

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
3/28/2017
10:00 a.m.

Opening	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve Previous Meeting Minutes	Chairperson Payton
<input type="checkbox"/> Ben Burgland	Review/Ratify 1-2017 Financial Reports	Chairperson Payton
<input type="checkbox"/> Thomas Dunker	Review/Ratify 1-2017 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Lomac Payton	COCC:	\$ 51,692.51
<input type="checkbox"/> Roger Peterson	Moon Towers:	\$ 85,512.96
<input type="checkbox"/> Paula Sanford	Family:	\$ 78,743.85
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 22,031.69
<u>Excused:</u>	HCV:	\$ 72,007.92
	Brentwood:	\$ 27,929.52
<u>Others Present:</u>	Prairieland:	\$ 27,407.60
	Capital Fund 2014:	\$ 3,300.00
	Capital Fund 2015:	\$ 0.00
	Capital Fund 2016:	\$ 0.00

Old Business	None
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New Business	Review/Approve Resolution 2017-03 for Bad Debt Charge Off for Period Ending 03/31/2017	Derek Antoine
	Review/Approve Resolution 2017-04 for Supply/Service Vendor Listing for FYE 03/31/2018	Derek Antoine
	Review/Approve Resolution 2017-05 for Public Housing Utility Allowance Schedule for FYE 03/31/2018	Derek Antoine
	Review/Approve Resolution 2017-06 for Housing Choice Voucher Utility Allowance Schedule for FYE 03/31/2018	Derek Antoine
	Review/Approve Resolution 2017-07 for Capital Fund Program (CFP) Submission for CYE 12/31/2017	Derek Antoine

board agenda

Reports

Executive Director's Report – 03-2017

Derek Antoine

KCHA Legal Counsel Report – 03-2017

Jack Ball

Other Business

None

Adjournment

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
February 28, 2017**

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

PRESENT: Wayne Allen
 Thomas Dunker
 Lomac Payton
 Paula Sanford
 Paul H. Stewart

EXCUSED: Ben Burgland
 Roger Peterson

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

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

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

Chairperson Payton then requested the Board review and ratify the January 2017 financial reports and committee notes. After brief discussion, Commissioner Allen made a motion to ratify the financial reports for January 2017 as presented; Commissioner Sanford seconded. Roll call was taken as follows:

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

Motion Carried, 4-0.

January 2017 claims against the HA Administration in the sum of \$273,943.15; Central Office Cost Center in the sum of \$56,162.87; Moon Towers in the sum of \$61,052.07; Family in the sum of \$76,593.15; Bluebell in the sum of \$20,477.80; Housing Choice Voucher Program in the sum of \$12,357.38; Brentwood (A.H.P.) in the sum of \$26,627.82; Prairieland (A.H.P.) in the sum of \$20,672.06; Capital Fund '14 in the sum of \$0.00; Capital Fund '15 in the sum of \$0.00; and Capital Fund '16 in the sum of \$0.00 were presented for approval. Commissioner Allen made a motion to ratify the claims and bills; Commissioner Stewart seconded. Roll call was taken as follows:

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

Motion Carried, 4-0.

OLD BUSINESS

None

Commissioner Dunker arrived to the meeting at 10:08 a.m.

NEW BUSINESS

Mr. Antoine asked the Board to review and approve Resolution 2017-02 for KCHA Operating Budget for FYE 03/31/2018. Mr. Antoine reported that the agency anticipates revenue in the amount of approximately \$4.1 million and expenditures totaling approximately \$4.3 million that results in a deficit budget. Mr. Antoine reported the budget presented was calculated using an historical three-year average, forecasting current spending levels and factoring increases. Subsidy eligibility is based on an 85% proration. Chairperson Payton if the purchase of replacement vehicles will be advertised. Mr. Antoine said that the vehicle purchases will be advertised locally and on e-procurement as well as checking with the State of Illinois purchasing contact. Commissioner Stewart asked about the required amounts of reserves and if those balances could be added to the monthly financial report. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2017-02 for KCHA Operating Budget for FYE 03/31/2018; Commissioner Sanford seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Dunker - aye
Commissioner Payton - aye
Commissioner Sanford - aye
Commissioner Stewart - aye

Motion Carried, 5-0.

REPORTS

Mr. Antoine presented the Executive Director's Report. This report presented a comprehensive overview of the Knox County Housing Authority including the following information: Training and Development, Media Outreach/Public Relations, Policy/Operations, Public Housing Program with property and occupancy information, Housing Choice Voucher, Affordable Housing Program and the Resource Development Department. A copy of the report was included in the Board packet.

Mr. Ball referenced the Legal Counsel Report that was included in the Board packet that shows the cases filed during the month and items reviewed for the agency.

Commissioner Allen departed the meeting at 10:46 a.m.

OTHER BUSINESS

Mr. Antoine distributed copies of the FYE 03/31/2016 Annual FDS Audit Report and proposed discussing this at a future meeting. Then, Commissioner Dunker made a motion to table discussion of the report until a future meeting; Commissioner Stewart seconded. Roll call was taken as follows:

Commissioner Dunker - aye
Commissioner Payton - aye

Commissioner Sanford - aye
Commissioner Stewart - aye
Motion Carried, 4-0.

Mr. Antoine reported that he will be on vacation 03/06/2017 through
03/10/2017.

ADJOURNMENT

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

Commissioner Dunker - aye
Commissioner Payton - aye
Commissioner Sanford - aye
Commissioner Stewart - aye
Motion Carried, 4-0.

Respectfully submitted,

Secretary

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

February 23, 2017

ROLL CALL - 10:35 am

The regular meeting of the Finance Committee for the Knox County Housing Authority was called at 10:35 am by Commissioner Wayne Allen.

ATTENDANCE

KCHA Commissioners:

Present: Wayne Allen and Tom Dunker
Excused: Ben Burgland

Housing Authority Members:

Present: Derek Antoine and Lee Lofing
Excused: NA

Other: Cheryl Lefler

FINANCIAL REPORT - 10:36 am

The first item on the agenda was for the committee to review February 2017 financial reports. The committee received copies of February's operating statements along with notes for each Amp - COCC, Moon Towers, Family Sites, Bluebell Towers, Brentwood, Prairieland, and Housing Choice Voucher. The committee had a questioning and answering discussion of each of the statements (see the "Notes" attachment). After the discussion and review, the financial reports were said to be in order.

PROCUREMENT - 10:47 am

Mr. Antoine along with Cheryl Lefler discussed KCHA's procurement process with the committee.

PAYABLES - 11:03

No payables to report.

ADJURN - 11:04

Respectfully submitted,



Finance Coordinator, KCHA

FINANCIAL NOTES FOR FEBRUARY 2017

MARCH 22, 2017 MEETING

COCC

	<u>Feb-17</u>	<u>Current YTD</u>
Operating Income	\$51,437.65	\$545,948.75
Operating Expenses	\$51,697.33	\$480,478.89
Net Revenue Income/(Loss)	(\$259.68)	\$65,469.86

Notes:

New management fee rate.
Paid Utilities.
PHADA training
Paid Auditor for 2016 audit.

Operated in the red for month & still black for the year.

COCC's Cash, Investments, A/R, & A/P \$882,694.06

\$174,719.60 *minimum reserve position*

MOON TOWERS

	<u>Feb-17</u>	<u>Current YTD</u>
Operating Income	\$54,079.74	\$638,264.31
Operating Expenses	\$85,512.96	\$659,427.46
Net Revenue Income/(Loss)	(\$31,433.22)	(\$21,163.15)

Notes:

New management fee rate.
Paid Utilities.
Maintenance help from other amps - expense.
Boiler valve repair and changed connector board.
Installed new industrial water heater.
Quarterly elevator maintenance.
Board approved tenant write-offs.
Paid Auditor for 2016 audit.

In the red for the month and red for the year.

Moon Towers' Cash, Investments, A/R, & A/P \$542,047.58

\$239,791.80 *minimum reserve position*

FAMILY

	<u>Feb-17</u>	<u>Current YTD</u>
Operating Income	\$86,582.40	\$937,419.37
Operating Expenses	\$78,743.85	\$870,128.07
Net Revenue Income/(Loss)	\$7,838.55	\$67,291.30

Notes:

New management fee rate.
Paid Utilities.
Maintenance help
IAHA training.
Board approved tenant write-offs.
Paid Auditor for 2016 audit.
Office Specialist installed Sonic Wall protection.

Operated in the black for month and year.

Family's Cash, Investments, A/R, & A/P \$413,531.91

\$316,410.21 *minimum reserve position*

BLUEBELL

	<u>Feb-17</u>	<u>Current YTD</u>
Operating Income	\$18,033.38	\$205,107.89
Operating Expenses	\$22,031.69	\$225,491.54
Net Revenue Income/(Loss)	(\$3,998.31)	(\$20,383.65)

Notes:

New management
Paid Utilities.
Quarterly elevator
Board approved tenant write-offs.
Paid Auditor for 2016 audit.
Office Specialist installed Sonic Wall protection.

Operated in the red for month and in the red for the year.

Bluebell's Cash, Investments, A/R, & A/P \$117,038.57

\$81,996.92 *minimum reserve position*

FINANCIAL NOTES FOR FEBRUARY 2017

MARCH 22, 2017 MEETING

BRENTWOOD

	<u>Feb-17</u>	<u>Current YTD</u>
Operating Income	\$30,988.13	\$337,495.83
Operating Expenses	\$27,929.52	\$282,967.01
Net Revenue Income/(Loss)	<u>\$3,058.61</u>	<u>\$54,528.82</u>

Notes:

New management fee rate.
Paid Utilities.
Board approved tenant write-offs.
Paid Auditor for 2016 audit.
Office Specialist installed Sonic Wall protection.

Operated in the black for month and year.

Brentwood's Cash, Investments, A/R, & A/P \$176,684.93

\$102,897.09 *minimum reserve position*

PRAIRIELAND

	<u>Feb-17</u>	<u>Current YTD</u>
Operating Income	\$26,206.61	\$294,914.53
Operating Expenses	\$27,407.60	\$267,306.97
Net Revenue Income/(Loss)	<u>(\$1,200.99)</u>	<u>\$27,607.56</u>

Notes:

New management fee rate.
Paid Utilities.
Board approved tenant write-offs.
Office Specialist installed Sonic Wall protection.

Operated in the red for month & still black for the year.

<i>PrairieLand's Cash</i>	<i>(\$53,249.81)</i>
<i>Security Deposits</i>	<i>\$573.00</i>
<i>Replacement Reserve</i>	<i>\$81,512.68</i>
<i>Residual Receipts</i>	<i>\$54,485.62</i>
PL's Total Cash	<u>\$83,321.49</u>

\$97,202.53 *minimum reserve position*

HOUSING CHOICE VOUCHERS

ADMINISTRATIVE

<u>Admin.</u>	<u>Feb-17</u>	<u>Current YTD</u>
Operating Income	\$8,306.92	\$91,211.06
Operating Expenses	\$12,961.67	\$127,448.02
Net Revenue Income/(Loss)	<u>(\$4,654.75)</u>	<u>(\$36,236.96)</u>

Notes:

Board approved tenant write-offs.

\$46,344.73 *minimum reserve position*

Deficit covered by the UNP.

Unrestricted Net Position (UNP)

Investment in Fixed Assets
Monthly Net Revenue Income/(Loss)

\$188,965.36 1/31/2017

\$0.00 1/31/2017

(\$4,654.75)

\$0.00 Year End Adjustment

\$184,310.61 For Admin Expenses and HAP (if needed)

UNP Ending Balance

\$121,830.26 Pre 2004 Balance

\$62,480.35 Post 2003 Balance

HAP

<u>HAP</u>	<u>Feb-17</u>	<u>Current YTD</u>
Operating Income	\$67,434.50	\$579,394.57
Operating Expenses	\$59,065.00	\$638,737.14
Net Revenue Income/(Loss)	<u>\$8,369.50</u>	<u>(\$59,342.57)</u>

Notes:

HAP payments

\$232,268.05 *minimum reserve position*

Voucher expenses less than amount funded for the month.

Net Restricted Position (NRP)

Monthly Net Revenue Income/(Loss)

NRP Ending Balance for HAP

\$5,841.93 1/31/2017

\$8,369.50

\$14,211.43 For HAP Expenses (Only)

Knox County Housing Authority
BOARD - COCC CASH FLOW STATEMENT
February 28, 2017

COCC - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	51,437.65	54,260.08	545,948.75	596,860.88	-50,912.13	651,121.00
TOTAL OPERATING INCOME	51,437.65	54,260.08	545,948.75	596,860.88	-50,912.13	651,121.00
OPERATING EXPENSE						
Total Administration Expenses	48,788.55	45,416.66	452,369.34	499,583.26	-47,213.92	545,000.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	1,839.26	475.00	6,975.07	5,225.00	1,750.07	5,700.00
Total Maintenance Expenses	-216.00	266.66	7,013.28	2,933.26	4,080.02	3,200.00
General Expense	1,285.52	1,449.99	14,121.20	15,949.89	-1,828.69	17,400.00
TOTAL ROUTINE OPERATING EXPENSES	51,697.33	47,608.31	480,478.89	523,691.41	-43,212.52	571,300.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	6,660.08	0.00	73,260.88	-73,260.88	79,921.00
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	51,697.33	54,268.39	480,478.89	596,952.29	-116,473.40	651,221.00
NET REVENUE/-EXPENSE PROFIT/-LOSS	-259.68	-8.31	65,469.86	-91.41	65,561.27	-100.00
Total Depreciation Expense	154.00	0.00	1,694.00	0.00	1,694.00	0.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-413.68	-8.31	63,775.86	-91.41	63,867.27	-100.00

Knox County Housing Authority
BOARD - AMP001 CASH FLOW STATEMENT
February 28, 2017

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	54,079.74	59,209.63	638,264.31	651,305.93	-13,041.62	710,515.70
TOTAL OPERATING INCOME	54,079.74	59,209.63	638,264.31	651,305.93	-13,041.62	710,515.70
OPERATING EXPENSE						
Total Administration Expenses	26,418.96	25,141.36	260,986.45	276,554.96	-15,568.51	301,696.08
Total Tenant Services	0.00	141.67	294.24	1,558.37	-1,264.13	1,700.00
Total Utilities Expenses	18,034.34	8,125.00	72,391.32	89,375.00	-16,983.68	97,500.00
Total Maintenance Expenses	32,563.81	21,380.85	256,133.05	235,189.35	20,943.70	256,570.00
General Expense	8,495.85	7,608.34	69,622.40	83,691.74	-14,069.34	91,300.00
TOTAL ROUTINE OPERATING EXPENSES	85,512.96	62,397.22	659,427.46	686,369.42	-26,941.96	748,766.08
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	-3,187.53	0.00	-35,062.83	35,062.83	-38,250.38
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	85,512.96	59,209.69	659,427.46	651,306.59	8,120.87	710,515.70
NET REVENUE/EXPENSE PROFIT/-LOSS						
	-31,433.22	-0.06	-21,163.15	-0.66	-21,162.49	0.00
Total Depreciation Expense						
Total Depreciation Expense	32,321.00	34,583.33	355,531.00	380,416.63	-24,885.63	415,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-63,754.22	-34,583.39	-376,694.15	-380,417.29	3,723.14	-415,000.00

Knox County Housing Authority
BOARD - AMP002 CASH FLOW STATEMENT
February 28, 2017

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	86,582.40	78,077.09	937,419.37	858,847.99	78,571.38	936,925.15
TOTAL OPERATING INCOME	86,582.40	78,077.09	937,419.37	858,847.99	78,571.38	936,925.15
OPERATING EXPENSE						
Total Administration Expenses	34,394.89	31,607.28	342,577.53	347,680.08	-5,102.55	379,287.60
Total Tenant Services	486.18	395.83	2,555.65	4,354.13	-1,798.48	4,750.00
Total Utilities Expenses	2,649.37	2,275.01	19,620.25	25,025.11	-5,404.86	27,300.00
Total Maintenance Expenses	29,770.53	37,225.00	398,453.66	409,475.00	-11,021.34	446,700.00
General Expense	11,442.88	6,910.84	106,920.98	76,019.24	30,901.74	82,930.00
TOTAL ROUTINE OPERATING EXPENSES	78,743.85	78,413.96	870,128.07	862,553.56	7,574.51	940,967.60
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	-336.87	0.00	-3,705.57	3,705.57	-4,042.45
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	78,743.85	78,077.09	870,128.07	858,847.99	11,280.08	936,925.15
NET REVENUE/EXPENSE PROFIT/-LOSS	7,838.55	0.00	67,291.30	0.00	67,291.30	0.00
Total Depreciation Expense						
Total Depreciation Expense	26,277.00	27,083.33	289,047.00	297,916.63	-8,869.63	325,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-18,438.45	-27,083.33	-221,755.70	-297,916.63	76,160.93	-325,000.00

Knox County Housing Authority
BOARD - AMP003 CASH FLOW STATEMENT
February 28, 2017

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	18,033.38	18,558.06	205,107.89	204,138.66	969.23	222,696.55
TOTAL OPERATING INCOME	18,033.38	18,558.06	205,107.89	204,138.66	969.23	222,696.55
OPERATING EXPENSE						
Total Administration Expenses	10,224.84	9,992.45	107,535.54	109,916.95	-2,381.41	119,909.04
Total Tenant Services	0.00	41.67	133.52	458.37	-324.85	500.00
Total Utilities Expenses	2,585.63	2,358.34	20,518.88	25,941.74	-5,422.86	28,300.00
Total Maintenance Expenses	6,859.11	6,595.85	70,496.59	72,554.35	-2,057.76	79,150.00
General Expense	2,362.11	2,858.75	26,348.91	31,446.25	-5,097.34	34,305.00
TOTAL ROUTINE OPERATING EXPENSES	22,031.69	21,847.06	225,033.44	240,317.66	-15,284.22	262,164.04
Total Non-Routine Expense	0.00	0.00	458.10	0.00	458.10	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	-3,288.96	0.00	-36,178.56	36,178.56	-39,467.49
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	22,031.69	18,558.10	225,491.54	204,139.10	21,352.44	222,696.55
NET REVENUE/EXPENSE PROFIT/-LOSS	-3,998.31	-0.04	-20,383.65	-0.44	-20,383.21	0.00
Total Depreciation Expense	12,057.00	11,995.83	132,627.00	131,954.13	672.87	143,950.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-16,055.31	-11,995.87	-153,010.65	-131,954.57	-21,056.08	-143,950.00

Knox County Housing Authority
BOARD - LOW RENT CASH FLOW STATEMENT
February 28, 2017

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	210,133.17	210,104.86	2,326,740.32	2,311,153.46	15,586.86	2,521,258.40
TOTAL OPERATING INCOME	210,133.17	210,104.86	2,326,740.32	2,311,153.46	15,586.86	2,521,258.40
OPERATING EXPENSE						
Total Administration Expenses	119,827.24	112,157.75	1,163,468.86	1,233,735.25	-70,266.39	1,345,892.72
Total Tenant Services	486.18	579.17	2,983.41	6,370.87	-3,387.46	6,950.00
Total Utilities Expenses	25,108.60	13,233.35	119,505.52	145,566.85	-26,061.33	158,800.00
Total Maintenance Expenses	68,977.45	65,468.36	732,096.58	720,151.96	11,944.62	785,620.00
General Expense	23,586.36	18,827.92	217,013.49	207,107.12	9,906.37	225,935.00
TOTAL ROUTINE OPERATING EXPENSES	237,985.83	210,266.55	2,235,067.86	2,312,932.05	-77,864.19	2,523,197.72
Total Non-Routine Expense	0.00	0.00	458.10	0.00	458.10	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	-153.28	0.00	-1,686.08	1,686.08	-1,839.32
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	237,985.83	210,113.27	2,235,525.96	2,311,245.97	-75,720.01	2,521,358.40
NET REVENUE/EXPENSE PROFIT/-LOSS						
	-27,852.66	-8.41	91,214.36	-92.51	91,306.87	-100.00
Total Depreciation Expense						
Total Depreciation Expense	70,809.00	73,662.49	778,899.00	810,287.39	-31,388.39	883,950.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-98,661.66	-73,670.90	-687,684.64	-810,379.90	122,695.26	-884,050.00

Knox County Housing Authority
BOARD - BRENTWOOD CASH FLOW STATEMENT
February 28, 2017

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	30,988.13	30,196.15	337,495.83	332,157.65	5,338.18	362,354.00
TOTAL OPERATING INCOME	<u>30,988.13</u>	<u>30,196.15</u>	<u>337,495.83</u>	<u>332,157.65</u>	<u>5,338.18</u>	<u>362,354.00</u>
OPERATING EXPENSE						
Total Administration Expenses	7,300.35	4,540.01	43,679.24	49,940.11	-6,260.87	54,480.00
Total Fee Expenses	5,680.71	5,322.24	59,379.75	58,544.64	835.11	63,866.88
Total Utilities Expenses	816.33	2,054.17	25,997.60	22,595.87	3,401.73	24,650.00
Total Maintenance Expenses	9,182.74	18,505.09	89,392.94	203,555.99	-114,163.05	222,061.00
Total Taxes & Insurance Expense	2,601.14	2,652.09	28,185.28	29,172.99	-987.71	31,825.00
Total Financial Expenses	2,348.25	2,400.00	36,332.20	26,400.00	9,932.20	28,800.00
TOTAL ROUTINE OPERATING EXPENSE	<u>27,929.52</u>	<u>35,473.60</u>	<u>282,967.01</u>	<u>390,209.60</u>	<u>-107,242.59</u>	<u>425,682.88</u>
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-5,277.41	0.00	-58,051.51	58,051.51	-63,328.88
Total Capital Expenditures	0.00	-5,277.41	0.00	-58,051.51	58,051.51	-63,328.88
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	<u>27,929.52</u>	<u>30,196.19</u>	<u>282,967.01</u>	<u>332,158.09</u>	<u>-49,191.08</u>	<u>362,354.00</u>
NET REVENUE PROFIT/-LOSS						
	<u>3,058.61</u>	<u>-0.04</u>	<u>54,528.82</u>	<u>-0.44</u>	<u>54,529.26</u>	<u>0.00</u>
Total Depreciation Expense						
	5,321.08	5,291.67	58,531.88	58,208.37	323.51	63,500.00
NET REVENUE w/Depreciation PROFIT/-LOSS	<u>-2,262.47</u>	<u>-5,291.71</u>	<u>-4,003.06</u>	<u>-58,208.81</u>	<u>54,205.75</u>	<u>-63,500.00</u>

Knox County Housing Authority
BOARD - PRAIRIELAND CASH FLOW STATEMENT
February 28, 2017

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	26,206.61	26,240.24	294,914.53	288,642.64	6,271.89	314,883.00
TOTAL OPERATING INCOME	26,206.61	26,240.24	294,914.53	288,642.64	6,271.89	314,883.00
OPERATING EXPENSE						
Total Administration Expenses	6,137.85	4,854.18	41,637.84	53,395.98	-11,758.14	58,250.00
Total Fee Expenses	5,120.64	4,804.83	53,540.28	52,853.13	687.15	57,658.00
Total Utilities Expenses	5,106.05	2,006.66	24,563.15	22,073.26	2,489.89	24,080.00
Total Maintenance Expenses	6,545.01	9,716.65	86,025.15	106,883.15	-20,858.00	116,600.00
Total Taxes & Insurance Expense	2,149.81	2,354.17	25,208.43	25,895.87	-687.44	28,250.00
Total Financial Expenses	2,348.24	2,375.00	36,332.12	26,125.00	10,207.12	28,500.00
TOTAL ROUTINE OPERATING EXPENSE	27,407.60	26,111.49	267,306.97	287,226.39	-19,919.42	313,338.00
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	128.75	0.00	1,416.25	-1,416.25	1,545.00
Total Capital Expenditures	0.00	128.75	0.00	1,416.25	-1,416.25	1,545.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	27,407.60	26,240.24	267,306.97	288,642.64	-21,335.67	314,883.00
NET REVENUE PROFIT/-LOSS						
	-1,200.99	0.00	27,607.56	0.00	27,607.56	0.00
Total Depreciation Expense						
	6,376.50	5,720.83	70,141.50	62,929.13	7,212.37	68,650.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-7,577.49	-5,720.83	-42,533.94	-62,929.13	20,395.19	-68,650.00

Knox County Housing Authority
BOARD - AHP CASH FLOW STATEMENT
February 28, 2017

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	57,194.74	56,436.39	632,410.36	620,800.29	11,610.07	677,237.00
TOTAL OPERATING INCOME	57,194.74	56,436.39	632,410.36	620,800.29	11,610.07	677,237.00
OPERATING EXPENSE						
Total Administration Expenses	13,438.20	9,394.19	85,317.08	103,336.09	-18,019.01	112,730.00
Total Fee Expenses	10,801.35	10,127.07	112,920.03	111,397.77	1,522.26	121,524.88
Total Utilities Expenses	5,922.38	4,060.83	50,560.75	44,669.13	5,891.62	48,730.00
Total Maintenance Expenses	15,727.75	28,221.74	175,418.09	310,439.14	-135,021.05	338,661.00
Total Taxes & Insurance Expense	4,750.95	5,006.26	53,393.71	55,068.86	-1,675.15	60,075.00
Total Financial Expenses	4,696.49	4,775.00	72,664.32	52,525.00	20,139.32	57,300.00
TOTAL ROUTINE OPERATING EXPENSE	55,337.12	61,585.09	550,273.98	677,435.99	-127,162.01	739,020.88
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-5,148.66	0.00	-56,635.26	56,635.26	-61,783.88
Total Capital Expenditures	0.00	-5,148.66	0.00	-56,635.26	56,635.26	-61,783.88
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	55,337.12	56,436.43	550,273.98	620,800.73	-70,526.75	677,237.00
NET REVENUE PROFIT/-LOSS						
	1,857.62	-0.04	82,136.38	-0.44	82,136.82	0.00
Total Depreciation Expense						
	11,697.58	11,012.50	128,673.38	121,137.50	7,535.88	132,150.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-9,839.96	-11,012.54	-46,537.00	-121,137.94	74,600.94	-132,150.00

Knox County Housing Authority
BOARD - HCV CASH FLOW STATEMENT
February 28, 2017

	Current Period	Period Budget	Current Year	Year To Date Bud	Variance	Year Budget
HCV - OPERATING STATEMENT						
ADMIN OPERATING INCOME						
Total Admin Operating Income	8,859.42	7,854.16	94,792.63	86,395.76	8,396.87	94,250.00
TOTAL ADMIN OPERATING INCOME	8,859.42	7,854.16	94,792.63	86,395.76	8,396.87	94,250.00
OPERATING EXPENSES						
Total Admin Expenses	7,264.29	5,837.49	87,187.39	64,212.39	22,975.00	70,050.00
Total Fees Expenses	5,140.50	3,860.83	38,349.00	42,469.13	-4,120.13	46,330.00
Total General Expenses	538.13	559.17	1,705.38	6,150.87	-4,445.49	6,710.00
TOTAL OPERATING EXPENSES	12,942.92	10,257.49	127,241.77	112,832.39	14,409.38	123,090.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-2,805.42	0.00	-30,859.62	30,859.62	-33,665.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSES	12,942.92	7,452.07	127,241.77	81,972.77	45,269.00	89,425.00
NET REVENUE PROFIT/-LOSS						
	-4,083.50	402.09	-32,449.14	4,422.99	-36,872.13	4,825.00
Total Depreciation Expense	18.75	18.75	206.25	206.25	0.00	225.00
NET REVENUE w/Deprecitation PROFIT/-LOSS	-4,102.25	383.34	-32,655.39	4,216.74	-36,872.13	4,600.00
HAP - OPERATING STATEMENT						
HAP INCOME						
Total Income	67,434.50	78,491.67	579,293.04	863,408.37	-284,115.33	941,900.00
TOTAL HAP INCOME	67,434.50	78,491.67	579,293.04	863,408.37	-284,115.33	941,900.00
HAP EXPENSES						
Total HAP Expenses	59,065.00	78,583.34	642,102.00	864,416.74	-222,314.74	943,000.00
Total General HAP Expenses	0.00	-83.33	-3,364.86	-916.63	-2,448.23	-1,000.00
TOTAL HAP EXPENSES	59,065.00	78,500.01	638,737.14	863,500.11	-224,762.97	942,000.00
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00
REMAINING HAP from RESERVE +/-LOSS	8,369.50	-8.34	-59,444.10	-91.74	-59,352.36	-100.00

Knox County Housing Authority
CLAIMS REPORT - LOW RENT
February, 2017

	Current Period	Last Year Same P	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	23,929.65	21,004.63	2,925.02	238,574.22
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	15,886.27	14,632.08	1,254.19	161,391.79
Administrative Expenses	3,120.07	2,709.10	410.97	15,859.99
Teneant Services	0.00	26.16	-26.16	294.24
Utilities	18,034.34	11,402.23	6,632.11	72,391.32
Maintenance Supplies/Contracts	16,046.78	7,134.06	8,912.72	101,150.94
Mileage	0.00	0.00	0.00	142.56
General Expenses	8,495.85	5,706.02	2,789.83	69,622.40
Non-Routine Expense	0.00	880.00	-880.00	0.00
TOTAL MOON TOWERS CLAIMS	85,512.96	63,494.28	22,018.68	659,427.46
AMP002 - FAMILY				
Salaries	37,945.09	38,762.53	-817.44	452,005.06
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	16,738.39	15,832.17	906.22	173,229.59
Administrative Expenses	6,163.27	4,113.36	2,049.91	24,602.88
Teneant Services	105.38	0.00	105.38	945.56
Utilities	2,649.37	2,690.64	-41.27	19,620.25
Maintenance Supplies/Contracts	3,699.47	5,900.12	-2,200.65	92,482.99
Mileage	0.00	160.11	-160.11	320.76
General Expenses	11,442.88	5,619.90	5,822.98	106,920.98
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	78,743.85	73,078.83	5,665.02	870,128.07
AMP003 - BLUEBELL				
Salaries	8,723.39	8,595.51	127.88	97,173.82
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,514.01	4,253.52	260.49	46,574.01
Administrative Expenses	1,146.18	1,213.02	-66.84	9,661.67
Teneant Services	0.00	73.32	-73.32	133.52
Utilities	2,585.63	2,571.41	14.22	20,518.88
Maintenance Supplies/Contracts	2,700.37	2,944.83	-244.46	24,497.37
Mileage	0.00	11.88	-11.88	0.00
General Expenses	2,362.11	2,444.43	-82.32	26,348.91
Non-Routine Expenses	0.00	0.00	0.00	458.10
TOTAL BLUEBELL CLAIMS	22,031.69	22,107.92	-76.23	225,366.28
COCC				
Salaries	35,015.22	31,900.81	3,114.41	390,275.61
Employee W/H Payments	-4.82	-1,103.94	1,099.12	-6,002.02
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	13,773.33	6,457.82	7,315.51	62,093.73
Teneant Services	0.00	0.00	0.00	0.00
Utilities	1,839.26	555.93	1,283.33	6,975.07
Maintenance Supplies/Contracts	-216.00	124.15	-340.15	7,013.28
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,285.52	1,419.20	-133.68	14,121.20
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	51,692.51	39,353.97	12,338.54	474,476.87
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	105,613.35	100,263.48	5,349.87	1,178,028.71
Employee W/H Payments	-4.82	-1,103.94	1,099.12	-6,002.02
Management Fees	37,138.67	34,717.77	2,420.90	381,195.39
Administrative Expenses	24,202.85	14,493.30	9,709.55	112,218.27
Teneant Services	105.38	99.48	5.90	1,373.32
Utilities	25,108.60	17,220.21	7,888.39	119,505.52
Maintenance Supplies	22,230.62	16,103.16	6,127.46	225,144.58
Mileage	0.00	171.99	-171.99	463.32
General Expenses	23,586.36	15,189.55	8,396.81	217,013.49
Non-Routine Expenses	0.00	880.00	-880.00	458.10
TOTAL LOW RENT CLAIMS	237,981.01	198,035.00	39,946.01	2,229,398.68

Knox County Housing Authority
CLAIMS REPORT - AHP / HCV
February, 2017

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	7,954.19	8,114.98	-160.79
Employee W/H Payments	0.00	0.00	0.00
Management Fees	6,505.71	6,067.40	438.31
Administrative Expenses	3,485.36	925.40	2,559.96
Utilities	816.33	1,063.99	-247.66
Maintenance Supplies/Contracts	4,218.54	26,150.19	-21,931.65
Tax & Insurance Expenses	2,601.14	2,672.16	-71.02
Finacial Expenses	2,348.25	2,450.50	-102.25
TOTAL BRENTWOOD CLAIMS	<u>27,929.52</u>	<u>47,444.62</u>	<u>-19,515.10</u>
PRAIRIELAND			
Salaries	7,953.92	8,114.73	-160.81
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,945.64	5,689.30	256.34
Administrative Expenses	2,322.93	616.35	1,706.58
Utilities	5,106.05	4,978.57	127.48
Maintenance Supplies/Contracts	1,581.01	2,292.54	-711.53
Taxes & Insurance Expenses	2,149.81	2,150.43	-0.62
Financial Expenses	2,348.24	2,450.50	-102.26
TOTAL PRAIRIELAND CLAIMS	<u>27,407.60</u>	<u>26,292.42</u>	<u>1,115.18</u>
AHP - BRENTWOOD & PRAIRIELAND			
Salaries	15,908.11	16,229.71	-321.60
Employee W/H Payments	0.00	0.00	0.00
Management Fees	12,451.35	11,756.70	694.65
Administrative Expenses	5,808.29	1,541.75	4,266.54
Utilities	5,922.38	6,042.56	-120.18
Maintenance Supplies	5,799.55	28,442.73	-22,643.18
Taxes & Insurance Expenses	4,750.95	4,822.59	-71.64
Financial Expenses	4,696.49	4,901.00	-204.51
TOTAL AHP CLAIMS	<u>55,337.12</u>	<u>73,737.04</u>	<u>-18,399.92</u>
HOUSING CHOICE VOUCHER - HCV			
Salaries	6,420.18	6,387.68	32.50
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,140.50	4,734.00	406.50
Administrative Expenses	844.11	367.21	476.90
General Expense-Admin	538.13	411.90	126.23
Total HCV Expenses	<u>12,942.92</u>	<u>11,900.79</u>	<u>1,042.13</u>
HAP Expenses	59,065.00	55,374.00	3,691.00
General Expenses	0.00	0.00	0.00
Total HAP Expenses	<u>59,065.00</u>	<u>55,374.00</u>	<u>3,691.00</u>
TOTAL HCV CLAIMS	<u>72,007.92</u>	<u>67,274.79</u>	<u>4,733.13</u>

Knox County Housing Authority
CLAIMS REPORT - GRANT PROGRAMS
February, 2017

	Current Period	Last Year Same	Current Year	Cumulative
CFG 2015 - \$598,801				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00	17,250.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	42,724.90	492,057.28	500,738.85
Dwelling Equipment	0.00	3,108.00	0.00	3,357.32
Non Dwelling Equipment	0.00	0.00	0.00	42,724.90
TOTAL CFG 2015 CLAIMS	0.00	45,832.90	492,057.28	564,071.07
CFG 2014 - \$619,889				
Admin. / Operations	0.00	0.00	0.00	101,989.00
Fees & Costs	3,300.00	0.00	21,800.00	71,796.50
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	4,156.00	230,266.40	316,968.26
Dwelling Equipment	0.00	0.00	0.00	124,169.80
Non-Dwelling Equipment	0.00	0.00	0.00	565.44
TOTAL CFG 2014 CLAIMS	3,300.00	4,156.00	252,066.40	615,489.00
CFG 2013 - \$584,976				
Admin. / Operations	0.00	0.00	0.00	98,498.00
Fees & Costs	0.00	0.00	0.00	6,000.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	466,718.89
Dwelling Equipment	0.00	0.00	0.00	12,002.27
Non-Dwelling Equipment	0.00	0.00	0.00	1,756.84
TOTAL CFG 2013 CLAIMS	0.00	0.00	0.00	584,976.00
TOTAL CFG GRANT(S) CLAIMS	3,300.00	49,988.90	744,123.68	1,764,536.07

Knox County Housing Authority
CLAIMS REPORT TOTALS
Febuary, 2017

	Current Period	Last Year Same P	Variance	Current Year
TOTALS				
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<u>LOW RENT</u>				
AMP001 - MOON TOWERS	85,512.96	63,494.28	22,018.68	659,427.46
AMP002 - FAMILY	78,743.85	73,078.83	5,665.02	870,128.07
AMP003 - BLUEBELL	22,031.69	22,107.92	-76.23	225,491.54
COCC	51,692.53	39,353.99	12,338.54	474,663.36
TOTAL LOW RENT	237,981.03	198,035.02	39,946.01	2,229,710.43
<u>A.H.P.</u>				
BRENTWOOD	27,929.52	47,869.62	-19,940.10	282,967.01
PRAIRIELAND	27,407.60	26,292.42	1,115.18	267,306.97
TOTAL A.H.P.	55,337.12	74,162.04	-18,824.92	550,273.98
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	12,942.92	11,900.79	1,042.13	127,241.77
TOTAL HCV	12,942.92	11,900.79	1,042.13	127,241.77
<u>GRANTS</u>				
CAPITAL FUND GRANT '16	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '15	0.00	45,832.90	-45,832.90	492,057.28
CAPITAL FUND GRANT '14	3,300.00	4,156.00	-856.00	252,066.40
CAPITAL FUND GRANT '13	0.00	0.00	0.00	0.00
TOTAL GRANTS	3,300.00	49,988.90	-46,688.90	744,123.68
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TOTAL CLAIMS FOR MONTH	309,561.07	334,086.75	-24,525.68	3,651,349.86

RESOLUTION 2017-03

3/28/2017

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of Bad Debt Charge-Offs for the period ending March 31, 2017

Article I. Background

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

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

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

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

Article II. Recommendation

It is the recommendation of the Executive Director the Board resolve the presented debts in the amount of \$8,894.54 effective for the period ending March 31, 2017.

RE: Approval of Bad Debt Charge-Offs for the period ending March 31, 2017

Moon Towers' 4th Qtr Bad Debt Write-Offs				
First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Thierry	Theodore	MT-094-10	\$176.50	
Rita	Crockett	MT-119-15	\$4.00	
Timothy	McMahill	MT-192-9	\$3.00	
Charles	Lanier	MT-193-9	\$105.00	
James	Earp	MT-199-2	\$745.00	

Moon Towers' 4th Qtr Bad Debt Write-Off Total **\$1,033.50**

Family's 4th Qtr Bad Debt Write-Offs				
First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Danielle	Carr	FAM-247-7	\$1,038.45	
Toronto	Johnson	FAM-358-22	\$1,588.25	

Family's 1st Qtr Bad Debt Write-Off Total **\$2,626.70**

Bluebell's 4th Qtr Bad Debt Write-Offs				
First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
None				

AHP 4th Qtr Bad Debt Write-Off Total **\$0.00**

Housing Choice Voucher's 4th Qtr Bad Debt Write-Offs				
First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Edgar	Cameron	V004-09	\$600.00	

AHP 4th Qtr Bad Debt Write-Off Total **\$600.00**

AHP 4th Qtr Bad Debt Write-Offs				
First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Elijah	Tapscott	BW G7-4	\$757.00	
Linda	Williams	BW E2-4	\$2,055.00	
Sabrina	Baker	PL 22-2	\$1,467.95	
Papy	Mayani Sadiki	BW G5-8	\$354.39	

AHP 4th Qtr Bad Debt Write-Off Total **\$4,634.34**

Total 4th Qtr 2017 Bad Debt Write-Offs **\$8,894.54**



RESOLUTION 2017-03

3/28/2017

Board of Commissioners

Derek Antoine, Executive Director

Approval of Bad Debt Charge-Offs for the period ending March 31, 2017

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

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The Board of Commissioners of the Knox County Housing Authority hereby approves the charge-off of uncollectible debt in the amount of \$8,894.54 for the period ending March 31, 2017.
3. The Executive Director or designate is hereby authorized to charge-off uncollectible debt on behalf of the Knox County Housing Authority as provided in this Resolution.
4. This Resolution shall be effective in accordance with federal regulations and be effective as of March 31, 2017.

RESOLVED: March 28, 2017

Lomac Payton, Chairperson

Roger Peterson, Vice-Chairperson

Paula Sanford, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Thomas Dunker, Commissioner

Ben Burgland, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

RESOLUTION 2017-04

03/28/2017

Board of Commissioners

Derek Antoine, Executive Director

RE: Adoption of Small Purchase Procurement – Supply/Service Vendor List FYE 2018

Article I. Background

Small purchase procedures are a simplified method for acquiring supplies, materials, and services (including professional and construction) that do not exceed the PHA's small purchase threshold. These procedures are the simplest method of procurement and will be used for the vast majority of a PHA's purchases. The Knox County Housing Authority's small purchase threshold, as established by the State of Illinois (30 ILCS 500/20-20), has been set at the following limits:

- Commodities and Services \$10,000.00
- Construction \$30,000.00

Public Housing Authorities (PHAs) are governed by the Code of Federal Regulations, which sets forth the guidelines, policies, and procedures by which a PHA is required to follow in the administration federal assistance funding. The HUD Procurement Handbook 7460.8 REV 2 requires public housing agencies to develop procurement policies and agency specific operational procedures to ensure internal control.

2 CFR §200.319(a) states "All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of this section (Subpart D – Post Federal Award Requirements." 2 CFR §200.319(a)(1-7) clarifies actions or situations that are deemed restrictive on open competition, and thus prohibited from any procurement action. These situations include placing unreasonable requirements on firms, requiring unnecessary and excessive bonding, noncompetitive pricing practices between firms, organizational conflicts of interest, specifying "brand name" product without allowing equivalent products to be offered, or any other arbitrary action in a procurement process. Further, 2 CFR §200.319(b) goes on to this list the use of "in-State" or geographical preferences in the evaluation of bids and proposals. 2 CFR §200.319(c) requires PHAs to maintain written selection procedures for each procurement transaction, ensuring all solicitations include a clear and accurate description of the requirements for the product or services to be procured, clearly identify requirements which bidders must fulfill, and specify all factors to be used in evaluating bids or proposals.

2 CFR §200.323(a) establishes requirements to conduct cost or price analysis for each procurement action. Simply stated, price analysis must consist of a comparison of quotations to each other and to other sources of pricing information (e.g., past prices paid, catalog prices, etc.). Before making an award, PHAs must determine that the proposed price is fair and reasonable. Finally, 2 CFR §200.318(i) stipulates PHAs must maintain records sufficient to detail the history of procurement, including but not limited to the following: rationale for the procurement method, selection or rejection methodology, and the basis for contract price.

2 CFR §200.318(c) requires that agencies maintain a written code of standards governing the performance of their employees engaged in the award and administration of contracts. Members of the

Board of Commissioners, PHA employees, and any others serving in an official position or acting as an agent of the PHA (hereafter referred to as employees, officers, or agents) must discharge their duties impartially to ensure fair competitive access to procurement opportunities by responsible contractors. Moreover, employees, officers, and agents should conduct themselves in such a manner as to foster the public's confidence in the integrity of the PHA procurement organization and process. Any attempt to realize personal gain through PHA employment or to serve as an officer or agent of the PHA through actions inconsistent with the proper discharge of duties is a breach of public trust.

Effective with the FYE 2013 procurement actions, a renewal clause was added to each procurement action on this list. Basically stated, as long as contractual obligations were satisfactorily met and cost was only modified through a reasonable method (cost of inflation increase, material price increase, etc.), contracts would be renewed on an annual basis for two additional one-year terms.

Article II. Recommendation

It is the recommendation of the Executive Director the Board of Commissioners adopt the Small Purchase Procurement – Supply/Service Vendor List, effective for the fiscal year commencing 04/01/2017 and ending 03/31/2018.

KCHA Vendor List FYE 03/31/2018

Category	FYE 2017	FYE 2018	Contract Year
Service/Maintenance			
Plumbing/Heating	J.P. Benbow	J.P. Benbow	3rd
Electrical	Roy Keith Electric	Roy Keith Electric	3rd
Asbestos Abatement	IITI	IITI	3rd
Fire Protection	Getz Fire Equipment	Getz Fire Equipment	3rd
Trash Removal	Waste Management	Waste Management	3rd
Pest Control	Four Seasons Pest Control	Four Seasons Pest Control	2nd
Lawn Service	Liqui-Green Lawn Care	Liqui-Green Lawn Care	3rd
Parts/Supplies			
Appliances	Barton Carroll's	Barton Carroll's	3rd
Appliance Parts	PDQ	PDQ	3rd
	Partscription	PartScription	3rd
General Maint. Supplies/ Paint/Hardware	HD Supply Sherwin Williams	HD Supply Sherwin-Williams	U.S. Communities State of IL Joint Purchasing
Janitorial Supplies			
Janitorial Supplies	OSI	OSI	1st
	Supplyworks	Supplyworks	U.S. Communities
Lawn Equipment Supplies/Parts			
	Martin Sullivan	Martin Sullivan	3rd
Administrative			
IT Service	OSI	OSI	3rd
	Trilutions	Trilutions	3rd
Office Supplies	Staples	Staples	
Security Camera Service	Thompson Electronics	Thompson Electronics	2nd
Shredding Services	AAA Certified Confidential	AAA Certified Confidential	2nd
A & E Services	Alliance Architecture	Alliance Architecture	2nd

RESOLUTION 2017-04

03/28/2017

Board of Commissioners

Derek Antoine, Executive Director

Adoption of Small Purchase Procurement – Supply/Service Vendor List FYE 2018

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

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The proposed Small Purchase Procurement – Supply/Service Vendor List for fiscal year-ending 03/31/2018 is hereby approved and adopted.
3. The solicitation and selection process used in procuring said goods and services is compliant with the requirements set forth in HUD guidance and the Code of Federal Regulations.
4. This Resolution shall be carried out in accordance with agency policy, procedures, and federal regulations and be effective as of 04/01/2017.

RESOLVED: March 28, 2017

Lomac Payton, Chairperson

Roger Peterson, Vice-Chairperson

Paula Sanford, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Thomas Dunker, Commissioner

Ben Burgland, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

RESOLUTION 2017-05

03/28/2017

Board of Commissioners

Derek Antoine, Executive Director

RE: Adoption of Public Housing Utility Allowance Schedule FYE 2018

Article I. Background

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

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

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

To complete the utility rate analysis, the Nelrod Company obtained current rates for electricity, natural gas, bottle gas/propane, water and sewer rates, and trash collection charges from the various providers of Knox County, Illinois. Once the data was collected, comparisons were made to the previously applied rates and charges. The Nelrod Company has recommended an increase in proposed utility allowances at the Scattered Family Sites and a decrease in proposed utility allowances at Moon Towers and Bluebell Tower due to changes in electric, water, sewer, and trash collection rates and monthly charges. The recommended revisions to the current utility allowance are required under 24 CFR §965.507(b), as several categorical rate changes exceed the minimum 10% variance. The Nelrod Company has provided support documentation for its analysis and recommendation.

Tenants and the public will be notified through a public posting and comment period, commencing on 04/01/2017 and ending 04/30/2017.

Article II. Recommendation

It is the recommendation of the Executive Director to adopt the proposed Public Housing Utility Allowance schedule prepared by the Nelrod Company, effective for the fiscal year ending 03/31/2018.



**KNOX COUNTY HOUSING AUTHORITY, IL
PUBLIC HOUSING**

**PROPOSED MONTHLY UTILITY ALLOWANCES
Chart 1**

UPDATE 2017

Building Type: High Rise Apartment

Moon Towers, Blue Bell Tower IL-085-001, 003 (Boiler Heat & WH) (EE Equip: Win,WS)	0BR	1BR	2BR			
Electricity (L&A,C)	\$41.00	\$41.00	\$45.00			

Building Type: Semi-Detached/Duplex

Scattered Sites Family IL-085-002 (EE Equip: Win,WH,Ins,WS)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)			\$40.00	\$45.00	\$50.00	\$54.00
Natural Gas (H,WH,C)			\$60.00	\$65.00	\$69.00	\$72.00
Water			\$25.00	\$30.00	\$34.00	\$39.00
Sewer			\$11.00	\$14.00	\$18.00	\$22.00
Trash			\$19.00	\$19.00	\$19.00	\$19.00
Totals			\$155.00	\$173.00	\$190.00	\$206.00

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

L&A= Lights & Appliances

EE Equip= Energy Efficient Equipment

H= Space Heating

Win= Windows

WH= Water Heating

Ins= Insulation

C= Cooking

WS= Water Saving Appliances

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

**KNOX COUNTY HOUSING AUTHORITY, IL
PUBLIC HOUSING**

**COMPARISON OF CURRENT AND PROPOSED UTILITY ALLOWANCES
Chart 2**

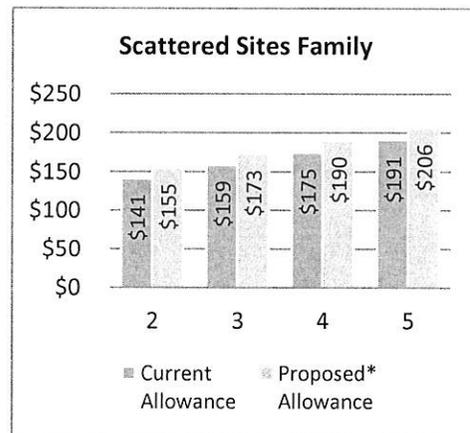
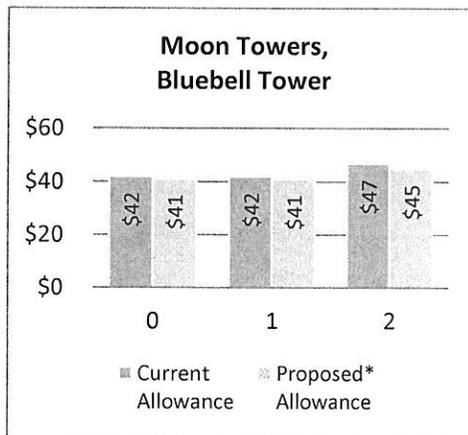
UPDATE 2017

Development	Bedroom Size	Current Allowance	Proposed* Allowance	Difference**
Moon Towers, Bluebell Tower IL-085-001, 003	0	\$42.00	\$41.00	-\$1.00
	1	\$42.00	\$41.00	-\$1.00
	2	\$47.00	\$45.00	-\$2.00
Scattered Sites Family IL-085-002	2	\$141.00	\$155.00	\$14.00
	3	\$159.00	\$173.00	\$14.00
	4	\$175.00	\$190.00	\$15.00
	5	\$191.00	\$206.00	\$15.00

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

*Proposed allowances were rounded to the nearest dollar.

**After rounding.



RESOLUTION 2017-05

03/28/2017

Board of Commissioners

Derek Antoine, Executive Director

Adoption of Public Housing Utility Allowance Schedule FYE 2018

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

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The Board of Commissioners of the Knox County Housing Authority adopts the Public Housing Program Utility Allowance Schedule for FYE 03/31/2018.
3. The methodology used in compiling and presenting utility data for Knox County, Illinois is compliant with requirements set forth in the Code of Federal Regulations and HUD guidance regarding preparation and submission of such assessments.
4. This Resolution shall be carried out in accordance with agency policy, procedures, and federal regulations and be effective immediately.

RESOLVED: March 28, 2017

Lomac Payton, Chairperson

Roger Peterson, Vice-Chairperson

Paula Sanford, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Thomas Dunker, Commissioner

Ben Burgland, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

RESOLUTION 2017-06

03/28/2017

Board of Commissioners

Derek Antoine, Executive Director

RE: Adoption of Section 8 Housing Choice Voucher Utility Allowance Schedule FYE 2018

Article I. Background

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

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

To that end, the KCHA contracted with the Nelrod Company to conduct a Utility Allowance study for rental units in Knox County, Illinois. The objective of the study and subsequent analysis was to adjust the current Section 8 housing choice voucher utility allowances for electric, natural gas, bottle gas/propane, water, sewer, and trash collection with current rates and charges for each utility provider and - if necessary - adjust the base consumptions from HUD's Utility Schedule Model for Section 8 due to climatic changes.

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

HCV participants and the public will notified through a public posting and comment period, commencing on 04/01/2017 and ending 04/30/2017.

Article II. Recommendation

It is the recommendation of the Executive Director to adopt the proposed Section 8 Housing Choice Voucher Utility Allowance schedule prepared by the Nelrod Company, effective for the fiscal year ending 03/31/2018.

**Allowances for Tenant
Furnished Utilities and other
Services**

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Knox County Housing Authority, IL		Unit Type: Apartment					Date (mm/dd/yyyy)	
Utility or Service		Monthly Dollar Allowances						
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	a. Natural Gas (avg)	\$16.00	\$18.00	\$21.00	\$24.00	\$28.00	\$31.00	
	b. Bottle Gas/Propane	\$54.00	\$63.00	\$73.00	\$84.00	\$96.00	\$107.00	
	c. Electric (avg)	\$22.00	\$25.00	\$34.00	\$44.00	\$53.00	\$62.00	
	d. Electric Heat Pump (avg)	\$19.00	\$22.00	\$27.00	\$30.00	\$33.00	\$36.00	
	e. Oil / Other							
Cooking	a. Natural Gas (avg)	\$2.00	\$2.00	\$3.00	\$4.00	\$5.00	\$6.00	
	b. Bottle Gas/Propane	\$6.00	\$6.00	\$10.00	\$13.00	\$17.00	\$19.00	
	c. Electric (avg)	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$17.00	
Other Electric (Lights & Appliances) (avg)		\$19.00	\$23.00	\$31.00	\$40.00	\$49.00	\$58.00	
Air Conditioning (avg)		\$5.00	\$6.00	\$8.00	\$10.00	\$12.00	\$15.00	
Water Heating	a. Natural Gas (avg)	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00	
	b. Bottle Gas/Propane	\$15.00	\$17.00	\$25.00	\$31.00	\$40.00	\$46.00	
	c. Electric (avg)	\$13.00	\$16.00	\$20.00	\$24.00	\$29.00	\$33.00	
	d. Oil / Other							
Water	See Attached Water, Sewer & Trash Collection Schedule							
Sewer								
Trash Collection								
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	
Other-- specify:	Monthly Electric Fee \$18.59	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	
	Monthly Gas Fee \$18.04	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	
Actual Family Allowances				Utility or Service		per month cost		
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$		
				Cooking		\$		
Name of Family				Other Electric		\$		
				Air Conditioning		\$		
				Water Heating		\$		
				Water		\$		
				Sewer		\$		
Address of Unit				Trash Collection		\$		
				Range / Microwave		\$		
				Refrigerator		\$		
				Other		\$		
				Other		\$		
				Other		\$		
				Total		\$		
Number of Bedrooms				Other		\$		



**Allowances for Tenant
Furnished Utilities and other
Services**

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Knox County Housing Authority, IL		Unit Type: Row House/ Townhouse/Semi-Detached/ Duplex				Date (mm/dd/yyyy)	
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas (avg)	\$20.00	\$23.00	\$26.00	\$31.00	\$34.00	\$38.00
	b. Bottle Gas/Propane	\$69.00	\$78.00	\$92.00	\$107.00	\$119.00	\$132.00
	c. Electric (avg)	\$31.00	\$37.00	\$48.00	\$59.00	\$70.00	\$81.00
	d. Electric Heat Pump (avg)	\$23.00	\$27.00	\$32.00	\$36.00	\$40.00	\$44.00
	e. Oil / Other						
Cooking	a. Natural Gas (avg)	\$2.00	\$2.00	\$3.00	\$4.00	\$5.00	\$5.00
	b. Bottle Gas/Propane	\$6.00	\$6.00	\$10.00	\$13.00	\$17.00	\$19.00
	c. Electric (avg)	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$17.00
Other Electric (Lights & Appliances) (avg)		\$24.00	\$29.00	\$40.00	\$51.00	\$62.00	\$73.00
Air Conditioning (avg)		\$5.00	\$6.00	\$10.00	\$14.00	\$18.00	\$22.00
Water Heating	a. Natural Gas (avg)	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$17.00
	b. Bottle Gas/Propane	\$19.00	\$21.00	\$31.00	\$40.00	\$50.00	\$59.00
	c. Electric (avg)	\$17.00	\$20.00	\$25.00	\$31.00	\$36.00	\$41.00
	d. Oil / Other						
Water	See Attached Water, Sewer & Trash Collection Schedule						
Sewer							
Trash Collection							
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$18.59	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00
	Monthly Gas Fee \$18.04	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00
Actual Family Allowances				Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$	
				Cooking		\$	
Name of Family				Other Electric		\$	
				Air Conditioning		\$	
				Water Heating		\$	
				Water		\$	
				Sewer		\$	
Address of Unit				Trash Collection		\$	
				Range / Microwave		\$	
				Refrigerator		\$	
				Other		\$	
				Other		\$	
				Other		\$	
				Total		\$	
Number of Bedrooms				Other		\$	
				Total		\$	



**Allowances for Tenant
Furnished Utilities and other
Services**

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

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Knox County Housing Authority, IL		Unit Type: Detached House					Date (mm/dd/yyyy)	
Utility or Service		Monthly Dollar Allowances						
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	a. Natural Gas (avg)	\$22.00	\$26.00	\$31.00	\$35.00	\$39.00	\$43.00	
	b. Bottle Gas/Propane	\$77.00	\$90.00	\$107.00	\$121.00	\$136.00	\$151.00	
	c. Electric (avg)	\$51.00	\$60.00	\$70.00	\$80.00	\$89.00	\$98.00	
	d. Electric Heat Pump (avg)	\$27.00	\$32.00	\$38.00	\$43.00	\$47.00	\$52.00	
	e. Oil / Other							
Cooking	a. Natural Gas (avg)	\$2.00	\$2.00	\$3.00	\$4.00	\$5.00	\$5.00	
	b. Bottle Gas/Propane	\$6.00	\$6.00	\$10.00	\$13.00	\$17.00	\$19.00	
	c. Electric (avg)	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$17.00	
Other Electric (Lights & Appliances) (avg)		\$28.00	\$33.00	\$46.00	\$59.00	\$72.00	\$84.00	
Air Conditioning (avg)		\$4.00	\$4.00	\$10.00	\$16.00	\$21.00	\$27.00	
Water Heating	a. Natural Gas (avg)	\$5.00	\$6.00	\$9.00	\$11.00	\$14.00	\$17.00	
	b. Bottle Gas/Propane	\$19.00	\$21.00	\$31.00	\$40.00	\$50.00	\$59.00	
	c. Electric (avg)	\$17.00	\$20.00	\$25.00	\$31.00	\$36.00	\$41.00	
	d. Oil / Other							
Water	See Attached Water, Sewer & Trash Collection Schedule							
Sewer								
Trash Collection								
Range / Microwave Tenant-supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Refrigerator Tenant-supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	
Other-- specify:	Monthly Electric Fee \$18.59	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	
	Monthly Gas Fee \$18.04	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	
Actual Family Allowances				Utility or Service		per month cost		
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$		
				Cooking		\$		
Name of Family				Other Electric		\$		
				Air Conditioning		\$		
				Water Heating		\$		
				Water		\$		
				Sewer		\$		
Address of Unit				Trash Collection		\$		
				Range / Microwave		\$		
				Refrigerator		\$		
				Other		\$		
				Other		\$		
				Other		\$		
				Total		\$		
Number of Bedrooms				Other		\$		
				Total		\$		



KNOX COUNTY HOUSING AUTHORITY, IL

Water, Sewer and Trash Collection for Section 8 HCVP

All Building Types

Location		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
City of Abingdon	Water	\$31.00	\$32.00	\$39.00	\$46.00	\$53.00	\$61.00
	Sewer	\$36.00	\$37.00	\$42.00	\$46.00	\$51.00	\$56.00
Jackson Disposal	Trash	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00
Alton Water Works	Water	\$28.00	\$28.00	\$33.00	\$39.00	\$44.00	\$49.00
	Sewer	\$20.00	\$20.00	\$23.00	\$26.00	\$29.00	\$31.00
	Trash	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Aqua Illinois (Oak Run) Spoon River (Oak Run)	Water	\$41.00	\$42.00	\$52.00	\$62.00	\$70.00	\$77.00
	Sewer	\$33.00	\$33.00	\$33.00	\$33.00	\$33.00	\$33.00
Village of East Galesburg	Water	\$24.00	\$25.00	\$32.00	\$40.00	\$46.00	\$46.00
	Sewer	\$29.00	\$30.00	\$36.00	\$41.00	\$47.00	\$52.00
	Trash	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
City of Galesburg	Water	\$26.00	\$26.00	\$30.00	\$35.00	\$39.00	\$44.00
	Sewer	\$11.00	\$11.00	\$15.00	\$19.00	\$22.00	\$26.00
	Trash	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00
City of Knoxville	Water	\$22.00	\$23.00	\$28.00	\$34.00	\$40.00	\$45.00
	Sewer	\$26.00	\$27.00	\$33.00	\$39.00	\$44.00	\$50.00
	Trash	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Village of London Mills	Water	\$33.00	\$33.00	\$33.00	\$33.00	\$33.00	\$33.00
	Sewer	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00
	Trash	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00
Village of Maquon	Water	\$35.00					
	Sewer						
	Trash						
Village of Oneida	Water	\$29.00	\$30.00	\$35.00	\$41.00	\$46.00	\$52.00
	Sewer	\$16.00	\$16.00	\$22.00	\$27.00	\$32.00	\$38.00
	Trash	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Village of Wataga	Water	\$20.00	\$20.00	\$25.00	\$31.00	\$36.00	\$41.00
	Sewer	\$11.00	\$11.00	\$13.00	\$14.00	\$16.00	\$18.00
	Trash	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Village of Yates City	Water	\$50.00	\$51.00	\$64.00	\$77.00	\$91.00	\$104.00
	Sewer	\$18.00	\$19.00	\$25.00	\$31.00	\$37.00	\$43.00



RESOLUTION 2017-06

03/28/2017

Board of Commissioners

Derek Antoine, Executive Director

Adoption of Section 8 Housing Choice Voucher Utility Allowance Schedule FYE 2018

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

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The Board of Commissioners of the Knox County Housing Authority adopts the Section 8 Housing Choice Voucher Program Utility Allowance Schedule for FYE 03/31/2017.
3. The methodology used in compiling and presenting utility data for Knox County, Illinois is compliant with requirements set forth in the Code of Federal Regulations and HUD guidance regarding preparation and submission of such assessments.
4. This Resolution shall be carried out in accordance with agency policy, procedures, and federal regulations and be effective immediately.

RESOLVED: March 28, 2017

Lomac Payton, Chairperson

Roger Peterson, Vice-Chairperson

Paula Sanford, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Thomas Dunker, Commissioner

Ben Burgland, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

RESOLUTION 2017-07

03/28/2017

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of Capital Fund Submission FFY 2017

Article I. Background

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

The Knox County Housing Authority anticipates CFP funding in the amount of \$608,598.00 for calendar year 2017. The vast majority of this funding (\$425,239.00) will be utilized to complete renovations to public housing units at the Family Sites. Additionally, FFY 2017 CFP money has been budgeted for A&E Services, floor rehabilitation, and appliance replenishment. 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 Annual Statement/Performance and Evaluation Report (HUD-50075.1) for a breakdown of anticipated expenses. Also included in this CFP Submission is the KCHA 5-Year Action Plan (HUD 50075.2). 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 \$3,000,000.00 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 03/31/2018 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 the Board resolve to adopt the KCHA S Capital Fund Plan submission for FFY 2017 as presented.

RESOLUTION 2017-07

03/28/2017

Board of Commissioners

Derek Antoine, Executive Director

Approval of Capital Fund Submission FFY 2017

WHEREAS, the Knox County Housing Authority (KCHA) has prepared its Capital Fund Program (CFP) Annual Plan and revised its 5-Year Action Plan for the period FFY 2015 – FFY 2019 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 \$608,598.00 in FFY 2017 HUD capital grants bringing the total projected 5-year budget to approximately \$3 million, and all proposed work items are outlined in the HUD prescribed format attached in Forms 50075.1 and 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 consultation meeting with the Resident Advisory Board (RAB) on December 06, 2016 and conducted a public hearing on December 22, 2016; all comments received through RAB consultation and through written correspondence were carefully considered; and

WHEREAS, the CFP Plan was submitted to Illinois Housing Development Association officials for review and certification of consistency with the Consolidated Plan and the required certification was executed on January 15, 2017.

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RESOLUTION 2017-07

03/28/2017

Board of Commissioners

Derek Antoine, Executive Director

Approval of Capital Fund Submission FFY 2017

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

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The Board of Commissioners of the Knox County Housing Authority adopts the Capital Fund Program Annual Plan for FFY 2017 and the Five-Year Action Plan for FFY 2015 – FFY 2019.
3. The data collection and methodology used in developing the KCHA Capital Fund Program plans are compliant with requirements set forth in the Code of Federal Regulations and HUD guidance regarding preparation and submission of such plans.
4. This Resolution shall be carried out in accordance with agency policy, procedures, and federal regulations and be effective immediately.

RESOLVED: March 28, 2017

Lomac Payton, Chairperson

Roger Peterson, Vice-Chairperson

Paula Sanford, Resident Commissioner

Paul H. Stewart, Commissioner

Wayne Allen, Commissioner

Thomas Dunker, Commissioner

Ben Burgland, Commissioner

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
Expires 4/30/2011

Part I: Summary						
PHA Knox County Housing Authority		Locality (Galesburg/Knox & Illinois)			<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No: 2
A.	Development Number and Name 085 Knox County Housing Authority	Work Statement for Year 1 FFY ____2016____	Work Statement for Year 2 FFY ____2017____	Work Statement for Year 3 FFY ____2018____	Work Statement for Year 4 FFY ____2019____	Work Statement for Year 5 FFY ____2020____
B.	Physical Improvements Subtotal	Annual Statement	1099500	1187700	1890200	2783970
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration		60859	60859	60859	60859
F.	Other					
G.	Operations		40000	40000	40000	40000
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		1200359	1288559	1991059	2884829
L.	Total Non-CFP Funds					
M.	Grand Total					

Part I: Summary	
PHA Name: Knox County Housing Authority	Grant Type and Number Capital Fund Program Grant No: IL086-P085-50117 Replacement Housing Factor Grant No: Date of CFFP:
FFY of Grant: 2017 FFY of Grant Approval: 2017	

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 (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	60,859.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	40,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	485,239.00			
11	1465.1 Dwelling Equipment—Nonexpendable	22,500.00			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

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 included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 06/30/2017

Part I: Summary						
PHA Name: Knox County Housing Authority		Grant Type and Number Capital Fund Program Grant No: IL086-P085-50117 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant:2017 FFY of Grant Approval: 2017	
Type of Grant						
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)		
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	Obligated	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant:: (sum of lines 2 - 19)	608,598.00				
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					
Signature of Executive Director		Date		Signature of Public Housing Director		
				Date		

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 included here.

Part II: Supporting Pages								
PHA Name: Knox County Housing Authority			Grant Type and Number Capital Fund Program Grant No: IL086-P085-50117 CFFP (Yes/ No): No Replacement Housing Factor Grant No:			Federal FFY of Grant: 2017		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
Administration	Central Office Cost Center	1410	1	60,859.00				
AMP 001	A&E Services	1430		5,000.00				
Moon Towers	Asbestos Abatement/New Flooring	1460	3	15,000.00				
	Appliances	1465	20	10,000.00				
AMP 002	A&E Services	1430		30,000.00				
Scattered Sites	Asbestos Abatement/New Flooring	1460	7	45,000.00				
	4 bedroom 504 renovations	1460	3	125,239.00				
	5 bedroom 504 renovations	1460	4	300,000.00				
	Appliances	1465	20	10,000.00				
AMP 003								
Bluebell Tower	A&E Services	1430		5,000.00				
	Appliances	1465	5	2,500.00				

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.

EXECUTIVE DIRECTOR'S REPORT MARCH 2017

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



EXECUTIVE SUMMARY

Executive Summary

REGULAR MEETING – KCHA BOARD OF COMMISSIONERS

Tuesday, March 28, 2017 – 10:00 AM
Moon Towers Conference Room
255 W. Tompkins St.
Galesburg, IL 61401

TRAINING AND DEVELOPMENT SUMMARY

The following information details training and development attended or presented by executive level staff during the month of March 2017:

Staff	Date	Training

POLICY/OPERATIONS

Accounting and Finance

During March, the Finance Department worked on reconciling and closing the February 2016 financials. After completing that task, the expense and income accounts were reviewed and notes were made for any discrepancies or variances. These notes have been documented in the Financial Notes for February 2017 and were discussed at the finance committee meeting held on March 22, 2017. The Board will receive a copy of the notes along with a copy of the finance committee minutes at the March 28, 2017 Board meeting.

There have been \$5,797.95 in new collections through the Illinois Debt Recovery Offset Portal (IDROP). Of \$229,844.10 submitted to the state thus far for collection, \$43,788.67 has been recovered to date.

Human Resources

Terry Grey, Maintenance Technician II for the Family Sites, is the March Employee of the Month! Terry has volunteered for a second year in a row to assist with the IAHA Maintenance Clinic. Last year Terry

EXECUTIVE SUMMARY

tackled his fear of public speaking by demonstrating a stronger desire to share his maintenance knowledge with his counterparts around the state. This year he will once again be coordinating the Maintenance Olympics, which provides a fun and challenging educational event revolving around everyday maintenance tasks. On top of this Terry has maintained his workload at the agency, completing unit turnarounds and routine work orders while his maintenance coworkers helped other properties prepare for upcoming inspections. Thank you Terry for all you do – it is truly appreciated!

Facilities

HUD-contracted physical inspections of Bluebell Tower and Moon Towers is scheduled to occur on 03/30/2017 and 03/31/2017, respectively. HUD's Real Estate Assessment Center (REAC) contracts with certified inspectors to conduct the inspections of public housing properties as part of the Public Housing Assessment System (PHAS). These properties were last inspected in May of 2014, with Moon Towers receiving a score of 99 and Bluebell receiving a score of 98. It is expected the agency shall retain High Performer status as it relates to the physical inspections, though scores of 99 and 98 may be tough to replicate under the revised inspection protocol (August, 2016).

Legislative/Advocacy Update

No report this period.

Public Relations

No report this period.

PUBLIC HOUSING PROGRAM

Public Housing Program

Moon Towers

Tenant Receivables for Moon Towers for February 2017:

- Average rent collected for Moon Towers is \$177.94 per unit per month.
- 9 vacant unit days for a total vacancy loss of \$79.80 in *desired* rent, and a vacancy loss of \$67.50 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$12.82 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$0.99 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Moon Towers:
 - \$8,895.41 outstanding tenant accounts
 - 2.24% to projected annual tenant revenue

Here is a snapshot of the occupancy at Moon Towers for February, 2017 :

Unit	#	Unit Days	Exempt Days	Adj. Unit Days	Vacant Unit Days	Occupied Unit Days	Adj. Occ. Rate	Adj. Occ. Rate
0-BR	76	2128	0	2128	13	2115	99.4	0.6
1-BR	99	2772	0	2772	3	2769	99.9	0.1
2-BR	2	56	0	56	0	56	100.0	0.0
TOTAL	177	4956	0	4956	16	4940	99.7	0.3

Here is a snapshot of the occupancy based on *months* leased at Moon Towers for February, 2017:

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
0-BR	76	75	98.68	1.32
1-BR	99	99	100.0	0.0
2-BR	2	2	100.0	0.0
TOTAL	177	176	99.4	0.6

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

The waiting list at Moon Towers currently sits at 92 applicants. Here is a breakdown of applicants by month for FYE 03/31/2017:

Moon Towers Waiting List		
Month	Applicants	Total
FYE 03/31/2016	-	97
April 2016	10	99
May 2016	7	101
June 2016	17	108
July 2016	13	126
August 2016	16	127
September 2016	9	132
October 2016	14	133
November 2016	11	119
December 2016	9	75
January 2017	9	77
February 2017	14	92
March 2017		
Totals/Avg. List	138	109.27

Here is the PHAS Dashboard for Moon Towers for February 2017:

PHAS Dashboard	Moon Towers	Total Points Possible
Physical Assessment Subsystem (PASS)	39.8	40.0
Management Assessment Subsystem (MASS)	23.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	97.84	100.0

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

PUBLIC HOUSING PROGRAM

Scattered Family Sites

Woodland Bend, Whispering Hollow, Cedar Creek Place

Tenant Receivables for the Family Sites for February 2017:

- Average rent collected for the Family Sites is \$97.33 per unit per month.
- 78 vacant unit days for a total vacancy loss of \$757.47 in *desired* rent, and a vacancy loss of \$287.73 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$33.20 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$18.30 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for the Family Sites:
 - \$18,528.48 outstanding tenant accounts
 - 6.78% to projected annual tenant revenue

Here is a snapshot of the occupancy at the Family Sites for February, 2017:

Unit	#	Unit Days	Exempt Days	Adj. Unit Days	Vacant Unit Days	Occupied Unit Days	Adj. Occ. Rate	Adj. Occ. Rate
2-BR	80	2240	0	2240	24	2216	98.9	1.1
3-BR	80	2240	0	2240	34	2178	98.4	1.6
4-BR	22	616	0	616	0	616	100.0	0.0
5-BR	8	224	0	224	0	224	100.0	0.0
TOTAL	190	5320	0	5320	58	5262	98.9	1.1

Here is a snapshot of the occupancy based on *months* leased at the Family Sites for February, 2017:

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

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

The waiting list at the Family Sites currently sits at 155 applicants. Here is a breakdown of applicants by month for FYE 03/31/2017:

Family Sites Waiting List		
Month	Applicants	Total
FYE 03/31/2016	-	159
April 2016	8	166
May 2016	15	142
June 2016	20	150
July 2016	9	150
August 2016	19	168
September 2016	3	165
October 2016	3	167
November 2016	3	154
December 2016	7	162
January 2017	9	155
February 2017	10	162
March 2017		
Totals/Avg. List	107	158.27

Here is the PHAS Dashboard for the Family Sites for February 2017:

PHAS Dashboard	Family Sites	Total Points Possible
Physical Assessment Subsystem (PASS)	35.9	40.0
Management Assessment Subsystem (MASS)	21.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	91.89	100.0

Based on the PHAS scores, the Family Sites achieved a “**High Performer**” designation during the reporting period.

PUBLIC HOUSING PROGRAM

Blue Bell Tower

Tenant Receivables for the Blue Bell Tower for February 2017:

- Average rent collected for Blue Bell Tower is \$278.75 per unit per month.
- 20 vacant unit days for a total vacancy loss of \$89.71 in *desired* rent, and a vacancy loss of \$118.86 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$25.39 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$6.29 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Blue Bell Tower:
 - \$878.46 outstanding tenant accounts
 - 0.55% to projected annual tenant revenue

Here is a snapshot of the occupancy based on *days* leased at the Family Sites for February, 2017:

Unit	#	Unit Days	Exempt Days	Adj. Unit Days	Vacant Unit Days	Occupied Unit Days	Adj. Occ. Rate	Adj. Occ. Rate
1-BR	50	1400	0	1400	39	1361	97.2	2.8
2-BR	1	28	0	28	0	28	100.0	0.0
TOTAL	51	1428	0	1428	39	1389	97.3	2.7

Here is a snapshot of the occupancy based on *months* leased at the Family Sites for February, 2017:

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

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

The waiting list at the Blue Bell Tower has 3 applicants. Here is a breakdown of applicants by month for FYE 03/31/2017:

Blue Bell Tower Waiting List		
Month	Applicants	Total
FYE 03/31/2016	-	19
April 2016	3	19
May 2016	1	20
June 2016	3	23
July 2016	0	19
August 2016	1	19
September 2016	0	18
October 2016	3	16
November 2016	1	3
December 2016	2	9
January 2017	3	14
February 2017	2	10
March 2017		
Totals/Avg. List	19	15.55

Here is the PHAS Dashboard for the Blue Bell Tower for February 2017:

PHAS Dashboard	Blue Bell	Total Points Possible
Physical Assessment Subsystem (PASS)	39.1	40.0
Management Assessment Subsystem (MASS)	25.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	99.13	100.0

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

PUBLIC HOUSING PROGRAM

Public Housing Program Occupancy

The Knox County Housing Authority strives for 100.0% occupancy. The threshold used to calculate PHAS scoring and subsidy calculations is 97.0%. Below is a snapshot of PH program occupancy for February, 2016.

Knox County Housing Authority Public Housing Program

Property Name	Total Units	Occupied	Occupancy Rate	Vacancy Rate
Moon Towers	177	176	98.7	1.3
Scattered Family Sites	190	188	98.9	1.1
Blue Bell Tower	51	51	100.0	0.0
Total PH Program	418	415	99.2	0.8

Public Housing Assessment System (PHAS)

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

The weighting for each AMP is approximated below:

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

PHAS Dashboard	Composite Score	Total Points Possible
Physical Assessment Subsystem (PASS)	37.97	40.0
Management Assessment Subsystem (MASS)	22.33	25.0
Financial Assessment Subsystem (FASS)	25.00	25.0
Capital Fund Program Indicator	10.00	10.0
Overall Property PHAS Score	95.30	100.0

For the FYE 03/31/2017, the PH Program is trending towards a PHAS rating of 94.46, which would qualify the agency as a **High Performer**.

HOUSING CHOICE VOUCHER PROGRAM

Housing Choice Voucher Program

Application/Waiting List Activity

	Application Waiting List	Applicants Purged	Intake/Briefing
January 2017	443	0	13
February 2017	447	0	18
March 2017			
April 2017			
May 2017			
June 2017			
July 2017			
August 2017			
September 2017			
October 2017			
November 2017			
December 2017			

Voucher Activity

	Vouchers Issued	Vouchers Leased	Vouchers Ported	End of Participation
January 2017	11	180	6	3
February 2017	13	179	5	0
March 2017				
April 2017				
May 2017				
June 2017				
July 2017				
August 2017				
September 2017				
October 2017				
November 2017				
December 2017				

HOUSING CHOICE VOUCHER PROGRAM

Voucher Portability Impact

	Vouchers Knox Co.	Vouchers Ported	Ported \$\$	Housing Assistance Payments (HAP) Total	Percent of HAP
January 2017	180	6	\$3,861.00	\$60,062.00	6.43%
February 2017	179	5	\$3,430.00	\$59,461.00	5.77%
March 2017					
April 2017					
May 2017					
June 2017					
July 2017					
August 2017					
September					
October 2017					
November					
December 2017					
CY 12/31/2017	-	-	\$7,291.00	\$119,523.00	6.43%

Voucher Utilization

	Mo. HAP Expenditure	Mo. HAP Authority	Over/Under HAP	Net-Restricted Position (NRP)	Percent Utilization
January 2017	\$60,062.00	\$66,882.00	(6,820.00)	\$2,019.00	97.07%
February 2017	\$59,461.00	\$66,882.00	(7,421.00)	\$10,389.00	92.79%
March 2017					
April 2017					
May 2017					
June 2017					
July 2017					
August 2017					
September					
October 2017					
November					
December 2017					
CY 12/31/2017					

HOUSING CHOICE VOUCHER PROGRAM

SEMAP Dashboard

In the coming months, the section will be populated with information demonstrating the agency's month-to-month performance in regards to the Section Eight Management Assessment Program (SEMAP). SEMAP is designed to assess whether the Section 8 tenant-based assistance programs operate to help eligible families afford decent rental units at the correct subsidy cost. SEMAP also establishes a system for HUD to measure PHA performance in key Section 8 program areas and to assign performance ratings. SEMAP provides procedures for HUD to identify PHA management capabilities and deficiencies in order to target monitoring and program assistance more effectively. PHAs can use the SEMAP performance analysis to assess and improve their own program operations.

AFFORDABLE HOUSING PRESERVATION (A.H.P.)

Affordable Housing Preservation (A.H.P.)

Prairieland Townhouse Apartments

Key Financial Data for Prairieland Townhouse Apartments for February 2017:

- Average rent collected for Prairieland Townhouses is \$386.98 per unit per month.
- Vacancy loss - \$390.00 (28 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$5,265.00
 - \$3,995.00 in dwelling rent
 - \$1,270.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for February 2017 – \$(1,200.99)
- Net cash flow YTD 2017 – \$27,607.56
- Replacement Reserve Balance - \$81,512.00
- Residual Receipt Reserve Balance - \$54,485.00

Brentwood Manor

Key Financial Data for Brentwood Manor for February 2017:

- Average rent collected for Prairieland Townhouses is \$404.40 per unit per month.
- Vacancy loss - \$871.00 (55 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$7,106.00
 - \$5,305.00 in dwelling rent
 - \$1,801.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for February 2017 – \$3,058.61
- Net cash flow YTD 2017 – \$54,528.82

Here is a snapshot of the occupancy at the AHP properties as of March 24, 2017:

A.H.P. Properties			
Brentwood Manor			
	2	Vacancies	Total: 2
72 Units			Occupied: 97.2%
Prairieland Townhomes			
	0	Vacancies	Total: 0
66 Units			Occupied: 100.0%

RESOURCE DEVELOPMENT

Resource Development

- Set meeting with new store director of Hy-Vee (1975 National Blvd.) to discuss ongoing partnership with the store and relationship with previous director.
- Working to complete Hy-Vee One Step community garden grant applications for Moon Towers and Prairieland Townhouse Apartments due 04/01/2017.
- Continue work on Emergency Safety and Security grant due 04/01/2017.
- Initiated relationship with Prairie Radio Communications for future coverage of events, news, and updates.
 - Set date (04/13/2017) for radio interview of Executive Director and Bluebell Tower Property Manager to discuss KCHA on-air. Discussed possible upcoming news coverage and quarterly on-air interviews.
 - Agreed to participate in live broadcast during food drive (04/21/2017) at Hy-Vee. Broadcast will include representatives of other local organizations and will focus on hunger and food insecurity.
- Collaborated with Elite Ink to digitize new KCHA t-shirt design and coordinate employee order.
- Met with Elite Ink to discuss KCHA sponsorship of Gains by Trains, an elementary school art competition which will raise funds for Galesburg Public Schools Foundation. Proposed Bronze level sponsorship to Executive Director, which was approved. Knox County Housing Authority will be listed as sponsor on back of each t-shirt. All CUSD #205 elementary school children will receive a t-shirt at the end of the contest.
- Created flyers to be distributed at family sites for part-time lawn mowing position, Woodland Bend Community Garden Planting event, and City of Galesburg Spring Clean-Up Day.
- Participated in discussions regarding after-school program progress and summer program development.
 - Took part in meeting with Boys and Girls Clubs/Carver Center regarding progress of after-school program.
 - Engaged in meeting with Feed the Kids program coordinator regarding program involvement in summer camp.
- Attended three Lions Club meetings.
- Attended one Chamber networking event and Chamber of Commerce annual dinner.

The Resource Development Manager continues to:

- Seek and research funding opportunities for KCHA programs, services, and improvements.
- Identify opportunities for new funding, local partnerships, and sponsorships of KCHA programs.
- Set meetings with KCHA tenants to obtain their stories and photos for promotional purposes.

RESOURCE DEVELOPMENT

- Photograph KCHA properties and events for promotional purposes.
- Research ideas for website improvement.
- Make regular posts to Facebook and Twitter that not only promote KCHA, but also promote other community agencies and opportunities.

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Galesburg, Illinois 61402-0308
Phone (309) 345-2255
Fax (309) 345-2258

March 24, 2017

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:

Amanda Eakins (958 W. South St.)	1 st Appr. - CD
Tina Edwards (461 Iowa Ct.)	1 st Appr. - CD
Ashley Borsen (1527 McKnight St.)	1 st Appr. - CD
Jasmine Cunningham (954 W. South St.)	1 st Appr. - CD
Kimberly Caldwell & Vera Boose (1074 W. South St.)	1 st Appr. - CD
LaTanya Hayes (463 Iowa Ave.)	1 st Appr. - CD
Shonda Reed (1973 E. Knox St.)	1 st Appr. - CD
Aaron Poole (528 Iowa Ct.)	1 st Appr. - ASTI 04/04/17
Nkenge Maynard (1568 McKnight St.)	1 st Appr. - CD
Natalie Moore & Tabitha Hutson (300 E. Davis #17)	1 st Appr. - 04/04/17
Patricia Davis (900 W. Dayton #D1)	1 st Appr. - 04/04/17
Jessica Anthony (1583 McKnight St.)	1 st Appr. - 04/04/17
Amanda Burns (1979 E. Knox)	1 st Appr. - 04/04/17
Latasha Allen (521 Iowa Ave.)	1 st Appr. - 04/04/17
Angel Pedicure (1581 McKnight St.)	1 st Appr. - 04/04/17
Diane Kemp (481 Iowa Ave.)	1 st Appr. - 04/04/17

2. Prep monthly report.

3. Review meeting packet and attend monthly meeting.

Jack P. Ball, Esq.

¹ Acronyms: FED - forcible entry and detainer, AO - agreed order, CD - case dismissed, JD for judgment, C for continued, STI for summons to issue and ASTI for alias summons to issue and TLM for Prairie State Legal Services attorney Tracey L. Mergener.