

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Zoom Teleconference
12/29/2020
10:00 a.m.

Opening	Roll Call	Vice Chair Hawkinson
<input type="checkbox"/> Wayne Allen	Review/Approve Previous Meeting Minutes	Vice Chair Hawkinson
<input type="checkbox"/> Jared Hawkinson	Review/Ratify 11-2020 Financial Reports	Vice Chair Hawkinson
<input type="checkbox"/> Lomac Payton	Review/Ratify 11-2020 Claims and Bills	Vice Chair Hawkinson
<input type="checkbox"/> Joseph Riley	COCC:	\$ 67,404.94
<input type="checkbox"/> Sara Robison	Moon Towers:	\$ 67,404.94
<input type="checkbox"/> VACANT	Family:	\$ 65,886.62
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 26,247.60
<u>Excused:</u>	HCV:	\$ 88,550.37
	Brentwood:	\$ 28,758.48
	Prairieland:	\$ 24,164.42
<u>Others Present:</u>	Capital Fund 2019:	\$ 3,900.00
	Capital Fund 2020:	\$ 0.00

Old Business	None	
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New Business	Review/Approve Application for Payment from Alliance Architects for 504 Modifications Project – Phase III	Derek Antoine
	Review/Approve Resolution 2020-13 Adoption of Agency Policy Revisions	Derek Antoine
	Review/Approve Resolution 2020-14 Adoption of the Agency Annual PHA Plan Submission	Derek Antoine

board agenda

Reports

Executive Director's Report – 12/2020

Derek Antoine

KCHA Legal Counsel Report – 12/2020

Jack Ball

Other Business

Resident Commissioner Discussion

Derek Antoine

Adjournment

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
November 24, 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.

Vice-Chairperson Hawkinson called the meeting to order at 10:03 a.m.

Vice-Chairperson Hawkinson then asked if there were any additions or corrections to the previous meeting's minutes. Commissioner Sanford made a motion to approve the minutes as received; Commissioner Allen seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

Chairperson Payton joined the meeting at this time.

Vice-Chairperson Hawkinson then requested the Board review and ratify the October 2020 financial reports. After brief discussion, Commissioner Allen made a motion to ratify the financial reports for October 2020 as presented; Commissioner Riley 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.

October 2020 claims against the HA Administration in the sum of \$372,218.38; Central Office Cost Center in the sum of \$51,464.27; Moon Towers in the sum of \$68,835.94; Family in the sum of \$94,845.85; Bluebell in the sum of \$17,769.96; Housing Choice Voucher Program in the sum of \$84,069.68; Brentwood (A.H.P.) in the sum of \$25,803.02; Prairieland

(A.H.P.) in the sum of \$25,429.66; Capital Fund '19 in the sum of \$4,000.00 and Capital Fund '20 in the sum of \$0.00 were presented for approval. Commissioner Sanford made a motion to ratify the claims and bills for September 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
Commissioner Sanford - aye

Motion Carried, 6-0.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Antoine asked the Board to review and approve Provider/Rates for CY 2021 Employee Group Medical/Dental/Vision Insurance. Mr. Antoine reported that Health Alliance continues to provide favorable renewal rates with the proposed plan for 2021 to be an increase of just over 3%. The Board memo outlines the proposed rates and overall insurance costs to the agency. Mr. Antoine recommended the approval of the current group medical, dental and vision insurance plans administered by Health Alliance and Delta Dental for calendar year 2021. After brief discussion, Commissioner Allen made a motion to approve Provider/Rates for CY 2021 Employee Group Medical/Dental/Vision Insurance; Commissioner Sanford 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 Sanford informed Board members that she would be resigning from the Board of Commissioners effective at the end of the meeting. She said that she would be relocating to Phoenix, Arizona. Fellow Commissioners thanked her for her service and wished her well in her future endeavors.

REPORTS

Mr. Antoine referred the Board to the Executive Director's report that was emailed prior to the meeting. He highlighted the format changes and provided an overview of the report content. Vice-Chairperson Hawkinson highlighted the commissioner training section and asked that some virtual training opportunities be explored for commissioners.

The Legal Counsel report was emailed prior to the meeting. Mr. Ball provided an update on current cases and related case management. The State of Illinois moratorium on evictions has been extended to 12/12/2020. He also reported that he and Mr. Antoine had a meeting with Knox County Sheriff Clague regarding eviction orders.

OTHER BUSINESS

Mr. Antoine referred to the memo dated 11/09/2020 and updated the Board on remote work conducted by employees as requested at the previous meeting. Additionally, a summary of CARES Act funds spent to date was provided. Mr. Antoine said that the State of Illinois is again under Tier 3 mitigation which encourages people to work at home if possible. He also reported that the agency had its first positive COVID-19 case that also resulted in one employee to be quarantined due to close contact.

ADJOURNMENT

Commissioner Allen made a motion to adjourn the meeting at 11:11 a.m.; Commissioner Sanford 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

COCC

	November-20	Current YTD
Operating Income	\$54,026.16	\$445,370.17
Operating Expenses	\$62,684.13	\$481,246.20
Net Revenue Income/(Loss)	(\$8,657.97)	(\$35,876.03)

Discussion:

Revenue increased/(decreased) by the following for the month: **(\$8,657.97)**

\$53,985.07 of COCC's income comes from these monthly fee revenues: management fees, bookkeeping fees, and asset management fees.

OSI installed new server totaling \$12,815.62.

Operated in the red for the month and for the year.

COCC's Cash, Investments, A/R, & A/P **\$1,317,012.50**

MOON TOWERS

	November-20	Current YTD
Operating Income	\$85,326.98	\$599,697.79
Operating Expenses	\$67,404.94	\$562,007.94
Net Revenue Income/(Loss)	\$17,922.04	\$37,689.85

Discussion:

Revenue increased/(decreased) by the following for the month: **\$17,922.04**

Moon Towers received \$51,838 from HUD for operations provided by HUD. The remaining income is from tenant revenue, interest, and income from other Amps.

Paid quarterly elevator maintenance contract and for KCHA signage on new vehicle.

Operated in the black for the month, remains in the black YTD.

Moon Towers' Cash, Investments, A/R, & A/P **\$500,235.51**

Minimum Reserve Position **\$281,003.97**

Over/(Under) minimum reserve position **\$219,231.54**

FAMILY SITES

	November-20	Current YTD
Operating Income	\$117,542.28	\$829,611.40
Operating Expenses	\$65,886.62	\$719,128.07
Net Revenue Income/(Loss)	\$51,655.66	\$110,483.33

Discussion:

Revenue increased/(decreased) by the following for the month: **\$51,655.66**

Family received \$107,164 from HUD for operations provided by HUD. The remaining income is from tenant revenue, interest, and income from other Amps.

Paid for KCHA signage on new maintenance vehicles.

Operated in the black for the month, remains in the black YTD.

Family's Cash, Investments, A/R, & A/P **\$450,499.81**

Minimum Reserve Position **\$359,564.04**

Over/(Under) minimum reserve position **\$90,935.78**

BLUEBELL

	November-20	Current YTD
Operating Income	\$25,317.35	\$165,991.16
Operating Expenses	\$26,247.60	\$158,758.28
Net Revenue Income/(Loss)	(\$930.25)	\$7,232.88

Discussion:

Revenue increased/(decreased) by the following for the month: **(\$930.25)**

Bluebell received \$7,836 from HUD for operations provided by HUD. The remaining income is from tenant revenue, interest, and income from other Amps.

Replacing the circulation pump, paying the quarterly elevator maintenance contract, and installing a floor sink in the maintenance room were some big expenses that contributed to Bluebell being in the red for the month.

Operated in the red for the month, remains in the black YTD.

Bluebell's Cash, Investments, A/R, & A/P **\$168,791.93**

Minimum Reserve Position **\$79,379.14**

Over/(Under) minimum reserve position **\$89,412.79**

BRENTWOOD

	<u>November-20</u>	<u>Current YTD</u>
Operating Income	\$31,981.20	\$263,372.01
Operating Expenses	\$28,775.48	\$208,621.91
Net Revenue Income/(Loss)	\$3,205.72	\$54,750.10

Discussion:

Revenue increased/(decreased) by the following for the month: **\$3,205.72**

Brentwood's tenant revenue totaled \$30,718 for the month, and the rest of the revenue coming from interest income and other income.

Operated in the black for the month, remains in the black YTD.

Brentwood's Cash, Investments, A/R, & A/P **\$144,872.24**

PRAIRIELAND

	<u>November-20</u>	<u>Current YTD</u>
Operating Income	\$28,174.00	\$229,496.45
Operating Expenses	\$24,170.42	\$204,439.17
Net Revenue Income/(Loss)	\$4,003.58	\$25,057.28

Discussion:

Revenue increased/(decreased) by the following for the month: **\$4,003.58**

PrairieLand's tenant revenue totaled \$27,678 for the month, and the rest of the revenue coming from interest income and other income.

Operated in the black for the month, remains in the black YTD.

PrairieLand's Cash, Investments, A/R, & A/P	\$73,242.71
<i>Restricted - Security Deposits</i>	<i>(\$192.00)</i>
<i>Restricted - Replacement Reserve</i>	<i>(\$162,789.75)</i>
<i>Restricted - Residual Receipts</i>	<i>(\$54,524.72)</i>
PL's Total Cash	(\$144,263.76)

These are held out to cover PrairieLand Security Deposits.

These funds are held in the Replacement Reserve Savings Account.

These funds are held in the Residual Receipts Savings Account.

HOUSING CHOICE VOUCHERS

ADMINISTRATIVE	<u>November-20</u>	<u>Current YTD</u>
Operating Income	\$9,272.14	\$128,995.82
Operating Expenses	\$12,114.97	\$128,404.17
Net Revenue Income/(Loss)	(\$2,842.83)	\$591.65

Discussion:

The Voucher Program (HCV) received \$9,192 from HUD for administrative expenses which ended up showing a decrease of \$2,842.83.

Deficit covered by the UNP.

Unrestricted Net Position (UNP)	\$81,688.31	<i>10/31/2020 Balance</i>
Investment in Fixed Assets	\$0.00	
Monthly VMS Net Revenue Income/(Loss)	(\$2,794.83)	
	\$0.00	<i>Transfer to NRP or Adjustment</i>
UNP Ending Balance Per VMS	\$78,893.48	For Admin Expenses and HAP (if needed)

HAP	<u>Nov-20</u>	<u>Current YTD</u>
Operating Income	\$68,221.00	\$583,251.00
Operating Expenses	\$76,435.40	\$605,141.81
Net Revenue Income/(Loss)	(\$8,214.40)	(\$21,890.81)

Discussion:

The Voucher Program (HCV) received \$68,146 from HUD for HAP expenses which the program overspent by \$8,214.00 for the month.

Deficit covered by the NRP and if needed HUD Held Reserves.

Net Restricted Position (NRP)	\$30,365.00	<i>10/31/2020 Balance</i>
	\$0.00	<i>Transfer from UNP or Adjustment</i>
Monthly VMS Net Revenue - Income/(Loss)	(\$8,319.00)	
NRP Ending Balance for HAP Per VMS	\$22,046.00	For HAP Expenses (Only)

Tenant Online Payments

<u>Property Sites</u>	<u>Month</u>	<u>FYE 2021</u>
AMPS - Moon, Family, Bluebell	\$ 2,862.50	\$ 19,344.99
AHP - Brentwood & Prairieland	\$ 4,830.00	\$ 41,796.50
Housing Choice Voucher	\$ -	\$ 1,066.00
Total PHA	\$ 7,692.50	\$ 62,207.49

IDROP Bad Debt Collection

<u>Property Sites</u>	<u>Month</u>	<u>FYE 2021</u>
AMPS - Moon, Family, Bluebell	\$ 26.93	\$ 16,315.38
AHP - Brentwood & Prairieland	\$ 14.87	\$ 7,603.20
Housing Choice Voucher	\$ -	\$ 1,922.00
Total PHA	\$ 41.80	\$ 25,840.58

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - COCC
November, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
REVENUE							
pum	15.00	15.00	0.00	120.00	120.00	180.00	0.00
FEE REVENUE							
Management Fees							
10-1-000-000-3810.000 Management Fee Inc	-43,989.57	-43,345.00	-644.57	-346,760.00	-344,756.76	-520,140.00	-33.72
10-1-000-000-3810.010 Mgmt Fees CFP	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-020-000-3810.000 Mgmt Fee - Cares Act	0.00	0.00	0.00	0.00	-19,833.00	0.00	
Total Management Fees	-43,989.57	-43,345.00	-644.57	-346,760.00	-364,589.76	-520,140.00	-29.91
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	-5,755.50	-5,672.00	-83.50	-45,376.00	-45,697.50	-68,064.00	-32.86
Total Book Keeping Fees	-5,755.50	-5,672.00	-83.50	-45,376.00	-45,697.50	-68,064.00	-32.86
Other Fees							
10-1-000-000-3840.000 Other Fee Inc	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Fees	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL FEE REVENUE	-53,985.07	-53,257.00	-728.07	-426,056.00	-444,207.26	-639,084.00	-30.49
OTHER REVENUE							
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	-41.09	-909.67	868.58	-7,277.36	-837.31	-10,916.00	-92.33
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	-41.09	-909.67	868.58	-7,277.36	-837.31	-10,916.00	-92.33
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	
10-1-000-000-3850.000 Inspection(s) Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.005 Income from Amps	0.00	0.00	0.00	0.00	-325.60	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	-325.60	0.00	
TOTAL OTHER REVENUE	-41.09	-909.67	868.58	-7,277.36	-1,162.91	-10,916.00	-89.35
TOTAL REVENUE	-54,026.16	-54,166.67	140.51	-433,333.36	-445,370.17	-650,000.00	-31.48
EXPENSES							
ADMINISTRATIVE							
Administrative Salaries							
10-1-000-000-4110.000 Admin Salaries	33,542.40	30,437.50	3,104.90	243,500.00	269,487.68	365,250.00	-26.22
10-1-000-000-4110.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4110.200 Admin - Other Amps	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-020-000-4110.000 Admin Salary-Cares Act	0.00	0.00	0.00	0.00	14,664.09	0.00	
Total Administrative Salaries	33,542.40	30,437.50	3,104.90	243,500.00	284,151.77	365,250.00	-22.20
Administrative Benefits							
10-1-000-000-4110.500 Emp Benefit - Admin	10,926.74	10,250.00	676.74	82,000.00	88,560.53	123,000.00	-28.00
10-1-000-000-4110.550 Benefit - Life Ins.	432.30	0.00	432.30	0.00	3,160.44	0.00	
10-1-020-000-4110.500 Admin Benefit-Cares Act	0.00	0.00	0.00	0.00	431.46	0.00	
Total Administrative Benefits	11,359.04	10,250.00	1,109.04	82,000.00	92,152.43	123,000.00	-25.08

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - COCC
November, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
Fee Expenses							
10-1-000-000-4171.000 Audit Fee	0.00	229.17	-229.17	1,833.36	0.00	2,750.00	-100.00
Total Fee Expenses	0.00	229.17	-229.17	1,833.36	0.00	2,750.00	-100.00
Advertising & Marketing							
10-1-000-000-4190.650 Advertising	0.00	62.50	-62.50	500.00	41.48	750.00	-94.47
Total Advertising & Marketing	0.00	62.50	-62.50	500.00	41.48	750.00	-94.47
Office Expense							
10-1-000-000-4140.000 Training - Staff	0.00	1,666.67	-1,666.67	13,333.36	2,518.00	20,000.00	-87.41
10-1-000-000-4180.000 Telephone	167.23	416.67	-249.44	3,333.36	3,923.30	5,000.00	-21.53
10-1-000-000-4190.100 Postage	-466.60	125.00	-591.60	1,000.00	605.65	1,500.00	-59.62
10-1-000-000-4190.200 Office Supplies	174.96	125.00	49.96	1,000.00	636.53	1,500.00	-57.56
10-1-000-000-4190.300 Paper Supplies	11.30	83.33	-72.03	666.64	571.44	1,000.00	-42.86
10-1-000-000-4190.400 Printing/printers	0.00	16.67	-16.67	133.36	0.00	200.00	-100.00
10-1-000-000-4190.401 Printing Supplies	118.95	166.67	-47.72	1,333.36	440.85	2,000.00	-77.96
10-1-000-000-4190.500 Printer/Copier Supp-Cont	185.98	208.33	-22.35	1,666.64	1,301.86	2,500.00	-47.93
10-1-000-000-4190.550 Computers	12,815.62	583.33	12,232.29	4,666.64	21,029.61	7,000.00	200.42
10-1-000-000-4190.600 Publications	0.00	41.67	-41.67	333.36	225.95	500.00	-54.81
10-1-000-000-4190.700 Member Dues/Fees	0.00	833.33	-833.33	6,666.64	2,824.00	10,000.00	-71.76
10-1-000-000-4190.800 Internet Services	156.85	250.00	-93.15	2,000.00	1,353.89	3,000.00	-54.87
10-1-000-000-4190.850 IT Support	859.00	416.67	442.33	3,333.36	6,534.85	5,000.00	30.70
10-1-020-000-4190.200 Office Supply-Cares Act	0.00	0.00	0.00	0.00	179.39	0.00	
Total Office Expense	14,023.29	4,933.34	9,089.95	39,466.72	42,145.32	59,200.00	-28.81
Legal Expense							
10-1-000-000-4130.000 Legal Expense	800.00	833.33	-33.33	6,666.64	5,600.00	10,000.00	-44.00
10-1-000-000-4190.900 Court Costs	0.00	0.00	0.00	0.00	0.00	0.00	
Total Legal Expense	800.00	833.33	-33.33	6,666.64	5,600.00	10,000.00	-44.00
Travel Expense							
10-1-000-000-4150.000 Travel - Staff	0.00	333.33	-333.33	2,666.64	1,250.63	4,000.00	-68.73
10-1-000-000-4150.010 Travel - Commissioners	0.00	416.67	-416.67	3,333.36	0.00	5,000.00	-100.00
10-1-000-000-4150.100 Mileage - Admin	0.00	8.33	-8.33	66.64	0.00	100.00	-100.00
Total Travel Expense	0.00	758.33	-758.33	6,066.64	1,250.63	9,100.00	-86.26
Other Expense							
10-1-000-000-4140.010 Training-Commissioners	0.00	833.33	-833.33	6,666.64	-2,100.00	10,000.00	-121.00
10-1-000-000-4160.000 Consulting Services	917.00	1,250.00	-333.00	10,000.00	7,756.00	15,000.00	-48.29
10-1-000-000-4160.500 Translating/Interp Serv.	0.00	25.00	-25.00	200.00	0.00	300.00	-100.00
10-1-000-000-4170.000 Accounting Fee	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4190.000 Other Sundry	26.96	137.50	-110.54	1,100.00	1,280.72	1,650.00	-22.38
10-1-000-000-4190.950 Background Verification	0.00	20.83	-20.83	166.64	21.40	250.00	-91.44
Total Other Expense	943.96	2,266.66	-1,322.70	18,133.28	6,958.12	27,200.00	-74.42
TOTAL OPERATING EXPENSE - Admin	60,668.69	49,770.83	10,897.86	398,166.64	432,299.75	597,250.00	-27.62
<u>UTILITIES EXPENSE</u>							
Utilities Expense							
10-1-000-000-4310.000 Water	23.41	25.00	-1.59	200.00	141.37	300.00	-52.88
10-1-000-000-4315.000 Sewer	12.98	12.50	0.48	100.00	63.89	150.00	-57.41
10-1-000-000-4320.000 Electric	166.62	229.17	-62.55	1,833.36	1,534.09	2,750.00	-44.21
10-1-000-000-4330.000 Gas	103.28	200.00	-96.72	1,600.00	766.96	2,400.00	-68.04
10-1-000-000-4340.000 Fuel	0.00	0.00	0.00	0.00	0.00	0.00	
Total Utilites Expense	306.29	466.67	-160.38	3,733.36	2,506.31	5,600.00	-55.24
TOTAL UTILITIES EXPENSE	306.29	466.67	-160.38	3,733.36	2,506.31	5,600.00	-55.24

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - COCC
November, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
<u>MAINTENANCE & OPERATIONS EXPENSE</u>							
Maintenance - Labor & OT							
10-1-000-000-4410.200 Maint Labor-Other Amp	0.00	0.00	0.00	0.00	209.64	0.00	
Total Maintenance - Labor & OT	0.00	0.00	0.00	0.00	209.64	0.00	
Benefit Contributions - Maintenance							
10-1-000-000-4410.500 Maint Emp Benefit	0.00	25.00	-25.00	200.00	0.00	300.00	-100.00
Total Benefit Contributions - Maint.	0.00	25.00	-25.00	200.00	0.00	300.00	-100.00
Maintenance - Materials/Supplies							
10-1-000-000-4420.010 Garbage&Trash Supp	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4420.020 Htg & Cooling	0.00	20.83	-20.83	166.64	0.00	250.00	-100.00
10-1-000-000-4420.050 Landscape/Grounds Sup	0.00	20.83	-20.83	166.64	0.00	250.00	-100.00
10-1-000-000-4420.060 Maint - Supplies-BB	0.00	20.83	-20.83	166.64	0.00	250.00	-100.00
10-1-000-000-4420.070 Electrical Supplies	0.00	20.83	-20.83	166.64	0.00	250.00	-100.00
10-1-000-000-4420.080 COCC-Elect supp	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4420.100 Janitorial Supplies	0.00	25.00	-25.00	200.00	114.51	300.00	-61.83
10-1-000-000-4420.110 Routine Maint. Supplies	0.00	25.00	-25.00	200.00	37.49	300.00	-87.50
10-1-000-000-4420.120 Other Misc Supply	0.00	8.33	-8.33	66.64	0.00	100.00	-100.00
10-1-000-000-4420.125 Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4420.126 Vehicle Supplies	179.49	25.00	154.49	200.00	187.94	300.00	-37.35
10-1-020-000-4420.000 Maint Supply-Cares Act	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance - Materials/Supplies	179.49	166.65	12.84	1,333.20	339.94	2,000.00	-83.00
Maintenance - Contracts							
10-1-000-000-4430.000 Maint-Contracts-Gen	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.010 Garbage & Trash Cont	0.00	29.17	-29.17	233.36	91.50	350.00	-73.86
10-1-000-000-4430.020 Heating&Cooling Cont	0.00	83.33	-83.33	666.64	0.00	1,000.00	-100.00
10-1-000-000-4430.030 Snow Removal Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.050 Landscape & Grds Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.060 Unit Turnaround Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.070 Electrical Contract	0.00	41.67	-41.67	333.36	0.00	500.00	-100.00
10-1-000-000-4430.080 Plumbing Contracts	0.00	20.83	-20.83	166.64	0.00	250.00	-100.00
10-1-000-000-4430.090 Extermination Cont	0.00	33.33	-33.33	266.64	263.22	400.00	-34.20
10-1-000-000-4430.100 Janitorial Contracts	0.00	8.33	-8.33	66.64	0.00	100.00	-100.00
10-1-000-000-4430.110 Routine Maint Cont	0.00	20.83	-20.83	166.64	329.50	250.00	31.80
10-1-000-000-4430.120 Other Misc Maint Cont	0.00	20.83	-20.83	166.64	0.00	250.00	-100.00
10-1-000-000-4430.126 Vehicle Maint Cont	0.00	20.83	-20.83	166.64	28,185.00	250.00	11,174.00
10-1-000-000-4430.200 Copiers	0.00	12.50	-12.50	100.00	0.00	150.00	-100.00
10-1-000-000-4431.000 Trash Removal	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-020-000-4430.000 Maint Contract-Cares Act	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance - Contracts	0.00	291.65	-291.65	2,333.20	28,869.22	3,500.00	724.83
TOTAL MAINTENANCE EXPENSES	179.49	483.30	-303.81	3,866.40	29,418.80	5,800.00	407.22
<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	225.00	0.00	
10-1-020-000-4480.000 Protective Serv-Cares Act	0.00	0.00	0.00	0.00	4,559.06	0.00	
Total Protective Services - Contract	0.00	0.00	0.00	0.00	4,784.06	0.00	
TOTAL PROTECTIVE SERVICES EXPENSEE	0.00	0.00	0.00	0.00	4,784.06	0.00	

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Knox County Housing Authority
INCOME STATEMENT - COCC
November, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
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	
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	50.00	-5.00	400.00	360.00	600.00	-40.00
Total Depreciation Expense	45.00	50.00	-5.00	400.00	360.00	600.00	-40.00
TOTAL MISCELLANEOUS EXPENSES	45.00	50.00	-5.00	400.00	360.00	600.00	-40.00
<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 Operating Xfers - In	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-9111.100 Operating Xfers - Out	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	
TOTAL OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00	
EXCESS REVENUE/EXPENSE GAIN/-LOSS	8,702.97	-1,841.71	10,544.68	-14,733.68	36,236.03	-22,100.00	-263.96

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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
November, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
REVENUE							
pum	177.00	177.00	0.00	1,416.00	1,416.00	2,124.00	0.00
TENANT REVENUE							
Tenant Rent Revenue							
10-1-000-001-3110.000 Dwelling Rent	-32,311.00	-32,916.67	605.67	-263,333.36	-249,586.00	-395,000.00	-36.81
10-1-000-001-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Rent Revenue	-32,311.00	-32,916.67	605.67	-263,333.36	-249,586.00	-395,000.00	-36.81
Tenant Revenue - Other							
10-1-000-001-3120.000 Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3190.000 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	0.00	-1,800.00	-100.00
10-1-000-001-3690.000 Other Income	-14.70	0.00	-14.70	0.00	-429.49	0.00	
10-1-000-001-3690.100 Late Fees	0.00	-250.00	250.00	-2,000.00	25.00	-3,000.00	-100.83
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	-4.17	4.17	-33.36	0.00	-50.00	-100.00
10-1-000-001-3690.150 Laundry Income	-643.50	-916.67	273.17	-7,333.36	-10,209.50	-11,000.00	-7.19
10-1-000-001-3690.160 Vending Machine Inc	-87.88	-133.33	45.45	-1,066.64	-922.80	-1,600.00	-42.33
10-1-000-001-3690.180 Labor	-410.00	-416.67	6.67	-3,333.36	-2,039.25	-5,000.00	-59.22
10-1-000-001-3690.200 Materials	0.00	-83.33	83.33	-666.64	-103.50	-1,000.00	-89.65
10-1-000-001-3690.300 T.S. Income - Grants	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3690.500 Resid.Council Activ	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Revenue Other	-1,156.08	-1,954.17	798.09	-15,633.36	-13,679.54	-23,450.00	-41.67
TOTAL TENANT REVENUE	-33,467.08	-34,870.84	1,403.76	-278,966.72	-263,265.54	-418,450.00	-37.09
OTHER REVENUE							
HUD PH Operating Subsidy							
10-1-000-001-8020.000 Oper Sub - Curr Yr	-51,838.00	-29,961.42	-21,876.58	-239,691.36	-273,415.00	-359,537.00	-23.95
10-1-000-001-8021.000 Oper Sub - Prior Yr	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-020-001-8020.000 Oper Sub - Cares Act	0.00	0.00	0.00	0.00	-59,812.53	0.00	
Total HUD PH Operating Subsidy	-51,838.00	-29,961.42	-21,876.58	-239,691.36	-333,227.53	-359,537.00	-7.32
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	
10-1-000-001-3610.000 Interest Income	-21.90	-416.67	394.77	-3,333.36	-585.24	-5,000.00	-88.30
Total Other Grants & Investment Income	-21.90	-416.67	394.77	-3,333.36	-585.24	-5,000.00	-88.30
Other Revenue							
10-1-000-001-3850.005 Income from Amps	0.00	-541.67	541.67	-4,333.36	-2,619.48	-6,500.00	-59.70
10-1-000-001-3850.010 Garbage & Trash Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3850.020 Heat & Cooling Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3850.030 Snow Removal Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3850.050 Landscape & Grds Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3850.070 Electrical Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3850.080 Plumbing Maint Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3850.100 Janitorial Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3850.110 Routine Maint Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3850.120 Other Mis Cont Inc.	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Revenue	0.00	-541.67	541.67	-4,333.36	-2,619.48	-6,500.00	-59.70
TOTAL OTHER REVENUE	-51,859.90	-30,919.76	-20,940.14	-247,358.08	-336,432.25	-371,037.00	-9.33
TOTAL REVENUE	-85,326.98	-65,790.60	-19,536.38	-526,324.80	-599,697.79	-789,487.00	-24.04

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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
November, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-001-4150.100 Mileage - Admin	0.00	0.00	0.00	0.00	0.00	0.00	
Total Travel Expense	0.00	83.33	-83.33	666.64	443.82	1,000.00	-55.62
Other Expense							
10-1-000-001-4140.010 Training-Commissioners	0.00	0.00	0.00	0.00	-1,575.00	0.00	
10-1-000-001-4160.000 Consulting Services	0.00	58.33	-58.33	466.64	0.00	700.00	-100.00
10-1-000-001-4160.500 Translating/Interp Serv.	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4170.000 Accounting Fee	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	1,872.00	0.00	
10-1-000-001-4190.950 Background Verification	43.88	62.50	-18.62	500.00	215.35	750.00	-71.29
Total Other Expense	43.88	120.83	-76.95	966.64	512.35	1,450.00	-64.67
TOTAL ADMINISTRATIVE EXPENSE	25,539.11	25,909.99	-370.88	207,279.92	217,112.61	310,920.00	-30.17
TENANT SERVICES							
Tenant Services - Salaries & Benefits							
10-1-000-001-4210.000 Ten Services-Salary	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4210.500 Emp Benefit-TenSer	0.00	0.00	0.00	0.00	0.00	0.00	
Total Ten. Ser. - Salaries & Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
Tenant Services - Other							
10-1-000-001-4220.000 Ten Ser-Incentives	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.050 Ten Ser-Cable/TV Exp	76.94	0.00	76.94	0.00	538.58	0.00	
10-1-000-001-4220.100 Ten Ser-Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.110 Ten Ser-Recreation	0.00	16.67	-16.67	133.36	0.00	200.00	-100.00
10-1-000-001-4220.120 Ten Ser-Education	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.130 Ten Ser-Phone	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.140 Ten Ser-Transportation	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.155 National Night Out	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.160 TenSer-Printing&Postage	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.161 Ten Serv-advertizing	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.171 Summer Prog Functions	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.172 Summer Prog Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.175 Garden Program Expense	0.00	25.00	-25.00	200.00	0.00	300.00	-100.00
10-1-000-001-4220.181 Winter Prog Functions	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.182 Winter Prog Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.192 GED Prog Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.200 Emergency Shelter	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4230.000 Ten Ser Contract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4230.174 Summer Prog Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4230.184 Winter Prog Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4230.194 GED Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4590.100 Cable TV Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Services - Other	76.94	41.67	35.27	333.36	538.58	500.00	7.72
TOTAL TENANT SERVICES EXPENSE	76.94	41.67	35.27	333.36	538.58	500.00	7.72
MAINTENANCE & OPERATIONS EXPENSE							
Maintenance - Labor & OT							
10-1-000-001-4410.000 Maint - Labor	10,924.68	11,393.75	-469.07	91,150.00	88,833.75	136,725.00	-35.03
10-1-000-001-4410.100 Maint Labor - OT	455.35	266.67	188.68	2,133.36	2,179.56	3,200.00	-31.89
10-1-000-001-4410.200 Maint Labor-Other Amp	0.00	0.00	0.00	0.00	317.60	0.00	
10-1-020-001-4410.000 Maint Labor - Cares Act	0.00	0.00	0.00	0.00	4,664.00	0.00	
Total Maintenance - Labor & OT	11,380.03	11,660.42	-280.39	93,283.36	95,994.91	139,925.00	-31.40
Benefit Contributions - Maintenance							
10-1-000-001-4410.500 Maint Emp Benefit	4,137.59	4,254.17	-116.58	34,033.36	33,049.54	51,050.00	-35.26

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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
November, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-001-4410.501 Maint Wellness Benefit	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-020-001-4410.500 Maint Benefit-Cares Act	0.00	0.00	0.00	0.00	356.81	0.00	
Total Benefit Contributions - Maint.	4,137.59	4,254.17	-116.58	34,033.36	33,406.35	51,050.00	-34.56
Maintenance - Materials/Supplies							
10-1-000-001-4420.010 Garbage&Trash Supp	0.00	41.67	-41.67	333.36	0.00	500.00	-100.00
10-1-000-001-4420.020 Heating&Cooling Supp	169.64	333.33	-163.69	2,666.64	6,369.82	4,000.00	59.25
10-1-000-001-4420.030 Snow Removal Supplies	0.00	25.00	-25.00	200.00	0.00	300.00	-100.00
10-1-000-001-4420.031 Gas for Snow Removal	0.00	4.17	-4.17	33.36	0.00	50.00	-100.00
10-1-000-001-4420.050 Landscape/Grounds Sup	98.90	62.50	36.40	500.00	581.49	750.00	-22.47
10-1-000-001-4420.051 Gasoline for Mowing	14.77	33.33	-18.56	266.64	198.82	400.00	-50.30
10-1-000-001-4420.070 Electrical Supplies	0.00	166.67	-166.67	1,333.36	427.47	2,000.00	-78.63
10-1-000-001-4420.080 Plumbing Supplies	8.54	166.67	-158.13	1,333.36	668.08	2,000.00	-66.60
10-1-000-001-4420.090 Extermination Supplies	0.00	125.00	-125.00	1,000.00	1,108.73	1,500.00	-26.08
10-1-000-001-4420.100 Janitorial Supplies	44.99	375.00	-330.01	3,000.00	3,923.62	4,500.00	-12.81
10-1-000-001-4420.110 Routine Maint. Supplies	137.64	1,000.00	-862.36	8,000.00	5,527.08	12,000.00	-53.94
10-1-000-001-4420.120 Other Misc Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4420.121 Laundry Equip Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4420.125 Mileage	0.00	41.67	-41.67	333.36	0.00	500.00	-100.00
10-1-000-001-4420.126 Vehicle Supplies	205.92	29.17	176.75	233.36	2,032.86	350.00	480.82
10-1-000-001-4420.130 Securty Supplies	0.00	291.67	-291.67	2,333.36	0.00	3,500.00	-100.00
10-1-020-001-4420.000 Maint Supply-Cares Act	0.00	0.00	0.00	0.00	1,642.91	0.00	
Total Maintenance - Materials/Supplies	680.40	2,695.85	-2,015.45	21,566.80	22,480.88	32,350.00	-30.51
Maintenance - Contracts							
10-1-000-001-4430.010 Garbage & Trash Con	341.90	416.67	-74.77	3,333.36	2,940.64	5,000.00	-41.19
10-1-000-001-4430.020 Heating & Cooling Cont	0.00	0.00	0.00	0.00	4,539.59	0.00	
10-1-000-001-4430.030 Snow Removal Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4430.040 Elevator Maint Cont	4,112.16	1,166.67	2,945.49	9,333.36	13,611.92	14,000.00	-2.77
10-1-000-001-4430.050 Landscape & Grds Cont	0.00	66.67	-66.67	533.36	3,210.49	800.00	301.31
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	1,394.00	16.67	1,377.33	133.36	1,477.50	200.00	638.75
10-1-000-001-4430.080 Plumbing Contracts	259.03	375.00	-115.97	3,000.00	1,018.53	4,500.00	-77.37
10-1-000-001-4430.090 Extermination Contracts	1,136.34	1,000.00	136.34	8,000.00	10,059.02	12,000.00	-16.17
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 Mainten Cont	0.00	541.67	-541.67	4,333.36	6,340.96	6,500.00	-2.45
10-1-000-001-4430.120 Other Misc Cont Cost	0.00	125.00	-125.00	1,000.00	0.00	1,500.00	-100.00
10-1-000-001-4430.121 Laundry Equip Contract	0.00	83.33	-83.33	666.64	0.00	1,000.00	-100.00
10-1-000-001-4430.126 Vehicle Maint Cont	0.00	41.67	-41.67	333.36	36,212.00	500.00	7,142.40
Total Maintenance - Contracts	7,243.43	3,833.35	3,410.08	30,666.80	79,410.65	46,000.00	72.63
TOTAL MAINTENANCE EXPENSES	23,441.45	22,443.79	997.66	179,550.32	231,292.79	269,325.00	-14.12
UTILITIES EXPENSE							
Utilities Expense							
10-1-000-001-4310.000 Water	1,451.85	1,000.00	451.85	8,000.00	9,356.43	12,000.00	-22.03
10-1-000-001-4315.000 Sewer	2,351.61	1,166.67	1,184.94	9,333.36	15,482.92	14,000.00	10.59
10-1-000-001-4320.000 Electric	1,336.41	2,000.00	-663.59	16,000.00	11,639.94	24,000.00	-51.50
10-1-000-001-4330.000 Gas	2,478.75	3,750.00	-1,271.25	30,000.00	15,717.19	45,000.00	-65.07
10-1-000-001-4330.010 Refuse	0.00	0.00	0.00	0.00	0.00	0.00	
Total Utilities Expense	7,618.62	7,916.67	-298.05	63,333.36	52,196.48	95,000.00	-45.06
TOTAL UTILITIES EXPENSE	7,618.62	7,916.67	-298.05	63,333.36	52,196.48	95,000.00	-45.06
TOTAL PROTECTIVE SERVICES EXPENSE							
Protective Services - Contract							

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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
November, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
Depreciation Expense							
10-1-000-001-4800.000 Depreciation Exp MT	14,500.00	29,300.00	-14,800.00	234,400.00	116,000.00	351,600.00	-67.01
Total Depreciation Expense	14,500.00	29,300.00	-14,800.00	234,400.00	116,000.00	351,600.00	-67.01
TOTAL MISCELLANEOUS EXPENSES	14,500.00	29,300.00	-14,800.00	234,400.00	116,000.00	351,600.00	-67.01
TOTAL EXPENSES	-3,422.04	26,218.11	-29,640.15	209,744.88	78,310.15	314,617.00	-75.11
<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	-26,218.08	26,218.08	-209,744.64	0.00	-314,617.00	-100.00
10-1-000-001-9111.000 Operating Xfers - In	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-9111.100 Operating Xfers - Out	0.00	0.00	0.00	0.00	0.00	0.00	
Total Operating Transfers In/Out	0.00	-26,218.08	26,218.08	-209,744.64	0.00	-314,617.00	-100.00
TOTAL OTHER FINANCING SOURCES (USES)	0.00	-26,218.08	26,218.08	-209,744.64	0.00	-314,617.00	-100.00
EXCESS (REVENUE)/EXPENSE	-3,422.04	0.03	-3,422.07	0.24	78,310.15	0.00	

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Knox County Housing Authority
INCOME STATEMENT - AMP 2, Family Sites
November, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
REVENUE							
pum	196.00	190.00	0.00	1,520.00	1,568.00	2,280.00	0.00
TENANT REVENUE							
Tenant Rent Revenue							
10-1-000-002-3110.000 Dwelling Rent	-9,176.00	-15,000.00	5,824.00	-120,000.00	-120,554.50	-180,000.00	-33.03
10-1-000-002-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Rent Revenue	-9,176.00	-15,000.00	5,824.00	-120,000.00	-120,554.50	-180,000.00	-33.03
Tenant Revenue - Other							
10-1-000-002-3120.000 Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3190.000 Nondwell Rent	0.00	-25.00	25.00	-200.00	-50.50	-300.00	-83.17
10-1-000-002-3690.000 Other Income	-389.61	0.00	-389.61	0.00	-2,168.95	0.00	
10-1-000-002-3690.100 Late Fees	0.00	-583.33	583.33	-4,666.64	0.00	-7,000.00	-100.00
10-1-000-002-3690.120 Violation Fees	0.00	-583.33	583.33	-4,666.64	-1,150.00	-7,000.00	-83.57
10-1-000-002-3690.130 Court Cost Fees	0.00	-18.75	18.75	-150.00	0.00	-225.00	-100.00
10-1-000-002-3690.140 Returned Check Charge	0.00	-6.25	6.25	-50.00	0.00	-75.00	-100.00
10-1-000-002-3690.180 Labor	-488.00	-1,166.67	678.67	-9,333.36	-8,110.63	-14,000.00	-42.07
10-1-000-002-3690.200 Materials	-181.05	-833.33	652.28	-6,666.64	-3,070.25	-10,000.00	-69.30
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	-1,058.66	-3,216.66	2,158.00	-25,733.28	-14,550.33	-38,600.00	-62.30
TOTAL TENANT REVENUE	-10,234.66	-18,216.66	7,982.00	-145,733.28	-135,104.83	-218,600.00	-38.20
OTHER REVENUE							
HUD PH Operating Subsidy							
10-1-000-002-8020.000 Oper Sub - Curr Yr	-107,164.00	-57,658.50	-49,505.50	-461,268.00	-577,386.00	-691,902.00	-16.55
10-1-020-002-8020.000 Oper Sub - Cares Act	0.00	0.00	0.00	0.00	-114,938.03	0.00	
Total HUD PH Operating Subsidy	-107,164.00	-57,658.50	-49,505.50	-461,268.00	-692,324.03	-691,902.00	0.06
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	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3610.000 Interest Income	-18.62	0.00	-18.62	0.00	-436.94	0.00	
Total Other Grants & Investment Income	-18.62	0.00	-18.62	0.00	-436.94	0.00	
Other Revenue							
10-1-000-002-3195.000 Day Care Income	-125.00	-125.00	0.00	-1,000.00	-1,000.00	-1,500.00	-33.33
10-1-000-002-3850.005 Income from Amps	0.00	0.00	0.00	0.00	-745.60	0.00	
10-1-000-002-3850.010 Garbage & Trash Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3850.020 Heating & Cooling Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3850.030 Snow Removal Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3850.040 Elevator Main Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3850.050 Landscape&Grds Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3850.060 Unit Turnaround Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3850.070 Electrical Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3850.080 Plumbing Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3850.100 Janitorial Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3850.110 Routine Main Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-3850.120 Other Misc Inc	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Revenue	-125.00	-125.00	0.00	-1,000.00	-1,745.60	-1,500.00	16.37
TOTAL OTHER REVENUE	-107,307.62	-57,783.50	-49,524.12	-462,268.00	-694,506.57	-693,402.00	0.16
TOTAL REVENUE	-117,542.28	-76,000.16	-41,542.12	-608,001.28	-829,611.40	-912,002.00	-9.03

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Knox County Housing Authority
INCOME STATEMENT - AMP 2, Family Sites
November, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
EXPENSES							
ADMINISTRATIVE							
Administrative Salaries & Benefits							
10-1-000-002-4110.000 Admin Salaries	5,778.00	8,654.17	-2,876.17	69,233.36	55,281.75	103,850.00	-46.77
10-1-000-002-4110.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4110.200 Admin - Other Amps	0.00	625.00	-625.00	5,000.00	0.00	7,500.00	-100.00
10-1-020-002-4110.000 Admin Salary-Cares Act	0.00	0.00	0.00	0.00	2,115.00	0.00	
Total Administrative Salaries & Benefits	5,778.00	9,279.17	-3,501.17	74,233.36	57,396.75	111,350.00	-48.45
Benefit Contributions - Administrative							
10-1-000-002-4110.500 Emp Benefit - Admin	2,354.17	4,764.58	-2,410.41	38,116.64	24,856.06	57,175.00	-56.53
10-1-000-002-4110.501 Wellness Benefit-Admin	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4110.502 Benefit - Comp Absence	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-020-002-4110.500 Admin Benefit-Cares Act	0.00	0.00	0.00	0.00	161.79	0.00	
Total Benefit Contributions - Admin	2,354.17	4,764.58	-2,410.41	38,116.64	25,017.85	57,175.00	-56.24
Fee Expenses							
10-1-000-002-4120.100 Management Fee Exp	14,654.49	13,888.00	766.49	111,104.00	114,121.35	166,656.00	-31.52
10-1-000-002-4120.200 Asset Mgt Fee Exp	1,960.00	1,900.00	60.00	15,200.00	15,680.00	22,800.00	-31.23
10-1-000-002-4120.300 Bookkeeping Fee Exp	1,447.50	1,425.00	22.50	11,400.00	11,542.50	17,100.00	-32.50
10-1-000-002-4120.400 Fee for Service Exp	2.00	0.00	2.00	0.00	15.00	0.00	
10-1-000-002-4120.500 Other Fee Exp	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4171.000 Audit Fee	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-020-002-4120.100 Mgmt Fee - Cares Act	0.00	0.00	0.00	0.00	12,739.00	0.00	
Total Fee Expenses	18,063.99	17,213.00	850.99	137,704.00	154,097.85	206,556.00	-25.40
Advertising & Marketing							
10-1-000-002-4190.650 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							
10-1-000-002-4140.000 Training - Staff	0.00	291.67	-291.67	2,333.36	2,100.00	3,500.00	-40.00
10-1-000-002-4180.000 Telephone	0.00	341.67	-341.67	2,733.36	1,487.42	4,100.00	-63.72
10-1-000-002-4190.100 Postage	177.25	187.50	-10.25	1,500.00	1,311.90	2,250.00	-41.69
10-1-000-002-4190.200 Office Supplies	259.00	54.17	204.83	433.36	351.86	650.00	-45.87
10-1-000-002-4190.300 Paper Supplies	198.77	100.00	98.77	800.00	378.45	1,200.00	-68.46
10-1-000-002-4190.400 Printing/printers	0.00	100.00	-100.00	800.00	0.00	1,200.00	-100.00
10-1-000-002-4190.401 Printing Supplies	233.18	79.17	154.01	633.36	605.75	950.00	-36.24
10-1-000-002-4190.500 Printer/Copier Supp-Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4190.550 Computers	60.00	0.00	60.00	0.00	2,909.00	0.00	
10-1-000-002-4190.600 Publications	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4190.700 Member Dues/Fees	73.52	83.33	-9.81	666.64	514.64	1,000.00	-48.54
10-1-000-002-4190.800 Internet Services	432.88	375.00	57.88	3,000.00	3,353.81	4,500.00	-25.47
10-1-000-002-4190.850 IT Support	0.00	76.67	-76.67	613.36	392.00	920.00	-57.39
Total Office Expense	1,434.60	1,689.18	-254.58	13,513.44	13,404.83	20,270.00	-33.87
Legal Expense							
10-1-000-002-4130.000 Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4190.900 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							
10-1-000-002-4150.000 Travel - Staff	0.00	83.33	-83.33	666.64	0.00	1,000.00	-100.00
10-1-000-002-4150.010 Travel - Commissioners	0.00	33.33	-33.33	266.64	0.00	400.00	-100.00

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Knox County Housing Authority
INCOME STATEMENT - AMP 2, Family Sites
November, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-002-4150.100 Mileage - Admin	0.00	66.67	-66.67	533.36	0.00	800.00	-100.00
Total Travel Expense	0.00	183.33	-183.33	1,466.64	0.00	2,200.00	-100.00
Other Expense							
10-1-000-002-4140.010 Training-Commissioners	0.00	0.00	0.00	0.00	-2,100.00	0.00	
10-1-000-002-4160.000 Consulting Services	0.00	66.67	-66.67	533.36	0.00	800.00	-100.00
10-1-000-002-4160.500 Translating/Interp Serv.	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4170.000 Accounting Fee	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4190.000 Other Sundry	0.00	0.00	0.00	0.00	2,857.21	0.00	
10-1-000-002-4190.950 Background Verification	10.97	66.67	-55.70	533.36	86.95	800.00	-89.13
Total Other Expense	10.97	133.34	-122.37	1,066.72	844.16	1,600.00	-47.24
TOTAL OPERATING EXPENSE - Admin	27,641.73	33,262.60	-5,620.87	266,100.80	250,761.44	399,151.00	-37.18
TENANT SERVICES							
Tenant Services - Salaries & Benefits							
10-1-000-002-4210.000 Ten Services-Salary	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4210.500 Emp Benefit-TenSer	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4215.000 T.S.- Part Time Pay	0.00	566.67	-566.67	4,533.36	0.00	6,800.00	-100.00
10-1-000-002-4215.500 T.S. - Part Time Benefits	0.00	65.00	-65.00	520.00	0.00	780.00	-100.00
Total Ten. Ser. - Salaries & Benefits	0.00	631.67	-631.67	5,053.36	0.00	7,580.00	-100.00
Tenant Services - Other							
10-1-000-002-4220.000 Ten Ser-Incentives	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.100 Ten Ser-Supplies	0.00	83.33	-83.33	666.64	0.00	1,000.00	-100.00
10-1-000-002-4220.110 Ten Ser-Recreation	0.00	25.00	-25.00	200.00	0.00	300.00	-100.00
10-1-000-002-4220.120 Ten Ser-Education	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.125 Ten Ser-Other	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.130 Ten Ser-Phone	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.140 Ten Ser-Transportation	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.150 Ten Ser-Boat Regatta	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.155 National Night Out	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.156 Bike Repair	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.160 TenSer-Printing&Postage	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.161 Ten Serv-advertizing	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.170 After School Prog Exp	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.171 Summer Prog-Functions	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.172 Summer Prog-Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.173 T.S - Fingerprinting	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.175 Garden Program Expense	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.181 Winter Prog Functions	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.182 Winter Prog Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.192 GED Prog Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.200 Emergency Shelter	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4230.000 Ten Ser Contract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4230.174 Summer Prog Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4230.184 Winter Prog Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4230.194 GED Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4230.195 GED Testing	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Services - Other	0.00	108.33	-108.33	866.64	0.00	1,300.00	-100.00

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Knox County Housing Authority
INCOME STATEMENT - AMP 2, Family Sites
November, 2020

	<u>Monthly Amt</u>	<u>Monthly Budget</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>Current YTD</u>	<u>Budget</u>	<u>Variance %</u>
TOTAL TENANT SERVICES EXPENSE	0.00	740.00	-740.00	5,920.00	0.00	8,880.00	-100.00
<u>MAINTENANCE & OPERATIONS EXPENSE</u>							
Maintenance - Labor & OT							
10-1-000-002-4410.000 Maint - Labor	17,956.80	23,916.67	-5,959.87	191,333.36	169,489.19	287,000.00	-40.94
10-1-000-002-4410.100 Maint Labor - OT	312.90	583.33	-270.43	4,666.64	1,753.72	7,000.00	-74.95
10-1-000-002-4410.200 Maint Labor-Other Amp	0.00	0.00	0.00	0.00	428.00	0.00	
10-1-000-002-4410.300 Maint Labor - Seasonal	0.00	400.00	-400.00	3,200.00	1,846.40	4,800.00	-61.53
10-1-020-002-4410.000 Maint Labor - Cares Act	0.00	0.00	0.00	0.00	6,517.50	0.00	
Total Maintenance - Labor & OT	18,269.70	24,900.00	-6,630.30	199,200.00	180,034.81	298,800.00	-39.75
Benefit Contributions - Maintenance							
10-1-000-002-4410.500 Emp Benefit - Maint	6,416.61	10,045.83	-3,629.22	80,366.64	61,560.87	120,550.00	-48.93
10-1-000-002-4410.501 Maint Wellness Benefit	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4410.503 Emp Benefit - Seasonal	0.00	54.17	-54.17	433.36	581.83	650.00	-10.49
10-1-020-002-4410.500 Maint Benefit-Cares Act	0.00	0.00	0.00	0.00	498.58	0.00	
Total Benefit Contributions - Maint.	6,416.61	10,100.00	-3,683.39	80,800.00	62,641.28	121,200.00	-48.32
Maintenance - Materials/Supplies							
10-1-000-002-4330.010 Refuse	0.00	33.33	-33.33	266.64	173.60	400.00	-56.60
10-1-000-002-4420.010 Garbage&Trash Supp	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4420.020 Heating&Cooling Supp	120.19	0.00	120.19	0.00	1,887.13	0.00	
10-1-000-002-4420.030 Snow Removal Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4420.031 Gas for Snow Removal	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4420.040 Roofing Contract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4420.050 Landscape/Grounds Sup	0.00	83.33	-83.33	666.64	2,164.62	1,000.00	116.46
10-1-000-002-4420.051 Gasoline for mowing	77.63	62.50	15.13	500.00	352.75	750.00	-52.97
10-1-000-002-4420.070 Electrical Supplies	113.42	166.67	-53.25	1,333.36	1,750.06	2,000.00	-12.50
10-1-000-002-4420.080 Plumbing Supplies	0.00	208.33	-208.33	1,666.64	3,324.27	2,500.00	32.97
10-1-000-002-4420.090 Extermination Supplies	0.00	33.33	-33.33	266.64	590.81	400.00	47.70
10-1-000-002-4420.100 Janitorial Supplies	220.28	83.33	136.95	666.64	1,867.61	1,000.00	86.76
10-1-000-002-4420.110 Routine Maint. Supplies	383.99	1,083.33	-699.34	8,666.64	10,688.00	13,000.00	-17.78
10-1-000-002-4420.120 Other Misc. Supplies	0.00	6.67	-6.67	53.36	2.33	80.00	-97.09
10-1-000-002-4420.125 Mileage	0.00	12.50	-12.50	100.00	0.00	150.00	-100.00
10-1-000-002-4420.126 Vehicle Supplies	1,875.17	283.33	1,591.84	2,266.64	3,941.35	3,400.00	15.92
10-1-000-002-4420.130 Security Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-020-002-4420.000 Maint Supply-Cares Act	56.39	0.00	56.39	0.00	1,194.12	0.00	
Total Maintenance - Materials/Supplies	2,847.07	2,056.65	790.42	16,453.20	27,936.65	24,680.00	13.20
Maintenance - Contracts							
10-1-000-002-4430.010 Garbage&Trash Cont	0.00	158.33	-158.33	1,266.64	861.01	1,900.00	-54.68
10-1-000-002-4430.020 Heating&Cooling Cont	0.00	20.83	-20.83	166.64	5,014.73	250.00	1,905.89
10-1-000-002-4430.030 Snow Removal Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4430.050 Landscape & Grds Cont	0.00	458.33	-458.33	3,666.64	20.00	5,500.00	-99.64
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	50.00	-50.00	400.00	0.00	600.00	-100.00
10-1-000-002-4430.080 Plumbing Contracts	0.00	125.00	-125.00	1,000.00	12,535.84	1,500.00	735.72
10-1-000-002-4430.090 Extermination Contracts	1,569.80	500.00	1,069.80	4,000.00	4,709.40	6,000.00	-21.51
10-1-000-002-4430.100 Reg Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4430.110 Routine Maint Contr	0.00	233.33	-233.33	1,866.64	9,937.70	2,800.00	254.92
10-1-000-002-4430.120 Other Misc Cont Cost	0.00	0.00	0.00	0.00	4,168.60	0.00	
10-1-000-002-4430.126 Vehicle Maint Cont	0.00	0.00	0.00	0.00	85,193.07	0.00	
10-1-000-002-4431.000 Trash Removal	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance - Contracts	1,569.80	1,545.82	23.98	12,366.56	122,440.35	18,550.00	560.06

Date:
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Knox County Housing Authority
INCOME STATEMENT - AMP 2, Family Sites
November, 2020

	<u>Monthly Amt</u>	<u>Monthly Budget</u>	<u>Variance</u>	<u>YTD Budget</u>	<u>Current YTD</u>	<u>Budget</u>	<u>Variance %</u>
TOTAL MAINTENANCE EXPENSES	29,103.18	38,602.47	-9,499.29	308,819.76	393,053.09	463,230.00	-15.15
<u>UTILITIES EXPENSE</u>							
Utilities Expense							
10-1-000-002-4310.000 Water	66.14	75.83	-9.69	606.64	516.07	910.00	-43.29
10-1-000-002-4315.000 Sewer	18.99	16.67	2.32	133.36	300.62	200.00	50.31
10-1-000-002-4320.000 Electric	842.63	916.67	-74.04	7,333.36	7,730.86	11,000.00	-29.72
10-1-000-002-4330.000 Gas	613.87	666.67	-52.80	5,333.36	3,929.83	8,000.00	-50.88
Total Utilities Expense	<u>1,541.63</u>	<u>1,675.84</u>	<u>-134.21</u>	<u>13,406.72</u>	<u>12,477.38</u>	<u>20,110.00</u>	<u>-37.95</u>
TOTAL UTILITIES EXPENSE	1,541.63	1,675.84	-134.21	13,406.72	12,477.38	20,110.00	-37.95
<u>TOTAL PROTECTIVE SERVICES EXPENSE</u>							
Protective Services - Contract							
10-1-000-002-4480.000 Police Contract	498.07	108.33	389.74	866.64	873.76	1,300.00	-32.79
10-1-000-002-4480.100 ADT Contract	0.00	91.67	-91.67	733.36	976.14	1,100.00	-11.26
10-1-000-002-4480.500 Security Contract	0.00	258.33	-258.33	2,066.64	9,831.00	3,100.00	217.13
Total Protective Services - Contract	<u>498.07</u>	<u>458.33</u>	<u>39.74</u>	<u>3,666.64</u>	<u>11,680.90</u>	<u>5,500.00</u>	<u>112.38</u>
TOTAL PROTECTIVE SERVICES EXPENSE	498.07	458.33	39.74	3,666.64	11,680.90	5,500.00	112.38
<u>INSURANCE PREMIUMS EXPENSE</u>							
Insurance Expenses							
10-1-000-002-4510.000 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4510.010 Property Ins	2,819.31	2,760.42	58.89	22,083.36	22,554.48	33,125.00	-31.91
10-1-000-002-4510.015 Equipment Insurance	135.54	129.17	6.37	1,033.36	1,084.32	1,550.00	-30.04
10-1-000-002-4510.020 Liability Ins	467.03	445.83	21.20	3,566.64	3,736.24	5,350.00	-30.16
10-1-000-002-4510.025 PE & PO Insurance	397.76	395.83	1.93	3,166.64	3,182.08	4,750.00	-33.01
10-1-000-002-4510.030 Work Comp Insurance	1,209.90	1,275.00	-65.10	10,200.00	9,679.20	15,300.00	-36.74
10-1-000-002-4510.035 Auto Insurance	209.63	318.75	-109.12	2,550.00	1,677.04	3,825.00	-56.16
10-1-000-002-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Insurance Expenses	<u>5,239.17</u>	<u>5,325.00</u>	<u>-85.83</u>	<u>42,600.00</u>	<u>41,913.36</u>	<u>63,900.00</u>	<u>-34.41</u>
TOTAL INSURANCE PREMIUMS EXPENSE	5,239.17	5,325.00	-85.83	42,600.00	41,913.36	63,900.00	-34.41
<u>GENERAL EXPENSES</u>							
General Expenses							
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	0.00	
Total General Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Payment In Lieu Of Taxes - PILOT Tax							
10-1-000-002-4520.000 Pay in lieu of Tax	763.43	1,992.58	-1,229.15	15,940.64	10,790.35	23,911.00	-54.87
Total Payment In Lieu Of Taxes - PILOT	<u>763.43</u>	<u>1,992.58</u>	<u>-1,229.15</u>	<u>15,940.64</u>	<u>10,790.35</u>	<u>23,911.00</u>	<u>-54.87</u>
Bad Debt Write-Offs - Tenant Rents							
10-1-000-002-4570.000 Collection Losses	1,099.41	0.00	1,099.41	0.00	-1,548.45	0.00	
Total Bad Debt Write-Offs - Tenant Rents	<u>1,099.41</u>	<u>0.00</u>	<u>1,099.41</u>	<u>0.00</u>	<u>-1,548.45</u>	<u>0.00</u>	
TOTAL OTHER GENERAL EXPENSES	1,862.84	1,992.58	-129.74	15,940.64	9,241.90	23,911.00	-61.35

INTEREST EXP & AMORTIZATION COST

Date:
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Knox County Housing Authority
INCOME STATEMENT - AMP 2, Family Sites
November, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
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	65,886.62	82,056.82	-16,170.20	656,454.56	719,128.07	984,682.00	-26.97
NET (REVENUE)/EXPENSE	-51,655.66	6,056.66	-57,712.32	48,453.28	-110,483.33	72,680.00	-252.01
<u>MISCELLANEOUS EXPENSE</u>							
Extraordinary Expense							
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	
10-1-000-002-4620.040 Insur Proceeds	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	35,500.00	-6,500.00	284,000.00	232,000.00	426,000.00	-45.54
Total Depreciation Expense	29,000.00	35,500.00	-6,500.00	284,000.00	232,000.00	426,000.00	-45.54
TOTAL MISCELLANEOUS EXPENSES	29,000.00	35,500.00	-6,500.00	284,000.00	232,000.00	426,000.00	-45.54
TOTAL EXPENSES	-22,655.66	41,556.66	-64,212.32	332,453.28	121,516.67	498,680.00	-75.63
<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	-40,931.67	40,931.67	-327,453.36	0.00	-491,180.00	-100.00
10-1-000-002-9111.000 Operating Xfers - In	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-9111.100 Operating Xfers - Out	0.00	0.00	0.00	0.00	0.00	0.00	
Total Operating Transfers In/Out	0.00	-40,931.67	40,931.67	-327,453.36	0.00	-491,180.00	-100.00
TOTAL OTHER FINANCING SOURCES (USES)	0.00	-40,931.67	40,931.67	-327,453.36	0.00	-491,180.00	-100.00
EXCESS (REVENUE)/EXPENSE	-22,655.66	624.99	-23,280.65	4,999.92	121,516.67	7,500.00	1,520.22

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Knox County Housing Authority
INCOME STATEMENT - AMP 3, Bluebell
November, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
REVENUE							
pum	51.00	51.00	0.00	408.00	408.00	612.00	0.00
TENANT REVENUE							
Tenant Rent Revenue							
10-1-000-006-3110.000 Dwelling Rent	-13,687.00	-14,583.33	896.33	-116,666.64	-111,177.00	-175,000.00	-36.47
10-1-000-006-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Rent Revenue	-13,687.00	-14,583.33	896.33	-116,666.64	-111,177.00	-175,000.00	-36.47
Tenant Revenue - Other							
10-1-000-006-3120.000 Excess Utilities	0.00	-4.17	4.17	-33.36	-75.00	-50.00	50.00
10-1-000-006-3190.000 Nondwell Rent	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3690.000 Other Income	0.00	-16.67	16.67	-133.36	234.00	-200.00	-217.00
10-1-000-006-3690.100 Late Fees	0.00	-14.58	14.58	-116.64	0.00	-175.00	-100.00
10-1-000-006-3690.120 Violation Fees	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3690.140 Returned Check Charge	0.00	-4.17	4.17	-33.36	0.00	-50.00	-100.00
10-1-000-006-3690.150 Laundry Income	-3,786.60	-500.00	-3,286.60	-4,000.00	-3,876.60	-6,000.00	-35.39
10-1-000-006-3690.160 Vending Machine Inc	0.00	-20.83	20.83	-166.64	-45.26	-250.00	-81.90
10-1-000-006-3690.180 Labor	0.00	-41.67	41.67	-333.36	-290.50	-500.00	-41.90
10-1-000-006-3690.200 Materials	0.00	-8.33	8.33	-66.64	-31.75	-100.00	-68.25
Total Tenant Revenue Other	-3,786.60	-610.42	-3,176.18	-4,883.36	-4,085.11	-7,325.00	-44.23
TOTAL TENANT REVENUE	-17,473.60	-15,193.75	-2,279.85	-121,550.00	-115,262.11	-182,325.00	-36.78
OTHER REVENUE							
HUD/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	0.00	0.00	0.00	
10-1-000-006-3610.000 Interest Income	-7.75	-191.67	183.92	-1,533.36	-202.53	-2,300.00	-91.19
10-1-000-006-8020.000 Oper Sub - Curr Yr	-7,836.00	-5,012.67	-2,823.33	-40,101.36	-42,672.00	-60,152.00	-29.06
10-1-020-006-8020.000 Oper Sub - Cares Act	0.00	0.00	0.00	0.00	-7,854.52	0.00	
Total HUD/Other Grants & Invest Income	-7,843.75	-5,204.34	-2,639.41	-41,634.72	-50,729.05	-62,452.00	-18.77
Other Revenue							
10-1-000-006-3850.000 Inspection(s) Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.005 Income from Amps	0.00	-20.83	20.83	-166.64	0.00	-250.00	-100.00
10-1-000-006-3850.010 Garbage&Trash Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.020 Htg & Cooling Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.030 Snow Removal Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.040 Elevator Maint Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.050 Landscape&Grds Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.060 Unit Turnaround Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.070 Electric Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.080 Plumbing Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.090 Exterminator Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.100 Janitorial Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-3850.110 Routine Main. Inc	0.00	0.00	0.00	0.00	0.00	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	-20.83	20.83	-166.64	0.00	-250.00	-100.00
TOTAL OTHER REVENUE	-7,843.75	-5,225.17	-2,618.58	-41,801.36	-50,729.05	-62,702.00	-19.10
TOTAL REVENUE	-25,317.35	-20,418.92	-4,898.43	-163,351.36	-165,991.16	-245,027.00	-32.26

Date:
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Knox County Housing Authority
INCOME STATEMENT - AMP 3, Bluebell
November, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
EXPENSES							
ADMINISTRATIVE							
Administrative Salaries & Benefits							
10-1-000-006-4110.000 Admin Salaries	808.18	1,833.33	-1,025.15	14,666.64	7,058.67	22,000.00	-67.92
10-1-000-006-4110.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4110.200 Admin - Other Amps	0.00	0.00	0.00	0.00	1,503.65	0.00	
10-1-020-006-4110.000 Admin Salary-Cares Act	0.00	0.00	0.00	0.00	111.89	0.00	
Total Administrative Salaries & Benefits	808.18	1,833.33	-1,025.15	14,666.64	8,674.21	22,000.00	-60.57
Benefit Contributions - Administrative							
10-1-000-006-4110.500 Emp Benefit - Admin	314.19	708.33	-394.14	5,666.64	2,645.64	8,500.00	-68.87
10-1-000-006-4110.501 Wellness Benefit-Admin	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4110.502 Benefit - Comp Absence	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-020-006-4110.500 Admin Benefit-Cares Act	0.00	0.00	0.00	0.00	8.56	0.00	
Total Benefit Contributions - Admin	314.19	708.33	-394.14	5,666.64	2,654.20	8,500.00	-68.77
Fee Expenses							
10-1-000-006-4120.100 Management Fee Exp	3,720.57	3,728.00	-7.43	29,824.00	29,659.16	44,736.00	-33.70
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	367.50	383.00	-15.50	3,064.00	3,000.00	4,596.00	-34.73
10-1-000-006-4120.400 Fee for Service Exp	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4120.500 Other Fee Exp	420.00	0.00	420.00	0.00	420.00	0.00	
10-1-000-006-4171.000 Audit Fee	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-020-006-4120.100 Mgmt Fee - Cares Act	0.00	0.00	0.00	0.00	931.00	0.00	
Total Fee Expenses	5,018.07	4,621.00	397.07	36,968.00	38,090.16	55,452.00	-31.31
Advertising & Marketing							
10-1-000-006-4190.650 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							
10-1-000-006-4140.000 Training - Staff	0.00	125.00	-125.00	1,000.00	525.00	1,500.00	-65.00
10-1-000-006-4180.000 Telephone	235.54	416.67	-181.13	3,333.36	2,366.63	5,000.00	-52.67
10-1-000-006-4190.100 Postage	7.00	10.00	-3.00	80.00	53.50	120.00	-55.42
10-1-000-006-4190.200 Office Supplies	0.00	12.50	-12.50	100.00	14.90	150.00	-90.07
10-1-000-006-4190.300 Paper Supplies	0.00	14.58	-14.58	116.64	-109.59	175.00	-162.62
10-1-000-006-4190.400 Printing/printers	0.00	0.00	0.00	0.00	89.16	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	125.00	-125.00	1,000.00	1,296.00	1,500.00	-13.60
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	19.74	25.00	-5.26	200.00	138.18	300.00	-53.94
10-1-000-006-4190.800 Internet Services	169.95	150.00	19.95	1,200.00	1,116.72	1,800.00	-37.96
10-1-000-006-4190.850 IT Support	0.00	25.00	-25.00	200.00	139.75	300.00	-53.42
Total Office Expense	432.23	916.25	-484.02	7,330.00	5,630.25	10,995.00	-48.79
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	16.67	-16.67	133.36	0.00	200.00	-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	8.33	-8.33	66.64	0.00	100.00	-100.00
Total Travel Expense	0.00	25.00	-25.00	200.00	0.00	300.00	-100.00
Other Expense							

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Knox County Housing Authority
INCOME STATEMENT - AMP 3, Bluebell
November, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-006-4140.010 Training-Commissioners	0.00	0.00	0.00	0.00	-525.00	0.00	
10-1-000-006-4160.000 Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4160.500 Translating/Interp Serv.	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4170.000 Accounting Fee	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	0.00	0.00	
10-1-000-006-4190.950 Background Verification	0.00	12.50	-12.50	100.00	32.10	150.00	-78.60
Total Other Expense	0.00	12.50	-12.50	100.00	-492.90	150.00	-428.60
TOTAL OPERATING EXPENSE - Admin	6,572.67	8,116.41	-1,543.74	64,931.28	54,555.92	97,397.00	-43.99
TENANT SERVICES							
Tenant Services - Other							
10-1-000-006-4220.100 Ten Ser-Supplies	0.00	20.83	-20.83	166.64	0.00	250.00	-100.00
10-1-000-006-4220.110 Ten Ser-Recreation	0.00	20.83	-20.83	166.64	19.39	250.00	-92.24
Total Tenant Services - Other	0.00	41.66	-41.66	333.28	19.39	500.00	-96.12
TOTAL TENANT SERVICES EXPENSE	0.00	41.66	-41.66	333.28	19.39	500.00	-96.12
MAINTENANCE & OPERATIONS EXPENSE							
Maintenance - Labor & OT							
10-1-000-006-4410.000 Maint - Labor	2,830.40	3,083.33	-252.93	24,666.64	24,061.03	37,000.00	-34.97
10-1-000-006-4410.100 Maint Labor - OT	265.35	83.33	182.02	666.64	369.39	1,000.00	-63.06
10-1-000-006-4410.200 Maint Labor-Other Amp	0.00	0.00	0.00	0.00	906.19	0.00	
10-1-020-006-4410.000 Maint Labor - Cares Act	0.00	0.00	0.00	0.00	1,180.50	0.00	
Total Maintenance - Labor & OT	3,095.75	3,166.66	-70.91	25,333.28	26,517.11	38,000.00	-30.22
Benefit Contributions - Maintenance							
10-1-000-006-4410.500 Maint Emp Benefit	706.24	750.00	-43.76	6,000.00	5,769.56	9,000.00	-35.89
10-1-000-006-4410.501 Maint Wellness Benefit	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-020-006-4410.500 Maint Benefit-Cares Act	0.00	0.00	0.00	0.00	90.31	0.00	
Total Benefit Contributions - Maint.	706.24	750.00	-43.76	6,000.00	5,859.87	9,000.00	-34.89
Maintenance - Materials/Supplies							
10-1-000-006-4420.010 Garbage&Trash Supp	0.00	12.50	-12.50	100.00	0.00	150.00	-100.00
10-1-000-006-4420.020 Heating&Cooling Supp	0.00	125.00	-125.00	1,000.00	2,561.04	1,500.00	70.74
10-1-000-006-4420.030 Snow Removal Supplies	0.00	12.50	-12.50	100.00	0.00	150.00	-100.00
10-1-000-006-4420.031 Gas for Snow Removal	0.00	4.17	-4.17	33.36	0.00	50.00	-100.00
10-1-000-006-4420.050 Landscape/Grounds Sup	0.00	50.00	-50.00	400.00	725.10	600.00	20.85
10-1-000-006-4420.051 Gasoline for mowing	0.00	16.67	-16.67	133.36	44.08	200.00	-77.96
10-1-000-006-4420.070 Electrical Supplies	0.00	29.17	-29.17	233.36	91.03	350.00	-73.99
10-1-000-006-4420.080 Plumbing Supplies	0.00	70.83	-70.83	566.64	385.74	850.00	-54.62
10-1-000-006-4420.090 Extermination Supplies	0.00	20.83	-20.83	166.64	0.00	250.00	-100.00
10-1-000-006-4420.100 Janitorial Supplies	315.18	125.00	190.18	1,000.00	714.72	1,500.00	-52.35
10-1-000-006-4420.110 Routine Maint.Supplies	248.64	458.33	-209.69	3,666.64	4,992.49	5,500.00	-9.23
10-1-000-006-4420.120 Other Misc Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4420.121 Laundry Equip Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4420.125 Mileage	0.00	4.17	-4.17	33.36	0.00	50.00	-100.00
10-1-000-006-4420.130 Security Supplies	0.00	83.33	-83.33	666.64	0.00	1,000.00	-100.00
10-1-020-006-4420.000 Maint Supply-Cares Act	0.00	0.00	0.00	0.00	531.43	0.00	
Total Maintenance - Materials/Supplies	563.82	1,012.50	-448.68	8,100.00	10,045.63	12,150.00	-17.32
Maintenance - Contracts							
10-1-000-006-4430.010 Garbage & Trash Cont	120.00	166.67	-46.67	1,333.36	1,005.00	2,000.00	-49.75
10-1-000-006-4430.020 Heating & Cooling Cont	3,327.58	166.67	3,160.91	1,333.36	6,939.62	2,000.00	246.98
10-1-000-006-4430.030 Snow Removal Contract	0.00	29.17	-29.17	233.36	0.00	350.00	-100.00

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Knox County Housing Authority
INCOME STATEMENT - AMP 3, Bluebell
November, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
Payment In Lieu Of Taxes - PILOT Tax							
10-1-000-006-4520.000 Pay in lieu of Tax	1,206.84	1,750.67	-543.83	14,005.36	9,877.53	21,008.00	-52.98
Total Payment In Lieu Of Taxes - PILOT	1,206.84	1,750.67	-543.83	14,005.36	9,877.53	21,008.00	-52.98
Bad Debt Write-Offs - Tenant Rents							
10-1-000-006-4570.000 Collection Losses	369.90	0.00	369.90	0.00	1,304.68	0.00	
Total Bad Debt Write-Offs - Tenant Rents	369.90	0.00	369.90	0.00	1,304.68	0.00	
TOTAL OTHER GENERAL EXPENSES	1,576.74	1,750.67	-173.93	14,005.36	11,182.21	21,008.00	-46.77
<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	26,247.60	21,354.57	4,893.03	170,836.56	158,758.28	256,255.00	-38.05
NET (REVENUE)/EXPENSE	930.25	935.65	-5.40	7,485.20	-7,232.88	11,228.00	-164.42
<u>MISCELLANEOUS EXPENSE</u>							
Extraordinary & Casualty Expense							
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	
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	14,083.33	-3,083.33	112,666.64	88,000.00	169,000.00	-47.93
Total Depreciation Expense	11,000.00	14,083.33	-3,083.33	112,666.64	88,000.00	169,000.00	-47.93
TOTAL MISCELLANEOUS EXPENSES	11,000.00	14,083.33	-3,083.33	112,666.64	88,000.00	169,000.00	-47.93
TOTAL EXPENSES	11,930.25	15,018.98	-3,088.73	120,151.84	80,767.12	180,228.00	-55.19
<u>OTHER FINANCING SOURCES (USES)</u>							
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	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-9111.000 Operating Xfers - In	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-9111.100 Operating Xfers - Out	0.00	0.00	0.00	0.00	0.00	0.00	
Total Operating/Reserve Transfers In/Out	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	11,930.25	15,018.98	-3,088.73	120,151.84	80,767.12	180,228.00	-55.19

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Knox County Housing Authority
INCOME STATEMENT - HCV (ADMIN & HAP) HAP
November, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
30-1-000-000-4190.401 Printing Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4190.550 Computers	0.00	250.00	-250.00	2,000.00	1,469.00	3,000.00	-51.03
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	33.33	-33.33	266.64	297.25	400.00	-25.69
30-1-000-000-4190.950 Background Verification	120.67	66.67	54.00	533.36	515.68	800.00	-35.54
Total Admin Sundry & w/o Sundry	648.21	1,162.50	-514.29	9,300.00	7,080.36	13,950.00	-49.24
TOTAL ADMIN EXPENSE	11,438.54	12,298.84	-860.30	98,390.72	95,463.80	147,586.00	-35.32
General Expense							
30-1-000-000-4400.000 Maint & Operation	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4430.126 Vehicle Maint Cont	0.00	0.00	0.00	0.00	27,071.00	0.00	
30-1-000-000-4510.000 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4510.025 PE & PO Insurance	79.62	83.33	-3.71	666.64	636.96	1,000.00	-36.30
30-1-000-000-4510.030 Work Comp Insurance	252.20	256.25	-4.05	2,050.00	2,017.60	3,075.00	-34.39
30-1-000-000-4510.035 Auto Insurance	41.93	43.75	-1.82	350.00	335.44	525.00	-36.11
30-1-000-000-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4540.000 Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4570.100 Collection Loss Admin	-5.00	41.67	-46.67	333.36	291.13	500.00	-41.77
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	307.68	400.00	-92.32	3,200.00	2,588.24	4,800.00	-46.08
30-1-000-000-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total General Expense	676.43	825.00	-148.57	6,600.00	32,940.37	9,900.00	232.73
TOTAL GENERAL EXPENSE	676.43	825.00	-148.57	6,600.00	32,940.37	9,900.00	232.73
Surplus Adjustments							
30-1-000-000-6010.000 Prior Yr Adj - ARR	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-6020.000 Prior Yr Adj - NARR	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-6120.000 Gain/Loss-Nonex Eq	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							
30-1-000-000-7016.000 Prov for Oper Rsrve	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-7027.000 Prov for Proj Rsrve	0.00	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00	
Capital Expenditures							
30-1-000-000-7520.000 Replace Nonexp Eq	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-7530.000 Rcpts Nonex Eq NR	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-7540.010 Labor	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-7540.020 Materials	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-7540.030 NonExp Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-7540.040 Contract Costs	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-7590.000 Oper Exp Prop Contra	0.00	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	
Depreciation Expense							
30-1-000-000-4800.000 Dpreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Total Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL ADMIN EXPENSES	12,114.97	13,123.84	-1,008.87	104,990.72	128,404.17	157,486.00	-18.47
ADMIN (Profit)/Loss w/ Depreciation	2,842.83	3,693.59	-850.76	29,548.72	-591.65	44,323.00	-101.33

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Knox County Housing Authority
INCOME STATEMENT - HCV (ADMIN & HAP) HAP
November, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
HAP REVENUE							
HAP Income							
30-1-000-000-3300.200 Fraud Recovery - HAP	-75.00	-416.67	341.67	-3,333.36	-1,768.00	-5,000.00	-64.64
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 Ann Contr-Cur Yr	-68,146.00	-77,052.08	8,906.08	-616,416.64	-581,483.00	-924,625.00	-37.11
30-1-000-000-8027.000 Ann Contr - Pr Yr	0.00	0.00	0.00	0.00	0.00	0.00	
Total Income	-68,221.00	-77,468.75	9,247.75	-619,750.00	-583,251.00	-929,625.00	-37.26
TOTAL HAP INCOME	-68,221.00	-77,468.75	9,247.75	-619,750.00	-583,251.00	-929,625.00	-37.26
HAP EXPENSES							
HAP Expenses							
30-1-000-000-4715.010 HAP-Occupied Units	63,730.00	61,544.00	2,186.00	492,352.00	486,600.00	738,528.00	-34.11
30-1-000-000-4715.015 HAP Mid Month Lease	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4715.020 HAP-Repayments	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4715.021 HAP-FraudRepay-HUD	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4715.030 HAP-Port Ins	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4715.040 HAP-Util Payments	2,686.00	2,333.33	352.67	18,666.64	23,034.00	28,000.00	-17.74
30-1-000-000-4715.050 HAP-Homeownership	174.00	175.00	-1.00	1,400.00	1,599.00	2,100.00	-23.86
30-1-000-000-4715.070 HAP-Portable	9,850.00	14,583.33	-4,733.33	116,666.64	93,616.00	175,000.00	-46.51
30-1-000-000-4715.080 HAP Hard to House	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4718.000 HAP-Escrow Certs	0.00	0.00	0.00	0.00	0.00	0.00	
Total HAP Expenses	76,440.00	78,635.66	-2,195.66	629,085.28	604,849.00	943,628.00	-35.90
TOTAL HAP EXPENSE	76,440.00	78,635.66	-2,195.66	629,085.28	604,849.00	943,628.00	-35.90
General HAP Expenses							
30-1-000-000-4570.200 Collection Loss HUD	-4.60	41.67	-46.27	333.36	292.81	500.00	-41.44
Total General HAP Expenses	-4.60	41.67	-46.27	333.36	292.81	500.00	-41.44
TOTAL GENERAL HAP EXPENSES	-4.60	41.67	-46.27	333.36	292.81	500.00	-41.44
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	76,435.40	78,677.33	-2,241.93	629,418.64	605,141.81	944,128.00	-35.90
Remaining HAP to/from Reserve	8,214.40	1,208.58	7,005.82	9,668.64	21,890.81	14,503.00	50.94

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Knox County Housing Authority
INCOME STATEMENT - AHP Brentwood
November, 2020

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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	-26,605.00	-28,060.00	1,455.00	-224,480.00	-222,383.00	-336,720.00	-33.96
60-1-000-000-5125.000 PHA Rent	-4,928.00	-4,300.00	-628.00	-34,400.00	-34,273.00	-51,600.00	-33.58
60-1-000-000-5320.000 Rent Adjustments	815.00	0.00	815.00	0.00	2,646.00	0.00	
Total Tenant Rent Revenue	-30,718.00	-32,360.00	1,642.00	-258,880.00	-254,010.00	-388,320.00	-34.59
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	566.25	-566.25	4,530.00	0.00	6,795.00	-100.00
Total Vacancies Revenue	0.00	566.25	-566.25	4,530.00	0.00	6,795.00	-100.00
TOTAL TENANT REVENUE	-30,718.00	-31,793.75	1,075.75	-254,350.00	-254,010.00	-381,525.00	-33.42
<u>INVESTMENT REVENUE</u>							
Investment Revenue							
60-1-000-000-5410.000 Interest Income	-7.20	-366.67	359.47	-2,933.36	-248.45	-4,400.00	-94.35
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	
60-1-000-000-5500.000 Other Inc - HUD Int Crd	0.00	0.00	0.00	0.00	0.00	0.00	
Total Investment Revenue	-7.20	-366.67	359.47	-2,933.36	-248.45	-4,400.00	-94.35
TOTAL INVESTMENT INCOME	-7.20	-366.67	359.47	-2,933.36	-248.45	-4,400.00	-94.35
<u>OTHER REVENUE</u>							
Other Revenue							
60-1-000-000-5900.000 Other Income	0.00	-4.17	4.17	-33.36	0.00	-50.00	-100.00
60-1-000-000-5901.000 Income - LR Amps	0.00	-29.17	29.17	-233.36	0.00	-350.00	-100.00
60-1-000-000-5910.000 Laundry Income	-840.00	-733.33	-106.67	-5,866.64	-5,583.50	-8,800.00	-36.55
60-1-000-000-5920.000 Bad Check Charges	0.00	-1.67	1.67	-13.36	-20.00	-20.00	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	-416.00	-416.67	0.67	-3,333.36	-2,527.06	-5,000.00	-49.46
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	0.00	-183.33	183.33	-1,466.64	-251.00	-2,200.00	-88.59
60-1-000-000-5926.000 Violation Charges	0.00	-37.92	37.92	-303.36	-732.00	-455.00	60.88
60-1-000-000-5930.000 Retained HAP	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5991.000 ECRM Grant Inc-BW	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5991.100 ECRM Grant #2 Inc-BW	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5992.000 Carver Center Grant-BW	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-5992.500 Late Charges	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Revenue	-1,256.00	-1,406.26	150.26	-11,250.08	-9,113.56	-16,875.00	-45.99
TOTAL OTHER REVENUE	-1,256.00	-1,406.26	150.26	-11,250.08	-9,113.56	-16,875.00	-45.99
TOTAL REVENUE	-31,981.20	-33,566.68	1,585.48	-268,533.44	-263,372.01	-402,800.00	-34.61
EXPENSES							

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Knox County Housing Authority
INCOME STATEMENT - AHP Brentwood
November, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
Total Maintenance Salaries	6,106.55	6,625.00	-518.45	53,000.00	51,356.07	79,500.00	-35.40
Maintenance Supplies							
60-1-000-000-6515.010 Garbage/Trash Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6515.020 Heating/Cooling Supplies	114.47	91.67	22.80	733.36	269.52	1,100.00	-75.50
60-1-000-000-6515.030 Snow Removal Supplies	0.00	41.67	-41.67	333.36	0.00	500.00	-100.00
60-1-000-000-6515.050 Lndscape/Grnd Supplies	58.18	258.33	-200.15	2,066.64	285.17	3,100.00	-90.80
60-1-000-000-6515.070 Electrical Supplies	92.00	472.92	-380.92	3,783.36	3,835.52	5,675.00	-32.41
60-1-000-000-6515.080 Plumbing Supplies	276.66	400.00	-123.34	3,200.00	1,090.78	4,800.00	-77.28
60-1-000-000-6515.100 Janitorial Supplies	258.50	108.33	150.17	866.64	949.36	1,300.00	-26.97
60-1-000-000-6515.110 Routine Maint. Supplies	330.07	1,509.17	-1,179.10	12,073.36	1,277.43	18,110.00	-92.95
60-1-000-000-6515.114 Painting Supplies - BW	118.94	200.00	-81.06	1,600.00	118.94	2,400.00	-95.04
60-1-000-000-6515.115 Refrigerators	0.00	125.00	-125.00	1,000.00	1,497.00	1,500.00	-0.20
60-1-000-000-6515.116 Stoves	0.00	85.00	-85.00	680.00	0.00	1,020.00	-100.00
60-1-000-000-6515.120 Misc. Other Supplies	0.00	41.67	-41.67	333.36	101.87	500.00	-79.63
Total Maintenance Supplies	1,248.82	3,333.76	-2,084.94	26,670.08	9,425.59	40,005.00	-76.44
Maintenance Contracts							
60-1-000-000-6516.000 Interior Repr/Repl-BW	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6516.200 Carpet Repr/Repl-BW	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6520.010 Garbage/Trash Contract	966.85	1,008.33	-41.48	8,066.64	7,750.04	12,100.00	-35.95
60-1-000-000-6520.020 Heat/Cool Contract	0.00	41.67	-41.67	333.36	0.00	500.00	-100.00
60-1-000-000-6520.030 Snow Removal Contract	0.00	165.00	-165.00	1,320.00	0.00	1,980.00	-100.00
60-1-000-000-6520.050 Landscape&Grds Cont	0.00	416.67	-416.67	3,333.36	0.00	5,000.00	-100.00
60-1-000-000-6520.070 Electrical Contract	0.00	66.67	-66.67	533.36	0.00	800.00	-100.00
60-1-000-000-6520.080 Plumbing Contract	0.00	162.50	-162.50	1,300.00	142.50	1,950.00	-92.69
60-1-000-000-6520.090 Extermination Contract	0.00	212.50	-212.50	1,700.00	1,364.48	2,550.00	-46.49
60-1-000-000-6520.100 Janitorial Contract	225.00	108.33	116.67	866.64	799.45	1,300.00	-38.50
60-1-000-000-6520.110 Routine Maint. Contract	562.34	100.00	462.34	800.00	1,101.76	1,200.00	-8.19
60-1-000-000-6520.111 Carpet Repr/Repl Cont.	0.00	558.33	-558.33	4,466.64	0.00	6,700.00	-100.00
60-1-000-000-6520.120 Misc. Other Contracts	0.00	2,866.67	-2,866.67	22,933.36	0.00	34,400.00	-100.00
Total Maintenance Contracts	1,754.19	5,706.67	-3,952.48	45,653.36	11,158.23	68,480.00	-83.71
TOTAL MAINTENANCE	9,109.56	15,665.43	-6,555.87	125,323.44	71,939.89	187,985.00	-61.73
<u>TAXES & INSURANCE EXPENSE</u>							
Taxes & Insurance Expense							
60-1-000-000-6710.000 PILOT - Real Estate Tax	1,364.73	1,477.58	-112.85	11,820.64	11,736.39	17,731.00	-33.81
60-1-000-000-6720.000 Property Insurance	829.21	841.67	-12.46	6,733.36	6,633.68	10,100.00	-34.32
60-1-000-000-6720.500 Equipment Insurance	49.98	52.08	-2.10	416.64	399.84	625.00	-36.03
60-1-000-000-6721.000 Liability Insurance	172.21	175.00	-2.79	1,400.00	1,377.68	2,100.00	-34.40
60-1-000-000-6721.500 PE & PO Insuranace	79.62	83.33	-3.71	666.64	636.96	1,000.00	-36.30
60-1-000-000-6722.000 Work Comp Insurance	249.22	254.17	-4.95	2,033.36	1,993.76	3,050.00	-34.63
60-1-000-000-6722.500 Auto Insurnace	0.00	0.00	0.00	0.00	0.00	0.00	
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	0.00	
Total Taxes & Insurance Expense	2,744.97	2,883.83	-138.86	23,070.64	22,778.31	34,606.00	-34.18
TOTAL TAXES & INSURANCE EXPENSE	2,744.97	2,883.83	-138.86	23,070.64	22,778.31	34,606.00	-34.18

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Knox County Housing Authority
INCOME STATEMENT - AHP Brentwood
November, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
MISCELLANEOUS EXPENSE							
Financial Expenses							
60-1-000-000-6810.000 Interest Expense Payable	1,897.16	1,878.17	18.99	15,025.36	15,300.94	22,538.00	-32.11
60-1-000-000-6860.000 Security Deposit Interest	0.00	0.00	0.00	0.00	0.00	0.00	
Total Financial Expenses	1,897.16	1,878.17	18.99	15,025.36	15,300.94	22,538.00	-32.11
Amortization Expense							
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Surplus Adjustments							
60-1-000-000-6010.000 Prior Yr Adj - BW	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							
60-1-000-000-7010.000 Provision For Reserve	0.00	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00	
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							
60-1-000-000-9111.000 Operating Xfers - In	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	1,897.16	1,878.17	18.99	15,025.36	15,300.94	22,538.00	-32.11
TOTAL EXPENSES BEFORE DEPRECIATION	28,775.48	33,196.74	-4,421.26	265,573.92	208,621.91	398,361.00	-47.63
NET REVENUE/EXPENSES (PROFIT)/LOSS	-3,205.72	-369.94	-2,835.78	-2,959.52	-54,750.10	-4,439.00	1,133.39
Depreciation Expense							
60-1-000-000-6600.000 Depreciation Expense	8,000.00	7,500.00	500.00	60,000.00	64,000.00	90,000.00	-28.89
Total Depreciation Expense	8,000.00	7,500.00	500.00	60,000.00	64,000.00	90,000.00	-28.89
TOTAL DEPRECIATION EXPENSE	8,000.00	7,500.00	500.00	60,000.00	64,000.00	90,000.00	-28.89
NET REVENUE/EXPENSE (PROFIT)/LOSS AFTER DEPRECIATION EXPENSE	4,794.28	7,130.06	-2,335.78	57,040.48	9,249.90	85,561.00	-89.19
 TOTAL BOND PAYMENT	 1,990.35	 0.00	 1,990.35	 0.00	 15,799.10	 0.00	

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Knox County Housing Authority
INCOME STATEMENT - AHP, Prairieland
November, 2020

	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							
TENANT REVENUE							
Tenant Rent Revenue							
60-1-000-001-5120.000 Rent - Prairieland	-22,280.00	-22,811.00	531.00	-182,488.00	-179,654.00	-273,732.00	-34.37
60-1-000-001-5125.000 PHA Rent	-1,686.00	-1,816.67	130.67	-14,533.36	-12,539.00	-21,800.00	-42.48
60-1-000-001-5126.000 Georgia HAP - Prairie S8	-3,414.00	-3,083.33	-330.67	-24,666.64	-27,159.00	-37,000.00	-26.60
60-1-000-001-5320.000 Rent Adjustments	230.00	0.00	230.00	0.00	352.00	0.00	
Total Tenant Rent Revenue	-27,150.00	-27,711.00	561.00	-221,688.00	-219,000.00	-332,532.00	-34.14
Excess Rent							
60-1-000-001-5970.000 Excess Rent	-528.00	-625.00	97.00	-5,000.00	-5,447.00	-7,500.00	-27.37
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	-528.00	-625.00	97.00	-5,000.00	-5,447.00	-7,500.00	-27.37
Vacancies Revenue							
60-1-000-001-5220.000 Vacancies	0.00	497.33	-497.33	3,978.64	0.00	5,968.00	-100.00
Total Vacancies Revenue	0.00	497.33	-497.33	3,978.64	0.00	5,968.00	-100.00
TOTAL TENANT REVENUE	-27,678.00	-27,838.67	160.67	-222,709.36	-224,447.00	-334,064.00	-32.81
INVESTMENT REVENUE							
Investment Revenue							
60-1-000-001-5410.000 Interest Income	0.00	0.00	0.00	0.00	-13.45	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	-2.00	2.00	-16.00	0.00	-24.00	-100.00
60-1-000-001-5450.000 Residual Res Int Inc	0.00	-1.00	1.00	-8.00	0.00	-12.00	-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	-3.00	3.00	-24.00	-13.45	-36.00	-62.64
TOTAL INVESTMENT INCOME	0.00	-3.00	3.00	-24.00	-13.45	-36.00	-62.64
OTHER REVENUE							
Other Revenue							
60-1-000-001-5127.000 Office Rent Receipt	-225.00	-225.00	0.00	-1,800.00	-1,800.00	-2,700.00	-33.33
60-1-000-001-5900.000 Other Income	0.00	-12.50	12.50	-100.00	150.00	-150.00	-200.00
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	-1.67	1.67	-13.36	-40.00	-20.00	100.00
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	-271.00	-350.00	79.00	-2,800.00	-2,362.00	-4,200.00	-43.76
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	0.00	-200.00	200.00	-1,600.00	-229.00	-2,400.00	-90.46
60-1-000-001-5926.000 Violation Charges	0.00	-35.42	35.42	-283.36	-755.00	-425.00	77.65
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	
60-1-000-001-5990.300 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	
60-1-000-001-5992.500 Late Charges	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Revenue	-496.00	-824.59	328.59	-6,596.72	-5,036.00	-9,895.00	-49.11
TOTAL OTHER REVENUE	-496.00	-824.59	328.59	-6,596.72	-5,036.00	-9,895.00	-49.11
TOTAL REVENUE	-28,174.00	-28,666.26	492.26	-229,330.08	-229,496.45	-343,995.00	-33.28

EXPENSES

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Knox County Housing Authority
INCOME STATEMENT - AHP, Prairieland
November, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
OPERATING EXPENSES							
Administrative Salaries & Benefits							
60-1-000-001-6330.000 Manager's Salaries	2,403.74	2,583.33	-179.59	20,666.64	20,960.60	31,000.00	-32.39
60-1-000-001-6330.001 Salary - Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6330.500 Manager's Benefits	810.37	883.33	-72.96	7,066.64	6,832.53	10,600.00	-35.54
60-1-000-001-6330.501 Wellness Benefit-Admin	0.00	0.00	0.00	0.00	0.00	0.00	
Total Administrative Salaries & Benefits	3,214.11	3,466.66	-252.55	27,733.28	27,793.13	41,600.00	-33.19
Admin Sundry							
60-1-000-001-6210.000 Admin. Advertisement	9.50	33.33	-23.83	266.64	176.00	400.00	-56.00
60-1-000-001-6250.000 Misc. Rent Expense	68.00	100.00	-32.00	800.00	765.00	1,200.00	-36.25
60-1-000-001-6311.000 Office Expense-Prairie	241.83	150.00	91.83	1,200.00	737.92	1,800.00	-59.00
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	86.23	108.33	-22.10	866.64	855.45	1,300.00	-34.20
60-1-000-001-6311.150 IT Support	26.25	33.33	-7.08	266.64	171.87	400.00	-57.03
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	75.00	-75.00	600.00	0.00	900.00	-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	87.50	-87.50	700.00	0.00	1,050.00	-100.00
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	73.60	129.17	-55.57	1,033.36	446.47	1,550.00	-71.20
60-1-000-001-6365.010 Travel - Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6370.000 Bad Debt	361.50	208.33	153.17	1,666.64	941.71	2,500.00	-62.33
60-1-000-001-6380.000 Consulting Services	0.00	41.67	-41.67	333.36	0.00	500.00	-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	0.00	1,200.00	-100.00
Total Admin Sundry	866.91	1,066.66	-199.75	8,533.28	4,094.42	12,800.00	-68.01
Fee Expense							
60-1-000-001-6320.000 Management Fees	4,859.52	4,751.00	108.52	38,008.00	37,891.43	57,012.00	-33.54
60-1-000-001-6351.000 Bookkeeping Fees	576.00	585.00	-9.00	4,680.00	4,599.00	7,020.00	-34.49
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	0.00	6.00	0.00	19.00	0.00	
Total Fee Expense	5,441.52	5,336.00	105.52	42,688.00	42,509.43	64,032.00	-33.61
TOTAL OPERATING EXPENSES	9,522.54	9,869.32	-346.78	78,954.56	74,396.98	118,432.00	-37.18
UTILITIES							
Utilities Expense							
60-1-000-001-6450.000 Utilities Electric	60.04	425.00	-364.96	3,400.00	1,516.73	5,100.00	-70.26
60-1-000-001-6451.000 Utilities Water	1,003.60	858.33	145.27	6,866.64	7,480.20	10,300.00	-27.38
60-1-000-001-6452.000 Utilities Gas	63.81	125.00	-61.19	1,000.00	795.55	1,500.00	-46.96
60-1-000-001-6453.000 Utilities Sewer	1,386.00	858.33	527.67	6,866.64	10,246.54	10,300.00	-0.52
Total Utilities	2,513.45	2,266.66	246.79	18,133.28	20,039.02	27,200.00	-26.33
TOTAL UTILITIES	2,513.45	2,266.66	246.79	18,133.28	20,039.02	27,200.00	-26.33
MAINTENANCE EXPENSES							
Maintenance Salaries							
60-1-000-001-6510.000 Maintenance Salaries	3,928.80	4,416.67	-487.87	35,333.36	34,981.05	53,000.00	-34.00
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	176.97	20.83	156.14	166.64	176.97	250.00	-29.21
60-1-000-001-6510.200 Maint from Amps	0.00	20.83	-20.83	166.64	0.00	250.00	-100.00
60-1-000-001-6510.500 Maint. Employee Ben.	2,000.66	2,166.67	-166.01	17,333.36	16,197.00	26,000.00	-37.70
60-1-000-001-6510.501 Wellness Benefit - Maint	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance Salaries	6,106.43	6,625.00	-518.57	53,000.00	51,355.02	79,500.00	-35.40

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Knox County Housing Authority
INCOME STATEMENT - AHP, Prairieland
November, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
Maintenance Supplies							
60-1-000-001-6515.010 Garbage/Trash Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6515.020 Heating/Cooling Supplies	4.03	100.00	-95.97	800.00	832.06	1,200.00	-30.66
60-1-000-001-6515.030 Snow Removal Supplies	0.00	41.67	-41.67	333.36	0.00	500.00	-100.00
60-1-000-001-6515.050 Lndscape/Grnd Supplies	28.16	208.33	-180.17	1,666.64	443.50	2,500.00	-82.26
60-1-000-001-6515.070 Electrical Supplies	91.80	352.08	-260.28	2,816.64	3,078.95	4,225.00	-27.13
60-1-000-001-6515.080 Plumbing Supplies	271.43	241.67	29.76	1,933.36	2,071.56	2,900.00	-28.57
60-1-000-001-6515.100 Janitorial Supplies	124.92	58.33	66.59	466.64	728.51	700.00	4.07
60-1-000-001-6515.110 Routine Maint. Supplies	181.18	591.67	-410.49	4,733.36	1,051.21	7,100.00	-85.19
60-1-000-001-6515.114 Painting Supplies - PL	59.68	150.00	-90.32	1,200.00	1,112.61	1,800.00	-38.19
60-1-000-001-6515.115 Refrigerators	0.00	80.83	-80.83	646.64	0.00	970.00	-100.00
60-1-000-001-6515.116 Stoves	0.00	66.67	-66.67	533.36	0.00	800.00	-100.00
60-1-000-001-6515.120 Other Misc. Supplies	42.45	41.67	0.78	333.36	165.31	500.00	-66.94
Total Maintenance Supplies	803.65	1,932.92	-1,129.27	15,463.36	9,483.71	23,195.00	-59.11
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	697.00	754.17	-57.17	6,033.36	5,796.00	9,050.00	-35.96
60-1-000-001-6520.020 Heat/Cool Contract	0.00	50.00	-50.00	400.00	0.00	600.00	-100.00
60-1-000-001-6520.030 Snow Removal Contract	0.00	125.00	-125.00	1,000.00	0.00	1,500.00	-100.00
60-1-000-001-6520.050 Landscape&Grnds Cont	0.00	500.00	-500.00	4,000.00	0.00	6,000.00	-100.00
60-1-000-001-6520.070 Electrical Contract	0.00	16.67	-16.67	133.36	0.00	200.00	-100.00
60-1-000-001-6520.080 Plumbing Contract	0.00	41.67	-41.67	333.36	2,822.29	500.00	464.46
60-1-000-001-6520.090 Extermin Contract	0.00	170.83	-170.83	1,366.64	847.44	2,050.00	-58.66
60-1-000-001-6520.100 Janitorial	29.99	16.67	13.32	133.36	249.41	200.00	24.71
60-1-000-001-6520.110 Routine Main. Contract	0.00	39.58	-39.58	316.64	686.50	475.00	44.53
60-1-000-001-6520.111 Carpet Repr/Repl Cont.	0.00	750.00	-750.00	6,000.00	2,566.81	9,000.00	-71.48
60-1-000-001-6520.120 Other Misc. Contracts	0.00	66.67	-66.67	533.36	0.00	800.00	-100.00
Total Maintenance Contracts	726.99	2,531.26	-1,804.27	20,250.08	12,968.45	30,375.00	-57.31
TOTAL MAINTENANCE	7,637.07	11,089.18	-3,452.11	88,713.44	73,807.18	133,070.00	-44.54
TAXES & INSURANCE EXPENSE							
Taxes & Insurance Expense							
60-1-000-001-6710.000 PILOT - Real Estate Tax	1,243.08	1,278.58	-35.50	10,228.64	10,038.05	15,343.00	-34.58
60-1-000-001-6720.000 Prpoerty Insurance	829.21	841.67	-12.46	6,733.36	6,633.68	10,100.00	-34.32
60-1-000-001-6720.500 Equipment Insurance	44.78	47.92	-3.14	383.36	358.24	575.00	-37.70
60-1-000-001-6721.000 Liability Insurance	154.30	158.33	-4.03	1,266.64	1,234.40	1,900.00	-35.03
60-1-000-001-6721.500 PE & PO Insuranace	79.62	83.33	-3.71	666.64	636.96	1,000.00	-36.30
60-1-000-001-6722.000 Work Comp Insurance	249.22	254.17	-4.95	2,033.36	1,993.76	3,050.00	-34.63
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	0.00	
Total Taxes & Insurance Expense	2,600.21	2,664.00	-63.79	21,312.00	20,895.09	31,968.00	-34.64
TOTAL TAXES & INSURANCE EXPENSE	2,600.21	2,664.00	-63.79	21,312.00	20,895.09	31,968.00	-34.64
MISCELLANEOUS EXPENSE							
Financial Expenses							
60-1-000-001-6810.000 Interest Expense Payable	1,897.15	1,878.08	19.07	15,024.64	15,300.90	22,537.00	-32.11
60-1-000-001-6860.000 Sec Dep Int	0.00	0.00	0.00	0.00	0.00	0.00	
Total Financial Expenses	1,897.15	1,878.08	19.07	15,024.64	15,300.90	22,537.00	-32.11
Amortization Expense							

Date:
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Knox County Housing Authority
INCOME STATEMENT - AHP, Prairieland
November, 2020

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
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	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00	
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 Operating Xfers - In	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	1,897.15	1,878.08	19.07	15,024.64	15,300.90	22,537.00	-32.11
TOTAL EXPENSES BEFORE DEPRECIATION	24,170.42	27,767.24	-3,596.82	222,137.92	204,439.17	333,207.00	-38.64
NET REVENUE/EXPENSES (PROFIT)/LOSS	-4,003.58	-899.02	-3,104.56	-7,192.16	-25,057.28	-10,788.00	132.27
Depreciation Expense							
60-1-000-001-6600.000 Depreciation Expense	6,257.00	6,258.33	-1.33	50,066.64	50,056.00	75,100.00	-33.35
Total Depreciation Expense	6,257.00	6,258.33	-1.33	50,066.64	50,056.00	75,100.00	-33.35
TOTAL DEPRECIATION EXPENSE	6,257.00	6,258.33	-1.33	50,066.64	50,056.00	75,100.00	-33.35
NET REVENUE/EXPENSE (PROFIT)/LOSS AFTER DEPRECIATION EXPENSE	2,253.42	5,359.31	-3,105.89	42,874.48	24,998.72	64,312.00	-61.13
TOTAL BOND PAYMENT	1,990.35	0.00	1,990.35	0.00	15,799.10	0.00	

Knox County Housing Authority
BOARD - COCC CASH FLOW STATEMENT
November 30, 2020

COCC - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	54,026.16	54,166.67	-140.51	445,370.17	650,000.00	-31.48
TOTAL OPERATING INCOME	54,026.16	54,166.67	-140.51	445,370.17	650,000.00	-31.48
OPERATING EXPENSE						
Total Administration Expenses	60,668.69	49,770.83	10,897.86	432,299.75	597,250.00	-27.62
Total Tenant Service Expenses	0.00	0.00	0.00	0.00	0.00	
Total Utility Expenses	306.29	466.67	-160.38	2,506.31	5,600.00	-55.24
Total Maintenance Expenses	179.49	483.30	-303.81	29,418.80	5,800.00	407.22
Total Protective Expenses	0.00	0.00	0.00	4,784.06	0.00	
General Expenses	1,529.66	1,554.16	-24.50	12,237.28	18,650.00	-34.38
TOTAL ROUTINE OPERATING EXPENSES	62,684.13	52,274.96	10,409.17	481,246.20	627,300.00	-23.28
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	62,684.13	52,274.96	10,409.17	481,246.20	627,300.00	-23.28
NET REVENUE/-EXPENSE PROFIT/-LOSS	-8,657.97	1,891.71	-10,549.68	-35,876.03	22,700.00	-258.04
Total Depreciation Expense						
Total Depreciation Expense	45.00	50.00	-5.00	360.00	600.00	-40.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-8,702.97	1,841.71	-10,544.68	-36,236.03	22,100.00	-263.96

Knox County Housing Authority
BOARD - AMP001 CASH FLOW STATEMENT
November 30, 2020

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	85,326.98	65,790.60	19,536.38	539,885.26	789,487.00	-31.62
TOTAL OPERATING INCOME	85,326.98	65,790.60	19,536.38	539,885.26	789,487.00	-31.62
OPERATING EXPENSE						
Total Administration Expenses	25,539.11	25,909.99	-370.88	217,112.61	310,920.00	-30.17
Total Tenant Service Expenses	76.94	41.67	35.27	538.58	500.00	7.72
Total Utility Expenses	7,618.62	7,916.67	-298.05	52,196.48	95,000.00	-45.06
Total Maintenance Expenses	23,441.45	22,443.79	997.66	231,292.79	269,325.00	-14.12
Total Protective Service Expenses	3,819.62	458.33	3,361.29	4,599.78	5,500.00	-16.37
General Expenses	6,909.20	5,938.26	970.94	56,267.70	71,259.00	-21.04
TOTAL ROUTINE OPERATING EXPENSES	67,404.94	62,708.71	4,696.23	562,007.94	752,504.00	-25.31
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	-26,218.08	26,218.08	0.00	-314,617.00	-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	67,404.94	36,490.63	30,914.31	562,007.94	437,887.00	28.35
NET REVENUE/EXPENSE PROFIT/-LOSS						
	17,922.04	29,299.97	-11,377.93	-22,122.68	351,600.00	-106.29
Total Depreciation Expense						
	14,500.00	29,300.00	-14,800.00	116,000.00	351,600.00	-67.01
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	3,422.04	-0.03	3,422.07	-138,122.68	0.00	

Knox County Housing Authority
BOARD - AMP002 CASH FLOW STATEMENT
November 30, 2020

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	117,542.28	76,000.16	41,542.12	714,673.37	912,002.00	-21.64
TOTAL OPERATING INCOME	117,542.28	76,000.16	41,542.12	714,673.37	912,002.00	-21.64
OPERATING EXPENSE						
Total Administration Expenses	27,641.73	33,262.60	-5,620.87	250,761.44	399,151.00	-37.18
Total Tenant Service Expenses	0.00	740.00	-740.00	0.00	8,880.00	-100.00
Total Utility Expenses	1,541.63	1,709.17	-167.54	12,650.98	20,510.00	-38.32
Total Maintenance Expenses	29,103.18	38,569.14	-9,465.96	392,879.49	462,830.00	-15.11
Total Protective Service Expenses	498.07	458.33	39.74	11,680.90	5,500.00	112.38
General Expenses	7,102.01	7,317.58	-215.57	51,155.26	87,811.00	-41.74
TOTAL ROUTINE OPERATING EXPENSES	65,886.62	82,056.82	-16,170.20	719,128.07	984,682.00	-26.97
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	-40,931.67	40,931.67	0.00	-491,180.00	-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	65,886.62	41,125.15	24,761.47	719,128.07	493,502.00	45.72
NET REVENUE/EXPENSE PROFIT/-LOSS						
	51,655.66	34,875.01	16,780.65	-4,454.70	418,500.00	-101.06
Total Depreciation Expense						
	29,000.00	35,500.00	-6,500.00	232,000.00	426,000.00	-45.54
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	22,655.66	-624.99	23,280.65	-236,454.70	-7,500.00	3,052.73

Knox County Housing Authority
BOARD - AMP003 CASH FLOW STATEMENT
November 30, 2020

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	25,317.35	20,418.92	4,898.43	158,136.64	245,027.00	-35.46
TOTAL OPERATING INCOME	25,317.35	20,418.92	4,898.43	158,136.64	245,027.00	-35.46
OPERATING EXPENSE						
Total Administration Expenses	6,572.67	8,116.41	-1,543.74	54,555.92	97,397.00	-43.99
Total Tenant Service Expenses	0.00	41.66	-41.66	19.39	500.00	-96.12
Total Utility Expenses	1,618.57	2,312.50	-693.93	12,401.70	27,750.00	-55.31
Total Maintenance Expenses	14,553.50	7,275.01	7,278.49	67,838.08	87,300.00	-22.29
Total Protective Service Expenses	635.00	541.66	93.34	2,432.02	6,500.00	-62.58
General Expenses	2,867.86	3,067.33	-199.47	21,511.17	36,808.00	-41.56
TOTAL ROUTINE OPERATING EXPENSES	26,247.60	21,354.57	4,893.03	158,758.28	256,255.00	-38.05
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	26,247.60	21,354.57	4,893.03	158,758.28	256,255.00	-38.05
NET REVENUE/EXPENSE PROFIT/-LOSS	-930.25	-935.65	5.40	-621.64	-11,228.00	-94.46
Total Depreciation Expense	11,000.00	14,083.33	-3,083.33	88,000.00	169,000.00	-47.93
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-11,930.25	-15,018.98	3,088.73	-88,621.64	-180,228.00	-50.83

Knox County Housing Authority
BOARD - HCV CASH FLOW STATEMENT
November 30, 2020

	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
HCV - OPERATING STATEMENT						
ADMIN OPERATING INCOME						
Total Admin Operating Income	9,272.14	9,430.25	-158.11	128,995.82	113,163.00	13.99
TOTAL ADMIN OPERATING INCOME	9,272.14	9,430.25	-158.11	128,995.82	113,163.00	13.99
OPERATING EXPENSES						
Total Admin Expenses	7,694.54	8,345.84	-651.30	66,876.80	100,150.00	-33.22
Total Fees Expenses	3,744.00	3,953.00	-209.00	28,587.00	47,436.00	-39.74
Total General Expenses	676.43	825.00	-148.57	32,940.37	9,900.00	232.73
TOTAL OPERATING EXPENSES	12,114.97	13,123.84	-1,008.87	128,404.17	157,486.00	-18.47
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Provision for 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 EXPENSES	12,114.97	13,123.84	-1,008.87	128,404.17	157,486.00	-18.47
NET REVENUE PROFIT/-LOSS	-2,842.83	-3,693.59	850.76	591.65	-44,323.00	-101.33
Total Depreciation Expense	0.00	0.00	0.00	0.00	0.00	
NET REVENUE w/Deprecitation PROFIT/-LOSS	-2,842.83	-3,693.59	850.76	591.65	-44,323.00	-101.33

HAP - OPERATING STATEMENT

HAP INCOME						
Total Income	68,221.00	77,468.75	-9,247.75	583,251.00	929,625.00	-37.26
TOTAL HAP INCOME	68,221.00	77,468.75	-9,247.75	583,251.00	929,625.00	-37.26
HAP EXPENSES						
Total HAP Expenses	76,440.00	78,635.66	-2,195.66	604,849.00	943,628.00	-35.90
Total General HAP Expenses	-4.60	41.67	-46.27	292.81	500.00	-41.44
TOTAL HAP EXPENSES	76,435.40	78,677.33	-2,241.93	605,141.81	944,128.00	-35.90
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	
REMAINING HAP from RESERVE +/-LOSS	-8,214.40	-1,208.58	-7,005.82	-21,890.81	-14,503.00	50.94

Knox County Housing Authority
BOARD - BRENTWOOD CASH FLOW STATEMENT
November 30, 2020

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	31,981.20	33,566.68	-1,585.48	263,372.01	402,800.00	-34.61
TOTAL OPERATING INCOME	31,981.20	33,566.68	-1,585.48	263,372.01	402,800.00	-34.61
OPERATING EXPENSE						
Total Administration Expenses	5,825.28	4,616.65	1,208.63	32,425.48	55,400.00	-41.47
Total Fee Expenses	5,775.24	5,911.00	-135.76	46,895.16	70,932.00	-33.89
Total Utilities Expenses	3,423.27	2,241.66	1,181.61	19,282.13	26,900.00	-28.32
Total Maintenance Expenses	9,109.56	15,665.43	-6,555.87	71,939.89	187,985.00	-61.73
Total Taxes & Insurance Expense	2,744.97	2,883.83	-138.86	22,778.31	34,606.00	-34.18
Total Financial Expenses	1,897.16	1,878.17	18.99	15,300.94	22,538.00	-32.11
TOTAL ROUTINE OPERATING EXPENSE	28,775.48	33,196.74	-4,421.26	208,621.91	398,361.00	-47.63
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	
Total Provision for 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 Transfers In/Out	0.00	0.00	0.00	0.00	0.00	
TOTAL ALL EXPENSES BEFORE DEPRECIATION	28,775.48	33,196.74	-4,421.26	208,621.91	398,361.00	-47.63
NET REVENUE PROFIT/-LOSS						
	3,205.72	369.94	2,835.78	54,750.10	4,439.00	1,133.39
Total Depreciation Expense						
	8,000.00	7,500.00	500.00	64,000.00	90,000.00	-28.89
NET REVENUE w/Depreciation PROFIT/-LOSS	-4,794.28	-7,130.06	2,335.78	-9,249.90	-85,561.00	-89.19

Knox County Housing Authority
BOARD - PRAIRIELAND CASH FLOW STATEMENT
November 30, 2020

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	28,174.00	28,666.26	-492.26	229,496.45	343,995.00	-33.28
TOTAL OPERATING INCOME	28,174.00	28,666.26	-492.26	229,496.45	343,995.00	-33.28
OPERATING EXPENSE						
Total Administration Expenses	4,087.02	4,533.32	-446.30	31,906.55	54,400.00	-41.35
Total Fee Expenses	5,435.52	5,336.00	99.52	42,490.43	64,032.00	-33.64
Total Utilities Expenses	2,513.45	2,266.66	246.79	20,039.02	27,200.00	-26.33
Total Maintenance Expenses	7,637.07	11,089.18	-3,452.11	73,807.18	133,070.00	-44.54
Total Taxes & Insurance Expense	2,600.21	2,664.00	-63.79	20,895.09	31,968.00	-34.64
Total Financial Expenses	1,897.15	1,878.08	19.07	15,300.90	22,537.00	-32.11
TOTAL ROUTINE OPERATING EXPENSE	24,170.42	27,767.24	-3,596.82	204,439.17	333,207.00	-38.64
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	
Total Provision for 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 Transfers In/Out	0.00	0.00	0.00	0.00	0.00	
TOTAL ALL EXPENSES BEFORE DEPRECIATION	24,170.42	27,767.24	-3,596.82	204,439.17	333,207.00	-38.64
NET REVENUE PROFIT/-LOSS						
	4,003.58	899.02	3,104.56	25,057.28	10,788.00	132.27
Total Depreciation Expense						
	6,257.00	6,258.33	-1.33	50,056.00	75,100.00	-33.35
NET REVENUE w/Depreciation PROFIT/-LOSS	-2,253.42	-5,359.31	3,105.89	-24,998.72	-64,312.00	-61.13

Knox County Housing Authority
BOARD - LOW RENT CASH FLOW STATEMENT
November 30, 2020

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	282,212.77	216,376.35	65,836.42	1,838,232.44	2,596,516.00	-29.20
TOTAL OPERATING INCOME	282,212.77	216,376.35	65,836.42	1,838,232.44	2,596,516.00	-29.20
OPERATING EXPENSE						
Total Administration Expenses	120,422.20	117,059.83	3,362.37	954,729.72	1,404,718.00	-32.03
Total Tenant Service Expenses	76.94	823.33	-746.39	557.97	9,880.00	-94.35
Total Utility Expenses	11,085.11	12,405.01	-1,319.90	79,755.47	148,860.00	-46.42
Total Maintenance Expenses	67,277.62	68,771.24	-1,493.62	721,429.16	825,255.00	-12.58
Total Protective Service Expenses	4,952.69	1,458.32	3,494.37	23,496.76	17,500.00	34.27
General Expenses	18,408.73	17,877.33	531.40	141,171.41	214,528.00	-34.19
TOTAL ROUTINE OPERATING EXPENSES	222,223.29	218,395.06	3,828.23	1,921,140.49	2,620,741.00	-26.69
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	-67,149.75	67,149.75	0.00	-805,797.00	-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	222,223.29	151,245.31	70,977.98	1,921,140.49	1,814,944.00	5.85
NET REVENUE/EXPENSE PROFIT/-LOSS						
	59,989.48	65,131.04	-5,141.56	-82,908.05	781,572.00	-110.61
Total Depreciation Expense						
	54,545.00	78,933.33	-24,388.33	436,360.00	947,200.00	-53.93
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	5,444.48	-13,802.29	19,246.77	-519,268.05	-165,628.00	213.51

Knox County Housing Authority
BOARD - AHP CASH FLOW STATEMENT
November 30, 2020

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	60,155.20	62,232.94	-2,077.74	492,868.46	746,795.00	-34.00
TOTAL OPERATING INCOME	60,155.20	62,232.94	-2,077.74	492,868.46	746,795.00	-34.00
OPERATING EXPENSE						
Total Administration Expenses	9,912.30	9,149.97	762.33	64,332.03	109,800.00	-41.41
Total Fee Expenses	11,210.76	11,247.00	-36.24	89,385.59	134,964.00	-33.77
Total Utilities Expenses	5,936.72	4,508.32	1,428.40	39,321.15	54,100.00	-27.32
Total Maintenance Expenses	16,746.63	26,754.61	-10,007.98	145,747.07	321,055.00	-54.60
Total Taxes & Insurance Expense	5,345.18	5,547.83	-202.65	43,673.40	66,574.00	-34.40
Total Financial Expenses	3,794.31	3,756.25	38.06	30,601.84	45,075.00	-32.11
TOTAL ROUTINE OPERATING EXPENSE	52,945.90	60,963.98	-8,018.08	413,061.08	731,568.00	-43.54
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	
Total Provision for 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 Transfers In/Out	0.00	0.00	0.00	0.00	0.00	
TOTAL ALL EXPENSES BEFORE DEPRECIATION	52,945.90	60,963.98	-8,018.08	413,061.08	731,568.00	-43.54
NET REVENUE PROFIT/-LOSS						
	7,209.30	1,268.96	5,940.34	79,807.38	15,227.00	424.12
Total Depreciation Expense						
	14,257.00	13,758.33	498.67	114,056.00	165,100.00	-30.92
NET REVENUE w/Depreciation PROFIT/-LOSS	-7,047.70	-12,489.37	5,441.67	-34,248.62	-149,873.00	-77.15

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

	Current Period	Last Year Same	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	23,592.97	22,326.89	1,266.08	200,019.70
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	16,587.25	15,953.84	633.41	134,713.66
Administrative Expenses	876.51	1,770.46	-893.95	11,780.51
Tenant Services	76.94	0.00	76.94	538.58
Utilities	7,618.62	3,952.15	3,666.47	52,196.48
Maintenance Supplies/Contracts	11,743.45	8,548.91	3,194.54	106,491.31
Mileage	0.00	0.00	0.00	0.00
General Expenses	6,909.20	6,538.72	370.48	56,267.70
Non-Routine Expense	0.00	0.00	0.00	0.00
TOTAL MOON TOWERS CLAIMS	67,404.94	59,090.97	8,313.97	562,007.94
AMP002 - FAMILY				
Salaries	32,818.48	40,673.60	-7,855.12	325,090.69
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	18,063.99	16,889.74	1,174.25	154,097.85
Administrative Expenses	1,445.57	2,699.59	-1,254.02	12,761.57
Tenant Services	0.00	0.00	0.00	0.00
Utilities	1,541.63	880.32	661.31	12,650.98
Maintenance Supplies/Contracts	4,914.94	10,197.99	-5,283.05	161,884.30
Mileage	0.00	0.00	0.00	0.00
General Expenses	7,102.01	8,468.52	-1,366.51	51,155.26
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	65,886.62	79,809.76	-13,923.14	717,640.65
AMP003 - BLUEBELL				
Salaries	4,924.36	6,020.70	-1,096.34	43,705.39
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	5,018.07	4,539.50	478.57	38,090.16
Administrative Expenses	432.23	1,396.17	-963.94	5,137.35
Tenant Services	0.00	0.00	0.00	19.39
Utilities	1,618.57	473.88	1,144.69	12,401.70
Maintenance Supplies/Contracts	11,386.51	1,725.76	9,660.75	37,893.12
Mileage	0.00	0.00	0.00	0.00
General Expenses	2,867.86	3,287.16	-419.30	21,511.17
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL BLUEBELL CLAIMS	26,247.60	17,443.17	8,804.43	158,758.28
COCC				
Salaries	44,901.44	39,048.19	5,853.25	376,513.84
Employee W/H Payments	-196.35	41.73	-238.08	-2,750.76
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	15,767.25	5,574.99	10,192.26	55,995.55
Tenant Services	0.00	0.00	0.00	0.00
Utilities	306.29	192.36	113.93	2,506.31
Maintenance Supplies/Contracts	179.49	223.67	-44.18	33,993.22
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,529.66	1,339.04	190.62	12,237.28
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	62,487.78	46,419.98	16,067.80	478,495.44
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	106,237.25	108,069.38	-1,832.13	945,329.62
Employee W/H Payments	-196.35	41.73	-238.08	-2,750.76
Management Fees	39,669.31	37,383.08	2,286.23	326,901.67
Administrative Expenses	18,521.56	11,811.06	6,710.50	87,162.40
Tenant Services	76.94	0.00	76.94	557.97
Utilities	11,085.11	5,498.71	5,586.40	79,755.47
Maintenance Supplies	28,224.39	20,696.33	7,528.06	340,261.95
Mileage	0.00	0.00	0.00	0.00
General Expenses	18,408.73	19,633.44	-1,224.71	141,171.41
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL LOW RENT CLAIMS	222,026.94	203,133.73	18,893.21	1,918,389.73

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

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	9,320.74	9,700.04	-379.30
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,775.24	5,582.12	193.12
Administrative Expenses	2,594.09	460.94	2,133.15
Utilities	3,423.27	2,570.04	853.23
Maintenance Supplies/Contracts	3,003.01	7,762.13	-4,759.12
Tax & Insurance Expenses	2,744.97	2,900.69	-155.72
Finacial Expenses	1,897.16	2,028.16	-131.00
TOTAL BRENTWOOD CLAIMS	<u>28,758.48</u>	<u>31,004.12</u>	<u>-2,245.64</u>
PRAIRIELAND			
Salaries	9,320.54	9,699.85	-379.31
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,435.52	5,171.67	263.85
Administrative Expenses	866.91	772.63	94.28
Utilities	2,513.45	2,173.45	340.00
Maintenance Supplies/Contracts	1,530.64	1,287.63	243.01
Taxes & Insurance Expenses	2,600.21	2,717.18	-116.97
Financial Expenses	1,897.15	2,028.15	-131.00
TOTAL PRAIRIELAND CLAIMS	<u>24,164.42</u>	<u>23,850.56</u>	<u>313.86</u>
AHP - BRENTWOOD & PRAIRIELAND			
Salaries	18,641.28	19,399.89	-758.61
Employee W/H Payments	0.00	0.00	0.00
Management Fees	11,210.76	10,753.79	456.97
Administrative Expenses	3,461.00	1,233.57	2,227.43
Utilities	5,936.72	4,743.49	1,193.23
Maintenance Supplies	4,533.65	9,049.76	-4,516.11
Taxes & Insurance Expenses	5,345.18	5,617.87	-272.69
Financial Expenses	3,794.31	4,056.31	-262.00
TOTAL AHP CLAIMS	<u>52,922.90</u>	<u>54,854.68</u>	<u>-1,931.78</u>
HOUSING CHOICE VOUCHER - HCV			
Salaries	7,046.33	6,673.99	372.34
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,744.00	3,510.00	234.00
Administrative Expenses	648.21	208.33	439.88
General Expense-Admin	676.43	1,209.49	-533.06
Total HCV Expenses	<u>12,114.97</u>	<u>11,601.81</u>	<u>513.16</u>
HAP Expenses	76,440.00	85,371.00	-8,931.00
General Expenses	-4.60	85.24	-89.84
Total HAP Expenses	<u>76,435.40</u>	<u>85,456.24</u>	<u>-9,020.84</u>
TOTAL HCV CLAIMS	<u>88,550.37</u>	<u>97,058.05</u>	<u>-8,507.68</u>

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

	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	0.00	0.00
General CFP Activity	0.00	0.00	0.00	0.00
TOTAL CFG 2020 CLAIMS	0.00	0.00	0.00	0.00
CFG 2019 - \$1,083,874				
Admin. / Operations	0.00	0.00	0.00	300,000.00
General CFP Activity	3,900.00	0.00	7,900.00	16,635.00
TOTAL CFG 2019 CLAIMS	3,900.00	0.00	7,900.00	316,635.00
TOTAL CFG GRANT(S) CLAIMS	3,900.00	0.00	7,900.00	316,635.00

Knox County Housing Authority
CLAIMS REPORT TOTALS
November, 2020

	Current Period	Last Year Same	Variance	Current Year
TOTALS				
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<u>LOW RENT</u>				
AMP001 - MOON TOWERS	67,404.94	59,090.97	8,313.97	562,007.94
AMP002 - FAMILY	65,886.62	80,179.61	-14,292.99	719,128.07
AMP003 - BLUEBELL	26,247.60	17,443.17	8,804.43	158,758.28
COCC	62,487.79	46,419.99	16,067.80	478,495.52
TOTAL LOW RENT	222,026.95	203,133.74	18,893.21	1,918,389.81
<u>A.H.P.</u>				
BRENTWOOD	28,775.48	31,004.12	-2,228.64	208,621.91
PRAIRIELAND	24,170.42	23,850.56	319.86	204,439.17
TOTAL A.H.P.	52,945.90	54,854.68	-1,908.78	413,061.08
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	12,114.97	11,601.81	513.16	101,333.17
TOTAL HCV	12,114.97	11,601.81	513.16	101,333.17
<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	0.00
CAPITAL FUND GRANT 2019	3,900.00	0.00	3,900.00	7,900.00
TOTAL GRANTS	3,900.00	0.00	3,900.00	7,900.00
<hr/>				
TOTAL CLAIMS FOR MONTH	290,987.82	269,590.23	21,397.59	2,440,684.06

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: 12/18/2020

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 12/29/2020

SUBJECT: Request for Payment from Alliance Architecture

Executive Summary

Alliance Architecture was selected as the agency's Architectural/Engineering Services (A/E) firm in March 2016. The agency is in the 5th year of a five-year contract with the firm.

For the 504 Modification Project – Phase 3, Alliance Architecture has and will provide the following services (the attached invoice reflects percentage of completion):

- Program Confirmation;
- Design Development;
- Contract Documents;
- Bidding; and
- Construction Administration

Phase 3 of this project includes accessible modifications throughout the agency's public housing common areas, elevator modernization at Bluebell Tower and interior and site modifications to ten (10) two-bedroom units at the Family Sites.

This request for payment is for \$28,350.00 which reflects the completion of the design development phase as well as nearly all of the contract documents phase.

Fiscal Impact

Professional services rendered for Architectural/Engineering Services will be paid from the Capital Fund Program 2019.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Request for Payment from Alliance Architecture in the amount of \$28,350.00 for the period to 11/01/2020 through 11/30/2020.

ALLIANCE

ARCHITECTURE

December 4, 2020

REQUEST FOR PAYMENT NO. 7 (0381220)

Mr. Derek Antoine
 Executive Director
 Knox County Housing Authority
 255 West Tompkins Street
 Galesburg, Illinois 61401

RE: Task Order No. 3
 504 Modifications Phase 3
 Scattered Sites
 Knox County Housing Authority
 Galesburg, Illinois

Professional Services Rendered \$28,350.00
 November 1, 2020 thru November 30, 2020

Program Confirmation	100% complete	x	\$ 6,735.00	=	\$ 6,735.00
Design Development	100% complete	x	\$10,000.00	=	\$10,000.00
Contract Documents	95% complete	x	\$39,000.00	=	\$37,050.00
Bidding	0% complete	x	\$ 4,500.00	=	\$ 0.00
Construction Administration	0% complete	x	<u>\$33,000.00</u>	=	\$ 0.00
			\$93,235.00		
					\$53,785.00
			Less Previously Invoiced		<u>\$25,435.00</u>
					\$28,350.00

Total Professional Services \$28,350.00

TOTAL AMOUNT NOW DUE \$28,350.00

Thank You

PROJECT INVOICE RECAP

Contract Amount thru Modification No. 1	\$93,235.00
Fee Amount Billed thru this Invoice	\$53,785.00
Contract Amount Remaining	\$39,450.00

RESOLUTION 2020-13

December 29, 2020

Board of Commissioners

Derek Antoine, Executive Director

RE: Revision to Knox County Housing Authority Policies

Article I. Background

The Knox County Housing Authority has recently proposed changes to several policy, plan, and lease documents. The revisions represent the agency's effort to update the policy documents to include new regulations and guidance from the Department of Housing and Urban Development (HUD) as well as addressing necessary changes to the way the agency conducts its operations. The approved policy documents will accompany the Annual Plan submission due on 01/16/2021.

The document revisions range from simple formatting to information clarification to full policy revision. The policies/documents the agency is updating include:

- Public Housing Admissions and Continued Occupancy Policy (ACOP)
- Housing Choice Voucher Program Administrative Plan (Admin Plan)
- KCHA EIV Use and Security 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

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 policy revisions at the following date(s), time(s), and location(s):

- Zoom Video Conference – **Wednesday, December 23, 2020 @ 10:00 AM**

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 RAB was held on 11/18/2020, with approximately four (4) residents in attendance.

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 revised policy documents as presented.

RESOLUTION 2020-13

December 29, 2020
Board of Commissioners
Derek Antoine, Executive Director
Revision to Knox County Housing Authority Policies

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 policy revisions are hereby approved/adopted.
3. Policy revisions to be adopted shall be effective 01/01/2021.
4. This Resolution shall be carried out in accordance with federal regulations and be effective as of 01/01/2021.

RESOLVED: December 29, 2020

Lomac Payton, Chairperson

Jared Hawkinson, Vice-Chairperson

Wayne Allen, Commissioner

Paul Stewart, Commissioner

VACANT, Resident Commissioner

Sara Robison, Commissioner

Joseph Riley, Resident Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

RESOLUTION 2020-14

December 29, 2020
Board of Commissioners

Derek Antoine, Executive Director

RE: Certifications of Compliance with PHA Plan Submission 01/16/2021

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):

- Zoom Video Conference – **Wednesday, December 23, 2020 @ 10:00 AM**

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 RAB was held on 11/18/2020, with approximately four (4) residents in attendance.

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.

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: 02/29/2016
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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, 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. 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 of 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, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 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 exceeds 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 type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>04/01/2021</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units 424 Number of Housing Choice Vouchers (HCVs) 200 Total Combined 624 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;"> <thead> <tr> <th rowspan="2" style="width: 20%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 30%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 15%;">PH</th> <th style="width: 15%;">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.	Annual Plan Elements
B.1	<p>Revision of 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 checked="" type="checkbox"/> <input 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) The PHA must submit its Deconcentration Policy for Field Office Review. SEE ATTACHMENT 1.0</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below: SEE ATTACHMENT 1.0</p>
	<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 Assistance 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. 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. SEE ATTACHMENT 3.0</p>

B.4.	<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>Other Document and/or Certification Requirements.</p>	
C.1	<p>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>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan. SEE ATTACHMENT 4.0</p>
C.2	<p>Civil Rights Certification.</p> <p>Form 50077-ST-HCV-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>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. SEE ATTACHMENT 5.0</p>
C.4	<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>
<p>D Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>	
D.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD. SEE ATTACHMENT 6.0</p>

Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing PHAs

A. PHA Information. All PHAs must complete this section.

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\(4\)\(c\)](#))

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

B. Annual Plan.

B.1 Revision of 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. 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 and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. [24 CFR §903.7\(a\)\(1\)](#) and [24 CFR §903.12\(b\)](#). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. [24 CFR §903.7\(a\)\(2\)\(ii\)](#) and [24 CFR §903.12\(b\)](#).

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. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

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: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))

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: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including name, 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; 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. The application and approval process for demolition and/or disposition is a separate process. 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. 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\(j\)](#))

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.

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 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 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 SM-HP.

C.2 Civil Rights Certification. Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, 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 AFFH Certification if: it can document that it examines its programs and proposed programs to identify any 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.3 Resident Advisory Board (RAB) comments. If the RAB provided comments to 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.4 Certification by State or 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](#))

D. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. ([24 CFR 903.7 \(g\)](#))

D.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: “See HUD Form 50075.2 approved by HUD on XX/XX/XXXX.”

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 16.64 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.

**Certifications of Compliance with
PHA Plans 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 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 04/01/2020, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) 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.
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 to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
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 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.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes 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 2010-25);
 - 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;
 - 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 part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. 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.
10. 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.
11. 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.
12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).

13. 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.
14. 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.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. 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.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. 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.
19. 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 **03/31/2022**

5-Year PHA Plan for Fiscal Years

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 Authorized Official Lomac Payton	Title Chairperson, Board of Commissioners
Signature	Date



**IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2021 – 03/31/2022 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	\$ 1,744,127.00	177	\$ 9,853.82	\$ 8,375.75	\$ 11,331.90
IL085000002	Woodland Bend	\$ 895,344.00	78	\$ 11,478.77	\$ 9,756.95	\$ 13,200.58
IL085000002	Cedar Creek Place	\$ 911,797.00	76	\$ 11,997.33	\$ 10,197.73	\$ 13,796.93
IL085000002	Whispering Hollow	\$ 603,098.00	42	\$ 14,359.48	\$ 12,205.55	\$ 16,513.40
IL085000003	Bluebell Tower	\$ 849,886.00	51	\$ 16,664.43	\$ 14,164.77	\$ 19,164.10
Highrise Developments		\$ 2,594,013.00	228	\$ 11,377.25	\$ 9,670.66	\$ 13,083.84
Scattered Family Sites		\$ 2,410,239.00	196	\$ 12,297.14	\$ 10,452.57	\$ 14,141.71
Total KCHA		\$ 5,004,252.00	424	\$ 11,802.48	\$ 10,032.11	\$ 13,572.85

Gross Income by Household

AMP	Development Name	Total Household Income Reported	# of Households	Average Reported Income	85%	115%
IL085000001	Moon Towers	\$ 1,674,191.00	177	\$ 9,458.71	\$ 8,039.90	\$ 10,877.51
IL085000002	Woodland Bend	\$ 552,134.00	78	\$ 7,078.64	\$ 6,016.84	\$ 8,140.44
IL085000002	Cedar Creek Place	\$ 542,801.00	76	\$ 7,142.12	\$ 6,070.80	\$ 8,213.44
IL085000002	Whispering Hollow	\$ 461,676.00	42	\$ 10,992.29	\$ 9,343.44	\$ 12,641.13
IL085000003	Bluebell Tower	\$ 841,510.00	51	\$ 16,500.20	\$ 14,025.17	\$ 18,975.23
Highrise Developments		\$ 2,515,701.00	228	\$ 11,033.78	\$ 9,378.71	\$ 12,688.84
Scattered Family Sites		\$ 1,556,611.00	196	\$ 7,941.89	\$ 6,750.61	\$ 9,133.18
Total KCHA		\$ 4,072,312.00	424	\$ 9,604.51	\$ 8,163.83	\$ 11,045.19

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	PH Admissions and Continued Occupancy Policy (ACOP) revised; HCVP Administrative Plan (Admin Plan) revised (both documents are large, attached as separate files, and available at www.knoxcountyhousing.org)		
2.	Financial Resources (in millions) PH: FYE 03/31/21 Projected HCV: CYE 12/31/21 Projected * Does not include COCC reserves	PH Operating Fund: 2019 Capital Fund: 2020 Capital Fund: PH Income: PH Reserves: PH Investments: HCVP HAP: HCVP Admin Fee: HCVP NRP: HCVP UNP: HCVP HHR: HCVP Investments: State Grants (Apply): Other Income: Total Financial Resources:	\$1.340 \$0.758 \$1.168 \$0.771 \$1.834 \$0.000 \$0.730 \$0.191 \$0.013 \$0.065 \$0.135 \$0.054 \$0.000 \$0.007 \$7.066	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 2015-13 Notice PIH 2014-12 HCVP Payment Standards Agency utilizing 110% of FMR.	<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: 3BR: 4BR: 5BR:	<u>FMR</u> \$462 \$531 \$700 \$700 \$933 \$949 \$1091 \$531 \$700 <u>FMR</u> \$462 \$531 \$700 \$933 \$949 \$1091	<u>KCHA Flat Rent</u> \$336 \$391 \$522 \$407 \$572 \$567 \$661 \$391 \$522 <u>KCHA Pay. Standard</u> \$508 \$584 \$770 \$1026 \$1043 \$1200
4.	Operations and Management	See attachment 4.0 for a list of policies and revisions.		

5.	Grievance Procedures	Added remote grievance procedures and requirements.
6.	Designated Housing – Elderly/Disabled	No change
7.	Community Service and Self-Sufficiency	No change
8.	Safety and Crime Prevention	No change
9.	Pets	Updated/revised based on FHEO 2020-01.
10.	Civil Rights Certification	No change
11.	Fiscal Year Audit	Draft Audit of FYE 03/31/2020 financial presentation revealed no findings or significant weaknesses. Audit copy shall be submitted to HUD field office upon completion prior to the COVID-19 extended deadline (06/30/2021), per Notice PIH 2020-33.
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 04/01/2021 – 03/31/2022 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.
 - ii. Phase IV: Playground and common areas; work to commence Fall 2021.
 - c. Various Capital Fund grant activities
2. If any of these activities are planned for the current Fiscal Year, describe the activities.
 - a. Rehabilitation of floors in dwelling units at public housing properties
 - i. Removal of existing floor
 - ii. Abatement of asbestos present
 - iii. Installation of new floor
 - b. 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 playground and common areas
 - iii. Physical/Vision/Audible modifications as required
 - c. Various Capital Fund grant activities
 - i. Roof replacement at IL085000001 Moon Towers
 - ii. CCTV surveillance equipment replacement



IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2021 – 03/31/2022 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 03/31/2021 PERFORMANCE)**
 - 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: 4.94 days
 - b. Average maintenance make-ready time per unit: 9.60 days
 - c. Average leasing time per unit: 4.32 days
 - d. Total unit turnaround time: 18.86 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 – 1.19 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. 03/31/2020:
 - i. Unit months leased (UML): 100.0%
 - ii. Unit days leased (UDL): 97.58%

- b. 03/31/2021 (forecasted)"
 - i. Unit months leased (UML): 100.0%
 - ii. Unit days leased (UDL): 98.73%
 - 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 commence Spring 2021
 - d. Phase IV – Playground and common areas – scheduled to commence Fall 2021
 - 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)
- 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 inadequate to administer vouchers
 - iii. Participation in technological and program demonstrations (UPCS-V) to help development a new inspection protocol for the program
 - 1. Partner agency since onset of demonstration
 - 2. Participated in focus group discussions in Washington D.C.
 - 3. First inspections of record demonstration in 2017
 - 4. Full utilization of the technology since inception
 - iv. Maintain utilization rate of 98.0% or higher allocated HAP funding
 - 1. Utilization Rates by CYE for the previous Annual Plan period:

- a. 12/31/2019: 101.66%
 - b. 12/31/2020: 93.50% (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. 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 03/31/2019: 2,238 unit months
 - b. CYE 03/31/2020: 2,210 unit months
 - 4. Voucher activity analysis for Annual Plan period FYE 03/31/2021:
 - a. Voucher activity generally decreased for total period due to attrition of vouchers.
 - b. Leasing push in 10-2020, 11-2020 and 12-2020 resulted in addition of 16 UML per month.
 - c. Ported vouchers remains consistent at 10 – 12 per month
 - d. Participant briefings increased during Q4 2020
 - e. Voucher lease up time remained basically the same
 - f. Payment standard increase to 110% of area FMRs in 2017 remains in place.
 - g. Attrition of current voucher holders
 - h. Participants achieving economic self-sufficiency
 - i. Portability
 - i. Absorption by receiving agencies
 - ii. Steady number of port-outs over Annual Plan period
 - iii. 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 period:
 - a. FYE 03/31/2019: **Unmodified, no findings**
 - b. FYE 03/31/2020: **Unmodified, no findings** (anticipated)
- 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 2021
 - 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
 - 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 04/01/2021 – 03/31/2022 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. Summary listing included with this attachment
 - b. Each listed document available upon request
 - c. New/Revised Policies:
 - i. Public Housing Admission and Continued Occupancy Policy (ACOP)
 1. Updated regulatory requirements and citations
 2. Provisions for conducting essential business remotely
 - ii. Housing Choice Voucher Program Administrative Plan (Admin Plan)
 1. Updated regulatory requirements and citations
 2. Provisions for conducting essential business remotely
 - iii. EIV Use and Security Policy
 1. Updated regulatory requirements and citations
 - d. 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 12/23/2020 via Zoom Teleconference.
 1. Zero (0) attendees
 2. Zero (0) comments received
 - iii. Policies and plan submission approved by Board of Commissioners 12/29/2020 in conjunction with certification of consistency with State Consolidated Plan (IHDA).



IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2021 – 03/31/2022 ANNUAL PLAN SUBMISSION
ATTACHMENT 5.0

HUD-50075 Section C.3 – Resident Advisory Board Comments

1. Resident Advisory Board Meeting
 - a. 11/18/2020 via Zoom Video Conferencing
 - 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.*

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 2021, including camera replacement and possible DVR storage upgrades. Additionally, the two high rise properties, IL085000001 and IL085000003, are secured access facilities. Lighting at each site will be researched to determine if augmentations can be made to enhance visibility and reduce dark in which tenants feel unsafe. Further, the agency partners with local law enforcement on a few initiatives – background checks, targeted police patrols, and engaged community policing.

Comment: *KCHA should improve technology and internet access for residents.*

Agency Response: Currently, all public housing community rooms have agency-provided WiFi access available, however in-unit service remains a tenant cost. The agency has considered adding WiFi access in each PH unit at no cost to the tenant families and has approached Xfinity to begin coordination of this effort. Unfortunately, initial forecasts were cost prohibitive, though negotiations will continue. Preliminary discussions have also been held with Community School Unit District (CUSD) 205 about partnering to provide internet as a learning resource for our low-income families.

**MINUTES OF THE SPECIAL MEETING
OF THE RESIDENT ADVISORY BOARD
OF THE KNOX COUNTY HOUSING AUTHORITY
November 18, 2020**

The meeting of the Resident Advisory Board of the Knox County Housing Authority was held at 2:00 p.m. via Zoom Meetings. The following persons attended the meeting:

PRESENT: Schelia Ayers, Moon Towers
Hollis Palmer, Blue Bell Tower
Carol Palmer, Blue Bell Tower
Cody Simmons, HCV Participant

ALSO PRESENT: Cheryl Lefler, Assistant Director
Thomas Rogers, Occupancy Specialist—Family Sites
Brandi Watkins, Property Manager—Moon Towers
Kim Longenecker, HCV Program Manager

The meeting opened with introductions as each attendee gave name, where they live and how long they have been part of the housing community. Ms. Lefler also brought greetings from Derek Antoine, Executive Director, who was unable to attend the meeting.

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 said that there would not be any major changes to the Public Housing Administrative and Occupancy Plan or Housing Choice Voucher Administrative Plan this year. Any changes would be posted for review and comment.

Then, Ms. Lefler referenced the 2020 plan and five-year plan for the Capital Fund Program. 2020 marks the final year of the current five-year plan. 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 listed some projects that will be included in the CFP 2021-2026 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:

- Build a dog park at Moon Towers;
- Install cameras in the elevators at the high rises;
- Improve technology and internet access for residents; and
- Improve building safety and security.

The proposed policies will be posted for review and comment and will be approved by the Board of Commissioners at its 12/29/2020 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 2:45 p.m.

Respectfully submitted,

Cheryl Lefler
Assistant Director



**IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2021 – 03/31/2022 ANNUAL PLAN SUBMISSION
ATTACHMENT 6.0
HUD-50075 Section D.1 – Capital Improvements**

1. See HUD Form 50075.2 approved by HUD dated 04/13/2016 (attached)
 - a. Reference EPIC system approvals:
 - i. Action Plan for CY2016 through CY2020
 1. Original submission 03/23/2017
 2. Modifications
 - a. 06/04/2018
 - b. 09/06/2019
 - c. 07/28/2020
 3. Approved 07/28/2020
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 to be submitted during upcoming CFP submission cycle.



**IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2021 – 03/31/2022 ANNUAL PLAN SUBMISSION
ATTACHMENT 7.0
Challenged Elements**

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

RESOLUTION 2020-14

December 29, 2020
Board of Commissioners

Derek Antoine, Executive Director

Certifications of Compliance with PHA Plan Submission 01/16/2021

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 04/01/2021, and submission of its Annual Plan is due no later than 01/16/2021; and

WHEREAS, the Knox County Housing Authority has prepared its Annual Plan for fiscal year 04/01/2021 – 03/31/2022 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 11/18/2020 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 12/23/2020 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 12/23/2020, 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 2020-14

December 29, 2020
Board of Commissioners
Derek Antoine, Executive Director
Certifications of Compliance with PHA Plan Submission 01/16/2021

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 Knox County Housing Authority Annual Plan Submission for FYE 03/31/2022 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 01/01/2021.

RESOLVED: December 29, 2020

Lomac Payton, Chairperson

Jared Hawkinson, Vice-Chairperson

Wayne Allen, Commissioner

Paul Stewart, Commissioner

VACANT, Resident Commissioner

Sara Robison, Commissioner

Joseph Riley, Resident Commissioner

Derek Antoine, Secretary/Executive Director (Attest)



EXECUTIVE DIRECTOR REPORT

DECEMBER 2020

REGULAR MEETING
KCHA BOARD OF COMMISSIONERS

Tuesday, November 24, 2020

Zoom Virtual Conference

255 W. Tompkins St.

Galesburg, IL 61401

knoxcountyhousing.org

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

COMMISSIONER COMPLIANCE REPORT

Commissioner Training and Development

The following table details **commissioner** training and development accomplished for FYE 03/31/2021:

Date	Commissioner	Training Description	Location	Hours
				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 03/31/2021:

Month	Training Events	Training Hours	Total Cost	Avg Cost per Hour	Training Budget	% to Budget	Variance
Apr-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
May-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Jun-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Jul-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Aug-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Sep-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Oct-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Nov-20	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Dec-20			\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Jan-21			\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Feb-21			\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Mar-21	0	0.0	\$ -	#DIV/0!			
FYE 2020	0	0.0	\$ -	#DIV/0!	\$ 9,166.66	0.00%	\$ (9,166.66)

EXECUTIVE SUMMARY

Commissioner Governance/Compliance

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

Commissioner List	PHA Governance (Lead the Way)	Sexual Harassment (Lead the Way)	FOIA - Current (State of Illinois)	Open Meetings (State of Illinois)	Ethics/Compliance (state of Illinois)	Compliance %
Payton, Lomac						0.0%
Hawkinson, Jared						0.0%
Allen, Wayne						0.0%
Stewart, Paul H.						0.0%
Sanford, Paula (RC)						0.0%
Robison, Sara						0.0%
Riley, Joseph						0.0%
Antoine, Derek (ED)						0.0%
Total Authority						0.0%

The table below details commissioner attendance at Board meetings for the current calendar year:

CY 2020	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	%
Payton, Lomac (C)		1	1	1	1		1		1	1	1		72.7%
Hawkinson, Jared (VC)	1	1	1	1		1	1	1	1	1	1		90.9%
Allen, Wayne			1		1	1		1		1	1		54.5%
Stewart, Paul H.	1				1	1	1	1	1	1			63.6%
Sanford, Paula (RC)	1		1	1	1	1		1	1	1	1		81.8%
Robison, Sara	1	1	1	1	1	1	1	1	1		1		90.9%
Riley, Joseph	1	1	1		1	1	1	1	1		1		81.8%
Antoine, Derek (ED)	1	1	1	1	1	1	1	1	1	1	1		100.0%

The table below details Board governance requirements, and the agency's compliance results:

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 resident Board?	YES	YES	Meets requirement
Number of Board meetings:	12	12	Meets requirement
Average meeting attendance:	80.0	79.5%	Fails 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	3/31	Meets requirement
Are the results of quality control testing communicated to the Board?	YES	YES	Meets requirement

EXECUTIVE SUMMARY

FINANCIAL SUMMARY

Administration

- Central Office Cost Center (COCC)
 - Reports negative revenues for both the month and FYE
 - Adequate cash reserve position
 - Purchase of laptop computers to allow staff efficient systems access while working remotely pushed COCC bottom line into the “red” for November 2020. This expense will be recoded and distributed amongst the programs based on users. Considering laptop expense, and the vehicle purchased for administrative use, COCC is projecting net revenue of approximately negative \$30,000 for FYE 03/31/2020. This shortfall will be covered by COCC reserves.

Public Housing Program

- Moon Towers
 - Reports positive revenues for both the month and FYE
 - Adequate cash reserve position
 - Corrected subsidy drawdown added to positive cash flow for the month and FYE
 - Increased income (primarily subsidy) and decreased expense for the month
- Family Sites
 - Reports positive revenues for both the month and FYE
 - Adequate cash reserve position
 - Corrected subsidy drawdown added to positive cash flow for the month and FYE
 - Increased income (primarily subsidy) and decreased expense for the month
- Bluebell Tower
 - Reports negative revenue for the month, and positive revenue for FYE
 - Adequate cash reserve position
 - Corrected subsidy drawdown added to positive cash flow for the month and FYE
 - Building maintenance costs primary cause for deficit income

Housing Choice Voucher Program

- HAP utilization for CYE 2020 is at 94.11%. Utilization is the indicator of an agency’s efficiency in spending allocated HAP dollars, thus a measure of how effective an agency is at housing the maximum number of families possible. The goal is 98.0% utilization of allocated HAP (housing assistance payments) plus any agency NRP (net-restricted position).

EXECUTIVE SUMMARY

- Voucher increases for November and December 2020 should positively impact HAP utilization rates, though the program is forecasted to achieve 95.0% utilization, which will fall short of the 98% program expectation for CYE 2020.
- Updating voucher growth efforts, the agency sits currently at 194 for the month of November 2020, and December efforts have the total up to 203. Efforts will continue to reach 210 leased vouchers. This is expected to deplete agency HAP reserves to \$0 by March 2021, thus necessitating the expenditure of HUD-held reserves, which has a current balance of \$135,000. It is forecasted the agency will expend approximately \$65,000 in HHR for CY 2021, leaving approximately \$70,000 in the “rainy day” fund.

Affordable Housing Preservation

- Addition of new staff (Administrative Assistant) on 12/02/2020 will be offset by management fee reduction. Bottom line should remain relatively the same, while COCC revenue will be offset by reduced fee income. Expense will be shared by both properties.
- Brentwood Manor
 - Reports positive revenues for both the month and FYE
 - Adequate cash reserve position
- Prairieland Townhouse Apartments
 - Reports positive revenues for both the month and FYE
 - Adequate cash reserve position

EXECUTIVE SUMMARY

GRANT STATUS/PERFORMANCE

2020 CFP Grant IL01P08550120

- Obligation End Date (OED): 04/15/2022
- Expenditure End Date (EED): 04/15/2024

CFP Budget by Line Item

Budget Line Item (BLI)	Original	Current	Obligated	%	Expended	%
1406 Transfer to Operations	\$ 200,000.00	\$ 200,000.00	\$ -	0.0%	\$ -	0.0%
1410 CFP Administration	\$ 100,000.00	\$ 100,000.00	\$ -	0.0%	\$ -	0.0%
1480 General Capital Activity	\$ 859,834.00	\$ 868,267.00	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	
Total Capital Fund Program	\$ 1,159,834.00	\$ 1,168,267.00	\$ -	0.0%	\$ -	0.0%

CFP Planned Work Items

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 Family - Playground	\$ 154,973.00	\$ 154,973.00	\$ -	0.0%	\$ -	0.0%
1480 MT - Roof Replacement	\$ 125,000.00	\$ 125,000.00	\$ -	0.0%	\$ -	0.0%
1480 Family - 2BR Renovation	\$ 90,000.00	\$ 98,433.00	\$ -	0.0%	\$ -	0.0%
1480 BB - 504 Phase 3	\$ 439,861.00	\$ 439,861.00	\$ -		\$ -	
1480 A&E Services	\$ 50,000.00	\$ 50,000.00	\$ -		\$ -	
	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
Total Capital Fund Program	\$ 859,834.00	\$ 868,267.00	\$ -	0.0%	\$ -	0.0%

Due to the COVID-19 pandemic, agency capital fund operations have been limited to planning for the 2020 CFP grant. 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.

CFP Grant IL01P08550120 must be 90% obligated (contracts for work signed) by 04/15/2022, and must be fully expended by 04/15/2024.

EXECUTIVE SUMMARY

2019 CFP Grant IL01P08550119

- Obligation End Date (OED): 04/15/2021
- Expenditure End Date (EED): 04/15/2023

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	\$ -	\$ -	#DIV/0!	\$ -	#DIV/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	\$ 93,235.00	11.9%	\$ 16,635.00	2.1%
Total Capital Fund Program	\$ 1,133,806.00	\$ 1,083,874.00	\$ 393,235.00	36.3%	\$ 316,635.00	29.2%

CFP Planned Work Items

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 A&E Services	\$ 93,235.00	\$ 93,235.00	\$ 93,235.00	100.0%	\$ 16,635.00	17.8%
1480 504 Phase 3 - AMP 1	\$ 80,000.00	\$ 80,000.00	\$ -	0.0%	\$ -	0.0%
1480 504 Phase 3 - AMP 2	\$ 420,000.00	\$ 420,000.00	\$ -	0.0%	\$ -	0.0%
1480 504 Phase 3 - AMP 3	\$ 190,639.00	\$ 190,639.00	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Total Capital Fund Program	\$ 783,874.00	\$ 783,874.00	\$ 93,235.00	11.9%	\$ 16,635.00	2.1%

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.

Soft costs for Phase III of the 504 Modernization project will be applied to the 2019 grant for the month of December 2020. Preliminary design work has begun for the 2BR renovations at the scattered Family Sites.

CFP Grant IL01P08550118 must be 90% obligated (contracts for work signed) by 04/15/2021, and must be fully expended by 04/15/2023.

EXECUTIVE SUMMARY

POLICY/OPERATIONS

Annual Plan documents have been prepared and submitted to the Board for approval at the December 29 regular meeting. Additionally, annual planning documents have been sent to the Illinois Housing Development Authority for certification of consistency with housing needs and initiatives set forth in the state consolidated plan. The KCHA Annual PHA Plan is due to HUD no later than 75 days prior to the beginning of the covered fiscal year. Our deadline for submission is 01/16/2021.

COVID-19 Operations/Update

The agency continues to conduct business under an amended protocol, designed to help prevent and slow the spread of COVID-19. This protocol includes the following operational safeguards:

- All offices are closed to the general public, unless the business is deemed necessary to continued operations
- All community spaces are closed
- Most essential housing operations are being conducted electronically
- Face masks must be worn by agency personnel at all times a safe social distance (at least six feet) cannot be maintained
- Agency staff are permitted to work remotely, given their job responsibilities allow for it
- All public spaces are sanitized regularly
- In-home inspections have been suspended until safe to resume
- Maintenance operations include only emergency work orders, unit turns, and preventive maintenance
- Personal protective equipment (PPE) is worn at all times while in occupied units, regardless of the presence of the tenant. PPE includes face coverings, masks, and gloves

Recent events have shed some light on the uncertainty brought on by the worsening pandemic. Specifically, the State of Illinois, the Department of Housing and Urban Development (HUD), and Congress have all issued guidance or taken action to provide direction for PHAs:

- On 11/30/2020, HUD issued Notice PIH 2020-33 which extended regulatory waiver in key program and operational areas until 06/30/2021. The KCHA had previously adopted several of these waivers, which will now continue until mid-2021. Of particular note, PHAS and SEMAP assessments will not be levied on our FYE 03/31/2021, and will be instead carried forward for a second year. Previous assessment scores resulted in the designation of High Performer – PHAS (95.0) and SEMAP (100.0%).
- On 12/11/2020, Illinois Governor JB Pritzker issued Executive Order 2020-72, which extended the Illinois moratorium to prevent the commencement of residential evictions until 01/09/2021. Of note, Executive Order 2020-72 expanded a PHA's ability to commence eviction actions through the introduction of the term "covered persons." Specifically, to avoid evictions

EXECUTIVE SUMMARY

for anything other than posing a direct threat to the health and safety of other tenants or an immediate and severe risk to property, a person would have to meet and provide declaration to the following criteria:

- They expect to earn no more than \$99,000 (or \$198,000 if filing jointly) in calendar year 2020; they were not required to report any income in 2019 to IRS; or they received an Economic Impact Statement under the CARES Act;
- They are unable to make full rent payments due to loss of income or increased expenses due directly to COVID-19;
- They are using best efforts to pay as much as possible taking into account Non-Discretionary, or necessary, expenses; and
- Eviction would likely render them homeless or force them into shared space with a new group in order to avoid homelessness.

While this expands a PHAs ability to issues terminations for virtually every lease violation, the last bullet would almost certain be triggered in a vast majority of our eviction cases. Additionally, the order requires law enforcement to delay enforcement of valid eviction orders "unless the tenant, lessee, sub-lessee, or resident of the residential property has been found to pose a direct threat to the health and safety of other tenants or an immediate and severe risk to property."

- On 12/20/2020, a bipartisan deal was struck in Congress on a COVID relief bill that would extend the federal moratorium on evictions through January 2021 and establish a rental assistance fund of \$25 billion dollars. The Centers for Disease Control (CDC) had originally issued guidance staving evictions until 12/31/2020. With the deadline approaching, a potential crisis loomed: an historic wave of evictions nationally, with more than 14 million renters behind on rent. While the extension prevents evictions for another month, it does little to alleviate the mounting debt carried by renters, including KCHA residents. The \$25 billion in rental assistance is expected to be disbursed by state and local governments and be able to be used by renters for arrears as well as rent and utilities. To qualify, renters will likely need to be low-income. An expeditious process has been somewhat slowed as President Trump has signaled he may not sign the relief bill unless stimulus funds sent to the American people were increased from \$600 per to \$2,000 per person, an idea which has democrat support. Ultimately, this is a situation we're closely monitoring.

The goal of the KHA during this time is to work diligently to keep folks housed. Once the moratoriums are lifted or expire, the KCHA intends to work with families who are behind on rent by offering repayment agreements to our renters who are delinquent on rent.

The agency has several staff working remotely to avoid unnecessary exposure and travel. Laptops were purchased to allow for enhanced system access while working remotely. Staff is now able to sign directly into the KCHA server as opposed to working through a desktop mirroring service. Most administrative staff is able to work efficiently from home, as essential agency operations haven't fallen off. Occupancy is still high and voucher leasing has increased.

EXECUTIVE SUMMARY

LEGISLATIVE/ADVOCACY

No report this period.

PUBLIC RELATIONS

No report this period.

STRATEGIC PLANNING

No report this period.

PUBLIC HOUSING PROGRAM

PUBLIC HOUSING PROGRAM

OCCUPANCY

OCCUPANCY UNIT DAYS	CURRENT PERIOD				YEAR-TO-DATE			
	UDA	UDL	OCC %	VAC %	UDA	UDL	OCC %	VAC %
Moon Towers	5,310	5,274	99.32%	0.68%	43,188	42,853	99.22%	0.78%
Family Sites	5,790	5,729	98.95%	1.05%	47,092	46,263	98.24%	1.76%
Bluebell Tower	1,530	1,483	96.93%	3.07%	12,444	12,265	98.56%	1.44%
TOTAL PUBLIC HOUSING	12,630	12,486	98.86%	1.14%	102,724	101,381	98.69%	1.31%

OCCUPANCY UNIT MONTHS	CURRENT PERIOD				YEAR-TO-DATE			
	UMA	UML	OCC %	VAC %	UMA	UML	OCC %	VAC %
Moon Towers	177	177	100.00%	0.00%	1,416	1,416	100.00%	0.00%
Family Sites	193	192	99.48%	0.52%	1,544	1,544	100.00%	0.00%
Bluebell Tower	51	51	100.00%	0.00%	408	408	100.00%	0.00%
TOTAL PUBLIC HOUSING	421	420	99.76%	0.24%	3,368	3,368	100.00%	0.00%

OCCUPANCY UNIT TURNAROUND	CP	CURRENT PERIOD				YEAR-TO-DATE			
	YTD	DOWN	MAINT.	LEASING	TOTAL	DOWN	MAINT.	LEASING	TOTAL
Moon Towers	1	0	0	1	1	88	285	73	446
Average Days	23	0.00	0.00	1.00	1.00	3.83	12.39	3.17	19.39
Family Sites	3	2	9	24	106	247	234	181	662
Average Days	29	0.67	3.00	8.00	35.33	8.52	8.07	6.24	22.83
Bluebell Tower	2	0	40	8	48	4	166	26	196
Average Days	11	0.00	20.00	4.00	24.00	0.36	15.09	2.36	17.82
TOTAL PUBLIC HOUSING	6	2	49	33	155	339	685	280	1304
Average Days	63	0.33	8.17	5.50	25.83	5.38	10.87	4.44	20.70

Occupancy numbers remain strong for FYE 2020. Unit turnaround time averages are clearly affected by the agency shutdown in March, April, and May. As we move through the rest of FYE 2021, the average turn times should get closer to expected levels (12 – 14 days).

PUBLIC HOUSING PROGRAM

FINANCIAL ANALYSIS

FINANCIAL INCOME/EXPENSE	CURRENT PERIOD			YEAR-TO-DATE		
	ACTUAL	BUDGET	%	ACTUAL	BUDGET	%
Moon Towers						
Income	\$ 85,326.00	\$ 65,790.60	129.7%	\$ 599,697.79	\$ 526,324.80	113.9%
Expense	\$ 67,404.94	\$ 62,708.71	107.5%	\$ 562,007.94	\$ 501,669.68	112.0%
Revenue/(LOSS)	\$ 17,921.06	\$ 3,081.89	581.5%	\$ 37,689.85	\$ 24,655.12	152.9%
Family Sites						
Income	\$ 117,542.28	\$ 76,000.16	154.7%	\$ 829,611.40	\$ 608,001.28	136.4%
Expense	\$ 65,886.62	\$ 82,056.82	80.3%	\$ 719,128.07	\$ 656,454.56	109.5%
Revenue/(LOSS)	\$ 51,655.66	\$ (6,056.66)	852.9%	\$ 110,483.33	\$ (48,453.28)	228.0%
Bluebell Tower						
Income	\$ 25,317.35	\$ 20,418.92	124.0%	\$ 165,991.16	\$ 163,351.36	101.6%
Expense	\$ 26,247.60	\$ 21,354.57	122.9%	\$ 158,758.28	\$ 170,836.56	92.9%
Revenue/(LOSS)	\$ (930.25)	\$ (935.65)	99.4%	\$ 7,232.88	\$ (7,485.20)	-96.6%
TOTAL PUBLIC HOUSING						
Income	\$ 228,185.63	\$ 162,209.68	140.7%	\$ 1,595,300.35	\$ 1,297,677.44	122.9%
Expense	\$ 159,539.16	\$ 166,120.10	96.0%	\$ 1,439,894.29	\$ 1,328,960.80	108.3%
Revenue/(LOSS)	\$ 68,646.47	\$ (3,910.42)	-1755.5%	\$ 155,406.06	\$ (31,283.36)	-496.8%

FINANCIAL POSITION	YEAR-TO-DATE					
	CASH POSITION	MIN. RESERVE	RATIO	RENT CO.	A/R	TAR
Moon Towers	\$ 500,235.57	\$ 281,003.97	1.78	99.14%	\$ 11,359.86	4.22%
Family Sites	\$ 450,499.81	\$ 319,612.48	1.41	125.81%	\$ 35,082.48	21.00%
Bluebell Tower	\$ 176,479.97	\$ 79,379.14	2.22	96.70%	\$ 5,480.63	3.69%

PUBLIC HOUSING PROGRAM

MAINTENANCE REPORT

MAINTENANCE ROUTINE WORK ORDERS	CURRENT PERIOD					YEAR-TO-DATE				
	REQ	COM	% COM	DAYS	AVG.	REQ	COM	%	DAYS	AVG.
Moon Towers	20	17	85.0%	13	0.76	102	99	97.1%	106	1.07
Family Sites	65	65	100.0%	10	0.15	537	537	100.0%	537	1.00
Bluebell Tower	6	5	83.3%	3	0.60	75	74	98.7%	32	0.43
TOTAL PUBLIC HOUSING	91	87	95.6%	26	0.30	714	710	99.4%	675	0.95

MAINTENANCE EMERGENCY WORK ORDERS	CURRENT PERIOD					YEAR-TO-DATE				
	REQ	< 24	% < 24	< 72	% < 72	REQ	< 24	% < 24	< 72	% < 72
Moon Towers	13	13	100.00%	13	100.00%	102	102	100.00%	102	100.00%
Family Sites	10	10	100.00%	10	100.00%	70	69	98.57%	70	100.00%
Bluebell Tower	3	3	100.00%	3	100.00%	36	36	100.00%	33	91.67%
TOTAL PUBLIC HOUSING	26	26	100.00%	26	100.00%	208	207	99.52%	205	98.56%

MAINTENANCE ANNUAL INSPECTIONS	YEAR-TO-DATE									
	SITE	EXT	SYST	COM	UNIT	TOTAL	REM	% DONE	% REM	RESOLVE
Moon Towers	1	3	18	5	0	27	163	16.6%	83.4%	0.0%
Family Sites	0	0	0	0	0	0	418	0.0%	100.0%	0.0%
Bluebell Tower	1	2	2	2	0	7	51	13.7%	86.3%	0.0%
TOTAL PUBLIC HOUSING	2	5	20	7	0	34	632	5.4%	94.6%	0.0%

MAINTENANCE COSTS	YEAR-TO-DATE								
	COST - UNIT		BILLED - UNIT		%	COST - TOTAL		PUM	
Moon Towers	\$	56,436.62	\$	3,225.27	5.7%	\$	231,292.79	\$	163.34
Family Sites	\$	78,972.01	\$	9,208.60	11.7%	\$	393,053.09	\$	250.67
Bluebell Tower	\$	10,647.27	\$	560.00	5.3%	\$	67,838.08	\$	166.27
TOTAL PUBLIC HOUSING	\$	146,055.90	\$	12,993.87	8.9%	\$	692,183.96	\$	204.06

PUBLIC HOUSING PROGRAM

MANAGEMENT OPERATIONS

MANAGEMENT PRACTICES	YEAR-TO-DATE				
	APP & MARKET	CSSR %	EIV %	FILE REVIEWS	FR ISSUES %
Moon Towers	97.1%	100.0%	9.4%	0.0%	#DIV/0!
Family Sites	77.10%	100.00%	6.3%	20.4%	75.0%
Bluebell Tower	97.1%	100.0%	0.0%	7.8%	0.0%

MANAGEMENT PEST CONTROL	YEAR-TO-DATE									
	BB	CR	OI	ROD	VER	TOT	UNITS	% AFF	# TRT	% TRT
Moon Towers	10	21	0	1	0	32	177	18.08%	31	96.88%
Family Sites	0	13	0	0	0	13	196	6.63%	13	100.00%
Bluebell Tower	0	0	0	0	0	0	51	0.00%	0	#DIV/0!
TOTAL PUBLIC HOUSING	10	34	0	1	0	45	424	10.61%	44	97.78%

CRIME REPORTING

SAFETY/SECURITY REPORTED CRIMES	VIOLENT CRIMES			THEFT			OTHER CRIMES		
	ASS/BAT	MUR	SEX	BURG	ROB	THEFT	DRUG	PROP	OTHER
Moon Towers	1	0	0	0	0	5	1	0	109
Family Sites	10	0	0	2	0	1	0	4	84
Bluebell Tower	0	0	0	0	0	0	0	0	0
TOTAL PUBLIC HOUSING	11	0	0	2	0	6	1	4	193

SAFETY/SECURITY CRIME RATES	VIOLENT CRIMES			THEFT CRIMES			DRUG CRIMES		
	KCHA	GBURG	KNOXCO	KCHA	GBURG	KNOXCO	KCHA	GBURG	KNOXCO
Moon Towers	515.5	413.6	441.8	2577.3	4176.0	1481.3	515.5	829.3	829.3
Family Sites	1631.3	413.6	441.8	489.4	4176.0	1481.3	0.0	829.3	829.3
Bluebell Tower	0.0	413.6	441.8	0.0	4176.0	1481.3	0.0	829.3	829.3
TOTAL PUBLIC HOUSING	1279.1	413.6	441.8	930.2	4176.0	1481.3	116.3	829.3	829.3

PUBLIC HOUSING PROGRAM

PHAS ASSESSMENT

PHAS ASSESSMENT	YEAR-TO-DATE						DESIGNATION
	P - 100	P - 40	MASS	FASS	CFP	OVERALL	
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	99.80	39.92	21.00	25.00	10.00	95.92	HIGH PERFORMER
TOTAL PUBLIC HOUSING	96.57	38.63	21.00	25.00	10.00	94.63	HIGH PERFORMER

This assessment is based on actual operational data for the current fiscal year. The actual PHAS scoring for FYE 03/31/2021 will be carried forward from the agency's last assessment (FYE 03/31/2018).

HOUSING CHOICE VOUCHER PROGRAM

HOUSING CHOICE VOUCHER PROGRAM

Application/Waiting List Activity

CY 2020	Application Waiting List	Applicants Purged	Intake / Briefing
January	234	19	12
February	248	25	16
March	229	17	7
April	230	18	4
May	180	49	26
June	167	0	26
July	173	0	1
August	173	0	1
September	153	21	38
October	133	15	72
November	146	0	19
December			
Totals/Average	187.82	164	222

Voucher Activity

CY 2020	Vouchers Issued	Vouchers Leased	Vouchers Ported	End of Participation
January	7	179	10	1
February	13	180	10	3
March	4	181	9	4
April	5	177	9	1
May	14	178	9	2
June	14	181	9	3
July	10	182	9	2
August	10	182	9	2
September	19	185	8	3
October	22	186	8	2
November	16	194	8	2
December				
Totals/Average	134	182.27	8.91	25

HOUSING CHOICE VOUCHER PROGRAM

Housing Assistance Payment Statistics – Knox County Vouchers

CYE 12/31/2020	Vouchers Knox Co.	Knox Co. HAP	% to Total HAP	Avg. Voucher Expense	Admin Fees Earned	Admin Fees per Voucher
January	169	\$ 57,307.00	80.31%	\$ 339.09	\$ 9,482.98	\$ 56.11
February	170	\$ 59,675.00	81.42%	\$ 351.03	\$ 10,257.25	\$ 60.34
March	172	\$ 58,574.00	82.74%	\$ 340.55	\$ 9,362.37	\$ 54.43
April	168	\$ 64,911.00	83.90%	\$ 386.38	\$ 12,276.34	\$ 73.07
May	167	\$ 64,360.00	84.05%	\$ 385.39	\$ 32,448.30	\$ 194.30
June	172	\$ 65,897.00	83.54%	\$ 383.12	\$ 9,891.25	\$ 57.51
July	173	\$ 62,911.00	83.38%	\$ 363.65	\$ 9,487.41	\$ 54.84
August	173	\$ 62,911.00	83.38%	\$ 363.65	\$ 36,185.36	\$ 209.16
September	177	\$ 63,180.00	86.96%	\$ 356.95	\$ 9,405.44	\$ 53.14
October	178	\$ 62,136.00	86.77%	\$ 349.08	\$ 10,029.58	\$ 56.35
November	185	\$ 69,424.00	87.57%	\$ 375.26	\$ 9,272.14	\$ 50.12
December		\$ -	#DIV/0!	#DIV/0!		#DIV/0!
CYE 12/31/2019	1904	\$ 691,286.00	84.03%	\$ 363.07	\$ 158,098.42	\$ 83.03

Voucher Portability Impact

CYE 12/31/2020	Vouchers Ported	Ported Voucher HAP	Avg, Port Expense	HAP Total	Port % to HAP
January	10	\$ 14,046.00	\$ 1,404.60	\$ 71,353.00	19.69%
February	10	\$ 13,616.00	\$ 1,361.60	\$ 73,291.00	18.58%
March	9	\$ 12,219.00	\$ 1,357.67	\$ 70,793.00	17.26%
April	9	\$ 12,456.00	\$ 1,384.00	\$ 77,367.00	16.10%
May	9	\$ 12,218.00	\$ 1,357.56	\$ 76,578.00	15.95%
June	9	\$ 12,980.00	\$ 1,442.22	\$ 78,877.00	16.46%
July	9	\$ 12,538.00	\$ 1,393.11	\$ 75,449.00	16.62%
August	9	\$ 12,538.00	\$ 1,393.11	\$ 75,449.00	16.62%
September	8	\$ 9,478.00	\$ 1,184.75	\$ 72,658.00	13.04%
October	8	\$ 9,478.00	\$ 1,184.75	\$ 71,614.00	13.23%
November	8	\$ 9,850.00	\$ 1,231.25	\$ 79,274.00	12.43%
December			#DIV/0!		#DIV/0!
CYE 12/31/2019	98	\$ 131,417.00	\$ 1,340.99	\$ 822,703.00	15.97%

HOUSING CHOICE VOUCHER PROGRAM

Voucher Utilization

CY 2020	YTD HAP Expenditure	HAP Budget Auth. (BA)	Over/Under HAP	Net-Restricted Position (NRP)	NRP + BA	Percent Utilization
January	\$ 71,596.00	\$ 77,439.25	\$ (5,843.25)	\$ 17,450.00	\$ 94,889.25	75.45%
February	\$ 144,887.00	\$ 154,878.50	\$ (9,991.50)	\$ 17,722.00	\$ 172,600.50	83.94%
March	\$ 215,680.00	\$ 232,317.75	\$ (16,637.75)	\$ 43,472.00	\$ 275,789.75	78.20%
April	\$ 293,047.00	\$ 309,757.00	\$ (16,710.00)	\$ 41,397.00	\$ 351,154.00	83.45%
May	\$ 369,625.00	\$ 387,196.25	\$ (17,571.25)	\$ 39,837.00	\$ 427,033.25	86.56%
June	\$ 448,502.00	\$ 464,635.50	\$ (16,133.50)	\$ 35,873.00	\$ 500,508.50	89.61%
July	\$ 523,951.00	\$ 542,074.75	\$ (18,123.75)	\$ 18,449.00	\$ 560,523.75	93.48%
August	\$ 598,863.00	\$ 619,514.00	\$ (20,651.00)	\$ 17,760.00	\$ 637,274.00	93.97%
September	\$ 671,521.00	\$ 696,953.25	\$ (25,432.25)	\$ 23,264.00	\$ 720,217.25	93.24%
October	\$ 743,135.00	\$ 774,392.50	\$ (31,257.50)	\$ 30,365.00	\$ 804,757.50	92.34%
November	\$ 822,409.00	\$ 851,831.75	\$ (29,422.75)	\$ 22,046.00	\$ 873,877.75	94.11%
December	\$ -	\$ 929,271.00		\$ -	\$ 929,271.00	0.00%

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.

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.

