



BOARD OF COMMISSIONERS MEETING

SEPTEMBER 17, 2026

Board Packet

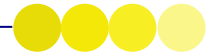


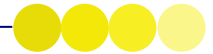
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Resolutions

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**BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
Lake County Housing Authority
September 17, 2026
12:30 PM**

I. ROLL CALL

II. PUBLIC COMMENT

Public comments may be submitted verbally, by email to publiccomment@lakecountyha.org or by leaving a message at (847) 223-1170 ext. 2320. Public comments are limited to three minutes.

III. APPROVAL OF MINUTES

7/9/2026 Annual Meeting Minutes

7/9/2026 Regular Meeting Minutes

7/9/2026 Executive Session Minutes

IV. FINANCE REPORT & LIST OF ACCOUNTS PAYABLE

V. DEPARTMENT REPORTS & AGENCY UPDATES

VI. NEW BUSINESS

- A. RESOLUTION 2026-28 Authorization to Enter into Contract for Hawley Manor HVAC Renovation
- B. RESOLUTION 2026-29 Acceptance of the Transfer of the Public Housing Program from IL107, Housing Authority of the City of North Chicago, Effective January 1, 2027, and Authorizing Evaluation of Future Repositioning and Development Opportunities
- C. RESOLUTION 2026-30 Intergovernmental Agreement Between Lake County, IL and Lake County Housing Authority for the Completion of Environmental Reviews
- D. RESOLUTION 2026-31 Adopting a Flat Rent Schedule for Public Housing
- E. RESOLUTION 2026-32 Setting Housing Choice Voucher (HCV) Payment Standards
- F. RESOLUTION 2026-33 Approval of FY2026 Budget Revision
- G. RESOLUTION 2026-34 Approval of FY2027 Operating Budget
- H. RESOLUTION 2026-35 Procurement Policy Amendment

I. Commissioner Roundtable – Discussion of non-action items as initiated by members of the Board

J. Executive Session –

Litigation (5 ILCS 120/2) Sec. 2(c)(11)

Litigation, when an action, affecting or on behalf of the particular public body has been filed and is pending before a court... or when the public body finds that an action is probable or imminent.

Personnel Matters (5 ILCS 120/2) Sec. 2(c)(1)

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

VII. ADJOURNMENT

LCHA August FY 2026 Financial Highlights

Consolidated:

	Current Month			Year-to-date		
	Actual	Budget	Variance	Actual	Budget	Variance
Net Operating Income	(19,061)	190	(19,251)	(954,847)	2,087	(956,934)

Income YTD \$111k over budget

Over Budget-

TPAs \$135k (increased IVT use)

FSS Grant \$235k (was not budgeted)

Below Budget-

Tenant Rent \$363k (over budgeted)

Vacancies \$43k (more cost associated with vacant units than budgeted)

Public Housing Subsidy \$1.4M (less subsidy received)

CHC Grant Revenue \$533k (reduction in grants)

Notes

Expenses YTD over budget \$1.1M

Snow Removal Service \$66k

IT Contracts \$94k

Tenant Screening \$118k

Inspection Expense \$56k

Port Out Payments \$1.2M

Under Budget

Salaries/Benefits \$402k

Balance Sheet Notes:

	Current Month	Prior Month	
Quick Ratio:	5.0	5.1	LCHA can meet short term obligations using most liquid assets
Current Ratio:	5.7	5.8	LCHA can meet short term obligations using current assets

	Current Month	Prior Month
Unrestricted Cash:	22.9M	22.8M
Restricted Cash	NA	NA
Unrestricted Net Assets	36.0M	35.8M

All programs (.all)

Budget Comparison (with PTD)

Period = Oct 2025-Aug 2026

Book = Accrual ; Tree = ysi_is

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
30000-0000	INCOME								
31000-0000	TENANT INCOME								
31010-0000	Rental Income								
31110-0000	Tenant Rent	\$ 173,830	\$ 204,987	\$ (31,158)	-15.20	\$ 1,891,197	\$ 2,254,860	\$ (363,664)	-16.13
31120-1000	Tenant Based Subsidy	\$ 5,272	\$ 12,197	\$ (6,925)	-56.78	\$ 60,047	\$ 134,171	\$ (74,124)	-55.25
31120-3000	Utility Reimbursement -59 & TC	\$ 3,335	\$ 6,263	\$ 2,928	46.75	\$ 39,405	\$ 68,895	\$ 29,490	42.80
31120-4000	Utility Reimbursement Recovery -PHA	\$ -	\$ (38)	\$ 38	100.00	\$ 655	\$ (413)	\$ 1,068	258.79
31120-5000	Utility Reimbursement Recovery -59 & TC	\$ -	\$ 53	\$ (53)	-100.00	\$ -	\$ 578	\$ (578)	-100.00
31130-0000	Less: Vacancies	\$ (12,025)	\$ (6,997)	\$ (5,027)	-71.84	\$ (119,892)	\$ (76,971)	\$ (42,921)	-55.76
31140-0000	Less: Concessions	\$ -	\$ -	\$ -	N/A	\$ (30)	\$ -	\$ (30)	N/A
31190-0000	Total Rental Income	\$ 163,742	\$ 203,939	\$ (40,197)	-19.71	\$ 1,792,572	\$ 2,243,330	\$ (450,758)	-20.09
31200-0000	Other Tenant Income								
31200-1000	Laundry and Vending	\$ -	\$ 75	\$ (75)	-100.00	\$ 1,659	\$ 822	\$ 837	101.87
31200-2000	Cleaning Fee	\$ -	\$ 1,052	\$ (1,052)	-100.00	\$ 2,225	\$ 11,571	\$ (9,346)	-80.77
31200-3000	Damages	\$ 300	\$ 320	\$ (20)	-6.37	\$ 2,796	\$ 3,525	\$ (728)	-20.66
31200-4000	Late Charges	\$ 750	\$ 1,370	\$ (620)	-45.24	\$ 8,340	\$ 15,065	\$ (6,725)	-44.64
31200-5000	Legal Fees - Tenant	\$ -	\$ 247	\$ (247)	-100.00	\$ 928	\$ 2,712	\$ (1,785)	-65.80
31200-6000	NSF Charges	\$ -	\$ 47	\$ (47)	-100.00	\$ 315	\$ 513	\$ (198)	-38.63
31200-7000	Excess Utility	\$ 346	\$ 1,294	\$ (948)	-73.24	\$ 12,021	\$ 14,233	\$ (2,211)	-15.54
31200-8000	Wireless Leases	\$ 10,050	\$ 14,332	\$ (4,282)	-29.88	\$ 118,998	\$ 157,649	\$ (38,650)	-24.52
31200-9000	Misc.Tenant Income	\$ 25	\$ 1,256	\$ (1,231)	-98.01	\$ 10,745	\$ 13,813	\$ (3,068)	-22.21
31201-0000	Developer Fee Income	\$ -	\$ -	\$ -	N/A	\$ 82,353	\$ -	\$ 82,353	N/A
31210-0000	Tenant Payment Agreement (TPA) Rent	\$ (4,418)	\$ (449)	\$ (3,969)	-882.91	\$ (49,314)	\$ (4,944)	\$ (44,370)	-897.39
31210-1000	Tenant Payment Agreement (TPA) Fraud	\$ 21,699	\$ 248	\$ 21,451	8,652.42	\$ 138,058	\$ 2,727	\$ 135,331	4,962.41
31210-2000	Tenant Payment Agreement (TPA) Other	\$ (240)	\$ -	\$ (240)	N/A	\$ 1,212	\$ -	\$ 1,212	N/A
31290-0000	Total Other Tenant Income	\$ 28,512	\$ 19,790	\$ 8,723	44.08	\$ 330,336	\$ 217,685	\$ 112,651	51.75
31990-0000	TOTAL TENANT INCOME	\$ 192,254	\$ 223,729	\$ (31,474)	-14.07	\$ 2,122,908	\$ 2,461,015	\$ (338,106)	-13.74
34000-0000	GRANT INCOME								
34010-0000	Subsidy Grants	\$ -	\$ 198,618	\$ (198,618)	-100.00	\$ 833,232	\$ 2,184,802	\$ (1,351,570)	-61.86
34010-1000	CFP Operating Grants	\$ -	\$ 38,791	\$ (38,791)	-100.00	\$ -	\$ 426,698	\$ (426,698)	-100.00

All programs (.all)

Budget Comparison (with PTD)

Period = Oct 2025-Aug 2026

Book = Accrual ; Tree = ysi_is

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
34100-1000	Section 8 HAP Earned (VO)	\$ 3,716,774	\$ 3,458,333	\$ 258,441	7.47	\$ 39,711,553	\$ 38,041,667	\$ 1,669,886	4.39
34100-1050	Section 8 Mainstream HAP (DV)	\$ -	\$ 75,071	\$ (75,071)	-100.00	\$ 672,443	\$ 825,778	\$ (153,335)	-18.57
34100-1060	Section 8 EHV HAP Earned (EH)	\$ 57,858	\$ 51,453	\$ 6,405	12.45	\$ 529,713	\$ 565,985	\$ (36,272)	-6.41
34100-2000	Section 8 Admin Fee Income (AF)	\$ 289,222	\$ 306,811	\$ (17,589)	-5.73	\$ 3,367,173	\$ 3,374,918	\$ (7,745)	-0.23
34100-2050	Section 8 Mainstream Admin Inc (8F)	\$ -	\$ 5,927	\$ (5,927)	-100.00	\$ 65,934	\$ 65,193	\$ 741	1.14
34100-2060	Section 8 EHV Admin Fee Inc (EF)	\$ 5,314	\$ 8,333	\$ (3,019)	-36.23	\$ 56,105	\$ 91,667	\$ (35,562)	-38.79
34100-3000	FSS Grant Income	\$ 18,555	\$ -	\$ 18,555	N/A	\$ 235,166	\$ -	\$ 235,166	N/A
34100-3100	ROSS Grant Income	\$ 6,987	\$ -	\$ 6,987	N/A	\$ 81,140	\$ -	\$ 81,140	N/A
34100-4000	Port-In Admin Fees Earned	\$ 4,935	\$ 2,391	\$ 2,544	106.43	\$ 47,146	\$ 26,297	\$ 20,849	79.28
34100-5000	Section 8 EHV Issuance Fee	\$ -	\$ 4	\$ (4)	-100.00	\$ -	\$ 46	\$ (46)	-100.00
34100-5030	Section 8 EHV Service Fee	\$ -	\$ 16	\$ (16)	-100.00	\$ -	\$ 180	\$ (180)	-100.00
34100-6000	Port In HAP Earned	\$ 98,744	\$ 37,180	\$ 61,564	165.59	\$ 866,742	\$ 408,978	\$ 457,764	111.93
34150-0000	Other Government Grants	\$ 270,215	\$ 41,149	\$ 229,066	556.67	\$ 647,928	\$ 452,643	\$ 195,285	43.14
34150-1000	CHC Grant Revenue	\$ -	\$ 51,416	\$ (51,416)	-100.00	\$ 32,611	\$ 565,576	\$ (532,965)	-94.23
34200-2000	Capital Fund Grants - Hard - Amp 2	\$ 9,214	\$ -	\$ 9,214	N/A	\$ 32,755	\$ -	\$ 32,755	N/A
34200-3000	Capital Fund Grants - Hard - Amp 3	\$ 83,861	\$ -	\$ 83,861	N/A	\$ 250,370	\$ -	\$ 250,370	N/A
34200-4000	Capital Fund Grants - Hard - Amp 4	\$ 14,916	\$ -	\$ 14,916	N/A	\$ 257,861	\$ -	\$ 257,861	N/A
34990-0000	TOTAL GRANT INCOME	\$ 4,576,593	\$ 4,275,493	\$ 301,100	7.04	\$ 47,687,871	\$ 47,030,426	\$ 657,445	1.40
36000-0000	OTHER INCOME								
36100-0000	Investment Income - Unrestricted	\$ 30,742	\$ 39,701	\$ (8,959)	-22.57	\$ 337,722	\$ 436,710	\$ (98,988)	-22.67
36200-0000	Management Fee Income	\$ 30,298	\$ 32,048	\$ (1,750)	-5.46	\$ 353,840	\$ 352,528	\$ 1,312	0.37
36200-0001	Management Fee Earned - HCV	\$ 57,844	\$ 55,070	\$ 2,774	5.04	\$ 674,373	\$ 605,771	\$ 68,602	11.32
36200-0002	Management Fee Earned - HCV Mainstream	\$ -	\$ 1,183	\$ (1,183)	-100.00	\$ 9,567	\$ 13,009	\$ (3,442)	-26.46
36200-0003	Management Fee Earned - HCV EHV	\$ 315	\$ 1,140	\$ (825)	-72.36	\$ 3,758	\$ 12,536	\$ (8,778)	-70.03
36200-1000	Bookkeeping Fee Income	\$ 2,940	\$ 3,109	\$ (169)	-5.42	\$ 32,850	\$ 34,194	\$ (1,344)	-3.93
36200-1001	Bookkeeping Fee Earned - HCV	\$ 21,630	\$ 20,636	\$ 994	4.82	\$ 239,095	\$ 226,992	\$ 12,103	5.33
36200-1002	Bookkeeping Fee Earned - HCV Mainstream	\$ -	\$ 586	\$ (586)	-100.00	\$ 3,240	\$ 6,446	\$ (3,206)	-49.73
36200-1003	Bookkeeping Fee Earned - HCV EHV	\$ 1,063	\$ 366	\$ 697	190.18	\$ 12,588	\$ 4,029	\$ 8,559	212.46
36200-2000	Asset Management Fee Income	\$ 3,920	\$ 2,846	\$ 1,074	37.73	\$ 28,490	\$ 31,307	\$ (2,817)	-9.00
36200-3000	CHC- Admin Fee earned	\$ 19,020	\$ 9,202	\$ 9,818	106.69	\$ 95,100	\$ 101,225	\$ (6,125)	-6.05
36400-0000	Fraud Recovery-PHA	\$ -	\$ 1,949	\$ (1,949)	-100.00	\$ -	\$ 21,434	\$ (21,434)	-100.00
36400-1000	Fraud Recovery-HUD	\$ -	\$ 1,949	\$ (1,949)	-100.00	\$ -	\$ 21,434	\$ (21,434)	-100.00

All programs (.all)

Budget Comparison (with PTD)

Period = Oct 2025-Aug 2026

Book = Accrual ; Tree = ysi_is

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
36500-0000	Miscellaneous Other Income	\$ 1,438	\$ 13,668	\$ (12,230)	-89.48	\$ 19,452	\$ 150,343	\$ (130,892)	-87.06
36990-0000	TOTAL OTHER INCOME	\$ 169,209	\$ 183,451	\$ (14,242)	-7.76	\$ 1,810,073	\$ 2,017,957	\$ (207,884)	-10.30
39990-0000	TOTAL INCOME	\$ 4,938,057	\$ 4,682,673	\$ 255,384	5.45	\$ 51,620,853	\$ 51,509,398	\$ 111,455	0.22
40000-0000	EXPENSES								
41000-0000	ADMINISTRATIVE EXPENSES								
41009-9000	Administrative Salaries								
41100-0000	Administrative Salaries	\$ 188,702	\$ 238,771	\$ 50,069	20.97	\$ 2,465,684	\$ 2,626,477	\$ 160,793	6.12
41100-1000	Administrative Salaries - Mainstream	\$ -	\$ 1,988	\$ 1,988	100.00	\$ 15,299	\$ 21,866	\$ 6,567	30.03
41100-1100	Administrative Salaries - EHV	\$ 1,550	\$ 1,865	\$ 314	16.85	\$ 17,622	\$ 20,510	\$ 2,889	14.09
41100-3000	Compensated Absences	\$ -	\$ 96	\$ 96	100.00	\$ -	\$ 1,058	\$ 1,058	100.00
41100-4000	Employee Benefit Contribution-Admin	\$ 88,421	\$ 124,526	\$ 36,106	28.99	\$ 1,102,188	\$ 1,369,790	\$ 267,602	19.54
41100-4001	Emp Benefit Cont-Admin Mainstream	\$ -	\$ 468	\$ 468	100.00	\$ 3,365	\$ 5,146	\$ 1,781	34.61
41100-4002	Emp Benefit Cont-Admin EHV	\$ 317	\$ 431	\$ 114	26.54	\$ 3,805	\$ 4,745	\$ 940	19.81
41109-9000	Total Administrative Salaries	\$ 278,990	\$ 368,145	\$ 89,155	24.22	\$ 3,607,963	\$ 4,049,592	\$ 441,630	10.91
41300-0000	Legal Expense								
41300-1000	Pre 2004 Admin Fee Expense	\$ -	\$ (497)	\$ (497)	-100.00	\$ -	\$ (5,471)	\$ (5,471)	-100.00
41300-2000	Court Costs	\$ -	\$ 121	\$ 121	100.00	\$ 284	\$ 1,328	\$ 1,044	78.61
41300-3000	Tenant Screening	\$ 16,099	\$ 2,620	\$ (13,479)	-514.47	\$ 147,129	\$ 28,820	\$ (118,308)	-410.50
41300-4000	General Legal Expense	\$ 2,055	\$ 4,674	\$ 2,619	56.03	\$ 39,706	\$ 51,418	\$ 11,711	22.78
41310-0000	Total Legal Expense	\$ 18,155	\$ 6,918	\$ (11,237)	-162.44	\$ 187,119	\$ 76,095	\$ (111,024)	-145.90
41390-0000	Other Admin Expenses								
41400-0000	Staff Training	\$ 6,413	\$ 4,591	\$ (1,822)	-39.68	\$ 37,925	\$ 50,500	\$ 12,576	24.90
41500-0000	Travel	\$ 6,767	\$ 3,696	\$ (3,071)	-83.09	\$ 68,144	\$ 40,659	\$ (27,485)	-67.60
41700-0000	Accounting Fees	\$ 1,150	\$ 4,859	\$ 3,709	76.33	\$ 77,866	\$ 53,446	\$ (24,420)	-45.69
41710-0000	Auditing Fees	\$ -	\$ 1,935	\$ 1,935	100.00	\$ -	\$ 21,282	\$ 21,282	100.00
41720-0000	Port Out Admin Fee Paid	\$ 2,657	\$ 3,725	\$ 1,068	28.67	\$ 31,269	\$ 40,978	\$ 9,709	23.69
41730-0000	Management Fee	\$ 31,573	\$ 46,401	\$ 14,828	31.96	\$ 339,805	\$ 510,406	\$ 170,601	33.42
41730-0100	Management Fee - HCV	\$ 57,844	\$ 55,070	\$ (2,774)	-5.04	\$ 674,373	\$ 605,771	\$ (68,602)	-11.32
41730-0150	Management Fee - HCV Mainstream	\$ -	\$ 1,183	\$ 1,183	100.00	\$ 9,567	\$ 13,009	\$ 3,442	26.46
41730-0160	Management Fee - HCV EHV	\$ 1,063	\$ 1,140	\$ 77	6.74	\$ 12,588	\$ 12,536	\$ (53)	-0.42

All programs (.all)

Budget Comparison (with PTD)

Period = Oct 2025-Aug 2026

Book = Accrual ; Tree = ysi_is

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
41730-1000	Bookkeeping Fee	\$ 1,665	\$ 4,061	\$ 2,396	59.00	\$ 31,575	\$ 44,672	\$ 13,097	29.32
41730-1100	Bookkeeping Fee - HCV	\$ 21,630	\$ 20,636	\$ (994)	-4.82	\$ 239,095	\$ 226,992	\$ (12,103)	-5.33
41730-1150	Bookkeeping Fee - HCV Mainstream	\$ -	\$ 586	\$ 586	100.00	\$ 3,240	\$ 6,446	\$ 3,206	49.73
41730-1160	Bookkeeping Fee - HCV EHV	\$ 315	\$ 366	\$ 51	13.99	\$ 3,758	\$ 4,029	\$ 271	6.73
41730-2000	Asset Management Fee	\$ 3,920	\$ 5,418	\$ 1,498	27.64	\$ 43,800	\$ 59,593	\$ 15,793	26.50
41740-0000	Marketing	\$ 197	\$ 192	\$ (5)	-2.54	\$ 197	\$ 2,112	\$ 1,915	90.68
41800-0000	Office Rent	\$ 735	\$ 32	\$ (703)	-2,230.37	\$ 4,777	\$ 347	\$ (4,431)	-1,277.04
41820-0000	Consultants	\$ -	\$ 420	\$ 420	100.00	\$ -	\$ 4,623	\$ 4,623	100.00
41890-0000	Total Other Admin Expenses	\$ 135,929	\$ 154,309	\$ 18,380	11.91	\$ 1,577,978	\$ 1,697,400	\$ 119,421	7.04
41900-0000	Miscellaneous Admin Expenses								
41900-1000	Membership and Fees	\$ 1,554	\$ 2,947	\$ 1,394	47.28	\$ 32,637	\$ 32,418	\$ (219)	-0.68
41900-2000	Publications	\$ 39	\$ 38	\$ (1)	-2.12	\$ 2,455	\$ 421	\$ (2,033)	-482.75
41900-3000	Advertising	\$ 950	\$ 480	\$ (470)	-98.03	\$ 747	\$ 5,277	\$ 4,530	85.85
41900-4000	Office Supplies	\$ 24	\$ 1,801	\$ 1,777	98.67	\$ 11,713	\$ 19,806	\$ 8,093	40.86
41900-5000	Inspection Expense	\$ -	\$ 2,568	\$ 2,568	100.00	\$ 85,116	\$ 28,253	\$ (56,863)	-201.27
41900-6000	Computer Parts	\$ -	\$ 10	\$ 10	100.00	\$ -	\$ 105	\$ 105	100.00
41900-7000	Telephone	\$ 5,818	\$ 5,972	\$ 154	2.58	\$ 51,375	\$ 65,690	\$ 14,314	21.79
41900-8000	Postage	\$ 840	\$ 2,806	\$ 1,966	70.06	\$ 22,682	\$ 30,865	\$ 8,184	26.51
41901-0000	Office Equipment Contracts	\$ 3,723	\$ 3,904	\$ 180	4.62	\$ 27,531	\$ 42,940	\$ 15,409	35.88
41901-1000	Printer Supplies	\$ -	\$ 36	\$ 36	100.00	\$ -	\$ 391	\$ 391	100.00
41901-2000	Software	\$ -	\$ -	\$ -	N/A	\$ 10,259	\$ -	\$ (10,259)	N/A
41901-3000	Internet	\$ 3,328	\$ 1,904	\$ (1,424)	-74.80	\$ 24,445	\$ 20,942	\$ (3,502)	-16.72
41901-4000	Cable/Video	\$ 774	\$ 733	\$ (42)	-5.67	\$ 8,504	\$ 8,059	\$ (445)	-5.52
41901-5000	Special Events	\$ 2,679	\$ 2,054	\$ (625)	-30.42	\$ 21,505	\$ 22,595	\$ 1,090	4.82
41901-7000	Temporary Administrative Labor	\$ 14,615	\$ 10,903	\$ (3,712)	-34.04	\$ 106,842	\$ 119,933	\$ 13,091	10.92
41901-8000	Small Office Equipment	\$ -	\$ 730	\$ 730	100.00	\$ 11,104	\$ 8,025	\$ (3,080)	-38.38
41902-0000	Bank Fees	\$ 5,328	\$ 5,391	\$ 62	1.16	\$ 55,434	\$ 59,297	\$ 3,863	6.52
41902-1000	Sponsorships	\$ -	\$ 8	\$ 8	100.00	\$ -	\$ 85	\$ 85	100.00
41902-2000	Other Misc Admin Expenses	\$ 1,582	\$ 4,074	\$ 2,492	61.18	\$ 20,229	\$ 44,815	\$ 24,586	54.86
41910-0000	Total Miscellaneous Admin Expenses	\$ 41,253	\$ 46,356	\$ 5,103	11.01	\$ 492,578	\$ 509,917	\$ 17,339	3.40
41990-0000	TOTAL ADMINISTRATIVE EXPENSES	\$ 474,326	\$ 575,728	\$ 101,401	17.61	\$ 5,865,637	\$ 6,333,003	\$ 467,366	7.38

42000-0000 TENANT SERVICES

All programs (.all)

Budget Comparison (with PTD)

Period = Oct 2025-Aug 2026

Book = Accrual ; Tree = ysi_is

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
42100-0000	Tenant Services Salaries	\$ 17,383	\$ -	\$ (17,383)	N/A	\$ 207,212	\$ -	\$ (207,212)	N/A
42100-1000	Employee Benefit Contributions-Tenant Svcs.	\$ 12,011	\$ (8)	\$ (12,019)	-156,701.83	\$ 125,712	\$ (84)	\$ (125,796)	-149,100.66
42300-1000	Tenant Relocation	\$ -	\$ -	\$ -	N/A	\$ 7,650	\$ -	\$ (7,650)	N/A
42990-0000	TOTAL TENANT SERVICES EXPENSES	\$ 29,395	\$ (8)	\$ (29,402)	-383,340.94	\$ 340,573	\$ (84)	\$ (340,658)	-403,766.18
43000-0000	UTILITY EXPENSES								
43100-0000	Water	\$ 7,686	\$ 10,404	\$ 2,718	26.12	\$ 87,595	\$ 114,443	\$ 26,849	23.46
43200-0000	Electricity	\$ 9,576	\$ 12,872	\$ 3,296	25.61	\$ 112,169	\$ 141,595	\$ 29,426	20.78
43200-1000	Electricity-Vacant Units	\$ 1,457	\$ 694	\$ (763)	-110.01	\$ 14,259	\$ 7,631	\$ (6,627)	-86.85
43300-0000	Gas	\$ 4,143	\$ 7,875	\$ 3,732	47.39	\$ 70,027	\$ 86,629	\$ 16,602	19.16
43300-1000	Gas-Vacant Units	\$ 186	\$ 264	\$ 78	29.44	\$ 4,109	\$ 2,901	\$ (1,208)	-41.65
43320-0000	Tenant-Owed Utilities	\$ 375	\$ 2,022	\$ 1,647	81.44	\$ 17,968	\$ 22,242	\$ 4,274	19.21
43400-0000	Garbage/Trash Removal	\$ 6,921	\$ 5,345	\$ (1,576)	-29.49	\$ 59,954	\$ 58,790	\$ (1,163)	-1.98
43900-0000	Sewer	\$ 6,113	\$ 7,385	\$ 1,272	17.22	\$ 69,970	\$ 81,236	\$ 11,267	13.87
43990-0000	TOTAL UTILITY EXPENSES	\$ 36,458	\$ 46,861	\$ 10,403	22.20	\$ 436,050	\$ 515,468	\$ 79,418	15.41
44000-0000	MAINTENANCE AND OPERATIONAL EXPENSES								
44009-9000	General Maint Expense								
44100-0000	Maintenance Salaries	\$ 53,977	\$ 72,551	\$ 18,574	25.60	\$ 591,129	\$ 798,060	\$ 206,931	25.93
44100-1000	Maintenance Labor-Grounds	\$ -	\$ 60	\$ 60	100.00	\$ (3,060)	\$ 660	\$ 3,720	563.64
44100-4000	Maint. Empl. Rent Free Unit	\$ -	\$ 11	\$ 11	100.00	\$ (1,468)	\$ 126	\$ 1,594	1,264.49
44100-5000	Employee Benefit Contribution-Maint.	\$ 19,683	\$ 30,280	\$ 10,596	34.99	\$ 232,503	\$ 333,079	\$ 100,575	30.20
44110-0000	Maintenance Uniforms	\$ -	\$ 90	\$ 90	100.00	\$ 106	\$ 990	\$ 885	89.35
44120-0000	Vehicle Gas	\$ -	\$ 419	\$ 419	100.00	\$ 1,704	\$ 4,613	\$ 2,910	63.07
44130-0000	Misc Vehicle Expenses	\$ 2,007	\$ 1,476	\$ (532)	-36.04	\$ 13,203	\$ 16,231	\$ 3,027	18.65
44190-0000	Total General Maint Expense	\$ 75,668	\$ 104,887	\$ 29,219	27.86	\$ 834,117	\$ 1,153,759	\$ 319,642	27.70
44200-0000	Materials								
44200-1000	Supplies-Grounds	\$ 512	\$ 70	\$ (443)	-637.32	\$ 2,320	\$ 765	\$ (1,555)	-203.41
44200-2000	Supplies-Appliance	\$ 6,308	\$ 6,556	\$ 249	3.79	\$ 50,743	\$ 72,118	\$ 21,375	29.64
44200-3000	Supplies-Decorating	\$ 4,342	\$ 758	\$ (3,583)	-472.50	\$ 20,020	\$ 8,342	\$ (11,677)	-139.98
44200-4000	Supplies-Electrical	\$ 1,499	\$ 1,932	\$ 433	22.43	\$ 17,684	\$ 21,254	\$ 3,570	16.80
44200-5000	Supplies-Exterminating	\$ -	\$ 46	\$ 46	100.00	\$ -	\$ 501	\$ 501	100.00
44200-6000	Supplies-Janitorial/Cleaning	\$ 7,781	\$ 2,573	\$ (5,208)	-202.43	\$ 53,718	\$ 28,302	\$ (25,416)	-89.80

All programs (.all)

Budget Comparison (with PTD)

Period = Oct 2025-Aug 2026

Book = Accrual ; Tree = ysi_is

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
44200-7000	Supplies-Maint/Repairs	\$ 29,449	\$ 13,033	\$ (16,416)	-125.96	\$ 176,876	\$ 143,363	\$ (33,514)	-23.38
44200-8000	Supplies-Plumbing	\$ 2,217	\$ 1,721	\$ (497)	-28.86	\$ 28,722	\$ 18,926	\$ (9,796)	-51.76
44200-9000	Tools and Equipment	\$ 728	\$ 971	\$ 243	25.05	\$ 9,972	\$ 10,686	\$ 714	6.68
44201-0000	Supplies - HVAC	\$ 198	\$ 877	\$ 679	77.45	\$ 6,786	\$ 9,642	\$ 2,856	29.62
44290-0000	Total Materials	\$ 53,034	\$ 28,536	\$ (24,498)	-85.85	\$ 366,841	\$ 313,899	\$ (52,942)	-16.87
44300-0000	Contract Costs								
44300-1000	Contract-Alarm/Extinguisher	\$ 7,156	\$ 627	\$ (6,529)	-1,040.82	\$ 61,345	\$ 6,900	\$ (54,445)	-789.04
44300-2000	Contract-Appliance	\$ -	\$ 144	\$ 144	100.00	\$ 746	\$ 1,580	\$ 834	52.78
44300-3000	Contract-Building Repairs	\$ 11,270	\$ 5,188	\$ (6,082)	-117.23	\$ 62,965	\$ 57,068	\$ (5,898)	-10.33
44300-5000	Contract-Decorating/Painting	\$ 4,680	\$ 446	\$ (4,234)	-948.52	\$ 86,752	\$ 4,910	\$ (81,842)	-1,666.94
44300-6000	Contract-Electrical	\$ 485	\$ 5,067	\$ 4,582	90.43	\$ 44,438	\$ 55,734	\$ 11,296	20.27
44300-7000	Contract-Pest Control	\$ 7,375	\$ 2,810	\$ (4,565)	-162.42	\$ 42,290	\$ 30,914	\$ (11,376)	-36.80
44300-8000	Contract-Floor Covering	\$ -	\$ 202	\$ 202	100.00	\$ 4,236	\$ 2,218	\$ (2,017)	-90.92
44300-9000	Contract-Grounds	\$ 19,425	\$ 10,868	\$ (8,557)	-78.73	\$ 106,859	\$ 119,551	\$ 12,692	10.62
44301-0000	Contract-Janitorial/Cleaning	\$ -	\$ 5,267	\$ 5,267	100.00	\$ 1,246	\$ 57,932	\$ 56,686	97.85
44301-0001	Mold Remediation	\$ 14,200	\$ 899	\$ (13,301)	-1,478.87	\$ 27,950	\$ 9,893	\$ (18,057)	-182.52
44301-1000	Contract-Plumbing	\$ 9,282	\$ 15,370	\$ 6,088	39.61	\$ 95,177	\$ 169,073	\$ 73,896	43.71
44301-2000	Contract-Window Covering	\$ 802	\$ 523	\$ (279)	-53.42	\$ 1,615	\$ 5,751	\$ 4,136	71.91
44301-3000	Contract-HVAC	\$ 5,665	\$ 5,971	\$ 306	5.12	\$ 76,115	\$ 65,684	\$ (10,431)	-15.88
44301-4000	Contract-Vehicle Maintenance	\$ -	\$ 1,579	\$ 1,579	100.00	\$ -	\$ 17,367	\$ 17,367	100.00
44301-5000	Contract-Equipment Rental	\$ -	\$ 148	\$ 148	100.00	\$ 616	\$ 1,631	\$ 1,015	62.23
44301-7000	Contract-Elevator Monitoring	\$ 3,044	\$ 5,120	\$ 2,076	40.55	\$ 39,725	\$ 56,316	\$ 16,592	29.46
44301-8000	Contract-Alarm Monitoring	\$ 465	\$ 3,080	\$ 2,614	84.89	\$ 20,664	\$ 33,875	\$ 13,211	39.00
44301-9000	Contract-Sprinkler Monitoring	\$ 5,593	\$ 3,486	\$ (2,107)	-60.45	\$ 14,646	\$ 38,344	\$ 23,698	61.80
44302-2000	Contract-IT Contracts	\$ 56,334	\$ 31,722	\$ (24,612)	-77.59	\$ 443,399	\$ 348,941	\$ (94,458)	-27.07
44302-3000	Contract-Consultants	\$ 250	\$ 813	\$ 563	69.25	\$ 45,121	\$ 8,943	\$ (36,177)	-404.53
44308-0000	Contract - Vehicle Lease	\$ 4,322	\$ 7,171	\$ 2,849	39.73	\$ 71,950	\$ 78,876	\$ 6,926	8.78
44309-0000	Contract-Security	\$ -	\$ 1,347	\$ 1,347	100.00	\$ 12,753	\$ 14,819	\$ 2,066	13.94
44309-1000	Snow Removal Service	\$ -	\$ 10,643	\$ 10,643	100.00	\$ 182,759	\$ 117,076	\$ (65,683)	-56.10
44309-9000	Contract Costs-Other	\$ 900	\$ 5,024	\$ 4,124	82.08	\$ 34,061	\$ 55,259	\$ 21,198	38.36
44390-0000	Total Contract Costs	\$ 151,249	\$ 123,514	\$ (27,735)	-22.46	\$ 1,477,426	\$ 1,358,654	\$ (118,772)	-8.74
44400-0000	Unit Repairs - Damages	\$ -	\$ 205	\$ 205	100.00	\$ -	\$ 2,255	\$ 2,255	100.00
44500-0000	Vacancy Turnover	\$ 2,400	\$ 9,781	\$ 7,381	75.46	\$ 89,376	\$ 107,595	\$ 18,220	16.93

All programs (.all)

Budget Comparison (with PTD)

Period = Oct 2025-Aug 2026

Book = Accrual ; Tree = ysi_is

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
44844-1480	CFP - Gen Cap Acty - Soft - Amp 4	\$ -	\$ -	\$ -	N/A	\$ 66,946	\$ -	\$ (66,946)	N/A
44990-0000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	\$ 282,351	\$ 266,924	\$ (15,428)	-5.78	\$ 2,834,704	\$ 2,936,161	\$ 101,457	3.46
45000-0000	GENERAL EXPENSES								
45100-0000	Worker's Comp Insurance	\$ 12,998	\$ 13,776	\$ 778	5.65	\$ 103,021	\$ 151,532	\$ 48,510	32.01
45101-0000	Property Insurance	\$ 14,276	\$ 18,388	\$ 4,113	22.37	\$ 153,595	\$ 202,272	\$ 48,677	24.07
45102-0000	Liability Insurance	\$ 3,104	\$ 3,603	\$ 499	13.85	\$ 34,767	\$ 39,638	\$ 4,871	12.29
45200-0000	Payments in Lieu of Taxes	\$ 12,023	\$ 15,121	\$ 3,099	20.49	\$ 132,452	\$ 166,333	\$ 33,881	20.37
45210-0000	Misc. Taxes/Licenses/Insurance	\$ 1,090	\$ (247)	\$ (1,337)	-542.15	\$ 10,081	\$ (2,713)	\$ (12,794)	-471.60
45700-0000	Bad Debt-Tenant Rents	\$ -	\$ 10,603	\$ 10,603	100.00	\$ 40,194	\$ 116,630	\$ 76,436	65.54
45800-0000	HCV nonHAP Admin Expense	\$ 652	\$ 1,980	\$ 1,328	67.07	\$ 4,589	\$ 21,781	\$ 17,192	78.93
45850-0000	Port-In HAP Expense	\$ 98,744	\$ 37,180	\$ (61,564)	-165.59	\$ 881,466	\$ 408,978	\$ (472,488)	-115.53
45900-0000	Other General Expense	\$ -	\$ 2,290	\$ 2,290	100.00	\$ -	\$ 25,185	\$ 25,185	100.00
45900-1000	Radon Grant Expense	\$ 40,258	\$ 2,005	\$ (38,253)	-1,908.03	\$ 102,325	\$ 22,053	\$ (80,271)	-363.99
45990-0000	TOTAL GENERAL EXPENSES	\$ 183,145	\$ 104,699	\$ (78,446)	-74.92	\$ 1,462,490	\$ 1,151,690	\$ (310,800)	-26.99
47000-0000	HOUSING ASSISTANCE PAYMENTS								
47150-0000	Housing Assistance Payments	\$ 2,251,656	\$ 2,454,220	\$ 202,564	8.25	\$ 25,341,229	\$ 26,996,422	\$ 1,655,193	6.13
47150-0001	HAP Expense - EHV	\$ 49,938	\$ 51,453	\$ 1,515	2.94	\$ 567,507	\$ 565,985	\$ (1,522)	-0.27
47150-0002	HAP Expense - Mainstream	\$ 86,033	\$ 75,071	\$ (10,962)	-14.60	\$ 846,868	\$ 825,778	\$ (21,090)	-2.55
47150-0003	HAP Expense - FUP	\$ 261,966	\$ 270,686	\$ 8,720	3.22	\$ 3,019,441	\$ 2,977,548	\$ (41,893)	-1.41
47150-0004	HAP Expense - FUPY	\$ 2,980	\$ 2,539	\$ (441)	-17.35	\$ 32,743	\$ 27,934	\$ (4,809)	-17.22
47150-0005	HAP Expense - FUP09	\$ 22,168	\$ 17,306	\$ (4,862)	-28.09	\$ 212,048	\$ 190,370	\$ (21,678)	-11.39
47150-0006	HAP Expense - NED	\$ 81,472	\$ 83,849	\$ 2,377	2.84	\$ 894,231	\$ 922,340	\$ 28,109	3.05
47150-0008	HAP Expense - VASH	\$ 5,705	\$ 4,670	\$ (1,035)	-22.17	\$ 54,588	\$ 51,367	\$ (3,221)	-6.27
47150-0010	HAP Expense - Tenant Protection	\$ 74,312	\$ 46,737	\$ (27,575)	-59.00	\$ 834,087	\$ 514,103	\$ (319,984)	-62.24
47150-0011	HAP Expense - PBV	\$ 586,127	\$ 417,564	\$ (168,563)	-40.37	\$ 6,149,162	\$ 4,593,206	\$ (1,555,956)	-33.88
47150-1000	URP Expense	\$ 31,768	\$ 40,420	\$ 8,652	21.40	\$ 354,462	\$ 444,616	\$ 90,154	20.28
47150-1001	URP Expense - EHV	\$ 1,361	\$ 1,418	\$ 57	3.99	\$ 12,405	\$ 15,593	\$ 3,188	20.45
47150-1002	URP Expense - Mainstream	\$ 719	\$ 979	\$ 260	26.52	\$ 8,043	\$ 10,764	\$ 2,721	25.28
47150-1003	URP Expense - FUP	\$ 5,245	\$ 8,154	\$ 2,909	35.68	\$ 60,105	\$ 89,693	\$ 29,588	32.99
47150-1004	URP Expense - FUPY	\$ -	\$ 29	\$ 29	100.00	\$ 179	\$ 320	\$ 141	44.04
47150-1005	URP Expense - FUP09	\$ 426	\$ 100	\$ (327)	-328.14	\$ 1,979	\$ 1,095	\$ (885)	-80.81

All programs (.all)

Budget Comparison (with PTD)

Period = Oct 2025-Aug 2026

Book = Accrual ; Tree = ysi_is

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
47150-1006	URP Expense - NED	\$ 329	\$ 439	\$ 110	25.10	\$ 2,362	\$ 4,832	\$ 2,470	51.12
47150-1008	URP Expense - VASH	\$ -	\$ 26	\$ 26	100.00	\$ -	\$ 281	\$ 281	100.00
47150-1010	URP Expense - Tenant Protection	\$ 1,304	\$ 1,734	\$ 430	24.79	\$ 16,428	\$ 19,071	\$ 2,643	13.86
47150-1011	URP Expense - PBV	\$ 6,595	\$ 7,978	\$ 1,383	17.33	\$ 70,645	\$ 87,753	\$ 17,108	19.50
47150-2000	Port Out HAP Payments	\$ 192,077	\$ 92,520	\$ (99,557)	-107.61	\$ 1,864,071	\$ 1,017,721	\$ (846,350)	-83.16
47150-2001	Port Out HAP Exp - PBV	\$ -	\$ 1,411	\$ 1,411	100.00	\$ 11,385	\$ 15,525	\$ 4,140	26.66
47150-2003	Port Out HAP Exp - FUP	\$ 13,423	\$ 5,601	\$ (7,822)	-139.65	\$ 118,353	\$ 61,611	\$ (56,742)	-92.10
47150-2005	Port Out HAP Exp - FUP 09	\$ 1,103	\$ 1,312	\$ 209	15.90	\$ 12,130	\$ 14,427	\$ 2,297	15.92
47150-2006	Port Out HAP Exp - Mainstream	\$ 4,536	\$ 418	\$ (4,119)	-986.47	\$ 75,496	\$ 4,593	\$ (70,904)	-1,543.90
47150-2007	Port Out HAP Exp - NED	\$ 6,223	\$ 2,002	\$ (4,221)	-210.88	\$ 80,883	\$ 22,019	\$ (58,864)	-267.33
47150-2008	Port Out HAP Exp - TPV	\$ 7,491	\$ 763	\$ (6,728)	-881.89	\$ 80,410	\$ 8,392	\$ (72,018)	-858.16
47150-3000	Port-Out Admin Fee Expense	\$ 6,712	\$ 1,501	\$ (5,211)	-347.07	\$ 60,556	\$ 16,516	\$ (44,041)	-266.66
47150-3001	Port-Out Admin Fee Exp - PBV	\$ -	\$ 85	\$ 85	100.00	\$ 708	\$ 934	\$ 225	24.12
47150-3002	Port-Out Admin Fee Exp - FUP	\$ 736	\$ 223	\$ (513)	-230.69	\$ 5,841	\$ 2,448	\$ (3,393)	-138.62
47150-3004	Port-Out Admin Fee Exp - FUP 09	\$ 70	\$ 99	\$ 29	29.09	\$ 755	\$ 1,090	\$ 335	30.74
47150-3005	Port-Out Admin Fee Exp - Mainstream	\$ 162	\$ 33	\$ (129)	-386.52	\$ 2,245	\$ 367	\$ (1,878)	-511.38
47150-3006	Port-Out Admin Fee Exp - NED	\$ 409	\$ 87	\$ (322)	-370.86	\$ 4,280	\$ 956	\$ (3,324)	-347.85
47150-3007	Port-Out Admin Fee Exp - TPV	\$ 328	\$ 27	\$ (301)	-1,136.20	\$ 3,176	\$ 292	\$ (2,884)	-988.72
47150-4000	Port-Out Other Expense	\$ -	\$ 4	\$ 4	100.00	\$ -	\$ 39	\$ 39	100.00
47150-6000	FSS Escrow Payments	\$ 39,789	\$ 24,474	\$ (15,315)	-62.58	\$ 321,522	\$ 269,214	\$ (52,307)	-19.43
47150-6001	FSS Escrow Exp - PBV	\$ (2,616)	\$ 724	\$ 3,340	461.24	\$ 8,960	\$ 7,966	\$ (994)	-12.48
47150-6003	FSS Escrow Exp - EHV	\$ 514	\$ 66	\$ (448)	-673.86	\$ 4,042	\$ 731	\$ (3,311)	-453.23
47150-6004	FSS Escrow Exp - FUP	\$ 7,418	\$ 6,640	\$ (778)	-11.72	\$ 57,601	\$ 73,039	\$ 15,438	21.14
47150-6006	FSS Escrow Exp - FUP 09	\$ (128)	\$ 2,461	\$ 2,589	105.20	\$ 11,496	\$ 27,073	\$ 15,577	57.54
47150-6007	FSS Escrow Exp - Mainstream	\$ 1,432	\$ -	\$ (1,432)	N/A	\$ 5,653	\$ -	\$ (5,653)	N/A
47150-6008	FSS Escrow Exp - NED	\$ 168	\$ -	\$ (168)	N/A	\$ 3,861	\$ -	\$ (3,861)	N/A
47150-6009	FSS Escrow Exp - TPV	\$ 281	\$ (30)	\$ (311)	-1,033.24	\$ (2,627)	\$ (331)	\$ 2,296	693.09
47150-7000	Housing Counseling Program Expenses	\$ 201,210	\$ 62,489	\$ (138,720)	-221.99	\$ 426,936	\$ 687,383	\$ 260,448	37.89
47990-0000	TOTAL HOUSING ASSISTANCE PAYMENTS	\$ 3,951,443	\$ 3,688,279	\$ (263,163)	-7.14	\$ 41,636,245	\$ 40,571,072	\$ (1,065,172)	-2.63
48990-0000	TOTAL OPERATING EXPENSES	\$ 4,957,118	\$ 4,682,483	\$ (274,635)	-5.87	\$ 52,575,699	\$ 51,507,310	\$ (1,068,389)	-2.07

All programs (.all)

Budget Comparison (with PTD)

Period = Oct 2025-Aug 2026

Book = Accrual ; Tree = ysi_is

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
49990-0000	NET OPERATING INCOME	\$ (19,061)	\$ 190	\$ (19,251)	-10,144.43	\$ (954,847)	\$ 2,087	\$ (956,934)	-45,841.81
50000-0000	NON-OPERATING ITEMS								
51000-1000	Depreciation -Buildings	\$ -	\$ 62,398	\$ 62,398	100.00	\$ -	\$ 686,375	\$ 686,375	100.00
51000-2000	Depreciation -Furn,Equip,Machinery-Dwellings	\$ -	\$ 2,445	\$ 2,445	100.00	\$ -	\$ 26,893	\$ 26,893	100.00
51000-3000	Depreciation -Furn,Equip,Machinery-Admin.	\$ -	\$ 1,271	\$ 1,271	100.00	\$ -	\$ 13,980	\$ 13,980	100.00
51000-4000	Depreciation-Leashold Improvements	\$ -	\$ 7,243	\$ 7,243	100.00	\$ -	\$ 79,676	\$ 79,676	100.00
51000-5000	Depreciation-Vehicles	\$ -	\$ 525	\$ 525	100.00	\$ -	\$ 5,772	\$ 5,772	100.00
52100-0000	Operating Transfers OUT	\$ -	\$ -	\$ -	N/A	\$ 252,574	\$ -	\$ (252,574)	N/A
52300-0000	Gain/Loss on Sale of Fixed Assets	\$ (117,197)	\$ (314,013)	\$ (196,816)	-62.68	\$ (2,064,611)	\$ (3,454,146)	\$ (1,389,536)	-40.23
52310-0000	Pre 2004 Admin Fee Expense	\$ -	\$ 51,157	\$ 51,157	100.00	\$ 26,300	\$ 562,731	\$ 536,431	95.33
52310-1000	Extraordinary Expense	\$ -	\$ 3,377	\$ 3,377	100.00	\$ -	\$ 37,143	\$ 37,143	100.00
52320-0000	Gain/Loss from Sale Disposition of Real Property	\$ -	\$ 150	\$ 150	100.00	\$ (13,250)	\$ 1,650	\$ 14,900	903.03
59990-0000	TOTAL NON-OPERATING ITEMS	\$ (117,197)	\$ (185,448)	\$ (68,251)	-36.80	\$ (1,798,986)	\$ (2,039,927)	\$ (240,940)	-11.81
90000-0000	NET INCOME	\$ 98,136	\$ 185,638	\$ (87,502)	-47.14	\$ 844,139	\$ 2,042,014	\$ (1,197,875)	-58.66

All programs (.all)

Balance Sheet (With Period Change)

Period = Oct 2025-Aug 2026

Book = Accrual ; Tree = ysi_bs

		Balance	Beginning	Net	Balance
		Aug 2026	Oct 2025	Change	Aug 2025
09999-9000	All				
10000-0000	ASSETS				
10010-0000	CURRENT ASSETS				
11000-0000	CASH				
11100-0000	Unrestricted Cash				
11111-0000	Cash Operating 1	\$ 21,242,112	\$ 15,518,297	\$ 5,723,815	\$ 15,391,081
11112-0000	Cash Operating 2	\$ 211,202	\$ 1,590,015	\$ (1,378,813)	\$ 1,570,154
11113-0000	Cash Operating 3	\$ 1,387,896	\$ 1,387,896	\$ -	\$ 1,387,896
11114-0000	Cash Operating 4	\$ 10,999	\$ 10,996	\$ 3	\$ 10,996
11119-9000	Total Unrestricted Cash	\$ 22,852,209	\$ 18,507,204	\$ 4,345,005	\$ 18,360,127
11120-0000	Restricted Cash				
11120-2000	Cash Restricted-FSS Escrow	\$ 244,799	\$ 568,382	\$ (323,583)	\$ 604,353
11120-3000	Cash Restricted-HAP	\$ (3,628,898)	\$ (2,677,834)	\$ (951,064)	\$ (714,892)
11120-4000	Cash Restricted-Reserve for Replacement	\$ 164,331	\$ 125,161	\$ 39,170	\$ 98,143
11129-9000	Total Restricted Cash	\$ (3,219,767)	\$ (1,984,291)	\$ (1,235,477)	\$ (12,396)
11190-0000	TOTAL CASH	\$ 19,632,441	\$ 16,522,913	\$ 3,109,528	\$ 18,347,731
11200-0000	ACCOUNTS AND NOTES RECEIVABLE				
11220-0000	A/R -Tenants	\$ 146,088	\$ 118,377	\$ 27,711	\$ 126,314
11220-1000	Allowance for Doubtful Accounts-Tenants	\$ (56,142)	\$ (56,142)	\$ -	\$ (68,829)
11220-2000	A/R - Tenant Payment Agreement (TPA)	\$ 182,623	\$ 92,667	\$ 89,956	\$ 97,452
11231-0000	Fraud Recovery	\$ 496,202	\$ 496,202	\$ -	\$ 496,202
11231-1000	Allowance For Doubtful - Fraud	\$ (547,998)	\$ (547,998)	\$ -	\$ (547,998)
11290-0000	A/R -Other	\$ 151,201	\$ 169,309	\$ (18,107)	\$ 322,912
11300-0000	A/R Port Ins	\$ 382,467	\$ 218,075	\$ 164,393	\$ 204,479
11310-0000	A/R Port In Suspense	\$ (61,924)	\$ (37,259)	\$ (24,665)	\$ (43,041)
11350-1000	A/R-HUD	\$ 813,269	\$ 3,137,677	\$ (2,324,407)	\$ 98,961
11350-3000	A/R -Other Government	\$ 418,688	\$ 471,171	\$ (52,483)	\$ 258,246
11400-0000	Note Receivable - Brookstone at Cole Park - Construction Int	\$ 110,350	\$ 110,350	\$ -	\$ 110,350
11400-0001	Note Receivable - Brookstone at Cole Park - LCHA #1	\$ 1,545,455	\$ 1,545,455	\$ -	\$ 1,545,455
11400-0003	Note Receivable - Brookstone at Cole Park - LCHA #2	\$ 293,625	\$ 293,625	\$ -	\$ 293,625
11400-0004	Note Receivable - Regency at Cole Park - LCHA	\$ 454,545	\$ 454,545	\$ -	\$ 454,545
11450-0000	Accrued Interest Receivable	\$ 343,933	\$ 299,568	\$ 44,366	\$ 295,537
11490-0000	TOTAL ACCOUNTS AND NOTES RECEIVABLE	\$ 4,672,384	\$ 6,765,621	\$ (2,093,237)	\$ 3,644,211
11600-0000	OTHER CURRENT ASSETS				
12110-0000	Prepaid Expenses and Other Assets	\$ 122,173	\$ 172,366	\$ (50,194)	\$ 95,964
12110-1000	Prepaid Insurance	\$ 33,028	\$ 93,171	\$ (60,143)	\$ 33,585
12600-0000	Inventories-Materials	\$ 36,012	\$ 34,768	\$ 1,243	\$ 34,224
12700-0000	Inventories-Equipment	\$ 15,324	\$ 11,479	\$ 3,844	\$ 11,479
12750-0000	Allowance for Obsolete Inventories	\$ (890)	\$ (890)	\$ -	\$ (890)
12950-0000	Interprogram-Due From	\$ 312,672	\$ 234,886	\$ 77,786	\$ 647,197
12950-1000	Legacy Interprogram-Due From	\$ 1,243,289	\$ 1,243,289	\$ -	\$ 1,593,212
12990-0000	TOTAL OTHER CURRENT ASSETS	\$ 1,761,608	\$ 1,789,070	\$ (27,463)	\$ 2,414,772
13000-0000	TOTAL CURRENT ASSETS	\$ 26,066,433	\$ 25,077,604	\$ 988,828	\$ 24,406,714
14000-0000	NONCURRENT ASSETS:				

All programs (.all)

Balance Sheet (With Period Change)

Period = Oct 2025-Aug 2026

Book = Accrual ; Tree = ysi_bs

		Balance	Beginning	Net	Balance
		Aug 2026	Oct 2025	Change	Aug 2025
14000-1000	FIXED ASSETS				
14000-5000	Land	\$ 3,916,507	\$ 3,916,507	\$ -	\$ 3,916,507
14000-6000	Buildings	\$ 30,743,715	\$ 31,825,754	\$ (1,082,039)	\$ 32,070,502
14000-7000	Vehicles	\$ 185,574	\$ 185,574	\$ -	\$ 185,574
14000-8000	Furniture and Equipment	\$ 1,504,782	\$ 1,488,518	\$ 16,264	\$ 1,486,469
14001-0000	Site Improvement	\$ 3,961,091	\$ 3,929,103	\$ 31,988	\$ 3,929,103
14001-0001	Construction-Work in Progress	\$ 2,456,315	\$ 2,456,315	\$ -	\$ 0
14042-1410	CFP - Administration - Hard - Amp 2	\$ (7,000)	\$ -	\$ (7,000)	\$ 90,968
14042-1480	CFP - Gen Cap Acty - Hard - Amp 2	\$ 53,562	\$ -	\$ 53,562	\$ 684,367
14043-1408	CFP - Mgmt Improve - Hard - Amp 3	\$ -	\$ -	\$ -	\$ 47,405
14043-1410	CFP - Administration - Hard - Amp 3	\$ (207,691)	\$ -	\$ (207,691)	
14043-1480	CFP - Gen Cap Acty - Hard - Amp 3	\$ 219,323	\$ -	\$ 219,323	\$ 689,596
14044-1480	CFP - Gen Cap Acty - Hard - Amp 4	\$ 194,355	\$ -	\$ 194,355	\$ 964,079
14045-1480	CFP - Gen Cap Acty - Hard - Amp 5	\$ -	\$ -	\$ -	\$ 5,620
14050-1000	Accum Depreciation-Buildings	\$ (27,390,384)	\$ (28,375,403)	\$ 985,019	\$ (28,494,220)
14050-2000	Accum Depreciation-Vehicles	\$ (185,674)	\$ (185,674)	\$ -	\$ (185,674)
14050-3000	Accum Depreciation-Furn & Equip Admin	\$ (1,099,453)	\$ (1,099,453)	\$ -	\$ (1,094,054)
14050-4000	Accum Depreciation-Leashold Improvements	\$ (3,744,474)	\$ (3,744,474)	\$ -	\$ (3,738,164)
14200-0000	TOTAL FIXED ASSETS	\$ 10,600,548	\$ 10,396,767	\$ 203,780	\$ 10,558,080
14990-0000	TOTAL NONCURRENT ASSETS	\$ 10,600,548	\$ 10,396,767	\$ 203,780	\$ 10,558,080
19990-0000	TOTAL ASSETS	\$ 36,666,981	\$ 35,474,372	\$ 1,192,609	\$ 34,964,793
20000-0000	LIABILITIES & EQUITY				
20010-0000	LIABILITIES:				
21000-0000	CURRENT LIABILITIES:				
21110-0000	A/P Vendors and Contractors	\$ 21,256	\$ (85,277)	\$ 106,532	\$ (63,994)
21140-0000	Tenant Security Deposits	\$ 183,404	\$ 179,571	\$ 3,834	\$ 186,884
21140-2000	Security Deposit Clearing Account	\$ (881)	\$ (881)	\$ -	\$ (881)
21140-3100	Pet Fee - one time non reimbursable	\$ 300	\$ 300	\$ -	\$ 300
21150-0000	A/P Other	\$ 224,498	\$ 229,814	\$ (5,316)	\$ 367,145
21170-3000	A/P-Misc. Payroll Withholdings	\$ 20,961	\$ 5,383	\$ 15,578	\$ 4,430
21170-4000	A/P-Federal Tax Withholding	\$ (55,252)	\$ (22,587)	\$ (32,665)	\$ (22,587)
21170-5000	A/P-State Tax Withholding - IL	\$ 12,209	\$ 12,209	\$ -	\$ 12,209
21170-5001	A/P-State Tax Withholding - WI	\$ (341)	\$ -	\$ (341)	
21170-6000	A/P-Payroll FICA Withholding -Employee	\$ (43,588)	\$ (10,659)	\$ (32,929)	\$ (10,659)
21170-7000	A/P-Payroll FICA Withholding -Employer	\$ (0)	\$ (0)	\$ -	\$ (0)
21170-8000	A/P-Payroll Vol Life/AD&D	\$ (808)	\$ (1,814)	\$ 1,006	\$ (1,677)
21170-9000	A/P-Payroll State Unemployment Tax	\$ (6,456)	\$ (6,796)	\$ 341	\$ (6,796)
21171-0000	A/P-Payroll 457 Deductions	\$ (4,092)	\$ 700	\$ (4,792)	\$ 700
21171-1000	A/P-Payroll 457 Loan	\$ (2,454)	\$ (4,512)	\$ 2,058	\$ (3,650)
21171-2000	A/P-Payroll AXA Pension Deferred	\$ 125,108	\$ 88,759	\$ 36,349	\$ 88,685
21171-3000	A/P-Payroll AXA Pension Vested	\$ 78,389	\$ 71,288	\$ 7,101	\$ 71,096
21171-3500	A/P-Payroll AXA Loan	\$ 8,733	\$ 5,949	\$ 2,784	\$ 5,949
21171-4000	A/P-Payroll Employee Health	\$ 41,955	\$ 6,720	\$ 35,235	\$ 6,908
21171-5000	A/P-Payroll Employee Vision	\$ 13,915	\$ 14,231	\$ (316)	\$ 14,140
21171-6000	A/P-Payroll Employee Dental	\$ 45,134	\$ 12,528	\$ 32,606	\$ 12,797

All programs (.all)

Balance Sheet (With Period Change)

Period = Oct 2025-Aug 2026

Book = Accrual ; Tree = ysi_bs

		Balance	Beginning	Net	Balance
		Aug 2026	Oct 2025	Change	Aug 2025
21171-7000	A/P-Payroll AFLAC Pre Tax	\$ 21,500	\$ 12,601	\$ 8,899	\$ 11,769
21171-7500	A/P-Payroll AFLAC Post Tax	\$ 49,747	\$ 45,137	\$ 4,609	\$ 44,660
21171-8000	A/P-Payroll ROTH 401k	\$ 4,897	\$ 4,897	\$ -	\$ 4,123
21190-0000	A/P-Payroll Garnishment	\$ (19,855)	\$ (20,988)	\$ 1,133	\$ (20,062)
21199-0000	Other Current Liabilities	\$ 5,888	\$ 5,888	\$ -	\$ 5,888
21199-1000	Accrued Payable	\$ 46,551	\$ 241,405	\$ (194,854)	\$ 19,684
21350-0000	Accrued Payroll & Payroll Taxes	\$ (1,558)	\$ 167,266	\$ (168,824)	
21370-0000	Accrued PILOT	\$ 610,884	\$ 478,432	\$ 132,452	\$ 593,903
21450-0000	Interprogram-Due To	\$ 275,757	\$ 211,943	\$ 63,814	\$ 624,254
21450-1000	Legacy Interprogram-Due To	\$ 1,245,728	\$ 1,245,728	\$ -	\$ 1,595,651
21500-0000	Suspense	\$ (1,408)	\$ 86	\$ (1,494)	\$ 8,148
21500-4000	Tenant-Based Subsidy Suspense Clearing	\$ 947	\$ 947	\$ -	\$ 947
21500-5000	Unearned Revenue	\$ 1,049,443	\$ 1,049,443	\$ -	\$ 918,476
22400-0000	Tenant Prepaid Rents	\$ 41,631	\$ 47,821	\$ (6,190)	\$ 45,419
22400-5000	FSS Forfeitures	\$ (10,053)	\$ -	\$ (10,053)	
22410-0000	EI Liability	\$ 131,508	\$ 131,508	\$ -	\$ 131,508
22600-0000	Accrued Compensated Absences-Current	\$ 106,113	\$ 106,113	\$ -	\$ 105,175
22990-0000	TOTAL CURRENT LIABILITIES	\$ 4,219,710	\$ 4,223,151	\$ (3,441)	\$ 4,750,540
23000-0000	NONCURRENT LIABILITIES:				
23050-0000	Accrued Compensated Absences-LT	\$ -	\$ -	\$ -	\$ 73,295
23070-0000	FSS Escrow	\$ 1,106,580	\$ 1,002,336	\$ 104,244	\$ 1,048,900
23070-0001	FSS Escrow - PBV	\$ 19,842	\$ 10,709	\$ 9,133	\$ 10,029
23070-0004	FSS Escrow - EHV	\$ 4,883	\$ 818	\$ 4,065	\$ 817
23070-0005	FSS Escrow - FUP	\$ 53,628	\$ 10,916	\$ 42,712	\$ 3,670
23070-0006	FSS Escrow - FUPY	\$ 87	\$ 65	\$ 23	\$ 61
23070-0007	FSS Escrow - FUP 09	\$ (62,166)	\$ (23,515)	\$ (38,651)	\$ (24,466)
23070-0008	FSS Escrow - Mainstream	\$ 5,686	\$ 2	\$ 5,684	
23070-0009	FSS Escrow - NED	\$ 3,874	\$ -	\$ 3,874	
23070-0010	FSS Escrow - TPV	\$ (27,099)	\$ (24,487)	\$ (2,612)	\$ (24,458)
23101-0000	Loan Payable - 1	\$ 7,762	\$ 7,762	\$ -	\$ 7,762
23102-0000	Loan Payable - 2	\$ 6,572	\$ 6,572	\$ -	\$ 6,572
23990-0000	TOTAL NONCURRENT LIABILITIES	\$ 1,119,651	\$ 991,178	\$ 128,472	\$ 1,102,183
24990-0000	TOTAL LIABILITIES	\$ 5,339,361	\$ 5,214,330	\$ 125,031	\$ 5,852,723
28000-0000	EQUITY				
28010-0000	CONTRIBUTED CAPITAL				
28020-0000	Contributed Capital	\$ 438,697	\$ 438,697	\$ -	\$ 438,697
28059-9000	TOTAL CONTRIBUTED CAPITAL	\$ 438,697	\$ 438,697	\$ -	\$ 438,697
28070-0000	RESERVED FUND BALANCE				
28070-1000	Reserved for Operating Activities	\$ 12,973	\$ 12,973	\$ -	\$ 12,973
28080-0000	TOTAL RESERVED FUND BALANCE	\$ 12,973	\$ 12,973	\$ -	\$ 12,973
28090-0000	RETAINED EARNINGS:				
28090-1000	Invested in Capital Assets-Net of Debt	\$ 14,260,987	\$ 14,260,987	\$ -	\$ 14,260,987

All programs (.all)

Balance Sheet (With Period Change)

Period = Oct 2025-Aug 2026

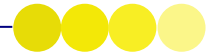
Book = Accrual ; Tree = ysi_bs

		Balance	Beginning	Net	Balance
		Aug 2026	Oct 2025	Change	Aug 2025
28090-2000	Retained Earnings-Unrestricted Net Assets	\$ 15,577,865	\$ 14,510,287	\$ 1,067,578	\$ 13,362,316
28090-3000	Retained Earnings-Restricted Net Assets	\$ 1,037,098	\$ 1,037,098	\$ -	\$ 1,037,098
28099-9000	TOTAL RETAINED EARNINGS:	\$ 30,875,950	\$ 29,808,372	\$ 1,067,578	\$ 28,660,401
28990-0000	TOTAL EQUITY	\$ 31,327,620	\$ 30,260,042	\$ 1,067,578	\$ 29,112,070
29990-0000	TOTAL LIABILITIES AND EQUITY	\$ 36,666,981	\$ 35,474,372	\$ 1,192,609	\$ 34,964,793

Check over \$5k

Period: From 08/2026 to 08/2026

Check #	Bank Code	Payee Name	Check Date	Payment Method	Property	Amount
123	busactiv	Genesee LLC	46237	EFT	pshcoc	\$ 6,398
59	capfund	Tradesmen International LLC	46239	EFT	cfp50125	\$ 22,686
60	capfund	Tradesmen International LLC	46248	EFT	cfp50125	\$ 33,224
60182	capfund	Bedell Builders Inc	46251	Check	cfp50125	\$ 14,916
61	capfund	Tradesmen International LLC	46254	EFT	cfp50125	\$ 27,951
62	capfund	Tradesmen International LLC	46260	EFT	cfp50125	\$ 9,214
2205	cocc	Blue Cross & Blue Shield Of Il	46235	Check	*	\$ 67,467
585	cocc	National Association of Housing & F	46238	EFT	*	\$ 5,853
594	cocc	Webit Services Inc	46245	EFT	*	\$ 19,050
615	cocc	Webit Services Inc	46261	EFT	*	\$ 12,093
147	hcvfsse	FSS Graduate 1	46247	Check	voufup09	\$ 5,136
146	hcvfsse	FSS Graduate 2	46247	Check	voufup	\$ 19,116
150	hcvfsse	FSS Graduate 3	46254	Check	vouhcv	\$ 26,243
151	hcvfsse	FSS Graduate 4	46254	Check	safe2	\$ 29,587
149	hcvfsse	FSS Graduate 5	46254	Check	vouhcv	\$ 17,850
43400	lrph	Lake County Public Works	46254	Check	warren	\$ 5,363
2195	lrph	Lowe's Pro Supply	46245	EFT	*	\$ 6,232
2201	lrph	Lowe's Pro Supply	46245	EFT	bht	\$ 5,209
2234	lrph	Protect Environmental LLC	46253	EFT	sse_amp4	\$ 7,230
2202	lrph	ProVision Mold Services	46246	EFT	*	\$ 5,400
Various	lrph	Tenant URPs/Refunds	Various	Various	Various	\$ 6,570
43364	lrph	Village of Round Lake Beach	46239	Check	bht	\$ 5,552
6894	voucher	Rentgrow	46239	Check	bcp	\$ 14,040



Executive Director's Report LCHA Board Meeting 9/17/2026

- HUD approved the off-cycle HCV program transfer from the Housing Authority of the City of North Chicago (IL107) to LCHA (IL056), effective October 1, 2026. Staff are working to reconcile systems and finalize financials as part of the transition.
- REAC/NSPIRE Inspection: LCHA successfully completed its REAC/NSPIRE Inspection with a score of 95%, reflecting continued attention to property standards, compliance, and the overall condition of LCHA's housing portfolio.
- Benefits Renewal: Working with USI on benefits renewals, with a projected increase of approximately 15%.
- IL107 Public Housing Conversion: The North Chicago Public Housing Program conversion to LCHA is scheduled for January 1, 2027. Staff are developing a detailed implementation schedule and coordinating recurring meetings to support the transition, with an emphasis on accurate vacancy and work-order reporting.
- LCHA staff came together on Wednesday, September 9 for a staff picnic featuring a cookout and team-building games. It was a great opportunity for employees to connect, strengthen relationships, and enjoy time together as a team.
- LCHA continues its collaboration with Leopardo Construction on the ongoing improvements at Violet Townhomes, with coordination and project activities continuing to move forward.
- LCHA continued coordination with Lake County Community Development and HUD regarding the FY26/27 Permanent Supportive Housing (PSH) grant and eLOCCS funding. The grant agreement has since been fully executed, with grant funds expected to be available in eLOCCS.
- LCHA is currently working on the development of its FY 2027 budget.
- LCHA continues to work with BDO to reconcile NCHA and LCHA's year-end close.
- Lorraine met with Dane Morgan, Branch President at Wintrust, to provide updates on the Housing Authority and discuss opportunities to expand the partnership.
- LCHA participated in the MTW Collaborative quarterly meeting to stay informed on current MTW initiatives, updates, and collaborative efforts.
- LCHA continues to meet with Yardi regarding HOTMA updates and implementation.
- LCHA continues to work with Equitable on its annual retirement plan review.



Key Management Indicators (KMI)

Program Type: All Relevant Programs

Effective Dates Included: 05/01/2025 through 08/31/2026

Property: Waitlist Property, , RCPHA Default, , Conventional Property Template, Affordable Housing Template, PH - Shiloh Towers, PH - Hawley Manor, PH - Warren Manor, PH - Beach Haven Towers, PH - Millview Manor, PH - John Kuester Manor, PH - Orchard Manor, PH - Scattered Sites East, PH - Scattered Sites West, LCHA Rentals, Marion Jones Relocation, OIG Witness Protection, Olmstead Class - SRN - (leaving program), Voucher - Tenant Protected Voucher, Voucher - VASH, voufup - Family Unification Program, Voucher - FUP 2009, Voucher - FUPY, Voucher - EHV, Voucher - NED, Voucher - Housing Choice Voucher, Voucher - Project Based, Voucher - Mainstream, Voucher - Enhanced, PBV - A Safe Place I, PBV - A Safe Place II, PBV - Brookstone Coles Park, PBV - Colonial Park, PBV - Fairhaven Crossing, PBV - Library Lane, PBV - Regency Coles Park, PBV - Woodstone Apts., PBV - Lake Front Sr. Res, PBV - Tiffany Apts., PBV - Lake Zurich, PBV - Mundelein Sr. Apts, PBV - Beech Street Sr. Lofts, PBV - Rosewood, Central Office Cost Center, Midlothian, All programs, HCV Administrative Fees - NON HAP, Port Outs, Housing Counseling, Business Activities, Aim North, IL01P056501-20 Cap Fund, IL01P056501-21 Cap Fund, IL01P056501-22 Cap Fund, IL01P056501-23 Cap Fund, Capital Funds, All Public Housing Units, Voucher - Fair Share, , FSS Grant Program, IL01P056501-24 Cap Fund, PBV- Starling Senior Apartments, IL01P056501-25 Cap Fund, Permanent Supportive Housing through the Continuum of Care, PBV - Eve B. Lee Place, LP

Families Reported

Families Reported

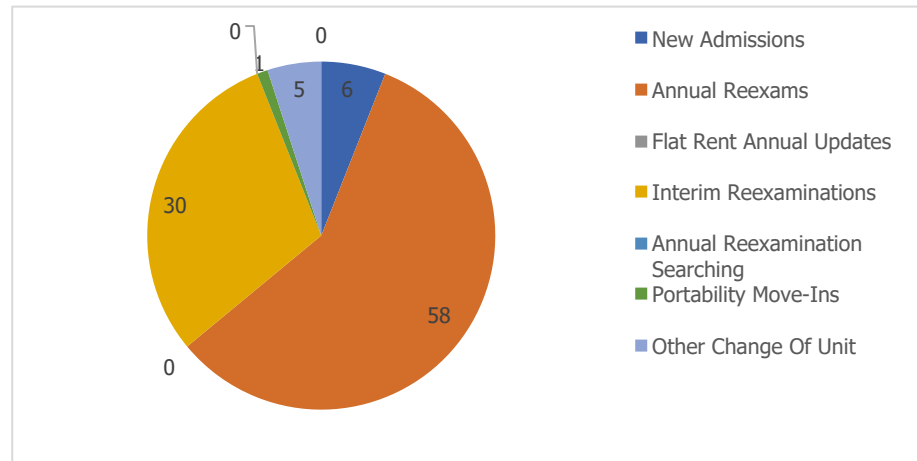
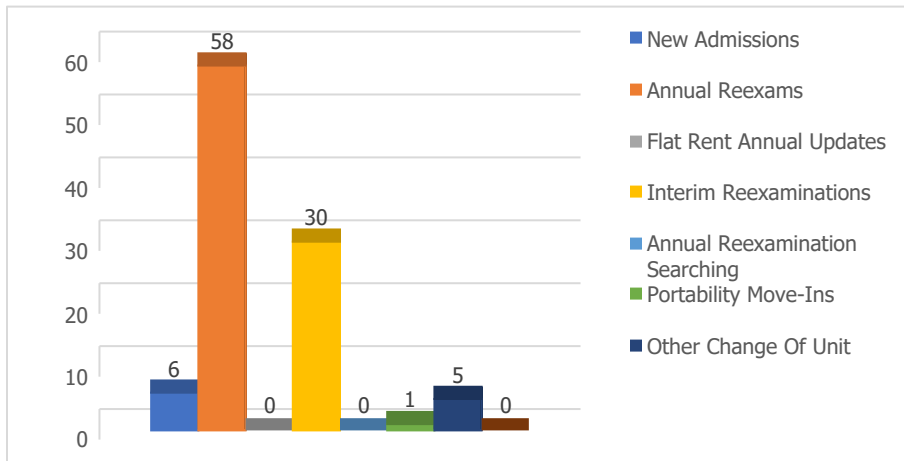
50058s Received (#)	End Of Participation (#)	Portability Move-Outs (#) (Vouchers Only)
2,934	339	64

Distribution by Families Reported *** Some families may be included in multiple categories ***

New Admissions (%)	Annual Reexams (%)	Flat Rent Annual Updates (%) (Public Housing Only)	Interim Reexaminations (%)	Annual Reexamination Searching (%) (Vouchers Only)	Portability Move-Ins (%) (Vouchers only)	Other Change Of Unit (%)
6	58	0	30	0	1	5

Historical Adjustments (%)

0



Discrepancies

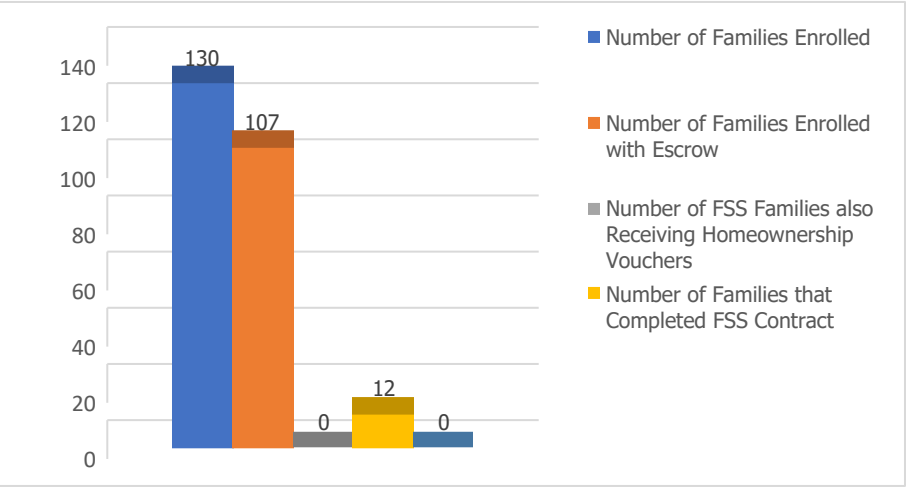
Families Reported

Percent of Admissions of Over Income Families (%)
0

Units where the Number of Bedrooms exceeds the Number of Family Members			
Number of Families (#)	Percent of Units with Elderly Families (%)	Percent of Units with Non-Elderly, Disabled Families (%)	Percent of Units with 2 or more Bedrooms more than the Number of Family Members (%)
524	10	20	10

Family Self-Sufficiency

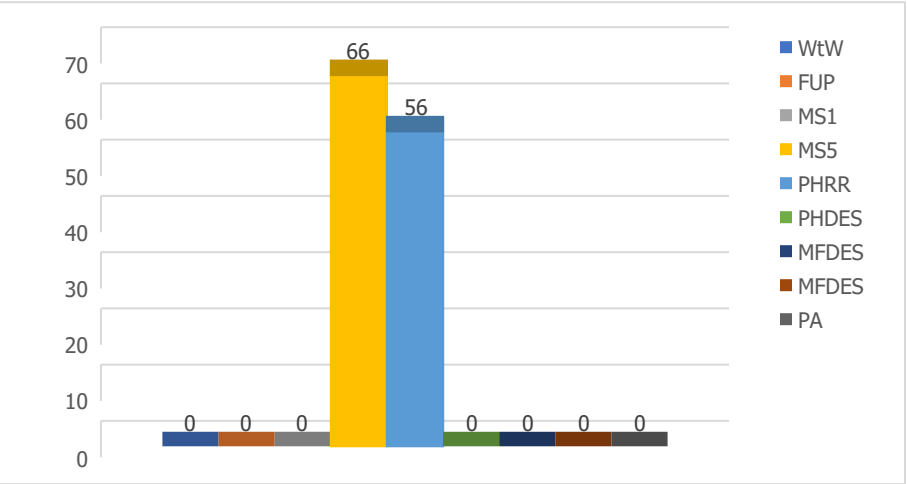
Number of Families Enrolled (#)	Number of Families Enrolled with Escrow (#)	Number of FSS Families also Receiving Homeownership Vouchers (#)	Number of Families that Completed FSS Contract (#)	Number of Families that Completed FSS Contract and Moved to Homeownership (#)
130	107	0	12	0



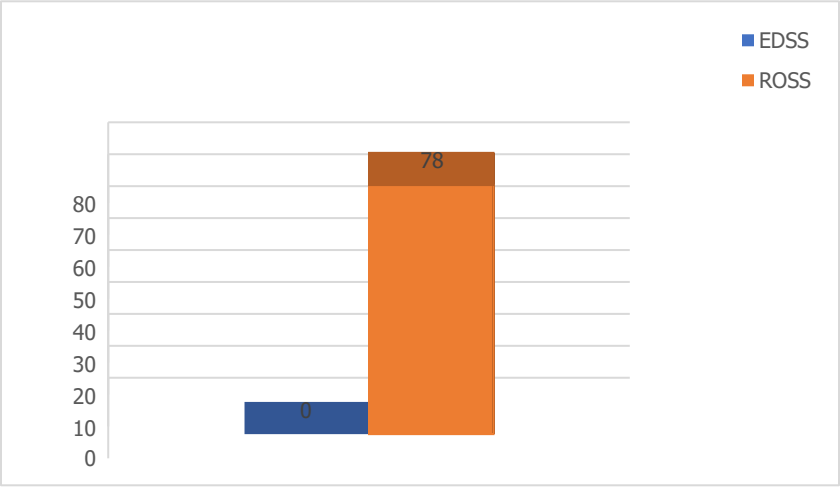
Special Programs

Number of Families Participating

WtW (Vouchers Only)	FUP (Vouchers Only)	MS1 (Vouchers Only)	MS5 (Vouchers Only)	PHRR (Vouchers Only)	PHDES (Vouchers Only)	MFDES (Vouchers Only)	MFDES (Vouchers Only)	PA (Vouchers Only)
0	0	0	66	56	0	0	0	0



EDSS (Public Housing Only))	ROSS (Public Housing Only)
0	78



Utility Arrangements

Utility Arrangements

Families with Utility Allowance		Families with Utility Reimbursement		Avarage Utility Allowance (\$)
Count	Percent	Count	Percent	
2,876	98	408	14	143

Gross Rent as % of Fair Market Rent (FMR) (Tenant-Based Vouchers Only)

0 - 1 Bedroom Units - Gross Rent as % of Fair Market Rent (FMR)

90% of FMR or Under	91-100%	101-110%	111-120%	121% +
45	22	13	4	14

2 Bedroom Units - Gross Rent as % of Fair Market Rent (FMR)

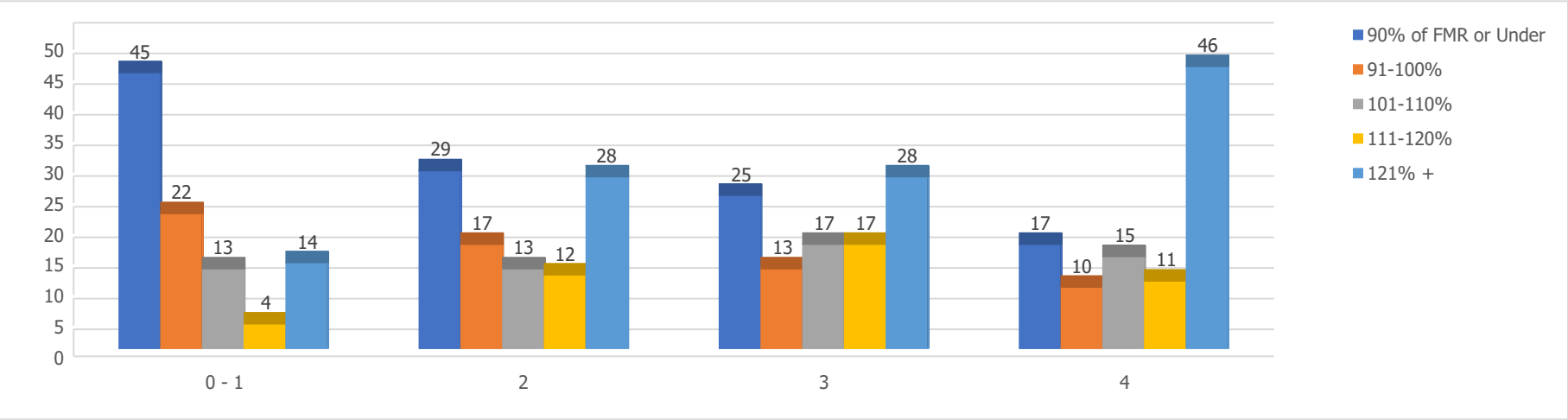
90% of FMR or Under	91-100%	101-110%	111-120%	121% +
29	17	13	12	28

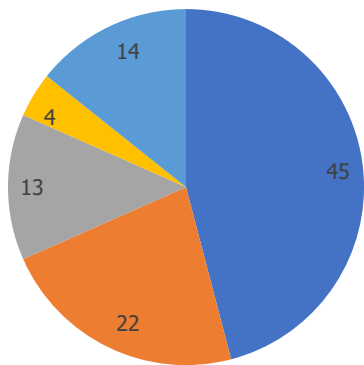
3 Bedroom Units - Gross Rent as % of Fair Market Rent (FMR)

90% of FMR or Under	91-100%	101-110%	111-120%	121% +
25	13	17	17	28

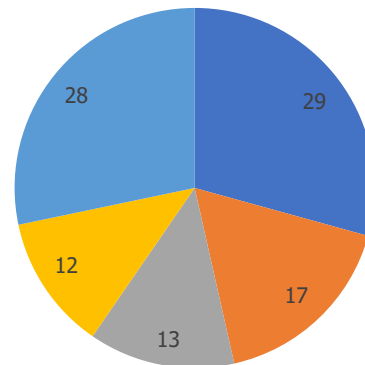
4 Bedroom Units - Gross Rent as % of Fair Market Rent (FMR)

90% of FMR or Under	91-100%	101-110%	111-120%	121% +
17	10	15	11	46



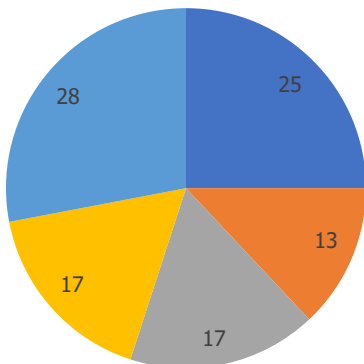


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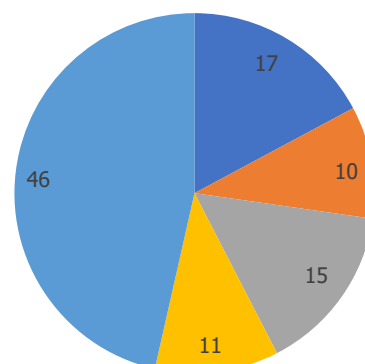


2

- 90% of FMR or Update
- 91-100%
- 101-110%
- 111-120%
- 121% +



3



4

Gross Rent as % of Payment Standard (Tenant-Based Vouchers Only)

0 - 1 Bedroom Units - Gross Rent as % of Fair Market Rent (FMR)

90% of PS or Under	91-100%	101-110%	111-120%	121% +
74	19	6	0	0

2 Bedroom Units - Gross Rent as % of Fair Market Rent (FMR)

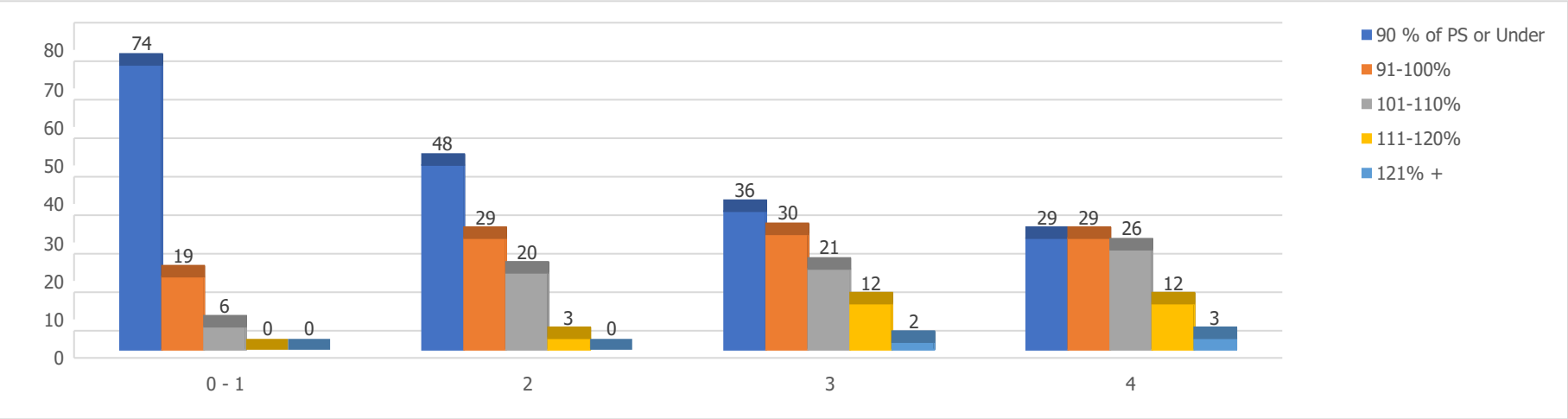
90% of PS or Under	91-100%	101-110%	111-120%	121% +
48	29	20	3	0

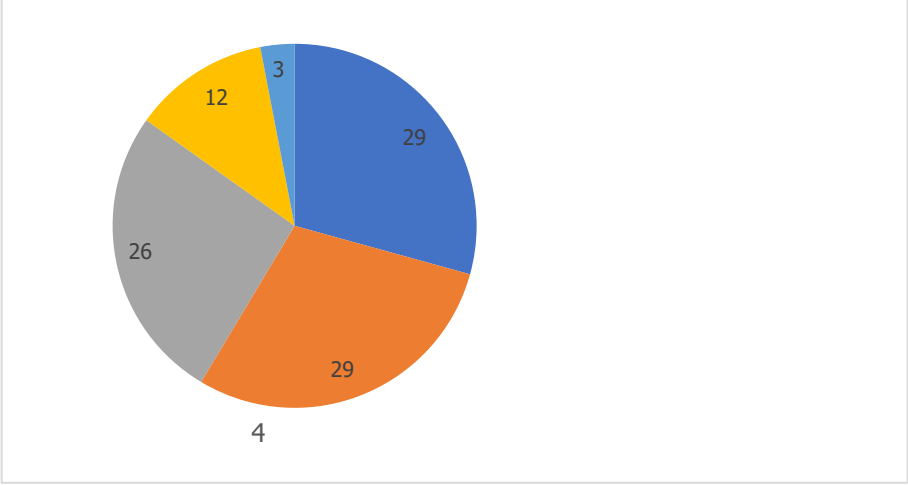
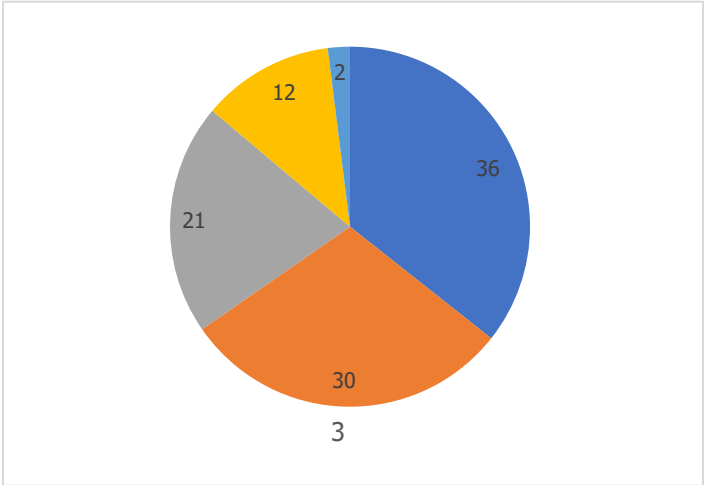
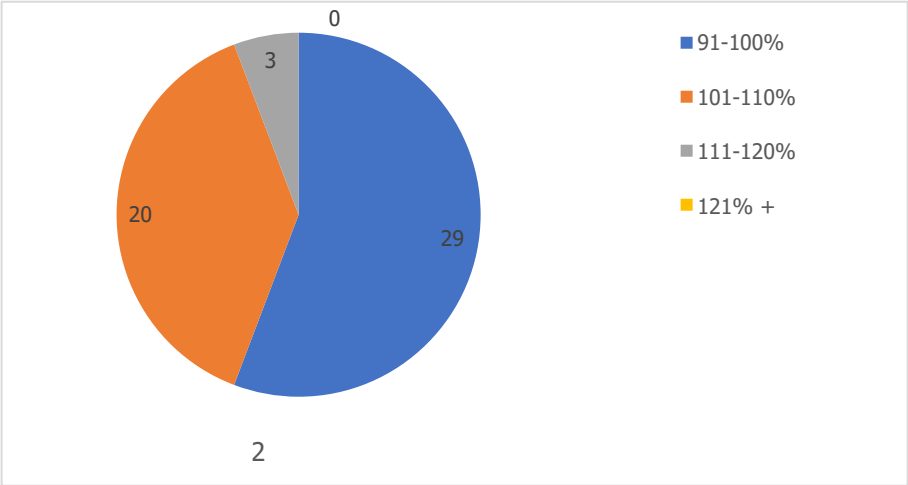
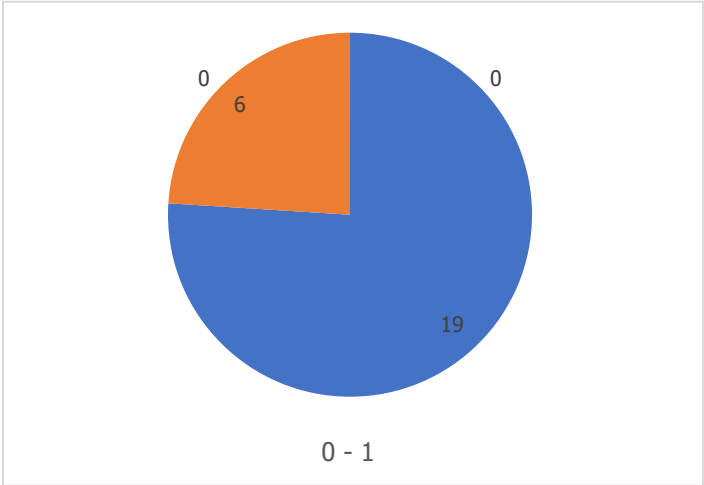
3 Bedroom Units - Gross Rent as % of Fair Market Rent (FMR)

90% of PS or Under	91-100%	101-110%	111-120%	121% +
36	30	21	12	2

4 Bedroom Units - Gross Rent as % of Fair Market Rent (FMR)

90% of PS or Under	91-100%	101-110%	111-120%	121% +
29	29	26	12	3

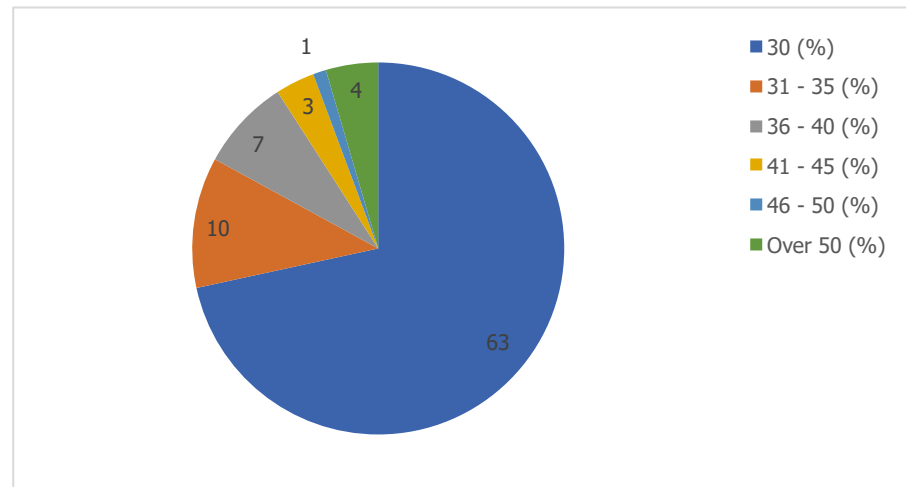
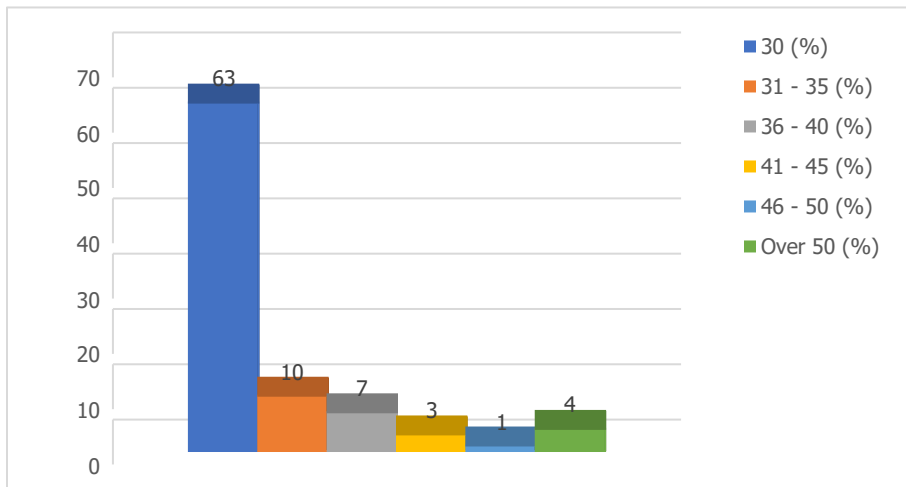




Rent Burden as % of Family Adjusted Income (Tenant-Based Vouchers Only and Excluding Mixed Families)

Rent Burden

30 (%)	31 - 35 (%)	36 - 40 (%)	41 - 45 (%)	46 - 50 (%)	Over 50 (%)
63	10	7	3	1	4

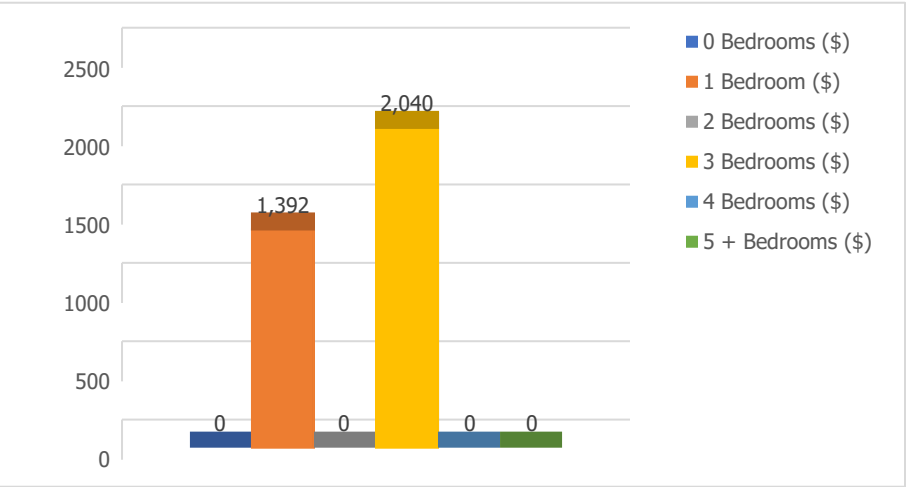


Average Rent Burden For PH Families Choosing Flat Rent (%) (Public Housing Only)	Average Rent Burden For PH Families Subject to Ceiling Rent (%) (Public Housing Only)
0	0

Flat Rent (Public Housing Only)

Average Flat Rent by Bedroom Size

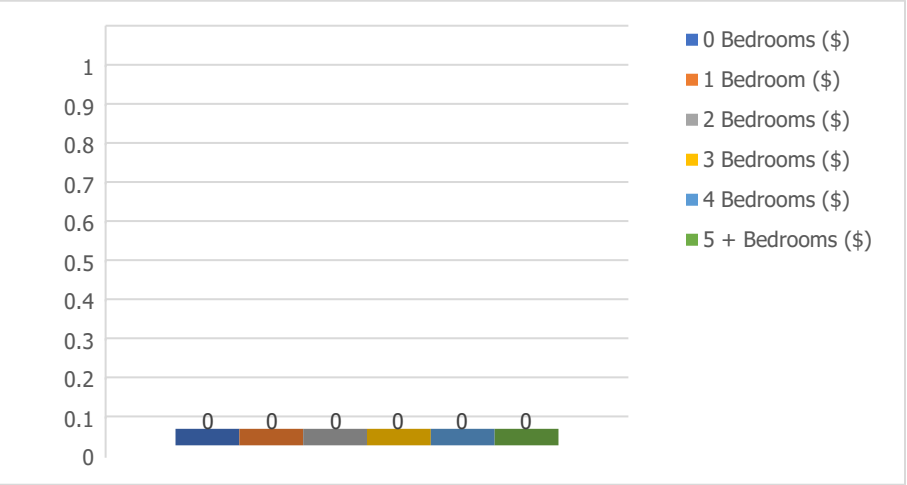
0 Bedrooms (\$)	1 Bedroom (\$)	2 Bedrooms (\$)	3 Bedrooms (\$)	4 Bedrooms (\$)	5 + Bedrooms (\$)	Units with Flat Rent	
						Count	Percent
0	1,392	0	2,040	0	0	2	0



Ceiling Rent (Public Housing Only)

Average Ceiling Rent by Bedroom Size

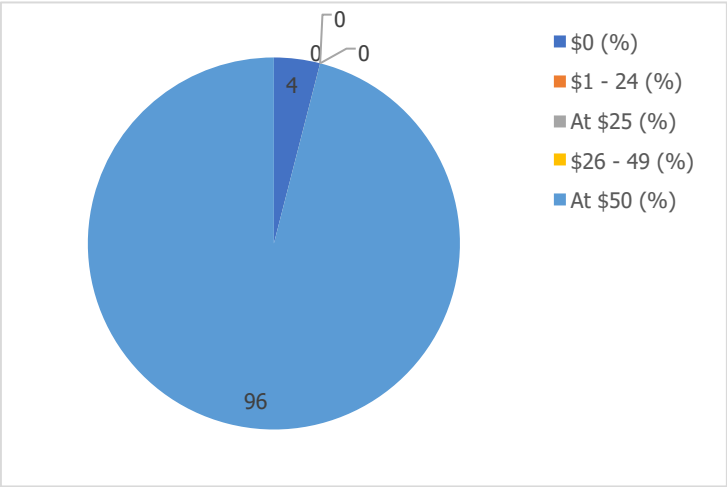
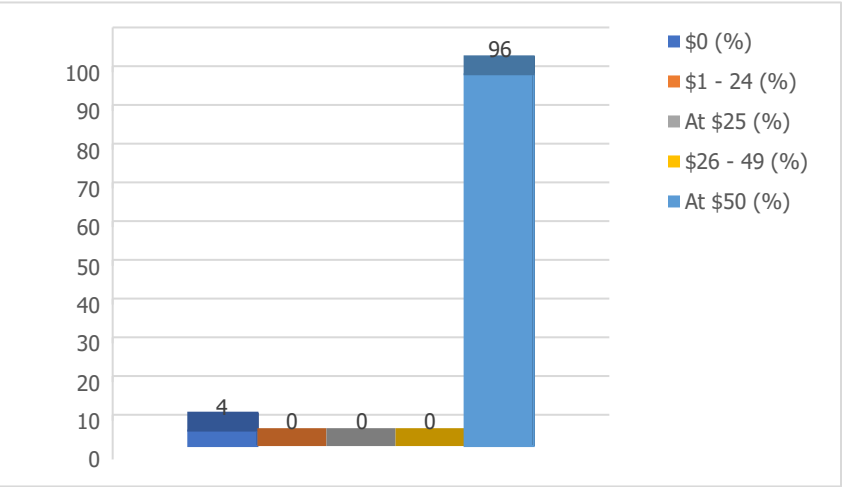
0 Bedrooms (\$)	1 Bedroom (\$)	2 Bedrooms (\$)	3 Bedrooms (\$)	4 Bedrooms (\$)	5 + Bedrooms (\$)	Units with Flat Rent	
						Count	Percent
0	0	0	0	0	0	0	0



Minimum Rent

Distribution of Families Subject to Minimum Rent

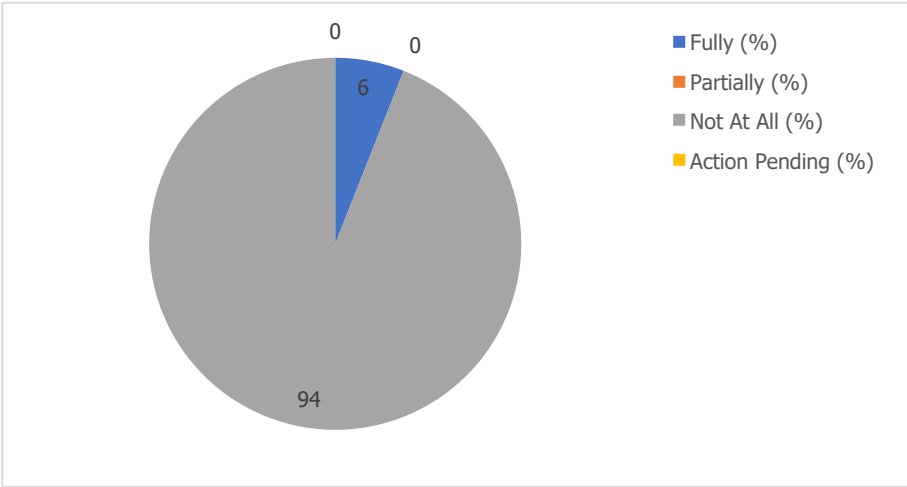
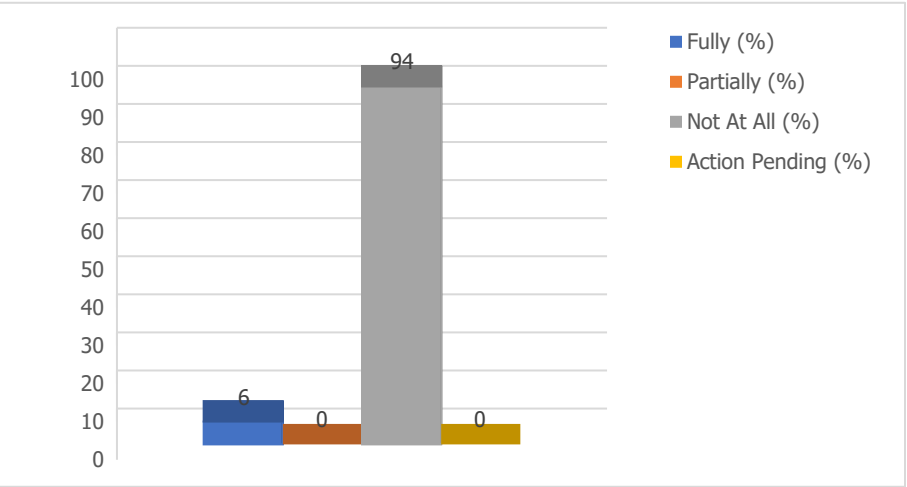
\$0 (%)	\$1 - 24 (%)	At \$25 (%)	\$26 - 49 (%)	At \$50 (%)
4	0	0	0	96



Accessibility Needs (Public Housing Only)

Distribution of Families Who Received Accessibility Features

Number of Families Requesting Accessibility Features (#)	Received Requested Accessibility Features *			
	Fully (%)	Partially (%)	Not At All (%)	Action Pending (%)
17	6	0	94	0



Homeownership (Homeownership Vouchers Only)

Homeownership

Number of Families with Homeownership Voucher (#)	Average Gross Homeownership Expense (\$)	Average HAP for Non-Prorated Families (\$)	Number of Mixed Families with a Homeownership Voucher (#)	Average HAP for Mixed Families (\$)
0	0	0	0	0

Community Service (Public Housing Only)

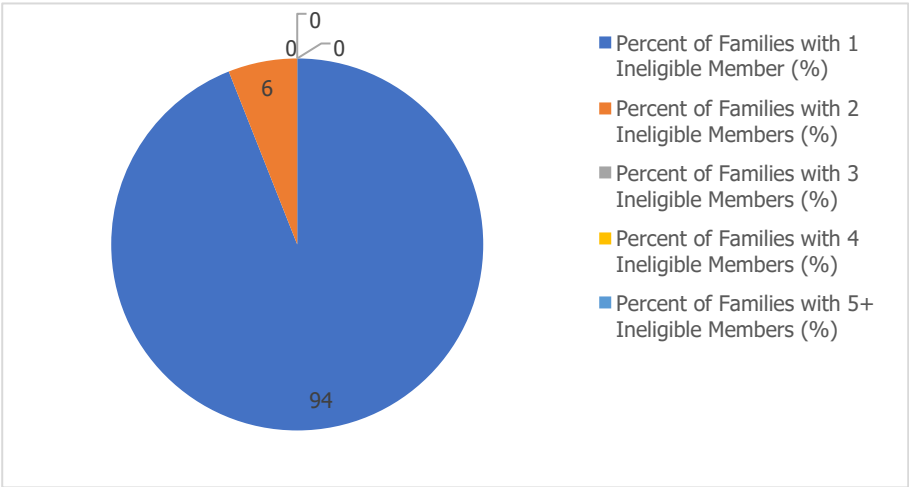
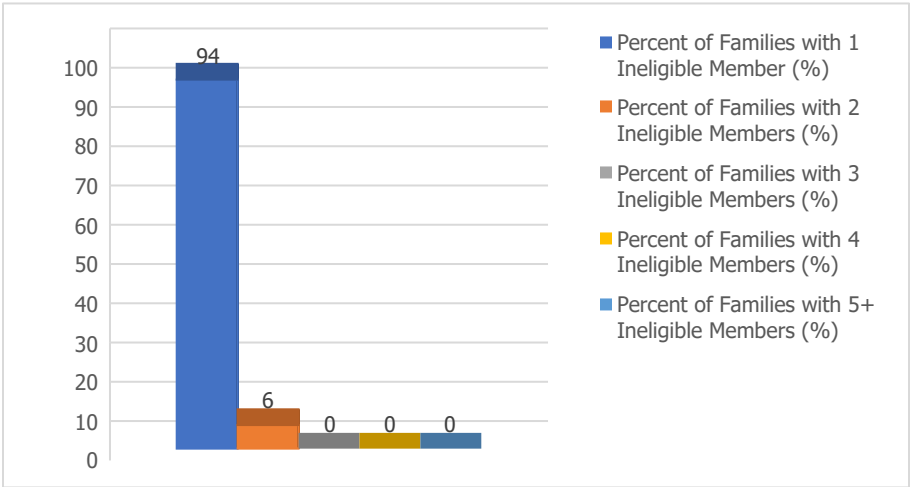
Community Service

Total Number of Individuals in Public Housing (#)	Total Number of Individuals Exempt from Community Service Req. (#)	Total Number of Individuals Required to Perform Community Service (#)	Percent of Individuals Meeting Community Service Req. (%)	Percent of Individuals Not Meeting Community Service Req. (%)	Percent of Individuals for whom Meeting of Community Service Req. is Pending (%)
484	456	22	64	32	5

Proration

Families with Prorated Subsidy

Number of Mixed Families		Total Number of Ineligible Family Members (#)	Percent of Families with 1 Ineligible Member (%)	Percent of Families with 2 Ineligible Members (%)	Percent of Families with 3 Ineligible Members (%)	Percent of Families with 4 Ineligible Members (%)	Percent of Families with 5+ Ineligible Members (%)
Count	Percent						
17	1	18	94	6	0	0	0



Project-Based (PB) Vouchers, Project-Based (PB) Certificates and Enhanced Vouchers

PB Vouchers, PB Certificates and Enhanced Vouchers

Total Number of Voucher Assisted Units (ACC Units)	Total Number of Project-Based Vouchers		Total Number of Project-Based Certificates		Total Number of Enhanced Vouchers (#)
	Count	Percent	Count	Percent	
3726	672	100	0	0	6

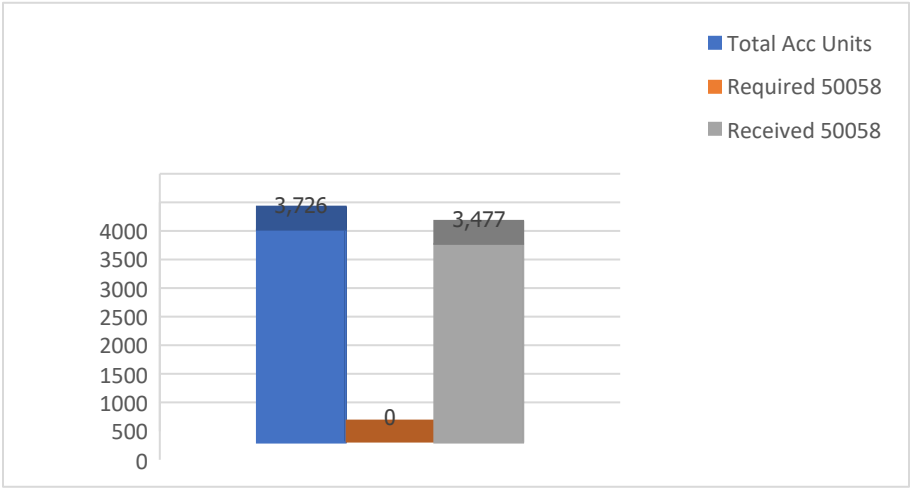
Resident Characteristics Report

Program Type: All Relevant Programs
Effective Dates Included: 05/01/2025 through 08/31/2026

Property: Waitlist Property, , RCPHA Default, , Conventional Property Template, Affordable Housing Template, PH - Shiloh Towers, PH - Hawley Manor, PH - Warren Manor, PH - Beach Haven Towers, PH - Millview Manor, PH - John Kuester Manor, PH - Orchard Manor, PH - Scattered Sites East, PH - Scattered Sites West, LCHA Rentals, Marion Jones Relocation, OIG Witness Protection, Olmstead Class - SRN - (leaving program), Voucher - Tenant Protected Voucher, Voucher - VASH, voufup - Family Unification Program, Voucher - FUP 2009, Voucher - FUPY, Voucher - EHV, Voucher - NED, Voucher - Housing Choice Voucher, Voucher - Project Based, Voucher - Mainstream, Voucher - Enhanced, PBV - A Safe Place I, PBV - A Safe Place II, PBV - Brookstone Coles Park, PBV - Colonial Park, PBV - Fairhaven Crossing, PBV - Library Lane, PBV - Regency Coles Park, PBV - Woodstone Apts., PBV - Lake Front Sr. Res, PBV - Tiffany Apts., PBV - Lake Zurich, PBV - Mundelein Sr. Apts, PBV - Beech Street Sr. Lofts, PBV - Rosewood, Central Office Cost Center, Midlothian, All programs, HCV Administrative Fees - NON HAP, Port Outs, Housing Counseling, Business Activities, Aim North, IL01P056501-20 Cap Fund, IL01P056501-21 Cap Fund, IL01P056501-22 Cap Fund, IL01P056501-23 Cap Fund, Capital Funds, All Public Housing Units, Voucher - Fair Share, , FSS Grant Program, IL01P056501-24 Cap Fund, PBV- Starling Senior Apartments, IL01P056501-25 Cap Fund, Permanent Supportive Housing through the Continuum of Care, PBV - Eve B. Lee Place, LP

Units Information

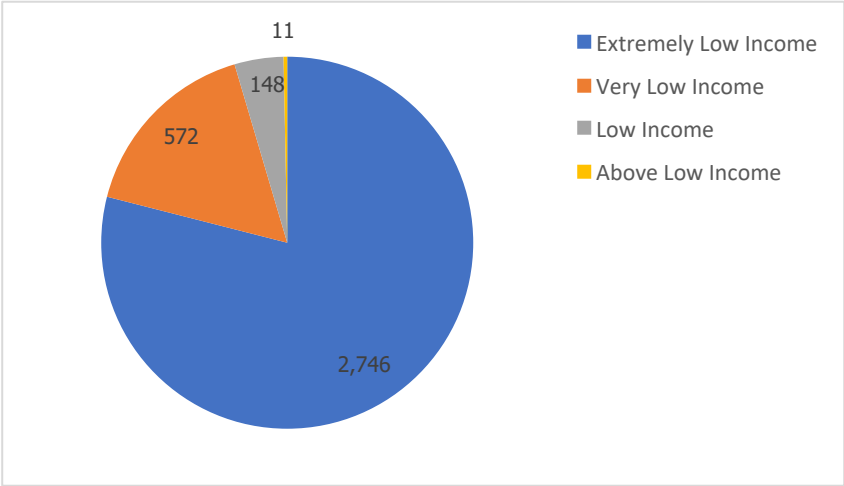
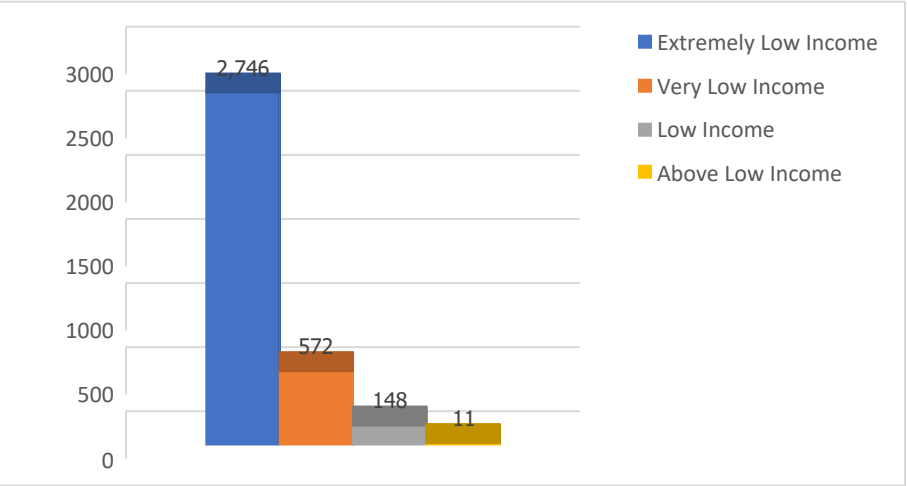
ACC Units	Family Report (50058) Required	Family Report (50058) Received
3,726	0	3,477



Income Information

Distribution by Income. Average Annual as a % of 50058

Extremely Low Income, 0% - 30% of Median		Very Low Income, 31% - 50% of Median		Low Income, 51% - 80% of Median		Above Low Income 81% + of Median	
Count	Percent	Count	Percent	Count	Percent	Count	Percent
2,746	79	572	16	148	4	11	0

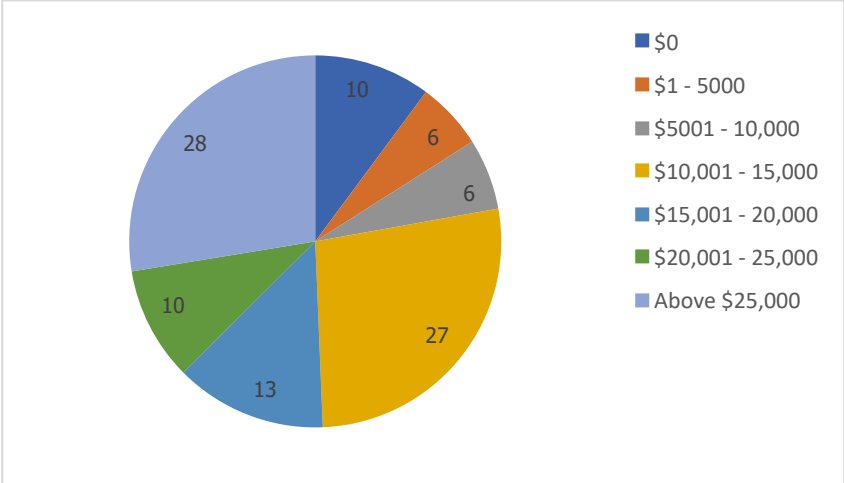
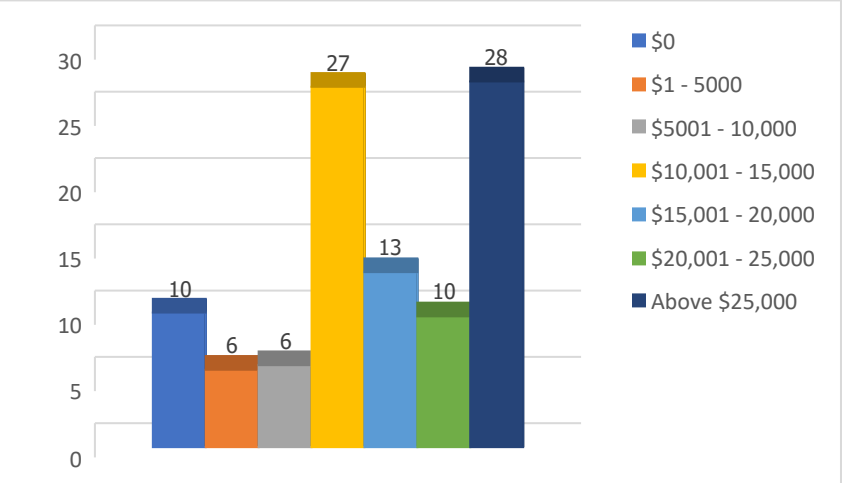


Average Annual Income (\$)

Average Annual Income
19,671

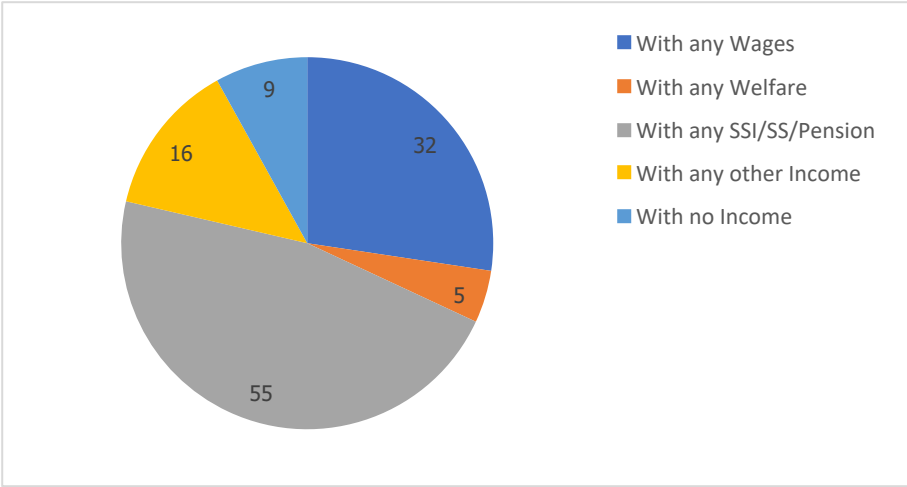
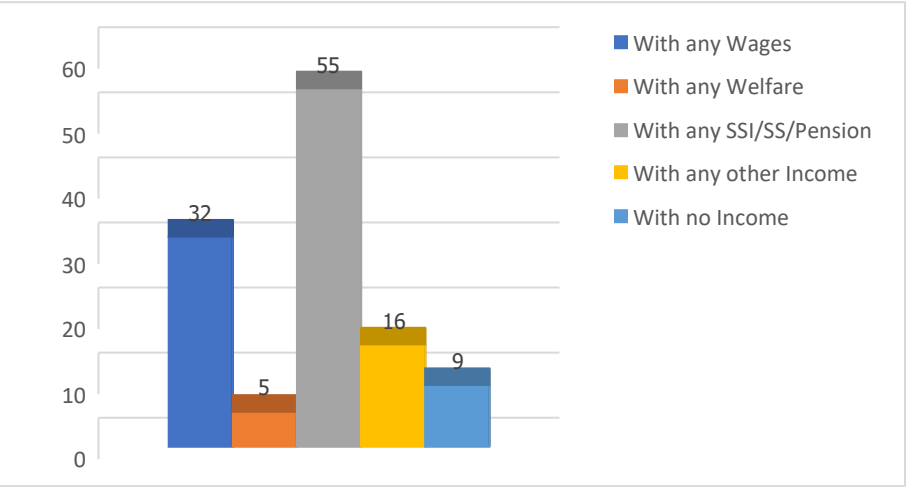
Distribution by Income as a % of 50058

\$0	\$1 - \$5000	\$5001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	Above \$25,000
10	6	6	27	13	10	28



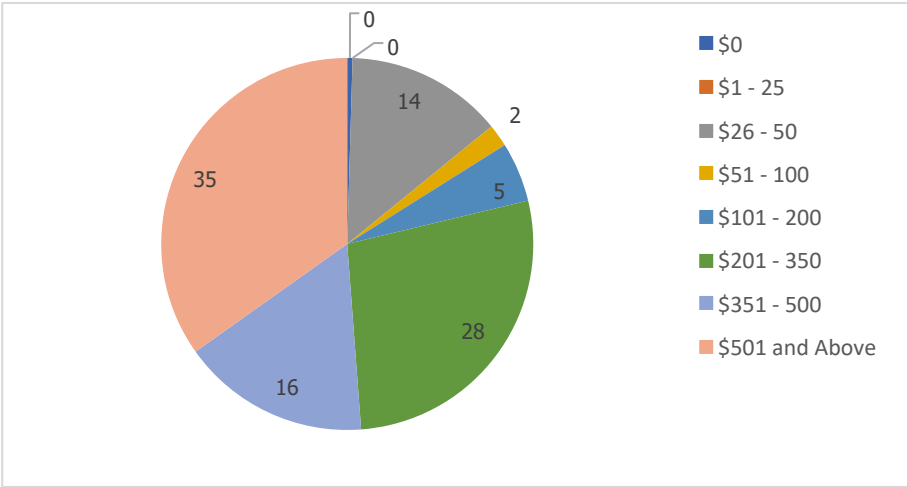
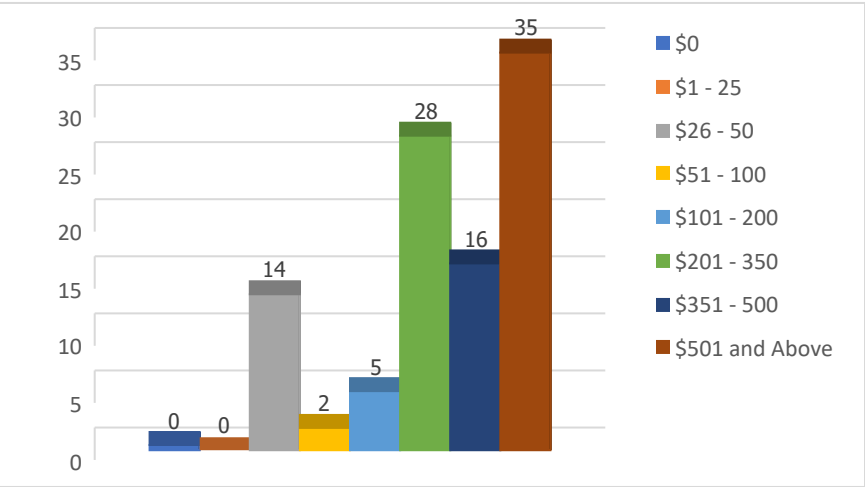
Distribution by Source of Income as a % of 50058 ** Some families have multiple sources of income **

With any Wages	With any Welfare	With any SSI/SS/Pension	With any other Income	With no Income
32	5	55	16	9



Distribution by Total Tenant Payment as a % of 50058

\$0	\$1 - \$25	\$26 - \$50	\$51 - \$100	\$101 - \$200	\$201 - \$350	\$351 - \$500	\$501 and Above
0	0	14	2	5	28	16	35



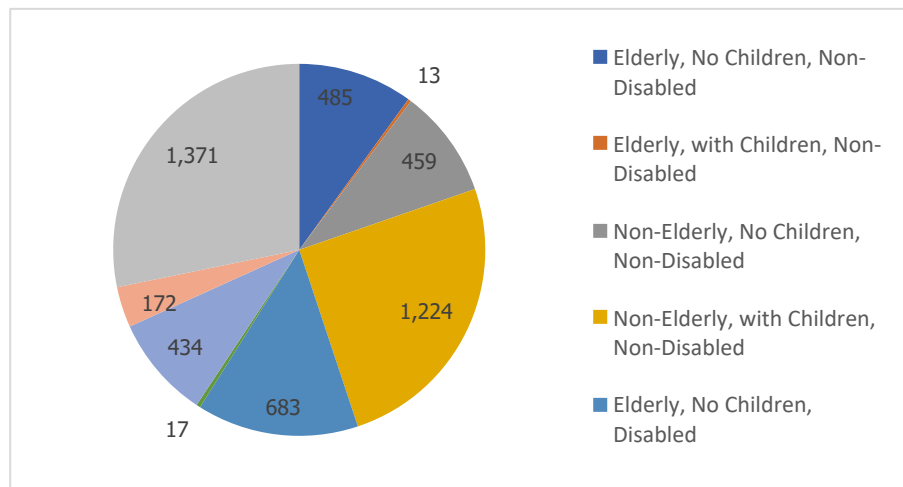
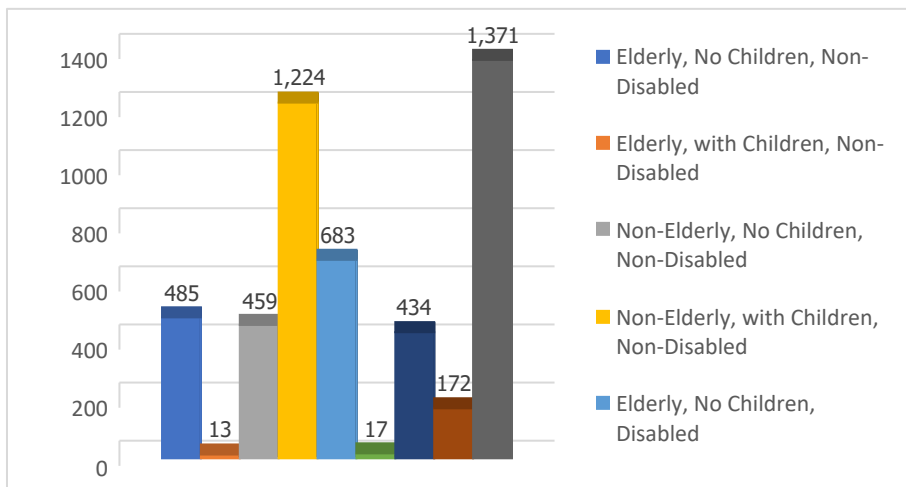
Average Monthly TTP (\$)

Average Monthly TTP
473

Distribution of Family Type as a % of 50058

Elderly, No Children, Non-Disabled		Elderly, with Children, Non-Disabled		Non-Elderly, No Children, Non-Disabled		Non-Elderly, with Children, Non-Disabled		Elderly, No Children, Disabled		Elderly, with Children, Disabled		Non-Elderly, No Children, Disabled	
Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
485	14	13	0	459	13	1,224	35	683	20	17	0	434	12

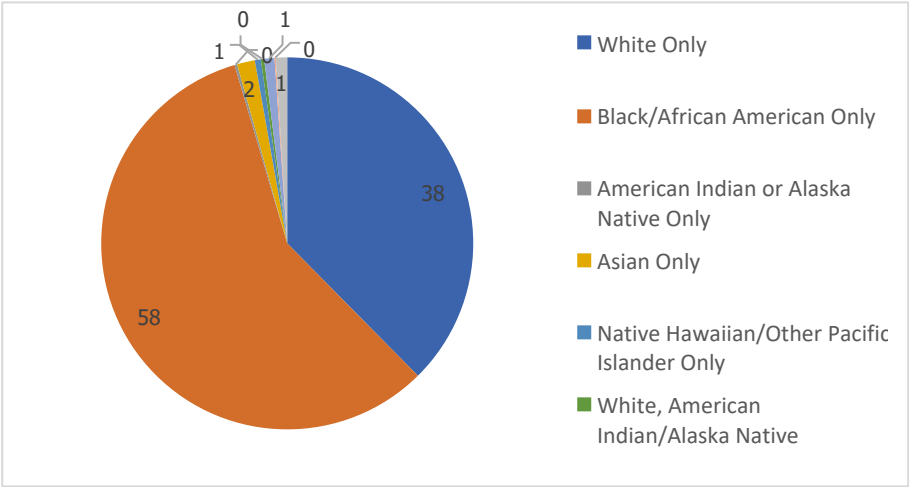
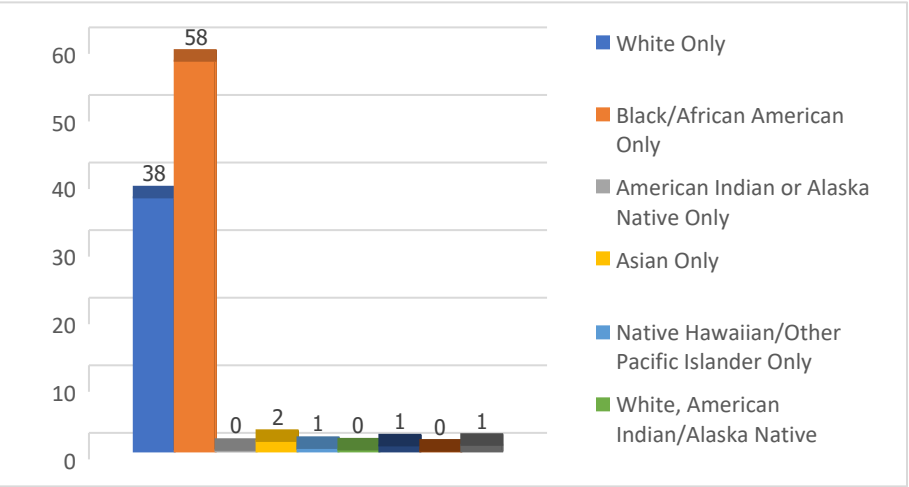
Non-Elderly, with Children, Disabled		Female Head of Household, with Children	
Count	Percent	Count	Percent
172	5	1,371	39

**Average TTP by Family Type (\$)**

Elderly, No Children, Non-Disabled	Elderly, with Children, Non-Disabled	Non-Elderly, No Children, Non-Disabled	Non-Elderly, with Children, Non-Disabled	Elderly, No Children, Disabled	Elderly, with Children, Disabled	Non-Elderly, No Children, Disabled	Non-Elderly, with Children, Disabled	Female Head of Household, with Children
428	338	501	519	425	594	401	589	527

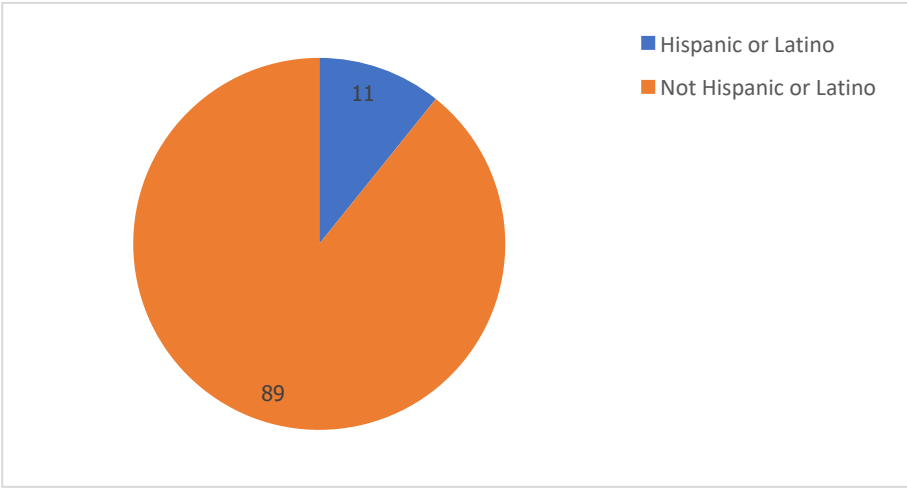
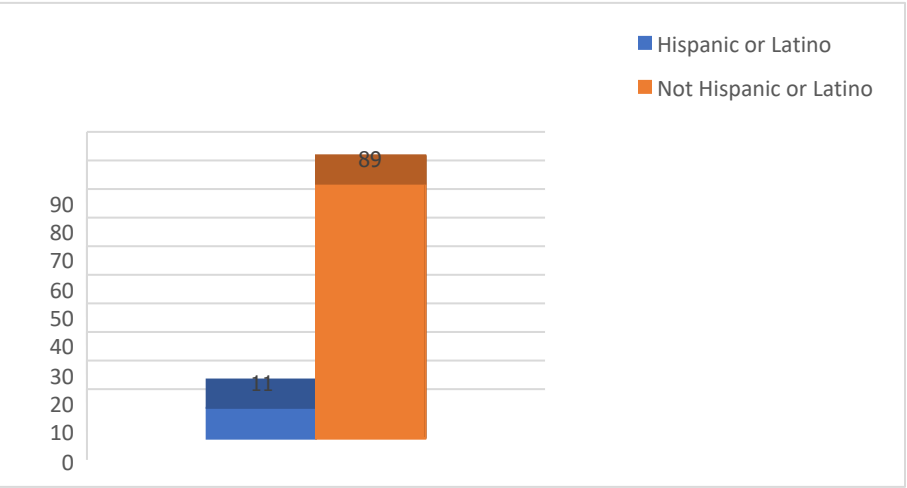
Distribution by Head of Household's Race as a % of 50058

White Only	Black/African American Only	American Indian or Alaska Native Only	Asian Only	Native Hawaiian/ Other Pacific Islander Only	White, American Indian/ Alaska Native	White, Black/ African American	White, Asian	All Other Combina- tions
38	58	0	2	1	0	1	0	1



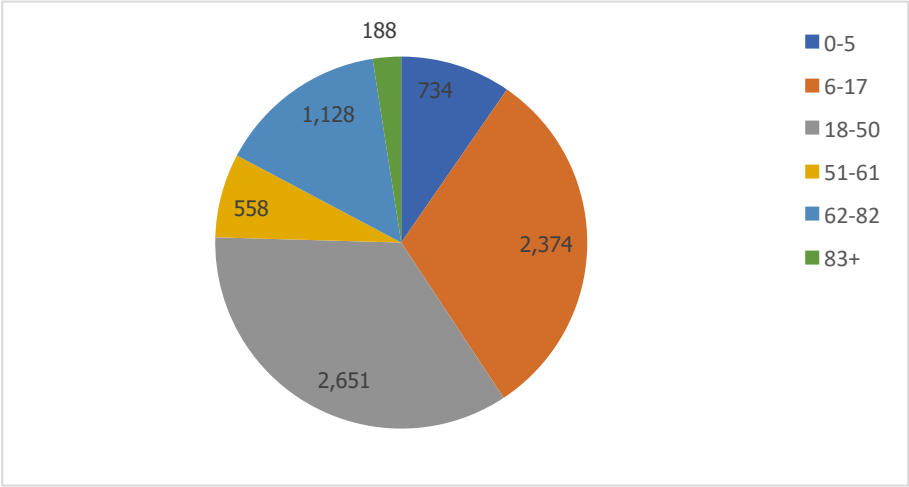
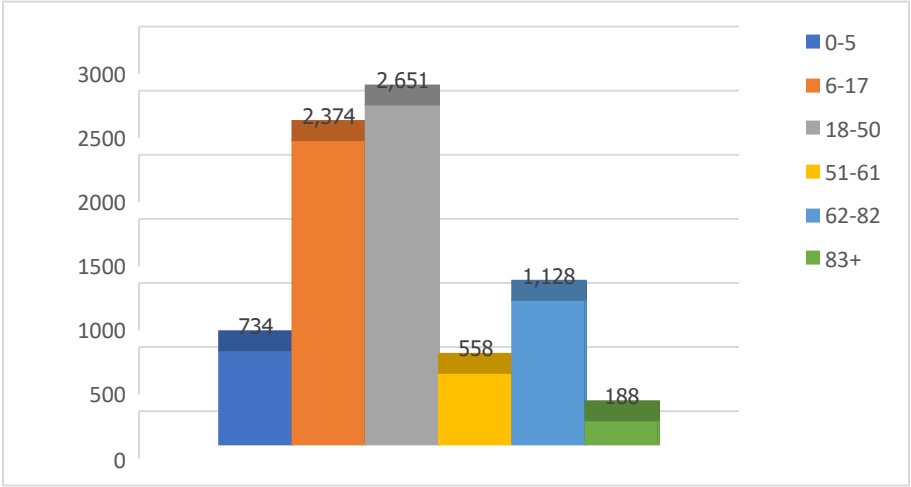
Distribution by Head of Household's Ethnicity as a % of 50058

Hispanic or Latino	Not Hispanic or Latino
11	89



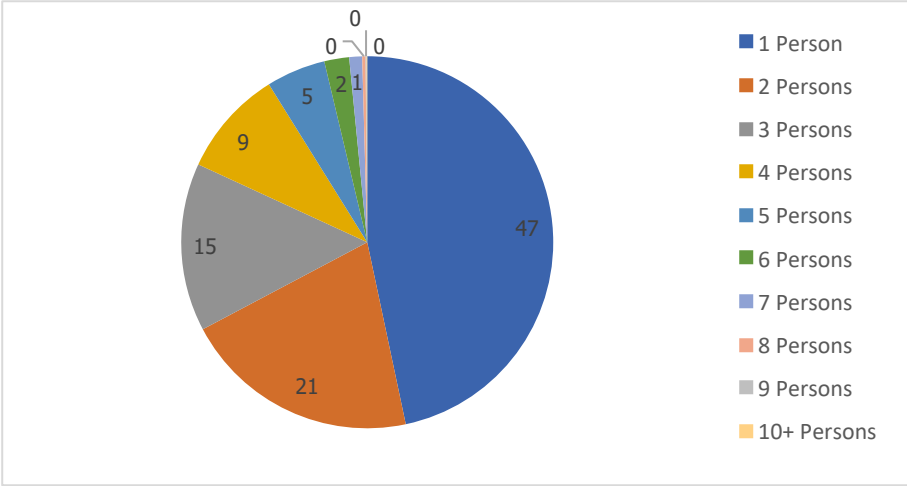
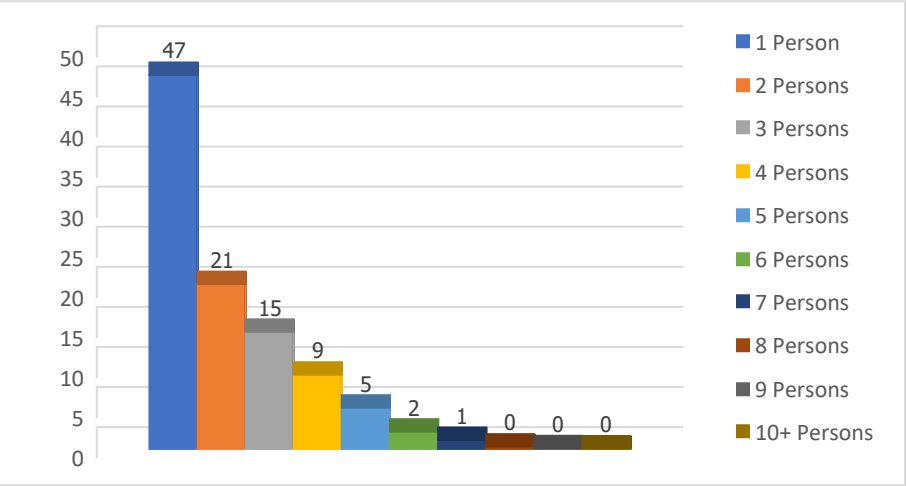
Distribution by Household Member's Age as a % of Total Household Members

0 - 5		6 - 17		18 - 50		51 - 61		62 - 82		83+	
Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
734	10	2,374	31	2,651	35	558	7	1,128	15	188	2



Distribution by Household Size as a % of 50058

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10+ Persons
47	21	15	9	5	2	1	0	0	0

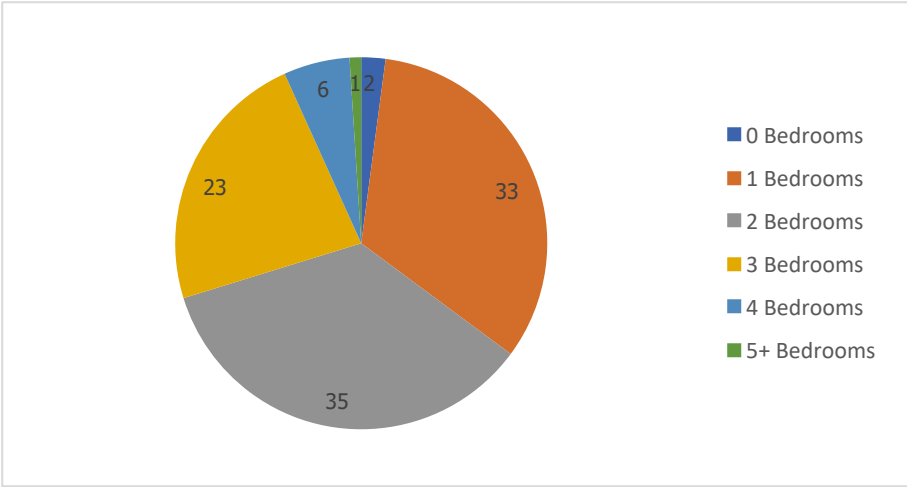
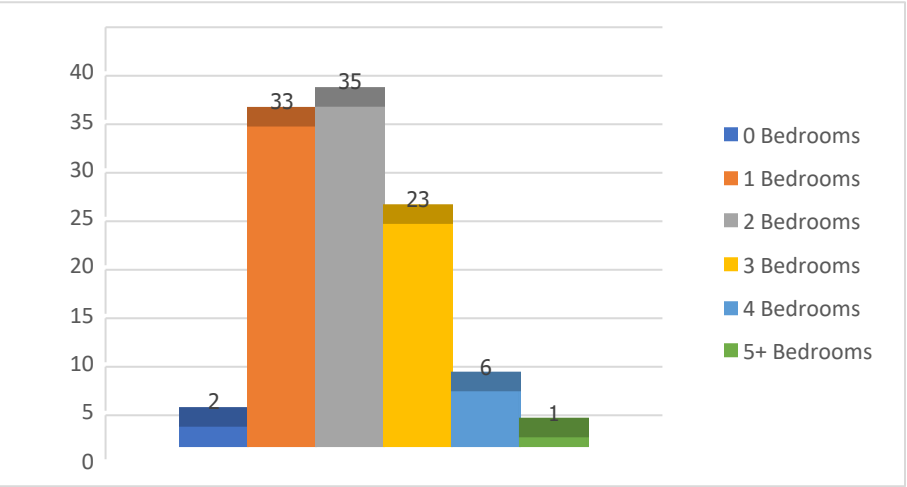


Total Household Members and Average Size

Total Number of Household Members	Average Household Size	Number of Households
7,633	2	3,477

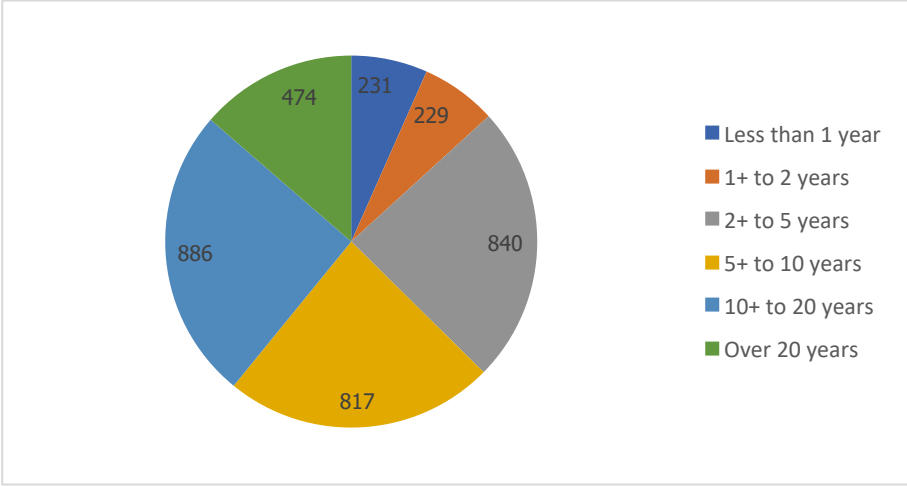
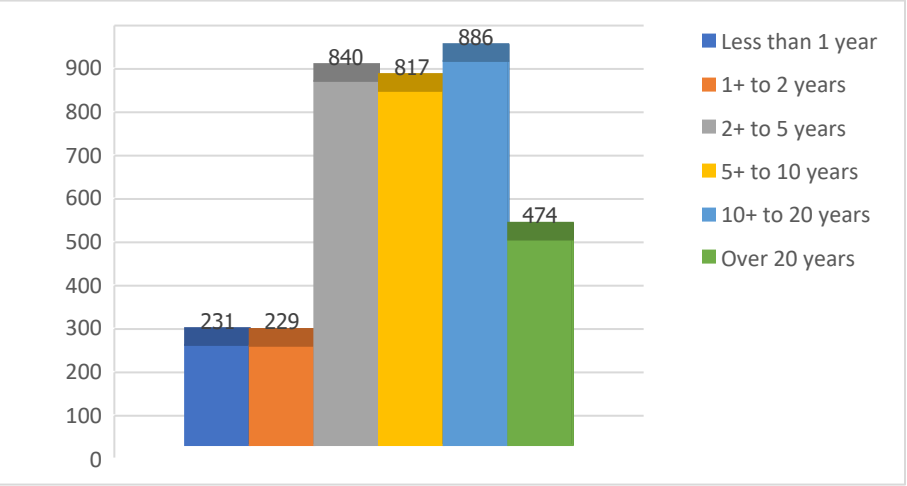
Distribution by Number of Bedrooms as a % of 50058

0 Bedrooms	1 Bedrooms	2 Bedrooms	3 Bedrooms	4 Bedrooms	5+ Bedrooms
2	33	35	23	6	1



Distribution by Length of Stay as a % of 50058 (currently assisted families)

Less than 1 year		1+ to 2 years		2+ to 5 years		5+ to 10 years		10+ to 20 years		Over 20 years	
Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
231	7	229	7	840	24	817	23	886	25	474	14





HCV Report

September 8, 2026

Program Summary:

- Total Vouchers Authorized: 3,192
- Total Vouchers Issued: 0
- Total Vouchers Leased: 2,952
- Utilization Rate: 92.48%

Waiting List Status:

- Total on Waiting List: 628
- Date WL last opened: 02/25/2022
- Projected WL Re-opening: Not Yet Determined

Portability Monthly Activity:

- Port-ins Total: 63
- Port-in processed (New Admission): 0
- Port-mi processed (move-ins): 5
- Port-ins briefed: 1
- Port-ins EOP: 1 (Relinquished)
- Port-outs: 1
- Portable Vouchers Paid (Port-outs): 113

HCV Monthly Activity:

- New Admissions: 0
- Vouchers Issued but searching: 2
- Terminations:
- Hearings: 2
- EOP's: 4
 - *Relinquished: 1
 - *Family Obligations: 1
 - *PBV non-renewal:
 - *180 days Zero HAP:
 - *Vacated No Notice:
 - *Deceased: 2
 - *Eviction:
 - *Criminal / Fraud / Drug:
 - *Damages:
 - *Assisted living/nursing home:
 - *Voucher expired:

PBV Activity:

Move-ins (leased): 4 (LFSR: 1 / WSA: 1 / BCP: 1 / ZURICH: 1)

EOP's: 2

*Relinquished: 1 (SSA)

*Deceased: 1 (LIBRARY)

Brookstone Coles Park (BCP)	Authorized: 131 (Leased 119 / Vacant 12)
Beech Street Sr. (BSSL):	Authorized: 18 (Leased 18 / Vacant 0)
Colonial Park (Colonial)	Authorized: 60 (Leased 51 / Vacant 9)
Eve B Lee Place (EBLP)	Authorized: 15 (Leased 0 / Vacant 15)
Fairhaven Crossing (FHC)	Authorized: 13 (Leased 12 / Vacant 1)
Lake Front Sr. Res (LFSR):	Authorized: 25 (Leased 25 / Vacant 0)
Library Lane (LIBRARY):	Authorized: 135 (Leased 128 / Vacant 7)
Mundelein Sr. Apts (MSA):	Authorized: 45 (Leased 45 / Vacant 0)
Regency Coles Park (RCP):	Authorized: 48 (Leased 44 / Vacant 4)
A Safe Place I (Safe1)	Authorized: 17 (Leased 14 / Vacant 3)
A Safe Place II (Safe 2)	Authorized: 20 (Leased 18 / Vacant 2)
Starling Senior Apts (SSA)	Authorized: 15 (Leased 14 / Vacant 1)
Tiffany Apts (TIFFANY)	Authorized: 28 (Leased 28 / Vacant 0)
Woodstone Apts (WSA)	Authorized: 59 (Leased 54 / Vacant 5)
Lake Zurich (ZURICH)	Authorized: 2 (Leased 2 / Vacant 0)

Inspections & HQS Compliance (McCrigh):

- Inspections Conducted: 226
- Pass Rate: 60.6% (137) / Fail Rate: 18.6% (42) / Inconclusive 20.8% (47)
- Annual Re-inspections Total: 35
- Initial Inspections Total: 55
- Units in Abatement: 2 (2 passed / 0 Inconclusive / 0 Fail)

Financial Overview:

- HAP (Housing Assistance Payments) Disbursed: \$3,468,921.00
- Admin Fee Revenue: \$294,536.00
- Admin Fee Expenses: \$80,852.20
- Reserve Balance (Admin Fee): \$442,634.37
- Projected HAP Reserve (Net Restricted Assets): \$1,037,097.57
- Portable Vouchers Paid (HAP): \$233,270.93

Unit Availability

For Selected Properties

As Of = 08/31/2026

Property	Name	Avg.	Avg.	Units	Occupied	Vacant	Vacant	Notice	Notice	Avail	Model	Down	Admin	% Occ	% Occ	% Leased	% Trend
		Sq Ft	Rent		No Notice	Rented	Unrented	Rented	Unrented					w / NonRev			
bht	PH - Beach Haven Towers	0.00	0.00	99.00	94.00	0.00	3.00	0.00	2.00	5.00	0.00	0.00	0.00	96.97	96.97	96.97	94.95
hawley	PH - Hawley Manor	0.00	0.00	50.00	47.00	0.00	2.00	0.00	1.00	3.00	0.00	0.00	0.00	96.00	96.00	96.00	94.00
jkm	PH - John Kuester Manor	0.00	0.00	25.00	21.00	0.00	3.00	0.00	1.00	4.00	0.00	0.00	0.00	88.00	88.00	88.00	84.00
millview	PH - Millview Manor	0.00	0.00	25.00	23.00	0.00	1.00	0.00	1.00	2.00	0.00	0.00	0.00	96.00	96.00	96.00	92.00
orchard	PH - Orchard Manor	0.00	0.00	25.00	22.00	0.00	2.00	0.00	1.00	3.00	0.00	0.00	0.00	92.00	92.00	92.00	88.00
shiloh	PH - Shiloh Towers	0.00	0.00	59.00	52.00	0.00	6.00	0.00	1.00	7.00	0.00	0.00	0.00	89.83	89.83	89.83	88.14
sse_amp4	PH - Scattered Sites Ea...	0.00	0.00	49.00	42.00	0.00	7.00	0.00	0.00	7.00	0.00	0.00	0.00	85.71	85.71	85.71	85.71
ssw_amp5	PH - Scattered Sites We...	0.00	0.00	16.00	15.00	0.00	1.00	0.00	0.00	1.00	0.00	0.00	0.00	93.75	93.75	93.75	93.75
warren	PH - Warren Manor	0.00	0.00	50.00	48.00	0.00	1.00	0.00	1.00	2.00	0.00	0.00	0.00	98.00	98.00	98.00	96.00
Total		0.00	0.00	398.00	364.00	0.00	26.00	0.00	8.00	34.00	0.00	0.00	0.00	93.47	93.47	93.47	91.46

Aged Receivables

Account: 11220-0000 Age As Of: 08/31/2026 Post To: 08/2026

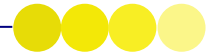
Property	Property	Total	0-30	31-60	61-90	Over 90	Prepays	Balance
	Name	Unpaid	days	days	days	days		
Charges								
bht	PH - Beach Haven Towers	9,154.98	2,624.00	164.60	1,129.38	5,237.00	0.00	9,154.98
hawley	PH - Hawley Manor	745.03	1,467.03	30.00	45.00	-797.00	0.00	745.03
jkm	PH - John Kuester Manor	2,068.00	511.00	30.00	783.00	744.00	0.00	2,068.00
millview	PH - Millview Manor	2,924.24	1,801.24	204.00	663.00	256.00	0.00	2,924.24
orchard	PH - Orchard Manor	2,359.00	1,098.00	45.00	248.00	968.00	0.00	2,359.00
shiloh	PH - Shiloh Towers	13,064.29	2,442.00	67.00	2,346.00	8,209.29	0.00	13,064.29
sse_amp4	PH - Scattered Sites East	27,596.15	8,640.48	5,550.39	6,224.00	7,181.28	0.00	27,596.15
ssw_amp5	PH - Scattered Sites West	10,062.19	1,231.00	60.00	1,405.00	7,366.19	0.00	10,062.19
warren	PH - Warren Manor	5,259.58	3,431.00	30.00	1,471.73	326.85	0.00	5,259.58
Total		73,233.46	23,245.75	6,180.99	14,315.11	29,491.61	0.00	73,233.46

Work Order Analysis

Grouped by: Property

Property=.allamps AND Completion Dates=08/01/2026-08/31/2026

										Avg.
										Days
										Average If WO
Name	Count	Inventory Qty	Material Qty	Labor Hrs	Inventory \$	Material \$	Labor \$	Total \$	\$	Completed
bht PH - Beach Haven Towers	28	0.00	0.00	25.14	0.00	0.00	0.00	0.00	0.00	30.00
hawley PH - Hawley Manor	7	0.00	0.00	13.51	0.00	0.00	0.00	0.00	0.00	43.00
jkm PH - John Kuester Manor	7	0.00	0.00	9.12	0.00	0.00	0.00	0.00	0.00	56.00
millview PH - Millview Manor	8	0.00	0.00	7.59	0.00	0.00	0.00	0.00	0.00	73.00
orchard PH - Orchard Manor	5	0.00	0.00	3.28	0.00	0.00	0.00	0.00	0.00	42.00
shiloh PH - Shiloh Towers	31	0.00	0.00	33.82	0.00	0.00	0.00	0.00	0.00	52.00
sse_amp4 PH - Scattered Sites East	64	0.00	0.00	2,031.36	0.00	0.00	0.00	0.00	0.00	25.00
ssw_amp5 PH - Scattered Sites West	4	0.00	0.00	24.60	0.00	0.00	0.00	0.00	0.00	22.00
warren PH - Warren Manor	10	0.00	0.00	22.00	0.00	0.00	0.00	0.00	0.00	6.00
	164	0.00	0.00	2,170.43	0.00	0.00	0.00	0.00	0.00	349.00



August 2026
Demo and Disposition Report
by Derek Eovaldi, Demo and Disposition Coordinator
Submitted 9/10/26

BATCH # 10

Thirteen (13) Homes for Disposition SAC APPLICATION – DDA # 0013258 (submitted on 11/28/24)

- LCHA received approval from HUD/SAC on 2.12.25
- 630 Orton, Wauconda, IL
 - Tenant signed TPA(tenant payment agreement)
 - Account Now in good standing
 - Tenant scheduled for VO briefing meeting on 9/9/26
 - Completed mold remediation in attic

BATCH # 11

Twelve (12) Homes for Disposition SAC APPLICATION DDA - 00-13800 (Submitted DDA on 12/08/25)

- LCHA received approval from HUD/SAC on 2.25.25
- 29647 Oxford, Mundelein, IL
 - Worked with LCHA maintenance and vendors on various repairs
- 344 Bridgewood, Antioch, IL
 - Home went onto the market, received contract, closing by September 25, 2006

BATCH # 12 – Eminent Domain

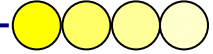
Homes for Disposition SAC APPLICATION – DDA # - 00-13386

- Submitted DDA on 11/20/25
- Daisy and Lorraine have completed documents for IDOT

BATCH # 13

Eight (8) Homes for Disposition SAC APPLICATION DDA - 00-13800 (submitted DDA on 6/28/2026)

- LCHA completed requested FHEO paperwork.
- Paperwork was approved and recommendations sent to HUD reviewer on 8/28/26



August 2026 Procurement Report Summary
Submitted by: Stacy Davis-Wynn

August 2026 Procurement Activity

For the month of **August 2026**, the Lake County Housing Authority (LCHA) processed two procurement-related actions with a total procurement value of **\$26,949**. One procurement action was funded through **Public Housing (PH) Operating Funds**, while the second action was a **revenue-generating agreement**.

The procurement activities during the reporting period included **Vacant Unit Turn Services** and a **Laundry Services Agreement**.

Based on LCHA's established procurement thresholds and applicable procurement methods, the August activity included a **competitive procurement for Vacant Unit Turn Services in the amount of \$26,949**. The Laundry Services Agreement was classified as a **miscellaneous revenue-generating agreement** and therefore did not represent an expenditure of LCHA funds.

Procurement Summary

Of the **\$26,949** in total procurement expenditures for August, **100% was procured through a competitive solicitation process**. The Vacant Unit Turn Services procurement was funded through Public Housing Operating Funds and was conducted in accordance with LCHA's established procurement policies, procedures, and applicable purchasing requirements.

No procurement actions during the reporting period required Board approval.

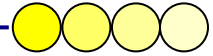
Overall, August's procurement activity reflects LCHA's continued commitment to responsible stewardship of public funds, compliance with established procurement requirements, and maintaining safe, functional, and well-maintained housing and administrative facilities.

Revenue Collected

LCHA also received revenue from the following agreements and services:

- **Laundry Services:** \$1,468.50 collected to date.
- **Auctioneer Services:** \$2,450.00 sold to date.

Total Revenue Collected to Date: \$1,548.49



Compliance

- All procurement activities were conducted in accordance with LCHA's established procurement policies and procedures.
- Applicable purchasing thresholds and procurement methods were followed.
- The Vacant Unit Turn Services procurement was competitively solicited.
- No August procurement actions required Board approval.

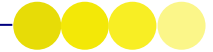
Purchasing Thresholds

LCHA's applicable purchasing thresholds and procurement methods include:

- **Micro Purchase:** Up to \$10,000
- **Small Purchase:** \$10,000–\$25,000
- **Board Approval:** \$50,000 and above; Resolution required
- **Cooperative Agreements / Piggyback / Joinder:** Sourcewell, OMNIA Partners, GSA, TIPS, and other applicable cooperative purchasing programs
- **Competitive Procurement:** Invitation for Bid (IFB) or Request for Proposal (RFP)

Overall Assessment

August 2026 procurement activity demonstrates LCHA's continued commitment to **transparent, compliant, and fiscally responsible procurement practices**. Procurement activities supported vacant unit readiness and ongoing operational needs while revenue-generating agreements provided additional income to the Authority.



Family Self-Sufficiency (FSS) & Special Programs

FSS Participants Escrow Report Current Tenants with an Escrow Balance as of: 08/31/2026

					Current Amount Disbursed	Current Escrow Balance
Total:					(950.00)	1,062,070.48
Average:	Addendum Type	Count	Increase in Earned Income	Monthly Escrow	Amount Disbursed	Current Escrow Balance
	Enrollment	13	0.00	0.00	0.00	0.00
	Progress	136	14,625.26	337.85	(6.99)	7,809.34
		149	13,349.23	308.38	(6.38)	7,127.99

FSS Program Report August 2026

	HCV	PH	TOTAL
FSS GRADUATES	4	0	0
FSS PORT-OUT	0	0	0
% of TOTAL CURRENTLY EMPLOYED	93/62%	2/67%	95/62%
HIGHEST ESCROW CREDIT (April 2026)	\$1,968	\$1,188	N/A
HIGHEST ESCROW BALANCE (April 2026)	\$62,123.75	\$22,940.97	N/A
REVISED FSS PROGRAM MIN	41	N/A	N/A
FSS HOMEOWNER (to date)	24	0	24

Completed by: FSS Team
Date: 08/31/2026

Family Self-Sufficiency (FSS) Program Report

Submitted by Heidi Semenek, Director of FSS & Special Programs

August was a productive month for the Family Self-Sufficiency (FSS) Department, as staff continued providing supportive services, resources, and educational opportunities to assist participating families in achieving their self-sufficiency goals.

The FSS Program welcomed five new participants in August. The Department also celebrated four FSS graduates during the month, with their individual success stories to be highlighted in the report. There was one FSS program exit during August. Staff are currently preparing several additional participant files for anticipated graduations in the coming months, reflecting continued progress toward participants' self-sufficiency goals.

FSS staff are preparing for the Department's next quarterly Zoom workshop with Consumer Credit Counseling Service of Northern Illinois, scheduled for Wednesday, September 9, with a focus on "Building Savings." The workshop will provide participants with practical information and strategies for developing savings habits and strengthening their financial stability.

Throughout the month, the FSS team remained committed to providing individualized case management, ongoing participant follow-up, and goal planning. Staff continue to connect families with community resources that promote long-term housing stability, employment, financial independence, and overall self-sufficiency. The Department looks forward to continued program growth, participant success, and strengthened partnerships with community organizations in the months ahead.

Meetings, Training, and Professional Development

Job Center Partner Cross-Training Event – August 14, 2026 (Virtual)

In August, LCHA staff participated in the Job Center Partner Cross-Training Event, which brought together 69 staff members representing 18 organizations. The training focused on "Career Tools and Training" and included presentations on Illinois Job Link, Workforce Innovation and Opportunity Act (WIOA) training, the Climate and Equitable Jobs Act (CEJA), and the Unify Referral System.

Participants received information regarding the Career Solutions E-Newsletter and were encouraged to subscribe for ongoing employment and workforce development resources. Information was also shared about digital skills training through the Digital Growth Initiative of Lake County, including six classes that provide participants with the opportunity to earn a laptop. A Basic Computer Skills course is also available.

The Job Center continues to expand its reach throughout Lake County through fixed and mobile locations. Current locations include Avon Township, Highwood Library, Community Center, Legacy Reentry Foundation, and others, for a total of nine locations.

Illinois Job Link

Gustavo Zamora provided an overview of Illinois Job Link and demonstrated how customers can use the system to search for employment opportunities. Participants learned how to perform and save

advanced searches, create and post multiple resumes using the Resume Wizard, explore in-demand occupations by industry and location, locate on-the-job training and apprenticeship programs, and fulfill unemployment insurance requirements.

Gustavo provided a live demonstration of the customer experience by showing how to create an account, develop a resume profile, complete required fields, and upload a professional resume. Once a profile is completed, the individual's information can be matched with available job postings and referrals. Job searches can also be narrowed by county, including Lake County.

Illinois Job Link is available to anyone seeking employment, and registration is free. Employers can also use the system at no cost to post job opportunities.

WIOA Intake Process

Jennyfer Garcia and Erick Valen from Lake County Workforce Development's Intake Team provided information on accessing services through Lake County Workforce Development and discussed grant-funded training opportunities.

These programs can help individuals gain the skills needed to enter high-demand careers. Funding may assist with tuition, books, supplies, uniforms, tools, certification and testing fees, as well as support services such as transportation.

Training opportunities are available in healthcare, welding, machining, skilled trades, information technology, CDL, warehousing, and business administration. Approved funding may provide up to \$7,000 in tuition assistance, with up to \$10,000 available for healthcare training.

Illinois has also launched a new statewide intake system. Individuals complete an interest form, wait for contact from IDES, and then submit the required documentation. Eligibility requirements apply, and additional documentation may be requested, including income verification, employment or layoff documentation, and employment records.

Training opportunities are prioritized based on eligibility, priority groups, alignment with high-demand careers, the individual's commitment to training, and identified support needs. Funding may not cover all support services, so participants may need to explore additional resources. The overall goal is to create a pathway to sustainable employment. A success story was also shared highlighting an individual who successfully reskilled and transitioned into a new career.

Climate and Equitable Jobs Act (CEJA)

Antonio Garcia, Elsi Rodriguez, and Emily Echevarria presented information regarding the Climate and Equitable Jobs Act (CEJA), an Illinois initiative designed to advance clean energy, economic opportunity, and workforce development.

The presenters discussed the Community Works Hero Project and how interested individuals can be connected to the appropriate HUB and, when applicable, referred to the College of Lake County for educational opportunities.

CEJA provides opportunities for recruitment, bridge training, employment, and advanced technical training. Career areas include HVAC, hybrid automotive technology, construction and homebuilding inspection, and energy auditing.

Two success stories were shared highlighting individuals who utilized CEJA resources to pursue new career opportunities.

A Clean Energy Panel and Job Fair was scheduled for Friday, August 28, from 11:00 a.m. to 1:00 p.m. at the College of Lake County Advanced Technology Center.

Unify Referral System

Rason Grant provided an update on the Unify Referral System and discussed referrals and collaboration among participating community partners.

Outreach and General Announcements

Information was also shared regarding the Annual Hope and Opportunity Community Resource Fair and Block Party in Waukegan.

Fall classes for English Language Acquisition, formerly known as ESL, began August 17. These completely free classes serve adult English language learners and provide instruction in speaking, listening, reading, writing, digital literacy, and workforce skills. Multiple levels are offered, with students advancing based on placement and progress assessments.

Information was also provided about YouthBuild Lake County. Portia Gresham discussed career training, paid learning opportunities, high school diploma assistance, and career exploration for individuals ages 16–24.

Family Self-Sufficiency (FSS) Office Hours – August 18, 2026 (Virtual)

FSS staff attended HUD's monthly FSS Office Hours, which included updates regarding FY 2025 grant funding, program administration, and future funding opportunities.

HUD reported that all accepted FY 2025 awards have been posted in LOCCS and reminded agencies of the importance of drawing down funds in a timely manner. Agencies should have utilized approximately 50% of their funding at this point in the grant cycle. HUD will provide a spreadsheet showing each agency's current funding status, and Finance Departments should continue to monitor expenditures and drawdowns.

HUD emphasized the goal of fully funding eligible programs and avoiding the recapture of unused funds. For example, if an agency has \$80,000 remaining but needs \$100,000 to fully fund its program, HUD may provide the additional \$20,000 needed. The existing grant may then be extended to allow the new FY 2026 grant funding to be utilized.

FY 2026 Funding / NOFO

The FY 2026 funding opportunity will count toward the 2027 funding cycle. Only renewal programs will be eligible to apply for renewal funding. GrantSolutions will issue a directed announcement notifying eligible agencies when the application period opens.

A standard inflation factor will be included in the new grant to account for COLA increases. Agencies were encouraged to request the funding necessary to support a high-quality FSS coordinator and case management services. Adequate funding for FSS staffing has a positive impact on program effectiveness.

Because fringe benefit costs vary among agencies, additional funding may be requested when justified. HUD may also contact agencies if self-certification of FSS program numbers is required.

The group discussed previous grant cycles, including a prior two-year grant structure that still required agencies to indicate whether they wanted funding for the second year. The webinar was intended for FSS case managers and program staff and was not directed toward FSS participants or residents.

The group also discussed the General Funding Notice and allowable staffing classifications. Agencies were reminded that they cannot simply discontinue the FSS Program while participants are under a Contract of Participation (COP). If an agency intends to discontinue enrollment, it must stop enrolling new participants while continuing to honor existing COPs.

Questions regarding HOTMA were also discussed, and staff were reminded that a HOTMA Notice is available for reference.

Program Coordinating Committee (PCC) Meeting – August 26, 2026 (Virtual)

The August meeting was the third Program Coordinating Committee session of the year and included updates from LCHA's FSS and ROSS programs, as well as participating partner agencies.

Tina reported on the recent Job Center Partner Cross-Training Event, which covered employment resources, digital literacy, and supportive services. Jelena presented FSS program statistics, including enrollment numbers, employment rates, escrow balances, and graduates. She also highlighted A. Imonina's success story, which demonstrated the participant's progress in savings, education, and homeownership.

Natalie provided an update regarding HUD's FSS Office Hours, including grant administration updates and available resource materials.

Heidi provided ROSS updates, including Janet's attendance at a national conference, current ROSS enrollment, resident-led activities at Public Housing sites, digital and financial literacy initiatives, and the award of a new three-year ROSS grant.

The committee also discussed the successful Back to School Resource Fair, upcoming financial literacy workshops, and outreach efforts for LIHEAP and Medicare Open Enrollment.

Partner agencies provided updates regarding upcoming job fairs, new office construction, website improvements, device distributions, and agency renovations. The meeting concluded with appreciation for the continued collaboration among participating organizations and a reminder of the next scheduled session.

Resident Opportunity and Self-Sufficiency (ROSS) Program Report **Submitted by Janet Lennemann, MS, ROSS Coordinator**

Health and Well-Being

August was an exceptionally busy and productive month for ROSS and the residents who continue to take the initiative in creating opportunities for social interaction, wellness, and togetherness throughout LCHA's Public Housing communities.

As a follow-up to July's report, I am pleased to share the continued success of resident-led activities at Warren Manor and John Kuester Manor (JKM).

At Warren Manor, Beth organized a Sunday afternoon gathering featuring homemade chili and cabbage soup. Eight Warren Manor residents gathered in the community room to enjoy food, conversation, and laughter. These resident-led gatherings provide meaningful opportunities for residents to connect with one another and strengthen their sense of community.

Anne recently moved from Millview Manor to John Kuester Manor and has continued her outreach efforts in her new Wauconda community. Anne coordinated with Wauconda Township, the Area Public Library, and the Park District regarding a public Senior Picnic. Transportation was not included in the cost of participation; however, Anne advocated on behalf of JKM residents, resulting in complimentary transportation for participating tenants. Anne also designed a flyer specifically for JKM residents to promote the event.

Anne also received a thoughtful gift from her friends at Millview Manor that brought back memories of the site's BINGO activities—denture adhesive, one of the memorable prizes from Millview BINGO. The gesture was a wonderful reminder of the friendships and connections residents continue to maintain even after moving to another Public Housing community.

Frank (Andy) has also initiated a community cookout at Millview Manor, with local businesses donating food and prizes. The event is scheduled for September 6th, and residents have been actively participating in the preparation. These efforts continue to bring residents together and strengthen the sense of community at Millview Manor.

These resident-led activities demonstrate that Public Housing communities are more than places to live—they are homes where residents support one another, develop friendships, and create meaningful connections.

Digital Literacy and Computer Skills

Three additional tenants diligently participated in Northstar Online Learning (NSOL) computer classes, completing lessons, homework, and proctored assessments during August.

Andy from Millview Manor and Tatiana and Kimberly from John Kuester Manor worked hard to complete the requirements within a very short timeframe. Participants had only four weeks to complete two NSOL modules and pass two proctored assessments.

On August 25, the participants received their well-earned laptops through the Lake County Digital Growth Initiative. Congratulations to all three participants!

Learning continues even after receiving the laptops. Participants are now moving on to more challenging courses, including Internet Basics, Email, Cybersecurity, Windows 11, Word Documents, and other digital skills.

I am proud of all the participants who have worked with me over the past year to build their computer skills and confidence.

Financial Literacy

Through LCHA Housing Counseling's financial literacy workshops, ROSS participants continue developing both financial and technology skills. As part of the ROSS grant match, residents are receiving assistance accessing virtual workshops, including learning how to scan QR codes and participate in Zoom sessions. Residents who are unable to attend the live workshops will have access to recorded sessions.

Several tenants have already participated in the live Zoom workshops. It has been rewarding to see residents apply their newly acquired technology skills while expanding their financial knowledge and confidence.

Jared from Verizon continues rotating through all seven Public Housing sites to ensure that residents have the opportunity to learn about available savings on internet and phone services, as well as enrollment incentives.

Aging in Place

This month's spotlight is on Wellcare, the newest LCHA Public Housing/ROSS partner.

Philip (Kojo) Clarke, Medicare Broker with Wellcare, hosted BINGO events at all seven Public Housing locations. The events provided residents with an opportunity to become familiar with Kojo, build trust, socialize, and learn more about Medicare in a relaxed and enjoyable setting.

Residents at Beach Haven Tower and Warren Manor especially enjoyed the events, with Kojo calling BINGO in French, Spanish, and English. Jean from Beach Haven Tower was particularly engaged during the event, assisting with BINGO cards and the sign-in sheet. Jean and Kojo also developed a connection prior to the event, as Jean speaks French.

Kojo and I have finalized plans for October. We will visit each of the seven sites twice. The first visit will include lunch and a Medicare 101 presentation featuring the latest Medicare updates. The second visit will provide Office Hours with Kojo, allowing residents to meet with him individually to discuss their current Medicare plans or make changes during Open Enrollment.

In August, Community Action Partnership (CAP) also visited all seven Public Housing sites to assist residents with enrollment for the Low-Income Home Energy Assistance Program (LIHEAP).

Residents at Shiloh Towers and Beach Haven Tower scheduled appointment times, while the remaining sites utilized a first-come, first-served process. At five locations, residents began arriving at least 30 minutes before the scheduled start time to ensure they would be among those served.

There was strong participation at all seven locations. Even with ongoing construction at Beach Haven Tower, the ROSS Program continued to bring valuable resources directly to residents.

Jared from Verizon, a ROSS Match Partner, also stopped by to provide information regarding new service opportunities in the Round Lake Beach area for seniors.

ROSS Enrollment

Current ROSS participation by property is as follows:

- Millview Manor: 12 participants – increased due to NSOL participation
- Orchard Manor: 8 participants
- Beach Haven Tower: 11 participants – decreased due to a resident's passing
- John Kuester Manor: 4 participants – increased due to NSOL participation and a transfer
- Hawley Manor: 8 participants
- Shiloh Towers: 7 participants
- Warren Manor: 9 participants

Total ROSS Participants: 59

Program Updates

I attended my third annual American Association of Service Coordinators (AASC) Conference in Austin, Texas, from August 23–26. The conference provided new and motivational general presentations each morning, along with resource tables that offered opportunities for networking, conversation, and information sharing.

The sessions I attended included Supporting Older Tenants, How to Identify Unspoken Resident Needs, Embracing the Healing Journey of Grief and Loss, Navigating Federal Changes, Stronger Together in Public Housing, Curating a Culture of Collaboration for Property Operations & Resident Services, Advocacy in Your Agency, Approaches to Resident Services Staffing, and more.

I continue to leave these conferences with valuable ideas, resources, and strategies that can be used to enhance the lives of residents and strengthen services within Public Housing. I am grateful for the opportunity provided through ROSS and LCHA to participate in this professional development.

Special Purpose Vouchers - August**VASH Vouchers**

- 11 vouchers allocated
- 6 vouchers leased
- Of the 6 leased vouchers, 1 household is currently on Notice

Emergency Housing Vouchers (EHV)

- 58 vouchers were originally allocated; the EHV program sunset on September 30, 2023.
- 44 vouchers remain available under the program.
- Of the 44 remaining vouchers:
 - o 42 are leased
 - o 1 household is currently searching for a unit
 - o 1 voucher is being administered as a port-out

Fair Share Vouchers (FARSH)

- 15 vouchers allocated
- 12 vouchers leased

Family Unification Program (FUP/FUPY)

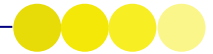
- 285 vouchers allocated, including 3 FUPY vouchers
- 225 vouchers have been issued
- Of the 225 vouchers:
 - o 221 are leased
 - o 16 households are currently on Notice
 - o 11 are being administered as port-outs
 - o 4 households are searching for a new unit.

Mainstream Vouchers

- 90 vouchers allocated
- 80 vouchers issued
- Of the 80 vouchers:
 - o 77 are leased
 - o 2 are being administered as port-outs
 - o 3 applicants are currently searching for a unit

Permanent Supportive Housing (PSHCOC)

- 30 tenants housed



Housing Counseling Program

Impact Report – August 2026

Submitted by Elizabeth Werning, Int Dir of Housing Counseling Programs

New Program Participants – Unique Households	AUG 2026
First Time Home Buyers	21
Families That Rent	164
Homeowners Facing Foreclosure	3
Families Facing Eviction	19
Currently Homeless Families	14

Housing Counseling Impacts	AUG 2026
Households for Whom Counselor Developed a Customized Budget	221
Families That Received Information on Fair Housing	221
Households Who Received Info on Affordable Housing Options	132
Families That Were Referred for Legal Representation	16
Families Who Closed on Their New Homes	2
Households Saved from Foreclosure	0
Households Who Attended a Homebuyer Education Workshop	36
Households Who Attended a Rental / Tenant's Workshop	22
Households Who Attended a Foreclosure Prevention Workshop	3

Narrative

LCHA's TAP program is set to exhaust all funding before the end of September 2026, months quicker than in previous years. As such, counselors have composed the attached infographic in order to highlight what trends in area need may be responsible for increased demand for rent and security deposit assistance. Several conclusions can be drawn from the data. Firstly, the closure of nearly all rent assistance programs in Lake County has resulted in the increase demand and pressure on TAP. Ballooning rent prices have meant that while the funding for TAP (via the IDHS HP fund) has remained the same since last year, households are approaching LCHA requiring 37% more financial assistance on average. Likewise, with food and medical assistance programs slashing coverage and the cost of basic household expenses on the rise, applicants are more often shifting funds previously used to cover the rent for commonplace expenses like groceries and utilities.



It is also helpful to understand who our applicants are. The average TAP applicant is a 41-year-old non-veteran, divorced or never married, non-disabled female with 2 minor dependents. She has completed her associate's degree or higher and is employed full-time (40+ hours per week) making an average salary of \$37,000 per year. The average applicant does not have any housing subsidy (though they could theoretically income-qualify), nor do they receive utility assistance even when they get SNAP/food assistance. On average, households are four months behind on rent when they apply and have received at least a 5-day notice from their landlord. The average rent paid is \$2100/month and the average size unit is 2 bedrooms. Nearly 80% of applicants have been engaged with one or more homelessness prevention agencies (PADS, a Township, Catholic Charities, SVDP, etc) within the last 3 years. As with previous years, TAP applicants live in every village and town in Lake County, from Park City to Deerfield; Antioch to Lake Forest.

Counselors are now working to issue the remaining funds from the TAP program and transition open applications to the other IDHS HP providers and privately funded nonprofits who may be able to assist with rent. Currently, there are no other programs that can provide as large a sum as the TAP program, which will certainly impact eviction, housing instability, and homeless rates in the area. Many other programs, such as Mother's Trust or Saint Vincent de Paul, cap their assistance at \$1500 every two years, while township general assistance / emergency assistance funds max out at \$450. It is our plan to rely on honed mediation skills to negotiate eviction avoidance through payment plans and stackable small grants, especially for voucher holders who may otherwise lose their long term housing subsidy if they face eviction due to non-payment.



LCHA's Tenants Assistance Program

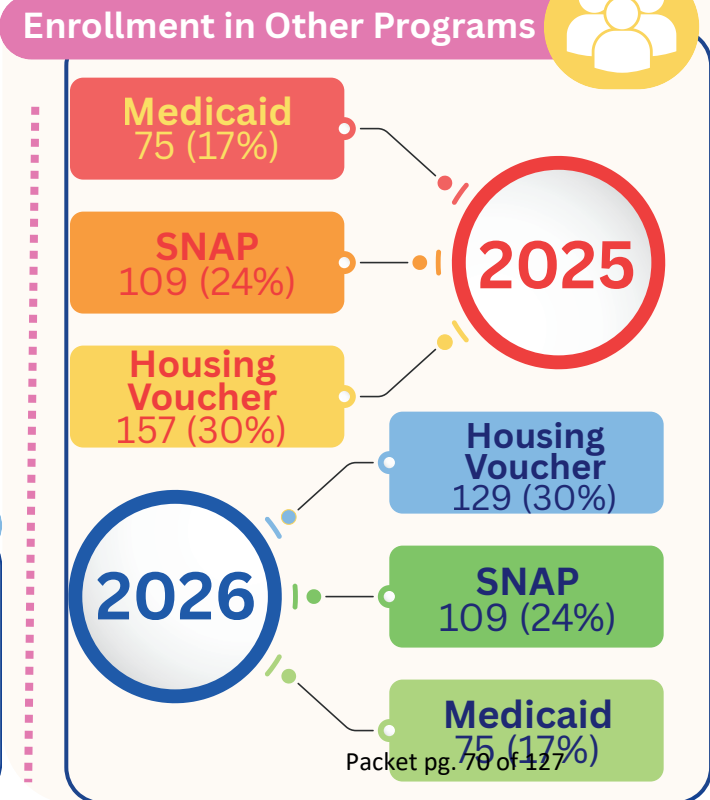
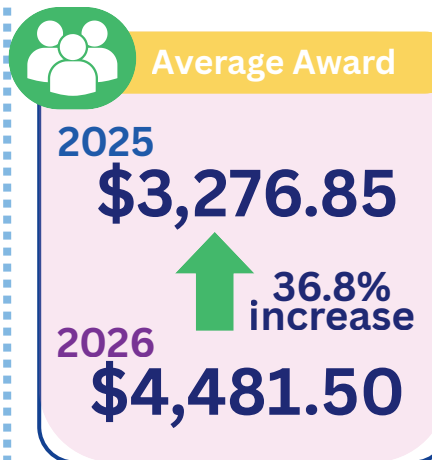
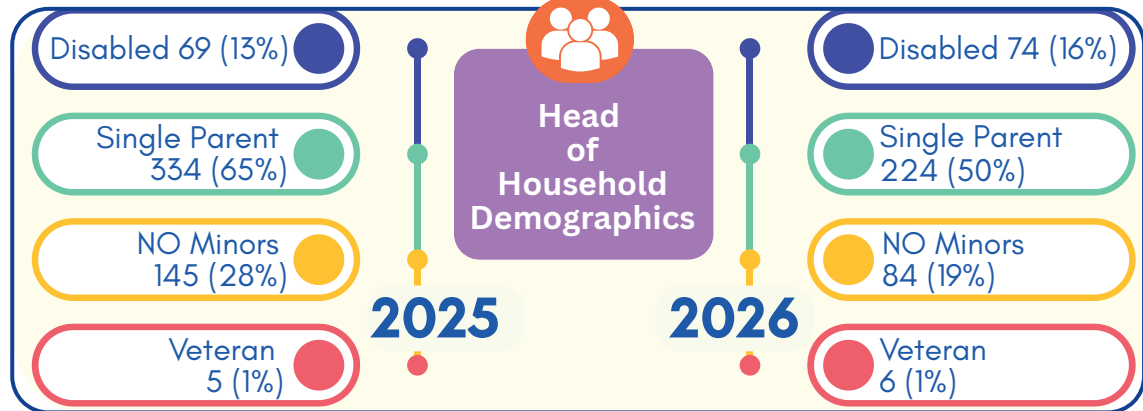
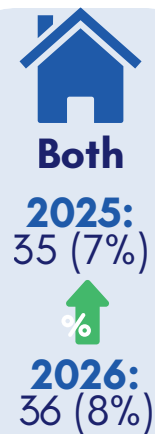
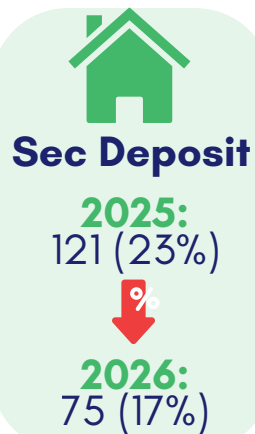
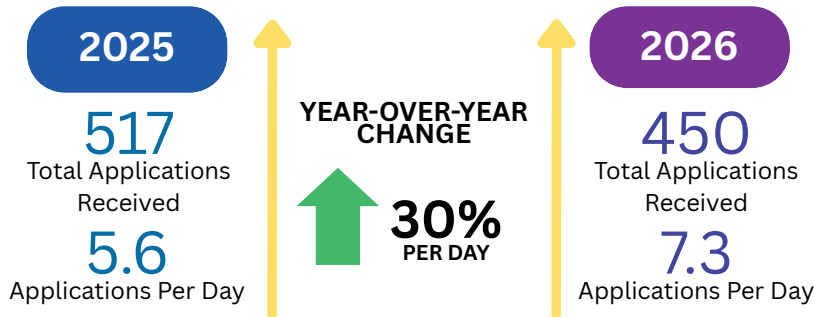
Rent & Security Deposit Assistance

2025 IDHS HP Award:
\$456,480

2026 IDHS HP Award:
\$456,480

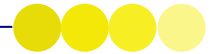


Program Overview



What Does the Data Tell Us?

- TAP funding has not increased though demand has.
- More 2-Parent Families with minor children are applying.
- Reduction of public benefits created an increased need for rent assistance.
- Closing of other rent assistance program has concentrated demand on TAP.
- Higher rents = Less households that TAP can serve.



Human Resources

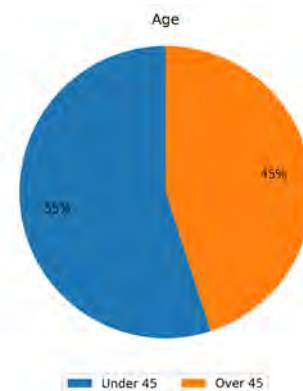
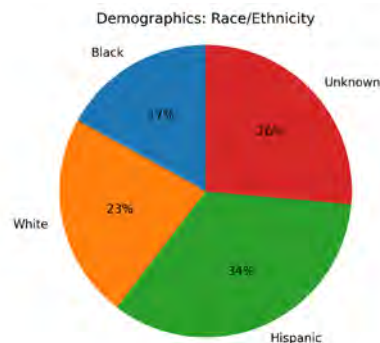
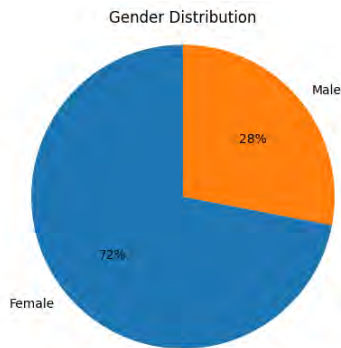
Written By: Christine N. Pryor – Sr. HR Generalist

Demographics

Employees Hired:	2
Internal Promotions:	0
Employees Terminated:	1
Employees Retired:	0
Temporary Staff:	0
Open Positions:	0

Population Data

Current Full-time Employees:	50
Current Part-time Employees:	1
Gender Ratios: Females	72% (38 headcount)
Gender Ratios: Male	28% (13 headcount)
Age Ratios: Under 45	55% (29 head count)
Age Ratios: Over 45	45% (22 headcount)
African American	17%
Hispanic	34%
White	23%
Asian Pacific	0%
Unknown	26%



Payroll

Gross Payroll \$262,848.77 (August included 2 payrolls)



RESOLUTION 2026-28
AUTHORIZATION TO ENTER INTO CONTRACT FOR
HAWLEY MANOR HVAC RENOVATION

WHEREAS, The Authority received a competitive bid through SOURCEWELL Solicitation No: IL-R1-GC-122122-LEO to perform an HVAC renovation at **Hawley Manor: 22 & 42 Hawley St., Grayslake, IL 60030**; and

WHEREAS, the installation work needing to be performed is detailed in the work order attached hereto in **Exhibit A** and

WHEREAS, it is the recommendation of the Executive Director and staff to enter into contract with Leopardo Companies Inc. and to proceed with the scope of work described in Exhibit A at the cost of **\$148,640.60**, and

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Lake County Housing Authority authorizes the Executive Director to proceed to contract with Leopardo Companies Inc. as specified in Exhibit A.

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 17th day of September 2026.

Kevin Considine
Chairman
Board of Commissioners
Lake County Housing Authority

ATTEST:

Lorraine Hocker
Executive Director/Chief Executive Officer
Secretary/Treasurer

Work Order Signature Document

Contract No.:IL-R1-GC-122122-LEO			
☒ New Work Order		☐ Modify an Existing Work Order	
Work Order #:	157786.00	Work Order Date:	
Owner PO No:			
Title:	Lake County Housing Authority - Hawley Manor HVAC Renovation		
Owner Name:	SOURCEWELL - ILLINOIS - Lake County Housing Authority	Contractor Name:	Leopardo Companies Inc
Contact:	Lorraine Hocker	Contact:	Tim McCracken
Phone:	(847) 650-6848	Phone:	

Work to be Performed
Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of EZIQC Contract No IL-R1-GC-122122-LEO.
Brief Work Order Description:
Perform an HVAC renovation for 22 and 42 Hawley Manor.

□

Work Order Firm Fixed Price: \$148,640.60
Owner Purchase Order Number:

Approvals

_____	_____	_____	_____
Owner	Date	Contractor	Date

Detailed Scope of Work

Date: 7/16/2026
Work Order #: 157786.00
Title: Lake County Housing Authority - Hawley Manor HVAC Renovation
Contractor: Leopardo Companies Inc
Contractor Number: IL-R1-GC-122122-LEO
Job Order Value: \$148,640.60

Location: Lake County Housing Authority - Hawley Manor HVAC Renovation

Brief Scope:

Perform an HVAC renovation for 22 and 42 Hawley Manor.

Dear Lorraine Hocker,

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work:

Detailed Scope:

- Mark and lay out equipment locations for the new split system air conditioning and heating equipment on the East side and the West side.
- Demolish and dispose of the existing system on the East side and the existing system on the West side.
- Furnish and install four (4) Carrier 5J5A indoor coils, rated 60,000 Btuh each – two (2) on the East side and two (2) on the West side.
- Furnish and install four (4) Carrier 26SCA outdoor condensing units, 5 ton each, on R-454Brefrigerant – two (2) on the East side and two (2) on the West side.
- Furnish and install refrigerant lineset, approximately 100 ft on the East side and 100 ft on the West side (approximately 200 ft total), and connect the indoor coils to the matching outdoor condensing units.
- Furnish and install the ductwork required to connect the new systems on the East side and the West side. · Furnish and install condensate drain piping with traps from each new indoor unit to the nearest approved drain, including primary and secondary (auxiliary) condensate drains where required, on the East side and the West side.
- Furnish and install a 20 kW electric resistance heater at each new indoor unit (four heaters total, two on the East side and two on the West side).
- Furnish and install dedicated electrical service, disconnects, breakers, and final connections for each 20 kW heater (four total, two per side), sized and circuited per the equipment ratings.
- Insulate the supply ductwork in the attic on the East side and the West side.
- Start up the units and verify proper operation.
- Furnish a lift for the duration of the work.
- Furnish electrical labor and materials required for the work.

Excluded unless noted otherwise: condensate drain piping and connections; air handling units, furnaces, or other indoor air-moving equipment beyond the coils listed above; and any equipment, piping, or systems beyond those being replaced.

Requirements:

Should you have any questions, please do not hesitate to contact me at 224.523.3801.

Contractor Price Proposal Summaries - CSI

Date: 7/16/2026
Work Order #: 157786.00
Title: Lake County Housing Authority - Hawley Manor HVAC Renovation
Contractor: Leopardo Companies Inc
Contractor Number: IL-R1-GC-122122-LEO
Job Order Value: \$148,640.60

Proposal Name: Lake County Housing Authority - Hawley Manor HVAC Renovation 1.2
Proposal Value: \$148,640.60

To: Project Manager
From: Tim McCracken
Leopardo Companies Inc

CSI Section	LineTotal
01 - General Requirements	\$19,777.95
02 - Existing Conditions	\$2,160.44
05 - Metals	\$1,298.71
22 - Plumbing	\$10,638.56
23 - Heating, Ventilating, And Air-Conditioning (HVAC)	\$101,325.72
26 - Electrical	\$12,056.75
31 - Earthwork	\$781.07
33 - Utilities	\$601.40
Grand Total:	\$148,640.60

This work order proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

The Percent of NPP on this Proposal: 0.00

Contractor Price Proposal Details - CSI

Date: 7/16/2026
Work Order #: 157786.00
Title: Lake County Housing Authority - Hawley Manor HVAC Renovation
Contractor: Leopardo Companies Inc
Contractor Number: IL-R1-GC-122122-LEO
Job Order Value: \$148,640.60

Proposal Name: Lake County Housing Authority - Hawley Manor HVAC Renovation 1.2
Proposal Value: \$148,640.60

CSI Number	Mod	UOM	Description	LineTotal												
01 - General Requirements																
1	01 22 16 00-0002	EA	Reimbursable FeesReimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt, invoice, or proof of payment shall be submitted with the Price Proposal.	\$1.08												
<table><tr><td></td><td>Qty</td><td></td><td>Unit Price</td><td>Factor</td><td>Total</td></tr><tr><td>Installation</td><td>1.000</td><td>X</td><td>\$1.00</td><td>X 1.0801</td><td>\$1.08</td></tr></table>						Qty		Unit Price	Factor	Total	Installation	1.000	X	\$1.00	X 1.0801	\$1.08
	Qty		Unit Price	Factor	Total											
Installation	1.000	X	\$1.00	X 1.0801	\$1.08											
Contractor Notes: Permit fee is not included in this cost proposal. Final permit value will be determined by Village of Grayslake once our work order is executed and submitted for review.																
2	01 22 20 00-0010	HR	ElectricianFor tasks not included in the Construction Task Catalog® and as directed by owner only.	\$1,626.50												
<table><tr><td></td><td>Qty</td><td></td><td>Unit Price</td><td>Factor</td><td>Total</td></tr><tr><td>Installation</td><td>12.000</td><td>X</td><td>\$125.49</td><td>X 1.0801</td><td>\$1,626.50</td></tr></table>						Qty		Unit Price	Factor	Total	Installation	12.000	X	\$125.49	X 1.0801	\$1,626.50
	Qty		Unit Price	Factor	Total											
Installation	12.000	X	\$125.49	X 1.0801	\$1,626.50											
Contractor Notes: Electrician for programing of new thermostats and training of LCHA staff at turnover.																
8 hours programming, 4 hours training/turnover																
3	01 22 20 00-0010	0001 MOD	For Foreperson, Add	\$54.18												
<table><tr><td></td><td>Qty</td><td></td><td>Unit Price</td><td>Factor</td><td>Total</td></tr><tr><td>Installation</td><td>8.000</td><td>X</td><td>\$6.27</td><td>X 1.0801</td><td>\$54.18</td></tr></table>						Qty		Unit Price	Factor	Total	Installation	8.000	X	\$6.27	X 1.0801	\$54.18
	Qty		Unit Price	Factor	Total											
Installation	8.000	X	\$6.27	X 1.0801	\$54.18											
4	01 22 20 00-0015	HR	LaborerFor tasks not included in the Construction Task Catalog® and as directed by owner only.	\$7,790.55												
<table><tr><td></td><td>Qty</td><td></td><td>Unit Price</td><td>Factor</td><td>Total</td></tr><tr><td>Installation</td><td>64.000</td><td>X</td><td>\$112.70</td><td>X 1.0801</td><td>\$7,790.55</td></tr></table>						Qty		Unit Price	Factor	Total	Installation	64.000	X	\$112.70	X 1.0801	\$7,790.55
	Qty		Unit Price	Factor	Total											
Installation	64.000	X	\$112.70	X 1.0801	\$7,790.55											
Contractor Notes: 2 laborers x 4 days to assist with hoisting new mechanical units into attic spaces. 2 days for 2 units at 22 hawley and 2 days for 2 units at 42 Hawley																

CSI Number	Mod	UOM	Description	LineTotal
01 - General Requirements				
5	01 22 20 00-0015	0001	MOD For Foreperson, Add	\$194.94
			Qty Unit Price Factor Total	
			Installation 32.000 X \$5.64 X 1.0801 \$194.94	
6	01 22 20 00-0052	HR	Project ManagerFor tasks not included in the Construction Task Catalog® and as directed by owner only.	\$2,765.06
			Qty Unit Price Factor Total	
			Installation 16.000 X \$160.00 X 1.0801 \$2,765.06	
			Contractor Notes: Permitting through Village of Grayslake	
7	01 22 23 00-0029	WK	60' Engine Powered, Articulating (Up/Over) Boom Man Lift With Platform	\$3,674.33
			Qty Unit Price Factor Total	
			Installation 2.000 X \$1,700.92 X 1.0801 \$3,674.33	
			Contractor Notes: Lift to be used for duration of installation.	
8	01 54 23 00-0051	SF	3/4" CD Grade Plywood, Temporary Lumber	\$717.53
			Qty Unit Price Factor Total	
			Installation 192.000 X \$3.46 X 1.0801 \$717.53	
			Contractor Notes: Plywood for ground protection while driving boom lift on LCHA property near sidewalks and landscaping/grass areas.	
9	01 66 19 00-0003	CY	Transfer Delivered Material Between Floors Via Elevator, Per TripQuantity is not multiplied by number of floors traveled. Includes transfer of materials between elevators, if more than one bank of elevators is required.	\$612.20
			Qty Unit Price Factor Total	
			Installation 40.000 X \$14.17 X 1.0801 \$612.20	
10	01 66 19 00-0005	CY	Transfer Delivered Materials Distances Greater Than 125', Per CY Of Material Per 125'	\$382.36
			Qty Unit Price Factor Total	
			Installation 40.000 X \$8.85 X 1.0801 \$382.36	
11	01 66 19 00-0008	CY	Transfer Demolition Debris Between Floors Via Elevator, Per TripQuantity is not multiplied by number of floors traveled. Includes transfer of materials between elevators, if more than one bank of elevators is required.	\$306.10
			Qty Unit Price Factor Total	
			Installation 20.000 X \$14.17 X 1.0801 \$306.10	
12	01 66 19 00-0010	CY	Transfer Demolition Debris Distances Greater Than 125', Per CY Of Material Per 125'	\$191.18
			Qty Unit Price Factor Total	
			Installation 20.000 X \$8.85 X 1.0801 \$191.18	

CSI Number	Mod	UOM	Description	LineTotal
01 - General Requirements				
13	01 71 13 00-0002	EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Rollback Flatbed TruckIncludes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as trenchers, skid-steer loaders (bobcats), industrial warehouse forklifts, sweepers, scissor platform lifts, telescoping and articulating boom man lifts with up to 40' boom lengths, etc.	\$482.72
			Qty Unit Price Factor Total	
			Installation 1.000 X \$446.92 X 1.0801 \$482.72	
		Contractor Notes: Delivery and pickup of boom lift.		
14	01 74 19 00-0034	CY	Hazardous Materials And Rubbish Landfill Dump FeeIncludes regulated waste such as paint cans, refrigerators/freezers, air conditioners, smoke detectors, batteries, etc.	\$888.92
			Qty Unit Price Factor Total	
			Installation 20.000 X \$41.15 X 1.0801 \$888.92	
		Contractor Notes: Disposal of (2) existing units		
15	01 74 19 00-0037	CYM	Hauling On Paved Roads, First 15 Miles	\$90.30
			Qty Unit Price Factor Total	
			Installation 88.000 X \$0.95 X 1.0801 \$90.30	
		Contractor Notes: 4.4 miles x 20 CY =		
Subtotal for 01 - General Requirements:				\$19,777.95
02 - Existing Conditions				
16	02 41 19 13-0367	EA	Minimum Charge For Core DrillFor projects where the total core drilling charge is less than the minimum charge, use task "Minimum Charge For Core Drilling" exclusively. Task "Minimum Charge For Core Drilling" should not be used in conjunction with any other tasks in this section. Does not apply to sections "Drilling In Concrete Per Inch Of Depth" or "Drilling In Brick Or Block Per Inch Of Depth" or "Drilling In Wood Or Plastic Per Inch Of Depth".	\$2,160.44
			Qty Unit Price Factor Total	
			Installation 2.000 X \$1,000.11 X 1.0801 \$2,160.44	
		Contractor Notes: Installation of condensate and copper lines for new system installation		
Subtotal for 02 - Existing Conditions:				\$2,160.44
05 - Metals				
17	05 43 00 00-0003	LF	1-5/8" Wide x 1-5/8" High, 12 Gauge, Steel Unistrut Channel	\$1,298.71
			Qty Unit Price Factor Total	
			Installation 80.000 X \$15.03 X 1.0801 \$1,298.71	
		Contractor Notes: (80) Lf of unistrut		
Subtotal for 05 - Metals:				\$1,298.71

CSI Number	Mod	UOM	Description	LineTotal
22 - Plumbing				
18	22 07 19 00-0014	LF	1/2" Diameter Pipe, 1" Thick, Fiberglass Insulation With All Service Jacket	\$5,400.50
			Qty Unit Price Factor Total	
			Installation 400.000 X \$12.50 X 1.0801 \$5,400.50	
19	22 11 16 00-0454	EA	3/8" Diameter, 90 Degree Copper Elbow	\$1,500.39
			Qty Unit Price Factor Total	
			Installation 32.000 X \$33.31 X 1.0801 \$1,151.30	
			Demolition 16.000 X 20.2 X 1.0801 \$349.09	
			Contractor Notes: Each side 22/42 Hawley will have (2) 5T circuits, that comes out to 16 braze connections per circuit; 16-3/8 x 2 = 32 - 3/8 elbows.	
20	22 11 16 00-0454	0089 MOD	For Work In Restricted Working Space, Add	\$314.18
			Qty Unit Price Factor Total	
			Installation 32.000 X \$9.09 X 1.0801 \$314.18	
21	22 11 16 00-0454	0265 MOD	For Brazed Fittings Instead Of 95/5 Solder, Add	\$156.92
			Qty Unit Price Factor Total	
			Installation 32.000 X \$4.54 X 1.0801 \$156.92	
22	22 11 16 00-0456	EA	3/4" Diameter, 90 Degree Copper Elbow	\$2,461.94
			Qty Unit Price Factor Total	
			Installation 32.000 X \$53.94 X 1.0801 \$1,864.34	
			Demolition 16.000 X 34.58 X 1.0801 \$597.60	
			Contractor Notes: Each side 22/42 Hawley will have (2) 5T circuits, that comes out to 16 braze connections per circuit; 16-7/8 x 2 = 32 - 7/8 elbows.	
23	22 11 16 00-0456	0089 MOD	For Work In Restricted Working Space, Add	\$536.42
			Qty Unit Price Factor Total	
			Installation 32.000 X \$15.52 X 1.0801 \$536.42	
24	22 11 16 00-0456	0265 MOD	For Brazed Fittings Instead Of 95/5 Solder, Add	\$268.21
			Qty Unit Price Factor Total	
			Installation 32.000 X \$7.76 X 1.0801 \$268.21	
Subtotal for 22 - Plumbing:				\$10,638.56
23 - Heating, Ventilating, And Air-Conditioning (HVAC)				
25	23 01 60 71-0002	LB	Recovery Of Refrigerant	\$576.77
			Qty Unit Price Factor Total	
			Installation 40.000 X \$13.35 X 1.0801 \$576.77	
			Contractor Notes: Recovery of refrigerant from (2) existing units.	
26	23 01 60 71-0008	EA	>250 To 500', Up To 5/8", Refrigerant Pipe, Clean/Flush/Inerting With Nitrogen	\$949.02
			Qty Unit Price Factor Total	
			Installation 4.000 X \$219.66 X 1.0801 \$949.02	

CSI Number	Mod	UOM	Description	LineTotal
23 - Heating, Ventilating, And Air-Conditioning (HVAC)				
27	23 07 13 00-0041	SF	1-1/2" Thick, Adhesive Backed, Aluminum Foil/Mylar Film, Multi-Layer Sheet Elastomeric Insulation	\$20,233.82
			Qty Unit Price Factor Total	
			Installation 613.000 X \$30.56 X 1.0801 \$20,233.82	
			Contractor Notes: Aluminum jacketed duct insulation. Surface Area = Surface Area = 2×(80×2.3333333333333 + 80×1.5) = 613 SF	
28	23 09 23 53-0006	HR	EMCS System Software Programming And Graphics Programming	\$1,748.29
			Qty Unit Price Factor Total	
			Installation 8.000 X \$202.33 X 1.0801 \$1,748.29	
			Contractor Notes: Programming of (2) new thermostats and remote temp sensors.	
29	23 09 23 53-0066	EA	Wireless Temperature And Humidity Sensor (Alerton WTS-1000-KIT)	\$4,188.54
			Qty Unit Price Factor Total	
			Installation 4.000 X \$969.48 X 1.0801 \$4,188.54	
			Contractor Notes: 4 Remote Sensors Honeywell	
30	23 09 23 53-0434	EA	Electronic Programmable Two Heating/Two Cooling Heat Pump Or Conventional Unit Thermostat (Honeywell TH8321)	\$40.98
			Qty Unit Price Factor Total	
			Installation 0.000 X \$419.89 X 1.0801 \$0.00	
			Demolition 2.000 X 18.97 X 1.0801 \$40.98	
31	23 09 23 53-0436	EA	Lon Communicating Humidity Control Programmable Heat/Cool Heat Pump Or Conventional Unit Thermostat (Honeywell T7350H)	\$2,174.65
			Qty Unit Price Factor Total	
			Installation 2.000 X \$1,006.69 X 1.0801 \$2,174.65	
			Contractor Notes: 2 Honeywell thermostats	
32	23 09 43 00-0030	LF	3/8" Outside Diameter Copper Pneumatic Tubing	\$3,441.20
			Qty Unit Price Factor Total	
			Installation 400.000 X \$6.67 X 1.0801 \$2,881.71	
			Demolition 200.000 X 2.59 X 1.0801 \$559.49	
			Contractor Notes: 100 LF line set x 4 units = 4	
33	23 21 13 23-2297	EA	1" Schedule 40 Polyvinyl Chloride (PVC) 90 Degree Elbows	\$1,128.01
			Qty Unit Price Factor Total	
			Installation 24.000 X \$33.17 X 1.0801 \$859.85	
			Demolition 12.000 X 20.69 X 1.0801 \$268.17	
			Contractor Notes: Used for condensate drain lines	
34	23 21 13 23-2297	0053 MOD	For Work In Restricted Working Space, Add	\$241.08
			Qty Unit Price Factor Total	
			Installation 24.000 X \$9.30 X 1.0801 \$241.08	

CSI Number	Mod	UOM	Description	LineTotal
23 - Heating, Ventilating, And Air-Conditioning (HVAC)				
35	23 21 13 23-2323	EA	1" Schedule 40 Polyvinyl Chloride (PVC) Tees	\$1,177.40
			Qty Unit Price Factor Total	
			Installation 16.000 X \$51.63 X 1.0801 \$892.25	
			Demolition 8.000 X 33 X 1.0801 \$285.15	
			Contractor Notes: Used for condensate drain lines	
36	23 21 13 23-2323	0053 MOD	For Work In Restricted Working Space, Add	\$256.46
			Qty Unit Price Factor Total	
			Installation 16.000 X \$14.84 X 1.0801 \$256.46	
37	23 21 13 23-2393	EA	1" Schedule 40 Polyvinyl Chloride (PVC) Couplings	\$460.61
			Qty Unit Price Factor Total	
			Installation 10.000 X \$32.30 X 1.0801 \$348.87	
			Demolition 5.000 X 20.69 X 1.0801 \$111.74	
			Contractor Notes: Used for condensate drain lines	
38	23 21 13 23-2393	0053 MOD	For Work In Restricted Working Space, Add	\$100.45
			Qty Unit Price Factor Total	
			Installation 10.000 X \$9.30 X 1.0801 \$100.45	
39	23 23 23 00-0014	LB	R-454B Refrigerant	\$2,431.52
			Qty Unit Price Factor Total	
			Installation 80.000 X \$28.14 X 1.0801 \$2,431.52	
			Contractor Notes: (80) pounds of R-454B.	
40	23 31 13 13-0258	LF	18" x 28", 24 Gauge, Seal Class C, Galvanized Steel Sheet Metal Ductwork	\$14,536.42
			Qty Unit Price Factor Total	
			Installation 80.000 X \$168.23 X 1.0801 \$14,536.42	
			Contractor Notes: 80 LF of 28"x18" ductwork.	
41	23 31 13 13-0258	0431 MOD	For Work In Restricted Working Space, Add	\$3,797.63
			Qty Unit Price Factor Total	
			Installation 80.000 X \$43.95 X 1.0801 \$3,797.63	
42	23 31 13 13-0258	0709 MOD	For Seal Class B, Add	\$1,899.25
			Qty Unit Price Factor Total	
			Installation 80.000 X \$21.98 X 1.0801 \$1,899.25	

CSI Number	Mod	UOM	Description	LineTotal
23 - Heating, Ventilating, And Air-Conditioning (HVAC)				
43	23 63 13 00-0023	EA	5 Ton, 14 SEER, Air-Cooled Condensing UnitPrecharged with refrigerant capable of charging the system with a 20' length of piping.	\$20,938.93
			Qty Unit Price Factor Total	
			Installation 4.000 X \$4,531.33 X 1.0801	\$19,577.16
			Demolition 2.000 X 630.39 X 1.0801	\$1,361.77
		Contractor Notes: (4) Carrier® Comfort™ - 5 Ton Up To 15 SEER2 Residential Air Conditioner Condensing Unit R-454B (208/230-1).		
		(2) at 22 Hawley		
		(2) at 42 Hawley		
		Two existing units to be removed and replaced.		
44	23 63 13 00-0023	0490 MOD	For 15 SEER, Add	\$3,718.05
			Qty Unit Price Factor Total	
			Installation 4.000 X \$860.58 X 1.0801	\$3,718.05
45	23 81 26 13-0074	EA	5 Ton Vertical Cased A/C Evaporator Coil	\$8,210.21
			Qty Unit Price Factor Total	
			Installation 4.000 X \$1,805.65 X 1.0801	\$7,801.13
			Demolition 2.000 X 189.37 X 1.0801	\$409.08
		Contractor Notes: (4) Carrier 5 Ton Residential Fan Coil Multipoise R-454B (Aluminum Coil)		
46	23 82 16 14-0038	EA	20 KW Electric Heater, Finned Tube Element, Standard Slip-In Blast Coil Duct Heater	\$9,076.43
			Qty Unit Price Factor Total	
			Installation 4.000 X \$1,990.90 X 1.0801	\$8,601.48
			Demolition 2.000 X 219.86 X 1.0801	\$474.94
		Contractor Notes: KFCEH3301C20 - Fan Coil Electric Heater Kit 20 kW @ 240V with Internal Circuit Breaker		
Subtotal for 23 - Heating, Ventilating, And Air-Conditioning (HVAC):				\$101,325.72
26 - Electrical				
47	26 05 19 16-0460	MLF	2 Conductor #18 AWG, Stranded, Type TC Control Cable	\$815.81
			Qty Unit Price Factor Total	
			Installation 0.500 X \$1,230.84 X 1.0801	\$664.72
			Demolition 0.250 X 559.57 X 1.0801	\$151.10
		Contractor Notes: 250' low voltage wire 2 conductor 18awg x 2 sides 22/42 Hawley = 500 LF		
48	26 05 19 16-0460	0568 MOD	For Work In Restricted Working Space, Add	\$151.10
			Qty Unit Price Factor Total	
			Installation 0.500 X \$279.79 X 1.0801	\$151.10

CSI Number	Mod	UOM	Description	LineTotal
26 - Electrical				
49	26 05 29 00-0116	EA	3/4" Diameter, Steel, Standard Pipe And Rigid Conduit Clamp For Unistrut Channel	\$113.37
			Qty Unit Price Factor Total	
			Installation 16.000 X \$5.61 X 1.0801	\$96.95
			Demolition 8.000 X 1.9 X 1.0801	\$16.42
			Contractor Notes: Unistrut: 16 clamps	
50	26 05 29 00-0625	EA	24" x 36", 2" Thick, Polymer Concrete, Electrical Equipment Pad	\$2,035.90
			Qty Unit Price Factor Total	
			Installation 4.000 X \$471.23 X 1.0801	\$2,035.90
			Contractor Notes: (4) equipment pads for new condensing units.	
51	26 05 33 13-0602	LF	3/4" Electrical Metallic Tubing (EMT) Conduit	\$1,385.12
			Qty Unit Price Factor Total	
			Installation 160.000 X \$6.86 X 1.0801	\$1,185.52
			Demolition 80.000 X 2.31 X 1.0801	\$199.60
			Contractor Notes: Conduit EMT: 3/4" 160'	
52	26 05 33 13-0602	0417 MOD	For Work In Restricted Working Space, Add	\$149.49
			Qty Unit Price Factor Total	
			Installation 80.000 X \$1.73 X 1.0801	\$149.49
53	26 05 33 13-0657	EA	3/4" Electrical Metallic Tubing (EMT) Raintight Compression Coupling	\$394.19
			Qty Unit Price Factor Total	
			Installation 32.000 X \$9.79 X 1.0801	\$338.37
			Demolition 16.000 X 3.23 X 1.0801	\$55.82
			Contractor Notes: EMT fittings: 3/4" 32 EMT couplings	
54	26 05 33 13-0657	0417 MOD	For Work In Restricted Working Space, Add	\$41.82
			Qty Unit Price Factor Total	
			Installation 16.000 X \$2.42 X 1.0801	\$41.82
55	26 05 33 13-2358	LF	3/4" Flexible Liquid Tight Metallic Conduit	\$200.64
			Qty Unit Price Factor Total	
			Installation 24.000 X \$6.82 X 1.0801	\$176.79
			Demolition 12.000 X 1.84 X 1.0801	\$23.85
			Contractor Notes: (4) 3/4" X 6 FEET 6346 ULTRA WHIP R355015	
56	26 05 33 13-2358	0160 MOD	For Work In Restricted Working Space, Add	\$5.96
			Qty Unit Price Factor Total	
			Installation 4.000 X \$1.38 X 1.0801	\$5.96
			Contractor Notes: Attic work	

CSI Number	Mod	UOM	Description	LineTotal
26 - Electrical				
57	26 28 16 13-0044	EA	15 To 30 Amperes, 2 Pole, 240 Volt, Branch Circuit Breaker, 18,000 Amperes Interrupting Capacity	\$1,341.55
			Qty Unit Price Factor Total	
			Installation 4.000 X \$293.47 X 1.0801	\$1,267.91
			Demolition 2.000 X 34.09 X 1.0801	\$73.64
			Contractor Notes: 4 Circuit breakers 220v 2 pole 30A (for heat)	
58	26 28 16 13-0044	0075 MOD	For Bolt-On, Add	\$215.76
			Qty Unit Price Factor Total	
			Installation 4.000 X \$49.94 X 1.0801	\$215.76
59	26 28 16 13-0045	EA	35 To 60 Amperes, 2 Pole, 240 Volt, Branch Circuit Breaker, 18,000 Amperes Interrupting Capacity	\$1,267.91
			Qty Unit Price Factor Total	
			Installation 4.000 X \$293.47 X 1.0801	\$1,267.91
			Contractor Notes: 4 Circuit breakers 220v 2 pole 50A (A/C condensers)	
60	26 28 16 13-0045	0075 MOD	For Bolt-On, Add	\$215.76
			Qty Unit Price Factor Total	
			Installation 4.000 X \$49.94 X 1.0801	\$215.76
61	26 28 16 16-0059	EA	60 Amperes, 240 Volt Class, 1 Phase, 2 Wire, 2 Blades, Heavy-Duty Non-Fusible, NEMA 1 Enclosure, Neutral Kit, Safety Switch	\$3,722.37
			Qty Unit Price Factor Total	
			Installation 4.000 X \$734.50 X 1.0801	\$3,173.33
			Demolition 2.000 X 254.16 X 1.0801	\$549.04
			Contractor Notes: (4) TRADEPRO 60 AMP NON-FUSIBLE DISCONNECT	
Subtotal for 26 - Electrical:				\$12,056.75
31 - Earthwork				
62	31 05 16 00-0006	CY	#6 (3/8" To 3/4" Clean) Stone Aggregate Fill	\$120.58
			Qty Unit Price Factor Total	
			Installation 2.000 X \$55.82 X 1.0801	\$120.58
			Contractor Notes: Aggregate base for (4) new equipment pads for condensing units	
63	31 05 16 00-0006	0053 MOD	For Up To 8, Add	\$24.11
			Qty Unit Price Factor Total	
			Installation 2.000 X \$11.16 X 1.0801	\$24.11
64	31 23 16 36-0009	CY	Excavation For Building Foundations And Other Structures By Hand in Soil	\$367.15
			Qty Unit Price Factor Total	
			Installation 2.000 X \$169.96 X 1.0801	\$367.15
			Contractor Notes: Hand dig prior to installing stone base for equipment pads.	

CSI Number	Mod	UOM	Description	LineTotal
31 - Earthwork				
65	31 23 16 36-0029	CY	Load Excess Material For Removal From Excavation For Building Foundations and Other Structures by Hand	\$269.23
			Qty Unit Price Factor Total	
			Installation 2.000 X \$124.63 X 1.0801 \$269.23	
			Contractor Notes: Loading soil from hand excavation for equipment pads	
Subtotal for 31 - Earthwork:				\$781.07
33 - Utilities				
66	33 14 13 23-0070	LF	1" Schedule 40 Polyvinyl Chloride (PVC) Pipe	\$601.40
			Qty Unit Price Factor Total	
			Installation 160.000 X \$3.48 X 1.0801 \$601.40	
			Contractor Notes: Condensate drain line for 4 new units	
Subtotal for 33 - Utilities:				\$601.40
Grand Total:				\$148,640.60

This work order proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

The Percent of NPP on this Proposal: 0.00

RESOLUTION 2026-29

**ACCEPTANCE OF THE TRANSFER OF THE PUBLIC HOUSING PROGRAM FROM IL107,
HOUSING AUTHORITY OF THE CITY OF NORTH CHICAGO, EFFECTIVE JANUARY 1,
2027, AND AUTHORIZING EVALUATION OF FUTURE REPOSITIONING AND
DEVELOPMENT OPPORTUNITIES**

WHEREAS, The Housing Authority of the County of Lake, IL056, is a public housing agency organized and existing under the laws of the State of Illinois; and

WHEREAS, IL056, Housing Authority of the County of Lake, participates in the U.S. Department of Housing and Urban Development's Moving to Work (MTW) Demonstration Program and is subject to the applicable MTW Agreement, MTW Operations Notice, HUD guidance, and other requirements governing its participation in the MTW Demonstration Program; and

WHEREAS, pursuant to applicable HUD guidance governing voluntary transfers involving MTW agencies, including Notice PIH 2023-08, the receiving MTW agency may include the Public Housing units transferred through an approved voluntary transfer within its MTW portfolio and may apply applicable MTW flexibilities to such units, subject to HUD requirements and the Authority's applicable MTW governing documents; and

WHEREAS, Housing authority of the City of North Chicago, IL107, currently administers a Public Housing Program consisting of one Asset Management Project ("AMP 1") and the following developments: **Kukla Towers – 105 public housing units** and **Thompson Manor – 45 public housing units** for a total of **150 public housing units**; and

WHEREAS, IL107 and IL056 have proposed the transfer of the applicable Public Housing Program from IL107 to IL056, subject to approval by the U.S. Department of Housing and Urban Development (HUD) and satisfaction of all applicable federal, state, and local requirements; and

WHEREAS, the proposed transfer is intended to become effective **January 1, 2027**, subject to HUD approval; and

WHEREAS, the Board of Commissioners of IL056 has determined that acceptance of the Public Housing Program is in the best interests of the Authority and the residents of Kukla Towers and Thompson Manor and will facilitate the continued operation and administration of the transferred Public Housing Program; and

WHEREAS, the proposed transfer is being undertaken pursuant to applicable HUD requirements governing voluntary transfers and consolidations of Public Housing Programs, including **PIH Notice 2014-24**, as applicable, and any subsequent HUD guidance, approvals, conditions, or transfer documentation; and

WHEREAS, the Authority desires to accept the applicable rights, responsibilities, obligations, and contractual interests associated with the Public Housing Annual Contributions Contract (ACC), as approved and directed by HUD; and

WHEREAS, the Authority desires to accept, subject to HUD approval and applicable requirements, associated Public Housing Capital Fund and Operating Fund resources, assets, liabilities, contracts,

records, obligations, and other programmatic interests necessary to operate the transferred Public Housing Program; and

WHEREAS, the Authority recognizes that future rehabilitation, redevelopment, repositioning, RAD, Section 18, mixed-finance, and co-development opportunities may provide potential strategies for preserving and improving the transferred properties; and

WHEREAS, the Authority desires to conduct appropriate due diligence and feasibility analysis regarding such future opportunities without committing the Authority to any future transaction at this time.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of IL056 Housing Authority of the County of Lake, as follows:

Section 1. Acceptance of Public Housing Program

The Board hereby authorizes and approves IL056's acceptance of the transfer of the Public Housing Program currently administered by IL107, effective **January 1, 2027**, subject to HUD approval and satisfaction of all applicable requirements.

Section 2. Developments and Units

The transfer accepted by this Resolution specifically includes **AMP 1**, consisting of: **Kukla Towers (105 public housing units)** and **Thompson Manor (45 public housing units)** for a total of **150 public housing units**, subject to the final inventory and transfer documentation approved by HUD.

Section 3. ACC and Program Responsibilities

The Executive Director is authorized to accept and assume, as applicable, the rights, responsibilities, obligations, and contractual interests associated with the Public Housing ACC and the operation and administration of the transferred Public Housing Program, consistent with HUD's approved transfer documentation.

Section 4. MTW Program Requirements and Transferred Units

The Board acknowledges that IL056 is a participant in HUD's Moving to Work (MTW) Demonstration Program and that, upon HUD approval of the transfer, the Public Housing units transferred from IL107, including **Kukla Towers (105 units)** and **Thompson Manor (45 units)**, for **a total of 150 units**, will become part of IL056's MTW portfolio, subject to applicable HUD approval and requirements.

The Executive Director/CEO is authorized to take all actions necessary to incorporate the transferred units into IL056's applicable MTW and PHA planning, reporting, funding, program, and information systems, including any required amendments or updates to the Authority's MTW Plan, PHA Plan, MTW Supplement, MTW Agreement documentation, Attachment A, IMS/PIC records, Capital Fund documentation, Operating Fund documentation, and other HUD-required records.

The Authority may evaluate and, where permitted under applicable HUD requirements and the Authority's MTW governing documents, implement applicable MTW flexibilities with respect to the transferred units.

Section 5. Funding, Assets, and Liabilities

The Board authorizes IL056 to accept and assume, as applicable and subject to HUD approval, Public Housing Capital Fund resources, Operating Fund resources, program funds, assets, liabilities, contractual obligations, records, and other programmatic interests associated with the transferred Public Housing Program.

Section 6. Contracts, Records, and Operations

The Executive Director/CEO is authorized to coordinate the acceptance and transition of contracts, tenant records, financial records, procurement records, Capital Fund records, property records, maintenance records, and other operational and administrative records necessary for the continued operation of Kukla Towers and Thompson Manor.

Section 7. HUD and Regulatory Approvals

The Executive Director/CEO is authorized to coordinate with HUD's Public Housing and MTW offices, as appropriate, to satisfy any requirements applicable to IL056 as the receiving MTW agency, including requirements concerning the incorporation of the transferred units into the Authority's MTW/PHA planning and reporting documents and applicable HUD systems.

Section 8. Plans, Policies, and Administrative Documents

The Executive Director/CEO is authorized to make or recommend amendments to applicable PHA Plans, policies, budgets, administrative documents, operating procedures, and other governing documents necessary to implement the transfer, subject to any required Board and HUD approvals.

Section 9. Future RAD, Section 18, and Development Evaluation

The Board authorizes the Executive Director/CEO and the LCHA staff to evaluate, conduct due diligence, obtain professional advice, and develop preliminary financial, physical, operational, and development models regarding potential future **RAD, Section 18, RAD/Section 18 Blend, mixed-finance, rehabilitation, redevelopment, preservation, public/private partnership, and co-development opportunities** for Kukla Towers, Thompson Manor, or other transferred Public Housing assets.

Such evaluation shall consider, as applicable, the LCHA's MTW status and available MTW flexibilities, applicable HUD repositioning requirements, Capital Fund and Operating Fund resources, resident impacts, physical needs, financial feasibility, long-term affordability, and preservation of housing resources.

Section 10. No Commitment to Future Transaction

The authority granted under Section 8 does **not** constitute approval of, or commitment to, any RAD conversion, Section 18 disposition, redevelopment, rehabilitation, mixed-finance transaction, co-development agreement, financing arrangement, disposition of real property, or other repositioning transaction.

Any future transaction shall require **separate Board authorization**, as applicable, and all required HUD, governmental, legal, financing, resident consultation, procurement, and regulatory approvals.

Section 11. Authority of the Executive Director

The Executive Director/CEO, or designee, is hereby authorized to execute all documents and take all actions reasonably necessary or appropriate to implement this Resolution and complete the transfer, provided that such actions remain consistent with this Resolution, applicable law, and HUD requirements.

Section 12. Effective Date

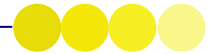
This Resolution shall become effective immediately upon adoption; provided, however, that IL056's acceptance of the transferred Public Housing Program shall become effective **January 1, 2027**, or such other date as may be approved in writing by HUD.

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 17th day of September 2026.

Kevin Considine
Chairman
Board of Commissioners
Lake County Housing Authority

ATTEST:

Lorraine Hocker
Executive Director/Chief Executive Officer
Secretary/Treasurer



RESOLUTION 2026-30
INTERGOVERNMENTAL AGREEMENT
BETWEEN LAKE COUNTY, ILLINOIS AND LAKE COUNTY HOUSING
AUTHORITY FOR THE COMPLETION OF ENVIRONMENTAL REVIEWS

THIS INTERGOVERNMENTAL AGREEMENT (IGA) is made on September 17, 2026 and between the Lake County Housing Authority, an incorporated public housing authority (hereinafter referred to as the PHA) and Lake County, Illinois, a body politic and incorporated, acting as the Responsible Entity (hereinafter referred to as RE).

WHEREAS the PHA maintains public housing under Section 9 of the United States Housing Act of 1937, and may elect to pursue housing projects and/or activities with federal financial assistance subject to environmental reviews pursuant to the National Environmental Policy Act of 1969 (NEPA) and implementing regulations of the Council on Environmental Quality, including but not limited to the regulations at 40 CFR Parts 1500-1508, and implementing regulations of the U.S. Department of Housing and Urban Development (HUD), including but not limited to HUD's regulations at 24 CFR Part 58; and

WHEREAS, the PHA previously requested the RE to complete the environmental review record with respect to the PHA's projects or activities pursuant This includes but is not limited to performing environmental reviews for the PHA in both the project-based Housing Choice Voucher funded programs and the Low Rent Public Housing program annually and on an as needed basis; and

WHEREAS, the PHA and RE entered into an Intergovernmental Agreement on October 11, 2022 for the completion of 24 CFR Part 58 Environmental Review Records (ERRs); and

WHEREAS, Pursuant to Article 4 of the October 11, 2022 Agreement, the IGA may be extended up to four (4) times via 1-year extensions; and

WHEREAS, both the RE and PHA wish to extend the effective period of the Intergovernmental Agreement subject to all terms and conditions defined in the October 11, 2022 Intergovernmental Agreement.

NOW THEREFORE, in consideration of the mutual promises and the terms and conditions set forth in the October 11, 2022 Intergovernmental Agreement, the PHA and RE hereby agree to extend the effective period for 1 year beginning October 11, 2026 (the "Effective Date") to October 10, 2027.

(See Exhibit B)



IN WITNESS WHEREOF, Lake County, Illinois and the Lake County Housing Authority have executed this Agreement as of the date first written above and under the laws of the State of Illinois.

Kevin Considine
Chairman
Board of Commissioners
Lake County Housing Authority

ATTEST:

Lorraine Hocker
Executive Director/Chief Executive Officer
Secretary/Treasurer



Lake County Housing Authority
33928 North U.S. Highway 45
Grayslake, IL 60030



FOURTH EXTENSION OF INTERGOVERNMENTAL AGREEMENT
BETWEEN LAKE COUNTY, ILLINOIS AND LAKE COUNTY HOUSING AUTHORITY
FOR THE COMPLETION OF ENVIRONMENTAL REVIEWS

THIS FOURTH EXTENSION OF THE INTERGOVERNMENTAL AGREEMENT (IGA) is made on _____, 2026 and between the Lake County Housing Authority, an incorporated public housing authority (hereinafter referred to as the PHA) and Lake County, Illinois, a body politic and incorporated, acting as the Responsible Entity (hereinafter referred to as RE).

WHEREAS the PHA maintains public housing under Section 9 of the United States Housing Act of 1937, and may elect to pursue housing projects and/or activities with federal financial assistance subject to environmental reviews pursuant to the National Environmental Policy Act of 1969 (NEPA) and implementing regulations of the Council on Environmental Quality, including but not limited to the regulations at 40 CFR Parts 1500-1508, and implementing regulations of the U.S. Department of Housing and Urban Development (HUD), including but not limited to HUD's regulations at 24 CFR Part 58; and

WHEREAS, the PHA previously requested the RE to complete the environmental review record with respect to the PHA's projects or activities pursuant to 24 CFR Part 58. This includes but is not limited to performing environmental reviews for the PHA in both the project-based Housing Choice Voucher funded programs and the Low Rent Public Housing program annually and on an as needed basis; and

WHEREAS, the PHA and RE entered into an Intergovernmental Agreement on October 11, 2022 for the completion of 24 CFR Part 58 Environmental Review Records (ERRs); and

WHEREAS, Pursuant to Article 4 of the October 11, 2022 Agreement, the IGA may be extended up to four (4) times via 1-year extensions; and

WHEREAS, the first 1-year extension was executed on June 20, 2024; and

WHEREAS, the second 1-year extension was executed on November 12, 2024; and

WHEREAS, the third 1-year extension was executed on September 9, 2025; and

WHEREAS, both the RE and PHA wish to extend the effective period of the Intergovernmental Agreement subject to all terms and conditions defined in the October 11, 2022 Intergovernmental Agreement.

NOW THEREFORE, in consideration of the mutual promises and the terms and conditions set forth in the October 11, 2022 Intergovernmental Agreement, the PHA and RE hereby agree to extend the effective period for 1 year beginning October 11, 2026 (the "Effective Date") to October 10, 2027.

IN WITNESS WHEREOF, Lake County, Illinois and the Lake County Housing Authority have executed this Agreement as of the date first written above and under the laws of the State of Illinois.

Lake County, Illinois

Lake County Board Chair

Lake County Housing Authority

Executive Director/CEO

Lake County Housing Authority

Lake County Housing Authority Board Chair

RESOLUTION 2026-31

ADOPTING A FLAT RENT SCHEDULE – PUBLIC HOUSING

WHEREAS, annually the Authority reviews the flat rent option for the Low Rent Public Housing program; and

WHEREAS, it is appropriate to revise the current flat rents in accordance with procedures adopted in 1999; and in accordance with PIH Notice 2015-13 stipulating when the existing flat rent amount is less than 80 percent of published FMR, PHAs must revise their flat rents to no less than 80 percent of the FMR;

NOW THEREFORE BE IT RESOLVED that the flat rents hereto contained be adopted; and

BE IT FURTHER RESOLVED that these flat rents shall become effective with new leases and renewals beginning January 1, 2027.

Small Area FLAT Rents by Unit Bedroom Size - Effective 1/1/2027					
ZIP Code	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
60002		\$1168	\$1320		
60010			\$2416	\$3104	
60030		\$1568	\$1768	\$2272	\$2600
60031		\$1632	\$1848	\$2376	
60046				\$2352	
60060			\$1752	\$2256	\$2576
60073		\$1520	\$1720		
60084		\$1288		\$1872	
60087				\$1896	
60099	\$1096	\$1160	\$1312	\$1688	

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 17th day of September 2026.

Kevin Considine
Chairman
Board of Commissioners
Lake County Housing Authority

ATTEST:

Lorraine Hocker
Executive Director/Chief Executive Officer
Secretary/Treasurer

RESOLUTION 2026-32

SETTING HOUSING CHOICE VOUCHER PAYMENT STANDARDS

WHEREAS, HUD has published both Fair Market Rents (FMRs) and Small Area FMRs for Fiscal Year 2026; and

WHEREAS, the Authority must use the Small Area FMRs; and

WHEREAS, the Authority is required to set the Housing Choice Voucher Payment Standards between 90% and 110% of the published Fair Market Rent; and meet criteria set forth by HUD to go up to 120% of the published Fair Market Rent; and

WHEREAS, Payment Standards are set within this range of the published FMRs to strike a balance between funding limits and improving voucher utilization; and

WHEREAS, the Authority is committed to sustaining opportunity areas to our clients by using the Small Area FMRs that are zip code specific;

NOW, THEREFORE BE IT RESOLVED that Payment Standards be set as indicated below; and

BE IT FURTHER RESOLVED that these changes in the Payment Standards be made effective with January 1, 2027.

PROPOSED VOUCHER PAYMENT STANDARDS

Zip	0	1BR	2 BR	3BR	4BR	5 BR
60002	1250	1340	1510	1940	2280	2622
60010	2270	2405	2720	3495	4000	4600
60011	1515	1605	1820	2500	2800	3070
60013	1595	1695	1910	2460	2800	3220
60015	2270	2405	2720	3495	4000	4600
60020	1370	1470	1660	2130	2500	2875
60021	2270	2405	2720	3495	4000	4600
60030	1660	1765	1990	2700	3020	3415
60031	1740	1840	2080	2675	3055	3510
60035	2070	2220	2530	3220	3810	4381
60040	1920	2035	2295	2955	3375	3885
60041	1190	1280	1450	1870	2165	2490
60042	1910	2025	2290	2945	3360	3865
60044	1710	1820	2055	2640	3015	3470
60045	2225	2370	2670	3440	3980	4577
60046	1720	1830	2065	2650	3025	3480

Zip	0	1BR	2 BR	3BR	4BR	5 BR
60047	1980	2110	2390	3060	3600	4140
60048	1710	1830	2070	2660	3120	3588
60050	1575	1675	1890	2430	2775	3190
60051	1775	1905	2170	2765	3270	3760
60060	1660	1770	2000	2600	3020	3475
60061	1975	2090	2360	3035	3480	4005
60064	1210	1400	1715	2015	2400	2495
60069	2270	2405	2720	3495	4000	4600
60073	1615	1710	1935	2500	2900	3335
60074	1630	1730	1955	2515	2875	3305
60081	1375	1474	1661	2134	2475	2845
60083	1800	1910	2160	2785	3180	3655
60084	1370	1470	1660	2200	2500	2875
60085	1300	1370	1550	1990	2290	2633
60087	1390	1470	1660	2300	2500	2795
60089	2145	2270	2565	3305	3775	4340
60096	1290	1360	1540	1980	2260	2600
60099	1280	1380	1570	2000	2370	2725

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 17th day of September 2026.

Kevin Considine
Chairman
Board of Commissioners
Lake County Housing Authority

ATTEST:

Lorraine Hocker
Executive Director/Chief Executive Officer
Secretary/Treasurer

RESOLUTION 2026-34

APPROVAL OF FY2027 OPERATING BUDGET

WHEREAS, the regulations of the U.S. Department of Housing and Urban Development require the Commissioners of the Public Housing Agency to approve the Operating Budgets; and

WHEREAS, the Commissioners of the Lake County Housing Authority have reviewed the Operating Budget and do find:

- 1) That the proposed expenditures are necessary for the efficient and economical operation of the programs for the purpose of serving low-income families;
- 2) That the financial plan is reasonable in that: (a) It includes sources of funding adequate to cover all proposed expenditures, and (b) It does not provide for use of Federal funding in excess of that payable under the provisions of the Annual Contributions Contract;
- 3) That all proposed rental charges and expenditures will be consistent with the provisions of law and the Annual Contributions Contract; and

WHEREAS, The Board of Commissioners of the Lake County Housing Authority hereby certify that the Lake County Housing Authority is in compliance with the Annual Contributions Contract which requires the Housing Authority to, at least once per year, re-examine the income of families receiving assistance; and

WHEREAS, The Board of Commissioners of the Lake County Housing Authority hereby certify that the Lake County Housing Authority is in compliance with the requirement of the Annual Contributions Contract, and that rents and utility allowance calculations have been or will be, adjusted in accordance with current HUD requirements and regulations;

NOW THEREFORE, BE IT RESOLVED that the Fiscal Year 2027 Operating Budget, copies of such budgets attached hereto, are hereby approved by the Board of Commissioners of the Lake County Housing Authority; and

BE IT FURTHER RESOLVED, staff is authorized to execute and submit the necessary documents to HUD's Financial Management Center.

(See Exhibit C)

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 17th day of September 2026.

Kevin Considine
Chairman Board of Commissioners
Lake County Housing Authority

ATTEST:

Lorraine Hocker
Executive Director/Chief Executive Officer
Secretary/Treasurer

FY2027 Consolidated Budget

Forecast													
	AMP2	AMP3	AMP4	AMP5	PH Total	HCV	CHC	BA	COC	Consolidated	FY25 Rev Budget	Variance	
Revenue:													
Tenant	797,676	831,256	199,739	83,905	1,912,576	89,086	-	137,080	-	2,138,742	1,974,211	164,531	
HUD Subsidies	496,551	626,085	255,472	57,571	1,435,679	52,425,185	-	-	-	53,860,863	49,695,095	4,165,768	
Grants	-	-	-	-	-	-	734,500	-	-	734,500	1,103,657	(369,157)	
Other	90,000	110,000	50,000	35,000	285,000	31,054	-	53,200	1,337,113	1,706,366	2,229,600	(523,234)	
Total Income	\$ 1,384,227	\$ 1,567,341	\$ 505,211	\$ 176,476	\$ 3,633,254	\$ 52,545,325	\$ 734,500	\$ 190,280	\$ 1,337,113	\$ 58,440,472	\$ 55,002,563	3,339,415	
Operating Expense:													
Administrative	232,749	597,389	223,511	109,339	1,162,987	3,498,973	250,584	54,713	1,006,229	5,973,487	6,591,854	(618,367)	
Grant Exp	-	-	-	-	-	-	456,480	-	-	456,480	759,773	(303,293)	
Repairs & Maintenance	1,026,506	582,017	144,982	111,974	1,865,479	274,150	13,200	19,900	229,200	2,401,929	2,710,383	(308,454)	
Utility	176,890	121,500	22,250	2,500	323,140	32,500	3,050	5,100	19,750	383,540	447,405	(63,865)	
General	94,720	112,000	26,500	14,700	247,920	624,017	8,000	16,000	33,950	929,887	1,138,640	(208,753)	
HAP	-	-	23,000	-	23,000	48,011,256	-	-	-	48,034,256	43,499,578	4,534,678	
Total Expenses	\$ 1,530,865	\$ 1,412,906	\$ 440,243	\$ 238,512	\$ 3,622,526	\$ 52,440,896	\$ 731,314	\$ 95,713	\$ 1,289,129	\$ 58,179,579	\$ 55,147,633	4,026,071	
Net Income	\$ (146,638)	\$ 154,435	\$ 64,968	\$ (62,037)	\$ 10,729	\$ 104,428	\$ 3,186	\$ 94,567	\$ 47,983	\$ 260,893	\$ (145,070)	\$ 405,963	

RESOLUTION 2026-35

**RESOLUTION APPROVING THE PROCUREMENT POLICY & DELEGATION OF
PROCUREMENT AUTHORITY AND PROCUREMENT APPROVAL MATRIX**

WHEREAS, the Lake County Housing Authority (“LCHA”) is responsible for establishing appropriate procurement procedures and internal controls for the purchase of goods, services, construction, and professional services; and

WHEREAS, LCHA desires to establish clear lines of authority for procurement actions while maintaining compliance with applicable Federal, HUD, State, local, funding-source, and LCHA requirements; and

WHEREAS, the Board recognizes that procurement thresholds and requirements may be established or amended by Federal law, HUD regulations, State law, funding agreements, or other applicable authorities; and

WHEREAS, the Board desires to delegate appropriate procurement approval authority to the Executive Director and designated LCHA staff while retaining Board oversight for significant and otherwise reserved procurement actions;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Lake County Housing Authority hereby approves and adopts the following **Procurement Policy, Procurement Approval and Delegation of Authority Matrix**, effective upon approval:

PROCUREMENT APPROVAL MATRIX

Procurement / Contract Amount	Procurement Method	Required Internal Approval
\$0 – \$15,000	Micro-purchase, when permitted	Department/Program Manager + Finance
\$15,001 – \$50,000	Simplified acquisition, when permitted	Department + CFO/Finance + Executive Director
\$50,001 – \$100,000	Simplified acquisition, when permitted	Department + CFO/Finance + Executive Director
\$100,001 – \$350,000	Simplified acquisition, when permitted	Department + CFO/Finance + Executive Director
Over \$350,000	Formal competitive procurement, when required	Procurement + CFO/Finance + Executive Director + Board
Emergency – Any Amount	Emergency procurement when legally authorized	Executive Director + Finance; Board notification/ratification when required
Sole Source/Noncompetitive – Any Amount	Only when legally authorized	Written justification + CFO/Finance + Executive Director; Board when required
Contract Amendment/Change Order	Based on cumulative contract value and applicable requirements	Department + Finance + Executive Director; Board if outside delegated authority or otherwise required

BE IT FURTHER RESOLVED, by the Board of Commissioners of the Housing Authority of the County of Lake, as follows:

1. **Federal and Other Applicable Requirements.**
The dollar thresholds above shall not be construed as replacing or limiting any applicable Federal, HUD, State, local, funding-source, or other legal procurement requirement. Where a more restrictive requirement applies, LCHA shall comply with that requirement.
2. **Procurement Method.**
The applicable procurement method shall be determined based upon the total anticipated value of the procurement and applicable law and regulations. The procurement method shall not be divided or structured to avoid a procurement threshold or approval requirement.
3. **Executive Director Authority.**
The Executive Director/CEO is authorized to approve and execute procurement actions within the delegated authority established by this Resolution and the LCHA Procurement Policy.
4. **Finance Review.**
The CFO or designee shall verify funding availability, appropriate funding source, budget compliance, and applicable financial requirements before contract execution or obligation of funds.
5. **Board-Reserved Authority.**
Board approval shall be required for procurements exceeding the Executive Director's delegated authority and for any procurement specifically reserved to the Board by law, regulation, funding requirements, LCHA policy, prior Board action, or this Resolution.
6. **Emergency Procurements.**
Emergency procurement authority may be exercised only when legally authorized and when circumstances warrant deviation from normal procurement procedures. Emergency actions shall be documented and reported to the Board when required.
7. **Sole Source/Noncompetitive Procurements.**
Sole-source and other noncompetitive procurements may be used only when legally authorized and shall include written justification and documentation of the applicable authority and price reasonableness.
8. **Change Orders and Amendments.**
Contract amendments and change orders shall be reviewed based upon the original contract amount, prior amendments, proposed change, and cumulative contract value. An amendment shall not be used to circumvent competitive procurement requirements. No single change order may exceed 10% of the original contract amount without Executive Director review and written justification. Cumulative change orders exceeding 20% of the original contract amount may require Board approval, regardless of whether the resulting contract remains within the Executive Director's general dollar authority, unless the Board has specifically authorized a different procedure for that procurement.
9. **Segregation of Duties.**
LCHA shall maintain appropriate segregation of procurement, approval, receipt, and payment functions to the extent practicable.
10. **NCHA/LCHA Transition.**
Upon completion of the North Chicago Housing Authority ("NCHA") transition, this Delegation

of Procurement Authority shall apply to procurement activities administered by LCHA for NCHA operations, subject to applicable HUD requirements, funding restrictions, existing contractual obligations, and Board authority.

11. Administrative Procedures.

The Executive Director is authorized to establish administrative procedures, forms, approval workflows, and internal controls necessary to implement this Resolution, provided such procedures remain consistent with the LCHA Procurement Policy and applicable law.

12. Annual Review.

The Executive Director and CFO shall review the Delegation of Procurement Authority at least annually and recommend revisions to the Board when necessary due to changes in Federal, HUD, State, funding-source, or LCHA requirements.

(See Exhibits D & E)

ADOPTED, by the Board of Commissioners of the Housing Authority of the County of Lake and signed in authentication of its passage, the 17th day of September 2026.

Kevin Considine
Chairman
Board of Commissioners
Lake County Housing Authority

ATTEST:

Lorraine Hocker
Executive Director/Chief Executive Officer
Secretary/Treasurer



LAKE COUNTY HOUSING AUTHORITY PROCUREMENT POLICY

I. PURPOSE

The purpose of this Procurement Policy is to establish a comprehensive, transparent, competitive, ethical, and properly documented procurement system for the Lake County Housing Authority ("LCHA" or "Authority").

This Policy establishes requirements for the procurement of:

- Supplies and commodities;
- Equipment;
- Services;
- Professional and artistic services;
- Architectural and engineering services;
- Construction and modernization;
- Maintenance and repair services;
- Information technology and software;
- Consulting services;
- Real property-related services; and
- Other goods or services acquired with Authority funds.

The Policy is intended to ensure that LCHA obtains the best value reasonably available while protecting public funds, maintaining adequate internal controls, promoting competition, supporting responsible contracting, and complying with applicable federal, state, and local requirements.

This Policy applies to all LCHA departments, programs, developments, employees, officers, agents, consultants, and other persons involved in the procurement or contracting process.

II. AUTHORITY AND GOVERNING REQUIREMENTS

LCHA procurement shall comply with the highest applicable controlling requirement.

The procurement hierarchy shall generally be:

1. Federal statutes and regulations;
2. Federal award terms and conditions;
3. HUD requirements and applicable HUD procurement guidance;
4. 2 CFR Part 200, including §§ 200.317–200.327, when applicable;
5. Applicable federal labor, environmental, Section 3, domestic-preference, and other cross-cutting requirements;
6. Applicable Illinois statutes and regulations;
7. Applicable Lake County and other local requirements;
8. This Procurement Policy;
9. Board resolutions and approved LCHA procedures; and
10. Departmental procedures and procurement forms.



Where two requirements conflict, the more restrictive requirement shall apply unless the less restrictive requirement is specifically authorized by controlling law or HUD guidance.

No employee may structure, divide, split, or otherwise manipulate a procurement to avoid a required competitive process.

III. FEDERAL PROCUREMENT REQUIREMENTS

For procurements involving federal financial assistance, including HUD assistance, LCHA shall comply with applicable federal procurement requirements.

LCHA shall maintain written procurement procedures addressing:

- Procurement planning;
- Full and open competition;
- Conflicts of interest;
- Contractor responsibility;
- Cost or price analysis;
- Procurement records;
- Required contract clauses;
- Contract administration;
- Debarment and suspension;
- Domestic preference requirements;
- Section 3 requirements where applicable;
- Equal employment opportunity requirements;
- Davis-Bacon and related labor requirements where applicable;
- Environmental requirements;
- Bonding requirements where applicable;
- Federal lobbying restrictions;
- Applicable federal funding-specific requirements; and
- Record retention.

HUD's PHA Procurement Handbook 7460.8 is used as a principal procurement reference for PHAs. LCHA shall incorporate applicable current HUD requirements and shall update this Policy when HUD issues material procurement revisions.

IV. PROCUREMENT THRESHOLDS

LCHA shall use the following procurement levels unless a more restrictive federal, state, funding-source, or Board requirement applies.

A. Micro-Purchase – Up to \$15,000

A procurement with an anticipated aggregate value of **\$15,000 or less** may be processed as a micro-purchase, provided the procurement qualifies under applicable federal requirements.

Micro-purchases shall:

- Be made using reasonable judgment and sound business practices;
- Be distributed equitably among qualified sources to the extent practicable;
- Not be divided into multiple purchases to avoid competition;
- Be supported by appropriate documentation;
- Include verification that the price is reasonable; and
- Comply with applicable federal funding requirements.

LCHA may establish more restrictive internal requirements by procedure.

B. Small Purchase / Informal Procurement – More Than \$15,000 Through \$100,000

For purchases exceeding \$15,000 but not exceeding **\$100,000**, LCHA shall generally use an informal competitive process unless an authorized exception applies.

The procurement file shall normally contain:

- Written scope/specifications;
- Estimated procurement value;
- Procurement method;
- Solicitation or request for quotation;
- Documentation of vendors contacted;
- Quotes or proposals received;
- Evaluation documentation;
- Responsibility determination;
- Price/cost analysis or price reasonableness documentation;
- Required approvals; and
- Executed purchase order or contract.

LCHA should obtain a sufficient number of quotations to promote competition and demonstrate price reasonableness.

Where practical, LCHA should seek at least **three competitive quotations**.

Failure to obtain three quotations shall not automatically invalidate a procurement when LCHA documents the efforts made and the reason additional competition was unavailable.

C. Formal Competitive Procurement – More Than \$100,000

Procurements exceeding **\$100,000** shall generally be conducted through a formal competitive procurement process unless an applicable exception, cooperative purchasing authority, emergency procurement, sole-source procurement, or other legally authorized procurement method applies.

Depending upon the nature of the procurement, LCHA may use:

- Invitation for Bids (IFB);
- Request for Proposals (RFP);

- Request for Qualifications (RFQ);
- Two-step procurement;
- Competitive negotiation;
- Design-build procurement;
- Architect/engineer selection procedures;
- Cooperative purchasing;
- Other authorized competitive methods.

The procurement file must demonstrate that the selected method was appropriate for the procurement.

V. FEDERAL SIMPLIFIED ACQUISITION THRESHOLD

For federally funded procurements, the **Federal Simplified Acquisition Threshold is currently \$350,000**, subject to applicable federal rules and exceptions.

The federal SAT does not eliminate LCHA's obligation to comply with:

- Federal procurement standards;
- Applicable Illinois requirements;
- LCHA's Board-approved procurement policy;
- Funding-specific requirements;
- Required competitive procedures; or
- More restrictive local requirements.

Accordingly, a procurement between \$100,000 and \$350,000 may be subject to both LCHA's formal procurement requirements and applicable federal requirements.

VI. ILLINOIS PROCUREMENT REQUIREMENTS

LCHA shall comply with all Illinois laws applicable to housing authorities and public procurement.

The Authority recognizes the Illinois Procurement Policy Board's current published small-purchase thresholds of **\$100,000** for:

- Commodities and services;
- Construction; and
- Professional and artistic services.

These thresholds shall be reviewed annually and whenever Illinois law changes.

LCHA shall not represent that the Illinois Procurement Code applies to the Authority unless the applicable statute, regulation, funding requirement, or legal determination establishes such applicability.

Where an Illinois requirement is applicable and more restrictive than this Policy, the Illinois requirement shall control.

VII. PROCUREMENT METHODS

A. Micro-Purchase

Used for qualifying purchases within the applicable micro-purchase threshold.

B. Request for Quotations

Used for lower-dollar purchases where specifications are sufficiently clear and price is the primary consideration.

C. Invitation for Bids

The IFB method should generally be used when:

- Specifications can be stated clearly;
- Award can be made principally on price;
- There is adequate competition; and
- A firm-fixed-price contract is appropriate.

Award shall generally be made to the responsible bidder whose responsive bid conforms to the solicitation and provides the lowest evaluated price.

D. Request for Proposals

The RFP method may be used when factors other than price are important to the procurement.

Evaluation factors may include:

- Technical approach;
- Experience;
- Qualifications;
- Staffing;
- Past performance;
- Cost;
- Schedule;
- Quality;
- Capacity;
- Section 3 considerations where applicable; and
- Other factors stated in the solicitation.

E. Request for Qualifications

RFQ procedures may be used for professional services where qualifications and experience are the primary considerations.

F. Sole Source

Sole-source procurement may be used only when legally permitted and when LCHA documents the specific justification.

Acceptable circumstances may include:

- Only one responsible source;
- Compatibility or standardization;
- Proprietary requirements;
- Emergency circumstances;
- Continuation of an existing contract where authorized;
- Specialized professional services where legally permitted; or
- Other circumstances expressly authorized by law or HUD requirements.

A statement that a vendor is "preferred" or that staff have historically used a vendor is not sufficient justification for sole source.

VIII. EMERGENCY PROCUREMENT

Emergency procurement may be used when an urgent situation exists that threatens:

- Life or safety;
- Property;
- Essential housing operations;
- Continuity of critical Authority operations; or
- Compliance with an immediate legal or regulatory requirement.

Emergency procurement shall be limited to the scope and duration reasonably necessary to address the emergency.

The procurement file shall document:

1. Nature of the emergency;
2. Date and time identified;
3. Immediate action required;
4. Why normal procurement procedures could not be followed;
5. Vendor selected;
6. Price reasonableness;
7. Amount authorized;
8. Duration;
9. Approvals; and
10. Corrective action necessary to return to normal procurement procedures.

Emergency authority shall not be used to avoid competition for convenience or because of inadequate procurement planning.

IX. PROCUREMENT PLANNING

Departments shall plan procurements sufficiently in advance to permit appropriate competition.

Annual procurement planning should identify:

- Anticipated procurement;
- Department;
- Funding source;
- Estimated value;
- Contract term;
- Renewal options;
- Procurement method;
- Anticipated solicitation date;
- Anticipated award date;
- Required Board approval;
- Federal/state requirements; and
- Contract expiration date.

Departments shall monitor contracts before expiration to prevent unnecessary emergency extensions.

X. AGGREGATE PROCUREMENT VALUE

The applicable procurement threshold shall be based on the reasonably anticipated total value of the procurement.

The calculation shall include, where applicable:

- Base contract amount;
- Renewal options;
- Extension options;
- Optional quantities;
- Additional services;
- Potential phases;
- Related requirements reasonably known at the time of procurement.

Contracts shall not be divided into smaller purchases for the purpose of avoiding competitive procurement requirements.

XI. CONTRACT RENEWALS AND OPTIONS

Renewals shall be exercised only when:

- The original solicitation authorized renewal;
- Funding is available;
- The contractor remains responsible;
- Performance has been satisfactory;
- The renewal is in LCHA's best interest;

- Required approvals have been obtained; and
- The renewal remains within applicable legal and procurement requirements.

Renewals shall not be used to circumvent competition.

XII. COST AND PRICE ANALYSIS

LCHA shall perform and document cost or price analysis for applicable procurements.

The level of analysis shall be appropriate to the procurement.

Methods may include:

- Comparison of competitive quotations;
- Comparison with prior purchases;
- Independent cost estimate;
- Market research;
- Published price information;
- Comparable contracts;
- Catalog pricing;
- Cost breakdown;
- Independent estimate;
- Negotiation; or
- Other reasonable methods.

For negotiated procurements, LCHA shall maintain sufficient documentation to demonstrate that the final price was reasonable.

XIII. INDEPENDENT COST ESTIMATE

For significant procurements, the responsible department shall prepare an Independent Cost Estimate (ICE) before solicitation.

The ICE should be prepared independently from vendor quotations whenever practical.

The ICE shall be used to:

- Establish a procurement budget;
- Evaluate vendor pricing;
- Identify unreasonable pricing;
- Support negotiations; and
- Document price reasonableness.

XIV. VENDOR RESPONSIBILITY

Before award, LCHA shall determine that the selected contractor is responsible.

The review may include:

- Legal authority to do business;
- Licensing;
- Insurance;
- Bonding;
- Financial capacity;
- Technical capability;
- Experience;
- Past performance;
- References;
- Debarment and suspension status;
- SAM.gov status where federally required;
- Conflict-of-interest review;
- Section 3/business certifications where applicable; and
- Other requirements stated in the solicitation.

XV. DEBARMENT AND SUSPENSION

For federally funded procurements, LCHA shall verify that contractors and applicable subcontractors are not suspended or debarred when federal requirements require such verification.

The procurement file shall document the verification.

XVI. CONFLICTS OF INTEREST

No LCHA employee, officer, Board member, consultant, agent, or other person participating in procurement may participate in a procurement when the person has an actual or apparent conflict of interest.

Employees shall disclose potential conflicts immediately.

Employees may not:

- Accept gratuities from contractors;
- Participate in a procurement involving a relative or affiliated business without required disclosure and authorization;
- Use confidential procurement information for personal benefit;
- Direct purchases to favored vendors without lawful justification; or
- Accept anything of value that could improperly influence procurement decisions.

XVII. COMPETITION

All procurement transactions shall provide full and open competition to the maximum extent practicable.

LCHA shall not:

- Place unreasonable qualification requirements;

- Require unnecessary experience;
- Create unnecessary restrictive specifications;
- Require a brand name without appropriate justification;
- Restrict competition to a single vendor without legal justification; or
- Permit organizational conflicts of interest.

Specifications should be written to describe the required performance, function, quality, or result whenever practical.

XVIII. MINORITY, WOMEN, SMALL AND SECTION 3 BUSINESSES

LCHA shall take affirmative steps, when required by applicable federal regulations or funding requirements, to encourage participation by:

- Small businesses;
- Minority-owned businesses;
- Women-owned businesses;
- Labor surplus area firms;
- Section 3 businesses; and
- Other disadvantaged or historically underutilized businesses.

LCHA shall maintain appropriate documentation of outreach and participation efforts.

XIX. SECTION 3

Where Section 3 requirements apply, LCHA shall comply with the applicable HUD Section 3 regulations, notices, and current requirements.

Procurement documents shall include applicable Section 3 provisions.

Contractors shall be required to comply with applicable Section 3 requirements and reporting obligations.

XX. DOMESTIC PREFERENCE

For federally funded procurements subject to applicable domestic preference requirements, LCHA shall incorporate the required provisions and documentation.

Procurement staff shall review the applicable federal funding source before issuing solicitations to determine whether additional domestic preference requirements apply.

XXI. REQUIRED CONTRACT PROVISIONS

Contracts funded in whole or in part with federal assistance shall include applicable federal contract provisions.

Depending upon the procurement, required provisions may include:

- Administrative requirements;
- Equal employment opportunity;
- Davis-Bacon and related requirements;
- Copeland Anti-Kickback Act;
- Contract Work Hours and Safety Standards Act;
- Section 3;
- Debarment and suspension;
- Byrd Anti-Lobbying Amendment;
- Domestic preference;
- Environmental requirements;
- Termination;
- Records access;
- Federal agency access;
- Procurement integrity;
- Applicable HUD clauses; and
- Other clauses required by federal law or the applicable award.

XXII. BONDS AND INSURANCE

LCHA shall establish bonding and insurance requirements appropriate to the procurement.

Construction procurements shall comply with applicable federal, state, and LCHA bonding requirements.

Insurance requirements shall be proportionate to the risk associated with the procurement and may include:

- General liability;
- Automobile liability;
- Workers' compensation;
- Professional liability;
- Cyber liability;
- Pollution liability; and
- Other coverage appropriate to the contract.

XXIII. BOARD APPROVAL

Board approval shall be required when:

- Required by the LCHA Board;
- Required by the procurement policy;
- Required by an existing Board resolution;
- Required by funding requirements;
- The procurement exceeds the Executive Director's delegated authority; or
- The Board otherwise determines approval is necessary.

The Executive Director shall maintain delegated procurement authority established by the Board.

No employee may commit LCHA to a contractual obligation beyond the employee's delegated authority.

XXIV. CONTRACTING OFFICER

The Executive Director shall serve as LCHA's Chief Contracting Officer unless otherwise designated.

The Executive Director may delegate procurement authority in writing.

Delegation shall identify:

- Person receiving authority;
- Dollar limit;
- Procurement types covered;
- Required approvals;
- Duration; and
- Any restrictions.

XXV. SEGREGATION OF DUTIES

To the extent practicable, procurement responsibilities shall be separated among:

1. Requesting department;
2. Procurement/Contracting Officer;
3. Evaluator or selection committee;
4. Finance;
5. Contract approver;
6. Receiving department; and
7. Payment processing personnel.

No individual should control the entire procurement-to-payment process.

XXVI. PROCUREMENT FILE

Each procurement shall contain a complete procurement file appropriate to the size and complexity of the procurement.

The file should include, as applicable:

- Procurement request;
- Funding source;
- Independent cost estimate;
- Procurement method;
- Scope/specifications;
- Solicitation;
- Advertisement;
- Vendor list;
- Questions and answers;
- Addenda;
- Quotes/bids/proposals;
- Evaluation materials;

- Cost/price analysis;
- Responsibility determination;
- Debarment verification;
- Conflict-of-interest certifications;
- Award recommendation;
- Board approval;
- Notice of award;
- Contract;
- Insurance;
- Bonds;
- Purchase order;
- Contract amendments;
- Change orders;
- Monitoring documentation;
- Invoices;
- Performance documentation;
- Closeout documentation.

XXVII. RECORD RETENTION

Procurement records shall be retained for the period required by applicable federal, state, funding-source, and LCHA requirements.

Where multiple retention requirements apply, LCHA shall retain the records for the longest applicable period.

Records shall be maintained in a manner that permits an auditor, HUD, funding agency, or authorized reviewer to reconstruct the procurement and understand how the award decision was made.

XXVIII. CONTRACT ADMINISTRATION

Contract administration shall include:

- Monitoring contractor performance;
- Verification of deliverables;
- Review of invoices;
- Monitoring contract expenditures;
- Monitoring insurance and licenses;
- Monitoring compliance requirements;
- Documenting deficiencies;
- Corrective action;
- Change orders;
- Contract extensions;
- Renewals;
- Closeout.

Payment shall not be made for goods or services that have not been received or satisfactorily performed unless the payment is otherwise authorized by the contract and applicable law.

XXIX. CHANGE ORDERS

Change orders must be:

- Within the original scope where required;
- Supported by documentation;
- Reasonably priced;
- Approved at the appropriate level;
- Supported by available funding; and
- Properly incorporated into the contract.

Change orders shall not be used to materially change the nature of a procurement or circumvent competition.

Material changes may require a new procurement.

XXX. COOPERATIVE PURCHASING

LCHA may participate in authorized cooperative purchasing arrangements, government purchasing contracts, schedules, and intergovernmental agreements when permitted by applicable law and federal requirements.

Before utilizing a cooperative contract, LCHA shall verify:

- The contract was competitively procured;
- LCHA is legally eligible to participate;
- Federal requirements are satisfied;
- Required clauses are included;
- Pricing is reasonable; and
- Required approvals have been obtained.

XXXI. SURPLUS PROPERTY

Disposition of surplus, obsolete, or unnecessary Authority property shall be conducted in accordance with applicable law, HUD requirements, and LCHA procedures.

Employees may not purchase Authority property except through an authorized and documented disposition process.

XXXII. PROTESTS

Solicitations shall establish procedures for vendor protests.

A protest shall be submitted in writing within the time period established in the solicitation.

The protest process shall identify:

- Who may file;

- Filing deadline;
- Required contents;
- Contracting Officer review;
- Appeal rights, if applicable;
- Final decision authority; and
- Effect of a protest on award.

XXXIII. ETHICS

All procurement personnel shall conduct business in a manner that preserves public confidence.

Employees shall avoid even the appearance of impropriety.

The following are prohibited:

- Kickbacks;
- Bribes;
- Gifts intended to influence procurement;
- Undisclosed conflicts;
- Bid manipulation;
- Bid disclosure;
- Collusion;
- Favoritism;
- Splitting purchases;
- False documentation;
- Unauthorized commitments; and
- Personal use of Authority procurement information.

XXXIV. UNAUTHORIZED PURCHASES

An employee shall not obligate LCHA without appropriate authority.

Unauthorized purchases may result in:

- Nonpayment;
- Disciplinary action;
- Corrective action;
- Personal liability where permitted by law; and/or
- Other consequences established by LCHA policy.

Ratification of an unauthorized purchase does not eliminate the employee's responsibility for violating Authority procedures.

XXXV. SMALL PURCHASE CARD / P-CARD CONTROLS

Where purchasing cards are used, purchases shall:

- Remain within the cardholder's authorized limit;

- Comply with this Policy;
- Be supported by receipts;
- Identify the business purpose;
- Be coded to the appropriate account;
- Be reviewed by an independent person; and
- Be reconciled timely.

Purchasing cards shall not be used to circumvent procurement thresholds.

XXXVI. ANNUAL REVIEW

The Executive Director, Finance Director/CFO, and designated Procurement/Compliance personnel shall review this Policy at least annually.

The review shall consider:

- Changes to 2 CFR Part 200;
- HUD procurement requirements;
- HUD Procurement Handbook revisions;
- Federal Acquisition Regulation thresholds incorporated by reference;
- Illinois statutory changes;
- Board directives;
- Audit findings;
- HUD monitoring findings;
- Procurement protest trends;
- Internal-control findings; and
- Operational experience.

XXXVII. PROCUREMENT THRESHOLD TABLE

Procurement Value	General LCHA Method	Minimum Documentation
\$0–\$15,000	Micro-purchase	Price reasonableness + purchase documentation
\$15,001–\$100,000	Informal competition	Written scope + quotes/competition + price reasonableness
Over \$100,000	Formal procurement	Solicitation + competition + evaluation + award documentation
Federal procurements up to \$350,000	Federal SAT framework applies	Federal procurement documentation + applicable LCHA requirements
Over \$350,000	Formal federal procurement	Full federal procurement requirements + LCHA requirements

****Important:**** The table establishes LCHA's policy framework. A lower threshold or additional requirement shall apply whenever required by federal law, HUD, the applicable grant or funding agreement, Illinois law, or an applicable Board resolution.

XXXVIII. MANAGEMENT RESPONSIBILITY

The Executive Director shall ensure that LCHA maintains:

- Adequate procurement procedures;
- Trained procurement personnel;
- Appropriate segregation of duties;
- Procurement records;
- Contract monitoring;
- Required reporting;
- Internal controls; and
- Periodic compliance reviews.

The CFO/Finance Director shall ensure appropriate financial controls and payment procedures.

Department directors are responsible for planning procurements, developing accurate scopes, monitoring contractor performance, and ensuring that departmental purchases comply with this Policy.

XXXIX. EFFECTIVE DATE

This Policy shall become effective upon approval by the LCHA Board of Commissioners and shall supersede prior LCHA procurement policies to the extent of any conflict.

BOARD APPROVAL

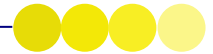
Adopted by the Board of Commissioners of the Lake County Housing Authority on:

Date: _____

Board Chair: _____

Executive Director/CEO: _____

Resolution No. _____



LAKE COUNTY HOUSING AUTHORITY

DELEGATION OF PROCUREMENT AUTHORITY MATRIX

1. Purpose

This Delegation of Procurement Authority Matrix establishes the internal approval and signature authority for purchases, contracts, amendments, change orders, and other procurement actions of the Lake County Housing Authority ("LCHA").

This Matrix supplements the LCHA Procurement Policy and does not replace or supersede any applicable Federal, State, HUD, funding-source, or Board requirements.

The procurement method required for a purchase shall be determined independently of the employee's approval authority. No employee may divide, structure, or sequence purchases to avoid a procurement threshold or approval requirement.

2. Governing Principle

The following shall apply to all procurement actions:

1. The procurement method shall be based on the total anticipated value of the procurement, including renewals, extensions, options, quantities, phases, and reasonably foreseeable related services.
2. Applicable Federal requirements, including 2 CFR Part 200, HUD requirements, applicable Illinois law, funding-source requirements, and LCHA policy shall be followed.
3. Where multiple requirements apply, LCHA shall comply with the most restrictive applicable requirement unless a controlling law, regulation, HUD requirement, or funding agreement provides otherwise.
4. Approval authority does not authorize an employee to select a procurement method that is inconsistent with applicable law or regulation.
5. No employee may approve his or her own purchase, contract, invoice, or other procurement action when a conflict of interest or lack of appropriate segregation of duties exists.

3. Delegated Procurement Authority

Procurement / Contract Amount	Required Procurement Method*	Department/ Procurement Review	CFO/Finance Review	Executive Director Approval	Board Approval
\$0-\$15,000	Micro-purchase, when permitted	Required	Funding verification	Not routinely required unless designated	Not routinely required
\$15,001-\$50,000	Simplified acquisition, when permitted	Required	Required	Required	Not routinely required

Procurement / Contract Amount	Required Procurement Method*	Department/ Procurement Review	CFO/Finance Review	Executive Director Approval	Board Approval
\$50,001– \$100,000	Simplified acquisition, when permitted	Required	Required	Required	Not routinely required unless otherwise required
\$100,001– \$200,000	Simplified acquisition, when permitted	Required	Required	Required	As required by Board policy, funding source, or contract type
Over \$200,001	Formal procurement, when required	Required	Required	Required	Required
Emergency procurement – any amount	Emergency/no ncompetitive method only when legally permitted	Required	Required when practicable	Required	Report/ratification as required
Sole Source/Noncompetitive – any amount	Only when legally authorized	Written justification required	Required	Required	Required when required by Board policy or amount
Contract Amendment/ Change Order	Based on cumulative contract value and applicable requirements	Required	Required	Required	Required when amendment exceeds delegated authority or Board-approved limits

*The procurement method must always be confirmed against the current applicable Federal, HUD, State, local, funding-source, and LCHA requirements.

4. Micro-Purchases – \$15,000 or Less

When permitted under applicable Federal requirements:

Department/Program Manager

May initiate and approve a purchase request provided that:

- the purchase is within the approved budget;
- the purchase is necessary and reasonable;
- the price is determined to be reasonable;
- the purchase is not improperly divided to remain below a procurement threshold;
- required vendor screening has been completed; and

- the employee does not have a conflict of interest.

Finance/CFO

Finance shall verify funding availability and applicable accounting requirements.

Executive Director

The Executive Director may require additional approval for any purchase regardless of dollar amount when warranted by risk, funding source, unusual circumstances, or operational importance.

5. Purchases Over \$15,000 Through \$200,000

For purchases within the applicable simplified acquisition range:

Procurement/Responsible Department

The responsible department shall:

- prepare specifications or scope of work;
- establish the Independent Cost Estimate (ICE), when required;
- obtain the required quotations/proposals;
- document competition;
- evaluate responses;
- document price reasonableness;
- complete required vendor responsibility/debarment checks;
- prepare the procurement file; and
- submit the recommendation for approval.

CFO/Finance

The CFO or designee shall verify:

- funding availability;
- proper funding source;
- appropriate accounting treatment;
- applicable grant restrictions;
- budget compliance; and
- required financial controls.

Executive Director

The Executive Director shall approve the procurement and contract award within the Executive Director's delegated authority.

6. Purchases Over \$200,000

Procurements exceeding the applicable Federal Simplified Acquisition Threshold shall generally be conducted using the applicable formal procurement method.

The procurement file shall include, as applicable:

- procurement justification;
- Independent Cost Estimate;
- specifications/scope of work;
- solicitation;
- public notice/advertisement;
- bid or proposal documents;
- pre-bid/pre-proposal documentation;
- evaluation documentation;
- responsibility determinations;
- debarment verification;
- Section 3 requirements;
- applicable domestic preference requirements;
- cost or price analysis;
- award recommendation;
- contract;
- required bonds and insurance;
- Board authorization; and
- all required HUD or funding-source approvals.

Board of Commissioners

Board approval shall be required for formal procurements exceeding \$200,000 unless a specific Board resolution establishes another authorized procedure.

The Board may also require approval for procurements below \$200,000 based upon the type of procurement, funding source, strategic importance, risk, or other circumstances.

7. Emergency Procurement Authority

An emergency procurement may be used only when permitted by applicable law and LCHA policy.

An emergency may include circumstances involving:

- immediate threats to life, health, or safety;
- significant property damage;

essential building systems;

- urgent security needs;
- critical utility failures;
- natural disasters;
- circumstances that threaten continued operation of essential housing programs; or
- other circumstances meeting the applicable regulatory or statutory emergency standard.

Executive Director

The Executive Director is authorized to approve emergency procurement actions within the authority granted by applicable law and Board policy.

When circumstances make advance approval impracticable, the Executive Director shall document the emergency and procurement action as soon as practicable.

The Board shall be notified and/or asked to ratify the action when required by law, Board policy, funding requirements, or the amount of the procurement.

Emergency procurement shall not be used merely because:

- a procurement was not planned timely;
- a contract expired;
- a department failed to initiate procurement;
- a vendor is preferred;
- staff turnover occurred; or
- normal procurement procedures are inconvenient.

8. Sole Source / Noncompetitive Procurement

A sole-source or other noncompetitive procurement may only be used when specifically authorized under applicable Federal, HUD, State, local, or other controlling requirements.

The procurement file shall contain a written justification identifying:

1. the procurement requirement;
2. the applicable legal authority;
3. why competition is not available or required;
4. why the selected contractor/vendor is uniquely qualified;
5. the anticipated cost;
6. how price reasonableness was determined;
7. the duration of the contract; and
8. all required approvals.

The Executive Director shall approve sole-source procurements within delegated authority.

Board approval shall be required when required by the LCHA Procurement Policy, Board resolution, funding source, or applicable law.

9. Contract Amendments and Change Orders

Contract amendments and change orders shall be evaluated based upon:

- the original contract amount;
- previous amendments/change orders;
- the proposed amendment/change order;
- cumulative contract value;

- remaining contract term;
- available funding; and
- whether the amendment is within the original scope of the procurement.

An amendment may not be used to circumvent competitive procurement requirements.

Approval	
Cumulative Contract Value / Change	Approval
Within existing delegated authority	Appropriate Department + Finance + ED
Exceeds ED delegated authority	Board approval
Material change in scope	Procurement/Legal review + appropriate approval
Change that may constitute a new procurement	New procurement review required

10. Board-Reserved Authority

Regardless of dollar amount, the following matters shall be presented to the Board when required by law, Board policy, funding requirements, or prior Board action:

- formal procurements;
- contracts exceeding the Executive Director's delegated authority;
- contracts extending beyond authorized terms;
- material contract amendments;
- significant change orders;
- real estate transactions;
- development/co-development agreements;
- professional services contracts designated by the Board;
- intergovernmental agreements;
- cooperative purchasing arrangements when Board approval is required;
- procurement protests or disputes requiring Board action;
- emergency expenditures requiring ratification;
- sole-source procurements designated for Board review; and
- other procurements specifically reserved to the Board.

The Board may reserve any procurement for its consideration regardless of dollar amount.

11. Executive Director Authority

The Executive Director is authorized to:

1. administer the LCHA Procurement Policy;
2. approve procurements within delegated authority;
3. execute contracts approved through the appropriate procurement process;
4. approve purchase orders within delegated authority;

5. approve contract amendments within delegated authority;
6. authorize emergency procurement actions as permitted;
7. delegate specific procurement responsibilities to qualified employees;
8. require additional review or Board approval when appropriate; and
9. establish administrative procedures necessary to implement the Procurement Policy.

The Executive Director may not delegate authority in a manner that conflicts with Federal, State, HUD, funding-source, or Board requirements.

12. CFO/Finance Authority

The CFO or designated Finance Officer is responsible for financial review of procurement actions, including:

- confirming available funding;
- confirming the proper funding source;
- reviewing budget compliance;
- verifying accounting codes;
- reviewing payment terms;
- confirming applicable grant restrictions;
- reviewing cost/price analysis when required;
- monitoring encumbrances;
- reviewing contract modifications for financial impact; and
- maintaining appropriate financial controls.

Finance review does not constitute procurement approval or replace the required procurement process.

13. Department Director / Program Manager Authority

Department Directors and Program Managers may:

- identify procurement needs;
- develop specifications and scopes;
- initiate purchase requisitions;
- participate in evaluations;
- confirm receipt and acceptance of goods/services;
- monitor contract performance; and
- recommend payment.

They may not approve a procurement beyond their delegated authority or independently alter procurement requirements.

14. Segregation of Duties

To the extent practicable, LCHA shall maintain segregation between:

1. the employee requesting the procurement;
2. the employee conducting or administering the procurement;
3. the employee approving the procurement;
4. the employee receiving the goods/services; and
5. the employee processing payment.

Where staffing limitations make complete segregation impracticable, the Executive Director and CFO shall establish compensating controls.

15. Funding Source Review

Before issuing a solicitation or entering into a contract, LCHA shall identify the funding source.

Additional requirements may apply to:

- Public Housing Capital Funds;
- Public Housing Operating Funds;
- Housing Choice Voucher funds;
- MTW funds;
- HUD grants;
- CDBG/HOME or other State/local funds;
- FSS grants;
- CoC/Shelter Plus Care funds;
- other Federal awards;
- State-funded programs; and
- locally funded activities.

The most restrictive applicable requirement shall be followed unless otherwise authorized by controlling law or funding requirements.

16. No Circumvention

Employees shall not:

- split a purchase into multiple purchase orders;
- divide a contract by fiscal year;
- divide work among vendors;
- issue sequential contracts for substantially the same requirement;
- use change orders to avoid competition;
- use emergency procurement to correct inadequate planning; or
- otherwise structure a transaction to avoid a procurement threshold or Board approval requirement.

The total reasonably anticipated procurement value shall be used when determining the applicable procurement method and approval level.

17. Delegation to NCHA / Transition Operations

Upon completion of the NCHA–LCHA transition, this Matrix shall apply to procurement activity administered by LCHA for NCHA operations to the extent legally and operationally applicable.

NCHA procurement obligations shall continue to be reviewed for:

- funding-source requirements;
- HUD requirements;
- applicable Illinois Housing Authorities Act requirements;
- existing NCHA Board resolutions;
- existing contracts;
- grant requirements; and
- LCHA Board-approved transition authorities.

Any NCHA-specific procurement authority that remains in effect shall be reconciled with this Matrix during the transition.

18. Annual Review

The Executive Director, CFO, and Procurement/Compliance function shall review this Matrix at least annually and whenever there is a material change to:

- 2 CFR Part 200;
- HUD procurement requirements;
- HUD Procurement Handbook requirements;
- applicable Federal thresholds;
- Illinois law;
- funding-source requirements;
- LCHA Board policy; or
- LCHA organizational structure.

Changes affecting Board authority shall be submitted to the Board for approval.

BOARD APPROVAL

Approved by the Board of Commissioners of the Lake County Housing Authority:

Resolution No.: _____

Date: _____

Board Chair: _____

Executive Director/CEO: _____

Effective Date: _____