

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
3/29/2018
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 2-2018 Financial Reports	Chairperson Payton
<input type="checkbox"/> Thomas Dunker	Review/Ratify 2-2018 Claims and Bills	Chairperson Payton
<input type="checkbox"/> Jared Hawkinson	COCC:	\$ 43,147.02
<input type="checkbox"/> Lomac Payton	Moon Towers:	\$ 59,424.87
<input type="checkbox"/> Paula Sanford	Family:	\$ 74,456.82
<input type="checkbox"/> Paul H. Stewart	Bluebell:	\$ 17,814.63
<u>Excused:</u>	HCV:	\$ 81,778.06
	Brentwood:	\$ 21,858.82
<u>Others Present:</u>	Prairieland:	\$ 24,290.95
	Capital Fund 2016:	\$ 0.00
	Capital Fund 2017:	\$ 0.00

Old Business None

New Business	Review/Approve Resolution 2018-02 for KCHA Operating Budget for FYE 03/31/2019	Derek Antoine
	Review/Approve Resolution 2018-03 for Bad Debt Charge Off for Period Ending 03/31/2018	Derek Antoine
	Review/Approve Resolution 2018-04 for Supply/Service Vendor Listing for FYE 03/31/2019	Derek Antoine
	Approve Contract Award – LBP Inspection Services	Derek Antoine
	Review/Approve Resolution 2018-05 Authorization of Development Proposal Submission	Derek Antoine
	Review/Approve Contract Award – 504 Modifications – Phase 2 – Family Sites	Derek Antoine

board agenda

	Emergency Agenda Item: Review/Approve Submission of Amended Declaration of Trust	Derek Antoine Jack Ball
Reports	Executive Director's Report – 3-2018 KCHA Legal Counsel Report – 3-2018	Derek Antoine Jack Ball
Other Business	Statements of Economic Interest	Derek Antoine
Executive Session	Vendor Contract Litigation	Derek Antoine
Adjournment		

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
February 27, 2018**

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

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

EXCUSED: Ben Burgland
 Jared Hawkinson
 Paul H. Stewart

ABSENT:

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

Chairperson Payton called the meeting to order at 10:00 a.m. There was no quorum present until Commissioner Dunker arrived at 10:29 a.m. so items not needing action were discussed prior to his arrival.

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

Chairperson Payton then requested the Board review and ratify the January 2018 financial reports and committee notes. After brief discussion, Commissioner Allen made a motion to ratify the financial reports for January 2018 as presented; Commissioner Sanford seconded. Roll call was taken as follows:

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

Motion Carried, 4-0.

January 2018 claims against the HA Administration in the sum of \$336,302.55; Central Office Cost Center in the sum of \$42,420.94; Moon Towers in the sum of \$59,368.70; Family in the sum of \$77,335.28; Bluebell in the sum of \$24,196.90; Housing Choice Voucher Program in the sum of \$83,003.88; Brentwood (A.H.P.) in the sum of \$27,430.94; Prairieland (A.H.P.) in the sum of \$22,545.91; Capital Fund '16 in the sum of \$0.00; and Capital Fund '17 in the sum of \$0.00 were presented for approval. Commissioner Allen made a motion to ratify the claims and bills; Commissioner Dunker seconded. Roll call was taken as follows:

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

Motion Carried, 4-0.

OLD BUSINESS

None

NEW BUSINESS

None

REPORTS

Mr. Antoine reviewed the Executive Director's Report at the meeting. This report presented a comprehensive overview of the Knox County Housing Authority including the following information: Training and Development, Media Outreach/Public Relations, Policy/Operations, Public Housing Program with property and occupancy information, Housing Choice Voucher, and Affordable Housing Program. There were no questions about the report, but Mr. Antoine reported that the agency has received approximately \$208,000 from the 2012 subsidy offset litigation. Additionally, the fiscal year is approaching its conclusion at the end of March, so budgets will be approved at the next board meeting. Also, the agency will be undertaking phase 2 of the 504 project at the family sites with more information to be presented at a future meeting.

Mr. Ball referenced the Legal Counsel Report that was passed out at the meeting. The report shows the cases filed during the month and items reviewed for the agency. Mr. Ball informed the Board that a vacated judgment is one in which an agreement is reach after court and then the case is dismissed.

OTHER BUSINESS

Mr. Antoine distributed the FYE 03/31/2017 Annual FDS Audit Report at the meeting. Discussion on the report will be held at a future meeting.

Mr. Antoine reported that he will be on vacation 03/05/2018 through 03/09/2018.

Mr. Antoine reported that a work session will be scheduled for the Board after the March board meeting to discuss the performance of the Executive Director and score the evaluation collectively.

ADJOURNMENT

Commissioner Dunker made a motion to adjourn the meeting at 10:40 a.m.; Commissioner Allen seconded. Roll call was taken as follows:

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

Motion Carried, 4-0.

Respectfully submitted,

Secretary

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

March 21, 2018

ROLL CALL – 10:31 am

There finance committee was called into order by Executive Director Derek Antoine.

ATTENDANCE – 10:32am

KCHA Commissioners:

Present: Wayne Allen

Excused: Ben Burgland & Tom Dunker

Housing Authority Members:

Present: Derek Antoine & Lee Lofing

Excused:

FINANCIAL REPORT – 10:33 am

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

MISCELLANEOUS – 10:39

Commissioner Allen asked about if the housing authority was still looking to purchase vehicles this upcoming fiscal year. Mr. Antoine said the HA is still looking into purchasing vehicles this year and will probably be using some of the \$204,847 the HA received in the settlement to purchase the vehicles. And that some of the money will also be used to upgrade the laundry at both Moon and Bluebell Towers. Depending on what remains, the HA may use it and some of COCC reserves to pay for new playground equipment at the family sites.

ADJOURN – 10:47 am

Respectfully submitted,



Finance Coordinator, KCHA

COCC

	<u>February-18</u>	<u>Current YTD</u>
Operating Income	\$52,096.37	\$767,714.16
Operating Expenses	\$43,151.83	\$514,990.30
Net Revenue Income/(Loss)	\$8,944.54	\$252,723.86

Notes:

- Nelrod and Phada trainings for for some staff and commissioners.
- Fix fuse box at COCC.

Operated in the black for month & for the year.

COCC's Cash, Investments, A/R, & A/P \$1,122,438.36

MOON TOWERS

	<u>February-18</u>	<u>Current YTD</u>
Operating Income	\$58,210.69	\$695,798.62
Operating Expenses	\$59,424.87	\$673,968.14
Net Revenue Income/(Loss)	(\$1,214.18)	\$21,830.48

Notes:

- Nelrod and Phada trainings for for some staff and commissioners.
- Winter utilities paid.

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

Moon Towers' Cash, Investments, A/R, & A/P \$536,506.23

\$245,079.32 *minimum reserve position*

FAMILY

	<u>February-18</u>	<u>Current YTD</u>
Operating Income	\$78,367.96	\$890,721.19
Operating Expenses	\$74,456.82	\$829,603.16
Net Revenue Income/(Loss)	\$3,911.14	\$61,118.03

Notes:

- Nelrod and Phada trainings for for some staff and commissioners.

Operated in the black for month & for the year.

Family's Cash, Investments, A/R, & A/P \$455,530.12

\$301,673.88 *minimum reserve position*

BLUEBELL

	<u>February-18</u>	<u>Current YTD</u>
Operating Income	\$17,894.88	\$216,159.40
Operating Expenses	\$17,814.63	\$222,244.52
Net Revenue Income/(Loss)	\$80.25	(\$6,085.12)

Notes:

- Nelrod and Phada trainings for for some staff and commissioners.

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

Bluebell's Cash, Investments, A/R, & A/P \$90,706.89

\$80,816.19 *minimum reserve position*

AHP - BRENTWOOD & PRAIRIELAND

<u>BRENTWOOD</u>	<u>February-18</u>	<u>Current YTD</u>
Operating Income	\$30,746.36	\$346,476.50
Operating Expenses	\$21,858.82	\$298,738.34
Net Revenue Income/(Loss)	\$8,887.54	\$47,738.16

Operated in the black for month & for the year.

Brentwood's Cash, Investments, A/R, & A/P	\$196,766.59
Restricted - Security Deposits	\$364.00
Brentwood's Total Cash	\$197,130.59

Notes:

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

<u>PRAIRIELAND</u>	<u>February-18</u>	<u>Current YTD</u>
Operating Income	\$26,631.50	\$300,179.28
Operating Expenses	\$24,290.95	\$255,653.59
Net Revenue Income/(Loss)	\$2,340.55	\$44,525.69

Operated in the black for month & for the year.

PrairieLand's Cash, Investments, A/R, & A/P	(\$53,768.94)
Restricted - Security Deposits	\$1,554.00
Restricted - Replacement Reserve	\$102,621.59
Restricted - Residual Receipts	\$54,496.49
PrairieLand's Total Cash	\$104,903.14

Notes:

- Winter utilities paid.

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>July-66</u>	<u>Current YTD</u>
Operating Income	\$11,322.89	\$103,057.67
Operating Expenses	\$12,307.43	\$130,058.28
Net Revenue Income/(Loss)	(\$984.54)	(\$27,000.61)

Notes:

- Received \$2,145 of extra admin income from HUD.

- Winter utilities paid.

(\$29,455.21) Projected Income Gain/(Loss) FYE'18

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

\$148,887.25 1/31/2018 Balance

\$0.00

(\$984.54)

\$0.00

Year End Adjustment

UNP Ending Balance

\$147,902.71 For Admin Expenses and HAP (if needed)

Pre 2004 Balance

\$121,830.26

Post 2013 Balance

\$25,959.96

Investment in Fixed Assets

\$112.49

Total UNP as of

\$147,902.71 2/28/2018

HAP

	<u>Jul-66</u>	<u>Current YTD</u>
Operating Income	\$73,247.00	\$735,521.90
Operating Expenses	\$69,480.00	\$760,850.50
Net Revenue Income/(Loss)	\$3,767.00	(\$25,328.60)

Notes:

HAP payments

Voucher expenses less than amount funded for the month.

Net Restricted Position (NRP)

\$6,344.40 1/31/2018 Balance

\$0.00

Year End Adjustment

Monthly VMS Net Revenue - Income/(Loss)

\$3,590.00

NRP Ending Balance for HAP

\$9,934.40 For HAP Expenses (Only)

Knox County Housing Authority
BOARD - COCC CASH FLOW STATEMENT
February 28, 2018

COCC - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	52,096.37	57,256.00	767,714.16	629,816.00	137,898.16	687,072.00
TOTAL OPERATING INCOME	52,096.37	57,256.00	767,714.16	629,816.00	137,898.16	687,072.00
OPERATING EXPENSE						
Total Administration Expenses	41,116.79	44,179.15	465,938.29	485,970.65	-20,032.36	530,150.00
Total Tenant Services	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities Expenses	236.29	495.84	-300.90	5,454.24	-5,755.14	5,950.00
Total Maintenance Expenses	500.75	645.83	35,442.45	7,104.13	28,338.32	7,750.00
General Expense	1,298.00	1,391.67	13,910.46	15,308.37	-1,397.91	16,700.00
TOTAL ROUTINE OPERATING EXPENSES	43,151.83	46,712.49	514,990.30	513,837.39	1,152.91	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	115,978.50	-115,978.50	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	43,151.83	57,255.99	514,990.30	629,815.89	-114,825.59	687,072.00
NET REVENUE/-EXPENSE PROFIT/-LOSS	8,944.54	0.01	252,723.86	0.11	252,723.75	0.00
Total Depreciation Expense						
Total Depreciation Expense	49.83	152.08	548.13	1,672.88	-1,124.75	1,825.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	8,894.71	-152.07	252,175.73	-1,672.77	253,848.50	-1,825.00

Knox County Housing Authority
BOARD - AMP001 CASH FLOW STATEMENT
February 28, 2018

MOON TOWERS - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	58,210.69	57,264.61	695,798.62	629,910.71	65,887.91	687,175.00
TOTAL OPERATING INCOME	58,210.69	57,264.61	695,798.62	629,910.71	65,887.91	687,175.00
OPERATING EXPENSE						
Total Administration Expenses	25,365.94	25,059.92	272,496.24	275,659.12	-3,162.88	300,719.00
Total Tenant Services	0.00	93.74	1,102.88	1,031.14	71.74	1,125.00
Total Utilities Expenses	10,959.49	7,916.67	72,463.47	87,083.37	-14,619.90	95,000.00
Total Maintenance Expenses	16,911.47	22,060.42	252,682.11	242,664.62	10,017.49	264,725.00
General Expense	6,187.97	8,254.18	75,223.44	90,795.98	-15,572.54	99,050.00
TOTAL ROUTINE OPERATING EXPENSES	59,424.87	63,384.93	673,968.14	697,234.23	-23,266.09	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	0.00	0.00	0.00	0.00	0.00	0.00
Total Prov. for Operating Reserve	0.00	-6,120.33	0.00	-67,323.63	67,323.63	-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	59,424.87	57,264.60	673,968.14	629,910.60	44,057.54	687,175.00
NET REVENUE/EXPENSE PROFIT/-LOSS	-1,214.18	0.01	21,830.48	0.11	21,830.37	0.00
Total Depreciation Expense						
Total Depreciation Expense	28,257.74	33,333.33	310,835.14	366,666.63	-55,831.49	400,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-29,471.92	-33,333.32	-289,004.66	-366,666.52	77,661.86	-400,000.00

Knox County Housing Authority
BOARD - AMP002 CASH FLOW STATEMENT
February 28, 2018

FAMILY - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	78,367.96	77,999.98	890,721.19	857,999.78	32,721.41	936,000.00
TOTAL OPERATING INCOME	78,367.96	77,999.98	890,721.19	857,999.78	32,721.41	936,000.00
OPERATING EXPENSE						
Total Administration Expenses	31,644.13	32,758.57	337,979.95	360,344.27	-22,364.32	393,103.00
Total Tenant Services	0.00	845.83	5,431.58	9,304.13	-3,872.55	10,150.00
Total Utilities Expenses	1,703.68	2,329.17	12,884.53	25,620.87	-12,736.34	27,950.00
Total Maintenance Expenses	34,941.94	43,229.17	410,304.88	475,520.87	-65,215.99	518,750.00
General Expense	6,167.07	9,185.00	63,002.22	101,035.00	-38,032.78	110,220.00
TOTAL ROUTINE OPERATING EXPENSES	74,456.82	88,347.74	829,603.16	971,825.14	-142,221.98	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	-113,825.25	113,825.25	-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	74,456.82	77,999.99	829,603.16	857,999.89	-28,396.73	936,000.00
NET REVENUE/EXPENSE PROFIT/-LOSS	3,911.14	-0.01	61,118.03	-0.11	61,118.14	0.00
Total Depreciation Expense						
Total Depreciation Expense	22,181.52	27,083.33	243,996.72	297,916.63	-53,919.91	325,000.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-18,270.38	-27,083.34	-182,878.69	-297,916.74	115,038.05	-325,000.00

Knox County Housing Authority
BOARD - AMP003 CASH FLOW STATEMENT
February 28, 2018

BLUEBELL - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	17,894.88	18,558.06	216,159.40	204,138.66	12,020.74	222,696.55
TOTAL OPERATING INCOME	17,894.88	18,558.06	216,159.40	204,138.66	12,020.74	222,696.55
OPERATING EXPENSE						
Total Administration Expenses	9,717.90	9,992.45	110,353.48	109,916.95	436.53	119,909.04
Total Tenant Services	20.69	41.67	260.45	458.37	-197.92	500.00
Total Utilities Expenses	447.05	2,358.34	17,799.97	25,941.74	-8,141.77	28,300.00
Total Maintenance Expenses	5,049.44	6,595.85	67,088.51	72,554.35	-5,465.84	79,150.00
General Expense	2,579.55	2,858.75	26,742.11	31,446.25	-4,704.14	34,305.00
TOTAL ROUTINE OPERATING EXPENSES	17,814.63	21,847.06	222,244.52	240,317.66	-18,073.14	262,164.04
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	-3,288.96	0.00	-36,178.56	36,178.56	-39,467.49
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	17,814.63	18,558.10	222,244.52	204,139.10	18,105.42	222,696.55
NET REVENUE/EXPENSE PROFIT/-LOSS						
	80.25	-0.04	-6,085.12	-0.44	-6,084.68	0.00
Total Depreciation Expense						
Total Depreciation Expense	13,730.60	11,995.83	151,036.60	131,954.13	19,082.47	143,950.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-13,650.35	-11,995.87	-157,121.72	-131,954.57	-25,167.15	-143,950.00

Knox County Housing Authority
BOARD - LOW RENT CASH FLOW STATEMENT
February 28, 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	206,569.90	211,078.65	2,570,393.37	2,321,865.15	248,528.22	2,532,943.55
TOTAL OPERATING INCOME	206,569.90	211,078.65	2,570,393.37	2,321,865.15	248,528.22	2,532,943.55
OPERATING EXPENSE						
Total Administration Expenses	107,844.76	111,990.09	1,186,767.96	1,231,890.99	-45,123.03	1,343,881.04
Total Tenant Services	20.69	981.24	6,794.91	10,793.64	-3,998.73	11,775.00
Total Utilities Expenses	13,346.51	13,100.02	102,847.07	144,100.22	-41,253.15	157,200.00
Total Maintenance Expenses	57,403.60	72,531.27	765,517.95	797,843.97	-32,326.02	870,375.00
General Expense	16,232.59	21,689.60	178,878.23	238,585.60	-59,707.37	260,275.00
TOTAL ROUTINE OPERATING EXPENSES	194,848.15	220,292.22	2,240,806.12	2,423,214.42	-182,408.30	2,643,506.04
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	-9,213.54	0.00	-101,348.94	101,348.94	-110,562.49
Total Capital Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Vandalism Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	194,848.15	211,078.68	2,240,806.12	2,321,865.48	-81,059.36	2,532,943.55
NET REVENUE/EXPENSE PROFIT/-LOSS						
	11,721.75	-0.03	329,587.25	-0.33	329,587.58	0.00
Total Depreciation Expense						
Total Depreciation Expense	64,219.69	72,564.57	706,416.59	798,210.27	-91,793.68	870,775.00
NET REVENUE W/DEPRECIATION PROFIT/-LOSS	-52,497.94	-72,564.60	-376,829.34	-798,210.60	421,381.26	-870,775.00

**Knox County Housing Authority
BOARD - HCV CASH FLOW STATEMENT
February 28, 2018**

	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
HCV - OPERATING STATEMENT						
ADMIN OPERATING INCOME						
Total Admin Operating Income	11,991.89	9,020.82	107,020.57	99,229.02	7,791.55	108,250.00
TOTAL ADMIN OPERATING INCOME	11,991.89	9,020.82	107,020.57	99,229.02	7,791.55	108,250.00
OPERATING EXPENSES						
Total Admin Expenses	7,902.68	7,962.49	81,336.09	87,587.39	-6,251.30	95,550.00
Total Fees Expenses	3,627.00	3,665.83	42,519.00	40,324.13	2,194.87	43,990.00
Total General Expenses	768.38	606.26	6,100.12	6,668.86	-568.74	7,275.00
TOTAL OPERATING EXPENSES	12,298.06	12,234.58	129,955.21	134,580.38	-4,625.17	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	12,298.06	12,234.58	129,955.21	134,580.38	-4,625.17	146,815.00
NET REVENUE PROFIT/-LOSS						
	-306.17	-3,213.76	-22,934.64	-35,351.36	12,416.72	-38,565.00
Total Depreciation Expense	9.37	18.75	103.07	206.25	-103.18	225.00
NET REVENUE w/Deprecitation PROFIT/-LOSS	-315.54	-3,232.51	-23,037.71	-35,557.61	12,519.90	-38,790.00
HAP - OPERATING STATEMENT						
HAP INCOME						
Total Income	73,247.00	55,164.41	735,521.90	606,808.51	128,713.39	661,973.00
TOTAL HAP INCOME	73,247.00	55,164.41	735,521.90	606,808.51	128,713.39	661,973.00
HAP EXPENSES						
Total HAP Expenses	69,480.00	62,833.33	761,909.33	691,166.63	70,742.70	754,000.00
Total General HAP Expenses	0.00	83.33	-1,058.83	916.63	-1,975.46	1,000.00
TOTAL HAP EXPENSES	69,480.00	62,916.66	760,850.50	692,083.26	68,767.24	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	3,767.00	-7,752.25	-25,328.60	-85,274.75	59,946.15	-93,027.00

Knox County Housing Authority
BOARD - BRENTWOOD CASH FLOW STATEMENT
February 28, 2018

BRENTWOOD - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	30,746.36	31,233.33	346,476.50	343,566.63	2,909.87	374,800.00
TOTAL OPERATING INCOME	30,746.36	31,233.33	346,476.50	343,566.63	2,909.87	374,800.00
OPERATING EXPENSE						
Total Administration Expenses	3,672.71	4,516.67	44,777.18	49,683.37	-4,906.19	54,200.00
Total Fee Expenses	5,746.30	5,322.17	62,216.86	58,543.87	3,672.99	63,866.00
Total Utilities Expenses	872.75	2,179.16	21,286.78	23,970.76	-2,683.98	26,150.00
Total Maintenance Expenses	6,653.13	16,562.92	117,135.16	182,192.12	-65,056.96	198,755.00
Total Taxes & Insurance Expense	2,675.35	2,638.51	28,488.03	29,023.61	-535.58	31,662.00
Total Financial Expenses	2,238.58	2,333.33	24,834.33	25,666.63	-832.30	28,000.00
TOTAL ROUTINE OPERATING EXPENSE	21,858.82	33,552.76	298,738.34	369,080.36	-70,342.02	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	-38,530.25	38,530.25	-42,033.00
Total Capital Expenditures	0.00	-3,502.75	0.00	-38,530.25	38,530.25	-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	21,858.82	30,050.01	298,738.34	330,550.11	-31,811.77	360,600.00
NET REVENUE PROFIT/-LOSS						
	8,887.54	1,183.32	47,738.16	13,016.52	34,721.64	14,200.00
Total Depreciation Expense						
	6,308.17	5,291.67	69,389.87	58,208.37	11,181.50	63,500.00
NET REVENUE w/Depreciation PROFIT/-LOSS	2,579.37	-4,108.35	-21,651.71	-45,191.85	23,540.14	-49,300.00

Knox County Housing Authority
BOARD - PRAIRIELAND CASH FLOW STATEMENT
February 28, 2018

PRAIRIELAND - OPERATING STATEMENT	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	26,631.50	27,098.75	300,179.28	298,086.25	2,093.03	325,185.00
TOTAL OPERATING INCOME	26,631.50	27,098.75	300,179.28	298,086.25	2,093.03	325,185.00
OPERATING EXPENSE						
Total Administration Expenses	2,716.07	4,637.50	42,029.40	51,012.50	-8,983.10	55,650.00
Total Fee Expenses	5,171.67	5,103.17	56,429.10	56,134.87	294.23	61,238.00
Total Utilities Expenses	5,593.29	2,148.33	22,371.27	23,631.63	-1,260.36	25,780.00
Total Maintenance Expenses	6,363.89	9,233.34	83,900.74	101,566.74	-17,666.00	110,800.00
Total Taxes & Insurance Expense	2,207.45	2,386.67	26,088.80	26,253.37	-164.57	28,640.00
Total Financial Expenses	2,238.58	2,333.33	24,834.28	25,666.63	-832.35	28,000.00
TOTAL ROUTINE OPERATING EXPENSE	24,290.95	25,842.34	255,653.59	284,265.74	-28,612.15	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	987.25	-987.25	1,077.00
Total Capital Expenditures	0.00	89.75	0.00	987.25	-987.25	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	24,290.95	25,932.09	255,653.59	285,252.99	-29,599.40	311,185.00
NET REVENUE PROFIT/-LOSS						
	2,340.55	1,166.66	44,525.69	12,833.26	31,692.43	14,000.00
Total Depreciation Expense						
	6,789.88	6,375.00	74,688.68	70,125.00	4,563.68	76,500.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-4,449.33	-5,208.34	-30,162.99	-57,291.74	27,128.75	-62,500.00

Knox County Housing Authority
BOARD - AHP CASH FLOW STATEMENT
February 28, 2018

BRENTWOOD & PRAIRIELAND COMBINED	Current Period	Period Budget	Current Year	Year To Date Bu	Variance	Year Budget
OPERATING INCOME						
Total Operating Income	57,377.86	58,332.08	646,655.78	641,652.88	5,002.90	699,985.00
TOTAL OPERATING INCOME	57,377.86	58,332.08	646,655.78	641,652.88	5,002.90	699,985.00
OPERATING EXPENSE						
Total Administration Expenses	6,388.78	9,154.17	86,806.58	100,695.87	-13,889.29	109,850.00
Total Fee Expenses	10,917.97	10,425.34	118,645.96	114,678.74	3,967.22	125,104.00
Total Utilities Expenses	6,466.04	4,327.49	43,658.05	47,602.39	-3,944.34	51,930.00
Total Maintenance Expenses	13,017.02	25,796.26	201,035.90	283,758.86	-82,722.96	309,555.00
Total Taxes & Insurance Expense	4,882.80	5,025.18	54,576.83	55,276.98	-700.15	60,302.00
Total Financial Expenses	4,477.16	4,666.66	49,668.61	51,333.26	-1,664.65	56,000.00
TOTAL ROUTINE OPERATING EXPENSE	46,149.77	59,395.10	554,391.93	653,346.10	-98,954.17	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	-37,543.00	37,543.00	-40,956.00
Total Capital Expenditures	0.00	-3,413.00	0.00	-37,543.00	37,543.00	-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	46,149.77	55,982.10	554,391.93	615,803.10	-61,411.17	671,785.00
NET REVENUE PROFIT/-LOSS						
	11,228.09	2,349.98	92,263.85	25,849.78	66,414.07	28,200.00
Total Depreciation Expense						
	13,098.05	11,666.67	144,078.55	128,333.37	15,745.18	140,000.00
NET REVENUE w/Depreciation PROFIT/-LOSS	-1,869.96	-9,316.69	-51,814.70	-102,483.59	50,668.89	-111,800.00

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

	Current Period	Last Year Same	Variance	Current Year
AMP001 - MOON TOWERS				
Salaries	21,688.48	23,929.65	-2,241.17	246,394.12
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	16,034.43	15,886.27	148.16	172,656.62
Administrative Expenses	1,849.71	3,120.07	-1,270.36	14,150.82
Teneant Services	0.00	0.00	0.00	1,102.88
Utilities	10,959.49	18,034.34	-7,074.85	72,463.47
Maintenance Supplies/Contracts	2,704.79	16,046.78	-13,341.99	91,976.79
Mileage	0.00	0.00	0.00	0.00
General Expenses	6,187.97	8,495.85	-2,307.88	75,223.44
Non-Routine Expense	0.00	0.00	0.00	0.00
TOTAL MOON TOWERS CLAIMS	59,424.87	85,512.96	-26,088.09	673,968.14
AMP002 - FAMILY				
Salaries	39,901.87	37,945.09	1,956.78	458,467.93
Employee W/H Payments	0.00	0.00	0.00	81.40
Management Fees	16,889.74	16,738.39	151.35	181,513.88
Administrative Expenses	2,889.43	6,163.27	-3,273.84	25,472.49
Teneant Services	0.00	105.38	-105.38	1,718.75
Utilities	1,703.68	2,649.37	-945.69	12,884.53
Maintenance Supplies/Contracts	6,905.03	3,699.47	3,205.56	86,543.36
Mileage	0.00	0.00	0.00	0.00
General Expenses	6,167.07	11,442.88	-5,275.81	63,002.22
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL FAMILY CLAIMS	74,456.82	78,743.85	-4,287.03	829,684.56
AMP003 - BLUEBELL				
Salaries	8,174.62	8,723.39	-548.77	97,140.82
Employee W/H Payments	0.00	0.00	0.00	0.00
Management Fees	4,620.09	4,514.01	106.08	49,471.64
Administrative Expenses	663.08	1,146.18	-483.10	8,980.39
Teneant Services	20.69	0.00	20.69	260.45
Utilities	447.05	2,585.63	-2,138.58	17,799.97
Maintenance Supplies/Contracts	1,309.55	2,700.37	-1,390.82	21,849.14
Mileage	0.00	0.00	0.00	0.00
General Expenses	2,579.55	2,362.11	217.44	26,742.11
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL BLUEBELL CLAIMS	17,814.63	22,031.69	-4,217.06	222,244.52
COCC				
Salaries	29,967.11	35,015.22	-5,048.11	376,788.86
Employee W/H Payments	-4.81	-4.82	0.01	-796.14
Management Fees	0.00	0.00	0.00	0.00
Administrative Expenses	11,149.68	13,773.33	-2,623.65	89,149.43
Teneant Services	0.00	0.00	0.00	0.00
Utilities	236.29	1,839.26	-1,602.97	-300.90
Maintenance Supplies/Contracts	500.75	-216.00	716.75	35,442.45
Mileage	0.00	0.00	0.00	0.00
General Expenses	1,298.00	1,285.52	12.48	13,910.46
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL COCC CLAIMS	43,147.02	51,692.51	-8,545.49	514,194.16
COMBINED - AMP1, AMP2, AMP3, & COCC				
Salaries	99,732.08	105,613.35	-5,881.27	1,178,791.73
Employee W/H Payments	-4.81	-4.82	0.01	-714.74
Management Fees	37,544.26	37,138.67	405.59	403,642.14
Administrative Expenses	16,551.90	24,202.85	-7,650.95	137,753.13
Teneant Services	20.69	105.38	-84.69	3,082.08
Utilities	13,346.51	25,108.60	-11,762.09	102,847.07
Maintenance Supplies	11,420.12	22,230.62	-10,810.50	235,811.74
Mileage	0.00	0.00	0.00	0.00
General Expenses	16,232.59	23,586.36	-7,353.77	178,878.23
Non-Routine Expenses	0.00	0.00	0.00	0.00
TOTAL LOW RENT CLAIMS	194,843.34	237,981.01	-43,137.67	2,240,091.38

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

	Current Period	Last Year Same Period	Variance
BRENTWOOD			
Salaries	8,148.09	7,954.19	193.90
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,746.30	6,505.71	-759.41
Administrative Expenses	716.56	3,485.36	-2,768.80
Utilities	872.75	816.33	56.42
Maintenance Supplies/Contracts	1,461.19	4,218.54	-2,757.35
Tax & Insurance Expenses	2,675.35	2,601.14	74.21
Finacial Expenses	2,238.58	2,348.25	-109.67
TOTAL BRENTWOOD CLAIMS	<u>21,858.82</u>	<u>27,929.52</u>	<u>-6,070.70</u>
PRAIRIELAND			
Salaries	8,147.78	7,953.92	193.86
Employee W/H Payments	0.00	0.00	0.00
Management Fees	5,171.67	5,945.64	-773.97
Administrative Expenses	-240.00	2,322.93	-2,562.93
Utilities	5,593.29	5,106.05	487.24
Maintenance Supplies/Contracts	1,172.18	1,581.01	-408.83
Taxes & Insurance Expenses	2,207.45	2,149.81	57.64
Financial Expenses	2,238.58	2,348.24	-109.66
TOTAL PRAIRIELAND CLAIMS	<u>24,290.95</u>	<u>27,407.60</u>	<u>-3,116.65</u>
AHP - BRENTWOOD & PRAIRIELAND			
Salaries	16,295.87	15,908.11	387.76
Employee W/H Payments	0.00	0.00	0.00
Management Fees	10,917.97	12,451.35	-1,533.38
Administrative Expenses	476.56	5,808.29	-5,331.73
Utilities	6,466.04	5,922.38	543.66
Maintenance Supplies	2,633.37	5,799.55	-3,166.18
Taxes & Insurance Expenses	4,882.80	4,750.95	131.85
Financial Expenses	4,477.16	4,696.49	-219.33
TOTAL AHP CLAIMS	<u>46,149.77</u>	<u>55,337.12</u>	<u>-9,187.35</u>
HOUSING CHOICE VOUCHER - HCV			
Salaries	6,415.71	6,420.18	-4.47
Employee W/H Payments	0.00	0.00	0.00
Management Fees	3,627.00	5,140.50	-1,513.50
Administrative Expenses	1,486.97	844.11	642.86
General Expense-Admin	768.38	538.13	230.25
Total HCV Expenses	12,298.06	12,942.92	-644.86
HAP Expenses	69,480.00	59,065.00	10,415.00
General Expenses	0.00	0.00	0.00
Total HAP Expenses	69,480.00	59,065.00	10,415.00
TOTAL HCV CLAIMS	<u>81,778.06</u>	<u>72,007.92</u>	<u>9,770.14</u>

Knox County Housing Authority
CLAIMS REPORT - GRANT PROGRAMS
February, 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	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
TOTAL CFG 2017 CLAIMS	0.00	0.00	0.00	0.00
CFG 2016 - \$608,598				
Admin. / Operations	0.00	0.00	0.00	0.00
Fees & Costs	0.00	0.00	6,600.00	6,600.00
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	0.00	0.00	66,296.38	66,296.38
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	0.00	3,300.00	102,126.31	1,284,986.38

Knox County Housing Authority
CLAIMS REPORT TOTALS
Febuary, 2018

	Current Period	Last Year Same	Variance	Current Year
TOTALS				
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<u>LOW RENT</u>				
AMP001 - MOON TOWERS	59,424.87	85,512.96	-26,088.09	673,968.14
AMP002 - FAMILY	74,456.82	78,743.85	-4,287.03	829,684.56
AMP003 - BLUEBELL	17,814.63	22,031.69	-4,217.06	222,244.52
COCC	43,147.03	51,692.53	-8,545.50	514,192.30
TOTAL LOW RENT	194,843.35	237,981.03	-43,137.68	2,240,089.52
<u>A.H.P.</u>				
BRENTWOOD	21,858.82	27,929.52	-6,070.70	298,738.34
PRAIRIELAND	24,290.95	27,407.60	-3,116.65	255,653.59
TOTAL A.H.P.	46,149.77	55,337.12	-9,187.35	554,391.93
<u>HOUSING CHOICE VOUCHER - HCV</u>				
HCV (Administrative Only)	12,298.06	12,942.92	-644.86	129,847.71
TOTAL HCV	12,298.06	12,942.92	-644.86	129,847.71
<u>GRANTS</u>				
CAPITAL FUND GRANT '17	0.00	0.00	0.00	0.00
CAPITAL FUND GRANT '16	0.00	0.00	0.00	66,296.38
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	0.00	3,300.00	-3,300.00	102,126.31
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TOTAL CLAIMS FOR MONTH	253,291.18	309,561.07	-56,269.89	3,026,455.47

RESOLUTION 2018-02

03/22/2018

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of the Knox County Housing Authority Annual Operating Budget FYE 03/31/2019

Article I. Background

The Department of Housing and Urban Development (HUD) requires public housing authorities (PHA) to submit an annual budget prior to the start of the agency's fiscal year. The Knox County Housing Authority's Annual Comprehensive Budget continues to reflect the mission and goals of the agency through responsible stewardship of federal funding. The budget is the recommended financial plan for the fiscal year beginning on 04/01/2018 and ending on 03/31/2019.

The Knox County Housing Authority realistically anticipates revenue in the amount of \$4,096,016.00 and expenditures totaling \$4,306,785.00, resulting in a decrease in agency reserves of approximately \$210,769.00. These figures were calculated using a historical three-year average, forecasting current spending levels over a twelve month period, and factoring for year-over-year increases.

Subsidy eligibility is based on an 85% proration of eligibility for the public housing operating fund, which is believed to be an appropriate estimate. Additionally, housing choice voucher program funding is expected to be prorated at 95% of eligibility for housing assistance payments, and 75% for administrative fees.

Further highlights and assumptions of the budget submission include:

- KCHA's FYE 2019 Annual Comprehensive Budget has been compiled and presented in accordance with the requirements of HUD's asset management budgeting model;
- Dwelling rental income is calculated based on historical occupancy rates at each site;
- Personnel pay increases for the upcoming fiscal year will have a ceiling of 1.5%, and employee benefits will continue to account for approximately 31% of the total compensation package;
- Moon Towers, Family Housing, and Bluebell Tower are projected to operate under a deficit budget, with shortfall supplemented by AMP reserves;
- Family Housing budget includes replacement of the property's maintenance vehicle fleet, rehabilitation/replacement of property playgrounds, and rehabilitation of 1566/1568 McKnight;
- Brentwood Manor budget includes rehab/modernization projects for the property;
- Prairieland Townhouse Apartments will consider several rehab/modernization projects as well;
- Housing Choice Voucher program operating shortfall will be supplemented from HCV unrestricted net assets.

Article II. Recommendation

It is the recommendation of the Executive Director the Board resolve to approve the agency operating budget for fiscal year-ending 03/31/2019.

RESOLUTION 2018-02

03/27/2018

Board of Commissioners

Derek Antoine, Executive Director

Approval of the Knox County Housing Authority Annual Operating Budget FYE 03/31/2019

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

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The proposed Knox County Housing Authority Operational Budget for FYE 03/31/2019 is hereby approved and adopted.
3. The Operational Budget for FYE 03/31/2019 is in compliance with the requirements set forth in HUD guidance, the Code of Federal Regulations, and generally accepted accounting principles set forth by the Governmental Accounting Standards Board.
4. This Resolution shall be carried out in accordance with federal regulations and be effective as of 04/01/2018.

RESOLVED: March 27, 2018

Lomac Payton, Chairperson

Thomas Dunker, Vice-Chairperson

Paula Sanford, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Ben Burgland, Commissioner

Jared Hawkinson, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average 10 minutes 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 collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Knox County Housing Authority

PHA Code: IL085

PHA Fiscal Year Beginning: 04/01/2018

Board Resolution Number: 2018-02

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

Operating Budget approved by Board resolution on: 03/29/2018

Operating Budget submitted to HUD, if applicable, on:

Operating Budget revision approved by Board resolution on:

Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Lomac Payton	Signature: 	Date: 3/29/18
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RESOLUTION 2018-03

3/27/2018

Board of Commissioners

Derek Antoine, Executive Director

RE: Approval of Bad Debt Charge-Offs for the period ending March 31, 2018

Article I. Background

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

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

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

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

Article II. Recommendation

It is the recommendation of the Executive Director the Board resolve the presented debts in the amount of \$7,789.03 effective for the period ending March 31, 2018.

RE: Approval of Bad Debt Charge-Offs for the period ending March 31, 2018

Moon Towers' 4th Qtr Bad Debt Write-Offs				
First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Kaylyn	Rohn	MT030-15	\$323.00	
Ronique	Lee	MT066-17	\$404.50	
Harvey	Chesser	MT141-8	\$153.00	
Carole	Kemper	MT160-8	\$179.00	
Ryan	Osgood	MT110-9	\$1,124.00	
Debra	Mckinney	MT151-11	\$131.00	Deceased

Moon Towers' 4th Qtr Bad Debt Write-Off Total **\$2,314.50**

Family's 4th Qtr Bad Debt Write-Offs				
First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Cordelia	Spivey	FAM206-19	\$305.25	
Savannah	Peck	FAM279-33	\$41.50	
Sara	Tucker	FAM285-14	\$115.50	Deceased
Morgan	Eaves	FAM300-24	\$768.82	
Tyshaun	McCreary	FAM309-19	\$11.00	
Kayli	Wells	FAM358-23	\$211.70	
Shanea	Pearson	FAM378-17	\$452.00	

Family's 1st Qtr Bad Debt Write-Off Total **\$1,905.77**

Bluebell's 4th Qtr Bad Debt Write-Offs				
First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Stephanie	Woertz	BB403-13	\$54.26	

AHP 4th Qtr Bad Debt Write-Off Total **\$54.26**

Housing Choice Voucher's 4th Qtr Bad Debt Write-Offs				
First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes
Bobette	Motz	VF0075-2	\$814.50	
Amy	Kennedy	VF8103-1	\$2,700.00	

AHP 4th Qtr Bad Debt Write-Off Total **\$3,514.50**

AHP 4th Qtr Bad Debt Write-Offs				
First Name	Last Name	KCHA's Debt Identifier	Debt Owed	Notes

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

Total 4th Qtr 2018 Bad Debt Write-Offs **\$7,789.03**

RESOLUTION 2018-03

3/27/2018

Board of Commissioners

Derek Antoine, Executive Director

Approval of Bad Debt Charge-Offs for the period ending March 31, 2018

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

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The Board of Commissioners of the Knox County Housing Authority hereby approves the charge-off of uncollectible debt in the amount of \$7,789.03 for the period ending March 31, 2018.
3. The Executive Director or designate is hereby authorized to charge-off uncollectible debt on behalf of the Knox County Housing Authority as provided in this Resolution.
4. This Resolution shall be effective in accordance with federal regulations and be effective as of March 31, 2018.

RESOLVED: March 27, 2018

Lomac Payton, Chairperson

Thomas Dunker, Vice-Chairperson

Paula Sanford, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Ben Burgland, Commissioner

Jared Hawkinson, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

RESOLUTION 2018-04

03/27/2018

Board of Commissioners

Derek Antoine, Executive Director

RE: Adoption of Small Purchase Procurement – Supply/Service Vendor List FYE 03/31/2019

Article I. Background

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

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

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

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

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

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



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

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

Article II. Recommendation

It is the recommendation of the Executive Director the Board of Commissioners adopt the Small Purchase Procurement – Supply/Service Vendor List, effective for the fiscal year commencing 04/01/2018 and ending 03/31/2019.

KCHA Vendor List FYE 03/31/2019

Category	FYE 2018	FYE 2019	Contract Year
Service/Maintenance			
Plumbing/Heating	J.P. Benbow	AMP Mechanical	1st
Electrical	Roy Keith Electric	AMP Electrical	1st
Asbestos Abatement	IITI	IITI	1st
Fire Protection	Getz Fire Equipment	Getz Fire Equipment	1st
Trash Removal	Waste Management	Waste Management	1st
Pest Control	Four Seasons Pest Control	Four Seasons Pest Control	3rd
Lawn Service	Liqui-Green Lawn Care	Liqui-Green Lawn Care	1st
Parts/Supplies			
Appliances	Barton Carroll's	Barton Carroll's	1st
		GE Appliances	1st
Appliance Parts	PDQ	PDQ	1st
	Partscription	PartScription	1st
General Maint. Supplies/ Paint/Hardware	HD Supply Sherwin Williams	HD Supply Sherwin-Williams	U.S. Communities State of IL Joint Purchasing
Janitorial Supplies			
Janitorial Supplies	OSI	OSI	2nd
	Wilson Paper Company	Wilson Paper Company	2nd
Administrative			
IT Service	OSI	OSI	1st
	Trilutions	Trilutions	1st
Office Supplies	Staples Advantage	Staples Advantage	
Security Camera Service	Thompson Electronics	Thompson Electronics	3rd
Shredding Services	AAA Certified Confidential	AAA Certified Confidential	3rd

RESOLUTION 2018-04

03/27/2018

Board of Commissioners

Derek Antoine, Executive Director

Adoption of Small Purchase Procurement – Supply/Service Vendor List FYE 03/31/2019

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

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The proposed Small Purchase Procurement – Supply/Service Vendor List for fiscal year-ending 03/31/2019 is hereby approved and adopted.
3. The solicitation and selection process used in procuring said goods and services is compliant with the requirements set forth in HUD guidance and the Code of Federal Regulations.
4. This Resolution shall be carried out in accordance with agency policy, procedures, and federal regulations and be effective as of 04/01/2018.

RESOLVED: March 27, 2018

Lomac Payton, Chairperson

Thomas Dunker, Vice-Chairperson

Paula Sanford, Resident Commissioner

Paul Stewart, Commissioner

Wayne Allen, Commissioner

Ben Burgland, Commissioner

Jared Hawkinson, Commissioner

Derek Antoine, Secretary/Executive Director (Attest)

RESOLUTION 2018-05

03/27/2018

Board of Commissioners

Derek Antoine, Executive Director

RE: 504 Modification Phase 2 – Development Proposal

Article I. Background

According to 24 CFR 905.606, prior to developing public housing, either through new construction or through acquisition, with or without rehabilitation, a Public Housing Authority must submit a development proposal to the Department of Housing and Urban Development (HUD) in the form prescribed by HUD, which will allow HUD to assess the viability and financial feasibility of the proposed development. A development proposal must be submitted for all types of public housing development, including mixed-finance. Failure to submit and obtain HUD approval of a development proposal may result in the public housing funds used in conjunction with the project being deemed ineligible expenses. In determining the amount of information to be submitted by the PHA, HUD shall consider whether the documentation is required for HUD to carry out mandatory statutory, regulatory, or Executive order reviews; the quality of the PHA's past performance in implementing development projects under this subpart; the PHA's demonstrated administrative capability; and other program requirements.

The development proposal shall include some or all of the following documentation, as deemed necessary by HUD:

- Project Description
- Site Information
- Participant Description
- Development Project Schedule
- Accessibility
- Project Costs
- Operating pro-forma/Operating Fund Methodology
- Local Cooperation Agreement
- Environmental Requirements
- Market Analysis
- Program Income and Fees
- Additional HUD-requested information

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

Article II. Recommendation

It is the recommendation of the Executive Director the Board resolve to authorize the submission of the agency’s development proposal for the construction of six handicapped accessible dwelling units on the Scattered Family Sites.



**Knox County Housing Authority (IL085)
Development Proposal**

Derek Antoine, Executive Director
216 W. Simmons Street
Galesburg, IL 61401
(309) 342-8129, ext. 223
dantoine@knoxhousing.org

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- I. Project Description
 - i. Proposed Development Method
 - ii. Type of Residents to Occupy the Units
 - iii. Number and Type of Unit
 - iv. Type and size of nondwelling space, if applicable
 - v. Schematic drawings of the proposed buildings, unit plans and additional information regarding plans and specifications, as needed by HUD to review the project
- II. Site Information
- III. Participant Description
- IV. Development Project Schedule
- V. Accessibility
- VI. Project Costs
 - i. Budgets
 - ii. TDC Calculation
 - iii. Financing
- VII. Operating Pro-Forma/Operating Fund Methodology
- VIII. Local Cooperation Agreement
- IX. Environmental Requirements
- X. Market Analysis
- XI. Program Income and Fees

Project Description

The Knox County Housing Authority (KCHA) is a public entity that was formed in 1969 to provide federally subsidized housing and housing assistance to low-income families within Knox County, Illinois. The KCHA is headed by an Executive Director and is governed by a seven-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations. Though brought into existence by a resolution of Knox County, the KCHA is a separate entity from the County. Currently, the KCHA owns and/or manages: (a) a total of 418 units of Public Housing; (b) a total of 148 affordable housing units; and (c) a total of 195 Housing Choice Vouchers.

(i) Proposed Development Method

With this project the KCHA proposes the new construction of six new accessible dwelling units and also will include the rehabilitation of one existing dwelling unit to make it accessible. Specifically, this project will include 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

These new units will be added to the Scattered Family Sites public housing portfolio and would bring the total number of dwelling units to 196.

(ii) Type of Residents to Occupy the units

Persons with disabilities and/or families that include persons with disabilities will be the residents to occupy the units.

(iii) Number and Type of Unit

The KCHA proposes the new construction of three buildings at Whispering Hollow located at South and Berrien Streets in Galesburg, Illinois. Each building will be a detached duplex building; two buildings will include two 3-bedroom dwelling units and one building will be one 4-bedroom dwelling unit.

Additionally, KCHA proposes the rehabilitation of one 5-bedroom unit at Woodland Bend located on Iowa, Michigan and Knox Streets in Galesburg, Illinois. There will be a one-bedroom addition as well as other accessible modifications made to an existing dwelling unit.

(iv) Type and Size of Non-Dwelling Space, if applicable

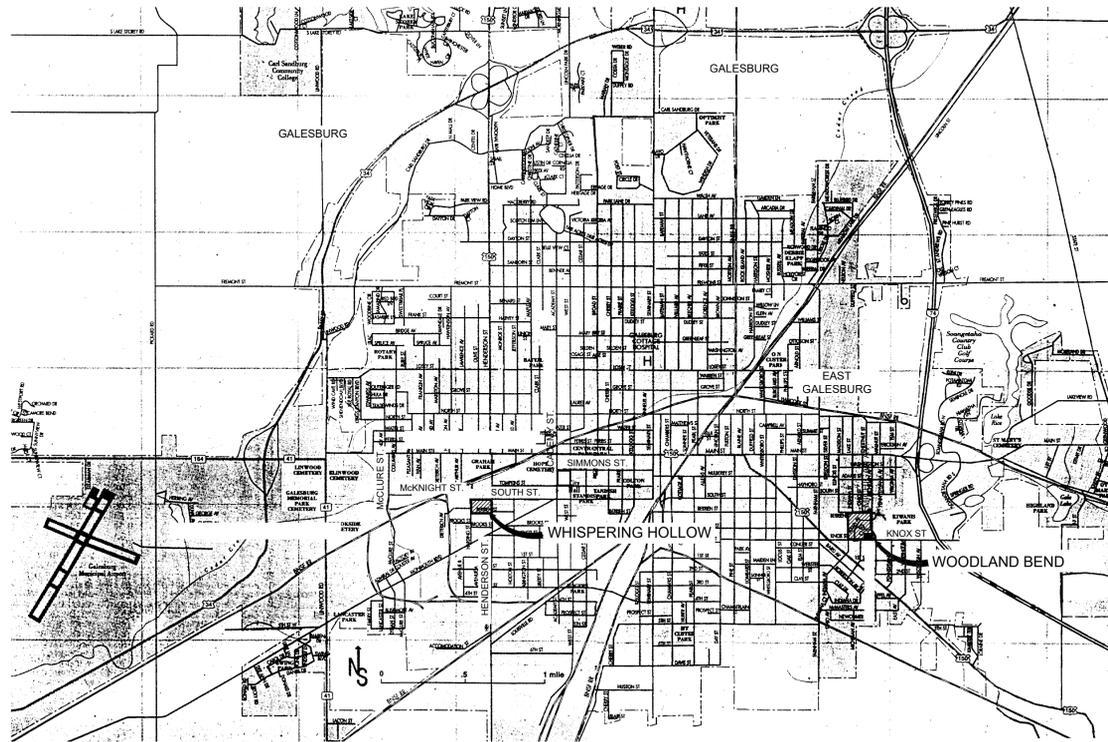
This section is not applicable to the development proposal as all proposed work will be in dwelling units.

(v) Schematic Drawings

The following schematic drawings are provided by Alliance Architecture and include the unit plans with square footage and proposed location on the Scattered Family Sites.

504 Modifications - Phase 2 SCATTERED SITES

KNOX COUNTY HOUSING AUTHORITY
255 WEST TOMPKINS STREET
GALESBURG, ILLINOIS



LOCATION MAP

NOT TO SCALE



INDEX OF DRAWINGS

G1.	INDEX OF DRAWINGS; SITE MAP; CODE NOTES
S1.	SURVEY - WHISPERING HOLLOW (ISSUED BY ADDENDUM)
C1.	WHISPERING HOLLOW SITE PLAN; LEGEND
C2.	WOODLAND BEND SITE PLAN; LEGEND
A1.1	BUILDING TYPE B-HC: FOUNDATION PLAN; FLOOR PLAN ; ACCESSIBILITY PLAN; INTERIOR ELEVATIONS; DETAILS; CONSTRUCTION NOTES
A1.2	BUILDING TYPE B-HC: FRAMING PLAN; BUILDING ELEVATIONS; INTERIOR ELEVATIONS; DETAILS; FRAMING NOTES
A2.1	BUILDING TYPE C-HC: FOUNDATION PLAN; FLOOR PLANS; ACCESSIBILITY PLANS; INTERIOR ELEVATIONS; CONSTRUCTION NOTES
A2.2	BUILDING TYPE C-HC: FRAMING PLANS; BUILDING ELEVATIONS; INTERIOR ELEVATIONS; FRAMING NOTES
A3.1	BUILDING TYPE D-HC: DEMOLITION PLANS; FLOOR PLANS; NOTES
A3.2	BUILDING TYPE D-HC: GROUND FLOOR ACCESSIBILITY PLAN; FOUNDATION PLAN; BUILDING ELEVATIONS; DETAILS; NOTES
A4.1	WALL SECTIONS
MEP1.1	BUILDING TYPE B-HC: MEP PLAN; DETAIL; SCHEDULES; NOTES
MEP2.1	BUILDING TYPE C-HC: MEP PLANS; PANEL DIAGRAM; LEGEND
MEP3.1	BUILDING TYPE D-HC: MEP DEMOLITION PLANS; MEP PLANS
MEP3.2	BUILDING TYPE D-HC: MEP PLANS

CODE NOTES

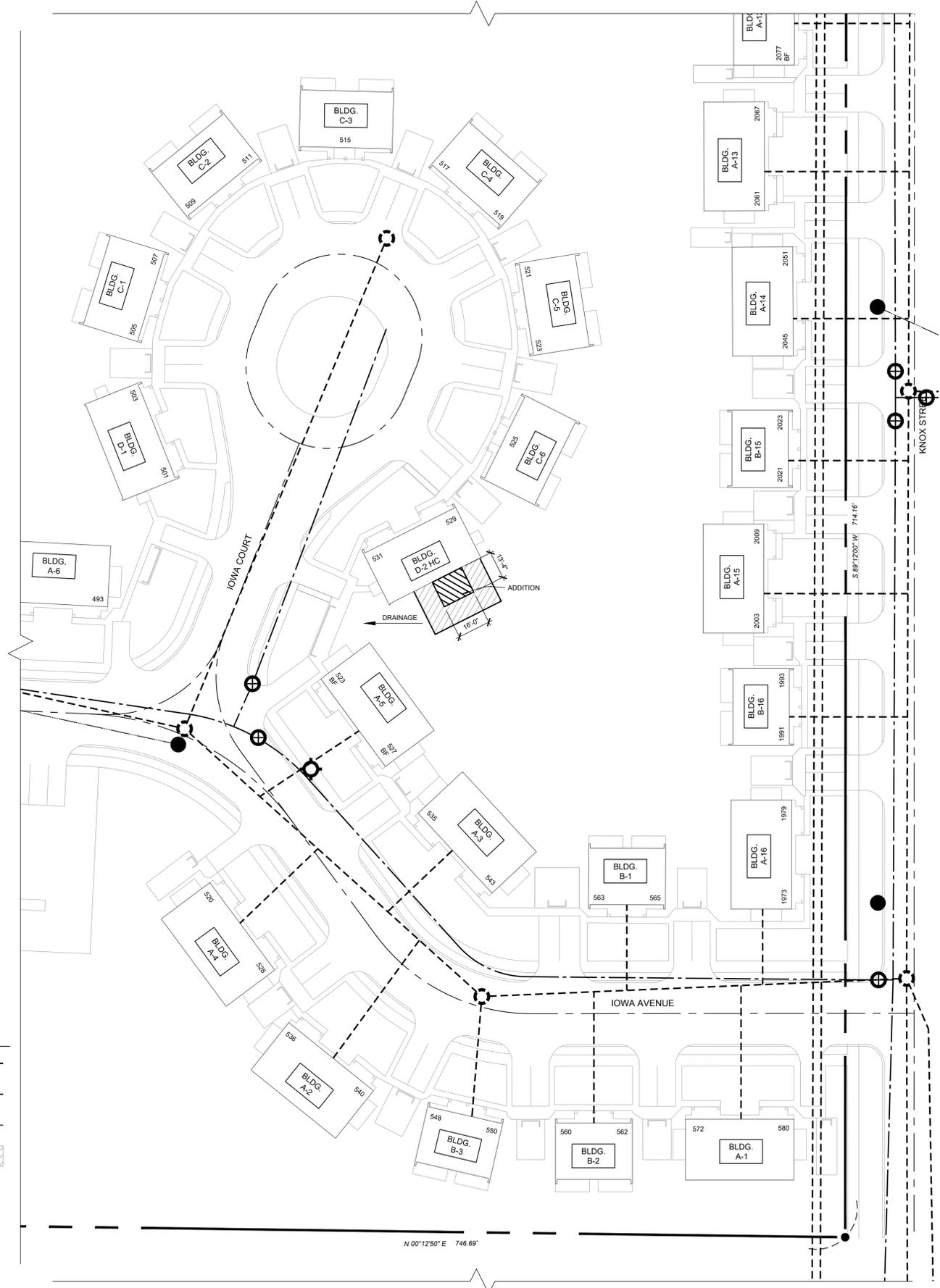
1. APPLICABLE CODES: 2012 INTERNATIONAL RESIDENTIAL CODE
1997 ILLINOIS ACCESSIBILITY CODE
2014 NATIONAL ELECTRIC CODE
2014 ILLINOIS PLUMBING CODE
2016 ILLINOIS ENERGY CONSERVATION CODE
SECTION 504 OF THE REHABILITATION ACT OF 1973
2. OCCUPANCY: SINGLE FAMILY DUPLEX
3. 1-HOUR SEPARATION BETWEEN UNITS
4. REQUIRED SET BACKS:
FRONT YARD - 20'
5. BUILDING SEPARATION REQUIRED - 5'

DATE:
02/23/2018

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ALL RIGHTS RESERVED

SHEET NO.

G1



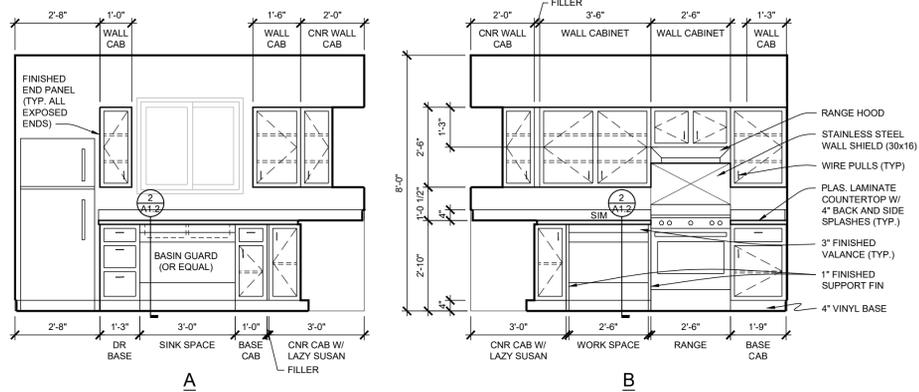
LEGEND

- SANITARY
- WATER
- STORM
- AREA OF LAWN RESTORATION

WOODLAND BEND SITE PLAN

SCALE: 1" = 30.0'

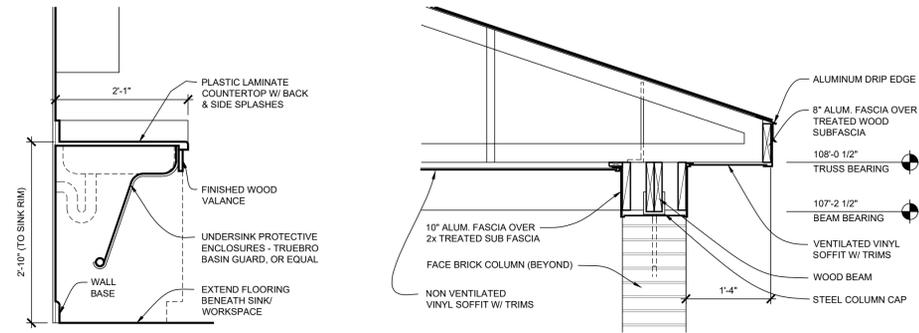
Q:\Alliance Projects\Knox County HA\504 B.T.O. 1.504 Phase 2\Drawings\DWG\Woodland Bend Site Plan.dwg, 2/23/2018 1:52:01 PM, Z:\In-CAD\WG To PDF.plt



KITCHEN ELEVATIONS

SCALE: 3/8" = 1'-0"

1
A1.2



DETAIL

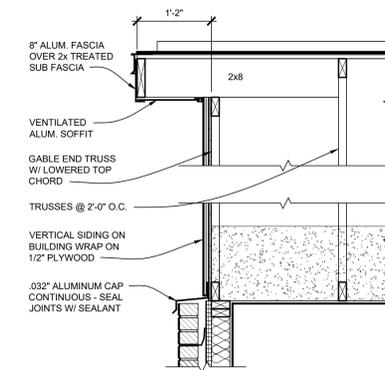
SCALE: 3/4" = 1'-0"

2
A1.2

DETAIL

SCALE: 3/4" = 1'-0"

4
A1.2



DETAIL

SCALE: 3/4" = 1'-0"

3
A1.2



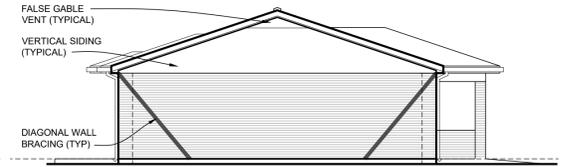
REAR ELEVATION

SCALE: 1/8" = 1'-0"



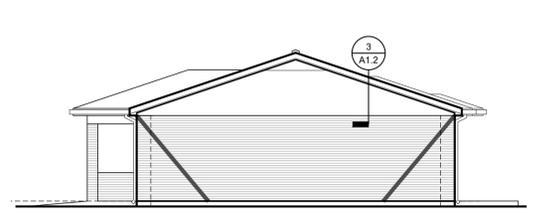
FRONT ELEVATION

SCALE: 1/8" = 1'-0"



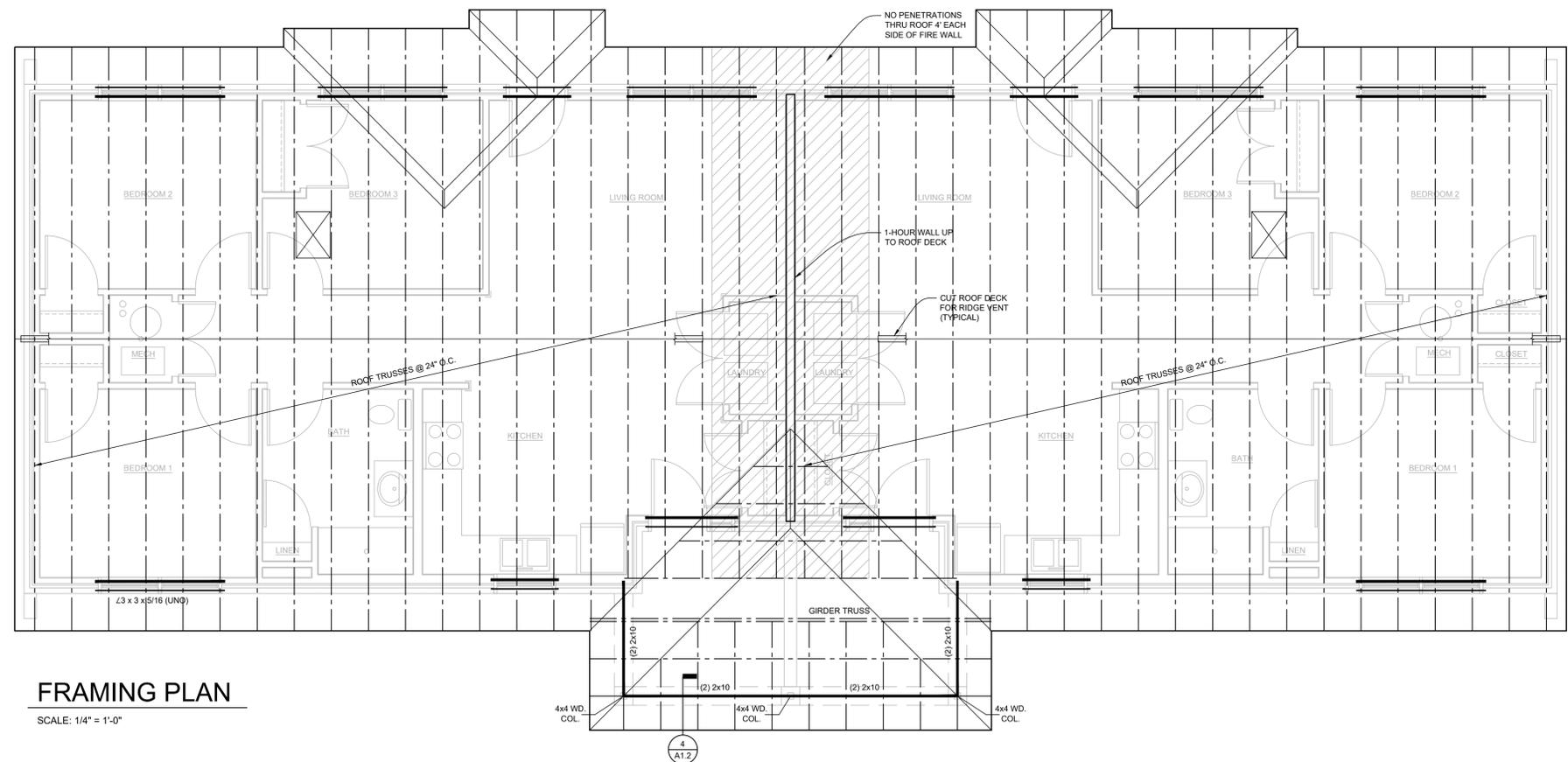
SIDE ELEVATION

SCALE: 1/8" = 1'-0"



SIDE ELEVATION

SCALE: 1/8" = 1'-0"



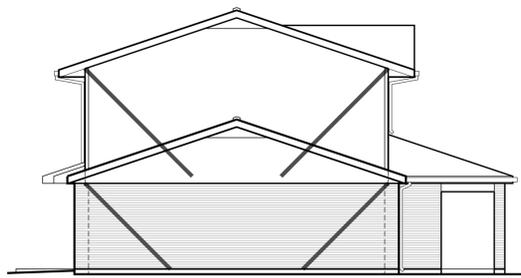
FRAMING PLAN

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

4
A1.2

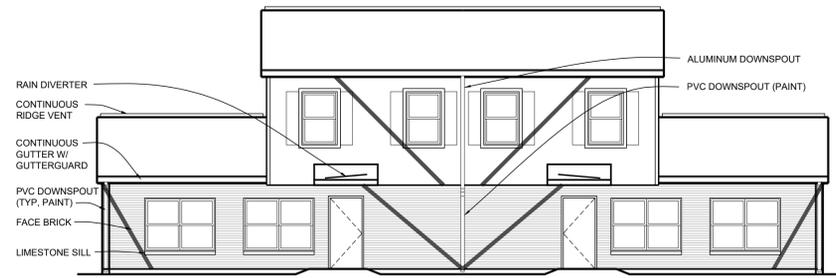
FRAMING NOTES

- LOADING:
 - 1.1. ROOF:
 - LIVE LOAD (SNOW) 20PSF
 - TOP CHORD DL 7 PSF
 - BOTTOM CHORD LL 20 PSF
 - 1.2. 2ND FLOOR:
 - LIVE LOAD 40 PSF
 - PARTITION 20 PSF
 - DEAD LOAD 10 PSF
 - 1.3. WIND (PER IRC):
 - 90 MPH
- PROVIDE NAILING PER SPECIFICATIONS AND 2012 INTERNATIONAL RESIDENTIAL CODE.
- TYPICAL HEADERS SHALL BE:
 - UP TO 4'-0" (2) 2x12 W/ 1/2" RIGID INSULATION
 - 4'-0" TO 6'-8" (2) 1 3/4 x 7 1/4 LVL
 - NON-BEARING (2) 2x6 W/ 1/2" RIGID INSUL. (EXT.) OR 1/2" PLYWOOD (INT.)
- ALL ROOF TRUSSES SHALL BE SECURED USING HILTI H1 TIES. FLOOR TRUSSES AND WALLS ABOVE & BELOW SHALL BE SECURED USING HILTI MSTC66 STRAPS @ 4'-0" O.C.
- PLATES SHALL BE SECURED WITH 1/2" ANCHOR BOLTS @ 4'-0" O.C. AND 1'-0" FROM THE END OF EACH PLATE OR 1/2" x 6" TITAN HD ANCHORS @ SAME SPACING.
- DIAGONAL BRACING SHALL BE SIMPSON RCWB.
- WOOD COLUMN BASES SHALL BE SIMPSON ABU442 W 1/2" ANCHOR BOLTS. WOOD COLUMN CAPS SHALL BE SIMPSON RTC44 & AC4.



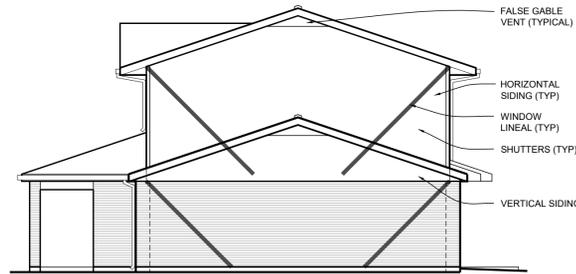
SIDE ELEVATION

SCALE: 1/8" = 1'-0"



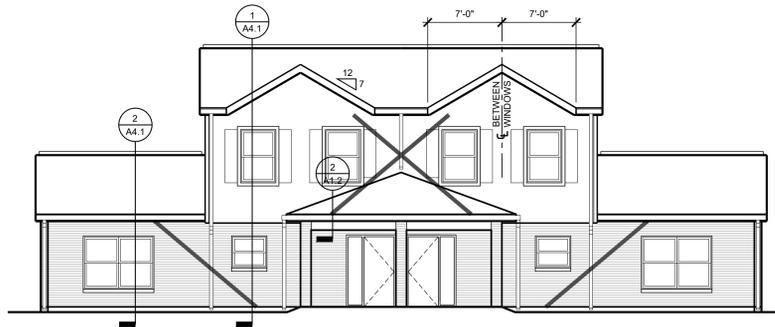
REAR ELEVATION

SCALE: 1/8" = 1'-0"



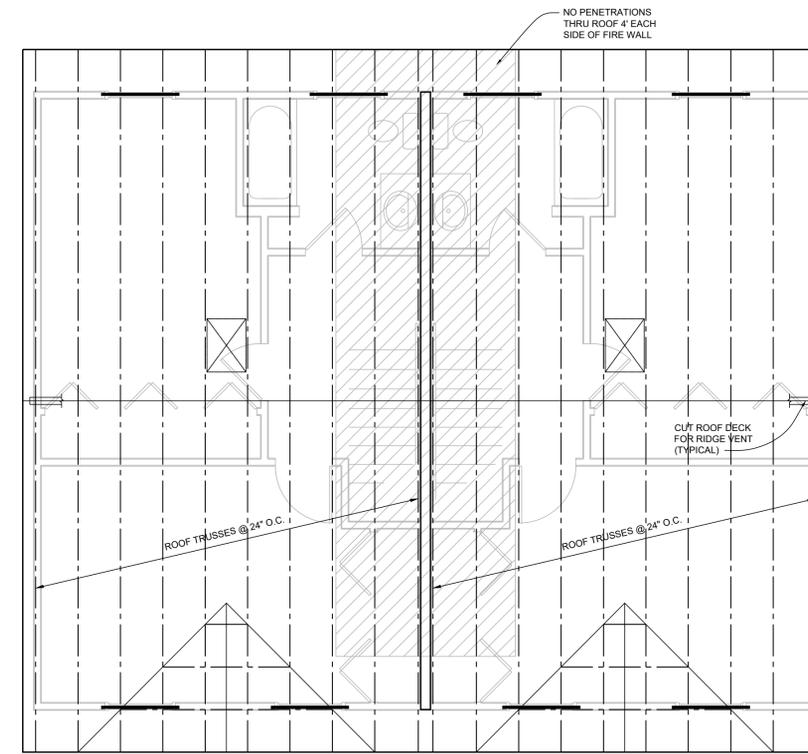
SIDE ELEVATION

SCALE: 1/8" = 1'-0"



FRONT ELEVATION

SCALE: 1/8" = 1'-0"

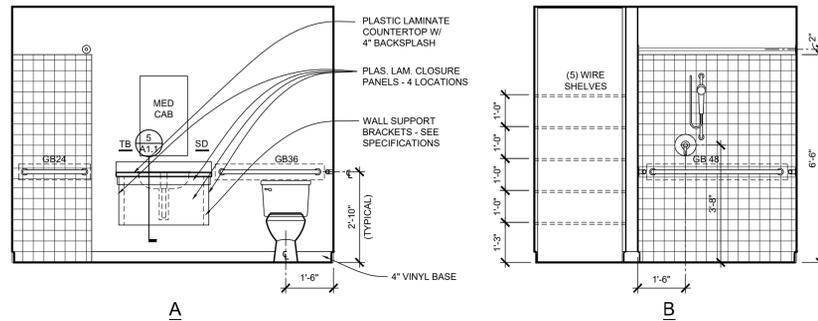


ROOF FRAMING PLAN

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

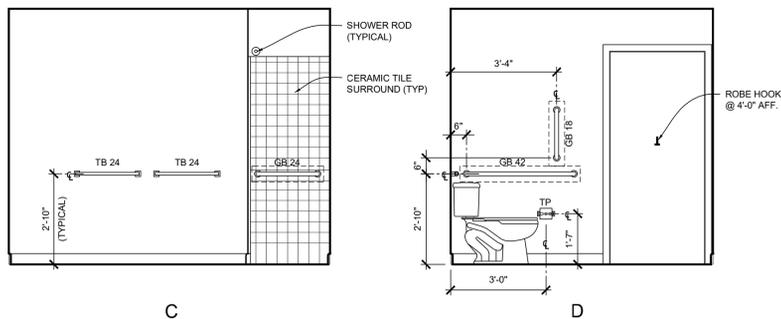
FRAMING NOTES

1. LOADING:
 - 1.1. ROOF:
 - LIVE LOAD (SNOW) 20PSF
 - TOP CHORD DL 7 PSF
 - BOTTOM CHORD LL 20 PSF
 - BOTTOM CHORD DL 8 PSF
 - 1.2. 2ND FLOOR:
 - LIVE LOAD 40 PSF
 - PARTITION 20 PSF
 - DEAD LOAD 10 PSF
 - 1.3. WIND (PER IRC):
 - DEAD LOAD 10 PSF
 - 90 MPH
2. PROVIDE NAILING PER SPECIFICATIONS AND 2012 INTERNATIONAL RESIDENTIAL CODE.
3. TYPICAL HEADERS SHALL BE:
 - UP TO 4'-0" (2) 2x12 W/ 1/2" RIGID INSULATION
 - 4'-0" TO 6'-8" (2) 1 3/4 x 7 1/4 LVL
 - NON-BEARING (2) 2x6 W/ 1/2" RIGID INSUL. (EXT.) OR 1/2" PLYWOOD (INT.)
4. ALL ROOF TRUSSES SHALL BE SECURED USING HILTI H1 TIES. FLOOR TRUSSES AND WALLS ABOVE & BELOW SHALL BE SECURED USING HILTI MSTC66 STRAPS @ 4'-0" O.C.
5. PLATES SHALL BE SECURED WITH 1/2" ANCHOR BOLTS @ 4'-0" O.C. AND 1'-0" FROM THE END OF EACH PLATE OR 1/2" x 6" TITAN HD ANCHORS @ SAME SPACING.
6. DIAGONAL BRACING SHALL BE SIMPSON RCWB.
7. WOOD COLUMN BASES SHALL BE SIMPSON ABU442 W 1/2"Ø ANCHOR BOLTS. WOOD COLUMN CAPS SHALL BE SIMPSON RTC44 & AC4.



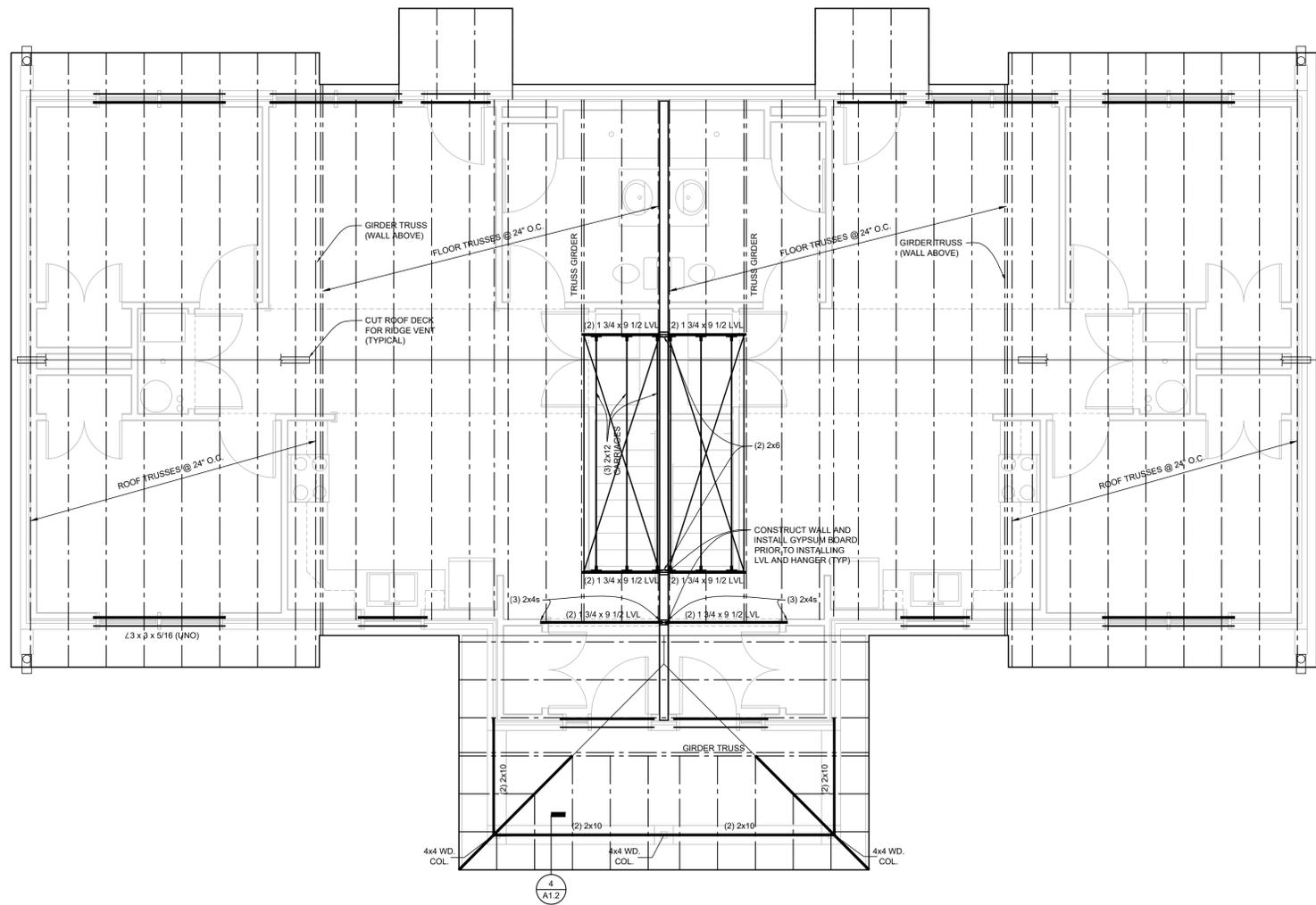
INTERIOR ELEVATIONS

SCALE: 3/8" = 1'-0"



INTERIOR ELEVATIONS

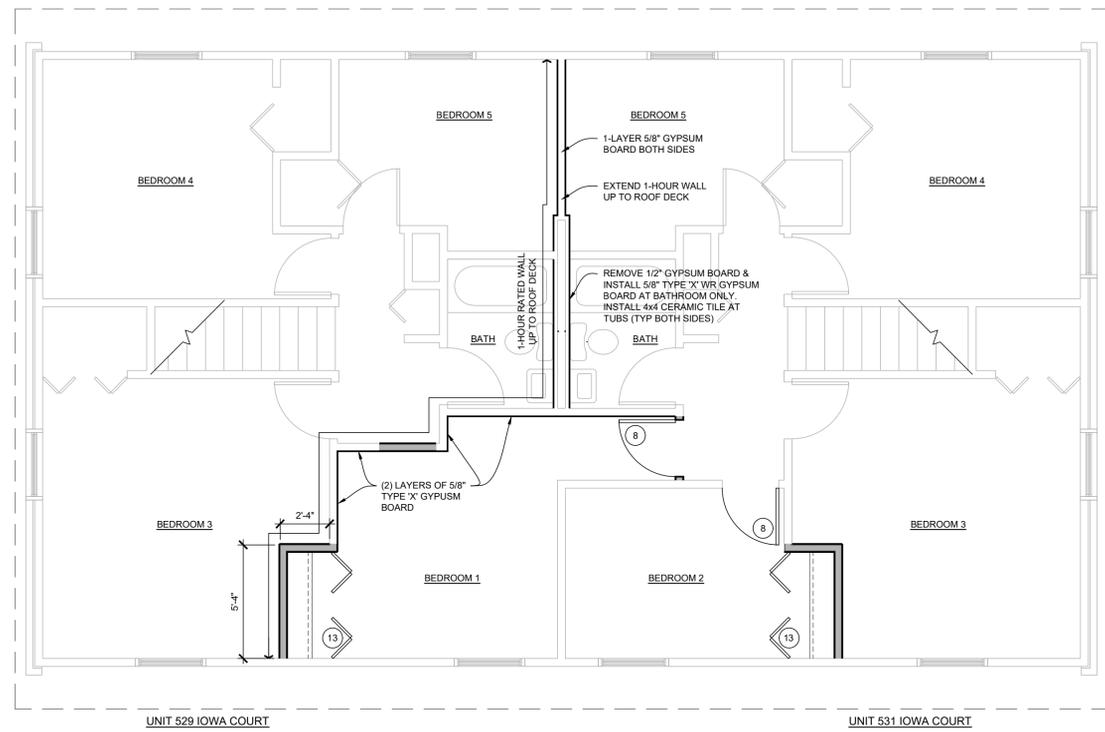
SCALE: 3/8" = 1'-0"



SECOND FLOOR FRAMING PLAN

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

BUILDING TYPE C-HC

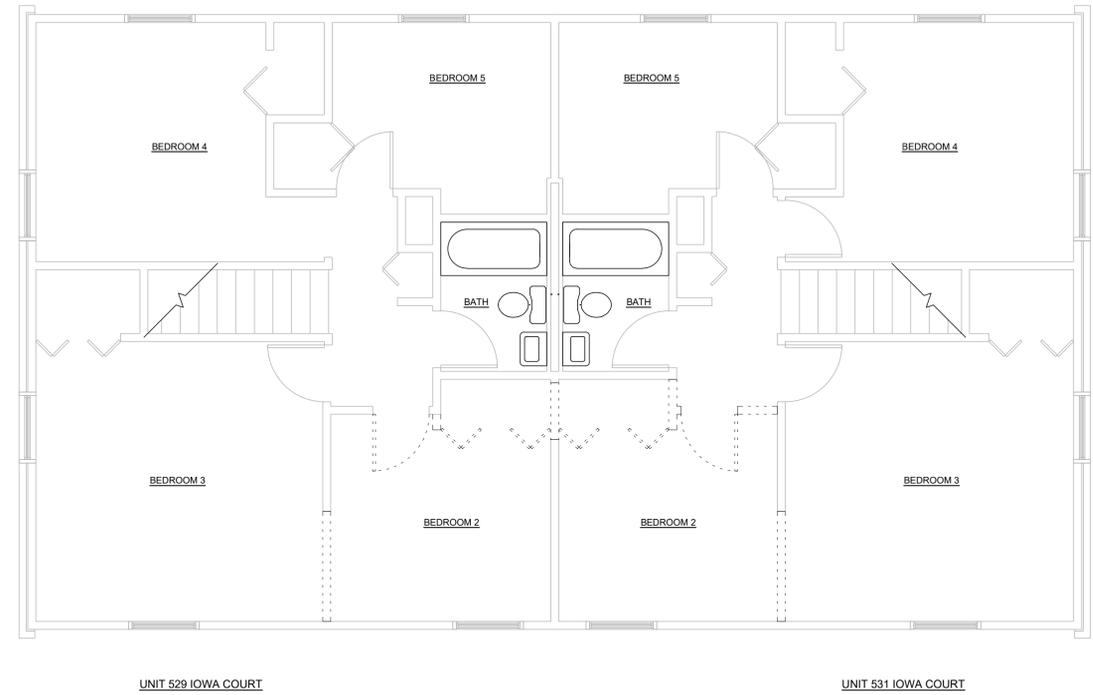


SECOND FLOOR PLAN

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

CONSTRUCTION NOTES (APPLIES TO BOTH UNITS, U.N.O.)

- DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS TO GOVERN.
- INTERIOR PLAN DIMENSIONS ARE NOTED FROM FACE TO FACE OF WOOD STUD FRAMING. UNLESS NOTED OTHERWISE. EXTERIOR PLAN DIMENSIONS ARE NOTED FROM FACE OF MASONRY TO FACE OF MASONRY AT GROUND FLOOR AND FACE TO FACE OF WOOD STUD FRAMING AT SECOND FLOOR. UNLESS NOTED OTHERWISE. INTERIOR ELEVATION DIMENSIONS ARE NOTED TO FACE OF WALL FINISH.
- PROVIDE VCT FLOORING AND RUBBER BASE THROUGHOUT, EXCEPT: ACCESSIBLE BATHROOMS SHALL RECEIVE MOSAIC TILE FLOORING AND CERAMIC TILE BASE. INSTALL 1/2" UNDERLAYMENT THROUGHOUT SECOND FLOOR.
- ALL CLOSETS SHALL HAVE WIRE SHELF AND ROD COMBINATION AT 4'-0" AFF. AND SECOND 12" DEEP SHELF AT 6'-0" AFF. LINEN SHALL HAVE (5) 16" DEEP WIRE SHELVES, EQUALLY SPACED.
- PROVIDE SOLID BLOCKING FOR GRAB BARS, TOILETS ACCESSORIES, CABINETS AND VANITIES.
- TYPICAL INTERIOR WALL CONSTRUCTION: 2x4 WOOD STUDS W/ 1/2" GYPSUM BOARD EACH SIDE. UTILIZE 2x6 STUDS IN LIEU OF 2x4 AT PLUMBING WALLS AND WHERE INDICATED.) INSTALL WR BOARD AT KITCHEN AND BATH. INSTALL CEMENT BACKER BOARD AT SHOWER.
- CONTRACTOR SHALL PROVIDE 1-HOUR CONSTRUCTION BETWEEN UNITS BOTH VERTICALLY AND HORIZONTALLY (INCLUDING JOIST SPACES), EXTEND UP TO ROOF DECK. HORIZONTAL CONSTRUCTION SHALL BE ACHIEVED BY FILLING JOIST SPACE WITH 3.5 PCF MINERAL WOOL, AND BY ADDING 1/2" UNDERLAYMENT (SIMILAR TO UL L507), AS NOTED ON PLAN.
- REPAIR / REPLACE ALL GYPSUM BOARD REMOVED TO FACILITATE MEP RELOCATION.
- PAINT ALL WALLS AND CEILINGS.
- REPLACE DEMOLISHED SLABS W/ 4" CONCRETE SLAB ON 8 MIL. VAPOR BARRIER ON 4" COMPACTED GRANULAR FILL.

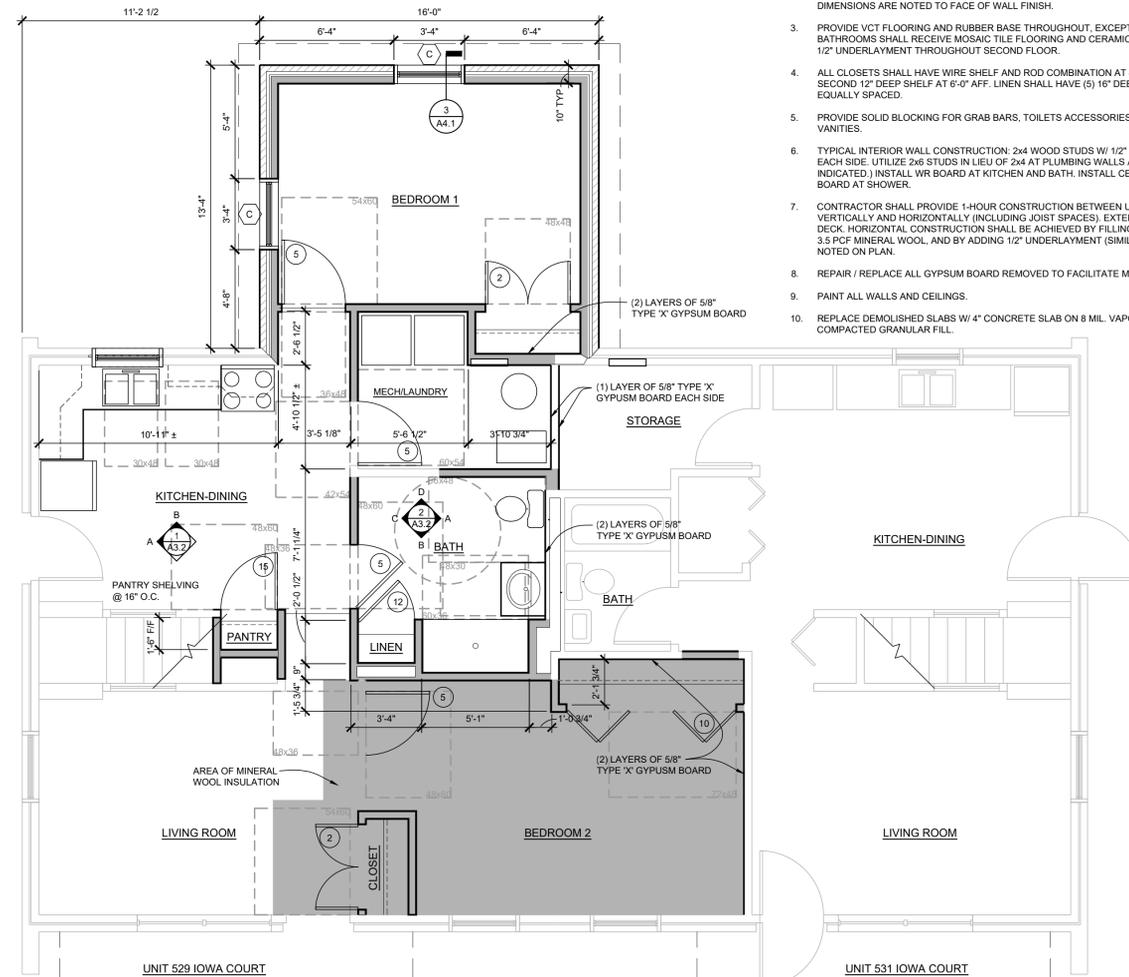


SECOND FLOOR DEMOLITION PLAN

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

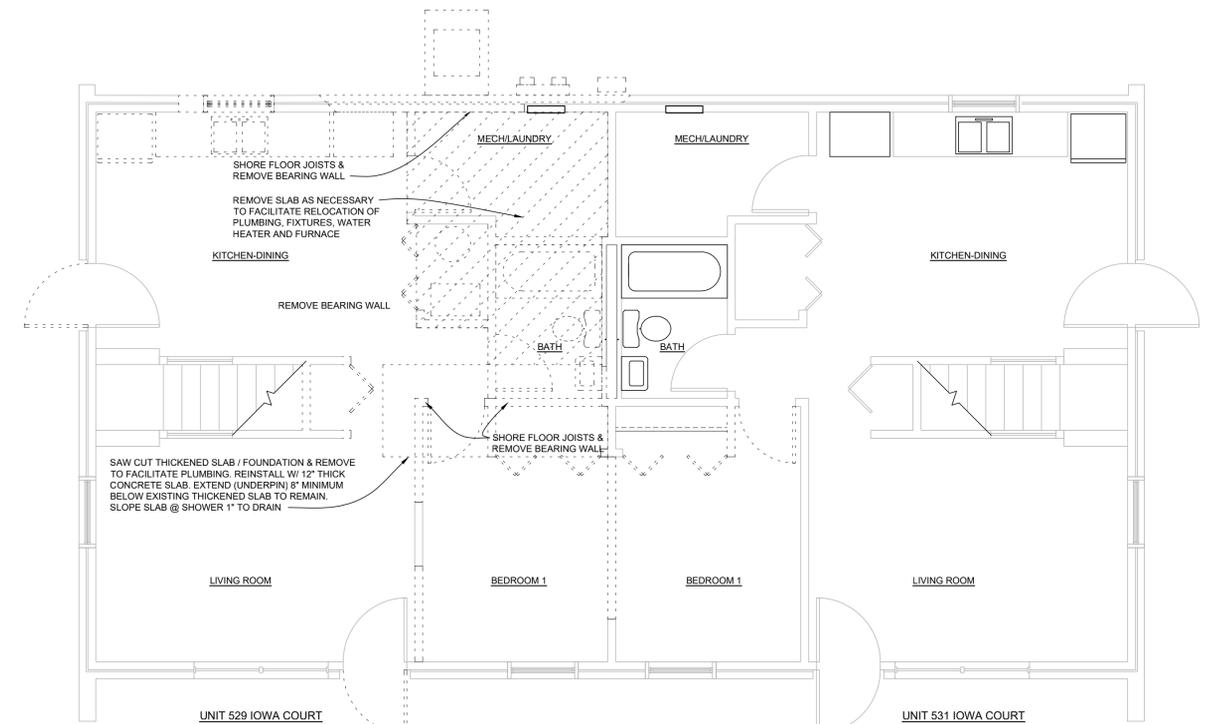
DEMOLITION NOTES (APPLIES TO BOTH UNITS, U.N.O.)

- REMOVE ALL EXISTING CARPET AND/OR VCT THROUGHOUT. REMOVE UNDERLAYMENT AT SECOND FLOOR.
- REMOVE WALLS AND/OR WALL SEGMENTS AS INDICATED (SEE DEMO PLAN AND WALL LEGEND). SEE MEP FOR ADDITIONAL DEMOLITION.
- REMOVE EXISTING DOORS AND FRAMES AS SHOWN (SEE DEMO PLAN).
- REMOVE EXISTING CLOSET SHELVING AND RODS AT DEMOLISHED CLOSETS.
- AT UNIT 529: REMOVE EXISTING KITCHEN CABINETS, COUNTERTOPS, BACK AND SIDE SPLASHES, RANGE HOOD, GREASE SHIELD, ETC. REMOVE AND STORE APPLIANCES FOR RE-INSTALLATION.
- AT UNIT 529: REMOVE EXISTING KITCHEN WINDOW AND STORE FOR RE-INSTALLATION. REMOVE SECTION OF EXTERIOR WALL AND MASONRY REQUIRED AT NEW WINDOW LOCATION. INSTALL NEW HEADER AND LINTEL AS REQUIRED.
- AT UNIT 529: REMOVE EXISTING TOILET ACCESSORIES, MEDICINE CABINET, ETC. FROM GROUND FLOOR BATH.
- REMOVE GYPSUM BOARD AS NECESSARY TO REROUTE PLUMBING, HEATING & ELECTRICAL ITEMS. SEE SHEET MEP3.



GROUND FLOOR PLAN

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



GROUND FLOOR DEMOLITION PLAN

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

BUILDING TYPE D-HC

DATE:
02/23/2018

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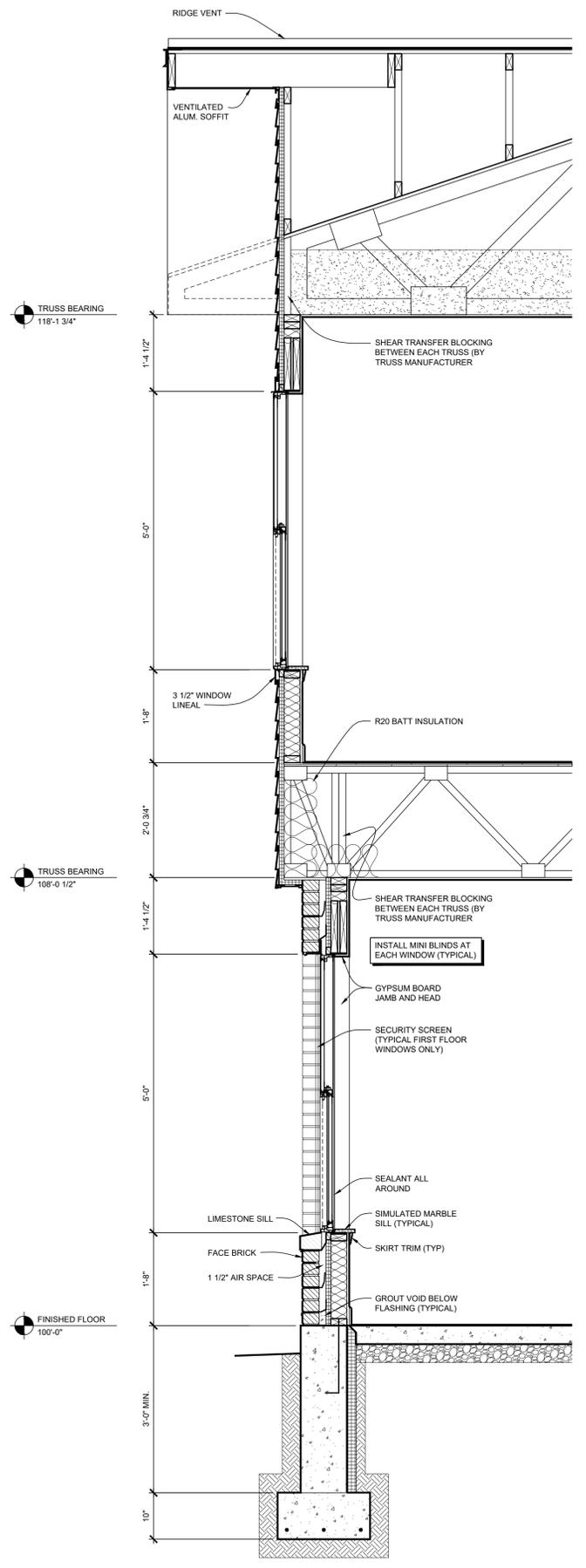
SHEET NO.

A3.1

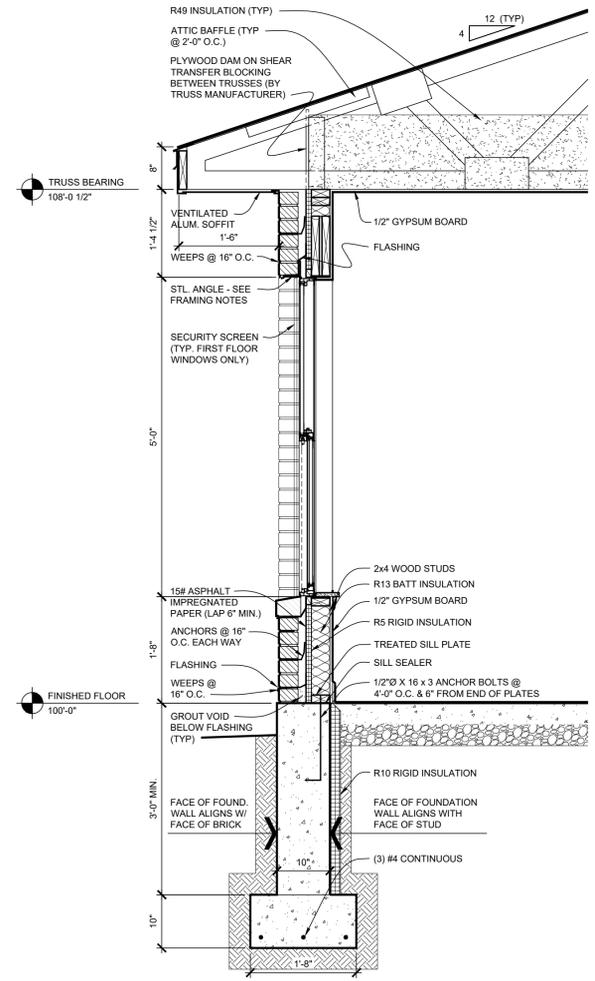
DOOR SCHEDULE								
TAG	DOOR				FRAME		HARDWARE	REMARKS
	SIZE	MAT.	TYPE	THICKNESS	MAT.	TYPE	SET ID	
1	3'-6"	HM	MI	1 3/4"	HM	1	--	1'-6" SIDELIGHT
2	PR 2'-6"	WD	SC	1 3/8"	WD	PRE-HUNG	--	
3	NOT USED							
4	PR 2'-6"	WD	SC	1 3/8"	WD	PRE-HUNG	--	
5	3'-6"	WD	SC	1 3/8"	WD	PRE-HUNG	--	
6	2'-6"	WD	SC	1 3/8"	WD	PRE-HUNG	--	
7	2'-8"	WD	SC	1 1/8"	--	--	--	PIVOT DOOR
8	2'-6"	WD	SC	1 3/8"	WD	PRE-HUNG	--	
9	1'-6"	WD	SC	1 1/8"	--	--	--	PIVOT DOOR
10	PR 4'-6"	WD	BF	1 1/8"	--	--	--	
11	TRIPLE 3'-6"	WD	BF	1 1/8"	--	--	--	
12	PR 2'-6"	WD	SC	1 1/8"	--	--	--	PIVOT DOOR
13	PR 2'-6"	WD	BF	1 1/8"	--	--	--	
14	3'-6"	HM	MI	1 3/4"	HM	1	--	
15	2'-6"	WD	SC	1 1/8"	--	1	--	PIVOT DOOR

WD = WOOD HM = HOLLOW METAL SC = SOLID CORE BF = BIFOLD MI = METAL INSULATED

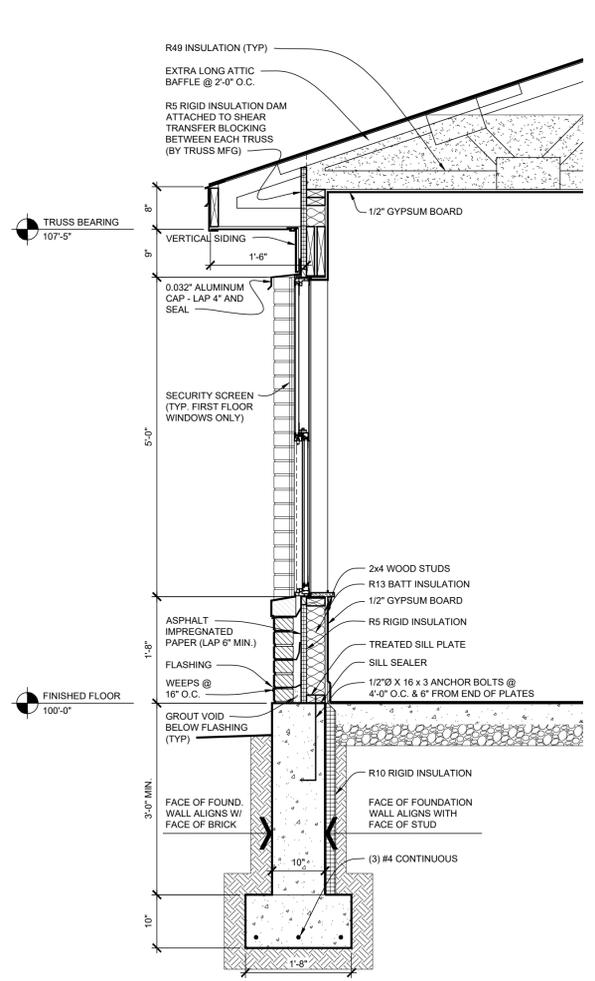
WINDOW SCHEDULE				
TAG	MATERIAL	FRAME SIZE	GLAZING	REMARKS
A	VINYL	3'-4" x 3'-0" (SINGLE HUNG)	SEE SPECS	FIELD VERIFY SIZES
B	VINYL	6'-8" x 5'-0" (SINGLE HUNG)	SEE SPECS	FIELD VERIFY SIZES
C	VINYL	3'-4" x 5'-0" (SINGLE HUNG)	SEE SPECS	FIELD VERIFY SIZES PROVIDE 3 1/2" LINEAL & SHUTTERS AT EACH SECOND FLOOR OPENING



WALL SECTION 1
SCALE: 3/4" = 1'-0" A4.1



WALL SECTION 2
SCALE: 3/4" = 1'-0" A4.1



WALL SECTION 3
SCALE: 3/4" = 1'-0" A4.1

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FURNACE SCHEDULE											
MARK	MAKE	MODEL	AIRFLOW	HEATING			COOLING			VOLTAGE / FLA	NOTES
				SOURCE	INPUT	AFUE	SOURCE	CAPACITY	SEER		
FURN-1	CARRIER	59SC5A040S17-12	1050CFM	NAT. GAS	40MBH	96%	SPLIT DX	2.5TON	14	120V 1 ϕ / 8.3A	PROVIDE CONCENTRIC VENT KIT THROUGH SIDEWALL
FURN-2	CARRIER	59SC5A060S14-10	1130CFM	NAT. GAS	60MBH	96%	SPLIT DX	3TON	14	120V 1 ϕ / 8.4A	

CONDENSING UNIT SCHEDULE								
MARK	MAKE	MODEL	COOLING CAPACITY	COMPRESSOR	LINESET	VOLTAGE / RLA / FLA	MCA / MOCP	NOTES
COND-1	CARRIER	24ACC430A0030	2.5TON	1 STAGE SCROLL	3/4" / 3/8"	208V 1 ϕ / 12.8A / 0.75A	16.8A / 25A	PROVIDE NEW LINESET TO FURNACE, SET ON NEW PAD, PROVIDE PROTECTIVE COVER FOR UNIT AND FOR LINESETS TO WALL PENETRATION
COND-2	CARRIER	24ACC436A0030	3TON	1 STAGE SCROLL	7/8" / 3/8"	208V 1 ϕ / 13.6A / 1.10A	18.1A / 30A	

ERV SCHEDULE								
MARK	MAKE	MODEL	AIRFLOW	STATIC PRESSURE	TEMP. EFFICIENCY	TOTAL EFFICIENCY	VOLTAGE / FLA	NOTES
ERV-1	RENEWAIRE	BR70	60CFM	0.28INWC	75%	69% / 54%	120V 1 ϕ / 1A	MOUNT IN RETURN PLENUM SOFFIT, DUCT FRESH AIR AND EXHAUST AIR OUTLET THROUGH EXTERIOR WALL, DUCT EXHAUST INLET TO EXHAUST GRILLS IN KITCHEN AND BATHROOM

EXHAUST FAN SCHEDULE						
MARK	MAKE	MODEL	AIRFLOW	STATIC PRESSURE	VOLTAGE / POWER	NOTES
EF-1	PANASONIC	FV-05-11VK51	50CFM	0.2INWC	120V 1 ϕ / 16W	

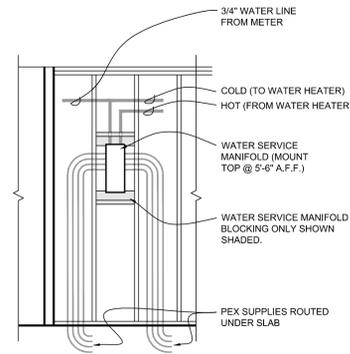
APARTMENT LIGHT FIXTURE SCHEDULE						
MARK	MAKE	MODEL	DESCRIPTION	POWER	LUMENS / COLOR TEMP.	NOTES
A	COLUMBIA LIGHTING	LAW4-35VL-ESDU	SURFACE MOUNT WRAP AROUND	120V 1 ϕ / 58W	6966 / 3500K	
B	COLUMBIA LIGHTING	LAW4-25MW-ESDU	SURFACE MOUNT WRAP AROUND	120V 1 ϕ / 31W	3730 / 3500K	
C	LITHONIA	FMVELL 14 20835 BN	SURFACE MOUNT AREA LIGHT	120V 1 ϕ / 23W	1400 / 3500K	
D	LITHONIA	FMLRL 11 148 35	SURFACE MOUNT AREA LIGHT	120V 1 ϕ / 16W	1100 / 3500K	
E	LITHONIA	FMVTRL 36IN MVOLT 35K 90CRI KR	VANITY LIGHT	120V 1 ϕ / 25W	1919 / 3500K	
F	PROGRESS LIGHTING	P6052-20	EXTERIOR WALL MOUNT	120V 1 ϕ / 11W		PROVIDE 11W MEDIUM BASE LED BULB
G	LITHONIA	WF4 LED 35K MVOLT MW	RECESSED CAN LIGHT	120V 1 ϕ / 10W	740 / 3500K	

PLUMBING FIXTURE SCHEDULE							
MARK	MAKE	MODEL	DESCRIPTION	PIPE SIZES			NOTES
				COLD	HOT	DRAIN	
SK-1	REVERE	SLD 3322 D7 SN	DROP IN SINK	-	-	1-1/2"	20GA. STAINLESS STEEL DOUBLE BOWL
	WOLVERINE BRASS	85001 W/ SPRAY	SINK FAUCET	1/2"	1/2"	-	
LAV-1	KOHLER	K-2905-4-0	DROP IN LAVATORY	-	-	1-1/2"	
	WOLVERINE BRASS	85200	LAVATORY FAUCET	1/2"	1/2"	-	
SH-1	WOLVERINE BRASS	85666V & 85451T	TUB / SHOWER VALVE AND TRIM	1/2"	1/2"	1-1/2"	PROVIDE SHOWER DRAIN IN CONSTRUCTED SHOWER
TS-1	AQUARIUS	G 6030 TS	STEP-IN TUB AND SURROUND	-	-	1-1/2"	ONE PIECE ACRYLIC TUB/SURROUND W/ SOAP LEDGES
	WOLVERINE BRASS	85666V & 85453T	SHOWER VALVE AND TRIM	1/2"	1/2"	-	
WC-1	MANSFIELD	117CTK	ADA WATER CLOSET	1/2"	-	3"	INCLUDE CLEANOUT AT BASE OF DRAIN
LB-1	GUY GRAY	B200	LAUNDRY BOX W/ DUPLICATION	1/2"	1/2"	2"	
WH-1	WOODFORD	MODEL 67	FREEZELESS WALL HYDRANT	1/2"	-	-	

WATER HEATER SCHEDULE							
MARK	MAKE	MODEL	STORAGE	TYPE	CAPACITY	VOLTAGE	NOTES
WH-1	BRADFORD WHITE	RG1PV40S10N	40GAL.	POWER VENT NAT. GAS	40MBH	120V 1 ϕ	INSTALL SUCH THAT HEATER CAN BE EASILY REMOVED

INLINE FAN SCHEDULE						
MARK	MAKE	MODEL	AIRFLOW	STATIC PRESSURE	VOLTAGE / POWER	NOTES
IF-1	SOLER & PALAU	TD-125XS	130CFM	0.25INWC	120V 1 ϕ / 21W	MOUNT INLINE WITH DUCT, PROVIDE FLOOR ACCESS PANEL AS NECESSARY WITH SCREWED DOWN DOOR AT 5-BEDROOM UNIT.

SMOKE DETECTOR SCHEDULE						
MARK	MAKE	MODEL	SMOKE SENSING	CO SENSING	VOLTAGE	NOTES
SD	BRK	SC7010B	PHOTOELECTRIC	ELECTROCHEMICAL	120V 1 ϕ	HARD WIRE TO POWER SUPPLY, PROVIDE HARD WIRED CONNECTION BETWEEN ALL DETECTORS WITHIN A SINGLE APARTMENT

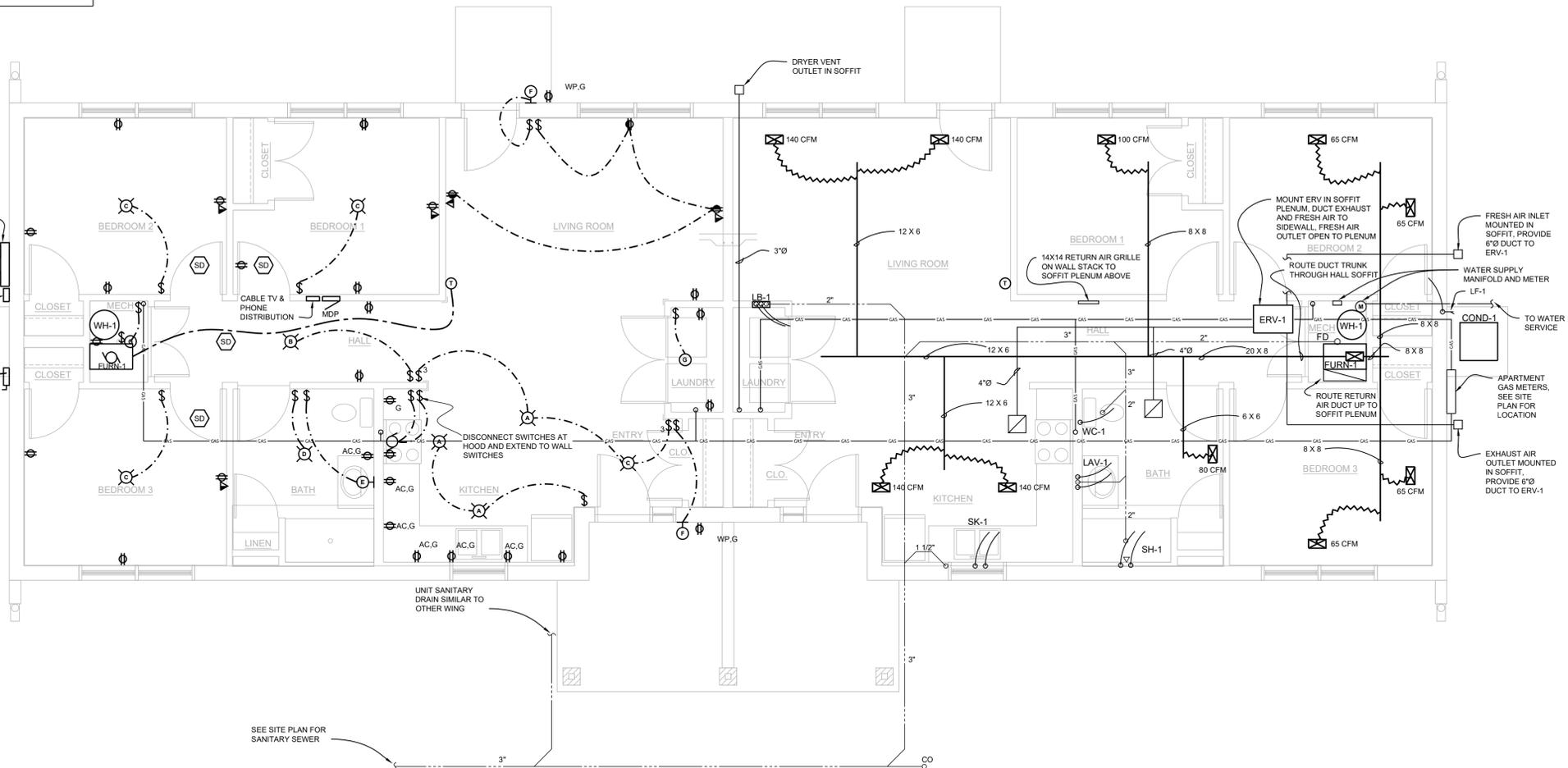


PEX MANIFOLD DETAIL

SCALE: N.T.S.

NOTES

- ALL WORK SHALL BE IN ACCORDANCE WITH THE APPLICABLE NATIONAL, STATE, AND LOCAL CODES AT THE TIME OF BIDDING, INCLUDING BUT NOT LIMITED TO THOSE NOTED ON THE COVER SHEET.
- DRAWINGS ARE DIAGRAMMATIC. FIELD VERIFY ALL EXISTING CONDITIONS AND COORDINATE LOCATIONS WITH OTHER TRADES.
- ALL EQUIPMENT, DEVICES, AND MATERIALS SHALL BE IN STRICT CONFORMANCE WITH THE MANUFACTURER'S PRINTED RECOMMENDATIONS/INSTRUCTIONS. NOTIFY ARCHITECT/ENGINEER OF ANY CONFLICT BETWEEN CODE REQUIREMENTS AND MANUFACTURER'S REQUIREMENT.
- ALL DUCTWORK, PIPING, CONDUITS, CABLES, ETC. SHALL BE INSTALLED CONCEALED WITHIN WALLS OR SOFFITS, ABOVE CEILINGS, OR UNDER SLABS.
- PROVIDE VENT AND COMBUSTION AIR PIPES FROM FURNACES AND WATER HEATERS TO THE OUTDOORS AT SIDE WALLS.
- PROVIDE PROTECTIVE SECURITY CAGE OVER ALL OUTDOOR CONDENSING UNITS.
- INCLUDE PROTECTIVE COVER OVER EXPOSED LINESETS FROM SECURITY CAGE CONTINUOUS TO WALL PENETRATION. COVER TO BE CONSTRUCTED OF GALVANIZED STEEL, MINIMUM 18GA.
- ALL FLEX DUCTS SERVING TERMINALS UNDER 100CFM TO BE 6"Ø, 100CFM OR GREATER TO BE 8"Ø.
- ANY DUCTS ROUTED THROUGH ATTIC OR EXTERIOR WALL SPACES TO BE INSULATED R-8 MINIMUM.
- ALL SUPPLY REGISTERS TO BE 12"X6" OF STEEL CONSTRUCTION WITH ADJUSTABLE BLADES PARALLEL TO THE LONG DIMENSION, UNLESS NOTED OTHERWISE. ALL REGISTERS TO INCLUDE INDIVIDUAL MANUAL BALANCING DAMPER.
- ALL GROUND FLOOR SUPPLY REGISTERS TO BE CEILING MOUNTED. ALL SECOND FLOOR SUPPLY REGISTERS TO BE FLOOR MOUNTED, UNLESS NOTED OTHERWISE.
- ALL PEX WATER SUPPLY LINES TO BE INSTALLED AS CONTINUOUS RUNS FROM THE MANIFOLD TO THE TERMINATION AT THE PLUMBING FIXTURE, WITH NO CONCEALED JOINTS.
- AT EACH PLUMBING FIXTURE, PROVIDE COPPER STUB-OUT IN WALL TO TRANSITION FROM PEX TUBE TO FIXTURE STOPS.
- PROVIDE INDEPENDENT STOPS FOR HOT AND COLD WATER SUPPLIES FOR ALL PLUMBING FIXTURES. STOPS SHALL BE QUARTER TURN CHROME PLATED BALL TYPE.
- ALL GAS APPLIANCES SHALL HAVE QUARTER TURN BALL VALVE SHUT-OFF.



ELECTRICAL PLAN

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

PLUMBING AND MECHANICAL PLAN

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

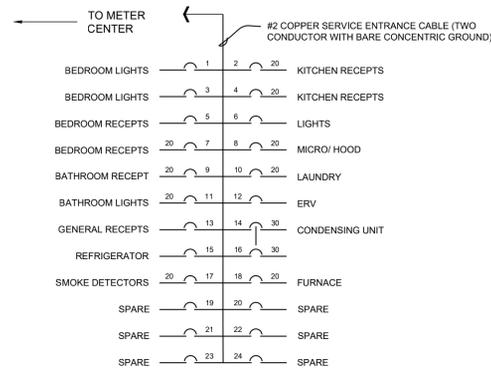
BUILDING TYPE B-HC

DATE:
02/23/2018

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SHEET NO.

MEP1.1



NOTE:
ALL BREAKERS TO BE 15A, EXCEPT AS MARKED.
CONDUCTOR - 12 GA @ 20A CIRCUITS, 14 GA @ 15A CIRCUITS, ALL OTHER SIZES PER NEC.
PROVIDE ARC FAULT BREAKERS FOR ALL RECEPT CIRCUITS IN FAMILY ROOM, DINING ROOMS, LIVING ROOMS, BEDROOMS, CLOSETS, AND HALLWAYS.
PANELBOARD: MDP, 125A MAIN BREAKER

PANEL DIAGRAM

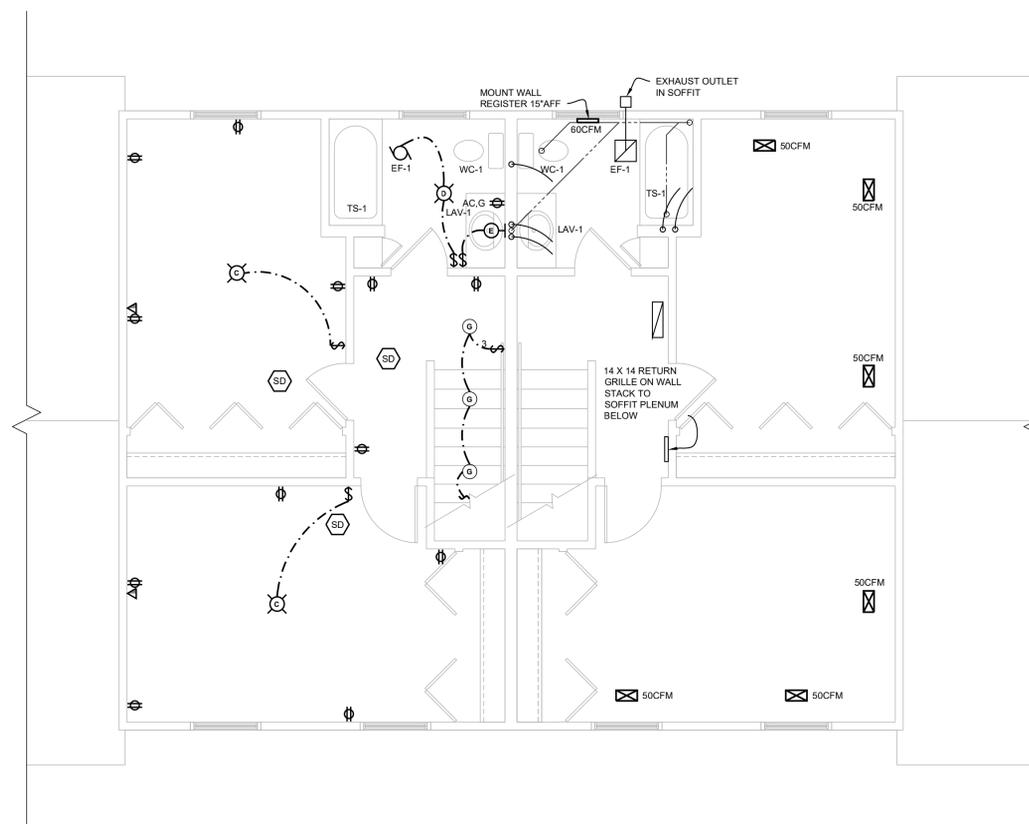
SCALE: N.T.S. PANELS FOR INDIVIDUAL UNITS IN BUILDING TYPE B-HC AND TYPE C-HC

ELECTRICAL SYMBOL LEGEND			
MARK	DESCRIPTION	MARK	DESCRIPTION
LINE WEIGHTS AND TYPES		DEVICES	
	EXISTING DEVICE		DUPLEX RECEPTACLE
	EXISTING DEVICE TO BE REMOVED		SPLIT SWITCHED RECEPTACLE
	NEW DEVICES OR EXISTED DEVICE TO BE REPLACED		TOGGLE SWITCH
	NEW LINE VOLTAGE CIRCUIT		TELEPHONE JACK
	NEW LOW VOLTAGE CIRCUIT		CABLE TV OUTLET
DEVICE NOTES			COMBINATION TELEPHONE JACK AND CABLE TV OUTLET
G	GROUND FAULT CIRCUIT INTERRUPTER RECEPTACLE		JUNCTION BOX
AF	ARC FAULT CIRCUIT INTERRUPTER RECEPTACLE		ELECTRIC PANEL
AC	MOUNTED ABOVE COUNTER, 6" TO CENTER OF DEVICE UNLESS NOTED OTHERWISE		DISCONNECT SWITCH
3	THREE WAY SWITCH		SMOKE DETECTOR - CEILING MOUNTED
D	DIMMER SWITCH		SMOKE DETECTOR - WALL MOUNTED
WP	MOUNTED IN WEATHER PROOF BOX, FOR RECEPTACLES PROVIDE IN USE COVER		THERMOSTAT
LIGHT FIXTURES			
	CEILING RECESSED LIGHT FIXTURE WITH MARK X		
	CEILING SURFACE MOUNTED LIGHT FIXTURE WITH MARK X		
	WALL MOUNTED LIGHT FIXTURE		

- NOTES:**
1. MOUNT ELECTRICAL RECEPTACLES AND TELEPHONE JACKS AT 18" A.F.F. UNLESS NOTED OTHERWISE.
 2. MOUNT SWITCHES AT 46" A.F.F. UNLESS NOTED OTHERWISE.
 3. UNLESS NOTED OTHERWISE, WIRING FOR ALL NEW ELECTRICAL DEVICES TO BE CONCEALED IN WALLS OR ABOVE CEILING.

NOTES

SEE SHEET MEP1.1 FOR NOTES

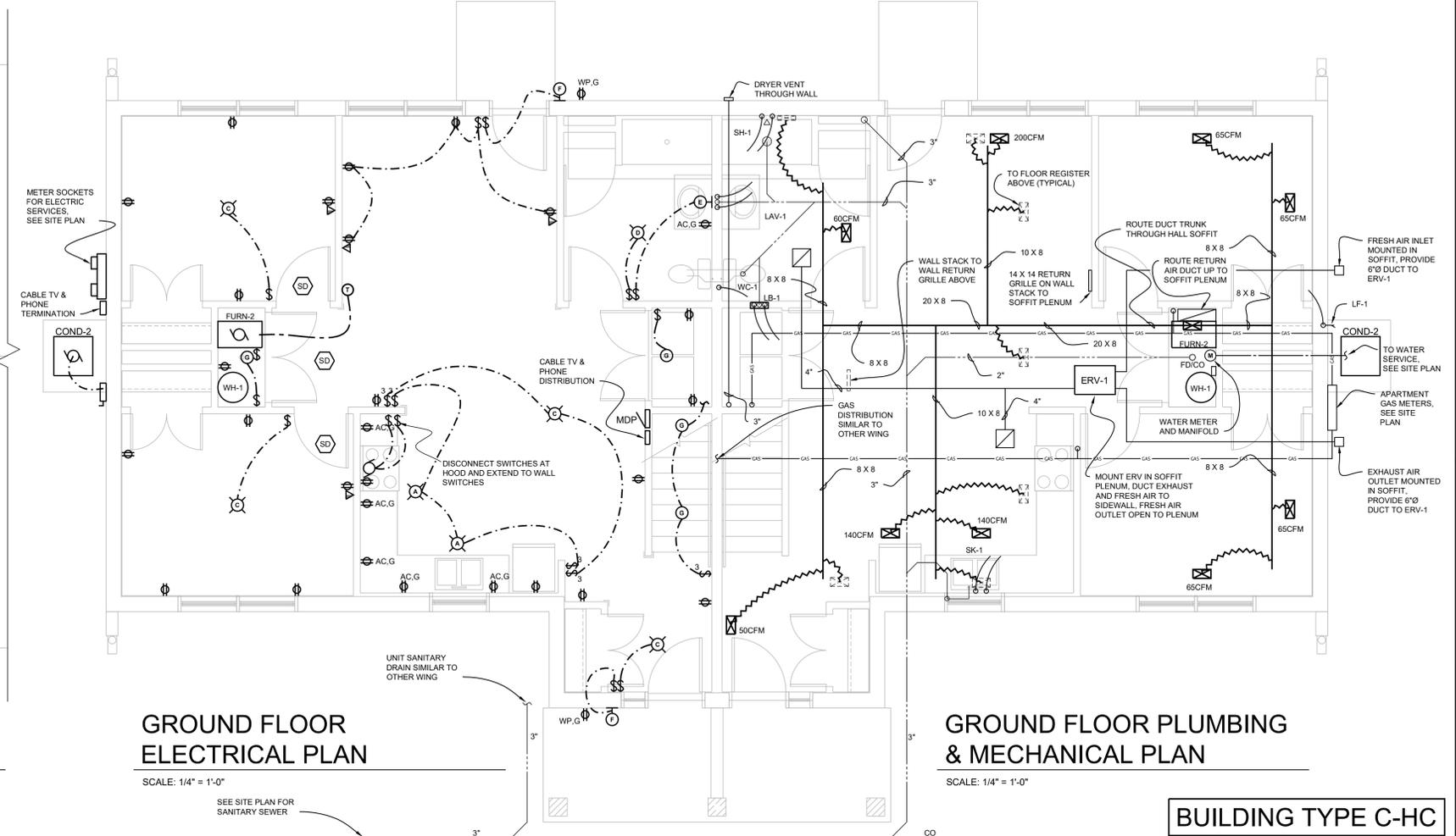


SECOND FLOOR ELECTRICAL PLAN

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

SECOND FLOOR PLUMBING & MECHANICAL PLAN

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



GROUND FLOOR ELECTRICAL PLAN

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

SEE SITE PLAN FOR SANITARY SEWER

GROUND FLOOR PLUMBING & MECHANICAL PLAN

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

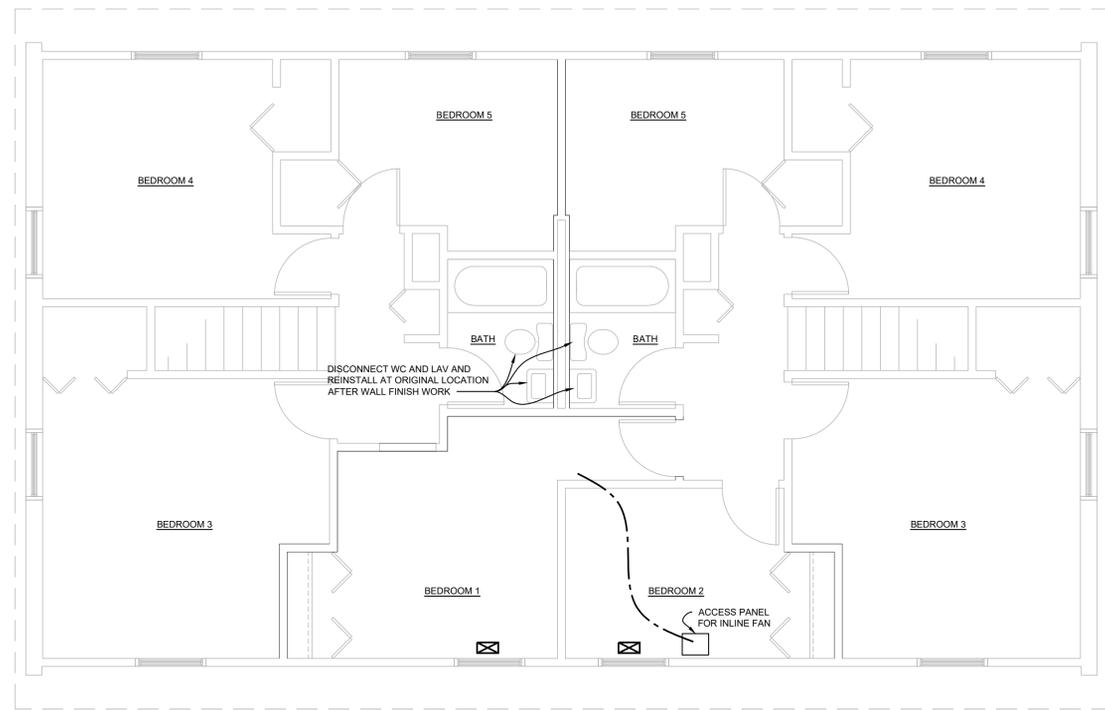
BUILDING TYPE C-HC

DATE:
02/23/2018

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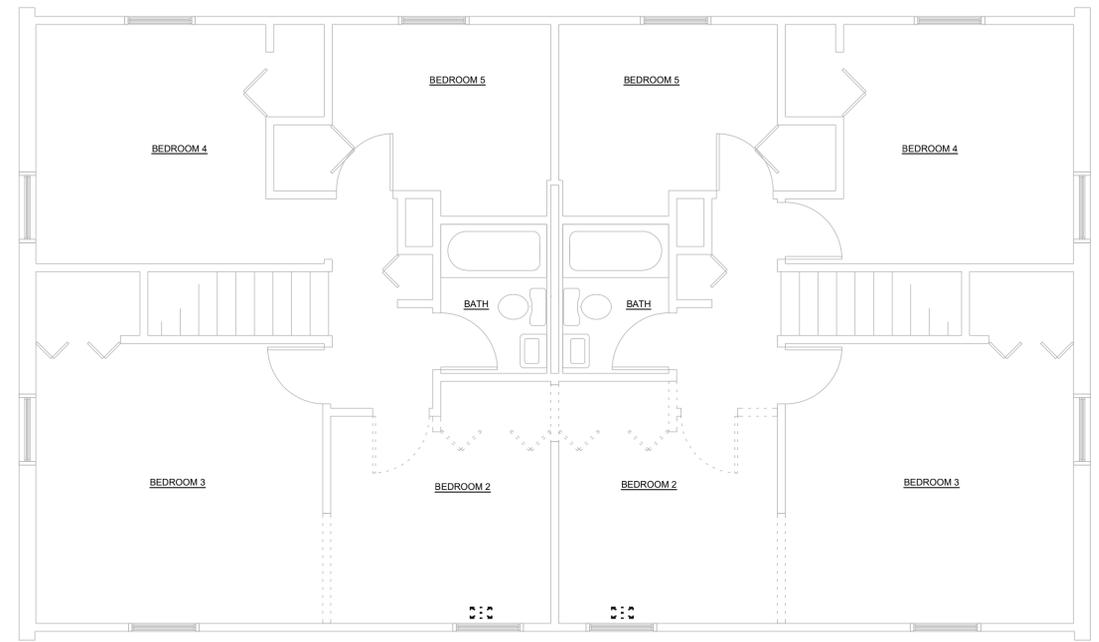
SHEET NO.

MEP2.1



SECOND FLOOR PLUMBING & MECHANICAL PLAN - (5-BEDROOM)

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



SECOND FLOOR PLUMBING & MECHANICAL DEMO PLAN - (5-BEDROOM UNIT)

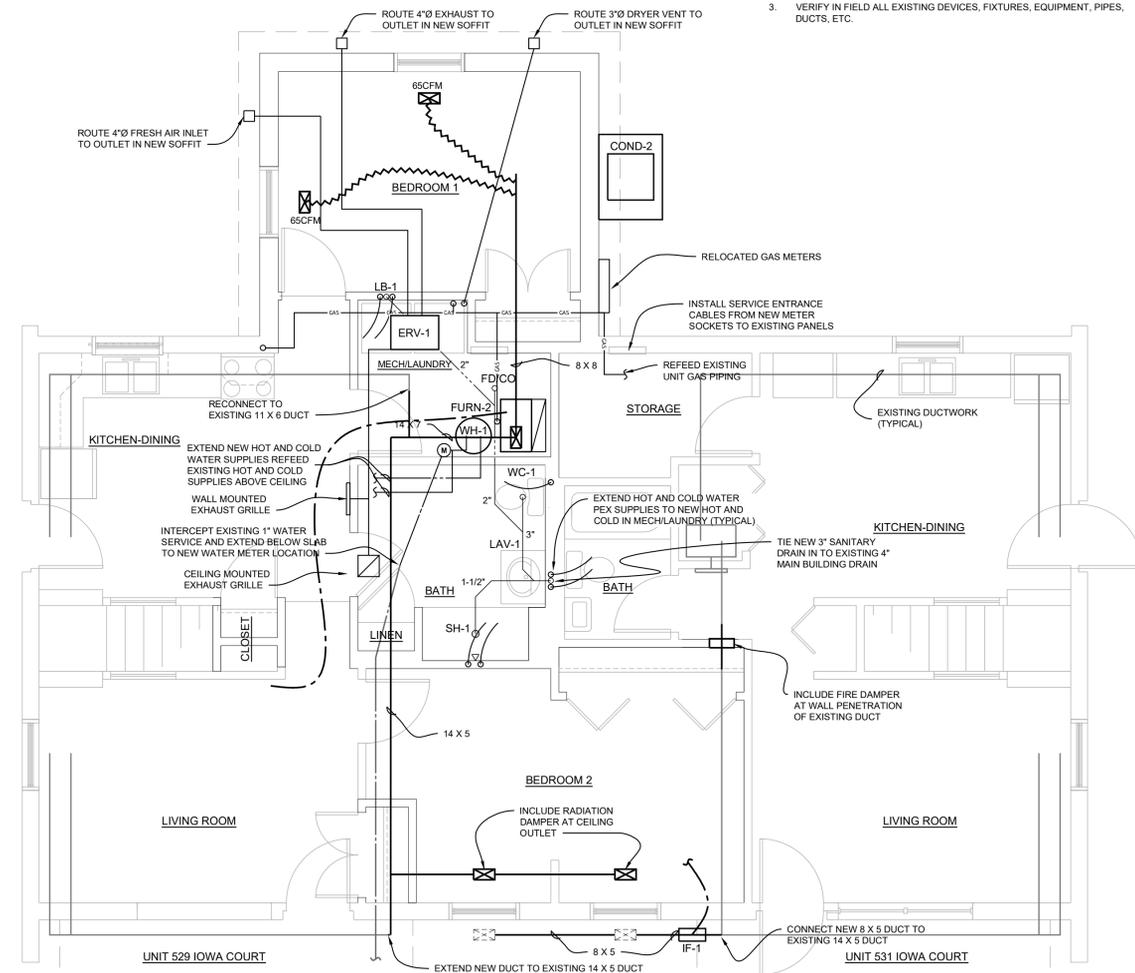
SCALE: 1/4" = 1'-0"

NOTES

- SEE SHEET MEP1.1 FOR GENERAL MEP NOTES.
- WHERE EQUIPMENT, DEVICES, OR FIXTURES ARE INSTALLED ON OR IN EXISTING WALLS OR CEILINGS, PATCH AND FINISH TO MATCH EXISTING OR AS INDICATED ON THE ARCHITECTURAL DRAWINGS.
- VERIFY IN FIELD ALL EXISTING DEVICES, FIXTURES, EQUIPMENT, PIPES, DUCTS, ETC.

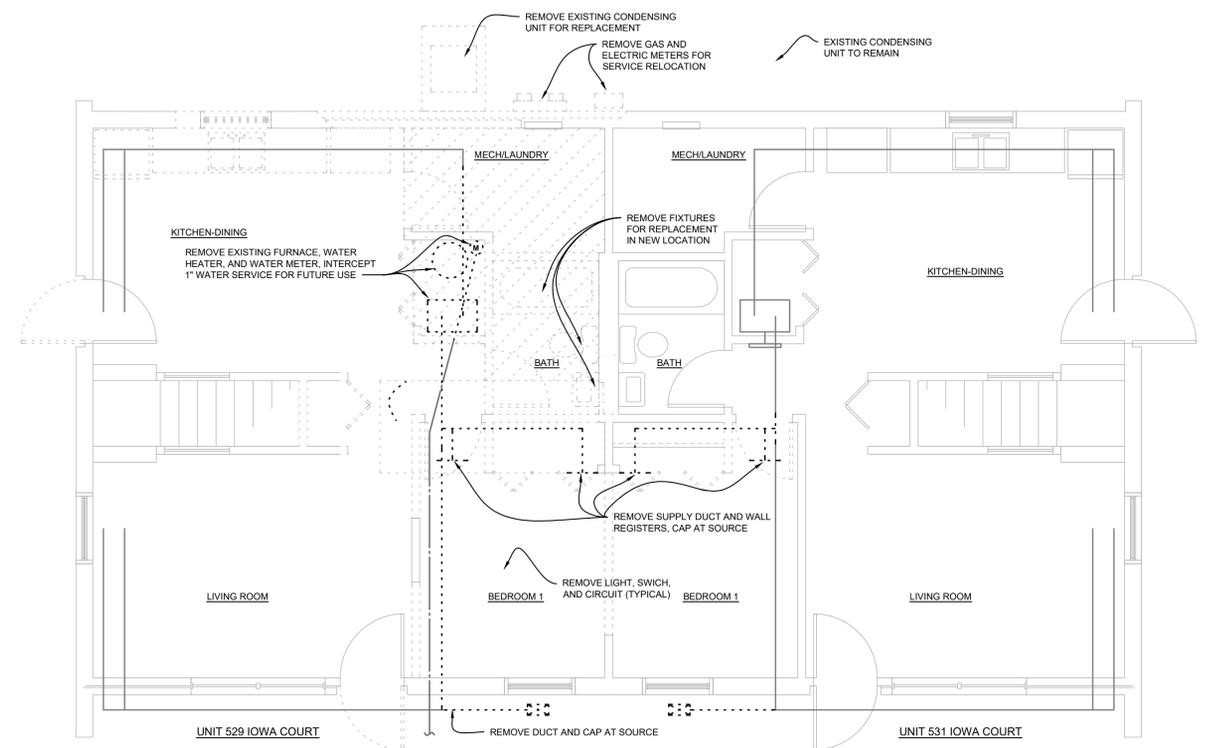
DEMOLITION NOTES

- WHERE EQUIPMENT, DEVICES, OR FIXTURES ARE INDICATED TO BE REMOVED, DISCONNECT AND REMOVE ALL ASSOCIATED PIPING, DUCTWORK, AND/OR WIRING BACK TO THE SOURCE.



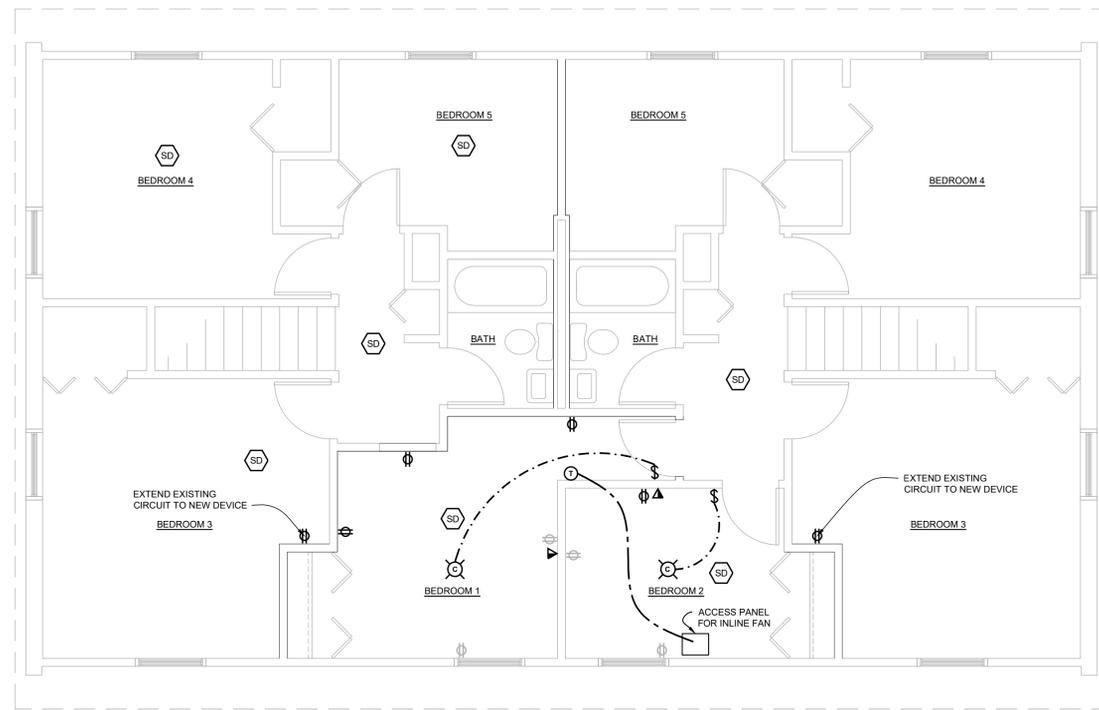
FIRST FLOOR PLUMBING & MECHANICAL PLAN - (5-BEDROOM)

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



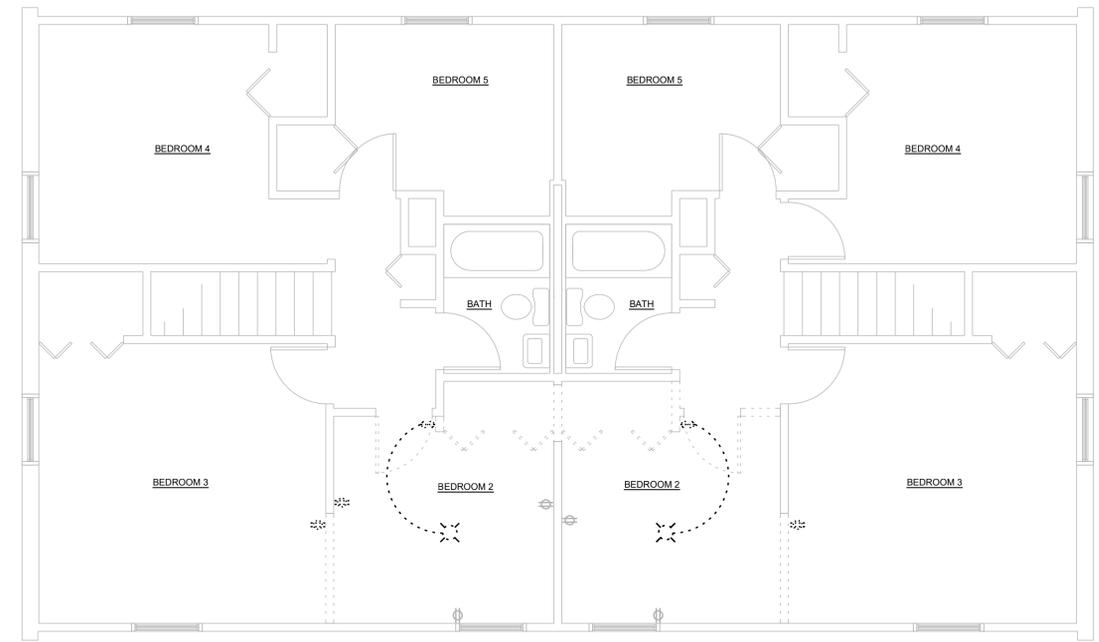
FIRST FLOOR PLUMBING & MECHANICAL DEMO PLAN - (5-BEDROOM UNIT)

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



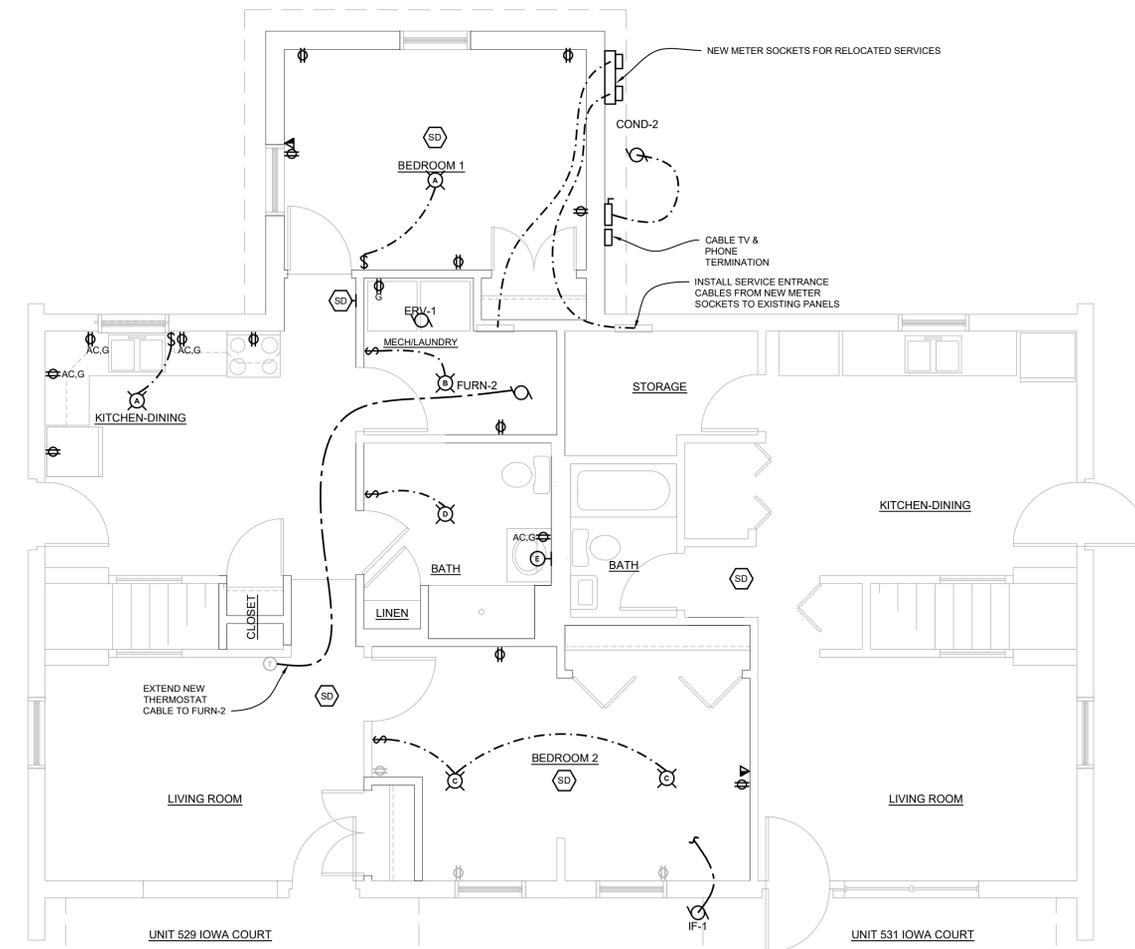
SECOND FLOOR ELECTRICAL PLAN - (5-BEDROOM)

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



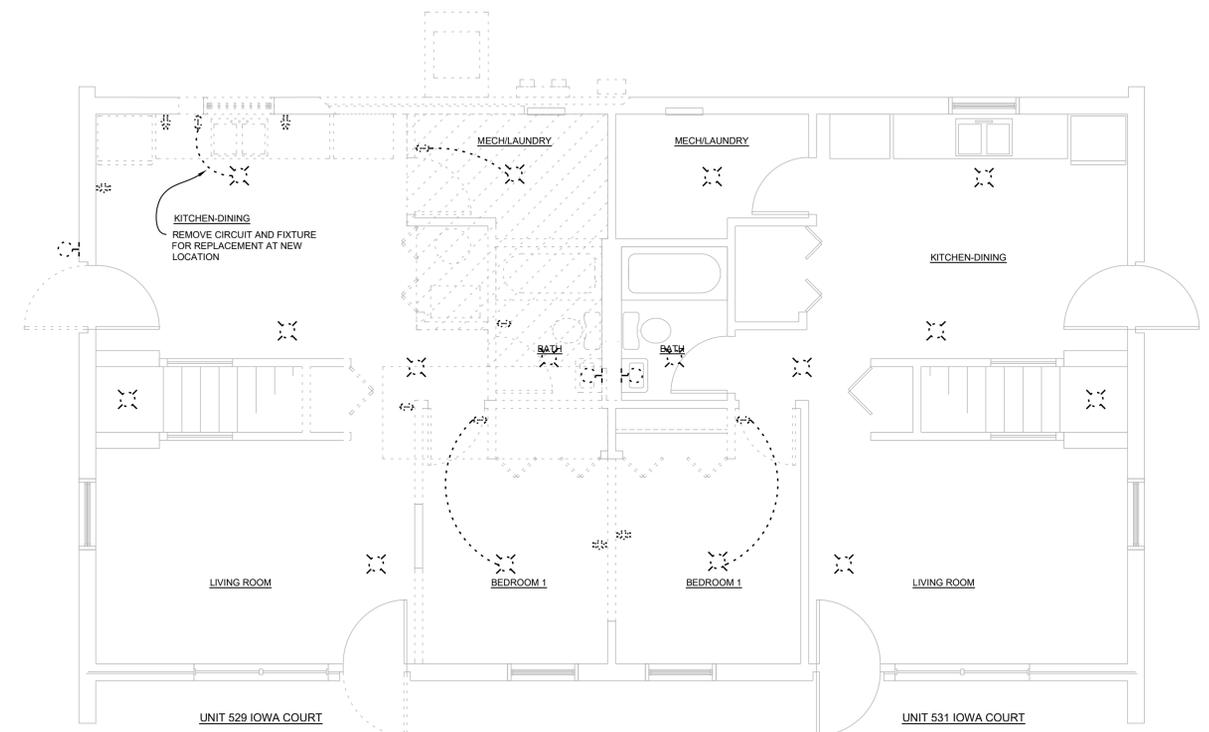
SECOND FLOOR ELECTRICAL DEMO PLAN - (5-BEDROOM UNIT)

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



FIRST FLOOR ELECTRICAL PLAN - (5-BEDROOM)

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



FIRST FLOOR ELECTRICAL DEMO PLAN - (5-BEDROOM UNIT)

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

Site Information

The new accessible dwelling units will be on the KCHA's Scattered Family Sites: Woodland Bend, Cedar Creek Place and Whispering Hollow.

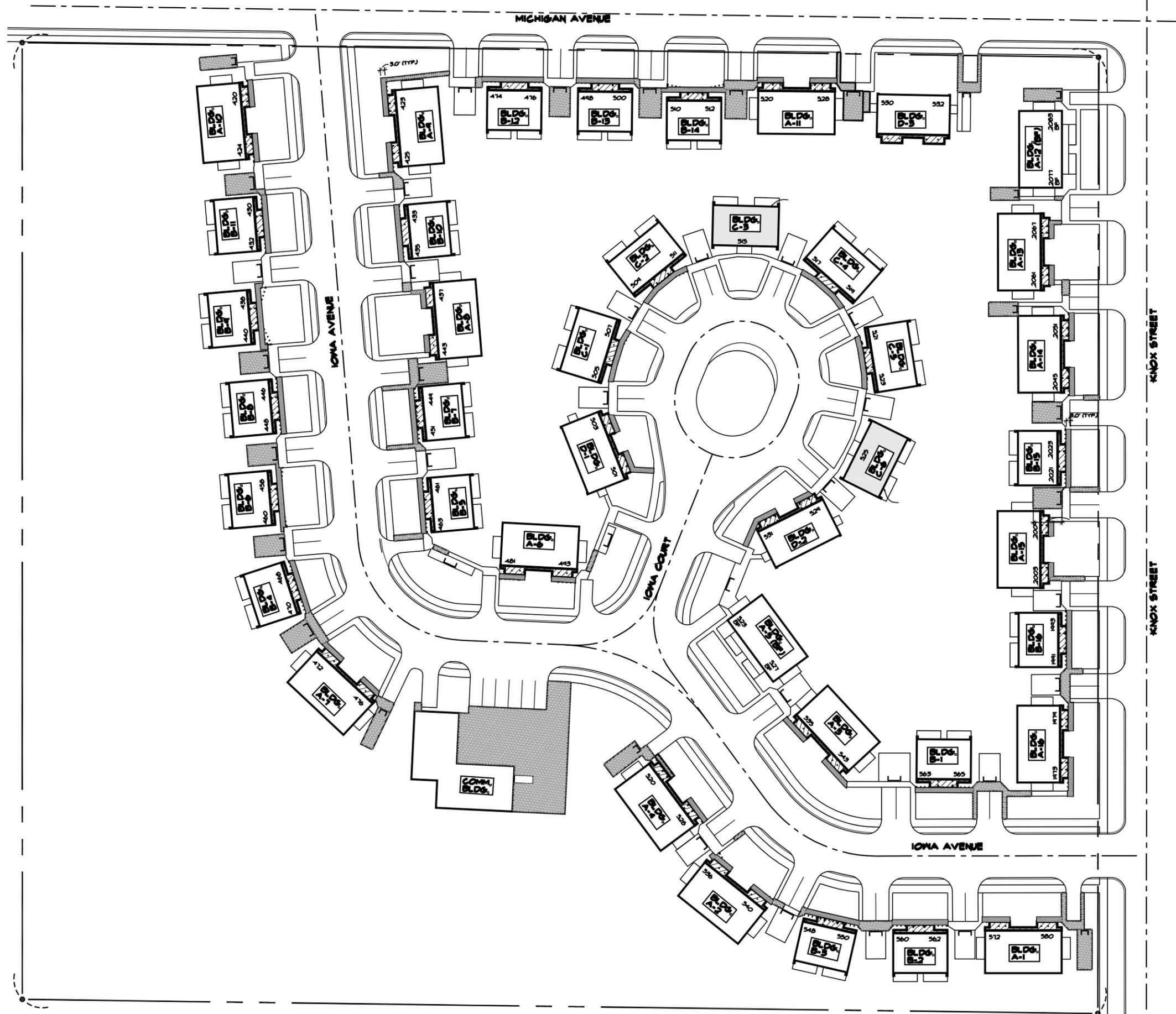
Woodland Bend includes a community building and 78 townhome units with 4 two-bedroom accessible units, 28 two-bedroom units, 32 three-bedroom units, 8 four-bedroom units and 6 five-bedroom units. Streets that make up the site include Iowa Avenue, Iowa Court, Michigan Avenue and Knox Street. There are two playgrounds on the site. There is also an on-site Head Start program.

Cedar Creek Place includes a community building and 76 townhome units with four 2-bedroom accessible units, 26 two-bedroom units, 32 three-bedroom units, 12 four-bedroom units and 2 five-bedroom units. All units are on McKnight Street. There are two playgrounds on the site.

Whispering Hollow includes a community building and 36 townhome units with 2 two-bedroom accessible units, 16 two-bedroom units, 16 three-bedroom units and 2 four-bedroom units. Streets that make up the site include South Street and West Berrien Street. There is one playground on the site.

The current site plans follow this section. The site plans with proposed new construction are included in the previous section with the schematic drawings.

Neighborhood maps for each of the Scattered Family Sites follows this section.



SITE 'A' PLAN Woodland Bend

SCALE: 1" = 30'-0"



SOUTH STREET



HARDING STREET

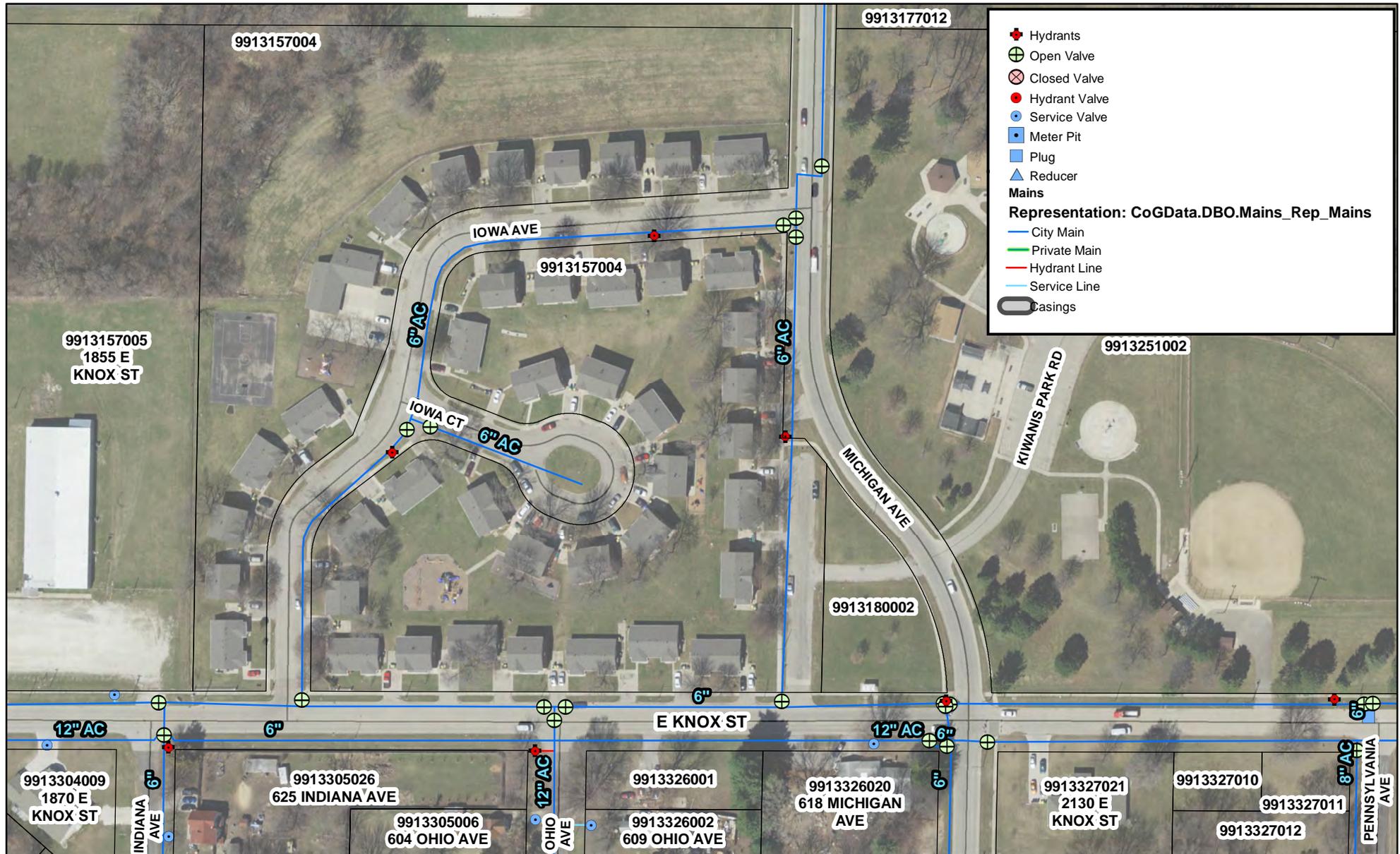
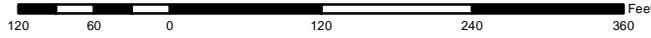
BERRIEN STREET

SITE 'C' PLAN Whispering Hollow

SCALE: 1" = 40'-0"



Woodland Bend
 Water

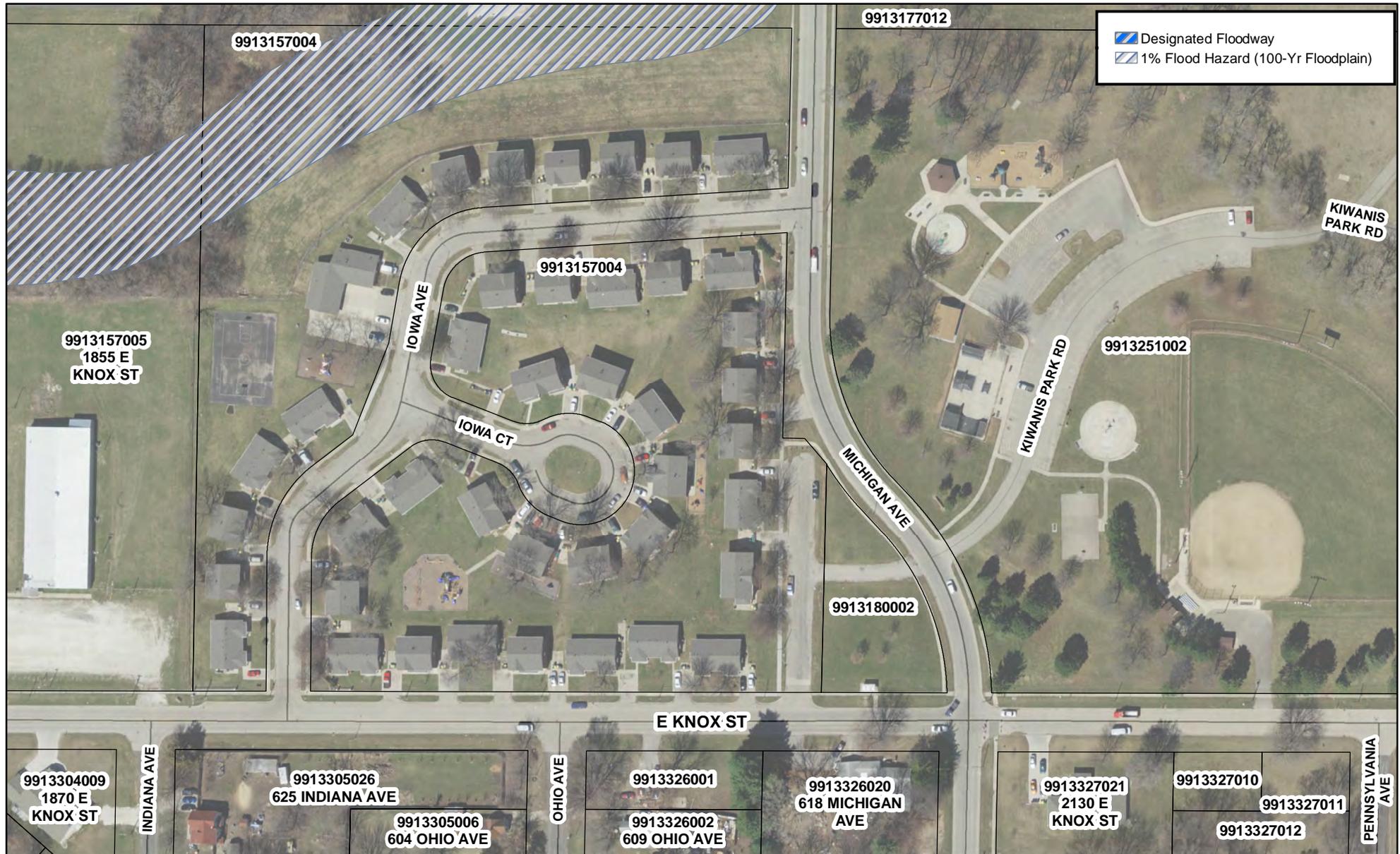
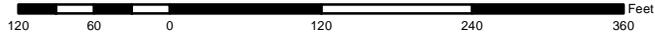


+ Hydrants
⊕ Open Valve
⊗ Closed Valve
● Hydrant Valve
● Service Valve
■ Meter Pit
■ Plug
▲ Reducer
Mains
— City Main
— Private Main
— Hydrant Line
— Service Line
 Casings
Representation: CoGData.DBO.Mains_Rep_Mains

The information included in this map is intended to be advisory only and is NOT designed or intended to be used as a substitute for an accurate field survey, as performed by a Registered Land Surveyor, to determine precise property location

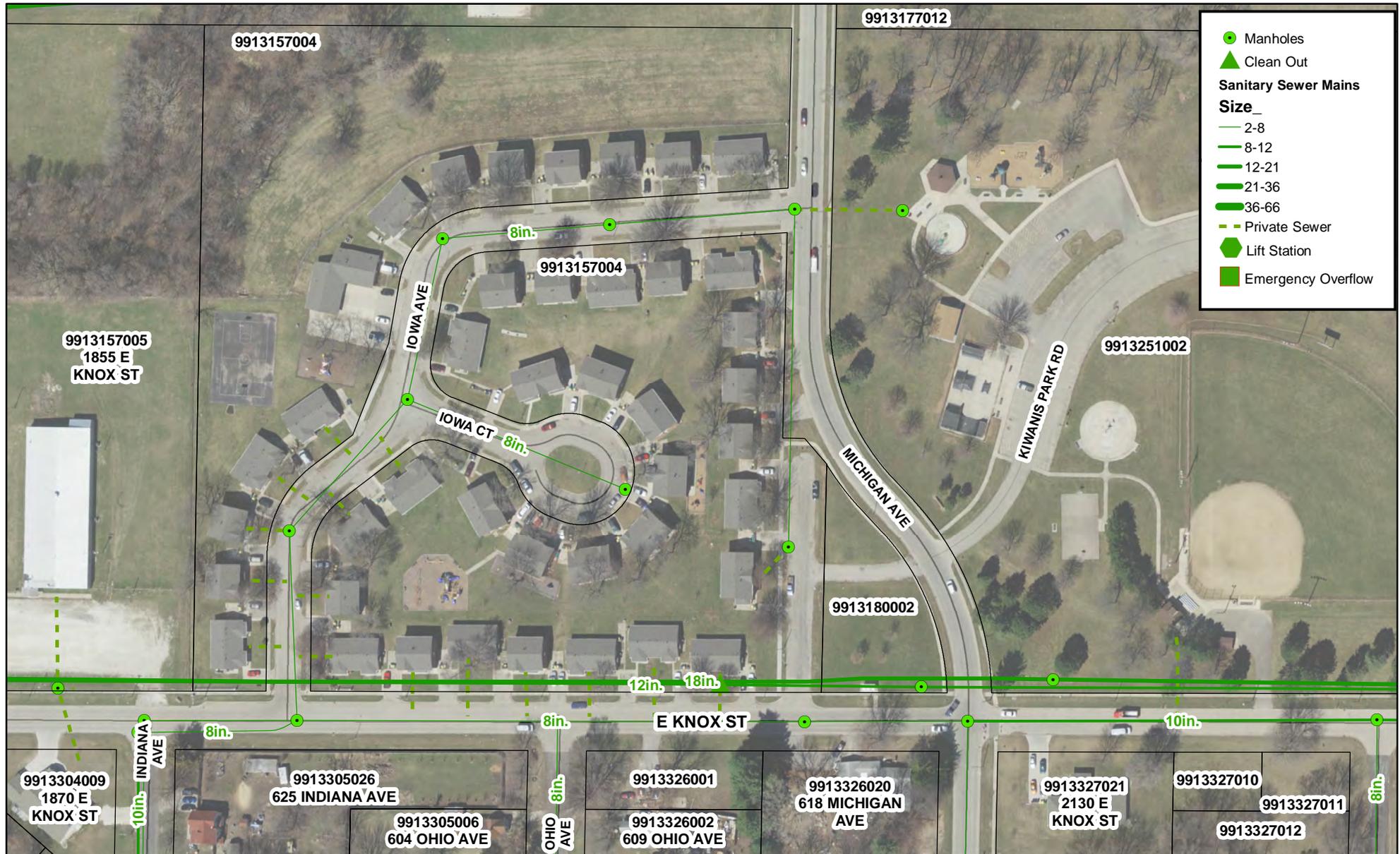
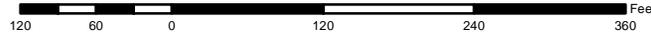
Woodland Bend

Flood



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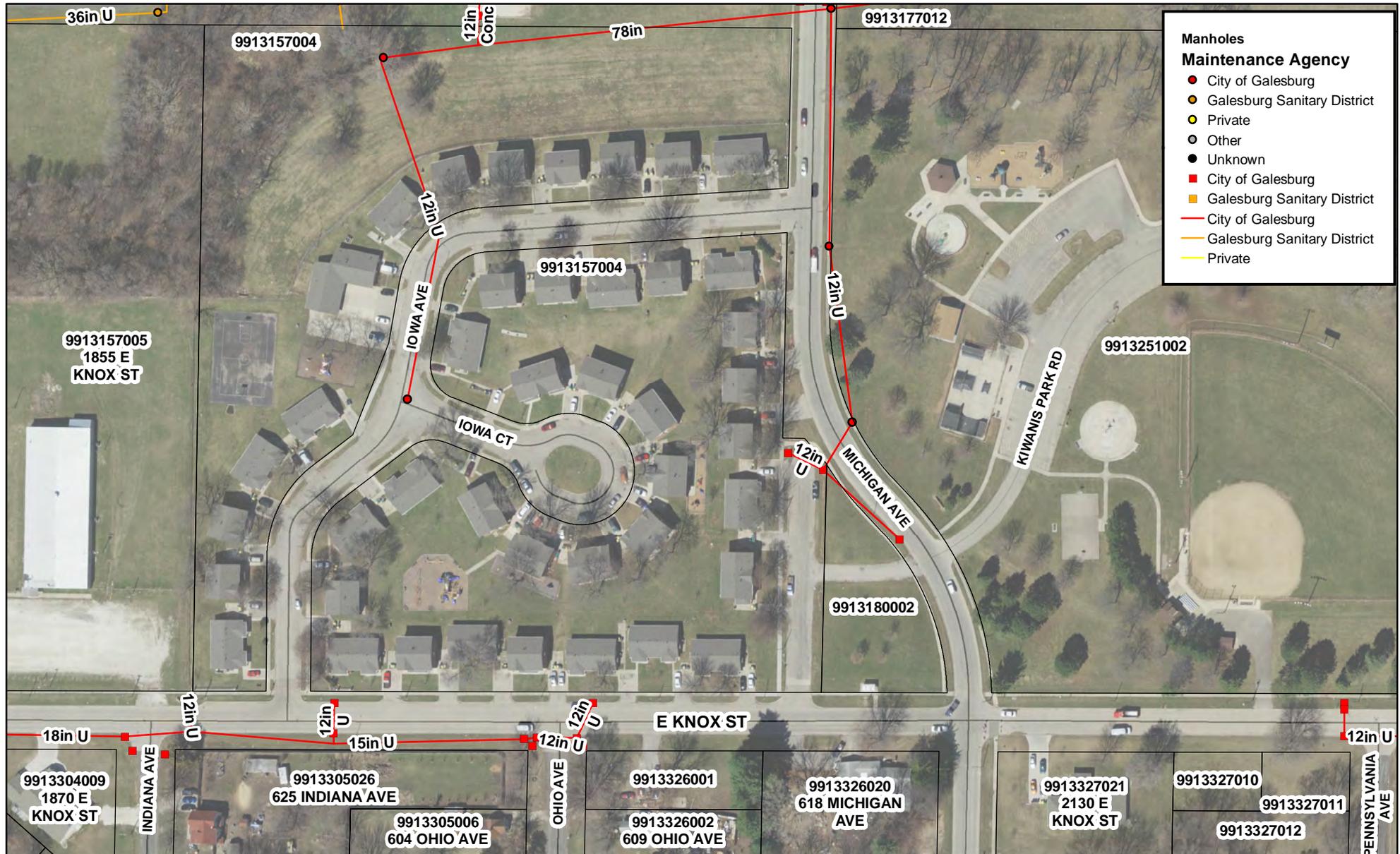
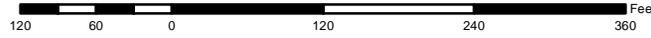
Woodland Bend
 Sanitary Sewer



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Imagery date: 2015
 Division 305 created: December 12, 2017

Woodland Bend
 Storm Sewer



Manholes

Maintenance Agency

- City of Galesburg
- Galesburg Sanitary District
- Private
- Other
- Unknown

■ City of Galesburg

■ Galesburg Sanitary District

— City of Galesburg

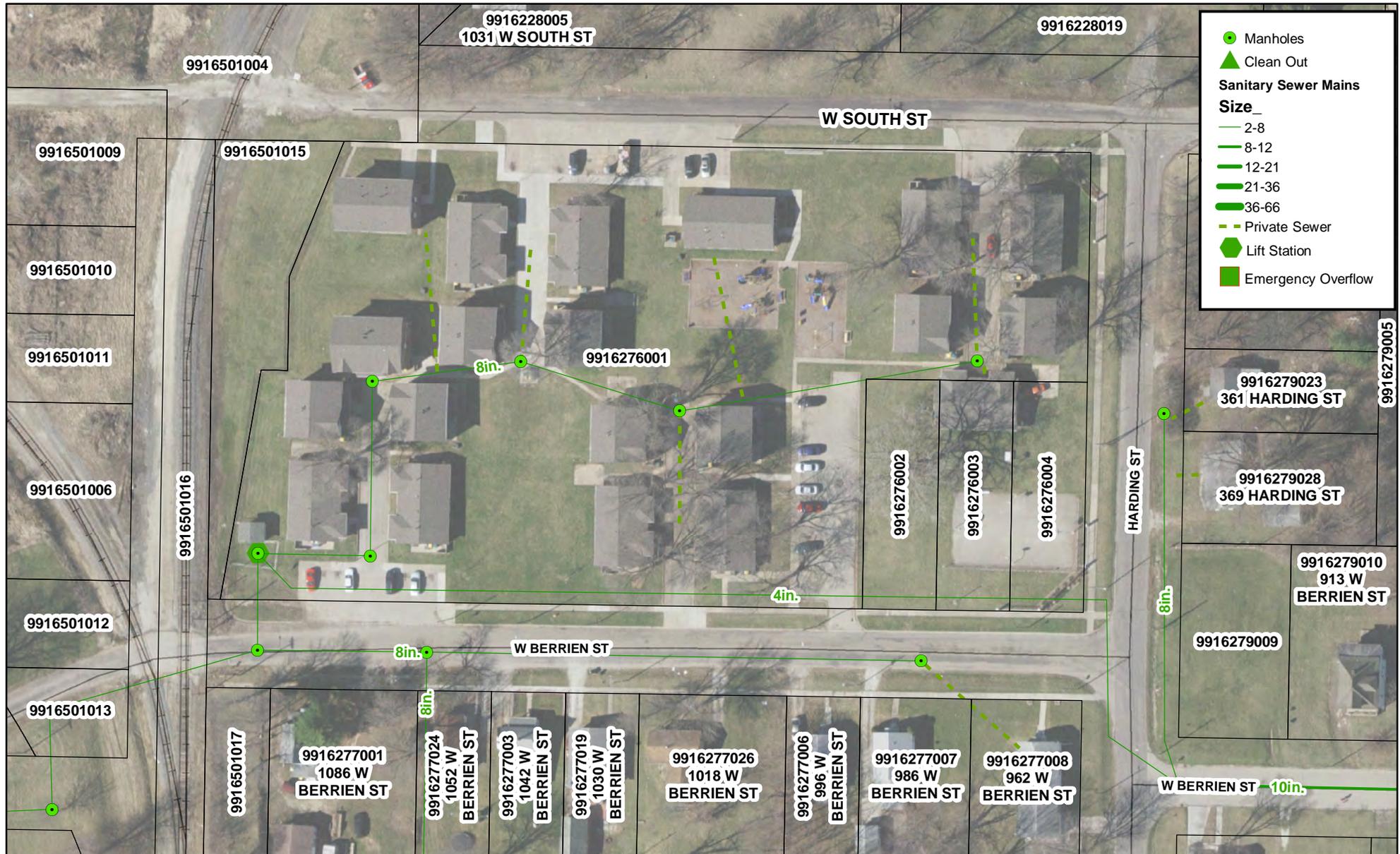
— Galesburg Sanitary District

— Private

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Imagery date: 2015
 Division 305 created: December 12, 2017

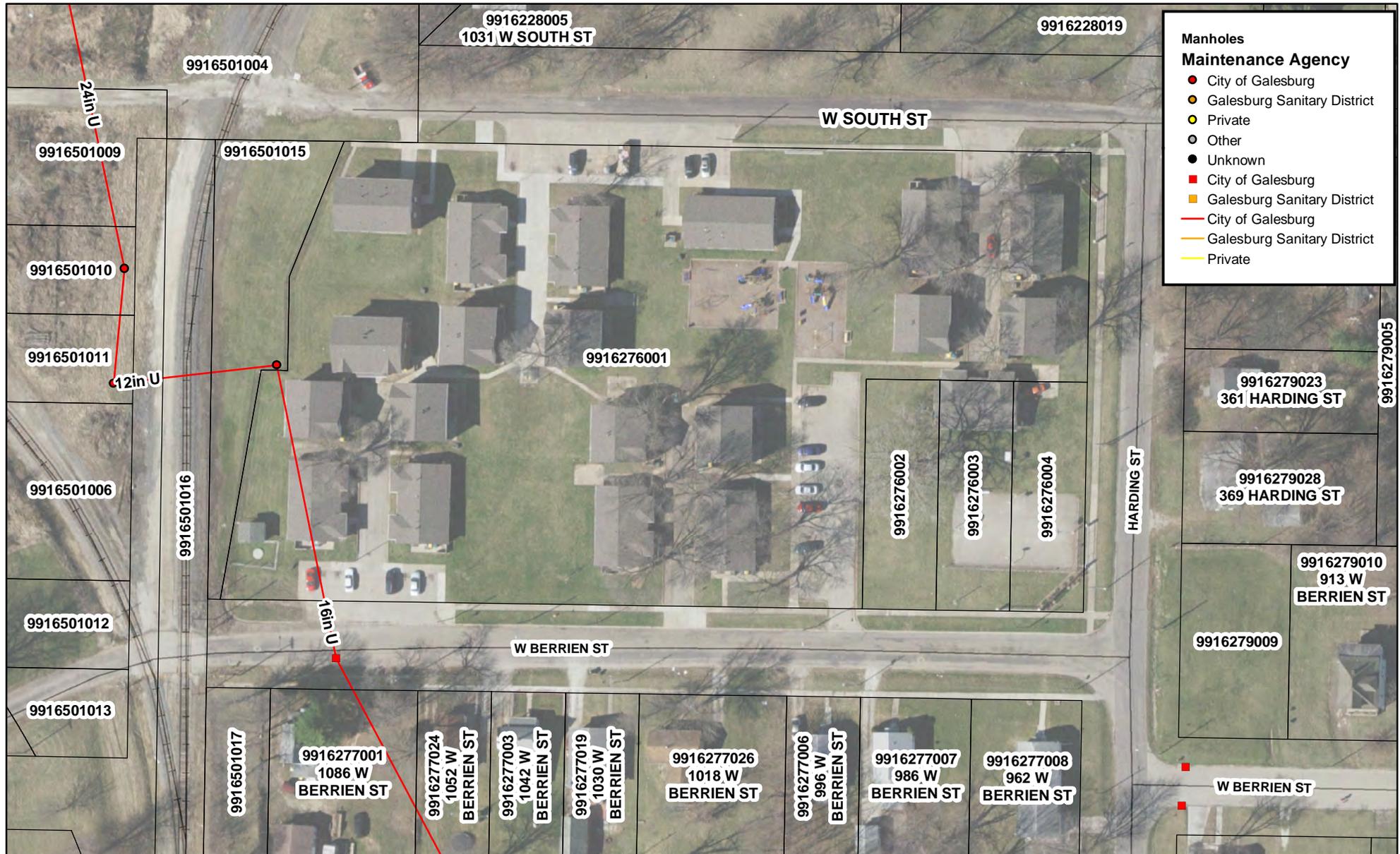
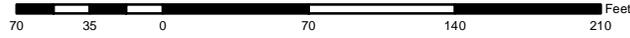
Whispering Hollow
 Sanitary



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Imagery date: 2015
 Division 305 created: December 12, 2017

Whispering Hollow
 Storm



Manholes

Maintenance Agency

- City of Galesburg
- Galesburg Sanitary District
- Private
- Other
- Unknown

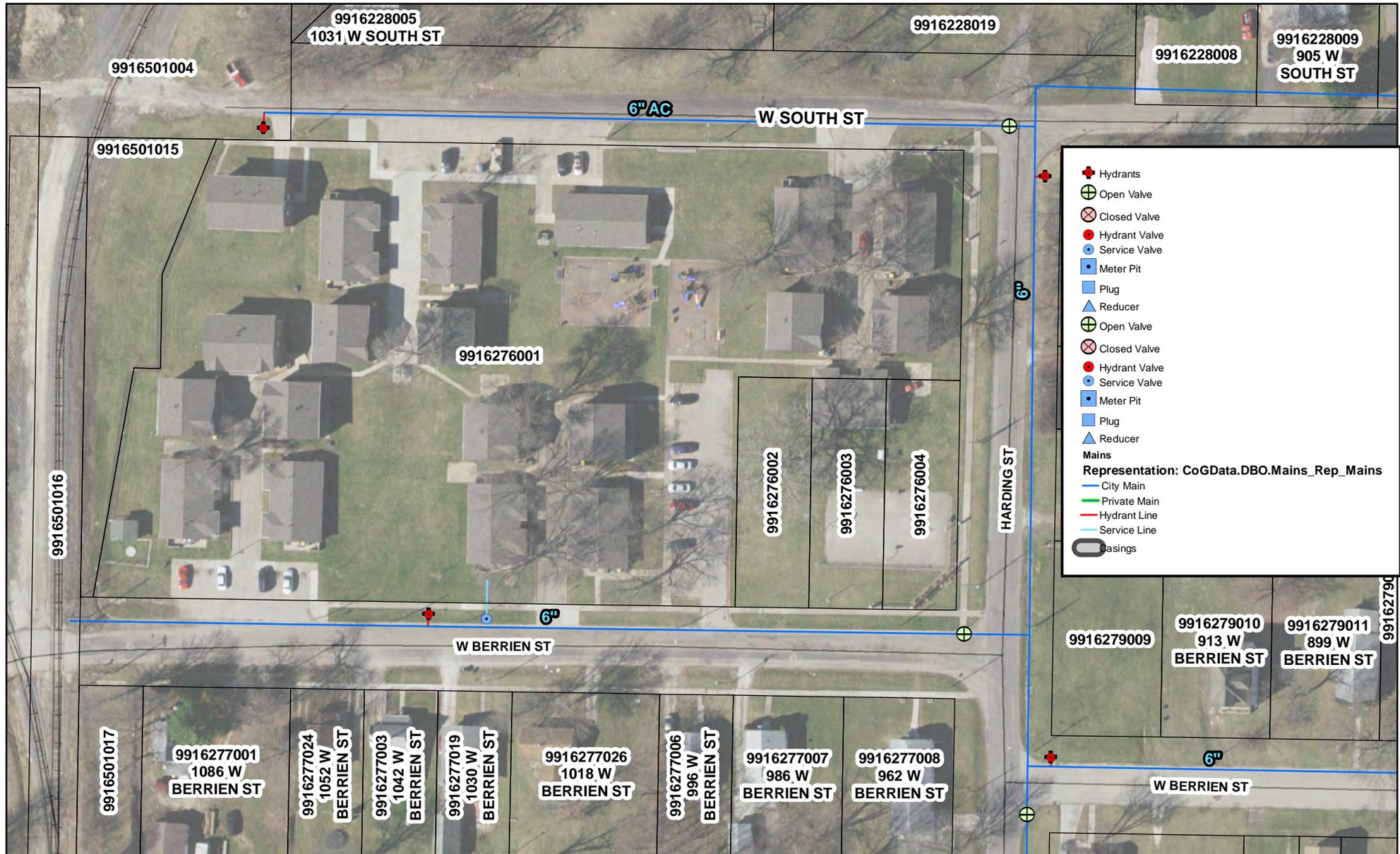
Manhole Colors

- City of Galesburg
- Galesburg Sanitary District
- City of Galesburg
- Galesburg Sanitary District
- Private

The information included in this map is intended to be advisory only and is NOT designed or intended to be used as a substitute for an accurate field survey, as performed by a Registered Land Surveyor, to determine precise property location

Whispering Hollow

Water



	Hydrants
	Open Valve
	Closed Valve
	Hydrant Valve
	Service Valve
	Meter Pit
	Plug
	Reducer
	Open Valve
	Closed Valve
	Hydrant Valve
	Service Valve
	Meter Pit
	Plug
	Reducer
Mains	
Representation: CoGData.DBO.Mains_Rep_Mains	
	City Main
	Private Main
	Hydrant Line
	Service Line
	Basings

The information included in this map is intended to be advisory only and is NOT designed or intended to be used as a substitute for an accurate field survey, as performed by a Registered Land Surveyor, to determine precise property location

Participant Description

The KCHA is the principal participant in the project and will be responsible for financing and supervising the project. After construction is completed, KCHA will be responsible for ongoing maintenance of the buildings.

Alliance Architecture will be responsible for the development of the unit plans, preparation of the bid documents, review of submitted bids and will monitor all phases of the project through completion and through the warranty period.

The building contractor will be an additional project participant and will be chosen based on the specifications to be outlined in the bid documents.

Development Project Schedule

It is anticipated that bids will be received for this project on March 20, 2018 with contractor selection and approval on March 27, 2018. It is anticipated that the project start date will then take place within 30-45 days after that and continue until completion. A detailed project schedule will be available upon contractor selection.

Accessibility

In 2012, James Childs Architects of South Bend, Indiana (now Alliance Architecture) 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 or 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 the aforementioned new construction 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. To the greatest extent possible, the new dwelling units will be dispersed through all three sites and unit sizes, providing choice to handicapped individuals. The locations for the new buildings and dwelling units was previously outlined in the Project Description section.

Project Costs

(i) An independent construction cost estimate is attached following this section. An actual construction contract will be available after approval on March 27, 2018.

(ii) The 2017 Unit Total Development Cost (TDC) Limits for Galesburg, Illinois are attached following this section.

(iii) Financing

This project will be financed with Capital Fund Program (CFP) monies from the 2016 and 2017 grants. There is \$608,598.00 remaining in CFP 2016 and there is \$673,386.00 in CFP 2017. Depending on the bids received, the project may need to be completed in phases over a period of time.

INDEPENDENT COST ESTIMATE



DRAFT

504 Modifications
Scattered Sites - Phase II
Knox County Housing Authority
Galesburg, Illinois

February 8, 2018

Two 3-Bedroom Duplexes	2,400 s.f. x 2 x \$150.00/s.f.	\$	720,000
One 4-Bedroom Duplex	3,300 s.f. x \$150.00/s.f.	\$	495,000
One 5-Bedroom Unit	2,200 s.f. Renovated x \$100.00/s.f.	\$	220,000
Site Improvements:			
Whispering Hollow:			
Asphalt		\$	10,000
Walks/Curbs		\$	15,000
Basketball Court		\$	35,000
Lawn Restoration		\$	5,000
Utilities		\$	15,000
Woodland Bend:			
Lawn Restoration		\$	1,000
SUBTOTAL		\$	1,516,000
General Conditions (10%)		\$	151,600
SUBTOTAL		\$	1,667,600
Overhead & Profit (5% + 10%)		\$	250,140
SUBTOTAL		\$	1,917,740
Architect's Fees		\$	75,000
Testing/Survey/Soils		\$	25,000
Land Acquisition		\$	0
Permits		\$	5,000
TOTAL DEVELOPMENT COST		\$	2,022,740

2017 UNIT TOTAL DEVELOPMENT COST (TDC) LIMITS

Number of Bedrooms

<i>0</i>		<i>1</i>		<i>2</i>		<i>3</i>		<i>4</i>		<i>5</i>		<i>6</i>	
HCC	TDC	HCC	TDC	HCC	TDC	HCC	TDC	HCC	TDC	HCC	TDC	HCC	TDC
<i>500 sqft</i>		<i>700 sqft</i>		<i>900 sqft</i>		<i>1200 sqft</i>		<i>1500 sqft</i>		<i>1700 sqft</i>		<i>1900 sqft</i>	

Region V - Midwest

ILLINOIS

DECATUR

Detached/Semi-Detached	95,187	166,577	124,535	217,936	151,074	264,379	184,592	323,037	217,162	380,033	237,135	414,986	254,918	446,107
Row House	87,370	152,898	114,381	200,167	139,018	243,282	170,538	298,441	202,278	353,987	222,657	389,651	241,723	423,015
Walkup	75,749	132,560	104,672	183,177	132,810	232,417	173,538	303,692	216,264	378,462	243,467	426,067	270,279	472,988
Elevator	84,924	135,878	118,893	190,229	152,862	244,580	203,817	326,107	254,771	407,633	288,740	461,984	322,710	516,336

EAST ST. LOUIS

Detached/Semi-Detached	94,619	165,583	123,857	216,750	150,311	263,044	183,769	321,595	216,230	378,403	236,129	413,226	253,851	444,239
Row House	86,732	151,780	113,611	198,819	138,146	241,755	169,586	296,776	201,212	352,120	221,520	387,660	240,535	420,937
Walkup	75,066	131,365	103,703	181,481	131,548	230,209	171,823	300,691	214,114	374,700	241,016	421,778	267,523	468,165
Elevator	84,499	135,199	118,299	189,278	152,098	243,357	202,798	324,477	253,497	405,596	287,297	459,675	321,097	513,754

GALESBURG

Detached/Semi-Detached	94,781	165,867	123,984	216,972	150,386	263,175	183,717	321,505	216,120	378,210	235,994	412,989	253,687	443,953
Row House	87,036	152,313	113,922	199,364	138,440	242,270	169,790	297,133	201,372	352,401	221,648	387,884	240,612	421,070
Walkup	75,501	132,126	104,337	182,590	132,395	231,691	173,017	302,780	215,619	377,333	242,751	424,814	269,495	471,616
Elevator	84,536	135,257	118,350	189,360	152,164	243,463	202,886	324,617	253,607	405,771	287,421	459,874	321,235	513,977

JOLIET

Detached/Semi-Detached	111,079	194,388	145,156	254,023	175,932	307,880	214,680	375,690	252,459	441,804	275,648	482,385	296,284	518,498
Row House	102,268	178,969	133,710	233,992	162,342	284,099	198,837	347,964	235,682	412,443	259,329	453,825	281,409	492,466
Walkup	89,005	155,759	123,056	215,349	156,221	273,387	204,303	357,530	254,636	445,613	286,747	501,808	318,418	557,232
Elevator	98,886	158,217	138,440	221,504	177,995	284,791	237,326	379,722	296,658	474,652	336,212	537,939	375,766	601,226

KANKAKEE

Detached/Semi-Detached	108,402	189,704	141,893	248,313	172,193	301,337	210,510	368,393	247,692	433,461	270,485	473,348	290,784	508,871
Row House	99,378	173,912	130,170	227,797	158,274	276,980	194,284	339,996	230,508	403,390	253,770	444,098	275,549	482,210
Walkup	86,024	150,543	118,846	207,980	150,759	263,828	196,923	344,615	245,393	429,438	276,228	483,399	306,611	536,569
Elevator	96,800	154,880	135,520	216,832	174,240	278,784	232,320	371,712	290,400	464,640	329,120	526,592	367,840	588,543

Operating Pro-Forma/Operating Fund Methodology

As demonstrated in the attached budget, projected operating expenses do not exceed operating income. While the presented forecast is “bare-bones,” each assessed year projects a slight income to operating reserves. This forecasting methodology is based on historical performance of the AMP, recent spending trends, and identified priorities with both operating fund and capital fund income. Budget numbers assume current levels of proration.

	A	J	K	L	M	N	O	P	Q	R	S
1	FAMILY	Projected Budget FYE									
2	Knox County Housing Authority	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
3	INCOME STATEMENT - AMP 2, Family Sites										
4	year/month										
5		196									
6	REVENUE	12									
7	pum	2352	2352	2352	2352	2352	2352	2352	2352	2352	2352
8	TENANT REVENUE										
9	Tenant Rent Revenue										
10	10-1-000-002-3110.000 Dwelling Rent	\$ (209,000.00)	\$ (212,185.00)	\$ (213,548.00)	\$ (211,578.00)	\$ (217,925.00)	\$ (212,847.00)	\$ (213,617.00)	\$ (213,903.00)	\$ (213,974.00)	\$ (214,453.00)
11	10-1-000-002-3111.000 Utility Allowance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Total Tenant Rent Revenue	\$ (209,000.00)	\$ (212,185.00)	\$ (213,548.00)	\$ (211,578.00)	\$ (217,925.00)	\$ (212,847.00)	\$ (213,617.00)	\$ (213,903.00)	\$ (213,974.00)	\$ (214,453.00)
13	Tenant Revenue - Other										
14	10-1-000-002-3190.000 Nondwell Rent	\$ (300.00)	\$ (76.00)	\$ (95.00)	\$ (95.00)	\$ (113.00)	\$ (136.00)	\$ (103.00)	\$ (108.00)	\$ (111.00)	\$ (114.00)
15	10-1-000-002-3690.000 Other Income	\$ (1,300.00)	\$ (1,246.00)	\$ (1,379.00)	\$ (1,356.00)	\$ (1,313.00)	\$ (1,319.00)	\$ (1,323.00)	\$ (1,338.00)	\$ (1,330.00)	\$ (1,325.00)
16	10-1-000-002-3690.100 Late Fees	\$ (9,000.00)	\$ (8,425.00)	\$ (8,838.00)	\$ (8,578.00)	\$ (8,748.00)	\$ (8,718.00)	\$ (8,661.00)	\$ (8,709.00)	\$ (8,683.00)	\$ (8,704.00)
17	10-1-000-002-3690.120 Violation Fees	\$ (7,000.00)	\$ (5,481.00)	\$ (6,292.00)	\$ (6,301.00)	\$ (5,892.00)	\$ (6,193.00)	\$ (6,032.00)	\$ (6,142.00)	\$ (6,112.00)	\$ (6,074.00)
18	10-1-000-002-3690.130 Court Cost Fees	\$ (300.00)	\$ (136.00)	\$ (87.00)	\$ (105.00)	\$ (126.00)	\$ (151.00)	\$ (121.00)	\$ (118.00)	\$ (124.00)	\$ (128.00)
19	10-1-000-002-3690.140 Returned Check Charge	\$ (100.00)	\$ (105.00)	\$ (94.00)	\$ (100.00)	\$ (100.00)	\$ (100.00)	\$ (100.00)	\$ (99.00)	\$ (100.00)	\$ (100.00)
20	10-1-000-002-3690.180 Labor	\$ (15,000.00)	\$ (15,722.00)	\$ (15,077.00)	\$ (15,147.00)	\$ (14,863.00)	\$ (15,162.00)	\$ (15,194.00)	\$ (15,089.00)	\$ (15,091.00)	\$ (15,080.00)
21	10-1-000-002-3690.200 Materials	\$ (9,000.00)	\$ (9,575.00)	\$ (9,662.00)	\$ (9,697.00)	\$ (9,065.00)	\$ (9,400.00)	\$ (9,480.00)	\$ (9,461.00)	\$ (9,421.00)	\$ (9,365.00)
22	10-1-000-002-3690.300 T.S. Income - Grants	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)	\$ (10,000.00)
23	Total Tenant Revenue Other	\$ (52,000.00)	\$ (50,766.00)	\$ (51,524.00)	\$ (51,379.00)	\$ (50,220.00)	\$ (51,179.00)	\$ (51,014.00)	\$ (51,064.00)	\$ (50,972.00)	\$ (50,890.00)
24	TOTAL TENANT REVENUE	\$ (261,000.00)	\$ (262,951.00)	\$ (265,072.00)	\$ (262,957.00)	\$ (268,145.00)	\$ (264,026.00)	\$ (264,631.00)	\$ (264,967.00)	\$ (264,946.00)	\$ (265,343.00)
25	PUM	\$ (110.97)	\$ (111.80)	\$ (112.70)	\$ (111.80)	\$ (114.01)	\$ (112.26)	\$ (112.51)	\$ (112.66)	\$ (112.65)	\$ (112.82)
26	OTHER REVENUE										
27	HUD PH Operating Subsidy										
28	10-1-000-002-8020.000 Oper Sub - Curr Yr	(\$765,716.00)	(\$746,793.00)	(\$750,945.00)	(\$765,792.00)	(\$773,752.00)	(\$786,325.00)	(\$805,079.00)	(\$812,924.00)	(\$828,168.00)	(\$846,099.00)
29	Total HUD PH Operating Subsidy	\$ (765,716.00)	\$ (746,793.00)	\$ (750,945.00)	\$ (765,792.00)	\$ (773,752.00)	\$ (786,325.00)	\$ (805,079.00)	\$ (812,924.00)	\$ (828,168.00)	\$ (846,099.00)
30	Other Grants & Investment Income										
31	10-1-000-002-3404.000 Revenue-other gov grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32	10-1-000-002-3404.010 Other Inc - Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	10-1-000-002-3610.000 Interest Income	\$ (1,550.00)	\$ (2,052.00)	\$ (2,558.00)	\$ (2,894.00)	\$ (3,012.00)	\$ (2,413.00)	\$ (2,586.00)	\$ (2,693.00)	\$ (2,720.00)	\$ (2,685.00)
34	Total Other Grants & Investment Income	\$ (1,550.00)	\$ (2,052.00)	\$ (2,558.00)	\$ (2,894.00)	\$ (3,012.00)	\$ (2,413.00)	\$ (2,586.00)	\$ (2,693.00)	\$ (2,720.00)	\$ (2,685.00)
35	Other Revenue										
36	10-1-000-002-3195.000 Day Care Income	\$ (1,500.00)	\$ (1,500.00)	\$ (1,500.00)	\$ (1,500.00)	\$ (1,500.00)	\$ (1,500.00)	\$ (1,500.00)	\$ (1,500.00)	\$ (1,500.00)	\$ (1,500.00)
37	10-1-000-002-3850.005 Income Other Amps	\$ (2,500.00)	\$ (3,705.00)	\$ (4,631.00)	\$ (5,372.00)	\$ (4,356.00)	\$ (4,113.00)	\$ (4,435.00)	\$ (4,581.00)	\$ (4,571.00)	\$ (4,411.00)
38	10-1-000-002-3850.010 Garbage & Trash Inc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39	10-1-000-002-3850.020 Heating & Cooling Inc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	10-1-000-002-3850.030 Snow Removal Inc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41	10-1-000-002-3850.040 Elevator Main Inc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	10-1-000-002-3850.050 Landscape&Grds Inc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	10-1-000-002-3850.060 Unit Turnaround Inc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44	10-1-000-002-3850.070 Electrical Inc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45	10-1-000-002-3850.080 Plumbing Inc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46	10-1-000-002-3850.100 Janitorial Inc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	10-1-000-002-3850.110 Routine Main Inc	\$ (500.00)	\$ (1,937.00)	\$ (282.00)	\$ (597.00)	\$ (663.00)	\$ (796.00)	\$ (855.00)	\$ (639.00)	\$ (710.00)	\$ (733.00)
48	10-1-000-002-3850.120 Other Misc Inc	\$ (500.00)	\$ (2,039.00)	\$ (2,531.00)	\$ (2,939.00)	\$ (1,602.00)	\$ (1,922.00)	\$ (2,207.00)	\$ (2,240.00)	\$ (2,182.00)	\$ (2,031.00)

	A	J	K	L	M	N	O	P	Q	R	S
1	FAMILY	Projected Budget FYE									
2	Knox County Housing Authority	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
141	10-1-000-002-4230.174 Summer Prog Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
142	10-1-000-002-4230.184 Winter Prog Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
143	10-1-000-002-4230.194 GED Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
144	10-1-000-002-4230.195 GED Testing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
145	Total Tenant Services - Other	\$ 2,368.00	\$ 1,689.00	\$ 1,810.00	\$ 1,822.00	\$ 1,996.00	\$ 1,937.00	\$ 1,851.00	\$ 1,883.00	\$ 1,898.00	\$ 1,913.00
146	TOTAL TENANT SERVICES EXPENSE	\$ 7,868.00	\$ 7,272.00	\$ 7,477.00	\$ 7,574.00	\$ 7,834.00	\$ 7,863.00	\$ 7,866.00	\$ 7,988.00	\$ 8,094.00	\$ 8,201.00
147	MAINTENANCE & OPERATIONS EXPENSE										
148	Maintenance - Labor & OT										
149	10-1-000-002-4410.000 Maintenance - Labor	\$ 279,500.00	\$ 283,693.00	\$ 287,948.00	\$ 292,267.00	\$ 296,651.00	\$ 301,101.00	\$ 305,618.00	\$ 310,202.00	\$ 314,855.00	\$ 319,578.00
150	10-1-000-002-4410.001 Salaries Comp Absences	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
151	10-1-000-002-4410.100 Maint Labor - OT	\$ 2,500.00	\$ 2,538.00	\$ 2,576.00	\$ 2,615.00	\$ 2,654.00	\$ 2,694.00	\$ 2,734.00	\$ 2,775.00	\$ 2,817.00	\$ 2,859.00
152	10-1-000-002-4410.200 Maint - Part Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
153	10-1-000-002-4410.300 Maintenance - Seasonal	\$ 18,000.00	\$ 18,270.00	\$ 18,544.00	\$ 18,822.00	\$ 19,104.00	\$ 19,391.00	\$ 19,682.00	\$ 19,977.00	\$ 20,277.00	\$ 20,581.00
154	Total Maintenance - Labor & OT	\$ 300,000.00	\$ 304,501.00	\$ 309,068.00	\$ 313,704.00	\$ 318,409.00	\$ 323,186.00	\$ 328,034.00	\$ 332,954.00	\$ 337,949.00	\$ 343,018.00
155	Benefit Contributions - Maintenance										
156	10-1-000-002-4410.500 Emp Benefit - Maint	\$ 103,200.00	\$ 104,748.00	\$ 106,319.00	\$ 107,914.00	\$ 109,533.00	\$ 111,176.00	\$ 112,844.00	\$ 114,537.00	\$ 116,255.00	\$ 117,999.00
157	10-1-000-002-4410.501 Wellness Benefit - Maint	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
158	10-1-000-002-4410.502 Benefits Comp Absences	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
159	10-1-000-002-4410.503 Emp Benefit - Seasonal	\$ 1,800.00	\$ 1,827.00	\$ 1,854.00	\$ 1,882.00	\$ 1,910.00	\$ 1,939.00	\$ 1,968.00	\$ 1,998.00	\$ 2,028.00	\$ 2,058.00
160	Total Benefit Contributions - Maint.	\$ 105,000.00	\$ 106,575.00	\$ 108,173.00	\$ 109,796.00	\$ 111,443.00	\$ 113,115.00	\$ 114,812.00	\$ 116,535.00	\$ 118,283.00	\$ 120,057.00
161	Maintenance - Materials/Supplies										
162	10-1-000-002-4420.010 Garbage&Trash Supp	\$ 75.00	\$ 41.00	\$ 33.00	\$ 40.00	\$ 48.00	\$ 47.00	\$ 42.00	\$ 42.00	\$ 44.00	\$ 45.00
163	10-1-000-002-4420.020 Heating&Cooling Supp	\$ 2,500.00	\$ 2,468.00	\$ 2,058.00	\$ 2,124.00	\$ 2,212.00	\$ 2,272.00	\$ 2,227.00	\$ 2,179.00	\$ 2,203.00	\$ 2,219.00
164	10-1-000-002-4420.030 Snow Removal Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
165	10-1-000-002-4420.031 Gas for Snow Removal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
166	10-1-000-002-4420.040 Roofing Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
167	10-1-000-002-4420.050 Landscape/Grounds Sup	\$ 2,200.00	\$ 1,725.00	\$ 1,964.00	\$ 1,708.00	\$ 1,957.00	\$ 1,900.00	\$ 1,851.00	\$ 1,876.00	\$ 1,858.00	\$ 1,888.00
168	10-1-000-002-4420.051 Gasoline for mowing	\$ 1,200.00	\$ 893.00	\$ 912.00	\$ 947.00	\$ 1,015.00	\$ 1,000.00	\$ 953.00	\$ 965.00	\$ 976.00	\$ 982.00
169	10-1-000-002-4420.070 Electrical Supplies	\$ 4,025.00	\$ 3,993.00	\$ 3,742.00	\$ 3,868.00	\$ 3,901.00	\$ 3,900.00	\$ 3,881.00	\$ 3,858.00	\$ 3,882.00	\$ 3,884.00
170	10-1-000-002-4420.080 Plumbing Supplies	\$ 2,750.00	\$ 3,645.00	\$ 2,899.00	\$ 2,863.00	\$ 2,888.00	\$ 2,750.00	\$ 3,009.00	\$ 2,882.00	\$ 2,878.00	\$ 2,881.00
171	10-1-000-002-4420.090 Extermination Supplies	\$ 300.00	\$ 245.00	\$ 303.00	\$ 252.00	\$ 277.00	\$ 275.00	\$ 270.00	\$ 275.00	\$ 270.00	\$ 273.00
172	10-1-000-002-4420.100 Janitorial Supplies	\$ 2,750.00	\$ 2,498.00	\$ 2,382.00	\$ 2,385.00	\$ 2,357.00	\$ 2,750.00	\$ 2,474.00	\$ 2,470.00	\$ 2,487.00	\$ 2,508.00
173	10-1-000-002-4420.110 Routine Maint. Supplies	\$ 23,000.00	\$ 22,000.00	\$ 23,000.00	\$ 22,500.00	\$ 22,000.00	\$ 22,000.00	\$ 22,300.00	\$ 22,360.00	\$ 22,232.00	\$ 22,178.00
174	10-1-000-002-4420.120 Other Misc. Supplies	\$ 100.00	\$ 77.00	\$ 86.00	\$ 84.00	\$ 83.00	\$ 86.00	\$ 83.00	\$ 84.00	\$ 84.00	\$ 84.00
175	10-1-000-002-4420.125 Mileage	\$ 250.00	\$ 261.00	\$ 274.00	\$ 221.00	\$ 201.00	\$ 250.00	\$ 241.00	\$ 237.00	\$ 230.00	\$ 232.00
176	10-1-000-002-4420.126 Vehicle Supplies	\$ 5,000.00	\$ 4,154.00	\$ 4,019.00	\$ 4,214.00	\$ 4,425.00	\$ 4,350.00	\$ 4,232.00	\$ 4,248.00	\$ 4,294.00	\$ 4,310.00
177	10-1-000-002-4420.130 Security Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
178	Total Maintenance - Materials/Supplies	\$ 44,150.00	\$ 42,000.00	\$ 41,672.00	\$ 41,206.00	\$ 41,364.00	\$ 41,580.00	\$ 41,563.00	\$ 41,476.00	\$ 41,438.00	\$ 41,484.00
179	Maintenance - Contracts										
180	10-1-000-002-4430.010 Garbage&Trash Cont	\$ 2,000.00	\$ 2,050.00	\$ 2,175.00	\$ 2,060.00	\$ 2,045.00	\$ 2,066.00	\$ 2,079.00	\$ 2,085.00	\$ 2,067.00	\$ 2,068.00
181	10-1-000-002-4430.020 Heating&Cooling Cont	\$ 1,000.00	\$ 1,025.00	\$ 500.00	\$ 500.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
182	10-1-000-002-4430.030 Snow Removal Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
183	10-1-000-002-4430.050 Landscape & Grds Cont	\$ 1,000.00	\$ 1,050.00	\$ 1,000.00	\$ 1,000.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,400.00	\$ 1,400.00
184	10-1-000-002-4430.060 Unit Turnaround Cont	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
185	10-1-000-002-4430.070 Electrical Contracts	\$ 150.00	\$ 175.00	\$ 250.00	\$ 250.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 350.00	\$ 350.00
186	10-1-000-002-4430.080 Plumbing Contracts	\$ 2,000.00	\$ 2,298.00	\$ 1,286.00	\$ 1,421.00	\$ 1,401.00	\$ 1,681.00	\$ 1,617.00	\$ 1,481.00	\$ 1,520.00	\$ 1,540.00

	A	J	K	L	M	N	O	P	Q	R	S
1	FAMILY	Projected Budget FYE									
2	Knox County Housing Authority	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
187	10-1-000-002-4430.090 Extermination Contracts	\$ 9,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 12,000.00	\$ 12,000.00
188	10-1-000-002-4430.100 Reg Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
189	10-1-000-002-4430.110 Routine Maint Contr	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,518.00	\$ 3,504.00	\$ 3,504.00	\$ 3,505.00	\$ 3,506.00	\$ 3,507.00
190	10-1-000-002-4430.120 Other Misc Cont Cost	\$ 1,250.00	\$ 3,718.00	\$ 4,596.00	\$ 5,219.00	\$ 6,263.00	\$ 4,209.00	\$ 4,801.00	\$ 5,018.00	\$ 5,102.00	\$ 5,079.00
191	10-1-000-002-4430.126 Vehicle Maint Cont	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
192	10-1-000-002-4431.000 Trash Removal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
193	Total Maintenance - Contracts	\$ 22,400.00	\$ 26,316.00	\$ 25,807.00	\$ 26,450.00	\$ 28,827.00	\$ 27,060.00	\$ 27,601.00	\$ 27,689.00	\$ 29,045.00	\$ 29,044.00
194	TOTAL MAINTENANCE EXPENSES	\$ 471,550.00	\$ 479,392.00	\$ 484,720.00	\$ 491,156.00	\$ 500,043.00	\$ 504,941.00	\$ 512,010.00	\$ 518,654.00	\$ 526,715.00	\$ 533,603.00
195											
196	UTILITIES EXPENSE										
197	Utilities Expense										
198	10-1-000-002-4310.000 Water	\$ 1,950.00	\$ 2,043.00	\$ 2,047.00	\$ 2,096.00	\$ 1,958.00	\$ 2,019.00	\$ 2,033.00	\$ 2,031.00	\$ 2,027.00	\$ 2,014.00
199	10-1-000-002-4315.000 Sewer	\$ 500.00	\$ 276.00	\$ 293.00	\$ 301.00	\$ 310.00	\$ 336.00	\$ 303.00	\$ 309.00	\$ 312.00	\$ 314.00
200	10-1-000-002-4320.000 Electric	\$ 14,500.00	\$ 12,881.00	\$ 12,842.00	\$ 12,752.00	\$ 12,185.00	\$ 13,032.00	\$ 12,738.00	\$ 12,710.00	\$ 12,683.00	\$ 12,670.00
201	10-1-000-002-4330.000 Gas	\$ 10,000.00	\$ 7,861.00	\$ 7,263.00	\$ 7,346.00	\$ 6,497.00	\$ 7,793.00	\$ 7,352.00	\$ 7,250.00	\$ 7,248.00	\$ 7,228.00
202	10-1-000-002-4330.010 Refuse	\$ 400.00	\$ 389.00	\$ 413.00	\$ 421.00	\$ 390.00	\$ 403.00	\$ 403.00	\$ 406.00	\$ 405.00	\$ 401.00
203	Total Utilities Expense	\$ 27,350.00	\$ 23,450.00	\$ 22,858.00	\$ 22,916.00	\$ 21,340.00	\$ 23,583.00	\$ 22,829.00	\$ 22,706.00	\$ 22,675.00	\$ 22,627.00
204	TOTAL UTILITIES EXPENSE	\$ 27,350.00	\$ 23,450.00	\$ 22,858.00	\$ 22,916.00	\$ 21,340.00	\$ 23,583.00	\$ 22,829.00	\$ 22,706.00	\$ 22,675.00	\$ 22,627.00
205											
206	TOTAL PROTECTIVE SERVICES EXPENSE										
207	Protective Services - Contract										
208	10-1-000-002-4480.000 Police Contract	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
209	10-1-000-002-4480.100 ADT Contract	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
210	10-1-000-002-4480.500 Security Contract	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
211	Total Protective Services - Contract	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
212	TOTAL PROTECTIVE SERVICES EXPENSE	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
213											
214	INSURANCE PREMIUMS EXPENSE										
215	Insurance Expenses										
216	10-1-000-002-4510.000 Insurance			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
217	10-1-000-002-4510.010 Property Ins	\$ 24,750.00	\$ 24,750.00	\$ 25,000.00	\$ 25,250.00	\$ 25,500.00	\$ 25,750.00	\$ 26,000.00	\$ 26,250.00	\$ 26,500.00	\$ 26,750.00
218	10-1-000-002-4510.015 Equipment Insurance	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
219	10-1-000-002-4510.020 Liability Ins	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	\$ 1,600.00	\$ 4,800.00	\$ 4,640.00	\$ 4,448.00	\$ 4,218.00
220	10-1-000-002-4510.025 PE & PO Insurance	\$ 4,700.00	\$ 4,750.00	\$ 4,800.00	\$ 4,850.00	\$ 4,900.00	\$ 4,950.00	\$ 5,000.00	\$ 5,050.00	\$ 5,100.00	\$ 5,150.00
221	10-1-000-002-4510.030 Work Comp Insurance	\$ 18,250.00	\$ 18,500.00	\$ 18,750.00	\$ 19,000.00	\$ 19,250.00	\$ 19,500.00	\$ 19,750.00	\$ 20,000.00	\$ 20,250.00	\$ 20,500.00
222	10-1-000-002-4510.035 Auto Insurance	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00	\$ 4,000.00	\$ 3,920.00	\$ 3,924.00	\$ 3,929.00	\$ 3,935.00
223	10-1-000-002-4510.040 Other Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
224	Total Insurance Expenses	\$ 58,700.00	\$ 59,000.00	\$ 59,550.00	\$ 60,100.00	\$ 60,650.00	\$ 57,400.00	\$ 61,070.00	\$ 61,464.00	\$ 61,827.00	\$ 62,153.00
225	TOTAL INSURANCE PREMIUMS EXPENSE	\$ 58,700.00	\$ 59,000.00	\$ 59,550.00	\$ 60,100.00	\$ 60,650.00	\$ 57,400.00	\$ 61,070.00	\$ 61,464.00	\$ 61,827.00	\$ 62,153.00
226											
227	GENERAL EXPENSES										
228	General Expenses										
229	10-1-000-002-4530.000 Term Leave Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
230	10-1-000-002-4590.000 Other General	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
231	10-1-000-002-4595.000 Compensated Absences	\$ (869.00)	\$ (2,251.00)	\$ (915.00)	\$ (1,134.00)	\$ (1,240.00)	\$ (1,282.00)	\$ (1,364.00)	\$ (1,187.00)	\$ (1,241.00)	\$ (1,263.00)
232	Total General Expenses	\$ (869.00)	\$ (2,251.00)	\$ (915.00)	\$ (1,134.00)	\$ (1,240.00)	\$ (1,282.00)	\$ (1,364.00)	\$ (1,187.00)	\$ (1,241.00)	\$ (1,263.00)

	A	J	K	L	M	N	O	P	Q	R	S
1	FAMILY	Projected Budget FYE									
2	Knox County Housing Authority	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
233	Payment In Lieu Of Taxes - PILOT Tax										
234	10-1-000-002-4520.000 Pay in lieu of Tax	\$ 28,835.00	\$ 28,640.00	\$ 28,793.00	\$ 28,587.00	\$ 28,949.00	\$ 28,761.00	\$ 28,746.00	\$ 28,767.00	\$ 28,762.00	\$ 28,797.00
235	Total Payment In Lieu Of Taxes - PILOT	\$ 28,835.00	\$ 28,640.00	\$ 28,793.00	\$ 28,587.00	\$ 28,949.00	\$ 28,761.00	\$ 28,746.00	\$ 28,767.00	\$ 28,762.00	\$ 28,797.00
236	Bad Debt Write-Offs - Tenant Rents										
237	10-1-000-002-4570.000 Collection Losses	\$ 27,500.00	\$ 25,000.00	\$ 27,500.00	\$ 26,000.00	\$ 25,000.00	\$ 25,000.00	\$ 27,500.00	\$ 25,000.00	\$ 27,500.00	\$ 27,500.00
238	Total Bad Debt Write-Offs - Tenant Rents	\$ 27,500.00	\$ 25,000.00	\$ 27,500.00	\$ 26,000.00	\$ 25,000.00	\$ 25,000.00	\$ 27,500.00	\$ 25,000.00	\$ 27,500.00	\$ 27,500.00
239	TOTAL OTHER GENERAL EXPENSES	\$ 55,466.00	\$ 51,389.00	\$ 55,378.00	\$ 53,453.00	\$ 52,709.00	\$ 52,479.00	\$ 54,882.00	\$ 52,580.00	\$ 55,021.00	\$ 55,034.00
240											
241	INTEREST EXP & AMORTIZATION COST										
242	Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
243	Total Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
244	TOTAL INTEREST EXP & AMORT COST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
245											
246	TOTAL OPERATING EXPENSE	\$ 1,020,210.00	\$ 1,020,510.00	\$ 1,026,424.00	\$ 1,041,860.00	\$ 1,052,084.00	\$ 1,061,090.00	\$ 1,076,674.00	\$ 1,085,180.00	\$ 1,099,881.00	\$ 1,107,687.00
247											
248	NET REVENUE/EXPENSE (-GAIN/LOSS)	\$ (13,056.00)	\$ (467.00)	\$ (1,095.00)	\$ (191.00)	\$ (946.00)	\$ (5.00)	\$ (4,619.00)	\$ (4,364.00)	\$ (4,916.00)	\$ (15,115.00)
249											
250	MISCELLANEOUS EXPENSE										
251	Extraordinary Expense										
252	10-1-000-002-4610.010 Extraordinary Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
253	10-1-000-002-4610.020 Extraordinary Materials	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
254	10-1-000-002-4610.030 Extraordinary Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
255	Total Extraordinary Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
256	Casualty Losses - Non-capitalized										
257	10-1-000-002-4620.010 Casualty Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
258	10-1-000-002-4620.020 Casualty Materials	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
259	10-1-000-002-4620.030 Casualty Contract Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
260	10-1-000-002-4620.040 Insur Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
261	Total Casualty Losses - Non-capitalized	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
262	Depreciation Expense										
263	10-1-000-002-4800.000 Depreciation Exp Fam	\$ 275,000.00	\$ 314,168.00	\$ 295,418.00	\$ 295,187.00	\$ 289,190.00	\$ 293,793.00	\$ 297,551.00	\$ 294,228.00	\$ 293,990.00	\$ 293,750.00
264	Total Depreciation Expense	\$ 275,000.00	\$ 314,168.00	\$ 295,418.00	\$ 295,187.00	\$ 289,190.00	\$ 293,793.00	\$ 297,551.00	\$ 294,228.00	\$ 293,990.00	\$ 293,750.00
265	TOTAL MISCELLANEOUS EXPENSES	\$ 275,000.00	\$ 314,168.00	\$ 295,418.00	\$ 295,187.00	\$ 289,190.00	\$ 293,793.00	\$ 297,551.00	\$ 294,228.00	\$ 293,990.00	\$ 293,750.00
266											
267	TOTAL EXPENSES	\$ 261,944.00	\$ 313,701.00	\$ 294,323.00	\$ 294,996.00	\$ 288,244.00	\$ 293,788.00	\$ 292,932.00	\$ 289,864.00	\$ 289,074.00	\$ 278,635.00
268											
269	OTHER FINANCING SOURCES (USES)										
270	Operating Transfers In/Out										
271	10-1-000-002-7010.000 Prov Oper Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
272	10-1-000-002-9111.000 Transfers In/Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
273	Total Operating Transfers In/Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
274	TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
275											
276	EXCESS REVENUE/EXPENSE GAIN-LOSS	\$ 261,944.00	\$ 313,701.00	\$ 294,323.00	\$ 294,996.00	\$ 288,244.00	\$ 293,788.00	\$ 292,932.00	\$ 289,864.00	\$ 289,074.00	\$ 278,635.00

Local Cooperation Agreement

A current local cooperation agreement is currently in effect with Knox County. The agency would be subject to payment in lieu of taxes for the new units as it is for the existing public housing units.

Environmental Requirements

At time of this submission, the Environmental Review is pending. Given that this is a new construction project, an ASTM Phase I assessment was required, and it is anticipated to be complete by March 6, 2018 and forwarded to the firm conducting the environmental review. The environmental review is anticipated to be completed by the end of March 2018 pending the receipt of the tribal consultation letters.

Market Analysis

This section is not applicable to this development proposal as this will not be a mixed-finance development.

Program Income and Fees

As demonstrated in the attached budget, the AMP will be assessed the standard fees associated with an asset management model: management fee, bookkeeping fee, and asset management fee.

Assumptions include 98.0% occupancy over the forecasted time period and a standard rate of increase for the management fee.

RESOLUTION 2018-05

03/27/2018

Board of Commissioners

Derek Antoine, Executive Director

504 Modification Phase 2 – Development Proposal

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

1. The above recitals are true and correct, and together with the report from the Executive Director, form the Board's actions as set forth in this Resolution.
2. The proposed Development Proposal for the 504 Modifications – Phase 2 is hereby approved and adopted.
3. The preparation and submission of this Development Proposal is compliant with the requirements set forth in HUD guidance and the Code of Federal Regulations.
4. This Resolution shall be carried out in accordance with agency policy, procedures, and federal regulations and be effective immediately.

RESOLVED: March 27, 2018

Lomac Payton, Chairperson

Thomas Dunker, Vice-Chairperson

Paula Sanford, Resident Commissioner

Paul 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
F: (309) 342-7206

www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 03/26/2018

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 03/27/2018

SUBJECT: Review/Approve Contractor for Public Housing 504 Renovation Projects

Executive Summary

Section 504 of the Rehabilitation Act of 1973 states: No otherwise qualified individual with a disability in the United States. . .shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, service or activity receiving federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service. (29 U.S.C. 794). This means that Section 504 prohibits discrimination on the basis of disability in any program or activity that receives financial assistance from any federal agency, including the U.S. Department of Housing and Urban Development (HUD) as well as in programs conducted by federal agencies including HUD.

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 or 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 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.

KCHA is taking action to ensure that it is fully compliant with Section 504. During the month of April 2016, KCHA staff in conjunction with Alliance Architecture solicited bids for 504 Renovations at the Scattered Family Sites. Work solicited includes 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

Outreach efforts for this solicitation were as follows:

- 424 total vendors notified by the eProcurement System
- 13 vendors viewed the online solicitation
- Alliance Architects contacted contractors directly
- Local area vendors notified of the solicitation via an advertisement in the Register-Mail
- 4 general contractors and 2 sub-contractors attended the pre-bid walk-through;
- 1 bid submitted by:
 - Hein Construction Company, Inc.

The deadline for bid submission was originally 03/20/2018, but the deadline was extended to 03/22/2018 due to necessary revisions to the CAD drawings. This extension allowed the contractors to have adequate time to address the plan changes.

Mark Leblang of Alliance Architects has completed a full review of the bid submission and has made a recommendation for selection. The bid tabulation as well the letter of recommendation from Mr. Leblang is attached to this memo.

Fiscal Impact

These projects will be primarily funded through the 2016, 2017, and 2018 Capital Fund grants.

Recommendation

It is the recommendation of the Executive Director the Board follow the recommendation of Alliance Architects and approve selection of Hein Construction Company, Inc. with the additional recommendation that all three deductive alternates be considered to obtain a contract amount based on funding available up to \$2,003,000.00.

ALLIANCE

ARCHITECTURE

March 27, 2018

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

VIA E-MAIL *(Hard Copy To Follow)*

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

Dear Derek:

Please be advised that a single bid was received for the above-referenced project on March 22, 2018 per the attached Bid Tabulation. We have reviewed the bid and have found that Hein is no longer in the SAM system. Upon inquiring, we were told they have renewed their application and are awaiting notification. Contingent upon favorable SAM status, we find this bid to be responsive and Hein Construction to be a responsible bidder.

We recommend that the project be awarded to Hein Construction. We also recommend that all three deductive Alternates be considered to obtain a contract amount based upon funding available.

Please advise us of your decision with regard to contractor section, and at the appropriate time, we will send out notification to Hein Construction.

If you have any questions or require additional information, please feel free to contact us.

Sincerely,

ALLIANCE ARCHITECTURE



Mark W. Leblang

MWL/bf

Attachment

cc: Ms. Cheryl Lefler, via e-mail

BID TABULATION

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

DATE/TIME: March 22, 2018
1:00 p.m. (Local Time)

BIDDERS		Hein Construction Co., Inc.
Base Bid on Proposal Form		\$2,003,000
Alternate No. 1: State the amount to be deducted from the base bid to construct one 4-bedroom duplex building, surrounding walks, trash enclosures and restore the lawn.		Deduct \$532,000
Alternate No. 2: State the amount to be deducted from the base bid to fully renovate one 5-bedroom duplex into one fully accessible apartment and one non-compliant apartment, and restore lawn.		Deduct \$305,000
Alternate No. 3: State the amount to be deducted from the base bid to construct a basketball court, including curbing, fences and standards.		Deduct \$135,000
Unit Price A:	State the amount to replace 4" thick concrete walks.	\$ 8.50/s.f.
Unit Price B:	State the amount to replace 6" thick concrete aprons.	\$ 12.50/s.f.
Unit Price C:	State the amount to replace existing asphalt or concrete pavement with new stone base, base course of asphalt pavement, finish course of asphalt pavement and stripe.	\$ 20.00/s.f.
Unit Price D:	State the amount to remove one (1) cubic yard of poor soil and replace with one cubic yard of compacted, engineered fill.	\$ 65.00/c.y.
Completion Time (in calendar days):		
	Base Bid	450
	Alternate No. 1	-120
	Alternate No. 2	-90
	Alternate No. 3	-90
Acknowledgment of Addenda:	Addendum No. 1 (3/15/18)	Yes
Non-Collusive Affidavit		Yes
EEO/Affirmative Action Statement of Policy		Yes
Bid Bond / Bid Guarantee		Yes
Certificate as to Corp. Principal (if bid submitted by Corp.)		Yes
MBE/WBE Clause Certification		Yes
MBE/WBE Clause Certification: Schedule of Intended Participation		Yes (10%)
MBE/WBE Clause Certification: Certificate of Good Faith Efforts		Yes

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

BIDDERS	Hein Construction Co., Inc.
Statement of Bidders Qualifications: <ul style="list-style-type: none"> - Current Contracts on Hand - Company Personnel Resume - Related Work Experience - Written Evidence of Line of Credit - Financial Statement <hr/> <ul style="list-style-type: none"> - List of Previous Projects (including Project Name; Project Description; Construction Cost; % Complete; Contact Name and Telephone Number) 	Yes ----- Yes ----- Yes ----- Yes ----- Yes ----- Yes ----- Yes
Representations, Certifications, and Other Statements of Bidders HUD-5369-A	Yes
Non-Debarred Certification	Yes
Proposed Subcontractors and Suppliers	Yes
Proposed Wage Rates for Unlisted Classifications	Yes
Evidence of Active and Current Status under System Award Management (SAM)	No
Remarks:	

EXECUTIVE DIRECTOR'S REPORT MARCH 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, March 27, 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

POLICY/OPERATIONS

Accounting and Finance

- The Finance Department finalized financials for February 2018.
- The Finance Committee met on 03/21/2018.
- IDROP Collection update as of March 26, 2018:
 - Knox County Housing Authority has submitted \$250,855.63 of bad debt to IDROP since February 2012.
 - IDROP has collected \$50,637.16 in offsets of the above total.
 - KCHA is recovering at a rate of approximately 20.2% of bad debt submitted to IDROP.

Work has begun on closing out FYE 03/31/2018. Program managers have started with year-end tasks, such as inventory, reconciling tenant accounts, and writing off bad debt. The closeout will be completed during the month of May, and final statements will go before Finance Committee on 05/23/2018 and be presented to the full Board of Commissioners at the 05/29/2018 regular meeting.

EXECUTIVE SUMMARY

Human Resources

Tami Matejewski has been selected as the KCHA Employee of the Month for March 2018. Tami has been working long days and taking on extra tasks and duties to help the entire Family Sites staff succeed. Tami has been extremely welcoming and useful in assimilating the new manager to learn the sites, tenants and other necessary information. She has volunteered to take on additional appointments and duties during this time to make certain that applicant families were housed, without complaint. When an applicant for an open unit backed out, Tami worked to make sense of the waiting list and contacted the next applicant on the list to keep things moving. She is always smiling and has a positive attitude. Tami has a wonderful rapport with both staff and tenants and it's obvious she cares about doing a good job and being a team player. She genuinely takes pride in her work and has been an extremely valuable asset to both the family properties and the agency as a whole.

Facilities

The Knox County Housing Authority's website received a much-needed overhaul this past month. Several pages were consolidated for easier navigation and outdated information has been updated throughout. The website is intended to be a resource for the community and will be reviewed once monthly to make certain important information is continuously updated.

Legislative/Advocacy Update

No report this period.

Public Relations

No report this period.

Policy

No report this period.

Strategic Planning

Work continues on the 504/ADA renovation project for the family sites. A lone bid has been received, which has been forwarded to HUD for approval. Additionally, the environmental review process is nearing completing, thus it is anticipated a full measure of this project will be presented to the Board at the 04/24/2018.

Additionally, research continues on the settlement issue affecting 1568 McKnight St. Hopefully, a resolution presents itself shortly. Lastly, the agency is considering replacement of playground equipment at all three family developments.

PUBLIC HOUSING PROGRAM

Public Housing Program

Moon Towers

Tenant Receivables for Moon Towers for February 2018:

- Operating Statement (current period):

Column1		Period	Year
Income	\$	58,210.69	\$ 695,798.62
Expense	\$	59,424.87	\$ 673,968.14
Profit/(Loss)	\$	(1,214.18)	\$ 21,830.48

- Average rent collected for Moon Towers is \$179.98 per unit per month.
- 12 vacant unit days for a total vacancy loss of \$113.60 in *desired* rent, and a vacancy loss of \$60.64 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 4.33 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$16.86 per unit
- Average Maintenance Cost billed is \$1.83 per unit
- Tenant Accounts Receivable for Moon Towers:
 - \$7,991.81 outstanding tenant accounts
 - 1.98% to projected annual tenant revenue

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

Column1	Total # Units	Total Unit Days	Exempt Days	Adjusted Unit Days	Vacant Unit Days	Occupied Unit Days	Adjusted Occ. Rate	Adjusted Vac. Rate
0-BR	76	2128	0	2128	5	2123	99.8%	0.2%
1-BR	99	2772	0	2772	7	2765	99.7%	0.3%
2-BR	2	56	0	56	0	56	100.0%	0.0%
TOTAL	177	4956	0	4956	12	4944	99.8%	0.2%

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

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
0-BR	76	76	100.0%	0.0%
1-BR	99	98	99.0%	1.0%
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		
Totals/Avg. List	108	112.10

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

- Operating Statement (current period):

Column1		Period	Year
Income	\$	78,367.96	\$ 890,721.19
Expense	\$	74,456.82	\$ 829,603.16
Profit/(Loss)	\$	3,911.14	\$ 61,118.03

- Average rent collected for the Family Sites is \$82.87 per unit per month.
- 137 vacant unit days for a total vacancy loss of \$2,194.50 in *desired rent*, and a vacancy loss of \$743.87 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 14.90 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$41.65 per unit
- Average Maintenance Cost billed is \$7.12 per unit
- Tenant Accounts Receivable for the Family Sites:
 - \$46,897.13 outstanding tenant accounts
 - 21.30% to projected annual tenant revenue

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

Unit Type	Total # Units	Total Unit Days	Exempt Days	Adjusted Unit Days	Vacant Unit Days	Occupied Unit Days	Adjusted Occ. Rate	Adjusted Vac. Rate
2-BR	80	2240	0	2240	39	2201	98.3%	1.7%
3-BR	80	2240	84	2156	14	2142	99.4%	0.6%
4-BR	22	616	0	616	7	609	98.9%	1.1%
5-BR	8	224	0	224	0	224	100.0%	0.0%
TOTAL	190	5320	84	5236	60	5176	98.9%	1.1%

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

Unit	Unit Months Available	Unit Months Leased	Occupancy Rate	Vacancy Rate
2-BR	80	80	100.0%	0.0%
3-BR	80	77	96.3%	3.8%
4-BR	22	22	100.0%	0.0%
5-BR	8	7	87.5%	12.5%
TOTAL	190	186	97.9%	2.1%

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		
Totals/Avg. List	114	168.33

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)	21.0	25.0
Financial Assessment Subsystem (FASS)	25.0	25.0
Capital Fund Program Indicator	10.0	10.0
Overall Property PHAS Score	91.89	100.0

Based on the PHAS scores, 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 February 2018:

- Operating Statement (current period):

Column1	Period	Year
Income	\$ 17,894.88	\$ 216,159.40
Expense	\$ 17,814.63	\$ 222,244.52
Profit/(Loss)	\$ 80.25	\$ (6,085.12)

- Average rent collected for Bluebell Tower is \$273.90 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 \$4.36 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$0.35 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Blue Bell Tower:
 - \$541.01 outstanding tenant accounts
 - 0.31% to projected annual tenant revenue

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

Column1	Total # Units	Total Unit Days	Exempt Days	Adjusted Unit Days	Vacant Unit Days	Occupied Unit Days	Adjusted Occ. Rate	Adjusted Vac. Rate
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 February, 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
February 2018	5	22
March 2018		
Totals/Avg. List	47	17.00

Here is the PHAS Dashboard for the Blue Bell Tower for February 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 February, 2016.

Property Name	Total Units	Occupied	Occupancy Rate	Vacancy Rate
Moon Towers	177	176	99.4%	0.6%
Family Sites	190	184	96.8%	3.2%
Bluebell Tower	51	51	100.0%	0.0%
Total PH Program	418	411	98.3%	1.7%

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
February 2018			
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				
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			\$ -	\$ -	
April 2018			\$ -	\$ -	
May 2018			\$ -	\$ -	
June 2018			\$ -	\$ -	
July 2018			\$ -	\$ -	
August 2018			\$ -	\$ -	
September 2018			\$ -	\$ -	
October 2018			\$ -	\$ -	
November 2018			\$ -	\$ -	
December 2018			\$ -	\$ -	
CYE 12/31/2018			\$ 21,280.00	\$ 140,117.00	15.19%

Voucher Utilization

Month	Mo. HAP Expenditure	Mo. HAP Authority	Over/Under HAP	Net-Restricted Position (NRP)	NRP+BA	Percent Utilization ²²
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	\$ -	\$ 176,115.51	\$ -	\$ -	\$ 176,115.51	0.00%
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 February 2018:

- Average rent collected for Prairieland Townhouses is \$402.95 per unit per month.
- Vacancy loss - \$574.00 (3 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$5,473.00
 - \$4,413.00 in dwelling rent
 - \$1,060.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for February 2018 – \$2,340.05
- Net cash flow YTD 2018 – \$44,525.69
- Replacement Reserve Balance - \$102,621.00
- Residual Receipt Reserve Balance - \$54,496.00

Brentwood Manor

Key Financial Data for Brentwood Manor for February 2018:

- Average rent collected for Prairieland Townhouses is \$409.11 per unit per month.
- Vacancy loss - \$870.00 (2 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$10,520.00
 - \$9,079.00 in dwelling rent
 - \$1,441.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for February 2018 – \$4,489.022
- Net cash flow YTD 2018 – \$38,850.62

Here is a snapshot of the occupancy at the AHP properties as of March 26, 2018:

A.H.P. Properties			
Brentwood Manor			
	2	Vacancies	Total: 2
72 Units			Occupied: 97.3%
Prairieland Townhomes			
	0	Vacancies	Total: 0
66 Units			Occupied: 100.0

BOARD MEMO

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www.knoxcountyhousing.org

TO: Board of Commissioners
Knox County Housing Authority

DATE: 03/22/2018

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 03/27/2018

SUBJECT: Commissioner Statements of Economic Interest

Executive Summary

Section 4A-101(h) of the Illinois Governmental Ethics Act & State Officials and Employees Ethics Act (approved 1967, amended 2009) requires persons appointed to the governing board of a unit of local government who have authority to authorize the expenditure of public funds to file verified written statements of economic interest. Commissioners serving on the Knox County Housing Authority Board of Commissioners fall into this categorical requirement.

The following interests must be listed by all persons required to file:

- The name, address and type of practice of any professional organization or individual professional practice in which the person making the statement was an officer, director, associate, partner or proprietor, or served in any advisory capacity, from which income in excess of \$1,200 was derived during the preceding calendar year;
- The nature of professional services (other than services rendered to the unit or units of government in relation to which the person is required to file) and the nature of the entity to which they were rendered if fees exceeding \$5,000 were received during the preceding calendar year from the entity for professional services rendered by the person making the statement;
- The identity (including the address or legal description of real estate) of any capital asset from which a capital gain of \$5,000 or more was realized in the preceding calendar year;
- The name of any unit of government which has employed the person making the statement during the preceding calendar year other than the unit or units of government in relation to which the person is required to file;
- The name of any entity from which a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of \$500, was received during the preceding calendar year
- The name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file if the ownership interest of the person filing is greater than \$5,000 fair market value as of the date of filing or if dividends in excess of \$1,200 were received from the entity during the preceding calendar year. (In the case of real estate, location thereof shall be listed by street address, or if none, then by legal

description.) No time or demand deposit in a financial institution, nor any debt instrument need be listed;

- Except for professional service entities, the name of any entity and any position held therein from which income in excess of \$1,200 was derived during the preceding calendar year if the entity does business with a unit of local government in relation to which the person is required to file. No time or demand deposit in a financial institution, nor any debt instrument need be listed;
- The name of any entity and the nature of the governmental action requested by any entity which has applied to a unit of local government in relation to which the person must file for any license, franchise or permit for annexation, zoning or rezoning of real estate during the preceding calendar year if the ownership interest of the person filing is in excess of \$5,000 fair market value at the time of filing or if income or dividends in excess of \$1,200 were received by the person filing from the entity during the preceding calendar year.

Statement forms have been obtained from the Knox County Clerk's office, and will be presented to each Commissioner for signature at the 03/27/2018 regular meeting. The Executive Director will meet with Commissioners not in attendance to obtain necessary signatures.