



430 Hartsell Ave
Lakeland, FL 33815

(863) 687-2911

<http://LakelandHousing.org>



Board Of Commissioners

Michael Pimentel, Chairman

Richard Richardson, Vice-Chairman

Joseph DiCesare

Edward Hall

Lorenzo Robinson

Dorothy Sanders

Shelly Asbury

REGULAR BOARD MEETING

Monday, May 21, 2018

Benjamin Stevenson, Executive Director
Ricardo Gilmore, Esquire

AGENDA

Regular Meeting of the
Board of Commissioners for
The Housing Authority of the City of Lakeland, Florida

Monday, May 21, 2018 at 6:00 P.M.
LHA Board Room

Pledge of Allegiance

Moment of Silence

Establish a Quorum

- 1. Approval of the Meeting Agenda**
- 2. Approval of the Minutes of the Regular Board Meeting held Monday, April 16, 2018**
- 3. Public Forum**
- 4. Old Business**
- 5. New Business**
- 6. Secretary's Report**
 - Housing and Operations
 - Administration
 - Resolutions

Resolution 18-1454 – The Board of Commissioners is requested to approve and authorize the Executive Director to review and update the Affirmatively Furthering Fair Housing Policy and the Analysis of Impediments to Fair Housing Choice documents for compliance with the federal Fair Housing Act of 1968.

Resolution 18-1455 – The Board of Commissioner is requested to approve and authorize the Executive Director to increase the total dollar value of the task order contracts within the Indefinite Delivery Indefinite Quantity Contract for Financial Advisors.

Resolution # 18-1456 – The Board of Commissioners is requested to approve and authorize revisions of the current utility allowance schedule for both the Public Housing and the Housing Choice Voucher participants.

7. Legal Report

8. Other Business

9. Adjournment

MINUTES

**The Regular Meeting of
The Board of Commissioners of the Housing Authority of the City of Lakeland
On Monday, April 16, 2018
at the Lakeland Housing Authority, 430 Hartsell Avenue, Lakeland, Florida.**

LHA Board Members Present: Michael Pimentel, Chairman – Via Phone
Richard Richardson, Vice-Chairman
Edward Hall, Commissioner
Shelly Asbury, Commissioner
Dorothy Sanders, Commissioner
Lorenzo Robinson, Commissioner

Secretary: Benjamin Stevenson

Legal Counsel: Ricardo Gilmore

The meeting was called to order at 6:05 p.m. by Vice-Chairman Richardson.
The Pledge of Allegiance and a Moment of Silence were observed.
A quorum was established.

Commissioner Pimentel will be attending the meeting via teleconference.

APPROVAL OF THE AGENDA

- Motion to approve and accept the meeting agenda.
Motion by Hall, seconded by Asbury.

Votes: Commissioners

Michael Pimentel – Aye	Edward Hall – Aye	Lorenzo Robinson – Aye
Richard Richardson – Aye	Dorothy Sanders – Aye	Shelly Asbury – Aye

APPROVAL/ACCEPTANCE OF MINUTES

- The motion to approve and accept the minutes of the Board of Commissioners meeting held on Monday, March 19, 2018

Motion by Pimentel, seconded by Robinson

Votes: Commissioners

Michael Pimentel – Aye	Edward Hall – Aye	Lorenzo Robinson – Aye
Richard Richardson – Aye	Dorothy Sanders – Aye	Shelly Asbury – Present

PUBLIC FORUM

None.

OLD BUSINESS

● **Sustainability Plan Review Committee Update:**

Commissioner Richardson gave updates from the Sustainability Plan Review Committee meeting held April 11, 2018. Commissioner Richardson acknowledge the attendance of Commissioner Pimentel at the meeting.

Commissioner Richardson gave updates on items discussed at the meeting. Lakeland Housing Authority has fulfilled their obligations of submitting monthly updates of the agency financial status to HUD. The Recovery Plan Review Committee has been renamed as the Sustainability Plan Review Committee. The Secretary's Report will now have more detailed information providing updates on various projects and activities of the agency.

West Lake Phase I

LHA continues to have meetings with the Developer Partner for the West Lake project. The items discussed at the meetings include plans for relocation, demolition, overall master plan, communication with residents, timing of finances and construction schedules as well as developer fees. Staff is also meeting weekly with residents preparing and assisting them with relocation. The residents were given boxes and packing tape so that they could starting preparing for their moves. Staff is waiting on HUD to fund the relocation vouchers for Phase I.

Demolition of the nine (9) buildings in Phase I cannot begin until the families are relocated off site. Staff is discussing turning over a portion (two or three buildings that are vacant) of the Phase I site to the contractor so they may begin remediation/prep work for demolition of the buildings. Construction activity for the Senior Building will begin once demolition is complete.

West Lake Phase II

The Developer Partner has received a preliminary award of 4% tax credits for Phase II. Staff will continue to discuss additional financing options to bring in more soft money to support the bonds.

Staff will submit the Demolition/Disposition application for Phase II to the HUD-SAC Office sometime during the first quarter of 2018.

West Lake III

West Lake Phase III did not receive a favorable lottery number. The project was not awarded tax credits during this round. The Developer Partner may apply for 9% tax credits in the next round of funding in the Fall of 2018.

Carrington Place

The tax credits at Carrington Place, formerly known as Dakota Park, will be expiring in 2018. There is also a balloon payment of \$345,000 due in the next thirty days to SunTrust Bank. LHA staff has been working with Rubin Brown, LHA Financial Advisor, and National Equity Fund to pay off the

loan. Payoff of the loan will free up a \$137,000 deferred developer fee payment to LHA. Project closeout funds will be used to pay off the new loan.

Commissioner Richardson also gave updates from Housing and Operations. There is new Executive Order requiring all public housing residents to be working or looking for work. Commissioner Richardson indicated that in the last 3 years LHA has maintained its High Performer status. Based on some of the scheduled demolition of public housing units, the High Performer status may be difficult. HUD does not award PHAs for the demolition of public housing units even if the PHA is building more units.

Mr. Stevenson further indicated to the Board when a PHA is building a development project and it involves demolition, HUD does not take the new units under consideration. It is just reported or sited as not having the housing units ready. LH is on target with making progress toward new developments, but LHA will be penalized for doing new development, i.e., the High Performer rating may be reduced to Standard Performer.

Investment Partner Activities

Mr. Stevenson stated at the beginning of 2018, LPHC issued a RFP for an Investment Partner. LPHC and the Investor Partner entered into a MOU to joint venture on some development projects. The Partnership has submitted grant applications on behalf of LPHC with the City of Lakeland. If awarded, the grant funds will be used for a homeownership counseling program.

LHA is also looking at ways to generate startup funding for Partnership activities. So, staff is exploring the possibility of a working capital line of credit with a local financial institution. The working capital will be used to assist with relocation costs overruns associate with West Lake Phase I, potential staffing/administrative shortfalls associated with disposition of housing units at West Lake, and future development activities for LPHC. The line of credit would be paid off at the closing of development project. Payments will be made using proceeds from the loan until a project closes. Staff is looking at identifying a development project to apply for tax credits sometime this year.

NEW BUSINESS

None

SECRETARY'S REPORT

Report submitted as written.

• Housing/Operations

Report submitted as written.

Mr. Pizarro advised the Board of an upcoming changes for public housing being enforced by HUD. He indicated that in the next few months, residents may come before the Board to voice their concerns about the regulations and changes being mandated by HUD. One of the concerns which is going through implementation is the administration of Section 8 payment standards by zip codes. PHAs are

being given 90 days to be implement this new directive which will means the payment standard for every county or zip code rates will be different. There are over 30 zip codes in Polk County and every zip code will have a different payment standard which means every voucher will have a different value based on your zip code. It appears that people will be forced to go from living in low-income areas to high income areas or vice versa.

• **Administration/Finance**

Ms. Brown gave a thorough overview of the Financial Report.

• **Resolution**

Resolution 18-1453 - The Board of Commissioners is requested to ratify this resolution and authorize the Executive Director to enter into a contract with Evolve Contracting Inc., d.b.a. Evolve Professional Management, LLC. to provide Irrigation and Landscaping Re-Development for Cecil Gober Villas.

- Motion to ratify resolution 19-1453, approving the contract.

Motion by Robinson, Second by Sanders.

Votes: Commissioners

Michael Pimentel – Aye

Edward Hall – Aye

Lorenzo Robinson – Aye

Richard Richardson – Aye

Dorothy Sanders – Aye

Shelly Asbury – Aye

LEGAL REPORT

None

OTHER BUSINESS

None

The meeting adjourned at 6:55 P.M.

Benjamin Stevenson, Secretary

SECRETARY'S REPORT

Secretary's Report

May 2018

Williamstown

The Williamstown project satisfied the HUD requirement to obligate the remaining HOPE VI funds while constructing some affordable housing rental units for senior citizens. LHA completed the draw down the balance of the HOPE VI funds at the end of December 2017. This project also will obligate some RHF funds that are nearing their expiration date. The RHF funds will be obligated and expended by the time construction activity is completed.

The project has a fourteen (14) month construction schedule. The General Contractor started construction activity by clearing the site for vertical construction work in June and laying concrete foundations for the housing units on July 6, 2017. The contractor continues to make extremely good progress with the construction of the units. All of the dwelling units have foundations and framing installed. The contractor has nearly completed installing the color siding on all of the units. Plumbing installation inside the units is progressing well. Construction continues to go well on the community center and the parking lot.

LHA received final approval of the Williamstown project from the HUD-Washington, D.C. office in April 2017. A copy of the HUD approval letter for the Mixed-Finance Evidentiary Documents was included with the Development Report of the May 2017 Board Packet. Staff also previously received HUD approval of the Designated Housing Plan and Site Neighborhood Review documents. This new community will provide forty-eight (48) public housing units for senior citizens age 62 and older. The admission policy includes a preference for veterans.

West Lake Phase I

LHA continues to have meetings with the Developer Partner for the West Lake project. We discussed plans for relocation, demolition, overall master plan, communication with residents, timing of finances and construction schedules as well as developer fees.

LHA and the Developer Partner received notification in July 2017 of the award of \$1.2 million dollars from the Federal Home Loan Bank of San Francisco for Phase I of the West Lake project. This award addresses a funding gap on Phase I, so the Developer requested that LHA transfer the loan of public housing funds to Phase II. It was also requested that LHA provide a commitment letter that obligated the FHLB funds to Phase I. LHA agreed to both requests since it was in the best interest of the project. Copies of both commitment letters were included with the July 2017 Recovery Plan Update.

A design charrette was also held with the residents on June 28, 2017. Residents were shown updated architectural renderings and staff answered questions about the construction schedule and development phases. The Developer and Project Architect were also in attendance to answer questions.

Secretary's Report

May 2018

Relocation

On December 21, 2017, the HUD Special Application Center approved the Demolition-Disposition Application for West Lake Phase I. The Relocation Plan for Phase I was submitted to HUD-Miami Field Office on December 22, 2017. LHA requested Section 8 vouchers for the twenty (20) families impacted by the Phase I relocation. The HUD-SAC office approved 19 Section 8 vouchers for Phase I. So, no families will be allowed to split their household and use two vouchers. A copy of the Relocation Plan was included with the May 2017 Board packet. Previously, the Relocation Manager completed a survey of the Phase I residents regarding their preferences for relocation. 100% of the residents have requested a Section 8 voucher for relocation. On January 8, 2018, the Relocation Manager gave 90-Day Notices to persons residing in Phase I.

Staff continues to have weekly Relocation Meetings with the residents of West Lake Phase I. Section 8 and Public Housing staff are in attendance and answered questions from the residents. Previously, the residents were given boxes and packing tape so that they could start preparing for their moves. HUD funded the relocation vouchers for Phase I in April 20, 2018. Once the vouchers were funded, the families started moving to new locations. LHA has contracted with a moving company to assist the residents with relocating to their new addresses. All of the housing units in Phase I are vacant. The contractor has started remediation work to prepare the buildings for demolition.

Demolition

Remediation work for the demolition of the nine (9) buildings in Phase I has begun. All of the families have been relocated off site. It is necessary to complete the remediation work prior to demolition in order to prevent and reduce the spread of environmental contaminants. Construction activity for the Senior Building will begin once demolition is complete.

Other Phase I Activities

The HUD-Jacksonville Field Office approved the Request to Award the Section 8 Project-Based Vouchers to the West Lake Phase I project in July 2017. Basically, the Field Office approved the process whereby the City of Lakeland reviewed the RFP responses and made a recommendation for award of the Section 8 vouchers. The next step was for LHA to submit the Subsidy Layering Review (SLR) documents to HUD-Washington, D.C. for review and approval. The SLR documents were submitted in August 2017. After approval of the SLR, LHA was authorized to enter into an Agreement to enter into Housing Assistance Payment (AHAP) contract with the Developer to provide 80 Section 8 project-based vouchers to the project. The AHAP is one of the documents that will be included with the Mixed Finance Evidentiary closing.

The closing on the HUD documents was completed on March 8, 2018. Previously, LHA received approval of the Site and Neighborhood Review and Subsidy Layering Review documents. Also,

Secretary's Report

May 2018

LHA received approval from the HUD Grant Manager of the Development Proposal in December 2017. The Development Proposal was submitted to the full Panel in December 2017.

The HUD-SAC Office approved the demo-dispo application for West Lake Phase I on December 21, 2017. A copy of the document was made available at the August Board meeting. A copy of the approval letter included with the January Recovery Plan Update Memorandum. The Phase I Evidentiary Documents were submitted in January 2018 to the HUD Attorney for review and approval. The HUD Attorney had 45 days to review the documents. HUD approved their portion of the closing on March 8, 2018, the Real Estate Closing occurred on March 13, 2018 and Florida Housing Finance Corporation Closing was completed on March 20, 2018. The project was funded on March 21, 2018.

West Lake Phase II

The Developer Partner has received a preliminary award of 4% tax credits for Phase II. We continue to discuss additional financing options to bring in more soft money to support the bonds.

Staff submitted the Demolition/Disposition application for Phase II to the HUD-SAC Office at the beginning of April 2018. The City of Lakeland completed a Part 58 Environmental Review for the site earlier this month. LHA must now complete a 45-day review period for public comment on the document.

West Lake Phase III

LHA staff met with the Board of Directors for Lakeland Polk Housing Corporation in November 21, 2017. The LPHC Board approved resolutions authorizing LHA to proceed with an application for low income housing tax credits for West Lake Phase III and the Arbor Manor property. Previously, the LPHC Board approved resolutions authorizing LHA to proceed with an application for low income housing tax credits for West Lake Phases I and II as well as the submittal of Mixed Finance Evidentiary documents for the Williamstown project. LHA and the Developer wanted to use LPHC's status as a 501c3 for the applications. The non-profit option provides more points during the application process.

The 2017 application for West Lake Phase III did not receive a favorable lottery number. So, the project was not awarded tax credits during this round. The Developer Partner may apply for 9% tax credits in the next round of funding in 2018. So, a subsequent application for Phases III may be submitted sometime in the fall, if the sequence of events is favorable.

Carrington Place a.k.a. Dakota Park

The tax credits at Dakota Park will be expiring sometime in 2019. There is also a balloon payment of \$345,000 due in the next thirty days to SunTrust Bank. LHA staff has been working with Rubin

Secretary's Report

May 2018

Brown, a LHA Financial Advisor, and National Equity Fund to pay off the loan. Pay off of the loan will free up a \$137,000 deferred developer fee payment to LHA. Project closeout funds will be used to pay off the new loan.

Investment Partner Activities

The Investment Partner, Global Legacy Development Group, was selected after a public procurement process was conducted by LPHC. LPHC and the Investment Partner executed a Memorandum of Understanding on February 25, 2018. The two entities will together in cooperation with LHA to identify and pursue development and investment opportunities for the purpose of generating independent non-federal revenue streams. One purpose of the funds will be to provide services for income qualified families in the LHA and LPHC service area. Future funding options include low income housing tax credits, new market tax credits, bond options, affordable housing financing, loan syndication and other partnership ventures.

LHA and the Investor Partner have submitted grant applications on behalf of LPHC with the City of Lakeland Neighborhood Services Program. If awarded, the grant funds will be used for a homeownership counseling program.

LHA is also looking at ways to generate startup funding for partnership activities. So, staff is exploring the possibility of a working capital line of credit with a local financial institution. The working capital will be used to assist with relocation costs overruns associated with West Lake Phase I, potential staffing/administrative shortfalls associated with disposition of housing units at West Lake, and project development activities for LPHC. The line of credit would be paid off at the closing of a project. Payments will be made using proceeds from the loan until a project closes. Staff is looking at completing the financial closing of a development project sometime towards the end of this year.

Annual Budget/Agency Update

The LHA Recovery Plan has been completed. Now, staff needs to maintain the strategies that were established and implemented under the plan. Previously, an updated memorandum on Recovery Plan activities was a standard part of the Board agenda. Staff created a Sustainability Plan to provide strategies for sustaining the agency on a long-term basis. The Sustainability Plan was approved by the LHA Board of Commissioners at the January 2018 meeting. Unlike the Recovery Plan, the Sustainability Plan was not required to be submitted to HUD for review or approval. Since a monthly Sustainability Plan update is not required to be submitted to the HUD Field Office, the Secretary Report and Sustainability Plan update are now combined into one report. That is, Sustainability updates are now included with this Secretary Report.

**Secretary's Report
May 2018**

The Board also agreed to rename the Recovery Plan Review Committee to the Sustainability Review Committee. The committee continues to serve the same function of reviewing LHA financial stability and reports received from staff.

A copy of the draft 2018 Annual Budget was distributed to the Board at the September 2017 meeting. The budget was discussed in detail at a Budget Workshop with LHA Commissioners held on October 3, 2017. The Budget was presented for approval at the November 2017 Board meeting. The Board approved the Budget.

Agency Plan

LHA staff drafted the 2018 Agency Plan in June 2017. Copies were being distributed to the Board along with July 2017 Board packet. Copies of the document were made available for review and comment by the Resident Advisory Board and general public for 45 days. Locations where physical copies of the Plan were made available included LHA, the Larry Jackson Library and the City of Lakeland. A copy was also available on the LHA website. LHA staff held public meetings with the RAB and the general public to discuss their comments regarding the Plan on July 6th and July 20, 2017. Members of the RAB were given an overview of the revisions and updates to last year's Plan. A Public Hearing with the general public was held on July 24, 2017. All of the meetings were held in the LHA Boardroom. The Plan was submitted to the LHA Board for approval at the August 2017 meeting. It was submitted to HUD in October 2017.

The HUD-Jacksonville Office sent written approval of the 2017 Agency Plan in December 2016. LHA staff anticipates a similar time frame for approval of the 2018 document. A copy of the HUD Approval Letter for the 2017 Agency Plan was included with the December 2016 Board packet. Staff is still waiting on HUD approval of the 2018 Agency Plan.

Financial Audit

Becky Sabetsky with Berman Hopkins Wright & LaHam, P.A., the LHA Independent Auditor, will visit be onsite May 14-16, 2018 to conduct an audit of the 2017 LHA financials. Staff has been preparing documents over the past few weeks for this purpose. An update will be given to the Board of Commissioners at the Board meeting as a part of the Financial Report.

Fair Housing Audit

Charles President, Director of Jacksonville Office, sent written notification that HUD Fair Housing Office will visit LHA on June 26-28, 2018 to conduct a Civil Rights Compliance Review. LHA was chosen at random for the audit. Staff has also been preparing documents over the past few weeks for this purpose. An update will be given to the Board of Commissioners at the Board meeting. A copy of the letter is attached to this report.

Secretary's Report

May 2018

Other Activities

I continue to serve on the Age Friendly Lakeland committee. This is a steering committee that is looking for ways to provide services for local senior citizens. The members include Mayor Mutz and other senior City staff and representatives from the medical profession. The Age Friendly Lakeland Committee is being combined with another Homeless Coalition Steering Committee. A two-day workshop was held at the Circle B Ranch in Lake Wales. I was unable to attend the workshop but was represented by LHA staff.

I have been asked by Mayor Mutz to serve on a Homeless Steering Committee that he has formed. The committee was formed after completion of a Homeless Coalition Study by the City of Lakeland. The steering committee will review and make recommendations on how to address homelessness in Lakeland.

I had an introductory meeting with City of Lakeland City Commissioner Michael Dunn. Mr. Dunn is the commissioner for the Southwest District which includes LHA, West Lake and John Wright. We discussed affordable housing and other issues in the city of Lakeland.

I continue to work with FAHRO President Debbie Johnson, William Russell, Executive Director of Sarasota Housing Authority and FAHRO Legal Council on the Rent Reform Proposal for Congress. The FAHRO proposal was presented to the Congressional Finance Committee on Wednesday, April 25, 2018 in the chambers of the U.S. House of Representatives. William Russell and President of NAHRO were a part of the guest panel that spoke with the members of the committee. Previously, Timothy Wilt, Senior Legislative Aide to Congressman Dennis Ross, incorporated some of FAHRO's comments into the pending draft of the legislation that may be presented to Congress. Now, FAHRO is working on getting bipartisan support of the pending legislation. So, I will continue to participate in meetings with elected officials and community leaders in Hillsborough and Pinellas Counties over the next few weeks.

I attended a symposium with Brian Seeley of Gospel, Inc. in Austin, Texas. He represents a local group that is interested in building SRO or single room occupancy housing units for the homeless in Lakeland. We visited the Community Inn, a \$60 million self-sufficient community for homeless. I was referred to Mr. Seeley by Mayor Mutz. The Mayor has requested that Mr. Seeley and I make a presentation on our visit to the City of Lakeland City Commission on May 21, 2018. The purpose of the presentation is to share our thoughts on the potential for a similar community in Lakeland.

Respectfully submitted,

Benjamin Stevenson

Secretary



U. S. Department of Housing and Urban Development
Jacksonville Field Office
Charles Bennett Federal Building
400 West Bay Street
Suite 1015
Jacksonville, Florida 32202-4410

April 18, 2018

UPS CERTIFIED DELIVERY – SIGNATURE RECEIPT REQUESTED

Benjamin Stevenson, Executive Director
Lakeland Housing Authority
430 Hartsell Ave
Lakeland, FL 33815-4502

Dear Mr. Stevenson:

SUBJECT: Fair Housing and Equal Opportunity (FHEO) Civil Rights Compliance Review:

Program Review Period: Federal Fiscal Years 2015, 2016, and 2017
Title VI of the Civil Rights Act of 1964 (Review # 04-18-R005-6)
Affirmatively Furthering Fair Housing (Review # 04-18-R005-F)

The Office of Fair Housing and Equal Opportunity (FHEO) administers and enforces all federal civil rights laws, rules, and regulations within the jurisdiction of the Department of Housing and Urban Development ("the Department or HUD"). These federal civil rights laws, rules, and regulations prohibit unlawful discrimination against the intended beneficiaries and participants of any programs and activities that receive federal financial assistance from HUD. This letter will serve as formal notification to the Lakeland Housing Authority (LHA) that FHEO will conduct a Compliance Review of your facilities and programs.

The upcoming review, which is tentatively scheduled for **June 5-7, 2018 or June 12-14, 2018**; will be conducted under the following authorities: at 24 CFR § 8.56(a) implementing Title VI of the Civil Rights Act of 1964 (42 U.S.C.) and to further assess if LHA is meeting its obligation to Affirmatively Furthering Fair Housing (AFFH) pursuant to Section 104 of Title I of the Housing and Community Development Act of 1974, 42 U.S.C. § 5304, and the implementing regulations at 24 C.F.R. Part 570.

FHEO is conducting this review of LHA's Public Housing and Housing Choice Voucher programs to determine the specific level of compliance achieved under Title VI and Affirmatively Furthering Fair Housing. Therefore, the review will focus on the following areas: The Agency's policies, practices and procedures, outreach, the application process, tenant selection and assignments, amenities and facilities, delivery of services, maintenance and modernization, and treatment of clients. LHA is required to maintain appropriate records and reports as set for in 24 C.F.R. Section 8.55(b). These required records and reports, along with LHA's policies and procedures, represent our primary source of data collection.

Create strong, sustainable, inclusive communities and quality, affordable homes for all.

The team leader for the review is Mr. Aaron Levine, Equal Opportunity Specialist, Miami Field Office. Mr. Levine or I will contact you directly to confirm the actual dates and time of the review.

To expedite the review, we are requesting that you provide one copy of the information and documentation requested below to my attention via e-mail or mail by May 18, 2018:

Mr. Charles President, FHEO Director
U.S. Department of Housing and Urban Development
Jacksonville Office of Fair Housing and Equal Opportunity
Charles Bennett Federal Building
400 West Bay Street, Suite 1015
Jacksonville, FL 32202
charles.e.president@hud.gov

Please identify your response with the numbers that correspond with each of the numbers identified below and the applicable program, e.g. PH, Section 8, etc. If you are unable to provide the requested documents, please indicate why the documents are not available or when the documents will be available.

1. A copy of the current Administrative Plan and Tenant Selection and Assignment Plan (TSAP). If the Plans have been modified in the past 3 years, provide copies of the previous plan and the effective date of modification.
2. A copy of the current Admissions and Continued Occupancy Policy. If this policy has been modified in the past 3 years, provide copies of the previous policy and the effective date of the modification.
3. A copy of the Reasonable Accommodation Policy; Grievance Policy and Procedures; Rental Collection Policy; Transfer Policy; Maintenance Policy and Schedule of Maintenance Charges; Pet Policy, Live-in aide Policy, and any Tenant Rules. If any of these policies have been modified in the past 3 years, provide copies of the previous policy and the effective date of the modification.
4. A copy of the screening criteria, in addition to those in the TSAP.
5. A copy of the Record of Applications/Waiting Lists from January 1, 2015 to date, with the following information:
 - The applicant's name, race/ethnicity, family size, disability, and elderly/non-elderly status;
 - The date the application was received;
 - If applicable, the priorities assigned, including income/rent ranges; and
 - The date a dwelling unit was offered.

6. A list of move-ins arranged chronologically for the period of January 1, 2015, to present with the following information:
 - The applicant's name, race/ethnicity, family size, disability, and elderly/non-elderly status;
 - The date the application was received;
 - If applicable, the priorities assigned, including income/rent ranges; and
 - The date the dwelling unit was offered.
 - The unit number that was offered.
 - The date of lease and move in.
7. A list of move-outs arranged chronologically from January 1, 2015, to present with the following information:
 - Date of move out
 - Residents name, race/ethnicity, family size, disability and elderly/non-elderly Status
 - Reason for move out
8. A list of all ineligible applicants from January 1, 2015, to present including the applicant's name, date of application, race/ethnicity, and reason for ineligibility.
9. A copy of the current dwelling lease, if the lease has been modified in the past 3 years please provide a copy of the previous lease and the effective date of the change.
10. A copy of the housing application, if the application has been modified in the past 3 years please provide a copy of the previous application and the effective date of the change.
11. Color-coded site map of the facility indicating occupants by race and ethnicity. This should be done by floor.
12. A copy of LHA's Organizational Chart and a list of the Board of Directors by name, race/ethnicity, mailing address, phone number and term duration. Please indicate if the Board member has a disability.
13. A list of all LHA's employees, their racial/ethnic identification, job titles and salaries.
14. A copy of the current position descriptions for all LHA staff and current contracting agent employees who are working at LHA
15. A list of all LHA's residents who were evicted and the reason for each eviction for the past three-year period. Indicate race/ethnicity and disability status.

16. A list of all Tenant Association members, if applicable, activity schedules, monthly activity reports and Resident Handbook.
17. A copy of the procedures available to employees for filing informal and formal EEO complaints.
18. A copy of LHA's current Management Agreement with current contracting agent, if applicable. If the agreement has been amended or renewed within the past 3 years please provide the previous agreement also.
19. An organizational chart for current contracting agent, if applicable.
20. A copy of the Affirmative Marketing Plan(s) used to market affordable housing units funded under the Public Housing Plan. Please provide a description of all outreach and marketing plan activities conducted by the LHA and its sub-recipients to invite applications for program participation from the public, especially individuals with disabilities and ethical/racial minorities. Please provide copies of all notices, advertisements, flyers, etc., used to attract these groups.
21. A listing of any complaints and/or lawsuits of housing discrimination filed against LHA in 2015, 2016, and 2017. Please cite the government agency or court in which each complaint or lawsuit was filed and delineate the final disposition of each case.
22. Affirmative Furthering Fair Housing: A listing of what outreach activities LHA did to promote public participation in the Public Housing Plan, planning processes; listing of actions taken to AFFH, listing of what affordable housing was created, by address (to allow us to chart which sites were located in areas of racial/ethnic concentration, which sites were located outside of those areas), identify if the site is located in an area of minority concentration, and provide copies of any affirmative marketing plans used to market any affordable housing created.
23. Analysis of Impediments. Submit a copy of the LHA's current Analysis of Impediments. Submit a list of all actions or activities taken by LHA during the period 2015, 2016, and 2017 to address the impediments identified in AI/Public Housing Plan and the City of Lakeland's Consolidated/Annual Action Plans. Include supportive documentation of the actions taken.

At the time of our review, please have the following information or documentation available for our on-site inspection:

- All current tenant files.
- All terminated tenant files from January 1, 2015, to present.

Once we have an opportunity to review the information requested above, we will provide you with a list of staff members we wish to interview during our on-site

compliance review. Additionally, please have available for review all records, books, and files relating to the above-referenced areas.

Please notify all residents of our on-site visit and advise them that we will be conducting interviews of randomly selected tenants and will be inspecting randomly selected units during our on-site review. A copy the notice should also be provided to the review team.

Thank you for your anticipated cooperation regarding this request. If you have any questions or need additional information, please contact me via email at charles.e.president@hud.gov or via telephone at 904-208-6186.

Sincerely,

A handwritten signature in blue ink that reads "Charles E. President". The signature is written in a cursive style with a large initial "C".

Charles E. President
Director, Florida Programs and Compliance Division
Office of Fair Housing and Equal Opportunity

cc: Uche Oluku, PIH Director, Miami Field Office

AFFORDABLE HOUSING REPORT

◀ Housing Report

◀ FSS & Resident Activities

Affordable Housing Department

Board Report

May 2018

- **Public Housing (PH), Housing Choice Voucher (HCV), Family Self-Sufficiency (FSS), Resident Activities and West Lake Management Communities Reports**
 - Housing communities reports
 1. West Lake
 2. West Lake Addition
 3. Cecil Gober
 4. John Wright Homes
 5. Carrington Place (Formerly known as Dakota Apartments)
 6. Renaissance/Washington Ridge
 7. Villas at Lake Bonnet
 8. Colton Meadow
 9. The Manor at West Bartow
 - Housing Choice Voucher Program
 1. Intake & Occupancy Report
 2. Housing Choice Voucher report
 - ROSS and Family Self-Sufficiency Programs plus Resident Activities
- **Updates for the month of April:**

HUD Proposes Rent Reform Legislation

On April 25, HUD proposed rent reform legislation titled “Making Affordable Housing Work Act of 2018.” If passed, the proposed legislation would make a wide variety of changes to impact public housing, housing choice vouchers, Section 8 project-based rental assistance, Section 811 vouchers, and Section 202 vouchers.

Some major provisions of this legislation include the following:

- A general rent structure requiring households to pay 35 percent of their income (gross not adjusted) or 35 percent of the amount earned by an individual working 15 hours a week at the federal minimum wage;
- A separate rent structure for elderly and disabled households and the ability for HUD, PHAs, and owners to create separate rent structures subject to certain requirements (e.g., new rent structures must serve substantially the same number of families and can’t use greater federal subsidy amounts);
- The ability for PHAs to voluntarily create work requirements subject to certain requirements (e.g., excluding elderly and disabled families);
- Triennial income re-certifications for families that do not have fixed incomes;
- Changes in interim recertification requirements and timelines; and
- A phase-in of new rent requirements for elderly and disabled families over two recertification periods.

Rent Structures

In general, rent (or the minimum family share for voucher households) is set at 35 percent of the family’s income (not adjusted income) or 35 percent of the amount earned by an individual working 15 hours a week for four weeks at the federal minimum wage rounded to the nearest ten dollars (HUD may adjust the hours, but not to less than 15 hours a week). For elderly, disabled, or other households defined by HUD regulation, rent would be 30 percent of the family’s income or minimum rent, which shall be at least \$50 and may be adjusted by HUD through regulation.

For a household to be considered elderly or disabled--for the purposes of rent calculation, interim income examinations, and work requirements--all adults (other than live-in aides) of the household must be either elderly or disabled.

Public Housing Authorities or owners shall grant exceptions for any family unable to pay the rent due to financial hardships. These hardships include losing eligibility for (or waiting for an eligibility determination) for government programs; eviction as a result of the rent structure; a change in income of the family because of changed circumstances, including loss of employment; and other situations as determined by HUD. If the PHA or owner determines the hardship is temporary, the exemption shall not be granted within 90 days, but the family may not be evicted. If the family demonstrates the permanence of the hardship, then the PHA or owner shall retroactively exempt the family for the 90 day period.

Custom Rent Structures

The bill allows HUD to establish alternative rent structures to encourage self-sufficiency and for increased administrative efficiency that a PHA or owner may adopt. These alternative rent structures may include (but are not limited to) tiered rents; stepped rents; or timed escrows as long as they serve substantially the same number of families without additional federal funding and provide reasonable hardship exemptions. Additionally, PHAs or owners may request approval for their own rent structures as long as they meet the following requirements: it serves substantially the same number of families; it is appropriate for the housing market; provides a reasonable hardship exemption for families; and meets any other standards established by HUD. The Department may require alternative requirements for income recertification for custom rent structures.

Work Requirements

A PHA or owner may establish minimum work requirements for individuals or families, excluding those at least 65 years old, persons with disabilities, elderly and disabled families, and other individuals or families determined by HUD through regulation. Additionally, PHAs or owners who institute this provision will be exempt from community service requirements. The Department will establish criteria regarding the population that may be subject to work requirements; the maximum number of hours per week that a PHA or owner may require; the definition of work; and other criteria that HUD deems necessary to prevent adverse impacts.

Occupancy Requirements

The bill states that families shall be low-income families at the time of initial occupancy. Additionally, no one person, living alone, shall be assisted for two or more bedroom units unless that person is elderly, a person with disabilities, a displaced person or the remaining member of a tenant family. In determining the composition and family size of a household, the temporary absence of a child due to placement in foster care will not be considered.

Income Reviews

The income of families shall be reviewed at the initial provision of housing assistance and every 3 years afterwards. Except for exempted families and at the request of a family, a PHA or owner may only conduct an interim reexamination of income if the family's income has decreased by 20 percent or more. A PHA or owner is required to conduct an interim reexamination of the family's income upon the request of an elderly family, a disabled family, or other families defined by HUD if the family's income decreases by 10 percent or more. No interim reexamination is permitted that results in a higher family rent.

Additionally, in determining family income for initial occupancy or income recertification, a PHA or owner, shall use the income of the family as estimated by the agency for the upcoming year, which may be based on prior year's income.

Annual income is income received from all sources by each member of the family who is 18 years of age or older or is the head of household or spouse of the head of household, plus unearned income by or on behalf of each dependent who is less than 18 years of age. Included in this definition is recurring gifts and receipts, actual income from assets, and profit or loss from a business.

Excluded from this amount is any return on net family assets as long as the value of the net family asset is under \$25,000 after HUD applies an inflation factor; any amounts that would be excluded under the Social Security Act; deferred disability benefits from the Department of Veterans Affairs that are received as lump sum amounts or in prospective monthly amounts; expenses related to aid and attendance to veterans who are in need or regular aid and attendance; earned income up to an amount set by HUD of any dependent while the dependent is attending school or vocational training on a full-time basis; any grant-in-aid or scholarship related to attendance on a full-time basis at a school or vocational training related to tuition and other required fees and charges or books or such amounts as HUD may allow for room and board; any amounts or benefits from ABLE accounts, Coverdell education savings accounts, or any qualified tuition program; and exclusions from income as established by HUD by regulation or notice, or any amount required by Federal law to be excluded from consideration as income. Finally, HUD may not require a PHA or owner to maintain records of any amounts excluded from income.

Electronic Income Verification

A PHA or owner may determine a family's income based on timely income determinations made for purposes of other means tested Federal public assistance programs. The Department shall develop procedures with other Federal agencies to develop electronic procedures to enable PHAs and owners to have access to such benefit determinations made by other agencies that HUD determines have comparable reliability. The Department shall also develop a method to disclose information to a PHA for the purpose of verifying the employment and income of individuals and families in accordance with the Social Security Act and shall ensure public housing agencies have access to information contained in the "Do not pay" system established by the Improper Payments Elimination and Recovery Improvement Act of 2012.

Each PHA or owner shall establish procedures that are appropriate and necessary to ensure that income data provided to the agency and owners by families applying for or receiving assistance is complete and accurate.

Families and Persons

The bill defines families, elderly families, disabled families, and near-elderly families. The bill also defines persons, person with disabilities, displaced persons, and near-elderly persons. Finally, the bill notes that no individual shall be considered a person with a disabilities for eligibility for low-income housing, solely on the basis of any drug or alcohol dependence.

Implementation

The Department may implement these provisions to minimize negative impacts on families, PHAs, or owners. To implement the rent structures for disabled families and persons of 62 years of age or older receiving housing assistance, HUD shall phase in any subsequent increases in rent over two triennial recertification periods.

Public Housing PIC Reporting Percentage

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

Effective Date	Public Housing	Date Collected
04/30/2018	99.65%	05/10/2018

REAC Inspections

- Renaissance obtained a score of 80.
- Hampton Hills Homes obtained a score of 86.
- AMP 1 obtained a score of 70.

Housing Choice Voucher Program

Waiting Lists

Tenant-Based Waitlist

The tenant-based waiting list is currently closed.

Project-Based Waitlist – The Manor at West Bartow

The Manor at West Bartow waiting list is continuously open.

Project-Based Waitlist – Villas at Lake Bonnet

The Villas at Lake Bonnet waiting list is continuously open.

Program Information

Port Outs

LHA currently has nineteen (19) port-outs in the month of April 30. Port outs are clients that use their voucher in another jurisdiction.

Port Ins

LHA currently has eighty (80) active port ins for the month of April 30. Port-ins are participants that transferred from another housing agency that we are billing for HAP and administrative fees.

Lease-up & Movers

As of April 30, 2018, Lakeland Housing Authority issued twenty-four (24) vouchers to movers. We received twelve (12) Requests for Tenancy Approvals during the month of April. We processed zero (0) initial move-in, and two (2) port-in.

Active Clients

As of April 30, 2018, LHA is servicing 1277 families on the Housing Choice Voucher program.

Program	Total Vouchers
• Regular Vouchers & Project Based Vouchers	1021
• Mainstream	43
• VASH	60
• Tenant Protection	54
• Port Out	19
• Port In	80
Total	1277

EOP – End of Participation

LHA processed two (2) EOP's with a date effective the month of April 2018. Below are the reasons for leaving the program:

Reason	Count
• Termination – Criminal	0
• Termination – Unreported income and/or family composition	2

• Left w/out notice	0
• No longer need S/8 Assistance	0
• Deceased	0
• Landlord Eviction	0
• Lease and/or Program Violations non-curable	0
Total	2

PIC Reporting Percentage

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

Effective Date	HCV	Date Collected
04/30/2018	99%	05/07/2018

General information and activities for the month of April 2018

- The Housing Choice Voucher Department processed one hundred thirteen (113) annual certifications and fifty two (52) interim certifications.
- The Inspections Unit conducted a total of twenty eight (28) inspections.
- A total of eight (8) informal hearings were processed during this month.

Repayment Agreements for Unreported Income

4/30/2018	Accumulative report			
Total of unreported income that has been identified	\$	287,407.00		
Non responsive	\$	62,789.00		\$ 1,701,743.00
Identified as uncollectible	\$	65,081.90		\$ 68,835.00
Repayment agreement signed		182,343.00		\$ 102,000.00
Pending repayments to be signed	\$	42,275.00		\$ 67,000.00
				\$ 80,835.00
Downpayments received	\$	22,325.60		
Lump sum received	\$	3,467.00		
Payments towards agreement	\$	45,484.07		
	\$	71,276.67		
		G/L	Pending	Estimated balances as of 04/30/2018
	RNP	\$ 34,306.61	\$ 1,331.69	\$ 35,638.30
	UNP	\$ 34,306.69	\$ 2,030.50	\$ 36,337.19
		\$ 68,613.30	\$ 3,362.19	\$ 71,975.49

RECEPTION MONTHLY REPORT 2018

	VISITOR'S COUNT	RFTA	INTERIM CHANGE
January	1,315	12	43
February	830	16	95
March	1,048	12	45
April	888	18	52



Reports from the Communities

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

Item	WestLake	WestLake Addition	Cecil Gober	John Wright	Carrington Place	Renaissance	Villas Lake Bonnet	Colton Meadow	Manor at West Bartow
Occupancy 99.30% averaged	100%	99%	98%	100%	98%	97%	99%	100%	98%
Down units due to modernization /Insurance		All 19 families were relocated from PHASE 1.				3-Fire-Contract awarded to start reconstruction			
Vacant units	0	1	1	0	2	5	1	0	3
Unit inspections	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Building inspections	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Security issues (Insurance claims)	No	No	No	No	No	No	No	No	No
Newsletter distributed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Community Manager's Name	Vanessa C. Johnson	Vanessa C. Johnson	Vanessa C. Johnson	Vanessa C. Johnson	Lovett Johnson	Lovett Johnson	Jeannette Albino	Gladys Delgado	Lisa Peardon

Resident Services
April 2018

West Lake Apartments

Our Computer Lab is open daily, Monday thru Thursday from 10:00am – 2:00pm. It is also open upon request of the residents.

Job Search/Florida ACCESS Center

The Job Search/Florida ACCESS Center continues to provide the opportunity for residents, especially West Lake residents, who are unemployed or underemployed to utilize the computers to search for employment. These same computers are also available for residents to complete the Children and Families Services Florida ACCESS new and/or recertification applications (for eligibility review) to receive food stamps and/or cash assistance.

Trip to Florida Aquarium with the Seniors

We had a wonderful time at the aquarium. We saw a show on coral and sharks. Had a blast watching the otters perform. Enjoyed lunch on the deck and had karaoke time on the bus ride back home.



Trip to the Tampa Bay Rays Game

We were blessed to be able to take our seniors to a Tampa Bay Rays Game. They absolutely LOVE when we get the free tickets!! The Rays commemorated the 71st anniversary of Jackie Robinson breaking baseball's color barrier in 1947 at this game. We had great seats and enjoyed the excitement of a good game.

United Way Day of Caring Project

On Friday April 20th we had 4 hours of hands on assistance to our senior communities. Volunteers came out to Washington Renaissance and Cecil Gober Villas. They raked yards, cleaned windows and helped with indoor spring-cleaning. We are truly grateful for our wonderful partners that assist us in providing services to our seniors.

Upcoming Events

May 11th

Mother's Day BBQ

Gober Villas

Resident Opportunity and Self-Sufficiency (ROSS)

April 2018

The Resident Opportunity and Self-Sufficiency Grant's primary purpose is to provide for the provision of a Service Coordinator to coordinate various supportive services and other activities identified as a need of the ROSS Grant participants. This is a referral based program aimed to connect participants to various community services that will assist them in reaching their goals.

Activities and Events

- Relocation efforts are in full swing. All families in Phase 1 have moved out of their unit in Westlake and demolition has begun.
- The computer lab is open for clients to use for Job Search and various Social Service Applications

Respectfully,

Carlos R. Pizarro An

Carlos R. Pizarro An, Vice-President of Affordable Housing



ADMINISTRATION REPORT

◀ **Finance**

◀ **Contracting**

◀ **Development**

◀ **YouthBuild**



TO: Lakeland Housing Authority Board of Commissioners

FROM: Valerie Brown, VP of Administration

DATE: May 18, 2018

RE: April 2018 Financial Statements

I have attached the Statements of Operations, Balance Sheets and Cash Flows for period ending April 25, 2018 for the following entities:

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

These statements are unaudited and compiled from LHA Finance.

Valerie Brown

Valerie Brown, PMP
VP of Administration
Lakeland Housing Authority



Monthly Statement of Operations Narrative Summary Report

RE: For the current month and four months (Year to Date) ended April 25, 2018

Summary report by Program and/or Property (Partnership)

1. Central Office Cost Center (COCC):
 - A. COCC has a Net Operating Income (NOI) of \$12,765 for the year.
2. Section 8 Housing Choice Voucher (HCV) Program:
 - A. HCV Administration has a NOI of \$268,027 for Program Administration and -\$70,628 for Housing Assistance Payment (HAP).
3. Public Housing (AMP 1: WestLake Apartments, John Wright Homes and Cecil Gober Villas):
 - A. NOI is -\$24,767 for the year before depreciation. The issue is that the U.S. Department of Housing and Urban Development (HUD) drastically reduced AMP 1's operating subsidy for April 2018. See Item #3 of the attached income statement. However, HUD recognized that the reduction in subsidy was too severe. Accordingly, May 2018 subsidy was restored to prior levels.
4. Dakota Park Limited Partnership, LLLP d/b/a Carrington Place:
 - A. Carrington Place's NOI is \$4,068 before depreciation.
5. Renaissance at Washington Ridge LTD., LLLP:
 - A. NOI is -\$7,940 before depreciation. Renaissance also had a drastic reduction in subsidy in April 2018. However, like AMP 1, HUD recognized that more subsidy was required to properly operate the property; thus, May 2018 funding was restored to prior levels.
6. Colton Meadow LLLP:
 - A. The NOI for Colton Meadow is \$18,250 before depreciation.
7. Bonnet Shores LLLP:
 - A. Villas at Lake Bonnet's has a NOI of \$5,816 before depreciation for year-to-date.
8. The Manor at West Bartow:
 - A. The property has a NOI of \$32,055 before depreciation.
9. Hampton Hills
 - A. This property has a NOI of -\$64,996.
 - B. Negative NOI is due to the sale of two homes in during the first quarter of 2018. The loss was recorded to document the transfer of the house to the homebuyer.
10. YouthBuild
 - A. YouthBuild has a NOI of -\$15,265. The negative NOI is due to timing of the grant reimbursement from the Department of Labor.





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Conclusion: Six (6) of the ten (10) properties have positive NOI. Negative NOI for AMP 1 (WestLake Apartments, John Wright Homes, and Cecil Gober Villas) and Renaissance at Washington Ridge was due to a drastic reduction in operating subsidy from HUD during the month of April 2018. However, HUD recognized that both properties required more subsidy to operate; thus, the May 2018 unaudited financial statements will reflect restoration of the subsidy to prior funding levels. Staff continue to develop strategies for long term viability of the other two (2) properties.



**Lakeland Housing Authority
Central Office Cost Center
Statement of Operations
For the Current Month and Four Months Ended April 25, 2018**

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Other Tenant Income	3,000.00	807.96	2,192.04	271.31%	1	4,758	3,232	1,526	47.22%	9,696
Public Housing & Sec 8 Management Income	28,717	28,583	133	0.47%	1	122,905	114,333	8,572	7.50%	343,000
Other Income	26,672	35,183	(8,511)	-24.19%	2	107,794	140,731	(32,937)	-0.23	422,193
Grants Salary Cont.(YB-Director)	5,067	1,000	4,067	406.73%		20,269	4,000	16,269	406.73%	12,000
Total Revenue	63,456	65,574	(2,118)	-3.23%		255,726	262,296	(6,570)	-2.50%	786,889
Tenant Services	9	-	9	#DIV/0!		9	-	9	#DIV/0!	-
Administrative Expenses	58,738	60,404	(1,667)	-2.76%	3	226,738	241,617	(14,880)	-6.16%	724,852
Utility Expense	144	520	(375)	-72.27%	3	474	2,078	(1,604)	-77.20%	6,234
Maintenance Expense	1,229	1,019	210	20.58%	4	10,883	4,076	6,808	167.03%	12,227
General Expenses	812	895	(83)	-9.31%	3	3,248	3,582	(333)	-9.31%	10,745
Financing Expenses	-	-	-			-	-	-		-
Total Expense before depreciation	60,932	62,838	(1,906)	-3.03%		241,352	251,353	(10,000)	-3.98%	754,058
Operating Income (Loss) before Depreciation	2,524	2,736	(212)	-7.73%		14,373	10,943	3,430	31.34%	32,830
Depreciation	402	402	0	0.00%		1,608	1,608	0	0.00%	4,824
Total Expense	61,334	63,240	(1,906)	-3.01%		242,960	252,961	(10,000)	-3.95%	758,882
Net Operating Income (Loss)	2,122	2,334	(212)	-9.06%		12,765	9,335	3,430	36.74%	28,006

Comments

- 1 Variance for the period is due to timing of income.
- 2 Variance for the period is due to timing of the administrative fees.
- 3 Variance reflects expenses less than the budget.
- 4 Variance is due to costs associated with the migration to Office 365.

**Lakeland Housing Authority
Central Office Cost Center
Balance Sheet
April 25, 2018**

ASSETS

Unrestricted Cash	
Cash Operating 1	47,733.98
Cash-Payroll	46,189.95
Total Unrestricted Cash	<u>93,923.93</u>
Claim on Cash	-58,448.56
TOTAL CASH	<u>35,475.37</u>
ACCOUNTS AND NOTES RECEIVABLE	
Cash - Vending	3,084.50
Cleared Interfund Account	-138,938.00
Due from Public Housing General	47,855.12
A/R - Youthbuild DOL	4,452.22
A/R - Capital Fund Grants/HUD	35,154.10
Due from Development-Williamstown	14,816.00
TOTAL DUE FROM	<u>-33,576.06</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	-33,576.06
OTHER CURRENT ASSETS	
Prepaid Expenses and Other Assets	1,107.19
Prepaid Insurance	6,496.44
Prepaid Software Licenses	693.35
TOTAL OTHER CURRENT ASSETS	<u>8,296.98</u>
TOTAL CURRENT ASSETS	<u>10,196.29</u>
NONCURRENT ASSETS	
FIXED ASSETS	
Furniture & Fixtures	11,185.60
Furn, Fixt, & Equip	22,582.84
Accum Depreciation- Misc FF&E	-29,819.10
Intangible Assets	
TOTAL FIXED ASSETS (NET)	<u>3,949.34</u>
TOTAL NONCURRENT ASSETS	<u>3,949.34</u>
TOTAL ASSETS	<u>14,145.63</u>

LIABILITIES & EQUITY

LIABILITIES	
CURRENT LIABILITIES	
A/P Vendors and Contractors	9,971.60
Health Insurance Payable	16.63
Other Current Liabilities	65,458.31
Accrued Audit Fees	4,430.38
Due to Federal Master	47,855.12
Due to Polk County Developers, Inc.	70,000.00
Accrued Compensated Absences-Current	<u>16,614.93</u>
TOTAL CURRENT LIABILITIES	<u>214,346.97</u>
NONCURRENT LIABILITIES	
Accrued Compensated Absences-LT	30,856.31
TOTAL NONCURRENT LIABILITIES	<u>30,856.31</u>
TOTAL LIABILITIES	<u>245,203.28</u>
EQUITY	
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	-231,057.65
TOTAL RETAINED EARNINGS:	<u>-231,057.65</u>
TOTAL EQUITY	<u>-231,057.65</u>
TOTAL LIABILITIES AND EQUITY	<u>14,145.63</u>

**Lakeland Housing Authority
Central Office Cost Center
Changes in Cash**

For the Current Month and Four Months Ended April 25, 2018

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	7,913.51	47,733.98	39,820.47
Cash-Payroll	57,443.99	46,189.95	-11,254.04
Cash Operating 3	0.00	0.00	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash COCC Master	0.00	0.00	0.00
Cash - Vending	3,084.50	3,084.50	0.00
Total Cash	68,442.00	97,008.43	28,566.43

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	29,758.45	47,733.98	17,975.53
Cash-Payroll	59,986.66	46,189.95	-13,796.71
Cash Operating 3	0.00	0.00	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash COCC Master	0.00	0.00	0.00
Cash - Vending	2,826.50	3,084.50	258.00
Total Cash	92,571.61	97,008.43	4,436.82

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Statement of Operations - Program Administration
For the Current and Four Months Ended April 25, 2018

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$Variance	% Variance	
Section 8 Admin Grant Revenue	124,408	53,826	70,582	131.13%		480,828	215,305	265,523	123.32%	645,916
Other Income	2,610	6	2,604	44637.71%		9,110	23	9,086	38942.13%	70
Total Revenue	127,018	53,832	73,186	135.95%	1	489,938	215,329	274,609	127.53%	645,986
Administrative Expenses	52,108	53,238	(1,130)	-2.12%		216,191	212,953	3,238	1.52%	638,858
Tenant Services	-	-	-			-	-	-		-
Utilities	-	177	(177)	-100.00%		-	707	(707)	-100.00%	2,120
Maintenance Expense	1,041	200	841	420.27%	2	4,440	800	3,640	454.99%	2,400
General Expenses (Insurance, etc.)	130	130	-	0.00%		522	522	-	0.00%	1,565
Total Expense before Depreciation	53,279	53,745	(466)	-0.87%		221,153	214,981	6,172	2.87%	644,943
Operating Income (Loss) before Depreciation	73,739	87	73,652			268,785	348	268,438	77188.97%	1,043
Depreciation	138	350	(212)			759	1,400	(641)		4,200
Total Expense	53,417	54,095	(678)	-1.25%		221,911	216,381	5,530	2.56%	649,143
Net Operating Income (Loss)	73,601	(263)	73,864	-28078.78%		268,027	(1,052)	269,079		(3,157)

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Statement of Operations - Housing Assistance Payments (HAP)
For the Current and Four Months Ended April 25, 2018

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$Variance	% Variance	
Section 8 HAP Grant Revenue	782,455	695,511	86,944	12.50%		3,166,209	2,782,043	384,166	13.81%	8,346,128
Port In HAP Reimbursements Received	3,736	18,727	(14,991)	-80.05%	3	12,929	74,908	(61,979)	-82.74%	224,724
Other income	2,610	-	2,610	0.00%		9,110	-	9,110	0.00%	-
Total Revenue	788,801	714,238	74,563	10.44%		3,188,248	2,856,951	331,297	11.60%	8,570,852
Housing Assistance Payments	772,951	668,135	104,816	15.69%	3	3,062,339	2,672,538	389,801	14.59%	8,017,615
Tenant Utility Reimbursement	26,007	26,601	(594)	-2.23%		108,574	106,405	2,169	2.04%	319,216
Port Out HAP Payments	17,445	15,211	2,234	14.69%	4	72,225	60,843	11,382	18.71%	182,528
FSS Escrow Payments	5,995	2,943	3,052	103.69%		15,739	11,772	3,967	33.69%	35,316
Operating Expenses Before Depreciation	822,398	712,890	109,508	15.36%		3,258,877	2,851,558	407,318	14.28%	8,554,674
Depreciation	-	-	-	#DIV/0!		-	-	-	#DIV/0!	-
Total Expense	822,398	712,890	109,508	15.36%		3,258,877	2,851,558	407,318	14.28%	8,554,674
Net Operating Income (Loss)	(33,597)	1,348	(34,945)	-2592.00%		(70,628)	5,393	(76,021)	-1409.69%	16,178

Comments

- 1 Variance reflects HAP earned, administration fees, and port-in HAP fees being higher than budgeted.
- 2 Variance is due to costs associated uniforms, financial advisor, and migration to Office 365.
- 3 Variance is a result of LHA absorbing clients from other housing agencies.
- 4 The increase in costs is due to clients porting their vouchers to other housing agencies.

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Balance Sheet
as of April 25, 2018

ASSETS		LIABILITIES & EQUITY	
Unrestricted Cash		CURRENT LIABILITIES	
Cash Operating 1	151,468.95	A/P Vendors and Contractors	12,231.86
Cash-Payroll	355.39	Accrued Audit Fees	23,523.04
Cash Operating 2B	<u>154,903.40</u>	Due to Section 8	51,466.04
Total Unrestricted Cash	306,727.74	Tenant Prepaid Rents	44,054.13
Restricted Cash		State of FL Unclaimed Funds	33,224.76
Cash Restricted - FSS Escrow	<u>72,221.77</u>	Accrued Compensated Absences-Current	6,802.17
Total Restricted Cash	72,221.77		
Clearing	<u>73,815.29</u>	TOTAL CURRENT LIABILITIES	<u>171,302.00</u>
TOTAL CASH	<u>452,764.80</u>		
		NONCURRENT LIABILITIES	
ACCOUNTS AND NOTES RECEIVABLE			
A/R-Tenants/Vendors	271,091.98	Accrued Compensated Absences-LT	12,632.59
Allowance for Doubtful Accounts-Tenants/Vendors	-181,841.29	FSS Due to Tenant Long Term	72,221.77
AR-TPA/Fraud Recovery	54,652.52		
A/R WF Dec ACH	3,400.10	TOTAL NONCURRENT LIABILITIES	<u>84,854.36</u>
Allowance for Doubtful Accounts-Aff. Hsg. Subsidies	-28,851.22		
Cleared Interfund Account	-182,061.29		
Due from Section 8 Mainstream	<u>51,466.04</u>		
TOTAL DUE FROM	-130,595.25		
A/R-HUD	108,000.00		
A/R-Other Government	<u>3,824.33</u>		
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>99,681.17</u>	TOTAL LIABILITIES	<u>256,156.36</u>
		EQUITY	
OTHER CURRENT ASSETS		RETAINED EARNINGS	
Prepaid Insurance	<u>1,043.32</u>	Retained Earnings-Unrestricted Net Assets	<u>297,056.25</u>
TOTAL OTHER CURRENT ASSETS	<u>1,043.32</u>	TOTAL RETAINED EARNINGS:	<u>297,056.25</u>
TOTAL CURRENT ASSETS	<u>553,489.29</u>	TOTAL EQUITY	<u>297,056.25</u>
NONCURRENT ASSETS		TOTAL LIABILITIES AND EQUITY	<u>553,212.61</u>
FIXED ASSETS			
Furniture & Fixtures	26,461.08		
Accum Depreciation- Misc FF&E	-29,143.76		
Intangible Assets	<u>-2,682.68</u>		
TOTAL FIXED ASSETS (NET)	-2,682.68		
Non-Dwelling Equipment	<u>2,406.00</u>		
TOTAL NONCURRENT ASSETS	<u>-276.68</u>		
TOTAL ASSETS	<u>553,212.61</u>		

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Changes in Cash

For the Current and Four Months Ended April 25, 2018

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	83,659.60	151,468.95	67,809.35
Cash-Payroll	5,567.44	355.39	-5,212.05
Cash Operating 2B	199,075.98	154,903.40	-44,172.58
Cash Operating 3	0.00	0.00	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash S8	0.00	0.00	0.00
Port Ins	0.00	0.00	0.00
Cash Restricted - FSS Escrow	57,513.16	72,221.77	14,708.61
Accrued FSS Escrow	0.00	0.00	0.00
Total Cash	345,816.18	378,949.51	33,133.33

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	21,082.93	151,468.95	130,386.02
Cash-Payroll	4,286.59	355.39	-3,931.20
Cash Operating 2B	95,090.26	154,903.40	59,813.14
Cash Operating 3	0.00	0.00	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash S8	0.00	0.00	0.00
Port Ins	0.00	0.00	0.00
Cash Restricted - FSS Escrow	56,483.04	72,221.77	15,738.73
Accrued FSS Escrow	0.00	0.00	0.00
Total Cash	176,942.82	378,949.51	202,006.69

**Lakeland Housing Authority
Public Housing (AMP 1)
Statement of Operations
For the Current and Four Months Ended April 25, 2018**

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	27,555	26,848	707	2.63%	1	104,523	107,393	(2,869)	-2.67%	322,178
Other Tenant Income	699	1,260	(561)	-44.50%	2	4,094	5,039	(945)	-18.76%	15,118
Government Subsidy Income	36,843	65,789	(28,946)	-44.00%	3	226,532	263,156	(36,624)	-13.92%	789,468
Interest Income Restricted	9,138	9,298	(160)	-1.72%		36,552	36,519	33	0.09%	109,557
Other Income	-	32	(32)	-100.00%		-	128	(128)	-100.00%	384
Total Revenue	74,235	103,227	(28,992)	-28.09%		371,702	412,235	(40,533)	-9.83%	1,236,704
Administrative Expenses	51,311	48,220	3,090	6.41%	4	204,600	192,882	11,718	6.08%	578,646
Tenant Services Expenses	112	869	(757)	-87.13%	5	1,640	3,475	(1,835)	-52.81%	10,425
Utility Expense	11,957	9,918	2,040	20.57%	6	45,676	39,670	6,005	15.14%	119,011
Maintenance and Development Expense	22,108	28,160	(6,052)	-21.49%		119,133	112,642	6,491	5.76%	337,926
General Expenses	8,999	6,859	2,139	31.19%	5	8,859	27,438	(18,579)	-67.71%	82,314
Housing Assistance Payments	4,817	2,813	2,004	71.23%	7	16,561	11,253	5,308	47.17%	33,759
Transfer Out	-	-	-	-		-	-	-	-	-
Operating expense before Depreciation	99,304	96,840	2,464	2.54%		396,468	387,360	9,108	2.35%	1,162,080
Net Operating Income (Loss)	(25,069)	6,387	(31,456)	-492.48%		(24,767)	24,875	(49,641)	-199.57%	74,624
Depreciation	33,938	13,310	20,629	154.99%		135,753	53,239	82,514	154.99%	159,716
Capital Replacement Items	-	-	-	-		5,024	-	5,024	-	-
Total Expenses	133,242	110,150	23,092	20.96%		537,245	440,599	96,646	21.94%	1,321,796
Net Income (Loss)	(59,007)	(6,922)	(52,084)	752.41%		(165,544)	(28,364)	(137,180)	483.64%	(85,092)

Comments

- 1 Property consists of 177 public housing units (WestLake, John Wright, and Cecil Gober Villas). Rental income is consistent with the budget.
- 2 Variance is due to timely payment of rent and less damage to units.
- 3 Variance is due to a reduction in subsidy received from HUD.
- 4 Administrative expenses have been higher than budgeted due to costs associated with evictions.
- 5 Variance is due to expenses being less than the budget.
- 6 Variance is a result of expenses associated with water and electricity being higher than budgeted.
- 7 Variance is a result of FSS escrow payments.

Lakeland Housing Authority
Public Housing (AMP 1)
Balance Sheet
April 25, 2018

ASSETS		LIABILITIES & EQUITY	
CASH		LIABILITIES	
Unrestricted Cash		CURRENT LIABILITIES	
Cash Operating 1	1,494,351.08	A/P Vendors and Contractors	11,676.19
Cash-Payroll	540.30	Tenant Security Deposits	51,713.00
Petty Cash	500.00	Security Deposit-Pet	1,800.00
Petty Cash Public Housing	300.00	Accrued Audit Fees	49,037.28
Total Unrestricted Cash	1,495,691.38	Due to Federal Master	-9,441.69
Restricted Cash		Due to Central Office Cost Center	65,924.84
Cash Restricted-Security Deposits	102,179.43	Resident Participation Funds - LHA	-514.01
Cash Restricted - FSS Escrow	41,227.40	Tenant Prepaid Rents	8,961.42
Total Restricted Cash	143,406.83	Accrued Compensated Absences-Current	4,506.33
Claim on Cash	293,253.20	TOTAL CURRENT LIABILITIES	183,663.36
TOTAL CASH	1,932,351.41		
ACCOUNTS AND NOTES RECEIVABLE			
A/R-Tenants/Vendors	15,268.05		
Allowance for Doubtful Accounts-Tenants/Vendors	-1,542.18		
AR-TPA/Fraud Recovery	18,890.05		
Due from West Lake	-12,678.69		
Due from West Lake Addition	-23,082.02		
Due from John Wright Homes	-9,479.87		
Due from Cecil Gober	-12,867.54		
A/R - ROSS/HUD	36,945.02		
Due from Hampton Hills	871.64		
Due from Renaissance FAM Non ACC	349.72		
Due from Arbor Manor LTD	188.49		
A/R - Youthbuild DOL	9,576.21		
A/R - Capital Fund Grants/HUD	-169,965.85		
Due from Replacement Housing Factor	955,616.87		
Due from HOPE VI	0.13		
Due From Public Housing Reserve	-159,596.82		
Due From FSS	-19,373.49		
Due from Central Office Cost Center	61,656.74		
TOTAL DUE FROM	658,160.54		
Lakeridge Homes 3rd Mortgage	251,000.00		
Lakeridge Homes 2nd Mortgage	52,000.00		
Colton Meadow Mortgage	450,845.00		
Villas at Lake Bonnet Mortgage	1,009,877.00		
A/R Villas at Lake Bonnet Mort. Interest	404,516.68		
TOTAL ACCOUNTS AND NOTES RECEIVABLE	2,859,015.14		
OTHER CURRENT ASSETS		NONCURRENT LIABILITIES	
Eviction Deposit Acct.	1,000.00	Accrued Compensated Absences-LT	8,368.90
Prepaid Insurance	44,449.08	FSS Due to Tenant Long Term	41,227.40
Prepaid Software Licenses	8,042.64	Notes Payable-LT	303,000.00
Insurance Deposit	37,400.00	TOTAL NONCURRENT LIABILITIES	352,596.30
Utility Deposit - Electric	2,600.00		
TOTAL OTHER CURRENT ASSETS	93,491.72	TOTAL LIABILITIES	536,259.66
TOTAL CURRENT ASSETS	4,884,858.27		
NONCURRENT ASSETS		EQUITY	
FIXED ASSETS		RETAINED EARNINGS	
Land	1,466,869.23	Invested in Capital Assets-Net of Debt	5,668,053.00
Buildings	388,223.77	Retained Earnings-Unrestricted Net Assets	1,007,516.89
Machinery & Equipment	6,687.73	TOTAL RETAINED EARNINGS:	6,675,569.89
Automobiles	200,268.20		
Site Improvement-Infrastructure	582,079.00		
Accum Depreciation-Buildings	-9,872,825.73		
Accum Depreciation- Misc FF&E	-478,450.86		
Accum Depreciation-Infrastructure	-582,079.00		
Intangible Assets			
TOTAL FIXED ASSETS (NET)	-8,289,227.66	TOTAL EQUITY	6,675,569.89
Fees & Costs - Architect & Engineering	72,255.82		
Site Improvement	3,945,759.65		
Dwelling Structures	5,154,722.42		
Dwelling Equipment	26,717.87		
Non-Dwelling Structures	679,307.53		
Non-Dwelling Equipment	737,435.65		
TOTAL NONCURRENT ASSETS	2,326,971.28		
TOTAL ASSETS	7,211,829.55	TOTAL LIABILITIES AND EQUITY	7,211,829.55

**Lakeland Housing Authority
Public Housing (AMP 1)
Changes in Cash**

For the Current and Four Months Ended April 25, 2018

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	1,817,532.09	1,494,351.08	-323,181.01
Cash-Payroll	-5,377.17	540.30	5,917.47
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	53,213.00	102,179.43	48,966.43
Cash Restricted - FSS Escrow	39,766.40	41,227.40	1,461.00
Cash - Vending	0.00	0.00	0.00
Accrued FSS Escrow	0.00	0.00	0.00
Total Cash	1,905,134.32	1,638,298.21	-266,836.11

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	2,254,285.90	1,494,351.08	-759,934.82
Cash-Payroll	-8,669.21	540.30	9,209.51
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	52,313.00	102,179.43	49,866.43
Cash Restricted - FSS Escrow	35,052.40	41,227.40	6,175.00
Cash - Vending	0.00	0.00	0.00
Accrued FSS Escrow	0.00	0.00	0.00
Total Cash	2,332,982.09	1,638,298.21	-694,683.88

**Lakeland Housing Authority
Dakota Park Limited Partnership, LLLP
d/b/a Carrington Place
Statement of Operations
For the Current and Four Months Ended April 25, 2018**

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	12,429	11,084	1,345	12.14%	1	47,112	44,335	2,777	6.26%	133,004
Other Tenant Income	463	775	(312)	-40.23%	2	1,254	3,100	(1,846)	-59.54%	9,300
Government Subsidy	10,067	7,236	2,831	39.13%	3	30,912	28,944	1,969	6.80%	86,831
Other Income	-	20	(20)	-100.00%	4	(84)	80	(164)	-205.51%	239
Total Revenue	22,959	19,114	3,845	20.11%		79,194	76,458	2,737	3.58%	229,373
Administrative Expenses	6,562	5,430	1,132	20.85%		22,354	21,720	634	2.92%	65,160
Tenant Services Expense	9	42	(32)	-77.23%	5	9	167	(157)	-94.31%	500
Utility Expense	687	1,740	(1,053)	-60.53%	5	6,342	6,961	(619)	-8.90%	20,883
Maintenance Expense	3,990	3,079	911	29.60%		12,860	12,316	543	4.41%	36,949
General Expenses	2,044	2,631	(587)	-22.30%	5	9,809	10,522	(714)	-6.78%	31,567
Housing Assistance Payments	628	582	46	7.90%	5	1,828	2,328	(500)	-21.48%	6,984
Financing Expenses	6,818	5,589	1,229	21.99%	5	21,924	22,356	(432)	-1.93%	67,068
Operating Expenses before Depreciation	20,739	19,093	1,646	8.62%		75,126	76,370	(1,244)	-1.63%	229,111
Net Operating Income (Loss)	2,220	22	2,199	10076.78%		4,068	87	3,981	4561.71%	262
Depreciation & Amortization	2,341	3,239	(898)	-27.72%		9,364	12,955	(3,591)	-27.72%	38,865
Capital Replacement Items	-	522	(522)	-100.00%		2,783	2,086	697	33.39%	6,258
Reimburse Replacement Reserves	-	(522)	522	-100.00%		-	(2,086)	2,086	-100.00%	(6,258)
Total Expense	23,080	22,331	749	3.35%		87,273	89,325	(2,053)	-2.30%	267,976
Net Income (Loss)	(121)	(3,217)	3,096	-96.25%		(8,078)	(12,868)	4,789	-37.22%	(38,603)

Comments

- 1 Consists of 20 Low Income and 20 Tax Credit apartment units. Overall rental income is higher than the budget.
- 2 Variance reflects less damage to units.
- 3 Variance is due to subsidy received from HUD being greater than budgeted.
- 4 Variance reflects reclassification of insurance claims filed during Hurricane Irma.
- 5 Variance reflects expenses that are less than the budget.

**Lakeland Housing Authority
Dakota Park Limited Partnership, LLLP
d/b/a Carrington Place
Balance Sheet
as of April 25, 2018**

ASSETS

Unrestricted Cash	
Cash Operating 1	74,842.42
Cash-Payroll	<u>264.66</u>
Total Unrestricted Cash	75,107.08
Restricted Cash	
Cash Restricted-Security Deposits	10,702.00
Cash Restricted - FSS Escrow	1,340.00
Cash Restricted-Reserve for Replacement	<u>28,016.23</u>
Total Restricted Cash	40,058.23
TOTAL CASH	<u>115,165.31</u>
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants/Vendors	7,333.69
Allowance for Doubtful Accounts-Tenants/Vendors	<u>-5,643.89</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	1,689.80
OTHER CURRENT ASSETS	
Eviction Deposit Acct.	500.00
Prepaid Expenses and Other Assets	106.37
Prepaid Insurance	12,926.63
Prepaid Software Licenses	404.00
Utility Deposit	<u>7,060.00</u>
TOTAL OTHER CURRENT ASSETS	20,997.00
TOTAL CURRENT ASSETS	<u>137,852.11</u>
NONCURRENT ASSETS	
FIXED ASSETS	
Land	34,672.00
Buildings	892,048.00
Building Improvements	5,600.00
Furniture & Fixtures	7,295.00
Accum Depreciation-Buildings	-141,700.76
Accum Depreciation- Misc FF&E	-1,910.70
Intangible Assets	
Loan Costs	28,340.90
Compliance Fees	1,640.00
Monitoring Fees	41,744.00
AA Compliance Fees	-1,640.00
AA Monitoring Fees	-32,934.56
AA Loan Costs	<u>-16,377.56</u>
TOTAL FIXED ASSETS (NET)	<u>816,776.32</u>
TOTAL NONCURRENT ASSETS	<u>816,776.32</u>
TOTAL ASSETS	<u>954,628.43</u>

LIABILITIES & EQUITY

CURRENT LIABILITIES	
A/P Vendors and Contractors	2,617.18
Tenant Security Deposits	10,702.00
Accrued Property Taxes	5,557.26
Accrued Interest - HOPE VI	570,202.26
Accrued - Developer Fee	149,859.50
Accrued Audit Fees	24,050.00
Due to (15) Renaissance Senior Public Housing	7,961.49
Due to (17) Renaissance Family Non-ACC	36,226.34
Tenant Prepaid Rents	59.65
Contract Retentions	38,514.30
Accrued Compensated Absences-Current	<u>676.08</u>
TOTAL CURRENT LIABILITIES	<u>126,364.30</u>
NONCURRENT LIABILITIES	
Accrued Compensated Absences-LT	1,255.57
FSS Due to Tenant Long Term	1,340.00
Due to Partner	19,033.64
Due to GP	84,778.00
Due to LP	21,142.00
Permanent Loan - HOPE VI	714,591.00
Permanent Loan - SunTrust	332,421.85
Permanent Loan - LHA	<u>101,380.00</u>
TOTAL NONCURRENT LIABILITIES	<u>1,996,003.82</u>
TOTAL LIABILITIES	<u>2,122,368.12</u>
EQUITY	
CONTRIBUTED CAPITAL	
Capital - LP	-1,219,110.00
Capital - GP2	<u>240,496.13</u>
TOTAL CONTRIBUTED CAPITAL	-978,613.87
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	<u>-189,125.82</u>
TOTAL RETAINED EARNINGS:	-189,125.82
TOTAL EQUITY	<u>-1,167,739.69</u>
TOTAL LIABILITIES AND EQUITY	<u>954,628.43</u>

**Lakeland Housing Authority
Dakota Park Limited Partnership, LLLP
d/b/a Carrington Place
Changes in Cash
For the Current and Four Months Ended April 25, 2018**

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	70,204.50	74,842.42	4,637.92
Cash-Payroll	110.86	264.66	153.80
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	11,002.00	10,702.00	-300.00
Cash Restricted - FSS Escrow	1,091.00	1,340.00	249.00
Cash Restricted-Reserve for Replacement	27,349.56	28,016.23	666.67
Cash Restricted - Escrow	0.00	0.00	0.00
Restricted Cash - Partnership Devmt	0.00	0.00	0.00
Dakota Working Cap Resv	0.00	0.00	0.00
Total Cash	109,757.92	115,165.31	5,407.39

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	12,890.80	74,842.42	61,951.62
Cash-Payroll	-1,669.62	264.66	1,934.28
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	11,002.00	10,702.00	-300.00
Cash Restricted - FSS Escrow	1,091.00	1,340.00	249.00
Cash Restricted-Reserve for Replacement	25,349.55	28,016.23	2,666.68
Cash Restricted - Escrow	0.00	0.00	0.00
Restricted Cash - Partnership Devmt	0.00	0.00	0.00
Dakota Working Cap Resv	0.00	0.00	0.00
Total Cash	48,663.73	115,165.31	66,501.58

Lakeland Housing Authority
Renaissance at Washington Ridge Ltd., LLLP
Statement of Operations
For the Current and Four Months Ended April 25, 2018

	Current Month				Year to Date				Annual Budget	
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance		
Rental Income	57,748	60,444	(2,696)	-4.46%	1	236,472	241,776	(5,304)	-2.19%	725,327
Other Tenant Income	6,460	1,722	4,739	275.23%	2	11,727	6,887	4,840	70.28%	20,660
Government Subsidy	6,810	32,033	(25,223)	-78.74%	3	105,454	128,132	(22,678)	-17.70%	384,396
Other Income	307	849	(542)	-63.85%	4	6,089	3,397	2,691	79.21%	10,192
Total Revenue	71,325	95,048	(23,723)	-24.96%		359,741	380,192	(20,451)	-5.38%	1,140,576
Administrative Expenses	30,310	32,963	(2,653)	-8.05%	5	119,481	131,852	(12,371)	-9.38%	395,555
Tenant Services	1,921	490	1,431	291.81%	6	2,356	1,961	394	20.11%	5,884
Utility Expense	6,163	7,359	(1,195)	-16.24%	5	27,982	29,434	(1,452)	-4.93%	88,302
Maintenance Expense	28,107	27,320	788	2.88%	7	126,388	109,278	17,110	15.66%	327,835
General Expenses	13,033	6,845	6,188	90.40%	8	34,259	27,379	6,879	25.13%	82,138
Housing Assistance Payments	1,788	1,754	34	1.94%	5	6,939	7,016	(77)	-1.10%	21,048
Financing Expenses	13,127	12,934	193	1.49%	5	50,277	51,737	(1,460)	-2.82%	155,211
Operating Expense before Depreciation	94,449	89,664	4,785	5.34%		367,682	358,658	9,024	2.52%	1,075,973
Net Operating Income (Loss)	(23,124)	5,384	(28,507)	-529.53%		(7,940)	21,534	(29,475)	-136.87%	64,603
Depreciation & Amortization	56,896	64,059	(7,163)	-11.18%		227,583	256,234	(28,651)	-11.18%	768,702
Capital Replacement Items	36,751	6,854	29,897	436.23%		54,248	27,415	26,833	97.88%	82,244
Reimburse Replacement Reserves	-	(6,854)	6,854	-100.00%		-	(27,415)	27,415	-100.00%	(82,244)
Total Expense	188,096	153,723	34,373	22.36%		649,513	614,892	34,621	5.63%	1,844,675
Net Income (Loss)	(116,771)	(58,675)	(58,096)	99.01%		(289,772)	(234,700)	(55,072)	23.46%	(704,099)

Comments

- 1 Consists of 109 low and moderate income family and senior apartment units and 87 Tax Credit units. Overall rental income is consistent with the budget.
- 2 Variance is the result of management enforcing the lease and charging residents for damages to their units.
- 3 Subsidy received from HUD was dramatically reduced by HUD for the period. However, HUD recognized that the reduction was too severe and restored the subsidy back to prior levels for the month of May 2018.
- 4 Variance is a result of funding raising activities during the Gig on the Grass event.
- 5 Variance reflects expenses that are less than the budget.
- 6 Expenses were higher than budgeted due to the Gig on the Grass Event.
- 7 Staff preparing for the Investor audit caused maintenance expenses to be higher than budgeted. Additionally, the property continues use insurance proceeds to complete Hurricane Irma repairs and bring fire damaged units back online.
- 8 Variance is a result of reduction in rental income.

Lakeland Housing Authority
Renaissance at Washington Ridge Ltd., LLLP

Balance Sheet

April 25, 2018

ASSETS

Unrestricted Cash	
Cash Operating 1	472,392.47
Cash-Payroll	784.85
Petty Cash	300.00
Total Unrestricted Cash	<u>473,477.32</u>
Restricted Cash	
Cash Restricted-Security Deposits	52,829.39
Cash Restricted - FSS Escrow	1,393.00
Cash Restricted-Reserve for Replacement	196,674.35
Restricted Cash - Partnership Devmt	1,179.16
Restricted Cash - OA Reserve	76,215.57
Restricted Cash - AA Reserve	46,966.45
Investment 1	261,126.68
Investment 2	258,749.17
Total Restricted Cash	<u>895,133.77</u>
TOTAL CASH	<u>1,368,611.09</u>

ACCOUNTS AND NOTES RECEIVABLE

ACCOUNTS AND NOTES RECEIVABLE

A/R-Tenants/Vendors	16,321.69
Allowance for Doubtful Accounts-Tenants/Vendors	-11,588.73
Due from Dakota Park PH	7,961.49
Due from Dakota Park Non-ACC	36,226.34
Due from Central Office Cost Center	65,458.31
TOTAL DUE FROM	<u>109,646.14</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>114,379.10</u>

OTHER CURRENT ASSETS

Eviction Deposit Acct.	1,000.00
Prepaid Insurance	53,249.48
Prepaid Software Licenses	2,636.74
Utility Deposit - Electric	20,500.00
TOTAL OTHER CURRENT ASSETS	<u>77,386.22</u>

TOTAL CURRENT ASSETS 1,560,376.41

NONCURRENT ASSETS

FIXED ASSETS

Buildings	21,088,272.28
Building Improvements	161,625.66
Machinery & Equipment	150,483.39
Furniture & Fixtures	596,259.09
Site Improvement-Infrastructure	2,382,356.15
Accum Depreciation-Buildings	-7,426,480.07
Accum Depreciation- Misc FF&E	-740,474.88
Accum Depreciation-Infrastructure	-1,736,586.68
Intangible Assets	
Loan Costs	137,065.70
Compliance Fees	100.00
Monitoring Fees	131,658.00
AA Compliance Fees	-54.48
AA Monitoring Fees	-131,826.81
AA Loan Costs	-133,687.64
TOTAL FIXED ASSETS (NET)	<u>14,478,709.71</u>
TOTAL NONCURRENT ASSETS	<u>14,478,709.71</u>

TOTAL ASSETS 16,039,086.12

LIABILITIES & EQUITY

CURRENT LIABILITIES

A/P Vendors and Contractors	39,569.41
Tenant Security Deposits	49,129.39
Security Deposit-Pet	3,700.00
Accrued Interest - HOPE VI	734,001.19
Accrued - Developer Fee	1,308,453.00
Accrued Audit Fees	28,324.00
Tenant Prepaid Rents	210.02
Contract Retentions	147,803.39
Accrued Compensated Absences-Current	3,570.15

TOTAL CURRENT LIABILITIES 272,306.36

NONCURRENT LIABILITIES

Accrued Compensated Absences-LT	6,630.29
FSS Due to Tenant Long Term	1,393.00
Notes Payable-LT	381,200.32
Permanent Loan - HOPE VI	2,200,000.00
Permanent Loan - SunTrust	565,653.35
TOTAL NONCURRENT LIABILITIES	<u>5,197,331.15</u>

TOTAL LIABILITIES 5,469,637.51

EQUITY

CONTRIBUTED CAPITAL

Capital - LP	6,937,937.41
Capital - GP2	7,123,264.00
TOTAL CONTRIBUTED CAPITAL	<u>14,061,201.41</u>

RETAINED EARNINGS

Retained Earnings-Unrestricted Net Assets	-3,491,752.80
TOTAL RETAINED EARNINGS:	<u>-3,491,752.80</u>

TOTAL EQUITY 10,569,448.61

TOTAL LIABILITIES AND EQUITY 16,039,086.12

Lakeland Housing Authority
Renaissance at Washington Ridge Ltd., LLLP
Changes in Cash
For the Current and Four Months Ended April 25, 2018

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	491,674.21	472,392.47	-19,281.74
Cash-Payroll	2,401.99	784.85	-1,617.14
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	53,228.39	52,829.39	-399.00
Cash Restricted - FSS Escrow	1,100.00	1,393.00	293.00
Cash Restricted-Reserve for Replacement	193,447.68	196,674.35	3,226.67
Restricted Cash - Partnership Devmt	1,179.16	1,179.16	0.00
Restricted Cash - OA Reserve	76,215.57	76,215.57	0.00
Restricted Cash - AA Reserve	46,966.45	46,966.45	0.00
Investment 1	261,126.68	261,126.68	0.00
Investment 2	258,749.17	258,749.17	0.00
Total Cash	1,386,089.30	1,368,311.09	-17,778.21

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	331,060.84	472,392.47	141,331.63
Cash-Payroll	5,742.44	784.85	-4,957.59
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	52,828.39	52,829.39	1.00
Cash Restricted - FSS Escrow	7,470.00	1,393.00	-6,077.00
Cash Restricted-Reserve for Replacement	183,767.67	196,674.35	12,906.68
Restricted Cash - Partnership Devmt	1,179.16	1,179.16	0.00
Restricted Cash - OA Reserve	76,215.57	76,215.57	0.00
Restricted Cash - AA Reserve	46,966.45	46,966.45	0.00
Investment 1	259,041.67	261,126.68	2,085.01
Investment 2	258,372.00	258,749.17	377.17
Total Cash	1,222,644.19	1,368,311.09	145,666.90

Lakeland Housing Authority
Colton Meadow, LLLP
Statement of Operations
For the Current and Four Months Ended April 25, 2018

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	44,810	44,348	462	1.04%	1	179,944	177,392	2,552	1.44%	532,175
Other Tenant Income	430	1,074	(644)	-59.96%	2	3,656	4,296	(640)	-14.89%	12,888
Other Income	-	123	(123)	-100.00%		129	492	(363)	-73.86%	1,475
Total Revenue	45,240	45,545	(305)	-0.67%		183,729	182,179	1,550	0.85%	546,537
Administrative Expense	10,643	13,845	(3,202)	-23.13%	3	46,839	55,380	(8,541)	-15.42%	166,140
Tenant Services	175	150	25	16.34%	3	175	600	(425)	-70.92%	1,800
Utility Expense	8,072	5,740	2,331	40.61%	4	29,279	22,961	6,317	27.51%	68,884
Maintenance Expense	18,470	9,857	8,613	87.38%	5	45,390	39,429	5,961	15.12%	118,287
General Expense	8,067	7,412	655	8.83%	3	27,171	29,650	(2,479)	-8.36%	88,949
Financing Expense	3,989	4,157	(168)	-4.03%		16,625	16,626	(1)	0.00%	49,878
Operating Expense before Depreciation	49,416	41,162	8,254	20.05%		165,479	164,646	833	0.51%	493,938
Net Operating Income (Loss)	(4,176)	4,383	(8,559)	-195.26%		18,250	17,533	717	4.09%	52,599
Depreciation & Amortization Expense	39,095	39,013	82	0.21%		156,379	156,051	328	0.21%	468,154
Capital Replacement Items	639	1,655	(1,015)	-61.36%		3,583	6,618	(3,036)	-45.87%	19,855
Reimburse Replacement Reserves	-	(1,655)	1,655	-100.00%		-	(6,618.33)	6,618	-100.00%	(19,855)
Total Expense	89,150	80,174	8,976	11.20%		325,441	320,697	4,743	1.48%	962,092
Net Operating Income (Loss)	(43,910)	(34,630)	(9,280)	26.80%		(141,712)	(138,518)	(3,194)	2.31%	(415,555)

Comments

- 1 Consists of 72 Tax Credit apartment units. Rent collections are consistent with the budget.
- 2 Variance reflects timely payment of rents and less damage to units.
- 3 Variance reflects expenses that are less than the budget.
- 4 Variance is due to costs associated with water, garbage/trash removal, and sewer being higher than budgeted.
- 5 Maintenance expenses were higher than budgeted due to the property preparing for a site inspection.

**Lakeland Housing Authority
Colton Meadow, LLLP**

**Balance Sheet
April 25, 2018**

ASSETS		LIABILITIES & EQUITY	
CASH		CURRENT LIABILITIES	
Unrestricted Cash		A/P Vendors and Contractors	17,903.73
Cash Operating 1	91,499.49	Tenant Security Deposits	25,275.00
Cash-Payroll	183.92	Security Deposit-Pet	1,300.00
Petty Cash	225.00	Accrued Property Taxes	15,384.78
Total Unrestricted Cash	91,908.41	Accrued Interest Payable	17,432.50
Restricted Cash		Accrued Payroll & Payroll Taxes	-1,933.02
Cash Restricted-Security Deposits	26,575.00	Accrued Audit Fees	11,333.28
Cash Restricted-Operating Reserve	441,195.71	Due to Polk County Developers, Inc.	362,901.17
Cash Restricted-Reserve for Replacement	126,833.55	Tenant Prepaid Rents	389.10
Cash-Tax & Insurance Escrow	20,247.34	Accrued Compensated Absences-Current	2,006.37
Total Restricted Cash	614,851.60	First Mortgage - TCAP	1,231,424.00
		Tax Credit Exchange Program (TCEP)	5,714,356.40
		HOME Funds	115,899.60
		Mortgage Note Payable	450,845.00
TOTAL CASH	706,760.01	TOTAL CURRENT LIABILITIES	7,947,085.41
ACCOUNTS AND NOTES RECEIVABLE			
A/R-Tenants/Vendors	19,030.35		
Allowance for Doubtful Accounts-Tenants/Vendors	-9,284.58		
Due from Colton Meadow GP, Inc.	101,151.61		
TOTAL DUE FROM	101,151.61		
TOTAL ACCOUNTS AND NOTES RECEIVABLE	110,897.38		
OTHER CURRENT ASSETS		NONCURRENT LIABILITIES	
Eviction Deposit Acct.	1,000.00		
Prepaid Expenses and Other Assets	5,532.05	Accrued Compensated Absences-LT	3,726.12
Prepaid Insurance	41,724.36	Developer Fee Payable - PCHD	92,184.00
Prepaid Software Licenses	673.36	TOTAL NONCURRENT LIABILITIES	113,342.62
Utility Deposit	5,000.00		
TOTAL OTHER CURRENT ASSETS	53,929.77		
TOTAL CURRENT ASSETS	871,587.16	TOTAL LIABILITIES	8,060,428.03
NONCURRENT ASSETS			
FIXED ASSETS		EQUITY	
Land	300,000.00		
Buildings	856,353.89	CONTRIBUTED CAPITAL	
Building Acquisition	2,010,000.00	Capital - LP	1,205,286.00
Building Improvements	5,815,518.85	GP Equity	46.12
Machinery & Equipment	67,970.48	TOTAL CONTRIBUTED CAPITAL	1,205,332.12
Automobiles	15,484.50		
Furniture & Fixtures	1,503,657.00	RETAINED EARNINGS	
Site Improvement-Infrastructure	1,496,187.97	Retained Earnings-Unrestricted Net Assets	553,240.51
Accum Depreciation-Buildings	-3,330,245.28	TOTAL RETAINED EARNINGS:	553,240.51
Intangible Assets			
Amortization Tax Credit Fees	100,854.68		
Monitoring Fees	208,695.00		
TOTAL FIXED ASSETS (NET)	8,842,767.73	TOTAL EQUITY	1,758,572.63
Site Improvement	16,364.00		
Non-Dwelling Structures	28,019.32		
Non-Dwelling Equipment	60,262.45		
TOTAL NONCURRENT ASSETS	8,947,413.50	TOTAL LIABILITIES AND EQUITY	9,819,000.66
TOTAL ASSETS	9,819,000.66		

**Lakeland Housing Authority
Colton Meadow, LLLP
Changes in Cash**

For the Current and Four Months Ended April 25, 2018

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	83,222.21	91,499.49	8,277.28
Cash-Payroll	2,803.83	183.92	-2,619.91
Cash Restricted-Security Deposits	26,175.00	26,575.00	400.00
Cash Restricted-Operating Reserve	441,195.71	441,195.71	0.00
Cash Restricted-Reserve for Replacement	124,968.17	126,833.55	1,865.38
Cash-Tax & Insurance Escrow	15,083.69	20,247.34	5,163.65
Total Cash	693,448.61	706,535.01	13,086.40
Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	60,072.54	91,499.49	31,426.95
Cash-Payroll	1,653.65	183.92	-1,469.73
Cash Restricted-Security Deposits	26,575.00	26,575.00	0.00
Cash Restricted-Operating Reserve	441,173.47	441,195.71	22.24
Cash Restricted-Reserve for Replacement	122,703.60	126,833.55	4,129.95
Cash-Tax & Insurance Escrow	49,193.08	20,247.34	-28,945.74
Total Cash	701,371.34	706,535.01	5,163.67

Lakeland Housing Authority
Bonnet Shores, LLLP
Statement of Operations
For the Current and Four Months Ended April 25, 2018

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	48,707	47,982	725	1.51%	1	195,704	191,929	3,775	1.97%	575,787
Other Tenant Income	436	1,207	(770)	-63.85%	2	2,219	4,826	(2,607)	-54.02%	14,479
Other Income	-	59	(59)	-100.00%		33	236	(203)	-85.95%	707
Total Revenue	49,143	49,248	(105)	-0.21%		197,957	196,991	966	0.49%	590,974
Administrative Expense	14,309	14,560	(251)	-1.72%	3	57,937	58,240	(304)	-0.52%	174,721
Tenant Services	9	100	(91)	-90.52%	3	67	400	(333)	-83.20%	1,200
Utility Expense	6,358	5,431	927	17.07%	4	25,197	21,724	3,473	15.99%	65,171
Maintenance Expense	10,405	9,693	711	7.34%		41,253	38,773	2,480	6.40%	116,319
General Expense	6,967	8,692	(1,724)	-19.84%	3	27,117	34,767	(7,650)	-22.01%	104,301
Financing Expense	9,658	10,304	(646)	-6.27%	3	40,570	41,217	(647)	-1.57%	123,651
Operating Expense before Depreciation	47,707	48,780	(1,073)	-2.20%		192,141	195,121	(2,981)	-1.53%	585,364
Net Operating Income (Loss)	1,436	467	969	207.22%		5,816	1,870	3,946	211.05%	5,610
Depreciation & Amortization Expense	40,004	40,004	-	0.00%		160,017	160,017	-	0.00%	480,052
	-	-	-			-	-	-		-
Capital Replacement Items	436	2,634	(2,197.48)	-83.44%		8,716	10,535	(1,819.07)	-17.27%	31,605
Reimburse Replacement Reserve	-	(2,634)	2,633.72	-100.00%		-	(10,535)	10,534.88	-100.00%	(31,605)
Total Expense	88,148	88,785	(637)	-0.72%		360,874	355,139	5,735	1.61%	1,065,417
Net Income (Loss)	(39,004)	(39,537)	532	-1.35%		(162,917)	(158,148)	(4,770)	3.02%	(474,443)

Comments

- 1 75 apartment units, Tax Credit and Section 8 Vouchers. Tenant rental income is consistent with the budget.
- 2 Variance is due to residents timely payment of rents as well as causing less damage to the units.
- 3 Variance reflects expenses being less than the budget.
- 4 Variance is the result of costs associated with water, electricity, and trash removal being higher than budgeted.

Lakeland Housing Authority
Bonnet Shores, LLLP
Balance Sheet
April 25, 2018

ASSETS

Unrestricted Cash	
Cash Operating 1	136,889.33
Cash-Payroll	1,147.04
Petty Cash	<u>300.00</u>
Total Unrestricted Cash	138,336.37
Restricted Cash	
Cash Restricted-Security Deposits	29,325.00
Cash Restricted-Operating Reserve	460,578.11
Cash Restricted-Reserve for Replacement	132,405.36
Cash-Tax & Insurance Escrow	<u>32,664.97</u>
Total Restricted Cash	654,973.44
TOTAL CASH	<u>793,309.81</u>
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants/Vendors	9,168.16
Allowance for Doubtful Accounts-Tenants/Vendors	<u>-1,327.71</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	7,840.45
OTHER CURRENT ASSETS	
Eviction Deposit Acct.	500.00
Prepaid Expenses and Other Assets	3,592.20
Prepaid Insurance	42,976.44
Prepaid Software Licenses	673.36
Utility Deposit	<u>5,000.00</u>
TOTAL OTHER CURRENT ASSETS	<u>52,742.00</u>
TOTAL CURRENT ASSETS	<u>853,892.26</u>
NONCURRENT ASSETS	
FIXED ASSETS	
Land	300,000.00
Buildings	11,447,110.83
Automobiles	24,477.33
Furniture & Fixtures	423,152.78
Site Improvement-Infrastructure	679,255.00
Accum Depreciation-Buildings	-3,052,554.86
Accum Depreciation- Misc FF&E	-447,630.44
Accum Depreciation-Infrastructure	-332,094.24
Intangible Assets	
Loan Costs	41,419.00
Amortization Loan Cost	15,207.28
Compliance Fees	246,589.00
Amortization Tax Credit Fees	<u>120,557.08</u>
TOTAL FIXED ASSETS (NET)	<u>9,193,960.04</u>
TOTAL NONCURRENT ASSETS	9,193,960.04
TOTAL ASSETS	<u>10,047,852.30</u>

LIABILITIES & EQUITY

LIABILITIES	
CURRENT LIABILITIES	
A/P Vendors and Contractors	12,729.21
Tenant Security Deposits	27,325.00
Security Deposit Clearing Account	523.00
Security Deposit-Pet	2,000.00
Accrued Property Taxes	20,187.30
Accrued Interest Payable	52,069.09
Accrued Interest - 2nd Mortgage	404,516.68
Accrued Audit Fees	11,333.28
Tenant Prepaid Rents	678.68
Accrued Compensated Absences-Current	2,187.49
First Mortgage - TCAP	3,819,255.00
HOME Funds	131,028.00
Mortgage Note Payable	<u>1,009,877.00</u>
TOTAL CURRENT LIABILITIES	5,441,640.64
NONCURRENT LIABILITIES	
Accrued Compensated Absences-LT	<u>4,062.48</u>
TOTAL NONCURRENT LIABILITIES	56,131.57
TOTAL LIABILITIES	<u>5,497,772.21</u>
EQUITY	
CONTRIBUTED CAPITAL	
Contributed Capital	-57,442.26
Capital - LP	6,807,962.00
GP Equity	-162.00
Syndication Costs	<u>-40,000.00</u>
TOTAL CONTRIBUTED CAPITAL	6,710,357.74
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	<u>-2,160,277.65</u>
TOTAL RETAINED EARNINGS:	-2,160,277.65
TOTAL EQUITY	<u>4,550,080.09</u>
TOTAL LIABILITIES AND EQUITY	<u>10,047,852.30</u>

Lakeland Housing Authority
Bonnet Shores, LLLP
Changes in Cash
For the Current and Four Months Ended April 25, 2018

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	123,751.67	136,889.33	13,137.66
Cash-Payroll	1,497.76	1,147.04	-350.72
Cash Operating 3	0.00	0.00	0.00
Cash Restricted-Security Deposits	28,625.00	29,325.00	700.00
Cash Restricted-Operating Reserve	460,578.11	460,578.11	0.00
Cash Restricted-Reserve for Replacement	130,500.36	132,405.36	1,905.00
Cash-Tax & Insurance Escrow	73,761.55	32,664.97	-41,096.58
Total Cash	818,714.45	793,009.81	-25,704.64

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	85,363.49	136,889.33	51,525.84
Cash-Payroll	2,074.33	1,147.04	-927.29
Cash Operating 3	0.00	0.00	0.00
Cash Restricted-Security Deposits	27,875.00	29,325.00	1,450.00
Cash Restricted-Operating Reserve	460,554.89	460,578.11	23.22
Cash Restricted-Reserve for Replacement	130,357.96	132,405.36	2,047.40
Cash-Tax & Insurance Escrow	58,987.53	32,664.97	-26,322.56
Total Cash	765,213.20	793,009.81	27,796.61

Lakeland Housing Authority
West Bartow Partnership, Ltd., LLLP
Statement of Operations
For the Current and Four Months Ended April 25, 2018

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	70,320	71,511.59	(1,192)	-1.67%	1	290,996	286,046.38	4,950	1.73%	858,139
Other Tenant Income	(437)	(402.62)	(34)	8.54%		(2,510)	(1,610.49)	(900)	55.87%	(4,831)
Other Income	27	176.88	(150)	-84.69%	2	315	707.51	(392)	-55.44%	2,123
Total Revenue	69,910	71,286	(1,376)	-1.93%		288,801	285,143	3,658	1.28%	855,430
Administrative Expenses	15,738	17,175.16	(1,437)	-8.37%	3	65,408	68,700.65	(3,293)	-4.79%	206,102
Tenants Service Expenses	140	169.01	(29)	-17.37%	4	895	676.04	219	32.34%	2,028
Utility Expense	7,920	9,027.55	(1,107)	-12.27%	5	41,624	36,110.21	5,514	15.27%	108,331
Maintenance Expense	16,274	10,735.93	5,538	51.58%	3	40,765	42,943.71	(2,179)	-5.07%	128,831
General Expenses	5,044	3,854.49	1,190	30.87%	6	18,188	15,417.97	2,770	17.96%	46,254
Financing Expenses	22,263	25,317.18	(3,054)	-12.06%	3	89,866	101,268.73	(11,402)	-11.26%	303,806
Operating expense before depreciation	67,379	66,279	1,100	1.66%		256,746	265,117	(8,372)	-3.16%	795,352
Net Operating Income (Loss)	2,531	5,007	(2,475)	-49.44%		32,055	20,026	12,029	60.07%	60,078
Depreciation & Amortization	42,139	42,139	0	0.00%		168,556	168,555	1	0.00%	505,666
Capital Replacement Items	3,590	2,102	1,487	70.74%		8,885	8,409	476	5.66%	25,228
Reimburse Replacement Reserve	-	(2,102)	2,102	-100.00%		-	(8,409)	8,409	-100.00%	(25,228)
Transfer In	-	-	-			-	-	-		-
Total Expense	113,107	42,139	3,590	8.52%		434,187	433,673	514	0.12%	1,301,018
Net Operating Income (Loss)	(43,197)	29,147	(4,966)	-17.04%		(145,386)	(148,529)	3,143	-2.12%	(445,588)

Comments

- 1 Consists of 100 Tax Credit and Project-Based Section 8 Voucher units. Tenant rents are consistent with the budget.
- 2 Variance is due to management enforcing the lease agreement and collecting for damages to the units.
- 3 Variance reflects expenses that are lower than the budget.
- 4 Variance is the result of activities held for the seniors.
- 5 Variance is due to costs associated with water, gas, and sewer being higher than budgeted.
- 6 Variance for the year is due to timing of insurance and real estate taxes.

Lakeland Housing Authority
West Bartow Partnership, Ltd., LLLP
Balance Sheet
April 25, 2018

ASSETS

Unrestricted Cash	
Cash Operating 1	99,547.54
Cash-Payroll	-332.71
Petty Cash	300.00
Total Unrestricted Cash	<u>99,514.83</u>
Restricted Cash	
Cash Restricted-Security Deposits	10,150.00
Cash Restricted-Operating Reserve	25,119.58
Cash Restricted-Reserve for Replacement	215,657.12
Cash-Tax & Insurance Escrow	11,448.54
Investment 1	230,817.63
Total Restricted Cash	<u>493,192.87</u>
TOTAL CASH	<u>592,707.70</u>
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants/Vendors	5,534.92
Allowance for Doubtful Accounts-Tenants/Vendors	-3,375.29
Due from Polk County Housing Developers, Inc	22,324.00
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>24,483.63</u>
OTHER CURRENT ASSETS	
Eviction Deposit Acct.	500.00
Prepaid Insurance	50,322.60
Prepaid Software Licenses	825.00
TOTAL OTHER CURRENT ASSETS	<u>51,647.60</u>
TOTAL CURRENT ASSETS	<u>668,838.93</u>
NONCURRENT ASSETS	
FIXED ASSETS	
Land	432,717.00
Buildings	12,796,743.00
Building Improvements	35,770.50
Furn, Fixt, & Equip	1,157,974.64
Accum Depreciation-Buildings	-2,830,324.11
Accum Depreciation- Misc FF&E	-1,020,577.64
Accum Depreciation-Infrastructure	-314,288.84
Intangible Assets	
Loan Costs	335,121.42
Amortization Loan Cost	164,441.84
Compliance Fees	200,558.00
Amortization Tax Credit Fees	118,099.36
TOTAL FIXED ASSETS (NET)	<u>10,511,152.77</u>
Site Improvement	711,597.00
TOTAL NONCURRENT ASSETS	<u>11,222,749.77</u>
TOTAL ASSETS	<u>11,891,588.70</u>

LIABILITIES & EQUITY

CURRENT LIABILITIES	
A/P Vendors and Contractors	43,734.66
Tenant Security Deposits	9,200.00
Security Deposit-Pet	950.00
Accrued Property Taxes	2,475.43
Accrued Interest NLP Loan	6,395.84
Accrued Audit Fees	11,333.28
Tenant Prepaid Rents	505.65
Accrued Compensated Absences-Current	249.59
Mortgage Note Payable	3,015,380.64
Second Mortgage Payable	850,000.00
Third Mortgage Payable	348,866.40
Fourth Mortgage Payable	400,000.00
Note Payable-City of Bartow Impact Fees	564,621.00
Deferred Development Fee	1,353,253.96
TOTAL CURRENT LIABILITIES	<u>6,606,966.45</u>
NONCURRENT LIABILITIES	
Accrued Compensated Absences-LT	463.51
TOTAL NONCURRENT LIABILITIES	<u>463.51</u>
TOTAL LIABILITIES	<u>6,607,429.96</u>
EQUITY	
CONTRIBUTED CAPITAL	
Capital Private Investors	6,985,758.71
GP Equity	-13.00
Special LP Equity	159,413.00
Syndication Costs	-30,000.00
TOTAL CONTRIBUTED CAPITAL	<u>7,115,158.71</u>
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	-1,830,999.97
TOTAL RETAINED EARNINGS:	<u>-1,830,999.97</u>
TOTAL EQUITY	<u>5,284,158.74</u>
TOTAL LIABILITIES AND EQUITY	<u>11,891,588.70</u>

Lakeland Housing Authority
West Bartow Partnership, Ltd., LLLP
Changes in Cash
For the Current and Four Months Ended April 25, 2018

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	76,206.64	99,547.54	23,340.90
Cash-Payroll	-3,155.20	-332.71	2,822.49
Cash Restricted-Security Deposits	10,350.00	10,150.00	-200.00
Cash Restricted-Operating Reserve	25,119.58	25,119.58	0.00
Cash Restricted-Reserve for Replacement	213,130.04	215,657.12	2,527.08
Cash-Tax & Insurance Escrow	55,347.52	11,448.54	-43,898.98
Investment 1	230,817.63	230,817.63	0.00
Total Cash	607,816.21	592,407.70	-15,408.51

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	53,629.27	99,547.54	45,918.27
Cash-Payroll	-1,124.09	-332.71	791.38
Cash Restricted-Security Deposits	10,253.00	10,150.00	-103.00
Cash Restricted-Operating Reserve	25,119.58	25,119.58	0.00
Cash Restricted-Reserve for Replacement	231,200.97	215,657.12	-15,543.85
Cash-Tax & Insurance Escrow	41,667.52	11,448.54	-30,218.98
Investment 1	230,618.53	230,817.63	199.10
Total Cash	591,364.78	592,407.70	1,042.92

Lakeland Housing Authority

Hampton Hills (AMP 4)

Statement of Operations

For the Current and Four Months Ended April 25, 2018

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	1,549	1,987	(438)	-22.04%	1	8,518	7,948	570	7.17%	23,844
Other Tenant Income	25	22	3	15.38%	2	250	87	163	188.46%	260
Grant Income	6,337	1,597	4,741	296.93%	3	8,012	6,386	1,626	25.46%	19,158
Other Income	-	8,333	(8,333)			(51,201)	33,333	(84,535)		100,000
Total Revenue	7,911	11,939	(4,028)	-33.74%		(34,421)	47,754	(82,175)	-172.08%	143,262
Administrative Expenses	4,529	5,103	(574)	-11.25%	4	24,971	20,414	4,558	22.33%	61,241
Tenant Services Expenses	-	-	-			-	-	-		-
Utility Expense	390	-	390			615	-	615		-
Maintenance and Development Expense	938	2,464	(1,527)	-61.95%	5	4,754	9,857	(5,103)	-51.78%	29,571
General Expenses	1,146	274	871	317.70%	5	(870)	1,097	(1,967)	-179.26%	3,291
Housing Assistance Payments	276	63	213	338.10%	6	1,104	252	852	338.10%	756
Transfer In	-	-	-			-	-	-		-
Operating expense before Depreciation	7,279	7,905	(626)	-7.92%		30,575	31,620	(1,045)	-3.31%	94,859
Net Operating Income (Loss)	632	4,034	(3,401)			(64,996)	16,134	(81,130)		48,403
Depreciation	27	27	(0)			107	108	(1)		324
Total Expenses	7,305	7,932	(626)	-7.90%		30,682	31,728	(1,046)	-3.30%	95,183
Net Income (Loss)	606	4,007	(3,401)			(65,103)	16,026	(81,129)		48,079

Comments

- 1 Property is comprised of 7, Section 32 Public Housing units. Although rental income was lower than budgeted for the period, it continues to be higher than budgeted for the year due to evictions of homebuyers that were paying very little or no rent.
- 2 Variance is due to LHA enforcing the lease to purchase agreement. Management is also enforcing the requirement that homebuyers pay for damages caused to their homes prior to moving out.
- 3 Variance is due to subsidy received from HUD being higher than the budget.
- 4 Variance is because of legal costs associated with sale of the homes.
- 5 Variance reflects expenses that are less than the budget.
- 6 Variance reflects FSS Escrow payments.

Lakeland Housing Authority

Hampton Hills (AMP 4)

Balance Sheet

April 25, 2018

ASSETS

CASH

Unrestricted Cash

Cash Operating 1 23,722.92

Cash-Payroll 93.31

Cash Operating 3 291,761.27

Total Unrestricted Cash 315,577.50

Restricted Cash

Cash Restricted-Security Deposits 2,400.00

Cash Restricted - FSS Escrow 3,036.00

Total Restricted Cash 5,436.00

TOTAL CASH 321,013.50

ACCOUNTS AND NOTES RECEIVABLE

A/R-Tenants/Vendors 1,742.68

Allowance for Doubtful Accounts-Tenants/Vendors -272.34

AR-TPA/Fraud Recovery 2,071.32

Cleared Interfund Account -2,200.20

TOTAL DUE FROM -2,200.20

Lakeridge Homes 2nd Mortgage 340,900.00

TOTAL ACCOUNTS AND NOTES RECEIVABLE 342,241.46

OTHER CURRENT ASSETS

Eviction Deposit Acct. 500.00

Prepaid Insurance 3,576.54

Prepaid Software Licenses 800.00

TOTAL OTHER CURRENT ASSETS 4,876.54

TOTAL CURRENT ASSETS 668,131.50

NONCURRENT ASSETS

FIXED ASSETS

Buildings 641,624.51

Furniture & Fixtures 2,248.94

Accum Depreciation- Misc FF&E -1,715.65

Intangible Assets

TOTAL FIXED ASSETS (NET) 642,157.80

TOTAL NONCURRENT ASSETS 642,157.80

TOTAL ASSETS 1,310,289.30

LIABILITIES & EQUITY

CURRENT LIABILITIES

A/P Vendors and Contractors 790.73

Tenant Security Deposits 2,400.00

Due to Federal Master 871.64

Tenant Prepaid Rents 27.26

Accrued Compensated Absences-Current 32.31

TOTAL CURRENT LIABILITIES 4,121.94

NONCURRENT LIABILITIES

Accrued Compensated Absences-LT 60.00

FSS Due to Tenant Long Term 3,036.00

TOTAL NONCURRENT LIABILITIES 3,096.00

TOTAL LIABILITIES 7,217.94

EQUITY

RETAINED EARNINGS

Retained Earnings-Unrestricted Net Assets 1,303,071.36

TOTAL RETAINED EARNINGS: 1,303,071.36

TOTAL EQUITY 1,303,071.36

TOTAL LIABILITIES AND EQUITY 1,310,289.30

**Lakeland Housing Authority
Hampton Hills (AMP 4)
Changes in Cash**

For the Current and Four Months Ended April 25, 2018

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	21,840.31	23,722.92	1,882.61
Cash-Payroll	-79.18	93.31	172.49
Cash Operating 3	291,761.27	291,761.27	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	2,700.00	2,400.00	-300.00
Cash Restricted - FSS Escrow	2,760.00	3,036.00	276.00
Cash Restricted - Escrow	0.00	0.00	0.00
Total Cash	318,982.40	321,013.50	2,031.10

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	39,336.12	23,722.92	-15,613.20
Cash-Payroll	-797.26	93.31	890.57
Cash Operating 3	185,892.33	291,761.27	105,868.94
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	2,700.00	2,400.00	-300.00
Cash Restricted - FSS Escrow	1,932.00	3,036.00	1,104.00
Cash Restricted - Escrow	0.00	0.00	0.00
Total Cash	229,063.19	321,013.50	91,950.31

Lakeland Housing Authority

YouthBuild-DOL 2016 (49)

Statement of Operations

For the Current and Four Months Ended April 25, 2018

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Government Subsidy Income	43,305	36,045	7,260	20.14%	1	130,474	144,179	(13,705)	-9.51%	432,537
Other Income	-	-	-			-	-	-		-
Total Revenue	43,305	36,045	7,260	20.14%		130,474	144,179	(13,705)	-9.51%	432,537
Administrative Expenses	27,702	25,439	2,262	8.89%		108,958	101,758	7,201	7.08%	305,273
Tenant Services Expenses	12,370	10,126	2,244	22.16%	2	32,907	40,505	(7,598)	-18.76%	121,514
Utility Expense	-	-	-			-	-	-		-
Maintenance and Development Expense	174	88	86	96.97%	3	1,205	353	852	241.06%	1,060
General Expenses	278	391	(113)	-29.00%	2	1,140	1,563	(423)	-27.07%	4,690
Operating expense before Depreciation	40,523	36,045	4,479	12.43%		144,210	144,179	31	0.02%	432,537
Transfer Out	1,179	-	1,179	#DIV/0!		1,529	-	1,529	#DIV/0!	-
Net Operating Income (Loss)	1,603	(0)	1,603			(15,265)	(0)	(15,265)		-
Depreciation	-	-	-			-	-	-		-
Total Expenses	41,702	36,045	5,658	15.70%		145,739	144,179	1,560	1.08%	432,537
Net Income (Loss)	1,603	-	1,603			(15,265)	-	(15,265)		-

Comments

- 1 Variance is due to timing of receipt of subsidy from DOL.
- 2 Variance is due to expenses being less than budgeted.
- 3 Variance is due to costs associated with migration to Office 365.

Lakeland Housing Authority

YouthBuild-DOL 2016 (49)

Balance Sheet

April 25, 2018

ASSETS		LIABILITIES & EQUITY	
CASH		CURRENT LIABILITIES	
Cash Operating 1	4,750.44	A/P Vendors and Contractors	12,087.14
Cash-Payroll	-578.85	Due to Federal Master	9,576.21
Petty Cash	1,333.32	Due to Central Office Cost Center	4,452.22
Cash in PH Master Account	76,756.98	Accrued Compensated Absences-Current	3,094.24
Total Unrestricted Cash	82,261.89	TOTAL CURRENT LIABILITIES	29,209.81
Claim on Cash	-70,585.26		
TOTAL CASH	11,676.63		
		NONCURRENT LIABILITIES	
ACCOUNTS AND NOTES RECEIVABLE		Accrued Compensated Absences-LT	5,746.44
A/R-Other Government	14,507.50	TOTAL NONCURRENT LIABILITIES	5,746.44
TOTAL DUE FROM	14,507.50		
TOTAL ACCOUNTS AND NOTES RECEIVABLE	14,507.50		
OTHER CURRENT ASSETS		TOTAL LIABILITIES	34,956.25
Prepaid Insurance	2,934.33		
TOTAL OTHER CURRENT ASSETS	2,934.33	EQUITY	
TOTAL CURRENT ASSETS	29,118.46	RETAINED EARNINGS	
		Retained Earnings-Unrestricted Net Assets	-19,109.79
NONCURRENT ASSETS		Retained Earnings - Restricted Net Assets	13,272.00
FIXED ASSETS		TOTAL RETAINED EARNINGS:	-5,837.79
Automobiles	21,299.00		
Accum Depreciation- Misc FF&E	-21,299.00	TOTAL EQUITY	-5,837.79
	0.00		
TOTAL FIXED ASSETS (NET)	0.00	TOTAL LIABILITIES AND EQUITY	29,118.46
TOTAL NONCURRENT ASSETS	0.00		
TOTAL ASSETS	29,118.46		

**Lakeland Housing Authority
YouthBuild-DOL 2016 (49)
Changes in Cash**

For the Current and Four Months Ended April 25, 2018

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	314.65	4,750.44	4,435.79
Cash-Payroll	215.18	-578.85	-794.03
Negative Cash COCC Master	0.00	0.00	0.00
Total Cash	529.83	4,171.59	3,641.76

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	10,678.07	4,750.44	-5,927.63
Cash-Payroll	-14,315.35	-578.85	13,736.50
Negative Cash COCC Master	0.00	0.00	0.00
Total Cash	-3,637.28	4,171.59	7,808.87

LAKELAND HOUSING AUTHORITY
Grant Report
Updated as of May 18, 2018

		START DATE	OBLIGATION END DATE	DISTRIBUTION END DATE	AUTHORIZED	OBLIGATION 90% THRESHHOLD	OBLIGATED AMOUNT	DISBURSED	AVAILABLE BALANCE
Capital Fund Program	(HUD)								
CFP - 2011		07-15-11	08-03-13	08-02-15	562,980.00	506,682.00	562,980.00	562,980.00	0.00
CFP - 2012		03-12-12	03-11-14	03-11-16	327,414.00	294,672.60	327,414.00	327,414.00	0.00
CFP - 2013		08-09-13	09-08-15	09-08-17	251,538.00	226,384.20	251,538.00	251,538.00	0.00
CFP - 2014		05-01-14	05-01-16	05-01-18	341,004.00	306,903.60	341,004.00	341,004.00	0.00
CFP - 2015		04-13-15	04-12-17	04-12-19	345,575.00	311,017.50	313,186.94	305,349.31	40,225.69
CFP - 2016		04-13-16	04-12-18	04-12-20	358,393.00	322,553.70	336,513.32	231,939.01	126,453.99
				CFP Subtotal:	2,186,904.00	1,968,213.60	2,132,636.26	2,020,224.32	166,679.68
Replacement Housing Factor	(HUD)								
RHF - 2009(a)		09-15-09	10-29-16	07-29-17	282,108.00	253,897.20	282,108.00	282,108.00	0.00
RHF - 2009(b)		04-02-10	10-29-16	07-29-17	149,804.00	134,823.60	149,804.00	149,804.00	0.00
RHF - 2010		07-15-10	10-29-16	07-29-18	441,385.00	397,246.50	441,385.00	278,687.02	162,697.98
RHF - 2011		08-03-11	10-29-16	10-29-18	380,321.00	342,288.90	380,321.00	0.00	380,321.00
RHF - 2012(b)		03-12-12	10-29-16	10-29-18	70,661.00	63,594.90	70,661.00	0.00	70,661.00
RHF - 2013(a)		09-09-13	10-29-18	04-12-19	208,904.00	188,013.60	208,904.00	0.00	208,904.00
RHF - 2013(b)		09-09-13	10-29-16	10-29-18	62,529.00	56,276.10	62,529.00	0.00	62,529.00
RHF - 2014		05-13-14	10-29-18	04-12-19	185,710.00	167,139.00	185,710.00	0.00	185,710.00
RHF - 2015		04-13-15	10-29-18	04-12-19	187,612.00	168,850.80	187,612.00	0.00	187,612.00
RHF - 2016		04-13-16	10-29-18	04-12-20	193,574.00	174,216.60	193,574.00	0.00	193,574.00
				RHF Subtotal:	2,162,608.00	1,946,347.20	2,162,608.00	710,599.02	1,452,008.98
HOPE VI	(HUD)	04-05-00		12-31-17	21,842,801.00	19,658,520.90	21,842,801.00	21,842,801.00	0.00
Safety & Security Grant	(HUD)	03-20-13	03-19-14	03-19-15	250,000.00	225,000.00	250,000.00	250,000.00	0.00
				Safety & Security Subtotal:	250,000.00	225,000.00	250,000.00	250,000.00	0.00
Resident Opportunities and Self Sufficiency	(HUD)								
ROSS-Family Self Sufficiency 2017		1/1/2018	12/31/2018		110,072.00	99,064.80			
ROSS - Family Self Sufficiency 2016		07-08-16	12-31-17		105,738.00	95,164.20	105,738.00	105,738.00	0.00
ROSS - Service Coordinator 2016		02-01-17	01-31-20		219,185.00	197,266.50	88,668.48	88,668.48	130,516.52
				ROSS Subtotal:	324,923.00	292,430.70	194,406.48	194,406.48	# 130,516.52
YouthBuild 2016 Grant (new)	(DOL)	10-17-16	02-16-20		990,024.00	891,021.60	465,532.30	465,532.30	524,491.70
				YouthBuild Subtotal:	990,024.00	891,021.60	465,532.30	465,532.30	524,491.70
YouthBuild 2014 Grant	(DOL)	08-11-14	12-10-17		974,124.00	876,711.60	974,124.00	974,124.00	0.00
				YouthBuild Subtotal:	974,124.00	876,711.60	974,124.00	974,124.00	0.00
21st Century	(DOE)	08-01-13	07-31-14		324,331.00	291,897.90	199,395.53	199,395.50	124,935.50
				21st Century Subtotal:	324,331.00	291,897.90	199,395.53	199,395.50	124,935.50

May 2018 Board Report



Program Manager's Report

- Attended a Legislative Conference in Washington, DC on April 24th – 26th, 2018.
- Conducted several follow-up meetings with YouthBuild-Lakeland (YBL) staff to discuss YouthBuild-Lakeland's Cycle 15 commencement exercise to be held on May 3, 2018 – 6:00 p.m. at Simpson Park Community Center.
- On Thursday, April 12th, chaperoned YBL-Cycle 15 participants to Ridge Career College where we toured the facility and met prospective partners/employers.
- On Friday, April 13th, conducted individual and group meetings with YBL-Cycle 15 graduates to address their concerns and receive input that may be valuable to future cycles.

Academics

Cycle 15 has ended, and in the final month four more participants completed their High School Diploma or GED. The attainment rate for High School Education credentials was 85% for this cycle. For the current grant 90% of participants have earned either a diploma or a GED. In the Performance Outcome of Credential Attainment YouthBuild Lakeland had an outcome of 100% this cycle, and has a total grant outcome of 97.5%. This means that 39 out of the 40 participants of the current grant earned either a diploma, or industry recognized credential, or both.

Recruitment

Recruiting for Cycle 16 continues to move forward steadily. Staff from the YouthBuild program are placing flyers in the local community and advertising on Social Media. We currently have 22 prospects invited to Mental Toughness. Mental toughness will begin on May 21 and continue for 3 weeks.

Career Development and Placement

During the first week of April, Cycle 15 YBL participants completed career development assignments and/or projects and continued to explore post-secondary education opportunities and apply for financial assistance through FAFSA (Free Application for Federal Student Aid) and WIOA (Work



Innovation and Opportunity Act). On April 10th, participants rendered their Vision Board presentations to peers and YBL staff. On April 12th, staff and participants attended the Ridge Technical College Open House and Career Fair which afforded them the opportunity to tour the RTC campus and meet one-on-one with numerous employers. The Career Development Coordinator shared YBL information and accepted applications for the upcoming Cycle 16. On April 26th, the Career Development Coordinator and the Construction Training Supervisor shared YBL information and accepted applications at the Travis Career College's Open House and Career Fair. After lunch, both attended the School Advisory Committee (SAC) meeting.

Construction

The month of April was the final month of training for YBL Cycle 15 participants. A major plus for this cycle was that they have completed most of their construction training (hands-on) at the Williamstown site (*see pictures below*). The construction of the forty-two (42) units is almost complete and





final touches are being done. During the final phases, participants witnessed and learned about trades such as how to Tile Layers, Cabinet Installers, Electrician, Plumbers, and Painters. Being exposed to different construction trades can increase the interest of YBL participants in construction as a career choice.



Earl W. Haynes
Senior Program Manager

Richard Mooneyham
Program Coordinator/Academic Instructor

Cynthia E. Zorn-Shaw
Career Development Coordinator

Terry Love
Construction Training Supervisor

Aimee Pickup
Administrative Assistant

RESOLUTIONS

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

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

Re: Resolution # 18-1454

The Board of Commissioners is requested to approve the above-referenced resolution to authorize the Executive Director to review and update the Affirmatively Furthering Fair Housing Policy and the Analysis of Impediments to Fair Housing Choice documents for compliance with the federal Fair Housing Act of 1968.

2. Who is making request:

A. Entity: The Housing Authority of the City of Lakeland

B. Project: Update to Analysis of Impediments to Fair Housing Choice documents

C. Originator: Benjamin Stevenson

3. Cost Estimate:

N/A

Narrative:

The Fair Housing Act of 1968 required that all U.S. Department of Housing and Urban Development programs be administered in a manner that affirmatively furthers fair housing. The Housing Authority of the City of Lakeland (HACL) is committed to affirmatively furthering fair housing by:

- Conducting an analysis to identify impediments to fair housing choice;
- Taking appropriate actions to overcome the effects of any impediments identified through this analysis; and
- Maintaining records reflecting the analysis and actions taken.

The objectives of this process are broad, including

- Analyzing and eliminating housing discrimination in the jurisdiction;
- Promoting fair housing choice for all persons;
- Providing opportunities for inclusive patterns of housing occupancy regardless of race, color, religion, sex, familial status, disability or national origin;

- Promoting housing that is structurally accessible to, and usable by, all persons, particularly persons with disabilities; and
- Fostering compliance with the nondiscrimination provisions of the federal Fair Housing Act.

By undertaking this review, the Analysis of Impediments document establishes measures for the HACL and serves as:

- A comprehensive review of the HACL's administrative policies, procedures and practices with regard to fair housing opportunities;
- An assessment of how those laws, regulations, policies, and procedures affect the location, availability, and accessibility of housing; and
- An assessment of public and private sector conditions affecting fair housing choice.

The HACL is committed to furthering fair housing choice throughout its public housing communities and all administered programs.

RESOLUTION NO. 18-1454

AUTHORIZATION TO REVIEW AND UPDATE THE AFFIRMATIVELY
FURTHERING FAIR HOUSING POLICY AND ANALYSIS OF
IMPEDIMENTS TO FAIR HOUSING CHOICE DOCUMENTS

WHEREAS, the federal Fair Housing Act of 1968 requires all U.S. Department of Housing and Urban Development programs be administered in a manner that affirmatively furthers fair housing; and

WHEREAS, all public housing authorities are required to with the rules and regulations of the U.S. Department of Housing and Urban Development; and

WHEREAS, the Housing Authority of the City of Lakeland is committed to affirmatively furthering fair housing by conducting an analysis to identify impediments to fair housing choice for residents of the City of Lakeland, Florida; and

WHEREAS, it is necessary to review and update, where appropriate, the current Affirmatively Furthering Fair Housing Policy and the Analysis of Impediments to Fair Housing Choice documents to ensure compliance with the federal Fair Housing Act of 1968.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Lakeland hereby authorizes the Executive Director to review and update, where appropriate, the current Affirmatively Furthering Fair Housing Policy and the Analysis of Impediments to Fair Housing Choice documents to ensure compliance with the federal Fair Housing Act of 1968.

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 Resolution No. 18-1454, dated May 21, 2018.

Attested by:

Benjamin Stevenson, Secretary

Michael A. Pimentel, Chairman



Analysis of Impediments to Fair Housing Choice

Housing Authority of the City of Lakeland

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Appendices

- Appendix 1: Section 8 Questionnaire
- Appendix 2: Public Housing Questionnaire
- Appendix 3: Demographics by HAAC Community
- Appendix 4: Affirmatively Furthering Fair Housing Policy

1. Introduction/Executive Summary

The mission of the Housing Authority of the City of Lakeland (HACL), FL-011, is to provide quality, affordable housing and self-sufficiency opportunities in an effective and professional manner, in the city of Lakeland and Polk County, Florida.

The HACL receives federal funds annually from the U.S. Department of Housing and Urban Development (HUD). Under this relationship, HUD requires all Public Housing Authorities (PHA) to prepare Agency Plans, including an Annual Plan. These Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families. The HACL's current Annual Plan covers the time period of January 1, 2018 through December 31, 2018. As part of the PHA Plan, the HACL consults with the City of Lakeland, NAACP-Lakeland Chapter, and other stakeholders regarding any identified impediments to housing choice and to develop a plan to address those impediments.

The Fair Housing Act of 1968 required that all HUD programs be administered in a manner that affirmatively furthers fair housing. The HACL is committed to affirmatively furthering fair housing by:

- Conducting an analysis to identify impediments to fair housing choice;
- Taking appropriate actions to overcome the effects of any impediments identified through this analysis; and
- Maintaining records reflecting the analysis and actions taken.

The objectives of this process are broad, including

- Analyzing and eliminating housing discrimination in the jurisdiction;
- Promoting fair housing choice for all persons;
- Providing opportunities for inclusive patterns of housing occupancy regardless of race, color, religion, sex, familial status, disability or national origin;
- Promoting housing that is structurally accessible to, and usable by, all persons, particularly persons with disabilities; and
- Fostering compliance with the nondiscrimination provisions of the federal Fair Housing Act.

By undertaking this review, the Analysis of Impediments document establishes measures for the HACL and serves as:

- A comprehensive review of the HACL's administrative policies, procedures and practices with regard to fair housing opportunities;

- An assessment of how those laws, regulations, policies, and procedures affect the location, availability, and accessibility of housing; and
- An assessment of public and private sector conditions affecting fair housing choice.

The HACL is committed to furthering fair housing choice throughout its public housing communities and all administered programs.

2. Jurisdictional Background Data

The HACL was created by the State of Florida in 1939 pursuant to Florida Statute 421. The HACL manages affordable housing programs that offer many diverse housing and self-sufficiency opportunities to families and individuals residing in the city of Lakeland within Polk County, Florida

Housing Profile

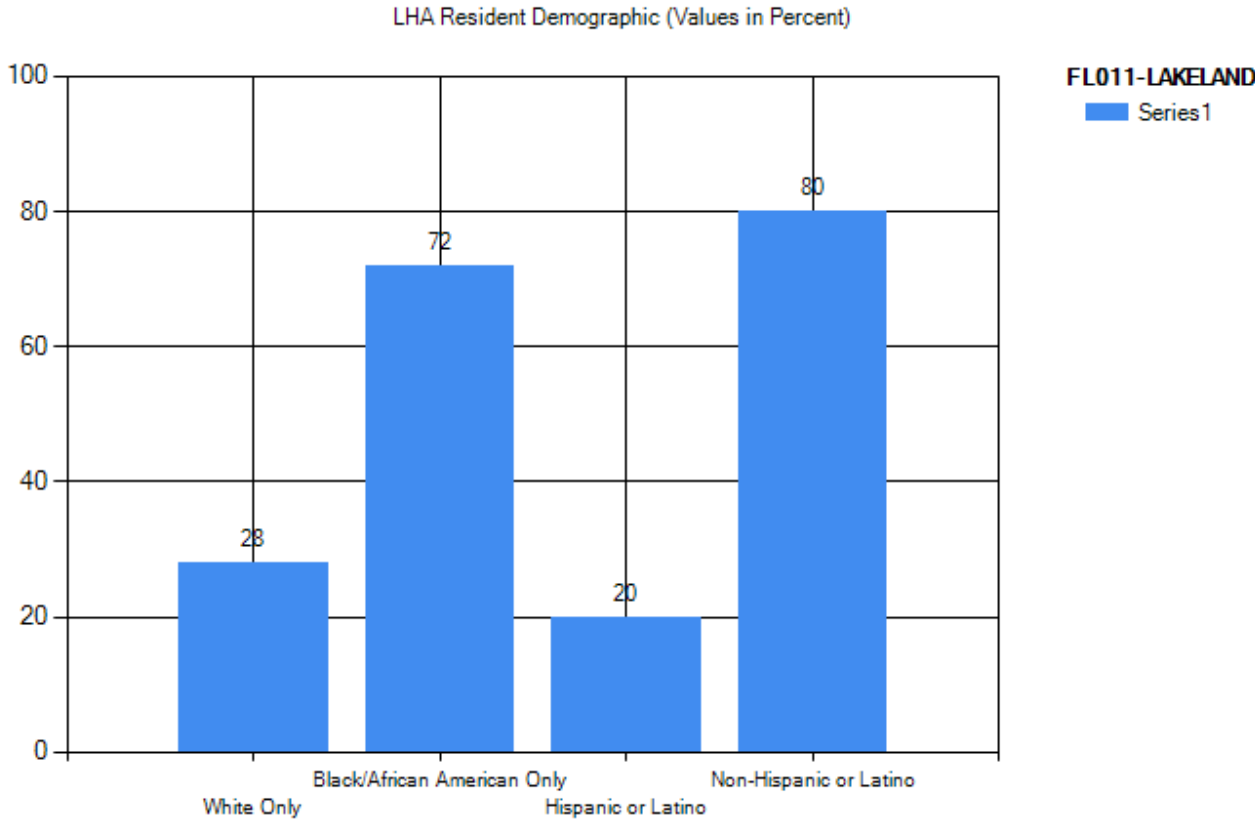
The HACL affordable housing programs include conventional public housing, Section 8 and the mixed income affordable housing opportunities. The HACL Section 8 Program includes 1,540 Housing Choice Vouchers (HCVs) and the agency self-manages all of its communities including the following public housing and mixed income developments:

Public Housing Program		
Community	# Units	Type
Westlake Apartments	120	Multi-Family
John Wright Homes	20	Multi-Family
Cecil Gober Villas	37	Elderly
Hampton Hills Homes	8	Homeownership
Total	185	

Mixed Income Communities			
Community	#Units	Type	Unit Mix
Dakota Park	40	Multi-Family	20 LIHTC, 20 Public Housing/LIHTC
Washington Renaissance	78	Elderly	48 LIHTC, 30 Public Housing/LIHTC
Washington Renaissance	118	Multi-Family	39 LIHTC, 79 Public Housing/LIHTC
Colton Meadow	72	Multi-Family	LIHTC
Villas at Lake Bonnet Homes	75	Multi-Family	LIHTC with 18 Project based Section 8
The Manor at West Bartow	100	Elderly	LIHTC, 99 Project based Section 8
Total	483		

Demographic Data

Demographics for the HACL are reflected below:



Demographics of Public Housing Residents		
	Number of Residents	Comments
Race:		
<ul style="list-style-type: none"> Black/African-American 	528	
<ul style="list-style-type: none"> Native Hawaiian/Other Pacific Islander 	0	
<ul style="list-style-type: none"> White 	175	
<ul style="list-style-type: none"> American Indian/Alaska Native 	0	
<ul style="list-style-type: none"> Other 	0	
Ethnicity:		
<ul style="list-style-type: none"> Hispanic 	147	
<ul style="list-style-type: none"> Non-Hispanic 	556	
Disabled Persons	124	
Head of Household:		
<ul style="list-style-type: none"> Male 	41	
<ul style="list-style-type: none"> Female 	239	

Demographics of Section 8 Participants		
	Number of Residents	Comments
Race:		
<ul style="list-style-type: none"> Black/African-American 	2096	
<ul style="list-style-type: none"> Native Hawaiian/Other Pacific Islander 	1	
<ul style="list-style-type: none"> White 	1014	
<ul style="list-style-type: none"> American Indian/Alaska Native 	3	
<ul style="list-style-type: none"> Other 	4	
Ethnicity:		
<ul style="list-style-type: none"> Hispanic 	734	
<ul style="list-style-type: none"> Non-Hispanic 	2384	
Disabled Persons	717	
Head of Household:		
<ul style="list-style-type: none"> Male 	177	

• Female	1017	
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Integration and Segregation

Please refer to Appendix 3 for a chart reflecting demographics by HACL housing community.

Income Data

The HACL's average household income ranges from a low of \$0.00 to a high of \$49,443.00 with an overall average of \$13,642.00.

3. Evaluation of Jurisdiction's Current Fair Housing Legal Status

There have been no fair housing complaints or fair housing reviews in the last five years. Also, no fair housing discrimination suits have been filed against the HACL.

The Fair Housing Act and the state civil right laws recognize the following seven protected classes as: race, religion, color, sex, familial status, national origin and disability. If, however, a person feels they were discriminated against based on the perception of the person's sexual orientation or gender identity, a claim may be filed under the Fair Housing Act.

4. Considerations for Analysis of Impediments to Fair Housing Choice

As part of the Analysis of Impediments, a questionnaire was completed for programs administered by the HACL. The results are provided in Appendices 1 and 2. In addition, the HACL identified impediments to Fair Housing Choice.

Identified and Potential Impediments

Impediment #1: Isolation due to affordability issues

Section 8 Voucher Program recipients may not seek to live in areas with higher quality housing since landlords may not be willing to rent to lower income individuals. As a result, they may choose housing in specific areas with lower quality housing.

Impediment #2: Ability of low-income households interested in becoming homeowners

Due to low income and credit worthiness, families below the poverty level often find it difficult to purchase homes.

Impediment #3: Public awareness

Individuals may not know how to recognize discrimination and sometimes lack knowledge of Fair Housing Choice, specifically regarding their rights and responsibilities on housing issues.

Impediment #4: Physical accessibility

There is a shortage of inventory and a lack of knowledge regarding rights of those needing physical accessibility accommodations that are reasonable under the fair housing laws.

Impediment #5: Discrimination due to race, ethnicity, gender, disability

The HACL recognizes that there is the potential for discrimination based on race, ethnicity gender and disability. As such, we have identified discrimination as an impediment.

5. Conclusions and Recommended Actions

Impediment #1: Isolation due to affordability issues

Section 8 Voucher Program recipients may not seek to live in areas with higher quality housing since landlords may not be willing to rent to lower income individuals. As a result, they may choose housing in specific areas with lower quality housing.

- Action 1 – Continue to assist Section 8 Voucher Program recipients in efforts to locate higher quality housing.
 - Listing of available rental units is available in the lobby of the HACL office
- Action 2 – Educate and work with landlords to increase the availability of Section 8 properties throughout the city of Lakeland
 - Hosted an Information Workshop on the Section 8 Program for new landlords
 - Post a copy of the Section 8 Landlord Packet on the HACL Website for new landlords to download
 - Mail information flyers with updates on the Section 8 program to existing and potential landlords
- Action 3 – When working with developers, encourage mixed income, universal design developments and utilizing the Uniform Federal Accessibility Standards(UFAS).
 - Contracts with developers require designs for new housing units to comply with UFAS and other related HUD requirements

Impediment #2: Ability of low-income households to purchase housing

Due to low income and credit worthiness, families below the poverty level often find it difficult to purchase homes.

- Action 1 – Encourage and market financial and credit counseling services offered through other entities through the City of Lakeland and Polk County, Florida.
 - HACL contracted with a HUD approved and certified homeownership counseling agency to assist potential homebuyers with credit repair and budgeting
- Action 2 – Continue work with families who have expressed an interest in homeownership.
 - HACL contracted with a HUD approved and certified homeownership counseling agency to provide pre- and post-homeownership counseling
 - HACL created the Hampton Hills Homeownership Program that provides 12 homeownership opportunities for residents of public housing
- Action 3 – Discuss hosting a Housing Fair with banks, social service agencies that assist with financial and credit services and education to aid with housing empowerment.

Impediment #3: Public awareness

Individuals may not know how to recognize discrimination and sometimes lack knowledge of

Fair Housing, specifically regarding their rights and responsibilities on housing issues.

- Action 1 – Post information on the HACL’s website and facilitate fair housing education.
- Action 2 – Inform/educate landlords through outreach efforts including trainings, meetings, literature and other methods.
 - Hosted an Information Workshop on the Section 8 Program for new landlords
 - Mail information flyers with updates on the Section 8 program to existing and potential landlords
- Action 3 – Support consumer education programs, such as homebuyer counseling and education.
 - HACL contracted with a HUD approved and certified homeownership counseling agency to provide pre- and post-homeownership counseling
 - Worked with local agency to provide a consumer education and financial counseling workshop on-site
- Action 4 – Participate in Fair Housing education efforts.
 - Work with the City of Lakeland and local partners
- Action 5 – Promote Fair Housing month.
 - Work with the City of Lakeland and local partners
- Action 6 – HACL Board of Commissioners approved a resolution to review and update Affirmatively Furthering Fair Housing Policy and Analysis to Impediments to Fair Housing Choice documents.
 - Post updated Fair Housing Choice documents on HACL website

Impediment #4: Physical accessibility

There is a shortage of inventory and a lack of knowledge regarding rights of those needing physical accessibility accommodations that are reasonable under the fair housing laws.

- Action 1 – Educate landlords and residents on reasonable accommodations requirements.
- Action 2 – Use of available resources for necessary accessibility modifications.
- Action 3 – When undergoing substantial rehab of units, use universal design, where possible, to allow individuals to age in place and accessibility.
- Action 4 – When working with developers, encourage mixed income, universal design developments and utilization of the Uniform Federal Accessibility Standards(UFAS).
 - HACL created a new senior community, Micro-Cottages at Williamstown, that complies with UFAS
 - Contracts with developers require designs for new housing units to comply with UFAS and other related HUD requirements
 - Contracts with developers require mixed income rental housing units in order to comply with the requirements of Low Income Housing Tax Credit program
- Action 5 –A physically disabled person is a member of the HACL Board of Commissioners
 - Physically disabled HACL commissioner is a member of a State-wide Board that reviews accessibility accommodations and related items

- Physically disabled HACL commissioner is a member of a NAHRO Diversity Task Force

Impediment #5: Discrimination due to race, ethnicity, gender, disability

- Action 1 – Continue relationship with City of Lakeland and other organizations to promote fair housing.
- Action 2 – Educate staff on recognizing discrimination.
 - HACL hosted an agency-wide training for staff conducted by a Fair Housing consultant
- Action 3 – Educate Staff by attendance in fair housing training.
 - HACL hosted an agency-wide training for staff conducted by a Fair Housing consultant

7. Signature

The Housing Authority City of Lakeland as a recipient of federal funding and in order to comply with Affirmatively Further Fair Housing (AFFH) requirements has conducted an Analysis of Impediments to Fair Housing Choice and affirms that the Housing Authority will support the activities to assure nondiscrimination in the provision of housing.

Benjamin Stevenson, President/CEO
Housing Authority City of Lakeland

Date

APPENDICES

Appendix 1

Section 8 Program		
Question	Response	Comments
Has the Section 8 Program been found in noncompliance with any civil rights laws or regulations?	No	
Are there any court suits involving tenant application, selection and assignment policies/procedures?	No	
What is the pattern, by location and family type, of minority and non-minority voucher holders who rent your units?	No	
Are minorities located primarily in minority neighborhoods?	Yes	
What steps does Agency take to promote housing choice across all neighborhoods?	Regular outreach to promote the program to landlords in all areas of jurisdiction. New applicants attend a briefing session prior to Voucher issuance which includes information on choosing a unit	
Assist voucher holders who received their vouchers from Agencies in other jurisdictions?	Yes – if they choose their portability option In instances of portability	
Assist voucher holders with disabilities by providing assistance in locating available accessible housing?	Yes. All families receive the same information Offer a list at orientation of all known rental complexes in the City of Lakeland.	

Section 8 Program

Question	Response	Comments
<p>Does the LHA provide up-to-date information about facilities and services available in all neighborhoods in which housing suitable to the needs of the voucher holder is available (locations of schools, day care, health and welfare and other social service agencies)?</p>	<p>Yes. This list is located in the orientation packet that is provided upon request.</p>	
<p>Does the Agency encourage voucher holders, particularly minorities, to look for housing in neighborhoods that are not traditional residential areas for the holder in question?</p>	<p>All families receive the same information.</p> <p>All participants are given neighborhood maps when they come in for the initial briefing. We also maintain a list of available units with landlord contact information, and this is available to all persons with a Voucher. These units typically include a wide variety of neighborhoods.</p>	
<p>Has Agency completed a self-evaluation of its policies, procedures and practices to determine whether they may adversely impact persons with disabilities during the application or tenanting process? If so, have all deficiencies been addressed?</p>	<p>Our policies and procedures are continuously evaluated to ensure we do not adversely impact applicants or tenants.</p> <p>No adverse impact identified</p>	
<p>Has Agency conducted a needs assessment to identify need for accessible units and does it have a transition plan to assure access?</p>	<p>To best serve applicants and tenants, we constantly review our participating units, policies and procedures.</p>	
<p>What steps has the Agency taken to assure that persons with disabilities have access to the same range of housing choices and types as are offered to persons without disabilities?</p>	<p>All applicants and tenants are treated in a fair and consistent manner Information is available to tenants who require special accommodations, and we do our best to ensure their needs are met.</p>	

Public Housing Questionnaire		
Questions	Response	Comments
Has the PHA been found in noncompliance with civil rights laws or regulations?	No	
Are there any court suits involving tenant application, selection, assignment policies and procedures?	No	
Are there concentrations of racial or ethnic groups in one or more public housing site?	Yes Applications accepted from all persons. The PHA is undertaking a 5-year plan to address redevelopment, modernization and sustainability of all sites. The plan also addresses educational opportunities designed to improve the quality of life and economic position of residents.	
Does the PHA policy permit applicants to state a preference for one or more projects?	Yes All applicants may apply to multiple developments	
Are transfers permitted by current tenants?	Yes Current policy allows for transfers for special accommodations	
Does the PHA permit applicants to reject several unit offers without losing their place on the waiting list?	Yes There is one rejection for good cause. Applicants may remain on list, but their application is refiled as of the date of the rejection	
What are the PHA's policies for admitting persons with mental or nonphysical disabilities?	Persons are accepted as with any disability	

Public Housing Questionnaire

Questions	Response	Comments
Has the PHA completed is Section 504 (of the Rehabilitation Act of 1973) assessments of need?	Yes	
Has the PHA completed a self-evaluation of its policies/procedures/practices to determine if they adversely impact persons with disabilities during application or tenanting process?	Yes; completed annually. Not all deficiencies are corrected due to age of properties and loss of Capital Funds	
Has the PHA completed a needs assessment to identify need for accessible units?	Yes	

Integration and Segregation - for a chart reflecting demographics by HAFL housing community.

AFFIRMATIVELY FURTHERING FAIR HOUSING POLICY

It is the policy of the Housing Authority City of Lakeland Housing (HACL) to provide services without regard to race, color, religion, national origin, ancestry, age, sex, familial status, physical handicap or disability.

I hereby certify that the HACL complies with all Fair Housing laws, statutes, regulations and executive orders as enumerated in 24CFR and Section 808 (e)(5) of the Fair Housing Act.

The HACL has examined its programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.

It is the policy of the HACL to comply fully with all Federal, State, and local non-discrimination laws including; the Americans with Disabilities Act; and the U.S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the HACL housing programs.

To further its commitment to full compliance with applicable Civil Rights laws, the HACL will provide Federal/State/local information to applicants for and participants in the Section 8 Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the HACL. In addition, all appropriate written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The HACL will assist any family that believes they have suffered illegal discrimination by providing them copies of the Housing Discrimination Form. The HACL will also assist them in completing the form, if requested, and will provide them with the address of the nearest HUD Office of Fair Housing and Equal Opportunity.

The HACL will publicize the availability and nature of the Section 8 Program for extremely low-income, very low and low-income families in a newspaper of general circulation, minority media, and by other suitable means.

The HACL will communicate the status of program availability to other service providers in the community and

advise them of housing eligibility factors and guidelines so that they can make proper referral of their clients to the program.

The HACL will hold briefings for landlords and property owners who participate in or who are seeking information about the Section 8 Program. The briefing is intended to:

- Explain how the program works;
- Explain how the program benefits landlords and property owners;
- Explain landlords and property owners' responsibilities under the program. Emphasis is placed on quality screening and ways the HACL helps landlords and property owners do better screening; and
- Provide an opportunity for landlords and property owners to ask questions, obtain written materials, and meet HACL staff.

The HACL will particularly encourage landlords and property owners of suitable housing units located outside of low-income or minority concentration to attend. Targeted mailing lists will be developed and announcements mailed.

The HACL will post, in each of its offices in a conspicuous place and at a height easily read by all persons including persons with mobility disabilities, the following information:

- The Section 8 Administrative Plan;
- Notice of the status of the waiting list (opened or closed);
- Address of all HACL offices, office hours, telephone numbers, TDD numbers, and hours of operation;
- Income Limits for Admission;
- Informal Review and Informal Hearing Procedures;
- Fair Housing Poster; and
- Equal Opportunity in Employment Poster

The HACL will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and regulations pursuant thereto (Title 24 CFR part I), which state that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance, and will immediately take any measures necessary to effectuate this agreement. With reference to the real property and structure(s) thereon which are provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer, the transferee, for the period during which the real property and structure(s) are used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

The HACL will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and with implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status or national origin.

The HACL will comply with Executive Order 11063 on Equal Opportunity in Housing and with implementing regulations at 24 CFR Part 107 which prohibit discrimination because of race, color, creed, sex or national origin in housing and related facilities provided with Federal financial assistance.

The HACL will comply with Executive Order 11246 and all regulations pursuant thereto (41 CFR Chapter 601), which state that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal contracts and shall take affirmative action to ensure equal employment opportunity. The applicant will incorporate, or cause to be incorporated, into any contract for construction work as defined in Section 130.5 of HUD regulations the equal opportunity clause required by Section 130.15(b) of the HUD regulations.

The HACL will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701(u)), and regulations pursuant thereto (24 CFR Part 135), which require that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project and contracts for work in connection with the project be awarded in substantial part to persons residing in the area of the project.

The HACL will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and with implementing regulations at 24 CFR Part 8, which prohibit discrimination based on disability in Federally-assisted and conducted programs and activities.

The HACL will comply with the Age Discrimination Act of 1975 (42 U.S.C. 6101-07), as amended, and implementing regulations at 24 CFR Part 146, which prohibit discrimination because of age in projects and activities receiving Federal financial assistance.

The HACL will comply with all Executive Orders, including 11625, 12432, and 12138, which state that program participants shall take affirmative action to encourage participation by businesses owned and operated by members of minority groups and women.

If persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for assistance are unlikely to be reached, the HACL will establish additional procedures to ensure that interested persons can obtain information concerning the assistance.

The HACL will comply with the reasonable modification and accommodation requirements and, as appropriate, the accessibility requirements of the Fair Housing Act and section 504 of the Rehabilitation Act of 1973, as

amended.

The HACL is working with the City of Lakeland to eliminate the City of Lakeland's impediments to Fair Housing. The City of Lakeland's actions to correct impediments to fair housing are as follows:

Discrimination Based on Race/National Origin or Disability

The City of Lakeland will ensure that any complaints that are received are forwarded to HUD for investigation. In addition, the City of Lakeland will take the following actions to raise public awareness on this issue.

- Proclaim April of each year Fair Housing Month. Display fair housing posters in all public buildings (ongoing).
- Print and distribute (in English/Spanish) fair housing bookmarkers in their library.
- Continue the practice of providing Fair Housing information at a "booth" at public events and symposiums. (ongoing)

Affordable Housing

The City of Lakeland will continue to seek ways to assist developers and all of those involved in affordable housing in providing waivers of fees, grants and low interest loans and technical assistance to encourage the development of affordable housing and compliance with fair housing laws. Any agreements executed with affordable housing providers will incorporate the requirements of the equal opportunity and fair housing laws.

Financial Plan for Accomplishment

The allocation of funds is contingent upon the availability of financial resources. If available, the City of Lakeland will allocate funds from its entitlement grant to fund Fair Housing activities. The HACL, based on the availability of funds may also utilize funds for the purpose of affirmatively furthering fair housing choice.

Mechanism for Updates

The Housing Program Office is the lead contact agency, and as such maintains up to date information on all changes of federal, state and local rules. This office will maintain and keep track of changes in legislation and any required applicable actions to ensure compliance with HUD goals and rules.

Commitment from Local Officials

The City of Lakeland City Commission through both its proclamation and funding will provide information regarding its commitment to fair housing.

Benjamin Stevenson, President/CEO
Housing Authority City of Lakeland

Annie Gibson, Housing Program Supervisor
City of Lakeland Neighborhood Services Division

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

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

Re: Resolution # 18-1455

The Board of Commissioners is requested to approve the above-referenced resolution to authorize its Executive Director to increase the total dollar value of the task order contracts within the Indefinite Delivery Indefinite Quantity Contract for Financial Advisors. There are three (3) firms with IDIQ contracts that will be affected by this resolution. They include *Baker Tilly Vichow Krause, LLP*; *Innovative Financial Housing Solutions, Inc.*; and *TAG Associates, Inc. of Florida, LLC*. If approved, the combined Budget Authority for financial advisors will increase from a not-to-exceed of \$500,000 up to \$565,000.

2. Who is making request:

- A. Entity: The Housing Authority of the City of Lakeland
- B. Project: Assistance in developing the long-term refinance strategy for Dakota Park Apartments (Carrington Place) and Renaissance at Washington Ridge; Preparation of audited financial statements in addition to continued Finance-related support; Submission of tax credit applications for future phases of Twin Lakes; and Assistance with applications and/or acquisition strategies for other properties.
- C. Originator: Valerie Brown

3. Cost Estimate:

The combined sum of the various task orders for all three (3) IDIQ firms will not exceed \$65,000.

Narrative:

As authorized by Board Resolution #13-1372, the Executive Director issued task orders to *Baker Tilly Vichow Krause, LLP*; *Innovative Financial Housing Solutions, Inc.*; and *TAG Associates, Inc. of Florida, LLC*. Via the various task orders, IDIQ firms provided financial advisory services related to the exit strategy for two tax credit properties; reviewed existing Strategic and Financing Plans and made recommendations for revisions and updates; provided financial analysis on Housing Authority business activities; reviewed various transaction documents; assisted with the financial component of the Development Proposals for the Micro-Cottages at Williamstown and Twin Lakes Phase I; and assisted in the preparation of audited financial statements for Calendar Years 2013 – 2017. The Budget Authority established by the Board for these transactions had a not-to-exceed value of \$500,000.

Since January 2014, the Housing Authority issued task orders totaling \$463,249.58 to date via the three (3) financial advisory IDIQ contracts. Although there is a balance remaining of \$36,750.42 within the Budget Authority approved by the Board for financial advisory services, the amount is not sufficient to fund the contracts through the end of the term which ends on December 31, 2018. Subsequently, the Housing Authority is requesting that the Board increase the existing Budget Authority by \$65,000 to \$565,000 so that tasks associated with the 2017 Audited Financial Statements, financial closing of Twin Lakes II, tax credit applications for Twin Lakes III, exit strategies for two (2) existing tax credit properties; and other miscellaneous financial advisory services, as necessary can be completed. Each task has external deadlines that cannot be extended. The Housing Authority requires the expertise of the various IDIQ financial advisors to complete the tasks until new IDIQ contracts for financial advisory services are procured for Calendar Years 2019 – 2023.

RESOLUTION NO. 18-1455

APPROVING THE INCREASE IN THE BUDGET AUTHORITY FOR THE THREE (3) INDEFINITE DELIVERY INDEFINITE QUANTITY CONTRACTS WITH *BAKER TILLY VICHOW KRAUSE, LLP; INNOVATIVE FINANCIAL HOUSING SOLUTIONS, INC.; AND TAG ASSOCIATES, INC. OF FLORIDA, LLC*

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Lakeland approved Resolution #13-1372 which authorized its Executive Director to issue task order driven contracts to the above reference firms for various financial services for a not-to-exceed amount of \$500,000; and

WHEREAS, the Housing Authority of the City of Lakeland issued task orders totaling \$463,249.58 to date via the three (3) financial advisory IDIQ contracts; and

WHEREAS, there is a balance remaining of \$36,750.42 within the Budget Authority approved by the Board for financial advisory services but the amount is not sufficient to fund the contracts through the end of the term which ends on December 31, 2018; and

WHEREAS, there are task associated with the 2017 Audited Financial Statements, financial closing of Twin Lakes II, tax credit applications for Twin Lakes III, exit strategies for two (2) existing tax credit properties; and other miscellaneous financial advisory services, with external deadlines that cannot be extended; and

WHEREAS, *Baker Tilly Vichow Krause, LLP; Innovative Financial Housing Solutions, Inc.; and/or TAG Associates, Inc. of Florida, LLC* are currently assisting the Housing Authority in completing these tasks; and

WHEREAS, the Housing Authority is requesting that the Board of Commissioners authorize its Executive Director to increase the Budget Authority for financial advisory services by \$65,000 to fund continued financial advisory services through the end of the contract term until new IDIQ contracts are procured for Calendar Years 2019 – 2023;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Lakeland hereby approves increasing the Budget Authority for financial advisory services by \$65,000 to a not-to-exceed value of \$565,000.

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. 18-1455 dated May 21, 2018.

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 # 18-1456

The Board of Commissioners is requested to approve the above-referenced resolution to authorize revisions of the current utility allowance schedule for both the Public Housing and the Housing Choice Voucher participants.

2. Who is making request:

A. Entity: The Housing Authority of the City of Lakeland

B. Project: Implement the annual utility allowance schedules for participants of the Public Housing and HCV programs effective June 1, 2018.

C. Originator: Carlos Pizarro

3. Cost Estimate:

N/A

Narrative:

The Department of Housing and Urban Development requires the Lakeland Housing Authority to review its utility allowances annually. The review shall include all changes in circumstances including completion of modernization and/or other energy conservation measures implemented by the Lakeland Housing Authority which would lead to a change in reasonable consumption requirements and changes in utility rates.

The utility allowance survey method is the preferred method of obtaining current utility rates and charges for Public Housing and Section 8 Housing Choice Voucher programs. The outcome of this study will enable the Lakeland Housing Authority to update the current utility allowance schedule.

Resident Life Utility Allowances, a Division of The Nelrod Company was selected as the consulting firm for the utility allowance study. *The Nelrod Company* has over twenty years' experience in federal, state, and local government consulting services in the following areas:

- Financial Management and Capital Fund Program
- Agency Plans and Policies
- PHAS
- SEMAP

- HQS
- Family Self Sufficiency
- Reasonable Rent Determination
- Utility Allowances
- Energy Audits
- Physical Needs Assessments

Based on previous experience and work history, the Lakeland Housing Authority requested that the *Resident Life Utility Allowances, a Division of The Nelrod Company* conduct the utility allowance study for the Public Housing program and Section 8 participants.

OBJECTIVE

The objective of this study is to update the utility allowances with current utility suppliers' rates and charges for electricity, natural gas, water and sewer from the City, County, and other jurisdictions. The methodology used to analyze the current utility allowances included a review of Monthly Consumption Allowances, Rate Information Gathering, Computation of Consumption Costs, submission of Section 8 and Public Housing HUD Forms, gathering Supporting Documentation, and finally implementing the allowances within 90 days of approval.

PRESENT SITUATION

The Housing Authority has a current utility allowance schedule that will be updated with the new utility allowance schedule (please see attached forms) based on the *Resident Life Utility Allowances, a Division of The Nelrod Company* survey. The summary of the complete survey, including a comparison of current allowance with the proposed allowances, is attached to the resolution.

ANTICIPATED OUTCOME

By approving this Resolution, the Lakeland Housing Authority will be able to implement the updated utility allowances in its programs and will therefore be compliant with HUD mandated utility allowance regulation 24 CFR 965.507 (b).

WHO BENEFITS

The Public Housing residents and the Section 8 participants of Lakeland Housing Authority will benefit.

RESOLUTION NO. 18-1456

**APPROVAL OF REVISED PUBLIC HOUSING AND HOUSING CHOICE
VOUCHER UTILITY ALLOWANCE SCHEDULES**

WHEREAS, the Housing Authority of the City of Lakeland is required by the United States Department of Housing and Urban Development to ensure that its Public Housing program and its Housing Choice Voucher (Section 8) program review and, if necessary, update the utility allowances for program participants on an annual basis; and

WHEREAS, after a study was performed to review the Housing Authority of the City of Lakeland's utility allowances, it was determined that adjustments were necessary;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Lakeland hereby approves the attached Public Housing utility allowances as well as the attached Housing Choice Voucher (Section 8) utility allowances to become effective on June 1, 2018 and/or implementing effective 90 days from approval for annual certifications.

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 Resolution No. 18-1456 dated May 21, 2018.

Attested by:

Benjamin Stevenson, Secretary

Michael A. Pimentel, Chairman