

# board agenda



Knox County Housing Authority  
**Regular Meeting of the Board of Commissioners**  
**Moon Towers Conference Room 101**  
4/29/2014  
10:00 a.m.

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<b>Opening</b>	Roll Call	Chairperson Payton
<input type="checkbox"/> Wayne Allen	Review/Approve Previous Meeting Minutes	Chairperson Payton
<input type="checkbox"/> Ben Burgland	No Financial Reports (Year-End Process)	Chairperson Payton
<input type="checkbox"/> Thomas Dunker	COCC:	\$
<input type="checkbox"/> Dale Parsons	Moon Towers:	\$
<input type="checkbox"/> Lomac Payton	Family:	\$
<input type="checkbox"/> Roger Peterson	Bluebell:	\$
<input type="checkbox"/> Paul Stewart	HCV:	\$
<u>Excused:</u>	Brentwood:	\$
	Prairieland:	\$
	Capital Fund '12:	\$
<u>Others Present:</u>	Capital Fund '13:	\$
	Ross Service Coordinator'11:	\$
	No Financial Reports (Year-End Process)	Chairperson Payton

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<b>Old Business</b>	None	
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<b>New Business</b>	Election of KCHA Board of Commissioners Board Chairperson	Derek Antoine Jack Ball
	Election of KCHA Board of Commissioners Board Vice-Chairperson	Derek Antoine Jack Ball

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<b>Reports</b>	Executive Director's Report	Derek Antoine
	KCHA Legal Counsel Report	Jack Ball

# board agenda

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<b>Other Business</b>	Resident Commissioner Solicitation	Derek Antoine
	Flat Rent Increase	Derek Antoine
	Statement of Economic Interest Letters	Derek Antoine
	ROSS Grant Extension	Derek Antoine

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<b>Executive Session</b>	Executive Director Performance Appraisal	Derek Antoine
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**Adjournment**

**MINUTES OF THE MONTHLY MEETING  
OF THE BOARD OF COMMISSIONERS  
OF THE KNOX COUNTY HOUSING AUTHORITY  
March 25, 2014**

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

PRESENT:           Wayne Allen  
                  Tom Dunker  
                  Roger Peterson  
                  Paul Stewart

EXCUSED:           Ben Burgland  
                  Dale Parsons  
                  Lomac Payton

Also present were Derek Antoine, Executive Director; Lee Lofing, Finance Coordinator; Jack Ball, KCHA Attorney; Alexis Corey, and Allison Goodrich, Register Mail.

Vice-Chairperson Peterson called the meeting to order at 10:00 a.m. Vice-Chairperson Peterson asked that condolences be extended to Chairperson Payton and his family on the loss of his son, Lomac Payton, Jr.

Vice-Chairperson Peterson then asked if there were any additions or corrections to the previous meeting's minutes. Commissioner Stewart stated there needed to be correction made regarding the open office hours at Moon Towers and that his motion was to include the Central Office and Moon Towers with the staggered lunch hours. Vice-Chairperson Peterson then declared the February meeting minutes with the noted correction made.

February 2014 claims against the HA Administration in the sum of \$267,047.37; Central Office Cost Center in the sum of \$34,393.49; Moon Towers in the sum of \$72,574.76; Family in the sum of \$76,253.99; Bluebell in the sum of \$26,115.45; Housing Choice Voucher Program in the sum of \$11,256.48; Brentwood (A.H.P.) in the sum of \$19,755.16; Prairieland (A.H.P.) in the sum of \$21,147.39; Capital Fund '12 in the sum of \$0.00; Capital Fund '13 in the sum of \$0.00; and Ross Service Coordinator in the sum of \$5,550.65 were presented for approval. Commissioner Stewart made a motion to ratify the claims and bills; Commissioner Allen seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Dunker - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye

Motion Carried, 4-0.

Vice-Chairperson Peterson then requested the Board review and approve the February 2014 financial reports and committee notes. After brief discussion, Commissioner Allen made a motion to ratify the financial reports for February 2014 as presented; Commissioner Stewart seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Dunker - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye

Motion Carried, 4-0.

## OLD BUSINESS

There was no Old Business.

## NEW BUSINESS

First, Mr. Antoine requested the Board to review and approve Resolution 2014-02 for KCHA FYE 03/31/2015 Budget Submission. HUD requires the Budget Submission to be submitted after Board approval. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2014-02 for KCHA FYE 03/31/2015 Budget Submission; Commissioner Allen seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Dunker - aye
- Commissioner Peterson - aye
- Commissioner Stewart - aye

Motion Carried, 4-0.

Next, Mr. Antoine asked the Board to review and approve Resolution 2014-03 for KCHA Firearm Policy. Mr. Antoine reported that no one showed up for the public hearing on 03/21/2014. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2014-03 for KCHA Firearm Policy; Commissioner Allen seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Dunker - aye
- Commissioner Peterson - aye
- Commissioner Stewart - aye

Motion Carried, 4-0.

Next, Mr. Antoine asked the Board to review and approve Resolution 2014-04 for Bad Debt Charge Off for Period Ending 03/31/2014. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2014-04 for Bad Debt Charge Off for Period Ending 03/31/2014; Commissioner Allen seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Dunker - aye
- Commissioner Peterson - aye
- Commissioner Stewart - aye

Motion Carried, 4-0.

Next, Mr. Antoine asked the Board to review and approve Resolution 2014-05 for Supply/Service Vendor Listing for FYE 03/31/2015. Mr. Antoine explained the vendor list. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2014-05 for Supply/Service Vendor Listing for FYE 03/31/2015; Commissioner Dunker seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Dunker - aye
- Commissioner Peterson - aye
- Commissioner Stewart - aye

Motion Carried, 4-0.

Next, Mr. Antoine asked the Board to review and approve Resolution 2014-06 for Public Housing Utility Allowance Schedule for FYE 03/31/2015. KCHA is required to review this each year and make changes as necessary based upon increases in consumption. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2014-06 for Public Housing Utility Allowance Schedule 03/31/2015; Commissioner Allen seconded. Roll call was taken as follows:

- Commissioner Allen - aye
- Commissioner Dunker - aye
- Commissioner Peterson - aye
- Commissioner Stewart - aye

Motion Carried, 4-0.

Next, Mr. Antoine asked the Board to review and approve Resolution 2014-07 for Housing Choice Voucher Utility Allowance Schedule for FYE 03/31/2015. After brief discussion, Commissioner Allen made a motion to approve Resolution 2014-07 for Housing Choice Voucher Utility Allowance Schedule for FYE 03/31/2015; Commissioner Dunker seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Dunker - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye

Motion Carried, 4-0.

## **REPORTS**

Mr. Antoine presented the Executive Director's Report for February 2014. This report presented a comprehensive overview of the Knox County Housing Authority including the following information: Training and Development, Media Outreach/Public Relations, Policy/Operations, Public Housing Program with property and occupancy information, Housing Choice Voucher, Affordable Housing Program and the Resident Opportunity and Self-Sufficiency Program. Mr. Antoine reported that the Moon Towers Board Room and Community Room are both Wi-Fi now and that the Community Room recently had a speaker/sound system installed. Mr. Antoine also gave the Board an update on his attendance at the NAHRO legislative conference and his meetings with the staff of elected officials.

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

## **OTHER BUSINESS**

Mr. Antoine informed the Board that 360 performance evaluations and engagement surveys had been conducted since the February Board meeting. These surveys encompass feedback from employees to their supervisors and peer-to-peer surveys. Also, an engagement survey was conducted to gauge employee satisfaction.

Mr. Antoine reported that 360 feedback results on him would be presented to the Board by 04/04/2014 and suggested that the Board schedule a time to meet prior to giving his performance evaluation at the end of the April Board meeting. The Board set the work session date for 04/22/2014 at 10:00 a.m.

## **ADJOURNMENT**

Commissioner Stewart then made a motion to adjourn; Commissioner Dunker seconded. Roll call was taken as follows:

Commissioner Allen - aye  
Commissioner Dunker - aye  
Commissioner Peterson - aye  
Commissioner Stewart - aye

Motion Carried, 4-0.

Respectfully submitted,

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Secretary

## BOARD MEMO


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Galesburg, IL 61401

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

**DATE:** 04/22/2014

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 04/29/2014

**SUBJECT:** Election of Officers for FYE 03/31/2015

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### Executive Summary

Section 7 of the Knox County Housing Authority Board of Commissioner By-Laws requires election of officers at the Authority's annual meeting. The by-laws provide for the election of a Chairperson and a Vice Chairperson, and elected officials hold office for a one-year term.

The Knox County Housing Authority will hold its annual election of officers at the 04/29/2014 regular meeting of the Board of Commissioners. KCHA Legal counsel Jack Ball will officiate the election of officers. Nominations will be solicited prior to, and during, the meeting.

Nominations prior to the meeting may be sent to the Executive Director at [dantoine@knoxhousing.org](mailto:dantoine@knoxhousing.org) or to KCHA Legal Counsel Jack Ball at [jackball@grics.net](mailto:jackball@grics.net).

Board action will be required to install the elected officials.



# Executive Director Report

April 2014

# Executive Director Report April 2014

## Regular Meeting – Board of Commissioners

Tuesday, April 29, 2014 – 10:00 AM  
William H. Moon Towers  
255 W. Tompkins St.  
Galesburg, IL 61401

## Executive Office

### Training and Development Summary

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

Staff	Date	Development
<b>Antoine, D.</b>	04/04/2014	PH Occupancy (Trainer)
	04/05/2014	HQS (Trainer)
	04/09/2014	Lease Terminations
	4/22 - 4/25	IAHA M&M Clinic
<b>Lefler, C.</b>	04/09/2014	Lease Terminations
	4/22 - 4/25	IAHA M&M Clinic
<b>Watkins, B.</b>	04/09/2014	Lease Terminations
<b>Gray, K.</b>	04/09/2014	Lease Terminations
<b>Pendry, M.</b>	04/09/2014	Lease Terminations
<b>Stegall, J.</b>	04/09/2014	Lease Terminations
<b>Ash, A.</b>	04/09/2014	Lease Terminations
<b>Various Staff</b>	4/22 - 4/25	IAHA M&M Clinic

### Media Outreach/Public Relations

A date has been secured for the agency to present a program for the Galesburg Rotary Club. Executive Director Derek Antoine will speak on Thursday, May 8, 2014 on the state of the agency, our current path, and our future.

The Facebook page has reached 457 “Likes,” up just 10 likes from a month ago. A goal in the upcoming year will be the assignment of public relations-type tasks, which would

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include Facebook marketing. Examples of information shared this past month includes: a program at Bluebell Tower presented by Azer Clinic and the Care Center of Abingdon, information on a month-long cooking program at the Family Sites, the Carl Sandburg College 2014 Career Expo, a legal workshop presented by the NAACP, a note of appreciation from a longtime resident of the public housing program, and a job readiness fair for teens ages 15-18.

## **Policy/Operations**

### Accounting and Finance

Finance Coordinator Lee Lofing has been working on closing out the fiscal year ended 03/31/2014. The department has completed the financials for the month of March and now has started to work on the year-end data. The Finance Coordinator is also scheduled to attend BDO PHA Finance's "Back to Basics: The Year-End Close" seminar at the IAHA Maintenance and Management Clinic 04/23/2014. It is anticipated the Finance Coordinator will learn the latest HUD accounting guidance on the closing process, and ideas to help the agency "close the books" more efficiently.

Illinois Debt Recovery Offset Portal (IDROP) offsets totaled \$1,546.97 and for the month of March 2014 and \$77.00 for the month of April 2014. It is anticipated recovery will slow down now that income tax season has come and gone.

### Human Resources

Gaylon Webb is our April 2014 Employee of the Month. Each year after winter breaks, the trash that has accumulated on the family sites rises to the surface and makes the sites look rather unsightly. Gaylon was out on all three family sites picking up trash after the snow melted and really helped to make things look better. He completed the course work and received his OSHA certification recently as well. Gaylon put his new certification to good use when he made sure that all the required OSHA forms were filled out after two recent staff injuries. Gaylon also went above and beyond by doing mold remediation in 517 Iowa Court saving KCHA over \$4,400.00! The former tenant had not vented the dryer outside of the unit, so the hot, humid air created mold throughout the unit. Other staff were working on unit turnovers, so Gaylon took appropriate cautions and removed the mold from the unit. Thank you, Gaylon, for your good work!

Work is nearing completion on the annual performance appraisal process. Each year, program managers are asked to objectively evaluate the performance of each of their staff against the criteria important to work efficiency, personal attributes, and positive culture. All performance appraisals will be complete and delivered by 04/30/2014.

### Facilities

The conference room and community room at Moon Towers are now more functional meeting spaces. Work has been completed on adding wireless internet capabilities to the conference room and the community room, as well as adding a microphone/sound system to the community room. Completing this work adds presentation capabilities to both rooms, which has benefits for both agency meetings and public events. While a few "bugs" are being worked out of the audio system, the wireless internet is functioning as expected. Meeting presentations, device access, housing authority training, and even resident movie night have all received a significant bump in capability.

The agency is preparing for REAC inspections scheduled for 05/14/2014 - 05/15/2014. Moon Towers and Bluebell Tower are slated for inspection by inspectors contracted by HUD. Both

properties were last inspected in 2011, and both received "High Performer" status. The composite score from these inspections, along with the score of 90 achieved by the Family Sites in 2013, will serve as the PASS (Physical Assessment Sub-System) score for our 2014 PHAS (Public Housing Assessment Sub-System) score.

#### Legislative

The agency has begun implementation of the new flat rent schedule imposed as a result of the 2014 Appropriations Act. While significant HUD guidance is still forthcoming, the agency has provided notice to the affected residents, as well as scheduled a public hearing for comments ahead of the revision to the agency's annual plan. As previously stated, this increase is not supported by the agency, however the KCHA will remain in full regulatory compliance.

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

The lobbyist for the Illinois Association of Housing Authorities will speak at the upcoming Maintenance and Management Clinic. The Executive Director plans to be in attendance.

## Public Housing Program

### **Moon Towers**

Most of the "scuttlebutt" around Moon Towers has been the implementation of the Smoke-Free Public Housing initiative. Moon Towers was far and away the most vocal of the properties, as the tenant base is very involved. Topics of discussion included use of the patio and gazebo for smoking purposes, which is prohibited by policy. The Executive Director engaged several residents on the matter, and the consensus request was a place to smoke - a shelter, use of the gazebo, etc. Further consideration to the matter will be given its due accord.

The third nutritional class of a four-part series will take place on April 23, 2014. University of Illinois Extension office will present Colorful & Classic Favorites.

Darla with Marigold Nursing Home continues to come to Moon Towers on a monthly basis. She provides BINGO for those that would like to attend. She had a total of 15 tenants attend in February. Moon Towers provides snacks for those in attendance.

Michelle Kim, ROSS coordinator with the KCHA, offered a three-part workshop series on job readiness. The series consisted of three one-hour classes, which were to be held in the previous conference room. The series was to offer information on how to complete a job application, how to write a winning resume and how to interview like a pro. This series started 03/17/2014, and continued once a week. Regrettably, no residents took part in the training offered. Efforts are in progress to understand the lack of participation, and find ways to motivate the resident base to attend workshops of this type.

Three different lease addendum signings were held for residents. The Firearm Policy & Smoke-Free Policy were required to be signed by each resident prior to the 04/01/2014 implementation date. To date, 100% of Moon Towers residents have signed the lease addendums.

March was the first month that the NAACP utilized the big community room for meetings, holding two during the month. The civil rights organization will be reserving the large community room the 3<sup>rd</sup> Thursday of every month for their monthly meetings, and on an as-needed basis for other events.

Financial quick hits for Moon Towers:

- Average rent collected for Moon Towers is \$184.37 per unit per month.
- 39 vacant unit days for a total vacancy loss of \$369.81 in *desired* rent, and a vacancy loss of \$290.04 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$7.84 per unit.
- Accounts Receivable for Moon Towers is currently \$3,172.27
  - \$973.31 in dwelling rent
  - \$351.52 in retro rent (unreported income)
  - \$1,847.44 in other charges (maintenance, violation fines, etc.)

Here is a snapshot of the occupancy at Moon Towers:

Moon Towers				
<b>Moon Towers A</b>	0	Efficiencies		
<b>88 Units</b>	0	1 Bedroom		
	0	2 Bedroom	Total:	0
	0	Accessible	Occupied:	100.0%
<b>Moon Towers B</b>	0	Efficiencies		
<b>89 Units</b>	0	1 Bedroom		
	0	2 Bedroom	Total:	0
	0	Accessible	Occupied:	100.0%

The positive momentum in the leasing of units at Moon Towers continues. Occupancy for April 2014 is at 100%! Agency efforts will continue to maintain a minimum of 97% occupancy throughout 2014.

The waiting list at Moon Towers currently sits at 121 applicants. Here is a breakdown of applicants by month for FYE 03/31/2015:

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



## Scattered Family Sites

Family Housing has been going through several changes in the last month or so. With the implementation of the new Smoke-Free Public Housing and Firearm Policies, administrative staff have been busy with lease addendum signings. To date, 5 (out of 190) have yet to sign, with dates set for 2 of those.

Five households are leaving, or potentially leaving, the Family Sites with a Section 8 voucher. The ones who have already moved, and those in preparation of doing so, are excited to move on to their next adventure. The agency is happy for these folks, but will miss them all as they are/were wonderful tenants. One in particular, Bertha Becton, has helped with programs and tenant services throughout her six years with the Family Housing program. Her smile and willingness to help will be greatly missed!

Nancy Epperson, Tenant Services Coordinator, has begun some kitchen tips/cooking classes for the children on the properties. She obtained a grant from Heritage Credit Union to help fund the program. Ms. Epperson has held 2 of the 6 sessions and the kids are having lots of fun. They are learning kitchen safety along with safe and healthy ways to produce small meals and snacks. Ms. Epperson has received help from Stefanie, the dietician at Hy-Vee, with presentation, preparation and tips. She also has volunteers from Knox College and several parent volunteers. The parents like the class so much that they have asked for us to try to hold something similar for the adults.

Many Family Sites staff are preparing to represent Knox County Housing Authority at the annual IAHA Maintenance and Management Clinic in Decatur, Illinois. Terry Gray, Maintenance Mechanic II, has again prepared a fun set for the "Maintenance Olympics" which always prove to provide great entertainment. He has also crafted trophies for the top three teams with a hammer and titled them the "We Hammered 'Em" awards.

Financial quick hits for the Family Sites:

- Average rent collected for the Family Sites is \$57.58 per unit per month.
- 257 vacant unit days for a total vacancy loss of \$3,993.24 in *desired* rent, and a vacancy loss of \$1,259.00 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$32.90 per unit.
- Accounts Receivable for the Family sites is currently \$12,852.05
  - \$6,221.16 in dwelling rent
  - \$3,493.11 in retro rent (unreported income)
  - \$3,137.78 in other charges (maintenance, violation fines, etc.)

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

Family Sites			
	2	2 Bedroom	
<b>190 Units</b>	3	3 Bedroom	
	1	4 Bedroom	Total: 7
	1	5 Bedroom	Occupied: 96.4%

Family Housing has adequate application inventory. Vacancy rates here have increased to 3.6%, and have historically trended higher during this time of year (spring, summer).

The waiting list for our Family Sites currently has 180 applicants awaiting housing. Here is a breakdown of applicants by month for FYE 03/31/2015:

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

## Bluebell Tower

The driver from AAA Certified Confidential Security Corp. paid the property a very nice compliment when he picked up Bluebell Towers shred bin. He asked, "How old is this building?" Property Manager Jennifer Stegall replied the building was built in 1983. He responded that he didn't think it looked more than 10 years old. Site staff took great pride in the admiring comment.

The annual inspection tours took place 04/15/2014 and 04/16/2014 at Blue Bell Tower and Moon Towers. These usually occur in May, however the schedule was bumped in preparation for the REAC inspections of these properties scheduled for 05/14/2014 and 05/15/2014. The Inspection Tours are designed to put staff on each property that do not work there on a daily basis, and allows "new eyes" to see possible defects that need to be addressed. Three teams conducted the Inspection Tours: Units, Grounds and Common Areas, and Building Systems. Team members are rotated every other year, and involve as many of the employees as efficiently possible to emphasize KCHA's commitment to providing quality housing for the people the agency serves.

The Care Center of Abingdon and Azer Clinic once again sponsored a program and luncheon for the tenants on 04/17/2014. The program presented this month featured exercise for the elderly and disabled. 30 Blue Bell tenants participated.

Site staff will be attending the Annual Maintenance/Management Clinic at Decatur. Anticipated training includes a 2-day session of OSHA Training and Certification, the Illinois State Police Criminal Records session, and boiler diagnostics.

Several rumors have surfaced regarding tenants moving out due to flat rent increase, however no official notices have been received in the office. Ms. Stegall posts on KCHA's Facebook page that Bluebell Tower is accepting applications, provides information about the property and post pictures in the hopes that the size of the waiting list will increase.

Tenants appear to be adhering to the newly implemented Smoke-Free policy. While there have been complaints of tenants smelling smoke, site staff has noticed more of the residents who smoke using a designated area for smoking more often.

It is expected to have Blue Bell Tower set up for Wi-Fi by May 2014. Further mention will be made in the May report. It is an amenity that can be provided for a minimal cost.

Financial quick hits for the Bluebell Tower:

- Average rent collected for Bluebell Tower is \$274.16 per unit per month.
- 0 vacant unit days for a total vacancy loss of \$0.00 in *desired* rent, and a vacancy loss of \$0.00 in prior rent. Desired rent is our flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average Maintenance Cost is \$31.52 per unit.
- Accounts Receivable for the Bluebell Tower is currently (\$298.90)
  - (\$233.50) in dwelling rent
  - \$0.00 in retro rent (unreported income)
  - \$(81.00) in excess utilities
  - \$15.60 in other charges (maintenance, violation fines, etc.)

Here's a snapshot of occupancy at Bluebell Tower:

Bluebell Tower			
	0	1 Bedroom	Total: 0
<b>51 Units</b>	0	2 Bedroom	Occupied: 100.0%

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

The waiting list for Bluebell Tower currently has 33 applicants listed. Here is a breakdown of applicants by month for FYE 03/31/2015:

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

## Housing Choice Voucher Program (Section 8)

### Application/Waiting List Activity

	Application Waiting List	Applicants Purged	Intake/Briefing
<b>April 2013</b>	186	15	0
<b>May 2013</b>	171	27	0
<b>June 2013</b>	144	8	0
<b>July 2013</b>	136	16	1
<b>August 2013</b>	111	19	7
<b>September 2013</b>	90	9	0
<b>October 2013</b>	68	7	16
<b>November 2013</b>	65	3	0
<b>December 2013</b>	63	2	0
<b>January 2014</b>	56	9	0



February 2014	53	6	38
March 2014	29	8	0

### Voucher Activity

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

### Housing Assistance Payments

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

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

### Prairieland Townhouse Apartments

Property Manager Mary Pendry has scheduled an "Earth Day" cleanup at Prairieland for Tuesday, 04/22/2014. In addition to showing neighborhood pride and collecting garbage, residents will

assist in planting a tree in advance celebration of Arbor Day (04/25/2014). Residents will enjoy a snack of "Dirt with Gummy Worms!" Pictures of the event will be posted on the agency's Facebook page.

In keeping with the reduced turnover in calendar year 2013, vacancy loss for FYE 03/31/2014 was also at a record low. Records indicate Prairieland vacancy was \$4,929.00 (AHP Total \$10,263). Prior year AHP vacancy loss was \$11,759.00, thus vacancy loss was reduced by \$1,496.00. Over the previous four years, property staff have reduced vacancy loss by \$9,398.00. This demonstrates solid property management and efficient resident selection and retention methods.

Financial quick hits for the Prairieland Townhouses:

- Average rent collected for Prairieland Townhouses is \$279.78 per unit per month.
- Vacancy loss of \$290 for 2 vacancies
- Accounts Receivable for the Prairieland Townhouses is currently \$10,859.50
- Net profit for March 2014 - \$4,173.00
- Net profit YTD 2013 - \$36,967.00 (Transferred to Residual Receipts if unused)

### Brentwood Manor

Rent increase notice letters were hand delivered to residents on 3/31/2014. Property Manager Mary Pendry has not received any formal tenant communication regarding the increase. A few people indicated they realized the potential rents are reasonable.

Annual review of our AHP program was conducted by Jim Cherwin, Community Investment Analyst at the Federal Home Loan Bank of Chicago. Random tenant files were reviewed and it was determined that the project is in compliance with the targeting and rent affordability commitments that were made at the time of the application.

Updating the information on record-low vacancy loss from Prairieland's report, records indicate Brentwood vacancy loss for FYE 03/31/2014 was \$5,334.00. This is down from \$5,503.00 for FYE 03/31/2013 and from \$9,099.00 for FYE 03/31/2010.

Financial quick hits for the Brentwood Manor:

- Average rent collected for Brentwood Manor is \$309.41 per unit per month.
- Vacancy loss of \$392.00 for 2 vacancies
- Accounts Receivable for the Brentwood Manor is currently \$5,009.67
- Net Profit for February 2014 - \$6,483.00
- Net profit YTD 2013 - \$146,583.00 (\$93,000.00 from ECRM grant)

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

A.H.P. Properties			
<b>Brentwood Manor</b>			
	3	Vacancies	Total: 1
<b>72 Units</b>			Occupied: 95.9%
<b>Prairieland Townhomes</b>			



	1	Vacancies	Total:	1
<b>66 Units</b>			Occupied:	98.5%

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

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

An extension on the current ROSS grant was granted by HUD. The new expiration date is December 15, 2014. This extension will allow the coordinator to see several initiatives through to completion as well as properly expend all awarded funds.

Paperwork has been completed to accept the Hy-Vee One Step Community Garden grant. The funds should be available to KCHA soon. The grant will allow for new gardens to be installed at Cedar Creek Place and Moon Towers. There is a possibility for a garden to be added to Whispering Hollow. Prairieland and Woodland Bend will have returning gardens. The ROSS Coordinator is working to collaborate with property managers to ensure this project is executed seamlessly.

The ROSS Coordinator set up a job shadow experience at for a KCHA resident high school student at Dave's Auto Body. For two half days over spring break, the young man spent time in each department (wash and wax, paint, detailing, etc.). He thoroughly enjoyed the experience and said he wished it would have lasted longer. He plans to follow up with Dave's to inquire about summer employment.

Knox student volunteers for spring term have begun working in the after-school program. This term, there are 13 total volunteers scheduled between the three family sites.

A series of employment workshops was offered at Cedar Creek Place and at Moon Towers. Weekly workshops were scheduled to focus on different job search topics, including: job applications, resumes, and interviewing. These were advertised through posted flyers, newsletters, door-to-door notices, and Facebook posts. Not one resident attended any of the workshops at either CCP or MT. Furthermore, transportation was offered to KCHA residents for Career Expo 2014 (CSC Job Fair). No one called for transportation.

The ROSS Coordinator is registered for service coordinator training from May 7-9. A recap of the training will be included in the May report.

## BOARD MEMO

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

**DATE:** 04/22/2014

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 04/29/2014

**SUBJECT:** Resident Commissioner Solicitation

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### Executive Summary

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

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

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

The intent is to run the solicitation from 05/01/2014 through 05/21/2014. During that time, notice will be posted at each program site office, posted on the Knox County Housing Authority Website, and advertised through the agency’s Facebook page. Additionally, notice will be placed with the Register-Mail for outreach for Section 8 program participants. The Executive Director will bring a candidate list to the 05/27/2014 regular meeting of the Board of Commissioners for consideration.

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

As there is no guidance in the Code of Federal Regulations on term limits for Resident Commissioners, Mr. Parsons is welcome to seek the position again. During this candidate identification and selection process, Mr. Parsons will continue to serve as Resident Commissioner until a decision on the position has been made.

## **Resident Commissioner Information Guide**

Solicitation Notice: 05/01/2014 through 05/21/2014

**The Knox County Housing Authority is soliciting letters of interest to fill one (1) position as Resident Commissioner on its Board of Commissioners.**

### **Introduction**

The purpose of this guide is to provide you with the information you will need to consider service as a Resident Commissioner on the Knox County Housing Authority (KCHA) Board of Commissioners. The KCHA is responsible for housing over 750 families in public housing units located throughout five (5) developments, via the Section 8 Housing Choice Voucher Program, and the Affordable Housing Program (AHP). All eligible and qualifying residents receiving KCHA assistance with housing have an opportunity to serve in a position as Resident Commissioner on the KCHA Board of Commissioners for a term of five (5) years commencing 07/01/2014.

### **KCHA Board Duties and Responsibilities**

As a KCHA Commissioner, the Resident Commissioner and his or her fellow board members are responsible for the preservation, direction and future of KCHA. This requires that all KCHA Board Commissioners demonstrate leadership, diligence, integrity, and flexibility in guiding the KCHA through many changes. Resident Commissioners have the same authority and perform the same Board duties as other KCHA Commissioners, and are also subject to all of the legal provisions that govern the entire KCHA Board. New Commissioners will receive the requisite training to prepare themselves for a term of continued service. Some of the primary duties and expectations of the Board of Commissioners include, but are not limited to:

- Complete all required reading, research, orientations, and training required to serve the participants of the agency's programs in a competent manner;
- Approve rules, by-laws, and policies for the effective administration of KCHA;
- Make policy decisions;
- Select and hire an Executive Director and to evaluate said job performance on an annual basis;
- Review and approve all contracts for goods or services worth more than \$7,500.00;
- Perform such other functions as needed to ensure quality housing and services to the residents of the housing properties;
- Represent the Knox County Housing Authority professionally and capably in the community served; and
- Engage regularly with members of resident councils, resident leaders and the Resident Advisory Board (RAB).

## **KCHA Board Composition**

The KCHA Board is comprised of seven (7) Commissioners who are committed to improving the quality of life in and around the low income community. All Commissioners must be residents of the Knox County at the time of their appointment and must continue to maintain such residence throughout the term of their office.

All seven (7) Commissioners are appointed by the Knox County Board Chair, and confirmed by a majority vote of the Knox County Board. One Commissioner is required by the Quality Housing and Work Responsibility Act of 1998 to be directly assisted by the Knox County Housing Authority. The Knox County Housing Authority has determined that the process for selecting Resident Commissioners shall be a free, fair and open selection in which eligible candidates will submit letters of interest and interview with the Board of Commissioners prior to recommendation for service and appointment by the Knox County Board.

KCHA Commissioners serve terms of five (5) years. In the event of a Resident Commissioner Vacancy, a special solicitation will be conducted within ninety (90) days of the date of the vacancy. In the event the Resident Commissioner is no longer directly assisted through the agency, such Board member may be removed from the KCHA Board of Commissioners for that cause. Alternatively such Board member may be allowed to complete his/her term as a member of the governing board, but may not be reappointed unless eligible at the time of appointment.

## **Compensation**

Service on the KCHA Board of Commissioners is voluntary and unpaid.

## **KCHA Board Meetings**

The KCHA's Board meetings are generally held in the Board Room located at:

Moon Towers  
Board Room #101  
255 W. Tompkins St.  
Galesburg, IL 61401

- Meetings can also be held at other locations, as designated by the Chairperson of the Board or the Executive Director.
- The Board of Commissioners shall designate the date, time and place of the Annual Meeting.
- Regular meetings are typically held on the last Tuesday of each month at 10:00 AM.
- Special meetings may be called by the Chairperson or the Executive Director to transact urgent business.
- Board meetings are open to the public and subject to the provisions and requirements of the Illinois Open Meetings Act, except for designated executive sessions.

## **Initial and Continued Eligibility Requirements for Board Members**

- Commissioners shall file Statements of Economic Interest with the Knox County Clerk's office on or before May 1st of each year. Failure to comply with this requirement may be grounds for removal from the Board.
- Commissioners shall be subject to KCHA's Standards of Ethical Conduct, including but not limited to the following:
  - Commissioners may not participate in a matter or decision in which the Commissioner has a conflict of interest.
  - Commissioners may not solicit or accept gifts, gratuities or favors of more than a nominal monetary amount from any party or potential party to an Authority contract or subcontract.
- Commissioners are required to attend Board orientations, meetings, and trainings.
- Additionally, the Resident Commissioner must meet the following criteria:
  - Be directly assisted through Knox County Housing Authority programs;
  - Name must appear on a lease or voucher agreement; and
  - Be a minimum of eighteen (18) years of age.

Candidates are urged to familiarize themselves with all legal and regulatory requirements that apply to the position of a Resident Commissioner. Greater detail concerning the Board of Commissioners is contained in KCHA's Board of Commissioner By-Laws, which is an attachment to this guide. For general information regarding Resident Board representation, please see HUD regulations under 24 CFR §964.

## **Submission**

Interested residents should submit a letter of interest to:

Derek Antoine  
Executive Director  
Knox County Housing Authority  
216 W. Simmons St.  
Galesburg, IL 61401

Letters may be hand delivered, mailed, faxed, or emailed.

Deadline for submission is 05/21/2014.

## BOARD MEMO


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Galesburg, IL 61401

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

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

**DATE:** 04/22/2014

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 04/29/2014

**SUBJECT:** Flat Rent Increase – 06/01/2014

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### Executive Summary

On January 17, 2014, the President signed the Department of Housing and Urban Development Appropriations Act, 2014 (2014 Appropriations Act). Section 210 of that act amended the United States Housing Act of 1937 to create new rules for flat rents for public housing residents. Section 210 requires PHAs to comply with the new requirements by June 1, 2014.

The 2014 Appropriations Act requires PHAs to establish flat rents at no less than 80 percent of the fair market rent (FMR). Given this requirement, the Knox County Housing Authority has begun preparation for the change by comparing our current flat rent schedule to the applicable FMR to determine if the flat rents are at or below the 80 percent threshold. As our current flat rents are below the threshold, the KCHA will need to revise the flat rent schedule to at least 80 percent of FMR by June 1, 2014. It is my understanding that HUD intends to give PHAs the discretion to apply the new flat rent schedule to a family's next annual rent option or annual reexamination. It is the intention of the agency to utilize this approach in implementing this change. Additionally, the statute limits annual flat rent increases to 35 percent of the existing flat rent amount. Thus, KCHA residents who have elected to pay flat rent will not have their rent increased by more than 35% this year.

Such a revision to the flat rent schedule constitutes a significant amendment to the KCHA Annual Plan. Attachment 7.0(B.) of the KCHA Annual Plan requires a significant amendment when “a change in federal law takes effect and, in the opinion of KCHA, it creates substantial obligations or administrative burdens beyond the programs under administration, excluding changes made necessary due to insufficient revenue, funding or appropriations, funding reallocations resulting from modifications made to the annual or five-year capital plan or due to the terms of a judicial decree” or “Any other event that the KCHA determines to be a significant amendment or modification of an approved annual plan.” In my estimation, a

change to the flat rent schedule constitutes a significant change, and as such the agency will hold a public hearing on Friday, 05/23/2014 at 9:00 AM. In the forthcoming notice, HUD intends to provide a streamlined process to PHAs, including a template for significant amendment language, which is designed to expedite HUD approval of all significant amendments.

Attached to this memo is a letter sent to the residents in regards to the increase, as well as a calculation table demonstrating the methodology used to arrive at the new flat rent amounts required by law.



FMR Comparison  
Knox County Housing Authority

Moon Towers										
	Current	FMR	80% FMR	+/-	%	35% +	+/-	Proposed	+/-	%
0BR	\$ 242.00	\$ 379.00	\$ 303.20	\$ 61.20	25%	\$ 326.70	\$ 84.70	\$ 303.00	\$ 61.00	25%
1BR	\$ 314.00	\$ 471.00	\$ 376.80	\$ 62.80	20%	\$ 423.90	\$ 109.90	\$ 377.00	\$ 63.00	20%
2BR	\$ 374.00	\$ 637.00	\$ 509.60	\$ 135.60	36%	\$ 504.90	\$ 130.90	\$ 506.00	\$ 132.00	35%

Family Sites										
	Current	FMR	80% FMR	+/-	%	35% +	+/-	Proposed	+/-	%
2BR	\$ 413.00	\$ 637.00	\$ 509.60	\$ 96.60	23%	\$ 557.55	\$ 144.55	\$ 510.00	\$ 97.00	23%
3BR	\$ 474.00	\$ 793.00	\$ 634.40	\$ 160.40	34%	\$ 639.90	\$ 165.90	\$ 634.00	\$ 160.00	34%
4BR	\$ 514.00	\$ 1,128.00	\$ 902.40	\$ 388.40	76%	\$ 693.90	\$ 179.90	\$ 694.00	\$ 180.00	35%
5BR	\$ 591.00	\$ 1,297.00	\$ 1,037.60	\$ 446.60	76%	\$ 797.85	\$ 206.85	\$ 798.00	\$ 207.00	35%

Bluebell Tower										
	Current	FMR	80% FMR	+/-	%	35% +	+/-	Proposed	+/-	%
1BR	\$ 314.00	\$ 471.00	\$ 376.80	\$ 62.80	20%	\$ 423.90	\$ 109.90	\$ 377.00	\$ 63.00	20%
2BR	\$ 544.00	\$ 637.00	\$ 509.60	\$ (34.40)	-6%	\$ 734.40	\$ 190.40	\$ 506.00	\$ (38.00)	-7%



216 W. Simmons St., Galesburg, IL 61401  
 Telephone 309-342-8129, Ext. 214 Fax 309-342-7206  
 Email: [dantoine@knoxhousing.org](mailto:dantoine@knoxhousing.org)

Lomac Payton, Chairman  
 Roger Peterson, Commissioner  
 Dale Parsons, Commissioner  
 Thomas Dunker, Commissioner  
 Wayne Allen, Commissioner  
 Paul Stewart, Commissioner  
 Ben Burgland, Commissioner  
 Derek Antoine, Exec. Director, Secretary  
 Jack Ball, Attorney

Wednesday, April 09, 2014  
 3:34:45 PM

To: Public Housing Program Residents  
 From: Derek Antoine, Executive Director  
 RE: Flat Rent Increase

Friends:

I sincerely wish I were able to report more encouraging news to you today. As we have been discussing these past few months, federal law – specifically the Consolidated Appropriations Act of 2014 – has incorporated a cost saving measure requiring PHAs to set flat rents no lower than 80 percent of Fair Market Rent (FMR) rates no later than 06/01/2014. I have been in contact with the Department of Housing and Urban Development, and have personally met with our congressional representatives in an effort to present my concerns about this measure as well as information about how this affects the families we serve in Knox County. Alas, it has been to no avail. The flat rent increases will proceed as required.

I would like to reiterate a few key points. First, this does not mean everyone’s rent is going to be raised. Only residents that have selected the flat rent would be affected, and those residents would still have the option to choose the lower of income-based rent and flat rent. Second, the Knox County Housing Authority is required to comply with this enacted measure, as it is federal law. All housing authorities across our great nation are undertaking this same initiative, are facing the same challenges, and are sharing our concerns.

Fortunately, we have received guidance from HUD as to discretion in implementation. Housing authorities have the option to institute this increase all at once by 06/01/2014, or to apply the new rents at a family’s next annual recertification after 06/01/2014. The Knox County Housing Authority has elected to utilize the second option. Thus, for each of our flat rent families, your rent will not increase until your next annual recertification after the 06/01/2014 implementation deadline. While this isn’t the best news I could deliver, it certainly represents relief for the time being.

Below is the flat rent schedule as it will be posted on 05/01/2014, in compliance with federal regulations.

	Current	6/1/2014	+/-	%
0BR	\$ 242.00	\$ 303.00	\$ 61.00	25%
1BR	\$ 314.00	\$ 377.00	\$ 63.00	20%
2BR	\$ 374.00	\$ 506.00	\$ 132.00	35%
3BR	\$ 474.00	\$ 634.00	\$ 160.00	34%
4BR	\$ 514.00	\$ 694.00	\$ 180.00	35%
5BR	\$ 591.00	\$ 798.00	\$ 207.00	35%

Residents will be given the option, during their annual recertification, to choose between the two rent options – income-based rent or flat rent. Occupancy specialists will be in contact prior to your annual recertification to provide all necessary information for you to make an informed decision on which rent option works best for your family.

We will work with you as best we can through this transition. I understand the financial strain this imposes on our families, and hope to remind you of the quality of amenities and the level of service you'll continue to receive as residents in our program. If you have further questions, don't hesitate to contact your property manager or myself.

Respectfully,

A handwritten signature in blue ink, appearing to read "Derek B. Antoine", with a long horizontal flourish extending to the right.

Derek B. Antoine  
Executive Director  
**Knox County Housing Authority**

## BOARD MEMO


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

**DATE:** 04/22/2014

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 04/29/2014

**SUBJECT:** Statements of Economic Interest

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### 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 04/29/2014 regular meeting. The Executive Director will meet with Commissioners not in attendance to obtain necessary signatures.

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

**DATE:** 04/22/2014

**FROM:** Derek Antoine   
Executive Director

**BOARD MEETING:** 04/29/2014

**SUBJECT:** Extension of Resident Opportunity and Self Sufficiency Grant

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### Executive Summary

In June of 2011, the Knox County Housing Authority began administration of the Resident Opportunity and Self Sufficiency coordinator grant. The purpose of the grant is to provide supportive services and resident empowerment activities to public housing residents, and to assist such residents in becoming economically self-sufficient. Programming includes:

- Physical improvements in order to provide space for supportive services for residents;
- Service coordination or congregating of a housing services program for elderly or disabled individuals;
- Work readiness services, including education, job training and counseling, job search skills, business development training, tutoring, adult literacy, computer access, personal and family counseling, health screening and other health services, transportation, and child care;
- Economic and job development, including employer linkages and job placement;
- Resident management activities and resident participation activities; and
- Other activities aimed at increasing the self-sufficiency of residents.

The original timeframe for the expenditure of ROSS grant funding was set at three years, expiring on 06/15/2014. In analyzing current spending projections, the KCHA has determined it will not have expended the funding by the program end date.

On 03/17/2014, the agency prepared and sent an extension request to the Department of Housing and Urban Development. The request detailed the need for additional time, and the specific programming that would be affected if the extension was not granted.

In a letter received by the agency on 04/14/2014, HUD approved our request for an extension, through 12/15/2014. At that time, if funds are still not fully expended, the agency may ask for a second extension. Based on projections, however, a second extension should not be necessary.