

# **Vermilion Housing Authority**



**Board of Commissioners**

**May 15, 2025**

**Board Packet**



TO: All Interested Parties

FROM: Jaclyn Vinson, Executive Director

DATE: May 12, 2025

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 has been rescheduled from Thursday, May 15, 2025, at 5:00 p.m. at Kennedy Court, 407 Kennedy Drive, Georgetown, Illinois to Thursday, May 15, 2025 at 5:00 p.m. at Fair Oaks Administration Board Room, 1607 Clyman Lane, Danville, Illinois.

TO: Board of Commissioners

FROM: Jaclyn Vinson, Executive Director

DATE: May 12, 2025

SUBJECT: Board of Commissioners Monthly Meeting

The next 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, May 15, 2025 at 5:00 p.m. at Fair Oaks Administration 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, MAY 15, 2025  
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 March 25, 2025 - VHA Board Minutes (Pages 6-31)
6. Police Reports (Pages 32-35)
7. Department Reports:
  - (a) Public Housing (Pages 36-40)
  - (b) HCV (Pages 41-44)
  - (c) Finance (Pages 45-78)
  - (d) Personnel (Pages 79-80)
8. New Business [all the below items – roll call vote]
  - \* (a) Administration Building RTU Replacement (Pages 81-83)
  - \* (b) Disposition of NEC Phone System (Pages 84-86)
  - \* (c) Fair Oaks Boiler and Water Heater Replacement (Pages 87-89)
  - \* (d) SEMAP (Pages 90-95)
  - \* (e) Vehicle Policy (Pages 96-101)
  - \* (f) Maintenance Policy & Procedures (Pages 102-106)
  - \* (g) MerChe Door Replacement (Pages 107-109)
  - \* (h) Administration Building Furnace Replacement (Pages 110-112)

\* (i) MerChe RTU Replacement (Pages 113-116)

9. Other Business

(a) Project Updates

10. Closed Session for Personnel Matters

Pursuant to the IL Open Meetings Act:

5 ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority

11. Chairman/Commissioner Comments

12. Adjournment

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

-The next regularly scheduled meeting of the Board of Commissioners is June 26, 2025 at the Fair Oaks Administration Building, 1607 Clyman Lane, Danville, IL. We will begin at 5:00 p.m.

MINUTES OF  
MARCH 25, 2025  
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 March 25, 2025 at 5:01 p.m. at Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, Illinois. Upon roll call requested by Vice Chair Boyd, those present and absent were:

PRESENT: Vice Chair - Carla Boyd, Vic McFadden, Chair - Pat O'Shaughnessy (non-voting by video only), Tim Tutton, and Courtney Watson

ABSENT: Deanna Witzel

ALSO PRESENT: Executive Director, Jaclyn Vinson; Deputy Director, Amber McCoy; Housing Operations Director, Brittany Savalick;

Vice Chair Boyd called for any additions or deletions to item number 3 on the agenda. None were presented. Vice Chair Boyd then called for a motion to approve the agenda as presented. Commissioner McFadden moved that the agenda be approved as presented. Commissioner Watson seconded the motion. Upon unanimous ayes, approval was granted.

Vice Chair Boyd opened the floor to public and resident comments, item number 4 on the agenda. None were presented.

Vice Chair Boyd asked for any additions or deletions to the minutes from the December 16, 2024 Regular Board Meeting item number 5 on the agenda. Vice Chair Boyd asked if there were any questions. None were presented. Vice Chair Boyd stated that if there were no additions or corrections, she needs a motion to approve the minutes. Commissioner McFadden made a motion that the minutes from the December 16, 2024 Regular Board Meeting Minutes be approved. Commissioner Tutton seconded the motion. Upon unanimous ayes, approval was granted.

Vice Chair Boyd asked for item number 6 on the agenda – Police Reports. Mrs. Vinson stated she does have copies of the police reports. A question and answer session followed.

Vice Chair Boyd asked for item number 7 on the agenda – Director’s reports.

**(a) Public Housing** – Brittany Savalick went over the report. She stated they were at 99% occupancy at all AMPs. She also went over the Ross Grant Report. A question and answer session followed.

**(b) HCV/Section 8** – Brittany Savalick went over the report. 6 new admissions and 4 terminations.

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

**(d) Personnel** – Amber McCoy went over the report. A question and answer session followed.

Vice Chair Boyd asked if there were any other questions regarding the reports. None were presented.

Vice Chair Boyd asked for item number 8 on the agenda – Lawncare Services for Rossville and Hoopeston, Lawncare Services for Danville, Fiscal Year 2026 Public Housing Budget Submission, Fiscal Year 2026 HCV/Section 8 Budget Submission, HCV Administrative Fee Reserve, On Call Plumbing Services, Tuckpointing of Administration Building, MerChe Manor Fence Replacement Project, Return of Emergency Safety and Security Grant to HUD, Copier Maintenance/Lease Agreements, MerChe Manor Façade Renovation, and MerChe Manor Elevator Upgrade Project.

**(a) Lawncare Services for Rossville and Hoopeston** – Mrs. McCoy went over the proposal. Vice Chair Boyd asked if there were any questions. None were presented. Commissioner McFadden made a motion for the approval of the Lawncare Services for Rossville and Hoopeston and Commissioner Watson seconded it.

### **RESOLUTION NO. 2025-1**

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 Nelson's Lawn Care for lawn care services for Rossville and Hoopston not to exceed \$900.00 per mow; 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 Nelson's Lawn Care for lawn care services for Rossville and Hoopston not to exceed \$900.00 per mow.
- 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.

Vice Chair Boyd called for a roll call vote to approve the Lawncare Services for Rossville and Hoopston which produced the following:

AYES: C. Boyd, V. McFadden, T. Tutton, and C. Watson  
NAYES: None  
ABSENT: D. Witzel  
ELECTRONICALLY: P. O'Shaughnessy (non voting)

Vice Chair Boyd there upon declared said motion carried.

**(b) Lawncare Services for Danville**— Mrs. McCoy went over the proposal. Vice Chair Boyd asked if there were any questions. Vice Chair Boyd stated that it says per cut and wanted to know if that meant per building or all locations. Mrs. McCoy stated that this was for all properties listed per mow. Vice Chair Boyd asked if there were any more questions. None were presented. Commissioner McFadden made a motion for the approval of the Lawncare Services for Danville and Commissioner Tutton seconded it.

**RESOLUTION NO. 2025-2**

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 Nelson’s Lawn Care for lawn care services for Danville not to exceed \$860.00 per mow; 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 Nelson’s Lawn Care for lawn care services for Danville not to exceed \$860.00 per mow.
- 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.

Vice Chair Boyd called for a roll call vote to approve the Lawncare Services for Danville which produced the following:

AYES:	C. Boyd, V. McFadden, T. Tutton, and C. Watson
NAYES:	None
ABSENT:	D. Witzel
ELECTRONICALLY:	P. O’Shaughnessy (non voting)

Vice Chair Boyd there upon declared said motion carried.

**(c) Fiscal Year 2026 Public Housing Budget Submission** – Mrs. Vinson and Mrs. McCoy went over the budget. Vice Chair Boyd asked if there were any questions. None were presented. Commissioner Watson made a motion for the approval of the Fiscal Year 2026 Public Housing Budget Submission and Commissioner Tutton seconded it.

**RESOLUTION NO. 2025-3**

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 Public Housing Operating Budget for the Fiscal Year 2026 (April 1, 2025 to March 31, 2026); 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 Public Housing Operating Budget for the Fiscal Year 2026 (April 1, 2025 to March 31, 2026).

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.

Vice Chair Boyd called for a roll call vote to approve the Fiscal Year 2026 Public Housing Budget Submission which produced the following:

AYES:	C. Boyd, V. McFadden, T. Tutton, and C. Watson
NAYES:	None
ABSENT:	D. Witzel
ELECTRONICALLY:	P. O'Shaughnessy (non voting)

Vice Chair Boyd there upon declared said motion carried.

**(d) Fiscal Year 2026 HCV/Section 8 Budget Submission** – Mrs. Vinson and Mrs. McCoy went over the budget. Vice Chair Boyd asked if there were any questions. Commissioner McFadden asked where the deficit was coming from. Mrs. Vinson stated that the deficit would come out of the HCV administrative reserve. Mrs. McCoy asked if Commissioner McFadden would like that explained in more detail. Commissioner McFadden said no. Vice Chair Boyd asked if there were any more questions. None were presented. Commissioner Tutton made a motion for the approval of the Fiscal Year 2026 HCV/Section 8 Budget Submission Watson seconded it.

**RESOLUTION NO. 2025-4**

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 Housing Choice Voucher Operating Budget for the Fiscal Year 2026 (April 1, 2025 to March 31, 2026); 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 Housing Choice Voucher Operating Budget for the Fiscal Year 2026 (April 1, 2025 to March 31, 2026).

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.

Vice Chair Boyd called for a roll call vote to approve the Fiscal Year 2026 HCV/Section 8 Budget Submission which produced the following:

AYES:	C. Boyd, V. McFadden, T. Tutton, and C. Watson
NAYES:	None
ABSENT:	D. Witzel
ELECTRONICALLY:	P. O'Shaughnessy (non voting)

Vice Chair Boyd there upon declared said motion carried.

**(e) HCV Administrative Fee Reserve** – Mrs. Savalick and Mrs. Vinson went over the proposal. Vice Chair Boyd asked if there were any questions. None were presented. Commissioner McFadden made a motion for the approval of the HCV Administrative Fee Reserve and Commissioner Watson seconded it.

**RESOLUTION NO. 2025-5**

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 use of HCV (Housing Choice Voucher) administrative fee reserves to make HCV payments when all restricted reserves have been exhausted; 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 use of HCV (Housing Choice Voucher) administrative fee reserves to make HCV payments when all restricted reserves have been exhausted.

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.

Vice Chair Boyd called for a roll call vote to approve the HCV Administrative Fee Reserve which produced the following:

AYES:	C. Boyd, V. McFadden, T. Tutton, and C. Watson
NAYES:	None
ABSENT:	D. Witzel
ELECTRONICALLY:	P. O'Shaughnessy (non voting)

Mrs. Vinson asked Mrs. McCoy to state approximately how much money VHA has in the reserves. Mrs. McCoy stated that HCV unrestricted portion is approximately at \$300,000.00.

Vice Chair Boyd there upon declared said motion carried.

**(f) On Call Plumbing Services** – Mrs. McCoy went over the proposal. Vice Chair Boyd asked if there were any questions. Vice Chair Boyd asked if we were familiar with Ridge Plumbing. Mrs. Vinson stated that yes Ridge Plumbing has been out here doing work and that Amber and her team have a good working relationship with them. Vice Chair Boyd asked if there were any additional questions. None were presented. Commissioner McFadden made a motion for the approval of the On Call Plumbing Services and Commissioner Tutton seconded it.

**RESOLUTION NO. 2025-6**

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 Ridge Plumbing for on call plumbing services for all Vermilion Housing Authority sites not to exceed

Master Plumber \$121.52 per hour Regular Business  
\$155.20 per hour Overtime (Outside of regular business hours and  
Saturdays)  
\$193.60 per hour Sunday/Holiday

Journeyman Plumber \$113.13 per hour Regular Business  
\$149.75 per hour Overtime (Outside of regular business hours and  
Saturdays)  
\$185.05 per hour Sunday/Holiday

Apprentice Plumber \$94.00 per hour Regular Business  
\$125.45 per hour Overtime (Outside of regular business hours and  
Saturdays)  
\$156.60 per hour Sunday/Holiday

\*\*\*Note: Two (2) hour minimum callout on after hour calls; 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 Ridge Plumbing for on call plumbing services for all Vermilion Housing Authority sites not to exceed the following:

Master Plumber      \$121.52 per hour Regular Business  
   \$155.20 per hour Overtime (Outside of regular business hours and Saturdays)  
   \$193.60 per hour Sunday/Holiday

Journeyman Plumber \$113.13 per hour Regular Business  
   \$149.75 per hour Overtime (Outside of regular business hours and Saturdays)  
   \$185.05 per hour Sunday/Holiday

Apprentice Plumber \$94.00 per hour Regular Business  
   \$125.45 per hour Overtime (Outside of regular business hours and Saturdays)  
   \$156.60 per hour Sunday/Holiday

\*\*\*Note: Two (2) hour minimum callout on after hour calls.

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.

Vice Chair Boyd called for a roll call vote to approve the On Call Plumbing Services which produced the following:

AYES: C. Boyd, V. McFadden, T. Tutton, and C. Watson  
NAYES: None  
ABSENT: D. Witzel  
ELECTRONICALLY: P. O'Shaughnessy (non voting)

Vice Chair Boyd there upon declared said motion carried.

**(g) Tuckpointing of Administration Building** – Mrs. Vinson went over the proposal. Vice Chair Boyd asked if there were any questions. Commissioner McFadden asked where Bilbrix is from. Mrs. Vinson stated from Fairmount and that we have worked with both contractors before. Vice Chair Boyd asked if there were any additional questions. None were presented. Commissioner Watson made a motion for the approval of the Tuckpointing of Administration Building and Commissioner McFadden seconded it.

**RESOLUTION NO. 2025-7**

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 Kruger Tuckpointing for the Administration Building Tuckpointing Project at Fair Oaks in Danville, Illinois, not to exceed \$34,000.00; 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 contract with Kruger Tuckpointing for the Administration Building Tuckpointing Project at Fair Oaks in Danville, Illinois, not to exceed \$34,000.00.

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.

Vice Chair Boyd called for a roll call vote to approve the Tuckpointing of Administration Building which produced the following:

AYES: C. Boyd, V. McFadden, T. Tutton, and C. Watson

NAYES: None

ABSENT: D. Witzel

ELECTRONICALLY: P. O'Shaughnessy (non voting)

Vice Chair Boyd there upon declared said motion carried.

**(h) MerChe Manor Fence Replacement Project** – Mrs. Vinson went over the proposal. Vice Chair Boyd asked if there were any questions. None were presented.

Commissioner McFadden made a motion for the approval of the MerChe Manor Fence Replacement Project and Commissioner Tutton seconded it.

**RESOLUTION NO. 2025-8**

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 W. Powell Fence Company for the Fence Replacement Project at MerChe Manor in Danville, Illinois, not to exceed \$27,754.50; 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 W. Powell Fence Company for the Fence Replacement Project at MerChe Manor in Danville, Illinois, not to exceed \$27,754.50.

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.

Vice Chair Boyd called for a roll call vote to approve the MerChe Manor Fence Replacement Project which produced the following:

AYES:	C. Boyd, V. McFadden, T. Tutton, and C. Watson
NAYES:	None
ABSENT:	D. Witzel
ELECTRONICALLY:	P. O'Shaughnessy (non voting)

Vice Chair Boyd there upon declared said motion carried.

(i) **Return of Emergency Safety and Security Grant to HUD** – Mrs. Vinson went over the proposal. Vice Chair Boyd asked if there were any questions. None were presented. Commissioner McFadden made a motion for the approval of the Return of Emergency Safety and Security Grant to HUD and Commissioner Tutton seconded it.

**RESOLUTION NO. 2025-9**

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 return of the Emergency Safety and Security Grant to HUD in the amount of \$250,000.00; 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 return of the Emergency Safety and Security Grant to HUD in the amount of \$250,000.00.
- 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.

Vice Chair Boyd called for a roll call vote to approve the Return of Emergency Safety and Security Grant to HUD which produced the following:

AYES: C. Boyd, V. McFadden, T. Tutton, and C. Watson  
NAYES: None  
ABSENT: D. Witzel  
ELECTRONICALLY: P. O’Shaughnessy (non voting)

Vice Chair Boyd there upon declared said motion carried.

**(j) Copier Maintenance/ Lease Agreements** – Mrs. McCoy went over the proposal. Vice Chair Boyd asked if there were any questions. Commissioner McFadden asked if we ever thought about going paperless. Mrs. Vinson stated that no we had never thought of that but we could look into what it would cost to use tablets. Mrs. Vinson also stated that we would have to look into a per user cost with our IT company. Mrs. Vinson explained that paperwork with our families requires wet signatures. Commissioner McFadden clarified that he meant go paperless for the board packets. Mrs. Vinson stated that we could look into it. Commissioner Watson asked if this price was subject to change. Mrs. McCoy explained that this was a flat fee and a separate fee per copy. Vice Chair Boyd stated that we are leasing and will still pay per copies and that would be more of an incentive to go electronic. Commissioner Watson stated that we are getting charged per copy but still paying for the toner. Mrs. McCoy clarified that the toner is apart of the maintenance agreement. Vice Chair Boyd asked if there were any additional questions. None were presented. Commissioner Tutton made a motion for the approval of the Copier Maintenance/Lease Agreements and Commissioner McFadden seconded it.

**RESOLUTION NO. 2025-10**

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 Watts Copy Systems for the full coverage maintenance/lease program for four copiers, for a monthly cost of \$346.00; 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 contract with Watts Copy Systems for the full coverage maintenance/lease program for four copiers, for a monthly cost of \$346.00.

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.

Vice Chair Boyd called for a roll call vote to approve the Copier Maintenance/Lease Agreements which produced the following:

AYES: C. Boyd, V. McFadden, T. Tutton, and C. Watson  
NAYES: None  
ABSENT: D. Witzel  
ELECTRONICALLY: P. O'Shaughnessy (non voting)

Vice Chair Boyd there upon declared said motion carried.

**(k) MerChe Manor Façade Renovation** – Mrs. Vinson went over the proposal. Vice Chair Boyd asked if there were any questions. Vice Chair Boyd stated that the letter from Farnsworth that they were okay with the project. Mrs. Vinson stated yes that they went through the bid and thought that it was fair. Chair O'Shaughnessy stated that after talking to Mrs. Vinson, after this project this will and should make it insurable again. Mrs. Vinson stated that insurance would not cover this claim due to it was not initially installed correctly. Vice Chair Boyd asked if there were any additional questions. None were presented. Commissioner McFadden made a motion for the approval of the MerChe Manor Façade Renovation and Commissioner Watson seconded it.

**RESOLUTION NO. 2025-11**

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 Berglund Construction for the Façade Renovation at MerChe Manor in Danville, Illinois, not to exceed \$949,000.00; 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 contract with Berglund Construction for the Façade Renovation at MerChe Manor in Danville, Illinois, not to exceed \$949,000.00.

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.

Vice Chair Boyd called for a roll call vote to approve the MerChe Manor Façade Renovation which produced the following:

AYES:	C. Boyd, V. McFadden, T. Tutton, and C. Watson
NAYES:	None
ABSENT:	D. Witzel
ELECTRONICALLY:	P. O'Shaughnessy (non voting)

Vice Chair Boyd there upon declared said motion carried.

**(I) MerChe Manor Elevator Upgrade Project** – Mrs. Vinson went over the proposal. Vice Chair Boyd asked if there were any questions. Commissioner Tutton asked if there were any problems currently with the elevators. Mrs. Vinson stated the elevators work fine, occasionally if it doesn't stop right at the door then the elevator will get stuck but there have been no hydraulic power issues. Vice Chair Boyd asked if there any additional questions. None were presented. Commissioner McFadden made a motion for the approval of the MerChe Manor Elevator Upgrade Project and Commissioner Watson seconded it.

**RESOLUTION NO. 2025-12**

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, the Authority to approve the contract with Kone for the Elevator Upgrade (new hydraulic power units in both elevators) at MerChe Manor in Danville, Illinois, not to exceed \$123,904.50; 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 Kone for the Elevator Upgrade (new hydraulic power units in both elevators) at MerChe Manor in Danville, Illinois, not to exceed \$123,904.50.

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.

Vice Chair Boyd called for a roll call vote to approve the MerChe Manor Elevator Upgrade Project which produced the following:

AYES: C. Boyd, V. McFadden, T. Tutton, and C. Watson  
NAYES: None  
ABSENT: D. Witzel  
ELECTRONICALLY: P. O'Shaughnessy (non voting)

Vice Chair Boyd there upon declared said motion carried.

Vice Chair Boyd asked for item 9 on the agenda – Other Business – Project Updates.

- (a) **Project Updates** – Mrs. Vinson went over the project updates. A question and answer session followed.
- (b) **Parkview Court Fence Update** – Mrs. Vinson stated that the six-month contract for the fence at Parkview Court will expire on April 14, 2025. The

demolition project is not completed and therefore we will need to renew month to month until the demolition is complete. The fence was originally approved by the Board because it was over \$10,000. Mrs. Vinson stated she is sharing the information to make the Board aware of the cost.

- (c) **Maintenance Charge Updates** – Mrs. McCoy went over the maintenance charge updates that go into effect April 1, 2025. A question and answer session followed.
- (d) **Energy Performance Contract (EPC) Year 12 M&V Report** – Mrs. McCoy went over the report.

Vice Chair Boyd asked for item 10 on the agenda – Closed Session for Personnel Matters.

5 ILCS 120/2(c)(1): The appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the Housing Authority of the City of Danville d/b/a Vermilion Housing Authority.

None were presented.

Vice Chair Boyd asked for item 11 on the agenda - Chair/Commissioner Comments. None were presented.

Vice Chair Boyd stated that with the agenda items satisfied he would entertain a motion to adjourn the meeting. Commissioner McFadden made the motion to adjourn. Commissioner Tutton seconded the motion. Upon unanimous ayes, the meeting was adjourned at 6:04p.m.

\_\_\_\_\_ Date: \_\_\_\_\_

Chair  
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



Total Police Calls	FY 2025	FY 2024	YTD Police:	FY 2025	FY 2024	2025	2024
	20	8		150	108		
March:	20	8				FO-17/BT-2/MC-1	FO-3/MC-2/BT-3
February:	8	5				FO-3/BT-1/MC-4	FO-4/BT-1
January:	11	10				FO-4/BT-2/MC-5	FO-7/MC-2/BT-1
December:	14	10				FO-7/BT-3/MC-4	FO-3/MC-4/BT-2/CH-1
November:	11	9				FO-7/BT-3/CH-1	FO-4/MC-3/BT-1/CH-1
October:	11	13				FO-8/BT-1/MC-2	FO-12/MC-1
September:	23	10				FO-12/BT-3/MC-7/CH-1	FO-4/MC-3/BT-3
August:	14	8				FO-5/BT-3/MC-6	FO-3/MC-3/BT-1/MCT-1
July:	6	6				FO-3/BT-1/MC-2	FO-4/MC-1/CH-1
June:	14	10				FO-9/BT-4/MC-1	FO-4/BT-3/MC-2/MCT-1
May:	14	11				FO-9/BT-2/MC-3	FO-6/BT-2/MC-2/CH-1
April:	4	8				FO-4	FO-4/CM-2/BT-2
<b>Total Calls for the Month:</b>	<b>20</b>		<b>YTD Calls:</b>	<b>FY 2025</b>	<b>FY 2024</b>		
				150	108		

FO - Fair Oaks  
BT - Beeleer 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 - April 2025

Date	Location	Description
4/1/2025	Fair Oaks	Neglect of child at 1627 Clyman.
4/1/2025	Fair Oaks	Criminal damage to property at 936 Redden.
4/2/2025	MerChe	Burglary at 723 Oak, Unit 401.
4/5/2025	Fair Oaks	Civil dispute at 1624 Clyman.
4/5/2025	Fair Oaks	Criminal damage to property at 1622 Belton.
4/6/2025	Fair Oaks	Criminal damage to property at Clyman.
4/10/2025	Beeler	Aggravated battery at 322 Bradley.
4/10/2025	Fair Oaks	Aggravated battery at 1600 Fairchild.
4/12/2025	MerChe	Domestic battery at 723 Oak, Unit 209.
4/12/2025	Fair Oaks	Aggravated battery at 1630 Clyman.
4/12/2025	Fair Oaks	Aggravated battery and mob action at 1600 Fairchild.
4/17/2025	Fair Oaks	Criminal trespass, leaving the scene of an accident, and resisting a peace officer at 928 Redden.
4/18/2025	Churchill	Theft from building under \$500 at 101 Seminary.
4/19/2025	Fair Oaks	Aggravated assault at Fowler and Clyman.
4/21/2025	MerChe	Criminal trespass to vehicle and assault at 723 Oak.
4/22/2025	Fair Oaks	Violation of order of protection at 936 Lewis.
4/23/2025	MerChe	Criminal trespass to land at 723 Oak.
4/24/2025	Beeler	Aggravated assault with a deadly weapon at 313 Washington.
4/24/2025	Fair Oaks	Criminal damage to property and mob action at 901 Fowler.
4/24/2025	Fair Oaks	Disorderly conduct at 940 Hubbard.
4/24/2025	Fair Oaks	Resisting a peace officer at Hubbard and Clyman.
4/29/2025	Fair Oaks	Child abuse at 1609 Fairchild.
4/29/2025	Fair Oaks	Possession of firearm, no foic card at 918 Redden.
4/29/2025	Fair Oaks	Criminal trespass to residence and carrying or discharging on public street at 1619 Redden.
4/30/2025	Fair Oaks	Aggravated domestic battery, interfering with reporting, and sex offender registration at 1015 Belton.

\*Year to Date Comparisons on Next Page

Total Police Calls	FY 2026	FY 2025	YTD Police:		FY 2026	FY 2025	2025	2024
	25	150	25	150	25	150		
March:		20						FO-17/BT-2/MC-1
February:		8						FO-3/BT-1/MC-4
January:		11						FO-4/BT-2/MC-5
December:		14						FO-7/BT-3/MC-4
November:		11						FO-7/BT-3/CH-1
October:		11						FO-8/BT-1/MC-2
September:		23						FO-12/BT-3/MC-7/CH-1
August:		14						FO-5/BT-3/MC-6
July:		6						FO-3/BT-1/MC-2
June:		14						FO-9/BT-4/MC-1
May:		14						FO-9/BT-2/MC-3
April:		4						FO-18/BT-2/MC-4/CH-1
FO-4								
<b>Total Calls for the Month:</b>	<b>25</b>		<b>YTD Calls:</b>		<b>FY 2026</b>	<b>FY 2025</b>		
					25	150		

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

Monthly Occupancy March 2025

AMP	End of Month Occupancy	TOTAL UNITS PER	OCCUPIED UNIT %
AMP 101-Fair Oaks	156	159	98%
AMP 102-Beeler, Churchill, Madison Ct.	107	107	100%
AMP 103- Mer Che	93	93	100%
AMP 104- County Sites	133	136	98%
<b>GRAND TOTAL THIS MONTH</b>	<b>489</b>	<b>495</b>	<b>99%</b>
<b>GRAND TOTAL LAST MONTH</b>	<b>491</b>	<b>494</b>	<b>99%</b>

Monthly Occupancy April 2025

AMP	End of Month Occupany	TOTAL UNITS PER	OCCUPIED UNIT %
AMP 101-Fair Oaks	155	159	97%
AMP 102-Beeler, Churchill, Madison Ct.	107	107	100%
AMP 103- Mer Che	91	93	98%
AMP 104- County Sites	132	136	97%
<b>GRAND TOTAL THIS MONTH</b>	<b>485</b>	<b>495</b>	<b>98%</b>
<b>GRAND TOTAL LAST MONTH</b>	<b>489</b>	<b>494</b>	<b>99%</b>

## MARCH 2025 Board Report

### Resident Opportunity & Self Sufficiency (ROSS)

#### Current Active ROSS Participants: 46

#### Meetings:

- Igrow
- WAVE/HOOPS Continuum of Care
- ROSS Peer Networking

#### Training:

- Family Metrics- Hands on How To: Health Tools

#### Referrals: Referrals made to Community Organizations/Services

- The American Jobs Center/Vermilion County Works
- East Central Illinois Community Action
- Danville Area Community College
- Childcare Resources

#### Program:

- Appointments:
  - 3 of 12 Fair Oaks/ Follow-Up Assessments
  - 2 of 14 Mer Che/ Follow-Up Assessments
  - 2 of 8 Churchill and Beeler/Assessment
- 6 DMT bus passes
  - AJC
  - Initial employment transportation
  - DACC
  - Scheduled health appointments
  - Vermilion County Health Department

#### Other:

- New Directions Youth Mentoring March 19-21, 2025

## APRIL 2025 Board Report

### Resident Opportunity & Self Sufficiency (ROSS)

#### Current Active ROSS Participants: 48

#### Meetings:

- Vermilion County Violence Prevention Task Force
- WAVE/HOOPS
- Continuum of Care
- ROSS Peer Networking
- Carle : Harm Reduction Mobile Unit
- Community Health Needs Assessment
- Joint Emergency Community Preparedness Workshop

#### Training:

- Family Metrics- Hands on How To: Standards for Success Review
- Mental Health First Aid Training
- ROSS Grantee Listening Session

#### Referrals: Referrals made to Community Organizations/Services

- The American Jobs Center/Vermilion County Works
- East Central Illinois Community Action
- Danville Area Community College
- Fair Hope
- First Institute

#### Program:

- Appointments:
  - 6 of 6 Fair Oaks/ Follow-Up Assessment/Enrollment
  - 3 of 5 Mer Che/ Follow-Up Assessments
  - 1 of 2 Churchill and Beeler/Assessment
  - Centennial/Follow-Up Assessments
- 12 DMT bus passes
  - AJC (American Jobs Center)/Vermilion County Works

- DACC
- Scheduled health appointments

**Other:**

- Aetna Health at Mer Che
- Career Expo Volunteer
- Continuum of Care Spring Soup Kitchen
- CEJA (Climate & Equitable Jobs Act) at all VHA sites
  - CEJA Workforce Hubs offer FREE training to prepare people for good-paying clean energy jobs.

## Housing Choice Voucher March 2025 Board Report

### UTILIZATION

- New Admissions: 15
- Terminations: 7
  - 2- Voluntary
  - 3- Program Compliance
  - 2- Over Income for 180 days

		2024	2025									
Mon.		FUP	Reg.	DEMO II	PVC DEMO	RC DEMO	VASH	VASH 16	CP	Port-Out	PMII	Total
1	520	6	377	8	13	3	40	61	7	0	7	522
2	528	6	375	8	13	3	40	60	7	0	7	519
3	539	6	373	8	13	3	41	59	7	0	7	517
4	547											
5	549											
6	542											
7	541											
8	534											
9	537											
10	529											
11	531											
12	528											
<b>Grand Total</b>	<b>6425</b>	<b>18</b>	<b>1125</b>	<b>24</b>	<b>39</b>	<b>9</b>	<b>121</b>	<b>180</b>	<b>21</b>	<b>0</b>	<b>21</b>	<b>1558</b>

\*Totals reflect retroactive terminations and lease ups as of 1<sup>st</sup> of month, 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	965	518	54%
FEB	965	518	54%
MAR			
APR			
MAY			
JUNE			
JULY			
AUG			
SEP			
OCT			
NOV			
DEC			
YTD	1930	1036	54%

Month	ABA	HAP	BA Utilization	PUC
JAN	\$322,855	\$310,311	89%	\$599
FEB	\$322,856	\$313,305	97%	\$605
MAR				
APR				
MAY				
JUNE				
JULY				
AUG				
SEP				
OCT				
NOV				
DEC				
YTD	\$645,711	\$623,616	93%	\$602

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

## Housing Choice Voucher April 2025 Board Report

### UTILIZATION

- New Admissions: 11 and counting
- Terminations: 6
  - 1- Voluntary
  - 2- Program Compliance
  - 1- Over Income for 180 days
  - 1- Deceased
  - 1- Failed to Submit Request for Tenancy
- Rachel West joined our team as the HCV Eligibility Specialist and hit the ground running. This position will ensure the HCV program will continue to house eligible families on a consistent basis.

		2024	2025										
Mon.		FUP	Reg.	DEMO II	PVC DEMO	RC DEMO	VASH	VASH 16	CP	Port-Out	PMII	Total	
1	520	6	377	8	13	3	40	61	7	0	7	522	
2	528	6	375	8	13	3	40	60	7	0	7	519	
3	539	6	373	8	13	3	41	59	7	0	7	517	
4	547	6	382	8	13	3	43	59	7	0	7	528	
5	549												
6	542												
7	541												
8	534												
9	537												
10	529												
11	531												
12	528												
<b>Grand Total</b>	<b>6425</b>	<b>24</b>	<b>1507</b>	<b>32</b>	<b>52</b>	<b>12</b>	<b>164</b>	<b>239</b>	<b>28</b>	<b>0</b>	<b>28</b>	<b>2086</b>	

\*Totals reflect retroactive terminations and lease ups as of 1<sup>st</sup> of month, 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	965	522	54%
FEB	965	519	54%
MAR	965	517	54%
APR			
MAY			
JUNE			
JULY			
AUG			
SEP			
OCT			
NOV			
DEC			
YTD	2895	1558	54%

Month	ABA	HAP	BA Utilization	PUC
JAN	\$322,855	\$310,311	89%	\$594
FEB	\$322,856	\$313,305	97%	\$604
MAR	\$320,944	\$318,162	99%	\$615
APR				
MAY				
JUNE				
JULY				
AUG				
SEP				
OCT				
NOV				
DEC				
YTD	\$966,655	\$941,778	95%	\$604

UMA- Unit Months Available

UML- Unit Months Leased

ABA- Annual Budget Authority

HAP- Housing Assistance Payment

PUC- Per Unit Cost (Average)



To: Amber McCoy, Deputy Director

From: Tamra Hartman, Finance Manager

Date: April 28, 2025

Re: Finance Report

**Public Housing Operating Fund**

	March 2025	FY 25 YTD
COCC	\$76,225.78	\$199,807.64
AMP 101	(\$6,951.18)	\$202,205.13
AMP 102	(\$46,678.05)	\$65,522.38
AMP 103	(\$48,486.00)	\$31,707.51
AMP 104	(\$225,531.28)	\$17,814.31
Total	(\$251,420.73)	\$517,056.97

**Housing Choice Voucher - Section 8**

Section 8 is currently showing a gain of **\$1,503.84** for the month and an overall gain of **\$12,488.01** for the year.

**Public Housing Capital Fund**

Capital Fund 2022, VHA, funds were drawn down in the amount of **\$154,884.04**.

Capital Fund 2023, VHA, funds were drawn down in the amount of **\$133,437.97**.

Capital Fund 2024, VHA, funds were drawn down in the amount of **\$21,238.22**.

**Notable AP Expenditures**

Cooper Construction & Restoration	\$136,255.00	Centennial Manor roof replacement.
Farnsworth Group, Inc.	\$10,121.25	A&E Mer Che façade.
Freeman Exteriors	\$73,590.97	Fair Oaks siding replacement.
Ridge Plumbing	\$59,847.00	Fair Oaks furnace replacement.
	\$3,883.57	Plumbing operating expense.

**ROSS Grant Funding**

ROSS funds were drawn down in the amount of \$5,724.75.

**Tenant Receivables Outstanding**

Tenant accounts receivable for the month have decreased in total to \$6,928.73.

Vermilion Housing Authority

Balance Sheet - Detail

Reporting for periods as of 3/31/2025 \*\*\* PRELIMINARY

<u>Assets</u>	Total Public Housing	100 COCC	101 Fair Oaks	102 Beeler CH Madison	103 Merche	104 County	800 HCV
111112 IF Gen Account	5,748,702.60	5,748,702.60	0.00	0.00	0.00	0.00	0.00
111113 IF HCV Account	0.00	0.00	0.00	0.00	0.00	0.00	351,237.16
111700 Petty Cash	500.00	500.00	0.00	0.00	0.00	0.00	0.00
112000 Interfund	0.00	(5,173,364.27)	3,365,019.68	461,197.10	286,638.82	1,060,508.67	0.00
112200 AR Tenants	6,928.73	0.00	695.74	2,159.91	1,116.22	2,956.86	173,923.68
112265 Allow Doubtful A	(421.99)	0.00	(3.00)	(197.00)	0.00	(221.99)	(173,923.68)
112500 Acct Rec HUD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
121100 Prepaid WC	65,234.93	65,234.93	0.00	0.00	0.00	0.00	0.00
121101 Prepaid Ins	168,436.31	5,996.92	56,062.29	28,801.04	22,729.32	54,846.74	4,001.44
121102 Prepaid Soft	20,105.62	0.00	6,375.73	4,065.79	3,815.59	5,848.51	4,021.13
121103 Prepaid HCV	0.00	0.00	0.00	0.00	0.00	0.00	3,208.33
140001 Vehicles	563,634.18	0.00	361,276.68	56,319.00	18,492.00	127,546.50	23,073.00
140002 Equipment	1,198,682.62	111,829.56	506,475.61	248,313.53	40,815.42	291,248.50	0.00
140003 Development	13,751,472.79	325,444.90	2,161,339.92	2,543,107.00	1,361,767.00	7,359,813.97	0.00
140004 Structures	26,330,387.78	854,399.97	11,241,512.99	9,050,253.35	4,084,078.90	1,100,142.57	0.00
140005 Accum Deprec	(39,615,995.31)	(1,280,034.50)	(14,104,240.85)	(12,261,394.44)	(5,339,298.75)	(6,631,026.77)	(23,073.00)
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
<b>Total Assets</b>	<b>\$ 13,996,381.50</b>	<b>\$ 694,870.66</b>	<b>\$ 5,929,929.74</b>	<b>\$ 2,222,148.49</b>	<b>\$ 1,586,389.05</b>	<b>\$ 3,563,043.56</b>	<b>\$ 362,468.06</b>
<b>Liability</b>							
211100 Acct Payable	17,101.99	904.24	6,485.40	2,943.98	2,742.93	4,025.44	1,152.95
211400 Sec Dep	59,999.00	0.00	25,150.00	10,149.00	4,650.00	20,050.00	0.00
211704 Health Ins	(35,664.31)	(35,664.31)	0.00	0.00	0.00	0.00	0.00
211705 Dental Ins	(1,992.00)	(1,992.00)	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
211718 Payable to HUD	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	(218.16)	(218.16)	0.00	0.00	0.00	0.00	0.00
211726 Life Ins	(303.25)	(303.25)	0.00	0.00	0.00	0.00	0.00
211727 Globe Life	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211906 Res Training	9,848.89	0.00	2,066.94	1,854.17	4,312.39	1,615.39	0.00
211913 Scrap	1,908.24	1,908.24	0.00	0.00	0.00	0.00	0.00
212000 Accrued PR	37,292.86	9,324.46	8,322.06	6,128.35	4,740.10	8,777.89	4,958.27
212001 Accrued Tax	2,852.91	713.32	636.64	468.82	362.62	671.51	379.31
213301 EPC M V	15,846.74	0.00	7,131.00	4,754.05	3,961.69	0.00	0.00
213302 EPC Replace	2,913.84	0.00	1,429.77	0.00	1,484.07	0.00	0.00
213402 Accrued Vac	0.00	0.00	0.00	0.00	0.00	0.00	0.00
213700 PILOT	25,970.06	0.00	(12,993.76)	13,427.70	11,386.37	14,149.75	0.00
224000 Prepaid Rents	14,573.98	0.00	4,475.46	2,955.10	1,982.16	5,161.26	0.00
999900 Unposted Susper	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230000 Loan EPC	1,056,539.89	0.00	475,442.95	316,961.97	264,134.97	0.00	0.00
<b>Total Liability</b>	<b>\$ 1,206,670.68</b>	<b>\$ (25,327.46)</b>	<b>\$ 518,146.46</b>	<b>\$ 359,643.14</b>	<b>\$ 299,757.30</b>	<b>\$ 54,451.24</b>	<b>\$ 6,490.53</b>
<b>Equity</b>							
280200 Net Fix Assets	6,975,951.02	42,689.29	1,807,101.01	1,103,914.73	1,158,641.96	2,863,604.03	18,458.40
280600 Unrestricted	6,764,702.41	477,701.19	4,373,270.77	1,088,013.51	198,542.96	627,173.98	248,787.48
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	61,684.11
<b>Total</b>	<b>\$ 12,272,653.85</b>	<b>\$ 520,390.48</b>	<b>\$ 5,209,578.15</b>	<b>\$ 1,796,982.97</b>	<b>\$ 1,254,924.24</b>	<b>\$ 3,490,778.01</b>	<b>\$ 328,929.99</b>
Current Year HAP +/-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 14,559.53
Current Year Oper +/-	\$ 517,056.97	\$ 199,807.64	\$ 202,205.13	\$ 65,522.38	\$ 31,707.51	\$ 17,814.31	\$ 12,488.01
<b>Current Year Net Assets</b>	<b>\$ 517,056.97</b>	<b>\$ 199,807.64</b>	<b>\$ 202,205.13</b>	<b>\$ 65,522.38</b>	<b>\$ 31,707.51</b>	<b>\$ 17,814.31</b>	<b>\$ 27,047.54</b>
<b>Total Equity</b>	<b>\$ 12,789,710.82</b>	<b>\$ 720,198.12</b>	<b>\$ 5,411,783.28</b>	<b>\$ 1,862,505.35</b>	<b>\$ 1,286,631.75</b>	<b>\$ 3,508,592.32</b>	<b>\$ 355,977.53</b>
<b>Liabilities &amp; Net Assets</b>	<b>\$ 13,996,381.50</b>	<b>\$ 694,870.66</b>	<b>\$ 5,929,929.74</b>	<b>\$ 2,222,148.49</b>	<b>\$ 1,586,389.05</b>	<b>\$ 3,563,043.56</b>	<b>\$ 362,468.06</b>

**Vermilion Housing Authority**  
**Operating Statement - Public Housing - Public Housing Combined**  
**3/31/2025 \*\*\* PRELIMINARY**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 885,792.00	\$ 81,241.71	\$ 907,183.85	102%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 270,904.00	\$ 18,731.28	\$ 261,657.47	97%
Other Income	\$ 407,068.30	\$ 9,726.02	\$ 1,020,190.02	251%
Subsidy	\$ 3,147,475.00	\$ 249,011.99	\$ 3,356,067.97	107%
<b>Total Revenue</b>	<b>\$ 4,711,239.30</b>	<b>\$ 358,711.00</b>	<b>\$ 5,545,099.31</b>	<b>118%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 730,616.00	\$ 60,506.89	\$ 777,645.65	106%
Legal	\$ 28,537.00	\$ 3,742.50	\$ 21,001.75	74%
PBA Mngt. Exp.	\$ (113,353.50)	\$ (9,321.00)	\$ (124,195.50)	0%
Mileage/Travel/Training	\$ 15,290.00	\$ 1,469.72	\$ 37,362.24	244%
Other Administrative Exp	\$ 105,992.00	\$ 10,611.71	\$ 112,242.17	106%
<b>Total Administrative Expense</b>	<b>\$ 767,081.50</b>	<b>\$ 67,009.82</b>	<b>\$ 824,056.31</b>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 12,232.00	\$ 963.85	\$ 12,120.71	99%
<b>Total Tenant Services Expenses</b>	<b>\$ 12,232.00</b>	<b>\$ 963.85</b>	<b>\$ 12,120.71</b>	
<b>Total Utility Expenses</b>	<b>\$ 639,105.00</b>	<b>\$ 67,955.94</b>	<b>\$ 671,470.29</b>	<b>105%</b>
<i>Maintenance</i>				
Salaries	\$ 780,032.00	\$ 55,647.61	\$ 738,837.89	95%
Materials	\$ 323,573.00	\$ 44,223.33	\$ 396,411.75	123%
Contracts	\$ 569,361.00	\$ 99,794.41	\$ 742,910.68	130%
<b>Total Maintenance Expenses</b>	<b>\$ 1,672,966.00</b>	<b>\$ 199,665.35</b>	<b>\$ 1,878,160.32</b>	
<i>General Expenses</i>				
Insurance	\$ 200,537.00	\$ 18,715.15	\$ 206,690.90	103%
Employee Benefits	\$ 736,993.00	\$ 49,829.56	\$ 701,946.47	95%
Depreciation Expense	\$ 368,263.00	\$ 139,375.63	\$ 465,911.31	127%
PILOT	\$ 28,480.00	\$ 25,970.06	\$ 25,970.06	91%
Casualty Losses	\$ 15,000.00	\$ 5,000.00	\$ 5,000.00	0%
Collection Losses	\$ 129,566.00	\$ 30,094.95	\$ 103,784.68	80%
Energy Perf Cont Expense	\$ 136,307.00	\$ 5,551.42	\$ 132,931.29	98%
<b>Total General Expenses</b>	<b>\$ 1,615,146.00</b>	<b>\$ 274,536.77</b>	<b>\$ 1,642,234.71</b>	
<b>Total Expenses</b>	<b>\$ 4,706,530.50</b>	<b>\$ 610,131.73</b>	<b>\$ 5,028,042.34</b>	<b>107%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 4,708.80</b>	<b>\$ (251,420.73)</b>	<b>\$ 517,056.97</b>	

Percent of Budget Month 12 of 12

100%

**Vermilion Housing Authority**  
**Operating Statement - Public Housing - COCC Fund 100**  
**3/31/2025 \*\*\* PRELIMINARY**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ -	\$ -	\$ -	0%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ -	\$ -	\$ -	0%
Other Income	\$ 147,730.30	\$ -	\$ 370,761.10	251%
Subsidy	\$ -	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ 147,730.30</b>	<b>\$ -</b>	<b>\$ 370,761.10</b>	<b>251%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 380,602.00	\$ 30,185.86	\$ 395,851.81	104%
Legal	\$ 19,386.00	\$ -	\$ 1,058.00	5%
PBA Mngt. Exp.	\$ (519,863.50)	\$ (130,996.00)	\$ (581,290.50)	112%
Mileage/Travel/Training	\$ 14,405.00	\$ 1,008.70	\$ 26,313.92	183%
Other Administrative Exp	\$ 16,854.00	\$ 104.26	\$ 27,478.51	163%
<b>Total Administrative Expense</b>	<b>\$ (88,616.50)</b>	<b>\$ (99,697.18)</b>	<b>\$ (130,588.26)</b>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ -	\$ -	\$ -	0%
<b>Total Tenant Services Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Total Utility Expenses</b>	<b>\$ 19,940.00</b>	<b>\$ 2,545.62</b>	<b>\$ 23,986.99</b>	<b>120%</b>
<i>Maintenance</i>				
Salaries	\$ -	\$ -	\$ -	0%
Materials	\$ 20.00	\$ 414.54	\$ 1,841.03	9205%
Contracts	\$ 33,425.00	\$ 2,354.08	\$ 86,569.00	259%
<b>Total Maintenance Expenses</b>	<b>\$ 33,445.00</b>	<b>\$ 2,768.62</b>	<b>\$ 88,410.03</b>	
<i>General Expenses</i>				
Insurance	\$ 657.00	\$ 666.32	\$ 7,281.21	1108%
Employee Benefits	\$ 168,508.00	\$ 17,277.91	\$ 179,307.78	106%
Depreciation Expense	\$ 12,556.00	\$ 212.93	\$ 2,555.71	0%
PILOT	\$ -	\$ -	\$ -	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ -	\$ -	\$ -	0%
Energy Perf Cont Expense	\$ -	\$ -	\$ -	0%
<b>Total General Expenses</b>	<b>\$ 181,721.00</b>	<b>\$ 18,157.16</b>	<b>\$ 189,144.70</b>	
<b>Total Expenses</b>	<b>\$ 146,489.50</b>	<b>\$ (76,225.78)</b>	<b>\$ 170,953.46</b>	<b>117%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 1,240.80</b>	<b>\$ 76,225.78</b>	<b>\$ 199,807.64</b>	<b>16103%</b>

Percent of Budget Month 12 of 12

100%

**Vermilion Housing Authority**  
**Operating Statement - Public Housing - Fair Oaks AMP 101**  
**3/31/2025 \*\*\* PRELIMINARY**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 103,944.00	\$ 5,073.25	\$ 78,875.91	76%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 89,398.00	\$ 6,181.32	\$ 86,346.96	97%
Other Income	\$ 35,784.00	\$ 4,884.02	\$ 171,076.58	478%
Subsidy	\$ 1,505,924.00	\$ 114,892.66	\$ 1,584,413.98	105%
<b>Total Revenue</b>	<b>\$ 1,735,050.00</b>	<b>\$ 131,031.25</b>	<b>\$ 1,920,713.43</b>	<b>111%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 104,688.00	\$ 7,730.10	\$ 105,171.66	100%
Legal	\$ 5,329.00	\$ 1,102.91	\$ 3,424.16	64%
PBA Mngt. Exp.	\$ 141,670.00	\$ 12,090.00	\$ 144,305.00	102%
Mileage/Travel/Training	\$ 15.00	\$ 0.66	\$ 4,003.92	0%
Other Administrative Exp	\$ 21,398.00	\$ 4,099.08	\$ 25,086.75	117%
<i>Total Administrative Expense</i>	<i>\$ 273,100.00</i>	<i>\$ 25,022.75</i>	<i>\$ 281,991.49</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 3,628.00	\$ 304.79	\$ 3,692.46	102%
<i>Total Tenant Services Expenses</i>	<i>\$ 3,628.00</i>	<i>\$ 304.79</i>	<i>\$ 3,692.46</i>	
<i>Total Utility Expenses</i>	<i>\$ 186,269.00</i>	<i>\$ 22,712.83</i>	<i>\$ 208,813.55</i>	<i>112%</i>
<i>Maintenance</i>				
Salaries	\$ 355,416.00	\$ 17,102.57	\$ 314,895.93	89%
Materials	\$ 175,667.00	\$ 24,945.12	\$ 221,657.98	126%
Contracts	\$ 149,771.00	\$ 37,372.22	\$ 216,743.01	145%
<i>Total Maintenance Expenses</i>	<i>\$ 680,854.00</i>	<i>\$ 79,419.91</i>	<i>\$ 753,296.92</i>	
<i>General Expenses</i>				
Insurance	\$ 65,767.00	\$ 6,229.15	\$ 71,622.83	109%
Employee Benefits	\$ 205,670.00	\$ (4,387.48)	\$ 167,914.88	82%
Depreciation Expense	\$ 154,468.00	\$ 14,193.45	\$ 155,534.99	101%
PILOT	\$ -	\$ (12,993.76)	\$ (12,993.76)	0%
Casualty Losses	\$ 10,000.00	\$ -	\$ -	0%
Collection Losses	\$ 93,572.00	\$ 4,982.65	\$ 28,815.85	31%
Energy Perf Cont Expense	\$ 61,338.00	\$ 2,498.14	\$ 59,819.09	98%
<i>Total General Expenses</i>	<i>\$ 590,815.00</i>	<i>\$ 10,522.15</i>	<i>\$ 470,713.88</i>	
<b>Total Expenses</b>	<b>\$ 1,734,666.00</b>	<b>\$ 137,982.43</b>	<b>\$ 1,718,508.30</b>	<b>99%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 384.00</b>	<b>\$ (6,951.18)</b>	<b>\$ 202,205.13</b>	

Percent of Budget Month 12 of 12

100%

**Vermilion Housing Authority**  
**Operating Statement - Public Housing - Beeler/Madison/Churchill AMP 102**  
**3/31/2025 \*\*\* PRELIMINARY**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 246,432.00	\$ 25,279.50	\$ 267,859.41	109%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 59,599.00	\$ 4,120.88	\$ 57,564.64	97%
Other Income	\$ 81,461.00	\$ 1,448.25	\$ 168,252.71	207%
Subsidy	\$ 524,043.00	\$ 42,080.00	\$ 557,356.00	106%
<b>Total Revenue</b>	<b>\$ 911,535.00</b>	<b>\$ 72,928.63</b>	<b>\$ 1,051,032.76</b>	<b>115%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 79,006.00	\$ 7,332.07	\$ 84,135.16	106%
Legal	\$ 732.00	\$ 292.50	\$ 3,477.31	0%
PBA Mngt. Exp.	\$ 76,920.00	\$ 8,292.50	\$ 99,045.00	129%
Mileage/Travel/Training	\$ 65.00	\$ 275.80	\$ 1,873.96	0%
Other Administrative Exp	\$ 22,388.00	\$ 2,060.34	\$ 18,784.75	84%
<b>Total Administrative Expense</b>	<b>\$ 179,111.00</b>	<b>\$ 18,253.21</b>	<b>\$ 207,316.18</b>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,488.00	\$ 211.77	\$ 2,542.13	102%
<b>Total Tenant Services Expenses</b>	<b>\$ 2,488.00</b>	<b>\$ 211.77</b>	<b>\$ 2,542.13</b>	
<b>Total Utility Expenses</b>	<b>\$ 148,373.00</b>	<b>\$ 14,780.79</b>	<b>\$ 133,582.46</b>	<b>90%</b>
<i>Maintenance</i>				
Salaries	\$ 119,606.00	\$ 13,247.06	\$ 133,890.41	112%
Materials	\$ 37,853.00	\$ 4,844.88	\$ 58,718.40	155%
Contracts	\$ 102,029.00	\$ 22,791.08	\$ 122,082.51	120%
<b>Total Maintenance Expenses</b>	<b>\$ 259,488.00</b>	<b>\$ 40,883.02</b>	<b>\$ 314,691.32</b>	
<i>General Expenses</i>				
Insurance	\$ 37,457.00	\$ 3,200.12	\$ 33,612.11	90%
Employee Benefits	\$ 113,715.00	\$ 13,223.47	\$ 109,094.29	96%
Depreciation Expense	\$ 104,392.00	\$ 9,012.22	\$ 104,391.85	100%
PILOT	\$ 7,691.00	\$ 13,427.70	\$ 13,427.70	175%
Casualty Losses	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0%
Collection Losses	\$ 12,698.00	\$ (51.05)	\$ 21,972.95	173%
Energy Perf Cont Expense	\$ 40,892.00	\$ 1,665.43	\$ 39,879.39	98%
<b>Total General Expenses</b>	<b>\$ 321,845.00</b>	<b>\$ 45,477.89</b>	<b>\$ 327,378.29</b>	
<b>Total Expenses</b>	<b>\$ 911,305.00</b>	<b>\$ 119,606.68</b>	<b>\$ 985,510.38</b>	<b>108%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 230.00</b>	<b>\$ (46,678.05)</b>	<b>\$ 65,522.38</b>	

Percent of Budget Month 12 of 12 100%

**Vermilion Housing Authority**  
**Operating Statement - Public Housing - Merche AMP 103**  
**3/31/2025 \*\*\* PRELIMINARY**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 208,968.00	\$ 19,415.96	\$ 228,954.53	110%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 48,763.00	\$ 3,371.63	\$ 47,098.36	97%
Other Income	\$ 60,275.00	\$ 1,458.75	\$ 127,886.80	212%
Subsidy	\$ 406,696.00	\$ 32,122.00	\$ 431,743.00	106%
<b>Total Revenue</b>	<b>\$ 724,702.00</b>	<b>\$ 56,368.34</b>	<b>\$ 835,682.69</b>	<b>115%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 77,600.00	\$ 6,495.72	\$ 77,763.26	100%
Legal	\$ 2,717.00	\$ 898.75	\$ 3,696.25	136%
PBA Mngt. Exp.	\$ 65,160.00	\$ 7,207.50	\$ 86,180.00	132%
Mileage/Travel/Training	\$ 76.00	\$ 15.05	\$ 1,705.25	0%
Other Administrative Exp	\$ 18,530.00	\$ 2,100.71	\$ 19,435.71	105%
<b>Total Administrative Expense</b>	<b>\$ 164,083.00</b>	<b>\$ 16,717.73</b>	<b>\$ 188,780.47</b>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,139.00	\$ 182.08	\$ 2,185.75	102%
<b>Total Tenant Services Expenses</b>	<b>\$ 2,139.00</b>	<b>\$ 182.08</b>	<b>\$ 2,185.75</b>	
<b>Total Utility Expenses</b>	<b>\$ 107,471.00</b>	<b>\$ 13,301.02</b>	<b>\$ 115,090.79</b>	<b>107%</b>
<i>Maintenance</i>				
Salaries	\$ 115,100.00	\$ 9,738.57	\$ 101,478.78	88%
Materials	\$ 22,789.00	\$ 2,780.70	\$ 35,713.03	157%
Contracts	\$ 90,530.00	\$ 16,978.99	\$ 131,160.31	145%
<b>Total Maintenance Expenses</b>	<b>\$ 228,419.00</b>	<b>\$ 29,498.26</b>	<b>\$ 268,352.12</b>	
<i>General Expenses</i>				
Insurance	\$ 31,511.00	\$ 2,525.48	\$ 26,048.15	83%
Employee Benefits	\$ 93,086.00	\$ 5,660.04	\$ 79,850.27	86%
Depreciation Expense	\$ 48,441.00	\$ 4,036.75	\$ 48,441.22	100%
PILOT	\$ 6,265.00	\$ 11,386.37	\$ 11,386.37	182%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ 8,555.00	\$ 20,158.76	\$ 30,607.23	358%
Energy Perf Cont Expense	\$ 34,077.00	\$ 1,387.85	\$ 33,232.81	98%
<b>Total General Expenses</b>	<b>\$ 221,935.00</b>	<b>\$ 45,155.25</b>	<b>\$ 229,566.05</b>	
<b>Total Expenses</b>	<b>\$ 724,047.00</b>	<b>\$ 104,854.34</b>	<b>\$ 803,975.18</b>	<b>111%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 655.00</b>	<b>\$ (48,486.00)</b>	<b>\$ 31,707.51</b>	

Percent of Budget Month 12 of 12

100%

**Vermilion Housing Authority**  
**Operating Statement - Public Housing - County Properties AMP 104**  
**3/31/2025 \*\*\* PRELIMINARY**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 326,448.00	\$ 31,473.00	\$ 331,494.00	102%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 73,144.00	\$ 5,057.45	\$ 70,647.51	97%
Other Income	\$ 81,818.00	\$ 1,935.00	\$ 182,212.83	223%
Subsidy	\$ 710,812.00	\$ 59,917.33	\$ 782,554.99	110%
<b>Total Revenue</b>	<b>\$ 1,192,222.00</b>	<b>\$ 98,382.78</b>	<b>\$ 1,366,909.33</b>	<b>115%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 88,720.00	\$ 8,763.14	\$ 114,723.76	129%
Legal	\$ 373.00	\$ 1,448.34	\$ 9,346.03	2506%
PBA Mngt. Exp.	\$ 122,760.00	\$ 94,085.00	\$ 127,565.00	104%
Mileage/Travel/Training	\$ 729.00	\$ 169.51	\$ 3,465.19	0%
Other Administrative Exp	\$ 26,822.00	\$ 2,247.32	\$ 21,456.45	80%
<b>Total Administrative Expense</b>	<b>\$ 239,404.00</b>	<b>\$ 106,713.31</b>	<b>\$ 276,556.43</b>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 3,977.00	\$ 265.21	\$ 3,700.37	93%
<b>Total Tenant Services Expenses</b>	<b>\$ 3,977.00</b>	<b>\$ 265.21</b>	<b>\$ 3,700.37</b>	
<b>Total Utility Expenses</b>	<b>\$ 177,052.00</b>	<b>\$ 14,615.68</b>	<b>\$ 189,996.50</b>	<b>107%</b>
<i>Maintenance</i>				
Salaries	\$ 189,910.00	\$ 15,559.41	\$ 188,572.77	99%
Materials	\$ 87,244.00	\$ 11,238.09	\$ 78,481.31	90%
Contracts	\$ 193,606.00	\$ 20,298.04	\$ 186,355.85	96%
<b>Total Maintenance Expenses</b>	<b>\$ 470,760.00</b>	<b>\$ 47,095.54</b>	<b>\$ 453,409.93</b>	
<i>General Expenses</i>				
Insurance	\$ 65,145.00	\$ 6,094.08	\$ 68,126.60	105%
Employee Benefits	\$ 156,014.00	\$ 18,055.62	\$ 165,779.25	106%
Depreciation Expense	\$ 48,406.00	\$ 111,920.28	\$ 154,987.54	320%
PILOT	\$ 14,524.00	\$ 14,149.75	\$ 14,149.75	97%
Casualty Losses			\$ -	0%
Collection Losses	\$ 14,741.00	\$ 5,004.59	\$ 22,388.65	152%
Energy Perf Cont Expense	\$ -	\$ -	\$ -	0%
<b>Total General Expenses</b>	<b>\$ 298,830.00</b>	<b>\$ 155,224.32</b>	<b>\$ 425,431.79</b>	
<b>Total Expenses</b>	<b>\$ 1,190,023.00</b>	<b>\$ 323,914.06</b>	<b>\$ 1,349,095.02</b>	<b>113%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 2,199.00</b>	<b>\$ (225,531.28)</b>	<b>\$ 17,814.31</b>	

Percent of Budget Month 12 of 12

100%

**Vermilion Housing Authority**  
**Operating Statement - HCV - Section 8**  
**3/31/2025 \*\*\* PRELIMINARY**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Fraud Recovery	\$ 10,000.00	\$ 1,615.67	\$ 12,103.32	121%
Interest Income	\$ 500.00	\$ 1,233.46	\$ 16,212.95	3243%
Administrative Fees	\$ 496,996.00	\$ 36,812.00	\$ 465,786.94	94%
<b>Total Revenue</b>	<b>\$ 507,496.00</b>	<b>\$ 39,661.13</b>	<b>\$ 494,103.21</b>	<b>97%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 247,206.00	\$ 15,591.29	\$ 210,883.98	85%
Legal	\$ 500.00	\$ 112.50	\$ 112.50	0%
Mileage/Travel/Training	\$ 5,000.00	\$ 4.90	\$ 12,510.85	0%
Other Administrative Exp	\$ 50,446.00	\$ 5,028.82	\$ 55,831.72	111%
Program Management Fee	\$ 113,354.00	\$ 9,321.00	\$ 124,195.50	110%
<i>Total Administrative Expense</i>	<i>\$ 416,506.00</i>	<i>\$ 30,058.51</i>	<i>\$ 403,534.55</i>	
<i>General Expenses</i>				
Insurance	\$ 4,473.00	\$ 444.60	\$ 4,688.60	105%
Employee Benefits	\$ 81,662.00	\$ 7,269.63	\$ 68,777.45	84%
Depreciation Expense	\$ 4,615.00	\$ 384.55	\$ 4,614.60	100%
<i>Total General Expenses</i>	<i>\$ 90,750.00</i>	<i>\$ 8,098.78</i>	<i>\$ 78,080.65</i>	
<b>Total Expenses</b>	<b>\$ 507,256.00</b>	<b>\$ 38,157.29</b>	<b>\$ 481,615.20</b>	<b>95%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 240.00</b>	<b>\$ 1,503.84</b>	<b>\$ 12,488.01</b>	
Percent of Budget Month 12 of 12	100%			

March 31, 2025

**CAPITAL FUND 2022 - Vermilion Housing Authority**

Obligation Date: 5/11/2024  
 Close Out Date: 5/11/2026

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	3/31/2025 Obligation
<b>Operations 1406</b>	\$ 540,045.00	\$ -	\$ 540,045.00	\$ -	0.0%	\$ 540,045.00
<b>Mgmt. Improvements 1408</b>						
Marketing and Advertising	\$ -	\$ -	\$ -	\$ -		
Surveillance System	\$ 117,267.18	\$ -	\$ 117,267.18	\$ -		\$ 117,267.18
Staff Training	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -		\$ 1,800.00
IT Improvements	\$ 49,087.44	\$ -	\$ 49,087.44	\$ -		\$ 49,087.44
Background Check Information	\$ 2,845.38	\$ -	\$ 2,845.38	\$ -		\$ 2,845.38
	\$ 171,000.00	\$ -	\$ 171,000.00	\$ -	0.0%	\$ 171,000.00
<b>Administration 1410</b>						
Administration Costs	\$ 204,029.30	\$ -	\$ 204,029.30	\$ -	0.0%	\$ 204,029.30
<b>Contract Administration 1480</b>						
A/E Services	\$ 76,144.58	\$ -	\$ 41,371.10	\$ 34,773.48		\$ 76,144.58
	\$ 76,144.58	\$ -	\$ 41,371.10	\$ 34,773.48	45.7%	\$ 76,144.58
<b>Dwelling Unit - Interior/Exterior 1480</b>						
Roof Replacement - Centennial Manor	\$ 173,432.81	\$ 136,255.00	\$ 148,567.81	\$ 24,865.00		\$ 173,432.81
Unit Modernization - Fair Oaks	\$ 551,759.53	\$ -	\$ 551,759.53	\$ -		\$ 551,759.53
Painting - Churchill	\$ 16,879.00	\$ -	\$ 16,879.00	\$ -		\$ 16,879.00
Painting - Mer Che	\$ 28,506.80	\$ -	\$ 28,506.80	\$ -		\$ 28,506.80
Painting Community Room - Centennial Manor	\$ 11,482.60	\$ -	\$ 11,482.60	\$ -		\$ 11,482.60
Door Replacement - Screen and Exterior Security Doors	\$ 1,580.00	\$ -	\$ 1,580.00	\$ -		\$ 1,580.00
	\$ 783,640.74	\$ 136,255.00	\$ 758,775.74	\$ 24,865.00	3.2%	\$ 783,640.74
<b>Non-Dwelling/Dwelling Unit - Site Work 1480</b>						
Bus Stop Pavilion - Fair Oaks	\$ 24,000.00	\$ 13,650.95	\$ 13,650.95	\$ 10,349.05		\$ 14,571.00
Sewer and Water Line Repairs	\$ 860.00	\$ -	\$ 860.00	\$ -		\$ 860.00
Roadway Paving/Curb Upgrades - Beeler	\$ 49,488.65	\$ -	\$ 49,488.65	\$ -		\$ 49,488.65
Landscape Upgrades	\$ 7,350.00	\$ -	\$ 7,350.00	\$ -		\$ 7,350.00
	\$ 81,698.65	\$ 13,650.95	\$ 71,349.60	\$ 10,349.05	12.7%	\$ 72,269.65
<b>Dwelling Unit - Demolition 1480</b>						
Demolition - Parkview	\$ 311,352.73	\$ 4,978.09	\$ 216,655.85	\$ 94,696.88		\$ 224,777.76
	\$ 311,352.73	\$ 4,978.09	\$ 216,655.85	\$ 94,696.88	30.4%	\$ 224,777.76
<b>Total</b>	<b>\$ 2,167,911.00</b>	<b>\$ 154,884.04</b>	<b>\$ 2,003,226.59</b>	<b>\$ 164,684.41</b>	<b>7.6%</b>	<b>\$ 2,071,907.03</b>

Percent Obligated 95.6%

March 31, 2025

**CAPITAL FUND 2023 - Vermilion Housing Authority**

Obligation Date: 2/16/2025  
Close Out Date: 2/16/2027

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	3/31/2025 Obligation
<b>Operations 1406</b>	\$ 557,557.00	\$ -	\$ 557,557.00	\$ -	0.0%	\$ 557,557.00
<b>Mgmt. Improvements 1408</b>						
Marketing and Advertising	\$ -	\$ -	\$ -	\$ -		\$ -
Surveillance System	\$ 104,683.73	\$ -	\$ 104,683.73	\$ -		\$ 104,683.73
Staff Training	\$ 10,942.35	\$ -	\$ 10,942.35	\$ -		\$ 10,942.35
IT Improvements	\$ 12,022.86	\$ -	\$ 12,022.86	\$ -		\$ 12,022.86
Background Check Information	\$ 7,351.06	\$ -	\$ 7,351.06	\$ -		\$ 7,351.06
	\$ 135,000.00	\$ -	\$ 135,000.00	\$ -	0.0%	\$ 135,000.00
<b>Administration 1410</b>						
Administration Costs	\$ 223,030.80	\$ -	\$ 223,030.80	\$ -	0.0%	\$ 223,030.80
<b>Contract Administration 1480</b>						
A/E Services	\$ 94,410.00	\$ -	\$ 21,987.37	\$ 72,422.63		\$ 94,410.00
	\$ 94,410.00	\$ -	\$ 21,987.37	\$ 72,422.63	76.7%	\$ 94,410.00
<b>Dwelling Unit - Interior/Exterior 1480</b>						
Flooring Upgrade - Centennial Manor	\$ 23,251.09	\$ -	\$ 4,739.22	\$ 18,511.87		\$ 4,739.22
Unit Modernization - Fair Oaks	\$ 298,721.54	\$ 133,437.97	\$ 141,895.15	\$ 156,826.39		\$ 298,721.54
Roof Replacement - Fair Oaks	\$ 253,901.39	\$ -	\$ 204,234.33	\$ 49,667.06		\$ 253,901.39
Appliance Replacement	\$ 44,768.66	\$ -	\$ 44,768.66	\$ -		\$ 44,768.66
Appliance Replacement - Centennial Manor	\$ 27,840.81	\$ -	\$ 27,840.81	\$ -		\$ 27,840.81
	\$ 648,483.49	\$ 133,437.97	\$ 423,478.17	\$ 225,005.32	\$ -	\$ 629,971.62
<b>Non-Dwelling/Dwelling Unit - Site Work 1480</b>						
Update Lobby Restrooms - Centennial Manor	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00		\$ -
Fresh Air Rooftop Unit - MerChe	\$ 18,000.00	\$ -	\$ -	\$ 18,000.00		\$ -
Handrail Replacement - Churchill	\$ 31,370.00	\$ -	\$ 31,370.00	\$ -		\$ 31,370.00
Bus Stop Pavilion - Fair Oaks	\$ 7,815.00	\$ -	\$ 7,815.00	\$ -		\$ 7,815.00
Sewer and Water Line Repairs	\$ 26,235.70	\$ -	\$ 26,235.70	\$ -		\$ 26,235.70
Roadway Patching & Preservation	\$ 222,171.90	\$ -	\$ 117,104.00	\$ 105,067.90		\$ 222,171.90
Landscape Upgrades - MerChe	\$ 22,588.75	\$ -	\$ 22,588.75	\$ -		\$ 22,588.75
	\$ 358,181.35	\$ -	\$ 205,113.45	\$ 153,067.90	42.7%	\$ 310,181.35
<b>Dwelling Unit - Demolition 1480</b>						
Demolition - Parkview Court	\$ 213,645.36	\$ -	\$ 50,649.36	\$ 162,996.00		\$ 213,645.36
	\$ 213,645.36	\$ -	\$ 50,649.36	\$ 162,996.00	76.3%	\$ 213,645.36
<b>Total</b>	<b>\$ 2,230,308.00</b>	<b>\$ 133,437.97</b>	<b>\$ 1,616,816.15</b>	<b>\$ 613,491.85</b>	<b>27.5%</b>	<b>\$ 2,163,796.13</b>

Percent Obligated 97.0%

March 31, 2025

## CAPITAL FUND 2024 - Vermilion Housing Authority

Obligation Date: 5/5/2026  
Close Out Date: 5/5/2028

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	3/31/2025 Obligation
<b>Operations 1406</b>	<b>\$ 458,128.00</b>			<b>\$ 458,128.00</b>	<b>100.0%</b>	<b>\$ 458,128.00</b>
<b>Mgmt. Improvements 1408</b>						
Marketing and Advertising	\$ 1,775.19	\$ -	\$ -	\$ 1,775.19		\$ -
Surveillance System	\$ 20,000.00	\$ 2,822.59	\$ 5,315.08	\$ 14,684.92		\$ 5,315.08
Staff Training	\$ 11,224.81	\$ 1,123.31	\$ 11,224.81	-		\$ 11,224.81
IT Improvements	\$ 35,000.00	\$ -	\$ -	\$ 35,000.00		\$ -
Background Check Information	\$ 8,000.00	\$ 531.57	\$ 2,080.86	\$ 5,919.14		\$ 2,080.86
	<b>\$ 76,000.00</b>	<b>\$ 4,477.47</b>	<b>\$ 18,620.75</b>	<b>\$ 57,379.25</b>	<b>75.5%</b>	<b>\$ 18,620.75</b>
<b>Administration 1410</b>						
Administration Costs	<b>\$ 229,064.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 229,064.00</b>	<b>100.0%</b>	<b>\$ 229,064.00</b>
<b>Contract Administration 1480</b>						
A/E Services	\$ 50,000.00	\$ 10,121.25	\$ 10,121.25	\$ 39,878.75		\$ 10,121.25
	<b>\$ 50,000.00</b>	<b>\$ 10,121.25</b>	<b>\$ 10,121.25</b>	<b>\$ 39,878.75</b>	<b>79.8%</b>	<b>\$ 10,121.25</b>
<b>Dwelling Unit - Interior/Exterior 1480</b>						
Unit Modernization - Fair Oaks	\$ 300,000.00	\$ -	\$ -	\$ 300,000.00		\$ -
	<b>\$ 300,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000.00</b>	<b>100.0%</b>	<b>\$ -</b>
<b>Non-Dwelling/Dwelling Unit - Site Work 1480</b>						
Fencing Install - Fair Oaks	\$ -	\$ -	\$ -	\$ -		\$ -
Facade - MerChe	\$ 949,000.00	\$ -	\$ -	\$ 949,000.00		\$ 949,000.00
Water Heater Replacement- Churchill	\$ -	\$ -	\$ -	\$ -		\$ -
MCM Elevator Upgrade	\$ 123,904.50	\$ -	\$ -	\$ 123,904.50		\$ 123,904.50
Fencing Upgrade - MerChe	\$ 27,754.50	\$ -	\$ -	\$ 27,754.50		\$ 27,754.50
Sewer and Water Line Repairs	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00		\$ -
Maintenance Shop	\$ -	\$ -	\$ -	\$ -		\$ -
Community Room - MerChe	\$ -	\$ -	\$ -	\$ -		\$ -
Rooftop HVAC Replacment - LIPH Suite/Admin Building	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00		\$ -
Hot Water Tank - MerChe	\$ -	\$ -	\$ -	\$ -		\$ -
Roadway Patching & Preservation	\$ -	\$ -	\$ -	\$ -		\$ -
Tuckpointing - Admin Building	\$ 34,000.00	\$ -	\$ -	\$ 34,000.00		\$ 34,000.00
Landscape Upgrades	\$ 12,790.00	\$ 6,639.50	\$ 6,639.50	\$ 6,150.50		\$ 6,639.50
	<b>\$ 1,177,449.00</b>	<b>\$ 6,639.50</b>	<b>\$ 6,639.50</b>	<b>\$ 1,170,809.50</b>	<b>99.4%</b>	<b>\$ 1,141,298.50</b>
<b>Total</b>	<b>\$ 2,290,641.00</b>	<b>\$ 21,238.22</b>	<b>\$ 35,381.50</b>	<b>\$ 2,255,259.50</b>	<b>98.5%</b>	<b>\$ 1,857,232.50</b>

Percent Obligated 81.1%

**ROSS Grant - Vermilion Housing Authority**  
**ROSS241891**  
**March 2025**

Start Date: 6/1/2024  
Close Out Date: 5/31/2027

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available
<b>Project Coordinator 1168</b>					
Project Coordinator	\$ 175,159.00	\$ 4,752.01	\$ 52,383.44	\$ 122,775.56	70.1%
<b>Training Costs 1268</b>					
Training Costs	\$ 7,500.00	\$ 285.00	\$ 1,087.00	\$ 6,413.00	
	\$ 7,500.00	\$ 285.00	\$ 1,087.00	\$ 6,413.00	85.5%
<b>Administrative Costs 1868</b>					
Administrative Costs	\$ 18,266.00	\$ 687.74	\$ 5,963.15	\$ 12,302.85	
	\$ 18,266.00	\$ 687.74	\$ 5,963.15	\$ 12,302.85	67.4%
<b>Total</b>	<b>\$ 200,925.00</b>	<b>\$ 5,724.75</b>	<b>\$ 59,433.59</b>	<b>\$ 141,491.41</b>	<b>70.4%</b>

**Vermilion Housing Authority**  
**First Financial Bank - Authority Account**  
**3/31/2025 \*\*\* PRELIMINARY**

**Balance Sheet**

**Assets**

111105 Cash	321,408.04
<b>Total Assets</b>	321,408.04

**Liabilities**

2111 Accounts Payable	0.00
<b>Total Liabilities</b>	0.00

**Equity**

2820 Operating Reserves - Retained Earnings	320,926.32
Current Year Operating - Gain/(Loss)	481.72
<b>Total Liabilities &amp; Equity</b>	321,408.04

**Income Statement**

	Current Month	Year to Date
<b>Operating Revenue</b>		
Interest Income	40.94	481.72
Other Income	0.00	0.00
<b>Total Revenue</b>	40.94	481.72
<b>Operating Expenses</b>		
Other Administrative Expenses	0.00	0.00
<b>Total Expenses</b>	0.00	0.00
 Surplus - (Deficit)	 40.94	 481.72

**Vermilion Housing Authority**  
**Tenant Receivables Outstanding**  
**PHAS Financial Indicator**  
**3/31/2025 \*\*\* PRELIMINARY**

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-24	\$	20,046.33	2.18%
April-24	\$	19,981.35	2.15%
May-24	\$	23,617.45	2.54%
June-24	\$	25,054.81	2.73%
July-24	\$	11,205.59	1.22%
August-24	\$	20,427.00	2.22%
September-24	\$	25,198.65	2.75%
October-24	\$	22,015.69	2.41%
November-24	\$	27,741.65	3.04%
December-24	\$	23,546.75	2.63%
January-25	\$	43,966.67	4.78%
February-25	\$	37,683.34	4.15%
March-25	\$	6,928.73	0.76%

# Vermilion Housing Authority

## Ap Expenditures

March 2025

Affordable Housing Network LLC	\$3,500.00
AHRMA	\$6,918.00
Amber McCoy	\$112.00
Ameren Illinois	\$29,850.31
Aqua Illinois Inc	\$13,581.74
B & D Sales And Service	\$1,756.74
Bacon & Van Buskirk	\$645.00
Barton Carrolls Inc.	\$9,752.00
Bilbrix Masonry Concrete, Inc.	\$2,860.00
Blackies Automatic Engineering	\$2,714.25
Blaine Window Hardware	\$345.01
Blusky Restoration Contractors, LLC	\$5,000.00
Botts Locksmith	\$589.50
Brickyard Landfill - 4725	\$1,878.84
Brittany Savalick	\$122.22
Burke Spring Shop	\$2,246.82
Carnaghi Towing & Repair	\$65.00
Caveman's Tree Service	\$1,525.00
Citibank, N.A.	\$279.98
City of Danville	\$7,456.41
City of Hoopeston	\$1,657.13
Classique Sash & Door	\$156.28
Comcast Cable	\$628.33
Connor Company	\$4,298.87
Constellation NewEnergy, Inc.	\$790.81
Cooper Construction and Restoration, Inc. DBA Landmark Roofs	\$136,255.00
Courtesy Ford Inc.	\$590.16
CTS Computer Center	\$6,096.00
Danville Area Community College	\$663.16
Danville Sanitary District	\$10,793.25
Davis-Houk Mechanical Inc.	\$2,718.18
Drake Nelson	\$300.00
Drennan's Clean-A-Line, Inc.	\$120.00
Emily Stone	\$94.64
Farnsworth Group Inc.	\$10,121.25
Fastenal	\$1,419.46
Freeman Exteriors	\$73,590.97
Frontier Communications	\$4,978.09
General Electric Co	\$1,513.06
Georgetown Waterworks	\$2,788.12
Gibson Teldata, Inc.	\$1,636.18
Grainger, Inc	\$1,670.57
Grunau Company Inc	\$132.00
Handi-Hut Shelters and Enclosures	\$9,295.00
Hd Supply Facilities Maintenance	\$13,740.63
Health Alliance	\$36,567.83
Hillard Bynum	\$200.00
Hillard's Plumbing, Heating & Cooling Co.	\$4,000.00
Housing-Renewal & Local Agency Retirement	\$18,185.82
Huber & Mudd LLC	\$3,925.00
Illini FS	\$885.60
Illinois Landfill	\$308.98
Jaclyn Vinson	\$896.70
Johnson Controls Security Solutions	\$2,453.53
Kelly Printing Company Inc.	\$443.37
Kone Inc.	\$1,957.41
Lansing Housing Products Inc	\$1,143.42

Latoz Hardware Inc.	\$127.94
Lithgow Automotive Inc.	\$143.84
Lowe's	\$7,681.64
Menards - Menards Of Danville	\$639.10
Metropolitan Life Insurance Company	\$3,007.44
Midwest Asphalt Co.	\$4,355.95
Municipal Water Utility	\$189.06
Nicole Brumfield	\$74.06
NUSO, LLC	\$361.90
Oil Changers, Inc	\$342.32
Online Information Services Inc.	\$1,109.04
Paul Storke	\$495.00
Peerless Network	\$1,009.97
Petty Cash, Tamra Hartman Custodial	\$8.75
Quadient Finance USA, Inc	\$1,999.49
Quill	\$2,951.10
Rahn Equipment Company	\$9,160.00
Republic Services #726	\$21,020.86
Ridge Plumbing Contractor, LLC	\$63,730.57
S.E.A. Group, Inc.	\$1,225.00
Securitas Technology Corporation	\$421.74
Sherwin-Williams	\$1,536.25
Sparklight Business	\$532.15
SRK Heating & Air Conditioning, LLC	\$215.00
Stuard & Associates, Inc	\$220.00
Tamera Forthenberry	\$34.23
Terminix Services	\$4,873.00
The Lincoln National Life Insurance Co.	\$303.25
Trees for Danville	\$6,639.50
Venture Mechanical Contractors, INC.	\$2,021.90
Verizon Wireless	\$205.18
Vermilion Chevrolet	\$5,125.81
Vermilion County Health Department	\$243.20
Village of Rossville	\$849.11
Vision Service Plan	\$447.39
Wagner Communications Inc.	\$591.18
Watts Copy System	\$511.45
<b>Total for all Vendors</b>	<b>592,616.99</b>



**To:** Amber McCoy, Deputy Director  
**From:** Tamra Hartman, Finance Manager  
**Date:** May 7, 2025  
**Re:** Finance Report

**Public Housing Operating Fund**

	April 2025	FY 26 YTD
COCC	(\$1,533.81)	(\$1,533.81)
AMP 101	(\$174.16)	(\$174.16)
AMP 102	(\$5,003.54)	(5,003.54)
AMP 103	(\$8,833.46)	(\$8,833.46)
AMP 104	\$5,753.24	\$5,753.24
Total	(\$9,791.73)	(\$9,791.73)

**Housing Choice Voucher - Section 8**

Section 8 is currently showing a gain of **\$2,427.93** for the month and an overall gain of **\$2,427.93** for the year.

**Public Housing Capital Fund**

Capital Fund 2022, VHA, funds were drawn down in the amount of **\$725.00**.

Capital Fund 2023, VHA, funds were drawn down in the amount of **\$135,358.48**.

Capital Fund 2024, VHA, funds were drawn down in the amount of **\$69,243.59**.

**Notable AP Expenditures**

Kone Inc.	\$61,952.50	Mer Che elevator upgrades.
	\$2,337.12	Regular elevator maintenance.
Silver Bros. Inc.	\$65,700.00	Parkview Court demo.
Ridge Plumbing	\$68,280.00	Fair Oaks furnace replacement final payment.
	\$15,912.43	Plumbing operating expense.

**ROSS Grant Funding**

ROSS funds were drawn down in the amount of \$4,894.40.

**Tenant Receivables Outstanding**

Tenant accounts receivable for the month have increased in total to \$11,338.93.

Vermilion Housing Authority

Balance Sheet - Detail

Reporting for periods as of 04/30/2025

<u>Assets</u>	Total Public Housing	100 COCC	101 Fair Oaks	102 Beeler CH Madison	103 Merche	104 County	800 HCV
111112 IF Gen Account	5,585,037.24	5,585,037.24	0.00	0.00	0.00	0.00	0.00
111113 IF HCV Account	0.00	0.00	0.00	0.00	0.00	0.00	353,560.44
111700 Petty Cash	500.00	500.00	0.00	0.00	0.00	0.00	0.00
112000 Interfund	205,858.81	(4,993,006.91)	3,371,496.91	467,629.22	285,194.53	1,074,545.06	(531.74)
112200 AR Tenants	11,338.93	0.00	10,505.34	1,020.91	590.18	(777.50)	171,372.27
112265 Allow Doubtful A	(421.99)	0.00	(3.00)	(197.00)	0.00	(221.99)	(171,372.27)
112500 Acct Rec HUD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
121100 Prepaid WC	59,877.06	59,877.06	0.00	0.00	0.00	0.00	0.00
121101 Prepaid Ins	149,721.16	5,330.60	49,833.15	25,600.93	20,203.84	48,752.64	3,556.84
121102 Prepaid Soft	17,871.66	0.00	5,667.32	3,614.03	3,391.63	5,198.68	3,574.34
121103 Prepaid HCV	0.00	0.00	0.00	0.00	0.00	0.00	2,916.66
140001 Vehicles	563,634.18	0.00	361,276.68	56,319.00	18,492.00	127,546.50	23,073.00
140002 Equipment	1,198,682.62	111,829.56	506,475.61	248,313.53	40,815.42	291,248.50	0.00
140003 Development	13,751,472.79	325,444.90	2,161,339.92	2,543,107.00	1,361,767.00	7,359,813.97	0.00
140004 Structures	26,330,387.78	854,399.97	11,241,512.99	9,050,253.35	4,084,078.90	1,100,142.57	0.00
140005 Accum Deprec	(39,644,391.21)	(1,280,247.48)	(14,117,202.10)	(12,270,093.76)	(5,343,335.52)	(6,633,512.35)	(23,073.00)
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
<b>Total Assets</b>	<b>\$ 13,988,282.27</b>	<b>\$ 705,325.49</b>	<b>\$ 5,926,317.77</b>	<b>\$ 2,215,090.42</b>	<b>\$ 1,577,432.51</b>	<b>\$ 3,564,116.08</b>	<b>\$ 363,076.54</b>
<b>Liability</b>							
211100 Acct Payable	(405.00)	0.00	(150.00)	(25.00)	(50.00)	(180.00)	0.00
211361 Interest	17,894.49	17,894.49	0.00	0.00	0.00	0.00	1,216.79
211400 Sec Dep	59,799.00	0.00	25,300.00	9,999.00	4,600.00	19,900.00	0.00
211704 Health Ins	(36,049.92)	(36,049.92)	0.00	0.00	0.00	0.00	0.00
211705 Dental Ins	(2,128.52)	(2,128.52)	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	(4,411.62)	(4,411.62)	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
211718 Payable to HUD	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	(28.72)	(28.72)	0.00	0.00	0.00	0.00	0.00
211726 Life Ins	(326.58)	(326.58)	0.00	0.00	0.00	0.00	0.00
211727 Globe Life	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211906 Res Training	10,542.74	0.00	2,171.73	2,035.94	4,454.47	1,880.60	0.00
211913 Scrap	1,674.27	1,674.27	0.00	0.00	0.00	0.00	0.00
212000 Accrued PR	37,292.86	9,324.46	8,322.06	6,128.35	4,740.10	8,777.89	4,958.27
212001 Accrued Tax	2,852.91	713.32	636.64	468.82	362.62	671.51	379.31
213301 EPC M V	19,902.49	0.00	8,956.09	5,970.78	4,975.62	0.00	0.00
213302 EPC Replace	3,482.66	0.00	1,799.99	181.68	1,500.99	0.00	0.00
213402 Accrued Vac	0.00	0.00	0.00	0.00	0.00	0.00	0.00
213700 PILOT	25,970.06	0.00	(12,993.76)	13,427.70	11,386.37	14,149.75	0.00
224000 Prepaid Rents	15,090.15	0.00	5,072.95	2,147.35	3,479.08	4,390.77	0.00
999900 Unposted Susper	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230000 Loan EPC	1,056,539.89	0.00	475,442.95	316,961.97	264,134.97	0.00	0.00
<b>Total Liability</b>	<b>\$ 1,207,691.16</b>	<b>\$ (13,338.82)</b>	<b>\$ 514,558.65</b>	<b>\$ 357,296.59</b>	<b>\$ 299,584.22</b>	<b>\$ 49,590.52</b>	<b>\$ 6,554.37</b>
<b>Equity</b>							
280200 Net Fix Assets	6,975,951.02	42,689.29	1,807,101.01	1,103,914.73	1,158,641.96	2,863,604.03	18,458.40
280600 Unrestricted	7,282,431.40	677,508.83	4,575,625.90	1,153,827.91	230,300.47	645,168.29	261,275.49
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	77,519.35
<b>Total</b>	<b>\$ 12,790,382.84</b>	<b>\$ 720,198.12</b>	<b>\$ 5,411,933.28</b>	<b>\$ 1,862,797.37</b>	<b>\$ 1,286,681.75</b>	<b>\$ 3,508,772.32</b>	<b>\$ 357,253.24</b>
Current Year HAP +/-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ (3,159.00)
Current Year Oper +/-	\$ (9,791.73)	\$ (1,533.81)	\$ (174.16)	\$ (5,003.54)	\$ (8,833.46)	\$ 5,753.24	\$ 2,427.93
<b>Current Year Net Assets</b>	<b>\$ (9,791.73)</b>	<b>\$ (1,533.81)</b>	<b>\$ (174.16)</b>	<b>\$ (5,003.54)</b>	<b>\$ (8,833.46)</b>	<b>\$ 5,753.24</b>	<b>\$ (731.07)</b>
<b>Total Equity</b>	<b>\$ 12,780,591.11</b>	<b>\$ 718,664.31</b>	<b>\$ 5,411,759.12</b>	<b>\$ 1,857,793.83</b>	<b>\$ 1,277,848.29</b>	<b>\$ 3,514,525.56</b>	<b>\$ 356,522.17</b>
<b>Liabilities &amp; Net Assets</b>	<b>\$ 13,988,282.27</b>	<b>\$ 705,325.49</b>	<b>\$ 5,926,317.77</b>	<b>\$ 2,215,090.42</b>	<b>\$ 1,577,432.51</b>	<b>\$ 3,564,116.08</b>	<b>\$ 363,076.54</b>

**Vermilion Housing Authority**  
**Operating Statement - Public Housing - Public Housing Combined**  
**April 2025**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 917,478.00	\$ 89,401.53	\$ 89,401.53	10%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 269,837.00	\$ -	\$ -	0%
Other Income	\$ 901,664.00	\$ 5,270.23	\$ 5,270.23	1%
Subsidy	\$ 2,964,741.00	\$ 269,381.68	\$ 269,381.68	9%
<b>Total Revenue</b>	<b>\$ 5,053,720.00</b>	<b>\$ 364,053.44</b>	<b>\$ 364,053.44</b>	<b>7%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 900,758.00	\$ 63,078.33	\$ 63,078.33	7%
Legal	\$ 25,375.00	\$ (680.00)	\$ (680.00)	-3%
PBA Mngt. Exp.	\$ -	\$ (10,276.50)	\$ (10,276.50)	0%
Mileage/Travel/Training	\$ 17,062.00	\$ 169.00	\$ 169.00	1%
Other Administrative Exp	\$ 123,878.00	\$ 3,110.21	\$ 3,110.21	3%
<i>Total Administrative Expense</i>	<i>\$ 1,067,073.00</i>	<i>\$ 55,401.04</i>	<i>\$ 55,401.04</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 11,567.00	\$ 963.85	\$ 963.85	8%
<i>Total Tenant Services Expenses</i>	<i>\$ 11,567.00</i>	<i>\$ 963.85</i>	<i>\$ 963.85</i>	
<i>Total Utility Expenses</i>	<i>\$ 609,390.00</i>	<i>\$ 51,639.70</i>	<i>\$ 51,639.70</i>	<i>8%</i>
<i>Maintenance</i>				
Salaries	\$ 782,560.00	\$ 64,842.90	\$ 64,842.90	8%
Materials	\$ 390,343.00	\$ 38,802.59	\$ 38,802.59	10%
Contracts	\$ 557,530.00	\$ 37,370.87	\$ 37,370.87	7%
<i>Total Maintenance Expenses</i>	<i>\$ 1,730,433.00</i>	<i>\$ 141,016.36</i>	<i>\$ 141,016.36</i>	
<i>General Expenses</i>				
Insurance	\$ 224,582.00	\$ 18,715.15	\$ 18,715.15	8%
Employee Benefits	\$ 787,450.00	\$ 60,458.77	\$ 60,458.77	8%
Depreciation Expense	\$ 357,981.00	\$ 28,395.90	\$ 28,395.90	8%
PILOT	\$ 34,647.00	\$ -	\$ -	0%
Casualty Losses	\$ 10,000.00	\$ -	\$ -	0%
Collection Losses	\$ 83,362.00	\$ 11,702.98	\$ 11,702.98	14%
Energy Perf Cont Expense	\$ 134,570.00	\$ 5,551.42	\$ 5,551.42	4%
<i>Total General Expenses</i>	<i>\$ 1,632,592.00</i>	<i>\$ 124,824.22</i>	<i>\$ 124,824.22</i>	
<b>Total Expenses</b>	<b>\$ 5,051,055.00</b>	<b>\$ 373,845.17</b>	<b>\$ 373,845.17</b>	<b>7%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 2,665.00</b>	<b>\$ (9,791.73)</b>	<b>\$ (9,791.73)</b>	

Percent of Budget Month 1 of 12

8%

**Vermilion Housing Authority**  
**Operating Statement - Public Housing - COCC Fund 100**  
**April 2025**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ -	\$ -	\$ -	0%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ -	\$ -	\$ -	0%
Other Income	\$ 354,792.00	\$ -	\$ -	0%
Subsidy	\$ -	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ 354,792.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 427,979.00	\$ 31,808.37	\$ 31,808.37	7%
Legal	\$ 6,568.00	\$ -	\$ -	0%
PBA Mngt. Exp.	\$ (392,300.00)	\$ (47,941.50)	\$ (47,941.50)	12%
Mileage/Travel/Training	\$ 5,508.00	\$ 169.00	\$ 169.00	3%
Other Administrative Exp	\$ 29,552.00	\$ (963.15)	\$ (963.15)	-3%
<i>Total Administrative Expense</i>	<i>\$ 77,307.00</i>	<i>\$ (16,927.28)</i>	<i>\$ (16,927.28)</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ -	\$ -	\$ -	0%
<i>Total Tenant Services Expenses</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	
<i>Total Utility Expenses</i>	<i>\$ 22,493.00</i>	<i>\$ 2,104.72</i>	<i>\$ 2,104.72</i>	<i>9%</i>
<i>Maintenance</i>				
Salaries	\$ -	\$ -	\$ -	0%
Materials	\$ 1,953.00	\$ -	\$ -	0%
Contracts	\$ 53,680.00	\$ 931.29	\$ 931.29	2%
<i>Total Maintenance Expenses</i>	<i>\$ 55,633.00</i>	<i>\$ 931.29</i>	<i>\$ 931.29</i>	
<i>General Expenses</i>				
Insurance	\$ 7,996.00	\$ 666.32	\$ 666.32	8%
Employee Benefits	\$ 188,278.00	\$ 14,545.78	\$ 14,545.78	8%
Depreciation Expense	\$ 2,556.00	\$ 212.98	\$ 212.98	8%
PILOT	\$ -	\$ -	\$ -	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ -	\$ -	\$ -	0%
Energy Perf Cont Expense	\$ -	\$ -	\$ -	0%
<i>Total General Expenses</i>	<i>\$ 198,830.00</i>	<i>\$ 15,425.08</i>	<i>\$ 15,425.08</i>	
<b>Total Expenses</b>	<b>\$ 354,263.00</b>	<b>\$ 1,533.81</b>	<b>\$ 1,533.81</b>	<b>0%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 529.00</b>	<b>\$ (1,533.81)</b>	<b>\$ (1,533.81)</b>	

Percent of Budget Month 1 of 12

8%

**Vermilion Housing Authority**  
**Operating Statement - Public Housing - Fair Oaks AMP 101**  
**April 2025**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 78,498.00	\$ 14,433.45	\$ 14,433.45	18%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 89,046.00	\$ -	\$ -	0%
Other Income	\$ 92,897.00	\$ 2,086.50	\$ 2,086.50	2%
Subsidy	\$ 1,363,706.00	\$ 123,555.34	\$ 123,555.34	9%
<b>Total Revenue</b>	<b>\$ 1,624,147.00</b>	<b>\$ 140,075.29</b>	<b>\$ 140,075.29</b>	<b>9%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 137,263.00	\$ 8,795.74	\$ 8,795.74	6%
Legal	\$ 3,931.00	\$ (250.00)	\$ (250.00)	-6%
PBA Mngt. Exp.	\$ 93,485.00	\$ 12,012.50	\$ 12,012.50	13%
Mileage/Travel/Training	\$ 4,058.00	\$ -	\$ -	0%
Other Administrative Exp	\$ 26,438.00	\$ 1,105.41	\$ 1,105.41	4%
<i>Total Administrative Expense</i>	<i>\$ 265,175.00</i>	<i>\$ 21,663.65</i>	<i>\$ 21,663.65</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 3,658.00	\$ 304.79	\$ 304.79	8%
<i>Total Tenant Services Expenses</i>	<i>\$ 3,658.00</i>	<i>\$ 304.79</i>	<i>\$ 304.79</i>	
<i>Total Utility Expenses</i>	<i>\$ 192,665.00</i>	<i>\$ 15,171.96</i>	<i>\$ 15,171.96</i>	<i>8%</i>
<i>Maintenance</i>				
Salaries	\$ 310,111.00	\$ 21,482.85	\$ 21,482.85	7%
Materials	\$ 213,826.00	\$ 26,903.41	\$ 26,903.41	13%
Contracts	\$ 115,679.00	\$ 20,675.54	\$ 20,675.54	18%
<i>Total Maintenance Expenses</i>	<i>\$ 639,616.00</i>	<i>\$ 69,061.80</i>	<i>\$ 69,061.80</i>	
<i>General Expenses</i>				
Insurance	\$ 74,750.00	\$ 6,229.15	\$ 6,229.15	8%
Employee Benefits	\$ 192,040.00	\$ 12,626.27	\$ 12,626.27	7%
Depreciation Expense	\$ 155,535.00	\$ 12,961.25	\$ 12,961.25	8%
PILOT	\$ -	\$ -	\$ -	0%
Casualty Losses	\$ 5,000.00	\$ -	\$ -	0%
Collection Losses	\$ 34,337.00	\$ (267.56)	\$ (267.56)	-1%
Energy Perf Cont Expense	\$ 60,557.00	\$ 2,498.14	\$ 2,498.14	4%
<i>Total General Expenses</i>	<i>\$ 522,219.00</i>	<i>\$ 34,047.25</i>	<i>\$ 34,047.25</i>	
<b>Total Expenses</b>	<b>\$ 1,623,333.00</b>	<b>\$ 140,249.45</b>	<b>\$ 140,249.45</b>	<b>9%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 814.00</b>	<b>\$ (174.16)</b>	<b>\$ (174.16)</b>	

Percent of Budget Month 1 of 12

8%

**Vermilion Housing Authority**  
**Operating Statement - Public Housing - Beeler/Madison/Churchill AMP 102**  
**April 2025**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 264,240.00	\$ 31,591.50	\$ 31,591.50	12%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 59,364.00	\$ -	\$ -	0%
Other Income	\$ 193,606.00	\$ 668.50	\$ 668.50	0%
Subsidy	\$ 501,558.00	\$ 45,619.00	\$ 45,619.00	9%
<b>Total Revenue</b>	<b>\$ 1,018,768.00</b>	<b>\$ 77,879.00</b>	<b>\$ 77,879.00</b>	<b>8%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 113,212.00	\$ 7,615.78	\$ 7,615.78	7%
Legal	\$ 3,185.00	\$ (250.00)	\$ (250.00)	0%
PBA Mngt. Exp.	\$ 96,890.00	\$ 8,292.50	\$ 8,292.50	9%
Mileage/Travel/Training	\$ 1,594.00	\$ -	\$ -	0%
Other Administrative Exp	\$ 20,806.00	\$ 1,176.29	\$ 1,176.29	6%
<i>Total Administrative Expense</i>	<i>\$ 235,687.00</i>	<i>\$ 16,834.57</i>	<i>\$ 16,834.57</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,541.00	\$ 211.77	\$ 211.77	8%
<i>Total Tenant Services Expenses</i>	<i>\$ 2,541.00</i>	<i>\$ 211.77</i>	<i>\$ 211.77</i>	
<i>Total Utility Expenses</i>	<i>\$ 113,653.00</i>	<i>\$ 11,253.68</i>	<i>\$ 11,253.68</i>	<i>10%</i>
<i>Maintenance</i>				
Salaries	\$ 151,511.00	\$ 12,384.78	\$ 12,384.78	8%
Materials	\$ 61,918.00	\$ 3,306.97	\$ 3,306.97	5%
Contracts	\$ 98,647.00	\$ 3,665.79	\$ 3,665.79	4%
<i>Total Maintenance Expenses</i>	<i>\$ 312,076.00</i>	<i>\$ 19,357.54</i>	<i>\$ 19,357.54</i>	
<i>General Expenses</i>				
Insurance	\$ 38,401.00	\$ 3,200.12	\$ 3,200.12	8%
Employee Benefits	\$ 135,953.00	\$ 10,473.11	\$ 10,473.11	8%
Depreciation Expense	\$ 104,392.00	\$ 8,699.32	\$ 8,699.32	8%
PILOT	\$ 8,858.00	\$ -	\$ -	0%
Casualty Losses	\$ 5,000.00	\$ -	\$ -	0%
Collection Losses	\$ 21,564.00	\$ 11,187.00	\$ 11,187.00	52%
Energy Perf Cont Expense	\$ 40,371.00	\$ 1,665.43	\$ 1,665.43	4%
<i>Total General Expenses</i>	<i>\$ 354,539.00</i>	<i>\$ 35,224.98</i>	<i>\$ 35,224.98</i>	
<b>Total Expenses</b>	<b>\$ 1,018,496.00</b>	<b>\$ 82,882.54</b>	<b>\$ 82,882.54</b>	<b>8%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 272.00</b>	<b>\$ (5,003.54)</b>	<b>\$ (5,003.54)</b>	

Percent of Budget Month 1 of 12

8%

**Vermilion Housing Authority**  
**Operating Statement - Public Housing - Merche AMP 103**  
**April 2025**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 217,332.00	\$ 14,754.58	\$ 14,754.58	7%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 48,571.00	\$ -	\$ -	0%
Other Income	\$ 159,145.00	\$ 1,249.50	\$ 1,249.50	1%
Subsidy	\$ 384,718.00	\$ 35,147.00	\$ 35,147.00	9%
<b>Total Revenue</b>	<b>\$ 809,766.00</b>	<b>\$ 51,151.08</b>	<b>\$ 51,151.08</b>	<b>6%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 87,726.00	\$ 5,851.64	\$ 5,851.64	7%
Legal	\$ 3,943.00	\$ -	\$ -	0%
PBA Mngt. Exp.	\$ 85,025.00	\$ 7,130.00	\$ 7,130.00	8%
Mileage/Travel/Training	\$ 1,750.00	\$ -	\$ -	0%
Other Administrative Exp	\$ 21,919.00	\$ 1,105.79	\$ 1,105.79	5%
<i>Total Administrative Expense</i>	<i>\$ 200,363.00</i>	<i>\$ 14,087.43</i>	<i>\$ 14,087.43</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,185.00	\$ 182.08	\$ 182.08	8%
<i>Total Tenant Services Expenses</i>	<i>\$ 2,185.00</i>	<i>\$ 182.08</i>	<i>\$ 182.08</i>	
<i>Total Utility Expenses</i>	<i>\$ 99,965.00</i>	<i>\$ 9,700.75</i>	<i>\$ 9,700.75</i>	<i>10%</i>
<i>Maintenance</i>				
Salaries	\$ 124,817.00	\$ 10,337.33	\$ 10,337.33	8%
Materials	\$ 35,647.00	\$ 4,715.71	\$ 4,715.71	13%
Contracts	\$ 118,241.00	\$ 5,313.00	\$ 5,313.00	4%
<i>Total Maintenance Expenses</i>	<i>\$ 278,705.00</i>	<i>\$ 20,366.04</i>	<i>\$ 20,366.04</i>	
<i>General Expenses</i>				
Insurance	\$ 30,306.00	\$ 2,525.48	\$ 2,525.48	8%
Employee Benefits	\$ 97,513.00	\$ 7,174.60	\$ 7,174.60	7%
Depreciation Expense	\$ 48,441.00	\$ 4,036.77	\$ 4,036.77	8%
PILOT	\$ 8,508.00	\$ -	\$ -	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ 9,891.00	\$ 523.54	\$ 523.54	5%
Energy Perf Cont Expense	\$ 33,642.00	\$ 1,387.85	\$ 1,387.85	4%
<i>Total General Expenses</i>	<i>\$ 228,301.00</i>	<i>\$ 15,648.24</i>	<i>\$ 15,648.24</i>	
<b>Total Expenses</b>	<b>\$ 809,519.00</b>	<b>\$ 59,984.54</b>	<b>\$ 59,984.54</b>	<b>7%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 247.00</b>	<b>\$ (8,833.46)</b>	<b>\$ (8,833.46)</b>	

Percent of Budget Month 1 of 12

8%

**Vermilion Housing Authority**  
**Operating Statement - Public Housing - County Properties AMP 104**  
**April 2025**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 357,408.00	\$ 28,622.00	\$ 28,622.00	8%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 72,856.00	\$ -	\$ -	0%
Other Income	\$ 101,224.00	\$ 1,265.73	\$ 1,265.73	1%
Subsidy	\$ 714,759.00	\$ 65,060.34	\$ 65,060.34	9%
<b>Total Revenue</b>	<b>\$ 1,246,247.00</b>	<b>\$ 94,948.07</b>	<b>\$ 94,948.07</b>	<b>8%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 134,578.00	\$ 9,006.80	\$ 9,006.80	7%
Legal	\$ 7,748.00	\$ (180.00)	\$ (180.00)	-2%
PBA Mngt. Exp.	\$ 116,900.00	\$ 10,230.00	\$ 10,230.00	9%
Mileage/Travel/Training	\$ 4,152.00	\$ -	\$ -	0%
Other Administrative Exp	\$ 25,163.00	\$ 685.87	\$ 685.87	3%
<i>Total Administrative Expense</i>	<i>\$ 288,541.00</i>	<i>\$ 19,742.67</i>	<i>\$ 19,742.67</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 3,183.00	\$ 265.21	\$ 265.21	8%
<i>Total Tenant Services Expenses</i>	<i>\$ 3,183.00</i>	<i>\$ 265.21</i>	<i>\$ 265.21</i>	
<i>Total Utility Expenses</i>	<i>\$ 180,614.00</i>	<i>\$ 13,408.59</i>	<i>\$ 13,408.59</i>	<i>7%</i>
<i>Maintenance</i>				
Salaries	\$ 196,121.00	\$ 20,637.94	\$ 20,637.94	11%
Materials	\$ 76,999.00	\$ 3,876.50	\$ 3,876.50	5%
Contracts	\$ 171,283.00	\$ 6,785.25	\$ 6,785.25	4%
<i>Total Maintenance Expenses</i>	<i>\$ 444,403.00</i>	<i>\$ 31,299.69</i>	<i>\$ 31,299.69</i>	
<i>General Expenses</i>				
Insurance	\$ 73,129.00	\$ 6,094.08	\$ 6,094.08	8%
Employee Benefits	\$ 173,666.00	\$ 15,639.01	\$ 15,639.01	9%
Depreciation Expense	\$ 47,057.00	\$ 2,485.58	\$ 2,485.58	5%
PILOT	\$ 17,281.00	\$ -	\$ -	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ 17,570.00	\$ 260.00	\$ 260.00	1%
Energy Perf Cont Expense	\$ -	\$ -	\$ -	0%
<i>Total General Expenses</i>	<i>\$ 328,703.00</i>	<i>\$ 24,478.67</i>	<i>\$ 24,478.67</i>	
<b>Total Expenses</b>	<b>\$ 1,245,444.00</b>	<b>\$ 89,194.83</b>	<b>\$ 89,194.83</b>	<b>7%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 803.00</b>	<b>\$ 5,753.24</b>	<b>\$ 5,753.24</b>	

Percent of Budget Month 1 of 12

8%

**Vermilion Housing Authority**  
**Operating Statement - HCV - Section 8**  
**April 2025**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Fraud Recovery	\$ 8,398.00	\$ 1,275.70	\$ 1,275.70	15%
Interest Income	\$ 14,781.00	\$ -	\$ -	0%
Administrative Fees	\$ 473,502.00	\$ 36,812.00	\$ 36,812.00	8%
<b>Total Revenue</b>	<b>\$ 496,681.00</b>	<b>\$ 38,087.70</b>	<b>\$ 38,087.70</b>	<b>8%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 271,161.00	\$ 16,528.07	\$ 16,528.07	6%
Legal	\$ 500.00	\$ -	\$ -	0%
Mileage/Travel/Training	\$ 2,500.00	\$ -	\$ -	0%
Other Administrative Exp	\$ 56,937.00	\$ 2,272.80	\$ 2,272.80	4%
Program Management Fee	\$ 113,354.00	\$ 10,276.50	\$ 10,276.50	9%
<i>Total Administrative Expense</i>	<i>\$ 444,452.00</i>	<i>\$ 29,077.37</i>	<i>\$ 29,077.37</i>	
<i>General Expenses</i>				
Insurance	\$ 5,335.00	\$ 444.60	\$ 444.60	8%
Employee Benefits	\$ 87,172.00	\$ 6,137.80	\$ 6,137.80	7%
Depreciation Expense	\$ -	\$ -	\$ -	0%
<i>Total General Expenses</i>	<i>\$ 92,507.00</i>	<i>\$ 6,582.40</i>	<i>\$ 6,582.40</i>	
<b>Total Expenses</b>	<b>\$ 536,959.00</b>	<b>\$ 35,659.77</b>	<b>\$ 35,659.77</b>	<b>7%</b>
<b>Surplus - (Deficit)</b>	<b>\$ (40,278.00)</b>	<b>\$ 2,427.93</b>	<b>\$ 2,427.93</b>	

Percent of Budget Month 1 of 12 8%

April 30, 2025

### CAPITAL FUND 2022 - Vermilion Housing Authority

Obligation Date: 5/11/2024  
Close Out Date: 5/11/2026

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	4/30/2025 Obligation
<b>Operations 1406</b>	\$ 540,045.00	\$ -	\$ 540,045.00	\$ -	0.0%	\$ 540,045.00
<b>Mgmt. Improvements 1408</b>						
Marketing and Advertising	\$ -	\$ -	\$ -	\$ -		
Surveillance System	\$ 117,267.18	\$ -	\$ 117,267.18	\$ -		\$ 117,267.18
Staff Training	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -		\$ 1,800.00
IT Improvements	\$ 49,087.44	\$ -	\$ 49,087.44	\$ -		\$ 49,087.44
Background Check Information	\$ 2,845.38	\$ -	\$ 2,845.38	\$ -		\$ 2,845.38
	<b>\$ 171,000.00</b>	<b>\$ -</b>	<b>\$ 171,000.00</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 171,000.00</b>
<b>Administration 1410</b>						
Administration Costs	\$ 204,029.30	\$ -	\$ 204,029.30	\$ -	0.0%	\$ 204,029.30
<b>Contract Administration 1480</b>						
A/E Services	\$ 76,144.58	\$ 725.00	\$ 42,096.10	\$ 34,048.48		\$ 76,144.58
	<b>\$ 76,144.58</b>	<b>\$ 725.00</b>	<b>\$ 42,096.10</b>	<b>\$ 34,048.48</b>	<b>44.7%</b>	<b>\$ 76,144.58</b>
<b>Dwelling Unit - Interior/Exterior 1480</b>						
Roof Replacement - Centennial Manor	\$ 173,432.81	\$ -	\$ 148,567.81	\$ 24,865.00		\$ 173,432.81
Unit Modernization - Fair Oaks	\$ 551,759.53	\$ -	\$ 551,759.53	\$ -		\$ 551,759.53
Painting - Churchill	\$ 16,879.00	\$ -	\$ 16,879.00	\$ -		\$ 16,879.00
Painting - Mer Che	\$ 28,506.80	\$ -	\$ 28,506.80	\$ -		\$ 28,506.80
Painting Community Room - Centennial Manor	\$ 11,482.60	\$ -	\$ 11,482.60	\$ -		\$ 11,482.60
Door Replacement - Screen and Exterior Security Doors	\$ 1,580.00	\$ -	\$ 1,580.00	\$ -		\$ 1,580.00
	<b>\$ 783,640.74</b>	<b>\$ -</b>	<b>\$ 758,775.74</b>	<b>\$ 24,865.00</b>	<b>3.2%</b>	<b>\$ 783,640.74</b>
<b>Non-Dwelling/Dwelling Unit - Site Work 1480</b>						
Bus Stop Pavilion - Fair Oaks	\$ 24,000.00	\$ -	\$ 13,650.95	\$ 10,349.05		\$ 14,571.00
Sewer and Water Line Repairs	\$ 860.00	\$ -	\$ 860.00	\$ -		\$ 860.00
Roadway Paving/Curb Upgrades - Beeler	\$ 49,488.65	\$ -	\$ 49,488.65	\$ -		\$ 49,488.65
Landscape Upgrades	\$ 7,350.00	\$ -	\$ 7,350.00	\$ -		\$ 7,350.00
	<b>\$ 81,698.65</b>	<b>\$ -</b>	<b>\$ 71,349.60</b>	<b>\$ 10,349.05</b>	<b>12.7%</b>	<b>\$ 72,269.65</b>
<b>Dwelling Unit - Demolition 1480</b>						
Demolition - Parkview	\$ 311,352.73	\$ -	\$ 216,655.85	\$ 94,696.88		\$ 224,777.76
	<b>\$ 311,352.73</b>	<b>\$ -</b>	<b>\$ 216,655.85</b>	<b>\$ 94,696.88</b>	<b>30.4%</b>	<b>\$ 224,777.76</b>
<b>Total</b>	<b>\$ 2,167,911.00</b>	<b>\$ 725.00</b>	<b>\$ 2,003,951.59</b>	<b>\$ 163,959.41</b>	<b>7.6%</b>	<b>\$ 2,071,907.03</b>

Percent Obligated 95.6%

April 30, 2025

**CAPITAL FUND 2023 - Vermilion Housing Authority**

Obligation Date: 2/16/2025  
Close Out Date: 2/16/2027

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	4/30/2025 Obligation
<b>Operations 1406</b>	\$ 557,557.00	\$ -	\$ 557,557.00	\$ -	0.0%	\$ 557,557.00
<b>Mgmt. Improvements 1408</b>						
Marketing and Advertising	\$ -	\$ -	\$ -	\$ -		\$ -
Surveillance System	\$ 104,683.73	\$ -	\$ 104,683.73	\$ -		\$ 104,683.73
Staff Training	\$ 10,942.35	\$ -	\$ 10,942.35	\$ -		\$ 10,942.35
IT Improvements	\$ 12,022.86	\$ -	\$ 12,022.86	\$ -		\$ 12,022.86
Background Check Information	\$ 7,351.06	\$ -	\$ 7,351.06	\$ -		\$ 7,351.06
	\$ 135,000.00	\$ -	\$ 135,000.00	\$ -	0.0%	\$ 135,000.00
<b>Administration 1410</b>						
Administration Costs	\$ 223,030.80	\$ -	\$ 223,030.80	\$ -	0.0%	\$ 223,030.80
<b>Contract Administration 1480</b>						
A/E Services	\$ 94,410.00	\$ -	\$ 21,987.37	\$ 72,422.63		\$ 94,410.00
	\$ 94,410.00	\$ -	\$ 21,987.37	\$ 72,422.63	76.7%	\$ 94,410.00
<b>Dwelling Unit - Interior/Exterior 1480</b>						
Flooring Upgrade - Centennial Manor	\$ 23,251.09	\$ -	\$ 4,739.22	\$ 18,511.87		\$ 4,739.22
Unit Modernization - Fair Oaks	\$ 421,510.69	\$ 68,280.00	\$ 284,675.72	\$ 136,834.97		\$ 421,510.69
Roof Replacement - Fair Oaks	\$ 129,733.76	\$ -	\$ 129,733.76	\$ -		\$ 129,733.76
Appliance Replacement	\$ 44,768.66	\$ -	\$ 44,768.66	\$ -		\$ 44,768.66
Appliance Replacement - Centennial Manor	\$ 27,840.81	\$ -	\$ 27,840.81	\$ -		\$ 27,840.81
	\$ 647,105.01	\$ 68,280.00	\$ 491,758.17	\$ 155,346.84	\$ -	\$ 628,593.14
<b>Non-Dwelling/Dwelling Unit - Site Work 1480</b>						
Update Lobby Restrooms - Centennial Manor	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00		\$ -
Fresh Air Rooftop Unit - MerChe	\$ 18,000.00	\$ -	\$ -	\$ 18,000.00		\$ -
Handrail Replacement - Churchill	\$ 31,370.00	\$ -	\$ 31,370.00	\$ -		\$ 31,370.00
Bus Stop Pavilion - Fair Oaks	\$ 7,815.00	\$ -	\$ 7,815.00	\$ -		\$ 7,815.00
Sewer and Water Line Repairs	\$ 26,235.70	\$ -	\$ 26,235.70	\$ -		\$ 26,235.70
Roadway Patching & Preservation	\$ 222,171.90	\$ -	\$ 117,104.00	\$ 105,067.90		\$ 222,171.90
Landscape Upgrades - MerChe	\$ 23,967.23	\$ 1,378.48	\$ 23,967.23	\$ -		\$ 23,967.23
	\$ 359,559.83	\$ 1,378.48	\$ 206,491.93	\$ 153,067.90	42.6%	\$ 311,559.83
<b>Dwelling Unit - Demolition 1480</b>						
Demolition - Parkview Court	\$ 213,645.36	\$ 65,700.00	\$ 116,349.36	\$ 97,296.00		\$ 213,645.36
	\$ 213,645.36	\$ 65,700.00	\$ 116,349.36	\$ 97,296.00	45.5%	\$ 213,645.36
<b>Total</b>	\$ 2,230,308.00	\$ 135,358.48	\$ 1,752,174.63	\$ 478,133.37	21.4%	\$ 2,163,796.13

Percent Obligated 97.0%

April 30, 2025

### CAPITAL FUND 2024 - Vermilion Housing Authority

Obligation Date: 5/5/2026  
Close Out Date: 5/5/2028

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available	4/30/2025 Obligation
<b>Operations 1406</b>	\$ 458,128.00			\$ 458,128.00	100.0%	\$ 458,128.00
<b>Mgmt. Improvements 1408</b>						
Marketing and Advertising	\$ 1,052.31	\$ -	\$ -	\$ 1,052.31		\$ -
Surveillance System	\$ 20,000.00	\$ -	\$ 5,315.08	\$ 14,684.92		\$ 5,315.08
Staff Training	\$ 11,947.69	\$ 722.88	\$ 11,947.69	\$ -		\$ 11,947.69
IT Improvements	\$ 35,000.00	\$ -	\$ -	\$ 35,000.00		\$ -
Background Check Information	\$ 8,000.00	\$ 1,003.77	\$ 3,084.63	\$ 4,915.37		\$ 3,084.63
	<b>\$ 76,000.00</b>	<b>\$ 1,726.65</b>	<b>\$ 20,347.40</b>	<b>\$ 55,652.60</b>	<b>73.2%</b>	<b>\$ 20,347.40</b>
<b>Administration 1410</b>						
Administration Costs	\$ 229,064.00	\$ -	\$ -	\$ 229,064.00	100.0%	\$ 229,064.00
<b>Contract Administration 1480</b>						
A/E Services	\$ 50,000.00	\$ 5,564.44	\$ 15,685.69	\$ 34,314.31		\$ 15,685.69
	<b>\$ 50,000.00</b>	<b>\$ 5,564.44</b>	<b>\$ 15,685.69</b>	<b>\$ 34,314.31</b>	<b>68.6%</b>	<b>\$ 15,685.69</b>
<b>Dwelling Unit - Interior/Exterior 1480</b>						
Unit Modernization - Fair Oaks	\$ 300,000.00	\$ -	\$ -	\$ 300,000.00		\$ -
	<b>\$ 300,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000.00</b>	<b>100.0%</b>	<b>\$ -</b>
<b>Non-Dwelling/Dwelling Unit - Site Work 1480</b>						
Fencing Install - Fair Oaks	\$ -	\$ -	\$ -	\$ -		\$ -
Facade - MerChe	\$ 949,000.00	\$ -	\$ -	\$ 949,000.00		\$ 949,000.00
Water Heater Replacement- Churchill	\$ -	\$ -	\$ -	\$ -		\$ -
MCM Elevator Upgrade	\$ 123,904.50	\$ 61,952.50	\$ 61,952.50	\$ 61,952.00		\$ 123,904.50
Fencing Upgrade - MerChe	\$ 27,754.50	\$ -	\$ -	\$ 27,754.50		\$ 27,754.50
Sewer and Water Line Repairs	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00		\$ -
Maintenance Shop	\$ -	\$ -	\$ -	\$ -		\$ -
Community Room - MerChe	\$ -	\$ -	\$ -	\$ -		\$ -
Rooftop HVAC Replacment - LIPH Suite/Admin Building	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00		\$ -
Hot Water Tank - MerChe	\$ -	\$ -	\$ -	\$ -		\$ -
Roadway Patching & Preservation	\$ -	\$ -	\$ -	\$ -		\$ -
Tuckpointing - Admin Building	\$ 34,000.00	\$ -	\$ -	\$ 34,000.00		\$ 34,000.00
Landscape Upgrades	\$ 12,790.00	\$ -	\$ 6,639.50	\$ 6,150.50		\$ 6,639.50
	<b>\$ 1,177,449.00</b>	<b>\$ 61,952.50</b>	<b>\$ 68,592.00</b>	<b>\$ 1,108,857.00</b>	<b>94.2%</b>	<b>\$ 1,141,298.50</b>
<b>Total</b>	<b>\$ 2,290,641.00</b>	<b>\$ 69,243.59</b>	<b>\$ 104,625.09</b>	<b>\$ 2,186,015.91</b>	<b>95.4%</b>	<b>\$ 1,864,523.59</b>

Percent Obligated 81.4%

**ROSS Grant - Vermilion Housing Authority**  
**ROSS241891**  
**April 2025**

Start Date: 6/1/2024  
Close Out Date: 5/31/2027

	Budget	Expended Current Month	Expended Grant-To-Date	Available Balance	Percent Available
<b>Project Coordinator 1168</b>					
Project Coordinator	\$ 175,159.00	\$ 4,894.40	\$ 57,277.84	\$ 117,881.16	67.3%
<b>Training Costs 1268</b>					
Training Costs	\$ 7,500.00	\$ -	\$ 1,087.00	\$ 6,413.00	
	\$ 7,500.00	\$ -	\$ 1,087.00	\$ 6,413.00	85.5%
<b>Administrative Costs 1868</b>					
Administrative Costs	\$ 18,266.00	\$ -	\$ 5,963.15	\$ 12,302.85	
	\$ 18,266.00	\$ -	\$ 5,963.15	\$ 12,302.85	67.4%
<b>Total</b>	<b>\$ 200,925.00</b>	<b>\$ 4,894.40</b>	<b>\$ 64,327.99</b>	<b>\$ 136,597.01</b>	<b>68.0%</b>

**Vermilion Housing Authority**  
**First Financial Bank - Authority Account**  
**April 2025**

**Balance Sheet**

<b>Assets</b>	
111105 Cash	321,447.66
<b>Total Assets</b>	<u>321,447.66</u>
 <b>Liabilities</b>	
2111 Accounts Payable	0.00
<b>Total Liabilities</b>	0.00
 <b>Equity</b>	
2820 Operating Reserves - Retained Earnings	321,408.04
Current Year Operating - Gain/(Loss)	39.62
<b>Total Liabilities &amp; Equity</b>	<u>321,447.66</u>

**Income Statement**

	Current Month	Year to Date
<b>Operating Revenue</b>		
Interest Income	39.62	39.62
Other Income	0.00	0.00
<b>Total Revenue</b>	<u>39.62</u>	<u>39.62</u>
 <b>Operating Expenses</b>		
Other Administrative Expenses	0.00	0.00
<b>Total Expenses</b>	<u>0.00</u>	<u>0.00</u>
 Surplus - (Deficit)	 39.62	 39.62

**Vermilion Housing Authority**  
**Tenant Receivables Outstanding**  
**PHAS Financial Indicator**  
**April 2025**

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-25	\$	6,928.73	0.76%
April-25	\$	11,338.93	1.05%
May-25			0.00%
June-25			0.00%
July-25			0.00%
August-25			0.00%
September-25			0.00%
October-25			0.00%
November-25			0.00%
December-25			0.00%
January-26			0.00%
February-26			0.00%
March-26			0.00%

# Vermilion Housing Authority

## Ap Expenditures

April 2025

AHW LLC.	\$807.59
Ameren Illinois	\$24,093.97
Aqua Illinois Inc	\$13,781.18
Barton Carrolls Inc.	\$2,112.00
Blaine Window Hardware	\$66.58
Bob's Market & Greenhouses	\$2,156.00
Botts Locksmith	\$70.00
Brickyard Landfill - 4725	\$1,402.85
Canady Laboratories, Inc.	\$316.80
Carnaghi Towing & Repair	\$135.00
Caveman's Tree Service	\$375.00
Citibank, N.A.	\$419.97
City of Danville	\$7,456.41
City of Hoopeston	\$1,801.89
Comcast Cable	\$628.33
Connor Company	\$6,185.37
Constellation NewEnergy, Inc.	\$660.56
CTS Computer Center	\$5,828.00
Farnsworth Group Inc.	\$6,289.44
Fastenal	\$176.33
First Nonprofit Unemployment Program	\$5,094.00
Georgetown Waterworks	\$2,651.82
Gibson Teldata, Inc.	\$4,663.68
Grainger, Inc	\$226.70
Hd Supply Facilities Maintenance	\$11,873.27
Health Alliance	\$35,664.31
Heidrick Septic Service Inc.	\$950.00
Hillard Bynum	\$200.00
Hillard's Plumbing, Heating & Cooling Co.	\$3,350.00
Hoopeston Ford Inc	\$112.01
Housing-Renewal & Local Agency Retirement	\$18,418.54
Illini FS	\$2,782.75
Illinois Landfill	\$415.01
Indiana Media Group	\$497.76
Kelly Printing Company Inc.	\$64.07
Kirby Risk Corporation	\$40.42
Kone Inc.	\$64,289.62
Lahne Lawncare	\$280.00
Lansing Housing Products Inc	\$488.00
Lanz Heating & Cooling, Inc.	\$600.00
Linden Coffey	\$50.00
Menards - Menards Of Danville	\$2,980.97
Metropolitan Life Insurance Company	\$1,992.00
Municipal Water Utility	\$226.90
Nan Mckay & Associates Inc.	\$175.00
Napa Auto Parts	\$84.08
Nelson's Lawn Care	\$1,520.00
NUSO, LLC	\$362.07
Online Information Services Inc.	\$1,460.07
Owens Excavating & Trucking LLC	\$620.00
PDQ Supply Inc.	\$238.13
Peerless Network	\$1,008.35
Petty Cash, Tamra Hartman Custodial	\$73.91
Quill	\$934.00
Rahn Equipment Company	\$5,030.00
Ridge Plumbing Contractor, LLC	\$84,192.43
Rogers Supply Company Inc.	\$796.82
Sherwin-Williams	\$79.98
Silver Bros. Inc.	\$65,700.00
Sparklight Business	\$553.33
Terminix Services	\$6,788.00
The Lincoln National Life Insurance Co.	\$303.25
TK Elevator Corporation	\$2,011.60
ULINE, INC.	\$1,378.48
Verizon Wireless	\$205.71

Vermilion County Health Department	\$121.60
Village of Fairmount	\$174.82
Village of Rossville	\$792.15
Wagner Communications Inc.	\$501.37
Watson Tire & Automotive Inc.	\$35.00
Watts Copy System	\$702.64
YR Tireman	\$1,184.82
<b>Total for all Vendors</b>	<b>409,702.71</b>

## Memorandum

**TO:** Board of Commissioners  
**FROM:** Amber McCoy, Deputy Director  
**DATE:** April 2, 2025  
**RE:** Personnel Monthly Report for the Month of March 2025

**1. The following personnel action was taken in March 2025:**

Ethan Thompson – Temporary Maintenance Laborer – Hired

**2. Staff/Commissioners attended the following training through the Executive Office in March 2025:**

Public Housing Rent Calculation  
Danville, IL

Nicole Brumfield  
Asset Manager

Department of Labor Prevailing Wage Seminar  
Danville, IL

Jackie Vinson

## Memorandum

**TO:** Board of Commissioners  
**FROM:** Amber McCoy, Deputy Director  
**DATE:** May 5, 2025  
**RE:** Personnel Monthly Report for the Month of April 2025

**1. The following personnel action was taken in April 2025:**

Ron Kuntz – Maintenance Mechanic – Retired  
Bill Athey – Building and Grounds Technician - Seasonal – Hired  
Eddie Alvarez – Maintenance Technician – Hired  
Sherrod Swafford – Maintenance Mechanic – Terminated  
Rachel West – HCV Eligibility Specialist – Hired

**2. Staff/Commissioners attended the following training through the Executive Office in April 2025:**

IAHA Maintenance and Management Clinic  
Springfield, IL

Jaclyn Vinson  
Executive Director

Mental Health First Aid Training  
Danville, IL

Melissa Welker, Kim Spangler,  
Kyle Smith, Tamera  
Forthenberry, Meagan Morgan,  
Sue Harden, Michele Pataki,  
Emily Stone, Tamra Hartman,  
Samantha Bruens, and Gail  
Moore

Pets, Support Animals, & Service Animals  
Danville, IL

Jaclyn Vinson, Brittany Savalick

## MEMORANDUM

**TO:** Board of Commissioners

**FROM:** Jaclyn Vinson, Executive Director

**DATE:** April 28, 2025

**RE:** VHA Administration Building RTU Replacement

One rooftop HVAC unit on the Fair Oaks Administration Building needs to be replaced. Model number CPG1202103BXXXAA. Quotes were solicited from local HVAC companies. We received the following quotes

<b>COMPANY</b>	<b>UNIT 1</b>
Atlas Total Home	\$27,402.00
Blackies	\$29,941.00
Edelman	\$28,162.40
SRK Heating & Air Conditioning, LLC	\$24,600.00

At this time, we are recommending approval to proceed with SRK Heating & Air Conditioning, LLC, at a price not to exceed \$24,600.00.

**RESOLUTION NO. 2025-13**

**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, the Authority to approve the contract with SRK Heating & Air Conditioning LLC for the RTU (one rooftop HVAC unit) at Fair Oaks Administration Building in Danville, Illinois, not to exceed \$24,600.00; 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 contract with SRK Heating & Air Conditioning LLC for the RTU (one rooftop HVAC unit) at Fair Oaks Administration Building in Danville, Illinois, not to exceed \$24,600.00.
- 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 15th day of May,  
2025.

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

## MEMORANDUM

**TO:** Board of Commissioners

**FROM:** Amber McCoy, Deputy Director

**DATE:** April 3, 2025

**RE:** Disposition of NEC Phone System

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We currently have a NEC phone system that was purchased for \$35,030.00 and installed on March 1, 1999.

The NEC system has become obsolete. We looked at different options for VHA and decided it was best to convert it to a cloud based system. Converting to cloud-based services will reduce our monthly telephone expenses significantly. Gibson Teldata converted our old system to cloud base services at the end of March.

We request the Board's approval to dispose of this NEC phone system, as in line with the VHA Disposition Policy. Due to the NEC phone system being obsolete, I recommend the NEC phone system equipment be recycled.

**RESOLUTION NO. 2025-14**

**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, the Authority to approve the disposition of the NEC Phone System; 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 the NEC Phone System.
- 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 15th day of May, 2025.

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

## MEMORANDUM

**TO:** Board of Commissioners

**FROM:** Amber McCoy, Deputy Director

**DATE:** May 6, 2025

**RE:** Boiler and Water Heater Replacement Project at Fair Oaks

The Vermilion Housing Authority (VHA) requested bids for boiler and water heater replacement in forty (40) total units at Fair Oaks. It was the intent of this Invitation for Bid (IFB) to secure the services of an experienced and qualified contractor to remove and dispose of the existing boilers and water heaters in residential units and install new boilers and water heaters and complete a diagnostic to ensure proper function upon installation.

We received complete quotes from two (2) companies, as depicted below.

<b>Company</b>	<b>Price Quotation</b>
Ridge Plumbing Contractor LLC	\$201,064.00
Hillards Plumbing, Heating, & Cooling	\$218,840.00

Hillards Plumbing, Heating, & Cooling bid packet was received after the deadline and was deemed unresponsive.

We are recommending approval to enter into a contract with Ridge Plumbing Contractor LLC to perform the boiler and water heater replacement, as quoted, at a cost not to exceed \$201,064.00.

**RESOLUTION NO. 2025-15**

**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 contract with Ridge Plumbing Contractor LLC for the Boiler and Water Heater Replacement Project at Fair Oaks in Danville, Illinois, not to exceed \$201,064.00; 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 contract with Ridge Plumbing Contractor LLC for the Boiler and Water Heater Replacement Project at Fair Oaks in Danville, Illinois, not to exceed \$201,064.00.
- 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 15th day of May, 2025.

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

# Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0215  
(exp. 12/31/2026)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

**Instructions** Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name <b>Housing Authority of the City of Danville, IL</b>	For PHA FY Ending (mm/dd/yyyy) <b>03/31/2025</b>	Submission Date (mm/dd/yyyy) <b>05/30/2024</b>
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**Check here if the PHA expends less than \$300,000 a year in Federal awards**

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

## Performance Indicators

- Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response    Yes     No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response    Yes     No
- Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response    Yes     No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response     At least 98% of units sampled     80 to 97% of units sampled     Less than 80% of units sampled
- Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response     At least 90% of files sampled     80 to 89% of files sampled     Less than 80% of files sampled
- Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response    Yes     No
- HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response    Yes     No
- HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response     At least 98% of cases sampled     Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

**Applies only to PHAs with jurisdiction in metropolitan FMR areas.**

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes  No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes  No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes  No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes  No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes  No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes  No

8. Payment Standards. The PHA has adopted payment standards schedule(s) in accordance with § 982.503.

PHA Response Yes  No

Enter FMRs and payment standards (PS).

0-BR FMR <u>  \$686  </u>	1-BR FMR <u>  \$763  </u>	2-BR FMR <u> \$1,001 </u>	3-BR FMR <u> \$1,222 </u>	4-BR FMR <u> \$1,351 </u>
PS <u>  \$754  </u>	PS <u>  \$839  </u>	PS <u> \$1,101 </u>	PS <u> \$1,344 </u>	PS <u> \$1,486 </u>

**If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.**

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes  No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes  No

11. Initial HQS Inspections. Newly leased units pass HQS inspection within the time period required. This includes both initial and turnover inspections for the PBV program. (24 CFR 982.305; 983.103(b)-(d)).

PHA Response Yes  No

12. Periodic HQS Inspections. The PHA has met its periodic inspection requirement for its units under contract (982.405 and 983.103(e)).

PHA Response Yes  No

13. Lease-Up. The PHA executes housing assistance contracts for the PHA's number of baseline voucher units, or expends its annual allocated budget authority.

PHA Response Yes  No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

**Applies only to PHAs required to administer an FSS program.**

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)  
**Applies only to PHAs required to administer an FSS program .**

Check here if not applicable

PHA Response Yes  No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

**Deconcentration Bonus Indicator** (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes  No  If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify under penalty of perjury that, to the best of my knowledge, the above responses are true and correct for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

**Warning:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) \_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_\_

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

# SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) \_\_\_\_\_

PHA Name \_\_\_\_\_

Principal Operating Area of PHA \_\_\_\_\_  
(The geographic entity for which the Census tabulates data)

**Special Instructions for State or regional PHAs.** Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

2020 Census Poverty Rate of Principal Operating Area \_\_\_\_\_

## Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) \_\_\_\_\_ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- \_\_\_\_\_ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- \_\_\_\_\_ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).

Is line c 50% or more? Yes  No

- 2) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- \_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- \_\_\_\_\_ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- \_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes  No

- 3) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- \_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- \_\_\_\_\_ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- \_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes  No

**If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.**

**See instructions above concerning bonus points for State and regional PHAs.**

**RESOLUTION NO. 2025-16**

**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, to approve the Section 8 Management Assessment Program (SEMAP) submission for fiscal year ending March 31, 2025; 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, 2025.
- 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 15<sup>th</sup> day of May, 2025.

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

# **Vermilion Housing Authority**

## **Vehicle Policy**

Adopted May 15, 2025

### **Introduction**

This policy establishes rules governing the use of vehicles owned by the Vermilion Housing Authority (VHA) by employees of the VHA.

VHA vehicles are available to assist VHA employees in accomplishing the responsibilities of their position. VHA vehicles may only be driven by a VHA employee who is authorized to do so and who has a valid driver's license.

### **Vehicle Assignment**

The Deputy Director will assign vehicles for the purpose of transporting material, equipment, and personnel for official business only. Vehicles will not be used for personal business. Vehicles may be assigned to specific personnel for use on a daily basis or may be reserved for general use and checked out as needed. Vehicle assignments are subject to change at any time based on the needs of the Authority. Keys will be returned to the maintenance key box at the end of each shift.

A current copy of the insurance card, vehicle registration, and operator's manual will be kept in the glove compartment of each vehicle. Copies of the insurance and registration will also be kept in the vehicle file located in the finance office.

Vehicles will be operated by employees with current driver's licenses. A copy of the license will be kept in their personnel file. Vehicles will be operated in a safe manner in compliance with state and local laws. Vehicles will not exceed fifteen miles per hour when operating within developments. No smoking or eating will be allowed while operating vehicles. Cell phones will be used only when the vehicle is at a complete stop and placed in park. Operators will be responsible for citations issued while the vehicle is in their use and the user will report all citations to the Executive Director.

Operators will be responsible for ensuring that vehicles are in safe working condition. Deficiencies affecting the safe use of any vehicle will be reported to the Purchasing Specialist for correction prior to use. Vehicles deemed unsafe will be removed from use until repairs are made.

## Use of Vehicles

All VHA vehicles shall be used only for VHA related business by Authorized Employees. The use of a VHA vehicle for personal business or reason is strictly prohibited.

### 1. Authorized Employee

To Operate a VHA vehicle an employee must at all times have a valid driver's license. The employee must provide a copy of his/her valid driver's license.

VHA may prohibit an employee from operating a VHA vehicle if a review of the employee's record of motor vehicle operation reflects a pattern of reckless behavior, moving violations, or a general disregard of rules and laws governing operation of motor vehicles.

Authorized Employees shall annually or upon request promptly provide VHA's Finance Manager with a copy of their valid driver's license.

### 2. Authorized Employee Responsibilities:

- a. To notify VHA immediately if his/her motor vehicle license is revoked or suspended.
- b. To operate a VHA vehicle only for VHA purposes.
- c. Not to use a VHA vehicle for personal errands or other such use.
- d. To comply at all times with all applicable local, state and federal laws, ordinances, rules and regulations applicable to motor vehicle operation.
- e. To wear a seat belt at all times when a VHA vehicle is in motion.
- f. Smoking in a VHA vehicle is prohibited.
- g. Not to operate a VHA vehicle if using a prescription or non-prescription whose side effect may impair the ability to operate a VHA motor vehicle safely.
- h. To refill the gasolines tank of any VHA motor vehicle before parking the vehicle when the gasoline gauge reflects that the gas tank is less than  $\frac{1}{4}$  full.
- i. Always make sure VHA vehicles are locked.
- j. Employee should have in their possession their driver's license while operating a VHA vehicle.
- k. To report promptly any problem or unusual circumstance with operation of a VHA vehicle or damage viewed to a vehicle to VHA's Executive Director.
- l. To report immediately any accident or theft to the VHA's Executive Director whether or not damage or injury has occurred and to cooperate in providing detailed information with respect to such accident or theft including completion of any required report or form.
- m. To cooperate promptly with any request by VHA regarding repair and/or maintenance of a VHA vehicle.

- n. To be financially responsible for any fine resulting from any traffic violation and/or unlawful parking of a VHA vehicle.
- o. Not to drive a VHA vehicle if texting on, or using, a mobile phone of comparable electronic equipment, EXCEPT in the event of personal or VHA related emergency when the operator can promptly move the VHA vehicle off the road to a complete stop.

Any failure or record of repeated failures to comply with these responsibilities may result in disciplinary action by VHA, including denial of authorization to operate any VHA vehicle, discipline or termination of employment.

### **Maintenance/Emergency Service**

Effective maintenance of the VHA fleet of motor vehicles is a cooperative effort by employees and service providers.

VHA's Purchasing Specialist is responsible for monitoring and scheduling routine maintenance of each VHA motor vehicle. Authorized employees are responsible for cooperating with VHA's Purchasing Specialist to ensure maintenance is provided.

Any Authorized Employee who believes that maintenance on a VHA motor vehicle is required shall report this promptly to VHA's Purchasing Specialist.

In the event of a motor vehicle breakdown requiring emergency repairs, a VHA employee should promptly report this to VHA's Purchasing Specialist during working hours and secure authorization for repairs or to be towed. If emergency service is required outside of working hours, the employee should promptly report this to VHA's Executive Director and secure authorization for repairs or to be towed.

### **Vehicle Maintenance**

The Purchasing Specialist will be responsible for scheduling maintenance and repair of all fleet vehicles. Scheduled maintenance will be done according to the manufacturer's recommendations. Responsibility for keeping vehicles clean both inside and out will be the users. Repairs will be approved by the Deputy Director.

### **Auxiliary Equipment**

All vehicles will be equipped with a jack and spare tire; a first aid kit; ratchet straps; and a functional ice scraper. It is the responsibility of the operator to confirm these items are in place. In the event items are missing or inoperable the employee must report it to the Purchasing Specialist and the Purchasing Specialist will expedite their replacement prior to vehicles use.

***Acknowledgement***

I understand and will abide by the VHA Vehicle Policy. I further understand that should I commit any violation of this policy, disciplinary action and/or legal action may be taken.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

**RESOLUTION NO. 2025-17**

**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, the Authority to approve the Vehicle Policy; 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 Vehicle Policy.
- 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 15<sup>th</sup> day of May, 2025.

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

## **Section 2- Schedule**

### **a) Hours of Operation**

All employees are required to punch a time clock. Employees must clock in and out upon arrival and departure. Employees must clock out before beginning any meal period, and clock in before returning to work after any meal period. The 7-minute rounding rule will apply to all time clock punches. The actual punch time appears on the timecard; however, the daily and period times are rounded to the nearest quarter hour. Time rounds down to the nearest quarter hour if an employee is within the first 7 minutes of the interval. Time rounds up to the nearest quarter hour if an employee is within the last 7 minutes of the interval.

MINUTES AFTER THE HOUR	MINUTE MARK TO ROUND TO
0 – 7	:00 (of the current hour)
8 – 22	:15
23 – 37	:30
38 – 52	:45
53 – 59	:00 (of the next hour)

The standard work week for all employees is from 7:30 A.M. to 4:00 P.M., Monday through Friday. The normal workday shall consist of 7.5 hours including an unpaid hour for lunch. All employees who clock 7.5 hours within each individual workday will be awarded one-half (1/2) hour of paid time.

Employees are required to use sick and vacation leave time upon absence according to their regularly scheduled workday. If no time off request has been made an automatic deduction will be applied if time is available.

### **b) Overtime**

Overtime will be approved in advance by the Executive Director (ED). In the event of emergencies overtime may be granted by the Asset Manager who will notify the Executive Director as soon as that is practical.

### **c) Night Call**

Employees who are assigned to on-call coverage are waiting to be engaged and are expected to be ready and available to respond to emergency calls at all times during the on-call period. The on-call employee must be able to respond and perform his/her duties responsibly and effectively throughout the on-call period. It is required that "On Call" employees live within 60 minutes of the development they work at and must always maintain a valid driver's license.

The on-call employees' goal should be to get to the covered site within 60 minutes of being summoned.

On call assignments are rotated among on call maintenance staff in a fair and equitable fashion, but in case of major property disasters, all staff can be summoned to the property by VHA Management.

While the main reason for on-call assignments is to provide coverage for emergency service needs on site, the on-call person may also be assigned regular duties such as opening and closing laundry facilities, running the trash compactor, walking the site, etc. These assignments will be made at the discretion and direction of VHA Management.

A night call schedule will be prepared annually by the Building and Grounds Supervisor. All Mechanics and Technicians will be included in the scheduled night call rotation. The night call rotation period is from 7:30 a.m. on Monday to 7:30 a.m. of the following Monday. The individual on night call will respond to calls from the answering service, local authorities, and Authority management during lunch periods; between the hours of 3:30pm to 7:30 a.m. Monday through Friday; from 3:30pm on Friday until 7:30 a.m. on Monday; and during all VHA holidays.

Any changes to the posted night call schedule must be approved by the Buildings and Grounds Supervisor in advance. The Buildings and Grounds Supervisor will notify the Executive Director, the Asset Managers, Payroll, Maintenance Operations Coordinator, and the answering service as changes are approved. In the event a change needs to be made because of illness or other emergency it is the responsibility of the night call employee to arrange coverage and notify the Buildings and Grounds Supervisor of the change.

The night call employee will use an Agency vehicle for all night call hours. The agency vehicle may not be used for personal transportation for the assigned on-call period. Housing Authority employees are the only people allowed in Housing Authority vehicles. The employee will also be issued a set of night call keys and a phone. The answering service must be able to contact you on the night call cell phone, you must ensure you have cellular service. Additionally, it is the on-call employee's responsibility to assure that his/her cell phone is working and is on his/her person and in the "on" position at all times during the on-call period. The employee is responsible for testing the cell phone daily to assure it is operable. It should be monitored at all times. A call sheet with appropriate phone numbers and codes will be provided to employees prior to starting the night call rotation. Updated residents lists will also be distributed monthly by the Housing Operations Director to all night call employees. Prior to your night call shift beginning, inventory your available parts and equipment and replace items as needed. Material should be entered on the inventory sheet, on the clipboard in the administration building basement, as it is used.

Night call tickets will be completed with each call. (See next page for Night Call Slip) Tickets will include all relevant information related to the call including start time, completion time, time charged, address and name of affected resident, a brief description of the problem and action taken. Tickets will be turned in to their Asset Manager each morning at the start of the regular shift. This information must be

provided to the supervisor on the first work day following the on-call period. The Asset Manager will review and note clarifications or additional actions and forward to the Maintenance Operations Coordinator for processing.

Non-exempt employee's night call hours paid will be based off the night call slip information submitted and confirmed by your Asset Manager. All non-exempt night call hours are considered overtime worked and will be compensated at 1.5 times the regular rate of pay. In addition to actual hours worked, upon successful completion of your night call rotation (7 days) you will be paid a \$150.00 stipend for being on night call. If your schedule is altered and you do not cover the full 7-day night call rotation, your stipend will be prorated based on the nights you covered night call. Proration will not be made for a few hours, in order to receive the stipend you must be on call for the entire day.

If you are already on a call out and are paged to respond again to another call, you will fill out a separate night slip for each address you respond to.

If you are paged out at the end of your normal workday schedule, you must clock out prior to responding to the night call emergency and document your time through your night call slip.

Travel time to and from the development during non-regular work hours will be paid for based on actual time to drive from home to the development. Travel time will be confirmed by the Asset Manager as part of the approval process on your night call slip.

Exempt employees will not receive overtime compensation for emergency responses. See Personnel Policy Manual regarding exempt employee compensation.

**RESOLUTION NO. 2025-18**

**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 updated Maintenance Policy & Procedures; 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 updated Maintenance Policy & Procedures.
- 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 15<sup>th</sup> day of May, 2025.

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

## MEMORANDUM

**TO:** Board of Commissioners

**FROM:** Amber McCoy, Deputy Director

**DATE:** May 8, 2025

**RE:** MerChe Door Replacement

We have fifteen (15) steel entry doors that need to be replaced at MerChe Manor in Danville. Currently these doors will not pass our annual NSPIRE inspection. We reached out for quotes to purchase the doors and also for installation of the doors.

We received complete quotes from two (2) companies, as depicted below.

<b>Company</b>	<b>Price Quotation</b>
C-N Custom Steel Work, Inc.	\$1,045.50 per door
Lansing Housing Products	\$1,095.00 per door

We are able to buy the doors from Lansing Housing Products, but they cannot install them. C-N Custom Steel Work, Inc. quote per door came in low bid. C-N Custom Steel Work, Inc. is also able to provide labor for installation.

We are recommending approval to purchase and have the installation performed with C-N Custom Steel Work, Inc., fifteen (15) steel entry doors, as quoted, at a cost not to exceed \$34,682.50.

**RESOLUTION NO. 2025-19**

**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 contract with C-N Custom Steel Work, Inc. for the replacement of fifteen (15) entry doors at MerChe Manor in Danville, Illinois, not to exceed \$34,682.50; 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 C-N Custom Steel Work, Inc. for the replacement of fifteen (15) entry doors at MerChe Manor in Danville, Illinois, not to exceed \$34,682.50.
- 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 15th day of May, 2025.

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

## MEMORANDUM

**TO: Board of Commissioners**

**FROM: Jaclyn Vinson, Executive Director**

**DATE: May 7, 2025**

**RE: VHA Administration Building Furnace Replacement Project HCV Suite Furnaces**

Two furnace units at the Fair Oaks Administration Building, in the HCV Suite, need to be replaced. Model number Lennox G20Q5 and Lennox G20Q3. Quotes were solicited from local HVAC companies. We received the following quotes

<b>COMPANY</b>	<b>UNIT 1</b>
Atlas Total Home	\$26,582.36
Blackies	\$22,967.00
Edelman	\$27,455.60
SRK Heating & Air Conditioning, LLC	\$23,227.00

At this time, we are recommending approval to proceed with Blackies, at a price not to exceed \$22,967.00.

**RESOLUTION NO. 2025-20**

**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 the contract with Blackies for the Furnace Replacement Project (HCV Suite) at the Fair Oaks Administration Building in Danville, Illinois, not to exceed \$22,967.00; 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 contract with Blackies for the Furnace Replacement Project (HCV Suite) at the Fair Oaks Administration Building in Danville, Illinois, not to exceed \$22,967.00.
- 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 15th day of May, 2025.

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



May 6, 2025

Ms. Jacklyn Vinson  
Vermilion Housing Authority  
1607 Clyman Lane  
Danville, Illinois 61832

Re: Mer Che Manor RTU Replacement

Dear Ms. Vinson:

1919 Architects has reviewed the bids for the above-mentioned project that was publicly read aloud on May 6, 2025. We received Three (3) bids. All the bidders supplied the required bid documents except for one of the contractors who did not acknowledge the addendum. As you already know this was a rebid of this project from March 26, 2025 in which we only received one (1) bid. We had four (4) contractors that had obtained bid documents for this project. The responsive low bidder submitted the required bidding documents (see the attached bid tabulation form).

The lowest and most responsive and reasonable bid for this project is Ridge Plumbing Contractor, LLC with a base bid of \$150,886.00. We have reviewed the Excluded Party List, and Ridge Plumbing Contractor, LLC is active and registered (See attached search results). We have also included a copy of the opinion of probable construction cost for your records. This estimate is higher than the bids received and there was a built-in contingency of 10% which would make this estimate approximately 29% higher than the recommended bid.

The firm recommend Ridge Plumbing Contractor, LLC be contacted to negotiate a contract for construction for \$150,886.00. We have also included the final bid tabulation results.

Please do not hesitate to contact our office with any questions or concerns you may have regarding these bids.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ronald G. Billy, Jr.', with a stylized flourish at the end.

Ronald G. Billy, Jr., NCARB, LEED AP  
President

Enclosures



**BID TABULATION FORM**

BID ON: Mer Che Manor RTU Replacement  
DATE OF OPENING: 05/06/2025

BID NO: \_\_\_\_\_ TIME OF OPENING: 2:00 p.m.

**CONTRACTOR:** Carlson Brothers, Inc.

BB  Add  HH  NC  NonSeg  Cert-Sec3  HUD 5369A

Base Bid: \$228,500.00

**CONTRACTOR:** United Mechanical Group, Inc.

BB  Add  HH  NC  NonSeg  Cert-Sec3  HUD 5369A

Base Bid: \$182,000.00

**CONTRACTOR:** Ridge Plumbing Contractor, LLC

BB  Add  HH  NC  NonSeg  Cert-Sec3  HUD 5369A

Base Bid: \$150,886.00

**CONTRACTOR:** \_\_\_\_\_

BB  Add  HH  NC  NonSeg  Cert-Sec3  HUD 5369A

Base Bid: \$

**RESOLUTION NO. 2025-21**

**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 Ridge Plumbing Contractor, LLC for the RTU Replacement at MerChe Manor in Danville, Illinois, not to exceed \$150,886.00; 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 contract with Ridge Plumbing Contractor, LLC for the RTU Replacement at MerChe Manor in Danville, Illinois, not to exceed \$150,886.00.
- 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 15th day of May, 2025.

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