

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Whispering Hollow Community Room
1/2/2020
10:00 a.m.

Opening	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve Previous Meeting Minutes	Chairperson Payton
<input type="checkbox"/> Jared Hawkinson	Review/Ratify 11-2019 Financial Reports	Chairperson Payton
<input type="checkbox"/> Lomac Payton	Review/Ratify 11-2019 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Joseph Riley	COCC:	\$ 46,419.98
<input type="checkbox"/> Sara Robison	Moon Towers:	\$ 59,090.97
<input type="checkbox"/> Paula Sanford	Family:	\$ 80,179.61
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 17,443.17
<u>Excused:</u>	HCV:	\$ 97,058.05
Paul H. Stewart	Brentwood:	\$ 31,004.12
	Prairieland:	\$ 23,850.56
<u>Others Present:</u>	Capital Fund 2018:	\$ 49,633.20
	Capital Fund 2019:	\$ 0.00

Old Business	None	
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New Business	Review/Approve Application for Payment 15 from Hein Construction for 504 Modifications Project – Phase II	Derek Antoine
	Review/Approve Change Order 7 from Hein Construction for 504 Modification Project – Phase II at Family Sites	Derek Antoine
	Review/Approve Application for Payment 2 from Hein Construction for Siding Replacement – Brentwood Manor	Derek Antoine
	Review/Approve Resolution 2019-14 Adoption of Agency Policy Revisions	Derek Antoine
	Review/Approve Resolution 2019-15 Adoption of the Agency Annual and 5-Year Plan Submission	Derek Antoine

board agenda

Reports

Executive Director's Report – 12-2019

Derek Antoine

KCHA Legal Counsel Report – 12-2019

Jack Ball

Other Business

None

Derek Antoine

Derek Antoine

Adjournment

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
November 26, 2019**

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

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

EXCUSED: Wayne Allen
 Paul H. Stewart

ABSENT:

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

Chairperson Payton called the meeting to order at 10:00 a.m.

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

Chairperson Payton then requested the Board review and ratify the October 2019 financial reports. After brief discussion, Commissioner Hawkinson made a motion to ratify the financial reports for October 2019 as presented; Commissioner Sanford seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

October 2019 claims against the HA Administration in the sum of \$379,226.56; Central Office Cost Center in the sum of \$41,949.29; Moon Towers in the sum of \$50,677.59; Family in the sum of \$97,447.34; Bluebell in the sum of \$17,420.19; Housing Choice Voucher Program in the sum of \$82,093.73; Brentwood (A.H.P.) in the sum of \$29,249.12; Prairieland (A.H.P.) in the sum of \$24,345.88; Capital Fund '18 in the sum of \$36,043.42; and Capital Fund '19 in the sum of \$0.00 were presented for approval. Commissioner Sanford made a motion to ratify the claims and bills for October 2019; Commissioner Hawkinson seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Antoine asked the Board to review and approve Application for Payment 1 from Hein Construction for Siding Replacement - Brentwood Manor. Mr. Antoine gave a construction progress update. Agency staff has reviewed and signed approval for Pay Request 1. After brief discussion, Commissioner Hawkinson made a motion to approve Application for Payment 1 from Hein Construction for Siding Replacement - Brentwood Manor in the amount of \$28,066.50; Commissioner Robison seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

Mr. Antoine asked the Board to review and approve Revision to KCHA Personnel Policy - Sick Leave Incentive Program. Mr. Antoine reviewed the memo and outlined the concept that once an employee exceeds 60 days of accrued sick time, they could be eligible to sell back any balance over that amount at 25% value. The intent is to incentivize coming to work. Commissioner Hawkinson asked how many current employees would qualify for this option and inquired about the rate of the buy back. Mr. Antoine said that there are seven employees who currently qualify and that the rate would be the rate the employee is at at the time the buy back takes place. After brief discussion, Commissioner Sanford made a motion to approve the revision to KCHA Personnel Policy - Sick Leave Incentive Program; Commissioner Hawkinson seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

Mr. Antoine asked the Board to review and approve Provider/Rates CY 2020 Employee Group Medical/Dental/Vision Insurance. Mr. Antoine reported that Health Alliance continues to be the most advantageous for the agency with only a 6% increase over last year. The best pricing plan flipped back to the PPO plan for CY 2020 from the HDHP (high deductible plan). The memo outlines the costs for each plan. Vision and dental plans remained unchanged. After brief discussion, Commissioner Hawkinson made a motion to approve Provider/Rates CY 2020 Employee Group Medical/Dental/Vision Insurance as recommended by the Executive Director; Commissioner Robison seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

REPORTS

Mr. Antoine reviewed the new Executive Director's report format and went through the report with Board members. The full report was handed out at the meeting.

Mr. Ball handed out the Legal Counsel Report for November. The report shows the cases filed during the month and items reviewed for the agency.

OTHER BUSINESS

Given the holiday schedule, Mr. Antoine asked the Board to reschedule the December board meeting from 12/31/2019 to 01/02/2020. The Board agreed to the schedule change by consensus.

The Board was reminded about the open house tour of the newly constructed 504 project units directly after the conclusion of the meeting.

ADJOURNMENT

Commissioner Hawkinson made a motion to adjourn the meeting at 10:49 a.m.; Commissioner Sanford seconded. Roll call was taken as follows:

Commissioner Hawkinson - aye

Commissioner Payton - aye

Commissioner Riley - aye

Commissioner Robison - aye

Commissioner Sanford - aye

Motion Carried, 5-0.

Respectfully submitted,

Secretary

COCC

	<u>November-19</u>	<u>Current YTD</u>
Operating Income	\$54,375.30	\$472,348.77
Operating Expenses	\$46,378.25	\$358,179.44
Net Revenue Income/(Loss)	\$7,997.05	\$114,169.33

Operated in the black for the month and is in the black YTD.

COCC's Cash, Investments, A/R, & A/P **\$1,244,081.09**

Discussion:

COCC's revenue increased by the following for November. **\$7,997.05**

\$51,646.87 of COCC's income comes from these monthly fee revenues: management fees, bookkeeping fees, and asset management fees.

Expenses for COCC this month are the typical monthly expenses with nothing out of the ordinary. There were no major purchases or expenses occurring in November.

MOON TOWERS

	<u>November-19</u>	<u>Current YTD</u>
Operating Income	\$74,423.37	\$587,124.86
Operating Expenses	\$59,090.97	\$509,747.73
Net Revenue Income/(Loss)	\$15,332.40	\$77,377.13

Operated in the black for the month and is in the black YTD.

Moon Towers' Cash, Investments, A/R, & A/P **\$539,839.62**

Minimum Reserve Position **\$254,873.87**

Over/(Under) minimum reserve position **\$284,965.76**

Discussion:

Moon's revenue increased by the following for the month: **\$15,332.40**

Moon Towers received \$34,096 from HUD for operations. The rest coming from tenant revenue, interest, and income from other Amps.

There were a couple of quarterly payments for ADT and elevator maintenance along with some issues and repairs to some of the security cameras; other than that, there was nothing really out of the ordinary for Moon Towers in the month of November.

FAMILY SITES

	<u>November-19</u>	<u>Current YTD</u>
Operating Income	\$87,531.14	\$691,369.16
Operating Expenses	\$80,179.61	\$713,996.42
Net Revenue Income/(Loss)	\$7,351.53	(\$22,627.26)

Operated in the red for the month and YTD.

Family's Cash, Investments, A/R, & A/P **\$322,458.26**

Minimum Reserve Position **\$356,998.21**

Over/(Under) minimum reserve position **(\$34,539.95)**

Discussion:

Family's revenue increased by the following for the month: **\$7,351.53**

Family received \$65,615 from HUD for operations with the rest of the revenue coming from tenant revenue, interest income, and other income.

Besides some repairs to the security cameras, there was nothing out of the ordinary for the Family Sites in the month of November.

BLUEBELL

	<u>November-19</u>	<u>Current YTD</u>
Operating Income	\$20,045.50	\$161,545.48
Operating Expenses	\$17,443.17	\$155,244.40
Net Revenue Income/(Loss)	\$2,602.33	\$6,301.08

Operated in the black for the month and is in the black YTD.

Bluebell's Cash, Investments, A/R, & A/P **\$99,038.55**

Minimum Reserve Position **\$77,622.20**

Over/(Under) minimum reserve position **\$21,416.35**

Discussion:

Bluebell's revenue increased by the following for the month: **\$2,602.33**

Bluebell received \$4,614 from HUD for operations with the rest of the revenue coming from tenant revenue and interest income.

Bluebell also had quarterly payments for ADT and elevator maintenance along with repairs to the security cameras in the month of November.

BRENTWOOD

	<u>November-19</u>	<u>Current YTD</u>
Operating Income	\$32,056.57	\$265,528.63
Operating Expenses	\$31,004.12	\$203,808.52
Net Revenue Income/(Loss)	\$1,052.45	\$61,720.11

Discussion:

Brentwood's revenue increased by the following for the month: **\$1,052.45**

Brentwood's tenant revenue totaled \$30,619 for the month, and the rest of the revenue comes from interest income and other income.

There was nothing out-of-the-ordinary with expenses for Brentwood.

Operated in the black for the month and is in the black YTD.

Brentwood's Cash, Investments, A/R, & A/P **\$175,887.64**

PRAIRIELAND

	<u>November-19</u>	<u>Current YTD</u>
Operating Income	\$27,873.00	\$227,012.06
Operating Expenses	\$23,850.56	\$188,592.64
Net Revenue Income/(Loss)	\$4,022.44	\$38,419.42

Discussion:

PrairieLand's revenue increased by the following for the month: **\$4,022.44**

PrairieLand's tenant revenue totaled \$27,544 for the month, and the rest of the revenue comes from interest income and other income.

There was nothing out-of-the-ordinary with expenses for PrairieLand.

Operated in the black for the month and is in the black YTD.

PrairieLand's Cash, Investments, A/R, & A/P	\$55,893.35
Restricted - Security Deposits	(\$1,079.00)
Restricted - Replacement Reserve	(\$140,550.86)
Restricted - Residual Receipts	(\$54,515.60)
PL's Total Cash	(\$140,252.11)

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-19</u>	<u>Current YTD</u>
Operating Income	\$9,509.15	\$81,091.13
Operating Expenses	\$11,601.81	\$94,912.98
Net Revenue Income/(Loss)	(\$2,092.66)	(\$13,821.85)

Discussion:

The Voucher Program (HCV) received \$9,120 from HUD to help pay for the admin expenses which shows a monthly deficit of: **(\$2,092.66)**

Deficit covered by the UNP.

Unrestricted Net Position (UNP)	\$97,415.69	10/31/2019 Balance
Investment in Fixed Assets	\$0.00	
Monthly VMS Net Revenue Income/(Loss)	(\$2,092.66)	
	\$0.00	Transfer to NRP or Adjustment
UNP Ending Balance	\$95,323.03	For Admin Expenses and HAP (if needed)

HAP

	<u>Nov-19</u>	<u>Current YTD</u>
Operating Income	\$75,810.00	\$609,880.00
Operating Expenses	\$85,456.24	\$596,449.40
Net Revenue Income/(Loss)	(\$9,646.24)	\$13,430.60

Discussion:

The Voucher Program (HCV) received \$75,907 from HUD to help pay for the November's HAP expenses which were underspent **(\$9,646.24)**

Deficit covered by the RNP.

Net Restricted Position (NRP)	\$27,405.00	10/31/2019 Balance
	\$0.00	Transfer from UNP or Adjustment
Monthly VMS Net Revenue - Income/(Loss)	(\$9,539.00)	
NRP Ending Balance for HAP	\$17,866.00	For HAP Expenses (Only)

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - COCC
November, 2019

	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	-41,847.87	-42,907.00	1,059.13	-343,256.00	-337,588.75	-514,884.00	-34.43
10-1-000-000-3810.010 Mgmt Fees CFP	0.00	0.00	0.00	0.00	0.00	0.00	
Total Management Fees	-41,847.87	-42,907.00	1,059.13	-343,256.00	-337,588.75	-514,884.00	-34.43
Asset Management Fees							
10-1-000-000-3820.000 Asset Mgmt Fee Inc	-4,180.00	-4,180.00	0.00	-33,440.00	-33,440.00	-50,160.00	-33.33
Total Asset Management Fees	-4,180.00	-4,180.00	0.00	-33,440.00	-33,440.00	-50,160.00	-33.33
Book Keeping Fees							
10-1-000-000-3830.000 Bookkeeping Fee Inc	-5,619.00	-5,627.00	8.00	-45,016.00	-45,567.00	-67,524.00	-32.52
Total Book Keeping Fees	-5,619.00	-5,627.00	8.00	-45,016.00	-45,567.00	-67,524.00	-32.52
Other Fees							
10-1-000-000-3840.000 Other Fees 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	-51,646.87	-52,714.00	1,067.13	-421,712.00	-416,595.75	-632,568.00	-34.14
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	
10-1-000-000-3404.100 Rev. Other-Settlement	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3610.000 Interest Income	-7.39	0.00	-7.39	0.00	-62.42	0.00	
10-1-000-000-3610.010 Interest - Restricted	0.00	-8.33	8.33	-66.64	0.00	-100.00	-100.00
Total Other Grants & Investment Income	-7.39	-8.33	0.94	-66.64	-62.42	-100.00	-37.58
Other Revenue							
10-1-000-000-3690.000 Other Income	0.00	0.00	0.00	0.00	-43,363.00	0.00	
10-1-000-000-3690.010 Other Income-Training	0.00	-27.67	27.67	-221.36	0.00	-332.00	-100.00
10-1-000-000-3850.005 Income from Other Amps	-2,721.04	0.00	-2,721.04	0.00	-12,327.60	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	-2,721.04	-27.67	-2,693.37	-221.36	-55,690.60	-332.00	16,674.28
TOTAL OTHER REVENUE	-2,728.43	-36.00	-2,692.43	-288.00	-55,753.02	-432.00	12,805.79
TOTAL REVENUE	-54,375.30	-52,750.00	-1,625.30	-422,000.00	-472,348.77	-633,000.00	-25.38
EXPENSES							
ADMINISTRATIVE							
Administrative Salaries & Benefits							
10-1-000-000-4110.000 Admin Salaries	29,332.66	25,666.67	3,665.99	205,333.36	224,595.51	308,000.00	-27.08
10-1-000-000-4110.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total Administrative Salaries & Benefits	29,332.66	25,666.67	3,665.99	205,333.36	224,595.51	308,000.00	-27.08
Benefit Contributions - Administrative							
10-1-000-000-4110.500 Emp Benefit - Admin	9,072.87	8,750.00	322.87	70,000.00	69,181.16	105,000.00	-34.11
10-1-000-000-4110.501 Wellness Benefit-Admin	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4110.502 Benefit - Comp Absence	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4110.550 Benefit - Life Ins.	494.18	0.00	494.18	0.00	3,996.10	0.00	
Total Benefit Contributions - Admin	9,567.05	8,750.00	817.05	70,000.00	73,177.26	105,000.00	-30.31
Fee Expenses							

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - COCC
November, 2019

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
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	1.62	62.50	-60.88	500.00	354.50	750.00	-52.73
Total Advertising & Marketing	1.62	62.50	-60.88	500.00	354.50	750.00	-52.73
Office Expense							
10-1-000-000-4140.000 Training - Staff	995.54	1,666.67	-671.13	13,333.36	7,927.64	20,000.00	-60.36
10-1-000-000-4180.000 Telephone	302.60	416.67	-114.07	3,333.36	2,433.77	5,000.00	-51.32
10-1-000-000-4190.100 Postage	636.80	125.00	511.80	1,000.00	649.62	1,500.00	-56.69
10-1-000-000-4190.200 Office Supplies	89.68	125.00	-35.32	1,000.00	497.53	1,500.00	-66.83
10-1-000-000-4190.300 Paper Supplies	0.00	83.33	-83.33	666.64	507.49	1,000.00	-49.25
10-1-000-000-4190.400 Printing/printers	0.00	0.00	0.00	0.00	371.85	0.00	
10-1-000-000-4190.401 Printing Supplies	0.00	166.67	-166.67	1,333.36	1,947.59	2,000.00	-2.62
10-1-000-000-4190.500 Printer/Copier Supp-Cont	0.00	0.00	0.00	0.00	1,167.05	0.00	
10-1-000-000-4190.550 Computers	0.00	416.67	-416.67	3,333.36	3,947.91	5,000.00	-21.04
10-1-000-000-4190.600 Publications	0.00	41.67	-41.67	333.36	0.00	500.00	-100.00
10-1-000-000-4190.700 Member Dues/Fees	1,984.00	833.33	1,150.67	6,666.64	3,544.00	10,000.00	-64.56
10-1-000-000-4190.800 Internet Services	156.84	250.00	-93.16	2,000.00	1,353.70	3,000.00	-54.88
10-1-000-000-4190.850 IT Support	101.98	416.67	-314.69	3,333.36	2,236.64	5,000.00	-55.27
Total Office Expense	4,267.44	4,541.68	-274.24	36,333.44	26,584.79	54,500.00	-51.22
Legal Expense							
10-1-000-000-4130.000 Legal Expense	800.00	833.33	-33.33	6,666.64	5,100.00	10,000.00	-49.00
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	5,100.00	10,000.00	-49.00
Travel Expense							
10-1-000-000-4150.000 Travel - Staff	0.00	333.33	-333.33	2,666.64	-215.02	4,000.00	-105.38
10-1-000-000-4150.010 Travel - Commissioners	0.00	250.00	-250.00	2,000.00	1,107.04	3,000.00	-63.10
10-1-000-000-4150.100 Mileage - Admin	0.00	41.67	-41.67	333.36	454.72	500.00	-9.06
Total Travel Expense	0.00	625.00	-625.00	5,000.00	1,346.74	7,500.00	-82.04
Other Expense							
10-1-000-000-4140.010 Training-Commissioners	0.00	583.33	-583.33	4,666.64	3,139.40	7,000.00	-55.15
10-1-000-000-4160.000 Consulting Services	495.23	1,250.00	-754.77	10,000.00	10,829.84	15,000.00	-27.80
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	0.00	83.33	-83.33	666.64	439.70	1,000.00	-56.03
10-1-000-000-4190.950 Background Verification	10.70	41.67	-30.97	333.36	183.60	500.00	-63.28
Total Other Expense	505.93	1,983.33	-1,477.40	15,866.64	14,592.54	23,800.00	-38.69
TOTAL OPERATING EXPENSE - Admin	44,474.70	42,691.68	1,783.02	341,533.44	345,751.34	512,300.00	-32.51
<u>UTILITIES EXPENSE</u>							
Utilities Expense							
10-1-000-000-4310.000 Water	20.10	25.00	-4.90	200.00	145.50	300.00	-51.50
10-1-000-000-4315.000 Sewer	6.49	12.50	-6.01	100.00	49.90	150.00	-66.73
10-1-000-000-4320.000 Electric	165.77	229.17	-63.40	1,833.36	1,549.91	2,750.00	-43.64
10-1-000-000-4330.000 Gas	0.00	200.00	-200.00	1,600.00	429.42	2,400.00	-82.11
10-1-000-000-4340.000 Fuel	0.00	0.00	0.00	0.00	0.00	0.00	
Total Utilites Expense	192.36	466.67	-274.31	3,733.36	2,174.73	5,600.00	-61.17
TOTAL UTILITIES EXPENSE	192.36	466.67	-274.31	3,733.36	2,174.73	5,600.00	-61.17
<u>MAINTENANCE & OPERATIONS EXPENSE</u>							

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - COCC
November, 2019

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
Maintenance - Labor & OT							
Total Maintenance - Labor & OT	148.48	0.00	148.48	0.00	631.37	0.00	
Benefit Contributions - Maintenance							
Total Benefit Contributions - Maint.	0.00	0.00	0.00	0.00	0.00	0.00	
Maintenance - Materials/Supplies							
10-1-000-000-4420.010 Garbage&Trash Supp	0.00	20.83	-20.83	166.64	0.00	250.00	-100.00
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	178.67	25.00	153.67	200.00	379.40	300.00	26.47
10-1-000-000-4420.110 Routine Maint. Supply	0.00	25.00	-25.00	200.00	3.87	300.00	-98.71
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	0.00	41.67	-41.67	333.36	62.19	500.00	-87.56
Total Maintenance - Materials/Supplies	178.67	204.15	-25.48	1,633.20	445.46	2,450.00	-81.82
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	45.00	29.17	15.83	233.36	180.00	350.00	-48.57
10-1-000-000-4430.020 Heating&Cooling Cont	0.00	41.67	-41.67	333.36	0.00	500.00	-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	0.00	250.00	-100.00
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	0.00	250.00	-100.00
10-1-000-000-4430.200 Copiers	0.00	41.67	-41.67	333.36	0.00	500.00	-100.00
10-1-000-000-4431.000 Trash Removal	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance - Contracts	45.00	279.16	-234.16	2,233.28	443.22	3,350.00	-86.77
TOTAL MAINTENANCE EXPENSES	372.15	483.31	-111.16	3,866.48	1,520.05	5,800.00	-73.79
<u>INSURANCE PREMIUMS EXPENSE</u>							
Insurance Expense							
10-1-000-000-4510.000 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4510.010 Property Insurance	76.78	78.00	-1.22	624.00	614.24	936.00	-34.38
10-1-000-000-4510.015 Equipment Insurance	10.12	10.25	-0.13	82.00	80.96	123.00	-34.18
10-1-000-000-4510.020 Liability Insurance	35.43	35.42	0.01	283.36	283.44	425.00	-33.31
10-1-000-000-4510.025 PE & PO Insurance	236.25	237.92	-1.67	1,903.36	1,890.00	2,855.00	-33.80
10-1-000-000-4510.030 Work Comp Insurance	928.21	930.83	-2.62	7,446.64	5,951.68	11,170.00	-46.72
10-1-000-000-4510.035 Auto Insurance	52.25	52.25	0.00	418.00	-87.00	627.00	-113.88
10-1-000-000-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Insurance Expense	1,339.04	1,344.67	-5.63	10,757.36	8,733.32	16,136.00	-45.88
TOTAL INSURANCE PREMIUMS EXPENSE	1,339.04	1,344.67	-5.63	10,757.36	8,733.32	16,136.00	-45.88
<u>TOTAL PROTECTIVE SERVICES EXPENSE</u>							

Date:
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Knox County Housing Authority
INCOME STATEMENT - COCC
November, 2019

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
Protective Services - Contract							
10-1-000-000-4480.000 Protect Service	0.00	0.00	0.00	0.00	0.00	0.00	
Total Protective Services - Contract	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL PROTECTIVE SERVICES EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	
<u>GENERAL EXPENSES</u>							
General Expenses							
10-1-000-000-4520.000 Pay in lieu of Tax	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4540.000 Emp Ben-Admin	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4540.200 Emp Ben-TenSer	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4540.300 Emp Ben-Maint.	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4590.000 Other General	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OTHER GENERAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	
<u>INTEREST EXP & AMORTIZATION COST</u>							
Interest Expense							
Total Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL INTEREST EXP & AMORT COST	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSE	46,378.25	44,986.33	1,391.92	359,890.64	358,179.44	539,836.00	-33.65
NET REVENUE/EXPENSE (GAIN/-LOSS)	-7,997.05	-7,763.67	-233.38	-62,109.36	-114,169.33	-93,164.00	22.55
<u>MISCELLANEOUS EXPENSE</u>							
Extraordinary & Casualty Expense							
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	53.00	53.00	0.00	424.00	424.00	636.00	-33.33
Total Depreciation Expense	53.00	53.00	0.00	424.00	424.00	636.00	-33.33
TOTAL MISCELLANEOUS EXPENSES	53.00	53.00	0.00	424.00	424.00	636.00	-33.33
<u>OTHER FINANCING SOURCES (USES)</u>							
Operating Transfers In/Out							
10-1-000-000-7010.000 Prov Oper Reserve	0.00	7,730.33	-7,730.33	61,842.64	0.00	92,764.00	-100.00
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	7,730.33	-7,730.33	61,842.64	0.00	92,764.00	-100.00
TOTAL OTHER FINANCING SOURCES	0.00	7,730.33	-7,730.33	61,842.64	0.00	92,764.00	-100.00
EXCESS REVENUE/EXPENSE GAIN/-LOSS	-7,944.05	19.66	-7,963.71	157.28	-113,745.33	236.00	-48,297.17

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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
November, 2019

	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	-33,678.00	-32,916.67	-761.33	-263,333.36	-277,183.00	-395,000.00	-29.83
10-1-000-001-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Rent Revenue	-33,678.00	-32,916.67	-761.33	-263,333.36	-277,183.00	-395,000.00	-29.83
Tenant Revenue - Other							
10-1-000-001-3120.000 Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3130.000 Cable TV Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3190.000 Nondwell Rent	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-3190.100 Beauty Shop Rent	0.00	-150.00	150.00	-1,200.00	-1,050.00	-1,800.00	-41.67
10-1-000-001-3690.000 Other Income	-71.50	0.00	-71.50	0.00	-341.50	0.00	
10-1-000-001-3690.100 Late Fees	-225.00	-250.00	25.00	-2,000.00	-2,450.00	-3,000.00	-18.33
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	-75.00	-50.00	50.00
10-1-000-001-3690.150 Laundry Income	-2,608.75	-916.67	-1,692.08	-7,333.36	-4,623.75	-11,000.00	-57.97
10-1-000-001-3690.160 Vending Machines Inc.	-139.37	-133.33	-6.04	-1,066.64	-1,205.15	-1,600.00	-24.68
10-1-000-001-3690.180 Labor	-130.08	-416.67	286.59	-3,333.36	-1,902.33	-5,000.00	-61.95
10-1-000-001-3690.200 Materials	-83.66	-83.33	-0.33	-666.64	-355.94	-1,000.00	-64.41
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	-3,258.36	-1,954.17	-1,304.19	-15,633.36	-12,003.67	-23,450.00	-48.81
TOTAL TENANT REVENUE	-36,936.36	-34,870.84	-2,065.52	-278,966.72	-289,186.67	-418,450.00	-30.89
OTHER REVENUE							
HUD PH Operating Subsidy							
10-1-000-001-8020.000 Oper Sub - Curr Yr	-34,096.00	-29,961.42	-4,134.58	-239,691.36	-281,383.00	-359,537.00	-21.74
Total HUD PH Operating Subsidy	-34,096.00	-29,961.42	-4,134.58	-239,691.36	-281,383.00	-359,537.00	-21.74
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	-1,354.00	-416.67	-937.33	-3,333.36	-12,626.70	-5,000.00	152.53
Total Other Grants & Investment Income	-1,354.00	-416.67	-937.33	-3,333.36	-12,626.70	-5,000.00	152.53
Other Revenue							
10-1-000-001-3850.005 Income from Other Amps	-2,037.01	-541.67	-1,495.34	-4,333.36	-3,928.49	-6,500.00	-39.56
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	-2,037.01	-541.67	-1,495.34	-4,333.36	-3,928.49	-6,500.00	-39.56
TOTAL OTHER REVENUE	-37,487.01	-30,919.76	-6,567.25	-247,358.08	-297,938.19	-371,037.00	-19.70
TOTAL REVENUE	-74,423.37	-65,790.60	-8,632.77	-526,324.80	-587,124.86	-789,487.00	-25.63
EXPENSES							

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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
November, 2019

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
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	54.98	0.00	
10-1-000-001-4190.950 Background Verification	0.00	62.50	-62.50	500.00	558.32	750.00	-25.56
Total Other Expense	0.00	120.83	-120.83	966.64	656.30	1,450.00	-54.74
TOTAL ADMINISTRATIVE EXPENSE	25,578.44	25,909.99	-331.55	207,279.92	207,118.80	310,920.00	-33.39
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	0.00	0.00	0.00	0.00	433.86	0.00	
10-1-000-001-4220.100 Ten Ser-Supplies	0.00	0.00	0.00	0.00	-6.52	0.00	
10-1-000-001-4220.110 Ten Ser-Recreation	0.00	16.67	-16.67	133.36	34.55	200.00	-82.73
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 ChildCareContract	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	0.00	41.67	-41.67	333.36	461.89	500.00	-7.62
TOTAL TENANT SERVICES EXPENSE	0.00	41.67	-41.67	333.36	461.89	500.00	-7.62
MAINTENANCE & OPERATIONS EXPENSE							
Maintenance - Labor & OT							
10-1-000-001-4410.000 Maintenance - Labor	10,460.44	11,393.75	-933.31	91,150.00	88,413.55	136,725.00	-35.33
10-1-000-001-4410.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4410.100 Maint Labor - OT	57.60	266.67	-209.07	2,133.36	1,497.24	3,200.00	-53.21
10-1-000-001-4410.200 Maint - Other Amps	158.30	0.00	158.30	0.00	513.52	0.00	
Total Maintenance - Labor & OT	10,676.34	11,660.42	-984.08	93,283.36	90,424.31	139,925.00	-35.38
Benefit Contributions - Maintenance							
10-1-000-001-4410.500 Emp Benefit-Maint	3,796.41	4,254.17	-457.76	34,033.36	31,424.95	51,050.00	-38.44
10-1-000-001-4410.501 Wellness Benefit - Maint	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4410.502 Benefits Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total Benefit Contributions - Maint.	3,796.41	4,254.17	-457.76	34,033.36	31,424.95	51,050.00	-38.44
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	138.57	333.33	-194.76	2,666.64	869.06	4,000.00	-78.27

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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
November, 2019

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
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	0.00	62.50	-62.50	500.00	694.62	750.00	-7.38
10-1-000-001-4420.051 Gasoline for Mowing	6.76	33.33	-26.57	266.64	201.49	400.00	-49.63
10-1-000-001-4420.070 Electrical Supplies	0.58	166.67	-166.09	1,333.36	172.78	2,000.00	-91.36
10-1-000-001-4420.080 Plumbing Supplies	33.25	166.67	-133.42	1,333.36	432.64	2,000.00	-78.37
10-1-000-001-4420.090 Extermination Supplies	0.00	125.00	-125.00	1,000.00	795.00	1,500.00	-47.00
10-1-000-001-4420.100 Janitorial Supplies	299.51	375.00	-75.49	3,000.00	2,812.86	4,500.00	-37.49
10-1-000-001-4420.110 Routine Maint. Supplies	117.33	1,000.00	-882.67	8,000.00	9,511.72	12,000.00	-20.74
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 Suppllies	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	0.00	29.17	-29.17	233.36	88.60	350.00	-74.69
10-1-000-001-4420.130 Securty Supplies	0.00	291.67	-291.67	2,333.36	0.00	3,500.00	-100.00
Total Maintenance - Materials/Supplies	596.00	2,695.85	-2,099.85	21,566.80	15,578.77	32,350.00	-51.84
Maintenance - Contracts							
10-1-000-001-4430.010 Garbage & Trash Con	341.90	416.67	-74.77	3,333.36	2,941.28	5,000.00	-41.17
10-1-000-001-4430.020 Heating & Cooling Cont	798.72	0.00	798.72	0.00	1,328.19	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 Maintenance	4,088.36	1,166.67	2,921.69	9,333.36	13,198.41	14,000.00	-5.73
10-1-000-001-4430.050 Landscape & Grds Cont	0.00	66.67	-66.67	533.36	980.00	800.00	22.50
10-1-000-001-4430.060 Unit Turnaround Con	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4430.070 Electrical Contracts	0.00	16.67	-16.67	133.36	13.30	200.00	-93.35
10-1-000-001-4430.080 Plumbing Contracts	0.00	375.00	-375.00	3,000.00	17,365.10	4,500.00	285.89
10-1-000-001-4430.090 Extermination Contracts	700.00	1,000.00	-300.00	8,000.00	10,759.02	12,000.00	-10.34
10-1-000-001-4430.100 Janitorial Contracts	0.00	0.00	0.00	0.00	375.00	0.00	
10-1-000-001-4430.110 Routine Mainten Cont	0.00	541.67	-541.67	4,333.36	1,558.93	6,500.00	-76.02
10-1-000-001-4430.120 Other Misc Cont Cost	854.16	125.00	729.16	1,000.00	854.16	1,500.00	-43.06
10-1-000-001-4430.121 Laundry Equip Contract	0.00	83.33	-83.33	666.64	155.00	1,000.00	-84.50
10-1-000-001-4430.126 Vehicle Maint Cont	0.00	41.67	-41.67	333.36	2,223.30	500.00	344.66
Total Maintenance - Contracts	6,783.14	3,833.35	2,949.79	30,666.80	51,751.69	46,000.00	12.50
TOTAL MAINTENANCE EXPENSES	21,851.89	22,443.79	-591.90	179,550.32	189,179.72	269,325.00	-29.76
UTILITIES EXPENSE							
Utilities Expense							
10-1-000-001-4310.000 Water	1,130.55	1,000.00	130.55	8,000.00	8,252.84	12,000.00	-31.23
10-1-000-001-4315.000 Sewer	1,338.87	1,166.67	172.20	9,333.36	9,657.42	14,000.00	-31.02
10-1-000-001-4320.000 Electric	1,482.73	2,000.00	-517.27	16,000.00	15,049.66	24,000.00	-37.29
10-1-000-001-4330.000 Gas	0.00	3,750.00	-3,750.00	30,000.00	10,306.05	45,000.00	-77.10
10-1-000-001-4330.010 Refuse	0.00	0.00	0.00	0.00	3.37	0.00	
Total Utilities Expense	3,952.15	7,916.67	-3,964.52	63,333.36	43,269.34	95,000.00	-54.45
TOTAL UTILITIES EXPENSE	3,952.15	7,916.67	-3,964.52	63,333.36	43,269.34	95,000.00	-54.45
TOTAL PROTECTIVE SERVICES EXPENSE							
Protective Services - Contract							
10-1-000-001-4480.000 Police Contract	0.00	208.33	-208.33	1,666.64	1,342.09	2,500.00	-46.32
10-1-000-001-4480.100 ADT Contract	0.00	41.67	-41.67	333.36	360.92	500.00	-27.82
10-1-000-001-4480.500 Security Contract	1,169.77	208.33	961.44	1,666.64	13,656.36	2,500.00	446.25
Total Protective Services - Contract	1,169.77	458.33	711.44	3,666.64	15,359.37	5,500.00	179.26
TOTAL PROTECTIVE SERVICES EXPENSE	1,169.77	458.33	711.44	3,666.64	15,359.37	5,500.00	179.26
INSURANCE PREMIUMS EXPENSE							
Insurance Expenses							

Date:
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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
November, 2019

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-001-4510.000 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4510.010 Property	1,904.10	1,933.33	-29.23	15,466.64	15,232.80	23,200.00	-34.34
10-1-000-001-4510.015 Equipment Insurance	126.12	127.17	-1.05	1,017.36	1,008.96	1,526.00	-33.88
10-1-000-001-4510.020 Liability Insurance	441.56	441.67	-0.11	3,533.36	3,532.48	5,300.00	-33.35
10-1-000-001-4510.025 PE & PO Insurance	236.25	237.92	-1.67	1,903.36	1,890.00	2,855.00	-33.80
10-1-000-001-4510.030 Work Comp Insurance	644.06	645.92	-1.86	5,167.36	5,152.48	7,751.00	-33.52
10-1-000-001-4510.035 Auto Insurance	52.25	52.25	0.00	418.00	418.00	627.00	-33.33
10-1-000-001-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Insurance Expenses	3,404.34	3,438.26	-33.92	27,506.08	27,234.72	41,259.00	-33.99
TOTAL INSURANCE PREMIUMS EXPENSE	3,404.34	3,438.26	-33.92	27,506.08	27,234.72	41,259.00	-33.99
<u>GENERAL EXPENSES</u>							
General Expenses							
10-1-000-001-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4590.000 Other General	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
Payment In Lieu Of Taxes - PILOT Tax							
10-1-000-001-4520.000 Pay in lieu of Tax	2,972.59	2,500.00	472.59	20,000.00	23,391.37	30,000.00	-22.03
Total Payment In Lieu Of Taxes - PILOT	2,972.59	2,500.00	472.59	20,000.00	23,391.37	30,000.00	-22.03
Bad Debt Write-Offs - Tenant Rents							
10-1-000-001-4570.000 Collection Losses	161.79	0.00	161.79	0.00	3,732.52	0.00	
Total Bad Debt Write-Offs - Tenant Rents	161.79	0.00	161.79	0.00	3,732.52	0.00	
TOTAL OTHER GENERAL EXPENSES	3,134.38	2,500.00	634.38	20,000.00	27,123.89	30,000.00	-9.59
<u>INTEREST EXP & AMORTIZATION COST</u>							
Interest Expense							
10-1-000-001-5230.100 Int on DSF Invest	0.00	0.00	0.00	0.00	0.00	0.00	
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	59,090.97	62,708.71	-3,617.74	501,669.68	509,747.73	752,504.00	-32.26
NET (REVENUE)/EXPENSE	-15,332.40	-3,081.89	-12,250.51	-24,655.12	-77,377.13	-36,983.00	109.22
<u>MISCELLANEOUS EXPENSE</u>							
Extraordinary Expense							
10-1-000-001-4610.010 Extraordinary Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4610.020 Extraordinary Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4610.030 Extraordinary Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Extraordinary Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Casualty Losses - Non-capitalized							
10-1-000-001-4620.010 Casualty Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4620.020 Casualty Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4620.030 Casualty Contract Costs	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4620.040 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							
10-1-000-001-4800.000 Depreciation Exp MT	29,300.00	29,300.00	0.00	234,400.00	234,400.00	351,600.00	-33.33
Total Depreciation Expense	29,300.00	29,300.00	0.00	234,400.00	234,400.00	351,600.00	-33.33
TOTAL MISCELLANEOUS EXPENSES	29,300.00	29,300.00	0.00	234,400.00	234,400.00	351,600.00	-33.33

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Knox County Housing Authority
INCOME STATEMENT - AMP 1, Moon Towers
November, 2019

	<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 EXPENSES	13,967.60	26,218.11	-12,250.51	209,744.88	157,022.87	314,617.00	-50.09
<u>OTHER FINANCING SOURCES (USES)</u>							
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
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 Adj.	0.00	0.00	0.00	0.00	0.00	0.00	
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	13,967.60	0.03	13,967.57	0.24	157,022.87	0.00	

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Knox County Housing Authority
INCOME STATEMENT - AMP 2, Family Sites
November, 2019

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
REVENUE							
pum	190.00	190.00	0.00	1,520.00	1,520.00	2,280.00	0.00
TENANT REVENUE							
Tenant Rent Revenue							
10-1-000-002-3110.000 Dwelling Rent	-18,237.00	-15,000.00	-3,237.00	-120,000.00	-126,256.60	-180,000.00	-29.86
10-1-000-002-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Rent Revenue	-18,237.00	-15,000.00	-3,237.00	-120,000.00	-126,256.60	-180,000.00	-29.86
Tenant Revenue - Other							
10-1-000-002-3190.000 Nondwell Rent	0.00	-25.00	25.00	-200.00	0.00	-300.00	-100.00
10-1-000-002-3690.000 Other Income	-69.47	0.00	-69.47	0.00	-1,701.90	0.00	
10-1-000-002-3690.100 Late Fees	-1,100.00	-583.33	-516.67	-4,666.64	-7,500.00	-7,000.00	7.14
10-1-000-002-3690.120 Violation Fees	-280.00	-583.33	303.33	-4,666.64	-1,705.00	-7,000.00	-75.64
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	-75.00	-75.00	0.00
10-1-000-002-3690.180 Labor	-991.25	-1,166.67	175.42	-9,333.36	-11,759.50	-14,000.00	-16.00
10-1-000-002-3690.200 Materials	-267.70	-833.33	565.63	-6,666.64	-4,432.20	-10,000.00	-55.68
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	-2,708.42	-3,216.66	508.24	-25,733.28	-27,173.60	-38,600.00	-29.60
TOTAL TENANT REVENUE	-20,945.42	-18,216.66	-2,728.76	-145,733.28	-153,430.20	-218,600.00	-29.81
OTHER REVENUE							
HUD PH Operating Subsidy							
10-1-000-002-8020.000 Oper Sub - Curr Yr	-65,615.00	-57,658.50	-7,956.50	-461,268.00	-528,064.00	-691,902.00	-23.68
Total HUD PH Operating Subsidy	-65,615.00	-57,658.50	-7,956.50	-461,268.00	-528,064.00	-691,902.00	-23.68
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	-812.42	0.00	-812.42	0.00	-8,382.93	0.00	
Total Other Grants & Investment Income	-812.42	0.00	-812.42	0.00	-8,382.93	0.00	
Other Revenue							
10-1-000-002-3195.000 Day Care Income	0.00	-125.00	125.00	-1,000.00	-875.00	-1,500.00	-41.67
10-1-000-002-3850.005 Income from Other Amps	-158.30	0.00	-158.30	0.00	-617.03	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	-158.30	-125.00	-33.30	-1,000.00	-1,492.03	-1,500.00	-0.53
TOTAL OTHER REVENUE	-66,585.72	-57,783.50	-8,802.22	-462,268.00	-537,938.96	-693,402.00	-22.42
TOTAL REVENUE	-87,531.14	-76,000.16	-11,530.98	-608,001.28	-691,369.16	-912,002.00	-24.19

Date:
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Knox County Housing Authority
INCOME STATEMENT - AMP 2, Family Sites
November, 2019

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-002-4410.100 Maint Labor - OT	751.38	583.33	168.05	4,666.64	2,539.18	7,000.00	-63.73
10-1-000-002-4410.200 Maint - Other Amps	429.74	0.00	429.74	0.00	988.01	0.00	
10-1-000-002-4410.300 Maintenance - Seasonal	2,135.15	400.00	1,735.15	3,200.00	13,205.39	4,800.00	175.11
Total Maintenance - Labor & OT	19,613.87	24,900.00	-5,286.13	199,200.00	171,326.47	298,800.00	-42.66
Benefit Contributions - Maintenance							
10-1-000-002-4410.500 Emp Benefit - Maint	6,221.87	10,045.83	-3,823.96	80,366.64	59,572.79	120,550.00	-50.58
10-1-000-002-4410.501 Wellness Benefit - Maint	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4410.502 Benefits Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4410.503 Emp Benefit - Seasonal	203.37	54.17	149.20	433.36	1,257.82	650.00	93.51
Total Benefit Contributions - Maint.	6,425.24	10,100.00	-3,674.76	80,800.00	60,830.61	121,200.00	-49.81
Maintenance - Materials/Supplies							
10-1-000-002-4420.010 Garbage&Trash Supp	0.00	0.00	0.00	0.00	95.95	0.00	
10-1-000-002-4420.020 Heating&Cooling Supp	776.46	0.00	776.46	0.00	2,235.53	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	210.00	83.33	126.67	666.64	984.86	1,000.00	-1.51
10-1-000-002-4420.051 Gasoline for mowing	0.00	62.50	-62.50	500.00	1,344.95	750.00	79.33
10-1-000-002-4420.070 Electrical Supplies	1,323.76	166.67	1,157.09	1,333.36	3,939.20	2,000.00	96.96
10-1-000-002-4420.080 Plumbing Supplies	701.22	208.33	492.89	1,666.64	4,081.93	2,500.00	63.28
10-1-000-002-4420.090 Extermination Supplies	5.98	33.33	-27.35	266.64	883.52	400.00	120.88
10-1-000-002-4420.100 Janitorial Supplies	205.32	83.33	121.99	666.64	1,514.41	1,000.00	51.44
10-1-000-002-4420.110 Routine Maint. Supplies	2,124.02	1,083.33	1,040.69	8,666.64	16,507.64	13,000.00	26.98
10-1-000-002-4420.120 Other Misc. Supplies	0.00	6.67	-6.67	53.36	11.98	80.00	-85.03
10-1-000-002-4420.125 Mileage	0.00	12.50	-12.50	100.00	60.38	150.00	-59.75
10-1-000-002-4420.126 Vehicle Supplies	0.00	283.33	-283.33	2,266.64	2,577.04	3,400.00	-24.20
10-1-000-002-4420.130 Security Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance - Materials/Supplies	5,346.76	2,023.32	3,323.44	16,186.56	34,237.39	24,280.00	41.01
Maintenance - Contracts							
10-1-000-002-4430.010 Garbage&Trash Cont	883.75	158.33	725.42	1,266.64	3,209.60	1,900.00	68.93
10-1-000-002-4430.020 Heating&Cooling Cont	927.54	20.83	906.71	166.64	6,409.53	250.00	2,463.81
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	459.20	458.33	0.87	3,666.64	18,676.20	5,500.00	239.57
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	38.15	600.00	-93.64
10-1-000-002-4430.080 Plumbing Contracts	0.00	125.00	-125.00	1,000.00	22,081.98	1,500.00	1,372.13
10-1-000-002-4430.090 Extermination Contracts	0.00	500.00	-500.00	4,000.00	6,289.60	6,000.00	4.83
10-1-000-002-4430.100 Reg Contracts	0.00	0.00	0.00	0.00	2,400.00	0.00	
10-1-000-002-4430.110 Routine Maint Contr	0.00	233.33	-233.33	1,866.64	1,644.51	2,800.00	-41.27
10-1-000-002-4430.120 Other Misc Cont Cost	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4430.126 Vehicle Maint Cont	256.00	0.00	256.00	0.00	42,715.37	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	2,526.49	1,545.82	980.67	12,366.56	103,464.94	18,550.00	457.76
TOTAL MAINTENANCE EXPENSES	33,912.36	38,569.14	-4,656.78	308,553.12	369,859.41	462,830.00	-20.09
UTILITIES EXPENSE							
Utilities Expense							
10-1-000-002-4310.000 Water	199.28	75.83	123.45	606.64	1,355.59	910.00	48.97
10-1-000-002-4315.000 Sewer	28.96	16.67	12.29	133.36	215.60	200.00	7.80
10-1-000-002-4320.000 Electric	319.82	916.67	-596.85	7,333.36	8,094.96	11,000.00	-26.41

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Knox County Housing Authority
INCOME STATEMENT - AMP 2, Family Sites
November, 2019

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-002-4330.000 Gas	211.06	666.67	-455.61	5,333.36	4,477.20	8,000.00	-44.04
10-1-000-002-4330.010 Refuse	121.20	33.33	87.87	266.64	910.46	400.00	127.62
Total Utilities Expense	880.32	1,709.17	-828.85	13,673.36	15,053.81	20,510.00	-26.60
TOTAL UTILITIES EXPENSE	880.32	1,709.17	-828.85	13,673.36	15,053.81	20,510.00	-26.60
<u>TOTAL PROTECTIVE SERVICES EXPENSE</u>							
Protective Services - Contract							
10-1-000-002-4480.000 Police Contract	0.00	108.33	-108.33	866.64	1,342.11	1,300.00	3.24
10-1-000-002-4480.100 ADT Contract	488.07	91.67	396.40	733.36	1,464.21	1,100.00	33.11
10-1-000-002-4480.500 Security Contract	1,836.67	258.33	1,578.34	2,066.64	10,900.47	3,100.00	251.63
Total Protective Services - Contract	2,324.74	458.33	1,866.41	3,666.64	13,706.79	5,500.00	149.21
TOTAL PROTECTIVE SERVICES EXPENSE	2,324.74	458.33	1,866.41	3,666.64	13,706.79	5,500.00	149.21
<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	2,717.95	2,760.42	-42.47	22,083.36	21,743.60	33,125.00	-34.36
10-1-000-002-4510.015 Equipment Insurance	126.90	129.17	-2.27	1,033.36	1,015.20	1,550.00	-34.50
10-1-000-002-4510.020 Liability Ins	444.28	445.83	-1.55	3,566.64	3,554.24	5,350.00	-33.57
10-1-000-002-4510.025 PE & PO Insurance	393.59	395.83	-2.24	3,166.64	3,148.72	4,750.00	-33.71
10-1-000-002-4510.030 Work Comp Insurance	1,271.36	1,275.00	-3.64	10,200.00	10,170.88	15,300.00	-33.52
10-1-000-002-4510.035 Auto Insurance	318.25	318.75	-0.50	2,550.00	2,546.00	3,825.00	-33.44
10-1-000-002-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Insurance Expenses	5,272.33	5,325.00	-52.67	42,600.00	42,178.64	63,900.00	-33.99
TOTAL INSURANCE PREMIUMS EXPENSE	5,272.33	5,325.00	-52.67	42,600.00	42,178.64	63,900.00	-33.99
<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	0.00	0.00	0.00	0.00	0.00	0.00	
Payment In Lieu Of Taxes - PILOT Tax							
10-1-000-002-4520.000 Pay in lieu of Tax	1,735.67	1,992.58	-256.91	15,940.64	11,120.28	23,911.00	-53.49
Total Payment In Lieu Of Taxes - PILOT	1,735.67	1,992.58	-256.91	15,940.64	11,120.28	23,911.00	-53.49
Bad Debt Write-Offs - Tenant Rents							
10-1-000-002-4570.000 Collection Losses	1,460.52	0.00	1,460.52	0.00	-3,903.69	0.00	
Total Bad Debt Write-Offs - Tenant Rents	1,460.52	0.00	1,460.52	0.00	-3,903.69	0.00	
TOTAL OTHER GENERAL EXPENSES	3,196.19	1,992.58	1,203.61	15,940.64	7,216.59	23,911.00	-69.82
<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	80,179.61	81,431.82	-1,252.21	651,454.56	713,996.42	977,182.00	-26.93

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Knox County Housing Authority
INCOME STATEMENT - AMP 2, Family Sites
November, 2019

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
NET (REVENUE)/EXPENSE	-7,351.53	5,431.66	-12,783.19	43,453.28	22,627.26	65,180.00	-65.28
<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	33,500.00	35,500.00	-2,000.00	284,000.00	268,000.00	426,000.00	-37.09
Total Depreciation Expense	33,500.00	35,500.00	-2,000.00	284,000.00	268,000.00	426,000.00	-37.09
TOTAL MISCELLANEOUS EXPENSES	33,500.00	35,500.00	-2,000.00	284,000.00	268,000.00	426,000.00	-37.09
TOTAL EXPENSES	26,148.47	40,931.66	-14,783.19	327,453.28	290,627.26	491,180.00	-40.83
<u>OTHER FINANCING SOURCES (USES)</u>							
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	26,148.47	-0.01	26,148.48	-0.08	290,627.26	0.00	

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Knox County Housing Authority
INCOME STATEMENT - AMP 3, Bluebell
November, 2019

	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	-14,961.00	-14,166.67	-794.33	-113,333.36	-117,753.00	-170,000.00	-30.73
10-1-000-006-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Tenant Rent Revenue	-14,961.00	-14,166.67	-794.33	-113,333.36	-117,753.00	-170,000.00	-30.73
Tenant Revenue - Other							
10-1-000-006-3120.000 Excess Utilities	0.00	-6.25	6.25	-50.00	-75.00	-75.00	0.00
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	-34.00	-20.83	-13.17	-166.64	-754.50	-250.00	201.80
10-1-000-006-3690.100 Late Fees	-50.00	-16.67	-33.33	-133.36	-200.00	-200.00	0.00
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	-6.25	6.25	-50.00	0.00	-75.00	-100.00
10-1-000-006-3690.150 Laundry Income	0.00	-541.67	541.67	-4,333.36	-1,984.77	-6,500.00	-69.47
10-1-000-006-3690.160 Vending Machine Inc	0.00	-20.83	20.83	-166.64	-102.95	-250.00	-58.82
10-1-000-006-3690.180 Labor	-101.75	-50.00	-51.75	-400.00	-177.50	-600.00	-70.42
10-1-000-006-3690.200 Materials	-11.50	-16.67	5.17	-133.36	-64.75	-200.00	-67.63
Total Tenant Revenue Other	-197.25	-679.17	481.92	-5,433.36	-3,359.47	-8,150.00	-58.78
TOTAL TENANT REVENUE	-15,158.25	-14,845.84	-312.41	-118,766.72	-121,112.47	-178,150.00	-32.02
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	-273.25	-125.00	-148.25	-1,000.00	-2,573.01	-1,500.00	71.53
10-1-000-006-8020.000 Oper Sub - Curr Yr	-4,614.00	-4,054.92	-559.08	-32,439.36	-37,860.00	-48,659.00	-22.19
Total HUD/Other Grants & Invest Income	-4,887.25	-4,179.92	-707.33	-33,439.36	-40,433.01	-50,159.00	-19.39
Other Revenue							
10-1-000-006-3850.000 Inspection(s) Income	0.00	-20.83	20.83	-166.64	0.00	-250.00	-100.00
10-1-000-006-3850.005 Income from Other Amps	0.00	-83.33	83.33	-666.64	0.00	-1,000.00	-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	-104.16	104.16	-833.28	0.00	-1,250.00	-100.00
TOTAL OTHER REVENUE	-4,887.25	-4,284.08	-603.17	-34,272.64	-40,433.01	-51,409.00	-21.35
TOTAL REVENUE	-20,045.50	-19,129.92	-915.58	-153,039.36	-161,545.48	-229,559.00	-29.63

EXPENSES

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Knox County Housing Authority
INCOME STATEMENT - AMP 3, Bluebell
November, 2019

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-006-4190.000 Other Sundry	0.00	0.00	0.00	0.00	48.94	0.00	
10-1-000-006-4190.950 Background Verification	0.00	12.50	-12.50	100.00	83.96	150.00	-44.03
Total Other Expense	0.00	12.50	-12.50	100.00	132.90	150.00	-11.40
TOTAL OPERATING EXPENSE - Admin	7,692.26	10,921.01	-3,228.75	87,368.08	58,223.72	131,052.00	-55.57
<u>TENANT SERVICES</u>							
Tenant Services - Other							
10-1-000-006-4220.100 Ten Ser-Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4220.110 Ten Ser-Recreation	0.00	20.83	-20.83	166.64	28.25	250.00	-88.70
Total Tenant Services - Other	0.00	20.83	-20.83	166.64	28.25	250.00	-88.70
TOTAL TENANT SERVICES EXPENSE	0.00	20.83	-20.83	166.64	28.25	250.00	-88.70
<u>MAINTENANCE & OPERATIONS EXPENSE</u>							
Maintenance - Labor & OT							
10-1-000-006-4410.000 Maintenance - Labor	2,774.40	3,006.25	-231.85	24,050.00	23,174.40	36,075.00	-35.76
10-1-000-006-4410.001 Salary Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4410.100 Maint Labor - OT	51.00	77.08	-26.08	616.64	256.53	925.00	-72.27
10-1-000-006-4410.200 Maint - Other Amps	794.53	0.00	794.53	0.00	1,967.80	0.00	
Total Maintenance - Labor & OT	3,619.93	3,083.33	536.60	24,666.64	25,398.73	37,000.00	-31.35
Benefit Contributions - Maintenance							
10-1-000-006-4410.500 Emp Benefit - Maint	644.18	1,222.92	-578.74	9,783.36	5,391.37	14,675.00	-63.26
10-1-000-006-4410.501 Wellness Benefit - Maint	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4410.502 Benefits Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total Benefit Contributions - Maint.	644.18	1,222.92	-578.74	9,783.36	5,391.37	14,675.00	-63.26
Maintenance - Materials/Supplies							
10-1-000-006-4420.010 Garbage&Trash Supp	0.00	20.83	-20.83	166.64	0.00	250.00	-100.00
10-1-000-006-4420.020 Heating&Cooling Supp	0.00	25.00	-25.00	200.00	1,023.31	300.00	241.10
10-1-000-006-4420.030 Snow Removal Supplies	0.00	8.33	-8.33	66.64	165.21	100.00	65.21
10-1-000-006-4420.031 Gas for Snow Removal	0.00	8.33	-8.33	66.64	0.00	100.00	-100.00
10-1-000-006-4420.050 Landscape/Grounds Sup	0.00	62.50	-62.50	500.00	43.32	750.00	-94.22
10-1-000-006-4420.051 Gasoline for mowing	0.00	12.50	-12.50	100.00	38.60	150.00	-74.27
10-1-000-006-4420.070 Electrical Supplies	0.00	25.00	-25.00	200.00	109.59	300.00	-63.47
10-1-000-006-4420.080 Plumbing Supplies	62.45	62.50	-0.05	500.00	378.49	750.00	-49.53
10-1-000-006-4420.090 Extermination Supplies	0.00	8.33	-8.33	66.64	0.00	100.00	-100.00
10-1-000-006-4420.100 Janitorial Supplies	0.00	95.83	-95.83	766.64	824.53	1,150.00	-28.30
10-1-000-006-4420.110 Routine Maint.Supplies	356.03	416.67	-60.64	3,333.36	2,694.38	5,000.00	-46.11
10-1-000-006-4420.120 Other Misc Supplies	0.00	50.00	-50.00	400.00	49.90	600.00	-91.68
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	8.33	-8.33	66.64	-12.76	100.00	-112.76
10-1-000-006-4420.130 Security Supplies	0.00	25.00	-25.00	200.00	0.00	300.00	-100.00
Total Maintenance - Materials/Supplies	418.48	829.15	-410.67	6,633.20	5,314.57	9,950.00	-46.59
Maintenance - Contracts							
10-1-000-006-4430.010 Garbage & Trash Cont	120.00	250.00	-130.00	2,000.00	238.29	3,000.00	-92.06
10-1-000-006-4430.020 Heating & Cooling Cont	0.00	125.00	-125.00	1,000.00	0.00	1,500.00	-100.00
10-1-000-006-4430.030 Snow Removal Contract	0.00	25.00	-25.00	200.00	0.00	300.00	-100.00
10-1-000-006-4430.040 Elevator Maint Cont	970.62	541.67	428.95	4,333.36	3,128.68	6,500.00	-51.87
10-1-000-006-4430.050 Landscape & Grds Cont	0.00	41.67	-41.67	333.36	680.00	500.00	36.00
10-1-000-006-4430.070 Electrical Contracts	0.00	62.50	-62.50	500.00	3,018.85	750.00	302.51
10-1-000-006-4430.080 Plumbing Contracts	0.00	833.33	-833.33	6,666.64	4,742.61	10,000.00	-52.57
10-1-000-006-4430.090 Extermination Contracts	0.00	166.67	-166.67	1,333.36	1,099.84	2,000.00	-45.01

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Knox County Housing Authority
INCOME STATEMENT - AMP 3, Bluebell
November, 2019

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-006-4430.100 Janitorial Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4430.110 Routing Maint Cont	0.00	125.00	-125.00	1,000.00	6,041.64	1,500.00	302.78
10-1-000-006-4430.120 Other Misc. Cont Cost	0.00	25.00	-25.00	200.00	85.50	300.00	-71.50
10-1-000-006-4430.121 Laundry Equip Contract	0.00	41.67	-41.67	333.36	0.00	500.00	-100.00
10-1-000-006-4431.000 Trash Removal	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance - Contracts	1,090.62	2,237.51	-1,146.89	17,900.08	19,035.41	26,850.00	-29.10
TOTAL MAINTENANCE EXPENSES	5,773.21	7,372.91	-1,599.70	58,983.28	55,140.08	88,475.00	-37.68
<u>UTILITIES EXPENSE</u>							
Utilities Expense							
10-1-000-006-4310.000 Water	261.81	308.33	-46.52	2,466.64	2,156.10	3,700.00	-41.73
10-1-000-006-4315.000 Sewer	210.00	250.00	-40.00	2,000.00	1,744.11	3,000.00	-41.86
10-1-000-006-4320.000 Electric	2.07	833.33	-831.26	6,666.64	6,633.45	10,000.00	-33.67
10-1-000-006-4330.000 Gas	0.00	833.33	-833.33	6,666.64	2,268.02	10,000.00	-77.32
Total Utilities Expense	473.88	2,224.99	-1,751.11	17,799.92	12,801.68	26,700.00	-52.05
TOTAL UTILITIES EXPENSE	473.88	2,224.99	-1,751.11	17,799.92	12,801.68	26,700.00	-52.05
<u>TOTAL PROTECTIVE SERVICES EXPENSE</u>							
Protective Services - Contract							
10-1-000-006-4480.000 Police Contract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4480.100 ADT Contract	0.00	150.00	-150.00	1,200.00	1,649.14	1,800.00	-8.38
10-1-000-006-4480.500 Security Contract	216.66	125.00	91.66	1,000.00	4,082.91	1,500.00	172.19
Total Protective Services - Contract	216.66	275.00	-58.34	2,200.00	5,732.05	3,300.00	73.70
TOTAL PROTECTIVE SERVICES EXPENSE	216.66	275.00	-58.34	2,200.00	5,732.05	3,300.00	73.70
<u>INSURANCE PREMIUMS EXPENSE</u>							
Insurance Expenses							
10-1-000-006-4510.010 Property Insurance	1,082.57	1,100.00	-17.43	8,800.00	8,660.56	13,200.00	-34.39
10-1-000-006-4510.015 Equipment Insurance	34.25	35.42	-1.17	283.36	274.00	425.00	-35.53
10-1-000-006-4510.020 Liability Insurance	119.93	120.83	-0.90	966.64	959.44	1,450.00	-33.83
10-1-000-006-4510.025 PE & PO Insurance	78.79	81.25	-2.46	650.00	630.32	975.00	-35.35
10-1-000-006-4510.030 Work Comp	244.76	250.00	-5.24	2,000.00	1,958.08	3,000.00	-34.73
10-1-000-006-4510.035 Auto Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Insurance Expenses	1,560.30	1,587.50	-27.20	12,700.00	12,482.40	19,050.00	-34.48
TOTAL INSURANCE PREMIUMS EXPENSE	1,560.30	1,587.50	-27.20	12,700.00	12,482.40	19,050.00	-34.48
<u>GENERAL EXPENSES</u>							
General Expenses							
10-1-000-006-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4590.000 Other General	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
Payment In Lieu Of Taxes - PILOT Tax							
10-1-000-006-4520.000 Pay in lieu of Tax	1,448.71	1,707.08	-258.37	13,656.64	10,495.13	20,485.00	-48.77
Total Payment In Lieu Of Taxes - PILOT	1,448.71	1,707.08	-258.37	13,656.64	10,495.13	20,485.00	-48.77
Bad Debt Write-Offs - Tenant Rents							
10-1-000-006-4570.000 Collection Losses	278.15	0.00	278.15	0.00	341.09	0.00	

Date:
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Knox County Housing Authority
INCOME STATEMENT - AMP 3, Bluebell
November, 2019

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
Total Bad Debt Write-Offs - Tenant Rents	278.15	0.00	278.15	0.00	341.09	0.00	
TOTAL OTHER GENERAL EXPENSES	1,726.86	1,707.08	19.78	13,656.64	10,836.22	20,485.00	-47.10
<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	17,443.17	24,109.32	-6,666.15	192,874.56	155,244.40	289,312.00	-46.34
NET (REVENUE)/EXPENSE	-2,602.33	4,979.40	-7,581.73	39,835.20	-6,301.08	59,753.00	-110.55
<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	14,010.00	14,010.00	0.00	112,080.00	112,080.00	168,120.00	-33.33
Total Depreciation Expense	14,010.00	14,010.00	0.00	112,080.00	112,080.00	168,120.00	-33.33
TOTAL MISCELLANEOUS EXPENSES	14,010.00	14,010.00	0.00	112,080.00	112,080.00	168,120.00	-33.33
TOTAL EXPENSES	11,407.67	18,989.40	-7,581.73	151,915.20	105,778.92	227,873.00	-53.58
<u>OTHER FINANCING SOURCES (USES)</u>							
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	9,009.75	-9,009.75	72,078.00	0.00	108,117.00	-100.00
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	9,009.75	-9,009.75	72,078.00	0.00	108,117.00	-100.00
TOTAL OTHER FINANCING SOURCES	0.00	9,009.75	-9,009.75	72,078.00	0.00	108,117.00	-100.00
EXCESS (REVENUE)/EXPENSE	11,407.67	27,999.15	-16,591.48	223,993.20	105,778.92	335,990.00	-68.52

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Knox County Housing Authority
INCOME STATEMENT - HCV ADMIN & HAP
November, 2019

	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	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4190.800 Internet Services	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4190.850 IT Support	0.00	25.00	-25.00	200.00	0.00	300.00	-100.00
30-1-000-000-4190.950 Background Verification	21.40	66.67	-45.27	533.36	354.49	800.00	-55.69
Total Admin Sundry & w/o Sundry	208.33	1,154.17	-945.84	9,233.36	4,468.60	13,850.00	-67.74
TOTAL ADMIN EXPENSE	10,392.32	12,862.17	-2,469.85	102,897.36	88,830.55	154,346.00	-42.45
General Expense							
30-1-000-000-4400.000 Maint & Operation	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4510.000 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4510.025 PE & PO Insurance	78.79	81.25	-2.46	650.00	630.32	975.00	-35.35
30-1-000-000-4510.030 Work Comp Insurance	223.90	225.00	-1.10	1,800.00	1,791.20	2,700.00	-33.66
30-1-000-000-4510.035 Auto Insurance	52.25	52.50	-0.25	420.00	418.00	630.00	-33.65
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	85.24	-41.67	126.91	-333.36	-141.61	-500.00	-71.68
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	769.31	416.67	352.64	3,333.36	3,384.52	5,000.00	-32.31
30-1-000-000-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total General Expense	1,209.49	733.75	475.74	5,870.00	6,082.43	8,805.00	-30.92
TOTAL GENERAL EXPENSE	1,209.49	733.75	475.74	5,870.00	6,082.43	8,805.00	-30.92
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 Repts 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	11,601.81	13,595.92	-1,994.11	108,767.36	94,912.98	163,151.00	-41.83
ADMIN (Profit)/Loss w/ Depreciation	2,075.66	3,452.67	-1,377.01	27,621.36	13,821.85	41,432.00	-66.64

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Knox County Housing Authority
INCOME STATEMENT - HCV ADMIN & HAP
November, 2019

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
HAP REVENUE							
HAP Income							
30-1-000-000-3300.200 Fraud Recovery - HAP	-92.00	-375.00	283.00	-3,000.00	-4,542.00	-4,500.00	0.93
30-1-000-000-3300.500 Int Reserve Surplus-HAP	0.00	-8.33	8.33	-66.64	0.00	-100.00	-100.00
30-1-000-000-8026.000 Ann Contr-Cur Yr	-75,718.00	-69,174.67	-6,543.33	-553,397.36	-605,338.00	-830,096.00	-27.08
30-1-000-000-8027.000 Ann Contr - Pr Yr	0.00	0.00	0.00	0.00	0.00	0.00	
Total Income	-75,810.00	-69,558.00	-6,252.00	-556,464.00	-609,880.00	-834,696.00	-26.93
TOTAL HAP INCOME	-75,810.00	-69,558.00	-6,252.00	-556,464.00	-609,880.00	-834,696.00	-26.93
HAP EXPENSES							
HAP Expenses							
30-1-000-000-4715.010 HAP-Occupied Units	55,868.00	57,500.00	-1,632.00	460,000.00	461,243.00	690,000.00	-33.15
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	2,323.00	2,666.67	-343.67	21,333.36	17,885.00	32,000.00	-44.11
30-1-000-000-4715.050 HAP-Homeownership	243.00	250.00	-7.00	2,000.00	1,944.00	3,000.00	-35.20
30-1-000-000-4715.070 HAP-Portable	26,937.00	11,666.67	15,270.33	93,333.36	115,519.00	140,000.00	-17.49
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	85,371.00	72,083.34	13,287.66	576,666.72	596,591.00	865,000.00	-31.03
TOTAL HAP EXPENSE	85,371.00	72,083.34	13,287.66	576,666.72	596,591.00	865,000.00	-31.03
General HAP Expenses							
30-1-000-000-4570.200 Collection Loss HUD	85.24	-41.67	126.91	-333.36	-141.60	-500.00	-71.68
Total General HAP Expenses	85.24	-41.67	126.91	-333.36	-141.60	-500.00	-71.68
TOTAL GENERAL HAP EXPENSES	85.24	-41.67	126.91	-333.36	-141.60	-500.00	-71.68
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	85,456.24	72,041.67	13,414.57	576,333.36	596,449.40	864,500.00	-31.01
Remaining HAP to/from Reserve	9,646.24	2,483.67	7,162.57	19,869.36	-13,430.60	29,804.00	-145.06

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Knox County Housing Authority
INCOME STATEMENT - AHP Brentwood
November, 2019

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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	-26,269.00	-27,966.67	1,697.67	-223,733.36	-216,857.00	-335,600.00	-35.38
60-1-000-000-5125.000 PHA Rent	-4,271.00	-4,000.00	-271.00	-32,000.00	-34,863.00	-48,000.00	-27.37
60-1-000-000-5320.000 Rent Adjustments	-79.00	0.00	-79.00	0.00	117.00	0.00	
Total Tenant Rent Revenue	-30,619.00	-31,966.67	1,347.67	-255,733.36	-251,603.00	-383,600.00	-34.41
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	639.33	-639.33	5,114.64	0.00	7,672.00	-100.00
Total Vacancies Revenue	0.00	639.33	-639.33	5,114.64	0.00	7,672.00	-100.00
TOTAL TENANT REVENUE	-30,619.00	-31,327.34	708.34	-250,618.72	-251,603.00	-375,928.00	-33.07
<u>INVESTMENT REVENUE</u>							
Investment Revenue							
60-1-000-000-5410.000 Interest Income	-292.56	-333.33	40.77	-2,666.64	-2,963.48	-4,000.00	-25.91
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	-292.56	-333.33	40.77	-2,666.64	-2,963.48	-4,000.00	-25.91
TOTAL INVESTMENT INCOME	-292.56	-333.33	40.77	-2,666.64	-2,963.48	-4,000.00	-25.91
<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	0.00	0.00	0.00	-219.44	0.00	
60-1-000-000-5910.000 Laundry Income	-990.01	-300.00	-690.01	-2,400.00	-6,137.77	-3,600.00	70.49
60-1-000-000-5920.000 Bad Check Charges	0.00	-1.67	1.67	-13.36	-60.00	-20.00	200.00
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	-85.00	-440.00	355.00	-3,520.00	-2,910.94	-5,280.00	-44.87
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	-70.00	-200.00	130.00	-1,600.00	-1,355.00	-2,400.00	-43.54
60-1-000-000-5926.000 Violation Charges	0.00	-36.25	36.25	-290.00	-279.00	-435.00	-35.86
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	-1,145.01	-982.09	-162.92	-7,856.72	-10,962.15	-11,785.00	-6.98
TOTAL OTHER REVENUE	-1,145.01	-982.09	-162.92	-7,856.72	-10,962.15	-11,785.00	-6.98
TOTAL REVENUE	-32,056.57	-32,642.76	586.19	-261,142.08	-265,528.63	-391,713.00	-32.21
EXPENSES							

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Knox County Housing Authority
INCOME STATEMENT - AHP Brentwood
November, 2019

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
<u>OPERATING EXPENSES</u>							
Administrative Salaries & Benefits							
60-1-000-000-6330.000 Manager Salaries	2,368.50	2,541.67	-173.17	20,333.36	19,787.32	30,500.00	-35.12
60-1-000-000-6330.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6330.500 Manager's Benefits	771.32	845.83	-74.51	6,766.64	6,226.65	10,150.00	-38.65
60-1-000-000-6330.501 Wellness Benefit-Admin	0.00	0.00	0.00	0.00	0.00	0.00	
Total Administrative Salaries & Benefits	3,139.82	3,387.50	-247.68	27,100.00	26,013.97	40,650.00	-36.00
Admin Sundry							
60-1-000-000-6210.000 Admin. Advertisement	9.20	41.67	-32.47	333.36	212.07	500.00	-57.59
60-1-000-000-6250.000 Misc Renting Expense	68.00	141.67	-73.67	1,133.36	697.00	1,700.00	-59.00
60-1-000-000-6311.000 Office Expense-Brent	125.55	150.00	-24.45	1,200.00	1,083.25	1,800.00	-39.82
60-1-000-000-6311.050 Office Rental Expense	225.00	221.83	3.17	1,774.64	1,762.50	2,662.00	-33.79
60-1-000-000-6311.100 Phone/Internet Service	51.27	180.00	-128.73	1,440.00	1,342.51	2,160.00	-37.85
60-1-000-000-6311.150 IT Support	0.00	33.33	-33.33	266.64	72.03	400.00	-81.99
60-1-000-000-6340.000 Legal	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6350.000 Audit	0.00	75.00	-75.00	600.00	0.00	900.00	-100.00
60-1-000-000-6360.000 Training - Staff	366.47	83.33	283.14	666.64	522.34	1,000.00	-47.77
60-1-000-000-6360.010 Training - Commiss	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6365.000 Travel - Staff	76.85	125.00	-48.15	1,000.00	740.25	1,500.00	-50.65
60-1-000-000-6365.010 Travel - Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6370.000 Bad Debt	-461.40	166.67	-628.07	1,333.36	-2,844.43	2,000.00	-242.22
60-1-000-000-6380.000 Consulting Services	0.00	41.67	-41.67	333.36	0.00	500.00	-100.00
60-1-000-000-6380.500 Translating/Interp Serv.	0.00	16.67	-16.67	133.36	0.00	200.00	-100.00
60-1-000-000-6399.000 Other Administrative	0.00	66.67	-66.67	533.36	113.84	800.00	-85.77
Total Admin Sundry	460.94	1,343.51	-882.57	10,748.08	3,701.36	16,122.00	-77.04
Fee Expense							
60-1-000-000-6320.000 Management Fees	4,970.12	5,400.00	-429.88	43,200.00	41,222.76	64,800.00	-36.38
60-1-000-000-6351.000 Bookkeeping Fees	612.00	648.00	-36.00	5,184.00	5,076.00	7,776.00	-34.72
Total Fee Expense	5,582.12	6,048.00	-465.88	48,384.00	46,298.76	72,576.00	-36.21
TOTAL OPERATING EXPENSES	9,182.88	10,779.01	-1,596.13	86,232.08	76,014.09	129,348.00	-41.23
<u>UTILITIES</u>							
Utilities Expense							
60-1-000-000-6450.000 Utilites - Electric	923.22	458.33	464.89	3,666.64	4,115.62	5,500.00	-25.17
60-1-000-000-6451.000 Utilities - Water	787.20	800.00	-12.80	6,400.00	5,973.60	9,600.00	-37.78
60-1-000-000-6452.000 Utilities - Gas	98.52	150.00	-51.48	1,200.00	642.52	1,800.00	-64.30
60-1-000-000-6453.000 Utilities - Sewer	761.10	720.00	41.10	5,760.00	5,760.80	8,640.00	-33.32
Total Utilities	2,570.04	2,128.33	441.71	17,026.64	16,492.54	25,540.00	-35.42
TOTAL UTILITIES	2,570.04	2,128.33	441.71	17,026.64	16,492.54	25,540.00	-35.42
<u>MAINTENANCE EXPENSES</u>							
Maintenance Salaries							
60-1-000-000-6510.000 Maintenance Salaries	4,830.00	4,108.33	721.67	32,866.64	32,570.66	49,300.00	-33.93
60-1-000-000-6510.001 Salaries Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6510.100 OT Maintenance	0.00	20.83	-20.83	166.64	0.00	250.00	-100.00
60-1-000-000-6510.200 Maint from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6510.500 Maint. Employee Ben.	1,730.22	1,795.83	-65.61	14,366.64	13,247.41	21,550.00	-38.53
60-1-000-000-6510.501 Wellness Benefit - Maint	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance Salaries	6,560.22	5,924.99	635.23	47,399.92	45,818.07	71,100.00	-35.56
Maintenance Supplies							

Date:
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Knox County Housing Authority
INCOME STATEMENT - AHP Brentwood
November, 2019

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
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	0.00	58.33	-58.33	466.64	191.42	700.00	-72.65
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	69.59	166.67	-97.08	1,333.36	1,825.92	2,000.00	-8.70
60-1-000-000-6515.070 Electrical Supplies	16.09	133.33	-117.24	1,066.64	944.93	1,600.00	-40.94
60-1-000-000-6515.080 Plumbing Supplies	1,648.38	400.00	1,248.38	3,200.00	3,600.88	4,800.00	-24.98
60-1-000-000-6515.100 Janitorial Supplies	71.28	125.00	-53.72	1,000.00	799.01	1,500.00	-46.73
60-1-000-000-6515.110 Routine Maint. Supplies	301.59	849.33	-547.74	6,794.64	950.92	10,192.00	-90.67
60-1-000-000-6515.114 Painting Supplies - BW	84.43	158.33	-73.90	1,266.64	1,787.21	1,900.00	-5.94
60-1-000-000-6515.115 Refrigerators	0.00	125.00	-125.00	1,000.00	0.00	1,500.00	-100.00
60-1-000-000-6515.116 Stoves	0.00	80.00	-80.00	640.00	0.00	960.00	-100.00
60-1-000-000-6515.120 Misc. Other Supplies	0.00	41.67	-41.67	333.36	52.78	500.00	-89.44
Total Maintenance Supplies	2,191.36	2,179.33	12.03	17,434.64	10,153.07	26,152.00	-61.18
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	969.35	912.50	56.85	7,300.00	5,451.09	10,950.00	-50.22
60-1-000-000-6520.020 Heat/Cool Contract	0.00	41.67	-41.67	333.36	1,144.00	500.00	128.80
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	166.67	-166.67	1,333.36	519.00	2,000.00	-74.05
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	4,341.43	137.50	4,203.93	1,100.00	5,109.12	1,650.00	209.64
60-1-000-000-6520.090 Extermination Contract	0.00	212.50	-212.50	1,700.00	1,624.48	2,550.00	-36.29
60-1-000-000-6520.100 Janitorial Contract	259.99	108.33	151.66	866.64	854.94	1,300.00	-34.24
60-1-000-000-6520.110 Routine Maint. Contract	0.00	100.00	-100.00	800.00	813.70	1,200.00	-32.19
60-1-000-000-6520.111 Carpet Repr/Repl Cont.	0.00	558.33	-558.33	4,466.64	1,705.77	6,700.00	-74.54
60-1-000-000-6520.120 Misc. Other Contracts	0.00	4,516.67	-4,516.67	36,133.36	0.00	54,200.00	-100.00
Total Maintenance Contracts	5,570.77	6,985.84	-1,415.07	55,886.72	17,222.10	83,830.00	-79.46
TOTAL MAINTENANCE	14,322.35	15,090.16	-767.81	120,721.28	73,193.24	181,082.00	-59.58
TAXES & INSURANCE EXPENSE							
Taxes & Insurance Expense							
60-1-000-000-6710.000 PILOT - Real Estate Tax	1,402.44	1,672.83	-270.39	13,382.64	11,755.52	20,074.00	-41.44
60-1-000-000-6720.000 Property Insurance	952.05	966.67	-14.62	7,733.36	7,616.40	11,600.00	-34.34
60-1-000-000-6720.500 Equipment Insurance	47.88	50.00	-2.12	400.00	383.04	600.00	-36.16
60-1-000-000-6721.000 Liability Insurance	167.63	168.75	-1.12	1,350.00	1,341.04	2,025.00	-33.78
60-1-000-000-6721.500 PE & PO Insuranace	78.79	81.33	-2.54	650.64	630.32	976.00	-35.42
60-1-000-000-6722.000 Work Comp Insurance	251.90	254.17	-2.27	2,033.36	2,015.20	3,050.00	-33.93
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	2,900.69	3,193.75	-293.06	25,550.00	23,741.52	38,325.00	-38.05
TOTAL TAXES & INSURANCE EXPENSE	2,900.69	3,193.75	-293.06	25,550.00	23,741.52	38,325.00	-38.05

MISCELLANEOUS EXPENSE
Financial Expenses

Date:
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Knox County Housing Authority
INCOME STATEMENT - AHP Brentwood
November, 2019

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
60-1-000-000-6810.000 Interest Expense Payable	2,028.16	2,166.67	-138.51	17,333.36	14,367.13	26,000.00	-44.74
60-1-000-000-6860.000 Security Deposit Interest	0.00	0.00	0.00	0.00	0.00	0.00	
Total Financial Expenses	2,028.16	2,166.67	-138.51	17,333.36	14,367.13	26,000.00	-44.74
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	2,028.16	2,166.67	-138.51	17,333.36	14,367.13	26,000.00	-44.74
TOTAL EXPENSES BEFORE DEPRECIATION	31,004.12	33,357.92	-2,353.80	266,863.36	203,808.52	400,295.00	-49.09
NET REVENUE/EXPENSES (PROFIT)/LOSS	-1,052.45	715.16	-1,767.61	5,721.28	-61,720.11	8,582.00	-819.18
Depreciation Expense							
60-1-000-000-6600.000 Depreciation Expense	7,330.00	7,330.00	0.00	58,640.00	58,640.00	87,960.00	-33.33
Total Depreciation Expense	7,330.00	7,330.00	0.00	58,640.00	58,640.00	87,960.00	-33.33
TOTAL DEPRECIATION EXPENSE	7,330.00	7,330.00	0.00	58,640.00	58,640.00	87,960.00	-33.33
NET REVENUE/EXPENSE (PROFIT)/LOSS AFTER DEPRECIATION EXPENSE	6,277.55	8,045.16	-1,767.61	64,361.28	-3,080.11	96,542.00	-103.19
TOTAL BOND PAYMENT	1,859.35	0.00	1,859.35	0.00	12,845.39	0.00	

Date:
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Knox County Housing Authority
INCOME STATEMENT - AHP, Prairieland
November, 2019

	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	-22,358.00	-22,025.50	-332.50	-176,204.00	-177,165.00	-264,306.00	-32.97
60-1-000-001-5125.000 PHA Rent	-1,824.00	-2,100.00	276.00	-16,800.00	-14,495.00	-25,200.00	-42.48
60-1-000-001-5126.000 Georgia HAP - Prairie S8	-2,673.00	-3,300.00	627.00	-26,400.00	-24,286.00	-39,600.00	-38.67
60-1-000-001-5320.000 Rent Adjustments	24.00	0.00	24.00	0.00	338.00	0.00	
Total Tenant Rent Revenue	-26,831.00	-27,425.50	594.50	-219,404.00	-215,608.00	-329,106.00	-34.49
Excess Rent							
60-1-000-001-5970.000 Excess Rent	-713.00	-600.00	-113.00	-4,800.00	-5,255.00	-7,200.00	-27.01
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	-713.00	-600.00	-113.00	-4,800.00	-5,255.00	-7,200.00	-27.01
Vacancies Revenue							
60-1-000-001-5220.000 Vacancies	0.00	490.42	-490.42	3,923.36	0.00	5,885.00	-100.00
Total Vacancies Revenue	0.00	490.42	-490.42	3,923.36	0.00	5,885.00	-100.00
TOTAL TENANT REVENUE	-27,544.00	-27,535.08	-8.92	-220,280.64	-220,863.00	-330,421.00	-33.16
INVESTMENT REVENUE							
Investment Revenue							
60-1-000-001-5410.000 Interest Income	0.00	-6.25	6.25	-50.00	-18.56	-75.00	-75.25
60-1-000-001-5420.000 Interest Sec Dep	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5440.000 Rep Res Interest	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5450.000 Residual Res Int Inc	0.00	0.00	0.00	0.00	0.00	0.00	
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	-6.25	6.25	-50.00	-18.56	-75.00	-75.25
TOTAL INVESTMENT INCOME	0.00	-6.25	6.25	-50.00	-18.56	-75.00	-75.25
OTHER REVENUE							
Other Revenue							
60-1-000-001-5127.000 Office Rent Receipt	-225.00	-221.83	-3.17	-1,774.64	-1,762.50	-2,662.00	-33.79
60-1-000-001-5900.000 Other Income	0.00	0.00	0.00	0.00	-141.00	0.00	
60-1-000-001-5901.000 Income - LR Amps	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5910.000 Laundry Income	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5920.000 Bad Check Charges	0.00	-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	0.00	-350.00	350.00	-2,800.00	-2,282.00	-4,200.00	-45.67
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	-104.00	-170.00	66.00	-1,360.00	-1,905.00	-2,040.00	-6.62
60-1-000-001-5926.000 Violation Charges	0.00	-33.75	33.75	-270.00	0.00	-405.00	-100.00
60-1-000-001-5930.000 Retained HAP	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5979.000 Gifts	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-5990.300 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	-329.00	-777.25	448.25	-6,218.00	-6,130.50	-9,327.00	-34.27
TOTAL OTHER REVENUE	-329.00	-777.25	448.25	-6,218.00	-6,130.50	-9,327.00	-34.27
TOTAL REVENUE	-27,873.00	-28,318.58	445.58	-226,548.64	-227,012.06	-339,823.00	-33.20

EXPENSES

Date:
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Knox County Housing Authority
INCOME STATEMENT - AHP, Prairieland
November, 2019

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
60-1-000-001-6515.020 Heating/Cooling Supplies	0.00	100.00	-100.00	800.00	690.25	1,200.00	-42.48
60-1-000-001-6515.030 Snow Removal Supplies	0.00	45.83	-45.83	366.64	0.00	550.00	-100.00
60-1-000-001-6515.050 Lndscape/Grnd Supplies	0.00	150.00	-150.00	1,200.00	546.27	1,800.00	-69.65
60-1-000-001-6515.070 Electrical Supplies	33.00	116.67	-83.67	933.36	595.71	1,400.00	-57.45
60-1-000-001-6515.080 Plumbing Supplies	-15.36	208.33	-223.69	1,666.64	1,981.60	2,500.00	-20.74
60-1-000-001-6515.100 Janitorial Supplies	51.94	66.67	-14.73	533.36	381.51	800.00	-52.31
60-1-000-001-6515.110 Routine Maint. Supplies	498.19	541.67	-43.48	4,333.36	1,562.30	6,500.00	-75.96
60-1-000-001-6515.114 Painting Supplies - PL	0.00	150.00	-150.00	1,200.00	1,214.36	1,800.00	-32.54
60-1-000-001-6515.115 Refrigerators	0.00	79.17	-79.17	633.36	0.00	950.00	-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	0.00	83.33	-83.33	666.64	0.00	1,000.00	-100.00
Total Maintenance Supplies	567.77	1,608.34	-1,040.57	12,866.72	6,972.00	19,300.00	-63.88
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	701.86	833.33	-131.47	6,666.64	5,669.25	10,000.00	-43.31
60-1-000-001-6520.020 Heat/Cool Contract	0.00	50.00	-50.00	400.00	555.81	600.00	-7.37
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	100.00	-100.00	800.00	0.00	1,200.00	-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	262.50	500.00	-47.50
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	0.00	33.33	-33.33	266.64	29.99	400.00	-92.50
60-1-000-001-6520.110 Routine Main. Contract	18.00	41.67	-23.67	333.36	140.70	500.00	-71.86
60-1-000-001-6520.111 Carpet Repr/Repl Cont.	0.00	500.00	-500.00	4,000.00	0.00	6,000.00	-100.00
60-1-000-001-6520.120 Other Misc. Contracts	0.00	5,367.67	-5,367.67	42,941.36	0.00	64,412.00	-100.00
Total Maintenance Contracts	719.86	7,280.17	-6,560.31	58,241.36	7,505.69	87,362.00	-91.41
TOTAL MAINTENANCE	7,847.68	14,813.50	-6,965.82	118,508.00	60,294.62	177,762.00	-66.08
TAXES & INSURANCE EXPENSE							
Taxes & Insurance Expense							
60-1-000-001-6710.000 PILOT - Real Estate Tax	1,244.13	1,488.00	-243.87	11,904.00	10,090.12	17,856.00	-43.49
60-1-000-001-6720.000 Prpoerty Insurance	944.37	960.42	-16.05	7,683.36	7,554.96	11,525.00	-34.45
60-1-000-001-6720.500 Equipment Insurance	43.99	45.75	-1.76	366.00	351.92	549.00	-35.90
60-1-000-001-6721.000 Liability Insurance	154.00	154.17	-0.17	1,233.36	1,232.00	1,850.00	-33.41
60-1-000-001-6721.500 PE & PO Insuranace	78.79	80.83	-2.04	646.64	630.32	970.00	-35.02
60-1-000-001-6722.000 Work Comp Insurance	251.90	254.17	-2.27	2,033.36	2,015.20	3,050.00	-33.93
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	2,717.18	2,983.34	-266.16	23,866.72	21,874.52	35,800.00	-38.90
TOTAL TAXES & INSURANCE EXPENSE	2,717.18	2,983.34	-266.16	23,866.72	21,874.52	35,800.00	-38.90
MISCELLANEOUS EXPENSE							
Financial Expenses							
60-1-000-001-6810.000 Interest Payable	2,028.15	2,150.00	-121.85	17,200.00	16,274.34	25,800.00	-36.92
60-1-000-001-6860.000 Sec Dep Int	0.00	0.00	0.00	0.00	0.00	0.00	
Total Financial Expenses	2,028.15	2,150.00	-121.85	17,200.00	16,274.34	25,800.00	-36.92
Amortization Expense							
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Surplus Adjustments							

Date:
Time:
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Knox County Housing Authority
INCOME STATEMENT - AHP, Prairieland
November, 2019

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
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	2,028.15	2,150.00	-121.85	17,200.00	16,274.34	25,800.00	-36.92
TOTAL EXPENSES BEFORE DEPRECIATION	23,850.56	32,147.66	-8,297.10	257,181.28	188,592.64	385,772.00	-51.11
NET REVENUE/EXPENSES (PROFIT)/LOSS	-4,022.44	3,829.08	-7,851.52	30,632.64	-38,419.42	45,949.00	-183.61
Depreciation Expense							
60-1-000-001-6600.000 Depreciation Expense	6,257.00	6,257.50	-0.50	50,060.00	50,056.00	75,090.00	-33.34
Total Depreciation Expense	6,257.00	6,257.50	-0.50	50,060.00	50,056.00	75,090.00	-33.34
TOTAL DEPRECIATION EXPENSE	6,257.00	6,257.50	-0.50	50,060.00	50,056.00	75,090.00	-33.34
NET REVENUE/EXPENSE (PROFIT)/LOSS AFTER DEPRECIATION EXPENSE	2,234.56	10,086.58	-7,852.02	80,692.64	11,636.58	121,039.00	-90.39
TOTAL BOND PAYMENT	1,859.35	0.00	1,859.35	0.00	12,845.39	0.00	

Knox County Housing Authority
BOARD - COCC CASH FLOW STATEMENT
November 30, 2019

COCC - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	54,375.30	56,930.00	-2,554.70	472,348.77	683,160.00	-30.86
TOTAL OPERATING INCOME	54,375.30	56,930.00	-2,554.70	472,348.77	683,160.00	-30.86
OPERATING EXPENSE						
Total Administration Expenses	44,474.70	42,691.68	1,783.02	345,751.34	512,300.00	-32.51
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	
Total Utilities Expenses	192.36	466.67	-274.31	2,174.73	5,600.00	-61.17
Total Maintenance Expenses	372.15	483.31	-111.16	1,520.05	5,800.00	-73.79
General Expense	1,339.04	1,344.67	-5.63	8,733.32	16,136.00	-45.88
TOTAL ROUTINE OPERATING EXPENSES	46,378.25	44,986.33	1,391.92	358,179.44	539,836.00	-33.65
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	7,730.33	-7,730.33	0.00	92,764.00	-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	46,378.25	52,716.66	-6,338.41	358,179.44	632,600.00	-43.38
NET REVENUE/-EXPENSE PROFIT/-LOSS						
	7,997.05	4,213.34	3,783.71	114,169.33	50,560.00	125.81
Total Depreciation Expense						
	53.00	53.00	0.00	424.00	636.00	-33.33
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	7,944.05	4,160.34	3,783.71	113,745.33	49,924.00	127.84

Knox County Housing Authority
BOARD - AMP001 CASH FLOW STATEMENT
November 30, 2019

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	74,423.37	65,790.60	8,632.77	587,124.86	789,487.00	-25.63
TOTAL OPERATING INCOME	74,423.37	65,790.60	8,632.77	587,124.86	789,487.00	-25.63
OPERATING EXPENSE						
Total Administration Expenses	25,578.44	25,909.99	-331.55	207,118.80	310,920.00	-33.39
Total Tenant Services	0.00	41.67	-41.67	461.89	500.00	-7.62
Total Utilities Expenses	3,952.15	7,916.67	-3,964.52	43,269.34	95,000.00	-54.45
Total Maintenance Expenses	23,021.66	22,902.12	119.54	204,539.09	274,825.00	-25.57
General Expense	6,538.72	5,938.26	600.46	54,358.61	71,259.00	-23.72
TOTAL ROUTINE OPERATING EXPENSES	59,090.97	62,708.71	-3,617.74	509,747.73	752,504.00	-32.26
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	59,090.97	36,490.63	22,600.34	509,747.73	437,887.00	16.41
NET REVENUE/EXPENSE PROFIT/-LOSS	15,332.40	29,299.97	-13,967.57	77,377.13	351,600.00	-77.99
Total Depreciation Expense						
Total Depreciation Expense	29,300.00	29,300.00	0.00	234,400.00	351,600.00	-33.33
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-13,967.60	-0.03	-13,967.57	-157,022.87	0.00	

Knox County Housing Authority
BOARD - AMP002 CASH FLOW STATEMENT
November 30, 2019

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	87,531.14	76,000.16	11,530.98	691,369.16	912,002.00	-24.19
TOTAL OPERATING INCOME	87,531.14	76,000.16	11,530.98	691,369.16	912,002.00	-24.19
OPERATING EXPENSE						
Total Administration Expenses	34,593.67	32,637.60	1,956.07	265,646.20	391,651.00	-32.17
Total Tenant Services	0.00	740.00	-740.00	334.98	8,880.00	-96.23
Total Utilities Expenses	880.32	1,709.17	-828.85	15,053.81	20,510.00	-26.60
Total Maintenance Expenses	36,237.10	39,027.47	-2,790.37	383,566.20	468,330.00	-18.10
General Expense	8,468.52	7,317.58	1,150.94	49,395.23	87,811.00	-43.75
TOTAL ROUTINE OPERATING EXPENSES	80,179.61	81,431.82	-1,252.21	713,996.42	977,182.00	-26.93
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	-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	80,179.61	40,500.15	39,679.46	713,996.42	486,002.00	46.91
NET REVENUE/EXPENSE PROFIT/-LOSS	7,351.53	35,500.01	-28,148.48	-22,627.26	426,000.00	-105.31
Total Depreciation Expense						
Total Depreciation Expense	33,500.00	35,500.00	-2,000.00	268,000.00	426,000.00	-37.09
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-26,148.47	0.01	-26,148.48	-290,627.26	0.00	

Knox County Housing Authority
BOARD - AMP003 CASH FLOW STATEMENT
November 30, 2019

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	20,045.50	19,129.92	915.58	161,545.48	229,559.00	-29.63
TOTAL OPERATING INCOME	20,045.50	19,129.92	915.58	161,545.48	229,559.00	-29.63
OPERATING EXPENSE						
Total Administration Expenses	7,692.26	10,921.01	-3,228.75	58,223.72	131,052.00	-55.57
Total Tenant Services	0.00	20.83	-20.83	28.25	250.00	-88.70
Total Utilities Expenses	473.88	2,224.99	-1,751.11	12,801.68	26,700.00	-52.05
Total Maintenance Expenses	5,989.87	7,647.91	-1,658.04	60,872.13	91,775.00	-33.67
General Expense	3,287.16	3,294.58	-7.42	23,318.62	39,535.00	-41.02
TOTAL ROUTINE OPERATING EXPENSES	17,443.17	24,109.32	-6,666.15	155,244.40	289,312.00	-46.34
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	17,443.17	24,109.32	-6,666.15	155,244.40	289,312.00	-46.34
NET REVENUE/EXPENSE PROFIT/-LOSS	2,602.33	-4,979.40	7,581.73	6,301.08	-59,753.00	-110.55
Total Depreciation Expense						
Total Depreciation Expense	14,010.00	14,010.00	0.00	112,080.00	168,120.00	-33.33
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-11,407.67	-18,989.40	7,581.73	-105,778.92	-227,873.00	-53.58

Knox County Housing Authority
BOARD - LOW RENT CASH FLOW STATEMENT
November 30, 2019

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	236,375.31	217,850.68	18,524.63	1,912,388.27	2,614,208.00	-26.85
TOTAL OPERATING INCOME	236,375.31	217,850.68	18,524.63	1,912,388.27	2,614,208.00	-26.85
OPERATING EXPENSE						
Total Administration Expenses	112,339.07	112,160.28	178.79	876,740.06	1,345,923.00	-34.86
Total Tenant Services	0.00	802.50	-802.50	825.12	9,630.00	-91.43
Total Utilities Expenses	5,498.71	12,317.50	-6,818.79	73,299.56	147,810.00	-50.41
Total Maintenance Expenses	65,620.78	70,060.81	-4,440.03	650,497.47	840,730.00	-22.63
General Expense	19,633.44	17,895.09	1,738.35	135,805.78	214,741.00	-36.76
TOTAL ROUTINE OPERATING EXPENSES	203,092.00	213,236.18	-10,144.18	1,737,167.99	2,558,834.00	-32.11
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	-59,419.42	59,419.42	0.00	-713,033.00	-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	203,092.00	153,816.76	49,275.24	1,737,167.99	1,845,801.00	-5.89
NET REVENUE/EXPENSE PROFIT/-LOSS						
	33,283.31	64,033.92	-30,750.61	175,220.28	768,407.00	-77.20
Total Depreciation Expense						
	76,863.00	78,863.00	-2,000.00	614,904.00	946,356.00	-35.02
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-43,579.69	-14,829.08	-28,750.61	-439,683.72	-177,949.00	147.08

Knox County Housing Authority
BOARD - HCV CASH FLOW STATEMENT
November 30, 2019

	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
HCV - OPERATING STATEMENT						
ADMIN OPERATING INCOME						
Total Admin Operating Income	9,618.15	10,526.58	-908.43	85,633.13	126,319.00	-32.21
TOTAL ADMIN OPERATING INCOME	9,618.15	10,526.58	-908.43	85,633.13	126,319.00	-32.21
OPERATING EXPENSES						
Total Admin Expenses	6,882.32	9,104.17	-2,221.85	59,873.05	109,250.00	-45.20
Total Fees Expenses	3,510.00	3,758.00	-248.00	28,957.50	45,096.00	-35.79
Total General Expenses	1,209.49	733.75	475.74	6,082.43	8,805.00	-30.92
TOTAL OPERATING EXPENSES	11,601.81	13,595.92	-1,994.11	94,912.98	163,151.00	-41.83
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	11,601.81	13,595.92	-1,994.11	94,912.98	163,151.00	-41.83
NET REVENUE PROFIT/-LOSS	-1,983.66	-3,069.34	1,085.68	-9,279.85	-36,832.00	-74.80
Total Depreciation Expense	0.00	0.00	0.00	0.00	0.00	
NET REVENUE w/Deprecitation PROFIT/-LOSS	-1,983.66	-3,069.34	1,085.68	-9,279.85	-36,832.00	-74.80

HAP - OPERATING STATEMENT

HAP INCOME						
Total Income	75,810.00	69,549.67	6,260.33	609,880.00	834,596.00	-26.93
TOTAL HAP INCOME	75,810.00	69,549.67	6,260.33	609,880.00	834,596.00	-26.93
HAP EXPENSES						
Total HAP Expenses	85,371.00	72,083.34	13,287.66	596,591.00	865,000.00	-31.03
Total General HAP Expenses	85.24	-41.67	126.91	-141.60	-500.00	-71.68
TOTAL HAP EXPENSES	85,456.24	72,041.67	13,414.57	596,449.40	864,500.00	-31.01
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	
REMAINING HAP from RESERVE +/-LOSS	-9,646.24	-2,492.00	-7,154.24	13,430.60	-29,904.00	-144.91

Knox County Housing Authority
BOARD - BRENTWOOD CASH FLOW STATEMENT
November 30, 2019

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	32,056.57	32,642.76	-586.19	265,528.63	391,713.00	-32.21
TOTAL OPERATING INCOME	32,056.57	32,642.76	-586.19	265,528.63	391,713.00	-32.21
OPERATING EXPENSE						
Total Administration Expenses	3,600.76	4,731.01	-1,130.25	29,715.33	56,772.00	-47.66
Total Fee Expenses	5,582.12	6,048.00	-465.88	46,298.76	72,576.00	-36.21
Total Utilities Expenses	2,570.04	2,128.33	441.71	16,492.54	25,540.00	-35.42
Total Maintenance Expenses	14,322.35	15,090.16	-767.81	73,193.24	181,082.00	-59.58
Total Taxes & Insurance Expense	2,900.69	3,193.75	-293.06	23,741.52	38,325.00	-38.05
Total Financial Expenses	2,028.16	2,166.67	-138.51	14,367.13	26,000.00	-44.74
TOTAL ROUTINE OPERATING EXPENSE	31,004.12	33,357.92	-2,353.80	203,808.52	400,295.00	-49.09
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	31,004.12	33,357.92	-2,353.80	203,808.52	400,295.00	-49.09
NET REVENUE PROFIT/-LOSS						
	1,052.45	-715.16	1,767.61	61,720.11	-8,582.00	-819.18
Total Depreciation Expense						
	7,330.00	7,330.00	0.00	58,640.00	87,960.00	-33.33
NET REVENUE w/Depreciation PROFIT/-LOSS	-6,277.55	-8,045.16	1,767.61	3,080.11	-96,542.00	-103.19

Knox County Housing Authority
BOARD - PRAIRIELAND CASH FLOW STATEMENT
November 30, 2019

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	27,873.00	28,318.58	-445.58	227,012.06	339,823.00	-33.20
TOTAL OPERATING INCOME	27,873.00	28,318.58	-445.58	227,012.06	339,823.00	-33.20
OPERATING EXPENSE						
Total Administration Expenses	3,912.43	4,517.49	-605.06	32,386.79	54,210.00	-40.26
Total Fee Expenses	5,171.67	5,460.00	-288.33	42,194.26	65,520.00	-35.60
Total Utilities Expenses	2,173.45	2,223.33	-49.88	15,568.11	26,680.00	-41.65
Total Maintenance Expenses	7,847.68	14,813.50	-6,965.82	60,294.62	177,762.00	-66.08
Total Taxes & Insurance Expense	2,717.18	2,983.34	-266.16	21,874.52	35,800.00	-38.90
Total Financial Expenses	2,028.15	2,150.00	-121.85	16,274.34	25,800.00	-36.92
TOTAL ROUTINE OPERATING EXPENSE	23,850.56	32,147.66	-8,297.10	188,592.64	385,772.00	-51.11
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	23,850.56	32,147.66	-8,297.10	188,592.64	385,772.00	-51.11
NET REVENUE PROFIT/-LOSS						
	4,022.44	-3,829.08	7,851.52	38,419.42	-45,949.00	-183.61
Total Depreciation Expense						
	6,257.00	6,257.50	-0.50	50,056.00	75,090.00	-33.34
NET REVENUE w/Depreciation PROFIT/-LOSS	-2,234.56	-10,086.58	7,852.02	-11,636.58	-121,039.00	-90.39

Knox County Housing Authority
BOARD - AHP CASH FLOW STATEMENT
November 30, 2019

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	59,929.57	60,961.34	-1,031.77	492,540.69	731,536.00	-32.67
TOTAL OPERATING INCOME	59,929.57	60,961.34	-1,031.77	492,540.69	731,536.00	-32.67
OPERATING EXPENSE						
Total Administration Expenses	7,513.19	9,248.50	-1,735.31	62,102.12	110,982.00	-44.04
Total Fee Expenses	10,753.79	11,508.00	-754.21	88,493.02	138,096.00	-35.92
Total Utilities Expenses	4,743.49	4,351.66	391.83	32,060.65	52,220.00	-38.60
Total Maintenance Expenses	22,170.03	29,903.66	-7,733.63	133,487.86	358,844.00	-62.80
Total Taxes & Insurance Expense	5,617.87	6,177.09	-559.22	45,616.04	74,125.00	-38.46
Total Financial Expenses	4,056.31	4,316.67	-260.36	30,641.47	51,800.00	-40.85
TOTAL ROUTINE OPERATING EXPENSE	54,854.68	65,505.58	-10,650.90	392,401.16	786,067.00	-50.08
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	54,854.68	65,505.58	-10,650.90	392,401.16	786,067.00	-50.08
NET REVENUE PROFIT/-LOSS						
	5,074.89	-4,544.24	9,619.13	100,139.53	-54,531.00	-283.64
Total Depreciation Expense						
	13,587.00	13,587.50	-0.50	108,696.00	163,050.00	-33.34
NET REVENUE w/Depreciation PROFIT/-LOSS	-8,512.11	-18,131.74	9,619.63	-8,556.47	-217,581.00	-96.07

Knox County Housing Authority
CLAIMS REPORT - LOW RENT
November, 2019

	Current Period	Last Year Same	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	22,326.89	21,979.04	347.85	189,486.40
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	15,953.84	16,034.43	-80.59	127,630.72
Administrative Expenses	1,770.46	645.59	1,124.87	11,850.94
Tenant Services	0.00	0.00	0.00	461.89
Utilities	3,952.15	8,208.07	-4,255.92	43,269.34
Maintenance Supplies/Contracts	8,548.91	11,314.79	-2,765.88	82,689.83
Mileage	0.00	0.00	0.00	0.00
General Expenses	6,538.72	11,006.76	-4,468.04	54,358.61
Non-Routine Expense	0.00	0.00	0.00	0.00
TOTAL MOON TOWERS CLAIMS	59,090.97	69,188.68	-10,097.71	509,747.73
AMP002 - FAMILY				
Salaries	40,673.60	42,548.98	-1,875.38	336,051.28
Employee W/H Payments	0.00	483.05	-483.05	0.00
Management Fees	16,889.74	16,728.56	161.18	134,956.74
Administrative Expenses	3,069.44	1,430.23	1,639.21	26,795.26
Tenant Services	0.00	0.00	0.00	334.98
Utilities	880.32	1,723.71	-843.39	15,053.81
Maintenance Supplies/Contracts	10,197.99	5,153.81	5,044.18	151,348.74
Mileage	0.00	0.00	0.00	60.38
General Expenses	8,468.52	14,646.29	-6,177.77	49,395.23
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	80,179.61	82,714.63	-2,535.02	713,996.42
AMP003 - BLUEBELL				
Salaries	6,020.70	8,360.12	-2,339.42	45,061.17
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,539.50	4,620.09	-80.59	36,557.77
Administrative Expenses	1,396.17	750.98	645.19	7,394.88
Tenant Services	0.00	0.00	0.00	28.25
Utilities	473.88	2,176.12	-1,702.24	12,801.68
Maintenance Supplies/Contracts	1,725.76	4,664.53	-2,938.77	30,094.79
Mileage	0.00	0.00	0.00	-12.76
General Expenses	3,287.16	2,480.75	806.41	23,318.62
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL BLUEBELL CLAIMS	17,443.17	23,052.59	-5,609.42	155,244.40
COCC				
Salaries	39,048.19	30,387.01	8,661.18	298,404.14
Employee W/H Payments	41.73	-462.69	504.42	606.67
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	5,574.99	6,337.45	-762.46	47,978.57
Tenant Services	0.00	0.00	0.00	0.00
Utilities	192.36	396.95	-204.59	2,174.73
Maintenance Supplies/Contracts	223.67	0.00	223.67	888.68
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,339.04	1,298.00	41.04	8,733.32
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	46,419.98	37,956.72	8,463.26	358,786.11
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	108,069.38	103,275.15	4,794.23	869,002.99
Employee W/H Payments	41.73	20.36	21.37	606.67
Management Fees	37,383.08	37,383.08	0.00	299,145.23
Administrative Expenses	11,811.06	9,164.25	2,646.81	94,019.65
Tenant Services	0.00	0.00	0.00	825.12
Utilities	5,498.71	12,504.85	-7,006.14	73,299.56
Maintenance Supplies	20,696.33	21,133.13	-436.80	265,022.04
Mileage	0.00	0.00	0.00	47.62
General Expenses	19,633.44	29,431.80	-9,798.36	135,805.78
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL LOW RENT CLAIMS	203,133.73	212,912.62	-9,778.89	1,737,774.66

Knox County Housing Authority
CLAIMS REPORT - AHP / HCV
November, 2019

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	9,700.04	8,125.20	1,574.84
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,582.12	5,664.21	-82.09
Administrative Expenses	460.94	625.64	-164.70
Utilities	2,570.04	1,858.09	711.95
Maintenance Supplies/Contracts	7,762.13	26,192.72	-18,430.59
Tax & Insurance Expenses	2,900.69	2,623.88	276.81
Finacial Expenses	2,028.16	2,151.18	-123.02
TOTAL BRENTWOOD CLAIMS	<u>31,004.12</u>	<u>47,240.92</u>	<u>-16,236.80</u>
PRAIRIELAND			
Salaries	9,699.85	8,125.01	1,574.84
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,171.67	5,335.85	-164.18
Administrative Expenses	772.63	482.95	289.68
Utilities	2,173.45	2,040.89	132.56
Maintenance Supplies/Contracts	1,287.63	1,224.23	63.40
Taxes & Insurance Expenses	2,717.18	2,413.52	303.66
Financial Expenses	2,028.15	2,151.17	-123.02
TOTAL PRAIRIELAND CLAIMS	<u>23,850.56</u>	<u>21,773.62</u>	<u>2,076.94</u>
AHP - BRENTWOOD & PRAIRIELAND			
Salaries	19,399.89	16,250.21	3,149.68
Employee W/H Payments	0.00	0.00	0.00
Management Fees	10,753.79	11,000.06	-246.27
Administrative Expenses	1,233.57	1,108.59	124.98
Utilities	4,743.49	3,898.98	844.51
Maintenance Supplies	9,049.76	27,416.95	-18,367.19
Taxes & Insurance Expenses	5,617.87	5,037.40	580.47
Financial Expenses	4,056.31	4,302.35	-246.04
TOTAL AHP CLAIMS	<u>54,854.68</u>	<u>69,014.54</u>	<u>-14,159.86</u>
HOUSING CHOICE VOUCHER - HCV			
Salaries	6,673.99	6,449.15	224.84
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,510.00	3,841.50	-331.50
Administrative Expenses	208.33	398.22	-189.89
General Expense-Admin	1,209.49	777.62	431.87
Total HCV Expenses	11,601.81	11,466.49	135.32
HAP Expenses	85,371.00	79,661.00	5,710.00
General Expenses	85.24	0.00	85.24
Total HAP Expenses	85,456.24	79,661.00	5,795.24
TOTAL HCV CLAIMS	<u>97,058.05</u>	<u>91,127.49</u>	<u>5,930.56</u>

Knox County Housing Authority
CLAIMS REPORT - GRANT PROGRAMS
November, 2019

	Current Period	Last Year Same	Current Year	Cumulative
CFG 2018 - \$1,032,694				
Admin. / Operations	0.00	0.00	0.00	0.00
General CFP Activity	49,633.20	0.00	520,463.26	713,631.33
TOTAL CFG 2018 CLAIMS	49,633.20	0.00	520,463.26	713,631.33
CFG 2017 - \$673,386				
Admin. / Operations	0.00	0.00	0.00	0.00
General CFP Activity	0.00	0.00	0.00	673,386.00
TOTAL CFG 2017 CLAIMS	0.00	0.00	0.00	673,386.00
CFG 2016 - \$608,598				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00	14,000.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	64,411.33	0.00	594,598.00
Dwelling Equipment	0.00	0.00	0.00	0.00
Non-Dwelling Equipment	0.00	0.00	0.00	0.00
TOTAL CFG 2016 CLAIMS	0.00	64,411.33	0.00	608,598.00
TOTAL CFG GRANT(S) CLAIMS	49,633.20	64,411.33	520,463.26	1,995,615.33

Knox County Housing Authority
CLAIMS REPORT TOTALS
November, 2019

	Current Period	Last Year Same	Variance	Current Year
TOTALS				
<hr/>				
<u>LOW RENT</u>				
AMP001 - MOON TOWERS	59,090.97	69,188.68	-10,097.71	509,747.73
AMP002 - FAMILY	80,179.61	82,714.63	-2,535.02	713,996.42
AMP003 - BLUEBELL	17,443.17	23,052.59	-5,609.42	155,244.40
COCC	46,419.99	37,956.73	8,463.26	358,816.86
TOTAL LOW RENT	203,133.74	212,912.63	-9,778.89	1,737,805.41
<u>A.H.P.</u>				
BRENTWOOD	31,004.12	47,240.92	-16,236.80	203,808.52
PRAIRIELAND	23,850.56	21,773.62	2,076.94	188,592.64
TOTAL A.H.P.	54,854.68	69,014.54	-14,159.86	392,401.16
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	11,601.81	11,466.49	135.32	94,912.98
TOTAL HCV	11,601.81	11,466.49	135.32	94,912.98
<u>GRANTS</u>				
CAPITAL FUND GRANT '18	49,633.20	0.00	49,633.20	520,463.26
CAPITAL FUND GRANT '17	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '16	0.00	64,411.33	-64,411.33	0.00
TOTAL GRANTS	49,633.20	64,411.33	-14,778.13	520,463.26
<hr/>				
TOTAL CLAIMS FOR MONTH	319,223.43	357,804.99	-38,581.56	2,745,582.81

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: 12/31/2019

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 01/02/2020

SUBJECT: Application for Payment #15 – Hein Construction

Executive Summary

At the 03/26/2018 Board meeting, a contract was approved with Hein Construction to complete 504 Renovations at the Family Sites. This is being done to ensure that the agency is fully compliant with Section 504 of the Rehabilitation Act. The work will include the following:

- Construction of two 3-bedroom buildings (4 dwelling units total)
- Construction of one 4-bedroom building (2 dwelling units total)
- Rehabilitation of one existing 5-bedroom unit by building an addition onto the dwelling unit
- Development/upgrade of hearing and vision impaired equipment in 4 dwelling units

Alliance Architecture has reviewed and signed approval for Pay Request #15.

All work has been completed at the 3-bedroom buildings and the 4-bedroom building. Six families have moved into the new units. All work has been completed at the 5-bedroom buildings with the exception of the installation of a new entry door. This should be completed by 01/30/2020. There is also one outstanding item to be completed in the units with the audiovisual equipment. The project has been deemed substantially complete by Alliance Architects. The retainage has been lowered to 5% on this pay request.

Fiscal Impact

This application for payment will be paid from 2016, 2017 and 2018 Capital Fund grants as approved at the 03/26/2018 Regular Meeting of the Board.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #15 from Hein Construction in the amount of \$233,867.42 for the period to 12/31/2019.

TO (OWNER) Knox Co. Housing Authority
 255 W. Tompkins St.
 Galesburg, IL 61401

PROJECT: 504 Modifications-Phase 2
 Scattered Sites
 Whispering Hollow & Woodland Bend

APPLICATION NO: 15
 PERIOD TO: 12/31/19

FROM (CONTRACTOR): **Hein Construction Co., Inc.**
 56 North Cedar Street
 Galesburg, IL - 61401

VIA (ARCHITECT):
 Alliance Architecture
 929 Lincolnway East, Suite 200
 South Bend, Indiana 46601

ARCHITECT'S PROJECT NO: 1910

CONTRACT FOR: **General Contractor**

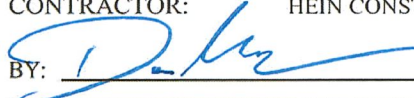
CONTRACT DATE:

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		
Change Orders approved in previous months by Owner	ADDITIONS	DEDUCTIONS
	31855.01	
TOTAL	31855.01	
Approved this month		
Number	Date Approved	
6		
7		
	4,593.54	1,835.24
TOTALS	4,593.54	1,835.24
Net change by Change Orders \$34,613.31		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for payment were issued and Payments received from the Owner, and that current payment shown herein is now due.


CONTRACTOR: HEIN CONSTRUCTION CO., INC.
 BY:  Date: 12/27/19

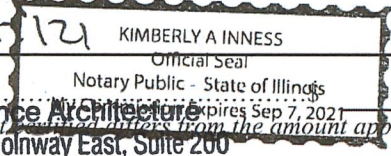
ARCHITECT'S CERTIFICATE FOR PAYMENT

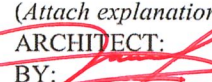
In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

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

1. ORIGINAL CONTRACT SUM.....\$	2,003,000.00 ✓
2. Net change by Change Orders.....\$	34,613.31 ✓
3. CONTRACT SUM TO DATE (Line 1+2).....\$	2,037,613.31 ✓
4. TOTAL COMPLETED & STORED TO DATE.....\$	2,037,613.31 ✓
(Column G on G703)	
5. RETAINAGE:	
a. 5 % of Completed Work.....\$	101,880.67
(Column D+E on G703)	
b. % of Stored Material.....\$	
(Column F on G703)	
Total Retainage (Lines 5a + 5b or Total in Column 1 of G703).....\$	101,880.67
6. TOTAL EARNED LESS RETAINAGE.....\$	1,935,732.64
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate).....\$	1,701,865.22 ✓
8. CURRENT PAYMENT DUE.....\$	233,867.42 ✓
9. BALANCE TO FINISH, PLUS RETAINAGE.....\$	101,880.67 ✓
(Line 3 less Line 6)	

State of: Illinois County of: Knox
 Subscribed and sworn to before me this 27 day of December 2019
 Notary Public: 
 My Commission expires: 9/7/21



AMOUNT CERTIFIED: \$233,867.42
 (Attach explanation if amount certified differs from the amount applied for.)
 ARCHITECT: Alliance Architecture
 929 Lincolnway East, Suite 200
 South Bend, Indiana 46601
 BY:  Date: 12/31/19

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

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: 12-31/2019

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 01/02/2020

SUBJECT: Hein Construction—Proposed Change Order 7

Executive Summary

At the 03/26/2018 Board meeting, a contract was approved with Hein Construction to complete 504 Renovations at the Family Sites. This is being done to ensure that the agency is fully compliant with Section 504 of the Rehabilitation Act. The work will include the following:

- Construction of two 3-bedroom buildings (4 dwelling units total)
- Construction of one 4-bedroom building (2 dwelling units total)
- Rehabilitation of one existing 5-bedroom unit by building an addition onto the dwelling unit
- Relocation and construction of basketball court
- Development/upgrade of hearing and vision impaired equipment in 4 dwelling units

Proposed Change Order 7 is attached to this memo and outlines the following changes:

- Install new insulated metal door at the entry of the 5-bedroom building;
- Install extra hand-held shower holders in the accessible showers;
- Add doorbell chime at the hearing and visually impaired units;
- Add electric dryer outlets at new units;
- Reduce hearing and visually impaired units' allowance from \$25,000.00 to \$0.00; and
- Add 89 contract days as indicated in the change order.

Please see the attached proposed Change Order 7 document that includes the proposed changes and their corresponding costs which total a deduction of \$1,835.24 and the addition of 89 contract days for the hearing and visual units and the 5-bedroom building. Also included is the supplemental information provided by Hein Construction.

Alliance Architecture has reviewed and approved this 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 modification resulting in an increase to the total contract amount is required to be necessary within the general scope of work.

To reiterate from a previous change order memo, the agency makes every effort to be prudent in the expenditure of additional funds. There is no industry standard for an acceptable percentage amount of change orders to the total contract amount, but the agency considers 5% - 10% relative to the size, scope, and complexity of contract as acceptable. With this current contract, 5% of the \$2,003,000.00 total would be \$100,150.00. Change Order 7 brings the total contract price to \$2,037,613.31 which is \$34,613.31 or approximately 1.7% over the original contract price.

Fiscal Impact

This application for payment will be paid from 2016, 2017 and 2018 Capital Fund grants as approved at the 03/26/2018 Regular Meeting of the Board. The original contract amount was \$2,003,000.00. With the inclusion of Change Order 7, the amount of the contract would be \$2,037,613.31.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve the proposed Change Order 7 from Hein Construction in the deducted amount of \$1,835.24 and the addition of 89 contract days for the hearing and visual units and the 5-bedroom building.

CHANGE ORDER

Owner x
 Architect x
 Contractor x



PROJECT: 504 Modifications Phase II
 Moon Towers & Bluebell Tower
 Knox County Housing Authority
 Galesburg, Illinois

CHANGE ORDER NO. 7

DATE: December 17, 2019

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

CONTRACT FOR: Total Construction

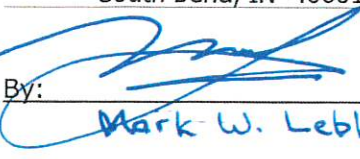
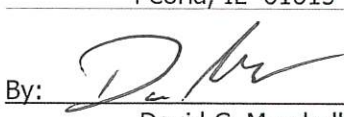
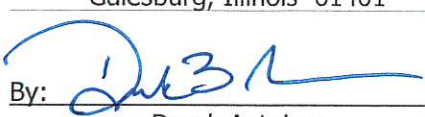
CONTRACT DATE: 6/27/18

You are hereby directed to make the following changes:

1. Install a new insulated metal door and hardware at the entry to Building D. New hardware to be a lever set and ADA threshold. Keep existing metal frame (surface mount deadbolt strike). Install extra hand-held shower holders in HC showers. Add chime at hearing- and visually-impaired units and electric dryer outlets at new construction (6 locations). All to be in accordance with the attached Hein Construction Proposed Change Order No. 18 dated 11/25/19. ADD \$ 23,164.76
2. Reduce Hearing and Visually Impaired Units Allowance from \$25,000.00 to \$0.00. DEDUCT \$ 25,000.00
3. Items enumerated herein require a construction time increase for all hearing and visual units and Building "D-2-HC"; therefore, extend the contract for these locations only. ADD 89 DAYS

NET CHANGE DEDUCT \$ 1,835.24

The original Contract Sum was \$ 2,003,000.00
 Net Change by previous Change Orders \$ 36,448.55
 The Contract Sum prior to this Change Order was \$ 2,039,448.55
 The Contract Sum will be **REDUCED** by this Change Order. \$ 1,835.24
 The Contract Sum including this Change Order \$ 2,037,613.31
 The Date of Completion for all work at Building B-HC-1, B-HC-2, and C-HC-3 therefore is November 3, 2019
 The Date of Completion for all visual and hearing impaired units and Building D-2-HC therefore is January 31, 2020

<p>ALLIANCE ARCHITECTURE Architect</p> <hr/> <p>929 Lincolnway East, Suite 200</p> <hr/> <p>South Bend, IN 46601</p> <hr/> <p>By:  Mark W. Leblang</p> <hr/> <p>Date: December 17, 2019</p>	<p>HEIN CONSTRUCTION CO., INC. Contractor</p> <hr/> <p>9130 N. Industrial Road</p> <hr/> <p>Peoria, IL 61615</p> <hr/> <p>By:  David C. Marshall</p> <hr/> <p>Date: 12/18/19</p>	<p>KNOX COUNTY HOUSING AUTHORITY Owner</p> <hr/> <p>255 West Tompkins Street</p> <hr/> <p>Galesburg, Illinois 61401</p> <hr/> <p>By:  Derek Antoine</p> <hr/> <p>Date: 12/18/2019</p>
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HEIN CONSTRUCTION CO., INC.

56 N. Cedar St. Galesburg, IL 61401
OFFICE (309) 343-5124 FAX (309) 343-3690

PROPOSED CHANGE ORDER

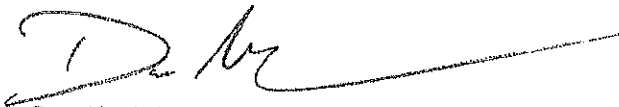
PROJECT: KCHA Mod Phase 2 TO: Allance Architecture
504 Modifications
DATE: 11/25/2019 ATT: Mark Lablang
CHANGE ORDER # #18

DESCRIPTION: Install a new metal Door and hardware @ the entry Building D. New hardware to be a leverset and ADA threshold. Keep existing metal frame- surface mount deadbolt strike. Install extra wand holders in HC showers. Impaired and dryer outlets. This will be coming out of contingency

<u>ITEM</u>	<u>UM</u>	<u>QUANTITY</u>	<u>COST</u>	<u>TOTAL</u>
Hein Materials	ea	1	1,660.00	\$ 1,660.00
Hein Labor	hr	16	68.49	\$ 1,095.84
				\$ -
Benbow		1	425.00	\$ 425.00
Amp Elec		1	15,833.90	\$ 15,833.90
Amp Elec		1	4,150.02	\$ 4,150.02
				\$ -
Hein OH&P 10%				
Sub Total				\$ 23,164.76
<u>TOTAL CHANGE ORDER REQUEST</u>				<u>\$ 23,164.76</u>

**All unused material to be turned over th KCHA

Respectfully Submitted



Dave Marshall VP/Project Manager

JP Benbow Plumbing & Heating Co., Inc.

Galesburg, IL 61401
309-343-2156
PO Box 150

Invoice

Date	Invoice #
11/8/2019	34292

Bill To
Hein Construction 56 N. Cedar Street Galesburg, IL 61401

P.O. No.	Terms	Project
	Net 30; 1.5% charg...	

Quantity	Description	Rate	Amount
1	RE: K.C.H.A. (7) hand held shower hangers. (7) hand held shower hangers	425.00	425.00

Thank you for your business.	Total	\$425.00
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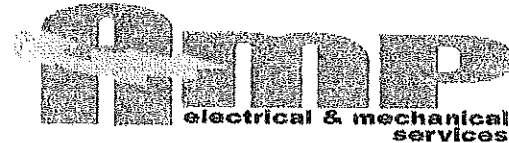
AMP Mechanical Services Inc

3075 Grand Ave
 Galesburg, IL. 61401
 (309) 343-3532
 FAX: (309) 343-3538
 office@ampelectrical.biz
 www.ampelectrical.biz

Invoice

Date	Invoice #
11/25/2019	19-2040

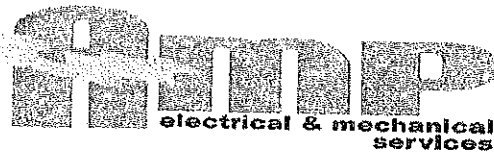
Bill To:
Hein Construction 56 N. Cedar Galesburg, IL 61401



Project	P.O. No.	Due Date	Terms	
19-1264 Doorb...		12/25/2019	Net 30	All past due invoices are subject to service charges of 1.5% monthly

Item	Qty	U/M	Description	Rate	
1- Labor and ...			Knox County Housing 1504 Modifications Locations: 1509 McKnight 1559 McKnight 1093 W. Berrien 425 Iowa Ave. Provide door bells, chimes, strobes, smoke strobes, door bell buttons, controls and wiring Labor 108 hours @ \$67.85 hr = \$7,327.80 Material \$6,440.81 10% Profit 5% Overhead \$2,065.29 Total \$15,833.90	15,833.90	15,833.90

4% Service Charge will be added to all debit & credit card payments Thank you for your business! AMP offers HVAC, Plumbing, & Electrical Service	Total	\$15,833.90
	Payments/Credits	\$0.00
	Balance Due	\$15,833.90



3075 Grand Ave., Galesburg, IL 61401
Phone: (309) 343-3532 Fax: (309) 343-3538

November 21, 2019

Hein Construction
Attn: Dave Marshall

Re: Knox County Housing Authority
220V Dryer Receptacles

PROPOSAL

We offer our proposal to furnish the necessary labor and material to complete the items listed below.

SCOPE OF WORK

Building B & C

- Provide 30-amp 4 wire 220-volt receptacles for (6) electric dryers.
- Each drop will need new wire, breakers, outlets & boxes.

Labor 8 Hrs @ \$67.85	= \$542.80
50' 10-3 WG	= \$33.50
THQL2130 Breaker	= \$11.09
8' Romex Staples	= \$.88
2 Gang Remodel Box	= \$2.13
30-amp 4 Wire Receptacle	= \$8.32
30-amp 4 W Receptacle Cover	= \$2.73

\$601.45 Cost plus 15% Profit & Overhead \$691.67 (per unit)

Total Cost \$691.67 (6) = \$4,150.02

CLARIFICATIONS

1. All work shall be done in accordance with State and Local Code requirements.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.

Thank you for the opportunity to quote your project. Please call with any questions.

Sincerely,

Gavin Phillips

Project Manager/Vice President
AMP Electrical Services, Inc.

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: 12/31/2019

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 01/02/2020

SUBJECT: Application for Payment #2 – Hein Construction

Executive Summary

At the 07/30/2019 Board meeting, a contract was approved with Hein Construction to replace siding at Brentwood Manor. The work includes the replacement of the original cedar shake siding with vinyl siding at eight buildings.

Hein Construction started siding installation on November 4 and has completed all eight buildings as of 12/27/2019. The work has been reviewed by agency staff and has been deemed to be satisfactory and of quality workmanship. The final pay request will be submitted next month and will be for the retainage.

Fiscal Impact

This application for payment will be paid from Brentwood Manor's operating budget as approved at the 07/30/2019 Regular Meeting of the Board.

Recommendation

The Executive Director will make recommendation to the Board of Commissioners of the Knox County Housing Authority for approval of Application for Payment #2 from Hein Construction in an amount of \$42,933.50.

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA® DOCUMENT G732™ - 2009

TO OWNER: **Knox Co Housing Authority** PROJECT: **Brentwood Manor Siding Replmt** APPLICATION NO: **2** Distribution to:
 216 W. Simmons St
 Galesburg, IL 61401
 FROM: **Hein Construction Co., Inc.** VIA CONTRACTOR: **Hein Construction Co., Inc** PERIOD TO: **12/31/2019** OWNER
 56 N. Cedar St. Galesburg, IL 61401 **56 N. Cedar St.** CONTRACT DATE: **Oct 4 2019** CONSTRUCTION
 General Contractor VIA ARCHITECT: **Hein Construction Co., Inc** PROJECT NO: **2028** MANAGER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

AIA Document G703™, Continuation Sheet, is attached.

- ORIGINAL CONTRACT SUM \$ 80,000.00
- NET CHANGES IN THE WORK \$ 80,000.00
- CONTRACT SUM TO DATE (Line 1 ± 2) \$ 80,000.00
- TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 80,000.00
- RETAINAGE:
 - 10 % of Completed Work \$ 8,000.00
(Column D + E on G703)
 - % of Stored Material \$
(Column F on G703)
Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 8,000.00
- TOTAL EARNED LESS RETAINAGE \$ 8,000.00
(Line 4 minus Line 5 Total) \$ 72,000.00
- LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 28,066.50
- CURRENT PAYMENT DUE \$ 43,933.50
- BALANCE TO FINISH, INCLUDING RETAINAGE \$ 8,000.00
(Line 3 minus Line 6)

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

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: HEIN CONSTRUCTION CO., INC.

By:  Date: 12/20/19



State of: Illinois County of: Knox
 Subscribed and sworn to before me this 20th day of December 2019
 Notary Public: Kimberly A. Inness
 My Commission expires: 9/17/21

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work performed to date comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

By:  Date: 1/2/2020
 ARCHITECT:  Date: _____
 portions of the Project, the Architect's Certification is not required.)
 By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

RESOLUTION 2019-14

January 02, 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 01/16/2020.

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)
- Public Housing Program Dwelling Lease Agreement
- Public Housing Pet Policy
- Public Housing Community Service and Self-Sufficiency Policy
- KCHA Medical Marijuana Use Policy
- KCHA Capitalization Policy
- KCHA Personnel 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 PHA Annual and 5-Year Plan submissions at the following date(s), time(s), and location(s):

- Moon Towers (Community Room) – **Thursday, December 19, 2019 @ 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 11/20/2019, with approximately 12 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.



IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2020 – 03/31/2021 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 citing
 - ii. Housing Choice Voucher Program Administrative Plan (Admin Plan)
 1. Updated regulatory requirements and citing
 - iii. Public Housing Dwelling Lease and Addendum
 1. Revised to comply with ACOP
 - a. Transfers
 - b. Interim reexaminations
 2. Notice requirements
 - a. KCHA responsibilities
 - b. Tenant Responsibilities
 3. Window coverings
 - a. PHA approval required for anything other than KCHA provided coverings
 4. Added language to “Abusive or Violent Behavior” provision
 - a. *Gestures of displays*
 - b. *Racially inflammatory*
 5. Changes due to the Illinois Cannabis Regulation and Tax Act
 - a. Added language
 - i. *Use or possession while on federally-assisted premises*
 6. Child supervision provisions added
 - a. Require school aged children attend school in accordance with anti-truancy statutes of the State of Illinois
 - b. Supervision requirements of children under the age of 13
 7. Maintenance and repair of units
 - a. Tenant responsibility to report defect or damage
 - b. Tenant responsibility to immediately report health and safety issues
 - c. Abatement of rent for KCHA failure to rectify conditions hazardous to health, safety, and life
 8. KCHA Inspections
 - a. Clarified types and purpose of inspections
 9. Added specific termination provisions
 - a. Failure to abide by reasonable policies

- b. After admission, discovery of material facts that would have rendered the tenant ineligible for housing
 - c. Providing false statements or documents in connection with housing
 - d. Providing false information, obstructing, or failing to comply with lawful business of the KCHA
 - e. Allow for the eviction of over-income families
 - f. Allow for termination of tenants that refuse mandatory transfers
 - iv. Public Housing Community Service and Self-Sufficiency Requirement (CSSR) Policy
 - 1. Self-certification of compliance
 - 2. Verification procedures
 - v. Public Housing Pet Policy
 - 1. Deposit amounts revised as follows:
 - a. \$150.00: Cat, dog, or rabbit
 - b. \$75.00: Fish, birds, gerbils, hamsters, guinea pigs
 - 2. Allow for non-refundable fees in general occupancy developments
 - vi. KCHA Medical Marijuana Use Policy
 - 1. Agency policy concerning the lawful use of medical marijuana
 - 2. Denial of admission for current users of illegal drugs (which by federal code includes marijuana)
 - 3. Created considerations under which use of medical marijuana would or would not result in termination of tenancy/assistance
 - vii. KCHA Capitalization Policy
 - 1. Added schedule of capitalization
 - viii. KCHA Personnel Policy
 - 1. Changes due to the Illinois Cannabis Regulation and Tax Act (2020)
 - 2. Added drug testing for cases involving reasonable suspicion of impairment or possession
 - 3. Alignment with Fair Labor Standards Act (FLSA) requirements regarding *exempt and non-exempt* employee classifications
- 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 12/19/2019
 - iii. Policies and plan submission approved by Board of Commissioners 01/02/2020 pending certification of consistency with State Consolidated Plan (IHDA)

PUBLIC NOTICE

GALESBURG, IL, 11/15/2019: The Knox County Housing Authority (KCHA) hereby announces its annual policy revisions and planning processes in accordance with federal regulations. 24 CFR § 903.17 requires a public housing authority to “Make the proposed PHA plan(s), the required attachments and documents related to the plans, and all relevant information available for inspection by the public at the principal office of the PHA during normal business hours.”

The KCHA Annual Plan for FYE 03/31/2021, the KCHA 5-Year Plan for FYE 2021 – FYE 2025, and the following supporting documents are hereby made available for review:

- Public Housing Admissions and Continued Occupancy Policy (ACOP)
- Housing Choice Voucher Program Administrative Plan (Admin Plan)
- Public Housing Program Dwelling Lease Agreement
- Public Housing Pet Policy
- Public Housing Community Service and Self-Sufficiency Policy
- KCHA Medical Marijuana Use Policy
- KCHA Capitalization Policy
- KCHA Personnel Policy

The documents are available for review at the following locations:

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

The KCHA will hold a public hearing regarding the proposed PHA Annual and 5-Year Plan submissions at the following date(s), time(s), and location(s):

- Moon Towers (Community Room) – **Thursday, December 19, 2019 @ 10:00 AM**

The general public is invited to present either oral or written comments on the proposed plans. Interested persons who do not wish to attend the hearing may also submit comments for review. Comments or questions regarding this notice should be addressed to:

Derek Antoine, Executive Director
Annual/5-Year Plan Review and Comment
Knox County Housing Authority
216 W. Simmons St.
Galesburg, IL 61401
(309) 342.8129 ext. 1223
dantoine@knoxhousing.org

RESOLUTION 2019-14

January 02, 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 01/02/2020.
4. This Resolution shall be carried out in accordance with federal regulations and be effective as of 01/02/2020.

RESOLVED: January 02, 2020

Lomac Payton, Chairperson

Jared Hawkinson, Vice-Chairperson

Wayne Allen, Commissioner

Paul Stewart, Commissioner

Paula Sanford, Resident Commissioner

Sara Robison, Commissioner

Joseph Riley, Resident Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

RESOLUTION 2019-15

January 02, 2020
Board of Commissioners
Derek Antoine, Executive Director

RE: Certifications of Compliance with PHA Plan Submission 01/16/2020

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.

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. PHAs are required to consider all public comments received in the formulation of the final plan.

The documents are available for review at the following locations:

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

The KCHA held a public hearing regarding the proposed PHA Annual and 5-Year Plan submissions at the following date(s), time(s), and location(s):

- Moon Towers (Community Room) – **Thursday, December 19, 2019 @ 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 11/20/2019, with approximately 12 residents in attendance.



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 04/01/2020 – 03/31/2021, as well as the KCHA 5-Year Plan for FYE 2021 – FYE 2025, to be submitted on or before 01/16/2020.

RESOLUTION 2019-15

January 02, 2020
Board of Commissioners
Derek Antoine, Executive Director

RE: Certifications of Compliance with PHA Plan Submission 01/16/2020

WHEREAS, 24 CFR §903.4(a) requires a PHA to submit an Annual plan for each fiscal year, and a 5-Year Plan every five PHA fiscal years, 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 fiscal year commences on 04/01/2020, and submission of its Annual Plan and 5-Year Plan is due no later than 01/16/2020; and

WHEREAS, the Knox County Housing Authority has prepared its Annual Plan for fiscal year 04/01/2020 – 03/31/2021 and its 5-Year Plan for FYE 2021 – FYE 2025 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 11/20/2019 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 12/19/2019 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 12/31/2020, public comments have been received, reviewed, and considered; and

WHEREAS, the Knox County Housing Authority has completed all required certifications accompanying the Annual and 5-Year Plan submission.

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RESOLUTION 2019-15

January 02, 2020
Board of Commissioners

Derek Antoine, Executive Director

RE: Certifications of Compliance with PHA Plan Submission 01/16/2020

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 and 5-Year Plan Submission for FYE 03/31/2021 is hereby approved and adopted.
3. The Annual and 5-Year Plans 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 01/02/2020.

RESOLVED: January 02, 2020

Lomac Payton, Chairperson

Jared Hawkinson, Vice-Chairperson

Wayne Allen, Commissioner

Paul Stewart, Commissioner

Paula Sanford, Resident Commissioner

Sara Robison, Commissioner

Joseph Riley, Resident Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

PUBLIC NOTICE

GALESBURG, IL, 11/15/2019: The Knox County Housing Authority (KCHA) hereby announces its annual policy revisions and planning processes in accordance with federal regulations. 24 CFR § 903.17 requires a public housing authority to “Make the proposed PHA plan(s), the required attachments and documents related to the plans, and all relevant information available for inspection by the public at the principal office of the PHA during normal business hours.”

The KCHA Annual Plan for FYE 03/31/2021, the KCHA 5-Year Plan for FYE 2021 – FYE 2025, and the following supporting documents are hereby made available for review:

- Public Housing Admissions and Continued Occupancy Policy (ACOP)
- Housing Choice Voucher Program Administrative Plan (Admin Plan)
- Public Housing Program Dwelling Lease Agreement
- Public Housing Pet Policy
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- Bluebell Tower: 300 N. Jefferson St. Abingdon, IL 61410
- www.knoxcountyhousing.org

The KCHA will hold a public hearing regarding the proposed PHA Annual and 5-Year Plan submissions at the following date(s), time(s), and location(s):

- Moon Towers (Community Room) – **Thursday, December 19, 2019 @ 10:00 AM**

The general public is invited to present either oral or written comments on the proposed plans. Interested persons who do not wish to attend the hearing may also submit comments for review. Comments or questions regarding this notice should be addressed to:

Derek Antoine, Executive Director
Annual/5-Year Plan Review and Comment
Knox County Housing Authority
216 W. Simmons St.
Galesburg, IL 61401
(309) 342.8129 ext. 1223
dantoine@knoxhousing.org

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>04/01/2020</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>424</u> Number of Housing Choice Vouchers (HCVs) <u>200</u> Total Combined <u>624</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>Copies of the KCHA Annual and Five-Year Plan, as well as all relevant documents and certifications, are made available at the following locations:</p> <ul style="list-style-type: none"> - Central Office Cost Center: 216 W. Simmons St. Galesburg, IL 61401 - Moon Towers: 255 W. Tompkins St. Galesburg, IL 61401 - Cedar Creek Place: 1598 McKnight St. Galesburg, IL 61401 - Bluebell Tower: 300 N. Jefferson St. Abingdon, IL 61410 - www.knoxcountyhousing.org <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">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 checked="" type="checkbox"/> <input 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>
Other Document and/or Certification Requirements.	
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>
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).	
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\(4\)\(e\)](#))

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.



**IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2020 – 03/31/2021 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	\$ 1,806,781.00	177	\$ 10,207.80	\$ 8,676.63	\$ 11,738.97
IL085000002	Woodland Bend	\$ 984,225.00	78	\$ 12,618.27	\$ 10,725.53	\$ 14,511.01
IL085000002	Cedar Creek Place	\$ 1,057,948.00	76	\$ 13,920.37	\$ 11,832.31	\$ 16,008.42
IL085000002	Whispering Hollow	\$ 497,136.00	36	\$ 13,809.33	\$ 11,737.93	\$ 15,880.73
IL085000003	Bluebell Tower	\$ 885,515.00	51	\$ 17,363.04	\$ 14,758.58	\$ 19,967.50
Total KCHA		\$ 5,231,605.00	418	\$ 12,515.80	\$ 10,638.43	\$ 14,393.17

Gross Income by Household

AMP	Development Name	Total Household Income Reported	# of Households	Average Reported Income	85%	115%
IL085000001	Moon Towers	\$ 1,703,967.00	177	\$ 9,626.93	\$ 8,182.89	\$ 11,070.97
IL085000002	Woodland Bend	\$ 624,815.00	78	\$ 8,010.45	\$ 6,808.88	\$ 9,212.02
IL085000002	Cedar Creek Place	\$ 673,931.00	76	\$ 8,867.51	\$ 7,537.39	\$ 10,197.64
IL085000002	Whispering Hollow	\$ 360,650.00	36	\$ 10,018.06	\$ 8,515.35	\$ 11,520.76
IL085000003	Bluebell Tower	\$ 878,603.00	51	\$ 17,227.51	\$ 14,643.38	\$ 19,811.64
Total KCHA		\$ 4,241,966.00	418	\$ 10,148.24	\$ 8,626.01	\$ 11,670.48

Adjusted Income by Household

- a. Review of the “Analysis of Income by Development/Program” demonstrates average income falls within the Established Income Range (EIR) at two of the five public housing developments. Income mixing at the sites is considered appropriate. Bluebell Tower is located in Abingdon, Illinois, which is approximately 12 miles from Galesburg. Applicants to the public housing program have their choice of developments at which they are able to apply. Bluebell Tower has a very small waiting list, as applicants tend to want to be housed within the city limits of Galesburg, IL.

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 03/31/20 Projected HCV: CYE 12/31/20 Projected * Does not include COCC reserves	PH Operating Fund: 2018 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:	\$1.192 \$1.083 \$0.889 \$1.166* \$0.000 \$0.920 \$0.125 \$0.033 \$0.074 \$0.127 \$0.000 \$0.000 \$0.000	PH Operations PH Modernization PH Operations PH Operations PH Operations HCVP Operations HCVP Operations HCVP Operations HCVP Operations HCVP Operations Operations Operations
		Total Financial Resources:	\$5.611	
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> \$455.00 \$530.00 \$698.00 \$698.00 \$942.00 \$946.00 \$1,088.00 \$530.00 \$698.00 <u>FMR</u> \$455.00 \$530.00 \$698.00 \$942.00 \$946.00 \$1,087.00	<u>KCHA Flat Rent</u> \$328.00 \$388.00 \$519.00 \$418.00 \$595.00 \$582.00 \$680.00 \$388.00 \$519.00 <u>KCHA Pay. Standard</u> \$500.00 \$583.00 \$767.00 \$1,036.00 \$1,040.00 \$1,195.00
4.	Operations and Management	Several policy changes submitted. See attachment 4.0 for a list of policies and revisions.		

5.	Grievance Procedures	No change
6.	Designated Housing – Elderly/Disabled	No change
7.	Community Service and Self-Sufficiency	Self-certification option added; agency verification process.
8.	Safety and Crime Prevention	No change
9.	Pets	Pet deposit increased from \$100 to \$150; provision added to allow option to charge non-refundable fee to residents in general occupancy developments.
10.	Civil Rights Certification	No change
11.	Fiscal Year Audit	Audit of FYE 03/31/2019 financial presentation revealed no findings or significant weaknesses. Audit copy submitted to HUD field office.
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 418 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 04/01/2020 – 03/31/2021 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 I: Existing units modernized at IL085000001 and IL085000003; completed November, 2016.
 - ii. Phase II: New units (3BR and 4BR) constructed, and existing (5BR) units modernized at IL085000002; completed November, 2019.
 - iii. Phase III: Existing (2BR) unit renovation planned at IL085000002; work to commence Fall 2020.
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
 - i. Accessibility design modifications of dwelling units
 - ii. Accessibility design modifications of common areas
 - iii. Physical/Vision/Audible modifications as required



IL085 KNOX COUNTY HOUSING AUTHORITY
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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 03/31/2020 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 maintenance make-ready time per unit: 5.99 days
 - b. Average leasing time per unit: 2.90 days
 - c. Opportunity exists to reduce down time in vacant units
 2. Maintenance program: timely and efficient work order completion
 - a. Average days to close – EMERGENCY WO
 - i. 60 emergency work orders completed
 - ii. Percent completed within 24 hours: 100.0%
 - b. Average days to close – NON-EMERGENCY WO
 - i. 1,009 work orders completed
 - ii. 1,570 total days to complete
 - iii. Average – 1.56 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. 03/31/2019: 98.11%
 - b. 03/31/2020: 98.58% (anticipated)
 - 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
- 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. 03/31/2019: 95.0 High Performer (anticipated)
 - b. 03/31/2020: 95.0 High Performer (anticipated)
- 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. 12/31/2018: 107.44%
 - b. 12/31/2019: 101.00% (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 (Anticipated)
- 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 03/31/2018: 2,233 unit months
 - b. CYE 03/31/2019: 2,240 unit months (anticipated)
 - 4. Voucher activity analysis for Annual Plan period FYE 03/31/2020
 - a. Voucher activity generally decreased for total period due to attrition of vouchers
 - b. Ported vouchers remains consistent at 12 – 15 per month
 - c. Participant briefings increased
 - d. Voucher lease up time remained basically the same
 - e. Payment standard increased to 110% of area FMRs in 2017
 - f. Attrition of current voucher holders
 - g. Participants achieving economic self-sufficiency
 - h. Portability
 - i. Absorption by receiving agencies
 - ii. Steady number of port-ins over Annual Plan period
 - 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

- 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 04/01/2020 – 03/31/2021 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 citing
 - ii. Housing Choice Voucher Program Administrative Plan (Admin Plan)
 1. Updated regulatory requirements and citing
 - iii. Public Housing Dwelling Lease and Addendum
 1. Revised to comply with ACOP
 - a. Transfers
 - b. Interim reexaminations
 2. Notice requirements
 - a. KCHA responsibilities
 - b. Tenant Responsibilities
 3. Window coverings
 - a. PHA approval required for anything other than KCHA provided coverings
 4. Added language to “Abusive or Violent Behavior” provision
 - a. *Gestures of displays*
 - b. *Racially inflammatory*
 5. Changes due to the Illinois Cannabis Regulation and Tax Act
 - a. Added language
 - i. *Use or possession while on federally-assisted premises*
 6. Child supervision provisions added
 - a. Require school aged children attend school in accordance with anti-truancy statutes of the State of Illinois
 - b. Supervision requirements of children under the age of 13
 7. Maintenance and repair of units
 - a. Tenant responsibility to report defect or damage
 - b. Tenant responsibility to immediately report health and safety issues
 - c. Abatement of rent for KCHA failure to rectify conditions hazardous to health, safety, and life
 8. KCHA Inspections
 - a. Clarified types and purpose of inspections
 9. Added specific termination provisions
 - a. Failure to abide by reasonable policies

- b. After admission, discovery of material facts that would have rendered the tenant ineligible for housing
 - c. Providing false statements or documents in connection with housing
 - d. Providing false information, obstructing, or failing to comply with lawful business of the KCHA
 - e. Allow for the eviction of over-income families
 - f. Allow for termination of tenants that refuse mandatory transfers
 - iv. Public Housing Community Service and Self-Sufficiency Requirement (CSSR) Policy
 - 1. Self-certification of compliance
 - 2. Verification procedures
 - v. Public Housing Pet Policy
 - 1. Deposit amounts revised as follows:
 - a. \$150.00: Cat, dog, or rabbit
 - b. \$75.00: Fish, birds, gerbils, hamsters, guinea pigs
 - 2. Allow for non-refundable fees in general occupancy developments
 - vi. KCHA Medical Marijuana Use Policy
 - 1. Agency policy concerning the lawful use of medical marijuana
 - 2. Denial of admission for current users of illegal drugs (which by federal code includes marijuana)
 - 3. Created considerations under which use of medical marijuana would or would not result in termination of tenancy/assistance
 - vii. KCHA Capitalization Policy
 - 1. Added schedule of capitalization
 - viii. KCHA Personnel Policy
 - 1. Changes due to the Illinois Cannabis Regulation and Tax Act (2020)
 - 2. Added drug testing for cases involving reasonable suspicion of impairment or possession
 - 3. Alignment with Fair Labor Standards Act (FLSA) requirements regarding *exempt and non-exempt* employee classifications
- 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 12/19/2019
 - iii. Policies and plan submission approved by Board of Commissioners 01/02/2020 pending certification of consistency with State Consolidated Plan (IHDA)



IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2020 – 03/31/2021 ANNUAL PLAN SUBMISSION
ATTACHMENT 5.0
HUD-50075 Section C.3 – Resident Advisory Board Comments

1. Resident Advisory Board Meeting
 - a. 11/20/2019
 - 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: *PHA should consider a more aggressive approach in response to bed bugs.*

Agency Response: Agency has an integrated pest management (IPM) protocol in place to respond to any pest infiltration, including bedbugs. Efforts include strategies to reduce bedbug movement, assist tenants with preparation for treatment, appropriate furniture treatment and removal, and use of the treatments known to be most effective. KCHA is successful in treating for the presence of bedbugs, and at this time does not see a need to adjust agency policy or tactics.

Comment: *PHA should consider adding a “smoker’s shack” on properties to help residents who choose to smoke shelter from the weather.*

Agency Response: The KCHA elected to go smoke-free in its public housing units in 2014, and the idea to erect small structures in which tenants who choose to smoke could seek shelter from the elements was considered. Ultimately the agency declined at that time, due to budgetary considerations. This is an ongoing tenant request, though not one that has been prioritized with agency funds. Currently, residents choosing to smoke are required to do so outside of PHA buildings at a length of at least 25 feet from windows, doors, and other airways. For the upcoming fiscal year, the agency will consider again the addition of smoking shelters at its Moon Towers and Bluebell Tower properties.

**MINUTES OF THE SPECIAL MEETING
OF THE RESIDENT ADVISORY BOARD
OF THE KNOX COUNTY HOUSING AUTHORITY
November 20, 2019**

The meeting of the Resident Advisory Board of the Knox County Housing Authority was held at 11:30 a.m. in the community room at the Moon Towers. The following persons were in attendance at the meeting:

PRESENT: Schelia Ayers, Moon Towers
 Paula Sanford, Moon Towers
 Debra Wisely, Moon Towers
 Bill Mejia, Moon Towers
 Tony Jackson, Moon Towers
 Kevin Haneghan, Moon Towers
 Joseph Hathaway, Family Sites
 John Willis, Family Sites
 Gina Jones, Family Sites
 Brenda Sanchez, Blue Bell Tower
 Sharon Lonas, Blue Bell Tower
 Floyd Palmer, Blue Bell Tower

ALSO PRESENT: Derek Antoine, Executive Director
 Cheryl Lefler, Assistant Director
 Thomas Rogers, Occupancy Specialist—Family Sites
 Brandi Watkins, Property Manager—Moon Towers
 Ashley Larimer, Occupancy Specialist—Moon Towers
 Kim Sibley, Administrative Support Specialist
 Kim Longenecker, Property Manager—Family Sites

The meeting opened with introductions as each attendee gave name, where they live and how long they've been part of the housing community.

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

Then, Ms. Lefler referenced the 2019 plan and five-year plan for the Capital Fund Program. She highlighted the completion of the 504 renovations at the family site which included the construction of new accessible 3 and 4-bedroom units as well as the renovation of a 5-bedroom unit. She also 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; the replacement of the Moon Towers roof and the installation of security cameras at each site.

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 what would 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;
- Purchase computers for resident use;
- Enlarge the trash chutes at Moon Towers;
- New stoves at Blue Bell Tower;
- Repair of the gazebo at Blue Bell Tower;
- Plumbing repairs at Blue Bell Tower;
- Parking lots cameras and lighting at Family Sites;
- Placement of additional trash cans on Family Sites; and
- Install new playground equipment on Family Sites.

Then, Mr. Antoine summarized how the annual plan process works and how the agency

conducts its work. He mentioned there are two documents—Administrative and Continued Occupancy Plan and Agency Administrative Plan that guide the programs the agency administers. He reported that there would be some changes for regulatory changes as well as some other elective changes to agency policies. Three changes that we highlighted included the following:

- Security deposits will be the higher of minimum rent (\$50) or first month's rent;
- Pet deposits will increase to \$150 from \$100 and there may be a monthly fee for residents with pets (elderly or disabled persons would be exempt); and
- Rent changes will only be done if there is a 10% or more change (increase or decrease) in income; otherwise it will be picked up at the annual recertification.

Mr. Antoine also mentioned that the agency would be having town hall meetings in December at each site to discuss agency policy regarding the upcoming legalization of marijuana in the State of Illinois. There will be a public hearing on 12/19/2019 at 10:00 a.m. After brief discussion, no suggestions for changes were made. Mr. Antoine stated that the proposed policies have been posted for review and comment and will be approved by the Board of Commissioners at its 01/02/2020 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 1:00 p.m.

Respectfully submitted,

Cheryl Lefler

Assistant Director



**IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2020 – 03/31/2021 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)
2. Reference EPIC system approvals:
 - a. Action Plan for CY2016 through CY2020
 - i. Submitted 03/23/2017
 - ii. Modified 06/04/2018
 - iii. Approved 06/07/2018
3. 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).



**IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2020 – 03/31/2021 ANNUAL PLAN SUBMISSION
ATTACHMENT 7.0
Challenged Elements**

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

5-Year PHA Plan (for All PHAs)	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-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.																																				
A.1	<p>PHA Name: <u>Knox County Housing Authority</u> PHA Code: <u>IL085</u></p> <p>PHA Plan for Fiscal Year Beginning: <u>04/01/2020</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan 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 on 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 websites. 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" data-bbox="203 1241 1463 1875"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></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:																							
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Lead PHA:																																					

B.	5-Year Plan. Required for <u>all</u> PHAs completing this form.
B.1	<p>Mission. State the PHA’s mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA’s jurisdiction for the next five years.</p> <p>SEE ATTACHMENT 1.0</p>
B.2	<p>Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years.</p> <p>SEE ATTACHMENT 2.0</p>
B.3	<p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>SEE ATTACHMENT 3.0</p>
B.4	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA’s goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>SEE ATTACHMENT 4.0</p>
B.5	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>SEE ATTACHMENT 5.0</p>
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>SEE ATTACHMENT 6.0</p>
B.7	<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>

Instructions for Preparation of Form HUD-50075-5Y 5-Year PHA Plan for All PHAs

A. PHA Information [24 CFR §903.23\(4\)\(e\)](#)

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table.

B. 5-Year Plan.

B.1 Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. ([24 CFR §903.6\(a\)\(1\)](#))

B.2 Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR §903.6\(b\)\(1\)](#)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.

B.3 Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. ([24 CFR §903.6\(b\)\(2\)](#))

B.4 Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR §903.6\(a\)\(3\)](#))

B.5 Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

B.6 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB provide comments?

(b) If yes, submit 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 §903.17\(a\)](#), [24 CFR §903.19](#))

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 PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 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.

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**IL085 KNOX COUNTY HOUSING AUTHORITY
FYE 03/31/2021 – 03/31/2025 FIVE YEAR PLAN SUBMISSION
ATTACHMENT 1.0
HUD-50075-5Y Section B.1 – Mission**

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.



IL085 KNOX COUNTY HOUSING AUTHORITY
FYE 03/31/2021 – 03/31/2025 FIVE YEAR PLAN SUBMISSION
ATTACHMENT 2.0
HUD-50075-5Y Section B.2 – Goals and Objectives

1. The Knox County Housing Authority will implement strategies that **enhance the economic viability and physical longevity of its public housing portfolio** including, but not limited to:
 - a. Commitment to providing quality housing units that are decent, safe, sanitary, and accessible
 - b. Use of Capital Grant Funds to modernize and rehabilitate the developments prioritized by the green physical needs assessment conducted in 2014
 - i. Rehabilitate and modernize the physical condition of the properties
 - ii. Integration of high-speed internet options at each AMP
 - iii. Upgrade and enhance safety and security
 1. Planned upgrades of video surveillance systems
 2. Lighting upgrades
 3. Building access systems
 - iv. Upgrade of playground equipment at the family sites
 - c. Implementation of energy efficiency measures to reduce both expense and footprint
 - i. Lighting
 - ii. Heating, ventilation, and air conditioning (HVAC)
 - iii. Water delivery
 - d. Consideration of repositioning options available to the agency
 - e. Maintaining occupancy rates of 98.0% or higher at each asset management project
 - f. Reduction of tenant accounts receivable through effective rent collection and lease enforcement
 - g. Maintain status of “High Performer” in recognition of effective program operations and management
 - h. Completion of the 504 Accessibility Modernization Project
 - i. Phase I completed 2016 – apartment renovations at AMP 001 and 003
 - ii. Phase II completed 2019 – apartment renovations/new construction at AMP 001
 - iii. Phase III to be completed by 2021 – common area renovations
 - iv. Phase IV (if necessary) to be completed by 2022 – office space renovations
2. The Knox County Housing Authority will implement strategies that **enhance the economic viability of its housing choice voucher program** including, but not limited to:
 - a. Enhancing the voucher program to support and grow the number of families served
 - b. Effective management of administrative resources to reduce agency cost per voucher, thus ensuring agency reserves can be efficiently utilized
 - c. Participation in technological and program demonstrations (UPCS-V) to help development a new inspection protocol for the program

- d. 100.0% enforcement of UPCS-V protocol, HAP abatement, and HAP termination when necessary
 - e. Maintain 98.0% or higher utilization rate of allocated HAP funding
 - f. Maintain status of “High Performer” in recognition of effective program operations and management
 - g. Reduce average voucher lease-up time
 - h. Increase landlord participation in HCV program
- 3. Affordable Housing Opportunity and Preservation**
- a. Use of AHP replacement reserve funds to modernize and rehabilitate the developments
 - i. Parking lot repair
 - ii. Roof replacement
 - iii. Building exterior
 - 1. Sealing and tuckpointing
 - 2. Siding
 - b. Implementation of energy efficiency measures to reduce both expense and footprint
 - i. Lighting
 - ii. Heating, ventilation, and air conditioning (HVAC)
 - iii. Water delivery
 - c. Maintaining occupancy rates of 98.0% or higher at each development
 - d. Reduction of tenant accounts receivable through effective rent collection and lease enforcement
 - e. Maintain status of “High Performer” in recognition of effective program operations and management
 - f. Consider pertinent financial venues to assist in the acquisition, construction, redevelopment, and administration of property in Knox County, Illinois with the idea to develop affordable housing opportunities
- 4. Coordination and implementation of a Family Self-Sufficiency Program** to benefit families served by the Knox County Housing Authority.
- a. Partner with local agencies to develop relationships designed to help families achieve a greater degree of economic self-sufficiency
 - b. Apply for competitive grants to assist in funding the implementation of an FSS program
 - c. Hire or transition in-house staff to a coordinator role to administer the program and report on annual progress
- 5. General and operational objectives.**
- a. Administer all programs in accordance with applicable federal, state, and local laws and regulations
 - b. Ensure equal opportunity and affirmatively further fair housing through the implementation of the following objectives:
 - i. Carry out affirmative measures to ensure access to assisted housing regardless of race, religion, national origin, sexual orientation, familial status, or disability

- ii. 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
 - iii. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required
 - iv. Identify strengths and weaknesses within our current programs to implement strategies to reduce barriers to housing resources and opportunities
- c. Develop and maintain positive and professional public awareness of the Knox County Housing Authority to the community
- d. Compliance with Board of Commissioners governance compliance
 - i. Meeting attendance and engagement tracking
 - ii. Training
- e. Effectively support the staff
 - i. Training in areas pertinent to compliance, operations, ethics, and performance of duty
 - ii. Annual performance appraisal based on agency's goals and objectives
 - iii. Career succession planning – preparing staff for future positions and responsibilities



IL085 KNOX COUNTY HOUSING AUTHORITY
FYE 03/31/2021 – 03/31/2025 FIVE YEAR PLAN SUBMISSION
ATTACHMENT 3.0
HUD-50075-5Y Section B.3 – Progress Report

1. To improve the quality of authority-owned assisted housing.

- a. Commitment to providing quality housing units that are decent, safe, sanitary, and accessible
 - i. Maintenance program: timely and efficient unit turns
 1. Average maintenance make-ready time per unit: 6.89 days
 2. Average leasing time per unit: 3.26 days
 3. Opportunity exists to reduce down time in vacant units
 - ii. Maintenance program: timely and efficient work order completion
 1. Average days to close – EMERGENCY WO
 - a. 406 emergency work orders completed
 - b. Percent completed within 24 hours: 100.0%
 2. Average days to close – NON-EMERGENCY WO
 - a. 6,958 work orders completed
 - b. 17,182 total days to complete
 - c. Average – 2.47 days per work order
 - iii. Quality workmanship on every maintenance task
 - iv. Grounds kept clean and safe from hazard
 - v. Security of property remains a priority through partnership with committed residents and local police departments
 1. Dedicated housing officer – Galesburg Police Department
 - a. Direct resource on all matters of public safety
 - b. Dedicated patrols and targeted operations
 2. Weekly reporting of criminal activity on sites
 - vi. CFP grant funds used to modernize apartments at all three PH AMPs to upgrade accessibility features
- b. Maintain occupancy rate of 98.0% or higher for PH program
 - i. Reported occupancy Rates by FYE for the previous 5Y Plan period:
 1. 03/31/2016: 98.85%
 2. 03/31/2017: 98.58%
 3. 03/31/2018: 98.58%
 4. 03/31/2019: 98.11%
 5. 03/31/2020: 98.58% (anticipated)
- c. Use of Capital Grant Funds to modernize and rehabilitate the developments prioritized by the green physical needs assessment conducted in 2014
 - i. Completion of the 504 Accessibility Modernization Project
 1. Phase I completed 2016 – apartment renovations at AMP 001 and 003

- 2. Phase II completed 2019 – apartment renovations/new construction at AMP 001
- d. Maintain status of “High Performer” in recognition of effective program operations and management
 - i. PHAS Scores by FYE for the previous 5Y Plan period:
 - 1. 03/31/2016: 96.0 High Performer
 - 2. 03/31/2017: 95.0 High Performer
 - 3. 03/31/2018: 96.0 High Performer
 - 4. 03/31/2019: 95.0 High Performer (anticipated)
 - 5. 03/31/2020: 95.0 High Performer (anticipated)

2. To improve the quality of assisted housing in the private sector.

- a. Enhancing the voucher program to support and grow the number of families served
- b. Effective management of administrative resources to reduce agency cost per voucher, thus ensuring agency reserves can be efficiently utilized
 - i. Unrestricted-net position (UNP) has dwindled on an annual basis. The cost of running the program exceeds the funding received for administrative fees.
 - ii. 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.
 - iii. HUD proration of congressionally appropriated funds continues to be inadequate to administer vouchers
- c. Participation in technological and program demonstrations (UPCS-V) to help development a new inspection protocol for the program
 - i. Partner agency since onset of demonstration
 - ii. Participated in focus group discussions in Washington D.C.
 - iii. First inspections of record demonstration in 2017
 - iv. Full utilization of the technology since inception
- d. Maintain utilization rate of 98.0% or higher allocated HAP funding
 - i. Utilization Rates by CYE for the previous 5Y Plan period:
 - 1. 12/31/2015: 97.7%
 - 2. 12/31/2016: 107.87%
 - 3. 12/31/2017: 90.83%
 - 4. 12/31/2018: 107.44%
 - 5. 12/31/2019: 101.00% (anticipated)
- e. Maintain status of “High Performer” in recognition of effective program operations and management
 - i. SEMAP Scores by FYE for the previous 5Y Plan period:
 - 1. 03/31/2016: 100.0 High Performer
 - 2. 03/31/2017: 85.0 Standard Performer
 - 3. 03/31/2018: 92.0 High Performer
 - 4. 03/31/2019: 100.0 High Performer
 - 5. 03/31/2020: 100.0 High Performer (Anticipated)

3. To expand the supply of assisted housing.

a. Public Housing Program

i. Faircloth limits for public housing units in Knox County, IL is 451

ii. Availability of public housing units for previous 5Y Plan period:

1. FYE 03/31/2016: 418 units
2. FYE 03/31/2017: 418 units
3. FYE 03/31/2018: 418 units
4. FYE 03/31/2019: 418 units
5. FYE 03/31/2020: 424 units

a. Six (6) units of accessible public housing constructed

b. Housing Choice Voucher Program

i. ACC units budgeted at 280 (3360 unit months)

ii. 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).

iii. Unit months leased for previous 5Y Plan period:

1. CYE 03/31/2015: 2,167 unit months
2. CYE 03/31/2016: 2,013 unit months
3. CYE 03/31/2017: 2,261 unit months
4. CYE 03/31/2018: 2,233 unit months
5. CYE 03/31/2019: 2,240 unit months (anticipated)

iv. Voucher activity analysis for 5y Plan period FYE 2011 – FYE 2015

1. Voucher activity generally increased for total period compared to previous 5y plan period
2. While vouchers increased, total unit months leased fell short of agency expectations of 2,400 each year

v. Factors contributing to voucher performance

1. Participant briefings increased
2. Voucher lease up time remained basically the same
3. Payment standard increased to 110% of area FMRs in 2017
4. Attrition of current voucher holders
 - a. Participants achieving economic self-sufficiency
 - b. Portability
 - i. Absorption by receiving agencies
 - ii. Steady number of port-ins over 5y Plan period

c. Affordable Housing Preservation

i. PHA owns and operates two AHP developments

1. Brentwood Manor
 - a. 72 units
 - b. 1-BR, 2-BR, and 3-BR units available
 - c. Affordable rents
2. Prairieland Townhouse Apartments

- a. 66 units
- b. 1-BR, 2-BR, and 3-BR units available
- c. Affordable rents
- d. 13 project based vouchers

4. General and operational objectives.

- a. Administer all programs in accordance with applicable federal, state, and local laws and regulations
 - i. 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 5Y Plan period:
 - 1. FYE 03/31/2016: Unmodified, no findings
 - 2. FYE 03/31/2017: Unmodified, no findings
 - 3. FYE 03/31/2018: Unmodified, no findings
 - 4. FYE 03/31/2019: Unmodified, no findings
 - 5. FYE 03/31/2020: Unmodified, no findings
- b. Ensure equal opportunity and affirmatively further fair housing through the implementation of the following objectives:
 - i. Analysis of waiting lists and participant lists to ensure demographics in the jurisdiction are adequately served
 - 1. Use of census data to determine demographic representation
 - 2. Monitor agency 50058 reports to record and monitor demographic participation
 - 3. Engage in targeted outreach for underserved populations
 - a. Newspaper advertisement
 - b. Facebook advertisement
 - c. Community outreach
 - ii. Application process accessible
 - 1. Website availability
 - 2. Accept applications in person, via mail, email, fax
 - 3. Application assistance available
 - 4. Interview accessibility
 - 5. LEP options available for secondary languages spoken in area
 - a. Spanish
 - b. French
 - c. Accessibility to other formats available
 - iii. Compliant applicant pulls from all waiting lists
 - iv. Work done to identify and rectify impediments to fair housing
 - v. Reasonable accommodation and modification requests responded to promptly
 - vi. Fair and consistent application of agency policy

- c. Develop and maintain positive and professional public awareness of the Knox County Housing Authority to the community
 - i. Press releases on pertinent agency business and activities
 - ii. Regular communication with media outlets – interviews, commentary
 - iii. Speaking engagements
- d. Professional and knowledgeable staff
 - i. Training in areas pertinent to compliance, operations, ethics, and performance of duty
 - 1. Executive Director and Assistant Director completed *Executive Director Education Program* through Rutgers University – 2019
 - 2. Training opportunities offered
 - a. Weekly include HUD guidance, online webinars
 - b. Monthly include webinars, onsite, or travel
 - 3. Training topics engaged by agency staff
 - a. Regulation updates
 - i. Streamlining
 - ii. HOTMA
 - b. Fair Housing
 - c. Occupancy
 - d. Maintenance work standards
 - e. Systems – PIC/EIV
 - f. Financial reporting
 - g. Board governance
 - 4. Annual training goals established and met



IL085 KNOX COUNTY HOUSING AUTHORITY
FYE 03/31/2021 – 03/31/2025 FIVE YEAR PLAN SUBMISSION
ATTACHMENT 4.0

HUD-50075-5Y Section B.4 – Violence Against Women Act (VAWA) Goals

1. The passage of VAWA in 1994 and its reauthorization in 2000, 2005 and 2013, has changed the landscape for victims who once suffered in silence. Victims of domestic violence, dating violence, sexual assault and stalking have been able to access housing, and the Knox County Housing Authority will work to reduce the barriers to housing that domestic violence, dating violence, sexual assault and stalking may present.
2. The Knox County Housing Authority will promote and abide by the requirements of the 2013 reauthorization of the **VIOLENCE AGAINST WOMEN'S ACT (VAWA)** which applies for all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation. The 2013 reauthorization provides enhanced protections and options for victims of domestic violence, dating violence, sexual assault, and stalking.
3. The Housing Authority will support, assist, and ensure applicable due process to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation to prevent them from losing their HUD-assisted housing or being denied housing assistance as a consequence of the abuse of which they were the victim.
 - a. Notification of occupancy rights under VAWA to all applicants and participants
 - b. Consideration of VAWA provisions during the application process
 - c. Application preference for victims of domestic violence, dating violence, sexual assault, or stalking
 - d. Work with in-place victim families to consider transfer options when necessary
 - e. Partner with local law enforcement agencies, legal aide, and shelters on referrals to provide information on counseling, shelter services, and legal assistance
4. The Housing Authority maintains an emergency transfer plan and adheres to HUD requirements regarding VAWA pertaining to the public housing and housing choice voucher programs.
 - a. Policy reference:
 - i. Public Housing Admissions and Continued Occupancy Policy (ACOP)
 - ii. Housing Choice Voucher Program Administrative Plan



IL085 KNOX COUNTY HOUSING AUTHORITY
FYE 03/31/2021 – 03/31/2025 FIVE YEAR PLAN SUBMISSION
ATTACHMENT 5.0

HUD-50075-5Y Section B.5 – Significant Amendment or Modification

STATEMENT OF SUBSTANTIAL DEVIATION AND SIGNIFICANT AMENDMENT/MODIFICATION

In accordance with HUD regulations in 24 CFR 903.7(r) and 24 CFR 905.3, the Knox County Housing Authority (KCHA) has defined the basic criteria that will be used for determining:

- Substantial deviation from its 5-Year Plan;
- Significant amendment or modification to the 5-Year and Annual Plans; and
- Significant amendment or modification to the Capital Fund Program (CFP) 5-Year Action Plan.

Amendments, deviations, or modifications to the agency plan which fundamentally alter the mission, goals, objectives or plans of the KCHA will require formal approval from the Board of Commissioners. Prior to implementing changes that meet such criteria, the KCHA will submit for HUD's approval a revised plan(s) that meets full public process requirements.

Criteria for defining "Substantial Deviation" from the 5-Year Plan

- A change in federal law takes effect and, in the opinion of KCHA, it creates substantial obligations or administrative burdens beyond the programs under administration, excluding changes made necessary due to insufficient revenue, funding or appropriations, funding reallocations resulting from modifications made to the annual or five-year capital plan or due to the terms of a judicial decree
- All amendments, deviations, or modifications to the agency plan which fundamentally alter the mission, goals, objectives or plans of the KCHA

Criteria for defining "Significant Amendment or Modification" to the 5-Year and PHA Annual Plans

- Changes to rent, admission and/or occupancy policies, or the organization of waiting lists that will impact more than 10% of applicants or households assisted under agency programs

Criteria for defining "Significant Amendment or Modification" to the CFP 5-Year Action Plans

- Proposed demolition, disposition, homeownership, Capital Fund Financing, development, or mixed finance proposals will be considered significant amendments to the CFP 5-Year Action Plan.
- Addition of non-emergency work items not included in the current CFP Annual Statement or CFP 5-Year Action plan that exceeds \$100,000.00.

Exceptions

- Changes under the above definitions that are required due to HUD regulations, federal statutes, state or local laws/ordinances, or as a result of a declared national or local emergency will not be considered substantial deviation or significant amendment/modification
- Changes under the above definitions which are funded by any source other than federal funds will not require Plan amendment or modification
- Discretionary or administrative amendments consistent with the KCHA's stated overall mission and objectives will not be considered substantial deviations or modifications

EXECUTIVE DIRECTOR'S REPORT DECEMBER 2019

*Building Community, People, and Partnerships.
We are the Knox County Housing Authority.*

REGULAR MEETING – KCHA BOARD OF COMMISSIONERS

Thursday, January 02, 2020

Moon Towers Conference Room

255 W. Tompkins St.

Galesburg, IL 61401

knoxcountyhousing.org



BUILDING COMMUNITY, PEOPLE, AND PARTNERSHIPS



EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

HUMAN RESOURCES/STAFFING

KCHA Employee Demographics

The following table details the current workforce demographics for the agency:

Demographics	Male	%	Female	%	White	%	Black	%	Hisp.	%	Other	%
Executive	1	50.0%	1	50.0%	2	100.0%	0	0.0%	0	0.0%	0	0.0%
Management	1	16.7%	5	83.3%	6	100.0%	0	0.0%	0	0.0%	0	0.0%
Administrative	1	14.3%	6	85.7%	5	71.4%	1	14.3%	0	0.0%	0	0.0%
Maintenance	14	87.5%	2	12.5%	15	93.8%	2	12.5%	0	0.0%	0	0.0%
Totals	17	54.8%	14	45.2%	28	90.3%	3	9.7%	0	0.0%	0	0.0%
Knox County, IL		50.4%		49.6%		87.6%		8.2%		5.9%		3.2%

Age	18-24	%	25-34	%	35-44	%	45-54	%	55-64	%	65 +	%
Executive	0	0.0%	0	0.0%	1	50.0%	1	50.0%	0	0.0%	0	0.0%
Management	0	0.0%	0	0.0%	3	50.0%	1	16.7%	2	33.3%	0	0.0%
Administrative	0	0.0%	1	14.3%	2	28.6%	2	28.6%	2	28.6%	0	0.0%
Maintenance	0	0.0%	1	6.3%	4	25.0%	3	18.8%	6	37.5%	2	12.5%
Totals	0	0.0%	2	6.5%	10	32.3%	7	22.6%	10	32.3%	2	6.5%

Length/Service	0-2	%	3-5	%	6-10	%	11-15	%	16-20	%	20 +	%
Executive	0	0.0%	0	0.0%	1	50.0%	1	50.0%	0	0.0%	0	0.0%
Management	1	16.7%	0	0.0%	3	50.0%	1	16.7%	0	0.0%	1	16.7%
Administrative	2	28.6%	1	14.3%	1	14.3%	1	14.3%	0	0.0%	2	28.6%
Maintenance	2	12.5%	3	18.8%	3	18.8%	6	37.5%	0	0.0%	2	12.5%
Totals	5	16.1%	4	12.9%	8	25.8%	9	29.0%	0	0.0%	5	16.1%

KCHA Workforce demographics are somewhat in line with the population trends in Knox County, Illinois. While Caucasian and African American representation closely resembles county numbers, the agency is not representative of the community pertaining to Hispanic and other (Asian, Pacific Islander, American Indian) populations.

The Knox County Housing Authority strives to create a workforce that reflects the community we serve, and a space where everyone feels empowered to bring their full, authentic selves to work. We work to build our teams, cultivate our leaders, and create a culture that's the right fit for every person inside it. We serve a diverse population, and we want to reflect that inside our walls.

EXECUTIVE SUMMARY

Hiring and Retention

The following table details **hiring activity** for the FYE 03/20/2019. The goal of the agency is to have all vacant positions filled within 21.0 days if the position opening.

Open Position	Name of New Hire	Internal External	Date of Hire	Date of Opening	Time to Fill
Admin. Assistant (Family)	Medley, Melena	External	4-Mar-19	8-Jan-19	55.0
Maintenance Tech II	Diefendorf, Caleb	Internal	15-Jul-19	3-Jul-19	12.0
Maintenance Tech I	Rednour, Laci	Internal	5-Aug-19	3-Jul-19	33.0
Maintenance Tech I	Burke, Brian	Internal	5-Aug-19	15-Jul-19	21.0
Maintenance Tech I	Sazama, Rory	External	25-Oct-19	5-Aug-19	81.0
Total New Hires:	5	Days	202.0	Average:	40.4

The following table details **Quality of Hire** (measuring employee retention, engagement, and performance evaluation) for the six-year period ending 12/31/2018.

FYE	# of New Hires	1Y +	# Agency Engaged	# Meeting Expectation	Quality of Hire
2013	1	1	1	1	100.0%
2014	1	1	0	0	33.3%
2015	2	2	2	2	100.0%
2016	1	1	1	0	66.7%
2017	3	2	3	2	77.8%
2018	1	1	1	1	100.0%
2019	2	1	2	2	83.3%
Total	11	9	10	8	81.8%

Staff Turnover

The following table details **separation of employment** activity for the FYE 03/20/2020:

Position	Name of Seperated Employee	Voluntary / Involuntary	Date of Hire	Date of Seperation	Length of Service
Maintenance Tech II	Woolridge, Todd	Voluntary	23-Feb-04	3-Jul-19	15.4
Maintenance Tech II	Fones, Nicholas	Voluntary	13-Jan-16	3-Jul-19	3.5
Total Employees:	2	Days	18.8	Average:	9.4

EXECUTIVE SUMMARY

Training and Development

The following table details **executive staff** training and development accomplished for FYE 03/31/2020:

Date	Employee	Training Description	Location	Hours
04/10/19 - 04/12/19	Cheryl Lefler	REAC Inspection; HCVP; HUD	Springfield, IL	20.0
04/10/19 - 04/12/19	Derek Antoine	Fair Housing; Procurement	Springfield, IL	20.0
6/5/2019	Derek Antoine	Bloodborne Pathogen Safety	WCHA	2.0
06/17/19 - 06/19/19	Derek Antoine	EIV Training- HUD Systems	Chicago, IL	22.5
06/17/19 - 06/19/19	Cheryl Lefler	EIV Training- HUD Systems	Chicago, IL	22.5
7/18/2019	Derek Antoine	Lead Based Paint Regulations	Chicago, IL	4.0
09/25/19 -09/27/19	Derek Antoine	IAHA Annual Meeting - 2019	Joliet, IL	21.0
10/7/2019	Cheryl Lefler	Sexual Harassment Policy	Webinar	1.0
10/7/2019	Derek Antoine	Sexual Harassment Policy	Webinar	1.0
10/23/2019	Derek Antoine	Healthy Workforce Training	St. Mary's Hosp.	2.0
10/23/2019	Cheryl Lefler	Healthy Workforce Training	St. Mary's Hosp.	2.0
11/8/2019	Derek Antoine	NICHA - Employment Law Update	Galena, IL	4.0
11/8/2019	Cheryl Lefler	NICHA - Employment Law Update	Galena, IL	4.0
Total Hours:				126.0

The following table details monthly and annual costs (to date) incurred by the agency for **staff** training and development for FYE 03/31/2020:

Month	Training Events	Training Hours	Total Cost	Avg Cost per Hour	Training Budget	% to Budget	Variance
Apr-19	31	166.0	\$ 11,831.07	\$ 71.27	\$ 3,866.67	305.98%	\$ 7,964.40
May-19	7	28.8	\$ 530.69	\$ 18.46	\$ 3,866.67	13.72%	\$ (3,335.98)
Jun-19	21	91.0	\$ 1,359.38	\$ 14.94	\$ 3,866.67	35.16%	\$ (2,507.29)
Jul-19	6	23.5	\$ 825.73	\$ 35.14	\$ 3,866.67	21.36%	\$ (3,040.94)
Aug-19	3	7.0	\$ 297.00	\$ 42.43	\$ 3,866.67	7.68%	\$ (3,569.67)
Sep-19	31	211.0	\$ 8,397.20	\$ 39.80	\$ 3,866.67	217.17%	\$ 4,530.53
Oct-19	17	44.5	\$ 1,830.39	\$ 41.13	\$ 3,866.67	47.34%	\$ (2,036.28)
Nov-19	19	34.0	\$ 600.00	\$ 17.65	\$ 3,866.67	15.52%	\$ (3,266.67)
Dec-19	0	0.0	\$ -	\$ -	\$ 3,866.67	0.00%	\$ (3,866.67)
Jan-20	0	0.0	\$ -				\$ -
Feb-20	0	0.0	\$ -				\$ -
Mar-20	0	0.0	\$ -	#DIV/0!			\$ -
FYE 2020	135	605.8	\$ 25,671.46	\$ 42.38	\$ 34,800.00	73.77%	\$ (9,128.54)

EXECUTIVE SUMMARY

COMMISSIONER COMPLIANCE REPORT

Commissioner Training and Development

The following table details **commissioner** training and development accomplished for FYE 03/31/2020:

Date	Commissioner	Training Description	Location	Hours
06/02/19 - 06/05/19	Lomac Payon	PHADA Annual Conference	Ft. Lauderdale, FL	20.0
09/09/19 - 09/11-19	Paula Sanford	PHADA Legislative Conference	Washington, DC	20.0
Total Hours:				40.0

The following table details monthly and annual costs (to date) incurred by the agency for **commissioner** training and development for FYE 03/31/2020:

Month	Training Events	Training Hours	Total Cost	Avg Cost per Hour	Training Budget	% to Budget	Variance
Apr-19	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
May-19	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Jun-19	1	20.0	\$ 2,361.68	\$ 118.08	\$ 833.33	283.40%	\$ 1,528.35
Jul-19	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Aug-19	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Sep-19	1	20.0	\$ 1,838.11	\$ 91.91	\$ 833.33	220.57%	\$ 1,004.78
Oct-19	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Nov-19	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Dec-19	0	0.0	\$ -	\$ -	\$ 833.33	0.00%	\$ (833.33)
Jan-20	0	0.0	\$ -				
Feb-20	0	0.0	\$ -				
Mar-20	0	0.0	\$ -				
FYE 2020	2	40.0	\$ 4,199.79	\$ 104.99	\$ 7,500.00	56.00%	\$ (3,300.21)

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 2019	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	%
Payton, Lomac (C)	1	1	1	1	1	1	1		1	1	1		90.9%
Hawkinson, Jared (VC)	1		1	1	1	1	1	1	1		1		81.8%
Allen, Wayne	1		1	1	1	1	1	1	1	1			81.8%
Stewart, Paul H.		1	1	1	1			1	1				54.5%
Sanford, Paula (RC)		1	1	1	1	1		1	1	1	1		81.8%
Robison, Sara								1	1	1	1		100.0%
Riley, Joseph									1	1	1		100.0%
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	83.6%	Meets Requirement
Methods of disseminating information about Board meetings and minutes. ☐	YES	YES	Meets requirement
Role of Board in evaluating Executive Director performance. ☐ and compensation	YES	YES	Meets requirement
Role of Board in reviewing financial statements/PHA's financial health. ☐	YES	YES	Meets Requirement
Timeliness of budget adoption by Board.	3/31	3/31	Meets requirement
Are the results of quality control testing communicated to the Board?	YES	YES	Meets requirement

EXECUTIVE SUMMARY

FINANCIAL SUMMARY

Public Housing Program

- The Central Office Cost Center (COCC) continues to show excess income for FYE 03/31/2020. This is bolstered by strong fee income and adequate expense control. Reserve position of the COCC is strong, and will be utilized to supplement operations at the AMPs where necessary.
- Moon Towers shows strong financial performance for both the month and the FY. Moon Towers has a cash position (available cash v. required minimum position) of approximately 2.12:1.
- The Family Sites turned a profit, so to speak, for the November 2019, banking approximately \$7,351.53. While financial performance is still in the red for fiscal 2020, it is an encouraging sign to realize a net gain for the month.
- Bluebell Tower is showing signs of self-sustainability. Continuing now for a third month, Bluebell showed positive cash flow, bringing its position for the year firmly into the black.

Housing Choice Voucher Program

- The Housing Choice Voucher Program is struggling financially. Operating expense, which is not out of line for an agency of this size, continues to outpace income. Currently sitting at a deficit of \$11,746.19, the agency forecasts loss to the unrestricted net position (UNP) of approximately \$21,000.00. Until HUD properly funds the administrative fee due to agencies for the vouchers it administers, this account will continue to deplete. The plan is to subsidize the UNP from COCC reserves as necessary, as well as consider reduction in staff if the need arises.
- HAP utilization evened out, and with and adjustment portability billing hitting the operating statement for November, the agency was able to climb to 101.25% v. allocated funding. With only one month left in the year, the agency comfortably forecasts hitting the 100.0% utilization goal.

Affordable Housing Preservation

- Brentwood Manor Apartments and Prairieland Townhouses are thus far fiscally sound for FYE 03/31/2020. Efficient rent collection and studious expense control have been the primary drivers of performance. Brentwood (\$61,720.11) and Prairieland (\$38,420.02) remain in the black for the year following net gains for the month of November.
- Brentwood's financial reserve is quite healthy, standing at \$218,462. The first payment for Brentwood's siding project has not been made to date, so expect that number to decrease in the coming months.

EXECUTIVE SUMMARY

- Prairieland maintains a liability account for replacement reserves totaling \$140,550. per an expired HUD use agreement. The agency has continued to fund this account regardless of the HUD user agreement expiration.

EXECUTIVE SUMMARY

GRANT STATUS/PERFORMANCE

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	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
1408 Mgmnt Improvement	\$ 49,932.00	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
1410 CFP Administration	\$ 100,000.00	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
1480 General Capital Activity	\$ 733,942.00	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Total Capital Fund Program	\$ 1,083,874.00	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!

CFP Planned Work Items

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
A&E Services	\$ 50,000.00	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
504 Development Project 3	\$ 558,942.00	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Moon Towers Roof	\$ 125,000.00	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Total Capital Fund Program	\$ 733,942.00	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!

The vast majority of the 2019 CFP budget is allocated for Phase III of the 504 Modernization Project, which began in 2016. Phase I involved unit modernization at Bluebell Tower and Moon Towers, and Phase II saw the construction of six new units and modernization of two existing units at the Family Sites. Phase III will bring about the modernization of existing 2-bedroom units at the Family Sites, and possibly the renovation of community spaces at all public housing properties if funds are available for such. If the proposed cost exceeds the budget for Phase II, the agency will conduct Phase IV in 2021.

Additionally, CFP 2019 money will be utilized to rehabilitate the roof at Moon Towers, a project identified in the agency's 2014 physical need assessment. Upgrades to the agency video surveillance systems, and transfers to AMP operations are also planned.

CFP Grant IL01P08550119 must be 90% obligated (contracts for work signed) by 04/15/2021, and must be fully expended by 04/15/2023.

EXECUTIVE SUMMARY

2018 CFP Grant IL01P08550118

- Obligation End Date (OED): 04/15/2020
- Expenditure End Date (EED): 04/15/2022

CFP Budget by Line Item

Budget Line Item (BLI)	Original	Current	Obligated	%	Expended	%
1406 Transfer to Operations	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
1408 Mgmnt Improvement	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
1410 CFP Administration	\$ 60,859.00	\$ 60,859.00	\$ 60,859.00	100.0%	\$ -	0.0%
1480 General Capital Activity	\$ 983,719.00	\$ 983,719.00	\$ 983,719.00	100.0%	\$ 713,631.33	72.5%
Total Capital Fund Program	\$ 1,044,578.00	\$ 1,044,578.00	\$ 1,044,578.00	100.0%	\$ 713,631.33	68.3%

CFP Planned Work Items

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
A&E Services	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	100.0%	\$ 29,341.00	58.7%
504 Development Project 2	\$ 835,073.28	\$ 835,073.28	\$ 835,073.28	100.0%	\$ 585,644.61	70.1%
Duplex Settlement	\$ 98,645.72	\$ 98,645.72	\$ 98,645.72	100.0%	\$ 98,645.72	100.0%
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
Total Capital Fund Program	\$ 983,719.00	\$ 983,719.00	\$ 983,719.00	100.0%	\$ 713,631.33	72.5%

The vast majority of the 2018 CFP is allocated for Phase II 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. Construction will be complete on 11/25/2019, and an open house is scheduled for 11/26/2019. The units will be fully occupied no later than 12/01/2019.

Additionally, CFP 2018 money has been utilized to rehabilitate a dwelling unit structure (1566-1568 McKnight St.) that had settled and caused an exterior wall to detach from the building.

CFP Grant IL01P08550118 must be 90% obligated (contracts for work signed) by 04/15/2020, and must be fully expended by 04/15/2022. As you can see in the table above, the grant has been obligated appropriately, and is on schedule to be fully expended ahead of the regulatory deadline.

EXECUTIVE SUMMARY

POLICY/OPERATIONS

The Knox County Housing Authority Annual Plan and 5-Year Plans are both due for submission on 01/16/2020, which is 75 days before the beginning of our fiscal year.

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.

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. PHAs are required to consider all public comments received in the formulation of the final plan.

Both the Annual and 5-Year Plan documents will be presented to the Board for approval at the January 02, 2020 meeting.

LEGISLATIVE/ADVOCACY

No report this period.

PUBLIC RELATIONS

No report this period.

EXECUTIVE SUMMARY

STRATEGIC PLANNING

No report this period.

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.

Business Activities

Dashboard for Moon Towers for November 2019:

- Operating Statement (current period):

	Amount Pd.	Budget Pd.	Variance	Amount YTD	Budget YTD	Variance
Income	\$ 74,423.37	\$ 65,790.60	113.12%	\$ 587,124.86	\$ 526,324.80	111.55%
Expense	\$ 59,090.97	\$ 62,708.71	94.23%	\$ 509,747.73	\$ 501,669.68	101.61%
Profit/(Loss)	\$ 15,332.40	\$ 3,081.89	497.50%	\$ 77,377.13	\$ 24,655.12	313.84%

- Average rent collected for Moon Towers is \$190.27 per unit per month.
- 17 vacant unit days for a total vacancy loss of \$165.93 in *desired* rent, and a vacancy loss of \$147.63 in prior rent. Desired rent is the flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Tenant Accounts Receivable for Moon Towers:
 - \$6,950.97 outstanding tenant accounts
 - 1.60% to projected annual tenant revenue
- Results of quality control/program compliance:

Moon Towers	Files Reviewed	E/O Identified	E/O Resolved	% Compliant	Errors Identified
April-19					
May-19					
June-19					
July-19					
August-19					
September-19					
October-19	10	17	17	100.0%	Missing documentation, verifications
November-19	10	10	9	90.0%	Missing documentation
December-19					
January-20					
February-20					
March-20					
FYE 03/31/2020	20	27	26	96.3%	

PUBLIC HOUSING PROGRAM

Occupancy

Occupancy based on *days* leased at Moon Towers for **November, 2019**:

Unit Type	# of Units	Total # Unit-Days	Exempt Unit-Days	Adj. Unit Days Avail.	Vacant Unit-Days	Adj. Vacant Unit-Days	Adj. Occ. Unit-Days	Occ. %	Vac. %
0-BR	76	2280	0	2280	7	7	2273	99.7%	0.3%
1-BR	99	2970	0	2970	12	12	2958	99.6%	0.4%
2-BR	2	60	0	60	0	0	60	100.0%	0.0%
TOTAL	177	5310	0	5310	19	19	5291	99.6%	0.4%

Occupancy based on *months* leased at Moon Towers for **November, 2019**:

Unit Type	# of Units	Total # Unit-Mos	Exempt Unit-Mos	Adj. Unit Mos Avail.	Vacant Unit-Mos	Adj. Vacant Unit-Mos	Adj. Occ. Unit-Mos	Occ. %	Vac. %
0-BR	76	76	0	76	0	0	76	100.0%	0.0%
1-BR	99	99	0	99	0	0	99	100.0%	0.0%
2-BR	2	2	0	2	0	0	2	100.0%	0.0%
TOTAL	177	177	0	177	0	0	177	100.0%	0.0%

Occupancy based on *days* leased at Moon Towers for **FYE 03/31/2020**:

Unit Type	# of Units	Total # Unit-Days	Exempt Unit-Days	Adj. Unit Days Avail.	Vacant Unit-Days	Adj. Vacant Unit-Days	Adj. Occ. Unit-Days	Occ. %	Vac. %
0-BR	76	18544	0	18544	91	91	18453	99.5%	0.5%
1-BR	99	24156	0	24156	82	82	24074	99.7%	0.3%
2-BR	2	488	0	488	0	0	488	100.0%	0.0%
TOTAL	177	43188	0	43188	173	173	43015	99.6%	0.4%

Occupancy based on *months* leased at Moon Towers for **FYE 03/31/2020**:

Unit Type	# of Units	Total # Unit-Mos	Exempt Unit-Mos	Adj. Unit Mos Avail.	Vacant Unit-Mos	Adj. Vacant Unit-Mos	Adj. Occ. Unit-Mos	Occ. %	Vac. %
0-BR	76	608	0	608	5	5	603	99.2%	0.8%
1-BR	99	792	0	792	1	1	791	99.9%	0.1%
2-BR	2	16	0	16	0	0	16	100.0%	0.0%
TOTAL	177	1416	0	1416	6	6	1410	99.6%	0.4%

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

Applicant Demographics

Here is a breakdown of applicant demographics by month for FYE 03/31/2020:

FYE	2020	Male		Female		Youth		Elderly		Disability	
Month	Total WL	Total	%	Total	%	Total	%	Total	%	Total	%
April	94	40	42.6%	54	57.4%	1	1.1%	7	7.4%	16	17.0%
May	103	42	40.8%	56	54.4%	1	1.0%	7	6.8%	14	13.6%
June	101	45	44.6%	55	54.5%	0	0.0%	8	7.9%	84	83.2%
July	114	57	50.0%	57	50.0%	1	0.9%	10	8.8%	19	16.7%
August	112	59	52.7%	33	29.5%	1	0.9%	8	7.1%	19	17.0%
September	129	62	48.1%	60	46.5%	0	0.0%	8	6.2%	23	17.8%
October	100	48	48.0%	51	51.0%	1	1.0%	8	8.0%	19	19.0%
November	107	50	46.7%	56	52.3%	1	0.9%	9	8.4%	21	19.6%
December			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
January			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
February			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!

FYE	2020	White		African American		Hispanic		Asian		Other	
Month	Total WL	Total	%	Total	%	Total	%	Total	%	Total	%
April	94	55	58.5%	34	36.2%	0	0.0%	0	0.0%	2	2.1%
May	103	57	55.3%	38	36.9%	0	0.0%	0	0.0%	1	1.0%
June	101	61	60.4%	38	37.6%	2	2.0%	0	0.0%	2	2.0%
July	114	65	57.0%	43	37.7%	2	1.8%	0	0.0%	1	0.9%
August	112	67	59.8%	44	39.3%	1	0.9%	0	0.0%	1	0.9%
September	129	73	56.6%	44	34.1%	2	1.6%	0	0.0%	1	0.8%
October	100	58	58.0%	37	37.0%	2	2.0%	0	0.0%	1	1.0%
November	107	64	59.8%	38	35.5%	2	1.9%	0	0.0%	0	0.0%
December			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
January			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
February			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!

The waiting list for Moon Towers sits at 107 applicants, and is fairly representative of the community the agency serves. Underrepresented on the waiting list are Hispanics at only 1.9% (5.9% demographic in Knox County). Outreach efforts will be made to ensure all populations are adequately served through KCHA programs. Targeting outreach including marketing and word-of-mouth will be used to reach those segments of the community being underserved.

24 CFR §960.202 requires that 40% of the families admitted to PH programs shall be extremely low-income families. For FYE 2020, Moon Towers is at 77.8%.

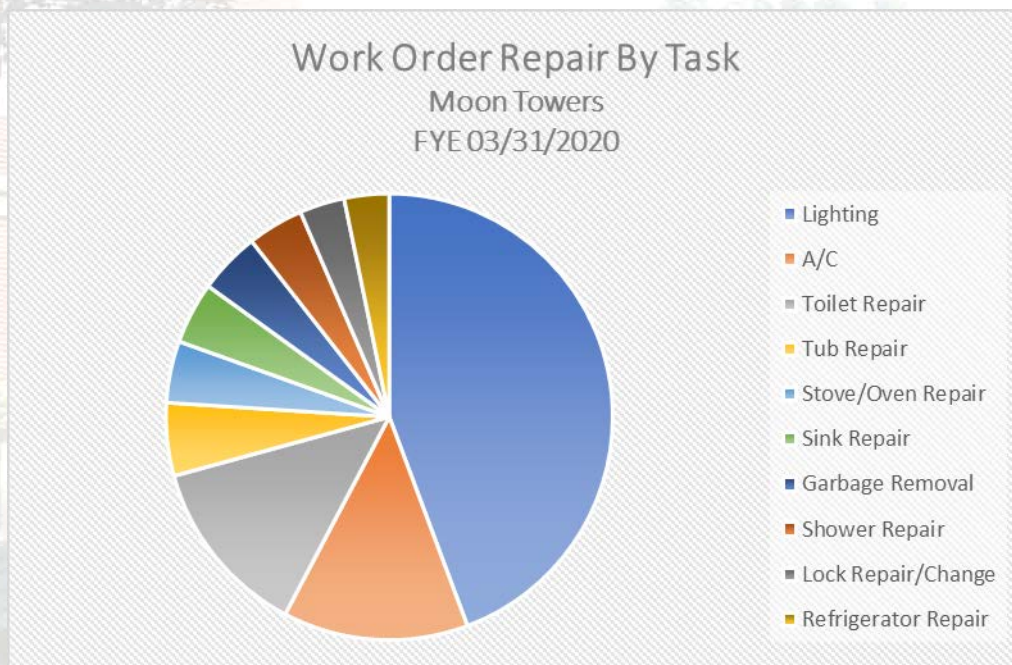
PUBLIC HOUSING PROGRAM

Facilities Maintenance

- Average unit turnaround time at Moon Towers is 10.63 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$12.49 per unit for the month, and \$186.83 for FYE 2020.
- Average Maintenance Cost billed is \$1.11 per unit for the month, and \$12.35 for FYE 2020.

The following table details the monthly work order flow for Moon Towers for FYE 03/31/2020:

MT	Emergency		Non-Emerg.		Total	Carpentry		Electrical		HVAC		Plumbing		General	
April	1	2.5%	39	97.5%	40	1	2.5%	31	77.5%	4	10.0%	2	5.0%	2	5.0%
May	0	0.0%	48	100.0%	48	2	4.2%	11	22.9%	7	14.6%	15	31.3%	13	27.1%
June	1	2.9%	34	97.1%	35	3	8.6%	13	37.1%	5	14.3%	9	25.7%	5	14.3%
July	1	1.7%	59	98.3%	60	3	5.0%	27	45.0%	10	16.7%	13	21.7%	7	11.7%
August	0	0.0%	37	100.0%	37	5	13.5%	9	24.3%	9	24.3%	11	29.7%	3	8.1%
September	0	0.0%	43	100.0%	43	4	9.3%	17	39.5%	7	16.3%	13	30.2%	2	4.7%
October	0	0.0%	38	100.0%	38	6	15.8%	14	36.8%	5	13.2%	10	26.3%	3	7.9%
November	0	0.0%	27	100.0%	27	3	11.1%	10	37.0%	4	14.8%	7	25.9%	3	11.1%
December		#DIV/0!		#DIV/0!			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
January		#DIV/0!		#DIV/0!			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
February		#DIV/0!		#DIV/0!			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March		#DIV/0!		#DIV/0!			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Total	3	0.9%	325	99.1%	328	27	8.2%	132	40.2%	51	15.5%	80	24.4%	38	11.6%



PUBLIC HOUSING PROGRAM

Public Safety

Here is a breakdown of criminal activity by month for FYE 03/31/2020:

Moon Towers	Murder / Attempted		Sexual Crime / Attempt		Assault / Battery		Burglary / Theft / Robbery		Property Crime		Disturbance	
	#	%	#	%	#	%	#	%	#	%	#	%
April		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
May		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
June		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
July		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
August		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
September		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
October	0	0.0%	0	0.0%	2	10.0%	5	25.0%	3	15.0%	10	50.0%
November	0	0.0%	0	0.0%	2	25.0%	0	0.0%	1	12.5%	5	62.5%
December		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
January		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
February		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Totals	0	0.0%	0	0.0%	4	14.3%	5	17.9%	4	14.3%	15	53.6%
Galesburg, IL	2	0.1%	28	1.2%	126	5.6%	1031	45.9%	1035	46.1%	24	1.1%

Moon Towers remains relatively crime-free, recording only 20 incidents in the month of November. Disturbances calls accounted for half of the total calls, and none of those resulted in arrest.

Public Housing Assessment System (PHAS) Tracking

Here is the PHAS Dashboard for Moon Towers for November 2019:

PHAS Dashboard	Moon Towers	Total Points Possible
Physical Assessment Subsystem (PASS)	38.95	40.0
Management Assessment Subsystem (MASS)	23.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	96.95	100.0

Based on property performance in the measured metrics, Moon Towers is trending towards a designation of “**High Performer**” for FYE 03/31/2020.

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.

Business Activities

Dashboard for Family Sites for November 2019:

- Operating Statement (current period):

	Amount Pd.	Budget Pd.	Variance	Amount YTD	Budget YTD	Variance
Income	\$ 87,531.14	\$ 76,000.16	115.17%	\$ 691,369.16	\$ 608,001.28	113.71%
Expense	\$ 80,179.61	\$ 81,431.82	98.46%	\$ 713,996.42	\$ 651,454.56	109.60%
Profit/(Loss)	\$ 7,351.53	\$ (5,431.66)	173.88%	\$ (22,627.26)	\$ (43,453.28)	192.04%

- Average rent collected for the Family Sites is \$95.98 per unit per month.
- 140 vacant unit days for a total vacancy loss of \$2,404.49 in *desired rent*, and a vacancy loss of \$1,172.14 in prior rent. Desired rent is the flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Tenant Accounts Receivable for Family Sites:
 - \$25,036.94 outstanding tenant accounts
 - 10.88% to projected annual tenant revenue
- Results of quality control/program compliance:

Family Sites	Files Reviewed	E/O Identified	E/O Resolved	% Compliant	Errors Identified
April-19					
May-19					
June-19					
July-19					
August-19					
September-19					
October-19	10	26	26	100.0%	Incomplete interview sheets; verifications.
November-19	10	15	15	100.0%	Incomplete interview sheets; verifications.
December-19					
January-20					
February-20					
March-20					
FYE 03/31/2020	20	41	41	100.0%	

PUBLIC HOUSING PROGRAM

Occupancy

Occupancy based on *days* leased at the Family Sites for **November 2019**:

Unit Type	# of Units	Total # Unit-Days	Exempt Unit-Days	Adj. Unit Days Avail.	Vacant Unit-Days	Adj. Vacant Unit-Days	Adj. Occ. Unit-Days	Occ. %	Vac. %
2-BR	80	2400	0	2400	25	25	2375	99.0%	1.0%
3-BR	80	2400	30	2370	48	18	2352	99.2%	0.8%
4-BR	22	660	0	660	7	7	653	98.9%	1.1%
5-BR	8	240	60	180	60	0	180	100.0%	0.0%
TOTAL	190	5700	90	5610	140	50	5560	99.1%	0.9%

Occupancy based on *months* leased at the Family Sites for **November 2019**:

Unit Type	# of Units	Total # Unit-Mos	Exempt Unit-Mos	Adj. Unit Mos Avail.	Vacant Unit-Mos	Adj. Vacant Unit-Mos	Adj. Occ. Unit-Mos	Occ. %	Vac. %
2-BR	80	80	0	80	0	0	80	100.0%	0.0%
3-BR	80	80	1	79	1	0	79	100.0%	0.0%
4-BR	22	22	0	22	0	0	22	100.0%	0.0%
5-BR	8	8	2	6	2	0	6	100.0%	0.0%
TOTAL	190	190	3	187	3	0	187	100.0%	0.0%

Occupancy based on *days* leased at the Family Sites for **FYE 2020**:

Unit Type	# of Units	Total # Unit-Days	Exempt Unit-Days	Adj. Unit Days Avail.	Vacant Unit-Days	Adj. Vacant Unit-Days	Adj. Occ. Unit-Days	Occ. %	Vac. %
2-BR	80	19520	0	19520	161	161	19359	99.2%	0.8%
3-BR	80	19520	61	19459	234	173	19286	99.1%	0.9%
4-BR	22	5368	0	5368	135	135	5233	97.5%	2.5%
5-BR	8	1952	488	1464	488	0	1464	100.0%	0.0%
TOTAL	190	46360	549	45811	1018	469	45342	99.0%	1.0%

Occupancy based on *months* leased at the Family Sites for **FYE 2020**:

Unit Type	# of Units	Total # Unit-Mos	Exempt Unit-Mos	Adj. Unit Mos Avail.	Vacant Unit-Mos	Adj. Vacant Unit-Mos	Adj. Occ. Unit-Mos	Occ. %	Vac. %
2-BR	80	640	0	640	0	0	640	100.0%	0.0%
3-BR	80	640	2	638	2	0	638	100.0%	0.0%
4-BR	22	176	0	176	1	1	175	99.4%	0.6%
5-BR	8	64	16	48	16	0	48	100.0%	0.0%
TOTAL	190	1520	18	1502	19	1	1501	99.9%	0.1%

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

Applicant Demographics

Here is a breakdown of applicant demographics by month for FYE 03/31/2020:

FYE	2020	Male		Female		Youth		Elderly		Disability	
Month	Total WL	Total	%	Total	%	Total	%	Total	%	Total	%
April	67	26	38.8%	41	61.2%	37	55.2%	0	0.0%	1	1.5%
May	178	69	38.8%	109	61.2%	109	61.2%	0	0.0%	12	6.7%
June	61	21	34.4%	40	65.6%	37	60.7%	0	0.0%	2	3.3%
July	140	64	45.7%	76	54.3%	85	60.7%	1	0.7%	11	7.9%
August	142	60	42.3%	82	57.7%	86	60.6%	0	0.0%	11	7.7%
September	100	45	45.0%	55	55.0%	59	59.0%	2	2.0%	6	6.0%
October	158	66	41.8%	92	58.2%	91	57.6%	0	0.0%	8	5.1%
November	432	161	37.3%	271	62.7%	259	60.0%	0	0.0%	19	4.4%
December			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
January			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
February			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!

FYE	2020	White		African American		Hispanic		Asian		Other	
Month	Total WL	Total	%	Total	%	Total	%	Total	%	Total	%
April	67	31	46.3%	40	59.7%	1	1.5%	0	0.0%	1	1.5%
May	178	98	55.1%	90	50.6%	6	3.4%	0	0.0%	1	0.6%
June	61	37	60.7%	25	41.0%	5	8.2%	0	0.0%	4	6.6%
July	140	89	63.6%	65	46.4%	2	1.4%	0	0.0%	0	0.0%
August	142	63	44.4%	79	55.6%	12	8.5%	0	0.0%	1	0.7%
September	100	40	40.0%	51	51.0%	7	7.0%	0	0.0%	1	1.0%
October	158	78	49.4%	69	43.7%	2	1.3%	0	0.0%	1	0.6%
November	432	127	29.4%	292	67.6%	1	0.2%	1	0.2%	11	2.5%
December			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
January			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
February			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!

The waiting list for Family Sites sits at 120 applicant families. Overrepresented on the list are African-Americans, at 67.6 % (8.2% demographic in Knox County). And underrepresented on the waiting list are Hispanics at only 2.0% (5.9%). Outreach efforts will be made to ensure all populations are adequately served through KCHA programs. Targeting outreach including marketing and word-of-mouth will be used to reach those segments of the community being underserved.

24 CFR §960.202 requires that 40% of the families admitted to PH programs shall be extremely low-income families. For FYE 2020, Family Sites is at 88.2%.

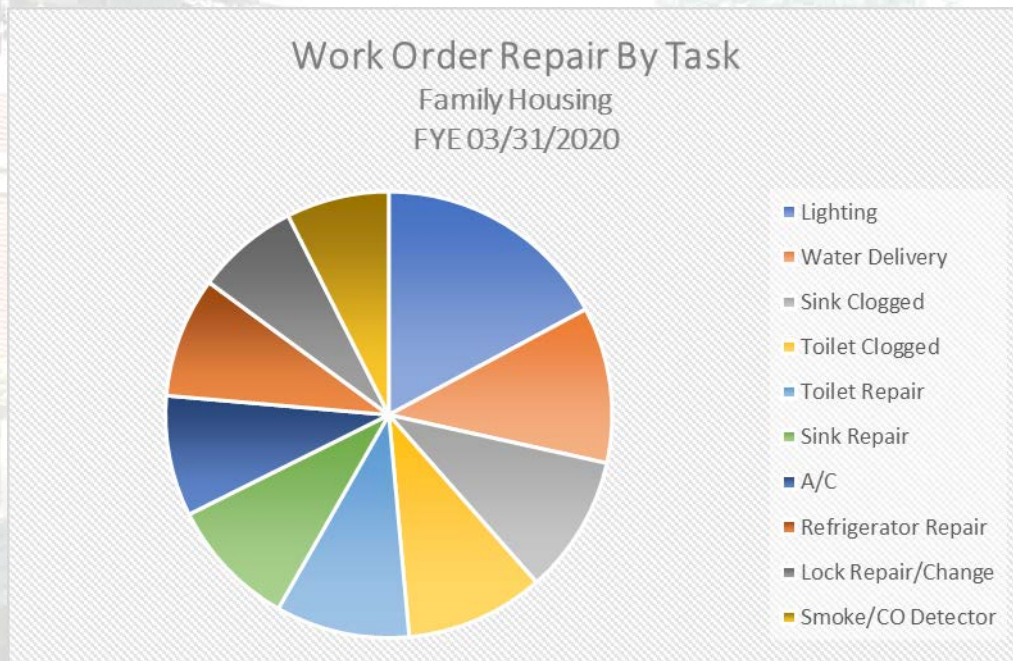
PUBLIC HOUSING PROGRAM

Facilities Maintenance

- Average unit turnaround time at the Family Sites is 19.26 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$32.40 per unit for the month, and \$404.83 for FYE 2020
- Average Maintenance Cost billed is \$8.47 per unit for the month, and \$89.49 for FYE 2020

The following table details the monthly work order flow for Family Sites for FYE 03/31/2020:

FAM	Emergency		Non-Emerg.		Total	Carpentry		Electrical		HVAC		Plumbing		General	
April	7	12.5%	49	87.5%	56	11	19.6%	9	16.1%	12	21.4%	19	33.9%	5	8.9%
May	5	8.3%	55	91.7%	60	9	15.0%	10	16.7%	16	26.7%	24	40.0%	1	1.7%
June	3	4.4%	65	95.6%	68	11	16.2%	10	14.7%	21	30.9%	25	36.8%	1	1.5%
July	8	11.9%	59	88.1%	67	12	17.9%	6	9.0%	14	20.9%	30	44.8%	5	7.5%
August	7	10.0%	63	90.0%	70	12	17.1%	19	27.1%	13	18.6%	25	35.7%	1	1.4%
September	4	7.1%	52	92.9%	56	12	21.4%	8	14.3%	12	21.4%	21	37.5%	3	5.4%
October	11	12.9%	74	87.1%	85	12	14.1%	16	18.8%	27	31.8%	28	32.9%	2	2.4%
November	10	16.9%	49	83.1%	59	13	22.0%	3	5.1%	18	30.5%	25	42.4%	0	0.0%
December		#DIV/0!		#DIV/0!			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
January		#DIV/0!		#DIV/0!			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
February		#DIV/0!		#DIV/0!			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March		#DIV/0!		#DIV/0!			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Total	55	10.6%	466	89.4%	521	92	17.7%	81	15.5%	133	25.5%	197	37.8%	18	3.5%



PUBLIC HOUSING PROGRAM

Public Safety

Here is a breakdown of criminal activity by month for FYE 03/31/2020:

Woodland Bend	Murder / Attempted		Sexual Crime / Attempt		Assault / Battery		Burglary / Theft / Robbery		Property Crime		Disturbance	
April		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
May		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
June		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
July		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
August		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
September		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
October	0	0.0%	0	0.0%	3	8.8%	0	0.0%	3	8.8%	28	82.4%
November	0	0.0%	0	0.0%	2	6.7%	2	6.7%	1	3.3%	25	83.3%
December		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
January		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
February		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Totals	0	0.0%	0	0.0%	5	7.8%	2	3.1%	4	6.3%	53	82.8%
Galesburg, IL	2	0.1%	28	1.2%	126	5.6%	1031	45.9%	1035	46.1%	24	1.1%

Cedar Creek Place	Murder / Attempted		Sexual Crime / Attempt		Assault / Battery		Burglary / Theft / Robbery		Property Crime		Disturbance	
April		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
May		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
June		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
July		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
August		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
September	0	0.0%	0	0.0%	2	25.0%	0	0.0%	3	37.5%	3	37.5%
October	0	0.0%	1	4.2%	1	4.2%	3	12.5%	5	20.8%	14	58.3%
November	0	0.0%	0	0.0%	5	16.7%	4	13.3%	4	13.3%	17	56.7%
December		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
January		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
February		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Totals	0	0.0%	1	1.6%	8	12.9%	7	11.3%	12	19.4%	34	54.8%
Galesburg, IL	2	0.1%	28	1.2%	126	5.6%	1031	45.9%	1035	46.1%	24	1.1%

As with Moon Towers, disturbance calls make up the majority of cases to the Family Sites. There is an uptick in violent crimes when compared to MT, which can be anticipated with a younger population.

PUBLIC HOUSING PROGRAM

Whispering Hollow	Murder / Attempted		Sexual Crime / Attempt		Assault / Battery		Burglary / Theft / Robbery		Property Crime		Disturbance	
April		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
May		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
June		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
July		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
August		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
September		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
October	0	0.0%	0	0.0%	3	33.3%	0	0.0%	0	0.0%	6	66.7%
November	0	0.0%	0	0.0%	4	21.1%	4	21.1%	1	5.3%	10	52.6%
December		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
January		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
February		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Totals	0	0.0%	0	0.0%	7	25.0%	4	14.3%	1	3.6%	16	57.1%
Galesburg, IL	2	0.1%	28	1.2%	126	5.6%	1031	45.9%	1035	46.1%	24	1.1%

Public Housing Assessment System (PHAS) Tracking

Here is the PHAS Dashboard for the Family Sites for November 2019:

PHAS Dashboard	Family Sites	Total Points Possible
Physical Assessment Subsystem (PASS)	35.9	40.0
Management Assessment Subsystem (MASS)	21.0	25.0
Financial Assessment Subsystem (FASS)	24.5	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	91.4	100.0

Based on property performance in the measured metrics, Family Sites is trending towards a designation of “**High Performer**” for FYE 03/31/2020.

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.

Business Activities

Dashboard for Blue Bell Tower for November 2019:

- Operating Statement (current period):

	Amount Pd.	Budget Pd.	Variance	Amount YTD	Budget YTD	Variance
Income	\$ 19,662.37	\$ 19,129.92	2.78%	\$ 141,499.98	\$ 133,909.44	5.67%
Expense	\$ 17,420.19	\$ 24,109.32	-27.74%	\$ 137,801.22	\$ 168,765.24	-18.35%
Profit/(Loss)	\$ 2,242.18	\$ (4,979.40)	145.03%	\$ 3,698.76	\$ (34,855.80)	110.61%

- Average rent collected for Bluebell Tower is \$284.82 per unit per month.
- 10 vacant unit days for a total vacancy loss of \$104.67 in *desired* rent, and a vacancy loss of \$113.33 in prior rent. Desired rent is the flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Tenant Accounts Receivable for Moon Towers:
 - \$1,136.98 outstanding tenant accounts
 - 0.63% to projected annual tenant revenue
- Results of quality control/program compliance:

Bluebell Tower	Files Reviwed	E/O Identified	E/O Resolved	% Compliant	Errors Identified
April-19					
May-19					
June-19					
July-19					
August-19					
September-19					
October-19	4	7	7	100.0%	Missing inspections; missing form.
November-19	5	12	12	100.0%	Incomplete interview sheets; verifications.
December-19					
January-20					
February-20					
March-20					
FYE 03/31/2020	9	19	19	100.0%	

PUBLIC HOUSING PROGRAM

Occupancy based on *days* leased at Bluebell Tower for **November, 2019:**

Unit Type	# of Units	Total # Unit-Days	Exempt Unit-Days	Adj. Unit Days Avail.	Vacant Unit-Days	Adj. Vacant Unit-Days	Adj. Occ. Unit-Days	Occ. %	Vac. %
1-BR	50	1500	0	1500	7	7	1493	99.5%	0.5%
2-BR	1	30	0	30	0	0	30	100.0%	0.0%
TOTAL	51	1530	0	1530	7	7	1523	99.5%	0.5%

Occupancy based on *months* leased at Bluebell Tower for **November, 2019:**

Unit Type	# of Units	Total # Unit-Mos	Exempt Unit-Mos	Adj. Unit Mos Avail.	Vacant Unit-Mos	Adj. Vacant Unit-Mos	Adj. Occ. Unit-Mos	Occ. %	Vac. %
1-BR	50	50	0	50	0	0	50	100.0%	0.0%
2-BR	1	1	0	1	0	0	1	100.0%	0.0%
TOTAL	51	51	0	51	0	0	51	100.0%	0.0%

Occupancy based on *days* leased at Bluebell Tower for **FYE 03/31/2020:**

Unit Type	# of Units	Total # Unit-Days	Exempt Unit-Days	Adj. Unit Days Avail.	Vacant Unit-Days	Adj. Vacant Unit-Days	Adj. Occ. Unit-Days	Occ. %	Vac. %
1-BR	50	12200	0	12200	88	88	12112	99.3%	0.7%
2-BR	1	244	0	244	0	0	244	100.0%	0.0%
TOTAL	51	12444	0	12444	88	88	12356	99.3%	0.7%

Occupancy based on *months* leased at Bluebell Tower for **FYE 03/31/2020:**

Unit Type	# of Units	Total # Unit-Mos	Exempt Unit-Mos	Adj. Unit Mos Avail.	Vacant Unit-Mos	Adj. Vacant Unit-Mos	Adj. Occ. Unit-Mos	Occ. %	Vac. %
1-BR	50	400	0	400	0	0	400	100.0%	0.0%
2-BR	1	8	0	8	0	0	8	100.0%	0.0%
TOTAL	51	408	0	408	0	0	408	100.0%	0.0%

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

Applicant Demographics

Here is a breakdown of applicant demographics by month for FYE 03/31/2020:

FYE	2020	Male		Female		Youth		Elderly		Disability	
Month	Total WL	Total	%	Total	%	Total	%	Total	%	Total	%
April	29	13	44.8%	16	55.2%	0	0.0%	3	10.3%	9	31.0%
May	28	13	46.4%	15	53.6%	0	0.0%	3	10.7%	10	35.7%
June	25	11	44.0%	14	56.0%	0	0.0%	4	16.0%	8	32.0%
July	28	13	46.4%	15	53.6%	0	0.0%	3	10.7%	8	28.6%
August	34	18	52.9%	16	47.1%	0	0.0%	3	8.8%	9	26.5%
September	36	18	50.0%	17	47.2%	0	0.0%	4	11.1%	10	27.8%
October	28	13	46.4%	15	53.6%	0	0.0%	4	14.3%	10	35.7%
November	28	13	46.4%	15	53.6%	0	0.0%	4	14.3%	10	35.7%
December			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
January			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
February			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!

FYE	2020	White		African American		Hispanic		Asian		Other	
Month	Total WL	Total	%	Total	%	Total	%	Total	%	Total	%
April	29	25	86.2%	3	10.3%	0	0.0%	0	0.0%	1	3.4%
May	28	22	78.6%	4	14.3%	0	0.0%	0	0.0%	2	7.1%
June	25	20	80.0%	4	16.0%	0	0.0%	0	0.0%	1	4.0%
July	28	23	82.1%	4	14.3%	0	0.0%	0	0.0%	1	3.6%
August	34	28	82.4%	6	17.6%	0	0.0%	0	0.0%	1	2.9%
September	36	27	75.0%	6	16.7%	0	0.0%	0	0.0%	0	0.0%
October	28	17	60.7%	8	28.6%	0	0.0%	0	0.0%	0	0.0%
November	28	17	60.7%	8	28.6%	0	0.0%	0	0.0%	3	10.7%
December			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
January			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
February			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!

The waiting list for Bluebell Tower sits at 28 applicants, and is fairly representative of the community the agency serves. Underrepresented on the waiting list are Hispanics, Asians, and Other Races at 0.0% (9.2% total demographic in Knox County). Outreach efforts will be made to ensure all populations are adequately served through KCHA programs. Targeting outreach including marketing and word-of-mouth will be used to reach those segments of the community being underserved.

24 CFR §960.202 requires that 40% of the families admitted to PH programs shall be extremely low-income families. For FYE 2020, Family Sites is at 57.1%.

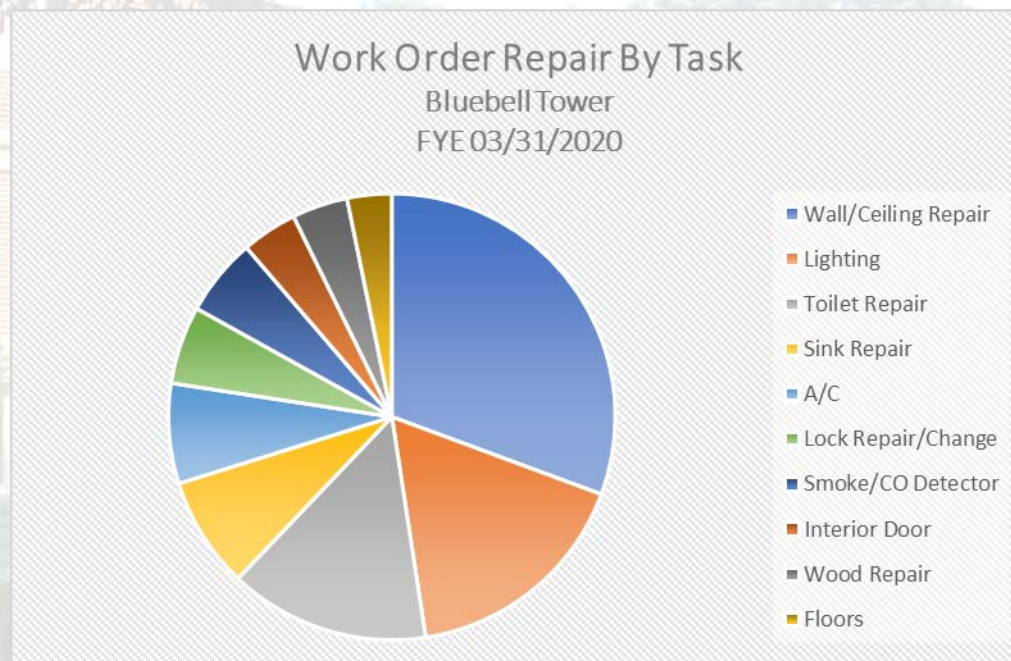
PUBLIC HOUSING PROGRAM

Facilities Maintenance

- Average unit turnaround time at Bluebell Tower is 24.33 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$42.52 per unit for the month, and \$206.31 for FYE 2020.
- Average Maintenance Cost billed is \$2.25 per unit for the month, and \$3.93 for FYE 2020.

The following table details the monthly work order flow for Family Sites for FYE 03/31/2020:

BB	Emergency		Non-Emerg.		Total	Carpentry		Electrical		HVAC		Plumbing		General	
April	0	0.0%	52	100.0%	52	23	44.2%	9	17.3%	5	9.6%	8	15.4%	7	13.5%
May	0	0.0%	20	100.0%	20	14	70.0%	0	0.0%	1	5.0%	4	20.0%	1	5.0%
June	0	0.0%	5	100.0%	5	1	20.0%	1	20.0%	1	20.0%	1	20.0%	1	20.0%
July	0	0.0%	16	100.0%	16	1	6.3%	5	31.3%	1	6.3%	9	56.3%	0	0.0%
August	0	0.0%	12	100.0%	12	5	41.7%	3	25.0%	1	8.3%	3	25.0%	0	0.0%
September	0	0.0%	29	100.0%	29	11	37.9%	8	27.6%	5	4.0%	4	13.8%	1	3.4%
October	0	0.0%	25	100.0%	25	4	16.0%	9	36.0%	4	16.0%	8	32.0%	0	0.0%
November	0	0.0%	23	100.0%	23	3	13.0%	6	26.1%	7	30.4%	7	30.4%	0	0.0%
December	#DIV/0!		#DIV/0!			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	
January	#DIV/0!		#DIV/0!			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	
February	#DIV/0!		#DIV/0!			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	
March	#DIV/0!		#DIV/0!			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	
Total	0	0.0%	182	100.0%	182	62	34.1%	41	22.5%	25	13.7%	44	24.2%	10	5.5%



PUBLIC HOUSING PROGRAM

Public Safety (UNDER CONSTRUCTION)

Here is a breakdown of criminal activity by month for FYE 03/31/2020:

Bluebell Tower	Murder / Attempted		Sexual Crime / Attempt		Assault / Battery		Burglary / Theft / Robbery		Property Crime		Disturbance	
April		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
May		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
June		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
July		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
August		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
September		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
October		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
November		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
December		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
January		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
February		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Totals	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Galesburg, IL	2	0.1%	28	1.2%	126	5.6%	1031	45.9%	1035	46.1%	24	1.1%

Crime trend information.

Public Housing Assessment System (PHAS) Tracking

Here is the PHAS Dashboard for the Blue Bell Tower for November 2019:

PHAS Dashboard	Blue Bell	Total Points Possible
Physical Assessment Subsystem (PASS)	39.92	40.0
Management Assessment Subsystem (MASS)	25.0	25.0
Financial Assessment Subsystem (FASS)	25.00	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	99.92	100.0

Based on property performance in the measured metrics, Bluebell Tower is trending towards a designation of “**High Performer**” for FYE 03/31/2020.

PUBLIC HOUSING PROGRAM

PUBLIC HOUSING PROGRAM OCCUPANCY

The Knox County Housing Authority strives for 100.0% occupancy. The threshold used to calculate PHAS scoring and subsidy calculations is 98.0%.

Below is a snapshot of PH program occupancy for **November 2019**.

Property Name	Total Unit Months	Exempt Units	Total # Adj. Units	Units Leased	Adj. Occ. Rate	Adj. Vac. Rate
Moon Towers	177	0	177	177	100.0%	0.0%
Family Sites	190	3	187	187	100.0%	0.0%
Blue Bell Tower	51	0	51	51	100.0%	0.0%
TOTAL PH Program	418	3	415	415	100.0%	0.0%

Below is a snapshot of PH program occupancy for **FYE 2020**.

Property Name	Total Unit Months	Exempt Units	Total # Adj. UM	UM Leased	Adj. Occ. Rate	Adj. Vac. Rate
Moon Towers	1416	0	1416	1410	99.6%	0.4%
Family Sites	1520	18	1502	1501	99.9%	0.1%
Blue Bell Tower	408	0	408	408	100.0%	0.0%
TOTAL PH Program	3344	18	3326	3319	99.8%	0.2%

PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS)

The following table represents the overall PHAS score for the Public Housing Program. The scores below reflect the composite scoring for each property (AMP) within the agency's public housing property portfolio. Each property carries different weighting on the overall score, based on unit count.

The weighting for each AMP is approximated below:

- Moon Towers: 42.3%
- Family Sites: 45.5%
- Blue Bell Tower: 12.2%

PHAS Dashboard	Composite Score	Total Points Possible
Physical Assessment Subsystem (PASS)	37.68	40.0
Management Assessment Subsystem (MASS)	22.33	25.0
Financial Assessment Subsystem (FASS)	25.00	25.0
Capital Fund Program Indicator	10.00	10.0
Overall Agency PHAS Score	95.01	100.0

For the FYE 03/31/2020, the PH Program is trending towards a PHAS rating of 95.36 which would qualify the agency as a **High Performer**.

HOUSING CHOICE VOUCHER PROGRAM

HOUSING CHOICE VOUCHER PROGRAM

Application/Waiting List Activity

	Application Waiting List	Applicants Purged	Intake/Briefing
January 2019	279	50	11
February 2019	266	0	6
March 2019	266	33	0
April 2019	251	25	19
May 2019	253	33	9
June 2019	263	0	0
July 2019	261	0	8
August 2019	268	25	10
September 2019	274	0	7
October 2019	267	0	19
November 2019	275	0	10
December 2019			

Voucher Activity

	Vouchers Issued	Vouchers Leased	Vouchers Ported	End of Participation
January 2019	4	196	11	3
February 2019	6	194	10	2
March 2019	5	192	10	2
April 2019	8	189	10	1
May 2019	15	190	10	2
June 2019	10	192	10	1
July 2019	10	191	10	7
August 2019	9	183	10	6
September 2019	4	179	10	4
October 2019	10	176	11	2
November 2019	15	183	15	3
December 2019				

HOUSING CHOICE VOUCHER PROGRAM

Housing Assistance Payment Statistics – Knox County Vouchers

CYE 12/31/2019	Vouchers Knox Co.	Knox Co. HAP	% to Total HAP	Avg. Voucher Expense	Admin Fees Earned	Admin Fees per Voucher
January	185	\$ 64,965.00	92.20%	\$ 351.16	\$ 10,113.42	\$ 54.67
February	184	\$ 63,314.00	90.89%	\$ 344.10	\$ 10,613.38	\$ 57.68
March	182	\$ 63,256.00	90.30%	\$ 347.56	\$ 9,608.17	\$ 52.79
April	179	\$ 62,516.00	90.83%	\$ 349.25	\$ 9,377.73	\$ 52.39
May	180	\$ 61,519.00	85.89%	\$ 341.77	\$ 9,027.32	\$ 50.15
June	182	\$ 64,151.00	88.28%	\$ 352.48	\$ 9,962.60	\$ 54.74
July	181	\$ 62,209.00	88.59%	\$ 343.70	\$ 12,233.35	\$ 67.59
August	173	\$ 57,865.00	77.81%	\$ 334.48	\$ 10,804.58	\$ 62.45
September	169	\$ 57,593.00	77.03%	\$ 340.79	\$ 10,932.74	\$ 64.69
October	165	\$ 56,991.00	77.97%	\$ 345.40	\$ 9,226.66	\$ 55.92
November	173	\$ 58,429.00	72.77%	\$ 337.74	\$ 9,509.15	\$ 54.97
December		\$ -	0.00%	#DIV/0!	\$ -	#DIV/0!
CYE 12/31/2019		\$ 672,808.00	77.03%	\$ 344.50	\$ 111,409.10	\$ 57.05

Voucher Portability Impact

CYE 12/31/2019	Vouchers Ported	Ported Voucher HAP	Avg, Port Expense	HAP Total	Port % to HAP
January	11	\$ 16,346.00	\$ 1,486.00	\$ 81,311.00	20.10%
February	10	\$ 13,968.00	\$ 1,396.80	\$ 77,282.00	18.07%
March	10	\$ 14,057.00	\$ 1,405.70	\$ 77,313.00	18.18%
April	10	\$ 12,900.00	\$ 1,290.00	\$ 75,416.00	17.11%
May	10	\$ 12,900.00	\$ 1,290.00	\$ 74,419.00	17.33%
June	10	\$ 12,210.00	\$ 1,221.00	\$ 76,361.00	15.99%
July	10	\$ 12,024.00	\$ 1,202.40	\$ 74,233.00	16.20%
August	10	\$ 12,244.00	\$ 1,224.40	\$ 70,109.00	17.46%
September	10	\$ 12,244.00	\$ 1,224.40	\$ 69,837.00	17.53%
October	11	\$ 14,060.00	\$ 1,278.18	\$ 71,051.00	19.79%
November	15	\$ 26,937.00	\$ 1,795.80	\$ 85,366.00	31.55%
December		\$ -	#DIV/0!	\$ -	#DIV/0!
CYE 12/31/2019	117	\$ 159,890.00	\$ 1,366.58	\$ 832,698.00	19.20%

HOUSING CHOICE VOUCHER PROGRAM

Voucher Utilization

CY 2019	YTD HAP Expenditure	HAP Budget Auth. (BA)	Over/Under HAP	Net-Restricted Position (NRP)	NRP + BA	Percent Utilization
January	\$ 81,311.00	\$ 73,118.17	\$ 8,192.83	\$ 9,204.08	\$ 82,322.25	98.77%
February	\$ 158,593.00	\$ 146,236.33	\$ 12,356.67	\$ 8,359.08	\$ 154,595.41	102.59%
March	\$ 235,906.00	\$ 219,354.50	\$ 16,551.50	\$ 5,891.08	\$ 225,245.58	104.73%
April	\$ 311,322.00	\$ 292,472.67	\$ 18,849.33	\$ 3,155.18	\$ 295,627.85	105.31%
May	\$ 385,741.00	\$ 365,590.83	\$ 20,150.17	\$ 7,689.18	\$ 373,280.01	103.34%
June	\$ 462,102.00	\$ 438,709.00	\$ 23,393.00	\$ (1,269.82)	\$ 437,439.18	105.64%
July	\$ 536,335.00	\$ 511,827.17	\$ 24,507.83	\$ 4,595.00	\$ 516,422.17	103.86%
August	\$ 606,444.00	\$ 584,945.33	\$ 21,498.67	\$ 14,885.00	\$ 599,830.33	101.10%
September	\$ 676,281.00	\$ 658,063.50	\$ 18,217.50	\$ 22,680.00	\$ 680,743.50	99.34%
October	\$ 747,332.00	\$ 731,181.67	\$ 16,150.33	\$ 27,549.00	\$ 758,730.67	98.50%
November	\$ 832,698.00	\$ 804,299.83	\$ 28,398.17	\$ 18,108.00	\$ 822,407.83	101.25%
December	\$ -	\$ 877,418.00	\$ -	\$ -	\$ 877,418.00	100.00%

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.

As it currently stands, the agency is trending to achieve the 98% utilization for calendar year 2020. A spike in portability billing has led to a decrease in net restricted position (NRP) under the previous month.

AFFORDABLE HOUSING PRESERVATION (A.H.P.)

AFFORDABLE HOUSING PRESERVATION (A.H.P.)

PRAIRIELAND TOWNHOUSE APARTMENTS

Business Activities

Key Financial Data for Prairieland Townhouse Apartments for November 2019:

- Average rent collected for Prairieland Townhouses is \$423.75 per unit per month.
- Vacancy loss - \$911.00 (60 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$11,898.00
 - \$10,663.00 in dwelling rent
 - \$1,235.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for November 2019 – \$4,022.44
- Net cash flow YTD 2019 – \$38,420.02
- Replacement Reserve Balance - \$140,555.00
- Residual Receipt Reserve Balance - \$54,515.00

Occupancy

Occupancy based on *days* leased at Prairieland Townhouse Apartments for **November, 2019:**

Unit Type	# of Units	Total # Unit-Days	Exempt Unit-Days	Adj. Unit Days Avail.	Vacant Unit-Days	Adj. Vacant Unit-Days	Adj. Occ. Unit-Days	Occ. %	Vac. %
1-BR	10	300	0	300	0	0	300	100.0%	0.0%
2-BR	45	1350	0	1350	60	60	1290	95.6%	4.4%
3-BR	10	300	0	300	0	0	300	100.0%	0.0%
TOTAL	65	1950	0	1950	60	60	1890	96.9%	3.1%

Facilities/Maintenance (UNDER CONSTRUCTION)

- Prairieland Townhouse Apartments had 28 work order requests for November 2019.
- Total inspections completed for the month was 10 – 8 annuals, 1 move-in, and 1 move-out.

AFFORDABLE HOUSING PRESERVATION (A.H.P.)

Public Safety

Here is a breakdown of criminal activity by month for FYE 03/31/2020:

Prairieland Townhouses	Murder / Attempted		Sexual Crime / Attempt		Assault / Battery		Burglary / Theft / Robbery		Property Crime		Disturbance	
April		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
May		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
June		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
July		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
August		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
September	0	0.0%	0	0.0%	1	50.0%	0	0.0%	1	50.0%	0	0.0%
October	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	4	100.0%
November	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%	0	0.0%
December		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
January		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
February		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Totals	0	0.0%	0	0.0%	1	14.3%	0	0.0%	2	28.6%	4	57.1%
Galesburg, IL	2	0.1%	28	1.2%	126	5.6%	1031	45.9%	1035	46.1%	24	1.1%

AFFORDABLE HOUSING PRESERVATION (A.H.P.)

BRENTWOOD MANOR

Business Activities

- Average rent collected for Prairieland Townhouses is \$425.26 per unit per month.
- Vacancy loss - \$1,741.00 (120 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$15,135.00
 - \$9,106.86 in dwelling rent
 - \$4,987.00 in retro-rent repayment agreements
 - \$962.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for November 2019 – \$1,052.45
- Net cash flow YTD 2019 – \$61,720.11
- Cash Reserve Position – \$218,462.00

Occupancy

Occupancy based on *days* leased at Brentwood Manor for **November, 2019**:

Unit Type	# of Units	Total # Unit-Days	Exempt Unit-Days	Adj. Unit Days Avail.	Vacant Unit-Days	Adj. Vacant Unit-Days	Adj. Occ. Unit-Days	Occ. %	Vac. %
1-BR	16	480	0	480	25	25	455	94.8%	5.2%
2-BR	40	1200	0	1200	95	95	1105	92.1%	7.9%
3-BR	16	480	0	480	0	0	480	100.0%	0.0%
TOTAL	72	2160	0	2160	120	120	2040	94.4%	5.6%

Facilities/Maintenance (UNDER CONSTRUCTION)

- Brentwood Manor had 40 work order requests for November 2019.
- Total inspections completed for the month was 11 – 7 annuals, 1 move-in, 2 move-out, and 2 special inspections
- Preventive maintenance included furnace checks, smoke detector checks, and CO detector checks. In total, 33 faulty detectors were discovered and repaired/replaced.

AFFORDABLE HOUSING PRESERVATION (A.H.P.)

Public Safety

Here is a breakdown of criminal activity by month for FYE 03/31/2020:

Brentwood Manor	Murder / Attempted		Sexual Crime / Attempt		Assault / Battery		Burglary / Theft / Robbery		Property Crime		Disturbance	
April		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
May		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
June		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
July		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
August		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
September		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
October	0	0.0%	0	0.0%	0	0.0%	2	66.7%	0	0.0%	1	33.3%
November	0	0.0%	0	0.0%	3	42.9%	1	14.3%	0	0.0%	3	42.9%
December		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
January		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
February		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
March		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!
Totals	0	0.0%	0	0.0%	3	30.0%	3	30.0%	0	0.0%	4	40.0%
Galesburg, IL	2	0.1%	28	1.2%	126	5.6%	1031	45.9%	1035	46.1%	24	1.1%

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.

