

# **Vermilion Housing Authority**



**Board of Commissioners**

**December 18, 2025**

**Board Packet**



**TO:** All Interested Parties

**FROM:** Jaclyn Vinson, Executive Director

**DATE:** December 11, 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 is scheduled for Thursday, December 18, 2025, at 5:00 p.m. at the Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, Illinois.



TO: Board of Commissioners

FROM: Jaclyn Vinson, Executive Director

DATE: December 11, 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, December 18, 2025, at 5:00 p.m. at the Fair Oaks Administration Building Board Room, 1607 Clyman Lane, Danville, Illinois.

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

**BOARD OF COMMISSIONERS  
REGULAR MEETING  
FAIR OAKS ADMINISTRATION BUILDING BOARD ROOM  
THURSDAY, DECEMBER 18, 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 November 20, 2025 - VHA Board Minutes (Pages 6-17)
6. Police Reports (Pages 18-19)
7. Department Reports
  - (a) Public Housing (Pages 20-21)
  - (b) HCV (Pages 22-23)
  - (c) Finance (Pages 24-39)
  - (d) Personnel (Page 40)
8. New Business [all the below items – roll call vote]
  - \* (a) AHRMA Annual Insurance Renewal (Updated Cost) (Pages 41-43)
  - \* (b) PHA Annual Plan (Pages 44-49)
  - \* (c) PHA 5 Year Plan (Pages 50-55)
  - \* (d) Disposition of 2008 Ford F150 (Pages 56-58)
  - \* (e) Cash Management Policy (Pages 59-69)
  - \* (f) Internal Control Policy (Pages 70-75)

9. Other Business
  - (a) Project Updates
  
10. Closed Session for Real Estate Matters  
Pursuant to the IL Open Meetings Act:  
5 ILCS 120/2(c)(5): The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
  
11. Chairman/Commissioner Comments
  
12. Adjournment

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

-The next regularly scheduled meeting of the Board of Commissioners is January 15, 2026, at the Churchill Towers Community Room, 101 E. Seminary, Danville, IL. We will begin at 5:00 p.m.

MINUTES OF  
NOVEMBER 20, 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 November 20, 2025, at 5:02 p.m. at MerChe Manor Community Room, 723 Oak, Danville, Illinois. Upon roll call requested by Chair O'Shaughnessy, those present and absent were:

PRESENT: Vice Chair - Carla Boyd, Chair - Pat O'Shaughnessy, Vic McFadden, Brittany Morris- Randle, and Tim Tutton  
ABSENT: Courtney Watson and Deanna Witzel  
ALSO PRESENT: Executive Director, Jaclyn Vinson; Deputy Director, Amber McCoy; Housing Operations Director, Brittany Savalick;

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

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

Chair O'Shaughnessy asked for any additions or deletions to the minutes from the October 23, 2025, Regular and Closed Session Board Meeting item number 5 on the agenda. Chair O'Shaughnessy asked if there were any questions. None were presented. Chair O'Shaughnessy stated that if there were no additions or corrections, he needs a motion to approve the minutes. Commissioner Tutton made a motion that the minutes from the October 23, 2025, Regular and Closed Session Board Meeting Minutes be approved. Vice Chair Boyd seconded the motion. Upon unanimous ayes, approval was granted.

Chair O'Shaughnessy 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.

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

**(a) Public Housing** – Brittany Savalick went over the Public Housing and ROSS Grant reports.

**(b) HCV/Section 8** – Brittany Savalick went over the HCV report.

**(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 Personnel report. A question and answer session followed.

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

Chair O'Shaughnessy asked for item number 8 on the agenda – Staff Compensation Adjustment, Staff Dental Insurance, AHRMA Annual Insurance Renewal, Emphasys Annual Software Renewal, and Energy Performance Contract Annual Savings Measurement Payment.

**(a) Staff Compensation Adjustment** – Mrs. Vinson went over the proposal. Vice Chair asked if this was a one-time payment or spread out over the year. Mrs. Vinson clarified that this is a one-time payment. Chair O'Shaughnessy asked what we did last year. Mrs. Vinson stated five percent. Chair O'Shaughnessy clarified you have to be a current employee to receive it. Mrs. Vinson stated that was correct. Commissioner Morris-Randle asked for clarification on the part time employee's proration. Mrs. Vinson stated that it is seven percent of they earned but it is based on the hours that they worked during that time frame. Mrs. Vinson stated this is based on employment from 10/1/24 through 9/30/25. Chair O'Shaughnessy asked if there were any more questions. None were presented. Commissioner McFadden made a motion for the approval of the one-time staff compensation adjustment and Commissioner Tutton seconded it.

## **RESOLUTION NO. 2025-32**

### **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 a one-time compensation adjustment to staff based on their employment status and hours worked by the agency along with the costs of FICA taxes and workman’s compensation insurance estimating \$122,729.06; 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 a one-time compensation adjustment to staff based on their employment status and hours worked by the agency along with the costs of FICA taxes and workman’s compensation insurance estimating \$122,729.06.

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.

Chair O'Shaughnessy called for a roll call vote to approve the one-time compensation adjustment which produced the following:

AYES:	C. Boyd, V. McFadden, B. Morris-Randle, P. O'Shaughnessy, and T. Tutton
NAYES:	None
ABSENT:	C. Watson and D. Witzel

Chair O'Shaughnessy there upon declared said motion carried.

**(b) Staff Dental Insurance** – Mrs. Vinson went over the proposal. Commissioner Morris-Randle asked if this was better coverage for less. Mrs. Vinson stated that yes, it is better coverage for less money. Vice Boyd asked if the employees would experience any substantial differences. Mrs. Vinson stated that the annual out of pocket maximum will increase. Mrs. McCoy stated the current coverage maxes out at a thousand dollars and this new insurance will start out at one thousand five hundred dollars and stair step, increase five hundred dollars a year, until a two thousand five-hundred-dollar annual coverage is reached. Mrs. McCoy explained the savings from switching plans comes from the tier structure setup. Currently we have two tiers, this new plan allows for four tiers. Mrs. McCoy stated we started working with a new broker last year and they brought options to our attention. Chair O'Shaughnessy asked who the broker was. Mrs. Vinson stated Loman Ray. Mrs. Vinson stated that we have had several employee's join our health insurance and anticipates that will happen with this as well because of the improvement in the insurance. Mrs. Vinson stated this is the best value for the money. Chair O'Shaughnessy asked if there were any more questions. None were presented. Commissioner McFadden made a motion for the approval of the Staff Dental Insurance and Vice Chair Boyd seconded it.

**RESOLUTION NO. 2025-33**

**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 dental insurance option for 2026 with the 90<sup>th</sup> Percentile Companion Life; 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 dental insurance option for 2026 with the 90<sup>th</sup> Percentile Companion Life.
- 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.

Chair O’Shaughnessy called for a roll call vote to approve the Staff Dental Insurance which produced the following:

AYES: C. Boyd, V. McFadden, B. Morris-Randle, P. O’Shaughnessy, and T. Tutton  
 NAYES: None  
 ABSENT: C. Watson and D. Witzel

Chair O’Shaughnessy there upon declared said motion carried.

**(c) AHRMA Annual Insurance Renewal** – Mrs. Vinson explained who AHRMA is and what insurance they provide and went over the 2026 rates. Chair O’Shaughnessy asked if there were any questions. None were presented. Commissioner McFadden made a motion for the approval of the AHRMA Annual Insurance Renewal and Commissioner Tutton seconded it.

**RESOLUTION NO. 2025-34**

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 Assisted Housing Risk Management Association (AHRMA) in the amount of \$187,045.00; 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 AHRMA for \$187,045.00.
- 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.

Chair O’Shaughnessy called for a roll call vote to approve the AHRMA Annual Insurance Renewal which produced the following:

AYES: C. Boyd, V. McFadden, B. Morris-Randle, P. O’Shaughnessy,  
and T. Tutton  
NAYES: None  
ABSENT: C. Watson and D. Witzel

Chair O’Shaughnessy there upon declared said motion carried.

**(d) Emphasys Annual Software Renewal** – Mrs. Vinson went over the 2026 proposal. Chair O’Shaughnessy asked if there were any questions. None were presented. Vice Chair Boyd made a motion for the approval of the Emphasys Annual Software Renewal and Commissioner Tutton seconded it.

**RESOLUTION NO. 2025-35**

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 Emphasys Computer Software for an annual amount of \$34,967.00 for annual maintenance and technical support; 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 Emphasys Computer Software for an annual amount of \$34,967.00 for annual maintenance and technical support.

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.

Chair O'Shaughnessy called for a roll call vote to approve the Emphasys Annual Software Renewal which produced the following:

AYES:	C. Boyd, V. McFadden, B. Morris-Randle, P. O'Shaughnessy, and T. Tutton
NAYES:	None
ABSENT:	C. Watson and D. Witzel

Chair O'Shaughnessy there upon declared said motion carried.

(e) **Energy Performance Contract Annual Savings Measurement Payment** – Mrs. Vinson went over the proposal. Chair O’Shaughnessy asked if there were any questions. None were presented. Commissioner McFadden made a motion for the approval of the Energy Performance Contract Annual Savings Measurement Payment and Vice Chair Boyd seconded it.

**RESOLUTION NO. 2025-36**

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 an additional Energy Performance Contract Annual Savings Measurement Payment in the amount of \$40,000.00; 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 an additional Energy Performance Contract Annual Savings Measurement Payment in the amount of \$40,000.00.

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.

Chair O'Shaughnessy called for a roll call vote to approve the Energy Performance Contract Annual Savings Measurement Payment which produced the following:

AYES:	C. Boyd, V. McFadden, B. Morris-Randle, P. O'Shaughnessy, and T. Tutton
NAYES:	None
ABSENT:	C. Watson and D. Witzel

Chair O'Shaughnessy there upon declared said motion carried.

Chair O'Shaughnessy 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.

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

Pursuant to the IL Open Meetings Act:

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

None were presented.

Chair O'Shaughnessy asked for item 11 on the agenda - Chair/Commissioner Comments. None were presented.

Chair O'Shaughnessy stated that with the agenda items satisfied he would entertain a motion to adjourn the meeting. Vice Chair Boyd made the motion to adjourn. Commissioner Tutton seconded the motion. Upon unanimous ayes, the meeting was adjourned at 5:34 p.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



	FY 2026	FY 2025	YTD Police:		FY 2026	FY 2025	2025	2024
<b>Total Police Calls</b>		20			127	150		
March:		8					FO-17/BT-2/MC-1	
February:		11					FO-3/BT-1/MC-4	
January:		14					FO-4/BT-2/MC-5	
December:		3					FO-7/BT-3/MC-4	
November:		16					FO-7/BT-3/CH-1	
October:		10					FO-8/BT-1/MC-2	
September:		25					FO-12/BT-3/MC-7/CH-1	
August:		11					FO-5/BT-3/MC-6	
July:		14					FO-3/BT-1/MC-2	
June:		23					FO-9/BT-4/MC-1	
May:		14					FO-9/BT-2/MC-3	
April:		4					FO-4	
<b>Total Calls for the Month:</b>	<b>3</b>		<b>YTD Calls:</b>		<b>FY 2026</b>	<b>FY 2025</b>		
					127	150		

FO - Fair Oaks  
BT - Beeler Terrace  
MC - MerChe  
CH - Churchill  
MCT - Madison Court  
CM - Centennial Manor  
PVC - Parkview Court  
KC - Kennedy Court  
\*Includes County Properties as well

Monthly Occupancy November 2025

AMP	End of Month Occupany	TOTAL UNITS PER	OCCUPIED UNIT %
AMP 101-Fair Oaks	159	159	100%
AMP 102-Beeler, Churchill, Madison Ct.	107	108	99%
AMP 103- Mer Che	93	93	100%
AMP 104- County Sites	136	136	100%
<b>GRAND TOTAL THIS MONTH</b>	<b>495</b>	<b>496</b>	<b>100%</b>
<b>GRAND TOTAL LAST MONTH</b>	<b>493</b>	<b>495</b>	<b>100%</b>

## NOVEMBER 2025 Board Report

### Resident Opportunity & Self Sufficiency (ROSS)

#### Current Active ROSS Participants: 57

#### Meetings:

- Vermilion County Child Abuse Prevention Coalition
- Income/Poverty Workgroup
- Continuum of Care
- IDHS SNAP Resource Fair
- AJC Roundtable
- STEP UP

#### Trainings:

- ROSS – Resident Connect Software

#### Referrals to Community Organizations/Services:

- DACC Adult Education - Classes
- AJC (American Job Center) – Job search, job skills assistance
- Fair Hope – Appointments
- East Central Illinois Community Action Agency – Energy assistance

#### Program:

- Appointments:
  - 6 of 7 Fair Oaks/ Follow-Up Assessment/Enrollment/Updates
  - 0 of 0 Churchill and Beeler/ Follow-Up Assessment/Enrollment/Updates
  - 0 of 0 Mer Che/Follow-Up/Assessment/Enrollment/Updates
  - 4 of 8 Centennial/ Follow-Up Assessment/Enrollment/Updates
- 16 DMT Bus Passes
  - Scheduled health appointments
  - DACC Adult Education
  - Job seeking assistance

#### Other:

- BINGO at Centennial Manor
- Continuum of Care Fall “Soup Kitchen”
- Housekeeping Workshop at Fair Oaks facilitated by Community Action

## Housing Choice Voucher November 2025 Board Report

- New Admissions: 3
- Terminations: 2
  - 1 – Program Compliance
  - 1 – Over Income 180 Days

		2024	2025										
Mon.		CP	DEMO II	FUP	PMII	Port-Out	PVC DEMO	RC DEMO	Reg.	VASH	VASH 16	Total	
1	520	7	8	6	7	0	13	3	377	40	61	522	
2	528	7	8	6	7	0	13	3	375	40	60	519	
3	539	7	8	6	7	0	13	3	372	41	59	516	
4	547	7	8	6	7	0	12	3	380	43	59	525	
5	549	7	8	5	7	0	11	3	391	44	59	535	
6	542	7	8	7	7	0	11	3	405	46	59	553	
7	541	7	8	7	7	4	11	3	412	50	55	564	
8	534	7	8	7	7	8	11	3	414	48	57	570	
9	537	7	7	6	7	11	11	3	422	49	58	581	
10	529	7	7	6	7	13	11	3	421	49	58	582	
11	531	7	7	6	7	14	11	3	416	51	58	580	
12	528											0	
<b>Grand Total</b>	<b>6425</b>	<b>77</b>	<b>85</b>	<b>68</b>	<b>77</b>	<b>50</b>	<b>128</b>	<b>33</b>	<b>4385</b>	<b>501</b>	<b>643</b>	<b>6047</b>	

**\*Totals reflect retroactive terminations and lease ups as of 1<sup>st</sup> of month, delayed port-outs, and pending move-ins \***

**Legend:**

CP- Crosspoint Referral

Demo II – FO Demo Phase II

FUP- Family Unification

PMII- Prairie Meadows Phase II (Project-Based)

Port-Out- Payable Port-Outs

PVC Demo: Parkview Court Demo

RC Demo: Ramey Court Demo

Reg.- Regular

VASH- Veteran Administration Supportive Housing

VASH16- Cannon Place (Project-Based)

**FUNDING**

Month	UMA	UML	Leasing %
JAN	965	522	54%
FEB	965	519	54%
MAR	965	516	53%
APR	965	525	54%
MAY	965	535	55%
JUNE	965	554	57%
JULY	965	564	58%
AUG	965	570	59%
SEP	965	581	60%
OCT	965	582	60%
NOV	965	580	60%
DEC			
YTD	10615	6047	57%

Month	ABA	HAP	BA Utilization	PUC
JAN	\$322,855	\$310,311	89%	\$594
FEB	\$322,856	\$313,647	97%	\$604
MAR	\$320,945	\$318,278	99%	\$617
APR	\$313,576	\$329,008	105%	\$627
MAY	\$322,766	\$340,485	105%	\$636
JUNE	\$327,214	\$348,645	107%	\$629
JULY	\$327,214	\$365,537	112%	\$648
AUG	\$327,214	\$372,416	114%	\$653
SEP	\$327,214	\$384,402	117%	\$662
OCT	\$271,868	\$390,656	144%	\$671
NOV	\$271,845	\$386,827	141%	\$667
DEC				
YTD	\$3,458,565	\$3,860,212	112%	\$638

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:** December 10, 2025

**Re:** Finance Report

**Public Housing Operating Fund**

	November 2025	FY 26 YTD
COCC	(\$37,550.32)	(\$6,214.40)
AMP 101	\$1,129.75	(\$157,152.83)
AMP 102	(\$24,031.94)	(\$104,727.99)
AMP 103	(\$27,357.90)	(\$51,751.23)
AMP 104	(\$18,256.43)	(\$33,996.93)
<b>Total</b>	<b>(\$106,066.84)</b>	<b>(\$353,843.38)</b>

**Housing Choice Voucher - Section 8**

Section 8 is currently showing a loss of **\$13,054.48** for the month and an overall loss of **\$17,359.45** for the year.

**Public Housing Capital Fund**

Capital Fund 2023, funds were drawn down in the amount of **\$91,687.50**.

Capital Fund 2024, funds were drawn down in the amount of **\$137,634.34**.

**Notable AP Expenditures**

Ridge Plumbing	\$91,687.50	Mer Che roof top unit.
	\$87,063.00	Fair Oaks boiler & water heater replacement.
	\$6,190.32	Fair Oaks sewer lines and Mer Che backflow replacement.
Barton Carrolls Inc.	\$10,902.00	Appliances.
1919 Architects	\$13,332.00	A&E Hubbard Lane & sidewalk repairs.
Emphasys Software	\$34,967.00	2026 annual maintenance agreement.
Kone Inc.	\$29,561.41	Mer Che elevator upgrade.

**ROSS Grant Funding**

ROSS funds were drawn down in the amount of \$5,336.60.

**Tenant Receivables Outstanding**

Tenant accounts receivable for the month have increased in total to \$37,395.72.

**Vermilion Housing Authority**  
**Balance Sheet - Detail**  
Reporting for periods as of 11/30/2025

<b>Assets</b>	<b>Total Public Housing</b>	<b>100 COCC</b>	<b>101 Fair Oaks</b>	<b>102 Beeler CH Madison</b>	<b>103 Merche</b>	<b>104 County</b>	<b>800 HCV</b>
111112 IF Gen Account	5,691,272.54	5,691,272.54	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	314,894.86
111700 Petty Cash	500.00	500.00	0.00	0.00	0.00	0.00	0.00
112000 Interfund	612.15	(5,045,431.11)	3,311,943.39	408,025.80	248,771.84	1,077,302.23	(612.15)
112200 AR Tenants	37,395.72	0.00	21,889.79	6,945.00	7,070.05	1,490.88	166,155.63
112265 Allow Doubtful A	(485.82)	0.00	(66.83)	(197.00)	0.00	(221.99)	(166,155.63)
113000 Acct Rec FCHA	12,757.38	12,757.38	0.00	0.00	0.00	0.00	0.00
121100 Prepaid WC	13,704.14	13,704.14	0.00	0.00	0.00	0.00	0.00
121101 Prepaid Ins	18,715.11	666.36	6,229.17	3,200.16	2,525.48	6,093.94	444.64
121102 Prepaid Soft	31,955.89	0.00	10,149.54	6,745.77	6,368.30	8,692.28	5,691.86
121103 Prepaid HCV	0.00	0.00	0.00	0.00	0.00	0.00	874.97
140001 Vehicles	563,634.18	0.00	361,276.68	56,319.00	18,492.00	127,546.50	23,073.00
140002 Equipment	1,163,652.62	76,799.56	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	(39,808,132.51)	(1,246,708.34)	(14,207,930.85)	(12,330,989.00)	(5,371,592.91)	(6,650,911.41)	(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>\$ 13,566,155.21</b>	<b>\$ 719,565.95</b>	<b>\$ 5,748,234.36</b>	<b>\$ 2,081,246.82</b>	<b>\$ 1,504,530.61</b>	<b>\$ 3,512,577.47</b>	<b>\$ 321,294.18</b>
<b>Liability</b>							
211100 Acct Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211361 Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
211400 Sec Dep	61,649.00	0.00	26,350.00	10,399.00	5,050.00	19,850.00	0.00
211704 Health Ins	(216.69)	(216.69)	0.00	0.00	0.00	0.00	0.00
211705 Dental Ins	(2,381.23)	(2,381.23)	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	(4,816.79)	(4,816.79)	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	(282.00)	(282.00)	0.00	0.00	0.00	0.00	0.00
211726 Life Ins	159.86	159.86	0.00	0.00	0.00	0.00	0.00
211727 Globe Life	1,162.92	1,162.92	0.00	0.00	0.00	0.00	0.00
211906 Res Training	13,174.47	0.00	2,910.92	2,640.58	5,486.30	2,136.67	0.00
211913 Scrap	1,918.38	1,918.38	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	23,958.24	0.00	10,781.19	7,187.54	5,989.51	0.00	0.00
213302 EPC Replace	2,794.50	0.00	804.41	601.29	1,388.80	0.00	0.00
213402 Accrued Vac	0.00	0.00	0.00	0.00	0.00	0.00	0.00
213700 PILOT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
224000 Prepaid Rents	13,018.01	0.00	2,797.20	2,042.88	1,631.92	6,546.01	0.00
999900 Unposted Susper	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230000 Loan EPC	980,003.33	0.00	441,001.49	294,001.00	245,000.84	0.00	0.00
<b>Total Liability</b>	<b>\$ 1,130,287.77</b>	<b>\$ 5,582.23</b>	<b>\$ 493,603.91</b>	<b>\$ 323,469.46</b>	<b>\$ 269,650.09</b>	<b>\$ 37,982.08</b>	<b>\$ 5,337.58</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	7,281,759.38	677,508.83	4,575,475.90	1,153,535.89	230,250.47	644,988.29	265,635.49
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	77,372.69
<b>Total</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>\$ 361,466.58</b>
Current Year HAP +/-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ (28,150.53)
Current Year Oper +/-	\$ (353,843.38)	\$ (6,214.40)	\$ (157,152.83)	\$ (104,727.99)	\$ (51,751.23)	\$ (33,996.93)	\$ (17,359.45)
<b>Current Year Net Assets</b>	<b>\$ (353,843.38)</b>	<b>\$ (6,214.40)</b>	<b>\$ (157,152.83)</b>	<b>\$ (104,727.99)</b>	<b>\$ (51,751.23)</b>	<b>\$ (33,996.93)</b>	<b>\$ (45,509.98)</b>
<b>Total Equity</b>	<b>\$ 12,435,867.44</b>	<b>\$ 713,983.72</b>	<b>\$ 5,254,630.45</b>	<b>\$ 1,757,777.36</b>	<b>\$ 1,234,880.52</b>	<b>\$ 3,474,595.39</b>	<b>\$ 315,956.60</b>
<b>Liabilities &amp; Net Assets</b>	<b>\$ 13,566,155.21</b>	<b>\$ 719,565.95</b>	<b>\$ 5,748,234.36</b>	<b>\$ 2,081,246.82</b>	<b>\$ 1,504,530.61</b>	<b>\$ 3,512,577.47</b>	<b>\$ 321,294.18</b>

**Vermillion Housing Authority**  
**Operating Statement - Public Housing - Public Housing Combined**  
**November 2025**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 917,478.00	\$ 93,394.00	\$ 658,107.78	72%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 269,837.00	\$ 15,528.35	\$ 142,487.75	53%
Other Income	\$ 901,664.00	\$ 21,173.88	\$ 360,430.67	40%
Subsidy	\$ 2,964,741.00	\$ 272,305.99	\$ 1,922,460.04	65%
<b>Total Revenue</b>	<b>\$ 5,053,720.00</b>	<b>\$ 402,402.22</b>	<b>\$ 3,083,486.24</b>	<b>61%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 900,758.00	\$ 130,815.35	\$ 641,591.68	71%
Legal	\$ 25,375.00	\$ -	\$ 8,735.00	34%
PBA Mngt. Exp.	\$ -	\$ (11,310.00)	\$ (87,438.00)	0%
Mileage/Travel/Training	\$ 17,062.00	\$ 1,757.83	\$ 20,896.13	122%
Other Administrative Exp	\$ 123,878.00	\$ 7,700.34	\$ 63,010.44	51%
<i>Total Administrative Expense</i>	<i>\$ 1,067,073.00</i>	<i>\$ 128,963.52</i>	<i>\$ 646,795.25</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 11,567.00	\$ 1,040.76	\$ 8,019.15	69%
<i>Total Tenant Services Expenses</i>	<i>\$ 11,567.00</i>	<i>\$ 1,040.76</i>	<i>\$ 8,019.15</i>	
<i>Total Utility Expenses</i>	<i>\$ 609,390.00</i>	<i>\$ 50,996.08</i>	<i>\$ 437,200.67</i>	<i>72%</i>
<i>Maintenance</i>				
Salaries	\$ 782,560.00	\$ 98,988.97	\$ 577,291.28	74%
Materials	\$ 390,343.00	\$ 32,244.03	\$ 326,986.23	84%
Contracts	\$ 557,530.00	\$ 69,819.80	\$ 500,078.41	90%
<i>Total Maintenance Expenses</i>	<i>\$ 1,730,433.00</i>	<i>\$ 201,052.80</i>	<i>\$ 1,404,355.92</i>	
<i>General Expenses</i>				
Insurance	\$ 224,582.00	\$ 18,715.15	\$ 95,057.49	42%
Employee Benefits	\$ 787,450.00	\$ 69,965.34	\$ 488,955.21	62%
Depreciation Expense	\$ 357,981.00	\$ 28,395.90	\$ 227,167.20	63%
PILOT	\$ 34,647.00	\$ -	\$ -	0%
Casualty Losses	\$ 10,000.00	\$ -	\$ -	0%
Collection Losses	\$ 83,362.00	\$ 3,788.09	\$ 58,924.93	71%
Energy Perf Cont Expense	\$ 134,570.00	\$ 5,551.42	\$ 70,853.80	53%
<i>Total General Expenses</i>	<i>\$ 1,632,592.00</i>	<i>\$ 126,415.90</i>	<i>\$ 940,958.63</i>	
<b>Total Expenses</b>	<b>\$ 5,051,055.00</b>	<b>\$ 508,469.06</b>	<b>\$ 3,437,329.62</b>	<b>68%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 2,665.00</b>	<b>\$ (106,066.84)</b>	<b>\$ (353,843.38)</b>	

Percent of Budget Month 8 of 12

67%

**Vermilion Housing Authority**  
**Operating Statement - Public Housing - COCC Fund 100**  
**November 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	\$ 12,757.38	\$ 159,590.48	45%
Subsidy	\$ -	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ 354,792.00</b>	<b>\$ 12,757.38</b>	<b>\$ 159,590.48</b>	<b>45%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 427,979.00	\$ 68,528.89	\$ 347,918.88	81%
Legal	\$ 6,568.00	\$ -	\$ 800.00	12%
PBA Mngt. Exp.	\$ (392,300.00)	\$ (49,672.50)	\$ (390,463.00)	100%
Mileage/Travel/Training	\$ 5,508.00	\$ 969.77	\$ 16,139.16	293%
Other Administrative Exp	\$ 29,552.00	\$ 4,641.63	\$ 14,351.17	49%
<i>Total Administrative Expense</i>	<i>\$ 77,307.00</i>	<i>\$ 24,467.79</i>	<i>\$ (11,253.79)</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>\$ 1,173.28</i>	<i>\$ 16,887.93</i>	<i>75%</i>
<i>Maintenance</i>				
Salaries	\$ -	\$ -	\$ 1,401.75	0%
Materials	\$ 1,953.00	\$ -	\$ 309.37	16%
Contracts	\$ 53,680.00	\$ 2,498.50	\$ 18,679.84	35%
<i>Total Maintenance Expenses</i>	<i>\$ 55,633.00</i>	<i>\$ 2,498.50</i>	<i>\$ 20,390.96</i>	
<i>General Expenses</i>				
Insurance	\$ 7,996.00	\$ 666.32	\$ 4,027.59	50%
Employee Benefits	\$ 188,278.00	\$ 21,288.83	\$ 134,048.35	71%
Depreciation Expense	\$ 2,556.00	\$ 212.98	\$ 1,703.84	67%
PILOT	\$ -	\$ -	\$ -	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ -	\$ -	\$ -	0%
Energy Perf Cont Expense	\$ -	\$ -	\$ -	0%
<i>Total General Expenses</i>	<i>\$ 198,830.00</i>	<i>\$ 22,168.13</i>	<i>\$ 139,779.78</i>	
<b>Total Expenses</b>	<b>\$ 354,263.00</b>	<b>\$ 50,307.70</b>	<b>\$ 165,804.88</b>	<b>47%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 529.00</b>	<b>\$ (37,550.32)</b>	<b>\$ (6,214.40)</b>	

Percent of Budget Month 8 of 12

67%

**Vermillion Housing Authority**  
**Operating Statement - Public Housing - Fair Oaks AMP 101**  
**November 2025**

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 78,498.00	\$ 19,291.00	\$ 92,756.99	118%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 89,046.00	\$ 5,124.36	\$ 47,020.98	53%
Other Income	\$ 92,897.00	\$ 3,699.75	\$ 51,698.84	56%
Subsidy	\$ 1,363,706.00	\$ 125,254.12	\$ 883,503.90	65%
<b>Total Revenue</b>	<b>\$ 1,624,147.00</b>	<b>\$ 153,369.23</b>	<b>\$ 1,074,980.71</b>	<b>66%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 137,263.00	\$ 18,163.59	\$ 82,989.79	60%
Legal	\$ 3,931.00	\$ -	\$ 3,074.75	78%
PBA Mngt. Exp.	\$ 93,485.00	\$ 12,322.50	\$ 96,797.50	104%
Mileage/Travel/Training	\$ 4,058.00	\$ 214.79	\$ 1,412.71	0%
Other Administrative Exp	\$ 26,438.00	\$ 832.95	\$ 15,796.12	60%
<i>Total Administrative Expense</i>	<i>\$ 265,175.00</i>	<i>\$ 31,533.83</i>	<i>\$ 200,070.87</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 3,658.00	\$ 329.11	\$ 2,535.83	69%
<i>Total Tenant Services Expenses</i>	<i>\$ 3,658.00</i>	<i>\$ 329.11</i>	<i>\$ 2,535.83</i>	
<i>Total Utility Expenses</i>	<i>\$ 192,665.00</i>	<i>\$ 17,945.54</i>	<i>\$ 139,993.96</i>	<i>73%</i>
<i>Maintenance</i>				
Salaries	\$ 310,111.00	\$ 38,238.04	\$ 231,432.88	75%
Materials	\$ 213,826.00	\$ 13,475.92	\$ 179,092.57	84%
Contracts	\$ 115,679.00	\$ 9,838.99	\$ 171,825.44	149%
<i>Total Maintenance Expenses</i>	<i>\$ 639,616.00</i>	<i>\$ 61,552.95</i>	<i>\$ 582,350.89</i>	
<i>General Expenses</i>				
Insurance	\$ 74,750.00	\$ 6,229.15	\$ 34,097.71	46%
Employee Benefits	\$ 192,040.00	\$ 16,268.51	\$ 113,377.04	59%
Depreciation Expense	\$ 155,535.00	\$ 12,961.25	\$ 103,690.00	67%
PILOT	\$ -	\$ -	\$ -	0%
Casualty Losses	\$ 5,000.00	\$ -	\$ -	0%
Collection Losses	\$ 34,337.00	\$ 2,921.00	\$ 24,133.03	70%
Energy Perf Cont Expense	\$ 60,557.00	\$ 2,498.14	\$ 31,884.21	53%
<i>Total General Expenses</i>	<i>\$ 522,219.00</i>	<i>\$ 40,878.05</i>	<i>\$ 307,181.99</i>	
<b>Total Expenses</b>	<b>\$ 1,623,333.00</b>	<b>\$ 152,239.48</b>	<b>\$ 1,232,133.54</b>	<b>76%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 814.00</b>	<b>\$ 1,129.75</b>	<b>\$ (157,152.83)</b>	

Percent of Budget Month 8 of 12

67%

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

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 264,240.00	\$ 26,018.00	\$ 197,835.20	75%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 59,364.00	\$ 3,416.24	\$ 31,347.30	53%
Other Income	\$ 193,606.00	\$ 2,035.00	\$ 63,195.48	33%
Subsidy	\$ 501,558.00	\$ 46,067.25	\$ 325,285.75	65%
<b>Total Revenue</b>	<b>\$ 1,018,768.00</b>	<b>\$ 77,536.49</b>	<b>\$ 617,663.73</b>	<b>61%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 113,212.00	\$ 14,918.98	\$ 71,276.07	63%
Legal	\$ 3,185.00	\$ -	\$ 1,693.38	0%
PBA Mngt. Exp.	\$ 96,890.00	\$ 8,292.50	\$ 65,565.00	68%
Mileage/Travel/Training	\$ 1,594.00	\$ 139.86	\$ 1,084.05	0%
Other Administrative Exp	\$ 20,806.00	\$ 707.11	\$ 11,163.01	54%
<i>Total Administrative Expense</i>	<i>\$ 235,687.00</i>	<i>\$ 24,058.45</i>	<i>\$ 150,781.51</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,541.00	\$ 228.67	\$ 1,761.91	69%
<i>Total Tenant Services Expenses</i>	<i>\$ 2,541.00</i>	<i>\$ 228.67</i>	<i>\$ 1,761.91</i>	
<i>Total Utility Expenses</i>	<i>\$ 113,653.00</i>	<i>\$ 7,931.09</i>	<i>\$ 90,833.45</i>	<i>80%</i>
<i>Maintenance</i>				
Salaries	\$ 151,511.00	\$ 20,494.93	\$ 116,037.42	77%
Materials	\$ 61,918.00	\$ 4,341.89	\$ 53,024.68	86%
Contracts	\$ 98,647.00	\$ 19,376.46	\$ 90,851.49	92%
<i>Total Maintenance Expenses</i>	<i>\$ 312,076.00</i>	<i>\$ 44,213.28</i>	<i>\$ 259,913.59</i>	
<i>General Expenses</i>				
Insurance	\$ 38,401.00	\$ 3,200.12	\$ 18,848.70	49%
Employee Benefits	\$ 135,953.00	\$ 10,794.07	\$ 84,715.62	62%
Depreciation Expense	\$ 104,392.00	\$ 8,699.32	\$ 69,594.56	67%
PILOT	\$ 8,858.00	\$ -	\$ -	0%
Casualty Losses	\$ 5,000.00	\$ -	\$ -	0%
Collection Losses	\$ 21,564.00	\$ 778.00	\$ 24,686.21	114%
Energy Perf Cont Expense	\$ 40,371.00	\$ 1,665.43	\$ 21,256.17	53%
<i>Total General Expenses</i>	<i>\$ 354,539.00</i>	<i>\$ 25,136.94</i>	<i>\$ 219,101.26</i>	
<b>Total Expenses</b>	<b>\$ 1,018,496.00</b>	<b>\$ 101,568.43</b>	<b>\$ 722,391.72</b>	<b>71%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 272.00</b>	<b>\$ (24,031.94)</b>	<b>\$ (104,727.99)</b>	

Percent of Budget Month 8 of 12

67%

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

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 217,332.00	\$ 19,107.00	\$ 142,671.58	66%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 48,571.00	\$ 2,795.11	\$ 25,647.81	53%
Other Income	\$ 159,145.00	\$ 1,812.75	\$ 52,056.85	33%
Subsidy	\$ 384,718.00	\$ 35,335.12	\$ 249,944.88	65%
<b>Total Revenue</b>	<b>\$ 809,766.00</b>	<b>\$ 59,049.98</b>	<b>\$ 470,321.12</b>	<b>58%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 87,726.00	\$ 11,099.74	\$ 54,686.03	62%
Legal	\$ 3,943.00	\$ -	\$ 1,613.12	41%
PBA Mngt. Exp.	\$ 85,025.00	\$ 7,207.50	\$ 57,427.50	68%
Mileage/Travel/Training	\$ 1,750.00	\$ 58.43	\$ 678.25	0%
Other Administrative Exp	\$ 21,919.00	\$ 597.34	\$ 9,922.61	45%
<i>Total Administrative Expense</i>	<i>\$ 200,363.00</i>	<i>\$ 18,963.01</i>	<i>\$ 124,327.51</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 2,185.00	\$ 196.61	\$ 1,514.90	69%
<i>Total Tenant Services Expenses</i>	<i>\$ 2,185.00</i>	<i>\$ 196.61</i>	<i>\$ 1,514.90</i>	
<i>Total Utility Expenses</i>	<i>\$ 99,965.00</i>	<i>\$ 8,401.04</i>	<i>\$ 77,287.71</i>	<i>77%</i>
<i>Maintenance</i>				
Salaries	\$ 124,817.00	\$ 15,493.04	\$ 82,607.93	66%
Materials	\$ 35,647.00	\$ 3,514.85	\$ 28,499.69	80%
Contracts	\$ 118,241.00	\$ 23,726.39	\$ 84,919.88	72%
<i>Total Maintenance Expenses</i>	<i>\$ 278,705.00</i>	<i>\$ 42,734.28</i>	<i>\$ 196,027.50</i>	
<i>General Expenses</i>				
Insurance	\$ 30,306.00	\$ 2,525.48	\$ 15,014.05	50%
Employee Benefits	\$ 97,513.00	\$ 7,001.84	\$ 49,417.91	51%
Depreciation Expense	\$ 48,441.00	\$ 4,036.77	\$ 32,294.16	67%
PILOT	\$ 8,508.00	\$ -	\$ -	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ 9,891.00	\$ 1,161.00	\$ 8,475.19	86%
Energy Perf Cont Expense	\$ 33,642.00	\$ 1,387.85	\$ 17,713.42	53%
<i>Total General Expenses</i>	<i>\$ 228,301.00</i>	<i>\$ 16,112.94</i>	<i>\$ 122,914.73</i>	
<b>Total Expenses</b>	<b>\$ 809,519.00</b>	<b>\$ 86,407.88</b>	<b>\$ 522,072.35</b>	<b>64%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 247.00</b>	<b>\$ (27,357.90)</b>	<b>\$ (51,751.23)</b>	

Percent of Budget Month 8 of 12

67%

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

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Dwelling Rental	\$ 357,408.00	\$ 28,978.00	\$ 224,844.01	63%
Non - Dwelling Rental	\$ -	\$ -	\$ -	0%
Interest Income	\$ 72,856.00	\$ 4,192.64	\$ 38,471.66	53%
Other Income	\$ 101,224.00	\$ 869.00	\$ 33,889.02	33%
Subsidy	\$ 714,759.00	\$ 65,649.50	\$ 463,725.51	65%
<b>Total Revenue</b>	<b>\$ 1,246,247.00</b>	<b>\$ 99,689.14</b>	<b>\$ 760,930.20</b>	<b>61%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 134,578.00	\$ 18,104.15	\$ 84,720.91	63%
Legal	\$ 7,748.00	\$ -	\$ 1,553.75	20%
PBA Mngt. Exp.	\$ 116,900.00	\$ 10,540.00	\$ 83,235.00	71%
Mileage/Travel/Training	\$ 4,152.00	\$ 374.98	\$ 1,581.96	0%
Other Administrative Exp	\$ 25,163.00	\$ 921.31	\$ 11,777.53	47%
<i>Total Administrative Expense</i>	<i>\$ 288,541.00</i>	<i>\$ 29,940.44</i>	<i>\$ 182,869.15</i>	
<i>Tenant Services</i>				
Other Tenant Services Exp	\$ 3,183.00	\$ 286.37	\$ 2,206.51	69%
<i>Total Tenant Services Expenses</i>	<i>\$ 3,183.00</i>	<i>\$ 286.37</i>	<i>\$ 2,206.51</i>	
<i>Total Utility Expenses</i>	<i>\$ 180,614.00</i>	<i>\$ 15,545.13</i>	<i>\$ 112,197.62</i>	62%
<i>Maintenance</i>				
Salaries	\$ 196,121.00	\$ 24,762.96	\$ 145,811.30	74%
Materials	\$ 76,999.00	\$ 10,911.37	\$ 66,059.92	86%
Contracts	\$ 171,283.00	\$ 14,379.46	\$ 133,801.76	78%
<i>Total Maintenance Expenses</i>	<i>\$ 444,403.00</i>	<i>\$ 50,053.79</i>	<i>\$ 345,672.98</i>	
<i>General Expenses</i>				
Insurance	\$ 73,129.00	\$ 6,094.08	\$ 23,069.44	32%
Employee Benefits	\$ 173,666.00	\$ 14,612.09	\$ 107,396.29	62%
Depreciation Expense	\$ 47,057.00	\$ 2,485.58	\$ 19,884.64	42%
PILOT	\$ 17,281.00	\$ -	\$ -	0%
Casualty Losses	\$ -	\$ -	\$ -	0%
Collection Losses	\$ 17,570.00	\$ (1,071.91)	\$ 1,630.50	9%
Energy Perf Cont Expense	\$ -	\$ -	\$ -	0%
<i>Total General Expenses</i>	<i>\$ 328,703.00</i>	<i>\$ 22,119.84</i>	<i>\$ 151,980.87</i>	
<b>Total Expenses</b>	<b>\$ 1,245,444.00</b>	<b>\$ 117,945.57</b>	<b>\$ 794,927.13</b>	<b>64%</b>
<b>Surplus - (Deficit)</b>	<b>\$ 803.00</b>	<b>\$ (18,256.43)</b>	<b>\$ (33,996.93)</b>	

Percent of Budget Month 8 of 12

67%

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

	Annual Budget	Current Month	YTD	% of Budget
<b>Operating Revenue</b>				
Fraud Recovery	\$ 8,398.00	\$ 336.37	\$ 5,489.00	65%
Interest Income	\$ 14,781.00	\$ 995.49	\$ 7,006.79	47%
Administrative Fees	\$ 473,502.00	\$ 33,575.00	\$ 317,161.00	67%
<b>Total Revenue</b>	<b>\$ 496,681.00</b>	<b>\$ 34,906.86</b>	<b>\$ 329,656.79</b>	<b>66%</b>
<b>Operating Expenses</b>				
<i>Administrative</i>				
Salaries	\$ 271,161.00	\$ 26,853.54	\$ 167,280.92	62%
Legal	\$ 500.00	\$ -	\$ 2,837.50	0%
Mileage/Travel/Training	\$ 2,500.00	\$ 229.00	\$ 2,170.96	0%
Other Administrative Exp	\$ 56,937.00	\$ 3,225.48	\$ 42,017.12	74%
Program Management Fee	\$ 113,354.00	\$ 11,310.00	\$ 87,438.00	77%
<i>Total Administrative Expense</i>	<i>\$ 444,452.00</i>	<i>\$ 41,618.02</i>	<i>\$ 301,744.50</i>	
<i>General Expenses</i>				
Insurance	\$ 5,335.00	\$ 444.60	\$ 2,137.52	40%
Employee Benefits	\$ 87,172.00	\$ 5,898.72	\$ 43,134.22	49%
Depreciation Expense	\$ -	\$ -	\$ -	0%
<i>Total General Expenses</i>	<i>\$ 92,507.00</i>	<i>\$ 6,343.32</i>	<i>\$ 45,271.74</i>	
<b>Total Expenses</b>	<b>\$ 536,959.00</b>	<b>\$ 47,961.34</b>	<b>\$ 347,016.24</b>	<b>65%</b>
<b>Surplus - (Deficit)</b>	<b>\$ (40,278.00)</b>	<b>\$ (13,054.48)</b>	<b>\$ (17,359.45)</b>	

Percent of Budget Month 8 of 12

67%

**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	11/30/2025 Obligation
<b>Operations 1406</b>	<b>\$ 557,557.00</b>	<b>\$ -</b>	<b>\$ 557,557.00</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 557,557.00</b>
<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
	<b>\$ 135,000.00</b>	<b>\$ -</b>	<b>\$ 135,000.00</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 135,000.00</b>
<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	\$ 41,785.37		\$ 41,785.37	\$ -		\$ 41,785.37
	<b>\$ 41,785.37</b>	<b>\$ -</b>	<b>\$ 41,785.37</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 41,785.37</b>
<b>Dwelling Unit - Interior/Exterior 1480</b>						
Flooring Upgrade - Centennial Manor	\$ 4,739.22	\$ -	\$ 4,739.22	\$ -		\$ 4,739.22
Unit Modernization - Fair Oaks	\$ 375,362.38	\$ -	\$ 375,362.38	\$ -		\$ 375,362.38
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
	<b>\$ 582,444.83</b>	<b>\$ -</b>	<b>\$ 582,444.83</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 582,444.83</b>
<b>Non-Dwelling/Dwelling Unit - Site Work 1480</b>						
Update Lobby Restrooms - Centennial Manor	\$ -	\$ -	\$ -	\$ -		\$ -
Fresh Air Rooftop Unit - MerChe	\$ 150,886.00	\$ 91,687.50	\$ 91,687.50	\$ 59,198.50		\$ 150,886.00
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	\$ 224,507.41	\$ -	\$ 224,507.41	\$ -		\$ 224,507.41
Landscape Upgrades - MerChe	\$ 33,357.91	\$ -	\$ 33,357.91	\$ -		\$ 33,357.91
	<b>\$ 474,172.02</b>	<b>\$ 91,687.50</b>	<b>\$ 414,973.52</b>	<b>\$ 59,198.50</b>	<b>12.5%</b>	<b>\$ 474,172.02</b>
<b>Dwelling Unit - Demolition 1480</b>						
Demolition - Parkview Court	\$ 216,317.98	\$ -	\$ 210,836.78	\$ 5,481.20		\$ 216,317.98
	<b>\$ 216,317.98</b>	<b>\$ -</b>	<b>\$ 210,836.78</b>	<b>\$ 5,481.20</b>	<b>2.5%</b>	<b>\$ 216,317.98</b>
<b>Total</b>	<b>\$ 2,230,308.00</b>	<b>\$ 91,687.50</b>	<b>\$ 2,165,628.30</b>	<b>\$ 64,679.70</b>	<b>2.9%</b>	<b>\$ 2,230,308.00</b>

Percent Obligated 100.0%

**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	11/30/2025 Obligation
<b>Operations 1406</b>	\$ 124,944.00	\$ -	\$ 124,944.00	\$ -	0.0%	\$ 124,944.00
<b>Mgmt. Improvements 1408</b>						
Marketing and Advertising	\$ -	\$ -	\$ -	\$ -		\$ -
Surveillance System	\$ 5,315.08	\$ -	\$ 5,315.08	\$ -		\$ 5,315.08
Staff Training	\$ 15,688.46	\$ -	\$ 15,688.46	\$ -		\$ 15,688.46
IT Improvements	\$ 35,000.00	\$ -	\$ -	\$ 35,000.00		\$ -
Background Check Information	\$ 19,996.46	\$ 1,027.29	\$ 10,637.07	\$ 9,359.39		\$ 10,637.07
	\$ 76,000.00	\$ 1,027.29	\$ 31,640.61	\$ 44,359.39	58.4%	\$ 31,640.61
<b>Administration 1410</b>						
Administration Costs	\$ 62,472.00	\$ -	\$ 62,472.00	\$ -	0.0%	\$ 62,472.00
<b>Contract Administration 1480</b>						
A/E Services	\$ 66,150.50	\$ 20,971.05	\$ 53,733.67	\$ 12,416.83		\$ 53,733.67
	\$ 66,150.50	\$ 20,971.05	\$ 53,733.67	\$ 12,416.83	18.8%	\$ 53,733.67
<b>Dwelling Unit - Interior/Exterior 1480</b>						
Unit Modernization - Fair Oaks	\$ 208,281.13	\$ 87,063.00	\$ 208,281.13	\$ -		\$ 208,281.13
	\$ 208,281.13	\$ 87,063.00	\$ 208,281.13	\$ -	0.0%	\$ 208,281.13
<b>Non-Dwelling/Dwelling Unit - Site Work 1480</b>						
Fencing Install - Fair Oaks	\$ -	\$ -	\$ -	\$ -		\$ -
Facade - MerChe	\$ 1,350,272.94	\$ -	\$ 936,964.55	\$ 413,308.39		\$ 1,350,272.94
Water Heater Replacement- Churchill	\$ -	\$ -	\$ -	\$ -		\$ -
MCM Elevator Upgrade	\$ 123,904.50	\$ 28,573.00	\$ 90,525.50	\$ 33,379.00		\$ 123,904.50
Fencing Upgrade - MerChe	\$ 30,445.43	\$ -	\$ 30,445.43	\$ -		\$ 30,445.43
Sewer and Water Line Repairs	\$ -	\$ -	\$ -	\$ -		\$ -
Maintenance Shop	\$ -	\$ -	\$ -	\$ -		\$ -
Community Room - MerChe	\$ -	\$ -	\$ -	\$ -		\$ -
Rooftop HVAC Replacment - LIPH Suite/Admin Building	\$ 47,567.00	\$ -	\$ 47,567.00	\$ -		\$ 47,567.00
Hot Water Tank - MerChe	\$ -	\$ -	\$ -	\$ -		\$ -
Roadway Patching & Preservation	\$ 159,964.00	\$ -	\$ -	\$ 159,964.00		\$ 159,964.00
Tuckpointing - Admin Building	\$ 34,000.00	\$ -	\$ 34,000.00	\$ -		\$ 34,000.00
Landscape Upgrades	\$ 6,639.50	\$ -	\$ 6,639.50	\$ -		\$ 6,639.50
	\$ 1,752,793.37	\$ 28,573.00	\$ 1,146,141.98	\$ 606,651.39	34.6%	\$ 1,752,793.37
<b>Total</b>	\$ 2,290,641.00	\$ 137,634.34	\$ 1,627,213.39	\$ 663,427.61	29.0%	\$ 2,233,864.78

Percent Obligated 97.5%

**ROSS Grant - Vermilion Housing Authority**  
**ROSS241891**  
**November 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	\$ 4,894.42	\$ 86,651.95	\$ 88,507.05	50.5%
<b>Training Costs 1268</b>					
Training Costs	\$ 7,500.00	\$ -	\$ 4,025.69	\$ 3,474.31	
	\$ 7,500.00	\$ -	\$ 4,025.69	\$ 3,474.31	46.3%
<b>Administrative Costs 1868</b>					
Administrative Costs	\$ 18,266.00	\$ 442.18	\$ 9,907.05	\$ 8,358.95	
	\$ 18,266.00	\$ 442.18	\$ 9,907.05	\$ 8,358.95	45.8%
<b>Total</b>	<b>\$ 200,925.00</b>	<b>\$ 5,336.60</b>	<b>\$ 100,584.69</b>	<b>\$ 100,340.31</b>	<b>49.9%</b>

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

**Balance Sheet**

**Assets**

111105 Cash	321,730.46
<b>Total Assets</b>	<u>321,730.46</u>

**Liabilities**

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

**Equity**

2820 Operating Reserves - Retained Earnings	321,408.04
Current Year Operating - Gain/(Loss)	322.42
<b>Total Liabilities &amp; Equity</b>	<u>321,730.46</u>

**Income Statement**

	Current Month	Year to Date
<b>Operating Revenue</b>		
Interest Income	39.66	322.42
Other Income	0.00	0.00
<b>Total Revenue</b>	<u>39.66</u>	<u>322.42</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)	39.66	322.42

**Vermilion Housing Authority**  
**Tenant Receivables Outstanding**  
**PHAS Financial Indicator**  
**November 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	1.22%
May-25	\$	12,724.13	1.36%
June-25	\$	18,397.20	1.96%
July-25	\$	19,375.15	2.06%
August-25	\$	19,250.66	2.05%
September-25	\$	23,030.02	2.44%
October-25	\$	21,796.13	2.27%
November-25	\$	37,395.72	3.84%
December-25			0.00%
January-26			0.00%
February-26			0.00%
March-26			0.00%

# Vermilion Housing Authority

Ap Expenditures

November 2025

1919 Architects	\$13,332.00
2 Pro Wash LLC	\$9,370.00
Amber McCoy	\$91.20
Ameren Illinois	\$18,637.31
Aqua Illinois Inc	\$15,298.83
Barton Carrolls Inc.	\$10,902.00
Blackie's	\$129.00
Blaine Window Hardware	\$76.54
Botts Locksmith	\$1,384.00
Brickyard Landfill - 4725	\$332.95
Brittany Savalick	\$364.78
City of Danville	\$7,682.63
City of Hoopeston	\$4,776.29
Clark's Garage Incorporated	\$556.59
Comcast Cable	\$628.33
Connor Company	\$1,098.48
Constellation NewEnergy, Inc.	\$735.70
Courtesy Ford Inc.	\$180.80
CTS Computer Center	\$5,962.00
Danville Area Community College	\$755.84
DP Supply, INC	\$221.79
Elite Painting and Repair	\$4,396.00
Emphasys Software	\$34,967.00
Farnsworth Group Inc.	\$7,639.05
Fastenal	\$1,043.27
First Nonprofit Unemployment Program	\$5,094.00
Freeman Exteriors	\$2,959.57
Georgetown Waterworks	\$3,107.10
Gibson Teldata, Inc.	\$750.16
Grainger, Inc	\$366.19
Hd Supply Facilities Maintenance	\$8,363.75
Hillard Bynum	\$200.00
Housing-Renewal & Local Agency Retirement	\$18,438.28
Jaclyn Vinson	\$273.59
Johnson Controls Security Solutions	\$2,059.84
Kelly Printing Company Inc.	\$372.24
Kirby Risk Corporation	\$2,574.90
Kone Inc.	\$29,561.41
Latoz Hardware Inc.	\$43.14
Lowe's	\$2,412.17
Metropolitan Life Insurance Company	\$1,826.00
Municipal Water Utility	\$197.94
Nelson's Lawn Care	\$6,555.00
Nicole Brumfield	\$42.00
Oil Changers, Inc	\$124.19
Olympic Hardware	\$7.49
Online Information Services Inc.	\$1,071.19
Orkin, LLC	\$21,568.00
PDQ Supply Inc.	\$454.94
Petty Cash, Tamra Hartman Custodial	\$200.00
Quadient Finance USA, Inc	\$2,000.00
Quill	\$1,357.62
Ridge Plumbing Contractor, LLC	\$184,940.82
Rita F Buckley	\$100.00
Rogers Supply Company Inc.	\$150.05
Samantha Bruens	\$270.20
Securitas Technology Corporation	\$173.67
Sherwin-Williams	\$1,374.97
Sparklight Business	\$348.96
Spartan Tool LLC	\$1,388.85
Sunrise FS	\$1,010.52
Tamera Forthenberry	\$203.84
Tamra Hartman	\$91.20

<b>ULINE, INC.</b>	<b>\$69.75</b>
<b>Verizon Connect</b>	<b>\$299.00</b>
<b>Verizon Wireless</b>	<b>\$169.09</b>
<b>Village of Rossville</b>	<b>\$812.11</b>
<b>Vision Service Plan</b>	<b>\$213.84</b>
<b>Wagner Communications Inc.</b>	<b>\$578.86</b>
<b>Watts Copy System</b>	<b>\$582.84</b>
<b>Willie Hall and Son's Tree Service</b>	<b>\$4,400.00</b>
<b>Total for all Vendors</b>	<b>449,721.66</b>

## Memorandum

**TO:** Board of Commissioners

**FROM:** Amber McCoy, Deputy Director

**DATE:** December 1, 2025

**RE:** Personnel Monthly Report for the Month of November 2025

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

Rasheema Fox – Assistant Property Manager – Hired

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

Gas Detection Training  
Danville, IL

All Maintenance Staff



## MEMORANDUM

**TO:** Board of Commissioners

**FROM:** Jaclyn Vinson, Executive Director

**DATE:** November 25, 2025

**RE:** Insurance Policy Renewal

We received our renewal rates from AHRMA and they are as follows:

### AHRMA Renewals: Cost and Coverage Details

	CY25 Rate	CY26 Rate	CY25 Ann. Contribution	CY26 Ann. Contribution	Difference
<b>Property @ 100% Replacement Cost</b>	\$ 0.2020	\$ 0.2020	\$ 184,058.00	\$ 166,957.00	\$ (17,101.00)
<b>Equipment Breakdown</b>	\$ 0.0700	\$ 0.7000	\$ 6,365.00	\$ 5,774.00	\$ (591.00)
<b>Business Income and Extra Expense</b>			included	included	
<b>Commercial Crime</b>			\$ 652.00	\$ 677.00	\$ 25.00
<b>General Liability</b>	\$ 27.00	\$ 28.00	\$ 14,877.00	\$ 14,000.00	\$ (877.00)
<b>Public Officials Liability</b>	\$ 26.00	\$ 26.00	\$ 14,326.00	\$ 13,000.00	\$ (1,326.00)
<b>Workers Compensation</b>	\$ 4.8100	\$ 4.2100	\$ 82,280.00	\$ 79,514.00	\$ (2,766.00)
<b>Auto</b>	25 vehicles	24 vehicles	\$ 9,180.00	\$ 9,180.00	\$ -
<b>Annual Contribution</b>			<b>\$ 311,738.00</b>	<b>\$ 289,102.00</b>	<b>\$ (22,636.00)</b>

Based on the information AHRMA provided us, we are recommending approval.

**RESOLUTION NO. 2025-34**

**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 Assisted Housing Risk Management Association (AHRMA) in the amount of \$289,102.00; 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 AHRMA for \$289,102.00.
- 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 18th day of December, 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

<b>Annual PHA Plan</b> <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 9/30/2027
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services. They also inform HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-, very low-, and extremely low- income families.

**Applicability.** The Form HUD-50075-ST is to be completed annually by **STANDARD PHAs** or **TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form. Note: PHAs with zero public housing units must continue to comply with the PHA Plan requirements until they closeout their Section 9 programs (ACC termination).

**Definitions.**

- (1) **High-Performer PHA** - A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers (HCVs) and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, SEMAP for PHAs that only administer tenant-based assistance and/or project-based assistance, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or HCVs combined and is not PHAS or SEMAP troubled.

<b>A.</b>	<b>PHA Information.</b>														
<b>A.1</b>	<p><b>PHA Name:</b> <u>The Housing Authority Of The City Of Danville, IL</u> <span style="float: right;"><b>PHA Code:</b> <u>IL011</u></span></p> <p><b>PHA Type:</b> <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA</p> <p><b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>04/2026</u></p> <p><b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p><b>Number of Public Housing (PH) Units</b> <u>556</u> <b>Number of Housing Choice Vouchers (HCVs)</b> <u>965</u></p> <p><b>Total Combined Units/Vouchers</b> <u>1521</u></p> <p><b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Public Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA and should make documents available electronically for public inspection upon request. PHAs are strongly encouraged to post complete PHA Plans on their official websites and to provide each resident council with a copy of their PHA Plans.</p> <p><b>How the public can access this PHA Plan:</b> The PHA Plan is available at the VHA Administration Building 1607 Clyman Lane, Danville, IL 61832 and can be available electronically by request.</p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" data-bbox="239 1533 1436 1636"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV						
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		PH	HCV												
<b>B.</b>	<b>Plan Elements</b>														
<b>B.1</b>	<p><b>Revision of Existing PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p>														

- Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- Financial Resources.
- Rent Determination.
- Operation and Management.
- Grievance Procedures.
- Homeownership Programs.
- Community Service and Self-Sufficiency Programs.
- Safety and Crime Prevention.
- Pet Policy.
- Asset Management.
- Substantial Deviation.
- Significant Amendment/Modification.

(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):

(c) The PHA must submit its Deconcentration Policy for Field Office review.

**B.2 New Activities.**

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's applicable Fiscal Year?

Y N

- Choice Neighborhoods Grants.
- Modernization or Development.
- Demolition and/or Disposition.
- Designated Housing for Elderly and/or Disabled Families.
- Conversion of Public Housing to Tenant-Based Assistance.
- Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.
- Homeownership Program under Section 32, 9 or 8(Y)
- Occupancy by Over-Income Families.
- Occupancy by Police Officers.
- Non-Smoking Policies.
- Project-Based Vouchers.
- Units with Approved Vacancies for Modernization.
- Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the applicable Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.

**B.3 Progress Report.**

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.

**PHA Goal: Provide access, availability and supply of decent affordable housing • The Authority has worked to maximize occupancy within our Low-Income Public Housing Developments; currently maintaining at least 96% occupied come each month end. • In 2014 the Authority applied for and received sixty-five (65) HUD-VASH (Veteran Affairs Supportive Housing) Project Based Vouchers to be administered under the Housing Choice Voucher Program. Referrals come to the Authority through the Illiana VA Medical Center. • In partnership with East Central Community Action Agency, the Authority awarded eight (8) Project Based Vouchers to support the construction of 8 new, single-family homes in Hoopston, Illinois. • Installed Security Cameras in strategic locations throughout the Fair Oaks (AMP 101) Family Housing Development as a crime prevention/deterrent**

strategy. Cameras are intended to assist in identifying problem households and guests that are involved in anti-social, illegal activities. Authority Staff monitor the cameras and when appropriate, provide data and information to City Police to assist in investigations and prosecution. The camera system has been valuable in police investigations. • Installed Security Cameras in strategic locations throughout the Beeler Terrace (AMP 102) Family Housing Development as a crime prevention/deterrent strategy. Cameras are intended to assist in identifying problem households and guests that are involved in anti-social, illegal activities. Authority Staff monitor the cameras and when appropriate, provide data and information to City Police to assist in investigations and prosecution. The camera system has been valuable in police investigations. • Demolished 159 physically substandard public housing units within the Fair Oaks (AMP 101) development. • Demolished 26 physically substandard public housing units within Ramey Court (AMP 104). • Demolished 50 physically substandard public housing units at Parkview Court (AMP 104). • Installed Security Cameras in strategic locations throughout MerChe Manor (AMP 103) Family Housing Development as a crime prevention/deterrent strategy. Cameras are intended to assist in identifying problem households and guests that are involved in anti-social, illegal activities. Authority Staff monitor the cameras and when appropriate, provide data and information to City Police to assist in investigations and prosecution. The camera system has been valuable in police investigations. • Installed an updated camera system at Centennial Manor to replace outdated technology and keep the building safe and secure. PHA Goal: Support the Development, Construction, Re-Development, Rehabilitation, and Acquisition of Quality Affordable Housing • The Authority hosted Housing Choice Voucher Program Landlord Workshops which will be designed to recruit, educate, and retain landlords for the Housing Choice Voucher Program. We have seen an increase in new and returning landlords to the HCV program throughout Vermilion County. • The VHA has created a strategy of investment related to Capital Fund expenditures, as a result of a thorough planning and consideration process. • Improving Energy Efficiency within our Public Housing Developments will continue to be a factor in determining the level and type of investments and modernization potential. • The Authority makes public, civic and governmental agencies aware of its programs, services and activities on a regular basis by attending group luncheons and regularly scheduled community meetings. • The Authority and its partners will continue to foster partnerships with other agencies in order to meet its primary objective of developing additional affordable housing within Vermilion County.

**B.4 Capital Improvements.** Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.

The most recent HUD approved 5 Year Action Plan was submitted in EPIC in July 2025 and approved by HUD in July 2025.

**B.5 Most Recent Fiscal Year Audit.**

(a) Were there any findings in the most recent FY Audit?

Y  N

(b) If yes, please describe:

**C. Other Document and/or Certification Requirements.**

**C.1 Resident Advisory Board (RAB) Comments.**

(a) Did the RAB(s) have comments to the PHA Plan?

Y  N

(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.

**C.2 Certification by State or Local Officials.**

	Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i> , must be submitted by the PHA as an electronic attachment to the PHA Plan.
<b>C.3</b>	<p><b>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b></p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.4</b>	<p><b>Challenged Elements.</b> If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>
<b>C.5</b>	<p><b>Troubled PHA.</b></p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 5.64 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

**Form identification:** *IL011-The Housing Authority Of The City Of Danville, IL Form HUD-50075-ST (Form ID - 7080) printed by Jackie Vinson in HUD Secure Systems/Public Housing Portal at 12/10/2025 01:41PM EST*

**RESOLUTION NO. 2025-37**

**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 PHA Annual Plan for Fiscal Year Beginning 04/2026; 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 PHA Annual Plan for Fiscal Year Beginning 04/2026.
- 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.

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 18<sup>th</sup> day of December, 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

<b>5-Year PHA Plan</b> <i>(for All PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 09/30/2027
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services. They also inform HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-, very low-, and extremely low- income families.

**Applicability.** The Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs. PHAs with zero public housing units must continue to comply with the PHA Plan requirements until they closeout their Section 9 programs (ACC termination).

<b>A.</b>	<b>PHA Information.</b>																		
<b>A.1</b>	<p><b>PHA Name:</b> <u>The Housing Authority Of The City Of Danville, IL</u>    <b>PHA Code:</b> <u>IL011</u></p> <p><b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>04/2026</u></p> <p><b>The Five-Year Period of the Plan (i.e. 2019-2023):</b> <u>2026-2030</u></p> <p><b>PHA Plan Submission Type:</b>    <input checked="" type="checkbox"/> 5-Year Plan Submission    <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p><b>Public Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA and should make documents available electronically for public inspection upon request. PHAs are strongly encouraged to post complete PHA Plans on their official websites and to provide each resident council with a copy of their PHA Plans.</p> <p><b>How the public can access this PHA Plan:</b> The PHA 5 Year Plan is available at the VHA Administration Building 1607 Clyman Lane, Danville, IL 61832 and can also be available electronically upon request.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 15%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) in the Consortia</th> <th colspan="2" style="width: 45%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 10%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 20%;"></th> <th style="width: 25%;"></th> <th style="width: 5%;">PH</th> <th style="width: 5%;">HCV</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia		No. of Units in Each Program				PH	HCV							
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<b>B.</b>	<b>Plan Elements.</b> Required for all PHAs completing this form.																		
<b>B.1</b>	<p><b>Mission.</b> State the PHA's mission for serving the needs of low-, very low-, and extremely low-income families in the PHA's jurisdiction for the next 5 years.</p> <p>The mission of the Housing Authority of the City of Danville, Illinois, d/b/a Vermilion Housing Authority, is to provide and develop quality affordable housing opportunities for individuals and families and to assist low income residents with safe, decent, sanitary and affordable housing; encourage resident participation, and provide opportunities for self-improvement which many enhance the residents' self-confidence and economic self-sufficiency. We shall operate in an effective, ethical and professional manner, and will create and maintain partnerships with its clients and appropriate community agencies to accomplish this mission.</p>																		
<b>B.2</b>	<p><b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next 5 years.</p> <p>PHA Goal: Provide access, availability and supply of decent affordable housing    PHA Goal: Support the Development, Construction, Re-Development, Rehabilitation, and Acquisition of Quality Affordable Housing    PHA Goal: Improve the Accountability and Quality of Assisted Housing</p>																		

**B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

• The Authority has worked to maximize occupancy within our Low-Income Public Housing Developments; currently maintaining at least 96% occupied come each month end. • In 2014 the Authority applied for and received sixty-five (65) HUD-VASH (Veteran Affairs Supportive Housing) Project Based Vouchers to be administered under the Housing Choice Voucher Program. Referrals come to the Authority through the Illiana VA Medical Center. • In partnership with East Central Community Action Agency, the Authority awarded eight (8) Project Based Vouchers to support the construction of 8 new, single-family homes in Hoopston, Illinois. • Installed Security Cameras in strategic locations throughout the Fair Oaks (AMP 101) Family Housing Development as a crime prevention/deterrent strategy. Cameras are intended to assist in identifying problem households and guests that are involved in anti-social, illegal activities. Authority Staff monitor the cameras and when appropriate, provide data and information to City Police to assist in investigations and prosecution. The camera system has been valuable in police investigations. • Installed Security Cameras in strategic locations throughout the Beeler Terrace (AMP 102) Family Housing Development as a crime prevention/deterrent strategy. Cameras are intended to assist in identifying problem households and guests that are involved in anti-social, illegal activities. Authority Staff monitor the cameras and when appropriate, provide data and information to City Police to assist in investigations and prosecution. The camera system has been valuable in police investigations. • Demolished 159 physically substandard public housing units within the Fair Oaks (AMP 101) development. • Demolished 26 physically substandard public housing units within Ramey Court (AMP 104). • Demolished 50 physically substandard public housing units at Parkview Court (AMP 104). • Installed Security Cameras in strategic locations throughout MerChe Manor (AMP 103) Family Housing Development as a crime prevention/deterrent strategy. Cameras are intended to assist in identifying problem households and guests that are involved in anti-social, illegal activities. Authority Staff monitor the cameras and when appropriate, provide data and information to City Police to assist in investigations and prosecution. The camera system has been valuable in police investigations. • Installed an updated camera system at Centennial Manor to replace outdated technology and keep the building safe and secure. • The Authority hosted Housing Choice Voucher Program Landlord Workshops which will be designed to recruit, educate, and retain landlords for the Housing Choice Voucher Program. We have seen an increase in new and returning landlords to the HCV program throughout Vermilion County. • The VHA has created a strategy of investment related to Capital Fund expenditures, as a result of a thorough planning and consideration process. These investments in modernization will work to make our Public Housing Developments more marketable and enticing for longer tenancy. • Improving Energy Efficiency within our Public Housing Developments will continue to be a factor in determining the level and type of investments and modernization potential. • The Authority makes public, civic and governmental agencies aware of its programs, services and activities on a regular basis by attending group luncheons and regularly scheduled community meetings. • The Authority and its partners will continue to foster partnerships with other agencies in order to meet its primary objective of developing additional affordable housing within Vermilion County. Through these partnerships additional housing will be created and the Authority will work to recoup developer and management fees to help bridge the funding gaps in our core programs

**B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.

3-III.G. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, STALKING, AND HUMAN TRAFFICKING The Violence against Women Act (VAWA) and the HUD regulation at 24 CFR 5.2005(b) prohibit PHAs from denying admission to an otherwise qualified applicant on the basis or as a direct result of the fact that the applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking. • Although the VAWA 2022 statute does not specifically include human trafficking in the list of victims protected under VAWA, in 2022 HUD began including human trafficking as part of the list of victims protected under VAWA (as seen in Notices PIH 2022-06, PIH 2022-22, and PIH 2022-24). In the absence of a final rule implementing VAWA 2022 and to mirror HUD's recent usage, this policy includes human trafficking in addition to domestic violence, dating violence, sexual assault, and stalking anywhere such a list appears. Definitions of key terms used in VAWA are provided in section 16-VII of this ACOP, where general VAWA requirements and policies pertaining to notification, documentation, and confidentiality are also located. Notification VAWA requires PHAs to provide applicants who are denied assistance with a VAWA Notice of Occupancy Rights (form HUD-5380) and a domestic violence certification form (HUD-5382) at the time the applicant is denied. PHA Policy The PHA acknowledges that a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking may have an unfavorable history (e.g., a poor credit history, poor rental history, a record of previous damage to an apartment, a prior arrest record) due to adverse factors that would warrant denial under the PHA's policies. While the PHA is not required to identify whether adverse factors that resulted in the applicant's denial are a result of domestic violence, dating violence, sexual assault, stalking, or human trafficking, the applicant may inform the PHA that their status as a victim is directly related to the grounds for the denial. The PHA will request that the applicant provide enough information to the PHA to allow the PHA to make an

objectively reasonable determination, based on all circumstances, whether the adverse factor is a direct result of their status as a victim. The PHA will include in its notice of denial information about the protection against denial provided by VAWA in accordance with section 16-VII.C of this ACOP, a notice of VAWA rights, and a copy of the form HUD-5382. The PHA will request in writing that an applicant wishing to claim this protection notify the PHA within 14 business days.

**B.5 Project-Based Activities.** If a PHA intends to select one or more projects for project-based assistance without competition in accordance with 24 CFR 983.51(c), the PHA must include a statement of this intent.

The PHA does not intend to select any PBV projects in the 2026 calendar year.

**C. Other Document and/or Certification Requirements.**

**C.1 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

The Housing Authority defines significant amendments or modifications to the Annual Plan as major changes in the mission, goals and objectives, and/or the direction of the Housing Authority as defined by the Board of Commissioners. Significant changes to our Low Income Public Housing Admissions and Continued Occupancy Plan or our Housing Choice Voucher Administrative Plan would include modifications to rent or HAP calculations, admission policies, or changes to waiting list organization. Changes enacted by HUD through regulatory requirement changes are not considered to be significant amendments. The Housing Authority defines substantial deviation from the five-year capital plan as a major change to the plan or an additional non-emergency work item added to the plan that redefines our goals or objectives as stated in the Annual Plan. The Housing Authority reserves the right to full fungibility in the accomplishment of its goals and objectives. In addition to the criteria established by the PHA, a proposed demolition, disposition, homeownership, RAD conversion, Capital Fund Financing, development, or mixed finance proposal is considered by HUD to be a significant amendment to the CFP 5-Year Action Plan based on the Capital Fund Final Rule.

**C.2 Resident Advisory Board (RAB) Comments.**

(a) Did the RAB(s) have comments to the 5-Year PHA Plan?

Y N

(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.

**C.3 Certification by State or Local Officials.**

Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

**C.4 Challenged Elements.** If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

(a) Did the public challenge any elements of the Plan?

Y N

(b) If yes, include Challenged Elements.

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals, and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average 1.23 hours per year per response or 6.15 hours per response every five years, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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**Form identification:** *IL011 - The Housing Authority Of The City Of Danville, IL form HUD-50075-5Y (Form ID - 4274) printed by Jackie Vinson in HUD Secure Systems/Public Housing Portal at 12/10/2025 01:40PM EST*

**RESOLUTION NO. 2025-38**

**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 PHA Five (5) Year Plan for Fiscal Year Beginning 04/2026. The Five Year Period of the Plan 2026-2030; 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 PHA Five (5) Year Plan for Fiscal Year Beginning 04/2026. The Five Year Period of the Plan 2026-2030.
- 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 18<sup>th</sup> day of December, 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:** December 3, 2025

**RE:** Disposition of Vehicle - 2008 Ford F150

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We currently have a 2008 Ford F150 Truck that was purchased for \$13,990.10 on May 26, 2009. The Kelly Blue Book value is unavailable due to its poor condition.

We took the truck to get new tires put on it and was advised that the frame is rusted out and the truck is not safe to drive.

We request the Board's approval to dispose of this vehicle, as in line with the VHA Disposition Policy. Due to the poor condition of the vehicle, I recommend the vehicle be recycled for the price of metal cost.

**RESOLUTION NO. 2025-39**

**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 2008 Ford F150 Truck; 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 disposition of the 2008 Ford F150 Truck.
- 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 18th day of December, 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

### Cash Management Policy

The purpose of this cash management policy is to establish cash management guidelines for the purpose of safeguarding public funds and maximizing income for the Authority while complying with the regulations of the U. S. Department of Housing and Urban Development set forth in HUD Notice PIH 95-27, Notice PIH 2001-7 and Notice PIH 2002-13.

#### **OBJECTIVE:**

Assure the availability of cash for transaction needs, preserve the value of cash resources and earn the maximum return on funds until disbursed while maintaining the safety of all monies whether on hand or invested.

#### **Receipts:**

Proper internal controls shall be established over the cash receipts process to provide a reasonable assurance that misappropriation or fraud will not occur.

Separation of Duties – Separations of duties are established so that different employees are responsible for (1) receiving and recording cash collections, (2) balancing daily cash receipts to related recordings, (3) verifying that the deposited amounts reflected in the general ledger are in agreement with departmental records.

Rental Pickups – The rent payments will be picked up daily from the secured rent boxes during the first part of the month prior to late charges being assessed. They will be picked up periodically after that time period. The rent payments will be delivered to the Finance Department for processing. All mailed in rent and other incoming payments will be delivered to the Finance Department un-opened if known to be a payment. If opened, mail will be handed directly to Finance Department personnel.

Recording and Depositing – All payments to the Authority are to be recorded in the system and posted to the appropriate account. All payment documents including cash are to be placed into the locked cash drawer to await end of day deposit procedures. If

a deposit is not being remote deposited to the bank that day, it is to be locked into the company safe at the end of the day. Deposits are to be remote deposited to the bank at least twice a week ~~depending upon deposit amount.~~

ACH Draw Down of Federal Funds – The HUD E-LOCCS System is utilized to draw down operating subsidy for the Public Housing Program and other Federal Grant Programs. The Housing Authority has identified certain personnel with the authority to access the E-LOCCS System. These individuals have the responsibility of accurately drawing down monthly operating subsidy for the Public Housing program and the appropriate amounts for the Capital Fund Programs or any other HUD Grant Programs. HUD has established the maximum time to be generally three working days between draw down and disbursement of any Capital ~~Fund, Modernization or Development~~ Funds.

#### **Disbursements:**

Proper internal controls shall be established over the disbursement process to provide a reasonable assurance that misappropriation or fraud will not occur and only approved expenditures are paid to the appropriate vendors.

Disbursements are generated with an approved invoice, purchase order or contract. All disbursements are to be made by check unless the item would be considered a small reimbursable expense and would qualify as a Petty Cash disbursement.

Disbursements may be done via ACH only when required by the vendor. Source documents with appropriate documentation for these ACH disbursements will be maintained within the Finance Department and will include initials of two eligible check signers.

After verification of goods or services received, appropriate approvals, proper general ledger accounts identified the amount to be paid to the appropriate vendor will be entered into the Accounts Payable System for payment. Payments are commonly made within 30 days of invoice unless special arrangements are made in advance. Payments issued for ~~Housing Choice Voucher (HCV) Section 8~~ Housing Assistance Payments or Utility Assistance Payments are authorized by the ~~Housing Choice Voucher (HCV) Section 8~~ Department Head and verified with the proper documentation to the Finance Department.

Checks are created from blank stock check material and are consecutively numbered during the check generation process. Any voided checks shall not be destroyed and shall be retained and stored with the bank reconciliation information.

Checks are then attached to the supporting documentation and presented to the executive office or other approved check signers for signatures. Checks are then prepared to be mailed or delivered, and all supporting documentation is prepared to be filed by vendor by fiscal year.

### **Check Signing:**

All Accounts Payable/General Fund and **Housing Choice Voucher (HCV) Section 8** disbursements are required to have two signatures on all checks. Our bank will not allow only one signature on a check to be processed. There are **two Directors, several department managers** along with the Executive Director and a Board of Commissioner member who are eligible to sign these documents.

### **On Line Banking & Electronic Funds Transfers:**

From time to time, the Finance Department is required to transfer cash balances from one funding source account to another funding source account. These transfers are made via our on-line banking arrangement with our local bank. Source documents with appropriate documentation for these transfers will be maintained within the Finance Department **and will include initials of two eligible check signers.**

In the event the Housing Authority has a need to wire transfer money, two authorized check signers are needed to give authorization to the bank to allow the wire transfer. Source documents with appropriate documentation for these wire transfers will be maintained within the Finance Department and will include initials of two eligible check signers.

**Accounts Payable disbursements may be done via ACH only when required by the vendor. Source documents with appropriate documentation for these ACH disbursements will be maintained within the Finance Department and will include initials of two eligible check signers.**

**Electronic Funds Transfers are required to establish ACH credits for the Housing Choice Voucher (HCV) Housing Assistant Payments (HAP). These funds are debited from the Authority's bank account and directly credited to the landlords financial institutions via an ACH credit. Source documents with appropriate documentation for these ACH credit transfers will be maintained within the Finance Department and will include initials of two eligible check signers.**

Electronic Funds Transfers are required to establish ACH credits for the bi-weekly payroll process. These funds are debited from the Authority's bank account and directly

credited to the employee's personal financial institutions via an ACH credit. Source documents with appropriate documentation for these payroll ACH credit transfers will be maintained within the Finance Department and will include initials of the authorized finance personnel and two eligible check signers or the Executive Director.

#### **Petty Cash:**

The Petty Cash Policy is found in the Authority's Procurement Policy. The fund is not to exceed \$500. A single disbursement from the Petty Cash fund is not to exceed \$250. The Fund is intended to reimburse staff for small purchases where an accounts payable transaction would be considered unnecessarily complicated. The fund is secured in the safe located in the Finance Department. Supporting documentation such as a receipt is necessary for any distribution from this fund. It is not to be used for cashing employees' or tenants' checks or making loans to employees. The fund is secured within the safe located in the Finance area. The fund is to be reconciled at least monthly and replenished as needed.

#### **Interest earned on Grant Funds:**

~~Federal~~ — Monies received from federal contracts are placed in an interest bearing account and used for the program intended. Any interest earned is used in conjunction with the intended program. ~~Capital Grants are always funded in arrears and no interest is applicable.~~

~~State~~ — Grant funds disbursed under the State DHS Agreement will be placed in an interest bearing account. All interest earned shall be considered grant funds and are subject to the same restrictions as the grant funds. Any exceptions to this requirement by the State must be approved, in writing, by the Department of Human Services. The provisions of the Illinois Grant Funds Recovery Act shall apply. ~~DHS Grant funds are typically funded in arrears of spending and therefore no interest is typically earned.~~

#### **Debit and Credit Card:**

~~Debit and~~ Credit Cards will only be used for authorized expenditures directly associated with the business of the Vermilion Housing Authority. Personal use of any agency debit or credit cards is unacceptable. Cash advance or cash back from purchases are strictly prohibited. The amount of any non-approved or inappropriate purchases will be collected from the user of the debit or credit card.

The Executive Director will determine the distribution of any debit or credit cards to staff. The Executive Director will determine the credit limit on any account being used by staff.

Debit and credit cards are primarily used for travel related expenditures or certain vendors utilize store credit cards instead of in-house store accounts. All documentation relating to any charge on any account must be remitted to the Finance Department prior to any payment being released to the credit card vendor. This includes all receipts and or all travel related documents.

Payment of credit card vendors should be made within the allowable time limit to avoid any interest or late charge fees.

### **Payroll:**

Employees of the Housing Authority are paid every two weeks via a direct deposit through the employee's own financial institution.

Payroll is processed internally by the Finance Department. Payroll documents including W-4, I-9, Date of Employment, Payroll Deduction forms, Position and or pay rate change forms are located within the Finance Department Payroll Files. These files are kept secure and have restricted access.

Time sheets are prepared by staff, approved by their respective supervisor and submitted to the Finance Office bi-weekly. Night Call overtime sheets are prepared daily by the Maintenance Personnel on call, reviewed and approved by their respective supervisor Asset Managers. These documents are then remitted to the Finance Department.

Pay stubs are distributed every two weeks in conjunction with the ACH pay date. In the event that a pay stub is to be picked up by a designated person other than the staff person, then a notice in writing must be received by the Finance Office identifying the individual and they must have proper identification to pick up the pay stub. The pay stubs could also be mailed or held in the safe in the Finance Department at the employee's request.

Changes in pay rate can only be made after documentation is received by the Finance Department from the Executive Office.

The Finance Department processes all payroll deductions both mandatory and voluntary. These withholding dollars are submitted to the respective agencies or firms as required by the entity.

The Finance Department files all appropriate Federal and State documents associated with payroll processing. They also prepare year-end W-2 information for the staff and the appropriate governmental offices.

### **Budgetary Control:**

Budgets are prepared for each major fund within the organization. They are prepared annually and are based on realistic expectations of revenues and expenses.

For the Low Rent Public Housing Program and the **Housing Choice Voucher (HCV) Section 8** Program, these budgets are prepared on our fiscal year basis. Since, HUD began funding Low Rent Public Housing and **Housing Choice Voucher (HCV) Section 8** on a calendar year basis, this makes the budgeting process complicated for these major program areas. When final information regarding funding for these two major program areas is received from HUD, and the budget needs to be adjusted, a budget revision is prepared and submitted to the Board of Commissioners.

The Capital Funds budgets are prepared initially for the grant application process and are revised periodically as P & E reports are required. These budgets or revisions to the budgets are prepared for and approved by the Board of Commissioners as needed.

~~Budgets for the State of Illinois Grants are prepared on the States Fiscal Year and submitted to the appropriate State Agency for approval and processing. The Board of Commissioners are kept informed of any changes to these budgets.~~

### **Financial Management/Statements:**

The Board of Commissioners is presented each month a comprehensive set of financial statements for each funding area. These financial statements reflect the Authority's balance sheet positions as well as revenue and expense positions. The Income Statements compare monthly data to year-to-date as compared to budget. The grant funded programs financial statements reflect month-to-date expenditures along with grant-to-date totals. These financial statements are prepared to HUD's asset management and project-based standards.

Annually, the Financial Data Schedule is prepared and submitted to HUD by the required deadline. A Management Discussion Analysis is prepared for inclusion in the annual independent audit.

It is the philosophy of the Authority's management to strive to reflect a small increase to reserves each fiscal year. The ebbs and flows of HUD funding oftentimes makes that

goal difficult to achieve. It is also the philosophy of the management to utilize all grant funding to 100% of availability following the guidelines of each respective program.

An Independent Audit is performed each year after the close of the fiscal-year and copies of the final report are made available to the Board of Commissioners, HUD and other interested financial partners as requested.

**Procurement:**

The Housing Authority has a Procurement Policy to regulate all types of procurement.

**Contract Lease Authorities:**

By Board Authorization, the Executive Director is the Contracting Officer. The Director can enter into contracts up to \$10,000 without Board of Commissioner approval, contracts above \$10,000 require a Board Resolution.

**Restricted and Unallowable Expenses:**

Federal – The Housing Authority will follow the ACC Contract Amendments for all federal monies received. Certain programs have restrictions for funding usage or budget line item definitions and the Authority will follow the guidelines for each program.

State – The Housing Authority will follow the respective Contract for each State funded program regarding restricted funds or unallowable expenditures.

**General Ledger Journal Vouchers:**

General Ledger Journal Vouchers are used to post transactions to the General Ledger that are not automated within the computer system. They are also used to correct entries.

A separate Journal Voucher is to be used to post different transactions so the appropriate description is recorded within the General Ledger.

Journal Vouchers are to be initialed by two staff members.

## **Property Control:**

Property control is regulated by the Housing Authority's Capitalization Policy and Disposition Policy. Depreciable Assets are recorded on the Depreciation Schedule and depreciated according to expected life. Non-Depreciable Assets are recorded on a separate listing of assets for control purposes. All assets are monitored by the Finance Department and reviewed annually.

## **Uncashed and Voiding Checks:**

Checks may need to be voided from time to time based on a variety of situations. The voiding of a check must be approved by the appropriate personnel and recorded in the general ledger in a timely manner to provide accurate financial statements. The proper program from which the funds were initially charged will be credited in the amount of the voided check.

When it has been determined that a check needs to be voided, specific procedures should be followed based on the reason for voiding the check. Once a check has been voided the Finance Department can reissue the disbursement.

## **Errors**

If an error occurred while printing the check or an error was identified prior to mailing the check to the vendor, the finance personnel should notify the Finance Manager. Once the Finance Manager has reviewed the check and agrees that it needs to be voided, the check should be altered so that it cannot be cashed by any banking institution. The word "VOID" should be written across the check. The voided original check should be filed with the monthly bank reconciliation.

## **Lost in the Mail**

If a vendor has contacted the PHA to state they did not receive the check in the mail, the Finance Manager will, after forty-five days (45) from the check date, contact the bank to authorize a stop payment on the check. The PHA will notify the vendor that if the original check eventually arrives, that they should either destroy the check or return it to the PHA. In no instance shall the original check be cashed by the vendor.

## **Outstanding Checks After Bank Reconciliation**

Annually, the Finance Manager will review and turn over all stale dated checks, that are equal to or greater than three years old, as unclaimed property to the Illinois State Treasurers Office.

The Finance Manager will review the documentation and provide a signed approval to void the checks. The finance department will void the check in the PHA's software system and update the bank reconciliation accordingly.

**Positive Pay:**

Positive pay is a fraud prevention service offered by banks that helps businesses detect and prevent check fraud by matching issued checks against those presented for payment.

When the finance department issues checks, it creates a list of details for each check, including the check number, date, dollar amount, and payee name in VHA's software system.

When a check is presented for payment, the bank locks the payment from processing. The finance department logs on daily to the bank to compare the details of the check against the information in the software system. If the details match, the check is approved and processed. If there is a discrepancy (e.g., an altered amount or different payee), the finance department rejects the check to protect the account.

Approved by the Board of Commissioners – Anticipated 12/18/25

**RESOLUTION NO. 2025-40**

**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 Cash Management 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 Cash Management 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 18<sup>th</sup> day of December, 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



**Housing Authority of the City of Danville, IL**  
**Vermilion Housing Authority**

## **Internal Control Policy**

The purpose of this Internal Control Policy is to establish basic philosophy for the purpose of establishing effective internal controls that safeguarding public funds for the Authority while complying with the regulations of the U. S. Department of Housing and Urban Development.

### **OBJECTIVE:**

Effective internal controls provide reasonable assurance that:

- Authority operations are efficient and effective.
- Recorded transactions are accurate.
- Financial reporting is reliable.
- Risk management systems are effective.
- The Authority complies with HUD regulations, internal policies and procedures.

Control systems can help departmental managers measure performance, make decisions, evaluate processes, and limit risk. Good internal control can help the authority achieve its objectives and avoid surprises. Effective control systems may detect mistakes caused by personal distraction, carelessness, fatigue, errors in judgment, or unclear instructions in addition to fraud or deliberate noncompliance with policies. Effective and well-designed control systems are still subject to execution risk.

Internal control must be consistently applied and well understood by all Authority staff if Board of Commissioner and management policies are to be effectively implemented. Controls typically (1) limit authorities, (2) safeguard access to and use of records and Authority assets, (3) separate and/or rotate duties, and (4) ensure both regular and unscheduled reviews.

It is important that all Internal Controls, Board Policies and Management Procedures are identified and reviewed by management, who will make recommended changes to the Board of Commissioners if necessary, on at least a bi-annual basis. Some policies may need to be reviewed and updated more often. Relevant regulations and procedures will

be effectively monitored for changes and policies and procedures revised as needed to conform. As changes are needed, policies and procedures will be developed by designated departmental directors in collaboration with other effected departments to complete the task. Recommended changes will be presented to the Executive Director and then to the Board of Commissioners if policy changes are required.

### **Responsibilities:**

All employees are responsible for managing internal controls. Virtually all employees produce information used in the internal control system or take other actions needed to effect control. Also, all personnel should be responsible for communicating upward in operations, noncompliance with code of conduct, fraud, or other policy violations or illegal actions.

The Executive Director of the Authority has overall responsibility for designing and implementing effective internal control. More than any other individual, the chief executive sets the “tone” that affects integrity and ethics and other factors of a positive control environment.

~~The Chief Financial Officer (CFO): Much of the internal control structure flows through the accounting and finance area of the Authority under the leadership of the CFO. In particular, controls over financial reporting fall within the domain of the Chief Financial Officer.~~

Senior managers assign responsibility for establishment of more specific internal control policies and procedures to personnel responsible for the Authority’s functions.

The Board of Commissioners: Management is accountable to the Board, which provides governance, guidance and oversight. Effective Board Members are objective, capable and inquisitive. They also have knowledge of the Authority’s activities and environment, and commit the time necessary to fulfill their board responsibilities.

### **Areas of Control - Cash Management:**

Proper internal controls shall be established over the receipting process to provide a reasonable assurance that misappropriation or fraud will not occur.

Proper internal controls shall be established over the disbursement process to provide a reasonable assurance that misappropriation or fraud will not occur and only approved expenditures are paid to the appropriate vendors.

Separation of Duties – Separations of duties are established so that different employees are responsible for (1) receiving and recording monetary cash collections, (2) balancing

daily receipts to related recordings, (3) verifying that the deposited amounts reflected in the general ledger are in agreement with departmental records.

All Accounts Payable/General Fund and **Section 8 Housing Choice Voucher (HCV)** disbursements are required to have two signatures on all checks.

Online Banking & Electronic Funds Transfers require that all source documents with appropriate documentation for these transfers will be maintained within the Finance Department and will include initials of two eligible check signers.

Payroll is processed internally by the Finance Department. Payroll documents including W-4, I-9, date of employment, payroll deduction forms, position and or pay rate change forms are located within the Finance Department payroll files. These files are kept secure and have restricted access. Changes in pay rate can only be made after documentation is received by the Finance Department from the Executive Office.

Financial Management/Statements: The Board of Commissioners is presented each month a comprehensive set of financial statements for each funding area. These financial statements reflect the Authority's balance sheet positions as well as revenue and expense positions. The income statements compare monthly data to year-to-date as compared to budget. The grant funded programs financial statements reflect month-to-date expenditures along with grant-to-date totals. These financial statements are prepared to HUD's asset management and project-based standards.

Budgetary control is regulated via budgets that are prepared on our annual basis based upon the funding source.

#### **Areas of Control – Program Management:**

The Housing Authority has a Low Rent Public Housing Admissions and Continued Occupancy Plan and a **Section 8 Housing Choice Voucher (HCV)** Administrative Plan to regulate all functions of our program management. The Housing Authority also has a Comprehensive Maintenance Policy to regulate maintenance functions. **The Authority also has a Comprehensive Work Plan for the Illinois State funded Department of Human Services Grants.**

#### **Areas of Control – Investment Management:**

The Housing Authority has an Investment **Management** Policy to regulate all banking and investment related functions.

**Areas of Control – Personnel Management:**

The Housing Authority has a Personnel Policy to regulate all types of personnel related matters.

**Areas of Control - Procurement:**

The Housing Authority has a Procurement Policy to regulate all types of procurement including petty cash functions.

**Areas of Control - Property Control:**

Property control is regulated via the Capitalization Policy and Disposition Policy. Depreciable Assets are recorded on the Depreciation Schedule and depreciated according to expected life. Non-Depreciable Assets are recorded on a separate listing of assets for control purposes. All assets are monitored by the Finance Department and reviewed annually.

Approved by the Board of Commissioners – 12/18/25

**RESOLUTION NO. 2025-41**

**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 Internal Control 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 Internal Control 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 18<sup>th</sup> day of December, 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