

board agenda



Knox County Housing Authority

Regular Meeting of the Board of Commissioners

Moon Towers Conference Room

12/30/2025

4:00 PM

Opening	Roll Call	Chairperson Hawkinson
<input type="checkbox"/> LaToya Carson	Review/Approve Previous Meeting Minutes	Chairperson Hawkinson
<input type="checkbox"/> Jared Hawkinson	Review/Ratify 11-2025 Financial Reports	Chairperson Hawkinson
<input type="checkbox"/> Joey Range	Review/Ratify 11-2025 Claims and Bills	Chairperson Hawkinson
<input type="checkbox"/> Joseph Riley	COCC:	\$ 159,434.82
<input type="checkbox"/> Sara Robison	Moon Towers:	\$ 94,695.34
<input type="checkbox"/> Dena Simkins	Family:	\$ 91,123.58
<input type="checkbox"/> Dena St. George	Bluebell:	\$ 23,670.61
<u>Excused:</u>	HCV:	\$ 100,909.30
	Brentwood:	\$ 26,760.31
	Prairieland:	\$ 18,186.56
	Capital Fund 2023:	\$ 0.00
<u>Others Present:</u>	Capital Fund 2024:	\$ 0.00
	Capital Fund 2025:	\$ 0.00

Public Comment	Open	Chairperson Hawkinson
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Old Business	None	Chairperson Hawkinson
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New Business	Review/Approve Pay Request #4 to Valley Construction for Elevator Repair and Upgrades	Derek Antoine
	Review/Approve Group Medical Insurance Services & Rates for CY 2026	Derek Antoine
	Review/Approve Resolution 2025-12 Capital Fund Program Five Year Action Plan (5YP)	Derek Antoine
	Review/Approve Resolution 2025-13 Adoption of Certifications of Compliance with PHA Annual Plan Submission for FYE 03-31-2027	Derek Antoine

board agenda

Reports	Executive Director's Report – 12/2025 KCHA Legal Counsel Report – 12/2025	Derek Antoine Jack Ball
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Other Business	None
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Adjournment

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
November 25, 2025**

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

PRESENT: LaToya Carson
Jared Hawkinson
Sara Robison
Dena Simkins

EXCUSED: Joseph Riley
Joey Range
Dena St. George

ABSENT:

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

Chairperson Hawkinson called the meeting to order at 4:30 p.m. and declared that a quorum was present.

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

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Robison - aye
Commissioner Simkins - aye

Motion Carried, 4-0.

Chairperson Hawkinson then requested the Board review and ratify the October 2025 financial reports. After brief discussion, Commissioner Carson made a motion to ratify the financial reports for October 2025 as presented; Commissioner Simkins seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Robison - aye
Commissioner Simkins - aye

Motion Carried, 4-0.

October 2025 claims against the HA Administration in the sum of \$1,149,703.74; Central Office Cost Center in the sum of \$193,365.99; Moon Towers in the sum of \$145,008.81; Family in the sum of \$97,983.11; Bluebell in the sum of \$42,530.26; Housing Choice Voucher Program in the sum of \$115,253.15; Brentwood (A.H.P.) in the sum of \$39,781.64; Prairieland (A.H.P.) in the sum of \$32,295.38; Capital Fund '23 in the sum of \$0.00; Capital Fund '24 in the sum of \$124,133.91; and Capital Fund '25 in the sum of \$17,364.18 were presented for approval. Commissioner Carson made a motion to ratify the claims and bills for October 2025; Commissioner

Robison seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Robison - aye
Commissioner Simkins - aye

Motion Carried, 4-0.

PUBLIC COMMENT

None.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Antoine asked the Board to review and approve Pay Request #3 from Valley Commercial Construction for Elevator Repairs & Upgrades–Moon Towers and Blue Bell Tower. Mr. Antoine and Ms. Lefler provided a project update. Alliance Architects has reviewed and signed approval for pay request #3. After brief discussion, Commissioner Robison made a motion to approve Pay Request #3 from Valley Construction for Elevator Repairs & Upgrades–Moon Towers and Blue Bell Tower in the amount of \$38,513.70; Commissioner Carson seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Robison - aye
Commissioner Simkins - aye

Motion Carried, 4-0.

Mr. Antoine asked the Board to review and approve Group Medical Insurance Services and Rates for CY2026. Mr. Antoine reviewed his recommendations as outlined in the Board memo including the current and proposed rates, HRA contributions and employee benefit coverage structure. After brief discussion, Commissioner Carson made a motion to approve Group Medical Insurance Services and Rates for CY2026 as outlined in the Board memo; Commissioner Simkins seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Robison - aye
Commissioner Simkins - aye

Motion Carried, 4-0.

Mr. Antoine asked the Board to review and approve Group Dental/Vision Insurance Services and Rates for CY2026. Mr. Antoine reviewed his recommendations as outlined in the Board memo including the annual rates for dental and vision plans and the employee benefit coverage structure. After brief discussion, Commissioner Robison made a motion to approve Group Dental/Vision Insurance Services and Rates for CY2026 as outlined in the Board Memo; Commissioner Carson seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Robison - aye

Commissioner Simkins - aye
Motion Carried, 4-0.

REPORTS

There was no Executive Director's report for the month.

Mr. Ball reviewed the Legal Counsel Report that was handed out at the meeting. Mr. Ball reported that a new judge may be handling FED case starting in January 2026.

OTHER BUSINESS

Mr. Antoine reported that the agency will have a float in the Holly Days Parade on 12/07/2025.

Mr. Antoine stated that the annual NELROD Conference will be held in Las Vegas from 02/25/2026 to 02/27/2026 if any commissioners are interested in attending.

EXECUTIVE SESSION

Commissioner Riley made a motion at 4:54 p.m. to enter into Executive Session for Personnel Discussion (Executive Director Performance Appraisal); Commissioner Robison seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Robison - aye
Commissioner Simkins - aye

Motion Carried, 4-0.

Commissioner Robison made a motion at 5:05 p.m. to go back into regular session; Commissioner Carson seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Robison - aye
Commissioner Simkins - aye

Motion Carried, 4-0.

ADJOURNMENT

Commissioner Robison made a motion to adjourn the meeting at 5:06 p.m.; Commissioner Simkins seconded. Roll call was taken as follows:

Commissioner Carson - aye
Commissioner Hawkinson - aye
Commissioner Robison - aye
Commissioner Simkins - aye

Motion Carried, 4-0.

Respectfully submitted,

Secretary

LOW RENT

COCC	Nov-25	Current YTD		
Operating Income	\$167,274.11	\$1,420,785.57	<i>COCC's Cash in Bank</i>	\$412,264.63
Operating Expenses	\$164,069.84	\$1,180,860.37	<i>A/R + A/P - Income/(Expense)</i>	\$355,448.44
Net Revenue Income/(Loss)	\$3,204.27	\$239,925.20	COCC Available Cash	\$767,713.07

MOON TOWERS	Nov-25	Current YTD		
Operating Income	\$96,737.32	\$898,863.58	<i>Moon Tower's Available Cash</i>	\$711,310.67
Operating Expenses	\$97,768.50	\$784,614.87	<i>Minimum Reserve Position</i>	\$392,307.44
Net Revenue Income/(Loss)	(\$1,031.18)	\$114,248.71	Over/(Under) Minimum Reserve Position	\$319,003.24

FAMILY SITES	Nov-25	Current YTD		
Operating Income	\$120,696.22	\$1,155,896.98	<i>Family Sites Available Cash</i>	\$1,184,487.36
Operating Expenses	\$92,404.02	\$782,027.06	<i>Minimum Reserve Position</i>	\$391,013.53
Net Revenue Income/(Loss)	\$28,292.20	\$373,869.92	Over/(Under) Minimum Reserve Position	\$793,473.83

BLUEBELL	Nov-25	Current YTD		
Operating Income	\$29,146.68	\$264,970.99	<i>Bluebell's Available Cash</i>	\$297,053.49
Operating Expenses	\$24,012.08	\$224,998.85	<i>Minimum Reserve Position</i>	\$112,499.43
Net Revenue Income/(Loss)	\$5,134.60	\$39,972.14	Over/(Under) Minimum Reserve Position	\$184,554.07
			PHA Total Available Cash	\$2,960,564.59

Monthly Notes:

- For income: COCC billed \$43,062.50 in maintenance labor charges; received \$43,737.34 for management fees; \$4,240 for asset management fees; \$5,595 for bookkeeping fees; and \$6,732 each for participant, mental health, and safety/security fees.
- The amps received \$144,669 for operating subsidy from HUD - Moon Towers received \$48,397; Family received \$87,315; and Bluebell \$8,957. The Shelter received \$50,000 from the Mental Heath Board.
- Expenses worth noting are the boiler project started at Moon Towers along with the quarterly elevator maintenance contract, fixed the leak in Moon's maintenance shop, and relace curb stop out at family sites.
- For the month all but Moon show in the black for the month with all remaining in the black year-to-date.

AHP

BRENTWOOD	Nov-25	Current YTD	PRAIRIELAND	Nov-25	Current YTD
Operating Income	\$45,040.53	\$361,551.19	Operating Income	\$40,738.46	\$328,867.22
Operating Expenses	\$28,488.31	\$280,861.19	Operating Expenses	\$19,746.56	\$259,083.64
Net Revenue Income/(Loss)	\$16,552.22	\$80,690.00	Net Revenue Income/(Loss)	\$20,991.90	\$69,783.58
Brentwood's Cash, Investments, A/R, & A/P	\$ 736,177.45		Prairieland's Cash, Investments, A/R, & A/P	\$ (101,770.00)	
Restricted Cash (Sec. Dep. & Current Liabilities)	\$ 309,498.28		Restricted Cash (Sec. Dep., Reserve, Receipts, liabs)	\$ 332,478.23	
BW's Available Cash	\$ 426,679.17		PL's Available Cash	\$ 230,708.23	

Monthly Notes:

- For Income: Brentwood received \$44,439.25 and Prairieland received \$35,522 in tenant income.
- Expenses worth noting are the three payrolls as mentioned above otherwise pretty normal month for both properties.
- Both properties were in the black for the month and remain in the black year-to-date.

HOUSING CHOICE VOUCHERS (HCV)

ADMINISTRATIVE	Nov-25	Current YTD
Operating Income	\$13,026.81	\$128,972.30
Operating Expenses	\$11,903.47	\$144,700.33
Net Revenue Income/(Loss)	\$1,123.34	(\$15,728.03)

Unrestricted Net Position (UNP)
Prior Month Balance \$ (17,097.32)
Investment in Fixed Assets \$ -
Monthly HCV Admin Revenue - Gain/(Loss) \$ 1,123.34
Transfer to NRP or Adjustment \$ -
UNP Ending Balance Per VMS \$ (15,973.98)

Monthly Notes:

- HCV received \$13,022 in admin fee subsidy, showing an increase in revenue of \$1,123.34 for the month due to three payrolls in November.

	Nov-25	Current YTD
Operating Income	\$90,586.00	\$706,522.00
Operating Expenses	\$89,077.81	\$719,082.06
Net Revenue Income/(Loss)	\$1,508.19	(\$12,560.06)

Restricted Net Position (RNP)
Prior Month Balance \$ (11,137.00)
Investment in Fixed Assets \$ -
Monthly HCV HAP Revenue - Gain/(Loss) \$ 1,910.00
Transfer from UNP or Adjustment \$ -
RNP Ending Balance per VMS \$ (9,227.00)

Monthly Notes:

- HCV received \$90,586 in HAP subsidy and shows an increase of \$1,508.19.

EMERGENCY HOUSING VOUCHERS (EHV)

ADMINISTRATIVE	Nov-25	Current YTD
Operating Income \$ 387.00	\$ 5,925.00	
Operating Expenses \$ 267.81	\$ 2,490.93	
Net Revenue Income/(Loss)	\$119.19	\$3,434.07

EHV (UNP)
Prior Month Balance \$ 27,224.79
Monthly EHV Admin Revenue - Gain/(Loss) \$ 119.19
EHV UNP Ending Balance \$ 27,343.98

Monthly Notes:

- EHV received \$387 in admin fee subsidy, showing an increase in revenue of \$119.19 for the month.

	Nov-25	Current YTD
Operating Income \$ 2,662.00	\$ 16,993.00	
Operating Expenses \$ 2,222.00	\$ 20,455.00	
Net Revenue Income/(Loss)	\$440.00	(\$3,462.00)

EHV (RNP)
Prior Month Balance \$ (142.15)
Monthly EHV HAP Revenue - Gain/(Loss) \$ 440.00
RNP Ending Balance per VMS \$ 297.85

Monthly Notes:

- EHV received \$2,662 in HAP subsidy and shows an increase in revenue of \$440 for the month.

MISCELLANEOUS

IDROP Bad Debt Submitted

Property Sites	Nov-25	Historical
Moon Towers \$ -	\$ 150,617.45	
Family Sites \$ -	\$ 370,972.09	
Bluebell \$ -	\$ 17,476.36	
Brentwood \$ -	\$ 41,415.74	
Prairieland \$ -	\$ 52,010.90	
Housing Choice Voucher \$ -	\$ 47,707.48	
Total \$ -	\$ 680,200.02	

Tenant Online Payments

Property Sites	Nov-25	FYE 2025
Moon Towers \$ 4,384.54	\$ 73,360.93	
Family Sites \$ 12,189.14	\$ 208,075.78	
Bluebell \$ 1,099.00	\$ 14,061.00	
Brentwood \$ 6,609.00	\$ 127,837.11	
Prairieland \$ 9,247.00	\$ 123,765.18	
Housing Choice Voucher \$ -	\$ 7,361.88	
Fiscal Year 2022 Total \$ 33,528.68	\$ 554,461.88	

IDROP Bad Debt Collected

Property Sites	Nov-25	Historical
Moon Towers \$ 173.40	\$ 12,083.27	
Family Sites \$ -	\$ 86,515.09	
Bluebell \$ -	\$ 100.00	
Brentwood \$ 66.32	\$ 11,051.16	
Prairieland \$ -	\$ 10,318.09	
Housing Choice Voucher \$ -	\$ 13,337.10	
Total \$ 239.72	\$ 133,404.71	

Monthly Bad Debt Reported	\$0.00
Historical Bad Debt	\$1,280,782.85

Historical Bad Debt Collected	By IDROP	By Debtor
13.52%	10.42%	3.10%

Date:

Time:

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Knox County Housing Authority
FDS Income Statement - COCC
November, 2025

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Rpt File: F:\HMS\REPORTS\KNOXOS.QRP

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
pum	15.00	15.00	0.00	120.00	120.00	180.00	0.00
REVENUE							
FEE REVENUE							
70710 Management Fees							
10-1-000-000-3810.000 Management Fee Inc	-43,737.34	-44,212.00	474.66	-353,696.00	-348,696.38	-530,544.00	-34.28
10-1-000-000-3810.010 Mgmt Fees CFP	0.00	-8,333.33	8,333.33	-66,666.64	-157,483.10	-100,000.00	57.48
Total Line 70710	-43,737.34	-52,545.33	8,807.99	-420,362.64	-506,179.48	-630,544.00	-19.72
70720 Asset Management Fees							
10-1-000-000-3820.000 Asset Mgmt Fee Inc	-4,240.00	-4,240.00	0.00	-33,920.00	-33,920.00	-50,880.00	-33.33
Total Line 70720	-4,240.00	-4,240.00	0.00	-33,920.00	-33,920.00	-50,880.00	-33.33
70730 Book Keeping Fees							
10-1-000-000-3830.000 Bookkeeping Fee Inc	-5,595.00	-5,807.00	212.00	-46,456.00	-45,165.00	-69,684.00	-35.19
Total Line 70730	-5,595.00	-5,807.00	212.00	-46,456.00	-45,165.00	-69,684.00	-35.19
70750 Other Fees							
10-1-000-000-3840.000 Other Fee Inc	-60.00	-50.00	-10.00	-400.00	-720.00	-600.00	20.00
10-1-000-000-3850.000 Inspection Income	0.00	-416.67	416.67	-3,333.36	0.00	-5,000.00	-100.00
10-1-000-000-3850.001 Maint Labor Income	-43,062.50	-61,520.00	18,457.50	-492,160.00	-435,969.25	-738,240.00	-40.94
10-1-000-000-3850.004 Admin Fee Income	0.00	0.00	0.00	0.00	-2,215.50	0.00	
10-1-000-000-3850.005 Maint Fee Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.006 Safety/Security Fee Inc	-6,732.00	-5,610.00	-1,122.00	-44,880.00	-53,856.00	-67,320.00	-20.00
10-1-000-000-3850.007 Mental Health Fee Inc	-6,732.00	-5,610.00	-1,122.00	-44,880.00	-47,124.00	-67,320.00	-30.00
10-1-000-000-3850.008 Participant Fee Income	-6,732.00	-5,610.00	-1,122.00	-44,880.00	-53,856.00	-67,320.00	-20.00
10-1-000-000-3850.010 Garb & Trash Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.020 Htg & Cooling Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.030 Snow Removal Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.050 Landscape & Grds Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.060 Unit Turnaround Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.070 Electrical Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.080 Plumbing Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.090 Exterminator Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.100 Janitorial Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.110 Routine Maint Inc	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3850.120 Other Misc Inc	0.00	0.00	0.00	0.00	-45,159.00	0.00	
Total Line 70750	-63,318.50	-78,816.67	15,498.17	-630,533.36	-638,899.75	-945,800.00	-32.45
70700 TOTAL FEE REVENUE	-116,890.84	-141,409.00	24,518.16	-1,131,272.00	-1,224,164.23	-1,696,908.00	-27.86
OTHER REVENUE							
71100 Investment Income - Unrestricted							
10-1-000-000-3610.000 Interest Income	-381.57	-425.00	43.43	-3,400.00	-4,623.01	-5,100.00	-9.35
10-1-000-000-3610.023 Interest Income - HRA	-1.70	-1.25	-0.45	-10.00	-11.78	-15.00	-21.47
Total Line 71100	-383.27	-426.25	42.98	-3,410.00	-4,634.79	-5,115.00	-9.39
71500 Other Revenue							
10-1-000-000-3690.000 Other Income	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-3690.300 T.S. Income - Grants	0.00	0.00	0.00	0.00	-28,000.00	0.00	
10-1-001-000-3690.180 Shelter Income	-50,000.00	-16,666.67	-33,333.33	-133,333.36	-163,986.55	-200,000.00	-18.01
Total LIne 71500	-50,000.00	-16,666.67	-33,333.33	-133,333.36	-191,986.55	-200,000.00	-4.01
TOTAL OTHER REVENUE	-50,383.27	-17,092.92	-33,290.35	-136,743.36	-196,621.34	-205,115.00	-4.14
70000 TOTAL REVENUE	-167,274.11	-158,501.92	-8,772.19	-1,268,015.36	-1,420,785.57	-1,902,023.00	-25.30

Knox County Housing Authority
FDS Income Statement - COCC
November, 2025

	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
EXPENSES							
ADMINISTATIVE							
91100 Administrative Salaries							
10-1-000-000-4110.000 Admin Salaries	40,924.94	33,415.00	7,509.94	267,320.00	279,302.06	400,980.00	-30.35
10-1-000-000-4110.007 Mental Health Salary	3,615.00	4,375.00	-760.00	35,000.00	19,670.55	52,500.00	-62.53
10-1-000-000-4110.008 Participant Salary	4,081.50	4,710.00	-628.50	37,680.00	26,777.25	56,520.00	-52.62
10-1-001-000-4110.000 Shelter Salaries	16,771.81	12,500.00	4,271.81	100,000.00	105,847.13	150,000.00	-29.44
Total Line 91100	65,393.25	55,000.00	10,393.25	440,000.00	431,596.99	660,000.00	-34.61
91200 Auditing Fees							
10-1-000-000-4171.000 Audit Fee	0.00	300.00	-300.00	2,400.00	0.00	3,600.00	-100.00
Total Line 91200	0.00	300.00	-300.00	2,400.00	0.00	3,600.00	-100.00
91400 Advertising & Marketing							
10-1-000-000-4190.650 Advertising	0.00	41.67	-41.67	333.36	0.00	500.00	-100.00
Total Line 91400	0.00	41.67	-41.67	333.36	0.00	500.00	-100.00
91500 Benefit Contributions - Admin							
10-1-000-000-4110.500 Emp Benefit - Admin	12,133.41	11,027.75	1,105.66	88,222.00	93,245.45	132,333.00	-29.54
10-1-000-000-4110.507 Mental Health Benefits	303.64	1,491.00	-1,187.36	11,928.00	2,732.13	17,892.00	-84.73
10-1-000-000-4110.508 Participant Benefits	1,532.50	1,575.00	-42.50	12,600.00	6,617.28	18,900.00	-64.99
10-1-000-000-4110.550 Benefit - Life Ins.	618.05	611.00	7.05	4,888.00	5,669.52	7,332.00	-22.67
10-1-001-000-4110.500 Shelter Benefits	2,429.71	1,761.00	668.71	14,088.00	17,105.28	21,132.00	-19.06
Total Line 91500	17,017.31	16,465.75	551.56	131,726.00	125,369.66	197,589.00	-36.55
91600 Office Expense							
10-1-000-000-4140.000 Training - Staff	426.48	1,000.00	-573.52	8,000.00	4,675.37	12,000.00	-61.04
10-1-000-000-4180.000 Telephone	193.06	125.00	68.06	1,000.00	3,022.81	1,500.00	101.52
10-1-000-000-4190.000 Other Sundry	321.36	166.67	154.69	1,333.36	1,149.50	2,000.00	-42.53
10-1-000-000-4190.050 Office Rent Exp	600.00	600.00	0.00	4,800.00	4,800.00	7,200.00	-33.33
10-1-000-000-4190.100 Postage	781.03	208.33	572.70	1,666.64	2,978.77	2,500.00	19.15
10-1-000-000-4190.200 Office Supplies	0.00	83.33	-83.33	666.64	1,779.85	1,000.00	77.99
10-1-000-000-4190.250 Office Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-000-4190.300 Paper Supplies	0.00	62.50	-62.50	500.00	1,399.76	750.00	86.63
10-1-000-000-4190.400 Printing	0.00	150.00	-150.00	1,200.00	673.90	1,800.00	-62.56
10-1-000-000-4190.401 Printing Supplies	158.48	200.00	-41.52	1,600.00	791.50	2,400.00	-67.02
10-1-000-000-4190.500 Printer/Copier Sup Cont	0.00	200.00	-200.00	1,600.00	1,382.95	2,400.00	-42.38
10-1-000-000-4190.550 Computers/Software	6,416.18	1,416.67	4,999.51	11,333.36	10,714.22	17,000.00	-36.98
10-1-000-000-4190.600 Publications	0.00	0.00	0.00	0.00	-70.40	0.00	0.00
10-1-000-000-4190.700 Member Dues/Fees	0.00	750.00	-750.00	6,000.00	5,466.57	9,000.00	-39.26
10-1-000-000-4190.800 Internet Services	273.93	375.00	-101.07	3,000.00	2,081.34	4,500.00	-53.75
10-1-000-000-4190.850 IT Support	0.00	416.67	-416.67	3,333.36	2,470.07	5,000.00	-50.60
Total Line 91600	9,170.52	5,754.17	3,416.35	46,033.36	43,316.21	69,050.00	-37.27
91700 Legal Expense							
10-1-000-000-4130.000 Legal Expense	950.00	850.00	100.00	6,800.00	6,850.00	10,200.00	-32.84
10-1-000-000-4190.900 Court Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 91700	950.00	850.00	100.00	6,800.00	6,850.00	10,200.00	-32.84
91800 Travel Expense							
10-1-000-000-4150.000 Travel - Staff	0.00	1,250.00	-1,250.00	10,000.00	6,432.42	15,000.00	-57.12
10-1-000-000-4150.010 Travel - Commissioners	0.00	300.00	-300.00	2,400.00	0.00	3,600.00	-100.00
10-1-000-000-4150.100 Mileage - Admin	596.60	100.00	496.60	800.00	1,004.00	1,200.00	-16.33
Total Line 91800	596.60	1,650.00	-1,053.40	13,200.00	7,436.42	19,800.00	-62.44
91900 Other Expense							

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-000-4120.400 Fee for Service Exp	322.21	400.00	-77.79	3,200.00	2,978.68	4,800.00	-37.94
10-1-000-000-4120.500 Other Fee Exp	0.00	8.33	-8.33	66.64	218.02	100.00	118.02
10-1-000-000-4140.010 Training - Commiss	0.00	300.00	-300.00	2,400.00	0.00	3,600.00	-100.00
10-1-000-000-4160.000 Consulting Services	1,310.19	83.33	1,226.86	666.64	12,330.12	1,000.00	1,133.01
10-1-000-000-4190.950 Background Verif	0.00	15.00	-15.00	120.00	0.00	180.00	-100.00
10-1-001-000-4120.400 Fee for Serv Exp - W.S.	0.00	470.00	-470.00	3,760.00	-20.42	5,640.00	-100.36
10-1-001-000-4190.000 Admin Supplies - W.S.	167.89	83.33	84.56	666.64	5,717.31	1,000.00	471.73
Total Line 91900	1,800.29	1,359.99	440.30	10,879.92	21,223.71	16,320.00	30.05
91000 TOTAL OPERATING EXPENSE - Admin	94,927.97	81,421.58	13,506.39	651,372.64	635,792.99	977,059.00	-34.93
UTILITIES							
93100 Water-200 Elect-300 Gas-600 Sewer							
10-1-000-000-4310.000 Water	0.00	25.00	-25.00	200.00	69.50	300.00	-76.83
10-1-000-000-4315.000 Sewer	0.00	15.00	-15.00	120.00	66.84	180.00	-62.87
10-1-000-000-4320.000 Electric	237.38	250.00	-12.62	2,000.00	2,412.95	3,000.00	-19.57
10-1-000-000-4330.000 Gas	1,811.14	200.00	1,611.14	1,600.00	2,416.71	2,400.00	0.70
10-1-001-000-4310.000 Water - W.S.	0.00	128.00	-128.00	1,024.00	499.14	1,536.00	-67.50
10-1-001-000-4315.000 Sewer - W.S.	0.00	175.00	-175.00	1,400.00	564.50	2,100.00	-73.12
10-1-001-000-4320.000 Electric - W.S.	239.56	428.00	-188.44	3,424.00	1,730.99	5,136.00	-66.30
10-1-001-000-4330.000 Gas - W.S.	103.16	205.00	-101.84	1,640.00	676.66	2,460.00	-72.49
Total Line 93100, 93200, 93300, 93600	2,391.24	1,426.00	965.24	11,408.00	8,437.29	17,112.00	-50.69
93000 TOTAL UTILITIES EXPENSES	2,391.24	1,426.00	965.24	11,408.00	8,437.29	17,112.00	-50.69
MAINTENANCE & OPERATIONS EXPENSE							
94100 Maintenance - Labor							
10-1-000-000-4410.000 Maint Labor	39,846.31	43,446.00	-3,599.69	347,568.00	314,002.11	521,352.00	-39.77
10-1-000-000-4410.100 Maint Admin Salary	3,249.36	274.75	2,974.61	2,198.00	7,547.79	3,297.00	128.93
10-1-000-000-4410.100 Maint Labor - OT	1,346.72	835.00	511.72	6,680.00	8,713.37	10,020.00	-13.04
Total Line 94100	44,442.39	44,555.75	-113.36	356,446.00	330,263.27	534,669.00	-38.23
94200 Maintenance - Materials/Supplies							
10-1-000-000-4420.010 Garbage&Trash Supp	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4420.020 Htg & Cooling	0.00	7.50	-7.50	60.00	0.00	90.00	-100.00
10-1-000-000-4420.030 Snow Removal Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4420.050 Landscape/Grounds Sup	0.00	50.00	-50.00	400.00	-188.55	600.00	-131.43
10-1-000-000-4420.070 Electrical Supplies	0.00	10.00	-10.00	80.00	0.00	120.00	-100.00
10-1-000-000-4420.080 Plumbing Supplies	0.00	10.00	-10.00	80.00	405.00	120.00	237.50
10-1-000-000-4420.100 Janitorial Supplies	235.15	50.00	185.15	400.00	1,532.40	600.00	155.40
10-1-000-000-4420.110 Routine Maint. Supplies	34.83	75.00	-40.17	600.00	336.00	900.00	-62.67
10-1-000-000-4420.120 Other Misc Supply	0.00	35.00	-35.00	280.00	126.88	420.00	-69.79
10-1-000-000-4420.125 Mileage	0.00	7.50	-7.50	60.00	0.00	90.00	-100.00
10-1-000-000-4420.126 Vehicle Supplies	1,380.50	50.00	1,330.50	400.00	1,726.52	600.00	187.75
10-1-000-000-4420.130 Security Supplies	0.00	0.00	0.00	0.00	15.30	0.00	
10-1-001-000-4420.000 Maint Supplies - W.S.	309.34	208.33	101.01	1,666.64	462.34	2,500.00	-81.51
Total Line 94200	1,959.82	503.33	1,456.49	4,026.64	4,415.89	6,040.00	-26.89
94300 Maintenance - Contracts							
10-1-000-000-4430.010 Garbage & Trash Cont	92.40	20.00	72.40	160.00	277.20	240.00	15.50
10-1-000-000-4430.020 Heating&Cooling Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.030 Snow Removal Contract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.050 Landscape & Grds Cont	0.00	0.00	0.00	0.00	389.77	0.00	
10-1-000-000-4430.060 Unit Turnaround Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.070 Electrical Contract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.080 Plumbing Contracts	0.00	0.00	0.00	0.00	262.05	0.00	

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10-1-000-000-4430.090 Extermination Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.100 Janitorial Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.110 Routine Maint Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4430.120 Other Misc Maint Cont	0.00	30.00	-30.00	240.00	0.00	360.00	-100.00
10-1-000-000-4430.126 Vehicle Maint Cont	786.00	50.00	736.00	400.00	786.00	600.00	31.00
10-1-001-000-4430.000 Maint Contracts - W.S.	0.00	100.00	-100.00	800.00	0.00	1,200.00	-100.00
Total Line 94300 - (sub accts)	878.40	200.00	678.40	1,600.00	1,715.02	2,400.00	-28.54
94500 Maintenance - Ordinary/Benefits							
10-1-000-000-4410.500 Maint Emp Benefit	8,657.69	19,098.00	-10,440.31	152,784.00	114,896.42	229,176.00	-49.87
10-1-000-000-4410.510 Maint Admin Benefits	343.91	151.25	192.66	1,210.00	1,164.72	1,815.00	-35.83
Total Line 94500	9,001.60	19,249.25	-10,247.65	153,994.00	116,061.14	230,991.00	-49.76
94000 TOTAL MAINTENANCE EXPENSE	56,282.21	64,508.33	-8,226.12	516,066.64	452,455.32	774,100.00	-41.55
TOTAL PROTECTIVE SERVICES EXPENSE							
95100 Protective Services - Labor							
10-1-000-000-4481.000 Safety/Security Salary	4,150.50	4,541.00	-390.50	36,328.00	33,691.94	54,492.00	-38.17
10-1-000-000-4481.500 Safety/Security Benefits	2,484.81	2,678.00	-193.19	21,424.00	18,688.85	32,136.00	-41.84
Total Line 95100	6,635.31	7,219.00	-583.69	57,752.00	52,380.79	86,628.00	-39.53
95200 Protective Services - Contract							
10-1-000-000-4480.000 Protective Service	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4480.100 ADT Contract	37.99	200.00	-162.01	1,600.00	971.87	2,400.00	-59.51
10-1-000-000-4480.500 Other Security Contract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-001-000-4480.100 ADT Contract - W.S.	0.00	58.33	-58.33	466.64	286.15	700.00	-59.12
Total Line 95200	37.99	258.33	-220.34	2,066.64	1,258.02	3,100.00	-59.42
95000 TOTAL PROTECTIVE SERVICES EXP	6,673.30	7,477.33	-804.03	59,818.64	53,638.81	89,728.00	-40.22
INSURANCE PREMIUMS EXPENSE							
96110 120 130 - Property Liab Work Comp							
10-1-000-000-4510.010 Property Insurance	82.53	85.08	-2.55	680.64	660.24	1,021.00	-35.33
10-1-000-000-4510.020 Liability Insurance	36.96	38.08	-1.12	304.64	295.68	457.00	-35.30
10-1-000-000-4510.030 Work Comp Insurance	2,893.02	2,983.42	-90.40	23,867.36	23,144.16	35,801.00	-35.35
Total Line 96110, 96120, 96130	3,012.51	3,106.58	-94.07	24,852.64	24,100.08	37,279.00	-35.35
96140 All Other Insurance							
10-1-000-000-4510.015 Equipment Insurance	17.10	17.67	-0.57	141.36	136.80	212.00	-35.47
10-1-000-000-4510.025 PE & PO Insurance	715.51	737.83	-22.32	5,902.64	5,724.08	8,854.00	-35.35
10-1-000-000-4510.035 Auto Insurance	50.00	51.58	-1.58	412.64	400.00	619.00	-35.38
10-1-000-000-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96140	782.61	807.08	-24.47	6,456.64	6,260.88	9,685.00	-35.35
96100 TOTAL INSURANCE PREMIUM EXP	3,795.12	3,913.66	-118.54	31,309.28	30,360.96	46,964.00	-35.35
GENERAL EXPENSES							
96200 Other General Expenses							
10-1-000-000-4590.000 Other General	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96200	0.00	0.00	0.00	0.00	0.00	0.00	
96210 Compensated Absenses							
10-1-000-000-4110.001 Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4595.000 Compensated Absences	0.00	416.67	-416.67	3,333.36	0.00	5,000.00	-100.00
Total Line 96210	0.00	416.67	-416.67	3,333.36	0.00	5,000.00	-100.00
96000 TOTAL GENERAL EXPENSE	0.00	416.67	-416.67	3,333.36	0.00	5,000.00	-100.00
96900 TOTAL OPERATING EXPENSE	164,069.84	159,163.57	4,906.27	1,273,308.56	1,180,685.37	1,909,963.00	-38.18
97000 NET REVENUE/EXPENSE - (GAIN)/LOSS	-3,204.27	661.65	-3,865.92	5,293.20	-240,100.20	7,940.00	-3,123.93

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MISCELLANEOUS EXPENSE

97100 Extraordinary Maintenance							
10-1-000-000-4610.010 Extraordinary Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4610.020 Extraordinary Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4610.030 Extraordinary Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 97100	0.00	0.00	0.00	0.00	0.00	0.00	
97200 Casualty Losses - Non-capitalized							
10-1-000-000-4620.010 Casualty Labor	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4620.020 Casualty Materials	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-000-4620.030 Casualty Contract Costs	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 97200	0.00	0.00	0.00	0.00	0.00	0.00	
97400 Depreciation Expense							
10-1-000-000-4800.000 Depreciation Exp COCC	291.00	1,000.00	-709.00	8,000.00	2,328.00	12,000.00	-80.60
Total Line 97400	291.00	1,000.00	-709.00	8,000.00	2,328.00	12,000.00	-80.60
TOTAL MISCELLANEOUS EXPENSE	291.00	1,000.00	-709.00	8,000.00	2,328.00	12,000.00	-80.60
90000 TOTAL EXPENSES	164,360.84	160,163.57	4,197.27	1,281,308.56	1,183,188.37	1,921,963.00	-38.44

OTHER FINANCING SOURCES (USES)

10010 Operating Transfer In						
Total Line 10010	0.00	0.00	0.00	0.00	0.00	0.00
10020 Operating Transfer Out						
Total Line 10020	0.00	0.00	0.00	0.00	0.00	0.00
10093 Xfer-In between Program & Project						
10-1-000-000-9111.000 Xfers In from Amps	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 10093	0.00	0.00	0.00	0.00	0.00	0.00
10094 Xfer-Out between Program & Project						
10-1-000-000-9111.100 Xfers Out from Amps	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 10094	0.00	0.00	0.00	0.00	0.00	0.00
10100 TOTAL OTHER FINANCING SOURCES-USES	0.00	0.00	0.00	0.00	0.00	0.00

10000 EXCESS REVENUE/EXPENSE GAIN/-LOSS	-2,913.27	1,661.65	-4,574.92	13,293.20	-237,597.20	19,940.00	-1,291.56
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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
pum	177.00	177.00	0.00	1,416.00	1,416.00	2,124.00	0.00
REVENUE							
70300 Net Tenant Rent Revenue							
10-1-000-001-3110.000 Dwelling Rent	-35,418.00	-37,500.00	2,082.00	-300,000.00	-294,131.45	-450,000.00	-34.64
10-1-000-001-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 70300	-35,418.00	-37,500.00	2,082.00	-300,000.00	-294,131.45	-450,000.00	-34.64
70400 Tenant Revenue - Other							
10-1-000-001-3120.000 Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-001-3130.000 Cable TV Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-001-3190.000 Nondwell Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-001-3190.050 Office Rent Income	-300.00	-300.00	0.00	-2,400.00	-2,400.00	-3,600.00	-33.33
10-1-000-001-3690.000 Other Income	-92.81	-12.50	-80.31	-100.00	-120.87	-150.00	-19.42
10-1-000-001-3690.100 Late Fees	-525.00	-550.00	25.00	-4,400.00	-3,150.00	-6,600.00	-52.27
10-1-000-001-3690.120 Violation Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-001-3690.130 Court Cost Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-001-3690.140 Returned Check Charge	0.00	-20.83	20.83	-166.64	-100.00	-250.00	-60.00
10-1-000-001-3690.150 Laundry Income	-1,077.75	-1,041.67	-36.08	-8,333.36	-9,692.92	-12,500.00	-22.46
10-1-000-001-3690.160 Vending Machine Inc	-237.73	-91.67	-146.06	-733.36	-995.33	-1,100.00	-9.52
10-1-000-001-3690.180 Labor	-770.00	-1,459.00	689.00	-11,672.00	-8,893.03	-17,508.00	-49.21
10-1-000-001-3690.200 Materials	-122.26	-250.00	127.74	-2,000.00	-2,104.78	-3,000.00	-29.84
10-1-000-001-3690.500 Resid.Council Activ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 70400	-3,125.55	-3,725.67	600.12	-29,805.36	-27,456.93	-44,708.00	-38.59
70500 TOTAL TENANT REVENUE	-38,543.55	-41,225.67	2,682.12	-329,805.36	-321,588.38	-494,708.00	-34.99
70600 HUD PHA Operating Grants							
10-1-000-001-8020.000 Oper Sub - Curr Yr	-48,397.00	-47,288.00	-1,109.00	-378,304.00	-393,012.00	-567,456.00	-30.74
10-1-000-001-8021.000 Oper Sub - Prior Yr	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 70600	-48,397.00	-47,288.00	-1,109.00	-378,304.00	-393,012.00	-567,456.00	-30.74
10010 Operating Transfers In - CFP							
10-1-000-001-3404.010 Other Inc - Operations	0.00	-8,333.33	8,333.33	-66,666.64	-165,357.26	-100,000.00	65.36
Total Line 10010	0.00	-8,333.33	8,333.33	-66,666.64	-165,357.26	-100,000.00	65.36
70800 Other Government Grants							
10-1-000-001-3404.000 Rev other gov grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 70800	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71100 Investment Income - Unrestricted							
10-1-000-001-3610.000 Interest Income	-884.77	-833.33	-51.44	-6,666.64	-6,602.94	-10,000.00	-33.97
Total Line 71100	-884.77	-833.33	-51.44	-6,666.64	-6,602.94	-10,000.00	-33.97
71300 Proceeds from Disposition of Asset							
Total Line 71300	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71500 Other Revenue							
10-1-000-001-3195.000 Day Care Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-001-3690.300 T.S. Income - Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-001-3850.000 Inspection Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-001-3850.004 Admin Fee Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-001-3850.005 Maint Fee Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-001-3850.120 Other Misc Inc.	-8,912.00	0.00	-8,912.00	0.00	-12,303.00	0.00	0.00
Total Line 71500	-8,912.00	0.00	-8,912.00	0.00	-12,303.00	0.00	0.00
70000 TOTAL REVENUE	-96,737.32	-97,680.33	943.01	-781,442.64	-898,863.58	-1,172,164.00	-23.32

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
EXPENSES							
ADMINISTATIVE							
91100 Administrative Salaries							
10-1-000-001-4110.000 Admin Salaries	7,208.95	6,635.00	573.95	53,080.00	50,613.79	79,620.00	-36.43
10-1-000-001-4110.200 Admin Exp - Amps	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 91100	7,208.95	6,635.00	573.95	53,080.00	50,613.79	79,620.00	-36.43
91200 Auditing Fees							
10-1-000-001-4171.000 Audit Fee	0.00	333.33	-333.33	2,666.64	0.00	4,000.00	-100.00
Total Line 91200	0.00	333.33	-333.33	2,666.64	0.00	4,000.00	-100.00
91300 Management Fee							
10-1-000-001-4120.100 Management Fee Exp	14,243.19	14,244.00	-0.81	113,952.00	112,818.94	170,928.00	-34.00
Total Line 91300	14,243.19	14,244.00	-0.81	113,952.00	112,818.94	170,928.00	-34.00
91310 Book-keeping Fee							
10-1-000-001-4120.300 Bookkeeping Fee Exp	1,327.50	1,328.00	-0.50	10,624.00	10,515.00	15,936.00	-34.02
Total Line 91310	1,327.50	1,328.00	-0.50	10,624.00	10,515.00	15,936.00	-34.02
91500 Benefit Contributions - Admin							
10-1-000-001-4110.500 Admin Emp Benefit	2,197.98	2,101.00	96.98	16,808.00	15,536.01	25,212.00	-38.38
Total Line 91500	2,197.98	2,101.00	96.98	16,808.00	15,536.01	25,212.00	-38.38
91600 Office Expense							
10-1-000-001-4140.000 Training - Staff	0.00	163.83	-163.83	1,310.64	1,136.35	1,966.00	-42.20
10-1-000-001-4180.000 Telephone	65.64	375.00	-309.36	3,000.00	639.48	4,500.00	-85.79
10-1-000-001-4190.100 Postage	58.46	100.00	-41.54	800.00	611.06	1,200.00	-49.08
10-1-000-001-4190.200 Office Supplies	0.00	66.67	-66.67	533.36	545.67	800.00	-31.79
10-1-000-001-4190.250 Office Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-001-4190.300 Paper Supplies	0.00	41.67	-41.67	333.36	739.18	500.00	47.84
10-1-000-001-4190.400 Printing	0.00	33.33	-33.33	266.64	0.00	400.00	-100.00
10-1-000-001-4190.401 Printing Supplies	0.00	41.67	-41.67	333.36	264.44	500.00	-47.11
10-1-000-001-4190.500 Printer/Copier Sup Cont	167.10	166.67	0.43	1,333.36	1,113.83	2,000.00	-44.31
10-1-000-001-4190.550 Computers/Software	1,069.36	0.00	1,069.36	0.00	1,184.36	0.00	0.00
10-1-000-001-4190.700 Member Dues/Fees	0.00	62.50	-62.50	500.00	384.31	750.00	-48.76
10-1-000-001-4190.800 Internet Services	297.13	100.00	197.13	800.00	1,289.99	1,200.00	7.50
10-1-000-001-4190.850 IT Support	0.00	83.33	-83.33	666.64	1,864.20	1,000.00	86.42
Total Line 91600	1,657.69	1,234.67	423.02	9,877.36	9,772.87	14,816.00	-34.04
91700 Legal Expense							
Total Line 91700	0.00	0.00	0.00	0.00	0.00	0.00	0.00
91800 Travel Expense							
10-1-000-001-4150.000 Travel - Staff	0.00	130.00	-130.00	1,040.00	759.38	1,560.00	-51.32
10-1-000-001-4150.010 Travel - Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-001-4150.100 Mileage - Admin	0.00	8.33	-8.33	66.64	0.00	100.00	-100.00
Total Line 91800	0.00	138.33	-138.33	1,106.64	759.38	1,660.00	-54.25
91900 Other Expense							
10-1-000-001-4120.400 Fee for Service Exp	67.15	25.00	42.15	200.00	185.18	300.00	-38.27
10-1-000-001-4120.500 Other Fee Exp	0.00	0.00	0.00	0.00	75.00	0.00	0.00
10-1-000-001-4120.700 Mental Health Fee	2,124.00	1,770.00	354.00	14,160.00	14,868.00	21,240.00	-30.00
10-1-000-001-4120.800 Participant Fee	2,124.00	1,770.00	354.00	14,160.00	16,992.00	21,240.00	-20.00
10-1-000-001-4160.000 Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-001-4160.100 Inspection Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-001-4190.000 Other Sundry	374.00	8.33	365.67	66.64	546.94	100.00	446.94
10-1-000-001-4190.950 Background Verification	0.00	416.67	-416.67	3,333.36	0.00	5,000.00	-100.00
Total Line 91900	4,689.15	3,990.00	699.15	31,920.00	32,667.12	47,880.00	-31.77

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
91000 TOTAL OPERATING EXPENSE - Admin	31,324.46	30,004.33	1,320.13	240,034.64	232,683.11	360,052.00	-35.38
ASSET MANAGEMENT FEE							
92000 Asset Mangement Fee							
10-1-000-001-4120.200 Asset Mngt Fee Exp	1,770.00	1,770.00	0.00	14,160.00	14,160.00	21,240.00	-33.33
Total Line 92000	1,770.00	1,770.00	0.00	14,160.00	14,160.00	21,240.00	-33.33
92000 TOTAL ASSET MANAGEMENT FEE	1,770.00	1,770.00	0.00	14,160.00	14,160.00	21,240.00	-33.33
TENANT SERVICES							
92400 Tenant Services - Other							
10-1-000-001-4220.050 Ten Ser-Cable/TV Exp	0.00	90.00	-90.00	720.00	0.00	1,080.00	-100.00
10-1-000-001-4220.100 Ten Ser-Supplies	64.93	25.00	39.93	200.00	383.13	300.00	27.71
10-1-000-001-4220.110 Ten Ser-Recreation	0.00	25.00	-25.00	200.00	128.91	300.00	-57.03
10-1-000-001-4220.120 Ten Ser-Education	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.125 Ten Ser-Other	0.00	0.00	0.00	0.00	99.02	0.00	
10-1-000-001-4220.175 Garden Program Exp	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4220.300 T.S. - Grant Expenses	0.00	0.00	0.00	0.00	8,137.50	0.00	
Total Line 92400	64.93	140.00	-75.07	1,120.00	8,748.56	1,680.00	420.75
92500 TOTAL TENANT SERVICES EXPENSE	64.93	140.00	-75.07	1,120.00	8,748.56	1,680.00	420.75
UTILITIES							
93100 Water-200 Elect-300 Gas-600 Sewer							
10-1-000-001-4310.000 Water	0.00	1,625.00	-1,625.00	13,000.00	13,491.53	19,500.00	-30.81
10-1-000-001-4315.000 Sewer	0.00	4,625.00	-4,625.00	37,000.00	43,263.49	55,500.00	-22.05
10-1-000-001-4320.000 Electric	160.39	2,500.00	-2,339.61	20,000.00	25,795.04	30,000.00	-14.02
10-1-000-001-4330.000 Gas	0.00	3,333.33	-3,333.33	26,666.64	14,533.24	40,000.00	-63.67
Total Line 93100, 93200, 93300, 93600	160.39	12,083.33	-11,922.94	96,666.64	97,083.30	145,000.00	-33.05
93000 TOTAL UTILITIES EXPENSES	160.39	12,083.33	-11,922.94	96,666.64	97,083.30	145,000.00	-33.05
MAINTENANCE & OPERATIONS EXPENSE							
94100 Maintenance - Labor							
10-1-000-001-4410.000 Maint Labor	2,284.80	3,653.50	-1,368.70	29,228.00	18,557.10	43,842.00	-57.67
10-1-000-001-4410.100 Maint Labor - OT	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4410.200 Maint Labor - Fee	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 94100	2,284.80	3,653.50	-1,368.70	29,228.00	18,557.10	43,842.00	-57.67
94200 Maintenance - Materials/Supplies							
10-1-000-001-4420.010 Garbage&Trash Supp	0.00	25.00	-25.00	200.00	0.00	300.00	-100.00
10-1-000-001-4420.020 Heating&Cooling Supp	5,586.60	250.00	5,336.60	2,000.00	11,164.26	3,000.00	272.14
10-1-000-001-4420.030 Snow Removal Supplies	0.00	25.00	-25.00	200.00	0.00	300.00	-100.00
10-1-000-001-4420.040 Elevator Maint Supplies	0.00	0.00	0.00	0.00	17.88	0.00	
10-1-000-001-4420.050 Landscape/Grounds Sup	31.46	83.33	-51.87	666.64	348.59	1,000.00	-65.14
10-1-000-001-4420.070 Electrical Supplies	1,114.78	1,000.00	114.78	8,000.00	2,358.78	12,000.00	-80.34
10-1-000-001-4420.080 Plumbing Supplies	432.18	500.00	-67.82	4,000.00	3,466.17	6,000.00	-42.23
10-1-000-001-4420.090 Extermination Supplies	0.00	216.67	-216.67	1,733.36	276.77	2,600.00	-89.36
10-1-000-001-4420.100 Janitorial Supplies	34.75	708.33	-673.58	5,666.64	2,921.61	8,500.00	-65.63
10-1-000-001-4420.110 Routine Maint. Supplies	1,088.34	1,833.33	-744.99	14,666.64	13,048.46	22,000.00	-40.69
10-1-000-001-4420.111 Flooring Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4420.120 Other Misc Supplies	0.00	83.33	-83.33	666.64	564.99	1,000.00	-43.50
10-1-000-001-4420.121 Laundry Supplies	1,935.00	208.33	1,726.67	1,666.64	2,573.17	2,500.00	2.93
10-1-000-001-4420.125 Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4420.126 Vehicle Supplies	79.55	50.00	29.55	400.00	3,736.97	600.00	522.83

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-001-4420.130 Secutiy Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 94200	10,302.66	4,983.32	5,319.34	39,866.56	40,477.65	59,800.00	-32.31
94300 Maintenance - Contracts							
10-1-000-001-4330.010 Refuse	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4430.000 Maint Labor Contract	16,098.50	22,006.00	-5,907.50	176,048.00	147,385.00	264,072.00	-44.19
10-1-000-001-4430.010 Garbage & Trash Con	559.00	625.00	-66.00	5,000.00	4,069.61	7,500.00	-45.74
10-1-000-001-4430.020 Heating & Cooling Cont	1,269.00	208.33	1,060.67	1,666.64	9,639.87	2,500.00	285.59
10-1-000-001-4430.030 Snow Removal Contract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4430.040 Elevator Maint Cont	4,383.84	1,500.00	2,883.84	12,000.00	14,631.52	18,000.00	-18.71
10-1-000-001-4430.050 Landscape & Grds Cont	0.00	250.00	-250.00	2,000.00	1,862.13	3,000.00	-37.93
10-1-000-001-4430.060 Unit Turnaround Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-001-4430.070 Electrical Contracts	503.52	125.00	378.52	1,000.00	503.52	1,500.00	-66.43
10-1-000-001-4430.080 Plumbing Contracts	3,102.00	625.00	2,477.00	5,000.00	4,742.50	7,500.00	-36.77
10-1-000-001-4430.090 Extermination Contracts	1,650.00	2,500.00	-850.00	20,000.00	21,651.00	30,000.00	-27.83
10-1-000-001-4430.100 Janitorial Contracts	114.00	0.00	114.00	0.00	356.39	0.00	
10-1-000-001-4430.110 Routine Maint Cont	210.80	1,458.33	-1,247.53	11,666.64	27,213.35	17,500.00	55.50
10-1-000-001-4430.111 Flooring Contract	0.00	1,500.00	-1,500.00	12,000.00	4,150.00	18,000.00	-76.94
10-1-000-001-4430.120 Other Misc Cont Cost	56.00	1,250.00	-1,194.00	10,000.00	2,922.73	15,000.00	-80.52
10-1-000-001-4430.121 Laundry Equip Contract	80.00	83.33	-3.33	666.64	919.00	1,000.00	-8.10
10-1-000-001-4430.126 Vehicle Maint Cont	0.00	20.83	-20.83	166.64	-18.00	250.00	-107.20
10-1-000-001-4431.000 Trash Removal	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 94300	28,026.66	32,151.82	-4,125.16	257,214.56	240,028.62	385,822.00	-37.79
94500 Maintenance - Ordinary/Benefits							
10-1-000-001-4410.500 Maint Emp Benefit	1,138.16	1,623.50	-485.34	12,988.00	8,636.13	19,482.00	-55.67
Total Line 94500	1,138.16	1,623.50	-485.34	12,988.00	8,636.13	19,482.00	-55.67
94000 TOTAL MAINTENANCE EXPENSES	41,752.28	42,412.14	-659.86	339,297.12	307,699.50	508,946.00	-39.54
TOTAL PROTECTIVE SERVICES EXPENSE							
95200 Protective Services - Contract							
10-1-000-001-4480.000 Police Contract	0.00	250.00	-250.00	2,000.00	856.37	3,000.00	-71.45
10-1-000-001-4480.006 Safety/Security Labor Fee	2,124.00	1,770.00	354.00	14,160.00	16,992.00	21,240.00	-20.00
10-1-000-001-4480.100 ADT Contract	326.22	250.00	76.22	2,000.00	2,557.41	3,000.00	-14.75
10-1-000-001-4480.500 Other Security Contract	9,255.00	541.67	8,713.33	4,333.36	18,354.99	6,500.00	182.38
Total Line 95200	11,705.22	2,811.67	8,893.55	22,493.36	38,760.77	33,740.00	14.88
95300 Protective Services - Other							
Total Line 95300	0.00	0.00	0.00	0.00	0.00	0.00	
95000 TOTAL PROTECTIVE SERVICES EXP	11,705.22	2,811.67	8,893.55	22,493.36	38,760.77	33,740.00	14.88
INSURANCE PREMIUMS EXPENSE							
96110 Property 120 Liab. 130 Work Comp							
10-1-000-001-4510.010 Property	5,552.20	5,725.67	-173.47	45,805.36	44,417.60	68,708.00	-35.35
10-1-000-001-4510.020 Liability Insurance	443.51	457.33	-13.82	3,658.64	3,548.08	5,488.00	-35.35
10-1-000-001-4510.030 Work Comp Insurance	235.05	242.42	-7.37	1,939.36	1,880.40	2,909.00	-35.36
Total Line 96110, 96120, 96130	6,230.76	6,425.42	-194.66	51,403.36	49,846.08	77,105.00	-35.35
96140 All Other Insurance							
10-1-000-001-4510.015 Equipment Insurance	205.19	211.58	-6.39	1,692.64	1,641.52	2,539.00	-35.35
10-1-000-001-4510.025 PE & PO Insurance	53.27	54.92	-1.65	439.36	426.16	659.00	-35.33
10-1-000-001-4510.035 Auto Insurance	50.00	51.58	-1.58	412.64	400.00	619.00	-35.38
10-1-000-001-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96140	308.46	318.08	-9.62	2,544.64	2,467.68	3,817.00	-35.35

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
96100 TOTAL INSURANCE PREMIUMS EXP	6,539.22	6,743.50	-204.28	53,948.00	52,313.76	80,922.00	-35.35
GENERAL EXPENSES							
96200 Other General Expenses							
10-1-000-001-4590.000 Other General	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 96200	0.00	0.00	0.00	0.00	0.00	0.00	0.00
96210 Compensated Absenses							
10-1-000-001-4110.001 Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-001-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 96210	0.00	0.00	0.00	0.00	0.00	0.00	0.00
96300 Payment In Lieu Of Taxes - PILOT							
10-1-000-001-4520.000 Pay in lieu of Tax	3,525.77	2,855.00	670.77	22,840.00	19,704.82	34,260.00	-42.48
Total Line 96300	3,525.77	2,855.00	670.77	22,840.00	19,704.82	34,260.00	-42.48
96400 Bad Debt - Tenant Rents							
10-1-000-001-4570.000 Collection Losses	926.23	1,250.00	-323.77	10,000.00	13,461.05	15,000.00	-10.26
Total Line 96400	926.23	1,250.00	-323.77	10,000.00	13,461.05	15,000.00	-10.26
96800 Severance Expense							
10-1-000-001-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 96800	0.00	0.00	0.00	0.00	0.00	0.00	0.00
96000 TOTAL OTHER GENERAL EXPENSES	4,452.00	4,105.00	347.00	32,840.00	33,165.87	49,260.00	-32.67
96900 TOTAL OPERATING EXPENSE	97,768.50	100,069.97	-2,301.47	800,559.76	784,614.87	1,200,840.00	-34.66
97000 NET REVENUE/EXPENSE (-Gain/Loss)	1,031.18	2,389.64	-1,358.46	19,117.12	-114,248.71	28,676.00	-498.41

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90000 TOTAL MISCELLANEOUS EXPENSE	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
	9,118.00	13,750.00	-4,632.00	110,000.00	72,944.00	165,000.00	-55.79
OTHER FINANCING SOURCES (USES)							
10010 Operating Transfer In							
Total Line 10010	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10020 Operating Transfer Out							
Total Line 10020	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10030 Operating Xfers from/to Government							
Total Line 10030	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10040 Oper Xfers from/to Component Unit							
Total Line 10040	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10060 Proceeds Sale Property -gain/loss							
Total Line 10060	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10070 Extraordinary Items Net -Gain/Loss							
Total Line 10050	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10080 Special Items (Net -Gain/Loss)							
Total Line 10060	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10093 Xfers - In between Amps							
10-1-000-001-9111.000 Xfers In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 10093 Xfers - In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10094 Xfer - Out between Amps							
10-1-000-001-9111.100 Xfers Out from Amps	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 10094 Xfers - Out from Amps	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10100 TOTAL OTHER FINANCING SOURCES-USES	0.00	0.00	0.00	0.00	0.00	0.00	
10000 EXCESS REVENUE/EXPENS (-Gain/Loss)	10,149.18	16,139.64	-5,990.46	129,117.12	-41,304.71	193,676.00	-121.33

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
pum	196.00	177.00	0.00	1,416.00	1,568.00	2,124.00	0.00
REVENUE							
70300 Net Tenant Rent Revenue							
10-1-000-002-3110.000 Dwelling Rent	-20,470.00	-19,166.67	-1,303.33	-153,333.36	-212,333.00	-230,000.00	-7.68
10-1-000-002-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 70300	-20,470.00	-19,166.67	-1,303.33	-153,333.36	-212,333.00	-230,000.00	-7.68
70400 Tenant Revenue - Other							
10-1-000-002-3120.000 Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-002-3130.000 Cable TV Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-002-3190.000 Nondwell Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-002-3190.050 Office Rent Income	-300.00	-300.00	0.00	-2,400.00	-2,400.00	-3,600.00	-33.33
10-1-000-002-3690.000 Other Income	-1,138.96	-41.67	-1,097.29	-333.36	-2,624.51	-500.00	424.90
10-1-000-002-3690.100 Late Fees	-675.00	-916.67	241.67	-7,333.36	-5,000.00	-11,000.00	-54.55
10-1-000-002-3690.120 Violation Fees	-585.00	-833.33	248.33	-6,666.64	-3,875.00	-10,000.00	-61.25
10-1-000-002-3690.130 Court Cost Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-002-3690.140 Returned Check Charge	0.00	-12.50	12.50	-100.00	0.00	-150.00	-100.00
10-1-000-002-3690.150 Laundry Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-002-3690.160 Vending Machine Inc	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-002-3690.180 Labor	-2,943.00	-1,458.33	-1,484.67	-11,666.64	-14,882.50	-17,500.00	-14.96
10-1-000-002-3690.200 Materials	-1,459.55	-1,000.00	-459.55	-8,000.00	-5,705.16	-12,000.00	-52.46
10-1-000-002-3690.500 Resid. Council Activ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 70400	-7,101.51	-4,562.50	-2,539.01	-36,500.00	-34,487.17	-54,750.00	-37.01
70500 TOTAL TENANT REVENUE	-27,571.51	-23,729.17	-3,842.34	-189,833.36	-246,820.17	-284,750.00	-13.32
70600 HUD PHA Operating Grants							
10-1-000-002-8020.000 Oper Sub - Curr Yr	-87,315.00	-80,263.75	-7,051.25	-642,110.00	-709,023.00	-963,165.00	-26.39
10-1-000-002-8021.000 Oper Sub - Prior Yr	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 70600	-87,315.00	-80,263.75	-7,051.25	-642,110.00	-709,023.00	-963,165.00	-26.39
10010 Operating Transfers In - CFP							
10-1-000-002-3404.010 Other Inc - Operations	0.00	-9,166.67	9,166.67	-73,333.36	-181,105.56	-110,000.00	64.64
Total Line 70610	0.00	-9,166.67	9,166.67	-73,333.36	-181,105.56	-110,000.00	64.64
70800 Other Government Grants							
10-1-000-002-3404.000 Rev other gov grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 70800	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71100 Investment Income - Unrestricted							
10-1-000-002-3610.000 Interest Income	-1,334.03	-600.00	-734.03	-4,800.00	-8,771.57	-7,200.00	21.83
Total Line 71100	-1,334.03	-600.00	-734.03	-4,800.00	-8,771.57	-7,200.00	21.83
71300 Proceeds from Disposition of Asset							
Total Line 71300	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71500 Other Revenue							
10-1-000-002-3195.000 Day Care Income	-200.00	-350.00	150.00	-2,800.00	-1,400.00	-4,200.00	-66.67
10-1-000-002-3690.300 T.S. Income - Grants	0.00	0.00	0.00	0.00	-300.00	0.00	0.00
10-1-000-002-3850.000 Inspection Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-002-3850.004 Admin Fee Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-002-3850.005 Maint Fee Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-002-3850.120 Other Misc Inc	-4,275.68	0.00	-4,275.68	0.00	-8,476.68	0.00	0.00
Total Line 71500	-4,475.68	-350.00	-4,125.68	-2,800.00	-10,176.68	-4,200.00	142.30
70000 TOTAL REVENUE	-120,696.22	-114,109.59	-6,586.63	-912,876.72	-1,155,896.98	-1,369,315.00	-15.59

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
EXPENSES							
ADMINISTATIVE							
91100 Administrative Salaries							
10-1-000-002-4110.000 Admin Salaries	7,368.00	7,964.00	-596.00	63,712.00	59,757.45	95,568.00	-37.47
10-1-000-002-4110.200 Admin Exp - Amps	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 91100	7,368.00	7,964.00	-596.00	63,712.00	59,757.45	95,568.00	-37.47
91200 Auditing Fees							
10-1-000-002-4171.000 Audit Fee	0.00	375.00	-375.00	3,000.00	0.00	4,500.00	-100.00
Total Line 91200	0.00	375.00	-375.00	3,000.00	0.00	4,500.00	-100.00
91300 Management Fee							
10-1-000-002-4120.100 Management Fee Exp	15,691.65	15,773.00	-81.35	126,184.00	124,567.56	189,276.00	-34.19
Total Line 91300	15,691.65	15,773.00	-81.35	126,184.00	124,567.56	189,276.00	-34.19
91310 Book-keeping Fee							
10-1-000-002-4120.300 Bookkeeping Fee Exp	1,462.50	1,470.00	-7.50	11,760.00	11,610.00	17,640.00	-34.18
Total Line 91310	1,462.50	1,470.00	-7.50	11,760.00	11,610.00	17,640.00	-34.18
91500 Benefit Contributions - Admin							
10-1-000-002-4110.500 Emp Benefit - Admin	2,382.29	2,569.00	-186.71	20,552.00	18,698.18	30,828.00	-39.35
Total Line 91500	2,382.29	2,569.00	-186.71	20,552.00	18,698.18	30,828.00	-39.35
91600 Office Expense							
10-1-000-002-4140.000 Training - Staff	0.00	166.67	-166.67	1,333.36	728.43	2,000.00	-63.58
10-1-000-002-4180.000 Telephone	107.23	266.67	-159.44	2,133.36	1,158.00	3,200.00	-63.81
10-1-000-002-4190.100 Postage	112.00	200.00	-88.00	1,600.00	1,233.39	2,400.00	-48.61
10-1-000-002-4190.200 Office Supplies	0.00	41.67	-41.67	333.36	69.98	500.00	-86.00
10-1-000-002-4190.250 Office Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-002-4190.300 Paper Supplies	0.00	41.67	-41.67	333.36	39.49	500.00	-92.10
10-1-000-002-4190.400 Printing	0.00	125.00	-125.00	1,000.00	150.94	1,500.00	-89.94
10-1-000-002-4190.401 Printing Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-002-4190.500 Printer/Copier Sup Cont	0.00	150.00	-150.00	1,200.00	336.92	1,800.00	-81.28
10-1-000-002-4190.550 Computers/Software	1,604.05	0.00	1,604.05	0.00	1,834.05	0.00	0.00
10-1-000-002-4190.700 Member Dues/Fees	0.00	0.00	0.00	0.00	425.57	0.00	0.00
10-1-000-002-4190.800 Internet Services	499.84	716.67	-216.83	5,733.36	5,045.03	8,600.00	-41.34
10-1-000-002-4190.850 IT Support	0.00	41.67	-41.67	333.36	2,149.99	500.00	330.00
Total Line 91600	2,323.12	1,750.02	573.10	14,000.16	13,171.79	21,000.00	-37.28
91700 Legal Expense							
Total Line 91700	0.00	0.00	0.00	0.00	0.00	0.00	0.00
91800 Travel Expense							
10-1-000-002-4150.000 Travel - Staff	0.00	166.67	-166.67	1,333.36	923.11	2,000.00	-53.84
10-1-000-002-4150.010 Travel - Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-002-4150.100 Mileage - Admin	202.02	83.33	118.69	666.64	442.26	1,000.00	-55.77
Total Line 91800	202.02	250.00	-47.98	2,000.00	1,365.37	3,000.00	-54.49
91900 Other Expense							
10-1-000-002-4120.400 Fee for Service Exp	24.44	108.33	-83.89	866.64	229.30	1,300.00	-82.36
10-1-000-002-4120.500 Other Fee Exp	0.00	0.00	0.00	0.00	55.00	0.00	0.00
10-1-000-002-4120.700 Mental Health Fee	2,352.00	1,960.00	392.00	15,680.00	16,464.00	23,520.00	-30.00
10-1-000-002-4120.800 Participant Fee	2,352.00	1,960.00	392.00	15,680.00	18,816.00	23,520.00	-20.00
10-1-000-002-4160.000 Consulting Services	0.00	0.00	0.00	0.00	1,048.80	0.00	0.00
10-1-000-002-4160.100 Inspection Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-002-4190.000 Other Sundry	0.00	4.17	-4.17	33.36	0.00	50.00	-100.00
10-1-000-002-4190.950 Background Verification	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 91900	4,728.44	4,032.50	695.94	32,260.00	36,613.10	48,390.00	-24.34

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
91000 TOTAL OPERATING EXPENSE - Admin	34,158.02	34,183.52	-25.50	273,468.16	265,783.45	410,202.00	-35.21
ASSET MANAGEMENT FEE							
92000 Asset Mangement Fee							
10-1-000-002-4120.200 Asset Mgt Fee Exp	1,960.00	1,960.00	0.00	15,680.00	15,680.00	23,520.00	-33.33
Total Line 92000	1,960.00	1,960.00	0.00	15,680.00	15,680.00	23,520.00	-33.33
92000 TOTAL ASSET MANAGEMENT FEE	1,960.00	1,960.00	0.00	15,680.00	15,680.00	23,520.00	-33.33
TENANT SERVICES							
92400 Tenant Services - Other							
10-1-000-002-4220.050 Ten Ser-Cable/TV Exp	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.100 Ten Ser-Supplies	44.42	16.67	27.75	133.36	369.96	200.00	84.98
10-1-000-002-4220.110 Ten Ser-Recreation	0.00	100.00	-100.00	800.00	779.21	1,200.00	-35.07
10-1-000-002-4220.120 Ten Ser-Education	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.125 Ten Ser-Other	50.00	0.00	50.00	0.00	73.28	0.00	
10-1-000-002-4220.175 Garden Program Exp	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4220.300 T.S. - Grant Expenses	539.90	0.00	539.90	0.00	3,539.35	0.00	
Total Line 92400	634.32	116.67	517.65	933.36	4,761.80	1,400.00	240.13
92500 TOTAL TENANT SERVICES EXPENSE	634.32	116.67	517.65	933.36	4,761.80	1,400.00	240.13
UTILITIES							
93100 Water-200 Elect-300 Gas-600 Sewer							
10-1-000-002-4310.000 Water	19.87	108.33	-88.46	866.64	743.46	1,300.00	-42.81
10-1-000-002-4315.000 Sewer	19.10	66.67	-47.57	533.36	545.33	800.00	-31.83
10-1-000-002-4320.000 Electric	5,191.41	958.33	4,233.08	7,666.64	16,707.98	11,500.00	45.29
10-1-000-002-4330.000 Gas	414.69	450.00	-35.31	3,600.00	4,301.34	5,400.00	-20.35
Total Line 93100 93200 93300 93600	5,645.07	1,583.33	4,061.74	12,666.64	22,298.11	19,000.00	17.36
93000 TOTAL UTILITIES EXPENSES	5,645.07	1,583.33	4,061.74	12,666.64	22,298.11	19,000.00	17.36
MAINTENANCE & OPERATIONS EXPENSE							
94100 Maintenance - Labor							
10-1-000-002-4410.000 Maint Labor	2,570.40	4,201.58	-1,631.18	33,612.64	20,876.73	50,419.00	-58.59
10-1-000-002-4410.100 Maint Labor - OT	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4410.200 Maint Labor - Other	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 94100	2,570.40	4,201.58	-1,631.18	33,612.64	20,876.73	50,419.00	-58.59
94200 Maintenance - Materials/Supplies							
10-1-000-002-4420.010 Garbage&Trash Supp	0.00	4.17	-4.17	33.36	24.00	50.00	-52.00
10-1-000-002-4420.020 Heating&Cooling Supp	128.10	416.67	-288.57	3,333.36	897.21	5,000.00	-82.06
10-1-000-002-4420.030 Snow Removal Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4420.040 Elevator Maint Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4420.050 Landscape/Grounds Sup	31.60	375.00	-343.40	3,000.00	2,457.35	4,500.00	-45.39
10-1-000-002-4420.070 Electrical Supplies	840.98	666.67	174.31	5,333.36	2,281.48	8,000.00	-71.48
10-1-000-002-4420.080 Plumbing Supplies	1,630.33	1,250.00	380.33	10,000.00	4,387.00	15,000.00	-70.75
10-1-000-002-4420.090 Extermination Supplies	0.00	250.00	-250.00	2,000.00	0.00	3,000.00	-100.00
10-1-000-002-4420.100 Janitorial Supplies	534.49	500.00	34.49	4,000.00	3,238.48	6,000.00	-46.03
10-1-000-002-4420.110 Routine Maint. Supplies	2,238.06	5,416.67	-3,178.61	43,333.36	37,867.53	65,000.00	-41.74
10-1-000-002-4420.111 Flooring Supplies	0.00	0.00	0.00	0.00	-1,411.74	0.00	
10-1-000-002-4420.120 Other Misc. Supplies	0.00	1,333.33	-1,333.33	10,666.64	0.00	16,000.00	-100.00
10-1-000-002-4420.121 Laundry Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4420.125 Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4420.126 Vehicle Supplies	227.35	583.33	-355.98	4,666.64	7,024.60	7,000.00	0.35

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10-1-000-002-4420.130 Security Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 94200	5,630.91	10,795.84	-5,164.93	86,366.72	56,765.91	129,550.00	-56.18
94300 Maintenance - Contracts							
10-1-000-002-4330.010 Refuse	6.12	0.00	6.12	0.00	-2.62	0.00	
10-1-000-002-4430.000 Maint Labor Contract	20,800.50	34,662.00	-13,861.50	277,296.00	239,690.00	415,944.00	-42.37
10-1-000-002-4430.010 Garbage&Trash Cont	95.40	250.00	-154.60	2,000.00	1,138.93	3,000.00	-62.04
10-1-000-002-4430.020 Heating&Cooling Cont	0.00	83.33	-83.33	666.64	1,519.14	1,000.00	51.91
10-1-000-002-4430.030 Snow Removal Contract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4430.040 Elevator Maint Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4430.050 Landscape & Grds Cont	48.00	625.00	-577.00	5,000.00	4,786.87	7,500.00	-36.18
10-1-000-002-4430.060 Unit Turnaround Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4430.070 Electrical Contracts	681.25	83.33	597.92	666.64	995.35	1,000.00	-0.47
10-1-000-002-4430.080 Plumbing Contracts	3,546.00	1,458.33	2,087.67	11,666.64	10,958.50	17,500.00	-37.38
10-1-000-002-4430.090 Extermination Contracts	1,829.00	1,500.00	329.00	12,000.00	5,687.00	18,000.00	-68.41
10-1-000-002-4430.100 Reg Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4430.110 Routine Maint Cont	719.68	41.67	678.01	333.36	944.58	500.00	88.92
10-1-000-002-4430.111 Flooring Contract	0.00	3,833.33	-3,833.33	30,666.64	12,820.00	46,000.00	-72.13
10-1-000-002-4430.120 Other Misc Cont Cost	0.00	0.00	0.00	0.00	-392.18	0.00	
10-1-000-002-4430.121 Laundry Equip Contract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-002-4430.126 Vehicle Maint Cont	18.00	66.67	-48.67	533.36	95.70	800.00	-88.04
10-1-000-002-4431.000 Trash Removal	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 94300	27,743.95	42,603.66	-14,859.71	340,829.28	278,241.27	511,244.00	-45.58
94500 Maintenance - Ordinary/Benefits							
10-1-000-002-4410.500 Emp Benefit - Maint	1,280.44	1,870.75	-590.31	14,966.00	9,715.72	22,449.00	-56.72
Total Line 94500	1,280.44	1,870.75	-590.31	14,966.00	9,715.72	22,449.00	-56.72
94000 TOTAL MAINTENANCE EXPENSES	37,225.70	59,471.83	-22,246.13	475,774.64	365,599.63	713,662.00	-48.77
TOTAL PROTECTIVE SERVICES EXPENSE							
95200 Protective Services - Contract							
10-1-000-002-4480.000 Police Contract	0.00	266.67	-266.67	2,133.36	965.69	3,200.00	-69.82
10-1-000-002-4480.006 Safety/Security Labor Fee	2,352.00	1,960.00	392.00	15,680.00	18,816.00	23,520.00	-20.00
10-1-000-002-4480.100 ADT Contract	344.71	320.33	24.38	2,562.64	2,372.75	3,844.00	-38.27
10-1-000-002-4480.500 Other Security Contract	103.68	416.67	-312.99	3,333.36	1,368.09	5,000.00	-72.64
Total Line 95200	2,800.39	2,963.67	-163.28	23,709.36	23,522.53	35,564.00	-33.86
95300 Protective Services - Other							
Total Line 95300	0.00	0.00	0.00	0.00	0.00	0.00	
95000 TOTAL PROTECTIVE SERVICES EXP	2,800.39	2,963.67	-163.28	23,709.36	23,522.53	35,564.00	-33.86
INSURANCE PREMIUMS EXPENSE							
96110 Property 120 Liab. 130 Work Comp							
10-1-000-002-4510.010 Property Ins	4,985.75	5,141.58	-155.83	41,132.64	39,886.00	61,699.00	-35.35
10-1-000-002-4510.020 Liability Ins	490.42	505.75	-15.33	4,046.00	3,923.36	6,069.00	-35.35
10-1-000-002-4510.030 Work Comp Insurance	222.90	229.83	-6.93	1,838.64	1,783.20	2,758.00	-35.34
Total Line 96110 96120 96130	5,699.07	5,877.16	-178.09	47,017.28	45,592.56	70,526.00	-35.35
96140 All Other Insurance							
10-1-000-002-4510.015 Equipment Insurance	226.90	234.00	-7.10	1,872.00	1,815.20	2,808.00	-35.36
10-1-000-002-4510.025 PE & PO Insurance	66.55	68.67	-2.12	549.36	532.40	824.00	-35.39
10-1-000-002-4510.035 Auto Insurance	200.00	206.25	-6.25	1,650.00	1,600.00	2,475.00	-35.35
10-1-000-002-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96140	493.45	508.92	-15.47	4,071.36	3,947.60	6,107.00	-35.36

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
96100 TOTAL INSURANCE PREMIUMS EXP	6,192.52	6,386.08	-193.56	51,088.64	49,540.16	76,633.00	-35.35
GENERAL EXPENSES							
96200 Other General Expenses							
10-1-000-002-4590.000 Other General	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 96200	0.00	0.00	0.00	0.00	0.00	0.00	0.00
96210 Compensated Absenses							
10-1-000-002-4110.001 Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-002-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 96210	0.00	0.00	0.00	0.00	0.00	0.00	0.00
96300 Payment In Lieu Of Taxes - PILOT							
10-1-000-002-4520.000 Pay in lieu of Tax	1,481.88	2,184.58	-702.70	17,476.64	19,003.75	26,215.00	-27.51
Total Line 96300	1,481.88	2,184.58	-702.70	17,476.64	19,003.75	26,215.00	-27.51
96400 Bad Debt - Tenant Rents							
10-1-000-002-4570.000 Collection Losses	2,306.12	1,666.67	639.45	13,333.36	15,837.63	20,000.00	-20.81
Total Line 96400	2,306.12	1,666.67	639.45	13,333.36	15,837.63	20,000.00	-20.81
96800 Severance Expense							
10-1-000-002-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 96800	0.00	0.00	0.00	0.00	0.00	0.00	0.00
96000 TOTAL OTHER GENERAL EXPENSES	3,788.00	3,851.25	-63.25	30,810.00	34,841.38	46,215.00	-24.61
96900 TOTAL OPERATING EXPENSE	92,404.02	110,516.35	-18,112.33	884,130.80	782,027.06	1,326,196.00	-41.03
97000 NET REVENUE/EXPENSE (-Gain/Loss)	-28,292.20	-3,593.24	-24,698.96	-28,745.92	-373,869.92	-43,119.00	767.07

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90000 TOTAL MISCELLANEOUS EXPENSE	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
	23,901.00	31,250.00	-7,349.00	250,000.00	191,208.00	375,000.00	-49.01
OTHER FINANCING SOURCES (USES)							
10010 Operating Transfer In							
Total Line 10010	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10020 Operating Transfer Out							
Total Line 10020	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10030 Operating Xfers from/to Government							
Total Line 10030	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10040 Oper Xfers from/to Component Unit							
Total Line 10040	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10060 Proceeds Sale Property -gain/loss							
Total Line 10060	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10070 Extraordinary Items Net -Gain/Loss							
Total Line 10050	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10080 Special Items (Net -Gain/Loss)							
Total Line 10060	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10093 Xfers - In between Amps							
10-1-000-002-9111.000 Xfers In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 10093 Xfers - In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10094 Xfer - Out between Amps							
10-1-000-002-9111.100 Xfers Out from Amps	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 10094 Xfers - Out from Amps	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10100 TOTAL OTHER FINANCING SOURCES-USES	0.00	0.00	0.00	0.00	0.00	0.00	
10000 EXCESS REVENUE/EXPENS (-Gain/Loss)	-4,391.20	27,656.76	-32,047.96	221,254.08	-182,661.92	331,881.00	-155.04

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
pum	51.00	177.00	0.00	1,416.00	408.00	2,124.00	0.00
REVENUE							
70300 Net Tenant Rent Revenue							
10-1-000-006-3110.000 Dwelling Rent	-14,304.00	-15,416.67	1,112.67	-123,333.36	-129,003.00	-185,000.00	-30.27
10-1-000-006-3111.000 Utility Allowance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 70300	-14,304.00	-15,416.67	1,112.67	-123,333.36	-129,003.00	-185,000.00	-30.27
70400 Tenant Revenue - Other							
10-1-000-006-3120.000 Excess Utilities	0.00	-6.25	6.25	-50.00	-25.00	-75.00	-66.67
10-1-000-006-3130.000 Cable TV Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-006-3190.000 Nondwell Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-006-3190.050 Office Rent Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-006-3690.000 Other Income	0.00	-7.50	7.50	-60.00	-383.31	-90.00	325.90
10-1-000-006-3690.100 Late Fees	-25.00	-125.00	100.00	-1,000.00	-1,200.00	-1,500.00	-20.00
10-1-000-006-3690.120 Violation Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-006-3690.130 Court Cost Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-006-3690.140 Returned Check Charge	0.00	-4.17	4.17	-33.36	-50.00	-50.00	0.00
10-1-000-006-3690.150 Laundry Income	-413.50	-500.00	86.50	-4,000.00	-3,946.80	-6,000.00	-34.22
10-1-000-006-3690.160 Vending Machine Inc	-72.08	-29.17	-42.91	-233.36	-293.66	-350.00	-16.10
10-1-000-006-3690.180 Labor	-188.00	-50.00	-138.00	-400.00	-1,556.12	-600.00	159.35
10-1-000-006-3690.200 Materials	-16.09	-8.33	-7.76	-66.64	-55.15	-100.00	-44.85
10-1-000-006-3690.500 Resid. Council Activ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 70400	-714.67	-730.42	15.75	-5,843.36	-7,510.04	-8,765.00	-14.32
70500 TOTAL TENANT REVENUE	-15,018.67	-16,147.09	1,128.42	-129,176.72	-136,513.04	-193,765.00	-29.55
70600 HUD PHA Operating Grants							
10-1-000-006-8020.000 Oper Sub - Curr Yr	-8,957.00	-8,365.58	-591.42	-66,924.64	-72,732.00	-100,387.00	-27.55
10-1-000-006-8021.000 Oper Sub - Prior Yr	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 70600	-8,957.00	-8,365.58	-591.42	-66,924.64	-72,732.00	-100,387.00	-27.55
10010 Operating Transfers In - CFP							
10-1-000-006-3404.010 Other Inc - Operations	0.00	-3,333.33	3,333.33	-26,666.64	-47,244.93	-40,000.00	18.11
Total Line 70610	0.00	-3,333.33	3,333.33	-26,666.64	-47,244.93	-40,000.00	18.11
70800 Other Government Grants							
10-1-000-006-3404.000 Rev other gov grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 70800	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71100 Investment Income - Unrestricted							
10-1-000-006-3610.000 Interest Income	-358.69	-266.67	-92.02	-2,133.36	-2,828.70	-3,200.00	-11.60
Total Line 71100	-358.69	-266.67	-92.02	-2,133.36	-2,828.70	-3,200.00	-11.60
71300 Proceeds from Disposition of Asset							
Total Line 71300	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71500 Other Revenue							
10-1-000-006-3195.000 Day Care Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-006-3690.300 T.S. Income - Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-006-3850.000 Inspection Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-006-3850.004 Admin Fee Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-006-3850.005 Maint Fee Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-006-3850.120 Other Misc Inc	-4,812.32	0.00	-4,812.32	0.00	-5,652.32	0.00	0.00
Total Line 71500	-4,812.32	0.00	-4,812.32	0.00	-5,652.32	0.00	0.00
70000 TOTAL REVENUE	-29,146.68	-28,112.67	-1,034.01	-224,901.36	-264,970.99	-337,352.00	-21.46

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EXPENSES							
ADMINISTATIVE							
91100 Administrative Salaries							
10-1-000-006-4110.000 Admin Salaries	2,033.31	1,887.17	146.14	15,097.36	14,275.77	22,646.00	-36.96
10-1-000-006-4110.200 Admin Exp - Amps	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 91100	2,033.31	1,887.17	146.14	15,097.36	14,275.77	22,646.00	-36.96
91200 Auditing Fees							
10-1-000-006-4171.000 Audit Fee	0.00	100.00	-100.00	800.00	0.00	1,200.00	-100.00
Total Line 91200	0.00	100.00	-100.00	800.00	0.00	1,200.00	-100.00
91300 Management Fee							
10-1-000-006-4120.100 Management Fee Exp	4,023.50	4,104.00	-80.50	32,832.00	32,509.88	49,248.00	-33.99
Total Line 91300	4,023.50	4,104.00	-80.50	32,832.00	32,509.88	49,248.00	-33.99
91310 Book-keeping Fee							
10-1-000-006-4120.300 Bookkeeping Exp	375.00	383.00	-8.00	3,064.00	3,030.00	4,596.00	-34.07
Total Line 91310	375.00	383.00	-8.00	3,064.00	3,030.00	4,596.00	-34.07
91500 Benefit Contributions - Admin							
10-1-000-006-4110.500 Emp Benefit - Admin	619.94	593.00	26.94	4,744.00	4,381.88	7,116.00	-38.42
Total Line 91500	619.94	593.00	26.94	4,744.00	4,381.88	7,116.00	-38.42
91600 Office Expense							
10-1-000-006-4140.000 Training - Staff	0.00	41.67	-41.67	333.36	320.51	500.00	-35.90
10-1-000-006-4180.000 Telephone	496.08	208.33	287.75	1,666.64	4,656.78	2,500.00	86.27
10-1-000-006-4190.100 Postage	0.74	4.17	-3.43	33.36	31.57	50.00	-36.86
10-1-000-006-4190.200 Office Supplies	0.00	45.83	-45.83	366.64	187.17	550.00	-65.97
10-1-000-006-4190.250 Office Furniture	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-006-4190.300 Paper Supplies	0.00	16.67	-16.67	133.36	0.00	200.00	-100.00
10-1-000-006-4190.400 Printing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-006-4190.401 Printing Supplies	0.00	8.33	-8.33	66.64	0.00	100.00	-100.00
10-1-000-006-4190.500 Printer/Copier	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supply/Cont							
10-1-000-006-4190.550 Computers/Software	534.68	0.00	534.68	0.00	674.68	0.00	0.00
10-1-000-006-4190.700 Member Dues/Fees	0.00	0.00	0.00	0.00	110.73	0.00	0.00
10-1-000-006-4190.800 Internet Services	236.90	250.00	-13.10	2,000.00	1,184.50	3,000.00	-60.52
10-1-000-006-4190.850 IT Support	0.00	25.00	-25.00	200.00	616.33	300.00	105.44
Total Line 91600	1,268.40	600.00	668.40	4,800.00	7,782.27	7,200.00	8.09
91700 Legal Expense							
Total Line 91700	0.00	0.00	0.00	0.00	0.00	0.00	0.00
91800 Travel Expense							
10-1-000-006-4150.000 Travel - Staff	0.00	36.67	-36.67	293.36	214.11	440.00	-51.34
10-1-000-006-4150.010 Travel - Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-006-4150.100 Mileage - Admin	0.00	4.17	-4.17	33.36	0.00	50.00	-100.00
Total Line 91800	0.00	40.84	-40.84	326.72	214.11	490.00	-56.30
91900 Other Expense							
10-1-000-006-4120.400 Fee for Service Exp	3.93	33.33	-29.40	266.64	30.83	400.00	-92.29
10-1-000-006-4120.500 Other Fee Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-006-4120.700 Mental Health Fee	612.00	510.00	102.00	4,080.00	4,284.00	6,120.00	-30.00
10-1-000-006-4120.800 Participant Fee	612.00	510.00	102.00	4,080.00	4,896.00	6,120.00	-20.00
10-1-000-006-4160.000 Consulting Services	0.00	0.00	0.00	0.00	273.60	0.00	0.00
10-1-000-006-4160.100 Inspection Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-006-4190.000 Other Sundry	0.00	8.33	-8.33	66.64	63.70	100.00	-36.30
10-1-000-006-4190.950 Background Verification	0.00	8.33	-8.33	66.64	0.00	100.00	-100.00
Total Line 91900	1,227.93	1,069.99	157.94	8,559.92	9,548.13	12,840.00	-25.64

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91000 TOTAL OPERATING EXPENSE - Admin	9,548.08	8,778.00	770.08	70,224.00	71,742.04	105,336.00	-31.89
ASSET MANAGEMENT FEE							
92000 Asset Mangement Fee							
10-1-000-006-4120.200 Asset Mngt Fee Exp	510.00	510.00	0.00	4,080.00	4,080.00	6,120.00	-33.33
Total Line 92000	510.00	510.00	0.00	4,080.00	4,080.00	6,120.00	-33.33
92000 TOTAL ASSET MANAGEMENT FEE	510.00	510.00	0.00	4,080.00	4,080.00	6,120.00	-33.33
TENANT SERVICES							
92400 Tenant Services - Other							
10-1-000-006-4220.050 Ten Ser-Cable/TV Exp	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4220.100 Ten Ser-Supplies	0.00	0.00	0.00	0.00	29.89	0.00	
10-1-000-006-4220.110 Ten Ser-Recreation	0.00	50.00	-50.00	400.00	32.57	600.00	-94.57
10-1-000-006-4220.120 Ten Ser-Education	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4220.125 Ten Ser-Other	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4220.175 Garden Program Exp	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4230.000 Ten Ser Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 92400	0.00	50.00	-50.00	400.00	62.46	600.00	-89.59
92500 TOTAL TENANT SERVICES EXPENSE	0.00	50.00	-50.00	400.00	62.46	600.00	-89.59
UTILITIES							
93100 Water-200 Elect-300 Gas-600 Sewer							
10-1-000-006-4310.000 Water	0.00	358.33	-358.33	2,866.64	2,597.42	4,300.00	-39.59
10-1-000-006-4315.000 Sewer	0.00	291.67	-291.67	2,333.36	2,436.91	3,500.00	-30.37
10-1-000-006-4320.000 Electric	71.48	1,125.00	-1,053.52	9,000.00	6,770.65	13,500.00	-49.85
10-1-000-006-4330.000 Gas	362.33	1,041.67	-679.34	8,333.36	5,772.86	12,500.00	-53.82
Total Line 93100 93200 93300 93600	433.81	2,816.67	-2,382.86	22,533.36	17,577.84	33,800.00	-47.99
93000 TOTAL UTILITIES EXPENSES	433.81	2,816.67	-2,382.86	22,533.36	17,577.84	33,800.00	-47.99
MAINTENANCE & OPERATIONS EXPENSE							
94100 Maintenance - Labor							
10-1-000-006-4410.000 Maint Labor	685.44	1,070.83	-385.39	8,566.64	5,567.12	12,850.00	-56.68
10-1-000-006-4410.100 Maint Labor - OT	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4410.200 Maint Labor - Other	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 94100	685.44	1,070.83	-385.39	8,566.64	5,567.12	12,850.00	-56.68
94200 Maintenance - Materials/Supplies							
10-1-000-006-4420.010 Garbage&Trash Supp	0.00	16.67	-16.67	133.36	8.29	200.00	-95.86
10-1-000-006-4420.020 Heating&Cooling Supp	0.00	83.33	-83.33	666.64	-4,753.30	1,000.00	-575.33
10-1-000-006-4420.030 Snow Removal Supplies	0.00	8.33	-8.33	66.64	0.00	100.00	-100.00
10-1-000-006-4420.040 Elevator Maint Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4420.050 Landscape/Grounds Sup	0.00	83.33	-83.33	666.64	241.75	1,000.00	-75.83
10-1-000-006-4420.070 Electrical Supplies	9.26	83.33	-74.07	666.64	491.98	1,000.00	-50.80
10-1-000-006-4420.080 Plumbing Supplies	21.72	83.33	-61.61	666.64	415.30	1,000.00	-58.47
10-1-000-006-4420.090 Extermination Supplies	0.00	20.83	-20.83	166.64	0.00	250.00	-100.00
10-1-000-006-4420.100 Janitorial Supplies	1,050.11	208.33	841.78	1,666.64	2,616.72	2,500.00	4.67
10-1-000-006-4420.110 Routine Maint.Supplies	68.87	1,000.00	-931.13	8,000.00	4,041.79	12,000.00	-66.32
10-1-000-006-4420.111 Flooring Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4420.120 Other Misc Supplies	0.00	16.67	-16.67	133.36	0.00	200.00	-100.00
10-1-000-006-4420.121 Laundry Supplies	0.00	16.67	-16.67	133.36	140.00	200.00	-30.00
10-1-000-006-4420.125 Mileage	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4420.126 Vehicle Supplies	78.90	0.00	78.90	0.00	1,286.46	0.00	

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10-1-000-006-4420.130 Security Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 94200	1,228.86	1,620.82	-391.96	12,966.56	4,488.99	19,450.00	-76.92
94300 Maintenance - Contracts							
10-1-000-006-4330.010 Refuse	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4430.000 Maint Labor Contract	6,041.00	4,875.00	1,166.00	39,000.00	48,511.75	58,500.00	-17.07
10-1-000-006-4430.010 Garbage & Trash Cont	340.00	375.00	-35.00	3,000.00	2,761.00	4,500.00	-38.64
10-1-000-006-4430.020 Heating & Cooling Cont	0.00	416.67	-416.67	3,333.36	-2,116.21	5,000.00	-142.32
10-1-000-006-4430.030 Snow Removal Contract	0.00	29.17	-29.17	233.36	0.00	350.00	-100.00
10-1-000-006-4430.040 Elevator Maint Cont	1,080.00	416.67	663.33	3,333.36	6,624.21	5,000.00	32.48
10-1-000-006-4430.050 Landscape & Grds Cont	0.00	62.50	-62.50	500.00	301.00	750.00	-59.87
10-1-000-006-4430.060 Unit Turnaround Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4430.070 Electrical Contracts	0.00	41.67	-41.67	333.36	2,098.75	500.00	319.75
10-1-000-006-4430.080 Plumbing Contracts	0.00	208.33	-208.33	1,666.64	3,102.00	2,500.00	24.08
10-1-000-006-4430.090 Extermination Contracts	0.00	625.00	-625.00	5,000.00	9,661.00	7,500.00	28.81
10-1-000-006-4430.100 Janitorial Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4430.110 Routine Maint Cont	0.00	125.00	-125.00	1,000.00	2,600.25	1,500.00	73.35
10-1-000-006-4430.111 Flooring Contract	0.00	1,375.00	-1,375.00	11,000.00	0.00	16,500.00	-100.00
10-1-000-006-4430.120 Other Misc. Cont Cost	0.00	0.00	0.00	0.00	128.00	0.00	
10-1-000-006-4430.121 Laundry Equip Contract	0.00	50.00	-50.00	400.00	255.00	600.00	-57.50
10-1-000-006-4430.126 Vehicle Maint Cont	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4431.000 Trash Removal	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 94300	7,461.00	8,600.01	-1,139.01	68,800.08	73,926.75	103,200.00	-28.37
94500 Maintenance - Ordinary/Benefits							
10-1-000-006-4410.500 Maint Emp Benefit	341.47	611.83	-270.36	4,894.64	2,591.02	7,342.00	-64.71
Total Line 94500	341.47	611.83	-270.36	4,894.64	2,591.02	7,342.00	-64.71
94000 TOTAL MAINTENANCE EXPENSES	9,716.77	11,903.49	-2,186.72	95,227.92	86,573.88	142,842.00	-39.39
TOTAL PROTECTIVE SERVICES EXPENSE							
95200 Protective Services - Contract							
10-1-000-006-4480.000 Police Contract	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4480.006 Safety/Security Labor Fee	612.00	510.00	102.00	4,080.00	4,896.00	6,120.00	-20.00
10-1-000-006-4480.100 ADT Contract	123.62	416.67	-293.05	3,333.36	1,003.73	5,000.00	-79.93
10-1-000-006-4480.500 Other Security Contract	0.00	200.00	-200.00	1,600.00	4,720.75	2,400.00	96.70
Total Line 95200	735.62	1,126.67	-391.05	9,013.36	10,620.48	13,520.00	-21.45
95300 Protective Services - Other							
Total Line 95300	0.00	0.00	0.00	0.00	0.00	0.00	
95000 TOTAL PROTECTIVE SERVICES EXP	735.62	1,126.67	-391.05	9,013.36	10,620.48	13,520.00	-21.45
INSURANCE PREMIUMS EXPENSE							
96110 Property 120 Liab. 130 Work Comp							
10-1-000-006-4510.010 Property Insurance	1,769.77	1,825.08	-55.31	14,600.64	14,158.16	21,901.00	-35.35
10-1-000-006-4510.020 Liability Insurance	127.93	131.92	-3.99	1,055.36	1,023.44	1,583.00	-35.35
10-1-000-006-4510.030 Work Comp	25.98	26.75	-0.77	214.00	207.84	321.00	-35.25
Total Line 96110 96120 96130	1,923.68	1,983.75	-60.07	15,870.00	15,389.44	23,805.00	-35.35
96140 All Other Insurance							
10-1-000-006-4510.015 Equipment Insurance	59.19	61.00	-1.81	488.00	473.52	732.00	-35.31
10-1-000-006-4510.025 PE & PO Insurance	13.18	13.58	-0.40	108.64	105.44	163.00	-35.31
10-1-000-006-4510.035 Auto Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4510.040 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96140	72.37	74.58	-2.21	596.64	578.96	895.00	-35.31

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
96100 TOTAL INSURANCE PREMIUMS EXP	1,996.05	2,058.33	-62.28	16,466.64	15,968.40	24,700.00	-35.35
GENERAL EXPENSES							
96200 Other General Expenses							
10-1-000-006-4590.000 Other General	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96200	0.00	0.00	0.00	0.00	0.00	0.00	
96210 Compensated Absenses							
10-1-000-006-4110.001 Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
10-1-000-006-4595.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96210	0.00	0.00	0.00	0.00	0.00	0.00	
96300 Payment In Lieu Of Taxes - PILOT							
10-1-000-006-4520.000 Pay in lieu of Tax	1,387.02	1,332.25	54.77	10,658.00	11,142.52	15,987.00	-30.30
Total Line 96300	1,387.02	1,332.25	54.77	10,658.00	11,142.52	15,987.00	-30.30
96400 Bad Debt - Tenant Rents							
10-1-000-006-4570.000 Collection Losses	-315.27	0.00	-315.27	0.00	7,231.23	0.00	
Total Line 96400	-315.27	0.00	-315.27	0.00	7,231.23	0.00	
96800 Severance Expense							
10-1-000-006-4530.000 Term Leave Pay	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96800	0.00	0.00	0.00	0.00	0.00	0.00	
96000 TOTAL OTHER GENERAL EXPENSES	1,071.75	1,332.25	-260.50	10,658.00	18,373.75	15,987.00	14.93
96900 TOTAL OPERATING EXPENSE	24,012.08	28,575.41	-4,563.33	228,603.28	224,998.85	342,905.00	-34.38
97000 NET REVENUE/EXPENSE (-Gain/Loss)	-5,134.60	462.74	-5,597.34	3,701.92	-39,972.14	5,553.00	-819.83

MISCELLANEOUS EXPENSE

97100 Extraordinary Maintenance						
10-1-000-006-4610.010 Extraordinary Labor	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-006-4610.020 Extraordinary Materials	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-006-4610.030 Extraordinary Contract	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 97100	0.00	0.00	0.00	0.00	0.00	0.00
97200 Casualty Losses - Non-capitalized						
10-1-000-006-4620.010 Casualty Labor	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-006-4620.020 Casualty Materials	0.00	0.00	0.00	0.00	0.00	0.00
10-1-000-006-4620.030 Casualty Contract Costs	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 97200	0.00	0.00	0.00	0.00	0.00	0.00
97400 Depreciation Expense						
10-1-000-006-4800.000 Depreciation Exp BB	3,120.00	0.00	3,120.00	0.00	24,960.00	0.00
Total Line 97400	3,120.00	0.00	3,120.00	0.00	24,960.00	0.00
97500 Fraud Losses						
Total Line 97500	0.00	0.00	0.00	0.00	0.00	0.00
97800 Dwelling Units Rent Expense						
Total Line 97800	0.00	0.00	0.00	0.00	0.00	0.00

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
90000 TOTAL MISCELLANEOUS EXPENSE	3,120.00	0.00	3,120.00	0.00	24,960.00	0.00	
OTHER FINANCING SOURCES (USES)							
10010 Operating Transfer In							
Total Line 10010	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10020 Operating Transfer Out							
Total Line 10020	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10030 Operating Xfers from/to Government							
Total Line 10030	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10040 Oper Xfers from/to Component Unit							
Total Line 10040	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10060 Proceeds Sale Property -gain/loss							
Total Line 10060	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10070 Extraordinary Items Net -Gain/Loss							
Total Line 10050	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10080 Special Items (Net -Gain/Loss)							
Total Line 10060	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10093 Xfers - In between Amps							
10-1-000-006-9111.000 Xfers In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 10093 Xfers - In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10094 Xfer - Out between Amps							
10-1-000-006-9111.100 Xfers Out from Amps	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 10094 Xfers - Out from Amps	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10100 TOTAL OTHER FINANCING SOURCES-USES	0.00	0.00	0.00	0.00	0.00	0.00	
10000 EXCESS REVENUE/EXPENS (-Gain/Loss)	-2,014.60	462.74	-2,477.34	3,701.92	-15,012.14	5,553.00	-370.34

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
pum	72.00	72.00	0.00	576.00	576.00	864.00	0.00
REVENUE							
70300 Net Tenant Rent Revenue							
60-1-000-000-5120.000 Rent - Brentwood	-32,442.00	-33,166.00	724.00	-265,328.00	-263,903.00	-397,992.00	-33.69
60-1-000-000-5125.000 PHA Rent	-10,198.00	-9,800.00	-398.00	-78,400.00	-74,911.00	-117,600.00	-36.30
60-1-000-000-5220.000 Vacancies - BW	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-1-000-000-5320.000 Rent Adjustments	-210.00	0.00	-210.00	0.00	-2,186.00	0.00	0.00
60-1-000-000-5970.000 Excess Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-1-000-000-5971.000 Excess Rent to HUD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 70300	-42,850.00	-42,966.00	116.00	-343,728.00	-341,000.00	-515,592.00	-33.86
70400 Tenant Revenue - Other							
60-1-000-000-5910.000 Laundry Income	-498.25	-625.00	126.75	-5,000.00	-4,734.35	-7,500.00	-36.88
60-1-000-000-5920.000 Bad Check Charges	0.00	-4.17	4.17	-33.36	-100.00	-50.00	100.00
60-1-000-000-5920.100 Deposits Forfeited	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-1-000-000-5922.000 Labor & Materials	-200.00	-650.00	450.00	-5,200.00	-3,433.00	-7,800.00	-55.99
60-1-000-000-5923.000 Misc Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-1-000-000-5925.000 Late Charges	-225.00	-250.00	25.00	-2,000.00	-1,900.00	-3,000.00	-36.67
60-1-000-000-5926.000 Violation Charges	-666.00	-48.75	-617.25	-390.00	-1,176.00	-585.00	101.03
60-1-000-000-5930.000 Retained HAP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 70400	-1,589.25	-1,577.92	-11.33	-12,623.36	-11,343.35	-18,935.00	-40.09
70500 TOTAL TENANT REVENUE	-44,439.25	-44,543.92	104.67	-356,351.36	-352,343.35	-534,527.00	-34.08
70600 HUD PHA Operating Grants							
60-1-000-000-5126.000 HAP - Brentwood S8	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-1-000-000-5500.000 HUD Interest Payment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 70600	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70800 Other Government Grants							
60-1-000-000-5990.000 Income from Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 70800	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71100 Investment Income - Unrestricted							
60-1-000-000-5410.000 Interest Income	-600.70	-700.00	99.30	-5,600.00	-3,909.51	-8,400.00	-53.46
60-1-000-000-5410.025 Interest Inc - Sec Dep	-0.58	-0.58	0.00	-4.64	-4.66	-7.00	-33.43
Total Line 71100	-601.28	-700.58	99.30	-5,604.64	-3,914.17	-8,407.00	-53.44
71400 Fraud Recovery							
Total Line 71400	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71500 Other Revenue							
60-1-000-000-5127.000 Office Rent Receipt	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-1-000-000-5900.000 Other Income	0.00	-8.33	8.33	-66.64	-5,293.67	-100.00	5,193.67
60-1-000-000-5901.000 Income - LR Amps	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-1-000-000-5990.300 T.S. Income - Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 71500	0.00	-8.33	8.33	-66.64	-5,293.67	-100.00	5,193.67
72000 Investment Income - Restricted							
60-1-000-000-5440.000 Rep Res Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-1-000-000-5450.000 Residual Res Int Inc	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 72000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70000 TOTAL REVENUE	-45,040.53	-45,252.83	212.30	-362,022.64	-361,551.19	-543,034.00	-33.42

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
EXPENSES							
ADMINISTATIVE							
91100 Administrative Salaries							
60-1-000-000-6310.000 Admin Salaries	0.00	1,518.50	-1,518.50	12,148.00	6,517.86	18,222.00	-64.23
60-1-000-000-6330.000 Manager Salaries	3,538.50	2,500.00	1,038.50	20,000.00	42,489.44	30,000.00	41.63
Total Line 91100	3,538.50	4,018.50	-480.00	32,148.00	49,007.30	48,222.00	1.63
91200 Auditing Fees							
60-1-000-000-6350.000 Audit	0.00	166.67	-166.67	1,333.36	0.00	2,000.00	-100.00
Total Line 91200	0.00	166.67	-166.67	1,333.36	0.00	2,000.00	-100.00
91300 Management Fee							
60-1-000-000-6320.000 Management Fees	3,960.00	3,960.00	0.00	31,680.00	31,570.00	47,520.00	-33.56
Total Line 91300	3,960.00	3,960.00	0.00	31,680.00	31,570.00	47,520.00	-33.56
91310 Book-keeping Fee							
60-1-000-000-6351.000 Bookkeeping Fees	540.00	540.00	0.00	4,320.00	4,305.00	6,480.00	-33.56
Total Line 91310	540.00	540.00	0.00	4,320.00	4,305.00	6,480.00	-33.56
91400 Advertising & Marketing							
60-1-000-000-6210.000 Advertising	0.00	20.00	-20.00	160.00	0.00	240.00	-100.00
Total Line 91400	0.00	20.00	-20.00	160.00	0.00	240.00	-100.00
91500 Benefit Contributions - Admin							
60-1-000-000-6310.500 Admin Benefits	0.00	374.00	-374.00	2,992.00	1,589.07	4,488.00	-64.59
60-1-000-000-6330.500 Manager's Benefits	848.81	1,033.00	-184.19	8,264.00	11,006.70	12,396.00	-11.21
Total Line 91500	848.81	1,407.00	-558.19	11,256.00	12,595.77	16,884.00	-25.40
91600 Office Expense							
60-1-000-000-6250.000 Misc Rent Expense	0.00	100.00	-100.00	800.00	481.58	1,200.00	-59.87
60-1-000-000-6311.000 Office Exp - BW	65.11	220.00	-154.89	1,760.00	1,012.03	2,640.00	-61.67
60-1-000-000-6311.050 Office Rental Exp	320.00	314.50	5.50	2,516.00	2,494.00	3,774.00	-33.92
60-1-000-000-6311.100 Phone/Internet Exp	50.20	133.33	-83.13	1,066.64	1,303.75	1,600.00	-18.52
60-1-000-000-6311.150 IT Support	534.68	150.00	384.68	1,200.00	2,351.25	1,800.00	30.63
60-1-000-000-6311.200 Office Furniture	0.00	16.67	-16.67	133.36	0.00	200.00	-100.00
Total Line 91600	969.99	934.50	35.49	7,476.00	7,642.61	11,214.00	-31.85
91700 Legal Expense							
60-1-000-000-6340.000 Legal	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 91700	0.00	0.00	0.00	0.00	0.00	0.00	
91800 Travel Expense							
60-1-000-000-6365.000 Travel - Staff	0.00	141.67	-141.67	1,133.36	0.00	1,700.00	-100.00
60-1-000-000-6365.010 Travel - Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6365.100 Mileage, Staff - BW	80.57	116.67	-36.10	933.36	674.33	1,400.00	-51.83
Total Line 91800	80.57	258.34	-177.77	2,066.72	674.33	3,100.00	-78.25
91900 Other Expense							
60-1-000-000-6350.700 Mental Health Fee	864.00	864.00	0.00	6,912.00	6,048.00	10,368.00	-41.67
60-1-000-000-6350.800 Participant Fee	864.00	864.00	0.00	6,912.00	6,912.00	10,368.00	-33.33
60-1-000-000-6352.500 Other Fee Exp	0.00	0.00	0.00	0.00	415.53	0.00	
60-1-000-000-6360.000 Training - Staff	258.00	166.67	91.33	1,333.36	258.00	2,000.00	-87.10
60-1-000-000-6360.010 Training - Commiss	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6380.000 Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6380.100 Inspection Expense	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6380.500 Translating Services	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6390.000 Fee for Service Exp	27.34	45.83	-18.49	366.64	199.58	550.00	-63.71
60-1-000-000-6399.000 Other Administrative	0.00	33.33	-33.33	266.64	327.46	400.00	-18.14
Total Line 91900	2,013.34	1,973.83	39.51	15,790.64	14,160.57	23,686.00	-40.22

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
91000 TOTAL OPERATING EXPENSE - Admin	11,951.21	13,278.84	-1,327.63	106,230.72	119,955.58	159,346.00	-24.72
UTILITIES							
93100 Water,200 Elect,300 Gas,600 Sewer							
60-1-000-000-6450.000 Utilities - Electric	694.75	483.33	211.42	3,866.64	4,231.53	5,800.00	-27.04
60-1-000-000-6451.000 Utilities - Water	0.00	1,084.00	-1,084.00	8,672.00	7,949.90	13,008.00	-38.88
60-1-000-000-6452.000 Utilities - Gas	205.63	125.00	80.63	1,000.00	566.99	1,500.00	-62.20
60-1-000-000-6453.000 Utilities - Sewer	0.00	2,517.00	-2,517.00	20,136.00	20,126.39	30,204.00	-33.37
Total Line 93100, 93200, 93300, 93600	900.38	4,209.33	-3,308.95	33,674.64	32,874.81	50,512.00	-34.92
93000 TOTAL UTILITIES EXPENSES	900.38	4,209.33	-3,308.95	33,674.64	32,874.81	50,512.00	-34.92
MAINTENANCE & OPERATIONS EXPENSE							
94100 Maintenance - Labor							
60-1-000-000-6510.000 Maint Salaries	3,990.40	4,344.00	-353.60	34,752.00	32,419.30	52,128.00	-37.81
60-1-000-000-6510.100 OT Maintenance	0.00	157.00	-157.00	1,256.00	573.11	1,884.00	-69.58
60-1-000-000-6510.200 Maint from Amps	122.50	166.67	-44.17	1,333.36	382.50	2,000.00	-80.88
Total Line 94100	4,112.90	4,667.67	-554.77	37,341.36	33,374.91	56,012.00	-40.41
94200 Maintenance - Materials/Supplies							
60-1-000-000-6515.010 Garbage/Trash Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6515.020 Heat/Cool Supplies	0.00	150.00	-150.00	1,200.00	148.02	1,800.00	-91.78
60-1-000-000-6515.030 Snow Removal Supplies	0.00	58.33	-58.33	466.64	0.00	700.00	-100.00
60-1-000-000-6515.040 Roofing Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6515.050 Lndscape/Grnd Supplies	0.00	166.67	-166.67	1,333.36	356.52	2,000.00	-82.17
60-1-000-000-6515.070 Electrical Supplies	0.00	125.00	-125.00	1,000.00	123.63	1,500.00	-91.76
60-1-000-000-6515.080 Plumbing Supplies	470.09	704.17	-234.08	5,633.36	5,402.95	8,450.00	-36.06
60-1-000-000-6515.090 Extermination Supplies	0.00	16.67	-16.67	133.36	149.33	200.00	-25.34
60-1-000-000-6515.100 Janitorial Supplies	15.57	125.00	-109.43	1,000.00	395.23	1,500.00	-73.65
60-1-000-000-6515.110 Routine Maint. Supplies	19.18	1,083.33	-1,064.15	8,666.64	2,760.35	13,000.00	-78.77
60-1-000-000-6515.114 Painting Supplies - BW	0.00	140.00	-140.00	1,120.00	590.46	1,680.00	-64.85
60-1-000-000-6515.115 Refrigerators	0.00	298.67	-298.67	2,389.36	1,304.00	3,584.00	-63.62
60-1-000-000-6515.116 Stoves	0.00	118.75	-118.75	950.00	0.00	1,425.00	-100.00
60-1-000-000-6515.120 Misc. Other Supplies	-137.98	41.67	-179.65	333.36	712.14	500.00	42.43
60-1-000-000-6515.500 Small Tools/Equipment	259.80	33.33	226.47	266.64	259.80	400.00	-35.05
Total Line 94200	626.66	3,061.59	-2,434.93	24,492.72	12,202.43	36,739.00	-66.79
94300 Maintenance - Contracts							
60-1-000-000-6520.010 Garbage/Trash Contract	1,052.00	1,203.33	-151.33	9,626.64	8,363.40	14,440.00	-42.08
60-1-000-000-6520.020 Heat/Cool Contract	1,794.00	291.67	1,502.33	2,333.36	2,613.48	3,500.00	-25.33
60-1-000-000-6520.030 Snow Removal Contract	0.00	166.67	-166.67	1,333.36	0.00	2,000.00	-100.00
60-1-000-000-6520.040 Roofing Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6520.050 Landscape&Grds Cont	0.00	483.33	-483.33	3,866.64	716.00	5,800.00	-87.66
60-1-000-000-6520.060 Unit Turn Contract	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6520.070 Electrical Contract	0.00	41.67	-41.67	333.36	0.00	500.00	-100.00
60-1-000-000-6520.080 Plumbing Contract	0.00	625.00	-625.00	5,000.00	1,564.00	7,500.00	-79.15
60-1-000-000-6520.090 Extermination Contract	0.00	485.00	-485.00	3,880.00	3,499.75	5,820.00	-39.87
60-1-000-000-6520.100 Janitorial Contract	275.00	97.92	177.08	783.36	814.99	1,175.00	-30.64
60-1-000-000-6520.110 Routine Maint. Contract	0.00	433.33	-433.33	3,466.64	566.00	5,200.00	-89.12
60-1-000-000-6520.111 Carpet Repr/Repl Cont.	0.00	666.67	-666.67	5,333.36	0.00	8,000.00	-100.00
60-1-000-000-6520.120 Misc. Other Contracts	0.00	83.33	-83.33	666.64	0.00	1,000.00	-100.00
Total Line 94300 - (sub accts)	3,121.00	4,577.92	-1,456.92	36,623.36	18,137.62	54,935.00	-66.98
94500 Maintenance - Ordinary/Benefits							
60-1-000-000-6510.500 Maint. Employee Ben.	1,508.02	1,652.00	-143.98	13,216.00	11,777.71	19,824.00	-40.59
Total Line 94500	1,508.02	1,652.00	-143.98	13,216.00	11,777.71	19,824.00	-40.59
94000 TOTAL MAINTENANCE EXPENSES	9,368.58	13,959.18	-4,590.60	111,673.44	75,492.67	167,510.00	-54.93

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
TOTAL PROTECTIVE SERVICES EXPENSE							
95100 Protective Services - Labor							
Total Line 95100	0.00	0.00	0.00	0.00	0.00	0.00	
95200 Protective Services - Contract							
60-1-000-000-6580.006 Safety/Sec Labor Fee	864.00	864.00	0.00	6,912.00	6,912.00	10,368.00	-33.33
60-1-000-000-6580.100 ADT Contract	-5.08	99.00	-104.08	792.00	575.98	1,188.00	-51.52
60-1-000-000-6580.500 Other Safety Contracts	0.00	58.33	-58.33	466.64	0.00	700.00	-100.00
Total Line 95200	858.92	1,021.33	-162.41	8,170.64	7,487.98	12,256.00	-38.90
95300 Protective Services - Other							
Total Line 95300	0.00	0.00	0.00	0.00	0.00	0.00	
95000 TOTAL PROTECTIVE SERVICES EXP	858.92	1,021.33	-162.41	8,170.64	7,487.98	12,256.00	-38.90
INSURANCE PREMIUMS EXPENSE							
96110 Property Insurance							
60-1-000-000-6720.000 Property Insurance	1,776.06	1,831.58	-55.52	14,652.64	14,208.48	21,979.00	-35.35
Total LIne 96110	1,776.06	1,831.58	-55.52	14,652.64	14,208.48	21,979.00	-35.35
96120 Liability Insurance							
60-1-000-000-6721.000 Liability Insurance	160.63	165.67	-5.04	1,325.36	1,285.04	1,988.00	-35.36
Total Line 96120	160.63	165.67	-5.04	1,325.36	1,285.04	1,988.00	-35.36
96130 Workmen's Compensation							
60-1-000-000-6722.000 Work Comp Insurance	253.48	261.42	-7.94	2,091.36	2,027.84	3,137.00	-35.36
Total Line 96130	253.48	261.42	-7.94	2,091.36	2,027.84	3,137.00	-35.36
96140 All Other Insurance							
60-1-000-000-6720.500 Equipment Insurance	74.32	76.67	-2.35	613.36	594.56	920.00	-35.37
60-1-000-000-6721.500 PE & PO Insurance	83.25	85.83	-2.58	686.64	666.00	1,030.00	-35.34
60-1-000-000-6724.000 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96140	157.57	162.50	-4.93	1,300.00	1,260.56	1,950.00	-35.36
96100 TOTAL INSURANCE PREMIUMS EXP	2,347.74	2,421.17	-73.43	19,369.36	18,781.92	29,054.00	-35.36
GENERAL EXPENSES							
96200 Other General Expenses							
60-1-000-000-6790.000 Other General Exp	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96200	0.00	0.00	0.00	0.00	0.00	0.00	
96210 Compensated Absenses							
60-1-000-000-6795.000 Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96210	0.00	0.00	0.00	0.00	0.00	0.00	
96300 Payment In Lieu Of Taxes - PILOT							
60-1-000-000-6710.000 PILOT - Real Estate Tax	2,548.57	2,473.08	75.49	19,784.64	15,406.26	29,677.00	-48.09
Total Line 96300	2,548.57	2,473.08	75.49	19,784.64	15,406.26	29,677.00	-48.09
96400 Bad Debt - Tenant Rents							
60-1-000-000-6370.000 Bad Debt	-581.19	166.67	-747.86	1,333.36	1,865.50	2,000.00	-6.73
Total Line 96400	-581.19	166.67	-747.86	1,333.36	1,865.50	2,000.00	-6.73
96000 TOTAL OTHER GENERAL EXPENSES	1,967.38	2,639.75	-672.37	21,118.00	17,271.76	31,677.00	-45.48
INTEREST & AMORTIZATION EXPENSE							
96710 Interest of Mortgage/Bond Payable							
60-1-000-000-6810.000 Interest Exp Payable	1,094.10	1,166.67	-72.57	9,333.36	8,996.47	14,000.00	-35.74
60-1-000-000-6860.000 Security Deposit Interest	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96710	1,094.10	1,166.67	-72.57	9,333.36	8,996.47	14,000.00	-35.74
96700 TOTAL INTEREST EXP & AMORT	1,094.10	1,166.67	-72.57	9,333.36	8,996.47	14,000.00	-35.74
96900 TOTAL OPERATING EXPENSE	28,488.31	38,696.27	-10,207.96	309,570.16	280,861.19	464,355.00	-39.52
97000 NET REVENUE/EXPENSE (GAIN/-LOSS)	-16,552.22	-6,556.56	-9,995.66	-52,452.48	-80,690.00	-78,679.00	2.56

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
MISCELLANEOUS EXPENSE							
97100 Extraordinary Maintenance							
60-1-000-000-6910.010 Extraordinary Labor	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6910.020 Extraordinary Materials	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6910.030 Extraordinary Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 97100	0.00	0.00	0.00	0.00	0.00	0.00	
97200 Casualty Losses - Non-capitalized							
60-1-000-000-6920.010 Casualty Labor	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6920.020 Casualty Materials	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-000-6920.030 Casualty Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 97200	0.00	0.00	0.00	0.00	0.00	0.00	
97400 Depreciation Expense							
60-1-000-000-6600.000 Depreciation Exp - BW	9,708.00	8,333.33	1,374.67	66,666.64	77,664.00	100,000.00	-22.34
Total Line 97400	9,708.00	8,333.33	1,374.67	66,666.64	77,664.00	100,000.00	-22.34
TOTAL MISCELLANEOUS EXPENSES	9,708.00	8,333.33	1,374.67	66,666.64	77,664.00	100,000.00	-22.34
90000 TOTAL EXPENSES	38,196.31	47,029.60	-8,833.29	376,236.80	358,525.19	564,355.00	-36.47
OTHER FINANCING SOURCES (USES)							
10093 Xfers							
60-1-000-000-9111.000 Xfers In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 10093	0.00	0.00	0.00	0.00	0.00	0.00	
10094							
60-1-000-000-9111.100 Xfers Out from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 10094	0.00	0.00	0.00	0.00	0.00	0.00	
10100 TOTAL OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00	
10000 EXCESS REVENUE/EXPENSE GAIN/-LOSS	-6,844.22	1,776.77	-8,620.99	14,214.16	-3,026.00	21,321.00	-114.19

MEMO ACCOUNT INFORMATION

11020 Req'd Annual Debt Principal Pmts						
Total 2130.000 accts on BS's	0.00	0.00	0.00	0.00	0.00	0.00

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
pum	65.00	72.00	0.00	576.00	520.00	864.00	0.00
REVENUE							
70300 Net Tenant Rent Revenue							
60-1-000-001-5120.000 Rent - Prairieland	-30,533.00	-30,531.50	-1.50	-244,252.00	-233,899.00	-366,378.00	-36.16
60-1-000-001-5125.000 PHA Rent	-4,551.00	-3,725.00	-826.00	-29,800.00	-35,925.00	-44,700.00	-19.63
60-1-000-001-5220.000 Vacancies - PL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-1-000-001-5320.000 Rent Adjustments	-36.00	0.00	-36.00	0.00	-780.00	0.00	0.00
60-1-000-001-5970.000 Excess Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-1-000-001-5971.000 Excess Rent to HUD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 70300	-35,120.00	-34,256.50	-863.50	-274,052.00	-270,604.00	-411,078.00	-34.17
70400 Tenant Revenue - Other							
60-1-000-001-5910.000 Laundry Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-1-000-001-5920.000 Bad Check Charges	-25.00	-4.17	-20.83	-33.36	-125.00	-50.00	150.00
60-1-000-001-5920.100 Deposits Forfeited	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-1-000-001-5922.000 Labor & Materials	-102.00	-450.00	348.00	-3,600.00	-3,257.00	-5,400.00	-39.69
60-1-000-001-5923.000 Misc Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-1-000-001-5925.000 Late Charges	-275.00	-250.00	-25.00	-2,000.00	-2,050.00	-3,000.00	-31.67
60-1-000-001-5926.000 Violation Charges	0.00	-50.00	50.00	-400.00	0.00	-600.00	-100.00
60-1-000-001-5930.000 Retained HAP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 70400	-402.00	-754.17	352.17	-6,033.36	-5,432.00	-9,050.00	-39.98
70500 TOTAL TENANT REVENUE	-35,522.00	-35,010.67	-511.33	-280,085.36	-276,036.00	-420,128.00	-34.30
70600 HUD PHA Operating Grants							
60-1-000-001-5126.000 HAP - Prairie S8	-4,896.00	-5,450.00	554.00	-43,600.00	-44,075.00	-65,400.00	-32.61
60-1-000-001-5500.000 HUD Interest Payment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 70600	-4,896.00	-5,450.00	554.00	-43,600.00	-44,075.00	-65,400.00	-32.61
70800 Other Government Grants							
60-1-000-001-5990.000 Income from Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 70800	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71100 Investment Income - Unrestricted							
60-1-000-001-5410.000 Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-1-000-001-5410.025 Interest Inc - Sec Dep	-0.46	-0.42	-0.04	-3.36	-3.72	-5.00	-25.60
Total Line 71100	-0.46	-0.42	-0.04	-3.36	-3.72	-5.00	-25.60
71400 Fraud Recovery							
Total Line 71400	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71500 Other Revenue							
60-1-000-001-5127.000 Office Rent Receipt	-320.00	-312.00	-8.00	-2,496.00	-2,494.00	-3,744.00	-33.39
60-1-000-001-5900.000 Other Income	0.00	0.00	0.00	0.00	-5,433.02	0.00	0.00
60-1-000-001-5901.000 Income - LR Amps	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-1-000-001-5990.300 T.S. Income - Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Line 71500	-320.00	-312.00	-8.00	-2,496.00	-7,927.02	-3,744.00	111.73
72000 Investment Income - Restricted							
60-1-000-001-5440.000 Rep Res Interest	0.00	-225.00	225.00	-1,800.00	-822.75	-2,700.00	-69.53
60-1-000-001-5450.000 Residual Res Int Inc	0.00	-0.50	0.50	-4.00	-2.73	-6.00	-54.50
Total Line 72000	0.00	-225.50	225.50	-1,804.00	-825.48	-2,706.00	-69.49
70000 TOTAL REVENUE	-40,738.46	-40,998.59	260.13	-327,988.72	-328,867.22	-491,983.00	-33.15

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
EXPENSES							
ADMINISTATIVE							
91100 Administrative Salaries							
60-1-000-001-6310.000 Admin Salaries	0.00	1,518.50	-1,518.50	12,148.00	6,517.90	18,222.00	-64.23
60-1-000-001-6330.000 Manager's Salaries	0.00	2,500.00	-2,500.00	20,000.00	30,104.57	30,000.00	0.35
Total Line 91100	0.00	4,018.50	-4,018.50	32,148.00	36,622.47	48,222.00	-24.05
91200 Auditing Fees							
60-1-000-001-6350.000 Audit	0.00	117.00	-117.00	936.00	0.00	1,404.00	-100.00
Total Line 91200	0.00	117.00	-117.00	936.00	0.00	1,404.00	-100.00
91300 Management Fee							
60-1-000-001-6320.000 Management Fees	3,575.00	3,575.00	0.00	28,600.00	28,270.00	42,900.00	-34.10
Total Line 91300	3,575.00	3,575.00	0.00	28,600.00	28,270.00	42,900.00	-34.10
91310 Book-keeping Fee							
60-1-000-001-6351.000 Bookkeeping Fees	487.50	488.00	-0.50	3,904.00	3,855.00	5,856.00	-34.17
Total Line 91310	487.50	488.00	-0.50	3,904.00	3,855.00	5,856.00	-34.17
91400 Advertising & Marketing							
60-1-000-001-6210.000 Advertising	0.00	20.00	-20.00	160.00	0.00	240.00	-100.00
Total Line 91400	0.00	20.00	-20.00	160.00	0.00	240.00	-100.00
91500 Benefit Contributions - Admin							
60-1-000-001-6310.500 Admin Benefits	0.00	380.00	-380.00	3,040.00	1,589.14	4,560.00	-65.15
60-1-000-001-6330.500 Manager's Benefits	0.00	1,033.00	-1,033.00	8,264.00	8,054.02	12,396.00	-35.03
Total Line 91500	0.00	1,413.00	-1,413.00	11,304.00	9,643.16	16,956.00	-43.13
91600 Office Expense							
60-1-000-001-6250.000 Misc. Rent Expense	240.00	90.00	150.00	720.00	810.08	1,080.00	-24.99
60-1-000-001-6311.000 Office Exp - PL	65.11	216.67	-151.56	1,733.36	821.92	2,600.00	-68.39
60-1-000-001-6311.050 Office Rental Exp	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6311.100 Phone/Internet Exp	50.20	125.00	-74.80	1,000.00	906.33	1,500.00	-39.58
60-1-000-001-6311.150 IT Support	534.69	150.00	384.69	1,200.00	2,265.31	1,800.00	25.85
60-1-000-001-6311.200 Office Furniture	0.00	16.67	-16.67	133.36	0.00	200.00	-100.00
Total Line 91600	890.00	598.34	291.66	4,786.72	4,803.64	7,180.00	-33.10
91700 Legal Expense							
60-1-000-001-6340.000 Legal	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 91700	0.00	0.00	0.00	0.00	0.00	0.00	
91800 Travel Expense							
60-1-000-001-6365.000 Travel - Staff	0.00	141.67	-141.67	1,133.36	0.00	1,700.00	-100.00
60-1-000-001-6365.010 Travel - Commissioners	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6365.100 Mileage, Staff - PL	80.57	125.00	-44.43	1,000.00	665.42	1,500.00	-55.64
Total Line 91800	80.57	266.67	-186.10	2,133.36	665.42	3,200.00	-79.21
91900 Other Expense							
60-1-000-001-6350.700 Mental Health Fee	780.00	780.00	0.00	6,240.00	5,460.00	9,360.00	-41.67
60-1-000-001-6350.800 Participant Fee	780.00	780.00	0.00	6,240.00	6,240.00	9,360.00	-33.33
60-1-000-001-6352.500 Other Fee Exp	0.00	0.00	0.00	0.00	500.18	0.00	
60-1-000-001-6360.000 Training - Staff	0.00	166.67	-166.67	1,333.36	0.00	2,000.00	-100.00
60-1-000-001-6360.010 Training - Commiss	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6380.000 Consulting Services	0.00	0.00	0.00	0.00	455.00	0.00	
60-1-000-001-6380.100 Inspection Expense	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6380.500 Translating Services	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6390.000 Fee for Service Exp	19.70	43.33	-23.63	346.64	166.45	520.00	-67.99
60-1-000-001-6399.000 Other Administrative	0.00	33.33	-33.33	266.64	0.00	400.00	-100.00
Total Line 91900	1,579.70	1,803.33	-223.63	14,426.64	12,821.63	21,640.00	-40.75

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91000 TOTAL OPERATING EXPENSE - Admin	6,612.77	12,299.84	-5,687.07	98,398.72	96,681.32	147,598.00	-34.50
UTILITIES							
93100 Water,200 Elect,300 Gas,600 Sewer							
60-1-000-001-6450.000 Utilities Electric	26.57	400.00	-373.43	3,200.00	1,228.17	4,800.00	-74.41
60-1-000-001-6451.000 Utilities Water	0.00	1,290.00	-1,290.00	10,320.00	9,205.76	15,480.00	-40.53
60-1-000-001-6452.000 Utilities Gas	437.98	140.00	297.98	1,120.00	2,420.80	1,680.00	44.10
60-1-000-001-6453.000 Utilities Sewer	0.00	2,922.00	-2,922.00	23,376.00	21,219.04	35,064.00	-39.48
Total Line 93100, 93200, 93300, 93600	464.55	4,752.00	-4,287.45	38,016.00	34,073.77	57,024.00	-40.25
93000 TOTAL UTILITIES EXPENSES	464.55	4,752.00	-4,287.45	38,016.00	34,073.77	57,024.00	-40.25
MAINTENANCE & OPERATIONS EXPENSE							
94100 Maintenance - Labor							
60-1-000-001-6510.000 Maintenance Salaries	3,990.40	4,344.00	-353.60	34,752.00	32,419.30	52,128.00	-37.81
60-1-000-001-6510.100 OT Maintenance	0.00	160.00	-160.00	1,280.00	573.12	1,920.00	-70.15
60-1-000-001-6510.200 Maint from Amps	0.00	83.33	-83.33	666.64	0.00	1,000.00	-100.00
Total Line 94100	3,990.40	4,587.33	-596.93	36,698.64	32,992.42	55,048.00	-40.07
94200 Maintenance - Materials/Supplies							
60-1-000-001-6515.010 Garbage/Trash Supplies	0.00	0.00	0.00	0.00	203.96	0.00	
60-1-000-001-6515.020 Heat/Cool Supplies	0.00	185.00	-185.00	1,480.00	1,232.36	2,220.00	-44.49
60-1-000-001-6515.030 Snow Removal Supplies	0.00	58.33	-58.33	466.64	0.00	700.00	-100.00
60-1-000-001-6515.040 Roofing Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6515.050 Lndscape/Grnd Supplies	38.12	275.00	-236.88	2,200.00	521.86	3,300.00	-84.19
60-1-000-001-6515.070 Electrical Supplies	111.32	100.00	11.32	800.00	331.26	1,200.00	-72.40
60-1-000-001-6515.080 Plumbing Supplies	155.06	744.17	-589.11	5,953.36	2,889.15	8,930.00	-67.65
60-1-000-001-6515.090 Extermination Supplies	0.00	25.00	-25.00	200.00	-4.57	300.00	-101.52
60-1-000-001-6515.100 Janitorial Supplies	15.57	60.00	-44.43	480.00	301.64	720.00	-58.11
60-1-000-001-6515.110 Routine Maint. Supplies	19.18	666.67	-647.49	5,333.36	3,599.35	8,000.00	-55.01
60-1-000-001-6515.114 Painting Supplies - PL	0.00	185.00	-185.00	1,480.00	1,033.12	2,220.00	-53.46
60-1-000-001-6515.115 Refrigerators	0.00	275.00	-275.00	2,200.00	0.00	3,300.00	-100.00
60-1-000-001-6515.116 Stoves	0.00	197.92	-197.92	1,583.36	0.00	2,375.00	-100.00
60-1-000-001-6515.120 Other Misc. Supplies	0.00	83.33	-83.33	666.64	1,265.98	1,000.00	26.60
60-1-000-001-6515.500 Small Tools/Equipment	0.00	25.00	-25.00	200.00	0.00	300.00	-100.00
Total Line 94200	339.25	2,880.42	-2,541.17	23,043.36	11,374.11	34,565.00	-67.09
94300 Maintenance - Contracts							
60-1-000-001-6520.010 Garbage/Trash Contract	854.88	740.83	114.05	5,926.64	6,321.63	8,890.00	-28.89
60-1-000-001-6520.020 Heat/Cool Contract	0.00	375.00	-375.00	3,000.00	0.00	4,500.00	-100.00
60-1-000-001-6520.030 Snow Removal Contract	0.00	166.67	-166.67	1,333.36	0.00	2,000.00	-100.00
60-1-000-001-6520.040 Roofing Contracts	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6520.050 Landscape&Grnds Cont	0.00	416.67	-416.67	3,333.36	0.00	5,000.00	-100.00
60-1-000-001-6520.060 Unit Turn Contract	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6520.070 Electrical Contract	0.00	16.67	-16.67	133.36	0.00	200.00	-100.00
60-1-000-001-6520.080 Plumbing Contract	0.00	100.00	-100.00	800.00	0.00	1,200.00	-100.00
60-1-000-001-6520.090 Extermin Contract	0.00	283.33	-283.33	2,266.64	2,497.25	3,400.00	-26.55
60-1-000-001-6520.100 Janitorial	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6520.110 Routine Main. Contract	0.00	83.33	-83.33	666.64	585.00	1,000.00	-41.50
60-1-000-001-6520.111 Carpet Repr/Repl Cont.	0.00	1,441.67	-1,441.67	11,533.36	10,823.20	17,300.00	-37.44
60-1-000-001-6520.120 Other Misc. Contracts	0.00	83.33	-83.33	666.64	0.00	1,000.00	-100.00
Total Line 94300 - (sub accts)	854.88	3,707.50	-2,852.62	29,660.00	20,227.08	44,490.00	-54.54
94500 Maintenance - Ordinary/Benefits							
60-1-000-001-6510.500 Maint.Benefits	1,508.12	1,652.00	-143.88	13,216.00	11,778.44	19,824.00	-40.58
Total Line 94500	1,508.12	1,652.00	-143.88	13,216.00	11,778.44	19,824.00	-40.58
94000 TOTAL MAINTENANCE EXPENSES	6,692.65	12,827.25	-6,134.60	102,618.00	76,372.05	153,927.00	-50.38

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
TOTAL PROTECTIVE SERVICES EXPENSE							
95100 Protective Services - Labor							
Total Line 95100	0.00	0.00	0.00	0.00	0.00	0.00	
95200 Protective Services - Contract							
60-1-000-001-6580.006 Safety/Sec Labor Fee	780.00	780.00	0.00	6,240.00	6,240.00	9,360.00	-33.33
60-1-000-001-6580.100 ADT Contract	-5.09	99.00	-104.09	792.00	774.10	1,188.00	-34.84
60-1-000-001-6580.500 Other Safety Contracts	0.00	20.83	-20.83	166.64	415.70	250.00	66.28
Total Line 95200	774.91	899.83	-124.92	7,198.64	7,429.80	10,798.00	-31.19
95300 Protective Services - Other							
Total Line 95300	0.00	0.00	0.00	0.00	0.00	0.00	
95000 TOTAL PROTECTIVE SERVICES EXP	774.91	899.83	-124.92	7,198.64	7,429.80	10,798.00	-31.19
INSURANCE PREMIUMS EXPENSE							
96110 Property Insurance							
60-1-000-001-6720.000 Pproperty Insurance	1,582.45	1,631.92	-49.47	13,055.36	12,659.60	19,583.00	-35.35
Total LIne 96110	1,582.45	1,631.92	-49.47	13,055.36	12,659.60	19,583.00	-35.35
96120 Liability Insurance							
60-1-000-001-6721.000 Liability Insurance	162.05	167.08	-5.03	1,336.64	1,296.40	2,005.00	-35.34
Total Line 96120	162.05	167.08	-5.03	1,336.64	1,296.40	2,005.00	-35.34
96130 Workmen's Compensation							
60-1-000-001-6722.000 Work Comp Insurance	253.48	261.42	-7.94	2,091.36	2,027.84	3,137.00	-35.36
Total Line 96130	253.48	261.42	-7.94	2,091.36	2,027.84	3,137.00	-35.36
96140 All Other Insurance							
60-1-000-001-6720.500 Equipment Insurance	74.97	77.33	-2.36	618.64	599.76	928.00	-35.37
60-1-000-001-6721.500 PE & PO Insurance	83.25	85.83	-2.58	686.64	666.00	1,030.00	-35.34
60-1-000-001-6724.000 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96140	158.22	163.16	-4.94	1,305.28	1,265.76	1,958.00	-35.35
96100 TOTAL INSURANCE PREMIUMS EXP	2,156.20	2,223.58	-67.38	17,788.64	17,249.60	26,683.00	-35.35
GENERAL EXPENSES							
96200 Other General Expenses							
60-1-000-001-6790.000 Other General Expense	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96200	0.00	0.00	0.00	0.00	0.00	0.00	
96210 Compensated Absenses							
60-1-000-001-6795.000 Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96210	0.00	0.00	0.00	0.00	0.00	0.00	
96300 Payment In Lieu Of Taxes - PILOT							
60-1-000-001-6710.000 PILOT - Real Estate Tax	1,542.48	1,512.92	29.56	12,103.36	14,154.96	18,155.00	-22.03
Total Line 96300	1,542.48	1,512.92	29.56	12,103.36	14,154.96	18,155.00	-22.03
96400 Bad Debt - Tenant Rents							
60-1-000-001-6370.000 Bad Debt	408.90	237.50	171.40	1,900.00	4,125.67	2,850.00	44.76
Total Line 96400	408.90	237.50	171.40	1,900.00	4,125.67	2,850.00	44.76
96000 TOTAL OTHER GENERAL EXPENSES	1,951.38	1,750.42	200.96	14,003.36	18,280.63	21,005.00	-12.97
INTEREST & AMORTIZATION EXPENSE							
96710 Interest of Mortgage/Bond Payable							
60-1-000-001-6810.000 Interest Exp Payable	1,094.10	1,250.00	-155.90	10,000.00	8,996.47	15,000.00	-40.02
60-1-000-001-6860.000 Sec Dep Int	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 96710	1,094.10	1,250.00	-155.90	10,000.00	8,996.47	15,000.00	-40.02
96700 TOTAL INTEREST EXP & AMORT	1,094.10	1,250.00	-155.90	10,000.00	8,996.47	15,000.00	-40.02
96900 TOTAL OPERATING EXPENSE	19,746.56	36,002.92	-16,256.36	288,023.36	259,083.64	432,035.00	-40.03
97000 NET REVENUE/EXPENSE (GAIN/-LOSS)	-20,991.90	-4,995.67	-15,996.23	-39,965.36	-69,783.58	-59,948.00	16.41

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
MISCELLANEOUS EXPENSE							
97100 Extraordinary Maintenance							
60-1-000-001-6910.010 Extraordinary Labor	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6910.020 Extraordinary Materials	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6910.030 Extraordinary Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 97100	0.00	0.00	0.00	0.00	0.00	0.00	
97200 Casualty Losses - Non-capitalized							
60-1-000-001-6920.010 Casualty Labor	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6920.020 Casualty Material	0.00	0.00	0.00	0.00	0.00	0.00	
60-1-000-001-6920.030 Casualty Contract	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 97200	0.00	0.00	0.00	0.00	0.00	0.00	
97400 Depreciation Expense							
60-1-000-001-6600.000 Depreciation Exp - PL	7,339.00	7,333.33	5.67	58,666.64	58,712.00	88,000.00	-33.28
Total Line 97400	7,339.00	7,333.33	5.67	58,666.64	58,712.00	88,000.00	-33.28
TOTAL MISCELLANEOUS EXPENSES	7,339.00	7,333.33	5.67	58,666.64	58,712.00	88,000.00	-33.28
90000 TOTAL EXPENSES	27,085.56	43,336.25	-16,250.69	346,690.00	317,795.64	520,035.00	-38.89
OTHER FINANCING SOURCES (USES)							
10093 Xfers							
60-1-000-001-9111.000 Xfers In from Amps	0.00	-7,009.25	7,009.25	-56,074.00	0.00	-84,111.00	-100.00
Total Line 10093	0.00	-7,009.25	7,009.25	-56,074.00	0.00	-84,111.00	-100.00
10094							
60-1-000-001-9111.100 Xfers Out from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 10094	0.00	0.00	0.00	0.00	0.00	0.00	
10100 TOTAL OTHER FINANCING SOURCES	0.00	-7,009.25	7,009.25	-56,074.00	0.00	-84,111.00	-100.00
10000 EXCESS REVENUE/EXPENSE GAIN/-LOSS	-13,652.90	-11,680.84	-1,972.06	-93,446.72	-11,071.58	-140,170.00	-92.10

MEMO ACCOUNT INFORMATION

11020 Req'd Annual Debt Principal Pmts						
Total 2130.000 accts on BS's	0.00	0.00	0.00	0.00	0.00	0.00

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
Total PUM (including Port Outs)	280.00	280.00	0.00	2,240.00	2,240.00	3,360.00	0.00
ADMIN REVENUE							
ADMIN OPERATING INCOME							
Admin Fee Subsidy							
30-1-000-000-8026.500 Admin Fee Sub - Cur Yr	-13,022.00	-13,049.17	27.17	-104,393.36	-121,719.00	-156,590.00	-22.27
Total Admin Fee Subsidy	-13,022.00	-13,049.17	27.17	-104,393.36	-121,719.00	-156,590.00	-22.27
Interest Income							
30-1-000-000-3300.000 Int Reserve	-4.81	-5.00	0.19	-40.00	-32.30	-60.00	-46.17
Surplus-Admin							
30-1-000-000-3610.000 Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	
Total Interest Income	-4.81	-5.00	0.19	-40.00	-32.30	-60.00	-46.17
Other Income							
30-1-000-000-3300.010 Inc - Portable	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-3300.100 Fraud Recovery - Admin	0.00	-90.00	90.00	-720.00	-1,970.00	-1,080.00	82.41
30-1-000-000-3300.170 Admin Fees Port	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-3690.000 Other Income	0.00	0.00	0.00	0.00	-5,251.00	0.00	
30-1-000-000-3690.100 Other Income - Admin	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Income	0.00	-90.00	90.00	-720.00	-7,221.00	-1,080.00	568.61
TOTAL ADMIN OPERATING INCOME	<u>-13,026.81</u>	<u>-13,144.17</u>	<u>117.36</u>	<u>-105,153.36</u>	<u>-128,972.30</u>	<u>-157,730.00</u>	<u>-18.23</u>
ADMIN EXPENSES							
ADMIN OPERATING EXPENSE							
Admin Salaries							
30-1-000-000-4110.000 Admin Salaries	3,955.77	7,905.00	-3,949.23	63,240.00	57,082.15	94,860.00	-39.82
Total Admin Salaries	3,955.77	7,905.00	-3,949.23	63,240.00	57,082.15	94,860.00	-39.82
Audit Fee Expense							
30-1-000-000-4171.000 Audit Fee	0.00	229.17	-229.17	1,833.36	0.00	2,750.00	-100.00
Total Audit Fee Expense	0.00	229.17	-229.17	1,833.36	0.00	2,750.00	-100.00
Fee Expense							
30-1-000-000-4120.100 Management Fees	2,196.00	2,460.00	-264.00	19,680.00	18,468.00	29,520.00	-37.44
30-1-000-000-4120.300 Bookkeep. Fees	1,372.50	1,538.00	-165.50	12,304.00	11,542.50	18,456.00	-37.46
Total Fees Expense	3,568.50	3,998.00	-429.50	31,984.00	30,010.50	47,976.00	-37.45
Benefit Contribution Expense							
30-1-000-000-4110.500 Emp Benefit - Admin	2,413.58	4,699.00	-2,285.42	37,592.00	30,897.91	56,388.00	-45.20
Total Benefit Contribution Exp	2,413.58	4,699.00	-2,285.42	37,592.00	30,897.91	56,388.00	-45.20
Office Expense							
30-1-000-000-4180.000 Telephone	41.83	96.17	-54.34	769.36	445.08	1,154.00	-61.43
30-1-000-000-4190.100 Postage	90.37	166.67	-76.30	1,333.36	1,156.86	2,000.00	-42.16
30-1-000-000-4190.250 Office Furniture	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4190.400 Printing	0.00	25.00	-25.00	200.00	0.00	300.00	-100.00
30-1-000-000-4190.401 Printing Supplies	0.00	16.67	-16.67	133.36	0.00	200.00	-100.00
30-1-000-000-4190.550 Computers/Software	1,069.36	0.00	1,069.36	0.00	1,069.36	0.00	
30-1-000-000-4190.850 IT Support	0.00	41.67	-41.67	333.36	2,128.74	500.00	325.75
Total Office Expense	1,201.56	346.18	855.38	2,769.44	4,800.04	4,154.00	15.55

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
Legal & Travel Expense							
30-1-000-000-4130.000 Legal Expense	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4150.000 Travel - Staff	0.00	33.33	-33.33	266.64	437.45	400.00	9.36
Total Legal & Travel Expense	0.00	33.33	-33.33	266.64	437.45	400.00	9.36
Other Expense							
30-1-000-000-4120.400 Fee for Service Fee	12.00	16.00	-4.00	128.00	118.14	192.00	-38.47
30-1-000-000-4120.700 Mental Health Fee	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4130.330 Other Service Exp	0.00	0.00	0.00	0.00	5,252.46	0.00	
30-1-000-000-4140.000 Training - Staff	0.00	47.92	-47.92	383.36	239.00	575.00	-58.43
30-1-000-000-4160.000 Publications	0.00	0.00	0.00	0.00	3,135.00	0.00	
30-1-000-000-4160.300 Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4160.500 Translating/Interp Serv.	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4190.000 Other Sundry	0.00	166.67	-166.67	1,333.36	203.86	2,000.00	-89.81
30-1-000-000-4190.200 Inspection Exp	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4190.700 Member Dues/Fees	0.00	83.33	-83.33	666.64	0.00	1,000.00	-100.00
30-1-000-000-4190.950 Background Verification	14.99	20.83	-5.84	166.64	4,225.12	250.00	1,590.05
30-1-000-000-4480.006 Safety/Security Labor Fee	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4480.100 ADT Contract	71.98	40.00	31.98	320.00	359.90	480.00	-25.02
Total Other Expense	98.97	374.75	-275.78	2,998.00	13,533.48	4,497.00	200.94
Maintenance Expense							
30-1-000-000-4420.126 Vehicle Supplies	0.00	8.33	-8.33	66.64	402.84	100.00	302.84
30-1-000-000-4430.126 Vehicle Maint Cont	0.00	0.00	0.00	0.00	0.00	0.00	
Total Maintenance Expense	0.00	8.33	-8.33	66.64	402.84	100.00	302.84
TOTAL ADMIN EXPENSE	11,238.38	17,593.76	-6,355.38	140,750.08	137,164.37	211,125.00	-35.03
Insurance Premiums Expense							
30-1-000-000-4510.000 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4510.025 PE & PO Insurance	83.25	85.83	-2.58	686.64	666.00	1,030.00	-35.34
30-1-000-000-4510.030 Work Comp Insurance	305.85	315.42	-9.57	2,523.36	2,446.80	3,785.00	-35.36
30-1-000-000-4510.035 Auto Insurance	50.00	51.58	-1.58	412.64	400.00	619.00	-35.38
Total Insurance Premium Expenses	439.10	452.83	-13.73	3,622.64	3,512.80	5,434.00	-35.36
TOTAL INSURANCE EXPENSE	439.10	452.83	-13.73	3,622.64	3,512.80	5,434.00	-35.36
General Expense							
30-1-000-000-4110.001 Comp Absences	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4570.100 Collection Loss Admin	83.00	0.00	83.00	0.00	169.15	0.00	
30-1-000-000-4580.000 Sec Dep Pmt Exp	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4590.010 Admin Gen Exp-Port	142.99	250.00	-107.01	2,000.00	1,143.92	3,000.00	-61.87
Total General Expense	225.99	250.00	-24.01	2,000.00	1,313.07	3,000.00	-56.23
TOTAL GENERAL EXPENSE	225.99	250.00	-24.01	2,000.00	1,313.07	3,000.00	-56.23
TOTAL EXPENSES - ADMIN	11,903.47	18,296.59	-6,393.12	146,372.72	141,990.24	219,559.00	-35.33
ADMIN (Profit)/Loss	-1,123.34	5,152.42	-6,275.76	41,219.36	13,017.94	61,829.00	-78.95
MISCELLANEOUS EXPENSE							
Depreciation Expense							
30-1-000-000-4800.000 Dpreciation Expense	0.00	465.00	-465.00	3,720.00	0.00	5,580.00	-100.00
Total Depreciation Expense	0.00	465.00	-465.00	3,720.00	0.00	5,580.00	-100.00
TOTAL MISC EXPENSE	0.00	465.00	-465.00	3,720.00	0.00	5,580.00	-100.00

OTHER FINANCING SOURCES (USES)

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
10093 Xfers							
30-1-000-000-9111.000 Xfers In from Amps	0.00	0.00	0.00	0.00	0.00	0.00	
Total Line 10093	0.00	0.00	0.00	0.00	0.00	0.00	
10094 Xfers							
Total Line 10094	0.00	0.00	0.00	0.00	0.00	0.00	
10100 TOTAL OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL ADMIN EXPENSES w/ DEPR EXP	11,903.47	18,761.59	-6,858.12	150,092.72	144,700.33	225,139.00	-35.73
ADMIN (Profit)/Loss w/ Depreciation	-1,123.34	5,617.42	-6,740.76	44,939.36	15,728.03	67,409.00	-76.67
HAP REVENUE							
HAP Income							
30-1-000-000-3300.200 Fraud Recovery - HAP	0.00	-140.00	140.00	-1,120.00	-1,970.00	-1,680.00	17.26
30-1-000-000-3300.500 Int Reserve Surplus-HAP	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-8026.000 HAP Subsidy - Cur Yr	-90,586.00	-84,944.17	-5,641.83	-679,553.36	-704,552.00	-1,019,330.00	-30.88
30-1-000-000-8027.000 Ann Contr - Pr Yr	0.00	0.00	0.00	0.00	0.00	0.00	
Total Income	-90,586.00	-85,084.17	-5,501.83	-680,673.36	-706,522.00	-1,021,010.00	-30.80
TOTAL HAP INCOME	-90,586.00	-85,084.17	-5,501.83	-680,673.36	-706,522.00	-1,021,010.00	-30.80
HAP EXPENSES							
HAP Expenses							
30-1-000-000-4715.010 HAP Tenant Pmts	82,819.00	78,515.00	4,304.00	628,120.00	666,418.00	942,180.00	-29.27
30-1-000-000-4715.015 HAP Mid-month Pmt	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4715.030 HAP Port In Pmts	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4715.040 HAP Utility Pmts	1,542.00	108.33	1,433.67	866.64	15,060.00	1,300.00	1,058.46
30-1-000-000-4715.050 HAP Homeownership	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-000-4715.070 HAP Port Out Pmts	4,634.00	6,000.00	-1,366.00	48,000.00	37,434.00	72,000.00	-48.01
Total HAP Expenses	88,995.00	84,623.33	4,371.67	676,986.64	718,912.00	1,015,480.00	-29.20
TOTAL HAP EXPENSE	88,995.00	84,623.33	4,371.67	676,986.64	718,912.00	1,015,480.00	-29.20
General HAP Expenses							
30-1-000-000-4570.200 Collection Loss HUD	82.81	24.17	58.64	193.36	170.06	290.00	-41.36
Total General HAP Expenses	82.81	24.17	58.64	193.36	170.06	290.00	-41.36
TOTAL GENERAL HAP EXPENSES	82.81	24.17	58.64	193.36	170.06	290.00	-41.36
Prior Year Adj - HAP							
30-1-000-000-6010.010 Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00	
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL HAP EXPENSES	89,077.81	84,647.50	4,430.31	677,180.00	719,082.06	1,015,770.00	-29.21
Remaining HAP (to)/from Reserve	-1,508.19	-436.67	-1,071.52	-3,493.36	12,560.06	-5,240.00	-339.70
Clearing Total	-2,631.53	5,180.75	-7,812.28	41,446.00	28,113.09	62,169.00	-54.78

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INCOME STATEMENT - EHV (HAP & ADMIN)
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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
Total PUM (including Port Outs)	15.00	15.00	0.00	120.00	120.00	180.00	0.00
EHV - HAP INCOME STATEMENT							
<u>EHV - HAP INCOME</u>							
HAP Income							
30-1-000-001-8026.000 EHV HAP Subsidy Inc	-2,662.00	0.00	-2,662.00	0.00	-16,993.00	0.00	
Total HAP Income	-2,662.00	0.00	-2,662.00	0.00	-16,993.00	0.00	
TOTAL HAP INCOME	<u>-2,662.00</u>	<u>0.00</u>	<u>-2,662.00</u>	<u>0.00</u>	<u>-16,993.00</u>	<u>0.00</u>	<u></u>
EHV - HAP EXPENSE							
HAP Expenses							
30-1-000-001-4715.010 EHV HAP Tenant Pmts	2,222.00	1,966.67	255.33	15,733.36	20,147.00	23,600.00	-14.63
30-1-000-001-4715.040 EHV HAP Utility Pmts	0.00	66.67	-66.67	533.36	308.00	800.00	-61.50
30-1-000-001-4715.070 EHV HAP Port Out Pmts	0.00	0.00	0.00	0.00	0.00	0.00	
Total HAP Expense	2,222.00	2,033.34	188.66	16,266.72	20,455.00	24,400.00	-16.17
TOTAL HAP EXPENSE	<u>2,222.00</u>	<u>2,033.34</u>	<u>188.66</u>	<u>16,266.72</u>	<u>20,455.00</u>	<u>24,400.00</u>	<u>-16.17</u>
EHV HAP (to)/from Reserve	<u>-440.00</u>	<u>2,033.34</u>	<u>-2,473.34</u>	<u>16,266.72</u>	<u>3,462.00</u>	<u>24,400.00</u>	<u>-85.81</u>
EHV - ADMIN INCOME STATEMENT							
ADMIN INCOME - EHV							
<u>EHV - ADMIN INCOME</u>							
Admin Fee Subsidy							
30-1-000-001-8026.500 EHV Ongo Admin Sub	-387.00	0.00	-387.00	0.00	-5,925.00	0.00	
30-1-000-001-8026.501 EHV Preliminary Fee Inc	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-001-8026.502 EHV Service Fee Inc	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-001-8026.503 EHV Placement Fee Inc	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-001-8026.504 EHV Issuance Fee Inc	0.00	0.00	0.00	0.00	0.00	0.00	
Total Admin Fee Subsidy	-387.00	0.00	-387.00	0.00	-5,925.00	0.00	
Interest Income							
Total Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	
Other Income							
Total Other Income	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL EHV ADMIN INCOME	<u>-387.00</u>	<u>0.00</u>	<u>-387.00</u>	<u>0.00</u>	<u>-5,925.00</u>	<u>0.00</u>	<u></u>

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	Monthly Amt	Monthly Budget	Variance	YTD Budget	Current YTD	Budget	Variance %
ADMIN EXPENSES - EHV							
<u>PRELIMINARY FEE EXPENSES</u>							
Preliminary Fee Expenses							
30-1-000-001-4130.100 EHV Preliminary Exps	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-001-4190.200 Inspection Exp	0.00	0.00	0.00	0.00	0.00	0.00	
Total Preliminary Fee Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL PRELIMINARY FEE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	
<u>PLACEMENT/ISSUANCE EXPENSES</u>							
Admin Placement/Issuance Fee Exp							
Total Placement/Issuance Fee Exp	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL PLACEMENT/ISSUANCE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	
<u>ONGOING ADMINISTRATIVE EXPENSES</u>							
Ongoing Admin Expenses							
30-1-000-001-4110.000 EHV Salary Exp	80.73	79.17	1.56	633.36	604.15	950.00	-36.41
30-1-000-001-4110.200 Admin Exp - Amps	0.00	0.00	0.00	0.00	0.00	0.00	
30-1-000-001-4110.500 EHV Emp Benefit Exp	49.08	45.83	3.25	366.64	367.28	550.00	-33.22
30-1-000-001-4120.100 EHV Management Fee	48.00	70.00	-22.00	560.00	492.00	840.00	-41.43
30-1-000-001-4120.300 EHV Bookkeeping Fee	30.00	43.75	-13.75	350.00	307.50	525.00	-41.43
30-1-000-001-4130.200 EHV Other Ongoing	60.00	62.50	-2.50	500.00	720.00	750.00	-4.00
Total Ongoing Admin Expenses	267.81	301.25	-33.44	2,410.00	2,490.93	3,615.00	-31.09
TOTAL ONGOING ADMIN EXPENSES	267.81	301.25	-33.44	2,410.00	2,490.93	3,615.00	-31.09
<u>SERVICE FEE EXPENSES</u>							
Housing Search Assistance Exps							
Total Housing Search Assistance Exps	0.00	0.00	0.00	0.00	0.00	0.00	
Security/Utility/Holding Deposits							
30-1-000-001-4130.300 EHV Deposit Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
Total Security/Utility/Holding Deposits	0.00	0.00	0.00	0.00	0.00	0.00	
Owner Incentive Expense							
30-1-000-001-4130.320 EHV Owner Incentive	0.00	0.00	0.00	0.00	0.00	0.00	
Exp							
Total Owner Incentive Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
Other Eligible Expenses							
30-1-000-001-4130.330 EHV Other Service Exp	0.00	0.00	0.00	0.00	0.00	0.00	
Total Other Eligible Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL SERVICE FEE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL EHV ADMIN EXPENSES	267.81	301.25	-33.44	2,410.00	2,490.93	3,615.00	-31.09
EHV ADMINI (Profit)/Loss	-119.19	301.25	-420.44	2,410.00	-3,434.07	3,615.00	-195.00

Knox County Housing Authority
BOARD - COCC CASH FLOW STATEMENT
November 30, 2025

COCC - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	167,274.11	158,501.92	8,772.19	1,420,785.57	1,902,023.00	-25.30
TOTAL OPERATING INCOME	167,274.11	158,501.92	8,772.19	1,420,785.57	1,902,023.00	-25.30
OPERATING EXPENSE						
Total Administration Expenses	94,927.97	81,421.58	13,506.39	635,967.99	977,059.00	-34.91
Total Tenant Service Expenses	0.00	0.00	0.00	0.00	0.00	
Total Utility Expenses	2,391.24	1,426.00	965.24	8,437.29	17,112.00	-50.69
Total Maintenance Expenses	56,282.21	64,508.33	-8,226.12	452,455.32	774,100.00	-41.55
Total Protective Expenses	6,673.30	7,477.33	-804.03	53,638.81	89,728.00	-40.22
General Expenses	3,795.12	4,330.33	-535.21	30,360.96	51,964.00	-41.57
TOTAL ROUTINE OPERATING EXPENSES	164,069.84	159,163.57	4,906.27	1,180,860.37	1,909,963.00	-38.17
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	164,069.84	159,163.57	4,906.27	1,180,860.37	1,909,963.00	-38.17
NET REVENUE/-EXPENSE PROFIT/-LOSS						
	3,204.27	-661.65	3,865.92	239,925.20	-7,940.00	-3,121.73
Total Depreciation Expense	291.00	1,000.00	-709.00	2,328.00	12,000.00	-80.60
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	2,913.27	-1,661.65	4,574.92	237,597.20	-19,940.00	-1,291.56

Knox County Housing Authority
BOARD - AMP001 CASH FLOW STATEMENT
November 30, 2025

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	96,737.32	97,680.33	-943.01	898,863.58	1,172,164.00	-23.32
TOTAL OPERATING INCOME	96,737.32	97,680.33	-943.01	898,863.58	1,172,164.00	-23.32
OPERATING EXPENSE						
Total Administration Expenses	33,094.46	31,774.33	1,320.13	246,843.11	381,292.00	-35.26
Total Tenant Service Expenses	64.93	140.00	-75.07	8,748.56	1,680.00	420.75
Total Utility Expenses	160.39	12,083.33	-11,922.94	97,083.30	145,000.00	-33.05
Total Maintenance Expenses	41,752.28	42,412.14	-659.86	307,699.50	508,946.00	-39.54
Total Protective Service Expenses	11,705.22	2,811.67	8,893.55	38,760.77	33,740.00	14.88
General Expenses	10,991.22	10,848.50	142.72	85,479.63	130,182.00	-34.34
TOTAL ROUTINE OPERATING EXPENSES	97,768.50	100,069.97	-2,301.47	784,614.87	1,200,840.00	-34.66
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Prov. for Operating Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATING EXPENSES	97,768.50	100,069.97	-2,301.47	784,614.87	1,200,840.00	-34.66
NET REVENUE/EXPENSE PROFIT/-LOSS						
	-1,031.18	-2,389.64	1,358.46	114,248.71	-28,676.00	-498.41
Total Depreciation Expense	9,118.00	13,750.00	-4,632.00	72,944.00	165,000.00	-55.79
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-10,149.18	-16,139.64	5,990.46	41,304.71	-193,676.00	-121.33

Knox County Housing Authority
BOARD - AMP002 CASH FLOW STATEMENT
November 30, 2025

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	120,696.22	114,109.59	6,586.63	1,155,896.98	1,369,315.00	-15.59
TOTAL OPERATING INCOME	120,696.22	114,109.59	6,586.63	1,155,896.98	1,369,315.00	-15.59
OPERATING EXPENSE						
Total Administration Expenses	36,118.02	36,143.52	-25.50	281,463.45	433,722.00	-35.11
Total Tenant Service Expenses	634.32	116.67	517.65	4,761.80	1,400.00	240.13
Total Utility Expenses	5,651.19	1,583.33	4,067.86	22,295.49	19,000.00	17.34
Total Maintenance Expenses	37,219.58	59,471.83	-22,252.25	365,602.25	713,662.00	-48.77
Total Protective Service Expenses	2,800.39	2,963.67	-163.28	23,522.53	35,564.00	-33.86
General Expenses	9,980.52	10,237.33	-256.81	84,381.54	122,848.00	-31.31
TOTAL ROUTINE OPERATING EXPENSES	92,404.02	110,516.35	-18,112.33	782,027.06	1,326,196.00	-41.03
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	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 OPERATING EXPENSES	92,404.02	110,516.35	-18,112.33	782,027.06	1,326,196.00	-41.03
NET REVENUE/EXPENSE PROFIT/-LOSS						
	28,292.20	3,593.24	24,698.96	373,869.92	43,119.00	767.07
Total Depreciation Expense	23,901.00	31,250.00	-7,349.00	191,208.00	375,000.00	-49.01
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	4,391.20	-27,656.76	32,047.96	182,661.92	-331,881.00	-155.04

Knox County Housing Authority
BOARD - AMP003 CASH FLOW STATEMENT
November 30, 2025

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	29,146.68	28,112.67	1,034.01	264,970.99	337,352.00	-21.46
TOTAL OPERATING INCOME	29,146.68	28,112.67	1,034.01	264,970.99	337,352.00	-21.46
OPERATING EXPENSE						
Total Administration Expenses	10,058.08	9,288.00	770.08	75,822.04	111,456.00	-31.97
Total Tenant Service Expenses	0.00	50.00	-50.00	62.46	600.00	-89.59
Total Utility Expenses	433.81	2,816.67	-2,382.86	17,577.84	33,800.00	-47.99
Total Maintenance Expenses	9,716.77	11,903.49	-2,186.72	86,573.88	142,842.00	-39.39
Total Protective Service Expenses	735.62	1,126.67	-391.05	10,620.48	13,520.00	-21.45
General Expenses	3,067.80	3,390.58	-322.78	34,342.15	40,687.00	-15.59
TOTAL ROUTINE OPERATING EXPENSES	24,012.08	28,575.41	-4,563.33	224,998.85	342,905.00	-34.38
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	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 OPERATING EXPENSES	24,012.08	28,575.41	-4,563.33	224,998.85	342,905.00	-34.38
NET REVENUE/EXPENSE PROFIT/-LOSS						
	5,134.60	-462.74	5,597.34	39,972.14	-5,553.00	-819.83
Total Depreciation Expense	3,120.00	0.00	3,120.00	24,960.00	0.00	0.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	2,014.60	-462.74	2,477.34	15,012.14	-5,553.00	-370.34

Knox County Housing Authority
BOARD - HCV CASH FLOW STATEMENT
November 30, 2025

	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
HCV - OPERATING STATEMENT						
ADMIN OPERATING INCOME						
Total Admin Operating Income	13,026.81	13,144.17	-117.36	128,972.30	157,730.00	-18.23
TOTAL ADMIN OPERATING INCOME	13,026.81	13,144.17	-117.36	128,972.30	157,730.00	-18.23
OPERATING EXPENSES						
Total Admin Expenses	7,585.90	13,302.26	-5,716.36	108,983.08	159,627.00	-31.73
Total Fees Expenses	3,580.50	4,243.17	-662.67	30,128.64	50,918.00	-40.83
Total General Expenses	737.07	751.16	-14.09	5,588.61	9,014.00	-38.00
TOTAL OPERATING EXPENSES	11,903.47	18,296.59	-6,393.12	144,700.33	219,559.00	-34.10
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
TOTAL EXPENSES	11,903.47	18,296.59	-6,393.12	144,700.33	219,559.00	-34.10
NET REVENUE PROFIT/-LOSS	1,123.34	-5,152.42	6,275.76	-15,728.03	-61,829.00	-74.56
Total Depreciation Expense	0.00	465.00	-465.00	0.00	5,580.00	-100.00
NET REVENUE w/Depreciation PROFIT/-LOSS	1,123.34	-5,617.42	6,740.76	-15,728.03	-67,409.00	-76.67
 HAP - OPERATING STATEMENT						
HAP INCOME						
Total Income	90,586.00	85,084.17	5,501.83	706,522.00	1,021,010.00	-30.80
TOTAL HAP INCOME	90,586.00	85,084.17	5,501.83	706,522.00	1,021,010.00	-30.80
HAP EXPENSES						
Total HAP Expenses	88,995.00	84,623.33	4,371.67	718,912.00	1,015,480.00	-29.20
Total General HAP Expenses	82.81	24.17	58.64	170.06	290.00	-41.36
TOTAL HAP EXPENSES	89,077.81	84,647.50	4,430.31	719,082.06	1,015,770.00	-29.21
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	
REMAINING HAP from RESERVE +/-LOSS	1,508.19	436.67	1,071.52	-12,560.06	5,240.00	-339.70

Knox County Housing Authority
BOARD - BRENTWOOD CASH FLOW STATEMENT
November 30, 2025

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	45,040.53	45,252.83	-212.30	361,551.19	543,034.00	-33.42
TOTAL OPERATING INCOME	45,040.53	45,252.83	-212.30	361,551.19	543,034.00	-33.42
OPERATING EXPENSE						
Total Administration Expenses	6,870.02	8,945.51	-2,075.49	85,530.55	107,346.00	-20.32
Total Fee Expenses	4,500.00	4,500.00	0.00	36,290.53	54,000.00	-32.80
Total Utilities Expenses	900.38	4,209.33	-3,308.95	32,874.81	50,512.00	-34.92
Total Maintenance Expenses	10,227.50	14,980.51	-4,753.01	82,980.65	179,766.00	-53.84
Total Taxes & Insurance Expense	4,896.31	4,894.25	2.06	34,188.18	58,731.00	-41.79
Total Financial Expenses	1,094.10	1,166.67	-72.57	8,996.47	14,000.00	-35.74
TOTAL ROUTINE OPERATING EXPENSE	28,488.31	38,696.27	-10,207.96	280,861.19	464,355.00	-39.52
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	
TOTAL ALL EXPENSES BEFORE DEPRECIATION	28,488.31	38,696.27	-10,207.96	280,861.19	464,355.00	-39.52
NET REVENUE PROFIT/-LOSS						
	16,552.22	6,556.56	9,995.66	80,690.00	78,679.00	2.56
Total Depreciation Expense	9,708.00	8,333.33	1,374.67	77,664.00	100,000.00	-22.34
NET REVENUE w/Depreciation PROFIT/-LOSS	6,844.22	-1,776.77	8,620.99	3,026.00	-21,321.00	-114.19

Knox County Housing Authority
BOARD - PRAIRIELAND CASH FLOW STATEMENT
November 30, 2025

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Opetating Income	40,738.46	40,998.59	-260.13	328,867.22	491,983.00	-33.15
TOTAL OPERATING INCOME	40,738.46	40,998.59	-260.13	328,867.22	491,983.00	-33.15
OPERATING EXPENSE						
Total Administration Expenses	2,959.17	8,474.34	-5,515.17	68,181.81	101,692.00	-32.95
Total Fee Expenses	4,062.50	4,063.00	-0.50	32,625.18	48,756.00	-33.08
Total Utilities Expenses	464.55	4,752.00	-4,287.45	34,073.77	57,024.00	-40.25
Total Maintenance Expenses	7,467.56	13,727.08	-6,259.52	83,801.85	164,725.00	-49.13
Total Taxes & Insurance Expense	3,698.68	3,736.50	-37.82	31,404.56	44,838.00	-29.96
Total Financial Expenses	1,094.10	1,250.00	-155.90	8,996.47	15,000.00	-40.02
TOTAL ROUTINE OPERATING EXPENSE	19,746.56	36,002.92	-16,256.36	259,083.64	432,035.00	-40.03
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	
Total Transfers In/Out	0.00	-7,009.25	7,009.25	0.00	-84,111.00	-100.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	19,746.56	28,993.67	-9,247.11	259,083.64	347,924.00	-25.53
NET REVENUE PROFIT/-LOSS	20,991.90	12,004.92	8,986.98	69,783.58	144,059.00	-51.56
Total Depreciation Expense	7,339.00	7,333.33	5.67	58,712.00	88,000.00	-33.28
NET REVENUE w/Depreciation PROFIT/-LOSS	13,652.90	4,671.59	8,981.31	11,071.58	56,059.00	-80.25

Knox County Housing Authority
BOARD - LOW RENT CASH FLOW STATEMENT
November 30, 2025

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	363,854.33	381,737.84	-17,883.51	3,576,530.57	4,580,854.00	-21.92
TOTAL OPERATING INCOME	363,854.33	381,737.84	-17,883.51	3,576,530.57	4,580,854.00	-21.92
OPERATING EXPENSE						
Total Administration Expenses	154,829.12	143,813.10	11,016.02	1,111,447.29	1,725,757.00	-35.60
Total Tenant Service Expenses	699.25	306.67	392.58	13,572.82	3,680.00	268.83
Total Utility Expenses	8,293.91	16,973.33	-8,679.42	141,922.63	203,680.00	-30.32
Total Maintenance Expenses	144,661.50	177,987.46	-33,325.96	1,211,868.61	2,135,850.00	-43.26
Total Protective Service Expenses	21,914.53	14,321.01	7,593.52	126,256.44	171,852.00	-26.53
General Expenses	27,834.66	28,806.74	-972.08	234,564.28	345,681.00	-32.14
TOTAL ROUTINE OPERATING EXPENSES	358,232.97	382,208.31	-23,975.34	2,839,632.07	4,586,500.00	-38.09
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	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 OPERATING EXPENSES	358,232.97	382,208.31	-23,975.34	2,839,632.07	4,586,500.00	-38.09
NET REVENUE/EXPENSE PROFIT/-LOSS						
	5,621.36	-470.47	6,091.83	736,898.50	-5,646.00	-13,151.69
Total Depreciation Expense	36,430.00	46,000.00	-9,570.00	291,440.00	552,000.00	-47.20
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-30,808.64	-46,470.47	15,661.83	445,458.50	-557,646.00	-179.88

Knox County Housing Authority
BOARD - AHP CASH FLOW STATEMENT
November 30, 2025

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Variance	Current Year	Year Budget	Variance Percent
OPERATING INCOME						
Total Operating Income	85,778.99	86,251.42	-472.43	690,418.41	1,035,017.00	-33.29
TOTAL OPERATING INCOME	85,778.99	86,251.42	-472.43	690,418.41	1,035,017.00	-33.29
OPERATING EXPENSE						
Total Administration Expenses	9,829.19	17,419.85	-7,590.66	153,712.36	209,038.00	-26.47
Total Fee Expenses	8,562.50	8,563.00	-0.50	68,915.71	102,756.00	-32.93
Total Utilities Expenses	1,364.93	8,961.33	-7,596.40	66,948.58	107,536.00	-37.74
Total Maintenance Expenses	17,695.06	28,707.59	-11,012.53	166,782.50	344,491.00	-51.59
Total Taxes & Insurance Expense	8,594.99	8,630.75	-35.76	65,592.74	103,569.00	-36.67
Total Financial Expenses	2,188.20	2,416.67	-228.47	17,992.94	29,000.00	-37.96
TOTAL ROUTINE OPERATING EXPENSE	48,234.87	74,699.19	-26,464.32	539,944.83	896,390.00	-39.76
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	-7,009.25	7,009.25	0.00	-84,111.00	-100.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	48,234.87	67,689.94	-19,455.07	539,944.83	812,279.00	-33.53
NET REVENUE PROFIT/-LOSS	37,544.12	18,561.48	18,982.64	150,473.58	222,738.00	-32.44
Total Depreciation Expense	17,047.00	15,666.66	1,380.34	136,376.00	188,000.00	-27.46
NET REVENUE w/Depreciation PROFIT/-LOSS	20,497.12	2,894.82	17,602.30	14,097.58	34,738.00	-59.42

Knox County Housing Authority
CLAIMS REPORT - LOW RENT
November, 2025

AMP001 - MOON TOWERS

	Current Period	Last Year Same	Variance	Current Year
Salaries	11,691.73	15,225.30	-3,533.57	84,706.90
Employee W/H Payments	0.00	0.00	0.00	0.00
Fee Expenses	21,655.84	20,879.43	776.41	169,614.12
Administrative Expenses	2,031.69	298.35	1,733.34	11,079.19
Tenant Services	64.93	0.00	64.93	8,748.56
Utilities	160.39	6,667.20	-6,506.81	97,083.30
Maint/Protective Serv - Supplies/Conts	48,099.54	29,073.24	19,026.30	316,693.87
Mileage	0.00	0.00	0.00	0.00
Insurance & General Expenses	10,991.22	12,650.22	-1,659.00	85,479.63
Non-Routine Expense	0.00	0.00	0.00	0.00
TOTAL MOON TOWERS CLAIMS	94,695.34	84,793.74	9,901.60	773,405.57

AMP002 - FAMILY

	Current Period	Last Year Same	Variance	Current Year
Salaries	12,320.69	18,095.24	-5,774.55	99,332.36
Employee W/H Payments	0.00	0.00	0.00	0.00
Fee Expenses	23,842.59	22,966.66	875.93	187,421.86
Administrative Expenses	2,525.14	1,157.11	1,368.03	15,585.96
Tenant Services	634.32	1,376.63	-742.31	4,761.80
Utilities	5,651.19	459.38	5,191.81	22,295.49
Maint/Protective Serv - Supplies/Conts	36,169.13	62,278.44	-26,109.31	359,944.07
Mileage	0.00	0.00	0.00	0.00
Insurance & General Expenses	9,980.52	11,227.56	-1,247.04	84,381.54
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	91,123.58	117,561.02	-26,437.44	773,723.08

AMP003 - BLUEBELL

	Current Period	Last Year Same	Variance	Current Year
Salaries	3,338.69	4,354.34	-1,015.65	24,224.77
Employee W/H Payments	0.00	0.00	0.00	0.00
Fee Expenses	6,136.43	6,065.02	71.41	48,830.71
Administrative Expenses	1,268.40	4.14	1,264.26	8,333.68
Tenant Services	0.00	0.00	0.00	62.46
Utilities	433.81	2,184.96	-1,751.15	17,577.84
Maint/Protective Serv - Supplies/Conts	9,425.48	8,189.67	1,235.81	88,896.22
Mileage	0.00	0.00	0.00	0.00
Insurance & General Expenses	3,067.80	4,468.78	-1,400.98	34,342.15
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL BLUEBELL CLAIMS	23,670.61	25,266.91	-1,596.30	222,267.83

COCC

	Current Period	Last Year Same	Variance	Current Year
Salaries	135,854.55	188,549.14	-52,694.59	1,003,466.06
Employee W/H Payments	2,652.35	-10,520.95	13,173.30	75.99
Fee Expenses	322.21	315.78	6.43	2,958.26
Administrative Expenses	12,195.20	3,022.76	9,172.44	75,868.08
Tenant Services	0.00	0.00	0.00	0.00
Utilities	2,048.52	142.89	1,905.63	4,966.00
Maint/Protective Serv - Supplies/Conts	2,566.87	475.98	2,090.89	6,625.14
Mileage	0.00	0.00	0.00	0.00
Insurance & General Expenses	3,795.12	3,469.46	325.66	30,360.96
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	159,434.82	185,455.06	-26,020.24	1,124,320.49

COMBINED - AMP1, AMP2, AMP3, & COCC

	Current Period	Last Year Same	Variance	Current Year
Salaries	165,965.73	230,159.89	-64,194.16	1,232,672.96
Employee W/H Payments	2,652.35	-10,520.95	13,173.30	75.99
Fee Expenses	51,957.07	50,226.89	1,730.18	409,042.97
Administrative Expenses	69,977.50	54,709.25	15,268.25	519,691.86
Tenant Services	699.25	1,376.63	-677.38	13,572.82
Utilities	8,636.63	9,704.21	-1,067.58	145,393.92
Maint/Protective Serv - Supplies/Conts	96,570.36	100,017.33	-3,446.97	772,907.79
Mileage	0.00	0.00	0.00	0.00
Insurance & General Expenses	27,834.66	31,816.02	-3,981.36	234,564.28
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL LOW RENT CLAIMS	424,293.55	467,489.27	-43,195.72	3,327,922.59

Knox County Housing Authority
CLAIMS REPORT - AHP / HCV
November, 2025

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	10,008.23	16,949.33	-6,941.10
Employee W/H Payments	0.00	0.00	0.00
Management Fees	4,500.00	4,284.00	216.00
Administrative Expenses	754.71	886.49	-131.78
Utilities	900.38	3,023.27	-2,122.89
Maintenance Supplies/Contracts	3,747.66	225.00	3,522.66
Security, Tax, & Insurance Expenses	5,755.23	4,752.73	1,002.50
Financial Expenses	1,094.10	1,276.53	-182.43
TOTAL BRENTWOOD CLAIMS	26,760.31	31,397.35	-4,637.04
PRAIRIELAND			
Salaries	5,498.52	16,879.42	-11,380.90
Employee W/H Payments	0.00	0.00	0.00
Management Fees	4,062.50	3,867.50	195.00
Administrative Expenses	1,399.17	669.92	729.25
Utilities	464.55	3,676.34	-3,211.79
Maintenance Supplies/Contracts	1,194.13	411.67	782.46
Security, Taxes, & Insurance Expenses	4,473.59	4,420.46	53.13
Financial Expenses	1,094.10	1,276.53	-182.43
TOTAL PRAIRIELAND CLAIMS	18,186.56	31,201.84	-13,015.28
AHP - BRENTWOOD & PRAIRIELAND			
Salaries	15,506.75	33,828.75	-18,322.00
Employee W/H Payments	0.00	0.00	0.00
Management Fees	8,562.50	8,151.50	411.00
Administrative Expenses	2,153.88	1,556.41	597.47
Utilities	1,364.93	6,699.61	-5,334.68
Maintenance Supplies	4,941.79	636.67	4,305.12
Security, Tax, & Insurance Expenses	10,228.82	9,173.19	1,055.63
Financial Expenses	2,188.20	2,553.06	-364.86
TOTAL AHP CLAIMS	44,946.87	62,599.19	-17,652.32
HOUSING CHOICE VOUCHER - HCV			
Salaries	6,369.35	18,246.91	-11,877.56
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,580.50	4,013.50	-433.00
Administrative Expenses	1,216.55	171.09	1,045.46
General Expense-Admin	665.09	985.95	-320.86
Total HCV Expenses	11,831.49	23,417.45	-11,585.96
HAP Expenses	88,995.00	88,315.00	680.00
General Expenses	82.81	0.00	82.81
Total HAP Expenses	89,077.81	88,315.00	762.81
TOTAL HCV CLAIMS	100,909.30	111,732.45	-10,823.15

Knox County Housing Authority
CLAIMS REPORT - GRANT PROGRAMS
November, 2025

Page: 1
 Rpt File: F:\HMS\REPO

	Current Period	Last Year Same	Current Year	Cumulative
<hr/>				
CFG 2025 - \$1,589,724				
Admin / Operations	0.00	0.00	551,190.85	551,190.85
General CFP Activity	0.00	0.00	17,364.18	17,364.18
TOTAL CFG 2025 CLAIMS	0.00	0.00	568,555.03	568,555.03
<hr/>				
CFG 2024 - \$1,557,030				
Admin / Operations	0.00	0.00	0.00	350,000.00
General CFP Activity	0.00	0.00	243,381.37	250,973.26
TOTAL CFG 2024 CLAIMS	0.00	0.00	243,381.37	600,973.26
<hr/>				
CFG 2023 - \$1,519,740				
Admin / Operations	0.00	0.00	0.00	350,000.00
General CFP Activity	0.00	11,306.23	153,612.91	1,169,740.00
TOTAL CFG 2023 CLAIMS	0.00	11,306.23	153,612.91	1,519,740.00
<hr/>				
CFG 2022 - \$1,472,370				
Admin. / Operations	0.00	0.00	0.00	300,000.00
General CFP Activity	0.00	156,232.98	0.00	1,172,369.98
TOTAL CFG 2022 CLAIMS	0.00	156,232.98	0.00	1,472,369.98
<hr/>				
CFG 2021 - \$1,214,793				
Admin / Operations	0.00	0.00	0.00	300,000.00
General CFP Activity	0.00	0.00	0.00	909,310.00
TOTAL CFG 2021 CLAIMS	0.00	0.00	0.00	1,209,310.00
<hr/>				
CFG 2020 - \$1,168,267				
Admin. / Operations	0.00	0.00	0.00	300,000.00
General CFP Activity	0.00	0.00	0.00	868,267.00
TOTAL CFG 2020 CLAIMS	0.00	0.00	0.00	1,168,267.00
<hr/>				
CFG 2019 - \$1,083,874				
Admin. / Operations	0.00	0.00	0.00	300,000.00
General CFP Activity	0.00	0.00	0.00	783,874.00
TOTAL CFG 2019 CLAIMS	0.00	0.00	0.00	1,083,874.00
<hr/>				
TOTAL CFG GRANT(S) CLAIMS	0.00	167,539.21	965,549.31	7,623,089.27

Date: 12/23/2025

Time: 1:11:54 PM

II

Knox County Housing Authority
CLAIMS REPORT TOTALS
November, 2025

Page: 1

Rpt File: F:\HMS\REPO

	Current Period	Last Year Same	Variance	Current Year
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TOTALS

LOW RENT

AMP001 - MOON TOWERS	97,768.50	86,416.76	11,351.74	784,614.87
AMP002 - FAMILY	92,404.02	119,896.76	-27,492.74	782,027.06
AMP003 - BLUEBELL	24,012.08	25,753.85	-1,741.77	224,998.85
COCC	166,722.19	195,345.83	-28,623.64	1,180,936.36
TOTAL LOW RENT	380,906.79	427,413.20	-46,506.41	2,972,577.14

A.H.P.

BRENTWOOD	28,488.31	33,130.35	-4,642.04	280,861.19
PRAIRIELAND	19,746.56	32,766.84	-13,020.28	259,083.64
TOTAL A.H.P.	48,234.87	65,897.19	-17,662.32	539,944.83

HOUSING CHOICE VOUCHER - HCV

HCV (Administrative Only)	11,831.49	23,417.45	-11,585.96	143,937.59
TOTAL HCV	11,831.49	23,417.45	-11,585.96	143,937.59

GRANTS

CAPITAL FUND GRANT 2025	0.00	0.00	0.00	568,555.03
CAPITAL FUND GRANT 2024	0.00	0.00	0.00	243,381.37
CAPITAL FUND GRANT 2023	0.00	11,306.23	-11,306.23	153,612.91
CAPITAL FUND GRANT 2022	0.00	156,232.98	-156,232.98	0.00
CAPITAL FUND GRANT 2021	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT 2020	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT 2019	0.00	0.00	0.00	0.00
TOTAL GRANTS	0.00	167,539.21	-167,539.21	965,549.31

TOTAL CLAIMS FOR MONTH

TOTAL CLAIMS FOR MONTH	440,973.15	684,267.05	-243,293.90	4,622,008.87
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BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 12/22/2025

FROM: Derek Antoine **BOARD MEETING:** 12/30/2025
Executive Director

SUBJECT: Application for Payment #4 – Valley Commercial Construction

Executive Summary

At the 02/04/2025 Board meeting, a contract was approved with Valley Commercial Construction to complete Elevator Repair and Upgrades at Moon Towers and Blue Bell Tower. The project will include the following:

- Replacement of elevator piston at Blue Bell Tower;
- Replacement of cab interior wall panels and finish flooring at all elevators at Moon Towers; and
- Installation of security cameras at all elevator cabs at Blue Bell Tower and Moon Towers.

There is no update since last month as the same items need to be addressed before the final pay application—re-installation of Moon Towers elevator floors, addressing camera issues and installation of new elevator ceiling panel at Blue Bell Tower. This pay memo reflects amounts for flooring material and labor.

Alliance Architecture has reviewed and signed approval for Pay Request #3.

Fiscal Impact

This application for payment will be paid from 2023 and 2024 Capital Fund grants as approved at the 02/04/2025 Regular Meeting of the Board. Such expenses are eligible and allowable under federal guidelines located at 2 CFR 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #3 from Valley Commercial Construction in the amount of \$3,046.50 for the period to 11/30/2025.

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF 2 PAGES

TO OWNER:

Knox County Housing Authority
216 West Simmons Street
Galesburg, IL 61401

FROM CONTRACTOR:

Valley Commercial Construction
3610 78th Avenue West
Rock Island, IL 61201

CONTRACT FOR: Elevator Repairs & Upgrades

CONTRACTOR'S APPLICATION FOR PAYMENT

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

Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 305,000.00

2. Net change by Change Orders \$ -

3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 305,000.00

4. TOTAL COMPLETED & STORED TO DATE \$ 287,545.00

(Column G on G703)

5. RETAINAGE:

a. 10% of Completed Work \$ 28,754.50

(Columns D + E on G703)

b. % of Stored Material \$ -

(Column F on G703)

Total Retainage (Line 5a + 5b or
Total in Column I of G703) \$ 28,754.50

6. TOTAL EARNED LESS RETAINAGE \$ 258,790.50

(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 6 from prior Certificate) \$ 255,744.00

8. CURRENT PAYMENT DUE \$ 3,046.50

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6) \$ 46,209.50

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Contractor	\$ -	
Total approved this Month		
TOTALS	\$ -	\$ -
NET CHANGES by Change Order	\$ -	

PROJECT:

Elevator Repairs & Upgrades
Bluebell Tower and Moon Tower

APPLICATION NO.:

4

PERIOD TO: 11/30/2025

PROJECT NOS.:

CONTRACT DATE: Feb. 6, 2025

Distribution to:

OWNER
 ARCHITECT
 CONTRACTOR

VIA ARCHITECT:

Alliance Architecture
929 Lincolnway East
South Bend, IN 46601

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:

By: 

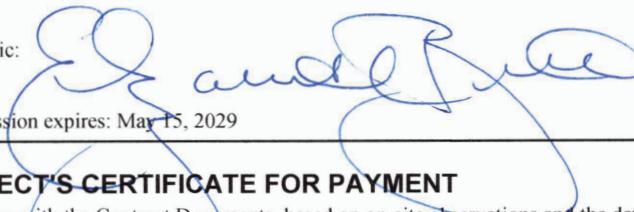
Date: November 30, 2025

State of: Illinois

County of: Rock Island

Subscribed and sworn to before me this 30th day of November, 2025

Notary Public:



My Commission expires: May 15, 2029



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this 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 \$ 3,046.50

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

ARCHITECT:

By 

Date: 12/11/2025

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



BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

FROM: Derek Antoine **BOARD MEETING:** 12/30/2025
Executive Director

SUBJECT: KCHA Employee Group Medical Insurance – CYE 2026

EXECUTIVE SUMMARY

Previously, the Board was presented with a recommendation to transition the employee group medical insurance to Trustmark Cigna TMK for Calendar Year 2026. However, due to unforeseen legislative changes in the State of Illinois, Trustmark has rescinded their ability to quote for the Knox County Housing Authority.

Following the initial recommendation to move to Trustmark, our broker (CBIZ) was informed that Trustmark could no longer offer coverage to the KCHA. This decision stems from the enactment of **Illinois House Bill 5395 (The Healthcare Protection Act)**, signed by Governor Pritzker.

This new legislation imposes strict requirements on self-funded, non-ERISA plans. Specifically, the bill prohibits prior authorization for inpatient mental health treatment and mandates complex transparency rules for prescription drug formularies. Trustmark has determined they cannot currently meet these administrative requirements for self-funded non-ERISA groups in Illinois and consequently withdrew their quote.

The Agency's broker, CBIZ, pivoted immediately to secure a replacement option that complies with the new state laws. The recommended replacement is the CapCare Base Plan, utilizing the Blue Cross Blue Shield Network. A review of the rates indicates that this new "Base Plan" option is a viable path forward, though it presents different fiscal and benefit implications than the original recommendation.

The projected annual cost for the CapCare plan is \$342,348. This represents a 24.7% increase over current costs. While this is a significant increase, it remains slightly lower than the 27.1% increase originally projected with the Trustmark plan.

In the previous Trustmark proposal, the Agency recommended funding a Health Reimbursement Arrangement (HRA) to help offset the higher deductibles associated with that plan.

Rates from each proposed plan have been attached for reference and review.

FISCAL IMPACT

The financial outlook for this new option is comparable to the withdrawn Trustmark plan, though slightly less expensive in total premium.

- Current Annual Cost (Allied): \$274,637
- Renewal of Current Plan (Allied): \$486,749
- Trustmark Proposal (Withdrawn): \$349,091 (+27.1% v. current. -28.3% v. renewal)
- New CapCare Proposal: \$342,348 (+24.7%. -29.7%)

Moving to the CapCare plan results in an estimated annual increase of \$67,711 over current rates. While this avoids the higher premium of the Trustmark option (saving approximately \$6,743 versus that quote), the decision not to fund the HRA changes the total value proposition for employees compared to the original recommendation.

Under the new CapCare Base Plan:

- Deductible: The plan features a \$3,000 individual deductible (In-Network).
- HRA Status: Due to the higher premium cost of this plan compared to the original Trustmark base rates, we recommend not funding an HRA component.
- Network: The plan utilizes the broad Blue Cross Blue Shield network, ensuring employees have access to a wide range of providers.

RECOMMENDATION

It is the recommendation of the Executive Director the Board of Commissioners rescind the previous approval for Trustmark Cigna TMK and approve the presented CapCare (Blue Cross Network) for employee group medical insurance for the 2026 calendar year. It is further recommended the Board note that the previously approved HRA funding will not be implemented under this new plan structure.

Knox County Housing Authority

Plan Year: 1/1/2026		CapCare 1		CapCare 10		
Carrier	Allied		Base Plan - Blue Cross Network		HSA Plan - Blue Cross Network	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Individual Deductible	\$7,900	\$15,800	\$3,000	N/A	\$6,000	N/A
Family Deductible	\$15,800	\$31,600	\$6,000	N/A	\$12,000	N/A
Coinsurance	100%	70%	50%	N/A	30%	N/A
Individual OOP*	\$7,900	\$27,200	\$5,350	N/A	\$8,350	N/A
Family OOP*	\$15,800	\$54,400	\$10,700	N/A	\$16,600	N/A
Primary Care Physician Services	\$40 copay	Ded + 30%	Deductible + 50%	N/A	Deductible + 30%	N/A
Specialist Services	\$60 copay	Ded + 30%	Deductible + 50%	N/A	Deductible + 30%	N/A
Urgent Care	\$75 copay	Ded + 30%	Deductible + 50%	N/A	Deductible + 30%	N/A
Emergency Room		Deductible + 0%		Deductible + 50%		Deductible + 30%
Inpatient Hospital Services	Ded + 0%	Ded + 30%	Deductible + 50%	N/A	Deductible + 30%	N/A
Outpatient Hospital Services	Ded + 0%	Ded + 30%	Deductible + 50%	N/A	Deductible + 30%	N/A
Rx Copay	\$20 / \$50 / \$75		\$10/\$35/\$70 - No Speciality		Deductible then \$10/\$35/\$70 - No Speciality	
Monthly Rates	Current	Renewal	Current	Renewal	Current	Renewal
Employee Only	23	\$555.50	\$984.31	23	\$555.50	\$827.00
Employee + Spouse	1	\$1,666.47	\$2,954.39	1	\$1,666.47	\$1,360.00
Employee + Child(ren)	0	\$1,388.73	\$2,461.99	0	\$1,388.73	\$1,616.00
Family	4	\$2,110.86	\$3,742.22	4	\$2,110.86	\$2,037.00
&	Current	Renewal	Current	Renewal	Current	Renewal
TOTAL Monthly	28	\$22,886	\$40,562	28	\$22,886	\$28,529
TOTAL Annually		\$274,637	\$486,749		\$274,637	\$342,348
Plan difference vs Inforce			\$212,112			\$67,711
Plan % change vs inforce			77.2%			24.7%

*Out-of-Pocket limits include the deductible

This spreadsheet is for comparison purposes only. Refer to your contract for actual benefits

CBIZ has made every effort to supply you with an accurate and comprehensive proposal, however, we will not be bound by any typographical errors or omissions contained herein.



RESOLUTION 2025-12

12/26/2025

Board of Commissioners
Derek Antoine, Executive Director
RE: Approval of Capital Fund 5-Year Plan

Article I. **Background**

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

The Knox County Housing Authority anticipates annual CFP funding for the period 2026-2030 in the amount of \$1,574,831.00. This number is based on the 2025 Capital Fund Program amount. Further, as permitted by regulations, the KCHA may allocate limited portions of the projected CFP funding for administration, operations, and management improvements. Refer to the Capital Fund Program – Five-Year Action Plan (HUD-50075.2) for a breakdown of anticipated projects and expenses. This document represents somewhat of a “wish-list” of modernization and rehabilitation projects the agency has deemed a priority for CFP fund use. While we do not anticipate receiving funds sufficient to fund every project listed, the list is all inclusive of projects the agency wishes to complete. Preparing such an exhaustive list allows the agency to move projects around between funding years, a concept referred to as fungibility. Projecting CFP funding to the agency, the KCHA realistically expects to receive approximately \$7,874,000.00 over the next five years.

In developing the Annual and Five-Year plans, the agency engaged property managers and staff and collaborated with residents convened through a Resident Advisory Board to solicit recommendations towards property upkeep and improvement. Information obtained through these processes was utilized by the KCHA in assessing priorities and formulating the projected budgets. The completed plans were posted on the KCHA website and made available for 45 days for review as part of the FYE 03/31/2027 KCHA Annual Plan process. Additionally, both documents have been prepared through analysis of year over year modernization/rehabilitation activities (appliances, flooring) and the Green Physical Needs Assessment (GPNA) conducted in September of 2014. While both documents are fluid, they represent capital needs that have been prioritized to the best of agency ability and resource.

Article II. **Recommendation**

It is the recommendation of the Executive Director that the Board resolve to adopt the Capital Fund 5-Year Plan submission for FFY 2026-2030 as presented.



RESOLUTION 2025-12

12/26/2025

Board of Commissioners
Derek Antoine, Executive Director
Approval of Capital Fund 5-Year Plan

WHEREAS, the Knox County Housing Authority (KCHA) has prepared its Capital Fund Program (CFP) 5-Year Action Plan for the period FFY 2026 – FFY 2030 describing capital improvements needed to ensure long-term viability of KCHA's public housing developments; and

WHEREAS, under the new Capital Fund Final Rule, the Capital Fund Plan submission is decoupled from the PHA Plan submission and therefore, KCHA's CFP Action Plan is separately transmitted to HUD in conjunction with authorization by the KCHA Board of Commissioners; and

WHEREAS, KCHA's CFP Action Plan contemplates, subject to Congressional Appropriation, approximately \$1,574,831.00 in FFY 2026 HUD capital grants bringing the total projected 5-year budget to approximately \$7,874,000.00, and all proposed work items are outlined in the HUD prescribed format attached in Form 50075.2 which will be updated yearly on a rolling basis; and

WHEREAS, funding for the CFP Plan is essentially derived from the Capital Fund Program (CFP) grant which KCHA uses primarily for modernization and rehabilitation work including interior/exterior renovations and repairs; and

WHEREAS, as permitted by regulations, KCHA has allocated limited portions of its projected CFP grant for administration, operations, and management improvements with the remaining funds dedicated to capital work items; and

WHEREAS, prior to developing the CFP Annual and 5-Year Action Plan, KCHA engaged all property managers and collaborated with residents at their respective sites to provide recommendations on necessary property improvements; and information obtained through the process was used by KCHA in assessing priorities and formulating the Action Plans; and

WHEREAS, the CFP Plan and associated documentation was posted on KCHA's website and made available for review for a 45-day period; and KCHA held a public hearing/ Resident Advisory Board (RAB) meeting on December 17, 2025; all comments received through RAB consultation and through written correspondence were carefully considered; and

WHEREAS, the agency's Annual Plan was submitted to Illinois Housing Development Association officials for review and certification of consistency with the Consolidated Plan.

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RESOLUTION 2025-12

12/26/2025

Board of Commissioners
Derek Antoine, Executive Director
Approval of Capital Fund 5-Year Plan

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

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The Board of Commissioners of the Knox County Housing Authority adopts the Capital Fund Program Five-Year Action Plan for FFY 2026 – FFY 2030.
3. The data collection and methodology used in developing the KCHA Capital Fund Program plans are compliant with requirements set forth in the Code of Federal Regulations and HUD guidance regarding preparation and submission of such plans.
4. This Resolution shall be carried out in accordance with agency policy, procedures, and federal regulations and be effective immediately.

RESOLVED: December 30, 2025

Jared Hawkinson, Chairperson

Sara Robison, Vice-Chairperson

Derek Antoine, Secretary/Executive Director (Attest)

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2577-0274

Status: Draft

Approval Date:

Approved By:

02/28/2022

Part I: Summary

PHA Name : Knox County Housing Authority PHA Number: IL085		Locality (City/County & State) <input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No:)				
A.	Development Number and Name	Work Statement for Year 1 2026	Work Statement for Year 2 2027	Work Statement for Year 3 2028	Work Statement for Year 4 2029	Work Statement for Year 5 2030
	AUTHORITY-WIDE	\$157,483.00	\$157,483.00	\$157,483.00	\$157,483.00	\$157,483.00
	MOON TOWERS (IL085000001)	\$1,012,000.00	\$749,321.00	\$486,000.00	\$421,000.00	\$291,000.00
	FAMILY HOUSING (IL085000002)	\$276,000.00	\$616,000.00	\$779,321.00	\$864,321.00	\$694,321.00
	BLUE BELL TOWER (IL085000003)	\$129,348.00	\$52,027.00	\$152,027.00	\$132,027.00	\$432,027.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2026	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$157,483.00
ID0000178	Administration(Administration (1410)-Salaries)	COCC-Administration		\$157,483.00
	MOON TOWERS (IL085000001)			\$1,012,000.00
ID0000179	Operations(Operations (1406))	Moon Towers Operations		\$161,000.00
ID0000182	Masonry Project(Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Tuck-Pointing)	Masonry work including brick replacement, lintel work, tuckpointing		\$150,000.00
ID0000183	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E Services for Moon Towers		\$70,000.00
ID0000186	Flooring Replacement Project(Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Other)	Asbestos abatement with flooring removal, flooring & base installation, and hallway painting		\$470,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2026	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000187	Hot water heaters/Water softener(Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-Water Distribution,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters)	Replace hot water heaters and water softener at Moon Towers and COCC		\$82,000.00
ID0000189	Garage heaters(Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Other)	Installation of new garage heaters at Moon Towers		\$11,000.00
ID0000192	DVR & Camera Replacement(Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-System Improvements,Management Improvement (1408)-Other)	Replacement of DVRs and cameras at Moon Towers		\$34,000.00
ID0000195	Tree work & landscaping(Non-Dwelling Site Work (1480)-Landscape)	Tree trimming & removal and landscaping at Moon Towers		\$25,000.00
ID0000198	Site signage repair(Non-Dwelling Site Work (1480)-Signage)	Repairs to Moon Towers signs		\$9,000.00
	FAMILY HOUSING (IL085000002)			\$276,000.00
ID0000180	Operations(Operations (1406))	Family Sites Operations		\$181,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2026	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000184	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E Services for Family Sites		\$20,000.00
ID0000190	Garage heaters(Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Other)	Install new garage heaters at Family Sites		\$7,000.00
ID0000193	DVR & Camera Replacement(Management Improvement (1408)-Other,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-System Improvements)	Replacement of DVRs and cameras at Family Sites		\$34,000.00
ID0000196	Tree work & landscaping(Non-Dwelling Site Work (1480)-Landscape)	Tree trimming & removal and landscaping at Family Sites		\$25,000.00
ID0000199	Site signage repair(Non-Dwelling Site Work (1480)-Signage)	Repairs of signs at Family Sites		\$9,000.00
	BLUE BELL TOWER (IL085000003)			\$129,348.00
ID0000181	Operations(Operations (1406))	Blue Bell Tower Operations		\$42,027.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2026	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000185	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E Services for Blue Bell Tower		\$10,000.00
ID0000188	Hot water heaters, hot water tank, water softener(Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters,Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-Water Distribution)	Replacement of hot water heaters, hot water tank and water softener at Blue Bell Tower		\$60,000.00
ID0000191	Garage heaters(Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Other)	Install new garage heater at Blue Bell Tower		\$2,000.00
ID0000194	DVR & Camera Replacement(Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-System Improvements,Management Improvement (1408)-Other)	Replacement of DVRs and cameras at Blue Bell Tower		\$7,000.00
ID0000197	Tree work & landscaping(Non-Dwelling Site Work (1480)-Landscape)	Tree trimming & removal and landscaping at Blue Bell Tower		\$8,321.00
	Subtotal of Estimated Cost			\$1,574,831.00

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 2 **2027**

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	MOON TOWERS (IL085000001)			\$749,321.00
ID0000200	Operations(Operations (1406))	Moon Towers Operations		\$161,000.00
ID0000204	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Moon Towers		\$30,000.00
ID0000207	Flooring Replacement Project(Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Other)	Asbestos abatement with flooring removal, flooring & base installation, and hallway painting		\$400,000.00
ID0000209	Fire Suppression System(Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm)	Update fire suppression system/fire panel at Moon Towers		\$133,321.00
ID0000210	Tree work & landscaping(Non-Dwelling Site Work (1480)-Landscape)	Tree trimming & removal and landscaping at Moon Towers		\$25,000.00
	FAMILY HOUSING (IL085000002)			\$616,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2	2027	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000201	Operations(Operations (1406))	Family Sites operations		\$181,000.00
ID0000205	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Family Sites		\$60,000.00
ID0000208	Entry project(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other)	Replacement of entry door looks, storm doors, mailboxes, unit numbers, light fixtures at Family Sites		\$350,000.00
ID0000211	Tree work & landscaping(Non-Dwelling Site Work (1480)-Landscape)	Tree trimming & removal and landscaping		\$25,000.00
	BLUE BELL TOWER (IL085000003)			\$52,027.00
ID0000202	Operations(Operations (1406))	Blue Bell Tower operations		\$42,027.00
ID0000206	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Blue Bell Tower		\$10,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)**Work Statement for Year 2 2027**

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$157,483.00
ID0000203	Administration(Administration (1410)-Salaries)	COCC - Administration		\$157,483.00
	Subtotal of Estimated Cost			\$1,574,831.00

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 3 **2028**

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	MOON TOWERS (IL085000001)			\$486,000.00
ID0000212	Operations(Operations (1406))	Moon Towers operations		\$161,000.00
ID0000215	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Moon Towers		\$45,000.00
ID0000219	Concrete & parking lot project(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Site concrete work and parking lot work (mill, resurface, seal, restripe)		\$40,000.00
ID0000223	Kitchen Renovations(Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Kitchen Cabinets)	Installation of new kitchen cabinets, countertops and sinks and faucets		\$240,000.00
	FAMILY HOUSING (IL085000002)			\$779,321.00
ID0000213	Operations(Operations (1406))	Family Sites operations		\$181,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2028	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000216	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Family Sites		\$45,000.00
ID0000218	Entry Project(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other)	Replacement of entry door looks, storm doors, mailboxes, unit numbers, light fixtures at Family Sites		\$23,321.00
ID0000220	Concrete & parking lot project(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Site concrete work and parking lot work (mill, resurface, seal, restripe)		\$40,000.00
ID0000222	Maintenance Garage Project(Non-Dwelling Construction-New Construction (1480)-Shop,Non-Dwelling Construction-New Construction (1480)-Storage Area)	Build a maintenance garage at Family Sites		\$250,000.00
ID0000224	Kitchen Renovations(Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Other)	Installation of new kitchen cabinets, countertops and sinks and faucets		\$240,000.00
	BLUE BELL TOWER (IL085000003)			\$152,027.00
ID0000214	Operations(Operations (1406))	Blue Bell Tower operations		\$42,027.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2028	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000217	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Blue Bell Tower		\$10,000.00
ID0000221	Concrete & parking lot project(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Site concrete work and parking lot work (mill, resurface, seal, restripe)		\$20,000.00
ID0000225	Kitchen Renovations(Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Other)	Installation of new kitchen cabinets, countertops and sinks and faucets		\$80,000.00
	AUTHORITY-WIDE (NAWASD)			\$157,483.00
ID0000226	Administration(Administration (1410)-Salaries)	COCC - Administration		\$157,483.00
	Subtotal of Estimated Cost			\$1,574,831.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2029	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$157,483.00
ID0000227	Administration(Administration (1410)-Salaries)	COCC - Administration		\$157,483.00
	MOON TOWERS (IL085000001)			\$421,000.00
ID0000228	Operations(Operations (1406))	Moon Towers operations		\$161,000.00
ID0000231	Kitchen Renovations(Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Other)	Installation of new kitchen cabinets, countertops and sinks and faucets		\$240,000.00
ID0000234	A&e Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Moon Towers		\$20,000.00
	FAMILY HOUSING (IL085000002)			\$864,321.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2029	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000229	Operations(Operations (1406))	Family Sites operations		\$181,000.00
ID0000232	Kitchen Renovations(Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Kitchen Cabinets)	Installation of new kitchen cabinets, countertops and sinks and faucets		\$240,000.00
ID0000235	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Family Sites		\$70,000.00
ID0000237	Unit exterior work project(Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Tuck-Pointing)	Brick veneer, siding, gutters and downspouts at Family Sites		\$373,321.00
	BLUE BELL TOWER (IL085000003)			\$132,027.00
ID0000230	Operations(Operations (1406))	Blue Bell Tower operations		\$42,027.00
ID0000233	Kitchen Renovations(Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Other)	Installation of new kitchen cabinets, countertops and sinks and faucets		\$80,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)**Work Statement for Year 4 2029**

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000236	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Blue Bell Tower		\$10,000.00
	Subtotal of Estimated Cost			\$1,574,831.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2030	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	MOON TOWERS (IL085000001)			\$291,000.00
ID0000238	Operations(Operations (1406))	Moon Towers operations		\$161,000.00
ID0000242	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Moon Towers		\$30,000.00
ID0000247	Trash chutes, compactors, dumpsters(Non-Dwelling Construction - Mechanical (1480)-Trash Compactor,Non-Dwelling Site Work (1480)-Dumpster and Enclosures)	Cleaning trash chutes, replacement of compactors and dumpsters		\$100,000.00
	FAMILY HOUSING (IL085000002)			\$694,321.00
ID0000239	Operations(Operations (1406))	Family Sites operations		\$181,000.00
ID0000243	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Family Sites		\$30,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2030	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000246	Bathroom Renovations(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Bathroom renovations at Family Sites		\$483,321.00
	BLUE BELL TOWER (IL085000003)			\$432,027.00
ID0000240	Operations(Operations (1406))	Blue Bell Tower operations		\$42,027.00
ID0000244	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Blue Bell Tower		\$40,000.00
ID0000245	Roof Replacement(Non-Dwelling Exterior (1480)-Roofs)	Roof replacement at Blue Bell Tower		\$300,000.00
ID0000248	Trash chutes, compactors, dumpsters(Non-Dwelling Construction - Mechanical (1480)-Trash Compactor,Non-Dwelling Site Work (1480)-Dumpster and Enclosures)	Cleaning trash chutes, replacement of compactors and dumpsters		\$50,000.00
	AUTHORITY-WIDE (NAWASD)			\$157,483.00

Part II: Supporting Pages - Physical Needs Work Statements (s)**Work Statement for Year 5** 2030

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000241	Administration(Administration (1410)-Salaries)	COCC - Administration		\$157,483.00
	Subtotal of Estimated Cost			\$1,574,831.00

Part III: Supporting Pages - Management Needs Work Statements (s)**Work Statement for Year 1** 2026

Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Administration(Administration (1410)-Salaries)	\$157,483.00
Subtotal of Estimated Cost	\$157,483.00

Part III: Supporting Pages - Management Needs Work Statements (s)**Work Statement for Year 2** 2027

Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Administration(Administration (1410)-Salaries)	\$157,483.00
Subtotal of Estimated Cost	\$157,483.00

Part III: Supporting Pages - Management Needs Work Statements (s)**Work Statement for Year 3 2028**

Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Administration(Administration (1410)-Salaries)	\$157,483.00
Subtotal of Estimated Cost	\$157,483.00

Part III: Supporting Pages - Management Needs Work Statements (s)**Work Statement for Year 4** 2029

Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Administration(Administration (1410)-Salaries)	\$157,483.00
Subtotal of Estimated Cost	\$157,483.00

Part III: Supporting Pages - Management Needs Work Statements (s)**Work Statement for Year 5** 2030

Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Administration(Administration (1410)-Salaries)	\$157,483.00
Subtotal of Estimated Cost	\$157,483.00



RESOLUTION 2025-13

December 30, 2025

Board of Commissioners

Derek Antoine, Executive Director

RE: Certifications of Compliance with PHA Annual Plan Submission FYE 03/31/2027

Article I. **Background**

The Public Housing Agency Plan is a plan that informs HUD, residents, and the public of the Public Housing Agencies (PHAs) mission for serving the needs of low-income and very low-income families and the PHA's strategy for addressing those needs. The Annual Plan provides details about the PHA's current operations, program participants, programs and services, and strategy for handling operational concerns, residents' concerns and program needs, programs and services for the upcoming fiscal year. Included are an assessment of housing needs within the jurisdiction, detailed statements of capital plan funding (both on an annual and five-year basis), agency goals and missions, and agency progress on serving its population. The PHA Plan process was established by section 5A of the United States Housing Act of 1937, and requirements for submission are contained within the Quality Housing and Work Responsibility (QHWRRA) Act of 1998, Notice PIH 2015-18, and codified at 24 CFR Part 903, et al. QHWRRA creates the requirement for a PHA Five-Year Plan and an Annual Plan that is intended to serve as an operations, planning, and management tool for public housing authorities. QHWRRA effectively and permanently amended the United States Housing Act of 1937. Notice PIH-2015-18 amends the submission forms and requirements for different types of agencies.

The draft submission documents are available for review at the following locations:

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

CFR 24 Part 903.17 requires a public housing authority to "Make the proposed PHA plan(s), the required attachments and documents related to the plans, and all relevant information available for inspection by the public at the principal office of the PHA during normal business hours; and to publish a notice informing the public that the information is available for review and inspection, and that a public hearing will take place on the plan, and the date, time and location of the hearing." Plan documents are required to be posted for no less than 45 days prior to a scheduled public hearing taking place. The KCHA held a public hearing/Resident Advisory Board (RAB) regarding the proposed PHA Annual Plan submission at the following date(s), time(s), and location(s):

- December 17, 2025 @ 11:30 AM
- 255 W. Tompkins St. Galesburg, IL 61401

Any comments received during the review and comment period are taken into consideration in the formulation of the final policy.

Article II. Recommendation

It is the recommendation of the Executive Director the Board resolve to adopt the Annual Plan Submission for the Knox County Housing Authority for the fiscal year 04/01/2026 – 03/31/2027.



RESOLUTION 2025-13

December 30, 2025

Board of Commissioners

Derek Antoine, Executive Director

Certifications of Compliance with PHA Annual Plan Submission FYE 03/31/2027

WHEREAS, 24 CFR §903.4(a) requires a PHA to submit an Annual plan for each fiscal year, and 24 CFR §903.5(b)(2) requires submission of said plans 75 days prior to the commencement of the fiscal year; and

WHEREAS, Knox County Housing Authority's next fiscal year commences on 04/01/2024, and submission of its Annual Plan is due no later than 01/16/2026; and

WHEREAS, the Knox County Housing Authority has prepared its Annual Plan for fiscal year 04/01/2026 – 03/31/2027 in accordance the requirements set forth in the Quality Housing and Work Responsibility Act of 1998, Notice PIH-2015-18, and regulations set forth at 24 CFR Part 903 et al; and

WHEREAS, CFR 24 Part 903.17 requires a public housing authority to "Make the proposed PHA plan(s), the required attachments and documents related to the plans, and all relevant information available for inspection by the public at the principal office of the PHA during normal business hours; and to publish a notice informing the public that the information is available for review and inspection, and that a public hearing will take place on the plan, and the date, time and location of the hearing."; and

WHEREAS, The Annual Plan and supporting documents have been posted for review and comment in accordance with regulatory requirements; and

WHEREAS, a public hearing/Resident Advisory Board (RAB) was convened on 12/17/2025 for the purpose of reviewing the proposed document revisions and soliciting input towards the revision and formation of said policies, with minutes recorded and filed; and

WHEREAS, as of 12/30/2025, no public comments have been received; and

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



BUILDING COMMUNITY, PEOPLE, AND PARTNERSHIPS

RESOLUTION 2025-13

December 30, 2025

Board of Commissioners

Derek Antoine, Executive Director

Certifications of Compliance with PHA Annual Plan Submission FYE 03/31/2027

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

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The proposed Knox County Housing Authority Annual Plan Submission for FYE 03/31/2027 is hereby approved and adopted.
3. The Annual Plan presented for submission are in compliance with the requirements set forth in the Quality Housing and Work Responsibility (QHWRA) Act of 1998, Notice PIH-2015-18, and regulations set forth at 24 CFR Part 903 et al.
4. This Resolution shall be carried out in accordance with federal regulations and be effective as of 12/30/2025.

RESOLVED: December 30, 2025

Jared Hawkinson, Chairperson

Sara Robison, Vice-Chairperson

Derek Antoine, Secretary/Executive Director (Attest)

Streamlined Annual PHA Plan (High Performer PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 09/30/2027
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services. They also inform HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-, very low-, and extremely low- income families.

Applicability. The Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form. PHAs with zero public housing units must continue to comply with the PHA Plan requirements until they closeout their Section 9 programs (ACC termination).

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers (HCVs) and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, SEMAP for PHAs that only administer tenant-based assistance and/or project-based assistance, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or HCVs combined and is not PHAS or SEMAP troubled.

A.	PHA Information.
A.1	<p>PHA Name: _____ PHA Code: _____</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): _____</p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units _____ Number of Housing Choice Vouchers (HCVs) _____</p> <p>Total Combined _____</p> <p>PHA Plan Submission Type: <input type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Public Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA and should make documents available electronically for public inspection upon request. PHAs are strongly encouraged to post complete PHA Plans on their official websites and to provide each resident council with a copy of their PHA Plans.</p>

<input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)					
Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
				Lead PHA:	
B. Plan Elements					
B.1 Revision of Existing PHA Plan Elements.					
(a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission?					
Y N					
<input type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.					
<input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.					
<input type="checkbox"/> <input type="checkbox"/> Financial Resources.					
<input type="checkbox"/> <input type="checkbox"/> Rent Determination.					
<input type="checkbox"/> <input type="checkbox"/> Homeownership Programs.					
<input type="checkbox"/> <input type="checkbox"/> Safety and Crime Prevention.					
<input type="checkbox"/> <input type="checkbox"/> Pet Policy.					
<input type="checkbox"/> <input type="checkbox"/> Substantial Deviation.					
<input type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification					
(b) If the PHA answered yes for any element, describe the revisions for each element below:					
(c) The PHA must submit its Deconcentration Policy for Field Office Review.					

B.2 New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's applicable Fiscal Year?

Y N

- Choice Neighborhoods Grants.
- Modernization or Development.
- Demolition and/or Disposition.
- Conversion of Public Housing to Tenant Based Assistance.
- Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.
- Homeownership Program under Section 32, 9 or 8(Y)
- Project Based Vouchers.
- Units with Approved Vacancies for Modernization.
- Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the applicable Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.

B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p>
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B.4	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p>
B.5	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
C.	<p>Other Document and/or Certification Requirements.</p>
C.1	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

C.2	<p>Certification by State or Local Officials.</p> <p>Form HUD-50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p>Civil Rights Certification/Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form 50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i> must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p style="text-align: center;">Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>

Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing PHAs

A. PHA Information. All PHAs must complete this section (24 CFR 903.4).

A.1 Include the full **PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan (24 CFR 903.23(e)).

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table (24 CFR 943.128(a)).

B. Plan Elements.

B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location (24 CFR 903.7(a)(2)(i)). Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA's reasons for choosing its strategy (24 CFR 903.7(a)(2)(ii)).

Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions. Describe the PHA's admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA's policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR 903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements 24 CFR 903.7(b). Describe the PHA's procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists 24 CFR 903.7(b) A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV (24 CFR 903.7(b)). Describe the unit assignment policies for public housing 24 CFR 903.7(b).

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program and state the planned use for the resources (24 CFR 903.7(c)).

Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies (24 CFR 903.7(d)).

Homeownership Programs. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act (24 CFR 903.7(k) and 24 CFR 903.11(c)(1)).

Safety and Crime Prevention. A description of PHA's plan for safety and crime prevention. For High Performing PHAs, the information required by 24 CFR 903.7(m) must be included only to the extent this information is required for PHA's participation in the public housing drug elimination program and the PHA anticipates participating in this program in the applicable year (24 CFR 903.11(c)(1)).

Pet Policy. Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing (24 CFR 903.7(n)).

Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan (24 CFR 903.7(s)(2)(i)).

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan (24 CFR 903.7(s)(2)(ii)). For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the ‘Sample PHA Plan Amendment’ found in Notice PIH-2019-23(HA), successor RAD Implementation Notices, or other RAD Notices.

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2 (24 CFR 903.23(b)).

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the applicable Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

- Choice Neighborhoods Grants.** 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for Choice Neighborhoods Grants; and 2) A timetable for the submission of applications or proposals. The application and approval process for Choice Neighborhoods is a separate process. See guidance on HUD's website at: <https://www.hud.gov/cn> (Notice PIH 2011-47).
- Modernization or Development (Conventional & Mixed-Finance).** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for modernization or development; and 2) A timetable for the submission of applications or proposals. The application and approval process for modernization or development is a separate process. See 24 CFR part 905 and guidance on HUD's website at: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4.
- Demolition and/or Disposition.** With respect to public housing only, describe (1) any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features for which the PHA will apply or is currently pending for demolition or disposition approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and (2) a timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD's website at: https://www.hud.gov/program_offices/public_indian_housing/centers/sac/demo_dispo/ and 24 CFR 903.7(h).
- Conversion of Public Housing under the Voluntary or Mandatory Conversion programs.** Describe (1) any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; (2) An analysis of the projects or buildings required to be converted under Section 33; and (3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at the Special Applications Center (SAC) (<https://www.hud.gov/sac>) and 24 CFR 903.7(j).
- Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program (including Faircloth to RAD).** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Assistance or Project-Based Vouchers under RAD. Note that all PHAs shall be required to provide the information listed in Attachment 1D of Notice PIH 2019-23(HA) as a significant amendment or its successor notice. See additional guidance on HUD's website at: <https://www.hud.gov/RAD/library/notices>.
- Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act (24 CFR 903.7(k) and 24 CFR 903.11(c)(1)).
- Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in (24 CFR 983.55(b)(1)) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations (including if PBV units are planned on any former or current public housing units or sites) and describe how project-basing would be consistent with the PHA Plan (24 CFR 903.7(b), 24 CFR 903.7(r)).
- Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with 24 CFR 990.145(a)(1).
- Other Capital Grant Programs (i.e., Capital Fund Lead Based Paint, Housing Related Hazards, At Risk/Receivership/Substandard/Troubled Program, and/or Emergency Safety and Security Grants).** For all activities that the PHA plans to undertake in the applicable Fiscal Year, provide a description of the activity in the space provided.

- B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan (24 CFR 903.7(s)(1)).
- B.4 Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section (24 CFR 903.7 (g)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: "See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX."
- B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided (24 CFR 903.7(p)).

C. Other Document and/or Certification Requirements

- C.1 Resident Advisory Board (RAB) comments.** If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations (24 CFR 903.13(c), 24 CFR 903.19).
- C.2 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR 903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.
- C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of 24 CFR 5.150 et. seq., 903.7(o)(1), and 903.15(d).

C.4 Challenged Elements. If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public (24 CFR 903.23(b)).

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-income, very low-income, and extremely low-income families.

Public reporting burden for this information collection is estimated to average 5.26 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.



PUBLIC NOTICE

GALESBURG, IL, 11/01/2025: The Knox County Housing Authority (KCHA) hereby announces its annual policy revisions and planning processes in accordance with federal regulations. 24 CFR § 903.17 requires a public housing authority to "Make the proposed PHA plan(s), the required attachments and documents related to the plans, and all relevant information available for inspection by the public at the principal office of the PHA during normal business hours."

The **KCHA Annual Plan and Associated Documents for FYE 03/31/2025** are hereby made available for review:

- Annual Plan Submission – HUD Form 50075-HP and all attachments.
- Housing Choice Voucher Program Administrative Plan (Admin Plan)

The documents are available for review at the following locations:

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

The KCHA will hold a public hearing regarding the proposed PHA Annual Plan submissions at the following location, date, and time:

- **Thursday, December 18, 2025 @ 11:30 AM**
- **Moon Towers Community Room**
- 255 W. Tompkins St.**
- Galesburg, IL 61401**

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

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

The Knox County Housing Authority is an equal opportunity housing provider.





**NOTICE OF PUBLIC HEARING
ANNUAL PUBLIC HOUSING AUTHORITY (PHA) PLAN
KNOX COUNTY HOUSING AUTHORITY**

The Knox County Housing Authority (KCHA) will hold a Public Hearing regarding the proposed CY 2014 Annual Public Housing Authority (PHA) Plan in compliance with Section 903.17 of Title 24 of the Code of Federal Regulations. The Public Hearing will take place on the following date, time, and location:

DATE: **Thursday, December 18th, 2025**
TIME: **11:30 a.m.**
LOCATION: **Knox County Housing Authority
Moon Towers Community Room
255 W. Tompkins St.
Galesburg, IL 61401**

Plan documents will be available as of 11/01/2025. The general public may obtain additional information or a copy of the proposed FYE 2027 Annual PHA Plan and Five-Year Plan prior to the hearing on the KCHA's web site or by contacting the person listed below between 8:00 a.m. and 4:30 p.m. Monday through Friday.

The general public is invited to present either written or oral comments on the proposed CY 2014 Annual PHA Plan. Persons who do not attend the hearing may also submit written comments to the address mentioned below by 4:30 p.m. Friday, December 26, 2025.

**Derek Antoine, Executive Director
Knox County Housing Authority
PHA Plan Public Hearing Request
216 W. Simmons St.
Galesburg, IL 61401
(309) 342-8129, extension 1223
dantoine@knoxhousing.org
www.knoxcountyhousing.org**

Persons with disabilities requiring a reasonable accommodation to effectively participate in this Public Hearing should contact Cheryl Lefler, Assistant Director, KCHA at (309) 342-8129, extension 214 at least seven (7) days prior to the meeting.



Civil Rights Certification (Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires: 09/30/2027

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan," of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning _____, in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Title II of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), the Violence Against Women Act (34 U.S.C. § 12291 *et seq.*), and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, the Violence Against Women Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs. The PHA will affirmatively further fair housing in compliance with the Fair Housing Act, 24 CFR § 5.150 *et seq.*, 24 CFR § 903.7(o), and 24 CFR § 903.15, which means that it will take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws (24 CFR § 5.151). Pursuant to 24 CFR § 903.15(c)(2), a PHA's policies are designed to reduce the concentration of tenants and other assisted persons by race, national origin, and disability. PHA policies include affirmative steps stated in 24 CFR § 903.15(c)(2)(i) and 24 CFR § 903.15(c)(2)(ii). Furthermore, under 24 CFR § 903.7(o), a PHA must submit a civil rights certification with its Annual and 5-year PHA Plans, except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document. The PHA certifies that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing.

PHA Name

PHA Number/HA Code

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802)

Name of Executive Director:	Name of Board Chairperson:		
Signature:	Date:	Signature:	Date:

The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice. The United States Department of Housing and Urban Development is authorized to collect the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 *et seq.*, and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.



IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2026 – 03/31/2027 ANNUAL PLAN SUBMISSION
ATTACHMENT 1.0
HUD-50075 Section B.1 – Revision of PHA Plan Elements

1. KCHA MISSION STATEMENT

- a. The Knox County Housing Authority is a dynamic force in our community, providing high-quality affordable housing opportunities for individuals and families, while promoting self-sufficiency, empowerment, and a sense of community development. Further, we will partner with other agencies to implement programs and services designed to help our families thrive.

2. HOUSING NEEDS OF FAMILIES IN THE JURISDICTION SERVED BY THE PHA

- a. Based upon the information applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. Rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “severe impact,” and 5 being “little impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Family Type	Households	Affordability	Supply	Quality	Accessibility	Size	Location
Income < 30% AMI	3,455	1	1	2	2	3	3
Income < 50% AMI	2,795	2	2	2	2	3	3
Income < 80% AMI	4,040	3	3	3	3	4	4
Elderly	6,852	3	3	4	2	4	4
Disabled	6,644	1	1	3	1	3	2
Ethnicity - Caucasian	17,297	4	4	4	3	4	4
Ethnicity - African	1,723	2	2	2	2	3	3
Ethnicity - Hispanic	1,204	3	3	3	3	2	3
Ethnicity - Other	541	3	3	3	3	2	3

Housing Needs of Families in the Jurisdiction/s Served by the PHA

Key Rationale for Ratings:

- Extremely Low Income (<30% AMI): Rated 1 in Affordability and Supply because the market rent is almost universally higher than 30% of their income, and voucher/public housing waitlists are typically long.

- Disabled Households: Rated 1 in Accessibility and Supply. Knox County has older housing stock (pre-1978), which rarely meets UFAS/ADA standards (e.g., narrow doors, steps at entry), creating a severe shortage of livable units.
- Elderly: Accessibility is rated 2 because while specific "Senior Buildings" exist (Good Supply/Quality), the general private market lacks features for "aging in place" (ramps, walk-in showers).
- Hispanic/Latino: Size is rated 2 because this demographic often has larger family sizes, and there is typically a shortage of affordable 3+ bedroom units in the rental market.

3. DECONCENTRATION AND OTHER POLICIES THAT GOVERN ELIGIBILITY, SELECTION, AND ADMISSIONS.

- a. Deconcentration
 - i. Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic De-concentration of public housing developments and (2) Income Targeting to assure that families in the "extremely low" income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. In order to implement these new requirements, the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.
 - ii. Therefore, the Knox County Housing Authority, (hereinafter referred to as PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:
 - iii. Economic De-concentration: Admission and Continued Occupancy Policies are revised to include the PHA's policy of promoting economic de-concentration. Implementation of this program may require the PHA to determine the median income of residents in each development, determine the average income of residents in all developments, compute the Established Income Range (EIR), determine developments outside the EIR, and provide adequate explanations and/or policies as needed to promote economic de-concentration.
 - iv. Implementation may include one or more of the following options:
 1. Skipping families on the waiting list based on income;
 2. Establishing preferences for working families;
 3. Marketing campaign geared toward targeting income groups for specific developments;
 4. Additional supportive services;
 5. Additional amenities for all units;
 6. Flat rents for developments and unit sizes;

7. Different tenant rent percentages per development;
8. Different tenant rent percentages per bedroom size;
9. Saturday and evening office hours;
10. Security Deposit waivers;
11. Revised transfer policies;
12. Site-based waiting lists;
13. Mass Media advertising/Public service announcements; and
14. Giveaways.

v. Analysis of Income by Development/Program

AMP	Development Name	Total Household Income Reported	# of Households	Average Reported Income	85%	115%
IL085000001	Moon Towers	\$ 1,940,349.00	177	\$ 10,962.42	\$ 9,318.06	\$ 12,606.79
IL085000002	Woodland Bend	\$ 1,328,508.00	78	\$ 17,032.15	\$ 14,477.33	\$ 19,586.98
IL085000002	Cedar Creek Place	\$ 1,133,735.00	76	\$ 14,917.57	\$ 12,679.93	\$ 17,155.20
IL085000002	Whispering Hollow	\$ 581,870.00	42	\$ 13,854.05	\$ 11,775.94	\$ 15,932.15
IL085000003	Bluebell Tower	\$ 820,399.00	51	\$ 16,086.25	\$ 13,673.32	\$ 18,499.19
Highrise Developments		\$ 2,760,748.00	228	\$ 12,108.54	\$ 11,495.69	\$ 15,552.99
Scattered Family Sites		\$ 3,044,113.00	196	\$ 15,531.19	\$ 12,977.73	\$ 17,558.11
Total KCHA		\$ 5,804,861.00	424	\$ 13,690.71	\$ 12,384.92	\$ 16,756.06

Gross Income by Household

AMP	Development Name	Total Household Income Reported	# of Households	Average Reported Income	85%	115%
IL085000001	Moon Towers	\$ 1,876,320.00	177	\$ 10,600.68	\$ 9,010.58	\$ 12,190.78
IL085000002	Woodland Bend	\$ 1,214,924.00	78	\$ 15,575.95	\$ 13,239.56	\$ 17,912.34
IL085000002	Cedar Creek Place	\$ 1,043,278.00	76	\$ 13,727.34	\$ 11,668.24	\$ 15,786.44
IL085000002	Whispering Hollow	\$ 543,090.00	42	\$ 12,930.71	\$ 10,991.11	\$ 14,870.32
IL085000003	Bluebell Tower	\$ 776,620.00	51	\$ 15,227.84	\$ 12,943.67	\$ 17,512.02
Highrise Developments		\$ 2,652,940.00	228	\$ 11,635.70	\$ 10,977.12	\$ 14,851.40
Scattered Family Sites		\$ 2,801,292.00	196	\$ 14,292.31	\$ 11,966.30	\$ 16,189.70
Total KCHA		\$ 5,454,232.00	424	\$ 12,863.75	\$ 11,570.63	\$ 15,654.38

Adjusted Income by Household

1. Review of the “Analysis of Income by Development/Program” demonstrates average income falls generally within the Established Income Range (EIR). Applicants to the public housing program have their choice of developments at which they are able to apply. Developments located within Galesburg, IL tend to be the preferred properties at which to apply, as Galesburg is the largest city in the jurisdiction with greater access to supportive services and desirable amenities. Bluebell Tower is located in Abingdon, Illinois, approximately

12 miles from Galesburg, and generally only receives applicants from with the immediate area.

b. Income Targeting

- i. As public housing dwelling units become available for occupancy, responsible PHA employees will offer units to applicants on the waiting list. In accordance with the Quality Housing and Work Responsibility Act of 1998, the PHA encourages occupancy of its developments by a broad range of families with incomes up to eighty percent (80%) of the median income for the jurisdiction in which the PHA operates. Depending on the availability of applicants with proper demographics, at a minimum, 40% of all new admissions to public housing on an annual basis may be families with incomes at or below thirty percent (30%) (extremely low-income) of the area median income. The offer of assistance will be made without discrimination based on race, color, religion, sex, national origin, age, handicap or familial status.
- ii. In order to implement the income targeting program, the following policy is adopted:
- iii. The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the lower/very low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).
- iv. After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2-plus-2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.
- v. To the maximum extent possible, the offers will also be made to affect the PHA's policy of economic de-concentration.
- vi. The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy-five percent (75%) of annual new admissions to no more than eighty-five percent (85%) of its annual new admissions. (Optional for PHAs with both Section 8 and Public Housing programs).

4. ELIGIBILITY, SELECTION AND ADMISSION POLICIES

- a. Annual updates to PH Admissions and Continued Occupancy Policy (ACOP) and HCVP Administrative Plan (Admin Plan); added federal and local regulatory requirements. Both documents available at www.knoxcountyhousing.org.
- b. Updates to include compliance with HOTMA Sections 102 and 104, reflecting implementation guidance from PIH 2023-27.

- c. No changes to PH lease, PH House Rules, or other lease addendum.

5. FINANCIAL RESOURCES FOR FYE 03/31/2027

SOURCES		FORECASTED \$	CATEGORY
1.1	PH Operating Fund	\$ 1,666,328.00	PH Operations
1.2	PH Income	\$ 1,126,886.00	PH Operations
1.3	PH Capital Fund 2026	\$ 1,671,192.00	Other
1.4	PH Capital Fund 2025	\$ 1,010,169.00	Other
1.5	PH Capital Fund 2024	\$ 912,543.00	Other
1.9	PH Reserves	\$ 1,973,566.00	Other
1.10	PH Investments	\$ -	
1.11	TOTAL PH RESOURCES	\$ 8,360,684.00	
2.1	HCVP Tenant-Based HAP	\$ 1,058,709.00	HCVP Operations
2.2	HCVP NRP	\$ -	HCVP Operations
2.3	HCVP Admin Fee	\$ 164,180.00	HCVP Operations
2.4	HCVP UNP	\$ -	HCVP Operations
2.5	HCVP HUD-Held Reserve	\$ 55,247.00	HCVP Operations
2.6	HCVP Investments	\$ -	HCVP Operations
2.7	HCVP - EHV - Tenant-Based HAP	\$ 30,400.00	HCVP Operations
2.8	HCVP - EHV = NRP	\$ 500.00	HCVP Operations
2.9	HCVP - EHV - Admin Fee	\$ 7,567.00	HCVP Operations
2.10	HCVP - EHV - UNP	\$ 27,500.00	HCVP Operations
2.11	TOTAL HCVP RESOURCES	\$ 1,344,103.00	
3.1	COCC Reserves	\$ 767,713.00	PH Operations
3.2	TOTAL COCC RESOURCES	\$ 767,713.00	
4.1	State of Illinois	\$ 31,847.00	Homelessness
4.2	City of Galesburg	\$ -	Homelessness
4.3	Knox County 708	\$ -	Homelessness
4.4	GCF - HC	\$ 50,000.00	Homelessness
4.5	Donations/Fundraising	\$ 5,000.00	Homelessness
4.6	TOTAL NON-FEDERAL RESOURCES	\$ 86,847.00	
5.0	TOTAL RESOURCES	\$ 10,559,347.00	

6. PH RENT DETERMINATION

a. Flat Rents

- i. Charged per the following schedule (80% FMR)
- ii. Utility Allowances deducted from FR amounts per:
 - 1. Notice PIH 2021-27
 - 2. Notice PIH 2015-13
 - 3. Notice PIH 2014-12

Location	Unit Size	FFY 2025	FFY 2026	+/-	%
MT	0BR	\$ 478.00	\$ 506.00	\$ 28.00	5.9%
MT	1BR	\$ 486.00	\$ 507.00	\$ 21.00	4.3%
MT	2BR	\$ 645.00	\$ 672.00	\$ 27.00	4.2%
FAM	2BR	\$ 489.00	\$ 498.00	\$ 9.00	1.8%
FAM	3BR	\$ 667.00	\$ 688.00	\$ 21.00	3.1%
FAM	4BR	\$ 656.00	\$ 668.00	\$ 12.00	1.8%
FAM	5BR	\$ 765.00	\$ 787.00	\$ 22.00	2.9%
BB	1BR	\$ 486.00	\$ 505.00	\$ 19.00	3.9%
BB	2BR	\$ 645.00	\$ 670.00	\$ 25.00	3.9%

- b. HCVP Payment Standards
 - i. Agency utilizing 110% of FMR.

Fair Market Rent (FMR) Analysis Tool						
FFY 2026	Efficiency	1-BR	2-BR	3-BR	4-BR	5-BR
FMR	\$ 694.00	\$ 698.00	\$ 916.00	\$ 1,199.00	\$ 1,213.00	\$ 1,394.00
110%	\$ 763.00	\$ 767.00	\$ 1,007.00	\$ 1,318.00	\$ 1,334.00	\$ 1,533.00
100%	\$ 694.00	\$ 698.00	\$ 916.00	\$ 1,199.00	\$ 1,213.00	\$ 1,394.00
90%	\$ 624.00	\$ 628.00	\$ 824.00	\$ 1,079.00	\$ 1,091.00	\$ 1,254.00

Proposed Payment Standard Schedule				
BR	FFY 2025	FFY 2026	+ / -	
Efficiency	\$ 718.00	\$ 763.00	\$ 45.00	
1-BR	\$ 729.00	\$ 767.00	\$ 38.00	
2-BR	\$ 957.00	\$ 1,007.00	\$ 50.00	
3-BR	\$ 1,243.00	\$ 1,318.00	\$ 75.00	
4-BR	\$ 1,268.00	\$ 1,334.00	\$ 66.00	
5-BR	\$ 1,457.00	\$ 1,533.00	\$ 76.00	

7. OPERATIONS AND MANAGEMENT

- 1. See attachment 4.0 for a list of policies and revisions.

8. LIST OF POLICIES/PROCEDURES WITH NO CHANGES/REVISIONS

- a. House Rules
- b. Grievance Procedures
- c. Designated Housing – Elderly/Disabled
- d. Community Service and Self-Sufficiency
- e. Safety and Crime Prevention
- f. Pet/Service/Assistance Animal Policy
- g. Civil Rights Certification (attached to annual plan documents)
- h. Violence Against Women Act (VAWA)

9. FISCAL YEAR AUDIT

- a. Audited FDS submission for FYE 03/31/2025 submitted 12/22/2025.

10. ILLINOIS CARBON MONOXIDE ALARM DETECTOR ACT (PUBLIC ACT 094-0741); CONSOLIDATED APPROPRIATIONS ACT, 2021 (PIH NOTICE 2022-01)

- a. The Knox County Housing Authority remains compliant with the requirements of the Carbon Monoxide (CO) Alarm Detector Act. All 424 public housing units shall carbon monoxide alarm detectors installed within 15 feet of all sleeping areas and on each floor of the unit. Additionally, The HCV Program Manager shall require all units occupied through the Housing Choice Voucher Program to conform to the Carbon Monoxide Alarm Detector Act during Housing Quality Standards inspections. Any units not conforming to the act shall fail its HQS inspection and subsidy is abated until the unit fully complies.
- b. The Consolidated Appropriations Act, 2021, Pub. L. No. 116-260, 134 Stat. 2162 (2020) requires CO alarms or detectors be installed in certain HUD-assisted housing, consistent with the requirements set the International Fire Code (IFC) 2018, within two years of enactment (12/27/2022). To be compliant, the KCHA has installed CO detectors in each bedroom for AMP 002 – Scattered Family Sites. Bedrooms at the other two AMPS – 001 and 003 – are not served by a fossil fuel burning forced air furnace, and as such only require CO detectors within 15 feet of all sleeping rooms. Further, all landlords for the HCV program will be held to the same standards, enforceable through HQS and NSPIRE protocols.



IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2026 – 03/31/2027 ANNUAL PLAN SUBMISSION
ATTACHMENT 2.0
HUD-50075 Section B.2 – New Activities

1. Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?
 - a. Various Capital Fund grant activities
 - b. Lease space/administer grant for winter warming shelter
2. If any of these activities are planned for the current Fiscal Year, describe the activities.
 - a. Various Capital Fund grant activities
 - i. Fire system modernization
 - ii. Kitchen and bathroom renovations
 - iii. Boiler and generator modernization
 - iv. Concrete/parking lot repair/rehabilitation
 - v. Security camera repair/replacement
 - vi. Unit exteriors and exterior doors
 - vii. Common area renovations
 - viii. Rehabilitation of floors in dwelling units at public housing properties – including removal of asbestos containing material (ACM).
 - b. In partnership with the City of Galesburg, Illinois, the Knox County 708 Mental Health Biard, and the Salvation Army, the Knox County Housing Authority operates a Winter Warming Center at 525/527 Iowa Court, Galesburg, IL. This building is owned by the Knox County Housing Authority.
 - i. The mission of the Warming Center is to save lives, link resources, and encourage dignity through low-barrier access to a warm safe place for those in need. Through this collaborative alliance, we shall provide seasonal, low-barrier, unbiased access to night shelter services regardless of personal barriers to housing security, and provide referrals and connections to additional housing and supportive resources.
 - ii. The KCHA proposes to be involved in the operation of the warming center with a breakdown of roles/responsibilities as follows:
 - City of Galesburg – Funding for staffing and operation expenses
 - Knox County 708 Mental Health Board – funding for shelter operations
 - Salvation Army – Day-to-day operation of the center and direction of employees
 - Knox County Housing Authority – grant recipient (funding disbursement and reimbursement), hiring center staff, project accounting; lessor of 525/527 Iowa Ct.
 - iii. The Warming Shelter will operate daily 24 hours a day, including weekends and holidays. The shelter will offer food service consisting of a minimum of snacks and beverages, though the KCHA is working to secure meal donations. Additionally, there will be a measure of case management involved, as each

client will be subject to an intake process which will afford opportunities to connect to other housing and shelter resources.

- iv. In the event funding for the shelter were to cease, the building at 525/527 could be easily returned to the PH inventory and operate as additional units of public housing.
- v. Funding to operate the shelter is provided entirely from external sources.

External funding sources potentially include:

- Grants from HUD, State of Illinois, and the City of Galesburg
- Knox County 708 Mental Health Board funding
- Galesburg Community Foundation
- Fundraising



IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2026 – 03/31/2027 ANNUAL PLAN SUBMISSION
ATTACHMENT 3.0
HUD-50075-HP Section B.3 – MISSION, GOALS, AND OBJECTIVES

1. KCHA MISSION STATEMENT: The Knox County Housing Authority is a dynamic force in our community, providing high-quality affordable housing opportunities for individuals and families, while promoting self-sufficiency, empowerment, and a sense of community development. Further, we will partner with other agencies to implement programs and services designed to help our families thrive.

2. GOALS AND OBJECTIVES (FY 03/31/2025 PROJECTED)

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

- i. Commitment to providing quality housing units that are decent, safe, sanitary, and accessible.
- ii. Maintenance program: timely and efficient unit turns

SITE	DEVELOPMENT	URNS	DOWN	MAINT.	LEASE	EXEMPT	TOTAL	AVG.
Moon Towers	IL085000001	51	124	521	215	83	777	15.34
Family Sites	IL085000002	69	99	1392	227	816	901	13.00
Bluebell Tower	IL085000003	17	56	188	137	48	333	19.23
TOTAL PH		137	279	2101	579	947	2012	14.65

1. Average Unit Turn Time:

- a. IL085000001: 15.34 days
- b. IL085000002: 13.00 days
- c. IL085000003: 19.23 days

2. Exempt days due to rehabilitation/modernization work (HUD approved)

iii. Maintenance program: timely and efficient work order completion

SITE	DEVELOPMENT	NON-EMERGENCY (ROUTINE)			EMERGENCY		
		#	DAYS	AVG	#	# < 24	%
Moon Towers	IL085000001	723	2399	3.32	121	121	100.0%
Family Sites	IL085000002	1187	3071	2.59	155	155	100.0%
Bluebell Tower	IL085000003	160	249	1.56	33	33	100.0%
TOTAL PH		2069	5719	2.76	309	309	100.0%

1. EMERGENCY WO

- a. 123 emergency work orders completed (through 12/2025)
- b. Percentage repaired/closed within 24 hours:
 - i. IL085000001: 100.0%
 - ii. IL085000002: 100.0%
 - iii. IL085000003: 100.0%

2. NON-EMERGENCY WO

- a. 2,069 routine work orders completed (through 12/2025)

- b. Average days to complete/close:
 - i. IL085000001: 3.32 days
 - ii. IL085000002: 2.59 days
 - iii. IL085000003: 1.56 days
- iv. Quality workmanship on every maintenance task
- v. Grounds kept clean and safe from hazard
- vi. Security of property remains a priority through partnership with committed residents and local police departments
 - 1. Dedicated housing officer – Galesburg Police Department
 - 2. Direct resource on all matters of public safety
 - 3. Dedicated patrols and targeted operations
 - 4. Weekly reporting of criminal activity on sites
- vii. CFP grant funds used to modernize apartments at all three PH AMPs to upgrade accessibility features
- viii. Maintain occupancy rate of 98.0% or higher for PH program

SITE	DEVELOPMENT	UNIT DAYS LEASED (UDL)			UNIT MONTHS LEASED (UML)		
		UDA	UDL	%	UMA	UML	%
Moon Towers	IL085000001	84016	83177	99.0%	2832	2832	100.0%
Family Sites	IL085000002	93035	91637	98.5%	3136	3136	100.0%
Bluebell Tower	IL085000003	24208	23881	98.7%	816	816	100.0%
TOTAL PH		201259	198696	98.7%	6784	6784	100.0%

- 1. Reported occupancy Rates by FYE for the previous Annual Plan period:
 - a. Unit-days leased (UDL):
 - i. IL085000001: 99.0%
 - ii. IL085000002: 98.5%
 - iii. IL085000003: 98.7%
 - b. Unit-months leased (UML) (as of the first of each month):
 - i. IL085000001: 100.0%
 - ii. IL085000002: 100.0%
 - iii. IL085000003: 100.0%
- ix. Use of Capital Grant Funds to modernize and rehabilitate the developments prioritized by the green physical needs assessment conducted in 2014.
 - 1. Planned capital fund expenditures for FYE 03/31/2027:
 - a. Masonry restoration and stabilization
 - b. Water heaters/water softeners at high rise buildings
 - c. Garage heaters
 - d. CCTV system updates
 - e. Landscaping, tree trimming & removal
 - f. Site signage refresh
 - g. Rehabilitation of floors – including removal of asbestos containing material (ACM).

- x. Maintain status of “High Performer” in recognition of effective program operations and management

1. PHAS Scores by FYE for the previous Annual Plan period (current FYE anticipated):

FYE	DESIGNATION	SCORE
FYE 03/31/2021	High Performer	95.00
FYE 03/31/2022	High Performer	95.00
FYE 03/31/2023	High Performer	99.00
FYE 03/31/2024	High Performer	96.00
FYE 03/31/2025	High Performer	95.00
PH - AVG.		96.00

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

- i. Enhancing the voucher program to support and grow the number of families served
- ii. Work with jurisdiction to improve access and availability of affordable housing.
 1. Partner with stakeholders to educate landlords on programs rules and benefits, including Source of Income protections for Illinois renters.
 - a. Stakeholders include:
 - i. Applicants and participants of the housing choice voucher program
 - ii. City of Galesburg
 - iii. Knox County, IL
 - iv. Department of Housing and Urban Development
 - v. Illinois Department of Human Rights
 - ii. Make adequate use of available reserves – net-restricted position (NRP) and HUD-held reserves (HHR).
 1. Anticipated NRP CY 2026: \$0.00
 2. Anticipated HHR CY 2026: \$55,247
 - iv. Effective management of administrative resources to reduce agency cost per voucher, thus ensuring agency reserves can be efficiently utilized
 1. Unrestricted-net position (UNP) has dwindled on an annual basis. The cost of running the program exceeds the funding received for administrative fees.
 2. Agency was projected as a “gainer” agency based on administrative fee study designed to assess actual cost of voucher administration and redistribute the funds accordingly.
 3. HUD proration of congressionally appropriated funds continues to fund admin fees at inadequate levels
 - v. Maintain utilization rate of 98.0% or higher allocated HAP funding

CYE	ACC UM	UML	%	BUDGET AUTH + NRP	HAP EXPENDITURE	%
CYE 12/31/2021	3360	2412	71.79%	\$ 932,411.00	\$ 936,090.00	100.39%
CYE 12/31/2022	3420	2382	69.65%	\$ 957,339.00	\$ 904,391.00	94.47%
CYE 12/31/2023	3420	2499	73.07%	\$ 924,792.00	\$ 1,030,462.00	111.43%
CYE 12/31/2024	3420	2469	72.19%	\$ 983,112.00	\$ 1,033,641.00	105.14%
CYE 12/31/2025	3420	2370	69.30%	\$ 1,119,492.00	\$ 1,068,428.73	95.44%
HCVP 5YR TOTAL	17040	12132	71.20%	\$ 4,917,146.00	\$ 4,973,012.73	101.14%

1. Utilization Rates by CYE for the previous Annual Plan period:
 - a. ACC Units: 69.30%
 - b. Budget Authority: 95.44% (anticipated)
- vi. Maintain status of “High Performer” in recognition of effective program operations and management

1. SEMAP Scores by FYE for the previous Annual Plan period:

FYE	DESIGNATION	SCORE
FYE 03/31/2021	High Performer	100.00
FYE 03/31/2022	High Performer	100.00
FYE 03/31/2023	High Performer	77.00
FYE 03/31/2024	Standard Performer	100.00
FYE 03/31/2025	High Performer	100.00
PH - AVG.	High Performer	95.40

c. To expand/maintain the supply of assisted housing.

- i. Public Housing Program
 1. Faircloth limits for public housing units in Knox County, IL is 438.
 2. Availability of public housing units for previous Annual Plan period:
 - a. FYE 03/31/2025: 424 units
 - b. FYE 03/31/2026: 424 units
- ii. Housing Choice Voucher Program
 1. ACC units budgeted at 285 (3420 unit months)
 - a. Previous ACC set at 280 (2260)
 - b. Five (5) baseline vouchers added, effective 10/01/2022 (PIH Notice 2022-29)
 2. Goal has been utilization of allocated dollars as opposed to reaching ACC unit baseline, which isn't economically viable. Agency baseline expectation is approximately 200 vouchers leased per month (2,400 UML).
 - a. Anticipated leasing CY 2025: 205 vouchers leased per month (2,460 UML)
 - b. Leasing goal CY 2026: 210 vouchers leased per month (2,520 UML)
 3. Voucher activity analysis for Annual Plan period FYE 03/31/2025:
 - a. Voucher activity generally decreased for total period due to funding concerns throughout CY2025.
 - b. EHV program sunset and transition planned for CY 2026.
 - c. Payment standard maintained at 110% of area FMRs to remain in place for CYE 2026.
 - d. Portability
 - i. Steady number of port-outs over Annual Plan period
 - ii. Port-in activity remains low
- iii. Affordable Housing Preservation
 1. PHA owns and operates two AHP developments
 - a. Brentwood Manor
 - i. 72 units
 - ii. 1-BR, 2-BR, and 3-BR units available

- iii. Affordable rents
- b. Prairieland Townhouse Apartments
 - i. 66 units
 - ii. 1-BR, 2-BR, and 3-BR units available
 - iii. Affordable rents
 - iv. 13 project-based vouchers
- d. **General and operational objectives.**
 - i. Administer all programs in accordance with applicable federal, state, and local laws and regulations
 - 1. Independent Auditor annually reviews agency financials and program compliance. An “unmodified” opinion is the opinion where auditor expresses an opinion that financial statements and major program controls are presented, in all material respects, in accordance with applicable reporting and compliance framework.
 - Independent audit results for previous Annual Plan periods:

FYE	DESIGNATION	FINDINGS
FYE 03/31/2021	Unmodified	0
FYE 03/31/2022	Unmodified	0
FYE 03/31/2023	Unmodified	0
FYE 03/31/2024	Unmodified	0
FYE 03/31/2025	Unmodified	0
PH - AVG.		0

- ii. Fair Housing and Equal Opportunity
 - 1. Administer all programs in accordance with applicable federal, state, and local laws and regulations
 - 2. Ensure the protection of housing opportunity for persons in the following protected classes:
 - a. Federally protected classes:
 - i. Race
 - ii. Religion
 - iii. National Origin
 - iv. Color
 - v. Familial Status
 - vi. Sex
 - vii. Disability
 - b. State of Illinois additional protected classes:
 - i. Sexual Harassment
 - ii. Ancestry
 - iii. Age (Over 40)
 - iv. Pregnancy
 - v. Arrest Record
 - vi. Military Status
 - vii. Source of Income

3. Ensure equal opportunity and affirmatively further fair housing through the implementation of the following objectives:
 - a. Carry out affirmative measures to ensure access to assisted housing regardless of race, religion, national origin, sexual orientation, familial status, or disability
 - b. Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability
 - c. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required
 - d. The agency will work to take the steps necessary to fully assess and implement the requirements set forth at 24 CFR § 5 Subpart A to:
 - i. Improve integrated living patterns and overcoming historic patterns of segregation;
 - ii. Reduce racial and ethnic concentrations of poverty;
 - iii. Reduce disparities by race, color, religion, sex, familial status, national origin, or disability in access to community assets such as education, transit access, and employment, as well as exposure to environmental health hazards and other stressors that harm a person's quality of life; and
 - iv. Respond to disproportionate housing needs by protected class
 - e. Analysis of waiting lists and participant lists to ensure demographics in the jurisdiction are adequately served
 - i. Use of census data to determine demographic representation
 - ii. Monitor agency 50058 reports to record and monitor demographic participation
 - f. Engage in targeted outreach for underserved populations
 - i. Newspaper advertisement
 - ii. Social media presence
 - iii. Community outreach
 - iv. Focus groups
 - g. Application process accessible
 - i. Website availability
 - ii. Accept applications in person, via mail, email, fax
 - iii. Accessibility to other formats available
 - iv. Application assistance available
 - v. Compliant applicant pulls from all waiting lists
 - h. Interview accessibility
 - i. LEP Plan
 - ii. LEP options available for secondary languages spoken in area
 1. Spanish
 2. French
 - i. Work done to identify and rectify impediments to fair housing
 - j. Reasonable accommodation and modification requests responded to promptly
 - k. Fair and consistent application of agency policy

I. Staff training, development, and accountability

iii. The Violence Against Women Act

1. The passage of VAWA in 1994 and its reauthorization in 2000, 2005, 2013, and 2022 has changed the landscape for victims who once suffered in silence. Victims of domestic violence, dating violence, sexual assault and stalking have been able to access housing, and the Knox County Housing Authority will work to reduce the barriers to housing that domestic violence, dating violence, sexual assault and stalking may present.
2. The Knox County Housing Authority will promote and abide by the requirements of the VIOLENCE AGAINST WOMEN'S ACT (VAWA) and subsequent reauthorizations which applies for all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation. The 2022 reauthorization provides enhanced protections and options for victims of domestic violence, dating violence, sexual assault, and stalking, as well as additional monitoring and enforcement mechanisms at the Department level.
3. The Housing Authority will support, assist, and ensure applicable due process to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation to prevent them from losing their HUD-assisted housing or being denied housing assistance as a consequence of the abuse of which they were the victim.
 - a. Notification of occupancy rights under VAWA to all applicants and participants
 - b. Consideration of VAWA provisions during the application process
 - c. Application preference for victims of domestic violence, dating violence, sexual assault, or stalking
 - d. Work with in-place victim families to consider transfer options when necessary
 - e. Partner with local law enforcement agencies, legal aide, and shelters on referrals to provide information on counseling, shelter services, and legal assistance
4. The Housing Authority maintains an emergency transfer plan and adheres to HUD requirements regarding VAWA pertaining to the public housing and housing choice voucher programs.
 - a. Policy reference:
 - i. Public Housing Admissions and Continued Occupancy Policy (ACOP)
 - ii. Housing Choice Voucher Program Administrative Plan

iv. Connect families with area resources to increase the percentage of employed persons in assisted families

- a. Job Readiness (applications, resumes, interviewing)
- b. Job Fairs
- c. Furthering Education
- d. Scholarships
- e. Money Management

v. Develop and maintain positive and professional public awareness of the Knox County Housing Authority to the community

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



IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2026 – 03/31/2027 ANNUAL PLAN SUBMISSION
ATTACHMENT 4.0
HUD-50075 Section C.1 – Policy and Program Revisions

1. Revisions to Policies and Programs
 - a. Each listed document available at www.knoxcountyhousing.org or upon request
 - b. New/Revised Policies:
 - i. Public Housing
 1. None for FYE 2027. Will revise as necessary/required.
 - ii. Housing Choice Voucher Program
 1. Administrative Plan (Admin Plan)
 - a. EHV Program Sunset – transition for current voucher holders (preferences)
 - c. Documents posted for review at www.knoxcountyhousing.org
 - d. Public Hearing/Resident Advisory Board (RAB) held 12/17/2025
 - i. Resident Advisory Board
 1. 22 residents in attendance
 2. Minutes/comments attached to submission (ATTACHMENT 5)
 - ii. Public Hearing
 1. Zero (0) general public attendees
 2. Zero (0) general public comments received
 - iii. Policies and plan submission approved by Board of Commissioners 12/30/2025 in conjunction with certification of consistency with State Consolidated Plan (IHDA).



IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2026 – 03/31/2027 ANNUAL PLAN SUBMISSION
ATTACHMENT 5.0
HUD-50075 Section C.3 – Resident Advisory Board Comments

1. Resident Advisory Board Meeting
 - a. 12/17/2025
 - i. Review of proposed lease/policy changes
 - ii. Review of Capital Improvements planned
 - b. Minutes of the Resident Advisory Board Meeting (attached)
 - c. Comments received and considered:

Comment: *General comments regarding tenant requests for future capital projects.*

- Install cameras on each floor at Blue Bell Towers

Agency Response: All tenant requests for capital improvements will be considered by priority. CCTV surveillance cameras are an ongoing, annual operational and capital expense consideration.

2. Public Hearing
 - a. 12/17/2025
 - i. Review of proposed lease/policy changes
 - ii. Review of Capital Improvements planned
 - b. Minutes of the Public Hearing
 - i. No general public in attendance
 - ii. No minutes/notes
 - c. Comments received and considered:

NONE RECEIVED

**MINUTES OF THE SPECIAL MEETING
OF THE RESIDENT ADVISORY BOARD
OF THE KNOX COUNTY HOUSING AUTHORITY
December 17, 2025**

The meeting of the Resident Advisory Board of the Knox County Housing Authority was held at 11:30 a.m. in the Moon Towers Community Room. The following persons attended the meeting:

PRESENT: Dena Simkins, Moon Towers
Dee Hitz, Blue Bell Tower
Lisa Johnson, Blue Bell Tower
Georgia Stevenson, Blue Bell Tower
Jean Norton, Moon Towers
Gerrie, Blue Bell Tower
Pam Minzghor, Blue Bell Tower
Brenda Sanchez, Blue Bell Tower
Darrin Shugert, Blue Bell Tower
Javona Johnson, HCV Participant
LaMonda Rushing, Cedar Creek Place
Christy Pendergrass, Cedar Creek Place
Billy Polillo, Moon Towers
Judy Cone, Moon Towers
Schelia Ayers, Moon Towers
Denise Basley, Moon Towers
Joseph W., Moon Towers
Felicia Smith, Woodland Bend

ALSO PRESENT: Derek Antoine, Executive Director
Cheryl Lefler, Assistant Director
Brandi Watkins, Property Manager—Moon Towers
Lynnesha Revis, Occupancy Specialist—Moon Towers
Ashley Larimer, Property Manager—Family Sites
Kim Longenecker, HCV Program Manager
Kim Brannon-Sibley, Participant Engagement Manager
Caleb Diefendorf, Public Housing Facilities Manager
Josh Sturgeon, Safety & Security Manager
Bailey Jackson, Mental Health Resource Manager

The meeting opened with introductions as each attendee gave their name, where they live and their favorite Christmas movie or holiday snack.

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

Then, Mr. Antoine said that there will not be any changes to the Public Housing Dwelling Lease. There will, however, be one change to the HCV Admin Plan relative to preference points given for Emergency Housing Voucher holders. The agency personnel policy will have changes related to changes in Illinois state employment law.

Then, Ms. Lefler referenced the 2025 plan and five-year plan for the Capital Fund Program (2026-2030) for the public housing program. She highlighted the current elevator project that is underway as well as the Moon Towers Masonry Restoration Project that will be going out for bid soon. Both projects are in currently open CFP grants. The five-year plan is a comprehensive list of projects that the agency would like to complete if adequate funding is available. A draft copy of this plan was distributed to those present at the meeting.

Then, Ms. Lefler asked attendees for their input on what should be included on a "wish list" of projects (some of which are already included in the 5-year plan). The following was suggested from the group discussion:

- Install cameras on each floor at Blue Bell Tower.

The proposed policies and plans have been posted for review and comment and will be approved by the Board of Commissioners at its 12/30/2025 meeting. Then the changes will be sent to HUD with the agency's annual plan in January.

Other issues included in the discussion were the following topics and questions:

- Pets and emotional support animals;
- Calls to and response from police;
- Banned persons;
- Staffing hours at Blue Bell Tower;
- Snow plowing policy;
- Noise/music complaints; and
- Garbage outside dwelling units.

Attendees were thanked for their attendance and participation in the meeting.

Hearing no further discussion, the meeting was adjourned at 1:30 p.m.

Respectfully submitted,

*Cheryl Lefler
Assistant Director*



IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2026 – 03/31/2027 ANNUAL PLAN SUBMISSION
ATTACHMENT 6.0
HUD-50075 Section D.1 – Capital Improvements

1. See HUD Forms 50075.1 and 50075.2 approved by HUD for open CFP Grants (attached)
 - a. Open Annual Grants
 - i. IL01P08550123
 - ii. IL01P08550124
 - iii. IL01P08550125
 - b. Five-Year Plan
 - i. Action Plan for CY2026 through CY2030
 1. Original submission 12/30/2025 (anticipated)
 2. Approval: January 2026 (anticipated)
 3. Modifications/Revisions
 - a. None
 2. This reference statement is intended to mean that the 50075.2 describes the capital improvements necessary to ensure long-term physical and social viability of the projects as prioritized in the 2014 green physical needs assessment (GPNA).
 3. IL085 Five Year Action Plan 2021-2025 expires 12/31/2025.

Part I: Summary

PHA Name: Knox County Housing Authority	Grant Type and Number Capital Fund Program Grant No. IL01P08550123 Replacement Housing Factor Grant No. Date of CFFP:	FFY of Grant: FFY of Grant Approval:
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Type of Grant

Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (Revision No: 2)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$250,000.00	\$250,000.00		
3	1408 Management Improvement				
4	1410 Administration	\$100,000.00	\$100,000.00		
5	1480 General Capital Activity	\$1,164,974.00	\$1,169,740.00		
6	1492 MovingToWorkDemonstration				
7	1501 Collater Exp / Debt Srvc				
8	1503 RAD-CFP				
9	1504 Rad Investment Activity				
10	1505 RAD-CPT				
11	1509 Preparing for, Preventing and Responding to Coronavirus (1509)				

(1) To be completed for the Performance and Evaluation Report

(2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(3) PHAs with under 250 units in management may use 100% of CFP Grants for operations

(4) RHF funds shall be include here

Part I: Summary

PHA Name: Knox County Housing Authority	Grant Type and Number Capital Fund Program Grant No. IL01P08550123 Replacement Housing Factor Grant No. Date of CFFP:	FFY of Grant: FFY of Grant Approval:
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Type of Grant

Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (Revision No: 2)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
12	9000 Debt Reserves				
13	9001 Bond Debt Obligation				
14	9002 Loan Debt Obligation				
15	RESERVED				
16	RESERVED				
17	RESERVED				
18a	RESERVED				
18ba	RESERVED				
19	RESERVED				
20	RESERVED				
21	Amount of Annual Grant: (sum of lines 2-20)	\$1,514,974.00	\$1,519,740.00		

(1) To be completed for the Performance and Evaluation Report

(2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(3) PHAs with under 250 units in management may use 100% of CFP Grants for operations

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Part I: Summary

PHA Name: Knox County Housing Authority	Grant Type and Number Capital Fund Program Grant No. IL01P08550123 Replacement Housing Factor Grant No. Date of CFFP:	FFY of Grant: FFY of Grant Approval:
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Type of Grant

Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (Revision No: 2)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Activities				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director /S/ MGQ858	Date 02/14/2025	Signature of Public Housing Director	Date
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(3) PHAs with under 250 units in management may use 100% of CFP Grants for operations

(4) RHF funds shall be include here

Part II: Supporting Pages							
PHA Name:		Grant Type and Number				Federal FFY of Grant:	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾	
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended
IL085000003 - BLUE BELL TOWER	Blue Bell elevator pistons (Non-Dwelling Interior (1480)) Description : Replacement of elevator pistons at Blue Bell Tower	1480			\$22,188.98		
Not associated with any specific development	Administration (Administration (1410)) Description : COCC Administration	1410		\$100,000.00	\$100,000.00		
IL085000001 - MOON TOWERS	Operations (Operations (1406)) Description : Moon Towers Operations	1406		\$100,000.00	\$100,000.00		

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages							
PHA Name:		Grant Type and Number				Federal FFY of Grant:	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾	
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended
IL085000002 - FAMILY HOUSING	Operations (Operations (1406)) Description : Family Sites Operations	1406		\$120,000.00	\$120,000.00		
IL085000003 - BLUE BELL TOWER	Operations (Operations (1406)) Description : Bluebell Tower Operations	1406		\$30,000.00	\$30,000.00		
IL085000001 - MOON TOWERS	A&E Services (Contract Administration (1480)) Description : Moon Towers Architect and Engineering Services	1480		\$15,000.00	\$8,750.00		

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name:		Grant Type and Number				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
IL085000002 - FAMILY HOUSING	A&E Services (Contract Administration (1480)) Description : Family Sites Architect and Engineering Services	1480		\$50,000.00	\$3,500.00			
IL085000003 - BLUE BELL TOWER	A&E Services (Contract Administration (1480)) Description : Bluebell Tower Architect and Engineering Services	1480		\$10,000.00	\$8,750.00			
IL085000002 - FAMILY HOUSING	Furnaces (Dwelling Unit-Interior (1480)) Description : Furnace replacement at 190 units	1480		\$475,000.00	\$1,126,551.02			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages

PHA Name:		Grant Type and Number				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
IL085000001 - MOON TOWERS	Fire Suppression System (Non-Dwelling Construction - Mechanical (1480)) Description : Upgrade fire suppression system at Moon Towers	1480		\$100,000.00				
IL085000003 - BLUE BELL TOWER	Fire Suppression System (Non-Dwelling Construction - Mechanical (1480)) Description : Upgrade fire suppression system at Bluebell Tower	1480		\$50,000.00				
IL085000002 - FAMILY HOUSING	Unit Exteriors (Dwelling Unit-Exterior (1480)) Description : Replace vinyl siding, clean and reseal brick veneer, tuckpointing, replace fascia, gutters and downspouts	1480		\$65,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name:		Grant Type and Number				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
IL085000001 - MOON TOWERS	Bathroom Renovations (Dwelling Unit-Interior (1480)) Description : Bathroom renovations at Moon Towers	1480		\$65,000.00				
IL085000003 - BLUE BELL TOWER	Bathroom Renovations (Dwelling Unit-Interior (1480)) Description : Bathroom Renovations at Bluebell Tower	1480		\$50,000.00				
IL085000002 - FAMILY HOUSING	Bathroom and Kitchen Renovations (Dwelling Unit-Interior (1480)) Description : Bathroom and Kitchen Renovations at Family Sites	1480		\$103,974.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name:		Grant Type and Number				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
IL085000003 - BLUE BELL TOWER	Boiler Replacement (Non-Dwelling Interior (1480)) Description : Replacement of two boilers at Bluebell Tower	1480		\$60,000.00				
IL085000001 - MOON TOWERS	Generator (Non-Dwelling Interior (1480),Non-Dwelling Exterior (1480)) Description : Replacement of generator at Moon Towers	1480		\$40,000.00				
IL085000001 - MOON TOWERS	Concrete work (Non-Dwelling Site Work (1480)) Description : Concrete work at Moon Towers	1480		\$10,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name: Knox County Housing Authority		Grant Type and Number Capital Fund Program Grant No. IL01P08550123 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
IL085000002 - FAMILY HOUSING	Concrete work (Non-Dwelling Site Work (1480)) Description : Concrete work at Family Sites	1480		\$20,000.00				
IL085000003 - BLUE BELL TOWER	Concrete work (Non-Dwelling Site Work (1480)) Description : Concrete work at Bluebell Tower	1480		\$10,000.00				
IL085000003 - BLUE BELL TOWER	Asphalt driveway (Non-Dwelling Site Work (1480)) Description : Mill, resurface, seal asphalt driveway at Bluebell Tower	1480		\$11,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages

PHА Name:		Grant Type and Number				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
IL085000001 - MOON TOWERS	Parking Lot (Dwelling Unit-Site Work (1480)) Description : Mill, resurface, seal asphalt parking lots at Moon Towers	1480		\$30,000.00				
	Total:			\$1,514,974.00	\$1,519,740.00			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Knox County Housing Authority				Federal FFY of Grant:	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ⁽¹⁾
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

(1) Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part I: Summary

PHA Name: Knox County Housing Authority	Grant Type and Number Capital Fund Program Grant No. IL01P08550124 Replacement Housing Factor Grant No. Date of CFFP:	FFY of Grant: FFY of Grant Approval:
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Type of Grant

Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (Revision No: 1)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$250,000.00	\$250,000.00		
3	1408 Management Improvement				
4	1410 Administration	\$100,000.00	\$100,000.00		
5	1480 General Capital Activity	\$1,207,030.00	\$1,207,030.00		
6	1492 MovingToWorkDemonstration				
7	1501 Collater Exp / Debt Srvc				
8	1503 RAD-CFP				
9	1504 Rad Investment Activity				
10	1505 RAD-CPT				
11	1509 Preparing for, Preventing and Responding to Coronavirus (1509)				

(1) To be completed for the Performance and Evaluation Report

(2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(3) PHAs with under 250 units in management may use 100% of CFP Grants for operations

(4) RHF funds shall be include here

Part I: Summary

PHA Name: Knox County Housing Authority	Grant Type and Number Capital Fund Program Grant No. IL01P08550124 Replacement Housing Factor Grant No. Date of CFFP:	FFY of Grant: FFY of Grant Approval:
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Type of Grant

Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (Revision No: 1)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
12	9000 Debt Reserves				
13	9001 Bond Debt Obligation				
14	9002 Loan Debt Obligation				
15	RESERVED				
16	RESERVED				
17	RESERVED				
18a	RESERVED				
18ba	RESERVED				
19	RESERVED				
20	RESERVED				
21	Amount of Annual Grant: (sum of lines 2-20)	\$1,557,030.00	\$1,557,030.00		

(1) To be completed for the Performance and Evaluation Report

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(4) RHF funds shall be include here

Part I: Summary

PHA Name: Knox County Housing Authority	Grant Type and Number Capital Fund Program Grant No. IL01P08550124 Replacement Housing Factor Grant No. Date of CFFP:	FFY of Grant: FFY of Grant Approval:
---	---	---

Type of Grant

Original Annual Statement **Reserve for Disasters/Emergencies** **Revised Annual Statement (Revision No: 1)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Activities				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director /S/ MGQ858	Date 02/14/2025	Signature of Public Housing Director	Date
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(1) To be completed for the Performance and Evaluation Report

(2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(3) PHAs with under 250 units in management may use 100% of CFP Grants for operations

(4) RHF funds shall be include here

Part II: Supporting Pages							
PHA Name:		Grant Type and Number				Federal FFY of Grant:	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾	
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended
IL085000001 - MOON TOWERS	Moon Towers elevator cabs (Non-Dwelling Interior (1480)) Description : Renovations to elevator cabs at Moon Towers	1480			\$283,811.02		
IL085000001 - MOON TOWERS	Moon Towers masonry/structural work (Non-Dwelling Exterior (1480)) Description : Masonry/structural work at Moon Towers	1480		\$1,117,030.00	\$833,218.98		
Not associated with any specific development	Administration (Administration (1410)) Description : COCC Administration	1410		\$100,000.00	\$100,000.00		

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name:		Grant Type and Number				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
IL085000001 - MOON TOWERS	Operations (Operations (1406)) Description : Moon Towers Operations	1406		\$100,000.00	\$100,000.00			
IL085000002 - FAMILY HOUSING	Operations (Operations (1406)) Description : Family Sites Operations	1406		\$120,000.00	\$120,000.00			
IL085000003 - BLUE BELL TOWER	Operations (Operations (1406)) Description : Bluebell Tower Operations	1406		\$30,000.00	\$30,000.00			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages

PHA Name: Knox County Housing Authority		Grant Type and Number Capital Fund Program Grant No. IL01P08550124 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
IL085000001 - MOON TOWERS	A&E Services (Contract Administration (1480)) Description : Moon Towers Architect and Engineering Services	1480		\$50,000.00	\$50,000.00			
IL085000002 - FAMILY HOUSING	A&E Services (Contract Administration (1480)) Description : Family Sites Architect and Engineering Services	1480		\$15,000.00	\$15,000.00			
IL085000003 - BLUE BELL TOWER	A&E Services (Contract Administration (1480)) Description : Bluebell Tower Architect and Engineering Services	1480		\$25,000.00	\$25,000.00			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name: Knox County Housing Authority		Grant Type and Number Capital Fund Program Grant No. IL01P08550124 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
	Total:			\$1,557,030.00	\$1,557,030.00			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Knox County Housing Authority				Federal FFY of Grant:	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ⁽¹⁾
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

(1) Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Part I: Summary

PHA Name: Knox County Housing Authority	Grant Type and Number Capital Fund Program Grant No. IL01P08550125 Replacement Housing Factor Grant No. Date of CFFP:	FFY of Grant: FFY of Grant Approval:
---	---	---

Type of Grant

Original Annual Statement **Reserve for Disasters/Emergencies** **Revised Annual Statement (Revision No:)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$393,707.75			
3	1408 Management Improvement				
4	1410 Administration	\$157,483.10			
5	1480 General Capital Activity	\$1,023,640.15			
6	1492 MovingToWorkDemonstration				
7	1501 Collater Exp / Debt Srvc				
8	1503 RAD-CFP				
9	1504 Rad Investment Activity				
10	1505 RAD-CPT				
11	1509 Preparing for, Preventing and Responding to Coronavirus (1509)				

(1) To be completed for the Performance and Evaluation Report

(2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(3) PHAs with under 250 units in management may use 100% of CFP Grants for operations

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Part I: Summary

PHA Name: Knox County Housing Authority	Grant Type and Number Capital Fund Program Grant No. IL01P08550125 Replacement Housing Factor Grant No. Date of CFFP:	FFY of Grant: FFY of Grant Approval:
---	---	---

Type of Grant

Original Annual Statement **Reserve for Disasters/Emergencies** **Revised Annual Statement (Revision No:)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
12	9000 Debt Reserves				
13	9001 Bond Debt Obligation				
14	9002 Loan Debt Obligation				
15	RESERVED				
16	RESERVED				
17	RESERVED				
18a	RESERVED				
18ba	RESERVED				
19	RESERVED				
20	RESERVED				
21	Amount of Annual Grant: (sum of lines 2-20)	\$1,574,831.00			

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Part I: Summary

PHA Name: Knox County Housing Authority	Grant Type and Number Capital Fund Program Grant No. IL01P08550125 Replacement Housing Factor Grant No. Date of CFFP:	FFY of Grant: FFY of Grant Approval:
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Type of Grant

Original Annual Statement **Reserve for Disasters/Emergencies** **Revised Annual Statement (Revision No:)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Activities				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director /S/ MGQ858	Date 08/12/2025	Signature of Public Housing Director	Date
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(1) To be completed for the Performance and Evaluation Report

(2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(3) PHAs with under 250 units in management may use 100% of CFP Grants for operations

(4) RHF funds shall be include here

Part II: Supporting Pages								
PHA Name:		Grant Type and Number				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
IL085000001 - MOON TOWERS	Moon Towers Masonry/Structural work (Non-Dwelling Exterior (1480)) Description : Masonry/structural work at Moon Towers	1480		\$38,640.15				
IL085000001 - MOON TOWERS	Moon Towers generator (Non-Dwelling Construction - Mechanical (1480)) Description : Replacement of generator at Moon Towers	1480		\$60,000.00				
IL085000002 - FAMILY HOUSING	Storm Door Replacment (Dwelling Unit-Exterior (1480)) Description : Replacement of storm doors at Family Sites	1480		\$370,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages

PHA Name:		Grant Type and Number				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
IL085000002 - FAMILY HOUSING	Mailboxes & Unit Numbers (Dwelling Unit-Exterior (1480)) Description : Replacement of mailboxes and unit numbers at Family Sites	1480		\$30,000.00				
IL085000001 - MOON TOWERS	Boiler Replacement (Non-Dwelling Construction - Mechanical (1480)) Description : Boiler replacement at Blue Bell Tower	1480		\$100,000.00				
Not associated with any specific development	Administration (Administration (1410)) Description : COCC Administration	1410		\$157,483.10				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name:		Grant Type and Number				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
IL085000001 - MOON TOWERS	Operations (Operations (1406)) Description : Moon Towers Operations	1406		\$165,357.26				
IL085000002 - FAMILY HOUSING	Operations (Operations (1406)) Description : Family Sites Operations	1406		\$181,105.56				
IL085000003 - BLUE BELL TOWER	Operations (Operations (1406)) Description : Bluebell Tower Operations	1406		\$47,244.93				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages

PHA Name:		Grant Type and Number				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
IL085000001 - MOON TOWERS	A&E Services (Contract Administration (1480)) Description : Moon Towers Architect and Engineering Services	1480		\$110,000.00				
IL085000002 - FAMILY HOUSING	A&E Services (Contract Administration (1480)) Description : Family Sites Architect and Engineering Services	1480		\$50,000.00				
IL085000003 - BLUE BELL TOWER	A&E Services (Contract Administration (1480)) Description : Bluebell Tower Architect and Engineering Services	1480		\$15,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name:		Grant Type and Number				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
IL085000001 - MOON TOWERS	Flooring Replacement (Non-Dwelling Interior (1480)) Description : Installation of new flooring at Moon Towers (in common areas)	1480		\$250,000.00				
	Total:			\$1,574,831.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Knox County Housing Authority				Federal FFY of Grant:	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ⁽¹⁾
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

(1) Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

2577-0274

Status: Draft

Approval Date:

Approved By:

02/28/2022

Part I: Summary

PHA Name : Knox County Housing Authority PHA Number: IL085		Locality (City/County & State) <input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No:)				
A.	Development Number and Name	Work Statement for Year 1 2026	Work Statement for Year 2 2027	Work Statement for Year 3 2028	Work Statement for Year 4 2029	Work Statement for Year 5 2030
	AUTHORITY-WIDE	\$157,483.00	\$157,483.00	\$157,483.00	\$157,483.00	\$157,483.00
	MOON TOWERS (IL085000001)	\$1,012,000.00	\$749,321.00	\$486,000.00	\$421,000.00	\$291,000.00
	FAMILY HOUSING (IL085000002)	\$276,000.00	\$616,000.00	\$779,321.00	\$864,321.00	\$694,321.00
	BLUE BELL TOWER (IL085000003)	\$129,348.00	\$52,027.00	\$152,027.00	\$132,027.00	\$432,027.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2026	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$157,483.00
ID0000178	Administration(Administration (1410)-Salaries)	COCC-Administration		\$157,483.00
	MOON TOWERS (IL085000001)			\$1,012,000.00
ID0000179	Operations(Operations (1406))	Moon Towers Operations		\$161,000.00
ID0000182	Masonry Project(Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Tuck-Pointing)	Masonry work including brick replacement, lintel work, tuckpointing		\$150,000.00
ID0000183	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E Services for Moon Towers		\$70,000.00
ID0000186	Flooring Replacement Project(Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Other)	Asbestos abatement with flooring removal, flooring & base installation, and hallway painting		\$470,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2026	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000187	Hot water heaters/Water softener(Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-Water Distribution,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters)	Replace hot water heaters and water softener at Moon Towers and COCC		\$82,000.00
ID0000189	Garage heaters(Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Other)	Installation of new garage heaters at Moon Towers		\$11,000.00
ID0000192	DVR & Camera Replacement(Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-System Improvements,Management Improvement (1408)-Other)	Replacement of DVRs and cameras at Moon Towers		\$34,000.00
ID0000195	Tree work & landscaping(Non-Dwelling Site Work (1480)-Landscape)	Tree trimming & removal and landscaping at Moon Towers		\$25,000.00
ID0000198	Site signage repair(Non-Dwelling Site Work (1480)-Signage)	Repairs to Moon Towers signs		\$9,000.00
	FAMILY HOUSING (IL085000002)			\$276,000.00
ID0000180	Operations(Operations (1406))	Family Sites Operations		\$181,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2026	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000184	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E Services for Family Sites		\$20,000.00
ID0000190	Garage heaters(Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Other)	Install new garage heaters at Family Sites		\$7,000.00
ID0000193	DVR & Camera Replacement(Management Improvement (1408)-Other,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-System Improvements)	Replacement of DVRs and cameras at Family Sites		\$34,000.00
ID0000196	Tree work & landscaping(Non-Dwelling Site Work (1480)-Landscape)	Tree trimming & removal and landscaping at Family Sites		\$25,000.00
ID0000199	Site signage repair(Non-Dwelling Site Work (1480)-Signage)	Repairs of signs at Family Sites		\$9,000.00
	BLUE BELL TOWER (IL085000003)			\$129,348.00
ID0000181	Operations(Operations (1406))	Blue Bell Tower Operations		\$42,027.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2026	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000185	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E Services for Blue Bell Tower		\$10,000.00
ID0000188	Hot water heaters, hot water tank, water softener(Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters,Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-Water Distribution)	Replacement of hot water heaters, hot water tank and water softener at Blue Bell Tower		\$60,000.00
ID0000191	Garage heaters(Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Other)	Install new garage heater at Blue Bell Tower		\$2,000.00
ID0000194	DVR & Camera Replacement(Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-System Improvements,Management Improvement (1408)-Other)	Replacement of DVRs and cameras at Blue Bell Tower		\$7,000.00
ID0000197	Tree work & landscaping(Non-Dwelling Site Work (1480)-Landscape)	Tree trimming & removal and landscaping at Blue Bell Tower		\$8,321.00
	Subtotal of Estimated Cost			\$1,574,831.00

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 2 **2027**

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	MOON TOWERS (IL085000001)			\$749,321.00
ID0000200	Operations(Operations (1406))	Moon Towers Operations		\$161,000.00
ID0000204	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Moon Towers		\$30,000.00
ID0000207	Flooring Replacement Project(Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Common Area Painting,Non-Dwelling Interior (1480)-Other)	Asbestos abatement with flooring removal, flooring & base installation, and hallway painting		\$400,000.00
ID0000209	Fire Suppression System(Non-Dwelling Construction - Mechanical (1480)-Fire Suppression System,Non-Dwelling Construction - Mechanical (1480)-Security - Fire Alarm)	Update fire suppression system/fire panel at Moon Towers		\$133,321.00
ID0000210	Tree work & landscaping(Non-Dwelling Site Work (1480)-Landscape)	Tree trimming & removal and landscaping at Moon Towers		\$25,000.00
	FAMILY HOUSING (IL085000002)			\$616,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2	2027	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000201	Operations(Operations (1406))	Family Sites operations		\$181,000.00
ID0000205	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Family Sites		\$60,000.00
ID0000208	Entry project(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other)	Replacement of entry door looks, storm doors, mailboxes, unit numbers, light fixtures at Family Sites		\$350,000.00
ID0000211	Tree work & landscaping(Non-Dwelling Site Work (1480)-Landscape)	Tree trimming & removal and landscaping		\$25,000.00
	BLUE BELL TOWER (IL085000003)			\$52,027.00
ID0000202	Operations(Operations (1406))	Blue Bell Tower operations		\$42,027.00
ID0000206	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Blue Bell Tower		\$10,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)**Work Statement for Year 2 2027**

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$157,483.00
ID0000203	Administration(Administration (1410)-Salaries)	COCC - Administration		\$157,483.00
	Subtotal of Estimated Cost			\$1,574,831.00

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 3 **2028**

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	MOON TOWERS (IL085000001)			\$486,000.00
ID0000212	Operations(Operations (1406))	Moon Towers operations		\$161,000.00
ID0000215	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Moon Towers		\$45,000.00
ID0000219	Concrete & parking lot project(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Site concrete work and parking lot work (mill, resurface, seal, restripe)		\$40,000.00
ID0000223	Kitchen Renovations(Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Kitchen Cabinets)	Installation of new kitchen cabinets, countertops and sinks and faucets		\$240,000.00
	FAMILY HOUSING (IL085000002)			\$779,321.00
ID0000213	Operations(Operations (1406))	Family Sites operations		\$181,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2028	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000216	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Family Sites		\$45,000.00
ID0000218	Entry Project(Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other)	Replacement of entry door looks, storm doors, mailboxes, unit numbers, light fixtures at Family Sites		\$23,321.00
ID0000220	Concrete & parking lot project(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Site concrete work and parking lot work (mill, resurface, seal, restripe)		\$40,000.00
ID0000222	Maintenance Garage Project(Non-Dwelling Construction-New Construction (1480)-Shop,Non-Dwelling Construction-New Construction (1480)-Storage Area)	Build a maintenance garage at Family Sites		\$250,000.00
ID0000224	Kitchen Renovations(Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Other)	Installation of new kitchen cabinets, countertops and sinks and faucets		\$240,000.00
	BLUE BELL TOWER (IL085000003)			\$152,027.00
ID0000214	Operations(Operations (1406))	Blue Bell Tower operations		\$42,027.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2028	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000217	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Blue Bell Tower		\$10,000.00
ID0000221	Concrete & parking lot project(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Site concrete work and parking lot work (mill, resurface, seal, restripe)		\$20,000.00
ID0000225	Kitchen Renovations(Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Other)	Installation of new kitchen cabinets, countertops and sinks and faucets		\$80,000.00
	AUTHORITY-WIDE (NAWASD)			\$157,483.00
ID0000226	Administration/Administration (1410)-Salaries)	COCC - Administration		\$157,483.00
	Subtotal of Estimated Cost			\$1,574,831.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2029	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$157,483.00
ID0000227	Administration(Administration (1410)-Salaries)	COCC - Administration		\$157,483.00
	MOON TOWERS (IL085000001)			\$421,000.00
ID0000228	Operations(Operations (1406))	Moon Towers operations		\$161,000.00
ID0000231	Kitchen Renovations(Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Other)	Installation of new kitchen cabinets, countertops and sinks and faucets		\$240,000.00
ID0000234	A&e Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Moon Towers		\$20,000.00
	FAMILY HOUSING (IL085000002)			\$864,321.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2029	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000229	Operations(Operations (1406))	Family Sites operations		\$181,000.00
ID0000232	Kitchen Renovations(Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Kitchen Cabinets)	Installation of new kitchen cabinets, countertops and sinks and faucets		\$240,000.00
ID0000235	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Family Sites		\$70,000.00
ID0000237	Unit exterior work project(Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Tuck-Pointing)	Brick veneer, siding, gutters and downspouts at Family Sites		\$373,321.00
	BLUE BELL TOWER (IL085000003)			\$132,027.00
ID0000230	Operations(Operations (1406))	Blue Bell Tower operations		\$42,027.00
ID0000233	Kitchen Renovations(Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Other)	Installation of new kitchen cabinets, countertops and sinks and faucets		\$80,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)**Work Statement for Year 4 2029**

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000236	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Blue Bell Tower		\$10,000.00
	Subtotal of Estimated Cost			\$1,574,831.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2030	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	MOON TOWERS (IL085000001)			\$291,000.00
ID0000238	Operations(Operations (1406))	Moon Towers operations		\$161,000.00
ID0000242	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Moon Towers		\$30,000.00
ID0000247	Trash chutes, compactors, dumpsters(Non-Dwelling Construction - Mechanical (1480)-Trash Compactor,Non-Dwelling Site Work (1480)-Dumpster and Enclosures)	Cleaning trash chutes, replacement of compactors and dumpsters		\$100,000.00
	FAMILY HOUSING (IL085000002)			\$694,321.00
ID0000239	Operations(Operations (1406))	Family Sites operations		\$181,000.00
ID0000243	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Family Sites		\$30,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2030	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000246	Bathroom Renovations(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Bathroom renovations at Family Sites		\$483,321.00
	BLUE BELL TOWER (IL085000003)			\$432,027.00
ID0000240	Operations(Operations (1406))	Blue Bell Tower operations		\$42,027.00
ID0000244	A&E Services(Contract Administration (1480)-Other Fees and Costs)	A&E services for Blue Bell Tower		\$40,000.00
ID0000245	Roof Replacement(Non-Dwelling Exterior (1480)-Roofs)	Roof replacement at Blue Bell Tower		\$300,000.00
ID0000248	Trash chutes, compactors, dumpsters(Non-Dwelling Construction - Mechanical (1480)-Trash Compactor,Non-Dwelling Site Work (1480)-Dumpster and Enclosures)	Cleaning trash chutes, replacement of compactors and dumpsters		\$50,000.00
	AUTHORITY-WIDE (NAWASD)			\$157,483.00

Part II: Supporting Pages - Physical Needs Work Statements (s)**Work Statement for Year 5** 2030

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000241	Administration(Administration (1410)-Salaries)	COCC - Administration		\$157,483.00
	Subtotal of Estimated Cost			\$1,574,831.00

Part III: Supporting Pages - Management Needs Work Statements (s)**Work Statement for Year 1** 2026

Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Administration(Administration (1410)-Salaries)	\$157,483.00
Subtotal of Estimated Cost	\$157,483.00

Part III: Supporting Pages - Management Needs Work Statements (s)**Work Statement for Year 2** 2027

Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Administration(Administration (1410)-Salaries)	\$157,483.00
Subtotal of Estimated Cost	\$157,483.00

Part III: Supporting Pages - Management Needs Work Statements (s)**Work Statement for Year 3 2028**

Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Administration(Administration (1410)-Salaries)	\$157,483.00
Subtotal of Estimated Cost	\$157,483.00

Part III: Supporting Pages - Management Needs Work Statements (s)**Work Statement for Year 4** 2029

Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Administration(Administration (1410)-Salaries)	\$157,483.00
Subtotal of Estimated Cost	\$157,483.00

Part III: Supporting Pages - Management Needs Work Statements (s)**Work Statement for Year 5** 2030

Development Number/Name General Description of Major Work Categories	Estimated Cost
Housing Authority Wide	
Administration(Administration (1410)-Salaries)	\$157,483.00
Subtotal of Estimated Cost	\$157,483.00



IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2026 – 03/31/2027 ANNUAL PLAN SUBMISSION
ATTACHMENT 7.0
Challenged Elements

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

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 09/30/2027

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Kristin Faust, the Executive Director
Official's Name *Official's Title*
 certify that the 5-Year PHA Plan for fiscal years 2026-2030 and/or Annual PHA Plan for fiscal year 2026 of the IL085 - Knox County Housing Authority *PHA Name* is consistent with the

Consolidated Plan or State Consolidated Plan including any applicable fair housing goals or strategies to:

State of Illinois

Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR Part 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or State Consolidated Plan.

Occupancy of units to serve the maximum number of families possible within funding constraints. Working with HUD on issues surrounding the housing of veterans and the eradication of homelessness in the United States. Ensuring equal opportunity to housing and affirmatively furthering fair housing measures to increase access to assisted housing. Additionally, undertaking initiatives to bridge the technology gap for students and families through broadband infrastructure, internet access, and hardware availability.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

Name of Authorized Official: Kristin Faust	Title: Executive Director
Signature:	Date:

This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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TENANT SELECTION AND ASSIGNMENT – PREFERENCE POINTS

The Knox County Housing Authority is a dynamic force in our community, providing high-quality affordable housing opportunities for individuals and families, while promoting self-sufficiency, empowerment, and a sense of community development. In order to ensure the clients with the most critical housing needs are served, the Knox County Housing Authority (KCHA) may establish preferences based on housing needs as determined by the Knox County Housing Authority and defined within the agency's Admissions and Continued Occupancy Policy (ACOP) and Housing Choice Voucher Administrative Plan (24 CFR § 960.206(a)(1)). These preferences will be based upon local housing needs and priorities, and will not automatically guarantee housing nor deny admission to any particular group or category of otherwise eligible applicants. Selection from the established waiting list will be objective and reasonable, be consistent with the agency's responsibility as a public body, and be in compliance with all local, state, and federal laws and regulations of pertinence. The listed preferences shall be duly adopted, be made known to applicants and current residents through proper notification, posted in all KCHA offices, and publicized through appropriate channels (newspaper, KCHA website, and other social media outlets).

Definitions detailing the qualification criteria for each preference, which are summarized below, shall be contained in the agency's ACOP and Administrative Plan, the Annual Plan, and the Five-Year Plan. At the time of initial application, applicants need only to certify they are eligible for a preference. The KCHA will verify all information that is used to establish eligibility prior to placement on the waiting list. It shall be the responsibility of the applicant to report all changes to information provided on their application in regards to family composition, income, contact information, and preference status. Preference status will be determined based on current documentation prior to admission and admission priority will be adjusted accordingly. Applicants will be selected from the waiting list in preference points ranking order. Applicants with equal preference points will be selected according to date and time of the application.

The Knox County Housing Authority has established the following preferences which will be given a cumulative total point value for each preference in which an applicant qualifies. Applicants will only be eligible for one point amount from each category.

1. Jurisdictional Preference – **32 Points**

- a. Families residing in Knox County
 - i. Applicant households with a permanent physical residence in Knox County Illinois;
- b. Families working in Knox County (24 CFR § 960.206(b)(1)(v)
 - i. The head or co-head is employed in Knox County at the time of application;
 - ii. Applicants who have been notified they are hired to work in Knox County

2. Employment/Education Preference

- a. Employment – Applicant household where the Head of Household, Spouse, or Co-Head of Household, or sole member has been continuously employed at the current minimum wage rate for the three-month (90 day) period prior to the date of the offer for a dwelling unit, and able to document the following average hours worked:
 - i. Applicants who are employed full-time (32 hours and higher per week) – **16 Points**
 - ii. Applicants who are employed part-time (20 - 31 hours per week) – **8 Points**
 - iii. Applicants who are employed part-time (19 hours and below per week) – **4 Points**
- b. Education – Applicant household where the Head of Household, Spouse, or Co-Head of Household is currently enrolled in, or a graduate in the last six months of a school of higher learning or a training program designed to prepare enrollees for the job market – **16 Points**
 - i. A student is an individual who is attending a school or training program full time
 - ii. Full-time student status will be defined by the institution in which the applicant is enrolled.
- c. Applicant household where the Head of Household, Spouse, or Co-Head of Household is 62 years of age or older or is disabled will receive the Employment/Education preference – **16 Points**
- d. Applicants who do not reside or work in Knox County will not qualify for the Employment/Education preference.

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

INTRODUCTION

When a family wishes to receive assistance under the HCV program, the family must submit an application that provides the PHA with the information needed to determine the family's eligibility. HUD requires the PHA to place all families that apply for assistance on a waiting list. When HCV assistance becomes available, the PHA must select families from the waiting list in accordance with HUD requirements and PHA policies as stated in the administrative plan and the annual plan.

The PHA is required to adopt clear policies and procedures for accepting applications, placing families on the waiting list, and selecting families from the waiting list, and must follow these policies and procedures consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the PHA that justify their selection. Examples of this are the selection of families for income targeting and the selection of families that qualify for targeted funding.

HUD regulations require that all families have an equal opportunity to apply for and receive housing assistance, and that the PHA affirmatively further fair housing goals in the administration of the program [24 CFR 982.53, HCV GB p. 4-1]. Adherence to the selection policies described in this chapter ensures that the PHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and PHA policies for taking applications, managing the waiting list and selecting families for HCV assistance. The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This part provides an overview of the application process, and discusses how applicants can obtain and submit applications. It also specifies how the PHA will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how the PHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for assistance. It also discusses the process the PHA will use to keep the waiting list current.

Part III: Selection for HCV Assistance. This part describes the policies that guide the PHA in selecting families for HCV assistance as such assistance becomes available. It also specifies how in-person interviews will be used to ensure that the PHA has the information needed to make a final eligibility determination.

PART I: THE APPLICATION PROCESS

4-I.A. OVERVIEW

This part describes the PHA policies for making applications available, accepting applications making preliminary determinations of eligibility, and the placement of applicants on the waiting list. This part also describes the PHA's obligation to ensure the accessibility of the application process to elderly persons, people with disabilities, and people with limited English proficiency (LEP).

4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36]

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits the PHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA. The PHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the PHA's application.

KCHA Policy

Depending upon the length of time that applicants may need to wait to receive assistance, the KCHA may use a one- or two-step application process.

A one-step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and level of assistance.

A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least 60 days from the date of application. Under the two-step application process, the KCHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list.

Families may obtain application forms from the KCHA's office during normal business hours. Families may also request – by telephone or by mail – that an application be mailed to them via first class mail.

Completed applications must be returned to the KCHA by mail, electronically, by fax, or submitted in person during normal business hours. Applications must be complete in order to be accepted by the KCHA for processing. If an application is incomplete, the KCHA will notify the family of the additional information required.

4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS

Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13]

The PHA must take steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard PHA application process. This could include people with disabilities, certain elderly individuals, as well as persons with limited English proficiency (LEP). The PHA must provide reasonable accommodation to the needs of individuals with disabilities. The application-taking facility and the application process must be fully accessible, or the PHA must provide an alternate approach that provides full access to the application process. Chapter 2 provides a full discussion of the PHA's policies related to providing reasonable accommodations for people with disabilities.

Limited English Proficiency

PHAs are required to take reasonable steps to ensure equal access to their programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on the PHA's policies related to ensuring access to people with limited English proficiency (LEP).

4-I.D. PLACEMENT ON THE WAITING LIST

The PHA must review each complete application received and make a preliminary assessment of the family's eligibility. The PHA must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, the PHA must notify the family in writing [24 CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

Ineligible for Placement on the Waiting List

KCHA Policy

If the KCHA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, the KCHA will send written notification of the ineligibility determination within 10 business days of receiving a complete application. The notice will specify the reasons for ineligibility and will inform the family of its right to request an informal review and explain the process for doing so (see Chapter 16).

Eligible for Placement on the Waiting List

KCHA Policy

The KCHA will send written notification of the preliminary eligibility determination within 10 business days of receiving a complete application.

Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list.

Applicants will be placed on the waiting list according to any preference(s) for which they qualify, and the date and time their complete application is received by the KCHA.

PART II: MANAGING THE WAITING LIST

4-II.A. OVERVIEW

The PHA must have policies regarding various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for assistance, as well as conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how a PHA may structure its waiting list and how families must be treated if they apply for assistance from a PHA that administers more than one assisted housing program.

4-II.B. ORGANIZATION OF THE WAITING LIST [24 CFR 982.204 and 205]

The PHA's HCV waiting list must be organized in such a manner to allow the PHA to accurately identify and select families for assistance in the proper order, according to the admissions policies described in this plan.

The waiting list must contain the following information for each applicant listed:

- Applicant name;
- Family unit size;
- Date and time of application;
- Qualification for any local preference;
- Racial or ethnic designation of the head of household.

HUD requires the PHA to maintain a single waiting list for the HCV program unless it serves more than one county or municipality. Such PHAs are permitted, but not required, to maintain a separate waiting list for each county or municipality served.

KCHA Policy

The KCHA will maintain a single waiting list for the HCV program.

HUD directs that a family that applies for assistance from the HCV program must be offered the opportunity to be placed on the waiting list for any public housing, project-based voucher or moderate rehabilitation program the PHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs.

HUD permits, but does not require, that PHAs maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs.

A family's decision to apply for, receive, or refuse other housing assistance must not affect the family's placement on the HCV waiting list, or any preferences for which the family may qualify.

KCHA Policy

The KCHA will not merge the HCV waiting list with the waiting list for any other program the KCHA operates.

4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]

Closing the Waiting List

A PHA is permitted to close the waiting list if it has an adequate pool of families to use its available HCV assistance. Alternatively, the PHA may elect to continue to accept applications only from certain categories of families that meet particular preferences or funding criteria.

KCHA Policy

The KCHA will close the waiting list when the estimated waiting period for housing assistance for applicants on the list reaches 24 months for the most current applicants. Where the KCHA has particular preferences or funding criteria that require a specific category of family, the KCHA may elect to continue to accept applications from these applicants while closing the waiting list to others.

Reopening the Waiting List

If the waiting list has been closed, it cannot be reopened until the PHA publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.

KCHA Policy

The KCHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice.

The KCHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:

[List here newspapers/other media where notices will be published]

4-II.D. FAMILY OUTREACH [HCV GB, pp. 4-2 to 4-4]

The PHA must conduct outreach as necessary to ensure that the PHA has a sufficient number of applicants on the waiting list to use the HCV resources it has been allotted.

Because HUD requires the PHA to admit a specified percentage of extremely low-income families to the program (see Chapter 4, Part III), the PHA may need to conduct special outreach to ensure that an adequate number of such families apply for assistance [HCV GB, p. 4-20 to 4-21].

PHA outreach efforts must comply with fair housing requirements. This includes:

- Analyzing the housing market area and the populations currently being served to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program
- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

PHA outreach efforts must be designed to inform qualified families about the availability of assistance under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low income population
- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities

KCHA Policy

The KCHA will monitor the characteristics of the population being served and the characteristics of the population as a whole in the KCHA's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES

KCHA Policy

While the family is on the waiting list, the family must immediately inform the KCHA of changes in contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing.

4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204]

HUD requires the PHA to establish policies to use when removing applicant names from the waiting list.

Purging the Waiting List

The decision to withdraw an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to a PHA request for information or updates, and the PHA determines that the family did not respond because of the family member's disability, the PHA must reinstate the applicant family to their former position on the waiting list [24 CFR 982.204(c)(2)].

KCHA Policy

The waiting list will be updated as needed to ensure that all applicants and applicant information is current and timely.

To update the waiting list, the KCHA will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the KCHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

The family's response must be in writing and may be delivered in person, by mail, by email, or by fax. Responses should be postmarked or received by the KCHA not later than 15 business days from the date of the KCHA letter.

If the family fails to respond within 15 business days, the family will be removed from the waiting list without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent.

If a family is removed from the waiting list for failure to respond, the KCHA may reinstate the family if it is determined that the lack of response was due to KCHA error, or to circumstances beyond the family's control, as a result of a family member's disability, or as a direct result of status as a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, including an adverse factor resulting from such abuse.

Removal from the Waiting List

KCHA Policy

If at any time an applicant family is on the waiting list, the KCHA determines that the family is not eligible for assistance (see Chapter 3), the family will be removed from the waiting list.

If a family is removed from the waiting list because the KCHA has determined the family is not eligible for assistance, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal review regarding the KCHA's decision (see Chapter 16) [24 CFR 982.201(f)].

PART III: SELECTION FOR HCV ASSISTANCE

4-III.A. OVERVIEW

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

4-III.B. SELECTION AND HCV FUNDING SOURCES

Special Admissions [24 CFR 982.203]

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

Targeted Funding [24 CFR 982.204(e)]

HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

KCHA Policy

The KCHA does not administer targeted funding, but may do so in the future.

Regular HCV Funding

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Selection Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

KCHA Policy

The Knox County Housing Authority is dedicated to serving the applicants with the most critical housing needs in our community. To ensure our selection process reflects these local priorities—such as protecting victims of domestic violence and supporting families displaced by funding shortfalls—we have established specific preference categories.

Accordingly, the KCHA will use the local preferences as established in the **KCHA Tenant Selection and Assignment - Preference Points** policy.

Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low-income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

KCHA Policy

The KCHA will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

Order of Selection

The PHA system of preferences may select families based on local preferences according to the date and time of application or by a random selection process (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

KCHA Policy

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the KCHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the KCHA. Documentation will be maintained by the KCHA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that the KCHA does not have to ask higher placed families each time targeted selections are made.

4-III.D. NOTIFICATION OF SELECTION

When a family has been selected from the waiting list, the PHA must notify the family [24 CFR 982.554(a)].

KCHA Policy

The KCHA will notify the family by first class mail when it is selected from the waiting list. The notice will inform the family of the following:

Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview

Who is required to attend the interview

All documents that must be provided at the interview, including information about what constitutes acceptable documentation

If a notification letter is returned to the KCHA with no forwarding address, the family will be removed from the waiting list. A notice of denial (see Chapter 3) will be sent to the family's address of record, as well as to any known alternate address.

4-III.E. THE APPLICATION INTERVIEW

HUD recommends that the PHA obtain the information and documentation needed to make an eligibility determination through a face-to-face interview with a PHA representative [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the PHA [Notice PIH 2018-24].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

KCHA Policy

Families selected from the waiting list are required to participate in an eligibility interview.

The head of household and the spouse/cohead will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/cohead may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the KCHA.

The head of household or spouse/cohead must provide acceptable documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity.) If the family representative does not provide the required documentation at the time of the interview, they will be required to provide it within 10 business days.

Pending disclosure and documentation of social security numbers, the KCHA will allow the family to retain its place on the waiting list for 90 days. If not all household members have disclosed their SSNs at the next time the KCHA is issuing vouchers, the KCHA will issue a voucher to the next eligible applicant family on the waiting list.

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, and must complete required forms, provide required signatures, and submit required documentation. If any materials are missing, the KCHA will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For limited English proficient (LEP) applicants, the KCHA will provide translation services in accordance with the KCHA's LEP plan.

If the family is unable to attend a scheduled interview, the family should contact the KCHA in advance of the interview to schedule a new appointment. In all circumstances, if a family does not attend a scheduled interview, the KCHA will send another notification letter with a new interview appointment time. Applicants who fail to attend two scheduled interviews without KCHA approval will be denied assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with policies contained in Chapter 3.

4-III.F. COMPLETING THE APPLICATION PROCESS

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information, the PHA must make a final determination of eligibility (see Chapter 3) and must confirm that the family qualified for any special admission, targeted funding admission, or selection preference that affected the order in which the family was selected from the waiting list.

KCHA Policy

If the KCHA determines that the family is ineligible, the KCHA will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review (Chapter 16).

If a family fails to qualify for any criteria that affected the order in which it was selected from the waiting list (e.g. targeted funding, extremely low-income), the family will be returned to its original position on the waiting list. The KCHA will notify the family in writing that it has been returned to the waiting list, and will specify the reasons for it.

If the KCHA determines that the family is eligible to receive assistance, the KCHA will invite the family to attend a briefing in accordance with the policies in Chapter 5.

3. Homeless Preference – **16 Points**

- a. Applicant households that lack a fixed, regular and adequate night-time residence;
- b. Have a primary night-time residence that is a supervised public or private shelter providing temporary accommodations;
- c. Have a primary night-time residence that is a public or private place not ordinarily used as an accommodation for human beings (lack indoor plumbing, toilet facilities, bathing facilities, adequate or safe electrical service, heat, or kitchen);
- d. Have a primary night-time residence that is a designated social service agency;
- e. Imminent Danger of Homelessness as defined by the agency's ACOP and HCV Administrative Plan.
 - i. Served with a court-ordered eviction notice
 - ii. Have been informed of a public safety condemnation of the household's home
 - iii. Foreclosure proceedings are pending on the household's home
 - iv. Have no other subsequent housing options
 - v. Lack financial resources and a support network
 - vi. Facing a sudden and significant loss of income
 - vii. **Current Emergency Housing Voucher (EHV) holders transitioning due to the end of the EHV program.**

4. Victims of Domestic Violence – **16 Points**

- a. Pursuant to the Violence Against Women Act (VAWA), this preference is available for individuals who have been victims of domestic violence, sexual assault, dating violence or stalking.
- b. To qualify for the preference, documentation must be provided that demonstrates the applicant is indeed a victim of domestic violence, sexual assault, dating violence or stalking, in accordance with the agency's ACOP and HCV Administrative Plan.

5. Veteran Preference – **12 Points**

- a. Applicant household where the Head of Household, Spouse, or Co-Head of Household is a current member of the United States Armed Forces;
- b. Applicant household where the Head of Household, Spouse, or Co-Head of Household is a veteran of the United States Armed Forces (honorable or general discharge);
- c. Applicant household where the Head of Household, Spouse, or Co-Head of Household is the surviving spouse of a veteran of the United States Armed Forces (honorable or general discharge).

6. Family Preference

- a. Family – Available to applicant households where two or more persons related by blood, marriage, adoption, or law who will live together in the same dwelling, or two or more persons who live together and whose income and resources are available for use in meeting regular living expenses for the family – **8 Points**
- b. Secondary Disabled – A secondary member of the family household – other than the Head of Household, Spouse, or Co-Head of Household - **4 Points**
- c. Near-Elderly – Available to applicant households where the Head of Household, Spouse, or Co-Head of Household are between 50 – 61 years of age – **4 Points**

7. Displacement – **4 Points**

- a. Applicant households which, at the time they apply, can document that they have been, or will be involuntarily displaced because of:
 - i. Natural Disaster that has been so declared by a local, state, or federal government agency;
 - ii. Subject to a documented action by a local, state, or federal government entity related to code enforcement, public improvement, or development;
 - iii. Landlord action other than termination of tenancy for cause (lease violations)
 - iv. Unit inaccessibility
- b. Displacement action must have been be within the previous 90 days, or involuntarily displacement will occur within 90 days.

8. Excessive Rent Burden/Sub-Standard Housing Conditions – **2 Points**

- a. Applicants who must spend more than 50% of their monthly income on monthly rent/mortgage payments and basic utilities (water, sewerage, electricity, and space heating fuel); and/or
- b. Are currently residing in sub-standard housing such as housing that lacks functioning plumbing, heating or electrical systems, and/or which is structurally unsound to the extent that the housing envelope does not adequately prevent incursion by precipitation, or is in imminent danger of collapse.



EXECUTIVE DIRECTOR REPORT

DECEMBER 2025

KNOX COUNTY HOUSING AUTHORITY
255 W. Tompkins St.
Galesburg, IL 61401
knoxcountyhousing.org



EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

COMMISSIONER COMPLIANCE REPORT

Commissioner Training and Development

The following table details **commissioner** training and development accomplished for FYE 03/31/2026:

Date	Commissioner	Training Description	Location	Hours
				0.0

The following table details monthly and annual costs (to date) incurred by the agency for **commissioner** training and development for FYE 03/31/2026:

Month	Training Events	Training Hours	Total Cost	Avg Cost per Hour	Training Budget	% to Budget	Variance
Apr-25	0	0.0	\$ -	\$ -	\$ 600.00	0.00%	\$ (600.00)
May-25	0	0.0	\$ -	\$ -	\$ 600.00	0.00%	\$ (600.00)
Jun-25	0	0.0	\$ -	\$ -	\$ 600.00	0.00%	\$ (600.00)
Jul-25	0	0.0	\$ -	\$ -	\$ 600.00	0.00%	\$ (600.00)
Aug-25	0	0.0	\$ -	\$ -	\$ 600.00	0.00%	\$ (600.00)
Sep-25	0	0.0	\$ -	\$ -	\$ 600.00	0.00%	\$ (600.00)
Oct-25	0	0.0	\$ -	\$ -	\$ 600.00	0.00%	\$ (600.00)
Nov-25	0	0.0	\$ -	\$ -	\$ 600.00	0.00%	\$ (600.00)
Dec-25			\$ -	\$ -		0.00%	
Jan-26			\$ -	\$ -		0.00%	
Feb-26			\$ -	\$ -		0.00%	
Mar-26			\$ -	\$ -		0.00%	
FYE 2025	0	0.0	\$ -	\$ -	\$ 4,800.00	0.00%	\$ (4,800.00)

EXECUTIVE SUMMARY

Commissioner Governance/Compliance

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

Commissioner List	PHA Governance	Sexual Harassment	FOIA - Current (State of Illinois)	Open Meetings (State of Illinois)	Ethics/Compliance (state of Illinois)	Compliance %
Hawkinson, Jared (C)	1	1	1	1	1	100.0%
Robison, Sara (VC)		1	1	1		60.0%
Riley, Joseph						0.0%
Carson, LaToya	1					20.0%
Turner, Dena						0.0%
Range, Joey						0.0%
Dena Simkins						0.0%
Antoine, Derek (ED)	1	1	1	1	1	100.0%
Total Authority	3	3	3	3	2	35.0%

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

FYE 2026	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	%
Hawkinson, Jared (C)	NO MEETING	NO MEETING	1	1	1	1	1	1					100.0%
Robison, Sara (VC)			1	1			1	1					66.7%
Riley, Joseph			1	1	1	1	1						83.3%
Carson, LaToya			1		1	1		1					66.7%
St. George, Dena													0.0%
Range, Joey													0.0%
Dena Simkins			1	1	1	1	1	1					100.0%
Antoine, Derek (ED)			1	1	1	1	1	1					100.0%

The table below details Board governance requirements, and the agency's compliance results:

Board Governance Survey Status	REQ	KCHA	RESULT
Does the Board have the required number of members?	5	7	Meets Requirement
Does the Board include a participant of KCHA programs?	YES	YES	Meets Requirement
Number of Board meetings:	8	6	Fails Requirement
Average meeting attendance:	75.0%	59.5%	Fails Requirement
Methods of disseminating information about Board meetings and minutes.	YES	YES	Meets Requirement
Role of Board in evaluating Executive Director performance and compensation	YES	YES	Meets Requirement
Role of Board in reviewing financial statements/PHA's financial health.	YES	YES	Meets Requirement
Timeliness of budget adoption by Board.	3/31	03/25	Meets Requirement
Are the results of quality control testing communicated to the Board?	YES	YES	Meets Requirement

EXECUTIVE SUMMARY

CAPITAL GRANT STATUS/PERFORMANCE

2025 CFP Grant IL01P08550124

- Grant amount: \$1,574,831.00
- Obligation End Date (OED): 02/16/2027
- Expenditure End Date (EED): 02/16/2029

CFP Budget by Line Item

Budget Line Item (BLI)		Original	Current	Obligated	%	Expended	%
1406	Transfer to Operations	\$ 393,707.75	\$ 393,707.75	\$ 393,707.75	100.0%	\$ 393,707.75	100.0%
1410	CFP Administration	\$ 157,483.10	\$ 157,483.10	\$ 157,483.10	100.0%	\$ 157,483.10	100.0%
1480	General Capital Activity	\$ 1,023,640.15	\$ 1,023,640.15	\$ 214,500.00	21.0%	\$ 17,364.18	1.7%
		\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
Total Capital Fund Program		\$ 1,574,831.00	\$ 1,574,831.00	\$ 765,690.85	48.6%	\$ 568,555.03	36.1%

CFP Planned Work Items

CFP Planned Activity		Original	Current	Obligated	%	Expended	%
1480	A & E	\$ 175,000.00	\$ 175,000.00	\$ 54,500.00	31.1%	\$ 17,364.18	9.9%
1480	MT Masonry	\$ 38,640.15	\$ 38,640.15	\$ -	0.0%	\$ -	0.0%
1480	BB Boil/MT Gen	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00	100.0%	\$ -	0.0%
1480	FAM Storms	\$ 370,000.00	\$ 370,000.00	\$ -	0.0%	\$ -	0.0%
1480	FAM Mail	\$ 30,000.00	\$ 30,000.00	\$ -	0.0%	\$ -	0.0%
1480	MT Flooring	\$ 250,000.00	\$ 250,000.00	\$ -	0.0%	\$ -	0.0%
		\$ -	\$ -	\$ -		\$ -	
		\$ -	\$ -	\$ -		\$ -	
		\$ -	\$ -	\$ -		\$ -	
		\$ -	\$ -	\$ -		\$ -	
Total Capital Fund Program		\$ 1,023,640.15	\$ 1,023,640.15	\$ 214,500.00	21.0%	\$ 17,364.18	1.7%

This grant will be used primarily for masonry and external structural rehabilitation and stabilization at Moon Towers, as well as general upkeep – storm doors, mailbox and address refurbishing, flooring replacement.

CFP Grant IL01P08550125 is 48.6% obligated, and 36.1% expended. This grant must be obligated at 90% (executed contracts) by 02/16/2027, and fully expended by 02/16/2029.

EXECUTIVE SUMMARY

2024 CFP Grant IL01P08550124

- Grant Amount: \$1,557,030.00
- Obligation End Date (OED): 02/16/2026
- Expenditure End Date (EED): 02/16/2028

CFP Budget by Line Item

Budget Line Item (BLI)		Original	Current	Obligated	%	Expended	%
1406	Transfer to Operations	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	100.0%	\$ 250,000.00	100.0%
1410	CFP Administration	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	100.0%	\$ 100,000.00	100.0%
1480	General Capital Activity	\$ 1,207,030.00	\$ 1,207,030.00	\$ 373,811.02	31.0%	\$ 289,486.96	24.0%
		\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
Total Capital Fund Program		\$ 1,557,030.00	\$ 1,557,030.00	\$ 723,811.02	46.5%	\$ 639,486.96	41.1%

CFP Planned Work Items

CFP Planned Activity		Original	Current	Obligated	%	Expended	%
1480	A & E	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	100.0%	\$ 37,646.40	41.8%
1480	MT Masonry	\$ 833,218.98	\$ 833,218.98	\$ -	0.0%	\$ -	0.0%
1480	MT/BB Elevator	\$ 283,811.02	\$ 283,811.02	\$ 283,811.02	100.0%	\$ 251,840.56	88.7%
		\$ -	\$ -	\$ -		\$ -	
		\$ -	\$ -	\$ -		\$ -	
		\$ -	\$ -	\$ -		\$ -	
		\$ -	\$ -	\$ -		\$ -	
		\$ -	\$ -	\$ -		\$ -	
		\$ -	\$ -	\$ -		\$ -	
		\$ -	\$ -	\$ -		\$ -	
Total Capital Fund Program		\$ 1,207,030.00	\$ 1,207,030.00	\$ 373,811.02	31.0%	\$ 289,486.96	24.0%

This grant will be used primarily for masonry and external structural rehabilitation and stabilization at Moon Towers.

CFP Grant IL01P08550124 is 22.5% obligated, and 23.1% expended. This grant must be obligated at 90% (executed contracts) by 02/16/2026, and fully expended by 02/16/2028.

EXECUTIVE SUMMARY

2023 CFP Grant IL01P08550123

- Grant Amount: \$1,519,740.00
- Obligation End Date (OED): 04/22/2025
- Expenditure End Date (EED): 04/22/2027

CFP Budget by Line Item

Budget Line Item (BLI)		Original	Current	Obligated	%	Expended	%
1406	Transfer to Operations	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	100.0%	\$ 250,000.00	100.0%
1410	CFP Administration	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	100.0%	\$ 100,000.00	100.0%
1480	General Capital Activity	\$ 1,169,740.00	\$ 1,169,740.00	\$ 1,169,740.00	100.0%	\$ 1,169,740.00	100.0%
		\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
Total Capital Fund Program		\$ 1,519,740.00	\$ 1,519,740.00	\$ 1,519,740.00	100.0%	\$ 1,519,740.00	100.0%

CFP Planned Work Items

CFP Planned Activity		Original	Current	Obligated	%	Expended	%
1480	A & E	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	100.0%	\$ 4,577.54	21.8%
1480	Furn. & Light	\$ 1,126,551.02	\$ 1,126,551.02	\$ 1,126,551.02	100.0%	\$ 1,165,162.46	103.4%
1480	MT/BB Elevator	\$ 22,188.98	\$ 22,188.98	\$ -	0.0%	\$ -	0.0%
		\$ -	\$ -	\$ -		\$ -	
		\$ -	\$ -	\$ -		\$ -	
		\$ -	\$ -	\$ -		\$ -	
		\$ -	\$ -	\$ -		\$ -	
		\$ -	\$ -	\$ -		\$ -	
		\$ -	\$ -	\$ -		\$ -	
		\$ -	\$ -	\$ -		\$ -	
Total Capital Fund Program		\$ 1,169,740.00	\$ 1,169,740.00	\$ 1,169,740.00	100.0%	\$ 1,169,740.00	100.0%

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

CFP Grant IL01P08550123 is 100.0% obligated, and 100.0% expended. This grant must be obligated at 90% (executed contracts) by 04/22/2025, and fully expended by 04/22/2027.

EXECUTIVE SUMMARY

EXECUTIVE REPORT

KCHA closed August on stable footing: core programs posted positive month and year-to-date results, liquidity is strong, and capital projects advanced without disrupting day-to-day service. The agency remains operationally disciplined and well-positioned heading into fall.

Financial Performance

The financial health of our properties is a key indicator of our operational efficiency. Here is a summary of the performance for each site for August:

Public Housing (Low Rent) operating results and cash

- YTD operating results (through Nov 2025) are positive across the PH sites and COCC:
 - COCC: +\$239,925 YTD net
 - Moon Towers: +\$114,249 YTD net
 - Family Sites: +\$373,870 YTD net
 - Bluebell: +\$39,972 YTD net
- PHA Total Available Cash: \$2,960,564.59.
- Reserves shown in the packet indicate the AMPs are over minimum reserve position (e.g., Moon +\$319,003; Family +\$793,474; Bluebell +\$184,554).
- All sites remain “in the black” year-to-date, even though Moon was slightly negative for the month.

Housing Choice Voucher Program

- Administrative (UNP)
 - November ran slightly positive: Operating income \$13,026.81 vs. expenses \$11,903.47 = +\$1,123.34 net for the month.
 - Year-to-date is still negative: (\$15,728.03) net YTD, with UNP ending balance per VMS = (\$15,973.98).
 - Trend note: UNP improved from prior month (\$17,097.32) to (\$15,973.98) (about a \$1,123 improvement), with no transfer/adjustment shown.
- HAP (RNP)
 - November ran slightly positive: Operating income \$90,586.00 vs. expenses \$89,077.81 = +\$1,508.19 net for the month.

EXECUTIVE SUMMARY

- Year-to-date is still negative: (\$12,560.06) net YTD, with RNP ending balance per VMS = (\$9,227.00).
- Trend note: RNP improved from prior month (\$11,137.00) to (\$9,227.00) (about a \$1,910 improvement), with no transfer/adjustment shown.

Affordable Housing Preservation (Brentwood / Prairieland)

- Both AHP properties are positive YTD:
 - Brentwood: +\$80,690 YTD net; Available cash \$426,679
 - Prairieland: +\$69,784 YTD net; Available cash \$230,708

Subsidy / other notable revenue items (month context)

- The packet notes \$144,669 in PH operating subsidy in the month (allocated across Moon/Family/Bluebell) and \$50,000 shelter funding from the Mental Health Board.

LEGISLATIVE/ADVOCACY

Government funding instability is now an operating condition, not a one-off event.

- **What happened:** The federal government shut down in October/November 2025 and stayed shut down for more than a month.
- **What it meant at the time:** Even when subsidy or HAP dollars were technically available, the federal machinery slowed down — HUD processing, field office responsiveness, grant processing, and the “fix-it” support PHAs rely on all got delayed. Inspections and oversight functions were disrupted because HUD staffing was impacted.
- **What it means now:** Assume periodic disruptions are possible again. Agencies should operate with stronger internal continuity plans: cash forecasting, contingency staffing coverage, backup workflows for HUD system issues, and proactive communication plans for landlords, vendors, and residents when federal uncertainty pops up.

Voucher programs are under financial pressure, and HUD is preparing agencies for “cost-control mode”

- **What happened:** HUD and the industry were signaling that voucher funding would be tight, and HUD released guidance describing steps agencies can take to reduce costs if they face a shortfall.
- **What it meant at the time:** This wasn’t theoretical—more agencies were trending toward shortfall conditions, and HUD was effectively saying, “Here’s the playbook you’ll be expected to use.”

EXECUTIVE SUMMARY

- **What it means now:** Voucher agencies should plan like shortfalls are a realistic risk, even if they're stable today. In plain terms, we may have to:
 - Slow down new admissions at times,
 - Tighten payment standards or utility assumptions (which shifts more cost to families),
 - and generally operate with more scrutiny over leasing decisions and budget authority. Boards should expect management to talk more about utilization strategy, HAP forecasting, and how to avoid sudden "hard stops" that hurt families and landlord confidence.

HUD is pushing a “tougher” tone on safety and enforcement, but the legal rules haven’t changed

- **What happened:** HUD leadership emphasized public safety, screening, and removing households that threaten others.
- **What it meant at the time:** The message encouraged agencies and owners to take safety concerns seriously and to use the tools they already have.
- **What it means now:** This is mostly a **policy tone shift**, not a wholesale rule change. Agencies still have to follow due process, fair housing, and VAWA protections. Practically, it means:
 - Agencies will feel pressure to **document decisions more carefully**,
 - ensure their screening/termination practices are consistent and defensible,
 - and prepare for increased scrutiny from multiple sides (residents, advocates, courts, HUD, and local stakeholders).

Public housing cash management requirements may change how agencies manage reserves and monthly operations

- **What happened:** HUD issued a cash management approach that, as written, would change expectations around the order in which agencies spend money (including pushing “program income first” concepts), with industry groups urging HUD to slow down implementation.
- **What it meant at the time:** Agencies were concerned it could create new administrative workload and confusion—especially if HUD systems and guidance weren’t clear enough to implement smoothly.
- **What it means now:** Even if HUD delays or clarifies pieces, the direction is clear: **HUD wants tighter controls and clearer reporting discipline tied to cash management.** For agencies, that means:
 - more emphasis on **cash governance**,
 - fewer “informal” workarounds that used to be tolerated,

EXECUTIVE SUMMARY

- and potentially less flexibility in how reserves are managed month-to-month. Boards should expect more frequent updates on cash position, reserve strategy, and compliance posture.

“Buy America” rules are driving real cost and schedule risk for capital work

- **What happened:** PHADA pushed Congress to exempt housing programs from Build America, Buy America (BABA), arguing it increases costs and slows projects due to sourcing restrictions and a slow waiver process.
- **What it meant at the time:** Agencies trying to rehab or modernize could face delays waiting for compliant materials or waivers, and projects could come in more expensive than planned.
- **What it means now:** Even if the rules evolve, BABA-style requirements are likely to remain a factor. Agencies should plan capital work with:
 - **longer procurement lead times,**
 - **higher pricing risk,**
 - and more contingency planning (scope alternates, bid timing, and vendor qualification). Boards should expect capital schedules to be more sensitive to supply chain and compliance issues than they were pre-BABA.

Section 3 reporting is back in a way that will require better internal tracking

- **What happened:** HUD moved Section 3 reporting expectations forward for PIH programs, with defined reporting elements around labor hours and Section 3 worker participation.
- **What it meant at the time:** Many agencies were going to need better contractor language, tracking, and documentation to report accurately.
- **What it means now:** This is a **compliance workload increase**, especially for capital work. Agencies need to ensure:
 - contracts clearly require reporting,
 - contractors can actually produce the data,
 - staff can validate and submit it.Boards should view this as a compliance risk area: not because it's conceptually hard, but because it's easy to miss if tracking isn't built into the project from day one.

Homelessness funding rules were signaling potential disruption for community partners

- **What happened:** Changes in how homelessness funding competitions were structured raised concern that existing permanent housing capacity could be destabilized in favor of different priorities.
- **What it meant at the time:** Providers and local systems worried about increased competition and uncertainty for renewals.

EXECUTIVE SUMMARY

- **What it means now:** Even if the details shift year to year, the theme is consistent: **funding models can change quickly**, and local partners may experience volatility. For housing authorities, that means:
 - partnerships may require more **formal coordination and contingency planning**,
 - “stable” programs may still face renewal risk,
 - and agencies should avoid assuming the external system will always be funded the same way next year.

The industry is moving toward higher volatility + higher compliance workload

For agencies, the practical impacts are:

- **More operational resilience needed** (because federal disruptions and delays can happen).
- **More conservative financial planning** (especially for voucher admin and HAP forecasting).
- **More compliance tracking** (Section 3, procurement sourcing, cash management expectations).
- **More schedule and cost uncertainty** in capital work (BABA and supply chain).
- **More documentation expectations** around safety, screening, and enforcement decisions.

PUBLIC HOUSING PROGRAM

PUBLIC HOUSING PROGRAM

MOON TOWERS

Moon Towers is comprised of 703 units of singles, elderly and disabled housing centrally located in Galesburg, IL. The property has two high-rise towers and is connected on the first floor.

MAINTENANCE	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE



Non-emergency WO - completion %	15.0%	100.0%	93.8%	2	99.5%	4
Non-emergency WO - completion time	15.0%	3.00	2.23	4	3.55	3
Emergency WO - % abated < 24 hours	15.0%	100.0%	100.0%	4	100.0%	4
Emergency WO - % complete < 72 hours	15.0%	100.0%	100.0%	4	100.0%	4
Unit - average make-ready days	20.0%	10.00	6.00	4	10.97	3
Annual Inspections - complete %	10.0%	100.0%	53.3%	1	53.3%	1
Annual Inspections - repair %	10.0%	100.0%	100.0%	4	516.7%	4
Total category score				3.40		3.35

OCCUPANCY	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE



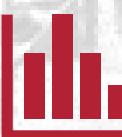
Unit-days leased (UDL) - %	25.0%	98.0%	99.6%	4	98.9%	4
Unit-months leased (UML) - %	25.0%	98.0%	100.0%	4	100.0%	4
Average leasing days	10.0%	5.00	2.00	4	3.40	3
Adequacy of wait list (ratio)	10.0%	1.00	8.24	4	8.24	4
Income targeting - % ELI admissions	10.0%	40.0%	100.0%	4	80.0%	4
Annual recertifications	20.0%	100.0%	100.0%	4	100.0%	4
Total category score				4.00		3.90

FINANCIAL	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE



Income - Actual to Budget %	10.0%	98.0%	99.0%	3	115.0%	4
Expense - Actual to Budget %	10.0%	98.0%	98.2%	4	98.5%	4
Profit/loss	20.0%	1.00	1.00	4	1.16	4
30-day Notice efficiency	15.0%	98.0%	87.0%	1	73.1%	1
Tenant accounts receivable (TAR) %	15.0%	1.5%	4.1%	1	4.1%	1
Tenant collections %	10.0%	98.0%	93.5%	2	97.5%	3
Deposit collections %	5.0%	98.0%	97.1%	3	97.1%	3
Reserve position	15.0%	4.00	7.69	4	7.69	4
Total category score				2.75		2.95

PUBLIC HOUSING PROGRAM

PHAS	Value	Goal	Month to Date		Year to Date		
			Actual	Score	Actual	Score	
	Physical inspection (PASS)	40.0%	40.00	39.60	4	39.60	4
	Management assessment (MASS)	25.0%	25.00	21.00	3	21.00	3
	Financial assessment (FASS)	25.0%	25.00	25.00	4	25.00	4
	Capital Fund assessment (CFP)	10.0%	10.00	10.00	4	10.00	4
	Total category score				3.75	3.75	
MANAGEMENT	Value	Goal	Month to Date		Year to Date		
			Actual	Score	Actual	Score	
	Appearance and marketing	10.0%	100.0%	97.1%	4	97.1%	4
	50058/50059 submissions	10.0%	100.0%	100.0%	4	100.0%	4
	Community service compliance	5.0%	100.0%	100.0%	4	100.0%	4
	EIV compliance	15.0%	100.0%	100.0%	4	100.0%	4
	Tenant file review compliance	15.0%	100.0%	75.0%	1	76.9%	1
	Pest control program effectiveness	10.0%	100.0%	100.0%	4	100.0%	4
	Staff development - hiring and retention	10.0%	3.00	3.20	3	3.20	3
	Staff development - training/development	10.0%	100.0%	0.0%	1	48.0%	1
	Unit-turnaround time (total)	15.0%	12.00	6.00	4	14.20	3
	Total category score				3.15	3.00	
TENANT RELATIONS	Value	Goal	Month to Date		Year to Date		
			Actual	Score	Actual	Score	
	Tenant engagement	50.0%	100.0%	100.0%	4	100.0%	4
	Safety and security	50.0%	3.00	5	4	5	4
	Total category score				4.00	4.00	
SCORECARD	Value	Goal	Month to Date		Year to Date		
			Actual	Score	Actual	Score	
	Maintenance of the property	15.0%	4.00	3.40	0.51	3.35	0.50
	Occupancy	25.0%	4.00	4.00	1.00	3.90	0.98
	Financial position	25.0%	4.00	2.75	0.69	2.95	0.74
	PHAS	15.0%	4.00	3.75	0.56	3.75	0.56
	Management operations	15.0%	4.00	3.15	0.47	3.00	0.45
	Tenant engagement	5.0%	4.00	4.00	0.20	4.00	0.20
	Total SCORECARD				3.43	3.43	
	DESIGNATION				STANDARD	STANDARD	

PUBLIC HOUSING PROGRAM

SCATTERED FAMILY SITES

Woodland.Bend?Whispering.Hollow?Cedar.Creek.Place

The Family Sites are comprised of 766 units scattered among three developments in Galesburg?ILj.. Most generally associated with families with children?the Family Sites also has a number of accessible units for disabled individuals.. Built in 7536?the Family Sites have been home to generations of individuals throughout its history.

MAINTENANCE	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE



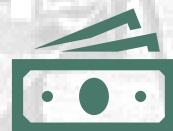
Non-emergency WO - completion %	15.0%	100.0%	98.4%	4	100.2%	4
Non-emergency WO - completion time	15.0%	3.00	2.68	4	3.18	3
Emergency WO - % abated < 24 hours	15.0%	100.0%	100.0%	4	100.0%	4
Emergency WO - % complete < 72 hours	15.0%	100.0%	100.0%	4	100.0%	4
Unit - average make-ready days	20.0%	10.00	15.75	1	10.66	3
Annual Inspections - complete %	10.0%	100.0%	12.5%	1	12.5%	1
Annual Inspections - repair %	10.0%	100.0%	100.0%	4	100.0%	4
Total category score				3.10		3.35

OCCUPANCY	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE



Unit-days leased (UDL) - %	25.0%	98.0%	99.4%	4	99.1%	4
Unit-months leased (UML) - %	25.0%	98.0%	100.0%	4	100.0%	4
Average leasing days	10.0%	5.00	1.00	4	1.77	4
Adequacy of wait list (ratio)	10.0%	1.00	2.44	4	2.44	4
Income targeting - % ELI admissions	10.0%	40.0%	66.7%	4	77.1%	4
Annual recertifications	20.0%	100.0%	100.0%	4	100.0%	4
Total category score				4.00		4.00

FINANCIAL	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE



Income - Actual to Budget %	10.0%	98.0%	105.8%	4	126.6%	4
Expense - Actual to Budget %	10.0%	98.0%	83.6%	4	88.5%	4
Profit/loss	20.0%	1.00	1.31	4	1.48	4
30-day Notice efficiency	15.0%	98.0%	59.1%	1	122.1%	4
Tenant accounts receivable (TAR) %	15.0%	1.5%	16.7%	1	16.7%	1
Tenant collections %	10.0%	98.0%	108.9%	4	132.9%	4
Deposit collections %	5.0%	98.0%	99.3%	4	99.3%	4
Reserve position	15.0%	4.00	12.44	4	12.44	4
Total category score				3.10		3.55

PUBLIC HOUSING PROGRAM

PHAS	Value	Goal	Month to Date		Year to Date		
			Actual	Score	Actual	Score	
	Physical inspection (PASS)	40.0%	40.00	38.00	4	38.00	4
	Management assessment (MASS)	25.0%	25.00	21.00	3	21.00	3
	Financial assessment (FASS)	25.0%	25.00	25.00	4	25.00	4
	Capital Fund assessment (CFP)	10.0%	10.00	10.00	4	10.00	4
	Total category score				3.75	3.75	
MANAGEMENT	Value	Goal	Month to Date		Year to Date		
			Actual	Score	Actual	Score	
	Appearance and marketing	10.0%	100.0%	100.0%	4	99.6%	4
	50058/50059 submissions	10.0%	100.0%	98.0%	3	98.0%	3
	Community service compliance	5.0%	100.0%	100.0%	4	100.0%	4
	EIV compliance	15.0%	100.0%	25.0%	1	25.0%	1
	Tenant file review compliance	15.0%	100.0%	102.9%	4	95.4%	3
	Pest control program effectiveness	10.0%	100.0%	100.0%	4	100.0%	4
	Staff development - hiring and retention	10.0%	3.00	3.75	4	3.75	4
	Staff development - training/development	10.0%	100.0%	0.0%	1	24.0%	1
	Unit-turnaround time (total)	15.0%	23.00	11.33	4	12.43	3
	Total category score				3.15	2.85	
TENANT RELATIONS	Value	Goal	Month to Date		Year to Date		
			Actual	Score	Actual	Score	
	Tenant engagement	50.0%	100.0%	100.0%	4	97.5%	4
	Safety and security	50.0%	3.00	4	4	4	4
	Total category score				4.00	4.00	
SCORECARD	Value	Goal	Month to Date		Year to Date		
			Actual	Score	Actual	Score	
	Maintenance of the property	15.0%	4.00	3.10	0.47	3.35	0.50
	Occupancy	25.0%	4.00	4.00	1.00	4.00	1.00
	Financial position	25.0%	4.00	3.10	0.78	3.55	0.89
	PHAS	15.0%	4.00	3.75	0.56	3.75	0.56
	Management operations	15.0%	4.00	3.15	0.47	2.85	0.43
	Tenant engagement	5.0%	4.00	4.00	0.20	4.00	0.20
	Total SCORECARD				3.48	3.58	
	DESIGNATION				STANDARD	HIGH PERFORMER	

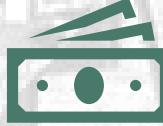
PUBLIC HOUSING PROGRAM

BLUE BELL TOWER

Constructed in 2019, Bluebell Tower is the newest development of the public housing portfolio. The property houses 17 units in a six-story high-rise nestled in downtown Abingdon, IL.

MAINTENANCE	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
	Non-emergency WO - completion %	15.0%	100.0%	95.0%	3	100.0%
	Non-emergency WO - completion time	15.0%	3.00	1.16	4	1.95
	Emergency WO - % abated < 24 hours	15.0%	100.0%	100.0%	4	100.0%
	Emergency WO - % complete < 72 hours	15.0%	100.0%	100.0%	4	100.0%
	Unit - average make-ready days	20.0%	10.00	0.00	4	12.67
	Annual Inspections - complete %	10.0%	100.0%	18.5%	1	18.5%
	Annual Inspections - repair %	10.0%	100.0%	100.0%	4	100.0%
	Total category score				3.55	3.30

OCCUPANCY	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
	Unit-days leased (UDL) - %	25.0%	98.0%	97.7%	3	98.6%
	Unit-months leased (UML) - %	25.0%	98.0%	100.0%	4	100.0%
	Average leasing days	10.0%	5.00	0.00	4	9.50
	Adequacy of wait list (ratio)	10.0%	1.00	13.50	4	13.50
	Income targeting - % ELI admissions	10.0%	40.0%	0.0%	1	100.0%
	Annual recertifications	20.0%	100.0%	100.0%	4	100.0%
	Total category score				3.45	3.70

FINANCIAL	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
	Income - Actual to Budget %	10.0%	98.0%	103.7%	4	117.8%
	Expense - Actual to Budget %	10.0%	98.0%	80.7%	4	99.5%
	Profit/loss	20.0%	1.00	1.29	4	1.19
	30-day Notice efficiency	15.0%	98.0%	100.0%	4	324.3%
	Tenant accounts receivable (TAR) %	15.0%	1.5%	2.2%	2	2.2%
	Tenant collections %	10.0%	98.0%	93.0%	2	104.5%
	Deposit collections %	5.0%	98.0%	91.4%	2	91.4%
	Reserve position	15.0%	4.00	11.04	4	11.04
	Total category score				3.40	3.60

PUBLIC HOUSING PROGRAM

PHAS	Value	Goal	Month to Date		Year to Date	
			Actual	Score	Actual	Score



Physical inspection (PASS)	40.0%	40.00	39.92	4	39.92	4
Management assessment (MASS)	25.0%	25.00	23.00	4	23.00	4
Financial assessment (FASS)	25.0%	25.00	25.00	4	25.00	4
Capital Fund assessment (CFP)	10.0%	10.00	10.00	4	10.00	4
Total category score			4.00			4.00

MANAGEMENT	Value	Goal	Month to Date		Year to Date	
			Actual	Score	Actual	Score



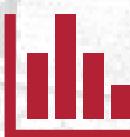
Appearance and marketing	10.0%	100.0%	97.1%	4	97.1%	4
50058/50059 submissions	10.0%	100.0%	100.0%	4	100.0%	4
Community service compliance	5.0%	100.0%	100.0%	4	100.0%	4
EIV compliance	15.0%	100.0%	100.0%	4	100.0%	4
Tenant file review compliance	15.0%	100.0%	75.0%	1	75.0%	1
Pest control program effectiveness	10.0%	100.0%	100.0%	4	100.0%	4
Staff development - hiring and retention	10.0%	3.00	3.20	3	3.20	3
Staff development - training/development	10.0%	100.0%	0.0%	1	48.0%	1
Unit-turnaround time (total)	15.0%	100.0%	0.00	4	19.17	2
Total category score			3.15			2.85

TENANT RELATIONS	Value	Goal	Month to Date		Year to Date	
			Actual	Score	Actual	Score



Tenant engagement	50.0%	100.0%	98.8%	4	88.2%	3
Safety and security	50.0%	3.00	3	3	3	3
Total category score			3.50			3.00

SCORECARD	Value	Goal	Month to Date		Year to Date	
			Actual	Score	Actual	Score



Maintenance of the property	15.0%	4.00	3.55	0.53	3.30	0.50
Occupancy	25.0%	4.00	3.45	0.86	3.70	0.93
Financial position	25.0%	4.00	3.40	0.85	3.60	0.90
PHAS	15.0%	4.00	4.00	0.60	4.00	0.60
Management operations	15.0%	4.00	3.15	0.47	2.85	0.43
Tenant engagement	5.0%	4.00	3.50	0.18	3.00	0.15
Total SCORECARD			3.49			3.50
DESIGNATION				STANDARD		STANDARD

PUBLIC HOUSING PROGRAM

PUBLIC HOUSING SUMMARY

Focusing on key metrics like maintenance, occupancy, financials, and management using the goals and actual results to provide a clear picture of the program's overall health;

Occupancy

Across the portfolio, occupancy is strong and stable—you're essentially operating at “full” leasing levels, which protects rent roll and keeps operations efficient. The difference-maker isn't whether units are occupied; it's whether each property is keeping leasing activity, targeting, and recert workflows moving so small vacancies don't linger and performance doesn't slip quietly.

- **Moon Towers:** Occupancy is very strong for the month and remains strong year-to-date; leasing speed is steady and the core occupancy workflow is holding.
- **Family Housing:** Occupancy is essentially maxed out both for the month and year-to-date; this is a “protect what you've built” property—keep the pipeline and recerts tight so it stays there.
- **Bluebell Tower:** Occupancy remains strong overall, but the lease-up pace is the visible weak spot year-to-date. This usually means you're not losing money yet—but you're more vulnerable to turnover months, and you need tighter leasing momentum when units do open up.

Financial

Overall finances are controlled and stable, but the pressure points are the usual ones: tenant receivables, collections discipline, and how consistently notices/collections steps are executed. When those slip, it drives staff time, resident conflict, and bigger downstream problems (repayment agreements, evictions, bad debt growth), even if the property still “looks fine” on the surface.

- **Moon Towers:** Financial performance is being dragged by elevated receivables and weaker collections/notice effectiveness. Translation: residents are getting behind and the follow-through isn't consistently hitting the standard—this is where you tighten the rent enforcement cadence and repayment tracking.
- **Family Housing:** Strong overall, but receivables are the red flag. The month shows a slip in notice/collections efficiency even if the year-to-date picture is better—often a sign of workflow timing, staffing bandwidth, or a one-month process miss that needs quick correction.
- **Bluebell Tower:** Stable, but collections and deposits were softer this month and receivables are a little elevated. Translation: not a crisis—just a property where consistent front-end follow-up prevents it from becoming a bigger problem later.

Maintenance

PUBLIC HOUSING PROGRAM

Emergency response is where it should be and routine work order turnaround is generally solid. The system-wide issue is planned work: annual inspections are behind schedule. That creates two risks at once—compliance exposure and a “bow wave” of deferred repairs that hits later all at once.

- **Moon Towers:** Day-to-day maintenance performance is generally solid. The biggest risk is inspection completion backlog—repairs may be getting addressed when found, but you can't fix what you haven't inspected.
- **Family Housing:** This is the biggest maintenance concern this month: make-ready time spiked (slower turns) and annual inspections are severely behind. Translation: you're winning emergencies and routine work, but planned work is slipping and needs a reset plan and capacity.
- **Bluebell Tower:** Strong work order response, but annual inspections are extremely behind, and year-to-date make-ready performance is slower than you want. Translation: staffing is getting consumed by daily demand; scheduled work needs a calendar, throughput targets, and accountability.

Management

Management operations are steady on the basics, but the weak spots matter because they turn into audit findings and performance problems later: file quality control (file reviews), EIV process compliance (Family), and staff training/development tracking. These are process and discipline issues—fixable, but they need a cadence, not a memo.

- **Moon Towers:** The main drags are file review compliance and staff development/training activity. This is a “checklist + monthly cadence + spot audits” fix.
- **Family Housing:** The standout issue is EIV compliance (needs immediate attention), along with training/development not being completed or captured consistently.
- **Bluebell Tower:** Similar to Moon—file review and training/development aren't where they should be, and unit turnaround management is a year-to-date drag (meaning the full turn process takes too long even if work orders are being completed).

Overall picture

- **Moon Towers:** Standard for the month and year-to-date. Strong occupancy stability and solid maintenance response, held back by receivables/collections workflow, inspection backlog, and file review/training gaps.
- **Family Housing:** Standard for the month but High Performer year-to-date. Translation: the year is strong, but this month had operational slips (turn time, EIV compliance, receivables/workflow) that should be corrected fast so they don't become the new normal.

PUBLIC HOUSING PROGRAM

- **Bluebell Tower:** Standard for the month and year-to-date. Stable, but the watch items are lease-up momentum, annual inspection completion, and front-end rent/deposit collections discipline.

PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS)

Annually each public housing program is assessed based on certain operational measures. These measures include each property and program's physical condition (PASS), management efficiency, including occupancy (MASS), financial condition (FASS) and the Capital Fund Program (CFP). Based on these assessments, agency's are designated either a High Performer (66.7% - 76.6%), Standard Performer (26.7% - 45.5%), or a Troubled Performer (6.7% - 15.5%). This assessment is based on actual operational data for the current fiscal year.

	FY 03/31/2026 (TRENDING)				
	PASS	MASS	FASS	CFP	TOTAL
Moon Towers	39.60	17.00	25.00	10.00	91.60
Family Sites	38.00	17.00	25.00	10.00	90.00
Bluebell Tower	39.92	21.00	25.00	10.00	95.92
PH COMPOSITE	38.90	17.48	25.00	10.00	91.38

Based on current and YTD reported data, the public housing program is trending towards a designation of **HIGH PERFORMER** for FYE 2026.

HOUSING CHOICE VOUCHER PROGRAM

HOUSING CHOICE VOUCHER PROGRAM

APPLICATION/WAIT LIST

WAIT LIST	WL PRIOR	APPLICATIONS				VOU. ISSUED	WL CURRENT	WL AVG
		NEW	DENIED	INACTIVE	PURGED			
JAN	438	26	36	3	0	1	424	424.00
FEB	424	19	29	1	0	0	413	418.50
MAR	413	10	17	1	0	0	405	414.00
APR	405	22	40	1	0	1	385	406.75
MAY	385	18	13	0	0	1	389	403.20
JUN	389	15	46	1	0	1	356	395.33
JUL	356	26	7	4	0	1	370	391.71
AUG	370	22	8	2	0	1	381	390.38
SEPT	381	12	6	0	0	0	387	390.00
OCT	387	13	4	0	0	0	396	390.60
NOV	396	8	6	0	0	0	398	391.27
DEC						0		358.67
TOTAL		191	212	13	0	6		

VOUCHER ACTIVITY

VOUCHER ACTIVITY	PRIOR SEARCH	VOUCHER ACTIVITY						VOUCH. SEARCH
		ISSUED	EXPIRED	REVOKE	PORTS	FORFEIT	LEASED	
JAN	3	1	0	0	0	0	0	4
FEB	4	0	0	0	0	0	2	2
MAR	2	0	0	0	0	0	2	0
APR	0	1	0	0	0	0	0	1
MAY	1	1	0	0	0	0	1	1
JUN	1	1	0	0	0	0	0	2
JUL	2	1	0	0	0	0	0	3
AUG	3	1	0	0	0	1	0	3
SEPT	3	0	0	0	0	0	0	3
OCT	3	0	0	0	0	0	0	3
NOV	3	0	1	0	0	0	0	2
DEC							0	
TOTAL		6	1	0	0	1	5	

HOUSING CHOICE VOUCHER PROGRAM

HOUSING ASSISTANCE PAYMENT (HAP) DETAIL – KNOX COUNTY

KNOX CO. HAP STATS	KNOX CO. VOUCH	HAP			% to HAP TOTAL	PER UNIT COST	ROLLING AVG
		KNOX CO.		TOTAL			
JAN	201	\$ 85,887.00	\$ 86,834.00	98.91%	\$ 427.30	\$ 427.30	
FEB	199	\$ 84,816.00	\$ 85,987.00	98.64%	\$ 426.21	\$ 426.75	
MAR	202	\$ 87,930.00	\$ 92,105.00	95.47%	\$ 435.30	\$ 421.37	
APR	199	\$ 87,335.00	\$ 92,331.00	94.59%	\$ 438.87	\$ 431.92	
MAY	197	\$ 85,678.00	\$ 90,312.00	94.87%	\$ 434.91	\$ 432.52	
JUN	192	\$ 82,698.00	\$ 89,864.00	92.03%	\$ 430.72	\$ 432.22	
JUL	189	\$ 83,412.00	\$ 89,875.00	92.81%	\$ 441.33	\$ 433.52	
AUG	188	\$ 83,808.00	\$ 90,345.00	92.76%	\$ 445.79	\$ 435.05	
SEPT	185	\$ 83,061.00	\$ 89,350.00	92.96%	\$ 448.98	\$ 436.60	
OCT	185	\$ 85,776.00	\$ 91,874.00	93.36%	\$ 463.65	\$ 439.31	
NOV	180	\$ 82,500.00	\$ 88,676.00	93.04%	\$ 458.33	\$ 441.04	
DEC							
TOTAL	2117	\$ 932,901.00	\$ 987,553.00	94.47%	\$ 440.67		

HOUSING ASSISTANCE PAYMENT (HAP) DETAIL – PORTABILITY

PORTABILITY HAP STATS	PORTED VOUCH.	HAP			% to HAP TOTAL	PER UNIT COST	ROLLING AVG
		PORTED		TOTAL			
JAN	1	\$ 947.00	\$ 86,834.00	1.09%	\$ 947.00	\$ 947.00	
FEB	1	\$ 947.00	\$ 85,987.00	1.10%	\$ 947.00	\$ 947.00	
MAR	2	\$ 4,007.00	\$ 92,105.00	4.35%	\$ 2,003.50	\$ 1,299.17	
APR	3	\$ 4,996.00	\$ 92,331.00	5.41%	\$ 1,665.33	\$ 1,390.71	
MAY	3	\$ 4,634.00	\$ 90,312.00	5.13%	\$ 1,544.67	\$ 1,421.50	
JUN	3	\$ 4,634.00	\$ 89,864.00	5.16%	\$ 1,544.67	\$ 1,442.03	
JUL	3	\$ 4,634.00	\$ 89,875.00	5.16%	\$ 1,544.67	\$ 1,456.69	
AUG	3	\$ 4,634.00	\$ 90,345.00	5.13%	\$ 1,544.67	\$ 1,467.69	
SEPT	3	\$ 4,634.00	\$ 89,350.00	5.19%	\$ 1,544.67	\$ 1,476.24	
OCT	3	\$ 4,634.00	\$ 91,874.00	5.04%	\$ 1,544.67	\$ 1,483.08	
NOV	3	\$ 4,634.00	\$ 88,676.00	5.23%	\$ 1,544.67	\$ 1,488.68	
DEC		\$ -	\$ -				
TOTAL	28	\$ 43,335.00	\$ 987,553.00	4.39%	\$ 1,547.68		

HOUSING CHOICE VOUCHER PROGRAM

PROGRAM UTILIZATION

VOUCHER - UTILIZATION				BUDGET AUTHORITY - UTILIZATION								
MON	ACC	UML	%	HAP EXPENSE		BUDG. AUTH.		NRP		BA + NRP		%
JAN	285	202	70.88%	\$ 86,834.00	\$ 93,291.00	\$ 3,664.00	\$ 96,955.00	89.56%				
FEB	285	200	70.18%	\$ 172,821.00	\$ 186,582.00	\$ 7,023.00	\$ 193,605.00	89.26%				
MAR	285	204	71.58%	\$ 264,926.00	\$ 279,873.00	\$ 4,751.00	\$ 284,624.00	93.08%				
APR	285	202	70.88%	\$ 357,257.00	\$ 373,164.00	\$ 6,557.00	\$ 379,721.00	94.08%				
MAY	285	200	70.18%	\$ 447,569.00	\$ 466,455.00	\$ 6,557.00	\$ 473,012.00	94.62%				
JUN	285	195	68.42%	\$ 529,273.00	\$ 559,746.00	\$ -	\$ 559,746.00	94.56%				
JUL	285	192	67.37%	\$ 619,148.00	\$ 653,037.00	\$ -	\$ 653,037.00	94.81%				
AUG	285	191	67.02%	\$ 709,493.00	\$ 746,328.00	\$ -	\$ 746,328.00	95.06%				
SEPT	285	188	65.96%	\$ 798,843.00	\$ 839,619.00	\$ -	\$ 839,619.00	95.14%				
OCT	285	188	65.96%	\$ 890,717.00	\$ 932,910.00	\$ -	\$ 932,910.00	95.48%				
NOV	285	183	64.21%	\$ 979,393.00	\$ 1,026,201.00	\$ -	\$ 1,026,201.00	95.44%				
DEC				\$ -	\$ -	\$ -	\$ -					

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

SEMAP FORECAST

SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM								
CATEGORY	AVAIL	POINTS	SCORE	CATEGORY	AVAIL	POINTS	SCORE	
Wait List Management	15.0	15.0	100.00%	HQS - Pre-Contract	5.0	5.0	100.00%	
Rent Reasonableness	20.0	20.0	100.00%	HQS - Annual Inspections	10.0	10.0	100.00%	
Tenant Files	25.0	25.0	100.00%	Payment Standards	5.0	5.0	100.00%	
Utility Allowances	5.0	5.0	100.00%	Annual Reexaminations	10.0	10.0	100.00%	
HQS - Quality Control	5.0	5.0	100.00%	HAP/Voucher Utilization	20.0	15.0	75.00%	
HQS - Enforcement	10.0	10.0	100.00%	SEMAP FORECAST	130.0	125.0	96.15%	High Performer
				SEMAP FORECAST				

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

HOUSING CHOICE VOUCHER PROGRAM

HOUSING CHOICE VOUCHER PROGRAM SUMMARY

HAP Utilization (MTD / YTD)

- **This month:** We're spending HAP at a healthy, controlled pace—high enough that we're not leaving meaningful funding unused, but not so aggressive that we're putting ourselves at risk of overspending. In plain terms: we're using what we're supposed to use without creating chaos.
- **Year-to-date:** The best word is steady. Our HAP utilization has stayed in a tight, predictable range month after month. That stability is what reduces the chance of a surprise shortfall—and it also keeps us from having to slam the brakes on admissions.

Voucher Numbers (MTD / YTD)

- **This month:** Leasing held firm in November—right around the “about 200 households” level. We didn’t see a drop-off, and the program is still doing what it’s supposed to do: keep families housed.
- **Year-to-date:** Participation has stayed consistent in that same general band (high-100s to low-200s) without major swings. We’re also clearly managing the program to available funding rather than trying to max out every authorized unit at all costs—which is the right approach when budget authority is the limiting factor.

Overall Program Health

- **Costs are under control.** Our average HAP per household is staying stable, and that’s the biggest indicator of whether we can keep leasing without running into turbulence.
- **Portability isn’t driving the bus.** Portability costs are present, but they’re not dominating the budget or creating unpredictable spikes.
- **Demand remains steady.** The waitlist pressure is still there, but it’s not spiking in a way that suggests a sudden surge we can’t manage.

Bottom line: The program is operating in a stable “steady state”—consistent leasing, consistent costs, and consistent utilization. The trade-off is that serving more families would likely require either more budget authority or real cost reductions, because we’re already running relatively tight on utilization.

SEMAP Trending

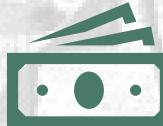
SEMAP is trending toward **High Performer** status. Most scoring areas are where they should be, which tells me our core compliance systems are holding—waitlist administration, reexams, payment processes, and documentation discipline. The areas that typically cost points are the usual suspects (inspection-related workflows and documentation/QC-type items), so the practical takeaway is: the program is healthy, and we protect that rating by staying tight on inspections and file/process discipline.

AFFORDABLE HOUSING PRESERVATION (AHP)

AFFORDABLE HOUSING PRESERVATION (AHP)

BRENTWOOD MANOR

Brentwood Manor Apartments is located in Galesburg, Illinois, right behind Galesburg High School. This apartment community is comprised of 38 units.

MAINTENANCE	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE		
			ACTUAL	SCORE	ACTUAL	SCORE	
	Non-emergency WO - completion %	15.0%	100.0%	100.0%	4	102.0%	
	Non-emergency WO - completion time	15.0%	2.00	10.76	1	3.60	
	Emergency WO - % abated < 24 hours	15.0%	100.0%	100.0%	4	100.0%	
	Emergency WO - % complete < 72 hours	15.0%	100.0%	100.0%	4	65.2%	
	Unit - average make-ready days	20.0%	10.00	0.00	4	0.00	
	Annual Inspections - complete %	10.0%	100.0%	63.5%	1	63.5%	
	Annual Inspections - correction %	10.0%	100.0%	100.0%	4	100.0%	
	Total category score				3.25	3.10	
	OCCUPANCY	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
				ACTUAL	SCORE	ACTUAL	SCORE
	Unit-days leased (UDL) - %	25.0%	98.0%	100.0%	4	99.8%	4
	Unit-months leased (UML) - %	25.0%	98.0%	100.0%	4	100.0%	4
	Average leasing days	15.0%	5.00	0.00	4	8.20	1
	Adequacy of wait list (ratio)	15.0%	1.00	12.71	4	12.71	4
	Income targeting - % ELI admissions	0.0%	40.0%	40.0%	4	40.0%	4
	Annual recertifications	20.0%	100.0%	100.0%	4	100.0%	4
	Total category score				4.00		3.55
	FINANCIAL	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
				ACTUAL	SCORE	ACTUAL	SCORE
	Income - Actual to Budget %	10.0%	98.0%	99.5%	3	99.9%	3
	Expense - Actual to Budget %	10.0%	98.0%	70.3%	4	97.1%	4
	Profit/loss	20.0%	1.00	1.58	4	1.06	4
	14-day Notice efficiency	15.0%	98.0%	100.0%	4	100.0%	4
	Tenant accounts receivable (TAR) %	15.0%	1.5%	1.2%	3	1.2%	3
	Tenant collections %	10.0%	98.0%	99.8%	4	98.9%	4
	Deposit collections %	5.0%	98.0%	100.0%	4	100.0%	4
	Reserve position	15.0%	4.00	9.76	4	9.76	4
	Total category score				3.75		3.75

AFFORDABLE HOUSING PRESERVATION (AHP)

PHAS



	Value	Goal	Month to Date		Year to Date	
			Actual	Score	Actual	Score
Physical inspection (PASS)	40.0%	40.00	39.20	4	39.20	4
Management assessment (MASS)	25.0%	25.00	25.00	4	25.00	4
Financial assessment (FASS)	25.0%	25.00	24.38	4	24.38	4
Capital Fund assessment (CFP)	10.0%	10.00	10.00	4	10.00	4
Total category score				4.00		4.00

MANAGEMENT



	Value	Goal	Month to Date		Year to Date	
			Actual	Score	Actual	Score
Appearance and marketing	20.0%	100.0%	94.3%	4	95.0%	4
50058/50059 submissions	0.0%	100.0%	100.0%	4	100.0%	4
Community service compliance	0.0%	100.0%	100.0%	4	100.0%	4
EIV compliance	0.0%	100.0%	75.0%	1	87.5%	1
Tenant file review compliance	20.0%	100.0%	0.0%	1	67.6%	1
Pest control program effectiveness	20.0%	100.0%	85.0%	4	85.0%	4
Staff development - hiring and retention	5.0%	3.00	3.56	4	3.56	4
Staff development - training/development	5.0%	100.0%	750.0%	4	93.8%	2
Unit-turnaround time (total)	30.0%	100.0%	0.00	4	26.60	1
Total category score				3.40		2.40

TENANT RELATIONS



	Value	Goal	Month to Date		Year to Date	
			Actual	Score	Actual	Score
Tenant engagement	50.0%	100.0%	85.9%	3	71.2%	2
Safety and security	50.0%	3.00	6	4	6	4
Total category score				3.50		3.00

SCORECARD



	Value	Goal	Month to Date		Year to Date	
			Actual	Score	Actual	Score
Maintenance of the property	15.0%	4.00	3.25	0.49	3.10	0.47
Occupancy	25.0%	4.00	4.00	1.00	3.55	0.89
Financial position	25.0%	4.00	3.75	0.94	3.75	0.94
PHAS	15.0%	4.00	4.00	0.60	4.00	0.60
Management operations	15.0%	4.00	3.40	0.51	2.40	0.36
Tenant engagement	5.0%	4.00	3.50	0.18	3.00	0.15
Total SCORECARD				3.71		3.40
DESIGNATION					HIGH PERFORMER	STANDARD

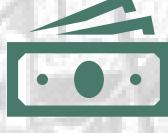
AFFORDABLE HOUSING PRESERVATION (AHP)

PRAIRIELAND TOWNHOUSE APARTMENTS

Tucked away on the southeast side of Galesburg, Illinois, this development is off the beaten path. Home to 21 two-story units, this property also has 79 project-based vouchers (PBV).

MAINTENANCE	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
	Non-emergency WO - completion %	15.0%	100.0%	100.0%	4	99.4%
	Non-emergency WO - completion time	15.0%	3.00	19.25	1	4.58
	Emergency WO - % abated < 24 hours	15.0%	100.0%	100.0%	4	100.0%
	Emergency WO - % complete < 72 hours	15.0%	100.0%	200.0%	4	81.0%
	Unit - average make-ready days	20.0%	10.00	0.00	4	0.00
	Annual Inspections - complete %	10.0%	100.0%	59.8%	1	59.8%
	Annual Inspections - correction %	10.0%	100.0%	100.0%	4	566.7%
	Total category score				3.25	3.10

OCCUPANCY	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
	Unit-days leased (UDL) - %	25.0%	98.0%	100.0%	4	99.4%
	Unit-months leased (UML) - %	25.0%	98.0%	100.0%	4	100.0%
	Average leasing days	10.0%	5.00	0.00	4	7.63
	Adequacy of wait list (ratio)	10.0%	1.00	22.58	4	22.58
	Income targeting - % ELI admissions	10.0%	40.0%	100.0%	4	100.0%
	Annual recertifications	20.0%	100.0%	100.0%	4	100.0%
	Total category score				4.00	3.70

FINANCIAL	VALUE	GOAL	MONTH TO DATE		YEAR TO DATE	
			ACTUAL	SCORE	ACTUAL	SCORE
	Income - Actual to Budget %	10.0%	98.0%	103.4%	4	97.0%
	Expense - Actual to Budget %	10.0%	98.0%	90.4%	4	95.6%
	Profit/loss	20.0%	1.00	1.31	4	1.16
	30-day Notice efficiency	15.0%	98.0%	8558.0%	4	100.0%
	Tenant accounts receivable (TAR) %	15.0%	1.5%	3.2%	1	3.2%
	Tenant collections %	10.0%	98.0%	102.2%	4	98.5%
	Deposit collections %	5.0%	98.0%	100.0%	4	100.0%
	Reserve position	15.0%	4.00	-5.75	1	-5.75
	Total category score				3.10	3.00

AFFORDABLE HOUSING PRESERVATION (AHP)

PHAS	Value	Goal	Month to Date		Year to Date		
			Actual	Score	Actual	Score	
	Physical inspection (PASS)	40.0%	40.00	39.20	4	39.20	4
	Management assessment (MASS)	25.0%	25.00	21.00	3	21.00	3
	Financial assessment (FASS)	25.0%	25.00	2.00	1	2.00	1
	Capital Fund assessment (CFP)	10.0%	10.00	10.00	4	10.00	4
	Total category score				3.00		3.00
MANAGEMENT	Value	Goal	Month to Date		Year to Date		
			Actual	Score	Actual	Score	
	Appearance and marketing	15.0%	100.0%	97.1%	4	97.1%	4
	50058/50059 submissions	5.0%	100.0%	100.0%	4	100.0%	4
	Community service compliance	0.0%	100.0%	100.0%	4	100.0%	4
	EIV compliance	10.0%	100.0%	100.0%	4	89.3%	1
	Tenant file review compliance	15.0%	100.0%	0.0%	1	79.3%	1
	Pest control program effectiveness	15.0%	100.0%	100.0%	4	100.0%	4
	Staff development - hiring and retention	5.0%	3.00	3.56	4	3.56	4
	Staff development - training/development	5.0%	100.0%	0.0%	1	0.0%	1
	Unit-turnaround time (total)	30.0%	100.0%	0.00	4	26.63	1
	Total category score				3.40		2.20
TENANT RELATIONS	Value	Goal	Month to Date		Year to Date		
			Actual	Score	Actual	Score	
	Tenant engagement	50.0%	100.0%	87.3%	3	75.7%	3
	Safety and security	50.0%	3.00	6	4	6	4
	Total category score				3.50		3.50
SCORECARD	Value	Goal	Month to Date		Year to Date		
			Actual	Score	Actual	Score	
	Maintenance of the property	15.0%	4.00	3.25	0.49	3.10	0.47
	Occupancy	25.0%	4.00	4.00	1.00	3.70	0.93
	Financial position	25.0%	4.00	3.10	0.78	3.00	0.75
	PHAS	15.0%	4.00	3.00	0.45	3.00	0.45
	Management operations	15.0%	4.00	3.40	0.51	2.20	0.33
	Tenant engagement	5.0%	4.00	3.50	0.18	3.50	0.18
	Total SCORECARD				3.40		3.10
	DESIGNATION				STANDARD		STANDARD

AFFORDABLE HOUSING PRESERVATION (AHP)

AHP SUMMARY

Focusing on key metrics like maintenance?occupancy?financials?and management?using the goals and actual results to provide a clear picture of the program's overall health;

Occupancy

- **Brentwood Manor (Month / YTD):** Brentwood is essentially “full” and staying that way. The occupancy picture is stable and predictable, which is exactly what you want in AHP—revenue isn’t being lost to vacancy time. The one caution in the scorecard is that when a unit does turn over, the year-to-date leasing pace has been slower than the standard you’re aiming for, so the goal is to keep turns from stretching into longer vacancy windows.
- **Prairieland Townhouses (Month / YTD):** Prairieland is also operating at near-full occupancy, which is a strong baseline. Similar to Brentwood, the scorecard suggests the year-to-date leasing/turnover pace is the main area to tighten—when units open up, you want the process moving quickly so “good occupancy” doesn’t hide avoidable vacancy days.

Financials

- **Brentwood Manor (Month / YTD):** Financial performance is steady and controlled. Income and spending are generally tracking where they should, collections are strong, and reserves look healthy. The only financial drag showing up is a mild receivables issue—not alarming, but it’s the early warning indicator that tells you to keep pressure on consistent rent enforcement and repayment tracking.
- **Prairieland Townhouses (Month / YTD):** Prairieland’s finances are more mixed. The property can still show acceptable monthly performance, but the scorecard is clearly flagging two bigger concerns: **higher receivables** (more tenant rent sitting unpaid) and a **weak reserve position** compared to the standard you want. In plain terms: the property is functioning, but it has less financial cushion and more exposure if collections slip or expenses spike.

Maintenance

- **Brentwood Manor (Month / YTD):** Maintenance execution is strong on the basics—work orders are being completed and emergencies are being responded to quickly. Where the scorecard is pushing back is on **timeliness for non-emergency work** (month performance lagged) and **annual inspection completion**. This is a classic “we’re handling daily demand, but scheduled work is slipping” pattern. If inspections fall behind, you end up discovering issues late and correcting them under pressure.

AFFORDABLE HOUSING PRESERVATION (AHP)

- **Prairieland Townhouses (Month / YTD):** Prairieland shows the same planned-work challenge, but a little louder. The scorecard is signaling that **routine (non-emergency) work is taking too long, annual inspections are behind**, and over the year some emergency work is not consistently being closed within the preferred timeframe. Translation: day-to-day coverage exists, but the workflow needs more throughput and scheduling discipline so the backlog doesn't grow.

Management

- **Brentwood Manor (Month / YTD):** Core management functions are largely on track, but there are compliance/process items pulling the score down—most notably **EIV-related compliance** and **staff training/development tracking**. These are “silent risk” items: they don’t always hurt you immediately, but they’re the kind of things that create findings, rework, and vulnerability during reviews.
- **Prairieland Townhouses (Month / YTD):** Prairieland’s management scorecard shows more operational friction. The big picture is that compliance tasks and staff development aren’t being executed or captured consistently, and that tends to show up later as file weaknesses, inconsistent enforcement, and increased workload. In other words: the property needs stronger process cadence and accountability, not new policies.

Overall picture

- **Brentwood Manor:** Brentwood is the stronger of the two AHP performers in this snapshot—high occupancy, stable finances, solid response maintenance, and generally strong oversight posture. The main “fix-it list” is predictable: speed up routine work completion when it slows, get annual inspections caught up, and tighten EIV/training documentation so you aren’t carrying compliance risk year-to-date.
- **Prairieland Townhouses:** Prairieland is stable on occupancy but carries more risk in the fundamentals: receivables are higher, reserves are weaker, and planned maintenance/inspection work is behind. The property isn’t “failing,” but it’s operating with less margin for error—meaning the right operational push now (collections discipline + inspection throughput + routine work timeliness + management compliance cadence) prevents a bigger problem later.

AGENCY VISION

AGENCY VISION

WHO WE ARE.

The Knox County Housing Authority is a dynamic force in our community, providing high-quality affordable housing opportunities for individuals and families, while promoting self-sufficiency, empowerment, and a sense of community development.

Further, we will partner with other agencies to implement programs and services designed to help our families to not only succeed, but thrive.

WHAT WE DO.

The KCHA is the largest owner of rental housing in Knox County, Illinois, providing homes to over 1,300 people. We currently have 424 units of public housing – 196 units of family housing and 228 units for single, elderly, and disabled individuals. The agency also oversees 200 Housing Choice Vouchers (Section 8), as well as 138 units of affordable housing. In all, the KCHA provides or funds 762 units of affordable living.

WHO WE SERVE.

The population we serve is as diverse as the community we live in. Our clients represent a broad range of cultures, backgrounds, and stages in life – from hard working individuals and families to persons with disabilities and special needs to single parents seeking to improve the quality of life for their families.

Each year, the combination of low wages, unemployment, rising housing costs, and generational poverty affects thousands of residents in Knox County. The epidemic has reached crisis-level. The Knox County Housing Authority is here to help.





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December 30, 2025

Knox County Housing Authority
Board of Commissioners

Attorneys Report:

1. Review file, prepare summons, complaint, exhibits, affidavit, file and appear in the following FED cases¹:

Essie Stingley (255 W. Tompkins St. #1009)	1 st Appr. - CT 01/08/26 CBRAP
Sarah Johnson (170 S. West St. #321)	1 st Appr. - JD
Elizabeth Doan (424 Iowa Ave.)	1 st Appr. - CT 01/08/26 CBRAP
Destiny Clements (1525 McKnight St.)	1 st Appr. - CD
Jason Utzinger (170 S. West St. #821)	1 st Appr. - JD
Carmen Knight (1597 McKnight St.)	1 st Appr. - CD
Cody Hippen (170 S. West St. #515)	1 st Appr. - STO
Buffy Wallace (458 Iowa Ave.)	1 st Appr. - CD
Navejia Towns (1073 W. Berrien St.)	1 st Appr. - CT 01/08/26
Angelo Towns (255 W. Tompkins St. #501)	1 st Appr. - STO
Janice Jackson (1531 McKnight St.)	1 st Appr. - CD
Patricia Hutchinson (540 Iowa Ave.)	1 st Appr. - CD
Labardae Ferguson (532 Michigan Ave.)	1 st Appr. - CD

¹ Acronyms: FED - forcible entry and detainer, AO - agreed order, CD - case dismissed, JD for judgment, STO - stipulated order upon default JD issued, CT for continued, STI for summons to issue and ASTI for alias summons to issue, CMC case management conference, VMO for voluntary move out, VJCD for vacated judgment case dismissed, CBRAP - application for court based assistance, and BW (Atty Bart Wolek) for Prairie State Legal Services.

2. Review monthly board packet and attend monthly meeting.

Jack P. Ball, Esq.