

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
8/8/2019
10:30 a.m.

Opening	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve Previous Meeting Minutes	Chairperson Payton
<input type="checkbox"/> VACANT	Review/Ratify 6-2019 Financial Reports	Chairperson Payton
<input type="checkbox"/> Thomas Dunker	Review/Ratify 6-2019 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Jared Hawkinson	COCC:	\$ 43,227.69
<input type="checkbox"/> Lomac Payton	Moon Towers:	\$ 62,144.29
<input type="checkbox"/> Paula Sanford	Family:	\$ 80,731.62
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 20,014.01
<u>Excused:</u>	HCV:	\$ 87,414.62
Paul H. Stewart	Brentwood:	\$ 24,667.48
	Prairieland:	\$ 24,956.83
<u>Others Present:</u>	Capital Fund 2017:	\$ 0.00
	Capital Fund 2018:	\$ 0.00

Old Business	None
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New Business	Review/Approve Application for Payment 11 for Hein Construction for 504 Modification Project – Phase II at Family Sites	Derek Antoine
	Review/Approve Application for Payment 12 for Hein Construction for 504 Modification Project – Phase II at Family Sites	Derek Antoine
	Review/Approve Contract Award – Siding Replacement at Brentwood Manor	Derek Antoine
	Review/Approve Contract Award – VOIP Telephone Service	Derek Antoine
	Review/Approve Purchase of Utility Vehicle	Derek Antoine
	Review/Approve KCHA Resolution 2019-07 for CFP Submission for Grant Year 2019	Derek Antoine

board agenda

Reports	Program Scorecards – 06-2019 KCHA Legal Counsel Report – 07-2019	Derek Antoine Jack Ball
Other Business	Commissioner Reappointment Commissioner Resignation/Opening	Derek Antoine Derek Antoine
Executive Session	Executive Director Performance Appraisal	Chairperson Payton
Adjournment		

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
June 25, 2019**

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

PRESENT: Wayne Allen
 Jared Hawkinson
 Lomac Payton
 Paula Sanford

EXCUSED: Thomas Dunker
 Paul H. Stewart

ABSENT:

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

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

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

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

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

Motion Carried, 4-0.

April 2019 claims against the HA Administration in the sum of \$275,543.98; Central Office Cost Center in the sum of \$29,109.23; Moon Towers in the sum of \$47,962.75; Family in the sum of \$58,525.82; Bluebell in the sum of \$16,244.25; Housing Choice Voucher Program in the sum of \$86,665.77; Brentwood (A.H.P.) in the sum of \$18,335.61; Prairieland (A.H.P.) in the sum of \$18,700.55; Capital Fund '17 in the sum of \$0.00; and Capital Fund '18 in the sum of \$0.00 were presented for approval. May 2019 claims against the HA Administration in the sum of \$573,665.48; Central Office Cost Center in the sum of \$37,181.87; Moon Towers in the sum of \$59,704.84; Family in the sum of \$76,906.17; Bluebell in the sum of \$22,006.34; Housing Choice Voucher Program in the sum of \$92,664.64; Brentwood (A.H.P.) in the sum of \$22,829.29; Prairieland (A.H.P.) in the sum of \$22,220.19; Capital Fund '17 in the sum of \$0.00; and Capital Fund '18 in the sum of \$240,152.14 were presented for approval. Commissioner Allen made a motion to ratify the claims and bills for April and May 2019; Commissioner Hawkinson seconded. Roll call was taken as follows:

Commissioner Allen - aye

Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Sanford - aye
Motion Carried, 4-0.

OLD BUSINESS

None

NEW BUSINESS

Mr. Antoine asked the Board to review and approve Application for Payment 10 for 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 10. After brief discussion, Commissioner Allen made a motion to approve Application for Payment 10 for Hein Construction for 504 Modification Project-Phase 2 at Family Sites in the amount of \$107,985.99; Commissioner Allen seconded. Roll call was taken as follows:

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

Motion Carried, 4-0.

REPORTS

Mr. Antoine handed out the Public Housing Program Scorecards for April, May and FYE 03/31/2019. The scorecard details program performance in the areas of Occupancy, Maintenance, Tenant Accounts, AMP Budget and PHAS.

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

OTHER BUSINESS

Mr. Antoine led a discussion on the Commissioner opening on the Board. Mr. Antoine was directed to invite potential interested persons to the July 2019 meeting.

Commissioners Sanford and Hawkinson are up for reappointment to the Board, and, as such, will be forwarded to the County Clerk so that the reappointments could be placed on the July 2019 Knox County Board meeting.

EXECUTIVE SESSION

The Executive Session to conduct the Executive Director Performance Appraisal was not held but will be rescheduled to the July 2019 meeting.

ADJOURNMENT

Commissioner Hawkinson made a motion to adjourn the meeting at 10:36 a.m.; Commissioner Allen seconded. Roll call was taken as follows:

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

Commissioner Sanford - aye
Motion Carried, 4-0.

Respectfully submitted,

Secretary

COCC

	<u>June-19</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$55,681.64	\$161,117.74	Utilities
Operating Expenses	\$43,081.70	\$112,830.80	
Net Revenue Income/(Loss)	\$12,599.94	\$48,286.94	

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

COCC's Cash, Investments, A/R, & A/P \$1,167,027.35

MOON TOWERS

	<u>June-19</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$61,809.96	\$190,809.88	Utilities
Operating Expenses	\$62,144.29	\$170,304.83	Received \$1,972 less then prior two month avg. of \$25,457.
Net Revenue Income/(Loss)	(\$334.33)	\$20,505.05	

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

Moon Towers' Cash, Investments, A/R, & A/P \$485,602.40 **\$227,073.11** *minimum reserve position*

FAMILY

	<u>June-19</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$59,158.28	\$200,788.36	Received \$10,572 less then prior two month avg. of \$52,780.
Operating Expenses	\$80,731.62	\$220,758.73	Moved salary from Tenant Services to Administration (April, May, June).
Net Revenue Income/(Loss)	(\$21,573.34)	(\$19,970.37)	Utilities New cameras out at Whispering Hollow Repaired cameras at Woodland Bend.

Operated in the red for the month, and is in the red YTD.

Family's Cash, Investments, A/R, & A/P \$331,236.31 **\$294,344.97** *minimum reserve position*

BLUEBELL

	<u>June-19</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$18,201.96	\$56,309.62	Utilities
Operating Expenses	\$20,014.01	\$59,665.08	Repaired sprinklers.
Net Revenue Income/(Loss)	(\$1,812.05)	(\$3,355.46)	Month loss is \$3,167.35 less then the actual budgeted monthly loss. Current YTD loss is \$11,582.74 less then the current YTD budgeted loss.

Operated in the red for the month, and is in the red YTD.

Bluebell's Cash, Investments, A/R, & A/P \$89,410.26 **\$79,553.44** *minimum reserve position*

BRENTWOOD

	<u>June-19</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$33,694.10	\$98,910.16	Utilities
Operating Expenses	\$24,667.48	\$63,939.00	
Net Revenue Income/(Loss)	\$9,026.62	\$34,971.16	

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

Brentwood's Cash, Investments, A/R, & A/P \$142,085.43

PRAIRIELAND

	<u>June-19</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$27,830.50	\$83,459.50	Utilities
Operating Expenses	\$24,956.83	\$65,202.39	
Net Revenue Income/(Loss)	\$2,873.67	\$18,257.11	

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

PrairieLand's Cash, Investments, A/R, & A/P \$68,837.26

Restricted - Security Deposits (\$985.00)

Restricted - Replacement Reserve (\$131,364.26)

Restricted - Residual Receipts (\$54,512.79)

PL's Total Cash (\$118,024.79)

These are held out to cover PrairieLand Security Deposits.

These funds are held in the Replacement Reserve Savings Account.

These funds are held in the Residual Receipts Savings Account.

HOUSING CHOICE VOUCHERS

ADMINISTRATIVE

	<u>June-19</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$9,962.60	\$28,367.65	Paid Salaries, Inspections, and admin. Expenses.
Operating Expenses	\$11,381.62	\$32,492.05	
Net Revenue Income/(Loss)	(\$1,419.02)	(\$4,124.40)	

Deficit covered by the UNP.

Unrestricted Net Position (UNP)	\$107,825.32	<i>5/31/2019 Balance</i>
Investment in Fixed Assets	\$0.00	
Monthly VMS Net Revenue Income/(Loss)	(\$1,419.02)	
	(\$1,269.82)	<i>Transfer to NRP or Adjustment</i>
UNP Ending Balance	\$105,136.48	For Admin Expenses and HAP (if needed)

HAP

	<u>Jun-19</u>	<u>Current YTD</u>	<u>Notes:</u>
Operating Income	\$67,402.00	\$221,291.00	HAP payments
Operating Expenses	\$76,033.00	\$225,511.50	
Net Revenue Income/(Loss)	(\$8,631.00)	(\$4,220.50)	

Deficit covered by the RNP.

Net Restricted Position (NRP)	\$7,689.18	<i>5/31/2019 Balance</i>
	\$1,269.82	<i>Transfer from UNP or Adjustment</i>
Monthly VMS Net Revenue - Income/(Loss)	(\$8,959.00)	
NRP Ending Balance for HAP	\$0.00	For HAP Expenses (Only)

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

July 19, 2018

ROLL CALL - 10:30 am

There was no July 2018 Finance Committee meeting for the Knox County Housing Authority due to none of the Commissioner's could attend.

ATTENDANCE - 10:30 am

KCHA Commissioners:

Present: none
Excused: Wayne Allen, Ben Burgland, and Tom Dunker

Housing Authority Members:

Present: Lee Lofing
Excused: Derek Antoine

FINANCIAL REPORT - 10:30 am

The only item on the agenda for this month's meeting was to review June's 2017 Financial Reports. The committee was emailed copies of June's Income Statements along with "Notes" for each Amp - COCC, Moon Towers, Family Sites, Bluebell Towers, Brentwood, Prairieland, and Housing Choice Voucher.

ACCOUNTS PAYABLE - 10:30 am

There were no outstanding accounts payables to review.

ADJOURN - 10:30 am

Respectfully submitted,



Finance Coordinator, KCHA

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

COCC - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	55,681.64	56,930.00	-1,248.36	161,117.74	683,160.00	-76.42
TOTAL OPERATING INCOME	55,681.64	56,930.00	-1,248.36	161,117.74	683,160.00	-76.42
OPERATING EXPENSE						
Total Administration Expenses	41,058.13	42,691.68	-1,633.55	107,505.00	512,300.00	-79.02
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	
Total Utilities Expenses	404.63	466.67	-62.04	569.76	5,600.00	-89.83
Total Maintenance Expenses	279.90	483.31	-203.41	738.92	5,800.00	-87.26
General Expense	1,339.04	1,344.67	-5.63	4,017.12	16,136.00	-75.10
TOTAL ROUTINE OPERATING EXPENSES	43,081.70	44,986.33	-1,904.63	112,830.80	539,836.00	-79.10
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	7,730.33	-7,730.33	0.00	92,764.00	-100.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	43,081.70	52,716.66	-9,634.96	112,830.80	632,600.00	-82.16
NET REVENUE/-EXPENSE PROFIT/-LOSS	12,599.94	4,213.34	8,386.60	48,286.94	50,560.00	-4.50
Total Depreciation Expense						
Total Depreciation Expense	53.00	53.00	0.00	159.00	636.00	-75.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	12,546.94	4,160.34	8,386.60	48,127.94	49,924.00	-3.60

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

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	61,809.96	65,790.60	-3,980.64	190,809.88	789,487.00	-75.83
TOTAL OPERATING INCOME	61,809.96	65,790.60	-3,980.64	190,809.88	789,487.00	-75.83
OPERATING EXPENSE						
Total Administration Expenses	24,415.37	25,909.99	-1,494.62	73,934.24	310,920.00	-76.22
Total Tenant Services	0.00	41.67	-41.67	132.49	500.00	-73.50
Total Utilities Expenses	8,706.32	7,916.67	789.65	12,452.46	95,000.00	-86.89
Total Maintenance Expenses	22,719.25	22,902.12	-182.87	62,793.32	274,825.00	-77.15
General Expense	6,303.35	5,938.26	365.09	20,992.32	71,259.00	-70.54
TOTAL ROUTINE OPERATING EXPENSES	62,144.29	62,708.71	-564.42	170,304.83	752,504.00	-77.37
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	-26,301.42	26,301.42	0.00	-315,617.00	-100.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	62,144.29	36,407.29	25,737.00	170,304.83	436,887.00	-61.02
NET REVENUE/EXPENSE PROFIT/-LOSS	-334.33	29,383.31	-29,717.64	20,505.05	352,600.00	-94.18
Total Depreciation Expense						
Total Depreciation Expense	29,300.00	29,300.00	0.00	87,900.00	351,600.00	-75.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-29,634.33	83.31	-29,717.64	-67,394.95	1,000.00	-6,839.50

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

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	59,158.28	76,000.16	-16,841.88	200,788.36	912,002.00	-77.98
TOTAL OPERATING INCOME	59,158.28	76,000.16	-16,841.88	200,788.36	912,002.00	-77.98
OPERATING EXPENSE						
Total Administration Expenses	34,750.95	32,637.60	2,113.35	94,370.09	391,651.00	-75.90
Total Tenant Services	-3,147.35	740.00	-3,887.35	0.00	8,880.00	-100.00
Total Utilities Expenses	2,680.12	1,709.17	970.95	3,922.96	20,510.00	-80.87
Total Maintenance Expenses	38,932.55	39,027.47	-94.92	117,149.38	468,330.00	-74.99
General Expense	7,515.35	7,317.58	197.77	5,316.30	87,811.00	-93.95
TOTAL ROUTINE OPERATING EXPENSES	80,731.62	81,431.82	-700.20	220,758.73	977,182.00	-77.41
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	-40,931.67	40,931.67	0.00	-491,180.00	-100.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	80,731.62	40,500.15	40,231.47	220,758.73	486,002.00	-54.58
NET REVENUE/EXPENSE PROFIT/-LOSS	-21,573.34	35,500.01	-57,073.35	-19,970.37	426,000.00	-104.69
Total Depreciation Expense	33,500.00	35,500.00	-2,000.00	100,500.00	426,000.00	-76.41
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-55,073.34	0.01	-55,073.35	-120,470.37	0.00	

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

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	18,201.96	19,129.92	-927.96	56,309.62	229,559.00	-75.47
TOTAL OPERATING INCOME	18,201.96	19,129.92	-927.96	56,309.62	229,559.00	-75.47
OPERATING EXPENSE						
Total Administration Expenses	6,637.62	10,921.01	-4,283.39	24,683.68	131,052.00	-81.16
Total Tenant Services	0.00	20.83	-20.83	0.00	250.00	-100.00
Total Utilities Expenses	2,215.53	2,224.99	-9.46	4,397.51	26,700.00	-83.53
Total Maintenance Expenses	8,491.31	7,647.91	843.40	22,014.34	91,775.00	-76.01
General Expense	2,669.55	3,294.58	-625.03	8,569.55	39,535.00	-78.32
TOTAL ROUTINE OPERATING EXPENSES	20,014.01	24,109.32	-4,095.31	59,665.08	289,312.00	-79.38
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	20,014.01	24,109.32	-4,095.31	59,665.08	289,312.00	-79.38
NET REVENUE/EXPENSE PROFIT/-LOSS	-1,812.05	-4,979.40	3,167.35	-3,355.46	-59,753.00	-94.38
Total Depreciation Expense						
Total Depreciation Expense	14,010.00	14,010.00	0.00	42,030.00	168,120.00	-75.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-15,822.05	-18,989.40	3,167.35	-45,385.46	-227,873.00	-80.08

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

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	194,851.84	217,850.68	-22,998.84	609,025.60	2,614,208.00	-76.70
TOTAL OPERATING INCOME	194,851.84	217,850.68	-22,998.84	609,025.60	2,614,208.00	-76.70
OPERATING EXPENSE						
Total Administration Expenses	106,862.07	112,160.28	-5,298.21	300,493.01	1,345,923.00	-77.67
Total Tenant Services	-3,147.35	802.50	-3,949.85	132.49	9,630.00	-98.62
Total Utilities Expenses	14,006.60	12,317.50	1,689.10	21,342.69	147,810.00	-85.56
Total Maintenance Expenses	70,423.01	70,060.81	362.20	202,695.96	840,730.00	-75.89
General Expense	17,827.29	17,895.09	-67.80	38,895.29	214,741.00	-81.89
TOTAL ROUTINE OPERATING EXPENSES	205,971.62	213,236.18	-7,264.56	563,559.44	2,558,834.00	-77.98
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	-59,502.76	59,502.76	0.00	-714,033.00	-100.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	205,971.62	153,733.42	52,238.20	563,559.44	1,844,801.00	-69.45
NET REVENUE/EXPENSE PROFIT/-LOSS						
	-11,119.78	64,117.26	-75,237.04	45,466.16	769,407.00	-94.09
Total Depreciation Expense						
	76,863.00	78,863.00	-2,000.00	230,589.00	946,356.00	-75.63
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-87,982.78	-14,745.74	-73,237.04	-185,122.84	-176,949.00	4.62

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

	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
HCV - OPERATING STATEMENT						
ADMIN OPERATING INCOME						
Total Admin Operating Income	10,724.60	10,526.58	198.02	29,508.65	126,319.00	-76.64
TOTAL ADMIN OPERATING INCOME	10,724.60	10,526.58	198.02	29,508.65	126,319.00	-76.64
OPERATING EXPENSES						
Total Admin Expenses	6,933.19	9,104.17	-2,170.98	19,557.76	109,250.00	-82.10
Total Fees Expenses	3,724.50	3,758.00	-33.50	11,115.00	45,096.00	-75.35
Total General Expenses	723.93	733.75	-9.82	1,819.29	8,805.00	-79.34
TOTAL OPERATING EXPENSES	11,381.62	13,595.92	-2,214.30	32,492.05	163,151.00	-80.08
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL EXPENSES	11,381.62	13,595.92	-2,214.30	32,492.05	163,151.00	-80.08
NET REVENUE PROFIT/-LOSS	-657.02	-3,069.34	2,412.32	-2,983.40	-36,832.00	-91.90
Total Depreciation Expense	0.00	0.00	0.00	0.00	0.00	
NET REVENUE w/Deprecitation PROFIT/-LOSS	-657.02	-3,069.34	2,412.32	-2,983.40	-36,832.00	-91.90

HAP - OPERATING STATEMENT

HAP INCOME						
Total Income	67,402.00	69,549.67	-2,147.67	221,291.00	834,596.00	-73.49
TOTAL HAP INCOME	67,402.00	69,549.67	-2,147.67	221,291.00	834,596.00	-73.49
HAP EXPENSES						
Total HAP Expenses	76,035.00	72,083.34	3,951.66	225,870.00	865,000.00	-73.89
Total General HAP Expenses	-2.00	-41.67	39.67	-358.50	-500.00	-28.30
TOTAL HAP EXPENSES	76,033.00	72,041.67	3,991.33	225,511.50	864,500.00	-73.91
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	
REMAINING HAP from RESERVE +/-LOSS	-8,631.00	-2,492.00	-6,139.00	-4,220.50	-29,904.00	-85.89

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

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	33,694.10	32,642.76	1,051.34	98,910.16	391,713.00	-74.75
TOTAL OPERATING INCOME	<u>33,694.10</u>	<u>32,642.76</u>	<u>1,051.34</u>	<u>98,910.16</u>	<u>391,713.00</u>	<u>-74.75</u>
OPERATING EXPENSE						
Total Administration Expenses	4,169.84	4,731.01	-561.17	8,850.41	56,772.00	-84.41
Total Fee Expenses	5,910.48	6,048.00	-137.52	17,485.17	72,576.00	-75.91
Total Utilities Expenses	2,167.61	2,128.33	39.28	4,287.00	25,540.00	-83.21
Total Maintenance Expenses	7,332.62	15,090.16	-7,757.54	20,044.49	181,082.00	-88.93
Total Taxes & Insurance Expense	3,006.87	3,193.75	-186.88	8,975.55	38,325.00	-76.58
Total Financial Expenses	2,080.06	2,166.67	-86.61	4,296.38	26,000.00	-83.48
TOTAL ROUTINE OPERATING EXPENSE	<u>24,667.48</u>	<u>33,357.92</u>	<u>-8,690.44</u>	<u>63,939.00</u>	<u>400,295.00</u>	<u>-84.03</u>
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	
TOTAL ALL EXPENSES BEFORE DEPRECIATION	<u>24,667.48</u>	<u>33,357.92</u>	<u>-8,690.44</u>	<u>63,939.00</u>	<u>400,295.00</u>	<u>-84.03</u>
NET REVENUE PROFIT/-LOSS						
	<u>9,026.62</u>	<u>-715.16</u>	<u>9,741.78</u>	<u>34,971.16</u>	<u>-8,582.00</u>	<u>-507.49</u>
Total Depreciation Expense						
	7,330.00	7,330.00	0.00	21,990.00	87,960.00	-75.00
NET REVENUE w/Depreciation PROFIT/-LOSS	<u>1,696.62</u>	<u>-8,045.16</u>	<u>9,741.78</u>	<u>12,981.16</u>	<u>-96,542.00</u>	<u>-113.45</u>

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

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	27,830.50	28,318.58	-488.08	83,459.50	339,823.00	-75.44
TOTAL OPERATING INCOME	27,830.50	28,318.58	-488.08	83,459.50	339,823.00	-75.44
OPERATING EXPENSE						
Total Administration Expenses	3,926.29	4,517.49	-591.20	9,713.25	54,210.00	-82.08
Total Fee Expenses	5,335.85	5,460.00	-124.15	15,843.37	65,520.00	-75.82
Total Utilities Expenses	1,916.16	2,223.33	-307.17	3,808.36	26,680.00	-85.73
Total Maintenance Expenses	8,995.55	14,813.50	-5,817.95	21,429.04	177,762.00	-87.95
Total Taxes & Insurance Expense	2,702.92	2,150.00	552.92	8,204.76	25,800.00	-68.20
Total Financial Expenses	2,080.06	2,150.00	-69.94	6,203.61	25,800.00	-75.96
TOTAL ROUTINE OPERATING EXPENSE	24,956.83	31,314.32	-6,357.49	65,202.39	375,772.00	-82.65
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	
TOTAL ALL EXPENSES BEFORE DEPRECIATION	24,956.83	31,314.32	-6,357.49	65,202.39	375,772.00	-82.65
NET REVENUE PROFIT/-LOSS						
	2,873.67	-2,995.74	5,869.41	18,257.11	-35,949.00	-150.79
Total Depreciation Expense						
	6,257.00	6,257.50	-0.50	18,771.00	75,090.00	-75.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-3,383.33	-9,253.24	5,869.91	-513.89	-111,039.00	-99.54

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

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	61,524.60	60,961.34	563.26	182,369.66	731,536.00	-75.07
TOTAL OPERATING INCOME	61,524.60	60,961.34	563.26	182,369.66	731,536.00	-75.07
OPERATING EXPENSE						
Total Administration Expenses	8,096.13	9,248.50	-1,152.37	18,563.66	110,982.00	-83.27
Total Fee Expenses	11,246.33	11,508.00	-261.67	33,328.54	138,096.00	-75.87
Total Utilities Expenses	4,083.77	4,351.66	-267.89	8,095.36	52,220.00	-84.50
Total Maintenance Expenses	16,328.17	29,903.66	-13,575.49	41,473.53	358,844.00	-88.44
Total Taxes & Insurance Expense	5,709.79	5,343.75	366.04	17,180.31	64,125.00	-73.21
Total Financial Expenses	4,160.12	4,316.67	-156.55	10,499.99	51,800.00	-79.73
TOTAL ROUTINE OPERATING EXPENSE	49,624.31	64,672.24	-15,047.93	129,141.39	776,067.00	-83.36
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	
TOTAL ALL EXPENSES BEFORE DEPRECIATION	49,624.31	64,672.24	-15,047.93	129,141.39	776,067.00	-83.36
NET REVENUE PROFIT/-LOSS						
	11,900.29	-3,710.90	15,611.19	53,228.27	-44,531.00	-219.53
Total Depreciation Expense						
	13,587.00	13,587.50	-0.50	40,761.00	163,050.00	-75.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-1,686.71	-17,298.40	15,611.69	12,467.27	-207,581.00	-106.01

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

	Current Period	Last Year Same	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	22,439.40	21,094.42	1,344.98	63,985.97
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	15,953.84	16,034.43	-80.59	47,861.52
Administrative Expenses	697.69	532.48	165.21	3,854.94
Tenant Services	0.00	0.00	0.00	132.49
Utilities	8,706.32	3,603.03	5,103.29	12,452.46
Maintenance Supplies/Contracts	8,043.69	10,980.26	-2,936.57	21,025.13
Mileage	0.00	0.00	0.00	0.00
General Expenses	6,303.35	6,878.59	-575.24	20,992.32
Non-Routine Expense	0.00	0.00	0.00	0.00
TOTAL MOON TOWERS CLAIMS	62,144.29	59,123.21	3,021.08	170,304.83
AMP002 - FAMILY				
Salaries	41,523.83	39,192.62	2,331.21	118,701.43
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	16,889.74	16,889.74	0.00	50,669.22
Administrative Expenses	1,322.55	2,786.16	-1,463.61	9,670.20
Tenant Services	0.00	278.34	-278.34	0.00
Utilities	2,680.12	1,672.45	1,007.67	3,922.96
Maintenance Supplies/Contracts	10,800.03	6,870.59	3,929.44	32,478.62
Mileage	0.00	0.00	0.00	0.00
General Expenses	7,515.35	4,818.38	2,696.97	5,316.30
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	80,731.62	72,508.28	8,223.34	220,758.73
AMP003 - BLUEBELL				
Salaries	5,303.19	7,871.04	-2,567.85	18,708.66
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,620.09	4,620.09	0.00	13,860.27
Administrative Expenses	577.53	644.88	-67.35	2,565.48
Tenant Services	0.00	143.95	-143.95	0.00
Utilities	2,215.53	2,153.73	61.80	4,397.51
Maintenance Supplies/Contracts	4,640.88	11,978.17	-7,337.29	11,576.37
Mileage	-12.76	0.00	-12.76	-12.76
General Expenses	2,669.55	2,417.99	251.56	8,569.55
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL BLUEBELL CLAIMS	20,014.01	29,829.85	-9,815.84	59,665.08
COCC				
Salaries	35,454.34	30,027.60	5,426.74	94,348.94
Employee W/H Payments	145.99	62.64	83.35	160.11
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	5,699.69	3,379.40	2,320.29	13,443.76
Tenant Services	0.00	0.00	0.00	0.00
Utilities	404.63	82.51	322.12	569.76
Maintenance Supplies/Contracts	184.00	15,256.31	-15,072.31	451.22
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,339.04	1,321.99	17.05	4,017.12
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	43,227.69	50,130.45	-6,902.76	112,990.91
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	104,720.76	98,185.68	6,535.08	295,745.00
Employee W/H Payments	145.99	62.64	83.35	160.11
Management Fees	37,463.67	37,544.26	-80.59	112,391.01
Administrative Expenses	8,297.46	7,342.92	954.54	29,534.38
Tenant Services	0.00	422.29	-422.29	132.49
Utilities	14,006.60	7,511.72	6,494.88	21,342.69
Maintenance Supplies	23,668.60	45,085.33	-21,416.73	65,531.34
Mileage	-12.76	0.00	-12.76	-12.76
General Expenses	17,827.29	15,436.95	2,390.34	38,895.29
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL LOW RENT CLAIMS	206,117.61	211,591.79	-5,474.18	563,719.55

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

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	8,413.34	7,999.92	413.42
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,910.48	5,910.48	0.00
Administrative Expenses	1,098.80	537.16	561.64
Utilities	2,167.61	2,060.07	107.54
Maintenance Supplies/Contracts	1,990.32	2,773.93	-783.61
Tax & Insurance Expenses	3,006.87	2,659.49	347.38
Finacial Expenses	2,080.06	2,199.73	-119.67
TOTAL BRENTWOOD CLAIMS	24,667.48	24,140.78	526.70
PRAIRIELAND			
Salaries	8,413.22	7,999.63	413.59
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,335.85	5,253.76	82.09
Administrative Expenses	855.27	624.89	230.38
Utilities	1,916.16	1,969.55	-53.39
Maintenance Supplies/Contracts	3,653.35	4,504.23	-850.88
Taxes & Insurance Expenses	2,702.92	2,426.14	276.78
Financial Expenses	2,080.06	2,199.73	-119.67
TOTAL PRAIRIELAND CLAIMS	24,956.83	24,977.93	-21.10
AHP - BRENTWOOD & PRAIRIELAND			
Salaries	16,826.56	15,999.55	827.01
Employee W/H Payments	0.00	0.00	0.00
Management Fees	11,246.33	11,164.24	82.09
Administrative Expenses	1,954.07	1,162.05	792.02
Utilities	4,083.77	4,029.62	54.15
Maintenance Supplies	5,643.67	7,278.16	-1,634.49
Taxes & Insurance Expenses	5,709.79	5,085.63	624.16
Financial Expenses	4,160.12	4,399.46	-239.34
TOTAL AHP CLAIMS	49,624.31	49,118.71	505.60
HOUSING CHOICE VOUCHER - HCV			
Salaries	6,516.29	7,847.08	-1,330.79
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,724.50	3,510.00	214.50
Administrative Expenses	416.90	498.87	-81.97
General Expense-Admin	723.93	804.70	-80.77
Total HCV Expenses	11,381.62	12,660.65	-1,279.03
HAP Expenses	76,035.00	75,811.00	224.00
General Expenses	-2.00	-7.25	5.25
Total HAP Expenses	76,033.00	75,803.75	229.25
TOTAL HCV CLAIMS	87,414.62	88,464.40	-1,049.78

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

	Current Period	Last Year Same	Current Year	Cumulative
CFG 2018 - \$1,032,694				
Admin. / Operations	0.00	0.00	0.00	0.00
General CFP Activity	0.00	0.00	240,152.14	433,320.21
TOTAL CFG 2018 CLAIMS	0.00	0.00	240,152.14	433,320.21
CFG 2017 - \$673,386				
Admin. / Operations	0.00	0.00	0.00	0.00
General CFP Activity	0.00	41,710.90	0.00	673,386.00
TOTAL CFG 2017 CLAIMS	0.00	41,710.90	0.00	673,386.00
CFG 2016 - \$608,598				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00	14,000.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	594,598.00
Dwelling Equipment	0.00	0.00	0.00	0.00
Non-Dwelling Equipment	0.00	0.00	0.00	0.00
TOTAL CFG 2016 CLAIMS	0.00	0.00	0.00	608,598.00
TOTAL CFG GRANT(S) CLAIMS	0.00	41,710.90	240,152.14	1,715,304.21

Knox County Housing Authority
CLAIMS REPORT TOTALS
June, 2019

	Current Period	Last Year Same	Variance	Current Year
TOTALS				
<hr/>				
<u>LOW RENT</u>				
AMP001 - MOON TOWERS	62,144.29	59,123.21	3,021.08	170,304.83
AMP002 - FAMILY	80,731.62	72,508.28	8,223.34	220,758.73
AMP003 - BLUEBELL	20,014.01	29,829.85	-9,815.84	59,665.08
COCC	43,227.70	50,130.46	-6,902.76	112,990.94
TOTAL LOW RENT	206,117.62	211,591.80	-5,474.18	563,719.58
<u>A.H.P.</u>				
BRENTWOOD	24,667.48	24,140.78	526.70	63,939.00
PRAIRIELAND	24,956.83	24,977.93	-21.10	65,202.39
TOTAL A.H.P.	49,624.31	49,118.71	505.60	129,141.39
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	11,381.62	12,660.65	-1,279.03	32,492.05
TOTAL HCV	11,381.62	12,660.65	-1,279.03	32,492.05
<u>GRANTS</u>				
CAPITAL FUND GRANT '18	0.00	0.00	0.00	240,152.14
CAPITAL FUND GRANT '17	0.00	41,710.90	-41,710.90	0.00
CAPITAL FUND GRANT '16	0.00	0.00	0.00	0.00
TOTAL GRANTS	0.00	41,710.90	-41,710.90	240,152.14
<hr/>				
TOTAL CLAIMS FOR MONTH	267,123.55	315,082.06	-47,958.51	965,505.16

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 07/24/2019

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 07/30/2019

SUBJECT: Application for Payment #11 – Hein Construction

Executive Summary

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

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

Please see the attached Construction Observation Report for additional information from the 07/09/2019 progress meeting.

Alliance Architecture was on site for a progress meeting on 07/09/2019. Alliance Architecture has reviewed and signed approval for Pay Request #11.

Fiscal Impact

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

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #11 from Hein Construction in the amount of \$47,380.88 for the period to 06/28/2019.

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

(Instructions on reverse side)

PAGE ONE OF 11 PAGES

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

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

APPLICATION NO: 11

PERIOD TO: 06/28/19

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

CONTRACT FOR: General Contractor CONTRACT DATE: 1910

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner		145.03	
TOTAL		145.03	
Approved this month			
Number	Date Approved		
4	05/29/19	25,431.93	
TOTALS		25,431.93	0.00
Net change by Change Orders		\$25,576.96	

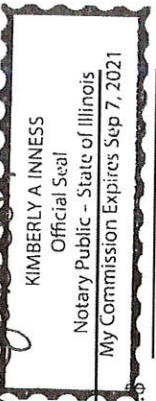
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates 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: 6/26/19

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

1. ORIGINAL CONTRACT SUM\$ 2,003,000.00 ✓
2. Net change by Change Orders\$ 25,576.96 ✓
3. CONTRACT SUM TO DATE (Line 1+2)\$ 2,028,576.96 ✓
4. TOTAL COMPLETED & STORED TO DATE\$ 1,772,671.74 ✓
 (Column G on G703)
5. RETAINAGE:
 a. 10 % of Completed Work.....\$ 177,267.17 ✓
 (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)\$ 177,267.17 ✓
 (Line 4 less Line 5 Total)\$ 1,595,404.57 ✓
6. TOTAL EARNED LESS RETAINAGE\$ 1,548,023.69 ✓
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)\$ 47,380.88 ✓
8. CURRENT PAYMENT DUE.....\$ 433,172.39 ✓
9. BALANCE TO FINISH, PLUS RETAINAGE\$ _____
 (Line 3 less Line 6)

State of: Illinois County of: Knox
 Subscribed and sworn to before me this 26th day of June 2019
 Notary Public: Kimberly A. Inness
 My Commission expires: 9/17/21



AMOUNT CERTIFIED\$ 47,380.88
 (Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT:
 BY: [Signature] Date: 06-28-2019
 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.

CONSTRUCTION OBSERVATION REPORT

Owner (DA,CL) x
Architect x
Contractor (DM) x



PROJECT: 504 MODIFICATIONS - PHASE 2
SCATTERED SITES
Whispering Hollow & Woodland Bend
Knox County Housing Authority
Galesburg, Illinois

REPORT NO. 11

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

Date: 7/9/19 Time: 9:00 a.m. Weather: Sunny Temp. Range: 80°

Present At Site: Electrician.

WORK IN PROGRESS

Wiring at Building D.

OBSERVATIONS

'B' Buildings

Kitchen countertops have been installed and sink plumbing connected. Trash enclosures have been constructed. Staining of trash enclosures remains to be completed.

'C' Building

Kitchen countertops have been installed and sink plumbing connected. Trash enclosure has been constructed. Staining of trash enclosure remains to be completed.

'D' Building

Remaining framing (ground floor and upper floor) has been completed. Electrical wiring is in progress. Rough-ins for some mechanical items have been installed. Underlayment for VCT flooring has been installed at upper floor.

PROGRESS MEETING

A progress meeting was held at Building D with Dave Marshall (Hein Construction), Nick Palngren (Amp Electric), and Mark Burrell (Alliance Architects) present. The following items were discussed.

1. Building D:
 - a. Relocation of the ground floor bedroom door (see attached telecon dated 6/21/19) narrowed the space available for light switches. Approximately 4" of additional space is needed to install the box. Relocation of the switches was discussed. See Action Requested/Items Verified this report.
 - b. New cabinet and appliance layout covers the location of the existing switch for the side door exterior light with the refrigerator. Relocation of the existing switch was discussed. See Action Requested/Items Verified this report.
 - c. Reconfiguration of the pantry eliminated the mounting location for the existing kitchen light switch. Relocation of the switch was discussed. See Action Requested/Items Verified this report.

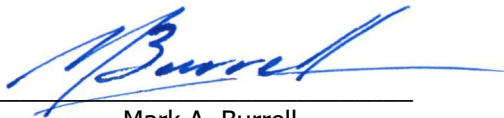
PROGRESS MEETING (Cont.)

- d. It was determined that there is insufficient width to fit the ERV unit in the specified location. Alternative options were explored, including above the ceiling in the bedroom addition and above the ceiling in the mechanical room. See Action Requested/Items Verified this report.

ACTION REQUESTED/ITEMS VERIFIED

1. It was determined that the best location for the light switches at the entrance is on the wall where they were originally shown. Contractor will relocate bedroom door framing approximately 4" away from the front entry. Light switches will then be installed between door and closet framing. See attached exhibit.
2. Switch for side door exterior light will be relocated to the pantry wall, just to the right of the pantry door, above an existing duplex outlet. See attached exhibit.
3. Kitchen light switch will be relocated to the corridor wall of the pantry. It will be converted to a three-way switch, with the second control switch located on the wall just outside the bedroom addition. See attached sketch.
4. Contractor will meet with mechanical subcontractor and determine the optimal location for the ERV unit. It is anticipated that the unit will be placed in a soffit in the mechanical room, but Contractor will need to verify dimensions and duct routing.

REPORTED BY: _____



Mark A. Burrell

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 08/06/2019

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 08/08/2019

SUBJECT: Application for Payment #12 – Hein Construction

Executive Summary

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

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

Alliance Architecture has reviewed and signed approval for Pay Request #12.

Fiscal Impact

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

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #12 from Hein Construction in the amount of \$37,915.63 for the period to 07/31/2019.

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

(Instructions on reverse side)

PAGE ONE OF 11 PAGES

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

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

APPLICATION NO: 12 ✓
PERIOD TO: 07/31/19

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

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

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

ARCHITECT'S PROJECT NO:
1910
CONTRACT DATE:

CONTRACT FOR: **General Contractor**

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

Continuation Sheet, AIA Document G703, is attached.

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		
Change Orders approved in previous months by Owner	ADDITIONS	DEDUCTIONS
	25576.96	
TOTAL	25576.96	
Approved this month		
Number	Date Approved	
TOTALS	0.00	0.00
Net change by Change Orders	\$25,576.96 ✓	

1. ORIGINAL CONTRACT SUM.....\$	2,003,000.00
2. Net change by Change Orders.....\$	25,576.96 ✓
3. CONTRACT SUM TO DATE (Line 1+2).....\$	2,028,576.96 ✓
4. TOTAL COMPLETED & STORED TO DATE.....\$	1,814,800.22

(Column G on G703)

5. RETAINAGE:

a. 10 % of Completed Work.....\$ 181,480.02 ✓

(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).....\$ 181,480.02 ✓

6. TOTAL EARNED LESS RETAINAGE.....\$ 1,633,320.20 ✓

(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate).....\$ 1,595,404.57 ✓

8. CURRENT PAYMENT DUE.....\$ 37,915.63 ✓

9. BALANCE TO FINISH, PLUS RETAINAGE.....\$ 395,256.76 ✓

(Line 3 less Line 6)

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..

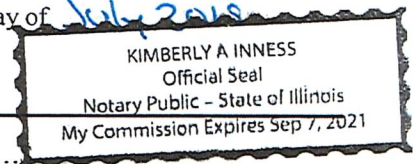
BY: [Signature] Date: 7/30/19

State of: Illinois County of: Knox

Subscribed and sworn to before me this 30 day of July 2019

Notary Public: [Signature]

My Commission expires: 9/1/21



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.

AMOUNT CERTIFIED

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

ARCHITECT: [Signature] Alliance Architecture

BY: [Signature] 929 Lincolnway East, Suite 200 Date: 08-04-2019

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

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 07/25/2019

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 07/30/2019

SUBJECT: Review/Approve Contractor for Brentwood Siding Replacement

Executive Summary

Brentwood Manor was constructed in 1968 and includes 72 one, two and three-bedroom units spread across eight walk-up buildings. The existing cedar shake siding is original to the building and is currently beyond repair. As such, replacement is necessary at this time.

The bid package was published on 06/23/2019. A pre-bid meeting was held on 07/03/2019 with bids due on 07/25/2019.

Attached is the bid tabulation for the Siding Replacement project at Brentwood Manor. Hein Construction submitted the lowest bid.

Outreach efforts for this solicitation were as follows:

- 888 total vendors notified by the eProcurement System
- 8 vendors viewed the online solicitation
- Area contractors notified of the solicitation via an advertisement in the Register-Mail
- Area contractors were notified via emails by the agency;
- Posting on the agency website and Facebook page;
- 1 contractor attended the pre-bid walk-through meetings;
- 1 bids submitted by:
 - Hein Construction

A full review of the bid submissions has been conducted. Hein Construction has been deemed to be the lowest responsible and responsive bidder.

Fiscal Impact

This project will be funded from Brentwood Manor's operating budget.

Recommendation

It is the recommendation of the Executive Director the Board approve selection of Hein Construction for the Siding Replacement project referenced above at Brentwood Manor, for the base bid cost of \$110,000.00, pending approval from the Chicago HUD field office.

INVITATION FOR BIDS (IFB) NO. B2020-01, Siding Replacement
(Attachment J)

PRICING SUBMITTAL FORM

PLEASE PRINT:

Business Name: Hein Construction Co., Inc

Address: 56 N. Cedar St. Galesburg, IL 61401

Telephone Number: 309-343-5124

Fax Number: 309-343-3690

Email Address: dave@heinconstruction.com

CONTRACTOR'S PRICING

The Contractor is required to submit a bid for siding replacement providing all labor, tools, equipment and material to complete the job as specified in the bid documents.

PRODUCT/SERVICE	SIZE	QTY	UNIT \$	EXTENDED \$
BASE BID				
Siding replacement at 8 buildings as specified in the bid documents.			TOTAL:	\$ 110,000.00
UNIT PRICE FOR SHEATHING				
Price per 4x8 sheet OSB inclusive of material & labor			\$ 110.00	\$ 110.00
Project will be completed within how many days from acceptance of bid:	120 Days			

The following addenda have been received and are hereby acknowledged and their execution is included in the above bid amount:

Submitted By (Contractor):



7/25/19

David Marshall

Signature

Date

Printed Name

Accepted By:

Signature

Date

Printed Name

BOARD MEMO

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Galesburg, IL 61401

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www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 07/25/2019

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 07/30/2019

SUBJECT: Review/Approve Contractor for Voice Over Internet Protocol (VOIP)
Telephone System

Executive Summary

The Agency is seeking proposals to provide and install a Voice Over Internet Protocol (VOIP) Telephone System. VOIP is the technology that converts voice into a digital signal, allowing calls to be made directly from a computer, a VOIP phone or other data-driven devices. The initial set up and ongoing costs are generally less for operating a VOIP system than a more traditional phone system. VOIP systems provide a versatility of features including service mobility, conference calling and fax over IP.

The current phone system has been in use for a number of years. The agency is currently experiencing a need for new phones, problems with incoming and outgoing calls as well as static on the lines.

The request for proposals package was published on 06/27/2019. A pre-proposal meeting was held on 07/02/2019 with proposals due on 07/25/2019.

Outreach efforts for this solicitation were as follows:

- 416 total vendors notified by the eProcurement System
- 12 vendors viewed the online solicitation
- Area contractors notified of the solicitation via an advertisement in the Register-Mail;
- Posting on the agency website and Facebook page;
- 3 contractors attended the pre-proposal conference call meeting;
- 3 bids submitted by:
 - Impact Solutions, LLC.;
 - Century Link; and
 - Tri-City Electric.

A proposal scoring tabulation and recommendation will be made at the Board meeting.

Fiscal Impact

The installation costs related to this project will be funded from the Central Office Cost Center reserves.

Recommendation

A recommendation will be made by the Executive Director at the Board meeting on 07/30/2019.

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 08/06/2019

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 08/08/2019

SUBJECT: Review/Approve Vehicle Purchase

Executive Summary

The agency is seeking to purchase one new lift/plow truck to replace two existing trucks. The agency's current lift truck is a 2003 Chevy truck in need of a new transmission, and the current plow truck is a 1998 Chevy truck with gas line problems. There is an additional 1996 Dodge plow truck that needs new brakes and front-end work but will possibly be able to be repaired for use at Moon Towers.

Previously, the agency had hoped to purchase a truck through Landmark Ford in Springfield, IL, the contracted vendor of BidBuy Illinois Procurement. BidBuy is the State's cooperative purchasing program that allows the agency to purchase new vehicles under the procured and approved contract. However, the deadline to purchase vehicles under this contract was 08/02/2019. It is not known when the next order time will be available. Thus, the agency solicited bids from local dealerships.

The agency seeks to purchase the following truck with the listed additional features:

- 2019/2020 3/4 ton 4x4 Regular Cab
- Snowplow prep package
- Extra heavy alternator 62E
- Spray-in bed liner
- Rust proof and undercoat
- Extra key no remote
- Western 8'6" MVP 3 V-Plow w/ Shoes, 10" deflector
- Lift Gate 1300lb Capacity w/ aluminum platform in lieu of steel

A bid tabulation will be provided at the Board meeting.

Fiscal Impact

This project will be funded from the Family Sites reserves.

Recommendation

A recommendation will be made by the Executive Director at the Board meeting on 08/08/2019.

RESOLUTION 2019-07

08/01/2019

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of Capital Fund Submission Grant Year 2019

Article I. Background

Under the Capital Fund Program (CFP) Final Rule, The Capital Fund Plan submission has been decoupled from the PHA plan submission and therefore must be separately transmitted to the Department of Housing and Urban Development.

The Knox County Housing Authority anticipates CFP funding in the amount of \$1,077,932.00 for Grant Year 2019. The agency will utilize this funding in the following manner:

- Continuation of the 504/ADA modernization projects. Work will be done in community rooms and common areas at all three AMPs, as well as modernization of 2BR units at the Family Sites. **Total budgeted cost: \$553,000.00**
- Rehabilitation of the roofing surface at Moon Towers. **Total budgeted cost: \$125,000.00**
- Modernization and upgrade of agency surveillance systems. Planned upgrades at each of the AMPs, as well as the addition of surveillance monitoring of the central office cost center. **Total budgeted cost: \$49,932.00**
- Architecture and Engineering Services (A&E). Costs associated with utilization of an A&E firm to develop project scope and design, to advise on construction quality and compliance, and act as general counsel on matters pertaining to construction or rehabilitation projects. **Total budgeted cost: \$50,000.00**

Further, as permitted by regulations, the KCHA may allocate limited portions of the projected CFP funding for administration, operations, and management improvements. The following budget allocations are also presented for approval and submission:

- Allocation for operations. A transfer of up to 25% of the projected CFP funding may be allocated for operational use by the properties. This funding may then be used for the day-to-day business of the AMP. **Total budgeted allocation: \$200,000.00**
- Allocation for administration. A transfer of up to 10% may be made to cover the administrative costs associated with the capital fund. These costs include salary and benefits of the Executive Director and other staff associated with carrying out required capital fund operations, as well as document preparation, resident participation costs, and litigation expenses. **Total budgeted allocation: \$100,000.00**

In developing the Annual and Five-Year CFP plans, the agency engaged property managers and staff and collaborated with residents convened through a Resident Advisory Board to solicit recommendations towards property upkeep and improvement. Information obtained through these processes was utilized by the KCHA in assessing priorities and formulating the projected budgets. Additionally, both plans have been prepared through analysis of year over year modernization/rehabilitation activities (appliances,



flooring) and the Green Physical Needs Assessment (GPNA) conducted in September of 2014. While both plans are fluid, they represent capital needs that have been prioritized to the best of agency ability and resource.

Article II. Recommendation

It is the recommendation of the Executive Director the Board adopt KCHA Resolution 2019-07 authorizing the proposed KCHA Capital Fund Program Submission for the Grant Year 2019.

RESOLUTION 2019-07

08/01/2019

Board of Commissioners

Derek Antoine, Executive Director

Approval of Capital Fund Submission Grant Year 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 adopts the Capital Fund Program Annual Plan for Grant Year 2019, in conjunction with the Five-Year Action Plan for FFY 2015 – FFY 2019.
3. The data collection and methodology used in developing the KCHA Capital Fund Program plans are compliant with requirements set forth in the Code of Federal Regulations and HUD guidance regarding preparation and submission of such plans.
4. This Resolution shall be carried out in accordance with agency policy, procedures, and federal regulations and be effective immediately.

RESOLVED: August 08, 2019

Lomac Payton, Chairperson

Thomas Dunker, Vice-Chairperson

Paula Sanford, Resident Commissioner

Paul H. Stewart, Commissioner

Wayne Allen, Commissioner

Jared Hawkinson, Commissioner

VACANT, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

Capital Fund Program - Five-Year Action Plan

Status: Approved Approval Date: Approved By:

Part I: Summary						
PHA Name : Knox County Housing Authority		Locality (City/County & State)				
PHA Number: IL085		<input type="checkbox"/> Original 5-Year Plan		<input checked="" type="checkbox"/> Revised 5-Year Plan (Revision No:)		
A.	Development Number and Name	Work Statement for Year 1 2016	Work Statement for Year 2 2017	Work Statement for Year 3 2018	Work Statement for Year 4 2019	Work Statement for Year 5 2020
	AUTHORITY-WIDE	\$60,859.00	\$107,338.00	\$100,859.00	\$100,859.00	\$100,859.00
	MOON TOWERS (IL085000001)	\$40,000.00	\$290,100.00	\$552,200.00	\$375,700.00	\$873,000.00
	FAMILY HOUSING (IL085000002)	\$589,901.62	\$1,265,434.00	\$1,224,219.00	\$1,199,000.00	\$1,783,470.00
	BLUE BELL TOWER (IL085000003)	\$2,500.00	\$341,800.00	\$115,000.00	\$315,500.00	\$147,500.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
1	2016			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$60,859.00
ID0001	Central Office Cost Center(Administration (1410)-Other,Administration (1410)-Salaries)	Administration-1410		\$60,859.00
	MOON TOWERS (IL085000001)			\$40,000.00
ID0002	Asbestos Abatement/New Flooring(Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Other)	Abatement of tile floors & installation of new floors		\$15,000.00
ID0003	Parking Lots(Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Reseal & resurface parking lots		\$15,000.00
ID0004	Appliances(Dwelling Unit-Interior (1480)-Appliances)	Replacement of dwelling unit appliances		\$10,000.00
	FAMILY HOUSING (IL085000002)			\$589,901.62

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
1	2016			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0005	Asbestos Abatement/New Flooring(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replacement and installation of new floors		\$45,000.00
ID0006	504 Renovations(Dwelling Unit-Interior (1480)-Other)	3-2 bedroom units		\$534,901.62
ID0009	Appliances(Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Other)	Replacement of dwelling unit appliances		\$10,000.00
	BLUE BELL TOWER (IL085000003)			\$2,500.00
ID0008	Appliances(Dwelling Unit-Interior (1480)-Appliances)	Replacement of dwelling unit appliances		\$2,500.00
	Subtotal of Estimated Cost			\$693,260.62

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2017				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	MOON TOWERS (IL085000001)			\$290,100.00
ID0010	A&E Services(Contract Administration (1480)-Other Fees and Costs)	Architect and engineering services		\$15,000.00
ID0013	Concrete Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Concrete site work		\$7,500.00
ID0014	Appliances(Dwelling Unit-Interior (1480)-Appliances)	Replacement of dwelling unit appliances		\$12,500.00
ID0015	Light Fixtures(Non-Dwelling Interior (1480)-Electrical)	Replacement of hallway/corridor light fixtures		\$12,500.00
ID0016	Ceiling tile/grid(Non-Dwelling Interior (1480)-Other)	Replacement of hallway/corridor ceiling tile/grid		\$56,600.00
ID0017	Paint hallways/corridors(Non-Dwelling Interior (1480)-Other)	Paint hallways/corridors		\$38,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
	2	2017		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0034	Light Fixtures(Non-Dwelling Interior (1480)-Electrical)	Replace light fixtures in common areas		\$10,000.00
ID0035	Appliances(Dwelling Unit-Interior (1480)-Appliances)	Replace dwelling unit appliances		\$2,500.00
ID0036	Security Cameras(Non-Dwelling Interior (1480)-Security)	Installation of security cameras		\$20,000.00
ID0037	Kitchen cabinets(Dwelling Unit-Interior (1480)-Kitchen Cabinets)	Replacement of kitchen cabinets		\$178,500.00
ID0038	Bathroom renovations(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Tubs and Showers)	Bathroom renovations		\$45,000.00
ID0040	Maintenance Equipment(Non-Dwelling Interior (1480)-Other)	Maintenance equipment		\$2,500.00
ID0041	Air conditioner sleeves(Dwelling Unit-Exterior (1480)-Other)	Replacement of air conditioner sleeves		\$7,800.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
	2	2017		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0025	Appliances(Non-Dwelling Interior (1480)-Appliances)	Replacement of appliances at community buildings		\$15,000.00
ID0026	Maintenance Equipment(Non-Dwelling Interior (1480)-Other)	Maintenance equipment		\$5,000.00
ID0027	Playground equipment(Non-Dwelling Site Work (1480)-Playground Areas - Equipment)	Installation of new playground equipment		\$35,000.00
ID0028	Storm doors(Dwelling Unit-Exterior (1480)-Exterior Doors)	Replacement of storm doors		\$65,000.00
ID0029	Duct cleaning(Dwelling Unit-Interior (1480)-Other)	Duct cleaning		\$90,000.00
ID0030	Landscaping(Non-Dwelling Site Work (1480)-Landscape)	Landscaping		\$10,000.00
ID0031	504 Renovations(Non-Dwelling Interior (1480)-Community Building)	Community buildings		\$57,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2		2017		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0032	504 Renovations(Dwelling Unit-Interior (1480)-Other)	Visually/hearing impaired modifications		\$26,048.00
ID0061	504 Renovations(Dwelling Unit-Interior (1480)-Other)	2-4 bedroom units		\$160,000.00
ID0062	504 Renovations(Non-Dwelling Interior (1480)-Other)	1-5 bedroom unit		\$20,000.00
ID0007	504 Renovations(Dwelling Unit-Interior (1480)-Other)	4-3 bedroom units		\$633,025.10
ID0011	A&E Services(Contract Administration (1480)-Other Fees and Costs)	Architect and engineering services		\$40,360.90
	AUTHORITY-WIDE (NAWASD)			\$107,338.00
ID0071	Central Office Cost Center(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration		\$67,338.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2018				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	MOON TOWERS (IL085000001)			\$552,200.00
ID0046	Exterior Lighting(Non-Dwelling Exterior (1480)-Lighting)	Replacement/addition of exterior lighting		\$11,000.00
ID0047	Asbestos Abatement/New Flooring(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replacement and installation of new floors		\$50,000.00
ID0048	Windows(Dwelling Unit-Exterior (1480)-Windows)	Installation of new windows and treatments		\$113,000.00
ID0049	Appliances(Dwelling Unit-Interior (1480)-Appliances)	Replacement of dwelling unit appliances		\$12,500.00
ID0050	Ceiling fan/light(Dwelling Unit-Interior (1480)-Electrical)	Installation of ceiling fan/light combo		\$113,500.00
ID0051	Paint unit interiors(Dwelling Unit-Interior (1480)-Interior Painting (non routine))	Paint unit interiors		\$56,200.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
	3	2018		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0052	Garage doors(Non-Dwelling Exterior (1480)-Doors)	Replacement and installation of new garage doors		\$24,000.00
ID0053	Roof/insulation(Non-Dwelling Exterior (1480)-Roofs)	Replacement of roof/insulation at front entry		\$92,000.00
ID0054	Bathroom renovations(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Tubs and Showers)	Bathroom renovations		\$80,000.00
	FAMILY HOUSING (IL085000002)			\$1,224,219.00
ID0055	Exterior Lighting(Non-Dwelling Exterior (1480)-Lighting)	Replacement/addition of exterior lighting		\$6,000.00
ID0056	Asbestos Abatement/New Flooring(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replacement and installation of new floors		\$70,000.00
ID0057	Appliances(Dwelling Unit-Interior (1480)-Appliances)	Replacement of dwelling unit appliances		\$20,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2018				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0058	Furnace doors(Dwelling Unit-Interior (1480)-Other)	Replacement and installation of furnace doors		\$50,000.00
ID0059	Storm doors(Dwelling Unit-Exterior (1480)-Exterior Doors)	Replacement of storm doors		\$69,500.00
ID0060	Mailboxes/Unit Numbers(Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other)	Replacement of dwelling unit mailboxes and unit numbers		\$25,000.00
ID0123	504 Development Project(Dwelling Unit-Development (1480)-New Construction,Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Parking,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Landscape)	New construction of 4 3-bedroom units and 2 4-bedroom units		\$835,073.28
ID0124	Duplex Settlement(Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Foundations)	Work to remediate settlement of duplex building		\$98,645.72
ID0125	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E Services		\$50,000.00
	BLUE BELL TOWER (IL085000003)			\$115,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
4	2019			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0078	Appliances(Dwelling Unit-Interior (1480)-Appliances)	Replacement of dwelling unit appliances		\$25,000.00
ID0079	Paint unit interiors(Dwelling Unit-Interior (1480)-Interior Painting (non routine))	Paint unit interiors		\$34,200.00
ID0080	Asbestos Abatement/New Flooring(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replacement and installation of new floors		\$80,000.00
ID0081	Maintenance Equipment(Non-Dwelling Interior (1480)-Other)	Maintenance equipment		\$5,000.00
	FAMILY HOUSING (IL085000002)			\$1,199,000.00
ID0082	Fire lanes(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Replacement of fire lanes		\$120,000.00
ID0083	Parking Lots(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Maintenance of existing and creation of new parking lots		\$35,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year				
4	2019			
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0084	Driveways(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving)	Replacement of unit driveways		\$390,000.00
ID0085	Concrete Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Misc. site work		\$35,000.00
ID0086	Kitchen renovations(Dwelling Unit-Interior (1480)-Kitchen Cabinets)	Cabinets and countertops		\$582,000.00
ID0087	Landscaping(Non-Dwelling Site Work (1480)-Landscape)	Mulch at playgrounds		\$7,000.00
ID0088	Storm doors(Dwelling Unit-Exterior (1480)-Exterior Doors)	Replacement of storm doors		\$30,000.00
	BLUE BELL TOWER (IL085000003)			\$315,500.00
ID0089	Paint common areas(Non-Dwelling Interior (1480)-Other)	Paint common areas		\$7,500.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4		2019		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0090	Paint unit interiors(Dwelling Unit-Interior (1480)-Interior Painting (non routine))	Paint unit interiors		\$23,000.00
ID0091	Appliances(Dwelling Unit-Interior (1480)-Appliances)	Replacement of dwelling unit appliances		\$12,500.00
ID0092	Concrete Work(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Misc. site work		\$15,000.00
ID0093	Furnace(Non-Dwelling Interior (1480)-Mechanical)	New furnace		\$5,000.00
ID0094	Elevators(Non-Dwelling Construction - Mechanical (1480)-Elevator)	Upgrade/modernization		\$250,000.00
ID0095	Maintenance Equipment(Non-Dwelling Interior (1480)-Other)	Maintenance equipment		\$2,500.00
	Subtotal of Estimated Cost			\$1,991,059.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2020				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$100,859.00
ID0096	Central Office Cost Center(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	Administration		\$60,859.00
ID0097	Operations(Operations (1406))	Operations		\$40,000.00
	MOON TOWERS (IL085000001)			\$873,000.00
ID0098	Exterior walls(Non-Dwelling Interior (1480)-Other)	Insulate exterior walls		\$330,000.00
ID0099	Asbestos Abatement/New Flooring(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replacement and installation of new floors		\$80,000.00
ID0100	Landscaping(Non-Dwelling Site Work (1480)-Landscape)	Landscaping		\$10,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5		2020		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0101	Bathroom renovations(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Tubs and Showers)	Bathroom renovations		\$80,000.00
ID0102	Appliances(Dwelling Unit-Interior (1480)-Appliances)	Replacement of dwelling unit appliances		\$25,000.00
ID0103	Parking Lots(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Replace parking lots		\$160,000.00
ID0104	Security Cameras(Non-Dwelling Interior (1480)-Security)	Installation of security cameras		\$20,000.00
ID0114	Fire Suppression System(Non-Dwelling Interior (1480)-Electrical)	Upgrade fire suppression system		\$100,000.00
ID0115	Carpet replacement(Non-Dwelling Interior (1480)-Common Area Finishes)	Carpet replacement and cove base		\$48,000.00
ID0116	Laundry room appliances(Non-Dwelling Interior (1480)-Appliances)	Replace washers and dryers		\$20,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2020				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	FAMILY HOUSING (IL085000002)			\$1,783,470.00
ID0105	Light Fixtures(Dwelling Unit-Interior (1480)-Electrical)	Replace light fixtures		\$194,000.00
ID0106	Electrical service upgrade(Dwelling Unit-Interior (1480)-Electrical)	Electrical service upgrade		\$485,000.00
ID0107	Site work(Non-Dwelling Site Work (1480)-Storm Drainage)	Erosion control/drainage		\$80,000.00
ID0108	Storage units(Dwelling Unit-Exterior (1480)-Other)	Installation of storage units		\$165,000.00
ID0109	Tuckpointing(Dwelling Unit-Exterior (1480)-Tuck-Pointing)	Brick repair, sealing, tuckpointing		\$295,150.00
ID0110	Tuckpointing(Non-Dwelling Exterior (1480)-Tuck Pointing)	Brick repair, sealing, tuckpointing of community buildings		\$9,320.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2020				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0111	Windows(Dwelling Unit-Exterior (1480)-Windows)	Window replacement		\$555,000.00
	BLUE BELL TOWER (IL085000003)			\$147,500.00
ID0112	Appliances(Dwelling Unit-Interior (1480)-Appliances)	Replacement of dwelling unit appliances		\$12,500.00
ID0113	Maintenance Equipment(Non-Dwelling Interior (1480)-Other)	Maintenance equipment		\$2,500.00
ID0117	Laundry room appliances(Non-Dwelling Interior (1480)-Appliances)	Replace washers and dryers		\$20,000.00
ID0118	Light Fixtures(Non-Dwelling Exterior (1480)-Lighting)	Replace parking lot fixtures		\$14,000.00
ID0119	Windows(Non-Dwelling Exterior (1480)-Windows)	Replacement of windows		\$48,500.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2020				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0120	Domestic hot water tank(Non-Dwelling Interior (1480)-Mechanical,Non-Dwelling Interior (1480)-Plumbing)	Replace domestic hot water tank		\$2,500.00
ID0121	Carpet replacement(Non-Dwelling Interior (1480)-Common Area Finishes)	Carpet replacement and cove base		\$13,500.00
ID0122	Light Fixtures(Dwelling Unit-Site Work (1480)-Lighting)	Upgrade existing fixtures		\$34,000.00
	Subtotal of Estimated Cost			\$2,904,829.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 1	2016
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Central Office Cost Center(Administration (1410)-Other,Administration (1410)-Salaries)	\$60,859.00
Subtotal of Estimated Cost	\$60,859.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 2	2017
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Central Office Cost Center(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$67,338.00
Operations(Operations (1406))	\$40,000.00
Subtotal of Estimated Cost	\$107,338.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 3	2018
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Operations(Operations (1406))	\$40,000.00
Central Office Cost Center(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$60,859.00
Subtotal of Estimated Cost	\$100,859.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 4	2019
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Central Office Cost Center(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$60,859.00
Operations(Operations (1406))	\$40,000.00
Subtotal of Estimated Cost	\$100,859.00

Part III: Supporting Pages - Management Needs Work Statements (s)	
Work Statement for Year 5	2020
Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Central Office Cost Center(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	\$60,859.00
Operations(Operations (1406))	\$40,000.00
Subtotal of Estimated Cost	\$100,859.00



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Lomac Payton, Chairman
Roger Peterson, Commissioner
OPEN, Commissioner
Thomas Dunker, Commissioner
Wayne Allen, Commissioner
Paul Stewart, Commissioner
Ben Burgland, Commissioner
Derek Antoine, Exec. Director, Secretary
Jack P. Ball, Attorney

Thursday, August 01, 2019
5:03 PM

Knox County Board
Knox County Court House
200 S. Cherry St.
Galesburg, IL 61401

Two Whom It May Concern:

Ms. Paula Sanford is currently serving as Resident Commissioner on the Knox County Housing Authority's Board of Commissioners, and her current term expired May 31, 2019. Through a poll of commissioners, it was a unanimous decision to recommend the re-appointment of Ms. Sanford to retain her position as Resident Commissioner with the Knox County Housing Authority Board of Commissioners for the five-year term expiring in May 31, 2024.

Effective 10/01/1999, Section 505 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) amended Section 2 of the United States Housing Act of 1937 to require "the membership of the Board of Directors or similar governing body of each public housing agency shall contain not less than one member who is directly assisted by the public housing agency." This amendment serves to provide for more resident involvement and to increase resident participation and awareness in creating and maintaining a positive living environment. The Knox County Housing Authority complies fully with this requirement.

The KCHA is responsible for housing over 750 families in public housing units located throughout five (5) developments, via the Section 8 Housing Choice Voucher Program, and the Affordable Housing Program (AHP) which includes Brentwood Manor and Prairieland Townhouse Apartments. All eligible and qualifying participants receiving KCHA assistance with housing have an opportunity to serve in a position as Resident Commissioner on the KCHA Board of Commissioners. As defined by 24 CFR § 964.410, to be considered for appointment as Resident Commissioner, the participant must be directly assisted by the public housing agency, whose name appears on a lease or voucher, and is a minimum eighteen years of age. Ms. Sanford meets all three requirements.

Ms. Sanford has represented this agency, this Board, and the participant population of the Knox County Housing Authority well. Ms. Sanford regularly seeks and attends relevant training to further her knowledge on all matters pertaining to Board governance of a public housing authority, and has represented this Board responsibly and professionally in the community in which the agency serves. Further, Ms. Sanford maintains contact with legislators, both at the local and federal levels, to advocate for the agency and its participants.

Should you require further information, please don't hesitate to ask. The agency looks forward to working with Ms. Sanford through another five-year term.

Respectfully,

Lomac Payton, Chairperson

Tom Dunker, Vice Chairperson

Wayne Allen, Commissioner

Paul Stewart, Commissioner

Jared Hawkinson, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

CC: Scott Erickson
Knox County Clerk

1		Occupancy (Days)			Occupancy (Unit Months)			Annual Recertifications				Annual Inspections		
Occupancy	Property	Available	Leased	Occ %	Available	Leased	%	Due	Complete	%	Delinquent	Due	Completed	%
	Moon Towers	5310	5262	99.10%	177	177	100.00%	15	15	100.0%	0	15	15	100.0%
	Family Sites	5700	5575	97.8%	190	188	98.95%	17	17	100.0%	0	17	17	100.0%
	Blue Bell Tower	1530	1503	98.24%	51	51	100.00%	4	4	100.0%	0	4	4	100.0%
	Total PH	12540	12340	98.41%	418	416	99.52%	36	36	100.0%	0	36	36	100.0%

Maintenance	Non-Emergency Work Orders						Emergency Work Orders					Unit Turnaround Time (Days)		
	Property	Submitted	Completed	Total Days to Complete	Avg. Time Per/WO	Outstanding	Submitted	Completed	< 24 Hours	> 24 Hours	Outstanding	Units Vacated	Turnaround Time	Avg. Unit Turn Time
	Moon Towers	32	32	72	2.25	0	1	1	0	0	0	7	37	5.29
	Family Sites	65	65	83	1.28	0	3	3	0	0	0	6	59	9.83
	Blue Bell Tower	4	4	4	1.00	0	0	0	0	0	0	2	33	16.50
Total PH	101	101	159	1.57	0	4	4	0	0	0	15	129	8.60	

Tenant Accounts	Tenant Accounts Receivable (TAR)							Aged Delinquency (AD)						
	Property	Total Delinq. Accounts	Ten. Revenue (FDS 70500)	Projected Tenant Revenue	TAR (FDS 126)	Arrears TAR	%	0-30 Days	31-60 Days	61-90 Days	90 + Days	Total Delinquent	Total Repayment	Variance
	Moon Towers	71	\$ 110,281.35	\$ 441,125.40	\$ 11,503.74	\$ 1,906.25	2.61%	\$ 13.75	\$ 652.25	\$ 117.00	\$ 1,123.25	\$ 1,906.25	\$ 3,355.58	\$ (1,449.33)
	Family Sites	99	\$ 49,159.01	\$ 196,636.04	\$ 22,969.11	\$ 9,771.49	11.68%	\$ (514.76)	\$ 992.60	\$ 841.00	\$ 8,452.65	\$ 9,771.49	\$ 19,392.00	\$ (9,620.51)
	Blue Bell Tower	4	\$ 45,198.61	\$ 180,794.44	\$ 43.00	\$ 27.00	0.02%	\$ 27.00	\$ -	\$ -	\$ -	\$ 27.00	\$ -	\$ 27.00
Total PH	174	\$ 204,638.97	\$ 818,555.88	\$ 34,515.85	\$ 11,704.74	4.22%	\$ (474.01)	\$ 1,644.85	\$ 958.00	\$ 9,575.90	\$ 11,704.74	\$ 22,747.58	\$ (11,042.84)	

A/M/P Budget	Expense Control - Income % to Expense					Income to Budget			Expense to Budget			Cash Position	
	Property	Income	Expense	Income/Loss	%	Actual	Budget	% to Budget	Actual	Budget	% to Budget	Min. Cash Position	Current Cash Position
	Moon Towers	\$ 61,809.96	\$ 62,144.29	\$ (334.33)	99.5%	\$ 61,809.96	\$ 65,790.60	93.9%	\$ 62,144.29	\$ 62,708.71	99.1%	\$ 227,073.11	\$ 485,602.40
	Family Sites	\$ 59,158.28	\$ 80,731.62	\$ (21,573.34)	73.3%	\$ 59,158.28	\$ 76,000.16	77.8%	\$ 80,731.62	\$ 81,431.82	99.1%	\$ 294,344.97	\$ 331,236.31
	Blue Bell Tower	\$ 18,201.96	\$ 20,014.01	\$ (1,812.05)	90.9%	\$ 18,201.96	\$ 19,129.92	95.1%	\$ 20,014.01	\$ 18,989.40	105.4%	\$ 79,553.44	\$ 89,410.26
Total PH	\$ -	\$ 162,889.92	\$ (23,719.72)	0.0%	\$ 139,170.20	\$ 160,920.68	86.5%	\$ 162,889.92	\$ 163,129.93	99.9%	\$ 600,971.52	\$ 906,248.97	

PHAS	PASS	Management Assessment (MASS)				Financial Assessment (FASS)				Capital Fund (CFP)			PHAS	
	Inspection Score	Occupancy	TAR	AP	Overall	QR	MENAR	DSCR	Overall	Obligation End-Date	Occupancy	Overall	AMP	Score
	Moon Towers	38.95	16.00	0.00	4.00	21.00	12.00	11.00	2.00	25.00	5.00	5.00	10.00	94.95
	Family Sites	35.89	16.00	0.00	4.00	21.00	12.00	11.00	2.00	25.00	5.00	5.00	10.00	91.89
	Blue Bell Tower	39.90	16.00	5.00	4.00	25.00	12.00	11.00	2.00	25.00	5.00	5.00	10.00	99.90
Total PH	37.68				21.49				25.00			10.00	94.16	



Scorecard	Property	Occupancy (Unit Days)	Annuals	Inspections	Work Orders (Non-Emer)	Work Orders (Emergency)	Unit Turns	TAR	AD	Income %	Cash Position	PHAS	Overall	
	Moon Towers	4.00	4.00	4.00	2.00	4.00	4.00	1.00	3.50	2.00	4.00	4.00	3.53	HP
	Family Sites	3.00	4.00	4.00	3.00	4.00	3.00	1.00	3.20	1.00	4.00	4.00	3.16	SP
	Blue Bell Tower	4.00	4.00	4.00	4.00	4.00	2.00	4.00	4.00	2.00	4.00	4.00	3.50	HP
Total PH													3.36	SP

Moon Towers Notes

1. Occupancy is strong for the current period.
2. Unit turnaround time is strong for the current period.
3. Tenant Accounts Receivable (TAR) is at an unacceptable level. Property manager and compliance specialist will work to reduce.
4. Income is not sufficient to cover expenses for the month. Additionally, performance % to budget falls short of expectations.
5. Cash position is adequate.
6. Moon Towers has strong individual PHAS indicators for 3 of the 4 subindicators. Tenants Accounts Receivable (TAR) will be an area of focus.
7. Overall performance for June 2019 is "High Performer."

Family Sites Notes

1. Occupancy days falls short of expectations (98.0%). Occupancy months is adequate for calculation of PHAS.
2. Unit turnaround time is improved for the current period.
3. Tenant Accounts Receivable (TAR) is at an unacceptable level. Collection of outstanding balances, and charging-off uncollectable debt must remain a focus.
4. Income is not sufficient to cover expenses for the month. Additionally, performance % to budget falls short of expectations. Manager to provide action plan for improvement on budget performance shortfall.
5. Cash position is adequate, though getting closer to falling below the threshold for efficient operations.
6. PHAS score for the Family Sites remains on the fringe of High Performer. Key factors are occupancy and high tenant accounts receivable.
7. Overall performance for June 2019 is "Standard Performer."

Blue Bell Tower Notes

1. Occupancy is strong for the current period.
2. Average unit turnaround time is outside the expectation (14.0 days).
3. Blue Bell has the lowest tenant accounts receivable (TAR) in the PH program.
4. Income is not sufficient to cover expenses for the month. Action plan to be provided to address budget performance shortfall.
5. Cash position is adequate, though getting closer to falling below the threshold for efficient operations.
6. Strong PHAS indicators, bolstered by an exemplary physical inspection (PASS) score.
7. Overall performance for June 2019 is "High Performer."

Occupancy	Property	Occupancy (Days)			Occupancy (Unit Months)			Annual Recertifications				Annual Inspections		
		Available	Leased	Occ %	Available	Leased	%	Due	Complete	%	Delinquent	Due	Completed	%
	Moon Towers	16107	16021	99.47%	531	531	100.00%	34	34	100.0%	0	34	34	100.0%
	Family Sites	17290	16901	97.8%	570	564	98.95%	45	45	100.0%	0	45	45	100.0%
	Blue Bell Tower	4641	4614	99.42%	153	153	100.00%	7	7	100.0%	0	7	7	100.0%
	Total PH	38038	37536	98.68%	1254	1248	99.52%	86	86	100.0%	0	86	86	100.0%

Maintenance	Property	Non-Emergency Work Orders					Emergency Work Orders					Unit Turnaround Time (Days)		
		Submitted	Completed	Total Days to Complete	Avg. Time Per/WO	Outstanding	Submitted	Completed	< 24 Hours	> 24 Hours	Outstanding	Units Vacated	Turnaround Time	Avg. Unit Turn Time
	Moon Towers	119	119	204	1.71	0	2	2	0	0	0	13	86	6.62
	Family Sites	169	155	178	1.15	14	15	15	0	0	0	18	250	13.89
	Blue Bell Tower	76	76	149	1.96	0	0	0	0	0	0	2	33	16.50
	Total PH	364	350	531	1.52	14	17	17	0	0	0	33	369	11.18

Tenant Accounts	Property	Tenant Accounts Receivable (TAR)						Aged Delinquency (AD)						
		Total Delinq. Accounts	Ten. Revenue (FDS 70500)	Projected Tenant Revenue	TAR (FDS 126)	Arrears TAR	%	0-30 Days	31-60 Days	61-90 Days	90 + Days	Total Delinquent	Total Repayment	Variance
	Moon Towers	71	\$ 110,281.35	\$ 441,125.40	\$ 11,503.74	\$ 1,906.25	2.61%	\$ 13.75	\$ 652.25	\$ 117.00	\$ 1,123.25	\$ 1,906.25	\$ 3,355.58	\$ (1,449.33)
	Family Sites	99	\$ 49,159.01	\$ 196,636.04	\$ 22,969.11	\$ 9,771.49	11.68%	\$ (514.76)	\$ 992.60	\$ 841.00	\$ 8,452.65	\$ 9,771.49	\$ 19,392.00	\$ (9,620.51)
	Blue Bell Tower	4	\$ 45,198.61	\$ 180,794.44	\$ 43.00	\$ 27.00	0.02%	\$ 27.00	\$ -	\$ -	\$ -	\$ 27.00	\$ -	\$ 27.00
	Total PH	174	\$ 204,638.97	\$ 818,555.88	\$ 34,515.85	\$ 11,704.74	4.22%	\$ (474.01)	\$ 1,644.85	\$ 958.00	\$ 9,575.90	\$ 11,704.74	\$ 22,747.58	\$ (11,042.84)

AMP Budget	Property	Expense Control - Income % to Expense				Income to Budget			Expense to Budget			Cash Position	
		Income	Expense	Income/Loss	%	Actual	Budget	% to Budget	Actual	Budget	% to Budget	Min. Cash Position	Current Cash Position
	Moon Towers	\$ 193,171.51	\$ 169,811.88	\$ 23,359.63	113.8%	\$ 193,171.51	\$ 197,371.80	97.9%	\$ 169,811.88	\$ 188,126.13	90.3%	\$ 227,073.11	\$ 485,602.40
	Family Sites	\$ 200,943.36	\$ 216,163.61	\$ (15,220.25)	93.0%	\$ 200,943.36	\$ 228,000.48	88.1%	\$ 216,163.61	\$ 244,295.46	88.5%	\$ 294,344.97	\$ 331,236.31
	Blue Bell Tower	\$ 56,802.27	\$ 58,264.60	\$ (1,462.33)	97.5%	\$ 56,802.27	\$ 57,389.76	99.0%	\$ 58,264.60	\$ 67,208.04	86.7%	\$ 79,553.44	\$ 89,410.26
	Total PH	\$ 450,917.14	\$ 444,240.09	\$ 6,677.05	101.5%	\$ 450,917.14	\$ 482,762.04	93.4%	\$ 444,240.09	\$ 499,629.63	88.9%	\$ 600,971.52	\$ 906,248.97

PHAS	Property	PASS	Management Assessment (MASS)				Financial Assessment (FASS)			Capital Fund (CFP)			PHAS	
		Inspection Score	Occupancy	TAR	AP	Overall	QR	MENAR	DSCR	Overall	Obligation End-Date	Occupancy	Overall	AMP
	Moon Towers	38.95	16.00	0.00	4.00	21.00	12.00	11.00	2.00	25.00	5.00	5.00	10.00	94.95
	Family Sites	35.89	16.00	0.00	4.00	21.00	12.00	11.00	2.00	25.00	5.00	5.00	10.00	91.89
	Blue Bell Tower	39.90	16.00	5.00	4.00	25.00	12.00	11.00	2.00	25.00	5.00	5.00	10.00	99.90
	Total PH	37.68				21.49				25.00			10.00	94.16



Scorecard	Property	Occupancy (Unit Days)	Annuals	Inspections	Work Orders (Non-Emer)	Work Orders (Emergency)	Unit Turns	TAR	AD	Income %	Cash Position	PHAS	Overall	
	Moon Towers	4.00	4.00	4.00	3.00	4.00	4.00	1.00	3.50	4.00	4.00	4.00	3.78	HP
	Family Sites	3.00	4.00	4.00	3.00	4.00	3.00	1.00	3.20	2.00	4.00	4.00	3.26	SP
	Blue Bell Tower	4.00	4.00	4.00	3.00	4.00	2.00	4.00	4.00	2.00	4.00	4.00	3.45	SP
Total PH													3.50	HP

Moon Towers Notes

1. Occupancy is strong for FYE 03/31/2020; currently sitting at **99.47%** for unit days leased and **100.0%** for unit months leased.
2. Unit turnaround time is **6.62** days per turn, which is within the expectation (14.0 days).
3. Tenant Accounts Receivable (TAR) is at an unacceptable level, and collection of outstanding amounts will remain a focus.
4. Income is sufficient to cover expenses for FYE 03/31/2020. Additionally, income performance % falls short, while expense performance % to budget meets expectations.
5. Cash position is adequate, currently **2.14** times the recommended amount.
6. Moon Towers demonstrated strong performance for the PHAS indicators, trending towards a designation of **High Performer** for FYE 03/31/2020.
7. Overall performance for FYE 03/31/2020 is "High Performer."

Family Sites Notes

1. Occupancy is strong for FYE 03/31/2020; currently sitting at **97.8%** for unit days leased and **98.95%** for unit months leased.
2. Average unit turnaround time is at **13.89** days, which meets the expectation (14.0 days). Family staff will strive to achieve 10 days or less for FYE 03/31/2020.
3. Tenant Accounts Receivable (TAR) is at an unacceptable level. Collection of outstanding balances, and charging-off uncollectable debt must remain a focus.
4. Income is insufficient to cover expenses for FYE 03/31/2020. Income performance % to budget fails to meet expectations and expense performance % to budget meets expectations.
5. Cash position is adequate, currently **1.13** times the recommended amount.
6. Family Sites demonstrated improved performance for the PHAS indicators, trending towards a designation of **High Performer** for FYE 03/31/2020. Key factors are occupancy and high tenant accounts receivable.
7. Overall performance for FYE 03/31/2020 is "Standard Performer."

Blue Bell Tower Notes

1. Occupancy is strong for FYE 03/31/2020; currently sitting at **99.42%** for unit days leased and **100.0%** for unit months leased.
2. Average unit turnaround time is at **16.50** days, which fails to meet the expectation (14.0 days). Staff will strive to achieve 7 days or less for FYE 03/31/2020.
3. Blue Bell has the lowest tenant accounts receivable (TAR) in the PH program.
4. Income is insufficient to cover expenses for FYE 03/31/2020. Income performance % to budget fails to meet expectations and expense performance % to budget meets expectations.
5. Cash position is adequate, currently **1.12** times the recommended amount.
6. Strong PHAS indicators, bolstered by an exemplary physical inspection (PASS) score.
7. Overall performance for FYE 03/31/2020 is "Standard Performer."

	January	February	March	April	May	June	July	August	September	October	November	December	YTD	Average	
Utilization	HAP Expended	\$ 81,311.00	\$ 77,282.00	\$ 77,313.00	\$ 75,416.00	\$ 74,419.00	\$ 76,361.00						\$ 462,102.00	\$ 77,017.00	
	HAP Allotted	\$ 76,264.00	\$ 76,264.00	\$ 74,557.00	\$ 74,557.00	\$ 78,953.00	\$ 66,640.00						\$ 447,235.00	\$ 74,539.17	
	Provision for NRP	\$ (5,047.00)	\$ (1,018.00)	\$ (2,756.00)	\$ (859.00)	\$ 4,534.00	\$ (9,721.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (14,867.00)	\$ (2,477.83)
	Admin Fee Expense	\$ 14,431.15	\$ 11,974.36	\$ 16,603.49	\$ 9,927.98	\$ 11,182.45	\$ 11,381.62							\$ 75,501.05	\$ 12,583.51
	Total HCVF Expenditure	\$ 95,742.15	\$ 89,256.36	\$ 93,916.49	\$ 85,343.98	\$ 85,601.45	\$ 87,742.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 537,603.05	\$ 89,600.51
	HAP Budget Authority	\$ 73,118.17	\$ 73,118.17	\$ 73,118.17	\$ 73,118.17	\$ 73,118.17	\$ 73,118.00							\$ 438,708.85	
	Net-Restricted Position	\$ 9,204.08	\$ 8,359.00	\$ 5,891.00	\$ 3,155.18	\$ 7,689.18	\$ -							\$ -	
	Total HAP Available	\$ 82,322.25	\$ 81,477.17	\$ 79,009.17	\$ 76,273.35	\$ 80,807.35	\$ 73,118.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 438,708.85	
	Budget Utilization %	98.77%	94.85%	97.85%	98.88%	92.09%	104.44%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	105.33%	
	Vouchers Leased (UM)	196	194	192	189	190	192							1153	192.1666667
	Baseline ACC Units	280	280	280	280	280	280							1680	280
Unit Utilization %	70.00%	69.29%	68.57%	67.50%	67.86%	68.57%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	68.63%	68.63%	

	January	February	March	April	May	June	July	August	September	October	November	December	YTD	Average	
Inspections	Unit Inspections Completed	7	14	7	9	15	14						66	11	
	Unit Inspections Due	7	14	7	9	15	14						66	11	
	% of Inspections Complete	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	100.00%	100.00%
	Units Passing Inspection	6	9	6	3	10	3							37	6.166666667
	Percent of Inspections Passed	85.71%	64.29%	85.71%	33.33%	66.67%	21.43%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	56.06%	
	Units Failing Inspection	2	5	1	6	5	11							30	5
	Percent of Inspections Failed	28.57%	35.71%	14.29%	66.67%	33.33%	78.57%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	45.45%	
	Units Requiring Enforcement	0	0	0	0	2	4							6	1
	Units Under Enforcement	0	0	0	0	2	4							6	1
	Enforcement Compliance %	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
	QC Inspections Due	4	4	4	4	4	4							24	4
QC Inspections Completed	0	4	0	0	0	0							4	0.666666667	
QC Inspections Compliance %	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	16.67%	16.67%	

	January	February	March	April	May	June	July	August	September	October	November	December	YTD	Average
Annuals	Annual Recertifications Due	9	14	10	12	19	18						82	13.66666667
	Annual Recertifications Complete	9	14	10	12	19	18						82	13.66666667
	Annual Recertifications %	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	100.00%	100.00%

	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Fraud	Identified Repayments	\$ -											\$ 20,000.00
	Repayments Collected	\$ -											\$ 8,700.00
	Balance Due to Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,300.00
	Accounts Receivable %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	2.10%

	January	February	March	April	May	June	July	August	September	October	November	December	YTD	
Scorecard	Utilization	4.00	2.00	3.00	4.00	2.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Inspections	4.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	
	UPCS-V Enforcement	4.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	
	UPCS-V Quality Control	1.00	4.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Annual Reexaminations	4.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Fraud Recovery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Overall Score	3.50	3.00	3.10	3.50	2.70	3.50	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	3.60
	Designation	HP	SP	SP	HP	SP	HP	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	HP



		January	February	March	April	May	June	July	August	September	October	November	December	YTD
Cost	Average HAP/Voucher	\$ 414.85	\$ 398.36	\$ 402.67	\$ 399.03	\$ 391.68	\$ 397.71	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$ 400.78
	Average Admin Fee/Voucher	\$ 73.63	\$ 61.72	\$ 86.48	\$ 52.53	\$ 58.86	\$ 59.28	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$ 65.48
	Average Cost/Voucher	\$ 488.48	\$ 460.08	\$ 489.15	\$ 451.56	\$ 450.53	\$ 456.99	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$ 466.26

		January	February	March	April	May	June	July	August	September	October	November	December	YTD
Lease-Ups	New Voucher Lease-Ups	1	1	2	1	1	4							10
	Days to Lease-Up	96.00	22.00	218.00	21.00	85.00	140.00							582.00
	Avg. Days Voucher Lease-Up	96.00	22.00	109.00	21.00	85.00	35.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	58.20
	Vouchers Issued/Searching	4	6	5	8	15	10							
	Vouchers Issued/Searching - Days													
	Avg Days Issued/Looking	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

		January	February	March	April	May	June	July	August	September	October	November	December	YTD	Average
Portability	Vouchers Ported (UM)	11	10	10	10	10	10							61	
	Total Cost - Ported Vouchers	\$ 16,346.00	\$ 13,968.00	\$ 14,057.00	\$ 12,900.00	\$ 12,900.00	\$ 12,210.00							\$ 82,381.00	
	Avg. Cost - Ported Vouchers	\$ 1,486.00	\$ 1,396.80	\$ 1,405.70	\$ 1,290.00	\$ 1,290.00	\$ 1,221.00	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$ 1,350.51	
	Total HAP Cost	\$ 81,311.00	\$ 77,282.00	\$ 77,313.00	\$ 75,416.00	\$ 74,419.00	\$ 76,361.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 462,102.00	
	Portered Vouchers % to HAP	20.10%	18.07%	18.18%	17.11%	17.33%	15.99%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	17.83%	