CAPITAL EXP. & ESCROWS	12,599.15	1,112.00	11,487.15	36,556.78	(12,342.00)	48,898.78	(2,601.00)

WALNUT PLACE
Balance Sheet
Month Ending 07/31/13

ASSETS

Current Assets	
1110-0000 - Petty Cash	900.00
1121-0000 - Cash - Operating	9,620.29
1130-0000 - Tenant/member accounts receivable	18,738.43
1131-0000 - Accounts receivable - subsidy	45,182.00
1240-0000 - Prepaid property and liability insurance	(2,035.67)
Total Current Assets	<u>72,405.05</u>
Other Assets	
1290-0000 - Misc Prepaid Expenses	(105.47)
1192-0000 - Tenant Sec Dep	21,089.84
1310-0000 - Real estate tax escrow	144,450.79
1311-0000 - Insurance escrow	35,722.90
1330-0000 - Debt Service Escrow	136,096.12
1320 - Replacement Reserve	176,258.21
1340 - Residual Receipt	27,094.63
Total Other Assets	<u>540,607.02</u>
Fixed Assets	
1410-0000 - Land	220,000.00
1420-0000 - Building	2,907,088.00
1420-0001 - Building Improvements	23,774.27
1430-0000 - Land Improvements	321,376.00
1440-0000 - Building Equipment Portable	354,185.56
1450-0000 - Furniture for project/tenant use	398,382.24
4120-0000 - Accum depr - buildings	(3,408,821.59)
1498-0000 - Current F/A	10,637.54
Total Fixed Assets	<u>826,622.02</u>
Financing Costs	
1900-0001 - Deferred Financing Costs	174,813.03
1999-0000 - Accum Amort - Bond Costs	(44,920.51)
Total Financing Costs	<u>129,892.52</u>
Partnership Assets	
1701-0000 - Cash - Partnership	104,552.25
Total Partnership Assets	<u>104,552.25</u>
Total Assets	<u><u>1,674,078.86</u></u>

WALNUT PLACE
Balance Sheet
Month Ending 07/31/13

Liabilities & Equity

Current Liabilities

2110-0000 - Accounts payable	(232.14)
2113-0000 - Flex Benefit Payable	7.92
2120-0000 - Accrued wages and p/r taxes payable	3,206.46
2150-0000 - Accrued property taxes	137,058.51
2155-0000 - Accrued professional services	14,714.00
2180-0000 - Misc current liabilities	7,742.34
Total Current Liabilities	<u>162,497.09</u>

Non-Current Liabilities

2190-0000 - Sec. Dep. In Transit	(13,776.00)
2191-0000 - Security deposits-residential	18,889.00
2191-0001 - Pet Deposit	1,175.00
2210-0000 - Prepaid Rent	391.00
2211-0000 - Prepaid HUD	20,972.00
2320-1000 - Mortgage payable - 2nd note	2,546,000.00
2320-4000 - Deferred Revenue	237,622.00
2320-0000 - Mortgage Payable (long term)	1,837,739.75
Total Non-Current Liabilities	<u>4,649,012.75</u>

Owner's Equity

3100-0000 - Limited Partners Equity	104,375.87
3209-0000 - Prior Year Retained Earnings	(3,362,358.17)
3210-0000 - Retained earnings	102,286.90
Current YTD Earnings	18,264.42
Total Owner's Equity	<u>(3,137,430.98)</u>

Total Liability & Owner Equity

1,674,078.86

WALNUT PLACE
Actual vs Budget Accrual Operating Statement

	Month Ending 07/31/13			Year To Date 07/31/13			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
GROSS OPERATING INCOME							
RESIDENTIAL RENTAL INCOME							
5120-0000 - Apartment rent	20,778.00	38,120.00	(17,342.00)	145,028.00	266,840.00	(121,812.00)	457,440.00
5121-0000 - Tenant assistant payments	66,542.00	48,516.00	18,026.00	466,212.00	339,612.00	126,600.00	582,192.00
5140-0000 - Commercial base rent	0.00	0.00	0.00	304.18	0.00	304.18	0.00
TOTAL RESIDENTIAL RENTAL INCOME	87,320.00	86,636.00	684.00	611,544.18	606,452.00	5,092.18	1,039,632.00
VACANCIES & ADJUSTMENTS							
5220-0000 - Vacancy loss - apartments	(1,402.00)	(2,000.00)	598.00	(7,009.00)	(14,000.00)	6,991.00	(24,000.00)
5221-0000 - Non-Revenue Units	(1,272.00)	(1,260.00)	(12.00)	(8,880.00)	(8,820.00)	(60.00)	(15,120.00)
TOTAL VACANCIES & ADJUSTMENTS	(2,674.00)	(3,260.00)	586.00	(15,889.00)	(22,820.00)	6,931.00	(39,120.00)
OTHER INCOME							
5910-0000 - Laundry income	757.00	0.00	757.00	2,203.00	1,400.00	803.00	2,800.00
5922-0000 - Late fees	15.00	10.00	5.00	38.00	70.00	(32.00)	120.00
5930-0000 - Credit Check Fees	0.00	30.00	(30.00)	0.00	210.00	(210.00)	360.00
5413-0000 - Interest income - escrow	0.00	0.00	0.00	2.64	0.00	2.64	0.00
TOTAL OTHER INCOME	772.00	40.00	732.00	2,243.64	1,680.00	563.64	3,280.00
GROSS OPERATING INCOME	85,418.00	83,416.00	2,002.00	597,898.82	585,312.00	12,586.82	1,003,792.00
ADVERTISING & RENTING EXPENSE							
6213-0000 - Employee Recruitment	0.00	0.00	0.00	121.15	0.00	(121.15)	0.00
6253-0000 - Credit Report Fees	0.00	30.00	30.00	53.00	210.00	157.00	360.00
TOTAL ADVERTISING & RENTING EXPENSE	0.00	30.00	30.00	174.15	210.00	35.85	360.00
ADMINISTRATIVE EXPENSE							
6311-0000 - Office supplies	4.00	225.00	221.00	1,915.11	1,575.00	(340.11)	2,700.00
6316-0000 - Office Equipment	344.43	405.00	60.57	1,742.68	2,835.00	1,092.32	4,860.00
6320-0000 - Management fee	4,450.05	4,137.00	(313.05)	30,162.21	28,959.00	(1,203.21)	49,644.00
6340-0000 - Legal Expense - Project	0.00	167.00	167.00	1,000.00	1,169.00	169.00	2,004.00
6350-0000 - Audit Expense	0.00	1,083.00	1,083.00	10,500.00	7,581.00	(2,919.00)	12,996.00
6360-0000 - Telephone	687.78	850.00	162.22	5,923.12	5,950.00	26.88	10,200.00
6360-0001 - Answering Service/ Pagers	0.00	62.00	62.00	303.49	434.00	130.51	744.00
6365-0000 - Training & Education Expense	0.00	110.00	110.00	0.00	770.00	770.00	1,320.00
6370-0000 - Bad debts	0.00	583.00	583.00	660.00	4,081.00	3,421.00	6,996.00
6371-0000 - Fees Dues & Contributions	0.00	0.00	0.00	165.27	0.00	(165.27)	0.00
6380-0000 - Consulting/study costs	0.00	2,000.00	2,000.00	500.00	3,500.00	3,000.00	3,500.00
6390-0000 - Misc administrative expenses	0.00	155.00	155.00	1,042.11	1,085.00	42.89	1,860.00
6390-0002 - Computer Supplies/Data Processing	163.06	150.00	(13.06)	1,297.71	1,050.00	(247.71)	1,800.00
6395-0000 - Tenant Retention	97.47	400.00	302.53	2,653.61	2,800.00	146.39	7,000.00
6431-0000 - Travel & Expense Reimbursement	208.77	188.00	(20.77)	1,753.94	1,316.00	(437.94)	2,256.00
6860-0000 - Security Deposit Interest	(0.58)	0.00	0.58	(3.68)	0.00	3.68	0.00
TOTAL ADMINISTRATIVE EXPENSE	5,954.98	10,515.00	4,560.02	59,615.57	63,105.00	3,489.43	107,880.00
PAYROLL & RELATED COSTS							
6310-0000 - Office salaries	4,584.86	4,889.00	304.14	35,445.50	36,256.00	810.50	63,145.00
6510-0000 - Janitor and cleaning payroll	1,139.06	1,122.00	(17.06)	8,117.86	8,416.00	298.14	14,605.00
6540-0000 - Repairs payroll	3,822.42	3,490.00	(332.42)	29,021.30	26,174.00	(2,847.30)	45,418.00
6900-0000 - Social Service Coordinator	1,081.17	1,239.00	157.83	7,876.93	10,206.00	2,329.07	17,093.00

WALNUT PLACE

Actual vs Budget Accrual Operating Statement

	Month Ending 07/31/13			Year To Date 07/31/13			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
6715-0000 - Payroll Taxes	783.17	733.00	(50.17)	9,774.36	10,111.00	336.64	14,198.00
6722-0000 - Workers compensation	316.88	271.00	(45.88)	1,413.38	1,897.00	483.62	3,252.00
6723-0000 - Employee health insurance	245.64	586.00	340.36	4,935.87	3,808.00	(1,127.87)	6,738.00
6724-0000 - Union Benefits	1,310.83	1,200.00	(110.83)	6,369.36	8,400.00	2,030.64	14,415.00
6726-0001 - Contingency	0.00	0.00	0.00	1,144.00	2,024.00	880.00	2,684.00
TOTAL PAYROLL & RELATED COSTS	13,284.03	13,530.00	245.97	104,098.56	107,292.00	3,193.44	181,548.00
OPERATING EXPENSES							
6515-0000 - Janitors and cleaning supplies	392.85	320.00	(72.85)	2,154.54	2,240.00	85.46	3,840.00
6516-0000 - Bulbs & Tubes	0.00	75.00	75.00	0.00	525.00	525.00	900.00
6517-0000 - Outside Cleaning Service	0.00	0.00	0.00	0.00	750.00	750.00	1,500.00
6518-0000 - Uniforms	0.00	0.00	0.00	0.00	500.00	500.00	500.00
6519-0000 - Exterminating Contract	90.00	150.00	60.00	638.10	1,050.00	411.90	1,800.00
6520-0000 - Miscellaneous Repair Contractors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6525-0000 - Rubbish removal	328.40	355.00	26.60	2,097.68	2,485.00	387.32	4,260.00
6490-0000 - Misc operating expenses	0.00	50.00	50.00	0.00	350.00	350.00	600.00
TOTAL OPERATING EXPENSES	811.25	950.00	138.75	4,890.32	7,900.00	3,009.68	13,400.00
UTILITIES							
6450-0000 - Electricity	1,428.97	1,200.00	(228.97)	7,635.51	8,400.00	764.49	14,400.00
6451-0000 - Water	174.27	600.00	425.73	4,595.38	4,200.00	(395.38)	7,200.00
6452-0000 - Gas	3,530.99	1,666.00	(1,864.99)	16,359.17	11,662.00	(4,697.17)	20,000.00
TOTAL UTILITIES	5,134.23	3,466.00	(1,668.23)	28,590.06	24,262.00	(4,328.06)	41,600.00
MAINTENANCE EXPENSES							
6536-0000 - Ground supplies	0.00	333.00	333.00	0.00	2,331.00	2,331.00	3,996.00
6537-0000 - Grounds Contractor (Landscaper)	1,235.56	650.00	(585.56)	2,584.29	2,600.00	15.71	5,200.00
6541-0000 - Repair materials (general supplies)	63.68	250.00	186.32	509.69	1,750.00	1,240.31	3,000.00
6541-0001 - Appliance Parts	0.00	50.00	50.00	257.15	350.00	92.85	600.00
6541-0002 - Plumbing Supplies	44.26	100.00	55.74	1,767.40	700.00	(1,067.40)	1,200.00
6541-0003 - Electrical Supplies	0.00	100.00	100.00	673.20	700.00	26.80	1,200.00
6541-0004 - Heating/Cooling Supplies	0.00	85.00	85.00	36.08	595.00	558.92	1,020.00
6541-0005 - Hand Tools	0.00	50.00	50.00	0.00	350.00	350.00	600.00
6541-0006 - Expendable Tools	0.00	50.00	50.00	0.00	350.00	350.00	600.00
6541-0007 - Safety Equipment	0.00	50.00	50.00	0.00	350.00	350.00	600.00
6541-0009 - Window Supplies	0.00	100.00	100.00	442.79	700.00	257.21	1,200.00
6541-0010 - Carpentry/Hardware	21.99	60.00	38.01	451.87	420.00	(31.87)	720.00
6545-0000 - Elevator Contractor (Annual Maintenance Contract)	0.00	300.00	300.00	1,309.20	2,100.00	790.80	3,600.00
6546-0000 - Heating/Cooling Contractor	0.00	385.00	385.00	2,705.90	2,695.00	(10.90)	4,620.00
6548-0000 - Snow removal	0.00	0.00	0.00	7,672.76	7,892.00	219.24	11,838.00
6551-0000 - Elevator Contractor (Special Repairs)	0.00	100.00	100.00	0.00	700.00	700.00	1,200.00
6560-0000 - Decorating (Tenant Pntg-Cycle/Turnover by Contractor)	0.00	1,000.00	1,000.00	6,530.00	7,000.00	470.00	12,000.00
6564-0000 - Decorating (Common Areas - by Contractor)	0.00	100.00	100.00	59.86	700.00	640.14	1,200.00
6580-0000 - Equipment repairs	0.00	0.00	0.00	0.00	0.00	0.00	500.00
6581-0000 - Window Washing	0.00	0.00	0.00	0.00	1,000.00	1,000.00	2,000.00
6582-0000 - Fire Protection	282.50	300.00	17.50	1,378.65	2,100.00	721.35	3,600.00
6582-0001 - Fire Safety Equipment	0.00	50.00	50.00	0.00	350.00	350.00	600.00
6590-0000 - Miscellaneous Repair	0.00	100.00	100.00	0.00	700.00	700.00	1,200.00
6591-0000 - Electrical Repairs	0.00	300.00	300.00	707.53	2,100.00	1,392.47	3,600.00
6592-0000 - Boiler Repairs	563.60	200.00	(363.60)	4,176.80	1,400.00	(2,776.80)	2,400.00

WALNUT PLACE
Actual vs Budget Accrual Operating Statement

	Month Ending 07/31/13			Year To Date 07/31/13			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6594-0000 - Carpentry Repairs	4,314.00	100.00	(4,214.00)	6,385.04	700.00	(5,685.04)	1,200.00
6595-0000 - Plumbing Repairs	245.00	700.00	455.00	3,387.00	4,900.00	1,513.00	8,400.00
6596-0000 - Floor Repairs/Cleaning	0.00	100.00	100.00	125.00	700.00	575.00	1,200.00
6598-0000 - Roof Repairs	1,952.88	170.00	(1,782.88)	4,853.12	1,190.00	(3,663.12)	2,040.00
6599-0000 - Window repairs	0.00	100.00	100.00	0.00	700.00	700.00	1,200.00
TOTAL MAINTENANCE EXPENSES	8,723.47	5,883.00	(2,840.47)	46,013.33	48,123.00	2,109.67	82,334.00
TAXES AND INSURANCE							
6710-0000 - Real estate taxes	10,000.00	10,000.00	0.00	70,000.00	70,000.00	0.00	120,000.00
6720-0000 - Property and liability insurance	2,035.67	2,037.00	1.33	14,255.33	14,259.00	3.67	24,444.00
6721-0000 - Fidelity bond insurance	0.00	0.00	0.00	0.00	25.00	25.00	25.00
TOTAL TAXES AND INSURANCE	12,035.67	12,037.00	1.33	84,255.33	84,284.00	28.67	144,469.00
TOTAL OPERATING EXPENSES	45,943.63	46,411.00	467.37	327,637.32	335,176.00	7,538.68	571,591.00
NET OPERATING INCOME (LOSS)	39,474.37	37,005.00	2,469.37	270,261.50	250,136.00	20,125.50	432,201.00
FINANCIAL EXPENSES							
6820-0000 - Mortgage interest	21,219.40	21,219.00	(0.40)	149,760.89	149,761.00	0.11	254,965.00
7104-0000 - Replacement Reserve	1,836.67	1,850.00	13.33	12,856.69	12,950.00	93.31	22,200.00
7108-0000 - Mortgage Payable (long term)	12,267.55	12,209.00	(58.55)	84,647.76	84,242.00	(405.76)	146,175.00
TOTAL FINANCIAL EXPENSES	35,323.62	35,278.00	(45.62)	247,265.34	246,953.00	(312.34)	423,340.00
NET OPER INC/(LOSS) BEFORE CAP. EXP.	4,150.75	1,727.00	2,423.75	22,996.16	3,183.00	19,813.16	8,861.00
NET INCOME (LOSS)	4,150.75	1,727.00	2,423.75	22,996.16	3,183.00	19,813.16	8,861.00
Partnership Income							
8005-0000 - Mortgagor Entity Income	9.45	0.00	9.45	60.71	0.00	60.71	0.00
8010-0000 - Other Entity Expense	0.00	0.00	0.00	(10.00)	0.00	(10.00)	0.00
Total Partnership Activity	9.45	0.00	9.45	50.71	0.00	50.71	0.00
CAPITAL EXPENDITURES & ESCROWS							
7105-0000 - Replacement Reserve Reimbursement	0.00	0.00	0.00	0.00	(35,550.00)	(35,550.00)	(41,550.00)
6991-0000 - Capital expenditures	0.00	0.00	0.00	4,300.00	28,500.00	24,200.00	30,900.00
6993-0000 - Appliance Replacement	0.00	400.00	400.00	1,153.00	1,200.00	47.00	1,600.00
6993-0002 - Water Heaters	0.00	1,500.00	1,500.00	0.00	3,000.00	3,000.00	3,000.00
6993-0003 - A/C Replacements	0.00	1,000.00	1,000.00	1,067.04	3,000.00	1,932.96	4,000.00
6994-0000 - Carpet & tile	0.00	750.00	750.00	4,117.50	5,250.00	1,132.50	9,000.00
TOTAL CAPITAL EXPENDITURES & ESCROWS	0.00	3,650.00	3,650.00	10,637.54	5,400.00	(5,237.54)	6,950.00
GAIN/(LOSS) AFTER CAPITAL EXP. & ESCROWS	4,160.20	(1,923.00)	6,083.20	12,409.33	(2,217.00)	14,626.33	1,911.00

RAVINIA HOUSING
Balance Sheet
Month Ending 07/31/13

ASSETS

Current Assets

1110-0000 - Petty Cash	150.00
1121-0000 - Cash - Operating	12,204.07
1130-0000 - Tenant/member accounts receivable	46,007.00
1130-1000 - Allowance for Doubtful Accounts	(16,727.40)
1131-0000 - Accounts receivable - subsidy	17,869.00
1240-0000 - Prepaid property and liability insurance	(960.33)
1250-0000 - Prepaid Mortgage Insurance	1,065.80
Total Current Assets	<u>59,608.14</u>

Other Assets

1290-0000 - Misc Prepaid Expenses	(2.66)
1192-0000 - Tenant Sec Dep	8,485.35
1310-0000 - Real estate tax escrow	18,151.73
1311-0000 - Insurance escrow	7,288.85
1312-0000 - Mortgage Insurance Escrow	809.64
1140-0000 - Accounts Receivable - Other	635.36
1350-0000 - Construction Escrow	16.44
1320 - Replacement Reserve	559,754.02
Total Other Assets	<u>595,138.73</u>

Fixed Assets

1420-0000 - Building	1,074,166.20
1420-0001 - Building Improvements	59,174.00
1430-0000 - Land Improvements	221,122.66
1450-0000 - Furniture for project/tenant use	362,158.66
1497-0000 - Site improvements	193,982.00
4120-0000 - Accum depr - buildings	(1,114,142.47)
1498-0000 - Current F/A	20,223.47
Total Fixed Assets	<u>816,684.52</u>

Financing Costs

1900-0001 - Deferred Financing Costs	62,658.71
1999-0000 - Accum Amort - Bond Costs	(1,915.30)
Total Financing Costs	<u>60,743.41</u>

Partnership Assets

1701-0000 - Cash - Partnership	81,921.58
1702-1000 - Partnership F/A	62,063.00
1703-0000 - Partnership Receivable	3,650.00
Total Partnership Assets	<u>147,634.58</u>

Total Assets

1,679,809.38

RAVINIA HOUSING
Balance Sheet
Month Ending 07/31/13

Liabilities & Equity

Current Liabilities

2110-0000 - Accounts payable	(4,410.00)
2113-0000 - Flex Benefit Payable	2.16
2114-0000 - 401K Payable	24.00
2120-0000 - Accrued wages and p/r taxes payable	874.49
2130-0000 - Accrued interest - mortgage	1,525.84
2131-0001 - Accrued Interest - 2nd Note	27,022.33
2131-1000 - Accrued Interest - Notes Payable	3,650.00
2150-0000 - Accrued property taxes	47,583.47
2180-0000 - Misc current liabilities	5,178.14
Total Current Liabilities	<u>81,450.43</u>

Non-Current Liabilities

2190-0000 - Sec. Dep. In Transit	819.00
2191-0000 - Security deposits-residential	7,093.00
2210-0000 - Prepaid Rent	1,323.00
2211-0000 - Prepaid HUD	20,857.00
2310-1000 - Notes Payable - (Long Term)	62,062.71
2320-1000 - Mortgage payable - 2nd note	713,396.28
2320-0000 - Mortgage Payable (long term)	406,891.06
Total Non-Current Liabilities	<u>1,212,442.05</u>

Owner's Equity

3100-0000 - Limited Partners Equity	144,465.21
3209-0000 - Prior Year Retained Earnings	160,730.61
3210-0000 - Retained earnings	75,135.70
Current YTD Earnings	5,585.38
Total Owner's Equity	<u>385,916.90</u>

Total Liability & Owner Equity 1,679,809.38

RAVINIA HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 07/31/13			Year To Date 07/31/13			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
GROSS OPERATING INCOME							
RESIDENTIAL RENTAL INCOME							
5120-0000 - Apartment rent	5,997.00	9,554.00	(3,557.00)	50,212.00	66,878.00	(16,666.00)	114,648.00
5121-0000 - Tenant assistant payments	15,716.00	12,159.00	3,557.00	101,779.00	85,113.00	16,666.00	145,908.00
TOTAL RESIDENTIAL RENTAL INCOME	21,713.00	21,713.00	0.00	151,991.00	151,991.00	0.00	260,556.00
VACANCIES & ADJUSTMENTS							
5220-0000 - Vacancy loss - apartments	0.00	(837.00)	837.00	(1,146.00)	(5,835.00)	4,689.00	(10,000.00)
TOTAL VACANCIES & ADJUSTMENTS	0.00	(837.00)	837.00	(1,146.00)	(5,835.00)	4,689.00	(10,000.00)
OTHER INCOME							
5413-0000 - Interest income - escrow	36.69	30.00	6.69	257.06	210.00	47.06	360.00
TOTAL OTHER INCOME	36.69	30.00	6.69	257.06	210.00	47.06	360.00
GROSS OPERATING INCOME	21,749.69	20,906.00	843.69	151,102.06	146,366.00	4,736.06	250,916.00
ADVERTISING & RENTING EXPENSE							
6213-0000 - Employee Recruitment	0.00	0.00	0.00	33.03	0.00	(33.03)	0.00
6250-0000 - Renting expenses	0.00	20.00	20.00	140.00	140.00	0.00	240.00
TOTAL ADVERTISING & RENTING EXPENSE	0.00	20.00	20.00	173.03	140.00	(33.03)	240.00
ADMINISTRATIVE EXPENSE							
6311-0000 - Office supplies	460.31	521.00	60.69	3,197.96	3,647.00	449.04	6,252.00
6320-0000 - Management fee	698.32	765.00	66.68	5,867.35	5,355.00	(512.35)	9,180.00
6340-0000 - Legal Expense - Project	75.00	100.00	25.00	1,900.00	700.00	(1,200.00)	1,200.00
6350-0000 - Audit Expense	0.00	985.00	985.00	10,000.00	6,895.00	(3,105.00)	11,820.00
6360-0000 - Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6365-0000 - Training & Education Expense	0.00	50.00	50.00	0.00	350.00	350.00	600.00
6370-0000 - Bad debts	0.00	433.00	433.00	0.00	3,031.00	3,031.00	5,196.00
6371-0000 - Fees Dues & Contributions	0.00	0.00	0.00	41.32	0.00	(41.32)	0.00
6390-0000 - Misc administrative expenses	56.94	100.00	43.06	5,425.93	700.00	(4,725.93)	1,200.00
6390-0002 - Computer Supplies/Data Processing	72.93	70.00	(2.93)	552.48	490.00	(62.48)	840.00
6860-0000 - Security Deposit Interest	(0.23)	0.00	0.23	(1.37)	0.00	1.37	0.00
TOTAL ADMINISTRATIVE EXPENSE	1,363.27	3,024.00	1,660.73	26,983.67	21,168.00	(5,815.67)	36,288.00
PAYROLL & RELATED COSTS							
6310-0000 - Office salaries	1,250.38	1,333.00	82.62	9,666.72	9,884.00	217.28	17,216.00
6510-0000 - Janitor and cleaning payroll	1,353.14	1,246.00	(107.14)	10,387.04	9,344.00	(1,043.04)	16,214.00
6900-0000 - Social Service Coordinator	294.86	338.00	43.14	2,148.25	2,782.00	633.75	4,661.00
6715-0000 - Payroll Taxes	213.55	199.00	(14.55)	2,665.55	2,754.00	88.45	3,867.00
6722-0000 - Workers compensation	87.77	71.00	(16.77)	457.53	497.00	39.47	852.00
6723-0000 - Employee health insurance	121.96	159.00	37.04	1,860.81	1,023.00	(837.81)	1,818.00
6724-0000 - Union Benefits	358.02	327.00	(31.02)	1,788.07	2,289.00	500.93	3,927.00
6726-0001 - Contingency	0.00	0.00	0.00	276.00	552.00	276.00	732.00
TOTAL PAYROLL & RELATED COSTS	3,679.68	3,673.00	(6.68)	29,249.97	29,125.00	(124.97)	49,287.00
OPERATING EXPENSES							
6515-0000 - Janitors and cleaning supplies	14.98	100.00	85.02	1,733.06	700.00	(1,033.06)	1,200.00
6520-0000 - Miscellaneous Repair Contractors	2,230.51	2,575.00	344.49	12,376.84	18,025.00	5,648.16	30,900.00

RAVINIA HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 07/31/13			Year To Date 07/31/13			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6525-0000 - Rubbish removal	468.47	500.00	31.53	3,278.53	3,500.00	221.47	6,000.00
6490-0000 - Misc operating expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	2,713.96	3,175.00	461.04	17,388.43	22,225.00	4,836.57	38,100.00
UTILITIES							
6450-0000 - Electricity	149.77	260.00	110.23	1,924.83	1,829.00	(95.83)	3,129.00
6451-0000 - Water	639.34	27.00	(612.34)	998.74	189.00	(809.74)	324.00
6452-0000 - Gas	0.00	125.00	125.00	0.00	875.00	875.00	1,500.00
6453-0000 - Sewer	0.00	50.00	50.00	320.00	350.00	30.00	600.00
TOTAL UTILITIES	789.11	462.00	(327.11)	3,243.57	3,243.00	(0.57)	5,553.00
MAINTENANCE EXPENSES							
6541-0000 - Repair materials (general supplies)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6541-0010 - Carpentry/Hardware	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6546-0000 - Heating/Cooling Contractor	0.00	42.00	42.00	441.24	294.00	(147.24)	504.00
6548-0000 - Snow removal	0.00	0.00	0.00	7,739.67	5,800.00	(1,939.67)	7,000.00
6591-0000 - Electrical Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6595-0000 - Plumbing Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MAINTENANCE EXPENSES	0.00	42.00	42.00	8,180.91	6,094.00	(2,086.91)	7,504.00
TAXES AND INSURANCE							
6710-0000 - Real estate taxes	3,500.00	3,500.00	0.00	24,500.00	24,500.00	0.00	42,000.00
6720-0000 - Property and liability insurance	962.33	540.00	(422.33)	4,196.97	3,780.00	(416.97)	6,480.00
6721-0000 - Fidelity bond insurance	0.00	0.00	0.00	0.00	50.00	50.00	50.00
TOTAL TAXES AND INSURANCE	4,462.33	4,040.00	(422.33)	28,696.97	28,330.00	(366.97)	48,530.00
TOTAL OPERATING EXPENSES	13,008.35	14,436.00	1,427.65	113,916.55	110,325.00	(3,591.55)	185,502.00
NET OPERATING INCOME (LOSS)	8,741.34	6,470.00	2,271.34	37,185.51	36,041.00	1,144.51	65,414.00
FINANCIAL EXPENSES							
6820-0000 - Mortgage interest	3,011.11	1,526.00	(1,485.11)	21,123.36	10,727.00	(10,396.36)	18,323.00
6850-0000 - Mortgage Service Fee	152.25	152.00	(0.25)	1,101.63	1,064.00	(37.63)	1,824.00
7104-0000 - Replacement Reserve	1,333.33	1,333.00	(0.33)	9,333.31	9,331.00	(2.31)	15,996.00
7108-0000 - Mortgage Payable (long term)	582.31	582.00	(0.31)	4,030.79	4,031.00	0.21	6,976.00
TOTAL FINANCIAL EXPENSES	5,079.00	3,593.00	(1,486.00)	35,589.09	25,153.00	(10,436.09)	43,119.00
NET OPER INC/(LOSS) BEFORE CAP. EXP.	3,662.34	2,877.00	785.34	1,596.42	10,888.00	(9,291.58)	22,295.00
NET INCOME (LOSS)	3,662.34	2,877.00	785.34	1,596.42	10,888.00	(9,291.58)	22,295.00
Partnership Income							
8005-0000 - Mortgagor Entity Income	7.40	0.00	7.40	65,760.56	0.00	65,760.56	0.00
Total Partnership Activity	7.40	0.00	7.40	65,760.56	0.00	65,760.56	0.00
CAPITAL EXPENDITURES & ESCROWS							
7105-0000 - Replacement Reserve Reimbursement	0.00	0.00	0.00	(91,010.00)	0.00	91,010.00	(3,200.00)
6991-0000 - Capital expenditures	0.00	0.00	0.00	18,228.00	0.00	(18,228.00)	0.00
6994-0000 - Carpet & tile	0.00	0.00	0.00	1,995.47	1,600.00	(395.47)	3,200.00
TOTAL CAPITAL EXPENDITURES & ESCROWS	0.00	0.00	0.00	(70,786.53)	1,600.00	72,386.53	0.00

RAVINIA HOUSING
Actual vs Budget Accrual Operating Statement

	Month Ending 07/31/13			Year To Date 07/31/13			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
GAIN/(LOSS) AFTER CAPITAL EXP. & ESCROWS	3,669.74	2,877.00	792.74	138,143.51	9,288.00	128,855.51	22,295.00

Sunset Woods Housing
Balance Sheet
July 31, 2013

ASSETS

Current Assets		
Assn FBHP Checking	\$	12,726.90
FBHP General Checking		22,782.14
FBHP Security Dep. Savings		10,500.74
Assn FBHP Savings		128,500.23
FBHP Savings		9,114.87
Financing Costs		8,135.00
Tax Reserve		11,934.42
Accounts Receivable		385.00
A/R, Transfers		<u>10.00</u>
Total Current Assets		204,089.30
Property and Equipment		
Building	1,552,988.40	
Building Unit 231	135,000.32	
Building Unit 319	134,999.62	
Accum Dep Building	(397,956.00)	
Accum Amort-Financing Fees	<u>(678.00)</u>	
Total Property and Equipment		1,424,354.34
Other Assets		
		<u>0.00</u>
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>1,628,443.64</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Due to Peers Housing Assn	\$	258,832.40
Accrued RE Tax		12,784.40
Accrued RE Taxes Assn		6,434.84
Security Deposits		<u>8,731.00</u>
Total Current Liabilities		286,782.64
Long-Term Liabilities		
Notes Payable, Lake Co	72,231.18	
Notes Payable, FHLB	432,971.62	
Notes Payable, IHDA	<u>139,819.60</u>	
Total Long-Term Liabilities		<u>645,022.40</u>
Total Liabilities		931,805.04
Capital		
Equity-Retained Earnings	695,420.46	
Net Income	<u>1,218.14</u>	
Total Capital		<u>696,638.60</u>
Total Liabilities & Capital	\$	<u><u>1,628,443.64</u></u>

Sunset Woods Housing
Income Statement
Compared with Budget
For the Seven Months Ending July 31, 2013

	Current Month Actual	Current Month Budget	Current Month	Year to Date Actual	Year to Date Budget	Year to Date
Revenues						
Rents	\$ 8,391.00	\$ 9,388.00	(997.00)	\$ 61,092.00	\$ 65,715.00	(4,623.00)
Late & NSF Fees	10.00	0.00	10.00	10.00	0.00	10.00
Interest Income Assn	31.68	0.00	31.68	252.21	0.00	252.21
Interest Income	0.00	0.00	0.00	20.56	0.00	20.56
Total Revenues	8,432.68	9,388.00	(955.32)	61,374.77	65,715.00	(4,340.23)
Cost of Sales						
Total Cost of Sales	0.00	0.00	0.00	0.00	0.00	0.00
Gross Profit	8,432.68	9,388.00	(955.32)	61,374.77	65,715.00	(4,340.23)
Expenses						
Office Supplies	0.00	8.00	(8.00)	34.50	56.00	(21.50)
Management Fee	476.19	610.00	(133.81)	3,872.81	4,270.00	(397.19)
Legal and Accounting Assn	0.00	0.00	0.00	13,100.00	0.00	13,100.00
Audit Expense	0.00	0.00	0.00	15.00	0.00	15.00
Credit Ck Fees	0.00	4.00	(4.00)	0.00	28.00	(28.00)
Heating & Air	329.50	42.00	287.50	463.95	290.00	173.95
Electrical & Plumbing Maint	0.00	42.00	(42.00)	411.45	290.00	121.45
Painting & Decorating Assn	0.00	83.00	(83.00)	0.00	585.00	(585.00)
Painting & Decorating	995.00	0.00	995.00	995.00	0.00	995.00
Appliance Repairs	0.00	42.00	(42.00)	385.00	290.00	95.00
Supplies	47.29	42.00	5.29	47.29	290.00	(242.71)
Locks Assn	0.00	0.00	0.00	168.00	0.00	168.00
Locks	0.00	0.00	0.00	117.50	0.00	117.50
Carpet	0.00	42.00	(42.00)	1,060.00	290.00	770.00
Maintenance	0.00	42.00	(42.00)	730.81	290.00	440.81
Security	0.00	8.00	(8.00)	0.00	56.00	(56.00)
Condo Assessment Rental Units	2,471.86	3,166.00	(694.14)	17,245.18	22,168.00	(4,922.82)
Cable TV	510.00	584.00	(74.00)	3,570.00	4,082.00	(512.00)
Real Estate tax expense	0.00	1,250.00	(1,250.00)	6,392.20	8,750.00	(2,357.80)
Loan Interest	1,625.97	2,500.00	(874.03)	11,537.94	17,500.00	(5,962.06)
Filing Fees Assn	0.00	0.00	0.00	10.00	0.00	10.00
Bldg Insurance	0.00	217.00	(217.00)	0.00	1,515.00	(1,515.00)
Total Expenses	6,455.81	8,682.00	(2,226.19)	60,156.63	60,750.00	(593.37)
Net Income	\$ 1,976.87	\$ 706.00	1,270.87	\$ 1,218.14	\$ 4,965.00	(3,746.86)

Sunset Woods Housing
Account Register
For the Period From Jul 1, 2013 to Jul 31, 2013
1103M13 - FBHP General Checking

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			20,856.62
7/1/13	1522	Withdrawal	Sunset Woods Condominium Assoc		2,991.86	17,864.76
7/1/13	7/1/13	Deposit	Tenant	650.00		18,514.76
7/1/13	loan1307	Other	ihda/auto pymt		100.00	18,414.76
7/5/13	7/8/13	Deposit	Tenant	204.00		18,618.76
		Deposit	Tenant	418.00		19,036.76
		Deposit	Tenant	795.00		19,831.76
		Deposit	Tenant	240.00		20,071.76
		Deposit	Tenant	407.00		20,478.76
		Deposit	Tenant	159.00		20,637.76
		Deposit	Tenant	835.00		21,472.76
		Deposit	Tenant	316.00		21,788.76
		Deposit	Tenant	423.00		22,211.76
7/12/13	7/15/13	Deposit	Tenant	274.00		22,485.76
		Deposit	Tenant	1,170.00		23,655.76
		Deposit	Tenant	1,975.00		25,630.76
		Deposit	Tenant	482.00		26,112.76
		Deposit	Tenant	247.00		26,359.76
		Deposit	Tenant	374.00		26,733.76
7/12/13	7/16/13	Deposit	Tenant	854.00		27,587.76
7/22/13	1523	Withdrawal	RC Paint & Home Improvements		995.00	26,592.76
7/22/13	1524	Withdrawal	Housing Opportunity Dev. Corp.		476.19	26,116.57
7/25/13	7/29/13	Deposit	Tenant	258.00		26,374.57
		Deposit	Tenant	32.00		26,406.57
		Deposit	Tenant	84.00		26,490.57
7/26/13	loan1307	Other	FBHP/auto pymt		3,331.64	23,158.93
7/30/13	1525	Withdrawal	Housing Opportunity Dev. Corp.		376.79	22,782.14
			Total	10,197.00	8,271.48	

Sunset Woods -July 31, 2013

Ending balance checking	\$	23,159
Ending balance operating reserve	\$	<u>9,116</u>
TOTAL	\$	32,275

SWA Rental
Balance Sheet
July 31, 2013

ASSETS

Current Assets		
FBHP Checking	\$ 18,815.81	
FBHP Security Dep Savings	<u>2,220.97</u>	
 Total Current Assets		 21,036.78
Property and Equipment		
	<u> </u>	
Total Property and Equipment		0.00
Other Assets		
	<u> </u>	
Total Other Assets		<u>0.00</u>
Total Assets		<u><u>\$ 21,036.78</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Security Deposits	\$ 2,123.00	
	<u> </u>	
Total Current Liabilities		2,123.00
Long-Term Liabilities		
	<u> </u>	
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		2,123.00
Capital		
Equity-Retained Earnings	13,228.79	
Net Income	<u>5,684.99</u>	
Total Capital		<u>18,913.78</u>
Total Liabilities & Capital		<u><u>\$ 21,036.78</u></u>

SWA Rental
Income Statement
Compared with Budget
For the Seven Months Ending July 31, 2013

	Current Month Actual	Current Month Budget	Current Month	Year to Date Actual	Year to Date Budget	Year to Date
Revenues						
Rents	\$ 2,123.00	\$ 0.00	2,123.00	\$ 14,861.00	\$ 0.00	14,861.00
Interest Income	0.00	0.00	0.00	1.63	0.00	1.63
Total Revenues	2,123.00	0.00	2,123.00	14,862.63	0.00	14,862.63
Cost of Sales						
Total Cost of Sales	0.00	0.00	0.00	0.00	0.00	0.00
Gross Profit	2,123.00	0.00	2,123.00	14,862.63	0.00	14,862.63
Expenses						
Office Supplies	0.00	0.00	0.00	11.50	0.00	11.50
Management Fee	137.99	0.00	137.99	965.84	0.00	965.84
Electrical & Plumbing Mai	0.00	0.00	0.00	60.00	0.00	60.00
Locks	0.00	0.00	0.00	118.90	0.00	118.90
Condo Asst Rental Units	603.30	0.00	603.30	4,208.98	0.00	4,208.98
Cable TV	85.00	0.00	85.00	595.00	0.00	595.00
Real Estate tax expense	0.00	0.00	0.00	3,217.42	0.00	3,217.42
Total Expenses	826.29	0.00	826.29	9,177.64	0.00	9,177.64
Net Income	\$ 1,296.71	\$ 0.00	1,296.71	\$ 5,684.99	\$ 0.00	5,684.99

SWA Rental
 Account Register
 For the Period From Jul 1, 2013 to Jul 31, 2013
 1103M14 - FBHP Checking

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			17,519.10
7/1/13	1070	Withdrawal	Sunset Woods Condominium Assoc		688.30	16,830.80
7/5/13	7/8/13	Deposit	Tenant	1,090.00		17,920.80
		Deposit	Tenant	1,033.00		18,953.80
7/22/13	1071	Withdrawal	Housing Opportunity Developmen		137.99	18,815.81
			Total	2,123.00	826.29	