

board agenda



Knox County Housing Authority
Regular Meeting of the Board of Commissioners
Moon Towers Conference Room
11/27/2018
10:00 a.m.

| | | |
|--|---|--------------------|
| Opening | Roll Call | Chairperson Payton |
| <input type="checkbox"/> Wayne Allen | Review/Approve 10-2018 Minutes | Chairperson Payton |
| <input type="checkbox"/> Ben Burgland | Review/Ratify 10-2018 Financial Reports | Chairperson Payton |
| <input type="checkbox"/> Thomas Dunker | Review/Ratify 10-2018 Claims and Bills | Chairperson Payton |
| <input type="checkbox"/> Jared Hawkinson | COCC: | \$ 40,680.31 |
| <input type="checkbox"/> Lomac Payton | Moon Towers: | \$ 59,606.75 |
| <input type="checkbox"/> Paula Sanford | Family: | \$ 84,101.23 |
| <input type="checkbox"/> Paul H. Stewart | Bluebell: | \$ 23,905.69 |
| <u>Excused:</u> | HCV: | \$ 83,558.35 |
| Paul Stewart | Brentwood: | \$ 25,963.17 |
| | Prairieland: | \$ 24,138.32 |
| <u>Others Present:</u> | Capital Fund 2016: | \$ 0.00 |
| | Capital Fund 2017: | \$ 0.00 |
| | Capital Fund 2018: | \$ 0.00 |

| | | |
|---------------------|------|--|
| Old Business | None | |
|---------------------|------|--|

| | | |
|---------------------|--|---------------|
| New Business | Review/Approve Group Medical Insurance Rates for CY 2019 | Derek Antoine |
| | Review/Approve Application for Payment 3 for Hein Construction for 504 Modification Project – Phase II at Family Sites | Derek Antoine |
| | Review/Approve Change Order #2 for Hein Construction for 504 Modification Project – Phase II at Family Sites | Derek Antoine |

| | | |
|----------------|---------------------------------------|---------------|
| Reports | Executive Director’s Report – 10-2018 | Derek Antoine |
| | KCHA Legal Counsel Report – 10-2018 | Jack Ball |

board agenda

Other Business

December 2018 Board Meeting Date

Derek Antoine

Adjournment

**MINUTES OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
OF THE KNOX COUNTY HOUSING AUTHORITY
October 31, 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: Ben Burgland
 Jared Hawkinson
 Lomac Payton
 Paula Sanford
 Paul H. Stewart

EXCUSED: Wayne Allen
 Thomas Dunker

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.

Chairperson Payton then asked if there were any additions or corrections to the previous meeting's minutes. Chairperson Payton noted that Commissioner Hawkinson was excused from the prior meeting but was not listed in the minutes. Chairperson Payton then declared the September meeting minutes approved with the aforementioned correction.

Mr. Antoine then introduced Kim Brannon-Sibley as the new general office assistant at the Central Office Cost Center.

Chairperson Payton then requested the Board review and ratify the September 2018 financial reports. Mr. Antoine reported that the Finance Committee did not meet, therefore the full financials were included in the board packet. Commissioner Sanford asked what the laundry and vending machine income was used for. Mr. Antoine said that such income goes into the operating budget for the AMP. After brief discussion, Commissioner Hawkinson made a motion to ratify the financial reports for September 2018 as presented; Commissioner Burgland seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

September 2018 claims against the HA Administration in the sum of \$555,674.19; Central Office Cost Center in the sum of \$35,924.89; Moon Towers in the sum of \$97,166.87; Family in the sum of \$77,886.47; Bluebell in the sum of \$25,514.82; Housing Choice Voucher Program in the sum of \$86,710.81; Brentwood (A.H.P.) in the sum of \$454,725.51; Prairieland (A.H.P.) in the sum of \$23,077.12; Capital Fund '16 in the sum of

\$163,667.70; Capital Fund '17 in the sum of \$0.00; and Capital Fund '18 in the sum of \$0.00 were presented for approval. Commissioner Sanford made a motion to ratify the claims and bills; Commissioner Allen seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

OLD BUSINESS

None

NEW BUSINESS

Mr. Antoine asked the Board to review and approve Resolution 2018-12 for Outstanding Debt Collection Charge-Off for FYE 2019 Q2 Period Ending 09/30/2018. After brief discussion, Commissioner Stewart made a motion to approve Resolution 2018-12 for Outstanding Debt Collection Charge-Off for FYE 2019 Q2 Period Ending 09/30/2018 in the amount of \$12,572.20; Commissioner Hawkinson seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

Next, Mr. Antoine asked the Board to review and approve Request for Payment 3 (Final Payment) for Roady Exteriors, LLC (Brentwood Window Replacement). Mr. Antoine reported all doors and windows have been installed and the project has been deemed complete. After brief discussion, Commissioner Sanford made a motion to approve Request for Payment 3-Final Payment for Roady Exteriors, LLC in the amount of \$24,206.00; Commissioner Stewart seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

Next, Mr. Antoine asked the Board to review and approve Request for Payment 2 for Hein Construction for 504 Modification Project at Family Sites. Mr. Antoine reported that construction is in progress at Whispering Hollow (specific details are included in the Board Memo). Alliance Architecture has reviewed and signed approval for Pay Request 1. After brief discussion, Commissioner Hawkinson made a motion to approve Request for Payment 2 from Hein Construction for 504 Modification Project at Family Sites in the amount of \$55,368.90; Commissioner Sanford seconded. Roll call was taken as follows:

Commissioner Burgland - aye
Commissioner Hawkinson - aye
Commissioner Payton - aye
Commissioner Sanford - aye

Commissioner Stewart - aye
Motion Carried, 5-0.

Next, Mr. Antoine asked the Board to review and approve Expenditure of Funds to Relocate Gas Line for 504 Modification Project - Phase II at Family Sites. As outlined in the Board Memo, there was a gas line that ran under the footprint of the new 4-bedroom duplex building. This expenditure is the cost to retire 105' of gas line and reroute 73' of gas line to the new location. After brief discussion, Commissioner Stewart made a motion to approve Expenditure of Funds to Relocate Gas Line for 504 Modification Project - Phase II at Family Sites in the amount of \$9,042.43; Commissioner Sanford seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

Next, Mr. Antoine asked the Board to review and approve Expense Proposal to Replace Dielectric Unions - Moon Towers. As outlined in the Board Memo, AMP Electrical and Mechanical Services submitted a proposal with per unit cost to furnish labor and material to install 144 dielectric unions. AMP was selected as the procured contractor for Plumbing and HVAC Services at the March 2018 board meeting. After brief discussion, Commissioner Stewart made a motion to approve Expense Proposal to Replace Dielectric Unions - Moon Towers in an amount not to exceed \$17,856.00; Commissioner Sanford seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

REPORTS

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

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

OTHER BUSINESS

Chairperson Payton provided an update on the NAHRO Conference that he attended in Atlanta, GA.

Mr. Antoine informed the board that the PHADA Commissioners Conference will be held in Miami, FL January 5-9, 2019.

ADJOURNMENT

Commissioner Stewart made a motion to adjourn the meeting at 10:54 a.m.;
Commissioner Hawkinson seconded. Roll call was taken as follows:

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

Motion Carried, 5-0.

Respectfully submitted,

Secretary

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

November 21, 2018

ROLL CALL - 10:32 am

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

ATTENDANCE - 10:33 am

KCHA Commissioners:

Present: Ben Burgland

Excused: Wayne Allen, and Tom Dunker

Housing Authority Members:

Present: Derek Antoine and Lee Lofing

Excused:

FINANCIAL REPORT - 10:34 am

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

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

2019 INSURANCE RENEWAL PROPOSAL (Medical, Dental, and Vision) - 10:43 am

The next item on the agenda was to look over the new proposed 2019 insurance rates. The proposal shows that the current medical insurance the HA is on will increase from \$314 an employee to \$426 an employee (26 percent increase.) The increase brings the rate up to around what the HA was paying two years ago \$421 per employee. We have been fortunate that we have only had small increases and a decrease in our rates over the past 4 years. The ACA plan would have an 126 percent increase if we were to change plans. The committee likes the current renewal rate and will be asking the board to approve the renewal at \$426.

ACCOUNTS PAYABLE - 10:56 am

There were no outstanding accounts payables to review.

ADJOURN - 10:57 am

Respectfully submitted,



Finance Coordinator, KCHA

COCC

| | <u>October-18</u> | <u>Current YTD</u> |
|----------------------------------|--------------------|--------------------|
| Operating Income | \$52,501.00 | \$365,460.04 |
| Operating Expenses | \$41,143.00 | \$288,719.15 |
| Net Revenue Income/(Loss) | \$11,358.00 | \$76,740.89 |

Notes:

- PHADA training in D.C.
- Consonion dues and software license
- Chambers of Commerce and Nelrod annual memberships.
-
-
-
-

Operated in the black for month & for the year.

COCC's Cash, Investments, A/R, & A/P \$1,201,526.15

MOON TOWERS

| | <u>October-18</u> | <u>Current YTD</u> |
|----------------------------------|-------------------|--------------------|
| Operating Income | \$61,084.91 | \$448,736.03 |
| Operating Expenses | \$59,606.75 | \$441,055.09 |
| Net Revenue Income/(Loss) | \$1,478.16 | \$7,680.94 |

Notes:

- Subsidy was \$24,644 vs \$32,279 the previous month.
- PHADA training in D.C.
- Utilites
- Bed bug treatment.
-
-
-

Operated in the black for month and for year.

Moon Towers' Cash, Investments, A/R, & A/P \$517,051.78

\$252,031.48 *minimum reserve position*

FAMILY

| | <u>October-18</u> | <u>Current YTD</u> |
|----------------------------------|----------------------|----------------------|
| Operating Income | \$70,961.90 | \$483,925.32 |
| Operating Expenses | \$83,639.69 | \$542,427.71 |
| Net Revenue Income/(Loss) | (\$12,677.79) | (\$58,502.39) |

Notes:

- PHADA training in D.C.
- A/C repair at CCP
- Sewer repair at CCP
- Bed bug treatments
-
-
-

Operated in red for month and in red for year.

Family's Cash, Investments, A/R, & A/P \$359,655.00

\$309,958.69 *minimum reserve position*

BLUEBELL

| | <u>October-18</u> | <u>Current YTD</u> |
|----------------------------------|---------------------|----------------------|
| Operating Income | \$19,508.33 | \$147,714.54 |
| Operating Expenses | \$23,905.69 | \$164,555.53 |
| Net Revenue Income/(Loss) | (\$4,397.36) | (\$16,840.99) |

Notes:

- Utilities
- Repaired water leak, installed booster pump, reset stool and portable water pump.
- Fixed issue in fire panel
- Security contract.
-
-
-

Operated in red for month and in red for year.

Bluebell's Cash, Investments, A/R, & A/P \$51,269.31

\$94,031.73 *minimum reserve position*

\$42,762.42 Would need to be transferred from Low Rent's reserve.

AHP - BRENTWOOD & PRAIRIELAND

| <u>BRENTWOOD</u> | <u>October-18</u> | <u>Current YTD</u> |
|----------------------------------|-------------------|----------------------|
| Operating Income | \$31,608.01 | \$223,742.89 |
| Operating Expenses | \$25,963.17 | \$254,990.50 |
| Net Revenue Income/(Loss) | \$5,644.84 | (\$31,247.61) |

Notes:

- Repaired water leak, installed booster pump, reset stool and portable water pump.
-
-
-
-
-
-

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

| | |
|---|---------------------|
| Brentwood's Cash, Investments, A/R, & A/P | \$150,246.74 |
| Restricted - Security Deposits | \$650.00 |
| Brentwood's Total Cash | \$150,896.74 |

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

| <u>PRAIRIELAND</u> | <u>October-18</u> | <u>Current YTD</u> |
|----------------------------------|-------------------|--------------------|
| Operating Income | \$27,073.50 | \$191,829.57 |
| Operating Expenses | \$24,138.32 | \$164,197.06 |
| Net Revenue Income/(Loss) | \$2,935.18 | \$27,632.51 |

Notes:

- Repaired water leak, installed booster pump, reset stool and portable water pump.
-
-
-
-
-
-

Operated in the black for month & for the year.

| | |
|---|---------------------|
| PrairieLand's Cash, Investments, A/R, & A/P | (\$52,727.82) |
| Restricted - Security Deposits | \$1,544.00 |
| Restricted - Replacement Reserve | \$116,914.13 |
| Restricted - Residual Receipts | \$54,504.64 |
| PrairieLand's Total Cash | \$120,234.95 |

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>October-18</u> | <u>Current YTD</u> |
|----------------------------------|---------------------|----------------------|
| Operating Income | \$10,121.80 | \$67,091.23 |
| Operating Expenses | \$11,224.35 | \$83,487.09 |
| Net Revenue Income/(Loss) | (\$1,102.55) | (\$16,395.86) |

Notes:

-
-

(\$28,107.19) Projected Income Gain/(Loss) FYE'18

Unrestricted Net Position (UNP)

\$127,497.90 9/30/2018 Balance

Investment in Fixed Assets

\$0.00

Monthly Net Revenue Income/(Loss)

(\$1,102.55)

Year End Adjustment

UNP Ending Balance

\$126,395.35 For Admin Expenses and HAP (if needed)

Pre 2004 Balance

\$121,830.26

Post 2013 Balance

\$4,452.60

Investment in Fixed Assets

\$112.49

Total UNP as of

\$126,395.35 8/31/2018

HAP

| | <u>Oct-18</u> | <u>Current YTD</u> |
|----------------------------------|---------------------|--------------------|
| Operating Income | \$71,608.00 | \$526,515.50 |
| Operating Expenses | \$73,095.00 | \$506,394.75 |
| Net Revenue Income/(Loss) | (\$1,487.00) | \$20,120.75 |

Notes:

HAP payments

Voucher expenses less than amount funded for the month.

Net Restricted Position (NRP)

\$36,986.08 9/30/2018 Balance

\$0.00

Year End Adjustment

Monthly VMS Net Revenue - Income/(Loss)

(\$1,487.00)

NRP Ending Balance for HAP

\$35,499.08 For HAP Expenses (Only)

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

| COCC - OPERATING STATEMENT | Current Period | Period Budget | Current Year | Year To Date Bu | Variance | Year Budget |
|--|------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| OPERATING INCOME | | | | | | |
| Total Operating Income | 52,501.00 | 56,930.00 | 365,460.04 | 398,510.00 | -33,049.96 | 683,160.00 |
| TOTAL OPERATING INCOME | 52,501.00 | 56,930.00 | 365,460.04 | 398,510.00 | -33,049.96 | 683,160.00 |
| OPERATING EXPENSE | | | | | | |
| Total Administration Expenses | 39,395.34 | 39,845.82 | 261,718.21 | 278,920.74 | -17,202.53 | 478,150.00 |
| Total Tenant Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Utilities Expenses | 371.36 | 466.67 | 2,141.10 | 3,266.69 | -1,125.59 | 5,600.00 |
| Total Maintenance Expenses | 153.41 | 437.47 | 15,723.77 | 3,062.29 | 12,661.48 | 5,250.00 |
| General Expense | 1,222.89 | 1,347.83 | 9,136.07 | 9,434.81 | -298.74 | 16,174.00 |
| TOTAL ROUTINE OPERATING EXPENSES | 41,143.00 | 42,097.79 | 288,719.15 | 294,684.53 | -5,965.38 | 505,174.00 |
| Total Non-Routine Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Other Credit & Charges | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Surplus Adjustments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Prov. for Operating Reserve | 0.00 | 10,618.75 | 0.00 | 74,331.25 | -74,331.25 | 127,425.00 |
| Total Capital Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Vandalism Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATING EXPENSES | 41,143.00 | 52,716.54 | 288,719.15 | 369,015.78 | -80,296.63 | 632,599.00 |
| NET REVENUE/-EXPENSE PROFIT/-LOSS | | | | | | |
| | 11,358.00 | 4,213.46 | 76,740.89 | 29,494.22 | 47,246.67 | 50,561.00 |
| Total Depreciation Expense | | | | | | |
| | 69.61 | 33.42 | 487.27 | 233.94 | 253.33 | 401.00 |
| NET REVENUE W/DEPRECIATION PROFIT/-LOSS | 11,288.39 | 4,180.04 | 76,253.62 | 29,260.28 | 46,993.34 | 50,160.00 |

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

| MOON TOWERS - OPERATING STATEMENT | Current Period | Period Budget | Current Year | Year To Date Bu | Variance | Year Budget |
|--|-------------------|------------------|--------------------|-------------------|--------------------|-------------------|
| OPERATING INCOME | | | | | | |
| Total Operating Income | 61,084.91 | 63,290.27 | 448,736.03 | 443,031.89 | 5,704.14 | 759,483.00 |
| TOTAL OPERATING INCOME | 61,084.91 | 63,290.27 | 448,736.03 | 443,031.89 | 5,704.14 | 759,483.00 |
| OPERATING EXPENSE | | | | | | |
| Total Administration Expenses | 24,421.81 | 25,651.67 | 168,841.96 | 179,561.69 | -10,719.73 | 307,820.00 |
| Total Tenant Services | 48.62 | 75.00 | 57.07 | 525.00 | -467.93 | 900.00 |
| Total Utilities Expenses | 7,176.67 | 5,995.84 | 39,570.84 | 41,970.88 | -2,400.04 | 71,950.00 |
| Total Maintenance Expenses | 21,476.79 | 24,772.90 | 183,323.80 | 173,410.30 | 9,913.50 | 297,275.00 |
| General Expense | 6,707.86 | 6,167.09 | 49,261.42 | 43,169.63 | 6,091.79 | 74,005.00 |
| TOTAL ROUTINE OPERATING EXPENSES | 59,831.75 | 62,662.50 | 441,055.09 | 438,637.50 | 2,417.59 | 751,950.00 |
| Total Non-Routine Expense | -225.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Other Credit & Charges | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Surplus Adjustments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Prov. for Operating Reserve | 0.00 | -32,751.42 | 0.00 | -229,259.94 | 229,259.94 | -393,017.00 |
| Total Capital Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Vandalism Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATING EXPENSES | 59,606.75 | 29,911.08 | 441,055.09 | 209,377.56 | 231,677.53 | 358,933.00 |
| NET REVENUE/EXPENSE PROFIT/-LOSS | 1,478.16 | 33,379.19 | 7,680.94 | 233,654.33 | -225,973.39 | 400,550.00 |
| Total Depreciation Expense | | | | | | |
| Total Depreciation Expense | 29,693.23 | 33,333.33 | 207,852.61 | 233,333.31 | -25,480.70 | 400,000.00 |
| NET REVENUE W/DEPRECIATION PROFIT/-LOSS | -28,215.07 | 45.86 | -200,171.67 | 321.02 | -200,492.69 | 550.00 |

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

| FAMILY - OPERATING STATEMENT | Current Period | Period Budget | Current Year | Year To Date Bu | Variance | Year Budget |
|--|-------------------|-------------------|--------------------|--------------------|-------------------|--------------------|
| OPERATING INCOME | | | | | | |
| Total Operating Income | 70,961.90 | 75,377.34 | 483,925.32 | 527,641.38 | -43,716.06 | 904,528.12 |
| TOTAL OPERATING INCOME | 70,961.90 | 75,377.34 | 483,925.32 | 527,641.38 | -43,716.06 | 904,528.12 |
| OPERATING EXPENSE | | | | | | |
| Total Administration Expenses | 31,166.19 | 31,885.43 | 215,706.22 | 223,198.01 | -7,491.79 | 382,625.21 |
| Total Tenant Services | 75.11 | 777.03 | 8,849.53 | 5,439.21 | 3,410.32 | 9,324.44 |
| Total Utilities Expenses | 1,535.43 | 1,918.93 | 11,809.58 | 13,432.51 | -1,622.93 | 23,027.22 |
| Total Maintenance Expenses | 44,584.06 | 39,305.26 | 262,628.99 | 275,136.82 | -12,507.83 | 471,663.07 |
| General Expense | 6,278.90 | 5,728.14 | 43,433.39 | 40,096.98 | 3,336.41 | 68,737.62 |
| TOTAL ROUTINE OPERATING EXPENSES | 83,639.69 | 79,614.79 | 542,427.71 | 557,303.53 | -14,875.82 | 955,377.56 |
| Total Non-Routine Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Other Credit & Charges | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Surplus Adjustments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Prov. for Operating Reserve | 0.00 | -4,237.45 | 0.00 | -29,662.15 | 29,662.15 | -50,849.44 |
| Total Capital Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Vandalism Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATING EXPENSES | 83,639.69 | 75,377.34 | 542,427.71 | 527,641.38 | 14,786.33 | 904,528.12 |
| NET REVENUE/EXPENSE PROFIT/-LOSS | -12,677.79 | 0.00 | -58,502.39 | 0.00 | -58,502.39 | 0.00 |
| Total Depreciation Expense | | | | | | |
| Total Depreciation Expense | 22,250.00 | 22,916.67 | 155,750.00 | 160,416.69 | -4,666.69 | 275,000.00 |
| NET REVENUE W/DEPRECIATION PROFIT/-LOSS | -34,927.79 | -22,916.67 | -214,252.39 | -160,416.69 | -53,835.70 | -275,000.00 |

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

| BLUEBELL - OPERATING STATEMENT | Current Period | Period Budget | Current Year | Year To Date Bu | Variance | Year Budget |
|--|-----------------------|----------------------|---------------------|------------------------|--------------------|--------------------|
| OPERATING INCOME | | | | | | |
| Total Operating Income | 19,508.33 | 18,756.25 | 147,714.54 | 131,293.75 | 16,420.79 | 225,075.00 |
| TOTAL OPERATING INCOME | 19,508.33 | 18,756.25 | 147,714.54 | 131,293.75 | 16,420.79 | 225,075.00 |
| OPERATING EXPENSE | | | | | | |
| Total Administration Expenses | 9,665.60 | 10,281.40 | 71,299.20 | 71,969.80 | -670.60 | 123,377.00 |
| Total Tenant Services | 0.00 | 41.67 | 143.95 | 291.69 | -147.74 | 500.00 |
| Total Utilities Expenses | 2,166.46 | 1,625.00 | 12,317.43 | 11,375.00 | 942.43 | 19,500.00 |
| Total Maintenance Expenses | 9,627.61 | 5,893.75 | 63,642.37 | 41,256.25 | 22,386.12 | 70,725.00 |
| General Expense | 2,446.02 | 2,866.08 | 17,152.58 | 20,062.56 | -2,909.98 | 34,393.00 |
| TOTAL ROUTINE OPERATING EXPENSES | 23,905.69 | 20,707.90 | 164,555.53 | 144,955.30 | 19,600.23 | 248,495.00 |
| Total Non-Routine Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Other Credit & Charges | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Surplus Adjustments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Prov. for Operating Reserve | 0.00 | -1,951.67 | 0.00 | -13,661.69 | 13,661.69 | -23,420.00 |
| Total Capital Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Vandalism Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATING EXPENSES | 23,905.69 | 18,756.23 | 164,555.53 | 131,293.61 | 33,261.92 | 225,075.00 |
| NET REVENUE/EXPENSE PROFIT/-LOSS | | | | | | |
| | -4,397.36 | 0.02 | -16,840.99 | 0.14 | -16,841.13 | 0.00 |
| Total Depreciation Expense | | | | | | |
| Total Depreciation Expense | 13,730.60 | 0.00 | 96,114.20 | 0.00 | 96,114.20 | 0.00 |
| NET REVENUE W/DEPRECIATION PROFIT/-LOSS | -18,127.96 | 0.02 | -112,955.19 | 0.14 | -112,955.33 | 0.00 |

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

| COCC, MT, FAMILY, BB COMBINED OS | Current Period | Period Budget | Current Year | Year To Date Bu | Variance | Year Budget |
|--|-------------------|-------------------|---------------------|---------------------|--------------------|---------------------|
| OPERATING INCOME | | | | | | |
| Total Operating Income | 204,056.14 | 214,353.86 | 1,445,835.93 | 1,500,477.02 | -54,641.09 | 2,572,246.12 |
| TOTAL OPERATING INCOME | 204,056.14 | 214,353.86 | 1,445,835.93 | 1,500,477.02 | -54,641.09 | 2,572,246.12 |
| OPERATING EXPENSE | | | | | | |
| Total Administration Expenses | 104,648.94 | 107,664.32 | 717,565.59 | 753,650.24 | -36,084.65 | 1,291,972.21 |
| Total Tenant Services | 123.73 | 893.70 | 9,050.55 | 6,255.90 | 2,794.65 | 10,724.44 |
| Total Utilities Expenses | 11,249.92 | 10,006.44 | 65,838.95 | 70,045.08 | -4,206.13 | 120,077.22 |
| Total Maintenance Expenses | 75,841.87 | 70,409.38 | 525,318.93 | 492,865.66 | 32,453.27 | 844,913.07 |
| General Expense | 16,655.67 | 16,109.14 | 118,983.46 | 112,763.98 | 6,219.48 | 193,309.62 |
| TOTAL ROUTINE OPERATING EXPENSES | 208,520.13 | 205,082.98 | 1,436,757.48 | 1,435,580.86 | 1,176.62 | 2,460,996.56 |
| Total Non-Routine Expense | -225.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Other Credit & Charges | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Surplus Adjustments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Prov. for Operating Reserve | 0.00 | -28,321.79 | 0.00 | -198,252.53 | 198,252.53 | -339,861.44 |
| Total Capital Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Vandalism Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OPERATING EXPENSES | 208,295.13 | 176,761.19 | 1,436,757.48 | 1,237,328.33 | 199,429.15 | 2,121,135.12 |
| NET REVENUE/EXPENSE PROFIT/-LOSS | -4,238.99 | 37,592.67 | 9,078.45 | 263,148.69 | -254,070.24 | 451,111.00 |
| Total Depreciation Expense | 65,743.44 | 56,283.42 | 460,204.08 | 393,983.94 | 66,220.14 | 675,401.00 |
| NET REVENUE W/DEPRECIATION PROFIT/-LOSS | -69,982.43 | -18,690.75 | -451,125.63 | -130,835.25 | -320,290.38 | -224,290.00 |

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

| | Current Period | Period Budget | Current Year | Year To Date Bu | Variance | Year Budget |
|---|------------------|-------------------|-------------------|--------------------|-------------------|--------------------|
| HCV - OPERATING STATEMENT | | | | | | |
| ADMIN OPERATING INCOME | | | | | | |
| Total Admin Operating Income | 11,526.80 | 9,037.50 | 69,707.73 | 63,262.50 | 6,445.23 | 108,450.00 |
| TOTAL ADMIN OPERATING INCOME | 11,526.80 | 9,037.50 | 69,707.73 | 63,262.50 | 6,445.23 | 108,450.00 |
| OPERATING EXPENSES | | | | | | |
| Total Admin Expenses | 6,811.93 | 10,120.83 | 53,363.75 | 70,845.81 | -17,482.06 | 121,450.00 |
| Total Fees Expenses | 3,705.00 | 3,666.33 | 25,096.50 | 25,664.31 | -567.81 | 43,996.00 |
| Total General Expenses | 707.42 | 564.58 | 5,026.84 | 3,952.06 | 1,074.78 | 6,775.00 |
| TOTAL OPERATING EXPENSES | 11,224.35 | 14,351.74 | 83,487.09 | 100,462.18 | -16,975.09 | 172,221.00 |
| Total Surplus Adjustments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Provision for Reserve | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Capital Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENSES | 11,224.35 | 14,351.74 | 83,487.09 | 100,462.18 | -16,975.09 | 172,221.00 |
| NET REVENUE PROFIT/-LOSS | | | | | | |
| | 302.45 | -5,314.24 | -13,779.36 | -37,199.68 | 23,420.32 | -63,771.00 |
| Total Depreciation Expense | 0.00 | 18.75 | 0.00 | 131.25 | -131.25 | 225.00 |
| NET REVENUE w/Deprecitation PROFIT/-LOSS | 302.45 | -5,332.99 | -13,779.36 | -37,330.93 | 23,551.57 | -63,996.00 |
| HAP - OPERATING STATEMENT | | | | | | |
| HAP INCOME | | | | | | |
| Total Income | 71,608.00 | 55,206.08 | 526,515.50 | 386,442.56 | 140,072.94 | 662,473.00 |
| TOTAL HAP INCOME | 71,608.00 | 55,206.08 | 526,515.50 | 386,442.56 | 140,072.94 | 662,473.00 |
| HAP EXPENSES | | | | | | |
| Total HAP Expenses | 72,334.00 | 80,416.66 | 506,667.00 | 562,916.62 | -56,249.62 | 965,000.00 |
| Total General HAP Expenses | 0.00 | -62.50 | -272.25 | -437.50 | 165.25 | -750.00 |
| TOTAL HAP EXPENSES | 72,334.00 | 80,354.16 | 506,394.75 | 562,479.12 | -56,084.37 | 964,250.00 |
| Total Prior Year Adj HAP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| REMAINING HAP from RESERVE +/-LOSS | -726.00 | -25,148.08 | 20,120.75 | -176,036.56 | 196,157.31 | -301,777.00 |

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

| BRENTWOOD - OPERATING STATEMENT | Current Period | Period Budget | Current Year | Year To Date Bu | Variance | Year Budget |
|--|-----------------------|----------------------|---------------------|------------------------|-------------------|--------------------|
| OPERATING INCOME | | | | | | |
| Total Operating Income | 31,608.01 | 31,686.25 | 223,742.89 | 221,803.75 | 1,939.14 | 380,235.00 |
| TOTAL OPERATING INCOME | 31,608.01 | 31,686.25 | 223,742.89 | 221,803.75 | 1,939.14 | 380,235.00 |
| OPERATING EXPENSE | | | | | | |
| Total Administration Expenses | 4,379.92 | 4,692.51 | 27,313.62 | 32,847.57 | -5,533.95 | 56,310.00 |
| Total Fee Expenses | 5,910.48 | 5,803.00 | 40,962.91 | 40,621.00 | 341.91 | 69,636.00 |
| Total Utilities Expenses | 2,191.56 | 2,250.00 | 11,755.64 | 15,750.00 | -3,994.36 | 27,000.00 |
| Total Maintenance Expenses | 8,771.19 | 13,669.15 | 141,207.82 | 95,684.05 | 45,523.77 | 164,030.00 |
| Total Taxes & Insurance Expense | 2,618.51 | 2,644.17 | 18,631.30 | 18,509.19 | 122.11 | 31,730.00 |
| Total Financial Expenses | 2,091.51 | 2,333.33 | 15,119.21 | 16,333.31 | -1,214.10 | 28,000.00 |
| TOTAL ROUTINE OPERATING EXPENSE | 25,963.17 | 31,392.16 | 254,990.50 | 219,745.12 | 35,245.38 | 376,706.00 |
| Total Amortization Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Provision for Reserve | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Capital Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Vandalism Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Transfers In/Out | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ALL EXPENSES BEFORE DEPRECIATION | 25,963.17 | 31,392.16 | 254,990.50 | 219,745.12 | 35,245.38 | 376,706.00 |
| NET REVENUE PROFIT/-LOSS | | | | | | |
| | 5,644.84 | 294.09 | -31,247.61 | 2,058.63 | -33,306.24 | 3,529.00 |
| Total Depreciation Expense | | | | | | |
| | 7,033.56 | 5,291.67 | 49,234.92 | 37,041.69 | 12,193.23 | 63,500.00 |
| NET REVENUE w/Depreciation PROFIT/-LOSS | -1,388.72 | -4,997.58 | -80,482.53 | -34,983.06 | -45,499.47 | -59,971.00 |

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

| PRAIRIELAND - OPERATING STATEMENT | Current Period | Period Budget | Current Year | Year To Date Bu | Variance | Year Budget |
|--|------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| OPERATING INCOME | | | | | | |
| Total Operating Income | 27,073.50 | 27,414.16 | 191,829.57 | 191,899.12 | -69.55 | 328,970.00 |
| TOTAL OPERATING INCOME | 27,073.50 | 27,414.16 | 191,829.57 | 191,899.12 | -69.55 | 328,970.00 |
| OPERATING EXPENSE | | | | | | |
| Total Administration Expenses | 4,334.19 | 4,513.32 | 26,477.43 | 31,593.24 | -5,115.81 | 54,160.00 |
| Total Fee Expenses | 5,171.67 | 5,239.00 | 36,858.41 | 36,673.00 | 185.41 | 62,868.00 |
| Total Utilities Expenses | 2,345.21 | 2,130.01 | 16,228.69 | 14,910.07 | 1,318.62 | 25,560.00 |
| Total Maintenance Expenses | 7,565.29 | 9,183.34 | 52,708.57 | 64,283.38 | -11,574.81 | 110,200.00 |
| Total Taxes & Insurance Expense | 2,630.45 | 2,660.91 | 16,804.77 | 18,626.37 | -1,821.60 | 31,931.00 |
| Total Financial Expenses | 2,091.51 | 2,333.33 | 15,119.19 | 16,333.31 | -1,214.12 | 28,000.00 |
| TOTAL ROUTINE OPERATING EXPENSE | 24,138.32 | 26,059.91 | 164,197.06 | 182,419.37 | -18,222.31 | 312,719.00 |
| Total Amortization Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Provision for Reserve | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Capital Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Vandalism Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Transfers In/Out | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ALL EXPENSES BEFORE DEPRECIATION | 24,138.32 | 26,059.91 | 164,197.06 | 182,419.37 | -18,222.31 | 312,719.00 |
| NET REVENUE PROFIT/-LOSS | | | | | | |
| | 2,935.18 | 1,354.25 | 27,632.51 | 9,479.75 | 18,152.76 | 16,251.00 |
| Total Depreciation Expense | | | | | | |
| | 6,266.56 | 6,375.00 | 43,865.92 | 44,625.00 | -759.08 | 76,500.00 |
| NET REVENUE w/Depreciation PROFIT/-LOSS | -3,331.38 | -5,020.75 | -16,233.41 | -35,145.25 | 18,911.84 | -60,249.00 |

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

| BRENTWOOD & PRAIRIELAND COMBINED | Current Period | Period Budget | Current Year | Year To Date Bu | Variance | Year Budget |
|--|------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| OPERATING INCOME | | | | | | |
| Total Operating Income | 58,681.51 | 59,100.41 | 415,572.46 | 413,702.87 | 1,869.59 | 709,205.00 |
| TOTAL OPERATING INCOME | 58,681.51 | 59,100.41 | 415,572.46 | 413,702.87 | 1,869.59 | 709,205.00 |
| OPERATING EXPENSE | | | | | | |
| Total Administration Expenses | 8,714.11 | 9,205.83 | 53,791.05 | 64,440.81 | -10,649.76 | 110,470.00 |
| Total Fee Expenses | 11,082.15 | 11,042.00 | 77,821.32 | 77,294.00 | 527.32 | 132,504.00 |
| Total Utilities Expenses | 4,536.77 | 4,380.01 | 27,984.33 | 30,660.07 | -2,675.74 | 52,560.00 |
| Total Maintenance Expenses | 16,336.48 | 22,852.49 | 193,916.39 | 159,967.43 | 33,948.96 | 274,230.00 |
| Total Taxes & Insurance Expense | 5,248.96 | 5,305.08 | 35,436.07 | 37,135.56 | -1,699.49 | 63,661.00 |
| Total Financial Expenses | 4,183.02 | 4,666.66 | 30,238.40 | 32,666.62 | -2,428.22 | 56,000.00 |
| TOTAL ROUTINE OPERATING EXPENSE | 50,101.49 | 57,452.07 | 419,187.56 | 402,164.49 | 17,023.07 | 689,425.00 |
| Total Amortization Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Provision for Reserve | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Capital Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Vandalism Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Transfers In/Out | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ALL EXPENSES BEFORE DEPRECIATION | 50,101.49 | 57,452.07 | 419,187.56 | 402,164.49 | 17,023.07 | 689,425.00 |
| NET REVENUE PROFIT/-LOSS | | | | | | |
| | 8,580.02 | 1,648.34 | -3,615.10 | 11,538.38 | -15,153.48 | 19,780.00 |
| Total Depreciation Expense | | | | | | |
| | 13,300.12 | 11,666.67 | 93,100.84 | 81,666.69 | 11,434.15 | 140,000.00 |
| NET REVENUE w/Depreciation PROFIT/-LOSS | -4,720.10 | -10,018.33 | -96,715.94 | -70,128.31 | -26,587.63 | -120,220.00 |

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

| | Current Period | Last Year Same | Variance | Current Year |
|--|-------------------|-------------------|------------------|---------------------|
| AMP001 - MOON TOWERS | | | | |
| Salaries | 23,189.47 | 21,740.47 | 1,449.00 | 154,161.26 |
| Employee W/H Payments | 0.00 | 0.00 | 0.00 | 0.00 |
| Management Fees | 16,034.43 | 15,587.76 | 446.67 | 112,918.05 |
| Administrative Expenses | 913.74 | 1,358.36 | -444.62 | 7,029.36 |
| Tenant Services | 48.62 | 24.90 | 23.72 | 57.07 |
| Utilities | 7,176.67 | 3,874.99 | 3,301.68 | 39,570.84 |
| Maintenance Supplies/Contracts | 5,760.96 | 3,797.96 | 1,963.00 | 77,728.66 |
| Mileage | 0.00 | 0.00 | 0.00 | 0.00 |
| General Expenses | 6,707.86 | 6,916.28 | -208.42 | 49,261.42 |
| Non-Routine Expense | -225.00 | 0.00 | -225.00 | 0.00 |
| TOTAL MOON TOWERS CLAIMS | 59,606.75 | 53,300.72 | 6,306.03 | 440,726.66 |
| AMP002 - FAMILY | | | | |
| Salaries | 41,074.31 | 41,438.34 | -364.03 | 300,225.27 |
| Employee W/H Payments | 461.54 | 0.00 | 461.54 | 1,153.85 |
| Management Fees | 17,050.92 | 16,424.35 | 626.57 | 119,035.52 |
| Administrative Expenses | 2,947.28 | 1,662.50 | 1,284.78 | 18,008.56 |
| Tenant Services | 0.00 | 0.00 | 0.00 | 3,825.04 |
| Utilities | 1,535.43 | 2,146.46 | -611.03 | 11,809.58 |
| Maintenance Supplies/Contracts | 14,752.85 | 6,610.54 | 8,142.31 | 46,125.99 |
| Mileage | 0.00 | 0.00 | 0.00 | -35.64 |
| General Expenses | 6,278.90 | 5,687.09 | 591.81 | 43,433.39 |
| Non-Routine Expenses | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL FAMILY CLAIMS | 84,101.23 | 73,969.28 | 10,131.95 | 543,581.56 |
| AMP003 - BLUEBELL | | | | |
| Salaries | 8,022.08 | 7,201.32 | 820.76 | 60,723.67 |
| Employee W/H Payments | 0.00 | 0.00 | 0.00 | 0.00 |
| Management Fees | 4,620.09 | 4,356.99 | 263.10 | 32,132.89 |
| Administrative Expenses | 525.60 | 539.56 | -13.96 | 6,089.64 |
| Tenant Services | 0.00 | 0.00 | 0.00 | 143.95 |
| Utilities | 2,166.46 | 2,052.60 | 113.86 | 12,317.43 |
| Maintenance Supplies/Contracts | 6,125.44 | 3,299.74 | 2,825.70 | 35,995.37 |
| Mileage | 0.00 | 0.00 | 0.00 | 0.00 |
| General Expenses | 2,446.02 | 2,307.82 | 138.20 | 17,152.58 |
| Non-Routine Expenses | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL BLUEBELL CLAIMS | 23,905.69 | 19,758.03 | 4,147.66 | 164,555.53 |
| COCC | | | | |
| Salaries | 28,904.22 | 28,598.23 | 305.99 | 217,516.53 |
| Employee W/H Payments | -462.69 | 2,118.45 | -2,581.14 | -2,535.04 |
| Management Fees | 0.00 | 0.00 | 0.00 | 0.00 |
| Administrative Expenses | 10,491.12 | 10,470.99 | 20.13 | 44,221.56 |
| Tenant Services | 0.00 | 0.00 | 0.00 | 0.00 |
| Utilities | 371.36 | 475.80 | -104.44 | 2,141.10 |
| Maintenance Supplies/Contracts | 153.41 | 220.63 | -67.22 | 15,703.89 |
| Mileage | 0.00 | 0.00 | 0.00 | 0.00 |
| General Expenses | 1,222.89 | 1,285.52 | -62.63 | 9,136.07 |
| Non-Routine Expenses | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL COCC CLAIMS | 40,680.31 | 43,169.62 | -2,489.31 | 286,184.11 |
| COMBINED - AMP1, AMP2, AMP3, & COCC | | | | |
| Salaries | 101,190.08 | 98,978.36 | 2,211.72 | 732,626.73 |
| Employee W/H Payments | -1.15 | 2,118.45 | -2,119.60 | -1,381.19 |
| Management Fees | 37,705.44 | 36,369.10 | 1,336.34 | 264,086.46 |
| Administrative Expenses | 14,877.74 | 14,031.41 | 846.33 | 75,349.12 |
| Tenant Services | 48.62 | 24.90 | 23.72 | 4,026.06 |
| Utilities | 11,249.92 | 8,549.85 | 2,700.07 | 65,838.95 |
| Maintenance Supplies | 26,792.66 | 13,928.87 | 12,863.79 | 175,553.91 |
| Mileage | 0.00 | 0.00 | 0.00 | -35.64 |
| General Expenses | 16,655.67 | 16,196.71 | 458.96 | 118,983.46 |
| Non-Routine Expenses | -225.00 | 0.00 | -225.00 | 0.00 |
| TOTAL LOW RENT CLAIMS | 208,293.98 | 190,197.65 | 18,096.33 | 1,435,047.86 |

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

| | Current Period | Last Year Same Period | Variance |
|--|-------------------------|-------------------------|-------------------------|
| BRENTWOOD | | | |
| Salaries | 8,125.18 | 8,331.47 | -206.29 |
| Employee W/H Payments | 0.00 | 0.00 | 0.00 |
| Management Fees | 5,910.48 | 5,520.69 | 389.79 |
| Administrative Expenses | 1,382.51 | 846.33 | 536.18 |
| Utilities | 2,191.56 | 4,995.08 | -2,803.52 |
| Maintenance Supplies/Contracts | 3,643.42 | 4,082.79 | -439.37 |
| Tax & Insurance Expenses | 2,618.51 | 2,456.41 | 162.10 |
| Finacial Expenses | 2,091.51 | 2,202.39 | -110.88 |
| TOTAL BRENTWOOD CLAIMS | <u>25,963.17</u> | <u>28,435.16</u> | <u>-2,471.99</u> |
| PRAIRIELAND | | | |
| Salaries | 8,125.01 | 8,331.18 | -206.17 |
| Employee W/H Payments | 0.00 | 0.00 | 0.00 |
| Management Fees | 5,171.67 | 5,040.63 | 131.04 |
| Administrative Expenses | 1,336.81 | 517.47 | 819.34 |
| Utilities | 2,345.21 | 508.88 | 1,836.33 |
| Maintenance Supplies/Contracts | 2,437.66 | 2,083.07 | 354.59 |
| Taxes & Insurance Expenses | 2,630.45 | 2,439.80 | 190.65 |
| Financial Expenses | 2,091.51 | 2,202.38 | -110.87 |
| TOTAL PRAIRIELAND CLAIMS | <u>24,138.32</u> | <u>21,123.41</u> | <u>3,014.91</u> |
| AHP - BRENTWOOD & PRAIRIELAND | | | |
| Salaries | 16,250.19 | 16,662.65 | -412.46 |
| Employee W/H Payments | 0.00 | 0.00 | 0.00 |
| Management Fees | 11,082.15 | 10,561.32 | 520.83 |
| Administrative Expenses | 2,719.32 | 1,363.80 | 1,355.52 |
| Utilities | 4,536.77 | 5,503.96 | -967.19 |
| Maintenance Supplies | 6,081.08 | 6,165.86 | -84.78 |
| Taxes & Insurance Expenses | 5,248.96 | 4,896.21 | 352.75 |
| Financial Expenses | 4,183.02 | 4,404.77 | -221.75 |
| TOTAL AHP CLAIMS | <u>50,101.49</u> | <u>49,558.57</u> | <u>542.92</u> |
| HOUSING CHOICE VOUCHER - HCV | | | |
| Salaries | 6,449.14 | 6,429.62 | 19.52 |
| Employee W/H Payments | 0.00 | 0.00 | 0.00 |
| Management Fees | 3,705.00 | 3,802.50 | -97.50 |
| Administrative Expenses | 362.79 | 378.34 | -15.55 |
| General Expense-Admin | 707.42 | 661.60 | 45.82 |
| Total HCV Expenses | <u>11,224.35</u> | <u>11,272.06</u> | <u>-47.71</u> |
| HAP Expenses | 72,334.00 | 71,495.00 | 839.00 |
| General Expenses | 0.00 | 0.00 | 0.00 |
| Total HAP Expenses | <u>72,334.00</u> | <u>71,495.00</u> | <u>839.00</u> |
| TOTAL HCV CLAIMS | <u>83,558.35</u> | <u>82,767.06</u> | <u>791.29</u> |

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

| | Current Period | Last Year Same | Current Year | Cumulative |
|----------------------------------|----------------|----------------|-------------------|-------------------|
| CFG 2018 - \$1,032,694 | | | | |
| Admin. / Operations | 0.00 | 0.00 | 0.00 | 0.00 |
| General CFP Activity | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CFG 2018 CLAIMS | 0.00 | 0.00 | 0.00 | 0.00 |
| CFG 2017 - \$673,386 | | | | |
| Admin. / Operations | 0.00 | 0.00 | 0.00 | 0.00 |
| General CFP Activity | 0.00 | 0.00 | 41,710.90 | 41,710.90 |
| TOTAL CFG 2017 CLAIMS | 0.00 | 0.00 | 41,710.90 | 41,710.90 |
| CFG 2016 - \$608,598 | | | | |
| Admin. / Operations | 0.00 | 0.00 | 0.00 | 0.00 |
| Fees & Costs | 0.00 | 0.00 | 0.00 | 14,000.00 |
| Site Improvement | 0.00 | 0.00 | 0.00 | 0.00 |
| Dwelling Structure | 0.00 | 0.00 | 163,667.70 | 223,364.08 |
| 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 | 163,667.70 | 237,364.08 |
| TOTAL CFG GRANT(S) CLAIMS | 0.00 | 0.00 | 205,378.60 | 279,074.98 |

Knox County Housing Authority
CLAIMS REPORT TOTALS
October, 2018

| | Current Period | Last Year Same | Variance | Current Year |
|-------------------------------------|-----------------------|-----------------------|------------------|---------------------|
| TOTALS | | | | |
| <hr/> | | | | |
| <u>LOW RENT</u> | | | | |
| AMP001 - MOON TOWERS | 59,606.75 | 53,300.72 | 6,306.03 | 441,055.09 |
| AMP002 - FAMILY | 84,101.23 | 73,969.28 | 10,131.95 | 543,581.56 |
| AMP003 - BLUEBELL | 23,905.69 | 19,758.03 | 4,147.66 | 164,555.53 |
| COCC | 40,680.32 | 42,969.63 | -2,289.31 | 286,214.85 |
| TOTAL LOW RENT | 208,293.99 | 189,997.66 | 18,296.33 | 1,435,407.03 |
| | | | | |
| <u>A.H.P.</u> | | | | |
| BRENTWOOD | 25,963.17 | 28,435.16 | -2,471.99 | 254,990.50 |
| PRAIRIELAND | 24,138.32 | 21,123.41 | 3,014.91 | 164,197.06 |
| TOTAL A.H.P. | 50,101.49 | 49,558.57 | 542.92 | 419,187.56 |
| | | | | |
| <u>HOUSING CHOICE VOUCHER - HCV</u> | | | | |
| HCV (Administrative Only) | 11,224.35 | 11,272.06 | -47.71 | 83,487.09 |
| TOTAL HCV | 11,224.35 | 11,272.06 | -47.71 | 83,487.09 |
| | | | | |
| <u>GRANTS</u> | | | | |
| CAPITAL FUND GRANT '18 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAPITAL FUND GRANT '17 | 0.00 | 0.00 | 0.00 | 41,710.90 |
| CAPITAL FUND GRANT '16 | 0.00 | 0.00 | 0.00 | 163,667.70 |
| TOTAL GRANTS | 0.00 | 0.00 | 0.00 | 205,378.60 |
| <hr/> | | | | |
| TOTAL CLAIMS FOR MONTH | 269,619.83 | 250,828.29 | 18,791.54 | 2,143,460.28 |

**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: 11/22/2018

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 11/27/2018

SUBJECT: KCHA Group Insurance Plans – CY 2019

Executive Summary

Brian Jablonski, representative from CBIZ Benefits and Insurance Services of Illinois, has provided the agency with Health Alliance’s renewal rates for employee group medical insurance for calendar year (CY) 2019. The agency’s current plan with Health Alliance expires on 12/31/2018. The renewal rates, and additional rates for comparison, are attached to this memo.

The table below represents the comparative analysis based on the renewal rates presented by Health Alliance.

| | INSURANCE RATE ANALYSIS | | | | | |
|----------|-------------------------|-------------|-------|-------------|-------------|-------|
| | PPO | | | HDHP | | |
| | CY 2018 | CY 2019 | +/- | CY 2018 | CY 2019 | +/- |
| EMP | \$ 497.00 | \$ 470.00 | -5.4% | \$ 314.00 | \$ 426.00 | 35.7% |
| EMP + SP | \$ 972.00 | \$ 920.00 | -5.3% | \$ 617.00 | \$ 838.00 | 35.8% |
| EMP + CH | \$ 920.00 | \$ 871.00 | -5.3% | \$ 583.00 | \$ 792.00 | 35.8% |
| FAMILY | \$1,592.00 | \$ 1,507.00 | -5.3% | \$ 1,008.00 | \$ 1,369.00 | 35.8% |

As you can see, the PPO rates dropped by approximately 5%, while the HDHP plans increased significantly v. CY 2018, by approximately 35%, across all coverage options. This increase was somewhat anticipated, as CY 2018 rates were not realistically sustainable. The rates are much more reflective of a market increase to CY 2017 numbers, as shown in the following table:

| | INSURANCE RATE ANALYSIS (2017 v. 2019) | | | | | |
|----------|--|-------------|-------|-------------|-------------|-------|
| | PPO | | | HDHP | | |
| | CY 2017 | CY 2019 | +/- | CY2017 | CY 2019 | +/- |
| EMP | \$ 421.00 | \$ 470.00 | 11.6% | \$ 429.00 | \$ 426.00 | -0.7% |
| EMP + SP | \$ 824.00 | \$ 920.00 | 11.7% | \$ 842.00 | \$ 838.00 | -0.5% |
| EMP + CH | \$ 780.00 | \$ 871.00 | 11.7% | \$ 796.00 | \$ 792.00 | -0.5% |
| FAMILY | \$1,349.00 | \$ 1,507.00 | 11.7% | \$ 1,379.00 | \$ 1,369.00 | -0.7% |

The theory being advanced is Health Alliance made an error in their CY 2018 proposal, and simply honored it. It appears the error has been corrected for the CY 2019 renewal.

To realize actual cost impact, the agency considers the *likely* insurance option elections of each individual employee. This number will naturally fluctuate based on changes in workforce, as well as changes in employee coverage elections, during the coverage period.

For CY 2018, the agency anticipated an annual cost of \$103,987.00, with actual expense projected at \$115,691.00. Additionally, for CY 2018, the KCHA provided a contribution to a health savings accounts in the amount of \$650.00 per eligible employee. To be eligible, employees would have to be on the HDHP plan. This presented an additional cost of \$15,600.00, bringing the projected total annual expenditure to \$131,291.00.

If the current employee coverage options were applied to the CY 2018 rates, the anticipated cost would have been \$132,528.00. This represents a more appropriate context to consider when comparing CY 2018 projected costs with forecasted costs for CY 2019. Add in the \$15,600 for the health savings account contributions, and the total would have been \$148,128.00.

The table below shows the proposed rates for CY 2019 for each coverage option and the proposed KCHA/employee portions of the cost. For spouse, children-only, and family plans the approved cost share is 70/30.

| | PROPOSED RATES FOR APPROVAL | | | | | |
|----------|-----------------------------|-----------|-----------|------------|-----------|-----------|
| | PPO | | | HDHP | | |
| | Rate | KCHA | EMP | Rate | KCHA | EMP |
| EMP | \$ 470.00 | \$ 426.00 | \$ 44.00 | \$ 426.00 | \$ 426.00 | \$ - |
| EMP + SP | \$ 920.00 | \$ 587.00 | \$ 333.00 | \$ 838.00 | \$ 587.00 | \$ 251.00 |
| EMP + CH | \$ 920.00 | \$ 554.00 | \$ 366.00 | \$ 792.00 | \$ 554.00 | \$ 238.00 |
| FAMILY | \$1,592.00 | \$ 958.00 | \$ 634.00 | \$1,369.00 | \$ 958.00 | \$ 411.00 |

The proposed rates for the HDHP plan are lower than the proposed PPO rates, and thus represent the recommended rates for coverage. The agency will again offer two coverage plans, and employees will be responsible for the cost difference between the plan options and the approved rates, as stated in the above schedule.

Based on the proposed rates for CY 2019 and anticipated employee election options, the agency is forecasted to spend \$158,124.00 for group medical insurance coverage. This represents an increase of 17% vs. CY 2018 projected actual cost, and 6.4% vs. CY 2018 same coverage elections. For comparison, the table below lists the previous 5 years of actual insurance cost to the agency, and the percentage difference between the previous year.

| | Total Expense | +/- |
|----------------|---------------|-------|
| CY 2019 (Proj) | \$ 158,124.00 | 20.4% |
| CY 2018 | \$ 131,291.00 | -7.8% |
| CY 2017 | \$ 142,333.00 | -8.8% |
| CY 2016 | \$ 155,992.00 | 1.9% |
| CY 2015 | \$ 153,069.00 | 11.0% |

At the 11/28/2017 meeting, the Board decided contributions to employee Health savings accounts would be an annual consideration. The agency could utilize the contribution on an annual basis as an incentive to employees to actively participate in the planning and maintenance of their health care financial strategies, as well as recognition for attaining High Performer status. The amount of the contribution could vary, based on the funding climate at the agency. Presented for consideration below is a table representing various contribution amounts, and the cost impact to the agency.

| CONTRIBUTION | BENEFIT COST | TOTAL COST | % to CY 2018 |
|--------------|--------------|---------------|--------------|
| \$ 650.00 | \$ 17,550.00 | \$ 175,674.00 | 33.81% |
| \$ 600.00 | \$ 16,200.00 | \$ 174,324.00 | 32.78% |
| \$ 550.00 | \$ 14,850.00 | \$ 172,974.00 | 31.75% |
| \$ 500.00 | \$ 13,500.00 | \$ 171,624.00 | 30.72% |
| \$ 450.00 | \$ 12,150.00 | \$ 170,274.00 | 29.69% |
| \$ 400.00 | \$ 10,800.00 | \$ 168,924.00 | 28.66% |
| \$ 350.00 | \$ 9,450.00 | \$ 167,574.00 | 27.64% |
| \$ 300.00 | \$ 8,100.00 | \$ 166,224.00 | 26.61% |

Also presented were rates for dental and vision coverage. Rate analysis for dental and vision is attached to this memo. Delta has offered to lock the rates for both dental and vision through 12/31/2020.

There was no change in rates from CY 2018 to proposed CY 2019 for group dental. Total cost to the agency, considering current election options, is proposed at \$1,076.03 monthly and \$12,912.36 annually. Other markets were approached, but not competitive.

Two options were presented for group vision coverage. Delta Vision presented rates which were identical to CY 2017 and CY 2018, totaling \$1,899.60 annually. While Superior Vision submitted rates that represented a decrease in annual cost, the administrative cost to migrate the employees from one provider to another is not cost advantageous to the agency. Other markets were approached, but not competitive.

Fiscal Impact

Here is a breakdown in the total proposed, and recommended cost to the agency for all three coverage options:

| BASE PACKAGE | | | BASE PACKAGE + HSA Contribution | | |
|--------------|---------------|--------|---------------------------------|---------------|--------|
| INSURANCE | COST | +/- | INSURANCE | COST | +/- |
| Medical | \$ 158,124.00 | 20.44% | Medical | \$ 168,924.00 | 28.66% |
| Dental | \$ 12,912.36 | 0.00% | Dental | \$ 12,912.36 | 0.00% |
| Vision | \$ 1,899.60 | 0.00% | Vision | \$ 1,899.60 | 0.00% |
| TOTAL | \$ 172,935.96 | 18.37% | TOTAL | \$ 183,735.96 | 25.76% |

Recommendation

It is the recommendation of the Executive Director that the Board of Commissioners of the Knox County Housing Authority approve renewal of the current group medical, dental, and vision insurance plans administered by Health Alliance and Delta Dental, respectively, for calendar year 2019.

Further, as articulated above, an HSA contribution in the amount of \$400.00 per eligible employee, for calendar year 2019 is recommended for consideration.

Both options are independent of each other, and may be considered separately.



BENEFITS RENEWAL ANALYSIS

Effective Date: January 1, 2019

Prepared for:



CBIZ ESO™

Smart People. Smart Technology.



The logo for CBIZ, featuring the letters "CBIZ" in white on a dark green background. Below the text are two diagonal gold lines that sweep upwards from the bottom left towards the right.

CBIZ

Medical

Cost and Benefit Analysis



January 1, 2019

Current

Renewal

ACA Renewal Options

| | Health Alliance | | | | Health Alliance | | | | Health Alliance | | | |
|--|----------------------|---------------------|----------------------|---------------------|--------------------------|-------------------------------|---------------------|---------------------|-------------------------|---------------------|--------------------------------|---------------------|
| | PPO \$2500 | | HDHP \$2000 | | PPO \$2500 | | HDHP \$2000 | | PPO 3500 Gold EMB RX193 | | PPO HSA 2700 Silver EMB Rx 194 | |
| | (In/Out of Network) | (In/Out of Network) | (In/Out of Network) | (In/Out of Network) | (In/Out of Network) | (In/Out of Network) | (In/Out of Network) | (In/Out of Network) | (In/Out of Network) | (In/Out of Network) | (In/Out of Network) | |
| Individual Deductible | \$2,500 / \$5,000 | \$2,000 / \$4,000 | \$2,500 / \$5,000 | \$2,000 / \$4,000 | \$3,500 / \$7,000 | \$2,700 / \$5,400 | | | | | | |
| Family Deductible | \$7,500 / \$15,000 | \$4,000 / \$8,000 | \$7,500 / \$15,000 | \$4,000 / \$8,000 | \$7,000 / \$14,000 | \$5,400 / \$10,800 | | | | | | |
| Coinsurance | 100% / 50% | 100% / 50% | 100% / 50% | 100% / 50% | 80% / 50% | 100% / 70% | | | | | | |
| Out-Of-Pocket (Inc. Ded.) | \$2,500 / \$15,000 | \$2,000 / \$10,000 | \$2,500 / \$15,000 | \$2,000 / \$10,000 | \$7,900 / \$19,500 | \$6,750 / \$12,900 | | | | | | |
| Family OOP (Inc. Ded.) | \$7,500 / \$30,000 | \$4,000 / \$20,000 | \$7,500 / \$30,000 | \$4,000 / \$20,000 | \$15,800 / \$39,000 | \$13,500 / \$25,800 | | | | | | |
| In Network Physicians Svcs. | \$40 Copay | Ded then Coins | \$40 Copay | Ded then Coins | \$25 Copay | \$20 Copay, after deductible | | | | | | |
| Specialist Services | \$65 Copay | Ded then Coins | \$65 Copay | Ded then Coins | \$50 Copay | \$50 Copay, after deductible | | | | | | |
| Emergency Room | \$250 Copay | Ded then Coins | \$250 Copay | Ded then Coins | \$350 Copay | \$250 Copay | | | | | | |
| Inpatient Hospital Services | \$500 Copay then 80% | Ded then Coins | \$500 Copay then 80% | Ded then Coins | Ded then Cons | \$250 Copay, after deductible | | | | | | |
| Outpatient Surgery | \$250 Copay then 80% | Ded then Coins | \$250 Copay then 80% | Ded then Coins | Ded then Cons | \$250 Copay, after deductible | | | | | | |
| Preventive Care | 100% / 50% | 100% / 50% | 100% / 50% | 100% / 50% | 100% | 100% | | | | | | |
| Rx Copay (Generic/Formulary/Non-Formulary) | \$7 / \$25 / \$50 | Ded then Coins | \$7 / \$25 / \$50 | Ded then Coins | \$10 / \$40 / \$80 / 50% | \$10 / \$40 / \$80 / 50% | | | | | | |
| EE: | 1 | \$497.00 | 18 | \$314.00 | 1 | \$470.00 | 18 | \$426.00 | 1 | \$738.33 | 18 | \$760.16 |
| EE+Sp: | 1 | \$972.00 | 2 | \$617.00 | 1 | \$920.00 | 2 | \$838.00 | 1 | \$1,476.66 | 2 | \$1,520.32 |
| EE+Ch: | 0 | \$920.00 | 2 | \$583.00 | 0 | \$871.00 | 2 | \$792.00 | 0 | \$1,365.91 | 2 | \$1,406.29 |
| Family: | 0 | \$1,592.00 | 2 | \$1,008.00 | 0 | \$1,507.00 | 2 | \$1,369.00 | 0 | \$2,104.24 | 2 | \$2,166.45 |
| Total Monthly | 2 | \$1,469.00 | 24 | \$10,068.00 | 2 | \$1,390.00 | 24 | \$13,666.00 | 2 | \$2,214.99 | 24 | \$23,869.00 |
| Total Monthly | 26 | | | \$11,537.00 | 26 | | | \$15,056.00 | 26 | | | \$26,083.99 |
| Total Annually | | | | \$138,444.00 | | | | \$180,672.00 | | | | \$313,007.88 |
| | | | | | | | | <i>Vs Inforce</i> | | | | <i>Vs Inforce</i> |
| Annual Difference | | | | | | | | \$42,228.00 | | | | \$174,563.88 |
| Percent Difference | | | | | | | | 30.50% | | | | 126.09% |

*This spreadsheet is for comparison purposes only. Refer to your contract for actual benefits

CBIZ has made every effort to supply you with an accurate and comprehensive proposal, however, we will not be bound by any typographical errors or omissions contained herein.

4 year Medical Premium / Enrollment Recap

2016

9.14% Premium Increase
\$15,804 increase in Annualized Premium

PPO Enrollment

18 - EE only
1 EE / SP
0 - EE / CH
0 - Family

HDHP Enrollment

5 - EE only
0 - EE / SP
1 - EE / CH
2 - Family

2017

19.99% Premium Increase
\$35,260 increase in Annualized Premium

PPO Enrollment

3 - EE only
1 - EE / SP
1 - EE / CH
0 - Family

HDHP Enrollment

18 - EE only
0 - EE / SP
1 - EE / CH
2 - Family

2018

8.17% Premium Increase
\$13,260 increase in Annualized Premium

PPO Enrollment

20 EE only
1 - EE / SP
1 - EE / CH
1 - Family

HDHP Enrollment

0 - EE Only
1 - EE / SP
1 - EE / CH
0 - Family

2019

30.5% Premium Increase
\$42,228 increase in Annualized Premium

PPO Enrollment

1 - EE only
1 - EE / SP
0 - EE / CH
0 - Family

HDHP Enrollment

18 - EE Only
2 - EE / SP
2 - EE / CH
2 - Family

January 1, 2019

Renewal

BCBS Options

| | Health Alliance | | | | BCBS | | | |
|--|----------------------|------------|---------------------|---------------------|--|------------|---------------------|---------------------|
| | PPO \$2500 | | HDHP \$2000 | | S535PPO | | B535PPO HDHP | |
| | (In/Out of Network) | | (In/Out of Network) | | (In/Out of Network) | | (In/Out of Network) | |
| Individual Deductible | \$2,500 / \$5,000 | | \$2,000 / \$4,000 | | \$7,350 / \$14,700 | | \$6,550 / \$12,800 | |
| Family Deductible | \$7,500 / \$15,000 | | \$4,000 / \$8,000 | | \$14,700 / \$29,400 | | \$13,100 / \$26,200 | |
| Coinsurance | 100% / 50% | | 100% / 50% | | 100% / 100% | | 100% / 100% | |
| Out-Of-Pocket (Inc. Ded.) | \$2,500 / \$15,000 | | \$2,000 / \$10,000 | | \$7,350 / Unlimited | | \$6,550 / \$12,800 | |
| Family OOP (Inc. Ded.) | \$7,500 / \$30,000 | | \$4,000 / \$20,000 | | \$14,700 / Unlimited | | \$13,100 / \$26,200 | |
| In Network Physicians Svcs. | \$40 Copay | | Ded then Coins | | \$20 Copay | | Ded then Coins | |
| Specialist Services | \$65 Copay | | Ded then Coins | | \$40 Copay | | Ded then Coins | |
| Emergency Room | \$250 Copay | | Ded then Coins | | \$500 Copay | | Ded then Coins | |
| Inpatient Hospital Services | \$500 Copay then 80% | | Ded then Coins | | \$250 / \$350 Copay, then Ded & Coins | | Ded then Coins | |
| Outpatient Surgery | \$250 Copay then 80% | | Ded then Coins | | \$200 / \$300 Copay, then Ded & Coins | | Ded then Coins | |
| Preventive Care | 100% / 50% | | 100% / 50% | | 100% | | 100% | |
| Preferred Rx Copay (BCBS) (Generic/Formulary/Non-Formulary) | \$7 / \$25 / \$50 | | Ded then Coins | | \$0 / \$10 / \$35 / \$75 \$150 / \$250 | | Ded then Coins | |
| Non-Pref Rx Copay (BCBS) (Generic/Formulary/Non-Formulary) | N/A | | N/A | | \$10 / \$20 / \$55 / \$95 \$150 / \$250 | | Ded then Coins | |
| EE: | 1 | \$470.00 | 18 | \$426.00 | 1 | \$654.88 | 18 | \$597.69 |
| EE+Sp: | 1 | \$920.00 | 2 | \$838.00 | 1 | \$1,309.77 | 2 | \$1,195.38 |
| EE+Ch: | 0 | \$871.00 | 2 | \$792.00 | 0 | \$1,211.53 | 2 | \$1,105.73 |
| Family: | 0 | \$1,507.00 | 2 | \$1,369.00 | 0 | \$1,866.42 | 2 | \$1,703.42 |
| Total Monthly | 2 | \$1,390.00 | 24 | \$13,666.00 | 2 | \$1,964.65 | 24 | \$18,767.48 |
| Total Monthly | 26 | | | \$15,056.00 | 26 | | | \$20,732.13 |
| Total Annually | | | | \$180,672.00 | | | | \$248,785.56 |
| | | | | <i>Vs Inforce</i> | | | | <i>Vs Inforce</i> |
| Annual Difference | | | | \$42,228.00 | | | | \$110,341.56 |
| Percent Difference | | | | 30.50% | | | | 79.70% |

*This spreadsheet is for comparison purposes only. Refer to your contract for actual benefits

CBIZ has made every effort to supply you with an accurate and comprehensive proposal, however, we will not be bound by any typographical errors or omissions contained herein.

Markets Approached: Aetna - does not write Housing Authorities / Cigna - Not competitive

January 1, 2019

Renewal

United HealthCare (UHC) Options

| | Health Alliance | | | | UHC | | | |
|--|----------------------|------------|---------------------|---------------------|----------------------------|------------|--|---------------------|
| | PPO \$2500 | | HDHP \$2000 | | BIFK PPO Heritage Plus | | BIET Bronze HDHP Heritage Plus | |
| | (In/Out of Network) | | (In/Out of Network) | | (In/Out of Network) | | (In/Out of Network) | |
| Individual Deductible | \$2,500 / \$5,000 | | \$2,000 / \$4,000 | | \$6,500 / \$13,000 | | \$6,000 / \$15,000 | |
| Family Deductible | \$7,500 / \$15,000 | | \$4,000 / \$8,000 | | \$13,000 / \$26,000 | | \$12,000 / \$36,000 | |
| Coinsurance | 100% / 50% | | 100% / 50% | | 80% / 60% | | 100% / 80% | |
| Out-Of-Pocket (Inc. Ded.) | \$2,500 / \$15,000 | | \$2,000 / \$10,000 | | \$7,350 / \$14,700 | | \$6,550 / \$18,750 | |
| Family OOP (Inc. Ded.) | \$7,500 / \$30,000 | | \$4,000 / \$20,000 | | \$14,700 / \$29,400 | | \$13,100 / \$39,300 | |
| In Network Physicians Svcs. | \$40 Copay | | Ded then Coins | | \$45 Copay | | Ded then Coins | |
| Specialist Services | \$65 Copay | | Ded then Coins | | \$90 Copay | | Ded then Coins | |
| Emergency Room | \$250 Copay | | Ded then Coins | | \$400 Copay | | Ded then Coins | |
| Inpatient Hospital Services | \$500 Copay then 80% | | Ded then Coins | | Ded then Coins | | Ded then Coins | |
| Outpatient Surgery | \$250 Copay then 80% | | Ded then Coins | | Ded then Coins | | Ded then Coins | |
| Preventive Care | 100% / 50% | | 100% / 50% | | 100% | | 100% | |
| Rx Copay (Generic/Formulary/Non-Formulary) | \$7 / \$25 / \$50 | | Ded then Coins | | \$20 / \$45 / \$85 / \$250 | | \$15 / \$40 / \$85 / \$250, after deductible | |
| EE: | 1 | \$470.00 | 18 | \$426.00 | 1 | \$505.41 | 18 | \$477.67 |
| EE+Sp: | 1 | \$920.00 | 2 | \$838.00 | 1 | \$1,010.82 | 2 | \$955.34 |
| EE+Ch: | 0 | \$871.00 | 2 | \$792.00 | 0 | \$935.01 | 2 | \$883.70 |
| Family: | 0 | \$1,507.00 | 2 | \$1,369.00 | 0 | \$1,440.42 | 2 | \$1,361.36 |
| Total Monthly | 2 | \$1,390.00 | 24 | \$13,666.00 | 2 | \$1,516.23 | 24 | \$14,998.86 |
| Total Monthly | 26 | | | \$15,056.00 | 26 | | | \$16,515.09 |
| Total Annually | | | | \$180,672.00 | | | | \$198,181.06 |
| | | | | <i>Vs Inforce</i> | | | | <i>Vs Inforce</i> |
| Annual Difference | | | | \$42,228.00 | | | | \$59,737.06 |
| Percent Difference | | | | 30.50% | | | | 43.15% |

*This spreadsheet is for comparison purposes only. Refer to your contract for actual benefits

CBIZ has made every effort to supply you with an accurate and comprehensive proposal, however, we will not be bound by any typographical errors or omissions contained herein.

Markets Approached: Aetna - does not write Housing Authorities / Cigna - Not competitive

January 1, 2019

Renewal

Humana Options

| | Health Alliance | | | | Humana | | | |
|---|-------------------------|------------|---------------------|---------------------|----------------------------------|------------|----------------------------------|---------------------|
| | PPO \$2500 | | HDHP \$2000 | | IL NPOS 19 Copay OPT 4 Silver | | IL EHDHP 19 NPOS OPT 3 Bronze | |
| | (In/Out of Network) | | (In/Out of Network) | | (In/Out of Network) | | (In/Out of Network) | |
| Individual Deductible | \$2,500 / \$5,000 | | \$2,000 / \$4,000 | | \$7,000 / \$21,000 | | \$6,500 / \$19,500 | |
| Family Deductible | \$7,500 / \$15,000 | | \$4,000 / \$8,000 | | \$14,000 / \$42,000 | | \$3,000 / \$39,000 | |
| Coinsurance | 100% / 50% | | 100% / 50% | | 100% / 70% | | 100% / 70% | |
| Out-Of-Pocket (Inc. Ded.) | \$2,500 / \$15,000 | | \$2,000 / \$10,000 | | \$7,900 / \$23,700 | | \$6,500 / \$22,000 | |
| Family OOP (Inc. Ded.) | \$7,500 / \$30,000 | | \$4,000 / \$20,000 | | \$15,800 / \$47,400 | | \$13,000 / \$44,000 | |
| In Network Physicians Svcs. | \$40 Copay | | Ded then Coins | | \$45 Copay | | Ded then Coins | |
| Specialist Services | \$65 Copay | | Ded then Coins | | \$90 Copay | | Ded then Coins | |
| Emergency Room | \$250 Copay | | Ded then Coins | | \$600 Copay | | Ded then Coins | |
| Inpatient Hospital Services | \$500 Copay then 80% | | Ded then Coins | | Ded then Coins | | Ded then Coins | |
| Outpatient Surgery | \$250 Copay then 80% | | Ded then Coins | | Ded then Coins | | Ded then Coins | |
| Preventive Care | 100% / 50% | | 100% / 50% | | 100% | | 100% | |
| Rx Copay (Generic/Formulary/Non-Formulary) | \$7 / \$25 / \$50 | | Ded then Coins | | \$10 / \$45 / \$90 / 25% | | Ded then Coins | |
| EE: | 1 | \$470.00 | 18 | \$426.00 | 1 | \$656.86 | 18 | \$573.59 |
| EE+Sp: | 1 | \$920.00 | 2 | \$838.00 | 1 | \$1,313.72 | 2 | \$1,147.17 |
| EE+Ch: | 0 | \$871.00 | 2 | \$792.00 | 0 | \$1,215.19 | 2 | \$1,061.14 |
| Family: | 0 | \$1,507.00 | 2 | \$1,369.00 | 0 | \$1,872.05 | 2 | \$1,634.72 |
| Total Monthly | 2 | \$1,390.00 | 24 | \$13,666.00 | 2 | \$1,970.58 | 24 | \$18,010.68 |
| Total Monthly | 26 | | | \$15,056.00 | 26 | | | \$19,981.26 |
| Total Annually | | | | \$180,672.00 | | | | \$239,775.12 |
| | | | | <i>Vs Inforce</i> | | | | <i>Vs Inforce</i> |
| Annual Difference | | | | \$42,228.00 | | | | \$101,331.12 |
| Percent Difference | | | | 30.50% | | | | 73.19% |

*This spreadsheet is for comparison purposes only. Refer to your contract for actual benefits

CBIZ has made every effort to supply you with an accurate and comprehensive proposal, however, we will not be bound by any typographical errors or omissions contained herein.

Markets Approached: Aetna - does not write Housing Authorities / Cigna - Not Competitive

The logo for CBIZ, featuring the letters "CBIZ" in white on a dark green background. Below the text are two diagonal gold lines that sweep upwards from the bottom left towards the right.

CBIZ

Dental

Cost and Benefit Analysis



| | Current | | Renewal | |
|---------------------------|----------------------------|---------------------|--------------------------------|---------------------|
| Dental | Delta Dental | | Delta Dental | |
| | PPO Dental | | PPO Dental | |
| | (In/Out of Network) | | (In/Out of Network) | |
| Individual Deductible | | \$50 | | \$50 |
| Family Deductible | | \$150 | | \$150 |
| Waived for Preventive? | | Yes | | Yes |
| Preventive | | 100% / 80% | | 100% / 80% |
| Basic | | 80% / 60% | | 80% / 60% |
| Major | | 50% / 50% | | 50% / 50% |
| Endo/Periodontics | | Covered under Basic | | Covered under Basic |
| Calendar Year Maximum | | \$1,800 | | \$1,800 |
| | PPO Dental | | PPO Dental | |
| EE: | 20 | \$27.15 | 20 | \$27.15 |
| EE + 1: | 5 | \$63.23 | 5 | \$63.23 |
| Family: | 2 | \$108.44 | 2 | \$108.44 |
| Total Monthly | 27 | \$1,076.03 | 27 | \$1,076.03 |
| Total Monthly | | \$1,076.03 | | \$1,076.03 |
| Total Annually | | \$12,912.36 | | \$12,912.36 |
| Annual Difference | | | | \$0.00 |
| Percent Difference | | | | 0.00% |
| Rate Guarantee | | | 2 year through 1/1/2021 | |

***This spreadsheet is for comparison purposes only. Refer to your contract for actual benefits**

CBIZ has made every effort to supply you with an accurate and comprehensive proposal, however, we will not be bound by any typographical errors or omissions contained herein.

Markets Approached: Cigna, Guardian, Principal & UNUM - Not competitive

The logo for CBIZ, featuring the letters "CBIZ" in white on a dark green background. Below the text are two yellow diagonal lines that sweep upwards from the bottom left towards the right.

CBIZ

Vision

Cost and Benefit Analysis



| | Current | | Renewal | | Option 1 | |
|---------------------------|---|-------------------------|---|-------------------------|---|-------------------------|
| Vision | DeltaVision Access Network | | DeltaVision Access Network | | Superior Vision | |
| | (In Network) | (Out of Network) | (In Network) | (Out of Network) | (In Network) | (Out of Network) |
| Eye Exams | | | | | | |
| Frequency | Once every 12 months | | Once every 12 months | | Once every 12 months | |
| Benefit | \$20 Copay | Up to \$35 | \$20 Copay | Up to \$35 | \$10 Copay | Up to \$37 |
| Lenses | | | | | | |
| Frequency | Once every 12 months | | Once every 12 months | | Once every 12 months | |
| Single Vision | \$20 Copay | Up to \$25 | \$20 Copay | Up to \$25 | \$25 Copay | Up to \$28 |
| Bifocal | \$20 Copay | Up to \$40 | \$20 Copay | Up to \$40 | \$25 Copay | Up to \$40 |
| Trifocal | \$20 Copay | Up to \$55 | \$20 Copay | Up to \$55 | \$25 Copay | Up to \$53 |
| Lenticular | \$65 Copay | Up to \$40 | \$65 Copay | Up to \$40 | \$25 Copay | Up to \$53 |
| Contact Lenses | | | | | | |
| Frequency | Once every 12 months | | Once every 12 months | | Once every 12 months | |
| Elective | \$80 allowance, 15% off balance over allowance | Up to \$64 | \$80 allowance, 15% off balance over allowance | Up to \$64 | \$130 allowance, 20% off balance over allowance | Up to \$100 |
| Medically Necessary | Paid in full | Up to \$200 | Paid in full | Up to \$200 | Paid in full | Up to \$210 |
| Frames | | | | | | |
| Frequency | Once every 24 months | | Once every 24 months | | Once every 24 months | |
| Benefit | \$100 allowance, 20% off balance over allowance | Up to \$50 | \$100 allowance, 20% off balance over allowance | Up to \$50 | \$130 allowance, 20% off balance over allowance | Up to \$100 |
| | Rates | | Rates | | Rates | |
| EE: | 19 | \$4.66 | 19 | \$4.66 | 19 | \$4.20 |
| EE + 1: | 6 | \$9.30 | 6 | \$9.30 | 6 | \$8.38 |
| Family: | 1 | \$13.96 | 1 | \$13.96 | 1 | \$12.57 |
| Total Monthly | 26 | \$158.30 | 26 | \$158.30 | 26 | \$142.65 |
| | | | | | Minimum of 10 Enrolled required | |
| Total Monthly | \$158.30 | | \$158.30 | | \$142.65 | |
| Total Annual | \$1,899.60 | | \$1,899.60 | | \$1,711.80 | |
| Annual Difference | | | \$0.00 | | -\$187.80 | |
| Percent Difference | | | 0.00% | | -9.89% | |
| Rate Guarantee | | | 2 year through 1/1/2021 | | 4 years | |

*This spreadsheet is for comparison purposes only. Refer to your contract for actual benefits

CBIZ has made every effort to supply you with an accurate and comprehensive proposal, however, we will not be bound by any typographical errors or omissions contained herein.

Markets Approached: EyeMed, Guardian, Principal, UNUM, VSP - Not Competitive

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: 11/19/2018

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 11/27/2018

SUBJECT: Application for Payment #3 – Hein Construction

Executive Summary

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

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

Please see the attached Construction Observation Report for additional information from the 10/31/2018 progress meeting.

Alliance Architecture was on site for a progress meeting on 10/31/2018. Alliance Architecture has reviewed and signed approval for Pay Request #3.

Fiscal Impact

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

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve Application for Payment #2 from Hein Construction in the amount of \$340,624.12 for the period to 10/26/2018.

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

(Instructions on reverse side)

PAGE ONE OF 11 PAGES

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

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

APPLICATION NO: 3

PERIOD TO: 10/26/18

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM (CONTRACTOR): **Hein Construction Co., Inc.**
56 North Cedar Street
Galesburg, IL - 61401

VIA (ARCHITECT):
Alliance Architecture
929 Lincolnway East, Suite 200
South Bend, Indiana 46601

ARCHITECT'S
PROJECT NO:

CONTRACT FOR: **General Contractor**

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

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

CONTRACTOR: HEIN CONSTRUCTION CO., INC.

BY: [Signature] Date: 10/31/18

ARCHITECT'S CERTIFICATE FOR PAYMENT

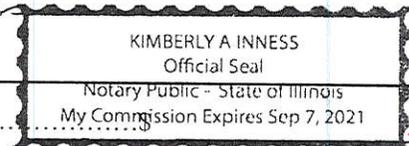
In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance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

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

| | |
|---|-------------------|
| 1. ORIGINAL CONTRACT SUM.....\$ | 2,003,000.00 ✓ |
| 2. Net change by Change Orders | \$ |
| 3. CONTRACT SUM TO DATE (Line 1+2) | 2,003,000.00 ✓ |
| 4. TOTAL COMPLETED & STORED TO DATE.....\$ | 621,845.24 ✓ |
| (Column G on G703) | |
| 5. RETAINAGE: | |
| a. 10 % of Completed Work.....\$ | 62,184.52 ✓ |
| (Column D+E on G703) | |
| b. % of Stored Material | \$ |
| (Column F on G703) | |
| Total Retainage (Lines 5a + 5b or Total in Column I of G703) | \$ 62,184.52 ✓ |
| 6. TOTAL EARNED LESS RETAINAGE | \$ 559,660.72 ✓ |
| (Line 4 less Line 5 Total) | |
| 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) | \$ 219,036.60 ✓ |
| 8. CURRENT PAYMENT DUE.....\$ | 340,624.12 ✓ |
| 9. BALANCE TO FINISH, PLUS RETAINAGE | \$ 1,443,339.28 ✓ |
| (Line 3 less Line 6) | |

State of: Illinois County of: Knox
Subscribed and sworn to before me this 31st day of Oct. 2018

Notary Public: Kimberly A Inness
My Commission expires: 9/7/21



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

ARCHITECT:
BY: [Signature] Alliance Architecture Date: 11.05.2018
929 Lincolnway East, Suite 200
South Bend, Indiana 46601

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

(Instructions on reverse side)

PAGE 2 OF 11 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing contractor's signed Certification is attached.
 In tabulation below, amounts are stated to the nearest dollar.
 Use Column 1 on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 3
 APPLICATION DATE: 10/26/2018
 PERIOD TO: 10/26/18
 ARCHITECT'S PROJECT NO:

| A | B | C | D | E | F | G | H | I | |
|----------|---|-----------------|--|-----------------------|--|--|------------|---------------------------|-----------|
| ITEM NO. | DESCRIPTION OF WORK | SCHEDULED VALUE | WORK FROM PREVIOUS APPLICATION (D + E) | COMPLETED THIS PERIOD | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D + E + F) | % G% C | BALANCE TO FINISH (C - G) | RETAINAGE |
| | BASE BID | | | | | | | | |
| 1 | Division #1 - General Requirements | | | | | | | | |
| | General Conditions | 135,961.00 | 10,386.00 | 40,000.00 | | 50,386.00 | 0.37059157 | 85,575.00 | 5,038.60 |
| | Bonds and Insurance | 19,614.00 | 19,614.00 | | | 19,614.00 | 1 | 0.00 | 1,961.40 |
| | General Allowance | 16,530.20 | | | | 0.00 | 0 | 16,530.20 | 0.00 |
| | Change Order #1 General Allowance | 13,469.80 | | 12,657.24 | | 12,657.24 | 0.93967542 | 812.56 | 1,265.72 |
| | Benbow \$10173.32 Hein \$2483.92 | | | | | | | | |
| | Sensory Allowance | 25,000.00 | | | | 0.00 | 0 | 25,000.00 | 0.00 |
| 2 | Division #2 - Site Construction | | | | | | | | |
| | Demolition/Site Clearing - Material | 25,844.00 | 20,058.00 | 2,489.00 | | 22,547.00 | 0.87242687 | 3,297.00 | 2,254.70 |
| | - Labor | 47,996.00 | 41,979.00 | 4,129.00 | | 46,108.00 | 0.96066339 | 1,888.00 | 4,610.80 |
| | Asphalt Paving - Labor & Material | 27,489.00 | | 26,000.00 | | 26,000.00 | 0.94583288 | 1,489.00 | 2,600.00 |
| 3 | Division #3 Concrete | | | | | | | | |
| | Building Concrete-Labor | 67,201.00 | 37109 | 30,092.00 | | 67,201.00 | 1 | 0.00 | 6,720.10 |
| | -Material | 33,099.00 | 17872 | 15,227.00 | | 33,099.00 | 1 | 0.00 | 3,309.90 |
| 4 | Division #4 - Masonry- Michel Bros | | | | | | | | |
| | Labor and Material | 77,000.00 | | | | 0.00 | 0 | 77,000.00 | 0.00 |
| 6 | Division- 6 Carpentry | | | | | | | | |
| | Labor | 76,560.00 | | 53,000.00 | | 53,000.00 | 0.6922675 | 23,560.00 | 5,300.00 |
| | Material | 41,000.00 | | 38,000.00 | | 38,000.00 | 0.92682927 | 3,000.00 | 3,800.00 |

CONTINUATION SHEET

AIA DOCUMENT G703

(Instructions on reverse side)

PAGE 3

OF 11 PAGES

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APPLICATION NUMBER: **3**

APPLICATION DATE: 10/26/2018

PERIOD TO: 10/26/18

ARCHITECT'S PROJECT NO:

| A ITEM NO. | B DESCRIPTION OF WORK | C SCHEDULED VALUE | D WORK FROM PREVIOUS APPLICATION (D + E) | E COMPLETED THIS PERIOD | F MATERIALS PRESENTLY STORED (NOT IN D OR E) | G TOTAL COMPLETED AND STORED TO DATE (D + E + F) | H % G%C | I BALANCE TO FINISH (C - G) | RETAINAGE |
|------------------|---|-------------------------|---|----------------------------------|---|---|---------------|--|-----------|
| | 7 Division 7 Thermal & Moisture Protect | | | | | | | | |
| | Insulation-labor | 8,960.00 | | | | 0.00 | 0 | 8,960.00 | 0.00 |
| | Insulation-Materials | 7,500.00 | | | | 0.00 | 0 | 7,500.00 | 0.00 |
| | Roofing-Labor | 12,000.00 | | 3,000.00 | | 3,000.00 | 0.25 | 9,000.00 | 300.00 |
| | Roofing-Material | 8,800.00 | | 8,800.00 | | 8,800.00 | 1 | 0.00 | 880.00 |
| | Siding-Labor | 7,200.00 | | | | 0.00 | 0 | 7,200.00 | 0.00 |
| | Siding-Material | 4,200.00 | | | | 0.00 | 0 | 4,200.00 | 0.00 |
| | Gutters & Accessories Labor & Matl Dashco/RainGuard | 2,760.00 | | | | 0.00 | 0 | 2,760.00 | 0.00 |
| | 8 Division 8 Doors and Windows | | | | | | | | |
| | Doors- Labor | 10,000.00 | | | | 0.00 | 0 | 10,000.00 | 0.00 |
| | Doors- Material | 32,000.00 | | | | 0.00 | 0 | 32,000.00 | 0.00 |
| | Windows-Labor | 2,840.00 | | | | 0.00 | 0 | 2,840.00 | 0.00 |
| | Windows-Material | 18,160.00 | | | | 0.00 | 0 | 18,160.00 | 0.00 |

CONTINUATION SHEET

AIA DOCUMENT G703

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APPLICATION DATE: 10/26/2018

PERIOD TO: 10/26/18

ARCHITECT'S PROJECT NO:

| A ITEM NO. | B DESCRIPTION OF WORK | C SCHEDULED VALUE | D | E | F | G | H BALANCE TO FINISH (C - G) | I RETAINAGE | |
|---------------|---|----------------------|--|-----------------------|--|--|--------------------------------|----------------|----------|
| | | | WORK FROM PREVIOUS APPLICATION (D + E) | COMPLETED THIS PERIOD | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D + E + F) | | | % G% C |
| 9 | Division 9 Finishes | | | | | | | | |
| | Finishing Labor-Jake Henry Const | 24,000.00 | | | | 0.00 | 0 | 24,000.00 | 0.00 |
| | Gypsum Board-Labor | 16,630.00 | | | | 0.00 | 0 | 16,630.00 | 0.00 |
| | Gypsum Board-Material | 7,000.00 | | | | 0.00 | 0 | 7,000.00 | 0.00 |
| | Flooring-Labor and Material | 22,550.00 | | | | 0.00 | 0 | 22,550.00 | 0.00 |
| | Union Flooring | | | | | | | | |
| | Painting-Labor and Material | 14,000.00 | | | | 0.00 | 0 | 14,000.00 | 0.00 |
| | Scott Decorating | | | | | | | | |
| 10 | Division 10-Specialties | | | | | | | | |
| | Restroom Accessories-Labor | 2,800.00 | | | | 0.00 | 0 | 2,800.00 | 0.00 |
| | Restroom Accessories-Materials | 3,200.00 | | | | 0.00 | 0 | 3,200.00 | 0.00 |
| 12 | Division 12- Furnishings | | | | | | | | |
| | Casework/window blinds-Labor | 4,280.00 | | | | 0.00 | 0 | 4,280.00 | 0.00 |
| | Casework/window blinds-Material | 7,420.00 | | | | 0.00 | 0 | 7,420.00 | 0.00 |
| 15 | Division 15-Mechanical-Benbow | | | | | | | | |
| | Plumbing | | | | | | | | |
| | Mobilization | 6,840.00 | 6840 | | | 6,840.00 | 1 | 0.00 | 684.00 |
| | Exterior Utilities | | | | | | | | |
| | Material | 3,956.00 | \$3,956.00 | | | 3,956.00 | 1 | 0.00 | 395.60 |
| | Labor | 13,410.00 | \$13,410.00 | | | 13,410.00 | 1 | 0.00 | 1,341.00 |
| | Permits | 2,564.00 | \$2,564.00 | | | 2,564.00 | 1 | 0.00 | 256.40 |
| | Plumbing Materials | 16,955.00 | \$1,695.00 | 4,305.00 | | 6,000.00 | 0.35387791 | 10,955.00 | 600.00 |
| | Plumbing Laobr | 24,131.00 | | 6032 | | 6,032.00 | 0.24996892 | 18,099.00 | 603.20 |
| | HVAC Material | 18,784.00 | | | | 0.00 | 0 | 18,784.00 | 0.00 |
| | HVAC Labor | 19,716.00 | | | | 0.00 | 0 | 19,716.00 | 0.00 |

CONTINUATION SHEET

AIA DOCUMENT G703

(Instructions on reverse side)

PAGE 5

OF 11 PAGES

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 APPLICATION DATE: 10/26/2018
 PERIOD TO: 10/26/18
 ARCHITECT'S PROJECT NO:

| A | B | C | D | E | F | G | H | I | |
|-----------|---|-----------------|-----------------------------------|-------------|--|--|------------|---------------------------|------------|
| ITEM NO. | DESCRIPTION OF WORK | SCHEDULED VALUE | WORK | COMPLETED | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D + E + F) | % G%C | BALANCE TO FINISH (C - G) | RETAINAGE |
| | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | | | | |
| | Test and Balance | 2,900.00 | | | | 0.00 | 0 | 2,900.00 | 0.00 |
| | Insulation Plg/Htg | 21,280.00 | | 2,128.00 ✓ | | 2,128.00 ✓ | 0.1 | 19,152.00 ✓ | 212.80 ✓ |
| 16 | Division 16 Electrical-AMP | | | | | | | | |
| | Rough In Labor | 31,800.00 | | | | 0.00 | 0 | 31,800.00 | 0.00 |
| | Rough In Material | 13,500.00 | | | | 0.00 | 0 | 13,500.00 | 0.00 |
| | Finish Labor | 21,700.00 | | | | 0.00 | 0 | 21,700.00 | 0.00 |
| | Finish Material | 10,400.00 | | | | 0.00 | 0 | 10,400.00 | 0.00 |
| | Alternate #1 | | | | | | | | |
| 1 | Division #1-General Requirements | | | | | | | | |
| | General Conditions | \$105,636.00 | | 10,500.00 ✓ | | 10,500.00 ✓ | 0.09939793 | 95,136.00 ✓ | 1,050.00 ✓ |
| 2 | Division #2 - Site Construction | | | | | | | | |
| | Material | 4,000.00 | | 1,900.00 ✓ | | 1,900.00 ✓ | 0.475 | 2,100.00 ✓ | 190.00 ✓ |
| | Labor | 11,600.00 | 2,185.00 | 7,287.00 ✓ | | 9,472.00 ✓ | 0.81655172 | 2,128.00 ✓ | 947.20 ✓ |
| 3 | Division #3 Concrete | | | | | | | | |
| | Labor | 27,755.00 | | 19,511.00 ✓ | | 19,511.00 ✓ | 0.70297244 | 8,244.00 ✓ | 1,951.10 ✓ |
| | Material | 14,945.00 | | 11,197.00 ✓ | | 11,197.00 ✓ | 0.74921378 | 3,748.00 ✓ | 1,119.70 ✓ |
| 4 | Division #4 - Masonry | | | | | | | | |
| | Labor and Material | 36,500.00 | | | | 0.00 | 0 | 36,500.00 | 0.00 |
| | Michel Brothers | | | | | | | | |

CONTINUATION SHEET

AIA DOCUMENT G703

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 PERIOD TO: 10/26/18
 ARCHITECT'S PROJECT NO:

| A ITEM NO. | B DESCRIPTION OF WORK | C SCHEDULED VALUE | D | E | F | G | H BALANCE TO FINISH (C - G) | I RETAINAGE | |
|------------------|--|-------------------------|--|-----------------------------|---|--|--------------------------------------|----------------|----------|
| | | | WORK FROM PREVIOUS APPLICATION (D + E) | COMPLETED THIS PERIOD | MATERIALS PRESENTLY STORED (NOT IN D O R E) | TOTAL COMPLETED AND STORED TO DATE (D + E + F) | | | % G%C |
| 6 | Division- 6 Carpentry | | | | | | | | |
| | Labor | 30,435.00 | | | | 0.00 | 0 | 30,435.00 | 0.00 |
| | Material | 31,000.00 | | 11,000.00 | | 11,000.00 | 0.35483871 | 20,000.00 | 1,100.00 |
| 7 | Division 7 Thermal & Moisture Protect | | | | | | | | |
| | Insulation-labor | 5,600.00 | | | | 0.00 | 0 | 5,600.00 | 0.00 |
| | Insulation-Materials | 4,330.00 | | | | 0.00 | 0 | 4,330.00 | 0.00 |
| | Roofing-Labor | 5,600.00 | | | | 0.00 | 0 | 5,600.00 | 0.00 |
| | Roofing-Material | 4,000.00 | | | | 0.00 | 0 | 4,000.00 | 0.00 |
| | Siding-Labor | 11,200.00 | | | | 0.00 | 0 | 11,200.00 | 0.00 |
| | Siding-Material | 5,600.00 | | | | 0.00 | 0 | 5,600.00 | 0.00 |
| | Gutters & Accessories Labor & Matls Dashco/Rainguard | 2,350.00 | | | | 0.00 | 0 | 2,350.00 | 0.00 |
| 8 | Division 8 Doors and Windows | | | | | | | | |
| | Doors- Labor | 4,480.00 | | | | 0.00 | 0 | 4,480.00 | 0.00 |
| | Doors- Material | 21,580.00 | | | | 0.00 | 0 | 21,580.00 | 0.00 |
| | Windows-Labor | 1,680.00 | | | | 0.00 | 0 | 1,680.00 | 0.00 |
| | Windows-Material | 9,420.00 | | | | 0.00 | 0 | 9,420.00 | 0.00 |

CONTINUATION SHEET

AIA DOCUMENT G703

(Instructions on reverse side)

PAGE 7 OF 11 PAGES

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

APPLICATION NUMBER: 3

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

APPLICATION DATE: 10/26/2018

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

PERIOD TO: 10/26/18

ARCHITECT'S PROJECT NO:

| A ITEM NO. | B DESCRIPTION OF WORK | C SCHEDULED VALUE | D | E | F | G | | H | I |
|---------------|--------------------------------------|----------------------|--|-----------------------|--|--|------------|---------------------------|-----------|
| | | | WORK FROM PREVIOUS APPLICATION (D + E) | COMPLETED THIS PERIOD | MATERIALS PRESENTLY STORED (NOT IN DORE) | TOTAL COMPLETED AND STORED TO DATE (D + E + F) | % G% C | BALANCE TO FINISH (C - G) | RETAINAGE |
| 9 | Division 9 Finishes | | | | | | | | |
| | Gypsum Board-Labor | 8,940.00 | | | | 0.00 | 0 | 8,940.00 | 0.00 |
| | Gypsum Board-Material | 5,000.00 | | | | 0.00 | 0 | 5,000.00 | 0.00 |
| | Finishing-Jake Henry Construction | 15,000.00 | | | | 0.00 | 0 | 15,000.00 | 0.00 |
| | Union Flooring | | | | | | | | |
| | Flooring Material and Labor | 15,475.00 | | | | 0.00 | 0 | 15,475.00 | 0.00 |
| | Scott Decorating | | | | | | | | |
| | Painting-Labor and Material | 12,000.00 | | | | 0.00 | 0 | 12,000.00 | 0.00 |
| 10 | Division 10-Specialties | | | | | | | | |
| | Restroom Accessories-Labor | 2,240.00 | | | | 0.00 | 0 | 2,240.00 | 0.00 |
| | Restroom Accessories-Materials | 1,260.00 | | | | 0.00 | 0 | 1,260.00 | 0.00 |
| 12 | Division 12- Furnishings | | | | | | | | |
| | Casework/Window Blinds-Labor | 3,300.00 | | | | 0.00 | 0 | 3,300.00 | 0.00 |
| | Casework/Window Blinds-Material | 5,000.00 | | | | 0.00 | 0 | 5,000.00 | 0.00 |
| 15 | Division 15-Mechanical-Benbow | | | | | | | | |
| | Mobilization | 3,823.00 | 3823 | | | 3,823.00 | 1 | 0.00 | 382.30 |
| | Exterior Utilities | | | | | | | | |
| | Material | 1,479.00 | | 1479 | | 1,479.00 | 1 | 0.00 | 147.90 |
| | Labor | 10,614.00 | | 7,184.00 | | 7,184.00 | 0.67684191 | 3,430.00 | 718.40 |
| | Permits | 1,281.00 | 1,281.00 | | | 1,281.00 | 1 | 0.00 | 128.10 |
| | Plumbing material | 7,335.00 | | | | 0.00 | 0 | 7,335.00 | 0.00 |
| | Plumbing Labor | 16,742.00 | | | | 0.00 | 0 | 16,742.00 | 0.00 |
| | HVAC Material | 10,420.00 | | | | 0.00 | 0 | 10,420.00 | 0.00 |
| | HVAC Labor | 11,800.00 | | | | 0.00 | 0 | 11,800.00 | 0.00 |

CONTINUATION SHEET

AIA DOCUMENT G703

(Instructions on reverse side)

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 APPLICATION DATE: 10/26/2018
 PERIOD TO: 10/26/18
 ARCHITECT'S PROJECT NO:

| A | B | C | D | E | F | G | H | I | |
|-----------|---|-----------------|-----------------------------------|-------------|---|--|--------|---------------------------|-----------|
| ITEM NO. | DESCRIPTION OF WORK | SCHEDULED VALUE | WORK | COMPLETED | MATERIALS PRESENTLY STORED (NOT IN D O R E) | TOTAL COMPLETED AND STORED TO DATE (D + E + F) | % G% C | BALANCE TO FINISH (C - G) | RETAINAGE |
| | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | | | | |
| | Test and Balance | 2,100.00 | | | | 0.00 | 0 | 2,100.00 | 0.00 |
| | Insulation Plg/Htg | 10,880.00 | | | | 0.00 | 0 | 10,880.00 | 0.00 |
| 16 | Division #16-Electrical-AMP | | | | | | | | |
| | Rough In Labor | 21,800.00 | | | | 0.00 | 0 | 21,800.00 | 0.00 |
| | Rough In Material | 6,980.00 | | | | 0.00 | 0 | 6,980.00 | 0.00 |
| | Finish Labor | 16,300.00 | | | | 0.00 | 0 | 16,300.00 | 0.00 |
| | Finish Material | 4,520.00 | | | | 0.00 | 0 | 4,520.00 | 0.00 |
| | Alternate #2 | | | | | | | | |
| 1 | Division #1-General Requirements | | | | | | | | |
| | General Conditions | 146,323.00 | | | | 0.00 | 0 | 146,323.00 | 0.00 |
| 2 | Division #2-Site Construction | | | | | | | | |
| | Material | 7,260.00 | | | | 0.00 | 0 | 7,260.00 | 0.00 |
| | Labor | 12,000.00 | | | | 0.00 | 0 | 12,000.00 | 0.00 |
| | Asphalt Paving-Labor & Material | 12,623.00 | | | | 0.00 | 0 | 12,623.00 | 0.00 |
| 3 | Division #3 Concrete | | | | | | | | |
| | Building Concrete-Labor | 11,780.00 | | | | 0.00 | 0 | 11,780.00 | 0.00 |
| | -Material | 7,220.00 | | | | 0.00 | 0 | 7,220.00 | 0.00 |
| 4 | Division #4 - Masonry | | | | | | | | |
| | Labor and Material-Michel Bros | 7,300.00 | | | | 0.00 | 0 | 7,300.00 | 0.00 |
| | | | | | | | | | |

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| ITEM NO. | DESCRIPTION OF WORK | SCHEDULED VALUE | WORK | COMPLETED | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D + E + F) | % G%C | BALANCE TO FINISH (C - G) | RETAINAGE |
| | | | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | | | | | |
| 6 | Division- 6 Carpentry | | | | | | | | |
| | Labor | 3,135.00 | | | | 0.00 | 0 | 3,135.00 | 0.00 |
| | Material | 3,700.00 | | | | 0.00 | 0 | 3,700.00 | 0.00 |
| 7 | Division 7 Thermal & Moisture Protect | | | | | | | | |
| | Insulation-labor | 280.00 | | | | 0.00 | 0 | 280.00 | 0.00 |
| | Insulation-Materials | 600.00 | | | | 0.00 | 0 | 600.00 | 0.00 |
| | Roofing-Labor | 640.00 | | | | 0.00 | 0 | 640.00 | 0.00 |
| | Roofing-Material | 600.00 | | | | 0.00 | 0 | 600.00 | 0.00 |
| | Siding-Labor | 560.00 | | | | 0.00 | 0 | 560.00 | 0.00 |
| | Siding-Material | 400.00 | | | | 0.00 | 0 | 400.00 | 0.00 |
| | Gutters & Accessories Labor & Matls Dashco/Rainguard | 1,370.00 | | | | 0.00 | 0 | 1,370.00 | 0.00 |
| 8 | Division 8 Doors and Windows | | | | | | | | |
| | Doors- Labor | 1,680.00 | | | | 0.00 | 0 | 1,680.00 | 0.00 |
| | Doors- Material | 8,100.00 | | | | 0.00 | 0 | 8,100.00 | 0.00 |
| | Windows-Labor | 490.00 | | | | 0.00 | 0 | 490.00 | 0.00 |
| | Windows-Material | 1,225.00 | | | | 0.00 | 0 | 1,225.00 | 0.00 |

CONTINUATION SHEET

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| 9 | Division 9 Finishes | | | | | | | | |
| | Gypsum Board-Labor | 7,755.00 | | | | 0.00 | 0 | 7,755.00 | 0.00 |
| | Gypsum Board-Material | 1,200.00 | | | | 0.00 | 0 | 1,200.00 | 0.00 |
| | Finishing- Jake Henry Construction Union Flooring | 5,000.00 | | | | 0.00 | 0 | 5,000.00 | 0.00 |
| | Flooring-labor and material | 13,350.00 | | | | 0.00 | 0 | 13,350.00 | 0.00 |
| | Scott Decorating | | | | | | | | |
| | Painting-Labor and Material | 12,000.00 | | | | 0.00 | 0 | 12,000.00 | 0.00 |
| 10 | Division 10-Specialties | | | | | | | | |
| | Restroom Accessories-Labor | 1,120.00 | | | | 0.00 | 0 | 1,120.00 | 0.00 |
| | Restroom Accessories-Material | 665.00 | | | | 0.00 | 0 | 665.00 | 0.00 |
| 12 | Division 12- Furnishings | | | | | | | | |
| | Casework/Window Blinds-Labor | 1,120.00 | | | | 0.00 | 0 | 1,120.00 | 0.00 |
| | Casework/Window Blinds-Material | 1,300.00 | | | | 0.00 | 0 | 1,300.00 | 0.00 |
| 15 | Division 15-Mechanical-Benbow | | | | | | | | |
| | Mobilization | 1,003.00 | | | | 0.00 | 0 | 1,003.00 | 0.00 |
| | Plumbing Material | 3,150.00 | | | | 0.00 | 0 | 3,150.00 | 0.00 |
| | Plumbing Labor | 7,667.00 | | | | 0.00 | 0 | 7,667.00 | 0.00 |
| | HVAC | | | | | | | | |
| | Material | 4,975.00 | | | | 0.00 | 0 | 4,975.00 | 0.00 |
| | Labor | 4,569.00 | | | | 0.00 | 0 | 4,569.00 | 0.00 |
| | Insulation Plg/Htg | 4,080.00 | | | | 0.00 | 0 | 4,080.00 | 0.00 |
| | Test and Balance | 900.00 | | | | 0.00 | 0 | 900.00 | 0.00 |
| 16 | Division 16-Electrical-AMP | | | | | | | | |
| | Rough In Labor | 2,600.00 | | | | 0.00 | 0 | 2,600.00 | 0.00 |
| | Rough In Material | 280.00 | | | | 0.00 | 0 | 280.00 | 0.00 |

CONTINUATION SHEET

AIA DOCUMENT G703

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| 16 | Division 16 Electrical Continued | | | | | | | | |
| | Finish Labor | 3,140.00 | | | | 0.00 | 0 | 3,140.00 | 0.00 |
| | Finish Material | 1,840.00 | | | | 0.00 | 0 | 1,840.00 | 0.00 |
| | Alternate #3 | | | | | | | | |
| 1 | Division #1 - General Requirements | | | | | | | | |
| | General Conditions | 19,813.00 | | 15,000.00 ✓ | | 15,000.00 ✓ | 0.75707869 | 4,813.00 ✓ | 1,500.00 ✓ |
| 2 | Division #2 - Site Construction | | | | | | | | |
| | Materials | 5,430.00 | 5,430.00 | | | 5,430.00 ✓ | 1 | 0.00 | 543.00 ✓ |
| | Labor | 12,670.00 | 8,151.00 | 2,417.00 ✓ | | 10,568.00 ✓ | 0.83409629 | 2,102.00 ✓ | 1,056.80 ✓ |
| | Asphalt Paving - Labor & Material | 41,137.00 | | 41,137.00 ✓ | | 41,137.00 ✓ | 1 | 0.00 | 4,113.70 ✓ |
| 3 | Division #3 Concrete | | | | | | | | |
| | Labor | 33,320.00 | 31633 | | | 31,633.00 | 0.94936975 | 1,687.00 | 3,163.30 ✓ |
| | Material | 15,680.00 | 15388 | | | 15,388.00 | 0.98137755 | 292.00 | 1,538.80 ✓ |
| 9 | Division 9 Finishes | | | | | | | | |
| | Painting-Labor and Material | 950.00 | | | | 0.00 | 0 | 950.00 | 0.00 |
| | Scott Decorating | | | | | | | | |
| 10 | Division 10-Specialties | | | | | | | | |
| | Specialties-Labor and Material | 6,000.00 | | 4,000.00 ✓ | | 4,000.00 ✓ | 0.66666667 | 2,000.00 ✓ | 400.00 ✓ |
| | | 2,003,000.00 ✓ | 243,374.00 ✓ | 378,471.24 ✓ | 0.00 | 621,845.24 ✓ | | 1,381,154.76 ✓ | 62,184.52 ✓ |

CONTRACTOR'S CERTIFICATION

Date

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

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

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

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

Hein Construction Company

Company



Name David Marshall

Vice President/Project Manager

Title

10/31/18

Date

CONSTRUCTION OBSERVATION REPORT

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



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

REPORT NO. 3

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

Date: 10/31/18 Time: 1:00 p.m. Weather: Mostly Sunny Temp. Range: 55°

Present At Site: Carpenters, Framers, Equipment Operators.

WORK IN PROGRESS

Framing at "B-HC" building and grading at "C-HC" building.

OBSERVATIONS

Basketball court concrete is complete and acceptable. Installation of poles is underway. Waterline displaced by basketball court has yet to be rerouted. See Progress Meeting this report.

Weep holes have been installed in the retaining wall.

New sidewalks and ramps along the east edge of the parking lot have been completed and appear to conform to revised plans. Modifications along the west side have not been started. See Action Requested/Items Verified this report. Sidewalks to building entrances have been poured at a thickness of 6" in lieu of the 4" specified.

Exterior walls have been framed at both "B" buildings and exterior insulation installed. Interior wall panels for "B" buildings are stored inside. Roof framing and sheathing have been installed at both buildings. Shingle installation is underway at the west building. Porch roof framing is underway.

Foundation of "C" Building has been poured, insulated and backfilled. Grading for floor slab is underway.

PROGRESS MEETING

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

1. The saddles which will facilitate the re-routing of the water line are scheduled to ship 11/1. Accordingly, BB estimates work on the water line will take place on or about 11/8. Water to the complex will need to be shut off during the work period, and a boil order will be in effect for up to 48 hours following. Contractor will provide 48 hours notice to the Owner prior to the commencement of the work.
2. Proposed shower substitute is available but at three times the cost of the original unit. See Action Requested/Items Verified this report.
3. Contractor can procure ribbed fascia in the dimensions required; therefore, ribbed fascia will be utilized to eliminate the potential for oil-canning.
4. Change Order for revised walk and ramps along east edge of parking lot was approved.

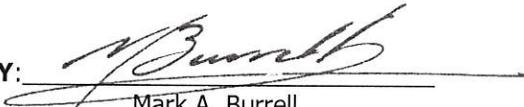
PROGRESS MEETING (Cont.)

5. Change Order for relocation of security camera/light pole and new post light was discussed. Owner agreed to the amounts in principle but will first verify with security company whether adding additional lighting will adversely affect the function of the security camera before issuing final approval.
6. By 11/9, Contractor hopes to have floors poured and structural framing complete at the "C" buildings, as well as final grading at south and east end of basketball court.
7. Owner will attempt to select units to receive hearing-impaired hardware.
8. Contractor submitted requests for payment to the Architect for review.

ACTION REQUESTED/ITEMS VERIFIED

1. Revert to original ramp and striping pattern for west side of parking lot.
2. Architect requested Contractor provide a proposed tub/shower substitution for review.
3. Vinyl soffit will be utilized at all locations, per Owner's e-mail dated 11/1/18 (copy attached).

REPORTED BY:


Mark A. Burrell



1. New concrete paving, walk and curb at east side of parking lot.



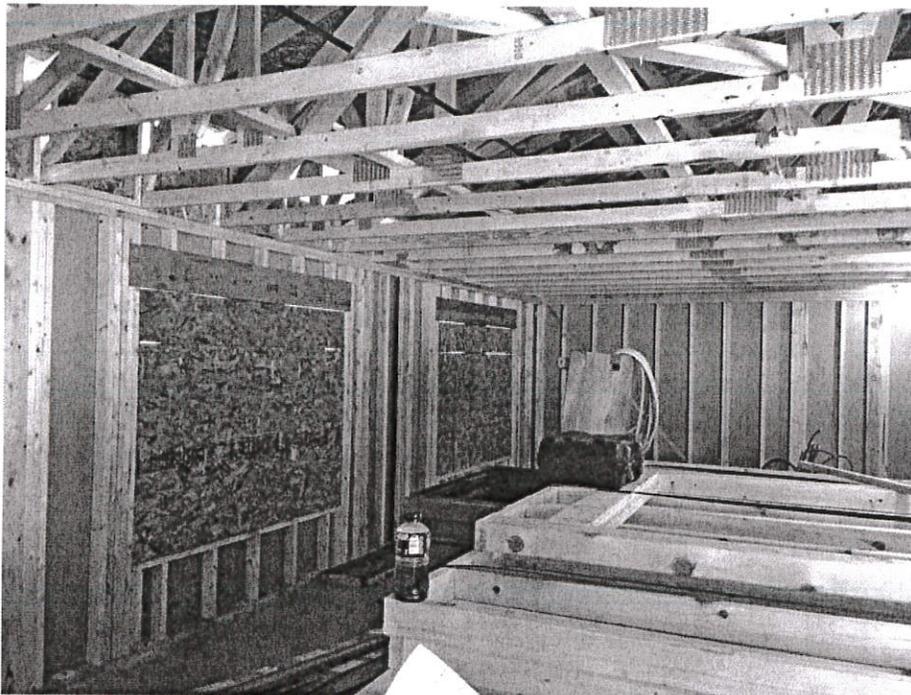
2. New concrete at basketball court.



3. Trench at northwest end of basketball court for relocated water line.



4. Framing and exterior insulation at Building B-HC-1. Roofing installation in progress.



5. Interior wall panels stored at interior of Building B-HC-2.



6. Roof framing installation at Building B-HC-1.



7. Foundation/footings at Building C-HC. Grading for floor slab underway.

Mark Burrell

From: Cheryl Lefler <clefler@knoxhousing.org>
Sent: Thursday, November 01, 2018 10:00 AM
To: Mark Burrell; Dave Marshall
Cc: Mark Leblang
Subject: RE: KCHA Soffits

Good morning!

I'm good with vinyl all the way around. I have never understood why we had mismatched soffits on the uppers and lowers anyway, so let's match with the vinyl on these new buildings.

That's my two cents unless I am missing something.

Thank you!

Cheryl Lefler

Assistant Director
Knox County Housing Authority
216 W. Simmons Street
Galesburg, IL 61401
Phone (309) 342-8129, ext. 214
Fax (309) 342-7206
www.knoxcountyhousing.org

From: Mark Burrell <mburrell@alliarch.com>
Sent: Thursday, November 01, 2018 8:24 AM
To: Dave Marshall <dave@heinconstruction.com>
Cc: Mark Leblang <mleblang@alliarch.com>; Cheryl Lefler <clefler@knoxhousing.org>
Subject: Re: KCHA Soffits

Is there a 4" or 6" available in aluminum?

Mark

Sent from my iPhone

On Nov 1, 2018, at 8:07 AM, Dave Marshall <dave@heinconstruction.com> wrote:

Good Morning,
My supplier just called and the 5" aluminum soffit is not available anymore from the manufacture in the specs or from Rollex.
My suggestion is we use the vinyl soffit everywhere so it matches. Vented on the eaves and solid up the rakes.
Please let me know ASAP if this is acceptable. I think this would look the best.
Thank you

Dave Marshall
Vice President/Project Manager

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: 11/26/2018

FROM: Derek Antoine 
Executive Director

BOARD MEETING: 11/27/2018

SUBJECT: Hein Construction—Proposed Change Order

Executive Summary

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

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

The proposed change order includes four items:

1. Furnish and install shower seats at each of seven handicapped-accessible showers;
2. Furnish and install hand-held shower, hose and bracket at each of seven handicapped accessible showers;
3. Revise grading and routing of walks from parking lot to the 3-bedroom buildings; and
4. Furnish, install and stain finish oak stairs in two units in 4-bedroom building.

Items 1, 2 and 4 should have been included in the original scope of work, however, these items appear to have been overlooked by the architect. The architect needed to revise the drawings for the sidewalks, so this resulted in the cost change to item 3 due to additional labor needed to rework the sidewalk forms after they had been started with the original drawings. Follow up discussion will take place with the architect to address these omissions.

Please see the attached Change Order document from Alliance Architecture that includes the proposed changes and their corresponding costs which total \$12,067.98.

Alliance Architecture has reviewed the change order amounts and find them to be within an acceptable range. Thus, acceptance of the requests is recommended by Alliance Architecture. The General Requirements Allowance (\$16,530.20 available) will cover costs associated with the change order. The total contract will be unchanged by this change order. After this change order, the allowance will have \$4,462.22 remaining.

Fiscal Impact

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

Recommendation

It is the recommendation of the Executive Director the Board of Commissioners of the Knox County Housing Authority approve the proposed change order from Hein Construction in the amount of \$12,067.98.

CHANGE ORDER

Owner x
 Architect x
 Contractor x



PROJECT: 504 Modifications Phase II
 Moon Towers & Bluebell Tower
 Knox County Housing Authority
 Galesburg, Illinois

CHANGE ORDER NO. 2
 DATE: November 21, 2018

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

CONTRACT FOR: Total Construction
 CONTRACT DATE: 6/27/18

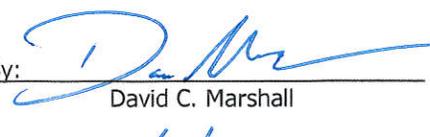
You are hereby directed to make the following changes:

- | | | | | |
|----|---|--------|----|----------------|
| 1. | Furnish and install shower seats at each of seven handicapped-accessible showers. | ADD | \$ | 2,763.22 |
| 2. | Furnish and install hand-held shower, hose and bracket at each of seven handicapped-accessible showers. | ADD | \$ | 2,403.94 |
| 3. | Revise grading and routing of walks from parking lot to Buildings B-HC-1 and B-HC-2. | ADD | \$ | 1,210.48 |
| 4. | Furnish and install oak stairs at two apartments in Building C-HC-3 and stain finish. | ADD | \$ | 5,690.34 |
| 5. | Reduce General Requirements Allowance from \$16,530.20 to \$4,462.22. | DEDUCT | \$ | 12,067.98 |
| 6. | Items enumerated herein do not require a construction time increase; therefore, there is no change in Date of Substantial Completion. | | | NO COST CHANGE |

NET CHANGE \$ 0.00

| | | |
|---|----|------------------|
| The original Contract Sum was | \$ | 2,003,000.00 |
| Net Change by previous Change Orders | \$ | 0.00 |
| The Contract Sum prior to this Change Order was | \$ | 2,003,000.00 |
| The Contract Sum will be UNCHANGED by this Change Order | \$ | 0.00 |
| The Contract Sum including this Change Order | \$ | 2,003,000.00 |
| The Contract Time will be UNCHANGED by | | |
| The Date of Completion as of the date of this Change Order therefore is | | November 3, 2019 |

| | | |
|------------------------------------|---|---|
| ALLIANCE ARCHITECTURE Architect | HEIN CONSTRUCTION CO., INC. Contractor | KNOX COUNTY HOUSING AUTHORITY Owner |
| 929 Lincolnway East, Suite 200 | 9130 N. Industrial Road | 255 West Tompkins Street |
| South Bend, IN 46601 | Peoria, IL 61615 | Galesburg, Illinois 61401 |

| | | |
|--|---|----------------------------|
| By:  Mark W. Leblang | By:  David C. Marshall | By: _____ Derek Antoine |
| Date: November 21, 2018 | Date: <u>11/21/18</u> | Date: _____ |

EXECUTIVE DIRECTOR'S REPORT NOVEMBER 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, November 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 November 2018:

| Staff | Date | Training |
|-------|------|----------|
| | | |
| | | |
| | | |
| | | |
| | | |

POLICY/OPERATIONS

Accounting and Finance

- The Finance Department closed the financials for October 2018.
- The Finance Committee met on 11/21/2018 to review October 2018 financials. Claims, bills, and income/expense for all programs was discussed. Also discussed were agency group medical, dental, and vision insurance options for calendar year 2019.
- Outstanding Debt Collection update as of November 27, 2018:
 - Knox County Housing Authority has submitted \$962,600.22 in uncollectible debt.
 - Through various collection methods, the agency has collected \$101,695.03 in offsets of the above total.
 - KCHA is recovering at a rate of approximately 10.56% of uncollectible debt reported.

EXECUTIVE SUMMARY

Human Resources

Tami Matejewski, Administrative Support for the Family Sites, is the November 2018 Employee of the Month. Tami truly cares about the residents she serves, as she consistently demonstrated throughout the past month. Whether it's connecting families to resources or keeping the site safe, Tami always shows personal investment in the growth and support of our participant families. For instance, Tami worked, on her own time, to provide a family in need with food. Additionally, Tami has been working with a tenant that is working through alcohol abuse, going so far as to provide resource information in a manner which avoided embarrassment for the family. All of this, in addition to accomplishing a great deal of administrative tasks, has earned Tami this recognition amongst her peers.

Facilities

No report this period.

Legislative/Advocacy Update

No report this period.

Public Relations

No report this period.

Policy

Work has begun on policy revisions for calendar year 2019. The policies will be posted on the agency's website for review and comment, as well as brought before the Resident Advisory Board on 12/05/2018. Once the policies have been finalized, the slate will be brought before the Board for approval at the December regular meeting. Included in this year's revisions:

- Public Housing Program Admissions and Continued Occupancy Policy
- Housing Choice Voucher Program Administrative Plan
- Affirmatively Furthering Fair Housing Plan

Strategic Planning

No report this period.

PUBLIC HOUSING PROGRAM

Public Housing Program

Moon Towers

Dashboard for Moon Towers for October 2018:

- Operating Statement (current period):

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

- Average rent collected for Moon Towers is \$190.59 per unit per month.
- 45 vacant unit days for a total vacancy loss of \$441.61 in *desired* rent, and a vacancy loss of \$271.06 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 8.17 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$28.79 per unit
- Average Maintenance Cost billed is \$2.12 per unit
- Tenant Accounts Receivable for Moon Towers:
 - \$10,419.82 outstanding tenant accounts
 - 2.50% to projected annual tenant revenue

Occupancy based on *days* leased at Moon Towers for October, 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 | 2356 | 0 | 2356 | 11 | 2345 | 99.5% | 0.5% |
| 1-BR | 99 | 3069 | 0 | 3069 | 34 | 3035 | 98.9% | 1.1% |
| 2-BR | 2 | 62 | 0 | 62 | 0 | 62 | 100.0% | 0.0% |
| TOTAL | 177 | 5487 | 0 | 5487 | 45 | 5442 | 99.2% | 0.8% |

Occupancy based on *months* leased at Moon Towers for October, 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 03/31/2019:

| Moon Towers Waiting List | | |
|---------------------------------|------------|--------|
| Month | Applicants | Total |
| FYE 03/31/2018 | - | 112 |
| April 2018 | 16 | 129 |
| May 2018 | 11 | 74 |
| June 2018 | 15 | 84 |
| July 2018 | 21 | 100 |
| August 2018 | 10 | 111 |
| September 2018 | 17 | 118 |
| October 2018 | 12 | 126 |
| November 2018 | | |
| December 2018 | | |
| January 2019 | | |
| February 2019 | | |
| March 2019 | | |
| Totals/Avg. List | 102 | 106.00 |

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

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

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

PUBLIC HOUSING PROGRAM

Scattered Family Sites

Woodland Bend, Whispering Hollow, Cedar Creek Place

Dashboard for Family Sites for October 2018:

- Operating Statement (current period):

| Column1 | Period | Year |
|---------------|----------------|----------------|
| Income | \$ 70,961.90 | \$ 483,925.32 |
| Expense | \$ 83,639.69 | \$ 542,427.71 |
| Profit/(Loss) | \$ (12,677.79) | \$ (58,502.39) |

- Average rent collected for the Family Sites is \$85.82 per unit per month.
- 49 vacant unit days for a total vacancy loss of \$721.33 in *desired* rent, and a vacancy loss of \$359.77 in prior rent. Desired rent is the flat rent amount for each unit, currently set at 80% of the market rent rate, and Prior Rent is the amount of rent for the unit paid by the previous tenant.
- Average unit turnaround time at the Family Sites is 17.17 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$36.80 per unit
- Average Maintenance Cost billed is \$8.69 per unit
- Tenant Accounts Receivable for the Family Sites:
 - \$32,826.63 outstanding tenant accounts
 - 15.12% to projected annual tenant revenue

Occupancy based on *days* leased at the Family Sites for October, 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 | 2480 | 0 | 2480 | 26 | 2454 | 99.0% | 1.0% |
| 3-BR | 80 | 2480 | 62 | 2418 | 23 | 2395 | 99.0% | 1.0% |
| 4-BR | 22 | 682 | 0 | 682 | 0 | 682 | 100.0% | 0.0% |
| 5-BR | 8 | 248 | 0 | 248 | 0 | 248 | 100.0% | 0.0% |
| TOTAL | 190 | 5890 | 62 | 5828 | 49 | 5779 | 99.2% | 0.8% |

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

| Unit | Unit Months Available | Unit Months Leased | Occupancy Rate | Vacancy Rate |
|--------------|-----------------------|--------------------|----------------|--------------|
| 2-BR | 80 | 80 | 100.0% | 0.0% |
| 3-BR | 80 | 80 | 100.0% | 0.0% |
| 4-BR | 22 | 22 | 100.0% | 0.0% |
| 5-BR | 8 | 8 | 100.0% | 0.0% |
| TOTAL | 190 | 190 | 100.0% | 0.0% |

PHAS is calculated utilizing unit months leasing rate.

PUBLIC HOUSING PROGRAM

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

| Family Sites Waiting List | | |
|----------------------------------|------------|--------|
| Month | Applicants | Total |
| FYE 03/31/2018 | - | 145 |
| April 2018 | 15 | 160 |
| May 2018 | 15 | 170 |
| June 2018 | 12 | 167 |
| July 2018 | 18 | 168 |
| August 2018 | 17 | 176 |
| September 2018 | 12 | 182 |
| October 2018 | 14 | 170 |
| November 2018 | | |
| December 2018 | | |
| January 2019 | | |
| February 2019 | | |
| March 2019 | | |
| Totals/Avg. List | 103 | 170.43 |

Here is the PHAS Dashboard for the Family Sites for October 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 | 91.9 | 100.0 |

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

PUBLIC HOUSING PROGRAM

Blue Bell Tower

Dashboard for Blue Bell Tower for October 2018:

- Operating Statement (current period):

| Column1 | Period | Year |
|---------------|---------------|----------------|
| Income | \$ 19,508.33 | \$ 147,714.54 |
| Expense | \$ 23,905.69 | \$ 164,555.53 |
| Profit/(Loss) | \$ (4,397.36) | \$ (16,840.99) |

- Average rent collected for Bluebell Tower is \$281.43 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 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 25.00 days. *Unit Turnaround* time includes any down time, maintenance, leasing, and exempted days.
- Average Maintenance Cost is \$17.57 per unit, excluding unit turnover cost
- Average Maintenance Cost billed is \$0.00 per unit, excluding unit turnover cost
- Tenant Accounts Receivable for Blue Bell Tower:
 - \$859.00 outstanding tenant accounts
 - 0.49% to projected annual tenant revenue

Occupancy based on *days* leased at Bluebell Tower for October, 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 | 1550 | 0 | 1550 | 0 | 1550 | 100.0% | 0.0% |
| 2-BR | 1 | 31 | 0 | 31 | 0 | 31 | 100.0% | 0.0% |
| TOTAL | 51 | 1581 | 0 | 1581 | 0 | 1581 | 100.0% | 0.0% |

Occupancy based on *months* leased at Bluebell Tower for October, 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 03/31/2019:

| Blue Bell Tower Waiting List | | |
|-------------------------------------|------------|-------|
| Month | Applicants | Total |
| FYE 03/31/2018 | | 28 |
| April 2018 | 3 | 26 |
| May 2018 | 2 | 28 |
| June 2018 | 3 | 27 |
| July 2018 | 7 | 25 |
| August 2018 | 9 | 26 |
| September 2018 | 5 | 28 |
| October 2018 | 4 | 29 |
| November 2018 | | |
| December 2018 | | |
| January 2019 | | |
| February 2019 | | |
| March 2019 | | |
| Totals/Avg. List | 33 | 27.00 |

Here is the PHAS Dashboard for the Blue Bell Tower for October 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 October, 2018.

| Property Name | Total Units | Occupied | Occupancy Rate | Vacancy Rate |
|-------------------------|-------------|------------|----------------|--------------|
| Moon Towers | 177 | 176 | 99.4% | 0.6% |
| Family Sites | 190 | 190 | 100.0% | 0.0% |
| Bluebell Tower | 51 | 51 | 100.0% | 0.0% |
| Total PH Program | 418 | 417 | 99.8% | 0.2% |

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) | 22.33 | 25.0 |
| Financial Assessment Subsystem (FASS) | 25.00 | 25.0 |
| Capital Fund Program Indicator | 10.00 | 10.0 |
| Overall Property PHAS Score | 95.01 | 100.0 |

For the FYE 03/31/2019, the PH Program is trending towards a PHAS rating of 95.01 which would qualify the agency as a **High Performer**.

HOUSING CHOICE VOUCHER PROGRAM

Housing Choice Voucher Program

Application/Waiting List Activity

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

Voucher Activity

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

HOUSING CHOICE VOUCHER PROGRAM

Housing Assistance Payments (HAP) Statistics

| Month | Vouchers Knox Co. | Housing Assistance Payments (HAP) | Avg. Voucher Expense | Administrative Fees Earned | Admin Fees per Voucher |
|-----------------------|-------------------|-----------------------------------|----------------------|----------------------------|------------------------|
| January 2018 | 176 | \$ 70,460.00 | \$ 400.34 | \$ 8,902.10 | \$ 50.58 |
| February 2018 | 175 | \$ 69,657.00 | \$ 398.04 | \$ 11,322.89 | \$ 64.70 |
| March 2018 | 166 | \$ 70,053.00 | \$ 422.01 | \$ 9,502.04 | \$ 57.24 |
| April 2018 | 166 | \$ 68,826.00 | \$ 414.61 | \$ 8,614.80 | \$ 51.90 |
| May 2018 | 170 | \$ 71,625.00 | \$ 421.32 | \$ 8,779.24 | \$ 51.64 |
| June 2018 | 171 | \$ 72,668.00 | \$ 424.96 | \$ 12,320.49 | \$ 72.05 |
| July 2018 | 172 | \$ 70,225.00 | \$ 408.28 | \$ 9,256.34 | \$ 53.82 |
| August 2018 | 174 | \$ 74,364.00 | \$ 427.38 | \$ 8,962.82 | \$ 51.51 |
| September 2018 | 178 | \$ 74,769.00 | \$ 420.05 | \$ 9,035.74 | \$ 50.76 |
| October 2018 | 180 | \$ 73,095.00 | \$ 406.08 | \$ 10,121.80 | \$ 56.23 |
| November 2018 | | \$ - | \$ - | \$ - | |
| December 2018 | | \$ - | \$ - | \$ - | |
| CYE 12/31/2018 | 1728 | \$ 715,742.00 | \$ 414.20 | \$ 96,818.26 | \$ 56.03 |

Voucher Portability Impact

| Month | Vouchers Ported | Ported \$\$ | Avg. Port Expense | Housing Assistance Payments (HAP) | Percent of HAP |
|-----------------------|-----------------|----------------------|-------------------|-----------------------------------|----------------|
| January 2018 | 12 | \$ 10,733.00 | \$ 894.42 | \$ 70,460.00 | 15.23% |
| February 2018 | 13 | \$ 10,547.00 | \$ 811.31 | \$ 69,657.00 | 15.14% |
| March 2018 | 14 | \$ 11,207.00 | \$ 800.50 | \$ 70,053.00 | 16.00% |
| April 2018 | 13 | \$ 11,043.00 | \$ 849.46 | \$ 68,826.00 | 16.04% |
| May 2018 | 13 | \$ 12,191.00 | \$ 937.77 | \$ 71,625.00 | 17.02% |
| June 2018 | 13 | \$ 11,646.00 | \$ 895.85 | \$ 72,668.00 | 16.03% |
| July 2018 | 9 | \$ 8,900.00 | \$ 988.89 | \$ 70,225.00 | 12.67% |
| August 2018 | 10 | \$ 11,701.00 | \$ 1,170.10 | \$ 74,364.00 | 15.73% |
| September 2018 | 12 | \$ 12,085.00 | \$ 1,007.08 | \$ 74,769.00 | 16.16% |
| October 2018 | 10 | \$ 10,820.00 | \$ 1,082.00 | \$ 73,095.00 | 14.80% |
| November 2018 | | \$ - | \$ - | \$ - | |
| December 2018 | | \$ - | \$ - | \$ - | |
| CYE 12/31/2018 | 119 | \$ 110,873.00 | \$ 931.71 | \$ 715,742.00 | 15.49% |

HOUSING CHOICE VOUCHER PROGRAM

Voucher Utilization

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

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

AFFORDABLE HOUSING PRESERVATION (A.H.P.)

Affordable Housing Preservation (A.H.P.)

Prairieland Townhouse Apartments

Key Financial Data for Prairieland Townhouse Apartments for October 2018:

- Average rent collected for Prairieland Townhouses is \$399.20 per unit per month.
- Vacancy loss - \$1,055.00 (74 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$7,301.00
 - \$5,902.00 in dwelling rent
 - \$1,399.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for October 2018 – \$2,935.18
- Net cash flow YTD 2019 – \$27,635.51
- Replacement Reserve Balance - \$116,914.13
- Residual Receipt Reserve Balance - \$54,504.00

Brentwood Manor

Key Financial Data for Brentwood Manor for October 2018:

- Average rent collected for Prairieland Townhouses is \$421.00 per unit per month.
- Vacancy loss - \$689.00 (48 days)
- Accounts Receivable for the Prairieland Townhouses is currently \$13,363.00
 - \$12,175.00 in dwelling rent
 - \$1,188.00 in other charges (maintenance, violation fines, etc.)
- Net cash flow for October 2018 – \$5,644.84
- Net cash flow YTD 2019 – \$(31,247.61)
- Cash Reserve Position – \$150,896.74

Here is a snapshot of the occupancy at the AHP properties as of November 27, 2018:

| A.H.P. Properties | Occupancy | Vacancy |
|----------------------------------|-----------|---------|
| Prairieland Townhouse Apartments | 99.4% | 0.6% |
| Brentwood Manor | 96.3% | 3.7% |