

# board agenda



Knox County Housing Authority  
**Regular Meeting of the Board of Commissioners**  
**Moon Towers Conference Room**  
5/28/2024  
4:00 PM

---

<b>Opening</b>	Roll Call	Chairperson Hawkinson
<input type="checkbox"/> LaToya Carson	Review/Approve Previous Meeting Minutes	Chairperson Hawkinson
<input type="checkbox"/> Jared Hawkinson		
<input type="checkbox"/> Joey Range		
<input type="checkbox"/> Joseph Riley		
<input type="checkbox"/> Sara Robison		
<input type="checkbox"/> Dena Simkins (R)		
<input type="checkbox"/> Dena St. George		

Excused:

Others Present:

---

**Public Comment**      Open

---

**Old Business**      None

---

<b>New Business</b>	Review/Approve Application for Change Order 4 – Hein Construction – 504 Modernization Project – Phase 4	Derek Antoine
	Review/Approve Bid Award/Contract for Asbestos Abatement Services	Derek Antoine

# board agenda

---

**Reports**

Executive Director's Report – 04/2024

Derek Antoine

KCHA Legal Counsel Report – 05/2024

Jack Ball

---

**Other Business**

Executive Director Performance Appraisal

Chairperson Hawkinson

---

**Adjournment**

**MINUTES OF THE MONTHLY MEETING  
OF THE BOARD OF COMMISSIONERS  
OF THE KNOX COUNTY HOUSING AUTHORITY  
April 30, 2024**

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

PRESENT:               Jared Hawkinson  
                          Joey Range  
                          Sara Robison  
                          Dena Simkins  
                          Dena St. George

EXCUSED:             LaToya Carson  
                          Joseph Riley

ABSENT:

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

Chairperson Hawkinson called the meeting to order at 4:03 p.m. and declared that a quorum was present.

Chairperson Hawkinson then asked if there were any additions or corrections to the previous meeting's minutes. Commissioner St. George made a motion to approve the previous meeting minutes as presented; Commissioner Range seconded. Roll call was taken as follows:

Commissioner Hawkinson - aye  
Commissioner Range - aye  
Commissioner Simkins - aye  
Commissioner St. George - aye

Motion Carried, 4-0.

There were no financial reports submitted for the month as KCHA is amid the fiscal year-end process.

**PUBLIC COMMENT**

None.

**OLD BUSINESS**

None.

Commissioner Robison arrived at 4:08 p.m.

**NEW BUSINESS**

Mr. Antoine reported that the Knox County Board approved the appointment of Dena Simkins and the reappointment of Dena St. George as commissioners on the KCHA board.

Mr. Antoine asked the Board to Review and Approve Change Order 3 - Hein

Construction - 504 Modification Phase 4. Mr. Antoine stated that this is a no cost change order and extends the contract time by 59 days to 06/28/2024. Attached to the Board memo is the letter from Hein Construction requesting the extension. Alliance Architecture reviewed and approved the change order. After brief discussion, Commissioner St. George made a motion to approve Change Order 3 - Hein Construction - 504 Modification Phase 4 to extend the contract end date by 59 days to 06/28/2024; Commissioner Robison seconded. Roll call was taken as follows:

- Commissioner Hawkinson - aye
- Commissioner Range - aye
- Commissioner Robison - aye
- Commissioner Simkins - aye
- Commissioner St. George - aye

Motion Carried, 5-0.

Mr. Antoine asked the Board to Review and Approve Pay Request #6 to Hein Construction - 504 Modification Phase 4. Mr. Antoine referred to the memo that provided a project update. After brief discussion, Commissioner Robison made a motion to approve Pay Request #5 to Hein Construction - 504 Modification Phase 4 in the amount of \$42,987.51; Commissioner St. George seconded. Roll call was taken as follows:

- Commissioner Hawkinson - aye
- Commissioner Range - aye
- Commissioner Robison - aye
- Commissioner Simkins - aye
- Commissioner St. George - aye

Motion Carried, 5-0.

Mr. Antoine asked the Board to review and approve Bid Award/Contract for Lighting and Furnace Replacement Project. Mr. Antoine reviewed the project and solicitation process as outlined in the Board memo. Mr. Antoine stated that proposals were sought for a single, lump sum General Construction contract which shall include all work related to the replacement of furnaces and air conditioning at 154 dwelling units and replacement of other HVAC systems at two offices and three Community Buildings; and replacement of lighting at common areas, office spaces, and maintenance facilities at Moon Towers, Woodland Bend, Cedar Creek Place, Whispering Hollow, and Bluebell Tower with some exterior lighting upgrades as well. Three bids were submitted. Alliance Architecture completed a full review of the bid submissions and recommended Mechanical Services of Galesburg, Inc. for selection. After brief discussion, Commissioner Robison made a motion to approve the selection of Mechanical Services of Galesburg, Inc. in the contract amount not to exceed \$1,456,900.00; Commissioner St. George seconded. Roll call was taken as follows:

- Commissioner Hawkinson - aye
- Commissioner Range - aye
- Commissioner Robison - aye
- Commissioner Simkins - aye
- Commissioner St. George - aye

Motion Carried, 5-0.

Mr. Antoine asked the Board to review and approve Solicitation Award/Contract for Fire Protection Services. After brief discussion, Commissioner Robison made a motion to select Getz Fire Equipment Company to provide Fire Protection Services for the period of 05/01/2025 to 03/31/2025 in an amount not to exceed \$15,000.00; Commissioner St.

George seconded. Roll call was taken as follows:

Commissioner Hawkinson - aye  
Commissioner Range - aye  
Commissioner Robison - aye  
Commissioner Simkins - aye  
Commissioner St. George - aye

Motion Carried, 5-0.

#### **REPORTS**

There was no Executive Director's report.

Mr. Ball reviewed the Legal Counsel Report. There were no questions about the report.

#### **OTHER BUSINESS**

Chairperson Hawkinson said that it is time to plan for the Executive Director Performance Appraisal. This will be further discussed at the next meeting.

#### **ADJOURNMENT**

Commissioner Robison made a motion to adjourn the meeting at 4:37 p.m.;  
Commissioner St. George seconded. Roll call was taken as follows:

Commissioner Hawkinson - aye  
Commissioner Range - aye  
Commissioner Robison - aye  
Commissioner Simkins - aye  
Commissioner St. George - aye

Motion Carried, 5-0.

Respectfully submitted,

---

Secretary

## BOARD MEMO

216 W. Simmons St.  
Galesburg, IL 61401

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

[www.knoxcountyhousing.org](http://www.knoxcountyhousing.org)

**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 05/22/2024

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 05/28/2024

**SUBJECT:** Hein Construction—Proposed Change Order 4

---

### Executive Summary

At the 01/31/2023 Board meeting, a contract was approved with Hein Construction to complete 504 Renovations at the Family Sites as well as additional work at Moon Towers and Blue Bell Tower. This is being done to ensure that the agency is fully compliant with Section 504 of the Rehabilitation Act. The work in Phase 4 will include the following:

- Installation of three playgrounds at the Family Sites;
- Installation of new roofs at Moon Towers and the Central Office Cost Center (COCC);
- Site work to address drainage issues; and
- Construction of a new pavilion at Blue Bell Tower.

Change order 2 was approved at the 03/26/2024 meeting. Upon review of Change Order 2, the reduction in the General Allowance should have been from \$75,000.00 to \$24,183.13. Thus, \$24,183.13 is the amount listed as remaining in the General Requirements Allowance prior to approval of Change Order 4.

Hein Construction has requested Change Order 4 to reduce the General Requirement Allowance from \$24,183.13 to \$5,306.73 to cover the following costs as outlined in the attached change order documents:

- Apply stain to exposed wood at Blue Bell Tower pavilion;
- Remove trees and stumps; and
- Revise aluminum coping at Moon Tower to 24-gauge steel.

The contract amount would be unchanged.

Alliance Architecture has reviewed and approved this proposed change order.

This change order submission meets the requirements of HUD -5370 and the Procurement Handbook for Public Housing Agencies (7460.8 rev-2) in that the request would not result in an increase in the contract amount.

**Fiscal Impact**

This project will be funded through Capital Fund Program years 2020, 2021 and 2022. Such expenses are eligible and allowable under federal guidelines located at 2 CFR 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

**Recommendation**

It is the recommendation of the Executive Director that the Board of Commissioners of the Knox County Housing Authority approve the proposed Change Order 4 from Hein Construction which reduces the General Requirements Allowance from \$24,183.13 to \$5,306.73.

**CHANGE ORDER**

Owner x  
Architect x  
Contractor x



PROJECT: 504 MODIFICATIONS - PHASE 4  
Knox County Housing Authority  
Galesburg, Illinois

CHANGE ORDER NO. 4

DATE: May 15, 2024

CONTRACTOR: Hein Construction Co., Inc.  
9130 N. Industrial Road  
Peoria, IL 61615

CONTRACT FOR: Total Construction

CONTRACT DATE: 2/15/23

You are hereby directed to make the following changes:

- 1. Apply stain to exposed wood at the Bluebell Tower pavilion per RFCO No. 1 (dated 12/29/2023). . . . . ADD \$ 924.00
- 2. Remove five mature trees and stumps per RFCO No. 3 (dated 2/5/2024). . . . . ADD \$ 18,802.40
- 3. Revise aluminum coping at Moon Tower to 24-gauge steel per RFCO No. 5 (dated 2/5/2024). . . . . DEDUCT \$ 850.00
- 4. Reduce General Requirements Allowance from \$24,183.13 to \$5,306.73. . . . . DEDUCT \$ 18,876.40
- 5. Items enumerated herein do not require a construction time increase; therefore, there is no change in Date of Substantial Completion. . . . . NO COST CHANGE

NET CHANGE . . . . . \$ 0.00

The original Contract Sum was . . . . . \$ 1,735,000.00  
 Net Change by previous Change Orders . . . . . \$ 0.00  
 The Contract Sum prior to this Change Order was . . . . . \$ 1,735,000.00  
 The Contract Sum will be **UNCHANGED** by this Change Order . . . . . \$ 0.00  
 The Contract Sum including this Change Order . . . . . \$ 1,735,000.00  
 The Contract Time will be **UNCHANGED**.  
 The Date of Completion as of the date of this Change Order therefore is. . . . . April 30, 2024

ALLIANCE ARCHITECTURE  
Architect  
  
929 Lincolnway East, Suite 200  
  
South Bend, IN 46601

HEIN CONSTRUCTION CO., INC.  
Contractor  
  
9130 N. Industrial Road  
  
Peoria, IL 61615

KNOX COUNTY  
HOUSING AUTHORITY  
Owner  
  
255 West Tompkins Street  
  
Galesburg, Illinois 61401

By:   
Andrew J. Mollison

By: \_\_\_\_\_  
J. David Staggs

By: \_\_\_\_\_  
Derek Antoine

Date: May 15, 2024

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# BOARD MEMO

216 W. Simmons St.  
Galesburg, IL 61401

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

[www.knoxcountyhousing.org](http://www.knoxcountyhousing.org)

**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 05/22/2024

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 05/28/2024

**SUBJECT:** Review/Approve Contractor for Asbestos Abatement Services

---

## Executive Summary

An Invitation for Bids (IFB) was issued on 04/22/2024 to solicit bids for Asbestos Abatement Services for the period 06/01/2024 through 03/31/2025. The bid submittal deadline was 05/20/2024.

The bids were sought from qualified, licensed contractors to provide asbestos abatement services on a task order basis (task order means that services will be ordered by the Agency on an as-needed basis). No minimum amount of work is guaranteed.

Outreach efforts for Fire Protections Services were as follows:

- 248 total vendors notified by the eProcurement System;
- 16 vendors viewed the online solicitation;
- 2 proposals submitted by:
  - IITI Group
  - Tiles in Style LLC (submitted after deadline)

KCHA staff has completed a full review of the bid submissions and has made a recommendation for selection.

## Fiscal Impact

Services and supplies purchased under the Asbestos Abatement Services contract will be paid from the operating budgets of each program. Such expenses are eligible and allowable under federal guidelines located at 2 CFR 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

**Recommendation**

It is the recommendation of the Executive Director the Board follow the recommendation to award the contract for Asbestos Abatement Services to IITI Group for the period 06/01/2024 to 03/31/2025 in an amount not to exceed \$165,000.00.

# EXECUTIVE DIRECTOR REPORT

APRIL 2024

REGULAR MEETING  
KCHA BOARD OF COMMISSIONERS  
Tuesday, May 28, 2024  
Moon Towers Conference Room  
255 W. Tompkins St.  
Galesburg, IL 61401  
[knoxcountyhousing.org](http://knoxcountyhousing.org)



# EXECUTIVE SUMMARY

## EXECUTIVE SUMMARY

### COMMISSIONER COMPLIANCE REPORT

#### Commissioner Training and Development

The following table details **commissioner** training and development accomplished for FYE 03/31/2024:

Date	Commissioner	Training Description	Location	Hours
04/10-04/12	Hawkinson, Jared	Nelrod ACC	Las Vegas, NV	12.0
04/10-04/12	Carson, LaToya	Nelrod ACC	Las Vegas, NV	12.0
				24.0

The following table details monthly and annual costs (to date) incurred by the agency for **commissioner** training and development for FYE 03/31/2024:

Month	Training Events	Training Hours	Total Cost	Avg Cost per Hour	Training Budget	% to Budget	Variance
Apr-24	2	24.0	\$ 1,643.40	\$ 68.48	\$ 1,250.00	131.47%	\$ 393.40
May-24			\$ -	\$ -		0.00%	
Jun-24			\$ -	\$ -		0.00%	
Jul-24			\$ -	\$ -		0.00%	
Aug-24			\$ -	\$ -		0.00%	
Sep-24			\$ -	\$ -		0.00%	
Oct-24			\$ -	\$ -		0.00%	
Nov-24			\$ -	\$ -		0.00%	
Dec-24			\$ -	\$ -		0.00%	
Jan-25			\$ -	\$ -		0.00%	
Feb-25			\$ -	\$ -		0.00%	
Mar-25			\$ -	\$ -		0.00%	
FYE 2024	2	24.0	\$ 1,643.40	\$ 68.48	\$ 1,250.00	131.47%	\$ 393.40

# EXECUTIVE SUMMARY

## Commissioner Governance/Compliance

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

Commissioner List	PHA Governance	Sexual Harassment	FOIA - Current (State of Illinois)	Open Meetings (State of Illinois)	Ethics/Compliance (state of Illinois)	Compliance %
Hawkinson, Jared (C)		1	1	1	1	80.0%
Robison, Sara (VC)		1	1	1		60.0%
VACANT						0.0%
Riley, Joseph						0.0%
Carson, LaToya						0.0%
Turner, Dena						0.0%
Range, Joey						0.0%
Antoine, Derek (ED)	1	1	1	1		80.0%
<b>Total Authority</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>27.5%</b>

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

FYE 2025	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	%
Hawkinson, Jared (C)	1												100.0%
Robison, Sara (VC)	1												100.0%
Riley, Joseph													0.0%
Carson, LaToya													0.0%
St. George, Dena	1												100.0%
Range, Joey	1												100.0%
Dena Simkins	1												100.0%
Antoine, Derek (ED)	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?	5	7	Meets Requirement
Does the Board include a participant of KCHA programs?	YES	YES	Meets Requirement
Number of Board meetings:	1	2	Meets Requirement
Average meeting attendance:	80.0	71.4%	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	03/26	Meets requirement
Are the results of quality control testing communicated to the Board?	YES	YES	Meets requirement

# EXECUTIVE SUMMARY

## CAPITAL GRANT STATUS/PERFORMANCE

### 2023 CFP Grant IL01P08550123

- Obligation End Date (OED): 04/22/2025
- Expenditure End Date (EED): 04/22/2027

#### CFP Budget by Line Item

Budget Line Item (BLI)	Original	Current	Obligated	%	Expended	%
1406 Transfer to Operations	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	100.0%	\$ 250,000.00	100.0%
1410 CFP Administration	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	100.0%	\$ 100,000.00	100.0%
1480 General Capital Activity	\$ 1,164,974.00	\$ 1,164,974.00	\$ 912,440.00	78.3%	\$ -	0.0%
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
<b>Total Capital Fund Program</b>	<b>\$ 1,514,974.00</b>	<b>\$ 1,514,974.00</b>	<b>\$ 1,262,440.00</b>	<b>83.3%</b>	<b>\$ 350,000.00</b>	<b>23.1%</b>

#### CFP Planned Work Items

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 A&E Services	\$ 75,000.00	\$ 75,000.00	\$ -	0.0%	\$ -	0.0%
1480 Furnaces/Lighting	\$ 475,000.00	\$ 912,440.00	\$ 912,440.00	100.0%	\$ -	0.0%
1480 Fire System - MT/BB	\$ 150,000.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 Unit Exteriors - FAM	\$ 65,000.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 Bathroom Reno - MT/BB	\$ 115,000.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 Bathroom/Kitchen - FAM	\$ 103,974.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 Boiler - BB	\$ 60,000.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 Generator - MT	\$ 40,000.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 Concrete/Lots	\$ 81,000.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 Elevator - BB	\$ -	\$ 177,534.00	\$ -	0.0%	\$ -	0.0%
1480 MT Masonry Repair	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
<b>Total Capital Fund Program</b>	<b>\$ 1,164,974.00</b>	<b>\$ 1,164,974.00</b>	<b>\$ 912,440.00</b>	<b>78.3%</b>	<b>\$ -</b>	<b>0.0%</b>

This grant will be used for physical improvements to the sites, including systems upgrades (furnaces, lighting), elevator maintenance, and masonry repair.

CFP Grant IL01P08550123 is 78.3% obligated, and 23.1% expended. This grant must be obligated at 90% (executed contracts) by 04/22/2025, and fully expended by 04/22/2027.

# EXECUTIVE SUMMARY

## 2022 CFP Grant IL01P08550122

- Obligation End Date (OED): 04/22/2024
- Expenditure End Date (EED): 04/22/2026

### CFP Budget by Line Item

Budget Line Item (BLI)	Original	Current	Obligated	%	Expended	%
1406 Transfer to Operations	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	100.0%	\$ 200,000.00	100.0%
1410 CFP Administration	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	100.0%	\$ 100,000.00	100.0%
1480 General Capital Activity	\$ 1,167,361.00	\$ 1,167,361.00	\$ 1,167,361.00	100.0%	\$ 528,794.49	45.3%
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
<b>Total Capital Fund Program</b>	<b>\$ 1,467,361.00</b>	<b>\$ 1,467,361.00</b>	<b>\$ 1,467,361.00</b>	<b>100.0%</b>	<b>\$ 828,794.49</b>	<b>56.5%</b>

### CFP Planned Work Items

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 A&E Services	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	100.0%	\$ 31,726.00	31.7%
1480 504 Phase 4	\$ 412,317.00	\$ 412,317.00	\$ 412,317.00	100.0%	\$ 386,484.49	93.7%
1480 Bluebell Gazebo	\$ 73,000.00	\$ 73,000.00	\$ 73,000.00	100.0%	\$ -	0.0%
1480 Playgrounds	\$ 49,317.00	\$ 49,317.00	\$ 49,317.00	100.0%	\$ -	0.0%
1480 MT Roof Replacement	\$ 263,000.00	\$ 263,000.00	\$ 263,000.00	100.0%	\$ -	0.0%
1480 Site Drainage	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	100.0%	\$ -	0.0%
1480 Security Cameras	\$ 175,000.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 HVAC Replacement	\$ 100,000.00	\$ 37,984.00	\$ 37,984.00	100.0%	\$ 37,984.00	100.0%
1480 Lighting	\$ 257,444.00	\$ 544,460.00	\$ 544,460.00	100.0%	\$ -	0.0%
1480 Exterior Doors - MT	\$ 50,000.00	\$ -	\$ -	0.0%	\$ -	0.0%
1480 CCP Drainage (1554)	\$ 72,600.00	\$ 72,600.00	\$ 72,600.00	100.0%	\$ 72,600.00	100.0%
<b>Total Capital Fund Program</b>	<b>\$ 1,167,361.00</b>	<b>\$ 1,167,361.00</b>	<b>\$ 1,167,361.00</b>	<b>100.0%</b>	<b>\$ 528,794.49</b>	<b>45.3%</b>

This grant, in conjunction with the 2020 and 2021 grants, will be used for physical improvements to the sites, including demolition and construction for a new gazebo at Bluebell Tower, site drainage remediation, roof replacement at Moon Towers, and playgrounds at the Family Sites. Additionally, repairs and enhancements are planned for security cameras and lighting, as well as HVAC replacement at the Family Sites.

CFP Grant IL01P08550122 is 100.0% obligated, and 56.5% expended. This grant must be obligated at 90% (executed contracts) by 04/22/2024, and fully expended by 04/22/2026.

# EXECUTIVE SUMMARY

## 2021 CFP Grant IL01P08550121

- Obligation End Date (OED): 02/22/2023
- Expenditure End Date (EED): 02/22/2025

### CFP Budget by Line Item

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

### CFP Planned Work Items

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 504 Phase 4	\$ 334,310.00	\$ 334,310.00	\$ 334,310.00	100.0%	\$ 57,960.50	17.3%
1480 MT - Roof Replacement	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	100.0%	\$ -	0.0%
1480 A&E Services	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	100.0%	\$ 851,349.50	1135.1%
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
<b>Total Capital Fund Program</b>	<b>\$ 909,310.00</b>	<b>\$ 909,310.00</b>	<b>\$ 909,310.00</b>	<b>100.0%</b>	<b>\$ 909,310.00</b>	<b>100.0%</b>

Allotments and transfers for operations (1406) and administration (1410) have been made. Budgeted activities include playground renovation at the Family Sites, gazebo demolition/construction at Bluebell Tower, and roof replacement at Moon Towers.

CFP Grant IL01P08550121 is now 100.0% obligated, and 100.0% expended ahead of the 02/22/2023 (obligation) and 02/22/2025 (expenditure) deadlines. We will now work to administratively close out this grant.



# EXECUTIVE SUMMARY

## 2020 CFP Grant IL01P08550120

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

### CFP Budget by Line Item

Budget Line Item (BLI)	Original	Current	Obligated	%	Expended	%
1406 Transfer to Operations	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	100.0%	\$ 200,000.00	100.0%
1410 CFP Administration	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	100.0%	\$ 100,000.00	100.0%
1480 General Capital Activity	\$ 868,267.00	\$ 868,267.00	\$ 868,267.00	100.0%	\$ 740,212.65	85.3%
	\$ -	\$ -	\$ -		\$ -	
<b>Total Capital Fund Program</b>	<b>\$ 1,168,267.00</b>	<b>\$ 1,168,267.00</b>	<b>\$ 1,168,267.00</b>	<b>100.0%</b>	<b>\$ 1,040,212.65</b>	<b>89.0%</b>

### CFP Planned Work Items

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 Family - Playground	\$ 154,973.00	\$ 288,373.00	\$ 288,373.00	100.0%	\$ -	0.0%
1480 MT - Roof Replacement	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00	100.0%	\$ 193,325.05	154.7%
1480 504 Phase 3	\$ 529,861.00	\$ 439,861.00	\$ 439,861.00	100.0%	\$ 536,987.60	122.1%
1480 A&E Services	\$ 50,000.00	\$ 6,600.00	\$ 6,600.00	100.0%	\$ 9,900.00	150.0%
1480 Reserved Budget	\$ 8,433.00	\$ 8,433.00	\$ 8,433.00	100.0%	\$ -	0.0%
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
<b>Total Capital Fund Program</b>	<b>\$ 868,267.00</b>	<b>\$ 868,267.00</b>	<b>\$ 868,267.00</b>	<b>100.0%</b>	<b>\$ 740,212.65</b>	<b>85.3%</b>

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 is now 100.0% obligated, and 89.0% expended. This grant must be at 90% obligation (executed contracts) by 03/25/2024, and fully expended by 03/25/2026.

# EXECUTIVE SUMMARY

## **POLICY/OPERATIONS**

No report this period.

## **LEGISLATIVE/ADVOCACY**

No report this period.

## **PUBLIC RELATIONS**

No report this period.

## **STRATEGIC PLANNING**

No report this period.

Next report period – Warming Shelter Update.


# PUBLIC HOUSING PROGRAM

## PUBLIC HOUSING PROGRAM

### MOON TOWERS

*Moon Towers is comprised of 177 units of singles, elderly, and disabled housing centrally located in Galesburg, IL. The property has two high-rise towers, and is connected on the first floor.*

MAINTENANCE	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
 Non-emergency WO - completion %	15.0%	<b>100.0%</b>	100.0%	4	100.0%	4
Non-emergency WO - completion time	15.0%	<b>3.00</b>	1.20	4	1.20	4
Emergency WO - % abated < 24 hours	15.0%	<b>100.0%</b>	100.0%	4	100.0%	4
Emergency WO - % complete < 72 hours	15.0%	<b>100.0%</b>	100.0%	4	100.0%	4
Unit - average make-ready days	20.0%	<b>10.00</b>	8.00	4	7.00	4
Annual Inspections - complete %	10.0%	<b>100.0%</b>	5.1%	1	5.1%	1
Annual Inspections - repair %	10.0%	<b>100.0%</b>	100.0%	4	100.0%	4
Total category score				<b>3.70</b>		<b>3.70</b>

OCCUPANCY	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
 Unit-days leased (UDL) - %	25.0%	<b>98.0%</b>	99.0%	4	104.6%	4
Unit-months leased (UML) - %	25.0%	<b>98.0%</b>	100.0%	4	100.0%	4
Average leasing days	10.0%	<b>5.00</b>	2.50	3	2.50	3
Adequacy of wait list (ratio)	10.0%	<b>1.00</b>	3.85	4	3.85	4
Income targeting - % ELI admissions	10.0%	<b>40.0%</b>	50.0%	4	50.0%	4
Annual recertifications	20.0%	<b>100.0%</b>	100.0%	4	100.0%	4
Total category score				<b>3.90</b>		<b>3.90</b>

# PUBLIC HOUSING PROGRAM

## MANAGEMENT



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Appearance and marketing	10.0%	100.0%	97.1%	4	97.1%	4
50058/50059 submissions	10.0%	100.0%	100.0%	4	100.0%	4
Community service compliance	5.0%	100.0%	100.0%	4	100.0%	4
EIV compliance	15.0%	100.0%	100.0%	4	100.0%	4
Tenant file review compliance	15.0%	100.0%	75.0%	1	75.0%	1
Pest control program effectiveness	10.0%	100.0%	80.0%	3	80.0%	3
Staff development - hiring and retention	10.0%	3.00	3.20	3	3.20	3
Staff development - training/development	10.0%	100.0%	504.0%	4	504.0%	4
Unit-turnaround time (total)	15.0%	12.00	9.00	4	9.00	4
Total category score				3.35		3.35

## TENANT RELATIONS



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Tenant engagement	50.0%	100.0%	100.0%	4	100.0%	4
Safety and security	50.0%	3.00	5	4	5	4
Total category score				4.00		4.00

Financial data for FYE 03/31/2024, as well as April 2024 will be included in the May 2024 Executive Director's Report.


# PUBLIC HOUSING PROGRAM

## SCATTERED FAMILY SITES

Woodland Bend, Whispering Hollow, Cedar Creek Place

The Family Sites are comprised of 190 units scattered among three developments in Galesburg, IL. Most generally associated with families with children, the Family Sites also has a number of accessible units for disabled individuals. Built in 1970, the Family Sites have been home to generations of individuals throughout its history.

MAINTENANCE		VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
				ACTUAL	SCORE	ACTUAL	SCORE
	Non-emergency WO - completion %	15.0%	100.0%	92.9%	2	92.9%	2
	Non-emergency WO - completion time	15.0%	3.00	2.06	4	2.06	4
	Emergency WO - % abated < 24 hours	15.0%	100.0%	100.0%	4	100.0%	4
	Emergency WO - % complete < 72 hours	15.0%	100.0%	100.0%	4	100.0%	4
	Unit - average make-ready days	20.0%	10.00	0.00	4	0.00	4
	Annual Inspections - complete %	10.0%	100.0%	0.0%	1	0.0%	1
	Annual Inspections - repair %	10.0%	100.0%	100.0%	4	100.0%	4
	Total category score				3.40		3.40

OCCUPANCY		VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
				ACTUAL	SCORE	ACTUAL	SCORE
	Unit-days leased (UDL) - %	25.0%	98.0%	99.7%	4	99.7%	4
	Unit-months leased (UML) - %	25.0%	98.0%	99.5%	4	99.5%	4
	Average leasing days	10.0%	5.00	0.00	4	0.00	4
	Adequacy of wait list (ratio)	10.0%	1.00	1.31	3	1.31	3
	Income targeting - % ELI admissions	10.0%	40.0%	0.0%	1	0.0%	1
	Annual recertifications	20.0%	100.0%	100.0%	4	100.0%	4
	Total category score				3.60		3.60

# PUBLIC HOUSING PROGRAM

## MANAGEMENT



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Appearance and marketing	10.0%	<b>100.0%</b>	100.0%	4	100.0%	4
50058/50059 submissions	10.0%	<b>100.0%</b>	100.0%	4	100.0%	4
Community service compliance	5.0%	<b>100.0%</b>	100.0%	4	100.0%	4
EIV compliance	15.0%	<b>100.0%</b>	100.0%	4	100.0%	4
Tenant file review compliance	15.0%	<b>100.0%</b>	75.0%	1	75.0%	1
Pest control program effectiveness	10.0%	<b>100.0%</b>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Staff development - hiring and retention	10.0%	<b>3.00</b>	3.60	4	3.60	4
Staff development - training/development	10.0%	<b>100.0%</b>	576.0%	4	576.0%	4
Unit-turnaround time (total)	15.0%	<b>23.00</b>	0.00	4	0.00	4
Total category score				#DIV/0!		#DIV/0!

## TENANT RELATIONS



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Tenant engagement	50.0%	<b>100.0%</b>	100.0%	4	100.0%	4
Safety and security	50.0%	<b>3.00</b>	4	4	4	4
Total category score				<b>4.00</b>		<b>4.00</b>


Financial data for FYE 03/31/2024, as well as April 2024 will be included in the May 2024 Executive Director's Report.

# PUBLIC HOUSING PROGRAM

## BLUE BELL TOWER

Constructed in 1983, Bluebell Tower is the newest development of the public housing portfolio. The property houses 51 units in a six-story high-rise nestled in downtown Abingdon, IL.

MAINTENANCE	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE		
			ACTUAL	SCORE	ACTUAL	SCORE	
	Non-emergency WO - completion %	15.0%	<b>100.0%</b>	100.0%	4	100.0%	4
	Non-emergency WO - completion time	15.0%	<b>3.00</b>	1.00	4	1.00	4
	Emergency WO - % abated < 24 hours	15.0%	<b>100.0%</b>	100.0%	4	100.0%	4
	Emergency WO - % complete < 72 hours	15.0%	<b>100.0%</b>	100.0%	4	100.0%	4
	Unit - average make-ready days	20.0%	<b>10.00</b>	0.00	4	0.00	4
	Annual Inspections - complete %	10.0%	<b>100.0%</b>	6.2%	1	6.2%	1
	Annual Inspections - repair %	10.0%	<b>100.0%</b>	0.0%	1	0.0%	1
	Total category score				<b>3.40</b>		<b>3.40</b>

OCCUPANCY	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE		
			ACTUAL	SCORE	ACTUAL	SCORE	
	Unit-days leased (UDL) - %	25.0%	<b>98.0%</b>	100.0%	4	100.0%	4
	Unit-months leased (UML) - %	25.0%	<b>98.0%</b>	100.0%	4	100.0%	4
	Average leasing days	10.0%	<b>5.00</b>	0.00	4	0.00	4
	Adequacy of wait list (ratio)	10.0%	<b>1.00</b>	1.75	4	1.75	4
	Income targeting - % ELI admissions	10.0%	<b>40.0%</b>	0.0%	1	0.0%	1
	Annual recertifications	20.0%	<b>100.0%</b>	100.0%	4	100.0%	4
	Total category score				<b>3.70</b>		<b>3.70</b>

# PUBLIC HOUSING PROGRAM

## MANAGEMENT



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Appearance and marketing	10.0%	100.0%	97.1%	4	97.1%	4
50058/50059 submissions	10.0%	100.0%	100.0%	4	100.0%	4
Community service compliance	5.0%	100.0%	100.0%	4	100.0%	4
EIV compliance	15.0%	100.0%	100.0%	4	100.0%	4
Tenant file review compliance	15.0%	100.0%	75.0%	1	75.0%	1
Pest control program effectiveness	10.0%	100.0%	120.0%	4	120.0%	4
Staff development - hiring and retention	10.0%	3.00	3.15	3	3.15	3
Staff development - training/development	10.0%	100.0%	0.0%	1	0.0%	1
Unit-turnaround time (total)	15.0%	100.0%	0.00	4	0.00	4
Total category score				3.15		3.15

## TENANT RELATIONS



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Tenant engagement	50.0%	100.0%	100.0%	4	100.0%	4
Safety and security	50.0%	3.00	3	3	3	3
Total category score				3.50		3.50

Financial data for FYE 03/31/2024, as well as April 2024 will be included in the May 2024 Executive Director's Report.



# PUBLIC HOUSING PROGRAM

## PUBLIC HOUSING OCCUPANCY

Occupying our PH units is at the core of the agency's mission. Occupancy is measured in both unit days (UDL) and unit months (UML). The goal for each property is 98% for both measures.

	CURRENT PERIOD								FISCAL YEAR END							
	UDA	UDL	% OCC	% VAC	UMA	UML	% OCC	% VAC	UDA	UDL	% OCC	% VAC	UMA	UML	% OCC	% VAC
Moon Towers A	2640	2601	98.5%	1.5%	88	88	100.0%	0.0%	2640	2601	98.5%	1.5%	88	88	100.0%	0.0%
Moon Towers B	2670	2656	99.5%	0.5%	89	89	100.0%	0.0%	2670	2656	99.5%	0.5%	89	89	100.0%	0.0%
Moon Towers Total	5310	5257	99.0%	1.0%	177	177	100.0%	0.0%	5310	5257	99.0%	1.0%	177	177	100.0%	0.0%
Woodland Bend	2340	2328	99.5%	0.5%	78	78	100.0%	0.0%	2340	2328	99.5%	0.5%	78	78	100.0%	0.0%
Cedar Creek Place	2280	2275	99.8%	0.2%	76	76	100.0%	0.0%	2280	2275	99.8%	0.2%	76	76	100.0%	0.0%
Whispering Hollow	1200	1200	100.0%	0.0%	41	40	97.6%	2.4%	1200	1200	100.0%	0.0%	41	40	97.6%	2.4%
Family Sites Total	5820	5803	99.7%	0.3%	195	194	99.5%	0.5%	5820	5803	99.7%	0.3%	195	194	99.5%	0.5%
Bluebell Tower	1500	1500	100.0%	0.0%	50	50	100.0%	0.0%	1500	1500	100.0%	0.0%	50	50	100.0%	0.0%
Bluebell Tower Total	1500	1500	100.0%	0.0%	50	50	100.0%	0.0%	1500	1500	100.0%	0.0%	50	50	100.0%	0.0%
PH Program Total	12630	12560	99.4%	0.6%	422	421	99.8%	0.2%	12630	12560	99.4%	0.6%	422	421	99.8%	0.2%

## PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS)

Annually, each public housing program is assessed based on certain operational measures. These measures include each property and program's physical condition (PASS), management efficiency including occupancy (MASS), financial condition (FASS) and the Capital Fund Program (CFP). Based on these assessments, agency's are designated either a High Performer (90.0 – 100.0), and Standard Performer (60.0 – 89.9) or a Troubled Performer (0.0 – 59.9). This assessment is based on actual operational data for the current fiscal year.

	FYE 03/31/2024 (TRENDING)				
	PASS	MASS	FASS	CFP	TOTAL
Moon Towers	39.60	21.00	25.00	10.00	<b>95.60</b>
Family Sites	38.00	21.00	25.00	10.00	<b>94.00</b>
Bluebell Tower	39.92	25.00	25.00	10.00	<b>99.92</b>
PH COMPOSITE	<b>38.90</b>	<b>21.48</b>	<b>25.00</b>	<b>10.00</b>	<b>95.38</b>

Based on current and YTD reported data, the public housing program is trending towards a designation of **HIGH PERFORMER** for FYE 2024

# HOUSING CHOICE VOUCHER PROGRAM

## HOUSING CHOICE VOUCHER PROGRAM

### APPLICATION/WAIT LIST

WAIT LIST	WL PRIOR	APPLICATIONS				VOU. ISSUED	WL CURRENT	WL AVG
		NEW	DENIED	INACTIVE	PURGED			
JAN	345	18	29	2	0	1	331	331.00
FEB	331	21	48	4	0	0	300	315.50
MAR	300	27	25	0	0	8	294	308.33
APR	294	32	18	1	0	3	304	307.25
MAY								
JUN								
JUL								
AUG								
SEPT								
OCT								
NOV								
DEC								
TOTAL		98	120	7	0	12		

### VOUCHER ACTIVITY

VOUCHER ACTIVITY	PRIOR SEARCH	VOUCHER ACTIVITY						VOUCH. SEARCH
		ISSUED	EXPIRED	REVOKE	PORTS	FORFEIT	LEASED	
JAN	10	1	0	0	0	0	0	11
FEB	11	0	0	0	0	0	0	11
MAR	11	8	0	0	1	0	3	15
APR	15	3	0	0	0	0	0	18
MAY								
JUN								
JUL								
AUG								
SEPT								
OCT								
NOV								
DEC								
TOTAL		12	0	0	1	0	3	

# HOUSING CHOICE VOUCHER PROGRAM

## HOUSING ASSISTANCE PAYMENT (HAP) DETAIL – KNOX COUNTY

KNOX CO. HAP STATS	KNOX CO. VOUCH	HAP		% to HAP TOTAL	PER UNIT COST	ROLLING AVG
		KNOX CO.	TOTAL			
JAN	197	\$ 74,813.00	\$ 83,588.00	89.50%	\$ 379.76	\$ 379.76
FEB	201	\$ 74,721.00	\$ 83,753.00	89.22%	\$ 371.75	\$ 375.75
MAR	202	\$ 78,554.00	\$ 82,393.00	95.34%	\$ 388.88	\$ 380.13
APR	202	\$ 81,360.00	\$ 85,199.00	95.49%	\$ 402.77	\$ 385.79
MAY						
JUN						
JUL						
AUG						
SEPT						
OCT						
NOV						
DEC						
TOTAL	802	\$ 309,448.00	\$ 334,933.00	92.39%	\$ 385.85	

## HOUSING ASSISTANCE PAYMENT (HAP) DETAIL – PORTABILITY

PORTABILITY HAP STATS	PORTED VOUCH.	HAP		% to HAP TOTAL	PER UNIT COST	ROLLING AVG
		PORTED	TOTAL			
JAN	5	\$ 6,439.00	\$ 83,588.00	7.70%	\$ 1,287.80	\$ 1,287.80
FEB	5	\$ 6,439.00	\$ 83,753.00	7.69%	\$ 1,287.80	\$ 1,287.80
MAR	3	\$ 3,839.00	\$ 82,393.00	4.66%	\$ 1,279.67	\$ 1,285.09
APR	3	\$ 3,839.00	\$ 85,199.00	4.51%	\$ 1,279.67	\$ 1,283.73
MAY						
JUN						
JUL						
AUG						
SEPT						
OCT						
NOV						
DEC						
TOTAL	16	\$ 20,556.00	\$ 334,933.00	6.14%	\$ 1,284.75	

# HOUSING CHOICE VOUCHER PROGRAM

## PROGRAM UTILIZATION

VOUCHER - UTILIZATION				BUDGET AUTHORITY - UTILIZATION				
MON	ACC	UML	%	HAP EXPENSE	BUDG. AUTH.	NRP	BA + NRP	%
JAN	285	207	72.63%	\$ 83,588.00	\$ 81,926.00	\$ -	\$ 81,926.00	102.03%
FEB	285	206	72.28%	\$ 167,341.00	\$ 163,852.00	\$ -	\$ 163,852.00	102.13%
MAR	285	205	71.93%	\$ 249,734.00	\$ 245,778.00	\$ -	\$ 245,778.00	101.61%
APR	285	205	71.93%	\$ 334,933.00	\$ 327,704.00	\$ -	\$ 327,704.00	102.21%
MAY								
JUN								
JUL								
AUG								
SEPT								
OCT								
NOV								
DEC								

SEMAP scoring for voucher utilization (lease up) is based on % to baseline (285) of total voucher leased, or % of budget authority + NRP expended. To attain full points (20), the agency must achieve 98.0% utilization.

## SEMAP FORECAST

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

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


# AFFORDABLE HOUSING PRESERVATION (AHP)

## AFFORDABLE HOUSING PRESERVATION (AHP)

### BRENTWOOD MANOR

Brentwood Manor Apartments is located in Galesburg, Illinois right behind Galesburg High School. This apartment community is comprised of 72 units.

MAINTENANCE	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE		
			ACTUAL	SCORE	ACTUAL	SCORE	
	Non-emergency WO - completion %	15.0%	<b>100.0%</b>	100.0%	4	100.0%	4
	Non-emergency WO - completion time	15.0%	<b>2.00</b>	2.24	4	2.24	4
	Emergency WO - % abated < 24 hours	15.0%	<b>100.0%</b>	100.0%	4	100.0%	4
	Emergency WO - % complete < 72 hours	15.0%	<b>100.0%</b>	100.0%	4	100.0%	4
	Unit - average make-ready days	20.0%	<b>10.00</b>	0.00	4	0.00	4
	Annual Inspections - complete %	10.0%	<b>100.0%</b>	0.0%	1	0.0%	1
	Annual Inspections - correction %	10.0%	<b>100.0%</b>	100.0%	4	100.0%	4
	Total category score				<b>3.70</b>		<b>3.70</b>

OCCUPANCY	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE		
			ACTUAL	SCORE	ACTUAL	SCORE	
	Unit-days leased (UDL) - %	25.0%	<b>98.0%</b>	99.9%	4	99.9%	4
	Unit-months leased (UML) - %	25.0%	<b>98.0%</b>	100.0%	4	100.0%	4
	Average leasing days	15.0%	<b>5.00</b>	0.00	4	0.00	4
	Adequacy of wait list (ratio)	15.0%	<b>1.00</b>	3.44	4	3.44	4
	Income targeting - % ELI admissions	0.0%	<b>40.0%</b>	40.0%	4	40.0%	4
	Annual recertifications	20.0%	<b>100.0%</b>	100.0%	4	100.0%	4
	Total category score				<b>4.00</b>		<b>4.00</b>

# AFFORDABLE HOUSING PRESERVATION (AHP)

## MANAGEMENT



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Appearance and marketing	20.0%	100.0%	91.4%	4	94.3%	4
50058/50059 submissions	0.0%	100.0%	100.0%	4	100.0%	4
Community service compliance	0.0%	100.0%	100.0%	4	100.0%	4
EIV compliance	0.0%	100.0%	75.0%	1	100.0%	4
Tenant file review compliance	20.0%	100.0%	0.0%	1	0.0%	1
Pest control program effectiveness	20.0%	100.0%	205.0%	4	205.0%	4
Staff development - hiring and retention	5.0%	3.00	2.82	3	2.82	3
Staff development - training/development	5.0%	100.0%	75.0%	1	75.0%	1
Unit-turnaround time (total)	30.0%	100.0%	0.00	4	0.00	4
Total category score				3.20		3.20

## TENANT RELATIONS



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Tenant engagement	50.0%	100.0%	61.0%	2	60.0%	2
Safety and security	50.0%	3.00	6	4	6	4
Total category score				3.00		3.00

Financial data for FYE 03/31/2024, as well as April 2024 will be included in the May 2024 Executive Director's Report.

# AFFORDABLE HOUSING PRESERVATION (AHP)

## PRAIRIELAND TOWNHOUSE APARTMENTS

Tucked away on the southeast side of Galesburg, Illinois, this development is off the beaten path. Home to 65 two-story units, this property also has 13 project-based vouchers (PBV).

### MAINTENANCE



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Non-emergency WO - completion %	15.0%	<b>100.0%</b>	96.8%	3	100.0%	4
Non-emergency WO - completion time	15.0%	<b>3.00</b>	3.17	3	3.17	3
Emergency WO - % abated < 24 hours	15.0%	<b>100.0%</b>	100.0%	4	100.0%	4
Emergency WO - % complete < 72 hours	15.0%	<b>100.0%</b>	100.0%	4	100.0%	4
Unit - average make-ready days	20.0%	<b>10.00</b>	0.00	4	0.00	4
Annual Inspections - complete %	10.0%	<b>100.0%</b>	0.0%	1	0.0%	1
Annual Inspections - correction %	10.0%	<b>100.0%</b>	100.0%	4	100.0%	4
Total category score				<b>3.40</b>		<b>3.55</b>

### OCCUPANCY



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Unit-days leased (UDL) - %	25.0%	<b>98.0%</b>	100.0%	4	100.0%	4
Unit-months leased (UML) - %	25.0%	<b>98.0%</b>	100.0%	4	100.0%	4
Average leasing days	10.0%	<b>5.00</b>	0.00	4	0.00	4
Adequacy of wait list (ratio)	10.0%	<b>1.00</b>	10.18	4	10.18	4
Income targeting - % ELI admissions	10.0%	<b>40.0%</b>	100.0%	4	100.0%	4
Annual recertifications	20.0%	<b>100.0%</b>	100.0%	4	100.0%	4
Total category score				<b>4.00</b>		<b>4.00</b>

# AFFORDABLE HOUSING PRESERVATION (AHP)

## MANAGEMENT



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Appearance and marketing	15.0%	100.0%	97.1%	4	97.1%	4
50058/50059 submissions	5.0%	100.0%	100.0%	4	100.0%	4
Community service compliance	0.0%	100.0%	100.0%	4	100.0%	4
EIV compliance	10.0%	100.0%	100.0%	4	100.0%	4
Tenant file review compliance	15.0%	100.0%	0.0%	1	0.0%	1
Pest control program effectiveness	15.0%	100.0%	100.0%	4	100.0%	4
Staff development - hiring and retention	5.0%	3.00	2.82	3	2.82	3
Staff development - training/development	5.0%	100.0%	75.0%	1	75.0%	1
Unit-turnaround time (total)	30.0%	100.0%	0.00	4	0.00	4
Total category score				3.35		3.35

## TENANT RELATIONS



	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
Tenant engagement	50.0%	100.0%	70.0%	2	68.6%	2
Safety and security	50.0%	3.00	6	4	6	4
Total category score				3.00		3.00

Financial data for FYE 03/31/2024, as well as April 2024 will be included in the May 2024 Executive Director's Report.



# 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.

