

Vermilion Housing Authority



Board of Commissioners

July 20, 2023

Board Packet



TO: All Interested Parties

FROM: Jaclyn Vinson, Executive Director

DATE: July 17, 2023

SUBJECT: Board of Commissioners Monthly Meeting

The regular meeting of the Board of Commissioners of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority is scheduled for **Thursday, July 20, 2023**, at **5:00 p.m.** at **Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, Illinois.**



TO: Board of Commissioners

FROM: Jaclyn Vinson, Executive Director

DATE: July 17, 2023

SUBJECT: Board of Commissioners Monthly Meeting

The next regular monthly meeting of the Board of Commissioners of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority is scheduled for **Thursday, August 17, 2023 at 5:00 p.m. at Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, Illinois.**

Copies of information and business items are enclosed. Please contact me at (217) 444-3101 if you have any questions.

**BOARD OF COMMISSIONERS
REGULAR MEETING
FAIR OAKS ADMINISTRATION BUILDING BOARD ROOM
THURSDAY, JULY 20, 2023
AGENDA**

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda [voice vote]
4. Public and Resident Comments:
Comments will be accepted on items listed on the agenda for action at the Board of Commissioners meeting with a 3 minute limit or with an authorized form signed and turned in prior to the meeting-ED
5. Approval of May 18, 2023 - VHA Board Minutes (pages 1-14)
6. Police Reports – May & June (pages 15-18)
7. Department Reports:
 - (a) Public Housing – May & June (pages 19-22)
 - (b) HCV – May & June (pages 23-26)
 - (c) Finance – May & June (pages 27-58)
 - (d) Personnel – May & June (pages 59-60)
8. New Business [all the below items – roll call vote]
 - * (a) Disposition of Vehicle's (pages 61-63)
 - * (b) Purchase 2022 Chevy Silverado (pages 64-66)
 - * (c) Banking Services (pages 67-69)
 - * (d) Fair Oaks Camera Upgrades (pages 70-73)
 - * (e) Amendment to Chapter 5 of the HCV Administrative Plan (pages 74-98)
 - * (f) Election of Vice Chairman (pages 99-107)

9. Other Business
 - (a) Project Updates

10. Closed Session for Real Estate Matters
Pursuant to the IL Open Meetings Act:
5 ILCS 120/2(c)(5): The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired

11. Chairman/Commissioner Comments

12. Adjournment

***NEED BOARD APPROVAL AND/OR RESOLUTION**

-The next regularly scheduled meeting of the Board of Commissioners is August 17, 2023 at the Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, IL. We will begin at 5:00 p.m.

MINUTES OF
MAY 18, 2023
REGULAR BOARD MEETING

The Board of Commissioners of the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority met in regular session on May 18, 2023 at 4:02 p.m. at Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, Illinois. Upon roll call requested by Chairman O'Shaughnessy, those present and absent were:

PRESENT: Vice Chairman – Gary Miller, Chairman – Pat O'Shaughnessy, Harsha Gurujal, and Deanna Witzel
ABSENT: Carla Boyd, Lindsay VanFleet, and Courtney Watson
ALSO PRESENT: Executive Director, Jaclyn Vinson; Chief Financial Officer, Amber McCoy; Melissa Welker, HCV Specialist

Chairman O'Shaughnessy called for any additions or deletions to item number 3 on the agenda. None were presented. Chairman O'Shaughnessy then called for a motion to approve the agenda as presented. Commissioner Witzel moved that the agenda be approved as presented. Vice Chairman Miller seconded the motion. Chairman O'Shaughnessy called for a roll call vote to approve the agenda which produced the following:

AYES: H. Gurujal, G. Miller, P. O'Shaughnessy, and D. Witzel
NAYES: None
ABSENT: C. Boyd, L. VanFleet, and C. Watson

Chairman O'Shaughnessy opened the floor to public and resident comments, item number 4 on the agenda. None were presented.

Chairman O'Shaughnessy asked for any additions or deletions to the minutes from the April 20, 2023 Regular Board Meeting item number 5 on the agenda. None were presented. Chairman O'Shaughnessy stated that if there were no additions or corrections, he needs a motion to approve the minutes. Commissioner Witzel made a motion that the minutes from the April 20, 2023 Regular Board Meeting Minutes be approved. Vice Chairman Miller seconded the motion. Chairman O'Shaughnessy called for a roll call vote to approve the minutes of the April 20, 2023 Regular Board Meeting Minutes which produced the following:

AYES: H. Gurujal, G. Miller, P. O'Shaughnessy, and D. Witzel

NAYES: None
ABSENT: C. Boyd, L. VanFleet, and C. Watson

Chairman O'Shaughnessy asked for item number 6 on the agenda – Police Reports. Mrs. Vinson stated she had a few of the police reports for April. A question and answer session followed.

Chairman O'Shaughnessy asked for item number 7 on the agenda – Director's reports.

(a) **Public Housing** – Jaclyn Vinson went over the April report. She stated they were at 95% occupancy at all AMPs. Large drop due to Parkview Court. She also went over the Ross Grant.

(b) **HCV/Section 8** – Melissa Welker went over the April report. She stated they were at 461 for April.

(c) **Finance** – Amber McCoy went over the Finance, TAR's and Expenditures report for April. A question and answer session followed.

(d) **Personnel** – Amber McCoy went over the April report. Jaclyn Vinson talked about new hires and what they will be doing. A question and answer session followed.

Chairman O'Shaughnessy asked if there were any other questions regarding the reports. None were presented.

Chairman O'Shaughnessy asked for item number 8 on the agenda – A/E Task Order-Fair Oaks and Beeler Terrace Pavement Assessment; A/E Task Order-Building Signage and Wayfinding; A/E Task Order Fair Oaks Renovation; Purchase of 2022 Chevrolet Silverado 2500; Purchase of 2022 Chevrolet Silverado 1500; 2023 SEMAP Certification.

(a) **A/E Task Order – Fair Oaks and Beeler Terrace Pavement Assessment** – Mrs. Vinson went over the proposal. Chairman O'Shaughnessy asked if there were any questions. None were presented. Commissioner Witzel made a motion to approve the Annual Plan Update. Vice Chairman Miller seconded it.

RESOLUTION NO. 2023-12

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the "Authority") is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the "Act") for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, to approve the project management with Farnsworth Group for Fair Oaks & Beeler Terrace Pavement Assessment for \$16,800.00; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority, desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.

- Section 2. Approval of the project management with Farnsworth Group for Fair Oaks & Beeler Terrace Pavement Assessment for \$16,800.00.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Chairman O’Shaughnessy called for a roll call vote to approve the A/E Task Order-Fair Oaks and Beeler Terrace Pavement Assessment which produced the following:

AYES: H. Gurujal, G. Miller, P. O’Shaughnessy, and D. Witzel
NAYES: None
ABSENT: C. Boyd, L. VanFleet, and C. Watson

Chairman O’Shaughnessy thereupon declared said motion carried.

(b) A/E Task Order-Building Signage and Wayfinding – Mrs. Vinson went over the proposal. Chairman O’Shaughnessy asked if there were any questions. A question and answer session followed. Chairman O’Shaughnessy asked if there were any other questions. None were presented. Vice Chairman Miller made a motion to approve the A/E Task Order-Building Signage and Wayfinding. Commissioner Witzel seconded it.

RESOLUTION NO. 2023-13

RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the “Authority”) is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the

“Act”) for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, to approve the project management with Farnsworth Group for Building Signage and Wayfinding for \$14,000.00; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority, desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.

Section 2. Approval of the project management with Farnsworth Group for Building Signage and Wayfinding for \$14,000.00.

Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.

Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Chairman O’Shaughnessy called for a roll call vote to approve the A/E Task Order-Building Signage and Wayfinding which produced the following:

AYES: H. Gurujal, G. Miller, P. O’Shaughnessy, and D. Witzel

NAYES: None
ABSENT: C. Boyd, L. VanFleet, and C. Watson

Chairman O'Shaughnessy thereupon declared said motion carried.

(c) **A/E Task Order – Fair Oaks Renovation** – Mrs. Vinson went over the proposal. Chairman O'Shaughnessy asked if there were any questions. A question and answer session followed. Chairman O'Shaughnessy asked if there were any other questions. None were presented. Commissioner Witzel made a motion to approve the A/E Task Order – Fair Oaks Renovation. Commissioner Gurujal seconded it.

RESOLUTION NO. 2023-14

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the "Authority") is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the "Act") for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, to approve the project management with Farnsworth Group for Fair Oaks Renovation for \$87,500.00; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority, desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.

Section 2. Approval of the project management with Farnsworth Group for Fair Oaks Renovation for \$87,500.00.

Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.

Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Chairman O'Shaughnessy called for a roll call vote to approve the A/E Task Order – Fair Oaks Renovation which produced the following:

AYES: H. Gurujal, G. Miller, P. O'Shaughnessy, and D. Witzel

NAYES: None

ABSENT: C. Boyd, L. VanFleet, and C. Watson

Chairman O'Shaughnessy thereupon declared said motion carried.

(d) Purchase of 2022 Chevrolet Silverado 2500 – Mrs. Vinson went over the proposal. Chairman O'Shaughnessy asked if there were any questions. A question and answer session followed. Chairman O'Shaughnessy asked if there were any other questions. None were presented. Vice Chairman Miller made a motion to approve the Purchase of 2022 Chevrolet Silverado 2500. Commissioner Witzel seconded it.

RESOLUTION NO. 2023-15

RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the "Authority") is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the "Act") for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve the purchase of a 2022 Chevy Silverado 2500 from Miles Chevrolet, Decatur, IL at a cost not to exceed \$55,057.00; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.

Section 2. Approval of purchase of a2022 Chevy Silverado 2500 from Miles Chevrolet, Decatur IL at a cost not to exceed \$55,057.00.

Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.

Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Chairman O'Shaughnessy called for a roll call vote to approve the Purchase of 2022 Chevrolet Silverado 2500 which produced the following:

AYES: H. Gurujal, G. Miller, P. O'Shaughnessy, and D. Witzel
NAYES: None
ABSENT: C. Boyd, L. VanFleet, and C. Watson

Chairman O'Shaughnessy thereupon declared said motion carried.

(e) Purchase of 2022 Chevrolet Silverado 1500 – Mrs. Vinson went over the proposal. Chairman O'Shaughnessy asked if there were any questions. None were presented. Vice Chairman Miller made a motion to approve the Purchase of 2022 Chevrolet Silverado 1500. Commissioner Witzel seconded it.

RESOLUTION NO. 2023-16

RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the "Authority") is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the

“Act”) for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve the purchase of a 2022 Chevy Silverado 1500 from Miles Chevrolet, Decatur, IL at a cost not to exceed \$47,057.00; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.

Section 2. Approval of purchase of a2022 Chevy Silverado 1500 from Miles Chevrolet, Decatur IL at a cost not to exceed \$47,057.00.

Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.

Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Chairman O'Shaughnessy called for a roll call vote to approve the Purchase of 2022 Chevrolet Silverado 1500 which produced the following:

AYES: H. Gurujal, G. Miller, P. O'Shaughnessy, and D. Witzel
NAYES: None
ABSENT: C. Boyd, L. VanFleet, and C. Watson

Chairman O'Shaughnessy thereupon declared said motion carried.

(f) **2023 SEMAP Certification** – Mrs. Welker went over the proposal. A question and answer session followed. Chairman O'Shaughnessy asked if there were any other questions. None were presented. Commissioner Witzel made a motion to approve the 2023 SEMAP Certification. Vice Chairman Gurujal seconded it.

RESOLUTION NO. 2023-17

RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the "Authority") is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the "Act") for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, to approve the Section 8 Management Assessment Program (SEMAP) submission for fiscal year ending March 31, 2023; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority, desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.

Section 2. Approval of the Section 8 Management Assessment Program (SEMAP) submission for fiscal year ending March 31, 2023.

Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.

Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Chairman O'Shaughnessy called for a roll call vote to approve the 2023 SEMAP Certification which produced the following:

AYES: H. Gurujal, G. Miller, P. O'Shaughnessy, and D. Witzel

NAYES: None

ABSENT: C. Boyd, L. VanFleet, and C. Watson

Chairman O'Shaughnessy thereupon declared said motion carried.

Chairman O'Shaughnessy asked for item 9 on the agenda – Other Business – Project Updates.

(a) **Project Updates** – Mrs. Vinson went over the project updates.

Chairman O'Shaughnessy asked for item 10 on the agenda – Closed Session for Real Estate Matters.

5 ILCS 120/2(c)(5): The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired

None were presented.

Chairman O'Shaughnessy asked for item 11 on the agenda - Chairman/Commissioner Comments. Chairman O'Shaughnessy thanked Commissioner VanFleet and Vice Chairman Miller for their time and commitment. Vice Chairman Miller's term was up and Commissioner VanFleet resigned due to relocating out of state. Discussion on changing the time of the board meetings going forward to 5:00pm. Mrs. Vinson stated we need to update the bylaws to reflect the change.

Chairman O'Shaughnessy stated that with the agenda items satisfied he would entertain a motion to adjourn the meeting. Commissioner Witzel made the motion to adjourn. Vice Chairman Miller seconded the motion. Chairman O'Shaughnessy called for a roll call vote to adjourn the meeting which produced the following:

AYES: H. Gurujal, G. Miller, P. O'Shaughnessy, and D. Witzel

NAYES: None

ABSENT: C. Boyd, L. VanFleet, and C. Watson

The meeting was adjourned at 4:31 p.m.

Date: _____

Chairman
The Housing Authority of the City of
Danville, Illinois d/b/a Vermilion Housing Authority,
Board of Commissioners

_____ Date: _____

Secretary/Treasurer
The Housing Authority of the City of
Danville, Illinois d/b/a Vermilion Housing Authority,
Board of Commissioners

VHA - Police Reports in Commercial News - May 2023

Date	Type	Location	Description
5/2/2023	Police	Beeler	Disorderly conduct in the 300 block of Bradley.
5/6/2023	Police	Fair Oaks	Aggravated discharge of a firearm in the 900 block of Fowler Avenue.
5/10/2023	Police	Fair Oaks	Harassment, theft, and disorderly conduct in the 1000 block of Belton Drive.
5/13/2023	Police	Fair Oaks	Theft in the 900 block of Redden Court.
5/14/2023	Police	Fair Oaks	Assault, disorderly conduct in the 900 block of Redden Court.
5/14/2023	Police	MerChe	Domestic battery in the 700 block of Oak Street.
5/15/2023	Police	Fair Oaks	Aggravated domestic battery, theft on Fairchild Street and Fowler Avenue.
5/17/2023	Police	MerChe	Domestic battery in the 700 block of Oak Street.
5/20/2023	Police	Beeler	Criminal damage in the 300 block of Washington Street.
5/29/2023	Police	Churchill	Theft in the 100 block of East Seminary Street.
5/31/2023	Police	Fair Oaks	Criminal damage in the 900 block of Fowler Avenue.
* Year to Date Comparisons on Next Page			

	FY 2024		FY 2023		FY 2024		FY 2023	
	2024	2023	2024	2023	2024	2023	2024	2023
Total Police Calls								
March:			9	29				
February:			10				FO-7/BT-2	
January:			6				FO-7/BT-2/MC-1	
December:			9				FO-4/MC-2	
November:			9				FO-5/BT-2/CH-1/CM-1	
October:			11				FO-4/MC-4/MCT-1	
September:			6				FO-4/BT-1/MC-5/CH-1	
August:			15				FO-6	
July:			12				FO-13/BT-1/MC-1	
June:			15				FO-9/BT-2/PVC-1	
May:		11	16				FO-13/BT-1/CM-1	
April:	8	13					FO-11/BT-4/MC-1	
							FO-10/BT-1/MCT-1/PVC-1	
							FO-6/BT-2/MC-2/CH-1	
							FO-4/CM-2/BT-2	
Total Calls for the Month:	11							
YTD Police:			19	29				
YTD Calls:			19	29				

- FO - Fair Oaks
- BT - Beeler Terrace
- MC - Mer Che
- CH - Churchill
- MCT - Madison Court
- CM - Centennial Manor
- PVC - Parkview Court
- KC - Kennedy Court

*Includes County Properties as well

VHA - Police Reports in Commercial News - June 2023

Date	Type	Location	Description
6/3/2023	Police	Fair Oaks	Involuntary admission at 935 Redden.
6/3/2023	Police	Fair Oaks	Information at 922 Lewis Lane.
6/8/2023	Police	MerChe	Unlawful visitation interference at 723 Oak Street.
6/8/2023	Police	Beeler	Aggravated UUW, obstructing/resisting officer, and pedestrians walking on highway at 322 N. Washington.
6/14/2023	Police	Beeler	Violating order of protection, filing a false police report in the 300 block of Bradley Lane.
6/15/2023	Police	Fair Oaks	Property damage accident, 900 block of Lewis Lane.
6/19/2023	Police	Beeler	Criminal damage, theft, 300 block of Washington Street.
6/21/2023	Police	Beeler	Battery at 314 Bradley.
6/21/2023	Police	Beeler	Criminal damage, trespassing, and disorderly conduct at 305 N. Washington Street.
6/22/2023	Police	Madison	Theft in the unit block of Madison Street.
6/22/2023	Police	Fair Oaks	Battery at 935 Redden.
6/23/2023	Police	Fair Oaks	Criminal trespass at 1004 Campbell Lane.
6/27/2023	Police	Fair Oaks	Battery at 1619 Redden.
6/30/2023	Police	MerChe	Criminal trespass in the 700 block of Oak Street.

*Year to Date Comparisons on Next Page

Monthly Occupancy May 2023

AMP	End of Month Occupancy	TOTAL UNITS PER	OCCUPIED UNIT %
AMP 101-Fair Oaks	156	157	99%
AMP 102-Beeler, Churchill, Madison Ct.	106	108	98%
AMP 103- Mer Che	91	93	98%
AMP 104- County Sites	165	185	89%
GRAND TOTAL THIS MONTH	518	543	95%
GRAND TOTAL LAST MONTH	517	543	95%

Monthly Occupancy June 2023

AMP	End of Month Occupancy	TOTAL UNITS PER	OCCUPIED UNIT %
AMP 101-Fair Oaks	157	157	100%
AMP 102-Beeler, Churchill, Madison Ct.	105	108	97%
AMP 103- Mer Che	93	93	100%
AMP 104- County Sites	169	185	91%
GRAND TOTAL THIS MONTH	524	543	97%
GRAND TOTAL LAST MONTH	518	543	95%



MAY 2023 Board Report

Resident Opportunity & Self Sufficiency (ROSS)

Meetings:

- DEC (Drug Endangered Children) Alliance
- Violence Prevention Task Force
- Project Success
- Salvation Army Advisory Board
- Access, Equity and Diversity
- VHA Housing Operations
- Step Up

Trainings:

- NSPIRE – VHA Staff
- Leadership Tomorrow Class 34

Referrals:

- Referrals made to Community Organizations/Services
 - Social Security
 - Fair Hope
 - DACC – Enrollment
 - American Jobs Center
 - East Central Illinois Community Action Agency
 - Child Care Resource Services
 - Love Inc.

Program:

- ROSS Assessments/Appointments
 - Fair Oaks 15 scheduled/8 attended
 - **There are 74 participants enrolled in our program**

Other:

- Violence Prevention Task Force Event - Hoops Against Violence

June 2023 Board Report

Resident Opportunity & Self Sufficiency (ROSS)

Meetings:

- Hope Center and Grace Community Church
- Head Start – Marissa Goodwin
- Local Area Network
- Violence Prevention Task Force Summer Event
- American Jobs Center Roundtable
- Project Success Focus Group
- Salvation Army Advisory Board

Trainings:

- ROSS Data Guide 4.0
- ROSS Brainstorming Group

Referrals:

- Referrals made to Community Organizations/Services
 - DACC – Enrollment
 - American Jobs Center

Program:

- ROSS Assessments/Appointments
 - Fair Oaks 3 scheduled/3 attended
 - Mer Che 1 scheduled/1 attended
 - Richie Manor 1 scheduled/1 attended
 - 3 participants provided with bus passes for school and doctor's appointments
 - **There are 72 participants enrolled in our program**

Other:

- Serve Together Vermilion County
- Arts in the Park
- Women's Care Clinic "Blessings on Blessings Event"

Housing Choice Voucher
May 2023 Board Report

UTILIZATION

- New Admissions: 1
- Terminations: 5
 - 2- Program Compliance
 - 1- Port Out- Absorbed
 - 2- Over Income- 180 Days

PROGRAM UPDATE:

SEMAP was submitted in the month of May.
The annual audit chose HCV as its major program.

	2022	2023									
Mon.	FUP	Reg.	DEMO II	RC DEMO	VASH	VASH 16	CP	Port-Out	PMII	Total	
1	442	4	298	13	3	38	54	9	4	8	431
2	439	5	309	13	3	37	57	9	4	7	444
3	433	5	319	12	3	39	56	9	3	6	452
4	419	6	330	10	3	38	56	9	3	6	461
5	417	6	337	10	3	38	55	9	3	6	467
6	423	6	335	10	3	38	56	9	2	6	465
7	428										
8	428										
9	434										
10	431										
11	427										
12	431										
Grand Total	5152	32	1928	68	18	228	334	54	19	39	2720

*Totals reflect retroactive terminations and lease ups, delayed port-outs, and pending move-ins *

Legend:

FUP- Family Unification

Reg.- Regular

VASH- Veteran Administration Supportive Housing

VASH16- Cannon Place (Project-Based)

CP- Crosspoint Referral

Port-Out- Payable Port-Outs

PMII- Prairie Meadows Phase II (Project-Based)

FUNDING

Month	UMA	UML	Leasing %
JAN	916	433	47%
FEB	916	443	48%
MAR	916	451	49%
APR	916	460	50%
YTD	3,664	1,787	49%

Month	ABA	HAP	BA Utilization	PUC
JAN	\$239,468	\$217,138	91%	\$501.47
FEB	\$239,468	\$226,522	95%	\$511.34
MAR	\$239,056	\$238,159	100%	\$528.07
APR	\$234,210	\$242,895	104%	\$528.03
YTD	\$952,202	\$924,714	97%	\$517.47

UMA- Unit Months Available

UML- Unit Months Leased

ABA- Annual Budget Authority

HAP- Housing Assistance Payment

PUC- Per Unit Cost (Average)

Housing Choice Voucher June 2023 Board Report

UTILIZATION

- New Admissions: 5
- Terminations: 2
 - 1- Voluntary
 - 1- Skipped- Moved with No Notice

PROGRAM UPDATE:

Meagan Morgan was hired as our Assistant HCV Specialist in June.

	2022	2023									
Mon.	FUP	Reg.	DEMO II	RC DEMO	VASH	VASH 16	CP	Port-Out	PMII	Total	
1	442	4	298	13	3	38	54	9	4	8	431
2	439	5	309	13	3	37	57	9	4	7	444
3	433	5	319	12	3	39	56	9	3	6	452
4	419	6	330	10	3	38	56	9	3	6	461
5	417	6	337	10	3	38	55	9	3	6	467
6	423	6	335	10	3	38	56	9	2	6	465
7	428	7	337	10	3	40	56	9	2	6	470
8	428										
9	434										
10	431										
11	427										
12	431										
Grand Total	5152	39	2265	78	21	268	390	63	21	45	3190

*Totals reflect retroactive terminations and lease ups, delayed port-outs, and pending move-ins *

Legend:

FUP- Family Unification

Reg.- Regular

VASH- Veteran Administration Supportive Housing

VASH16- Cannon Place (Project-Based)

CP- Crosspoint Referral

Port-Out- Payable Port-Outs

PMII- Prairie Meadows Phase II (Project-Based)

FUNDING

Month	UMA	UML	Leasing %
JAN	916	433	47%
FEB	916	443	48%
MAR	916	451	49%
APR	916	460	50%
MAY	916	465	51%
YTD	4,580	2,252	49%

Month	ABA	HAP	BA Utilization	PUC
JAN	\$239,468	\$217,138	91%	\$501.47
FEB	\$239,468	\$226,522	95%	\$511.34
MAR	\$239,056	\$238,159	100%	\$528.07
APR	\$234,210	\$242,895	104%	\$528.03
MAY	\$234,210	\$247,430	106%	\$532.11
YTD	\$1,186,412	\$1,172,144	99%	\$520.49

UMA- Unit Months Available
 UML- Unit Months Leased
 ABA- Annual Budget Authority
 HAP- Housing Assistance Payment
 PUC- Per Unit Cost (Average)



To: Jaclyn Vinson, Executive Director
 From: Amber McCoy, Chief Financial Officer
 Date: June 09, 2023
 Re: Finance Report

Public Housing Operating Fund

	May 2023	FY 24 YTD
COCC	\$6,998.61	\$12,743.71
AMP 101	\$153,782.06	\$218,667.77
AMP 102	\$26,532.64	\$22,955.08
AMP 103	\$13,744.41	\$13,271.55
AMP 104	\$24,068.41	\$37,956.87
Total	\$225,126.13	\$305,594.98

Housing Choice Voucher - Section 8

Section 8 is currently showing a gain of **\$1,025.42** for the month and an overall gain of **\$3,365.88** for the year.

Public Housing Capital Fund

Capital Fund 2020, HACD, funds were drawn down in the amount of **\$109,130.00**. Capital Fund 2021, VHA, funds were drawn down in the amount of **\$23,439.69**.

Notable AP Expenditures

Freeman Exteriors	\$12,055.46	Beeler Terrace fascia/soffit repairs on porches.
Bilbrix Masonry Concrete, Inc	\$17,260.00	Fair Oaks 937/939 Redden masonry repairs.
S.E.A. Group	\$10,713.60	Fair Oaks cameras moved.
Owens Excavating & Trucking LLC	\$107,880.00	Fair Oaks parking lot and curb repairs.
Miles Chevrolet LLC	\$102,664.00	2022 Chevrolet Silverado 1500 & 2022 Chevrolet Silverado 2500,

ROSS Grant Funding

ROSS funds were drawn down in the amount of \$509.48.

Tenant Receivables Outstanding

Tenant accounts receivables for the month have increased in total to \$12,233.50.

Vermilion Housing Authority
Balance Sheet - Detail
Reporting for periods as of 5/31/2023

<u>Assets</u>	<u>Total Public Housing</u>	<u>100 COCC</u>	<u>101 Fair Oaks</u>	<u>102 Beeler CH Madison</u>	<u>103 Merche</u>	<u>104 County</u>	<u>800 HCV</u>
111101 Gen Op Fund	4,686,718.63	4,686,718.63	0.00	0.00	0.00	0.00	0.00
111106 HCV Fund	0.00	0.00	0.00	0.00	0.00	0.00	274,891.80
111700 Petty Cash	500.00	500.00	0.00	0.00	0.00	0.00	0.00
112000 Interfund	11,109.33	(4,290,293.00)	3,029,567.02	265,749.66	173,318.73	832,766.92	(11,109.33)
112200 AR Tenants	12,233.50	0.00	4,103.20	693.00	3,160.00	4,277.30	182,118.18
112265 Allow Doubtful A	(2,163.25)	0.00	(556.00)	(796.25)	(645.00)	(166.00)	(182,118.18)
112500 Acct Rec HUD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
121100 Prepaid WC	48,412.96	48,412.96	0.00	0.00	0.00	0.00	0.00
121101 Prepaid Ins	101,665.81	318.50	33,416.46	19,131.05	16,364.71	32,435.09	1,999.49
121102 Prepaid Soft	16,725.39	0.00	6,732.91	2,613.84	2,489.37	4,889.27	1,944.81
121103 Prepaid HCV	0.00	0.00	0.00	0.00	0.00	0.00	2,624.99
140001 Vehicles	333,620.68	0.00	275,199.68	18,772.00	18,492.00	21,157.00	23,073.00
140002 Equipment	1,144,554.69	111,829.56	434,470.70	180,731.72	33,047.71	384,475.00	0.00
140003 Development	17,061,887.86	325,444.90	2,161,339.92	2,543,107.00	1,361,767.00	10,670,229.04	0.00
140004 Structures	25,026,997.62	854,399.97	11,010,588.29	8,811,268.41	3,914,637.91	436,103.04	0.00
140005 Accum Deprec	(40,554,870.52)	(1,268,820.58)	(13,545,368.82)	(11,811,463.69)	(4,981,932.54)	(8,947,284.89)	(14,612.90)
140006 Land	914,591.00	36,160.55	397,766.05	151,874.31	137,410.09	191,380.00	0.00
140100 EPC	4,844,122.24	0.00	1,937,648.90	1,937,648.90	968,824.44	0.00	0.00
Total Assets	\$ 13,646,105.94	\$ 504,671.49	\$ 5,744,908.31	\$ 2,119,329.95	\$ 1,646,934.42	\$ 3,630,261.77	\$ 278,811.86
Liability							
211100 Acct Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211400 Sec Dep	62,899.00	0.00	23,700.00	8,849.00	4,950.00	25,400.00	0.00
211704 Health Ins	(30,300.68)	(30,300.68)	0.00	0.00	0.00	0.00	0.00
211705 Dental Ins	(2,260.30)	(2,260.30)	0.00	0.00	0.00	0.00	0.00
211714 Retirement	12,003.25	12,003.25	0.00	0.00	0.00	0.00	0.00
211716 Unemployment	(1,391.65)	(1,391.65)	0.00	0.00	0.00	0.00	0.00
211717 Garnishments	679.68	679.68	0.00	0.00	0.00	0.00	0.00
211719 Mercer Life	1,233.45	1,233.45	0.00	0.00	0.00	0.00	0.00
211720 Mercer Vol Life	140.00	140.00	0.00	0.00	0.00	0.00	0.00
211725 Vision	(255.41)	(255.41)	0.00	0.00	0.00	0.00	0.00
211726 Life Ins	(250.93)	(250.93)	0.00	0.00	0.00	0.00	0.00
211906 Res Training	11,560.99	0.00	445.84	847.78	3,008.65	7,258.72	0.00
211913 Scrap	1,019.97	1,019.97	0.00	0.00	0.00	0.00	0.00
212000 Accrued PR	24,102.00	6,368.39	6,088.84	3,936.11	2,827.58	4,881.08	2,757.47
212001 Accrued Tax	1,843.80	487.18	401.54	301.11	216.91	437.66	210.95
213301 EPC M V	20,413.54	0.00	9,186.04	6,124.10	5,103.40	0.00	0.00
213302 EPC Replace	3,177.78	0.00	1,314.76	415.68	1,447.34	0.00	0.00
213402 Accrued Vac	0.00	0.00	0.00	0.00	0.00	0.00	0.00
213700 PILOT	28,479.38	0.00	(1,619.83)	8,214.44	6,388.15	15,496.62	0.00
224000 Prepaid Rents	17,423.83	0.00	4,470.00	3,546.58	1,064.75	8,342.50	0.00
999900 Unposted Susper	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230000 Loan EPC	1,527,648.52	0.00	687,441.83	458,294.56	381,912.13	0.00	0.00
Total Liability	\$ 1,678,166.22	\$ (12,527.05)	\$ 731,429.02	\$ 490,529.36	\$ 406,918.31	\$ 61,816.58	\$ 2,968.42
Equity							
280200 Net Fix Assets	7,263,684.99	49,217.75	1,871,489.93	1,054,642.11	1,249,990.57	3,038,344.63	18,458.40
280600 Unrestricted	5,866,659.33	455,237.08	3,894,115.22	946,148.67	79,014.67	492,143.69	250,246.42
281000 Unreserved	(1,467,999.58)	0.00	(970,793.63)	(394,945.27)	(102,260.68)	0.00	0.00
282602 Restrict HAP	0.00	0.00	0.00	0.00	0.00	0.00	8,145.34
Total	\$ 11,662,344.74	\$ 504,454.83	\$ 4,794,811.52	\$ 1,605,845.51	\$ 1,226,744.56	\$ 3,530,488.32	\$ 276,850.16
Current Year HAP +/-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ (4,372.60)
Current Year Oper +/-	\$ 305,594.98	\$ 12,743.71	\$ 218,667.77	\$ 22,955.08	\$ 13,271.55	\$ 37,956.87	\$ 3,365.88
Current Year Net Assets	\$ 305,594.98	\$ 12,743.71	\$ 218,667.77	\$ 22,955.08	\$ 13,271.55	\$ 37,956.87	\$ (1,006.72)
Total Equity	\$ 11,967,939.72	\$ 517,198.54	\$ 5,013,479.29	\$ 1,628,800.59	\$ 1,240,016.11	\$ 3,568,445.19	\$ 275,843.44
Liabilities & Net Assets	\$ 13,646,105.94	\$ 504,671.49	\$ 5,744,908.31	\$ 2,119,329.95	\$ 1,646,934.42	\$ 3,630,261.77	\$ 278,811.86

Vermilion Housing Authority
 Operating Statement - Public Housing - Public Housing Combined
 May 2023

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 867,356.00	\$ 71,944.24	\$ 132,731.07	15%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 68,896.00	\$ 6,652.16	\$ 14,828.36	22%
Other Income	\$ 826,361.00	\$ 6,632.88	\$ 10,025.65	1%
Subsidy	\$ 2,731,681.00	\$ 447,101.00	\$ 737,737.00	27%
Total Revenue	\$ 4,494,294.00	\$ 532,330.28	\$ 895,322.08	20%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 714,839.00	\$ 56,479.59	\$ 112,773.13	16%
Legal	\$ 51,988.00	\$ (225.00)	\$ (635.00)	-1%
PBA Mngt. Exp.	\$ -	\$ (9,087.00)	\$ (18,115.50)	0%
Mileage/Travel/Training	\$ 11,737.00	\$ 2,556.72	\$ 4,319.60	37%
Other Administrative Exp	\$ 108,017.00	\$ 4,478.64	\$ 9,693.44	9%
Total Administrative Expense	\$ 886,581.00	\$ 54,202.95	\$ 108,035.67	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 12,635.00	\$ 1,079.01	\$ 2,181.38	17%
Total Tenant Services Expenses	\$ 12,635.00	\$ 1,079.01	\$ 2,181.38	
Total Utility Expenses	\$ 605,824.00	\$ 33,964.76	\$ 89,438.09	15%
<i>Maintenance</i>				
Salaries	\$ 700,990.00	\$ 47,849.49	\$ 91,944.76	13%
Materials	\$ 240,190.00	\$ 28,695.55	\$ 36,868.41	15%
Contracts	\$ 487,026.00	\$ 40,523.28	\$ 65,785.49	14%
Total Maintenance Expenses	\$ 1,428,206.00	\$ 117,068.32	\$ 194,598.66	
<i>General Expenses</i>				
Insurance	\$ 174,284.00	\$ 14,523.70	\$ 29,047.40	17%
Employee Benefits	\$ 709,587.00	\$ 50,008.95	\$ 99,725.36	14%
Depreciation Expense	\$ 292,166.00	\$ 25,838.69	\$ 49,810.76	17%
PILOT	\$ 28,083.00	\$ -	\$ -	0%
Casualty Losses	\$ 10,000.00	\$ -	\$ -	0%
Collection Losses	\$ 143,836.00	\$ 5,285.01	\$ 6,424.26	4%
Energy Perf Cont Expense	\$ 140,974.00	\$ 5,232.76	\$ 10,465.52	7%
Total General Expenses	\$ 1,498,930.00	\$ 100,889.11	\$ 195,473.30	
Total Expenses	\$ 4,432,176.00	\$ 307,204.15	\$ 589,727.10	13%
Surplus - (Deficit)	\$ 62,118.00	\$ 225,126.13	\$ 305,594.98	

Vermillion Housing Authority
 Operating Statement - Public Housing - COCC Fund 100
 May 2023

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ -			0%
Non - Dwelling Rental	\$ -			0%
Interest Income	\$ -			0%
Other Income	\$ 196,431.00			0%
Subsidy	\$ -			0%
Total Revenue	\$ 196,431.00	\$ -	\$ -	0%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 335,156.00	\$ 25,474.28	\$ 50,948.56	15%
Legal	\$ 40,523.00	\$ 525.00	\$ 525.00	1%
PBA Mngt. Exp.	\$ (466,318.00)	\$ (48,767.00)	\$ (97,863.00)	21%
Mileage/Travel/Training	\$ 11,497.00	\$ 2,431.00	\$ 4,193.88	36%
Other Administrative Exp	\$ 19,504.00	\$ (1,046.18)	\$ (239.23)	-1%
Total Administrative Expense	\$ (59,638.00)	\$ (21,382.90)	\$ (42,434.79)	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ -	\$ -	\$ -	0%
Total Tenant Services Expenses	\$ -	\$ -	\$ -	
Total Utility Expenses	\$ 22,622.00	\$ 927.84	\$ 2,984.71	13%
<i>Maintenance</i>				
Salaries	\$ -			0%
Materials	\$ 600.00			0%
Contracts	\$ 56,595.00	\$ 981.22	\$ 1,752.20	3%
Total Maintenance Expenses	\$ 57,195.00	\$ 981.22	\$ 1,752.20	
<i>General Expenses</i>				
Insurance	\$ 546.00	\$ 45.50	\$ 91.00	17%
Employee Benefits	\$ 155,872.00	\$ 12,429.73	\$ 24,863.17	16%
Depreciation Expense	\$ -			0%
PILOT	\$ -			0%
Casualty Losses				0%
Collection Losses	\$ -			0%
Energy Perf Cont Expense	\$ -			0%
Total General Expenses	\$ 156,418.00	\$ 12,475.23	\$ 24,954.17	
Total Expenses	\$ 176,597.00	\$ (6,998.61)	\$ (12,743.71)	-7%
Surplus - (Deficit)	\$ 19,834.00	\$ 6,998.61	\$ 12,743.71	64%

Percent of Budget Month 2 of 12

17%

00000030

Vermilion Housing Authority
Operating Statement - Public Housing - Fair Oaks AMP 101
May 2023

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 127,552.00	\$ 10,327.00	\$ 18,192.00	14%
Non - Dwelling Rental	\$ -			0%
Interest Income	\$ 20,669.00	\$ 1,995.65	\$ 6,402.04	31%
Other Income	\$ 63,471.00	\$ 1,525.75	\$ 1,525.75	2%
Subsidy	\$ 1,381,522.00	\$ 264,068.00	\$ 409,332.00	30%
Total Revenue	\$ 1,593,214.00	\$ 277,916.40	\$ 435,451.79	27%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 108,080.00	\$ 9,919.51	\$ 19,839.01	18%
Legal	\$ 9,229.00	\$ -	\$ (410.00)	-4%
PBA Mngt. Exp.	\$ 144,460.00	\$ 11,780.00	\$ 23,870.00	17%
Mileage/Travel/Training	\$ -	\$ 15.00	\$ 15.00	0%
Other Administrative Exp	\$ 25,005.00	\$ 836.73	\$ 1,676.16	7%
Total Administrative Expense	\$ 286,774.00	\$ 22,551.24	\$ 44,990.17	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 3,610.00	\$ 297.70	\$ 616.48	17%
Total Tenant Services Expenses	\$ 3,610.00	\$ 297.70	\$ 616.48	
Total Utility Expenses	\$ 166,369.00	\$ 7,114.21	\$ 19,887.67	12%
<i>Maintenance</i>				
Salaries	\$ 298,272.00	\$ 19,182.38	\$ 35,652.90	12%
Materials	\$ 134,830.00	\$ 20,204.23	\$ 24,182.34	18%
Contracts	\$ 164,002.00	\$ 23,317.99	\$ 31,474.89	19%
Total Maintenance Expenses	\$ 597,104.00	\$ 62,704.60	\$ 91,310.13	
<i>General Expenses</i>				
Insurance	\$ 57,285.00	\$ 4,773.78	\$ 9,547.56	17%
Employee Benefits	\$ 194,223.00	\$ 13,077.06	\$ 25,372.50	13%
Depreciation Expense	\$ 108,108.00	\$ 10,527.85	\$ 19,189.08	18%
PILOT	\$ -			0%
Casualty Losses	\$ 10,000.00			0%
Collection Losses	\$ 93,572.00	\$ 733.16	\$ 1,160.95	1%
Energy Perf Cont Expense	\$ 65,002.00	\$ 2,354.74	\$ 4,709.48	7%
Total General Expenses	\$ 528,190.00	\$ 31,466.59	\$ 59,979.57	
Total Expenses	\$ 1,582,047.00	\$ 124,134.34	\$ 216,784.02	14%
Surplus - (Deficit)	\$ 11,167.00	\$ 153,782.06	\$ 218,667.77	

Percent of Budget Month 2 of 12

17%

00000031

Vermilion Housing Authority
Operating Statement - Public Housing - Beeler/Madison/Churchill AMP 102
May 2023

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 218,508.00	\$ 19,542.00	\$ 34,936.25	16%
Non - Dwelling Rental	\$ -			0%
Interest Income	\$ 13,779.00	\$ 1,330.43	\$ 2,407.52	17%
Other Income	\$ 199,222.00	\$ 1,513.63	\$ 3,518.38	2%
Subsidy	\$ 428,742.00	\$ 67,688.00	\$ 113,489.00	26%
Total Revenue	\$ 860,251.00	\$ 90,074.06	\$ 154,351.15	18%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 88,048.00	\$ 7,009.30	\$ 14,018.59	16%
Legal	\$ 436.00			0%
PBA Mngt. Exp.	\$ 100,285.00	\$ 8,215.00	\$ 16,430.00	16%
Mileage/Travel/Training	\$ 20.00	\$ 10.00	\$ 10.00	0%
Other Administrative Exp	\$ 18,483.00	\$ 1,291.00	\$ 2,301.55	12%
Total Administrative Expense	\$ 207,272.00	\$ 16,525.30	\$ 32,760.14	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,565.00	\$ 255.06	\$ 475.12	19%
Total Tenant Services Expenses	\$ 2,565.00	\$ 255.06	\$ 475.12	
Total Utility Expenses	\$ 128,065.00	\$ 9,595.21	\$ 23,410.69	18%
<i>Maintenance</i>				
Salaries	\$ 107,119.00	\$ 7,990.76	\$ 16,072.24	15%
Materials	\$ 30,030.00	\$ 793.29	\$ 2,136.18	7%
Contracts	\$ 75,432.00	\$ 5,421.71	\$ 10,955.55	15%
Total Maintenance Expenses	\$ 212,581.00	\$ 14,205.76	\$ 29,163.97	
<i>General Expenses</i>				
Insurance	\$ 32,796.00	\$ 2,733.02	\$ 5,466.04	17%
Employee Benefits	\$ 110,438.00	\$ 8,617.70	\$ 17,017.37	15%
Depreciation Expense	\$ 96,882.00	\$ 8,073.54	\$ 16,147.08	17%
PILOT	\$ 7,582.00			0%
Casualty Losses	\$ -			0%
Collection Losses	\$ 10,932.00	\$ 1,966.00	\$ 3,816.00	35%
Energy Perf Cont Expense	\$ 41,510.00	\$ 1,569.83	\$ 3,139.66	8%
Total General Expenses	\$ 300,140.00	\$ 22,960.09	\$ 45,586.15	
Total Expenses	\$ 850,623.00	\$ 63,541.42	\$ 131,396.07	15%
Surplus - (Deficit)	\$ 9,628.00	\$ 26,532.64	\$ 22,955.08	

Percent of Budget Month 2 of 12

17%

00000032

Vermilion Housing Authority
 Operating Statement - Public Housing - Merche AMP 103
 May 2023

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 191,852.00	\$ 16,118.24	\$ 28,840.82	15%
Non - Dwelling Rental	\$ -			0%
Interest Income	\$ 11,712.00	\$ 1,130.86	\$ 2,046.39	17%
Other Income	\$ 189,745.00	\$ 1,536.75	\$ 2,391.52	1%
Subsidy	\$ 296,410.00	\$ 40,691.00	\$ 74,400.00	25%
Total Revenue	\$ 689,719.00	\$ 59,476.85	\$ 107,678.73	16%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 74,606.00	\$ 5,811.70	\$ 11,437.37	15%
Legal	\$ 665.00	\$ (750.00)	\$ (750.00)	-113%
PBA Mngt. Exp.	\$ 86,413.00	\$ 6,975.00	\$ 14,027.50	16%
Mileage/Travel/Training	\$ 20.00	\$ 14.79	\$ 14.79	0%
Other Administrative Exp	\$ 18,477.00	\$ 1,182.02	\$ 2,108.16	11%
Total Administrative Expense	\$ 180,181.00	\$ 13,233.51	\$ 26,837.82	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,185.00	\$ 178.62	\$ 369.89	17%
Total Tenant Services Expenses	\$ 2,185.00	\$ 178.62	\$ 369.89	
Total Utility Expenses	\$ 116,019.00	\$ 8,160.92	\$ 18,553.79	16%
<i>Maintenance</i>				
Salaries	\$ 85,741.00	\$ 5,325.79	\$ 10,220.90	12%
Materials	\$ 29,298.00	\$ 1,143.12	\$ 2,256.69	8%
Contracts	\$ 54,468.00	\$ 2,356.13	\$ 7,536.44	14%
Total Maintenance Expenses	\$ 169,507.00	\$ 8,825.04	\$ 20,014.03	
<i>General Expenses</i>				
Insurance	\$ 28,054.00	\$ 2,337.82	\$ 4,675.64	17%
Employee Benefits	\$ 81,636.00	\$ 4,846.57	\$ 10,461.45	13%
Depreciation Expense	\$ 48,441.00	\$ 4,036.77	\$ 8,073.54	17%
PILOT	\$ 6,459.00			0%
Casualty Losses	\$ -			0%
Collection Losses	\$ 12,817.00	\$ 2,805.00	\$ 2,804.64	22%
Energy Perf Cont Expense	\$ 34,462.00	\$ 1,308.19	\$ 2,616.38	8%
Total General Expenses	\$ 211,869.00	\$ 15,334.35	\$ 28,631.65	
Total Expenses	\$ 679,761.00	\$ 45,732.44	\$ 94,407.18	14%
Surplus - (Deficit)	\$ 9,958.00	\$ 13,744.41	\$ 13,271.55	

Vermilion Housing Authority
 Operating Statement - Public Housing - County Properties AMP 104
 May 2023

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 329,444.00	\$ 25,957.00	\$ 50,762.00	15%
Non - Dwelling Rental	\$ -			0%
Interest Income	\$ 22,736.00	\$ 2,195.22	\$ 3,972.41	17%
Other Income	\$ 177,492.00	\$ 2,056.75	\$ 2,590.00	1%
Subsidy	\$ 625,007.00	\$ 74,654.00	\$ 140,516.00	22%
Total Revenue	\$ 1,154,679.00	\$ 104,862.97	\$ 197,840.41	17%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 108,949.00	\$ 8,264.80	\$ 16,529.60	15%
Legal	\$ 1,135.00			0%
PBA Mngt. Exp.	\$ 135,160.00	\$ 12,710.00	\$ 25,420.00	19%
Mileage/Travel/Training	\$ 200.00	\$ 85.93	\$ 85.93	0%
Other Administrative Exp	\$ 26,548.00	\$ 2,215.07	\$ 3,846.80	14%
<i>Total Administrative Expense</i>	<i>\$ 271,992.00</i>	<i>\$ 23,275.80</i>	<i>\$ 45,882.33</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 4,275.00	\$ 347.63	\$ 719.89	17%
<i>Total Tenant Services Expenses</i>	<i>\$ 4,275.00</i>	<i>\$ 347.63</i>	<i>\$ 719.89</i>	
<i>Total Utility Expenses</i>	<i>\$ 172,749.00</i>	<i>\$ 8,166.58</i>	<i>\$ 24,601.23</i>	<i>14%</i>
<i>Maintenance</i>				
Salaries	\$ 209,858.00	\$ 15,350.56	\$ 29,998.72	14%
Materials	\$ 45,432.00	\$ 6,554.91	\$ 8,293.20	18%
Contracts	\$ 136,529.00	\$ 8,446.23	\$ 14,066.41	10%
<i>Total Maintenance Expenses</i>	<i>\$ 391,819.00</i>	<i>\$ 30,351.70</i>	<i>\$ 52,358.33</i>	
<i>General Expenses</i>				
Insurance	\$ 55,603.00	\$ 4,633.58	\$ 9,267.16	17%
Employee Benefits	\$ 167,418.00	\$ 11,037.89	\$ 22,010.87	13%
Depreciation Expense	\$ 38,735.00	\$ 3,200.53	\$ 6,401.06	17%
PILOT	\$ 14,042.00			0%
Casualty Losses				0%
Collection Losses	\$ 26,515.00	\$ (219.15)	\$ (1,357.33)	-5%
Energy Perf Cont Expense	\$ -			0%
<i>Total General Expenses</i>	<i>\$ 302,313.00</i>	<i>\$ 18,652.85</i>	<i>\$ 36,321.76</i>	
Total Expenses	\$ 1,143,148.00	\$ 80,794.56	\$ 159,883.54	14%
Surplus - (Deficit)	\$ 11,531.00	\$ 24,068.41	\$ 37,956.87	

Percent of Budget Month 2 of 12

17%

00000034

Vermilion Housing Authority
Operating Statement - HCV - Section 8
May 2023

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Fraud Recovery	\$ 20,858.00	\$ 898.22	\$ 2,366.49	11%
Interest Income	\$ 500.00	\$ 339.91	\$ 627.24	125%
Administrative Fees	\$ 345,454.00	\$ 27,314.00	\$ 54,628.00	16%
Total Revenue	\$ 366,812.00	\$ 28,552.13	\$ 57,621.73	16%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 145,888.00	\$ 11,257.26	\$ 22,287.79	15%
Legal	\$ 500.00			0%
Mileage/Travel/Training	\$ 2,475.00	\$ 383.00	\$ 830.00	0%
Other Administrative Exp	\$ 48,690.00	\$ 2,314.90	\$ 4,082.42	8%
Program Management Fee	\$ 100,133.00	\$ 9,087.00	\$ 18,115.50	18%
<i>Total Administrative Expense</i>	<i>\$ 297,686.00</i>	<i>\$ 23,042.16</i>	<i>\$ 45,315.71</i>	
<i>General Expenses</i>				
Insurance	\$ 3,428.00	\$ 285.64	\$ 571.28	17%
Employee Benefits	\$ 45,253.00	\$ 3,814.36	\$ 7,599.76	17%
Depreciation Expense	\$ 4,615.00	\$ 384.55	\$ 769.10	17%
<i>Total General Expenses</i>	<i>\$ 53,296.00</i>	<i>\$ 4,484.55</i>	<i>\$ 8,940.14</i>	
Total Expenses	\$ 350,982.00	\$ 27,526.71	\$ 54,255.85	15%
Surplus - (Deficit)	\$ 15,830.00	\$ 1,025.42	\$ 3,365.88	

Percent of Budget Month 2 of 12

17%

00000035

May 31, 2023

CAPITAL FUND 2020 - DANVILLE

Obligation Date: 3/25/2024
 Close Out Date: 3/25/2026

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	5/31/2023 Obligation
Operations 1406	\$ 256,526.80	\$ -	\$ 256,526.80	\$ -	0.0%	\$ 256,526.80
Mgmt. Improvements 1408						
Marketing and Advertising	\$ 6,496.13		\$ 6,496.13	\$ -		
Background Check Information	\$ 4,503.87		\$ 4,503.87	\$ -		
	\$ 11,000.00	\$ -	\$ 11,000.00	\$ -	0.0%	\$ 11,000.00
Administration 1410						
Administration Costs	\$ 128,263.40	\$ -	\$ 128,263.40	\$ -	0.0%	\$ 128,263.40
Non-Dwelling Interior 1480						
Replace Ceiling Tiles and Flooring - Marche Manor Hallways	\$ 146,890.99	\$ -	\$ 146,890.99	\$ -		
	\$ 146,890.99	\$ -	\$ 146,890.99	\$ -	0.0%	\$ 146,890.99
Dwelling Unit - Exterior 1480						
Window Replacement - Churchill Tower	\$ -	\$ -	\$ -	\$ -		
Door Replacement - Screen and Exterior Security Doors	\$ 3,890.00		\$ 3,890.00	\$ -		
	\$ 3,890.00	\$ -	\$ 3,890.00	\$ -		\$ 3,890.00
Dwelling Unit - Site Work 1480						
Sewer and Water Line Repairs	\$ 8,318.53	\$ -	\$ 8,318.53	\$ -		
Roadway Patching	\$ 184,434.60	\$ 109,130.00	\$ 119,235.00	65,199.60		
	\$ 192,753.13	\$ 109,130.00	\$ 127,553.53	\$ 65,199.60	33.8%	\$ 155,198.53
Dwelling Unit - Demolition 1480						
Demolition and Relocation - Fair Oaks	\$ 550,458.68		\$ 550,458.68	\$ -		
	\$ 550,458.68	\$ -	\$ 550,458.68	\$ -	0.0%	\$ 550,458.68
Total	\$ 1,289,783.00	\$ 109,130.00	\$ 1,224,583.40	\$ 65,199.60	5.1%	\$ 1,252,225.40

Percent Obligated 97.1%

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May 31, 2023

CAPITAL FUND 2021 - Vermilion Housing Authority

Obligation Date: 2/22/2023
 Close Out Date: 2/22/2025

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	5/31/2023 Obligation
Operations 1406	\$ 392,598.60	\$ -	\$ 392,598.60	\$ -	0.0%	\$ 392,598.60
Mgmt. Improvements 1408						
Marketing and Advertising	\$ 45,074.65	\$ -	\$ -	\$ 45,074.65		
Surveillance System - Beeler, Fair Oaks, MerChe	\$ 107,149.52	\$ 10,713.60	\$ 106,078.19	\$ 1,071.33		\$ 107,149.52
Staff Training	\$ 3,003.77	\$ -	\$ 3,003.77	\$ -		\$ 3,003.77
IT Improvements	\$ 30,772.06	\$ -	\$ 30,772.06	\$ -		\$ 30,772.06
Background Check Information	\$ 4,000.00	\$ 670.63	\$ 3,036.76	\$ 963.24		\$ 4,000.00
	\$ 190,000.00	\$ 11,384.23	\$ 142,890.78	\$ 47,109.22	24.8%	\$ 144,925.35
Administration 1410						
Administration Costs	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	100.0%	\$ -
Contract Administration 1480						
A/E Services	\$ 120,725.86	\$ -	\$ 49,027.02	\$ 71,698.84		\$ 120,725.86
	\$ 120,725.86	\$ -	\$ 49,027.02	\$ 71,698.84	59.4%	\$ 120,725.86
Dwelling Unit - Interior/Exterior 1480						
Unit Modernization - Fair Oaks	\$ -	\$ -	\$ -	\$ -		
Replace Lock Sets - Centennial Manor	\$ -	\$ -	\$ -	\$ -		
Replace Siding - Kennedy, Richie, Hubbard Trall, Hillcrest, Beeler	\$ 516,874.14	\$ 12,055.46	\$ 459,192.27	\$ 57,681.87		\$ 516,874.14
Appliances - Boiler, Furnaces	\$ 146,688.82	\$ -	\$ 146,688.82	\$ -		\$ 146,688.82
Roof Replacement - Beeler, Fair Oaks	\$ 83,522.97	\$ -	\$ 83,522.97	\$ -		\$ 83,522.97
Roof Painting - Centennial Manor	\$ -	\$ -	\$ -	\$ -		
Door Replacement - Screen and Exterior Security Doors	\$ -	\$ -	\$ -	\$ -		
	\$ 747,085.93	\$ 12,055.46	\$ 689,404.06	\$ 57,681.87	7.7%	\$ 747,085.93
Non-Dwelling/Dwelling Unit - Site Work 1480						
Sewer and Water Line Repairs	\$ 15,597.10	\$ -	\$ 15,597.10	\$ -		\$ 15,597.10
Roadway Paving	\$ 1,100.00	\$ -	\$ 1,100.00	\$ -		\$ 1,100.00
Infrastructure Investment - Fair Oaks, Ramey	\$ -	\$ -	\$ -	\$ -		\$ -
Landscape Upgrades	\$ 35,178.37	\$ -	\$ 35,178.37	\$ -		\$ 35,178.37
	\$ 51,875.47	\$ -	\$ 51,875.47	\$ -	0.0%	\$ 51,875.47
Dwelling Unit - Demolition 1480						
Demolition - Fair Oaks, Ramey	\$ 420,707.14	\$ -	\$ 420,707.14	\$ -		\$ 420,707.14
	\$ 420,707.14	\$ -	\$ 420,707.14	\$ -	0.0%	\$ 420,707.14
Total	\$ 1,962,993.00	\$ 23,438.69	\$ 1,746,503.07	\$ 216,489.93	11.0%	\$ 1,877,918.35

Percent Obligated 95.7%

ROSS Grant - Vermilion Housing Authority
ROSS211574
May 2023

Start Date: 6/1/2021
Close Out Date: 5/31/2024

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available
Project Coordinator 1168					
Project Coordinator	\$ 137,616.00	\$ -	\$ 89,248.58	\$ 48,367.42	35.1%
Training Costs 1268					
Training Costs	\$ 6,000.00	\$ -	\$ 3,369.90	\$ 2,630.10	
	\$ 6,000.00	\$ -	\$ 3,369.90	\$ 2,630.10	43.8%
Administrative Costs 1868					
Administrative Costs	\$ 14,340.00	\$ 509.48	\$ 6,852.43	\$ 7,487.57	
	\$ 14,340.00	\$ 509.48	\$ 6,852.43	\$ 7,487.57	52.2%
Total	\$ 157,956.00	\$ 509.48	\$ 99,470.91	\$ 58,485.09	37.0%

Vermilion Housing Authority
First Financial Bank - Authority Account
May 2023

Balance Sheet

Assets

111105 Cash	320,765.05
Total Assets	<u>320,765.05</u>

Liabilities

2111 Accounts Payable	0.00
Total Liabilities	0.00

Equity

2820 Operating Reserves - Retained Earnings	320,738.25
Current Year Operating - Gain/(Loss)	26.80
Total Liabilities & Equity	<u>320,765.05</u>

Income Statement

	Current Month	Year to Date
Operating Revenue		
Interest Income	13.62	26.80
Other Income	0.00	0.00
Total Revenue	<u>13.62</u>	<u>26.80</u>
Operating Expenses		
Other Administrative Expenses	0.00	0.00
Total Expenses	<u>0.00</u>	<u>0.00</u>
 Surplus - (Deficit)	 13.62	 26.80

Vermilion Housing Authority
Tenant Receivables Outstanding
PHAS Financial Indicator
May 2023

Definition: This subindicator measures the tenant accounts receivable of a project against the tenant charges for the project's fiscal year.

IF the ratio is less than 1.5 - the agencies score is 5.

IF the ratio is equal to or greater than 1.5 and less than 2.5 - the agencies score is 2.

IF the ratio is equal to or greater than 2.5 - the agencies score is 0.

**Ratio is based on a pro-rated calculation of annualized rental income.

March-23	\$	8,907.32	1.00%
April-23	\$	11,366.17	1.28%
May-23	\$	12,233.50	1.38%
June-23			0.00%
July-23			0.00%
August-23			0.00%
September-23			0.00%
October-23			0.00%
November-23			0.00%
December-23			0.00%
January-24			0.00%
February-24			0.00%
March-24			0.00%

Vermilion Housing Authority

AP Expenditures

May 2023

AHRMA	\$3,726.00
Ameren Illinois	\$11,996.24
Angela D Hasbargen	\$715.00
Aqua Illinois Inc	\$13,830.95
AWEBCO Tyler Taylor	\$20.00
Better NOI	\$585.00
Bilbrix Masonry Concrete, Inc.	\$17,260.00
Botts Locksmith	\$310.00
Brickyard Disposal & Recycling Inc	\$982.29
Brittany Savalick	\$75.72
City of Hoopeston	\$2,158.30
Classique Sash & Door	\$414.52
Comcast Cable	\$574.55
Connor Company	\$768.99
Constellation NewEnergy, Inc.	\$655.12
CTS Computer Center	\$7,854.44
Danville Area Community College	\$341.50
Danville Tile and Drainage	\$610.00
Deborah A Wilson	\$100.00
DI Fire & Safety Inc.	\$205.45
Evans, Froehlich, Beth & Chamley	\$150.00
Fastenal	\$168.84
Freeman Exteriors	\$12,055.46
Georgetown Waterworks	\$3,099.01
Gibson Teldata, Inc.	\$37.55
Grainger, Inc	\$653.72
Hd Supply Facilities Maintenance	\$11,111.44
Health Alliance	\$29,627.45
Hesler Paving & Contracting Inc	\$1,250.00
Huber & Mudd LLC	\$325.00
Illini FS	\$1,190.93
Illinois Landfill	\$344.39
Jackie S Jackson	\$200.00
Johnson Controls Security Solutions	\$1,255.93
Jorgenson Electric Inc.	\$125.00
Kelly Printing Company Inc.	\$212.00
Kone Inc.	\$922.69
Lahne Lawncare	\$720.00
Lindsay Slade-Parks	\$300.00
Lowe's	\$11,395.33
Mahoney, Silverman & Cross,LLC	\$50.00
Metropolitan Life Insurance Company	\$2,015.49
Miles Chevrolet LLC	\$102,664.00
MyTana Mfg Co Inc	\$682.15
Nakeisha R Roan	\$136.50
Napa Auto Parts	\$59.99
Newton's Cleaning Specialists Inc.	\$1,747.54
NUSO, LLC	\$351.79
Olympic Hardware	\$18.49
Online Information Services Inc.	\$319.72
Owens Excavating & Trucking LLC	\$107,880.00
PDQ Supply Inc.	\$26.40
Quicklube Hoopeston	\$95.34
Quicklube South	\$52.65
Quill	\$768.82
Republic Services	\$2,757.58
Rogers Supply Company Inc.	\$802.19

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S.E.A. Group, Inc.	\$10,713.60
Santanna Energy Services	\$1,499.88
SECURITY DOOR & HARDWARE CO	\$1,271.00
Sparklight Business	\$641.37
Terminix Company	\$3,614.00
The Lincoln National Life Insurance Co.	\$227.55
Verizon Wireless	\$204.63
Village of Rossville	\$725.26
Vision Service Plan	\$203.85
Wagner Communications Inc.	\$492.29
Watson Tire & Automotive Inc.	\$20.00
Total for all Vendors	378,370.89



To: Jaclyn Vinson, Executive Director
 From: Amber McCoy, Chief Financial Officer
 Date: July 12, 2023
 Re: Finance Report

Public Housing Operating Fund

	June 2023	FY 24 YTD
COCC	(\$1,061.07)	\$11,682.64
AMP 101	\$11,314.13	\$229,981.90
AMP 102	(\$15,095.03)	\$7,860.05
AMP 103	(\$5,055.34)	\$8,216.21
AMP 104	(\$2,093.25)	\$35,863.62
Total	(\$11,990.56)	\$293,604.42

Housing Choice Voucher - Section 8

Section 8 is currently showing a loss of \$4,234.42 for the month and an overall loss of \$868.54 for the year.

Public Housing Capital Fund

Capital Fund 2020, HACD, funds were drawn down in the amount of \$31,610.25. Capital Fund 2021, VHA, funds were drawn down in the amount of \$57,510.68.

Notable AP Expenditures

Central Illinois Sheetrock	\$14,817.36	913 Redden fire repair, 937 & 939 Hubbard building damage repair.
Hesler Paving & Contracting Inc	\$28,892.00	Fair Oaks Parking Lot – Lewis Lane.
Lipa of Indiana, INC	\$49,681.87	County siding replacement at Georgetown, Allerton, Fairmount & Rossville.
Vermilion County Treasurer	\$32,921.00	PILOT for County and Danville, County drainage tax, Danville real estate tax for non-Public Housing properties.

ROSS Grant Funding

ROSS funds were drawn down in the amount of \$5,127.53.

Tenant Receivables Outstanding

Tenant accounts receivables for the month have increased in total to \$20,618.04.

Vermilion Housing Authority

Balance Sheet - Detail

Reporting for periods as of 6/30/2023

<u>Assets</u>	Total Public Housing	100 COCC	101 Fair Oaks	102 Beeler CH Madison	103 Merche	104 County	800 HCV
111101 Gen Op Fund	4,633,697.85	4,633,697.85	0.00	0.00	0.00	0.00	0.00
111106 HCV Fund	0.00	0.00	0.00	0.00	0.00	0.00	302,072.82
111700 Petty Cash	500.00	500.00	0.00	0.00	0.00	0.00	0.00
112000 Interfund	42,965.85	(4,250,723.39)	3,058,944.19	253,669.73	165,177.86	815,897.46	(42,726.63)
112200 AR Tenants	20,618.04	0.00	4,044.85	667.00	5,667.98	10,238.21	178,822.04
112265 Allow Doubtful A	(2,163.25)	0.00	(556.00)	(796.25)	(645.00)	(166.00)	(178,822.04)
112500 Acct Rec HUD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
121100 Prepaid WC	43,690.40	43,690.40	0.00	0.00	0.00	0.00	0.00
121101 Prepaid Ins	87,142.11	273.00	28,642.68	16,398.04	14,026.89	27,801.50	1,713.85
121102 Prepaid Soft	14,336.06	0.00	5,771.06	2,240.44	2,133.75	4,190.81	1,666.98
121103 Prepaid HCV	0.00	0.00	0.00	0.00	0.00	0.00	2,333.32
140001 Vehicles	333,620.68	0.00	275,199.68	18,772.00	18,492.00	21,157.00	23,073.00
140002 Equipment	1,144,554.69	111,829.56	434,470.70	180,731.72	33,047.71	384,475.00	0.00
140003 Development	17,061,887.86	325,444.90	2,161,339.92	2,543,107.00	1,361,767.00	10,670,229.04	0.00
140004 Structures	25,026,997.62	854,399.97	11,010,588.29	8,811,268.41	3,914,637.91	436,103.04	0.00
140005 Accum Deprec	(40,580,922.19)	(1,269,033.56)	(13,555,896.67)	(11,819,537.23)	(4,985,969.31)	(8,950,485.42)	(14,997.45)
140006 Land	914,591.00	36,160.55	397,766.05	151,874.31	137,410.09	191,380.00	0.00
140100 EPC	4,844,122.24	0.00	1,937,648.90	1,937,648.90	968,824.44	0.00	0.00
Total Assets	\$ 13,585,638.96	\$ 486,239.28	\$ 5,757,963.65	\$ 2,096,044.07	\$ 1,634,571.32	\$ 3,610,820.64	\$ 273,135.89
Liability							
211100 Acct Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211400 Sec Dep	61,449.00	0.00	23,150.00	8,599.00	4,800.00	24,900.00	0.00
211704 Health Ins	(35,117.53)	(35,117.53)	0.00	0.00	0.00	0.00	0.00
211705 Dental Ins	(2,129.99)	(2,129.99)	0.00	0.00	0.00	0.00	0.00
211714 Retirement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211716 Unemployment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211717 Garnishments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211719 Mercer Life	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211720 Mercer Vol Life	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211725 Vision	(287.42)	(287.42)	0.00	0.00	0.00	0.00	0.00
211726 Life Ins	(304.04)	(304.04)	0.00	0.00	0.00	0.00	0.00
211906 Res Training	11,419.00	0.00	442.66	953.20	3,096.19	6,926.95	0.00
211913 Scrap	1,085.22	1,085.22	0.00	0.00	0.00	0.00	0.00
212000 Accrued PR	24,102.00	6,368.39	6,088.84	3,936.11	2,827.58	4,881.08	2,757.47
212001 Accrued Tax	1,843.80	487.18	401.54	301.11	216.31	437.66	210.95
213301 EPC M V	24,236.46	0.00	10,906.35	7,270.98	6,059.13	0.00	0.00
213302 EPC Replace	1,479.62	0.00	1,156.36	15.30	307.96	0.00	0.00
213402 Accrued Vac	0.00	0.00	0.00	0.00	0.00	0.00	0.00
213700 PILOT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
224000 Prepaid Rents	14,265.16	0.00	3,582.65	2,968.25	391.25	7,323.01	0.00
999900 Unposted Susper	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230000 Loan EPC	1,527,648.52	0.00	687,441.83	458,294.56	381,912.13	0.00	0.00
Total Liability	\$ 1,629,689.80	\$ (29,898.19)	\$ 733,170.23	\$ 482,338.51	\$ 399,610.55	\$ 44,468.70	\$ 2,968.42
Equity							
280200 Net Flx Assets	7,263,684.99	49,217.75	1,871,489.93	1,054,642.11	1,249,990.57	3,038,344.63	18,458.40
280600 Unrestricted	5,866,659.33	455,237.08	3,894,115.22	946,148.67	79,014.67	492,143.69	250,246.42
281000 Unreserved	(1,467,999.58)	0.00	(970,793.63)	(394,945.27)	(102,260.68)	0.00	0.00
282602 Restrict HAP	0.00	0.00	0.00	0.00	0.00	0.00	8,895.19
Total	\$ 11,662,344.74	\$ 504,454.83	\$ 4,794,811.52	\$ 1,605,845.51	\$ 1,226,744.56	\$ 3,530,488.32	\$ 277,600.01
Current Year HAP +/-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ (6,564.00)
Current Year Oper +/-	\$ 293,604.42	\$ 11,682.64	\$ 229,981.90	\$ 7,860.05	\$ 8,216.21	\$ 35,863.62	\$ (868.54)
Current Year Net Assets	\$ 293,604.42	\$ 11,682.64	\$ 229,981.90	\$ 7,860.05	\$ 8,216.21	\$ 35,863.62	\$ (7,432.54)
Total Equity	\$ 11,955,949.16	\$ 516,137.47	\$ 5,024,793.42	\$ 1,613,705.56	\$ 1,234,960.77	\$ 3,566,351.94	\$ 270,167.47
Liabilities & Net Assets	\$ 13,585,638.96	\$ 486,239.28	\$ 5,757,963.65	\$ 2,096,044.07	\$ 1,634,571.32	\$ 3,610,820.64	\$ 273,135.89

Vermillion Housing Authority
Operating Statement - Public Housing - Public Housing Combined
June 2023

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 867,356.00	\$ 81,885.00	\$ 214,616.07	25%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 68,896.00	\$ 6,038.44	\$ 20,866.80	30%
Other Income	\$ 826,361.00	\$ 8,130.75	\$ 18,156.40	2%
Subsidy	\$ 2,731,681.00	\$ 268,635.00	\$ 1,006,372.00	37%
Total Revenue	\$ 4,494,294.00	\$ 364,689.19	\$ 1,260,011.27	28%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 714,839.00	\$ 53,082.41	\$ 165,855.54	23%
Legal	\$ 51,988.00	\$ 2,536.50	\$ 1,901.50	4%
PBA Mngt. Exp.	\$ -	\$ (9,126.00)	\$ (27,241.50)	0%
Mileage/Travel/Training	\$ 11,737.00	\$ 2,771.51	\$ 7,091.11	60%
Other Administrative Exp.	\$ 108,017.00	\$ 12,012.80	\$ 21,706.24	20%
<i>Total Administrative Expense</i>	<i>\$ 886,581.00</i>	<i>\$ 61,277.22</i>	<i>\$ 169,312.89</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 12,635.00	\$ 1,029.01	\$ 3,210.39	25%
<i>Total Tenant Services Expenses</i>	<i>\$ 12,635.00</i>	<i>\$ 1,029.01</i>	<i>\$ 3,210.39</i>	
<i>Total Utility Expenses</i>	<i>\$ 605,824.00</i>	<i>\$ 66,176.69</i>	<i>\$ 155,614.78</i>	<i>26%</i>
<i>Maintenance</i>				
Salaries	\$ 700,990.00	\$ 48,869.75	\$ 140,814.51	20%
Materials	\$ 240,190.00	\$ 32,417.29	\$ 69,285.70	29%
Contracts	\$ 487,026.00	\$ 64,636.32	\$ 130,421.81	27%
<i>Total Maintenance Expenses</i>	<i>\$ 1,428,206.00</i>	<i>\$ 145,923.36</i>	<i>\$ 340,522.02</i>	
<i>General Expenses</i>				
Insurance	\$ 174,284.00	\$ 15,061.70	\$ 44,109.10	25%
Employee Benefits	\$ 709,587.00	\$ 49,302.32	\$ 149,027.68	21%
Depreciation Expense	\$ 292,166.00	\$ 25,838.69	\$ 75,649.45	26%
PILOT	\$ 28,083.00	\$ -	\$ -	0%
Casualty Losses	\$ 10,000.00	\$ -	\$ -	0%
Collection Losses	\$ 143,836.00	\$ 6,838.00	\$ 13,262.26	9%
Energy Perf Cont Expense	\$ 140,974.00	\$ 5,232.76	\$ 15,698.28	11%
<i>Total General Expenses</i>	<i>\$ 1,498,930.00</i>	<i>\$ 102,273.47</i>	<i>\$ 297,746.77</i>	
Total Expenses	\$ 4,432,176.00	\$ 376,679.75	\$ 966,406.85	22%
Surplus - (Deficit)	\$ 62,118.00	\$ (11,990.56)	\$ 293,604.42	

Percent of Budget Month 3 of 12

25%

00000045

Vermillion Housing Authority
 Operating Statement - Public Housing - COCC Fund 100
 June 2023

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ -			0%
Non - Dwelling Rental	\$ -			0%
Interest Income	\$ -			0%
Other Income	\$ 196,431.00			0%
Subsidy	\$ -			0%
Total Revenue	\$ 196,431.00	\$ -	\$ -	0%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 335,156.00	\$ 26,594.48	\$ 77,543.04	23%
Legal	\$ 40,523.00	\$ 696.50	\$ 1,221.50	3%
PBA Mngt. Exp.	\$ (466,318.00)	\$ (49,038.50)	\$ (146,901.50)	32%
Mileage/Travel/Training	\$ 11,497.00	\$ 2,690.37	\$ 6,884.25	60%
Other Administrative Exp	\$ 19,504.00	\$ 3,372.90	\$ 3,133.67	16%
Total Administrative Expense	\$ (59,638.00)	\$ (15,684.25)	\$ (58,119.04)	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ -	\$ -	\$ -	0%
Total Tenant Services Expenses	\$ -	\$ -	\$ -	
Total Utility Expenses	\$ 22,622.00	\$ 2,625.87	\$ 5,610.58	25%
<i>Maintenance</i>				
Salaries	\$ -			0%
Materials	\$ 600.00			0%
Contracts	\$ 56,595.00	\$ 1,339.07	\$ 3,091.27	5%
Total Maintenance Expenses	\$ 57,195.00	\$ 1,339.07	\$ 3,091.27	
<i>General Expenses</i>				
Insurance	\$ 546.00	\$ 45.50	\$ 136.50	25%
Employee Benefits	\$ 155,872.00	\$ 12,734.88	\$ 37,598.05	24%
Depreciation Expense	\$ -			0%
PILOT	\$ -			0%
Casualty Losses				0%
Collection Losses	\$ -			0%
Energy Perf Cont Expense	\$ -			0%
Total General Expenses	\$ 156,418.00	\$ 12,780.38	\$ 37,734.55	
Total Expenses	\$ 176,597.00	\$ 1,061.07	\$ (11,682.64)	-7%
Surplus - (Deficit)	\$ 19,834.00	\$ (1,061.07)	\$ 11,682.64	59%

Percent of Budget Month 3 of 12

25%

Vermillion Housing Authority
Operating Statement - Public Housing - Fair Oaks AMP 101
 June 2023

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 127,552.00	\$ 12,740.00	\$ 30,932.00	24%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 20,669.00	\$ 1,811.53	\$ 8,213.57	40%
Other Income	\$ 63,471.00	\$ 2,972.50	\$ 4,498.25	7%
Subsidy	\$ 1,381,522.00	\$ 135,462.00	\$ 544,794.00	39%
Total Revenue	\$ 1,593,214.00	\$ 152,986.03	\$ 588,437.82	37%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 108,080.00	\$ 8,440.35	\$ 28,279.36	26%
Legal	\$ 9,229.00	\$ 1,228.00	\$ 818.00	9%
PBA Mngt. Exp.	\$ 144,460.00	\$ 12,090.00	\$ 35,960.00	25%
Mileage/Travel/Training	\$ -	\$ -	\$ 15.00	0%
Other Administrative Exp	\$ 25,005.00	\$ 1,653.14	\$ 3,329.30	13%
Total Administrative Expense	\$ 286,774.00	\$ 23,411.49	\$ 68,401.66	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 3,610.00	\$ 297.57	\$ 914.05	25%
Total Tenant Services Expenses	\$ 3,610.00	\$ 297.57	\$ 914.05	
Total Utility Expenses	\$ 166,369.00	\$ 19,220.75	\$ 39,108.42	24%
<i>Maintenance</i>				
Salaries	\$ 298,272.00	\$ 19,342.98	\$ 54,995.88	18%
Materials	\$ 134,830.00	\$ 14,382.42	\$ 38,564.76	29%
Contracts	\$ 164,002.00	\$ 32,301.17	\$ 63,776.06	39%
Total Maintenance Expenses	\$ 597,104.00	\$ 66,026.57	\$ 157,336.70	
<i>General Expenses</i>				
Insurance	\$ 57,285.00	\$ 5,042.78	\$ 14,590.34	25%
Employee Benefits	\$ 194,223.00	\$ 12,331.20	\$ 37,703.70	19%
Depreciation Expense	\$ 108,108.00	\$ 10,527.85	\$ 29,716.93	27%
PILOT	\$ -	\$ -	\$ -	0%
Casualty Losses	\$ 10,000.00	\$ -	\$ -	0%
Collection Losses	\$ 93,572.00	\$ 2,458.95	\$ 3,619.90	4%
Energy Perf Cont Expense	\$ 65,002.00	\$ 2,354.74	\$ 7,064.22	11%
Total General Expenses	\$ 528,190.00	\$ 32,715.52	\$ 92,695.09	
Total Expenses	\$ 1,582,047.00	\$ 141,671.90	\$ 358,455.92	23%
Surplus - (Deficit)	\$ 11,167.00	\$ 11,314.13	\$ 229,981.90	

Percent of Budget Month 3 of 12

25%

Vermilion Housing Authority
 Operating Statement - Public Housing - Beeler/Madison/Churchill AMP 102
 June 2023

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 218,508.00	\$ 19,300.00	\$ 54,236.25	25%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 13,779.00	\$ 1,207.68	\$ 3,615.20	26%
Other Income	\$ 199,222.00	\$ 2,395.00	\$ 5,913.38	3%
Subsidy	\$ 428,742.00	\$ 42,711.00	\$ 156,200.00	36%
Total Revenue	\$ 860,251.00	\$ 65,613.68	\$ 219,964.83	26%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 88,048.00	\$ 6,035.52	\$ 20,054.11	23%
Legal	\$ 436.00	\$ 222.00	\$ 222.00	0%
PBA Mngt. Exp.	\$ 100,285.00	\$ 7,982.50	\$ 24,412.50	24%
Mileage/Travel/Training	\$ 20.00	\$ 8.22	\$ 18.22	0%
Other Administrative Exp	\$ 18,483.00	\$ 2,530.99	\$ 4,832.54	26%
Total Administrative Expense	\$ 207,272.00	\$ 16,779.23	\$ 49,539.37	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,565.00	\$ 205.42	\$ 680.54	27%
Total Tenant Services Expenses	\$ 2,565.00	\$ 205.42	\$ 680.54	
Total Utility Expenses	\$ 128,065.00	\$ 13,693.30	\$ 37,103.99	29%
<i>Maintenance</i>				
Salaries	\$ 107,119.00	\$ 8,005.16	\$ 24,077.40	22%
Materials	\$ 30,030.00	\$ 4,729.97	\$ 6,866.15	23%
Contracts	\$ 75,432.00	\$ 12,890.87	\$ 23,846.42	32%
Total Maintenance Expenses	\$ 212,581.00	\$ 25,626.00	\$ 54,789.97	
<i>General Expenses</i>				
Insurance	\$ 32,796.00	\$ 3,002.02	\$ 8,468.06	26%
Employee Benefits	\$ 110,438.00	\$ 8,514.37	\$ 25,531.74	23%
Depreciation Expense	\$ 96,882.00	\$ 8,073.54	\$ 24,220.62	25%
PILOT	\$ 7,582.00	\$ -	\$ -	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ 10,932.00	\$ 3,245.00	\$ 7,061.00	65%
Energy Perf Cont Expense	\$ 41,510.00	\$ 1,569.83	\$ 4,709.49	11%
Total General Expenses	\$ 300,140.00	\$ 24,404.76	\$ 69,990.91	
Total Expenses	\$ 850,623.00	\$ 80,708.71	\$ 212,104.78	25%
Surplus - (Deficit)	\$ 9,628.00	\$ (15,095.03)	\$ 7,860.05	

Percent of Budget Month 3 of 12

25%

00000048

Vermillion Housing Authority
 Operating Statement - Public Housing - Merche AMP 103
 June 2023

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 191,852.00	\$ 16,156.00	\$ 44,996.82	23%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 11,712.00	\$ 1,026.54	\$ 3,072.93	26%
Other Income	\$ 189,745.00	\$ 1,366.75	\$ 3,758.27	2%
Subsidy	\$ 296,410.00	\$ 29,044.00	\$ 103,444.00	35%
Total Revenue	\$ 689,719.00	\$ 47,593.29	\$ 155,272.02	23%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 74,606.00	\$ 4,478.13	\$ 15,915.50	21%
Legal	\$ 665.00	\$ 337.20	\$ (412.80)	-62%
PBA Mngt. Exp.	\$ 86,413.00	\$ 7,052.50	\$ 21,080.00	24%
Mileage/Travel/Training	\$ 20.00	\$ 8.74	\$ 23.53	0%
Other Administrative Exp	\$ 18,477.00	\$ 1,780.54	\$ 3,888.70	21%
Total Administrative Expense	\$ 180,181.00	\$ 13,657.11	\$ 40,494.93	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,185.00	\$ 178.54	\$ 548.43	25%
Total Tenant Services Expenses	\$ 2,185.00	\$ 178.54	\$ 548.43	
Total Utility Expenses	\$ 116,019.00	\$ 10,530.45	\$ 29,084.24	25%
<i>Maintenance</i>				
Salaries	\$ 85,741.00	\$ 5,754.53	\$ 15,975.43	19%
Materials	\$ 29,298.00	\$ 3,068.35	\$ 5,325.04	18%
Contracts	\$ 54,468.00	\$ 6,593.41	\$ 14,129.85	26%
Total Maintenance Expenses	\$ 169,507.00	\$ 15,416.29	\$ 35,430.32	
<i>General Expenses</i>				
Insurance	\$ 28,054.00	\$ 2,337.82	\$ 7,013.46	25%
Employee Benefits	\$ 81,636.00	\$ 4,200.96	\$ 14,662.41	18%
Depreciation Expense	\$ 48,441.00	\$ 4,036.77	\$ 12,110.31	25%
PILOT	\$ 6,459.00	\$ -	\$ -	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ 12,817.00	\$ 982.50	\$ 3,787.14	30%
Energy Perf Cont Expense	\$ 34,462.00	\$ 1,308.19	\$ 3,924.57	11%
Total General Expenses	\$ 211,869.00	\$ 12,866.24	\$ 41,497.89	
Total Expenses	\$ 679,761.00	\$ 52,648.63	\$ 147,055.81	22%
Surplus - (Deficit)	\$ 9,958.00	\$ (5,055.34)	\$ 8,216.21	

Percent of Budget Month 3 of 12

25%

00000049

Vermilion Housing Authority
Operating Statement - Public Housing - County Properties AMP 104
June 2023

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Dwelling Rental	\$ 329,444.00	\$ 33,689.00	\$ 84,451.00	26%
Non - Dwelling Rental	\$ -			0%
Interest Income	\$ 22,736.00	\$ 1,992.69	\$ 5,965.10	26%
Other Income	\$ 177,492.00	\$ 1,396.50	\$ 3,986.50	2%
Subsidy	\$ 625,007.00	\$ 61,418.00	\$ 201,934.00	32%
Total Revenue	\$ 1,154,679.00	\$ 98,496.19	\$ 296,336.60	26%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 108,949.00	\$ 7,533.93	\$ 24,063.53	22%
Legal	\$ 1,135.00	\$ 52.80	\$ 52.80	5%
PBA Mngt. Exp.	\$ 135,160.00	\$ 12,787.50	\$ 38,207.50	28%
Mileage/Travel/Training	\$ 200.00	\$ 64.18	\$ 150.11	0%
Other Administrative Exp	\$ 26,548.00	\$ 2,675.23	\$ 6,522.03	25%
<i>Total Administrative Expense</i>	<i>\$ 271,992.00</i>	<i>\$ 23,113.64</i>	<i>\$ 68,995.97</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 4,275.00	\$ 347.48	\$ 1,067.37	25%
<i>Total Tenant Services Expenses</i>	<i>\$ 4,275.00</i>	<i>\$ 347.48</i>	<i>\$ 1,067.37</i>	
<i>Total Utility Expenses</i>	<i>\$ 172,749.00</i>	<i>\$ 20,106.32</i>	<i>\$ 44,707.55</i>	<i>26%</i>
<i>Maintenance</i>				
Salaries	\$ 209,858.00	\$ 15,767.08	\$ 45,765.80	22%
Materials	\$ 45,432.00	\$ 10,236.55	\$ 18,529.75	41%
Contracts	\$ 136,529.00	\$ 11,511.80	\$ 25,578.21	19%
<i>Total Maintenance Expenses</i>	<i>\$ 391,819.00</i>	<i>\$ 37,515.43</i>	<i>\$ 89,873.76</i>	
<i>General Expenses</i>				
Insurance	\$ 55,603.00	\$ 4,633.58	\$ 13,900.74	25%
Employee Benefits	\$ 167,418.00	\$ 11,520.91	\$ 33,531.78	20%
Depreciation Expense	\$ 38,735.00	\$ 3,200.53	\$ 9,601.59	25%
PILOT	\$ 14,042.00			0%
Casualty Losses				0%
Collection Losses	\$ 26,515.00	\$ 151.55	\$ (1,205.78)	-5%
Energy Perf Cont Expense	\$ -			0%
<i>Total General Expenses</i>	<i>\$ 302,313.00</i>	<i>\$ 19,506.57</i>	<i>\$ 55,828.33</i>	
Total Expenses	\$ 1,143,148.00	\$ 100,589.44	\$ 260,472.98	23%
Surplus - (Deficit)	\$ 11,531.00	\$ (2,093.25)	\$ 35,863.62	

Vermilion Housing Authority
 Operating Statement - HCV - Section 8
 June 2023

	Annual Budget	Current Month	YTD	% of Budget
Operating Revenue				
Fraud Recovery	\$ 20,858.00	\$ 749.84	\$ 3,116.33	15%
Interest Income	\$ 500.00	\$ 299.64	\$ 926.88	185%
Administrative Fees	\$ 345,454.00	\$ 27,511.00	\$ 82,139.00	24%
Total Revenue	\$ 366,812.00	\$ 28,560.48	\$ 86,182.21	23%
Operating Expenses				
<i>Administrative</i>				
Salaries	\$ 145,888.00	\$ 13,170.52	\$ 35,458.31	24%
Legal	\$ 500.00			0%
Mileage/Travel/Training	\$ 2,475.00	\$ -	\$ 830.00	0%
Other Administrative Exp	\$ 48,690.00	\$ 6,067.45	\$ 10,149.87	21%
Program Management Fee	\$ 100,133.00	\$ 9,126.00	\$ 27,241.50	27%
<i>Total Administrative Expense</i>	<i>\$ 297,686.00</i>	<i>\$ 28,363.97</i>	<i>\$ 73,679.68</i>	
<i>General Expenses</i>				
Insurance	\$ 3,428.00	\$ 285.64	\$ 856.92	25%
Employee Benefits	\$ 45,253.00	\$ 3,760.74	\$ 11,360.50	25%
Depreciation Expense	\$ 4,615.00	\$ 384.55	\$ 1,153.65	25%
<i>Total General Expenses</i>	<i>\$ 53,296.00</i>	<i>\$ 4,430.93</i>	<i>\$ 13,371.07</i>	
Total Expenses	\$ 350,982.00	\$ 32,794.90	\$ 87,050.75	25%
Surplus - (Deficit)	\$ 15,830.00	\$ (4,234.42)	\$ (868.54)	

Percent of Budget Month 3 of 12

25%

00000051

June 30, 2023

CAPITAL FUND 2020 - DANVILLE

Obligation Date: 3/25/2024
 Close Out Date: 3/25/2026

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	6/30/2023 Obligation
Operations 1406	\$ 256,526.80	\$ -	\$ 256,526.80	\$ -	0.0%	\$ 256,526.80
Mgmt. Improvements 1408						
Marketing and Advertising	\$ 6,496.13		\$ 6,496.13	\$ -		
Background Check Information	\$ 4,503.87		\$ 4,503.87	\$ -		
	\$ 11,000.00	\$ -	\$ 11,000.00	\$ -	0.0%	\$ 11,000.00
Administration 1410						
Administration Costs	\$ 128,263.40	\$ -	\$ 128,263.40	\$ -	0.0%	\$ 128,263.40
Non-Dwelling Interior 1480						
Replace Ceiling Tiles and Flooring - Mercho Manor Hallways	\$ 146,890.99	\$ -	\$ 146,890.99	\$ -		
	\$ 146,890.99	\$ -	\$ 146,890.99	\$ -	0.0%	\$ 146,890.99
Dwelling Unit - Exterior 1480						
Window Replacement - Churchill Tower	\$ -	\$ -	\$ -	\$ -		
Door Replacement - Screen and Exterior Security Doors	\$ 3,890.00		\$ 3,890.00	\$ -		
	\$ 3,890.00	\$ -	\$ 3,890.00	\$ -		\$ 3,890.00
Dwelling Unit - Site Work 1480						
Sewer and Water Line Repairs	\$ 11,036.78	\$ 2,718.25	\$ 11,036.78	\$ -		
Roadway Patching	\$ 181,716.35	\$ 28,892.00	\$ 148,127.00	\$ 33,589.35		
	\$ 192,753.13	\$ 31,610.25	\$ 159,163.78	\$ 33,589.35	17.4%	\$ 159,163.78
Dwelling Unit - Demolition 1480						
Demolition and Relocation - Fair Oaks	\$ 550,458.68		\$ 550,458.68	\$ -		
	\$ 550,458.68	\$ -	\$ 550,458.68	\$ -	0.0%	\$ 550,458.68
Total	\$ 1,289,783.00	\$ 31,610.25	\$ 1,256,193.65	\$ 33,589.35	2.6%	\$ 1,256,193.65

Percent Obligated 97.4%

June 30, 2023

CAPITAL FUND 2021 - Vermilion Housing Authority

Obligation Date: 2/22/2023
 Close Out Date: 2/22/2025

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	6/30/2023 Obligation
Operations 1405	\$ 392,598.60	\$ -	\$ 392,598.60	\$ -	0.0%	\$ 392,598.60
Mgmt. Improvements 1408						
Marketing and Advertising	\$ 39,174.65	\$ -	\$ -	\$ 39,174.65		
Serveillance System - Beeler, Fair Oaks, MerChe	\$ 107,149.52		\$ 106,078.19	\$ 1,071.33		\$ 107,149.52
Staff Training	\$ 8,903.77	\$ 5,900.00	\$ 8,903.77	\$ -		\$ 8,903.77
IT Improvements	\$ 30,772.06	\$ -	\$ 30,772.06	\$ -		\$ 30,772.06
Backround Check Information	\$ 4,000.00	\$ 678.81	\$ 3,715.57	\$ 284.43		\$ 4,000.00
	\$ 190,000.00	\$ 6,578.81	\$ 149,469.59	\$ 40,530.41	21.3%	\$ 150,825.35
Administration 1410						
Administration Costs	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	100.0%	\$ -
Contract Administration 1480						
A/E Services	\$ 120,725.86	\$ 1,250.00	\$ 50,277.02	\$ 70,448.84		\$ 120,725.86
	\$ 120,725.86	\$ 1,250.00	\$ 50,277.02	\$ 70,448.84	58.4%	\$ 120,725.86
Dwelling Unit - Interior/Exterior 1480						
Unit Modernization - Fair Oaks	\$ -	\$ -	\$ -	\$ -		
Replace Lock Sets - Centennial Manor	\$ -	\$ -	\$ -	\$ -		
Replace Siding - Kennedy, Richie, Hubbard Trall, Hillcrest, Beeler	\$ 516,874.14	\$ 49,681.87	\$ 508,874.14	\$ 8,000.00		\$ 516,874.14
Appliances - Boiler, Furnaces	\$ 146,688.82	\$ -	\$ 146,688.82	\$ -		\$ 146,688.82
Roof Replacement - Beeler, Fair Oaks	\$ 83,522.97	\$ -	\$ 83,522.97	\$ -		\$ 83,522.97
Roof Painting - Centennial Manor	\$ -	\$ -	\$ -	\$ -		
Door Replacement - Screen and Exterior Security Doors	\$ -	\$ -	\$ -	\$ -		
	\$ 747,085.93	\$ 49,681.87	\$ 739,085.93	\$ 8,000.00	1.1%	\$ 747,085.93
Non-Dwelling/Dwelling Unit - Site Work 1480						
Sewer and Water Line Repairs	\$ 15,597.10	\$ -	\$ 15,597.10	\$ -		\$ 15,597.10
Roadway Paving	\$ 1,100.00	\$ -	\$ 1,100.00	\$ -		\$ 1,100.00
Infrastructure Investment - Fair Oaks, Ramey	\$ -	\$ -	\$ -	\$ -		\$ -
Landscape Upgrades	\$ 35,178.37	\$ -	\$ 35,178.37	\$ -		\$ 35,178.37
	\$ 51,875.47	\$ -	\$ 51,875.47	\$ -	0.0%	\$ 51,875.47
Dwelling Unit - Demolition 1480						
Demolition - Fair Oaks, Ramey	\$ 420,707.14	\$ -	\$ 420,707.14	\$ -		\$ 420,707.14
	\$ 420,707.14	\$ -	\$ 420,707.14	\$ -	0.0%	\$ 420,707.14
Total	\$ 1,962,993.00	\$ 57,510.68	\$ 1,804,013.75	\$ 158,979.25	8.1%	\$ 1,883,818.35

Percent Obligated 96.0%

ROSS Grant - Vermillion Housing Authority
ROSS211574
June 2023

Start Date: 6/1/2021
Close Out Date: 5/31/2024

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available
Project Coordinator 1168					
Project Coordinator	\$ 137,616.00	\$ 4,483.21	\$ 93,731.79	\$ 43,884.21	31.9%
Training Costs 1268					
Training Costs	\$ 6,000.00	\$ -	\$ 3,369.90	\$ 2,630.10	
	\$ 6,000.00	\$ -	\$ 3,369.90	\$ 2,630.10	43.8%
Administrative Costs 1868					
Administrative Costs	\$ 14,340.00	\$ 644.32	\$ 7,496.75	\$ 6,843.25	
	\$ 14,340.00	\$ 644.32	\$ 7,496.75	\$ 6,843.25	47.7%
Total	\$ 157,956.00	\$ 5,127.53	\$ 104,598.44	\$ 53,357.56	33.8%

Vermilion Housing Authority
First Financial Bank - Authority Account
June 2023

Balance Sheet

Assets

111105 Cash	320,778.23
Total Assets	<u>320,778.23</u>

Liabilities

2111 Accounts Payable	0.00
Total Liabilities	0.00

Equity

2820 Operating Reserves - Retained Earnings	320,738.25
Current Year Operating - Gain/(Loss)	39.98
Total Liabilities & Equity	<u>320,778.23</u>

Income Statement

	Current Month	Year to Date
Operating Revenue		
Interest Income	13.18	39.98
Other Income	0.00	0.00
Total Revenue	<u>13.18</u>	<u>39.98</u>
Operating Expenses		
Other Administrative Expenses	0.00	0.00
Total Expenses	<u>0.00</u>	<u>0.00</u>
 Surplus - (Deficit)	 13.18	 39.98

Vermillion Housing Authority
Tenant Receivables Outstanding
PHAS Financial Indicator
June 2023

Definition: This subindicator measures the tenant accounts receivable of a project against the tenant charges for the project's fiscal year.

IF the ratio is less than 1.5 - the agencies score is 5.

IF the ratio is equal to or greater than 1.5 and less than 2.5 - the agencies score is 2.

IF the ratio is equal to or greater than 2.5 - the agencies score is 0.

**Ratio is based on a pro-rated calculation of annualized rental income.

March-23	\$	8,907.32	1.00%
April-23	\$	11,366.17	1.28%
May-23	\$	12,233.50	1.38%
June-23	\$	20,618.04	2.33%
July-23			0.00%
August-23			0.00%
September-23			0.00%
October-23			0.00%
November-23			0.00%
December-23			0.00%
January-24			0.00%
February-24			0.00%
March-24			0.00%

Vermilion Housing Authority

AP Expenditures

June 2023

AHRMA	\$538.00
All Source LLC	\$368.10
Ameren Illinois	\$27,828.81
Angela D Hasbargen	\$679.25
Aqua Illinois Inc	\$15,414.25
B & D Sales And Service	\$228.02
Barton Carrolls Inc.	\$4,456.00
Blaine Window Hardware	\$669.34
Botts Locksmith	\$556.00
Brickyard Disposal & Recycling Inc	\$1,303.98
Brittany Savalick	\$51.67
Canady Laboratories, Inc.	\$1,632.00
Carstar Sterling Collision	\$1,161.44
Central Illinois Sheetrock	\$14,817.36
City of Danville	\$14,458.38
City of Hoopeston	\$2,624.06
Classique Sash & Door	\$92.80
Clean Line Sewer Service	\$125.00
Comcast Cable	\$574.55
Connor Company	\$1,679.14
Constellation NewEnergy, Inc.	\$646.05
CTS Computer Center	\$6,222.00
C-U HVAC	\$1,479.00
Danville Area Community College	\$341.50
Deborah A Wilson	\$100.00
Department of Health and Human Services	\$26.69
Eggemeyer Associates Architects, Inc.	\$1,250.00
Emphasys Software	\$6,929.00
Evans, Froehlich, Beth & Chamley	\$200.00
Fastenal	\$322.80
Frank J. Strahl & Sons Inc	\$2,049.70
Frank's House Of Color Inc.	\$312.93
General Electric Co	\$7,440.00
Georgetown Waterworks	\$2,991.22
Gibson Teldata, Inc.	\$37.55
Grainger, Inc	\$2,707.42
Grunau Company Inc	\$240.00
Hd Supply Facilities Maintenance	\$4,310.53
Health Alliance	\$32,741.66
Hesler Paving & Contracting Inc	\$28,892.00
Housing-Renewal & Local Agency Retirement	\$27,385.04
Huber & Mudd LLC	\$2,840.00
Illini FS	\$1,998.85
Illinois Office of the State Fire Marshal	\$150.00
Indiana Media Group	\$136.92
Jackie S Jackson	\$200.00
Jaclyn Vinson	\$300.37
Jacqueline M. Largent	\$300.00
Johnson Controls Security Solutions	\$3,040.48
Kelly Printing Company Inc.	\$497.00
Kelly's Sign Shop	\$288.00
Kirby Risk Corporation	\$162.86
Kone Inc.	\$922.69
Kuchefski Heating & A/C Inc	\$540.00
Lahne Lawncare	\$720.00
Lipa of Indiana, INC	\$49,681.87
Lowe's	\$6,746.73

10000000 57

Mahoney, Silverman & Cross,LLC	\$362.50
Marcus Jackson	\$91.00
Metropolitan Life Insurance Company	\$1,713.80
Midwest Mailing & Shipping Inc.	\$235.31
Miller, Hall, & Triggs	\$134.00
Municipal Water Utility	\$253.00
MyTana Mfg Co Inc	\$169.03
Nakeisha R Roan	\$100.75
Napa Auto Parts	\$63.98
National Facility Consultants, Inc.	\$1,930.00
NUSO, LLC	\$351.79
Online Information Services Inc.	\$737.72
Owens Excavating & Trucking LLC	\$2,718.25
PDQ Supply Inc.	\$580.00
Peerless Network	\$1,991.25
Petty Cash, Amber McCoy Custodial	\$14.42
Protech Auto & Electric	\$252.50
Quadient Leasing USA, Inc.	\$300.15
Quicklube South	\$119.76
Quill	\$3,700.17
Republic Services	\$11,826.32
Safelite Fulfillment, Inc.	\$187.97
Samantha Bruens	\$29.47
Santanna Energy Services	\$621.12
Scott Greene	\$50.00
Securitas Technology Corporation	\$382.50
Seico, Inc.	\$661.50
Sparklight Business	\$641.37
Terminix Company	\$4,923.00
The Lincoln National Life Insurance Co.	\$293.75
U.S. Inspection Group, Inc.	\$5,900.00
Venture Mechanical Contractors, INC.	\$3,428.00
Verizon Wireless	\$204.63
Vermillon Advantage	\$2,405.00
Vermillon County Treasurer	\$32,921.00
Village of Fairmount	\$205.50
Village of Rossville	\$746.06
Vision Service Plan	\$211.95
Wagner Communications Inc.	\$479.42
Watson Tire & Automotive Inc.	\$40.00
Watts Copy System	\$1,076.84
Total for all Vendors	367,463.79

00000058



Memorandum

TO: Board of Commissioners

FROM: Amber McCoy, Chief Financial Officer

DATE: June 6, 2023

RE: Personnel Monthly Report for the Month of May 2023

1. The following personnel action was taken in May 2023:

Sherrod Swafford – Maintenance Mechanic – Hired

2. Staff/Commissioners attended the following training through the Executive Office in May 2023:

SEMAP Indicators and Certification Review
Danville, IL

Brittany Savalick
Director of Housing Operations

SEMAP Indicators and Certification Review
Danville, IL

Jaclyn Vinson
Executive Director

Nspire Training
Danville, IL

All Staff



Memorandum

TO: Board of Commissioners
FROM: Amber McCoy, Chief Financial Officer
DATE: July 6, 2023
RE: Personnel Monthly Report for the Month of June 2023

1. The following personnel action was taken in June 2023:

- Terri Pankow – Purchasing Specialist – Retired
- Joseph Lawton – Maintenance Mechanic – Terminated
- Timothy Moreno – Maintenance Mechanic – Terminated
- Steven Munck – Maintenance Technician – Hired
- Brent Muckellew – Maintenance Laborer – Hired
- Megan Morgan – Assistant HCV Specialist - Hired
- Sherri Schroeder – Front Desk Clerk - Hired

2. Staff/Commissioners attended the following training through the Executive Office in June 2023:

HCV Two Year Tool Danville, IL	Brittany Savalick Director of Housing Operations
HCV Two Year Tool Danville, IL	Jaclyn Vinson Executive Director
Board Meetings and Open Meetings Act Danville, IL	Jaclyn Vinson Executive Director



Vermilion Housing Authority


1607 Clyman Lane

Danville, IL 61832

P: (217) 443-0621 F: (217) 431-7059

MEMORANDUM

TO: Board of Commissioners

FROM: Jaclyn Vinson, Executive Director 

DATE: July 11, 2023

RE: Disposition of Vehicle's— 2007 Chevy Van, 2003 Ford F250, & 2003 Ford F150

We currently have a 2007 Chevrolet Cargo Van that was purchased for \$19,037.00 on June 1, 2007. The Kelly Blue Book value is unavailable due to its poor condition.

We currently have a 2003 Ford F250 Pickup Truck that was purchased for \$20,580.00 on November 3, 2003. The Kelly Blue Book value is unavailable due to its poor condition.

We currently have a 2003 Ford 150 Pickup Truck that was purchased for \$11,036.00 on November 20, 2012. The Kelly Blue Book value is unavailable due to its poor condition.

All vehicles are in poor condition and have been fully depreciated.

We request the Board's approval to dispose of these vehicles. Due to the poor condition of the vehicles, I recommend the vehicles be recycled for the price of metal cost.

00000061

RESOLUTION NO. 2023-18

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the "Authority") is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the "Act") for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve the disposition of vehicles; 2007 Chevrolet Cargo Van, 2003 Ford F250 Pickup Truck and 2003 Ford F150 Pickup Truck; and due to the vehicles poor condition the vehicles will be recycled for the price of metal cost; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of the disposition of vehicles; 2007 Chevrolet Cargo Van, 2003 Ford F250 Pickup Truck and 2003 Ford F150 Pickup Truck and due to the vehicles poor condition the vehicles will be recycled for the price of metal cost.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.

Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED at the regular meeting of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority in regular and public session this 20th day of July, 2023.

Ayes _____

Nays _____

Absent _____

THE HOUSING AUTHORITY OF THE CITY OF DANVILLE
d/b/a VERMILION HOUSING AUTHORITY

By: _____
Its: Chairman

Attest:

By: _____
Its: Secretary/Treasurer



Invoice

Miles Chevrolet
150 W Pershing Road
Decatur, IL 62526

Date
7/11/2023

To:
Housing Authority of the City of Danville
1607 Clyman Ln
Danville, IL 61832

Contact
Jaclyn Vinson
Phone
217-444-3101

Description	Unit Cost	#	Total
Vehicle- Pre-Owned			
2022 Chevrolet Silverado 1500 RWD WT	\$ 36,500.00	1	\$ 36,500.00
Bedliner	\$ 599.00	1	\$ 599.00
Delivery Fee	\$ 275.00	1	\$ 275.00
Illinois Title & New Municipal Plates	\$ 173.00	1	\$ 173.00
Total		1	\$ 37,547.00

Miles Chevrolet, Inc.
Fleet Sales Division
150 W Pershing Road
Decatur, IL 62526
bzola@vtaig.com

Contact
Britney Zola
217-872-2070

Submit with Payment

RESOLUTION NO. 2023-19

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the "Authority") is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the "Act") for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve the purchase of a 2022 Chevy Silverado 1500 from Miles Chevrolet, Decatur, IL at a cost not to exceed \$37,547.00; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of purchase of a 2022 Chevy Silverado 1500 from Miles Chevrolet, Decatur IL at a cost not to exceed \$37,547.00.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED at the regular meeting of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority in regular and public session this 20th day of July, 2023.

Ayes _____

Nays _____

Absent _____

THE HOUSING AUTHORITY OF THE CITY OF DANVILLE
d/b/a VERMILION HOUSING AUTHORITY

By: _____

Its: Chairman

Attest:

By: _____

Its: Secretary/Treasurer

00000066



MEMORANDUM

TO: Board of Commissioners

FROM: Jaclyn Vinson, Executive Director

DATE: July 10, 2023

RE: Banking Services

The Vermilion Housing Authority (VHA) advertised a Request for Proposal from qualified financial institutions in Vermilion County, Illinois for Banking Services. This financial institution will provide banking services for the Authority's Low Income Public Housing Program and the Housing Choice Voucher Program for a period of five years.

The following banks submitted proposals.

1. Iroquois Federal
2. First Farmers Bank
3. Old National Bank
4. Fisher National Bank
5. First Financial Bank

The proposal structure and ranking criteria was based on price (50 points), technical approach (45 points), and minority business enterprises or women business enterprises participation (5 points).

Iroquois Federal was ranked the highest by the evaluation team.

We are recommending moving forward with a five-year contract for Banking Services with Iroquois Federal of Danville.

RESOLUTION NO. 2023-20

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the "Authority") is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the "Act") for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve performing banking services with Iroquois Federal for the period of August 1, 2023 to July 31, 2028; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval to approve performing banking services with Iroquois Federal for the period of August 1, 2023 to July 31, 2028.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED at the regular meeting of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority in regular and public session this 20th day of July, 2023.

Ayes _____

Nays _____

Absent _____

THE HOUSING AUTHORITY OF THE CITY OF DANVILLE
d/b/a VERMILION HOUSING AUTHORITY

By: _____
Its: Chairman

Attest:

By: _____
Its: Secretary/Treasurer



5/8/2023

From: SEA Group, Inc.
 Joe Marchizza, President

PH: 217/523-1717
JMarchizza@seagrp.com

To: Danville Housing Authority - Fair Oaks
 Jaclyn Vinson
jaclyn.vinson@hacd-hud.com

RE: DHA Server and LPR Upgrade

Scope of Work: SEA Group is providing a quote to upgrade DHA's current server, VMS system, and camera licensing for all existing cameras. (To include installation of Axis server items and tools as needed, migrate all existing cameras from Genetec to Axis, and setup of client cam stations and views.)
 In addition, we will be updating 5 LPR (License Plate Recognition) cameras (To include preconfiguration, mounting, and adding 5 new cams to new system), all located at Danville Housing Authority's Fair Oaks property.

Total Labor and Material: \$29,111.82

Structured Cabling Division

5/8/2023

Reference: DHA Server and LPR Upgrade

		DESCRIPTION	Unit	UNIT PRICE	LINE TOTAL
1	1	10313994 AXIS COMM 02536-004 AXIS CAMERA STATION S1232 TOWER 32 TB	ea.	9114.25	\$9,114.25
2	5	10349843 AXIS COMM 02811-001 AXIS P1465-LE-3 L.P-VERIFIER KIT	ea.	1435.93	\$7,179.65
3	18	690979 AXIS COMM 0879-010 (1) CAMERA STATION VERSION 5.0 CORE DEVICE E-LICENSE	ea.	95.44	\$1,717.92

Total Equipment	\$18,011.82
Installation Labor	\$3,250.00
Professional Tech Labor	\$5,700.00
Lift, Travel, etc.	\$2,150.00
TOTAL MATERIAL & LABOR	\$29,111.82

00000071

RESOLUTION NO. 2023-21

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the "Authority") is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the "Act") for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, the Authority to approve the contract with SEA Group, Inc. for Fair Oaks camera upgrades not to exceed \$29,111.82; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of the contract with SEA Group, Inc. for Fair Oaks camera upgrades not to exceed \$29,111.82.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

00000070

ADOPTED at the regular meeting of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority in regular and public session this 20th day of July, 2023.

Ayes _____ Nays _____ Absent _____

THE HOUSING AUTHORITY OF THE CITY OF DANVILLE
d/b/a VERMILION HOUSING AUTHORITY

By: _____
Its: Chairman

Attest:

By: _____
Its: Secretary/Treasurer

Changes to Admin Plan

Chapter 5- Briefings

5-I.B. Briefings

HUD requires that applicants attend a briefing but allows the PHA discretion regarding some aspects of the process, such as whether briefings will be conducted individually or in groups, whether briefings will be conducted in-person or remotely, who must attend the briefing, and how to help families that have difficulty understanding the program's requirements. This section addresses these areas of PHA discretion. This section broadens the discretion PHA's have on when they can conduct certain types of briefings.

No significant changes in this section.

5-II.D. Voucher Issuance and Rescissions

Although we issue vouchers on the basis that the VHA will have enough money to subsidize families that locate an approvable unit within the term of their voucher, it is possible for the PHA to discover after vouchers have been issued that there is not enough funding to provide subsidy to all of the applicant families that are currently searching for a unit. If this occurs, the PHA may need to rescind vouchers.

This language and section is new to our admin plan. We wanted to eliminate gray areas where possible.

5-II. E. Voucher Term and Extensions

Changing term from 120 days to 60.

More restrictive on extensions.

Chapter 5

BRIEFINGS AND VOUCHER ISSUANCE

INTRODUCTION

This chapter explains the briefing and voucher issuance process. When a family is determined to be eligible for the Housing Choice Voucher (HCV) program, the PHA must ensure that the family fully understands the way the program operates and the family's obligations under the program. This is accomplished through both an oral briefing and provision of a briefing packet containing the HUD-required documents and other information the family needs to know in order to lease a unit under the program. Once the family is fully informed of the program's requirements, the PHA issues the family a voucher. The voucher includes the unit size for which the family qualifies based on the PHA's subsidy standards, as well as the issue and expiration date of the voucher. The voucher is the document that authorizes the family to begin its search for a unit, and limits the amount of time the family has to successfully locate an acceptable unit.

This chapter describes HUD regulations and PHA policies related to these topics in two parts:

Part I: Briefings and Family Obligations. This part details the program's requirements for briefing families orally, and for providing written materials describing the program and its requirements. It includes a particular focus on the family's obligations under the program.

Part II: Subsidy Standards and Voucher Issuance. This part discusses the PHA's standards for determining how many bedrooms a family of a given composition qualifies for, which in turn affects the amount of subsidy the family can receive. It also discusses the policies that dictate how vouchers are issued, and how long families have to locate a unit.

PART I: BRIEFINGS AND FAMILY OBLIGATIONS

5-I.A. OVERVIEW

HUD regulations require the PHA to conduct mandatory briefings for applicant families who qualify for a voucher. The briefing provides a broad description of owner and family responsibilities, explains the PHA's procedures, and includes instructions on how to lease a unit. This part describes how oral briefings will be conducted, specifies what written information will be provided to families, and lists the family's obligations under the program.

5-I.B. BRIEFING [24 CFR 982.301]

Notification of Briefing

Prior to issuance of a voucher, the PHA must give the family an oral briefing and provide the family with a briefing packet containing written information about the program. Families may be briefed in individual face-to-face meetings, through group briefing sessions, or via remote briefing sessions.

PHA Policy

Families will be notified of their eligibility for assistance at the time they are invited to a briefing. The notice will be sent by first class mail

The notice will advise the family of the type of briefing, who is required to be present at the briefing, and the date and time of the briefing. The notice will also inform the family of any additional requirements for in-person or remote briefings as addressed in relevant policy elsewhere in this section.

If the notice is returned by the post office with no forwarding address, the applicant will be denied and their name will not be placed back on the waiting list. If the notice is returned by the post office with a forwarding address, the notice will be resent to the address indicated.

In-Person Briefings

At the briefing, the PHA must ensure effective communication in accordance with Section 504 requirements (Section 504 of the Rehabilitation Act of 1973) and ensure that the briefing site is accessible to individuals with disabilities. For a more thorough discussion of accessibility requirements, refer to Chapter 2.

PHA Policy

In-person briefings will generally be conducted in group meetings. At the family's written request, the PHA may provide an individual briefing.

Generally, all adult family members are required to attend the briefing. If all adults are unable to attend, the PHA may waive this requirement as long as the head, spouse or co-head attends the briefing.

Families that attend group briefings and still need individual assistance will be referred to an appropriate PHA staff person.

Briefings will be conducted in English. For limited English proficient (LEP) applicants, the PHA will provide interpretation services in accordance with the PHA's LEP plan (See Chapter 2).

Attendance

PHA Policy

Applicants who fail to attend a scheduled in-person briefing will be scheduled for another briefing automatically. The PHA will notify the family of the date and time of the second scheduled briefing. Applicants who fail to attend two scheduled briefings, without prior PHA approval, will be denied assistance (see Chapter 3).

Remote Briefings [Notice PIH 2020-32]

Remote briefings may be conducted over the phone, via video conferencing, or through other virtual platforms.

PHA Policy

The PHA has the sole discretion to require that briefings be conducted remotely in case of local, state, or national physical distancing orders, and in cases of inclement weather or natural disaster. If the PHA schedules a remote briefing, the PHA will conduct a face-to-face briefing upon request of the applicant as a reasonable accommodation for a person with a disability if safety and health concerns can be reasonably addressed.

In addition, the PHA will conduct a briefing remotely upon request of the applicant as a reasonable accommodation for a person with a disability, if an applicant does not have child care or transportation that would enable them to attend the briefing, or if the applicant believes an in-person briefing would create an undue health risk. The PHA will consider other reasonable requests for a remote briefing on a case-by-case basis.

Applicants who fail to attend a scheduled remote briefing will automatically be scheduled for another briefing. The PHA will notify the family of the date and time of the second scheduled briefing. Applicants who fail to attend two scheduled briefings, without PHA approval, will be denied assistance (see Chapter 3).

Accessibility Requirements for Persons with Disabilities and LEP Individuals

As with in-person briefings, the platform for conducting remote briefings must be accessible and the briefing conducted in accordance with Section 504 and accessibility requirements. This includes ensuring any information, websites, emails, digital notifications, and other virtual platforms are accessible for persons with vision, hearing, and other disabilities. Further, providing effective communication in a digital context may require the use of individualized auxiliary aids or services, such as audio description, captioning, sign language and other types of interpreters, keyboard accessibility, accessible documents, screen reader support, and transcripts. Auxiliary aids or services must be provided in accessible formats, in a timely manner, and in such a way to protect the privacy and independence of the individual.

If no method of conducting a remote briefing is available that appropriately accommodates an individual's disability, the PHA may not hold against the individual their inability to participate in the remote briefing, and the PHA should consider whether postponing the remote briefing to a later date is appropriate or whether there is a suitable alternative.

Due to the individualized nature of disability, the appropriate auxiliary aid or service necessary, or reasonable accommodation, will depend on the specific circumstances.

Limited English Proficiency (LEP) requirements also apply to remote briefings, including the use of interpretation services and document translation. See Chapter 2 for a more thorough discussion of accessibility and LEP requirements, all of which apply in the context of remote briefings.

Conducting Remote Briefings

The PHA must ensure that the lack of technology or inability to use technology for remote briefings does not pose a disadvantage to families that may not be apparent to the PHA. The PHA must ensure that the family has appropriate technological access in order to fully participate in the remote briefing.

PHA Policy

At least 10 business days prior to scheduling the remote briefing, the PHA will provide written notification via first class mail and/or email to families participating in the briefing to advise of technological requirements and to request the family notify the PHA of any known barriers. If any family does not respond within five business days, or if the written notification is returned by the post office or the email is rejected, the PHA will contact the family by telephone to identify potential technological barriers and to determine which technology resources are accessible to the family. The PHA will resolve any barriers using the guidance in Section 6 of Notice PIH 2020-32, including offering the family the opportunity to attend an in-person briefing or have a one-on-one briefing over the phone, as appropriate.

The PHA will conduct remote briefings via a video conferencing platform when available. If applicants are unable to adequately access the video conferencing platform, the briefing will be conducted by telephone conferencing call-in. If the family is unable to adequately access the telephone conferencing call-in, the remote briefing will be postponed, and an in-person alternative or one-on-one briefing over the phone will be provided.

The PHA will provide login information and/or conferencing call-in information and an electronic copy of the briefing packet via email at least five business days before the briefing. The PHA will provide a paper copy of the briefing packet upon family request, and may reschedule the briefing to allow adequate time for the family to receive the physical briefing packet.

The PHA will ensure that all electronic information stored or transmitted as part of the briefing meets the requirements for accessibility for persons with disabilities and persons with LEP, and is secure, including ensuring personally identifiable information (PII) is protected.

The PHA will ensure that families who participate in remote briefings have the opportunity to ask questions as part of the briefing.

If families lose connectivity during any remote briefing or otherwise feel they were unable to access information presented during the briefing, the family may request a one-on-one briefing over the phone or in person with the PHA.

Oral Briefing [24 CFR 982.301(a)]

Each briefing must provide information on the following subjects:

- How the Housing Choice Voucher program works;
- Family and owner responsibilities;
- Where the family can lease a unit, including renting a unit inside or outside the PHA's jurisdiction;
- An explanation of how portability works. The PHA may not discourage the family from choosing to live anywhere in the PHA jurisdiction or outside the PHA jurisdiction under portability, unless otherwise expressly authorized by statute, regulation, PIH Notice, or court order;
- The PHA must inform the family of how portability may affect the family's assistance through screening, subsidy standards, payment standards, and any other elements of the portability process which may affect the family's assistance;
- The advantages of areas that do not have a high concentration of low-income families; and
- For families receiving welfare-to-work vouchers, a description of any local obligations of a welfare-to-work family and an explanation that failure to meet the obligations is grounds for denial of admission or termination of assistance.

In briefing a family that includes a person with disabilities, PHA must also take steps to ensure effective communication.

Briefing Packet [24 CFR 982.301(b); New HCV GB, *Housing Search and Leasing*, p. 7]

Documents and information provided in the briefing packet must include the following:

- The term of the voucher, voucher suspensions, and the PHA's policies on any extensions of the term. If the PHA allows extensions, the packet must explain how the family can request an extension.
- A description of the method used to calculate the housing assistance payment for a family, including how the PHA determines the payment standard for a family, how the PHA determines total tenant payment for a family, and information on the payment standard and utility allowance schedule.
- An explanation of how the PHA determines the maximum allowable rent for an assisted unit.
- Where the family may lease a unit and an explanation of how portability works, including information on how portability may affect the family's assistance through screening, subsidy standards, payment standards, and any other elements of the portability process that may affect the family's assistance.
- The HUD-required tenancy addendum, which must be included in the lease.
- The form the family must use to request approval of tenancy, and a description of the procedure for requesting approval for a tenancy.
- A statement of the PHA policy on providing information about families to prospective owners.
- The PHA subsidy standards including when and how exceptions are made.
- Materials (e.g., brochures) on how to select a unit and any additional information on selecting a unit that HUD provides (e.g., HUD brochure entitled, "A Good Place to Live").
- Information on federal, state and local equal opportunity laws and a copy of the housing discrimination complaint form, including information on how to complete the form and file a fair housing complaint.
- A list of landlords known to the PHA who may be willing to lease a unit to the family or other resources (e.g., newspapers, organizations, online search tools) known to the PHA that may assist the family in locating a unit. PHAs must ensure that the list of landlords or other resources covers areas outside of poverty or minority concentration.
- Notice that if the family includes a person with disabilities, the family may request a list of available accessible units known to the PHA.
- The family obligations under the program, including any obligations of a welfare-to-work family, and any obligations of other special programs if the family is participating in one of those programs.
- The grounds on which the PHA may terminate assistance for a participant family because of family action or failure to act.
- PHA informal hearing procedures including when the PHA is required to offer a participant family the opportunity for an informal hearing, and how to request the hearing.

- An explanation of the advantages of moving to an area that does not have a high concentration of low-income families.
- The HUD pamphlet on lead-based paint entitled, “Protect Your Family from Lead in Your Home.”

If the PHA is located in a metropolitan area, the following additional information must be included in the briefing packet in order to receive full points under SEMAP Indicator 7, Expanding Housing Opportunities [24 CFR 985.3(g)]:

- Maps showing areas with housing opportunities outside areas of poverty or minority concentration, both within its jurisdiction and its neighboring jurisdiction
- Information about the characteristics of these areas including job opportunities, schools, transportation, and other services
- An explanation of how portability works, including a list of portability contact persons for neighboring PHAs with names, addresses, and telephone numbers

Additional Items to Be Included in the Briefing Packet

In addition to items required by the regulations, PHAs may wish to include supplemental materials to help explain the program to both participants and owners [HCV GB p. 8-7, Notice PIH 2017-12].

PHA Policy

The PHA will provide the following additional materials in the briefing packet:

The HUD pamphlet on lead-based paint entitled *Protect Your Family from Lead in Your Home*

Information on how to fill out and file a housing discrimination complaint form

The form HUD-5380 domestic violence certification form and the form HUD-5382 notice of occupancy rights, which contains information on VAWA protections for victims of domestic violence, dating violence, sexual assault, and stalking

“Is Fraud Worth It?” (form HUD-1141-OIG), which explains the types of actions a family must avoid and the penalties for program abuse

“What You Should Know about EIV,” a guide to the Enterprise Income Verification (EIV) system published by HUD as an attachment to Notice PIH 2017-12

5-I.C. FAMILY OBLIGATIONS

Obligations of the family are described in the housing choice voucher (HCV) regulations and on the voucher itself. These obligations include responsibilities the family is required to fulfill, as well as prohibited actions. The PHA must inform families of these obligations during the oral briefing, and the same information must be included in the briefing packet. When the family's unit is approved and the HAP contract is executed, the family must meet those obligations in order to continue participating in the program. Violation of any family obligation may result in termination of assistance, as described in Chapter 12.

Time Frames for Reporting Changes Required by Family Obligations

PHA Policy

Unless otherwise noted below, when family obligations require the family to respond to a request or notify the PHA of a change, notifying the PHA of the request or change within 10 business days is considered prompt notice.

When a family is required to provide notice to the PHA, the notice must be in writing.

Family Obligations [24 CFR 982.551]

The family obligations of the voucher are listed as follows:

- The family must supply any information that the PHA or HUD determines to be necessary, including submission of required evidence of citizenship or eligible immigration status.
- The family must supply any information requested by the PHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition.
- The family must disclose and verify social security numbers and sign and submit consent forms for obtaining information.
- Any information supplied by the family must be true and complete.
- The family is responsible for any Housing Quality Standards (HQS) breach by the family caused by failure to pay tenant-provided utilities or appliances, or damages to the dwelling unit or premises beyond normal wear and tear caused by any member of the household or guest.

PHA Policy

Damages beyond normal wear and tear will be considered to be damages which could be assessed against the security deposit.

- The family must allow the PHA to inspect the unit at reasonable times and after reasonable notice, as described in Chapter 8 of this plan.

- The family must not commit any serious or repeated violation of the lease.

PHA Policy

The PHA will determine if a family has committed serious or repeated violations of the lease based on available evidence, including but not limited to, a court-ordered eviction or an owner's notice to evict, police reports, and affidavits from the owner, neighbors, or other credible parties with direct knowledge.

Serious and repeated lease violations will include, but not be limited to, nonpayment of rent, disturbance of neighbors, destruction of property, living or housekeeping habits that cause damage to the unit or premises, and/or criminal activity. Generally, the criterion to be used will be whether or not the reason for the eviction was the fault of the tenant or guests. Any incidents of, or criminal activity related to, domestic violence, dating violence, sexual assault, or stalking will not be construed as serious or repeated lease violations by the victim [24 CFR 5.2005(c)(1)].

- The family must notify the PHA and the owner before moving out of the unit or terminating the lease.

PHA Policy

Generally the family will be required to provide a written 30-day notice to vacate to the owner, unless the family's lease requirements are different regarding written notice to the owner. The family must provide written notice to the PHA at the same time the owner is notified.

- The family must promptly give the PHA a copy of any owner eviction notice.
- The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
- The composition of the assisted family residing in the unit must be approved by the PHA. The family must promptly notify the PHA in writing of the birth, adoption, or court-awarded custody of a child. The family must request PHA approval to add any other family member as an occupant of the unit.

PHA Policy

The request to add a family member must be submitted in writing and approved prior to the person moving into the unit. The PHA will determine eligibility of the new member in accordance with the policies in Chapter 3.

- The family must promptly notify the PHA in writing if any family member no longer lives in the unit.

- If the PHA has given approval, a foster child or a live-in aide may reside in the unit. The PHA has the discretion to adopt reasonable policies concerning residency by a foster child or a live-in aide, and to define when PHA consent may be given or denied. For policies related to the request and approval/disapproval of foster children, foster adults, and live-in aides, see Chapter 3 (sections I.K and I.M), and Chapter 11 (section II.B).
- The family must not sublease the unit, assign the lease, or transfer the unit.

PHA Policy

Subleasing includes receiving payment to cover rent and utility costs by a person living in the unit who is not listed as a family member.

- The family must supply any information requested by the PHA to verify that the family is living in the unit or information related to family absence from the unit.

- The family must promptly notify the PHA when the family is absent from the unit.

PHA Policy

Notice is required under this provision only when all family members will be absent from the unit for an extended period. An extended period is defined as any period greater than 30 calendar days. Written notice must be provided to the PHA at the start of the extended absence. Reasons for extended absences could include, but are not limited to extended hospital and nursing home stays.

- The family must pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease [Form HUD-52646, Voucher].
- The family must not own or have any interest in the unit, (other than in a cooperative and owners of a manufactured home leasing a manufactured home space).
- Family members must not commit fraud, bribery, or any other corrupt or criminal act in connection with the program. (See Chapter 14, Program Integrity for additional information).
- Family members must not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises. See Chapter 12 for HUD and PHA policies related to drug-related and violent criminal activity.
- Members of the household must not engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises. See Chapter 12 for a discussion of HUD and PHA policies related to alcohol abuse.
- An assisted family or member of the family must not receive HCV program assistance while receiving another housing subsidy, for the same unit or a different unit under any other federal, state or local housing assistance program.
- A family must not receive HCV program assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities. [Form HUD-52646, Voucher]

PART II: SUBSIDY STANDARDS AND VOUCHER ISSUANCE

5-II.A. OVERVIEW

The PHA must establish subsidy standards that determine the number of bedrooms needed for families of different sizes and compositions. This part presents the policies that will be used to determine the family unit size (also known as the voucher size) a particular family should receive, and the policies that govern making exceptions to those standards. The PHA must also establish policies related to the issuance of the voucher, to the voucher term, and to any extensions of the voucher term.

5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]

For each family, the PHA determines the appropriate number of bedrooms under the PHA subsidy standards and enters the family unit size on the voucher that is issued to the family. The family unit size does not dictate the size of unit the family must actually lease, nor does it determine who within a household will share a bedroom/sleeping room.

The following requirements apply when the PHA determines family unit size:

- The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding.
- The subsidy standards must be consistent with space requirements under the housing quality standards.
- The subsidy standards must be applied consistently for all families of like size and composition.
- A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size.
- A family that consists of a pregnant woman (with no other persons) must be treated as a two-person family.
- Any live-in aide (approved by the PHA to reside in the unit to care for a family member who is disabled or is at least 50 years of age) must be counted in determining the family unit size;

- Unless a live-in-aide resides with a family, the family unit size for any family consisting of a single person must be either a zero- or one-bedroom unit, as determined under the PHA subsidy standards.

PHA Policy

The PHA will assign one bedroom for the head of household (including spouse or co-head) and then one bedroom for each two persons of the same sex within the household, except in the following circumstances:

Live-in aides will be allocated a separate bedroom.

Single person families will be allocated one bedroom.

The PHA will reference the following chart in determining the appropriate voucher size for a family:

Voucher Size	Persons in Household (Minimum – Maximum)
1 Bedroom	1-2
2 Bedrooms	2-4
3 Bedrooms	3-6
4 Bedrooms	4-8
5 Bedrooms	6-10



5-II.C. EXCEPTIONS TO SUBSIDY STANDARDS

In determining family unit size for a particular family, the PHA may grant an exception to its established subsidy standards if the PHA determines that the exception is justified by the age, sex, health, handicap, or relationship of family members or other personal circumstances [24 CFR 982.402(b)(8)]. Reasons may include, but are not limited to:

- A need for an additional bedroom for medical equipment
- A need for a separate bedroom for reasons related to a family member's disability, medical or health condition

For a single person who is not elderly, disabled, or a remaining family member, an exception cannot override the regulatory limit of a zero or one bedroom [24 CFR 982.402(b)(8)].

PHA Policy

The PHA will consider granting an exception for any of the reasons specified in the regulation: the age, sex, health, handicap, or relationship of family members or other personal circumstances.

The family must request any exception to the subsidy standards in writing. The request must explain the need or justification for a larger family unit size, and must include appropriate documentation. Requests based on health-related reasons must be verified by a knowledgeable professional source (e.g., doctor or health professional), unless the disability and the disability-related request for accommodation is readily apparent or otherwise known. The family's continued need for an additional bedroom due to special medical equipment may be re-verified at annual reexamination.

The PHA will notify the family of its determination within 10 business days of receiving the family's request. If a participant family's request is denied, the notice will inform the family of their right to request an informal hearing.

5-III.D. VOUCHER ISSUANCE AND RESCISSIONS [24 CFR 982.302]

Voucher Issuance

When a family is selected from the waiting list (or as a special admission as described in Chapter 4), or when a participant family wants to move to another unit, the PHA issues a Housing Choice Voucher, form HUD-52646. This chapter deals only with voucher issuance for applicants. For voucher issuance associated with moves of program participants, please refer to Chapter 10.

The voucher is the family's authorization to search for housing. It specifies the unit size for which the family qualifies, and includes both the date of voucher issuance and date of expiration. It contains a brief description of how the program works and explains the family obligations under the program. The voucher is evidence that the PHA has determined the family to be eligible for the program, and that the PHA expects to have money available to subsidize the family if the family finds an approvable unit. However, the PHA does not have any liability to any party by the issuance of the voucher, and the voucher does not give the family any right to participate in the PHA's housing choice voucher program [Voucher, form HUD-52646]

A voucher can be issued to an applicant family only after the PHA has determined that the family is eligible for the program based on verification of information received within the 60 days prior to issuance [24 CFR 982.201(e)] and after the family has attended an oral briefing [HCV 8-1].

PHA Policy

Vouchers will be issued to eligible applicants immediately following the mandatory briefing.

The PHA should have sufficient funds to house an applicant before issuing a voucher. If funds are insufficient to house the family at the top of the waiting list, the PHA must wait until it has adequate funds before it calls another family from the list [HCV GB p. 8-10].

PHA Policy

Prior to issuing any vouchers, the PHA will determine whether it has sufficient funding in accordance with the policies in Part VIII of Chapter 16.

If the PHA determines that there is insufficient funding after a voucher has been issued, the PHA may rescind the voucher and place the affected family back on the waiting list.

Voucher Rescissions

PHA Policy

If, due to budgetary constraints, the PHA must rescind vouchers that have already been issued to families, the PHA will do so according to the instructions under each of the categories below. The PHA will first rescind vouchers that fall under Category 1. Vouchers in Category 2 will only be rescinded after all vouchers under Category 1 have been rescinded.

Category 1: Vouchers for which a Request for Tenancy Approval (RTA) and proposed lease have **not** been submitted to the PHA.

Vouchers will be rescinded in order of the date and time they were issued, starting with the most recently issued vouchers.

Category 2: Vouchers for which a Request for Tenancy Approval and proposed lease have been submitted to the PHA.

Vouchers will be rescinded in order of the date and time the RTA was submitted to the PHA, starting with the most recently submitted requests.

Families who have their voucher rescinded will be notified in writing and will be reinstated to their former position on the waiting list. When funding is again available, families will be selected from the waiting list in accordance with PHA selection policies described in Chapter 4.

5-III.E. VOUCHER TERM AND EXTENSIONS

Voucher Term [24 CFR 982.303]

The initial term of a voucher must be at least 60 calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)].

PHA Policy

The initial voucher term will be 60 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the 60-day period unless the PHA grants an extension.

Extensions of Voucher Term [24 CFR 982.303(b)]

The PHA has the authority to grant extensions of search time, to specify the length of an extension, and to determine the circumstances under which extensions will be granted. There is no limit on the number of extensions that the PHA can approve. Discretionary policies related to extension and expiration of search time must be described in the PHA's administrative plan [24 CFR 982.54].

PHAs must approve additional search time if needed as a reasonable accommodation to make the program accessible to and usable by a person with disabilities. The extension period must be reasonable for the purpose.

The family must be notified in writing of the PHA's decision to approve or deny an extension. The PHA's decision to deny a request for an extension of the voucher term is not subject to informal review [24 CFR 982.554(c)(4)].

PHA Policy

The PHA will not approve extensions to the term of the voucher.

The PHA will approve extensions only in the following circumstances:

It is necessary as a reasonable accommodation for a person with disabilities.

It is necessary due to reasons beyond the family's control, as determined by the PHA. Following is a list of extenuating circumstances that the PHA may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted:

Serious illness or death in the family

Other family emergency

Obstacles due to employment

Whether the family has already submitted requests for tenancy approval that were not approved by the PHA

Whether family size or other special circumstances make it difficult to find a suitable unit

Any request for an additional extension must include the reason(s) an additional extension is necessary. The PHA may require the family to provide documentation to support the request or obtain verification from a qualified third party.

All requests for extensions to the voucher term must be made in writing and submitted to the PHA prior to the expiration date of the voucher (or extended term of the voucher).

The PHA will decide whether to approve or deny an extension request within 10 business days of the date the request is received, and will immediately provide the family written notice of its decision.

Suspensions of Voucher Term [24 CFR 982.303(c)]

The PHA must provide for suspension of the initial or any extended term of the voucher from the date the family submits a request for PHA approval of the tenancy until the date the PHA notifies the family in writing whether the request has been approved or denied.

Expiration of Voucher Term

Once a family's housing choice voucher term (including any extensions) expires, the family is no longer eligible to search for housing under the program. If the family still wishes to receive assistance, the PHA may require that the family reapply, or may place the family on the waiting list with a new application date but without requiring reapplication. Such a family does not become ineligible for the program on the grounds that it was unable to locate a unit before the voucher expired [HCV GB p. 8-13].

PHA Policy

If an applicant family's voucher term or extension expires before the PHA has approved a tenancy, the PHA will require the family to reapply for assistance.

Within 10 business days after the expiration of the voucher term or any extension, the PHA will notify the family in writing that the voucher term has expired and that the family must reapply when the waiting list is open in order to be placed on the waiting list.

RESOLUTION NO. 2023-22

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the "Authority") is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the "Act") for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, to approve the Amendment to Chapter 5 of the Section 8/HCV Administrative Plan; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of the Amendment to Chapter 5 of the Section 8/HCV Administrative Plan.
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED at the regular meeting of the Housing Authority of the City of Danville
d/b/a Vermilion Housing Authority in regular and public session this 20th day of July,
2023.

Ayes _____

Nays _____

Absent _____

THE HOUSING AUTHORITY OF THE CITY OF DANVILLE
d/b/a VERMILION HOUSING AUTHORITY

By: _____
Its: Chairman

Attest:

By: _____
Its: Secretary/Treasurer

BY-LAWS OF
THE HOUSING AUTHORITY
OF THE CITY OF DANVILLE, ILLINOIS

(As Amended by the Board of Commissioners January 16, 2020)

ARTICLE I

THE AUTHORITY

SECTION 1. NAME OF THE AUTHORITY. The name of the Authority shall be the "Housing Authority of the City of Danville, Illinois".

SECTION 2. SEAL OF THE AUTHORITY. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

SECTION 3. OFFICE OF THE AUTHORITY. The office of the Authority shall be at 1607 Clyman Lane in the City of Danville, Illinois, but the Authority may hold its meetings at such other place as it may designate by resolution. (As amended August 9, 1943, Resolution No. 43-340; November 15, 1990, Resolution No. 90-96; May 21, 1992, Resolution No. 92-35.)

ARTICLE II

SECTION 1. OFFICERS. The officers of the Authority shall be a Chairman, a Vice-Chairman, and a Secretary-Treasurer.

SECTION 2. CHAIRMAN. The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority. At each meeting the Chairman shall submit such recommendations and information, as he/she may consider proper concerning the business affairs and policies of the Authority. The Chairman shall designate the spokesperson with media and that person shall be the Executive Director or himself/herself. (As amended November 15, 1990, Resolution No. 90-96; January 16, 2020, Resolution No. 2020-1).

BY-LAWS

SECTION 3. VICE CHAIRMAN. The Vice Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of the resignation or death of the Chairman, the Vice Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall select a new Chairman.

SECTION 4. SECRETARY-TREASURER. The Executive Director, acting as Secretary-Treasurer for the Board of Commissioners, shall have general supervision over the administration of its business and affairs subject to the direction of the Authority. (As amended February 6, 1940, Resolution No. 40-12).

He/she shall keep the records of the Authority, shall act as secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his/her office. He/she shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

He/she shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority at such bank or banks as the Authority may select. He/she shall sign all orders and checks for the payment of money and shall pay out and disperse such monies under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by the Chairman or his/her designee. He/she shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting (or more often when requested), an account of his/her transactions and also of the financial condition of the Authority. He/she shall give such bond for faithful performance of his/her duties as the Authority may designate. The compensation of the Secretary-Treasurer shall be determined by the Authority, provided that a temporary appointee selected from among the Commissioners of the Authority shall serve

BY-LAWS

without compensation (other than the payment of necessary expenses). (As amended August 20, 2009, Resolution No. 09-18).

SECTION 5. ADDITIONAL DUTIES. The officers of the Authority shall perform such other duties and functions as may, from time to time, be required by the Authority of the By-Laws or rules and regulations of the Authority.

SECTION 6. ELECTION OR APPOINTMENT. The Chairman and Vice Chairman shall be elected at the Annual Meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified.

The Secretary-Treasurer shall be appointed by the Authority. Any person appointed to fill the office of Secretary-Treasurer, or any vacancy therein, shall have such term as the Authority fixes, but no Commissioner of the Authority shall be eligible to this office except as a temporary appointee.

Commissioner appointments will be made by the City of Danville City Council and the Vermilion County Board. The City of Danville Council will hold five (5) seats to appoint, while the Vermilion County Board will hold two (2) seats to appoint. A resident commissioner can be appointed, if a candidate is presented, and will be made by either the County Board or the City of Danville, depending on the location in which that resident resides. (As amended January 16, 2020, Resolution No. 2020-1).

SECTION 7. VACANCIES. Should the office of Chairman or Vice Chairman become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary-Treasurer becomes vacant, the Authority shall appoint a successor, as aforesaid.

SECTION 8. ADDITIONAL PERSONNEL. The Authority may, from time to time, employ such personnel, as it deems necessary to exercise its powers, duties and functions as prescribed

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by the Housing Authorities Act of Illinois and other laws of the State of Illinois applicable thereto. The selection and compensation of such personnel (including the Secretary-Treasurer) shall be determined by the Authority subject to the laws of the State of Illinois.

SECTION 9. TRAINING. All newly appointed Commissioners must attend an orientation with the Executive Director to discuss the positions responsibilities, By-laws and policies of the Housing Authority prior to being seated on the Board of Commissioners. All newly appointed Commissioners, upon being seated, must participate in monthly Commissioner-oriented training topics as presented as part of the monthly Board meetings (As amended August 20, 2009, Resolution No. 09-18; December 19, 2013, Resolution No. 13-23; January 16, 2020, Resolution No. 2020-1).

ARTICLE III

MEETINGS

SECTION 1. ANNUAL MEETING. The Annual Meeting for the Authority shall be at 4 o'clock p.m., immediately prior to the regular meeting of the Authority in the month of October at the regular meeting place of the Authority. In the event such date shall fall on a Sunday or a legal holiday, the Annual Meeting shall be held on the next succeeding secular day. (As amended October 3, 1951, Resolution 51-484; November 15, 1990, Resolution No. 90-96; March 23, 1995, Resolution No. 95-24; November 18, 1999 Resolution No. 99-91).

SECTION 2. REGULAR MEETINGS. Regular meetings shall be held, with notice, alternately, in the Administration Building, 1607 Clyman Lane, in the Community Rooms at Mer Che Manor, 723 N. Oak Street, Danville, IL, Churchill Towers, 101 E. Seminary Street, Danville, IL, Centennial Manor, 426 E. Honeywell Avenue, Hoopeston, IL and at 407 Kennedy Drive, Georgetown, IL, on the third Thursday of every month at 4 o'clock p.m. or on such day as the Commissioners shall by resolution determine. (As amended October 3, 1951, Resolution No.

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51-483; January 7, 1954, Resolution No. 54-611; December 2, 1954, Resolution No. 54-654; December 15, 1987, Resolution No. 87-64; November 15, 1990, Resolution No. 90-96; June 18, 1992, Resolution No. 92-44; March 23, 1995, Resolution No. 95-24; January 16, 2020, Resolution No. 2020-1).

SECTION 3. SPECIAL MEETINGS. The Chairman of the Authority may, when he/she deems it expedient, and shall, upon the written request of two members of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Authority or may be mailed to the business or home address of each member of the Authority, plus any media requesting such notice, to arrive forty-eight (48) hours prior to the date of such meeting. At such special meeting no business shall be considered other than designated in the call. (As amended February 16, 1995, Resolution No. 95-10).

SECTION 4. QUORUM. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Four Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its power and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present. (As amended October 21, 1993, Resolution No. 93-68).

SECTION 5. ORDER OF BUSINESS. At the regular meeting of the Authority the following example may be the written order of business, or by a majority aye vote may be amended as needed:

1. Pledge of Allegiance
2. Roll Call
3. Approval of Agenda

4. Public and Resident Comments
5. Approval of the Minutes
6. Department Reports:
 - (a) Public Housing
 - (b) HCV
 - (c) Family Services
 - (d) Finance
 - (e) Personnel
7. New Business
8. Other Business
9. Closed Session, if needed
10. Chairman/Commissioner's Comments
11. Adjournment

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Authority. (As amended November 15, 1990, Resolution No. 90-96; March 18, 1993, Resolution No. 93-20; February 16, 1995, Resolution No. 95-10; August 20, 2009, Resolution No. 09-18; January 16, 2020, Resolution No. 2020-1).

SECTION 6. MANNER OF VOTING. The voting on all questions coming before the Authority relating to finance, personnel, and policy shall be made by roll call and the ayes and nays shall be entered upon the minutes of such meetings. All other questions or actions coming before the Authority can be taken by voice vote with a majority rule. (As amended June 16, 1988, Resolution No. 88-52).

SECTION 7. ATTENDANCE. The Commissioners of the Authority are expected to attend all monthly meetings, special board meetings and the annual meeting. Should a board member be absent from two (2) or more consecutive board meetings of any nature, or be absent from three (3) of all regular, special or annual board meetings within a twelve (12) month period, the

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Chairman of the Board, or anyone he/she may designate, shall, in writing, inform the Mayor of the City of Danville or the Vermilion County Board Chairman, whichever is responsible for the appointment, that the board member is in violation of the attendance requirement as set forth in the By-Laws of the Housing Authority of the City of Danville, Illinois and is in neglect of his/her duties, and shall recommend removal of the board member by the presiding officer, pursuant to Illinois law. (As amended October 21, 1999, Resolution No. 99-81; August 20, 2009, Resolution No. 09-18; January 16, 2020, Resolution No. 2020-1).

SECTION 8. AMENDMENTS. Any proposed amendment to this agreement must be submitted in writing to the Board of Commissioners for discussion at a regular Board Meeting. Action on the proposed amendment may not take place prior to the following regularly scheduled Board Meeting. The amendment will be ratified by a three-fifths vote of the members of the Board. The amendment itself provides otherwise. (As amended November 15, 1990, Resolution No. 90-96; October 21, 1999, Resolution No. 99-81).

RESOLUTION NO. 2023-23

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF DANVILLE, ILLINOIS
d/b/a VERMILION HOUSING AUTHORITY**

WHEREAS, the Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority (the "Authority") is an Illinois municipal corporation and public body organized pursuant to the Illinois Housing Authority Act (310 ILCS 10/1 et seq.) (the "Act") for the purposes of engaging in affordable housing, providing rental assistance, and undertaking land assembly, clearance, rehabilitation, development and redevelopment projects as will tend to relieve the shortage of decent, safe, affordable and sanitary housing; and

WHEREAS, in furtherance of its purpose, to approve the Election of Vice Chairman; and

WHEREAS, The Housing Authority of the City of Danville, Illinois d/b/a Vermilion Housing Authority desires to approve such action.

NOW, THEREFORE, in furtherance of the goals and objectives of the Authority, the Board of Commissioners hereby resolves, acknowledges and authorizes the following:

- Section 1. The findings and recitations hereinabove set forth are adopted and found to be true.
- Section 2. Approval of the Election of Vice Chairman;
- Section 3. This Resolution is in addition to all other resolutions on the subject and shall be construed in accordance therewith, excepting as to that part in direct conflict with any other resolution, in which event the provisions hereof shall control.
- Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED at the regular meeting of the Housing Authority of the City of Danville
d/b/a Vermilion Housing Authority in regular and public session this 20th day of July,
2023.

Ayes _____

Nays _____

Absent _____

THE HOUSING AUTHORITY OF THE CITY OF DANVILLE
d/b/a VERMILION HOUSING AUTHORITY

By: _____
Its: Chairman

Attest:

By: _____
Its: Secretary/Treasurer

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