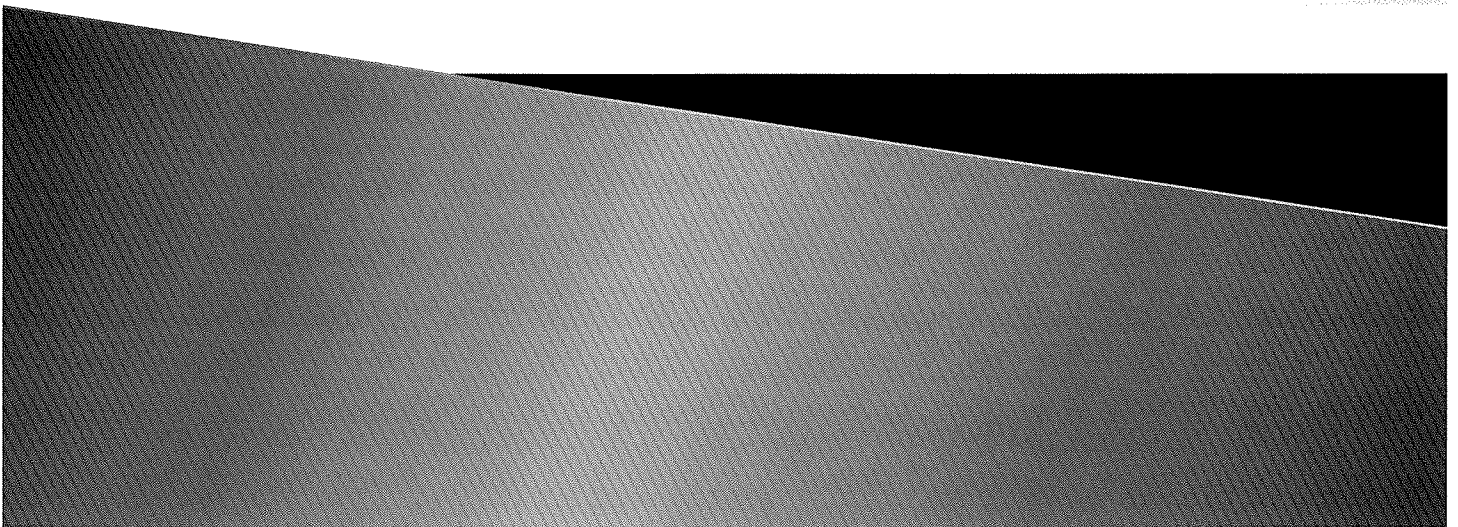




REGULAR BOARD REPORT

MONDAY, FEBRUARY 25, 2013



AGENDA
Regular Board Meeting of
The Housing Authority of the City of Lakeland, Florida
Monday, February 25, 2013
6:00 p.m. at the Main Office
430 Hartsell Avenue, Lakeland, Florida

Pledge of Allegiance

1. Moment of Silence
2. Establish a Quorum
3. Public Forum
4. Approval of Minutes of the Regular Board Meeting held on January 22, 2013 **(Tab 1)**
5. Acceptance of the Resident Interest Committee Meeting held January 17, 2013 **(Tab 2)**
6. Acceptance of the Finance Committee Meeting held December 19, 2012 **(Tab 3)**
7. Acceptance of the Finance Committee Meeting held January 16, 2013 **(Tab 4)**
8. Old Business
9. New Business **(Tab 5)**
 1. Monthly Reports
 - A. Financial Reports
 - B. Grant Updates
 - C. Development Report
 - D. Legal Report
 - E. Resolution #13-1343 – Resolution #13-1343- Approval to authorize the Executive Director to enter into tasks order driven, indefinite delivery, indefinite quantity contract for Architectural services not to exceed \$2 million dollars.
 - F. Resolution #13-1344- Approval to authorize the Executive Director to enter into tasks order driven, indefinite delivery, indefinite quantity contract for Surveying Services not to exceed \$375,000.
 - G. Resolution #13-1345- Approving a contract with Valuation Advisors.
 - H. Resolution #13-1346 – Approving the Fair Market Rent Rates for 2013.
 - I. Resolution #13-1347 – Approval to authorize the Executive Director to enter into tasks order driven, indefinite delivery, indefinite quantity contract for Environmental Testing & Building Inspection.
 - J. Resolution #13-1348 – Approval to authorize the Executive Director to executive and submit the 2012 Section 8 Management Assessment Program Report.
10. Secretary's Reports including Procurement, Resident Services and Family Self Sufficiency, Housing Management Board Report which includes Housing Choice Voucher Program, Property Management, and Investigations Report. **(Tab 6)**
11. Other Business
12. Adjournment

MINUTES
Regular Board Meeting of
The Housing Authority of the City of Lakeland
January 22, 2013

The Commissioners of the Housing Authority of the City of Lakeland met for a Regular Board Meeting on Tuesday, January 22nd at 6:00 p.m. at the Lakeland Housing Authority, 430 Hartsell Avenue, Lakeland, Florida.

LHA Board Members Present: Michael Pimentel, Chairman
Rev. Richard Richardson, 1st Vice Chair
Edward Hall, Commissioner, 2nd Vice Chair
Joseph DiCesare, Commissioner
Dr. Bernice Evans, Commissioner
Dorothy Sanders, Commissioner

LHA Staff Present: Benjamin Stevenson, Executive Director
Carlos Pizarro, Director of Housing
Valerie Brown, Sr. Director of Development
Earl Haynes, Director of Resident Services
Tom Hornack, Procurement
Shauna Ginn, Asset Manager
Donald Paredez, Section 8 HCV, Manager
Eva Hall, Director of Finance
Kasandra S. Davis, Executive Administrative Coordinator

Guests: Nan Campbell
Mammie Locust
Lillie Brown
Jenny Lopez
Nita McGee
Betty Gitlies
Annie Phyll
Larry Mitchell

The Meeting was called to order at 6:00 p.m. by Michael Pimentel.

Pledge of Allegiance and a moment of silence observed.

A quorum was established.

- The first order of business was the swearing-in of the new Commissioner, Joseph DiCesare, by Attorney Rhonda Stringer.

Approval/Acceptance of Minutes

- **Motion to approve the Minutes of the Regular Board Meeting held on November 26, 2012. Richardson - 2nd Hall 5-Yes –Pimentel, Evans, Hall, Richardson, Sanders 1-Present - DiCesare**

Discussion was held regarding the resignation of Commissioner Copeland not being recorded in the November 26th Board minutes. After extensive discussion of when the resignation was received by the Executive Director. An email was presented showing the resignation of Commissioner Copeland was sent to the Mayor after the November 26th Board Meeting. There were several corrections presented by Commissioner Evans. They are: 1) Give details as to why the Board meeting was adjourned and re-convened to conduct business for the instrumentalities of the Lakeland Housing Authority. 2) Inserting “Board” on page 3 under Approval/Acceptance of Minutes. (Bullet point 2 discussion: Commissioner Evans would like)

Staff will review the taped meetings and make the necessary corrections.

- **Acceptance of the Minutes of the Residents’ Interest Committee Meeting held on November 15, 2012.**

Old Business

Filling of Vacancies

- Attorney Stringer read Article II Section 9 Vacancies - of the Lakeland Housing Authority Bylaws regarding filling a vacant seat of the Chairperson or Vice Chairperson.
- Attorney Stringer conducted the election of officers starting with the 1st Vice Chairperson of the Board.
- **The floor was opened for nominations to fill the 1st Vice Chairperson vacancy by Attorney Stringer. Commissioner Evans nominated Commissioner Richardson for 1st Vice Chairperson. The nomination was closed with one nominee. Commissioner Richardson is the 1st Vice Chairperson.**
- **The floor was opened for nominations to fill the 2nd Vice Chairperson vacancy by Attorney Stringer. Commissioner Evans nominated Commissioner Hall for 2nd Vice Chairperson. The nomination was closed with one nominee. Commissioner Hall is the 2nd Vice Chairperson.**
- Attorney Stringer read Article II Section 4 – Second Vice Chairperson to Commissioner Hall which states what the duties and responsibilities are for that office.

Selection of Committees

- There was extensive discussion regarding the maximum number of persons to serve on each Committee. Attorney Stringer read the By-laws which states three is not the maximum number persons to serve on the various Committees. The newly formed By-laws Committee will review and revise accordingly.
- **Commissioner Pimentel recommended Commissioners Richardson, Sanders and Pimentel to serve as the Personnel and Administrative Committee.**

Motion to accept the recommendation for the Personnel and Administrative Committee appointees. Richardson - 2nd DiCesare. All Ayes

- **Commissioner Pimentel recommended Commissioners Richardson, Hall and Pimentel to serve on the By-laws Committee.**

Motion to accept the recommendation for the By-laws Committee. Richardson 2nd DiCesare. All Ayes

- **Commissioner Pimentel recommended Commissioner DiCesare to serve on the Residents Interests' Committee.**

Motion to accept the recommendation for Commissioner DiCesare to serve on the Residents Interests' Committee. Richardson – 2nd Sanders. All Ayes

- **Commissioner Pimentel recommended Commissioner DiCesare to serve on the Finance Committee.**

Motion to accept the recommendation for Commissioner DiCesare to serve on the Finance Committee by Commissioner Hall – 2nd Sanders. All Ayes

Point of Information regarding Old Business by Commissioner Evans

1. The organizational chart should have dotted lines from the Board of Commissioners to the Independent Auditor and Legal Counsel. Staff will make the necessary corrections.
2. The Corrective Action Plan states services with regard to ADP will be eliminated with Human Resources and Payroll being conducted in house. Mr. Stevenson explained we will bring Human Resources and Payroll in house however; the staff is reviewing all angles and will report to the Board of Commissioners how the services will be dismantled. The timeline to review and contact the ADP with a notice of termination is scheduled for April 2013. Commissioner Evans stated the Correction Action Plan referred to Yardi and services. Mr. Stevenson explained that is a recommendation however; the staff is reviewing various software systems.
3. The Finance Committee met and there is no reference to the 2013 Budget or accepting the Consolidated Budget through 3/31/2013. Mr. Stevenson reminded Dr. Evans that she requested that the nothing from the Finance Committee be listed in this Board report until the Finance Committee approves the minutes. However, Mr. Stevenson has a Resolution to present to the Board of Commissioners tonight regarding the 2013 Consolidated Budget for the Lakeland Housing Authority.

Resolution #13-1342 – Approving the 2013 Consolidated Budget through March 31, 2013 as presented by staff.

- **Motion to Approve Resolution 13-1342 – Approving the 2013 Consolidated Budget through March 31, 2013 as presented by staff. Hall. 2nd Richardson**
Yes- 5 Pimentel, Richardson, Hall, DiCesare, Sanders Oppose- 1 Evans

Discussion: Commissioner Evans stated that a tentative budget was recommended to the Board of Commissioners. The Commissioners discussed the wording of the resolution and found no change was needed.

4. The Personnel and Administration Committee were given several tasks by the Board of Commissioners and have not reported back to the Board. It was brought to the Commissioners attention that the Personnel and Administration Committee dissolved as of November 2012. Commissioner Pimentel stated the newly formed Committee will review the tasks from the Board of Commissioners to include but not limited to:
 - Job Descriptions for all employees
 - Salary Comparison Study
 - Evaluation forms
 - Personnel Handbook

New Business

- The Employee of the Month for December is Anaya Weaver. Chairman Pimentel read the employee of month write-up. It was announced that today was Anaya's last day at the Housing Authority.
- Financial Reports – Commissioner Evans informed the Board of Commissioners that the Finance Committee extensively reviewed the financial reports, the format, and the explanations. The Finance Committee is satisfied with the financial reports as drafts and submits the reports for Board approval. Commissioner Richardson shared the information is tentative because they are in the process of finalizing the books.
- Grant Updates -- Commissioner Evans stated that staff, under the direction of the Executive Director, reviewed the report with the Finance Committee and that she is presenting the report for Board approval.
- Development Report – Ms. Brown reported the Development department is in the process of completing the IDIQ pool for Architectural Firms which will be submitted to the Board in February for approval. We are stilling awaiting approval of the Home Ownership Plan for Hampton Hills which was submitted to HUD in November 2012. It normally takes 45 to 60 days before receiving a response. The Ribbon Cutting for the bus shelter at the Renaissance is scheduled for this Thursday, January 24th at 10:00a.m. A third party vendor was contracted to repair the roofs at Washington Ridge and Washington Oaks. We have procured playground equipment for John Wright Homes and it should be installed in February.
- Legal Report – Nothing significantly to report.
- Secretary's Reports – Mr. Stevenson informed the Board of Commissioners that at the December's Finance Committee Meeting an Amendment to extend Contract LHA-01-12-C001 for Preferred Compliance Solutions, Inc. up to 2 years but not to exceed \$49,000.00 was presented. The dollar value of the amendment did not constitute presentation to the Board of Commissioners however; he wanted to inform the Board

of the amendment. The Finance Committee minutes reflecting this action will be presented in February's Board Package.

- Other Business – Commissioner Evans wanted to make the Board and the Executive Director aware that we still have a customer service and communication problem at the Lakeland Housing Authority. There was a discussion regarding customer service and the resident's right to be able to speak with someone regarding situations. Mr. Stevenson shared he is aware that there is still work to be done in the area of customer service. The staff was with provided training and will continue to be trained in this area.

The meeting was adjourned at 7:19 p.m.

Benjamin Stevenson, Secretary

REPORT
The City of Lakeland Housing Authority:
The Residents' Interests Committee Meeting
January 17, 2013

Attendees

Residents' Interests Committee: Dorothy Sanders, Chairman of Resident Interest
Michael Pimentel, Chairman of the Board
Bernice Evans, Commissioner

LHA Staff and Consultants: Benjamin Stevenson, Executive Director
Earl Haynes, Director of Resident Services
Kasandra Davis, Executive Administrative Coordinator
Gwen Collins, Community Manager
Cynthia Crosby-Craig, Community Manager
Vanessa Johnson, Community Manager
Cynthia Zorn-Shaw, Resident Services

Guest: Karen Hoard
Elvloa Quinos
Johnny Hudson
Lenwood W. Harris
Kanaylin Stone
Ed Foster
Delores Merritt
Juana I. Rodz
Essie Weatherby
Hill Causey
Horace Welch
Nita McGee
Theola Dowe
Mamie Johnson
William Cook
Mamie Locust
Nannette Campbell
Betty Stanton
Luz Espinosa
Migdalia Ortiz
Judith Haggins

Meeting called to order by Commissioner Sanders at 6:14p.m.

Established quorum – followed by a moment of silence.

Introduced of LHA Staff, Guest, and Residents.

Approval of Minutes

- **Motion to approve the Residents' Interests Committee Meeting Minutes November 15, 2012 as presented– Pimentel. 2nd - Evans**

Consensus: All Ayes

Old Business

- Security Cameras – The contract has been signed for the purchase of cameras for Westlake and Westlake Addition. There were five cameras were purchased; the cameras can be moved from site to site as needed. The cameras will not take the place of police patrol but will assist in problem areas.
Is it possible for cameras to be placed on the back side of the senior building? Is there an ordinance to prevent cameras from being placed on New York around Emma Turner?
- West Bartow - the lighting has been enhanced; the speed bumps have been ordered and the leaking trash bins are in the process of being changed. Mr. Pizarro will give an update at next month's meeting.

New Business

- Mr. Haynes shared that LHA and Polk Works have entered into partnership to use space at Emma Turner to provide employment services such as but not limited to resume writing and interviewing skills within the community. The initiative is called Race to Place where Polk Works is looking to place 10,000 employees with various employers by June 1, 2013. The tentative date to have Polk Works housed at Emma Turner is March 26, 2013.
- LHA Updates –
 1. Commissioner Walker invites the residents to the ribbon of the bus shelter located on the corner of 14th Street and Florida Avenue. The ribbon cutting will be held January 24, 2013 at 10:00 a.m.
 2. In 2013 the Resident Services Department is looking to enhance services to the residents of Renaissance of Washington Ridge.
 3. FSS Public Housing Residents – slots are filled for the Public Housing FSS program. The program related to FSS Public Housing has specific information and activities that is sent directly to the participants. There are slots available in the FSS Section 8 Program.
 4. The Resident Services Department is working to enhance communication with the seniors on all properties to participate in the Senior Outings.
 5. Should any of the seniors have any questions they should contact Resident Services, Cynthia Zorn-Shaw at the Emma Turner Building.
 6. LHA has adequate transportation with handicap accessibility to transport residents. Polk County Elderly Services has a van and Viste will take the seniors to doctor visits.

Resident Concerns:

- Luz Espinosa of Washington Ridge is having a problem with smoke coming into her apartment from her neighbors. Mr. Stevenson will verify the federal requirements regarding smoking inside of the building and affordable housing. Smoking is allowed on the outside of the building on individual balconies.

- Trips that are sponsored by LHA have no age limit for residents living in elderly housing. There are outside service providers who service residents and have their own guidelines for services.
- Is it possible to receive a monthly newsletter sharing activities provided for seniors? An informational flyer will be provided and distributed to the seniors. Hilda Causey volunteered to assist with producing the monthly informational flyer.
- There is a resident who is employed with an outside provider as a part of her employment we have no control over the duties assigned by the provider.
- A resident thanked the staff for the bus shelter and another thanked the manager for placing blinds on the third floor. Also, the resident would like for maintenance to clean the trash dumpsters. Can the outside dumpster be replaced because it has no wheels and is lying on its side?
- Judith Haggins – Dakota Parks is having an issue with pest control. She was treated last year for termites and is still having an issue. What is the painting policy for Dakota Parks? Ms. Collins will have to review the policy and notify Ms. Haggins. Ms. Haggins stated her apartment was in a fire she paid the allotted fee but her apartment is still not painted. She asked if she could paint her apartment. Mr. Stevenson’s stated residents cannot paint their apartment painting of apartments is a Housing Authority responsibility.
- The north side door is being left open; Ms. Collins addressed this is an ongoing problem she is addressing the situation.
- Is alcohol beverages allowed to be consumed in the common areas? There is an ordinance the “open container” where beverages are not allowed to be consumed in public areas. Residents should drink in the comforts of their homes.
- Commissioner Pimentel reminded the resident that the Resident Interest Committee was not formed to police the residents. However, the residents should police themselves; this is a nice building and when you see someone doing something that brings the building down nicely ask them not to engage in that activity. The Community Manager will take care of making sure the residents are informed to remove their trash and not eating in public areas with directional signs.
- A resident has concerns with the blinds being left open in the common areas. Some residents want them closed and others want them opened. Mr. Stevenson shared a tint will be placed on the window so persons can look out but those on the outside cannot look in. Commissioner Evans suggested that the residents police themselves and leave the blinds the way they find them.
- Lawanda Byrd, a resident of the Section 8 program, received a rent change and no one called her in to sign her paperwork. Ms. Byrd was instructed to give all of the details to Kasandra Davis after the meeting.
- There are several street lights are out within the Renaissance Community. Ms. Collins stated she is aware and has reported the outage to Lakeland Electric.
- Persons are parking in the “No Parking” areas hindering ingress to emergency vehicles. The Community Manager will investigate towing services to remove improperly parked cars. However, Mr. Stevenson is also going to look into a 24 hour emergency phone number where emergency situations maybe reported.
- Commissioner Evans wanted to know why the property managers are now called Community Managers. Are they working with the community at large? It was explained the terminology has moved to Community Managers, throughout the industry, where the Managers service persons who reside within a specific locality. Commissioner Evans believes that fundamental issues should be brought before the Resident Interests Committee because it might assist other residents with their concerns.
- There was an outbreak of finger pointing and name calling. Mr. Stevenson encouraged the residents to take issues to the Manager, Assistant Manager or Resident Services Department to assist in personal communication concerns with other residents. He reminded the residents to treat others the way you want to be treated.

- Ms. Nan Campbell would like to know if the residents of Cecil Gober will receive a rent schedule for 2013. Ms. Johnson explained the rent schedule is provided as a service to the CGV residents. The schedule list dates when she goes to CGV to collect rent. The schedule was placed in the envelope with January's rent receipt.

The meeting was adjourned at 7:46 p.m.

MINUTES
Finance Committee Meeting of
The Housing Authority of the City of Lakeland
December 19, 2012

The Commissioners of the Lakeland Housing Authority (LHA) met for a Finance Committee Meeting on Wednesday, December 19, 2012, 12:00 pm, at LHA Office, 430 Hartsell Avenue, Lakeland, Florida.

Finance Committee Members: Dr. Bernice Evans, Chairman
 Rev. Richard Richardson, 2nd Vice Chairman
 Eddie Hall, Commissioner

Board Member Present: Michael Pimentel, Chairman of the Board

Guest: Michael Faison
 Darrell Chapper
 Reese King
 Larry Mitchell

LHA Staff Present: Benjamin Stevenson, Executive Director
 Valerie Brown, Director of Development
 Carlos Pizarro, Director of Housing
 Eva Hall, Director of Finance
 Earl Haynes, Director of Resident Services
 Patrick Roberts, Human Resource Generalist
 Kasandra S. Davis, Executive Administrative Coordinator

Call to Order 12:05 pm

Pledge of Allegiance.

The invocation was given by Rev. Richardson.

A quorum was established.

The opportunity for the Public Forum was presented. There were none.

- Commissioner Evans open the floor for Public Forum, Mr. Michael Faison inquired on the availability of the condos at Magnolia Pointe for purchase. He wanted to know if the units are available to be purchased by the public. Mr. Stevenson explained there may be units available however; he would have to contact the bank regarding the foreclosed units. Mr. Faison's second question addressed the availability of minority contracts for minority contractors. Mr. Faison is not listed on the Contractor listing and was asked to give his card to Mr. Hornack to be placed on the listing.
- Ms. Hall continued her thorough explanations of the budgets line item by line item. There was extensive discussion regarding the budget.

Motion to recommend to the Board the acceptance of this report as an Interim Budget with revisions to be forwarded to the Board for their approval as an Interim Budget to be revisited in 3 months for the approval of the final budget. Richardson 2nd Hall All Ayes

- The 2013 Consolidated Budget for the Lakeland Housing Authority will be reviewed in the April Finance Committee Meeting. Upon recommendation from the Finance Committee the Final Budget will be forward to Board of Commissioners for approval in their April meeting.

Motion to defer the reviewing of the November 2012 Operating Statements until the January meeting. Richardson 2nd Hall All Ayes

There being no other business Rev. Richardson moved for adjournment at 3:27 p.m.

Dr. Bernice Evans, Chairman

be presented to the Finance Committee in February and once they are approved by the Finance Committee they will be forwarded to the Board of Commissioners for acceptance.

Old Business

- Commissioner Evans inquired of the committee how to handle the reviewing of the revised 2013 Budget since the Commissioners have reviewed the information several times.
- Commissioner Richardson stated he did not feel the entire budget needed to be reviewed however; he noted the increase in the amount of Commissioners Travel to \$25,000.00 which he feels is sufficient. He is concerned about public perception and Commissioner Travel.
- Commissioner Evans asked Mr. Stevenson to explain how the dollar value of \$25,000.00 was derived for Commissioner Travel. She is concerned that with almost a new full board needing to be certified if \$25,000.00 will not be sufficient. There was extensive discussion regarding Commissioner Travel.
- Mr. Stevenson explained to Commissioner Evans that several factors were reviewed before making the decision to increase the budget amount to \$25,000 from \$19,000 budgeted in 2012. Mr. Stevenson also reminded the Commissioners that HUD has not approved the dollar amount allocated for subsidy for the Lakeland Housing Authority.
- Ms. Hall reminded the Commissioners in order to increase line items then deductions are taken in other areas. This budget is an interim budget and will be reviewed again in 3 months.

Motion to accept the budget revision of \$25,000 for Commissioners Training for the year of 2013. Hall - 2nd Richardson All Ayes

- Commissioner Richardson wanted to know if increases for salaries are budgeted into the 2013 budget. Commissioner Richardson would like a footnote to the salary line item to show a 3% increase carry over from 2012 budget plus a 3% increase for 2013 budget.
- Commissioner Evans stated the Personnel Committee normally makes the recommendations for salaries. Commissioner Richardson stated the staff is not in error for making a recommendation to the Finance Committee since the Personnel Committee was not functional.
- There was extensive discussion on the role of the Personnel Committee and the recommended 3% salary increase for employees. Mr. Stevenson shared staff reviewed historical data and held discussions before making the 3% recommendation. Also, Mr. Stevenson shared that this budget will be reviewed in 3 months and changes can be made at that time depending upon the availability of funding from HUD.

Motion to accept the 3% salary increase carryover from the 2012 budget and the proposed 3% salary increase for 2013 based upon availability of funds. Hall - 2nd Richardson

All Ayes

- Commissioner Evans shared in December 2012 the November Financials were received by the Finance Committee the Financials are being accepted and will be reviewed with the December Financials. Do we have policies and procedures in place to prevent situations such as DSM incident from happening again?
- Mr. Stevenson, shared there were policies and procedures in place however, previous staff did not following the policies and procedures. Mr. Stevenson will hold the staff accountable and the Board will hold Mr. Stevenson accountable.
The M/WBE Policy/Section 3 policy was approved by the Board of Commissioners. The approved M/WBE Policy has the required HUD language incorporated into the policy. The Procurement Policy will be reviewed at a later date.
- All policy issues will be discussed by the Board of Commissioners at the Commissioners Retreat.
- Commissioner Evans inquired of the cash flows that were requested by the Finance Committee. Ms. Hall explained the financial statements for December are drafts and cash flows are very time consuming. The Department aims to include the cash flows however; timing is an issue; if accurate information is not available then the cash flow reports cannot be completed.

New Business

- Ms. Hall explained to the Finance Committee that her Department is in the process of providing year end closing statements for the various entities. The Finance Department is working with the auditors to complete property audits and tax returns with drafts due as follows:
 - Bonnet Shores January 31, 2013
 - West Bartow February 15, 2013
 - Renaissance February 28, 2013
 - Dakota Parks February 28, 2013
 - Paul Colton February 28, 2013
 - LHA Disclosure to HUD February 28, 2013
 - Pre-Audit of LHA February 18-20, 2013
- Ms. Hall thoroughly reviewed each individual entity and shared that the explanations are the same because her department is cleaning up and preparing for end year closure. The numbers are subject to change as the department receives the final numbers.
- Ms. Hall gave detailed explanations on line item changes as questioned on the various entities financial reports.

- The Commissioners accept the financials as drafts and will review the final numbers once the books have been properly closed.
- Check Registers – definitions were given for a voided check versus a stale check. The finance department is working to clean up the outstanding check registers and some checks are being voided. A check marked stale is a voided check that has been outstanding longer than 160 days. The checks marked voided are being done as part of the year end clean-up process. Property 10 is comprised of several properties therefore; the checks will not be in order.
- Grants – all funds will be utilized before the grant closes. YouthBuild grant goes through May 2014 and all funds will be utilized.

Motion to modify Contract Number LHA-01-12-C001 amendment for Preferred Compliance Solutions up to 2 years not to exceed \$49,000. Hall – 2nd Richardson All Ayes

- Mr. Stevenson shared that February's meetings are being moved due to February 18th is a Holiday and the Authority will be closed. And it gives the Finance Department time to complete the required information as listed above for the various entities. The proposed date for the Finance Committee Meeting is scheduled for February 22, 2013 at 12 Noon.
- The Commissioners would like to see quarterly trends for the budget versus actual. After discussion, Commissioner Hall asked to table the request until the finance department has cleaned all outstanding situations.
- Commissioner Evans would like to have the 2014 proposed budget presented in the October Finance Meeting.

There being no other business Rev. Richardson moved for adjournment at 2:25 p.m.

Dr. Bernice Evans, Chairman

**Lakeland Housing Authority
 Central Office Cost Center
 Balance Sheet
 January 31, 2013**

Assets		Liabilities and Equity
Current Assets		Liabilities
Prepaid Expense	10,143	Current Liabilities
Total Current Assets	10,143	Accounts Payable
		Due to Other Programs
		Accr Compensated Absences Current
		Total Current Liabilities
Other Assets		
Property & Equipment	12,931	Other Liabilities
Accumulated Depreciation	(2,131)	Accr Compensated Absences - LT
Total Other Assets	10,800	Total Other Liabilities
		Total Liabilities
		Equity
		Unrestricted Net Assets
		Total Equity
Total Assets	20,943	Total Liabilities and Equity

**Lakeland Housing Authority
Public Housing (AMP 1)
Statement of Operations
For the One Month Ended January 31, 2013**

	Current Month				Year to Date	
	Actual	Budget	\$ Variance	% Variance	Actual	Budget
Rental Income	25,940	24,667	1,273	5.16%	25,940	24,667
Other Tenant Income	997	896	101	11.29%	997	896
Government Subsidy Income	59,884	30,000	29,884	99.61%	59,884	30,000
Interest Income Restricted	20,750	20,750	-	0.00%	20,750	20,750
Other Income	300	1,317	(1,017)	0.00%	300	1,317
Total Revenue	107,871	77,630	30,242	38.96%	107,871	77,630
Administrative Expenses	27,803	39,590	(11,787)	-29.77%	27,803	39,590
Tenant Services Expenses	328	400	(72)	-18.00%	328	400
Utility Expense	4,976	6,958	(1,982)	-28.49%	4,976	6,958
Maintenance Expense	10,835	18,808	(7,973)	-42.39%	10,835	18,808
General Expenses	18,982	6,056	12,926	213.45%	18,982	6,056
Housing Assistance Payments	4,372	2,875	1,497	52.07%	4,372	2,875
Depreciation	66,917	66,917	-	0.00%	66,917	66,917
Total Expense	134,213	141,605	(7,392)	-5.22%	134,213	141,605
Net Operating Income (Loss)	(26,342)	(63,975)	37,633	-58.83%	(26,342)	(63,975)

**Lakeland Housing Authority
Public Housing (AMP 1)
Balance Sheet
January 31, 2013**

Assets	Liabilities and Equity
<p>Current Assets</p> <p>Cash - Unrestricted 1,271,499</p> <p>Cash - Restricted 29,891</p> <p>Accounts Receivable - Tenants 21,998</p> <p>Accounts Receivable - Formal Agreements 1,362</p> <p>Allowance for Doubtful Accounts (8,977)</p> <p>Due from Other Programs 4,241,627</p> <p>Lakeridge Homes 3rd Mortgage 52,000</p> <p>Lakeridge Homes 2nd Mortgage 251,000</p> <p>Colton Meadow Mortgage 450,845</p> <p>Villas at Lake Bonnet Mortgage 1,009,877</p> <p>A/R - West Bartow 52,381</p> <p>A/R - Paul Colton Closing 16,210</p> <p>A/R - Judgments 1,921</p> <p>A/R - TriParty 36,719</p> <p>Allowance for A/R - TriParty (36,719)</p> <p>Prepaid Expense 10,559</p> <p>Other Current Assets 37,400</p> <hr style="border: 0.5px solid black;"/> <p>Total Current Assets 7,439,593</p> <p>Other Assets</p> <p>Property & Equipment 12,473,145</p> <p>Accumulated Depreciation (7,220,591)</p> <hr style="border: 0.5px solid black;"/> <p>Total Other Assets 5,252,554</p> <p>Total Assets 12,692,147</p> <hr style="border: 1px solid black;"/>	<p>Liabilities</p> <p>Current Liabilities</p> <p>Accounts Payable</p> <p>Tenant Security Deposits</p> <p>Other Current Liabilities</p> <p>Accrued PILOT</p> <p>Accrued Audit Fees</p> <p>Due to Other Programs</p> <p>Tenant Prepaid Rent</p> <p>Accr Compensated Absences Current</p> <p>Total Current Liabilities</p> <p>Other Liabilities</p> <p>Accr Compensated Absences - LT</p> <p>FSS Liability</p> <p>Total Other Liabilities</p> <p>Total Liabilities</p> <p>Equity</p> <p>Net Assets</p> <p>Total Equity</p> <p>Total Liabilities and Equity</p>

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Statement of Operations
For the One Month Ended January 31, 2013

	Current Month				Year to Date	
	Actual	Budget	\$ Variance	% Variance	Actual	Budget
Grant Income	866,971	733,590	133,381	18.18%	866,971	733,590
Other Income	-	9	(9)	-100.00%	-	9
Total Revenue	866,971	733,599	133,372	18.18%	866,971	733,599
Administrative Expenses	34,738	67,255	(32,517)	-48.35%	34,738	67,255
Utility Expense	218	375	(157)	-41.87%	218	375
Maintenance Expense	229	346	(117)	-33.78%	229	346
General Expenses (Insurance, etc)	247	50	197	394.00%	247	50
Housing Assistance Payments	773,541	666,667	106,874	16.03%	773,541	666,667
Depreciation	315	350	(35)	-10.00%	315	350
Total Expense	809,288	735,042	74,246	10.10%	809,288	735,042
Net Operating Income (Loss)	57,683	(1,443)	59,126	-4097.67%	57,683	(1,443)

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Balance Sheet
January 31, 2013

Assets		Liabilities and Equity
Current Assets		Liabilities
Cash -Restricted	282,870	Current Liabilities
Cash - FSS Escrow	72,865	Accr Compensated Absences
Accounts Receivable	435	Due to Other Program
Accounts Receivable - Formal Agreements	30,488	Total Current Liabilities
Allow for Doubtful A/R	(30,488)	
Prepaid Expense	21,431	Other Liabilities
Other Current Assets	16,091	Accr Compensated Absences - LT
Total Current Assets	393,692	FSS Escrow Liability
		Total Other Liabilities
		Total Liabilities
Other Assets		
Furniture & Fixtures	28,867	Equity
Accumulated Depreciation	(7,761)	Retained Earnings - Unrestricted
Total Other Assets	21,106	Total Equity
		Total Liabilities and Equity
Total Assets	414,798	

**Lakeand Housing Authority
Dakota Park
Statement of Operations
For the One Month Ended January 31, 2013**

	Current Month				Year to Date		
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Vari
Rental Income	8,556	9,175	(619)	-6.75%	8,556	9,175	
Other Tenant Income	415	430	(15)	-3.58%	415	430	
Government Subsidy	6,506	3,125	3,381	108.19%	6,506	3,125	
Other Income	5	8	(3)	0.00%	5	8	
Total Revenue	15,482	12,738	2,744	21.54%	15,482	12,738	
Administrative Expenses	3,199	4,250	(1,051)	-24.73%	3,199	4,250	
Tenant Services Expense	-	13	(13)	0.00%	-	13	
Utility Expense	1,729	1,520	209	13.75%	1,729	1,520	
Maintenance Expense	1,176	4,173	(2,997)	-71.82%	1,176	4,173	
General Expenses	4,902	2,077	2,825	136.00%	4,902	2,077	
Housing Assistance Payments	1,502	1,630	(128)	-7.85%	1,502	1,630	
Financing Expenses	8,292	8,292	-	0.00%	8,292	8,292	
Depreciation & Amortization	2,199	2,199	-	-100.00%	2,199	2,199	
Total Expense	22,999	24,153	(1,155)	-4.78%	22,999	24,153	
Net Operating Income (Loss)	(7,517)	(11,415)	3,898	-34.15%	(7,517)	(11,415)	

Comments

- 1 Received notification of increased HUD operating subsidy for 2013. Will recommend budget amendment

**Lakeland Housing Authority
Dakota Park
Balance Sheet
January 31, 2013**

Assets	
Current Assets	
Cash - Unrestricted	17,981
Cash - Security Deposits	8,048
Cash - FSS Escrow	16,044
Cash - Reserve for Replacements	60,616
Accounts Receivable - Tenants	5,527
Allow for Doubtful A/R - Tenants	(1,658)
Prepaid Expense	784
Other Current Assets	9,177
Total Current Assets	116,519
Other Assets	
Property & Equipment	927,000
Accumulated Depreciation	(22,329)
	904,671
Intangible Assets	71,725
Accumulated Amortization	(29,366)
	42,359
Total Other Assets	947,030
 Total Assets	 1,063,549

Liabilities and Equity
Liabilities
Current Liabilities
Accounts Payable
Tenant Security Deposits
Accrued Interest - HOPE VI
Accrued Audit Fees
Accrued Developer Fee
Due to West Lake Management
Accr Compensated Absences Current
Total Current Liabilities
 Other Liabilities
Accr Compensated Absences - LT
FSS Escrow Liability
Due to Partner
Loan Payable - HOPE VI
Loan Payable - SunTrust
Loan Payable - LHA
Total Other Liabilities
 Total Liabilities
 Equity
Partners' Equity
Total Equity
 Total Liabilities and Equity

**Lakeland Housing Authority
Renaissance Partnership
Statement of Operations
For the One Month Ended January 31, 2013**

	Current Month				Year to Date		
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance
Rental Income	56,541	56,167	374	0.67%	56,541	56,167	
Other Tenant Income	1,379	1,580	(201)	-12.72%	1,379	1,580	
Government Subsidy	28,849	11,203	17,646	157.51%	28,849	11,203	
Other Income	229	200	29	0.00%	229	200	
Total Revenue	86,998	69,150	17,848	25.81%	86,998	69,150	
Administrative Expenses	20,026	20,971	(945)	-4.51%	20,026	20,971	
Tenant Services	-	42	(42)	-100.00%	-	42	
Utility Expense	5,933	6,104	(171)	-2.80%	5,933	6,104	
Maintenance Expense	19,017	20,533	(1,516)	-7.38%	19,017	20,533	
General Expenses	7,856	7,975	(119)	-1.49%	7,856	7,975	
Housing Assistance Payments	2,650	2,833	(183)	-6.47%	2,650	2,833	
Financing Expenses	15,485	15,485	-	0.00%	15,485	15,485	
Depreciation & Amortization	61,575	61,575	-	0.00%	61,575	61,575	
Replacement Reserve Expenses	-	433	(433)	0.00%	-	433	
Total Expense	132,542	135,952	(3,410)	-2.51%	132,542	135,952	
Net Operating Income (Loss)	(45,544)	(66,802)	21,258	-31.82%	(45,544)	(66,802)	

Comments

- Received notification of increased HUD operating subsidy for 2013. Will recommend budget amendment.

**Lakeland Housing Authority
Renaissance Partnership
Balance Sheet
January 31, 2013**

Assets	
Current Assets	
Cash - Unrestricted	245,568
Cash - Security Deposits	41,664
Cash - FSS Escrow	14,684
Cash - Reserve for Replacements	142,172
Cash - Partnership Development	1,188
Cash - OA Reserve	76,126
Cash - AA Reserve	46,925
Investments	504,460
Accounts Receivable - Tenants	14,316
Allow for Doubtful A/R - Tenants	(10,703)
Prepaid Expense	70,037
Other Current Assets	28,756
Total Current Assets	1,175,193
Other Assets	
Property & Equipment	24,217,370
Accumulated Depreciation	(6,292,759)
	17,924,611
Intangible Assets	268,824
Accumulated Amortization	(178,152)
	90,672
Total Other Assets	18,015,283
Total Assets	19,190,476

Liabilities and Equity
Liabilities
Current Liabilities
Accounts Payable
Tenant Security Deposits
Accrued Interest - HOPE VI
Accrued Audit Fees
Accrued Developer Fee
Due to West Lake Management
Accr Compensated Absences Current
Total Current Liabilities
Other Liabilities
Accr Compensated Absences - LT
FSS Escrow Liability
Loan Payable - HOPE VI
Loan Payable - SunTrust
Loan Payable - LHA
Total Other Liabilities
Total Liabilities
Equity
Partners' Equity
Total Equity
Total Liabilities and Equity

**Lakeand Housing Authority
Colton Meadow, LLLP
Statement of Operations
For the One Month Ended January 31, 2013**

	Current Month				Year	
	Actual	Budget	\$ Variance	% Variance	Actual	Budget
Rental Income	44,253	43,125	1,128	2.62%	44,253	43,125
Other Tenant Income	867	1,663	(796)	-47.87%	867	1,663
Other Income	5	2	3	150.00%	5	2
Total Revenue	45,125	44,790	335	0.75%	45,125	44,790
Administrative Expense	10,494	12,234	(1,740)	-14.22%	10,494	12,234
Tenant Services	-	25	(25)	-100.00%	-	25
Utility Expense	4,587	5,208	(621)	-11.92%	4,587	5,208
Maintenance Expense	3,528	8,736	(5,208)	-59.62%	3,528	8,736
General Expense	9,315	6,939	2,376	34.24%	9,315	6,939
Financing Expense	7,515	7,515	-	0.00%	7,515	7,515
Depreciation & Amortization Expense	38,937	38,937	-	0.00%	38,937	38,937
Total Expense	74,376	79,594	(5,218)	-6.56%	74,376	79,594
Net Operating Income (Loss)	(29,251)	(34,804)	5,553	-15.96%	(29,251)	(34,804)

**Lakeland Housing Authority
Colton Meadow, LLLP
Balance Sheet
January 31, 2013**

Assets	
Current Assets	
Cash - Unrestricted	531,347
Cash - Security Deposits	20,575
Cash - Reserve for Replacements	36,000
Cash - Tax & Insurance Escrow	46,650
Accounts Receivable - Tenants	15,122
Allow for Doubtful A/R - Tenants	(9,640)
Prepaid Expense	22,017
Other Current Assets	118,643
Total Current Assets	780,714
 Other Assets	
Property & Equipment	12,343,663
Accumulated Depreciation	(453,334)
Total Assets	12,671,043

Liabilities and Equity
Liabilities
Current Liabilities
Tenant Security Deposits
Accrued Interest Payable
Accrued Property Taxes
Accrued Audit Fees
Due to West Lake Management
Tenant Prepaid Rent
Accr Compensated Absences Current
Total Current Liabilities
 Other Liabilities
Accr Compensated Absences - LT
Mortgage - TCAP
Mortgage - FHFC
Developer Fee Payable
Total Other Liabilities
 Total Liabilities
 Equity
 Total Equity
 Total Liabilities and Equity

**Lakeand Housing Authority
Villas at Lake Bonnet, LLLP
Statement of Operations
For the One Month Ended January 31, 2013**

	Current Month				Year	
	Actual	Budget	\$ Variance	% Variance	Actual	Budget
Rental Income	49,851	51,898	(2,047)	-3.94%	49,851	51,898
Other Tenant Income	2,909	972	1,937	199.28%	2,909	972
Total Revenue	52,760	52,870	(110)	-0.21%	52,760	52,870
Administrative Expense	10,369	10,712	(343)	-3.20%	10,369	10,712
Tenant Services	-	17	(17)	-100.00%	-	17
Utility Expense	3,449	3,833	(384)	-10.03%	3,449	3,833
Maintenance Expense	3,178	8,409	(5,231)	-62.21%	3,178	8,409
General Expense	8,011	6,654	1,357	20.39%	8,011	6,654
Financing Expense	3,346	14,709	(11,363)	-77.25%	3,346	14,709
Depreciation & Amortization Expense	47,465	47,465	-	0.00%	47,465	47,465
Total Expense	75,818	91,799	(15,981)	-17.41%	75,818	91,799
Net Operating Income (Loss)	(23,058)	(38,929)	15,871	-40.77%	(23,058)	(38,929)

Lakeland Housing Authority
Villas at Lake Bonnet, LLLP
Balance Sheet
January 31, 2013

Assets	Liabilities and Equity
<p>Current Assets</p> <p>Cash - Unrestricted 25,829</p> <p>Cash - Security Deposits 21,409</p> <p>Cash - Reserve for Replacements 52,500</p> <p>Cash - Tax & Insurance Escrow 26,023</p> <p>Cash - Operating Reserve 460,095</p> <p>Accounts Receivable - Tenants 11,688</p> <p>Allow for Doubtful A/R - Tenants (1,783)</p> <p>Prepaid Expense 22,038</p> <p>Other Current Assets 117,103</p> <hr style="width: 50%; margin-left: 0;"/> <p>Total Current Assets 734,902</p> <p>Other Assets</p> <p>Property & Equipment 12,873,996</p> <p>Accumulated Depreciation (1,102,137)</p> <hr style="width: 50%; margin-left: 0;"/> <p>11,771,859</p> <p>Intangible Assets 288,008</p> <p>Accumulated Amortization (37,020)</p> <hr style="width: 50%; margin-left: 0;"/> <p>250,988</p> <p>Total Other Assets 12,022,847</p> <hr style="width: 50%; margin-left: 0;"/> <p>Total Assets 12,757,749</p> <hr style="width: 50%; margin-left: 0;"/>	<p>Liabilities</p> <p>Current Liabilities</p> <p>Accounts Payable</p> <p>Tenant Security Deposits</p> <p>Accrued Interest Payable</p> <p>Accrued Property Taxes</p> <p>Accrued Audit Fees</p> <p>Due to West Lake Management</p> <p>Tenant Prepaid Rent</p> <p>Accr Compensated Absences Current</p> <hr style="width: 50%; margin-left: 0;"/> <p>Total Current Liabilities</p> <p>Other Liabilities</p> <p>Accr Compensated Absences - LT</p> <p>First Mortgage</p> <p>Second Mortgage</p> <p>Developer Fee Payable</p> <hr style="width: 50%; margin-left: 0;"/> <p>Total Other Liabilities</p> <p>Total Liabilities</p> <p>Equity</p> <p>Total Equity</p> <p>Total Liabilities and Equity</p>

**Lakeland Housing Authority
The Manor at West Bartow
Statement of Operations
For the One Month Ended January 31, 2013**

	Current Month				Year	
	Actual	Budget	\$ Variance	% Variance	Actual	Budget
Rental Income	70,835	66,542	4,293	6.45%	70,835	66,542
Other Tenant Income	330	271	59	21.77%	330	271
Other Income	107	100	7	7.00%	107	100
Total Revenue	71,272	66,913	4,359	6.51%	71,272	66,913
Administrative Expenses	11,190	14,686	(3,496)	-23.80%	11,190	14,686
Utility Expense	9,623	10,392	(769)	-7.40%	9,623	10,392
Maintenance Expense	4,986	10,918	(5,932)	-54.33%	4,986	10,918
General Expenses	3,788	4,171	(383)	-9.17%	3,788	4,171
Financing Expenses	24,299	19,949	4,350	21.80%	24,299	19,949
Depreciation & Amortization	41,940	41,803	137	0.33%	41,940	41,803
Total Expense	95,826	101,918	(6,092)	-5.98%	95,826	101,918
Net Operating Income (Loss)	(24,554)	(35,005)	10,451	-29.86%	(24,554)	(35,005)

**Lakeland Housing Authority
The Manor at West Bartow
Balance Sheet
January 31, 2013**

Assets		Liabilities and Equity
Current Assets		Liabilities
Cash - Unrestricted	48,195	Current Liabilities
Cash - Security Deposits	7,050	Accounts Payable
Cash - Operating Reserve	251,163	Tenant Security Deposits
Cash - Reserve for Replacements	87,500	Accrued Property Taxes
Cash - Tax & Insurance Escrow	16,777	Accrued Interest Payable
Accounts Receivable - Tenants	17,593	Accrued Audit Fees
Allow for Doubtful A/R - Tenants	(15,956)	Due to West Lake Management
Prepaid Expense	23,287	Tenant Prepaid Rent
Other Current Assets	4,826	Accr Compensated Absences Current
Total Current Assets	440,435	Mortgage Note Payable
		Second Mortgage Note Payable
Other Assets		Third Mortgage Note Payable
Property & Equipment	15,099,032	Fourth Mortgage Note Payable
Accumulated Depreciation	(1,647,228)	Note Payable - City of Bartow Impact Fees
	13,451,804	Deferred Development Fee
Intangible Assets	535,679	Total Current Liabilities
Accumulated Amortization	(111,961)	Other Liabilities
	423,718	Accr Compensated Absences - LT
Total Other Assets	13,875,522	Total Other Liabilities
		Total Liabilities
Total Assets	14,315,957	Equity
		Total Equity
		Total Liabilities and Equity

LAKELAND HOUSING AUTHORITY
January 2013
All Grants

	START DATE	OBLIGATION END DATE	DISTRIBUTION END DATE	AUTHORIZED	OBLIGATION 90% THRESHOLD	OBLIGATED AMOUNT
Capital Fund Program						
CFP - 2009	09-15-09	09-14-11	09-14-13	640,879.00	576,791.10	617,533.78
CFP - 2010	07-15-10	07-14-12	07-14-14	639,073.00	575,165.70	600,171.79
CFP - 2011	07-15-11	07-14-13	07-14-15	562,980.00	506,682.00	224,321.90
CFP - 2012	03-12-12	03-11-14	03-11-16	327,414.00	294,672.60	0.00
			CFP Subtotal:	2,170,346.00	1,953,311.40	1,442,027.47
Replacement Housing Factor						
RHF - 2009	09-15-09	09-14-11	09-14-13	431,912.00	388,720.80	0.00
RHF - 2010	07-15-10	07-14-12	07-14-14	441,385.00	397,246.50	0.00
RHF - 2011	08-03-11	10-29-15	10-29-17	380,321.00	342,288.90	0.00
RHF - 2012(a)	03-12-12	03-11-14	03-11-16	185,485.00	166,936.50	0.00
RHF - 2012(b)	03-12-12	03-11-14	03-11-16	70,661.00	63,594.90	0.00
			RHF Subtotal:	1,509,764.00	1,358,787.60	0.00
HOPE VI	04-05-00		12-31-17	21,842,801.00		19,908,767.13
Resident Opportunities and Self Sufficiency						
ROSS - Family Self Sufficiency 2012	09-26-12		07-01-14	52,084.00		
ROSS - Family Self Sufficiency 2011	09-22-11		07-01-13	52,084.00		
ROSS - Service Coordinator 2011	09-22-11		09-29-14	140,838.00		
			ROSS Subtotal:	245,006.00		
Youth Build (DOL)	06-01-11		05-31-14	997,492.00		
			Youth Build Subtotal:	997,492.00		
21st Century						
Department of Education 2012(WL)	08-01-12		09-20-13	369,283.00		
			21st Century Subtotal:	369,283.00		
			GRANT TOTALS	27,134,692.00		

**Lakeland Housing Authority
Central Office Cost Center
Statement of Operations
For the One Month Ended January 31, 2013**

	Current Month				Year to	
	Actual	Budget	\$ Variance	% Variance	Actual	Budget
Management & Admin Income	20,260	18,933	1,327	7.01%	20,260	18,933
Total Revenue	20,260	18,933	1,327	7.01%	20,260	18,933
Administrative Expenses	65,298	99,833	(34,535)	-34.59%	65,298	99,833
Utility Expense	1,482	1,507	(25)	-1.64%	1,482	1,507
Maintenance Expense	1,214	1,175	39	3.32%	1,214	1,175
General Expenses	3,928	925	3,003	324.65%	3,928	925
Depreciation	133	146	(13)	-8.80%	133	146
Total Expense	72,055	103,586	(31,531)	-30.44%	72,055	103,586
Net Operating Income (Loss)	(51,795)	(84,653)	32,858	-38.81%	(51,795)	(84,653)

February 2013

Real Estate & Development

Colton Meadow

- Staff continued to work with outside counsel to obtain tax exemption status for two tax parcels owned by Colton Meadow, LLLP. The reason for denial cited by Polk County Property Appraiser's Office was that Colton Meadow GP, LLC is not qualified as charitable under 501(c)(3). On January 25, 2013, staff submitted documentation from outside counsel to the Appraiser's Office explaining the structure of the Colton Partnership; which would qualify the parcels for tax exemption status. On January 29, 2013, the Appraiser's Office maintained its initial assessment that the parcels are not tax exempt. On February 11, 2013, staff provided additional justification for the parcels receiving tax exempt status from outside counsel. The appeal from Colton Meadow, LLLP is under review by the Appraiser's Office.

Villas at Lake Bonnet

- URS Corporation Southern (URS) mobilized on Friday, January 25, 2013 to drill two monitoring wells. The well installation included a flush mount 8 inch traffic-bearing steel vault and 2 foot by 2 foot concrete pad for each monitoring well. URS completed the well installation the same day. As per the Temporary Access Agreement between URS and Bonnet Shores, LLLP, collection of samples will be done periodically until such time that the EPA allows for the wells to be abandoned.

Hampton Hills Homes

- LHA continues to wait on approval from the Department of Housing and Urban Development (HUD) of the Homeownership Plan. As the application was submitted to HUD in November 2012 and it typically only takes 45-60 days to obtain HUD approval, LHA representatives followed up with HUD staff to inquire on the status of the plan. On Friday, February 1, 2013, HUD confirmed that the plan was still under review. However, HUD is scheduled to complete their review within the next two weeks (February 15, 2013).

Cecil Gober

- Staff continued to perform due diligence on the firms that submitted responses to the RFQ for architectural services. Interviews and presentations of four of the interviewed firms: Bessolo Design Group (St. Petersburg), GLE Associates (Tampa), Robert Reid Wedding (Tampa), and Wallis Murphey Boyington (Lakeland) indicated to the review team that these four firms had the ability to best serve the anticipated needs of the Housing Authority. Staff advised the four firms that a recommendation to contract with the firms would be made as part of the February 25, 2013 Board of Commissioners Meeting.

February 2013

Real Estate & Development

- Staff also commenced preparation of the task order scope of work for modernization of Cecil Gober. LHA will issue the task order for pricing upon receipt of approval from the Board of Commissioners of the four recommended firms.

The Manor at West Bartow

- As during previous years, the Development Team worked with Housing staff to compile and submit tax exemption forms to the Polk County Property Appraiser's Office. The documents are due to the Appraiser's Office annually and must be signed by each resident as well as be notarized. All completed forms were submitted to the Appraiser's Office on Wednesday, February 6, 2013.

Westlake

- Staff continued to perform due diligence on the firms that submitted responses to the RFQ for architectural services. Interviews and presentations of four of the interviewed firms: Bessolo Design Group (St. Petersburg), GLE Associates (Tampa), Robert Reid Wedding (Tampa), and Wallis Murphey Boyington (Lakeland) indicated to the review team that these four firms had the ability to best serve the anticipated needs of the Housing Authority. Staff advised the four firms that a recommendation to contract with the firms would be made as part of the February 25, 2013 Board of Commissioners Meeting.
- Staff also commenced preparation of the task order scope of work for conversion of the cabinetry shop from a commercial space back to a residential use. LHA will issue the task order for pricing upon receipt of approval from the Board of Commissioners of the four recommended firms.

Renaissance

- In December 2012, Development procured a third party contractor to repair the roofs at Washington Ridge and The Manor at Washington Oaks. Repairs for Washington Ridge were completed last month. Roof repairs for The Manor at Washington Oaks were completed in February.
- Development staff worked with Client Services and artist Kent McAllister to have posters of Dr. Jackson and Rosa Parks displayed at bus shelters in the Lakeland area in support of black history month.

John Wright

- The playground equipment arrived on Monday, February 11, 2013. The contractor commenced installation of the equipment the same day. Installation of the playground is scheduled to be completed by Friday, February 15, 2013. The Grand Opening for the equipment will occur on Wednesday, February 20, 2013.

February 2013

Real Estate & Development

Additional Projects

- 🏠 LHA continued to assist Volunteers of America (VOA) with housing needed for the Transition in Place grant they received for assisting disabled, homeless veterans in establishing permanent housing.
- 🏠 Staff continued to investigate additional multi-family site purchase opportunities.
- 🏠 Staff continued to manage the operations of the Lake Ridge Home Owners Association. The following projects are underway:
 - 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
 - addressing and resolving the delinquent HOA fees
 - re-establishing a Neighborhood Watch Program

**The Housing Authority of the City of Lakeland
Request for Board Action**

1. Describe Board action requested and why it is necessary:

Re: Resolution # 13-1343

The Board of Commissioners is requested to approve the above-referenced resolution to authorize the Executive Director to enter into a task order-driven, indefinite delivery, indefinite quantity contract with each: *Bessolo Design Group*, *GLE Associates*, *Robert Reid Wedding*, and *Wallis Murphey Boyington*.

2. Who is making request:

- A. Entity: The Housing Authority of the City of Lakeland
- B. Project: Contracts for Indefinite Delivery, Indefinite Quantity Architectural Services
- C. Originator: Valerie Brown

3. Cost Estimate:

The combined value of the four contracts will not exceed \$2 million.

Narrative:

The Housing Authority of the City of Lakeland anticipates the need for architectural services for various projects (such as the concept drawing of the proposed Twin Lakes project and HUD-required *Physical Needs Assessment*.) A Request for Qualifications (RFQ) for the above services was issued on November 01, 2012. The RFQ was sent by email to over 34 architectural firms in addition to being distributed by the *American Institute of Architects—Tampa Chapter*—to its qualified members. Notice of the RFQ was also posted on the LHA web site and in *The Ledger*.

Thirteen responses to the RFQ were received prior to the November 19, 2012 deadline. All responses were reviewed by a four member review team. Of the thirteen responses, the seven top-scoring firms were invited to be individually interviewed and to provide presentations. (A copy of the scoring matrix is provided on the next page.)

The interviews and presentations of four of the interviewed firms: **Bessolo Design Group** (*St. Petersburg*), **GLE Associates** (*Tampa*), **Robert Reid Wedding** (*Tampa*), and **Wallis Murphey Boyington** (*Lakeland*) indicated to the review team that these four firms had the ability to best serve the anticipated needs of the Housing Authority.

The four firms were advised that staff would recommend contracting with these firms at the February 25, 2013 meeting of Housing Authority Board of Commissioners.

INTERVIEW SCORING MATRIX

CRITERIA	RATER	RESPONDENT						
		Bessolo	GLE	Michael Brady	Robert Reid Wedding	Straughn Trout	Urban Studio	Wallis Murphey Boyington
1. Firm Overview (Office size/location/workload) Firm location Adequacy of proposed staff resources Firm's unique capabilities for this project Proposed use of sub-consultants General overview of sub-consultant	#1	4	4	4	4	5	4	5
	#2	4	4	3	5	3	5	4
	#3	4	5	3	3	3	4	5
	#4	5	5	4	5	3	5	4
	Total	17	18	14	17	11	18	18
	Ave.	4.25	4.50	3.50	4.25	2.75	4.50	4.50
	x 20 weight	85.0	90.0	70.0	85.0	55.0	90.0	90.0
2. Project Team (Key Personnel) Qualifications of team leaders and staff Ability to manage the working team Ability to work with LHA Ability to express ideas	#1	5	4	4	5	3	3	3
	#2	4	4	4	5	3	4	4
	#3	3	4	3	4	3	4	5
	#4	5	5	5	5	5	4	4
	Total	17	17	16	19	14	15	16
	Ave.	4.25	4.25	4.00	4.75	3.50	3.75	4.00
	x 30 weight	127.5	127.5	120.0	142.5	105.0	112.5	120.0
3. Demonstrated Design Experience (Experience) Specific professional experience for anticipated work Demonstrated capability on similar project(s) (Senior, affordable & public housing, federally assisted, etc.) Environmental aspects (Green, LEED, etc.) Technical aspects Operational aspects Maintenance aspects Target demographic needs aspects Public and community aspects Track record on performance time aspects Track record on cost control aspects	#1	5	5	4	5	2	3	4
	#2	5	4	4	5	3	4	4
	#3	4	5	4	5	3	3	4
	#4	4	5	5	5	3	4	4
	Total	18	19	17	20	11	14	16
	Ave.	4.50	4.75	4.25	5.00	2.75	3.50	4.00
	x 30 weight	135.0	142.5	127.5	150.0	82.5	105.0	120.0
CRITERIA	RATER	RESPONDENT						
		Bessolo	GLE	Michael	Robert	Straughn	Urban	Wallis

				Brady	Reid Wedding	Trout	Studio	Murphey Boyington
4. Design Management/ Organization (Management Plan) Approach to the work to be done Team organization Coordination of various disciplines Demonstrated ability to meet budget and timelines Cost estimating abilities and cost control methods Design production capabilities and facilities	#1	5	5	4	5	3	3	5
	#2	5	5	5	5	5	4	5
	#3	3	5	3	4	4	4	5
	#4	4	5	4	5	4	4	4
	Total	17	20	16	19	16	15	19
	Ave.	4.25	5.00	4.00	4.75	4.00	3.75	4.75
	x 20 weight	85.0	100.0	80.0	95.0	80.0	75.0	95.0
	TOTAL SCORE	432.5	460.0	397.5	472.5	322.5	382.5	425.0
	RANK	3rd	2nd	5th	1st	7th	6th	4th

RESOLUTION NO. 13-1343
APPROVING THE AWARD OF CONTRACTS FOR ARCHITECTURAL SERVICES

WHEREAS, The Housing Authority of the City of Lakeland routinely has a need for a variety of types of architectural services for construction, renovation, or repair projects; and

WHEREAS, these services are best procured in advance of the need in order to expedite the initiation of the work on such projects so that design and construction can proceed expeditiously; and

WHEREAS, "indefinite delivery, indefinite quantity" contracts serve the above purpose by allowing The Housing Authority of the City of Lakeland to have a variety of architectural firms under contract on stand-by and able to initiate work immediately subsequent to the issuance of an approved "task order" which describes the scope of work and the agreed upon price for such work; and

WHEREAS, these contracts do not obligate The Housing Authority of the City of Lakeland to pay any fees unless The Housing Authority of the City of Lakeland issues a task order for the required work; and

WHEREAS, on November 01, 2012, the staff of The Housing Authority of the City of Lakeland issued a Request for Qualifications for *Indefinite Delivery, Indefinite Quantity Architectural Services*; and

WHEREAS, thirteen architectural firms submitted qualifications which were evaluated and ranked by Housing Authority staff; and

WHEREAS, seven of the above-referenced firms were invited to make oral presentations and answer clarifying questions about the proposed services; and

WHEREAS, the results of these presentations indicate that four of the above-reference firms appear to have the qualifications that will best meet the anticipated architectural needs of The Housing Authority of the City of Lakeland;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the City of Lakeland hereby approves the award of a task order-driven, indefinite delivery, indefinite quantity contract for Architectural Services for each: **Bessolo Design Group, GLE Associates, Robert Reid Wedding, and Wallis Murphey Boyington** effective March 1, 2013 and ending February 28, 2015 with the combined, not-to-exceed value of the four contracts of \$2 million, with the right to renew each of the four contracts for an additional three-year period.

CERTIFICATE OF COMPLIANCE

This is to certify that the Board of Commissioners of The Housing Authority of the City of Lakeland has approved and adopted this Resolution No. 13-1343 dated February 25, 2013.

Attested by:

Benjamin Stevenson, Secretary

Michael A. Pimentel, Chair

**The Housing Authority of the City of Lakeland
Request for Board Action**

1. Describe Board action requested and why it is necessary:

Re: Resolution # 13-1344

The Board of Commissioners is requested to approve the above-referenced resolution to authorize the Executive Director to enter into a task order-driven, indefinite delivery, indefinite quantity contract with each: *DRMP*; *ECON*; *Hamilton Engineering and Surveying*, and *Pickett & Associates*.

2. Who is making request:

- A. Entity: The Housing Authority of the City of Lakeland and its affiliates
- B. Project: Contracts for Indefinite Delivery, Indefinite Quantity Surveying Services
- C. Originator: Valerie Brown

3. Cost Estimate:

The combined value of the four contracts will not exceed \$375,000.

Narrative:

The Housing Authority of the City of Lakeland anticipates the need for surveying services for various projects such as proximity surveys required by the *Florida Housing Finance Corporation* and for future land acquisition projects. A Request for Qualifications (RFQ) for the above services was issued on December 14, 2012. The RFQ was sent by email to over 25 architectural firms. Notice of the RFQ was also posted on the LHA web site and in *The Ledger*.

Six responses to the RFQ were received prior to the January 08, 2013 deadline. All responses were reviewed by a four member review team. (A copy of the scoring matrix is provided on the following page.)

Qualifications submitted by four of the firms: **DRMP** (*Orlando*); **ECON** (*Lakeland*); **Hamilton Engineering and Surveying** (*Tampa*); and **Pickett & Associates** (*Bartow*) indicated to the review team that these four firms had the ability to best serve the anticipated needs of the Housing Authority.

Based on the above selection process, staff is recommending that the Board of Commissioners approve contracting with these firms at their February 25, 2013 meeting.

**PROPOSAL RATING SHEET MATRIX
INDEFINITE DELIVERY, INDEFINITE QUANTITY
SURVEYING SERVICES**

CRITERIA	RATER	FIRM					
		Chastain Skillman	CivilSurv	DRMP	EGON	Hamilton	Pickett
<p><i>Information requested under Tab 1—Experience</i> Demonstrate the offeror's experience in projects similar in scope and complexity as described in item 2, Summary of Anticipated Tasks, within the last three years. In addition, <i>if applicable</i>, please describe your firm's familiarity in completing <i>Florida Housing Finance Corporation Universal Cycle</i> surveying-related forms such as the "Surveyor Certification for Competitive HC Applications." <i>up to 45 points</i></p>	#1	36	30	34	37	40	35
	#2	25	35	35	35	45	40
	#3	30	15	30	20	40	25
	#4	34	34	45	45	39	45
<p><i>Information requested under Tab 2—Experience and Organization</i> Provide an organization chart and resumes of the personnel that will be assigned to work with LHA. Include qualifications and pertinent experience. <i>up to 40 points</i></p>	#1	33	34	35	36	38	36
	#2	30	25	30	30	35	35
	#3	35	35	35	35	40	35
	#4	40	40	40	40	40	40
<p><i>Information requested under Tab 3—Offeror's Current and Anticipated Workload</i> Describe the offeror's current and projected workload in the next twelve months. <i>up to 10 points</i></p>	#1	10	10	10	10	10	10
	#2	10	10	10	10	10	5
	#3	5	5	5	5	10	8
	#4	5	5	5	5	5	10
<p><i>Information requested under Tab 4—General Information</i> Complete and submit the attached LHA Surveying Services Questionnaire. <i>up to 5- points</i></p>	#1	5	5	5	5	5	5
	#2	5	5	5	5	5	5
	#3	5	5	5	5	5	5
	#4	5	5	5	5	5	5
TOTAL		313	298	334	328	372	344
AVERAGE		78.25	74.50	83.50	82.00	93.00	86.00
RANKING		5th	6th	3rd	4th	1st	2nd

RESOLUTION NO. 13-1344
APPROVING THE AWARD OF CONTRACTS FOR SURVEYING SERVICES

WHEREAS, The Housing Authority of the City of Lakeland routinely has a need for a variety of types of surveying services for acquisition, design, and/or construction projects; and

WHEREAS, these services are best procured in advance of the need in order to expedite the initiation of the work on such projects so that acquisition, design, and/or construction can proceed expeditiously; and

WHEREAS, "indefinite delivery, indefinite quantity" contracts serve the above purpose by allowing The Housing Authority of the City of Lakeland to have a variety of surveying firms under contract on stand-by and able to initiate work immediately subsequent to the issuance of an approved "task order" which describes the scope of work and the agreed upon price for such work; and

WHEREAS, these contracts do not obligate The Housing Authority of the City of Lakeland to pay any fees unless The Housing Authority of the City of Lakeland issues a task order for the required work; and

WHEREAS, on December 14, 2012, the staff of The Housing Authority of the City of Lakeland issued a Request for Qualifications for *Indefinite Delivery, Indefinite Quantity Surveying Services*; and

WHEREAS, six surveying firms submitted qualifications which were evaluated and ranked by Housing Authority staff; and

WHEREAS, the results of the rankings indicate that four of the above-reference firms appear to have the qualifications that will best meet the anticipated surveying needs of The Housing Authority of the City of Lakeland;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the City of Lakeland hereby approves the award of a task order-driven, indefinite delivery, indefinite quantity contract for Surveying Services for each: **DRMP; ECON; Hamilton Engineering and Surveying; and Pickett & Associates** effective March 1, 2013 and ending February 28, 2015 with the combined, not-to-exceed value of the four contracts of \$375,000, with the right to renew each of the four contracts for an additional three-year period.

CERTIFICATE OF COMPLIANCE

This is to certify that the Board of Commissioners of The Housing Authority of the City of Lakeland has approved and adopted this Resolution No. 13-1344 dated February 25, 2013.

Attested by:

Benjamin Stevenson, Secretary

Michael A. Pimentel, Chair

**The Housing Authority of the City of Lakeland
Request for Board Action**

1. Describe Board Action Requested and why it is necessary:

Re: Resolution # 13-1345

The Board of Commissioners is requested to approve the above-referenced resolution to authorize the Executive Director to enter into a task order-driven, indefinite delivery, indefinite quantity contract with *Valuation Advisors* to provide Real Estate Appraisal Services.

2. Who is making request:

- A. Entity: The Housing Authority of the City of Lakeland for itself and its affiliates.
- B. Project: Fee-simple market value appraisals based on the highest and best use and/or other related appraisal services.
- C. Originator: Valerie Brown

3. Cost Estimate:

Not-to-exceed \$100,000

Narrative:

The Housing Authority of the City of Lakeland anticipates the need for Real Estate Appraisal Services for future land acquisition projects as well as for various other projects such as providing data required by the *Florida Housing Finance Corporation* to support the Housing Authority's tax credit application. A Request for Proposals (RFP) for the above services was issued on December 14, 2012. The RFP was sent by email to 15 architectural firms. Notice of the RFP was also posted on the Housing Authority's web site and in *The Ledger*.

One firm responded to the RFP by the December 27, 2012 deadline. The response was reviewed by a four member review team. (A copy of the scoring matrix is provided on the following page.)

The response submitted by **Valuation Advisors (Tampa)** indicated to the review team that this firm had the ability to best serve the anticipated needs of the Housing Authority.

Based on the above selection process, staff is recommending that the Board of Commissioners approve contracting with this firm at their February 25, 2013 meeting.

PROPOSAL RATING SHEET

INDEFINITE DELIVERY, INDEFINITE QUANTITY REAL ESTATE APPRAISAL SERVICES RFP

Respondent: VALUE ADVISORS

CRITERIA	POSSIBLE POINTS	SCORE BY RATER			
		#1	#2	#3	#4
<i>Information requested under Tab 1—</i> Demonstrate the offeror's experience in projects similar in scope and complexity as described in item 2, Scope of Services , within the last three years.	35	25	20	20	26
<i>Information requested under Tab 2—</i> Provide an organization chart and resumes of the key assigned staff that will be assigned to work with LHA. Include qualifications and pertinent experience.	35	35	25	30	35
<i>Information requested under Tab 3—</i> Describe the offeror's current and projected workload in the next twelve months.	5	5	2	2	3
<i>Information requested under Tab 4—</i> Provide a detailed fee schedule which includes information on hourly rates, travel costs, per diem, and other miscellaneous cost factors. <i>(Note: All pricing and proposed services are subject to later negotiation.)</i>	20	20	20	15	20
<i>Information requested under Tab 5—</i> Provide: <ul style="list-style-type: none"> ▪ At least, ten references for the recent projects--particularly with public sector entities--that are similar to the services requested in this RFP. Provide name of point of contact, company, telephone number, and title of references. ▪ Proof of current Errors and Omissions insurance coverage. ▪ Proof of State of Florida Professional License and or Certification. ▪ Completed HUD Form 5369-C. ▪ Completed HUD Form 50070. ▪ Completed Section 3 Business Form. ▪ Completed Non-Collusion Certification. ▪ Completed Public Entity Crime Statement. 	5	5	4	5	5
TOTAL POINTS	100	90	71	72	89
AVERAGE SCORE		80.5			

RESOLUTION NO. 13-1345

APPROVING THE AWARD OF A CONTRACT WITH VALUATION ADVISORS

WHEREAS, The Housing Authority of the City of Lakeland routinely has a need for a variety of types of Real Estate Appraisal Services for acquisition, design, and/or construction projects; and

WHEREAS, these services are best procured in advance of the need in order to expedite the initiation of the work on such projects so that acquisition, design, and/or construction can proceed expeditiously; and

WHEREAS, "indefinite delivery, indefinite quantity" contracts serve the above purpose by allowing The Housing Authority of the City of Lakeland to have firms under contract on stand-by and able to initiate work immediately subsequent to the issuance of an approved "task order" which describes the scope of work and the agreed upon price for such work; and

WHEREAS, these contracts do not obligate The Housing Authority of the City of Lakeland to pay any fees unless The Housing Authority of the City of Lakeland issues a task order for the required work; and

WHEREAS, on December 14, 2012, the staff of The Housing Authority of the City of Lakeland issued a Request for Proposals for *Indefinite Delivery, Indefinite Quantity Real Estate Appraisal Services*; and

WHEREAS, only one appraisal firm, *Valuation Advisors*, submitted a response which was subsequently evaluated by Housing Authority staff; and

WHEREAS, the results of this evaluation indicate that the above-referenced firm appears to have the qualifications that will best meet the anticipated real estate appraisal needs of The Housing Authority of the City of Lakeland;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the City of Lakeland hereby approves the award of a task order-driven, indefinite delivery, indefinite quantity contract for Real Estate Appraisal Services with **Valuation Advisors** effective March 1, 2013 and ending February 28, 2015 with a not-to-exceed value of \$100,000, with the right to renew the contract for an additional three-year period.

CERTIFICATE OF COMPLIANCE

This is to certify that the Board of Commissioners of The Housing Authority of the City of Lakeland has approved and adopted this Resolution No. 13-1345 dated February 25, 2013.

Attested by:

Benjamin Stevenson, Secretary

Michael A. Pimentel, Chair

**The Housing Authority of the City of Lakeland
Request for Board Action**

1. Describe Board Action Requested and why it is necessary:

Re: Resolution # 13-1346
The Board of Commissioners is requested to approve the above-referenced resolution to authorize the Executive Director to establish the Fiscal Year 2013 Fair Market Rent rates/Payment Standards for Section 8 residents.

2. Who is making request:

- A. Entity: The Housing Authority of the City of Lakeland
- B. re: 2013 Fair Market Rent rates/Payment Standards
- C. Originator: Carlos Pizarro

3. Cost Estimate:

n/a

Narrative:

In order to provide its Section 8 residents with numerous housing choices for a larger number of families, The Housing Authority of the City of Lakeland must maintain an adequate pool of available housing units. This inventory of available housing units is maintained and enhanced by paying current and prospective landlords a fair and reasonable rent based on the local market.

The Department of Housing and Urban Development has suggested a rent rate/payment standard for The Housing Authority of the City of Lakeland with the option to increase the rate/standard by up to 110% depending on the need. After market analysis, The Housing Authority of the City of Lakeland staff determined that in order to maintain the current pool of housing, to attract other housing opportunities, and to serve as many families as possible, The Housing Authority of the City of Lakeland should adopt the Department of Housing and Urban Development's suggested rent rates without an optional increase.

Therefore, The Housing Authority of the City of Lakeland staff is recommending the following Fair Market Rent rates/Payment Standards for its Section 8 program effective April 01, 2013; these rates will be applied at the Annual Re-certification:

PAYMENT STANDARDS BY UNIT BEDROOMS					
Payment Standards recommended Percentage for 2013*	Efficiency at 95% FMR	One-Bedroom at 100% FMR	Two-Bedroom at 95% FMR	Three-Bedroom at 90% FMR	Four-Bedroom at 90% FMR
Proposed Fiscal Year 2013 Rate*	\$585	\$619	\$761	\$978	\$1,190
Payment Standards Percentage applied for 2012	Efficiency at 105% FMR	One-Bedroom at 105% FMR	Two-Bedroom at 105% FMR	Three-Bedroom at 105% FMR	Four-Bedroom at 105% FMR
Fiscal Year 2012 Rate	\$634	\$699	\$805	\$1,022	\$1,198

*(5 and more bedrooms will be set at 90% FMR)

RESOLUTION NO. 13-1346

**APPROVING THE FAIR MARKET RENT RATES/PAYMENT STANDARD
FOR FISCAL YEAR 2013**

WHEREAS, The Housing Authority of the City of Lakeland desires to provide its Section 8 eligible residents a wide range of housing units; and

WHEREAS, to accomplish this availability, The Housing Authority of the City of Lakeland desires to establish a rent structure that is not only attractive to the current Housing Authority landlords but will also attract future landlords; and

WHEREAS, the Department of Housing and Urban Development yearly establishes a suggested Fair Market Rent rate/Payment Standards structure with the option that the individual housing authorities may increase or decrease the Department of Housing and Urban Development suggested rates by up to ten percent; and

WHEREAS, The Housing Authority of the City of Lakeland staff's evaluation of the suggested Department of Housing and Urban Development rate structure against local market analysis indicated that it would be in the best interest of Housing Authority's Section 8 residents to set The Housing Authority of the City of Lakeland's Fair Market Rent rate/Payment Standards structure at the Department of Housing and Urban Development's suggested rate in order to maintain an adequate number of housing units and to increase the number of families participating in the program (see attached matrix);

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the City of Lakeland hereby approves its Fiscal Year 2013 Fair Market Rent rate/Payment Standards to be the same as the rate suggested by the Department of Housing and Urban Development--effective April 01, 2013.

CERTIFICATE OF COMPLIANCE

This is to certify that the Board of Commissioners of The Housing Authority of the City of Lakeland has approved and adopted this Resolution 13-1346 dated February 25, 2013.

Attested by:

Benjamin Stevenson, Secretary

Michael A. Pimentel, Chair

**The Housing Authority of the City of Lakeland
Request for Board Action**

1. Describe Board action requested and why it is necessary:

Re: Resolution # 13-1347

The Board of Commissioners is requested to approve the above-referenced resolution to authorize the Executive Director to enter into a task order-driven, indefinite delivery, indefinite quantity contract with each: *American Compliance Technologies, Inc.*; *GLE Facilities and Environmental Consultants*; and *Terracon Consultants, Inc.*

2. Who is making request:

- A. Entity: The Housing Authority of the City of Lakeland and its affiliates
- B. Project: Contracts for Indefinite Delivery, Indefinite Quantity
Environmental Testing and/or Due Diligence Building Inspection
Services
- C. Originator: Valerie Brown

3. Cost Estimate:

The combined value of the three contracts will not exceed \$60,000.

Narrative:

The Housing Authority of the City of Lakeland anticipates the need for Environmental Testing and/or Due Diligence Building Inspection services for various projects such as providing data required by the *Florida Housing Finance Corporation* to support the Housing Authority's tax credit application as well as for future property acquisition. A Request for Proposals (RFP) for the above services was issued on December 14, 2012. The RFP was sent by email to over 38 firms. Notice of the RFP was also posted on the Housing Authority's web site and in *The Ledger*.

Four responses to the RFP were received prior to the December 27, 2012 deadline. All responses were reviewed by a four member review team. (A copy of the scoring matrix is provided on the following page.)

The proposals submitted by three of the firms: *American Compliance Technologies, Inc.* (Bartow); *GLE Facilities and Environmental Consultants* (Tampa); and *Terracon Consultants, Inc.* (Lakeland) indicated to the review team that these firms had the ability to best serve the anticipated needs of the Housing Authority.

Based on the above selection process, staff is recommending that the Board of Commissioners approve contracting with these firms at their February 25, 2013 meeting.

PROPOSAL RATING SHEET MATRIX
ENVIRONMENTAL TESTING and/or DUE DILIGENCE BUILDING INSPECTION
SERVICES RFP

CRITERIA	RATER	FIRM			
		ACT	EGS	GLE	Terracon
<i>Information requested under Tab 1—</i> <ul style="list-style-type: none"> ▪ Provide general information in the format that best represents the offeror's company. ▪ Describe those factors that differentiate the offeror's services from the services provided by other such service providers. ▪ Demonstrate the offeror's experience in projects similar in scope and complexity as described in item 2, Scope of Services, within the last three years. 	#1	34	33	40	34
	#2	38	25	38	40
	#3	35	25	40	35
	#4	37	20	37	40
<i>Information requested under Tab 2—</i> Provide an organization chart and resumes of the key assigned staff that will be assigned to work with LHA. Include qualifications and pertinent experience.	#1	27	30	30	27
	#2	25	25	30	30
	#3	20	25	25	20
	#4	30	30	30	30
<i>Information requested under Tab 3—</i> Describe the offeror's current and projected workload in the next twelve months.	#1	5	5	5	5
	#2	5	4	5	5
	#3	5	5	5	5
	#4	5	3	4	5
<i>Information requested under Tab 4—</i> Provide a detailed fee schedule which includes information on hourly rates, travel costs, per diem, testing fees, and other miscellaneous cost factors. <i>(Note: All pricing and proposed services are subject to later negotiation.)</i>	#1	17	18	19	17
	#2	16	19	19	14
	#3	10	10	18	10
	#4	20	20	20	20
<i>Information requested under Tab 5—</i> Provide: <ul style="list-style-type: none"> ▪ At least, ten references for the recent projects--particularly with public sector entities--that are similar to the services requested in this RFP. Provide name of point of contact, company, telephone number, and title of references. ▪ Proof of current Errors and Omissions insurance coverage, if applicable. ▪ Proof of State of Florida Professional License and or Certification, ▪ Completed HUD Form 5369-C. ▪ Completed HUD Form 50070. ▪ Completed Section 3 Business Form. ▪ Completed Non-Collusion Certification. ▪ Completed Public Entity Crime Statement. 	#1	5	5	5	5
	#2	5	5	5	5
	#3	5	5	5	5
	#4	5	5	5	5
TOTAL		349	317	385	357
AVERAGE		87.25	79.25	96.25	89.25
RANKING		3rd	4th	1st	2nd

RESOLUTION NO. 13-1347
APPROVING THE AWARD OF CONTRACTS FOR ENVIRONMENTAL TESTING and/or
DUE DILIGENCE BUILDING INSPECTION SERVICES

WHEREAS, The Housing Authority of the City of Lakeland routinely has a need for a variety of types of Environmental Testing and/or Due Diligence Building Inspection services for acquisition, design, and/or construction projects; and

WHEREAS, these services are best procured in advance of the need in order to expedite the initiation of the work on such projects so that acquisition, design, and/or construction can proceed expeditiously; and

WHEREAS, "indefinite delivery, indefinite quantity" contracts serve the above purpose by allowing The Housing Authority of the City of Lakeland to have a variety of Environmental Testing and Due Diligence Building Inspection firms under contract on stand-by and able to initiate work immediately subsequent to the issuance of an approved "task order" which describes the scope of work and the agreed upon price for such work; and

WHEREAS, these contracts do not obligate The Housing Authority of the City of Lakeland to pay any fees unless The Housing Authority of the City of Lakeland issues a task order for the required work; and

WHEREAS, on December 14, 2012, the staff of The Housing Authority of the City of Lakeland issued a Request for Proposals for *Indefinite Delivery, Indefinite Quantity Environmental Testing and/or Due Diligence Building Inspection Services*; and

WHEREAS, four firms submitted proposals which were evaluated and ranked by Housing Authority staff; and

WHEREAS, the results of the rankings indicate that three of the above-reference firms appear to have the qualifications that will best meet the anticipated Environmental Testing and/or Due Diligence Building Inspection needs of The Housing Authority of the City of Lakeland;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the City of Lakeland hereby approves the award of a task order-driven, indefinite delivery, indefinite quantity contract for Environmental Testing and/or Due Diligence Building Inspection Services for each: *American Compliance Technologies, Inc.*; *GLE Facilities and Environmental Consultants*; and *Terracon Consultants, Inc.* effective March 1, 2013 and ending February 28, 2015 with the combined, not-to-exceed value of the four contracts of \$60,000, with the right to renew each of the four contracts for an additional three-year period.

CERTIFICATE OF COMPLIANCE

This is to certify that the Board of Commissioners of The Housing Authority of the City of Lakeland has approved and adopted this Resolution No. 13-1347 dated February 25, 2013.

Attested by:

Benjamin Stevenson, Secretary

Michael A. Pimentel, Chair

**The Housing Authority of the City of Lakeland
Request for Board Action**

1. Describe Board action requested and why it is necessary:

Re: Resolution # 13-1348

The Board of Commissioners is requested to approve the above-referenced resolution to authorize the Executive Director to execute and submit the 2012 *Section 8 Management Assessment Program* report to the U.S. Department of Housing and Urban Development.

2. Who is making request:

- A. Entity: The Housing Authority of the City of Lakeland
- B. Project: Submittal of the 2012 *Section 8 Management Assessment Program* report
- C. Originator: Carlos Pizarro

3. Cost Estimate:

N/A

Narrative:

The *Section 8 Management Assessment Program* (also known as SEMAP) was implemented by the U.S. Department of Housing and Urban Development in October 1998 to objectively monitor the performance of Public Housing Agencies in the administration of the Housing Choice Voucher program. The *Section 8 Management Assessment Program* includes fourteen key indicators that measure a Public Housing Agency's management factors in the operation of the tenant-based rental assistance program. The results of this evaluation will indicate if a Public Housing Agency is rated as a *high, standard, or troubled* performer.

The Code of Federal Regulations, Section 985.101, requires that a Public Housing Agency which administers a Section 8 program to annually submit a *Section 8 Management Assessment Program* certification to the Department of Housing and Urban Development within 60 calendar days after the end of Public Housing Agency's fiscal year.

Each of the fourteen *Section 8 Management Assessment Program* indicators has an assigned point value (see matrix on the next page.) A Public Housing Agency self-certifies each of the indicators and the Department of Housing and Urban Development verifies the self-certification through annual audits, submission of documents, and through a tenant reporting database system called the *Public and Indian Housing Information Center* (also known as PIC) which is maintained by the Department of Housing and Urban Development.

The Housing Authority of the City of Lakeland Housing Choice Voucher Program staff have audited the tenant files and conducted quality control inspections to determine the program performance and to prepare the certification form. The overall *Section 8 Management Assessment Program* score is based on the cumulative scores of all fourteen indicators.

The following documentation is attached to this narrative:

- Attachment #1 is a matrix of the *Section 8 Management Assessment Program* indicators. This matrix indicates the maximum points available for each indicator as well as the Housing Authority's score based on the self-assessment.
- Attachment #2 is a copy of a letter from an external third-party auditor certifying the self-assessed scores.
- *Board Resolution #13-1348* which is a required submittal along with a hard-copy (paper) of the scoring matrix (Attachment #1).
- A completed copy of the *Section 8 Management Assessment Program (SEMAP) Certification*—HUD Form 52648—to be signed by Executive Director (or his designee) and the Chair of The Housing Authority of the City of Lakeland, then submitted as part of the above package to the Department of Housing and Urban Development.

According to the results indicated on Attachment #1 for Fiscal Year 2012, The Housing Authority of the City of Lakeland achieved the maximum possible points for all indicators. Therefore, the Housing Authority's overall rating is 100% of the goal. (Note: A housing authority that achieves a score of, at least, 90% is considered to be a *high performer*.)

**ATTACHMENT #1
SEMAP INDICATORS**

PERFORMANCE INDICATOR	MAXIMUM AVAILABLE POINTS	LHA'S SCORE
1. Selection from the Waiting List	15	15
2. Reasonable Rent	20	20
3. Determination of Adjusted Income	20	20
4. Utility Allowance Schedule	5	5
5. Housing Quality Standards (HQS) Quality 5 Control Inspections	5	5
6. HQS Enforcement	10	10
7. Expanding Housing Opportunities	5	5
8. Fair Market Rent (FMR) Limit and Payment Standards	5	5
9. Annual Reexaminations	10	10
10. Correct Tenant Rent Calculations	5	5
11. Pre-Contract HQS Inspections	5	5
12. Annual HQS Inspections	10	10
13. Lease-up	20	20
14. Family Self Sufficiency	10	10
Subtotal	145	145
De-concentration (Bonus 5 points)	n/a	n/a
TOTAL POINTS	145	145

ATTACHMENT #2
EXTERNAL THIRD PARTY LETTER



Lakeland
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February 20, 2013

Board of Commissioners
Lakeland Housing Authority
430 Hartsell Avenue
Lakeland, Florida 33815

Dear Board of Commissioners,

We have been engaged by Lakeland Housing Authority to consult with management regarding the preparation of the Section 8 Management Assessment Program (SEMAP) Certification (HUD form 52648). This collection of information is required by 24 CFR sec 985.101 which requires a housing authority administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information on the SEMAP report concerns the performance of the housing authority and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess the housing authority's management capabilities and deficiencies, and to assign an overall performance rating to the housing authority. Responses are mandatory and the information collected does not lend itself to confidentiality.

The executive director and chairperson must certify that, to the best of their knowledge, the SEMAP responses are true and accurate for the housing authority fiscal year indicated above. They must also certify that, to their present knowledge, there is no evidence to indicate seriously deficient performance that casts doubt on the housing authority's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

The SEMAP certification has been attached for your review. Once approved by the executive director and the Board of Commissioners, the SEMAP report will be submitted electronically to HUD.

We appreciate the opportunity to provide consulting services to Lakeland Housing Authority in the preparation of their SEMAP. We would be glad to answer any questions you have regarding the SEMAP being submitted.

A handwritten signature in black ink, appearing to read 'Michael E. Carter'.

Michael E. Carter, CPA
Partner
CliftonLarsonAllen LLP

RESOLUTION NO. 13-1348

**APPROVING THE SUBMITTAL OF THE 2012 FISCAL YEAR
SECTION 8 MANAGEMENT ASSESSMENT PROGRAM REPORT**

WHEREAS, on October 13, 1998, the U.S. Department of Housing and Urban Development established the *Section 8 Management Assessment Program* to objectively measure a public housing agency's performance in administering a Section 8 Housing Choice Voucher tenant-based program; and

WHEREAS, the Department of Housing and Urban Development established fourteen performance indicators that address key areas in the management of the Section 8 Housing Choice Voucher program; and

WHEREAS, the Department of Housing and Urban Development established the *Public and Indian Housing Information Center* as a database system to monitor the housing authorities' compliance with the designated performance indicators; and

WHEREAS, Code of Federal Regulations, Section 985.101, requires that each housing authority which administers a Section 8 tenant-based assistance program annually submit a *Section 8 Management Assessment Program* certification within 60 days after the end of the its fiscal year; and

WHEREAS, the *Section 8 Management Assessment Program* certification for The Housing Authority of the City of Lakeland is due to the Department of Housing and Urban Development by March 1, 2013,

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of The Housing Authority of the City of Lakeland hereby approves:

1) That the Executive Director (or his designee) is hereby authorized and directed to prepare a *Section 8 Management Assessment Program* certification attesting that there is no evidence to indicate seriously deficient performance in the operation of The Housing Authority of the City of Lakeland's Section 8 Program; and

2) That the Executive Director (or his designee) and the Chair of The Housing Authority of the City of Lakeland are hereby authorized to execute said certification on behalf of The Housing Authority of the City of Lakeland and to submit same to the Department of Housing and Urban Development.

CERTIFICATE OF COMPLIANCE

This is to certify that the Board of Commissioners of The Housing Authority of the City of Lakeland has approved and adopted this Resolution No. 13-1348 dated February 25, 2013.

Attested by:

Benjamin Stevenson, Secretary

Michael A. Pimentel, Chair

Section 8 Management Assessment Program (SEMAP) Certification

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

OMB Approval No. 2577-0215
(exp. 9/30/2013)

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

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

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

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
Lakeland Housing Authority	12/31/2012	02/28/2012

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

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

Performance Indicators

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

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

PHA Response Yes No

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

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

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

PHA Response Yes No

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

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

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

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

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

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

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

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

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

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

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

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

Enter current FMRs and payment standards (PS)

0-BR FMR <u>604</u>	1-BR FMR <u>666</u>	2-BR FMR <u>767</u>	3-BR FMR <u>973</u>	4-BR FMR <u>1141</u>
PS <u>634</u>	PS <u>699</u>	PS <u>805</u>	PS <u>1022</u>	PS <u>1198</u>

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

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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

PHA Response Yes No

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

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

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

88

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

b. Number of FSS families currently enrolled

69

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

1

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

80.00

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

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response Yes No

37

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

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

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

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

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

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

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

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) _____

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

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) _____

PHA Name _____ **N/A**

Principal Operating Area of PHA _____ **N/A**
(The geographic entity for which the Census tabulates data)

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

1990 Census Poverty Rate of Principal Operating Area _____ **N/A**

Criteria to Obtain Deconcentration Indicator Bonus Points

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

- 1) _____ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- _____ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- _____ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes No

- 2) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- _____ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes No

- 3) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- _____ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes No

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

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

**Secretary's Report
February 2013**

Lincoln Square

LHA continues to monitor the property for the City of Lakeland CRA while they await demolition.

Public Housing Subsidy

The current Public Housing Subsidy allocations will be inadequate to operate the properties. Staff has determined it will be necessary to supplement the subsidy with funds from the Public Housing Operating Reserve. The properties at Renaissance may be entitled to supplement their respective shortfall in subsidy with the Owners Operating Reserve that was funded by the equity investment at the property. The reserve would need to be refunded from cash flow, if available, in 2013. This outcome is what HUD intended in their reduction in operating subsidy. Staff continues to monitor this item.

HCV Housing Assistance Payments

HUD has also significantly reduced our Housing Assistance Payment (HAP) funds from anticipated and budgeted levels. With HUD's encouragement, LHA leased up during the 2011 fiscal year in anticipation of increased HAP. Staff continues to work with the Miami Field office to correct this item. LHA has applied for set aside funding for additional HAP as well. Staff is also working with other PHA's to absorb vouchers currently being paid by LHA which is also result in a savings for LHA. Staff continues to monitor this item.

PHAS Appeal

LHA received notification from HUD that our appeal request with the Public Housing Assessment System (PHAS) was successful. Specifically, LHA appealed the Management Assessment Subsystem (MASS) indicator score received for 2011 fiscal year. HUD agreed that the original score of 77 was based upon erroneous data. Staff submitted supporting documentation to raise our score from 77 to 90. HUD agreed with staff findings and approved the increase in points. A copy of the appeal approval letter was included with the November 2012 report. Staff continues to monitor this item.

External Audit

Berman Hopkins completed their review and a presentation was made at the November Finance Committee meeting. A copy of the final report was included with each commissioner's November board packet. A copy of the audit report was also submitted to the U.S. Department of Housing and Urban Development Miami office.

**Secretary's Report
February 2013**

Strategic Planning Session

Jackson Management Consulting, LLC served as the facilitator of a Strategic Planning Session for the Board of Commissioners on August 23-24, 2012. Updated information on the new proposed Strategic Plan was provided at the November Board meeting and discussed in detail at the Commissioner Retreat held in January 2013. Commissioners offered suggestions for finalizing the document. Staff will prepare a draft document for review by the Board at a future meeting or retreat.

Annual Budget/Agency Update

A presentation on the State of the Agency that includes the proposed 2013 annual budget, staff organization chart, and Corrective Action Plan (resulting from the Forensic Audit and HUD Review) was presented at the November Board meeting. A copy of the draft Correction Action Plan has also been submitted to the HUD-Miami office for review and comment. Each of these items was discussed at the Commissioner Retreat. The proposed budget was approved by the Board at the January meeting. LHA subsidy calculations cannot be finalized until Congress approves the HUD budget. That is, until Congress approves the HUD budget, all numbers are considered to be estimates because they can and probably will change. Once Congress approves HUD budget, the LHA budget will be revised to match the numbers in the HUD budget. The LHA budget will be resubmitted to the LHA Commissioners at the March Board meeting.

HUD has approved the Corrective Action Plan and recommended acceptance by the LHA Board. The Board provided acceptance at the January meeting. Periodic updates on the status of items in the Corrective Action Plan will be given to the Board on a minimum quarterly basis.

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.

Agency Plan

The Agency Plan was approved by the LHA Board of Commissioners at the October Board meeting. Prior to Board approval, 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 LHARAA, the City of Lakeland, local neighborhood associations, and the NAACP as well as being placed in public

**Secretary's Report
February 2013**

libraries. A public hearing on the Plan was held on Monday, October 8, 2012 at the LHA central office. The Plan has been submitted to the U.S. Department of Housing and Urban Development Miami office for review and approval.

Commissioner's Retreat

A retreat for LHA commissioners and executive staff will be held on January 18, 2013. The purpose of the retreat was to review and discuss the Strategic Plan, Corrective Action Plan and Annual Budget. Saxon Gilmore will also provide some training for LHA commissioners. A follow-up retreat and training will be provided at a future date.

Meetings

I attended a ribbon cutting ceremony for with City Council Chairman Keith Merritt, Councilman Philip Walker, County Commissioner John Hall, Citrus Connection and other organizations and the general public. The purpose of the ceremony was to unveil the new covered bus shelter at the HOPE VI site.

I attended a public meeting sponsored by Congressman Dennis Ross. I was invited to the meeting by Commissioner Eddie Hall. The purpose of the meeting was for the congressman to provide an update on items coming before Congress and receive questions from the public.

I also attended a meeting with Gregory Horwedel. Mr. Horwedel is the City Manager for the city of Plant City. This was one of a series of meetings with various members of the regional community regarding property management opportunities. One of our goals is to increase the size of the property management portfolio.

I also attended an open house with Girls, Inc. The event was a part of their 2013 Showcase Month and the Prodigy Cultural Arts Program.

Respectfully submitted,

Benjamin Stevenson

Secretary

Procurement

In addition to the normal day-to-day procurement activities (such as: monitoring invoices and certified payroll reports submitted by contractors, writing task orders and agreement modifications, and maintaining contract files and vendor lists), the following activities were accomplished in January 2013:

- Issued an Invitation for Bids for *Affordable Housing Asset Management Training*
- Re-issued an Invitation for Bids for *Pest Control at Various Properties*
- Issued a Request for Qualifications for *Indefinite Delivery, Indefinite Quantity Engineering Services*
- Issued an Invitation for Quotes for the *Replacement of a 10-Ton Air Handler at the Lake Ridge Community Building*

**Resident Services
January 2013 Board Report**

- **Resident Services and Support Services Programs (ROSS)**

Production Summary

The Resident Service Coordinator continues to move forward in an effort to secure the provision of certain supportive services to eligible public housing residents (family, elderly, and disabled). Staff continues to solicit Memorandums of Agreement (MOA) from other service providers; with the expectation of certain services being provided, as per the letters of commitment from partner agencies. The provision of these services is expected to contribute to the improvement of the quality of life for LHA residents who participate in the RSC program. During the month of January, the Polk County Health Department and LHA entered into a new MOA. Through this MOA, the health department will provide on-site HIV education and testing at various LHA sites and their surrounding neighborhoods. At the end of January, there were fifty-three (55) enrolled participants.

Community Involvement

During the month of January, the ROSS Coordinator attended the following meetings and/or events:

- January 8th - Swearing in Oath of Polk County Sheriff Grady Judd.
- January 9th - Residents Meeting/Movie Day – Cecil Gober Villa
- January 11th - Employees Social Activities Committee (E-SAC) Meeting
- January 17th - Monthly Residents Interest Committee – The Renaissance Manor
- January 24th - Citrus Connection Shelter Ribbon-Cutting Ceremony – Corner of 14th Street & North Florida Avenue
- January 24th - Polk Works Partners' Meeting; Recruitment Event Meeting with Polk Works Staff: Arlalia Wesley and Steven Carr.
- January 29th - Viewed The Grant Center's webinar: Strategies for Grantseeking Success – Building for the Future.

The Lakeland Housing Authority, Westlake Management and the Citrus Connection collaborated erect a covered bus shelter at the corner of 14th Street and North Florida Avenue, just a few feet away from The Renaissance Manor. The ceremony was attended by staff members of LHA, Westlake Management and the Citrus Connection. Participating in the ribbon-cutting were: City of Lakeland Commissioner Phillip Walker, City of Lakeland Commissioner Keith Merritt, Polk County Commissioner John Hall; Ben Stevenson, LHA Executive Director and Tom Phillips, Citrus Connection Director; LHA residents Ola Stanton and Karen Hoard (*see pictures below*).



Office Skills Training Program/Maintenance Skills Training Program

During the month of January the participants of the Office Skills Training Program and Maintenance Skills Training Program continued to excel in their on-the-job training. Training assignments were as follows: Elizabeth Roman-Ortiz – LHA Receptionist; Kawanna Freeman – West Lake Management/The Renaissance; Jazmon Ponder – transferred from Colton Meadow/Villas at Lake Bonnet to West Lake Homes; and DeAundray Williams – The Renaissance.

Job Search/Florida ACCESS Center

The Job Search/Florida ACCESS Center continues to provide the opportunity for residents, who are unemployed or underemployed to utilize the computers to search for employment. There are two computers on-site at the LHA Central Office and twelve at LHA's Emma Turner Center. During the month of January, residents continued to utilize the computers at the Emma Turner Center and LHA Central Office for job search, ACCESS/Florida, Florida Virtual School and other on-line needs.

Lakeland Housing Authority Resident Advisory Association, Inc. (LHARAA)

The LHARAA continues to provide assistance to the residents of the Lakeland Housing Authority. On Tuesday, January 8th, the officers of LHARAA held a residents meeting at the West Lake Community YouthBuild Center.

- **YouthBuild-Lakeland**

Academics

This month was an important month for the participants of YouthBuild Lakeland. Fifteen of the participants took the GED examination. They are all currently waiting to receive their scores. Along with the GED examination, students have been working hard to complete courses in financial literacy, and typing. They completed the Money Skills course which covers a wide array of financial topics. Students learned about concepts from planning a budget to understanding and paying a mortgage. In the typing class, students became proficient in word processing and data entry.

Personal Development

Earlier in the cycle, participants chose a book based on an area in their lives they felt needed improvement. The participants were instructed to prepare a written report and oral presentation founded on what they learned from the book and how it impacted their lives. The presentations were very personal, emotional and impactful not only for the presenter, but for all of the participants.

Construction Training

Since completing the single family home located in the Lake Ridge neighborhood last month, the participants have focused most of their attention on HBI PACT (nationally recognized certification in carpentry). They are all on track to complete their certification before they graduate the program in February. In addition, the participants worked on various projects, such as building picnic tables. We donated several of the picnic tables to the Lakeland Housing Authority for employees and residents to use as well as Habitat for Humanity.

Career Development

During the month of January, there was an emphasis on training the participants on how to apply for jobs and register with national and local employment recruiters. To augment that training, we had presentations from three recruiters: Linda Silas from the City of Lakeland, Donna Drefke from Rita Staffing and Donna Goff from Manpower. These presentations allowed the participants to form a relationship with each of the presenters, which will in turn, make them feel more comfortable with the process of using a staffing firm to help them find meaningful employment. The representatives from Rita Staffing and Manpower agreed to be available to conduct interviews at the YouthBuild facility for future cycles.

Two participants from Cycle 7 have started classes at Traviss Career Center. Ignatius Reddick has recently started the Air Conditioning/Heating program, and Steven Hunn is enrolled in the Commercial Foods and Culinary Art program. Sondra Lowe, a participant in our current cycle, has completed an application and enrollment at Polk State College and will start classes on March 6th.

Participants interested in seeking employment in a warehouse environment applied for a scholarship to receive forklift training. On January 4th, 13 participants received certification in forklift operation from the American Safety & Health Institute (*pictured below*).



Recruitment

Our last open house for the current recruiting period and upcoming cycle (March, 2013) is scheduled for February 19 at 2pm and will be held at the Lakeland Housing Authority. We welcome anyone who wants to learn more about the program or is interested in joining to attend.

- **West Lake 21st Century Community Learning Center**

We had 72 students enrolled in the month of January. Our students & staff returned from Winter Break on January 8th. Our program began Boy Scouts for all male students and Girl Scouts for the K-2 girls. The 21st CCLC Staff Meeting was on January 22nd. We had a Parent Meeting on January 24th. We had our 1st monthly fundraiser at BD's Mongolian Grill on January 29th.

Upcoming

- We will begin planning for Spring Break.
- Our next fundraiser and BD's Mongolian Grill will take place on February 19th.
- Our next 21st CCLC Staff Meeting will be on March 5th.
- The next Parental Involvement Night will be on February 21st.
- We are having a DOE site visit on February 27th.

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

January 2013	# FSS Tenants	# with Escrow	% with Escrow	Escrow Amount (\$)
Public Housing (02,04) (05)	26	14	54	29,890.57
Dakota Park (13)	07	04	57	16,044.45
Renaissance (14)	09	02	22	14,683.55
Totals	42	20	48*	66,618.57

* 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.

Enrollment: Two (2) effective 2/01/2013

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

Obtained Employment: One (1)

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

Programs	Number of FSS Tenants	Percentage of slots filled	Number of Tenants with Escrow	Percentage with Escrow
Section 8 (HCV)	66	88	32	48%

Escrow Balances

- The balance of the Section 8-FSS Escrow January 2013 is \$ 136,408.27.
- The average amount is \$ 4,262.76.

Recruiting: Two (2) Letters of Interest were received.

- **Housing Choice Voucher Program (Section 8)**

The FSS Coordinator continues to submit the FSS clients 50058 data to Public & 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:** Two (2) terminations for the month of January 2013.

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

Completed Contract of Participation: No participant completed contract of participation.

Services needed to complete Contract of Participation: A large number of our clients need assistance with childcare; however, at the present time, the only childcare provider available in the community is with Arbor Early Childhood & Training. This childcare provider currently has a waiting list.

Community Networking

- Agency Connection Network (ACN)
- Bank on Programs
- Polk Works Partner Management

Earl W. Haynes
Resident Services Director

Nick Elzy
Resident Services Manager

Cynthia E. Zorn-Shaw
ROSS Service Coordinator

Kim Bean
21st CCLC Site Coordinator

Linda Willis
PH/FSS Coordinator

Dayen Valentine
S8/FSS Coordinator

**Housing Management
Board Report
January 2013**

**Public Housing (PH), Housing Choice Voucher (HCV) and West Lake
Management Communities Reports**

- **Housing communities reports – Attached**
 1. West Lake
 2. West Lake Addition
 3. Cecil Gober
 4. John Wright Homes
 5. Dakota Apartments
 6. Renaissance/Washington Ridge
 7. Villas at Lake Bonnet
 8. Colton Meadow
 9. The Manor at West Bartow

- **Housing Choice Voucher Program - Attached**
 1. Intake & Occupancy Report
 2. Housing Choice Voucher report

The Manor at West Bartow

- The occupancy level is between 98%. We passed the LIHTC State files and physical audit.

Washington Renaissance and Dakota Park

- Dakota is 98% occupied and Renaissance is 98% occupied.

Colton Meadows/Bonnet Shores Villas

- Colton Meadows is 99% and Villas at Lake Bonnet is 98% occupied.

Public Housing

- The occupancy level is 96.25% for West Lake, West lake Addition and Cecil Gober and John Wright. We received our revised PHAS score of 89 points, the original score was 77 but we were able to win the appeal and gain 12 points.

Housing Choice Voucher Program

- 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
01/01/2013	97.24%	01/15/2013

Housing Choice Voucher Program
Monthly Board Report
February 2013

HCV Intake and Occupancy Information

- **Tenant-Based Waitlist**

As of January 31, 2013, the Housing Choice Voucher tenant based waiting list contained four hundred ninety-nine (499) applicants.

- **VASH Waitlist**

As of December 31, 2012, the Veteran Affairs Supportive Housing waiting list contained one (1) applicants.

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

As of January 31, 2013, Lakeland Housing Authority project-based waiting list for The Manor at West Bartow contained forty-eight (48) applicants.

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

As of January 31, 2013, Lakeland Housing Authority project-based waiting list for the Villas at Lake Bonnet contained forty (40) applicants.

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

As of January 31, 2013, Lakeland Housing Authority project-based waiting list for Habitat for Humanity contained no applicants.

HCV Program Information

- **Port-Outs**

LHA currently has twenty-two (22) port-outs in the month of January. Port-outs are clients that use their voucher in another jurisdiction. The total amount of Portable HAP payments for the month of January is seventeen thousand, one hundred sixty two dollars. This includes the Administration Fee of nine hundred sixteen dollars and seventy-one cents.

- **Port- Ins**

LHA currently has seven (7) port-ins for the month of January. Port-ins are participants that transferred from another housing agency that we are billing for HAP and administrative fees.

- **Lease-up & Transfers**

As of January 31, 2013, Lakeland Housing Authority issued fifteen (15) vouchers to transferees. We received sixteen (16) Requests for Tenancy Approvals during the month of January. We processed fourteen (14) unit transfers, two (2) initial move-in, and three (3) port-ins with a date effective in January on the Housing Choice Voucher program.

- **Active Clients**

As of January 31, 2013, LHA is servicing one thousand two hundred and thirteen (1213) families on the Housing Choice Voucher program. These families include, but are not limited to, forty-five (44) Mainstream Disabled Housing Vouchers, forty-six (46) VASH, twenty-two (22) Port-outs and sixty-eight (66) FSS Participants. The balance of one thousand one hundred and two (1032) are comprised of the regular Housing Choice Voucher holders.

- **EOP – End of Participation**

LHA processed nine (6) EOP's with a date effective the month of December. Below are the reasons for leaving the program:

Housing Choice Voucher Program
Monthly Board Report
February 2013

Reason	Number
Termination – Criminal	0
Left w/out notice	0
No longer need S/8 Assistance	4
Deceased	0
Landlord Eviction	0
Lease Violations non-curable	2

- **Monthly HAP Analysis**

HAP disbursement for January, 2013 was seven hundred sixty-one thousand four hundred ninety-nine dollars and Admin Fee disbursement was fifty-five thousand two hundred thirty-four dollars.

- **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
12/31/2012	97.24%	06/06/2012

- **General information and activities for the month of August:**

- Out of one hundred six (106) scheduled annual re-certifications for the month of December, the Housing Choice Voucher Department processed one hundred three (103) re-certifications, non-renewals, unit transfers and/or termination.
- The Housing Choice Voucher program conducted 6 informal hearings in the month of January.

RECEPTION MONTHLY REPORT 2013

	VISITOR'S COUNT	RFCA	REQUEST TO LIST PROPERTY	INTERIM CHANGE	SCHEDULED APPOINTMENTS	STAMPED MAIL
January	451	16	38	37	67	3157
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						

CY 2011 Public Housing Assessment System (PHAS) Score report for Interim Rule

Re: Appeal letter PHAS Score pursuant to 24CFR (902.69)

Name of PHA: Lakeland Housing Authority

PHA Number: FL011 (00001)

Executive Director: Benjamin Stevenson

As follow you will find the items to be considered under this appeal;

 X **Management Operations Indicator**, sub category (s) to be reconsidered under this appeal are: Occupancy and Neighborhood Environment Details.

The Lakeland Housing Authority is appealing the 2011 PHAS score pursuant to 24 CFR 902.69 of the PHAS rule based on the fact that an objectively verifiable and material error exist in the score of one or more of the PHAS indicators, which, if corrected, would cause the PHAS score to increase, resulting in a higher PHAS designation. Appeals must be submitted in writing within 30 days to:

Mr. David A. Vargas, Deputy Assistant Secretary
U.S. Department of Housing and Urban Development
Real Estate Assessment Center
550 12th Street S.W.
Suite 100
Washington, DC 20410

This certification must be signed by the appropriate PHA official and returned.

Certification: I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3279, 3802)

Signature of Executive Director and Date

Benjamin Stevenson, (863) 687-2911

Contact Name and Phone Number

U.S. Department of Housing and Urban Development

Office of Real Estate Assessment Center
Attn: Mr. David A. Vargas, Deputy Assistant Secretary
550 12th Street S.W.
Suite 100
Washington, DC 20410

Re: Appeal letter PHAS Score pursuant to 24CFR (902.69)

Dear Mr. Vargas:

The purpose of this letter is to appeal the PHAS score for the Fiscal year end-date 12/31/2011, specifically the following two sub-indicator, the occupancy details and the Neighborhood environment details.

We received a score of 4 points under the Occupancy details sub-indicator, this score was based on an erroneous calculation or FDS certification. HUD used 1851 as the numerator and 1984 as the denominator; the value obtained by HUD using these two numbers was 0.93296%. We agree that the numerator used to calculate our PHAS score is correct, however, we disagree on the denominator used due to 20 units were off line (Under modernization and rehabilitation) since 2008, these units did not receive the actual Certificate of occupancy from the Polk County office until July 2011, the first unit was leased on July 1, 2011 and the last unit on September 1, 2011. Based on the before mentioned, if 20 units were off-line (under modernization) for 6 months in 2011, the denominator number must also be reduced by 120 units. We are certain that the correct calculation is as follow:

Numerator 1851 divided by Denominator 1864 with a final value of 0.9930%

Based on the new calculated occupancy details sub-indicator, the Lakeland Housing Authority score should be changed to reflect 16 points.

The second sub-indicator we believe was valued incorrectly is "Neighborhood Environment Details". We received "0" points based on the Poverty rate for the Census tract used by HUD. Based on the below tables more than 40% of our residents fall below the poverty income guidelines as shown in the first table below, the second table shows our families income. Based on the before mentioned we should have received an additional one point.

Poverty Thresholds for 2011 by Size of Family and Number of Related Children Under 18 Years

Size of family unit	Weighted average thresholds	Related children under 18 years								
		None	One	Two	Three	Four	Five	Six	Seven	Eight or more
One person (unrelated individual).....	11,484									
Under 65 years.....	11,702	11,702								
65 years and over.....	10,788	10,788								
Two people.....	14,657									
Householder under 65 years.....	15,139	15,063	15,504							
Householder 65 years and over.....	13,609	13,596	15,446							
Three people.....	17,916	17,595	18,106	18,123						
Four people.....	23,021	23,201	23,581	22,811	22,891					
Five people.....	27,251	27,979	28,386	27,517	26,844	26,434				
Six people.....	30,847	32,181	32,309	31,643	31,005	30,056	29,494			
Seven people.....	35,085	37,029	37,260	36,463	35,907	34,872	33,665	32,340		
Eight people.....	39,064	41,414	41,779	41,027	40,368	39,433	38,247	37,011	36,697	
Nine people or more.....	46,572	49,818	50,059	49,393	48,835	47,917	46,654	45,512	45,229	43,487

Source: U.S. Census Bureau.

Program Type	Public Housing	Effective Start Date:	October 01 2011																
Level of Information	Project within Public Housing Agency FL011	Effective End Date:	January 31 2013																
FAMILIES REPORTED																			
Distribution by Income																			
Project	Number of Families Reported(#)	Average Annual Income(\$)	\$0(%)	\$1-5000(%)	\$5000-10000(%)	\$10000-15000(%)	\$15000-20000(%)	\$20000-25000(%)	\$25000-30000(%)	\$30000-35000(%)	\$35000-40000(%)	\$40000-45000(%)	\$45000-50000(%)	\$50000-60000(%)	Above\$60000(%)				
FL011000001	164	10768	10	9	41	18	12	7	1	1	2	0	0	0	1				

We are respectfully requesting that our Public Housing Assessment System (PHAS) score be updated and recalculated to reflect the before mentioned changes. Based on our findings our score should be 77 PHAS total score received plus 12 points from the new occupancy details sub-indicator and 1 point from the Neighborhood environment details sub-indicator for a final revised score of 90.

Sincerely,

Benjamin Stevenson
Executive Director



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

NOV 15 2012

Mr. Benjamin Stevenson
Executive Director
Housing Authority of
the City of Lakeland
P.O. Box 1009
430 South Hartsell Avenue
Lakeland, FL 33815-1009

Dear Mr. Stevenson:

The Office of Public and Indian Housing, Real Estate Assessment Center (REAC) has reviewed the Public Housing Assessment System (PHAS) appeal request from the Housing Authority of the City of Lakeland (HACL), FL011, dated October 26, 2012. The HACL is appealing the Management Assessment Subsystem (MASS) indicator score for the fiscal year end (FYE) December 31, 2011. The HACL received a MASS indicator score of 11, an overall PHAS score of 77, and a PHAS designation of Substandard Management.

According to the appeal request, the MASS occupancy sub-indicator score may be inaccurate as a result of incorrect entries made on its audited financial submission. The HACL had vacant units approved for modernization that should have been removed from the unit months available entry. The HACL believes that if these entries are corrected, the MASS indicator score would increase, resulting in a PHAS designation change.

In accordance with 24 CFR 902.69, your appeal request has been approved. The agency, in agreement and concurrence with its auditor, may revise the audited financial submission for the FYE December 31, 2011. In order to resubmit, a request for invalidation must be sent to Nicholas Miele, Financial Assessment Subsystem Director, at Nicholas.x.Miele@hud.gov. The request must include a statement that the auditor concurs with the revisions and must be received within 7 days of the date of this letter. The resubmission must be completed within 14 days of the date of invalidation.

Upon approval of the revised audited financial submission, REAC will reissue a PHAS score for the HACL for the FYE December 31, 2011. If you have any questions regarding this appeal, please contact Judy Wojciechowski at (202) 475-7907 or me at (202) 475-8583.

Sincerely,

A handwritten signature in black ink, appearing to read "Johnson Abraham", with a horizontal line extending to the right.

Johnson Abraham
Program Manager
Integrated Assessment System



U. S. Department of Housing and Urban Development
 OFFICE OF PUBLIC AND INDIAN HOUSING
 REAL ESTATE ASSESSMENT CENTER

Report Date: 1/18/2013

Public Housing Assessment System (PHAS) Score Report for Interim Rule

PHA Code:	FL011
PHA Name:	HOUSING AUTHORITY OF THE CITY OF LAKELAND
Fiscal Year End:	12/31/2011

PHAS Indicators	Score	Maximum Score
Physical	35	40
Financial	21	25
Management	23	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	89	100
PHAS Designation	Standard Performer	

Initial PHAS score issued date: 6/8/2012

Financial Score Details	Score	Maximum Score
Submission Type: Audited/A-133		
1. FASS Score before deductions	25.00	25.00
2. Audit Penalties	-4.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	21.00	25.00

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	91	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See §§ 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund Scoring Notice.
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasinrule.cfm>

Property Name: Cecil Gober

Management Report for the Month of: January 2013

Occupancy:

As of the last day of the month of January, the community was 100% occupied.

Vacancy:

Vacant unit(s): 0

Turnover rate: 0 %

YTD: 0

Move-out(s): 0

Current Rent(s):

- 1- One Bedroom = \$ 481
- 2- Two Bedrooms = \$ NA
- 3- Three Bedrooms = \$ NA
- 4- Four Bedrooms = \$ NA

Utilities:

Residents pay: Electric

Maintenance:

Unit inspections: 0 Building inspections: 0

Vegetation is being trimmed weekly: X yes no

Security:

Any incident reports? ___yes no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes no

If yes, give an explanation:

Management Referrals:

Late Rent: 14 day notices were sent

Re-certifications:

Number completed for the current month: 3

Number in process for the next month: 4

Social Services:

Newsletter completed and distributed? yes ___no

Scheduled activities: _____

Sincerely,



Community Coordinator

Property Name: John Wright Homes
Management Report for the Month of: January 2013

Occupancy:

As of the last day of the month of January, the community was 95 % occupied.

Vacancy:

Vacant unit(s): 1

Turnover rate: 2 %

YTD: 1

Move-out(s): 1

Current Rent(s):

1- One Bedroom = \$ NA
2- Two Bedrooms = \$ 526
3- Three Bedrooms = \$ 579
4- Four Bedrooms = \$ NA

Utilities:

Residents pay: Electric/Water

Maintenance:

Unit inspections: 0 Building inspections: 1

Vegetation is being trimmed weekly: X yes no

Security:

Any incident reports? . ___yes no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes no

If yes, give an explanation:

Management Referrals:

Late Rent: 14 day notices were sent

Re-certifications:

Number completed for the current month: 0

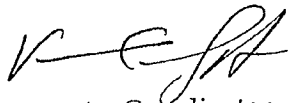
Number in process for the next month: 0

Social Services:

Newsletter completed and distributed? yes ___no

Scheduled activities: _____

Sincerely,



Community Coordinator

Property Name: Westlake
Management Report for the Month of: January 2013

Occupancy:

As of the last day of the month of January, the community was 95 % occupied.

Vacancy:

Vacant unit(s): 3

Turnover rate: 5 %

YTD: 3

Move-out(s): 0

Current Rent(s):

- 1- One Bedroom = \$ 387
- 2- Two Bedrooms = \$ 443
- 3- Three Bedrooms = \$ 543
- 4- Four Bedrooms = \$ 581

Utilities:

Residents pay: Electric/Water

Maintenance:

Unit inspections: 0 Building inspections: 4

Vegetation is being trimmed weekly: yes no

Security:

Any incident reports? ___yes no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes no

If yes, give an explanation:

Management Referrals:

Late Rent: 14 day notices were sent

Re-certifications:

Number completed for the current month: 7

Number in process for the next month: 4

Social Services:

Newsletter completed and distributed? yes ___no

Scheduled activities: _____

Sincerely,



Community Coordinator

Property Name: Westlake Addition
Management Report for the Month of: January 2013

Occupancy:

As of the last day of the month of January, the community was 95 % occupied.

Vacancy:

Vacant unit(s): 3

Turnover rate: 5 %

YTD: 3

Move-out(s): 1

Current Rent(s):

- 1- One Bedroom = \$ 425
- 2- Two Bedrooms = \$ 508
- 3- Three Bedrooms = \$ 576
- 4- Four Bedrooms = \$ NA

Utilities:

Residents pay: Electric/Water

Maintenance:

Unit inspections: 0 Building inspections: 1

Vegetation is being trimmed weekly: X yes no

Security:

Any incident reports? ___yes no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes no

If yes, give an explanation:

Management Referrals:

Late Rent: 14 day notices were sent

Re-certifications:

Number completed for the current month: 7

Number in process for the next month: 6

Social Services:

Newsletter completed and distributed? yes ___no

Scheduled activities: _____

Sincerely,



Community Coordinator

Property Name: Renaissance @ Washington Ridge
Management Report for the Month of: January 2013

Occupancy:

As of the last day of the month of January, the community was 98 % occupied.

Vacancy:

Vacant unit(s): 3

Turnover rate: 3 %

YTD: 39

Move-out(s): 2

Current Rent(s):

- 1- One Bedroom = \$ 490
- 2- Two Bedrooms = \$ 581
- 3- Three Bedrooms = \$ 660
- 4- Four Bedrooms = \$ 724

Utilities:

Residents pay: All their utilites. Senior owner pays water, sewer, trash.

Maintenance:

Unit inspections: 0 Building inspections: 2

Vegetation is being trimmed weekly: X yes no

Security:

Any incident reports? ___yes no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes no

If yes, give an explanation:

Management Referrals:

Late Rent: Management sent out late notices to residents that had not paid rent
by the 3rd of the month

Re-certifications:

Number completed for the current month: 9

Number in process for the next month: 13

Social Services:

Newsletter completed and distributed? ___yes no

Scheduled activities: Movie day was held on the 31st of the month.

Sincerely,



Community Coordinator

Property Name: Dakota Park

Management Report for the Month of: January 2013

Occupancy:

As of the last day of the month of January, the community was 98 % occupied.

Vacancy:

Vacant unit(s): 4

Turnover rate: 4 %

YTD: 8

Move-out(s): 0

Current Rent(s):

- 1- One Bedroom = \$ NA
- 2- Two Bedrooms = \$ 581
- 3- Three Bedrooms = \$ 660
- 4- Four Bedrooms = \$ 724

Utilities:

Residents pay: All their utilities.

Maintenance:

Unit inspections: 0 Building inspections: 2

Vegetation is being trimmed weekly: Xyes ___no

Security:

Any incident reports? ___yes no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes no

If yes, give an explanation:

Management Referrals:

Late Rent: Management sent out late notices to residents that had not paid rent
by the 3rd of the month

Re-certifications:

Number completed for the current month: 0

Number in process for the next month: 4

Social Services:

Newsletter completed and distributed? ___yes no

Scheduled activities: Movie day was held on the 31st of the month.

Sincerely,


Community Coordinator

Property Name: Colton Meadow

Management Report for the Month of: January 2013

Occupancy:

As of the last day of the month of January, the community was 99 % occupied.

Vacancy:

Vacant unit(s): 01

Turnover rate: 01 %

YTD: 19

Move-out(s): 01

Current Rent(s):

1- One Bedroom = \$ N/A
2- Two Bedrooms = \$ 600.00
3- Three Bedrooms = \$ 681.00
4- Four Bedrooms = \$ 779.00

Utilities:

Residents pay: Electricity

Maintenance:

Unit inspections: 2 Building inspections: 10

Vegetation is being trimmed weekly: ___yes Xno

Security:

Any incident reports? ___yes X_no

If yes, give an explanation:

N/A

Insurance Claims:

Any claims this month? ___yes X_no

If yes, give an explanation:

N/A

Management Referrals:

Late Rent: N/A

Re-certifications:

Number completed for the current month: 01

Number in process for the next month: 06

Social Services:

Newsletter completed and distributed? ___yes X_no

Scheduled activities: N/A

Sincerely,



Community Coordinator

Property Name: Villas At Lake Bonnet

Management Report for the Month of: January 2013

Occupancy:

As of the last day of the month of January, the community was 98 % occupied.

Vacancy:

Vacant unit(s): 02

Turnover rate: 01 %

YTD: 15

Move-out(s): 02

Current Rent(s):

- 1- One Bedroom = \$ N/A
- 2- Two Bedrooms = \$ 614.00
- 3- Three Bedrooms = \$ 711.00
- 4- Four Bedrooms = \$ N/A

Utilities:

Residents pay: Electricity

Maintenance:

Unit inspections: 05 Building inspections: 10

Vegetation is being trimmed weekly: ___yes Xno

Security:

Any incident reports? ___yes Xno

If yes, give an explanation:

N/A

Insurance Claims:

Any claims this month? ___yes Xno

If yes, give an explanation:

N/A

Management Referrals:

Late Rent: None

Re-certifications:

Number completed for the current month: 01

Number in process for the next month: 03

Social Services:

Newsletter completed and distributed? ___yes Xno

Scheduled activities: TBD

Sincerely,



Community Coordinator

Property Name: The Manor at West Bartow
Management Report for the Month of: January 2013

Occupancy:

As of the last day of the month of January, the community was 98 % occupied.

Vacancy:

Vacant unit(s): 2

Turnover rate: 2 %

YTD:

Move-out(s): 1

Current Rent(s):

- 1- One Bedroom = \$ 695
- 2- Two Bedrooms = \$ 801
- 3- Three Bedrooms = \$ ---
- 4- Four Bedrooms = \$ ---

Utilities:

Residents pay: Electric only

Maintenance:

Unit inspections: Building inspections: 1

Vegetation is being trimmed weekly: x yes no

Security:

Any incident reports? ___yes no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes no

If yes, give an explanation:

Management Referrals:

Late Rent: none

Re-certifications:

Number completed for the current month: 0

Number in process for the next month: 2

Social Services:

Newsletter completed and distributed? yes ___no

Scheduled activities: Bingo, Arts & Crafts, Movie Night, Game night, New Year's Celebration

Sincerely,


Community Coordinator

Investigative Board Report January, 2013

1 Small Claims Court

- There were no small claims cases made for the month of January.

2 Eviction Court

- Three evictions filed for the month of January all were for non-payment one was for Lakeland Housing, and the others were for tenants were residing at West lake Management.

3 Applicant Criminal Histories

- During the month of January two criminal histories were processed for Public Housing applicants, **resulting in a net savings to the Lakeland Housing Authority of forty-six dollars.**

4 Public Housing Re-certification Criminal Histories

- For the month of January six criminal histories were processed for Public housing, **resulting in a net savings of one hundred and thirty-eight dollars.**

5 Conflict Resolutions

- Two for the month of January

6 Public Housing Fraud Recovery

- None for the month of January

7 Repayment Agreements

- None for the month of January

Section 8

1 Section 8 Terminations

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

Type	Current	Pending	Closed
Un-Authorized Guest	1	1	2
Un-Reported Income	1	1	1
Un-Guest / Income			
Drug Related Criminal Activity			
Totals	2	2	3

2 Section 8 Repayment Agreements

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

3 Section 8 Fraud Recovery

- No fraud figures were available due to the software conversion during the month of January.

4 Criminal Court

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

5 Section 8 Applicant Criminal Histories

- During the month of January, the Lakeland Housing Authority Investigations Department ran Three (3) criminal histories for Section 8 applicants. **This resulted in a net savings of sixty-nine dollars.**

6 Section 8 Re-certification Criminal Histories

- During the month of January, one hundred and ten (110) section 8 re-certifications were submitted to Investigations, for a **total savings of two thousand five hundred and thirty dollars.**

7 Section 8 Hearings

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

8 VASH

- One (1) for the month of January, for a **total savings of twenty-three dollars.**

Administration

- The investigative unit processed three (3) backgrounds on a L.H.A. new-hires, for a **savings of sixty-nine dollars.**

The Manor at West Bartow

- **No information was supplied to Investigations for this property for the month of January.**

Washington Renaissance and Dakota Park

- Two (2) criminal histories were processed for the Renaissance/Washington Oaks property, for a **savings of forty-six dollars.** In addition we processed eleven (11) applications for recertification for a **total savings of two hundred and fifty-three dollars.**

Colton Meadow/Bonnet Shores Villas

- Three (3) criminal histories were processed for Colton Meadow, for the month of January, for a **savings of sixty-nine dollars.** We also completed eleven (11) applications for recertification for a **savings of two hundred and fifty-three dollars.** **Seven (7) criminal histories were processed for Bonnett Shores for a savings of one hundred**

and sixty one dollars. Five (5) criminal histories were processed for re-certification at the Bonnett Shores Property for a total savings of one hundred and fifteen dollars.

Lincoln Square Apartments

- Periodic checks of the vacated property.

General

- During the month of January, we completed three (3) background checks for Lakeland Housing Authority employment, and attended several meetings. In addition we wrote eight (six) parking violations, all tenants complied with the 24 hour notice and none were towed. By having the Investigation Department process the criminal backgrounds in-house, the Lakeland Housing Authority has saved **three thousand seven hundred and thirty dollars**, for the month of January. This figure is based upon the cost of twenty-three dollars per background check by outside information suppliers. In addition we have ordered a state of the art Identification Card maker, and it has been delivered. We are awaiting artwork. Once the artwork is approved we will begin issuing new Identification Cards to each employee.