

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
4/28/2020
10:00 a.m.

Opening	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve Previous Meeting Minutes	Chairperson Payton
<input type="checkbox"/> Jared Hawkinson	Review/Ratify 03-2020 Financial Reports	Chairperson Payton
<input type="checkbox"/> Lomac Payton	Review/Ratify 03-2020 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Joseph Riley	COCC:	\$ 50,120.04
<input type="checkbox"/> Sara Robison	Moon Towers:	\$ 76,879.28
<input type="checkbox"/> Paula Sanford	Family:	\$ 90,063.41
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 19,573.79
<u>Excused:</u>	HCV:	\$ 75,657.67
	Brentwood:	\$ 26,866.88
	Prairieland:	\$ 26,625.38
<u>Others Present:</u>	Capital Fund 2018:	\$ 95,726.25
	Capital Fund 2019:	\$ 5,051.00

Old Business	Review/Approve Resolution 2020-04 KCHA Supply-Service Vendor List for FYE 03/31/2021	Derek Antoine
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New Business	Review/Approve Resolution 2020-06 KCHA Adoption of HUD COVID-19 Waiver Procedures	Derek Antoine
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Reports	Executive Director's Report – No Report	Derek Antoine
	KCHA Legal Counsel Report – No Report	Jack Ball

board agenda

Other Business

COVID-19 Update – KCHA Operations

Derek Antoine

Adjournment

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
March 31, 2020**

The regular meeting of the Board of Commissioners of the Knox County Housing Authority was held virtually via Zoom Meetings. Roll call was taken, and the following Commissioners were present:

PRESENT: Wayne Allen
 Jared Hawkinson
 Lomac Payton
 Joseph Riley
 Sara Robison
 Paula Sanford

EXCUSED: Paul H. Stewart

ABSENT:

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 10:00 a.m.

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

Chairperson Payton then requested the Board review and ratify the February 2020 financial reports. After brief discussion, Commissioner Riley made a motion to ratify the financial reports for February 2020 as presented; Commissioner Hawkinson seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Riley - aye
Commissioner Robison - aye

Motion Carried, 5-0.

February 2020 claims against the HA Administration in the sum of \$426,763.85; Central Office Cost Center in the sum of \$43,456.62; Moon Towers in the sum of \$77,985.93; Family in the sum of \$139,782.14; Bluebell in the sum of \$17,109.91; Housing Choice Voucher Program in the sum of \$84,505.35; Brentwood (A.H.P.) in the sum of \$33,030.29; Prairieland (A.H.P.) in the sum of \$30,893.61; Capital Fund '18 in the sum of \$0.00; and Capital Fund '19 in the sum of \$0.00 were presented for approval. Commissioner Hawkinson made a motion to ratify the claims and bills for February 2020; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Riley - aye
Commissioner Robison - aye

Motion Carried, 5-0.

OLD BUSINESS

None.

NEW BUSINESS

Commissioner Sanford joined the meeting at this time.

Mr. Antoine asked the Board to review and approve Resolution 2020-02 COVID-19 Response/Operating Procedures. Mr. Antoine updated the Board on agency actions that have been taken in response to the COVID-19 pandemic. These actions are outlined in the Board resolution. After brief discussion, Commissioner Hawkinson made a motion to approve Resolution 2020-02 COVID-19 Response/Operating Procedures which authorizes previous and future action taken by the Executive Director, or his designee(s), during the COVID-19 pandemic deemed necessary to ensure continued agency operations; Commissioner Allen seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Hawkinson - aye
- Commissioner Payton - aye
- Commissioner Riley - aye
- Commissioner Robison - aye
- Commissioner Sanford - aye

Motion Carried, 6-0.

Commissioner Robison briefly stepped out of the meeting.

Mr. Antoine asked the Board to review and approve Resolution 2020-03 KCHA FYE 03/31/2021 Operating Budget. Mr. Antoine highlighted several budget submission items that are also outlined in the Board resolution. After brief discussion, Commissioner Sanford made a motion to approve Resolution 2020-03 KCHA FYE 03/31/2021 Operating Budget; Commissioner Allen seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Hawkinson - aye
- Commissioner Payton - aye
- Commissioner Riley - aye
- Commissioner Sanford - aye

Motion Carried, 5-0.

Mr. Antoine asked the Board to review and approve Resolution 2020-04 Supply/Service Vendor Listing for 03/31/2021. After brief discussion, Commissioner Allen made a motion to approve Resolution 2020-04 Supply/Service Vendor Listing for 03/31/2021; Commissioner Sanford seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Hawkinson - aye
- Commissioner Payton - aye
- Commissioner Riley - aye
- Commissioner Sanford - aye

Motion Carried, 5-0.

Mr. Antoine asked the Board to review and approve Resolution 2020-05 Uncollectible Debt Charge-Off for Period Ending 03/31/2020. After brief discussion, Commissioner Allen made a motion to approve Resolution 2020-

05 Uncollectible Debt Charge-Off for Period Ending 03/31/2020 in the amount of \$4,088.83; Commissioner Sanford seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Riley - aye
Commissioner Sanford - aye

Motion Carried, 5-0.

Commissioner Robison returned to the meeting.

Mr. Antoine asked the Board to review and approve Pay Request from Union Flooring Services. Mr. Antoine reported that the work had been completed satisfactorily but the invoice amount exceeded the Executive Director's threshold of payment authority. After brief discussion, Commissioner Hawkinson made a motion to approve Pay Request to Union Flooring Services in the amount of \$12,039.00; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Riley - aye
Commissioner Robison - aye
Commissioner Sanford - aye

Motion Carried, 6-0.

REPORTS

There was not an Executive Director report, nor a Legal Counsel report distributed this month. Mr. Ball gave an update relative to COVID-19 on the schedule at the Knox County Courthouse and the status of pending cases.

OTHER BUSINESS

Mr. Antoine reported that the Family Sites had the REAC physical inspection at the end of February 2020. The Family Sites achieved a score of 95.

ADJOURNMENT

Commissioner Allen made a motion to adjourn the meeting at 10:35 a.m.; Commissioner Hawkinson seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Riley - aye
Commissioner Robison - aye
Commissioner Sanford - aye

Motion Carried, 6-0.

Respectfully submitted,

Secretary

Knox County Housing Authority
CLAIMS REPORT - LOW RENT
 March, 2020

	Current Period	Last Year Same	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	17,733.57	35,430.93	-17,697.36	290,316.69
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	15,953.84	15,953.84	0.00	191,526.67
Administrative Expenses	4,304.80	3,967.12	337.68	22,309.16
Teneant Services	206.87	141.45	65.42	1,426.12
Utilities	18,721.86	25,015.04	-6,293.18	90,588.00
Maintenance Supplies/Contracts	13,979.56	-21,347.09	35,326.65	124,129.48
Mileage	0.00	0.00	0.00	0.00
General Expenses	5,978.78	3,732.02	2,246.76	79,563.49
Non-Routine Expense	0.00	0.00	0.00	0.00
TOTAL MOON TOWERS CLAIMS	76,879.28	62,893.31	13,985.97	799,859.61
AMP002 - FAMILY				
Salaries	41,980.66	65,198.53	-23,217.87	526,908.38
Employee W/H Payments	0.00	-2,574.62	2,574.62	0.00
Management Fees	17,191.51	16,809.15	382.36	204,576.15
Administrative Expenses	2,933.98	-10,604.44	13,538.42	36,503.11
Teneant Services	0.00	0.00	0.00	423.93
Utilities	4,365.57	7,767.72	-3,402.15	27,475.11
Maintenance Supplies/Contracts	16,227.68	17,394.76	-1,167.08	251,985.40
Mileage	20.70	0.00	20.70	81.08
General Expenses	7,343.31	9,847.26	-2,503.95	84,675.64
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	90,063.41	103,838.36	-13,774.95	1,132,628.80
AMP003 - BLUEBELL				
Salaries	4,888.95	13,653.53	-8,764.58	67,429.41
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,458.91	4,539.50	-80.59	54,715.77
Administrative Expenses	1,149.68	1,466.05	-316.37	10,745.21
Teneant Services	0.00	0.00	0.00	74.72
Utilities	4,442.13	4,954.45	-512.32	24,183.36
Maintenance Supplies/Contracts	2,120.68	-17,292.65	19,413.33	48,168.04
Mileage	0.00	12.76	-12.76	-12.76
General Expenses	2,513.44	4,260.63	-1,747.19	33,859.62
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL BLUEBELL CLAIMS	19,573.79	11,594.27	7,979.52	239,163.37
COCC				
Salaries	36,959.16	49,200.28	-12,241.12	462,621.91
Employee W/H Payments	1,348.27	11,194.51	-9,846.24	2,049.46
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	8,487.37	9,471.93	-984.56	83,530.81
Teneant Services	0.00	0.00	0.00	0.00
Utilities	889.32	1,357.19	-467.87	4,230.09
Maintenance Supplies/Contracts	15.30	45.00	-29.70	1,183.50
Mileage	0.00	0.00	0.00	0.00
General Expenses	2,420.62	4,505.36	-2,084.74	15,552.15
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	50,120.04	75,774.27	-25,654.23	569,167.92
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	101,562.34	163,483.27	-61,920.93	1,347,276.39
Employee W/H Payments	1,348.27	8,619.89	-7,271.62	2,049.46
Management Fees	37,604.26	37,302.49	301.77	450,818.59
Administrative Expenses	16,875.83	4,300.66	12,575.17	153,088.29
Teneant Services	206.87	141.45	65.42	1,924.77
Utilities	28,418.88	39,094.40	-10,675.52	146,476.56
Maintenance Supplies	32,343.22	-21,199.98	53,543.20	425,466.42
Mileage	20.70	12.76	7.94	68.32
General Expenses	18,256.15	22,345.27	-4,089.12	213,650.90
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL LOW RENT CLAIMS	236,636.52	254,100.21	-17,463.69	2,740,819.70

Knox County Housing Authority
CLAIMS REPORT - AHP / HCV
March, 2020

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	8,921.20	13,609.72	-4,688.52
Employee W/H Payments	0.00	0.00	0.00
Management Fees	6,360.48	5,746.30	614.18
Administrative Expenses	826.39	3,718.59	-2,892.20
Utilities	3,796.36	4,873.13	-1,076.77
Maintenance Supplies/Contracts	2,062.10	-102,544.89	104,606.99
Tax & Insurance Expenses	3,042.66	1,498.96	1,543.70
Finacial Expenses	1,857.69	1,907.24	-49.55
TOTAL BRENTWOOD CLAIMS	<u>26,866.88</u>	<u>-71,190.95</u>	<u>98,057.83</u>
PRAIRIELAND			
Salaries	8,920.97	13,403.29	-4,482.32
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,703.76	5,335.85	367.91
Administrative Expenses	670.11	3,772.44	-3,102.33
Utilities	4,856.26	4,780.04	76.22
Maintenance Supplies/Contracts	2,447.06	6,827.92	-4,380.86
Taxes & Insurance Expenses	2,169.53	1,261.79	907.74
Financial Expenses	1,857.69	0.00	1,857.69
TOTAL PRAIRIELAND CLAIMS	<u>26,625.38</u>	<u>35,381.33</u>	<u>-8,755.95</u>
AHP - BRENTWOOD & PRAIRIELAND			
Salaries	17,842.17	27,013.01	-9,170.84
Employee W/H Payments	0.00	0.00	0.00
Management Fees	12,064.24	11,082.15	982.09
Administrative Expenses	1,496.50	7,491.03	-5,994.53
Utilities	8,652.62	9,653.17	-1,000.55
Maintenance Supplies	4,509.16	-95,716.97	100,226.13
Taxes & Insurance Expenses	5,212.19	2,760.75	2,451.44
Financial Expenses	3,715.38	1,907.24	1,808.14
TOTAL AHP CLAIMS	<u>53,492.26</u>	<u>-35,809.62</u>	<u>89,301.88</u>
HOUSING CHOICE VOUCHER - HCV			
Salaries	6,881.62	8,649.07	-1,767.45
Employee W/H Payments	0.00	0.00	0.00
Management Fees	4,449.00	3,705.00	744.00
Administrative Expenses	843.14	1,503.33	-660.19
General Expense-Admin	1,255.91	2,746.09	-1,490.18
Total HCV Expenses	<u>13,429.67</u>	<u>16,603.49</u>	<u>-3,173.82</u>
HAP Expenses	62,228.00	77,313.00	-15,085.00
General Expenses	0.00	2,040.15	-2,040.15
Total HAP Expenses	<u>62,228.00</u>	<u>79,353.15</u>	<u>-17,125.15</u>
TOTAL HCV CLAIMS	<u>75,657.67</u>	<u>95,956.64</u>	<u>-20,298.97</u>

Knox County Housing Authority
CLAIMS REPORT - GRANT PROGRAMS
March, 2020

	Current Period	Last Year Same	Current Year	Cumulative
CFG 2019 - \$1,083,874				
Admin / Operations	0.00	0.00	300,000.00	300,000.00
General CFP Activity	5,051.00	0.00	5,051.00	5,051.00
TOTAL CFG 2019 CLAIMS	5,051.00	0.00	305,051.00	305,051.00
CFG 2018 - \$1,044,578				
Admin. / Operations	0.00	0.00	0.00	0.00
General CFP Activity	95,726.25	85,439.79	851,409.93	1,044,578.00
TOTAL CFG 2018 CLAIMS	95,726.25	85,439.79	851,409.93	1,044,578.00
CFG 2017 - \$673,386				
Admin. / Operations	0.00	0.00	0.00	0.00
General CFP Activity	0.00	164,886.57	0.00	673,386.00
TOTAL CFG 2017 CLAIMS	0.00	164,886.57	0.00	673,386.00
CFG 2016 - \$608,598				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00	14,000.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	594,598.00
Dwelling Equipment	0.00	0.00	0.00	0.00
Non-Dwelling Equipment	0.00	0.00	0.00	0.00
TOTAL CFG 2016 CLAIMS	0.00	0.00	0.00	608,598.00
TOTAL CFG GRANT(S) CLAIMS	100,777.25	250,326.36	1,156,460.93	2,631,613.00

Knox County Housing Authority
CLAIMS REPORT TOTALS
March, 2020

	Current Period	Last Year Same	Variance	Current Year
TOTALS				
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<u>LOW RENT</u>				
AMP001 - MOON TOWERS	76,879.28	62,893.31	13,985.97	800,159.61
AMP002 - FAMILY	90,063.41	103,838.36	-13,774.95	1,132,628.80
AMP003 - BLUEBELL	19,573.79	11,594.27	7,979.52	239,163.37
COCC	50,120.05	67,804.95	-17,684.90	569,229.38
TOTAL LOW RENT	236,636.53	246,130.89	-9,494.36	2,741,181.16
<u>A.H.P.</u>				
BRENTWOOD	26,866.88	-71,190.95	98,057.83	394,787.98
PRAIRIELAND	26,625.38	35,381.33	-8,755.95	300,768.51
TOTAL A.H.P.	53,492.26	-35,809.62	89,301.88	695,556.49
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	13,429.67	16,603.49	-3,173.82	147,861.72
TOTAL HCV	13,429.67	16,603.49	-3,173.82	147,861.72
<u>GRANTS</u>				
CAPITAL FUND GRANT 2019	5,051.00	0.00	5,051.00	305,051.00
CAPITAL FUND GRANT 2018	95,726.25	85,439.79	10,286.46	851,409.93
CAPITAL FUND GRANT 2017	0.00	164,886.57	-164,886.57	0.00
CAPITAL FUND GRANT 2016	0.00	0.00	0.00	0.00
TOTAL GRANTS	100,777.25	250,326.36	-149,549.11	1,156,460.93
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TOTAL CLAIMS FOR MONTH	404,335.71	477,251.12	-72,915.41	4,741,060.30

RESOLUTION 2020-04

03/24/2020

Board of Commissioners

Derek Antoine, Executive Director

RE: Adoption of Small Purchase Procurement – Supply/Service Vendor List FYE 03/31/2021

Article I. Background

Small purchase procedures are a simplified method for acquiring supplies, materials, and services (including professional and construction) that do not exceed the PHA's small purchase threshold. These procedures are the simplest method of procurement and will be used for the vast majority of a PHA's purchases. The Knox County Housing Authority's small purchase threshold, as established by the State of Illinois (30 ILCS 500/20-20), has been set at the following limit:

- Construction \$100,000.00

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. The HUD Procurement Handbook 7460.8 REV 2 requires public housing agencies to develop procurement policies and agency specific operational procedures to ensure internal control.

2 CFR §200.319(a) states "All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of this section (Subpart D – Post Federal Award Requirements." 2 CFR §200.319(a)(1-7) clarifies actions or situations that are deemed restrictive on open competition, and thus prohibited from any procurement action. These situations include placing unreasonable requirements on firms, requiring unnecessary and excessive bonding, noncompetitive pricing practices between firms, organizational conflicts of interest, specifying "brand name" product without allowing equivalent products to be offered, or any other arbitrary action in a procurement process. Further, 2 CFR §200.319(b) goes on to this list the use of "in-State" or geographical preferences in the evaluation of bids and proposals. 2 CFR §200.319(c) requires PHAs to maintain written selection procedures for each procurement transaction, ensuring all solicitations include a clear and accurate description of the requirements for the product or services to be procured, clearly identify requirements which bidders must fulfill, and specify all factors to be used in evaluating bids or proposals.

2 CFR §200.323(a) establishes requirements to conduct cost or price analysis for each procurement action. Simply stated, price analysis must consist of a comparison of quotations to each other and to other sources of pricing information (e.g., past prices paid, catalog prices, etc.). Before making an award, PHAs must determine that the proposed price is fair and reasonable. Finally, 2 CFR §200.318(i) stipulates PHAs must maintain records sufficient to detail the history of procurement, including but not limited to the following: rationale for the procurement method, selection or rejection methodology, and the basis for contract price.

2 CFR §200.318(c) requires that agencies maintain a written code of standards governing the performance of their employees engaged in the award and administration of contracts. Members of the

Board of Commissioners, PHA employees, and any others serving in an official position or acting as an agent of the PHA (hereafter referred to as employees, officers, or agents) must discharge their duties

impartially to ensure fair competitive access to procurement opportunities by responsible contractors. Moreover, employees, officers, and agents should conduct themselves in such a manner as to foster the public's confidence in the integrity of the PHA procurement organization and process. Any attempt to realize personal gain through PHA employment or to serve as an officer or agent of the PHA through actions inconsistent with the proper discharge of duties is a breach of public trust.

Effective with the FYE 2013 procurement actions, a renewal clause was added to each procurement action on this list. Basically stated, as long as contractual obligations were satisfactorily met and cost was only modified through a reasonable method (cost of inflation increase, material price increase, etc.), contracts would be renewed on an annual basis for two additional one-year terms.

Article II. Recommendation

It is the recommendation of the Executive Director the Board of Commissioners adopt the Small Purchase Procurement – Supply/Service Vendor List, effective for the fiscal year commencing 04/01/2020 and ending 03/31/2021.

KCHA Vendor List FYE 03/31/2021

Category	FYE 2020	FYE 2021	Contract Year
Service/Maintenance			
Plumbing/Heating	AMP Mechanical	AMP Mechanical	3rd
Electrical	AMP Electrical	AMP Electrical	3rd
Asbestos Abatement	IITI	IITI	3rd
Fire Protection	Getz Fire Equipment	Getz Fire Equipment	3rd
Trash Removal	Waste Management	Waste Management	3rd
Pest Control	Four Seasons Pest Control	Four Seasons Pest Control	2nd
Lawn Service	Liqui-Green Lawn Care	Liqui-Green Lawn Care	3rd
Flooring Installation		Union Flooring Services	1st
Parts/Supplies			
Appliances	Barton Carroll's	Barton Carroll's	3rd
		GE Appliances	3rd
Appliance Parts	PDQ	PDQ	3rd
	Partscription	PartScripton	3rd
General Maint. Supplies/ Paint/Hardware	HD Supply Sherwin Williams	HD Supply Sherwin-Williams	U.S. Communities State of IL Joint Purchasing
Janitorial Supplies			
Janitorial Supplies	OSI	OSI	1st
	Wilson Paper Company	Wilson Paper Company	1st
Administrative			
IT Service	OSI	OSI	3rd
Office Supplies	Staples Advantage	Staples Advantage	
Security Camera Service	Thompson Electronics	Thompson Electronics	2nd
Shredding Services	AAA Certified Confidential	AAA Certified Confidential	2nd

RESOLUTION 2020-04

03/24/2020

Board of Commissioners

Derek Antoine, Executive Director

Adoption of Small Purchase Procurement – Supply/Service Vendor List FYE 03/31/2021

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 Small Purchase Procurement – Supply/Service Vendor List for fiscal year-ending 03/31/2021 is hereby approved and adopted.
3. The solicitation and selection process used in procuring said goods and services is compliant with state and federal requirements.
4. This Resolution shall be carried out in accordance with agency policy, procedures, and federal regulations and be effective as of 04/01/2020.

RESOLVED: March 31, 2020

Lomac Payton, Chairperson

Jared Hawkinson, Vice-Chairperson

Paula Sanford, Resident Commissioner

Paul H. Stewart, Commissioner

Wayne Allen, Commissioner

Sara Robison, Commissioner

Joseph Riley, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

RESOLUTION 2020-06

04/28/2020

Board of Commissioners

Derek Antoine, Executive Director

RE: Adoption of HUD Waivers – COVID-19 Policy and Procedures Changes

Article I. Background

On March 27, 2020, President Trump signed the CARES Act into law, which authorized over \$2 trillion in emergency assistance and health care response for individuals, families and businesses affected by the COVID-19 pandemic, and emergency appropriations to support Executive Branch agency operations during the COVID-19 pandemic. The CARES Act further provided HUD with broad authority, in the context of the current public health emergency, to waive statutes and regulations (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment) for the Public Housing and HCV programs, IHBG program, and ICDBG program. Through issuance of Notice PIH 2020-05, HUD has exercised this authority to provide PHAs, Indian tribes, and TDHEs with flexibility to adjust program practices where necessary to prioritize mission critical functions when normal operations are restricted and severely constrained, and to further prevent the spread of COVID-19, and mitigate the health risks posed by COVID-19 to PHA, Tribal, and TDHE staff, families, landlords, and their communities at large.

The waivers implemented through the notice provide administrative relief and allow for alternative approaches to various aspects of PHA operations. With this flexibility, HUD strongly encourages PHAs to continue using available funding to house families, keep families in their homes, and conduct critical operations that can be done remotely and safely. HUD has identified the following as examples of critical operations: issuing vouchers so families can find housing, processing Requests for Tenancy Approvals (RFTAs) so families can be approved to move into a unit, processing requests for portability moves, ensuring occupancy of Public Housing units, processing minimum rent hardship exemptions, and completing reexaminations for participants who have experienced a decrease in income. It is important to note that, for the Public Housing and HCV programs, HUD has not provided waiver authority that would allow tenants to stop paying their portion of the rent as determined by the PHA.

The use of these waivers is at the discretion of the individual PHA. A PHA may choose to apply all, some, or none of the waivers to their Public Housing and HCV programs. If a PHA chooses to apply any of the waivers provided for in the notice, the PHA is required to notify residents and owners of any impacts that the waiver and alternative requirement (where applicable) may have on them by whatever means it considers most effective as soon as practicable. HUD recognizes that the COVID-19 public health emergency presents unique challenges from a staffing and communication perspective and encourages PHAs to adapt their communications in consideration of local conditions and resources. For example, the KCHA will initially provide this notification by placing information on its website and will follow up with more formal written notice as circumstances allow.

HUD encourages PHAs to apply the waivers authorized in this notice based on local circumstances and needs in order to provide stable housing for some of our country's most vulnerable families. The Knox County Housing Authority has already instituted several operational alternative processes to safely

continue to provide access to housing, including electronic transmission of information to families, conducting briefings online, conducting conference calls, using self-service features on the KCHA's website, and installing a secure drop-box apparatus at the COCC for document or rent submission.

The period of availability for the Public Housing and HCV waivers is in most cases either short-term or longer-term. Short-term waivers generally end on July 31, 2020, while the longer-term waivers typically expire on December 31, 2020.

A full list of available waivers are itemized by alphanumeric reference in PIH Notice 2020-05. The following is a summarization of waivers the Knox County Housing Authority has already instituted, or intends to institute, upon adoption of this resolution:

- PH and HCV-2: Delays annual recertification requirement until 12/31/2020
- PH and HCV-3: Waives requirement to use HUD's income verification hierarchy for annual recertifications
- PH and HCV-4: Waives requirement to use HUD's income verification hierarchy for interim recertifications
- PH and HCV-5: Waives the mandatory EIV monitoring requirements
- HQS-1: Allows for owner self-certification that there are no life-threatening deficiencies pertaining to a pre-contract HQS inspection
- HQS-3: Allows for extension of up to 30 days for owner repairs of non-life-threatening conditions pertaining to a pre-contract HQS inspection
- HQS-5: Allows for delay in biennial inspections
- HQS-6: Waives the requirement for the PHA to conduct interim "complaint" inspections and requires alternative method to verify necessary repairs (owner certification)
- HQS-9: Provides for a suspension of the requirement for HQS quality control inspections
- HQS-10: Waives the requirement that each dwelling unit have at least 1 bedroom or living/sleeping room for each 2 persons
- HCV-1: Waives the requirement to adopt revisions to the admin plan
- HCV-2: Provides for alternative methods to conduct required voucher briefing
- HCV-4: Provides for HAP payments for contracts not executed within 60 days
- HCV-5: Allows for PHA discretion on COVID related absences from units longer than 180 days
- HCV-6: Allows PHA to extend the period after the last HAP payment is made before the HAP contract terminates automatically for over-income families
- HCV-7: Provides PHAs with the option to increase the payment standard for the family at any time after the effective date of the increase
- HCV-8: Provides for delay in updating utility allowance schedule
- PH-1: Extension of deadlines for closeout reporting
- PH-4: Changes to approval process for ACOP
- PH-5: Temporarily suspends community service requirements
- PH-6: Allows for delay in due dates of energy audits
- PH-7: Changes to timeframes for determination of over-income
- PH-9: Provides for delay in updating utility allowance schedule
- PH-10: Advance notice not required except for policies related to tenant charges
- 11a: PHA to retain prior year PHAS score unless requests otherwise
- 11b: PHA to retain prior year SEMAP score unless requests otherwise
- 11c: Allows for extensions of financial reporting deadlines

- 12a: Alternative requirement to submit 50058 within 90 days of the effective date of action
- 12c: Provides a one-year extension for CFP obligation and expenditure end dates

A full copy of PIH Notice 2020-05 is available upon request.

Article II. Recommendation

It is the recommendation of the Executive Director the Board adopt the aforementioned COVID-19 related policy and procedural changes allowed by HUD regulatory waivers under the CARES Act and PIH Notice 2020-05.

RESOLUTION 2020-06

04/28/2020

Board of Commissioners

Derek Antoine, Executive Director

Adoption of HUD Waivers – COVID-19 Policy and Procedures Changes

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 hereby adopts policy and procedure waivers listed in Notice PIH 2020-05 issued by the Department of Housing and Urban Development on 04/10/2020.
3. The Executive Director or designate is hereby authorized to implement the changes to agency operations related to COVID-19 as detailed in this resolution.
4. This Resolution shall be effective in accordance with federal regulations and be effective as of April 28, 2020.

RESOLVED: April 28, 2020

Lomac Payton, Chairperson

Jared Hawkinson, Vice-Chairperson

Wayne Allen, Commissioner

Paul Stewart, Commissioner

Paula Sanford, Resident Commissioner

Sara Robison, Commissioner

Joseph Riley, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

BOARD MEMO

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www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 04/24/2020

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 04/28/2020

SUBJECT: COVID-19 Update – Agency Operations

Executive Summary

The purpose of this memo is to update the Board on agency operations during the COVID-19 pandemic.

At the 03/31/2020 regular meeting, the Board was apprised of the following actions previously taken by the Knox County Housing Authority in response to the current state of emergency:

- All KCHA offices and community spaces are closed to the public
- All business conducted with the Authority is being done electronically
- KCHA staff are required to work at the office two (2) days per week, while observing social distancing, and are being allowed to work from home the other three (3) days
- While physically on site, KCHA staff directed to perform only essential functions of the Authority
- Routine inspections and work orders have been suspended or postponed
- Emergency, urgent, and unit-turn work orders are being completed
- 750 letters mailed and distributed to tenants and participants detailing operational changes
- Press release on 03/16/2020 regarding agency response
- Updates posted as need at www.knoxcountyhousing.org
- Social media updates regarding closures, community resources, etc.

Since the agency initiated emergency operating procedures, the following essential functions have been completed:

- Interviews/intake for housing – 24
- Move-Ins/Lease Ups – 18
- Annual Re-certifications – 92
- Interim Re-certifications – 77
- Emergency Work Orders – 89
- Unit Make-Ready Work Orders – 10

Additionally, the agency has begun implementation of the following initiatives:

- Replacement of TV antenna at Bluebell Tower

- Establishing a method of online payment for tenants and participants
- Identification of remote learning opportunities for staff
- Developing remote work options, including installation of applications and software allowing staff to access work computers, communicate with residents and applicants, and interact with staff from home
- 750 general information letters, and 200 letters to Family Site residents communicating the dangers and lease ramifications of large gatherings, have been sent, bringing total resident communication mailings to approximately 1,700
- Collection of participant and applicant email addresses to facilitate an additional avenue of communication between the agency and the population served
- Interview with WGIL Radio on 04/22/2020 to discuss the impact of COVID-19 on agency operation

Cases of COVID-19 have begun to reach Knox County, IL, with the number of identified cases rising every day. On Thursday, 04/23/2020, Illinois Governor JB Pritzker announced an extension through 05/31/2020 for the requirements and provisions contained in Executive Order 2020-10, which restricts all non-essential travel and work activity in Illinois. Originally, the Knox County Housing Authority had set 05/12/2020 as the target date to resume normal business operations; however in light of the Governor's announcement and the continued spread of COVID-19, the agency will revise its target date to be in accordance with the expiration of Illinois' state of emergency.

Fiscal Impact

At this time, it is projected the agency shall continue to receive full formula funding for each of its programs. Additionally, rental income continues to be collected with minimal issue.

Recommendation

No action is required as a result of this memo.