

AGENDA

KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
February 24, 2017 8:00 A.M.
KENDALL COUNTY HEALTH DEPARTMENT
2nd FLOOR CONFERENCE ROOM
811 WEST JOHN STREET
YORKVILLE, ILLINOIS

1. CALL TO ORDER PROCHASKA
2. ROLL CALL PROCHASKA
3. PUBLIC COMMENT (Limit of 5 minutes per person)
4. APPROVAL OF MINUTES
 - November 18, 2016
5. FINANCIAL REPORT CHEN
6. NEW BUSINESS PROCHASKA
 - Resolutions
 - Resolution 2017-01 SEMAP Certification
7. EXECUTIVE DIRECTOR'S REPORT COLES
8. EXECUTIVE SESSION (per Section 2 of the Illinois Open Meetings Act)
 - Approval of Minutes of Prior Meetings Lawfully Closed (Section 2(c)(21))
 - Litigation (Section 2(c)(11))
 - Personnel (Section 2(c)(1))
9. ACTIONS TO BE TAKEN AS A RESULT OF THE EXECUTIVE SESSION (if necessary)
10. FUTURE DISCUSSION/ACTION ITEMS COLES
 - Economic interest statements due to the county.
11. ADJOURNMENT

MINUTES
KENDALL HOUSING AUTHORITY
BOARD OF COMMISSIONERS
November 18, 2016

The November 18, 2016 Board of Commissioners meeting of the Kendall Housing Authority (KHA) was held in the Kendall County Health Department, 2nd floor Conference Room, 811 West John Street, Yorkville, IL.

In Attendance: KHA Commissioners Tom Grant, Robyn Ingemunson, Jeremy Swanson, and Chairman Matthew Prochaska. Also present were Executive Director Kenneth Coles, Finance Director Barbara Chen, and Sr. Administrative Assistant Susan Martin.

1. **CALL TO ORDER**

The meeting was called to order by Chairman Prochaska at 8:00 am.

2. **ROLL CALL AND CERTIFICATION OF QUORUM**

A roll call showed that 4 members were present, a quorum.

3. **PUBLIC COMMENT**

There was no Public Comment made at this meeting.

4. **ELECTION OF OFFICERS 2017**

Commissioner Grant nominated Matthew Prochaska as Chairman, seconded by Commissioner Ingemunson. Commissioner Grant nominated Commissioner Ingemunson as Vice Chairman seconded by Commissioner Swanson. Chairman Prochaska nominated Commissioner Grant as Secretary/Treasury seconded by Commissioner Ingemunson. There were no other nominations. The nominated officers for 2017 were elected unanimously.

5. **APPROVAL OF BOARD MINUTES**

Commissioner Grant made a motion, seconded by Commissioner Ingemunson, to approve the minutes of September 30, 2016. The motion carried by unanimous vote.

6. **FINANCIAL REPORT**

Finance Director Chen presented the Financial Report which included income statements and balance sheets noting that the financials are looking good. She stated the goal was to spend down in December to break even for HUD.

7. **NEW BUSINESS**

- Resolution 2016-15 Approval of Administrative Plan Revisions. Executive Director Coles explained the revision allows the KHA to enforce local codes that may conflict with the housing authority. The other revision will assist in handling the RFTA during the time of an abatement. Commissioner Grant made a motion, seconded by Commissioner Swanson and the motion carried unanimously.
- Resolution 2016-16 Adoption of 2017 KHA Board Meeting Schedule. Commissioner Ingemunson made a motion, seconded by Commissioner Swanson to adopt the resolution and the motion carried unanimously.
- Resolution 2016-17 Approval of FY2017 Budget. Finance Director Chen explained the budget allows for Commissioners to attend training conferences. The goal is to get to 100% leased up

vouchers. Funds were transferred to cover HUD payments because HUD funds on prior calendar years; thereby this will be reimbursed the following year. Commissioner Grant made a motion, seconded by Commissioner Ingemunson to adopt the resolution. The motion carried by unanimous vote.

8. EXECUTIVE DIRECTOR'S REPORT

Executive Director Kenneth Coles discussed the goal to be aggressive and lease up every voucher allotted for KHA and moving the funds will allow us to complete the task. There are still applicants on the wait list and the list was last opened in 2008. There is not much turn over in Kendall County and KHA will not be implementing time limits like some other housing authorities are initiating.

9. EXECUTIVE SESSION

There was no Executive Session. Commissioner Grant asked that a review of executive session be on the agenda for the next meeting.

10. FUTURE DISCUSSION/ACTION ITEMS

Executive Director Coles reminded the group of an upcoming resolution for auditors. Chairman Grant addressed SEMAP due in February; and with KHA being in fantastic shape, it is possible to become a high performer. Chairman Grant stated that a new commissioner may be at the next meeting.

11. ADJOURNMENT Commissioner Grant made a motion, seconded by Commissioner Swanson, to adjourn the meeting. The motion carried unanimously, and Chairman Prochaska adjourned the meeting at 8:25 a.m.

Respectfully Submitted,
Susan Martin
Sr. Administrative Assistant/Recording Secretary

Kendall Housing Authority - Housing Choice Voucher Programs

Balance Sheet
Period = Jan 2017

		Current Balance
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS:	
1100-00-000	CASH	
1112-05-000	Cash Restricted - HAP	182,541.73
1112-06-000	Cash - Admin	29,499.87
1119-00-000	TOTAL CASH	<u>212,041.60</u>
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1122-00-000	A/R-Port-In HAP	14,697.40
1123-00-000	A/R-Other	11,003.00
1135-03-000	A/R-Port-In Admin	1,046.35
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>26,746.75</u>
1160-00-000	OTHER CURRENT ASSETS	
1211-00-000	Prepaid Expenses and Other Assets	1,875.42
1299-00-000	TOTAL OTHER CURRENT ASSETS	<u>1,875.42</u>
1300-00-000	TOTAL CURRENT ASSETS	240,663.77
1699-99-000	INTERCOMPANY	
1700-00-000	Due from DHA	443.26
1799-00-000	TOTAL INTERCOMPANY	<u>443.26</u>
1999-00-000	TOTAL ASSETS	<u>241,107.03</u>
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2111-00-000	A/P Vendors and Contractors	1,339.20
2215-00-000	Deferred Prepay Port In HAP	28,085.48
2299-00-000	TOTAL CURRENT LIABILITIES	<u>29,424.68</u>
2499-00-000	TOTAL LIABILITIES	<u>29,424.68</u>
2800-00-000	EQUITY	
2807-00-000	RESERVED FUND BALANCE:	
2807-01-000	Admin Equity	199,639.60
2807-02-000	HAP Equity	12,042.77
2808-00-000	TOTAL RESERVED FUND BALANCE	<u>211,682.37</u>
2899-00-000	TOTAL EQUITY	<u>211,682.37</u>
2999-00-000	TOTAL LIABILITIES AND EQUITY	<u>241,107.03</u>

Kendall Housing Authority - Housing Choice Voucher Programs
Monthly Income Statement
Period = Jan 2016-Dec 2016

	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Total
INCOME													
GRANT INCOME													
HCV - HAP	134,738	98,662	181,780	143,164	141,623	136,721	136,721	136,721	135,276	135,276	117,052	118,075	1,615,809
HCV - Admin. Fee	15,134	10,677	10,677	13,916	11,853	16,853	12,316	21,908	12,464	12,316	12,135	12,136	162,385
HCV - Port-In Admin Fee	8,563	8,838	7,873	8,120	8,622	9,067	13,103	9,388	9,373	8,855	9,505	9,193	110,498
HCV - Port In HAP	176,130	175,463	165,427	187,867	172,175	182,164	179,314	182,212	178,636	179,674	180,157	175,014	2,134,233
Other Government Grant - Admin Fees	0	0	0	0	0	0	40,708	0	0	0	0	0	40,708
TOTAL GRANT INCOME	334,565	293,640	365,757	353,067	334,273	344,805	382,162	350,229	335,749	336,121	318,849	314,418	4,063,633
OTHER INCOME													
Fraud Recovery - HAP	1,354	1,194	651	1,000	4,385	459	115	2,666	282	225	5,662	3,521	21,513
Other Income	0	300	0	150	0	0	0	0	0	0	0	245	695
TOTAL OTHER INCOME	1,354	1,494	651	1,150	4,385	459	115	2,666	282	225	5,662	3,766	22,208
TOTAL INCOME	335,919	295,135	366,408	354,216	338,658	345,264	382,276	352,895	336,031	336,346	324,511	318,184	4,085,841
EXPENSES													
ADMINISTRATIVE													
Other Admin Expenses													
Travel	628	609	556	472	313	805	286	614	317	555	688	868	6,710
Auditing Fees	0	0	0	0	0	0	0	6,500	0	0	0	0	6,500
Port Out - Admin	279	279	276	166	110	168	174	232	232	348	406	348	3,015
Management Fee	20,143	16,590	16,413	18,629	17,403	21,938	56,161	18,448	18,543	26,117	18,394	18,130	266,909
Office Rent	400	400	400	400	400	400	400	400	400	400	400	400	4,800
Total Other Admin Expenses	21,450	17,878	17,645	19,667	18,226	23,309	57,021	26,194	19,491	27,421	19,888	19,746	287,934
Miscellaneous Admin Expenses													
Membership and Fees	0	0	0	0	0	0	0	0	0	0	0	250	250
Office Supplies	83	49	180	0	97	77	0	53	0	0	0	130	669
Telephone	83	83	83	83	83	83	83	36	36	36	36	36	762
Postage	0	8	0	0	0	0	0	0	0	0	0	0	8
Software License Fees	0	0	0	88	88	88	88	88	88	88	88	88	788
Insurance	155	155	155	155	155	155	155	155	155	-367	155	155	1,333
Cell Phones/Connectivity	30	30	30	30	30	30	30	30	30	30	60	60	420
Internet	46	36	36	36	36	36	36	83	83	83	83	83	679
Bank Fees	0	111	45	45	45	45	45	45	45	45	95	95	661

Kendall Housing Authority - Housing Choice Voucher Programs
Monthly Income Statement
 Period = Jan 2016-Dec 2016

	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Total
Other Misc Admin Expenses	0	0	0	14	14	51	84	0	-178	14	0	0	-1
Office Operational Supplies	0	10	0	0	0	0	0	0	0	0	0	0	10
Total Miscellaneous Admin Expenses	396	482	529	450	547	564	520	489	258	-72	516	896	5,579
TOTAL ADMINISTRATIVE EXPENSES	21,846	18,360	18,174	20,117	18,774	23,873	57,541	26,683	19,749	27,349	20,404	20,642	293,513
GENERAL EXPENSES													
Port-In Clean Up Expense	0	0	0	0	-13,581	1,696	2,480	446	646	0	0	0	-8,313
Port-In HAP Expense	177,742	179,133	173,367	175,139	175,558	176,042	179,252	182,197	181,703	180,742	180,459	174,916	2,136,250
TOTAL GENERAL EXPENSES	177,742	179,133	173,367	175,139	161,977	177,738	181,732	182,643	182,349	180,742	180,459	174,916	2,127,937
HOUSING ASSISTANCE PAYMENTS													
HAP	138,144	130,441	133,353	134,457	130,916	129,535	128,120	128,178	111,570	127,980	131,323	131,573	1,555,590
URP	2,582	2,494	2,346	2,358	2,502	2,853	3,003	2,754	2,804	2,893	2,091	2,012	30,692
Port Out - HAP	3,328	3,388	3,634	530	878	1,786	1,409	2,728	2,898	4,893	5,484	4,693	35,649
TOTAL HAP	144,054	136,323	139,333	137,345	134,296	134,174	132,532	133,660	117,272	135,766	138,898	138,278	1,621,931
TOTAL EXPENSES	343,642	333,816	330,874	332,601	315,046	335,785	371,805	342,986	319,370	343,857	339,761	333,836	4,043,381
NET INCOME	-7,723	-38,682	35,534	21,615	23,612	9,478	10,471	9,908	16,660	-7,511	-15,250	-15,652	42,460

Kendall Housing Authority - Housing Choice Voucher Programs - Administrative Fees
Monthly Income Statement
Period = Jan 2016-Dec 2016

	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Total
INCOME													
GRANT INCOME													
HCV - Admin. Fee	15,134	10,677	10,677	13,916	11,853	16,853	12,316	21,908	12,464	12,316	12,135	12,136	162,385
HCV - Port-In Admin Fee	8,563	8,838	7,873	8,120	8,622	9,067	13,103	9,388	9,373	8,855	9,505	9,193	110,498
HCV - Port In HAP	176,130	175,463	165,427	187,867	172,175	182,164	179,314	182,212	178,636	179,674	180,157	175,014	2,134,233
Other Government Grant - Admin Fees	0	0	0	0	0	0	40,708	0	0	0	0	0	40,708
TOTAL GRANT INCOME	199,827	194,978	183,977	209,903	192,650	208,084	245,441	213,508	200,473	200,845	201,797	196,343	2,447,824
OTHER INCOME													
Other Income	0	300	0	150	0	0	0	0	0	0	0	245	695
TOTAL OTHER INCOME	0	300	0	150	0	0	0	0	0	0	0	245	695
TOTAL INCOME	199,827	195,279	183,977	210,053	192,650	208,084	245,441	213,508	200,473	200,845	201,797	196,588	2,448,519
EXPENSES													
ADMINISTRATIVE													
Other Admin Expenses													
Travel	628	609	556	472	313	805	286	614	317	555	688	868	6,710
Auditing Fees	0	0	0	0	0	0	0	6,500	0	0	0	0	6,500
Port Out - Admin	279	279	276	166	110	166	174	232	232	348	406	348	3,015
Management Fee	20,143	16,590	16,413	18,629	17,403	21,938	56,161	18,448	18,543	26,117	18,394	18,130	266,909
Office Rent	400	400	400	400	400	400	400	400	400	400	400	400	4,800
Total Other Admin Expenses	21,450	17,878	17,645	19,667	18,226	23,309	57,021	26,194	19,491	27,421	19,888	19,746	287,934
Miscellaneous Admin Expenses													
Membership and Fees	0	0	0	0	0	0	0	0	0	0	0	250	250
Office Supplies	83	49	180	0	97	77	0	53	0	0	0	130	669
Telephone	83	83	83	83	83	83	83	36	36	36	36	36	762
Postage	0	8	0	0	0	0	0	0	0	0	0	0	8
Software License Fees	0	0	0	88	88	88	88	88	88	88	88	88	788
Insurance	155	155	155	155	155	155	155	155	155	-367	155	155	1,333
Cell Phones/Connectivity	30	30	30	30	30	30	30	30	30	30	60	60	420
Internet	46	36	36	36	36	36	36	83	83	83	83	83	679
Bank Fees	0	111	45	45	45	45	45	45	45	45	95	95	661
Other Misc Admin Expenses	0	0	0	14	14	51	84	0	-178	14	0	0	-1
Office Operational Supplies	0	10	0	0	0	0	0	0	0	0	0	0	10

Kendall Housing Authority - Housing Choice Voucher Programs - Administrative Fees
Monthly Income Statement
Period = Jan 2016-Dec 2016

	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Total
Total Miscellaneous Admin Expenses	396	482	529	450	547	564	520	489	258	-72	516	896	5,579
TOTAL ADMINISTRATIVE EXPENSES	21,846	18,360	18,174	20,117	18,774	23,873	57,541	26,683	19,749	27,349	20,404	20,642	293,513
GENERAL EXPENSES													
Port-In Clean Up Expense	0	0	0	0	-13,581	1,696	2,480	446	646	0	0	0	-8,313
Port-In HAP Expense	177,742	179,133	173,367	175,139	175,558	176,042	179,252	182,197	181,703	180,742	180,459	174,916	2,136,250
TOTAL GENERAL EXPENSES	177,742	179,133	173,367	175,139	161,977	177,738	181,732	182,643	182,349	180,742	180,459	174,916	2,127,937
TOTAL EXPENSES	199,588	197,493	191,541	195,256	180,750	201,611	239,273	209,326	202,098	208,091	200,863	195,558	2,421,450
NET INCOME	239	-2,215	-7,564	14,796	11,900	6,472	6,167	4,181	-1,625	-7,246	934	1,030	27,069

Kendall Housing Authority - Housing Choice Voucher Programs
Monthly Income Statement

Period = Jan 2017

	Jan 2017	Total
INCOME		
GRANT INCOME		
HCV - HAP	135,385.00	135,385.00
HCV - Admin. Fee	11,558.00	11,558.00
HCV - Port-In Admin Fee	10,379.45	10,379.45
HCV - Port In HAP	179,267.00	179,267.00
TOTAL GRANT INCOME	336,589.45	336,589.45
OTHER INCOME		
Fraud Recovery - HAP	325.00	325.00
TOTAL OTHER INCOME	325.00	325.00
TOTAL INCOME	336,914.45	336,914.45
EXPENSES		
ADMINISTRATIVE		
Other Admin Expenses		
Travel	502.26	502.26
Port Out - Admin	333.90	333.90
Management Fee	18,541.10	18,541.10
Office Rent	400.00	400.00
Total Other Admin Expenses	19,777.26	19,777.26
Miscellaneous Admin Expenses		
Office Supplies	99.00	99.00

Kendall Housing Authority - Housing Choice Voucher Programs
Monthly Income Statement

Period = Jan 2017

	Jan 2017	Total
Telephone	36.42	36.42
Software License Fees	87.50	87.50
Insurance	154.58	154.58
Cell Phones/Connectivity	60.00	60.00
Internet	82.90	82.90
Bank Fees	95.00	95.00
Total Miscellaneous Admin Expenses	615.40	615.40
TOTAL ADMINISTRATIVE EXPENSES	20,392.66	20,392.66
GENERAL EXPENSES		
Port-In HAP Expense	174,218.00	174,218.00
TOTAL GENERAL EXPENSES	174,218.00	174,218.00
HOUSING ASSISTANCE PAYMENTS		
HAP	132,228.00	132,228.00
URP	2,019.00	2,019.00
Port Out - HAP	4,811.00	4,811.00
TOTAL HOUSING ASSISTANCE PAYMENTS	139,058.00	139,058.00
TOTAL EXPENSES	333,668.66	333,668.66
NET INCOME	3,245.79	3,245.79

**Kendall Housing Authority - Housing Choice Voucher Programs - Administrative Fees
Monthly Income Statement**

Period = Jan 2017

	Jan 2017	Total
INCOME		
HCV - Admin. Fee	11,558.00	11,558.00
HCV - Port-In Admin Fee	10,379.45	10,379.45
HCV - Port In HAP	179,267.00	179,267.00
TOTAL INCOME	201,204.45	201,204.45
EXPENSES		
ADMINISTRATIVE		
Other Admin Expenses		
Travel	502.26	502.26
Port Out - Admin	333.90	333.90
Management Fee	18,541.10	18,541.10
Office Rent	400.00	400.00
Total Other Admin Expenses	19,777.26	19,777.26
Miscellaneous Admin Expenses		
Office Supplies	99.00	99.00
Telephone	36.42	36.42
Software License Fees	87.50	87.50
Insurance	154.58	154.58
Cell Phones/Connectivity	60.00	60.00
Internet	82.90	82.90
Bank Fees	95.00	95.00
Total Miscellaneous Admin Expenses	615.40	615.40
TOTAL ADMINISTRATIVE EXPENSES	20,392.66	20,392.66
GENERAL EXPENSES		
Port-In HAP Expense	174,218.00	174,218.00
TOTAL GENERAL EXPENSES	174,218.00	174,218.00
TOTAL EXPENSES	194,610.66	194,610.66
NET INCOME	6,593.79	6,593.79

Kendall Housing Authority - Housing Choice Voucher Programs

Check Register

Period = Nov 2016-Jan 2017

Property	Date	Person	Check Number	Amount
KHA - Admin	11/4/2016	Yardi Systems Inc. (v0002322)	10226	14.00
KHA - Admin	11/4/2016	Ross (v0002305)	10227	96.10
KHA - Admin	11/4/2016	Moore III (v0002285)	1076	194.40
KHA - Admin	11/14/2016	Ross (v0002305)	1077	30.00
KHA - Admin	11/18/2016	Comcast Cable (v0002235)	10228	119.32
KHA - Admin	11/18/2016	AHRMA (v0002997)	10229	1,855.00
KHA - Admin	11/30/2016	Moore III (v0002285)	10230	346.44
KHA - Admin	11/30/2016	The County of Kendall (v0002845)	10231	400.00
KHA - Admin	12/9/2016	Ross (v0002305)	10233	129.14
KHA - Admin	12/9/2016	Carrasco (v0002565)	1081	21.28
KHA - Admin	12/29/2016	Comcast Cable (v0002235)	10234	119.32
KHA - Admin	12/29/2016	The County of Kendall (v0002845)	10235	400.00
KHA - Admin	12/29/2016	Ross (v0002305)	10236	136.49
KHA - Admin	12/29/2016	Carrasco (v0002565)	10237	46.00
KHA - Admin	12/29/2016	Coles (v0003307)	10238	34.02
KHA - Admin	1/6/2017	Moore III (v0002285)	1085	480.80
KHA - Admin	1/27/2017	A Reliable Printing (V0002213)	10240	99.00
KHA - Admin	1/27/2017	Comcast Cable (v0002235)	10241	119.32
KHA - Admin	1/27/2017	The County of Kendall (v0002845)	10242	400.00
Total				5,040.63

KENDALL HOUSING AUTHORITY
RESOLUTION NO. 2017-01
APPROVAL OF SEMAP

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KENDALL HOUSING AUTHORITY, as follows:

Section 1: The Board of Commissioners of the Kendall Housing Authority hereby VOTES and RESOLVES to take the following action:

- Approve the submission of all required HUD documents concerning the 2016 SEMAP certification;
- Authorize the Chairman to sign the HUD SEMAP Certification for 2016 (copy attached); and
- Authorize the Executive Director to complete the submission of the 2016 SEMAP certification for the Kendall Housing Authority.

Section 2: That this Resolution is effective upon its adoption.

Approved by the Kendall Housing Authority Board of Commissioners on this 24th day of February, 2017.

Matthew Prochaska
Chairman

Tom Grant
Secretary/Treasurer

Ayes: _____

Nays: _____

Abstain: _____

Section 8 Management Assessment Program (SEMAP) Certification

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

OMB Approval No. 2577-0215
(exp. 11/30/2016)

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

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

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

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
Kendall Housing Authority	12/31/2016	02/24/2017

Check here if the PHA expends less than \$300,000 a year in Federal awards

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

Performance Indicators

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

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

PHA Response Yes No

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

PHA Response Yes No

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

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

PHA Response Yes No

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

PHA Response At least 98% of units sampled 80 to 97% of units sampled Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

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

PHA Response At least 90% of files sampled 80 to 89% of files sampled Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

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

PHA Response Yes No

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

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

PHA Response Yes No

6. HQS Enforcement. (24 CFR 982.404)

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

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

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

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

Enter current FMRs and payment standards (PS)

0-BR FMR <u>822</u>	1-BR FMR <u>828</u>	2-BR FMR <u>1100</u>	3-BR FMR <u>1574</u>	4-BR FMR <u>1938</u>
PS <u>740</u>	PS <u>885</u>	PS <u>1190</u>	PS <u>1675</u>	PS <u>1887</u>

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

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

PHA Response Yes No

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

PHA Response Yes No

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes No

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes No

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

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

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

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

b. Number of FSS families currently enrolled

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

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

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

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response Yes No

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

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

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

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;

or

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

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

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

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) 02/24/2017

Date (mm/dd/yyyy) 02/24/2017

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

2016 KHA SEMAP Certification Submission

Indicator #	2015 Score	2016 SEMAP	Max Score	2015 Results	2016 Results	Next Steps
Indicator #1	15	15	15	100% Processed Properly	100% Processed Properly	
Indicator #2	20	20	20	100% Processed Properly	100% Processed Properly	
Indicator #3	0	20	20	30/40 = 75%; (needed 80%+)	100% Processed Properly	
Indicator #4	5	5	5	Utility Allowance	Utility Allowance	
Indicator #5	5	5	5	12 completed	13 completed	
Indicator #6	10	10	10	100% Processed Properly	100% Processed Properly	
Indicator #7	5	5	5	Expanding Housing Opportunities	Expanding Housing Opportunities	
Indicator #8	5	5	5	Payment Standards	Payment Standards	
Indicator #9	10	10	10	100% Processed Correctly	100% Processed Correctly	
Indicator #10	0	0	5	32/40 = 78%; (needed 98%+)	36/39 Files reviewed = 92%; needed 98%; However PIC reported 100% in system but chose to go with internal review results	Improvement has been noted; and by implementing monthly PQI reviews has allowed for immediate training, if needed
Indicator #11	5	5	5	43/44 = 98%; (needed 98%+)		
Indicator #12	10	10	10	100% Processed Correctly	100% Processed Correctly	
Indicator #13	20	20	20	Based on HAP Funds; we are at 104.4% allocated	Based on HAP Funds; we are at 101.26% allocated	
Indicator #14	N/A	N/A	N/A (10)	Family Self-Sufficiency Enrollment	Family Self-Sufficiency Enrollment	Not Applicable to KHA
Indicator #15	N/A	N/A	N/A	DE Concentration Bonus	DE Concentration Bonus	Not Applicable to KHA
Total Points	110	130	135			
Total Percent	81%	96%	100%			

§ 985.103 SEMAP score and overall performance rating.

- (a) **High performer rating.** PHAs with SEMAP scores of at least 90 percent shall be rated high performers under
- (b) **Standard rating.** PHAs with SEMAP scores of 60 to 89 percent shall be rated standard.
- (c) **Troubled rating.** PHAs with SEMAP scores of less than 60 percent shall be rated troubled.