

# board agenda



Knox County Housing Authority  
**Regular Meeting of the Board of Commissioners**  
**Moon Towers Conference Room**  
1/28/2020  
10:00 a.m.

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<b>Opening</b>	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve Previous Meeting Minutes	Chairperson Payton
<input type="checkbox"/> Jared Hawkinson	Review/Ratify 12-2019 Financial Reports	Chairperson Payton
<input type="checkbox"/> Lomac Payton	Review/Ratify 12-2019 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Joseph Riley	COCC:	\$ 44,677.35
<input type="checkbox"/> Sara Robison	Moon Towers:	\$ 59,216.31
<input type="checkbox"/> Paula Sanford	Family:	\$ 85,125.29
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 17,616.69
<u>Excused:</u>	HCV:	\$ 85,617.32
	Brentwood:	\$ 57,174.18
<u>Others Present:</u>	Prairieland:	\$ 25,581.55
	Capital Fund 2018:	\$ 0.00
	Capital Fund 2019:	\$ 0.00

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<b>Old Business</b>	None	
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<b>New Business</b>	Review/Approve Application for Payment 16 FINAL from Hein Construction for 504 Modifications Project – Phase II	Derek Antoine
	Review/Approve Application for Payment 3 FINAL from Hein Construction for Siding Replacement – Brentwood Manor	Derek Antoine
	Review/Approve Resolution 2020-01 Bad Debt Charge-Off for Period Ending 12/31/19	Derek Antoine

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<b>Reports</b>	Executive Director’s Report – 01-2020	Derek Antoine
	KCHA Legal Counsel Report – 01-2020	Jack Ball

# board agenda

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**Other Business**

Discussion of Executive Director Appraisal  
Process

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**Adjournment**

**MINUTES OF THE MONTHLY MEETING  
OF THE BOARD OF COMMISSIONERS  
OF THE KNOX COUNTY HOUSING AUTHORITY  
January 2, 2020**

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:           Wayne Allen  
                  Jared Hawkinson  
                  Lomac Payton  
                  Sara Robison  
                  Paula Sanford

EXCUSED:           Joseph Riley  
                  Paul H. Stewart

ABSENT:

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

Chairperson Payton called the meeting to order at 10:00 a.m. and then asked Vice-Chairperson Hawkinson to chair the meeting.

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

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

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

Motion Carried, 5-0.

November 2019 claims against the HA Administration in the sum of \$404,679.66; Central Office Cost Center in the sum of \$46,419.98; Moon Towers in the sum of \$59,090.97; Family in the sum of \$80,179.61; Bluebell in the sum of \$17,443.17; Housing Choice Voucher Program in the sum of \$97,058.05; Brentwood (A.H.P.) in the sum of \$31,004.12; Prairieland (A.H.P.) in the sum of \$23,850.56; Capital Fund '18 in the sum of \$49,633.20; and Capital Fund '19 in the sum of \$0.00 were presented for approval. Commissioner Allen made a motion to ratify the claims and bills for November 2019; Commissioner Payton seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Hawkinson - aye  
Commissioner Payton - 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 15 from Hein Construction for 504 Modification Project - Phase 2 at Family Sites. Mr. Antoine and Ms. Lefler gave a construction progress update. Alliance Architecture has reviewed and signed approval for Pay Request 15. The project is substantially completed and this payment will reduce the retainage to 5%; the next payment will be the last payment for this project. After brief discussion, Commissioner Sanford made a motion to approve Application for Payment 15 from Hein Construction for 504 Modification Project - Phase 2 at Family Sites in the amount of \$233,867.42; Commissioner Allen seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

Mr. Antoine asked the Board to review and approve Change Order 7 from Hein Construction for 504 Modification Project-Phase 2 at Family Sites. Mr. Antoine and Ms. Lefler referred to the change order memo and provided details about change order 7. This change order deducts \$1,835.24 from the contract and adds 89 contract days for the hearing and visual units and the 5-bedroom building. Alliance Architecture has reviewed and signed approval for this change order. After brief discussion, Commissioner Sanford made a motion to approve Change Order 7 from Hein Construction for 504 Modification Project-Phase 2 at Family Sites in the deducted amount of \$1,835.24 and addition of 89 contract days; Commissioner Allen seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

Mr. Antoine asked the Board to review and approve Application for Payment 2 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 2. After brief discussion, Commissioner Allen made a motion to approve Application for Payment 2 from Hein Construction for Siding Replacement - Brentwood Manor in the amount of \$42,933.50; Commissioner Sanford seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

Mr. Antoine asked the Board to review and approve Resolution 2019-14 for Adoption of Agency Policy Revisions. Mr. Antoine referenced the resolution and related policy and lease documents. The list of updated documents can be found in the resolution. He reported that the revisions are being made to reflect new regulations and guidance from HUD as well as addressing changes in the way the agency conducts its operations. He said that the documents had been posted and one comment had been received. After brief discussion, Commissioner Sanford made a motion to approve Resolution 2019-14 for Adoption of Agency Policy Revisions; Commissioner Payton seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

Mr. Antoine asked the Board to review and approve Resolution 2019-15 for Adoption of the Agency Annual and 5-Year Plan Submission. Mr. Antoine reported that the annual plan is for the period 04/01/2020 through 03/31/2021 and the five-year plan is for FYE 2021 - FYE 2025 and referenced the resolution information provided in the board packet. After brief discussion, Commissioner Allen made a motion to approve Resolution 2019-15 Adoption of the Agency Annual and 5-Year Plan Submission; Commissioner Payton seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Hawkinson - aye  
Commissioner Payton - 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.

There was no legal counsel report presented at the meeting.

## **OTHER BUSINESS**

Commissioner Sanford asked about communicating information to tenants about the legalization of marijuana in Illinois effective 01/01/2020. Mr. Antoine stated that a letter will be distributed in early January that outlines agency policy regarding marijuana usage.

## **ADJOURNMENT**

Commissioner Payton made a motion to adjourn the meeting at 10:48 a.m.; Commissioner Allen seconded. Roll call was taken as follows:

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

Commissioner Sanford - aye  
Motion Carried, 5-0.

Respectfully submitted,

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Secretary

**MINUTES OF THE MONTHLY MEETING  
OF THE FINANCE COMMITTEE  
OF THE KNOX COUNTY HOUSING AUTHORITY**

**January 22, 2020**

**ROLL CALL – 10:45 am**

The January 22<sup>nd</sup>, 2020 finance committee meeting was held via conference call and called into order by Mr. Lofing.

**ATTENDANCE – 10:46 am**

KCHA Commissioners:

Present: Sara Robison and Joseph Riley  
Excused: Wayne Allen

Housing Authority Members:

Present: Lee Lofing  
Excused: Derek Antoine

**FINANCIAL REPORT – 10:47 am**

The first item on the agenda for the January 22<sup>nd</sup>, 2020 finance committee meeting was to review December 2019 Financials for the following programs: COCC, Moon Towers, Family Sites, Bluebell, HCV, Brentwood, and Prairieland along with the notes provided for each program.

**OTHER BUSINESS – 11:19 am**

There was no other business to review.

**ADJOURN – 11:20 am**

Respectfully submitted,



Finance Coordinator, KCHA

## COCC

	<u>December-19</u>	<u>Current YTD</u>
Operating Income	\$51,842.11	\$524,190.88
Operating Expenses	\$44,635.62	\$402,815.06
<b>Net Revenue Income/(Loss)</b>	<b>\$7,206.49</b>	<b>\$121,375.82</b>

### Discussion:

COCC's revenue increased by the following for December. **\$7,206.49**

\$51,785.96 of COCC's income comes from these monthly fee revenues: management fees, bookkeeping fees, and asset management fees.

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

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

**COCC's Cash, Investments, A/R, & A/P \$1,224,164.20**

## MOON TOWERS

	<u>December-19</u>	<u>Current YTD</u>
Operating Income	\$69,931.13	\$657,055.99
Operating Expenses	\$59,216.31	\$568,964.04
<b>Net Revenue Income/(Loss)</b>	<b>\$10,714.82</b>	<b>\$88,091.95</b>

### Discussion:

Moon's revenue increased by the following for the month: **\$10,714.82**

Moon Towers received \$34,095 from HUD for operations. The rest coming from tenant revenue, interest, and income from other Amps.

Besides having to buy ice melt due to the ice and snow, there was nothing out of the ordinary for Moon Towers expenses in the month of December.

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

**Moon Towers' Cash, Investments, A/R, & A/P \$550,093.40**

**Minimum Reserve Position \$252,872.91**

**Over/(Under) minimum reserve position \$297,220.49**

## FAMILY SITES

	<u>December-19</u>	<u>Current YTD</u>
Operating Income	\$87,578.38	\$778,947.54
Operating Expenses	\$85,125.29	\$799,121.71
<b>Net Revenue Income/(Loss)</b>	<b>\$2,453.09</b>	<b>(\$20,174.17)</b>

### Discussion:

Family's revenue increased by the following for the month: **\$2,453.09**

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

There was nothing out of the ordinary for Family Sites expenses in the month of December.

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

**Family's Cash, Investments, A/R, & A/P \$323,535.69**

**Minimum Reserve Position \$355,165.20**

**Over/(Under) minimum reserve position (\$31,629.51)**

## BLUEBELL

	<u>December-19</u>	<u>Current YTD</u>
Operating Income	\$19,303.86	\$180,849.34
Operating Expenses	\$17,616.69	\$172,861.09
<b>Net Revenue Income/(Loss)</b>	<b>\$1,687.17</b>	<b>\$7,988.25</b>

### Discussion:

Bluebell's revenue increased by the following for the month: **\$1,687.17**

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

Besides having to replace a blower motor, Bluebell expenses were normal for the month of December.

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

**Bluebell's Cash, Investments, A/R, & A/P \$100,403.60**

**Minimum Reserve Position \$76,827.15**

**Over/(Under) minimum reserve position \$23,576.45**



**BRENTWOOD**

	<u>December-19</u>	<u>Current YTD</u>
Operating Income	\$32,942.42	\$298,471.05
Operating Expenses	\$57,174.18	\$260,982.70
<b>Net Revenue Income/(Loss)</b>	<b>(\$24,231.76)</b>	<b>\$37,488.35</b>

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

**Brentwood's Cash, Investments, A/R, & A/P \$137,205.68**

Discussion:

Brentwood's revenue decreased by the following for the month: **(\$24,231.76)**

Brentwood's tenant revenue totaled \$30,864 for the month, and the rest of the revenue comes from interest income and other income.

Brentwood major purchases for the month were 3 refridgerators, 3 stoves, and the first siding payment.

**PRAIRIELAND**

	<u>December-19</u>	<u>Current YTD</u>
Operating Income	\$28,794.59	\$255,806.65
Operating Expenses	\$25,581.55	\$214,174.19
<b>Net Revenue Income/(Loss)</b>	<b>\$3,213.04</b>	<b>\$41,632.46</b>

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

**PrairieLand's Cash, Investments, A/R, & A/P \$68,944.63**  
*Restricted - Security Deposits (\$445.00)*  
*Restricted - Replacement Reserve (\$142,393.67)*  
*Restricted - Residual Receipts (\$54,518.35)*  
**PL's Total Cash (\$128,412.39)**

Discussion:

PrairieLand's revenue increased by the following for the month: **\$3,213.04**

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

Other than purchasing 2 stoves and 2 refirdgerators, Prarieland's expenses were normal for th emonth of December.

*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**

**ADMIINISTRATIVE**

	<u>December-19</u>	<u>Current YTD</u>
Operating Income	\$11,089.34	\$92,180.47
Operating Expenses	\$11,947.22	\$106,860.20
<b>Net Revenue Income/(Loss)</b>	<b>(\$857.88)</b>	<b>(\$14,679.73)</b>

Discussion:

The Voucher Program (HCV) received \$10,672.00 from HUD for administative expenses which ended up showing a deficit of \$857.88 for the month.

*Deficit covered by the UNP.*

<b>Unrestricted Net Position (UNP)</b>	<b>\$95,323.03</b>	<i>11/30/2019 Balance</i>
Investment in Fixed Assets	<i>\$0.00</i>	
Monthly VMS Net Revenue Income/(Loss)	<i>(\$857.88)</i>	
	<i>\$0.00</i>	<i>Transfer to NRP or Adjustment</i>
<b>UNP Ending Balance</b>	<b>\$94,465.15</b>	<b>For Admin Expenses and HAP (if needed)</b>

**HAP**

	<u>Dec-19</u>	<u>Current YTD</u>
Operating Income	\$76,069.00	\$685,949.00
Operating Expenses	\$73,670.10	\$670,119.50
<b>Net Revenue Income/(Loss)</b>	<b>\$2,398.90</b>	<b>\$15,829.50</b>

Discussion:

The Voucher Program (HCV) received \$76,069.00 from HUD for HAP expenses which the program underspent by \$2,398.90 for the month.

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

<b>Net Restricted Position (NRP)</b>	<b>\$14,955.00</b>	<i>11/30/2019 Balance</i>
	<i>\$0.00</i>	<i>Transfer from UNP or Adjustment</i>
Monthly VMS Net Revenue - Income/(Loss)	<i>\$2,652.00</i>	
<b>NRP Ending Balance for HAP</b>	<b>\$17,607.00</b>	<b>For HAP Expenses (Only)</b>

**Knox County Housing Authority**  
**BOARD - COCC CASH FLOW STATEMENT**  
**December 31, 2019**

COCC - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
<b>OPERATING INCOME</b>						
Total Operating Income	51,842.11	56,930.00	-5,087.89	524,190.88	683,160.00	-23.27
<b>TOTAL OPERATING INCOME</b>	<b>51,842.11</b>	<b>56,930.00</b>	<b>-5,087.89</b>	<b>524,190.88</b>	<b>683,160.00</b>	<b>-23.27</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	42,782.73	42,691.68	91.05	388,534.07	512,300.00	-24.16
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	
Total Utilities Expenses	377.39	466.67	-89.28	2,552.12	5,600.00	-54.43
Total Maintenance Expenses	136.46	483.31	-346.85	1,656.51	5,800.00	-71.44
General Expense	1,339.04	1,344.67	-5.63	10,072.36	16,136.00	-37.58
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>44,635.62</b>	<b>44,986.33</b>	<b>-350.71</b>	<b>402,815.06</b>	<b>539,836.00</b>	<b>-25.38</b>
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	
<b>TOTAL OPERATING EXPENSES</b>	<b>44,635.62</b>	<b>52,716.66</b>	<b>-8,081.04</b>	<b>402,815.06</b>	<b>632,600.00</b>	<b>-36.32</b>
<b>NET REVENUE/-EXPENSE PROFIT/-LOSS</b>	<b>7,206.49</b>	<b>4,213.34</b>	<b>2,993.15</b>	<b>121,375.82</b>	<b>50,560.00</b>	<b>140.06</b>
<b>Total Depreciation Expense</b>						
Total Depreciation Expense	53.00	53.00	0.00	477.00	636.00	-25.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>7,153.49</b>	<b>4,160.34</b>	<b>2,993.15</b>	<b>120,898.82</b>	<b>49,924.00</b>	<b>142.17</b>

**Knox County Housing Authority**  
**BOARD - AMP001 CASH FLOW STATEMENT**  
**December 31, 2019**

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
<b>OPERATING INCOME</b>						
Total Operating Income	69,931.13	65,790.60	4,140.53	657,055.99	789,487.00	-16.77
<b>TOTAL OPERATING INCOME</b>	<b>69,931.13</b>	<b>65,790.60</b>	<b>4,140.53</b>	<b>657,055.99</b>	<b>789,487.00</b>	<b>-16.77</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	24,969.49	25,909.99	-940.50	232,088.29	310,920.00	-25.35
Total Tenant Services	124.34	41.67	82.67	586.23	500.00	17.25
Total Utilities Expenses	8,917.58	7,916.67	1,000.91	52,186.92	95,000.00	-45.07
Total Maintenance Expenses	19,512.80	22,902.12	-3,389.32	224,051.89	274,825.00	-18.47
General Expense	5,692.10	5,938.26	-246.16	60,050.71	71,259.00	-15.73
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>59,216.31</b>	<b>62,708.71</b>	<b>-3,492.40</b>	<b>568,964.04</b>	<b>752,504.00</b>	<b>-24.39</b>
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	
<b>TOTAL OPERATING EXPENSES</b>	<b>59,216.31</b>	<b>36,490.63</b>	<b>22,725.68</b>	<b>568,964.04</b>	<b>437,887.00</b>	<b>29.93</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>10,714.82</b>	<b>29,299.97</b>	<b>-18,585.15</b>	<b>88,091.95</b>	<b>351,600.00</b>	<b>-74.95</b>
<b>Total Depreciation Expense</b>						
Total Depreciation Expense	29,300.00	29,300.00	0.00	263,700.00	351,600.00	-25.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-18,585.18</b>	<b>-0.03</b>	<b>-18,585.15</b>	<b>-175,608.05</b>	<b>0.00</b>	

**Knox County Housing Authority**  
**BOARD - AMP002 CASH FLOW STATEMENT**  
**December 31, 2019**

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
<b>OPERATING INCOME</b>						
Total Operating Income	87,578.38	76,000.16	11,578.22	778,947.54	912,002.00	-14.59
<b>TOTAL OPERATING INCOME</b>	<b>87,578.38</b>	<b>76,000.16</b>	<b>11,578.22</b>	<b>778,947.54</b>	<b>912,002.00</b>	<b>-14.59</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	30,963.87	32,637.60	-1,673.73	296,610.07	391,651.00	-24.27
Total Tenant Services	0.00	740.00	-740.00	334.98	8,880.00	-96.23
Total Utilities Expenses	2,448.11	1,709.17	738.94	17,501.92	20,510.00	-14.67
Total Maintenance Expenses	44,419.24	39,027.47	5,391.77	427,985.44	468,330.00	-8.61
General Expense	7,294.07	7,317.58	-23.51	56,689.30	87,811.00	-35.44
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>85,125.29</b>	<b>81,431.82</b>	<b>3,693.47</b>	<b>799,121.71</b>	<b>977,182.00</b>	<b>-18.22</b>
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	
<b>TOTAL OPERATING EXPENSES</b>	<b>85,125.29</b>	<b>40,500.15</b>	<b>44,625.14</b>	<b>799,121.71</b>	<b>486,002.00</b>	<b>64.43</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>2,453.09</b>	<b>35,500.01</b>	<b>-33,046.92</b>	<b>-20,174.17</b>	<b>426,000.00</b>	<b>-104.74</b>
<b>Total Depreciation Expense</b>						
Total Depreciation Expense	33,500.00	35,500.00	-2,000.00	301,500.00	426,000.00	-29.23
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-31,046.91</b>	<b>0.01</b>	<b>-31,046.92</b>	<b>-321,674.17</b>	<b>0.00</b>	

**Knox County Housing Authority**  
**BOARD - AMP003 CASH FLOW STATEMENT**  
**December 31, 2019**

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
<b>OPERATING INCOME</b>						
Total Operating Income	19,303.86	19,129.92	173.94	180,849.34	229,559.00	-21.22
<b>TOTAL OPERATING INCOME</b>	<b>19,303.86</b>	<b>19,129.92</b>	<b>173.94</b>	<b>180,849.34</b>	<b>229,559.00</b>	<b>-21.22</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	5,962.21	10,921.01	-4,958.80	64,185.93	131,052.00	-51.02
Total Tenant Services	0.00	20.83	-20.83	28.25	250.00	-88.70
Total Utilities Expenses	2,690.29	2,224.99	465.30	15,491.97	26,700.00	-41.98
Total Maintenance Expenses	6,301.08	7,647.91	-1,346.83	67,173.21	91,775.00	-26.81
General Expense	2,663.11	3,294.58	-631.47	25,981.73	39,535.00	-34.28
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>17,616.69</b>	<b>24,109.32</b>	<b>-6,492.63</b>	<b>172,861.09</b>	<b>289,312.00</b>	<b>-40.25</b>
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	
<b>TOTAL OPERATING EXPENSES</b>	<b>17,616.69</b>	<b>24,109.32</b>	<b>-6,492.63</b>	<b>172,861.09</b>	<b>289,312.00</b>	<b>-40.25</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>1,687.17</b>	<b>-4,979.40</b>	<b>6,666.57</b>	<b>7,988.25</b>	<b>-59,753.00</b>	<b>-113.37</b>
<b>Total Depreciation Expense</b>						
Total Depreciation Expense	14,010.00	14,010.00	0.00	126,090.00	168,120.00	-25.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-12,322.83</b>	<b>-18,989.40</b>	<b>6,666.57</b>	<b>-118,101.75</b>	<b>-227,873.00</b>	<b>-48.17</b>

**Knox County Housing Authority**  
**BOARD - LOW RENT CASH FLOW STATEMENT**  
**December 31, 2019**

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
<b>OPERATING INCOME</b>						
Total Operating Income	228,655.48	217,850.68	10,804.80	2,141,043.75	2,614,208.00	-18.10
<b>TOTAL OPERATING INCOME</b>	<b>228,655.48</b>	<b>217,850.68</b>	<b>10,804.80</b>	<b>2,141,043.75</b>	<b>2,614,208.00</b>	<b>-18.10</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	104,678.30	112,160.28	-7,481.98	981,418.36	1,345,923.00	-27.08
Total Tenant Services	124.34	802.50	-678.16	949.46	9,630.00	-90.14
Total Utilities Expenses	14,433.37	12,317.50	2,115.87	87,732.93	147,810.00	-40.64
Total Maintenance Expenses	70,369.58	70,060.81	308.77	720,867.05	840,730.00	-14.26
General Expense	16,988.32	17,895.09	-906.77	152,794.10	214,741.00	-28.85
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>206,593.91</b>	<b>213,236.18</b>	<b>-6,642.27</b>	<b>1,943,761.90</b>	<b>2,558,834.00</b>	<b>-24.04</b>
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	
<b>TOTAL OPERATING EXPENSES</b>	<b>206,593.91</b>	<b>153,816.76</b>	<b>52,777.15</b>	<b>1,943,761.90</b>	<b>1,845,801.00</b>	<b>5.31</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>22,061.57</b>	<b>64,033.92</b>	<b>-41,972.35</b>	<b>197,281.85</b>	<b>768,407.00</b>	<b>-74.33</b>
<b>Total Depreciation Expense</b>						
Total Depreciation Expense	76,863.00	78,863.00	-2,000.00	691,767.00	946,356.00	-26.90
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-54,801.43</b>	<b>-14,829.08</b>	<b>-39,972.35</b>	<b>-494,485.15</b>	<b>-177,949.00</b>	<b>177.88</b>

**Knox County Housing Authority  
BOARD - HCV CASH FLOW STATEMENT  
December 31, 2019**

	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
<b>HCV - OPERATING STATEMENT</b>						
<b>ADMIN OPERATING INCOME</b>						
Total Admin Operating Income	10,984.34	10,526.58	457.76	96,433.47	126,319.00	-23.66
<b>TOTAL ADMIN OPERATING INCOME</b>	<b>10,984.34</b>	<b>10,526.58</b>	<b>457.76</b>	<b>96,433.47</b>	<b>126,319.00</b>	<b>-23.66</b>
<b>OPERATING EXPENSES</b>						
Total Admin Expenses	7,589.64	9,104.17	-1,514.53	67,462.69	109,250.00	-38.25
Total Fees Expenses	3,568.50	3,758.00	-189.50	32,526.00	45,096.00	-27.87
Total General Expenses	789.08	733.75	55.33	6,871.51	8,805.00	-21.96
<b>TOTAL OPERATING EXPENSES</b>	<b>11,947.22</b>	<b>13,595.92</b>	<b>-1,648.70</b>	<b>106,860.20</b>	<b>163,151.00</b>	<b>-34.50</b>
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	
<b>TOTAL EXPENSES</b>	<b>11,947.22</b>	<b>13,595.92</b>	<b>-1,648.70</b>	<b>106,860.20</b>	<b>163,151.00</b>	<b>-34.50</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>-962.88</b>	<b>-3,069.34</b>	<b>2,106.46</b>	<b>-10,426.73</b>	<b>-36,832.00</b>	<b>-71.69</b>
Total Depreciation Expense	0.00	0.00	0.00	0.00	0.00	
<b>NET REVENUE w/Deprecitation PROFIT/-LOSS</b>	<b>-962.88</b>	<b>-3,069.34</b>	<b>2,106.46</b>	<b>-10,426.73</b>	<b>-36,832.00</b>	<b>-71.69</b>

**HAP - OPERATING STATEMENT**

<b>HAP INCOME</b>						
Total Income	75,841.00	69,549.67	6,291.33	685,629.00	834,596.00	-17.85
<b>TOTAL HAP INCOME</b>	<b>75,841.00</b>	<b>69,549.67</b>	<b>6,291.33</b>	<b>685,629.00</b>	<b>834,596.00</b>	<b>-17.85</b>
<b>HAP EXPENSES</b>						
Total HAP Expenses	73,639.00	72,083.34	1,555.66	670,230.00	865,000.00	-22.52
Total General HAP Expenses	31.10	-41.67	72.77	-110.50	-500.00	-77.90
<b>TOTAL HAP EXPENSES</b>	<b>73,670.10</b>	<b>72,041.67</b>	<b>1,628.43</b>	<b>670,119.50</b>	<b>864,500.00</b>	<b>-22.48</b>
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	
<b>REMAINING HAP from RESERVE +/-LOSS</b>	<b>2,170.90</b>	<b>-2,492.00</b>	<b>4,662.90</b>	<b>15,509.50</b>	<b>-29,904.00</b>	<b>-151.86</b>

**Knox County Housing Authority**  
**BOARD - BRENTWOOD CASH FLOW STATEMENT**  
**December 31, 2019**

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
<b>OPERATING INCOME</b>						
Total Operating Income	32,942.42	32,642.76	299.66	298,471.05	391,713.00	-23.80
<b>TOTAL OPERATING INCOME</b>	<b>32,942.42</b>	<b>32,642.76</b>	<b>299.66</b>	<b>298,471.05</b>	<b>391,713.00</b>	<b>-23.80</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	3,604.27	4,731.01	-1,126.74	33,319.60	56,772.00	-41.31
Total Fee Expenses	5,500.03	6,048.00	-547.97	51,798.79	72,576.00	-28.63
Total Utilities Expenses	1,939.75	2,128.33	-188.58	18,432.29	25,540.00	-27.83
Total Maintenance Expenses	41,233.00	15,090.16	26,142.84	114,426.24	181,082.00	-36.81
Total Taxes & Insurance Expense	2,944.47	3,193.75	-249.28	26,685.99	38,325.00	-30.37
Total Financial Expenses	1,952.66	2,166.67	-214.01	16,319.79	26,000.00	-37.23
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>57,174.18</b>	<b>33,357.92</b>	<b>23,816.26</b>	<b>260,982.70</b>	<b>400,295.00</b>	<b>-34.80</b>
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	
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>57,174.18</b>	<b>33,357.92</b>	<b>23,816.26</b>	<b>260,982.70</b>	<b>400,295.00</b>	<b>-34.80</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>-24,231.76</b>	<b>-715.16</b>	<b>-23,516.60</b>	<b>37,488.35</b>	<b>-8,582.00</b>	<b>-536.83</b>
<b>Total Depreciation Expense</b>						
	7,330.00	7,330.00	0.00	65,970.00	87,960.00	-25.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-31,561.76</b>	<b>-8,045.16</b>	<b>-23,516.60</b>	<b>-28,481.65</b>	<b>-96,542.00</b>	<b>-70.50</b>



**Knox County Housing Authority**  
**BOARD - PRAIRIELAND CASH FLOW STATEMENT**  
**December 31, 2019**

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
<b>OPERATING INCOME</b>						
Total Operating Income	28,794.59	28,318.58	476.01	255,806.65	339,823.00	-24.72
<b>TOTAL OPERATING INCOME</b>	<b>28,794.59</b>	<b>28,318.58</b>	<b>476.01</b>	<b>255,806.65</b>	<b>339,823.00</b>	<b>-24.72</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	3,829.69	4,517.49	-687.80	36,216.48	54,210.00	-33.19
Total Fee Expenses	5,253.76	5,460.00	-206.24	47,448.02	65,520.00	-27.58
Total Utilities Expenses	2,576.55	2,223.33	353.22	18,144.66	26,680.00	-31.99
Total Maintenance Expenses	9,233.27	14,813.50	-5,580.23	69,527.89	177,762.00	-60.89
Total Taxes & Insurance Expense	2,735.62	2,983.34	-247.72	24,610.14	35,800.00	-31.26
Total Financial Expenses	1,952.66	2,150.00	-197.34	18,227.00	25,800.00	-29.35
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>25,581.55</b>	<b>32,147.66</b>	<b>-6,566.11</b>	<b>214,174.19</b>	<b>385,772.00</b>	<b>-44.48</b>
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	
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>25,581.55</b>	<b>32,147.66</b>	<b>-6,566.11</b>	<b>214,174.19</b>	<b>385,772.00</b>	<b>-44.48</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>3,213.04</b>	<b>-3,829.08</b>	<b>7,042.12</b>	<b>41,632.46</b>	<b>-45,949.00</b>	<b>-190.61</b>
<b>Total Depreciation Expense</b>						
	6,257.00	6,257.50	-0.50	56,313.00	75,090.00	-25.01
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-3,043.96</b>	<b>-10,086.58</b>	<b>7,042.62</b>	<b>-14,680.54</b>	<b>-121,039.00</b>	<b>-87.87</b>

**Knox County Housing Authority**  
**BOARD - AHP CASH FLOW STATEMENT**  
**December 31, 2019**

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
<b>OPERATING INCOME</b>						
Total Operating Income	61,737.01	60,961.34	775.67	554,277.70	731,536.00	-24.23
<b>TOTAL OPERATING INCOME</b>	<b>61,737.01</b>	<b>60,961.34</b>	<b>775.67</b>	<b>554,277.70</b>	<b>731,536.00</b>	<b>-24.23</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	7,433.96	9,248.50	-1,814.54	69,536.08	110,982.00	-37.34
Total Fee Expenses	10,753.79	11,508.00	-754.21	99,246.81	138,096.00	-28.13
Total Utilities Expenses	4,516.30	4,351.66	164.64	36,576.95	52,220.00	-29.96
Total Maintenance Expenses	50,466.27	29,903.66	20,562.61	183,954.13	358,844.00	-48.74
Total Taxes & Insurance Expense	5,680.09	6,177.09	-497.00	51,296.13	74,125.00	-30.80
Total Financial Expenses	3,905.32	4,316.67	-411.35	34,546.79	51,800.00	-33.31
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>82,755.73</b>	<b>65,505.58</b>	<b>17,250.15</b>	<b>475,156.89</b>	<b>786,067.00</b>	<b>-39.55</b>
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	
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>82,755.73</b>	<b>65,505.58</b>	<b>17,250.15</b>	<b>475,156.89</b>	<b>786,067.00</b>	<b>-39.55</b>
<b>NET REVENUE PROFIT/-LOSS</b>						
	<b>-21,018.72</b>	<b>-4,544.24</b>	<b>-16,474.48</b>	<b>79,120.81</b>	<b>-54,531.00</b>	<b>-245.09</b>
<b>Total Depreciation Expense</b>						
	13,587.00	13,587.50	-0.50	122,283.00	163,050.00	-25.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-34,605.72</b>	<b>-18,131.74</b>	<b>-16,473.98</b>	<b>-43,162.19</b>	<b>-217,581.00</b>	<b>-80.16</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - LOW RENT**  
*December, 2019*

	Current Period	Last Year Same	Variance	Current Year
<b>AMP001 - MOON TOWERS</b>				
Salaries	22,326.15	21,367.21	958.94	211,812.55
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	16,034.43	15,953.84	80.59	143,665.15
Administrative Expenses	1,080.93	650.88	430.05	12,931.87
Teneant Services	124.34	60.98	63.36	586.23
Utilities	8,917.58	11,653.97	-2,736.39	52,186.92
Maintenance Supplies/Contracts	5,040.78	3,856.04	1,184.74	87,730.61
Mileage	0.00	0.00	0.00	0.00
General Expenses	5,692.10	6,345.72	-653.62	60,050.71
Non-Routine Expense	0.00	0.00	0.00	0.00
<b>TOTAL MOON TOWERS CLAIMS</b>	<b>59,216.31</b>	<b>59,888.64</b>	<b>-672.33</b>	<b>568,964.04</b>
<b>AMP002 - FAMILY</b>				
Salaries	39,437.36	41,967.43	-2,530.07	375,488.64
Employee W/H Payments	0.00	468.86	-468.86	0.00
Management Fees	16,949.74	16,889.74	60.00	151,906.48
Administrative Expenses	847.62	1,489.80	-642.18	27,642.88
Teneant Services	0.00	0.00	0.00	334.98
Utilities	2,448.11	2,479.18	-31.07	17,501.92
Maintenance Supplies/Contracts	18,148.39	6,160.39	11,988.00	169,497.13
Mileage	0.00	0.00	0.00	60.38
General Expenses	7,294.07	4,902.82	2,391.25	56,689.30
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL FAMILY CLAIMS</b>	<b>85,125.29</b>	<b>74,358.22</b>	<b>10,767.07</b>	<b>799,121.71</b>
<b>AMP003 - BLUEBELL</b>				
Salaries	4,737.78	7,859.92	-3,122.14	49,798.95
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,539.50	4,539.50	0.00	41,097.27
Administrative Expenses	330.38	751.79	-421.41	7,725.26
Teneant Services	0.00	0.00	0.00	28.25
Utilities	2,690.29	2,836.32	-146.03	15,491.97
Maintenance Supplies/Contracts	2,655.63	2,013.41	642.22	32,750.42
Mileage	0.00	0.00	0.00	-12.76
General Expenses	2,663.11	2,328.02	335.09	25,981.73
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL BLUEBELL CLAIMS</b>	<b>17,616.69</b>	<b>20,328.96</b>	<b>-2,712.27</b>	<b>172,861.09</b>
<b>COCC</b>				
Salaries	36,581.75	29,756.73	6,825.02	334,985.89
Employee W/H Payments	41.73	-462.69	504.42	648.40
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	6,275.22	3,421.35	2,853.87	54,253.79
Teneant Services	0.00	0.00	0.00	0.00
Utilities	377.39	529.17	-151.78	2,552.12
Maintenance Supplies/Contracts	62.22	45.00	17.22	950.90
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,339.04	1,298.00	41.04	10,072.36
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL COCC CLAIMS</b>	<b>44,677.35</b>	<b>34,587.56</b>	<b>10,089.79</b>	<b>403,463.46</b>
<b>COMBINED - AMP1, AMP2, AMP3, &amp; COCC</b>				
Salaries	103,083.04	100,951.29	2,131.75	972,086.03
Employee W/H Payments	41.73	6.17	35.56	648.40
Management Fees	37,523.67	37,383.08	140.59	336,668.90
Administrative Expenses	8,534.15	6,313.82	2,220.33	102,553.80
Teneant Services	124.34	60.98	63.36	949.46
Utilities	14,433.37	17,498.64	-3,065.27	87,732.93
Maintenance Supplies	25,907.02	12,074.84	13,832.18	290,929.06
Mileage	0.00	0.00	0.00	47.62
General Expenses	16,988.32	14,874.56	2,113.76	152,794.10
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL LOW RENT CLAIMS</b>	<b>206,635.64</b>	<b>189,163.38</b>	<b>17,472.26</b>	<b>1,944,410.30</b>

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

	Current Period	Last Year Same Period	Variance
<b>BRENTWOOD</b>			
Salaries	9,749.36	8,125.18	1,624.18
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,500.03	5,828.39	-328.36
Administrative Expenses	464.45	496.98	-32.53
Utilities	1,939.75	2,315.59	-375.84
Maintenance Supplies/Contracts	34,623.46	1,895.80	32,727.66
Tax & Insurance Expenses	2,944.47	2,624.91	319.56
Finacial Expenses	1,952.66	2,072.38	-119.72
<b>TOTAL BRENTWOOD CLAIMS</b>	<b>57,174.18</b>	<b>23,359.23</b>	<b>33,814.95</b>
<b>PRAIRIELAND</b>			
Salaries	9,749.17	8,125.00	1,624.17
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,253.76	5,253.76	0.00
Administrative Expenses	689.89	308.80	381.09
Utilities	2,576.55	1,966.00	610.55
Maintenance Supplies/Contracts	2,623.90	2,649.80	-25.90
Taxes & Insurance Expenses	2,735.62	2,410.52	325.10
Financial Expenses	1,952.66	2,072.37	-119.71
<b>TOTAL PRAIRIELAND CLAIMS</b>	<b>25,581.55</b>	<b>22,786.25</b>	<b>2,795.30</b>
<b>AHP - BRENTWOOD &amp; PRAIRIELAND</b>			
Salaries	19,498.53	16,250.18	3,248.35
Employee W/H Payments	0.00	0.00	0.00
Management Fees	10,753.79	11,082.15	-328.36
Administrative Expenses	1,154.34	805.78	348.56
Utilities	4,516.30	4,281.59	234.71
Maintenance Supplies	37,247.36	4,545.60	32,701.76
Taxes & Insurance Expenses	5,680.09	5,035.43	644.66
Financial Expenses	3,905.32	4,144.75	-239.43
<b>TOTAL AHP CLAIMS</b>	<b>82,755.73</b>	<b>46,145.48</b>	<b>36,610.25</b>
<b>HOUSING CHOICE VOUCHER - HCV</b>			
Salaries	7,042.05	6,449.15	592.90
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,568.50	3,861.00	-292.50
Administrative Expenses	547.59	333.43	214.16
General Expense-Admin	789.08	742.52	46.56
<b>Total HCV Expenses</b>	<b>11,947.22</b>	<b>11,386.10</b>	<b>561.12</b>
HAP Expenses	73,639.00	78,798.00	-5,159.00
General Expenses	31.10	0.00	31.10
<b>Total HAP Expenses</b>	<b>73,670.10</b>	<b>78,798.00</b>	<b>-5,127.90</b>
<b>TOTAL HCV CLAIMS</b>	<b>85,617.32</b>	<b>90,184.10</b>	<b>-4,566.78</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - GRANT PROGRAMS**  
*December, 2019*

	Current Period	Last Year Same	Current Year	Cumulative
<b>CFG 2019 - \$1,083,874</b>				
Admin / Operations	0.00	0.00	0.00	0.00
General CFP Activity	0.00	0.00	0.00	0.00
<b>TOTAL CFG 2019 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CFG 2018 - \$1,044,578</b>				
Admin. / Operations	0.00	0.00	0.00	0.00
General CFP Activity	0.00	0.00	520,463.26	713,631.33
<b>TOTAL CFG 2018 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>520,463.26</b>	<b>713,631.33</b>
<b>CFG 2017 - \$673,386</b>				
Admin. / Operations	0.00	0.00	0.00	0.00
General CFP Activity	0.00	33,801.53	0.00	673,386.00
<b>TOTAL CFG 2017 CLAIMS</b>	<b>0.00</b>	<b>33,801.53</b>	<b>0.00</b>	<b>673,386.00</b>
<b>CFG 2016 - \$608,598</b>				
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	306,822.59	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
<b>TOTAL CFG 2016 CLAIMS</b>	<b>0.00</b>	<b>306,822.59</b>	<b>0.00</b>	<b>608,598.00</b>
<b>TOTAL CFG GRANT(S) CLAIMS</b>	<b>0.00</b>	<b>340,624.12</b>	<b>520,463.26</b>	<b>1,995,615.33</b>

**Knox County Housing Authority**  
**CLAIMS REPORT TOTALS**  
*December, 2019*

	<b>Current Period</b>	<b>Last Year Same</b>	<b>Variance</b>	<b>Current Year</b>
<b>TOTALS</b>				
<hr/>				
<u>LOW RENT</u>				
AMP001 - MOON TOWERS	59,216.31	59,888.64	-672.33	568,964.04
AMP002 - FAMILY	85,125.29	74,358.22	10,767.07	799,121.71
AMP003 - BLUEBELL	17,616.69	20,328.96	-2,712.27	172,861.09
COCC	44,677.36	34,587.57	10,089.79	403,494.22
<b>TOTAL LOW RENT</b>	<b>206,635.65</b>	<b>189,163.39</b>	<b>17,472.26</b>	<b>1,944,441.06</b>
<u>A.H.P.</u>				
BRENTWOOD	57,174.18	23,359.23	33,814.95	260,982.70
PRAIRIELAND	25,581.55	22,786.25	2,795.30	214,174.19
<b>TOTAL A.H.P.</b>	<b>82,755.73</b>	<b>46,145.48</b>	<b>36,610.25</b>	<b>475,156.89</b>
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	11,947.22	11,386.10	561.12	106,860.20
<b>TOTAL HCV</b>	<b>11,947.22</b>	<b>11,386.10</b>	<b>561.12</b>	<b>106,860.20</b>
<u>GRANTS</u>				
CAPITAL FUND GRANT 2019	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT 2018	0.00	0.00	0.00	520,463.26
CAPITAL FUND GRANT 2017	0.00	33,801.53	-33,801.53	0.00
CAPITAL FUND GRANT 2016	0.00	306,822.59	-306,822.59	0.00
<b>TOTAL GRANTS</b>	<b>0.00</b>	<b>340,624.12</b>	<b>-340,624.12</b>	<b>520,463.26</b>
<hr/>				
<b>TOTAL CLAIMS FOR MONTH</b>	<b>301,338.60</b>	<b>587,319.09</b>	<b>-285,980.49</b>	<b>3,046,921.41</b>

## BOARD MEMO

216 W. Simmons St.  
Galesburg, IL 61401

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

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

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

**DATE:** 01/24/2020

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 01/28/2020

**SUBJECT:** Application for Payment #16 – FINAL Hein Construction

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### 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 #16 - FINAL. This payment represents that last 5% retainage from the project.

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. It was anticipated that the door would be received by 01/22/2020; however, this was delayed and now will be delivered and installed on 01/28/2020.

### 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. This expense is eligible and allowable under federal guidelines located at 2 CFR 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and 24 CFR 905—The Public Housing Capital Fund Program.

**Recommendation**

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #16 – FINAL from Hein Construction in the amount of \$101,880.67 for the period to 01/23/2020 but to withhold payment until the door is installed and all closeout documents are received and reviewed by Alliance Architects.



CONTRACTOR'S CERTIFICATION

Date

(Name) Cheryl Lefler  
Executive Director  
(Housing Authority) Knox County Housing Authority  
(Street Address) 216 W. Simmons St.  
(City, State, Zip Code) Galesburg, IL 61401

Re: (Title of Project) 504 Modifications Phase 2 Scattered Sites  
(Project Location) Whispering Hollow & Woodland Bend, Galesburg, IL 61401  
(Project No.)

I hereby certify, to the best of my knowledge and belief, that:

- (1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the Contract.
- (2) Payments to subcontractors and suppliers have been made from previous payments received under the Contract, and timely payments will be made from the process of the payment covered by this certification; in accordance with subcontractor agreements; and,
- (3) This request for progress payments does not include any amounts which the Prime Contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract.

Hein Construction Company

Company



Name David Marshall

Vice President/Project Manager

Title

1/20/20  
Date

**APPLICATION AND CERTIFICATE FOR PAYMENT**

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

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

(Instructions on reverse side)

FROM (CONTRACTOR): **Hein Construction Co., Inc.** VIA (ARCHITECT):  
56 North Cedar Street  
Galesburg, IL - 61401  
Alliance Architecture  
929 Lincolnway East, Suite 200  
South Bend, Indiana 46601

CONTRACT FOR: **General Contractor**

1910

CONTRACT DATE:

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

**CONTRACTOR'S APPLICATION FOR PAYMENT**

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner		36448.55	1835.24
TOTAL		36448.55	1835.24
Approved this month			
Number	Date Approved		
TOTALS		0.00	0.00
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: *[Signature]* Date: 1/17/20

**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.

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.....\$ \_\_\_\_\_  
(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) .....\$ 0.00

6. TOTAL EARNED LESS RETAINAGE .....\$ 2,037,613.31

(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR

PAYMENT (Line 6 from prior Certificate) .....\$ 1,935,732.64

8. CURRENT PAYMENT DUE.....\$ 101,880.67

9. BALANCE TO FINISH, PLUS RETAINAGE .....\$ 0.00

(Line 3 less Line 6)

State of: Illinois County of: Knox

Subscribed and sworn to before me this 17 day of January 2020

Notary Public: *[Signature]*

My Commission expires: 9/17/21

KIMBERLY A INNESS  
Official Seal

Notary Public - State of Illinois

My Commission Expires Sep 7, 2021

AMOUNT CERTIFIED .....

(Attach explanation if amount differs from amount applied for.)

ARCHITECT: *[Signature]*

BY: *[Signature]* 929 Lincolnway East, Suite 200

South Bend, Indiana 46601

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.

101,880.67 01/24/2020

# BOARD MEMO


216 W. Simmons St.  
Galesburg, IL 61401

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

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

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

**DATE:** 01/17/2020

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 01/28/2020

**SUBJECT:** Application for Payment #3 - FINAL – Hein Construction

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## 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. This is the final pay request for this project and represents the 10% 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 #3 - FINAL from Hein Construction in an amount of \$8,000.00.

# APPLICATION AND CERTIFICATE FOR PAYMENT

**TO OWNER:** Knox Co Housing Authority  
 216 W. Simmons St  
 Galesburg, IL 61401

**PROJECT:** Brentwood Manor Siding Reprint  
 900 W. Dayton St.  
 Galesburg, IL 61401

**FROM:** Hein Construction Co., Inc.  
 56 N. Cedar St.  
 Galesburg, IL 61401

**VIA CONTRACTOR:** Hein Construction Co., Inc  
 56 N. Cedar St.  
 Galesburg, IL 61401

**CONTRACT FOR:** General Contractor

**VIA ARCHITECT:**

**APPLICATION NO:** 3 Retention Final

**PERIOD TO:** 1/15/2020

**CONTRACT DATE:** Oct 4 2019

**PROJECT NO:** 2028

**Distribution to:**  
 OWNER  
 CONSTRUCTION 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.


1. ORIGINAL CONTRACT SUM \$ 80,000.00
2. NET CHANGES IN THE WORK \$
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 80,000.00
4. TOTAL COMPLETED & STORED TO DATE \$ 80,000.00  
 (Column G on G703)

5. RETAINAGE:
  - a.  $0\%$  of Completed Work \$
  - (Column D + E on G703)
  - b.  $\%$  of Stored Material \$
  - (Column F on G703)
  - Total Retainage (Lines 5a + 5b or
  - Total in Column I of G703) \$ 0.00
6. TOTAL EARNED LESS RETAINAGE \$ 80,000.00  
 (Line 4 minus Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 72,000.00
8. CURRENT PAYMENT DUE \$ 8,000.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 0.00  
 (Line 3 minus Line 6)

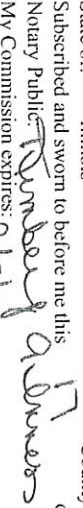
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$
Total approved this month including	\$	\$
<b>TOTALS</b>	\$0.00	\$0.00

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: 1/12/20

State of: Illinois County of: Knox

Subscribed and sworn to before me this 17 day of January 2020  
 Notary Public:   
 My Commission expires: 9/17/21


**CERTIFICATE FOR PAYMENT**

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

AMOUNT CERTIFIED \$ 8,000.00

Notary Public - State of Illinois  
 My Commission Expires Sep 7, 2021  
 KIMBERLY A. INNESS  
 Official Seal

(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: 1/21/2020

ARCHITECT: (NOTE: If multiple Prime Contractors are responsible for performing 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 2020-01**

1/28/2020

Board of Commissioners

Derek Antoine, Executive Director

**RE: Approval of Bad Debt Charge-Offs for the period ending December 31, 2019**

### **Article I. Background**

It is the policy of the Knox County Housing Authority to write-off all uncollectable debt owed from previous program participants. An effective asset management program includes activities that enable the Knox County Housing Authority to accurately reflect the value of its receivables and other assets and ensure that resources are not devoted to the recovery of uncollectible receivables. The timely identification of probable and estimable losses is an essential element in appropriately measuring the value of the KCHA's assets. Therefore, the write-off process is a critical component of the financial management activities.

Write-off recommendations should be made by each program manager upon the determination that the program area or accounting operation, despite its best recovery efforts, cannot recover the asset. Write-offs may also be appropriate when the general ledger account balances are insupportable, or other auditors have identified the need to adjust the records and management has agreed with the auditors.

Write-offs occur when the KCHA removes the corresponding amount of an uncollectible, un-reconciled, or unsubstantiated asset from the general ledger. On a quarterly basis, each program should evaluate the recoverability of its assets to quantify and recognize amounts to be written off. Each quarter the program managers will report to the finance coordinator the level of actual write-offs vs. its original estimated write-offs.

Once approved by the Board of Commissioners, uncollectable receivables will be turned over to the Illinois Debt Recovery Offset Portal (IDROP) for collection attempt. Additionally at this point, the uncollectible receivables will be written off in KCHA accounting software and adjustment entries will be made to the general ledger.

### **Article II. Recommendation**

It is the recommendation of the Executive Director the Board resolve the presented debts in the amount of \$18,361.70 effective for the period ending December 31, 2019.

**RE: Approval of Bad Debt Charge-Offs for the period ending December 31, 2019**

**Moon Towers' 3rd Qtr FYE 2020 Bad Debt Write-Offs**

First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Cody	Bainter	MT018-13	\$106.50	eviction
Dicie	Frisby	MT031-14	\$351.00	moved to family-failed to pay repayment
Jason	Royse	MT130-7	\$1,050.00	Stephanie Royse-spouse
Joseph	Villarreal	MT131-13	\$122.75	eviction
Mike	Vogler	MT141-9	\$2.25	Betty Vogler-spouse-eviction

*Moon Towers' 3rd Qtr Bad Debt Write-Off Total* **\$1,632.50**

**Family's 3rd Qtr FYE 2020 Bad Debt Write-Offs**

First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Felisha	Quinn	FAM299-22	\$2.75	
Kimberly	Howard	FAM304-15	\$1,180.75	Stanley Howard- spouse- eviction
Holly	Palmero	FAM338-26	\$200.50	Mitchell Short- cohead- eviction
Jeffrey	Larson	FAM343-30	\$665.75	Julie Larson- spouse- no notice
Shamyra	Barber	FAM360-20	\$654.25	eviction
Torrence	Johnson	FAM368-14	\$705.25	unreported income, no notice
Lisa	Mundy	FAM387-9	\$2,976.50	Unreported income, evicted
Brandon	Lisenbee	FAM214-11	\$287.00	Ashley Lisenbee- spouse
Dicie	Frisby	FAM229-25	\$817.50	unreported income, eviction
Nicole	Stinson	FAM237-24	\$152.00	
Terry	Armstrong	FAM249-12	\$45.75	Lindsay Armstrong- spouse
Sadie	Huff	FAM268-25	\$256.50	Aaron Villarreal- co-head
Dominique	Anthony	FAM290-20	\$298.70	

*Family's 3rd Qtr Bad Debt Write-Off Total* **\$8,243.20**

**Bluebell's 3rd Qtr FYE 2020 Bad Debt Write-Offs**

First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
None				

*Bluebell's 3rd Qtr Bad Debt Write-Off Total* **\$0.00**

**Housing Choice Voucher's 3rd Qtr FYE 2020 Bad Debt Write-Offs**

First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Donaldson	Jacquelyn	VF	\$626.00	no repay signed; pmt was due never paid

*HCV 3rd Qtr Bad Debt Write-Off Total* **\$626.00**

**AHP 3rd Qtr FYE 2020 Bad Debt Write-Offs**

First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Nicole	Johnson	PL 20-3	\$6,737.00	eviction
Michael	Wells	BW H4-3	\$118.00	
Marquis	Martin	BW G8-5	\$1,005.00	

*AHP 3rd Qtr Bad Debt Write-Off Total* **\$7,860.00**

**Total 3rd Qtr FYE 2020 Bad Debt Write-Offs** **\$18,361.70**

## RESOLUTION 2020-01

1/28/2020

Board of Commissioners

Derek Antoine, Executive Director

### Approval of Bad Debt Charge-Offs for the period ending December 31, 2019

**WHEREAS**, the Knox County Housing Authority has determined, through due diligence, certain accounts to be uncollectible; and

**WHEREAS**, it is the policy of the Knox County Housing Authority to charge off such uncollectible or un-reconciled accounts on a quarterly basis; and

**WHEREAS**, each individual account listed has been duly notified of the debt owed to the KCHA, and have been given the opportunity to settle debts owed prior to this action; and

**WHEREAS**, the listed accounts have been determined to be uncollectible at the close of the period ending December 31, 2019.

\\\

## RESOLUTION 2020-01

1/28/2020

Board of Commissioners

Derek Antoine, Executive Director

### Approval of Bad Debt Charge-Offs for the period ending December 31, 2019

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

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The Board of Commissioners of the Knox County Housing Authority hereby approves the charge-off of uncollectible debt in the amount of \$18,361.70 for the period ending December 31, 2019.
3. The Executive Director or designate is hereby authorized to charge-off uncollectible debt on behalf of the Knox County Housing Authority as provided in this Resolution.
4. This Resolution shall be effective in accordance with federal regulations and be effective as of December 31, 2019.

**RESOLVED: January 29, 2020**

\_\_\_\_\_  
Lomac Payton, Chairperson

\_\_\_\_\_  
Jared Hawkinson, Vice-Chairperson

\_\_\_\_\_  
Wayne Allen, Commissioner

\_\_\_\_\_  
Paul Stewart, Commissioner

\_\_\_\_\_  
Paula Sanford, Resident Commissioner

\_\_\_\_\_  
Sara Robison, Commissioner

\_\_\_\_\_  
Joseph Riley, Commissioner

\_\_\_\_\_  
Derek Antoine, Secretary/Executive Director (Attest)



# EXECUTIVE DIRECTOR'S REPORT JANUARY 2020

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

## REGULAR MEETING – KCHA BOARD OF COMMISSIONERS

**Tuesday, January 28, 2020**

Moon Towers Conference Room

255 W. Tompkins St.

Galesburg, IL 61401

[knoxcountyhousing.org](http://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
<b>Total New Hires:</b>	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%
<b>Total</b>	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
<b>Total Employees:</b>	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
<b>Total Hours:</b>				<b>126.0</b>

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	\$ -	\$ -	\$ 3,866.67	0.00%	\$ (3,866.67)
Feb-20	0	0.0	\$ -				\$ -
Mar-20	0	0.0	\$ -	#DIV/0!			\$ -
FYE 2020	135	605.8	\$ 25,671.46	\$ 42.38	\$ 38,666.67	66.39%	\$ (12,995.21)

# 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
01/06/20 - 01/08/20	Lomac Payon	PHADA Commissioner Conference	Phoenix, AZ	17.0
01/06/20 - 01/08/20	Paula Sanford	PHADA Commissioner Conference	Phoenix, AZ	17.0
01/06/20 - 01/08/20	Sara Robision	PHADA Commissioner Conference	Phoenix, AZ	17.0
<b>Total Hours:</b>				<b>91.0</b>

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	4	51.0	\$ 7,027.04	\$ 137.79	\$ 833.33	843.25%	\$ 6,193.71
Feb-20	0	0.0	\$ -	\$ -			
Mar-20	0	0.0	\$ -	\$ -			
FYE 2020	6	91.0	\$ 11,226.83	\$ 123.37	\$ 8,333.33	134.72%	\$ 2,893.50

# 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	1	91.7%
Hawkinson, Jared (VC)	1		1	1	1	1	1	1	1		1	1	83.3%
Allen, Wayne	1		1	1	1	1	1	1	1	1		1	83.3%
Stewart, Paul H.		1	1	1	1			1	1				50.0%
Sanford, Paula (RC)		1	1	1	1	1		1	1	1	1	1	83.3%
Robison, Sara								1	1	1	1	1	100.0%
Riley, Joseph									1	1	1		75.0%
Antoine, Derek (ED)	1	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	82.7%	Meets Requirement
Methods of disseminating information about Board meetings and minutes. <a href="#">☐</a>	YES	YES	Meets requirement
Role of Board in evaluating Executive Director performance. <a href="#">☐</a> and compensation	YES	YES	Meets requirement
Role of Board in reviewing financial statements/PHA's financial health. <a href="#">☐</a>	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. Current income for FYE 03/31/2020 is \$121,375.82.
- Moon Towers shows strong financial performance for both the month and the FY. Moon Towers continues to perform well v. budget and in actual income-to-expense. Cash position ratio (cash on hand v. minimum reserve position) for the property sits at 2.18:1.
- The Family Sites turned a profit for the second straight month, banking approximately \$2,453.09. While financial performance is still in the red for fiscal 2020, family has performed better than anticipated against budgeted expectations.
- Bluebell Tower once again showed positive cash flow, adding to its position for the year. This forecast well for FYE 03/31/2020, and has allowed the property to maintain a positive minimum reserve ratio.

### Housing Choice Voucher Program

- HAP utilization for the year finished at 101.66%. Utilization is the indicator of an agency's efficiency in spending allocated HAP dollars, thus a measure of how effective an agency is at housing the maximum number of families possible. The goal is 98.0% utilization of allocated HAP (housing assistance payments) plus any agency NRP (net-restricted position), The agency's budgeted HAP for CY 2019 was \$877,517.00, and its NRP sits at approximately \$17,287.00, for a total utilization goal of \$894,705.00. The HCVP program spent \$909,51700 for CY 2019.
- On 01/23/2020, the agency submitted documentation to HUD's Quality Assurance Division (QAD) for a remote Voucher Management System (VMS) review of HAP spending for the time period December 2018 through December 2019. The review ascertains whether or not the agency has documentation (financial ledgers, voucher contracts, reconciliations) to support its HAP spending. All requested documentation has been sent, and we expect no findings from this routine review.

### Affordable Housing Preservation

- Brentwood Manor Apartments and Prairieland Townhouses are thus far fiscally sound for FYE 03/31/2020. Efficient rent collection and studios expense control have been the primary drivers of performance. Brentwood (\$37,488.35) and Prairieland (\$41,632.46) remain in the black for the year.

# 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	\$ 200,000.00	\$ 200,000.00	100.0%	\$ 200,000.00	100.0%
1408 Mgmnt Improvement	\$ 49,932.00	\$ 49,932.00	\$ -	0.0%	\$ -	0.0%
1410 CFP Administration	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	100.0%	\$ 100,000.00	100.0%
1480 General Capital Activity	\$ 783,874.00	\$ 733,942.00	\$ -	0.0%	\$ -	0.0%
<b>Total Capital Fund Program</b>	<b>\$ 1,133,806.00</b>	<b>\$ 1,083,874.00</b>	<b>\$ 300,000.00</b>	<b>27.7%</b>	<b>\$ 300,000.00</b>	<b>27.7%</b>

#### CFP Planned Work Items

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 A&E Services	\$ 50,000.00	\$ 50,000.00	\$ -	0.0%	\$ -	0.0%
1480 504 Phase 3	\$ 558,942.00	\$ 554,942.00	\$ -	0.0%	\$ -	0.0%
1480 Moon Towers Roof	\$ 125,000.00	\$ 125,000.00	\$ -	0.0%	\$ -	0.0%
1408 Surveillance Cameras MT	\$ 49,932.00	\$ 49,932.00	\$ -	0.0%	\$ -	0.0%
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
	\$ -	\$ -	\$ -	#DIV/0!	\$ -	#DIV/0!
<b>Total Capital Fund Program</b>	<b>\$ 783,874.00</b>	<b>\$ 779,874.00</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>

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	\$ -	\$ -	\$ -		\$ -	0.0%
1408 Mgmnt Improvement	\$ -	\$ -	\$ -		\$ -	0.0%
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%	\$ 948,851.75	96.5%
<b>Total Capital Fund Program</b>	<b>\$ 1,044,578.00</b>	<b>\$ 1,044,578.00</b>	<b>\$ 1,044,578.00</b>	<b>100.0%</b>	<b>\$ 948,851.75</b>	<b>90.8%</b>

### CFP Planned Work Items

CFP Planned Activity	Original	Current	Obligated	%	Expended	%
1480 A&E Services	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	100.0%	\$ 32,046.60	64.1%
1480 504 Phase 2	\$ 835,073.28	\$ 835,073.28	\$ 835,073.28	100.0%	\$ 801,050.87	95.9%
1480 Duplex Settlement	\$ 98,645.72	\$ 98,645.72	\$ 98,645.72	100.0%	\$ 115,754.28	117.3%
	\$ -	\$ -	\$ -		\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	0.0%
	\$ -	\$ -	\$ -		\$ -	0.0%
<b>Total Capital Fund Program</b>	<b>\$ 983,719.00</b>	<b>\$ 983,719.00</b>	<b>\$ 983,719.00</b>	<b>100.0%</b>	<b>\$ 948,851.75</b>	<b>96.5%</b>

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**

Work has commenced for the FYE 03/31/2021 operational budgets for each program. Rough drafts of the budgets will be due on 02/01/2020, and will undergo executive review during the month. The goal is to have finalized budgets submitted to the Board for approval at the 02/25/2020 regular meeting of the Board. Budget resolutions are due to HUD prior to the start of an agency's fiscal year. The due date for the Knox County Housing Authority is 03/31/2020.

## **LEGISLATIVE/ADVOCACY**

No report this period.

## **PUBLIC RELATIONS**

Executive Director Derek Antoine participated in an interview with Gate House Media concerning lead-based paint hazard abatement and funding from the Department of Housing and Urban Development available for such. KCHA has not applied for such funding, as the lead levels in its properties are deemed safe, and operational and capital funding remains adequate for any abatement actions required.

## **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 December 2019:

- Operating Statement (current period):

	Amount Pd.	Budget Pd.	Variance	Amount YTD	Budget YTD	Variance
Income	\$ 69,931.13	\$ 65,790.60	106.29%	\$ 657,055.99	\$ 592,115.40	110.97%
Expense	\$ 59,216.31	\$ 62,708.71	94.43%	\$ 568,964.04	\$ 564,378.39	100.81%
Profit/(Loss)	\$ 10,714.82	\$ 3,081.89	347.67%	\$ 88,091.95	\$ 27,737.01	317.60%

- Average rent collected for Moon Towers is \$184.98 per unit per month.
- 20 vacant unit days for a total vacancy loss of \$197.34 in *desired* rent, and a vacancy loss of \$223.74 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:
  - \$7,802.82 outstanding tenant accounts
  - 1.81% 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 **December, 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	2356	0	2356	5	5	2351	99.8%	0.2%
1-BR	99	3069	0	3069	15	15	3054	99.5%	0.5%
2-BR	2	62	0	62	0	0	62	100.0%	0.0%
<b>TOTAL</b>	<b>177</b>	<b>5487</b>	<b>0</b>	<b>5487</b>	<b>20</b>	<b>20</b>	<b>5467</b>	<b>99.6%</b>	<b>0.4%</b>

Occupancy based on *months* leased at Moon Towers for **December, 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	1	1	75	98.7%	1.3%
1-BR	99	99	0	99	1	1	98	99.0%	1.0%
2-BR	2	2	0	2	0	0	2	100.0%	0.0%
<b>TOTAL</b>	<b>177</b>	<b>177</b>	<b>0</b>	<b>177</b>	<b>2</b>	<b>2</b>	<b>175</b>	<b>98.9%</b>	<b>1.1%</b>

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	20900	0	20900	96	96	20804	99.5%	0.5%
1-BR	99	27225	0	27225	97	97	27128	99.6%	0.4%
2-BR	2	550	0	550	0	0	550	100.0%	0.0%
<b>TOTAL</b>	<b>177</b>	<b>48675</b>	<b>0</b>	<b>48675</b>	<b>193</b>	<b>193</b>	<b>48482</b>	<b>99.6%</b>	<b>0.4%</b>

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	684	0	684	6	6	678	99.1%	0.9%
1-BR	99	891	0	891	2	2	889	99.8%	0.2%
2-BR	2	18	0	18	0	0	18	100.0%	0.0%
<b>TOTAL</b>	<b>177</b>	<b>1593</b>	<b>0</b>	<b>1593</b>	<b>8</b>	<b>8</b>	<b>1585</b>	<b>99.5%</b>	<b>0.5%</b>

*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	110	53	48.2%	56	50.9%	1	0.9%	10	9.1%	27	24.5%
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	110	65	59.1%	40	36.4%	2	1.8%	0	0.0%	0	0.0%
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 96 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 80.0%.

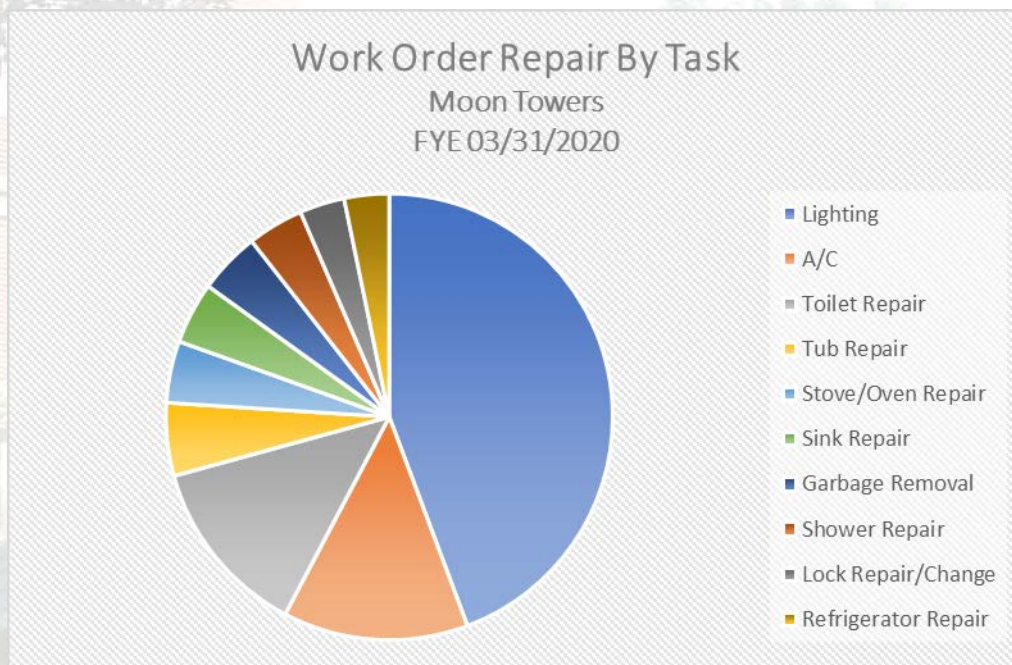
# PUBLIC HOUSING PROGRAM

## Facilities Maintenance

- Average unit turnaround time at Moon Towers is 10.37 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$8.89 per unit for the month, and \$203.53 for FYE 2020.
- Average Maintenance Cost billed is \$0.84 per unit for the month, and \$13.19 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	0	0.0%	38	100.0%	38	2	5.3%	14	36.8%	4	10.5%	16	42.1%	2	5.3%
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!
<b>Total</b>	<b>3</b>	<b>0.8%</b>	<b>363</b>	<b>99.2%</b>	<b>366</b>	<b>29</b>	<b>7.9%</b>	<b>146</b>	<b>39.9%</b>	<b>55</b>	<b>15.0%</b>	<b>96</b>	<b>26.2%</b>	<b>40</b>	<b>10.9%</b>



# PUBLIC HOUSING PROGRAM

## Public Safety

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

Moon Towers	Criminal Homocide	Rape / Criminal Sexual	Assault / Battery	Burglary / Theft / Robbery	Drug-Related Criminal Activity	Property Crime	Disturbance	Total Calls							
April	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
May	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
June	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
July	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
August	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
September	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
October	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
November	0	0.0	0	0.0	2	511.2	0	0.0	0	0	0	0	3	766.9	25
December	0	0.0	0	0.0	1	255.6	0	0.0	0	0.0	1	255.6	1	255.6	27
January	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
February	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
March	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
Totals	0	0.0	0	0.0	3	766.9	0	0.0	0	0.0	1	255.6	4	1022.5	52
Knox County	2.0	38.0	134.0	1081.0	381.0	(Rates per 50,102)									

Moon Towers recorded 27 incidents in the month of December. Disturbance calls account for the majority the total calls, while wellness checks remains the primary reason for police callas at the property.

## Public Housing Assessment System (PHAS) Tracking

Here is the PHAS Dashboard for Moon Towers for December 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
<b>Overall Property PHAS Score</b>	<b>96.95</b>	<b>100.0</b>

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 December 2019:

- Operating Statement (current period):

	Amount Pd.	Budget Pd.	Variance	Amount YTD	Budget YTD	Variance
Income	\$ 87,578.38	\$ 76,000.16	115.23%	\$ 778,947.54	\$ 684,001.44	113.88%
Expense	\$ 85,125.29	\$ 81,431.82	104.54%	\$ 799,121.71	\$ 732,886.38	109.04%
Profit/(Loss)	\$ 2,453.09	\$ (5,431.66)	321.42%	\$ (20,174.17)	\$ (48,884.94)	242.31%

- Average rent collected for the Family Sites is \$91.03 per unit per month.
- 243 vacant unit days for a total vacancy loss of \$3,719.03 in *desired rent*, and a vacancy loss of \$2,210.13 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:
  - \$30,616.31 outstanding tenant accounts
  - 13.18% to projected annual tenant revenue
- Results of quality control/program compliance:

Family Sites	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	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 **December 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	2480	0	2480	58	58	2422	97.7%	2.3%
3-BR	80	2480	0	2480	110	110	2370	95.6%	4.4%
4-BR	22	682	0	682	13	13	669	98.1%	1.9%
5-BR	8	248	62	186	62	0	186	100.0%	0.0%
<b>TOTAL</b>	<b>190</b>	<b>5890</b>	<b>62</b>	<b>5828</b>	<b>243</b>	<b>181</b>	<b>5647</b>	<b>96.9%</b>	<b>3.1%</b>

Occupancy based on *months* leased at the Family Sites for **December 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	0	80	3	3	77	96.3%	3.8%
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%
<b>TOTAL</b>	<b>190</b>	<b>190</b>	<b>2</b>	<b>188</b>	<b>5</b>	<b>3</b>	<b>185</b>	<b>98.4%</b>	<b>1.6%</b>

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	22000	0	22000	219	219	21781	99.0%	1.0%
3-BR	80	22000	61	21939	360	299	21640	98.6%	1.4%
4-BR	22	6050	0	6050	148	148	5902	97.6%	2.4%
5-BR	8	2200	550	1650	550	0	1650	100.0%	0.0%
<b>TOTAL</b>	<b>190</b>	<b>52250</b>	<b>611</b>	<b>51639</b>	<b>1277</b>	<b>666</b>	<b>50973</b>	<b>98.7%</b>	<b>1.3%</b>

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	720	0	720	0	0	720	100.0%	0.0%
3-BR	80	720	2	718	5	3	715	99.6%	0.4%
4-BR	22	198	0	198	1	1	197	99.5%	0.5%
5-BR	8	72	18	54	16	-2	56	103.7%	-3.7%
<b>TOTAL</b>	<b>190</b>	<b>1710</b>	<b>20</b>	<b>1690</b>	<b>22</b>	<b>2</b>	<b>1688</b>	<b>99.9%</b>	<b>0.1%</b>

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	467	181	38.8%	286	61.2%	259	55.5%	0	0.0%	24	5.1%
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	467	149	31.9%	312	66.8%	4	0.9%	1	0.2%	1	0.2%
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 131 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 89.7%.

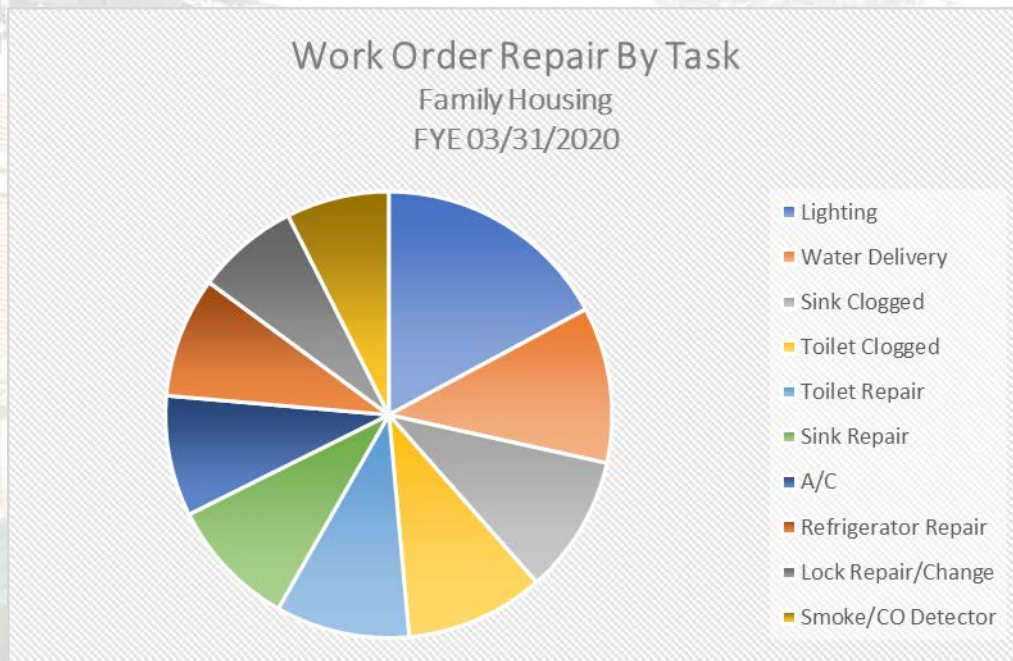
# PUBLIC HOUSING PROGRAM

## Facilities Maintenance

- Average unit turnaround time at the Family Sites is 20.07 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$39.33 per unit for the month, and \$445.39 for FYE 2020
- Average Maintenance Cost billed is \$7.85 per unit for the month, and \$97.59 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	5	5.2%	92	94.8%	97	20	20.6%	29	29.9%	18	18.6%	27	27.8%	3	3.1%
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!
<b>Total</b>	<b>60</b>	<b>9.7%</b>	<b>558</b>	<b>90.3%</b>	<b>618</b>	<b>112</b>	<b>18.1%</b>	<b>110</b>	<b>17.8%</b>	<b>151</b>	<b>24.4%</b>	<b>224</b>	<b>36.2%</b>	<b>21</b>	<b>3.4%</b>



# PUBLIC HOUSING PROGRAM

## Public Safety

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

Woodland Bend	Criminal Homocide		Rape / Criminal Sexual		Assault / Battery		Burglary / Theft / Robbery		Drug-Related Criminal Activity		Property Crime		Disturbance		Total Calls
April		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
May		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
June		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
July		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
August		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
September		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
October		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
November	0	0.0	0	0.0	6	1268.4	2	422.8	0	0.0	1	211.4	7	1479.8	33
December	0	0.0	0	0.0	12	2536.8	2	422.8	0	0.0	2	422.8	7	1479.8	36
January		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
February		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
March		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
Totals	0	0.0	0	0.0	18	3805.2	4	845.6	0	0.0	3	634.2	14	2959.6	69
Knox County		2.0		38.0		134.0		1081.0		381.0					(Rates per 50,102)

Cedar Creek Place	Criminal Homocide		Rape / Criminal Sexual		Assault / Battery		Burglary / Theft / Robbery		Drug-Related Criminal Activity		Property Crime		Disturbance		Total Calls
April		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
May		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
June		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
July		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
August		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
September		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
October		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
November	0	0.0	0	0.0	3	591.8	4	789.0	0	0.0	1	197.3	9	1775.3	47
December	0	0.0	0	0.0	5	986.3	2	394.5	2	394.5	0	0.0	17	3353.3	46
January		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
February		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
March		0.0		0.0		0.0		0.0		0.0		0.0		0.0	0
Totals	0	0.0	0	0.0	8	1578.0	6	1183.5	2	394.5	1	197.3	26	5128.6	93
Knox County		2.0		38.0		134.0		1081.0		381.0					(Rates per 50,102)

# PUBLIC HOUSING PROGRAM

Whispering Hollow	Criminal Homocide	Rape / Criminal Sexual	Assault / Battery	Burglary / Theft / Robbery	Drug-Related Criminal Activity	Property Crime	Disturbance	Total Calls							
April	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
May	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
June	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
July	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
August	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
September	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
October	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
November	0	0.0	0	0.0	4	1727.7	4	1727.7	0	0.0	1	431.9	3	1295.7	21
December	0	0.0	0	0.0	0	0.0	0	0.0	1	431.9	2	863.8	4	1727.7	18
January	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
February	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
March	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
Totals	0	0.0	0	0.0	4	1727.7	4	1727.7	1	431.9	3	1295.7	7	3023.4	39
Knox County		2.0		38.0		134.0		1081.0		381.0					(Rates per 50,102)

Categorically, the Family Sites demonstrate higher rates than Knox County trends pertaining to Assault/Battery, Theft, and Drug-Related Criminal Activity.

## Public Housing Assessment System (PHAS) Tracking

Here is the PHAS Dashboard for the Family Sites for December 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
<b>Overall Property PHAS Score</b>	<b>91.4</b>	<b>100.0</b>

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 December 2019:

- Operating Statement (current period):

	Amount Pd.	Budget Pd.	Variance	Amount YTD	Budget YTD	Variance
Income	\$ 19,303.86	\$ 19,129.92	100.91%	\$ 180,849.34	\$ 172,169.28	105.04%
Expense	\$ 17,616.69	\$ 24,109.32	73.07%	\$ 172,861.09	\$ 216,983.88	79.67%
Profit/(Loss)	\$ 1,687.17	\$ (4,979.40)	395.13%	\$ 7,988.25	\$ (44,814.60)	661.01%

- Average rent collected for Bluebell Tower is \$284.82 per unit per month.
- 15 vacant unit days for a total vacancy loss of \$157.00 in *desired* rent, and a vacancy loss of \$194.00 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:
  - \$922.75 outstanding tenant accounts
  - 0.51% to projected annual tenant revenue
- Results of quality control/program compliance:

Bluebell Tower	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	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 **December, 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	1550	0	1550	15	15	1535	99.0%	1.0%
2-BR	1	31	0	31	0	0	31	100.0%	0.0%
<b>TOTAL</b>	<b>51</b>	<b>1581</b>	<b>0</b>	<b>1581</b>	<b>15</b>	<b>15</b>	<b>1566</b>	<b>99.1%</b>	<b>0.9%</b>

Occupancy based on *months* leased at Bluebell Tower for **December, 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%
<b>TOTAL</b>	<b>51</b>	<b>51</b>	<b>0</b>	<b>51</b>	<b>0</b>	<b>0</b>	<b>51</b>	<b>100.0%</b>	<b>0.0%</b>

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	13750	0	13750	103	103	13647	99.3%	0.7%
2-BR	1	275	0	275	0	0	275	100.0%	0.0%
<b>TOTAL</b>	<b>51</b>	<b>14025</b>	<b>0</b>	<b>14025</b>	<b>103</b>	<b>103</b>	<b>13922</b>	<b>99.3%</b>	<b>0.7%</b>

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	450	0	450	0	0	450	100.0%	0.0%
2-BR	1	9	0	9	0	0	9	100.0%	0.0%
<b>TOTAL</b>	<b>51</b>	<b>459</b>	<b>0</b>	<b>459</b>	<b>0</b>	<b>0</b>	<b>459</b>	<b>100.0%</b>	<b>0.0%</b>

*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	34	16	47.1%	18	52.9%	0	0.0%	3	8.8%	13	38.2%
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	34	24	70.6%	9	26.5%	0	0.0%	0	0.0%	1	2.9%
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 44 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 50.0%.



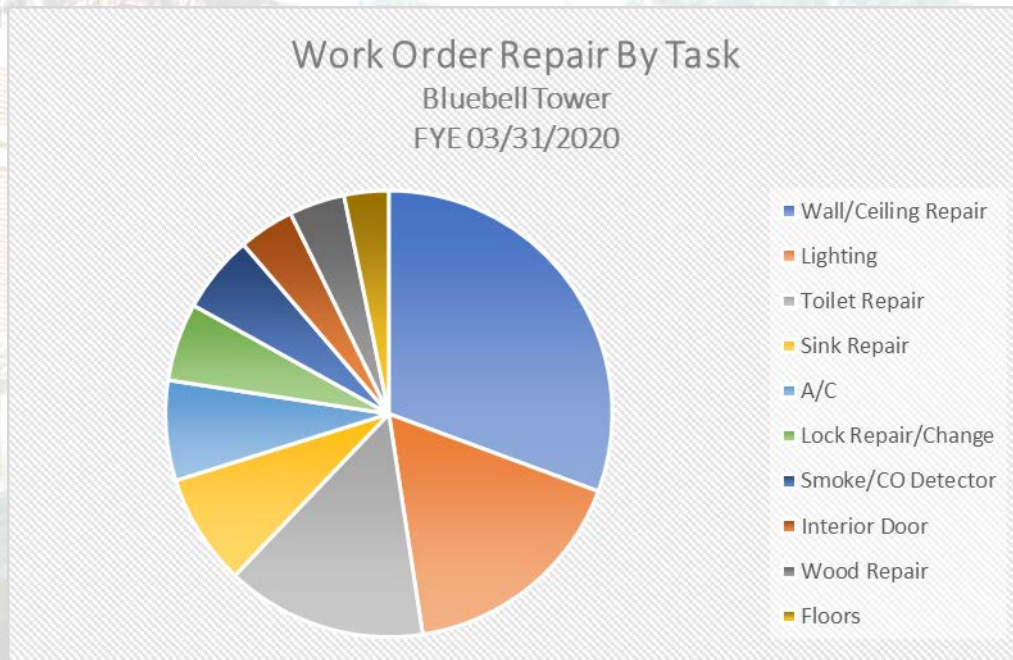
# PUBLIC HOUSING PROGRAM

## 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 \$1.79 per unit for the month, and \$208.34 for FYE 2020.
- Average Maintenance Cost billed is \$0.07 per unit for the month, and \$4.00 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	0	0.0%	4	100.0%	4	1	25.0%	0	0.0%	1	25.0%	2	50.0%	0	0.0%
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!	
<b>Total</b>	<b>0</b>	<b>0.0%</b>	<b>186</b>	<b>100.0%</b>	<b>186</b>	<b>63</b>	<b>33.9%</b>	<b>41</b>	<b>22.0%</b>	<b>26</b>	<b>14.0%</b>	<b>46</b>	<b>24.7%</b>	<b>10</b>	<b>5.4%</b>



# PUBLIC HOUSING PROGRAM

## Public Safety (UNDER CONSTRUCTION)

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

Bluebell Tower	Criminal Homocide	Rape / Criminal Sexual	Assault / Battery	Burglary / Theft / Robbery	Drug-Related Criminal Activity	Property Crime	Disturbance	Total Calls
April	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
May	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
June	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
July	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
August	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
September	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
October	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
November	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
December	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
January	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
February	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
March	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
Totals	0	0	0	0	0	0	0	0
Knox County	2.0	38.0	134.0	1081.0	381.0	(Rates per 50,102)		

Crime trend information.

## Public Housing Assessment System (PHAS) Tracking

Here is the PHAS Dashboard for the Blue Bell Tower for December 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
<b>Overall Property PHAS Score</b>	<b>99.92</b>	<b>100.0</b>

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 **December 2019**.

Property Name	Total Unit Months	Exempt Units	Total # Adj. Units	Units Leased	Adj. Occ. Rate	Adj. Vac. Rate
Moon Towers	177	0	177	175	98.9%	1.1%
Family Sites	190	2	188	185	98.4%	1.6%
Blue Bell Tower	51	0	51	51	100.0%	0.0%
<b>TOTAL PH Program</b>	<b>418</b>	<b>2</b>	<b>416</b>	<b>411</b>	<b>98.8%</b>	<b>1.2%</b>

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	1593	0	1593	1585	99.5%	0.5%
Family Sites	1710	20	1690	1688	99.9%	0.1%
Blue Bell Tower	459	0	459	459	100.0%	0.0%
<b>TOTAL PH Program</b>	<b>3762</b>	<b>20</b>	<b>3742</b>	<b>3732</b>	<b>99.7%</b>	<b>0.3%</b>

## 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)	20.52	25.0
Financial Assessment Subsystem (FASS)	25.00	25.0
Capital Fund Program Indicator	10.00	10.0
<b>Overall Agency PHAS Score</b>	<b>93.20</b>	<b>100.0</b>

For the FYE 03/31/2020, the PH Program is trending towards a PHAS rating of 93.20 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	252	28	3

### 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	10	182	11	5

# 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	171	\$ 57,425.00	74.19%	\$ 335.82	\$ 11,089.34	\$ 64.85
CYE 12/31/2019		\$ 730,233.00	83.60%	\$ 343.80	\$ 122,498.44	\$ 57.67

## 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	11	\$ 15,992.00	\$ 1,453.82	\$ 73,417.00	21.78%
CYE 12/31/2019	128	\$ 175,882.00	\$ 1,374.08	\$ 906,115.00	19.41%

# 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	\$ 909,517.00	\$ 877,418.00	\$ 32,099.00	\$ 17,287.00	\$ 894,705.00	101.66%

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.

# 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 December 2019:

- Average rent collected for Prairieland Townhouses is \$435.91 per unit per month.
- Vacancy loss - \$77.00 (5 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$13,168.00
  - \$11,903.00 in dwelling rent
  - \$1,278.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for December 2019 – \$3,213.04
- Net cash flow YTD 2019 – \$41,632.46
- Replacement Reserve Balance - \$142,393.00
- Residual Receipt Reserve Balance - \$54,518.00

#### Occupancy

Occupancy based on *days* leased at Prairieland Townhouse Apartments for **December, 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	310	0	310	0	0	310	100.0%	0.0%
2-BR	45	1395	0	1395	0	0	1395	100.0%	0.0%
3-BR	10	310	0	310	5	5	305	98.4%	1.6%
<b>TOTAL</b>	<b>65</b>	<b>2015</b>	<b>0</b>	<b>2015</b>	<b>5</b>	<b>5</b>	<b>2010</b>	<b>99.8%</b>	<b>0.2%</b>

#### Facilities/Maintenance (UNDER CONSTRUCTION)

- Prairieland Townhouse Apartments had 26 work order requests for December 2019.
- Total inspections completed for the month was 2 – 0 annuals, 2 move-in, and 0 move-out.

# AFFORDABLE HOUSING PRESERVATION (A.H.P.)

## Public Safety

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

Prairieland Townhouses	Criminal Homocide	Rape / Criminal Sexual	Assault / Battery	Burglary / Theft / Robbery	Drug-Related Criminal Activity	Property Crime	Disturbance	Total Calls							
April	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
May	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
June	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
July	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
August	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
September	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
October	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
November	0	0.0	0	0.0	0	0.0	1	355.3	0	0.0	2				
December	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	7				
January	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0				
February	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0				
March	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0				
Totals	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	355.3	0	0.0	9
Knox County	2.0	38.0	134.0	1081.0	381.0	(Rates per 50,102)									



# AFFORDABLE HOUSING PRESERVATION (A.H.P.)

## BRENTWOOD MANOR

### Business Activities

- Average rent collected for Prairieland Townhouses is \$428.67 per unit per month.
- Vacancy loss - \$586.00 (41 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$14,708.00
  - \$8,635.00 in dwelling rent
  - \$5,275.00 in retro-rent repayment agreements
  - \$798.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for December 2019 – \$(24,231.76) – payment for shingle work.
- Net cash flow YTD 2019 – \$37,488.35
- Cash Reserve Position – \$243,757.00

### Occupancy

Occupancy based on *days* leased at Brentwood Manor for **December, 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	496	0	496	5	5	491	99.0%	1.0%
2-BR	40	1240	0	1240	36	36	1204	97.1%	2.9%
3-BR	16	496	0	496	0	0	496	100.0%	0.0%
<b>TOTAL</b>	<b>72</b>	<b>2232</b>	<b>0</b>	<b>2232</b>	<b>41</b>	<b>41</b>	<b>2191</b>	<b>98.2%</b>	<b>1.8%</b>

### Facilities/Maintenance (UNDER CONSTRUCTION)

- Brentwood Manor had 46 work order requests for December 2019.
- Total inspections completed for the month was 4 – 0 annuals, 3 move-in, 0 move-out, and 1 special inspections

# AFFORDABLE HOUSING PRESERVATION (A.H.P.)

## Public Safety

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

Brentwood Manor	Criminal Homocide	Rape / Criminal Sexual	Assault / Battery	Burglary / Theft / Robbery	Drug-Related Criminal Activity	Property Crime	Disturbance	Total Calls							
April	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
May	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
June	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
July	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
August	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
September	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
October	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0							
November	0	0.0	0	0.0	4	1421.3	1	355.3	0	0.0	0	0.0	3	1066.0	13
December	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2	710.7	3	1066.0	6
January	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
February	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
March	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
Totals	0	0.0	0	0.0	4	1421.3	1	355.3	0	0.0	2	710.7	6	2132.0	19
Knox County	2.0	38.0	134.0	1081.0	381.0	(Rates per 50,102)									

# 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.



## BOARD MEMO

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

**DATE:** 01/17/2020

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 01/28/2020

**SUBJECT:** Executive Director Appraisal Process

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### Executive Summary

Each year, the Knox County Board of Commissioners is charged with the duty to evaluate the performance of its Executive Director. Customarily, this process has been completed at various times of the year, and in various formats.

It's been recommended the Board have discussion to consider the process – establish time frames, determine responsibilities, and finalize a procedure and format.

### Fiscal Impact

### Recommendation

Once the Board determines a course of action, the Executive Director will amend the KCHA By-Laws and formally incorporate the process.