



430 Hartsell Ave
Lakeland, FL 33815

(863) 267-6911

<http://LakelandHousing.org>



Board Of Commissioners

Michael Pimentel, Chairman
Richard Richardson, Vice-Chairman
Eddie Hall
Joseph DiCesare
Bernice Evans
Dorothy Sanders
Gary Smith

REGULAR BOARD MEETING

Monday, May 19, 2014

Benjamin Stevenson, Executive Director
Ricardo Gilmore, Esquire

AGENDA

Board of Commissioners Meeting
The Housing Authority of the City of Lakeland, Florida
Monday, May 19, 2014 at 6:00 P.M.
LHA Board Room
430 Hartsell Avenue
Lakeland, Florida

Pledge of Allegiance

Moment of Silence

Establish a Quorum

1. **Swearing in of The New Commissioner**
2. **Approval of the Meeting Agenda**
3. **Approval of the Minutes of the Regular Board Meeting held Monday, April 21, 2014.**
4. **Old Business**
 - LHA Recovery Plan Update
5. **New Business**
6. **Monthly Reports**
 - Financial Reports and Grant Updates
 - Housing Report
 - Update of the Smoking Policy
 - Development Report
 - Resident Services Report
 - Resolutions
7. **Secretary's Report**
8. **Legal Report**
9. **Other Business**
 - Corrective Action Plan
 - Response to Public Forum comments
10. **Public Forum**
11. **Adjournment**

MINUTES
Regular Board Meeting of
The Housing Authority of the City of Lakeland
Monday, April 21, 2014

The Commissioners of the Housing Authority of the City of Lakeland met for a Regular Board Meeting on Monday, April 21, 2014 at 6:00 p.m. at Lakeland Housing Authority, 430 Hartsell Avenue, Lakeland, Florida.

LHA Board Members Present: Michael Pimentel, Chairman
 Richard Richardson, Vice Chairman
 Dorothy Sanders, Commissioner
 Edward Hall, Commissioner
 Bernice Evans, Commissioner
 Joseph DiCesare, Commissioner

Legal Counsel Present: Ricardo Gilmore, Esquire

LHA Staff Present: Benjamin J. Stevenson
 Valerie Brown
 Carlos Pizarro
 Eva Hall
 Patrick Roberts
 Tom Hornack
 Cynthia Zorn-Shaw
 Idalia Gonzales
 Brenda Goodman

Guest: Melanie Grimsley
 Keith Ward
 Christel Graham
 Dequia Coker
 Chaz Grayen
 Michele Taylor
 Chantell Shepherd
 Savlja Fennell

The meeting was called to order at 6:04 p.m. by Commissioner Pimentel, Chairman.
The Pledge of Allegiance and a Moment of Silence were observed.
A quorum was established.

APPROVAL OF THE AGENDA

Commissioner Pimentel asked the board if anyone would like to add an item for discussion to the agenda.

Commissioner Richardson brought to the attention of the commissioners that at the April 2014 meeting the board indicated to put on the agenda "LHA Board Meeting date change." The matter regarding "Date Change" was added to this meeting agenda under "Old Business." Commissioner Richardson also reminded the board to add to the agenda the reconsideration of the recommended revisions of the January 23, 2014 submitted by Commissioner Evans.

Commissioner Evans requested to add to the agenda under the Financial Report a discussion of the Public Housing Authority cash flow.

APPROVAL/ACCEPTANCE OF MINUTES

Corrections to the Minutes: Commissioner Evans requested that several corrections be made to the minutes. (See Attachment "A")

- **Motion to approve and accept the Minutes of the Regular Board Meeting held March 24, 2014 with necessary corrections.**

Motion to accept the minutes as submitted.

Richardson 2nd Pimentel

Vote: Commissioners

Michael Pimentel – Aye

Bernice Evans - Aye

Joseph DiCesare - Present

Richard Richardson – Aye

Edward Hall – Aye

Dorothy Sanders - Aye

OLD BUSINESS

• **LHA Recovery Plan Update**

Mr. Stevenson informed the board that he would be presenting a letter that Commissioner Pimentel received from Victor Rocher, Acting Director of the Office of Public Housing, HUD Miami, Region IV Office. Commissioner Pimentel handed out copies of the letter he received from Mr. Rocher dated April 11, 2014. Commissioner Richardson requested that the letter be read into the record. Commissioner Pimentel proceeded to read the letter. Commissioner Pimentel stated that he requested Mr. Stevenson to prepare a response to the letter and present it to the board.

Mr. Stevenson handed out copies of the response letter dated April 21, 2014, to the commissioners. The contents of the letter was in regards to concerns based on LHA recent submission to HUD of the Financial Data Schedule (FDS), the Public Housing program is owed \$4,997,252 as of December 31, 2013.

Also attached to the letter are the following Exhibits that were submitted to HUD:

Exhibit A: Financial Data Schedule CY 2010 – 2013

Exhibit B: Meeting Minutes

- March 21, 2014 and April 2, 2014 a Conference Call was facilitated by Juan Miranda, HUD Miami Field Office with Lakeland Housing Authority (LHA) staff discussing concerns that HUD Miami Field Office had with the 2013 FDS that LHA submitted February 28, 2014.

Exhibit C: HUD Debt and Repayment Schedule

Exhibit D: Inter-Program Due (To)/From Public Housing 2014
Entity Wide Balance Sheet Summary – FY 2010 – 2013

Overall Mr. Stevenson and the staff gave the recovery plan approach to ensuring that future expenditures are in compliance with federal regulations.

Mr. Stevenson requested of the board to accept the response letter to HUD with the attached listed Exhibits A-D with supporting documents as part of the official record for this meeting.

Commissioner Richardson appealed to the board and Executive Director regarding the recent letter from HUD that was addressed directly to the board and suggested, for the record, that the board continue to closely monitor this matter. Commission Pimentel reiterated that the executive staff has been currently submitting Corrective Action Plans both to the board and HUD monthly.

- **Motion that the board of commissioners accept the written response letter to HUD dated April 21, 2014 from the Executive Director with the attached Exhibits A-D.**
Richardson 2nd Pimentel

Vote: Commissioners

Michael Pimentel – Aye

Richard Richardson – Aye

Bernice Evans – Aye

Edward Hall – Aye

Joseph DiCesare – Aye

Dorothy Sanders – Aye

- **Change of LHA Board Meeting Date**

Commissioner Evan proposed in the March 2014 meeting that the board would consider changing the meeting date from every third Monday to another date that would not conflict with the concurrent nationally observed holidays.

- **Motion to move the LHA regular monthly board meetings to the 2nd Monday of each month and that the necessary provisions and adjustments are scheduled two months prior to the holiday effective 2015 calendar year.**
Evans 2nd Pimentel

Vote: Commissioner

Michael Pimentel – Aye

Richard Richardson – Aye

Bernice Evans – Aye

Edward Hall – Aye

Joseph DiCesare – Aye

Dorothy Sanders – Aye

- **Reconsideration of Minutes of the January 23, 2014 Meeting**

Commissioner Michael Pimentel requested an opportunity to compose his comments and a response regarding his account of the January 23, 2014 meeting. Commissioner Pimentel moved to table the revised comments submitted by Commissioner Evans and that they be set aside until he is given an opportunity to submit his comments of what transpired during the January 23, 2014 meeting.

Commissioner Evans requested that the minutes of January 23, 2014 be tabled until the next meeting when Commissioner Pimentel submits his comments in the next meeting which was consistent with what Commissioner Pimentel requested. Commissioner DiCesare informed the board that he declined to submit any comments regarding the January 23, 2014 meeting.

- **Motion to discuss the January 23, 2014 recommended revision of the minutes at the next regular board meeting (May 19, 2014).**

Evans 2nd Richardson

Vote: Commissioner

Michael Pimentel – Aye

Richard Richardson – Aye

Bernice Evans – Aye

Edward Hall – Aye

Joseph DiCesare – Aye

Dorothy Sanders – Aye

NEW BUSINESS

- **FSS Graduate**

Ms. Ella Hobbs, FSS graduate was unable to attend the graduation presentation. Commissioner Pimentel read into the records her success and accomplishments narrative.

Ms. Ella Hobbs started the FSS program on April 01, 2009. At the beginning of her contract, Ms. Hobbs annual income was \$4,628.00 per year. Ms. Hobbs Individual Training and Services Plan consisted of obtaining a GED certificate, attending a community college, getting a better paying job, and increasing her credit score. Ms. Hobbs earned income increased to \$19,469.00, her credit score is above 600, and Ms. Hobbs obtained a GED and is now attending Hillsborough Community College. Ms. Hobbs determination to become self-sufficient is a testimony of what the Family Self-Sufficient Program details. Her will power of completing the program paid off; she was award a check for \$13,345.55.

MONTHLY REPORTS

- **Financial Report and Grant Updates**

Commissioner Evans requested to discuss questions pertaining to the Public Housing Cash Flow, The LHA master account and how it impacts the flow of cash. Eva Hall explained that master account was used to previously pay payroll accounts and other expenses before COCC had its own bank account. That account would collect all money for HUD for Public Housing. The various questions and concerns Commissioner Evans presented regarding the Public Housing cash flow were thoroughly answered by Eva Hall.

An LHA Organization Chart was requested by Commissioner Evans to review by the next regular monthly board meeting. Mr. Stevenson indicated there had been no changes to the organizational chart previously submitted to the board. However, staff will include a copy of the organizational chart for review by the next board meeting.

• **Housing Report**

Submitted as written

• **Development Report**

Submitted as written

Valerie Brown informed the board that the 2014 Capital Fund Awards were received in March. Now staff is in the process of commencing the annual plan process. Last year the board expressed concern in reference to time allotted to review and approve the plan. In an effort to address the board's concerns, staff will begin the agency plan process in May 2014. Staff will give the board essential information related to the plan monthly. Additionally, the board will receive a final draft of the full agency plan submission for review in September 2014 with the expectation that the plan will be approved as part of October meeting.

• **Resident Services Report**

Submitted as written

RESOLUTIONS

Resolution # 14- 1378 – The Board of Commissioners is requested to approve and authorize the Executive Director to extend the existing agreement to December 31, 2015 and to increase the total not-to-exceed dollar amount of the award made to Berman, Hopkins, Wright, & Laham to \$364,000.

Motion to approve Resolution # 14-1378 –

Hall – 2nd Richardson

Vote: Commissioner

Michael Pimentel – Aye

Bernice Evans – Aye

Dorothy Sanders – Aye

Richard Richardson – Aye

Edward Hall -Aye

Joseph DiCesare – Aye

Resolution # 14- 1379 – The Board of Commissioners is requested to approve and authorize the Executive Director to revise the current Fiscal Year 2014 Payment Standards for Section-8 residents effective May 1, 2014

Motion to approve Resolution # 14-1379 – The Board of Commissioners

Richardson 2nd Hall

Vote: Commissioner

Michael Pimentel – Aye

Bernice Evans – Aye

Dorothy Sanders – Aye

Richard Richardson – Aye

Edward Hall - Aye

Joseph DiCesare – Aye

SECRETARY'S REPORT

Report submitted and accepted as written

LEGAL REPORT

Attorney Gilmore presented two matters to the commissioners; 1) That the executive director's evaluation criteria was completed by Commissioner Richardson and polled through the commissioners that submitted perspective goals to be considered. Attorney Gilmore handed out a memo regarding this matter for review and comments by the next board meeting. 2) Mr. Stevenson received a letter from Men and Women on The Move Outreach, Inc. Attorney Gilmore read into the record a letter dated April 14, 2014 regarding an alleged attack by Commissioner Bernice Evans on the reputation of the organization. They also requested a formal opportunity to present this matter before the board at a future meeting.

Attorney Gilmore stated his purpose for reading into the legal report raises the spectrum of legal actions. Attorney Gilmore again reiterated to the board the importance of "being cognizant as you speak and write". He also advised the commissioners that the actions by any one commissioner can affect the entire board. He requested the board to review the Public Forum Request Form regarding the procedural standards and that they please with-hold from making any comments.

OTHER BUSINESS

Corrective Action Plan

The Corrective Action Plan for March 31, 2014 was presented by Mr. Stevenson and accepted into the record.

Letter written to the Board by Ms. Savlja Fennell

Mr. Stevenson handed out mail delivered to LHA for several board members. The letter of complaint sent to all commissioners is from a former tenant, Savlja Fennell, regarding her Section 8 housing status requesting a formal hearing. The commissioners advised the Executive Director that the nature of the letter has to do with day to day operations and advised that Ms. Fennell go through the operational procedures policy for requesting a hearing. Mr. Stevenson advised the board that Ms. Fennell may have already had a hearing and determination. This matter will be followed up by Carlos Pizarro and the findings will be reported to Mr. Stevenson.

PUBLIC FORUM

Men and Women on the move outreach, Inc.

Keith Ward presented to the board their concerns about the attack that Commissioner Bernice Evans did on the reputation of Men and Women On the Move Outreach dba Kids House.

Mr. Ward informed the board about the mission of the Men and Women On the Move Outreach organization.

- An awareness, prevention, and intervention program serving youth, young adults, and senior citizens who reside in the Polk County Communities.
- Offers many services such as on-the-job training, tutoring, counseling, home visits, and mentoring classes.
- Directly benefits economically disadvantaged person.

Mr. Ward presented to the board their grievance for the record that a letter was written to the United States Department of Housing and Urban Development (HUD) dated December 5, 2013, by Commissioner Bernice I. Evans and Pierre Calixte, President, LHARAA, alleging four inappropriate allegations by the organizations that may affect them in the future.

Men and Women on the Move Outreach requested that Commissioner Evans publicly apologize and submit an apology in writing to the HUD Miami Office.

Chaz Grayden, a board member and volunteer with Kids House also addressed the commissioners regarding their concerns about the attack that was directed toward the credibility of Ms. Christel Graham, Director of Kids House in the letter. Mr. Grayden also voiced his concerns about the importance of organizations and partnerships working together. He also requested of Commissioner Evans would apologize to the organization and submit a letter of apology as well to HUD.

Chantell Shepherd

Ms. Shepherd went before the board to present her concerns about her Section-8 status. Ms. Shepherd stated about 5 years ago she applied for Section-8. She expressed her frustrations about being on the waiting list for a while. In her attempt to follow-up with her status she alleged that she has not been able to receive information regarding her status. In the process of years on the wait list Ms. Shepherd acknowledged her address has changed. Mr. Stevenson advised Carlos Pizarro, Director of Housing to immediately meet with Ms. Shepherd and follow-up with him.

The meeting adjourned at 8:35p.m.

Benjamin J. Stevenson, Secretary

ATTACHMENT “A”

CORRECTIONS TO MINUTES

Commissioner Evans requested that the statement on pg.1-Approval of Agenda regarding her request to discuss the “2014 Budget” be changed to read as:

Commissioner Evans requested to add under “Old Business,” a discussion of several questions regarding the 2014 Budget. The Question was listed in the March 24, 2014 minutes.

Commissioner Evans requested to revise the statement on pg. 2- last sentence regarding Commissioner DiCesare provide comments separate from her comments to read as:

Commissioner Evans citing the Florida Sunshine Law requested that Commissioner DiCesare not send his comments to her but send them directly to the executive director.

OLD BUSINESS



**BOARD OF
COMMISSIONERS**

Michael A. Pimentel
Chairman

Rev. Richard Richardson
Vice-Chairman

Eddie Hall
Commissioner

Joseph DiCesare,
Commissioner

Bernice I. Evans, Ph.D.
Commissioner

Ellis M. Hirsch
Commissioner

Dorothy Sanders
Commissioner

Benjamin J. Stevenson
Executive Director

430 Hartsell Ave
Lakeland, FL 33815

MAIN OFFICE

Phone: (863) 687-2911
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www.LakelandHousing.org

DATE: May 16, 2014
TO: LHA Commissioners
FROM: Benjamin Stevenson, Executive Director
RE: Recovery Plan Update

Below is a summary update of progress made with the LHA Recovery Plan.

1) Purchase Agreement for Sale of LHA Property

Status: The Board authorized the Executive Director to fully execute the Purchase Agreement between LHA and Marketplace Development, LLC via Resolution 14-1377 at the March 2014 meeting. The agreement provides an offer to purchase the commercial lot at the corner of 10th Street and Florida Avenue. The Purchaser also provided a \$25,000 deposit that was placed in an escrow account. The escrow deposit allows the Purchaser to begin their due diligence process.

2) Reduce COCC Budget/Overall Agency Debt

Status: The COCC budget was reduced 10% in January 2014. This action met the February 2014 deadline for the initial reduction in cost. Staff created a list of approximately \$844,000 in previously paid HOPE VI expenses for review and approval consideration for purpose of a reduction in the LHA debt. Staff has submitted the request to HUD for approval of approximately \$844,000 in HOPE VI expenses that were paid out of the Magnolia Point sales proceeds. Staff believes these funds were spent on eligible HOPE VI expenses and, thus, has asked for HUD approval of the expenditures. If approved by HUD, the balance of HOPE VI funds will be reduced by this amount and, would in turn, reduce the amount of overall debt owed by LHA. That is, the "Due Tos/Due Froms" balance would be reduced by approximately \$844,000 or whatever amount HUD approves. HUD is currently reviewing the request. Staff continues to explore additional options to further reduce the COCC budget.

Staff is also considering submitting a request to HUD to leave the COCC model and return to Asset Management model for public housing. I will provide more information on this option a future meeting.

3) Develop a plan to transfer Housing staff to West Lake Management (WLM) Company



Status: Previously, staff spoke with Public Risk Management of Florida (PRM), the administrative entity for LHA employee benefits, about providing benefits for WLM staff. Staff was advised PRM could not provide benefits. LHA's current policy only applies to public employees. So, at this time, since WLM is a private company, LHA cannot transfer the employees to the WLM entity without a loss in benefits for these employees. Staff continues to review additional options and will discuss such options with labor/legal counsel at the appropriate time.

4) Reduction In Force

Status: Staff had preliminary conversations with labor/legal counsel regarding Reduction In Force process. Members of executive staff are developing Standard Operating Procedure manuals and providing recommendations regarding staffing in their respective departments. The deadline of Director to provide draft documents was extended to April 2014. Staff is also developing a list of staff and their characteristics such as race, age, sex, etc. for review by the labor/legal counsel. This information will aid the labor/legal counsel with advising LHA on how to proceed within legal standards. Staff is now considering implementation of an agency-wide Reduction in Force. This action will most likely result in a temporary reduction in services at the property level. But, LHA may be forced to take this action as part of its efforts to reduce staff expenses.

5) Relocate Section 8 and Public Housing staff to Hartsell Avenue

Status: The Section 8 landlord was notified in December 2013 of LHA's intent to not renew the lease. Resident Services staff has completed the process of relocating into the Emma Turner Building. Public housing staff was relocated to the Hartsell office in February 2014. Staff has requested a two month extension. Such would allow time for all of the prep work at the new location to be completed.

6) Bring Human Resources In-House

Status: The previous HR contractor, ADP, was notified in the Fall 2013 of LHA's intent to not renew contract. A contractor, Paychex was procured in December 2013 to provide payroll services. The new payroll system was placed in operation in January 2014.

7) Implement Yardi Upgrade

Status: The upgrade was setup to run in test mode in November 2013. It has been running in the background with no issues. Staff started the transition to Go Live with new upgrades in February 2014. Staff has also segregated the financial accounts as described in the Corrective Action Plan. Basically, the process was setup to ensure the proper classification of accounts in the LHA financial reports. Staff continues to monitor this situation.



8) Other Updates

Staff is also preparing another application for the Youth Build program. The application was submitted and accepted by the Department of Labor.

Staff also released the Request for Qualifications for a third party Developer Partner. A site visit was held on May 5, 2014. Responses are due within the next thirty days. The selected Developer Partner will assist LHA in submitting a low income housing tax credit application for the West Lake Apartments property. This application will be submitted in the October 2014 funding round. It is also anticipated the Developer Partner will assist LHA with the preparation of a Choice Neighborhood Initiatives grant application.

BJS

**FINANCIAL REPORT
AND
GRANT UPDATES**



TO: Lakeland Housing Authority Board of Commissioners

FROM: Eva Hall, LHA Director of Finance

DATE: May 12, 2014

RE: March 2014 Financial Statements

I have attached the Statements of Operations, Balance Sheets and Cash Flows for March 2014 for the following entities:

1. Central Office Cost Center (COCC)
2. Housing Choice Voucher Program (Section 8)
3. Public Housing Program (AMP 1)
4. Dakota Park Limited Partnership, LLLP
5. Renaissance at Washington Ridge, Ltd., LLLP
6. Colton Meadow, LLLP
7. Bonnet Shores, LLLP
8. West Bartow Partnership, Ltd., LLLP

These statements are unaudited.

A handwritten signature in cursive script that reads "Eva Hall". The signature is written in black ink and is positioned above a solid horizontal line.

Eva M. Hall, CPA
Director of Finance
Lakeland Housing Authority

**Lakeland Housing Authority
Central Office Cost Center
Statement of Operations
For the Three Months Ended March 31, 2014**

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Public Housing & Sec 8 Management Income	20,291	20,292	(1)	0.00%	60,874	60,875	(1)	0.00%	243,500
Non-Federal Overhead Allocation	-	5,667	(5,667)	-100.00%	11,333	17,000	(5,667)	-33.34%	68,000
Non-Federal Cash on Hand	-	46,165	(46,165)	-100.00%	200,000	138,496	61,504	44.41%	553,984
Miscellaneous Income	-	-	-	0.00%	215	-	215	100.00%	-
Total Revenue	20,291	72,124	(51,833)	-71.87%	272,422	216,371	56,051	25.91%	865,484
Administrative Expenses	51,274	67,115	(15,841)	-23.60%	157,834	201,346	(43,512)	-21.61%	805,384
Utility Expense	1,405	1,429	(24)	-1.68%	4,028	4,288	(260)	-6.05%	17,150
Maintenance Expense	2,278	1,800	478	26.58%	4,497	5,400	(903)	-16.72%	21,600
General Expenses	1,195	1,646	(451)	-27.40%	3,492	4,938	(1,446)	-29.28%	19,750
Depreciation	133	133	(0)	-0.25%	400	400	-	0.00%	1,600
Total Expense	56,285	72,124	(15,838)	-21.96%	170,251	216,371	(46,120)	-21.32%	865,484
Net Operating Income (Loss)	(35,994)	-	(35,994)	100.00%	102,171	-	102,171	100.00%	-

**Lakeland Housing Authority
Central Office Cost Center
Balance Sheet
March 31, 2014**

Assets		Liabilities and Net Assets	
Current Assets		Liabilities	
Cash - Unrestricted	217,030	Accounts Payable	1,502
Due from Public Housing	31,664	Payroll Benefits Payable	87,404
Due from West Lake Management	47,534	Accr Compensated Absences	43,834
Due from Villas at Lake Bonnet	405	Due to Public Housing	2,801,479
Due from Development	24,102	Total Liabilities	2,934,219
Due from Section 8	33,526		
Due from ROSS/HUD	22,181		
Due from 21st Century/DOE	11,957		
Due from YouthBuild/DOL	4,964		
Prepaid Expense	8,454		
Total Current Assets	401,817		
		Net Assets	
Other Assets		Unrestricted Net Assets	(2,502,229)
Property & Equipment	33,768	Total Net Assets	(2,502,229)
Accumulated Depreciation	(3,595)		
Total Other Assets	30,173		
Total Assets	431,990	Total Liabilities and Net Assets	431,990

Lakeland Housing Authority
Central Office Cost Center
Cash Flow Statement
For the Month Ended March 31, 2014

	Unrestricted Cash
Cash Receipts	
Non COCC Payroll Reimbursements	317,584
Total Cash Receipts	317,584
 Cash Disbursements	
Administrative Expenses	52,693
Utility Expense	2,663
Maintenance Expense	2,300
General Expenses	1,195
Non COCC Payroll Disbursements	171,636
Total Cash Disbursements	230,487
	87,097
 Cash Balance at 2/28/14	 129,933
	(3,595)
Cash Balance at 3/31/14	217,030

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Statement of Operations - Program Administration
For the Three Months Ended March 31, 2014

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Section 8 Admin Grant Revenue	65,989	54,340	11,649	21.44%	184,978	163,020	21,958	13.47%	652,080
Other Income	1	9	(8)	-89.53%	3	28	(25)	-89.09%	110
Total Revenue	65,990	54,349	11,641	21.42%	184,981	163,048	21,934	13.45%	652,190
Administrative Expenses	50,040	52,576	(2,536)	-4.82%	127,125	157,727	(30,602)	-19.40%	630,908
Utility Expense	292	587	(296)	-50.35%	754	1,762	(1,008)	-57.20%	7,047
Maintenance Expense	581	571	10	1.81%	1,206	1,713	(507)	-29.58%	6,850
General Expenses (Insurance, etc)	-	133	(133)	-100.00%	487	400	87	21.75%	1,600
Depreciation	-	350	(350)	-100.00%	700	1,050	(350)	-33.33%	4,200
Total Expense	50,912	54,217	(3,305)	-6.10%	130,272	162,651	(32,379)	-19.91%	650,605
Net Operating Income (Loss)	15,077	132	14,945	11315.07%	54,709	396	54,313	13706.69%	1,585

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Statement of Operations - Housing Assistance Payments (HAP)
For the Three Months Ended March 31, 2014

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Section 8 HAP Grant Revenue	740,103	716,000	24,103	3.37%	1,758,984	2,148,000	(389,016)	-18.11%	8,592,000
Port In HAP Reimbursements Received	78,203	52,627	25,576	48.60%	233,973	157,881	76,092	48.20%	631,524
Restricted Interest Income	3	-	3	0.00%	6	-	6	0.00%	-
Total Revenue	818,306	768,627	49,679	6.46%	1,992,957	2,305,881	(312,924)	-13.57%	9,223,524
Housing Assistance Payments	676,595	715,907	(39,312)	-5.49%	2,033,417	2,147,721	(114,304)	-5.32%	8,590,884
Tenant Utility Reimbursement	24,020	30,000	(5,980)	-19.93%	78,006	90,000	(11,994)	-13.33%	360,000
Port Out HAP Payments	16,412	18,220	(1,808)	-9.92%	47,564	54,660	(7,096)	-12.98%	218,640
FSS Escrow Payments	4,305	4,500	(195)	-4.33%	14,355	13,500	855	6.33%	54,000
Total Expense	721,332	768,627	(47,295)	-6.15%	2,173,342	2,305,881	(132,539)	-5.75%	9,223,524
Net Operating Income (Loss)	96,974	-	96,974	-100.00%	(180,385)	-	(180,385)	-100.00%	-

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Balance Sheet
March 31, 2014

Assets	Liabilities and Equity																																																
<p>Current Assets</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding-left: 20px;">Cash - Operating</td><td style="text-align: right;">255,792</td></tr> <tr><td style="padding-left: 20px;">Cash - HAP</td><td style="text-align: right;">211,910</td></tr> <tr><td style="padding-left: 20px;">Cash - FSS Escrow</td><td style="text-align: right;">80,798</td></tr> <tr><td style="padding-left: 20px;">Accounts Receivable - Other Housing Authorities</td><td style="text-align: right;">2,383</td></tr> <tr><td style="padding-left: 20px;">Accounts Receivable - Repayment Agreements</td><td style="text-align: right;">53,964</td></tr> <tr><td style="padding-left: 20px;">Allow for Doubtful A/R</td><td style="text-align: right;">(27,903)</td></tr> <tr><td style="padding-left: 20px;">Other Current Assets</td><td style="text-align: right;">54,894</td></tr> <tr><td style="border-top: 1px solid black;">Total Current Assets</td><td style="text-align: right; border-top: 1px solid black;">631,837</td></tr> </table> <p>Other Assets</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding-left: 20px;">Furniture & Fixtures</td><td style="text-align: right;">28,867</td></tr> <tr><td style="padding-left: 20px;">Accumulated Depreciation</td><td style="text-align: right;">(11,226)</td></tr> <tr><td style="border-top: 1px solid black;">Total Other Assets</td><td style="text-align: right; border-top: 1px solid black;">17,641</td></tr> </table> <p>Total Assets</p> <p style="text-align: right; border-top: 3px double black;">649,478</p>	Cash - Operating	255,792	Cash - HAP	211,910	Cash - FSS Escrow	80,798	Accounts Receivable - Other Housing Authorities	2,383	Accounts Receivable - Repayment Agreements	53,964	Allow for Doubtful A/R	(27,903)	Other Current Assets	54,894	Total Current Assets	631,837	Furniture & Fixtures	28,867	Accumulated Depreciation	(11,226)	Total Other Assets	17,641	<p>Liabilities</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2" style="padding-left: 20px;">Current Liabilities</td></tr> <tr><td style="padding-left: 40px;">Due to Central Office Cost Center (COCC)</td><td style="text-align: right;">3,151</td></tr> <tr><td style="padding-left: 40px;">Due to Master Cash Account</td><td style="text-align: right;">345,744</td></tr> <tr><td style="padding-left: 40px;">Accr Compensated Absences</td><td style="text-align: right;">15,273</td></tr> <tr><td style="padding-left: 40px;">FSS Escrow Liability</td><td style="text-align: right;">87,035</td></tr> <tr><td style="padding-left: 40px;">Unclaimed Funds - St of Florida</td><td style="text-align: right;">32,225</td></tr> <tr><td style="border-top: 1px solid black;">Total Liabilities</td><td style="text-align: right; border-top: 1px solid black;">483,429</td></tr> </table> <p>Net Assets</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding-left: 20px;">Mainstream 5 Net Assets</td><td style="text-align: right;">12,001</td><td style="text-align: right;">1</td></tr> <tr><td style="padding-left: 20px;">Unrestricted Net Assets (UNA)</td><td style="text-align: right;">120,520</td><td></td></tr> <tr><td style="padding-left: 20px;">Net Restricted Assets (NRA)</td><td style="text-align: right;">33,528</td><td style="text-align: right;">2</td></tr> <tr><td style="border-top: 1px solid black;">Total Equity</td><td style="text-align: right; border-top: 1px solid black;">166,049</td><td></td></tr> </table> <p>Total Liabilities and Equity</p> <p style="text-align: right; border-top: 3px double black;">649,478</p>	Current Liabilities		Due to Central Office Cost Center (COCC)	3,151	Due to Master Cash Account	345,744	Accr Compensated Absences	15,273	FSS Escrow Liability	87,035	Unclaimed Funds - St of Florida	32,225	Total Liabilities	483,429	Mainstream 5 Net Assets	12,001	1	Unrestricted Net Assets (UNA)	120,520		Net Restricted Assets (NRA)	33,528	2	Total Equity	166,049	
Cash - Operating	255,792																																																
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Comments

- 1** Net Assets for the Mainstream 5 Housing Choice Voucher grant are presented separately from other voucher types within the Section 8 program.
- 2** Net Restricted Assets are restricted to the payment of Housing Assistance Payments and Utility Reimbursement Payments.

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Cash Flow Statement
For the Month Ended March 31, 2014

	Administrative Cash	HAP Cash	FSS Escrow	Total Cash
Cash Receipts				
HUD Operating Subsidy		805,171		805,171
Other Cash Receipts	1	3	1	5
Received from HUD for Sec 8 Admin Subsidy		48,198		48,198
Received from HUD for Sec 8 FSS Grant		4,396		4,396
Port In HAP Reimbursements Received	24,790	-		24,790
Total Cash Receipts	24,791	857,768	1	882,560
Cash Disbursements				
Administrative Expenses	46,731	781	26	47,538
Utility Expense	292			292
Maintenance Expense	536			536
General Expenses	-		10,493	10,493
Housing Assistance Payments	7,172	722,804		729,976
Total Cash Disbursements	54,730	723,585	10,519	788,834
Transfers	48,198	(48,198)		-
Increase (Decrease) in Cash Balance	18,259	85,985	(10,518)	93,726
Cash Balance at 2/28/14	237,533	125,925	91,316	454,774
Cash Balance at 3/31/14	255,792	211,910	80,798	548,500

Comments

1 Transfers include moving the HUD Admin Subsidy from the HAP account to the Admin account.

**Lakeland Housing Authority
Public Housing (AMP 1)
Statement of Operations
For the Three Months Ended March 31, 2014**

	<u>Current Month</u>				<u>Year to Date</u>				<u>Annual Budget</u>
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Rental Income	30,702	24,500	6,202	25.31%	80,646	73,500	7,146	9.72%	294,000
Other Tenant Income	639	610	29	4.75%	979	1,930	(951)	-49.27%	7,720
Government Subsidy Income	32,162	62,120	(29,958)	-48.23%	144,462	186,360	(41,898)	-22.48% ¹	745,439
Interest Income Restricted	2,818	2,824	(6)	-0.20%	8,454	8,471	(17)	-0.20%	33,884
Other Income	5,506	370	5,136	1388.78%	5,513	1,110	4,404	396.89% ²	4,438
Total Revenue	71,827	90,423	(18,596)	-20.57%	240,054	271,370	(31,316)	-11.54%	1,085,481
Administrative Expenses	24,921	44,034	(19,113)	-43.41%	75,303	113,342	(38,039)	-33.56%	453,367
Tenant Services Expenses	199	583	(384)	-65.87%	449	1,750	(1,301)	-74.34%	7,000
Utility Expense	8,580	7,500	1,080	14.40%	25,683	22,500	3,183	14.15%	90,000
Maintenance Expense	21,165	29,471	(8,306)	-28.18%	57,810	72,374	(14,564)	-20.12%	289,495
General Expenses	6,414	8,637	(2,223)	-25.74%	23,660	25,911	(2,251)	-8.69%	103,645
Housing Assistance Payments	5,103	1,514,399	(1,509,296)	-99.66%	15,042	4,375	10,667	243.82% ³	17,500
Depreciation	66,917	2,801,479	(2,734,562)	-97.61%	200,750	200,750	-	0.00%	803,000
Total Expense	133,299	4,406,103	(4,272,804)	-96.97%	398,697	441,002	(42,305)	-9.59%	1,764,007
Net Operating Income (Loss)	(61,472)	(4,315,680)	4,254,208	-98.58%	(158,643)	(169,632)	10,989	-6.48%	(678,526)

Comments

- ¹ Monthly Government Subsidy payments received have been in inconsistent amounts. Amount received through May 7, 2014 is \$293,980. No budget adjustment deemed necessary at this time.
- ² FSS Participant forfeited escrow balance of \$5,506 in March 2014.
- ³ FSS Escrow payments are over budget \$6,076 through March 2014.

**Lakeland Housing Authority
Public Housing (AMP 1)
Balance Sheet
March 31, 2014**

Assets

Current Assets	
Cash - Unrestricted	761,201
Cash - Restricted	36,633
Accounts Receivable	24,167
Allowance for Doubtful Accounts	(8,598)
A/R - ROSS/HUD	18,099
A/R - 21st Century/DOE Grant	220,152
Due from Hampton Hills	55,009
Prepaid Expense	46,690
Other Current Assets	40,715
Total Current Assets	<u>1,194,068</u>
Other Assets	
Due from Section 8	345,744
Due from Business Activities	1,514,399
Due from COCC	2,801,479
Lakeridge Homes 3rd Mortgage	251,000
Lakeridge Homes 2nd Mortgage	52,000
Colton Meadow Mortgage	450,845
Villas at Lake Bonnet Mortgage	1,009,877
Property & Equipment, net of depreciation	4,188,720
Total Other Assets	<u>10,614,064</u>
Total Assets	<u><u>11,808,132</u></u>

Liabilities and Equity

Liabilities	
Current Liabilities	
Accounts Payable	10,477
Tenant Security Deposits	48,659
HOPE VI Deposits	249,953
YouthBuild Deposits	34,564
Accrued PILOT	12,320
Due to COCC	9,244
Accrued Audit Fees	49,765
Tenant Prepaid Rent	6,723
Accr Compensated Absences Current	5,088
Total Current Liabilities	<u>426,794</u>
Other Liabilities	
Accr Compensated Absences - LT	9,449
FSS Liability	36,633
Due to LPHC	303,000
Due to Magnolia Pointe	155,870
Total Other Liabilities	<u>504,952</u>
Total Liabilities	<u><u>931,746</u></u>
Equity	
Net Assets	10,876,386
Total Equity	<u><u>10,876,386</u></u>
Total Liabilities and Equity	<u><u>11,808,132</u></u>

**Lakeland Housing Authority
Public Housing (AMP 1)
Cash Flow Statement
For the Month Ended March 31, 2014**

	Unrestricted Cash	FSS Escrow	Total Cash
Cash Receipts			
Rental Receipts	23,603		23,603
Other Tenant Receipts	93		93
Other Income	5,506		5,506
HUD Operating Subsidy	32,162		32,162
Mortgage Interest Received from Colton Meadow LLLP	2,818		2,818
Received from HUD for Renaissance Subsidy	26,466		26,466
Received from HUD for Dakota Subsidy	6,557		6,557
Received from HUD for Hampton Hills Subsidy	897		897
Received from Dept of Ed for 21st Century Grant	17,646		17,646
Received from West Lake Management	25,000		25,000
			-
Total Cash Receipts	140,748	-	140,748
Cash Disbursements		1,514,399	
Administrative Expenses	33,840	2,801,479	2,835,319
Tenants Service Expenses	199		199
Utility Expense	7,280		7,280
Maintenance Expense	20,240		20,240
General Expenses	5,391		5,391
Housing Assistance Payments	7,988		7,988
HUD Subsidy Payment to Renaissance	26,466	4,315,878	4,342,344
HUD Subsidy Payment to Dakota	6,557		6,557
HUD Subsidy Payment to Hampton Hills	897		897
Payment of Payroll Liabilities to COCC	131,580		131,580
Total Cash Disbursements	240,438	2,801,479	7,357,795
Transfers	(4,609)	4,609	-
Increase (Decrease) in Cash Balance	(104,299)	(2,796,870)	(7,217,047)
Cash Balance at 2/28/14	865,500	32,024	897,524
Cash Balance at 3/31/14	761,201	(2,764,846)	(6,319,523)

**Lakeland Housing Authority
Dakota Park Limited Partnership, LLLP
d/b/a Carrington Place
Statement of Operations
For the Three Months Ended March 31, 2014**

	Current Month				Year to Date				Annual
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	Budget
Rental Income	11,822	9,251	2,572	27.80%	32,146	27,752	4,395	15.84%	111,006
Other Tenant Income	28	433	(405)	-93.53%	1,398	1,298	101	7.75%	5,190
Government Subsidy	6,408	7,675	(1,267)	-16.51%	19,671	23,026	(3,355)	-14.57%	92,102
Other Income	1	4	(2)	-64.56%	3	11	(8)	-72.09%	43
Total Revenue	18,259	17,362	898	5.17%	53,218	52,085	1,133	2.17%	208,341
Administrative Expenses	5,145	4,752	393	8.27%	13,706	12,767	939	7.35%	51,068
Tenant Services Expense	105	42	63	151.64%	140	125	15	12.00%	500
Utility Expense	2,770	1,817	953	52.45%	4,655	5,450	(795)	-14.59%	21,800
Maintenance Expense	6,388	4,202	2,186	52.01%	11,380	10,789	592	5.48%	43,154
General Expenses	777	2,226	(1,449)	-65.08%	8,519	6,679	1,840	27.54%	26,717
Housing Assistance Payments	462	2,000	(1,538)	-76.90%	4,389	4,400	(11)	-0.25%	17,600
Financing Expenses	2,425	7,590	(5,165)	-68.05%	14,457	22,769	(8,312)	-36.50%	91,074
Depreciation & Amortization	2,199	7,648	(5,449)	-71.25%	6,597	22,943	(16,346)	-71.25%	91,770
Total Expense	20,270	30,276	(10,006)	-33.05%	63,843	85,921	(22,078)	-25.70%	343,683
Net Operating Income (Loss)	(2,011)	(12,915)	10,904	-84.43%	(10,625)	(33,836)	23,211	-68.60%	(135,342)

Lakeland Housing Authority
Dakota Park Limited Partnership, LLLP
d/b/a Carrington Place
Balance Sheet
March 31, 2014

Assets	
Current Assets	
Cash - Unrestricted	19,024
Cash - Restricted	67,200
Accounts Receivable - Tenants	4,774
Allow for Doubtful A/R - Tenants	(2,330)
Prepaid Expense	958
Other Current Assets	27,218
Total Current Assets	116,844
Other Assets	
Property & Equipment	927,000
Accumulated Depreciation	(46,519)
	880,481
Intangible Assets	71,725
Accumulated Amortization	(34,436)
	37,289
Total Other Assets	917,770
Total Assets	1,034,614

Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	398
Tenant Security Deposits	9,946
Accrued Audit Fees	13,250
Accrued Interest Payable	1,671
Due to West Lake Management	106,613
Accrued Compensated Absences	926
Total Current Liabilities	132,804
Other Liabilities	
Accrued Interest - HOPE VI	393,698
Accrued Developer Fee	149,860
FSS Escrow Liability	27,307
Due to Partner	124,954
Loan Payable - HOPE VI	714,591
Loan Payable - SunTrust	366,497
Loan Payable - LHA	101,380
Total Other Liabilities	1,878,287
Total Liabilities	2,011,091
Equity	
Partners' Equity	(976,477)
Total Equity	(976,477)
Total Liabilities and Equity	1,034,614

**Lakeland Housing Authority
Dakota Park Limited Partnership, LLLP
d/b/a Carrington Place
Cash Flow Statement
For the Month Ended March 31, 2014**

	Unrestricted Cash	Reserve for Replacement	FSS Escrow	Tenant Security Deposits	Total Cash
Cash Receipts					
Rental Receipts	14,492				14,492
Other Tenant Receipts	189			640	829
HUD Operating Subsidy	6,408				
Other Cash Receipts	-	1	732		733
Total Cash Receipts	21,089	1	732	640	16,054
Cash Disbursements					
Administrative Expenses	5,681		22		5,703
Tenants Service Expenses	105				105
Utility Expense	1,088				1,088
Maintenance Expense	6,388				6,388
General Expenses	1,577				1,577
Housing Assistance Payments	813				813
Financing Expenses	2,425				2,425
Total Cash Disbursements	18,076	-	22	-	18,098
Transfers	415	667	(1,082)	-	-
Increase (Decrease) in Cash Balance	3,428	668	(372)	640	4,364
Cash Balance at 2/28/14	15,596	29,527	27,658	9,079	81,860
Cash Balance at 3/31/14	19,024	30,195	27,286	9,719	86,224

Comments

1 Transfers include funding of Reserve for Replacement (\$667), transfer of FSS forfeitures (\$1,082).

Lakeland Housing Authority
Renaissance at Washington Ridge Ltd., LLLP
Statement of Operations
For the Three Months Ended March 31, 2014

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Rental Income	57,933	56,167	1,767	3.15%	173,623	168,500	5,123	3.04%	674,000
Other Tenant Income	879	1,580	(701)	-44.36%	11,744	4,739	7,005	147.83% ¹	18,955
Government Subsidy	20,151	35,305	(15,154)	-42.92%	73,083	105,915	(32,832)	-31.00%	423,661
Other Income	12	383	(372)	0.00%	34	1,150	(1,116)	0.00%	4,600
Total Revenue	78,975	93,435	(14,460)	-15.48%	258,484	280,304	(21,820)	-7.78%	1,121,216
Administrative Expenses	23,128	28,918	(5,790)	-20.02%	67,135	74,303	(7,168)	-9.65%	297,212
Tenant Services	66	250	(184)	-73.74%	120	750	(630)	-84.00%	3,000
Utility Expense	5,442	6,363	(921)	-14.47%	16,945	19,088	(2,143)	-11.22%	76,350
Maintenance Expense	20,530	28,143	(7,613)	-27.05%	52,937	74,647	(21,710)	-29.08%	298,588
General Expenses	7,404	7,329	75	1.02%	25,045	21,987	3,059	13.91%	87,946
Housing Assistance Payments	2,097	2,667	(570)	-21.36%	6,299	8,000	(1,701)	-21.26%	32,000
Financing Expenses	13,161	13,171	(10)	-0.07%	40,267	39,513	754	1.91%	158,052
Depreciation & Amortization	61,574	65,324	(3,750)	0.00%	184,722	195,973	(11,251)	0.00%	783,891
Total Expense	133,401	152,164	(18,763)	-12.33%	393,470	434,260	(40,790)	-9.39%	1,737,039
Net Operating Income (Loss)	(54,427)	(58,730)	4,303	-7.33%	(134,986)	(153,956)	18,970	-12.32%	(615,823)

Comments

1 A tenant was charged \$5,000 for fire damage to a unit in January 2014.

Lakeland Housing Authority
Renaissance at Washington Ridge Ltd., LLLP
Balance Sheet
March 31, 2014

Assets	Liabilities and Equity
<p>Current Assets</p> <p style="padding-left: 20px;">Cash - Unrestricted 192,346</p> <p style="padding-left: 20px;">Cash - Restricted 852,211</p> <p style="padding-left: 20px;">Accounts Receivable - Tenants 24,500</p> <p style="padding-left: 20px;">Allow for Doubtful A/R - Tenants (10,501)</p> <p style="padding-left: 20px;">Prepaid Expense 56,738</p> <p style="padding-left: 20px;">Other Current Assets 21,050</p> <p style="border-top: 1px solid black; border-bottom: 3px double black;">Total Current Assets 1,136,345</p> <p style="padding-top: 20px;">Other Assets</p> <p style="padding-left: 20px;">Property & Equipment 24,217,371</p> <p style="padding-left: 20px;">Accumulated Depreciation (7,196,208)</p> <p style="border-top: 1px solid black; border-bottom: 3px double black;">17,021,162</p> <p style="padding-left: 20px;">Intangible Assets 268,724</p> <p style="padding-left: 20px;">Accumulated Amortization (198,215)</p> <p style="border-top: 1px solid black; border-bottom: 3px double black;">70,509</p> <p style="border-top: 1px solid black; border-bottom: 3px double black;">Total Other Assets 17,091,671</p> <p style="border-top: 1px solid black; border-bottom: 3px double black; margin-top: 20px;">Total Assets 18,228,016</p>	<p>Liabilities</p> <p style="padding-left: 20px;">Current Liabilities</p> <p style="padding-left: 40px;">Accounts Payable 20,748</p> <p style="padding-left: 40px;">Tenant Security Deposits 45,866</p> <p style="padding-left: 40px;">Accrued Audit Fees 15,563</p> <p style="padding-left: 40px;">Accrued Payroll -</p> <p style="padding-left: 40px;">Due to West Lake Management 22,939</p> <p style="padding-left: 40px;">Tenant Prepaid Rents 5,845</p> <p style="padding-left: 40px;">FSS Escrow Liability 9,052</p> <p style="padding-left: 40px;">Accr Compensated Absences Current 4,519</p> <p style="border-top: 1px solid black; border-bottom: 3px double black;">Total Current Liabilities 124,533</p> <p style="padding-top: 20px;">Other Liabilities</p> <p style="padding-left: 40px;">Accr Compensated Absences - LT 8,393</p> <p style="padding-left: 40px;">Accrued Interest - HOPE VI Mortgage 264,173</p> <p style="padding-left: 40px;">Accrued Developer Fee 1,308,453</p> <p style="padding-left: 40px;">Loan Payable - HOPE VI 2,200,000</p> <p style="padding-left: 40px;">Loan Payable - SunTrust 632,241</p> <p style="padding-left: 40px;">Loan Payable - LHA 381,200</p> <p style="border-top: 1px solid black; border-bottom: 3px double black;">Total Other Liabilities 4,794,461</p> <p style="border-top: 1px solid black; border-bottom: 3px double black; margin-top: 20px;">Total Liabilities 4,918,993</p> <p style="padding-top: 20px;">Equity</p> <p style="padding-left: 20px;">Partners' Equity 13,309,022</p> <p style="border-top: 1px solid black; border-bottom: 3px double black;">Total Equity 13,309,022</p> <p style="border-top: 1px solid black; border-bottom: 3px double black; margin-top: 20px;">Total Liabilities and Equity 18,228,016</p>

**Lakeland Housing Authority
Renaissance at Washington Ridge Ltd., LLLP
Cash Flow Statement
For the Month Ended March 31, 2014**

	Unrestricted Cash	Reserve for Replacement	FSS Escrow	Tenant Security Deposits	Owner Affordability Reserve	LHA Affordability Reserve	Partnership Development Account	Total Cash
Cash Receipts								
Rental Receipts	59,637							59,637
Other Tenant Receipts	1,378			700				2,078
HUD Operating Subsidy	20,151							
Other Cash Receipts	-	6			4	2		12
Total Cash Receipts	81,166	6	-	700	4	2	-	61,727
Cash Disbursements								
Administrative Expenses	14,824		22					14,846
Tenants Service Expenses	78							78
Utility Expense	3,237							3,237
Maintenance Expense	22,944							22,944
General Expenses	6,132							6,132
Housing Assistance Payments	1,669							1,669
Financing Expenses	4,946							4,946
Total Cash Disbursements	53,830	-	22	-	-	-	-	53,852
Transfers	(3,570)	3,267	303					-
Increase (Decrease) in Cash Balance	23,766	3,273	281	700	4	2	-	28,026
Cash Balance at 2/28/14	168,580	148,643	22,095	44,988	330,418	300,619	1,188	1,016,531
Cash Balance at 3/31/14	192,346	151,916	22,376	45,688	330,422	300,621	1,188	1,044,557

Comments

1 Transfers include funding of Reserve for Replacement (\$3,267) and transfer of FSS Escrow Deposit (\$303).

**Lakeland Housing Authority
Colton Meadow, LLLP
Statement of Operations
For the Three Months Ended March 31, 2014**

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Rental Income	44,584	43,687	898	2.05%	130,481	131,060	(579)	-0.44%	524,240
Other Tenant Income	951	1,407	(455)	-32.38%	6,143	4,220	1,923	45.56%	16,881
Other Income	-	3	(3)	-100.00%	125	10	115	1150.00%	40
Total Revenue	45,536	45,097	439	0.97%	136,749	135,290	1,459	1.08%	541,161
Administrative Expense	9,134	13,250	(4,116)	-31.06%	35,058	34,426	632	1.84%	137,703
Tenant Services	-	150	(150)	-100.00%	44	450	(406)	-90.22%	1,800
Utility Expense	5,457	5,445	12	0.22%	16,623	16,336	287	1.76%	65,345
Maintenance Expense	8,720	10,560	(1,840)	-17.42%	22,112	27,579	(5,467)	-19.82%	110,317
General Expense	8,260	7,745	516	6.66%	22,490	23,234	(744)	-3.20%	92,935
Financing Expense	3,989	7,349	(3,360)	-45.72%	11,966	22,046	(10,080)	-45.72%	88,184
Depreciation & Amortization Expense	39,013	38,937	76	0.19%	117,039	116,812	227	0.19%	467,247
Total Expense	74,574	83,436	(8,862)	-10.62%	225,332	240,883	(15,551)	-6.46%	963,531
Net Operating Income (Loss)	(29,038)	(38,339)	9,301	-24.26%	(88,583)	(105,593)	17,010	-16.11%	(422,370)

Lakeland Housing Authority
Colton Meadow, LLLP
Balance Sheet
March 31, 2014

Assets	Liabilities and Equity																																																																
<p>Current Assets</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Cash - Unrestricted</td><td style="text-align: right;">188,202</td></tr> <tr><td>Cash - Restricted</td><td style="text-align: right;">537,777</td></tr> <tr><td>Accounts Receivable - Tenants</td><td style="text-align: right;">6,268</td></tr> <tr><td>Allow for Doubtful A/R - Tenants</td><td style="text-align: right;">(1,600)</td></tr> <tr><td>Prepaid Expense</td><td style="text-align: right;">55,564</td></tr> <tr><td>Other Current Assets</td><td style="text-align: right;"><u>111,702</u></td></tr> <tr><td>Total Current Assets</td><td style="text-align: right;"><u>897,913</u></td></tr> </table> <p>Other Assets</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Property & Equipment</td><td style="text-align: right;">12,156,800</td></tr> <tr><td>Accumulated Depreciation</td><td style="text-align: right;"><u>(1,474,586)</u></td></tr> <tr><td></td><td style="text-align: right;"><u>10,682,213</u></td></tr> <tr><td> </td><td></td></tr> <tr><td>Tax Credit and Monitoring Fees</td><td style="text-align: right;">208,695</td></tr> <tr><td>Accumulated Amortization</td><td style="text-align: right;"><u>(45,216)</u></td></tr> <tr><td></td><td style="text-align: right;"><u>163,479</u></td></tr> <tr><td>Total Other Assets</td><td style="text-align: right;"><u>10,845,692</u></td></tr> </table> <p>Total Assets</p> <p style="text-align: right;"><u><u>11,743,605</u></u></p>	Cash - Unrestricted	188,202	Cash - Restricted	537,777	Accounts Receivable - Tenants	6,268	Allow for Doubtful A/R - Tenants	(1,600)	Prepaid Expense	55,564	Other Current Assets	<u>111,702</u>	Total Current Assets	<u>897,913</u>	Property & Equipment	12,156,800	Accumulated Depreciation	<u>(1,474,586)</u>		<u>10,682,213</u>	 		Tax Credit and Monitoring Fees	208,695	Accumulated Amortization	<u>(45,216)</u>		<u>163,479</u>	Total Other Assets	<u>10,845,692</u>	<p>Liabilities</p> <p>Current Liabilities</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Accounts Payable</td><td style="text-align: right;">6,931</td></tr> <tr><td>Tenant Security Deposits</td><td style="text-align: right;">24,450</td></tr> <tr><td>Accrued Property Taxes</td><td style="text-align: right;">8,334</td></tr> <tr><td>Accrued Interest Payable</td><td style="text-align: right;">16,379</td></tr> <tr><td>Accrued Audit Fees</td><td style="text-align: right;">11,663</td></tr> <tr><td>Due to West Lake Management</td><td style="text-align: right;">6,823</td></tr> <tr><td>Tenant Prepaid Rent</td><td style="text-align: right;">1,553</td></tr> <tr><td>Accrued Compensated Absences</td><td style="text-align: right;"><u>3,456</u></td></tr> <tr><td>Total Current Liabilities</td><td style="text-align: right;"><u>79,589</u></td></tr> </table> <p>Other Liabilities</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Mortgage Note Payable</td><td style="text-align: right;">450,845</td></tr> <tr><td>Mortgage - TCAP</td><td style="text-align: right;">1,231,424</td></tr> <tr><td>Mortgage - FHFC</td><td style="text-align: right;">8,040,171</td></tr> <tr><td>Mortgage - HOME</td><td style="text-align: right;">115,900</td></tr> <tr><td>Developer Fee Payable</td><td style="text-align: right;"><u>708,927</u></td></tr> <tr><td>Total Other Liabilities</td><td style="text-align: right;"><u>10,547,267</u></td></tr> </table> <p>Total Liabilities</p> <p style="text-align: right;"><u><u>10,626,857</u></u></p> <p>Equity</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Partners' Equity</td><td style="text-align: right;"><u>1,116,749</u></td></tr> <tr><td>Total Equity</td><td style="text-align: right;"><u>1,116,749</u></td></tr> </table> <p>Total Liabilities and Equity</p> <p style="text-align: right;"><u><u>11,743,605</u></u></p>	Accounts Payable	6,931	Tenant Security Deposits	24,450	Accrued Property Taxes	8,334	Accrued Interest Payable	16,379	Accrued Audit Fees	11,663	Due to West Lake Management	6,823	Tenant Prepaid Rent	1,553	Accrued Compensated Absences	<u>3,456</u>	Total Current Liabilities	<u>79,589</u>	Mortgage Note Payable	450,845	Mortgage - TCAP	1,231,424	Mortgage - FHFC	8,040,171	Mortgage - HOME	115,900	Developer Fee Payable	<u>708,927</u>	Total Other Liabilities	<u>10,547,267</u>	Partners' Equity	<u>1,116,749</u>	Total Equity	<u>1,116,749</u>
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**Lakeland Housing Authority
Colton Meadow, LLLP
Cash Flow Statement
For the Month Ended March 31, 2014**

	Unrestricted Cash	Operating Reserve	Reserve for Replacement	Tax & Insurance Escrow	Tenant Security Deposits	Total Cash
Cash Receipts						
Rental Receipts	45,742					45,742
Other Tenant Receipts	728				2,000	2,728
Other Cash Receipts	-					-
Total Cash Receipts	46,470	-	-	-	2,000	48,470
Cash Disbursements						
Administrative Expenses	7,869					7,869
Tenants Service Expenses	-					-
Utility Expense	5,437					5,437
Maintenance Expense	10,551					10,551
General Expenses	2,778			-	-	2,778
Financing Expenses	2,963					2,963
Total Cash Disbursements	29,598	-	-	-	-	29,598
Transfers	(8,056)		1,800	7,156	(900)	-
Increase (Decrease) in Cash Balance	8,816	-	1,800	7,156	1,100	18,872
Cash Balance at 2/28/14	179,386	440,827	59,400	4,144	23,350	707,107
Cash Balance at 3/31/14	188,202	440,827	61,200	11,300	24,450	725,979
	188,202	440,827	61,200	11,300	24,450	725,979

Comments

1 Transfers include funding of Reserve for Replacement (\$1,800), funding of Taxes & Insurance Escrow (\$7,156) and forfeited security deposits (\$900).

**Lakeland Housing Authority
Bonnet Shores, LLLP
Statement of Operations
For the Three Months Ended March 31, 2014**

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Rental Income	50,901	48,426	2,475	5.11%	149,985	145,278	4,707	3.24%	581,113
Other Tenant Income	705	1,779	(1,074)	-60.37%	3,929	5,337	(1,408)	-26.38%	21,347
Other Income	-	1	(1)	-100.00%	10	3	7	233.33%	12
Total Revenue	51,606	50,206	1,400	2.79%	153,924	150,618	3,306	2.19%	602,472
Administrative Expense	8,306	11,479	(3,173)	-27.64%	30,456	34,437	(3,981)	-11.56%	137,747
Tenant Services	38	208	(170)	-81.53%	94	625	(531)	-84.96%	2,500
Utility Expense	4,745	4,433	312	7.03%	13,327	13,300	27	0.20%	53,200
Maintenance Expense	8,886	7,869	1,017	12.93%	20,861	23,608	(2,747)	-11.63%	94,430
General Expense	6,407	8,138	(1,730)	-21.26%	24,627	24,413	215	0.88%	97,650
Financing Expense	9,658	7,570	2,089	27.59%	28,975	22,709	6,266	27.59%	90,837
Depreciation & Amortization Expense	47,465	47,465	-	0.00%	142,395	142,395	-	0.00%	569,578
Total Expense	85,507	87,162	(1,655)	-1.90%	260,735	261,486	(751)	-0.29%	1,045,942
Net Operating Income (Loss)	(33,901)	(36,956)	3,055	-8.27%	(106,811)	(110,868)	4,057	-3.66%	(443,470)

**Lakeland Housing Authority
Bonnet Shores, LLLP
Balance Sheet
March 31, 2014**

Assets	Liabilities and Equity
<p>Current Assets</p> <p style="padding-left: 20px;">Cash - Unrestricted 205,253</p> <p style="padding-left: 20px;">Cash - Restricted Deposits & Escrow 605,418</p> <p style="padding-left: 20px;">Accounts Receivable - Tenants 7,997</p> <p style="padding-left: 20px;">Allow for Doubtful A/R - Tenants (942)</p> <p style="padding-left: 20px;">Prepaid Expense 29,075</p> <p style="padding-left: 20px;">Other Current Assets 124,165</p> <hr style="border: 0.5px solid black;"/> <p>Total Current Assets 970,966</p> <p>Other Assets</p> <p style="padding-left: 20px;">Property & Equipment 12,873,996</p> <p style="padding-left: 20px;">Accumulated Depreciation (1,790,967)</p> <hr style="border: 0.5px solid black;"/> <p style="padding-left: 20px;">Intangible Assets 288,008</p> <p style="padding-left: 20px;">Accumulated Amortization (60,165)</p> <hr style="border: 0.5px solid black;"/> <p style="padding-left: 20px;">227,843</p> <hr style="border: 0.5px solid black;"/> <p>Total Other Assets 11,310,872</p> <p>Total Assets 12,281,839</p> <hr style="border: 1px solid black;"/>	<p>Liabilities</p> <p style="padding-left: 20px;">Current Liabilities</p> <p style="padding-left: 40px;">Accounts Payable 5,513</p> <p style="padding-left: 40px;">Tenant Security Deposits 23,925</p> <p style="padding-left: 40px;">Accrued Property Taxes 10,476</p> <p style="padding-left: 40px;">Accrued Interest Payable 105,273</p> <p style="padding-left: 40px;">Accrued Audit Fees 11,663</p> <p style="padding-left: 40px;">Due to Central Office Cost Center 405</p> <p style="padding-left: 40px;">Due to West Lake Management 7,107</p> <p style="padding-left: 40px;">Tenant Prepaid Rent 296</p> <p style="padding-left: 40px;">Accr Compensated Absences 3,456</p> <p style="padding-left: 40px;">Current Portion of LT Debt 38,193</p> <hr style="border: 0.5px solid black;"/> <p style="padding-left: 20px;">Total Current Liabilities 206,307</p> <p style="padding-left: 20px;">Other Liabilities</p> <p style="padding-left: 40px;">TCAP Mortgage 3,819,255</p> <p style="padding-left: 40px;">HOME Loan 131,028</p> <p style="padding-left: 40px;">LHA Mortgage 1,009,877</p> <p style="padding-left: 40px;">Developer Fee Payable 450,000</p> <hr style="border: 0.5px solid black;"/> <p style="padding-left: 20px;">Total Other Liabilities 5,410,160</p> <p>Total Liabilities 5,616,467</p> <hr style="border: 0.5px solid black;"/> <p>Equity</p> <p style="padding-left: 20px;">Partners' Equity 6,665,372</p> <hr style="border: 0.5px solid black;"/> <p>Total Equity 6,665,372</p> <p>Total Liabilities and Equity 12,281,839</p> <hr style="border: 1px solid black;"/>

**Lakeland Housing Authority
Bonnet Shores, LLLP
Cash Flow Statement
For the Month Ended March 31, 2014**

	Unrestricted Cash	Operating Reserve	Reserve for Replacement	Tax & Insurance Escrow	Tenant Security Deposits	Total Cash
Cash Receipts						
Rental Receipts	53,869					53,869
Other Tenant Receipts	453				1,200	1,653
Other Cash Receipts	-					-
Total Cash Receipts	54,322	-	-	-	1,200	55,522
Cash Disbursements						
Administrative Expenses	7,836					7,836
Tenants Service Expenses	38					38
Utility Expense	3,656					3,656
Maintenance Expense	9,441					9,441
General Expenses	443			10,713		11,156
Financing Expenses	-					-
Total Cash Disbursements	21,414	-	-	10,713	-	32,127
Transfers	(8,633)	-	1,875	6,758	-	-
Increase (Decrease) in Cash Balance	24,275	-	1,875	(3,955)	1,200	23,395
Cash Balance at 2/28/14	180,978	460,095	76,875	47,003	22,325	787,276
Cash Balance at 3/31/14	205,253	460,095	78,750	43,048	23,525	810,671

Comments

1 Transfers include funding of Reserve for Replacement (\$1,875) and funding of Taxes & Insurance Escrow (\$6,758)

**Lakeland Housing Authority
West Bartow Partnership, Ltd., LLLP
Statement of Operations
For the Three Months Ended March 31, 2014**

	Current Month				Year to Date				Annual
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	Budget
Rental Income	70,522	66,542	3,980	5.98%	214,536	199,625	14,911	7.47%	798,500
Other Tenant Income	350	265	85	32.20%	557	794	(237)	-29.87%	3,177
Other Income	78	86	(7)	-8.41%	303	257	46	18.01%	1,027
Total Revenue	70,950	66,892	4,058	6.07%	215,396	200,676	14,720	7.34%	802,704
Administrative Expenses	13,172	15,526	(2,354)	-15.16%	40,620	46,578	(5,958)	-12.79%	186,313
Tenants Service Expenses	-	-	-	-100.00%	4	-	4	-100.00%	-
Utility Expense	7,883	9,038	(1,155)	-12.78%	24,645	27,114	(2,469)	-9.10%	108,454
Maintenance Expense	5,431	11,588	(6,157)	-53.13%	17,378	34,764	(17,386)	-50.01%	139,054
General Expenses	4,422	4,511	(89)	-1.97%	13,539	13,533	7	0.05%	54,130
Financing Expenses	23,920	19,647	4,273	21.75%	71,800	58,940	12,861	21.82%	235,758
Depreciation & Amortization	41,940	41,940	-	0.00%	125,820	125,820	-	0.00%	503,280
Total Expense	96,768	102,249	(5,481)	-5.36%	293,806	306,747	(12,941)	-4.22%	1,226,989
Net Operating Income (Loss)	(25,818)	(35,357)	9,539	-26.98%	(78,410)	(106,071)	27,661	-26.08%	(424,285)

Lakeland Housing Authority
West Bartow Partnership, Ltd., LLLP
Balance Sheet
March 31, 2014

Assets	Liabilities and Equity
Current Assets	Liabilities
Cash - Unrestricted	Current Liabilities
157,137	Accounts Payable
Cash - Restricted	9,016
428,612	Tenant Security Deposits
Accounts Receivable - Tenants	8,450
-	Accrued Property Taxes
Allow for Doubtful A/R - Tenants	556
-	Accrued Interest Payable
Prepaid Expense	6,665
17,701	Accrued Audit Fees
Total Current Assets	13,838
603,450	Due to West Lake Management
	9,764
	Tenant Prepaid Rent
	341
	Accr Compensated Absences
	10,865
	Total Current Liabilities
	59,495
Other Assets	Other Liabilities
Property & Equipment	Mortgage Note Payable
15,099,032	3,215,515
Accumulated Depreciation	Second Mortgage Note Payable
(2,236,354)	850,000
12,862,677	Third Mortgage Note Payable
	394,424
Intangible Assets	Fourth Mortgage Note Payable
535,679	400,000
Accumulated Amortization	Note Payable - City of Bartow Impact Fees
(151,936)	564,621
383,743	Deferred Development Fee
	1,537,438
Total Other Assets	Total Other Liabilities
13,246,421	6,961,998
	Total Liabilities
	7,021,493
	Partners' Equity
	6,828,377
	Total Equity
	6,828,377
Total Assets	Total Liabilities and Equity
13,849,870	13,849,870

**Lakeland Housing Authority
West Bartow Partnership, Ltd., LLLP
Cash Flow Statement
For the Month Ended March 31, 2014**

	Unrestricted Cash	Operating Reserve	Reserve for Replacement	Tax & Insurance Escrow	Tenant Security Deposits	Total Cash
Cash Receipts						
Rental Receipts	71,052					71,052
Other Tenant Receipts	1					1
Other Cash Receipts	-	78				78
Total Cash Receipts	71,053	78	-	-	-	71,131
Cash Disbursements						
Administrative Expenses	11,948	10				11,958
Tenants Service Expenses	-					-
Utility Expense	8,043					8,043
Maintenance Expense	6,062					6,062
General Expenses	4,422					4,422
Financing Expenses	19,364					19,364
Total Cash Disbursements	49,839	10	-	-	-	49,849
Transfers	(5,028)	-	2,084	2,944		-
Increase (Decrease) in Cash Balance	16,186	68	2,084	2,944	-	21,282
Cash Balance at 2/28/14	140,951	252,261	117,138	45,767	8,350	564,467
Cash Balance at 3/31/14	157,137	252,329	119,222	48,711	8,350	585,749

Comments

1 Transfers include March funding of Reserve for Replacement (\$2,084) and Taxes & Insurance Escrow (\$2,944).

LAKELAND HOUSING AUTHORITY
Updated 5/12/14

		START DATE	OBLIGATION END DATE	DISTRIBUTION END DATE	AUTHORIZED	OBLIGATION 90% THRESHHOLD	OBLIGATED AMOUNT	DISBURSED	AVAILABLE BALANCE
Capital Fund Program	(HUD)								
CFP - 2011		07-15-11	08-03-13	08-02-15	562,980.00	506,682.00	532,317.00	503,394.00	59,586.00
CFP - 2012		03-12-12	03-11-14	03-11-16	327,414.00	294,672.60	297,414.00	144,883.00	182,531.00
CFP - 2013		08-09-13	09-08-15	09-08-17	251,538.00	226,384.20	102,655.00	91,571.00	159,967.00
				CFP Subtotal:	1,141,932.00	1,027,738.80	932,386.00	739,848.00	402,084.00
Replacement Housing Factor	(HUD)								
RHF - 2009(a)		09-15-09	10-29-15	07-27-17	282,108.00	253,897.20	0.00	0.00	282,108.00
RHF - 2009(b)		04-02-10	10-29-15	10-29-17	149,804.00	134,823.60	0.00	0.00	149,804.00
RHF - 2010		07-15-10	10-29-15	10-29-17	441,385.00	397,246.50	0.00	0.00	441,385.00
RHF - 2011		08-03-11	10-29-15	10-29-17	380,321.00	342,288.90	0.00	0.00	380,321.00
RHF - 2012(a)		03-12-12	10-29-15	10-29-17	185,485.00	166,936.50	0.00	0.00	185,485.00
RHF - 2012(b)		03-12-12	10-29-15	10-29-17	70,661.00	63,594.90	0.00	0.00	70,661.00
RHF - 2013		08-09-13	09-08-15	09-08-17	271,433.00	244,289.70	0.00	0.00	271,433.00
				RHF Subtotal:	1,781,197.00	1,358,787.60	0.00	0.00	1,781,197.00
HOPE VI	(HUD)	04-05-00		12-31-17	21,842,801.00		19,908,767.13	19,908,767.13	1,934,033.87
Safety & Security Grant	(HUD)	03-20-13	03-19-14	03-19-15	250,000.00	225,000.00	225,283.00	5,283.00	244,717.00
				Safety & Security Subtotal:	250,000.00	225,000.00	225,283.00	5,283.00	244,717.00
Resident Opportunities and Self Sufficiency	(HUD)								
ROSS - Family Self Sufficiency 2012		09-26-12	07-01-14		52,084.00			36,461.00	15,623.00
ROSS - Service Coordinator 2011		09-22-11	09-29-14		140,838.00			136,251.00	4,587.00
				ROSS Subtotal:	192,922.00			136,251.00	20,210.00
YouthBuild	(DOL)	06-01-11	05-31-15		997,492.00			658,187.00	339,305.00
				YouthBuild Subtotal:	997,492.00			658,187.00	339,305.00
21st Century	(DOE)	08-01-13	07-31-14		324,331.00			226,400.00	97,931.00
				21st Century Subtotal:	324,331.00			226,400.00	97,931.00

HOUSING REPORT

Housing Management

Board Report May meeting 2014

- **Public Housing (PH), Housing Choice Voucher (HCV) and West Lake Management Communities Reports**
 - Housing communities reports
 1. West Lake
 2. West Lake Addition
 3. Cecil Gober
 4. John Wright Homes
 5. Carrington Place (Formerly known as Dakota Apartments)
 6. Renaissance/Washington Ridge
 7. Villas at Lake Bonnet
 8. Colton Meadow
 9. The Manor at West Bartow
 - Housing Choice Voucher Program
 1. Intake & Occupancy Report
 2. Housing Choice Voucher report

Updates for the month of April:

- The Management staff continues working with to the American Lung Association and the Polk County Health Department in the implementation of the smoking policy and the installation of the signage.
- The LHA website includes many new features that are now available at the www.lakelandhousing.org, the IT Manager still working on adding the housing pre-application to the website and many other great add on's.

The Housing staff is continuously working with other departments specifically with the Resident Services Department staff to continue our successful resident programs to continue to meet our LURA requirements.

Business opportunities, we entered into a contract with the Pinellas County Housing Authority and performed 132 Section 8 Housing Quality Standard unit inspections. We continue to offer in-house landscaping services to some of our communities. Our goal is to increase our clientele based and subsequently our net operating income. Furthermore, in 2014 we will start looking to add third party properties to our portfolio which will allow us to increase the bottom line and further our development activities.

Public Housing PIC Reporting Percentage

All Housing Authorities are required to submit information to HUD through the PIH Information Center (PIC). All transactions processed on the Public Housing Program are submitted on a monthly basis to PIC. HUD requires a monthly reporting rate of 95%. Below is our current reporting rate for the Public Housing program:

Effective Date	Public Housing	Date Collected
04/30/2014	98.99%	05/7/2014

Housing Choice Voucher Program Report

- **Tenant-Based Waitlist**

As of April 30, 2014, the Housing Choice Voucher tenant based waiting list contained one hundred fifty one (151) applicants.

- **VASH Waitlist**

As of April 30, 2014, the Veteran Affairs Supportive Housing waiting list contained three (3) applicants.

- **Project-Based Waitlist – The Manor at West Bartow**

As of April 30, 2014, Lakeland Housing Authority project-based waiting list for the Manor at West Bartow contained eleven (11) applicants.

- **Project-Based Waitlist – Villas at Lake Bonnet**

As of April 30, 2014, Lakeland Housing Authority project-based waiting list for the Villas at Lake Bonnet contained one hundred fifteen (115) applicants.

- **Project-Based Waitlist - Habitat for Humanity**

As of April 30, 2014, Lakeland Housing Authority project-based waiting list for Habitat for Humanity contained one (1) applicant.

- **Port Outs**

LHA currently has twenty one (21) port-outs in the month of April. Port outs are clients that use their voucher in another jurisdiction. The total amount of Portable HAP payment for the month of April is \$16,351.30. This includes the Admin Fee of \$775.30.

- **Port Ins**

LHA currently has eighty nine (89) port-ins for the month of April. Port-ins are participants that transferred from another housing agency that we are billing for HAP and administrative fees. A total of 34 vouchers were absorbed effective February and April 2014.

- **Lease-up & Movers**

As of April 30, 2014, Lakeland Housing Authority issued seventeen (17) vouchers to movers. We received eighteen (18) Requests for Tenancy Approvals during the month of April. We processed fifteen (15) unit transfers, two (2) initial move-in, and one (1) port-in with a date effective in April.

- **Active Clients**

As of April 30, 2014, LHA is servicing 1,225 families on the Housing Choice Voucher program. These families include 902 regular Housing Choice Voucher holders, 43 Mainstream Disabled Housing Vouchers, 55 VASH, 115 Project-Based Vouchers, 21 Tenant Protection Program (TenPro) and 89 Port Ins.

- **EOP – End of Participation**

LHA processed seven (7) EOP's with a date effective the month of April. Below are the reasons for leaving the program:

Reason	Number
Termination – Criminal	1
Termination – Unreported income and/or family composition	3
Left w/out notice	0
No longer need S/8 Assistance	2
Deceased	0
Landlord Eviction	0
Lease and/or Program Violations non-curable	1

Voucher Expired	0
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- **PIC Reporting Percentage**

All Housing Authorities are required to submit information to HUD through the PIH Information Center (PIC). All transactions processed on the Housing Choice Voucher Program are submitted on a monthly basis to PIC. HUD requires a monthly reporting rate of 95%. Below is our current reporting rate for the Housing Choice Voucher program:

Effective Date	HCV	Date Collected
04/30/2014	100.09%	05/05/2014

- **General information and activities for the month of April**

- The Housing Choice Voucher Department processed one hundred four (104) annual certifications and forty eight (48) interim certifications.
- A total of one hundred fifty four (154) Housing Quality Standards (HQS) inspections were conducted during this month.

RECEPTION MONTHLY REPORT 2014					
	VISITOR'S COUNT	RFTA	REQUEST TO LIST PROPERTY	INTERIM CHANGE	STAMPED MAIL
January	287	8	23	23	2068
February	445	15	24	54	2140
March	363	9	3	52	2472
April	394	18	5	70	2054



Reports from the Communities

Communities

1. West Lake
2. West Lake Addition
3. Cecil Gober
4. John Wright Homes
5. Carrington Place (Formerly known as Dakota Apartments)
6. Renaissance/Washington Ridge
7. Villas at Lake Bonnet
8. Colton Meadow
9. The Manor at West Bartow

Item	West Lake	West Lake Addition	Cecil Gober	John Wright	Carrington Place	Renaissance	Villas Lake Bonnet	Colton Meadow	Manor at West Bartow
Occupancy %	97%	96%	92%	100%	100%	98%	100%	99%	98%
Vacant units	2	2	3	0	0	3	0	0	2
Current rents:									
1 bedroom	387	425	481	N/A	N/A	613	N/A	N/A	699
2 bedrooms	443	508	N/A	526	736	736	627	627	801
3 bedrooms	543	576	N/A	579	850	850	709	709	N/A
4 bedrooms	581	N/A	N/A	N/A	949	949	N/A	780	N/A
5 bedrooms	N/A	N/A	N/A	N/A	1047	N/A	N/A	N/A	N/A
Unit inspections	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Building inspections	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Security issues (Insurance claims)	No	No	No	No	No	No	No	No	No
Number of Annual Certifications done	5	7	1	0	0	41	20	16	7
Newsletter distributed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Community Manager's Name	Vanessa C. Johnson	Vanessa C. Johnson	Vanessa C. Johnson	Vanessa C. Johnson	Kasandra Davis	Kasandra Davis	Jennifer Robinson	Jennifer Robinson	Jennifer Robinson

Monthly residents meeting and community yard sale, bingo daily, Field trip, craft and movie night and Dinner and brunch.
Monthly residents meetings and Tutoring: Weekly; each Wednesday from 4pm to 6pm. Health Fair.
Monthly residents meetings and Tutoring: Weekly; each Wednesday from 4pm to 6pm
Health Screenings, movie day, birthday celebrations, resident meetings and daily feeding. Filed trip, and art classes for kids.
Monthly resident meeting, weekly activities for children and a senior outing. Trip to Peltz Shoe store in Brandon for children.
Monthly residents meeting and free tax returns.
Monthly residents meeting, Health Fair and movie day. Trip to the Flea market for the residents.
Monthly residents meeting.
Monthly residents meeting. Tobacco free seminar.
Comments

By: Carlos R. Pizarro, Director of Housing

NO-SMOKING POLICIES IN APARTMENT (WHY?)

*** Legal Considerations**

*** Financial Considerations**

LEGAL CONSIDERATIONS

One of the biggest reasons many apartment firms have been hesitant to adopt smoke-free policies is a mistaken belief that restricting a resident's ability to smoke on the property or within their apartment could violate the law. However, there is no "right to smoke" and smokers are not a protected class under fair housing laws. In fact, firms can actually reduce their legal liability by restricting or banning smoking.

It is well settled among state and federal courts that the act of smoking is not a protected activity under the U.S. Constitution. The courts have ruled that even if a policy singles out or places particular burdens on smokers, individually or as a group, the policy does not in and of itself violate the Constitution's Equal Protection Clause (NYC Clash Inc. v. New York, 315 F. Supp. 2d 461 (S.D.N.Y. 2004). Other courts have said simply that "there is no state or federal constitutional right to smoke" (Kurtz v. City of North Miami, 653 So.2d 1025 (Fla.1995)) and

"[t]here is no more a fundamental right to smoke cigarettes than there is to shoot up or snort heroin or cocaine or run a red light (Fagan v. Axelrod, 550 N.Y.S.2d 552, 559 (1990)).

An addiction to tobacco, nicotine or smoking is not considered to be a disability under the Fair Housing Act or the Americans with Disabilities Act. **In fact, the U.S. Department of Housing and Urban Development (HUD) has specifically stated that smokers are not a protected class under federal fair housing regulations.**

In contrast to conventional wisdom, apartment owners may be held more legally liable by allowing smoking than by restricting it. Residents have become more knowledgeable about the risks of secondhand smoke and savvy about pursuing legal options to protect their health. State courts have ruled against apartment owners and have ordered significant rent reductions and other penalties under the nuisance, warranty of habitability, and quiet enjoyment theories of law.

In addition, the courts have held that an apartment resident with severe breathing difficulty that is exacerbated by secondhand smoke may actually be entitled to a reasonable accommodation under the Fair Housing Act.

Firms that decide to restrict or ban smoking should consider implementing a prospective policy at lease renewal and for new leases instead of trying to amend current lease agreements. The lease language should make clear the purpose of the policy, define proscribed activities and spell out owner and resident responsibilities. Importantly, lease language should limit an owner's liability for violations of the policy when the owner takes all reasonable steps to enforce the policy. The lease should not create an express or implied warranty that a property's smoking policy will increase safety, enhance habitability or improve air quality. Finally, the lease should clearly define what constitutes a resident breach of the smoking policy and the consequences of a breach.

FINANCIAL CONSIDERATIONS

In addition to legal questions, apartment firms also cite revenue-related concerns that could result from alienating prospective and current residents. But recent resident surveys indicate that a majority of renters would actually prefer to rent an apartment in a smoke-free community. In addition, about half say that they have moved or would move because of secondhand smoke.

Smoking bans can also increase net operating income by reducing expenses. It is markedly more expensive to turn a unit where a smoker resided. Some estimates suggest that cleaning walls, carpets, appliances and fixtures exposed to smoke can add \$400 to \$3,000 to unit turnover costs, depending on the length of residency and how much the resident smoked in the unit (One apartment community spent more than \$10,000 after having to replace the A/C unit and all its components including but not limited to the air duct system).

Reducing fire incidents is another important consideration with cost-saving implications.

According to recent research by the Department of Homeland Security's National Fire Incident Reporting System (NFIRS), 40 percent of apartment fire deaths are attributable to smoking, and 16 percent of non-fatal fire-related injuries are the result of smoking. Restricting smoking even in some apartment units can help owners reduce the extremely costly risk of sustaining a fire.

Complete or partial smoke-free policies, which reduce a firm's risk of fire damage and human injury, may also reduce property insurance premiums, although no statistics are readily available to indicate what kind of premium advantage firms with smoking bans enjoy.

DEVELOPMENT REPORT

I. **Authority-Wide Updates**

Section 3 and M/WBE: The Housing Authority of the City of Lakeland, Florida (LHA) entered into one agreement during this reporting period. Additionally, LHA issued one change order. The below is a summary of contracting activities that occurred during this reporting period:

- Developed an agreement with **Annettie Machuca & Associates, Inc.** to provide *Housing Quality Standards (HQS) Inspection Services* with a not-to-exceed value of \$8,000; and
- Issued Change Order #1 with **State Alarm** for the installation of an audio-visual system in the Board's Conference Room and for the provision of electrical connections for the surveillance equipment to be installed in the Westlake community.

Execution of the above referenced documents has had the following effect on LHA's Section 3 and M/WBE percentages:

- The amount of work contracted to outside vendors by LHA, or its affiliates, **"increased"** from \$808,549 to **\$829,085**.
- The total dollar volume of work contracted to M/WBE firms **"increased"** from \$232,648 to **\$240,648**. This equates to 29% of the total dollar volume contracted by LHA.
- Thirteen (13) of the 48 contracts are with M/WBE firms. This represents 27% of the contracts.
- Three (3) of the 48 contracts are with Section 3 Business Concerns; which represents approximately 6% of the contracts.
- Three (3) Section 3 Hires have been employed as part of LHA's existing contracts.

Lake Ridge Homeowners Association: Staff continued to manage the operations of the association. Current projects include: working in conjunction with West Lake Management to resolve parking and trespassing issues in the alley way between the Lake Ridge homes and the Lake Ridge rental properties and addressing and resolving the delinquent HOA fees. The HOA meeting occurred on Tuesday, March 25, 2014 at the Lake Ridge Center. Commissioner Phillip Walker and Cindy Sharp, the Lake Ridge Neighborhood Watch Representative, attended the meeting. The Board of Directors of the Renaissance Master Association met on March 31, 2014 and April 10, 2014 respectively.

Capital Fund Awards: Staff is waiting to receive executed amendments from the U.S. Department of Housing and Urban Development (HUD) for the CFP 2014 grants. HUD awarded LHA \$341,004 in funding from the P-grant. LHA also received \$185,710 in funding from HUD via the R-grant. Last reporting period staff submitted three originals of the signed ACC Amendments and Capital Fund 5 Year Action Plan to HUD by the April 15, 2014 deadline. However, LHA cannot commence obligation of the grants until receipt of the fully executed amendments. Additionally, HUD must approve the environmental assessments for projects associated with the grant. Staff anticipates

receiving signed originals of the amendments the week of May 12, 2014. Staff also commenced preparation of the environmental assessments.

Developer RFQ: On Monday, April 21, 2014, staff issued a Request for Qualifications for a development partner. The site visit occurred on Monday, May 5, 2014 at 10 a.m. A total of three (3) firms participated in the meeting. Responses are due by 2 p.m. on Monday, June 16, 2014.

2014 Agency Plan: LHA has a January 1 fiscal year. Accordingly, staff will need to begin consultation with Commissioners and the City Wide Resident Organization (CWRO) to draft the Agency Plan. A key item to note with this year's process is that the Capital Fund Program Rule that became effective on November 25, 2013 decoupled the Capital Fund Annual Submission from the Agency Plan Submission. This resulted in LHA submitting the Annual Statements for 2014 and CFP 5-Year Action Plan to HUD on April 15, 2014. Please refer to the Capital Fund Award narrative located on Page 1 of this report. Although LHA has already submitted the 2014 Annual Statement and CFP 5-Year Action Plan, Commissioners and the CWRO will have an opportunity to propose revisions to these documents as part of the Agency Plan submission process.

LHA Portfolio

Arbor Manor

- On April 17, 2014, representatives from Kolter Acquisition, LLC (Kolter) responded to LHA's concerns with the purchase and sale agreement. Kolter expressed concern regarding two items proposed by LHA: 1.) offer price and 2.) language proposed for Seller's Default. The offer from Kolter was for approximately \$1.3 million; which is \$1.1 million less than the appraisal of \$2.4 million that LHA had done back in September 2013. Representatives from Kolter outlined that not only did their opinion of value differed greatly from the LHA appraisal, it also differed from the appraisal that they offered as there have been a very limited number of multifamily land transactions in the Lakeland market. Their appraiser worked extensively to find four comparable properties for the valuation. These properties sold for approximately \$4,392 to \$4,730 per unit. For Kolter, the four comparable properties validated their offer price of \$1.3 million (\$4,926/unit for 275 units). Considering that the offer is considerably less than LHA's third party appraisal and the property has an existing Declaration of Trust that will restrict the use of the sales proceeds, staff's recommendation, at this time, is that the Board should reject the offer.

Cecil Gober

- Aging-In-Place Design: The Stop Work Order dated July 11, 2013 remains in effect. There are no new items to report.
- Aging-In-Place Modernization: There are no updates to provide for this item. This item will remain "On Hold" until revisions to the design are completed.

May 2014

- Tax Credit Application: Staff did not perform any activities related to the tax credit application this reporting period.

Hampton Hills

- Homeownership Plan: On March 28, 2014, LHA received the fully executed Implementing Agreement from the Special Application Center. Staff can now commence implementation of the approved Homeownership Plan.

John Wright

- All work associated with re-striping the parking lot is complete. Campolong Enterprise dba DH Striping Company submitted closeout documents to LHA the week of May 5, 2015. LHA released final payment to DH Striping Company the same week. The project is now officially closed out.

LHA Administration Building

- Trenching and removal of ground cover: On April 25, 2014, staff approved Purchase Order Number 10948 for Fine Arts Landscaping Management Company in the amount of \$1,480. The contractor mobilized the following day to move trees/ground cover, trench along the south side of the building, and cleanout the drains along the south side of the building. All work was completed the same day; which allowed LHA Maintenance staff to seal the joints the week of April 28th. Final inspection of the work occurred on May 1, 2014. Staff is in the process of closing out the project and issuing final payment.
- Reroofing Project: Professional Roof Systems, Inc. (PRS) mobilized on March 10, 2014. PRS completed all work associated with reroofing the building on April 10, 2014. Staff attempted to close out the project and issue final payment but discovered an issue with the 15-year manufacturer's warranty. Staff notified PRS of changes required to the warranty on April 24, 2014. Representatives from PRS responded the same day. Staff agreed to pay PRS for 90% of work performed on the roof replacement. The balance of 10% would be held as retainage until all language associated with the 15-year warranty was corrected by the manufacturer. LHA issued PRS Check Number 29341 in the amount of \$33,660 on Friday, May 2, 2014. The manufacturer is tentatively scheduled to inspect the roof installation and revise the warranty documents on Friday, May 16, 2014. LHA will issue final payment of \$3,740 and close out the project upon receipt of the corrected warranty from the manufacturer.
- Remediation and Renovation of Administration Building: On April 23, 2014, staff facilitated a conference call with representatives from The Gordian Group (TGG) and Johnson Laux Construction (JLC). The purpose of the call was to discuss the Job Order Contracting (JOC) program that TGG established for West Central Florida Housing. Specifically, LHA's membership with the National Joint Powers Alliance (NJPA) provides the authority access to the Indefinite Quantity Construction Contracting (IQCC) that was established for the area. As part of the meeting, TGG discussed how the existing IQCC for West Central Florida met HUD's procurement requirements as outlined by 24 CFR 85.36. TGG also

provided staff with references from Tampa Housing Authority that had successfully used the IQCC for their HUD projects. Additionally, representatives from TGG sent LHA documentation on NJPA's competitive procurement process the follow day. Receipt of the documentation allowed staff to conduct a Joint Scope Meeting with representatives from TGG and JLC on Wednesday, April 30, 2014. A second walk through of the building occurred with JLC and its subcontractors on Friday, May 9, 2014. Based upon feedback received during the walkthrough, TGG transmitted the proposed statement of work for remediation and renovation of the building the same day. Staff reviewed the statement of work and sent a request for fee proposal to TCC the week of May 12th.

- Remote Video Surveillance System: State Alarm, Inc. mobilized the week of March 3rd. Start Alarm, Inc. completed all work associated with installation of surveillance equipment at the LHA Administration Building on March 20, 2014. LHA processed Invoice Number 116109 in the amount of \$32,139. Staff mailed the payment to State Alarm, Inc. on Friday, April 25, 2014. Although all work associated with installation of surveillance equipment at the LHA Administration Building is complete, staff will not be able to close out the project until work associated with the other three properties is complete. The contract completion date for the overall project is May 30, 2014.

Westlake

- Fiscal Year 2012 Capital Fund Emergency Safety and Security Program: State Alarm, Inc. mobilized the week of May 5th to perform work associated with installation of surveillance equipment at Westlake and Westlake Addition. Presently, State Alarm, Inc. is working with Lakeland Electric to install the metered connections. Additionally, State Alarm, Inc. is onsite installing surveillance equipment. The contract completion date for the overall project is May 30, 2014.
- Redevelopment of Westlake: Please refer to the narrative for Developer RFQ located on Page 2 of this report for details.
- Tax Credit Application: There has been no change in the status of the application for Twin Lakes. To recap, on Tuesday, January 14, 2014, a representative from the Florida Housing Coalition emailed LHA staff to verify whether or not the authority still planned to proceed with the Twin Lakes project. Specifically, Twin Lakes received a Predevelopment Loan Program (PLP) Loan in July 2012. The loan has to be repaid in July 2015. Since PLP loans are typically repaid at the financial closing, a tax credit application would need to be submitted for Twin Lakes during calendar year 2014. Otherwise, it will not be feasible to utilize the funds and have them repaid by the July 2015 deadline. Accordingly, time is of the essence in determining whether or not to utilize the loan.

Williamstown

- Staff did not perform any activities related to Williamstown during this reporting period.

II. Mixed Finance Developments

- Taxes: There are no updates related to taxes this reporting period.

Colton Meadow

- Staff continued working with Finance to complete the SR-1. Once the SR-1 is complete, the form and 2013 Audited Financials will be submitted the Florida Housing Finance Corporation.

Carrington Place (formerly Dakota Park)

- Fiscal Year 2012 Capital Fund Emergency Safety and Security Program: State Alarm, Inc. commenced installation of video surveillance equipment at Carrington Place on April 25, 2014. Installation of the surveillance equipment is still in progress. State Alarm, Inc. is scheduled to complete the installation by May 30, 2014.

Renaissance

- Remote Video Surveillance System: State Alarm, Inc. completed installation of the surveillance equipment for The Manor at Washington Ridge on April 2, 2014. LHA processed Invoice Number 117030 in the amount of \$21,669. Although all work associated with installation of surveillance equipment at the senior building is complete, staff will not be able to close out the project until work associated with the other properties is complete. The contract completion date for the overall project is May 30, 2014.
- FY 1999 HOPE VI Funds: The status of the 1999 HOPE VI funds remains unchanged. To recap the status of the work, LHA participated in a conference call with the Miami Field Office on March 19, 2014. During the meeting, participants discussed that there was \$844,696 in existing HOPE VI expenses that LHA never invoiced HUD. Staff agreed to submit the expenses with backup documentation to the Miami Field Office for review. If the Miami Field Office determines that these expenditures are allowable by HOPE VI guidelines, HUD will reimburse the expenses. As there is not enough HOPE VI funds to develop 12 public housing units at Renaissance and reimburse LHA up to \$844,696 in post HOPE VI expenditures, LHA would withdraw the Development Proposal for the 12 units. On April 11, 2014, staff submitted backup documentation for \$527,232 of the HOPE VI expenditures (Calendar Years 2007 and 2008). Staff presently cannot access \$242,272 of the expenditures because it is stored within Lindsey, LHA's financial management software prior to the Yardi conversion. Staff continues to work with representatives from Lindsey to extract the Calendar Year 2006 HOPE VI expenses. Staff is also reviewing the balance of \$75,191 to determine whether or not these expenses are allowable by the grant.
- Intersection of N. Florida Avenue and W. Tenth Street: Board approval of Resolution Number 14-1377 allowed LHA to enter into the sales and purchase agreement with Marketplace Development, LLC. The agreement was executed on March 25, 2014. Staff is presently working with outside counsel to amend the Disposition Approval that LHA received from HUD's Special Application Center on August 6, 2002.

The Manor at West Bartow

- Staff worked with team members from Finance to complete the SR-1 and audited financials. On March 10, 2014, AIG confirmed that they received the audited financials for 2013. Presently, AIG is in the process of completing their analysis. Per the email that staff received from AIG on May 12, 2014, analysis of the cash flow should be completed the week of May 19th. Once AIG's analysis is complete, LHA will know whether or not there is enough cash flow available to pay down deferred developer fees.

Villas at Lake Bonnet

- Staff worked with team members from Finance to complete the SR-1. Staff submitted a final draft of the SR-1 to Finance on May 8, 2014. Finance approved the report the same day. Staff submitted the completed SR-1 form and audited financials for the Villas at Lake Bonnet to AmeriNational and Florida Housing Finance Corporation the week of May 19th.
- According to the SR-1 for 2013, there should be \$129,967 in year end cash to pay down deferred developer fees. The property anticipates paying the fees to Polk County Housing Developers by May 30, 2014.

Magnolia Pointe

- Staff did not perform any activities related to Magnolia Pointe during this reporting period.

**Lakeland Housing Authority
Comprehensive Agency Planning Process
Fiscal Year 2014**

ID	Task Mode	Task Name	Duration	Start	Finish	June		July			August			September			October		
						M	E	B	M	E	B	M	E	B	M	E	B	M	E
1		Consult with Commissioners, Staff, and Resident Advisory Board	2 days	Tue 5/20/14	Wed 5/21/14														
2		Draft Agency Plan	15 days	Thu 5/22/14	Wed 6/11/14														
3		Consult with Attorney	6 days	Thu 6/12/14	Thu 6/19/14														
4		Publish Notice for Public Review	1 day	Fri 6/20/14	Fri 6/20/14														
5		Comment Period for Public and Resident Advisory Board	45 days	Mon 6/23/14	Fri 8/22/14														
6		Hold Public Hearing	1 day	Mon 8/25/14	Mon 8/25/14														
7		Compile List of Suggestions	3 days	Tue 8/26/14	Thu 8/28/14														
8		Board of Commissioners Reviews Plan	23 days	Fri 8/29/14	Tue 9/30/14														
9		Board Meeting to Approve Agency Plan	1 day	Mon 10/6/14	Mon 10/6/14														
10		Get Sign Off on Consistency with Consolidated Plan	5 days	Tue 10/7/14	Mon 10/13/14														
11		Submit Plan to HUD for Approval	1 day	Wed 10/15/14	Wed 10/15/14														

Project: LHA FY 2014 Agency Plan Date: Tue 5/13/14	Task		External Milestone		Manual Summary Rollup	
	Split		Inactive Task		Manual Summary	
	Milestone		Inactive Milestone		Start-only	
	Summary		Inactive Summary		Finish-only	
	Project Summary		Manual Task		Deadline	
	External Tasks		Duration-only		Progress	

May 2014

PROCUREMENT

In addition to the normal day-to-day procurement activities (such as: monitoring invoices and certified payroll reports submitted by contractors and maintaining contract files and vendor lists), the following activities were accomplished in April 2014:

- Issued a Request for Qualifications for a *Developer Partner* primarily to develop the WestLake Apartments community
- Issued a Request for Proposals for *Drywood Termite Treatment for Carrington Place*
- Issued an Invitation for Bids for *Asphalt Repair, Sealing, and Striping for the Colton Meadow Community*
- Developed an agreement with **Annettie Machuca & Associates, Inc.** to provide *Housing Quality Standards (HQS) Inspection Services* with a not-to-exceed value of \$8,000
- Issued Change Order #1 with *State Alarm* for the installation of an audio-visual system in the Board's Conference Room and for the provision of electrical connections for the surveillance equipment to be installed in the WestLake community

LAKELAND HOUSING AUTHORITY
SECTION 3 AND M/WBE SUMMARY REPORT
(Existing Contracts: April 1, 2012-April 30, 2014)

Item #	Contractor	Amount	M/WBE	Type	M/WBE Totals	Section 3 Firm	Section 3 Firm Totals	Section 3 Hires	Section 3 Totals
1	Rodmon and Rodman Hampton Hills	\$20,000.00	Yes	African-American	1	Yes	1	No	0
2	Bio Mass Tech	\$33,278.05	No	N/A	0	No	0	No	0
3	Robert's Painting	\$8,100.00	No	N/A	0	No	0	No	0
4	Zee's Construction	\$24,500.00	No	N/A	0	No	0	No	0
5	NKA Contractors	\$23,750.00	Yes	African-American	1	No	0	No	0
6	Jackson Management Consulting	\$10,198.00	Yes	African-American	1	No	0	No	0
7	Florida Dance Theatre	\$3,840.00	No	N/A	0	No	0	No	0
8	Rodmon and Rodmon (09-27-12 to 10-26-12)	\$5,750.00	Yes	African-American	1	Yes	1	No	0
9	Rodmon and Rodmon (10-29-12 to 10-28-13)	\$30,000.00	Yes	African-American	1	Yes	1	No	0
10	Bruce Reeves	\$5,000.00	No	N/A	0	No	0	No	0
11	Beachfront Community Outreach	\$31,900.00	Yes	African-American	1	No	0	Yes	1
12	PAINTSMART USA, INC.	\$31,000.00	Yes	African-American	1	No	0	Yes	2
13	Nova Engineering and Environmental, LLC	\$19,000.00	No	N/A	0	No	0	No	0
14	Atkins Paving, Inc	\$7,400.00	Yes	African-American	1	No	0	No	0
15	Best Termite & Pest Control	\$24,000.00	No	N/A	0	No	0	No	0
16	Clampett Industries dba EMG	\$39,000.00	No	N/A	0	No	0	No	0
17	Reeves Building and Plumbing Contractor	\$7,950.00	Yes	African-American	1	No	0	No	0
18	Jacksonville Sound	\$552.00	No	N/A	0	No	0	No	0
19	Marshalls, LLC	\$6,377.00	No	N/A	0	No	0	No	0
20	R.I.G., Inc.	\$54,725.00	Yes	N/A	1	No	0	No	0
21	Reeves Building and Plumbing Contractor	\$9,975.00	Yes	African-American	1	No	0	No	0
22	All Florida Fire Equipment Company	\$5,500.00	No	N/A	0	No	0	No	0
23	Camolong Enterprises dba DH Striping Company	\$5,000.00	No	N/A	0	No	0	No	0
24	Professional Roof Systems	\$37,400.00	No	N/A	0	No	0	No	0
25	State Alarm	\$287,591.50	No	N/A	0	No	0	No	0
26	Stripe A Lot of America II, Corp	\$4,100.00	No	N/A	0	No	0	No	0
27	Waller Construction	\$20,800.00	No	N/A	0	No	0	No	0
28	Annette Machuca & Associates	\$8,000.00	Yes	Hispanic and Woman-owned	1	No	0	No	0

Note: Amounts referenced within the table include all contracts, amendments/change orders, and/or task orders issued to the vendors between April 1, 2012 and April 30, 2014.

LAKELAND HOUSING AUTHORITY
SECTION 3 AND M/WBE SUMMARY REPORT
(Existing Contracts: April 1, 2012-April 30, 2014)

Item #	Contractor	Amount	M/WBE	Type	M/WBE Totals	Section 3 Firm	Section 3 Firm Totals	Section 3 Hires	Section 3 Totals
<i>Indefinite Delivery, Indefinite Quantity Architectural Services Pool</i>									
29	GLE Associates	\$0.00	No	N/A	0	No	0	No	0
30	Wallis Murphey Boyington	\$0.00	No	N/A	0	No	0	No	0
31	Bessolo Design Group	\$0.00	No	N/A	0	No	0	No	0
32	Robert Reid Wedding	\$47,227.50	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Property Appraisal Services Pool</i>									
33	Valuation Advisors	\$1,500.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Surveying Services Pool</i>									
34	DRMP	\$0.00	No	N/A	0	No	0	No	0
35	Hamilton Engineering & Surveying	\$0.00	No	N/A	0	No	0	No	0
36	ECON	\$5,020.00	No	N/A	0	No	0	No	0
37	Pickett & Associates	\$0.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Environmental Testing/Building Inspection Services Pool</i>									
38	ACT-American Compliance Technologies	\$0.00	No	N/A	0	No	0	No	0
39	GLE Associates	\$5,275.00	No	N/A	0	No	0	No	0
40	Terracon Consultants	\$0.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Engineering Services Pool</i>									
41	Boggs Engineering (Civil)	\$3,950.00	No	N/A	0	No	0	No	0
42	Hamilton Engineering & Surveying (Civil)	\$0.00	No	N/A	0	No	0	No	0
43	EE & G Environmental (Environmental)	\$0.00	No	N/A	0	No	0	No	0
44	GLE Associates (Multi-discipline)	\$1,425.00	No	N/A	0	No	0	No	0
45	Biller Reinhart (Structural)	\$0.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Financial Advisor Services Pool</i>									
46	Baker Tilly	\$0.00	No	N/A	0	No	0	No	0
47	Innovative Financial Housing Solutions	\$0.00	Woman-owned Business	N/A	1	No	0	No	0
48	TAG Associates	\$0.00	No	N/A	0	No	0	No	0
TOTALS		\$829,084.05			13		3		3

Note: Amounts referenced within the table include all contracts, amendments/change orders, and/or task orders issued to the vendors between April 1, 2012 and April 30, 2014.

LAKELAND HOUSING AUTHORITY
SECTION 3 AND M/WBE SUMMARY
(New Contracts: April 1-30, 2014)

Item #	Contractor	Amount	M/WBE	Type	M/WBE Totals	Section 3 Firm	Section 3 Firm Totals	Section 3 Hires	Section 3 Totals
1	Annettie Machuca & Associates	\$8,000.00	Yes	Hispanic and Woman-owned	1	No	0	No	0
2	State Alarm, Change Order #1	\$12,535.50	No	N/A	0	No	0	No	0
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
<i>Indefinite Delivery, Indefinite Quantity Architectural Services Pool</i>									
13									
14									
15									
<i>Indefinite Delivery, Indefinite Quantity Property Appraisal Services Pool</i>									
16									
<i>Indefinite Delivery, Indefinite Quantity Surveying Services Pool</i>									
17									
18									
19									
20									
<i>Indefinite Delivery, Indefinite Quantity Environmental Testing/Building Inspection Services Pool</i>									
21									
22									
23									
<i>Indefinite Delivery, Indefinite Quantity Engineering Services Pool</i>									
24									
25									
26									
27									
<i>Indefinite Delivery, Indefinite Quantity Legal Services Pool</i>									
28									
29									
30									
TOTALS		\$20,535.50			1		0		0

Note: Amounts referenced within the table include all contracts, amendments/change orders, and/or task orders issued to the vendor April 1-30, 2014.

INVESTIGATIVE BOARD REPORT

The following activities were accomplished April 30, 2014:

1 Small Claims Court

- There was no small claim cases made for the month of April.

2 Eviction Court

- Four (4) evictions for the month of April one (1) for non-payment of rent, and three (3) for lease violations.

3 Applicant Criminal Histories

- No criminal history activity for the month of April, for new applicants, as well as those up for re-certification.

4 Public Housing Re-certification Criminal Histories

- No re-certifications were submitted for the month of April.

5 Conflict Resolutions

- One for the month of April.

6 Public Housing Fraud Recovery

- None for the month of April.

7 Repayment Agreements

- One (01) for the month of April for un-paid balance in the amount of \$876.00 (Eight hundred and seventy-six dollars)

Section 8

1 Section 8 Terminations

- None for the month of April, however, we have some pending.

Type	Current	Pending	Closed
Un-Authorized Guest	2	1	1
Un-Reported Income			
Un-Guest / Income			
Drug Related Criminal Activity			
Totals	2	1	1

INVESTIGATIVE BOARD REPORT

2 Section 8 Repayment Agreements

- No section 8 re-payment agreements were signed for the month of April.

3 Section 8 Fraud Recovery

- Figures are unavailable.

4 Criminal Court

- The Lakeland Housing Authority currently has two pending cases with the State Attorney's Office.

5 Section 8 Applicant Criminal Histories

- During the month of April, the Lakeland Housing Authority Investigations Department ran eight (08) criminal histories for Section 8 applicants. **This resulted in a net savings of one hundred and eighty-four dollars (\$184.00).**

6 Section 8 Re-certification Criminal Histories

- Fifty-seven (57) section eight re-certifications were requested for the month of April. Resulting in a savings of (\$1311.00) one thousand three hundred and eleven dollars.

7 Section 8 Hearings

- Investigators attended no section eight hearings for the month of April.

8 VASH

- No activity for the month of April

Administration

- Two (2) backgrounds were submitted by human resources for the month of April resulting in a savings of (\$46.00) forty-six dollars.

The Manor at West Bartow

- No activity for the month of April.

Washington Renaissance and Carrington Place (formerly Dakota Park Apartments)

- Three (03) new applications for criminal history were submitted for April, for the Renaissance/Washington Oaks property, resulting in a savings of **sixty-nine dollars (\$69.00)**. Three (03) applications submitted for recertification for the month of April, for a savings of **sixty-nine dollars (\$69.00)**.

INVESTIGATIVE BOARD REPORT

Colton Meadow/Villas at Lake Bonnet

- Five (05) criminal histories were processed for Colton Meadow, for the month of April, **for a saving of one hundred and fifteen dollars (\$115.00)**. We also completed one (01) application for recertification for a savings of **twenty-three dollars (\$23.00)**. **Two (02) criminal histories were processed for new applications for a savings of forty-six dollars (\$46.00) at the Villas at Lake Bonnet property. Two (02) re-certifications were submitted to investigations for processing, for a savings of forty-six dollars (\$46.00).**

Lincoln Square Apartments

- No longer do checks on this property

General

- During the month of April, we wrote sixteen (10) parking violations. One vehicle was towed for failure to comply with the 24 hour notice. We also made three ID cards, and attended several meetings. By having the Investigation Department process the criminal backgrounds in-house, the Lakeland Housing Authority has saved **one thousand nine hundred and nine dollars (\$1909.00)**, for the month of April. This figure is based upon the cost of twenty-three dollars per background check by outside information suppliers. The Lakeland Housing Authority Investigation Department is now doing outside vendor work for Lakewood Terrace Apartments. We are now handling all evictions, and conflict resolutions. During the month of April, several Capital Fund inspections, Davis Bacon interviews, and inspections of any ongoing construction and or large maintenance projects, were completed.

RESIDENT SERVICES REPORT

**Resident Services
April 2014 Board Report**

- **Resident Opportunity and Self-Sufficiency (ROSS)**

Community Involvement

On April 23rd, Cynthia Zorn-Shaw, ROSS Coordinator and Linda Willis, FSS Coordinator met with Celia Archambault of Kelly Services. The purpose of the meeting was to explore the ability of Kelly Services to host on-site, quarterly employment recruitment events and employment retention skills workshops at the following LHA properties: The Renaissance, Dakota Park Apartments, The New Lake Ridge Homes, Colton Meadow, Villas at Lake Bonnet, West Lake Homes, and John Wright Homes.

- **YouthBuild-Lakeland**



Student of the Month-Priscilla Kinnard



**Participant of the Month: Jennifer Liceaga; Nose to the Grind Stone Award:
Stephen Moore; Class Spirit Award: Justin Jones; Student Choice Participant
of the Month; Kyle Parker; Construction Worker of the Month: Cristian Rodriguez.**

Academics

Cycle 10 has been picking up speed as it moves through April. The 18 participants of this cohort have been working diligently toward acquiring the knowledge necessary to earn their GED. Students have been making great progress in Reading and Mathematics. The remediation of basic skills is going quickly, and students are quickly grasping the concepts behind the new GED exam. Students are learning to use evidence and details to create vivid writing. Participants also have begun a typing course that will allow them to become proficient in word processing and document creation.

Not only are the students engaged in a rigorous academic curriculum, but they have been introduced to a new group of people, their fellow participants. This provides them the chance to work on social skills, interpersonal relationships, conflict resolution, and listening skills. The mixture of personalities and cultures in the class allows them to become immersed in a realistic, professional environment. They are truly being prepared for the real world of work and post-secondary education.

Career Development

Participants have spent the month of April looking at different career options and assessing their interests. They initially completed the O*NET Interest Profiler which helped them to discover what their interests are and how they relate to the world of work. Participants also completed their career “vision boards”, which will be displayed in the center.

A comprehensive overview of O*NET was done through an on-line demonstration and the students were given an opportunity to review their specific skill interests.

Grant Funding



YouthBuild received a grant in the amount of \$2,500 from HD Supply. These monies will be used for electronic GED test-prep materials for Cycle 11.

Grants Submitted

- **Department of Labor 2014 Grant**

The Department of Labor application was submitted on April 17th with a grant request of \$974,124 for 57 students. Per student cost is \$17,090. We received a total of \$2,540,236 in matched and leveraged funds. Awards are expected to be announced by the end of June 2014.

- **Lawrence Foundation**

Application submitted for \$5,000 to support YouthBuild’s staff by providing professional development for fundraising and grant opportunities, and to provide access to grant advisement and consultation as needed.

• **Public Housing/Family Self-Sufficiency Program (PH/FSS)**

March 2014	# FSS Tenants	# with Escrow	% with Escrow	Escrow Amount (\$)
Public Housing (02,04) (05)	36	16	45	36,632.97
Dakota Park (13)	07	03	43	27,307.42
Renaissance (14)	14	03	22	9,052.00
Totals	57	22	39*	72,992.39

* The percentage using the total number of FSS clients and total number of clients with escrow.

Public Housing FSS Waiting List: Zero (0). The Coordinator continues to meet with residents, by walking the sites and having one-on-one meeting. Each resident is given available supportive services in the community.

New Enrollment: Two (02)

Termination/Forfeiture/Transfer/Disbursement: Zero (0)

Earned Income from Employment: One (1)

Final Disbursement: Ms. Hobbs started the FSS Program on April 1, 2009. At the beginning of her contract, Ms. Hobbs annual income was \$4,628.00 per year. Ms. Hobbs Individual Training and Services Plan consisted of obtaining a GED certificate, attending a community college, getting a better paying job, and increasing her credit score. Ms. Hobbs earned income increased to \$19,469.00, her credit score is above 600 and Ms. Hobbs obtained a GED and is now attending Hillsborough Community College. Ms. Hobbs determination to become self-sufficient is a testimony of what the Family Self-Sufficiency Program details. Her will-power to complete the program paid off, because she will receive a check for \$13,345.55.

Community Involvement:

During the month of April 2014, the PHFSS Coordinator attended the following meetings and/or events:

- April 2nd - United Way Agency Connection Network Meeting
- April 7th - Senior's field trip
- April 5th & 12th - The Manor at West Bartow
- April 21st - Celia Archambault, Kelly Services
- April 24th - Movie Day at The Renaissance

- **Section 8/Family Self-Sufficiency Program (S8-FSS) Statistics**

Programs	# Of FSS Tenants	% Slots filled	# Tenants with Escrow	% With Escrow
Section 8 (HCV)	61	81	31	51

Escrow Balances

- The balance of the Section 8 FSS Escrow April 2014 is \$128,738.05
- The average amount is \$4,252.84

Recruiting: Received zero (0) letters of interest

Housing Choice Voucher Program (Section 8): The FSS Coordinator continues to submit the FSS clients 50058 data to Public and Indian Housing (PIC) in a timely manner, while ensuring that the information in PIC is current and up-to-date.

(HCV) Termination/Forfeiture/Transfer/Disbursement: Zero (0) Terminations for the month of April 2014.

Goals completed/enrolled by the Section 8 FSS participants: Zero (0) new enrollments.

Completed Contract of Participation: Zero (0) FSS participant completed their contracts of participation.

Services needed to complete Contract of Participation: A large percentage of our clients are in need of financial assistance with the cost of child care. At the present time, the only agency available to provide this supportive service in the community is Arbor E&T. This childcare provider currently has a waiting list.

Community Networking

Agency Connection Network (ACN); Bank on Programs; and Polk Work Partner Management

- **Westlake 21st Century Community Learning Center**
 - During the month of April, there were sixty-five (65) students enrolled in the after-school program. The Site Coordinator met with staff to begin making plans for the summer program schedule and distributing the student applications. By the end of the month, summer slots for the students were close to 50% full. Several interviews were conducted to hire summer staff. We continued our process to become licensed by the Department of Children & Families Service. All Polk County students were released from school early on April 9th and on April 18th; our 21st CCLC program was closed. The following staff members have successfully completed and competently performed the required knowledge and skills objectives to receive their CPR (Cardio-Pulmonary Resuscitation), AED (Automated External Defibrillator) and First Aid certification cards during the month: Earl W. Haynes,

Kim Bean, Elba Luzunaris, Brenda Griffin, LeAaron Haggins, Cleo Johnson, Twila Davidson, and Devontae McFarlane.

Upcoming

- Interviews will continue to hire staff for the summer program.
- We will continue working on obtaining our DCF license.

Earl W. Haynes
Resident Services Director

Janiene Bambridge
Interim YouthBuild Program Manager

Cynthia E. Zorn-Shaw
ROSS Service Coordinator

Kim Bean
21st CCLC Site Coordinator

Linda Willis
PH/FSS Coordinator

Dayen Valentine
S8/FSS Coordinator

RESOLUTIONS

SECRETARY'S BUSINESS

**Secretary's Report
May 2014**

HOPE VI Funds Expenditure

HUD would like for LHA to obligate the HOPE VI funds as quickly as possible. Staff submitted a Development Proposal to use the HOPE VI funds to construct some affordable rental housing units on the vacant lots at the HOPE VI site. Since that time, staff has had follow-up conversations with Juan Miranda of HUD-Miami regarding the unexpended HOPE VI funds. Staff has provided responses to their follow-up questions. We are waiting on HUD approval of the proposal. Details will be provided for the Board at a later date.

Staff has submitted a request to HUD for approval of approximately \$844,000 in HOPE VI expenses that were paid out of the Magnolia Point sales proceeds. Staff believes these funds were spent on eligible HOPE VI expenses and, thus, has asked for HUD approval of the expenditures. If approved by HUD, the balance of HOPE VI funds will be reduced by this amount and, would in turn, reduce the amount of overall debt owed by LHA. That is, the "Due Tos/Due Froms" balance would be reduced by approximately \$844,000 or whatever amount HUD approves. Staff is waiting on a response from HUD regarding the request.

Annual Budget/Agency Update

A workshop on the 2014 Agency Budget was held on November 7, 2013 at 5:30 pm. Each commissioner was given a copy of the budget for their review. The budget was approved at the December 2013 Board meeting.

A copy of the Corrective Action Plan is submitted to the HUD-Miami office for review and comment on a monthly basis. HUD has approved the Corrective Action Plan and recommended acceptance by the LHA Board. The Board provided acceptance at the January 2013 meeting. Periodic updates on the status of items in the Corrective Action Plan are given to the Board on a minimum quarterly basis. A copy of the most recently updated Corrective Action Plan is included with this month's report. The update was also submitted to HUD-Miami.

The LHA Recovery Plan update is a standard part of the Board agenda.

Section 3 and M/WBE Policy

The Section 3 and Minority/Women Business Enterprise Policy for LHA was approved at the November 2012 Board meeting. The policy provides statements regarding required Section 3 language for all LHA contracts, minimum percentages of contract dollar amounts for contractors to subcontract to M/WBEs and Section 3 business concerns, and forms for reporting compliance with the Section 3 and M/WBE policy.

**Secretary's Report
May 2014**

LHA held a "How To Do Business with LHA" meeting in 2013. The meeting was open to the public and invites were sent to all firms on the LHA vendor's list. The Section 3 and M/WBE policies were discussed in detail at the meeting. A question and answer session was also a part of the program.

Agency Plan

LHA staff has completed work on the Agency Plan that was submitted to HUD in October 2013. The Plan was approved by the LHA Board of Commissioners at the October 16, 2013 Board meeting. Copies of the Plan were made available for review and public comment for forty-five (45) days. Copies of the Plan were also provided for the Resident Advisory Board, LHARAA, the City of Lakeland, local neighborhood associations, and the NAACP as well as being placed in public libraries. A public hearing on the Plan was held on October 9, 2013 at the LHA central office. After completion of the public process, the Plan was submitted to the U.S. Department of Housing and Urban Development Miami office for review and approval.

Meetings and Activity

I attended Communications, Arts and Culture Day with the 31st Class of Leadership Lakeland. I also attended the Graduation Ceremony with my classmates which closed out the program. We have completed a year of monthly events around Lakeland and Polk County. It was a very enjoyable experience and greatly enhanced my knowledge of the Lakeland community.

Respectfully submitted,

Benjamin Stevenson

Secretary

OTHER BUSINESS



**BOARD OF
COMMISSIONERS**

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Chairman

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Vice Chairman

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Commissioner

Benjamin J. Stevenson
Executive Director

430 Hartsell Ave
Lakeland, FL 33815

MAIN OFFICE

Phone: (863) 687-2911
Fax: (863) 413-2976

www.LakelandHousing.org

May 2, 2014

Victor Rocher
Acting Director
U.S. Department of Housing and Urban Development
Office of Public Housing
Brickell Plaza Federal Building
909 SE First Avenue, Room 500
Miami, FL 33131-3042

RE: Updated Corrective Action Plan

Dear Mr. Rocher:

Enclosed for your review is the Corrective Action Plan (CAP) for the Lakeland Housing Authority. As many of the items are still in progress, there are no new updates to report for period ending April 30, 2014. However, from the review that occurred April 22-24, 2014 of Net Restricted Assets, we acknowledge that Task #73 related to General Depository Agreements remains outstanding.

Please do not hesitate to have staff contact Valerie Brown if you have questions or require additional information. Ms. Brown can be reached at (863) 687-2911, x216.

Sincerely,

Benjamin J. Stevenson
Executive Director

Cc: Valerie Brown
Project Files

Enclosure

**LAKELAND HOUSING AUTHORITY
CORRECTIVE ACTION PLAN**

In May 2012, representatives from the Miami Field Office, Office of Public Housing (OPH) conducted a Limited Financial Management Review (LFMR) of the Lakeland Housing Authority (LHA). The LFMR resulted in three (3) findings and three (3) observations. Due to the nature of the Findings, OPH recommended that LHA engage a third party firm to conduct a forensic audit. LHA used a competitive Request for Proposals process to procure forensic audit services from NKA Contractors, LLC (NKA). NKA issued their findings on September 3, 2012. The special forensic audit procedures identified 22 findings and nine (9) weaknesses throughout various LHA departments. Additionally, LHA is in receipt of seven (7) findings from the Independent Auditor's Report by Berman Hopkins Wright & Laham for December 31, 2011. The Corrective Action Plan is a summary of proactive measures that LHA proposes to implement in order to cure findings as outlined by each audit.

Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
1	Forensic Audit Report	No Classification Listed	The Rushing file involves a family of two. The family filed the litigation and negotiated a settlement with LHA, but did not fulfill the terms of the agreement.	It is recommended that LHA have its attorneys take appropriate action to ensure that the pendency of this case is terminated by the court.	The case has been settled. Case is now closed. The participant in this case was issued a Voucher but did not submit a Request For Tenancy Approval and is no longer participating in the program.	9/30/2012	Complete	C. Pizarro w/ Housing	LITIGATION
2	Independent Auditor's Report	Finding 11-7	We reviewed abatement logs prepared by the Authority, as well as supporting HAP check registers. We noted numerous instances in which HAP to landlords for units with uncorrected HQS deficiencies were not abated in a timely manner.	We recommend that the Authority develop proper procedures and strengthen internal controls relating to enforcement of HQS requirements through HAP abatement. A list of failed re-inspections should be reviewed regularly by a dedicated staff person, and management should perform monthly reviews of the inspection logs to ensure that all failed inspections are re-inspected within the required time frame and that all HAP abatements are handled properly per the Authority's administrative plan and HUD rules.	The Authority will review its current system of controls and implement policies and procedures to ensure Section 8 Housing Choice Voucher Program HQS Enforcement is performed timely. All failed inspections will be re-inspected within the required time frame to ensure HAP abatements are in compliance with HUD requirements and the Authority's administrative plan. The corrections will be made immediately under the supervision of Carlos Pizarro, Director of Housing, and improved policies will be implemented	3/31/2013 4/30/2013	Complete	C. Pizarro w/ Housing	ABATEMENTS
3	Limited Financial Management Review	Finding 3	According to the monthly HAP expense reports, HAP abatements are routinely paid to landlords.	All paid abatements within the 2012 CY must be repaid back to the program. The LHA must calculate all paid abatements in CY 2012, contact the affected landlords and either reduce subsequent payments or collect the amounts directly. Evidence of this procedure and subsequent collections must be submitted to this office within 30 days of the date of this letter.				C. Pizarro w/ Housing	ABATEMENTS
4	Forensic Audit Report	Finding 7	The authority's September 7, 2011 corrective action plan asserts corrective actions were implemented prior to the release of the final independent audit report that includes a reference to the Management Letter dated September 8, 2011. There are no outstanding corrective action plans based on independent audit report findings, or HUD monitoring reports.	The authority must be proactive and document its plans to accept or reject the independent auditor's September 28, 2011 management letter comments and recommendations for improvement in its' operations.	The Corrective Action Plan currently being written is based upon the most current independent audit report and third party reviews.	11/30/2012	Complete	E. Hall w/Finance	AUDIT
5	Forensic Audit Report	Finding 2	Board of Commissioners Meeting Minutes are not signed by the Chairman and attested to by the Secretary. Minutes are not certified, nor is the agency seal affixed to authenticate the documents as true copies.	Board of Commissioners Secretary, or a designee, should secure the appropriate signatures on all approved Resolutions. All minutes should be certified and sealed. Agency seal should be kept under lock and key to avoid unauthorized use.	LHA staff is now ensuring that the appropriate signatures are secured for all approved Resolutions. Additionally, all minutes are now being certified and sealed. The agency seal is also being kept under lock and key.	Complete	On-Going	K. Davis w/Executive Office	BOC
6	Forensic Audit Report	Finding 6	The financial statements do not include the Statement of Cash Flows for LHA and its Affiliates. The absence of the report is an incomplete presentation of financial condition.	The cash position must be assessed to ensure the continuation of operations and eliminate service disruptions. The Finance Department must generate the Yardi report for presentation to the Executive Director and Board on a monthly or quarterly basis.	Cash flow statements will be included in the monthly financial statements beginning with the December 31, 2013 financials prepared for the Authority's next Board of Commissioners Meeting.	4/30/2013 8/1/2013 1/31/2014	On-Going	E. Hall w/Finance	CASH POSITION
7	Forensic Audit Report	Finding 9	The authority has not followed its' policy to transfer outstanding checks to a liability account after 120 days. The face of the check states "Void after 120 days." The June 2012 bank reconciliation listed outstanding checks from the year 2011.	The outstanding checks should be voided or an entry made to account for the Unclaimed Funds. If past history supports longer timeframes for cashing checks, a policy modification may be warranted.	The Authority will ensure the policies regarding old outstanding checks are followed. Outstanding amounts will be identified and classified as Unclaimed Funds.	Complete	On-Going	E. Hall w/Finance	CHECKS
8	Limited Financial Management Review	Observation 1	Current bank statement reconciliations contain several checks over six months' old, many in excess of one year.	The LHA must adopt policies and procedures for aged checks and should attempt to contact vendors with invalid checks and issue new payments if appropriate. Any checks more than one year old should be voided and written off or re-issue the check as needed.				E. Hall w/Finance	CHECKS
9	Forensic Audit Report	Finding 18	LHA has been receiving RHF Funding in amounts shown in Attachment 18 totaling \$2,992,124. The use of these funds pre-date the scope of this assignment and the LHA staff indicated that HUD has approved all RHF activities.	The use of these funds should be reviewed in light of the information provided above to insure that all RHF Funds have been properly expended.	LHA staff is in the process of reviewing RHF expenditures as outlined by Attachment 18 to ensure that the funds were properly expended.	8/1/2013 12/31/13	In Progress	V. Brown w/ Development	COMPLIANCE

**LAKELAND HOUSING AUTHORITY
CORRECTIVE ACTION PLAN**

Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
10	Forensic Audit Report	Finding 11	The bank signature update forms were part of the bank reconciliation files. The bank forms include confidential personal information for each signer. This includes a mixture of social security and driver license numbers, and at all times this data must be stored in a secure location to prevent misuse or identity theft.	The bank signature update forms must not become part of the bank reconciliation files, and immediately removed from the files. The Finance Department should have one central file for each financial institution to store the signature update forms. They must be kept in a locked secure cabinet.	Bank signature forms have been removed from the bank reconciliation files and filed separately.		Complete	E. Hall w/Finance	CONFIDENTIAL INFORMATION
11	Forensic Audit Report	Weakness 9	The random selection of five (5) employee files for comparison to ADP pay rates resulted in no issues with four (4) files. The human resource (HR) office file for one (1) employee could not be located.	The files must have a 100% accounting for all staff. The HR manager must implement a procedure for "sign-out and sign-in" of staff files to ensure confidentiality.	The HR manager is in the process of implementing procedures for "sign-out and sign-in" of staff files.	Complete	On-Going	P. Roberts w/Human Resources	CONFIDENTIAL INFORMATION
12	Forensic Audit Report	Finding 10	The bank reconciliation listed deposits dated the beginning of the month that was not recorded by the bank. Based on technology and banking clearinghouse procedures the funds would be available within 24 hours to seven (7) business days.	This unusual transaction should be researched and the authority records must present the steps taken to correct this process breakdown. The authority assets must be safeguarded, immediately deposited in a federally insured financial institution, and recorded in the general ledger to prevent theft, kiting, and misappropriation. This unusual transaction could indicate undetected systemic fraud in the organization.	This situation occurred because a property manager did not deposit checks on a daily basis. Staff has been advised of Authority's policy requiring daily deposits and compliance will be reviewed during bank reconciliations.		Complete	E. Hall w/Finance	DEPOSITS
13	Limited Financial Management Review	Observation 3	Tenant file deficiencies and income discrepancies from EIV totaled 138 participants.	Provide updates for all participants in process or under review. Files must be documented with criminal background checks and sexual offender registrations, if applicable. Third party verification of income and assets is required. Bank statements or other source documents should be obtained to verify participant deposits and expenses. Additional Recommendations: Zero income participants are not required to come to the Office for an interview. These families should be required to meet at least annually with the housing counselor and provide a written statement certifying to zero income. Funds considered excluded contributions for zero income families are to be documented by a notarized statement. If it is subsequently discovered that the contributions are larger than the stated amounts, the PHA should terminate the participant or establish a repayment plan. Board approval is required. Discourage practices of providing a larger unit using the same payment standards while the PHA pays the higher utility allowance. Revise occupancy standards as Heads of Household (HOH) with new born babies have been issued two-bedroom units. The new standard should be to issue a one-bedroom voucher until the child reaches a certain age. Board approval is required for this action.	LHA staff is interviewing all 0 income tenants on a monthly basis to calculate income.	11/1/2012	HUD considers this item to still be open.	C. Pizarro w/Housing	EIV
14	Independent Auditor's Report	Finding 11-1 (iii)	The Authority's general ledger commingles activity for certain public housing units, which fall under the HUD Annual Contributions Contracts ("ACC") with activity of other subsidized units at mixed-finance projects which are not included in the Authority's reporting entity. The activity of the public housing units in the general ledger could not easily be traced to amounts isolated for presentation in the FDS. This commingling presents the possibility of inaccurate reporting of the financial information related to the public housing units.	The Authority should segregate the activity related to the public housing units at mixed-finance projects from the activity of the other subsidize units and general partnership activity in the general ledger.	The Authority will review its current system of controls and implement procedures necessary to ensure all financial information is reported accurately, timely and in accordance with GAAP. To ensure compliance with GAAP and grant requirements, the Authority will provide training for the accounting staff so they have the necessary competencies required to account for the Authority's varied programs and activities. The general ledger will be adjusted to ensure mixed-finance project activity is not commingled with the activity of the other subsidized units and general partnership activity in the general ledger. The review and necessary actions are in progress under the supervision of Eva Hall, Director of Finance.	3/31/2013 5/31/2013	Complete	E. Hall w/Finance	FDS

LAKELAND HOUSING AUTHORITY
CORRECTIVE ACTION PLAN

Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
15	Forensic Audit Report	Weakness 2	The Finance Department creates the required LHA and its Affiliates financial statements for presentation and approval by the Executive Director and Board of Commissioners. Review of the board packages for the audit period indicates the Yardi generated financial statements are converted to Microsoft Excel reports.	The Yardi financial statements converted to excel could be manipulated, create unintentional errors, and inaccurately present the results of operations. The Comptroller/Finance Director must present Yardi generated financial statements to the Executive Director for review and approval. This preliminary board package can include excel formatted reports based on criteria or special requests of the Executive Director or Board of Commissioners. This approach will ensure the BOC's legal and fiduciary responsibility is not compromised by decision making based on inaccurate reporting.	The Authority's monthly financial statements are prepared using Excel in order to comply with requests from the Board of Commissioners and Finance Committee for presentation and format of the information. Programming changes to the Yardi software are cost-prohibitive at this time. The Authority will consider the potential for inaccurate reporting and devise review procedures to mitigate the risk.	12/31/2012	Complete	E. Hall w/Finance	FINANCIAL STATEMENTS
16	Forensic Audit Report	Weakness 3	The COCC chart of accounts (COA) properly presents the major and sub accounts for HUD reporting purposes, and generally accepted accounting principles (GAAP) compliance. The COA for the public housing units Asset Management Projects (AMP) summary or general accounts should be analyzed to ensure accurate presentation of legal ownership.	The Comptroller/Finance Director must analyze the account rollups to improve the reliability of the financial statements. As noted in recent board minutes, the tenant security deposits were incorrectly classified in Cash and were appropriately reclassified as a separate financial statement line item. Other instances of misclassification should be resolved prior to issuance of Executive Director and Board of Commissioners reports.	The new Finance Director is experienced in the preparation of financial statements and will ensure the proper classification of accounts in the Authority's financial reports.	12/31/2012	Complete	E. Hall w/Finance	FINANCIAL STATEMENTS
17	Forensic Audit Report	Finding 19	Effective on October 1, 2011, LHA increased its FMR to 105% of the published HUD standard for 2012. LHA Section 8 staff has indicated that HUD has requested that the authority return to using the HUD FMR standards. From the comparison above it is clear that rents in the Lakeland market are changing rapidly.	LHA should conduct a Rent Comparability Study (RCS) pursuant to HUD Guidelines if it intends to maintain its Payment Standards at 105% of FMR. LHA, as one of the largest Section 8 landlords in the Lakeland market should proactively evaluate the impact of changes to its Payment Standards on its mixed-finance properties.	Rent comparison study is in progress. A rent comparison study is no longer necessary. LHA is in the process of lowering its payment standard to 90% FMR.	3/31/2013	Complete	C. Pizarro w/Housing	FMR
18	Forensic Audit Report	Finding 12	The Authority does not have required General Depository Agreements (GDA) at financial institutions to protect authority assets originating from federal housing funds.	There are approximately nine (9) financial institutions with 46 different accounts for LHA and its" Affiliates. The review of bank reconciliations demonstrates appropriate segregation of funds has occurred. The authority should determine the Affiliate accounts that must have GDA's based on the level of federal housing subsidy provided to the Affiliate. The subsidized tenants and corresponding assets must be protected to ensure LHA is not liable for financial events beyond the control of LHA.	The Authority is in the process of collecting current GDA forms from the two banks holding the Authority's deposits. All the banks are on the government's list of approved Public Depositories.	11/30/2012	Complete	E. Hall w/Finance	GDA
19	Forensic Audit Report	Finding 20	LHA currently has a Section 8 HAP Budget shortfall due to an inaccurate estimate of its Section 8 funding surplus, recent increase of the authority's Section 8 Payment Standard to 105% of the HUD FMR, and failure to establish and maintain effective control of its Section 8 Budget. LHA is attempting to mitigate this problem by reducing the number of outstanding Vouchers. Additionally, LHA staff indicated that the authority is letting Vouchers expire, not issuing new Vouchers and borrowing from future HUD HAP funding. The precise amount of this shortfall is unknown at this time.	The authority should work with its audit firm to determine the extend of the shortfall. Once the amount of the shortfall is known a plan to eliminate this shortfall within one year must be implemented.	Any budget shortfall in the HCV program will be paid with existing cash deposits and supplemented with LHA unrestricted funds if necessary. As the 2013 budget is prepared, adjustments to expenditures will be made and budget overages will not be permitted. The Authority is not borrowing from future HUD HAP funding. LHA does not have a HAP shortfall for 3013.		Complete	C. Pizarro w/Housing	HAP BUDGET

**LAKELAND HOUSING AUTHORITY
CORRECTIVE ACTION PLAN**

Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
20	Independent Auditor's Report	Finding 11-1 (i)	Authority's unaudited Financial Data Schedule ("FDS") included balances for net assets and current year housing assistance payments ("HAP") expense of the Housing Choice Voucher program ("HCV"), as well as total capital assets, that did not agree to and could not be reconciled to the Authority's general ledger. Further, the Authority could not provide sufficient evidence in order to support the fair presentation of the balances in accordance with accounting principles generally accepted in the United States of America ("GAAP").	Capital Assets - the Authority should perform a complete inventory of its capital assets annually to ensure that recorded capital assets exists and that the balances reported in the financial records are accurate and complete. Further, the Authority should also analyze the remaining useful lives of existing assets annually, as well as any potential impairment of capital assets, and make adjustments to depreciation records as necessary. It should be noted that the financial records of the Authority should not include capital assets that belong to the partnerships involved in the mixed-finance projects even if the funding sources are provided by the Authority. These assets do not belong to the Authority and, therefore, should not be included in their financial statements. Net assets and activity of HCV - the Authority should reconcile recorded HAP expense monthly to ensure that expenses are being properly recorded and reported to HUD in the Voucher Management System ("VMS"). In addition, the Authority should work with HUD to determine the appropriate balances of Net Restricted Assets and Net Unrestricted Assets.	The Authority is in the process of establishing procedures for an annual physical inventory of capital assets to ensure their existence and evaluate their condition and remaining useful lives. These procedures will address properly excluding assets which are not directly owned by the Authority and ensure that such assets are properly recorded in the capital asset records of their respective owners. The inventory is in progress under the supervision of Carlos Pizarro, Director of Housing, and will be complete for the December 31, 2012 FDS submission.	Complete	On-Going	E. Hall w/Finance and V Brown w/Development	INVENTORY
21	Forensic Audit Report	Finding 3	LHA policy governing physical inventory is not in compliance with current HUD policies. The 2006 policy which references "the Central Warehouse" is outdated and does not conform to the "just-in-time" inventory system currently in use for materials used for maintenance replacements and repairs.	Revise inventory policy to conform to LHA's site-based Asset Management system.				V. Brown w/Development	INVENTORY
22	Forensic Audit Report	Finding 4	LHA does not conduct an annual physical inventory of dwelling/non-dwelling equipment, furniture, and other expendable supplies and record fixed assets in accordance with HUD PIH Low-Rent Technical Accounting Guide Book 7510.1.	Establish and implement procedures for conducting an annual physical inventory of all material assets in accordance with HUD requirements.				V. Brown w/Development	INVENTORY
23	Forensic Audit Report	Finding 22	The Finance Department does not have a Board of Commissioners approved investment strategy policy. The 2006 Casterline SOP guidance is outdated and does not address LHA complexities.	The finance department should develop an investment strategy and corresponding policy recommendation for Executive Director and Board of Commissioners approval.	Staff will present an updated Investment Policy for Approval by the Board of Commissioners at their April 2013 meeting.	3/30/2013 8/1/2013 12/31/13	In Progress	E. Hall w/Finance	INVESTMENT POLICY
24	Forensic Audit Report	Weakness 6	The 46 (forty-six) accounts under LHA management should be considered for a "sweep account" agreement to generate or improve the return on cash.	On December 31, 2012 the FDIC unlimited coverage on non-interest bearing accounts expires. The analysis of account balances and ownership should be completed to determine which accounts can be leveraged to improve the return on cash. The results of the analysis must comply with HUD regulations for PHA's Instrumentalities.	Limited Partnership properties managed by the Authority are required to have separate accounts for security deposits, reserves and escrow accounts. In addition, It is the Authority's desire to separate federal funds from non-federal funds. Staff has been advised that HUD does not favor sweep accounts.		Complete	E. Hall w/ Finance	INVESTMENT POLICY
25	Forensic Audit Report	Weakness 4	The review of Yardi system journal entries demonstrate a high incidence of reversing entries due to incorrect entering of transactions.	The staff must receive additional accounting and Yardi Systems training. The database relationships must be accurately defined to provide minimum user interface or processing of manual entries. Yardi systems is a robust software that can be utilized to improve financial and operational reporting, create efficiencies, and streamline department processes.	There are numerous journal entries in Yardi with the description "Reclass". This is not a correction or reversal of a previous entry, but an allocation of an expense between entities. The entries are required because Yardi does not process inter-fund transactions to the satisfaction of staff. Staff will be afforded the opportunity for training to enhance skills and efficiency.		Complete	E. Hall w/Finance	JOURNAL ENTRIES
26	Forensic Audit Report	Weakness 7	The LHA Board of Commissioners have legal and fiduciary responsibility for some the LHA Affiliates. The financial impact of the GAAP and International Financial Reporting Standards (IFRS) reporting requirement for Leases and Capital Assets must be completed before year end.	The Comptroller/Finance Director should review all leases to project one to five year results of operations, and develop strategic plans to best utilize limited authority and partnership resources.	The Authority has short-term, cancellable operating leases with several vendors. There are no leases which meet the requirements for capitalization.		Complete	E. Hall w/Finance	LEASES AND CAPITAL ASSETS

**LAKELAND HOUSING AUTHORITY
CORRECTIVE ACTION PLAN**

Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
27	Limited Financial Management Review	Finding 1	The LHA's reported actual available NRA for operations is significantly less than the HUD review team's calculated amount for CYE 12/31/2011.	Due to the discrepancy between the reported FDS Balance Sheet numbers and the actual cash available in the HCV program accounts a forensic audit is highly recommended to identify where the missing funds are inappropriately held in other program accounts or are actually missing from the LHA.	The Authority has engaged a team of consultants to reconcile VMS reports to the general ledger and determine NRA and UNA. Actual cash held by the Authority is higher than amounts reported on the VMS. This reconciliation will correct the 2011 and 2012 VMS reported amounts. All amounts will be corrected for the March 31, 2013 reporting period. The consultants have been engaged to address all findings included in HUD's Limited Financial Management Review letter. The procedures will be complete for the March 31, 2013 reporting period.	4/1/2013	Complete	E. Hall w/ Finance	NRA
28	Limited Financial Management Review	Finding 1a	FDS CY 2010 line number 125: "Accounts Receivable-Miscellaneous" \$458,839 . . . and line number 347: "Inter-Program-Due to" \$627,006. If the \$458,839 was never collected or collections were not reported correctly in CY 2011, this would explain approximately the \$629,000 calculated shortage.	Provide detail explaining the receivable and entries that reduced this amount to \$25,441 on the CY 2011 FDS. The same detail is required for the "Inter-Program Due to" amount. This information is due within seven business days.				E. Hall w/Finance	NRA
29	Limited Financial Management Review	Finding 1b	The CY ending 12/31/2010 FDS had a balance of \$387,406 in Fraud Recovery and the CY 2011 FDS balance was \$56,331, indicating a subsequent write-off of approximately \$331,075 in 2011. The monthly HAP expense worksheet used to report HAP expenses on the VMS shows a CY 2011 write off of fraud recoveries of \$75,000, not \$331,075 as reported. This \$75,000 also reduced the reported FDS NRA balance by the same amount.	Detail must be provided explaining what comprises the receivable and the entries that reduced this amount to \$56,331 on the 2011 FDS. In addition, GL entries that recorded the Fraud A/Rs as revenue are required to be submitted to this office within seven days of the date of this letter.				E. Hall w/Finance	NRA
30	Limited Financial Management Review	Finding 1c	The VMS reported CY 2011 monthly HCV HAP expenses varied significantly (approximately \$337,500 in total) from the calculated amounts on the monthly HAP Registers provided to the HUD review team by the Finance Director. Unit Months' Leased also varied from the number of tenants listed on the HAP registers, though the variance was not as significant. A total of 76 additional UMLs were reported on the CYE 2011 FDS Balance Sheet compared to the monthly HAP registers. In addition, based upon the variances noted between reports, VASH revenues and expenses appeared to be double counted on the FDS, included in both the HCV totals and again, separately, under the VASH accounts.	Detailed monthly reports and entries explaining CYE 2011 FDS through June 2012 and reported HCV HAP expenses and UMLs are required within 30 days of the date of this letter.				E. Hall w/Finance	NRA
31	Limited Financial Management Review	Finding 1d	The Finance Director's monthly expense report used for VMS reporting included port-in expenditures with the regular monthly HAP expenses thereby improperly increasing the VMS reported HAP expenses.	The PHA must correct the VMS and the general ledger 30 days.				E. Hall w/Finance	NRA
32	Limited Financial Management Review	Finding 1e	Several "Due to" and "Due From" accounts were noted on the HCV trial balance, most of which appeared to cancel out except for the "Due to Master" account. Some of these were not explained in detail to the review team. In addition, HAP funds cannot be loaned to other funds. This is a severe program violation.	A detailed explanation is required for the "Due from LPCH", "Due from Colton Meadow, LLP", "Due From Mainstream", "Due from the Manor at West Bartow", and the "Due from PortProp" accounts. In addition, the following specific entry requires further explanation: December 20, 2011: Debit-Cash Operating 1 \$100,000.00 Credit-Due to Colton Meadow, LLP \$100,000.00				E. Hall w/Finance	NRA
33	Limited Financial Management Review	Finding 1f	Several adjusting entries made to the general ledger were not clearly documented. May appear to be transfers of funds between projects.	The PHA must maintain supporting documentation for any deposit or transfer of funds. Also, any transfer of funds between accounts must have the Executive Director's approval. Monthly quality control procedures must be established for accounts receivable, payables, and journal entries. Please provide verification for the transfer.	The Authority will enforce its policy of requiring approval of proper documentation before journal entries are posted.		Complete	E. Hall w/Finance	NRA
34	Forensic Audit Report	Weakness 7a	LHA appears to have placed its Operating Surplus at risk of recapture. The authority would be able to mitigate this risk by using the Operating Fund Financing Program (OFFP) to borrow working capital for its development activities and committing its Operating Surplus to repay those loans as permitted by HUD.	Our general recommendation is that LHA staff familiarizes themselves with the OFFP.	LHA staff will review the OFFP.		Complete	Authority-Wide/ Executive Team	OFFP

LAKELAND HOUSING AUTHORITY
CORRECTIVE ACTION PLAN

Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
35	Independent Auditor's Report	Finding 11-2	Adequate controls are not in place over cash disbursements. During the audit we noted i.) Inconsistencies in practice in the use of purchase orders and level of approvals as required by the Authority's procurement and cash disbursement policies. ii.) Inadequate segregation of duties over the set-up of the required approvals in the accounting software and the actual approval of transactions, as well as between the recording of transactions in the general ledger and the approval of transactions in certain cases. iii.) A lack of monitoring controls over total disbursements to vendors under contract.	Management should analyze the cash disbursement process in conjunction with procurement policies and document the required procedures. Specifically, the Authority should implement the required approval thresholds and better define the staff positions that should be involved in the processing of cash disbursements. Further, the Authority should implement proper segregation of duties over monitoring controls over total vendor payments made under contracts. The Authority should also provide training to all staff on relevant rules and regulations and the internal policies relating to cash disbursements and procurement.	The Authority will review its current system of controls and implement policies and procedures to ensure cash disbursements and procurements have proper approval. Policies regarding approvals, approval thresholds and monitoring by procurement staff will be enforced. Staff will be trained on the Authority's policies and the relevant rules and regulations related to cash disbursements and procurement. The review and necessary actions are in progress under the supervision of Eva Hall, Director of Finance.	3/31/2013 8/1/2013 3/31/14	On-Going	E. Hall w/Finance and V Brown w/ Development	PURCHASING
36	Independent Auditor's Report	Finding 11-3	Several contracts with a vendor, as well as invoices for work performed, were not procured in accordance with the Authority's policies and HUD rules and regulations. Contracts with the vendor were not signed contracts even though costs were incurred and payments were made for services. Management overrode certain controls over cash disbursements and procurement of vendors that existed and did not obtain proper Board approval of the contracts.	The Authority should analyze existing internal controls over procurement to ensure that all contracts with vendors are properly procured in accordance with its policies. Also recommend that the Authority implement new monitoring controls with procurement staff to ensure that any cash disbursements to vendors are supported by properly procured contracts and that total payments to vendors do not exceed contracted amounts. Further, a record of all procurement actions should be maintained on a centralized listing and should be numbered in sequential order to ensure that there is an audit trail relating to all vendors procured by the Authority.	The Authority will review its current system of controls and implement policies and procedures to ensure procurement activities meet the Authority's policies and the relevant rules and regulations. Procedures and controls will be established to ensure activities are supported by proper documentation and adhere to approved amounts. Implemented policies will ensure an audit trail exists for the Authority's procurement activities. The review and necessary actions are in progress under the supervision of Eva Hall, Director of Finance.	3/31/2013 8/1/2013 6/17/2013 Complete	On-Going	V. Brown w/ Development	PURCHASING
37	Forensic Audit Report	Finding 13	The contract for DSM.net, Inc. has continued to be paid beyond the initial contract period and contract value of \$70,000. As of December 31, 2011, the COCC Purchase Order Directory records payments of \$138,280 and the Vendor Total Worksheet records payments of \$111,991.55. This is a major discrepancy. It was also reported that payments have continued into 2012.	LHA must justify and clarify inconsistencies in service costs paid to DSM.net, Inc. LHA should discontinue services of DSM.net, Inc. and consider brining the service in-house, which would be more cost effective and responsive to staff needs on a full-time basis. The costs of this service far exceeds the company's annual estimates and cost analysis for outside IT services when compared to in-house services.	LHA staff has discontinued services for DSM.net.	10/31/2012	Complete	V. Brown w/ Development	PURCHASING
38	Forensic Audit Report	Finding 14	LHA has ten (10) entertainment magazine subscriptions that have no relevance to the housing industry or standard business interest/practices of the agency.	LHA should cancel all non-housing industry or business publications.	Non-industry publications are purchased for the waiting rooms used by LHA clients and prospective clients. The Authority will ensure these publications are paid for with non-federal funds.		Complete	V. Brown w/ Development	PURCHASING
39	Forensic Audit Report	Finding 15	Procurement contract files are absent of invoices, payments, and correspondence needed to complete the files by documenting the history of transactions.	The LHA Finance Department should provide the Procurement Manager with copies of invoices, payments, payment schedules, and correspondence to compile a history of transactions associated with the procurement.	The Authority will establish SOPs for the provision of supporting documentation between departments	3/31/2013 3/31/2014	Complete	E. Hall w/Finance	PURCHASING
40	Forensic Audit Report	Finding 16	The engagement letter (contract) between LHA and its auditor, Berman and Hopkins, is not a valid HUD agreement and it lacks the clauses required by the HUD Procurement Handbook including Termination for Convenience and other required language.	All of the additional contracts reviewed lacked the standard clauses required by HUD whether they were for capital projects or operating expenses. The authority contracts must be amended to include the required HUD language and documents.	Per review of the independent auditor's engagement letter, it appears all HUD requirements are satisfied. The audit firm specializes in audits of public housing authorities and uses a standard engagement letter for its public housing clients.		Complete	V. Brown w/ Development	PURCHASING
41	Forensic Audit Report	Finding 17	A review of the authority's Regulatory and Operating Agreements with its partnerships and affiliates are dated and do not conform to the current HUD standard in accordance with 24 CFR 85.36(b)(3).	While it is not a requirement of HUD to modify theses agreements it may be a good business practice.	LHA staff is in the process of reviewing all Regulatory and Operating Agreements with its partners to determine whether or not modifications will be required to conform with HUD standards in accordance with 24 CFR 85.36(b)(3).	12/31/2012	Complete	V. Brown w/ Development	PURCHASING
42	Limited Financial Management Review	Observation 2	The LHA is not effectively enforcing repayment agreements.	The PHA should take immediate action to enforce repayment agreements and should terminate assistance for failure to comply with the terms. Repayment amounts total approximately \$45,000 as of the date of the review.	The LHA staff has begun enforcing non payment of repayments Agreements.	On Going	HUD considers this item to still be open.	C. Pizarro w/ Housing	REPAYMENTS

LAKELAND HOUSING AUTHORITY
CORRECTIVE ACTION PLAN

Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
43	Forensic Audit Report	Finding 21	The August 1, 2011 version of the LHA Administrative Plan generally follows the current HUD model, but lacks some of the language required by HUD. Additionally, no attempt was made by the forensic audit team to verify that the appropriate requirements for advertising, publication and public comment on this Administrative Plan were met.	LHA should review and revise the Section 8 Administrative Plan to incorporate current HUD guidelines and regulations.	A new Section 8 administrative plan was submitted to HUD on 10-31-2012.	10/31/2012	Complete	C. Pizarro w/ Housing	S8 ADMIN PLAN
44	Forensic Audit Report	Weakness 5	The salary allocation basis is not supported by employee time records. The salary allocation tables are manually calculated and entered by the Finance Manager.	Develop salary allocation tables in the Yardi database to accurately prorate direct and indirect labor costs. Only substantive labor changes would require manual salary allocation journal entries.	The Authority does not utilize Yardi for payroll processing. Payroll is outsourced to ADP and the Authority does not anticipate bringing payroll in-house in the near future. Currently, the Authority has only six employees whose salaries are allocated to more than one program.		Complete	P. Roberts w/Human Resources and E. Hall w/Finance	SALARIES
45	Independent Auditor's Report	Finding 11-5 (i)	Indicator 1 - Waiting List: The Authority did not maintain documentation to support the reported score for Indicator 1, including the quality control samples utilized or testing performed to satisfy this indicator.	We recommend that the Authority correct the reporting deficiencies and resubmit its SEMAP to HUD.	The Authority will correct the reporting deficiencies and resubmit its SEMAP to HUD.		Complete	C. Pizarro w/ Housing	SEMAP
46	Independent Auditor's Report	Finding 11-5 (ii)	Indicator 3 - Determination of Adjusted Income: The Authority indicated that 80 - 89% of their quality control sample for Indicator 3 of the self-assessment showed that income determinations were performed properly as required by 24 CFR 985. However, the documentation maintained to support the reported score did not support the self-assessed score. Further, the results of our eligibility testing indicated numerous issues as noted in Finding 11-4. Therefore, it appears that the Authority should have indicated in the self assessment that a lower percentage of files included in the quality control sample showed that LHA determined adjusted income properly.	We recommend that quality control samples for all indicators be drawn in accordance with regulations contained in 24 CFR 985.3. In addition, we recommend that the Authority pull the samples throughout the year, both for SEMAP and internal review purposes, and that any needed corrective action be taken immediately to prevent program noncompliance.	The Authority will implement a system of quality control reviews to ensure compliance with all program requirements. LHA staff is currently performing a 100% file review.	2/1/2013	Complete	C. Pizarro w/ Housing	SEMAP
47	Independent Auditor's Report	Finding 11-5 (iii)	Indicator 6 - HQS Enforcement: The Authority indicated that greater than 98% of their quality control sample for Indicator 6 of the self-assessment showed that if HQS deficiencies were not corrected within the required timeframe, the Authority stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt action to enforce the family obligations. However, the documentation did not support this assessment and the lead sheet did not assess the time frames for proper SEMAP reporting for this indicator. Additionally, the Authority did not abate housing assistance payments made to landlords in a timely manner when an inspection failed and was not properly corrected within the required timeframe (see Finding 11-7).	We recommend that the Authority verify controls are in place in order to ensure accurate SEMAP reporting, including an independent review of the SEMAP documentation and reported results by upper management.	The Authority will implement policies and procedures to ensure accurate SEMAP reporting including review by upper management. The Authority will implement policies and procedures to ensure the SEMAP is supported by adequate documentation of procedures performed and results determined for each indicator.	2/1/2013	Complete	C. Pizarro w/ Housing	SEMAP
48	Independent Auditor's Report	Finding 11-5 (iv)	Documentation: The SEMAP data collected for the year end reporting lacked key documentation to support the Authority's overall self-assessed score for each indicator, including calculations of reported results, definitions of the populations for which quality control samples were selected, calculations of minimum required sample sizes, and certain supporting documents from which the results were derived.	We recommend that the SEMAP documentation maintained by the Authority clearly define the population from which each required sample is drawn, indicate how the required sample size was determined, and how the quality control samples are selected in an unbiased manner and how they are representative of the population. Furthermore, the SEMAP score reported to HUD for each indicator should clearly trace back to the testing sheet for each SEMAP indicator, including results of each item in a sample and the overall results corresponding with the reported score.	The corrections will be made immediately under the supervision of Carlos Pizarro, Director of Housing, and polices and procedures will be put in place.	2/1/2013	Complete	C. Pizarro w/ Housing	SEMAP

LAKELAND HOUSING AUTHORITY
CORRECTIVE ACTION PLAN

Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
49	Forensic Audit Report	Finding 1	The Finance Department procedures should be updated to reflect day-to-day operations. The organizational workflow and procedures were originally modified with the 2010 implementation of: the Yardi Systems accounting software; the HUD Asset Based Management model; and more importantly the General Partner accounting model. The June 1, 2006 Casterline Associates, P.C. "Standard Operating Procedure for Critical Financial Functions" provides the accounting procedures structure for financial activities. The Casterline Standard Operating Procedures ("SOP") appear to be a standard template for public housing authorities modified to include updates for LHA vendor names and service providers. Audit team found no evidence of executed resolutions by the Board of Commissioners ("BOC") setting forth and approving the LHA financial and operational policies and procedures.	Immediately update SOP to differentiate between Central Office Cost Center (COCC), public housing, and the fee for services accounting procedures models. The Finance Department's designated Yardi system "super users" should be able to assist in the creation and implementation of new operating procedures. Present the new SOP to BOC for approval prior to organization wide implementation.	The Finance Director is currently assessing operating procedures and an updated SOP will be produced.	3/31/2013 12/31/2013 3/31/14	In Progress	E. Hall w/ Finance	SOP
50	Forensic Audit Report	Finding 5	The accounting department did not present evidence of documented work processes and workflow to make it possible to determine if controls exist to safeguard authority assets. Finance Manager did not have a Finance Department organization chart with corresponding responsibilities. The current five person department includes a new Comptroller, Finance Manager, three Accounting Clerks along with one part time clerk. In a small organization segregation of duties is critical to prevent fraud, theft, and asset misappropriation.	Internal controls must go beyond Yardi's automated processes. There are several approaches to developing documented control process. The new Finance Director/Comptroller should be tasked with creating the internal and financial control model for the organization, to verify the existence of adequate controls, and to implement process improvements. The organization is over-reliant on the Yardi position control model to identify and reject unauthorized activities.	The Authority is committed to implementing and enforcing an effective system of internal controls. The internal controls are being evaluated and adjusted in conjunction with the update of SOPs.	3/31/2013 6/30/2013 8/1/2013 3/31/14	In Progress	E. Hall w/Finance	SOP
51	Forensic Audit Report	Weakness 1	The petty cash Imprest procedure is not consistently applied to transactions. The site petty cash fund replenishment request included original receipts that were not "marked" to prevent reuse by staff.	The authority policy states "supporting documentation will be permanently marked in a manner to prevent re-use". The policy must be consistently applied to all petty cash reimbursement requests.	The Finance Department staff will review the policies with the petty cash custodians to ensure original receipts are marked "paid" when cash is disbursed.	10/31/2013	In Progress	E. Hall w/Finance	SOP
52	Independent Auditor's Report	Finding 11-4	Out of a total tenant population of approximately 1,300, we tested 25 files and the following deficiencies were noted: 1.) 4 files improperly verified or calculated tenants' adjusted income; 2.) 2 files utilized incorrect payment standards; 3.) 1 file incorrectly calculated utility allowances; 4.) 2 files did not obtain signed U.S. citizenship declarations for all tenants; and 5.) 1 file did not have an annual HQS inspection performed on the unit.	The Authority should correct the deficiencies noted in the tested files. In addition, the Authority should establish quality control review procedures to ensure proper compliance with the requirements related to tenant eligibility. In order to provide a greater level of oversight to identify deficiencies in a timely manner, we recommend that the Authority perform independent monthly tenant file reviews. The review monthly quality control review sample should include tenant files processed by all housing specialists, and the reviewer should test for compliance with all tenant file management requirements as established by the Authority's administrative plan. Ongoing staff training and timely management reviews should ensure that staff is aware of acceptable procedures. Also, skill sets, staffing, and caseloads should be continually reviewed by management to ensure timely and accurate tenant management.	All deficiencies noted by the auditors will be corrected. The Authority will implement a system of monthly tenant file reviews to ensure the Section 8 Housing Choice Voucher Program files are in compliance with HUD requirements and the Authority's administrative plan. Training will be provided to ensure the Section 8 staff has the competencies necessary to maintain complete and accurate tenant files. The corrections will be made immediately under the supervision of Carlos Pizarro, Director of Housing.	2/1/2013	Complete	C. Pizarro w/ Housing	TENANT FILES
53	Forensic Audit Report	Weakness 8	The new Comptroller's HUD regulations learning curve. This intellectual capital short term issue is compounded by the current Finance Department staff complement that performs routine tasks with minimum errors, but the incorrect processing of extraordinary or non-routine financial events are noted findings by the independent auditor's.	Procure training for staff on mixed finance guidelines, HUD regulations, asset based management, etc. to improve competencies, reduce attrition, and attain stellar performance in the finance organization. This could provide revenue generating opportunities for LHA by marketing financial services to other private, county and state landlords.	The Finance Director has attended numerous training conferences and has scheduled future training to ensure competency and compliance with HUD public housing requirements. The learning curve is mitigated by the Finance Director's 22 years of experience in federal regulations and compliance with funding requirements and financial reporting.		Complete	E. Hall w/Finance	TRAINING

LAKELAND HOUSING AUTHORITY
CORRECTIVE ACTION PLAN

Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
54	Independent Auditor's Report	Finding 11-1 (ii)	The Authority's unaudited FDS required numerous material adjustments, including significant prior period adjustments (see Notes to the financial statements), to be fairly stated in accordance with GAAP, with the exception of the balances noted above which are not fairly presented. These prior period adjustments related primarily to developer fees earned by the Authority and were required to correctly reflect ending balances in developer fees receivable and to recognize revenue in the proper period. These adjustments should have been detected by the Authority staff while performing their normal duties of processing and recording financial information.	The auditors recommend that the Authority review the established system of controls, including responsibilities at each staff level, for adequate safeguards to facilitate accurate and timely processing of financial information under all circumstances. Also, the Authority should provide additional training to staff in the accounting department, particularly related to the development activity of the Authority, to ensure an accurate and timely system of financial reporting at all times. The Authority needs to ensure that the books and records are closed timely and accurately without relying on audit adjustments, considering that the external auditors are independent of the internal control process.	The Authority has scheduled the services of a consultant who will assist in the reconciliation of HAP expense, Net Restricted Assets and Unrestricted Net Assets per the Authority's general ledger to the amounts reported to HUD in the Voucher Management System ("VMS") and make all necessary adjustments to the general ledger balances and the VMS reported amounts. Review procedures will be established to ensure all future transactions are properly recorded and reconciled so the VMS will be correct. The reconciliation is being performed under the supervision of Eva Hall, Director of Finance, and will be complete for the March 31, 2013 reporting period.	4/1/2013	Complete	E. Hall w/Finance	VMS
55	Forensic Audit Report	Observation 1	More than half of the files reviewed had small errors on the 50058 Forms submitted to HUD including wrong bedroom count, wrong rent (FMR) for the units, HQS inspections that are not timely.	The Section 8 staff should take advantage of any training available in the area with the goal of improving file accuracy and attention to detail. Training should be prioritized based on QC review of each of the caseworkers' files.	In 2012 we provided income calculation and HQS training for all Section 8 employees. Continuous training will be on going.	3/31/2013 Complete	On-Going	C. Pizarro w/Housing	VMS
56	Forensic Audit Report	Observation 2	Each file contained excellent checklists, but they were often not filled out completely.	Careful use of existing Checklist will improve accuracy. The staff should continue their efforts to purge old or duplicate data from the files.	LHA will continue to implement a file review of all files completed in the Section 8 program.	On-Going	On-Going	C. Pizarro w/Housing	VMS
57	Forensic Audit Report	Observation 3	Some files, while complete, contained draft or incomplete forms.	The Section 8 staff should take advantage of any training available in the area with the goal of improving file accuracy and attention to detail.	In 2012 we provided income calculation and HQS training for all Section 8 employees. All staff were certified at the time of training.	3/31/2013 Complete	On-Going	C. Pizarro w/Housing	VMS
58	Forensic Audit Report	Observation 4	While Quality Control Checklists were observed in some files, the level of accuracy in the files is not acceptable.	Careful use of existing Checklist will improve accuracy. The staff should continue their efforts to purge old or duplicate data from the files.	LHA will continue to implement a file review of all files completed in the Section 8 program.	4/1/2013	On-Going	C. Pizarro w/Housing	VMS
59	Forensic Audit Report	Observation 5	In all but one case the rent appeared to be calculated correctly.	While the Section 8 files reviewed were in generally good condition, the transmission of inaccurate 50058 Forms will eventually lead to a reduction in the authority's SEMAP score as HUD's monitoring capability increases. Also, several firms market software that monitors the accuracy of 50058 data submitted to HUD which may be of some help to LHA's Section 8 staff.	LHA Section 8 staff will be reviewing files for accuracy and completeness.	On-Going	On-Going	C. Pizarro w/Housing	VMS
60	Forensic Audit Report	Observation 6	When the unit failed an HQS inspection they were re-inspected within 30 days and passed.	No corresponding comment was listed.	LHA procedures were implemented to ensure the timeliness of re-inspections.	On-Going	On-Going	C. Pizarro w/Housing	VMS
61	Forensic Audit Report	Observation 7	Most re-certifications were performed after the lease renewal date.	No corresponding comment was listed.	LHA Section 8 staff is now working 60 days in advance on annuals and will move to 120 days in advance.	On-Going	On-Going	C. Pizarro w/Housing	VMS
62	Independent Auditor's Report	Finding 11-6	We noted material differences between the HAP expense recorded in the general ledger and reported on the FDS. In addition, neither of these amounts agreed with the HAP expense reported to HUD in VMS. In addition, the Authority could not provide supporting documentation to reconcile the information reported in VMS or on the FDS for unit months leased. Further, as noted in Financial Statements Finding 11-1-i, the Authority could not provide adequate documentation to support the HAP expense recorded in the general ledger; therefore, we could not determine that HAP expense and, therefore, HAP equity are fairly stated in accordance with GAAP.	The Authority should implement internal control procedures to ensure that data submitted to HUD in VMS and the REAC agrees to the general ledger and other supporting documentation. We recommend that management designate an individual to review supporting documentation for VMS data and reconcile the information to data recorded in the general ledger and other management information systems prior to submission to HUD. Further, we recommend that management reconcile internal HAP registers to expenses recorded in the general ledger during each HAP check run to ensure that amounts are properly recorded and paid to landlords.	The Authority has scheduled the services of a consultant who will assist in the reconciliation of HAP expense, Net Restricted Assets and Unrestricted Net Assets per the Authority's general ledger and the amounts reported to HUD in the Voucher Management System ("VMS") and make all necessary adjustments to the general ledger balances and the VMS reported amounts. Review procedures will be established to ensure all future transactions are properly recorded and reconciled so the VMS will be correct. This will include reconciling Section 8 tenant and landlord registers with the general ledger. Under the supervision of Eva Hall, Director of Finance, and Carlos Pizarro, Director of Housing, the VMS reports will be reconciled to the general ledger and corrections will be made for the March 31, 2013 reporting period.	On-Going	On-Going	C. Pizarro w/Housing and E. Hall w/ Finance	VMS-PIC

**LAKELAND HOUSING AUTHORITY
CORRECTIVE ACTION PLAN**

Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
63	Limited Financial Management Review	Finding 2	Significant reporting errors and/or omissions were noted in VMS and PIC reporting.	The LHA must verify the HCV HAP expenses and UMLs for CY 2011 and the first six months of CY 2012 and submit within 30 days. If these reports contradict the HAP register used by the HUD review team's NRA calculation, reasons and backup must be provided.				C. Pizarro w/ Housing	VMS-PIC
64	Limited Financial Management Review	Finding 2a	Significant reporting errors and/or omissions were noted in VMS and PIC reporting.	Correct the CY 2011 and 2012 VMS.				C. Pizarro w/ Housing	VMS-PIC
65	Limited Financial Management Review	Finding 2b	Significant reporting errors and/or omissions were noted in VMS and PIC reporting.	Correct PIC data and properly maintain the data once corrected.				C. Pizarro w/ Housing	VMS-PIC
66	Limited Financial Management Review	Finding 2c	Significant reporting errors and/or omissions were noted in VMS and PIC reporting.	Establish policies and procedures, including quality controls, to ensure accurate VMS data is being reported.				C. Pizarro w/ Housing	VMS-PIC
67	Limited Financial Management Review	Finding 2d	Significant reporting errors and/or omissions were noted in VMS and PIC reporting.	LHA's HCV and Finance Department must review VMS data monthly before finalizing the information in VMS.				C. Pizarro w/ Housing and E. Hall w/ Finance	VMS-PIC
68	Forensic Audit Report	Finding 8	The authority does not have documented bank wire transfer procedures. The Finance Manager responded to process description questions, and did not believe the absence of the SOP was an issue based on the small number of wire transfers.	The Finance Department must develop procedures for outgoing wire transfers. The absence of clearly delineated internal control procedures that includes levels of authority, signatures, checks and balances, verification of data, paper trail, financial institution manual or automated authorization procedures, etc. could expose the authority to significant financial losses.	The Finance Department is updating its SOPs and will include written procedures for bank wire transfers. Although there is not a written procedure, strict procedures are required by the banking institutions and all transfers must have approval by authorized staff and/or Commissioners.	3/31/2013 12/31/2013 3/31/14	In Progress	E. Hall w/Finance	WIRES
69	LHA Audited Financials for 2012	Finding 2012-001 Financial Reporting	During our audit of the Authority's financial statements, we detected certain deficiencies in internal control over financial reporting as described below which are identified as a material weakness in internal control over financial reporting in accordance with Statement on Auditing Standards No. 115 ("SAS 115"). The Authority's unaudited FDS required numerous material adjustments, including certain prior period adjustments (see the notes to the financial statements), to be fairly stated in accordance with U.S. generally accepted accounting principals ("GAAP"). These prior period adjustments should have been detected by the Authority staff while performing their normal duties of processing and recording financial information. NOTE: Financial Reporting for all Major Programs is the same as Financial Statements Audit Finding.	Management should determine proper staffing needs given the size and complexity of the Authority, including related parties and component units, for proper financial reporting. As of December 31, 2012, the Authority had eight related parties, in addition to the Authority's eleven blended component units.	The Authority is in the process of reviewing its organizational chart to delineate responsibilities and accountability among departments. To ensure compliance with GAAP and grant requirements, the Authority will provide training for staff so they have the necessary competencies required to account for the Authority's varied programs and activities. The review and necessary actions are in progress under the supervision of Eva Hall, Director of Finance, and Carlos Pizarro, Director of Housing, and will be complete within 90 days.	12/31/2013	In Progress	E. Hall w/ Finance and C. Pizarro w/Housing	INTERNAL CONTROLS
70	LHA Audited Financials for 2012	Finding 2012-002 Allowable Costs & Adequate Controls Over Disbursements	Adequate controls are not in place over cash disbursements. During the audit we noted inconsistencies in practice in the use of purchase orders and level of approvals as required by the Authority's procurement and cash disbursement policies. We noted inadequate segregation of duties over the set-up of the required approvals in the accounting software and the actual approval of transactions, as well as between the recording of transactions in the general ledger and the approval of transactions in certain cases. Further, we noted a lack of monitoring controls over total disbursements to vendors under contract. NOTE: Finding for all major programs is also same as Financial Statements Audit Finding.	We recommend that management analyze the cash disbursement process in conjunction with procurement policies and document the required procedures. Specifically, the Authority should identify the required approval thresholds and better define the relevant staff that should be involved in the processing of cash disbursements. Further, the Authority should implement proper segregation of duties over recording, authorizing and reconciling cash disbursements and should implement monitoring controls of total vendor payments under contract be procurement staff. The Authority should also provide training to all staff on relevant rules and regulations and internal policies relating to cash disbursements and procurement.	The Authority is in the process of documenting and improving its current system of controls and implementing procedures to monitor and ensure compliance. Certain departments have developed policies and procedures to ensure cash disbursements and procurements have approval. These procedures will be implemented for the entire Authority. Staff will be trained on the Authority's policies and the relevant rules and regulations related to cash disbursements and procurement. The review and necessary actions are in progress under the supervision of Eva Hall, Director of Finance, and Carlos Pizarro, Director of Housing, and will be complete within 90 days.	12/31/2013	In Progress	E. Hall w/Finance and C. Pizarro w/Housing	DISBURSEMENTS

LAKELAND HOUSING AUTHORITY
CORRECTIVE ACTION PLAN

Item #	Source Document	Classification	Issue	Action Required or Recommendation	Action Taken	Expected Completion	Status	Responsible Party	Category
71	LHA Audited Financials for 2012	Finding 2012-003 Interprogram Activity and Pooled Cash Account	The Authority utilizes a pooled cash account that resides in AMP 1. On December 31, 2012, AMP 1 had \$137,775 of unrestricted cash, as well as an \$3,847,180 of interprogram receivable.	We recommend that the pooled cash account be relocated in the general ledger to the COCC (Central Office Cost Center) and be reconciled and settled up. Despite the location of the pooled cash account, programs and AMPs should be running operations without having to borrow from other programs. Any internal borrowings should be short term in nature and due to the centralized bank account paying for common costs to prevent multiple checks being needed. It should not be utilized to cover operational shortfalls.	The Authority has moved its pooled cash account to the COCC general ledger. The necessary actions will be performed under the supervision of Eva Hall, Director of Finance, and will be completed within 90 days. The Authority is currently analyzing pooled cash account activity to developing a realistic methodology to settle internal borrowings and prevent future commingling of program funds. Under the supervision of Eva Hall, Director of Finance, a plan will be formalized and goals established based upon this research. The Authority acknowledges the gravity of this situation and the long term nature of the solution.	Ongoing	In Progress	E. Hall w/Finance	ACCOUNTS
72	LHA Audited Financials for 2012	Finding 2012-004 Eligibility	Low Rent Public Housing, CFDA Number 14.850 Condition: Out of total ACC unit population of approximately 250, we tested 25 files and the following deficiencies were noted: 7 files lacked a signed HUD Form 9886 for adult members in the household; 5 files did not obtain signed U.S. citizenship declarations for all tenants; 5 files lacked proper identification; 1 file had an incorrect income calculation; and 9 files lacked annual inspections.	The Authority should correct the deficiencies noted in the tested files. In addition, the Authority should establish quality control review procedures, including public housing units in the mixed finance properties, to ensure proper compliance with the requirements related to tenant eligibility.	All deficiencies noted by the auditors will be corrected. The Authority will implement a system of tenant file reviews to ensure the Low Rent Public Housing Program files (including mixed finance properties that have units under ACC) are in compliance with HUD requirements and the Authority's ACOP - Admissions and Continued Occupancy Plan. Training will be provided to ensure staff has the competencies necessary to maintain complete and accurate tenant files. The corrections will be made immediately under the supervision of Carlos Pizarro, Director of Housing, and training will be provided within 90 days.	12/31/2013	Complete	C. Pizarro w/Housing	TENANT FILES
73	LHA Audited Financials for 2012	2012-005 Special Tests and Provisions - General Depository Agreement	Low Rent Public Housing, CFDA Number 14.850 Housing Voucher Cluster Condition: During our audit of the Authority's accounts with financial institutions, we noted that the Authority had failed to enter into depository agreements with every financial institution handling accounts containing federal monies.	The Authority must execute Form HUD-51999 with all financial institutions where the Authority has funds and monitor the collateral levels for compliance with the General Depository Agreement on a least a monthly basis to ensure that the Authority's deposits are fully protected as required.	The forms have been completed. LHA has an executed depository agreement with each financial institution handling accounts containing federal monies. During the NRA review that occurred April 22-24, 2014, the auditors outlined that the Depository Agreements that LHA has on file for HCVP are not acceptable. The agreements are signed but not dated. Additionally, the auditors expressed concerns in reference to the bank fees. Subsequently, LHA acknowledges that this item remains outstanding. Staff is negotiating with the banks to eliminate the fees and obtain agreements that are acceptable to HUD.	1/15/2014 6/2/2014	Complete In Progress	E. Hall w/Finance V. Brown w/Development and Ray Coury w/IFH Solutions	GDA

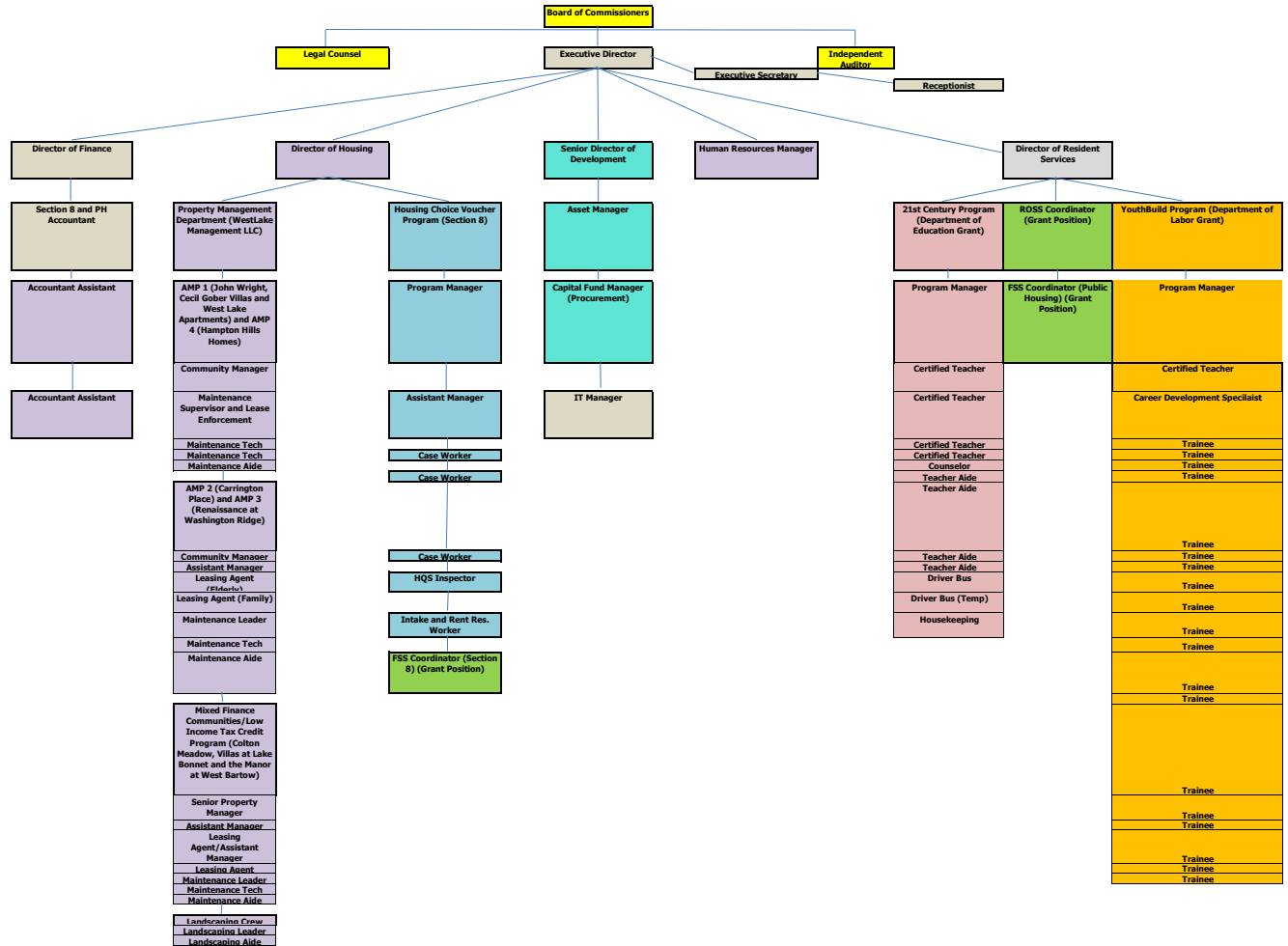
LAKELAND HOUSING AUTHORITY
CORRECTIVE ACTION PLAN

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Summary of Terms

- 1.) Finding: A deficiency that represents a violation of statutory or regulatory requirements, for which sanctions or other corrective actions are authorized, and which, therefore, necessitates immediate remedial action.
- 2.) Observation: Maybe a general comment, or may be a deficiency in program performance, which does not result in a violation of statutory or regulatory requirement, but which could, if not addressed, result later in a finding.
- 3.) AMP = Asset Management Projects
- 4.) BOC = Board of Commissioners
- 5.) COA = Chart of Accounts
- 6.) COCC = Central Office Cost Center
- 7.) CYE = Calendar Year End
- 8.) EIV = Enterprise Income Verification
- 9.) FDS = Financial Data System or Financial Data Schedule
- 10.) FMR = Fair Market Rents
- 11.) GAAP = Generally Accepted Accounting Principles
- 12.) GAAS = Generally Accepted Audited Standards
- 13.) GDA = General Depository Agreements
- 14.) GL = General Ledger
- 15.) HCV = Housing Choice Voucher
- 16.) IFRS = International Financial Reporting Standards
- 17.) NRA = Net Restricted Asset
- 18.) OPH = Office of Public Housing
- 19.) OFFP = Operating Fund Financing Program
- 20.) PIC = PIH Information Center
- 21.) PIH = Public and Indian Housing
- 22.) RCS = Rent Comparability Study
- 23.) SAS = Statement on Audit Standards
- 24.) SOP = Standard Operating Procedures
- 25.) TARs = Tenant Account Receivables
- 26.) UMLs = Unit Months Leased
- 27.) VASH = Veterans Affairs Support of Housing
- 28.) VMS = Voucher Management System

Organizational Chart
The Housing Authority of the
City of Lakeland





MEMORANDUM

TO: Benjamin Stevenson, Executive Director

FROM: Carlos Pizarro, Director of Housing
Idalia Gonzales, Interim Manager, Section-8

DATE: April 7, 2014

RE: Chantelle Shepherd
Complaint to Board of Commissioners

This memo is an update regarding the Public Comment received from Ms. Chantelle Shepherd to the Board of Commissioners during the April 2014 meeting.

Ms. Shepherd requested an update of her Section 8 program application and also asked for assistance in finding suitable housing.

Please be advised of the steps that staff is taking to assist Ms. Shepherd in this matter.

- Staff provided the applicant with information regarding her Section 8 application.
- Staff also thoroughly explained to Ms. Shepherd how the Section 8 program works in terms of how an application is processed for selecting families and how long (estimation) does it take for a family to receive assistance under this program.
- Additionally, staff gave Ms. Shepherd a housing application for the non-HUD affordable housing communities to see if she can qualify. (Note: we are still waiting for her to turn in the application)