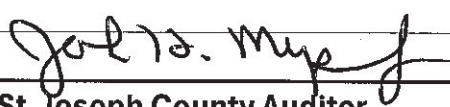


St. Joseph County Council
Additional Appropriation Notification
April 9, 2026

Additional Appropriation - Requested	\$1,400.00
Additional Appropriation - Approved	\$0.00
Fund Name	Emergency Rental Assistance #2
Fund Number	8951
Account Number and Name	See attached
Public Hearing Date	April 28, 2026
Public Hearing Time	6:00 PM EST
Public Hearing Location	St. Joseph County Council
	St. Joseph County Building
	4th Floor - County Council Chambers
	227 W. Jefferson Boulevard
	South Bend, IN 46601
County Council & Commissioners Signatures	See attached ordinance
	
St. Joseph County Auditor	
April 9, 2026	
Date	
jmurphy@sjcindiana.gov	
Email Address	
574-298-0348	
Telephone Number	

2220
B
BNA

Saint Joseph County, Indiana Form D - Appropriation/(Budget Reduction)		Reviews: Department: <u>Kathryn Bishop</u> 4/6/2026 Auditor: <u>John Murphy</u> 4/6/2026	
Department Name - Auditor's Office Fund Names - Emergency Rental Assistance #2		Signature: _____ Date: _____ Signature: _____ Date: _____ Signature: _____ Date: _____ Signature: _____ Date: _____ Committee Approval (optional): _____ Date: _____	

Fund, Acct, Obj, Loc	Account Name	Amount	
8951.31070.00000.0040	Other Contractual Services	1,400.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
Total		1,400.00	

Justification
 An additional appropriations to cover an invoice from enFocus Inc. to complete the Emergency Rental Assistance #2 quarterly and closout reports in 2025 and 2025. The final closeout report was filed January 28, 2026. There is a balance of \$17,685.96 in the fund.

enFocus Inc.
218 W Washington St Ste 300
South Bend, IN 46601-1821 US
accounting@en-focus.org



INVOICE

BILL TO

John Murphy
County Auditor
227 W. Jefferson Blvd.
2nd Floor, County-City Bldg.
South Bend, IN 46601 USA

INVOICE # 12018-06603

DATE 04/02/2026

DUE DATE 05/02/2026

TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Service enFocus	28	50.00	1,400.00
Hours for Treasury Reporting Work final reports 2025-2026			

Please make all checks payable to enFocus, Inc.

BALANCE DUE

\$1,400.00

If you have any questions concerning this invoice, you may
contact our accounting department via email at
accounting@sbenfocus.org.

We appreciate your business and prompt payment.

St. Joseph County Emergency Rental Assistance Program #2				
Fund No.	Fund Name	Account No.	Account Name	Amount
	Revenue			
8951	Emergency Rental Assistance #2	02708	Federal Grants	6,439,884.80
8951	Emergency Rental Assistance #2	02711	Other Revenue	46,131.14
	Total Revenue			6,486,015.94
	Revenue			
8951	Emergency Rental Assistance #2	11972	Budgeting Assistant - P.T.	4,274.22
8951	Emergency Rental Assistance #2	11985	Temp/Seasonal Help	87,281.79
8951	Emergency Rental Assistance #2	12011	ERA Administrator	5,762.82
8951	Emergency Rental Assistance #2	14800	FICA Taxes	408.32
8951	Emergency Rental Assistance #2	14810	PERF	522.10
8951	Emergency Rental Assistance #2	31070	Other Contractual Services	16,575.40
8951	Emergency Rental Assistance #2	31079	COVID Expenditures	3,075.98
8951	Emergency Rental Assistance #2	31100	Administration Fees	426,801.37
8951	Emergency Rental Assistance #2	32010	Mileage/Mileage Allowance	385.65
8951	Emergency Rental Assistance #2	32051	Promotion	1,400.00
8951	Emergency Rental Assistance #2	33100	Printing	261.36
8951	Emergency Rental Assistance #2	35015	Utilities Assistance	509,039.07
8951	Emergency Rental Assistance #2	35091	Rental Assistance	5,412,541.90
	Total Expenditures			6,468,329.98
	Net Surplus/(Loss)			17,685.96
	Expenditures by Year			
	2021			1,155,426.53
	2022			5,150,046.34
	2023			160,094.61
	2024			2,762.50
	Total Expenditures			6,468,329.98
	Closeout report filed January 28, 2026			

View Balances by Fund
The Last Posted Date is 02/28/2026.

As of: 04/04/2026 Fund: 8951



The Last Posted Date is 02/28/2026.

Fund: 8951 Emergency Rental Assistance #2
Fund Type: Calendar (01/01/2026 - 04/04/2026)

Normal Accounts		04/2026	Total
	Current Month		
Appropriation:	0.00	0.00	0.00
Carry Forward Receipts:	0.00	17,685.96	17,685.96
Receipts:	0.00	0.00	0.00
Encumbrance:		0.00	0.00
Expenditure:	0.00	0.00	0.00
Estimated Revenue:	0.00	0.00	0.00
From Investment System - Outstanding Investments			
Beginning Balance as of 01/01/2026:			0.00
Purchased (01/01/2026 - 04/04/2026):			0.00
Sold/Redeemed (01/01/2026 - 04/04/2026):			0.00
Ending Balance as of 04/04/2026:			0.00
From Investment System - Principal/Interest			
Principal Received:			0.00
Interest Received:			0.00
Total Investment:			0.00

Grand Totals	
Unreceived Revenue Balance:	0.00
Unexpended Balance:	0.00
Unencumbered Balance:	0.00
Cash Balance:	17,685.96
Cash Balance Including Investments:	17,685.96**
** Total includes outstanding investments from the Investment System (ending balance).	

**St. Joseph County, Indiana
Emergency Rental Assistance (ERA2)
Contents of ERA2 Compliance Report
Reporting Period:
ERA2 Closeout**

**Officially Submitted
1/28/2026 9:56 AM**

Kathryn Bishop 1/29/2026

Abby Doyle

1/29/2026

John Murphy 1/29/2026

ERA2 Project Overview

Record Details

Status	Submitted
FAIN	ERAE0038
CFDA Number	21.023
Award Date	5/10/2021
Report Period	ERA2 Closeout
Submission Deadline	1/28/2026 11:59 PM
Extension Due Date	
Current Award Amount	\$6,439,884.80

My Project

ERA2 Emergency Rental Assistance Project	
Project Name	St. Joseph County ERA2 Project
Recipient Project ID	SJC ERA 2
Total Cumulative Obligations for this Project	\$6,432,430.46
Total Cumulative Expenditures for this Project	\$6,432,430.46
The data reported on this ERA2 Closeout Report must be cumulative covering the entire period of performance. Please provide an explanation if the amount reports as the "Total Cumulative Expenditure" on this ERA2 Closeout Report is less than the amount reported on the most recently submitted closeout report.	
Status to Completion	Completed
ERA Project Website URL	https://www.sjcindiana.com/era
Geographic Service Area	County-Wide
ERA Project Description	(1) Performance goals; St. Joseph County has expended all ERA1 funds and a majority of ERA2 funds, excluding closing costs. We will continue to meet future reporting deadlines. (2) Major timelines; As we have expended a majority of our funding, the only timelines we seek to meet will be reporting deadlines. The remainder of ERA2 funds will also be expended before the required deadline. (3) Key partner organizations; Our key partner agencies include Subaward partner agencies listed in the Subaward section. They were key stakeholders in processing applications and distributing funds. However, at this time, we have ended all contracts with any and all partner agencies helping to distribute funds for the ERA program. At this time only enFocus will be assisting the County with the closing of the ERA program.

	(4) Planned outreach strategies; St. Joseph County has utilized bulk email communications to inform tenants regarding the end of the program. We have also reached out to local news media to inform the community of the program's achievements and reiterate that the program is finished. (5) Other housing services provided; At this time, we do not offer any other housing services. (6) Housing stability services provided; and Currently, we do not offer any housing stability services through the ERA program. (7) Other affordable rental housing and eviction prevention services provided, if applicable; Currently, we do not offer any other affordable rental housing and eviction prevention services through the ERA program
Approach for Prioritizing Assistance	Three key indicators are captured in our application portal, and our staff and processing team give these cases priority review. At the County level, additional disbursement days have been created to address the pressing needs of the individuals that fall in one or more of these three priority status indicators, with potential eviction taking priority over all cases. The St. Joseph County Emergency Rental Assistance Program follows the following criteria in prioritizing applicant cases. 1. If an applicant indicates that they have received a notice of eviction. 2. If an applicant demonstrates that their annual income is at or below 50% of the Area Median Income for St. Joseph County according to HUD's published Fiscal Year Income Limits for 2020. 3. If an applicant indicates a household member is unemployed at the time of the application and has been for ninety days before the application submission date. Since we no longer accept new applications, we are applying these same criteria to all of our reapplications and recertifications. Link to organizational website: https://www.sjcindiana.com/era
Did the ERA2 Recipient use fact-based proxies for determining applicants' income eligibility for financial assistance under the ERA2 Project?	No
If yes, provide a narrative describing the proxy and all relevant thresholds, figures, policies and procedures user for verifying eligibility.	
Type or cut and paste an updated narrative here if applicable update:	

John H. Murphy

From: John H. Murphy
Sent: Monday, April 6, 2026 10:51 AM
To: Jennifer Prawat
Cc: Abby Doyle; Kathryn Bishop
Subject: FW: Completed: Form D EMA
Attachments: 20260406092933.pdf

Jen

Attached is a Form D from the Auditor's office for the Emergency Rental Assistance #2 Fund 8951. Please include this on the Council committee agenda for April 14, 2026.

Thanks.

John H. Murphy, MPA, MPS

St. Joseph County | County Auditor
County Building
2227 W. Jefferson Boulevard, 2nd Floor
South Bend, Indiana 46601
(574) 298-0348