

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
5/29/2018
11:00 a.m.

Opening	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve Previous Meeting Minutes	Chairperson Payton
<input type="checkbox"/> Ben Burgland	Review/Ratify 3-2018 Financial Reports	Chairperson Payton
<input type="checkbox"/> Thomas Dunker	Review/Ratify 3-2018 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Jared Hawkinson	COCC:	\$ 49,667.81
<input type="checkbox"/> Lomac Payton	Moon Towers:	\$ 81,496.83
<input type="checkbox"/> Paula Sanford	Family:	\$ 108,991.70
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 34,985.32
<u>Excused:</u>	HCV:	\$ 84,402.46
	Brentwood:	\$ 9,458.64
<u>Others Present:</u>	Prairieland:	\$ 26,688.63
	Capital Fund 2016:	\$ 7,400.00
	Capital Fund 2017:	\$ 40,360.90

Old Business	None	
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New Business	Review/Approve Resolution 2018-06 for SEMAP Certification/Submission CYE 12/31/2017	Derek Antoine
	Review/Approve Application for Payment 1 from Amereco, Inc. for LBP Testing Services	Derek Antoine

Reports	Executive Director's Report – 5-2018	Derek Antoine
	KCHA Legal Counsel Report – 5-2018	Jack Ball

Other Business	IL085 Annual Unaudited FDS Submission	Derek Antoine
	Capital Fund Disbursements CY 2018	Derek Antoine
	Finance Committee Meeting Schedule	Derek Antoine
	FYE 03/31/2017 Annual Audit Distribution	Derek Antoine

board agenda

**Other Business
(cont.)**

Update on Development Proposal

Derek Antoine

Executive Session

Personnel Discussion

Derek Antoine

Vendor Contract Litigation Update

Jack Ball

Adjournment

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
April 24, 2018**

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

PRESENT: Wayne Allen
 Ben Burgland
 Jared Hawkinson
 Lomac Payton
 Paula Sanford
 Paul H. Stewart

EXCUSED: Thomas Dunker

ABSENT:

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

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. March and April reports will be available at the May and June meetings.

OLD BUSINESS

None

NEW BUSINESS

Mr. Antoine asked the Board to review and approve RFP P180030 for Selection of Firm for Annual Audit Services. Mr. Antoine referred Commissioners to the board memo and bid tab. Commissioner Stewart asked how much the agency paid for the most recent audit. Mr. Antoine stated that the last audit cost \$11,000 and also reminded the board that HUD reimburses agencies for audit costs. Commissioner Stewart also asked where Zenk and Associates is located and who were the auditors prior to Zenk and Associates. Mr. Antoine stated that Zenk and Associates is located in Michigan and that prior to Zenk and Associates, the auditors for the agency were Pamela Simpson and Sailor Kahn. After brief discussion, Commissioner Sanford made a motion to approve Selection of Zenk and Associates, P.C. for Annual Audit Services for a one-year contract in the amount of \$11,250.00; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Allen - aye
Commissioner Burgland - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye

Commissioner Sanford - aye
Commissioner Stewart - aye
Motion Carried, 6-0.

Next, Mr. Antoine asked the Board to approve Preparation/Execution of Declaration of Trust Documents for KCHA Properties. Mr. Antoine reported that the development project for the addition of six accessible dwelling units has necessitated that the agency update its Declaration of Trust documents as outlined in the board memo. After brief discussion, Commissioner Stewart made a motion to approve the Preparation/Execution of Declaration of Trust Documents for KCHA Properties; Commissioner Allen seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

REPORTS

Mr. Antoine said that there was no Executive Director's report for the month but one would be provided at the May meeting. Also, there was no legal counsel report for the month.

OTHER BUSINESS

Mr. Antoine stated that Chairperson Payton's current term on the Board will expire after the May 2018 meeting and that Commissioner Allen's current term on the Board will expire after the June 2018 meeting. Both persons have indicated an interest in seeking reappointment. As such, letters recommending reappointment for Chairperson Payton and Commissioner Allen have been prepared for the Commissioners to sign and be presented to the Knox County Board for action at its May 2018 meeting. After brief discussion, Commissioner Sanford made a motion to approve the reappointment of Lomac Payton as a Commissioner for the Knox County Housing Authority; Commissioner Burgland seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

After brief discussion, Commissioner Sanford made a motion to approve the reappointment of Wayne Allen as a Commissioner for the Knox County Housing Authority; Commissioner Hawkinson seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

Commissioner Hawkinson informed the Commissioners that the KCHA website had been updated and encouraged everyone to check it out.

Commissioner Sanford gave a brief report on her experience at the NELROD Conference in March.

EXECUTIVE SESSION

The Executive Session listed on the meeting agenda did not take place. It will be moved to the May meeting agenda.

ADJOURNMENT

Commissioner Stewart made a motion to adjourn the meeting at 10:29 a.m.; Commissioner Hawkinson seconded. Roll call was taken as follows:

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

Motion Carried, 6-0.

Respectfully submitted,

Secretary

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

May 22, 2018

ROLL CALL – 10:30 am

There finance committee was called into order by Commissioner Ben Burgland.

ATTENDANCE – 10:31am

KCHA Commissioners:

Present: Ben Burgland
Excused: Wayne Allen & Tom Dunker

Housing Authority Members:

Present: Derek Antoine & Lee Lofing
Excused:

FINANCIAL REPORT – 10:32 am

The only item on the agenda for the May 2018 finance committee meeting was to review the March year end 2018 financial reports. Each member of the committee was emailed copies of March income statements along with notes for each of the following: COCC, Moon Towers, Family Sites, Bluebell Towers, Brentwood, Prairieland, and Housing Choice Voucher.

ADJOURN – 10:47 am

Respectfully submitted,



Finance Coordinator, KCHA

COCC

	<u>March-18</u>	<u>Current YTD</u>
Operating Income	\$51,960.37	\$819,674.53
Operating Expenses	\$47,801.79	\$562,792.09
Net Revenue Income/(Loss)	\$4,158.58	\$256,882.44

Operated in the black for month & for the year.

COCC's Cash, Investments, A/R, & A/P \$1,116,120.06

Notes:

- Year end adjusting entries
- Record Compensated Absences
- Move certain expenses to fixed asset schedule to be depreciated.
- AAIM HR services
- Management & Maintenance Clinic
- Three payroll plus 3 days accrual.
- Utilities
-

MOON TOWERS

	<u>March-18</u>	<u>Current YTD</u>
Operating Income	\$58,960.29	\$754,758.91
Operating Expenses	\$110,666.51	\$784,634.65
Net Revenue Income/(Loss)	(\$51,706.22)	(\$29,875.74)

Operated in red for month and red for year.

Moon Towers' Cash, Investments, A/R, & A/P \$513,265.86

\$261,544.88 *minimum reserve position*

Notes:

- Year end adjusting entries
- Record Compensated Absences
- Move certain expenses to fixed asset schedule to be depreciated.
- Management & Maintenance Clinic
- Three payroll plus 3 days accrual.
- Utilities
-

FAMILY

	<u>March-18</u>	<u>Current YTD</u>
Operating Income	\$76,642.97	\$967,364.16
Operating Expenses	\$109,073.10	\$938,676.26
Net Revenue Income/(Loss)	(\$32,430.13)	\$28,687.90

Operated in the red for month and black for year.

Family's Cash, Investments, A/R, & A/P \$422,433.19

\$312,892.09 *minimum reserve position*

Notes:

- Year end adjusting entries
- Record Compensated Absences
- Move certain expenses to fixed asset schedule to be depreciated.
- Management & Maintenance Clinic
- Three payroll plus 3 days accrual.
- Utilities
-

BLUEBELL

	<u>March-18</u>	<u>Current YTD</u>
Operating Income	\$17,878.89	\$234,038.29
Operating Expenses	\$34,985.32	\$257,229.84
Net Revenue Income/(Loss)	(\$17,106.43)	(\$23,191.55)

Operated in red for month and red for year.

Bluebell's Cash, Investments, A/R, & A/P \$74,635.32

\$85,743.28 *minimum reserve position*

Notes:

- Year end adjusting entries
- Record Compensated Absences
- Move certain expenses to fixed asset schedule to be depreciated.
- Management & Maintenance Clinic
- Three payroll plus 3 days accrual.
- Utilities
-

AHP - BRENTWOOD & PRAIRIELAND

<u>BRENTWOOD</u>	<u>March-18</u>	<u>Current YTD</u>
Operating Income	\$133,608.20	\$480,084.70
Operating Expenses	\$9,458.64	\$308,196.98
Net Revenue Income/(Loss)	\$124,149.56	\$171,887.72

Operated in the black for month & for the year.

Brentwood's Cash, Investments, A/R, & A/P	\$197,711.03
Restricted - Security Deposits	\$364.00
Brentwood's Total Cash	\$198,075.03

Notes:

- Year end adjusting entries
- Record Compensated Absences
- Move certain expenses to fixed asset schedule to be depreciated.
- Management & Maintenance Clinic
- Had to add value of the roofs that were replaced by insurance claim.
- Three payroll plus 3 days accrual.

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

<u>PRAIRIELAND</u>	<u>March-18</u>	<u>Current YTD</u>
Operating Income	\$153,639.91	\$453,819.19
Operating Expenses	\$26,688.63	\$282,342.22
Net Revenue Income/(Loss)	\$126,951.28	\$171,476.97

Operated in the black for month & for the year.

PrairieLand's Cash, Investments, A/R, & A/P	(\$56,241.47)
Restricted - Security Deposits	\$949.00
Restricted - Replacement Reserve	\$104,391.71
Restricted - Residual Receipts	\$54,499.20
PrairieLand's Total Cash	\$103,598.44

Notes:

- Year end adjusting entries
- Record Compensated Absences
- Move certain expenses to fixed asset schedule to be depreciated.
- Management & Maintenance Clinic
- Had to add value of the roofs that were replaced by insurance claim.
- Three payroll plus 3 days accrual.

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

These funds are held in the Replacement Reserve Savings Account.

These funds are held in the Residual Receipts Savings Account.

HOUSING CHOICE VOUCHERS

ADMINISTRATIVE

	<u>January-73</u>	<u>Current YTD</u>
Operating Income	\$9,502.04	\$112,559.71
Operating Expenses	\$14,592.35	\$144,650.63
Net Revenue Income/(Loss)	(\$5,090.31)	(\$32,090.92)

Notes:

- Year end adjusting entries
- Three payroll plus 3 days accrual.

(\$32,090.92) Projected Income Gain/(Loss) FYE'18

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

\$147,902.71 2/28/2018 Balance
\$0.00
(\$5,090.31)
(\$41.19) Year End Adjustment

UNP Ending Balance

\$142,771.21 For Admin Expenses and HAP (if needed)

Pre 2004 Balance
Post 2013 Balance
Investment in Fixed Assets
Total UNP as of

\$121,830.26
\$20,940.95
\$0.00
\$142,771.21 3/31/2018

HAP

	<u>Jan-73</u>	<u>Current YTD</u>
Operating Income	\$74,019.00	\$809,540.90
Operating Expenses	\$69,819.53	\$830,670.03
Net Revenue Income/(Loss)	\$4,199.47	(\$21,129.13)

Notes:

HAP payments

Voucher expenses less than amount funded for the month.

Net Restricted Position (NRP)

\$9,934.40 2/28/2018 Balance
\$2,478.38 Year End Adjustment

Monthly VMS Net Revenue - Income/(Loss)

\$3,512.30

NRP Ending Balance for HAP

\$15,925.08 For HAP Expenses (Only)

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

COCC - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	51,960.37	57,256.00	819,674.53	687,072.00	132,602.53	687,072.00
TOTAL OPERATING INCOME	51,960.37	57,256.00	819,674.53	687,072.00	132,602.53	687,072.00
OPERATING EXPENSE						
Total Administration Expenses	53,745.53	44,179.35	519,683.82	530,150.00	-10,466.18	530,150.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	1,761.75	495.76	1,460.85	5,950.00	-4,489.15	5,950.00
Total Maintenance Expenses	-9,805.00	645.87	25,637.45	7,750.00	17,887.45	7,750.00
General Expense	2,099.51	1,391.63	16,009.97	16,700.00	-690.03	16,700.00
TOTAL ROUTINE OPERATING EXPENSES	47,801.79	46,712.61	562,792.09	560,550.00	2,242.09	560,550.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	10,543.50	0.00	126,522.00	-126,522.00	126,522.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	47,801.79	57,256.11	562,792.09	687,072.00	-124,279.91	687,072.00
NET REVENUE/-EXPENSE PROFIT/-LOSS						
	4,158.58	-0.11	256,882.44	0.00	256,882.44	0.00
Total Depreciation Expense						
	287.21	152.12	835.34	1,825.00	-989.66	1,825.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	3,871.37	-152.23	256,047.10	-1,825.00	257,872.10	-1,825.00

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

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	58,960.29	57,264.29	754,758.91	687,175.00	67,583.91	687,175.00
TOTAL OPERATING INCOME	58,960.29	57,264.29	754,758.91	687,175.00	67,583.91	687,175.00
OPERATING EXPENSE						
Total Administration Expenses	30,234.99	25,059.88	302,731.23	300,719.00	2,012.23	300,719.00
Total Tenant Services	0.00	93.86	1,102.88	1,125.00	-22.12	1,125.00
Total Utilities Expenses	34,092.61	7,916.63	106,556.08	95,000.00	11,556.08	95,000.00
Total Maintenance Expenses	8,814.39	22,060.38	261,496.50	264,725.00	-3,228.50	264,725.00
General Expense	8,354.84	8,254.02	83,578.28	99,050.00	-15,471.72	99,050.00
TOTAL ROUTINE OPERATING EXPENSES	81,496.83	63,384.77	755,464.97	760,619.00	-5,154.03	760,619.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	29,169.68	0.00	29,169.68	0.00	29,169.68	0.00
Total Prov. for Operating Reserve	0.00	-6,120.37	0.00	-73,444.00	73,444.00	-73,444.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	110,666.51	57,264.40	784,634.65	687,175.00	97,459.65	687,175.00
NET REVENUE/EXPENSE PROFIT/-LOSS	-51,706.22	-0.11	-29,875.74	0.00	-29,875.74	0.00
Total Depreciation Expense						
Total Depreciation Expense	45,483.56	33,333.37	356,318.70	400,000.00	-43,681.30	400,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-97,189.78	-33,333.48	-386,194.44	-400,000.00	13,805.56	-400,000.00

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

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	76,642.97	78,000.22	967,364.16	936,000.00	31,364.16	936,000.00
TOTAL OPERATING INCOME	76,642.97	78,000.22	967,364.16	936,000.00	31,364.16	936,000.00
OPERATING EXPENSE						
Total Administration Expenses	41,007.31	32,758.73	378,987.26	393,103.00	-14,115.74	393,103.00
Total Tenant Services	-113.08	845.87	5,318.50	10,150.00	-4,831.50	10,150.00
Total Utilities Expenses	7,866.57	2,329.13	20,751.10	27,950.00	-7,198.90	27,950.00
Total Maintenance Expenses	38,693.65	43,229.13	448,998.53	518,750.00	-69,751.47	518,750.00
General Expense	21,618.65	9,185.00	84,620.87	110,220.00	-25,599.13	110,220.00
TOTAL ROUTINE OPERATING EXPENSES	109,073.10	88,347.86	938,676.26	1,060,173.00	-121,496.74	1,060,173.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-10,347.75	0.00	-124,173.00	124,173.00	-124,173.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	109,073.10	78,000.11	938,676.26	936,000.00	2,676.26	936,000.00
NET REVENUE/EXPENSE PROFIT/-LOSS	-32,430.13	0.11	28,687.90	0.00	28,687.90	0.00
Total Depreciation Expense						
Total Depreciation Expense	22,990.05	27,083.37	266,986.77	325,000.00	-58,013.23	325,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-55,420.18	-27,083.26	-238,298.87	-325,000.00	86,701.13	-325,000.00

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

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	17,878.89	18,595.87	234,038.29	223,150.00	10,888.29	223,150.00
TOTAL OPERATING INCOME	17,878.89	18,595.87	234,038.29	223,150.00	10,888.29	223,150.00
OPERATING EXPENSE						
Total Administration Expenses	12,531.98	10,209.76	122,885.46	122,518.00	367.46	122,518.00
Total Tenant Services	0.00	20.87	260.45	250.00	10.45	250.00
Total Utilities Expenses	8,777.71	2,083.26	26,577.68	25,000.00	1,577.68	25,000.00
Total Maintenance Expenses	12,879.65	6,527.01	79,968.16	78,325.00	1,643.16	78,325.00
General Expense	795.98	2,890.87	27,538.09	34,690.00	-7,151.91	34,690.00
TOTAL ROUTINE OPERATING EXPENSES	34,985.32	21,731.77	257,229.84	260,783.00	-3,553.16	260,783.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-3,136.12	0.00	-37,633.00	37,633.00	-37,633.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	34,985.32	18,595.65	257,229.84	223,150.00	34,079.84	223,150.00
NET REVENUE/EXPENSE PROFIT/-LOSS	-17,106.43	0.22	-23,191.55	0.00	-23,191.55	0.00
Total Depreciation Expense						
Total Depreciation Expense	13,730.63	12,291.63	164,767.23	147,500.00	17,267.23	147,500.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-30,837.06	-12,291.41	-187,958.78	-147,500.00	-40,458.78	-147,500.00

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

COCC, MT, FAMILY, BB COMBINED OS	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	205,442.52	211,116.38	2,775,835.89	2,533,397.00	242,438.89	2,533,397.00
TOTAL OPERATING INCOME	205,442.52	211,116.38	2,775,835.89	2,533,397.00	242,438.89	2,533,397.00
OPERATING EXPENSE						
Total Administration Expenses	137,519.81	112,207.72	1,324,287.77	1,346,490.00	-22,202.23	1,346,490.00
Total Tenant Services	-113.08	960.60	6,681.83	11,525.00	-4,843.17	11,525.00
Total Utilities Expenses	52,498.64	12,824.78	155,345.71	153,900.00	1,445.71	153,900.00
Total Maintenance Expenses	50,582.69	72,462.39	816,100.64	869,550.00	-53,449.36	869,550.00
General Expense	32,868.98	21,721.52	211,747.21	260,660.00	-48,912.79	260,660.00
TOTAL ROUTINE OPERATING EXPENSES	273,357.04	220,177.01	2,514,163.16	2,642,125.00	-127,961.84	2,642,125.00
Total Non-Routine Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Credit & Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Surplus Adjustments	29,169.68	0.00	29,169.68	0.00	29,169.68	0.00
Total Prov. for Operating Reserve	0.00	-9,060.74	0.00	-108,728.00	108,728.00	-108,728.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	302,526.72	211,116.27	2,543,332.84	2,533,397.00	9,935.84	2,533,397.00
NET REVENUE/EXPENSE PROFIT/-LOSS						
	-97,084.20	0.11	232,503.05	0.00	232,503.05	0.00
Total Depreciation Expense						
	82,491.45	72,860.49	788,908.04	874,325.00	-85,416.96	874,325.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-179,575.65	-72,860.38	-556,404.99	-874,325.00	317,920.01	-874,325.00

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

	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
HCV - OPERATING STATEMENT						
ADMIN OPERATING INCOME						
Total Admin Operating Income	10,394.04	9,020.98	117,414.61	108,250.00	9,164.61	108,250.00
TOTAL ADMIN OPERATING INCOME	10,394.04	9,020.98	117,414.61	108,250.00	9,164.61	108,250.00
OPERATING EXPENSES						
Total Admin Expenses	10,232.71	7,962.61	91,568.80	95,550.00	-3,981.20	95,550.00
Total Fees Expenses	3,490.50	3,665.87	46,009.50	43,990.00	2,019.50	43,990.00
Total General Expenses	859.72	606.14	6,959.84	7,275.00	-315.16	7,275.00
TOTAL OPERATING EXPENSES	14,582.93	12,234.62	144,538.14	146,815.00	-2,276.86	146,815.00
Total Surplus Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSES	14,582.93	12,234.62	144,538.14	146,815.00	-2,276.86	146,815.00
NET REVENUE PROFIT/-LOSS						
	-4,188.89	-3,213.64	-27,123.53	-38,565.00	11,441.47	-38,565.00
Total Depreciation Expense	9.42	18.75	112.49	225.00	-112.51	225.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-4,198.31	-3,232.39	-27,236.02	-38,790.00	11,553.98	-38,790.00
HAP - OPERATING STATEMENT						
HAP INCOME						
Total Income	74,019.00	55,164.49	809,540.90	661,973.00	147,567.90	661,973.00
TOTAL HAP INCOME	74,019.00	55,164.49	809,540.90	661,973.00	147,567.90	661,973.00
HAP EXPENSES						
Total HAP Expenses	69,771.00	62,833.37	831,680.33	754,000.00	77,680.33	754,000.00
Total General HAP Expenses	48.53	83.37	-1,010.30	1,000.00	-2,010.30	1,000.00
TOTAL HAP EXPENSES	69,819.53	62,916.74	830,670.03	755,000.00	75,670.03	755,000.00
Total Prior Year Adj HAP	0.00	0.00	0.00	0.00	0.00	0.00
REMAINING HAP from RESERVE +/-LOSS	4,199.47	-7,752.25	-21,129.13	-93,027.00	71,897.87	-93,027.00

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

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	133,608.20	31,233.37	480,084.70	374,800.00	105,284.70	374,800.00
TOTAL OPERATING INCOME	133,608.20	31,233.37	480,084.70	374,800.00	105,284.70	374,800.00
OPERATING EXPENSE						
Total Administration Expenses	6,068.21	4,516.63	50,845.39	54,200.00	-3,354.61	54,200.00
Total Fee Expenses	5,746.30	5,322.13	67,963.16	63,866.00	4,097.16	63,866.00
Total Utilities Expenses	5,525.87	2,179.24	26,812.65	26,150.00	662.65	26,150.00
Total Maintenance Expenses	-12,770.76	16,562.88	104,364.40	198,755.00	-94,390.60	198,755.00
Total Taxes & Insurance Expense	2,875.41	2,638.39	31,363.44	31,662.00	-298.56	31,662.00
Total Financial Expenses	2,013.61	2,333.37	26,847.94	28,000.00	-1,152.06	28,000.00
TOTAL ROUTINE OPERATING EXPENSE	9,458.64	33,552.64	308,196.98	402,633.00	-94,436.02	402,633.00
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-3,502.75	0.00	-42,033.00	42,033.00	-42,033.00
Total Capital Expenditures	0.00	-3,502.75	0.00	-42,033.00	42,033.00	-42,033.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	9,458.64	30,049.89	308,196.98	360,600.00	-52,403.02	360,600.00
NET REVENUE PROFIT/-LOSS						
	124,149.56	1,183.48	171,887.72	14,200.00	157,687.72	14,200.00
Total Depreciation Expense						
	15,012.85	5,291.63	84,402.72	63,500.00	20,902.72	63,500.00
NET REVENUE w/Depreciation PROFIT/-LOSS	109,136.71	-4,108.15	87,485.00	-49,300.00	136,785.00	-49,300.00

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

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Opetating Income	153,639.91	27,098.75	453,819.19	325,185.00	128,634.19	325,185.00
TOTAL OPERATING INCOME	153,639.91	27,098.75	453,819.19	325,185.00	128,634.19	325,185.00
OPERATING EXPENSE						
Total Administration Expenses	5,037.47	4,637.50	47,066.87	55,650.00	-8,583.13	55,650.00
Total Fee Expenses	5,171.67	5,103.13	61,600.77	61,238.00	362.77	61,238.00
Total Utilities Expenses	915.58	2,148.37	23,286.85	25,780.00	-2,493.15	25,780.00
Total Maintenance Expenses	10,625.57	9,233.26	94,526.31	110,800.00	-16,273.69	110,800.00
Total Taxes & Insurance Expense	2,924.74	2,386.63	29,013.54	28,640.00	373.54	28,640.00
Total Financial Expenses	2,013.60	2,333.37	26,847.88	28,000.00	-1,152.12	28,000.00
TOTAL ROUTINE OPERATING EXPENSE	26,688.63	25,842.26	282,342.22	310,108.00	-27,765.78	310,108.00
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	89.75	0.00	1,077.00	-1,077.00	1,077.00
Total Capital Expenditures	0.00	89.75	0.00	1,077.00	-1,077.00	1,077.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	26,688.63	25,932.01	282,342.22	311,185.00	-28,842.78	311,185.00
NET REVENUE PROFIT/-LOSS						
	126,951.28	1,166.74	171,476.97	14,000.00	157,476.97	14,000.00
Total Depreciation Expense						
	510.08	6,375.00	75,198.76	76,500.00	-1,301.24	76,500.00
NET REVENUE w/Depreciation PROFIT/-LOSS	126,441.20	-5,208.26	96,278.21	-62,500.00	158,778.21	-62,500.00

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

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	287,248.11	58,332.12	933,903.89	699,985.00	233,918.89	699,985.00
TOTAL OPERATING INCOME	287,248.11	58,332.12	933,903.89	699,985.00	233,918.89	699,985.00
OPERATING EXPENSE						
Total Administration Expenses	11,105.68	9,154.13	97,912.26	109,850.00	-11,937.74	109,850.00
Total Fee Expenses	10,917.97	10,425.26	129,563.93	125,104.00	4,459.93	125,104.00
Total Utilities Expenses	6,441.45	4,327.61	50,099.50	51,930.00	-1,830.50	51,930.00
Total Maintenance Expenses	-2,145.19	25,796.14	198,890.71	309,555.00	-110,664.29	309,555.00
Total Taxes & Insurance Expense	5,800.15	5,025.02	60,376.98	60,302.00	74.98	60,302.00
Total Financial Expenses	4,027.21	4,666.74	53,695.82	56,000.00	-2,304.18	56,000.00
TOTAL ROUTINE OPERATING EXPENSE	36,147.27	59,394.90	590,539.20	712,741.00	-122,201.80	712,741.00
Total Amortization Expense	0.00	0.00	0.00	0.00	0.00	0.00
Total Provision for Reserve	0.00	-3,413.00	0.00	-40,956.00	40,956.00	-40,956.00
Total Capital Expenditures	0.00	-3,413.00	0.00	-40,956.00	40,956.00	-40,956.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfers In/Out	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ALL EXPENSES BEFORE DEPRECIATION	36,147.27	55,981.90	590,539.20	671,785.00	-81,245.80	671,785.00
NET REVENUE PROFIT/-LOSS						
	251,100.84	2,350.22	343,364.69	28,200.00	315,164.69	28,200.00
Total Depreciation Expense						
	15,522.93	11,666.63	159,601.48	140,000.00	19,601.48	140,000.00
NET REVENUE w/Depreciation PROFIT/-LOSS	235,577.91	-9,316.41	183,763.21	-111,800.00	295,563.21	-111,800.00

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

	Current Period	Last Year Same	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	28,919.56	38,513.03	-9,593.47	275,313.68
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	16,084.43	15,657.76	426.67	188,741.05
Administrative Expenses	3,977.94	3,572.39	405.55	18,128.76
Tenant Services	0.00	0.00	0.00	1,102.88
Utilities	34,092.61	19,739.19	14,353.42	106,556.08
Maintenance Supplies/Contracts	-9,932.55	-1,178.34	-8,754.21	82,044.24
Mileage	0.00	0.00	0.00	0.00
General Expenses	8,354.84	5,950.00	2,404.84	83,578.28
Non-Routine Expense	0.00	0.00	0.00	0.00
TOTAL MOON TOWERS CLAIMS	81,496.83	82,254.03	-757.20	755,464.97
AMP002 - FAMILY				
Salaries	55,537.25	54,036.40	1,500.85	514,005.18
Employee W/H Payments	-81.40	0.00	-81.40	0.00
Management Fees	16,889.74	16,581.37	308.37	198,403.62
Administrative Expenses	7,803.47	3,724.33	4,079.14	33,275.96
Tenant Services	0.00	0.00	0.00	1,718.75
Utilities	7,866.57	11,172.32	-3,305.75	20,751.10
Maintenance Supplies/Contracts	-642.58	13,827.73	-14,470.31	85,900.78
Mileage	0.00	0.00	0.00	0.00
General Expenses	21,618.65	4,777.85	16,840.80	84,620.87
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	108,991.70	104,120.00	4,871.70	938,676.26
AMP003 - BLUEBELL				
Salaries	10,694.36	17,276.40	-6,582.04	107,835.18
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,620.09	4,435.50	184.59	54,091.73
Administrative Expenses	1,737.49	821.74	915.75	10,717.88
Tenant Services	0.00	25.00	-25.00	260.45
Utilities	8,777.71	6,798.48	1,979.23	26,577.68
Maintenance Supplies/Contracts	8,359.69	13,988.21	-5,628.52	30,208.83
Mileage	0.00	0.00	0.00	0.00
General Expenses	795.98	3,086.44	-2,290.46	27,538.09
Non-Routine Expenses	0.00	-458.10	458.10	0.00
TOTAL BLUEBELL CLAIMS	34,985.32	45,973.67	-10,988.35	257,229.84
COCC				
Salaries	39,438.88	55,921.06	-16,482.18	416,227.74
Employee W/H Payments	1,866.02	8,239.48	-6,373.46	1,069.88
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	14,306.65	4,231.82	10,074.83	103,456.08
Tenant Services	0.00	0.00	0.00	0.00
Utilities	1,761.75	3,142.35	-1,380.60	1,460.85
Maintenance Supplies/Contracts	-9,805.00	-5,675.64	-4,129.36	25,637.45
Mileage	0.00	0.00	0.00	0.00
General Expenses	2,099.51	-169.80	2,269.31	16,009.97
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	49,667.81	65,689.27	-16,021.46	563,861.97
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	134,590.05	165,746.89	-31,156.84	1,313,381.78
Employee W/H Payments	1,784.62	8,239.48	-6,454.86	1,069.88
Management Fees	37,594.26	36,674.63	919.63	441,236.40
Administrative Expenses	27,825.55	12,350.28	15,475.27	165,578.68
Tenant Services	0.00	25.00	-25.00	3,082.08
Utilities	52,498.64	40,852.34	11,646.30	155,345.71
Maintenance Supplies	-12,020.44	20,961.96	-32,982.40	223,791.30
Mileage	0.00	0.00	0.00	0.00
General Expenses	32,868.98	13,644.49	19,224.49	211,747.21
Non-Routine Expenses	0.00	-458.10	458.10	0.00
TOTAL LOW RENT CLAIMS	275,141.66	298,036.97	-22,895.31	2,515,233.04

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

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	10,898.49	13,149.86	-2,251.37
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,746.30	5,600.70	145.60
Administrative Expenses	2,040.81	2,996.51	-955.70
Utilities	5,525.87	7,496.80	-1,970.93
Maintenance Supplies/Contracts	-19,641.85	3,806.13	-23,447.98
Tax & Insurance Expenses	2,875.41	2,746.66	128.75
Finacial Expenses	2,013.61	2,113.22	-99.61
TOTAL BRENTWOOD CLAIMS	9,458.64	37,909.88	-28,451.24
PRAIRIELAND			
Salaries	10,898.10	13,149.47	-2,251.37
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,171.67	5,040.63	131.04
Administrative Expenses	1,010.18	672.93	337.25
Utilities	915.58	4,422.22	-3,506.64
Maintenance Supplies/Contracts	3,754.76	3,380.72	374.04
Taxes & Insurance Expenses	2,924.74	2,700.40	224.34
Financial Expenses	2,013.60	2,113.21	-99.61
TOTAL PRAIRIELAND CLAIMS	26,688.63	31,479.58	-4,790.95
AHP - BRENTWOOD & PRAIRIELAND			
Salaries	21,796.59	26,299.33	-4,502.74
Employee W/H Payments	0.00	0.00	0.00
Management Fees	10,917.97	10,641.33	276.64
Administrative Expenses	3,050.99	3,669.44	-618.45
Utilities	6,441.45	11,919.02	-5,477.57
Maintenance Supplies	-15,887.09	7,186.85	-23,073.94
Taxes & Insurance Expenses	5,800.15	5,447.06	353.09
Financial Expenses	4,027.21	4,226.43	-199.22
TOTAL AHP CLAIMS	36,147.27	69,389.46	-33,242.19
HOUSING CHOICE VOUCHER - HCV			
Salaries	8,683.10	10,199.28	-1,516.18
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,490.50	3,568.50	-78.00
Administrative Expenses	1,549.61	1,620.68	-71.07
General Expense-Admin	859.72	1,385.53	-525.81
Total HCV Expenses	14,582.93	16,773.99	-2,191.06
HAP Expenses	69,771.00	62,708.00	7,063.00
General Expenses	48.53	861.25	-812.72
Total HAP Expenses	69,819.53	63,569.25	6,250.28
TOTAL HCV CLAIMS	84,402.46	80,343.24	4,059.22

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

	Current Period	Last Year Same	Current Year	Cumulative
CFG 2017 - \$673,386				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	40,360.90	0.00	40,360.90	40,360.90
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
TOTAL CFG 2017 CLAIMS	40,360.90	0.00	40,360.90	40,360.90
CFG 2016 - \$608,598				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	7,400.00	0.00	14,000.00	14,000.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	59,696.38	59,696.38
Dwelling Equipment	0.00	0.00	0.00	0.00
Non Dwelling Equipment	0.00	0.00	0.00	0.00
TOTAL CFG 2016 CLAIMS	7,400.00	0.00	73,696.38	73,696.38
CFG 2015 - \$598,801				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	0.00	17,250.00
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	34,729.93	535,468.78
Dwelling Equipment	0.00	0.00	0.00	3,357.32
Non-Dwelling Equipment	0.00	0.00	0.00	42,724.90
TOTAL CFG 2015 CLAIMS	0.00	0.00	34,729.93	598,801.00
CFG 2014 - \$619,889				
Admin. / Operations	0.00	0.00	0.00	101,989.00
Fees & Costs	0.00	3,300.00	1,100.00	76,196.50
Site Improvement	0.00	0.00	0.00	0.00
Dwelling Structure	0.00	0.00	0.00	316,968.26
Dwelling Equipment	0.00	0.00	0.00	124,169.80
Non-Dwelling Equipment	0.00	0.00	0.00	565.44
TOTAL CFG 2014 CLAIMS	0.00	3,300.00	1,100.00	619,889.00
TOTAL CFG GRANT(S) CLAIMS	47,760.90	3,300.00	149,887.21	1,332,747.28

Knox County Housing Authority
CLAIMS REPORT TOTALS
March, 2018

	Current Period	Last Year Same	Variance	Current Year
TOTALS				
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<u>LOW RENT</u>				
AMP001 - MOON TOWERS	81,496.83	82,254.03	-757.20	755,464.97
AMP002 - FAMILY	108,991.70	104,120.00	4,871.70	938,676.26
AMP003 - BLUEBELL	34,985.32	45,973.67	-10,988.35	257,229.84
COCC	49,521.60	65,689.29	-16,167.69	563,713.90
TOTAL LOW RENT	274,995.45	298,036.99	-23,041.54	2,515,084.97
<u>A.H.P.</u>				
BRENTWOOD	9,458.64	37,909.88	-28,451.24	308,196.98
PRAIRIELAND	26,688.63	31,479.58	-4,790.95	282,342.22
TOTAL A.H.P.	36,147.27	69,389.46	-33,242.19	590,539.20
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	14,582.93	16,773.99	-2,191.06	144,430.64
TOTAL HCV	14,582.93	16,773.99	-2,191.06	144,430.64
<u>GRANTS</u>				
CAPITAL FUND GRANT '17	40,360.90	0.00	40,360.90	40,360.90
CAPITAL FUND GRANT '16	7,400.00	0.00	7,400.00	73,696.38
CAPITAL FUND GRANT '15	0.00	0.00	0.00	34,729.93
CAPITAL FUND GRANT '14	0.00	3,300.00	-3,300.00	1,100.00
TOTAL GRANTS	47,760.90	3,300.00	44,460.90	149,887.21
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TOTAL CLAIMS FOR MONTH	373,486.55	387,500.44	-14,013.89	3,399,942.02

RESOLUTION 2018-06

05/29/2018

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. Of these 145 points, 130 are applicable to the Knox County Housing Authority. The indicators and their respective maximum points are as follows:

1. Selection from the Waiting List – **15 points**
2. Reasonable Rent – **20 points**
3. Determination of Adjusted Income – **20 points**
4. Utility Allowance Schedule – **5 points**
5. HQS Quality Control Inspections – **5 points**
6. HQS Enforcement – **10 points**
7. Expanding Housing Opportunities (Not applicable to KCHA) – **5 points**
8. Payment Standards – **5 points**
9. Annual Reexamination – **10 points**
10. Correct Tenant Rent Calculations – **5 points**
11. Pre-Contract HQS Inspections – **5 points**
12. Annual HQS Inspections – **10 points**
13. Lease-Up – **20 points**
14. Family Self-Sufficiency Enrollment (Not applicable to KCHA) – **10 points**

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 five certification periods are as follows:

2017: 85%
2016: 80%
2015: 100%
2014: 100%
2013: 100%
2012: 85%

The Knox County Housing Authority (KCHA) has completed the appropriate program audit accurately and to the best of its ability utilizing the records contained in the files of the Authority pertaining to Section 8 Management Assessment Program (SEMAP) reporting. For fiscal year end 03/31/2018, the Knox County Housing Authority will certify SEMAP at 95.0% compliance, which qualifies the agency as High Performer.

Article II. Recommendation

It is the recommendation of the Executive Director the Board adopt KCHA Resolution 2018-06 authorizing the certification and submission of the Section 8 Management Assessment Program (SEMAP), effective for the fiscal year ended 03/31/2018.

RESOLUTION 2018-06

05/29/2018

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, SEMAP is an annual reporting requirement, due 60 days after the end of the fiscal year; 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 quality control process to determine the KCHA compliance with the 14 indicators of SEMAP for the fiscal year ended March 31, 2018; and

WHEREAS, the agency certifies it has earned 125 out of a possible 130 available points, declaring compliance at 95.0%; and

WHEREAS, the information compiled is complete and accurate, and documentation is maintained at the Authority's central office; 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 03/31/2018 to HUD in accordance with regulations posted at 24 CFR § 985 et al.

RESOLVED: May 29, 2018.

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RESOLUTION 2018-06

05/29/2018

Board of Commissioners

Derek Antoine, Executive Director

Section 8 Management Assessment Program (SEMAP) Certification

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

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The Board of Commissioners of the Knox County Housing Authority approves the Section Eight Management Assessment Program (SEMAP) submission for FYE 03/31/2018.
3. The quality control methodology used in reviewing the KCHA's Housing Choice Voucher Program data is compliant with requirements set forth in the Code of Federal Regulations and HUD guidance regarding preparation and submission of such assessments.
4. This Resolution shall be carried out in accordance with agency policy, procedures, and federal regulations and be effective immediately.

RESOLVED: May 29, 2018

Lomac Payton, Chairperson

Thomas Dunker, Vice-Chairperson

Paula Sanford, Resident Commissioner

Paul H. Stewart, Commissioner

Wayne Allen, Commissioner

Ben Burgland, Commissioner

Jared Hawkinson, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

O: (309) 342-8129
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www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 05/25/2018

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 05/29/2018

SUBJECT: Application for Payment #1/FINAL– Amereco, Inc.

Executive Summary

At the 03/27/2018 Board meeting, a contract was approved with Amereco, Inc. to complete Lead-Based Paint (LBP) inspections at the following properties:

- Moon Towers
- Scattered Family Sites

This was a re-awarded contract due to the previous contractor, Alloy Specialty, not fulfilling contractual responsibilities and submitting required reports for Moon Towers and Scattered Family Sites to the agency.

Amereco, Inc. conducted the inspections during the period of March 22-29, 2018. The inspections were conducted in complete accordance with Department of Housing and Urban Development guidelines. Inspection reports were received on 04/24/2018.

Fiscal Impact

This application for payment will be paid from Central Office Cost Center Reserves.

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #1/Final from Amereco, Inc. in the amount of \$15,040.00 for completed LBP inspections at agency properties.

AMERECO, INC.

54 Michigan Avenue
 Valparaiso, IN 46383
 219.531.0531
 219.464.9166

Invoice

Date	Invoice #
4/24/2018	8007

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

Project No.	Terms	P.O. No.
18.4055	Net 30	

Quantity	Description	Rate	Amount
	Moon Towers 170 S. West Street, Galesburg, IL 61401 Amereco Project No. 18.4055.1 Assessment Dates: March 22-26, 2018		
	Scattered Family Sites Galesburg, IL 61401 Amereco Project No. 18.4055.2 Assessment Dates: March 26-29, 2018		
	Lead-Based Paint Inspection Per Contract No. P17-09	15,040.00	15,040.00
		7.00%	0.00

THANK YOU FOR CHOOSING AMERECO. PHONE (219) 531-0531 PAST DUE NET PLUS 1.75% PER MONTH.	Total	\$15,040.00
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EXECUTIVE DIRECTOR'S REPORT MAY 2018

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



BUILDING COMMUNITY, PEOPLE, AND PARTNERSHIPS



EXECUTIVE SUMMARY

Executive Summary

REGULAR MEETING – KCHA BOARD OF COMMISSIONERS

Tuesday, May 29, 2018
Moon Towers Conference Room
255 W. Tompkins St.
Galesburg, IL 61401

TRAINING AND DEVELOPMENT SUMMARY

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

Staff	Date	Training
Derek Antoine	05/04/2018 – 05/05/2018	PHADA EDEP Program
Cheryl Lefler	05/04/2018 – 05/05/2018	PHADA EDEP Program
Derek Antoine	05/16/2018 – 05/17/2018	HQS/UPCS-V (Trainer)

POLICY/OPERATIONS

Accounting and Finance

- The Finance Department closed the financials for March 2018 and FYE 03/31/2018.
- The Finance Committee met on 05/23/2018.
- IDROP Collection update as of May 29, 2018:
 - Knox County Housing Authority has submitted \$250,855.63 of bad debt to IDROP since March 2012.
 - IDROP has collected \$73,503.95 in offsets of the above total.
 - KCHA is recovering at a rate of approximately 20.2% of bad debt submitted to IDROP.

Work for the FYE 03/31/2018 Financial Data Submission (FDS) has been completed. The FDS will be submitted no later than Tuesday, 05/29/2018. The deadline for the unaudited submission is 05/30/2018.

EXECUTIVE SUMMARY

Human Resources

Ron Reed, Maintenance Technician II at Moon Towers, has been selected for the May 2018 Employee of the Month. Ron has been invaluable to Blue Bell Tower, and especially to Tina as she enhances her position as a maintenance technician. Ron has been called up often in the last month to assist Tina with questions pertaining to equipment and tools as well as maintenance procedures and has become a mentor to her in that regard. Ron has also helped her to determine what items in the Blue Bell shop are useful and what can be scrapped to save room and simplify. Each time he has been asked, he has shown patience and understanding and has been most helpful to the staff at Blue Bell Tower. Ron's wealth of knowledge and willingness to help out his fellow KCHA properties are greatly appreciated.

Facilities

No report this period.

Legislative/Advocacy Update

No report this period.

Public Relations

No report this period.

Policy

No report this period.

Strategic Planning

The agency is in the final stage of development proposal review in regards to the 504/ADA modernization project at the Family Sites. The environmental review has been completed, and the agency is awaiting final HUD approval on the OED extension request for 2016 capital funds as well as the development plan. Once HUD issues its approval, the agency will move forward to sign the contract with HEIN Construction which was approved at the 03/27/2018 regular meeting.

PUBLIC HOUSING PROGRAM

Public Housing Program

Moon Towers

Tenant Receivables for Moon Towers for March 2018:

- Operating Statement (current period):

Column1	Period	Year
Income	\$ 58,960.29	\$ 695,798.62
Expense	\$ 68,020.10	\$ 673,968.14
Profit/(Loss)	\$ (9,059.81)	\$ 21,830.48

- Average rent collected for Moon Towers is \$185.76 per unit per month.
- 10 vacant unit days for a total vacancy loss of \$97.46 in *desired* rent, and a vacancy loss of \$87.53 in prior rent. Desired rent is the flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average unit turnaround time at Moon Towers is 6.33 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$18.63 per unit
- Average Maintenance Cost billed is \$0.95 per unit
- Tenant Accounts Receivable for Moon Towers:
 - \$6,063.87 outstanding tenant accounts
 - 1.50% to projected annual tenant revenue

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

Column1	Total # Units	Total Unit Days	Exempt Days	Adjusted Unit Day	Vacant Unit Days	Occupied Unit Day	Adjusted Occ. Rat	Adjusted Vac. Rat
0-BR	76	2356	0	2356	5	2351	99.8%	0.2%
1-BR	99	3069	0	3069	12	3057	99.6%	0.4%
2-BR	2	62	0	62	0	62	100.0%	0.0%
TOTAL	177	5487	0	5487	17	5470	99.7%	0.3%

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

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
0-BR	76	75	98.7%	1.3%
1-BR	99	99	100.0%	0.0%
2-BR	2	2	100.0%	0.0%
TOTAL	177	176	99.4%	0.6%

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

Here is a breakdown of applicants by month for FYE 03/31/2018:

Moon Towers Waiting List		
Month	Applicants	Total
FYE 03/31/2018	-	105
April 2017	12	92
May 2017	9	103
June 2017	4	105
July 2017	12	111
August 2017	17	115
September 2017	16	131
October 2017	5	134
November 2017	4	118
December 2017	2	104
January 2018	17	108
February 2018	10	114
March 2018	16	117
Totals/Avg. List	124	112.67

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

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

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

PUBLIC HOUSING PROGRAM

Scattered Family Sites

Woodland Bend, Whispering Hollow, Cedar Creek Place

Tenant Receivables for the Family Sites for March 2018:

- Operating Statement (current period):

Column1	Period	Year
Income	\$ 76,642.97	\$ 967,364.16
Expense	\$ 109,073.10	\$ 938,676.26
Profit/(Loss)	\$ (32,430.13)	\$ 28,687.90

- Average rent collected for the Family Sites is \$71.41 per unit per month.
- 133 vacant unit days for a total vacancy loss of \$2,179.59 in *desired rent*, and a vacancy loss of \$764.66 in prior rent. Desired rent is the flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average unit turnaround time at the Family Sites is 16.60 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$41.48 per unit
- Average Maintenance Cost billed is \$5.79 per unit
- Tenant Accounts Receivable for the Family Sites:
 - \$30,804.20 outstanding tenant accounts
 - 13.81% to projected annual tenant revenue

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

Unit Type	Total # Units	Total Unit Days	Exempt Days	Adjusted Unit Day	Vacant Unit Days	Occupied Unit Day	Adjusted Occ. Rat	Adjusted Vac. Rat
2-BR	80	2480	0	2480	21	2459	99.2%	0.8%
3-BR	80	2480	62	2418	81	2337	96.7%	3.3%
4-BR	22	682	0	682	0	682	100.0%	0.0%
5-BR	8	248	0	248	31	217	87.5%	12.5%
TOTAL	190	5890	62	5828	133	5695	97.7%	2.3%

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

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
2-BR	80	78	97.5%	2.5%
3-BR	80	78	97.5%	2.5%
4-BR	22	22	100.0%	0.0%
5-BR	8	7	87.5%	12.5%
TOTAL	190	185	97.4%	2.6%

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

Here is a breakdown of applicants by month for FYE 03/31/2018:

Family Sites Waiting List		
Month	Applicants	Total
FYE 03/31/2018	-	156
April 2017	8	166
May 2017	12	122
June 2017	11	167
July 2017	15	167
August 2017	10	187
September 2017	17	177
October 2017	19	178
November 2017	9	174
December 2017	18	174
January 2018	14	167
February 2018	13	174
March 2018	14	174
Totals/Avg. List	128	168.90

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

PHAS Dashboard	Family Sites	Total Points Possible
Physical Assessment Subsystem (PASS)	35.9	40.0
Management Assessment Subsystem (MASS)	16.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	86.89	100.0

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

PUBLIC HOUSING PROGRAM

Blue Bell Tower

Tenant Receivables for the Blue Bell Tower for March 2018:

- Operating Statement (current period):

Column1	Period	Year
Income	\$ 17,878.89	\$ 234,038.29
Expense	\$ 34,985.32	\$ 257,229.84
Profit/(Loss)	\$ (17,106.43)	\$ (23,191.55)

- Average rent collected for Bluebell Tower is \$275.12 per unit per month.
- 0 vacant unit days for a total vacancy loss of \$0.00 in *desired* rent, and a vacancy loss of \$61.94 in prior rent. Desired rent is the flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average unit turnaround time at Bluebell Tower is 13 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$5.14 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$0.01 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Blue Bell Tower:
 - \$0.00 outstanding tenant accounts
 - 0.00% to projected annual tenant revenue

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

Column1	Total # Units	Total Unit Days	Exempt Days	Adjusted Unit Day	Vacant Unit Days	Occupied Unit Day	Adjusted Occ. Rat	Adjusted Vac. Rat
1-BR	50	1400	0	1400	0	1400	100.0%	0.0%
2-BR	1	28	0	28	0	28	100.0%	0.0%
TOTAL	51	1428	0	1428	0	1428	100.0%	0.0%

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

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

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

Here is a breakdown of applicants by month for FYE 03/31/2018:

Blue Bell Tower Waiting List

Month	Applicants	Total
FYE 03/31/2018	-	22
April 2017	9	23
May 2017	5	23
June 2017	4	24
July 2017	4	20
August 2017	3	11
September 2017	4	10
October 2017	4	9
November 2017	2	11
December 2017	1	13
January 2018	6	21
March 2018	5	22
March 2018	6	24
Totals/Avg. List	53	17.92

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

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

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

PUBLIC HOUSING PROGRAM

Public Housing Program Occupancy

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

Property Name	Total Units	Occupied	Occupancy Rate	Vacancy Rate
Moon Towers	177	176	99.4%	0.6%
Family Sites	190	185	97.4%	2.6%
Bluebell Tower	51	51	100.0%	0.0%
Total PH Program	418	412	98.6%	1.4%

Public Housing Assessment System (PHAS)

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

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

PHAS Dashboard	Composite Score	Total Points Possible
Physical Assessment Subsystem (PASS)	37.68	40.0
Management Assessment Subsystem (MASS)	20.52	25.0
Financial Assessment Subsystem (FASS)	25.00	25.0
Capital Fund Program Indicator	10.00	10.0
Overall Property PHAS Score	93.20	100.0

For the FYE 03/31/2018, the PH Program is trending towards a PHAS rating of 93.20 which would qualify the agency as a **High Performer**.

HOUSING CHOICE VOUCHER PROGRAM

Housing Choice Voucher Program

Application/Waiting List Activity

	Application Waiting List	Applicants Purged	Intake/Briefing
January 2018	326	0	11
February 2018	310	0	12
March 2018	317	0	16
April 2018			
May 2018			
June 2018			
July 2018			
August 2018			
September 2018			
October 2018			
November 2018			
December 2018			

Voucher Activity

	Vouchers Issued	Vouchers Leased	Vouchers Ported	End of Participation
January 2018	4	188	12	2
February 2018	4	188	13	6
March 2018	10	180	14	1
April 2018				
May 2018				
June 2018				
July 2018				
August 2018				
September 2018				
October 2018				
November 2018				
December 2018				

HOUSING CHOICE VOUCHER PROGRAM

Voucher Portability Impact

Month	Vouchers Knox Co	Vouchers Ported	Ported \$\$	Housing Assistance Payments (HAP)	Percent of HAP
January 2018	188	12	\$ 10,733.00	\$ 70,460.00	15.23%
February 2018	188	13	\$ 10,547.00	\$ 69,657.00	15.14%
March 2018	180	14	\$ 11,207.00	\$ 70,053.00	16.00%
April 2018			\$ -	\$ -	
May 2018			\$ -	\$ -	
June 2018			\$ -	\$ -	
July 2018			\$ -	\$ -	
August 2018			\$ -	\$ -	
September 2018			\$ -	\$ -	
October 2018			\$ -	\$ -	
November 2018			\$ -	\$ -	
December 2018			\$ -	\$ -	
CYE 12/31/2018			\$ 32,487.00	\$ 210,170.00	15.46%

Voucher Utilization

Month	Mo. HAP Expenditure	Mo. HAP Authority	Over/Under HAP	Net-Restricted Position (NRI)	NRP+BA	Percent Utilization
01/18	\$ 70,460.00	\$ 58,705.17	\$ 11,754.83	\$ 6,344.00	\$ 65,049.17	108.32%
02/18	\$ 140,117.00	\$ 117,410.34	\$ 22,706.66	\$ 9,934.00	\$ 127,344.34	110.03%
03/18	\$ 210,170.00	\$ 176,115.51	\$ 34,054.49	\$ 13,447.00	\$ 189,562.51	110.87%
04/18	\$ -	\$ 234,820.68	\$ -	\$ -	\$ 234,820.68	0.00%
05/18	\$ -	\$ 293,525.85	\$ -	\$ -	\$ 293,525.85	0.00%
06/18	\$ -	\$ 352,231.02	\$ -	\$ -	\$ 352,231.02	0.00%
07/18	\$ -	\$ 410,936.19	\$ -	\$ -	\$ 410,936.19	0.00%
08/18	\$ -	\$ 469,641.36	\$ -	\$ -	\$ 469,641.36	0.00%
09/18	\$ -	\$ 528,346.53	\$ -	\$ -	\$ 528,346.53	0.00%
10/18	\$ -	\$ 554,028.33	\$ -	\$ -	\$ 554,028.33	0.00%
11/18	\$ -	\$ 609,431.17	\$ -	\$ -	\$ 609,431.17	0.00%
12/18	\$ -	\$ 664,834.00	\$ -	\$ -	\$ 664,834.00	0.00%

For the CYE 12/31/2018, the HCV Program achieved a utilization rate of 120.45%. Utilization is a key metric and performance indicator of the Housing Choice Voucher Program.

AFFORDABLE HOUSING PRESERVATION (A.H.P.)

Affordable Housing Preservation (A.H.P.)

Prairieland Townhouse Apartments

Key Financial Data for Prairieland Townhouse Apartments for March 2018:

- Average rent collected for Prairieland Townhouses is \$415.34 per unit per month.
- Vacancy loss - \$587.00 (40 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$4,604.00
 - \$3,874.00 in dwelling rent
 - \$730.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for March 2018 – \$124,918.28
- Net cash flow YTD 2018 – \$169,443.97
- Replacement Reserve Balance - \$102,621.00
- Residual Receipt Reserve Balance - \$54,496.00

Brentwood Manor

Key Financial Data for Brentwood Manor for March 2018:

- Average rent collected for Prairieland Townhouses is \$415.74 per unit per month.
- Vacancy loss - \$967.00 (68 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$9,410.00
 - \$8,463.00 in dwelling rent
 - \$947.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for March 2018 – \$122,116.51
- Net cash flow YTD 2018 – \$169,854.67

Here is a snapshot of the occupancy at the AHP properties as of May 29, 2018:

A.H.P. Properties	Occupancy	Vacancy
Prairieland Townhouse Apartments	98.01%	1.99%
Brentwood Manor	96.95%	3.05%

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 05/25/2018

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 05/29/2018

SUBJECT: FYE 03/31/2018 Unaudited FDS Submission

Executive Summary

In accordance with HUD's Uniform Financial Reporting Standards rule, public housing agencies (PHA) are required to submit a financial statement, prepared in accordance with generally accepted accounting principles (GAAP), in the electronic format specified by HUD. Two such submissions are required of each agency annually – an unaudited financial data statement (FDS) and an audited financial data statement. The unaudited submission is due 2 months after the PHA's fiscal year end, and the audited submission is due 9 months after its fiscal year end (24 CFR section 5.801). The financial statement must include the financial activities of this program. The submission deadlines for the Knox County Housing Authority are as follows:

- Unaudited FDS: 05/31/2018
- Audited FDS: 12/31/2018

It is anticipated the unaudited FDS of the Knox County Housing Authority for fiscal year ended 03/31/2018 will be successfully submitted on 05/25/2018.

The audit of the agency's financial statement will be scheduled during the month of July 2017. The agency shall submit the audited FDS no later than 11/30/2018.

Fiscal Impact

By submitting the unaudited and audited financial data statements by the regulatory deadlines, the KCHA shall avoid any Public Housing Assessment System (PHAS) point deductions and financial sanctions.

Recommendation

None.

BOARD MEMO

216 W. Simmons St.
Galesburg, IL 61401

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www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 05/25/2018

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 05/29/2018

SUBJECT: IL085 Capital Fund Disbursements – FY 2018

Executive Summary

The Capital Fund Program (CFP) provides financial assistance in the form of grants to public housing agencies (PHAs) to carry out capital and management activities including those listed in Section 9(d)(1) of the United States Housing Act of 1937 (1937 Act). The CFP was created by an amendment to the 1937 Act by the Quality Housing and Work Responsibility Act (QHWRA) in 1998 (adding Section 9(d) to the 1937 Act merging previous modernization and development programs). All PHAs that have public housing units under an ACC entered into HUD's data systems are eligible to receive CFP grants. Regulations on Capital Funds are at 24 CFR part 905.

Congress provides Capital Funds through annual appropriations. In order to receive a CFP grant, a PHA must meet three administrative prerequisites which are to:

- Validate project-level information in HUD's data systems;
- Have an approved 5-Year Action Plan; and
- Enter into a Capital Fund Annual Contributions Contract Amendment with HUD.

Annually, capital funds are used for the modernization and rehabilitation of the Knox County Housing Authority's public housing portfolio, as well as management and operational activities. These activities are detailed in the annual Capital Fund Program submission, adopted by board resolution, and presented to HUD for approval. Expenditures from this fund are only allowable once signed approval from HUD has been received. Recent work from these funds have included accessibility modifications, asbestos abatement, building systems renovations, roof replacement, and appliance cycling. The agency anticipates submission of its 2018 Capital Fund Program in July 2018.

Based on recent awards, the KCHA anticipated funding of approximately \$673,000.00 for FY 2018. This funding will largely be used to develop accessible units at the Family Sites in conjunction with FY 2016 and FY 2017 capital funds.

The Knox County Housing Authority has received notification of Capital Fund grant distribution for FY 2018, and the award is substantially higher than anticipated. Per the recently released schedule of awards, the agency anticipates capital funding in the amount of \$1,032,694.00. This represents a 67% increase over five-year average funding levels, are represented below:

- 2013: \$584,976.00
- 2014: \$619,889.00
- 2015: \$598,801.00
- 2016: \$608,598.00
- 2017: \$673,386.00
- 5-Year Average: \$617,130.00

Fiscal Impact

With the anticipated increase in funding, the agency will look to complete the rehabilitation of 1568/1566 settlement issues and the modernization of playgrounds at the family sites.

Recommendation

None.

BOARD MEMO

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www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 05/25/2018

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 05/29/2018

SUBJECT: Finance Committee Schedule – FYE 2018

Executive Summary

In an effort to increase efficiency in planning, the following schedule has been developed for Finance Committee meetings for the remainder of FYE 03/31/2018:

- 06/20/2018
- 07/18/2018
- 08/22/2018
- 09/19/2018
- 10/24/2018
- 11/21/2018
- 12/19/2018
- 01/23/2019
- 02/20/2019
- 03/20/2019

Meeting date and time shall generally be the Wednesday prior to the Regular Meeting of the Board, at 10:30 A.M., unless otherwise agreed upon by the Finance Committee.

Meetings may be rescheduled as the need arises.

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TO: Board of Commissioners
Knox County Housing Authority

DATE: 05/25/2018

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 05/29/2018

SUBJECT: Annual FDS Audit Report FYE 03/31/2017

Executive Summary

The agency has received the FYE 03/31/2017 financial audit report from Zenk and Associates. The financial reporting period on which the audit was conducted was from 04/01/2016 through 03/31/2017.

A copy of the audit will be provided for each Commissioner at the May 2018 regular meeting of the Board of Commissioners and discussed in open session at the June 2018 regular meeting.

Fiscal Impact

None.

Recommendation

None.

BOARD MEMO

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TO: Board of Commissioners
Knox County Housing Authority

DATE: 05/25/2018

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 05/29/2018

SUBJECT: Development Proposal Update

Executive Summary

At the 03/27/2018 Board meeting, the Board authorized submission of the agency's development proposal for the construction of six handicapped accessible dwelling units on the Scattered Family Sites.

In 2012, James Childs Architects of South Bend, Indiana (now Alliance Architects) conducted a 504 Compliance Review to determine if the buildings and designated apartments are in conformance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Americans with Disabilities Act (ADA). The Section 504 compliance study focused on the accessibility of the project site, entrances, accessible routes, common areas and individual units. The Section 504 accessibility standard is the Uniform Federal Accessibility Standard (UFAS), which is referenced in Section 504 CFR 8.32(a), as well as the Americans with Disabilities Act (ADA).

According to the Section 504 requirement under 24 CFR 8.22 and 8.23, "five percent of the total dwelling units or at least one unit in a multifamily housing project, whichever is greater, shall be made accessible for persons with mobility impairments" (accessible units) and an additional "two percent of the units (but not less than one unit) in such a project shall be accessible for persons with hearing of vision impairments" (sensory-impaired units). Also, "common areas or parts of facilities that affect accessibility of existing housing facilities shall, to the maximum extent feasible, be made to be accessible to and usable by individuals with handicaps."

The Section 504 requirement under 24 CFR 8.26 states that "accessible dwelling units required...shall, to the maximum extent feasible and subject to reasonable health and safety requirements, be distributed throughout projects and sites and shall be available in a sufficient range of sizes and amenities so that a qualified individual with handicaps' choice of living arrangements is, as a whole, comparable to that of other persons eligible for housing assistance under that same program."

Based on these requirements, the KCHA proposes submission of a development proposal for new construction and development on the Scattered Family Sites. The Scattered Family Sites were built on three separate sites and are referred to as Woodland Bend, Cedar Creek Place and Whispering Hollow. The sites consist of

dwelling units with 2, 3, 4 and 5-bedroom sizes. Currently, there are ten 2-bedroom accessible units; there are no accessible units in 3, 4 and 5-bedroom sizes.

The development proposal consists of the following:

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

Since the last update provided to the Board, the agency has completed the following tasks:

- filed updated Declaration of Trust documents at the Knox County Recorder's office;
- the Environmental Review has been completed; and
- the Request for Release of Funds and Certification form has been approved by the Knox County Board at its 05/23/2018 meeting.

The updated and final development proposal package will be submitted for final review and approval to the HUD Field Office in Chicago on 05/29/2018.

Fiscal Impact

None.

Recommendation

None.