

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
 1/2/2019
 10:00 a.m.

Opening	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve 11-2018 Minutes	Chairperson Payton
<input type="checkbox"/> Ben Burgland	Review/Ratify 11-2018 Financial Reports	Chairperson Payton
<input type="checkbox"/> Thomas Dunker	Review/Ratify 11-2018 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Jared Hawkinson	COCC:	\$ 37,956.72
<input type="checkbox"/> Lomac Payton	Moon Towers:	\$ 69,188.68
<input type="checkbox"/> Paula Sanford	Family:	\$ 82,714.63
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 23,052.59
<u>Excused:</u>	HCV:	\$ 91,127.49
	Brentwood:	\$ 47,240.92
	Prairieland:	\$ 21,773.62
<u>Others Present:</u>	Capital Fund 2016:	\$ 64,411.33
	Capital Fund 2017:	\$ 0.00
	Capital Fund 2018:	\$ 0.00
Old Business	None	
New Business	Review/Approve Resolution 2018-13 KCHA Policy and Lease Revisions	Derek Antoine
	Review/Approve Resolution 2018-14 PHA Certifications of Compliance with PHA Plan Submission 01/16/2018	Derek Antoine
	Review/Approve Application for Payment 4 for Hein Construction for 504 Modification Project – Phase II at Family Sites	Derek Antoine
	Review/Approve Payment Request for Duplex Settlement Remediation Project	Derek Antoine
	Review/Approve Expense Proposal for Water Softener System at Moon Towers	Derek Antoine
	Review/Approve Expense Proposal for Plumbing Repair at Blue Bell Tower	Derek Antoine

board agenda

Reports

Executive Director's Report – 11-2018

Derek Antoine

KCHA Legal Counsel Report – 11-2018

Jack Ball

Other Business

Review of CY 2018 Executive Session Minutes

Derek Antoine

Adjournment

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
December 4, 2018**

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

PRESENT: Wayne Allen
 Thomas Dunker
 Jared Hawkinson
 Lomac Payton
 Paula Sanford

EXCUSED: Ben Burgland
 Paul H. Stewart

ABSENT:

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

Vice-Chairperson Dunker called the meeting to order at 10:00 a.m.

Vice-Chairperson Dunker then asked if there were any additions or corrections to the previous meeting's minutes. Hearing none, Vice-Chairperson Dunker then declared the October meeting minutes approved as received.

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

Commissioner Allen - aye
Commissioner Dunker - aye
Commissioner Hawkinson - aye
Commissioner Sanford - aye

Motion Carried, 4-0.

October 2018 claims against the HA Administration in the sum of \$341,953.82; Central Office Cost Center in the sum of \$40,680.31; Moon Towers in the sum of \$59,606.75; Family in the sum of \$84,101.23; Bluebell in the sum of \$23,905.69; Housing Choice Voucher Program in the sum of \$83,558.35; Brentwood (A.H.P.) in the sum of \$25,963.17; Prairieland (A.H.P.) in the sum of \$24,138.32; Capital Fund '16 in the sum of \$0.00; Capital Fund '17 in the sum of \$0.00; and Capital Fund '18 in the sum of \$0.00 were presented for approval. Commissioner Allen made a motion to ratify the claims and bills; Commissioner Sanford seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Dunker - aye
Commissioner Hawkinson - aye
Commissioner Sanford - aye

Motion Carried, 4-0.

OLD BUSINESS

None

Chairperson Payton arrived at the meeting at 10:08 a.m.

NEW BUSINESS

Mr. Antoine asked the Board to review and approve Group Medical Insurance Rates for CY 2019. Mr. Antoine referenced the board memo and related documents outlining group medical insurance rates. Mr. Antoine recommended renewal of the current group medical, dental and vision plans administered by Health Alliance and Delta Dental for calendar year 2019. He also recommended an HSA contribution of \$400.00 per eligible employee. After brief discussion, Commissioner Sanford made a motion to approve Group Medical Insurance Rates for CY 2019 and an HSA contribution of \$400.00 per eligible employee as outlined in the board memo; Commissioner Allen seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

Next, Mr. Antoine asked the Board to review and approve Request for Payment 3 for Hein Construction for 504 Modification Project at Family Sites. Mr. Antoine reported that construction is in progress at Whispering Hollow (specific details are included in the Board Memo). Alliance Architecture has reviewed and signed approval for Pay Request 3. After brief discussion, Commissioner Hawkinson made a motion to approve Request for Payment 3 from Hein Construction for 504 Modification Project at Family Sites in the amount of \$340,624.12; Commissioner Allen seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

Next, Mr. Antoine asked the Board to review and approve Change Order #2 for Hein Construction for 504 Modification Project-Phase 2 at Family Sites. As outlined in the Board Memo, there are four items included in the change order totaling \$12,067.98. The General Requirements Allowance will cover these costs, and the total contract will be unchanged by this change order. After brief discussion, Commissioner Sanford made a motion to approve Change Order #2 in the amount of \$12,067.98; Commissioner Allen seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

REPORTS

Mr. Antoine handed out the Executive Director's Report at the meeting. This report presented a comprehensive overview of the Knox County Housing Authority including the following information: Training and Development, Media Outreach/Public Relations, Policy/Operations, Public Housing Program with property and occupancy information, Housing Choice Voucher, and Affordable Housing Program. Mr. Antoine brought attention to the change in report format and additional information that was included. Mr. Antoine highlighted the information related to the Housing Choice Voucher Program as well as the potential government shutdown.

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

OTHER BUSINESS

Mr. Antoine proposed moving the December 2018 meeting date due to it falling on Christmas. Thus, Board members determined that the December 2018 board meeting will be held on Wednesday, January 2, 2019 at 10:00 a.m.

ADJOURNMENT

Chairperson Payton made a motion to adjourn the meeting at 10:46 a.m.; Commissioner Allen seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

Respectfully submitted,

Secretary

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

December 28, 2018

ROLL CALL – 10:36 am

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

ATTENDANCE – 10:37 am

KCHA Commissioners:

Present: Ben Burgland and Wayne Allen
Excused: Tom Dunker

Housing Authority Members:

Present: Derek Antoine and Lee Lofing
Excused:

FINANCIAL REPORT – 10:38 am

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

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

ACCOUNTS PAYABLE – 11:05 am

There were no outstanding accounts payables to review.

ADJOURN – 11:06 am

Respectfully submitted,



Finance Coordinator, KCHA

COCC

	<u>November-18</u>	<u>Current YTD</u>
Operating Income	\$52,232.28	\$417,692.32
Operating Expenses	\$38,419.41	\$327,138.56
Net Revenue Income/(Loss)	\$13,812.87	\$90,553.76

Notes:

- Utilities

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Operated in the black for month & for the year.

COCC's Reserve Position \$1,217,399.85

MOON TOWERS

	<u>November-18</u>	<u>Current YTD</u>
Operating Income	\$77,581.14	\$526,317.17
Operating Expenses	\$69,188.68	\$510,243.77
Net Revenue Income/(Loss)	\$8,392.46	\$16,073.40

Notes:

- Received \$40,449 in subsidy versus the \$27,378 avg we have been receiving.

- Utilities

- Quarterly elevator maintenance bill.

- Fire alarm and sprinkler inspection.

- Replaced front door security camera and coax wiring.

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Operated in the black for month and for year.

Moon Towers' Reserve Position \$509,758.87

\$255,121.89 *minimum reserve position*

FAMILY

	<u>November-18</u>	<u>Current YTD</u>
Operating Income	\$102,595.11	\$586,520.43
Operating Expenses	\$82,231.58	\$624,659.29
Net Revenue Income/(Loss)	\$20,363.53	(\$38,138.86)

Notes:

- Received \$80,007.50 in subsidy versus the \$49,245 avg we have been receiving.

- Utilities

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Operated in black for month and still in red for year.

Family's Reserve Position \$374,851.61

\$312,329.65 *minimum reserve position*

BLUEBELL

	<u>November-18</u>	<u>Current YTD</u>
Operating Income	\$22,156.45	\$169,870.99
Operating Expenses	\$23,052.59	\$187,608.12
Net Revenue Income/(Loss)	(\$896.14)	(\$17,737.13)

Notes:

- Received \$6,507.75 in subsidy versus the \$4,682 avg we have been receiving.

- Utilities

- Quarterly elevator maintenance bill.

- Fire alarm and sprinkler inspection.

- Repaired exhaust fan motor.

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Operated in red for both month and year.

Bluebell's Reserve Position \$55,479.23

\$93,804.06 *minimum reserve position*

\$38,324.83 *Would need to be transferred from Low Rent's reserve.*

AHP - BRENTWOOD & PRAIRIELAND

<u>BRENTWOOD</u>	<u>November-18</u>	<u>Current YTD</u>
Operating Income	\$31,950.78	\$255,693.67
Operating Expenses	\$47,240.92	\$302,231.42
Net Revenue Income/(Loss)	(\$15,290.14)	(\$46,537.75)

- Notes:**
- Utilities
 - Third payment for window and patio door replacements \$24,206.
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Operated in red for month and the year.

Brentwood's Cash, Investments, A/R, & A/P	\$136,986.15
Restricted - Security Deposits	(\$146.00)
Brentwood's Total Cash	\$136,840.15

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

<u>PRAIRIELAND</u>	<u>November-18</u>	<u>Current YTD</u>
Operating Income	\$27,433.50	\$219,263.07
Operating Expenses	\$21,773.62	\$185,970.68
Net Revenue Income/(Loss)	\$5,659.88	\$33,292.39

- Notes:**
- Utilities
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Operated in the black for month & for the year.

Prairieland's Cash, Investments, A/R, & A/P	(\$48,641.78)
Restricted - Security Deposits	\$977.00
Restricted - Replacement Reserve	\$118,718.17
Restricted - Residual Receipts	\$54,504.64
Prairieland's Total Cash	\$125,558.03

*Difference of Cash held for Security Deposits minus Security Deposits Total.
These funds are held in the Replacement Reserve Savings Account.
These funds are held in the Residual Receipts Savings Account.*

HOUSING CHOICE VOUCHERS

ADMINISTRATIVE

	<u>November-18</u>	<u>Current YTD</u>
Operating Income	\$10,160.92	\$77,252.15
Operating Expenses	\$11,466.49	\$94,953.58
Net Revenue Income/(Loss)	(\$1,305.57)	(\$17,701.43)

- Notes:**
- -

(\$30,345.31) Projected Income Gain/(Loss) FYE'18

Unrestricted Net Position (UNP)	\$126,395.35	10/31/2018 balance
Investment in Fixed Assets	\$0.00	
Monthly Net Revenue Income/(Loss)	(\$1,305.57)	
		Year End Adjustment
UNP Ending Balance	\$125,089.78	For Admin Expenses and HAP (if needed)
Pre 2004 Balance	\$121,830.26	
Post 2013 Balance	\$3,147.03	
Investment in Fixed Assets	\$112.49	
Total UNP as of	\$125,089.78	8/31/2018

HAP

	<u>Nov-18</u>	<u>Current YTD</u>
Operating Income	\$62,865.00	\$589,380.00
Operating Expenses	\$80,293.00	\$586,055.75
Net Revenue Income/(Loss)	(\$17,428.00)	\$3,324.25

- Notes:**
- HAP payments

Voucher expenses less than amount funded for the month.

Net Restricted Position (NRP)	\$35,499.08	10/31/2018 balance
	\$0.00	Year End Adjustment
Monthly VMS Net Revenue - Income/(Loss)	(\$17,428.00)	
NRP Ending Balance for HAP	\$18,071.08	For HAP Expenses (Only)

Knox County Housing Authority
BOARD - COCC CASH FLOW STATEMENT
November 30, 2018

COCC - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	52,232.28	56,930.00	417,692.32	455,440.00	-37,747.68	683,160.00
TOTAL OPERATING INCOME	52,232.28	56,930.00	417,692.32	455,440.00	-37,747.68	683,160.00
OPERATING EXPENSE						
Total Administration Expenses	36,724.46	39,845.82	298,442.67	318,766.56	-20,323.89	478,150.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	396.95	466.67	2,538.05	3,733.36	-1,195.31	5,600.00
Total Maintenance Expenses	0.00	437.47	15,723.77	3,499.76	12,224.01	5,250.00
General Expense	1,298.00	1,347.83	10,434.07	10,782.64	-348.57	16,174.00
TOTAL ROUTINE OPERATING EXPENSES	38,419.41	42,097.79	327,138.56	336,782.32	-9,643.76	505,174.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	10,618.75	0.00	84,950.00	-84,950.00	127,425.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	38,419.41	52,716.54	327,138.56	421,732.32	-94,593.76	632,599.00
NET REVENUE/-EXPENSE PROFIT/-LOSS						
	13,812.87	4,213.46	90,553.76	33,707.68	56,846.08	50,561.00
Total Depreciation Expense						
	69.61	33.42	556.88	267.36	289.52	401.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	13,743.26	4,180.04	89,996.88	33,440.32	56,556.56	50,160.00

Knox County Housing Authority
BOARD - AMP001 CASH FLOW STATEMENT
November 30, 2018

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	77,581.14	63,290.27	526,317.17	506,322.16	19,995.01	759,483.00
TOTAL OPERATING INCOME	77,581.14	63,290.27	526,317.17	506,322.16	19,995.01	759,483.00
OPERATING EXPENSE						
Total Administration Expenses	24,153.67	25,651.67	192,995.63	205,213.36	-12,217.73	307,820.00
Total Tenant Services	0.00	75.00	57.07	600.00	-542.93	900.00
Total Utilities Expenses	8,208.07	5,995.84	47,778.91	47,966.72	-187.81	71,950.00
Total Maintenance Expenses	25,820.18	24,772.90	209,143.98	198,183.20	10,960.78	297,275.00
General Expense	11,006.76	6,167.09	60,268.18	49,336.72	10,931.46	74,005.00
TOTAL ROUTINE OPERATING EXPENSES	69,188.68	62,662.50	510,243.77	501,300.00	8,943.77	751,950.00
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	-32,751.42	0.00	-262,011.36	262,011.36	-393,017.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	69,188.68	29,911.08	510,243.77	239,288.64	270,955.13	358,933.00
NET REVENUE/EXPENSE PROFIT/-LOSS	8,392.46	33,379.19	16,073.40	267,033.52	-250,960.12	400,550.00
Total Depreciation Expense						
Total Depreciation Expense	29,693.23	33,333.33	237,545.84	266,666.64	-29,120.80	400,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-21,300.77	45.86	-221,472.44	366.88	-221,839.32	550.00

Knox County Housing Authority
BOARD - AMP002 CASH FLOW STATEMENT
November 30, 2018

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	102,595.11	75,377.34	586,520.43	603,018.72	-16,498.29	904,528.12
TOTAL OPERATING INCOME	102,595.11	75,377.34	586,520.43	603,018.72	-16,498.29	904,528.12
OPERATING EXPENSE						
Total Administration Expenses	30,419.68	31,885.43	246,125.90	255,083.44	-8,957.54	382,625.21
Total Tenant Services	0.00	777.03	8,849.53	6,216.24	2,633.29	9,324.44
Total Utilities Expenses	1,723.71	1,918.93	13,533.29	15,351.44	-1,818.15	23,027.22
Total Maintenance Expenses	35,441.90	39,305.26	298,070.89	314,442.08	-16,371.19	471,663.07
General Expense	14,646.29	5,728.14	58,079.68	45,825.12	12,254.56	68,737.62
TOTAL ROUTINE OPERATING EXPENSES	82,231.58	79,614.79	624,659.29	636,918.32	-12,259.03	955,377.56
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-4,237.45	0.00	-33,899.60	33,899.60	-50,849.44
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	82,231.58	75,377.34	624,659.29	603,018.72	21,640.57	904,528.12
NET REVENUE/EXPENSE PROFIT/-LOSS	20,363.53	0.00	-38,138.86	0.00	-38,138.86	0.00
Total Depreciation Expense						
Total Depreciation Expense	22,250.00	22,916.67	178,000.00	183,333.36	-5,333.36	275,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-1,886.47	-22,916.67	-216,138.86	-183,333.36	-32,805.50	-275,000.00

Knox County Housing Authority
BOARD - AMP003 CASH FLOW STATEMENT
November 30, 2018

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	22,156.45	18,756.25	169,870.99	150,050.00	19,820.99	225,075.00
TOTAL OPERATING INCOME	22,156.45	18,756.25	169,870.99	150,050.00	19,820.99	225,075.00
OPERATING EXPENSE						
Total Administration Expenses	9,890.96	10,281.40	81,190.16	82,251.20	-1,061.04	123,377.00
Total Tenant Services	0.00	41.67	143.95	333.36	-189.41	500.00
Total Utilities Expenses	2,176.12	1,625.00	14,493.55	13,000.00	1,493.55	19,500.00
Total Maintenance Expenses	8,504.76	5,893.75	72,147.13	47,150.00	24,997.13	70,725.00
General Expense	2,480.75	2,866.08	19,633.33	22,928.64	-3,295.31	34,393.00
TOTAL ROUTINE OPERATING EXPENSES	23,052.59	20,707.90	187,608.12	165,663.20	21,944.92	248,495.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-1,951.67	0.00	-15,613.36	15,613.36	-23,420.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	23,052.59	18,756.23	187,608.12	150,049.84	37,558.28	225,075.00
NET REVENUE/EXPENSE PROFIT/-LOSS	-896.14	0.02	-17,737.13	0.16	-17,737.29	0.00
Total Depreciation Expense						
Total Depreciation Expense	13,730.60	0.00	109,844.80	0.00	109,844.80	0.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-14,626.74	0.02	-127,581.93	0.16	-127,582.09	0.00

Knox County Housing Authority
BOARD - LOW RENT CASH FLOW STATEMENT
November 30, 2018

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	254,564.98	214,353.86	1,700,400.91	1,714,830.88	-14,429.97	2,572,246.12
TOTAL OPERATING INCOME	254,564.98	214,353.86	1,700,400.91	1,714,830.88	-14,429.97	2,572,246.12
OPERATING EXPENSE						
Total Administration Expenses	101,188.77	107,664.32	818,754.36	861,314.56	-42,560.20	1,291,972.21
Total Tenant Services	0.00	893.70	9,050.55	7,149.60	1,900.95	10,724.44
Total Utilities Expenses	12,504.85	10,006.44	78,343.80	80,051.52	-1,707.72	120,077.22
Total Maintenance Expenses	69,766.84	70,409.38	595,085.77	563,275.04	31,810.73	844,913.07
General Expense	29,431.80	16,109.14	148,415.26	128,873.12	19,542.14	193,309.62
TOTAL ROUTINE OPERATING EXPENSES	212,892.26	205,082.98	1,649,649.74	1,640,663.84	8,985.90	2,460,996.56
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-28,321.79	0.00	-226,574.32	226,574.32	-339,861.44
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	212,892.26	176,761.19	1,649,649.74	1,414,089.52	235,560.22	2,121,135.12
NET REVENUE/EXPENSE PROFIT/-LOSS	41,672.72	37,592.67	50,751.17	300,741.36	-249,990.19	451,111.00
Total Depreciation Expense	65,743.44	56,283.42	525,947.52	450,267.36	75,680.16	675,401.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-24,070.72	-18,690.75	-475,196.35	-149,526.00	-325,670.35	-224,290.00

Knox County Housing Authority
BOARD - HCV CASH FLOW STATEMENT
November 30, 2018

	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
HCV - OPERATING STATEMENT						
ADMIN OPERATING INCOME						
Total Admin Operating Income	10,987.42	9,037.50	80,695.15	72,300.00	8,395.15	108,450.00
TOTAL ADMIN OPERATING INCOME	10,987.42	9,037.50	80,695.15	72,300.00	8,395.15	108,450.00
OPERATING EXPENSES						
Total Admin Expenses	6,847.37	10,120.83	60,211.12	80,966.64	-20,755.52	121,450.00
Total Fees Expenses	3,841.50	3,666.33	28,938.00	29,330.64	-392.64	43,996.00
Total General Expenses	777.62	564.58	5,804.46	4,516.64	1,287.82	6,775.00
TOTAL OPERATING EXPENSES	11,466.49	14,351.74	94,953.58	114,813.92	-19,860.34	172,221.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSES	11,466.49	14,351.74	94,953.58	114,813.92	-19,860.34	172,221.00
NET REVENUE PROFIT/-LOSS						
	-479.07	-5,314.24	-14,258.43	-42,513.92	28,255.49	-63,771.00
Total Depreciation Expense	0.00	18.75	0.00	150.00	-150.00	225.00
NET REVENUE w/Deprecitation PROFIT/-LOSS	-479.07	-5,332.99	-14,258.43	-42,663.92	28,405.49	-63,996.00
HAP - OPERATING STATEMENT						
HAP INCOME						
Total Income	62,864.50	55,206.08	589,380.00	441,648.64	147,731.36	662,473.00
TOTAL HAP INCOME	62,864.50	55,206.08	589,380.00	441,648.64	147,731.36	662,473.00
HAP EXPENSES						
Total HAP Expenses	79,661.00	80,416.66	586,328.00	643,333.28	-57,005.28	965,000.00
Total General HAP Expenses	0.00	-62.50	-272.25	-500.00	227.75	-750.00
TOTAL HAP EXPENSES	79,661.00	80,354.16	586,055.75	642,833.28	-56,777.53	964,250.00
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00
REMAINING HAP from RESERVE +/-LOSS	-16,796.50	-25,148.08	3,324.25	-201,184.64	204,508.89	-301,777.00

Knox County Housing Authority
BOARD - BRENTWOOD CASH FLOW STATEMENT
November 30, 2018

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	31,950.78	31,686.25	255,693.67	253,490.00	2,203.67	380,235.00
TOTAL OPERATING INCOME	31,950.78	31,686.25	255,693.67	253,490.00	2,203.67	380,235.00
OPERATING EXPENSE						
Total Administration Expenses	3,623.06	4,692.51	30,936.68	37,540.08	-6,603.40	56,310.00
Total Fee Expenses	5,664.21	5,803.00	46,627.12	46,424.00	203.12	69,636.00
Total Utilities Expenses	1,858.09	2,250.00	13,613.73	18,000.00	-4,386.27	27,000.00
Total Maintenance Expenses	31,320.50	13,669.15	172,528.32	109,353.20	63,175.12	164,030.00
Total Taxes & Insurance Expense	2,623.88	2,644.17	21,255.18	21,153.36	101.82	31,730.00
Total Financial Expenses	2,151.18	2,333.33	17,270.39	18,666.64	-1,396.25	28,000.00
TOTAL ROUTINE OPERATING EXPENSE	47,240.92	31,392.16	302,231.42	251,137.28	51,094.14	376,706.00
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	47,240.92	31,392.16	302,231.42	251,137.28	51,094.14	376,706.00
NET REVENUE PROFIT/-LOSS						
	-15,290.14	294.09	-46,537.75	2,352.72	-48,890.47	3,529.00
Total Depreciation Expense						
	7,033.56	5,291.67	56,268.48	42,333.36	13,935.12	63,500.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-22,323.70	-4,997.58	-102,806.23	-39,980.64	-62,825.59	-59,971.00

Knox County Housing Authority
BOARD - PRAIRIELAND CASH FLOW STATEMENT
November 30, 2018

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	27,433.50	27,414.16	219,263.07	219,313.28	-50.21	328,970.00
TOTAL OPERATING INCOME	27,433.50	27,414.16	219,263.07	219,313.28	-50.21	328,970.00
OPERATING EXPENSE						
Total Administration Expenses	3,480.33	4,513.32	29,957.76	36,106.56	-6,148.80	54,160.00
Total Fee Expenses	5,335.85	5,239.00	42,194.26	41,912.00	282.26	62,868.00
Total Utilities Expenses	2,040.89	2,130.01	18,269.58	17,040.08	1,229.50	25,560.00
Total Maintenance Expenses	6,351.86	9,183.34	59,060.43	73,466.72	-14,406.29	110,200.00
Total Taxes & Insurance Expense	2,413.52	2,660.91	19,218.29	21,287.28	-2,068.99	31,931.00
Total Financial Expenses	2,151.17	2,333.33	17,270.36	18,666.64	-1,396.28	28,000.00
TOTAL ROUTINE OPERATING EXPENSE	21,773.62	26,059.91	185,970.68	208,479.28	-22,508.60	312,719.00
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	21,773.62	26,059.91	185,970.68	208,479.28	-22,508.60	312,719.00
NET REVENUE PROFIT/-LOSS						
	5,659.88	1,354.25	33,292.39	10,834.00	22,458.39	16,251.00
Total Depreciation Expense						
	6,266.56	6,375.00	50,132.48	51,000.00	-867.52	76,500.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-606.68	-5,020.75	-16,840.09	-40,166.00	23,325.91	-60,249.00

Knox County Housing Authority
BOARD - AHP CASH FLOW STATEMENT
November 30, 2018

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	59,384.28	59,100.41	474,956.74	472,803.28	2,153.46	709,205.00
TOTAL OPERATING INCOME	59,384.28	59,100.41	474,956.74	472,803.28	2,153.46	709,205.00
OPERATING EXPENSE						
Total Administration Expenses	7,103.39	9,205.83	60,894.44	73,646.64	-12,752.20	110,470.00
Total Fee Expenses	11,000.06	11,042.00	88,821.38	88,336.00	485.38	132,504.00
Total Utilities Expenses	3,898.98	4,380.01	31,883.31	35,040.08	-3,156.77	52,560.00
Total Maintenance Expenses	37,672.36	22,852.49	231,588.75	182,819.92	48,768.83	274,230.00
Total Taxes & Insurance Expense	5,037.40	5,305.08	40,473.47	42,440.64	-1,967.17	63,661.00
Total Financial Expenses	4,302.35	4,666.66	34,540.75	37,333.28	-2,792.53	56,000.00
TOTAL ROUTINE OPERATING EXPENSE	69,014.54	57,452.07	488,202.10	459,616.56	28,585.54	689,425.00
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	69,014.54	57,452.07	488,202.10	459,616.56	28,585.54	689,425.00
NET REVENUE PROFIT/-LOSS						
	-9,630.26	1,648.34	-13,245.36	13,186.72	-26,432.08	19,780.00
Total Depreciation Expense						
	13,300.12	11,666.67	106,400.96	93,333.36	13,067.60	140,000.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-22,930.38	-10,018.33	-119,646.32	-80,146.64	-39,499.68	-120,220.00

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

	Current Period	Last Year Same	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	21,979.04	21,712.28	266.76	176,140.30
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	16,034.43	15,666.27	368.16	128,952.48
Administrative Expenses	645.59	298.12	347.47	7,674.95
Tenant Services	0.00	0.00	0.00	57.07
Utilities	8,208.07	8,579.47	-371.40	47,778.91
Maintenance Supplies/Contracts	11,314.79	8,473.17	2,841.62	89,043.45
Mileage	0.00	0.00	0.00	0.00
General Expenses	11,006.76	10,580.02	426.74	60,268.18
Non-Routine Expense	0.00	0.00	0.00	0.00
TOTAL MOON TOWERS CLAIMS	69,188.68	65,309.33	3,879.35	509,915.34
AMP002 - FAMILY				
Salaries	42,548.98	37,491.09	5,057.89	342,774.25
Employee W/H Payments	483.05	81.40	401.65	1,636.90
Management Fees	16,728.56	15,953.29	775.27	135,764.08
Administrative Expenses	1,430.23	1,632.66	-202.43	19,438.79
Tenant Services	0.00	20.91	-20.91	3,825.04
Utilities	1,723.71	942.22	781.49	13,533.29
Maintenance Supplies/Contracts	5,153.81	5,149.99	3.82	51,279.80
Mileage	0.00	0.00	0.00	-35.64
General Expenses	14,646.29	13,483.85	1,162.44	58,079.68
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	82,714.63	74,755.41	7,959.22	626,296.19
AMP003 - BLUEBELL				
Salaries	8,360.12	8,568.46	-208.34	69,083.79
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,620.09	4,514.01	106.08	36,752.98
Administrative Expenses	750.98	1,231.15	-480.17	6,840.62
Tenant Services	0.00	0.00	0.00	143.95
Utilities	2,176.12	932.35	1,243.77	14,493.55
Maintenance Supplies/Contracts	4,664.53	1,825.00	2,839.53	40,659.90
Mileage	0.00	0.00	0.00	0.00
General Expenses	2,480.75	2,451.64	29.11	19,633.33
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL BLUEBELL CLAIMS	23,052.59	19,522.61	3,529.98	187,608.12
COCC				
Salaries	30,387.01	29,157.73	1,229.28	247,903.54
Employee W/H Payments	-462.69	-51.24	-411.45	-2,997.73
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	6,337.45	10,170.34	-3,832.89	50,559.01
Tenant Services	0.00	0.00	0.00	0.00
Utilities	396.95	146.54	250.41	2,538.05
Maintenance Supplies/Contracts	0.00	859.48	-859.48	15,703.89
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,298.00	1,285.52	12.48	10,434.07
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	37,956.72	41,568.37	-3,611.65	324,140.83
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	103,275.15	96,929.56	6,345.59	835,901.88
Employee W/H Payments	20.36	30.16	-9.80	-1,360.83
Management Fees	37,383.08	36,133.57	1,249.51	301,469.54
Administrative Expenses	9,164.25	13,332.27	-4,168.02	84,513.37
Tenant Services	0.00	20.91	-20.91	4,026.06
Utilities	12,504.85	10,600.58	1,904.27	78,343.80
Maintenance Supplies	21,133.13	16,307.64	4,825.49	196,687.04
Mileage	0.00	0.00	0.00	-35.64
General Expenses	29,431.80	27,801.03	1,630.77	148,415.26
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL LOW RENT CLAIMS	212,912.62	201,155.72	11,756.90	1,647,960.48

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

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	8,125.20	8,331.47	-206.27
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,664.21	5,680.71	-16.50
Administrative Expenses	625.64	1,866.94	-1,241.30
Utilities	1,858.09	783.44	1,074.65
Maintenance Supplies/Contracts	26,192.72	24,085.24	2,107.48
Tax & Insurance Expenses	2,623.88	2,652.49	-28.61
Finacial Expenses	2,151.18	2,266.37	-115.19
TOTAL BRENTWOOD CLAIMS	47,240.92	45,666.66	1,574.26
PRAIRIELAND			
Salaries	8,125.01	8,331.21	-206.20
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,335.85	5,120.64	215.21
Administrative Expenses	482.95	2,242.32	-1,759.37
Utilities	2,040.89	5,538.16	-3,497.27
Maintenance Supplies/Contracts	1,224.23	1,776.81	-552.58
Taxes & Insurance Expenses	2,413.52	2,215.53	197.99
Financial Expenses	2,151.17	2,266.36	-115.19
TOTAL PRAIRIELAND CLAIMS	21,773.62	27,491.03	-5,717.41
AHP - BRENTWOOD & PRAIRIELAND			
Salaries	16,250.21	16,662.68	-412.47
Employee W/H Payments	0.00	0.00	0.00
Management Fees	11,000.06	10,801.35	198.71
Administrative Expenses	1,108.59	4,109.26	-3,000.67
Utilities	3,898.98	6,321.60	-2,422.62
Maintenance Supplies	27,416.95	25,862.05	1,554.90
Taxes & Insurance Expenses	5,037.40	4,868.02	169.38
Financial Expenses	4,302.35	4,532.73	-230.38
TOTAL AHP CLAIMS	69,014.54	73,157.69	-4,143.15
HOUSING CHOICE VOUCHER - HCV			
Salaries	6,449.15	6,429.60	19.55
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,841.50	3,724.50	117.00
Administrative Expenses	398.22	120.72	277.50
General Expense-Admin	777.62	764.59	13.03
Total HCV Expenses	11,466.49	11,039.41	427.08
HAP Expenses	79,661.00	72,001.00	7,660.00
General Expenses	0.00	0.00	0.00
Total HAP Expenses	79,661.00	72,001.00	7,660.00
TOTAL HCV CLAIMS	91,127.49	83,040.41	8,087.08

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

	Current Period	Last Year Same	Current Year	Cumulative
CFG 2018 - \$1,032,694				
Admin. / Operations	0.00	0.00	0.00	0.00
General CFP Activity	0.00	0.00	0.00	0.00
TOTAL CFG 2018 CLAIMS	0.00	0.00	0.00	0.00
CFG 2017 - \$673,386				
Admin. / Operations	0.00	0.00	0.00	0.00
General CFP Activity	0.00	0.00	41,710.90	41,710.90
TOTAL CFG 2017 CLAIMS	0.00	0.00	41,710.90	41,710.90
CFG 2016 - \$608,598				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00	14,000.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	64,411.33	0.00	228,079.03	287,775.41
Dwelling Equipment	0.00	0.00	0.00	0.00
Non-Dwelling Equipment	0.00	0.00	0.00	0.00
TOTAL CFG 2016 CLAIMS	64,411.33	0.00	228,079.03	301,775.41
TOTAL CFG GRANT(S) CLAIMS	64,411.33	0.00	269,789.93	343,486.31

Knox County Housing Authority
CLAIMS REPORT TOTALS
November, 2018

	Current Period	Last Year Same	Variance	Current Year
TOTALS				
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<u>LOW RENT</u>				
AMP001 - MOON TOWERS	69,188.68	65,309.33	3,879.35	510,243.77
AMP002 - FAMILY	82,714.63	74,755.41	7,959.22	626,296.19
AMP003 - BLUEBELL	23,052.59	19,522.61	3,529.98	187,608.12
COCC	37,956.73	41,568.38	-3,611.65	324,171.58
TOTAL LOW RENT	212,912.63	201,155.73	11,756.90	1,648,319.66
<u>A.H.P.</u>				
BRENTWOOD	47,240.92	45,666.66	1,574.26	302,231.42
PRAIRIELAND	21,773.62	27,491.03	-5,717.41	185,970.68
TOTAL A.H.P.	69,014.54	73,157.69	-4,143.15	488,202.10
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	11,466.49	11,039.41	427.08	94,953.58
TOTAL HCV	11,466.49	11,039.41	427.08	94,953.58
<u>GRANTS</u>				
CAPITAL FUND GRANT '18	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '17	0.00	0.00	0.00	41,710.90
CAPITAL FUND GRANT '16	64,411.33	0.00	64,411.33	228,079.03
TOTAL GRANTS	64,411.33	0.00	64,411.33	269,789.93
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TOTAL CLAIMS FOR MONTH	357,804.99	285,352.83	72,452.16	2,501,265.27

RESOLUTION 2018-13

01-02-2019

Board of Commissioners

Derek Antoine, Executive Director

RE: Revision to Knox County Housing Authority Policies

Article I. Background

The Knox County Housing Authority has recently proposed changes to several policy, plan, and lease documents. The revisions represent the agency's effort to update the policy documents to include new regulations and guidance from the Department of Housing and Urban Development (HUD) as well as addressing necessary changes to the way the agency conducts its operations. The approved policy documents will accompany the Annual Plan submission due on 01/16/2019.

The document revisions range from simple formatting to information clarification to full policy revision. The policies/documents the agency is updating includes:

- KCHA Public Housing Program Admissions and Continued Occupancy Policy (ACOP)
- KCHA Housing Choice Voucher Program Administrative Plan (Admin Plan)

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

Plan documents are required to be posted for no less than 45 days prior to a scheduled public hearing taking place. Documents were posted to the KCHA website and will be available for review until 12/28/2018. Additionally, a Resident Advisory Board (RAB) meeting must be conducted prior to the policy changes to allow residents and participants the opportunity to review the proposed changes and offer feedback. Any comments received during the review and comment period are taken into consideration in the formulation of the final policy.

The KCHA Board of Commissioners will receive and review a document summarizing said revisions, along with a full version of each of the listed policies, prior to the 01/02/2019 regular meeting of the Board.

Article II. Recommendation

It is the recommendation of the Executive Director the Board resolve to adopt the revised policy documents as presented.

RESOLUTION 2018-13

01-02-2019

Board of Commissioners

Derek Antoine, Executive Director

Revision to Knox County Housing Authority Policies

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

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The proposed Knox County Housing Authority policy revisions are hereby approved/adopted.
3. Policy revisions to be adopted shall be effective 01/03/2019.
4. This Resolution shall be carried out in accordance with federal regulations and be effective as of 01/03/2019.

RESOLVED: January 02, 2019

Lomac Payton, Chairperson

Thomas Dunker, Vice-Chairperson

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Ben Burgland, Commissioner

Paula Sanford, Resident Commissioner

Jared Hawkinson, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

RESOLUTION 2018-14

01-02-2019

Board of Commissioners

Derek Antoine, Executive Director

RE: Certifications of Compliance with PHA Plan Submission 01/16/2019

Article I. Background

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

QHWRA requires that PHAs make the proposed PHA plan and all relevant information available for inspection by the public at the principal office of the PHA during normal business hours. PHAs must also publish a notice informing the public that PHA plan information is available for review and that a public hearing will be conducted. Plan documents are required to be posted for no less than 45 days prior to the public hearing taking place. PHAs are required to consider all public comments received in the formulation of the final plan.

Additionally, QHWRA requires the formation of at least one Resident Advisory Board (RAB) in accordance with completion and submission of the PHA Annual Plan. The members must adequately reflect and represent all residents assisted by the public housing agency. The purpose of the RAB is to assist the PHA by making recommendations regarding the development of the public housing agency plan. A RAB meeting was convened on 12/04/2018.

Article II. Recommendation

It is the recommendation of the Executive Director the Board resolve to adopt the Annual Plan Submission for the Knox County Housing Authority for the fiscal year 04/01/2019 – 03/31/2020, to be submitted on or before 01/16/2018.

RESOLUTION 2018-14

01-02-2019

Board of Commissioners

Derek Antoine, Executive Director

Certifications of Compliance with PHA Plan Submission 01/16/2019

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

WHEREAS, Knox County Housing Authority's fiscal year commences on 04/01/2019, and submission of its Annual Plan is due no later than 01/16/2019; and

WHEREAS, the Knox County Housing Authority has prepared its Annual Plan for fiscal year 04/01/2019 – 03/31/2020 in accordance the requirements set forth in the Quality Housing and Work Responsibility Act of 1998 and Notice PIH-2015-18; and

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

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

WHEREAS, a Resident Advisory Board was convened on 12/04/2018 for the purpose of reviewing the proposed document revisions and soliciting input towards the revision and formation of said policies, with minutes recorded and filed; and

WHEREAS, a public hearing was scheduled for and held on 12/21/2018 for the purpose of reviewing the proposed document revisions and soliciting input towards the revision and formation of said policies, with minutes recorded and filed; and; and

WHEREAS, as of 12/28/2018, zero public comments have been received; and

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

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RESOLUTION 2018-14

01-02-2019

Board of Commissioners

Derek Antoine, Executive Director

Certifications of Compliance with PHA Plan Submission 01/16/2019

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

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The proposed Knox County Housing Authority Annual Plan Submission for FYE 03/31/2020 is hereby approved and adopted.
3. The Annual Plan submission for FYE 03/31/2020 is in compliance with the requirements set forth in the Quality Housing and Work Responsibility (QHWRA) Act of 1998 and Notice PIH-2015-18.
4. This Resolution shall be carried out in accordance with federal regulations and be effective as of 01/03/2019.

RESOLVED: January 02, 2019

Lomac Payton, Chairperson

Thomas Dunker, Vice-Chairperson

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Ben Burgland, Commissioner

Paula Sanford, Resident Commissioner

Jared Hawkinson, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

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

A.	PHA Information.																										
A.1	<p>PHA Name: <u>Knox County Housing Authority</u> PHA Code: <u>IL085</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>04/01/2019</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>418</u> Number of Housing Choice Vouchers (HCVs) <u>202</u> Total Combined <u>618</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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B.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review. SEE ATTACHMENT 1.0</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below: SEE ATTACHMENT 1.0</p>
	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan. SEE ATTACHMENT 2.0</p>
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan. SEE ATTACHMENT 3.0</p>

B.4.	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>Other Document and/or Certification Requirements.</p>	
C.1	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p>Form 50077-ST-HCV-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan. SEE ATTACHMENT 4.0</p>
C.2	<p>Civil Rights Certification.</p> <p>Form 50077-ST-HCV-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations. SEE ATTACHMENT 5.0</p>
C.4	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>D Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>	
D.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD. SEE ATTACHMENT 6.0</p>

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

A. PHA Information. All PHAs must complete this section.

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory**, **Number of Public Housing Units and or Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

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

B. Annual Plan.

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

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

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(1\)](#)) and 24 CFR §903.12(b). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#)) and 24 CFR §903.12(b).

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

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

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

Homeownership Programs. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. ([24 CFR §903.7\(k\)](#)) and 24 CFR §903.12(b).

Safety and Crime Prevention (VAWA). A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. ([24 CFR §903.7\(m\)\(5\)](#))

Pet Policy. Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. ([24 CFR §903.7\(n\)](#))

Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

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

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

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

Hope VI. 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))

Mixed Finance Modernization or Development. 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. ([24 CFR §903.7\(h\)](#))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. ([24 CFR §903.7\(j\)](#))

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. ([24 CFR §983.57\(b\)\(1\)](#)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.7\(r\)\(1\)](#))

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

C. Other Document and/or Certification Requirements

C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

C.2 Civil Rights Certification. Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#))

C.3 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

C.4 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#))

D. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. ([24 CFR 903.7 \(g\)](#))

D.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: “See HUD Form 50075.2 approved by HUD on XX/XX/XXXX.”

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

Public reporting burden for this information collection is estimated to average 16.64 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

**Certifications of Compliance with
PHA Plans and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 04/01/2019, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).

13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Knox County Housing Authority
 PHA Name

IL085
 PHA Number/HA Code

Annual PHA Plan for Fiscal Year 04/01/2019 – 03/31/2020

5-Year PHA Plan for Fiscal Years 20__ - 20__

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official Lomac Payton	Title Chairperson, KCHA Board of Commissioners
Signature	Date



IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2019 – 03/31/2020 ANNUAL PLAN SUBMISSION
ATTACHMENT 1.0
HUD-50075 Section B.1 – Revision of PHA Plan Elements

A. Deconcentration and Income Targeting Policy

– KCHA Policy

Sub-Title A, Section 513 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic De-concentration of public housing developments and (2) Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. In order to implement these new requirements, the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

Therefore, the Knox County Housing Authority, (hereinafter referred to as PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

Economic De-concentration: Admission and Continued Occupancy Policies are revised to include the PHA’s policy of promoting economic de-concentration. Implementation of this program may require the PHA to determine the median income of residents in each development, determine the average income of residents in all developments, compute the Established Income Range (EIR), determine developments outside the EIR, and provide adequate explanations and/or policies as needed to promote economic de-concentration.

Implementation may include one or more of the following options:

- Skipping families on the waiting list based on income;
- Establishing preferences for working families;
- Establish preferences for families in job training programs;
- Establish preferences for families in education or training programs;
- Marketing campaign geared toward targeting income groups for specific developments;
- Additional supportive services;
- Additional amenities for all units;
- Flat rents for developments and unit sizes;
- Different tenant rent percentages per development;
- Different tenant rent percentages per bedroom size;
- Saturday and evening office hours;
- Security Deposit waivers;
- Revised transfer policies;
- Site-based waiting lists;

- Mass Media advertising/Public service announcements; and
- Giveaways.

Income Targeting: As public housing dwelling units become available for occupancy, responsible PHA employees will offer units to applicants on the waiting list. In accordance with the Quality Housing and Work Responsibility Act of 1998, the PHA encourages occupancy of its developments by a broad range of families with incomes up to eighty percent (80%) of the median income for the jurisdiction in which the PHA operates. Depending on the availability of applicants with proper demographics, at a minimum, 40% of all new admissions to public housing on an annual basis may be families with incomes at or below thirty percent (30%)(extremely low-income) of the area median income. The offer of assistance will be made without discrimination based on of race, color, religion, sex, national origin, age, handicap or familial status.

In order to implement the income targeting program, the following policy is adopted:

- The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the lower/very low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).
 - After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2-plus-2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.
 - To the maximum extent possible, the offers will also be made to affect the PHA’s policy of economic de-concentration.
 - The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy-five percent (75%) of annual new admissions to no more than eighty-five percent (85%) of its annual new admissions. (Optional for PHAs with both Section 8 and Public Housing programs)
- Analysis of Income by Development/Program

AMP	Development Name	Total Household Income Reported	# of Households	Average Reported Income	85%	115%
IL085000001	Moon Towers	\$ 1,820,925.00	177	\$ 10,287.71	\$ 8,744.56	\$ 11,830.87
IL085000002	Woodland Bend	\$ 1,008,429.00	78	\$ 12,928.58	\$ 10,989.29	\$ 14,867.86
IL085000002	Cedar Creek Place	\$ 1,159,139.00	76	\$ 15,251.83	\$ 12,964.05	\$ 17,539.60
IL085000002	Whispering Hollow	\$ 405,772.00	36	\$ 11,271.44	\$ 9,580.73	\$ 12,962.16
IL085000003	Bluebell Tower	\$ 860,958.00	51	\$ 16,881.53	\$ 14,349.30	\$ 19,413.76
Total KCHA		\$ 5,255,223.00	418	\$ 12,572.30	\$ 10,686.46	\$ 14,458.15

Gross Income by Household

AMP	Development Name	Total Household Income Reported	# of Households	Average Reported Income	85%	115%
IL085000001	Moon Towers	\$ 1,728,195.00	177	\$ 9,763.81	\$ 8,299.24	\$ 11,228.39
IL085000002	Woodland Bend	\$ 653,919.00	78	\$ 8,383.58	\$ 7,126.04	\$ 9,641.11
IL085000002	Cedar Creek Place	\$ 681,142.00	76	\$ 8,962.39	\$ 7,618.04	\$ 10,306.75
IL085000002	Whispering Hollow	\$ 259,036.00	36	\$ 7,195.44	\$ 6,116.13	\$ 8,274.76
IL085000003	Bluebell Tower	\$ 855,858.00	51	\$ 16,781.53	\$ 14,264.30	\$ 19,298.76
Total KCHA		\$ 4,178,150.00	418	\$ 9,995.57	\$ 8,496.24	\$ 11,494.91

Adjusted Income by Household

- Review of the “Analysis of Income by Development/Program” demonstrates average income falls within the Established Income Range (EIR) at two of the five public housing developments. Income mixing at the sites is considered appropriate. Bluebell Tower is located in Abingdon, Illinois, which is approximately 12 miles from Galesburg. Applicants to the public housing program have their choice of developments at which they are able to apply. Bluebell Tower has a very small waiting list, as applicants tend to want to be housed within the city limits of Galesburg, IL.

B. Identify all PHA Plan Elements that have been revised by the PHA since its last Annual Plan submission:

	Plan Element	Specific Change		
1.	Eligibility, Selection and Admission Policies, including Deconcentration and Wait List Procedures	PH Admissions and Continued Occupancy Policy (ACOP) revised (Revised sections are attached to this document)		
2.	Financial Resources (in millions) PH: FYE 03/31/19 Projected HCV: CYE 12/31/19 Projected	PH Operating Fund: 2018 Capital Fund: PH Income: PH Reserves: PH Investments: HCVP HAP: HCVP Admin Fee: HCVP NRP: HCVP UNP: HCVP HHR: HCVP Investments: State Grants (Apply): Other Income:	\$0.976 \$1.045 \$0.877 \$2.130 \$0.000 \$0.903 \$0.120 \$0.035 \$0.127 \$0.116 \$0.000 \$0.000 \$0.000	PH Operations PH Modernization PH Operations PH Operations PH Operations HCVP Operations HCVP Operations HCVP Operations HCVP Operations HCVP Operations HCVP Operations Operations Operations
		Total Financial Resources:	\$6.953	
3.	Rent Determination: Flat Rents charged	<u>Apartment Size</u> Moon Towers – OBR Moon Towers – 1BR	<u>Fair Market</u> \$448.00 \$527.00	<u>KCHA Flat Rent</u> \$322.00 \$385.00

	per the following schedule (80% FMR) Utility Allowances deducted from FR amounts per: Notice PIH 2015-13 Notice PIH 2014-12	Moon Towers – 2BR Family Sites – 2BR Family Sites – 3BR Family Sites – 4BR Family Sites – 5BR Bluebell Tower – 1BR Bluebell Tower – 2BR	\$697.00 \$697.00 \$912.00 \$942.00 \$1,083.00 \$527.00 \$697.00	\$516.00 \$405.00 \$559.00 \$565.00 \$661.00 \$385.00 \$416.00
4.	Operations and Management	Formatting change; policies and procedures remain the same.		
5.	Grievance Procedures	No change		
6.	Designated Housing – Elderly/Disabled	No change		
7.	Community Service and Self-Sufficiency	No change		
8.	Safety and Crime Prevention	No change		
9.	Pets	No change		
10.	Civil Rights Certification	No change		
11.	Fiscal Year Audit	Audit of FYE 03/31/2018 financial presentation revealed no findings or significant weaknesses.		
12.	Asset Management	No Change		
13.	Violence Against Women Act (VAWA)	No change		
14.	Illinois Carbon Monoxide Alarm Detector Act (Public Act 094-0741)	The Knox County Housing Authority remains compliant with the requirements of the Carbon Monoxide Alarm Detector Act. All 418 public housing units shall carbon monoxide alarm detectors installed within 15 feet of all sleeping areas and on each floor of the unit. Additionally, The HCV Program Manager shall require all units occupied through the Housing Choice Voucher Program to conform to the Carbon Monoxide Alarm Detector Act during Housing Quality Standards inspections. Any units not conforming to the act shall fail its HQS inspection and subsidy is abated until the unit fully complies.		

C. Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan.

- Central Office Cost Center – 216 W. Simmons St. Galesburg, IL 61401
- Moon Towers – 255 W. Tompkins St. Galesburg, IL 61401
- Family Housing – 480 Iowa Ave. Galesburg, IL 61401
- Bluebell Tower – 300 N. Jefferson St. Abingdon, IL 61410
- Agency website: www.knoxcountyhousing.org



IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2019 – 03/31/2020 ANNUAL PLAN SUBMISSION
ATTACHMENT 2.0
HUD-50075 Section B.2 – New Activities

- A. Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?
- Yes – Units with Approved Vacancies for Modernization
 - 504/ADA Modernization in units at IL085000002 Scattered Family Sites
 - o FYE 03/31/2020 UPDATE: This work will continue throughout fiscal 2020, with a target completion date of December 2020.
- B. If any of these activities are planned for the current Fiscal Year, describe the activities.
- Rehabilitation of floors in dwelling units at public housing properties
 - i. Removal of existing floor
 - ii. Abatement of asbestos present
 - iii. Installation of new floor
 - 504/ADA Modernization in units at IL085000002 Scattered Family Sites
 - i. Accessibility design modifications of dwelling units
 - ii. Accessibility design modifications of common areas
 - iii. Physical/Vision/Audible modifications as required



IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2018 – 03/31/2019 ANNUAL PLAN SUBMISSION
ATTACHMENT 3.0

HUD-50075-HP Section B.3 – MISSION, GOALS, AND OBJECTIVES

1. Expand and/or maintain the supply of assisted housing opportunities through the implementation of the following objectives:
 - Maintain 98.0% - 100.0% occupancy level across public housing program
 - FYE 03/31/2018 UPDATE:
 - Actual: Achieved 98.62% (as of 12/18/2018) based on unit-days leased; 99.52% based on unit-months leased.
 - Adequate waiting lists exist to achieve 100% Occupancy
 - Internal monitoring and controls have been more efficiently utilized to improve occupancy numbers thus allowing us to serving the maximum number of families possible considering funding availability
 - FYE 03/31/2019 GOAL:
 - Strive for 100% occupancy
 - Maintain minimum 98.0% occupancy across PH program.
 - Work with the Department of Housing and Urban Development on issues surrounding the housing of veterans and homeless families/individuals
 - FYE 03/31/2019 STATUS:
 - Local preference points exist to further assist Veterans and homeless families/individuals with priority placement on agency waiting lists.
 - Consideration of transition to Rental Assistance Demonstration (RAD) program
 - FYE 03/31/2019 STATUS:
 - Hasn't been considered to date as housing stock and building systems are in good repair.
 - Increase active housing choice vouchers in Knox County to achieve 100% utilization
 - CYE 12/31/2018 UPDATE:
 - Voucher utilization (as of November 2018) for CYE 12-31-2018
 - a. \$800,248.00 budget authority
 - b. \$859,304.00 projected utilization
 - c. \$35,500.00 Net Restricted Position
 - d. Projected CYE 12/31/2018 Utilization: 107.8%
 - HCV Waiting List now remains open, with adequate applicants to maintain 100.0% utilization.
 - Working to maintain voucher participation in the jurisdiction through the following means:
 - a. Seeking to carry approximately 205 vouchers monthly for CYE 12/31/2018
 - i. 2,460 voucher months

- ii. Knox County Housing Authority is currently absorbing all vouchers ported from other jurisdictions
 - b. Consideration of utilizing HAP, HUD-held reserves, and agency NRP reserves to grow number of families served
 - c. Increased landlord outreach to add housing options in the jurisdiction
 - Maximize outreach efforts to maintain adequate stock of potential housing choice voucher landlords
 - CYE 12/31/2019 GOAL:
 - Current stock of landlords is adequate for the supply of vouchers, though will seek to develop and grow housing choice for program participants through targeted outreach. Minimum of one (1) landlord outreach briefing will be conducted per quarter during the upcoming fiscal year.
 - Consider exception payment standards for each bedroom size
 - CYE 12/31/2018 STATUS:
 - Payments Standards have been set at 110% FMR to expand housing choice in the jurisdiction. The agency feels this has had a positive influence on voucher utilization and lease up rates.
 - CYE 12/31/2019 GOAL:
 - Payments Standards will continue to be set at 110% FMR to ensure adequate housing choice in the jurisdiction.
2. Improve the quality of assisted housing through the implementation of the following objectives:
 - Achieve PHAS High Performer status for FYE 03/31/2018
 - FYE 03/31/2018 UPDATE:
 - Achieved score of 96.0, designated as High Performer for FYE 03/31/2018. As noted below, the agency achieved scores representative of High Performer in three of the four PHAS Indicators:
 - a. 38/40 Physical Assessment
 - b. 25/25 Financial Assessment
 - c. 10/10 Capital Funds Program Assessment
 - d. 23/25 Management Assessment
 - FYE 03/31/2018 GOAL:
 - Maintain "High Performer" status for FYE 03/31/2020
 - a. Monitoring Key Performance Indicators for PHAS indicators with a focus on:
 - i. Physical inspections of the properties
 - ii. Focus on exceeding the standard of decent, safe, sanitary, and in good repair
 - iii. Occupancy
 - iv. Financial performance

- Achieve 100.0% SEMAP certification for CYE 12/31/2017
 - FYE 03/31/2018 UPDATE:
 - Achieved a SEMAP certification score of 95.0% for CYE 12/31/2016
 - a. Agency failed to secure points for adequate number of HQS quality control inspections.
 - b. Deficiency has been rectified, and agency is fully compliant for FYE 03/31/2019
 - FYE 03/31/2020 GOAL:
 - Maintain “High Performer” designation for FYE 03/31/2020
 - a. Monitoring key performance indicators for the Housing Choice Voucher program to include:
 - i. Utilization
 - ii. Inspections
 - iii. HQS enforcement
 - iv. Accuracy in rent calculations and determinations
 - UPCS-V Demonstration Agency
 - KCHA has partnered with the Inspection Standards & Date for Vouchers (ISDV) division to participate in the Uniform Physical Condition Standards-Voucher (UPCS-V) program. Demonstration continues until further notice.
 - Continued consideration and implementation of the voucher homeownership program
 - Continue to seek training and educational opportunities for staff knowledge and development
3. Provide an improved living environment through the implementation of the following objectives:
- Consideration and implementation of security improvements in the public housing program
 - Priority given to repair of existing system components
 - Cameras to be added strategically and repaired as needed throughout FYE 03/31/2020
 - Effective stewardship of capital improvement funds to rehabilitate and modernize current public housing inventory
 - Consider measures to deconcentrate poverty through appropriate participant placement efforts
4. Promote self-sufficiency and asset development of assisted households through the implementation of the following objectives:
- Wi-Fi Initiative in Public Housing
 - Recognizing the transformative effect technology has on students, the economy, and the community, the Knox County Housing Authority will explore avenues to provide Wi-Fi access to 418 public housing units

- Collaborate with local agencies and companies to develop the infrastructure first at the family sites, then at the two other public housing properties
- Partner with local colleges to provide computer literacy training for KCHA families
- Connect families with area resources to increase the percentage of employed persons in assisted families
 - Job Readiness (applications, resumes, interviewing)
 - Job Fairs
 - Furthering Education
 - Scholarships
 - Money Management

5. Fair Housing Initiatives

- KCHA Applicants v. Knox County, Illinois Demographics

Gender	Knox	PH	%	HCV	%	Total	%
Male	50.4%	289	38.5%	303	34.4%	592	36.3%
Female	49.6%	462	61.5%	577	65.6%	1039	63.7%
Total		751	100.0%	880	100.0%	1631	100.0%
Age	Knox	PH	%	HCV	%	Total	%
Elderly	21.0%	24	3.2%	17	1.9%	41	2.5%
Non-Elderly	79.0%	727	96.8%	863	98.1%	1590	97.5%
Total		751	100.0%	880	100.0%	1631	100.0%
Health	Knox	PH	%	HCV	%	Total	%
Disabled	5.8%	34	4.5%	68	7.7%	102	6.3%
Non-Disabled	94.2%	717	95.5%	812	92.3%	1529	93.7%
Total		751	100.0%	880	100.0%	1631	100.0%
Race	Knox	PH	%	HCV	%	Total	%
Caucasian	82.9%	249	33.2%	267	30.3%	516	31.6%
Black	8.3%	482	64.2%	562	63.9%	1044	64.0%
Hispanic	5.8%	19	2.5%	34	3.9%	53	3.2%
American Indian	0.9%	0	0.0%	10	1.1%	10	0.6%
Asian	0.4%	1	0.1%	6	0.7%	7	0.4%
Pacific Islander	2.6%	0	0.0%	1	0.1%	1	0.1%
Total		751	100.0%	880	100.0%	1631	100.0%

- As noted in the table above, the waiting lists for Knox County Housing Authority programs are moderately representative of the community served
- Hispanic/Latino is an underrepresented demographic on the KCHA waiting list

– Outreach efforts to encourage participation by underrepresented demographics may include:

- Targeted marketing via newspaper, website, or social media
- Partnering with community organizations
- Focus groups designed to improve delivery of services within specified population
- Develop indicators to measure success in outreach efforts
- Train staff

– KCHA Participants v. Knox County, Illinois Demographics

Gender	Knox	PH	%	HCV	%	Total	%
Male	50.4%	339	39.8%	150	34.9%	489	38.1%
Female	49.6%	513	60.2%	280	65.1%	793	61.9%
Total		852	100.0%	430	100.0%	1282	100.0%
Age	Knox	PH	%	HCV	%	Total	%
Elderly	21.0%	109	12.8%	42	9.8%	151	11.8%
Non-Elderly	79.0%	743	87.2%	388	90.2%	1131	88.2%
Total		852	100.0%	430	100.0%	1282	100.0%
Health	Knox	PH	%	HCV	%	Total	%
Disabled	5.8%	120	14.1%	82	19.1%	202	15.8%
Non-Disabled	94.2%	732	85.9%	348	80.9%	1080	84.2%
Total		852	100.0%	430	100.0%	1282	100.0%
Race	Knox	PH	%	HCV	%	Total	%
Caucasian	82.9%	407	47.8%	249	53.9%	656	49.9%
Black	8.3%	431	50.6%	202	43.7%	633	48.2%
Hispanic	5.8%	10	1.2%	5	1.1%	15	1.1%
American Indian	0.9%	1	0.1%	2	0.4%	3	0.2%
Asian	0.4%	1	0.1%	0	0.0%	1	0.1%
Pacific Islander	2.6%	2	0.2%	4	0.9%	6	0.5%
Total		852	100.0%	462	100.0%	1314	100.0%

– As noted in the table above, participation in Knox County Housing Authority programs is moderately representative of the community served

– Underrepresented demographics served as participants includes:

- Hispanic/Latino
- American Indian
- Asian/Pacific Islander

- Outreach efforts to encourage participation by underrepresented demographics may include:
 - Targeted marketing via newspaper, website, or social media
 - Partnering with community organizations
 - Focus groups designed to improve delivery of services within specified population
 - Develop indicators to measure success in outreach efforts
 - Train staff

- Ensure equal opportunity and affirmatively further fair housing through the implementation of the following objectives:
 - Carry out affirmative measures to ensure access to assisted housing regardless of race, religion, national origin, sexual orientation, familial status, or disability
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required
 - The agency will work to take the steps necessary to fully assess and implement the requirements set forth at 24 CFR §5 Subpart A to:
 - Improve integrated living patterns and overcoming historic patterns of segregation;
 - Reduce racial and ethnic concentrations of poverty;
 - Reduce disparities by race, color, religion, sex, familial status, national origin, or disability in access to community assets such as education, transit access, and employment, as well as exposure to environmental health hazards and other stressors that harm a person's quality of life; and
 - Respond to disproportionate housing needs by protected class



**IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2019 – 03/31/2020 ANNUAL PLAN SUBMISSION
ATTACHMENT 4.0
HUD-50075 Section C.1 – Policy and Program Revisions**

- A. Certification Form 50077-ST-HCV-HP executed and included with submission.

- B. Revisions to Policies and Programs
 - Summary listing included with this attachment
 - Each listed document included, with revisions indicated in red
 - New Policies/Addendum:
 - i. ACOP – formatting and citing references added.
 - ii. Admin Plan – formatting and citing references added.
 - Revisions to current policies and addition of new policies compliant with notice regulations set forth at 24 CFR §903.17
 - i. Documents posted for review at www.knoxcountyhousing.org
 - ii. Public Hearing held 12/21/2018
 - iii. Policies and plan submission approved by Board of Commissioners 01/02/2019 pending certification of consistency with State Consolidated Plan (IHDA)



**IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2019 – 03/31/2020 ANNUAL PLAN SUBMISSION
ATTACHMENT 5.0
HUD-50075 Section C.3 – Resident Advisory Board Comments**

- A. Resident Advisory Board Meeting
 - 12/04/2018
 - i. Review of Capital Improvements planned
 - ii. Review of proposed lease/policy changes

- B. Minutes of the Resident Advisory Board Meeting (attached)



**IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2019 – 03/31/2020 ANNUAL PLAN SUBMISSION
ATTACHMENT 6.0
HUD-50075 Section D.1 – Capital Improvements**

- A. See HUD Form 50075.2 approved by HUD dated 04/13/2016 (attached)
- B. Reference EPIC system approvals:
 - Action Plan for CY2016 through CY2020
 - i. Submitted 03/23/2017
 - ii. Modified 06/04/2018
 - iii. Approved 06/07/2018
- C. This reference statement is intended to mean that the 50075.2 describes the capital improvements necessary to ensure long-term physical and social viability of the projects.



**IL085 KNOX COUNTY HOUSING AUTHORITY
FY 04/01/2019 – 03/31/2020 ANNUAL PLAN SUBMISSION
ATTACHMENT 7.0
Challenged Elements**

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

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 12/26/2018

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 01/02/2019

SUBJECT: Application for Payment #4 – Hein Construction

Executive Summary

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

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

Please see the attached Construction Observation Report for additional information from the 12/07/2018 progress meeting.

Alliance Architecture was on site for a progress meeting on 12/07/2018. Alliance Architecture has reviewed and signed approval for Pay Request #4.

Fiscal Impact

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

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #2 from Hein Construction in the amount of \$160,839.50 for the period to 11/30/2018.

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

(Instructions on reverse side)

PAGE ONE OF 11 PAGES

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

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

APPLICATION NO: 4
 PERIOD TO: 11/30/18

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

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

CONTRACT FOR: CONTRACTOR DATE: CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

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

CONTRACTOR: HEIN CONSTRUCTION CO., INC.
 BY: *[Signature]* Date: 11/30/18

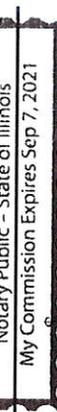
ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

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

- ORIGINAL CONTRACT SUM.....\$ 2,003,000.00
- Net change by Change Orders.....\$
- CONTRACT SUM TO DATE (Line 1+2).....\$ 2,003,000.00
- TOTAL COMPLETED & STORED TO DATE.....\$ 800,555.80
 (Column G on G703)
- RETAINAGE:
 a. 10 % of Completed Work.....\$ 80,055.58
 (Column D+E on G703)
 b. % of Stored Material\$
 (Column F on G703)
 Total Retainage (Lines 5a + 5b or Total in Column I of G703)\$ 80,055.58
- TOTAL EARNED LESS RETAINAGE\$ 720,500.22
 (Line 4 less Line 5 Total)
- LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)\$ 559,660.72
- CURRENT PAYMENT DUE.....\$ 160,839.50
- BALANCE TO FINISH, PLUS RETAINAGE\$ 1,282,499.78
 (Line 3 less Line 6)

State of: Illinois County of: Knox
 Subscribed and sworn to before me this 30th day of November 2018
 Notary Public: Kimberly A Inness
 My Commission expires: 9/17/2021



AMOUNT CERTIFIED

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

ARCHITECT: Alliance Architecture
 BY: *[Signature]* 929 Lincolnway East, Suite 200
 South Bend, Indiana 46601
 This certificate is not negotiable. Payment of the amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

(Instructions on reverse side)

PAGE 2 OF 11 PAGES

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

APPLICATION NUMBER: 4

APPLICATION DATE: 11/30/2018

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

PERIOD TO: 11/30/18

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

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE		D WORK FROM PREVIOUS APPLICATION (D + E)		E COMPLETED THIS PERIOD		F MATERIALS PRESENTLY STORED (NOT IN D O R E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% G%C	H BALANCE TO FINISH (C - G)	I RETAINAGE	
1	BASE BID Division #1 - General Requirements General Conditions Bonds and Insurance General Allowance Change Order #1 General Allowance Benbow \$10985.88 Hein \$2483.92	135,961.00		50,386.00	17,594.00				67,980.00	0.49999632	67,981.00	6,798.00	
		19,614.00		19,614.00					19,614.00	1	0.00	1,961.40	
		16,530.20							0.00	0	0.00	16,530.20	0.00
		13,469.80		12,657.24	812.56				13,469.80	1	0.00	1,346.98	
	Sensory Allowance	25,000.00							0.00	0	25,000.00	0.00	
2	Division #2 - Site Construction Demolition/Site Clearing - Material - Labor	25,844.00		22,547.00					22,547.00	0.87242687	3,297.00	2,254.70	
		47,996.00		46,108.00					46,108.00	0.96066339	1,888.00	4,610.80	
	Asphalt Paving - Labor & Material	27,489.00		26,000.00					26,000.00	0.94583288	1,489.00	2,600.00	
3	Division #3 Concrete Building Concrete-Labor -Material	67,201.00		67201					67,201.00	1	0.00	6,720.10	
		33,099.00		33099					33,099.00	1	0.00	3,309.90	
4	Division #4 - Masonry- Michel Bros Labor and Material	77,000.00							0.00	0	77,000.00	0.00	
6	Division- 6 Carpentry Labor Material	76,560.00		53000					56,560.00	0.73876698	20,000.00	5,656.00	
		41,000.00		38000					38,000.00	0.92682927	3,000.00	3,800.00	

CONTINUATION SHEET

AIA DOCUMENT G703

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OF 11 PAGES

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7	Division 7 Thermal & Moisture Protect									
	Insulation-labor	8,960.00				✓ 960.00		✓ 960.00	8,000.00	96.00
	Insulation-Materials	7,500.00				✓ 2,500.00		✓ 2,500.00	5,000.00	250.00
	Roofing-Labor	12,000.00		✓ 3,000.00		✓ 9,000.00		✓ 12,000.00	0.00	1,200.00
	Roofing-Material	8,800.00		✓ 8,800.00				✓ 8,800.00	0.00	880.00
	Siding-Labor	7,200.00						0.00	7,200.00	0.00
	Siding-Material	4,200.00				✓ 4,200.00		✓ 4,200.00	0.00	420.00
	Gutters & Accessories Labor & Matl	2,760.00						0.00	2,760.00	0.00
	Dashco/RainGuard									
8	Division 8 Doors and Windows									
	Doors- Labor	10,000.00						0.00	10,000.00	0.00
	Doors- Material	32,000.00						0.00	32,000.00	0.00
	Windows-Labor	2,840.00				✓ 2,840.00		✓ 2,840.00	0.00	284.00
	Windows-Material	18,160.00				✓ 18,160.00		✓ 18,160.00	0.00	1,816.00

CONTINUATION SHEET

AIA DOCUMENT G703

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OF 11 PAGES

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9	Division 9 Finishes Finishing Labor-Jake Henry Const Gypsum Board-Labor Gypsum Board-Material	24,000.00 16,630.00 7,000.00			4,630.00 5,000.00		0.00 4,630.00 5,000.00	0 0.27841251 0.71428571	24,000.00 12,000.00 2,000.00	0.00 463.00 500.00
	Flooring-Labor and Material Union Flooring	22,550.00					0.00	0	22,550.00	0.00
	Painting-Labor and Material Scott Decorating	14,000.00					0.00	0	14,000.00	0.00
10	Division 10-Specialties Restroom Accessories-Labor Restroom Accessories-Materials	2,800.00 3,200.00					0.00 0.00	0 0	2,800.00 3,200.00	0.00 0.00
12	Division 12- Furnishings Casework/window blinds-Labor Casework/window blinds-Material	4,280.00 7,420.00					0.00 0.00	0 0	4,280.00 7,420.00	0.00 0.00
15	Division 15-Mechanical-Benbow Plumbing Mobilization Exterior Utilities	6,840.00		6840			6,840.00	1	0.00	684.00
	Material Labor Permits Plumbing Materials Plumbing Labor HVAC Material HVAC Labor	3,956.00 13,410.00 2,564.00 16,955.00 24,131.00 18,784.00 19,716.00		3,956.00 13,410.00 2,564.00 6,000.00 6032			3,956.00 13,410.00 2,564.00 8,191.00 14,891.00 6,574.00 7,886.00	1 1 1 0.48310233 0.61709005 0.34997871 0.39997971	0.00 0.00 0.00 8,764.00 9,240.00 12,210.00 11,830.00	395.60 1,341.00 256.40 819.10 1,489.10 657.40 788.60

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	Test and Balance	2,900.00				3,320.00		0.00	0	2,900.00	0.00
	Insulation Ptg/Htg	21,280.00		2,128.00				5,448.00	0.25601504	15,832.00	544.80
16	Division 16 Electrical-AMP										
	Rough In Labor	31,800.00				11,130.00		11,130.00	0.35	20,670.00	1,113.00
	Rough In Material	13,500.00				8,100.00		8,100.00	0.6	5,400.00	810.00
	Finish Labor	21,700.00				0.00		0.00	0	21,700.00	0.00
	Finish Material	10,400.00				0.00		0.00	0	10,400.00	0.00
	Alternate #1										
1	Division #1-General Requirements										
	General Conditions	\$105,636.00				15,136.00		25,636.00	0.24268242	80,000.00	2,563.60
2	Division #2 - Site Construction										
	Material	4,000.00						1,900.00	0.475	2,100.00	190.00
	Labor	11,600.00						9,472.00	0.81655172	2,128.00	947.20
3	Division #3 Concrete										
	Labor	27,755.00						19,511.00	0.70297244	8,244.00	1,951.10
	Material	14,945.00						11,197.00	0.74921378	3,748.00	1,119.70
4	Division #4 - Masonry										
	Labor and Material	36,500.00						0.00	0	36,500.00	0.00
	Michel Brothers										

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AIA DOCUMENT G703

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APPLICATION DATE: 11/30/2018

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ARCHITECT'S PROJECT NO:

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			WORK FROM PREVIOUS APPLICATION (D + E)	WORK FROM PREVIOUS APPLICATION (D + E)						
6	Division-6 Carpentry									
	Labor	30,435.00			✓14,435.00		✓14,435.00	0.47428947	16,000.00	1,443.50
	Material	31,000.00	✓11000		✓10,000.00		✓21,000.00	0.67741935	10,000.00	2,100.00
7	Division 7 Thermal & Moisture Protect									
	Insulation-labor	5,600.00					0.00	0	5,600.00	0.00
	Insulation-Materials	4,330.00					0.00	0	4,330.00	0.00
	Roofing-Labor	5,600.00					0.00	0	5,600.00	0.00
	Roofing-Material	4,000.00					0.00	0	4,000.00	0.00
	Siding-Labor	11,200.00					0.00	0	11,200.00	0.00
	Siding-Material	5,600.00					0.00	0	5,600.00	0.00
	Gutters & Accessories Labor & Matls Dashco/Rainguard	2,350.00					0.00	0	2,350.00	0.00
8	Division 8 Doors and Windows									
	Doors- Labor	4,480.00					0.00	0	4,480.00	0.00
	Doors- Material	21,580.00					0.00	0	21,580.00	0.00
	Windows-Labor	1,680.00					0.00	0	1,680.00	0.00
	Windows-Material	9,420.00			✓9,420.00		✓9,420.00	1	0.00	942.00

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			WORK FROM PREVIOUS APPLICATION (D + E)	WORK THIS PERIOD					
9	Division 9 Finishes								
	Gypsum Board-Labor	8,940.00					0.00	8,940.00	0.00
	Gypsum Board-Material	5,000.00					0.00	5,000.00	0.00
	Finishing-Jake Henry Construction	15,000.00					0.00	15,000.00	0.00
	Union Flooring								
	Flooring Material and Labor	15,475.00					0.00	15,475.00	0.00
	Scott Decorating								
	Painting-Labor and Material	12,000.00					0.00	12,000.00	0.00
10	Division 10-Specialties								
	Restroom Accessories-Labor	2,240.00					0.00	2,240.00	0.00
	Restroom Accessories-Materials	1,260.00					0.00	1,260.00	0.00
12	Division 12- Furnishings								
	Casework/Window Blinds-Labor	3,300.00					0.00	3,300.00	0.00
	Casework/Window Blinds-Material	5,000.00					0.00	5,000.00	0.00
15	Division 15-Mechanical-Benbow								
	Mobilization	3,823.00	✓3823				✓3,823.00	0.00	382.30
	Exterior Utilities								
	Material	1,479.00	✓1479				✓1,479.00	0.00	147.90
	Labor	10,614.00	✓7,184.00	✓3,430.00			✓10,614.00	0.00	1,061.40
	Permits	1,281.00	✓1,281.00				✓1,281.00	0.00	128.10
	Plumbing material	7,335.00					✓1,833.00	5,502.00	183.30
	Plumbing Labor	16,742.00					✓3,348.00	13,394.00	334.80
	HVAC Material	10,420.00					0.00	10,420.00	0.00
	HVAC Labor	11,800.00					0.00	11,800.00	0.00

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

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6	Division- 6 Carpentry	Labor	3,135.00					0.00	3,135.00	0.00
		Material	3,700.00					0.00	3,700.00	0.00
7	Division 7 Thermal & Moisture Protect	Insulation-labor	280.00					0.00	280.00	0.00
		Insulation-Materials	600.00					0.00	600.00	0.00
		Roofing-Labor	640.00					0.00	640.00	0.00
		Roofing-Material	600.00					0.00	600.00	0.00
		Siding-Labor	560.00					0.00	560.00	0.00
		Siding-Material	400.00					0.00	400.00	0.00
	Gutters & Accessories Labor & Matls Dashco/Rainguard		1,370.00					0.00	1,370.00	0.00
8	Division 8 Doors and Windows	Doors- Labor	1,680.00					0.00	1,680.00	0.00
		Doors- Material	8,100.00					0.00	8,100.00	0.00
		Windows-Labor	490.00					0.00	490.00	0.00
		Windows-Material	1,225.00					0.00	1,225.00	0.00

CONTINUATION SHEET

AIA DOCUMENT G703

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

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A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE		D WORK FROM PREVIOUS APPLICATION (D + E)		E COMPLETED THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% G%C	H BALANCE TO FINISH (C - G)	I RETAINAGE
		SCHEDULED VALUE	WORK FROM PREVIOUS APPLICATION (D + E)								
16	Division 16 Electrical Continued Finish Labor Finish Material	3,140.00 1,840.00				0.00 0.00		0.00 0.00	0 0	3,140.00 1,840.00	0.00 0.00
1	Division #1 - General Requirements Alternate #3 General Conditions	19,813.00	15,000.00	1,813.00				16,813.00	0.84858426	3,000.00	1,681.30
2	Division #2 - Site Construction Materials Labor	5,430.00 12,670.00	5,430.00 10,568.00					5,430.00 10,568.00	1 0.83409629	0.00 2,102.00	543.00 1,056.80
	Asphalt Paving - Labor & Material	41,137.00	41,137.00					41,137.00	1	0.00	4,113.70
3	Division #3 Concrete Labor Material	33,320.00 15,680.00	31633 15388	1,687.00 292.00				33,320.00 15,680.00	1 1	0.00 0.00	3,332.00 1,568.00
9	Division 9 Finishes Painting-Labor and Material Scott Decorating	950.00				0.00		0.00	0	950.00	0.00
10	Division 10-Specialties Specialties-Labor and Material	6,000.00	4,000.00					4,000.00	0.66666667	2,000.00	400.00
		2,003,000.00	621,845.24	178,710.56			0.00	800,555.80		1,202,444.20	80,055.58

CONTRACTOR'S CERTIFICATION

Date

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

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

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

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

Hein Construction Company
Company


Name David Marshall

Vice President/Project Manager
Title

11/30/18
Date

WAIVER OF LIEN TO DATE

STATE OF ILLINOIS
 COUNTY OF Knox S.S.
 TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Alliance Architecture to furnish LABOR & MATERIAL
 for the premises known as KCHA 504 Modifications-Various Sites Galesburg, Il of which Knox County Housing Authority is the owner.

The undersigned, for and in consideration of Three Hundred Forty Thousand Six Hundred Twenty-four and 12/100
\$340,624.12 Dollars and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby

waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of labor, services, material, fixtures, apparatus or machinery, heretofore furnished, furnished to this date by the undersigned for the above-described premises.
 INCLUDING EXTRAS.*

DATE 11/30/2018 COMPANY NAME Hein Construction Company, Inc.
 ADDRESS 56 N. Cedar St. Galesburg, Il 61401
 SIGNATURE AND TITLE  V. President

* EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS
 COUNTY OF Knox S.S.
 TO WHOM IT MAY CONCERN:

The undersigned, being duly sworn, deposes and says that he is Vice President of
Hein Construction Company, Inc. who is the contractor for the LABOR & MATERIAL
 work on the building located at KCHA-504 Modifications Various Sites Galesburg, Il owned by Knox County Housing Authority
 That the total amount of the contract including extras is \$2,003,000.00 on which he has received payment of
\$219,036.60 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no
 claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties who have furnished material or labor,
 or both for said work and all parties who have furnished material entering into the construction thereof and the amount due or to become due to each,
 and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES	WHAT FOR	CONTRACT AMOUNT	AMT. PAID	THIS PYMT.	BAL. DUE
Hein Construction	General Construction	\$ 1,758,660.12	\$ 188,824.50	\$ 312,452.93	\$ 1,257,382.69
JP Benbow Plg/Htg	HVAC/Plg	\$ 244,339.88	\$ 30,212.10	\$ 28,171.19	\$ 185,956.59
Total Labor/Mat'l To Complete		2,003,000.00	219,036.60	340,624.12	1,443,339.28

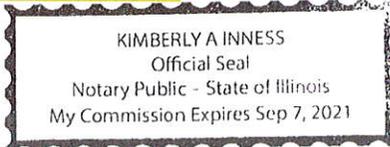
That there are no other contracts for said work outstanding, and that there is nothing due to any person for material, labor or other work of any kind done or in connection with said work other than above stated.

DATE 11/30/2018 SIGNATURE 

Subscribed and sworn to before me this 30th day of November, 2018

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.


 NOTARY PUBLIC



WAIVER OF LIEN TO DATE

STATE OF ILLINOIS
 COUNTY OF Knox S.S.
 TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Hein Construction Co., Inc. to furnish LABOR & MATERIAL
 for the premises known as KCHA 504 Modifications Various Sites-Galesburg, Il of which Knox Co. Housing Authority is the owner

The undersigned, for and in consideration of Twenty-eight Thousand One Hundred Seventy-one and 19/100

\$28,171.19 Dollars and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of labor, services, material, fixtures, apparatus or machinery, heretofore furnished, furnished to this date by the undersigned for the above-described premises.
 INCLUDING EXTRAS *

DATE 12-3-2018 COMPANY NAME JP Benbow Plumbing and Heating
 ADDRESS 1191 S. West St. Galesburg, Il
 SIGNATURE AND TITLE [Signature]

* EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS
 COUNTY OF Knox S.S.
 TO WHOM IT MAY CONCERN:

The undersigned, being duly sworn, deposes and says that he is BRIAN BENBOW of JP Benbow Plumbing and Heating who is the contractor for the LABOR & MATERIAL work on the building located at KCHA 504 Modifications various Locations Galesburg, Il owned by Knox County Housing Authority. That the total amount of the contract including extras is \$244,339.88 on which he has received payment of \$30,212.10 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties who have furnished material or labor, or both for said work and all parties who have furnished material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications.

NAMES	WHAT FOR	CONTRACT AMOUNT	AMT. PAID	THIS PYMT	BAL DUE
Benbow Plumbing & Heating	Labor and Material	\$ 244,339.88	\$ 30,212.10	\$ 28,171.19	\$ 185,956.59
Total Labor/Mat'l To Complete		244,339.88	30,212.10	28,171.19	185,956.59

That there are no other contracts for said work outstanding, and that there is nothing due to any person for material, labor or other work of any kind done or in connection with said work other than above stated

DATE 12-3-2018 SIGNATURE [Signature]

Subscribed and sworn to before me this 3 day of December 2018

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT



[Signature]
 NOTARY PUBLIC

CONSTRUCTION OBSERVATION REPORT

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



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

REPORT NO. 4

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

Date: 12/7/18

Time: 9:00 a.m.

Weather: Overcast

Temp. Range: 20°

Present At Site: Framers, Gypsum Board Mechanics, HVAC Installers, and Electricians.

WORK IN PROGRESS

Gypsum board installation at Buildings B-HC-1 and B-HC-2, and framing, wiring and ductwork installation at Building C-HC-1.

OBSERVATIONS

Buildings B-HC-1 and B-HC-2

Roofing installation, electrical rough-ins, plumbing rough-ins, and HVAC ductwork/insulation installations appear to be complete. Batt insulation is being installed at demising wall and exterior wall stud cavities. Concrete for shower floors has been poured with a 1" slope toward the drain location, per Plans. Kitchen plumbing cleanouts have been located per KCHA maintenance specifications. Window installation has been completed. Attic access locations have been framed. Temporary heat has been installed to facilitate gypsum board finishing. Paper rulers have been installed on roof truss members to measure insulation levels, per Specifications. Vinyl soffit material installation has begun at eaves and rake ends.

Building C-HC-1

Exterior framing and roof framing are complete. Building wrap and exterior insulation have been installed at the ground floor, and exterior insulation is installed at upper floor. Windows have been installed at ground floor. Interior framing, electrical rough-ins and plumbing rough-ins are approximately 90% complete. Concrete for ground floor shower floors has been poured with a 1" slope toward the drain location, per Plans. Paper rulers have been installed on roof truss members to measure insulation levels, per Specifications.

PROGRESS MEETING

A progress meeting was held on site with Derek Antoine and Cheryl Lefler (Knox County Housing Authority), Dave Marshall (Hein Construction), and Mark Burrell (Alliance Architecture) present. The following items were discussed.

1. The project schedule was reviewed. Contractor believes work is approximately two weeks behind. Contractor will submit revised schedule. Revised schedule will include work at Building D.
2. Proposal to upgrade from eggshell to semi-gloss paint finish was reviewed. Contractor indicated he had spoken with painting subcontractor, and subcontractor had re-affirmed the \$3,123.00 increase in fee (includes all buildings) to complete the work. Contractor requested a second opinion from another painter, who subsequently confirmed the price submitted by the painting subcontractor. Owner agreed the pricing did not seem outrageous but believes semi-gloss should have been included in the Specifications. See Action Requested/Items Verified No. 1 this report.

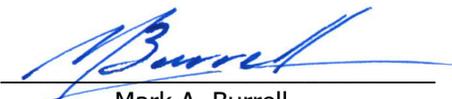
PROGRESS MEETING (Cont.)

3. Due to the minimal clearances available in the mechanical soffit, Contractor has requested he be allowed to utilize the Armstrong Short Span Framing System for soffit framing in lieu of 2x framing. See Action Requested/Items Verified No. 2 this report.
4. Submitted plumbing manifold was discussed and approved. Each fixture shall have stop valve, per Plans. There must also be a valve to shut water off to the unit, within the unit.
5. Contractor will submit door and cabinet stain color samples to the Owner for selection. The Owner will select colors most closely matching those existing at the other units. Contractor shall notify the Architect of the selected colors, and a revised Color Schedule will be issued. Oak stairs will be stained to compliment the selected stain colors.
6. ERV access panels were discussed. Contractor intends to install prefabricated swing-down access panels below the units. Cost to install each panel is \$107.00 in material plus one hour of labor. Architect subsequently asked Contractor if gypsum board access panels similar to attic access panels could be used instead. Contractor will evaluate.
7. Retaining wall railing is currently undergoing powder coat finishing. Contractor hopes to be able to install it the week of 12/10.
8. Tenants at Building D have been relocated in preparation for work to begin. Gas and water have been disconnected, and the building has been winterized. Contractor intends to begin excavating footings for the addition the week of 12/10.
9. Application for Payment No. 4 was submitted to the Owner.

ACTION REQUESTED/ITEMS VERIFIED

1. The proposal to upgrade from eggshell to semi-gloss finish was approved. The cost will be memorialized in a future Change Order.
2. Armstrong Short Span Framing System is acceptable at mechanical soffit. This is a no-cost change.

REPORTED BY:


Mark A. Burrell



1. Window installation complete at Building B-HC-1.



2. Window installation complete at Building B-HC-2.



3. Porch framing at Building B-HC-2.



4. Accessible shower floor poured with 1" slope toward drain.



5. Supply duct installed at Corridor at Building B-HC-2.



6. Plumbing rough-ins at Mechanical Room at Building B-HC-2.



7. Gypsum board installed at living room at Building B-HC-2.



8. Attic access opening at Building B-HC-2.



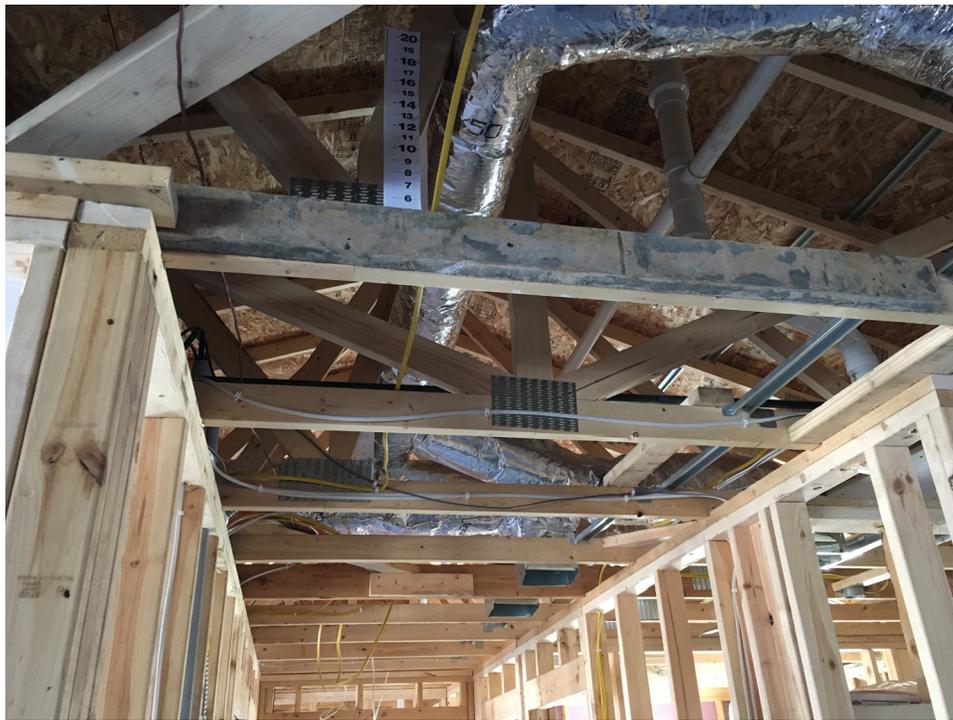
9. Gypsum board installed and taped at Building B-HC-2.



10. Temporary heat installed at Building B-HC-2.



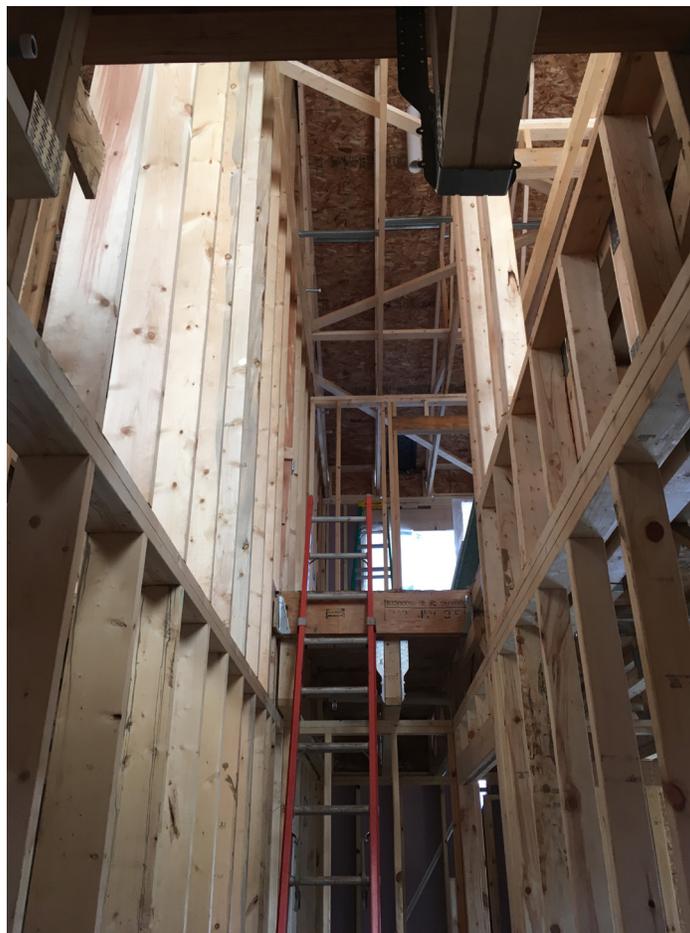
11. Solid wood blocking installed at bathroom per Plans.



12. Insulated ductwork installed in attic at Building B-HC-1.



13. Gypsum board installation in progress at Building B-HC-1.



14. Wall framing at Stair at Building C-HC-1.



15. Interior ground floor wall framing installed at Building C-HC-1.



16. Plumbing rough-ins installed at Mechanical Room at Building C-HC-1.



17. Insulation baffles installed in attic at Building C-HC-1.



18. Interior 2nd floor framing installed at Building C-HC-1.

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 12/26/2018

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 01/02/2019

SUBJECT: Duplex Settlement Remediation Invoice & Closeout – Hein Construction

Executive Summary

At the 06/26/2018 Board meeting, a contract was approved with Hein Construction to complete the Duplex Settlement Remediation Project at 1566/1568 McKnight Street on Cedar Creek Place. The scope of work for this project called for the installation of 20 helical piers (16 exterior and 4 interior) to resolve the building settlement issue.

The base bid accepted was \$97,436.00 but the final invoiced amount is \$96,388.28. This change is outlined on the invoice on page 2 of this memo. The agency received a credit for a deduct in painting and flooring of \$6331.00 and was billed an additional \$5283.28 for extra required helical pier depth.

Please see the attached invoice and closeout report for additional information. Alliance Architecture was on site for progress meetings on 10/01/2018 and 10/31/2018 with the project deemed substantially complete on 11/16/2018.

Alliance Architecture has reviewed and signed approval for payment of this invoice.

Fiscal Impact

This application for payment will be paid from 2018 Capital Fund grants as approved at the 06/26/2018 Regular Meeting of the Board.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Invoice for Payment from Hein Construction in the amount of \$96,388.28.

HEIN CONSTRUCTION CO., INC.

9130 N. INDUSTRIAL ROAD PEORIA, ILLINOIS 61615

OFFICE PHONE (309) 691-4774

www.heinconstruction.com

FAX (309) 691-4673

INVOICE 18-1912

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

DATE: 12-21-2018

Attn: Mr. Derek Antoine

PROJECT: Duplex Settlement Remediation 1566-1568 McKnight

All work is complete and done in accordance with the Drawings, Specifications, building codes, government regulations, and commonly accepted trade scope and practices

TOTAL INVOICE

\$96,388.28

Attached: Letter of Release
Contractors Certificate of Guarantee
Form of Contractors Certificate and Release
Affidavit of Completion
Helical Pier Logs (interior and exterior)

Respectfully submitted,



Ciaron Graham
President

HEIN CONSTRUCTION CO., INC.

9130 N Industrial Road, Peoria, IL - 61615

P: 309-691-4774 | F: 309-691-4673 | M: 309-208-9300

Email: Ciaron@heinconstruction.com

Base bid \$ 97,436⁻
Deduct Painting
& VCT Flooring (6331)
Add for extra \$ 5283²⁸
pile depth
Total Contract \$ 96,388²⁸

APPROVED FOR PAYMENT

BY

12/26/18

Alliance Architecture
929 Lincolnway East, Suite 200
South Bend, Indiana 46601

D-4

LETTER OF RELEASE

11/16/18

Mr. Derek
Antoine
Executive
Director
Knox County Housing
Authority 216 West
Simmons Street
Galesburg, IL 61401

RE: DUPLEX SETTLEMENT REMEDIATION

1566-1568 McKnight
Knox County Housing
Authority Galesburg,
Illinois

Dear Mr. Antoine:

As per HUD requirements (7460.8, Rev.-1 1/93) we hereby release and certify to the following:

1. The work has been completed in accordance with the Contract Documents (drawings and specifications) including all modifications, field orders and change orders.
2. The total and final amount of the construction contract is \$96,388.28 (original contract plus all change orders).
3. The final payment that is due under this contract is \$96,388.28 and there are no separately stated amounts of any unpaid bills or unsettled claims against the Public Housing Agency or its agents.
4. The Public Housing Agency is herein released of all claims except the final payment.
5. Wages paid to laborers and mechanics were consistent with the wage rate requirements of the Contract and there are no outstanding claims for unpaid wages.

By: _____
Title: _____
Date: _____

ATTEST: 
(Signature of officer of the Contractor)
CLARON GRAHAM - PRESIDENT
(Type name and title of signatory)

State of: Illinois, County of: Peoria

Sworn to and subscribed before me this day of in the year 2018


Notary Public

My Authority expires on: 4-22-19



NOTARY SEAL

D-3

CONTRACTOR'S CERTIFICATE OF GUARANTEE

11/16/2018

Mr. Derek
Antoine
Executive
Director
Knox County Housing
Authority 216 West
Simmons Street
Galesburg, IL 61401

RE: DUPLEX SETTLEMENT REMEDIATION

1566-1568 McKnight
Knox County Housing
Authority Galesburg,
Illinois

Dear Mr. Antoine:

In accordance with the contract documents for the above referenced project, we as the General Contractor do herein guarantee the following:

1. All materials, equipment and workmanship are as specified and/or shown on the drawings or as amended by change orders, field orders or Contract modifications.
2. If in the course of one year (or other extended time as specified) from the date of substantial completion, the materials, equipment or workmanship fails to perform in a satisfactory manner, we will correct, repair or replace said materials, equipment or workmanship to perform in a satisfactory manner.
3. Notifications to correct, repair or replace shall be from the owner, in writing to the Contractor.
4. Failure to take appropriate action within seven (7) days after written notification shall be automatic authorization for the Owner to have the corrections made at the expense of the undersigned.

ATTEST: _____

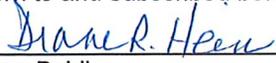


(Signature of an Officer of the Contractor)

CARON GRAHAM - PRESIDENT

State of: Illinois, County of: Peoria

Sworn to and subscribed before me this day of in the year 2018.



Notary Public

My Authority expires on: 4-22-19



NOTARY SEAL

FORM OF CONTRACTOR'S CERTIFICATE AND RELEASE

FROM: Hein Construction Co., Inc.

TO: Knox County Housing Authority

REFERENCE: CONTRACT NO. _____ ENTERED INTO THE 6th _____ DAY

OF JUNE, 2018, BETWEEN THE

Knox County Housing Authority

OF Galesburg (city) Illinois (state)

HEREINAFTER CALLED THE PUBLIC HOUSING AUTHORITY,

AND Hein Construction Co., Inc.

OF Peoria (city) Illinois (state)

HEREINAFTER CALLED THE CONTRACTOR,

FOR THE General Construction

OF Duplex Settlement Remediation, PROJECT NO. _____

LOCATED IN Galesburg (city) Illinois (state)

KNOW ALL MEN BY THESE PRESENTS:

1. The undersigned hereby certifies that there is due and payable under the Contract and duly approved Change Orders and modifications the undisputed balance of \$96,388.28
2. The undersigned further certifies that in addition to the amount set forth in paragraph 1 hereof there are outstanding and unsettled the following items which he claims are just and due and owing by the PHA to the Contractor:
 - _____
 - _____
 - _____
 (Itemized claims and amounts claimed. If none, so state.)
3. The undersigned further certifies that all work required under this contract including work required under Change Order numbered _____ has been performed in accordance with the terms thereof, and that there are no claims of laborers or mechanics for unpaid wages arising out of the performance of this contract, and that the wage rates paid by the Contractor and all Subcontractors were in conformity with the contract provisions relating to said wage rates.

4. The undersigned further certifies that all Subcontractors and material suppliers (of whatever tier) have been fully paid and that they have no claims under the contract, except:

<u>Name</u>	<u>Amount</u>
-------------	---------------

- (a)
- (b)
- (c)

5. Except for the amount stated in paragraphs 1 and 2 hereof the undersigned has received from the PHA all sums of money payable to the undersigned under or pursuant to the aforementioned contract or any change or modification hereof.

6. That in consideration of the payment of the amount stated in paragraph 1 hereof the undersigned does hereby release the PHA from any and all claims arising under or by virtue of this contract except the amounts listed in paragraph 2 hereof; provided, however, that if for any reason the PHA does not pay in full the amount stated in paragraph 1 hereof, said deduction shall not affect the validity of this release, but the amount so deducted shall be automatically included under paragraph 2 as an amount which the Contractor has not released but will release upon payment thereof. The Contractor further certifies that upon payment of the amounts listed in paragraph 2 hereof, and of any amount which may be deducted from paragraph 2 hereof, he will release the PHA from any and all claims of any nature whatsoever arising out of said contract of modification thereof, and will execute such further releases of assurances as the PHA may request.

IN WITNESS WHEREOF, the undersigned has signed and sealed this instrument this 12th day of DECEMBER, 2018.

Hein Construction Co., Inc (SEAL)


President

Ciaron Graham, being first duly sworn on oath, deposes and says, first, that he is the President of the Hein Construction Co., Inc, second, that he has read the foregoing Certificate and Release by him subscribed as President of the Hein Construction Co., Inc.

HEIN CONSTRUCTION CO., INC.

9130 N. INDUSTRIAL ROAD PEORIA, ILLINOIS 61615

OFFICE PHONE (309) 691-4774

www.heinconstruction.com

FAX (309) 691-4673

AFFIDAVIT OF COMPLETION

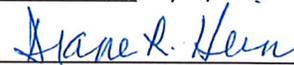
I Ciaron Graham, President of Hein Construction Co., Inc. certify that all work has been completed in accordance with the terms and Contract Documents for the Duplex Settlement Remediation Project at 1566-1568 McKnight by Hein Construction Co., Inc. and further state that, to the best of my knowledge and belief, all claims for materials, labor and equipment, or any work performed by Subcontractors have been fully paid.



(signature)

Ciaron Graham - President
Hein Construction Co., Inc.

Subscribed and sworn to before me _____ Dec this 21st day of, 2018.



Notary Public

Peoria, Illinois

County and State

4-22-19

Authority Expires



KNOX COUNTY 1912

Torque Report

Job:	KNOX COUNTY 1912
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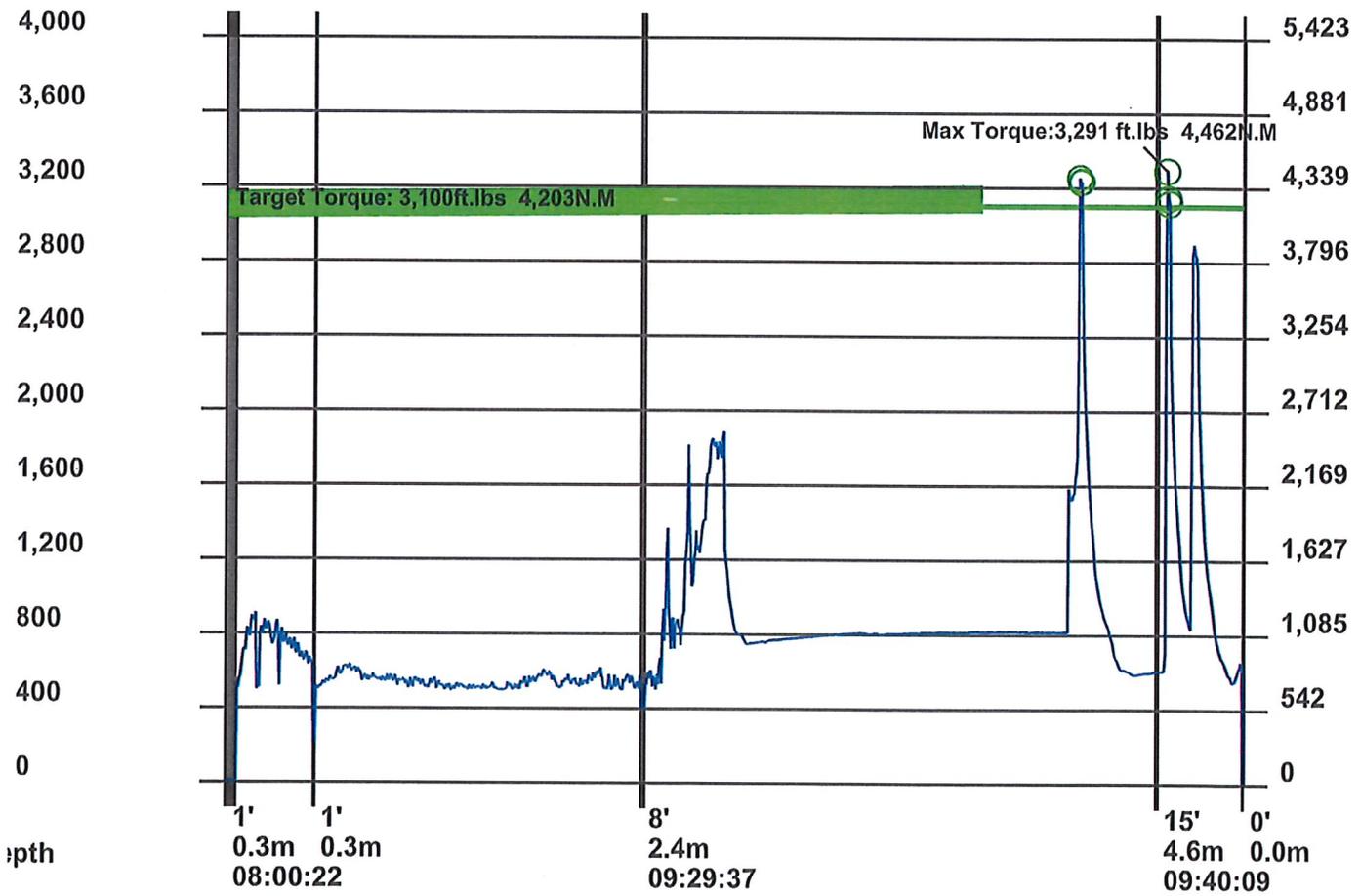
This report covers the following piles

Pile	Date Drilled	Target Torque	Torque Achieved	Page
PILE 10	26-Sep-2018	3,100lb.ft 4,203N.m	106%	2
8	26-Sep-2018	3,100lb.ft 4,203N.m	113%	3
6	26-Sep-2018	4,400lb.ft 5,966N.m	114%	4
4	26-Sep-2018	4,400lb.ft 5,966N.m	113%	5
2	26-Sep-2018	4,400lb.ft 5,966N.m	106%	6
16	26-Sep-2018, 28-Sep-2018	3,200lb.ft 3,661N.m	162%	7
14	28-Sep-2018	3,100lb.ft 4,203N.m	142%	8
12	28-Sep-2018	2,700lb.ft 3,661N.m	127%	9
11	11-Oct-2018	2,666lb.ft 3,615N.m	113%	10
9	01-Oct-2018	3,111lb.ft 4,218N.m	137%	11
7	01-Oct-2018	2,666lb.ft 3,615N.m	102%	12
5	11-Oct-2018	4,444lb.ft 6,025N.m	117%	13
3	11-Oct-2018	4,444lb.ft 6,025N.m	101%	14
1	11-Oct-2018	4,444lb.ft 6,025N.m	107%	15
15	11-Oct-2018	3,111lb.ft 4,218N.m	144%	16
13	11-Oct-2018	3,111lb.ft 4,218N.m	173%	17

KNOX COUNTY 1912

Torque Report

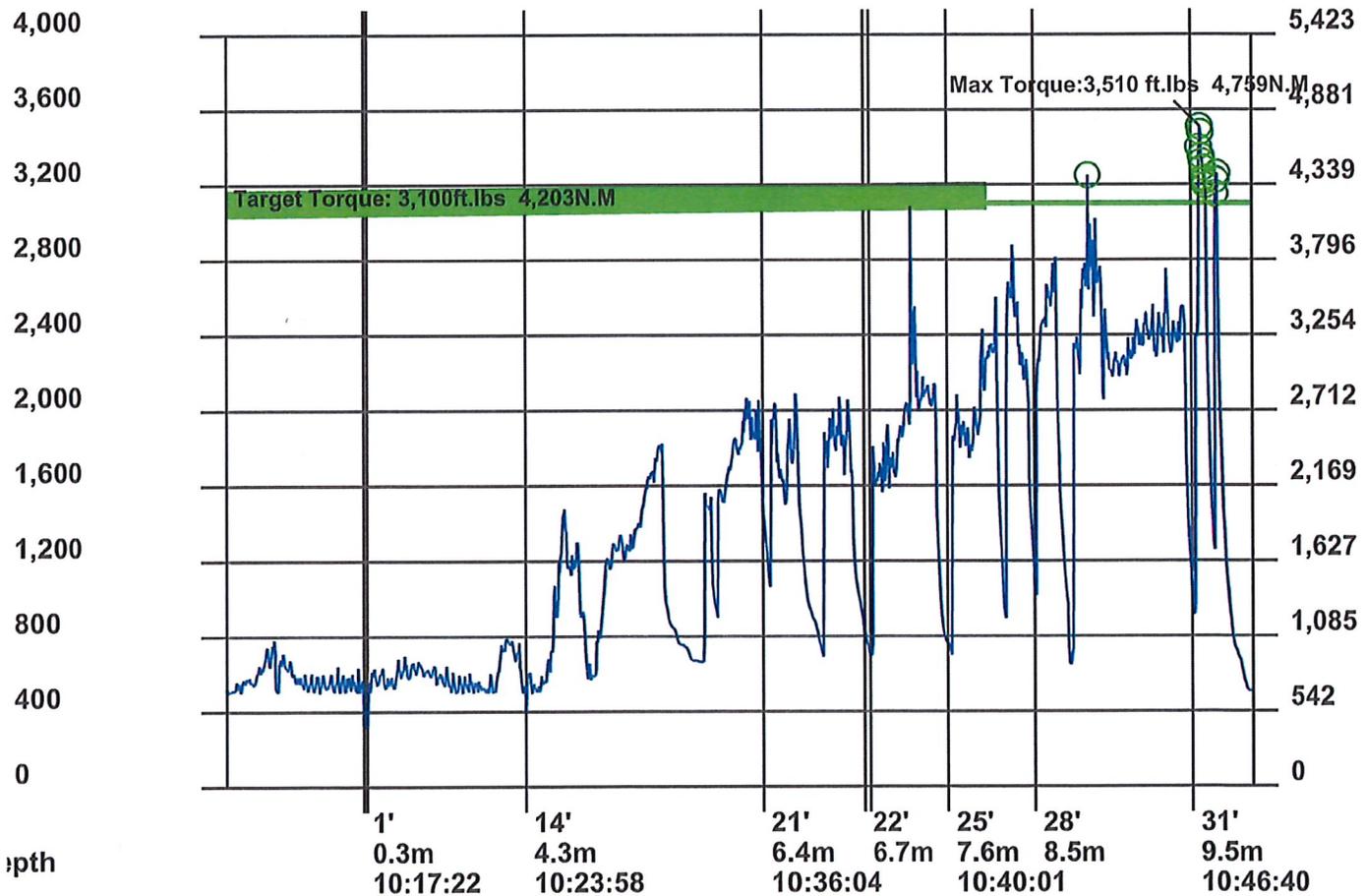
PILE Name:	PILE 10
Target Torque:	3,100 (ft-lbs) 4,203 (N.M)
Torque Achieved:	3,291 (ft-lbs) 4,462 (N.M)
Target Depth:	21 (ft) 6.4 (m)
Depth Achieved:	19 (ft) 5.8 (m)
Latitude:	0
Longitude:	0
Date:	26-Sep-2018
Note:	



KNOX COUNTY 1912

Torque Report

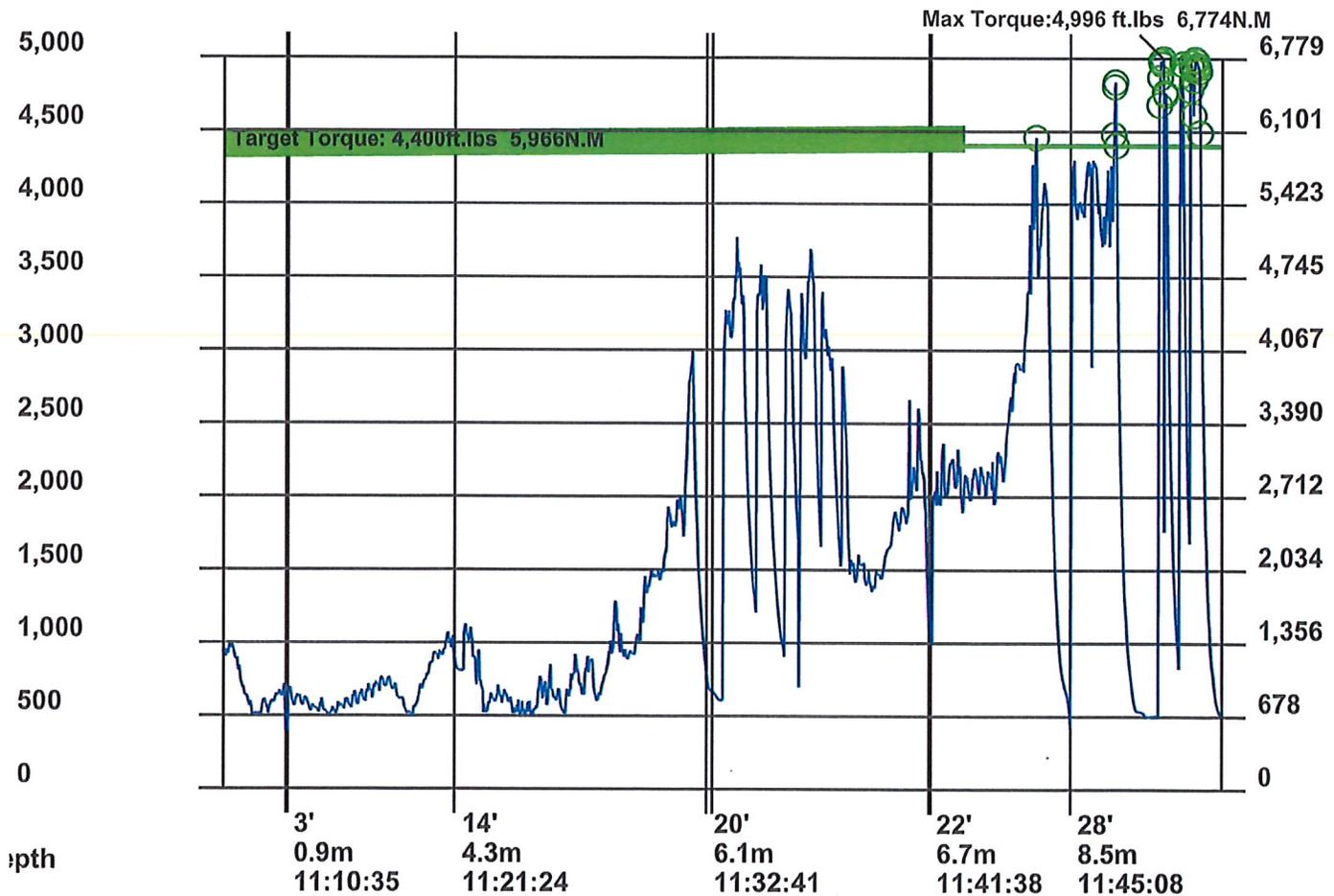
Pile Name:	8
Target Torque:	3,100 (ft-lbs) 4,203 (N.M)
Torque Achieved:	3,510 (ft-lbs) 4,759 (N.M)
Target Depth:	21 (ft) 6.4 (m)
Depth Achieved:	31 (ft) 9.5 (m)
Latitude:	0
Longitude:	0
Date:	26-Sep-2018
Note:	



KNOX COUNTY 1912

Torque Report

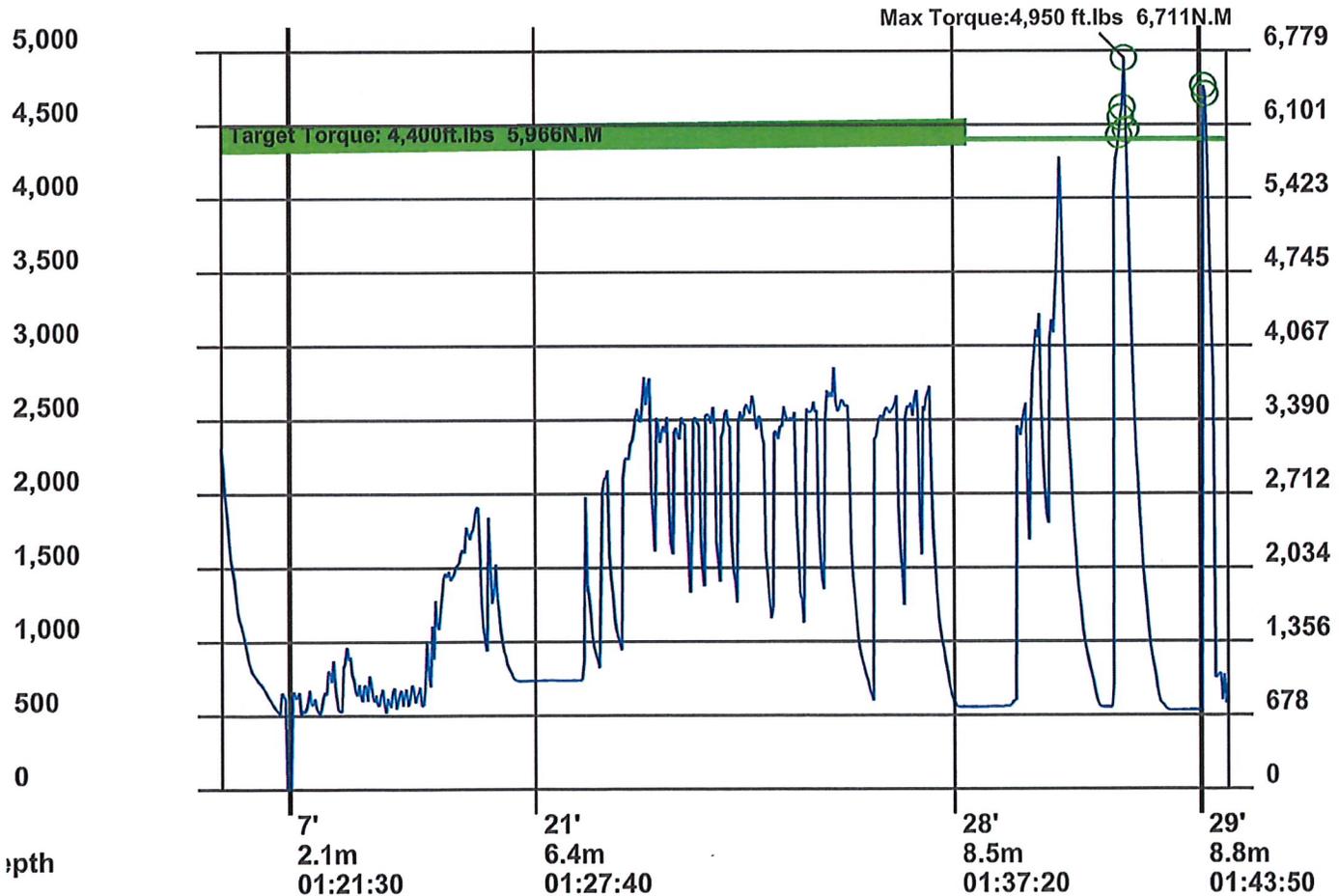
Pile Name:	6
Target Torque:	4,400 (ft-lbs) 5,966 (N.M)
Torque Achieved:	4,996 (ft-lbs) 6,774 (N.M)
Target Depth:	21 (ft) 6.4 (m)
Depth Achieved:	28 (ft) 8.5 (m)
Latitude:	0
Longitude:	0
Date:	26-Sep-2018
Note:	



KNOX COUNTY 1912

Torque Report

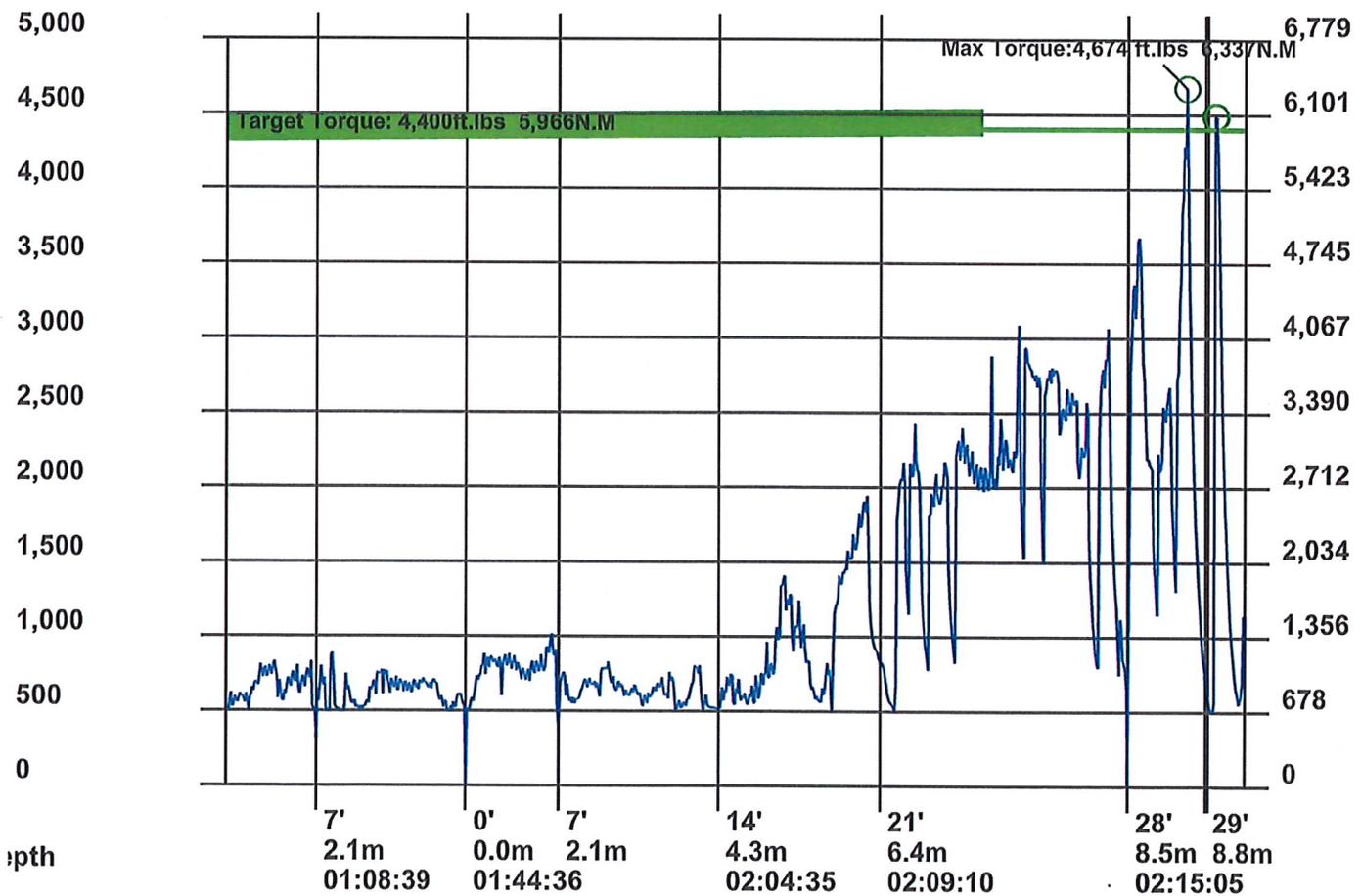
Pile Name:	4
Target Torque:	4,400 (ft-lbs) 5,966 (N.M)
Torque Achieved:	4,950 (ft-lbs) 6,711 (N.M)
Target Depth:	21 (ft) 6.4 (m)
Depth Achieved:	30 (ft) 9.2 (m)
Latitude:	0
Longitude:	0
Date:	26-Sep-2018
Note:	



KNOX COUNTY 1912

Torque Report

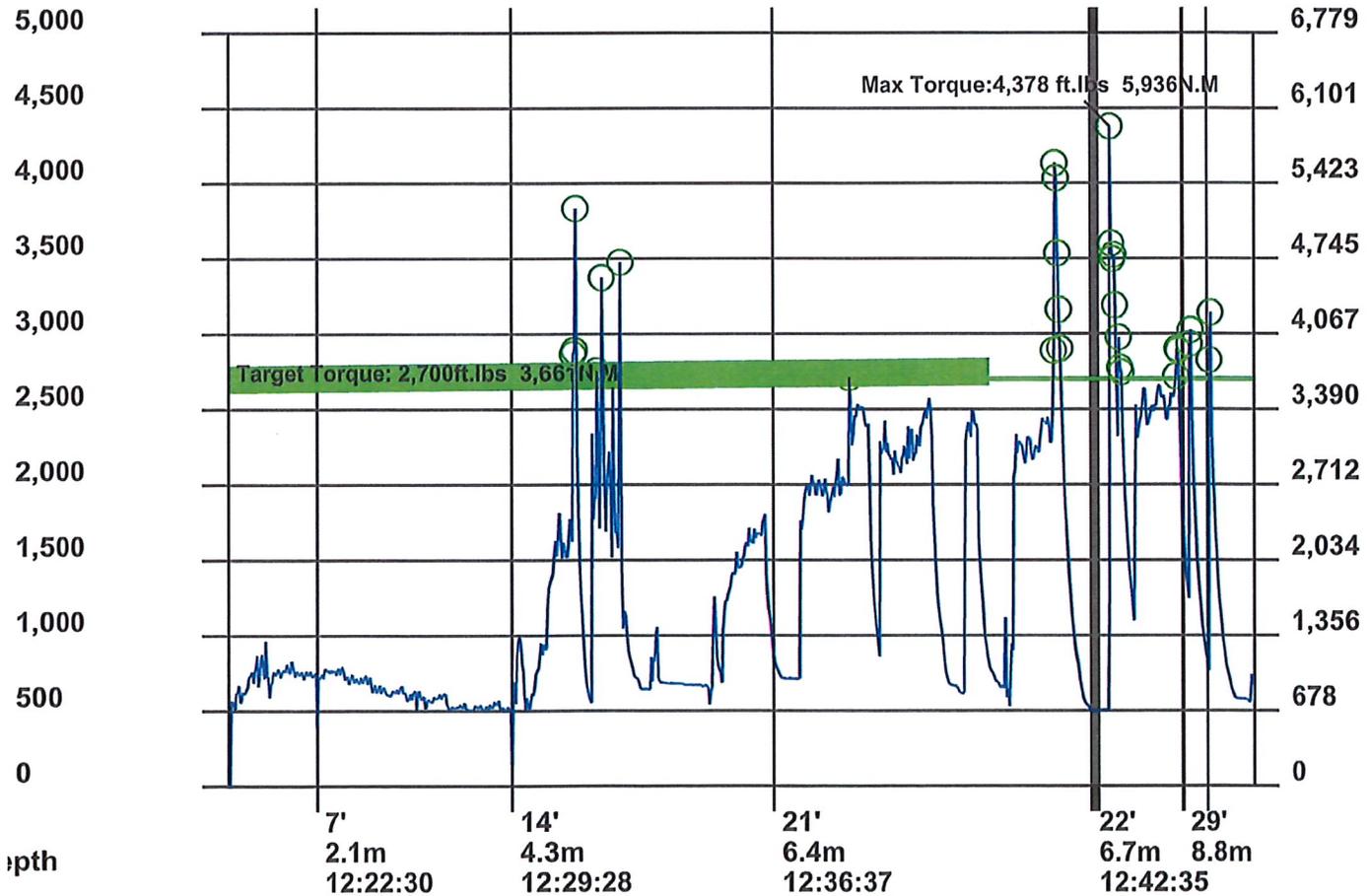
Pile Name:	2
Target Torque:	4,400 (ft-lbs) 5,966 (N.M)
Torque Achieved:	4,674 (ft-lbs) 6,337 (N.M)
Target Depth:	21 (ft) 6.4 (m)
Depth Achieved:	31 (ft) 9.5 (m)
Latitude:	0
Longitude:	0
Date:	26-Sep-2018
Note:	



KNOX COUNTY 1912

Torque Report

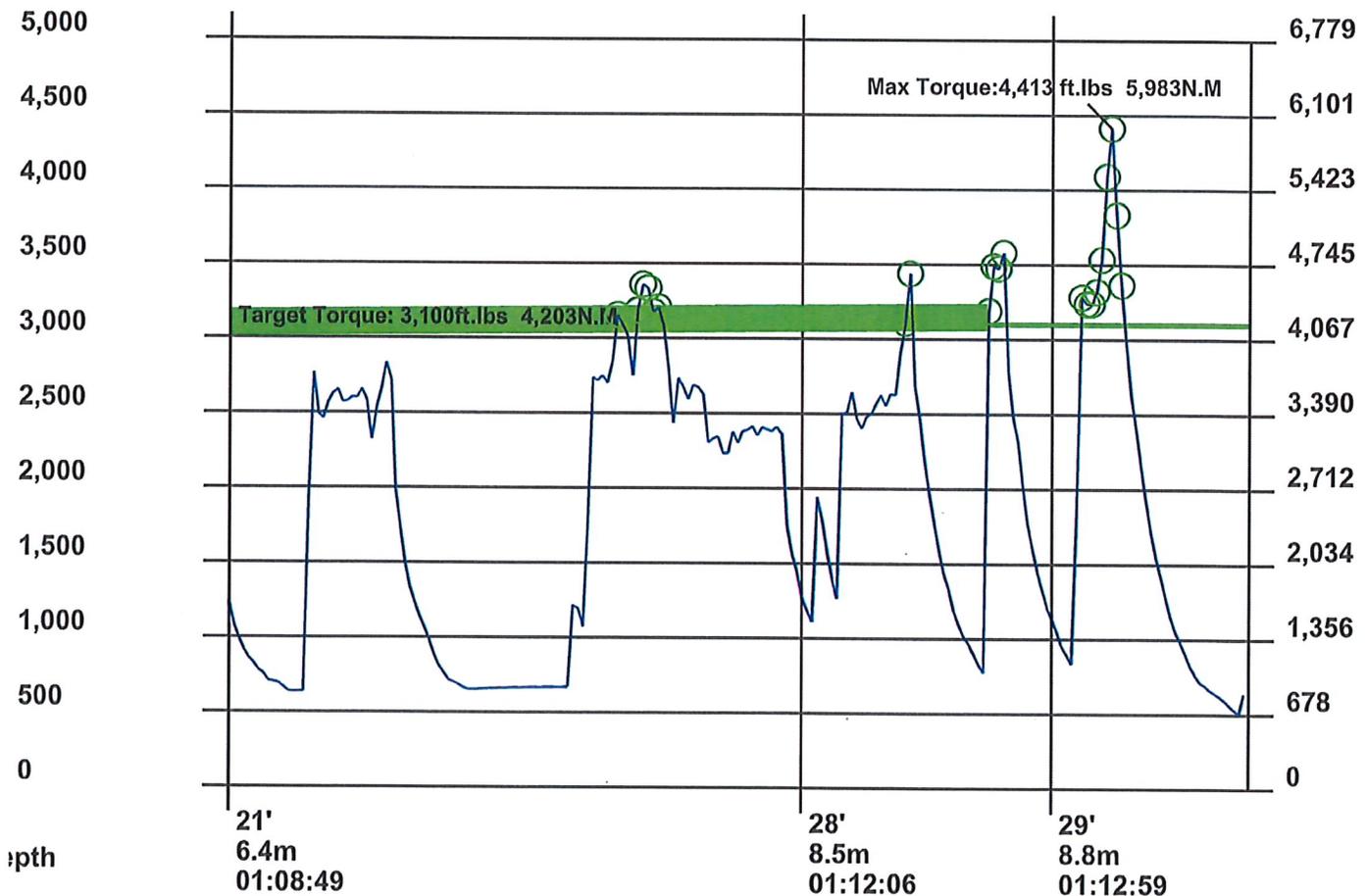
Pile Name:	16
Target Torque:	2,700 (ft-lbs) 3,661 (N.M)
Torque Achieved:	4,378 (ft-lbs) 5,936 (N.M)
Target Depth:	21 (ft) 6.4 (m)
Depth Achieved:	31 (ft) 9.5 (m)
Latitude:	0
Longitude:	0
Date:	26-Sep-2018, 28-Sep-2018
Note:	



KNOX COUNTY 1912

Torque Report

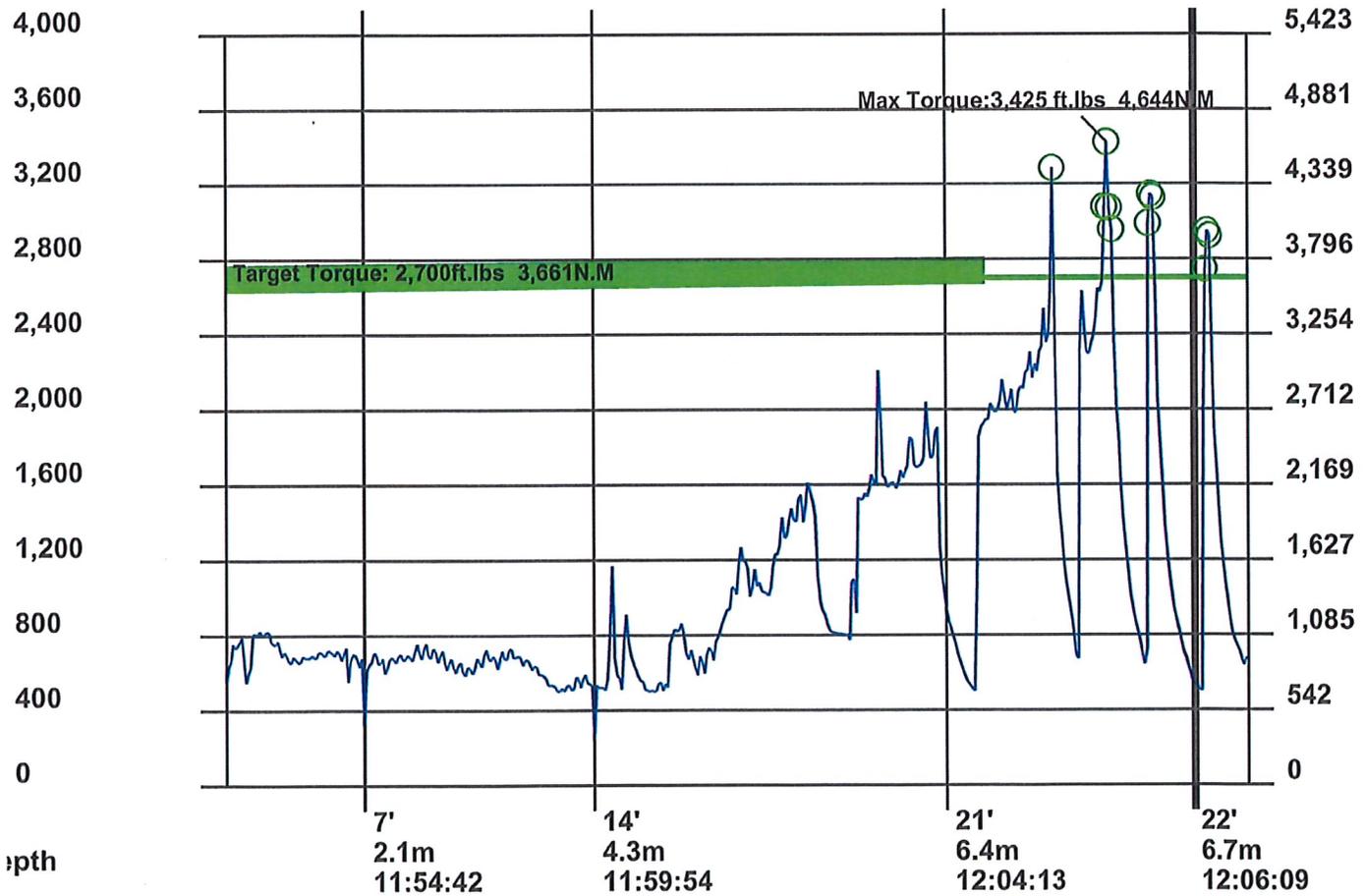
Pile Name:	14
Target Torque:	3,100 (ft-lbs) 4,203 (N.M)
Torque Achieved:	4,413 (ft-lbs) 5,983 (N.M)
Target Depth:	21 (ft) 6.4 (m)
Depth Achieved:	29 (ft) 8.8 (m)
Latitude:	0
Longitude:	0
Date:	28-Sep-2018
Note:	



KNOX COUNTY 1912

Torque Report

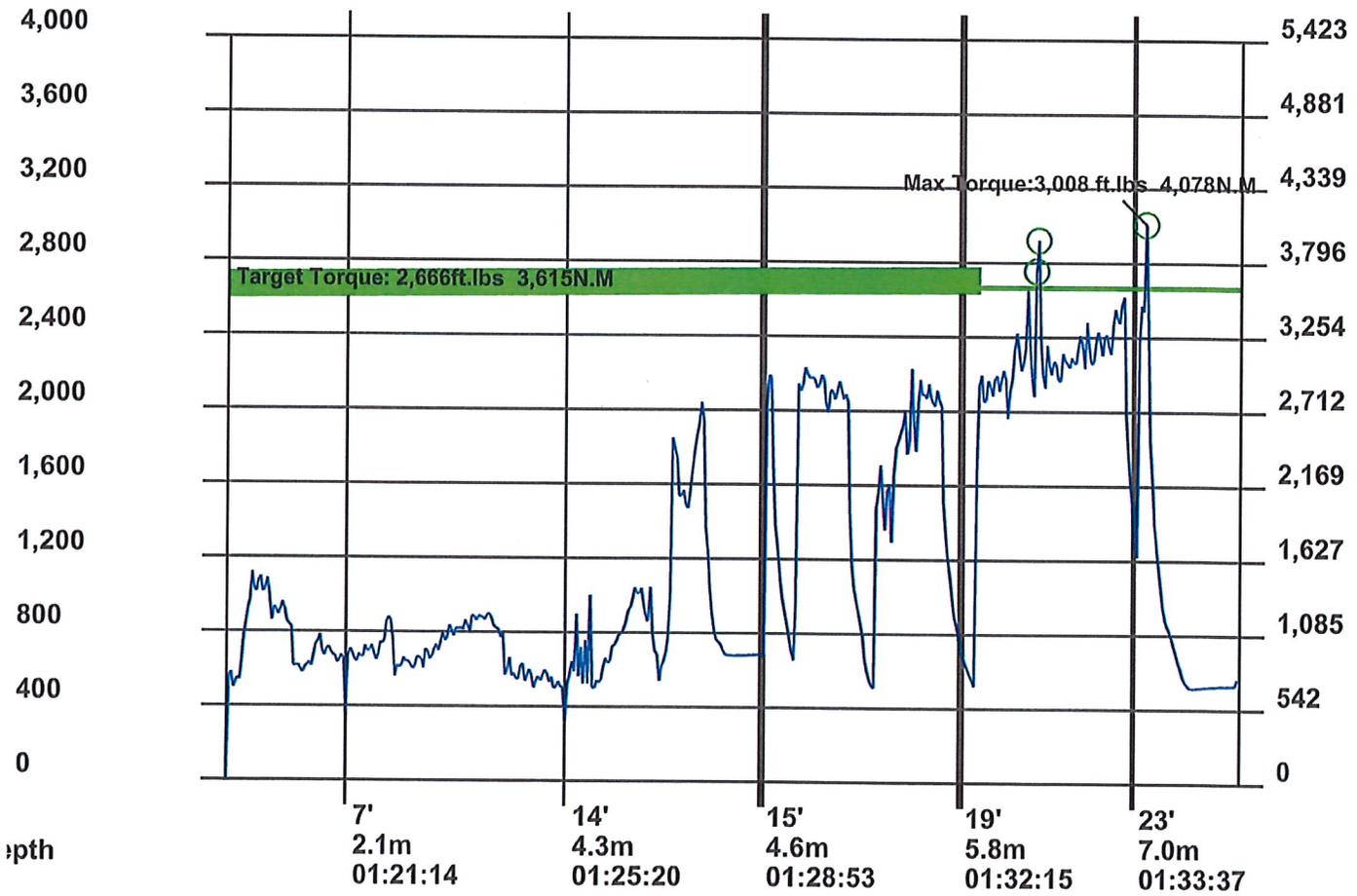
Pile Name:	12
Target Torque:	2,700 (ft-lbs) 3,661 (N.M)
Torque Achieved:	3,425 (ft-lbs) 4,644 (N.M)
Target Depth:	21 (ft) 6.4 (m)
Depth Achieved:	24 (ft) 7.3 (m)
Latitude:	0
Longitude:	0
Date:	28-Sep-2018
Note:	



KNOX COUNTY 1912

Torque Report

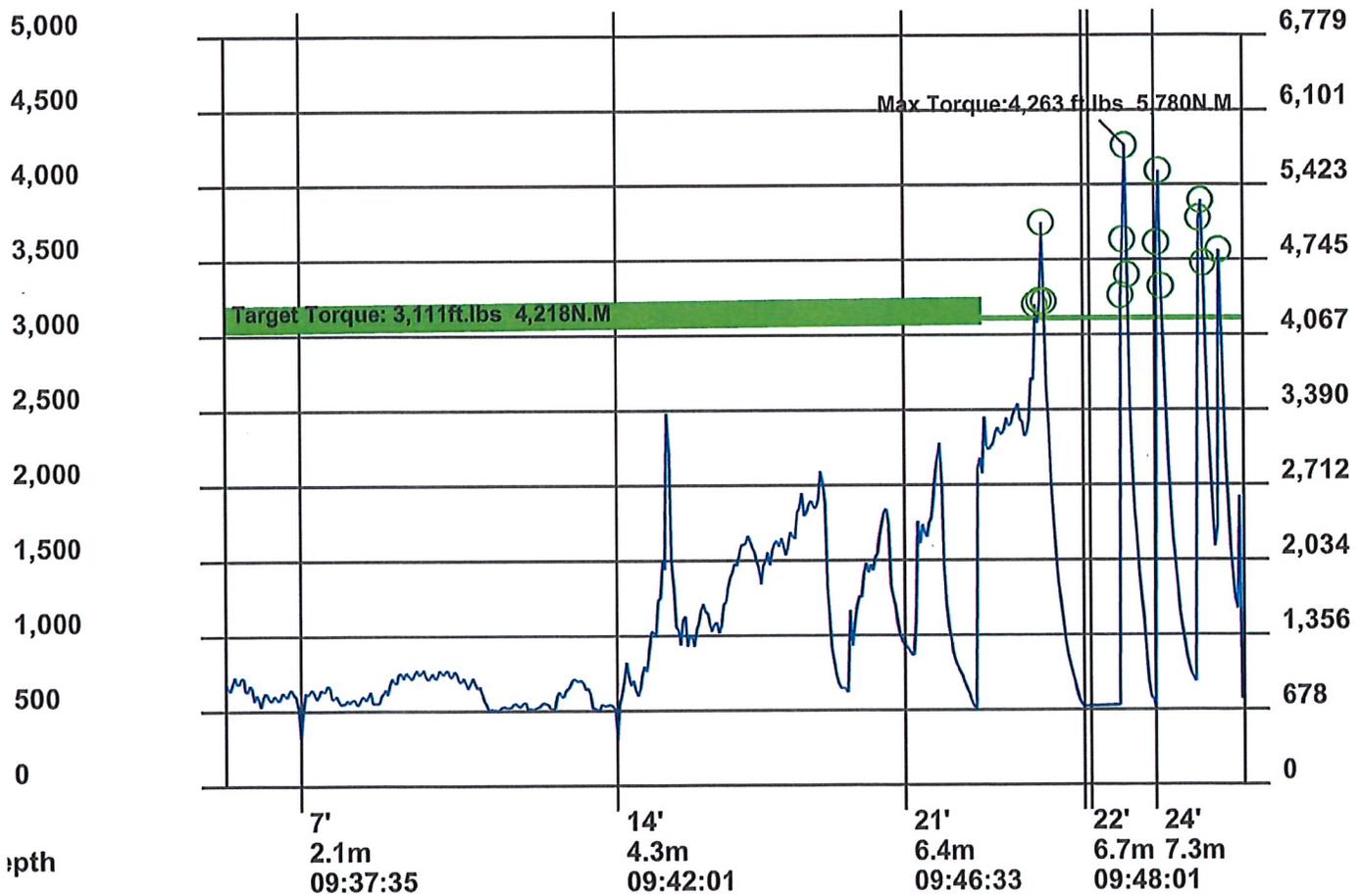
Pile Name:	11
Target Torque:	2,666 (ft-lbs) 3,615 (N.M)
Torque Achieved:	3,008 (ft-lbs) 4,078 (N.M)
Target Depth:	21 (ft) 6.4 (m)
Depth Achieved:	24 (ft) 7.3 (m)
Latitude:	0
Longitude:	0
Date:	11-Oct-2018
Note:	



KNOX COUNTY 1912

Torque Report

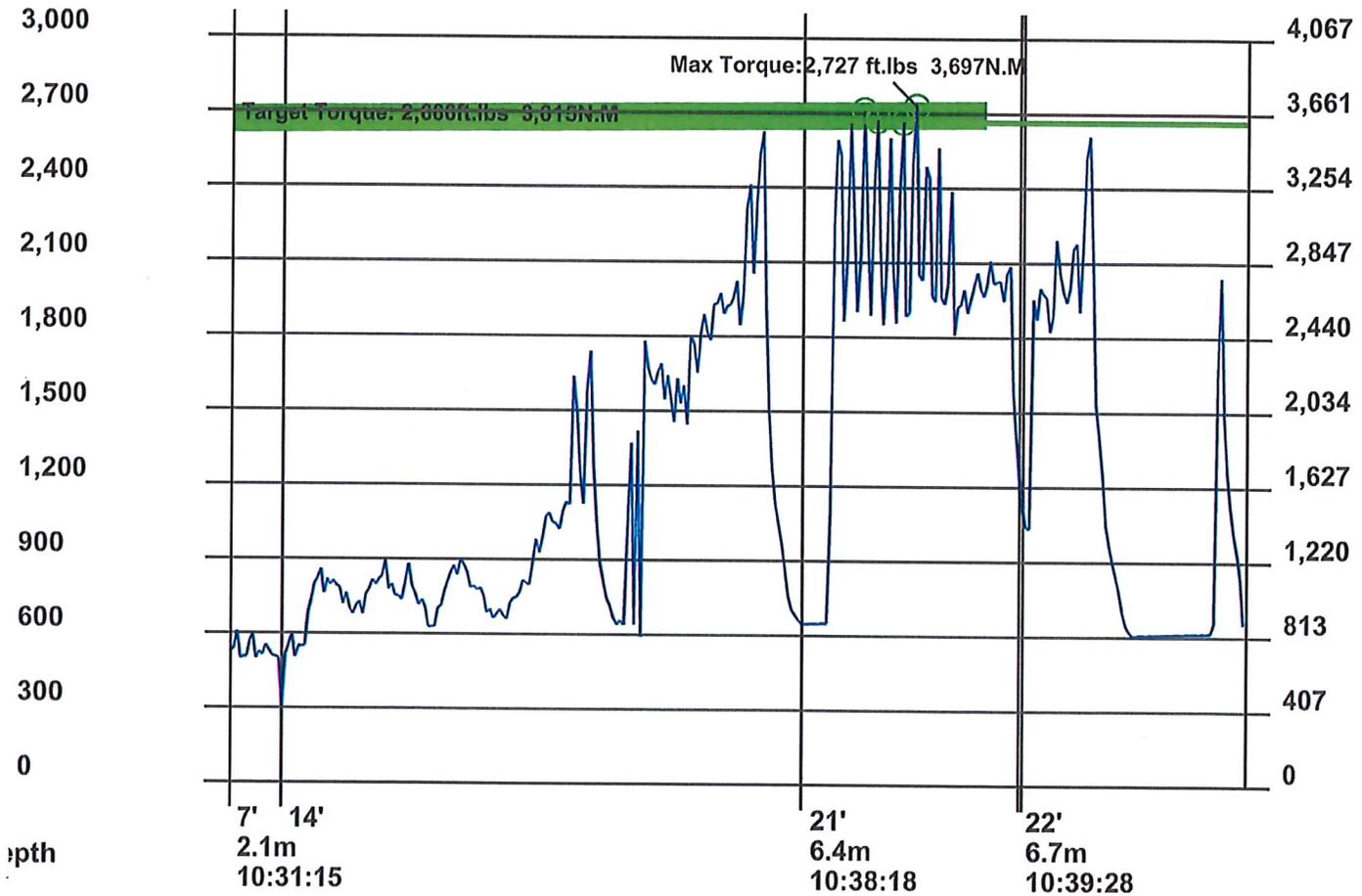
Pile Name:	9
Target Torque:	3,111 (ft-lbs) 4,218 (N.M)
Torque Achieved:	4,263 (ft-lbs) 5,780 (N.M)
Target Depth:	21 (ft) 6.4 (m)
Depth Achieved:	24 (ft) 7.3 (m)
Latitude:	0
Longitude:	0
Date:	01-Oct-2018
Note:	



KNOX COUNTY 1912

Torque Report

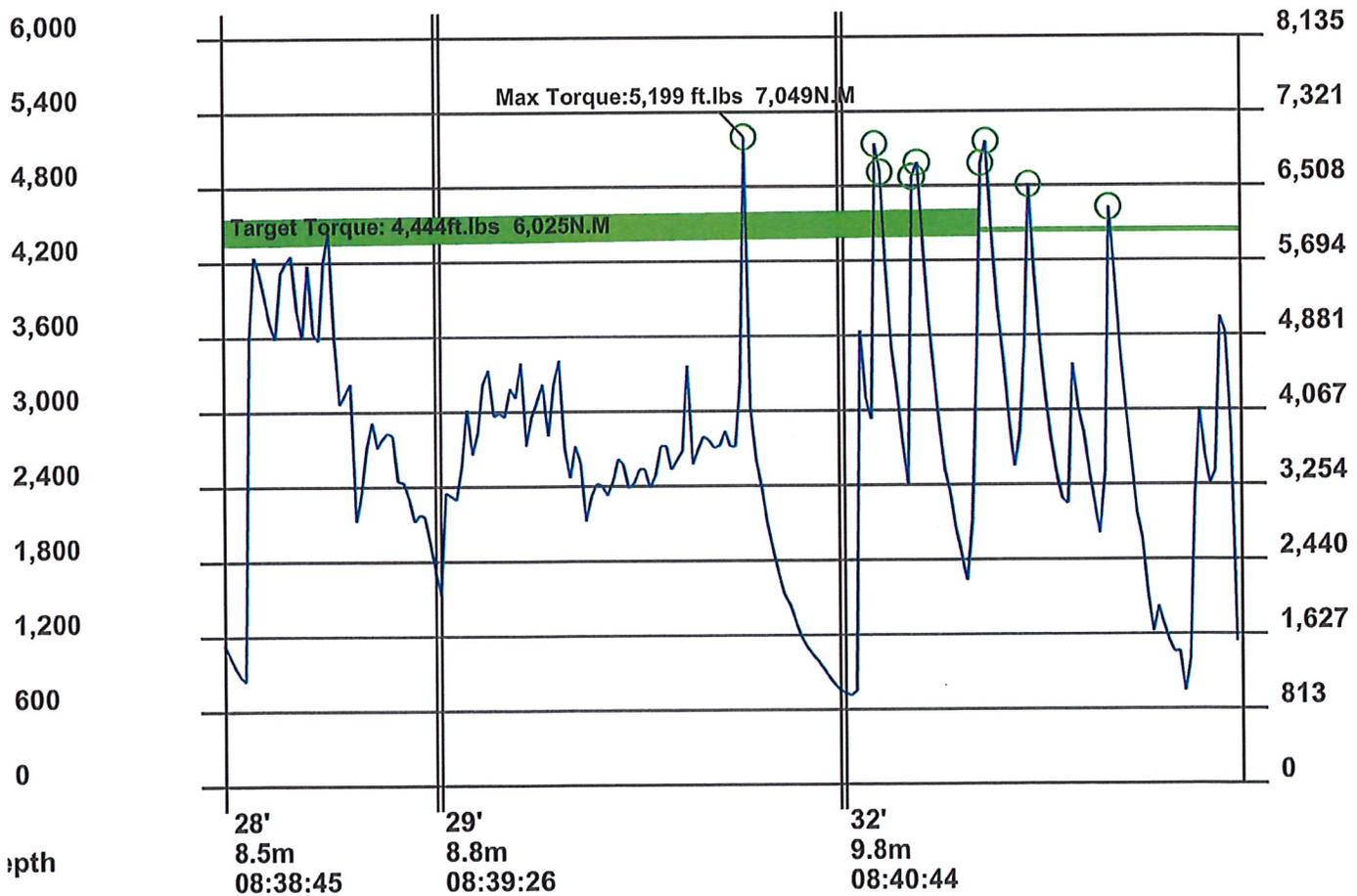
PILE NAME:	7
TARGET TORQUE:	2,666 (ft-lbs) 3,615 (N.M)
TORQUE ACHIEVED:	2,727 (ft-lbs) 3,697 (N.M)
TARGET DEPTH:	21 (ft) 6.4 (m)
DEPTH ACHIEVED:	23 (ft) 7.0 (m)
LATITUDE:	0
LONGITUDE:	0
DATE:	01-Oct-2018
NOTE:	



KNOX COUNTY 1912

Torque Report

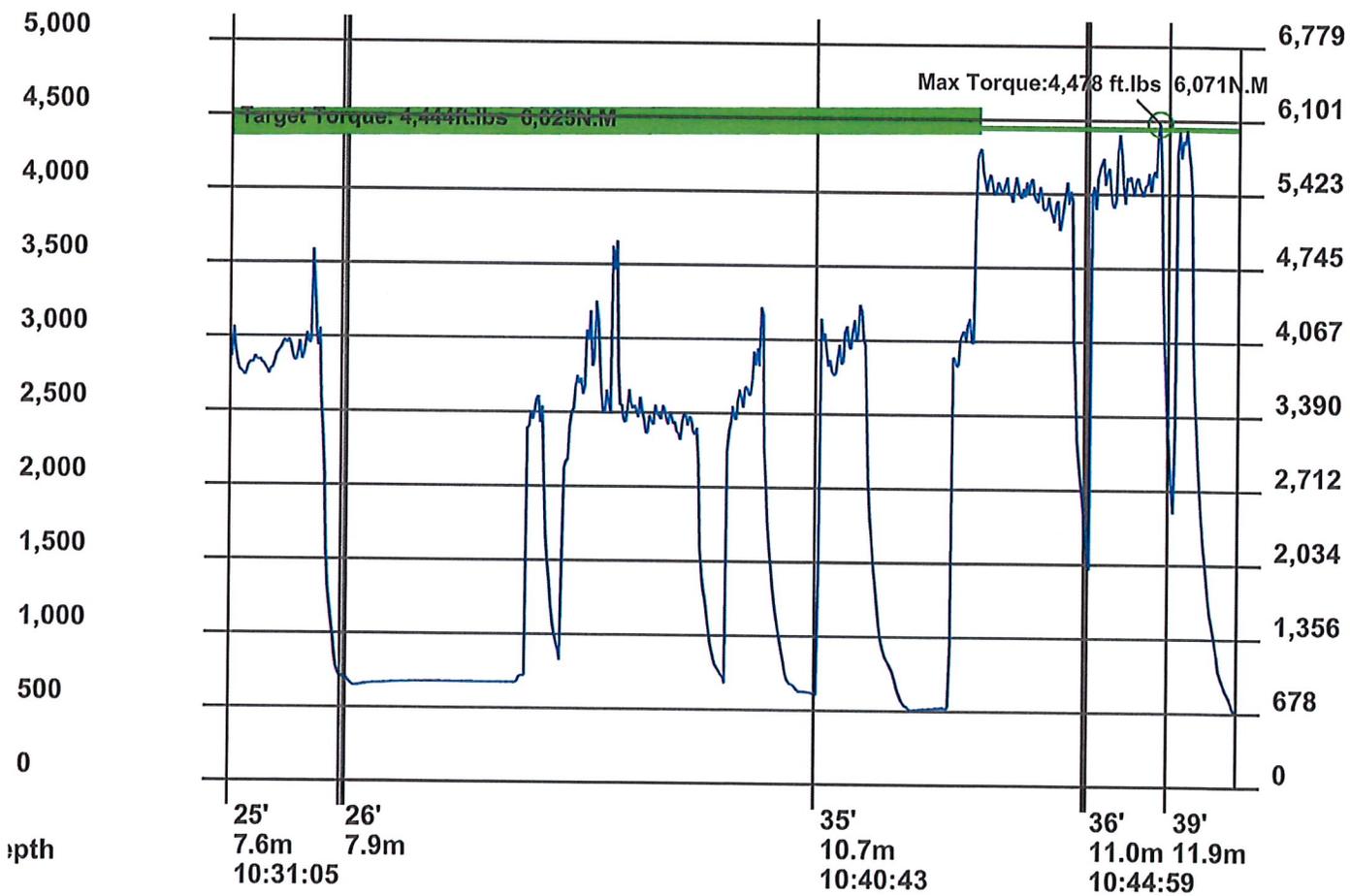
Pile Name:	5
Target Torque:	4,444 (ft-lbs) 6,025 (N.M)
Torque Achieved:	5,199 (ft-lbs) 7,049 (N.M)
Target Depth:	21 (ft) 6.4 (m)
Depth Achieved:	34 (ft) 10.4 (m)
Latitude:	0
Longitude:	0
Date:	11-Oct-2018
Note:	



KNOX COUNTY 1912

Torque Report

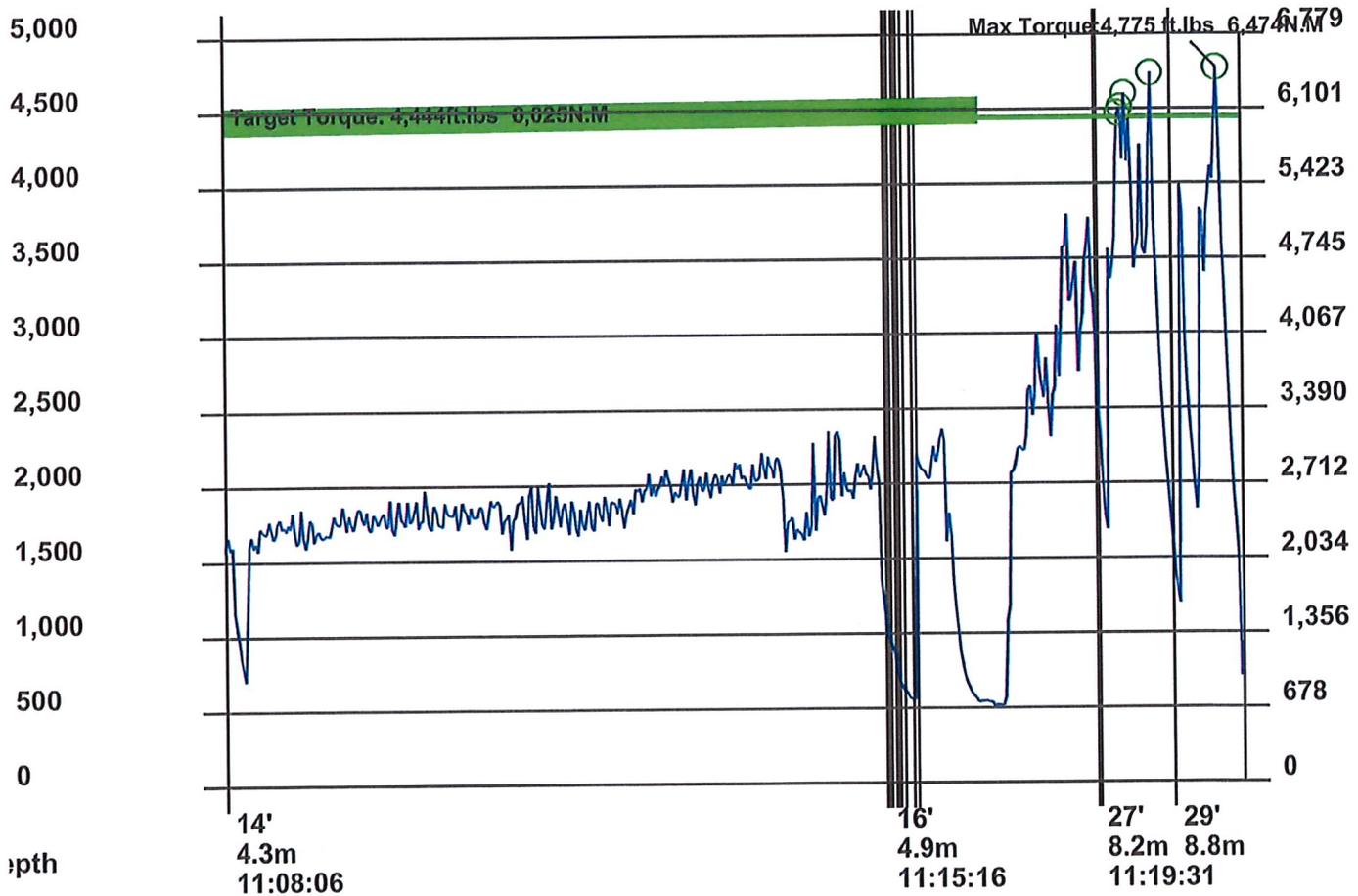
Pile Name:	3
Target Torque:	4,444 (ft-lbs) 6,025 (N.M)
Torque Achieved:	4,478 (ft-lbs) 6,071 (N.M)
Target Depth:	21 (ft) 6.4 (m)
Depth Achieved:	39 (ft) 11.9 (m)
Latitude:	0
Longitude:	0
Date:	11-Oct-2018
Note:	



KNOX COUNTY 1912

Torque Report

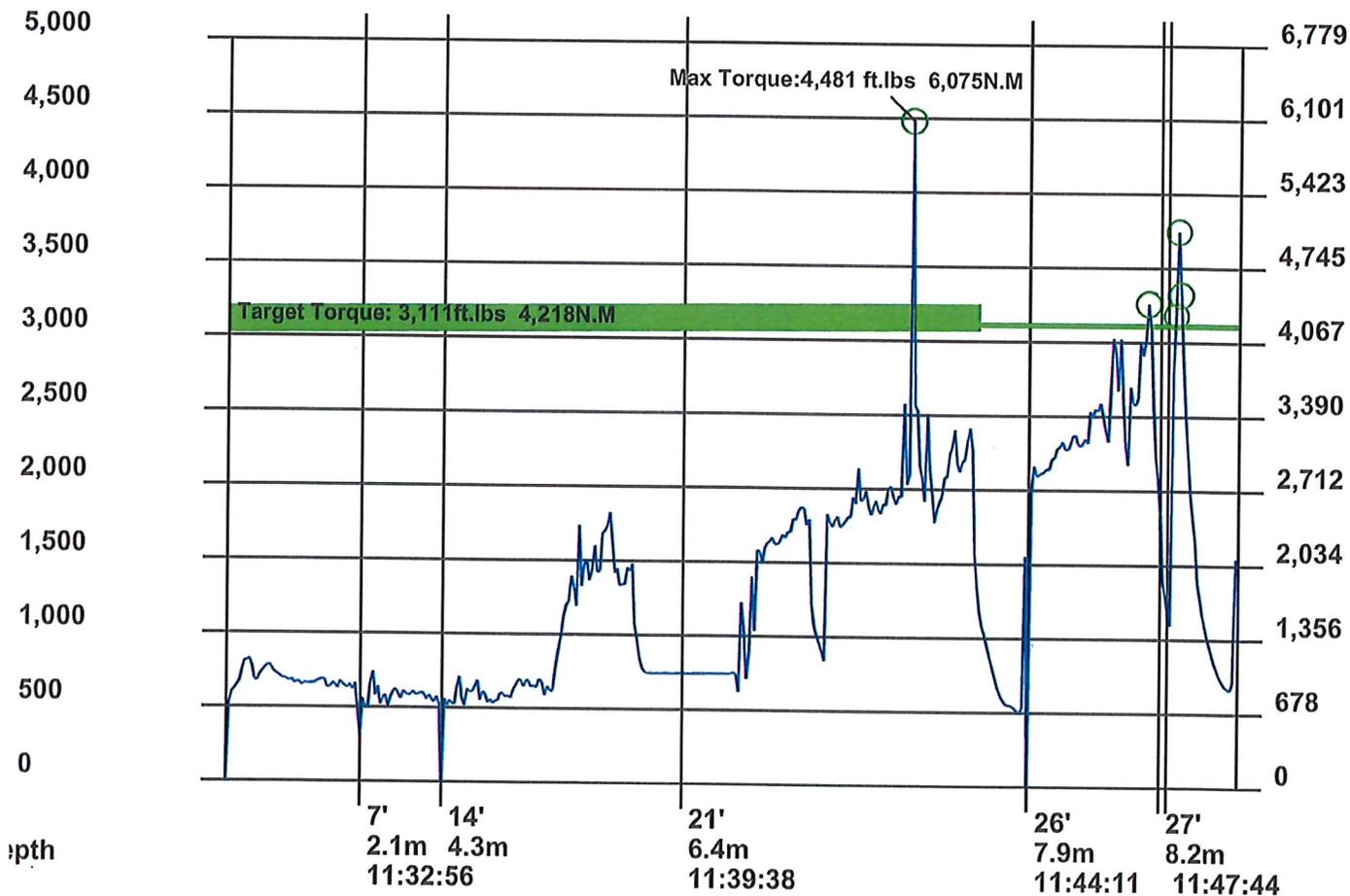
Pile Name:	1
Target Torque:	4,444 (ft-lbs) 6,025 (N.M)
Torque Achieved:	4,775 (ft-lbs) 6,474 (N.M)
Target Depth:	21 (ft) 6.4 (m)
Depth Achieved:	29 (ft) 8.8 (m)
Latitude:	0
Longitude:	0
Date:	11-Oct-2018
Note:	



KNOX COUNTY 1912

Torque Report

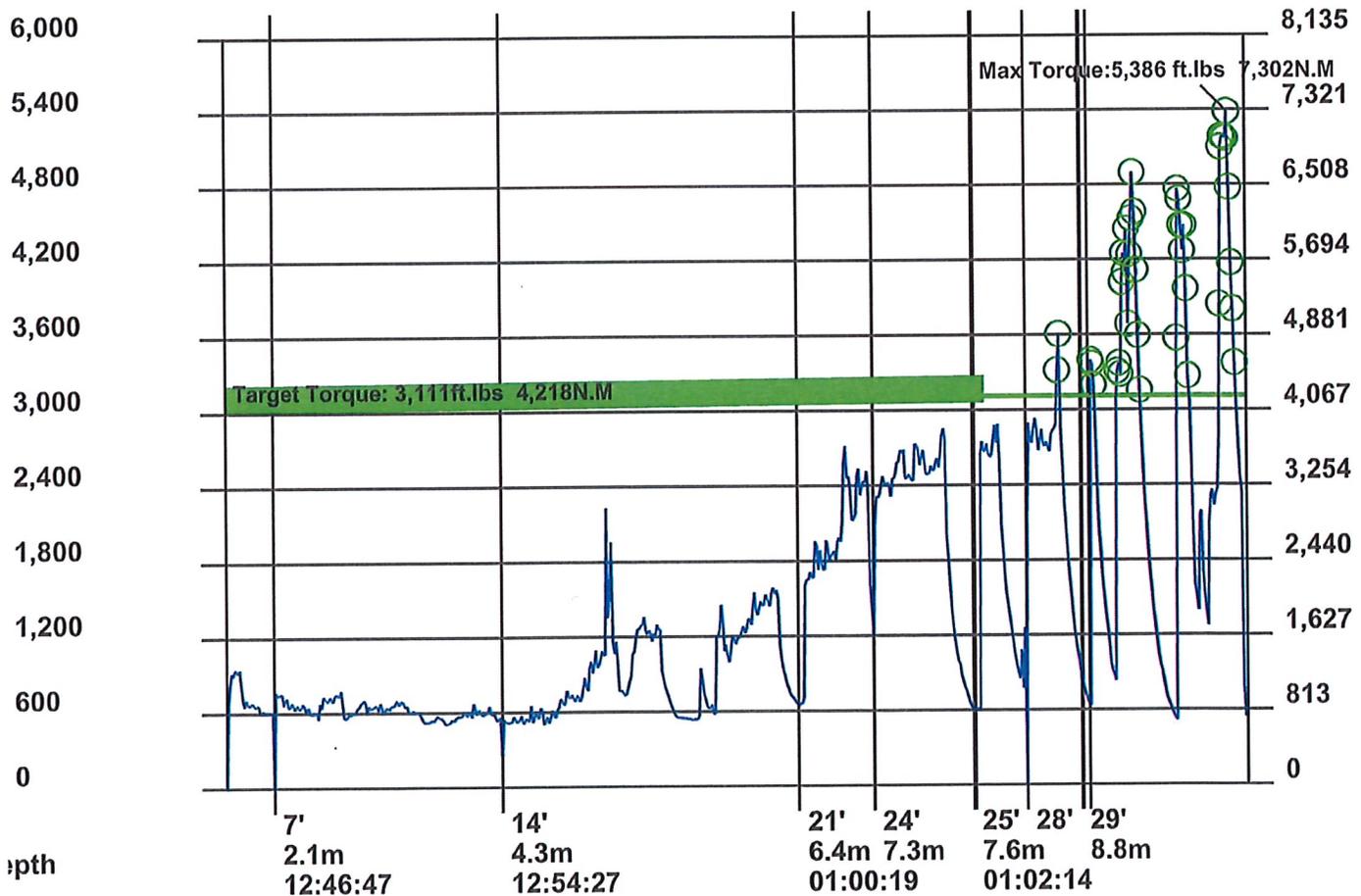
Pile Name:	15
Target Torque:	3,111 (ft-lbs) 4,218 (N.M)
Torque Achieved:	4,481 (ft-lbs) 6,075 (N.M)
Target Depth:	21 (ft) 6.4 (m)
Depth Achieved:	28 (ft) 8.5 (m)
Latitude:	0
Longitude:	0
Date:	11-Oct-2018
Note:	



KNOX COUNTY 1912

Torque Report

Pile Name:	13
Target Torque:	3,111 (ft-lbs) 4,218 (N.M)
Torque Achieved:	5,386 (ft-lbs) 7,302 (N.M)
Target Depth:	21 (ft) 6.4 (m)
Depth Achieved:	30 (ft) 9.2 (m)
Latitude:	0
Longitude:	0
Date:	11-Oct-2018
Note:	



KCHA - DUPLEX SETTLEMENT

INTERIOR PIER LOG

PIER #	Depth	ft-lbs	Depth	ft-lbs
17	10'	600	21'	1550
18	10'	600	21'	1700
19	10'	700	21'	1500
20	10'	600	21'	1500

CONSTRUCTION OBSERVATION REPORT

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



PROJECT: DUPLEX SETTLEMENT REMEDIATION
1566-1568 McKnight
Knox County Housing Authority
Galesburg, Illinois

REPORT NO. 1

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

Date: 10/1/18 Time: 10:30 a.m. Weather: Cloudy Temp. Range: 60°

Present At Site: Laborers and Operators.

WORK IN PROGRESS

Installation of Pile No. 7 (see attached).

OBSERVATIONS

Condensing units have been removed. Concrete patios have been removed, and Pile Nos. 12, 14, 16, 2, 4, 6, 7, 8, 9 and 10 are installed. Pile No. 7 was installed while the Architect was on site to a depth of 23', at which time the torque read 2,800 ft./lbs. See the attached sketch for the location and installed length of each installed pile.

During excavation, a telephone line and cable line were cut and will require repair.

PROGRESS MEETING

A progress meeting was held at 11:00 a.m. with Cheryl Lefler (Knox County Housing Authority), Ciaron Graham, Travis McGirry and Dave Marshall (Hein Construction), and Mark Leblang (Alliance Architecture) present. The following items were discussed:

1. The purpose of the meeting was to discuss the installed length of the piles and the fact that they extend well beyond the very stiff clay layer at 24' below grade. CG explained that the individual piles have a required capacity of slightly over two times the calculated loading and that this capacity is multiplied by two and divided by nine to determine the torque in ft./lbs. required by the installation apparatus in order to determine that the pile is at the proper depth. See attached photos and calculation example on the previously referenced attached exhibit.

ML pointed out in the Specifications that the "Contractor shall not be entitled to additional compensation due to reasonable variations in the depth of the very stiff clay soils." Additionally, ML asked about the selection of the helical pile which was done by Hein Construction's supplier. How was this helical pile selected from all those available? Could a different selection have an effect on the length? CG indicated that he would inquiry both questions and get back with ML.

Note: The request for additional compensation due to the additional length of pile was reviewed with Derek Antoine, Executive Director of the Housing Authority, after the progress meeting. While in concept it is understood that there will be a variation in the ground from that found in the soil borings and that the Contractor should be compensated for piles that are deeper than that which can be *reasonably* expected. DA asked that the "reasonable variation" be more defined and that the selection of the helical pile be reviewed by the Architect. However, in order to keep things moving, it is understood that the Contractor can proceed with ordering additional material.

PROGRESS MEETING (Cont.)

2. A progress payment was provided by CG. ML indicated that the Contract Documents indicate that a single payment upon completion would be made. CL indicated that, if the work is not complete by the middle of October, a progress payment can be forwarded and she would be willing to pay it since the project won't be completed by the end of this month. In this way, it could be placed on the agenda for the board meeting.

REPORTED BY:



Mark W. Leblang



1. Helical Pile No. 9 installed.



2. Helical Pile No. 7 ready to begin.



3. Installing helical pile.



4. Torque on helical pile (441 ft./lbs.)



5. Next length of pile installed.

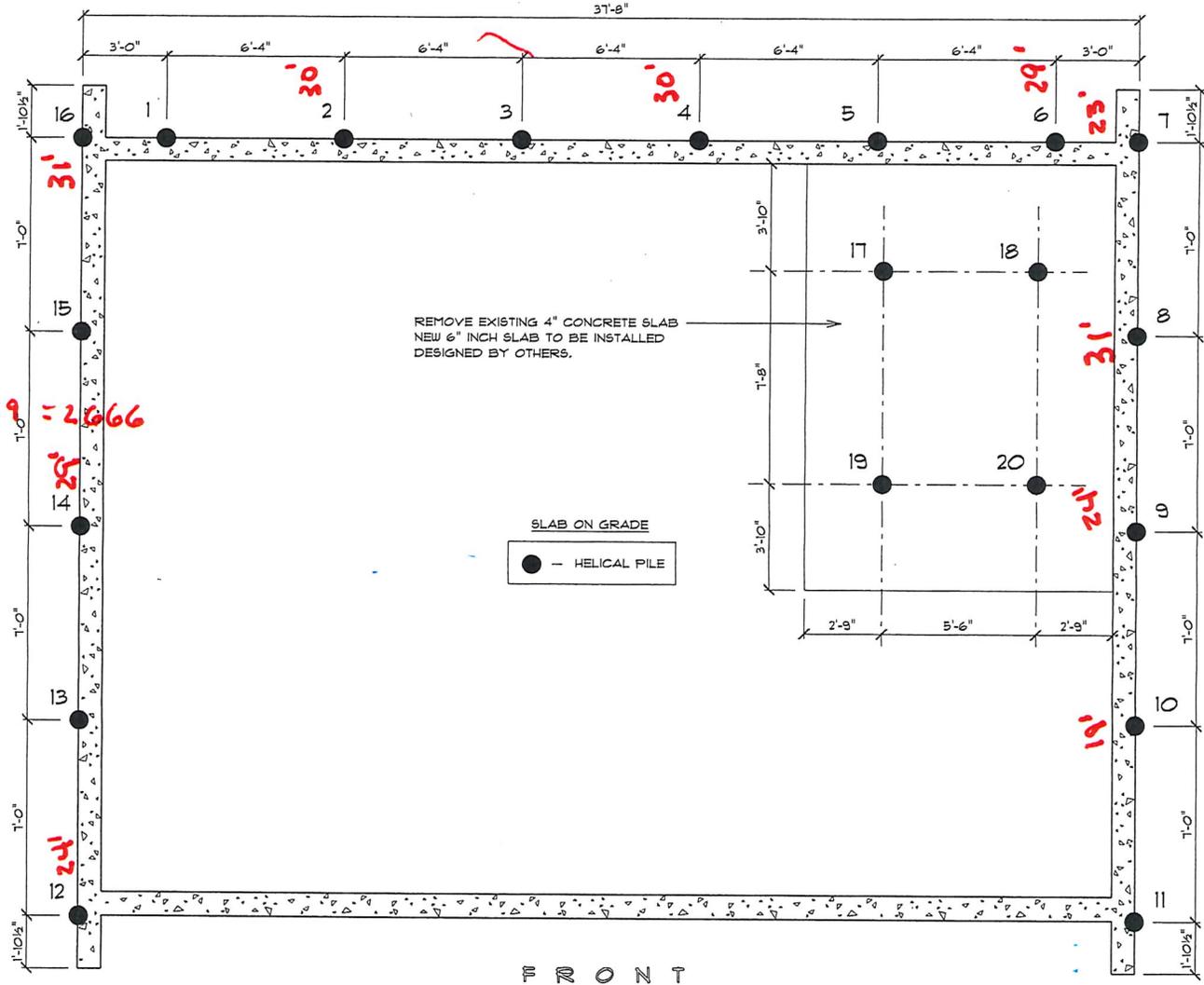


6. Setting saddle under footing with hydraulic jack.



7. Condensing units, patios and living room floor removed.

HELICAL PILE SCHEDULE		
PILE NUMBER	DESIGN LOAD (KIPS)	ULTIMATE LOAD (KIPS)
1	20.0	40.0
2	20.0	40.0
3	20.0	40.0
4	20.0	40.0
5	20.0	40.0
6	20.0	40.0
7	12.0	24.0
8	14.0	28.0
9	14.0	28.0
10	14.0	28.0
11	12.0	24.0
12	12.0	24.0
13	14.0	28.0
14	14.0	28.0
15	14.0	28.0
16	12.0	24.0
17	6.0	12.0
18	6.0	12.0
19	6.0	12.0
20	6.0	12.0



FOUNDATION PLAN

SCALE: 1/4" = 1' - 0"

THESE DRAWINGS ARE FOR FILE LOADS ONLY.
PILE LAYOUT AND DESIGN BY OTHERS



JOSEPH A. MEYER
STRUCTURAL & PROFESSIONAL ENGINEER
135 PARK AVE. BARRINGTON ILLINOIS 60010 847-382-0200

FOUNDATION UNDERPINNING FOR:
HEIN CONSTRUCTION CO., INC.
1566-1568 MCKNIGHT ST. CALESBURG ILLINOIS 61401

DATE
JULY 20, 2018

REVISION

JOB #

SHEET #
1

CONSTRUCTION OBSERVATION REPORT

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



PROJECT: DUPLEX SETTLEMENT REMEDIATION
1566-1568 McKnight
Knox County Housing Authority
Galesburg, Illinois

REPORT NO. 2

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

Date: 10/31/18

Time: 3:30 p.m.

Weather: Sunny

Temp. Range: 55°

Present At Site: Carpenter.

WORK IN PROGRESS

Flashing and siding repair at exterior windows.

OBSERVATIONS

Rough grading around building has been completed. A section of concrete swale damaged during construction has been replaced. Exterior siding at end windows has been removed to facilitate sealing of end gaps. Interior concrete slab repair has been completed. Flooring has yet to be installed. Several sections of interior wall repair remain to be completed.

PROGRESS MEETING

A progress meeting was held on site with Cheryl Lefler (Knox County Housing Authority), Dave Marshall and Tony Fuller (Hein Construction), and Mark Burrell (Alliance Architecture) present. The following items were discussed:

1. Owner will paint entire unit. Contractor will provide a credit to the Owner for painting living room.
2. Owner will replace VCT flooring throughout unit. Contractor will provide a credit to the Owner for VCT flooring at the living room.
3. At exterior left edge of window bank, Contractor will fashion painted metal enclosure to cover substrate materials exposed by shifting of the building. Right edge will be repaired as specified.
4. Condenser units will be reinstalled during the week of 11/5-9.
5. Contractor expects to be complete by 11/16/18.

REPORTED BY:


Mark W. Leblang



1. Section of concrete swale replaced.



2. Rough grading completed at rear of building.



3. Wall repair remaining to be completed.



4. Wall repair remaining to be completed.



5. Exterior siding removed to facilitate repairs.

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 12/26/2018

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 01/02/2019

SUBJECT: AMP Electrical and Mechanical Proposal—Moon Towers

Executive Summary

Moon Towers was constructed in 1970 and consists of 177 units in two buildings. The buildings are well-maintained; however, it is anticipated that from time to time items will arise that need to be addressed in the aging buildings.

In November 2018, Moon Towers experienced an event with no domestic hot water in the building. It was determined that the duplex water softener was plugged and not operating as intended thereby preventing hot water from circulating in the building. The bypass valve was quite difficult to operate, but AMP Electrical and Mechanical Services was successful in engaging the bypass after much effort. At this time, the duplex water softener has been bypassed until it can be replaced.

The current duplex water softeners are approximately 10-15 years old. The life expectancy for the unit is based on usage, so it is anticipated that the agency should get 10-15 years out of the new unit as well.

AMP Electrical and Mechanical Services was selected as the procured contractor for Plumbing and HVAC Services at the March 2018 Board meeting.

The attached proposal shows the cost to furnish labor and material to install the new duplex softener.

Fiscal Impact

This project will be paid from Moon Towers Operating Fund.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve the proposal from AMP Electrical and Mechanical Services in an amount not to exceed \$12,550.00.



3075 Grand Ave., Galesburg, IL 61401
Phone: (309) 343-3532 Fax: (309) 343-3538

December 7, 2018

Knox County Housing Authority
Attn: Cheryl Lefler

Re: Moon Towers
New Duplex Softener

PROPOSAL

We offer our proposal to furnish the labor and material to install new duplex softener.

SCOPE OF WORK

- Demo existing softener system and piping to accommodate the new piping.
- Furnish and install (1) duplex Marlo system
- Supply new shut-off valves and bypass
- Start-up the system

Base Bid.....\$12,550.00

CLARIFICATIONS

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

Thank you for the opportunity to quote your project. Please call with any questions.

Sincerely,
Jeff Gardner
Project Manager/Officer
AMP Mechanical

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 12/26/2018

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 01/02/2019

SUBJECT: AMP Electrical and Mechanical Proposal—Blue Bell Tower

Executive Summary

Moon Towers was constructed in 1983 and consists of 51 units. The building is well-maintained; however, it is anticipated that from time to time items will arise that need to be addressed in the aging buildings.

Periodically over the last two years, Blue Bell Tower has experienced sewer back up issues in the first floor community room. Despite regular routing of the main sewer line, this continues to be an ongoing issue. It has been suggested that there is a belly in the pipe that is causing the problem. The belly could be a result of a section of pipe that has dropped over time and has broken. To resolve this issue, AMP Electrical and Mechanical Services has proposed to demo existing concrete and bad piping which is approximately 40' in length and then to replace piping adjusting it to the proper elevation and replacing the concrete.

AMP Electrical and Mechanical Services was selected as the procured contractor for Plumbing and HVAC Services at the March 2018 Board meeting.

The attached proposal shows the cost to furnish labor and material related to the aforementioned project.

Fiscal Impact

This project will be paid from Blue Bell Tower Operating Fund.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve the proposal from AMP Electrical and Mechanical Services in an amount not to exceed \$15,350.00.



3075 Grand Ave., Galesburg, IL 61401
Phone: (309) 343-3532 Fax: (309) 343-3538

December 18, 2018

Knox County Housing Authority
Attn: Cheryl Lefler

Re: Bluebell Tower

PROPOSAL

We offer our proposal to furnish the labor and material to complete the items below

SCOPE OF WORK

- Demo existing concrete and bad piping
- Replace piping and concrete which is approximately 40'
- The piping will be adjusted to the proper elevation.

Base Bid.....\$15,350.00

CLARIFICATIONS

1. We **do not include** allowance for the following items:
 - a. Floor tile
 - b. Floor leveling

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

Thank you for the opportunity to quote your project. Please call with any questions.

Sincerely,
Jeff Gardner
Project Manager/Officer
AMP Mechanical

EXECUTIVE DIRECTOR'S REPORT DECEMBER 2018

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



BUILDING COMMUNITY, PEOPLE, AND PARTNERSHIPS



EXECUTIVE SUMMARY

Executive Summary

REGULAR MEETING – KCHA BOARD OF COMMISSIONERS

Tuesday, January 02, 2019
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 November 2018:

Staff	Date	Training
Derek Antoine	12/12/2018	Annual Inspections/UPCS (Trainer)

POLICY/OPERATIONS

Accounting and Finance

- The Finance Department closed the financials for November 2018.
- The Finance Committee met on 12/28/2018 to review November 2018 financials. Claims, bills, and income/expense for all programs was discussed. Also discussed was the partial government shutdown, and its potential impact on the agency.
- Outstanding Debt Collection update as of December 28, 2018:
 - Knox County Housing Authority has submitted \$982,451.46 in uncollectible debt.
 - Through various collection methods, the agency has collected \$101,779.53 in offsets of the above total.
 - KCHA is recovering at a rate of approximately 10.38% of uncollectible debt reported.

EXECUTIVE SUMMARY

Human Resources

Employee of the Month for December 2018 will be selected prior to the 01/02/2019 regular Board meeting. At its discretion, the Board will be apprised of the employee selection and the merit for the award.

Facilities

No report this period.

Legislative/Advocacy Update

No report this period.

Public Relations

No report this period.

Policy

Policy revisions have been submitted to the Board for review prior to the 01/02/2019 regular meeting. Simply stated, the policies aren't changing; rather the format and presentation of the Public Housing Program Admissions and Continued Occupancy Policy (ACOP) and the Housing Choice Voucher Program Administrative Plan have been modified.

Strategic Planning

No report this period.

PUBLIC HOUSING PROGRAM

Public Housing Program

Moon Towers

Dashboard for Moon Towers for November 2018:

- Operating Statement (current period):

Column1		Period		Year	
Income	\$	61,084.91	\$	448,736.03	
Expense	\$	59,606.75	\$	441,055.09	
Profit/(Loss)	\$	1,478.16	\$	7,680.94	

- Average rent collected for Moon Towers is \$195.40 per unit per month.
- 3 vacant unit days for a total vacancy loss of \$31.40 in *desired* rent, and a vacancy loss of \$1.30 in prior rent. Desired rent is the flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average unit turnaround time at Moon Towers is 6.00 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$2.22 per unit
- Average Maintenance Cost billed is \$0.36 per unit
- Tenant Accounts Receivable for Moon Towers:
 - \$9,251.05 outstanding tenant accounts
 - 2.21% to projected annual tenant revenue

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

Unit Type	# of Units	Total # Unit-Days	Exempt Unit-Days	Adj. Unit Days Avail.	Vacant Unit-Days	Adj. Vacant Unit-Days	Adj. Occ. Unit-Days	Occ. %	Vac. %
0-BR	76	2280	0	2280	0	0	2280	100.0%	0.0%
1-BR	99	2970	0	2970	3	3	2967	99.9%	0.1%
2-BR	2	60	0	60	0	0	60	100.0%	0.0%
TOTAL	177	5310	0	5310	3	3	5307	99.9%	0.1%

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

Unit Type	# of Units	Total # Unit-Mos	Exempt Unit-Mos	Adj. Unit Mos Avail.	Vacant Unit-Mos	Adj. Vacant Unit-Mos	Adj. Occ. Unit-Mos	Occ. %	Vac. %
0-BR	76	76	0	76	0	0	76	100.0%	0.0%
1-BR	99	99	0	99	1	1	98	99.0%	1.0%
2-BR	2	2	0	2	0	0	2	100.0%	0.0%
TOTAL	177	177	0	177	1	1	176	99.4%	0.6%

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

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

Moon Towers Waiting List		
Month	Applicants	Total
FYE 03/31/2018	-	112
April 2018	16	129
May 2018	11	74
June 2018	15	84
July 2018	21	100
August 2018	10	111
September 2018	17	118
October 2018	12	126
November 2018	10	119
December 2018		
January 2019		
February 2019		
March 2019		
Totals/Avg. List	112	107.63

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

PHAS Dashboard	Moon Towers	Total Points Possible
Physical Assessment Subsystem (PASS)	38.95	40.0
Management Assessment Subsystem (MASS)	23.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	96.95	100.0

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

PUBLIC HOUSING PROGRAM

Scattered Family Sites

Woodland Bend, Whispering Hollow, Cedar Creek Place

Dashboard for Family Sites for November 2018:

- Operating Statement (current period):

Column1	Period	Year
Income	\$ 77,581.14	\$ 526,317.17
Expense	\$ 69,188.68	\$ 510,243.77
Profit/(Loss)	\$ 8,392.46	\$ 16,073.40

- Average rent collected for the Family Sites is \$96.49 per unit per month.
- 142 vacant unit days for a total vacancy loss of \$3,336.10 in *desired* rent, and a vacancy loss of \$1,929.29 in prior rent. Desired rent is the flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average unit turnaround time at the Family Sites is 17.17 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$62.55 per unit
- Average Maintenance Cost billed is \$9.18 per unit
- Tenant Accounts Receivable for the Family Sites:
 - \$33,061.00 outstanding tenant accounts
 - 14.92% to projected annual tenant revenue

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

Unit Type	# of Units	Total # Unit-Days	Exempt Unit-Days	Adj. Unit Days Avail.	Vacant Unit-Days	Adj. Vacant Unit-Days	Adj. Occ. Unit-Days	Occ. %	Vac. %
2-BR	80	2400	0	2400	21	21	2379	99.1%	0.9%
3-BR	80	2400	60	2340	73	13	2327	99.4%	0.6%
4-BR	22	660	0	660	0	0	660	100.0%	0.0%
5-BR	8	240	48	192	48	0	192	100.0%	0.0%
TOTAL	190	5700	108	5592	142	34	5558	99.4%	0.6%

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

Unit Type	# of Units	Total # Unit-Mos	Exempt Unit-Mos	Adj. Unit Mos Avail.	Vacant Unit-Mos	Adj. Vacant Unit-Mos	Adj. Occ. Unit-Mos	Occ. %	Vac. %
2-BR	80	80	0	80	0	0	80	100.0%	0.0%
3-BR	80	80	2	78	2	0	78	100.0%	0.0%
4-BR	22	22	0	22	0	0	22	100.0%	0.0%
5-BR	8	8	2	6	2	0	6	100.0%	0.0%
TOTAL	190	190	4	186	4	0	186	100.0%	0.0%

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

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

Family Sites Waiting List		
Month	Applicants	Total
FYE 03/31/2018	-	145
April 2018	15	160
May 2018	15	170
June 2018	12	167
July 2018	18	168
August 2018	17	176
September 2018	12	182
October 2018	14	170
November 2018	25	173
December 2018		
January 2019		
February 2019		
March 2019		
Totals/Avg. List	128	170.43

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

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

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

PUBLIC HOUSING PROGRAM

Blue Bell Tower

Dashboard for Blue Bell Tower for November 2018:

- Operating Statement (current period):

Column1		Period	Year
Income	\$	22,156.45	\$ 169,870.99
Expense	\$	23,052.59	\$ 187,608.12
Profit/(Loss)	\$	(896.14)	\$ (17,737.13)

- Average rent collected for Bluebell Tower is \$288.43 per unit per month.
- 35 vacant unit days for a total vacancy loss of \$366.33 in *desired* rent, and a vacancy loss of \$406.57 in prior rent. Desired rent is the flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average unit turnaround time at Bluebell Tower is 31.00 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$7.55 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$0.29 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Blue Bell Tower:
 - \$1,181.00 outstanding tenant accounts
 - 0.67% to projected annual tenant revenue

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

Unit Type	# of Units	Total # Unit-Days	Exempt Unit-Days	Adj. Unit Days Avail.	Vacant Unit-Days	Adj. Vacant Unit-Days	Adj. Occ. Unit-Days	Occ. %	Vac. %
1-BR	50	1500	0	1500	35	35	1465	97.7%	2.3%
2-BR	1	30	0	30	0	0	30	100.0%	0.0%
TOTAL	51	1530	0	1530	35	35	1495	97.7%	2.3%

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

Unit Type	# of Units	Total # Unit-Mos	Exempt Unit-Mos	Adj. Unit Mos Avail.	Vacant Unit-Mos	Adj. Vacant Unit-Mos	Adj. Occ. Unit-Mos	Occ. %	Vac. %
1-BR	50	50	0	50	1	1	49	98.0%	2.0%
2-BR	1	1	0	1	0	0	1	100.0%	0.0%
TOTAL	51	51	0	51	1	1	50	98.0%	2.0%

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

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

Blue Bell Tower Waiting List		
Month	Applicants	Total
FYE 03/31/2018		28
April 2018	3	26
May 2018	2	28
June 2018	3	27
July 2018	7	25
August 2018	9	26
September 2018	5	28
October 2018	4	29
November 2018	1	28
December 2018		
January 2019		
February 2019		
March 2019		
Totals/Avg. List	34	27.13

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

PHAS Dashboard	Blue Bell	Total Points Possible
Physical Assessment Subsystem (PASS)	39.92	40.0
Management Assessment Subsystem (MASS)	25.0	25.0
Financial Assessment Subsystem (FASS)	24.34	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	99.26	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 November, 2018.

Property Name	Total Units	Exempt Units	Total # Adj. Units	Units Leased	Adj. Occ. Rate	Adj. Vac. Rate
Moon Towers	177	0	177	176	99.4%	0.6%
Family Sites	190	4	186	186	100.0%	0.0%
Blue Bell Tower	51	0	51	50	99.4%	2.0%
TOTAL PH Program	418	4	414	412	99.4%	0.5%

Public Housing Assessment System (PHAS)

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

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

PHAS Dashboard	Composite Score	Total Points Possible
Physical Assessment Subsystem (PASS)	37.68	40.0
Management Assessment Subsystem (MASS)	20.52	25.0
Financial Assessment Subsystem (FASS)	25.00	25.0
Capital Fund Program Indicator	10.00	10.0
Overall Property PHAS Score	95.01	100.0

For the FYE 03/31/2019, the PH Program is trending towards a PHAS rating of 93.20 which would qualify the agency as a **High Performer**.

HOUSING CHOICE VOUCHER PROGRAM

Housing Choice Voucher Program

Application/Waiting List Activity

	Application Waiting List	Applicants Purged	Intake/Briefing
January 2018	326	0	11
February 2018	310	0	12
March 2018	317	0	16
April 2018	326	0	11
May 2018	318	0	8
June 2018	301	0	20
July 2018	306	0	15
August 2018	300	0	17
September 2018	351	0	22
October 2018	352	60	4
November 2018	313	0	0
December 2018			

Voucher Activity

	Vouchers Issued	Vouchers Leased	Vouchers Ported	End of Participation
January 2018	4	188	12	2
February 2018	4	188	13	6
March 2018	10	180	14	1
April 2018	16	179	13	3
May 2018	7	183	13	5
June 2018	12	184	13	2
July 2018	14	181	9	4
August 2018	9	184	10	1
September 2018	27	190	12	2
November 2018	18	190	10	2
November 2018	4	198	12	4
December 2018				

HOUSING CHOICE VOUCHER PROGRAM

Housing Assistance Payments (HAP) Statistics

Month	Vouchers Knox Co	Housing Assistance Payments (HAP)	Avg. Voucher Expense	Administrative Fees Earned	Admin Fees per Voucher
January 2018	176	\$ 70,460.00	\$ 400.34	\$ 8,902.10	\$ 50.58
February 2018	175	\$ 69,657.00	\$ 398.04	\$ 11,322.89	\$ 64.70
March 2018	166	\$ 70,053.00	\$ 422.01	\$ 9,502.04	\$ 57.24
April 2018	166	\$ 68,826.00	\$ 414.61	\$ 8,614.80	\$ 51.90
May 2018	170	\$ 71,625.00	\$ 421.32	\$ 8,779.24	\$ 51.64
June 2018	171	\$ 72,668.00	\$ 424.96	\$ 12,320.49	\$ 72.05
July 2018	172	\$ 70,225.00	\$ 408.28	\$ 9,256.34	\$ 53.82
August 2018	174	\$ 74,364.00	\$ 427.38	\$ 8,962.82	\$ 51.51
September 2018	178	\$ 74,769.00	\$ 420.05	\$ 9,035.74	\$ 50.76
October 2018	180	\$ 73,095.00	\$ 406.08	\$ 10,121.80	\$ 56.23
November 2018	186	\$ 65,968.00	\$ 354.67	\$ 10,160.92	\$ 54.63
December 2018		\$ -	\$ -	\$ -	
CYE 12/31/2018	1914	\$ 781,710.00	\$ 408.42	\$ 106,979.18	\$ 55.89

Voucher Portability Impact

Month	Vouchers Ported	Ported \$\$	Avg. Port Expense	Housing Assistance Payments (HAP)	Percent of HAP
January 2018	12	\$ 10,733.00	\$ 894.42	\$ 70,460.00	15.23%
February 2018	13	\$ 10,547.00	\$ 811.31	\$ 69,657.00	15.14%
March 2018	14	\$ 11,207.00	\$ 800.50	\$ 70,053.00	16.00%
April 2018	13	\$ 11,043.00	\$ 849.46	\$ 68,826.00	16.04%
May 2018	13	\$ 12,191.00	\$ 937.77	\$ 71,625.00	17.02%
June 2018	13	\$ 11,646.00	\$ 895.85	\$ 72,668.00	16.03%
July 2018	9	\$ 8,900.00	\$ 988.89	\$ 70,225.00	12.67%
August 2018	10	\$ 11,701.00	\$ 1,170.10	\$ 74,364.00	15.73%
September 2018	12	\$ 12,085.00	\$ 1,007.08	\$ 74,769.00	16.16%
October 2018	10	\$ 10,820.00	\$ 1,082.00	\$ 73,095.00	14.80%
November 2018	12	\$ 14,325.00	\$ 1,193.75	\$ 80,293.00	17.84%
December 2018		\$ -	\$ -	\$ -	
CYE 12/31/2018	131	\$ 125,198.00	\$ 955.71	\$ 796,035.00	15.73%

HOUSING CHOICE VOUCHER PROGRAM

Voucher Utilization

Month	YTD HAP Expenditure	Mo. HAP Authority	Over/Under HAP	Net-Restricted Position (NRP)	NRP+BA	Percent Utilization ²²
01/18	\$ 70,460.00	\$ 66,687.33	\$ 3,772.67	\$ 6,344.00	\$ 73,031.33	96.48%
02/18	\$ 140,117.00	\$ 133,374.66	\$ 6,742.34	\$ 9,934.00	\$ 143,308.66	97.77%
03/18	\$ 210,170.00	\$ 200,061.99	\$ 10,108.01	\$ 13,447.00	\$ 213,508.99	98.44%
04/18	\$ 278,996.00	\$ 266,749.32	\$ 12,246.68	\$ 16,478.00	\$ 283,227.32	98.51%
05/18	\$ 350,621.00	\$ 333,436.65	\$ 17,184.35	\$ 16,697.00	\$ 350,133.65	100.14%
06/18	\$ 423,289.00	\$ 400,123.98	\$ 23,165.02	\$ 43,417.00	\$ 443,540.98	95.43%
07/18	\$ 493,859.00	\$ 466,811.31	\$ 27,047.69	\$ 45,077.00	\$ 511,888.31	96.48%
08/18	\$ 568,223.00	\$ 533,498.64	\$ 34,724.36	\$ 41,160.00	\$ 574,658.64	98.88%
09/18	\$ 642,992.00	\$ 600,185.97	\$ 42,806.03	\$ 36,986.00	\$ 637,171.97	100.91%
10/18	\$ 716,087.00	\$ 666,873.30	\$ 49,213.70	\$ 35,499.08	\$ 702,372.38	101.95%
11/18	\$ 796,380.00	\$ 733,560.63	\$ 62,819.37	\$ 18,071.08	\$ 751,631.71	105.95%
12/18	\$ -	\$ 800,247.96	\$ -	\$ -	\$ 800,247.96	0.00%

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

AFFORDABLE HOUSING PRESERVATION (A.H.P.)

Affordable Housing Preservation (A.H.P.)

Prairieland Townhouse Apartments

Key Financial Data for Prairieland Townhouse Apartments for November 2018:

- Average rent collected for Prairieland Townhouses is \$411.97 per unit per month.
- Vacancy loss - \$171.00 (14 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$8,604.00
 - \$7,191.00 in dwelling rent
 - \$1,413.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for November 2018 – \$5,659.88
- Net cash flow YTD 2019 – \$33,292.39
- Replacement Reserve Balance - \$118,718.00
- Residual Receipt Reserve Balance - \$54,504.00

Brentwood Manor

Key Financial Data for Brentwood Manor for November 2018:

- Average rent collected for Prairieland Townhouses is \$417.86 per unit per month.
- Vacancy loss - \$913.00 (63 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$14,216.00
 - \$12,538.00 in dwelling rent
 - \$1,678.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for November 2018 – \$(15,290.14)
- Net cash flow YTD 2019 – \$(46,537.75)
- Cash Reserve Position – \$136,840.15

Here is a snapshot of the occupancy at the AHP properties as of December 28, 2018:

A.H.P. Properties	Occupancy	Vacancy
Prairieland Townhouse Apartments	99.3%	0.7%
Brentwood Manor	96.3%	3.7%

BOARD MEMO

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TO: Board of Commissioners
Knox County Housing Authority

DATE: 12/28/2018

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 01/02/2019

SUBJECT: Review of Executive Session Minutes 01/2018 – 12/2018

Executive Summary

Section 5 ILCS 120/2.06(a) of the Illinois Compiled Statutes requires that “All public bodies shall keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording. Minutes shall include, but need not be limited to: (1) the date, time and place of the meeting; (2) the members of the public body recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and (3) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.”

Section 5 ILCS 120/2.06(d) goes on to require that “Each public body shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.”

Executive Session minutes were last reviewed/released during closed session at the 12/26/2017 meeting.

Fiscal Impact

None

Recommendation

None