

# board agenda



Knox County Housing Authority  
**Regular Meeting of the Board of Commissioners**  
**Moon Towers Conference Room 101**  
5/27/2014  
10:00 a.m.

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<b>Opening</b>	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve Previous Meeting Minutes	Chairperson Payton
<input type="checkbox"/> Ben Burgland	Review/Ratify March 2014 Claims	Chairperson Payton
<input type="checkbox"/> Thomas Dunker	COCC:	\$ 36,298.36
<input type="checkbox"/> Dale Parsons	Moon Towers:	\$ 86,683.82
<input type="checkbox"/> Lomac Payton	Family:	\$ 99,018.42
<input type="checkbox"/> Roger Peterson	Bluebell:	\$ 23,071.06
<input type="checkbox"/> Paul Stewart	HCV:	\$ 11,411.26
<u>Excused:</u>	Brentwood:	\$ 30,601.42
	Prairieland:	\$ 23,827.74
	Capital Fund '12:	\$ 175.00
<u>Others Present:</u>	Capital Fund '13:	\$ 8,029.41
	Ross Service Coordinator'11:	\$ 6,255.76
	Review/Ratify March 2014 Financial Reports	Chairperson Payton

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<b>Old Business</b>	None
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<b>New Business</b>	Review/Approve Resolution 2014-07 for SEMAP Certification/Submission FYE 03/31/2014	Derek Antoine
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<b>Reports</b>	Executive Director's Report	Derek Antoine
	KCHA Legal Counsel Report	Jack Ball

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# board agenda

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**Other Business**

REAC Physical Inspection Scores

Derek Antoine

Resident Commissioner Solicitation

Derek Antoine

Flat Rent Increase

Derek Antoine

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**Adjournment**

**MINUTES OF THE MONTHLY MEETING  
OF THE BOARD OF COMMISSIONERS  
OF THE KNOX COUNTY HOUSING AUTHORITY  
April 29, 2014**

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

PRESENT:                Wayne Allen  
                         Dale Parsons  
                         Lomac Payton  
                         Roger Peterson  
                         Paul Stewart

EXCUSED:               Ben Burgland  
                         Tom Dunker

Also present were Derek Antoine, Executive Director; Cheryl Lefler, Assistant Director; Lee Lofing, Finance Coordinator; Jack Ball, KCHA Attorney; Robert Lapping, Moon Towers Resident; Will Stevenson, WGIL Radio; and Allison Goodrich, Register Mail.

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

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

There were no claims or financial reports submitted as KCHA is in the midst of the year-end process.

**OLD BUSINESS**

There was no Old Business.

**NEW BUSINESS**

First, Mr. Antoine informed the Board that it was time for the Election of KCHA Board of Commissioners Board Chairperson. After brief discussion, Commissioner Allen made a motion to retain Lomac Payton as Board Chairperson; Commissioner Peterson seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Parsons - aye  
Commissioner Payton - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye

Motion Carried, 5-0.

Next, Mr. Antoine informed the Board that it was time for the Election of KCHA Board of Commissioners Vice-Chairperson. After brief discussion, Commissioner Allen made a motion to retain Roger Peterson as Board Vice-Chairperson. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Parsons - aye  
Commissioner Payton - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye

Motion Carried, 5-0.

**REPORTS**

Mr. Antoine presented the Executive Director's Report for April 2014.

This report presented a comprehensive overview of the Knox County Housing Authority including the following information: Training and Development, Media Outreach/Public Relations, Policy/Operations, Public Housing Program with property and occupancy information, Housing Choice Voucher, Affordable Housing Program and the Resident Opportunity and Self-Sufficiency Program. Mr. Antoine highlighted the record low turnover and vacancy loss at the AHP properties. Mr. Antoine also informed the Board that REAC Inspections would take place May 14 and 15 at Bluebell Tower and Moon Towers respectively.

Mr. Ball provided the Board with an update on Legal Counsel activities for KCHA including his representation on matters in court.

#### **OTHER BUSINESS**

Mr. Antoine informed the Board a notice will be posted for three weeks for Resident Commissioner Solicitation beginning May 1, 2014. Mr. Antoine referred Board members to the memo that was in the Board packet outlining the solicitation process. Commissioner Parsons is the current Resident Commissioner and his term expires in May 2014, but he would be considered for another term along with other interested residents.

Mr. Antoine informed the Board that there would be a Flat Rent Increase as required by HUD. KCHA has begun preparing for this change that will be effective June 1, 2014 and has informed residents that this will take place. The Board memo provides further reference information. A public hearing will be held at 9:00 a.m. on May 23, 2014 at Moon Towers.

Mr. Antoine passed around Statement of Economic Interest letters for Board members to sign. This is an annual requirement.

Mr. Antoine reported that the ROSS grant has received an extension until December 15, 2014.

Mr. Antoine mentioned that he was aware that the City of Galesburg was in the process of forming a housing commission. Commissioner Allen confirmed this. Mr. Antoine offered the support of KCHA as needed.

#### **ADJOURNMENT**

Commissioner Allen then made a motion to adjourn at 10:42 a.m. and go into Executive Session for the Executive Director Performance Appraisal; Commissioner Parsons seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Parsons - aye  
Commissioner Payton - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye

Motion Carried, 5-0.

Respectfully submitted,

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Secretary

**Knox County Housing Authority**  
**CLAIMS REPORT - LOW RENT**  
**March, 2014**

	Current Period	Last Year Same P	Variance	Current Year
<b>AMP001 - MOON TOWERS</b>				
Salaries	20,920.14	26,649.59	-5,729.45	254,802.29
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	14,632.08	8,947.50	5,684.58	136,719.54
Administrative Expenses	3,478.25	769.08	2,709.17	12,655.93
Teneant Services	0.00	61.47	-61.47	737.38
Utilities	33,153.35	20,362.50	12,790.85	112,988.43
Maintenance Supplies/Contracts	7,559.69	11,272.19	-3,712.50	76,080.94
Mileage	0.00	0.00	0.00	0.00
General Expenses	5,763.97	5,262.57	501.40	67,435.84
Non-Routine Expense	1,176.34	318.32	858.02	1,262.76
<b>TOTAL MOON TOWERS CLAIMS</b>	<b>86,683.82</b>	<b>73,643.22</b>	<b>13,040.60</b>	<b>662,683.11</b>
<b>AMP002 - FAMILY</b>				
Salaries	43,073.87	51,761.72	-8,687.85	520,844.58
Employee W/H Payments	-134.54	0.00	-134.54	0.00
Management Fees	15,614.49	9,592.09	6,022.40	150,993.65
Administrative Expenses	4,094.10	2,963.90	1,130.20	27,083.61
Teneant Services	-656.02	184.69	-840.71	3,592.23
Utilities	5,107.94	6,703.46	-1,595.52	24,879.46
Maintenance Supplies/Contracts	12,118.50	12,464.88	-346.38	98,201.71
Mileage	0.00	74.58	-74.58	236.19
General Expenses	19,800.08	32,041.63	-12,241.55	78,566.08
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL FAMILY CLAIMS</b>	<b>99,018.42</b>	<b>115,786.95</b>	<b>-16,768.53</b>	<b>904,397.51</b>
<b>AMP003 - BLUEBELL</b>				
Salaries	9,116.17	10,738.84	-1,622.67	108,652.46
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,281.24	2,876.38	1,404.86	42,400.21
Administrative Expenses	1,583.66	1,249.91	333.75	8,486.70
Teneant Services	184.25	0.00	184.25	305.67
Utilities	8,155.46	7,417.35	738.11	32,584.10
Maintenance Supplies/Contracts	4,573.87	606.12	3,967.75	24,207.33
Mileage	0.00	-12.80	12.80	242.28
General Expenses	1,398.26	-3,485.76	4,884.02	24,850.50
Non-Routine Expenses	-6,221.85	2,296.60	-8,518.45	5,308.27
<b>TOTAL BLUEBELL CLAIMS</b>	<b>23,071.06</b>	<b>21,686.64</b>	<b>1,384.42</b>	<b>247,037.52</b>
<b>COCC</b>				
Salaries	25,903.85	38,138.57	-12,234.72	347,363.50
Employee W/H Payments	-1,219.46	1,265.53	-2,484.99	-2,397.72
Management Fees	0.00	0.00	0.00	180.80
Administrative Expenses	8,916.59	12,240.55	-3,323.96	72,715.22
Teneant Services	0.00	0.00	0.00	0.00
Utilities	1,715.04	1,259.39	455.65	5,868.45
Maintenance Supplies/Contracts	240.46	-487.54	728.00	4,115.15
Mileage	0.00	0.00	0.00	0.00
General Expenses	741.88	7,275.36	-6,533.48	22,550.40
Non-Routine Expenses	0.00	0.00	0.00	0.00
<b>TOTAL COCC CLAIMS</b>	<b>36,298.36</b>	<b>59,691.86</b>	<b>-23,393.50</b>	<b>450,395.80</b>
<b>COMBINED - AMP1, AMP2, AMP3, &amp; COCC</b>				
Salaries	99,014.03	127,288.72	-28,274.69	1,231,662.83
Employee W/H Payments	-1,354.00	1,265.53	-2,619.53	-2,397.72
Management Fees	34,527.81	21,415.97	13,111.84	330,294.20
Administrative Expenses	18,072.60	17,223.44	849.16	120,941.46
Teneant Services	-471.77	246.16	-717.93	4,635.28
Utilities	48,131.79	35,742.70	12,389.09	176,320.44
Maintenance Supplies	24,492.52	23,855.65	636.87	202,605.13
Mileage	0.00	61.78	-61.78	478.47
General Expenses	27,704.19	41,093.80	-13,389.61	193,402.82
Non-Routine Expenses	-5,045.51	2,614.92	-7,660.43	6,571.03
<b>TOTAL LOW RENT CLAIMS</b>	<b>245,071.66</b>	<b>270,808.67</b>	<b>-25,737.01</b>	<b>2,264,513.94</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - AHP / HCV**  
*March, 2014*

	Current Period	Last Year Same Period	Variance
<b>BRENTWOOD</b>			
Salaries	8,545.44	9,972.82	-1,427.38
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,354.82	3,188.70	2,166.12
Administrative Expenses	1,873.84	942.71	931.13
Utilities	7,130.87	5,623.41	1,507.46
Maintenance Supplies/Contracts	7,696.45	-44,091.89	51,788.34
<b>TOTAL BRENTWOOD CLAIMS</b>	<b>30,601.42</b>	<b>-24,364.25</b>	<b>54,965.67</b>

<b>PRAIRIELAND</b>			
Salaries	8,545.18	9,972.62	-1,427.44
Employee W/H Payments	0.00	0.00	0.00
Management Fees	4,751.46	2,924.65	1,826.81
Administrative Expenses	905.28	2,022.21	-1,116.93
Utilities	5,634.95	1,162.79	4,472.16
Maintenance Supplies/Contracts	3,990.87	4,401.83	-410.96
<b>TOTAL PRAIRIELAND CLAIMS</b>	<b>23,827.74</b>	<b>20,484.10</b>	<b>3,343.64</b>

<b>AHP - BRENTWOOD &amp; PRAIRIELAND</b>			
Salaries	17,090.62	19,945.44	-2,854.82
Employee W/H Payments	0.00	0.00	0.00
Management Fees	10,106.28	6,113.35	3,992.93
Administrative Expenses	2,779.12	2,964.92	-185.80
Utilities	12,765.82	6,786.20	5,979.62
Maintenance Supplies	11,687.32	-39,690.06	51,377.38
<b>TOTAL AHP CLAIMS</b>	<b>54,429.16</b>	<b>-3,880.15</b>	<b>58,309.31</b>

<b>HOUSING CHOICE VOUCHER - HCV</b>			
Salaries	5,341.08	6,651.54	-1,310.46
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,978.00	4,471.50	-493.50
Administrative Expenses	2,092.18	1,272.09	820.09
<b>TOTAL HCV CLAIMS</b>	<b>11,411.26</b>	<b>12,395.13</b>	<b>-983.87</b>

**Knox County Housing Authority**  
**CLAIMS REPORT - GRANT PROGRAMS**  
*March, 2014*

	Current Period	Last Year Same	Variance	Cumulative
<b>CFG 2014 - \$??? ???</b>				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00	0.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	0.00
Dwelling Equipment	0.00	0.00	0.00	0.00
Non Dwelling Equipment	0.00	0.00	0.00	0.00
<b>TOTAL CFG 2014 CLAIMS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CFG 2013 - \$584 976</b>				
Admin. / Operations	0.00	0.00	0.00	98,498.00
Fees & Costs	0.00	0.00	0.00	2,046.50
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	3,306.26	0.00	3,306.26	415,297.85
Dwelling Equipment	4,078.23	0.00	4,078.23	5,588.23
Non-Dwelling Equipment	644.92	0.00	644.92	1,329.85
<b>TOTAL CFG 2013 CLAIMS</b>	<b>8,029.41</b>	<b>0.00</b>	<b>8,029.41</b>	<b>522,760.43</b>
<b>CFG 2012 - \$668 600</b>				
Admin. / Operations	0.00	0.00	0.00	133,460.00
Fees & Costs	0.00	41,203.71	-41,203.71	87,231.00
Site Improvement	-301.91	0.00	-301.91	20,743.44
Dwelling Structure	476.91	19,686.60	-19,209.69	319,532.27
Dwelling Equipment	0.00	4,814.00	-4,814.00	97,528.28
Non-Dwelling Equipment	0.00	0.00	0.00	10,105.01
<b>TOTAL CFG 2012 CLAIMS</b>	<b>175.00</b>	<b>65,704.31</b>	<b>-65,529.31</b>	<b>668,600.00</b>
<b>TOTAL CFG GRANT(S) CLAIMS</b>	<b>8,204.41</b>	<b>65,704.31</b>	<b>-57,499.90</b>	<b>1,191,360.43</b>
<b>ROSS SC GRANT - \$240 000</b>				
Salaries	6,041.77	6,120.39	-78.62	158,300.30
Administrative	213.99	92.74	121.25	22,696.39
<b>TOTAL ROSS SC CLAIMS</b>	<b>6,255.76</b>	<b>6,213.13</b>	<b>42.63</b>	<b>180,996.69</b>

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**Knox County Housing Authority**  
**CLAIMS REPORT TOTALS**  
**March, 2014**

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	Current Period	Last Year Same P	Variance	Current Year
<b>TOTALS</b>				
<u>LOW RENT</u>				
AMP001 - MOON TOWERS	86,683.82	73,643.22	13,040.60	662,683.11
AMP002 - FAMILY	99,018.42	115,786.95	-16,768.53	904,397.51
AMP003 - BLUEBELL	23,071.06	21,686.64	1,384.42	247,037.52
COCC	36,298.36	59,691.86	-23,393.50	450,395.80
<b>TOTAL LOW RENT</b>	<b>245,071.66</b>	<b>270,808.67</b>	<b>-25,737.01</b>	<b>2,264,513.94</b>
<u>A.H.P.</u>				
BRENTWOOD	30,601.42	-24,364.25	54,965.67	236,804.78
PRAIRIELAND	23,827.74	20,484.10	3,343.64	207,716.20
<b>TOTAL A.H.P.</b>	<b>54,429.16</b>	<b>-3,880.15</b>	<b>58,309.31</b>	<b>444,520.98</b>
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	11,411.26	12,395.13	-983.87	132,128.76
<b>TOTAL HCV</b>	<b>11,411.26</b>	<b>12,395.13</b>	<b>-983.87</b>	<b>132,128.76</b>
<u>GRANTS</u>				
CAPITAL FUND GRANT '14	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '13	8,029.41	0.00	8,029.41	522,760.43
CAPITAL FUND GRANT '12	175.00	65,704.31	-65,529.31	294,061.57
ROSS SC GRANT '11	6,255.76	6,213.13	42.63	75,454.46
<b>TOTAL GRANTS</b>	<b>14,460.17</b>	<b>71,917.44</b>	<b>-57,457.27</b>	<b>892,276.46</b>
<b>TOTAL CLAIMS FOR MONTH</b>	<b>325,372.25</b>	<b>351,241.09</b>	<b>-25,868.84</b>	<b>3,733,440.14</b>

**Knox County Housing Authority**  
**BOARD - COCC CASH FLOW STATEMENT**  
**March 31, 2014**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>COCC - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	48,505.99	35,050.00	532,902.55	420,600.00	112,302.55	420,600.00
<b>TOTAL OPERATING INCOME</b>	<u>48,505.99</u>	<u>35,050.00</u>	<u>532,902.55</u>	<u>420,600.00</u>	<u>112,302.55</u>	<u>420,600.00</u>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	34,820.44	36,937.50	420,259.52	443,250.00	-22,990.48	443,250.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	1,715.04	439.51	5,868.45	5,275.00	593.45	5,275.00
Total Maintenance Expenses	240.46	339.84	4,115.15	4,075.00	40.15	4,075.00
General Expense	741.88	2,160.49	22,550.40	25,925.00	-3,374.60	25,925.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<u>37,517.82</u>	<u>39,877.34</u>	<u>452,793.52</u>	<u>478,525.00</u>	<u>-25,731.48</u>	<u>478,525.00</u>
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	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
<b>TOTAL OPERATING EXPENSES</b>	<u>37,517.82</u>	<u>39,877.34</u>	<u>452,793.52</u>	<u>478,525.00</u>	<u>-25,731.48</u>	<u>478,525.00</u>
<b>NET REVENUE/-EXPENSE PROFIT/-LOSS</b>	<u>10,988.17</u>	<u>-4,827.34</u>	<u>80,109.03</u>	<u>-57,925.00</u>	<u>138,034.03</u>	<u>-57,925.00</u>
Total Depreciation Expense	407.81	500.00	5,007.81	6,000.00	-992.19	6,000.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<u>10,580.36</u>	<u>-5,327.34</u>	<u>75,101.22</u>	<u>-63,925.00</u>	<u>139,026.22</u>	<u>-63,925.00</u>

**Knox County Housing Authority**  
**BOARD - AMP001 CASH FLOW STATEMENT**  
**March 31, 2014**

<b>MOON TOWERS - OPERATING STATEMENT</b>	<b>Current Period</b>	<b>Period Budget</b>	<b>Current Year</b>	<b>YearTo Date Budg</b>	<b>Variance</b>	<b>Year Budget</b>
<b>OPERATING INCOME</b>						
Total Operating Income	64,510.26	59,447.75	733,190.85	713,373.00	19,817.85	713,373.00
<b>TOTAL OPERATING INCOME</b>	<b>64,510.26</b>	<b>59,447.75</b>	<b>733,190.85</b>	<b>713,373.00</b>	<b>19,817.85</b>	<b>713,373.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	25,450.53	18,820.87	241,218.79	225,850.00	15,368.79	225,850.00
Total Tenant Services	0.00	218.37	737.38	2,620.00	-1,882.62	2,620.00
Total Utilities Expenses	33,153.35	8,180.87	112,988.43	98,170.00	14,818.43	98,170.00
Total Maintenance Expenses	21,139.63	19,233.26	239,039.91	230,800.00	8,239.91	230,800.00
General Expense	5,763.97	5,850.11	67,435.84	70,200.00	-2,764.16	70,200.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>85,507.48</b>	<b>52,303.48</b>	<b>661,420.35</b>	<b>627,640.00</b>	<b>33,780.35</b>	<b>627,640.00</b>
Total Non-Routine Expense	1,176.34	70.87	1,262.76	850.00	412.76	850.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	-9,555.75	0.00	-9,555.75	0.00	-9,555.75	0.00
Total Prov. for Operating Reserve	0.00	1,750.00	0.00	21,000.00	-21,000.00	21,000.00
Total Capital Expenditures	-0.33	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
<b>TOTAL OPERATING EXPENSES</b>	<b>77,127.74</b>	<b>54,124.35</b>	<b>653,127.36</b>	<b>649,490.00</b>	<b>3,637.36</b>	<b>649,490.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>-12,617.48</b>	<b>5,323.40</b>	<b>80,063.49</b>	<b>63,883.00</b>	<b>16,180.49</b>	<b>63,883.00</b>
Total Depreciation Expense	58,210.24	34,170.00	454,485.24	410,040.00	44,445.24	410,040.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-70,827.72</b>	<b>-28,846.60</b>	<b>-374,421.75</b>	<b>-346,157.00</b>	<b>-28,264.75</b>	<b>-346,157.00</b>

**Knox County Housing Authority**  
**BOARD - AMP002 CASH FLOW STATEMENT**  
**March 31, 2014**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>FAMILY - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	87,790.24	74,868.26	896,968.38	898,420.00	-1,451.62	898,420.00
<b>TOTAL OPERATING INCOME</b>	<b>87,790.24</b>	<b>74,868.26</b>	<b>896,968.38</b>	<b>898,420.00</b>	<b>-1,451.62</b>	<b>898,420.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	28,106.69	23,829.13	278,141.60	285,950.00	-7,808.40	285,950.00
Total Tenant Services	4,304.16	7,792.99	70,437.09	93,515.00	-23,077.91	93,515.00
Total Utilities Expenses	5,107.94	1,929.13	24,879.46	23,150.00	1,729.46	23,150.00
Total Maintenance Expenses	41,834.09	35,891.74	452,373.28	430,700.00	21,673.28	430,700.00
General Expense	19,800.08	4,987.39	78,566.08	59,850.00	18,716.08	59,850.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>99,152.96</b>	<b>74,430.38</b>	<b>904,397.51</b>	<b>893,165.00</b>	<b>11,232.51</b>	<b>893,165.00</b>
Total Non-Routine Expense	0.00	208.37	0.00	2,500.00	-2,500.00	2,500.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	-9,150.57	0.00	-9,150.57	0.00	-9,150.57	0.00
Total Prov. for Operating Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>90,002.39</b>	<b>74,638.75</b>	<b>895,246.94</b>	<b>895,665.00</b>	<b>-418.06</b>	<b>895,665.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>-2,212.15</b>	<b>229.51</b>	<b>1,721.44</b>	<b>2,755.00</b>	<b>-1,033.56</b>	<b>2,755.00</b>
Total Depreciation Expense	72,668.45	38,958.37	465,518.45	467,500.00	-1,981.55	467,500.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-74,880.60</b>	<b>-38,728.86</b>	<b>-463,797.01</b>	<b>-464,745.00</b>	<b>947.99</b>	<b>-464,745.00</b>

**Knox County Housing Authority**  
**BOARD - AMP003 CASH FLOW STATEMENT**  
**March 31, 2014**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>BLUEBELL - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	18,311.70	17,685.00	256,852.94	212,220.00	44,632.94	212,220.00
<b>TOTAL OPERATING INCOME</b>	<b>18,311.70</b>	<b>17,685.00</b>	<b>256,852.94</b>	<b>212,220.00</b>	<b>44,632.94</b>	<b>212,220.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	10,558.58	8,471.47	106,951.60	101,655.00	5,296.60	101,655.00
Total Tenant Services	184.25	41.63	305.67	500.00	-194.33	500.00
Total Utilities Expenses	8,155.46	2,250.00	32,584.10	27,000.00	5,584.10	27,000.00
Total Maintenance Expenses	8,996.36	6,086.63	77,037.38	73,040.00	3,997.38	73,040.00
General Expense	1,398.26	1,745.76	24,850.50	20,950.00	3,900.50	20,950.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>29,292.91</b>	<b>18,595.49</b>	<b>241,729.25</b>	<b>223,145.00</b>	<b>18,584.25</b>	<b>223,145.00</b>
Total Non-Routine Expense	-6,221.85	333.26	5,308.27	4,000.00	1,308.27	4,000.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OPERATING EXPENSES</b>	<b>23,071.06</b>	<b>18,928.75</b>	<b>247,037.52</b>	<b>227,145.00</b>	<b>19,892.52</b>	<b>227,145.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>-4,759.36</b>	<b>-1,243.75</b>	<b>9,815.42</b>	<b>-14,925.00</b>	<b>24,740.42</b>	<b>-14,925.00</b>
Total Depreciation Expense	26,191.01	0.00	147,241.01	0.00	147,241.01	0.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-30,950.37</b>	<b>-1,243.75</b>	<b>-137,425.59</b>	<b>-14,925.00</b>	<b>-122,500.59</b>	<b>-14,925.00</b>

**Knox County Housing Authority**  
**BOARD - LOW RENT CASH FLOW STATEMENT**  
**March 31, 2014**

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>OPERATING INCOME</b>						
Total Operating Income	219,118.19	187,051.01	2,419,914.72	2,244,613.00	175,301.72	2,244,613.00
<b>TOTAL OPERATING INCOME</b>	<b>219,118.19</b>	<b>187,051.01</b>	<b>2,419,914.72</b>	<b>2,244,613.00</b>	<b>175,301.72</b>	<b>2,244,613.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	98,936.24	88,058.97	1,046,571.51	1,056,705.00	-10,133.49	1,056,705.00
Total Tenant Services	4,488.41	8,052.99	71,480.14	96,635.00	-25,154.86	96,635.00
Total Utilities Expenses	48,131.79	12,799.51	176,320.44	153,595.00	22,725.44	153,595.00
Total Maintenance Expenses	72,210.54	61,551.47	772,565.72	738,615.00	33,950.72	738,615.00
General Expense	27,704.19	14,743.75	193,402.82	176,925.00	16,477.82	176,925.00
<b>TOTAL ROUTINE OPERATING EXPENSES</b>	<b>251,471.17</b>	<b>185,206.69</b>	<b>2,260,340.63</b>	<b>2,222,475.00</b>	<b>37,865.63</b>	<b>2,222,475.00</b>
Total Non-Routine Expense	-5,045.51	612.50	6,571.03	7,350.00	-778.97	7,350.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	-18,706.32	0.00	-18,706.32	0.00	-18,706.32	0.00
Total Prov. for Operating Reserve	0.00	1,750.00	0.00	21,000.00	-21,000.00	21,000.00
Total Capital Expenditures	-0.33	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
<b>TOTAL OPERATING EXPENSES</b>	<b>227,719.01</b>	<b>187,569.19</b>	<b>2,248,205.34</b>	<b>2,250,825.00</b>	<b>-2,619.66</b>	<b>2,250,825.00</b>
<b>NET REVENUE/EXPENSE PROFIT/-LOSS</b>	<b>-8,600.82</b>	<b>-518.18</b>	<b>171,709.38</b>	<b>-6,212.00</b>	<b>177,921.38</b>	<b>-6,212.00</b>
Total Depreciation Expense	157,477.51	73,628.37	1,072,252.51	883,540.00	188,712.51	883,540.00
<b>NET REVENUE W/DEPRECIATION PROFIT/-LOSS</b>	<b>-166,078.33</b>	<b>-74,146.55</b>	<b>-900,543.13</b>	<b>-889,752.00</b>	<b>-10,791.13</b>	<b>-889,752.00</b>

**Knox County Housing Authority**  
**BOARD - BRENTWOOD CASH FLOW STATEMENT**  
**March 31, 2014**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>BRENTWOOD - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Operating Income	-64,264.98	28,077.37	337,061.34	336,928.00	133.34	336,928.00
<b>TOTAL OPERATING INCOME</b>	<b>-64,264.98</b>	<b>28,077.37</b>	<b>337,061.34</b>	<b>336,928.00</b>	<b>133.34</b>	<b>336,928.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	4,990.21	4,476.33	49,607.29	53,717.50	-4,110.21	53,717.50
Total Fee Expenses	5,354.82	3,168.00	50,646.66	38,016.00	12,630.66	38,016.00
Total Utilities Expenses	7,130.87	2,033.37	26,521.37	24,400.00	2,121.37	24,400.00
Total Maintenance Expenses	13,125.52	12,311.88	110,029.46	147,743.00	-37,713.54	147,743.00
Total Taxes & Insurance Expense	1,028.33	2,458.15	27,005.27	29,500.00	-2,494.73	29,500.00
Total Financial Expenses	2,375.26	2,618.38	31,421.23	31,421.22	0.01	31,421.22
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>34,005.01</b>	<b>27,066.11</b>	<b>295,231.28</b>	<b>324,797.72</b>	<b>-29,566.44</b>	<b>324,797.72</b>
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
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>34,005.01</b>	<b>27,066.11</b>	<b>295,231.28</b>	<b>324,797.72</b>	<b>-29,566.44</b>	<b>324,797.72</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>-98,269.99</b>	<b>1,011.26</b>	<b>41,830.06</b>	<b>12,130.28</b>	<b>29,699.78</b>	<b>12,130.28</b>
Total Depreciation Expense	12,572.86	0.00	63,797.86	0.00	63,797.86	0.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-110,842.85</b>	<b>1,011.26</b>	<b>-21,967.80</b>	<b>12,130.28</b>	<b>-34,098.08</b>	<b>12,130.28</b>

**Knox County Housing Authority**  
**BOARD - PRAIRIELAND CASH FLOW STATEMENT**  
**March 31, 2014**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>PRAIRIELAND - OPERATING STATEMENT</b>						
<b>OPERATING INCOME</b>						
Total Opetating Income	25,068.07	24,594.11	293,697.20	295,128.00	-1,430.80	295,128.00
<b>TOTAL OPERATING INCOME</b>	<b>25,068.07</b>	<b>24,594.11</b>	<b>293,697.20</b>	<b>295,128.00</b>	<b>-1,430.80</b>	<b>295,128.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	4,021.59	4,436.60	46,084.59	53,242.50	-7,157.91	53,242.50
Total Fee Expenses	4,751.46	2,895.00	45,681.28	34,740.00	10,941.28	34,740.00
Total Utilities Expenses	5,634.95	2,209.89	29,085.07	26,520.00	2,565.07	26,520.00
Total Maintenance Expenses	9,419.74	14,529.72	86,865.26	174,354.00	-87,488.74	174,354.00
Total Taxes & Insurance Expense	847.43	2,120.87	23,747.67	25,450.00	-1,702.33	25,450.00
Total Financial Expenses	2,375.26	2,618.39	31,421.22	31,421.23	-0.01	31,421.23
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>27,050.43</b>	<b>28,810.47</b>	<b>262,885.09</b>	<b>345,727.73</b>	<b>-82,842.64</b>	<b>345,727.73</b>
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	1,670.75	0.00	20,049.00	-20,049.00	20,049.00
Total Capital Expenditures	0.00	1,670.75	0.00	20,049.00	-20,049.00	20,049.00
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
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>27,050.43</b>	<b>30,481.22</b>	<b>262,885.09</b>	<b>365,776.73</b>	<b>-102,891.64</b>	<b>365,776.73</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>-1,982.36</b>	<b>-5,887.11</b>	<b>30,812.11</b>	<b>-70,648.73</b>	<b>101,460.84</b>	<b>-70,648.73</b>
Total Depreciation Expense	9,080.88	0.00	68,655.88	0.00	68,655.88	0.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-11,063.24</b>	<b>-5,887.11</b>	<b>-37,843.77</b>	<b>-70,648.73</b>	<b>32,804.96</b>	<b>-70,648.73</b>

**Knox County Housing Authority**  
**BOARD - AHP CASH FLOW STATEMENT**  
**March 31, 2014**

<b>BRENTWOOD &amp; PRAIRIELAND COMBINED</b>	<b>Current Period</b>	<b>Period Budget</b>	<b>Current Year</b>	<b>YearTo Date Budg</b>	<b>Variance</b>	<b>Year Budget</b>
<b>OPERATING INCOME</b>						
Total Operating Income	-39,196.91	52,671.48	630,758.54	632,056.00	-1,297.46	632,056.00
<b>TOTAL OPERATING INCOME</b>	<b>-39,196.91</b>	<b>52,671.48</b>	<b>630,758.54</b>	<b>632,056.00</b>	<b>-1,297.46</b>	<b>632,056.00</b>
<b>OPERATING EXPENSE</b>						
Total Administration Expenses	9,011.80	8,912.93	95,691.88	106,960.00	-11,268.12	106,960.00
Total Fee Expenses	10,106.28	6,063.00	96,327.94	72,756.00	23,571.94	72,756.00
Total Utilities Expenses	12,765.82	4,243.26	55,606.44	50,920.00	4,686.44	50,920.00
Total Maintenance Expenses	22,545.26	26,841.60	196,894.72	322,097.00	-125,202.28	322,097.00
Total Taxes & Insurance Expense	1,875.76	4,579.02	50,752.94	54,950.00	-4,197.06	54,950.00
Total Financial Expenses	4,750.52	5,236.77	62,842.45	62,842.45	0.00	62,842.45
<b>TOTAL ROUTINE OPERATING EXPENSE</b>	<b>61,055.44</b>	<b>55,876.58</b>	<b>558,116.37</b>	<b>670,525.45</b>	<b>-112,409.08</b>	<b>670,525.45</b>
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	1,670.75	0.00	20,049.00	-20,049.00	20,049.00
Total Capital Expenditures	0.00	1,670.75	0.00	20,049.00	-20,049.00	20,049.00
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
<b>TOTAL ALL EXPENSES BEFORE DEPRECIATION</b>	<b>61,055.44</b>	<b>57,547.33</b>	<b>558,116.37</b>	<b>690,574.45</b>	<b>-132,458.08</b>	<b>690,574.45</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>-100,252.35</b>	<b>-4,875.85</b>	<b>72,642.17</b>	<b>-58,518.45</b>	<b>131,160.62</b>	<b>-58,518.45</b>
Total Depreciation Expense	21,653.74	0.00	132,453.74	0.00	132,453.74	0.00
<b>NET REVENUE w/Depreciation PROFIT/-LOSS</b>	<b>-121,906.09</b>	<b>-4,875.85</b>	<b>-59,811.57</b>	<b>-58,518.45</b>	<b>-1,293.12</b>	<b>-58,518.45</b>

**Knox County Housing Authority**  
**BOARD - HCV CASH FLOW STATEMENT**  
**March 31, 2014**

	Current Period	Period Budget	Current Year	YearTo Date Budg	Variance	Year Budget
<b>HCV - OPERATING STATEMENT</b>						
<b>ADMIN OPERATING INCOME</b>						
Total Admin Operating Income	8,981.81	12,162.50	110,702.82	145,950.00	-35,247.18	145,950.00
<b>TOTAL ADMIN OPERATING INCOME</b>	<b>8,981.81</b>	<b>12,162.50</b>	<b>110,702.82</b>	<b>145,950.00</b>	<b>-35,247.18</b>	<b>145,950.00</b>
<b>OPERATING EXPENSES</b>						
Total Admin Expenses	7,433.26	7,433.26	81,884.76	89,200.00	-7,315.24	89,200.00
Total Fees Expenses	3,978.00	4,425.00	50,244.00	53,100.00	-2,856.00	53,100.00
Total General Expenses	-204.21	712.50	6,810.74	8,550.00	-1,739.26	8,550.00
<b>TOTAL OPERATING EXPENSES</b>	<b>11,207.05</b>	<b>12,570.76</b>	<b>138,939.50</b>	<b>150,850.00</b>	<b>-11,910.50</b>	<b>150,850.00</b>
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
<b>TOTAL EXPENSES</b>	<b>11,207.05</b>	<b>12,570.76</b>	<b>138,939.50</b>	<b>150,850.00</b>	<b>-11,910.50</b>	<b>150,850.00</b>
<b>NET REVENUE PROFIT/-LOSS</b>	<b>-2,225.24</b>	<b>-408.26</b>	<b>-28,236.68</b>	<b>-4,900.00</b>	<b>-23,336.68</b>	<b>-4,900.00</b>
Total Depreciation Expense	224.94	0.00	224.94	0.00	224.94	0.00
<b>NET REVENUE w/Deprecitation PROFIT/-LOSS</b>	<b>-2,450.18</b>	<b>-408.26</b>	<b>-28,461.62</b>	<b>-4,900.00</b>	<b>-23,561.62</b>	<b>-4,900.00</b>
<b>HAP - OPERATING STATEMENT</b>						
<b>HAP INCOME</b>						
Total Income	79,402.00	78,541.74	941,023.50	942,500.00	-1,476.50	942,500.00
<b>TOTAL HAP INCOME</b>	<b>79,402.00</b>	<b>78,541.74</b>	<b>941,023.50</b>	<b>942,500.00</b>	<b>-1,476.50</b>	<b>942,500.00</b>
<b>HAP EXPENSES</b>						
Total HAP Expenses	76,827.00	78,750.00	945,440.65	945,000.00	440.65	945,000.00
Total General HAP Expenses	-900.65	0.00	-900.65	0.00	-900.65	0.00
<b>TOTAL HAP EXPENSES</b>	<b>75,926.35</b>	<b>78,750.00</b>	<b>944,540.00</b>	<b>945,000.00</b>	<b>-460.00</b>	<b>945,000.00</b>
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00
<b>REMAINING HAP from RESERVE +/-LOSS</b>	<b>3,475.65</b>	<b>-208.26</b>	<b>-3,516.50</b>	<b>-2,500.00</b>	<b>-1,016.50</b>	<b>-2,500.00</b>

# Knox County Housing Authority

Resolution 2014-07

May 27, 2014

Board of Commissioners

Derek Antoine, Executive Director

**RE: Section 8 Management Assessment Program (SEMAP) Certification**

## **Article I. Background**

On September 10, 1998, the U.S. Department of Housing and Urban Development (HUD) published in the Federal Register the Final Rule establishing the Section 8 Management Assessment Program (SEMAP). SEMAP is designed to assess whether the Section 8 tenant-based assistance programs operate to help eligible families afford decent rental units at the correct subsidy cost. SEMAP also establishes a system for HUD to measure PHA performance in key Section 8 program areas and to assign performance ratings. SEMAP provides procedures for HUD to identify PHA management capabilities and deficiencies in order to target monitoring and program assistance more effectively. PHAs can use the SEMAP performance analysis to assess and improve their own program operations.

This rule applies to PHA administration of the tenant-based Section 8 rental voucher and rental certificate programs (24 CFR § 982), the project-based component (PBC) of the certificate program (24 CFR § 983) to the extent that PBC family and unit data are reported and measured under the stated HUD verification method, and enrollment levels and contributions to escrow accounts for Section 8 participants under the family self-sufficiency program (FSS) (24 CFR § 984).

On August 17, 2000, HUD issued Notice PIH 2000-34 requiring the electronic submission of the SEMAP certification. SEMAP consists of 14 primary indicators with points assigned to each indicator for a total maximum of 145 points. The indicators and their respective maximum points are as follows:

1. Selection from the Waiting List
2. Reasonable Rent
3. Determination of Adjusted Income
4. Utility Allowance Schedule
5. HQS Quality Control Inspections
6. HQS Enforcement
7. Expanding Housing Opportunities
8. Payment Standards
9. Annual Reexamination
10. Correct Tenant Rent Calculations
11. Pre-Contract HQS Inspections
12. Annual HQS Inspections
13. Lease-Up
14. Family Self-Sufficiency Enrollment

A PHA must submit the HUD-required SEMAP certification form within 60 calendar days after the end of its fiscal year (24 CFR §985.101). The certification must be approved by PHA board resolution and signed by the PHA executive director. If the PHA is a unit of local government or a state, a resolution approving the certification is not required, and the certification must be executed by the Section 8 program director. Failure of an PHA to submit its SEMAP certification within 60 calendar days after the end of its fiscal year will result in an overall performance rating of troubled and the PHA will be subject to the requirements at 24 CFR § 985.107. A PHA's SEMAP certification is subject to HUD verification by an on-site confirmatory review at any time.

Upon receipt of the PHA's SEMAP certification, HUD will rate the PHA's performance under each SEMAP indicator in accordance with 24 CFR § 985.3. HUD will then prepare a SEMAP profile for each PHA which shows the rating for each indicator, sums the indicator ratings, and divides by the total possible points to arrive at a PHA's overall SEMAP score. SEMAP scores shall be rounded off to the nearest whole percent. *High performer rating* – PHAs with SEMAP scores of at least 90 percent shall be rated high performers under SEMAP. PHAs that achieve an overall performance rating of high performer may receive national recognition by the Department and may be given competitive advantage under notices of fund availability. *Standard rating* – PHAs with SEMAP scores of 60 to 89 percent shall be rated standard. *Troubled rating* – PHAs with SEMAP scores of less than 60 percent shall be rated troubled.

The SEMAP certification scores for the previous three certification periods are as follows:

2013: 100%  
2012: 85%  
2011: 73%

## **Article II. Recommendation**

The Knox County Housing Authority (KCHA) has completed the appropriate program auditing accurately and to the best of their ability from the records contained in the files of the Authority pertaining to Section 8 Management Assessment Program (SEMAP) reporting. For the second consecutive year, the agency will certify at 100.0%.

It is the recommendation of the Executive Director the Board adopt KCHA Resolution 2014-07 authorizing the certification and submission of the Section 8 Management Assessment Program (SEMAP), effective for the fiscal year ended 03/31/2014.

# Knox County Housing Authority

Resolution 2014-07

Board of Commissioners

Derek Antoine, Executive Director

## Section 8 Management Assessment Program (SEMAP) Certification

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) on September 10, 1998 issued a notice in the Federal Register establishing the Section 8 Management Assessment Program (SEMAP), as set forth in 24 CFR 985, to objectively measure public housing agency performance in key Section 8 tenant-based assistance program areas; and

**WHEREAS**, HUD on August 17, 2000 issued Notice PIH 2000-34 requiring submission of SEMAP Certification electronically; and

**WHEREAS**, the Knox County Housing Authority (KCHA) has completed the reviews to determine the KCHA scoring for the 14 indicators of SEMAP report for the fiscal year ended March 31, 2014 and the agency has achieved the maximum number of points awarded at 100.0%; and

**WHEREAS**, HUD requires that the Section 8 Management Assessment Program (SEMAP) Certification be approved by the Board of Commissioners and be signed by the Executive Director prior to the electronic submission to HUD.

**THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Knox County Housing Authority approves the Section 8 Management Assessment Program (SEMAP) Certification, and the Executive Director is hereby authorized to sign the submission for FYE 03/31/2014 to HUD in accordance with regulations posted at 24 CFR § 985.

**RESOLVED: May 27, 2014**

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Lomac Payton, Chairperson

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Roger Peterson, Vice-Chairperson

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Dale Parsons, Resident Commissioner

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Paul Stewart, Commissioner

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Wayne Allen, Commissioner

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Thomas Dunker, Commissioner

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Ben Burgland, Commissioner

# Section 8 Management Assessment Program (SEMAP) Certification

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

OMB Approval No. 2577-0215  
(exp. 9/30/2013)

Public reporting burden for this collection of information is estimated to average 12 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. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

**Instructions** Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
----------	--------------------------------	------------------------------

**Check here if the PHA expends less than \$300,000 a year in Federal awards** ☐

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

## Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

**PHA Response** Yes ☐ No ☐

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

**PHA Response** Yes ☐ No ☐

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

**PHA Response** Yes ☐ No ☐

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

**PHA Response** ☐ At least 98% of units sampled ☐ 80 to 97% of units sampled ☐ Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

**PHA Response** ☐ At least 90% of files sampled ☐ 80 to 89% of files sampled ☐ Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

**PHA Response** Yes ☐ No ☐

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

**PHA Response** Yes ☐ No ☐

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

**PHA Response** ☐ At least 98% of cases sampled ☐ Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

**Applies only to PHAs with jurisdiction in metropolitan FMR areas.**

**Check here if not applicable** ☐

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

**PHA Response** Yes ☐ No ☐

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

**PHA Response** Yes ☐ No ☐

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

**PHA Response** Yes ☐ No ☐

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

**PHA Response** Yes ☐ No ☐

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

**PHA Response** Yes ☐ No ☐

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

**PHA Response** Yes ☐ No ☐

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

**PHA Response** Yes ☐ No ☐

Enter current FMRs and payment standards (PS)

0-BR FMR _____	1-BR FMR _____	2-BR FMR _____	3-BR FMR _____	4-BR FMR _____
PS _____	PS _____	PS _____	PS _____	PS _____

**If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.**

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

**PHA Response** Yes ☐ No ☐

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

**PHA Response** Yes ☐ No ☐

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

**PHA Response** Yes ☐ No ☐

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

**PHA Response** Yes ☐ No ☐

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

**PHA Response** Yes ☐ No ☐

- 14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

**Applies only to PHAs required to administer an FSS program.**

**Check here if not applicable** ☐

**PHA Response**

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

<input type="text"/>
<input type="text"/>

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the **initial** PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

**Applies only to PHAs required to administer an FSS program .**

**Check here if not applicable** ☐

**PHA Response**

**Yes** ☐

**No** ☐

Portability: If you are the **initial** PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

**Deconcentration Bonus Indicator** (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;

**or**

- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

**PHA Response**

**Yes** ☐

**No** ☐

**If yes, attach completed deconcentration bonus indicator addendum.**

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

**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)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) \_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_\_

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

# SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) \_\_\_\_\_

PHA Name \_\_\_\_\_

Principal Operating Area of PHA \_\_\_\_\_  
(The geographic entity for which the Census tabulates data)

**Special Instructions for State or regional PHAs** Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area \_\_\_\_\_

## Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) \_\_\_\_\_ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- \_\_\_\_\_ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- \_\_\_\_\_ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).

Is line c 50% or more? Yes ☐ No ☐

- 2) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- \_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- \_\_\_\_\_ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- \_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes ☐ No ☐

- 3) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- \_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- \_\_\_\_\_ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- \_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes ☐ No ☐

**If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.**

**See instructions above concerning bonus points for State and regional PHAs.**



# Executive Director Report

May 2014

# Executive Director Report

May 2014

## Regular Meeting – Board of Commissioners

Tuesday, May 27, 2014 – 10:00 AM  
William H. Moon Towers  
255 W. Tompkins St.  
Galesburg, IL 61401

## Executive Office

### Training and Development Summary

The following information details training and development attended by Knox County Housing Authority Staff during the month of May 2014:

Staff	Date	Development
Antoine, D.	Various	New ED Training (Trainer)
Lefler, C.	Various	New ED Training
Stegall, J.	5/08/2014	Progressive Discipline
Krueger, D.	5/08/2014	Progressive Discipline
Gray, K.	5/08/2014	Progressive Discipline
Watkins, B.	5/08/2014	Progressive Discipline

### Media Outreach/Public Relations

Executive Director Derek Antoine presented a program to the Galesburg Rotary Club on 05/08/2014. Mr. Antoine regaled the club with information about KCHA finances and funding, program requirements and concerns, partnering with the local community, and the future of the agency.

The Facebook page has reached 466 “Likes,” up just 9 likes from a month ago. While slower than desired, the page is growing in followers. Examples of information shared this past month includes: the start of the community garden at Moon Towers, a tribute photo for Memorial Day, GED class registration information, the resident commissioner

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solicitation, and a “selfie” of agency director Derek Antoine at the presentation given to the Galesburg Rotary Club.

## Policy/Operations

### Accounting and Finance

The month of May has been extremely busy for the Finance Department. The finance department has been working on closing out fiscal year 2014. The department has worked on the financials for the month of March and now has started to work on the year-end data. The department is nearing completion of the Financial Data Submission (FDS), which will be finalized and submitted before the 06/01/2014 deadline.

### Human Resources

Brandi Watkins is our May 2014 Employee of the Month. The month of May was a very challenging one at Moon Towers. Brandi was tasked with REAC physical inspection preparations at Moon Towers, and the staff was faced with an unattended death in one of the units. The death went undiscovered for approximately one month, the state of decomposition was fairly advanced, and the cleanup effort was substantial. Faced with these tasks, along with her daily responsibilities, Brandi put in an incredible effort to pull her team through. It's difficult times like these that define a leader, and Brandi took steps forward in earning her mettle as a property manager. Great effort, Brandi!

Work is nearing completion on the annual performance appraisal process. Each year, program managers are asked to objectively evaluate the performance of each of their staff against the criteria important to work efficiency, personal attributes, and positive culture. All performance appraisals will be complete and delivered by 05/31/2014.

### Facilities

Nothing to report for the month of May 2014.

### Legislative

The House Appropriations Transportation, Housing and Urban Development (T-HUD) Committee has unanimously approved its FY 2015 spending bill. Although the bill received an overall \$1.2 billion increase compared to current levels, a \$1.8 billion decrease in revenue from the Federal Housing Authority (FHA) receipts resulted in an overall cut to the T-HUD spending bill – even with the increase in spending levels. This had a dramatic impact on housing and community development (HCD) programs funded by the bill. Unfortunately, the bill cuts the Public Housing Capital Fund to \$1.775 billion, which is lower than the sequestration level, and slashes Administrative Fees to \$1.35 billion, which would result in the lowest proration rate in the program's history and which is also lower than the sequestration level. Here's a breakdown of how each program could be affected.<sup>1</sup>

**PUBLIC HOUSING:** The House bill would provide \$4.4 billion for the Operating Fund for 2015, equal to the current funding level. However, it is anticipated that this funding would be sufficient to provide PHAs with less than 83 percent of their formula-determined subsidy need.

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<sup>1</sup> NAHRO Monitor, PHADA Advocate, other new sources.

SECTION 8: The FY 2015 House bill would provide \$17.693 billion for HAP renewals, an increase of \$327 million over the FY 2014 enacted level, but \$314 million lower than the administration's FY 2015 budget proposal. It is anticipated in FY 2015 this funding level would be adequate to provide all PHAs with about 96 percent of their eligibility. At this proration, PHAs will again be forced to make difficult choices such as freezing voucher payment standards despite rising costs in the rental market, further burdening tenants with increased rents. Additionally, the House bill would provide enough funding (\$1.35 billion) to provide PHAs with only about 66 percent of their administrative fee eligibility, the lowest administrative fee proration in the history of the program. As past performance sets future funding levels, insufficient administrative fees will continue to negatively influence voucher utilization. HUD Secretary Donovan testified during a T-HUD Subcommittee hearing held on April 10, 2014 that early conclusions from the HCV Administrative Fee study indicate that PHAs require at least 92 percent of administrative fee eligibility to run an efficient HCV program. HUD even warns that "failing to provide adequate administrative fees will impede and disrupt PHA operations."

CAPITAL FUND: Although the President's budget sought to increase funding for the Public Housing Capital Fund to \$1.925 billion, \$50 million more than in FY 2014, the House bill recommends a \$100 million reduction, providing only \$1.775 billion for the program. If enacted, the House funding level would equal that of post-sequestration FY 2013, tying for the lowest funding level experienced in the history of the program.

What does this all mean for agencies like the Knox County Housing Authority? A 96% proration in HAP could mean dipping into program reserves, weakening the financial position of the agency. Additionally, the KCHA will be active in lobbying for a reduction in administrative burden to go along with the reduction in administrative fees paid to facilitate the program. Furthermore, the underfunding of the public housing program continues to deepen, and major capital rehabilitation projects may be delayed until full funding is available.

Efforts continue to bring Representative Cheri Bustos to the Knox County Housing Authority for an area wide meeting with district Executive Directors. An invitation has been extended to Senators Kirk and Durbin for the same purpose.

## Public Housing Program

### Moon Towers

The sidewalk was repaired during the month of May 2014. Over the harsh winter, a water main broke heading into the building, which required MSI to do substantial digging in order to provide repair. The result of the digging left substantial damage to the sidewalk and parking lot, and repairs were slow to initiate due to the extended cold weather season. Hein Construction was contracted to pour concrete, and the completed project meets the satisfaction of the agency.

On 05/14/2014, the staff was faced with an unattended death in one of the units. An odor had been detected the week before, though staff was unable to determine the origin as the smell did not linger. The odor returned on 05/14/2014, and was much stronger than before. Investigation

led to the discovery of a resident that had passed away in her unit. Based on the advanced state of decomposition, the coroner determined the time of death to have been approximately four weeks prior. Subsequently, the unit was heavily contaminated by the presence of biological waste which required immediate remediation. Aftermath Trauma Cleaning was recommended to the agency and, after receiving and agreeing to a reasonable quote for service, work proceeded to clean the unit. Additionally, IITI had to be called in to rehab the flooring in the unit as biological waste had seeped underneath the tiles. Work is ongoing in bringing this unit back online, with estimated cost to the agency of approximately \$11,000.00. A claim against the estate of the resident will be filed, though it is not expected to be fruitful.

U of I extension did held their third program on a four part series, Colorful and Classic Favorites. They are scheduled for one more program in July. Turn out has not been good for the programs, and efforts are underway to drive tenant participation in self-sufficiency programming.

The agency has received \$1,500.00 from Hy-Vee for the installation of a community garden at Moon Towers. It is estimated the garden will be completely planted by the end of May 2014. Hy-Vee dieticians are being consulted to work with residents on selection of vegetables for the garden, as well as on-site presentations to help residents get involved.

Resident Larry Findahl held the first of several scheduled “yard-sale” type events. Mr. Findahl requested permission to set up several tables over Memorial Day weekend to sell personal items. Success of the event will determine future opportunities.

The large community room is being offered to public agencies and organizations as a space to conduct meetings and other special events. March was the first month that the NAACP utilized the big community room for meetings, holding two during the month, and the group seems very pleased with the property and the functionality of the room. Efforts to expand the room’s use will be ongoing.

Financial quick hits for Moon Towers (Finances not complete for April or May 2014):

- Average rent collected for Moon Towers is \$184.25 per unit per month.
- 111 vacant unit days for a total vacancy loss of \$1,065.79 in *desired* rent, and a vacancy loss of \$929.79 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$1.92 per unit.
- Average Maintenance Cost billed is \$0.00 per unit.
- Accounts Receivable for Moon Towers is currently \$4,986.61
  - \$2,595.86 in dwelling rent
  - \$440.36 in retro rent (unreported income)
  - \$1,950.39 in other charges (maintenance, violation fines, etc.)

Here is a snapshot of the occupancy at Moon Towers:

Moon Towers		
<b>Moon Towers A</b>	1	Efficiencies
<b>88 Units</b>	0	1 Bedroom

	0	2 Bedroom	Total:	1
	0	Accessible	Occupied:	98.9%
<b>Moon Towers B</b>	0	Efficiencies		
<b>89 Units</b>	3	1 Bedroom		
	0	2 Bedroom	Total:	3
	0	Accessible	Occupied:	96.7%

A slight dip in occupancy rates from previous months, this ebb and flow is expected from time to time. Agency efforts will continue to maintain a minimum of 97% occupancy throughout 2014.

The waiting list at Moon Towers currently sits at 136 applicants. Here is a breakdown of applicants by month for FYE 03/31/2015:

Moon Towers Waiting List		
Applicants	Month	Total
FYE 03/31/2014	-	113
April 2014	8	121
May 2014	14	136

## Scattered Family Sites

Participation in tenant initiatives has seen a steady decline over the past twelve months, causing the agency to reconsider its position of support for resident service programs. As such, as of 07/01/2014 the Resident Services coordinator position will be eliminated. Resident services will now fall under the responsibility of the Property Manager, which is consistent with these programs at other properties. An Administrative Support position will be created for the Family Sites, and among the duties will be the responsibility to assist the Property Manager in administering these programs.

Meetings were held with the Galesburg Police Department in an effort to identify ways to reduce drug and criminal activity at the Family Sites. Targeted patrols were specifically discussed, as were ways the police department could better support the agency in matters of tenant suitability screening and lease enforcement.

The 2013-2014 school year is winding down, and preparations are underway for KCHA Summer Programs for site children. With funding uncertainly, the agency will rely more heavily on volunteers than in the past. Regardless of that, a quality program is anticipated to be held during the month of June or July, with the annual Back-to-School Event planned for August.

Financial quick hits for the Family Sites (Finances not complete for April or May 2014):

- Average rent collected for the Family Sites is \$54.58 per unit per month.
- 343 vacant unit days for a total vacancy loss of \$5,368.24 in *desired* rent, and a vacancy loss of \$2,420.73 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$29.40 per unit.

- Average Maintenance Cost billed is \$6.38 per unit.
- Accounts Receivable for the Family sites is currently \$14,501.78
  - \$6,137.16 in dwelling rent
  - \$4,901.84 in retro rent (unreported income)
  - \$3,462.78 in other charges (maintenance, violation fines, etc.)

Here is a snapshot of the occupancy on our Family Sites:

Family Sites			
190 Units	4	2 Bedroom	
	3	3 Bedroom	
	2	4 Bedroom	Total: 10
	1	5 Bedroom	Occupied: 94.8%

Family Housing has adequate application inventory. Vacancy rates here have increased to 5.2%, and have historically trended higher during this time of year (spring, summer).

The waiting list for our Family Sites currently has 195 applicants awaiting housing. Here is a breakdown of applicants by month for FYE 03/31/2015:

Family Sites Waiting List		
Applicants	Month	Total
FYE 03/31/2014	-	169
April 2014	21	180
May 2014	21	195

## Bluebell Tower

Erik Carder, MM1 and Property Manager Jennifer Stegall busily prepared for the REAC inspector to arrive on 05/14/2014. Ms. Stegall spent assisting Mr. Carder with grounds work and some of the simpler maintenance duties that is done on a regular basis, which allowed him to concentrate on the more technical work orders and maintenance aspects. Special recognition is given to Erik Carder. He worked very hard, did not pay attention to the clock most days (he stayed until the job was done), and was committed to maintaining the “High Performer” designation.

WiFi was installed at Blue Bell by Trilutions. Reports from tenants indicate that it is accessible from units on the fourth floor. The agency has received notes of appreciation from residents for providing this amenity. Additionally, like Moon Towers, this expands the capabilities of the room in an effort to draw other agencies and organizations to utilize the space.

Beacon of Hope Hospice presented a program highlighting services provided and served ice cream to those in attendance. Approximately 25 residents attended.

VNA Community Service arrived to take applications from interested residents for the Circuit Breaker. One of the benefits of this is to give financial assistance to qualified individuals in purchasing their vehicle license plate sticker.

The Care Center of Abingdon began a low-impact exercise program for the residents. Many of the exercises featured can be done sitting in a chair. They will continue this service every other Thursday in the Community Room. There were 10 residents at the initial session.

Financial quick hits for the Bluebell Tower (Finances not complete for April or May 2014):

- Average rent collected for Bluebell Tower is \$272.65 per unit per month.
- 0 vacant unit days for a total vacancy loss of \$0.00 in *desired* rent, and a vacancy loss of \$0.00 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$17.28 per unit.
- Average Maintenance Cost billed is \$0.62 per unit.
- Accounts Receivable for the Bluebell Tower is currently (\$414.00)
  - (\$375.15) in dwelling rent
  - \$0.00 in retro rent (unreported income)
  - \$(81.00) in excess utilities
  - \$42.15 in other charges (maintenance, violation fines, etc.)

Here's a snapshot of occupancy at Bluebell Tower:

Bluebell Tower			
	0	1 Bedroom	Total: 0
51 Units	0	2 Bedroom	Occupied: 100.0%

Bluebell Tower is at 100.0% occupancy for the seventh month in a row. Property Manager Jennifer Stegall deserves credit for this, as her property boasts satisfied residents, a well maintained property, and effective building management.

The waiting list for Bluebell Tower currently has 42 applicants listed. Here is a breakdown of applicants by month for FYE 03/31/2015:

Bluebell Tower Waiting List		
Applicants	Month	Total
FYE 03/31/2014	-	28
April 2014	5	33
May 2014	6	42

## Housing Choice Voucher Program (Section 8)

### Application/Waiting List Activity

	Application Waiting List	Applicants Purged	Intake/Briefing
April 2013	186	15	0
May 2013	171	27	0
June 2013	144	8	0

July 2013	136	16	1
August 2013	111	19	7
September 2013	90	9	0
October 2013	68	7	16
November 2013	65	3	0
December 2013	63	2	0
January 2014	56	9	0
February 2014	53	6	38
March 2014	29	8	0

### Voucher Activity

	Vouchers Issued	Vouchers Leased	Vouchers Ported	Vouchers Terminated
April 2013	4	222	0	3
May 2013	1	219	3	2
June 2013	3	218	4	1
July 2013	1	212	10	4
August 2013	7	211	10	1
September 2013	6	207	11	6
October 2013	12	205	11	2
November 2013	15	206	13	1
December 2013	1	205	14	0
January 2014	12	204	13	1
February 2014	5	205	13	1
March 2014	20	204	13	1

### Housing Assistance Payments

	Housing Assistance Payments (HAP)
April 2013	\$ 80,661.00
May 2013	\$ 79,033.00
June 2013	\$ 78,851.00
July 2013	\$ 79,548.00
August 2013	\$ 78,603.00
September 2013	\$ 77,148.00
October 2013	\$ 78,638.00
November 2013	\$ 81,959.00
December 2013	\$ 78,140.00
January 2014	\$ 78,157.00
February 2014	\$ 80,738.00
March 2014	\$ 77,538.00
<b>TOTAL FYTD</b>	<b>\$ 949,014.00</b>

## Affordable Housing Program (A.H.P.)

### Prairieland Townhouse Apartments

It has recently been reported here that turnover for Prairieland was at record-low numbers, though the property may be trending the other way in FYE 2015. To date, 13 move-out notices have been received between both Prairieland and Brentwood. In researching at move-out reasons it does not appear to be related to the property, the service or the rental rates. The apparent move-out reasons include health, purchasing a home, renting a larger home, schooling completed, relocation, and financial. While difficult to see good residents leave, some have great reasons and are wished well.

Work began on the community garden this month. The event was well attended, with pictures from the event being posted on the agency Facebook page. Prairieland boasts a beautiful community garden, and residents have shown sincere engagement in the project.

Financial quick hits for the Prairieland Townhouses (Finances not complete for April or May 2014):

- Average rent collected for Prairieland Townhouses is \$275.17 per unit per month.
- Vacancy loss of \$710.00 for 2 vacancies
- Accounts Receivable for the Prairieland Townhouses is currently \$9,244.50
- Net profit for March 2014 - \$4,173.00
- Net profit YTD 2013 - \$36,967.00 (Transferred to Residual Receipts if unused)

### Brentwood Manor

Maintenance staff planted a few bushes/plants in the new landscape area in the west lot, and also planted and primped a few of the areas in center court. Staff removed exterior a/c covers on 05/07/2014 due to the warm weather, only to receive furnace calls due to the extended cold, damp weather.

Large metal plates were removed from the sidewalk in front of #H4 where MSI repaired an underground water pipe. Staff dumped a load of gravel and then a layer of blacktop until the area solidifies. Concrete cannot be installed until there is a more underground stability or the new concrete will simply shift and crack. Staff is working to keep it as safe as possible until ground settles.

On 04/23/2014, the site was diagnosed for its first case of bed bugs. American Pest Control treated on 4/30/14 (#G3, G2, G4 and G7). Monitors were put out in an attempt to be sure no other units were affected but found roaches in #G1 so it required treatment as well. On 5/15/2014 the follow up bedbug treatment was performed, and it appears the situation is under control.

Property Manager Mary Pendry attended another VISTA meeting for organizations working with immigrants on 5/5/14. The guest speaker was Ricardo Montoya-Picaz. He is a Community Organizer with the Illinois Coalition for Community Services (ICCS) based out of Springfield. ICCS is a state-wide, not-for-profit organization committed to empowering people to determine the direction of their communities through education, advocacy, and grassroots organizing. He is

trying to empower the ethnic community and to bridge the gap amongst the ethnic groups by helping to facilitate change. He had done a lot of work down in Beardstown and is trying now to see what needs there may be in Knox and Warren counties among others.

Financial quick hits for the Brentwood Manor (Finances not complete for April or May 2014):

- Average rent collected for Brentwood Manor is \$306.90 per unit per month.
- Vacancy loss of \$927.00 for 3 vacancies
- Accounts Receivable for the Brentwood Manor is currently \$6,113.59
- Net Profit for February 2014 - \$6,483.00
- Net profit YTD 2013 - \$146,583.00 (\$93,000.00 from ECRM grant)

Here is a snapshot of occupancy for the A.H.P. properties:

A.H.P. Properties			
Brentwood Manor			
	2	Vacancies	Total: 1
72 Units			Occupied: 97.3%
Prairieland Townhomes			
	1	Vacancies	Total: 1
66 Units			Occupied: 98.5%

Occupancy at the Affordable Housing Program sites sits at 97.2% for April 2014.

## Resident Opportunity and Self Sufficiency Program (R.O.S.S.)

The ROSS Coordinator attended the Midwest Service Coordinator Symposia in Columbus, OH from 05/07/2014 – 05/09/2014. The presentations attended included:

- Roadmap for the Journey to Self-Sufficiency
- Financial Literacy: Beyond Budgets
- What Can I Do? Understanding and Supporting Families Impacted by Domestic Violence
- Duty to Warn Law-Older Adults.

The financial literacy program was most informative, with many recommendations being given on how to (and how not to) counsel public housing residents on finances. The Coordinator left with many ideas for using the information in the future. Overall, the training was helpful and new tools for working with residents were gained.

### Community Gardens

The checks for the Hy-Vee One Step grant were received. The amount totaled \$1500 rather than the expected \$5000. According to local store directors, Hy-Vee corporate made the decision to spread the funds further this year. Each store awarded a grant only received \$750. Since KCHA was sponsored by both local stores, the total received was \$1500. These funds will primarily support a new garden being established at Moon Towers. A portion of the funds will go toward

supplying the existing garden at Prairieland with plants, seeds, mulch, and soil. The Coordinator has worked diligently to ensure the installation of the MT garden runs as smoothly as possible. The Coordinator has been working closely with the MT Property Manager and maintenance staff. It is estimated the garden will be planted the final week in May. There is the possibility of adding a fence around the garden and an underground irrigation system in June. The fence will be dependent upon remaining funds. The irrigation system will be dependent upon the location of a water source. The Coordinator has also been in contact with local Hy-Vee store directors to coordinate on-site presentations by the store dieticians.

#### After-School Program

The programs at Woodland Bend and Whispering Hollow concluded for the semester on 05/14/2014 and 05/15/2014. The Resident Services Coordinator wanted to run the program at Cedar Creek Place for a few extra days. It is set to conclude 05/28/2014. The ROSS Coordinator received positive feedback from the student volunteers from Knox College. Several made comments that they hope they will be able to return next year. The Knox student who assisted in coordinating the volunteer assignments is graduating in June and will be leaving the area. She was working to identify a student who would be able to take her place next year. That position is a part-time paid position funded by the GCF grant for the After-School Program. It is split between the CCP and WH sites with the individual communicating between KCHA and Knox College to fill volunteer openings. The Coordinator is in discussions with this individual to determine if she will refer anyone for the position. The Coordinator will compile a report in June on ASP expenses from January-May 2014. It is projected that actual expenses were lower than projected. If this is correct, there will be some funds for the ASP program in the fall, which will be applied to staffing costs.

#### ROSS Technology

The Coordinator has put in a place a plan to upgrade and obtain new office equipment, including a computer, high functioning printer, and 1-2 laptops or tablets (with tablets being preferred). These expenses are covered under the ROSS grant. Existing equipment would be transferred to another location for use. The MT computer lab is being considered as a recipient.

#### Miscellaneous

The Coordinator has met with residents individually, as needed, for advisement on employment and other family issues. The Coordinator is providing the appropriate referrals to other local agencies that may also be able to help.

## BOARD MEMO


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**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 05/23/2014

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 05/27/2014

**SUBJECT:** Initial REAC Physical Condition Scores

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### Executive Summary

The purpose of the Public Housing Assessment System (PHAS) is to improve the delivery of services in public housing and enhance trust in the public housing system among public housing agencies (PHAs), public housing residents, and the general public, by providing a management tool for effectively and fairly measuring the performance of a PHA in essential housing operations of projects, on a program-wide basis and individual project basis, and providing rewards for high performers and remedial requirements for poor performers. PHAS is a strategic measure of the essential housing operations of projects and PHAs. HUD will assess and score the performance of projects and PHAs based on physical condition, financial condition, management operations, and the Capital Fund program.

The REAC physical inspection provides data for the physical condition. The objective of the physical condition indicator is to determine whether a PHA is meeting the standard of decent, safe, sanitary housing in good repair as defined in 24 CFR § 5.703. The physical condition assessment is based on an independent physical inspection of a PHA's projects provided by HUD and performed by contract inspectors, and conducted using HUD's Uniform Physical Condition Standards (UPCS) under 24 CFR part 5, subpart G. Areas assessed include the site, building exterior, building systems, dwelling units, common areas, and health and safety concerns. On 05/14/2014 and 05/15/2014, HUD contracted inspectors performed physical inspections at Bluebell Tower and Moon Towers, respectively.

Following the physical inspection of each project and the computation of the score(s) under this subpart, the PHA receives a Physical Inspection Report. The Physical Inspection Report allows the PHA to see the points lost by inspectable area, and the impact on the score.

On 05/21/2014 the Knox County Housing Authority received the scoring report for both properties. Bluebell Tower received a score of 88.46 (Standard Performer) and Moon Towers received a score of 79.12 (Standard Performer). The scoring reports for each property are attached to this memo. Major deficiencies were noted as follows:

- Moon Towers
  - Crack/Gap in foundation in garage: 10 point deduct
  - Sprinkler Heads Paint Covered: 10 point deduct
- Bluebell Tower
  - Damaged surface on Roof Access Door 9.37 point deduct

If these scoring elements had been awarded full points, both properties would have scored in the mid-to-high 90's and been classified as High Performers.

Public Housing Agencies (PHAs) have the option to appeal a physical inspection score for reasons such as a belief that the inspection was not conducted in accordance with the Uniform Physical Condition Standards (UPCS) inspection protocol, that certain inspection data may have been recorded in error, or deficiencies are related to extraordinary events such as a natural disaster, that, if corrected/adjusted, will result in an improvement in the property's overall score. The Knox County Housing Authority intends to appeal the score for both properties.

PHAS assessments represent composite scoring from all properties within a PHA's public housing portfolio. The Family Sites physical inspection was conducted on 07/09/2013, and the agency received a score of 90 (High Performer). Thus, taking all current scores into consideration, the approximate composite score for the physical assessment subsystem (PASS) is as follows:

Property	Score	Composite Weight	Total Score
Moon Towers	79.12	43%	33.50
Family Sites	90.00	46%	40.90
Bluebell Tower	88.46	11%	10.79
Total	-	100%	85.20

As noted in the table, the composite score for the agency for PASS would be 85.20, or Standard Performer. If the appeals process is successful, the score could move to 90.23, which would designate the agency as High Performer for the physical condition element of PHAS.

## Inspection Summary Report (POA) for Inspection #523890

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Inspection Snapshot			
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<b>Inspection ID:</b>	523890	<b>Inspection Time:</b>	10:37 AM - 02:44 PM
<b>Inspection Date:</b>	05/15/2014	<b>Property Type:</b>	Public Housing
<b>Property ID:</b>	IL085000001		
<b>Property Name:</b>	MOON TOWERS		
<b>Inspection State:</b>	Successful	<b>Score:</b>	79b

## Inspection Summary Report (POA) for Inspection #523890

### Property Profile

**Property Name:** MOON TOWERS  
**Scattered Site?** No **Multiple Site?** No  
**Address Line 1:** 255 W 255 W Tompki Street  
**Address Line 2:**  
**City:** GALESBURG **State:** IL  
**ZIP:** 61401 **Extension:** \_\_\_\_\_  
**Phone:** (309) 342-8129 **Extension:**  
**Fax:** (309) 342-7206 **Email:** dantoine@knoxhousing.org

Type	Building			Units		
	Expected	Actual	Sampled	Expected	Actual	Sampled
Residential	2	3	1	181	177	24
Common	0	1	1	-	-	-
Total	2	4	2	181	177	24

Occupancy Information		
No. of Occupied Units	Occupancy Rate	Inspect Vacant Units
173	98%	No

**Comments** Bed bugs present. Building 3 units 903, 704, and 712.

## Inspection Summary Report (POA) for Inspection #523890

### Participant Profile

#### Executive Director [Primary Contact / Not Present During Inspection]

**Name (F, MI, L):** Derek Antoine  
**Organization:** Knox County Housing Authority  
**Address Line 1:** 216 West Simmons Street  
**Address Line 2:**  
**City:** Galesburg **State:** IL  
**ZIP:** 61401 **Extension:**  
**Phone:** (309) 342-8129 **Extension:**  
**Fax:** (309) 342-7206 **Email:** dantoine@knoxhousing.org

#### Management Agent [Not Present During Inspection]

**Name (F, MI, L):** Cheryl Lefler  
**Organization:** Knox County Housing Authority  
**Address Line 1:** 216 West Simmons Street  
**Address Line 2:**  
**City:** Galesburg **State:** IL  
**ZIP:** 61401 **Extension:**  
**Phone:** (309) 342-8129 **Extension:**  
**Fax:** (309) 342-7206 **Email:** clefler@knoxhousing.org

#### Site Manager [Present During Inspection]

**Name (F, MI, L):** Brandi Watkins  
**Organization:** Knox County Housing Authority  
**Address Line 1:** 255 West Tompki Street  
**Address Line 2:**  
**City:** Galesburg **State:** IL  
**ZIP:** 61401 **Extension:**  
**Phone:** (309) 342-8129 **Extension:**  
**Fax:** (309) 342-7206 **Email:** bwatkins@knoxhousing.org

## Inspection Summary Report (POA) for Inspection #523890

### Score Summary

Area	Possible Points	Deductions(Excluding H&S)	Pre H&S Points	H&S Deductions	Final Points
Site	14.69	0.00	14.69	0.00	14.69
Building Exterior	16.79	10.00	6.79	0.00	6.79
Building Systems	21.55	0.41	21.14	10.00	11.14
Common Area	10.92	0.47	10.44	0.00	10.44
Unit	36.05	0.00	36.05	0.00	36.05
Total	100.00	10.88	89.12	10.00	79.12

Score Version: 1

Score Date: 05/15/2014

Final Score: 79b

## Inspection Summary Report (POA) for Inspection #523890

### Health & Safety Summary

	Site	Buildings	Units	Total	<b>Health and Safety Narrative</b> 1 site, 2 buildings and 24 units were inspected.  9 health and safety deficiencies(HSD) were observed.  <u>Percentage Inspected:</u> Site (PIS): 100% Building (PIB): 100% Unit (PIU): 14%  <u>Projected HSD:</u> Site = (Actual HSDS) / PIS Building = (Actual HSDB) / PIB Unit = (Actual HSDU) / PIU  If all buildings and units were inspected, it is projected that a total of 15 health and safety deficiencies would apply to the property.
<b>Non-Life Threatening (NLT)</b>					
Actual	0	8	1	9	
Projected	0	8	7	15	
<b>Life Threatening (LT)</b>					
Actual	0	0	0	0	
Projected	0	0	0	0	
<b>Smoke Detectors (SD)</b>					
Actual	0	0	0	0	
Projected	0	0	0	0	
<b>Overall</b>					
Actual	0	8	1	9	
Projected	0	8	7	15	

## Inspection Summary Report (POA) for Inspection #523890

### Systemic Deficiencies

Type	Area	Item	Deficiency	B/U with defects	Total B/U	%
Capital	BE	Foundations	BE- Cracks/Gaps (Foundations)	1	2	50
Capital	BS	Fire Protection	BS- Missing Sprinkler Head (Fire Protection)	1	2	50
Ordinary	BS	Emergency Power	BS- Auxiliary Lighting Inoperable (Emergency Power)	1	2	50
Ordinary	CA	Doors	CA - Damaged Hardware/Locks (Doors)	1	2	50

**Note:**

B/U - Indicates Buildings or Units

BE - Indicates Building Exterior

BS - Indicates Building Systems

CA - Indicates Common Areas

Capital items are repairs that generally require large cash outlays. (Items such as new roofs and new appliances)

Ordinary items are repairs that require smaller cash outlays. (Items such as light fixtures, fire extinguishers and smoke detectors)

## Inspection Summary Report (POA) for Inspection #523890

### Building/Unit Summary

Entity	Expected	Actual	# Inspected	# Reported Uninspectable
Building	2	2	2	2
Unit	181	177	24	2

### Building 1 - Moon Towers A [ Excluded not in Universe , Added by Mistake ]

Address Line 1: 170 South West Street

Address Line 2:

City: Galesburg

State: IL

Zip: 61401

Extension: 4474

Type	Constructed In	Floors	Expected Unit Count	Actual Unit Count
Elevator Structure	1969	8	89	89

**Comments:** these 2 buildings should be counted as one building per Hud protocol

### Building 2 - Moon Towers B [ Excluded not in Universe , Added by Mistake ]

Address Line 1: 255 West Tompkins Street

Address Line 2:

City: Galesburg

State: IL

Zip: 61401

Extension: 4472

Type	Constructed In	Floors	Expected Unit Count	Actual Unit Count
Elevator Structure	1969	11	90	90

**Comments:** these 2 buildings should be listed as one building per Hud protocol

### Building 3 - Moon Towers [ Sample , Inspected ]

Address Line 1: 255 Tompki Street

Address Line 2: 170 South West Street

City: Galesburg

State: IL

Zip: 61401

Extension: \_\_\_\_\_

Type	Constructed In	Floors	Expected Unit Count	Actual Unit Count
Elevator Structure	1970	11	0	177

**Comments:** Bldg A has 8 floors and Bldg B has 11 floors

Unit #	# Bedrooms	Occupied?
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## Inspection Summary Report (POA) for Inspection #523890

114	0 Bedroom	Yes
217	1 Bedroom	Yes
314	0 Bedroom	Yes
321	0 Bedroom	Yes
417	1 Bedroom	Yes
511	0 Bedroom	Yes
519	0 Bedroom	Yes
616	1 Bedroom	Yes
711	0 Bedroom	Yes
719	0 Bedroom	Yes
814	0 Bedroom	No
819	0 Bedroom	Yes
204	1 Bedroom	Yes
301	1 Bedroom	Yes
310	1 Bedroom	Yes
409	0 Bedroom	Yes
507	1 Bedroom	Yes
608	1 Bedroom	Yes
705	1 Bedroom	No
802	1 Bedroom	Yes
810	1 Bedroom	Yes
904	0 Bedroom	Yes
908	1 Bedroom	Yes
1005	1 Bedroom	Yes
1104	0 Bedroom	Yes
1106	1 Bedroom	Yes

### Building 4 - office [ Sample , Inspected ]

Address Line 1: 216 West Simmons Street

Address Line 2:

City: Galesburg

State: IL

Zip: 61401

Extension: \_\_\_\_\_

Type	Constructed In	Floors	Expected Unit Count	Actual Unit Count
Non Dwelling Structure	1980	1	0	0

Comments:

## Inspection Summary Report (POA) for Inspection #523890

### Certificates

Certificate Item	Certificate State
Boilers	Yes - This certificate is provided or is not expired
Elevators	Yes - This certificate is provided or is not expired
Fire Alarms	Yes - This certificate is provided or is not expired
Lead-Based Paint Disclosure Forms	Yes - This certificate is provided or is not expired
Lead-Based Paint Inspection Reports	No - This certificate cannot be provided or is expired
Sprinkler Systems	Yes - This certificate is provided or is not expired

## Inspection Summary Report (POA) for Inspection #523890

### Score Details

**Note:** The inspection software allows for the recording of the same deficiency as many times as it occurs. However, it is only scored once. The number within the parenthesis after the Deficiency indicates the number of observations for this inspectable area. For example; "**Site - Spalling (Walkway / Steps) (4)**" indicates the deficiency was observed and recorded 4 times under Site. Each individual observation can be found in the **Deficiency Details** section of this report.

Item	Deficiency	Severity	Points Deducted	Points Received
<b>Building 3 - Moon Towers - Building Exterior [Possible Points : 13.71]</b>				
<b>Non-Health And Safety Deficiencies</b>				
Foundations	BE- Cracks/Gaps (Foundations)	Level 3	10.00	
			<b>10.00</b>	<b>3.71</b>
<b>Building 3 - Moon Towers - Building Systems [Possible Points : 18.28]</b>				
<b>Health And Safety Deficiencies</b>				
Fire Protection	BS- Missing Sprinkler Head (Fire Protection) (8) (NLT )	Level 3	10.00	
			<b>10.00</b>	<b>8.28</b>
<b>Building 3 - Moon Towers - Common Areas [Possible Points : 7.14]</b>				
<b>Non-Health And Safety Deficiencies</b>				
Doors	CA - Damaged Hardware/Locks (Doors)	Level 1	0.47	
			<b>0.47</b>	<b>6.67</b>
<b>Building 3 - Moon Towers - Unit 314 [Possible Points : 1.50]</b>				
<b>Health And Safety Deficiencies</b>				
Hazards	HS - Tripping (Hazards) (NLT )	Level 3	0.00	
			<b>0.00</b>	<b>1.50</b>
<b>Building 4 - office - Building Systems [Possible Points : 3.27]</b>				
<b>Non-Health And Safety Deficiencies</b>				
Emergency Power	BS- Auxiliary Lighting Inoperable (Emergency Power) (3)	Level 3	0.41	
			<b>0.41</b>	<b>2.86</b>

## Inspection Summary Report (POA) for Inspection #523890

### Deficiency Details

Item	Location/Comments	Deficiency/Severity	Decisions
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### Site - MOON TOWERS - Site(0)

#### Non-Health And Safety Deficiencies

### Building 3 - Moon Towers[Sample,Inspected] - Building Exterior

#### Non-Health And Safety Deficiencies

Foundations	Academy garage	BE- Cracks/Gaps (Foundations) - L3	<ul style="list-style-type: none"> <li>- Crack or Gap (applies to both walls and floors)</li> <li>- Greater than 3/8" wide/deep by 6" long</li> </ul>
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### Building 3 - Moon Towers[Sample,Inspected] - Building Systems

#### Non-Health And Safety Deficiencies

#### Health And Safety Deficiencies

Fire Protection	Floor 8 paint on head at end of hall near unit 821	BS- Missing Sprinkler Head (Fire Protection) (NLT) - L3	<ul style="list-style-type: none"> <li>- Sprinkler head or its components missing, visibly damaged, blocked, capped or the sprinkler head is painted over</li> </ul>
Fire Protection	Floor 5 paint on the head outside unit 521	BS- Missing Sprinkler Head (Fire Protection) (NLT) - L3	<ul style="list-style-type: none"> <li>- Sprinkler head or its components missing, visibly damaged, blocked, capped or the sprinkler head is painted over</li> </ul>
Fire Protection	Floor 3 paint on head outside unit 321	BS- Missing Sprinkler Head (Fire Protection) (NLT) - L3	<ul style="list-style-type: none"> <li>- Sprinkler head or its components missing, visibly damaged, blocked, capped or the sprinkler head is painted over</li> </ul>
Fire Protection	Floor 9 paint on head outside unit 910	BS- Missing Sprinkler Head (Fire Protection) (NLT) - L3	<ul style="list-style-type: none"> <li>- Sprinkler head or its components missing, visibly damaged, blocked, capped or the sprinkler head is painted over</li> </ul>
Fire Protection	Floor 7 paint on head near unit 710	BS- Missing Sprinkler Head (Fire Protection) (NLT) - L3	<ul style="list-style-type: none"> <li>- Sprinkler head or its components missing, visibly damaged, blocked, capped or the sprinkler head is</li> </ul>

## Inspection Summary Report (POA) for Inspection #523890

Item	Location/Comments	Deficiency/Severity	Decisions
			painted over
Fire Protection	Floor 5 paint on head outside unit 510	BS- Missing Sprinkler Head (Fire Protection) (NLT) - L3	- Sprinkler head or its components missing, visibly damaged, blocked, capped or the sprinkler head is painted over
Fire Protection	Floor 4 paint on head outside unit 401	BS- Missing Sprinkler Head (Fire Protection) (NLT) - L3	- Sprinkler head or its components missing, visibly damaged, blocked, capped or the sprinkler head is painted over
Fire Protection	Floor 3 paint on head outside 301	BS- Missing Sprinkler Head (Fire Protection) (NLT) - L3	- Sprinkler head or its components missing, visibly damaged, blocked, capped or the sprinkler head is painted over

### Building 3 - Moon Towers[Sample,Inspected] - Common Areas

#### Non-Health And Safety Deficiencies

Kitchen	Floor 1 closet off kitchen	CA - Damaged Hardware/ Locks (Doors) - L1	- All Other Doors (includes closet or other interior doors) - Hardware is damaged or missing - Closet door does not function as it should or cannot be locked.
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### Building 3 - Moon Towers[Sample,Inspected] - Unit 819

None

### Building 3 - Moon Towers[Sample,Inspected] - Unit 310

None

### Building 3 - Moon Towers[Sample,Inspected] - Unit 321

None

### Building 3 - Moon Towers[Sample,Inspected] - Unit 908

None

## Inspection Summary Report (POA) for Inspection #523890

Item	Location/Comments	Deficiency/Severity	Decisions
<b>Building 3 - Moon Towers[Sample,Inspected] - Unit 1104</b>			
None			
<b>Building 3 - Moon Towers[Sample,Inspected] - Unit 904</b>			
None			
<b>Building 3 - Moon Towers[Sample,Inspected] - Unit 301</b>			
None			
<b>Building 3 - Moon Towers[Sample,Inspected] - Unit 519</b>			
None			
<b>Building 3 - Moon Towers[Sample,Inspected] - Unit 417</b>			
None			
<b>Building 3 - Moon Towers[Sample,Inspected] - Unit 1106</b>			
None			
<b>Building 3 - Moon Towers[Sample,Inspected] - Unit 802</b>			
None			
<b>Building 3 - Moon Towers[Sample,Inspected] - Unit 810</b>			
None			
<b>Building 3 - Moon Towers[Sample,Inspected] - Unit 217</b>			
None			
<b>Building 3 - Moon Towers[Sample,Inspected] - Unit 314</b>			
<b>Non-Health And Safety Deficiencies</b>			
<b>Health And Safety Deficiencies</b>			
Hazards	Living Area cable on floor causes tripping hazard	HS - Tripping (Hazards) (NLT) - L3	- Tripping (not related to elevators) - poses a tripping risk
<b>Building 3 - Moon Towers[Sample,Inspected] - Unit 507</b>			
None			
<b>Building 3 - Moon Towers[Sample,Inspected] - Unit 114</b>			

## Inspection Summary Report (POA) for Inspection #523890

Item	Location/Comments	Deficiency/Severity	Decisions
None			
<b>Building 3 - Moon Towers[Sample,Inspected] - Unit 409</b>			
None			
<b>Building 3 - Moon Towers[Sample,Inspected] - Unit 719</b>			
None			
<b>Building 3 - Moon Towers[Sample,Inspected] - Unit 204</b>			
None			
<b>Building 3 - Moon Towers[Sample,Inspected] - Unit 616</b>			
None			
<b>Building 3 - Moon Towers[Sample,Inspected] - Unit 711</b>			
None			
<b>Building 3 - Moon Towers[Sample,Inspected] - Unit 511</b>			
None			
<b>Building 3 - Moon Towers[Sample,Inspected] - Unit 1005</b>			
None			
<b>Building 3 - Moon Towers[Sample,Inspected] - Unit 608</b>			
None			
<b>Building 4 - office[Sample,Inspected] - Building Exterior</b>			
None			
<b>Building 4 - office[Sample,Inspected] - Building Systems</b>			
<b>Non-Health And Safety Deficiencies</b>			
Emergency Power	Floor 1 lobby in office	BS- Auxiliary Lighting Inoperable (Emergency Power) - L3	- Auxiliary lighting does not function
Emergency Power	Floor 1 office area hallway	BS- Auxiliary Lighting Inoperable (Emergency Power) - L3	- Auxiliary lighting does not function
Emergency Power	Floor 1 both hallways in office	BS- Auxiliary Lighting Inoperable (Emergency	- Auxiliary lighting does not function

## Inspection Summary Report (POA) for Inspection #523890

Item	Location/Comments	Deficiency/Severity	Decisions
		Power) - L3	

### Building 4 - office[Sample,Inspected] - Common Areas

None

## **Notice: Modifications to the Inspection Summary Report**

With the rollout of the new Uniform Physical Condition Standards (UPCS) inspection software (version 4.0). PIH-REAC now has the capability to collect more detailed information about observations made during the inspection of properties. Therefore, the report has been modified to provide this detailed information, and also to make the results of the inspection more clear. The following explains the major changes to the report.

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**Addition of scored and non-scored deficiency reports** - The section of the report that displays observed deficiencies has been divided into two sections: the Score Report and the Deficiency Report. Non-scored deficiencies refer to multiple deficiencies of the same type observed with the same sub-area, they are reported for informational purposes only and are not scored. Only one deficiency of the same type for the same sub-area is counted for scoring purposes.

**Score Report** - a detailed account of only the scored deficiencies by sub-area.

**Deficiency Report** - A detailed account of all deficiencies, both scored and non-scored, by sub-area. In addition, standardized locations and more descriptive information for each deficiency are provided.

To read more about the above, and for additional assistance in understanding the report, you may access the Inspection Summary Report Guide (version 4.0) at

<http://www.hud.gov/offices/reac/products/pass/inspectionrpt40.cfm>

## Inspection Summary Report (POA) for Inspection #523193

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Inspection Snapshot			
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<b>Inspection ID:</b>	523193	<b>Inspection Time:</b>	11:17 AM - 02:14 PM
<b>Inspection Date:</b>	05/14/2014	<b>Property Type:</b>	Public Housing
<b>Property ID:</b>	IL085000003		
<b>Property Name:</b>	BLUE BELL TOWER		
<b>Inspection State:</b>	Successful	<b>Score:</b>	88a

## Inspection Summary Report (POA) for Inspection #523193

### Property Profile

**Property Name:** BLUE BELL TOWER  
**Scattered Site?** No **Multiple Site?** No  
**Address Line 1:** 300 N JEFFERSON Street  
**Address Line 2:**  
**City:** ABINGDON **State:** IL  
**ZIP:** 61410 **Extension:** \_\_\_\_\_  
**Phone:** (309) 462-5220 **Extension:**  
**Fax:** (309) 462-2188 **Email:** jstegall@knoxhousing.org

Type	Building			Units		
	Expected	Actual	Sampled	Expected	Actual	Sampled
Residential	1	1	1	51	51	18
Common	0	1	1	-	-	-
Total	1	2	2	51	51	18

Occupancy Information		
No. of Occupied Units	Occupancy Rate	Inspect Vacant Units
51	100%	No

**Comments** No bed bugs.

## Inspection Summary Report (POA) for Inspection #523193

### Participant Profile

#### Executive Director [Primary Contact / Not Present During Inspection]

**Name (F, MI, L):** Derek Antoine  
**Organization:** Knox County Housing Authority  
**Address Line 1:** 216 West Simmons Street  
**Address Line 2:**  
**City:** Galesburg **State:** IL  
**ZIP:** 61401 **Extension:**  
**Phone:** (309) 342-8129 **Extension:**  
**Fax:** (309) 342-7260 **Email:** dantoine@knoxhousing.org

#### Management Agent [Not Present During Inspection]

**Name (F, MI, L):** Cheryl Lefler  
**Organization:** Knox County Housing Authority  
**Address Line 1:** 216 West Simmons Street  
**Address Line 2:**  
**City:** Galesburg **State:** IL  
**ZIP:** 61401 **Extension:**  
**Phone:** (309) 342-8129 **Extension:**  
**Fax:** (309) 342-7260 **Email:** clefler@knoxhousing.org

#### Site Manager [Present During Inspection]

**Name (F, MI, L):** Jenny Stegall  
**Organization:** Knox County Housing Authority  
**Address Line 1:** 300 North Jefferson Street  
**Address Line 2:**  
**City:** Abingdon **State:** IL  
**ZIP:** 61410 **Extension:**  
**Phone:** (309) 462-5220 **Extension:**  
**Fax:** (309) 462-2188 **Email:** jstegall@knoxhousing.org

#### Other [Not Present During Inspection]

**Name (F, MI, L):** Erik Carder  
**Organization:** Knox County Housing Authority  
**Address Line 1:** 300 North Jefferson Street  
**Address Line 2:**  
**City:** Abingdon **State:** IL  
**ZIP:** 61410 **Extension:**  
**Phone:** (309) 462-5220 **Extension:**  
**Fax:** (309) 462-2188 **Email:**

## Inspection Summary Report (POA) for Inspection #523193

### Score Summary

Area	Possible Points	Deductions(Excluding H&S)	Pre H&S Points	H&S Deductions	Final Points
Site	13.81	0.00	13.81	0.00	13.81
Building Exterior	17.82	9.37	8.45	0.00	8.45
Building Systems	22.98	0.00	22.98	0.00	22.98
Common Area	7.13	1.06	6.07	0.00	6.07
Unit	38.26	1.11	37.15	0.00	37.15
Total	100.00	11.54	88.46	0.00	88.46

Score Version: 1

Score Date: 05/14/2014

Final Score: 88a

## Inspection Summary Report (POA) for Inspection #523193

### Systemic Deficiencies

Type	Area	Item	Deficiency	B/U with defects	Total B/U	%
Ordinary	BE	Doors	BE - Damaged Surface (Holes/Paint/Rust/Glass) (Doors)	1	2	50
Ordinary	CA	Doors	CA - Damaged Hardware/Locks (Doors)	1	2	50
Ordinary	CA	Walls	CA - Peeling/Needs Paint (Walls)	1	2	50

Note:

B/U - Indicates Buildings or Units

BE - Indicates Building Exterior

BS - Indicates Building Systems

CA - Indicates Common Areas

Capital items are repairs that generally require large cash outlays. (Items such as new roofs and new appliances)

Ordinary items are repairs that require smaller cash outlays. (Items such as light fixtures, fire extinguishers and smoke detectors)

## Inspection Summary Report (POA) for Inspection #523193

### Building/Unit Summary

Entity	Expected	Actual	# Inspected	# Reported Uninspectable
Building	1	2	2	0
Unit	51	51	18	1

### Building 1 - Blue Bell Tower [ Sample , Inspected ]

Address Line 1: 300 N. Jefferson St

Address Line 2:

City: Abingdon

State: IL

Zip: 61410

Extension: 1380

Type	Constructed In	Floors	Expected Unit Count	Actual Unit Count
Elevator Structure	1983	6	51	51

#### Comments:

Unit #	# Bedrooms	Occupied?
202	1 Bedroom	Yes
205	1 Bedroom	Yes
208	1 Bedroom	Yes
301	1 Bedroom	Yes
303	1 Bedroom	Yes
306	1 Bedroom	Yes
309	1 Bedroom	Yes
402	1 Bedroom	Yes
405	1 Bedroom	Yes
408	1 Bedroom	Yes
410	1 Bedroom	Yes
503	1 Bedroom	Yes
506	1 Bedroom	Yes
509	1 Bedroom	Yes
602	1 Bedroom	Yes
605	1 Bedroom	Yes
607	1 Bedroom	Yes
609	1 Bedroom	Yes
610	1 Bedroom	Yes

### Building 2 - Garage [ Sample , Inspected ]

## Inspection Summary Report (POA) for Inspection #523193

**Address Line 1:** 300 North Jefferson Street

**Address Line 2:** Garage

**City:** Abingdon

**State:** IL

**Zip:** 61410

**Extension:** \_\_\_\_\_

Type	Constructed In	Floors	Expected Unit Count	Actual Unit Count
Non Dwelling Structure	1994	1	0	0

**Comments:**

## Inspection Summary Report (POA) for Inspection #523193

### Certificates

Certificate Item	Certificate State
Boilers	Yes - This certificate is provided or is not expired
Elevators	Yes - This certificate is provided or is not expired
Fire Alarms	Yes - This certificate is provided or is not expired
Lead-Based Paint Disclosure Forms	NA - This certificate is not applicable for this property
Lead-Based Paint Inspection Reports	NA - This certificate is not applicable for this property
Sprinkler Systems	Yes - This certificate is provided or is not expired

## Inspection Summary Report (POA) for Inspection #523193

### Score Details

**Note:** The inspection software allows for the recording of the same deficiency as many times as it occurs. However, it is only scored once. The number within the parenthesis after the Deficiency indicates the number of observations for this inspectable area. For example; "**Site - Spalling (Walkway / Steps) (4)**" indicates the deficiency was observed and recorded 4 times under Site. Each individual observation can be found in the **Deficiency Details** section of this report.

Item	Deficiency	Severity	Points Deducted	Points Received
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#### Building 1 - Blue Bell Tower - Building Exterior [Possible Points : 16.97]

##### Non-Health And Safety Deficiencies

Doors	BE - Damaged Surface (Holes/Paint/Rust/Glass) (Doors)	Level 3	9.37	
			<b>9.37</b>	<b>7.60</b>

#### Building 1 - Blue Bell Tower - Common Areas [Possible Points : 6.24]

##### Non-Health And Safety Deficiencies

Doors	CA - Damaged Hardware/Locks (Doors)	Level 2	1.00	
Walls	CA - Peeling/Needs Paint (Walls)	Level 1	0.06	
			<b>1.06</b>	<b>5.18</b>

#### Building 1 - Blue Bell Tower - Unit 306 [Possible Points : 2.13]

##### Non-Health And Safety Deficiencies

Bathroom Items	Unit - Water Closet/Toilet-Damaged/Clogged/Missing (Bathroom)	Level 2	0.87	
			<b>0.87</b>	<b>1.26</b>

#### Building 1 - Blue Bell Tower - Unit 402 [Possible Points : 2.13]

##### Non-Health And Safety Deficiencies

Kitchen Items	Unit - Cabinets - Missing/Damaged (Kitchen)	Level 2	0.22	
			<b>0.22</b>	<b>1.91</b>

#### Building 1 - Blue Bell Tower - Unit 610 [Possible Points : 2.13]

##### Non-Health And Safety Deficiencies

Ceiling	Unit - Mold/Mildew/Water Stains/Water Damage (Ceiling)	Level 1	0.03	
			<b>0.03</b>	<b>2.10</b>

## Inspection Summary Report (POA) for Inspection #523193

Deficiency Details			
Item	Location/Comments	Deficiency/Severity	Decisions
<b>Site - BLUE BELL TOWER - Site(0)</b>			
None			
<b>Building 1 - Blue Bell Tower[Sample,Inspected] - Building Exterior</b>			
<b>Non-Health And Safety Deficiencies</b>			
Doors	door leading to roof has rust that affects the integrity of the doors surface	BE - Damaged Surface (Holes/Paint/Rust/Glass) (Doors) - L3	<ul style="list-style-type: none"> <li>- All Other Exterior Doors</li> <li>- Surface is damaged</li> <li>- Door has rust that affects the integrity of the door surface.</li> </ul>
<b>Building 1 - Blue Bell Tower[Sample,Inspected] - Building Systems</b>			
None			
<b>Building 1 - Blue Bell Tower[Sample,Inspected] - Common Areas</b>			
<b>Non-Health And Safety Deficiencies</b>			
Closet/Utility/ Mechanical	Floor 2 trash chute room	CA - Peeling/Needs Paint (Walls) - L1	<ul style="list-style-type: none"> <li>- Peeling Paint or Needs Paint</li> <li>- 1 to 4 square feet of two or more wall areas</li> </ul>
Community Room	Floor 1 doors leading to community room	CA - Damaged Hardware/ Locks (Doors) - L2	<ul style="list-style-type: none"> <li>- All Other Doors (includes closet or other interior doors)</li> <li>- Hardware is damaged or missing</li> <li>- Other interior door does not function as it should or cannot be locked.</li> </ul>
<b>Building 1 - Blue Bell Tower[Sample,Inspected] - Unit 402</b>			
<b>Non-Health And Safety Deficiencies</b>			
Kitchen Items	Kitchen drawer wont stay closed	Unit - Cabinets - Missing/ Damaged (Kitchen) - L2	<ul style="list-style-type: none"> <li>- Kitchen Cabinets</li> <li>- Cabinets, doors, shelves, or laminate damaged or missing</li> <li>- 10% to 50% of cabinets, doors, shelves, or laminate</li> </ul>

## Inspection Summary Report (POA) for Inspection #523193

Item	Location/Comments	Deficiency/Severity	Decisions
			damaged or missing

### Building 1 - Blue Bell Tower[Sample,Inspected] - Unit 410

None

### Building 1 - Blue Bell Tower[Sample,Inspected] - Unit 602

None

### Building 1 - Blue Bell Tower[Sample,Inspected] - Unit 509

None

### Building 1 - Blue Bell Tower[Sample,Inspected] - Unit 610

#### Non-Health And Safety Deficiencies

Ceiling	Hallway closet off hallway	Unit - Mold/Mildew/Water Stains/Water Damage (Ceiling) - L1	<ul style="list-style-type: none"> <li>- Mold or Mildew (for example, a darkened area) or Water Stains or Water Damage (for example evidence of water infiltration)</li> <li>- 4 square inches to 1 square foot and you may or may not see water</li> </ul>
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### Building 1 - Blue Bell Tower[Sample,Inspected] - Unit 202

None

### Building 1 - Blue Bell Tower[Sample,Inspected] - Unit 605

None

### Building 1 - Blue Bell Tower[Sample,Inspected] - Unit 405

None

### Building 1 - Blue Bell Tower[Sample,Inspected] - Unit 503

None

### Building 1 - Blue Bell Tower[Sample,Inspected] - Unit 306

#### Non-Health And Safety Deficiencies

Bathroom Items	Bathroom seat is peeling	Unit - Water Closet/Toilet-Damaged/Clogged/Missing	<ul style="list-style-type: none"> <li>- Toilet (Unit)</li> <li>- Seat, hinge, cover, or flush</li> </ul>
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## Inspection Summary Report (POA) for Inspection #523193

Item	Location/Comments	Deficiency/Severity	Decisions
		(Bathroom) - L2	handle is missing or damaged

### Building 1 - Blue Bell Tower[Sample,Inspected] - Unit 609

None

### Building 1 - Blue Bell Tower[Sample,Inspected] - Unit 205

None

### Building 1 - Blue Bell Tower[Sample,Inspected] - Unit 301

None

### Building 1 - Blue Bell Tower[Sample,Inspected] - Unit 408

None

### Building 1 - Blue Bell Tower[Sample,Inspected] - Unit 208

None

### Building 1 - Blue Bell Tower[Sample,Inspected] - Unit 309

None

### Building 1 - Blue Bell Tower[Sample,Inspected] - Unit 607

None

### Building 1 - Blue Bell Tower[Sample,Inspected] - Unit 506

None

### Building 2 - Garage[Sample,Inspected] - Building Exterior

None

### Building 2 - Garage[Sample,Inspected] - Building Systems

None

### Building 2 - Garage[Sample,Inspected] - Common Areas

None

## **Notice: Modifications to the Inspection Summary Report**

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<http://www.hud.gov/offices/reac/products/pass/inspectionrpt40.cfm>

## BOARD MEMO


216 W. Simmons St.  
Galesburg, IL 61401

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

[www.knoxcountyhousing.org](http://www.knoxcountyhousing.org)

**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 05/23/2014

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 05/27/2014

**SUBJECT:** Resident Commissioner Solicitation

---

### Executive Summary

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

Currently, the Resident Commissioner position is held by Dale Parsons, who was appointed to the position in October of 2009. At that time, Mr. Parsons was serving as a regular Commissioner and agreed to have his role reassigned as Resident Commissioner. At the 05/25/2010 regular meeting of the Board, Mr. Parsons was again recommended and approved for the Resident Commissioner position. Mr. Parsons’ current term is set to expire in May of 2014.

In an effort to encourage full resident participation opportunity, notice was posted on 05/01/2014 to solicit interest in the Resident Commissioner position. An information packet was made available to any eligible participant demonstrating interest in filling the opening. Eligible participant is defined by 24 CFR § 964.410 as a person who is directly assisted by the public housing agency, whose name appears on a lease or voucher, and is a minimum eighteen years of age.

The solicitation ran from 05/01/2014 through 05/21/2014. During that time, notice had been posted at each program site office, posted on the Knox County Housing Authority Website, and advertised through the agency’s Facebook page. Letter of interest were accepted until 4:30 PM on Wednesday, 05/21/2014.

Three candidates have expressed interest in serving as resident commissioner:

- Dale Parsons, Moon Towers (verbal interest)
- Gerald Lambert, Moon Towers (verbal interest)
- Floyd Palmer, Bluebell Tower (letter of interest attached)

The next step in the process would be for selected candidates to meet with the Board of Commissioners during a work session to be scheduled during the month of June 2014. It is expected at the 06/24/2014 regular meeting the Board will select a candidate for recommendation for appointment as Resident Commissioner for the Knox County Housing Authority to the Knox County Board.

**Fiscal Impact**

None

**Recommendation**

It is the recommendation of the Executive Director the Board of Commissioners schedule a work session to meet with each of the three prospective candidates listed to assess eligibility and suitability for service with the Knox County Housing Authority.

May 19, 2014

Floyd L. Palmer  
300 North Jefferson Street, Apartment 506  
Abingdon, IL 61410  
309.368.2474

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

SUBJECT: Resident Commissioner Posting

Dear Derek:

I would like to submit my name for consideration for the five (5) year term as Resident Commissioner on the Knox County Housing Authority Board.

I have lived in Knox County, Illinois, for most of my life. I have never served on any board such as yours, but this may be as much of a plus as it may be considered a minus. My wife Rose and I have been residents of Blue Bell Tower since March of 2013. Even though this is just over a year of residence, I am interested in the way things are done at the Housing Authority. I am sure that I could be objective in any matters that may come before the Board.

During my 51-year working career I held the following positions:

- Bookkeeper at a country grain elevator where I achieved the position of assistant manager;
- Payroll clerk for a construction company, a position which included use of all the various union contracts in paying the correct wages;
- Billing clerk and payroll clerk for a rock quarry;
- Accountant, office manager, and dispatcher for a trucking company;
- Manager for a full-service gas station;
- Safety director, fuel and mileage manager for a medium sized trucking corporation.

In addition, I served in the Illinois National Guard for six years in the 60s, achieving the rank of Sergeant E-5.

I have been married for 47 years and have three children, six grandchildren, and two great-grandchildren.

If you need any other information about my background, please contact me. I hope to hear from you in the near future.

Sincerely,



Floyd L. Palmer

## BOARD MEMO


216 W. Simmons St.  
Galesburg, IL 61401

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

[www.knoxcountyhousing.org](http://www.knoxcountyhousing.org)

**TO:** Board of Commissioners  
Knox County Housing Authority

**DATE:** 05/23/2014

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 05/27/2014

**SUBJECT:** Flat Rent Increase – HUD Guidance

---

### Executive Summary

On January 17, 2014, the President signed the Department of Housing and Urban Development Appropriations Act, 2014 (2014 Appropriations Act). Section 210 of that act amended the United States Housing Act of 1937 to create new rules for flat rents for public housing residents.

The 2014 Appropriations Act requires PHAs to establish flat rents at no less than 80 percent of the fair market rent (FMR). Given this requirement, the Knox County Housing Authority has begun preparation for the change by comparing our current flat rent schedule to the applicable FMR to determine if the flat rents are at or below the 80 percent threshold. As our current flat rents are below the threshold, the KCHA will need to revise the flat rent schedule to at least 80 percent of FMR.

Housing authorities have been anxiously anticipating HUD guidance on the implementation of this new rule. On 05/19/2014, HUD released this guidance in Notice PIH 2014-12 – Changes to Flat Rent Requirements – 2014 Appropriations Act. The notice is attached to this memo.

Here are the highlights of the notice, and steps the Knox County Housing Authority will take to remain in compliance.

- If a resident pays a utility allowance directly to the utility provider, that amount may be deducted from the agency's flat rent schedule for that unit size (utility adjustment)
- A significant amendment to the agency plan must be completed, requiring the agency to hold a public hearing on the flat rent increase
- Flat rent policies must be updated in the agency Admissions and Continued Occupancy Plan (ACOP)
- New deadline for compliance is 10/31/2014
- Agencies are allowed to implement the new schedule at a current participant family's next annual rent option

- New admissions will be offered their choice of income-based rent or flat rent at the 80% FMR level as of 10/31/2014
- Agencies required to complete a rent reasonableness study on an annual basis
- If FMR rates fall from previous years, agencies are allowed, but not required, to lower the flat rents to 80% of the FMR
- Phase-in any increase to flat rents in excess of 35% annually

The Knox County Housing Authority will remain in full compliance with the regulations and requirements listed in the notice. Resident notification will be prepared and disseminated no later than 07/01/2014.



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

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**Special Attention:**

Public Housing Agencies (PHA)  
Public Housing Hub Office Directors  
Public Housing Program Center Directors  
Regional Directors  
Field Office Directors  
Resident Management Corporations

**NOTICE** PIH 2014-12 (HA)

**Issued:** May 19, 2014

**Expires:** Effective until amended,  
superseded, or rescinded

**Cross References:** 24 CFR Part 960  
and 24 CFR Part 903.

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**Subject: Changes to Flat Rent Requirements – 2014 Appropriations Act**

**1. PURPOSE**

This notice implements Sections 210 and 243 of Title II of P.L. 113-76, the Consolidated Appropriations Act of 2014. Specifically, this guidance clarifies HUD's interpretation of the statutory amendment related to flat rents and the requirement that PHAs comply with the amendments by June 1, 2014.

This notice serves as interim guidance. Section 243 requires HUD to commence rulemaking no later than six months after this notice is issued. The policy will be finalized through the rulemaking and public comment procedures. At that time, the Department will be very interested in feedback from PHAs and other stakeholders about how best to implement the policies. HUD is particularly interested in the burden created by the new policies, impact on PHA budgets, and impact on residents.

**2. APPLICABILITY, BACKGROUND, AND HUD INTERPRETATION OF NEW STATUTORY REQUIREMENTS**

This notice applies to PHAs that operate a public housing program. It also applies to families residing in, or applicants to the public housing program.

Moving to Work (MTW) PHAs operating a public housing program can exercise flexibility in regards to establishing flat rents, in accordance with the terms of their respective MTW Agreement and approved Annual MTW Plan. If an MTW PHA has not exercised flexibility via the Annual MTW Plan, then the policies set forth in this Notice will apply to the MTW PHA.

Currently, PHAs are required to establish flat rents based on the market rent of comparable units in the private, unassisted rental market. Paragraph (2)(B)(i) of Section 3(a) of the United States Housing Act of 1937 (the Act), as amended by Section 210, establishes new parameters that PHAs must use when determining the flat rent amounts. Specifically, flat rents must now be:

- set at no less than 80 percent of the applicable Fair Market Rent (FMR); and

Section 210 also establishes that PHAs may, but are not required to lower flat rents to 80% of the applicable FMR in years when the FMR decreases from the previous year. This provision applies to the FMRs published for fiscal year 2015 and beyond. If a PHA must increase their flat rents to comply with the statutory changes, the increase shall be considered a significant amendment to the PHA Annual Plan. Please review Section 8 of this Notice which provides a detailed explanation regarding significant amendments for flat rent changes.

PHAs shall comply with the new flat rent requirements by June 1, 2014. The Department will consider PHAs to be in compliance with the new requirements if non-qualified agencies have initiated the process to amend their PHA Annual Plan, and qualified agencies have initiated the public hearing process by no later than June 1, 2014. PHAs should begin applying the new flat rent schedules to households they are recertifying and new applicants by October 31, 2014.

If a new flat rent amount for a unit will increase a family's existing rental payment by more than 35 percent, then the new flat rent amount shall be phased in as necessary to ensure that the family's existing rental payment does not increase by more than 35 percent annually. For more information, see Section 6 of this notice.

### **3. FMRs AND UTILITY PAYMENTS**

Fair Market Rents (FMRs) are gross rent estimates that cover the shelter rent plus the cost of all necessary utilities regardless of who actually pays the utilities. Although the inclusion of utilities in the FMR is an accurate estimate of the cost of renting a unit in a particular area, their inclusion for purposes of setting Public Housing flat rents may lead to families paying more in gross rent if the shelter rent is not adjusted to reflect utility payments. Specifically, families that pay a flat rent for public housing units and that pay their own utilities would pay more in gross rent (i.e., shelter rent plus utilities) than a family in a similarly situated unit where the PHA pays the utilities.

For example, if an agency sets the flat rent for 1-BR units at exactly 80 percent of the FMR, totaling (\$400), a family renting a unit where the PHA pays the utilities would pay \$400, and a family that rents a unit where they are responsible for paying utilities would pay \$400 plus the cost of utilities. In this case, the family paying for utilities directly pays

more because they are renting a unit where they are responsible for their own utility payments.

To address this issue when establishing flat rents, PHAs must consider who is responsible for direct utility payments to the utility company, and adjust the flat rent accordingly. Specifically, if an agency is responsible for paying for utilities to the utility company, no adjustment is necessary when setting flat rents. However, if the family is responsible for making direct utility payments to the utility company, the PHA must adjust the flat rent amount downward, using a utility allowance, to account for reasonable utility costs of an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment. For flat rents that are set at 80 percent of FMR, PHAs must first determine 80 percent of FMR for each bedroom-size, and then reduce that amount by the utility allowance. For example, if 80 percent of FMR for a 1-BR unit is \$400, then the resulting rent after a reasonable utilities reduction of \$50 per month would be \$350. PHAs should also consider utility payments where flat rents are set above 80 percent of FMR and incorporate such adjustments as necessary.

#### **4. FLAT RENT POLICIES – HOW TO COMPLY WITH THE NEW REQUIREMENTS IN THE INITIAL YEAR**

In order to comply with the statutory requirements, PHAs must do the following:

- 1) Compare the current flat rent amount as determined by the PHA to the applicable FMR;
- 2) If the existing flat rent amount is at least 80 percent of the FMR, the PHA is in compliance with the law, and no further steps are necessary;
- 3) If the existing flat rent amount is less than 80 percent of FMR, PHAs must revise their flat rents to no less than 80 percent of FMR, subject to the utilities adjustment in section 3 of this notice;
- 4) If changes to flat rents are necessary, include a description of the changes to the flat rent policies in a significant amendment to the PHA Annual Plan. Section 8 of this notice provides for a streamlined process for completing this requirement;
- 5) Update the flat rent policies in the Admissions and Continued Occupancy Policies (ACOP);
- 6) The PHA must offer the new flat rent and the applicable income-based rent to all new admissions to the program within 90 days of formally adopting the new flat rents, but not later than October 31, 2014; and
- 7) Within 90 days after a PHA has formally adopted the new flat rents, but not later than October 31, 2014, the PHA must begin to offer the new flat rent to families that are currently paying the flat rent amount, at the family's next annual rent option, and permit the family to choose between the flat rent amount and the income-based rent, subject to the requirements of Section 6 of this notice.

#### **5. FLAT RENT POLICIES – HOW TO COMPLY ON AN ANNUAL BASIS**

In order to comply with the flat rent requirements annually, PHAs must:

- 1) Calculate flat rents using a rent reasonableness methodology,<sup>1</sup> as defined in 24 CFR Part 960.253(b), for determining the flat rent based on the market rent of comparable units in the private, unassisted rental market. Such a reasonable method should consider the location, quality, size, unit type, unit age, and any amenities;
- 2) If the flat rent, as determined by the rent reasonableness study, is at least 80 percent of the FMR, PHAs must set flat rents at the amount determined by the rent reasonableness study;
- 3) If the flat rent, as determined by the rent reasonableness study, is less than 80 percent of the FMR, PHAs must set flat rents at no less than 80 percent of the FMR, subject to the utilities adjustment in section 3 of this notice;
- 4) If the FMR falls from the previous year, PHAs, may, but are not required to lower the flat rent amount to 80 percent of the FMR;
- 5) Include a description of flat rent policies in the PHA annual plan or in documents available for a public hearing as applicable;
- 6) Update the flat rent policies in the Admissions and Continued Occupancy Policies (ACOP) as necessary;
- 7) At all new admissions, permit the family to choose between the flat rent amount and the income-based rent;
- 8) For families that are already paying the flat rent amount, PHAs must offer any changes to flat rent amount at the next annual rent option, and permit the family to choose between the flat rent amount and the income-based rent, subject to the requirements of Section 6 of this notice; and
- 9) Upon issuance of new FMRs by HUD, the PHA must:
  - Determine if the current flat rent is at least 80% of the new FMR;
  - Update the flat rent amounts<sup>2</sup> if necessary to meet the 80% requirement within a reasonable time but no later than 90 days of HUD publishing new FMRs;
  - Apply the new flat rents to all new admissions and to existing families at the next annual rent option, subject to Section 6 of this notice.

## **6. FLAT RENT INCREASE PHASE-IN REQUIREMENTS**

Section 210 of the FY 14 Appropriations Act requires that if an existing tenant's rental payment would be increased by 35 percent or more as a result of changes to the flat rent

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<sup>1</sup> The Department recognizes the burden placed on PHAs by the requirement to complete rent reasonableness studies annually, particularly in jurisdictions where market rents are substantially below the applicable FMR. PHAs that determine through their rent reasonableness methodology that their reasonable rents would be less than 60 percent of the applicable FMR may choose to complete a rent reasonableness study once every three years, rather than annually.

<sup>2</sup> Updating flat rents based on changes to the FMR by HUD does not constitute a significant amendment to the annual plan.

amount, that the increase must be phased in such that a family would not experience an increase in their rental payment of more than 35 percent in any one year. Although Section 210 permits PHAs to increase flat rents by up to 35 percent annually, PHAs may consider any limitations on annual rent increases pursuant to state and local law. For example, some states have established annual rent increase limits of no more than 10 percent. Further, PHAs have discretion to phase-in rent increases 35 percent or less over a three-year period. For example, for a family that will experience a rent increase of 10 percent due to the new flat rent requirements, a PHA could choose to phase in the total rent increase over three years.

In order to determine how to phase-in increases in rental payments, PHAs must:

- 1) On a case-by-case basis, at the family's next annual rent option, compare the updated flat rent amount applicable to the unit for which a family is currently paying the flat rent to the flat rent that was being paid by the family immediately prior to the annual rent option;
  - a. If the new flat rent amount would not increase a family's rental payment, the family may choose to pay either the updated flat rent amount or the previously calculated income-based rent;
  - b. If the updated flat rent amount would increase a family's rental payment, PHAs must conduct a flat rent impact analysis by multiplying the existing flat rent amount by 35 percent (or a lesser amount pursuant to state/local law) and adding that product to the flat rent amount ( $FR \times 35\% = X + FR$ ). This calculation can be done by simply multiplying the current flat rent amount by 1.35. PHAs must then compare the product of the calculation to the updated flat rent amount; and
- 2) The PHA must offer and the family may choose to pay, either the lower of the flat rents that were compared in the flat rent impact analysis or the previously calculated income-based rent.

#### Example 1 – Flat Rent Increase Does Not Require Phase-In

The Gordon family is currently paying the flat rent amount of \$350 per month, rather than the income-based rent of \$500. When the Gordon family meets with the PHA to discuss rent options for the upcoming year, the PHA informs the Gordon family that due to the FY 2014 appropriations law, the flat rent amount has increased to \$450 per month. Because the increase in the flat rent amount represents an increase of less than 35 percent from the Gordon's previous rental payment amount, they have the option to pay the new flat rent amount of \$450, or pay the income based rent based of \$500. The Gordon family chooses to pay the new flat rent amount of \$450.

Initial Flat Rent: \$350

New Flat Rent: \$450

Family Rent Increase Impact Analysis:

Current Flat Rent	New Flat Rent	Impact Analysis (FRx1.35)	Income-Based Rent	New Family Rent
\$350	\$450	\$472.5	\$500	\$450

#### Example 2 – Flat Rent Increase Requires Phase-In

The Jones family is currently paying the flat rent amount of \$500 per month. When the Jones family meets with the PHA to discuss rent options, the PHA tells the family that the flat rent amount has increased to \$700 resulting from 2014 appropriations law. However, the PHA tells the family that the family's flat rent payment would only increase to \$675 because flat rent changes must be phased in as necessary to ensure that the family's existing rental payment does not increase by more than 35 percent annually. The family has the option to pay either the \$675 per month, or an income-based rent of \$800 per month based on the most recent examination of the Jones' family income. The Jones family chooses to pay the flat rent amount of \$675.

At the next rent option meeting between the Jones family and the PHA, the PHA informs the Jones family that the flat rent amount has increased to \$750 per month due to an increase in the FMR. Because the new flat rent amount is less than a 35 percent increase from the previous rental payment, the Jones family has the option to pay the flat rent amount of \$750 or the income-based rent amount of \$800 based on the most recent examination of family income and composition. The Jones family chooses to pay the new flat rent amount of \$750.

Initial Flat Rent: \$500

New Flat Rent: \$700

Family Rent Increase Impact Analysis:

Year	Current Flat Rent	New Flat Rent	Impact Analysis (FR x 1.35)	Income-Based Rent	New Family Rent
1	\$500	\$700	\$675	\$800	\$675
2	\$675	\$750	\$911.25	\$800	\$750

## 7. CONDUCTING ANNUAL RENT OPTIONS

24 CFR 960.253(a) requires PHAs to annually give families the option to choose between paying the flat rent or the income-based rent, and stipulates that PHAs may not give families the option more than once per year, except in the case that the family has chosen the flat rent and experiences a financial hardship. 24 CFR 960.253(e) stipulates that in order for a family to make an informed choice regarding rent options, PHAs must provide at least the following information:

- The PHA's policies on switching the type of rent due to financial hardship;
- The dollar amount of the flat rent and the income-based rent.

24 CFR 960.253(e)(2) permits PHAs the flexibility to conduct reexaminations of family income once every three years instead of annually for families that choose to pay the flat rent. In years when a PHA does not conduct a full reexamination of family income, PHAs must give the family the option of paying the flat rent or the income-based rent as calculated from the most recent examination of family income and composition.

In order for PHAs to comply with the requirements to conduct an annual rent option, and to provide families with sufficient information to make an informed choice, PHAs must do the following:

At initial occupancy, or in any year where a current program participating family is paying the income-based rent:

- 1) Conduct a full examination of family income and composition at the first annual rent option (Year 1);
- 2) Inform the family of the flat rent amount and the rent amount determined by the examination of family income and composition;
- 3) Inform the family of the PHA's policies on switching rent types due to financial hardship; and
- 4) Apply the family's rent decision at the next lease renewal.

At the second and third annual rent options for families that choose to pay the flat rent:

- 1) PHAs may, but are not required to conduct a full examination of family income and composition for the second and third annual rent options. If a PHA chooses not to conduct an examination of family income for these annual rent options, PHAs must use the income information from the examination of family income and composition from the first annual rent option;
- 2) PHAs must inform the family of the updated flat rent amount, and the rent amount determined by the most recent examination of family income and composition;
- 3) PHAs must inform the family of the PHA's policies on switching rent types due to financial hardship; and
- 4) PHAs must apply the family's rent decision at the next lease renewal.

For the purpose of conducting the rent option meeting for a family that has paid the flat rent for the previous three years, and for which the PHA has not conducted a reexamination of family income and composition in the last three years, the PHA must complete a full reexamination of family income and composition in order to update the income-based rent amount.

PHAs are reminded that the flat rent amount a family pays is not locked in for the three year period. Instead, the PHA must revise the flat rent amount from year to year based on the findings of the PHA's rent reasonableness analysis and changes to the FMR.

Families currently paying the flat rent amount must be offered the choice between the updated flat rent amount, and the previously calculated income-based rent.

## **8. PHA PLANS AND SIGNIFICANT AMENDMENTS**

All non-qualified PHAs are required by 24 CFR 903.7(d) to include a statement about policies, including flat rents, in their annual plan. Further, 24 CFR 903.7(r) provides flexibility to PHAs to define the criteria for changes to the PHA Plan that would trigger a significant amendment. HUD understands that PHAs have different definitions of what changes constitute a significant amendment to the PHA plan. HUD also recognizes that the statements about rent policies that are included in PHA plans vary significantly from one agency to the next. However, because changes to flat rents may have a significant impact on family rent payments, PHAs that must update their flat rent schedules to comply with the new flat rent requirements must undertake a significant amendment to the PHA Annual Plan. Qualified agencies that must update their flat rent schedules to comply with the new flat rent requirements must hold a public hearing regarding the flat rent changes.

To expedite the significant amendment process, HUD is providing HUD-approved Significant Amendment language (See Appendix A) that PHAs may utilize for the purpose of conducting public hearings and submitting the significant amendment to HUD to update HUD's records of flat rent policies. PHAs are not required to use the language. HUD will deem approved all significant amendments that utilize the HUD-approved language, and do not include other changes to the PHA Annual Plan. PHAs that use the language should not expect a written approval from HUD, and may enact the new flat rents within 90 days of submission of the significant amendment to HUD. PHAs that do not use the HUD-approved significant amendment language must wait for HUD approval before implementing the new flat rents. PHAs must maintain records that document the method used to determine flat rents, and also show how flat rents are determined by the PHA in accordance with this method as required by 24 CFR 960.253(b)(5).

## **9. CONTACT INFORMATION**

If you have questions regarding this Notice, please contact your local HUD Field Office.

## **10. PAPERWORK REDUCTION ACT**

The information collections referenced in this Notice have been approved by OMB pursuant to the Paperwork Reduction Act under, OMB# 2577-0220 and OMB#2577-0226.

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/s/

Sandra B. Henriquez, Assistant Secretary for  
Public and Indian Housing

## **Appendix A**

### **Flat Rent Significant Amendment**

The [INSERT PHA NAME HERE] hereby amends its flat rent policies to comply with the statutory changes contained within, Public Law 113 – 76, the Fiscal Year 2014 Appropriation Act.

The [INSERT PHA NAME HERE] will set the flat rental amount for each public housing unit that complies with the requirement that all flat rents be set at no less than 80 percent of the applicable Fair Market Rent (FMR) adjusted, if necessary, to account for reasonable utilities costs. The new flat rental amount will apply to all new program admissions effective [INSERT DATE HERE]. For current program participants that pay the flat rental amount, the new flat rental amount will be offered, as well as the income-based rental amount, at the next annual rental option.

The [INSERT PHA NAME HERE] will place a cap on any increase in a family's rental payment that exceeds 35 percent, and is a result of changes to the flat rental amount as follows:

- Multiply the existing flat rental payment by 1.35 and compare that to the updated flat rental amount;
- The PHA will present two rent options to the family as follows:
  - the lower of the product of the calculation and the updated flat rental amount; and
  - the income-based rent.