

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
11/30/2021
10:00 a.m.

Opening	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve Previous Meeting Minutes	Chairperson Payton
<input type="checkbox"/> LaToya Carson	Review/Ratify 10-2021 Financial Reports	Chairperson Payton
<input type="checkbox"/> Jared Hawkinson	Review/Ratify 10-2021 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Lomac Payton	COCC:	\$ 103,458.65
<input type="checkbox"/> Joseph Riley	Moon Towers:	\$ 64,257.49
<input type="checkbox"/> Sara Robison	Family:	\$ 72,854.67
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 16,801.85
<u>Excused:</u>	HCV:	\$ 94,572.28
	Brentwood:	\$ 31,683.45
	Prairieland:	\$ 28,239.40
<u>Others Present:</u>	Capital Fund 2019:	\$ 16,915.81
	Capital Fund 2020:	\$ 0.00
	Capital Fund 2021:	\$ 0.00

Old Business	None
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New Business	Review/Approve Pay Request #8 to Hein Construction – 504 Modification Phase 3	Derek Antoine
	Review/Approve Provider/Rates for CY 2022 Employee Group Medical/Dental/Vision Insurance	Derek Antoine
	Review/Approve Resolution 2021-11 Adoption of LIPH Utility Allowance Schedule for FFY 2022	Derek Antoine
	Review/Approve Resolution 2021-12 Adoption of HCVP Utility Allowance Schedule for FFY 2022	Derek Antoine
	Review/Approve Resolution 2021-13 Adoption of Certifications of Compliance with PHA Plan Submission	Derek Antoine

board agenda

Reports

Executive Director's Report – 11-2021

Derek Antoine

KCHA Legal Counsel Report – 12-2021

Jack Ball

Other Business

None

Adjournment

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
November 30, 2021**

The regular meeting of the Board of Commissioners of the Knox County Housing Authority was held at the Moon Towers Board Room. Roll call was taken, and the following Commissioners were present:

PRESENT: LaToya Carson
 Lomac Payton
 Joseph Riley via zoom
 Paul H. Stewart

EXCUSED:

ABSENT: Wayne Allen
 Jared Hawkinson
 Sara Robison

Also, present were Derek Antoine, Executive Director; Cheryl Lefler, Assistant Director; Lee Lofing, Finance Coordinator; and Jack Ball, Legal Counsel.

Chairperson Payton called the meeting to order at 10:07 a.m.

Chairperson Payton then asked if there were any additions or corrections to the previous meeting's minutes. Chairperson Payton then declared the minutes approved as received.

Chairperson Payton then requested the Board review and ratify the October 2021 financial reports. After brief discussion, Commissioner Stewart made a motion to ratify the financial reports for October 2021 as presented; Commissioner Carson seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Payton - aye
Commissioner Riley - aye
Commissioner Stewart - aye

Motion Carried, 4-0.

October 2021 claims against the HA Administration in the sum of \$448,914.97; Central Office Cost Center in the sum of \$119,026.48; Moon Towers in the sum of \$61,934.03; Family in the sum of \$69,983.69; Bluebell in the sum of \$22,530.94; Housing Choice Voucher Program in the sum of \$89,978.43; Brentwood (A.H.P.) in the sum of \$25,855.79; Prairieland (A.H.P.) in the sum of \$23,472.79; Capital Fund '19 in the sum of \$36,132.82 and Capital Fund '20 in the sum of \$0.00 were presented for approval. Commissioner Hawkinson made a motion to ratify the claims and bills for September 2021; Commissioner Riley seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Payton - aye
Commissioner Riley - aye
Commissioner Stewart - aye

Motion Carried, 4-0.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Antoine asked the Board to review and approve Pay Request #7 from Hein Construction for 504 Modification Project Phase 3. Mr. Antoine provided an update of work to date as outlined in the board memo. Alliance Architects has reviewed and signed approval for pay request #7. After brief discussion, Commissioner Stewart made a motion to approve Pay Request #7 from Hein Construction for 504 Modification Project Phase 3 in the amount of \$84,349.97; Commissioner Carson seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Payton - aye
Commissioner Riley - aye
Commissioner Stewart - aye

Motion Carried, 4-0.

Mr. Antoine asked the Board to review and approve Change Order #1 to Hein Construction - 504 Modification Phase 3. Mr. Antoine informed the Board that this was a no cost change order request. Due to supply chain issues, Hein Construction has requested an extension to the contract end date of 103 days to 06/30/2022. After brief discussion, Commissioner Riley made a motion to approve Change Order #1 to Hein Construction - 504 Modification Phase 3; Commissioner Carson seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Payton - aye
Commissioner Riley - aye
Commissioner Stewart - aye

Motion Carried, 4-0.

Mr. Antoine asked the Board to review and approve Contract Award RFP P220030 - Annual Audit Services. Mr. Antoine reviewed the RFP process as outlined in the Board memo. This is the second recent solicitation for Annual Audit Services. The first award was issued in September, however, the contractor requested material changes/edits to the agency's contract. With input from legal counsel, the agency rejected those proposed changes and reissued the RFP. Mr. Antoine stated that Zenk & Associates has been under contract with the agency before. After brief discussion, Commissioner Stewart made a motion to Contract Award RFP P220030 - Annual Audit Services to Zenk & Associates at the proposed cost of \$14,500.00 for an initial one-year contract with two one-year options for a maximum contract length of three years; Commissioner Carson seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Payton - aye
Commissioner Riley - aye
Commissioner Stewart - aye

Motion Carried, 4-0.

Mr. Antoine asked the Board to review and approve Intergovernmental Agreement - Knox County, IL. Mr. Antoine provided background information as outlined in the Board memo. American Rescue Plan Act (ARPA) funding is available to provide rental assistance to households at risk of eviction.

As of this meeting date, there are nearly 160 KCHA families behind in approximately \$115,000 in rent. Staff attended the Knox County Board meeting on 11/24/2021 at which time the County Board approved up to \$125,000 in ARPA funds for rental assistance to the agency. After brief discussion, Commissioner Stewart made a motion to approve Intergovernmental Agreement - Knox County, IL; Commissioner Carson seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Payton - aye
Commissioner Riley - aye
Commissioner Stewart - aye

Motion Carried, 4-0.

REPORTS

The Executive Director report was emailed prior to the meeting. Mr. Antoine highlighted the funding section during his remarks.

The Legal Counsel Report was emailed prior to the meeting. Mr. Ball provided an update about a complaint filed in small claims court against the agency.

OTHER BUSINESS

Mr. Antoine reported that he was part of a homelessness task force and participating in discussions on the issue.

Mr. Antoine reported that the agency will be participating in the Holly Days Parage on 12/05/2021 at 5:00 p.m.

ADJOURNMENT

Commissioner Stewart made a motion to adjourn the meeting at 10:41 a.m.; Commissioner Carson seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Payton - aye
Commissioner Riley - aye
Commissioner Stewart - aye

Motion Carried, 4-0.

Respectfully submitted,

Secretary

LOW RENT

<u>COCC</u>	<u>Nov-21</u>	<u>Current YTD</u>		
Operating Income	\$86,133.08	\$844,799.75		
Operating Expenses	\$103,408.08	\$825,225.63		
Net Revenue Income/(Loss)	(\$17,275.00)	\$19,574.12	COCC - Cash, Investments, A/R, & A/P	\$1,293,041

<u>MOON TOWERS</u>	<u>Nov-21</u>	<u>Current YTD</u>		
Operating Income	\$77,495.37	\$671,676.90	Moon - Cash, Investments, A/R, & A/P	\$ 637,345
Operating Expenses	\$64,257.49	\$521,436.30	Minimum Reserve Position	\$ 260,718
Net Revenue Income/(Loss)	\$13,237.88	\$150,240.60	Over/(Under) Minimum Reserve Position	\$376,626

<u>FAMILY SITES</u>	<u>Nov-21</u>	<u>Current YTD</u>		
Operating Income	\$98,218.92	\$863,480.16	Family - Cash, Investments, A/R, & A/P	\$ 751,849
Operating Expenses	\$72,854.67	\$574,892.37	Minimum Reserve Position	\$ 287,446
Net Revenue Income/(Loss)	\$25,364.25	\$288,587.79	Over/(Under) Minimum Reserve Position	\$464,403

<u>BLUEBELL</u>	<u>Nov-21</u>	<u>Current YTD</u>		
Operating Income	\$22,098.79	\$222,952.59	Bluebell - Cash, Investments, A/R, & A/P	\$ 208,972
Operating Expenses	\$16,801.85	\$152,305.03	Minimum Reserve Position	\$ 76,153
Net Revenue Income/(Loss)	\$5,296.94	\$70,647.56	Over/(Under) Minimum Reserve Position	\$132,820

Monthly Notes:

- For income: COCC received \$575 from inspections and \$34,760 from maintenance fees. The amps received \$124,791 in subsidy from HUD with Moon Towers receiving \$40,935, Family \$75,924, and Bluebell \$7,932.
- Noticable expenses for the month was paying the executive director's merit increase; a decrease in maintenance fee income (\$14,721 less then October) due to the holidays, vacation, and sick time during the month; repair mower deck, and removal of asbestos 463 Iowa and 1569 McKnight,
- Overall the month was good for the amps as they were in the black for the month (except COCC) and remain in the black year-to-date.

AHP

<u>BRENTWOOD</u>	<u>Nov-21</u>	<u>Current YTD</u>	<u>PRAIRIELAND</u>	<u>Nov-21</u>	<u>Current YTD</u>
Operating Income	\$34,084.01	\$269,229.34	Operating Income	\$31,001.00	\$235,485.87
Operating Expenses	\$31,683.45	\$216,651.74	Operating Expenses	\$28,239.40	\$203,072.51
Net Revenue Income/(Loss)	\$2,400.56	\$52,577.60	Net Revenue Income/(Loss)	\$2,761.60	\$32,413.36
Brentwood's Cash, Investments, A/R, & A/P		\$175,015.36	Prairieland's Cash, Investments, A/R, & A/P		\$86,878.77
			Restricted Cash (Sec. Dep., Reserve, Receipts)		(\$237,563.58)
			PL's Total Cash		(\$150,684.81)

Monthly Notes:

- Brentwood's revenue increased \$2,400.56 for the month with tenant revenue totaling \$32,182.
- Basic monthly expenses.
- Prairieland's revenue increased \$2,761.60 for the month with tenant revenue totaling \$29,342.
- Basic monthly expenses.
- It was a good month for Brentwood and Prairieland, as both were in the black for the month and remain in the black year-to-date.

HOUSING CHOICE VOUCHERS (HCV)

<u>ADMINISTRATIVE</u>	<u>Nov-21</u>	<u>Current YTD</u>
Operating Income	\$8,874.62	\$87,535.76
Operating Expenses	\$15,297.29	\$100,471.33
Net Revenue Income/(Loss)	(\$6,422.67)	(\$12,935.57)
Unrestricted Net Position (UNP)		
Beginning Balance		\$69,936.74
Investment in Fixed Assets		\$0.00
Monthly HCV Admin Revenue - Gain/(Loss)		-\$6,052.31
Transfer to NRP or Adjustment		\$0.00
UNP Ending Balance Per VMS		\$63,884.43

Monthly Notes:

- HCV received \$8,866 plus in administrative fee subsidy from HUD which resulted in a decrease in revenue of \$6,422.67 for the month.

<u>HAP</u>	<u>Nov-21</u>	<u>Current YTD</u>
Operating Income	\$79,680.00	\$629,716.00
Operating Expenses	\$76,620.28	\$619,982.08
Net Revenue Income/(Loss)	\$3,059.72	\$9,733.92
Restricted Net Position (RNP)		
Beginning Balance		\$8,800.12
Investment in Fixed Assets		\$0.00
Monthly HCV HAP Revenue - Gain/(Loss)		\$3,051.00
Transfer from UNP or Adjustment		\$0.00
RNP Ending Balance per VMS		\$11,851.12

Monthly Notes:

- HCV received \$79,680 in HAP subsidy from HUD and the program shows an increase in revenue by \$3,059.72 for the month. As for HAP, the agency wants to be spending all the HAP funding provided by HUD.

EMERGENCY HOUSING VOUCHERS (EHV)

<u>ADMINISTRATIVE</u>	<u>Nov-21</u>	<u>Current YTD</u>
Operating Income	\$ (78.05)	\$ 36,111.95
Operating Expenses	\$ 875.73	\$ 4,934.99
Net Revenue Income/(Loss)	-\$953.78	\$31,176.96
EHV (UNP)		
Beginning Balance		\$ 32,130.74
Monthly EHV Admin Revenue - Gain/(Loss)		\$ (953.78)
EHV UNP Ending Balance		\$31,176.96

Monthly Notes:

- EHV received \$985 in admin fee subsidy from HUD and had an decrease in revenue of \$662.34.

<u>HAP</u>	<u>Nov-21</u>	<u>Current YTD</u>
Operating Income	\$ 6,301.00	\$ 31,505.00
Operating Expenses	\$ 1,784.00	\$ 2,415.00
Net Revenue Income/(Loss)	\$4,517.00	\$29,090.00
Beginning Balance		
		\$ 24,573.00
Monthly EHV HAP Revenue - Gain/(Loss)		
		\$ 4,517.00
RNP Ending Balance per VMS		
		\$29,090.00

Monthly Notes:

- EHV received \$6,301 in HAP subsidy from HUD for the month and had an increase in revenue of \$5,670.

MISCELLANEOUS

Tenant Online Payments

<u>Property Sites</u>	<u>Nov-21</u>	<u>FYE 2022</u>
Moon Towers	\$ 2,006.22	\$ 21,756.74
Family Sites	\$ 7,243.54	\$ 32,654.90
Bluebell	\$ 2,329.00	\$ 5,416.00
Brentwood	\$ 4,969.00	\$ 27,956.00
Prairieland	\$ 2,572.00	\$ 44,395.75
Housing Choice Voucher	\$ -	\$ -
Fiscal Year 2022 Total	\$19,119.76	\$132,179.39

IDROP Bad Debt Collection

<u>Property Sites</u>	<u>Nov-21</u>	<u>FYE 2022</u>
Moon Towers	\$ -	\$ 3,250.32
Family Sites	\$ 179.45	\$ 1,999.49
Bluebell	\$ -	\$ -
Brentwood	\$ -	\$ 97.00
Prairieland	\$ -	\$ 165.00
Housing Choice Voucher	\$ 14.41	\$ 127.81
Fiscal Year 2022 Total	\$193.86	\$5,639.62

Monthly Bad Debt Reported	\$0.00
Historical Bad Debt	\$1,085,650.29

	<u>By IDROP</u>	<u>By Debtor</u>
Historical Bad Debt Collected	\$113,805.60	\$62,349.67
	16.23%	5.74%

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - COCC
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
pum	15.00	15.00	0.00	120.00	120.00	180.00	0.00
REVENUE							
<u>FEE REVENUE</u>							
Management Fees							
10-1-000-000-3810.000 Management Fee Inc	-40,867.02	-41,301.00	433.98	-330,408.00	-329,873.50	-495,612.00	-33.44
10-1-000-000-3810.010 Mgmt Fees CFP	0.00	0.00	0.00	-100,000.00	-100,000.00	-100,000.00	0.00
Total Management Fees	-40,867.02	-41,301.00	433.98	-430,408.00	-429,873.50	-595,612.00	-27.83
Asset Management Fees							
10-1-000-000-3820.000 Asset Mgmt Fee Inc	-4,240.00	-4,240.00	0.00	-33,920.00	-33,920.00	-50,880.00	-33.33
Total Asset Management Fees	-4,240.00	-4,240.00	0.00	-33,920.00	-33,920.00	-50,880.00	-33.33
Book Keeping Fees							
10-1-000-000-3830.000 Bookkeeping Fee Inc	-5,625.00	-5,652.00	27.00	-45,216.00	-45,367.50	-67,824.00	-33.11
Total Book Keeping Fees	-5,625.00	-5,652.00	27.00	-45,216.00	-45,367.50	-67,824.00	-33.11
Fee-For-Service							
10-1-000-000-3850.000 Inspection Income	-575.00	-1,321.00	746.00	-10,568.00	-3,300.00	-15,852.00	-79.18
10-1-000-000-3850.005 Maint Fee Income	-34,760.00	-55,043.00	20,283.00	-467,866.00	-331,522.39	-715,560.00	-53.67
Total Fee-For-Service	-35,335.00	-56,364.00	21,029.00	-478,434.00	-334,822.39	-731,412.00	-54.22
Other Fees							
10-1-000-000-3840.000 Other Fee Inc	-40.00	0.00	-40.00	0.00	-530.00	0.00	
Total Other Fees	-40.00	0.00	-40.00	0.00	-530.00	0.00	
TOTAL FEE REVENUE	-86,107.02	-107,557.00	21,449.98	-987,978.00	-844,513.39	-1,445,728.00	-41.59
<u>OTHER REVENUE</u>							
Other Grants & Investment Income							
10-1-000-000-3404.000 Revenue-other gov grants	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3610.000 Interest Income	-26.06	-40.00	13.94	-320.00	-286.36	-480.00	-40.34
10-1-000-000-3610.010 Interest - Restricted	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Grants & Investment Income	-26.06	-40.00	13.94	-320.00	-286.36	-480.00	-40.34
Other Revenue							
10-1-000-000-3690.000 Other Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3690.010 Other Income-Training	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.120 Other Misc Inc	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OTHER REVENUE	-26.06	-40.00	13.94	-320.00	-286.36	-480.00	-40.34
TOTAL REVENUE	-86,133.08	-107,597.00	21,463.92	-988,298.00	-844,799.75	-1,446,208.00	-41.59

EXPENSES

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - COCC
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
ADMINISTRATIVE							
Administrative Salaries							
10-1-000-000-4110.000 Admin Salaries	36,726.90	32,730.00	3,996.90	278,210.00	268,871.85	425,500.00	-36.81
10-1-000-000-4110.200 Admin - Other Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Administrative Salaries	36,726.90	32,730.00	3,996.90	278,210.00	268,871.85	425,500.00	-36.81
Administrative Benefits							
10-1-000-000-4110.500 Emp Benefit - Admin	10,891.36	11,500.00	-608.64	97,750.00	81,487.05	149,500.00	-45.49
10-1-000-000-4110.550 Benefit - Life Ins.	478.63	500.00	-21.37	4,000.00	5,027.45	6,000.00	-16.21
Total Administrative Benefits	11,369.99	12,000.00	-630.01	101,750.00	86,514.50	155,500.00	-44.36
Fee Expenses							
10-1-000-000-4171.000 Audit Fee	0.00	0.00	0.00	0.00	0.00	2,500.00	-100.00
Total Fee Expenses	0.00	0.00	0.00	0.00	0.00	2,500.00	-100.00
Advertising & Marketing							
10-1-000-000-4190.650 Advertising	0.00	45.00	-45.00	360.00	144.40	540.00	-73.26
Total Advertising & Marketing	0.00	45.00	-45.00	360.00	144.40	540.00	-73.26
Office Expense							
10-1-000-000-4120.500 Other Fee Exp	0.00	0.00	0.00	0.00	69.91	0.00	
10-1-000-000-4140.000 Training - Staff	620.07	450.00	170.07	9,250.00	9,482.40	12,100.00	-21.63
10-1-000-000-4180.000 Telephone	560.13	500.00	60.13	4,000.00	5,360.01	6,000.00	-10.67
10-1-000-000-4190.000 Other Sundry	246.50	125.00	121.50	1,000.00	1,066.11	1,500.00	-28.93
10-1-000-000-4190.100 Postage	-385.61	135.00	-520.61	1,080.00	1,230.37	1,620.00	-24.05
10-1-000-000-4190.200 Office Supplies	32.82	100.00	-67.18	800.00	315.79	1,200.00	-73.68
10-1-000-000-4190.250 Office Furniture	0.00	0.00	0.00	0.00	4,855.23	0.00	
10-1-000-000-4190.300 Paper Supplies	188.09	95.00	93.09	760.00	433.48	1,140.00	-61.98
10-1-000-000-4190.400 Printing/printers	0.00	75.00	-75.00	600.00	0.00	900.00	-100.00
10-1-000-000-4190.401 Printing Supplies	370.36	100.00	270.36	800.00	1,149.68	1,200.00	-4.19
10-1-000-000-4190.500 Printer/Copier Supp-Cont	185.98	195.00	-9.02	1,560.00	1,301.86	2,340.00	-44.36
10-1-000-000-4190.550 Computers	0.00	0.00	0.00	0.00	2,283.36	0.00	
10-1-000-000-4190.600 Publications	0.00	83.00	-83.00	664.00	0.00	996.00	-100.00
10-1-000-000-4190.700 Member Dues/Fees	0.00	1,000.00	-1,000.00	8,000.00	5,648.54	12,000.00	-52.93
10-1-000-000-4190.800 Internet Services	187.01	166.67	20.34	1,333.36	1,801.34	2,000.00	-9.93
10-1-000-000-4190.850 IT Support	0.00	300.00	-300.00	2,400.00	2,936.05	3,600.00	-18.44
Total Office Expense	2,005.35	3,324.67	-1,319.32	32,247.36	37,934.13	46,596.00	-18.59
Legal Expense							
10-1-000-000-4130.000 Legal Expense	1,600.00	900.00	700.00	6,600.00	5,600.00	10,200.00	-45.10
10-1-000-000-4190.900 Court Costs	0.00	0.00	0.00	0.00	0.00	0.00	
Total Legal Expense	1,600.00	900.00	700.00	6,600.00	5,600.00	10,200.00	-45.10
Travel Expense							
10-1-000-000-4150.000 Travel - Staff	0.00	100.00	-100.00	6,000.00	-1,131.80	10,000.00	-111.32
10-1-000-000-4150.010 Travel - Commissioners	0.00	100.00	-100.00	6,100.00	-523.82	10,000.00	-105.24
10-1-000-000-4150.100 Mileage - Admin	0.00	30.00	-30.00	240.00	0.00	360.00	-100.00
Total Travel Expense	0.00	230.00	-230.00	12,340.00	-1,655.62	20,360.00	-108.13
Other Expense							
10-1-000-000-4140.010 Training-Commissioners	0.00	400.00	-400.00	7,300.00	-243.51	10,000.00	-102.44
10-1-000-000-4160.000 Consulting Services	1,057.00	1,250.00	-193.00	10,000.00	9,560.00	15,000.00	-36.27
10-1-000-000-4160.500 Translating/Interp Serv.	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4190.950 Background Verification	11.24	20.00	-8.76	160.00	11.24	240.00	-95.32
10-1-020-000-4190.100 Postage - Cares Act	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-020-000-4190.200 Office Supply-Cares Act	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-020-000-4190.550 Computers - Cares Act	0.00	0.00	0.00	0.00	298.40	0.00	

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - COCC
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-000-4430.120 Other Misc Maint Cont	0.00	0.00	0.00	0.00	200.00	0.00	
10-1-000-000-4430.126 Vehicle Maint Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.200 Copiers	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance - Contracts	0.00	112.00	-112.00	966.00	469.62	1,400.00	-66.46
TOTAL MAINTENANCE EXPENSES	48,678.61	55,346.00	-6,667.39	473,330.00	402,815.03	725,192.00	-44.45
<u>PROTECTIVE SERVICES EXPENSE</u>							
Protective Services - Contract							
10-1-000-000-4480.000 Protect Service	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4480.500 Security Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Protective Services - Contract	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL PROTECTIVE SERVICES EXPENSEE	0.00	0.00	0.00	0.00	0.00	0.00	
<u>INSURANCE PREMIUMS EXPENSE</u>							
Insurance Expense							
10-1-000-000-4510.010 Property Insurance	89.55	91.00	-1.45	728.00	716.40	1,095.00	-34.58
10-1-000-000-4510.015 Equipment Insurance	11.49	12.00	-0.51	96.00	91.92	140.00	-34.34
10-1-000-000-4510.020 Liability Insurance	36.10	37.00	-0.90	296.00	288.80	441.00	-34.51
10-1-000-000-4510.025 PE & PO Insurance	308.70	315.00	-6.30	2,520.00	2,469.60	3,774.00	-34.56
10-1-000-000-4510.030 Work Comp Insurance	1,106.52	1,127.00	-20.48	9,016.00	8,852.16	13,527.00	-34.56
10-1-000-000-4510.035 Auto Insurance	41.93	43.00	-1.07	344.00	335.44	513.00	-34.61
10-1-000-000-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Insurance Expense	1,594.29	1,625.00	-30.71	13,000.00	12,754.32	19,490.00	-34.56
TOTAL INSURANCE PREMIUMS EXPENSE	1,594.29	1,625.00	-30.71	13,000.00	12,754.32	19,490.00	-34.56
<u>GENERAL EXPENSES</u>							
General Expenses							
10-1-000-000-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4590.000 Other General	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	2,400.00	-100.00
Total General Expenses	0.00	0.00	0.00	0.00	0.00	2,400.00	-100.00
TOTAL OTHER GENERAL EXPENSES	0.00	0.00	0.00	0.00	0.00	2,400.00	-100.00
<u>INTEREST EXP & AMORTIZATION COST</u>							
Interest Expense							
Total Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL INTEREST EXP & AMORT COST	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSE	103,408.08	108,141.67	-4,733.59	937,848.36	825,225.63	1,439,004.00	-42.65
NET REVENUE/EXPENSE (GAIN/-LOSS)	17,275.00	544.67	16,730.33	-50,449.64	-19,574.12	-7,204.00	171.71

Date:
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Knox County Housing Authority
INCOME STATEMENT - COCC
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
<u>MISCELLANEOUS EXPENSE</u>							
Extraordinary Expense							
10-1-000-000-4610.010 Extraordinary Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4610.020 Extraordinary Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4610.030 Extraordinary Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Extraordinary Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Casualty Expense							
Total Casualty Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Depreciation Expense							
10-1-000-000-4800.000 Depreciation Exp COCC	45.00	760.50	-715.50	6,084.00	360.00	9,126.00	-96.06
Total Depreciation Expense	45.00	760.50	-715.50	6,084.00	360.00	9,126.00	-96.06
TOTAL MISCELLANEOUS EXPENSES	45.00	760.50	-715.50	6,084.00	360.00	9,126.00	-96.06
<u>OTHER FINANCING SOURCES (USES)</u>							
Operating Transfers In/Out							
10-1-000-000-6010.000 Prior Yr Adj-ARR	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-6020.000 Prior Yr Adj-NARR	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-7010.000 Prov Oper Reserve	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-9111.000 Xfers In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-9111.100 Xfers Out from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Operating Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00	
Proceeds Sale Property (Gain)/Loss							
Total Proceeds Sale Property (gain)/loss	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00	
EXCESS REVENUE/EXPENSE GAIN/-LOSS	17,320.00	1,305.17	16,014.83	-44,365.64	-19,214.12	1,922.00	-1,099.69

Date:
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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
pum	177.00	177.00	0.00	1,416.00	1,416.00	2,124.00	0.00
REVENUE							
TENANT REVENUE							
Tenant Rent Revenue							
10-1-000-001-3110.000 Dwelling Rent	-33,376.00	-33,500.00	124.00	-268,000.00	-270,830.50	-402,000.00	-32.63
10-1-000-001-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Rent Revenue	-33,376.00	-33,500.00	124.00	-268,000.00	-270,830.50	-402,000.00	-32.63
Tenant Revenue - Other							
10-1-000-001-3120.000 Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3130.000 Cable TV Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3190.000 Nondwell Rent	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3190.100 Beauty Shop Rent	0.00	-150.00	150.00	-1,200.00	-750.00	-1,800.00	-58.33
10-1-000-001-3690.000 Other Income	-821.80	0.00	-821.80	0.00	-821.80	0.00	
10-1-000-001-3690.100 Late Fees	-800.00	-300.00	-500.00	-2,400.00	-5,350.00	-3,600.00	48.61
10-1-000-001-3690.120 Violation Fees	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3690.130 Court Cost Fees	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3690.140 Returned Check Charge	0.00	0.00	0.00	0.00	-25.00	0.00	
10-1-000-001-3690.150 Laundry Income	-820.69	-1,100.00	279.31	-8,800.00	-9,435.02	-13,200.00	-28.52
10-1-000-001-3690.160 Vending Machine Inc	0.00	-150.00	150.00	-1,200.00	-937.36	-1,800.00	-47.92
10-1-000-001-3690.180 Labor	-193.50	-300.00	106.50	-2,400.00	-3,393.35	-3,600.00	-5.74
10-1-000-001-3690.200 Materials	-12.00	-50.00	38.00	-400.00	-224.66	-600.00	-62.56
10-1-000-001-3690.300 T.S. Income - Grants	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Revenue Other	-2,647.99	-2,050.00	-597.99	-16,400.00	-20,937.19	-24,600.00	-14.89
TOTAL TENANT REVENUE	-36,023.99	-35,550.00	-473.99	-284,400.00	-291,767.69	-426,600.00	-31.61
OTHER REVENUE							
HUD PH Operating Subsidy							
10-1-000-001-8020.000 Oper Sub - Curr Yr	-40,935.00	-32,735.00	-8,200.00	-261,880.00	-318,974.00	-392,820.00	-18.80
10-1-000-001-8021.000 Oper Sub - Prior Yr	0.00	0.00	0.00	0.00	0.00	0.00	
Total HUD PH Operating Subsidy	-40,935.00	-32,735.00	-8,200.00	-261,880.00	-318,974.00	-392,820.00	-18.80
Other Grants & Investment Income							
10-1-000-001-3404.000 Revenue-other gov grants	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3404.010 Other Inc - Operations	0.00	0.00	0.00	-55,000.00	-55,000.00	-55,000.00	0.00
10-1-000-001-3610.000 Interest Income	-21.78	-25.00	3.22	-200.00	-163.34	-300.00	-45.55
Total Other Grants & Investment Income	-21.78	-25.00	3.22	-55,200.00	-55,163.34	-55,300.00	-0.25
Other Revenue							
10-1-000-001-3195.000 Day Care Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3850.005 Income from Amps	-514.60	-450.00	-64.60	-2,750.00	-5,771.87	-7,550.00	-23.55
10-1-000-001-3850.120 Other Misc Inc.	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Revenue	-514.60	-450.00	-64.60	-2,750.00	-5,771.87	-7,550.00	-23.55
TOTAL OTHER REVENUE	-41,471.38	-33,210.00	-8,261.38	-319,830.00	-379,909.21	-455,670.00	-16.63
TOTAL REVENUE	-77,495.37	-68,760.00	-8,735.37	-604,230.00	-671,676.90	-882,270.00	-23.87
EXPENSES							

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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
ADMINISTRATIVE							
Administrative Salaries & Benefits							
10-1-000-001-4110.000 Admin Salaries	6,686.00	5,540.00	1,146.00	44,320.00	53,030.33	66,480.00	-20.23
10-1-000-001-4110.200 Admin - Other Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Administrative Salaries & Benefits	6,686.00	5,540.00	1,146.00	44,320.00	53,030.33	66,480.00	-20.23
Benefit Contributions - Administrative							
10-1-000-001-4110.500 Admin Emp Benefit	2,575.97	2,145.00	430.97	17,160.00	19,871.12	25,740.00	-22.80
Total Benefit Contributions - Admin	2,575.97	2,145.00	430.97	17,160.00	19,871.12	25,740.00	-22.80
Fee Expenses							
10-1-000-001-4120.100 Management Fee Exp	13,211.82	13,306.00	-94.18	106,448.00	106,681.65	159,672.00	-33.19
10-1-000-001-4120.200 Asset Mngt Fee Exp	1,770.00	1,770.00	0.00	14,160.00	14,160.00	21,240.00	-33.33
10-1-000-001-4120.300 Bookkeeping Fee Exp	1,305.00	1,315.00	-10.00	10,520.00	10,537.50	15,780.00	-33.22
10-1-000-001-4120.400 Fee for Service Exp	11.06	0.00	11.06	0.00	45.06	0.00	
10-1-000-001-4120.500 Other Fee Exp	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4171.000 Audit Fee	0.00	0.00	0.00	0.00	0.00	2,750.00	-100.00
Total Fee Expenses	16,297.88	16,391.00	-93.12	131,128.00	131,424.21	199,442.00	-34.10
Advertising & Marketing							
10-1-000-001-4190.650 Advertising	0.00	0.00	0.00	0.00	0.00	0.00	
Total Advertising & Marketing	0.00	0.00	0.00	0.00	0.00	0.00	
Office Expense							
10-1-000-001-4140.000 Training - Staff	230.39	150.00	80.39	4,050.00	310.45	8,000.00	-96.12
10-1-000-001-4180.000 Telephone	252.41	250.00	2.41	2,000.00	2,152.62	3,000.00	-28.25
10-1-000-001-4190.100 Postage	51.41	75.00	-23.59	600.00	475.42	900.00	-47.18
10-1-000-001-4190.200 Office Supplies	98.00	0.00	98.00	400.00	297.81	600.00	-50.37
10-1-000-001-4190.250 Office Furniture	0.00	0.00	0.00	1,000.00	762.88	1,000.00	-23.71
10-1-000-001-4190.300 Paper Supplies	0.00	0.00	0.00	550.00	256.49	550.00	-53.37
10-1-000-001-4190.400 Printing/printers	350.97	6.00	344.97	51.00	714.81	75.00	853.08
10-1-000-001-4190.401 Printing Supplies	0.00	300.00	-300.00	900.00	203.27	900.00	-77.41
10-1-000-001-4190.500 Printer/Copier Supp-Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4190.550 Computers	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4190.600 Publications	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4190.700 Member Dues/Fees	0.00	79.17	-79.17	633.36	1,945.65	950.00	104.81
10-1-000-001-4190.800 Internet Services	87.98	90.00	-2.02	720.00	784.86	1,080.00	-27.33
10-1-000-001-4190.850 IT Support	0.00	0.00	0.00	0.00	537.00	200.00	168.50
Total Office Expense	1,071.16	950.17	120.99	10,904.36	8,441.26	17,255.00	-51.08
Legal Expense							
10-1-000-001-4130.000 EHV Legal Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4190.900 Court Costs	0.00	0.00	0.00	0.00	0.00	0.00	
Total Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Travel Expense							
10-1-000-001-4150.000 Travel - Staff	0.00	0.00	0.00	4,500.00	-3,781.68	8,000.00	-147.27
10-1-000-001-4150.010 Travel - Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4150.100 Mileage - Admin	0.00	0.00	0.00	0.00	0.00	50.00	-100.00
Total Travel Expense	0.00	0.00	0.00	4,500.00	-3,781.68	8,050.00	-146.98
Other Expense							
10-1-000-001-4140.010 Training-Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4160.000 Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4160.100 Inspection Expense	0.00	369.00	-369.00	2,952.00	0.00	4,428.00	-100.00
10-1-000-001-4160.500 Translating/Interp Serv.	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4190.000 Other Sundry	0.00	0.00	0.00	0.00	78.96	0.00	

Date:

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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-001-4420.125 Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4420.126 Vehicle Supplies	89.77	79.17	10.60	633.36	669.65	950.00	-29.51
10-1-000-001-4420.130 Security Supplies	0.00	66.67	-66.67	533.36	0.00	800.00	-100.00
Total Maintenance - Materials/Supplies	2,672.94	2,503.34	169.60	25,851.72	21,439.90	37,290.00	-42.50
Maintenance - Contracts							
10-1-000-001-4430.000 Maint Labor Contract	12,936.50	19,620.00	-6,683.50	156,960.00	111,634.53	235,440.00	-52.58
10-1-000-001-4430.010 Garbage & Trash Con	413.59	385.00	28.59	3,110.00	3,438.76	4,665.00	-26.29
10-1-000-001-4430.020 Heating & Cooling Cont	257.55	375.00	-117.45	3,000.00	13,966.13	4,500.00	210.36
10-1-000-001-4430.030 Snow Removal Contract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4430.040 Elevator Maint Cont	4,112.16	4,200.00	-87.84	14,300.00	14,434.55	18,500.00	-21.98
10-1-000-001-4430.050 Landscape & Grds Cont	1,073.33	0.00	1,073.33	780.00	2,249.13	780.00	188.35
10-1-000-001-4430.060 Unit Turnaround Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4430.070 Electrical Contracts	159.50	125.00	34.50	1,000.00	167.78	1,500.00	-88.81
10-1-000-001-4430.080 Plumbing Contracts	0.00	208.00	-208.00	1,664.00	3,360.33	2,500.00	34.41
10-1-000-001-4430.090 Extermination Contracts	700.00	700.00	0.00	7,300.00	13,122.68	11,700.00	12.16
10-1-000-001-4430.100 Janitorial Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4430.110 Routine Maint Cont	171.60	1,416.00	-1,244.40	11,333.00	3,683.20	17,000.00	-78.33
10-1-000-001-4430.120 Other Misc Cont Cost	0.00	100.00	-100.00	800.00	1,604.00	1,200.00	33.67
10-1-000-001-4430.121 Laundry Equip Contract	0.00	29.00	-29.00	232.00	0.00	350.00	-100.00
10-1-000-001-4430.126 Vehicle Maint Cont	0.00	0.00	0.00	750.00	0.00	1,500.00	-100.00
Total Maintenance - Contracts	19,824.23	27,158.00	-7,333.77	201,229.00	167,661.09	299,635.00	-44.04
TOTAL MAINTENANCE EXPENSES	22,497.17	29,661.34	-7,164.17	227,080.72	189,100.99	336,925.00	-43.87
<u>TOTAL PROTECTIVE SERVICES EXPENSE</u>							
Protective Services - Contract							
10-1-000-001-4480.000 Police Contract	669.32	0.00	669.32	1,950.00	1,654.77	2,600.00	-36.36
10-1-000-001-4480.100 ADT Contract	0.00	0.00	0.00	440.00	434.80	880.00	-50.59
10-1-000-001-4480.500 Security Contract	1,343.00	83.00	1,260.00	668.00	6,748.76	1,000.00	574.88
Total Protective Services - Contract	2,012.32	83.00	1,929.32	3,058.00	8,838.33	4,480.00	97.28
TOTAL PROTECTIVE SERVICES EXPENSE	2,012.32	83.00	1,929.32	3,058.00	8,838.33	4,480.00	97.28
<u>INSURANCE PREMIUMS EXPENSE</u>							
Insurance Expenses							
10-1-000-001-4510.010 Property	3,044.84	3,108.00	-63.16	24,868.00	24,358.72	37,300.00	-34.70
10-1-000-001-4510.015 Equipment Insurance	135.55	143.00	-7.45	1,144.00	1,084.40	1,716.00	-36.81
10-1-000-001-4510.020 Liability Insurance	425.92	442.00	-16.08	3,536.00	3,407.36	5,304.00	-35.76
10-1-000-001-4510.025 PE & PO Insurance	226.45	235.00	-8.55	1,880.00	1,811.60	2,820.00	-35.76
10-1-000-001-4510.030 Work Comp Insurance	643.52	660.00	-16.48	5,280.00	5,148.16	7,920.00	-35.00
10-1-000-001-4510.035 Auto Insurance	41.93	43.00	-1.07	344.00	335.44	516.00	-34.99
10-1-000-001-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Insurance Expenses	4,518.21	4,631.00	-112.79	37,052.00	36,145.68	55,576.00	-34.96
TOTAL INSURANCE PREMIUMS EXPENSE	4,518.21	4,631.00	-112.79	37,052.00	36,145.68	55,576.00	-34.96
<u>GENERAL EXPENSES</u>							
General Expenses							

Date:
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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-001-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4590.000 Other General	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
Payment In Lieu Of Taxes - PILOT Tax							
10-1-000-001-4520.000 Pay in lieu of Tax	2,525.83	2,735.00	-209.17	19,805.00	21,620.00	28,103.00	-23.07
Total Payment In Lieu Of Taxes - PILOT	2,525.83	2,735.00	-209.17	19,805.00	21,620.00	28,103.00	-23.07
Bad Debt Write-Offs - Tenant Rents							
10-1-000-001-4570.000 Collection Losses	-2,143.90	2,177.00	-4,320.90	3,763.00	1,229.79	6,842.00	-82.03
Total Bad Debt Write-Offs - Tenant Rents	-2,143.90	2,177.00	-4,320.90	3,763.00	1,229.79	6,842.00	-82.03
TOTAL OTHER GENERAL EXPENSES	381.93	4,912.00	-4,530.07	23,568.00	22,849.79	34,945.00	-34.61
<u>INTEREST EXP & AMORTIZATION COST</u>							
Interest Expense							
Total Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL INTEREST EXP & AMORT COST	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSE	64,257.49	72,477.51	-8,220.02	567,158.08	521,436.30	876,601.00	-40.52
NET (REVENUE)/EXPENSE	-13,237.88	3,717.51	-16,955.39	-37,071.92	-150,240.60	-5,669.00	2,550.21

MISCELLANEOUS EXPENSE
Extraordinary Expense

Date:

Time:

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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-001-4610.010 Extraordinary Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4610.020 Extraordinary Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4610.030 Extraordinary Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Extraordinary Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Casualty Losses - Non-capitalized							
10-1-000-001-4620.010 Casualty Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4620.020 Casualty Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4620.030 Casualty Contract Costs	0.00	0.00	0.00	0.00	0.00	0.00	
Total Casualty Losses - Non-capitalized	0.00	0.00	0.00	0.00	0.00	0.00	
Depreciation Expense							
10-1-000-001-4800.000 Depreciation Exp MT	14,500.00	14,500.00	0.00	116,000.00	116,000.00	174,000.00	-33.33
Total Depreciation Expense	14,500.00	14,500.00	0.00	116,000.00	116,000.00	174,000.00	-33.33
TOTAL MISCELLANEOUS EXPENSES	14,500.00	14,500.00	0.00	116,000.00	116,000.00	174,000.00	-33.33
TOTAL EXPENSES	1,262.12	18,217.51	-16,955.39	78,928.08	-34,240.60	168,331.00	-120.34
<u>OTHER FINANCING SOURCES (USES)</u>							
Prior Period Adjustment							
10-1-000-001-6010.000 Prior Yr Adj-ARR	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-6020.000 Prior Yr Adj-NARR	0.00	0.00	0.00	0.00	0.00	0.00	
Total Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	
Operating Transfers In/Out							
10-1-000-001-7010.000 Prov Oper Reserve	0.00	-14,500.00	14,500.00	-116,000.00	0.00	-174,000.00	-100.00
10-1-000-001-9111.000 Xfers In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-9111.100 Xfers Out from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Operating Transfers In/Out	0.00	-14,500.00	14,500.00	-116,000.00	0.00	-174,000.00	-100.00
Proceeds Sale Property (Gain)/Loss							
Total Proceeds Sale Property (Gain)/Loss	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OTHER FINANCING SOURCES (USES)	0.00	-14,500.00	14,500.00	-116,000.00	0.00	-174,000.00	-100.00
EXCESS (REVENUE)/EXPENSE	1,262.12	3,717.51	-2,455.39	-37,071.92	-34,240.60	-5,669.00	504.00

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - AMP 2, Family Sites
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
pum	196.00	196.00	0.00	1,568.00	1,568.00	2,352.00	0.00
REVENUE							
TENANT REVENUE							
Tenant Rent Revenue							
10-1-000-002-3110.000 Dwelling Rent	-16,890.00	-16,000.00	-890.00	-116,000.00	-131,809.48	-180,000.00	-26.77
10-1-000-002-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Rent Revenue	-16,890.00	-16,000.00	-890.00	-116,000.00	-131,809.48	-180,000.00	-26.77
Tenant Revenue - Other							
10-1-000-002-3120.000 Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3130.000 Cable TV Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3190.000 Nondwell Rent	14.00	0.00	14.00	0.00	1,356.50	0.00	
10-1-000-002-3190.100 Beauty Shop Rent	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3690.000 Other Income	40.00	-250.00	290.00	-2,000.00	-3,717.90	-3,000.00	23.93
10-1-000-002-3690.100 Late Fees	-1,075.00	-850.00	-225.00	-2,550.00	-7,100.00	-5,950.00	19.33
10-1-000-002-3690.120 Violation Fees	-2,170.00	-262.00	-1,908.00	-2,096.00	-7,567.00	-3,144.00	140.68
10-1-000-002-3690.130 Court Cost Fees	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3690.140 Returned Check Charge	-50.00	0.00	-50.00	-50.00	-50.00	-100.00	-50.00
10-1-000-002-3690.150 Laundry Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3690.160 Vending Machine Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3690.180 Labor	-1,441.00	-1,000.00	-441.00	-8,000.00	-11,187.75	-12,000.00	-6.77
10-1-000-002-3690.200 Materials	-448.36	-500.00	51.64	-4,000.00	-3,343.44	-6,000.00	-44.28
10-1-000-002-3690.300 T.S. Income - Grants	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Revenue Other	-5,130.36	-2,862.00	-2,268.36	-18,696.00	-31,609.59	-30,194.00	4.69
TOTAL TENANT REVENUE	-22,020.36	-18,862.00	-3,158.36	-134,696.00	-163,419.07	-210,194.00	-22.25
OTHER REVENUE							
HUD PH Operating Subsidy							
10-1-000-002-8020.000 Oper Sub - Curr Yr	-75,924.00	-66,661.00	-9,263.00	-533,288.00	-587,415.00	-799,932.00	-26.57
10-1-000-002-8021.000 Oper Sub - Prior Yr	0.00	0.00	0.00	0.00	0.00	0.00	
Total HUD PH Operating Subsidy	-75,924.00	-66,661.00	-9,263.00	-533,288.00	-587,415.00	-799,932.00	-26.57
Other Grants & Investment Income							
10-1-000-002-3404.000 Revenue-other gov grants	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3404.010 Other Inc - Operations	0.00	-8,584.00	8,584.00	-68,667.00	-103,000.00	-103,000.00	0.00
10-1-000-002-3610.000 Interest Income	-24.56	-25.00	0.44	-170.00	-167.09	-270.00	-38.11
Total Other Grants & Investment Income	-24.56	-8,609.00	8,584.44	-68,837.00	-103,167.09	-103,270.00	-0.10
Other Revenue							
10-1-000-002-3195.000 Day Care Income	-250.00	-125.00	-125.00	-1,000.00	-1,000.00	-1,500.00	-33.33
10-1-000-002-3850.005 Income from Amps	0.00	-45.00	45.00	-360.00	-5,079.00	-540.00	840.56
10-1-000-002-3850.120 Other Misc Inc	0.00	0.00	0.00	0.00	-3,400.00	0.00	
Total Other Revenue	-250.00	-170.00	-80.00	-1,360.00	-9,479.00	-2,040.00	364.66
TOTAL OTHER REVENUE	-76,198.56	-75,440.00	-758.56	-603,485.00	-700,061.09	-905,242.00	-22.67
TOTAL REVENUE	-98,218.92	-94,302.00	-3,916.92	-738,181.00	-863,480.16	-1,115,436.00	-22.59
EXPENSES							

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - AMP 2, Family Sites
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-002-4420.125 Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4420.126 Vehicle Supplies	470.71	380.00	90.71	3,040.00	2,815.97	4,560.00	-38.25
10-1-000-002-4420.130 Security Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance - Materials/Supplies	3,384.13	3,555.00	-170.87	30,486.00	30,379.07	56,424.00	-46.16
Maintenance - Contracts							
10-1-000-002-4430.000 Maint Labor Contract	19,619.50	35,419.00	-15,799.50	283,352.00	194,238.88	425,028.00	-54.30
10-1-000-002-4430.010 Garbage&Trash Cont	88.25	250.00	-161.75	2,000.00	819.65	3,000.00	-72.68
10-1-000-002-4430.020 Heating&Cooling Cont	85.85	210.00	-124.15	1,680.00	2,823.09	2,520.00	12.03
10-1-000-002-4430.030 Snow Removal Contract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4430.040 Elevator Maint Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4430.050 Landscape & Grds Cont	0.00	0.00	0.00	15,400.00	12,800.00	15,400.00	-16.88
10-1-000-002-4430.060 Unit Turnaround Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4430.070 Electrical Contracts	0.00	0.00	0.00	0.00	941.10	0.00	
10-1-000-002-4430.080 Plumbing Contracts	0.00	833.33	-833.33	6,666.64	12,637.45	10,000.00	26.37
10-1-000-002-4430.090 Extermination Contracts	2,269.80	850.00	1,419.80	6,800.00	5,409.40	10,200.00	-46.97
10-1-000-002-4430.100 Reg Contracts	0.00	100.00	-100.00	800.00	0.00	1,200.00	-100.00
10-1-000-002-4430.110 Routine Maint Contr	0.00	839.00	-839.00	6,712.00	7,656.52	10,068.00	-23.95
10-1-000-002-4430.120 Other Misc Cont Cost	19,580.00	2,051.00	17,529.00	16,408.00	19,580.00	24,612.00	-20.45
10-1-000-002-4430.121 Laundry Equip Contract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4430.126 Vehicle Maint Cont	0.00	0.00	0.00	900.00	213.29	1,800.00	-88.15
Total Maintenance - Contracts	41,643.40	40,552.33	1,091.07	340,718.64	257,119.38	503,828.00	-48.97
TOTAL MAINTENANCE EXPENSES	45,027.53	44,107.33	920.20	371,204.64	287,498.45	560,252.00	-48.68
<u>TOTAL PROTECTIVE SERVICES EXPENSE</u>							
Protective Services - Contract							
10-1-000-002-4480.000 Police Contract	741.18	225.00	516.18	1,800.00	1,832.43	2,700.00	-32.13
10-1-000-002-4480.100 ADT Contract	488.07	508.00	-19.93	1,524.00	1,464.21	2,032.00	-27.94
10-1-000-002-4480.500 Security Contract	0.00	792.00	-792.00	6,336.00	1,741.90	9,504.00	-81.67
Total Protective Services - Contract	1,229.25	1,525.00	-295.75	9,660.00	5,038.54	14,236.00	-64.61
TOTAL PROTECTIVE SERVICES EXPENSE	1,229.25	1,525.00	-295.75	9,660.00	5,038.54	14,236.00	-64.61
<u>INSURANCE PREMIUMS EXPENSE</u>							
Insurance Expenses							
10-1-000-002-4510.010 Property Ins	3,044.84	3,108.00	-63.16	24,864.00	24,358.72	37,296.00	-34.69
10-1-000-002-4510.015 Equipment Insurance	150.29	158.00	-7.71	1,264.00	1,202.32	1,896.00	-36.59
10-1-000-002-4510.020 Liability Ins	472.24	483.00	-10.76	3,864.00	3,777.92	5,796.00	-34.82
10-1-000-002-4510.025 PE & PO Insurance	329.36	342.00	-12.64	2,736.00	2,634.88	4,104.00	-35.80
10-1-000-002-4510.030 Work Comp Insurance	1,001.42	1,025.00	-23.58	8,200.00	8,011.36	12,300.00	-34.87
10-1-000-002-4510.035 Auto Insurance	209.63	217.00	-7.37	1,736.00	1,677.04	2,604.00	-35.60
10-1-000-002-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Insurance Expenses	5,207.78	5,333.00	-125.22	42,664.00	41,662.24	63,996.00	-34.90
TOTAL INSURANCE PREMIUMS EXPENSE	5,207.78	5,333.00	-125.22	42,664.00	41,662.24	63,996.00	-34.90

GENERAL EXPENSES

General Expenses

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - AMP 2, Family Sites
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-002-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4590.000 Other General	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	-2,500.00	-100.00
Total General Expenses	0.00	0.00	0.00	0.00	0.00	-2,500.00	-100.00
Payment In Lieu Of Taxes - PILOT Tax							
10-1-000-002-4520.000 Pay in lieu of Tax	1,499.32	1,764.75	-265.43	14,118.00	11,906.10	21,177.00	-43.78
Total Payment In Lieu Of Taxes - PILOT	1,499.32	1,764.75	-265.43	14,118.00	11,906.10	21,177.00	-43.78
Bad Debt Write-Offs - Tenant Rents							
10-1-000-002-4570.000 Collection Losses	-8,071.01	4,526.00	-12,597.01	485.00	-2,821.66	11,633.00	-124.26
Total Bad Debt Write-Offs - Tenant Rents	-8,071.01	4,526.00	-12,597.01	485.00	-2,821.66	11,633.00	-124.26
TOTAL OTHER GENERAL EXPENSES	-6,571.69	6,290.75	-12,862.44	14,603.00	9,084.44	30,310.00	-70.03
<u>INTEREST EXP & AMORTIZATION COST</u>							
Interest Expense							
Total Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL INTEREST EXP & AMORT COST	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSE	72,854.67	91,420.08	-18,565.41	727,809.64	574,892.37	1,115,282.00	-48.45
NET (REVENUE)/EXPENSE	-25,364.25	-2,881.92	-22,482.33	-10,371.36	-288,587.79	-154.00	187,294.67

MISCELLANEOUS EXPENSE
Extraordinary Expense

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - AMP 2, Family Sites
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-002-4610.010 Extraordinary Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4610.020 Extraordinary Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4610.030 Extraordinary Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Extraordinary Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Casualty Losses - Non-capitalized							
10-1-000-002-4620.010 Casualty Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4620.020 Casualty Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4620.030 Casualty Contract Costs	0.00	0.00	0.00	0.00	0.00	0.00	
Total Casualty Losses - Non-capitalized	0.00	0.00	0.00	0.00	0.00	0.00	
Depreciation Expense							
10-1-000-002-4800.000 Depreciation Exp Fam	29,000.00	31,000.00	-2,000.00	248,000.00	232,000.00	372,000.00	-37.63
Total Depreciation Expense	29,000.00	31,000.00	-2,000.00	248,000.00	232,000.00	372,000.00	-37.63
TOTAL MISCELLANEOUS EXPENSES	29,000.00	31,000.00	-2,000.00	248,000.00	232,000.00	372,000.00	-37.63
TOTAL EXPENSES	3,635.75	28,118.08	-24,482.33	237,628.64	-56,587.79	371,846.00	-115.22
<u>OTHER FINANCING SOURCES (USES)</u>							
Prior Period Adjustment							
10-1-000-002-6010.000 Prior Yr Adj-ARR	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-6020.000 Prior Yr Adj-NARR	0.00	0.00	0.00	0.00	0.00	0.00	
Total Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	
Operating Transfers In/Out							
10-1-000-002-7010.000 Prov Oper Reserve	0.00	-31,000.00	31,000.00	-248,000.00	0.00	-372,000.00	-100.00
10-1-000-002-9111.000 Xfers In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-9111.100 Xfers Out from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Operating Transfers In/Out	0.00	-31,000.00	31,000.00	-248,000.00	0.00	-372,000.00	-100.00
Proceeds Sale Property (Gain)/Loss							
Total Proceeds Sale Property (Gain)/Loss	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OTHER FINANCING SOURCES (USES)	0.00	-31,000.00	31,000.00	-248,000.00	0.00	-372,000.00	-100.00
EXCESS (REVENUE)/EXPENSE	3,635.75	-2,881.92	6,517.67	-10,371.36	-56,587.79	-154.00	36,645.32

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - AMP 3, Bluebell
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
pum	51.00	51.00	0.00	408.00	408.00	612.00	0.00
REVENUE							
TENANT REVENUE							
Tenant Rent Revenue							
10-1-000-006-3110.000 Dwelling Rent	-13,581.00	-13,500.00	-81.00	-108,000.00	-107,949.00	-162,000.00	-33.36
10-1-000-006-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Rent Revenue	-13,581.00	-13,500.00	-81.00	-108,000.00	-107,949.00	-162,000.00	-33.36
Tenant Revenue - Other							
10-1-000-006-3120.000 Excess Utilities	0.00	0.00	0.00	0.00	-75.00	0.00	
10-1-000-006-3130.000 Cable TV Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3190.000 Nondwell Rent	0.00	0.00	0.00	-75.00	0.00	-75.00	-100.00
10-1-000-006-3190.100 Beauty Shop Rent	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3690.000 Other Income	0.00	-42.00	42.00	-334.00	32.00	-500.00	-106.40
10-1-000-006-3690.100 Late Fees	-50.00	-25.00	-25.00	-200.00	-800.00	-300.00	166.67
10-1-000-006-3690.120 Violation Fees	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3690.130 Court Cost Fees	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3690.140 Returned Check Charge	0.00	2.08	-2.08	16.64	-25.00	25.00	-200.00
10-1-000-006-3690.150 Laundry Income	-507.50	-540.00	32.50	-4,320.00	-3,570.17	-6,480.00	-44.90
10-1-000-006-3690.160 Vending Machine Inc	-20.90	-20.00	-0.90	-160.00	-204.43	-240.00	-14.82
10-1-000-006-3690.180 Labor	0.00	-40.00	40.00	-320.00	-421.25	-480.00	-12.24
10-1-000-006-3690.200 Materials	0.00	-10.00	10.00	-80.00	-53.01	-120.00	-55.83
10-1-000-006-3690.300 T.S. Income - Grants	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Revenue Other	-578.40	-674.92	96.52	-5,472.36	-5,116.86	-8,170.00	-37.37
TOTAL TENANT REVENUE	-14,159.40	-14,174.92	15.52	-113,472.36	-113,065.86	-170,170.00	-33.56
OTHER REVENUE							
HUD PH Operating Subsidy							
10-1-000-006-8020.000 Oper Sub - Curr Yr	-7,932.00	-4,803.00	-3,129.00	-38,424.00	-67,164.00	-57,636.00	16.53
10-1-000-006-8021.000 Oper Sub - Prior Yr	0.00	0.00	0.00	0.00	0.00	0.00	
Total HUD PH Operating Subsidy	-7,932.00	-4,803.00	-3,129.00	-38,424.00	-67,164.00	-57,636.00	16.53
Other Grants & Investment Income							
10-1-000-006-3404.000 Revenue-other gov grants	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3404.010 Other Inc - Operations	0.00	0.00	0.00	-42,000.00	-42,000.00	-42,000.00	0.00
10-1-000-006-3610.000 Interest Income	-7.39	-8.00	0.61	-64.00	-50.73	-96.00	-47.16
Total Other Grants & Investment Income	-7.39	-8.00	0.61	-42,064.00	-42,050.73	-42,096.00	-0.11
Other Revenue							
10-1-000-006-3195.000 Day Care Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.005 Income from Amps	0.00	0.00	0.00	0.00	-672.00	0.00	
10-1-000-006-3850.120 Other Misc Inc	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Revenue	0.00	0.00	0.00	0.00	-672.00	0.00	
TOTAL OTHER REVENUE	-7,939.39	-4,811.00	-3,128.39	-80,488.00	-109,886.73	-99,732.00	10.18
TOTAL REVENUE	-22,098.79	-18,985.92	-3,112.87	-193,960.36	-222,952.59	-269,902.00	-17.39
EXPENSES							

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - AMP 3, Bluebell
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
ADMINISTRATIVE							
Administrative Salaries & Benefits							
10-1-000-006-4110.000 Admin Salaries	0.00	1,845.00	-1,845.00	14,760.00	2,176.69	22,140.00	-90.17
10-1-000-006-4110.200 Admin - Other Amps	514.60	125.00	389.60	1,000.00	2,705.93	1,500.00	80.40
Total Administrative Salaries & Benefits	514.60	1,970.00	-1,455.40	15,760.00	4,882.62	23,640.00	-79.35
Benefit Contributions - Administrative							
10-1-000-006-4110.500 Emp Benefit - Admin	0.00	715.00	-715.00	5,720.00	839.26	8,580.00	-90.22
Total Benefit Contributions - Admin	0.00	715.00	-715.00	5,720.00	839.26	8,580.00	-90.22
Fee Expenses							
10-1-000-006-4120.100 Management Fee Exp	3,872.43	3,834.00	38.43	30,672.00	30,903.51	46,008.00	-32.83
10-1-000-006-4120.200 Asset Mngt Fee Exp	510.00	510.00	0.00	4,080.00	4,080.00	6,120.00	-33.33
10-1-000-006-4120.300 Bookkeeping Exp	382.50	379.00	3.50	3,032.00	3,052.50	4,548.00	-32.88
10-1-000-006-4120.400 Fee for Service Exp	3.74	0.00	3.74	0.00	10.74	0.00	
10-1-000-006-4120.500 Other Fee Exp	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4171.000 Audit Fee	0.00	0.00	0.00	0.00	0.00	775.00	-100.00
Total Fee Expenses	4,768.67	4,723.00	45.67	37,784.00	38,046.75	57,451.00	-33.78
Advertising & Marketing							
10-1-000-006-4190.650 Advertising	0.00	17.00	-17.00	134.00	0.00	200.00	-100.00
Total Advertising & Marketing	0.00	17.00	-17.00	134.00	0.00	200.00	-100.00
Office Expense							
10-1-000-006-4140.000 Training - Staff	0.00	0.00	0.00	950.00	-525.00	1,150.00	-145.65
10-1-000-006-4180.000 Telephone	331.42	317.00	14.42	2,537.00	2,682.59	3,805.00	-29.50
10-1-000-006-4190.100 Postage	5.30	10.00	-4.70	80.00	60.10	120.00	-49.92
10-1-000-006-4190.200 Office Supplies	0.00	4.00	-4.00	33.00	0.00	50.00	-100.00
10-1-000-006-4190.250 Office Furniture	0.00	42.00	-42.00	333.00	395.45	500.00	-20.91
10-1-000-006-4190.300 Paper Supplies	0.00	25.00	-25.00	200.00	7.09	300.00	-97.64
10-1-000-006-4190.400 Printing/printers	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4190.401 Printing Supplies	0.00	12.50	-12.50	100.00	0.00	150.00	-100.00
10-1-000-006-4190.500 Printer/Copier Supp-Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4190.550 Computers	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4190.600 Publications	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4190.700 Member Dues/Fees	0.00	2.00	-2.00	16.00	147.29	25.00	489.16
10-1-000-006-4190.800 Internet Services	199.95	175.00	24.95	1,400.00	1,490.22	2,100.00	-29.04
10-1-000-006-4190.850 IT Support	0.00	12.50	-12.50	100.00	601.50	150.00	301.00
Total Office Expense	536.67	600.00	-63.33	5,749.00	4,859.24	8,350.00	-41.81
Legal Expense							
10-1-000-006-4130.000 Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4190.900 Court Costs	0.00	0.00	0.00	0.00	0.00	0.00	
Total Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Travel Expense							
10-1-000-006-4150.000 Travel - Staff	0.00	0.00	0.00	1,100.00	0.00	1,550.00	-100.00
10-1-000-006-4150.010 Travel - Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4150.100 Mileage - Admin	0.00	0.00	0.00	0.00	0.00	0.00	
Total Travel Expense	0.00	0.00	0.00	1,100.00	0.00	1,550.00	-100.00
Other Expense							
10-1-000-006-4140.010 Training-Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4160.000 Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4160.100 Inspection Expense	0.00	106.00	-106.00	850.00	0.00	1,275.00	-100.00
10-1-000-006-4160.500 Translating/Interp Serv.	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4190.000 Other Sundry	0.00	0.00	0.00	0.00	3.79	0.00	

Date:
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Knox County Housing Authority
INCOME STATEMENT - AMP 3, Bluebell
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-006-4420.125 Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4420.126 Vehicle Supplies	0.00	0.00	0.00	0.00	18.00	0.00	
10-1-000-006-4420.130 Security Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance - Materials/Supplies	74.42	932.00	-857.58	7,984.00	4,104.87	12,590.00	-67.40
Maintenance - Contracts							
10-1-000-006-4430.000 Maint Labor Contract	2,204.00	4,642.00	-2,438.00	37,136.00	32,969.04	55,704.00	-40.81
10-1-000-006-4430.010 Garbage & Trash Cont	412.75	250.00	162.75	2,000.00	2,273.45	3,000.00	-24.22
10-1-000-006-4430.020 Heating & Cooling Cont	731.74	750.00	-18.26	6,000.00	6,643.64	9,000.00	-26.18
10-1-000-006-4430.030 Snow Removal Contract	0.00	0.00	0.00	0.00	0.00	875.00	-100.00
10-1-000-006-4430.040 Elevator Maint Cont	1,067.70	1,075.00	-7.30	3,225.00	3,808.10	4,300.00	-11.44
10-1-000-006-4430.050 Landscape & Grds Cont	98.00	100.00	-2.00	300.00	815.57	300.00	171.86
10-1-000-006-4430.060 Unit Turnaround Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4430.070 Electrical Contracts	0.00	50.00	-50.00	400.00	24.78	600.00	-95.87
10-1-000-006-4430.080 Plumbing Contracts	95.43	670.00	-574.57	5,360.00	2,585.24	8,040.00	-67.85
10-1-000-006-4430.090 Extermination Contracts	0.00	0.00	0.00	1,360.00	654.84	2,020.00	-67.58
10-1-000-006-4430.100 Janitorial Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4430.110 Routing Maint Cont	898.50	479.00	419.50	3,834.00	3,095.52	5,750.00	-46.16
10-1-000-006-4430.120 Other Misc. Cont Cost	0.00	0.00	0.00	0.00	1,339.90	0.00	
10-1-000-006-4430.121 Laundry Equip Contract	0.00	37.50	-37.50	300.00	120.00	450.00	-73.33
10-1-000-006-4430.126 Vehicle Maint Cont	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance - Contracts	5,508.12	8,053.50	-2,545.38	59,915.00	54,330.08	90,039.00	-39.66
TOTAL MAINTENANCE EXPENSES	5,582.54	8,985.50	-3,402.96	67,899.00	58,434.95	102,629.00	-43.06
<u>TOTAL PROTECTIVE SERVICES EXPENSE</u>							
Protective Services - Contract							
10-1-000-006-4480.000 Police Contract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4480.100 ADT Contract	676.40	0.00	676.40	1,908.00	1,934.82	2,544.00	-23.95
10-1-000-006-4480.500 Security Contract	600.00	75.00	525.00	600.00	7,386.65	900.00	720.74
Total Protective Services - Contract	1,276.40	75.00	1,201.40	2,508.00	9,321.47	3,444.00	170.66
TOTAL PROTECTIVE SERVICES EXPENSE	1,276.40	75.00	1,201.40	2,508.00	9,321.47	3,444.00	170.66
<u>INSURANCE PREMIUMS EXPENSE</u>							
Insurance Expenses							
10-1-000-006-4510.010 Property Insurance	985.10	1,010.33	-25.23	8,082.64	7,880.80	12,124.00	-35.00
10-1-000-006-4510.015 Equipment Insurance	39.37	70.00	-30.63	560.00	314.96	840.00	-62.50
10-1-000-006-4510.020 Liability Insurance	123.72	40.00	83.72	320.00	989.76	480.00	106.20
10-1-000-006-4510.025 PE & PO Insurance	61.72	175.00	-113.28	1,400.00	493.76	2,100.00	-76.49
10-1-000-006-4510.030 Work Comp	167.62	130.00	37.62	1,040.00	1,340.96	1,560.00	-14.04
10-1-000-006-4510.035 Auto Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Insurance Expenses	1,377.53	1,425.33	-47.80	11,402.64	11,020.24	17,104.00	-35.57
TOTAL INSURANCE PREMIUMS EXPENSE	1,377.53	1,425.33	-47.80	11,402.64	11,020.24	17,104.00	-35.57

GENERAL EXPENSES

General Expenses

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - AMP 3, Bluebell
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-006-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4590.000 Other General	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
Payment In Lieu Of Taxes - PILOT Tax							
10-1-000-006-4520.000 Pay in lieu of Tax	1,165.58	1,170.00	-4.42	9,203.00	9,350.47	13,312.00	-29.76
Total Payment In Lieu Of Taxes - PILOT	1,165.58	1,170.00	-4.42	9,203.00	9,350.47	13,312.00	-29.76
Bad Debt Write-Offs - Tenant Rents							
10-1-000-006-4570.000 Collection Losses	-345.30	325.00	-670.30	500.00	808.43	1,350.00	-40.12
Total Bad Debt Write-Offs - Tenant Rents	-345.30	325.00	-670.30	500.00	808.43	1,350.00	-40.12
TOTAL OTHER GENERAL EXPENSES	820.28	1,495.00	-674.72	9,703.00	10,158.90	14,662.00	-30.71
<u>INTEREST EXP & AMORTIZATION COST</u>							
Interest Expense							
Total Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL INTEREST EXP & AMORT COST	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSE	16,801.85	21,966.83	-5,164.98	174,497.64	152,305.03	268,040.00	-43.18
NET (REVENUE)/EXPENSE	-5,296.94	2,980.91	-8,277.85	-19,462.72	-70,647.56	-1,862.00	3,694.18

MISCELLANEOUS EXPENSE
Extraordinary Expense

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - AMP 3, Bluebell
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-006-4610.010 Extraordinary Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4610.020 Extraordinary Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4610.030 Extraordinary Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Extraordinary Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Casualty Losses - Non-capitalized							
10-1-000-006-4620.010 Casualty Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4620.020 Casualty Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4620.030 Casualty Contract Costs	0.00	0.00	0.00	0.00	0.00	0.00	
Total Casualty Losses - Non-capitalized	0.00	0.00	0.00	0.00	0.00	0.00	
Depreciation Expense							
10-1-000-006-4800.000 Depreciation Exp BB	11,000.00	11,000.00	0.00	88,000.00	88,000.00	132,000.00	-33.33
Total Depreciation Expense	11,000.00	11,000.00	0.00	88,000.00	88,000.00	132,000.00	-33.33
TOTAL MISCELLANEOUS EXPENSES	11,000.00	11,000.00	0.00	88,000.00	88,000.00	132,000.00	-33.33
TOTAL EXPENSES	5,703.06	13,980.91	-8,277.85	68,537.28	17,352.44	130,138.00	-86.67
OTHER FINANCING SOURCES (USES)							
Prior Period Adjustment							
10-1-000-006-6010.000 Prior Yr Adj-ARR	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-6020.000 Prior Yr Adj-NARR	0.00	0.00	0.00	0.00	0.00	0.00	
Total Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	
Operating/Reserve Transfers In/Out							
10-1-000-006-7010.000 Prov Oper Reserve	0.00	-11,000.00	11,000.00	-88,000.00	0.00	-132,000.00	-100.00
10-1-000-006-9111.000 Xfers In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-9111.100 Xfers Out from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Operating/Reserve Transfers In/Out	0.00	-11,000.00	11,000.00	-88,000.00	0.00	-132,000.00	-100.00
Proceeds Sale Property (gain)/loss							
Total Proceeds Sale Property (gain)/loss	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OTHER FINANCING SOURCES (USES)	0.00	-11,000.00	11,000.00	-88,000.00	0.00	-132,000.00	-100.00
EXCESS (REVENUE)/EXPENSE	5,703.06	2,980.91	2,722.15	-19,462.72	17,352.44	-1,862.00	-1,031.92

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - HCV (ADMIN & HAP)
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
ADMIN REVENUE							
Total PUM (including Port Outs)	280.00	280.00	0.00	2,240.00	2,240.00	3,360.00	0.00
ADMIN OPERATING INCOME							
Admin Fee Subsidy							
30-1-000-000-8026.500 Admin Fee Sub - Cur Yr	-8,866.00	-10,671.00	1,805.00	-85,368.00	-87,085.00	-128,052.00	-31.99
30-1-020-000-8026.500 Admin Fee Sub-Cares	0.00	0.00	0.00	0.00	0.00	0.00	
Total Admin Fee Subsidy	-8,866.00	-10,671.00	1,805.00	-85,368.00	-87,085.00	-128,052.00	-31.99
Interest Income							
30-1-000-000-3300.000 Int Reserve	-8.62	-6.00	-2.62	-48.00	-46.76	-72.00	-35.06
Surplus-Admin							
30-1-000-000-3610.000 Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	
Total Interest Income	-8.62	-6.00	-2.62	-48.00	-46.76	-72.00	-35.06
Other Income							
30-1-000-000-3300.010 Inc - Portable	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-3300.100 Fraud Recovery - Admin	0.00	-417.00	417.00	-3,332.00	-404.00	-5,000.00	-91.92
30-1-000-000-3300.170 Admin Fees Port	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-3690.000 Other Income	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-3690.100 Other Income - Admin	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Income	0.00	-417.00	417.00	-3,332.00	-404.00	-5,000.00	-91.92
TOTAL ADMIN OPERATING INCOME	-8,874.62	-11,094.00	2,219.38	-88,748.00	-87,535.76	-133,124.00	-34.24
ADMIN EXPENSES							
ADMIN OPERATING EXPENSE							
Admin Salaries							
30-1-000-000-4110.000 Admin Salaries	4,136.52	4,805.00	-668.48	38,440.00	35,676.52	57,660.00	-38.13
30-1-000-000-4110.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-020-000-4110.000 Admin Salaries-Cares	0.00	0.00	0.00	0.00	0.00	0.00	
Total Admin Salaries	4,136.52	4,805.00	-668.48	38,440.00	35,676.52	57,660.00	-38.13
Audit Fee Expense							
30-1-000-000-4171.000 Audit Fee	0.00	0.00	0.00	0.00	0.00	1,850.00	-100.00
Total Audit Fee Expense	0.00	0.00	0.00	0.00	0.00	1,850.00	-100.00
Fee Expense							
30-1-000-000-4120.100 Management Fees	2,376.00	2,460.00	-84.00	19,680.00	19,392.00	29,520.00	-34.31
30-1-000-000-4120.300 Bookkeep. Fees	1,485.00	1,538.00	-53.00	12,304.00	12,120.00	18,456.00	-34.33
30-1-000-000-4120.500 Other Fee Exp	0.00	0.00	0.00	0.00	7.50	0.00	
Total Fees Expense	3,861.00	3,998.00	-137.00	31,984.00	31,519.50	47,976.00	-34.30
Benefit Contribution Expense							
30-1-000-000-4110.500 Emp Benefit - Admin	2,318.61	2,000.00	318.61	16,000.00	19,270.82	24,000.00	-19.70
30-1-000-000-4540.000 Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-020-000-4110.500 Admin Benefit-Cares	0.00	0.00	0.00	0.00	0.00	0.00	
Total Benefit Contribution Exp	2,318.61	2,000.00	318.61	16,000.00	19,270.82	24,000.00	-19.70
Office Expense							
30-1-000-000-4180.000 Telephone	80.08	94.00	-13.92	752.00	695.72	1,128.00	-38.32
30-1-000-000-4190.100 Postage	177.71	161.00	16.71	1,822.00	1,647.15	2,466.00	-33.21
30-1-000-000-4190.250 Office Furniture	0.00	0.00	0.00	1,000.00	1,132.28	1,000.00	13.23
30-1-000-000-4190.400 Pinting/Printers	0.00	0.00	0.00	144.00	0.00	216.00	-100.00

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Knox County Housing Authority
INCOME STATEMENT - HCV (ADMIN & HAP)
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
30-1-000-000-4190.401 Printing Supplies	370.36	8.00	362.36	67.00	370.36	100.00	270.36
30-1-000-000-4190.550 Computers	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4190.800 Internet Services	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4190.850 IT Support	0.00	26.50	-26.50	212.00	318.00	318.00	0.00
Total Office Expense	628.15	289.50	338.65	3,997.00	4,163.51	5,228.00	-20.36
Legal Expense							
30-1-000-000-4130.000 Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Total Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Travel Expense							
30-1-000-000-4150.000 Travel - Staff	0.00	0.00	0.00	700.00	0.00	2,150.00	-100.00
Total Travel Expense	0.00	0.00	0.00	700.00	0.00	2,150.00	-100.00
Other Expense							
30-1-000-000-4140.000 Training - Staff	372.50	50.00	322.50	925.00	86.50	1,400.00	-93.82
30-1-000-000-4160.000 Publications	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4160.300 Consulting Services	2,576.00	0.00	2,576.00	0.00	2,576.00	0.00	
30-1-000-000-4160.500 Translating/Interp Serv.	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4190.000 Other Sundry	225.43	25.00	200.43	200.00	1,011.91	300.00	237.30
30-1-000-000-4190.200 Inspection Exp	525.00	875.00	-350.00	1,750.00	1,225.00	5,250.00	-76.67
30-1-000-000-4190.950 Background Verification	33.72	54.00	-20.28	432.00	111.05	648.00	-82.86
30-1-000-000-4420.126 Vehicle Supplies	5.02	46.00	-40.98	367.00	30.46	550.00	-94.46
30-1-000-000-4430.126 Vehicle Maint Cont	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Expense	3,737.67	1,050.00	2,687.67	3,674.00	5,040.92	8,148.00	-38.13
TOTAL ADMIN EXPENSE	14,681.95	12,142.50	2,539.45	94,795.00	95,671.27	147,012.00	-34.92
Insurance Premiums Expense							
30-1-000-000-4510.025 PE & PO Insurance	61.72	67.00	-5.28	536.00	493.76	804.00	-38.59
30-1-000-000-4510.030 Work Comp Insurance	209.14	217.00	-7.86	1,736.00	1,673.12	2,604.00	-35.75
30-1-000-000-4510.035 Auto Insurance	41.93	43.00	-1.07	344.00	335.44	515.00	-34.87
Total Insurance Premium Expenses	312.79	327.00	-14.21	2,616.00	2,502.32	3,923.00	-36.21
TOTAL INSURANCE EXPENSE	312.79	327.00	-14.21	2,616.00	2,502.32	3,923.00	-36.21
General Expense							
30-1-000-000-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4570.100 Collection Loss Admin	-22.41	0.00	-22.41	0.00	33.24	0.00	
30-1-000-000-4590.000 Other General Exp	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4590.010 Admin Gen Exp-Port	324.96	327.50	-2.54	2,620.00	2,264.50	3,930.00	-42.38
30-1-000-000-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total General Expense	302.55	327.50	-24.95	2,620.00	2,297.74	3,930.00	-41.53
TOTAL GENERAL EXPENSE	302.55	327.50	-24.95	2,620.00	2,297.74	3,930.00	-41.53
TOTAL EXPENSES - ADMIN	15,297.29	12,797.00	2,500.29	100,031.00	100,471.33	154,865.00	-35.12
ADMIN (Profit)/Loss	6,422.67	1,703.00	4,719.67	11,283.00	12,935.57	21,741.00	-40.50
MISCELLANEOUS EXPENSE							
Surplus Adj & Provision							
30-1-000-000-6010.000 Prior Yr Adj - ARR	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-7016.000 Prov for Oper Rsrve	0.00	-464.00	464.00	-3,712.00	0.00	-5,568.00	-100.00
Total Surplus Adjustments	0.00	-464.00	464.00	-3,712.00	0.00	-5,568.00	-100.00
Depreciation Expense							
30-1-000-000-4800.000 Dpreciation Expense	464.00	464.00	0.00	3,712.00	3,712.00	5,568.00	-33.33
Total Depreciation Expense	464.00	464.00	0.00	3,712.00	3,712.00	5,568.00	-33.33

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Knox County Housing Authority
INCOME STATEMENT - HCV (ADMIN & HAP)
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
Proceeds Sale Property (Gain)/Loss							
Total Proceeds Sale Property (Gain)/Loss	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL MISC EXPENSE	464.00	0.00	464.00	0.00	3,712.00	0.00	
ADMIN (Profit)/Loss w/ Depreciation	6,886.67	1,703.00	5,183.67	11,283.00	16,647.57	21,741.00	-23.43
HAP REVENUE							
HAP Income							
30-1-000-000-3300.200 Fraud Recovery - HAP	0.00	-417.00	417.00	-3,332.00	-404.00	-5,000.00	-91.92
30-1-000-000-3300.500 Int Reserve Surplus-HAP	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-8026.000 HAP Subsidy - Cur Yr	-79,680.00	-75,928.00	-3,752.00	-607,425.00	-629,312.00	-911,138.00	-30.93
30-1-000-000-8027.000 Ann Contr - Pr Yr	0.00	0.00	0.00	0.00	0.00	0.00	
Total Income	-79,680.00	-76,345.00	-3,335.00	-610,757.00	-629,716.00	-916,138.00	-31.26
TOTAL HAP INCOME	-79,680.00	-76,345.00	-3,335.00	-610,757.00	-629,716.00	-916,138.00	-31.26
HAP EXPENSES							
HAP Expenses							
30-1-000-000-4715.010 HAP Tenant Pmts	65,194.00	69,165.00	-3,971.00	552,643.00	536,263.00	830,513.00	-35.43
30-1-000-000-4715.015 HAP Mid Month Lease Pmts	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4715.020 HAP Fraud Repay - Admin	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4715.021 HAP Fraud Repay - HUD	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4715.030 HAP Port In Pmts	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4715.040 HAP Utility Pmts	2,689.00	2,552.00	137.00	20,416.00	14,628.00	30,624.00	-52.23
30-1-000-000-4715.050 HAP Homeownership	0.00	174.00	-174.00	1,392.00	0.00	2,088.00	-100.00
30-1-000-000-4715.070 HAP Port Out Pmts	8,746.00	11,025.00	-2,279.00	88,200.00	69,141.00	132,300.00	-47.74
30-1-000-000-4715.080 HAP Hard to House Pmts	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4718.000 HAP Escrow Certs Pmts	0.00	0.00	0.00	0.00	0.00	0.00	
Total HAP Expenses	76,629.00	82,916.00	-6,287.00	662,651.00	620,032.00	995,525.00	-37.72
TOTAL HAP EXPENSE	76,629.00	82,916.00	-6,287.00	662,651.00	620,032.00	995,525.00	-37.72
General HAP Expenses							
30-1-000-000-4570.200 Collection Loss HUD	-8.72	-25.00	16.28	-200.00	-49.92	-300.00	-83.36
Total General HAP Expenses	-8.72	-25.00	16.28	-200.00	-49.92	-300.00	-83.36
TOTAL GENERAL HAP EXPENSES	-8.72	-25.00	16.28	-200.00	-49.92	-300.00	-83.36
Prior Year Adj - HAP							
30-1-000-000-6010.010 Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00	
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL HAP EXPENSES	76,620.28	82,891.00	-6,270.72	662,451.00	619,982.08	995,225.00	-37.70
Remaining HAP (to)/from Reserve	-3,059.72	6,546.00	-9,605.72	51,694.00	-9,733.92	79,087.00	-112.31

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Knox County Housing Authority
INCOME STATEMENT - EHV (HAP & ADMIN)
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
Total PUM (including Port Outs)	15.00	0.00	0.00	0.00	75.00	0.00	0.00
EHV - HAP INCOME STATEMENT							
HAP INCOME - EHV							
<u>HAP INCOME</u>							
HAP Income							
30-1-000-001-8026.000 EHV HAP Subsidy Inc	-6,301.00	0.00	-6,301.00	0.00	-31,505.00	0.00	
Total HAP Income	-6,301.00	0.00	-6,301.00	0.00	-31,505.00	0.00	
TOTAL HAP INCOME	-6,301.00	0.00	-6,301.00	0.00	-31,505.00	0.00	
HAP EXPENSE - EHV							
<u>HAP EXPENSE</u>							
HAP Expenses							
30-1-000-001-4715.010 EHV HAP Tenant Pmts	1,695.00	0.00	1,695.00	0.00	2,326.00	0.00	
30-1-000-001-4715.040 EHV HAP Utility Pmts	89.00	0.00	89.00	0.00	89.00	0.00	
30-1-000-001-4715.070 EHV HAP Port Out Pmts	0.00	0.00	0.00	0.00	0.00	0.00	
Total HAP Expense	1,784.00	0.00	1,784.00	0.00	2,415.00	0.00	
TOTAL HAP EXPENSE	1,784.00	0.00	1,784.00	0.00	2,415.00	0.00	
EHV HAP (to)/from Reserve	-4,517.00	0.00	-4,517.00	0.00	-29,090.00	0.00	
EHV - ADMIN INCOME STATEMENT							
ADMIN INCOME - EHV							
<u>EHV - ADMIN INCOME</u>							
Admin Fee Subsidy							
30-1-000-001-8026.500 EHV Admin Subsidy	0.00	0.00	0.00	0.00	-3,940.00	0.00	
30-1-000-001-8026.501 EHV Prelim Fee Inc	0.00	0.00	0.00	0.00	-6,000.00	0.00	
30-1-000-001-8026.502 EHV Service Fee Inc	78.05	0.00	78.05	0.00	-26,171.95	0.00	
Total Admin Fee Subsidy	78.05	0.00	78.05	0.00	-36,111.95	0.00	
Interest Income							
Total Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	
Other Income							
Total Other Income	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL EHV ADMIN INCOME	78.05	0.00	78.05	0.00	-36,111.95	0.00	

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Knox County Housing Authority
INCOME STATEMENT - EHV (HAP & ADMIN)
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
ADMIN EXPENSES - EHV							
<u>PRELIMINARY FEE EXPENSES</u>							
Preliminary Fee Expenses							
30-1-000-001-4130.100 EHV Preliminary Exps	0.00	0.00	0.00	0.00	370.00	0.00	
30-1-000-001-4190.200 Inspection Exp	50.00	0.00	50.00	0.00	175.00	0.00	
Total Preliminary Fee Expenses	50.00	0.00	50.00	0.00	545.00	0.00	
TOTAL PRELIMINARY FEE EXPENSES	50.00	0.00	50.00	0.00	545.00	0.00	
<u>PLACEMENT/ISSUANCE EXPENSES</u>							
Admin Placement/Issuance Fee Exp							
Total Placement/Issuance Fee Exp	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL PLACEMENT/ISSUANCE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	
<u>ONGOING ADMINISTRATIVE EXPENSES</u>							
Ongoing Admin Expenses							
30-1-000-001-4110.000 EHV Salary Exp	459.48	0.00	459.48	0.00	2,030.48	0.00	
30-1-000-001-4110.500 EHV Emp Benefit Exp	267.75	0.00	267.75	0.00	1,182.01	0.00	
30-1-000-001-4120.100 EHV Management Fee	36.00	0.00	36.00	0.00	60.00	0.00	
30-1-000-001-4120.300 EHV Bookkeeping Fee	22.50	0.00	22.50	0.00	37.50	0.00	
30-1-000-001-4130.200 EHV Other Ongoing	40.00	0.00	40.00	0.00	160.00	0.00	
Total Ongoing Admin Expenses	825.73	0.00	825.73	0.00	3,469.99	0.00	
TOTAL ONGOING ADMIN EXPENSES	825.73	0.00	825.73	0.00	3,469.99	0.00	
<u>SERVICE FEE EXPENSES</u>							
Housing Search Assistance Exps							
Total Housing Search Assistance Exps	0.00	0.00	0.00	0.00	0.00	0.00	
Security/Utility/Holding Deposits							
30-1-000-001-4130.300 EHV Deposit Expenses	0.00	0.00	0.00	0.00	920.00	0.00	
Total Security/Utility/Holding Deposits	0.00	0.00	0.00	0.00	920.00	0.00	
Owner Incentive Expense							
Total Owner Incentive Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
Other Eligible Expenses							
Total Other Eligible Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL SERVICE FEE EXPENSES	0.00	0.00	0.00	0.00	920.00	0.00	
TOTAL EHV ADMIN EXPENSES	875.73	0.00	875.73	0.00	4,934.99	0.00	
EHV ADMINI (Profit)/Loss	953.78	0.00	953.78	0.00	-31,176.96	0.00	

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Knox County Housing Authority
INCOME STATEMENT - AHP Brentwood
November, 2021

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
PUM - Brentwood	72.00	72.00	0.00	576.00	576.00	864.00	0.00
REVENUE							
<u>TENANT REVENUE</u>							
Tenant Rent Revenue							
60-1-000-000-5120.000 Rent - Brentwood	-26,402.00	-28,400.00	1,998.00	-227,200.00	-208,882.00	-340,800.00	-38.71
60-1-000-000-5125.000 PHA Rent	-6,453.00	-4,500.00	-1,953.00	-36,000.00	-49,349.00	-54,000.00	-8.61
60-1-000-000-5126.000 Georgia HAP - Prairie S8	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5320.000 Rent Adjustments	673.00	-40.00	713.00	-320.00	-463.00	-480.00	-3.54
Total Tenant Rent Revenue	-32,182.00	-32,940.00	758.00	-263,520.00	-258,694.00	-395,280.00	-34.55
Excess Rent							
60-1-000-000-5970.000 Excess Rent	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5971.000 Excess Rent to HUD	0.00	0.00	0.00	0.00	0.00	0.00	
Total Excess Rent	0.00	0.00	0.00	0.00	0.00	0.00	
Vacancies Revenue							
60-1-000-000-5220.000 Vacancies - Brentwood	0.00	0.00	0.00	0.00	0.00	0.00	
Total Vacancies Revenue	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL TENANT REVENUE	-32,182.00	-32,940.00	758.00	-263,520.00	-258,694.00	-395,280.00	-34.55
<u>INVESTMENT REVENUE</u>							
Investment Revenue							
60-1-000-000-5410.000 Interest Income	-14.76	-20.00	5.24	-160.00	-82.50	-240.00	-65.63
60-1-000-000-5420.000 Interst Sec Deposits	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5440.000 Rep Res Interest	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5450.000 Residual Res Int Inc	0.00	0.00	0.00	0.00	0.00	0.00	
Total Investment Revenue	-14.76	-20.00	5.24	-160.00	-82.50	-240.00	-65.63
TOTAL INVESTMENT INCOME	-14.76	-20.00	5.24	-160.00	-82.50	-240.00	-65.63
<u>OTHER REVENUE</u>							
Other Revenue							
60-1-000-000-5127.000 Office Rent Receipt	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5900.000 Other Income	0.00	0.00	0.00	0.00	-104.48	0.00	
60-1-000-000-5901.000 Income - LR Amps	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5910.000 Laundry Income	-885.25	-733.00	-152.25	-5,864.00	-5,683.61	-8,796.00	-35.38
60-1-000-000-5920.000 Bad Check Charges	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5920.100 Deposits Forfeited	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5922.000 Labor & Materials	-988.00	-450.00	-538.00	-3,600.00	-4,299.75	-5,400.00	-20.38
60-1-000-000-5923.000 Misc Charges	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5925.000 Late Charges	-14.00	-150.00	136.00	-1,200.00	-365.00	-1,800.00	-79.72
60-1-000-000-5926.000 Violation Charges	0.00	-40.00	40.00	-320.00	0.00	-480.00	-100.00
60-1-000-000-5930.000 Retained HAP	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5990.000 Income from Grants	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Revenue	-1,887.25	-1,373.00	-514.25	-10,984.00	-10,452.84	-16,476.00	-36.56
TOTAL OTHER REVENUE	-1,887.25	-1,373.00	-514.25	-10,984.00	-10,452.84	-16,476.00	-36.56
TOTAL REVENUE	-34,084.01	-34,333.00	248.99	-274,664.00	-269,229.34	-411,996.00	-34.65

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Knox County Housing Authority
INCOME STATEMENT - AHP Brentwood
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
EXPENSES							
<u>OPERATING EXPENSES</u>							
Administrative Salaries							
60-1-000-000-6310.000 Administrative Salaries	1,074.00	1,170.00	-96.00	9,360.00	8,469.42	14,040.00	-39.68
60-1-000-000-6330.000 Manager Salaries	2,451.00	2,650.00	-199.00	21,200.00	20,112.39	31,800.00	-36.75
60-1-000-000-6330.200 Admin from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Administrative Salaries & Benefits	3,525.00	3,820.00	-295.00	30,560.00	28,581.81	45,840.00	-37.65
Benefit Contributions - Administrative							
60-1-000-000-6310.500 Emp Benefit - Admin	509.40	650.00	-140.60	5,200.00	2,785.36	7,800.00	-64.29
60-1-000-000-6330.500 Manager's Benefits	822.45	870.00	-47.55	6,960.00	7,241.61	10,440.00	-30.64
Total Benefit Contributions - Admin	1,331.85	1,520.00	-188.15	12,160.00	10,026.97	18,240.00	-45.03
Admin Sundry							
60-1-000-000-6210.000 Admin. Advertisement	9.58	10.00	-0.42	390.00	184.90	430.00	-57.00
60-1-000-000-6250.000 Misc Renting Expense	204.00	110.00	94.00	880.00	1,300.00	1,320.00	-1.52
60-1-000-000-6311.000 Office Expense-Brent	114.22	170.00	-55.78	1,360.00	1,380.95	2,040.00	-32.31
60-1-000-000-6311.050 Office Rental Expense	245.00	230.00	15.00	1,840.00	1,820.00	2,760.00	-34.06
60-1-000-000-6311.100 Phone/Internet Service	164.93	150.00	14.93	1,200.00	1,061.84	1,800.00	-41.01
60-1-000-000-6311.150 IT Support	26.25	50.00	-23.75	400.00	421.10	600.00	-29.82
60-1-000-000-6311.200 Office Furniture	0.00	0.00	0.00	500.00	393.59	500.00	-21.28
60-1-000-000-6340.000 Legal	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6350.000 Audit	0.00	0.00	0.00	0.00	0.00	950.00	-100.00
60-1-000-000-6360.000 Training - Staff	0.00	50.00	-50.00	1,000.00	808.01	1,900.00	-57.47
60-1-000-000-6360.010 Training - Commiss	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6365.000 Travel - Staff	0.00	25.00	-25.00	200.00	-293.25	2,400.00	-112.22
60-1-000-000-6365.010 Travel - Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6365.100 Mileage, Staff - BW	82.52	85.00	-2.48	680.00	590.86	1,020.00	-42.07
60-1-000-000-6370.000 Bad Debt	497.48	265.00	232.48	2,120.00	-198.02	3,180.00	-106.23
60-1-000-000-6380.000 Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6380.100 Inspection Exp	0.00	150.00	-150.00	1,200.00	0.00	1,800.00	-100.00
60-1-000-000-6380.500 Translating/Interp Serv.	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6399.000 Other Administrative	61.47	75.00	-13.53	600.00	102.97	900.00	-88.56
Total Admin Sundry	1,405.45	1,370.00	35.45	12,370.00	7,572.95	21,600.00	-64.94
Fee Expense							
60-1-000-000-6320.000 Management Fees	3,640.00	3,744.00	-104.00	29,952.00	29,276.00	44,928.00	-34.84
60-1-000-000-6351.000 Bookkeeping Fees	525.00	540.00	-15.00	4,320.00	4,222.50	6,480.00	-34.84
60-1-000-000-6390.000 Fee for Service Exp	9.00	20.00	-11.00	160.00	77.00	240.00	-67.92
Total Fee Expense	4,174.00	4,304.00	-130.00	34,432.00	33,575.50	51,648.00	-34.99
TOTAL OPERATING EXPENSES	10,436.30	11,014.00	-577.70	89,522.00	79,757.23	137,328.00	-41.92
<u>UTILITIES</u>							
Utilities Expense							
60-1-000-000-6450.000 Utilites - Electric	437.99	650.00	-212.01	5,200.00	3,203.19	7,800.00	-58.93
60-1-000-000-6451.000 Utilities - Water	1,097.20	870.00	227.20	6,960.00	6,240.40	10,440.00	-40.23
60-1-000-000-6452.000 Utilities - Gas	167.00	150.00	17.00	1,200.00	1,259.67	1,800.00	-30.02
60-1-000-000-6453.000 Utilities - Sewer	1,803.64	1,170.00	633.64	9,360.00	10,241.34	14,040.00	-27.06
Total Utilities	3,505.83	2,840.00	665.83	22,720.00	20,944.60	34,080.00	-38.54
TOTAL UTILITIES	3,505.83	2,840.00	665.83	22,720.00	20,944.60	34,080.00	-38.54

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Knox County Housing Authority
INCOME STATEMENT - AHP Brentwood
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
60-1-000-000-6724.000 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6790.000 Other General Exp	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6795.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	500.00	-100.00
Total Taxes & Insurance Expense	2,924.87	3,073.00	-148.13	24,260.00	23,815.95	37,052.00	-35.72
Financial Expenses							
60-1-000-000-6810.000 Interest Expense Payable	1,756.89	1,890.00	-133.11	15,120.00	14,213.38	22,680.00	-37.33
Total Financial Expenses	1,756.89	1,890.00	-133.11	15,120.00	14,213.38	22,680.00	-37.33
TOTAL TAXES & INSURANCE EXPENSE	4,681.76	4,963.00	-281.24	39,380.00	38,029.33	59,732.00	-36.33
TOTAL OPREATING EXPENSES	31,683.45	29,978.00	1,705.45	251,208.00	216,651.74	377,373.00	-42.59
NET (REVENUE)/EXPENSE	-2,400.56	-4,355.00	1,954.44	-23,456.00	-52,577.60	-34,623.00	51.86
<u>MISCELLANEOUS EXPENSE</u>							
Amortization Expense							
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Depreciation Expense							
60-1-000-000-6600.000 Depreciation Expense	3,350.00	3,350.00	0.00	26,800.00	26,800.00	40,200.00	-33.33
BW							
Total Depreciation Expense	3,350.00	3,350.00	0.00	26,800.00	26,800.00	40,200.00	-33.33
Transfers In/Out							
60-1-000-000-9111.000 Xfers In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL MISCELLANEOUS EXPENSE	3,350.00	3,350.00	0.00	26,800.00	26,800.00	40,200.00	-33.33
TOTAL EXPENSES BEFORE DEPRECIATION	949.44	-1,005.00	1,954.44	3,344.00	-25,777.60	5,577.00	-562.21
<u>OTHER FINANCING SOURCES (USES)</u>							
Prior Period Adjustment							
60-1-000-000-6010.000 Prior Yr Adj - BW	0.00	0.00	0.00	0.00	0.00	0.00	
Total Prior Period Adjustment	0.00	0.00	0.00	0.00	0.00	0.00	
Operation/Reserve Transfers (In)/Out							
60-1-000-000-7010.000 Provision For Reserve	0.00	-3,350.00	3,350.00	-26,800.00	0.00	-40,200.00	-100.00
60-1-000-000-9111.000 Xfers In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-9111.100 Xfers Out from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Operating Reserve Xfers (In)/Out	0.00	-3,350.00	3,350.00	-26,800.00	0.00	-40,200.00	-100.00
TOTAL OTHER FINANCING SOURCES (USES)	0.00	-3,350.00	3,350.00	-26,800.00	0.00	-40,200.00	-100.00
EXCESS (REVENUE)/EXPENSE	949.44	-4,355.00	5,304.44	-23,456.00	-25,777.60	-34,623.00	-25.55
TOTAL BOND PAYMENT	2,130.62	0.00	2,130.62	0.00	16,886.67	0.00	

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Knox County Housing Authority
INCOME STATEMENT - AHP, Prairieland
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
PUM - Prairieland	65.00	65.00	0.00	520.00	520.00	780.00	0.00
REVENUE							
<u>TENANT REVENUE</u>							
Tenant Rent Revenue							
60-1-000-001-5120.000 Rent - Prairieland	-22,946.00	-23,191.00	245.00	-185,522.00	-179,789.00	-278,283.00	-35.39
60-1-000-001-5125.000 PHA Rent	-1,938.00	-1,610.00	-328.00	-12,880.00	-14,737.00	-19,320.00	-23.72
60-1-000-001-5126.000 Georgia HAP - Prairie S8	-3,790.00	-3,375.00	-415.00	-27,000.00	-28,093.00	-40,500.00	-30.63
60-1-000-001-5320.000 Rent Adjustments	307.00	0.00	307.00	0.00	189.00	0.00	
Total Tenant Rent Revenue	-28,367.00	-28,176.00	-191.00	-225,402.00	-222,430.00	-338,103.00	-34.21
Excess Rent							
60-1-000-001-5970.000 Excess Rent	-975.00	-685.00	-290.00	-5,480.00	-6,194.00	-8,220.00	-24.65
60-1-000-001-5971.000 Excess Rent to HUD	0.00	0.00	0.00	0.00	0.00	0.00	
Total Excess Rent	-975.00	-685.00	-290.00	-5,480.00	-6,194.00	-8,220.00	-24.65
Vacancies Revenue							
60-1-000-001-5220.000 Vacancies	0.00	0.00	0.00	0.00	0.00	0.00	
Total Vacancies Revenue	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL TENANT REVENUE	-29,342.00	-28,861.00	-481.00	-230,882.00	-228,624.00	-346,323.00	-33.99
<u>INVESTMENT REVENUE</u>							
Investment Revenue							
60-1-000-001-5410.000 Interest Income	0.00	0.00	0.00	0.00	-5.87	0.00	
60-1-000-001-5420.000 Interest Sec Dep	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5440.000 Rep Res Interest	0.00	0.00	0.00	-80.00	0.00	-160.00	-100.00
60-1-000-001-5450.000 Residual Res Int Inc	0.00	0.00	0.00	-27.00	0.00	-54.00	-100.00
60-1-000-001-5500.000 HUD Interest Payment	0.00	0.00	0.00	0.00	0.00	0.00	
Total Investment Revenue	0.00	0.00	0.00	-107.00	-5.87	-214.00	-97.26
TOTAL INVESTMENT INCOME	0.00	0.00	0.00	-107.00	-5.87	-214.00	-97.26
<u>OTHER REVENUE</u>							
Other Revenue							
60-1-000-001-5127.000 Office Rent Receipt	-245.00	-230.00	-15.00	-1,840.00	-1,820.00	-2,760.00	-34.06
60-1-000-001-5900.000 Other Income	-104.00	0.00	-104.00	0.00	-150.00	0.00	
60-1-000-001-5901.000 Income - LR Amps	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5910.000 Laundry Income	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5920.000 Bad Check Charges	0.00	0.00	0.00	0.00	-20.00	0.00	
60-1-000-001-5920.100 Deposits Forfeited	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5922.000 Labor & Materials	-1,304.00	-350.00	-954.00	-2,800.00	-4,368.00	-4,200.00	4.00
60-1-000-001-5923.000 Misc Charges	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5925.000 Late Charges	-6.00	-200.00	194.00	-1,600.00	-498.00	-2,400.00	-79.25
60-1-000-001-5926.000 Violation Charges	0.00	-40.00	40.00	-320.00	0.00	-480.00	-100.00
60-1-000-001-5930.000 Retained HAP	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5979.000 Gifts	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5990.000 Income from Grants	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5990.300 T.S. Income - Grants	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5991.000 ECRM Grant Inc-PL	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Revenue	-1,659.00	-820.00	-839.00	-6,560.00	-6,856.00	-9,840.00	-30.33
TOTAL OTHER REVENUE	-1,659.00	-820.00	-839.00	-6,560.00	-6,856.00	-9,840.00	-30.33
TOTAL REVENUE	-31,001.00	-29,681.00	-1,320.00	-237,549.00	-235,485.87	-356,377.00	-33.92

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Knox County Housing Authority
INCOME STATEMENT - AHP, Prairieland
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
EXPENSES							
<u>OPERATING EXPENSES</u>							
Administrative Salaries & Benefits							
60-1-000-001-6310.000 Administrative Salaries	1,074.00	1,170.00	-96.00	9,360.00	8,469.38	14,040.00	-39.68
60-1-000-001-6310.500 Emp Benefit - Admin	509.37	645.00	-135.63	5,155.00	2,785.13	7,733.00	-63.98
60-1-000-001-6330.000 Manager's Salaries	2,451.00	2,650.00	-199.00	21,200.00	20,112.36	31,800.00	-36.75
60-1-000-001-6330.200 Admin from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6330.500 Manager's Benefits	822.43	870.00	-47.57	6,960.00	7,241.30	10,440.00	-30.64
Total Administrative Salaries & Benefits	4,856.80	5,335.00	-478.20	42,675.00	38,608.17	64,013.00	-39.69
Admin Sundry							
60-1-000-001-6210.000 Admin. Advertisement	9.57	10.00	-0.43	490.00	184.83	530.00	-65.13
60-1-000-001-6250.000 Misc. Rent Expense	0.00	100.00	-100.00	800.00	561.00	1,200.00	-53.25
60-1-000-001-6311.000 Office Expense-Prairie	127.36	150.00	-22.64	1,200.00	1,323.63	1,800.00	-26.47
60-1-000-001-6311.050 Office Rental Expense	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6311.100 Phone/Internet Service	164.89	150.00	14.89	1,200.00	1,061.81	1,800.00	-41.01
60-1-000-001-6311.150 IT Support	0.00	50.00	-50.00	400.00	394.83	600.00	-34.20
60-1-000-001-6311.200 Office Furniture	0.00	0.00	0.00	500.00	393.58	500.00	-21.28
60-1-000-001-6340.000 Legal	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6350.000 Audit	0.00	0.00	0.00	0.00	0.00	950.00	-100.00
60-1-000-001-6350.500 Accounting Fee	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6360.000 Training - Staff	0.00	50.00	-50.00	1,000.00	807.98	1,900.00	-57.47
60-1-000-001-6360.010 Training - Commiss	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6365.000 Travel - Staff	0.00	25.00	-25.00	1,875.00	-293.24	2,400.00	-112.22
60-1-000-001-6365.010 Travel - Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6365.100 Mileage, Staff - PL	82.51	85.00	-2.49	680.00	590.77	1,020.00	-42.08
60-1-000-001-6370.000 Bad Debt	2,025.70	360.00	1,665.70	2,880.00	1,455.63	4,320.00	-66.30
60-1-000-001-6380.000 Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6380.100 Inspection Exp	0.00	135.00	-135.00	1,080.00	0.00	1,620.00	-100.00
60-1-000-001-6380.500 Translating/Interp Serv.	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6399.000 Other Administrative	0.00	100.00	-100.00	800.00	31.30	1,200.00	-97.39
Total Admin Sundry	2,410.03	1,215.00	1,195.03	12,905.00	6,512.12	19,840.00	-67.18
Fee Expense							
60-1-000-001-6320.000 Management Fees	3,380.00	3,380.00	0.00	27,040.00	26,780.00	40,560.00	-33.97
60-1-000-001-6351.000 Bookkeeping Fees	487.50	488.00	-0.50	3,904.00	3,862.50	5,856.00	-34.04
60-1-000-001-6352.000 Computer Fees	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6390.000 Fee for Service Exp	6.00	5.00	1.00	40.00	59.00	60.00	-1.67
Total Fee Expense	3,873.50	3,873.00	0.50	30,984.00	30,701.50	46,476.00	-33.94
TOTAL OPERATING EXPENSES	11,140.33	10,423.00	717.33	86,564.00	75,821.79	130,329.00	-41.82
<u>UTILITIES</u>							
Utilities Expense							
60-1-000-001-6450.000 Utilities Electric	305.58	400.00	-94.42	3,200.00	2,420.25	4,800.00	-49.58
60-1-000-001-6451.000 Utilities Water	1,001.10	1,075.00	-73.90	8,600.00	6,562.70	12,900.00	-49.13
60-1-000-001-6452.000 Utilities Gas	88.68	143.00	-54.32	1,146.00	922.18	1,720.00	-46.38
60-1-000-001-6453.000 Utilities Sewer	1,728.76	1,465.00	263.76	11,720.00	10,893.99	17,580.00	-38.03
Total Utilities	3,124.12	3,083.00	41.12	24,666.00	20,799.12	37,000.00	-43.79
TOTAL UTILITIES	3,124.12	3,083.00	41.12	24,666.00	20,799.12	37,000.00	-43.79

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Knox County Housing Authority
INCOME STATEMENT - AHP, Prairieland
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
<u>MAINTENANCE EXPENSES</u>							
Maintenance Salaries							
60-1-000-001-6510.000 Maintenance Salaries	4,004.00	4,420.00	-416.00	35,360.00	32,855.36	53,040.00	-38.06
60-1-000-001-6510.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6510.100 OT Maintenance	62.40	20.00	42.40	160.00	262.08	240.00	9.20
60-1-000-001-6510.200 Maint from Amps	0.00	20.00	-20.00	160.00	0.00	240.00	-100.00
60-1-000-001-6510.300 Maint - PT/Seasonal	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6510.500 Maint. Employee Ben.	1,841.00	2,375.00	-534.00	19,000.00	15,070.57	28,500.00	-47.12
60-1-000-001-6510.501 Wellness Benefit - Maint	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance Salaries	5,907.40	6,835.00	-927.60	54,680.00	48,188.01	82,020.00	-41.25
Maintenance Supplies							
60-1-000-001-6515.010 Garbage/Trash Supples	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6515.020 Heating/Cooling Supplies	0.00	120.00	-120.00	1,680.00	656.93	2,160.00	-69.59
60-1-000-001-6515.030 Snow Removal Supplies	0.00	0.00	0.00	0.00	0.00	450.00	-100.00
60-1-000-001-6515.050 Lndscape/Grnd Supplies	-2.05	100.00	-102.05	3,600.00	2,794.35	3,800.00	-26.46
60-1-000-001-6515.070 Electrical Supplies	192.11	125.00	67.11	1,000.00	323.44	1,500.00	-78.44
60-1-000-001-6515.080 Plumbing Supplies	57.66	285.00	-227.34	2,280.00	3,011.98	3,420.00	-11.93
60-1-000-001-6515.100 Janitorial Supplies	43.98	80.00	-36.02	640.00	394.82	960.00	-58.87
60-1-000-001-6515.110 Routine Maint. Supplies	2,390.73	1,167.00	1,223.73	9,336.00	5,915.99	14,004.00	-57.75
60-1-000-001-6515.114 Painting Supplies - PL	226.10	0.00	226.10	1,400.00	616.83	1,800.00	-65.73
60-1-000-001-6515.115 Refrigerators	0.00	0.00	0.00	1,000.00	0.00	1,000.00	-100.00
60-1-000-001-6515.116 Stoves	0.00	0.00	0.00	800.00	0.00	800.00	-100.00
60-1-000-001-6515.120 Other Misc. Supplies	0.00	40.00	-40.00	320.00	741.01	480.00	54.38
Total Maintenance Supplies	2,908.53	1,917.00	991.53	22,056.00	14,455.35	30,374.00	-52.41
Maintenance Contracts							
60-1-000-001-6516.000 Interior Repr/Repl-PL	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6516.200 Carpet Repr/Repl-PL	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6520.010 Garbage/Trash Contract	645.00	755.00	-110.00	6,040.00	5,367.00	9,060.00	-40.76
60-1-000-001-6520.020 Heat/Cool Contract	0.00	0.00	0.00	300.00	0.00	600.00	-100.00
60-1-000-001-6520.030 Snow Removal Contract	0.00	0.00	0.00	0.00	0.00	1,500.00	-100.00
60-1-000-001-6520.050 Landscape&Grnds Cont	0.00	0.00	0.00	2,100.00	400.59	2,100.00	-80.92
60-1-000-001-6520.060 Unit Turnaround Contract	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6520.070 Electrical Contract	0.00	17.00	-17.00	133.00	0.00	200.00	-100.00
60-1-000-001-6520.080 Plumbing Contract	0.00	0.00	0.00	2,400.00	0.00	2,400.00	-100.00
60-1-000-001-6520.090 Extermin Contract	0.00	0.00	0.00	1,198.00	1,547.44	2,046.00	-24.37
60-1-000-001-6520.100 Janitorial	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6520.110 Routine Main. Contract	15.00	35.00	-20.00	345.00	365.34	485.00	-24.67
60-1-000-001-6520.111 Carpet Repr/Repl Cont.	0.00	500.00	-500.00	2,000.00	0.00	2,500.00	-100.00
60-1-000-001-6520.120 Other Misc. Contracts	0.00	400.00	-400.00	5,800.00	0.00	5,800.00	-100.00
Total Maintenance Contracts	660.00	1,707.00	-1,047.00	20,316.00	7,680.37	26,691.00	-71.22
TOTAL MAINTENANCE	9,475.93	10,459.00	-983.07	97,052.00	70,323.73	139,085.00	-49.44
<u>TAXES & INSURANCE EXPENSE</u>							
Taxes & Insurance Expense							
60-1-000-001-6710.000 PILOT - Real Estate Tax	1,274.39	1,301.00	-26.61	10,303.00	10,172.54	15,467.00	-34.23
60-1-000-001-6720.000 Prpoerty Insurance	895.54	917.00	-21.46	7,336.00	7,164.32	11,004.00	-34.89
60-1-000-001-6720.500 Equipment Insurance	49.98	52.00	-2.02	416.00	399.84	624.00	-35.92
60-1-000-001-6721.000 Liability Insurance	155.52	163.00	-7.48	1,304.00	1,244.16	1,956.00	-36.39
60-1-000-001-6721.500 PE & PO Insuranace	102.90	108.00	-5.10	864.00	823.20	1,296.00	-36.48
60-1-000-001-6722.000 Work Comp Insurance	263.81	275.00	-11.19	2,200.00	2,110.48	3,300.00	-36.05

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - AHP, Prairieland
November, 2021

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
60-1-000-001-6722.500 Auto Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6724.000 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6790.000 Other General Expense	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6795.000 Comp Absences	0.00	0.00	0.00	0.00	0.00	500.00	-100.00
Total Taxes & Insurance Expense	2,742.14	2,816.00	-73.86	22,423.00	21,914.54	34,147.00	-35.82
TOTAL TAXES & INSURANCE EXPENSE	2,742.14	2,816.00	-73.86	22,423.00	21,914.54	34,147.00	-35.82
MISCELLANEOUS EXPENSE							
Financial Expenses							
60-1-000-001-6810.000 Interest Expense Payable	1,756.88	1,900.00	-143.12	15,200.00	14,213.33	22,800.00	-37.66
60-1-000-001-6860.000 Sec Dep Int	0.00	0.00	0.00	0.00	0.00	0.00	
Total Financial Expenses	1,756.88	1,900.00	-143.12	15,200.00	14,213.33	22,800.00	-37.66
Amortization Expense							
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Surplus Adjustments							
60-1-000-001-6010.000 Prior Yr Adj - PL	0.00	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00	
Provision for Reserve							
60-1-000-001-7010.000 Provision For Reserve	0.00	-6,275.00	6,275.00	-50,200.00	0.00	-75,300.00	-100.00
Total Provision for Reserve	0.00	-6,275.00	6,275.00	-50,200.00	0.00	-75,300.00	-100.00
Capital Expenditures							
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	
Vandalism Expenditures							
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	
Transfers In/Out							
60-1-000-001-9111.000 Xfers In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL MISCELLANEOUS EXPENSE	1,756.88	-4,375.00	6,131.88	-35,000.00	14,213.33	-52,500.00	-127.07
TOTAL EXPENSES BEFORE DEPRECIATION	28,239.40	22,406.00	5,833.40	195,705.00	203,072.51	288,061.00	-29.50
NET REVENUE/EXPENSES (PROFIT)/LOSS	-2,761.60	-7,275.00	4,513.40	-41,844.00	-32,413.36	-68,316.00	-52.55
Depreciation Expense							
60-1-000-001-6600.000 Depreciation Expense PL	6,275.00	6,275.00	0.00	50,200.00	50,200.00	75,300.00	-33.33
Total Depreciation Expense	6,275.00	6,275.00	0.00	50,200.00	50,200.00	75,300.00	-33.33
TOTAL DEPRECIATION EXPENSE	6,275.00	6,275.00	0.00	50,200.00	50,200.00	75,300.00	-33.33
NET REVENUE/EXPENSE (PROFIT)/LOSS AFTER DEPRECIATION EXPENSE	3,513.40	-1,000.00	4,513.40	8,356.00	17,786.64	6,984.00	154.68
TOTAL BOND PAYMENT	2,130.62	0.00	2,130.62	0.00	16,886.67	0.00	

Knox County Housing Authority
BOARD - COCC CASH FLOW STATEMENT
November 30, 2021

COCC - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	86,133.08	107,597.00	-21,463.92	844,799.75	1,446,208.00	-41.59
TOTAL OPERATING INCOME	86,133.08	107,597.00	-21,463.92	844,799.75	1,446,208.00	-41.59
OPERATING EXPENSE						
Total Administration Expenses	52,770.48	50,899.67	1,870.81	407,035.39	686,436.00	-40.70
Total Tenant Service Expenses	0.00	0.00	0.00	0.00	0.00	
Total Utility Expenses	364.70	271.00	93.70	2,620.89	5,486.00	-52.23
Total Maintenance Expenses	48,678.61	55,346.00	-6,667.39	402,815.03	725,192.00	-44.45
Total Protective Expenses	0.00	0.00	0.00	0.00	0.00	
General Expenses	1,594.29	1,625.00	-30.71	12,754.32	21,890.00	-41.73
TOTAL ROUTINE OPERATING EXPENSES	103,408.08	108,141.67	-4,733.59	825,225.63	1,439,004.00	-42.65
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	103,408.08	108,141.67	-4,733.59	825,225.63	1,439,004.00	-42.65
NET REVENUE/-EXPENSE PROFIT/-LOSS						
	-17,275.00	-544.67	-16,730.33	19,574.12	7,204.00	171.71
Total Depreciation Expense						
	45.00	760.50	-715.50	360.00	9,126.00	-96.06
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-17,320.00	-1,305.17	-16,014.83	19,214.12	-1,922.00	-1,099.69

Knox County Housing Authority
BOARD - AMP001 CASH FLOW STATEMENT
November 30, 2021

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	77,495.37	68,760.00	8,735.37	671,676.90	882,270.00	-23.87
TOTAL OPERATING INCOME	77,495.37	68,760.00	8,735.37	671,676.90	882,270.00	-23.87
OPERATING EXPENSE						
Total Administration Expenses	26,631.01	25,455.17	1,175.84	209,119.86	322,115.00	-35.08
Total Tenant Service Expenses	99.13	85.00	14.13	751.13	1,560.00	-51.85
Total Utility Expenses	8,117.72	7,650.00	467.72	54,630.52	121,000.00	-54.85
Total Maintenance Expenses	22,497.17	29,661.34	-7,164.17	189,102.83	336,925.00	-43.87
Total Protective Service Expenses	2,012.32	83.00	1,929.32	8,838.33	4,480.00	97.28
General Expenses	4,900.14	9,543.00	-4,642.86	58,995.47	90,521.00	-34.83
TOTAL ROUTINE OPERATING EXPENSES	64,257.49	72,477.51	-8,220.02	521,438.14	876,601.00	-40.52
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	-14,500.00	14,500.00	0.00	-174,000.00	-100.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	64,257.49	57,977.51	6,279.98	521,438.14	702,601.00	-25.78
NET REVENUE/EXPENSE PROFIT/-LOSS						
	13,237.88	10,782.49	2,455.39	150,238.76	179,669.00	-16.38
Total Depreciation Expense						
Total Depreciation Expense	14,500.00	14,500.00	0.00	116,000.00	174,000.00	-33.33
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-1,262.12	-3,717.51	2,455.39	34,238.76	5,669.00	503.96

Knox County Housing Authority
BOARD - AMP002 CASH FLOW STATEMENT
November 30, 2021

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	98,218.92	94,302.00	3,916.92	863,480.16	1,115,436.00	-22.59
TOTAL OPERATING INCOME	98,218.92	94,302.00	3,916.92	863,480.16	1,115,436.00	-22.59
OPERATING EXPENSE						
Total Administration Expenses	26,065.03	32,882.00	-6,816.97	218,525.03	413,513.00	-47.15
Total Tenant Service Expenses	0.00	100.00	-100.00	335.22	1,200.00	-72.07
Total Utility Expenses	1,896.77	1,182.00	714.77	12,748.45	31,775.00	-59.88
Total Maintenance Expenses	45,027.53	44,107.33	920.20	287,498.45	560,252.00	-48.68
Total Protective Service Expenses	1,229.25	1,525.00	-295.75	5,038.54	14,236.00	-64.61
General Expenses	-1,363.91	11,623.75	-12,987.66	50,746.68	94,306.00	-46.19
TOTAL ROUTINE OPERATING EXPENSES	72,854.67	91,420.08	-18,565.41	574,892.37	1,115,282.00	-48.45
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	-31,000.00	31,000.00	0.00	-372,000.00	-100.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	72,854.67	60,420.08	12,434.59	574,892.37	743,282.00	-22.65
NET REVENUE/EXPENSE PROFIT/-LOSS						
	25,364.25	33,881.92	-8,517.67	288,587.79	372,154.00	-22.45
Total Depreciation Expense						
	29,000.00	31,000.00	-2,000.00	232,000.00	372,000.00	-37.63
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-3,635.75	2,881.92	-6,517.67	56,587.79	154.00	36,645.32

Knox County Housing Authority
BOARD - AMP003 CASH FLOW STATEMENT
November 30, 2021

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	22,098.79	18,985.92	3,112.87	222,952.59	269,902.00	-17.39
TOTAL OPERATING INCOME	22,098.79	18,985.92	3,112.87	222,952.59	269,902.00	-17.39
OPERATING EXPENSE						
Total Administration Expenses	5,819.94	8,136.00	-2,316.06	48,631.66	101,101.00	-51.90
Total Tenant Service Expenses	0.00	50.00	-50.00	293.55	200.00	46.78
Total Utility Expenses	1,925.16	1,800.00	125.16	14,444.26	28,900.00	-50.02
Total Maintenance Expenses	5,582.54	8,985.50	-3,402.96	58,434.95	102,629.00	-43.06
Total Protective Service Expenses	1,276.40	75.00	1,201.40	9,321.47	3,444.00	170.66
General Expenses	2,197.81	2,920.33	-722.52	21,179.14	31,766.00	-33.33
TOTAL ROUTINE OPERATING EXPENSES	16,801.85	21,966.83	-5,164.98	152,305.03	268,040.00	-43.18
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	-11,000.00	11,000.00	0.00	-132,000.00	-100.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	16,801.85	10,966.83	5,835.02	152,305.03	136,040.00	11.96
NET REVENUE/EXPENSE PROFIT/-LOSS	5,296.94	8,019.09	-2,722.15	70,647.56	133,862.00	-47.22
Total Depreciation Expense						
Total Depreciation Expense	11,000.00	11,000.00	0.00	88,000.00	132,000.00	-33.33
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-5,703.06	-2,980.91	-2,722.15	-17,352.44	1,862.00	-1,031.92

Knox County Housing Authority
BOARD - HCV CASH FLOW STATEMENT
November 30, 2021

	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
HCV - OPERATING STATEMENT						
ADMIN OPERATING INCOME						
Total Admin Operating Income	8,874.62	11,094.00	-2,219.38	87,535.76	133,124.00	-34.24
TOTAL ADMIN OPERATING INCOME	8,874.62	11,094.00	-2,219.38	87,535.76	133,124.00	-34.24
OPERATING EXPENSES						
Total Admin Expenses	10,815.93	8,098.50	2,717.43	64,121.31	96,636.00	-33.65
Total Fees Expenses	3,861.00	3,998.00	-137.00	31,519.50	49,826.00	-36.74
Total General Expenses	620.36	700.50	-80.14	4,830.52	8,403.00	-42.51
TOTAL OPERATING EXPENSES	15,297.29	12,797.00	2,500.29	100,471.33	154,865.00	-35.12
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	-464.00	464.00	0.00	-5,568.00	-100.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL EXPENSES	15,297.29	12,333.00	2,964.29	100,471.33	149,297.00	-32.70
NET REVENUE PROFIT/-LOSS	-6,422.67	-1,239.00	-5,183.67	-12,935.57	-16,173.00	-20.02
Total Depreciation Expense	464.00	464.00	0.00	3,712.00	5,568.00	-33.33
NET REVENUE w/Deprecitation PROFIT/-LOSS	-6,886.67	-1,703.00	-5,183.67	-16,647.57	-21,741.00	-23.43

HAP - OPERATING STATEMENT

HAP INCOME						
Total Income	79,680.00	76,345.00	3,335.00	629,716.00	916,138.00	-31.26
TOTAL HAP INCOME	79,680.00	76,345.00	3,335.00	629,716.00	916,138.00	-31.26
HAP EXPENSES						
Total HAP Expenses	76,629.00	82,916.00	-6,287.00	620,032.00	995,525.00	-37.72
Total General HAP Expenses	-8.72	-25.00	16.28	-49.92	-300.00	-83.36
TOTAL HAP EXPENSES	76,620.28	82,891.00	-6,270.72	619,982.08	995,225.00	-37.70
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	
REMAINING HAP from RESERVE +/-LOSS	3,059.72	-6,546.00	9,605.72	9,733.92	-79,087.00	-112.31

Knox County Housing Authority
BOARD - BRENTWOOD CASH FLOW STATEMENT
November 30, 2021

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	34,084.01	34,333.00	-248.99	269,229.34	411,996.00	-34.65
TOTAL OPERATING INCOME	34,084.01	34,333.00	-248.99	269,229.34	411,996.00	-34.65
OPERATING EXPENSE						
Total Administration Expenses	6,271.30	9,380.00	-3,108.70	46,258.73	117,720.00	-60.70
Total Fee Expenses	4,165.00	4,284.00	-119.00	33,498.50	51,408.00	-34.84
Total Utilities Expenses	3,505.83	2,840.00	665.83	20,944.60	34,080.00	-38.54
Total Maintenance Expenses	13,059.56	11,161.00	1,898.56	77,920.58	146,233.00	-46.71
Total Taxes & Insurance Expense	2,924.87	3,073.00	-148.13	23,815.95	37,052.00	-35.72
Total Financial Expenses	1,756.89	1,890.00	-133.11	14,213.38	22,680.00	-37.33
TOTAL ROUTINE OPERATING EXPENSE	31,683.45	32,628.00	-944.55	216,651.74	409,173.00	-47.05
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	-3,350.00	3,350.00	0.00	-40,200.00	-100.00
Total Capital Expenditures	0.00	-3,350.00	3,350.00	0.00	-40,200.00	-100.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	
TOTAL ALL EXPENSES BEFORE DEPRECIATION	31,683.45	29,278.00	2,405.45	216,651.74	368,973.00	-41.28
NET REVENUE PROFIT/-LOSS						
	2,400.56	5,055.00	-2,654.44	52,577.60	43,023.00	22.21
Total Depreciation Expense						
	3,350.00	3,350.00	0.00	26,800.00	40,200.00	-33.33
NET REVENUE w/Depreciation PROFIT/-LOSS	-949.44	1,705.00	-2,654.44	25,777.60	2,823.00	813.13

Knox County Housing Authority
BOARD - PRAIRIELAND CASH FLOW STATEMENT
November 30, 2021

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	31,001.00	29,681.00	1,320.00	235,485.87	356,377.00	-33.92
TOTAL OPERATING INCOME	31,001.00	29,681.00	1,320.00	235,485.87	356,377.00	-33.92
OPERATING EXPENSE						
Total Administration Expenses	7,272.83	6,555.00	717.83	45,179.29	83,913.00	-46.16
Total Fee Expenses	3,867.50	3,868.00	-0.50	30,642.50	46,416.00	-33.98
Total Utilities Expenses	3,124.12	3,083.00	41.12	20,799.12	37,000.00	-43.79
Total Maintenance Expenses	9,475.93	10,459.00	-983.07	70,323.73	139,085.00	-49.44
Total Taxes & Insurance Expense	2,742.14	2,816.00	-73.86	21,914.54	34,147.00	-35.82
Total Financial Expenses	1,756.88	1,900.00	-143.12	14,213.33	22,800.00	-37.66
TOTAL ROUTINE OPERATING EXPENSE	28,239.40	28,681.00	-441.60	203,072.51	363,361.00	-44.11
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	-6,275.00	6,275.00	0.00	-75,300.00	-100.00
Total Capital Expenditures	0.00	-6,275.00	6,275.00	0.00	-75,300.00	-100.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	
TOTAL ALL EXPENSES BEFORE DEPRECIATION	28,239.40	22,406.00	5,833.40	203,072.51	288,061.00	-29.50
NET REVENUE PROFIT/-LOSS						
	2,761.60	7,275.00	-4,513.40	32,413.36	68,316.00	-52.55
Total Depreciation Expense						
	6,275.00	6,275.00	0.00	50,200.00	75,300.00	-33.33
NET REVENUE w/Depreciation PROFIT/-LOSS	-3,513.40	1,000.00	-4,513.40	-17,786.64	-6,984.00	154.68

Knox County Housing Authority
BOARD - LOW RENT CASH FLOW STATEMENT
November 30, 2021

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	283,946.16	289,644.92	-5,698.76	2,602,909.40	3,713,816.00	-29.91
TOTAL OPERATING INCOME	283,946.16	289,644.92	-5,698.76	2,602,909.40	3,713,816.00	-29.91
OPERATING EXPENSE						
Total Administration Expenses	111,286.46	117,372.84	-6,086.38	883,311.94	1,523,165.00	-42.01
Total Tenant Service Expenses	99.13	235.00	-135.87	1,379.90	2,960.00	-53.38
Total Utility Expenses	12,304.35	10,903.00	1,401.35	84,444.12	187,161.00	-54.88
Total Maintenance Expenses	121,785.85	138,100.17	-16,314.32	937,851.26	1,724,998.00	-45.63
Total Protective Service Expenses	4,517.97	1,683.00	2,834.97	23,198.34	22,160.00	4.69
General Expenses	7,328.33	25,712.08	-18,383.75	143,675.61	238,483.00	-39.75
TOTAL ROUTINE OPERATING EXPENSES	257,322.09	294,006.09	-36,684.00	2,073,861.17	3,698,927.00	-43.93
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	-56,500.00	56,500.00	0.00	-678,000.00	-100.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	257,322.09	237,506.09	19,816.00	2,073,861.17	3,020,927.00	-31.35
NET REVENUE/EXPENSE PROFIT/-LOSS	26,624.07	52,138.83	-25,514.76	529,048.23	692,889.00	-23.65
Total Depreciation Expense	54,545.00	57,260.50	-2,715.50	436,360.00	687,126.00	-36.49
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-27,920.93	-5,121.67	-22,799.26	92,688.23	5,763.00	1,508.33

Knox County Housing Authority
BOARD - AHP CASH FLOW STATEMENT
November 30, 2021

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	65,085.01	64,014.00	1,071.01	504,715.21	768,373.00	-34.31
TOTAL OPERATING INCOME	65,085.01	64,014.00	1,071.01	504,715.21	768,373.00	-34.31
OPERATING EXPENSE						
Total Administration Expenses	13,544.13	15,935.00	-2,390.87	91,438.02	201,633.00	-54.65
Total Fee Expenses	8,032.50	8,152.00	-119.50	64,141.00	97,824.00	-34.43
Total Utilities Expenses	6,629.95	5,923.00	706.95	41,743.72	71,080.00	-41.27
Total Maintenance Expenses	22,535.49	21,620.00	915.49	148,244.31	285,318.00	-48.04
Total Taxes & Insurance Expense	5,667.01	5,889.00	-221.99	45,730.49	71,199.00	-35.77
Total Financial Expenses	3,513.77	3,790.00	-276.23	28,426.71	45,480.00	-37.50
TOTAL ROUTINE OPERATING EXPENSE	59,922.85	61,309.00	-1,386.15	419,724.25	772,534.00	-45.67
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	-9,625.00	9,625.00	0.00	-115,500.00	-100.00
Total Capital Expenditures	0.00	-9,625.00	9,625.00	0.00	-115,500.00	-100.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	
TOTAL ALL EXPENSES BEFORE DEPRECIATION	59,922.85	51,684.00	8,238.85	419,724.25	657,034.00	-36.12
NET REVENUE PROFIT/-LOSS						
	5,162.16	12,330.00	-7,167.84	84,990.96	111,339.00	-23.66
Total Depreciation Expense						
	9,625.00	9,625.00	0.00	77,000.00	115,500.00	-33.33
NET REVENUE w/Depreciation PROFIT/-LOSS	-4,462.84	2,705.00	-7,167.84	7,990.96	-4,161.00	-292.04

Knox County Housing Authority
CLAIMS REPORT - LOW RENT
November, 2021

	Current Period	Last Year Same	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	9,261.97	23,592.97	-14,331.00	72,901.45
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	16,297.88	16,587.25	-289.37	131,424.21
Administrative Expenses	1,071.16	876.51	194.65	4,794.20
Tenant Services	99.13	76.94	22.19	751.13
Utilities	8,117.72	7,618.62	499.10	54,630.52
Maintenance Supplies/Contracts	24,509.49	11,743.45	12,766.04	197,941.16
Mileage	0.00	0.00	0.00	0.00
General Expenses	4,900.14	6,909.20	-2,009.06	58,995.47
Non-Routine Expense	0.00	0.00	0.00	0.00
TOTAL MOON TOWERS CLAIMS	64,257.49	67,404.94	-3,147.45	521,438.14
AMP002 - FAMILY				
Salaries	7,349.60	32,818.48	-25,468.88	61,933.32
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	17,744.97	18,063.99	-319.02	144,159.86
Administrative Expenses	775.05	1,445.57	-670.52	10,666.57
Tenant Services	0.00	0.00	0.00	335.22
Utilities	1,896.77	1,541.63	355.14	12,748.45
Maintenance Supplies/Contracts	46,256.78	4,914.94	41,341.84	292,536.99
Mileage	0.00	0.00	0.00	0.00
General Expenses	-1,363.91	7,102.01	-8,465.92	50,746.68
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	72,659.26	65,886.62	6,772.64	573,127.09
AMP003 - BLUEBELL				
Salaries	514.60	4,924.36	-4,409.76	5,721.88
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,768.67	5,018.07	-249.40	38,046.75
Administrative Expenses	536.67	432.23	104.44	4,863.03
Tenant Services	0.00	0.00	0.00	293.55
Utilities	1,925.16	1,618.57	306.59	14,444.26
Maintenance Supplies/Contracts	6,858.94	11,386.51	-4,527.57	67,756.42
Mileage	0.00	0.00	0.00	0.00
General Expenses	2,197.81	2,867.86	-670.05	21,179.14
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL BLUEBELL CLAIMS	16,801.85	26,247.60	-9,445.75	152,305.03
COCC				
Salaries	96,730.48	44,901.44	51,829.04	757,611.48
Employee W/H Payments	50.56	-196.35	246.91	-2,003.06
Management Fees	0.00	0.00	0.00	69.91
Administrative Expenses	4,673.59	15,767.25	-11,093.66	51,579.13
Tenant Services	0.00	0.00	0.00	0.00
Utilities	364.70	306.29	58.41	2,620.89
Maintenance Supplies/Contracts	45.02	179.49	-134.47	589.90
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,594.29	1,529.66	64.63	12,754.32
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	103,458.64	62,487.78	40,970.86	823,222.57
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	113,856.65	106,237.25	7,619.40	898,168.13
Employee W/H Payments	50.56	-196.35	246.91	-2,003.06
Management Fees	38,811.52	39,669.31	-857.79	313,700.73
Administrative Expenses	7,251.88	18,521.56	-11,269.68	73,668.21
Tenant Services	99.13	76.94	22.19	1,379.90
Utilities	12,304.35	11,085.11	1,219.24	84,444.12
Maintenance Supplies	77,670.23	28,224.39	49,445.84	558,824.47
Mileage	0.00	0.00	0.00	0.00
General Expenses	7,328.33	18,408.73	-11,080.40	143,675.61
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL LOW RENT CLAIMS	257,372.65	222,026.94	35,345.71	2,071,858.11

Knox County Housing Authority
CLAIMS REPORT - AHP / HCV
November, 2021

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	10,764.36	9,320.74	1,443.62
Employee W/H Payments	0.00	0.00	0.00
Management Fees	4,165.00	5,775.24	-1,610.24
Administrative Expenses	1,405.45	2,594.09	-1,188.64
Utilities	3,505.83	3,423.27	82.56
Maintenance Supplies/Contracts	7,152.05	3,003.01	4,149.04
Tax & Insurance Expenses	2,924.87	2,744.97	179.90
Finacial Expenses	1,756.89	1,897.16	-140.27
TOTAL BRENTWOOD CLAIMS	31,674.45	28,758.48	2,915.97
PRAIRIELAND			
Salaries	10,764.20	9,320.54	1,443.66
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,867.50	5,435.52	-1,568.02
Administrative Expenses	2,410.03	866.91	1,543.12
Utilities	3,124.12	2,513.45	610.67
Maintenance Supplies/Contracts	3,568.53	1,530.64	2,037.89
Taxes & Insurance Expenses	2,742.14	2,600.21	141.93
Financial Expenses	1,756.88	1,897.15	-140.27
TOTAL PRAIRIELAND CLAIMS	28,233.40	24,164.42	4,068.98
AHP - BRENTWOOD & PRAIRIELAND			
Salaries	21,528.56	18,641.28	2,887.28
Employee W/H Payments	0.00	0.00	0.00
Management Fees	8,032.50	11,210.76	-3,178.26
Administrative Expenses	3,815.48	3,461.00	354.48
Utilities	6,629.95	5,936.72	693.23
Maintenance Supplies	10,720.58	4,533.65	6,186.93
Taxes & Insurance Expenses	5,667.01	5,345.18	321.83
Financial Expenses	3,513.77	3,794.31	-280.54
TOTAL AHP CLAIMS	59,907.85	52,922.90	6,984.95
HOUSING CHOICE VOUCHER - HCV			
Salaries	7,182.36	7,046.33	136.03
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,919.50	3,744.00	175.50
Administrative Expenses	4,450.80	648.21	3,802.59
General Expense-Admin	615.34	676.43	-61.09
Total HCV Expenses	16,168.00	12,114.97	4,053.03
HAP Expenses	78,413.00	76,440.00	1,973.00
General Expenses	-8.72	-4.60	-4.12
Total HAP Expenses	78,404.28	76,435.40	1,968.88
TOTAL HCV CLAIMS	94,572.28	88,550.37	6,021.91

Knox County Housing Authority
CLAIMS REPORT - GRANT PROGRAMS
November, 2021

	Current Period	Last Year Same	Current Year	Cumulative
CFG 2021 -				
Admin / Operations	0.00	0.00	0.00	0.00
General CFP Activity	0.00	0.00	0.00	0.00
TOTAL CFG 2021 CLAIMS	0.00	0.00	0.00	0.00
CFG 2020 - \$1,168,267				
Admin. / Operations	0.00	0.00	300,000.00	300,000.00
General CFP Activity	0.00	0.00	0.00	0.00
TOTAL CFG 2020 CLAIMS	0.00	0.00	300,000.00	300,000.00
CFG 2019 - \$1,083,874				
Admin. / Operations	0.00	0.00	0.00	300,000.00
General CFP Activity	16,915.81	3,900.00	298,045.13	358,780.13
TOTAL CFG 2019 CLAIMS	16,915.81	3,900.00	298,045.13	658,780.13
TOTAL CFG GRANT(S) CLAIMS	16,915.81	3,900.00	598,045.13	958,780.13

Knox County Housing Authority
CLAIMS REPORT TOTALS
November, 2021

	Current Period	Last Year Same	Variance	Current Year
TOTALS				
<hr/>				
<u>LOW RENT</u>				
AMP001 - MOON TOWERS	64,257.49	67,404.94	-3,147.45	521,438.14
AMP002 - FAMILY	72,854.67	65,886.62	6,968.05	574,892.37
AMP003 - BLUEBELL	16,801.85	26,247.60	-9,445.75	152,305.03
COCC	103,458.65	62,487.79	40,970.86	823,315.65
TOTAL LOW RENT	257,372.66	222,026.95	35,345.71	2,071,951.19
<u>A.H.P.</u>				
BRENTWOOD	31,683.45	28,775.48	2,907.97	216,651.74
PRAIRIELAND	28,239.40	24,170.42	4,068.98	203,072.51
TOTAL A.H.P.	59,922.85	52,945.90	6,976.95	419,724.25
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	16,168.00	12,114.97	4,053.03	105,375.86
TOTAL HCV	16,168.00	12,114.97	4,053.03	105,375.86
<u>GRANTS</u>				
CAPITAL FUND GRANT 2021	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT 2020	0.00	0.00	0.00	300,000.00
CAPITAL FUND GRANT 2019	16,915.81	3,900.00	13,015.81	298,045.13
TOTAL GRANTS	16,915.81	3,900.00	13,015.81	598,045.13
<hr/>				
TOTAL CLAIMS FOR MONTH	350,379.32	290,987.82	59,391.50	3,195,096.43

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

O: (309) 342-8129
F: (309) 342-7206

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 12/22/2021

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 12/28/2021

SUBJECT: Application for Payment #8 – Hein Construction

Executive Summary

At the 02/23/2021 Board meeting, a contract was approved with Hein Construction to complete 504 Renovations at the Family Sites. This is being done to ensure that the agency is fully compliant with Section 504 of the Rehabilitation Act. The work will include the following:

- Modifications throughout the agency common areas;
- Elevator modernization at Bluebell Tower; and
- Interior and site modifications to 10 two-bedroom units at the Family Sites

Since the last update, there has also been progress at the Whispering Hollow Community Center and two of the 2-bedroom units at Cedar Creek Place. Additionally, this pay request includes partial payment for the cabinets for the project.

Alliance Architecture has reviewed and signed approval for Pay Request #8. Additionally, Alliance Architecture was on-site for a visit on 12/22/2021.

Fiscal Impact

This application for payment will be paid from 2019 and 2020 Capital Fund grants as approved at the 02/23/2021 Regular Meeting of the Board.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #6 from Hein Construction in the amount of \$15,372.48 for the period to 12/31/2021.

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA® DOCUMENT G732™ - 2009

PAGE ONE OF 4 PAGES

TO OWNER: **Knox Co. Housing Authority** PROJECT: **KCHA-504 Modifications-PH 3** APPLICATION NO: 8
 255 W Tompkins St
 Galesburg, IL 61401
 Various Sites
 Galesburg, IL 61401

FROM: **Hein Construction Co., Inc.** PERIOD TO: **12/31/2021**
 56 N. Cedar St.
 Galesburg, IL 61401
 Hein Construction Co., Inc
 56 N. Cedar St.
 Galesburg, IL 61401

Distribution to:
 OWNER
 CONSTRUCTION MANAGER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

Sub-Contractor: **General Contractor** CONTRACT DATE: **21-2144**
 VIA ARCHITECT: **Alliance Architects** PROJECT NO: **21-2144**

CONTRACTOR'S APPLICATION FOR PAYMENT


Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM \$ 1,262,000.00
2. NET CHANGES IN THE WORK \$
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 1,262,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 397,163.98
5. RETAINAGE:
 - a. 10 % of Completed Work \$ 39,716.40
 - b. 10 % of Stored Material \$
6. TOTAL EARNED LESS RETAINAGE (Line 4 minus Line 5 Total) \$ 39,716.40
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 357,447.58
8. CURRENT PAYMENT DUE \$ 342,075.10
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 minus Line 6) \$ 15,372.48
\$ 904,552.42

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$
Total approved this month including	\$	\$
TOTALS	\$0.00	\$0.00
NET CHANGES IN THE WORK		

CONTRACTOR: HEIN CONSTRUCTION CO., INC.

By:  Date: 12/15/21

State of: Illinois County of: Knox
 Subscribed and sworn to before me this 15 day of December 2021
 Notary Public: Kimberly Inness
 My Commission expires: 9/26/25
CERTIFICATE FOR PAYMENT
 In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.
 AMOUNT CERTIFIED \$ 15,372.48
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)
 CONSTRUCTION MANAGER: Alliance Architecture
 By:  Date: 12/15/21

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401


O: (309) 342-8129

F: (309) 342-7206

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 12/22/2021

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 12/28/2021

SUBJECT: KCHA Group Insurance Plans – CY 2022

Executive Summary

Brian Jablonski, representative from CBIZ Benefits and Insurance Services of Illinois, has provided the agency with rates for employee group medical, dental, and vision insurance for calendar year (CY) 2022. The agency's current plans with Health Alliance and Delta expire on 12/31/2021.

Medical

CBIZ presented group medical rates from the following providers:

- Health Alliance
- Blue Cross Blue Shield
- United Health Care
- Humana.

Also presented were renewal rates for group dental and vision, from the following provider:

- Delta

The first item to address is the increase in rates across the board. All carriers presented rates which represent moderate to steep price increases for group medical. The explanation of this varies, though three prime factors seem to point to the circumstances behind the sharp increases to small group rates:

- The medical cost trend, which currently represents an increase in health care costs
- The cost to deliver the services in the state in which the employer is located
- COVID – the rise in the Delta and Omicron variants; uncertainty for 2022. Insurers expect to see more claims, and more severe claims, due to delayed care or care deferred during the pandemic.

To realize actual cost impact, the agency considers the *likely* insurance option elections of each individual employee. This number will naturally fluctuate based on changes in workforce, as well as changes in employee coverage elections, during this coverage period.

The tables below show the current (2021) and proposed (2022) rates for each coverage option and the proposed KCHA/employee portions of the cost. Employee-only coverage is provided at 100%, with the cost share at 70/30% for spouse, children-only, and family plans. The agency will again offer two coverage options – the preferred provider organization (PPO) and a high-deductible health plan (HDHP) – and employees will be responsible for the cost difference between the plan options and the approved rates. Additionally, forecasted plan spending assumes the majority of employees will select a plan coverage option based on favorable employer contributions.

	CURRENT (Health Alliance)				ANNUAL COST	KCHA BENEFIT	ANNUAL COST	
	PPO		HDHP				KCHA	EMP
E	225	\$ 494.00	12	\$ 541.00	\$ 117,642.00	\$ 494.00	\$ 117,078.00	\$ 564.00
E+SP	19	\$ 1,060.00	12	\$ 1,065.00	\$ 32,920.00	\$ 742.00	\$ 23,002.00	\$ 9,918.00
E+CH	0	\$ 916.00	12	\$ 1,006.00	\$ 12,072.00	\$ 641.00	\$ 7,692.00	\$ 4,380.00
FAM	12	\$ 1,585.00	4	\$ 1,740.00	\$ 25,980.00	\$ 1,110.00	\$ 17,760.00	\$ 8,220.00
Total	256	\$ 150,310.00	40	\$ 38,304.00	\$ 188,614.00		\$ 165,532.00	\$ 23,082.00

	Health Alliance (RENEWAL)				ANNUAL COST	KCHA BENEFIT	ANNUAL COST	
	PPO		HDHP				KCHA	EMP
E	216	\$ 599.00	12	\$ 670.00	\$ 137,424.00	\$ 599.00	\$ 136,572.00	\$ 852.00
E+SP	24	\$ 1,285.00	12	\$ 1,319.00	\$ 46,668.00	\$ 900.00	\$ 32,400.00	\$ 14,268.00
E+CH	12	\$ 1,100.00	12	\$ 1,246.00	\$ 28,152.00	\$ 770.00	\$ 18,480.00	\$ 9,672.00
FAM	12	\$ 1,921.00	0	\$ 2,156.00	\$ 23,052.00	\$ 1,345.00	\$ 16,140.00	\$ 6,912.00
Total	264	\$ 196,476.00	36	\$ 38,820.00	\$ 235,296.00		\$ 203,592.00	\$ 31,704.00

	Blue Cross/Blue Shield				ANNUAL COST	KCHA BENEFIT	ANNUAL COST	
	PPO		HDHP				KCHA	EMP
E	12	\$ 789.19	216	\$ 631.41	\$ 145,854.84	\$ 631.41	\$ 143,961.48	\$ 1,893.36
E+SP	12	\$ 1,578.38	24	\$ 1,262.81	\$ 49,248.00	\$ 884.00	\$ 31,824.00	\$ 17,424.00
E+CH	12	\$ 1,460.00	12	\$ 1,168.10	\$ 31,537.20	\$ 818.00	\$ 19,632.00	\$ 11,905.20
FAM	0	\$ 2,249.19	12	\$ 1,799.51	\$ 21,594.12	\$ 1,260.00	\$ 15,120.00	\$ 6,474.12
Total	36	\$ 45,930.84	264	\$ 202,303.32	\$ 248,234.16		\$ 210,537.48	\$ 37,696.68

	United Health Care				ANNUAL COST	KCHA BENEFIT	ANNUAL COST	
	PPO		HDHP				KCHA	EMP
E	12	\$ 834.38	216	\$ 720.01	\$ 165,534.72	\$ 720.01	\$ 164,162.28	\$ 1,372.44
E+SP	12	\$ 1,668.76	24	\$ 1,440.02	\$ 54,585.60	\$ 1,008.00	\$ 36,288.00	\$ 18,297.60
E+CH	12	\$ 1,543.60	12	\$ 1,332.02	\$ 34,507.44	\$ 932.00	\$ 22,368.00	\$ 12,139.44
FAM	0	\$ 2,377.98	12	\$ 2,052.00	\$ 24,624.00	\$ 1,436.00	\$ 17,232.00	\$ 7,392.00
Total	36	\$ 48,560.88	264	\$ 230,690.88	\$ 279,251.76		\$ 240,050.28	\$ 39,201.48

	Humana				ANNUAL COST	KCHA BENEFIT	ANNUAL COST	
	PPO		HDHP				KCHA	EMP
E	12	\$ 852.18	216	\$ 803.69	\$ 183,823.20	\$ 803.69	\$ 183,241.32	\$ 581.88
E+SP	12	\$ 1,704.37	24	\$ 1,607.38	\$ 59,029.56	\$ 1,125.00	\$ 40,500.00	\$ 18,529.56
E+CH	12	\$ 1,576.54	12	\$ 1,486.82	\$ 36,760.32	\$ 1,041.00	\$ 24,984.00	\$ 11,776.32
FAM	0	\$ 2,428.72	12	\$ 2,290.51	\$ 27,486.12	\$ 1,603.00	\$ 19,236.00	\$ 8,250.12
Total	36	\$ 49,597.08	264	\$ 257,502.12	\$ 307,099.20		\$ 267,961.32	\$ 39,137.88

	RENEWAL - Delta		ANNUAL COST	KCHA BENEFIT	ANNUAL COST	
	DENTAL				KCHA	EMP
E	240	\$ 27.15	\$ 6,516.00	\$ 27.15	\$ 6,516.00	\$ -
E+1	36	\$ 63.23	\$ 2,276.28	\$ 44.26	\$ 1,593.40	\$ 682.88
FAM	60	\$ 108.44	\$ 6,506.40	\$ 75.91	\$ 4,554.48	\$ 1,951.92
Total	336	\$ 15,298.68	\$ 15,298.68		\$ 12,663.88	\$ 2,634.80

Total cost for group dental to the agency, considering current election options, is proposed to be approximately \$12,664 annually.

	CURRENT - Delta		ANNUAL COST	KCHA BENEFIT	ANNUAL COST	
	VISION				KCHA	EMP
E	251	\$ 4.66	\$ 1,169.66	\$ 4.66	\$ 1,169.66	\$ -
E+1	28	\$ 9.30	\$ 260.40	\$ 6.51	\$ 182.28	\$ 78.12
FAM	22	\$ 13.96	\$ 307.12	\$ 9.77	\$ 214.98	\$ 92.14
Total	301	\$ 1,737.18	\$ 1,737.18		\$ 1,566.92	\$ 170.26

	RENEWAL - Delta		ANNUAL COST	KCHA BENEFIT	ANNUAL COST	
	VISION				KCHA	EMP
E	228	\$ 4.66	\$ 1,062.48	\$ 4.66	\$ 1,062.48	\$ -
E+1	48	\$ 9.30	\$ 446.40	\$ 6.51	\$ 312.48	\$ 133.92
FAM	60	\$ 13.96	\$ 837.60	\$ 9.77	\$ 586.32	\$ 251.28
Total	336	\$ 2,346.48	\$ 2,346.48		\$ 1,961.28	\$ 385.20

Total cost for group vision insurance to the agency, considering current election options, is proposed to be approximately \$1,961 annually.

Fiscal Impact

Employee insurance costs are a program and project level expense. Group medical, dental, and vision insurance is budgeted for and paid from operations accounts.

The following table represents a five-year comparison based on rates paid by the agency from 2017 through 2021, and the proposed renewal rates with Health Alliance for 2022.

	MED	DENTAL	VISION	TOTAL	+/-
2022	\$ 203,592.00	\$ 12,663.00	\$ 1,960.00	\$ 218,215.00	22.90%
2021	\$ 165,532.00	\$ 10,449.00	\$ 1,567.00	\$ 177,548.00	0.55%
2020	\$ 164,739.00	\$ 10,223.00	\$ 1,622.00	\$ 176,584.00	10.25%
2019	\$ 148,023.00	\$ 10,491.00	\$ 1,656.00	\$ 160,170.00	25.47%
2018	\$ 115,283.00	\$ 10,716.00	\$ 1,662.00	\$ 127,661.00	-15.98%
2017	\$ 140,183.00	\$ 10,098.00	\$ 1,667.00	\$ 151,948.00	

Historically, the agency has provided the following coverage as a benefit to KCHA employees:

- Employee-only 100%
- Employee + Spouse 70%/30%
- Employee + Child 70%/30%
- Family 70%/30%

The agency shall examine the fiscal impact of this benefit structure on an annual basis. National trends indicate that on average, employers cover 83% of insurance premiums, with employees responsible for the remaining 17%. For CY 2021, using the coverage structure above, the agency portion was 87.8%, and the employees' portion was 12.2%.

Given the strong financial position of the agency (bolstered by CAREAS Act funding in 2020), and considering the high performance levels of KCHA staff in the face of an ongoing global pandemic, the recommendation will be to continue the above-listed coverage structure for CY 2022.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve renewal of the current group medical, dental, and vision insurance plans administered by Health Alliance and Delta Dental/Vision, respectively, at the rates presented for calendar year 2022. Additionally, it is further recommended to maintain employee benefit coverage options as listed.

RESOLUTION 2021-11

December 21, 2021
Board of Commissioners

Derek Antoine, Executive Director

RE: Adoption of Public Housing Utility Allowance Schedule FFY 09/30/22

Article I. Background

Public Housing Authorities (PHAs) are governed by the Code of Federal Regulations, which sets forth the guidelines, policies, and procedures by which a PHA is required to follow in the administration federal assistance funding. 24 CFR §965.502(a) states "PHAs shall establish allowances for PHA-furnished utilities for all metered utilities and allowances for resident-purchased utilities for all utilities purchased directly by residents from the utilities suppliers." Additionally, 24 CFR §965.502(b) explains "The PHA shall maintain a record that documents the basis on which allowances and scheduled surcharges, and revisions thereof, are established and revised. Such record shall be available for inspection by residents." 24 CFR §965.505(b) clarifies "Allowances for both PHA-furnished and resident-purchased utilities shall be designed to include such reasonable consumption for major equipment or for utility functions furnished by the PHA for all residents (e.g., heating furnace, hot water heater), for essential equipment whether or not furnished by the PHA (e.g., range and refrigerator), and for minor items of equipment (such as toasters and radios) furnished by residents."

24 CFR §965.507(a) stipulates "PHA shall review at least annually the basis on which utility allowances have been established and, if reasonably required in order to continue adherence to the standards stated in § 965.505, shall establish revised allowances." Further, 24 CFR §965.507(b) explains "PHA may revise its allowances for resident-purchased utilities between annual reviews if there is a rate change (including fuel adjustments) and shall be required to do so if such change, by itself or together with prior rate changes not adjusted for, results in a change of 10 percent or more from the rates on which such allowances were based."

To that end, the KCHA, within the construct and purvey of its consortium partnership with the Nelrod Company, requested a Utility Allowance study be conducted for rental units in Knox County, Illinois. The objective of the study and subsequent analysis was to update the current Public Housing utility allowances with current utility supplier's rates and charges for electric, natural gas, water, sewer and trash collection for the agency's three PH properties – Moon Towers, Family Sites (Woodland Bend, Cedar Creek Place, Whispering Hollow), and Bluebell Tower.

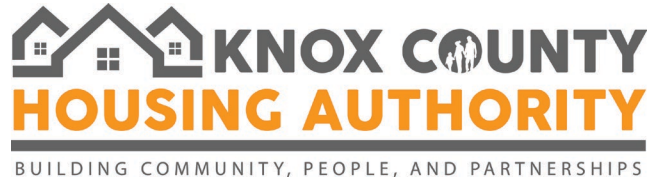
To complete the utility rate analysis, the Nelrod Company obtained current rates for electricity, natural gas, bottle gas/propane, water and sewer rates, and trash collection charges from the various providers of Knox County, Illinois. Once the data was collected, comparisons were made to the previously applied rates and charges.

Based on the data obtained during the comparability study, **the Nelrod Company has recommended a revision to the KCHA Public Housing Program Utility Allowance Schedule due to changes in rates for electric, water, sewer, and trash/refuse collection.** The Nelrod Company has provided support documentation for its analysis and recommendation.

Changes shall be effective immediately for tenants whose rents declined as a result of increased utility allowances, and effective on **01/01/2021** for tenants who experienced a rental increase resulting from decreased utility allowances. Public Notice was provided on 12/01/2021 through a posting and comment period, commencing on **12/01/2021** and ending **12/27/2021**. No public comments were received pertaining to the proposed schedule.

Article II. Recommendation

It is the recommendation of the Executive Director to adopt the proposed Public Housing Utility Allowance schedule prepared by the Nelrod Company, effective for the federal fiscal year ending 09/30/2022.



REVIEW AND COMMENT

PUBLIC HOUSING UTILITY ALLOWANCE SCHEDULE

EFFECTIVE 1/01/2022

12/01/2021: 24 CFR 965.502 requires that PHAs shall establish allowances for PHA-furnished utilities for all check metered utilities and allowances for resident-purchased utilities for all utilities purchased directly by residents from the utilities suppliers. 24 CFR 965.507 stipulates that PHAs shall review at least annually the basis on which utility allowances have been established and shall establish revised allowances. Further, the regulations state that PHAs may revise allowances for resident-purchased utilities between annual reviews if there is a rate change (including fuel adjustments) and shall be required to do so if such change, by itself or together with prior rate changes not adjusted for, results in a change of 10 percent or more from the rates on which such allowances were based.

The Knox County Housing Authority, IL, Public Housing (Conventional) utility allowances were calculated with updated Customization & Energy Efficiency Measures criteria and current utility rates and charges, for electric, natural gas, water, sewer, and trash collection utilities. New climate data did change from previous analysis. The Agency has 424 dwelling units at 3 developments where utility allowances are developed by structure type and unit size, for resident-paid utilities. Additionally, all the developments have one or more of the following energy efficient items: windows, water heaters, insulation, and water saving appliances. Once the data was collected, comparisons were made to the previously applied rates and charges. Based on the results of the utility study, the Nelrod Company has recommended a revision to the KCHA Public Housing Program Utility Allowance Schedule. The Nelrod Company has provided support documentation for its analysis and recommendation.

The Knox County Housing Authority Utility Allowance schedule shall be presented to the Board of Commissioners and adopted on 12/28/2021.

Please submit all questions or comments regarding the changes in flat rent to us in writing to:

Knox County Housing Authority
Flat Rent Review and Comment
Attn: Derek Antoine
216 W. Simmons St.
Galesburg, IL 61401
309.342.8129 EXT. 223
309.342.7206 FAX
dantoine@knoxhousing.org



KNOX COUNTY HOUSING AUTHORITY, IL
PUBLIC HOUSING

PROPOSED MONTHLY UTILITY ALLOWANCES
Chart 1

UPDATE 2021

Building Type: High Rise Apartment

Moon Towers, Blue Bell Tower IL-085-001, 003 (Boiler Heat & WH) (EE Equip: Win,WS)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,C)	\$33.00	\$33.00	\$38.00			

Building Type: Semi-Detached/Duplex

Scattered Sites Family IL-085-002 (EE Equip: Win,WH,Ins,WS)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)			\$33.00	\$38.00	\$42.00	\$47.00
Natural Gas (H,WH,C)			\$73.00	\$83.00	\$91.00	\$97.00
Water			\$28.00	\$33.00	\$38.00	\$43.00
Sewer			\$23.00	\$30.00	\$38.00	\$46.00
Trash Collection			\$21.00	\$21.00	\$21.00	\$21.00
Totals			\$178.00	\$205.00	\$230.00	\$254.00

A monthly average cost of the summer and winter adjustments were used for the electric & natural gas costs.

L&A= Lights & Appliances
H= Space Heating
WH= Water Heating
C= Cooking

EE Equip= Energy Efficient Equipment
Win= Windows
Ins= Insulation
WS= Water Saving Appliances

Note: Public Housing utility allowances are calculated similar to method of utility providers. These allowances are not calculated by end use (like Section 8), but by total usage for each utility type.

KNOX COUNTY HOUSING AUTHORITY, IL
PUBLIC HOUSING

COMPARISON OF CURRENT AND PROPOSED UTILITY ALLOWANCES
Chart 2

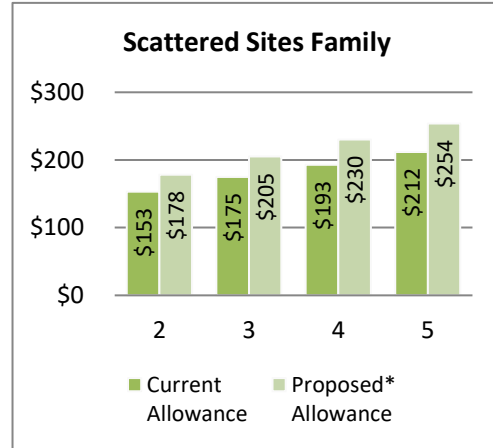
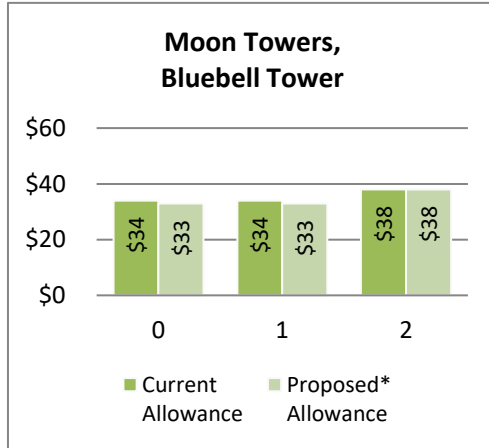
UPDATE 2021

Development	Bedroom Size	Current Allowance	Proposed* Allowance	Difference**
Moon Towers, Bluebell Tower IL-085-001, 003	0	\$34.00	\$33.00	-\$1.00
	1	\$34.00	\$33.00	-\$1.00
	2	\$38.00	\$38.00	\$0.00
Scattered Sites Family IL-085-002	2	\$153.00	\$178.00	\$25.00
	3	\$175.00	\$205.00	\$30.00
	4	\$193.00	\$230.00	\$37.00
	5	\$212.00	\$254.00	\$42.00

*Proposed allowances include the average for electric & natural gas summer and winter months.

*Proposed allowances were rounded to the nearest dollar.

**After rounding.



RESOLUTION 2021-11

December 21, 2021
Board of Commissioners

Derek Antoine, Executive Director

Adoption of Public Housing Utility Allowance Schedule FFY 09/30/22

WHEREAS, 24 CFR §965.502, 24 CFR §965.505, and 24 CFR §965.507 in various parts requires public housing authorities to annually review the schedule of utility allowances for the Public Housing program and establish an appropriate utility allowance schedule arrived at through a reasonable methodology; and

WHEREAS, public housing authorities must establish Utility Allowance Schedules based upon the typical cost of utilities and services paid by energy conservative households that occupy housing of similar size and type in the same locality; and

WHEREAS, public housing authorities must appropriately classify utilities and services into categories defined by HUD; and

WHEREAS, public housing authorities must revise any allowance for a utility category if there has been a change of ten percent (10%) or more in the utility rate since the previous Utility Allowance Schedule revision; and

WHEREAS, the Knox County Housing Authority, to meet federal guidelines and requirements, contracts with The Nelrod Company to conduct a comparative analysis of utility rates and consumption data for Knox County, Illinois, and provide adequate and compliant documentation for agency record retention; and

WHEREAS, The Nelrod Company having completed the utility comparison analysis in accordance with federal regulations and requirements, and having provided appropriate supporting documentation to the Knox County Housing Authority; and

WHEREAS, based on a comparative analysis, the Nelrod Company has recommended and proposed a revision to the previously adopted Knox County Housing Authority PH Utility Allowance Schedule; and

WHEREAS, the proposed LIPH Utility Allowance Schedule was posted for public review and comment on **12/01/2021**; and

WHEREAS, Regulations established by the Department of Housing and Urban Development (HUD) require a resolution certifying the approval of the Public Housing Program Utility Allowance Schedule.

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RESOLUTION 2021-11

December 21, 2021
Board of Commissioners

Derek Antoine, Executive Director

Adoption of Public Housing Utility Allowance Schedule FFY 09/30/22

NOW, THEREFORE, BE IT RESOLVED BY THE KNOX COUNTY HOUSING AUTHORITY BOARD OF COMMISSIONERS (BOARD) THAT:

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The Board of Commissioners of the Knox County Housing Authority adopts the Public Housing Program Utility Allowance Schedule for FFY **09/30/2022**.
3. The methodology used in compiling and presenting utility data for Knox County, Illinois is compliant with requirements set forth in the Code of Federal Regulations and HUD guidance regarding preparation and submission of such assessments.
4. This Resolution shall be carried out in accordance with agency policy, procedures, and federal regulations and shall be effective 01/01/2021.

RESOLVED: December 28, 2021

Lomac Payton, Chairperson

Jared Hawkinson, Vice-Chairperson

Wayne Allen, Commissioner

Paul Stewart, Commissioner

Sara Robison, Commissioner

Joseph Riley, Commissioner

LaToya Carson, Resident Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

RESOLUTION 2021-12

December 21, 2021
Board of Commissioners
Derek Antoine, Executive Director

RE: Adoption of Section 8 Housing Choice Voucher Utility Allowance Schedule FFY 2022

Article I. Background

Public Housing Authorities (PHAs) are governed by the Code of Federal Regulations, which sets forth the guidelines, policies, and procedures by which a PHA is required to follow in the administration federal assistance funding. 24 CFR §982.517(a)(1) establishes that PHAs must "maintain a utility allowance schedule for all tenant-paid utilities (except telephone), for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services." 24 CFR §982.517(b)(1) explains "The utility allowance schedule must be determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA must use normal patterns of consumption for the community as a whole and current utility rates." 24 CFR §982.517(b)(2)(ii) clarifies "In the utility allowance schedule, the PHA must classify utilities and other housing services according to the following general categories: space heating; air conditioning; cooking; water heating; water; sewer; trash collection (disposal of waste and refuse); other electric; refrigerator (cost of tenant-supplied refrigerator); range (cost of tenant-supplied range); and other specified housing services."

24 CFR §982.517(c)(1) stipulates "a PHA must review its schedule of utility allowances each year, and must revise its allowance for a utility category if there PHAs been a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised. The PHA must maintain information supporting its annual review of utility allowances and any revisions made in its utility allowance schedule."

To that end, the KCHA, within the construct and purvey of its consortium partnership with the Nelrod Company, requested a Utility Allowance study be conducted for rental units in Knox County, Illinois. The objective of the study and subsequent analysis was to update the current Housing Choice Voucher Program utility allowance schedules with current utility supplier's rates and charges for electric, natural gas, water, sewer and trash collection for each utility provider and - if necessary - adjust the base consumptions from HUD's Utility Schedule Model for Section 8 due to climatic changes.

To complete the utility rate analysis, the Nelrod Company obtained current rates for electricity, natural gas, bottle gas/propane, water and sewer rates, and trash collection charges from the various providers of Knox County, Illinois. Once the data was collected, comparisons were made to the previously applied rates and charges. Further, HUD's Utility Schedule Model for Section 8 was utilized for the development of consumption averages by unit size.

Based on the results of the utility study, **the Nelrod Company has recommended a revision to the KCHA Housing Choice Voucher Program Utility Allowance Schedule.** The revisions are required under 24 CFR §982.517(c)(1), as several categorical rate changes exceed the minimum 10% variance. The Nelrod Company has provided support documentation for its analysis and recommendation.

Changes shall be effective immediately for participants whose rents declined as a result of increased utility allowances, and effective on **01/01/2021** for participants who experienced a rental increase resulting from decreased utility allowances. Public Notice was provided on **12/01/2021** through a posting and comment period, commencing on **12/01/2021** and ending **12/27/2021**. No public comments were received pertaining to the proposed schedule.

Article II. Recommendation

It is the recommendation of the Executive Director to adopt the proposed Housing Choice Voucher Program Utility Allowance schedule prepared by the Nelrod Company, effective for the federal fiscal year ending 09/30/2022.



REVIEW AND COMMENT

HCVP UTILITY ALLOWANCE SCHEDULE

EFFECTIVE 01/01/2022

12/01/2021: 24 CFR §982.517(c)(1) stipulates "a PHA must review its schedule of utility allowances each year, and must revise its allowance for a utility category if there PHAs been a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised. The PHA must maintain information supporting its annual review of utility allowances and any revisions made in its utility allowance schedule."

To complete the utility rate analysis, the Nelrod Company obtained current rates for electricity, natural gas, bottle gas/propane, water and sewer rates, and trash collection charges from the various providers of Knox County, Illinois. Once the data was collected, comparisons were made to the previously applied rates and charges. Further, HUD's Utility Schedule Model for Section 8 was utilized for the development of consumption averages by unit size. Based on the results of the utility study, the Nelrod Company has recommended a revision to the KCHA Housing Choice Voucher Program Utility Allowance Schedule. The Nelrod Company has provided support documentation for its analysis and recommendation.

The proposed Knox County Housing Authority HCVP Utility Allowance schedule shall be presented to the Board of Commissioners for adoption on 12/28/2021.

Please submit all questions or comments regarding this information to us in writing to:

Knox County Housing Authority
Flat Rent Review and Comment
Attn: Derek Antoine
216 W. Simmons St.
Galesburg, IL 61401
309.342.8129 EXT. 223
309.342.7206 FAX
dantoine@knoxhousing.org

Utility Allowance Schedule

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval
No. 25577-0169
exp.7/31/2022

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: **Knox County Housing Authority, IL** Unit Type: **Apartment**

Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
	Monthly Dollar Allowances					

Heating						
a. Natural Gas (avg)	\$22.00	\$25.00	\$29.00	\$33.00	\$38.00	\$42.00
b. Bottle Gas/Propane	\$55.00	\$65.00	\$75.00	\$86.00	\$98.00	\$110.00
c. Electric (avg)	\$21.00	\$25.00	\$34.00	\$42.00	\$51.00	\$60.00
d. Electric Heat Pump (avg)	\$19.00	\$22.00	\$26.00	\$29.00	\$32.00	\$36.00
e. Oil						

Cooking						
a. Natural Gas (avg)	\$2.00	\$2.00	\$4.00	\$5.00	\$7.00	\$7.00
b. Bottle Gas/Propane	\$6.00	\$6.00	\$10.00	\$14.00	\$18.00	\$20.00
c. Electric (avg)	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$16.00

Other Electric & Cooling						
Other Electric (Lights & Appliances) (avg)	\$19.00	\$22.00	\$31.00	\$39.00	\$48.00	\$57.00
Air Conditioning (avg)	\$5.00	\$6.00	\$8.00	\$10.00	\$12.00	\$14.00

Water Heating						
a. Natural Gas (avg)	\$6.00	\$7.00	\$10.00	\$12.00	\$16.00	\$18.00
b. Bottle Gas/Propane	\$16.00	\$18.00	\$25.00	\$31.00	\$41.00	\$47.00
c. Electric (avg)	\$13.00	\$15.00	\$20.00	\$24.00	\$28.00	\$32.00
d. Oil						

Water, Sewer, Trash Collection						
Water	See Attached Water, Sewer & Trash Collection Schedule					
Sewer						
Trash Collection						

Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Other--specify: Monthly Charges						
Electric Charge \$15.66 (avg)	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Natural Gas Charge \$21.86 (avg)	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00

Actual Family Allowances		Utility or Service	per month cost		
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating	\$		
		Cooking	\$		
Name of Family		Other Electric	\$		
		Air Conditioning	\$		
		Water Heating	\$		
		Address of Unit		Water	\$
				Sewer	\$
Trash Collection	\$				
Range / Microwave	\$				
Refrigerator	\$				
Other	\$				
Number of Bedrooms	Other			\$	
		Total	\$		



Utility Allowance Schedule

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval
No. 25577-0169
exp.7/31/2022

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: **Knox County Housing Authority, IL**
Unit Type: **Row House/Townhouse/Semi-Detached/Duplex**

Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						

Heating						
a. Natural Gas (avg)	\$27.00	\$31.00	\$36.00	\$42.00	\$47.00	\$52.00
b. Bottle Gas/Propane	\$71.00	\$80.00	\$94.00	\$110.00	\$122.00	\$135.00
c. Electric (avg)	\$30.00	\$36.00	\$47.00	\$58.00	\$68.00	\$79.00
d. Electric Heat Pump (avg)	\$23.00	\$27.00	\$31.00	\$35.00	\$39.00	\$43.00
e. Oil						

Cooking						
a. Natural Gas (avg)	\$2.00	\$2.00	\$4.00	\$5.00	\$7.00	\$7.00
b. Bottle Gas/Propane	\$6.00	\$6.00	\$10.00	\$14.00	\$18.00	\$20.00
c. Electric (avg)	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$16.00

Other Electric & Cooling						
Other Electric (Lights & Appliances) (avg)	\$24.00	\$28.00	\$39.00	\$50.00	\$61.00	\$72.00
Air Conditioning (avg)	\$5.00	\$6.00	\$10.00	\$14.00	\$18.00	\$22.00

Water Heating						
a. Natural Gas (avg)	\$7.00	\$8.00	\$12.00	\$16.00	\$20.00	\$23.00
b. Bottle Gas/Propane	\$20.00	\$22.00	\$31.00	\$41.00	\$51.00	\$61.00
c. Electric (avg)	\$16.00	\$19.00	\$25.00	\$30.00	\$35.00	\$40.00
d. Oil						

Water, Sewer, Trash Collection						
Water	See Attached Water, Sewer & Trash Collection Schedule					
Sewer						
Trash Collection						

Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Other--specify: Monthly Charges						
Electric Charge \$15.66 (avg)	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Natural Gas Charge \$21.86 (avg)	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00

Actual Family Allowances		Utility or Service	per month cost
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating	\$
		Cooking	\$
Name of Family		Other Electric	\$
		Air Conditioning	\$
		Water Heating	\$
		Water	\$
Address of Unit		Sewer	\$
		Trash Collection	\$
		Range / Microwave	\$
		Refrigerator	\$
		Other	\$
		Number of Bedrooms	Other
		Total	\$



Utility Allowance Schedule

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval
No. 25577-0169
exp.7/31/2022

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality: **Knox County Housing Authority, IL** Unit Type: **Detached House**

Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
	Monthly Dollar Allowances					

Heating						
a. Natural Gas (avg)	\$31.00	\$36.00	\$42.00	\$48.00	\$54.00	\$60.00
b. Bottle Gas/Propane	\$78.00	\$92.00	\$110.00	\$124.00	\$139.00	\$155.00
c. Electric (avg)	\$50.00	\$58.00	\$68.00	\$78.00	\$87.00	\$96.00
d. Electric Heat Pump (avg)	\$27.00	\$31.00	\$37.00	\$42.00	\$46.00	\$51.00
e. Oil						

Cooking						
a. Natural Gas (avg)	\$2.00	\$2.00	\$4.00	\$5.00	\$7.00	\$7.00
b. Bottle Gas/Propane	\$6.00	\$6.00	\$10.00	\$14.00	\$18.00	\$20.00
c. Electric (avg)	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$16.00

Other Electric & Cooling						
Other Electric (Lights & Appliances) (avg)	\$28.00	\$32.00	\$45.00	\$58.00	\$70.00	\$83.00
Air Conditioning (avg)	\$4.00	\$4.00	\$10.00	\$15.00	\$21.00	\$26.00

Water Heating						
a. Natural Gas (avg)	\$7.00	\$8.00	\$12.00	\$16.00	\$20.00	\$23.00
b. Bottle Gas/Propane	\$20.00	\$22.00	\$31.00	\$41.00	\$51.00	\$61.00
c. Electric (avg)	\$16.00	\$19.00	\$25.00	\$30.00	\$35.00	\$40.00
d. Oil						

Water, Sewer, Trash Collection						
Water	See Attached Water, Sewer & Trash Collection Schedule					
Sewer						
Trash Collection						

Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Other--specify: Monthly Charges						
Electric Charge \$15.66 (avg)	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Natural Gas Charge \$21.86 (avg)	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00

Actual Family Allowances		Utility or Service	per month cost
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating	\$
		Cooking	\$
Name of Family		Other Electric	\$
		Air Conditioning	\$
		Water Heating	\$
		Water	\$
		Sewer	\$
Address of Unit		Trash Collection	\$
		Range / Microwave	\$
		Refrigerator	\$
		Other	\$
		Other	\$
		Other	\$
		Other	\$
Number of Bedrooms		Other	\$
		Total	\$



KNOX COUNTY HOUSING AUTHORITY, IL

Water, Sewer and Trash Collection

Section 8 HCV Utility Allowances

All Building Types

		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
City Abingdon	Water	\$35.00	\$36.00	\$44.00	\$52.00	\$60.00	\$69.00
	Sewer	\$39.00	\$40.00	\$45.00	\$51.00	\$57.00	\$62.00
Jackson Disposal (Abingdon)	Trash	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Altona Water Works	Water	\$29.00	\$30.00	\$36.00	\$42.00	\$47.00	\$53.00
	Sewer	\$22.00	\$23.00	\$26.00	\$29.00	\$33.00	\$36.00
	Trash	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Aqua Illinois Spoon River Lake Sanitary District (Oak Run)	Water	\$44.00	\$45.00	\$56.00	\$66.00	\$75.00	\$83.00
	Sewer	\$46.00	\$46.00	\$46.00	\$46.00	\$46.00	\$46.00
Village of East Galesburg	Water	\$26.00	\$26.00	\$34.00	\$41.00	\$48.00	\$56.00
	Sewer	\$30.00	\$31.00	\$37.00	\$43.00	\$49.00	\$55.00
	Trash	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
City of Galesburg	Water	\$28.00	\$28.00	\$33.00	\$38.00	\$43.00	\$48.00
	Sewer	\$23.00	\$24.00	\$31.00	\$39.00	\$46.00	\$54.00
	Trash	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
City of Knoxville	Water	\$22.00	\$23.00	\$29.00	\$35.00	\$41.00	\$47.00
	Sewer	\$27.00	\$27.00	\$33.00	\$39.00	\$46.00	\$52.00
	Trash	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Village of London Mills	Water	\$62.00	\$62.00	\$62.00	\$62.00	\$62.00	\$62.00
	Sewer	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00
	Trash	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Village of Maquon	Water	\$35.00					
	Sewer						
	Trash						
Village of Oneida	Water	\$31.00	\$31.00	\$37.00	\$43.00	\$48.00	\$54.00
	Sewer	\$16.00	\$17.00	\$23.00	\$28.00	\$34.00	\$40.00
	Trash	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Village of Wataga	Water	\$20.00	\$20.00	\$25.00	\$31.00	\$36.00	\$41.00
	Sewer	\$11.00	\$11.00	\$13.00	\$14.00	\$16.00	\$18.00
	Trash	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Village of Yates City	Water	\$47.00	\$49.00	\$63.00	\$78.00	\$92.00	\$107.00
	Sewer	\$22.00	\$23.00	\$30.00	\$38.00	\$45.00	\$53.00



RESOLUTION 2021-12

December 21, 2021
Board of Commissioners
Derek Antoine, Executive Director

Adoption of Section 8 Housing Choice Voucher Utility Allowance Schedule FFY 2022

WHEREAS, 24 CFR §982.517 in various parts requires Public Housing Authorities to annually review the schedule of utility allowances for the Section 8 Housing Choice Voucher program and establish an appropriate utility allowance schedule arrived at through a reasonable methodology; and

WHEREAS, public housing authorities must establish Utility Allowance Schedules based upon the typical cost of utilities and services paid by energy conservative households that occupy housing of similar size and type in the same locality; and

WHEREAS, public housing authorities must appropriately classify utilities and services into categories defined by HUD; and

WHEREAS, public housing authorities must revise any allowance for a utility category if there has been a change of ten percent (10%) or more in the utility rate since the previous Utility Allowance Schedule revision; and

WHEREAS, the Knox County Housing Authority, to meet federal guidelines and requirements, contracts with The Nelrod Company to conduct a comparative analysis of utility rates and consumption data for Knox County, Illinois, and provide adequate and compliant documentation for agency record retention; and

WHEREAS, The Nelrod Company having completed the utility comparison analysis in accordance with federal regulations and requirements, and having provided appropriate supporting documentation to the Knox County Housing Authority; and

WHEREAS, based on a comparative analysis, the Nelrod Company has recommended and proposed a revision to the previously adopted Knox County Housing Authority HCVP Utility Allowance Schedule; and

WHEREAS, the proposed HCVP Utility Allowance Schedule was posted for public review and comment on **12/01/2021**; and

WHEREAS, Regulations established by the Department of Housing and Urban Development (HUD) require a resolution certifying the approval of the Section 8 Housing Choice Voucher Utility Allowance Schedule developed in accordance with 24 CFR §982.517.

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RESOLUTION 2021-12

December 21, 2021
Board of Commissioners
Derek Antoine, Executive Director

Adoption of Section 8 Housing Choice Voucher Utility Allowance Schedule FFY 2022

NOW, THEREFORE, BE IT RESOLVED BY THE KNOX COUNTY HOUSING AUTHORITY BOARD OF COMMISSIONERS (BOARD) THAT:

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The Board of Commissioners of the Knox County Housing Authority adopts the Housing Choice Voucher Program Utility Allowance Schedule for FFY 09/30/2022.
3. The methodology used in compiling and presenting utility data for Knox County, Illinois is compliant with requirements set forth in the Code of Federal Regulations and HUD guidance regarding preparation and submission of such assessments.
4. This Resolution shall be carried out in accordance with agency policy, procedures, and federal regulations and shall be effective 01/01/2021.

RESOLVED: December 28, 2021

Lomac Payton, Chairperson

Jared Hawkinson, Vice-Chairperson

Wayne Allen, Commissioner

Paul Stewart, Commissioner

Sara Robison, Commissioner

Joseph Riley, Commissioner

LaToya Carson, Resident Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

RESOLUTION 2021-13

December 28, 2021
Board of Commissioners

Derek Antoine, Executive Director

RE: Certifications of Compliance with PHA Plan Submission 01/16/2022

Article I. Background

The Public Housing Agency Plan is a plan that informs HUD, residents, and the public of the Public Housing Agencies (PHAs) mission for serving the needs of low-income and very low-income families and the PHA's strategy for addressing those needs. The Annual Plan provides details about the PHA's current operations, program participants, programs and services, and strategy for handling operational concerns, residents' concerns and program needs, programs and services for the upcoming fiscal year. Included are an assessment of housing needs within the jurisdiction, detailed statements of capital plan funding (both on an annual and five-year basis), agency goals and missions, and agency progress on serving its population. The PHA Plan process was established by section 5A of the United States Housing Act of 1937, and requirements for submission are contained within the Quality Housing and Work Responsibility (QHWRA) Act of 1998. QHWRA creates the requirement for a PHA Five-Year Plan and an Annual Plan that is intended to serve as an operations, planning, and management tool for public housing authorities. QHWRA effectively and permanently amended the United States Housing Act of 1937. Notice PIH-2015-18 amends the submission forms and requirements for different types of agencies.

The draft submission documents are available for review at the following locations:

- Central Office Cost Center: 216 W. Simmons St. Galesburg, IL 61401
- Moon Towers: 255 W. Tompkins St. Galesburg, IL 61401
- Cedar Creek Place: 1598 McKnight St. Galesburg, IL 61401
- Bluebell Tower: 300 N. Jefferson St. Abingdon, IL 61410
- www.knoxcountyhousing.org

CFR 24 Part 903.17 requires a public housing authority to "Make the proposed PHA plan(s), the required attachments and documents related to the plans, and all relevant information available for inspection by the public at the principal office of the PHA during normal business hours; and to publish a notice informing the public that the information is available for review and inspection, and that a public hearing will take place on the plan, and the date, time and location of the hearing." Plan documents are required to be posted for no less than 45 days prior to a scheduled public hearing taking place. The KCHA held a public hearing regarding the proposed PHA Annual Plan submission at the following date(s), time(s), and location(s):

- Friday, December 18, 2021 @ 10:00 AM
- 255 W. Tompkins St. Galesburg, IL 61401

Additionally, a Resident Advisory Board (RAB) meeting must be conducted prior to the policy changes to allow residents and participants the opportunity to review the proposed changes and offer feedback. The KCHA held a public hearing regarding the proposed PHA Annual Plan submission at the following date(s), time(s), and location(s):

- Thursday, December 17, 2021 @ 11:00 AM
- 255 W. Tompkins St. Galesburg, IL 61401

Any comments received during the review and comment period are taken into consideration in the formulation of the final policy.

Article II. Recommendation

It is the recommendation of the Executive Director the Board resolve to adopt the Annual Plan Submission for the Knox County Housing Authority for the fiscal year 04/01/2021 – 03/31/2022.

RESOLUTION 2021-13

December 28, 2021
Board of Commissioners

Derek Antoine, Executive Director

Certifications of Compliance with PHA Plan Submission 01/16/2022

WHEREAS, 24 CFR §903.4(a) requires a PHA to submit an Annual plan for each fiscal year, and 24 CFR §903.5(b)(2) requires submission of said plans 75 days prior to the commencement of the fiscal year; and

WHEREAS, Knox County Housing Authority's next fiscal year commences on 04/01/2022, and submission of its Annual Plan is due no later than 01/16/2022; and

WHEREAS, the Knox County Housing Authority has prepared its Annual Plan for fiscal year 04/01/2022 – 03/31/2023 in accordance the requirements set forth in the Quality Housing and Work Responsibility Act of 1998 and Notice PIH-2015-18; and

WHEREAS, CFR 24 Part 903.17 requires a public housing authority to “Make the proposed PHA plan(s), the required attachments and documents related to the plans, and all relevant information available for inspection by the public at the principal office of the PHA during normal business hours; and to publish a notice informing the public that the information is available for review and inspection, and that a public hearing will take place on the plan, and the date, time and location of the hearing.”; and

WHEREAS, The Annual Plan and supporting documents have been posted for review and comment in accordance with regulatory requirements; and

WHEREAS, a Resident Advisory Board was convened on 12/17/2021 for the purpose of reviewing the proposed document revisions and soliciting input towards the revision and formation of said policies, with minutes recorded and filed; and

WHEREAS, a public hearing was scheduled for and held on 12/18/2021 for the purpose of reviewing the proposed document revisions and soliciting input towards the revision and formation of said policies, with minutes recorded and filed; and; and

WHEREAS, as of 12/23/2021, no public comments have been received; and

WHEREAS, the Knox County Housing Authority has completed all required certifications accompanying the Annual Plan submission.

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RESOLUTION 2021-13

December 28, 2021
Board of Commissioners
Derek Antoine, Executive Director
Certifications of Compliance with PHA Plan Submission 01/16/2022

NOW, THEREFORE, BE IT RESOLVED BY THE KNOX COUNTY HOUSING AUTHORITY BOARD OF COMMISSIONERS (BOARD) THAT:

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The proposed Knox County Housing Authority Annual Plan Submission for FYE 03/31/2023 is hereby approved and adopted.
3. The Annual Plan presented for submission are in compliance with the requirements set forth in the Quality Housing and Work Responsibility (QHWRA) Act of 1998 and Notice PIH-2015-18.
4. This Resolution shall be carried out in accordance with federal regulations and be effective as of 01/01/2022.

RESOLVED: December 28, 2021

Lomac Payton, Chairperson

Jared Hawkinson, Vice-Chairperson

Wayne Allen, Commissioner

Paul Stewart, Commissioner

Sara Robison, Commissioner

Joseph Riley, Resident Commissioner

LaToya Carson, Resident Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.														
A.1	<p>PHA Name: <u>Knox County Housing Authority</u> PHA Code: <u>IL085</u> PHA Type: <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>04/01/2022</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>424</u> Number of Housing Choice Vouchers (HCVs) <u>205</u> Total Combined <u>629</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>Copies of the KCHA Annual and Five-Year Plan, as well as all relevant documents and certifications, are made available at the following locations:</p> <ul style="list-style-type: none"> - Central Office Cost Center: 216 W. Simmons St. Galesburg, IL 61401 - Moon Towers: 255 W. Tompkins St. Galesburg, IL 61401 - Cedar Creek Place: 1598 McKnight St. Galesburg, IL 61401 - Bluebell Tower: 300 N. Jefferson St. Abingdon, IL 61410 - www.knoxcountyhousing.org <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 25%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 15%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 5%;">PH</th> <th style="width: 5%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:					
Participating PHAs	PHA Code					Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program							
		PH	HCV												
Lead PHA:															

B.	Plan Elements
B.1	<p>Revision of Existing PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element below: SEE ATTACHMENT 1.0</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office Review. SEE ATTACHMENT 1.0</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p>SEE ATTACHMENT 2.0</p>
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>SEE ATTACHMENT 3.0</p>

B.4.	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p>SEE ATTACHMENT 6.0</p>
B.5	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>C. Other Document and/or Certification Requirements.</p>	
C.1	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>SEE ATTACHMENT 5.0</p>
C.2	<p>Certification by State or Local Officials.</p> <p>Form HUD-50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p>Civil Rights Certification/Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form 50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i> must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>SEE ATTACHMENT 4.0</p>
C.4	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p> <p>SEE ATTACHMENT 7.0</p>

D.	Affirmatively Furthering Fair Housing (AFFH).						
D.1	<p>Affirmatively Furthering Fair Housing.</p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1" data-bbox="180 489 1451 940"> <tr> <td data-bbox="180 489 1451 531">Fair Housing Goal:</td> </tr> <tr> <td data-bbox="180 531 1451 940"> <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>SEE ATTACHMENT 3.0</p> </td> </tr> </table> <table border="1" data-bbox="180 961 1451 1381"> <tr> <td data-bbox="180 961 1451 1003">Fair Housing Goal:</td> </tr> <tr> <td data-bbox="180 1003 1451 1381"> <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> </td> </tr> </table> <table border="1" data-bbox="180 1402 1451 1856"> <tr> <td data-bbox="180 1402 1451 1444">Fair Housing Goal:</td> </tr> <tr> <td data-bbox="180 1444 1451 1856"> <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> </td> </tr> </table>	Fair Housing Goal:	<p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>SEE ATTACHMENT 3.0</p>	Fair Housing Goal:	<p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p>	Fair Housing Goal:	<p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p>
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Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory**, **Number of Public Housing Units and or Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.23(4)(e))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Plan Elements.

B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR §5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR §903.7(a).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(2)(i)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. (24 CFR §903.7(a)(2)(ii))

Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions. Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. (24 CFR §903.7(b)) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. (24 CFR §903.7(b)) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b)) Describe the unit assignment policies for public housing. (24 CFR §903.7(b))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d))

Homeownership Programs. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. (24 CFR §903.7(k)) and 24 CFR §903.12(b).

Safety and Crime Prevention (VAWA). A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

Pet Policy. Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the ‘Sample PHA Plan Amendment’ found in Notice PIH-2012-32 REV-3, successor RAD Implementation Notices, or other RAD Notices.

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

HOPE VI. 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6 . (Notice PIH 2011-47)

Mixed Finance Modernization or Development. 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4

Demolition and/or Disposition. With respect to public housing only, describe any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA’s last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD’s website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. ([24 CFR §903.7\(h\)](#))

Conversion of Public Housing under the Voluntary or Mandatory Conversion programs. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. ([24 CFR §903.7\(j\)](#))

Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD’s website at: [Notice PIH 2012-32 REV-3, successor RAD Implementation Notices, and other RAD notices.](#)

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. ([24 CFR §983.57\(b\)\(1\)](#)) If using project-based vouchers, provide the projected number of project-based units and general locations and describe how project-basing would be consistent with the PHA Plan.

Units with Approved Vacancies for Modernization. The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.7\(r\)\(1\)](#))

B.4 Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. ([24 CFR §903.7 \(g\)](#)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: “See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX.”

B.5 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

C. Other Document and/or Certification Requirements

C.1 Resident Advisory Board (RAB) comments. If the RAB had comments on the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

C.2 Certification by State of Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#)). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154; or 24 CFR 5.160(a)(3) as applicable (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in

a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations. impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o)).

C.4 Challenged Elements. If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

D. Affirmatively Furthering Fair Housing.

D.1 Affirmatively Furthering Fair Housing.

The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) ... Strategies and actions must affirmatively further fair housing" Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 7.02 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

PUBLIC NOTICE

GALESBURG, IL, 11/15/2021: The Knox County Housing Authority (KCHA) hereby announces its annual policy revisions and planning processes in accordance with federal regulations. 24 CFR § 903.17 requires a public housing authority to “Make the proposed PHA plan(s), the required attachments and documents related to the plans, and all relevant information available for inspection by the public at the principal office of the PHA during normal business hours.”

The **KCHA Annual Plan and Associated Documents for FYE 03/31/2023** are hereby made available for review:

- Public Housing Admissions and Continued Occupancy Policy (ACOP)
- Housing Choice Voucher Program Administrative Plan (Admin Plan)
- KCHA Public Housing Lease
- KCHA Travel Reimbursement Policy
- KCHA Firearm Policy

The documents are available for review at the following locations:

- Central Office Cost Center: 216 W. Simmons St. Galesburg, IL 61401
- Moon Towers: 255 W. Tompkins St. Galesburg, IL 61401
- Cedar Creek Place: 1598 McKnight St. Galesburg, IL 61401
- Bluebell Tower: 300 N. Jefferson St. Abingdon, IL 61410
- www.knoxcountyhousing.org

The KCHA will hold a public hearing regarding the proposed PHA Annual Plan submissions at the following location, date, and time:

- **Friday, December 17, 2021 @ 10:00 AM**
- **Moon Towers Conference Room 101**
255 W. Tompkins St.
Galesburg, IL 61401

The general public is invited to present either oral or written comments on the proposed plans. The meeting will also be broadcast on Zoom. Persons interested in attending via Zoom must contact Executive Director Derek Antoine no later than Thursday, December 16 at 4:30 PM to obtain the meeting ID and session password.

Interested persons who do not wish to attend the hearing may also submit comments for review. Comments or questions regarding this notice should be addressed to:

Derek Antoine, Executive Director
Annual Plan Review and Comment
Knox County Housing Authority
216 W. Simmons St.
Galesburg, IL 61401
(309) 342.8129 ext. 1223
dantoine@knoxhousing.org

The Knox County Housing Authority is an equal opportunity housing provider.



**Certifications of Compliance with
PHA Plan and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2024

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations
including PHA Plan Elements that Have Changed**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or ___ Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning _____, in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For PHA Plans that include a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing; and
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
 10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
 11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
 12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
 13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
 14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
 15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
 16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
 17. The PHA will keep records in accordance with 2 CFR 200.333 and facilitate an effective audit to determine compliance with program requirements.
 18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
 19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
 20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
 21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
 22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Knox County Housing Authority
 PHA Name

IL085
 PHA Number/HA Code

Annual PHA Plan for Fiscal Year 20 23
 5-Year PHA Plan for Fiscal Years 20____ - 20____

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Executive Director		Name Board Chairman	
Signature	Date	Signature	Date

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

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**IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2022 – 03/31/2023 ANNUAL PLAN SUBMISSION
ATTACHMENT 1.0
HUD-50075 Section B.1 – Revision of PHA Plan Elements**

1. Deconcentration and Income Targeting Policy

a. KCHA Policy

- i. Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic De-concentration of public housing developments and (2) Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. In order to implement these new requirements, the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.
- ii. Therefore, the Knox County Housing Authority, (hereinafter referred to as PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:
- iii. Economic De-concentration: Admission and Continued Occupancy Policies are revised to include the PHA’s policy of promoting economic de-concentration. Implementation of this program may require the PHA to determine the median income of residents in each development, determine the average income of residents in all developments, compute the Established Income Range (EIR), determine developments outside the EIR, and provide adequate explanations and/or policies as needed to promote economic de-concentration.
- iv. Implementation may include one or more of the following options:
 1. Skipping families on the waiting list based on income;
 2. Establishing preferences for working families;
 3. Establish preferences for families in job training programs;
 4. Establish preferences for families in education or training programs;
 5. Marketing campaign geared toward targeting income groups for specific developments;
 6. Additional supportive services;
 7. Additional amenities for all units;
 8. Flat rents for developments and unit sizes;
 9. Different tenant rent percentages per development;
 10. Different tenant rent percentages per bedroom size;
 11. Saturday and evening office hours;
 12. Security Deposit waivers;
 13. Revised transfer policies;
 14. Site-based waiting lists;

- 15. Mass Media advertising/Public service announcements; and
- 16. Giveaways.

2. Analysis of Income by Development/Program

AMP	Development Name	Total Household Income Reported	# of Households	Average Reported Income	85%	115%
IL085000001	Moon Towers	\$ 2,010,408.00	177	\$ 11,358.24	\$ 9,654.50	\$ 13,061.97
IL085000002	Woodland Bend	\$ 1,148,109.00	78	\$ 14,719.35	\$ 12,511.44	\$ 16,927.25
IL085000002	Cedar Creek Place	\$ 1,038,505.00	76	\$ 13,664.54	\$ 11,614.86	\$ 15,714.22
IL085000002	Whispering Hollow	\$ 600,022.00	42	\$ 14,286.24	\$ 12,143.30	\$ 16,429.17
IL085000003	Bluebell Tower	\$ 831,471.00	51	\$ 16,303.35	\$ 13,857.85	\$ 18,748.86
Highrise Developments		\$ 2,841,879.00	228	\$ 12,464.38	\$ 10,594.72	\$ 14,334.04
Scattered Family Sites		\$ 2,786,636.00	196	\$ 14,217.53	\$ 12,084.90	\$ 16,350.16
Total KCHA		\$ 5,628,515.00	424	\$ 13,274.80	\$ 11,283.58	\$ 15,266.02

Gross Income by Household

AMP	Development Name	Total Household Income Reported	# of Households	Average Reported Income	85%	115%
IL085000001	Moon Towers	\$ 1,909,536.00	177	\$ 10,788.34	\$ 9,170.09	\$ 12,406.59
IL085000002	Woodland Bend	\$ 812,841.00	78	\$ 10,421.04	\$ 8,857.88	\$ 11,984.19
IL085000002	Cedar Creek Place	\$ 677,893.00	76	\$ 8,919.64	\$ 7,581.70	\$ 10,257.59
IL085000002	Whispering Hollow	\$ 472,810.00	42	\$ 11,257.38	\$ 9,568.77	\$ 12,945.99
IL085000003	Bluebell Tower	\$ 817,647.00	51	\$ 16,032.29	\$ 13,627.45	\$ 18,437.14
Highrise Developments		\$ 2,727,183.00	228	\$ 11,961.33	\$ 10,167.13	\$ 13,755.53
Scattered Family Sites		\$ 1,963,544.00	196	\$ 10,018.08	\$ 8,515.37	\$ 11,520.79
Total KCHA		\$ 4,690,727.00	424	\$ 11,063.04	\$ 9,403.58	\$ 12,722.49

Adjusted Income by Household

- a. Review of the “Analysis of Income by Development/Program” demonstrates average income falls within the Established Income Range (EIR) for both highrise development properties as well as scattered family site developments. Applicants to the public housing program have their choice of developments at which they are able to apply. Developments located within Galesburg, IL tend to be the preferred properties at which to apply, as Galesburg is the largest city in the jurisdiction with greater access to supportive services and desirable amenities. Bluebell Tower is located in Abingdon, Illinois, approximately 12 miles from Galesburg, and generally only receives applicants from with the immediate area.
3. Income Targeting
- a. As public housing dwelling units become available for occupancy, responsible PHA employees will offer units to applicants on the waiting list. In accordance with the Quality Housing and Work Responsibility Act of 1998, the PHA encourages occupancy of its developments by a broad range of families with incomes up to eighty percent (80%) of the median income for the jurisdiction in which the PHA operates. Depending on the

availability of applicants with proper demographics, at a minimum, 40% of all new admissions to public housing on an annual basis may be families with incomes at or below thirty percent (30%) (extremely low-income) of the area median income. The offer of assistance will be made without discrimination based on of race, color, religion, sex, national origin, age, handicap or familial status.

- b. In order to implement the income targeting program, the following policy is adopted:
- c. The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the lower/very low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).
- d. After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2-plus-2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.
- e. To the maximum extent possible, the offers will also be made to affect the PHA's policy of economic de-concentration.
- f. The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy-five percent (75%) of annual new admissions to no more than eighty-five percent (85%) of its annual new admissions. (Optional for PHAs with both Section 8 and Public Housing programs)

4. Identify all PHA Plan Elements that have been revised by the PHA since its last Annual Plan submission:

	Plan Element	Specific Change		
1.	Eligibility, Selection and Admission Policies, including Deconcentration and Wait List Procedures	Annual updates to PH Admissions and Continued Occupancy Policy (ACOP) and HCVP Administrative Plan (Admin Plan); added federal and local regulatory requirements. Both documents available at www.knoxcountyhousing.org .		
2.	Financial Resources (in millions) PH: FYE 03/31/22 Projected HCV: CYE 12/31/21 Projected * Does not include COCC reserves	PH Operating Fund: 2019 Capital Fund: 2020 Capital Fund: 2021 Capital Fund: PH Income: PH Reserves: PH Investments: HCVP HAP: HCVP Admin Fee: HCVP NRP: HCVP UNP: HCVP HHR: HCVP Investments: EHV HAP: EHV: Admin Fee: EHV NRP: EHV UNP: State Grants (Apply): Other Income: Total Financial Resources:	\$1.213 \$0.341 \$0.868 \$1.209 \$0.898 \$0.974 \$0.000 \$0.911 \$0.130 \$0.014 \$0.058 \$0.131 \$0.000 \$0.076 \$0.012 \$0.006 \$0.004 \$0.200 \$7.046	PH Operations PH Modernization PH Modernization PH Operations PH Operations HCVP Operations HCVP Operations HCVP Operations HCVP Operations Operations Operations
3.	Rent Determination: Flat Rents charged per the following schedule (80% FMR) Utility Allowances deducted from FR amounts per: Notice PIH 2021-27 Notice PIH 2015-13 Notice PIH 2014-12 HCVP Payment Standards	<u>Apartment Size</u> Moon Towers – 0BR Moon Towers – 1BR Moon Towers – 2BR Family Sites – 2BR Family Sites – 3BR Family Sites – 4BR Family Sites – 5BR Bluebell Tower – 1BR Bluebell Tower – 2BR <u>Apartment Size</u> Efficiency: 1BR: 2BR:	<u>FMR</u> \$508 \$559 \$735 \$735 \$976 \$997 \$1146 \$559 \$735 <u>FMR</u> \$508 \$559 \$735	<u>KCHA Flat Rent</u> \$374 \$415 \$550 \$410 \$576 \$568 \$663 \$415 \$550 <u>KCHA Pay. Standard</u> \$558 \$614 \$808

	Agency utilizing 110% of FMR.	3BR: 4BR: 5BR:	\$976 \$997 \$1146	\$1073 \$1096 \$1260
4.	Operations and Management	See attachment 4.0 for a list of policies and revisions.		
5.	Grievance Procedures	No change		
6.	Designated Housing – Elderly/Disabled	No change		
7.	Community Service and Self-Sufficiency	No change		
8.	Safety and Crime Prevention	No change		
9.	Pets	No change		
10.	Civil Rights Certification	No change		
11.	Fiscal Year Audit	Audited FDS submission will be completed prior to 06/30/2022 per CARES Act Waivers and Extensions. PIH Notice 2020-05 PIH Notice 2020-13 PIH Notice 2020-33 PIH Notice 2021-14 PIH Notice 2021-38		
12.	Asset Management	No Change		
13.	Violence Against Women Act (VAWA)	No change		
14.	Illinois Carbon Monoxide Alarm Detector Act (Public Act 094-0741)	The Knox County Housing Authority remains compliant with the requirements of the Carbon Monoxide Alarm Detector Act. All 424 public housing units shall carbon monoxide alarm detectors installed within 15 feet of all sleeping areas and on each floor of the unit. Additionally, The HCV Program Manager shall require all units occupied through the Housing Choice Voucher Program to conform to the Carbon Monoxide Alarm Detector Act during Housing Quality Standards inspections. Any units not conforming to the act shall fail its HQS inspection and subsidy is abated until the unit fully complies.		



**IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2022 – 03/31/2023 ANNUAL PLAN SUBMISSION
ATTACHMENT 2.0
HUD-50075 Section B.2 – New Activities**

1. Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?
 - a. Yes – Units with Approved Vacancies for Modernization
 - b. 504/ADA Modernization Project
 - i. Phase III: Existing (2BR) unit renovation planned at IL085000002; work to commence Spring 2021. Originally scheduled to commence in 2020, work was pushed back due to the COVID-19 pandemic; scheduled completion 06/30/2022.
 - ii. Phase IV: Playground and common areas; work to commence Fall 2022.
 - c. Various Capital Fund grant activities
2. If any of these activities are planned for the current Fiscal Year, describe the activities.
 - a. 504/ADA Modernization in 2BR units at IL085000002 Scattered Family Sites and common areas at all properties.
 - i. Accessibility design modifications of dwelling units
 - ii. Accessibility design modifications of playgrounds, community rooms, bathrooms, etc.
 - iii. Physical/Vision/Audible modifications as required
 - b. Various Capital Fund grant activities
 - i. Roof replacement at IL085000001 Moon Towers planned for CY 2022.
 - ii. Ongoing CCTV surveillance equipment replacement
 - iii. Rehabilitation of floors in dwelling units at public housing properties – including removal of asbestos containing material (ACM).



IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2022 – 03/31/2023 ANNUAL PLAN SUBMISSION
ATTACHMENT 3.0

HUD-50075-HP Section B.3 – MISSION, GOALS, AND OBJECTIVES

1. **KCHA MISSION STATEMENT:** The Knox County Housing Authority is a dynamic force in our community, providing high-quality affordable housing opportunities for individuals and families, while promoting self-sufficiency, empowerment, and a sense of community development. Further, we will partner with other agencies to implement programs and services designed to help our families thrive.
2. **GOALS AND OBJECTIVES (FYE 03/31/2022 PROJECTED)**
 - a. **To improve the quality of authority-owned assisted housing.**
 - i. Commitment to providing quality housing units that are decent, safe, sanitary, and accessible.
 1. Maintenance program: timely and efficient unit turns
 - a. Average down-time per unit: 1.82 days
 - b. Average maintenance make-ready time per unit: 9.55 days
 - c. Average leasing time per unit: 7.91 days
 - d. Total unit turnaround time: 19.28 days
 2. Maintenance program: timely and efficient work order completion
 - a. Average days to close – EMERGENCY WO
 - i. 244 emergency work orders completed
 - ii. Percent completed within 24 hours: 100.0%
 - b. Average days to close – NON-EMERGENCY WO
 - i. 1,016 work orders completed
 - ii. 1,212 total days to complete
 - iii. Average – 2.01 days per work order
 3. Quality workmanship on every maintenance task
 4. Grounds kept clean and safe from hazard
 5. Security of property remains a priority through partnership with committed residents and local police departments
 - a. Dedicated housing officer – Galesburg Police Department
 - b. Direct resource on all matters of public safety
 - c. Dedicated patrols and targeted operations
 - d. Weekly reporting of criminal activity on sites
 6. CFP grant funds used to modernize apartments at all three PH AMPs to upgrade accessibility features
 - ii. Maintain occupancy rate of 98.0% or higher for PH program
 1. Reported occupancy Rates by FYE for the previous Annual Plan period:
 - a. 03/31/2021:
 - i. Unit months leased (UML): 100.0%
 - ii. Unit days leased (UDL): 98.68%

- b. 03/31/2022 (forecasted)
 - i. Unit months leased (UML): 100.0%
 - ii. Unit days leased (UDL): 98.53%
 - iii. Use of Capital Grant Funds to modernize and rehabilitate the developments prioritized by the green physical needs assessment conducted in 2014
 - 1. Completion of the 504 Accessibility Modernization Project
 - a. Phase I completed 2016 – apartment renovations at AMP 001 and 003
 - b. Phase II completed 2019 – apartment renovations/new construction at AMP 001
 - c. Phase III – 2BR unit renovations at the Family Sites – scheduled to complete 06/30/2022
 - d. Phase IV – Playground and common areas – scheduled to commence Fall 2022
 - iv. Maintain status of “High Performer” in recognition of effective program operations and management
 - 1. PHAS Scores by FYE for the previous Annual Plan period:
 - a. 03/31/2018: 95.0 High Performer
 - b. 03/31/2019: No Assessment Received
 - c. 03/31/2020: 95.0 High Performer (carry forward due to COVID-19 protocol – PIH 2020-33)
 - d. 03/31/2020: 95.0 High Performer (carry forward due to COVID-19 protocol – PIH 2021-14)
- b. To improve the quality of assisted housing in the private sector.**
- i. Enhancing the voucher program to support and grow the number of families served
 - ii. Effective management of administrative resources to reduce agency cost per voucher, thus ensuring agency reserves can be efficiently utilized
 - 1. Unrestricted-net position (UNP) has dwindled on an annual basis. The cost of running the program exceeds the funding received for administrative fees.
 - 2. Agency was projected as a “gainer” agency based on administrative fee study designed to assess actual cost of voucher administration and redistribute the funds accordingly.
 - 3. HUD proration of congressionally appropriated funds continues to be reduce admin fees to inadequate levels
 - iii. Participation in technological and program demonstrations (UPCS-V and NSPIRE) to help development a new inspection protocol for the program
 - iv. Maintain utilization rate of 98.0% or higher allocated HAP funding
 - 1. Utilization Rates by CYE for the previous Annual Plan period:
 - a. 12/31/2020: 94.33%
 - b. 12/31/2021: 101.97% (anticipated)

- v. Maintain status of “High Performer” in recognition of effective program operations and management
 - 1. SEMAP Scores by FYE for the previous Annual Plan period:
 - a. 03/31/2019: 100.0 High Performer
 - b. 03/31/2020: 100.0 High Performer (carry forward due to COVID-19 protocol – PIH 2020-33)
 - c. 03/31/2020: 100.0 High Performer (carry forward due to COVID-19 protocol – PIH 2021-14)

c. To expand the supply of assisted housing.

- i. Public Housing Program
 - 1. Faircloth limits for public housing units in Knox County, IL is 451
 - 2. Availability of public housing units for previous Annual Plan period:
 - a. FYE 03/31/2019: 418 units
 - b. FYE 03/31/2020: 424 units
 - i. Six (6) units of accessible public housing constructed
- ii. Housing Choice Voucher Program
 - 1. ACC units budgeted at 280 (3360 unit months)
 - 2. Goal has been utilization of allocated dollars as opposed to reaching ACC unit baseline, which isn’t economically viable. Agency baseline expectation is approximately 200 vouchers leased per month (2,400 UML).
 - 3. Unit months leased for previous Annual Plan period:
 - a. CYE 03/31/2020: 2,210 unit months
 - b. CYE 03/31/2021: 2,419 unit months (projected)
 - 4. Voucher activity analysis for Annual Plan period FYE 03/31/2021:
 - a. Voucher activity generally increased for total period due to increased lease-up efforts
 - b. Allocation of 15 emergency housing vouchers (EHV)
 - c. Goal for 2022 is to increase utilization by 240 unit months – addition of net 20 vouchers leased – agency will utilize available HUD-held reserve to achieve
 - d. Voucher lease up time remained basically the same
 - e. Payment standard increase to 110% of area FMRs in 2021 remains in place.
 - f. Portability
 - i. Steady number of port-outs over Annual Plan period
 - ii. Port-in activity remains low
- iii. Affordable Housing Preservation
 - 1. PHA owns and operates two AHP developments
 - a. Brentwood Manor
 - i. 72 units
 - ii. 1-BR, 2-BR, and 3-BR units available

- iii. Affordable rents
 - b. Prairieland Townhouse Apartments
 - i. 66 units
 - ii. 1-BR, 2-BR, and 3-BR units available
 - iii. Affordable rents
 - iv. 13 project based vouchers
- d. General and operational objectives.**
 - i. Administer all programs in accordance with applicable federal, state, and local laws and regulations
 - 1. Independent Auditor annually reviews agency financials and program compliance. An “unmodified” opinion is the opinion where auditor expresses an opinion that financial statements and major program controls are presented, in all material respects, in accordance with applicable reporting and compliance framework. Independent audit results for previous Annual Plan periods:
 - a. FYE 03/31/2019: Unmodified, no findings
 - b. FYE 03/31/2020: Unmodified, no findings (anticipated)
 - c. FYE 03/31/2021: Pending completion
 - ii. Ensure equal opportunity and affirmatively further fair housing through the implementation of the following objectives:
 - 1. Carry out affirmative measures to ensure access to assisted housing regardless of race, religion, national origin, sexual orientation, familial status, or disability
 - 2. Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability
 - 3. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required
 - 4. The agency will work to take the steps necessary to fully assess and implement the requirements set forth at 24 CFR § 5 Subpart A to:
 - a. Improve integrated living patterns and overcoming historic patterns of segregation;
 - b. Reduce racial and ethnic concentrations of poverty;
 - c. Reduce disparities by race, color, religion, sex, familial status, national origin, or disability in access to community assets such as education, transit access, and employment, as well as exposure to environmental health hazards and other stressors that harm a person’s quality of life; and
 - d. Respond to disproportionate housing needs by protected class
 - 5. Analysis of waiting lists and participant lists to ensure demographics in the jurisdiction are adequately served
 - a. Use of census data to determine demographic representation

- b. Monitor agency 50058 reports to record and monitor demographic participation
- 6. Engage in targeted outreach for underserved populations
 - a. Newspaper advertisement
 - b. Social media presence
 - c. Community outreach
 - d. Focus groups
- 7. Application process accessible
 - a. Website availability
 - b. Accept applications in person, via mail, email, fax
 - c. Accessibility to other formats available
 - d. Application assistance available
 - e. Compliant applicant pulls from all waiting lists
- 8. Interview accessibility
 - a. LEP options available for secondary languages spoken in area
 - i. Spanish
 - ii. French
- 9. Work done to identify and rectify impediments to fair housing
- 10. Reasonable accommodation and modification requests responded to promptly
- 11. Fair and consistent application of agency policy
- 12. Staff training, development, and accountability
- iii. Give consideration to developing and administering a program to support a family self-sufficiency (FSS) initiative
 - 1. Enables HUD-assisted families in Knox County, Illinois to increase their earned income and reduce their dependency on welfare assistance and rental subsidies
 - 2. Application of FSS grant funding in FYE 2022
 - a. Secure commitments of public and private resources for the operation of the FSS program
 - b. Hire grant coordinator
 - 3. Wi-Fi Initiative in Public Housing – **CARRYOVER GOAL**
 - a. Recognizing the transformative effect technology has on students, the economy, and the community, the Knox County Housing Authority will explore avenues to provide Wi-Fi access to 424 public housing units
 - b. Collaborate with local agencies and companies to develop the infrastructure first at the family sites, then at the two other public housing properties
 - c. Partner with local colleges to provide computer literacy training for KCHA families

4. Connect families with area resources to increase the percentage of employed persons in assisted families
 - a. Job Readiness (applications, resumes, interviewing)
 - b. Job Fairs
 - c. Furthering Education
 - d. Scholarships
 - e. Money Management
- iv. Develop and maintain positive and professional public awareness of the Knox County Housing Authority to the community
 1. Press releases on pertinent agency business and activities
 2. Regular communication with media outlets – interviews, commentary
 3. Speaking engagements
- v. Professional and knowledgeable staff
 1. Training in areas pertinent to compliance, operations, ethics, and performance of duty
 2. Executive Director and Assistant Director completed Executive Director Education Program through Rutgers University – 2019
 3. Training opportunities offered
 - a. Weekly include HUD guidance, online webinars
 - b. Monthly include webinars, onsite, or travel
 4. Training topics engaged by agency staff
 - a. Regulation updates
 - b. Streamlining
 - c. HOTMA
 - d. Fair Housing
 - e. Occupancy
 - f. Maintenance work standards
 - g. Systems – PIC/EIV
 - h. Financial reporting
 - i. Board governance
 5. Annual training goals established and met



**IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2022 – 03/31/2023 ANNUAL PLAN SUBMISSION
ATTACHMENT 4.0
HUD-50075 Section C.1 – Policy and Program Revisions**

1. Certification Form 50077-ST-HCV-HP executed and included with submission.
2. Revisions to Policies and Programs
 - a. Each listed document available at www.knoxcountyhousing.org or upon request
 - b. New/Revised Policies:
 - i. Public Housing
 1. Admission and Continued Occupancy Policy (ACOP)
 - a. Updated regulatory requirements and citations
 - b. Notice for Non-Payment of Rent – 30 days per HUD guidance (Notice PIH 2021-29)
 2. PH Lease
 - a. State law requirements pertaining to criminal background checks
 - b. Specificity language regarding pet ownership, possession and use of weapons, pest infestations, and termination language
 - c. Notice for Non-Payment of Rent – 30 days per HUD guidance (Notice PIH 2021-29)
 3. PH Lease Addendums
 - a. KCHA Crime-Free Lease Addendum
 - i. State law requirements pertaining to criminal background checks pertaining to terminations and evictions
 - b. Firearm Policy
 - i. Specificity to include air rifles, BB guns, and other projectile weapons
 - ii. Specified conduct expectations regarding ownership and use of firearms
 - c. Visitor Policy
 - i. Revised length of stay from 14 days to 30 days within a twelve-month period
 - ii. Housing Choice Voucher Program
 1. Administrative Plan (Admin Plan)
 - a. Updated regulatory requirements and citations
 - c. Revisions to current policies and addition of new policies compliant with notice regulations set forth at 24 CFR §903.17
 - i. Documents posted for review at www.knoxcountyhousing.org
 - ii. Public Hearing held 12/18/2021
 1. Zero (0) attendees

2. Zero (0) comments received
- iii. Policies and plan submission approved by Board of Commissioners 12/28/2021 in conjunction with certification of consistency with State Consolidated Plan (IHDA).



IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2022 – 03/31/2023 ANNUAL PLAN SUBMISSION
ATTACHMENT 5.0
HUD-50075 Section C.3 – Resident Advisory Board Comments

1. Resident Advisory Board Meeting
 - a. 12/17/2021
 - i. Review of Capital Improvements planned
 - ii. Review of proposed lease/policy changes
2. Minutes of the Resident Advisory Board Meeting (attached)
3. Public Comments received and considered:

Comment: *KCHA should improve building safety and security by adding cameras in elevators and laundry rooms.*

Agency Response: The Knox County Housing Authority operates a CCTV surveillance security system at all public housing properties, and intends to enhance the equipment during 2022 and beyond, including the addition of cameras in the requested areas.

Comment: *KCHA should add lighting in the living room spaces for Moon Towers AND the Family Sites.*

Agency Response: Consideration has been given in the past to adding light fixtures in the living room spaces at Moon Towers and the scattered Family Sites. Outlets in each room allow for the addition of non-permanent light fixtures, which provides adequate illumination. However, it has been recognized as a design flaw in the building and unit development, and the agency will be looking into the installation of ceiling fan light fixtures, which will also help move air more effectively through the unit.

**MINUTES OF THE SPECIAL MEETING
OF THE RESIDENT ADVISORY BOARD
OF THE KNOX COUNTY HOUSING AUTHORITY
December 16, 2021**

The meeting of the Resident Advisory Board of the Knox County Housing Authority was held at 11:30 a.m. in the Moon Towers Community Room. The following persons attended the meeting:

PRESENT: Tabatha Hootman, HCV Participant
Jamara Tayler, HCV Participant
Jashia Johnson, HCV Participant
Claude Shores, Moon Towers
Tony Jackson, Moon Towers
Debra Wisely, Moon Towers
Steve Bainter, Moon Towers
Jean Morton, Moon Towers
Jennifer McCray, Family Sites

ALSO PRESENT: Derek Antoine, Executive Director
Cheryl Lefler, Assistant Director
Brandi Watkins, Property Manager-Moon Towers
Melena Medley, Occupancy Specialist-Moon Towers
Ashley Larimer, Property Manager-Family Sites
Kim Longenecker, HCV Program Manager

The meeting opened with introductions as each attendee gave name, where they live and what they like best about where they live.

Ms. Lefler welcomed everyone to the meeting and explained that the purpose of the meeting was to review proposed policy changes. Additionally, Capital Fund Program projects in the annual and five-year plans would be reviewed. Ms. Lefler said there would be an opportunity for comment and discussion.

Then, Ms. Lefler referenced the 2021 plan and five-year plan for the Capital Fund Program. She highlighted the projects that would be included in the current year CFP plan: Phase 3 of the 504 project which includes the renovations of 2-bedroom units at the family sites and the renovations of community spaces at Moon Towers, Family Sites and Blue Bell Tower as well as funds for operations and administration. She also reviewed some of the projects that are included in the CFP 2021-2025 five-year plan. The five-year plan is a comprehensive list of projects that the agency would like to complete if adequate funding is available.

Then, Ms. Lefler asked attendees for their input on what should be included on a "wish list" of projects. The following list is what resulted from the group discussion:

- Install cameras in the elevators, laundry rooms and stairwells at the high rises;
- Install lighting in living rooms at Moon Towers and Family Sites;

Then, Mr. Antoine highlighted revisions to the Public Housing Admissions and Continued Occupancy (ACOP) and Dwelling Lease. Illinois state law has changed the way that the agency will be conducting and use background information in applications. Additionally, changes to the pet policy and visitor policy were highlighted. Also, the lease will include the addition of BB guns to weapons.

Then, Mr. Antoine highlighted changes to the Housing Choice Voucher Administrative Plan. This will include changes related to including language that allows for remote briefings and meetings.

The proposed policies have been posted for review and comment and will be approved by the Board of Commissioners at its 12/28/2021 meeting. Then the changes will be sent to HUD with the agency annual plan in January.

Hearing no further discussion, the meeting was adjourned at 1:30 p.m.

Respectfully submitted,

Cheryl Lefler
Assistant Director



**IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2022 – 03/31/2023 ANNUAL PLAN SUBMISSION
ATTACHMENT 6.0
HUD-50075 Section D.1 – Capital Improvements**

1. See HUD Form 50075.2 approved by HUD dated 09/09/2021 (attached)
 - a. Reference EPIC system approvals:
 - i. Action Plan for CY2021 through CY2025
 1. Original submission 08/26/2021
 2. Approval: 09/09/2021
 3. Modifications
 - a. None to date.
2. This reference statement is intended to mean that the 50075.2 describes the capital improvements necessary to ensure long-term physical and social viability of the projects as prioritized in the 2014 green physical needs assessment (GPNA).
3. IL085 Five Year Action Plan 2021-2025 currently in place.



MGQ858
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Energy and Performance Information Center (EPIC)

MGQ858, Welcome back!

Home | Core Activity/Energy Module | Development of New Housing | Activity Planning (CFP grant planning) | EPC | PNA

User and Group Tools

[5-Year Action Plan](#)
 [Annual Statement/Budget/P&E](#)
 [Document Management](#)

OMB CONTROL NUMBER: 2577-0274
 EXPIRATION DATE: 02/28/2022

Selected PHA: Knox County Housing Authority

5YAP1 » 5-Year Action Plan Reporting









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Legend

- » This plan has been submitted and cannot be edited
- » Create New
- » Edit Plan
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- » Comments

Five Year Action Plan

Plan	Type	Created Date	Last Modified	Report Year	Status	Submitted On	Approved By	Approved On	Options
5-Year Action Plan for 2021-2025 (0/1)	Fixed	08/10/2021	09/09/2021	2021-2025	Approved	08/26/2021	MACON, TAWONDA	09/09/2021	
5-Year Action Plan for 2016-2020 Rev. 3 (0/1)	Fixed	07/28/2020	08/10/2021	2016-2020	Approved	07/28/2020	EPIC SYSTEM	07/28/2020	
5-Year Action Plan for 2016-2020 Rev. 2	Fixed	09/16/2019	07/28/2020	2016-2020	Approved	09/17/2019	LADIAS, ELENY	09/30/2019	

Plan	Type	Created Date	Last Modified	Report Year	Status	Submitted On	Approved By	Approved On	Options
5-Year Action Plan for 2016-2020 Rev. 1 (0/1)	Fixed	06/04/2018	09/16/2019	2016-2020	Approved				   
5-Year Action Plan for 2016-2020 (0/1)	Fixed	03/23/2017	06/04/2018	2016-2020	Approved				   



**IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2022 – 03/31/2023 ANNUAL PLAN SUBMISSION
ATTACHMENT 7.0
Challenged Elements**

1. At the time of submission, there have been no challenged elements.



EXECUTIVE DIRECTOR REPORT NOVEMBER 2021

**REGULAR MEETING
KCHA BOARD OF COMMISSIONERS
Tuesday, December 28, 2021**

Moon Towers Conference Room
255 W. Tompkins St.
Galesburg, IL 61401
knoxcountyhousing.org



<https://www.facebook.com/TheKnoxCountyHousingAuthority>



EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

COMMISSIONER COMPLIANCE REPORT

Commissioner Training and Development

The following table details **commissioner** training and development accomplished for FYE 03/31/2022:

Date	Commissioner	Training Description	Location	Hours
				0.0
				0.0
				0.0
				0.0
				0.0
				0.0
				0.0
				0.0
Total Hours:				0.0

The following table details monthly and annual costs (to date) incurred by the agency for **commissioner** training and development for FYE 03/31/2022:

Month	Training Events	Training Hours	Total Cost	Avg Cost per Hour	Training Budget	% to Budget	Variance
Apr-21	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
May-21	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Jun-21	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Jul-21	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Aug-21	1	9.0	\$ 1,500.00	\$ 166.67	\$ 833.33	180.00%	\$ 666.67
Sep-21	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Oct-21	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Nov-21	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Dec-21			\$ -	\$ -	\$ -	0.00%	\$ -
Jan-22			\$ -	\$ -	\$ -	0.00%	\$ -
Feb-22			\$ -	\$ -	\$ -	0.00%	\$ -
Mar-22			\$ -	#DIV/0		0.00%	
FYE 2022	1	9.0	\$ 1,500.00	\$ 166.67	\$ 6,666.66	22.50%	\$ (5,166.66)

EXECUTIVE SUMMARY

Commissioner Governance/Compliance

The table below details required commissioner training, and the agency's compliance results:

Commissioner List	PHA Governance	Sexual Harassment	FOIA - Current (State of Illinois)	Open Meetings (State of Illinois)	Ethics/Compliance (state of Illinois)	Compliance %
Payton, Lomac						0.0%
Hawkinson, Jared		1	1	1	1	80.0%
Allen, Wayne						0.0%
Stewart, Paul H.						0.0%
Carson, LaToya						0.0%
Robison, Sara				1		20.0%
Riley, Joseph						0.0%
Antoine, Derek (ED)	1	1	1	1		80.0%
Total Authority	1	2	2	3	1	22.5%

CY 2021	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	%
Payton, Lomac (C)		1	1	1	1	1	1	1		1	1		81.8%
Hawkinson, Jared (VC)	1	1	1	1			1	1	1	1			72.7%
Allen, Wayne	1	1	1	1	1		1	1					63.6%
Stewart, Paul H.	1	1	1	1	1	1	1	1	1		1		90.9%
Robison, Sara	1	1	1	1	1	1	1		1	1			81.8%
Riley, Joseph	1	1	1	1	1	1	1		1	1	1		90.9%
Carson, LaToya	1	1	1	1	1	1	1	1	1	1	1		100.0%
Antoine, Derek (ED)	1	1	1	1	1	1	1	1	1	1	1		100.0%

Board Governance Survey Status	REQ	KCHA	RESULT
Does the Board have the required number of members?	7	7	Meets Requirement
Does the Board include a participant of KCHA programs?	YES	YES	Meets Requirement
Number of Board meetings:	11	11	Meets requirement
Average meeting attendance:	80.0	85.2%	Meets Requirement
Methods of disseminating information about Board meetings and minutes.	YES	YES	Meets requirement
Role of Board in evaluating Executive Director performance and compensation	YES	YES	Meets requirement
Role of Board in reviewing financial statements/PHA's financial health.	YES	YES	Meets Requirement
Timeliness of budget adoption by Board.	3/31	3/30	Meets requirement
Are the results of quality control testing communicated to the Board?	YES	YES	Meets requirement

EXECUTIVE SUMMARY

FINANCIAL SUMMARY

The following financial statements for November 2021 have been included with this month's Board meeting informational packet:

- Operating statements for each program/property
- Claims and bills summarization
- Notes for the financials

EXECUTIVE SUMMARY

GRANT STATUS/PERFORMANCE

2021 CFP Grant IL01P08550121

- Obligation End Date (OED): 02/22/2025
- Expenditure End Date (EED): 02/22/2027

CFP Budget by Line Item

Budget Line Item (BLI)	Original	Current	Obligated	%	Expended	%
1406 Transfer to Operations	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	100.0%	\$ -	0.0%
1410 CFP Administration	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	100.0%	\$ -	0.0%
1480 General Capital Activity	\$ 909,310.00	\$ 909,310.00	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	
Total Capital Fund Program	\$ 1,209,310.00	\$ 1,209,310.00	\$ 300,000.00	24.8%	\$ -	0.0%

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 504 Phase 4	\$ 234,310.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 MT - Roof Replacement	\$ 500,000.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 Convenience Mods	\$ 100,000.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 A&E Services	\$ 75,000.00	\$ -	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -		\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	0.0%
Total Capital Fund Program	\$ 909,310.00	\$ -	\$ -	0.0%	\$ -	0.0%

Allotments for operations (1406) and administration (1410) have been made, thus obligations sit at 24.8%. Budgeted activities include operational transfers, playground renovation at the family sites, convenience mods to the family 2-bedroom units, and roof replacement at Moon Towers.

CFP Grant IL01P08550121 is 0.0% obligated, and must be at 90% (contracts for work signed) by 02/22/2023. This grant must be fully expended by 02/22/2025.

EXECUTIVE SUMMARY

2020 CFP Grant IL01P08550120

- Obligation End Date (OED): 03/25/2024
- Expenditure End Date (EED): 03/25/2026

CFP Budget by Line Item

Budget Line Item (BLI)	Original	Current	Obligated	%	Expended	%
1406 Transfer to Operations	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	100.0%	\$ 200,000.00	100.0%
1410 CFP Administration	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	100.0%	\$ 100,000.00	100.0%
1480 General Capital Activity	\$ 918,959.00	\$ 868,267.00	\$ 630,486.00	72.6%	\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	
Total Capital Fund Program	\$ 1,218,959.00	\$ 1,168,267.00	\$ 930,486.00	79.6%	\$ 300,000.00	25.7%

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 Family - Playground	\$ 154,973.00	\$ -	\$ -	0.0%	\$ -	#DIV/0!
1480 MT - Roof Replacement	\$ 125,000.00	\$ 187,781.00	\$ -	0.0%	\$ -	0.0%
1480 504 Phase 3	\$ 529,861.00	\$ 571,361.00	\$ 571,361.00	100.0%	\$ -	0.0%
1480 A&E Services	\$ 50,000.00	\$ 50,000.00	\$ -	0.0%	\$ -	0.0%
1480 Floor Removal	\$ 59,125.00	\$ 59,125.00	\$ 59,125.00	100.0%	\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	0.0%
Total Capital Fund Program	\$ 918,959.00	\$ 868,267.00	\$ 630,486.00	72.6%	\$ -	0.0%

Budgeted activities include operational transfers, playground renovation at the family sites, roof replacement at Moon Towers, and finishing 504-Phase 3 renovations at Bluebell Tower. Due to unforeseen flooring expenses arising from the 504 modernization project, the rehabilitation of the Moon Towers roof replacement has been reprioritized to a future year.

CFP Grant IL01P08550120 is now 79.6% obligated and must be at 90% (contracts for work signed) by 03/25/2024. This grant must be fully expended by 03/25/2026.

EXECUTIVE SUMMARY

2019 CFP Grant IL01P08550119

- Obligation End Date (OED): 04/16/2023
- Expenditure End Date (EED): 04/15/2025

CFP Budget by Line Item

Budget Line Item (BLI)	Original	Current	Obligated	%	Expended	%
1406 Transfer to Operations	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	100.0%	\$ 200,000.00	100.0%
1408 Mgmnt Improvement	\$ 49,932.00	\$ -	\$ -		\$ -	0.0%
1410 CFP Administration	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	100.0%	\$ 100,000.00	100.0%
1480 General Capital Activity	\$ 783,874.00	\$ 783,874.00	\$ 783,874.00	100.0%	\$ 443,130.10	56.5%
Total Capital Fund Program	\$ 1,133,806.00	\$ 1,083,874.00	\$ 1,083,874.00	100.0%	\$ 743,130.10	68.6%

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 A&E Services	\$ 93,235.00	\$ 93,235.00	\$ 93,235.00	100.0%	\$ 70,795.00	75.9%
1480 504 Phase 3 - AMP 1	\$ 690,639.00	\$ 690,639.00	\$ 690,639.00	100.0%	\$ 287,985.13	41.7%
	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -		\$ -	
Total Capital Fund Program	\$ 783,874.00	\$ 783,874.00	\$ 783,874.00	100.0%	\$ 358,780.13	45.8%

The vast majority of the 2019 CFP is allocated for Phase 3 of the 504 Modernization Project, which began in 2018. Phase II brought about the new construction of six new units and modernization of two existing units at the Family Sites. Phase 3 of this project focuses on community and office spaces.

CFP Grant IL01P08550119 is 100% obligated (contracts for work signed) ahead of the 04/16/2023 obligation expenditure deadline (OED). Currently, 68.6% of the grant, or \$743,130.10, has been expended ahead of the 04/15/2025 deadline.

EXECUTIVE SUMMARY

POLICY/OPERATIONS

No report this period.

LEGISLATIVE/ADVOCACY

On 10/28/2021, the Build Back Better Act (BBBA) framework was released by the White House. The framework of the landmark legislation will enable the construction, rehabilitation, and improvement of more than 1 million affordable homes, boosting housing supply and reducing price pressures for renters and homeowners. It will address the capital needs of the public housing stock all across the country (\$65 billion) and ensure it is not only safe and habitable but healthier and more energy efficient as well. Additionally, the BBBA would make a historic investment in rental assistance (\$25 billion), expanding vouchers to hundreds of thousands of additional families. This legislation cleared the House on 11/19/2021 by a vote of 220-213, following along party lines. The legislation has moved to the Senate with the hope it is enacted before the end of the year.

UPDATE: The BBBA seems to have hit a fatal snag. On December 19, Sen. Joe Manchin (D-WV) said that he will not support the Build Back Better Act (BBBA). Manchin cited growing inflation, the spread of the Omicron COVID-19 variant, and the national debt as his major concerns. It is likely that the White House will continue to try to work with Sen. Manchin to enact what the President views as the most critical provisions of the bill. As it currently stands, \$150 billion in funding for housing programs – including \$65 billion for the CFP program and \$24 billion for the HCV program – is at risk.

PUBLIC RELATIONS

No report this period.

STRATEGIC PLANNING

No report this period.

PUBLIC HOUSING PROGRAM

PUBLIC HOUSING PROGRAM

OCCUPANCY

CURRENT PERIOD	UNIT DAYS				UNIT MONTHS			
	UDA	UDL	OCC %	VAC %	UMA	UML	OCC %	VAC %
Moon Towers	5310	5241	98.7%	1.3%	177	175	98.9%	1.1%
Family Sites	5660	5660	100.0%	0.0%	190	190	100.0%	0.0%
Bluebell Tower	1530	1527	99.8%	0.2%	51	51	100.0%	0.0%
PH Total	12500	12428	99.4%	0.6%	418	416	99.5%	0.5%

FISCAL YTD	UNIT DAYS				UNIT MONTHS			
	UDA	UDL	OCC %	VAC %	UMA	UML	OCC %	VAC %
Moon Towers	43188	42768	99.0%	1.0%	1416	1416	100.0%	0.0%
Family Sites	46779	46779	100.0%	0.0%	1568	1568	100.0%	0.0%
Bluebell Tower	12444	12384	99.5%	0.5%	408	408	100.0%	0.0%
PH Total	102411	101931	99.5%	0.5%	3392	3392	100.0%	0.0%

	CURRENT PERIOD					FISCAL YTD				
	#	DOWN	MAINT.	LEASING	TOTAL	#	DOWN	MAINT.	LEASING	TOTAL
Moon Towers	5	0	22	121	143	16	9	218	245	472
Averages		0.0	4.4	24.2	28.6		0.6	13.6	15.3	29.5
Family Sites	5	14	20	12	46	23	63	156	77	296
Averages		2.8	4.0	2.4	9.2		2.7	6.8	3.3	12.9
Bluebell Tower	1	0	0	0	0	4	8	31	22	61
Averages		0.0	0.0	0.0	0.0		2.0	7.8	5.5	15.3
PH Total	11	14	42	133	189	43	80	405	344	829
Averages		1.3	3.8	12.1	17.2		1.9	9.4	8.0	19.3

Occupancy days are measured regarding maximizing rental potential and to minimize vacancy loss. Occupancy months are measured by HUD through its systems to assess the management capability of each PHA. The goal for each is 98.0%.

PUBLIC HOUSING PROGRAM

FINANCIAL ANALYSIS

	CURRENT PERIOD			FISCAL YTD		
	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR
Moon Towers						
Income	\$ 77,495.37	\$ 68,760.00	112.7%	\$ 671,676.90	\$ 604,230.00	111.2%
Expense	\$ 61,709.98	\$ 69,742.51	88.5%	\$ 521,414.62	\$ 567,158.08	91.9%
Revenue/(LOSS)	\$ 15,785.39	\$ (982.51)	-1606.6%	\$ 150,262.28	\$ 37,071.92	405.3%
Family Sites						
Income	\$ 98,218.92	\$ 94,302.00	104.2%	\$ 863,480.16	\$ 738,181.00	117.0%
Expense	\$ 72,854.67	\$ 91,420.08	79.7%	\$ 574,892.37	\$ 727,809.64	79.0%
Revenue/(LOSS)	\$ 25,364.25	\$ 2,881.92	880.1%	\$ 288,587.79	\$ 10,371.36	2782.5%
Bluebell Tower						
Income	\$ 22,098.79	\$ 18,985.92	116.4%	\$ 222,952.59	\$ 193,960.36	114.9%
Expense	\$ 16,801.85	\$ 21,966.83	76.5%	\$ 152,305.03	\$ 174,497.64	87.3%
Revenue/(LOSS)	\$ 5,296.94	\$ (2,980.91)	-177.7%	\$ 70,647.56	\$ 19,462.72	363.0%
PH Total						
Income	\$ 197,813.08	\$ 182,047.92	108.7%	\$ 1,758,109.65	\$ 1,536,371.36	114.4%
Expense	\$ 151,366.50	\$ 183,129.42	82.7%	\$ 1,248,612.02	\$ 1,469,465.36	85.0%
Revenue/(LOSS)	\$ 46,446.58	\$ (1,081.50)	-4294.6%	\$ 509,497.63	\$ 66,906.00	761.5%

	PROJ TEN REVENUE	A/R	TAR %
Moon Towers	\$ 436,526.54	\$ 23,367.49	5.35%
Family Sites	\$ 245,128.61	\$ 29,750.82	12.14%
Bluebell Tower	\$ 169,598.79	\$ 2,072.39	1.22%
PH Total	\$ 851,253.93	\$ 55,190.70	6.48%

	CASH POSITION	MIN. RESERVE	AVG MTH EXP	MENAR	EXCESS CASH
Moon Towers	\$ 637,344.61	\$ 260,719.07	\$ 65,179.77	9.78	\$ 376,625.54
Family Sites	\$ 751,848.71	\$ 287,446.19	\$ 71,861.55	10.46	\$ 464,402.53
Bluebell Tower	\$ 208,972.32	\$ 76,152.52	\$ 19,038.13	10.98	\$ 132,819.81
PH Total	\$ 1,598,165.64	\$ 624,317.77	\$ 156,079.44	10.24	\$ 973,847.87

PUBLIC HOUSING PROGRAM

MAINTENANCE

CURRENT PERIOD	REQ	COMP	COMP %	OPEN %	DAYS	AVG
Moon Towers	46	46	100.0%	0.0%	107	2.33
Family Sites	95	85	89.5%	10.5%	142	1.67
Bluebell Tower	17	16	94.1%	5.9%	59	3.69
PH Total	158	147	100.0%	0.0%	308	2.10

FISCAL YTD	REQ	COMP	COMP %	OPEN %	DAYS	AVG
Moon Towers	612	611	99.8%	0.2%	1245	2.04
Family Sites	945	932	98.6%	1.4%	1589	1.70
Bluebell Tower	204	203	99.5%	0.5%	525	2.59
PH Total	1761	1746	100.0%	0.0%	3359	1.92

MAINTENANCE - EMERGENCY WORK ORDERS

CURRENT PERIOD	REQ	< 24	< 24 %	FX 72	FX 72 %	OPEN	OPEN %
Moon Towers	4	4	100.0%	4	100.0%	0	0.0%
Family Sites	12	12	100.0%	12	100.0%	0	0.0%
Bluebell Tower	0	0	100.0%	0	100.0%	0	100.0%
PH Total	16	16	100.0%	16	100.0%	0	0.0%

FISCAL YTD	REQ	< 24	< 24 %	FX 72	FX 72 %	OPEN	OPEN %
Moon Towers	65	65	100.0%	4	6.2%	0	0.0%
Family Sites	93	93	100.0%	93	100.0%	0	0.0%
Bluebell Tower	11	11	100.0%	11	100.0%	0	0.0%
PH Total	169	169	100.0%	108	63.9%	0	0.0%

MAINTENANCE - ANNUAL INSPECTIONS

FISCAL YTD	TOTAL	MTD	YTD	REM	COMP	#	WO	DONE	%
Moon Towers	195	2	2	193	1.0%	0	2	2	100.0%
Family Sites	424	0	79	345	18.6%	404	16	14	87.5%
Bluebell Tower	65	2	4	63	3.1%	0	4	4	100.0%
PH Total	684	4	85	601	12.1%	404	22	20	16.1%

PUBLIC HOUSING PROGRAM

MAINTENANCE - UNIT TURN

CURRENT PERIOD	#	DOWN	AVG	MAINT.	AVG	TOTAL	AVG
Moon Towers	3	0	0.00	22	7.33	22	7.33
Family Sites	3	14	4.67	20	6.67	34	11.33
Bluebell Tower	0	0	0.00	0	0.00	0	0.00
PH Total	6	14	2.33	42	7.00	56	9.33

FISCAL YTD	#	DOWN	AVG	MAINT.	AVG	TOTAL	AVG
Moon Towers	16	9	0.56	218	13.63	227	14.19
Family Sites	22	63	2.86	156	7.09	219	9.95
Bluebell Tower	4	8	2.00	31	7.75	39	9.75
PH Total	42	80	1.90	405	9.64	485	11.55

MANAGEMENT OPERATIONS

MANAGEMENT - EFFICIENCY

	APPEAR	PIC	EIV	FILE	CSSR	TENANT
Moon Towers	98.2%	100.0%	25.0%	0.0%	100.0%	49.9%
Family Sites	87.3%	100.0%	25.0%	3.5%	100.0%	61.2%
Bluebell Tower	97.1%	100.0%	25.0%	0.0%	100.0%	46.1%

PUBLIC HOUSING PROGRAM

MANAGEMENT - PEST CONTROL

NEW INFESTATIONS	<u>BB</u>	<u>CR</u>	<u>QI</u>	<u>ROD</u>	<u>VER</u>	<u>TOT</u>	<u>TRT</u>	<u>%</u>
Moon Towers	1	1	0	0	0	2	3	150.0%
Family Sites	1	3	0	0	0	4	1	25.0%
Bluebell Tower	0	0	0	0	0	0	0	100.0%
PH Total	2	4	0	0	0	6	4	66.7%

INFESTATIONS - CP	<u>BB</u>	<u>CR</u>	<u>QI</u>	<u>ROD</u>	<u>VER</u>	<u>TOT</u>	<u>UNITS</u>	<u>% AFF</u>	<u>CLEAR</u>
Moon Towers	20	63	0	0	0	83	177	46.9%	23
Family Sites	3	7	0	0	0	10	196	5.1%	2
Bluebell Tower	0	5	0	0	0	5	51	9.8%	3
PH Total	23	75	0	0	0	98	424	23.1%	28

INFESTATIONS - YTD	<u>BB</u>	<u>CR</u>	<u>QI</u>	<u>ROD</u>	<u>VER</u>	<u>TOT</u>	<u>UNITS</u>	<u>% AFF</u>	<u>CLEAR</u>	<u>AVG DAYS</u>
Moon Towers	99	308	0	0	0	407	1416	28.7%	34	118.27
Family Sites	19	32	0	0	0	51	1568	3.3%	6	59.67
Bluebell Tower	0	20	0	0	0	20	408	4.9%	6	54.17
PH Total	118	360	0	0	0	478	3392	14.1%	46	77.37

CRIME REPORTING

FISCAL YTD	<u>VIOLENT CRIMES</u>			<u>THEFT</u>			<u>OTHER CRIMES</u>		
	<u>ASS/BAT</u>	<u>MUR</u>	<u>SEX</u>	<u>BURG</u>	<u>ROB</u>	<u>THEFT</u>	<u>DOM</u>	<u>DRUG</u>	<u>OTHER</u>
Moon Towers									
Reported Crimes	0	0	0	0	0	0	0	0	0
Crime Rates	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Family Sites									
Reported Crimes	2	0	1	0	0	9	22	0	406
Crime Rates	326.3	0.0	163.1	0.0	0.0	1468.2	3588.9	0.0	66231.6
Bluebell Tower									
Reported Crimes	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Crime Rates	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Galesburg - CR	297.8	3.3	115.8	774.3	43.0	3239.6	1345.9	829.3	0.0
Knox County - CR	363.8	8.7	78.0	623.7	8.7	701.7	1345.9	3560.3	0.0

No notes for this period.

PUBLIC HOUSING PROGRAM

PHAS ASSESSMENT

	<u>P - 100</u>	<u>P - 40</u>	<u>MASS</u>	<u>FASS</u>	<u>CFP</u>	<u>OVERALL</u>	<u>DESIGNATION</u>
Moon Towers	97.38	38.95	21.00	25.00	10.00	94.95	HIGH PERFORMER
Family Sites	95.00	38.00	21.00	25.00	10.00	94.00	HIGH PERFORMER
Bluebell Tower	99.8	39.92	25.00	25.00	10.00	99.92	HIGH PERFORMER
PH Total		38.63	21.48	25.00	10.00	95.11	HIGH PERFORMER

PROPERTY SCORECARDS

<u>CURRENT PERIOD</u>	<u>MAINT</u>	<u>OCC</u>	<u>FINANCE</u>	<u>MGMT</u>	<u>TENANT</u>	<u>PHAS</u>	<u>OVERALL</u>	<u>DESIGNATION</u>
Moon Towers	3.65	3.55	2.45	2.10	3.00	3.75	3.08	STANDARD
Family Sites	3.20	3.10	3.05	2.10	3.00	3.75	3.05	STANDARD
Bluebell Tower	3.55	3.70	2.30	2.10	2.50	4.00	3.07	STANDARD
PH Total	3.43	3.36	2.71	2.10	2.94	3.78	3.06	STANDARD

<u>FISCAL YTD</u>	<u>MAINT</u>	<u>OCC</u>	<u>FINANCE</u>	<u>MGMT</u>	<u>TENANT</u>	<u>PHAS</u>	<u>OVERALL</u>	<u>DESIGNATION</u>
Moon Towers	3.00	3.55	2.15	2.20	2.50	3.75	2.89	STANDARD
Family Sites	3.35	3.60	2.15	2.10	2.50	3.75	2.94	STANDARD
Bluebell Tower	3.65	3.55	2.45	2.30	2.00	4.00	3.09	STANDARD
PH Total	3.24	3.57	2.19	2.17	2.44	3.78	2.94	STANDARD

HOUSING CHOICE VOUCHER PROGRAM

HOUSING CHOICE VOUCHER PROGRAM

APPLICATION/WAIT LIST

WAIT LIST	WL PRIOR	APPLICATIONS				VOU. ISSUED	WL CURRENT	WL AVG
		NEW	DENIED	INACTIVE	PURGED			
JAN	151	16	1	0	0	2	164	164.00
FEB	164	18	28	1	0	1	152	158.00
MAR	152	25	19	0	0	3	155	157.00
APR	131	347	200	8	0	106	164	158.75
MAY	131	75	0	0	0	11	195	166.00
JUN	195	101	36	0	0	19	177	167.93
JUL	177	30	22	4	0	1	180	169.57
AUG	180	53	16	0	0	3	214	175.13
SEPT	214	20	12	2	0	7	213	179.33
OCT	213	33	17	2	9	2	216	179.33
NOV	216	31	44	3	0	3	197	184.27
DEC								
TOTAL								

VOUCHER ACTIVITY	PRIOR SEARCH	VOUCHER ACTIVITY						VOUCH. SEARCH
		ISSUED	EXPIRED	REVOKE	PORTS	FORFEIT	LEASED	
JAN	6	2	5	0	0	0	2	1
FEB	4	0	1	0	0	0	0	3
MAR	17	3	1	0	0	0	7	12
APR	33	4	2	0	0	0	5	30
MAY	65	2	2	1	0	0	4	60
JUN	52	8	0	1	0	0	1	58
JUL	47	9	1	1	0	3	3	48
AUG	34	1	3	1	0	0	5	26
SEPT	37	14	1	0	0	0	2	48
OCT	48	2	0	0	0	0	0	50
NOV	50	3	0	0	1	1	0	51
DEC								
TOTAL		48	16	4	1	4	29	

HOUSING CHOICE VOUCHER PROGRAM

HOUSING ASSISTANCE PAYMENT (HAP) DETAIL – KNOX COUNTY

KNOX CO. HAP STATS	KNOX CO. VOUCH	HAP		% to HAP TOTAL	PER UNIT COST	ROLLING AVG
		KNOX CO.	TOTAL			
JAN	194	\$ 66,765.00	\$ 81,046.45	82.38%	\$ 344.15	\$ 344.15
FEB	194	\$ 67,853.00	\$ 80,073.00	84.74%	\$ 349.76	\$ 346.95
MAR	194	\$ 67,912.00	\$ 80,042.00	84.85%	\$ 350.06	\$ 347.99
APR	194	\$ 69,101.00	\$ 79,379.00	87.05%	\$ 356.19	\$ 350.04
MAY	194	\$ 66,199.00	\$ 78,815.00	83.99%	\$ 341.23	\$ 348.28
JUN	194	\$ 70,500.00	\$ 77,678.00	90.76%	\$ 363.40	\$ 350.80
JUL	196	\$ 69,386.00	\$ 79,439.00	87.35%	\$ 354.01	\$ 351.26
AUG	196	\$ 69,916.00	\$ 80,114.00	87.27%	\$ 356.71	\$ 351.94
SEPT	195	\$ 67,918.00	\$ 78,050.00	87.02%	\$ 348.30	\$ 351.54
OCT	194	\$ 67,388.00	\$ 77,955.00	86.44%	\$ 347.36	\$ 351.12
NOV	189	\$ 68,258.00	\$ 79,693.00	85.65%	\$ 361.15	\$ 352.82
DEC						
TOTAL	2134	\$ 751,196.00	\$ 872,284.45	86.12%	\$ 352.01	

HOUSING ASSISTANCE PAYMENT (HAP) DETAIL – PORTABILITY

PORTABILITY HAP STATS	PORTED VOUCH.	HAP		% to HAP TOTAL	PER UNIT COST	ROLLING AVG
		PORTED	TOTAL			
JAN	8	\$ 11,968.45	\$ 81,046.45	14.77%	\$ 1,496.06	\$ 1,496.06
FEB	8	\$ 10,278.00	\$ 80,073.00	12.84%	\$ 1,284.75	\$ 1,390.40
MAR	8	\$ 10,278.00	\$ 80,042.00	12.84%	\$ 1,284.75	\$ 1,355.19
APR	8	\$ 10,278.00	\$ 79,379.00	12.95%	\$ 1,284.75	\$ 1,377.58
MAY	8	\$ 10,625.00	\$ 78,815.00	13.48%	\$ 1,328.13	\$ 1,335.69
JUN	8	\$ 5,324.00	\$ 77,678.00	6.85%	\$ 665.50	\$ 1,223.99
JUL	8	\$ 8,536.00	\$ 79,439.00	10.75%	\$ 1,067.00	\$ 1,201.56
AUG	7	\$ 8,611.00	\$ 80,114.00	10.75%	\$ 1,230.14	\$ 1,205.13
SEPT	7	\$ 8,611.00	\$ 78,050.00	11.03%	\$ 1,230.14	\$ 1,207.28
OCT	8	\$ 8,757.00	\$ 77,955.00	11.23%	\$ 1,094.63	\$ 1,196.58
NOV	8	\$ 8,746.00	\$ 79,693.00	10.97%	\$ 1,093.25	\$ 1,187.19
DEC						
TOTAL	86	\$ 102,012.45	\$ 872,284.45	11.69%	\$ 1,186.19	

HOUSING CHOICE VOUCHER PROGRAM

PROGRAM UTILIZATION

VOUCHER - UTILIZATION				BUDGET AUTHORITY - UTILIZATION				
MON	ACC	UML	%	HAP EXPENSE	BUDG. AUTH.	NRP	BA + NRP	%
JAN	280	203	72.50%	\$ 81,046.45	\$ 77,482.00	\$ 12,367.55	\$ 89,849.55	90.20%
FEB	280	203	72.50%	\$ 161,285.00	\$ 154,964.00	\$ 4,123.55	\$ 159,087.55	101.38%
MAR	280	204	72.86%	\$ 241,327.45	\$ 232,446.00	\$ (2,270.45)	\$ 230,175.55	104.84%
APR	280	203	72.50%	\$ 320,359.59	\$ 310,169.00	\$ 940.41	\$ 311,109.41	102.97%
MAY	280	203	72.50%	\$ 398,950.45	\$ 387,711.00	\$ (13,710.88)	\$ 374,000.12	106.67%
JUN	280	203	72.50%	\$ 477,680.45	\$ 465,253.00	\$ (10,080.88)	\$ 455,172.12	104.95%
JUL	280	205	73.21%	\$ 557,119.45	\$ 539,462.00	\$ (7,512.88)	\$ 531,949.12	104.73%
AUG	280	203	72.50%	\$ 635,646.45	\$ 616,528.00	\$ (5,648.88)	\$ 610,879.12	104.05%
SEPT	280	202	72.14%	\$ 712,175.45	\$ 693,594.00	\$ (1,786.88)	\$ 691,807.12	102.94%
OCT	280	202	72.14%	\$ 788,320.45	\$ 770,660.00	\$ 2,459.12	\$ 773,119.12	101.97%
NOV	280	197	70.36%	\$ 865,324.45	\$ 847,726.00	\$ 5,135.12	\$ 852,861.12	101.46%
DEC								

SEMAP scoring for voucher utilization (lease up) is based on % to baseline (280) of total voucher leased, or % of budget authority + NRP expended. To attain full points (20), the agency must achieve 98.0% utilization.

SEMAP FORECAST

SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM							
CATEGORY	PTS.	AVAIL.	SCORE	CATEGORY	PTS.	AVAIL.	SCORE
Wait List Management	15.0	15.0	100.00%	HQS - Pre-Contract	5.0	5.0	100.00%
Rent Reasonableness	20.0	20.0	100.00%	HQS - Annual Inspections	10.0	10.0	100.00%
Tenant Files	25.0	25.0	100.00%	Payment Standards	5.0	5.0	100.00%
Utility Allowances	5.0	5.0	100.00%	Annual Reexaminations	10.0	10.0	100.00%
HQS - Quality Control	5.0	5.0	100.00%	HAP/Voucher Utilization	20.0	20.0	100.00%
HQS - Enforcement	10.0	10.0	100.00%	SEMAP FORECAST	130.0	130.0	100.00%
				SEMAP FORECAST		High Performer	

Based on current trending, the agency would score as **High Performer** for the current SEMAP cycle.

AFFORDABLE HOUSING PRESERVATION (AHP)

AFFORDABLE HOUSING PRESERVATION (AHP)

OCCUPANCY

CURRENT PERIOD	UNIT DAYS				UNIT MONTHS			
	UDA	UDL	OCC %	VAC %	UMA	UML	OCC %	VAC %
Brentwood	2160	2087	96.6%	3.4%	72	71	98.6%	1.4%
Prairieland	1950	1918	98.4%	1.6%	65	65	100.0%	0.0%
AHP Total	4110	4005	97.4%	2.6%	137	136	99.3%	0.7%

FISCAL YTD	UNIT DAYS				UNIT MONTHS			
	UDA	UDL	OCC %	VAC %	UMA	UML	OCC %	VAC %
Brentwood	17568	17303	98.5%	1.5%	576	576	100.0%	0.0%
Prairieland	15860	15747	99.3%	0.7%	520	520	100.0%	0.0%
AHP Total	33428	33050	98.9%	1.1%	1096	1096	100.0%	0.0%

	#	CURRENT PERIOD				#	FISCAL YTD			
		DOWN	MAINT.	LEASING	TOTAL		DOWN	MAINT.	LEASING	TOTAL
Brentwood	1	30	13	0	43	12	66	67	48	181
Averages		30.0	13.0	0.0	43.0		5.5	5.6	4.0	15.1
Prairieland	3	3	8	2	13	12	18	67	15	100
Averages		1.0	2.7	0.7	4.3		1.5	5.6	1.3	8.3
PH Total	4	33	21	2	56	24	84	134	63	281
Averages		8.3	5.3	0.5	14.0		3.5	5.6	2.6	11.7

Occupancy days are measured regarding maximizing rental potential and to minimize vacancy loss. Occupancy months are measured by HUD through its systems to assess the management capability of each PHA. The goal for each is 98.0%.

AFFORDABLE HOUSING PRESERVATION (AHP)

FINANCIAL ANALYSIS

	CURRENT PERIOD			FISCAL YTD		
	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR
Brentwood						
Income	\$ 34,084.01	\$ 343,333.00	9.9%	\$ 269,229.34	\$ 274,664.00	98.0%
Expense	\$ 31,124.70	\$ 29,978.00	103.8%	\$ 216,092.79	\$ 251,208.00	86.0%
Revenue/(LOSS)	\$ 2,959.31	\$ 313,355.00	0.9%	\$ 53,136.55	\$ 23,456.00	226.5%
Prairieland						
Income	\$ 31,001.00	\$ 29,681.00	104.4%	\$ 235,485.87	\$ 237,549.00	99.1%
Expense	\$ 27,504.03	\$ 22,405.00	122.8%	\$ 202,337.14	\$ 195,705.00	103.4%
Revenue/(LOSS)	\$ 3,496.97	\$ 7,276.00	48.1%	\$ 33,148.73	\$ 41,844.00	79.2%
AHP Total						
Income	\$ 65,085.01	\$ 373,014.00	17.4%	\$ 504,715.21	\$ 512,213.00	98.5%
Expense	\$ 58,628.73	\$ 52,383.00	111.9%	\$ 418,429.93	\$ 446,913.00	93.6%
Revenue/(LOSS)	\$ 6,456.28	\$ 320,631.00	2.0%	\$ 86,285.28	\$ 65,300.00	132.1%

	PROJ TEN REVENUE	A/R	TAR %
Brentwood	\$ 403,720.26	\$ 2,488.25	0.62%
Prairieland	\$ 308,350.50	\$ 5,537.00	1.80%
AHP Total	\$ 712,070.76	\$ 8,025.25	1.13%

	CASH POSITION	MIN. RESERVE	AVG MTH EXP	MENAR	EXCESS CASH
Brentwood	\$ 146,255.67	\$ 108,046.40	\$ 27,011.60	5.41	\$ 38,209.28
Prairieland	\$ (114,957.73)	\$ 101,168.57	\$ 25,292.14	-4.55	\$ (216,126.30)
AHP Total	\$ 31,297.94	\$ 209,214.97	\$ 52,303.74	0.60	\$ (177,917.03)

AFFORDABLE HOUSING PRESERVATION (AHP)

MAINTENANCE REPORT

MAINTENANCE - UNIT TURN

CURRENT PERIOD	#	DOWN	AVG	MAINT.	AVG	TOTAL	AVG
Brentwood	1	30	30.00	13	13.00	43	43.00
Prairieland	2	3	1.50	8	4.00	11	5.50
AHP Total	3	33	11.00	21	7.00	54	18.00

FISCAL YTD	#	DOWN	AVG	MAINT.	AVG	TOTAL	AVG
Brentwood	12	66	5.50	67	5.58	133	11.08
Prairieland	12	18	1.50	67	5.58	85	7.08
AHP Total	24	84	3.50	134	5.58	218	9.08

MAINTENANCE - ROUTINE WORK ORDERS

CURRENT PERIOD	REQ	COMP	COMP %	OPEN %	DAYS	AVG
Brentwood	55	50	90.9%	9.1%	6.4	0.13
Prairieland	36	32	88.9%	11.1%	3.43	0.11
AHP Total	91	82	100.0%	0.0%	9.83	0.12

FISCAL YTD	REQ	COMP	COMP %	OPEN %	DAYS	AVG
Brentwood	230	225	97.8%	2.2%	21.33	0.09
Prairieland	239	235	98.3%	1.7%	23.72	0.10
AHP Total	469	460	100.0%	0.0%	45.05	0.10

MAINTENANCE - EMERGENCY WORK ORDERS

CURRENT PERIOD	REQ	< 24	< 24 %	FX 72	FX 72 %	OPEN	OPEN %
Brentwood	11	11	100.0%	11	100.0%	0	0.0%
Prairieland	9	9	100.0%	9	100.0%	0	0.0%
AHP Total	20	20	100.0%	20	100.0%	0	0.0%

FISCAL YTD	REQ	< 24	< 24 %	FX 72	FX 72 %	OPEN	OPEN %
Brentwood	142	142	100.0%	142	100.0%	0	0.0%
Prairieland	66	66	100.0%	66	100.0%	0	0.0%
AHP Total	208	208	100.0%	208	100.0%	0	0.0%

AFFORDABLE HOUSING PRESERVATION (AHP)

MAINTENANCE - ANNUAL INSPECTIONS

FISCAL YTD	TOTAL	MTD	YTD	REM	COMP	#	WO	DONE	%
Brentwood	96	12	65	39	59.4%	74	0	44	100.0%
PrairieLand	102	14	93	20	80.4%	124	0	88	100.0%
AHP Total	198	26	158	59	70.2%	198	0	132	100.0%

MANAGEMENT OPERATIONS

MANAGEMENT - EFFICIENCY

	APPEAR	PIC	EIV	FILE	CSSR	TENANT
Brentwood	93.2%	0.0%	0.0%	100.0%	100.0%	98.8%
PrairieLand	93.6%	0.0%	25.0%	89.7%	100.0%	89.9%

MANAGEMENT - PEST CONTROL

NEW INFESTATIONS	BB	CR	OI	ROD	VER	TOT	TRT	%
Brentwood	0	0	0	0	0	0	0	100.0%
PrairieLand	0	1	0	0	0	1	1	100.0%
AHP Total	0	1	0	0	0	1	1	100.0%

INFESTATIONS - CP	BB	CR	OI	ROD	VER	TOT	UNITS	% AFF	CLEAR
Brentwood	0	0	0	0	0	0	72	0.0%	1
PrairieLand	0	3	0	0	0	3	66	4.5%	1
AHP Total	0	3	0	0	0	3	138	2.2%	2

INFESTATIONS - YTD	BB	CR	OI	ROD	VER	TOT	UNITS	% AFF	CLEAR	AVG DAYS
Brentwood	3	33	0	0	0	36	576	6.3%	5	103.50
PrairieLand	2	12	0	0	0	14	528	2.7%	4	32.00
AHP Total	5	45	0	0	0	50	1104	4.5%	9	67.75

AFFORDABLE HOUSING PRESERVATION (AHP)

CRIME REPORTING

FISCAL YTD	VIOLENT CRIMES				THEFT		OTHER CRIMES		
	ASS/BAT	MUR	SEX	BURG	ROB	THEFT	DOM	DRUG	OTHER
Brentwood									
Reported Crimes	1	0	0	0	0	0	3	0	43
Crime Rates	689.7	0.0	0.0	0.0	0.0	0.0	2069.0	0.0	29655.2
Prairieland									
Reported Crimes	0	0	0	0	0	1	1	0	33
Crime Rates	0.0	0.0	0.0	0.0	0.0	729.9	729.9	0.0	24087.6
Galesburg - CR	297.8	3.3	115.8	774.3	43.0	3239.6	1345.9	829.3	0.0
Knox County - CR	363.8	8.7	78.0	623.7	8.7	701.7	1345.9	3560.3	0.0

AFFORDABLE HOUSING PRESERVATION (AHP)

OPERATIONS ASSESSMENT

	<u>P - 100</u>	<u>P - 40</u>	<u>MASS</u>	<u>FASS</u>	<u>CFP</u>	<u>OVERALL</u>	<u>DESIGNATION</u>
Brentwood	98.00	39.20	25.00	22.30	10.00	96.50	HIGH PERFORMER
Prairieland	98.00	39.20	23.00	2.00	10.00	74.20	STANDARD PERFORMER
AHP Total		39.20	24.04	12.59	10.00	85.83	STANDARD PERFORMER

PROPERTY SCORECARDS

<u>CURRENT PERIOD</u>	<u>MAINT</u>	<u>OCC</u>	<u>FINANCE</u>	<u>MGMT</u>	<u>TENANT</u>	<u>PHAS</u>	<u>OVERALL</u>	<u>DESIGNATION</u>
Brentwood	3.05	3.60	3.10	3.10	3.50	3.75	3.34	STANDARD
Prairieland	3.40	3.70	2.80	2.50	3.00	3.25	3.15	STANDARD
AHP Total	3.22	3.65	2.96	2.81	3.26	3.51	3.25	STANDARD

<u>FISCAL YTD</u>	<u>MAINT</u>	<u>OCC</u>	<u>FINANCE</u>	<u>MGMT</u>	<u>TENANT</u>	<u>PHAS</u>	<u>OVERALL</u>	<u>DESIGNATION</u>
Brentwood	3.45	3.85	2.80	2.90	2.00	3.75	3.28	STANDARD
Prairieland	3.70	4.00	2.20	2.70	2.00	3.25	3.10	STANDARD
AHP Total	3.57	3.92	2.51	2.80	2.00	3.51	3.19	STANDARD

This assessment is based on actual operational data for the current fiscal year.

AGENCY VISION

AGENCY VISION

WHO WE ARE.

The Knox County Housing Authority is a dynamic force in our community, providing high-quality affordable housing opportunities for individuals and families, while promoting self-sufficiency, empowerment, and a sense of community development.

Further, we will partner with other agencies to implement programs and services designed to help our families to not only succeed, but thrive.

WHAT WE DO.

The KCHA is the largest owner of rental housing in Knox County, Illinois, providing homes to over 1,300 people. We currently have 424 units of public housing – 196 units of family housing and 228 units for single, elderly, and disabled individuals. The agency also oversees 200 Housing Choice Vouchers (Section 8), as well as 138 units of affordable housing. In all, the KCHA provides or funds 762 units of affordable living.

WHO WE SERVE.

The population we serve is as diverse as the community we live in. Our clients represent a broad range of cultures, backgrounds, and stages in life – from hard working individuals and families to persons with disabilities and special needs to single parents seeking to improve the quality of life for their families.

Each year, the combination of low wages, unemployment, rising housing costs, and generational poverty affects thousands of residents in Knox County. The epidemic has reached crisis-level. The Knox County Housing Authority is here to help.

