

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
9/25/2018
10:00 a.m.

Opening	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve 08-2018 Minutes	Chairperson Payton
<input type="checkbox"/> Ben Burgland	Review/Ratify 8-2018 Financial Reports	Chairperson Payton
<input type="checkbox"/> Thomas Dunker	Review/Ratify 8-2018 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Jared Hawkinson	COCC:	\$ 50,051.39
<input type="checkbox"/> Lomac Payton	Moon Towers:	\$ 66,375.12
<input type="checkbox"/> Paula Sanford	Family:	\$ 99,448.33
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 29,007.78
<u>Excused:</u>	HCV:	\$ 89,231.03
	Brentwood:	\$ 93,304.11
<u>Others Present:</u>	Prairieland:	\$ 26,281.91
	Capital Fund 2016:	\$ 0.00
	Capital Fund 2017:	\$ 0.00
	Capital Fund 2018:	\$ 0.00

Old Business	None	
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New Business	Review/Approve Resolution 2018-08 for Public Housing Utility Allowance Schedule for FFY 09/30/2019	Derek Antoine
	Review/Approve Resolution 2018-09 for Housing Choice Voucher Utility Allowance Schedule for FFY 09/30/2019	Derek Antoine
	Review/Approve Resolution 2018-10 for Public Housing Flat Rent Schedule	Derek Antoine
	Review/Approve Resolution 2018-11 for Housing Choice Voucher Program Payment Standard Schedule	Derek Antoine
	Review/Approve Request for Payment 2 for Rody Exteriors, Inc. (Brentwood Window Replacement)	Derek Antoine

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	Review/Approve Request for Payment 1 for Hein Construction for 504 Modification Project at Family Sites	Derek Antoine
	Review/Approve Proposed Change Orders for Hein Construction for 504 Modification Project at Family Sites	Derek Antoine
Reports	Executive Director's Report – 9-2018	Derek Antoine
	KCHA Legal Counsel Report – 9-2018	Jack Ball
Other Business	Update on Agency Legislative Visits – Washington D.C.	Derek Antoine
Executive Session	Personnel Discussion	Derek Antoine

Adjournment

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
August 28, 2018**

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
 Ben Burgland
 Lomac Payton
 Paula Sanford
 Paul H. Stewart

EXCUSED: Thomas Dunker
 Jared Hawkinson

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 July meeting minutes approved as received.

Chairperson Payton then requested the Board review and ratify the July 2018 financial reports. After brief discussion, Commissioner Allen made a motion to ratify the financial reports for July 2018 as presented; Commissioner Burgland seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Burgland - aye
Commissioner Payton - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 5-0.

July 2018 claims against the HA Administration in the sum of \$336,119.47; Central Office Cost Center in the sum of \$38,670.85; Moon Towers in the sum of \$59,221.98; Family in the sum of \$89,933.95; Bluebell in the sum of \$19,723.49; Housing Choice Voucher Program in the sum of \$84,120.06; Brentwood (A.H.P.) in the sum of \$22,116.85; Prairieland (A.H.P.) in the sum of \$22,332.29; Capital Fund '16 in the sum of \$0.00; Capital Fund '17 in the sum of \$0.00; and Capital Fund '18 in the sum of \$0.00 were presented for approval. Commissioner Allen made a motion to ratify the claims and bills; Commissioner Sanford seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Burgland - aye
Commissioner Payton - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 5-0.

OLD BUSINESS

None

NEW BUSINESS

Mr. Antoine asked the Board to review and approve Legal Services Contract Extension as Attorney Jack Ball is eligible for a one-year contract renewal. Mr. Antoine stated that Mr. Ball's performance of duties has been exemplary and recommended the extension of the contract. After brief discussion, Commissioner Stewart made a motion to approve Legal Services Contract Extension with Jack Ball effective 09/01/2018 through 08/31/2019 in the amount of \$700.00 monthly/\$8,400.00 annually; Commissioner Sanford seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Burgland - aye
Commissioner Payton - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 5-0.

Mr. Antoine asked the Board to review and approve Request for Payment #1 for Rody Exteriors, Inc. for Brentwood Manor Window and Patio Door Replacement. Work started on 07/23/2018. As of the date of the pay request, 43 windows and 12 patio doors have been installed. Mr. Antoine stated that the pay request reflects the price for all of the windows as well as the labor for what has been installed thus far. The window and patio door stock was verified by site inspection by agency staff. After brief discussion, Commissioner Sanford made a motion to approve Payment #1 to Rody Exteriors, Inc, in the amount of \$63,449.00; Commissioner Stewart seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Burgland - aye
Commissioner Payton - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 5-0.

REPORTS

Mr. Antoine handed out the Executive Director's Report at the meeting. This report presented a comprehensive overview of the Knox County Housing Authority including the following information: Training and Development, Media Outreach/Public Relations, Policy/Operations, Public Housing Program with property and occupancy information, Housing Choice Voucher, and Affordable Housing Program. Mr. Antoine provided a brief update on the 504 Project Phase 2 construction at the Family Sites.

Mr. Ball handed out the Legal Counsel Report for August. The report shows the cases filed during the month and items reviewed for the agency. Mr. Ball also provided a brief update on the Alloy Specialty lawsuit.

OTHER BUSINESS

Mr. Antoine reported that the agency had certified Section Eight Management Assessment Program (SEMAP) at 92.3% and that the agency was awarded zero

points for the HQS Quality Control Inspections. As such, the agency had submitted a written response to HUD detailing how the agency will resolve the issue. The letter was attached to the Board memo.

Next, the review of the Executive Director has been postponed until September.

ADJOURNMENT

Commissioner Stewart made a motion to adjourn the meeting at 10:43 a.m.; Commissioner Burgland seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Burgland - aye
Commissioner Payton - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 5-0.

Respectfully submitted,

Secretary

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

September 19, 2018

ROLL CALL - 10:35 am

There finance committee was called into order by Finance Coordinator, Derek Antoine.

ATTENDANCE - 10:36 am

KCHA Commissioners:

Present: Ben Burgland
Excused: Wayne Allen, and Tom Dunker

Housing Authority Members:

Present: Derek Antoine and Lee Lofing
Excused:

FINANCIAL REPORT - 10:37 am

The only item on the agenda for this month's meeting was to review Augusts 2018 Financial Reports. The committee was emailed copies of Augusts Income Statements along with a document that contained notes for each Amp - COCC, Moon Towers, Family Sites, Bluebell Towers, Brentwood, Prairieland, and Housing Choice Voucher.

After looking at and discussing all of the Housing Authority's Income Statements, the committee thought that the Income Statements looked to be in order.

ACCOUNTS PAYABLE - 11:08 am

There were no outstanding accounts payables to review.

ADJOURN - 11:09 am

Respectfully submitted,



Finance Coordinator, KCHA

COCC

	<u>August-18</u>	<u>Current YTD</u>
Operating Income	\$52,405.99	\$260,819.18
Operating Expenses	\$50,865.76	\$211,568.59
Net Revenue Income/(Loss)	\$1,540.23	\$49,250.59

Notes:

- Three payrolls in the month of August.
- Utilities
-
-
-
-
-

Operated in the black for month & for the year.

COCC's Cash, Investments, A/R, & A/P \$1,169,942.92

MOON TOWERS

	<u>August-18</u>	<u>Current YTD</u>
Operating Income	\$57,168.15	\$326,705.01
Operating Expenses	\$66,375.12	\$284,281.47
Net Revenue Income/(Loss)	(\$9,206.97)	\$42,423.54

Notes:

- Subsidy was only \$16,982.00 vs the previous 4 month average of \$31,426.25.
- Three payrolls in the month of August.
- Elevator quarterly maintenance and inspections.
- Utilities
-
-
-

Operated in red for month and black for year.

Moon Towers' Cash, Investments, A/R, & A/P \$540,839.13

\$227,425.18 *minimum reserve position*

FAMILY

	<u>August-18</u>	<u>Current YTD</u>
Operating Income	\$52,443.81	\$345,480.60
Operating Expenses	\$99,448.33	\$381,593.86
Net Revenue Income/(Loss)	(\$47,004.52)	(\$36,113.26)

Notes:

- Subsidy was only \$33,589.00 vs the previous 4 month average of \$53,549.00.
- Three payrolls in the month of August.
- Consulting fees paid to Alliance Architec totaling \$2,330 for Duplex project.
- Purchase of supplies.
- Utilities
-
-

Operated in red for month and in red for year.

Family's Cash, Investments, A/R, & A/P \$370,424.38

\$305,275.09 *minimum reserve position*

BLUEBELL

	<u>August-18</u>	<u>Current YTD</u>
Operating Income	\$17,193.81	\$109,779.38
Operating Expenses	\$29,007.78	\$115,135.02
Net Revenue Income/(Loss)	(\$11,813.97)	(\$5,355.64)

Notes:

- Subsidy was only \$2,733.00 vs the previous 4 month average of \$5,541.00.
- Three payrolls in the month of August.
- Elevator quarterly maintenance and inspections.
- Repaired heating pump, cracked tub spout, and flange on toilet.
- Repaired leak on northeast roof.
- Paid for the service to replace new batteries in fire panel and antenna work.
- Utilities

Operated in red for month and in red for year.

Bluebell's Cash, Investments, A/R, & A/P \$61,772.97

\$92,108.02 *minimum reserve position*

\$30,335.05 *Would need to be transferred from Low Rent's reserve.*

AHP - BRENTWOOD & PRAIRIELAND

<u>BRENTWOOD</u>	<u>August-18</u>	<u>Current YTD</u>
Operating Income	\$32,122.60	\$160,466.79
Operating Expenses	\$93,304.11	\$183,301.82
Net Revenue Income/(Loss)	(\$61,181.51)	(\$22,835.03)

Operated in red for month and in red for year.

Brentwood's Cash, Investments, A/R, & A/P	\$156,931.27
Restricted - Security Deposits	(\$583.00)
Brentwood's Total Cash	\$156,348.27

Notes:

- Three payrolls in the month of August.
- Utilities
- July and August garbage contracts.
- Bedbugs in six units.
- Patio door replacements totalling \$63,449.00.
-

Difference of Cash held for Security Deposits minus Security Deposits Total.

<u>PRAIRIELAND</u>	<u>August-18</u>	<u>Current YTD</u>
Operating Income	\$27,801.50	\$137,193.43
Operating Expenses	\$26,281.91	\$116,981.62
Net Revenue Income/(Loss)	\$1,519.59	\$20,211.81

Operated in the black for month & for the year.

Prairieland's Cash, Investments, A/R, & A/P	(\$59,094.34)
Restricted - Security Deposits	\$617.00
Restricted - Replacement Reserve	\$113,222.97
Restricted - Residual Receipts	\$54,501.92
Prairieland's Total Cash	\$109,247.55

Notes:

- Three payrolls in the month of August.
- Utilities
- August garbage contract.
-
-
-

Difference of Cash held for Security Deposits minus Security Deposits Total.

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>August-18</u>	<u>Current YTD</u>
Operating Income	\$8,962.82	\$47,933.69
Operating Expenses	\$14,863.03	\$60,320.93
Net Revenue Income/(Loss)	(\$5,900.21)	(\$12,387.24)

Notes:

- Three payrolls in the month of August.
-

(\$29,729.38) Projected Income Gain/(Loss) FYE'18

Unrestricted Net Position (UNP)	\$136,303.90	7/31/2018 Balance
Investment in Fixed Assets	\$0.00	
Monthly Net Revenue Income/(Loss)	(\$5,900.18)	
		Year End Adjustment
UNP Ending Balance	\$130,403.72	For Admin Expenses and HAP (if needed)
Pre 2004 Balance	\$121,830.26	
Post 2013 Balance	\$8,460.97	
Investment in Fixed Assets	\$112.49	
Total UNP as of	\$130,403.72	8/31/2018

HAP

	<u>Aug-18</u>	<u>Current YTD</u>
Operating Income	\$70,447.00	\$384,336.50
Operating Expenses	\$74,368.00	\$359,291.75
Net Revenue Income/(Loss)	(\$3,921.00)	\$25,044.75

Notes:

HAP payments

Voucher expenses less than amount funded for the month.

Net Restricted Position (NRP)	\$45,077.08	7/31/2018 Balance
	\$0.00	Year End Adjustment
Monthly VMS Net Revenue - Income/(Loss)	(\$3,917.00)	
NRP Ending Balance for HAP	\$41,160.08	For HAP Expenses (Only)

Knox County Housing Authority
BOARD - COCC CASH FLOW STATEMENT
August 31, 2018

COCC - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	52,405.99	56,930.00	260,819.18	284,650.00	-23,830.82	683,160.00
TOTAL OPERATING INCOME	52,405.99	56,930.00	260,819.18	284,650.00	-23,830.82	683,160.00
OPERATING EXPENSE						
Total Administration Expenses	49,066.73	39,845.82	188,033.62	199,229.10	-11,195.48	478,150.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	428.69	466.67	1,403.75	2,333.35	-929.60	5,600.00
Total Maintenance Expenses	7.11	437.47	15,516.04	2,187.35	13,328.69	5,250.00
General Expense	1,363.23	1,347.83	6,615.18	6,739.15	-123.97	16,174.00
TOTAL ROUTINE OPERATING EXPENSES	50,865.76	42,097.79	211,568.59	210,488.95	1,079.64	505,174.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	10,618.75	0.00	53,093.75	-53,093.75	127,425.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	50,865.76	52,716.54	211,568.59	263,582.70	-52,014.11	632,599.00
NET REVENUE/-EXPENSE PROFIT/-LOSS	1,540.23	4,213.46	49,250.59	21,067.30	28,183.29	50,561.00
Total Depreciation Expense	69.61	33.42	348.05	167.10	180.95	401.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	1,470.62	4,180.04	48,902.54	20,900.20	28,002.34	50,160.00

Knox County Housing Authority
BOARD - AMP001 CASH FLOW STATEMENT
August 31, 2018

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	57,168.15	63,290.27	326,705.01	316,451.35	10,253.66	759,483.00
TOTAL OPERATING INCOME	<u>57,168.15</u>	<u>63,290.27</u>	<u>326,705.01</u>	<u>316,451.35</u>	<u>10,253.66</u>	<u>759,483.00</u>
OPERATING EXPENSE						
Total Administration Expenses	23,632.02	25,651.67	120,048.51	128,258.35	-8,209.84	307,820.00
Total Tenant Services	0.00	75.00	8.45	375.00	-366.55	900.00
Total Utilities Expenses	6,256.06	5,995.84	26,279.10	29,979.20	-3,700.10	71,950.00
Total Maintenance Expenses	29,777.33	24,772.90	102,106.46	123,864.50	-21,758.04	297,275.00
General Expense	6,709.71	6,167.09	35,838.95	30,835.45	5,003.50	74,005.00
TOTAL ROUTINE OPERATING EXPENSES	<u>66,375.12</u>	<u>62,662.50</u>	<u>284,281.47</u>	<u>313,312.50</u>	<u>-29,031.03</u>	<u>751,950.00</u>
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-32,751.42	0.00	-163,757.10	163,757.10	-393,017.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	<u>66,375.12</u>	<u>29,911.08</u>	<u>284,281.47</u>	<u>149,555.40</u>	<u>134,726.07</u>	<u>358,933.00</u>
NET REVENUE/EXPENSE PROFIT/-LOSS						
	<u>-9,206.97</u>	<u>33,379.19</u>	<u>42,423.54</u>	<u>166,895.95</u>	<u>-124,472.41</u>	<u>400,550.00</u>
Total Depreciation Expense						
	29,693.23	33,333.33	148,466.15	166,666.65	-18,200.50	400,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	<u>-38,900.20</u>	<u>45.86</u>	<u>-106,042.61</u>	<u>229.30</u>	<u>-106,271.91</u>	<u>550.00</u>

Knox County Housing Authority
BOARD - AMP002 CASH FLOW STATEMENT
August 31, 2018

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	52,443.81	75,377.34	345,480.60	376,886.70	-31,406.10	904,528.12
TOTAL OPERATING INCOME	52,443.81	75,377.34	345,480.60	376,886.70	-31,406.10	904,528.12
OPERATING EXPENSE						
Total Administration Expenses	36,976.37	31,885.43	154,015.17	159,427.15	-5,411.98	382,625.21
Total Tenant Services	1,189.26	777.03	8,595.43	3,885.15	4,710.28	9,324.44
Total Utilities Expenses	2,197.18	1,918.93	7,974.40	9,594.65	-1,620.25	23,027.22
Total Maintenance Expenses	53,118.40	39,305.26	179,600.01	196,526.30	-16,926.29	471,663.07
General Expense	5,967.12	5,728.14	31,408.85	28,640.70	2,768.15	68,737.62
TOTAL ROUTINE OPERATING EXPENSES	99,448.33	79,614.79	381,593.86	398,073.95	-16,480.09	955,377.56
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-4,237.45	0.00	-21,187.25	21,187.25	-50,849.44
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	99,448.33	75,377.34	381,593.86	376,886.70	4,707.16	904,528.12
NET REVENUE/EXPENSE PROFIT/-LOSS	-47,004.52	0.00	-36,113.26	0.00	-36,113.26	0.00
Total Depreciation Expense						
Total Depreciation Expense	22,250.00	22,916.67	111,250.00	114,583.35	-3,333.35	275,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-69,254.52	-22,916.67	-147,363.26	-114,583.35	-32,779.91	-275,000.00

Knox County Housing Authority
BOARD - AMP003 CASH FLOW STATEMENT
August 31, 2018

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	17,193.81	18,756.25	109,779.38	93,781.25	15,998.13	225,075.00
TOTAL OPERATING INCOME	17,193.81	18,756.25	109,779.38	93,781.25	15,998.13	225,075.00
OPERATING EXPENSE						
Total Administration Expenses	12,068.88	10,281.40	50,873.19	51,407.00	-533.81	123,377.00
Total Tenant Services	0.00	41.67	143.95	208.35	-64.40	500.00
Total Utilities Expenses	2,056.02	1,625.00	8,073.45	8,125.00	-51.55	19,500.00
Total Maintenance Expenses	12,453.12	5,893.75	43,753.17	29,468.75	14,284.42	70,725.00
General Expense	2,429.76	2,866.08	12,291.26	14,330.40	-2,039.14	34,393.00
TOTAL ROUTINE OPERATING EXPENSES	29,007.78	20,707.90	115,135.02	103,539.50	11,595.52	248,495.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-1,951.67	0.00	-9,758.35	9,758.35	-23,420.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	29,007.78	18,756.23	115,135.02	93,781.15	21,353.87	225,075.00
NET REVENUE/EXPENSE PROFIT/-LOSS	-11,813.97	0.02	-5,355.64	0.10	-5,355.74	0.00
Total Depreciation Expense						
Total Depreciation Expense	13,730.60	0.00	68,653.00	0.00	68,653.00	0.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-25,544.57	0.02	-74,008.64	0.10	-74,008.74	0.00

Knox County Housing Authority
BOARD - LOW RENT CASH FLOW STATEMENT
August 31, 2018

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	179,211.76	214,353.86	1,042,784.17	1,071,769.30	-28,985.13	2,572,246.12
TOTAL OPERATING INCOME	<u>179,211.76</u>	<u>214,353.86</u>	<u>1,042,784.17</u>	<u>1,071,769.30</u>	<u>-28,985.13</u>	<u>2,572,246.12</u>
OPERATING EXPENSE						
Total Administration Expenses	121,744.00	107,664.32	512,970.49	538,321.60	-25,351.11	1,291,972.21
Total Tenant Services	1,189.26	893.70	8,747.83	4,468.50	4,279.33	10,724.44
Total Utilities Expenses	10,937.95	10,006.44	43,730.70	50,032.20	-6,301.50	120,077.22
Total Maintenance Expenses	95,355.96	70,409.38	340,975.68	352,046.90	-11,071.22	844,913.07
General Expense	16,469.82	16,109.14	86,154.24	80,545.70	5,608.54	193,309.62
TOTAL ROUTINE OPERATING EXPENSES	<u>245,696.99</u>	<u>205,082.98</u>	<u>992,578.94</u>	<u>1,025,414.90</u>	<u>-32,835.96</u>	<u>2,460,996.56</u>
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-28,321.79	0.00	-141,608.95	141,608.95	-339,861.44
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	<u>245,696.99</u>	<u>176,761.19</u>	<u>992,578.94</u>	<u>883,805.95</u>	<u>108,772.99</u>	<u>2,121,135.12</u>
NET REVENUE/EXPENSE PROFIT/-LOSS						
	<u>-66,485.23</u>	<u>37,592.67</u>	<u>50,205.23</u>	<u>187,963.35</u>	<u>-137,758.12</u>	<u>451,111.00</u>
Total Depreciation Expense						
	65,743.44	56,283.42	328,717.20	281,417.10	47,300.10	675,401.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	<u>-132,228.67</u>	<u>-18,690.75</u>	<u>-278,511.97</u>	<u>-93,453.75</u>	<u>-185,058.22</u>	<u>-224,290.00</u>

Knox County Housing Authority
BOARD - HCV CASH FLOW STATEMENT
August 31, 2018

	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
HCV - OPERATING STATEMENT						
ADMIN OPERATING INCOME						
Total Admin Operating Income	9,206.82	9,037.50	48,777.19	45,187.50	3,589.69	108,450.00
TOTAL ADMIN OPERATING INCOME	9,206.82	9,037.50	48,777.19	45,187.50	3,589.69	108,450.00
OPERATING EXPENSES						
Total Admin Expenses	10,548.11	10,120.83	39,053.63	50,604.15	-11,550.52	121,450.00
Total Fees Expenses	3,607.50	3,666.33	17,725.50	18,331.65	-606.15	43,996.00
Total General Expenses	707.42	564.58	3,541.80	2,822.90	718.90	6,775.00
TOTAL OPERATING EXPENSES	14,863.03	14,351.74	60,320.93	71,758.70	-11,437.77	172,221.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSES	14,863.03	14,351.74	60,320.93	71,758.70	-11,437.77	172,221.00
NET REVENUE PROFIT/-LOSS						
	-5,656.21	-5,314.24	-11,543.74	-26,571.20	15,027.46	-63,771.00
Total Depreciation Expense	0.00	18.75	0.00	93.75	-93.75	225.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-5,656.21	-5,332.99	-11,543.74	-26,664.95	15,121.21	-63,996.00
HAP - OPERATING STATEMENT						
HAP INCOME						
Total Income	70,447.00	55,206.08	384,336.50	276,030.40	108,306.10	662,473.00
TOTAL HAP INCOME	70,447.00	55,206.08	384,336.50	276,030.40	108,306.10	662,473.00
HAP EXPENSES						
Total HAP Expenses	74,368.00	80,416.66	359,564.00	402,083.30	-42,519.30	965,000.00
Total General HAP Expenses	0.00	-62.50	-272.25	-312.50	40.25	-750.00
TOTAL HAP EXPENSES	74,368.00	80,354.16	359,291.75	401,770.80	-42,479.05	964,250.00
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00
REMAINING HAP from RESERVE +/-LOSS	-3,921.00	-25,148.08	25,044.75	-125,740.40	150,785.15	-301,777.00

Knox County Housing Authority
BOARD - BRENTWOOD CASH FLOW STATEMENT
August 31, 2018

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	32,122.60	31,686.25	160,466.79	158,431.25	2,035.54	380,235.00
TOTAL OPERATING INCOME	32,122.60	31,686.25	160,466.79	158,431.25	2,035.54	380,235.00
OPERATING EXPENSE						
Total Administration Expenses	5,318.16	4,692.51	18,988.05	23,462.55	-4,474.50	56,310.00
Total Fee Expenses	5,910.48	5,803.00	29,224.04	29,015.00	209.04	69,636.00
Total Utilities Expenses	1,908.30	2,250.00	7,498.26	11,250.00	-3,751.74	27,000.00
Total Maintenance Expenses	75,319.70	13,669.15	103,361.02	68,345.75	35,015.27	164,030.00
Total Taxes & Insurance Expense	2,667.08	2,644.17	13,373.59	13,220.85	152.74	31,730.00
Total Financial Expenses	2,180.39	2,333.33	10,856.86	11,666.65	-809.79	28,000.00
TOTAL ROUTINE OPERATING EXPENSE	93,304.11	31,392.16	183,301.82	156,960.80	26,341.02	376,706.00
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	93,304.11	31,392.16	183,301.82	156,960.80	26,341.02	376,706.00
NET REVENUE PROFIT/-LOSS						
	-61,181.51	294.09	-22,835.03	1,470.45	-24,305.48	3,529.00
Total Depreciation Expense						
	7,033.56	5,291.67	35,167.80	26,458.35	8,709.45	63,500.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-68,215.07	-4,997.58	-58,002.83	-24,987.90	-33,014.93	-59,971.00

Knox County Housing Authority
BOARD - PRAIRIELAND CASH FLOW STATEMENT
August 31, 2018

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	27,801.50	27,414.16	137,193.43	137,070.80	122.63	328,970.00
TOTAL OPERATING INCOME	27,801.50	27,414.16	137,193.43	137,070.80	122.63	328,970.00
OPERATING EXPENSE						
Total Administration Expenses	5,237.07	4,513.32	18,396.28	22,566.60	-4,170.32	54,160.00
Total Fee Expenses	5,335.85	5,239.00	26,350.89	26,195.00	155.89	62,868.00
Total Utilities Expenses	2,213.12	2,130.01	11,723.26	10,650.05	1,073.21	25,560.00
Total Maintenance Expenses	9,147.50	9,183.34	37,889.21	45,916.70	-8,027.49	110,200.00
Total Taxes & Insurance Expense	2,167.98	2,660.91	11,765.13	13,304.55	-1,539.42	31,931.00
Total Financial Expenses	2,180.39	2,333.33	10,856.85	11,666.65	-809.80	28,000.00
TOTAL ROUTINE OPERATING EXPENSE	26,281.91	26,059.91	116,981.62	130,299.55	-13,317.93	312,719.00
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	26,281.91	26,059.91	116,981.62	130,299.55	-13,317.93	312,719.00
NET REVENUE PROFIT/-LOSS						
	1,519.59	1,354.25	20,211.81	6,771.25	13,440.56	16,251.00
Total Depreciation Expense						
	6,266.56	6,375.00	31,332.80	31,875.00	-542.20	76,500.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-4,746.97	-5,020.75	-11,120.99	-25,103.75	13,982.76	-60,249.00

Knox County Housing Authority
BOARD - AHP CASH FLOW STATEMENT
August 31, 2018

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	59,924.10	59,100.41	297,660.22	295,502.05	2,158.17	709,205.00
TOTAL OPERATING INCOME	59,924.10	59,100.41	297,660.22	295,502.05	2,158.17	709,205.00
OPERATING EXPENSE						
Total Administration Expenses	10,555.23	9,205.83	37,384.33	46,029.15	-8,644.82	110,470.00
Total Fee Expenses	11,246.33	11,042.00	55,574.93	55,210.00	364.93	132,504.00
Total Utilities Expenses	4,121.42	4,380.01	19,221.52	21,900.05	-2,678.53	52,560.00
Total Maintenance Expenses	84,467.20	22,852.49	141,250.23	114,262.45	26,987.78	274,230.00
Total Taxes & Insurance Expense	4,835.06	5,305.08	25,138.72	26,525.40	-1,386.68	63,661.00
Total Financial Expenses	4,360.78	4,666.66	21,713.71	23,333.30	-1,619.59	56,000.00
TOTAL ROUTINE OPERATING EXPENSE	119,586.02	57,452.07	300,283.44	287,260.35	13,023.09	689,425.00
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	119,586.02	57,452.07	300,283.44	287,260.35	13,023.09	689,425.00
NET REVENUE PROFIT/-LOSS						
	-59,661.92	1,648.34	-2,623.22	8,241.70	-10,864.92	19,780.00
Total Depreciation Expense						
	13,300.12	11,666.67	66,500.60	58,333.35	8,167.25	140,000.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-72,962.04	-10,018.33	-69,123.82	-50,091.65	-19,032.17	-120,220.00

Knox County Housing Authority
CLAIMS REPORT - LOW RENT
August, 2018

	Current Period	Last Year Same	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	29,085.20	22,808.53	6,276.67	109,747.09
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	16,034.43	15,587.76	446.67	80,849.19
Administrative Expenses	372.69	655.41	-282.72	5,036.00
Teneant Services	0.00	17.96	-17.96	8.45
Utilities	6,256.06	9,677.40	-3,421.34	26,279.10
Maintenance Supplies/Contracts	7,917.03	17,061.37	-9,144.34	26,194.26
Mileage	0.00	0.00	0.00	0.00
General Expenses	6,709.71	6,206.64	503.07	35,838.95
Non-Routine Expense	0.00	0.00	0.00	0.00
TOTAL MOON TOWERS CLAIMS	66,375.12	72,015.07	-5,639.95	283,953.04
AMP002 - FAMILY				
Salaries	62,513.42	43,388.41	19,125.01	217,426.13
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	16,970.33	16,659.88	310.45	85,175.45
Administrative Expenses	3,552.96	1,660.13	1,892.83	12,513.54
Teneant Services	239.21	185.86	53.35	3,646.05
Utilities	2,197.18	875.75	1,321.43	7,974.40
Maintenance Supplies/Contracts	8,043.75	12,016.07	-3,972.32	23,485.08
Mileage	-35.64	0.00	-35.64	-35.64
General Expenses	5,967.12	6,018.88	-51.76	31,408.85
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	99,448.33	80,804.98	18,643.35	381,593.86
AMP003 - BLUEBELL				
Salaries	13,493.82	7,244.34	6,249.48	44,597.52
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,539.50	4,435.50	104.00	23,053.89
Administrative Expenses	668.90	537.78	131.12	3,782.44
Teneant Services	0.00	0.00	0.00	143.95
Utilities	2,056.02	2,084.68	-28.66	8,073.45
Maintenance Supplies/Contracts	5,819.78	3,511.17	2,308.61	23,192.51
Mileage	0.00	0.00	0.00	0.00
General Expenses	2,429.76	2,433.21	-3.45	12,291.26
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL BLUEBELL CLAIMS	29,007.78	20,246.68	8,761.10	115,135.02
COCC				
Salaries	45,979.28	36,924.77	9,054.51	159,386.78
Employee W/H Payments	-814.37	-105.62	-708.75	-2,045.09
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	3,091.46	4,542.35	-1,450.89	28,666.72
Teneant Services	0.00	0.00	0.00	0.00
Utilities	428.69	123.21	305.48	1,403.75
Maintenance Supplies/Contracts	3.10	332.21	-329.11	15,496.16
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,363.23	1,285.52	77.71	6,615.18
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	50,051.39	43,102.44	6,948.95	209,523.50
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	151,071.72	110,366.05	40,705.67	531,157.52
Employee W/H Payments	-814.37	-105.62	-708.75	-2,045.09
Management Fees	37,544.26	36,683.14	861.12	189,078.53
Administrative Expenses	7,686.01	7,395.67	290.34	49,998.70
Teneant Services	239.21	203.82	35.39	3,798.45
Utilities	10,937.95	12,761.04	-1,823.09	43,730.70
Maintenance Supplies	21,783.66	32,920.82	-11,137.16	88,368.01
Mileage	-35.64	0.00	-35.64	-35.64
General Expenses	16,469.82	15,944.25	525.57	86,154.24
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL LOW RENT CLAIMS	244,882.62	216,169.17	28,713.45	990,205.42

Knox County Housing Authority
CLAIMS REPORT - AHP / HCV
August, 2018

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	12,354.15	8,901.65	3,452.50
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,910.48	5,520.69	389.79
Administrative Expenses	681.81	767.89	-86.08
Utilities	1,908.30	926.39	981.91
Maintenance Supplies/Contracts	67,601.90	3,003.20	64,598.70
Tax & Insurance Expenses	2,667.08	2,627.34	39.74
Finacial Expenses	2,180.39	2,293.69	-113.30
TOTAL BRENTWOOD CLAIMS	<u>93,304.11</u>	<u>24,040.85</u>	<u>69,263.26</u>
PRAIRIELAND			
Salaries	12,353.81	8,901.39	3,452.42
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,335.85	5,200.65	135.20
Administrative Expenses	600.81	591.36	9.45
Utilities	2,213.12	5,680.38	-3,467.26
Maintenance Supplies/Contracts	1,429.95	2,341.50	-911.55
Taxes & Insurance Expenses	2,167.98	2,261.05	-93.07
Financial Expenses	2,180.39	2,293.69	-113.30
TOTAL PRAIRIELAND CLAIMS	<u>26,281.91</u>	<u>27,270.02</u>	<u>-988.11</u>
AHP - BRENTWOOD & PRAIRIELAND			
Salaries	24,707.96	17,803.04	6,904.92
Employee W/H Payments	0.00	0.00	0.00
Management Fees	11,246.33	10,721.34	524.99
Administrative Expenses	1,282.62	1,359.25	-76.63
Utilities	4,121.42	6,606.77	-2,485.35
Maintenance Supplies	69,031.85	5,344.70	63,687.15
Taxes & Insurance Expenses	4,835.06	4,888.39	-53.33
Financial Expenses	4,360.78	4,587.38	-226.60
TOTAL AHP CLAIMS	<u>119,586.02</u>	<u>51,310.87</u>	<u>68,275.15</u>
HOUSING CHOICE VOUCHER - HCV			
Salaries	9,753.65	6,872.76	2,880.89
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,607.50	3,705.00	-97.50
Administrative Expenses	794.46	717.57	76.89
General Expense-Admin	707.42	592.94	114.48
Total HCV Expenses	14,863.03	11,888.27	2,974.76
HAP Expenses	74,368.00	67,809.00	6,559.00
General Expenses	0.00	0.00	0.00
Total HAP Expenses	74,368.00	67,809.00	6,559.00
TOTAL HCV CLAIMS	<u>89,231.03</u>	<u>79,697.27</u>	<u>9,533.76</u>

Knox County Housing Authority
CLAIMS REPORT - GRANT PROGRAMS
August, 2018

	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	0.00	0.00
TOTAL CFG 2018 CLAIMS	0.00	0.00	0.00	0.00
CFG 2017 - \$673,386				
Admin. / Operations	0.00	0.00	0.00	0.00
General CFP Activity	0.00	0.00	41,710.90	41,710.90
TOTAL CFG 2017 CLAIMS	0.00	0.00	41,710.90	41,710.90
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	59,696.38
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	73,696.38
TOTAL CFG GRANT(S) CLAIMS	0.00	0.00	41,710.90	115,407.28

Knox County Housing Authority
CLAIMS REPORT TOTALS
August, 2018

	Current Period	Last Year Same	Variance	Current Year
TOTALS				
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<u>LOW RENT</u>				
AMP001 - MOON TOWERS	66,375.12	72,015.07	-5,639.95	284,281.47
AMP002 - FAMILY	99,448.33	80,804.98	18,643.35	381,593.86
AMP003 - BLUEBELL	29,007.78	20,246.68	8,761.10	115,135.02
COCC	50,082.07	43,163.78	6,918.29	209,554.22
TOTAL LOW RENT	244,913.30	216,230.51	28,682.79	990,564.57
<u>A.H.P.</u>				
BRENTWOOD	93,304.11	24,040.85	69,263.26	183,301.82
PRAIRIELAND	26,281.91	27,270.02	-988.11	116,981.62
TOTAL A.H.P.	119,586.02	51,310.87	68,275.15	300,283.44
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	14,863.03	11,888.27	2,974.76	60,320.93
TOTAL HCV	14,863.03	11,888.27	2,974.76	60,320.93
<u>GRANTS</u>				
CAPITAL FUND GRANT '18	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '17	0.00	0.00	0.00	41,710.90
CAPITAL FUND GRANT '16	0.00	0.00	0.00	0.00
TOTAL GRANTS	0.00	0.00	0.00	41,710.90
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TOTAL CLAIMS FOR MONTH	379,362.35	279,429.65	99,932.70	1,392,879.84

RESOLUTION 2018-08

09/25/2018

Board of Commissioners

Derek Antoine, Executive Director

RE: Adoption of Public Housing Utility Allowance Schedule FFY 09/30/2019

Article I. Background

Public Housing Authorities (PHAs) are governed by the Code of Federal Regulations, which sets forth the guidelines, policies, and procedures by which a PHA is required to follow in the administration federal assistance funding. 24 CFR §965.502(a) states "PHAs shall establish allowances for PHA-furnished utilities for all metered utilities and allowances for resident-purchased utilities for all utilities purchased directly by residents from the utilities suppliers." Additionally, 24 CFR §965.502(b) explains "The PHA shall maintain a record that documents the basis on which allowances and scheduled surcharges, and revisions thereof, are established and revised. Such record shall be available for inspection by residents." 24 CFR §965.505(b) clarifies "Allowances for both PHA-furnished and resident-purchased utilities shall be designed to include such reasonable consumption for major equipment or for utility functions furnished by the PHA for all residents (e.g., heating furnace, hot water heater), for essential equipment whether or not furnished by the PHA (e.g., range and refrigerator), and for minor items of equipment (such as toasters and radios) furnished by residents."

24 CFR §965.507(a) stipulates "PHA shall review at least annually the basis on which utility allowances have been established and, if reasonably required in order to continue adherence to the standards stated in § 965.505, shall establish revised allowances." Further, 24 CFR §965.507(b) explains "PHA may revise its allowances for resident-purchased utilities between annual reviews if there is a rate change (including fuel adjustments) and shall be required to do so if such change, by itself or together with prior rate changes not adjusted for, results in a change of 10 percent or more from the rates on which such allowances were based."

To that end, the KCHA, within the construct and purvey of its consortium partnership with the Nelrod Company, requested a Utility Allowance study be conducted for rental units in Knox County, Illinois. The objective of the study and subsequent analysis was to update the current Public Housing utility allowances with current utility supplier's rates and charges for electric, natural gas, water, sewer and trash collection for the agency's three PH properties – Moon Towers, Family Sites (Woodland Bend, Cedar Creek Place, Whispering Hollow), and Bluebell Tower.

To complete the utility rate analysis, the Nelrod Company obtained current rates for electricity, natural gas, bottle gas/propane, water and sewer rates, and trash collection charges from the various providers of Knox County, Illinois. Once the data was collected, comparisons were made to the previously applied rates and charges. The Nelrod Company has recommended an increase in proposed utility allowances at the Scattered Family Sites and a decrease in proposed utility allowances at Moon Towers and Bluebell Tower due to changes in electric, water, sewer, and trash collection rates and monthly charges. The recommended revisions to the current utility allowance are required under 24 CFR §965.507(b), as



several categorical rate changes exceed the minimum 10% variance. The Nelrod Company has provided support documentation for its analysis and recommendation.

Tenants and the public will be notified through a public posting and comment period, commencing on 09/01/2018 and ending 09/30/2018.

Article II. Recommendation

It is the recommendation of the Executive Director to adopt the proposed Public Housing Utility Allowance schedule prepared by the Nelrod Company, effective for the federal fiscal year ending 09/30/2019.



KNOX COUNTY HOUSING AUTHORITY, IL
PUBLIC HOUSING

PROPOSED MONTHLY UTILITY ALLOWANCES
Chart 1

UPDATE 2018

Building Type: High Rise Apartment

Moon Towers, Blue Bell Tower IL-085-001, 003 (Boiler Heat & WH) (EE Equip: Win,WS)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,C)	\$37.00	\$37.00	\$42.00			

Building Type: Semi-Detached/Duplex

Scattered Sites Family IL-085-002 (EE Equip: Win,WH,Ins,WS)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)			\$36.00	\$41.00	\$46.00	\$51.00
Natural Gas (H,WH,C)			\$61.00	\$65.00	\$69.00	\$72.00
Water			\$26.00	\$31.00	\$36.00	\$40.00
Sewer			\$11.00	\$15.00	\$19.00	\$24.00
Trash			\$19.00	\$19.00	\$19.00	\$19.00
Totals			\$153.00	\$171.00	\$189.00	\$206.00

A monthly average cost of the summer and winter adjustments were used for the electric & natural gas costs.

L&A= Lights & Appliances
H= Space Heating
WH= Water Heating
C= Cooking

EE Equip= Energy Efficient Equipment
Win= Windows
Ins= Insulation
WS= Water Saving Appliances

Note: Public Housing utility allowances are calculated similar to method of utility providers. These allowances are not calculated by end use (like Section 8), but by total usage for each utility type.

KNOX COUNTY HOUSING AUTHORITY, IL

PUBLIC HOUSING

COMPARISON OF CURRENT AND PROPOSED UTILITY ALLOWANCES Chart 2

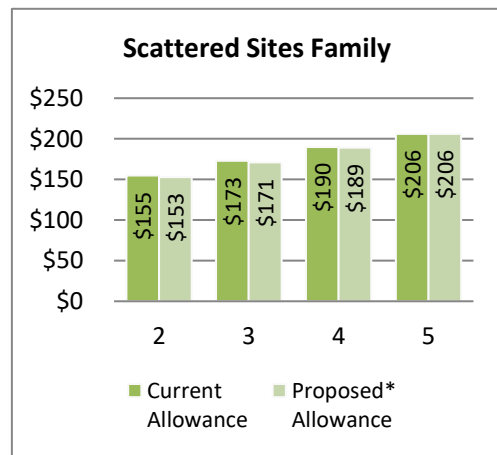
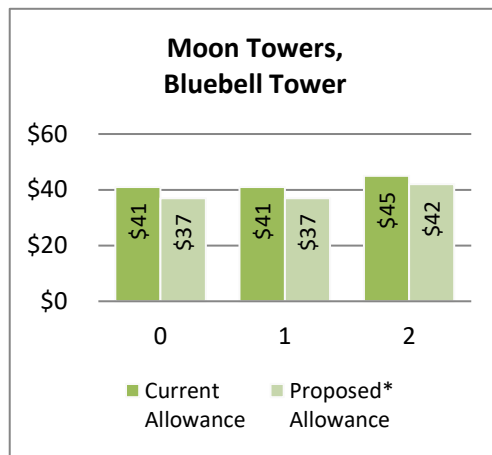
UPDATE 2018

Development	Bedroom Size	Current Allowance	Proposed* Allowance	Difference**
Moon Towers, Bluebell Tower IL-085-001, 003	0	\$41.00	\$37.00	-\$4.00
	1	\$41.00	\$37.00	-\$4.00
	2	\$45.00	\$42.00	-\$3.00
Scattered Sites Family IL-085-002	2	\$155.00	\$153.00	-\$2.00
	3	\$173.00	\$171.00	-\$2.00
	4	\$190.00	\$189.00	-\$1.00
	5	\$206.00	\$206.00	\$0.00

*Proposed allowances include the average for electric & natural gas summer and winter months.

*Proposed allowances were rounded to the nearest dollar.

**After rounding.



Individual Relief Medical Equipment Allowances

Electricity - Ameren Illinois (Weighted Average)

Item	Hours per Day	Wattage	Monthly kWh	Energy Charge	Utility Allowance
Oxygen Concentrator	18	400	219	0.103871	\$23.00
Nebulizer	2	75	5	0.103871	\$1.00
Electric Hospital Bed	0.2	200	1	0.103871	\$1.00
Alternating Pressure Pad	24	70	51	0.103871	\$5.00
Low Air-Loss Mattress	24	120	88	0.103871	\$9.00
Power Wheelchair/Scooter	3	360	33	0.103871	\$3.00
CPAP Machine	10	30	9	0.103871	\$1.00

Oxygen Concentrator

Use per day varies, assume 12-14 hours a day.
The 5-Liter model uses 400 W, the 3-Liter model uses 320 W.

Nebulizer

A medicine delivery system used mostly for pediatric care.
Used 4-6 times a day for 20 minutes at a time at 75W.

Semi/Fully Electric Hospital Bed

Use depends on adjustments. 200 W.

Alternating Pressure Pad

An air-filled mattress overlay.
Used 24 hours a day for someone who is bed-ridden.

Low Air-Loss Mattress

Takes the place of mattress - air -filled pressurized mattress.
Cycles air around every 15-20 minutes.

Power Wheelchairs and Scooters

Need to be charged approximately 8 hours every 3 days.
Batteries are 120 V, 3 Amp, 360 W.

CPAP Machine

Used for Sleep Apnea. Machines run only at night for people who have a tendency to stop breathing at night. At maximum pressure use is 40 Watts. On average - 30 Watts.

RESOLUTION 2018-08

09/25/2018

Board of Commissioners

Derek Antoine, Executive Director

RE: Adoption of Public Housing Utility Allowance Schedule FFY 09/30/2019

WHEREAS, 24 CFR §965.502, 24 CFR §965.505, and 24 CFR §965.507 in various parts requires public housing authorities to annually review the schedule of utility allowances for the Public Housing program and establish an appropriate utility allowance schedule arrived at through a reasonable methodology; and

WHEREAS, public housing authorities must establish Utility Allowance Schedules based upon the typical cost of utilities and services paid by energy conservative households that occupy housing of similar size and type in the same locality; and

WHEREAS, public housing authorities must appropriately classify utilities and services into categories defined by HUD; and

WHEREAS, public housing authorities must revise any allowance for a utility category if there has been a change of ten percent (10%) or more in the utility rate since the last time the Utility Allowance Schedule was revised; and

WHEREAS, the Knox County Housing Authority Low Income Public Housing Program (LIPH), to meet federal guidelines and requirements, contracts with The Nelrod Company to conduct a comparative analysis of utility rates and consumption data for Knox County, Illinois; and

WHEREAS, The Nelrod Company having adequately completed the utility comparison analysis and having provided appropriate supporting documentation to the Knox County Housing Authority; and

WHEREAS, the proposed FFY 2019 LIPH Utility Allowance Schedule was posted for public review and comment from September 01 to September 30, 2018; and

WHEREAS, the proposed LIPH Utility Allowance Schedule is attached hereto.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Knox County Housing Authority hereby approves the Public Housing Utility Allowance Schedule, as proposed by the Nelrod Company, for federal fiscal year-ending 09/30/2019.

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RESOLUTION 2018-08

09/25/2018

Board of Commissioners

Derek Antoine, Executive Director

Adoption of Public Housing Utility Allowance Schedule FFY 09/30/2019

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 Public Housing Program Utility Allowance Schedule for FFY 09/30/2019.
3. The methodology used in compiling and presenting utility data for Knox County, Illinois is compliant with requirements set forth in the Code of Federal Regulations and HUD guidance regarding preparation and submission of such assessments.
4. This Resolution shall be carried out in accordance with agency policy, procedures, and federal regulations and shall be effective 10/01/2018.

RESOLVED: September 25, 2018

Lomac Payton, Chairperson

Thomas Dunker, Vice-Chairperson

Paula Sanford, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Ben Burgland, Commissioner

Jared Hawkinson, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

RESOLUTION 2018-09

09/25/2018

Board of Commissioners

Derek Antoine, Executive Director

RE: Adoption of Section 8 Housing Choice Voucher Utility Allowance Schedule FFY 2019

Article I. Background

Public Housing Authorities (PHAs) are governed by the Code of Federal Regulations, which sets forth the guidelines, policies, and procedures by which a PHA is required to follow in the administration federal assistance funding. 24 CFR §982.517(a)(1) establishes that PHAs must "maintain a utility allowance schedule for all tenant-paid utilities (except telephone), for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services." 24 CFR §982.517(b)(1) explains "The utility allowance schedule must be determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA must use normal patterns of consumption for the community as a whole and current utility rates." 24 CFR §982.517(b)(2)(ii) clarifies "In the utility allowance schedule, the PHA must classify utilities and other housing services according to the following general categories: space heating; air conditioning; cooking; water heating; water; sewer; trash collection (disposal of waste and refuse); other electric; refrigerator (cost of tenant-supplied refrigerator); range (cost of tenant-supplied range); and other specified housing services."

24 CFR §982.517(c)(1) stipulates "a PHA must review its schedule of utility allowances each year, and must revise its allowance for a utility category if there PHAs been a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised. The PHA must maintain information supporting its annual review of utility allowances and any revisions made in its utility allowance schedule."

To that end, the KCHA, within the construct and purvey of its consortium partnership with the Nelrod Company, requested a Utility Allowance study be conducted for rental units in Knox County, Illinois. The objective of the study and subsequent analysis was to update the current Public Housing utility allowances with current utility supplier's rates and charges for electric, natural gas, water, sewer and trash collection for the agency's three PH properties – Moon Towers, Family Sites (Woodland Bend, Cedar Creek Place, Whispering Hollow), and Bluebell Tower.

To complete the utility rate analysis, the Nelrod Company obtained current rates for electricity, natural gas, bottle gas/propane, water and sewer rates, and trash collection charges from the various providers of Knox County, Illinois. Once the data was collected, comparisons were made to the previously applied rates and charges. Further, HUD's Utility Schedule Model for Section 8 was utilized for the development of consumption averages by unit size. The Nelrod Company has provided support documentation for its analysis and recommendation.

HCV participants and the public were notified through a public posting and comment period, commenced on 09/01/2018 through 09/30/2018.



Article II. Recommendation

It is the recommendation of the Executive Director to adopt the proposed Section 8 Housing Choice Voucher Utility Allowance schedule prepared by the Nelrod Company, effective for the federal fiscal year ending 09/30/2019.

Allowances for Tenant-Furnished Utilities and other Services

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Date (mm/dd/yyyy):						
Locality: Knox County Housing Authority, IL		Unit Type: Apartment				
Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas (avg)	\$17.00	\$19.00	\$22.00	\$25.00	\$29.00	\$32.00
b. Bottle Gas/Propane	\$46.00	\$54.00	\$62.00	\$72.00	\$81.00	\$91.00
c. Electric (avg)	\$21.00	\$25.00	\$34.00	\$43.00	\$52.00	\$61.00
d. Electric Heat Pump (avg)	\$19.00	\$22.00	\$26.00	\$29.00	\$33.00	\$36.00
e. Oil / Other						
Cooking						
a. Natural Gas (avg)	\$2.00	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00
b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$11.00	\$15.00	\$16.00
c. Electric (avg)	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$16.00
Other Electric & Cooling						
Other Electric (Lights & Appliances) (avg)	\$19.00	\$22.00	\$31.00	\$40.00	\$48.00	\$57.00
Air Conditioning (avg)	\$5.00	\$6.00	\$8.00	\$10.00	\$12.00	\$14.00
Water Heating						
a. Natural Gas (avg)	\$4.00	\$5.00	\$8.00	\$10.00	\$12.00	\$14.00
b. Bottle Gas/Propane	\$13.00	\$15.00	\$21.00	\$26.00	\$34.00	\$39.00
c. Electric (avg)	\$13.00	\$16.00	\$20.00	\$24.00	\$28.00	\$33.00
d. Oil / Other						
Water, Sewer, Trash Collection						
Water	See Attached Water, Sewer & Trash Collection Schedule					
Sewer						
Trash Collection						
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges						
Electric Charge \$17.05 (avg)	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00
Gas Charge \$18.89 (avg)	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00
Actual Family Allowances				Utility or Service		per month cost
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$
				Cooking		\$
Name of Family				Other Electric		\$
				Air Conditioning		\$
				Water Heating		\$
				Water		\$
Address of Unit				Sewer		\$
				Trash Collection		\$
				Range / Microwave		\$
				Refrigerator		\$
				Other		\$
				Other		\$
Number of Bedrooms				Total		\$



Allowances for Tenant-Furnished Utilities and other Services

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

		Date (mm/dd/yyyy):				
Locality: Knox County Housing Authority, IL		Unit Type: Row House/ Townhouse/Semi-Detached/ Duplex				
Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas (avg)	\$21.00	\$24.00	\$28.00	\$32.00	\$36.00	\$40.00
b. Bottle Gas/Propane	\$59.00	\$67.00	\$78.00	\$91.00	\$101.00	\$112.00
c. Electric (avg)	\$31.00	\$36.00	\$47.00	\$58.00	\$69.00	\$79.00
d. Electric Heat Pump (avg)	\$23.00	\$27.00	\$32.00	\$36.00	\$40.00	\$44.00
e. Oil / Other						
Cooking						
a. Natural Gas (avg)	\$2.00	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00
b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$11.00	\$15.00	\$16.00
c. Electric (avg)	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$16.00
Other Electric & Cooling						
Other Electric (Lights & Appliances) (avg)	\$24.00	\$28.00	\$39.00	\$50.00	\$61.00	\$72.00
Air Conditioning (avg)	\$5.00	\$6.00	\$10.00	\$14.00	\$18.00	\$22.00
Water Heating						
a. Natural Gas (avg)	\$6.00	\$6.00	\$10.00	\$12.00	\$15.00	\$18.00
b. Bottle Gas/Propane	\$16.00	\$18.00	\$26.00	\$34.00	\$42.00	\$50.00
c. Electric (avg)	\$17.00	\$19.00	\$25.00	\$30.00	\$35.00	\$41.00
d. Oil / Other						
Water, Sewer, Trash Collection						
Water	See Attached Water, Sewer & Trash Collection Schedule					
Sewer						
Trash Collection						
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges						
Electric Charge \$17.05 (avg)	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00
Gas Charge \$18.89 (avg)	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00
Actual Family Allowances				Utility or Service		per month cost
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$
				Cooking		\$
Name of Family				Other Electric		\$
				Air Conditioning		\$
				Water Heating		\$
				Water		\$
Address of Unit				Sewer		\$
				Trash Collection		\$
				Range / Microwave		\$
				Refrigerator		\$
				Other		\$
				Other		\$
Number of Bedrooms				Other		\$
				Total		\$



Allowances for Tenant-Furnished Utilities and other Services

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Date (mm/dd/yyyy):						
Locality: Knox County Housing Authority, IL		Unit Type: Detached House				
Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Monthly Dollar Allowances						
Heating						
a. Natural Gas (avg)	\$24.00	\$27.00	\$32.00	\$37.00	\$41.00	\$46.00
b. Bottle Gas/Propane	\$65.00	\$76.00	\$91.00	\$102.00	\$115.00	\$128.00
c. Electric (avg)	\$50.00	\$59.00	\$69.00	\$78.00	\$88.00	\$97.00
d. Electric Heat Pump (avg)	\$27.00	\$32.00	\$37.00	\$42.00	\$47.00	\$51.00
e. Oil / Other						
Cooking						
a. Natural Gas (avg)	\$2.00	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00
b. Bottle Gas/Propane	\$5.00	\$5.00	\$8.00	\$11.00	\$15.00	\$16.00
c. Electric (avg)	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$16.00
Other Electric & Cooling						
Other Electric (Lights & Appliances) (avg)	\$28.00	\$33.00	\$45.00	\$58.00	\$71.00	\$83.00
Air Conditioning (avg)	\$4.00	\$4.00	\$10.00	\$15.00	\$21.00	\$26.00
Water Heating						
a. Natural Gas (avg)	\$6.00	\$6.00	\$10.00	\$12.00	\$15.00	\$18.00
b. Bottle Gas/Propane	\$16.00	\$18.00	\$26.00	\$34.00	\$42.00	\$50.00
c. Electric (avg)	\$17.00	\$19.00	\$25.00	\$30.00	\$35.00	\$41.00
d. Oil / Other						
Water, Sewer, Trash Collection						
Water	See Attached Water, Sewer & Trash Collection Schedule					
Sewer						
Trash Collection						
Tenant-supplied Appliances						
Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Other--specify: Monthly Charges						
Electric Charge \$17.05 (avg)	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00	\$17.00
Gas Charge \$18.89 (avg)	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00
Actual Family Allowances				Utility or Service		per month cost
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$
				Cooking		\$
Name of Family				Other Electric		\$
				Air Conditioning		\$
				Water Heating		\$
				Water		\$
Address of Unit				Sewer		\$
				Trash Collection		\$
				Range / Microwave		\$
				Refrigerator		\$
				Other		\$
				Other		\$
Number of Bedrooms				Other		\$
				Total		\$



KNOX COUNTY HOUSING AUTHORITY, IL

Water, Sewer and Trash Collection Section 8 HCV Utility Allowances

All Building Types

		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
City of Abingdon	Water	\$33.00	\$34.00	\$42.00	\$49.00	\$57.00	\$65.00
	Sewer	\$38.00	\$38.00	\$44.00	\$49.00	\$54.00	\$59.00
Jackson Disposal	Trash	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00	\$22.00
Alton Water Works	Water	\$29.00	\$29.00	\$35.00	\$40.00	\$46.00	\$51.00
	Sewer	\$21.00	\$22.00	\$25.00	\$28.00	\$31.00	\$34.00
	Trash	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Aqua Illinois Spoon River Lake Sanitary District	Water	\$41.00	\$42.00	\$52.00	\$62.00	\$70.00	\$77.00
	Sewer	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00
Village of East Galesburg	Water	\$24.00	\$25.00	\$33.00	\$40.00	\$47.00	\$55.00
	Sewer	\$31.00	\$31.00	\$38.00	\$44.00	\$50.00	\$56.00
	Trash	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
City of Galesburg	Water	\$26.00	\$27.00	\$32.00	\$36.00	\$41.00	\$45.00
	Sewer	\$12.00	\$12.00	\$16.00	\$20.00	\$24.00	\$28.00
	Trash	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00
City of Knoxville	Water	\$22.00	\$23.00	\$29.00	\$35.00	\$41.00	\$47.00
	Sewer	\$27.00	\$27.00	\$33.00	\$39.00	\$46.00	\$52.00
	Trash	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Village of London Mills	Water	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00
	Sewer	\$37.00	\$37.00	\$37.00	\$37.00	\$37.00	\$37.00
	Trash	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00
Village of Maquon	Water	\$35.00					
	Sewer						
	Trash						
Village of Oneida	Water	\$31.00	\$31.00	\$37.00	\$43.00	\$48.00	\$54.00
	Sewer	\$16.00	\$17.00	\$23.00	\$28.00	\$34.00	\$40.00
	Trash	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Village of Watage	Water	\$20.00	\$20.00	\$25.00	\$31.00	\$36.00	\$41.00
	Sewer	\$11.00	\$11.00	\$13.00	\$14.00	\$16.00	\$18.00
	Trash	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Village of Yates City	Water	\$52.00	\$53.00	\$67.00	\$80.00	\$94.00	\$107.00
	Sewer	\$19.00	\$20.00	\$26.00	\$33.00	\$39.00	\$45.00



Reasonable Accommodation Medical Equipment Allowances

**Electric Provider: Ameren Illinois & Corn Belt Energy Corporation
(wtd avg)**

Item	Hours per Day	Wattage	Monthly kWh	Energy Charge	Utility Allowance
Oxygen Concentrator	18	400	219	0.122286	\$27.00
Nebulizer	2	75	5	0.122286	\$1.00
Electric Hospital Bed	0.2	200	1	0.122286	\$1.00
Alternating Pressure Pad	24	70	51	0.122286	\$6.00
Low Air-Loss Mattress	24	120	88	0.122286	\$11.00
Power Wheelchair/Scooter	3	360	33	0.122286	\$4.00
CPAP Machine	10	30	9	0.122286	\$1.00

Oxygen Concentrator

Use per day varies, assume 12-14 hours a day.
The 5-Liter model uses 400 W, the 3-Liter model uses 320 W.

Nebulizer

A medicine delivery system used mostly for pediatric care.
Used 4-6 times a day for 20 minutes at a time at 75W.

0.103871
0.1407

0.1222855

Semi/Fully Electric Hospital Bed

Use depends on adjustments. 200 W.

Alternating Pressure Pad

An air-filled mattress overlay.
Used 24 hours a day for someone who is bed-ridden.

Low Air-Loss Mattress

Takes the place of mattress - air -filled pressurized mattress.
Cycles air around every 15-20 minutes.

Power Wheelchairs and Scooters

Need to be charged approximately 8 hours every 3 days.
Batteries are 120 V, 3 Amp, 360 W.

CPAP Machine

For Sleep Apnea. Runs only at night for people who have a tendency to stop breathing at night. At maximum pressure use is 40 Watts. On average - 30 Watts

RESOLUTION 2018-09

09/25/2018

Board of Commissioners

Derek Antoine, Executive Director

Adoption of Section 8 Housing Choice Voucher Utility Allowance Schedule FFY 2019

WHEREAS, 24 CFR §982.517 in various parts requires Public Housing Authorities to annually review the schedule of utility allowances for the Section 8 Housing Choice Voucher program and establish an appropriate utility allowance schedule arrived at through a reasonable methodology; and

WHEREAS, public housing authorities must establish Utility Allowance Schedules based upon the typical cost of utilities and services paid by energy conservative households that occupy housing of similar size and type in the same locality; and

WHEREAS, public housing authorities must appropriately classify utilities and services into categories defined by HUD; and

WHEREAS, public housing authorities must revise any allowance for a utility category if there has been a change of ten percent (10%) or more in the utility rate since the last time the Utility Allowance Schedule was revised; and

WHEREAS, the Knox County Housing Authority Housing Choice Voucher Program (HCVP), to meet federal guidelines and requirements, contracts with The Nelrod Company to conduct a comparative analysis of utility rates and consumption data for Knox County, Illinois; and

WHEREAS, The Nelrod Company having adequately completed the utility comparison analysis and having provided appropriate supporting documentation to the Knox County Housing Authority; and

WHEREAS, the proposed FFY 2019 HCVP Utility Allowance Schedule was posted for public review and comment from September 01 to September 30, 2018; and

WHEREAS, the proposed HCVP Utility Allowance Schedule is attached hereto.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Knox County Housing Authority hereby approves the Housing Choice Voucher Program Utility Allowance Schedule, as proposed by the Nelrod Company, for federal fiscal year-ending 09/30/2019.

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RESOLUTION 2018-09

09/25/2018

Board of Commissioners

Derek Antoine, Executive Director

Adoption of Section 8 Housing Choice Voucher Utility Allowance Schedule FFY 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 Housing Choice Voucher Program Utility Allowance Schedule for FFY 09/30/2019.
3. The methodology used in compiling and presenting utility data for Knox County, Illinois is compliant with requirements set forth in the Code of Federal Regulations and HUD guidance regarding preparation and submission of such assessments.
4. This Resolution shall be carried out in accordance with agency policy, procedures, and federal regulations and shall be effective 10/01/2018.

RESOLVED: September 25, 2018

Lomac Payton, Chairperson

Thomas Dunker, Vice-Chairperson

Paula Sanford, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Ben Burgland, Commissioner

Jared Hawkinson, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

RESOLUTION 2018-10

09/25/2018

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of Public Housing Program Flat Rent Schedule, Effective 10/01/2018

Article I. Background

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) provided enabling legislation which requires Public Housing Agencies (PHAs) to provide options to residents in selecting a choice of rental payment. Annually, the Knox County Housing Authority (KCHA) must provide its public housing residents the opportunity to choose between paying "flat rent," which is based on a unit's market rental value, or "Income Based Rent," which is based on a percentage of adjusted family income. This requirement is codified at 24 CFR §960.253. Additionally, 24 CFR §960.253(b) stipulates PHAs must use a reasonable method to determine the flat rent for a unit.

Flat rents are designed to encourage and reward employment and economic self-sufficiency by setting a rent that will not automatically increase as the family's income increases.

Paragraph (2)(B)(i) of Section 3(a) of the United States Housing Act of 1937 (the Act), as amended by the Consolidated Appropriations Acts of 2014 and 2015, established new parameters that PHAs must use when determining the flat rent amounts. Specifically, flat rents were required to be set at no less than 80% of the applicable Fair Market Rent (FMR).

Notice 2015-13 outlines three options available to PHAs for determining their flat rents:

- PHAs have the option to continue using the regional FMRs as the basis for calculating their flat rents. Flat rents should be set no lower than 80% of FMR, with adjustments made for tenant paid utilities.
- PHAs have the option to use the zip-code based Small Area FMRs (SAFMR) for metropolitan counties or the unadjusted rents for counties not covered by SAFMRs as the basis for calculating their flat rents. As with traditional FMRs, flat rents should be set no lower than 80% of SAFMR, with adjustments made for tenant paid utilities.
- For communities in which the FMR and SAFMR do not appropriately reflect the market value of a property or unit, a PHA can apply to HUD for an exception. To apply for an exception, a PHA must demonstrate the need by assessing the value of the unit (market rent analysis). PHAs should consider location, quality, size, unit type, age of unit, amenities, services, maintenance, and included utilities when determining the market value. To the extent possible, these market analyses should be based on rents paid for similar units in the unassisted market.

For the current cycle, the Knox County Housing Authority has opted to continue using the regional FMRs as the basis for calculating our flat rents.

The table below represents the final FFY 2019 FMR rates, the current KCHA Public Housing Program Flat Rent Schedule, and the proposed FFY 2019 KCHA Public Housing Program Flat Rent Schedule (adjustments for utility payments have been made to the "Current" and "Proposed" flat rents listed):

FY 2017 Proposed FMR Rates - UA Update (08/01/2018)					
Bedroom Size	FFY 2019 FMR	Current Flat Rent	Proposed Flat Rent	+/-	%
0-BR	\$ 448.00	\$ 301.00	\$ 322.00	\$ 21.00	7.0%
1-BR	\$ 527.00	\$ 363.00	\$ 385.00	\$ 22.00	6.1%
2-BR (HR)	\$ 697.00	\$ 491.00	\$ 516.00	\$ 25.00	5.1%
2-BR (FAM)	\$ 697.00	\$ 381.00	\$ 405.00	\$ 24.00	6.3%
3-BR	\$ 912.00	\$ 506.00	\$ 559.00	\$ 53.00	10.5%
4-BR	\$ 942.00	\$ 541.00	\$ 565.00	\$ 24.00	4.4%
5-BR	\$ 1,083.00	\$ 634.00	\$ 661.00	\$ 27.00	4.3%

Article II. Recommendation

It is the recommendation of the Executive Director the Board resolve to approve and adopt the Knox County Housing Authority Public Housing Program Flat Rent Schedule, effective 10/01/2018. The approved rent schedule has been posted for 30 days to allow proper notice to KCHA Public Housing Program residents.

RESOLUTION 2018-10

09/25/2018

Board of Commissioners

Derek Antoine, Executive Director

Approval of Public Housing Program Flat Rent Schedule, Effective 10/01/2018

WHEREAS, the Annual Contributions Contract (ACC) between the Knox County Housing Authority (KCHA) and the United States Department of Housing and Urban Development (HUD) and federal program regulations require the KCHA to review, revise, and adopt as needed Public Housing Program Flat Rents; and

WHEREAS, the KCHA is a PHA that administers a Public Housing program; and

WHEREAS, Sections 210 and 243 of Title II of P.L 113-76, the Consolidated Appropriations Act of 2014, and Section 238 of Title II of P.L. 113-235, the Department of Housing and Urban Development Appropriations Act of 2015, amended Paragraph (2)(B)(i) of Section 3(a) of the United States Housing Act of 1937 (the Act) establishing procedures PHAs must use when determining flat rent amounts; and

WHEREAS, the Knox County Housing Authority has demonstrated compliance with the amendments to the Act and provisions of HUD Notices PIH 2014-12 and PIH 2015-13 in determining and implementing revisions to its flat rent schedule;

WHEREAS, HUD's final FFY 2019 Fair Market Rents for Knox County, Illinois are as follows: 0-BR - \$448.00, 1-BR - \$527.00, 2-BR - \$697.00, 3-BR - \$912.00, 4-BR - \$942.00, and 5-BR - \$1,083.00; and

WHEREAS, the KCHA has elected to utilize the regional FMRs as published by HUD as the basis for calculating its flat rents; and

WHEREAS, the KCHA has reviewed the final FFY 2019 FMR schedule for Knox County, Illinois and adjusted the current KCHA Public Housing Flat Rent Schedule; and

THEREFOR, the KCHA's proposed FFY 2019 Payment Standard Schedule is as follows: 0-BR - \$322.00, 1-BR - \$385.00, 2-BR(HR) - \$4516.00, 2-BR(FAM) - \$405.00, 3-BR - \$559.00, 4-BR - \$565.00, and 5-BR - \$661.00; and

WHEREAS, the Executive Director recommends adjustment to the existing KCHA Public Housing Program Flat Rent Schedule to reflect the appropriate FFY 2019 Fair Market Rents as presented.

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RESOLUTION 2018-10

09/25/2018

Board of Commissioners

Derek Antoine, Executive Director

Approval of Public Housing Program Flat Rent Schedule, Effective 10/01/2018

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

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The proposed Knox County Housing Authority Public Housing Program Flat Rent Schedule is hereby approved and adopted.
3. The Executive Director is hereby authorized to amend the Knox County Housing Authority Public Housing Program Flat Rent Schedule as provided in this Resolution.
4. This Resolution shall be effective in accordance with federal regulations and be effective as of October 1, 2017 and through 09/30/2018.

RESOLVED: September 25, 2018

Lomac Payton, Chairperson

Thomas Dunker, Vice-Chairperson

Paula Sanford, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Ben Burgland, Commissioner

Jared Hawkinson, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

RESOLUTION 2018-11

09/25/2018

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of Housing Choice Voucher Payment Standard Schedule, Effective 10/01/2018

Article I. Background

Payment standards are used to calculate the housing assistance payments (HAP) the Knox County Housing Authority (KCHA) pays to the landlords/owners on behalf of the participant family leasing the unit. Public housing authorities have latitude in establishing a schedule of payment standard amounts by bedroom size. The range of possible payment standard amounts are based on HUD's published fair market rent (FMR) schedule for the FMR area in which the agency has jurisdiction. Payment standard amounts may range from 90% to 110% percent of the published FMRs, also called the "basic range," though PHAs are allowed set them higher or lower with prior HUD approval. Regulations on payment standards are set forth at 24 CFR §982.503. The Section Eight Management Assessment Program (SEMAP) measures a PHAs compliance with this requirement.

The level at which the payment standard amount is set directly affects the amount of subsidy a family will receive, and the amount of rent paid by program participants. If the payment standard amount is too low, families may need to pay more than they can afford, families could have a hard time finding acceptable units or units in more desirable areas, and housing choices for those families may be narrowed. If the payment standard amount is too high, landlords/owners may be encouraged to ask for higher than reasonable rents. Payment standard amounts should be high enough to allow families a reasonable selection of modest, decent, safe, and sanitary housing in a range of neighborhoods.

At least annually the KCHA reviews its payment standards to determine whether adjustments are needed for some or all unit sizes. In reviewing the adequacy of the payment standard amounts, the KCHA considers the following:

- Assisted families' rent burden
- Availability of suitable units
- Size and quality of available units
- Time to locate adequate housing
- Vouchers expiring without leasing
- Families that move out of the KCHA's jurisdiction (portability)

Historically, the Knox County Housing Authority has adhered to the published FMR rates when establishing its payment standard schedule. On occasion, amounts within the allowable range (90%-110%) have been utilized. The payment standard schedule coincides with the release of the annual FMR rates.

The tables below represent the FFY 2019 FMR rates, the basic range within which the KCHA may set the schedule, and the proposed FFY 2019 KCHA Payment Standard Schedule. The agency has opted to utilize rents at the 110% level for all bedroom sizes in an effort to keep currently housed participants in place and not limit the availability of rental housing in the jurisdiction.

Fair Market Rent (FMR) Analysis Tool						
FFY 2019 FMR	Efficiency	1-BR	2-BR	3-BR	4-BR	5-BR
FMR	\$ 448.00	\$ 527.00	\$ 697.00	\$ 912.00	\$ 942.00	\$ 1,083.00
110%	\$ 492.00	\$ 579.00	\$ 766.00	\$ 1,003.00	\$ 1,036.00	\$ 1,191.00
100%	\$ 448.00	\$ 527.00	\$ 697.00	\$ 912.00	\$ 942.00	\$ 1,083.00
90%	\$ 403.00	\$ 474.00	\$ 627.00	\$ 820.00	\$ 847.00	\$ 974.00

Basic Range		
SIZE	MINIMUM	MAXIMUM
EFF	\$ 403.00	\$ 492.00
1-BR	\$ 474.00	\$ 579.00
2-BR	\$ 627.00	\$ 766.00
3-BR	\$ 820.00	\$ 1,003.00
4-BR	\$ 847.00	\$ 1,036.00
5-BR	\$ 974.00	\$ 1,191.00

Payment Standard Schedule			
BR	CURRENT	FFY 2019	+ / -
Efficiency	\$ 469.00	\$ 492.00	\$ 23.00
1-BR	\$ 554.00	\$ 579.00	\$ 25.00
2-BR	\$ 737.00	\$ 766.00	\$ 29.00
3-BR	\$ 932.00	\$ 1,003.00	\$ 71.00
4-BR	\$ 1,004.00	\$ 1,036.00	\$ 32.00
5-BR	\$ 1,153.00	\$ 1,191.00	\$ 38.00

Article II. Recommendation

It is the recommendation of the Executive Director the Board resolve to approve and adopt the proposed Knox County Housing Authority Payment Standard Schedule, effective 10/01/2018.

RESOLUTION 2018-11

09/25/2018

Board of Commissioners

Derek Antoine, Executive Director

Approval of Housing Choice Voucher Payment Standard Schedule, Effective 10/01/2018

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires public housing authorities (PHAs) which administer a Housing Choice Voucher program (HCV) to establish payment standards which are used to calculate housing assistance payments (HAP) that the PHA pays to landlords/owners on behalf of participant families leasing an HCV unit; and

WHEREAS, the Knox County Housing Authority (KCHA) is a PHA that administers an HCV program; and

WHEREAS, the range of payment standard amounts is to be based on HUD's published Fair Market Rent (FMR) schedule for the federal fiscal year 2018, for the FMR area in which the KCHA has jurisdiction; and

WHEREAS, HUD's final FFY 2019 Fair Market Rents for Knox County, Illinois are as follows: 0-BR - \$448.00, 1-BR - \$527.00, 2-BR - \$697.00, 3-BR - \$912.00, 4-BR - \$942.00, and 5-BR - \$1,083.00; and

WHEREAS, the KCHA may set its payment standard amounts within the HUD allowable range of 90% to 110% of the most current published FMR rates; and

WHEREAS, the Executive Director recommends maintaining the existing KCHA Payment Standard Schedule to reflect 110% of the appropriate FFY 2018 Fair Market Rents as presented, which will maintain or grow the current level of families served while encouraging participation for both current and prospective landlords/owners; and

WHEREAS, the KCHA's proposed FFY 2019 Payment Standard Schedule will be based on 110% to FMR value and is listed as follows: 0-BR - \$492.00, 1-BR - \$579.00, 2-BR - \$766.00, 3-BR - \$1,003.00, 4-BR - \$1,036.00, and 5-BR - \$1,191.00; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Knox County Housing Authority hereby approves the Housing Choice Voucher Program Payment Standard Schedule, as proposed, for federal fiscal year-ending 09/30/2019.

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RESOLUTION 2018-11

09/25/2018

Board of Commissioners

Derek Antoine, Executive Director

Approval of Housing Choice Voucher Payment Standard Schedule, Effective 10/01/2018

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

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The proposed Knox County Housing Authority Payment Standard Schedule is hereby approved and adopted.
3. The Executive Director is hereby authorized to amend the Knox County Housing Authority Payment Standard Schedule as provided in this Resolution.
4. This Resolution shall be effective in accordance with federal regulations and be effective as of October 01, 2018.

RESOLVED: September 25, 2018

Lomac Payton, Chairperson

Thomas Dunker, Vice-Chairperson

Paula Sanford, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Ben Burgland, Commissioner

Jared Hawkinson, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

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: 09/17/2018

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 09/25/2018

SUBJECT: Application for Payment #2 – Roady Exteriors

Executive Summary

At the 06/26/2018 Board meeting, a contract was approved with Roady Exteriors, LLC to install 144 windows and 27 patio doors at Brentwood Manor. The windows and doors being replaced are original to the buildings.

Work commenced on 07/23/2018. As of 09/14/2018, 88 windows and 21 patio doors have been installed. All windows and patio doors were paid for in pay request #1. Thus, pay request #2 reflects the installation cost of 45 windows and 9 patio doors installed since the prior pay request. It is anticipated that all remaining work will be finished within the next 4-6 weeks.

Agency staff has reviewed and approved the pay request.

Fiscal Impact

This application for payment will be paid from Brentwood Manor's operating budget as approved at the 06/26/2018 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 #2 from Roady Exteriors in the amount of \$22,245 for the period to 09/14/2018.

INVOICE



P.O. Box 46
Marine, IL 62061
(314) 489-4686
rodyexteriors@gmail.com

Date	Invoice #
9/14/2018	1630-2

Bill To

Knox County Housing Authority
Attn: Cheryl Lefler, Assistant Director
216 W. Simmons Street
Galesburg, IL 61401

JOB		PROJECT MANAGER	PAYMENT TERMS
Contract # B18003	Window & Patio Door Replacement	MR	Due on receipt
QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
6	71.5" x 80" Door	591.00	3,546.00
3	96" x 80" Door	704.00	2,112.00
13	34.5" x 35" Window	323.00	4,199.00
20	68.5" x 47" Window	390.00	7,800.00
10	58.5" x 47" Window	354.00	3,540.00
2	92.5" x 46.5" Window	524.00	1,048.00
SUBTOTAL			\$22,245.00
SALES TAX			EXEMPT
TOTAL			\$22,245.00

*Make all checks payable to Rody Exteriors.
THANK YOU FOR YOUR BUSINESS!*

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: 09/17/2018

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 09/25/2018

SUBJECT: Application for Payment #1 – 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

To date, Hein Construction has mobilized for the project and has started site work including demolition/site clearing for the 3-bedroom units, 4-bedroom unit and basketball court. Footings for two buildings have been poured and the retaining wall at the basketball court has been completed. Please see the attached Construction Observation Report for additional information.

Alliance Architecture was on site for a progress meeting on 09/05/2018. Alliance Architecture has reviewed and signed approval for Pay Request #1.

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 #1 from Hein Construction in the amount of \$163,667.70 for the period to 08/28/2018.

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

(Instructions on reverse side)

SEP 07 2018

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: 1
PERIOD TO: 08/28/18

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:

CONTRACT FOR: General Contractor

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		
Change Orders approved in previous months by Owner	ADDITIONS	DEDUCTONS
TOTAL		
Approved this month		
Number	Date Approved	
TOTALS		
	0.00	0.00
Net change by Change Orders		
	\$0.00	

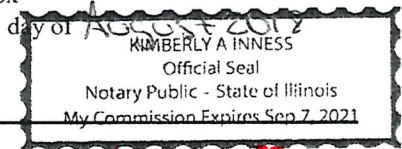
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates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

CONTRACTOR: HEIN CONSTRUCTION CO., INC.
BY: [Signature] Date: 8-28-18

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.....\$	
3. CONTRACT SUM TO DATE (Line 1+2).....\$	2,003,000.00
4. TOTAL COMPLETED & STORED TO DATE.....\$	181,853.00
(Column G on G703)	
5. RETAINAGE:	
a. 10 % of Completed Work.....\$	18,185.30
(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).....\$	
	18,185.30
6. TOTAL EARNED LESS RETAINAGE.....\$	163,667.70
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate).....\$	0.00
8. CURRENT PAYMENT DUE.....\$	163,667.70
9. BALANCE TO FINISH, PLUS RETAINAGE.....\$	1,839,332.30
(Line 3 less Line 6)	

State of: Illinois County of: Knox
Subscribed and sworn to before me this 28th day of August, 2018
Notary Public: [Signature]
My Commission expires: 9/7/21



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.....\$ 163,667.70
(Attach explanation if amount certified differs from the amount applied for.)
ARCHITECT: [Signature]
BY: [Signature] Alliance Architecture Date: 9/14/18
929 Lincolnway East, Suite 200
South Bend, Indiana 46601
This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

(Instructions on reverse side)

PAGE 2 OF 11 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing contractor's signed Certification is attached.

APPLICATION NUMBER: **1**

APPLICATION DATE: 8/31/2018

In tabulation below, amounts are stated to the nearest dollar.

PERIOD TO: 08/31/18

Use Column 1 on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK FROM PREVIOUS APPLICATION (D + E)	E COMPLETED THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H % G%C	I BALANCE TO FINISH (C - G)	RETAINAGE
	BASE BID								
1	Division #1 - General Requirements								
	General Conditions	135,961.00		10,386.00		10,386.00	0.07639	125,575.00	1,038.60
	Bonds & Insurance	19,614.00		19,614.00		19,614.00	1	0.00	1,961.40
	General Allowance	30,000.00				0.00	0	30,000.00	0.00
	Sensory Allowance	25,000.00				0.00	0	25,000.00	0.00
2	Division #2 - Site Construction								
	Demolition/Site Clearing - Material	25,844.00		12,517.00		12,517.00	0.484329	13,327.00	1,251.70
	- Labor	47,996.00		33,188.00		33,188.00	0.691474	14,808.00	3,318.80
	Asphalt Paving - Labor & Material	27,489.00				0.00	0	27,489.00	0.00
3	Division #3 Concrete								
	Building Concrete-Labor	67,201.00		23,155.00		23,155.00	0.344563	44,046.00	2,315.50
	-Material	33,099.00		9,871.00		9,871.00	0.298227	23,228.00	987.10
4	Division #4 - Masonry- Michel Bros								
	Labor and Material	77,000.00				0.00	0	77,000.00	0.00
6	Division- 6 Carpentry								
	Labor	76,560.00				0.00	0	76,560.00	0.00
	Material	41,000.00				0.00	0	41,000.00	0.00

CONTINUATION SHEET

AIA DOCUMENT G703

(Instructions on reverse side)

PAGE 3

OF 11 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing contractor's signed Certification is attached.

In tabulation below, amounts are stated to the nearest dollar.

Use Column 1 on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: **1**

APPLICATION DATE: 8/31/2018

PERIOD TO: 08/31/18

ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK FROM PREVIOUS APPLICATION (D + E)	COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% G% C	BALANCE TO FINISH (C - G)	RETAINAGE
7	Division 7 Thermal & Moisture Protect Insulation-labor Insulation-Materials Roofing-Labor Roofing-Material Siding-Labor Siding-Material Gutters & Accessories Labor & Matl Dashco/RainGuard	8,960.00 7,500.00 12,000.00 8,800.00 7,200.00 4,200.00 2,760.00				0.00 0.00 0.00 0.00 0.00 0.00 0.00	0 0 0 0 0 0 0	8,960.00 7,500.00 12,000.00 8,800.00 7,200.00 4,200.00 2,760.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00
8	Division 8 Doors and Windows Doors- Labor Doors- Material Windows-Labor Windows-Material	10,000.00 32,000.00 2,840.00 18,160.00				0.00 0.00 0.00 0.00	0 0 0 0	10,000.00 32,000.00 2,840.00 18,160.00	0.00 0.00 0.00 0.00

CONTINUATION SHEET

AIA DOCUMENT G703

(Instructions on reverse side)

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APPLICATION NUMBER: **1**

APPLICATION DATE: 8/31/2018

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PERIOD TO: 08/31/18

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ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK	COMPLETED	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% G% C	BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
9	Division 9 Finishes								
	Finishing Labor-Jake Henry Const	24,000.00				0.00	0	24,000.00	0.00
	Gypsum Board-Labor	16,630.00				0.00	0	16,630.00	0.00
	Gypsum Board-Material	7,000.00				0.00	0	7,000.00	0.00
	Flooring-Labor and Material	22,550.00				0.00	0	22,550.00	0.00
	Union Flooring								
	Painting-Labor and Material	14,000.00				0.00	0	14,000.00	0.00
	Scott Decorating								
10	Division 10-Specialties								
	Restroom Accessories-Labor	2,800.00				0.00	0	2,800.00	0.00
	Restroom Accessories-Materials	3,200.00				0.00	0	3,200.00	0.00
12	Division 12- Furnishings								
	Casework/window blinds-Labor	4,280.00				0.00	0	4,280.00	0.00
	Casework/window blinds-Material	7,420.00				0.00	0	7,420.00	0.00
15	Division 15-Mechanical-Benbow								
	Plumbing								
	Mobilization	6,840.00		6840		6,840.00	1	0.00	684.00
	Exterior Utilities								
	Material	3,956.00		1,978.00		1,978.00	0.5	1,978.00	197.80
	Labor	13,410.00		3,352.00		3,352.00	0.249963	10,058.00	335.20
	Permits	2,564.00		2564		2,564.00	1	0.00	256.40
	Plumbing Materials	16,955.00				0.00	0	16,955.00	0.00
	Plumbing Laobr	24,131.00				0.00	0	24,131.00	0.00
	HVAC Material	18,784.00				0.00	0	18,784.00	0.00
	HVAC Labor	19,716.00				0.00	0	19,716.00	0.00

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			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	Test and Balance	2,900.00				0.00	0	2,900.00	0.00
	Insulation Plg/Htg	21,280.00				0.00	0	21,280.00	0.00
16	Division 16 Electrical-AMP								
	Rough In Labor	31,800.00				0.00	0	31,800.00	0.00
	Rough In Material	13,500.00				0.00	0	13,500.00	0.00
	Finish Labor	21,700.00				0.00	0	21,700.00	0.00
	Finish Material	10,400.00				0.00	0	10,400.00	0.00
	Alternate #1								
1	Division #1-General Requirements								
	General Conditions	\$105,636.00				0.00	0	105,636.00	0.00
2	Division #2 - Site Construction								
	Material	4,000.00				0.00	0	4,000.00	0.00
	Labor	11,600.00				0.00	0	11,600.00	0.00
3	Division #3 Concrete								
	Labor	27,755.00				0.00	0	27,755.00	0.00
	Material	14,945.00				0.00	0	14,945.00	0.00
4	Division #4 - Masonry								
	Labor and Material	36,500.00				0.00	0	36,500.00	0.00
	Michel Brothers								

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6	Division- 6 Carpentry								
	Labor	30,435.00				0.00	0	30,435.00	0.00
	Material	31,000.00				0.00	0	31,000.00	0.00
7	Division 7 Thermal & Moisture Protect								
	Insulation-labor	5,600.00				0.00	0	5,600.00	0.00
	Insulation-Materials	4,330.00				0.00	0	4,330.00	0.00
	Roofing-Labor	5,600.00				0.00	0	5,600.00	0.00
	Roofing-Material	4,000.00				0.00	0	4,000.00	0.00
	Siding-Labor	11,200.00				0.00	0	11,200.00	0.00
	Siding-Material	5,600.00				0.00	0	5,600.00	0.00
	Gutters & Accessories Labor & Matls Dashco/Rainguard	2,350.00				0.00	0	2,350.00	0.00
8	Division 8 Doors and Windows								
	Doors- Labor	4,480.00				0.00	0	4,480.00	0.00
	Doors- Material	21,580.00				0.00	0	21,580.00	0.00
	Windows-Labor	1,680.00				0.00	0	1,680.00	0.00
	Windows-Material	9,420.00				0.00	0	9,420.00	0.00

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			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
9	Division 9 Finishes								
	Gypsum Board-Labor	8,940.00				0.00	0	8,940.00	0.00
	Gypsum Board-Material	5,000.00				0.00	0	5,000.00	0.00
	Finishing-Jake Henry Construction	15,000.00				0.00	0	15,000.00	0.00
	Union Flooring								
	Flooring Material and Labor	15,475.00				0.00	0	15,475.00	0.00
	Scott Decorating								
	Painting-Labor and Material	12,000.00				0.00	0	12,000.00	0.00
10	Division 10-Specialties								
	Restroom Accessories-Labor	2,240.00				0.00	0	2,240.00	0.00
	Restroom Accessories-Materials	1,260.00				0.00	0	1,260.00	0.00
12	Division 12- Furnishings								
	Casework/Window Blinds-Labor	3,300.00				0.00	0	3,300.00	0.00
	Casework/Window Blinds-Material	5,000.00				0.00	0	5,000.00	0.00
15	Division 15-Mechanical-Benbow								
	Mobilization	3,823.00		3823		3,823.00	1	0.00	382.30
	Exterior Utilities								
	Material	1,479.00				0.00	0	1,479.00	0.00
	Labor	10,614.00				0.00	0	10,614.00	0.00
	Permits	1,281.00		1,281.00		1,281.00	1	0.00	128.10
	Plumbing material	7,335.00				0.00	0	7,335.00	0.00
	Plumbing Labor	16,742.00				0.00	0	16,742.00	0.00
	HVAC Material	10,420.00				0.00	0	10,420.00	0.00
	HVAC Labor	11,800.00				0.00	0	11,800.00	0.00

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			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	Test and Balance	2,100.00				0.00	0	2,100.00	0.00
	Insulation Plg/Htg	10,880.00				0.00	0	10,880.00	0.00
16	Division #16-Electrical-AMP								
	Rough In Labor	21,800.00				0.00	0	21,800.00	0.00
	Rough In Material	6,980.00				0.00	0	6,980.00	0.00
	Finish Labor	16,300.00				0.00	0	16,300.00	0.00
	Finish Material	4,520.00				0.00	0	4,520.00	0.00
	Alternate #2								
1	Division #1-General Requirements								
	General Conditions	146,323.00				0.00	0	146,323.00	0.00
2	Division #2-Site Construction								
	Material	7,260.00				0.00	0	7,260.00	0.00
	Labor	12,000.00				0.00	0	12,000.00	0.00
	Asphalt Paving-Labor & Material	12,623.00				0.00	0	12,623.00	0.00
3	Division #3 Concrete								
	Building Concrete-Labor	11,780.00				0.00	0	11,780.00	0.00
	-Material	7,220.00				0.00	0	7,220.00	0.00
4	Division #4 - Masonry								
	Labor and Material-Michel Bros	7,300.00				0.00	0	7,300.00	0.00

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A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK FROM PREVIOUS APPLICATION (D + E)	E COMPLETED THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H % G%C	I BALANCE TO FINISH (C - G)	RETAINAGE
6	Division- 6 Carpentry								
	Labor	3,135.00				0.00	0	3,135.00	0.00
	Material	3,700.00				0.00	0	3,700.00	0.00
7	Division 7 Thermal & Moisture Protect								
	Insulation-labor	280.00				0.00	0	280.00	0.00
	Insulation-Materials	600.00				0.00	0	600.00	0.00
	Roofing-Labor	640.00				0.00	0	640.00	0.00
	Roofing-Material	600.00				0.00	0	600.00	0.00
	Siding-Labor	560.00				0.00	0	560.00	0.00
	Siding-Material	400.00				0.00	0	400.00	0.00
	Gutters & Accessories Labor & Matls	1,370.00				0.00	0	1,370.00	0.00
	Dashco/Rainguard								
8	Division 8 Doors and Windows								
	Doors- Labor	1,680.00				0.00	0	1,680.00	0.00
	Doors- Material	8,100.00				0.00	0	8,100.00	0.00
	Windows-Labor	490.00				0.00	0	490.00	0.00
	Windows-Material	1,225.00				0.00	0	1,225.00	0.00

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			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
9	Division 9 Finishes								
	Gypsum Board-Labor	7,755.00				0.00	0	7,755.00	0.00
	Gypsum Board-Material	1,200.00				0.00	0	1,200.00	0.00
	Finishing- Jake Henry Construction	5,000.00				0.00	0	5,000.00	0.00
	Union Flooring								
	Flooring-labor and material	13,350.00				0.00	0	13,350.00	0.00
	Scott Decorating								
	Painting-Labor and Material	12,000.00				0.00	0	12,000.00	0.00
10	Division 10-Specialties								
	Restroom Accessories-Labor	1,120.00				0.00	0	1,120.00	0.00
	Restroom Accessories-Material	665.00				0.00	0	665.00	0.00
12	Division 12- Furnishings								
	Casework/Window Blinds-Labor	1,120.00				0.00	0	1,120.00	0.00
	Casework/Window Blinds-Material	1,300.00				0.00	0	1,300.00	0.00
15	Division 15-Mechanical-Benbow								
	Mobilization	1,003.00				0.00	0	1,003.00	0.00
	Plumbing Material	3,150.00				0.00	0	3,150.00	0.00
	Plumbing Labor	7,667.00				0.00	0	7,667.00	0.00
	HVAC								
	Material	4,975.00				0.00	0	4,975.00	0.00
	Labor	4,569.00				0.00	0	4,569.00	0.00
	Insulation Plg/Htg	4,080.00				0.00	0	4,080.00	0.00
	Test and Balance	900.00				0.00	0	900.00	0.00
16	Division 16-Electrical-AMP								
	Rough In Labor	2,600.00				0.00	0	2,600.00	0.00
	Rough In Material	280.00				0.00	0	280.00	0.00

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			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
16	Division 16 Electrical Continued								
	Finish Labor	3,140.00				0.00	0	3,140.00	0.00
	Finish Material	1,840.00				0.00	0	1,840.00	0.00
	Alternate #3								
1	Division #1 - General Requirements								
	General Conditions	19,813.00				0.00	0	19,813.00	0.00
2	Division #2 - Site Construction								
	Materials	5,430.00		5,430.00		5,430.00	1	0.00	543.00
	Labor	12,670.00		8,151.00		8,151.00	0.643331	4,519.00	815.10
	Asphalt Paving - Labor & Material	41,137.00				0.00	0	41,137.00	0.00
3	Division #3 Concrete								
	Labor	33,320.00		27,481.00		27,481.00	0.82476	5,839.00	2,748.10
	Material	15,680.00		12,222.00		12,222.00	0.779464	3,458.00	1,222.20
9	Division 9 Finishes								
	Painting-Labor and Material	950.00				0.00	0	950.00	0.00
	Scott Decorating								
10	Division 10-Specialties								
	Specialties-Labor and Material	6,000.00				0.00	0	6,000.00	0.00
		2,003,000.00	0.00	181,853.00	0.00	181,853.00		1,821,147.00	18,185.30

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. 1

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

Date: 9/5/18 Time: 10:30 a.m. Weather: Mostly Sunny Temp. Range: 85°

Present At Site: Carpenters.

WORK IN PROGRESS

Removal of forms from retaining wall at basketball court.

OBSERVATIONS

Footings for Buildings B-HC-1 and B-HC-2 have been poured. Formwork for foundation walls has begun. Forms are stored on site as well as rebar for foundation walls.

Retaining wall at basketball court is complete.

The site for Building C-HC has been stripped in preparation of excavation for footings.

Underground plumbing and sewer connection has been made for Buildings B-HC-1 and B-HC-2. Sewer has been routed to the north in lieu of the south route shown on the Drawings.

The Owner inserted a camera into the 8" sanitary line from the Community Building which runs beneath Building B-HC. The pipe has shifted at one location, and the camera could not proceed beyond the 35' mark. All parties agreed that this sanitary line should be abandoned and a new line run across the playground and connected downstream near Building B-35.

PROGRESS MEETING

At 11:30 a.m., a progress meeting was held with Derek Antoine and Cheryl Lefler (Knox County Housing Authority), Dave Marshall and Travis McGarry (Hein Construction), and Mark Leblang (Alliance Architecture) present. The following items were discussed:

1. A review of the schedule indicates that work is ahead of schedule but behind where DM would like it to be. It is hoped that foundation walls for "B" buildings and footings for "C" buildings will be complete by the end of this week or beginning of next week. Once both buildings are out of the ground, DM will revise the schedule indicating that the basketball court work is completed in anticipation of asphalt yet this year.
2. ML requested and DM agreed to distribute his submittal log with up-to-date submittals that have been processed. Architect will issue a Color Schedule with a request for the remaining finish samples required by the Owner to select colors.
3. A conversation was held concerning additional lighting and relocating the existing light pole at the south end of Building B-HC-1. It was agreed that an additional light fixture would be added with underground conductors from the existing light pole (at new location) and a new light installed. Note that it will be the Owner's responsibility to resecure and connect cameras to relocated light pole; however, the Contractor will accommodate same by providing conduits below slabs and walks for same.

PROGRESS MEETING (Cont.)

4. The requirement for a thickened slab at the demising wall for the "B" units was discussed. It was agreed that the thickened slab could be omitted.
5. CL indicated that Ameren has been contacted, and disconnect and relocation of gas at "D" building (Woodland Bend) will occur once the building has been vacated. DM indicated that, once the unit has been vacated, they will assign a separate crew to complete that work. DM is ready to begin immediately.
6. The reason the footings have not been dug for Building C is because, when Julie was out to locate utilities, the gas system could not be located. Apparently, there is no wire chasing the distribution system. However, the locator indicated that he thought the gas line ran directly under the footprint of the "C" building. TM called Ameren and discussed getting the gas lines located. Ameren indicated that they would investigate (see attached exhibit provided after the progress meeting) and locate the gas lines exactly, if possible. Hein Construction will keep Architect advised.

ACTION REQUESTED/ITEMS VERIFIED

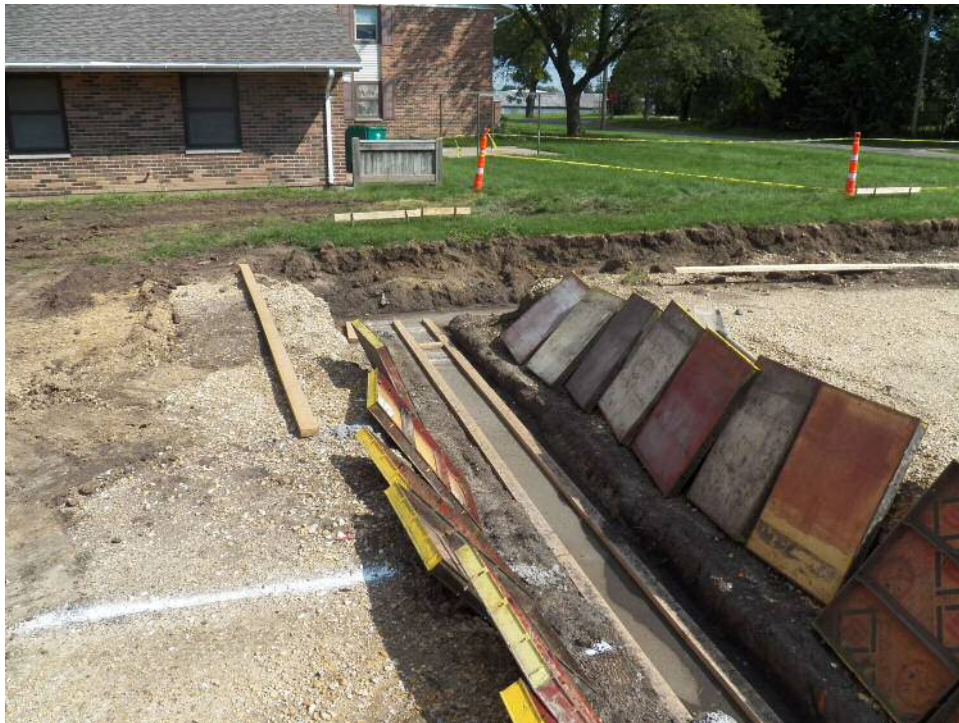
1. Contractor shall submit revised schedule.
2. Contractor shall submit cost to relocate existing light fixture and add additional light fixture per the attached.
3. Contractor shall submit cost for rerouting sanitary line from Community Room to and reconnecting to sanitary. This work should be priced as if it will be ongoing along with the previously submitted cost to relocate the water line at the basketball court.

REPORTED BY: _____


Mark W. Leblang



1. Building B-HC-2 looking southeast.



2. Building B-HC-2 looking north.



3. Building B-HC-1 looking southwest.



4. Bi-plane show.



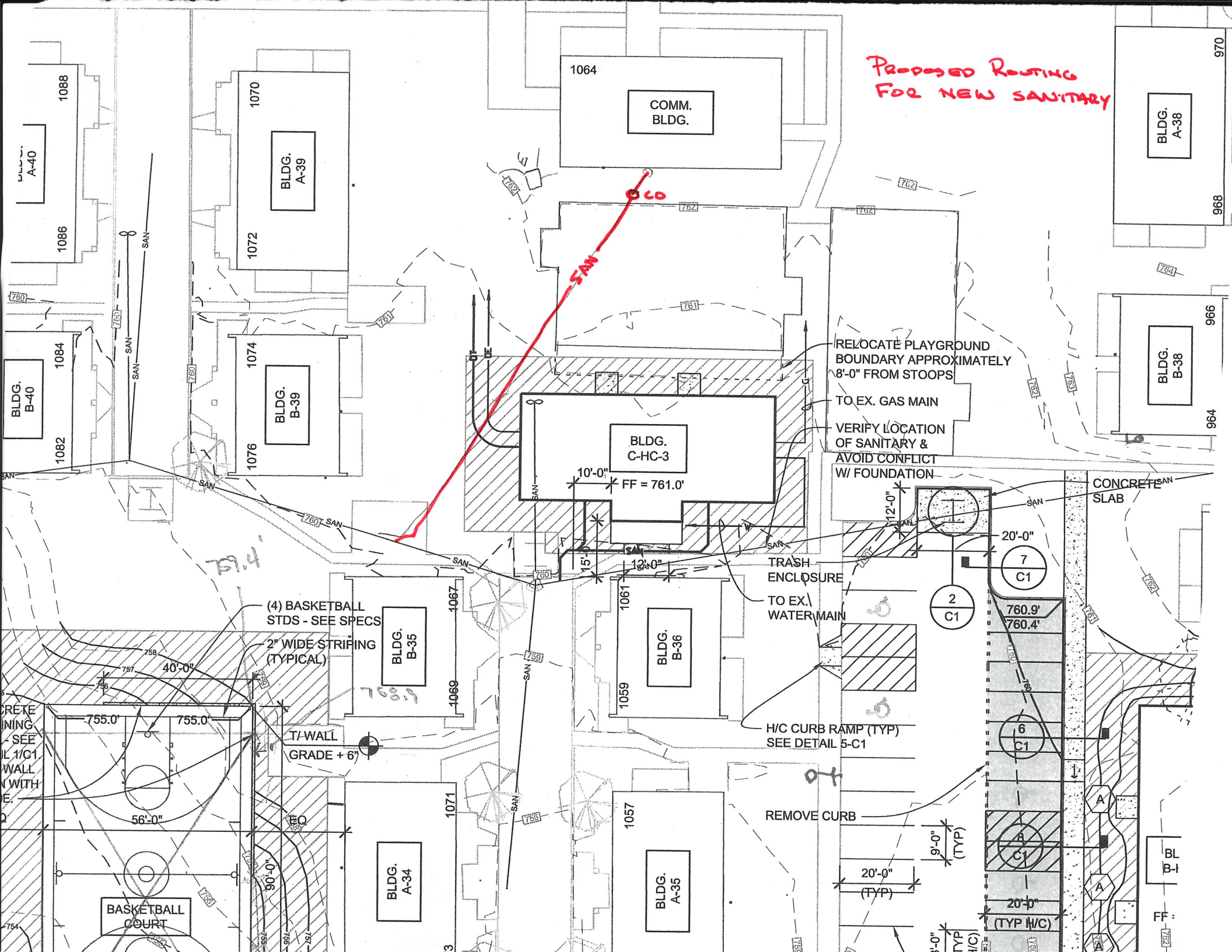
5. Retaining wall at basketball court.



6. C.O. location at Community Building.



7. Building C-HC-3 pad striped.



Proposed Routing
FOR NEW SANITARY

1064
COMM.
BLDG.

1070
BLDG.
A-39

1074
BLDG.
B-39

BLDG.
C-HC-3
10'-0" FF = 761.0'

RELOCATE PLAYGROUND
BOUNDARY APPROXIMATELY
8'-0" FROM STOOPS
TO EX. GAS MAIN
VERIFY LOCATION OF
SANITARY &
AVOID CONFLICT
W/ FOUNDATION

BLDG.
B-38

CONCRETE
SLAB

(4) BASKETBALL
STDS - SEE SPECS
2" WIDE STRIPING
(TYPICAL)

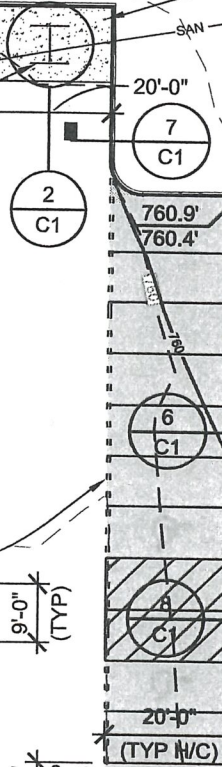
BLDG.
B-35

BLDG.
B-36

TRASH
ENCLOSURE
TO EX.
WATER MAIN

H/C CURB RAMP (TYP)
SEE DETAIL 5-C1

REMOVE CURB



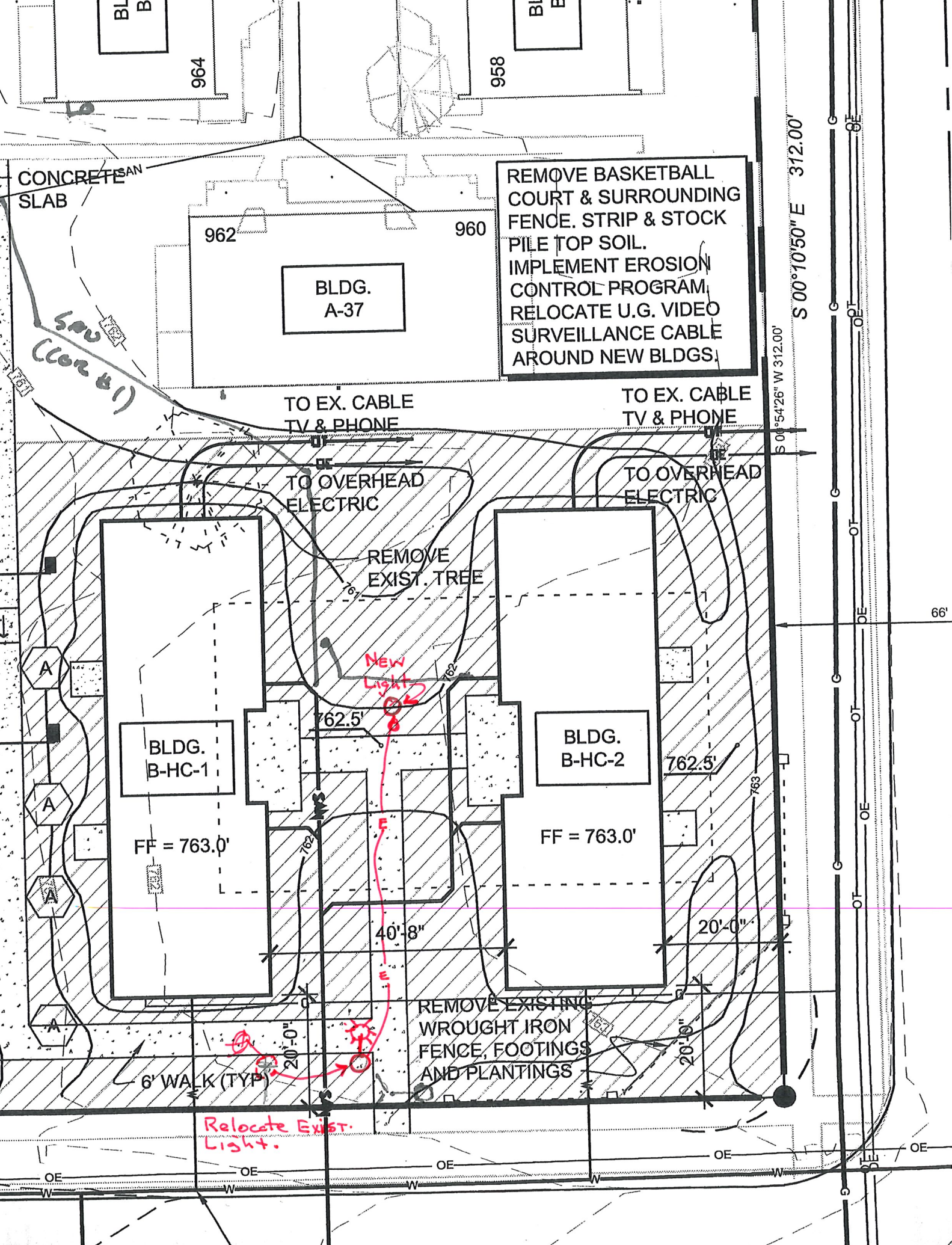
BLDG.
A-34

BLDG.
A-35

BASKETBALL
COURT

BL
B-1

FF :



CONCRETE SLAB

San (Cor 81)

REMOVE BASKETBALL COURT & SURROUNDING FENCE. STRIP & STOCK PILE TOP SOIL. IMPLEMENT EROSION CONTROL PROGRAM. RELOCATE U.G. VIDEO SURVEILLANCE CABLE AROUND NEW BLDGS.

TO EX. CABLE TV & PHONE

TO EX. CABLE TV & PHONE

TO OVERHEAD ELECTRIC

TO OVERHEAD ELECTRIC

REMOVE EXIST. TREE

New Light

BLDG. B-HC-1

BLDG. B-HC-2

FF = 763.0'

FF = 763.0'

40'-8"

20'-0"

6' WALK (TYP)

REMOVE EXISTING WROUGHT IRON FENCE, FOOTINGS AND PLANTINGS

Relocate Exist. Light.

S 00°10'50" E 312.00'

S 00°54'26" W 312.00'

66'

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Customizable Calla LED Barn Lamp Post

★★★★★ (1 review) Write a Review



4.7 ★★★★★ Google Customer Reviews



SKU: 0BCAP

UPC: 819621020225

\$849.00

POST HEIGHT: REQUIRED

96" (8ft) 132" (11ft)

SHADE SIZE: REQUIRED

12" 14" 16" 18" 20"

SHADE FINISH: REQUIRED

Black



cocoweb™



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COCOWEB LED FLUORESCENT HALOGEN



BULBS USED IN 20 YEARS	1	6	20
AVERAGE POWER USAGE	24 watts	23 watts	120 watts
AVERAGE BRIGHTNESS	1600 Lumen	1600 Lumen	1600 Lumen
HEAT GENERATED	156°F	267.8°F	339.2°F
COLOR TEMPERATURE	2700 K	2700 - 6500 K	3050 K
ECO-FRIENDLY	Yes	No	No



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: 09/24/2018

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 09/25/2018

SUBJECT: Hein Construction—Proposed Change Orders

Executive Summary

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

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

During excavation for the construction of the basketball court, a water main was discovered to be running under the construction area. Change order #1 is requested in the amount of \$3,572.32 to reroute the existing water main to the north side of the basketball court retaining wall. The existing piping under the basketball court will be abandoned.

During excavation for 4-bedroom building, it was discovered that a sanitary line crosses the building site. A camera was inserted into this line but could not proceed beyond 35' as the pipe has shifted. Thus, it was determined that this sanitary line should be abandoned and a new line installed. Change order #2 is requested in the amount of \$11,244.47 to relocate the sanitary line from the Whispering Hollow Community Building across the playground to the new building.

Alliance Architecture has reviewed the change order requests and find them to be within an acceptable range. Thus, acceptance of the requests is recommended by Alliance Architecture. The General Requirements Allowance (\$30,000 available) will cover costs associated with the change orders.

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 the proposed change orders from Hein Construction in the amount of \$14,816.79.

HEIN CONSTRUCTION CO., INC.

www.heinconstruction.com

56 N CEDAR STREET GALESBURG, ILLINOIS 61401 OFFICE PHONE (309) 343-5124 FAX (309) 343-3690

LETTER OF TRANSMITTAL

DATE: September 24, 2018

Hein # 18-1910

RE: Proposed Change Orders
504 Modifications-Phase 2
Galesburg, IL 61401

TO: Alliance Architecture
Attn: Mark Lablang
929 Lincolnway East, Suite 200
South Bend, Indiana 46601

Transmitted herewith are the following:
Proposed Change Order #1 Regarding Water Main
Proposed Change Order #2 Relocation of Sewer from Community Room

Call with any questions at (309) 343-5124

FOR: **XX** **APPROVAL**
INFORMATION
OTHER

RESPONSE
FILE

CC: FILE

SIGNED David Marshall, Hein Construction Co. Inc.

HEIN CONSTRUCTION CO., INC.

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

PROPOSED CHANGE ORDER

PROJECT: KCHA TO: Alliance Architecture
504 Modifications

DATE: ATT: Mark Lablang

CHANGE ORDER # 1

DESCRIPTION: Regarding Water Main. Reroute existing 2" Sch 80 PVC water main to the North. Abandon piping under basketball court.

<u>ITEM</u>	<u>UM</u>	<u>QUANTITY</u>	<u>COST</u>	<u>TOTAL</u>
Benbow				\$ 3,247.56
Hein Profit 10%				324.76
<u>TOTAL CHANGE ORDER REQUEST</u>				<u>\$ 3,572.32</u>

Respectfully Submitted



Dave Marshall VP/Project Manager

J. P. Benbow Plumbing & Heating Co. Inc.
 1191 S. West St. P.O. Box 150
 Galesburg, IL. 61402-0150
 (309) 343-2156 Fax: (309) 343-9105

PROPOSAL

TO: Hein Construction Co Inc 56 N Cedar St Galesburg, IL 61401	PHONE: (309)343-5124 JOB PHONE: (309)343-5124 JOB NAME/LOCATION: 56 N Cedar St	DATE: 08/28/18 PROPOSAL #: 5019 SLSMN/DEPT:
---	---	---

We hereby submit specifications and estimates for:

ATTN: Dave
 RE: Water Main

1. Reroute existing 2" Sch. 80 PVC water main to the north.
2. Abandon piping under basketball court.
3. Prefab 2" Sch. 80 pipe, coupling & 90 degree final connection to be made with compression fittings to minimize down time.

Material.....	\$ 765.00
Tax.....	\$ 0.00
Plumber Labor 69.84 X 16 Hr.....	\$ 1,117.44
	<hr/>
	\$ 1,882.44
O & P 15%.....	\$ 282.37
	<hr/>
	\$ 2,164.81
Operator Labor 73.04 X 8 Hr.....	\$ 584.32
Backhoe Rental 50 X 8 Hr.....	\$ 400.00
10%.....	\$ 98.43
	<hr/>
Sum of.....	\$ 3,247.56

We Propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:
 * * * PRICES AS QUOTED ABOVE * * *

Payment to be made as follows:

Payments to be made each thirty days as the work progresses to the value of one hundred percent of all work completed. The entire amount of contract to be paid within thirty days of completion.

3967262141414All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practises. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance.

Authorized Signature Brian Benbow (B.B) Note: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Date of Acceptance: _____

Signature _____

Signature _____

HEIN CONSTRUCTION CO., INC.

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

PROPOSED CHANGE ORDER

PROJECT: KCHA TO: Alliance Architecture
504 Modifications

DATE: ATT: Mark Lablang

CHANGE ORDER # 2

DESCRIPTION: Relocate Sewer from Community Room.
Remove/replace areas of sidewalk for sewer line relocation, restore existing playground area.

<u>ITEM</u>	<u>UM</u>	<u>QUANTITY</u>	<u>COST</u>	<u>TOTAL</u>
Hein Operator	hrs	4	\$ 81.29	\$ 325.16
Hein Laborer	hrs	8	\$60.43	\$ 483.44
Hein Finisher Foreman	hrs	8	61.52	\$ 492.16
Hein Finisher	hrs	8	58.52	\$ 468.16
Truck	hrs	4	85	\$ 340.00
Concrete		1	375	\$ 375.00
Benbow		1	7738.32	\$ 7,738.32
Profit 10%		1	1022.23	\$ 1,022.23

TOTAL CHANGE ORDER REQUEST \$ 11,244.47

Respectfully Submitted



Dave Marshall VP/Project Manager

J. P. Benbow Plumbing & Heating Co, Inc.
1191 S. West St. P.O. Box 150
Galesburg, IL. 61402-0150
(309) 343-2156 Fax: (309) 343-9105

PROPOSAL

TO:
Hein Construction Co Inc
56 N Cedar St
Galesburg, IL 61401

PHONE: (309)343-5124 DATE: 09/14/18
JOB PHONE: (309)343-5124 PROPOSAL #: 5020
JOB NAME/LOCATION: SLSMN/DEPT:
56 N Cedar St

We hereby submit specifications and estimates for:

RE: Relocate Sewer From Community Room

1. Install new 6" sewer from community building to city sewer.
2. New sewer will run to east of new building in order to miss water power & gas.
3. Cap off existing sewer @ main.
4. Playground removal replacement by others.

Material..... \$ 728.00
 Plumber 69.84 X 32..... \$2,234.88
 15% O & P..... \$ 444.43

Total..... \$3,407.31

Operator Labor 73.04 X 32..... \$2,337.28
 Backhoe Rental 50.00 X 32..... \$1,600.00
 10%..... \$ 393.73

Total..... \$4,331.01

Sum of..... \$7,738.32

We Propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:
* * * PRICES AS QUOTED ABOVE * * *

Payment to be made as follows:

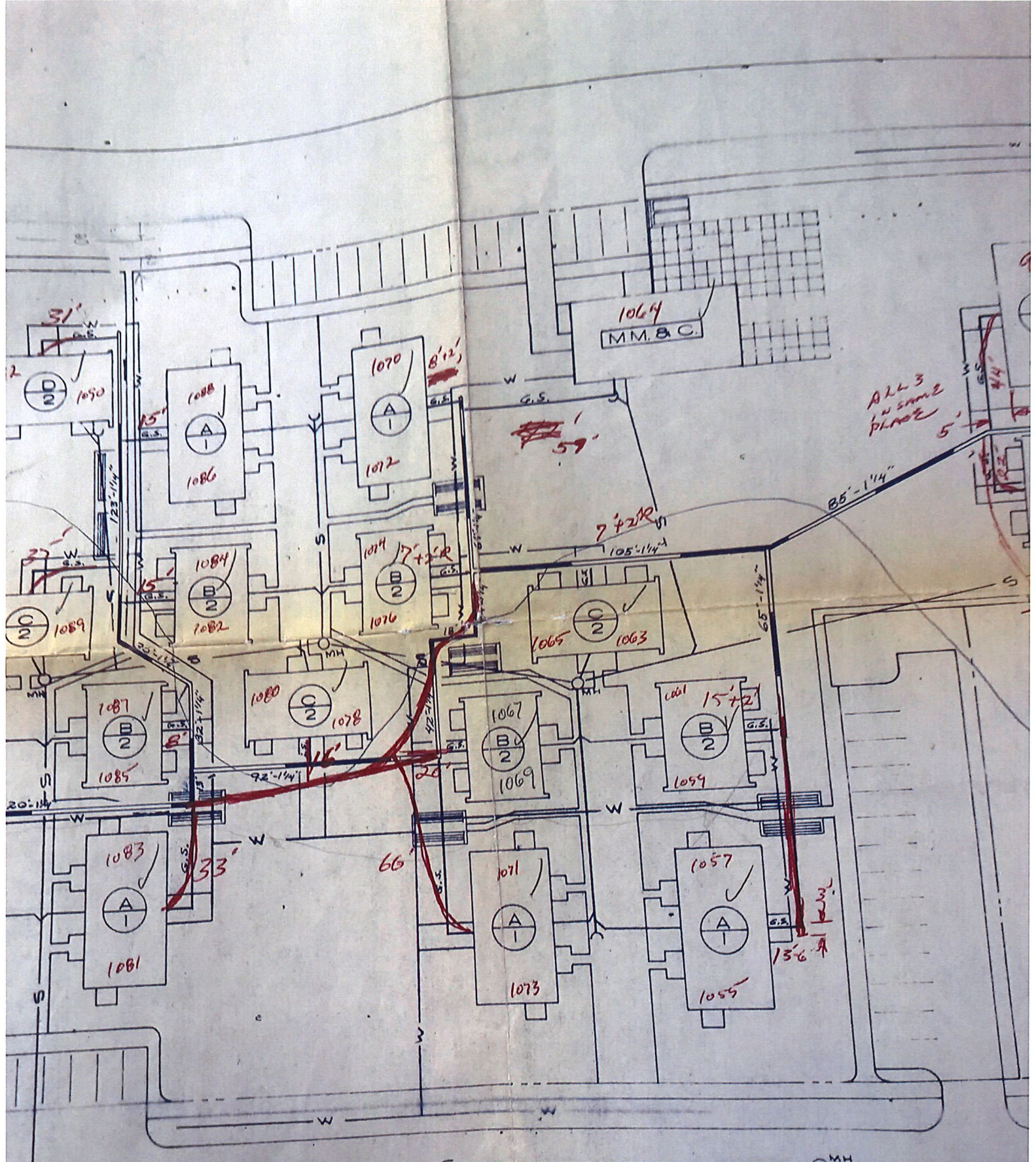
Payments to be made each thirty days as the work progresses to the value of one hundred percent of all work completed. The entire amount of contract to be paid within thirty days of completion.

39672621414A11 material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practises. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond out control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance.

Authorized Signature *Brian Benbow (B.B.)* Note: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Date of Acceptance: _____

Signature _____ Signature _____



GAS PIPING EXHIBIT
From Ameron

EXECUTIVE DIRECTOR'S REPORT SEPTEMBER 2018

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



BUILDING COMMUNITY, PEOPLE, AND PARTNERSHIPS



EXECUTIVE SUMMARY

Executive Summary

REGULAR MEETING – KCHA BOARD OF COMMISSIONERS

Tuesday, August 24, 2018
Moon Towers Conference Room
255 W. Tompkins St.
Galesburg, IL 61401

TRAINING AND DEVELOPMENT SUMMARY

The following information details training and development attended or presented by executive level staff during the month of September 2018:

Staff	Date	Training
Derek Antoine	09/07 – 09/08/2018	PHADA – EDEP
Derek Antoine	09/10 – 09/11/2018	PHADA Conference
Cheryl Lefler	09/07 – 09/08/2018	PHADA – EDEP
Cheryl Lefler	09/10 – 09/11/2018	PHADA Conference

POLICY/OPERATIONS

Accounting and Finance

- The Finance Department closed the financials for August 2018.
- The Finance Committee met on 09/19/2018.
- Outstanding Debt Collection update as of September 21, 2018:
 - Knox County Housing Authority has submitted \$962,600.22 in uncollectible debt.
 - Through various collection methods, the agency has collected \$101,648.83 in offsets of the above total. \$85.92 was collected during the month of August 2018.
 - KCHA is recovering at a rate of approximately 10.56% of uncollectible debt reported.

Several programs were in the red for the month of August 2018. This is most simply explained by three payroll periods during the month, as well as a reduction in subsidy received across the board. There are plans to transfer CFP money to the programs, which will help even the accounts. Additionally, COCC transfers will occur at some point during the fiscal year-end 03/31/2018 to ensure the programs finish the year in the black. Ongoing analysis of program income/expense will continue to determine if trending exists that would require agency reaction.

EXECUTIVE SUMMARY

Human Resources

Thomas Rogers, Occupancy Specialist at the Knox County Housing Authority, is our September 2018 Employee of the Month! Thomas understands that occupancy is critical and has been phenomenal lately with keeping a pool of candidates ready and having move-ins scheduled in a timely manner. Thomas also had extra work to do in August yet still finished his regular work and the extra work on deadline. He worked hard to make sure preference points were correct for applicants and changed any that were incorrect. Thomas also had interim rent changes to do once he updated the utility allowances in the system which was a time-consuming task. During all of that, he managed to do his 21 annuals, other interim rent changes, interviews and move-ins. Thomas is a valued part of the Family staff and has been working extremely hard to make sure that everything runs efficiently pertaining to occupancy. His strong work ethic is very much appreciated.

Facilities

No report this period.

Legislative/Advocacy Update

Agency staff visited Washington D.C. to attend the annual Public Housing Authorities Director's Association (PHADA) legislative conference, held from 09/09/2018 through 09/11/2018. Staff and commissioners included Executive Director Derek Antoine, Assistant Director Cheryl Lefler, Property Managers Brandi Watkins, Kim Longenecker, and Mary Pendry, Finance Coordinator Lee Lofing, and Commissioner Paula Sanford. Additionally, staff were able to meet with representatives from the state/district congressional offices to advocate on behalf of the programs they serve. Included this month with the Board Packets are some flyers containing advocacy and legislative information courtesy of PHADA (Issue Brief and Position Paper).

Public Relations

No report this period.

Policy

No report this period.

Strategic Planning

No report this period.

PUBLIC HOUSING PROGRAM

Public Housing Program

Moon Towers

Dashboard for Moon Towers for August 2018:

- Operating Statement (current period):

Column1	Period	Year
Income	\$ 57,168.15	\$ 326,705.01
Expense	\$ 66,375.12	\$ 284,281.47
Profit/(Loss)	\$ (9,206.97)	\$ 42,423.54

- Average rent collected for Moon Towers is \$187.63 per unit per month.
- 9 vacant unit days for a total vacancy loss of \$94.20 in *desired* rent, and a vacancy loss of \$2.70 in prior rent. Desired rent is the flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average unit turnaround time at Moon Towers is 9.00 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$17.66 per unit
- Average Maintenance Cost billed is \$1.08 per unit
- Tenant Accounts Receivable for Moon Towers:
 - \$10,679.32 outstanding tenant accounts
 - 2.56% to projected annual tenant revenue

Occupancy based on *days* leased at Moon Towers for August, 2018:

Column1	Total # Units	Total Unit Days	Exempt Days	Adjusted Unit Day	Vacant Unit Days	Occupied Unit Day	Adjusted Occ. Rat	Adjusted Vac. Rat
0-BR	76	2356	0	2356	0	2356	100.0%	0.0%
1-BR	99	3069	0	3069	9	3060	99.7%	0.3%
2-BR	2	62	0	62	0	62	100.0%	0.0%
TOTAL	177	5487	0	5487	9	5478	99.8%	0.2%

Occupancy based on *months* leased at Moon Towers for August, 2018:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
0-BR	76	76	100.0%	0.0%
1-BR	99	98	99.0%	1.0%
2-BR	2	2	100.0%	0.0%
TOTAL	177	176	99.4%	0.6%

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

Here is a breakdown of applicants by month for FYE 03/31/2019:

Moon Towers Waiting List

Month	Applicants	Total
FYE 03/31/2018	-	112
April 2018	16	129
May 2018	11	74
June 2018	15	84
July 2018	21	100
August 2018	10	111
September 2018		
October 2018		
November 2018		
December 2018		
January 2019		
February 2019		
March 2019		
Totals/Avg. List	73	99.60

Here is the PHAS Dashboard for Moon Towers for August 2018:

PHAS Dashboard	Moon Towers	Total Points Possible
Physical Assessment Subsystem (PASS)	38.95	40.0
Management Assessment Subsystem (MASS)	21.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	94.95	100.0

Based on the PHAS scores, Moon Towers achieved a “High Performer” designation during the reporting period.

PUBLIC HOUSING PROGRAM

Scattered Family Sites

Woodland Bend, Whispering Hollow, Cedar Creek Place

Dashboard for Family Sites for August 2018:

- Operating Statement (current period):

Column1		Period	Year
Income	\$	52,443.81	\$ 345,480.60
Expense	\$	99,448.33	\$ 381,593.86
Profit/(Loss)	\$	(47,004.52)	\$ (36,113.26)

- Average rent collected for the Family Sites is \$72.89 per unit per month.
- 173 vacant unit days for a total vacancy loss of \$2,167,.56 in *desired* rent, and a vacancy loss of \$874.63 in prior rent. Desired rent is the flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average unit turnaround time at the Family Sites is 13.29 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$37.16 per unit
- Average Maintenance Cost billed is \$7.40 per unit
- Tenant Accounts Receivable for the Family Sites:
 - \$30,842.49 outstanding tenant accounts
 - 14.17% to projected annual tenant revenue

Occupancy based on *days* leased at the Family Sites for August, 2018:

Unit Type	Total # Units	Total Unit Days	Exempt Days	Adjusted Unit Day	Vacant Unit Days	Occupied Unit Day	Adjusted Occ. Rat	Adjusted Vac. Rat
2-BR	80	2480	0	2480	16	2464	99.4%	0.6%
3-BR	80	2480	62	2418	49	2369	98.0%	2.0%
4-BR	22	682	0	682	0	682	100.0%	0.0%
5-BR	8	248	0	248	0	248	100.0%	0.0%
TOTAL	190	5890	62	5828	65	5763	98.9%	1.1%

Occupancy based on *months* leased at the Family Sites for August, 2018:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
2-BR	80	80	100.0%	0.0%
3-BR	80	78	97.5%	2.5%
4-BR	22	22	100.0%	0.0%
5-BR	8	8	100.0%	0.0%
TOTAL	190	188	98.9%	1.1%

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

Here is a breakdown of applicants by month for FYE 03/31/2019:

Family Sites Waiting List		
Month	Applicants	Total
FYE 03/31/2018	-	145
April 2018	15	160
May 2018	15	170
June 2018	12	167
July 2018	18	168
August 2018	17	176
September 2018		
October 2018		
November 2018		
December 2018		
January 2019		
February 2019		
March 2019		
Totals/Avg. List	77	168.20

Here is the PHAS Dashboard for the Family Sites for August 2018:

PHAS Dashboard	Family Sites	Total Points Possible
Physical Assessment Subsystem (PASS)	35.9	40.0
Management Assessment Subsystem (MASS)	17.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	87.9	100.0

Based on the PHAS scores, and with rounding, the Family Sites achieved a **“Standard Performer”** designation during the reporting period.

PUBLIC HOUSING PROGRAM

Blue Bell Tower

Dashboard for Blue Bell Tower for August 2018:

- Operating Statement (current period):

Column1	Period	Year
Income	\$ 17,193.81	\$ 109,779.38
Expense	\$ 29,007.78	\$ 115,135.02
Profit/(Loss)	\$ (11,813.97)	\$ (5,355.64)

- Average rent collected for Bluebell Tower is \$276.08 per unit per month.
- 31 vacant unit days for a total vacancy loss of \$0.00 in *desired* rent, and a vacancy loss of \$155.00 in prior rent. Desired rent is the flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average unit turnaround time at Bluebell Tower is 44.0 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$13.38 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$0.89 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Blue Bell Tower:
 - \$510.00 outstanding tenant accounts
 - 0.30% to projected annual tenant revenue

Occupancy based on *days* leased at Bluebell Tower for August, 2018

Column1	Total # Units	Total Unit Days	Exempt Days	Adjusted Unit Day	Vacant Unit Days	Occupied Unit Day	Adjusted Occ. Rat	Adjusted Vac. Rat
1-BR	50	1550	0	1550	31	1519	98.0%	2.0%
2-BR	1	31	0	31	0	31	100.0%	0.0%
TOTAL	51	1581	0	1581	31	1550	98.0%	2.0%

Occupancy based on *months* leased at Bluebell Tower for August, 2018:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
1-BR	50	49	98.0%	2.0%
2-BR	1	1	100.0%	0.0%
TOTAL	51	50	98.0%	2.0%

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

Here is a breakdown of applicants by month for FYE 03/31/2019:

Blue Bell Tower Waiting List

Month	Applicants	Total
FYE 03/31/2018		28
April 2018	3	26
May 2018	2	28
June 2018	3	27
July 2018	7	25
August 2018	9	26
September 2018		
October 2018		
November 2018		
December 2018		
January 2019		
February 2019		
March 2019		
Totals/Avg. List	24	26.40

Here is the PHAS Dashboard for the Blue Bell Tower for August 2018:

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

Based on the PHAS scores, the Blue Bell Tower achieved a “**High Performer**” designation during the reporting period.

PUBLIC HOUSING PROGRAM

Public Housing Program Occupancy

The Knox County Housing Authority strives for 100.0% occupancy. The threshold used to calculate PHAS scoring and subsidy calculations is 97.0%. Below is a snapshot of PH program occupancy for August, 2018.

Property Name	Total Units	Occupied	Occupancy Rate	Vacancy Rate
Moon Towers	177	176	99.4%	0.6%
Family Sites	190	188	98.9%	1.1%
Bluebell Tower	51	50	98.0%	2.0%
Total PH Program	418	414	99.0%	1.0%

Public Housing Assessment System (PHAS)

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

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

PHAS Dashboard	Composite Score	Total Points Possible
Physical Assessment Subsystem (PASS)	37.68	40.0
Management Assessment Subsystem (MASS)	19.67	25.0
Financial Assessment Subsystem (FASS)	25.00	25.0
Capital Fund Program Indicator	10.00	10.0
Overall Property PHAS Score	92.35	100.0

For the FYE 03/31/2019, the PH Program is trending towards a PHAS rating of 92.35 which would qualify the agency as a **High Performer**.

HOUSING CHOICE VOUCHER PROGRAM

Housing Choice Voucher Program

Application/Waiting List Activity

	Application Waiting List	Applicants Purged	Intake/Briefing
January 2018	326	0	11
February 2018	310	0	12
March 2018	317	0	16
April 2018	326	0	11
May 2018	318	0	8
June 2018	301	0	20
July 2018	306	0	15
August 2018	300	0	17
September 2018			
October 2018			
November 2018			
December 2018			

Voucher Activity

	Vouchers Issued	Vouchers Leased	Vouchers Ported	End of Participation
January 2018	4	188	12	2
February 2018	4	188	13	6
March 2018	10	180	14	1
April 2018	16	179	13	3
May 2018	7	183	13	5
June 2018	12	184	13	2
August 2018	14	181	9	4
August 2018	9	184	10	1
September 2018				
October 2018				
November 2018				
December 2018				

HOUSING CHOICE VOUCHER PROGRAM

Voucher Portability Impact

Month	Vouchers Knox Co	Vouchers Ported	Ported \$\$	Housing Assistance Payments (HAP)	Percent of HAP
January 2018	188	12	\$ 10,733.00	\$ 70,460.00	15.23%
February 2018	188	13	\$ 10,547.00	\$ 69,657.00	15.14%
March 2018	180	14	\$ 11,207.00	\$ 70,053.00	16.00%
April 2018	179	13	\$ 11,043.00	\$ 68,826.00	16.04%
May 2018	183	13	\$ 12,191.00	\$ 71,625.00	17.02%
June 2018	184	13	\$ 11,646.00	\$ 72,668.00	16.03%
July 2018	181	9	\$ 8,900.00	\$ 70,225.00	12.67%
August 2018	184	10	\$ 11,701.00	\$ 74,364.00	15.73%
September 2018			\$ -	\$ -	
October 2018			\$ -	\$ -	
November 2018			\$ -	\$ -	
December 2018			\$ -	\$ -	
CYE 12/31/2018			\$ 87,968.00	\$ 567,878.00	15.49%

Voucher Utilization

Month	Mo. HAP Expenditure	Mo. HAP Authority	Over/Under HAP	Net-Restricted Position (NRI)	NRP+BA	Percent Utilization
01/18	\$ 70,460.00	\$ 66,687.33	\$ 3,772.67	\$ 6,344.00	\$ 73,031.33	96.48%
02/18	\$ 140,117.00	\$ 133,374.66	\$ 6,742.34	\$ 9,934.00	\$ 143,308.66	97.77%
03/18	\$ 210,170.00	\$ 200,061.99	\$ 10,108.01	\$ 13,447.00	\$ 213,508.99	98.44%
04/18	\$ 278,996.00	\$ 266,749.32	\$ 12,246.68	\$ 16,478.00	\$ 283,227.32	98.51%
05/18	\$ 350,621.00	\$ 333,436.65	\$ 17,184.35	\$ 16,697.00	\$ 350,133.65	100.14%
06/18	\$ 423,289.00	\$ 400,123.98	\$ 23,165.02	\$ 43,417.00	\$ 443,540.98	95.43%
07/18	\$ 493,859.00	\$ 466,811.31	\$ 27,047.69	\$ 45,077.00	\$ 511,888.31	96.48%
08/18	\$ 568,223.00	\$ 533,498.64	\$ 34,724.36	\$ 41,160.00	\$ 574,658.64	98.88%
09/18	\$ -	\$ 600,185.97	\$ -	\$ -	\$ 600,185.97	0.00%
10/18	\$ -	\$ 666,873.30	\$ -	\$ -	\$ 666,873.30	0.00%
11/18	\$ -	\$ 733,560.63	\$ -	\$ -	\$ 733,560.63	0.00%
12/18	\$ -	\$ 800,247.96	\$ -	\$ -	\$ 800,247.96	0.00%

SEMAP scoring for voucher utilization (lease up) is based on % to baseline (280) of total voucher leased, or % of budget authority + NRP expended. To attain full points (20), the agency must achieve 98.0% utilization.

AFFORDABLE HOUSING PRESERVATION (A.H.P.)

Affordable Housing Preservation (A.H.P.)

Prairieland Townhouse Apartments

Key Financial Data for Prairieland Townhouse Apartments for August 2018:

- Average rent collected for Prairieland Townhouses is \$418.40 per unit per month.
- Vacancy loss - \$126.00 (11 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$4,685.00
 - \$3,708.00 in dwelling rent
 - \$977.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for August 2018 – \$1,519.59
- Net cash flow YTD 2019 – \$20,211.81
- Replacement Reserve Balance - \$113,222.00
- Residual Receipt Reserve Balance - \$54,501.00

Brentwood Manor

Key Financial Data for Brentwood Manor for August 2018:

- Average rent collected for Prairieland Townhouses is \$430.56 per unit per month.
- Vacancy loss - \$0.00 (0 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$10,300.00
 - \$8,658.00 in dwelling rent
 - \$1,642.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for August 2018 – \$(61,181.51)
- Net cash flow YTD 2019 – \$(22,835.03)
- Cash Reserve Position – \$156,348.27

Here is a snapshot of the occupancy at the AHP properties as of September 21, 2018:

A.H.P. Properties	Occupancy	Vacancy
Prairieland Townhouse Apartments	99.4%	0.6%
Brentwood Manor	100.00%	0.00%

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TO: Board of Commissioners

DATE: 09/19/2018

Knox County Housing Authority

FROM: Derek Antoine



Executive Director

BOARD MEETING: 09/25/2018

SUBJECT: PHADA Conference - Legislative Visits

Executive Summary

Several staff attended the Public Housing Authority Director's Association (PHADA) Legislative Conference in Washington D.C., which was held from 09/09/2018 through 09/11/2018. The conference included training sessions on funding and program forecasting, as well as multiple panel discussion on the current political and regulatory climate surrounding public housing agencies and programs. Ben Carson, President Trump's Secretary for the Department of Housing and Urban Development, was also present for a keynote speech and question/answer session.

During this time in our nation's capital, the group was able to meet with congressional representatives from both the House and the Senate. Meetings were conducted with staff from Senator Duckworth's office, and with congressional staff from Representative Bustos' office. Advocacy efforts were focused on funding levels for agency programs, streamlining ineffective and outdated administrative requirements, and increased flexibility within the regulations governing public housing agency operations.

Advocacy in these areas and communication with our elected officials will continue as staff looks to host congressional representatives at the agency to meet with both program participants and representatives from other housing authorities.

Fiscal Impact

None

Recommendation

None