



430 Hartsell Ave  
Lakeland, FL 33815

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<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, August 20, 2018

Benjamin Stevenson, Executive Director  
Ricardo Gilmore, Esquire

**AGENDA**  
**Regular Board Meeting of the**  
**Board of Commissioners for**  
**The Housing Authority of the City of Lakeland, Florida**  
**Monday, August 20, 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, July 16, 2018**
- 3. Public Forum**
- 4. Old Business**
- 5. New Business**
  - a. 2018 Housing Authority of the Year
- 6. Secretary's Report**
  - Housing and Operations
  - Administration
  - Resolutions
- 7. Legal Report**
- 8. Other Business**
- 9. Adjournment**

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

**LHA Board Members Present:** Michael Pimentel, Chairman  
Richard Richardson, Vice-Chairman  
Edward Hall, Commissioner  
Joseph DiCesare, Commissioner  
Dorothy Sanders, Commissioner  
Lorenzo Robinson, Commissioner  
Shelly Asbury, Commissioner

**Secretary:** Benjamin Stevenson  
**Legal Counsel:** Rhonda Stringer

The meeting was called to order at 6:00 p.m. by Chairman Pimentel.  
The Pledge of Allegiance and a Moment of Silence were observed.  
A quorum was established.

**APPROVAL OF THE AGENDA**

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

**Votes: Commissioners**

Michael Pimentel – Aye	Edward Hall – Aye	Dorothy Sanders – Aye
Richard Richardson – Aye	Joseph DiCesare – 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, June 18, 2018

Motion by Asbury, seconded by Richardson.

**Votes: Commissioners**

Michael Pimentel – Aye	Edward Hall – Present	Dorothy Sanders – Present
Richard Richardson – Aye	Joseph DiCesare – Aye	Shelly Asbury – Aye

**FSS GRADUATION**

Camille Dhanraj, is a Section-8 resident and native of Guyana. Her parents moved to Florida when she was 11 years old to give her a better life. She is a 1989 graduate of the first graduating class of Dr. Phillips High School. While in the FSS Program, Ms. Dhanraj attended Polk State College and earned

her certification as a Child Care Director. She is employed and mother of three children. She achieved and completed all her FSS goals.

Commissioner Robinson joined the meeting.

**PUBLIC FORUM**

None.

**OLD BUSINESS**

**PNC PROPOSAL**

Mr. Stevenson informed the Board that he has been meeting with several business partners and lenders regarding Lines of Credit to for the Investment Partnership. PNC has responded with an offer. The Board was emailed an outline on the various discussions.

Mr. Stevenson requested a motion from the Board to allow him to continue to negotiate with PNC regarding the line of credit. He will report back to the Board prior to signing any obligations.

- Motion to authorize the Executive Director to negotiate with PNC regarding a line of credit for predevelopment and working capital expenses.

Motion by Richardson, seconded by Hall.

**Vote:**

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

- Motion to authorize the Executive Director to finalize terms of the line of credit with PNC.

Motion by Robinson, seconded by Hall.

**Vote:**

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

Commissioner Hall excused himself from the meeting.

**iPAD POLICY**

Commissioner Pimentel gave his experience through working with a major tele-communication company. Their iPad Policy is very general in usage and is monitored. The user can use the iPad generally as long as the user is not doing anything illegal. Commissioner DiCesare stated he was

concerned about having a iPad policy to inform and educate the users of their “do’s” and “don’ts.” Commissioner Richardson suggested waiting until the Board receives a written copy of a policy to review. The Board agreed to table the discussion until a copy of the policy is received from Legal Counsel.

## **NEW BUSINESS**

**None.**

## **SECRETARY’S REPORT**

### **WILLIAMSTOWN**

The construction at Williamstown is going well. The contractor is having to correct somethings with the sidewalk to comply with ADA requirements. A ribbon cutting is tentative schedule for August 31, 2018, if all continues to go well with the construction.

### **FAIR HOUSING AUDIT**

The audit review went well. There were no findings. The auditors were given a tour of all LHA properties and commended LHA on how well the properties look. LHA has to update the Affirmative Furthering Fair Housing Policy and the Analysis of Impediments to Fair Housing Choice documents for compliance with the Fair Housing Act of 1968. This item is on the agenda as a resolution for approval by the Board. Fair Housing and LHA will enter into a Voluntary Compliance Agreement that will provide one year for LHA to correct this item. It is the responsibility of LHA to give Fair Housing a six-month report or update.

### **WEST LAKE PHASE I**

Construction has started and is going well. All residents have been relocated to their Section-8 residences.

### **WEST LAKE PHASE II**

The Environmental Report was done by the City of Lakeland. 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 in May 2018. LHA has completed the 45-day review period for public comment on the document. LHA was previously notified the Demolition/Disposition application would be placed on hold until the Environmental Review process was completed.

### **WEST LAKE PHASE III**

The Developer Partner may submit a tax credit application in the next round. Mr. Stevenson has advised the Developer Partner that LHA will only consider a 9% deal for Phase III.

### **FAHRO RENT REFORM**

Mr. Stevenson indicated he is still meeting and participating with the FAHRO committee on rent reform. This is an ongoing process.

• **Housing/Operations**

Report submitted as written.

Mr. Pizarro gave an update to the Board on the bed-bug matter at Renaissance. The property passed the Code Enforcement inspection. The case has been closed by the City. Staff will continue to monitor resident activity. LHA has taken steps to prevent residents from bringing items into their housing unit that has been disposed into the dumpsters or purchased at yard sales that may cause re- infestations.

• **Administration/Finance**

Ms. Turner gave an overview of the Financial Report.

• **Resolution**

**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.

● Motion by Richardson, seconded by Pimentel.

**Vote:**

Michael Pimentel – Aye

Edward Hall – Aye

Dorothy Sanders – Aye

Richard Richardson – Aye

Joseph DiCesare – Aye

Shelly Asbury - Aye

Lorenzo Robinson – Aye

**LEGAL REPORT**

Ms. Stringer stated there were no legal updates and she would pass on the comments regarding the iPad Policy to Mr. Gilmore.

• **OTHER BUSINESS**

Mr. Stevenson indicated that a letter dated June 26, 2018 from HUD informing LHA of a team of representatives from the HUD Jacksonville Office of Public Housing will conduct an assessment of LHA via a Limited Management Review. The purpose of the audit is to review the performance of the Public Housing and Section-8 Programs. The LMR will be conducted on August 27- 31, 2018.

The meeting adjourned at 7:15 P.M.

Benjamin Stevenson, Secretary

# **NEW BUSINESS**



## Lakeland Housing Authority named the 2018 Housing Authority of the Year



On Wednesday, August 8, 2018, at the Florida Association of Housing and Redevelopment Officials (FAHRO) Annual Convention and Trade Show, the Lakeland Housing Authority was named the **2018 Housing Authority of the Year** for the state of Florida. LHA is the first housing authority in Polk County to receive this award in the 70-year history of FAHRO. Lakeland Mayor Bill Mutz wrote a letter of support to nominate LHA for the award. LHA was selected for the award after a series of accomplishments.

After being designated as a Financially At Risk PHA in 2011, LHA was required to enter into a Corrective Action Plan and Recovery Plan with the U.S. Department of Housing and Urban Development in 2012 and 2013, respectively. LHA has not only completed both Plans, but also received three (3) consecutive years of a High Performer designations for its Public Housing and Section 8 programs by HUD from 2015 to 2017. Other accomplishments include:



**Circle K** - LHA negotiated a deal to sell a vacant lot on their HOPE VI site for this new commercial development. The lot had been vacant for nearly 20 years. The store is Circle K's latest proto-type designed to compete with Wawa and Thornton stores by featuring a hot kitchen. Circle K has improved the quality of life at the HOPE VI site by employing two people with ties to LHA and its YouthBuild program,



providing scholarships to a school in the neighborhood, and sponsoring a job fair in the neighborhood. The store opened in October 2017.



**Micro-Cottages at Williamstown** - An innovative community design of tiny homes for the elderly. The 48-unit community will provide affordable housing for seniors with a preference with veterans. Each of the one- and two- bedroom units are approximately 550 square feet. The site will also provide health care services on site in cooperation with a community partner. LHA served as the Developer and Property Manager for this development. The property is scheduled to open in September 2018.

**Twin Lakes Estates** – This new development will replace an old public housing community with approximately 318 mixed income rental housing units. Construction on the first phase started in June 2018.

**YouthBuild Lakeland** – The LHA has administered this program for 10 consecutive years. They have maintained a 90% success rate with students achieving their GED, created a Certified Nursing Assistants and Home Health Aid certification components and provides on-the-job construction experience and training opportunities.



The LHA has been actively involved in the affordable housing industry by seeking ways to create additional affordable rental opportunities for low income families. There are two new affordable housing redevelop projects underway in our service area, Twin Lakes Estates and Micro-Cottages at Williamstown. These two projects are the first new construction sponsored by the Housing Authority in the past several years. In addition to managing public housing properties, the LHA is also approved to manage Low Income Housing Tax Credit properties. The LHA has passed all of its HUD, REAC and tax credit audits and maintained a 99% occupancy rate at its properties for the past four years.

LHA also received **2018 Best Practice Awards** in honor and recognition of exceptional practice and quality of service for its Youth-Build Program and Micro-Cottages at Williamstown projects. The Youth-Build newsletter, *the Achiever*, received the **2018 Newsletter Award** in honor and recognition for exceptional content and design.



# **SECRETARY'S REPORT**

## Secretary's Report

August 2018

### FAHRO Conference Awards

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After being designated as a Financially At Risk PHA in 2011, LHA was required to enter into a Corrective Action Plan and Recovery Plan with the U.S. Department of Housing and Urban Development in 2012 and 2013, respectively. LHA has not only completed both Plans, but also received three (3) consecutive years of a High Performer designations for its Public Housing and Section 8 programs by HUD from 2015 to 2017. Other accomplishments included in the criteria for the award are negotiating the sale of an LHA-own commercial lot that was used to bring a Circle K convenience store; development of the Micro-Cottages at Williamstown project; the Twin Lakes Estates redevelopment project; the highly successful Youth-Build Lakeland program and the self-management of public housing and tax credit properties through LHA instrumentality, West Lake Management.

LHA also received **2018 Best Practice Awards** in honor and recognition of exceptional practice and quality of service for its Youth-Build Program and Micro-Cottages at Williamstown projects. The Youth-Build newsletter, *the Achiever*, received the **2018 Newsletter Award** in honor and recognition for exceptional content and design.

Additional information is provided in the New Business section of this Board Report.

### 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 is nearing completion of the construction of the units. They are doing the finishing work on the buildings, roadways and parking lot. There is some corrective work that must be completed on the sidewalks. The units should be ready for occupancy sometime in early September 2018.

## **Secretary's Report**

### **August 2018**

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**

Construction activity began on Phase I after the Groundbreaking Ceremony held on June 4, 2018. The contractor has start on the site work for the development.

### **Relocation**

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 also contracted with a moving company to assist the residents with relocating to their new addresses. All families were relocated by the end of May 2018. Previously, staff held weekly Relocation Meetings with the residents of West Lake Phase I. The residents were given boxes and packing tape to assist with their preparation to move offsite. Section 8 and Public Housing staff attended the weekly meetings and answered questions from the residents. All of the housing units in Phase I have been demolished. The contractor has started construction activity.

The Relocation Process for Phase II will begin once HUD approves the Demo-Dispo application. The application is currently under review by the HUD Special Application Center in Chicago. The application includes a request for Section 8 relocation vouchers for the families in Phase II.

### **Demolition – Phase I**

Remediation work for the demolition of the nine (9) buildings in Phase I was completed in May 2018. All of the families were relocated off site. It was necessary to complete the remediation work prior to demolition in order to prevent and reduce the spread of environmental contaminants. Demolition of the buildings is now complete. Construction activity for the Senior Building started in June 2018.

### **Other Phase I History and 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

## **Secretary's Report**

### **August 2018**

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, 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**

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.

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 in May 2018. LHA has completed the 45-day review period for public comment on the document. LHA was previously notified the Demolition/Disposition application would be placed on hold until the Environmental Review process was completed.

Demolition for Phase II will begin after approval of the Demolition/Disposition application for this phase. The application includes a request for Section 8 relocation vouchers. Remediation work start after all of the tenants are relocated.

### **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



## **Secretary's Report**

**August 2018**

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 was also a balloon payment of \$345,000 due to SunTrust Bank. The loan has been paid off. LHA staff worked with Rubin Brown, a LHA Financial Advisor, and National Equity Fund to pay off the loan. Project closeout funds will be used to pay off the new loan. The next step is to make a decision regarding how to rehab the property.

### **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 continues to look 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 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 has issued a Request for Qualifications for Predevelopment Project funding. We are hopeful that potential financial partners will submit responses that offer multiple financing options to assist with development and operational activities. Potential respondents included Wells Fargo,

## **Secretary's Report**

### **August 2018**

PNC and TD Bank. 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.

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 6<sup>th</sup> 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.

## **Secretary's Report**

**August 2018**

### **Financial Audit**

Becky Sabetsky with Berman Hopkins Wright & LaHam, P.A., the LHA Independent Auditor, was onsite May 14-16, 2018 to conduct an audit of the 2017 LHA financials. Staff spent several weeks preparing documents for this purpose. The audit information is being reviewed by the Auditor. Another 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 HUD Jacksonville Fair Housing Office, visited LHA on June 26-28, 2018 to conduct a Civil Rights Compliance Review. He brought three other staff members from Miami and Jacksonville. LHA was chosen at random for the audit. LHA staff spent several weeks preparing documents for this purpose. Staff due diligence was reward with a positive review and visit by Fair Housing. Mr. President was very impressed with LHA's documentation. The review resulted in no findings, but one recommendation. HUD will send a written response with Voluntary Compliance Agreement (VCA) providing LHA one year to comply with the recommendation. An update will be given to the Board of Commissioners at the Board meeting. A copy of the letter received from Mr. President was included with the May 2018 Board Report.

### **Other Activities**

I will be attending the next meeting of the Homeless Steering Committee formed by Mayor Bill Mutz. 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. The meeting will be held on August 21, 2018 in City Hall.

Previously, LHA was notified the HUD-Jacksonville Field Office is planning a Limited Management Review for some time in August 2108. HUD will be visiting the LHA offices for three (3) days on August 28-30, 2018. LHA staff has prepared and the submitted documents requested by HUD prior to the visit.

LHA staff will be recognized by the City of Lakeland City Commission at their August 20, 2018 meeting. The Mayor wants to call attention to the LHA being designated as 2018 Housing Authority of the Year by FAHRO.

Respectfully submitted,

*Benjamin Stevenson*

Secretary

# **AFFORDABLE HOUSING REPORT**

**◀ Housing Report**

**◀ FSS & Resident Activities**

# Affordable Housing Department

## Board Report

### August 2018

- **Public Housing (PH), Housing Choice Voucher (HCV), Family Self-Sufficiency (FSS), Resident Activities and West Lake Management Communities Reports**
  - Housing 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
  - 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 July:**

#### **LIHTC Increase Included in Spending Bill**

The housing credit will be expanded by 12.5% for four years.

The low-income housing tax credit (LIHTC) program will receive a 12.5% increase for the next four years under a \$1.3 trillion omnibus spending plan agreed to by Congress.

“This is the first increase in over a decade,” said Sen. Maria Cantwell (D-Wash.), who championed the LIHTC boost. “Nearly \$3 billion is a good start toward tackling the housing crisis in our cities and rural communities. The increase couldn’t come at a better time. This down payment will help us deal with the tremendous deficit we have in affordable housing.”

Cantwell, who has been pushing to expand the LIHTC program for several years, cited how the recent tax reform bill harms future development of affordable housing. Although the 2017 tax legislation retained the housing credit program, several other measures in the bill are expected to significantly reduce the number of affordable homes built in the nation.

Congressional leaders reached a tentative deal on the new spending bill on March 21. President Donald Trump then signed the bill two days later after both the Senate and House voted to approve the legislation.

"Enterprise is thrilled that the omnibus will strengthen and expand the low-income housing tax credit," said Emily Cadik, senior director of public policy at Enterprise, in a written statement. "We especially want to thank Sen. Cantwell for her fierce determination to make more homes affordable to the 11 million households who struggle to keep a roof over their heads. These proposals from the Cantwell-Hatch Affordable Housing Credit Improvement Act have been enacted at a time when they could not be more urgently needed."

Officials at the California Tax Credit Allocation Coalition said it was planning to add the additional credits available for 2018 to its second-round credit estimate.

In addition to an increase in credits, the spending plan allows for an average income test, enabling the 60% of the area median income ceiling to apply to the average of all apartments in a development.

The omnibus bill also increases funds for the Department of Housing and Urban Development (HUD), including public housing and HOME programs.

David M. Dworkin, president and CEO of the National Housing Conference, called the fiscal 2018 funding bill "the most important housing legislation in many years."

He cited the bill's inclusion of \$1.36 billion for the HOME program, \$3.3 billion for the Community Development Block Grant program, and a 10% increase over fiscal 2017 HUD funding, totaling more than \$11 billion over the Trump administration budget proposal. It also includes \$250 million for the Community Development Financial Institutions Fund, which helps fund housing and community development projects throughout the nation.

"I am especially appreciative that the House and Senate leadership were able to come together after very difficult negotiations to reach a bipartisan compromise. Washington works best when it is working together on building our country. It's gratifying that reconciliation and compromise are not the lost arts of political discourse," Dworkin said.

Denise Muha, executive director of the National Leased Housing Association (NLHA), also applauded the passage of the bill.

"Congress is to be congratulated on recognizing the low-income housing tax credit program's paramount role in producing and preserving affordable housing," she said. "Increasing allocations of the credit by 12.5% over the next four years and making permanent changes to the program, such as income averaging which will make the program more flexible and allow for more mixed-income housing. The changes were essential in preserving the value of the LIHTC program impacted by the tax reform measure enacted last year, which lowered the corporate tax rate."

Muha said NLHA also appreciates the increases to several HUD programs.

"The already scarce supply of affordable rental housing has further declined in recent years, exacerbating the challenges to expand and preserve housing opportunities for low- and moderate-income families," she said. "We believe this legislation goes a long way to help address the disturbing trend and look forward to our continued work with policymakers to communicate NLHA's housing priorities through public/private partnerships."

Officials at LeadingAge, an association for nonprofit providers of aging services, noted that the omnibus bill provides \$105 million for new Sec. 202 construction and project-based rental assistance. Aside from \$10 million in fiscal 2017 for either new construction or preservation, the Sec. 202 program had not received new construction funding since 2011. The \$105 million could result in about 760 new Sec. 202 homes, according to the organization. The new legislation also expands HUD's Rental Assistance Demonstration program to include Sec. 202 housing for the elderly communities with Project Rental Assistance Contracts ("RAD for PRAC"). "Securing RAD for PRAC has been a priority for LeadingAge for years and gives senior housing providers a proven way to bring private financing to the preservation of their communities," said the organization.

White House Proposes to Slash HUD Programs

### **The Trump administration once again seeks to eliminate CDBG, HOME, and other programs.**

The Trump administration calls for the elimination of several key housing programs in its fiscal 2019 budget proposal.

The plan seeks to reduce funding for the Department of Housing and Urban Development by more than \$8 billion, or 18%. Once again, the administration calls for terminating the popular Community Development Block Grant (CDBG) and HOME programs. The proposal also seeks to end the Choice Neighborhoods program as well as the National Housing Trust Fund.

The White House called for many of the same cuts last year, but the programs were ultimately funded by Congress. "The best thing one can say about this budget is that it is dead on arrival," says David M. Dworkin, president and CEO of the National Housing Conference, a nonpartisan affordable housing advocacy organization. "This budget is bad policy and bad politics. It undermines years of public-private investments in housing and community development that have had broad bipartisan support, like the CDFI Fund and block grant funding for neighborhood redevelopment. It even cuts the Capital Magnet Fund and National Housing Trust Fund, which aren't even paid for by taxpayers."

Jonathan Reckford, CEO of Habitat for Humanity International, warned that the proposed cuts will worsen the affordable housing crisis.



“We urge Congress to rise to this moment by rejecting these cuts and investing now before another generation of struggling families are forced to pick between housing and food,” he says.

### **Public housing takes a hit**

The administration’s budget seeks no funding for the public housing capital fund, which has had nearly \$2 billion in funding in recent years. Instead, the proposal seeks to merge the public housing capital fund into the public housing operating fund, reducing funding overall.

At the same time, the White House calls on local jurisdictions to do more.

“Public Housing has an estimated capital needs backlog of \$26 billion that grows at a rate of \$3.4 billion per year, and Capital Modernization grants alone are not sufficient to address the significant needs in the portfolio,” says the proposal. “Given fiscal constraints, the budget recognizes a greater role for state and local governments to more fully share in the provision of affordable housing.”

Instead, the budget proposal pushes the Rental Assistance Demonstration (RAD) program and calls for eliminating the cap on the number of public housing units that can participate through RAD. It also calls for expanding the second component of RAD to include the conversion of Sec. 202 PRAC (project rental assistance contracts) properties to long-term Sec. 8 contracts. The budget seeks \$100 million for the RAD program.

The RAD program relies on the ability to convert public housing to housing vouchers. Advocates point out that rental assistance will take a hit under the proposal.

The request provides about \$19.3 billion for tenant-based rental assistance. “This includes \$17.514 billion to renew previous contracts, or more than \$3 billion less than what is needed to ensure that all contracts are fully renewed,” reports the National Low-Income Housing Coalition (NLIHC). “As a result, NLIHC and others estimate that more than 330,000 vouchers would be lost.”

The proposal includes nearly \$10.9 billion to renew project-based rental assistance (PBRA) contracts for calendar year 2019, an increase of \$50 million from the fiscal 2017 funding level. This amount would be insufficient to cover all existing contracts, considering both the House and Senate provide over \$11 billion to renew PBRA contracts in their fiscal 2018 spending bills, says NLIHC.

Overall, the cuts are drastic, reducing the safety net for the poor and threatening the stability of low-income families, according to advocates.

“The breadth and depth of cruelty reflected in this budget proposal is breathtaking,” says Diane Yentel, NLIHC president and CEO. “President Trump is making clear, in no uncertain terms, his willingness to increase evictions and homelessness—for the families who could lose their rental assistance through severe funding cuts and for the low-income and vulnerable seniors, people with disabilities, and families with kids who will be unable to manage having to spend more of their very limited income to cover rent hikes.

“The administration callously disregards its responsibility to the millions of households living in deteriorating public housing and to low-income people and communities working to recover and rebuild after disasters by eliminating critical resources for public housing, rental housing construction, and community development. It’s a cruel and unconscionable budget proposal, and it should be soundly rejected by Congress,” Yentel says.

### **An eye on other changes**

Housing advocates are also very concerned that the administration is moving to increase rents and impose work requirements on some recipients of housing assistance. HUD plans to submit a “rental reform legislative proposal” to Congress in March.

Advocates and researchers will be keeping a close watch on these potential changes.

If the administration proceeds with implementing work requirements, “it would be heading down that road without much research or evidence to guide what it looks like or help anticipate what the outcomes may be,” says Diane K. Levy, principal research associate in the Metropolitan Housing and Communities Policy Center at the Urban Institute.

To date, there’s limited information about how housing agencies have used work requirements and the outcomes of different models for the households as well as agencies, explains Levy.

Based on early reports, the administration is also looking to change the way rents are calculated.

Currently, most families receiving federal housing assistance pay 30% of their adjusted income as rent. Housing advocates say recent draft legislation requires most non-elderly and nondisabled families to pay 35% of their gross

income. The very poorest elderly and disabled families would also see their rent increase up to 30% of their gross income or \$50, whichever is higher.

Adrienne Todman, CEO of the National Association of Housing and Redevelopment Officials, also voices concerns about the White House's direction.

“This winter, we have seen the result of years of underinvestment in our housing infrastructure, with heating systems underperforming in several cities and towns,” she says. “The federal government is responsible for this lack of investment and this proposed budget, sadly, continues that trend.”

Todman adds that she is “intrigued by the administration's recognition that local communities are best positioned to make key decisions about their housing investments and look forward to working with HUD in defining this further.”

“We also acknowledge the administration's emphasis on self-sufficiency and work, but we also know from decades of job/work-inspired initiatives that without the appropriate level of resources and partners to support families, these efforts fall short of success,” she says.

### **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:

<b>Effective Date</b>	<b>Public Housing</b>	<b>Date Collected</b>
07/30/2018	98.19%	08/09/2018

### **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 twenty-seven (27) port-outs in the month of July 31. Port outs are clients that use their voucher in another jurisdiction.

#### Port Ins

LHA currently has seventy-three (73) active port ins for the month of July 31. Port-ins are participants that transferred from another housing agency that we are billing for HAP and administrative fees.

Lease-up & Movers

As of July 31, 2018, Lakeland Housing Authority issued seventeen (17) vouchers to movers. We received twenty (20) Requests for Tenancy Approvals during the month of July. We processed four (4) initial move-in and zero (0) port-in, and six (6) new port outs were sent to another jurisdiction.

Active Clients

As of July 31, 2018, LHA is servicing 1386 families on the Housing Choice Voucher program.

<u>Program</u>	<u>Total Vouchers</u>
• <u>Regular Vouchers &amp; Project Based Vouchers</u>	<u>1140</u>
• <u>Mainstream</u>	<u>38</u>
• <u>VASH</u>	<u>59</u>
• <u>Tenant Protection</u>	<u>71</u>
• <u>Port Out</u>	<u>        </u>
	<u>        27</u>
• <u>Port In</u>	<u>51</u>
<u>Total</u>	<u>1386</u>

EOP – End of Participation

LHA processed six (6) EOP's with a date effective the month of July 2018. Below are the reasons for leaving the program:

<u>Reason</u>	<u>Count</u>
• <u>Termination – Criminal</u>	<u>0</u>
• <u>Termination – Unreported income and/or family composition</u>	<u>4</u>
• <u>Left w/out notice</u>	<u>0</u>
• <u>No longer need S/8 Assistance</u>	<u>0</u>
• <u>Deceased</u>	<u>0</u>
• <u>Landlord Eviction</u>	<u>0</u>
• <u>Lease and/or Program Violations non-curable</u>	<u>2</u>
<u>Total</u>	<u>6</u>

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:

<u>Effective Date</u>	<u>HCV</u>	<u>Date Collected</u>
<u>07/31/2018</u>	<u>101%</u>	<u>08/08/2018</u>

General information and activities for the month of July 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-seven (27) inspections.
- A total of eight (8) informal hearings were processed during this month.

Repayment Agreements for Unreported Income

7/31/2018	<b>Accumulative report</b>			
Total of unreported income that has been identified	\$	315,334.00		
Non responsive	\$	62,789.00		
Identified as uncollectible	\$	65,081.90		
Repayment agreement signed		195,939.00		
Pending repayments to be signed	\$	56,606.00		
Down payments received	\$	24,588.10		
Lump sum received	\$	3,589.00		
Payments towards agreement	\$	52,493.40		
	\$	80,670.50		
		<b>G/L</b>	Pending	Estimated balances as of 7/31/2018
RNP	\$	38,739.27	\$ 1,595.94	\$ 40,335.21
UNP	\$	38,739.36	\$ 2,030.50	\$ 40,769.86
	\$	77,478.63	\$ 3,626.44	\$ 81,105.07

<b>RECEPTION MONTHLY REPORT 2018</b>			
	<b>VISITOR'S COUNT</b>	<b>RFTA</b>	<b>INTERIM CHANGE</b>
<b>January</b>	<b>1,315</b>	<b>12</b>	<b>43</b>
<b>February</b>	<b>830</b>	<b>16</b>	<b>95</b>
<b>March</b>	<b>1,048</b>	<b>12</b>	<b>45</b>
<b>April</b>	<b>888</b>	<b>18</b>	<b>52</b>
<b>May</b>	<b>1,012</b>	<b>37</b>	<b>50</b>
<b>June</b>	<b>929</b>	<b>27</b>	<b>65</b>
<b>July</b>	<b>1037</b>	<b>26</b>	<b>52</b>



Reports from the Communities

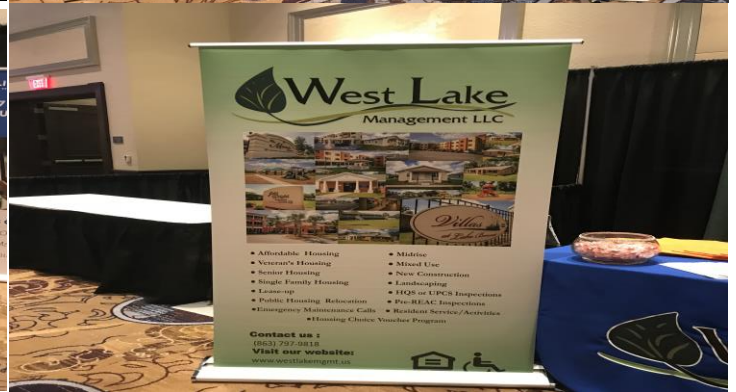
1. West Lake
2. West Lake Addition
3. Cecil Gober
4. John Wright Homes
5. Carrington Place (Formerly known as Dakota Apartments)
6. Renaissance/Washington Ridge
7. Villas at Lake Bonnet
8. Colton Meadow
9. The Manor at West Bartow

Item	WestLake	WestLake Addition	Cecil Gober	John Wright	Carrington Place	Renaissance	Villas Lake Bonnet	Colton Meadow	Manor at West
<b>Occupancy</b>	<b>100%</b>	<b>99%</b>	<b>99%</b>	<b>100%</b>	<b>99%</b>	<b>98%</b>	<b>99%</b>	<b>99%</b>	<b>97%</b>
Down units due to modernization /Insurance		All 19 families were relocated from PHASE 1.				Bed bugs inspections passed 06/27/2018			
Vacant units	0	1	1	0	1	3	1	1	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	Glady's Delgado	Lisa Pearson



# West Lake Management

The West Lake Management staff promoting the management company at the FAHRO Conference.





## Family Self Sufficiency-Resident Services July 2018 Report

### 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.

### FSS Open House

Family Self Sufficiency had an open house to inform, educate and recruit our residents into the program. Several of our community partners were in attendance; Dedicated Senior Services, Inspire Targeted Case Management, Well Care, Safe Link and Axiom Bank. HUD's Best kept secret was let out of the bag, we had the privilege of sitting with many residents and in detail explain the program and share how important it is to become self-sufficient. Ms. Celia Torres one the grand prize of the day!



### FSS Money Smart for Families

Mulberry Community Center partnered with us to provide 4 Sessions to our residents to provide the following free services; credit restoration, budgeting assistance, debt counseling, education assistance, home buying assistance and business start-up assistance.

### Gober Ice Cream Social

Our Seniors had a wonderful time at the ice cream social. Our community partner Ms. Paulina from Well Care Health Plans brought tubs of sugar free ice cream and every imaginable topping that you can think of. The seniors had a ball competing to create the most scrumptious ice cream sundae.



**Gober Bingo for Toiletries**

Our seniors enjoy bingo for toiletries they are very competitive and what a great way to get cleaning supplies on a senior budget. Thankful for our community partner Eva Lopez from Cornerstone Hospice she loves to facilitate bingo at our community.



**Senior Trip to Barbeque & Bingo**

Seniors were bused to the Sr. Community Lounge to enjoy a barbeque sponsored by our community partner Vonzella with Dedicated Senior Medical Center. Lunch was great and many of our seniors won prizes and took home information from the vendors that were present.





### Up Coming Events

August 15<sup>th</sup> 2018 11am  
Senior Bar-B-Q  
Elks Lounge

### **Resident Opportunity and Self-Sufficiency (ROSS) July 2018 Report**

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

- The ROSS Coordinator attended the FSS Meeting with various agency partners.
- Flyers for a tuition free Manufacturing Certification program through Polk State College were distributed to ROSS participants. The next session begins August 13, 2018.
- The ROSS Coordinator attended and assisted with a 4-part Money Smart course taught through the United Way. This program provides valuable information regarding budgeting, debt management and credit repair. There is also a one-on-one component available to class participants that process a savings match as an incentive to begin a saving habit. Flyers have been distributed for another session of the classes that will begin August 7<sup>th</sup>.
- All families in Phase 1 have been relocated from their units in Westlake and moved into a new permanent home. Demolition has been completed and construction of the new building is in full swing.
- The computer lab is open for clients to use for Job Search and various Social Service Applications

## *We are pleased to announce the new members of the Lakeland Housing Authority Resident's Advisory Board.*

### Residents Advisory Board

**Community: West Lake Homes**  
Diane Conner

**Community: John Wright Homes**  
Marlene Tupac - Yupanqui

**Community: The Renaissance**  
Andresa Phillips

**Community: Carrington Place**  
Jose Guzman

**Community: The Manor at West Bartow**  
Jim Hays

**Community: Cecil Gober Villas**  
Judy Mas

**Community: Villas at Lake Bonnet**  
Lola Green

**Community: Colton Meadows**  
May McDonald

**Community: Section 8 (HCV)**  
Kenya Bell

Respectfully,

*Carlos R. Pizarro An*

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



# **2019 Agency Plan New Updated Draft Version**

<b>Streamlined Annual PHA Plan</b> <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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**Purpose.** The 5-Year and Annual PHA 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

**Applicability.** Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																										
A.1	<p> <b>PHA Name:</b> <u>The Housing Authority of the City of Lakeland</u> <b>PHA Code:</b> <u>FL011</u>  <b>PHA Type:</b> <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer  <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): January 1, 2019  <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  <b>Number of Public Housing (PH) Units</b> <u>339</u> <b>Number of Housing Choice Vouchers (HCVs)</b> <u>1485</u>  <b>Total Combined</b> <u>1824</u>  <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> <b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> <input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
Participating PHAs	PHA Code					Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program																			
		PH	HCV																								
Lead PHA:																											



**B. Annual Plan Elements**

**B.1 Revision of PHA Plan Elements.**

(a) Have the following PHA Plan elements been revised by the PHA since its last **Annual PHA Plan** submission?

Y N

- Statement of Housing Needs and Strategy for Addressing Housing Needs.
- De-concentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- Financial Resources.
- Rent Determination.
- Homeownership Programs.
- Safety and Crime Prevention.
- Pet Policy.
- Substantial Deviation.
- Significant Amendment/Modification (AFFN)

(b) The PHA must submit its De-Concentration Policy for Field Office Review. N/A

(c) If the PHA answered yes for any element, describe the revisions for each element below:

1. Elements removed and/or modified and/or added

**ACOP - PH**

- a) Changes that were made were in **Chapter 3-I. B**
- b) Added: Any person(s) reporting custody of any minor child/children must provide legal documentation of legal guardianship.
- c) Changes that were removed in **Chapter 4-III.B Local Preference [24 CFR960.206]**
- d) Removal of the relocated at the request if the Lakeland Housing Authority 50 points
- e) Person residing in government acquired property within the Lakeland Housing Jurisdiction 35 points
- f) VAWA Policy, Flat Rent Policy, Gay and Lesbian Right Policy---no changes needed
- g) One Strike has been removed from policy
- h) A Veteran's preference of 50 points will be added for the Micro-Cottages at Williamstown only

**ADMIN PLAN – HCV**

Provision	Mandatory or Discretionary	Explanation	Included in the Adm
Working Family Preference 50 point and adding the <b>Veteran's preference of 50 points</b>	Both	The working preference is a discretionary to the PHA but is regulated. Under the regulation the PHA is unable to base this preference based on the amount of earned income. The PHA had previously established a minimum of 30 hours, and this policy has now been removed to be in compliance with regulations. <b>Veteran's preference will be added effective 01/01/2019, DD214 or a VA Card is required in order to claim this preference.</b>	Yes
Public Housing Resident affected by Relocation Preference	Both	These families are protected under the Relocation Act and are not subject to the waiting list, therefore the preference has been removed.	No
Verification of Social Security Numbers	Mandatory	This provision modifies the regulation as it applies to program <i>applicants</i> (as differentiated from program <i>participants</i> ).	Yes
Definition of extremely low-income families	Mandatory	These regulations have been revised to reflect the new statutory definition of an extremely low-income (ELI) family.	Yes
Exclusion of Mandatory education fees from income	Mandatory	This provision amends the definition of "income" to exclude from calculations of individual income any financial assistance received for mandatory fees and charges (in addition to tuition).	Yes
Streamlined annual reexamination for fixed sources of income	Discretionary	This provision offers LHA the discretion to streamline income determination for any family member with a fixed source of income.	Yes
Earned Income Disregard	Mandatory	The new regulatory provisions limit to 24 straight months the time period during which a family member is eligible to receive the benefit of the earned income disregard (EID), which streamline the administration of the EID by eliminating the requirement for PHAs to track family member changes in employment over a 4-year period.	Yes

Family declaration of assets under \$5000	Discretionary	Under this provision, LHA must obtain third-party verification of all family assets upon admitting a family to the HCV or public housing program and then again at least every 3 years thereafter.	Yes	
Utility Reimbursement	Discretionary	This provision permits PHAs to make utility reimbursement payments quarterly, rather than monthly, if the total quarterly reimbursement payment due to a family is equal to or less than \$45 per quarter. The LHA currently does not have the software that can monitor this, therefore we have opted out of this discretionary waiver for now.	No	
Biennial inspections and the use of alternative inspection methods	Discretionary	This provision offers LHAs the discretion to conduct unit inspections biennially rather than annually, for both the HCV and PBV programs.	Yes	
Exception payment standards for providing reasonable accommodation	Discretionary	This provision authorizes a PHA to approve a payment standard of not more than 120 percent of the FMR without HUD approval if requested as a reasonable accommodation by a family that includes a person with a disability.	Yes	
Family income and composition: regular and interim examinations	Discretionary	This provision eliminates the requirement that a voucher agency conduct a reexamination of income whenever a new family member is added. The provision does <i>not</i> eliminate the requirement to verify other aspects of program eligibility (e.g., SSNs, criminal history, etc.), nor does it eliminate the requirement to perform annual reexaminations of family income (for example, if that happens to be the point at which a new family member is added); it simply eliminates the requirement to perform an interim reexamination of income whenever a new family member is added.	No	
Utility payments schedules	Mandatory	This provision requires PHAs to use the appropriate utility allowance for the lesser of the size of dwelling unit actually leased by the family or the voucher size issued, as determined under the PHA subsidy standards.	Yes	
VAWA final rule-December 2015	Mandatory	The rule includes information on notification, emergency transfers, certification of abuse and material to protect against adverse treatment related to criminal screening policies. Importantly, the rule expands the scope of VAWA beyond Section 8 and public housing programs.	Yes	

2. Financial Resources: This section lists the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Revision: Updated table of financial sources and uses below.

<b>Financial Resources: Planned Sources and uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY2018 grants)</b>	Draft numbers (Not Final)	
a) Public Housing Operating Fund	\$1,379,886	PH Development/ Modernization/ Job Readiness
b) Public Housing Capital Fund	\$2,266,297	Modernization and Development
c) Annual Contributions for Section 8 Tenant-Based Assistance	\$8,100,000	Voucher, VASH, M5, TP, etc....
d) Resident Opportunity and Self-Sufficiency Grants		
<b>Other Federal Grants (list below)</b>		
Low Income Housing Tax Credits (SAIL)	\$5,298,200	Redevelopment of PH
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		

<b>CFP 2018 (Estimated)</b>	\$551,967	Modernization and PH Development
<b>CFP 2017</b>	\$551,967	Modernization and PH Development
<b>CFP 2016</b>	\$551,967	Modernization and PH Development
CFP 2015	\$533,187	Modernization
CFP 2014	\$281,129	Modernization
CFP 2013	\$277,386	Modernization
CFP 2012	\$70,661	Modernization
URP/HOPE VI	\$1,934,034	Modernization/ PH Development
DOL Youth Build	\$390,154.33	Youth Build Program
FSS Grant (Sec.8 HCV and Public Housing combined)	\$105,738	Resident Services
ROSS Grant (Service Coordinator)	\$219,185	Resident Services
<b>3. Public Housing Dwelling Rental Income</b>	\$282,000	PH
<b>4. Other income (list below)</b>		
Investment Income	\$2,616,455.01 Unaudited	PH
Entrepreneurial Activities	\$0.00	PH & Section 8
<b>Total resources</b>	\$22,802,066	

**B.2 New Activities.**

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Y N

- Hope VI or Choice Neighborhoods.
- Mixed Finance Modernization or Development.
- Demolition and/or Disposition.
- Conversion of Public Housing to Tenant Based Assistance.
- Conversion of Public Housing to Project-Based Assistance under RAD.
- Project Based Vouchers.
- Units with Approved Vacancies for Modernization.
- Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.

**Section B.2 - HUD-50075: New Activities**

LHA goal is to transform its entire public housing portfolio into mixed-income communities over the next 2 to 40 years, in an effort to reposition the agencies' public housing assets into better performing developments that are competitive in the marketplace as well as improve their physical and social conditions.

For over twenty years LHA's Development Department has been responsible for creating economic development opportunities in the City of Lakeland as well as redeveloping challenged neighborhoods that have not been invested in and neglected for some time. LHA and/or its subsidiary entity(s) plans to either partner with other developers or self-develop its properties using HUD's mixed- finance approach.

LHA envisions a range of options that will be employed to achieve its goal to transform its portfolio which may include but not be limited to: modernization of existing public housing units; demolition of selected units and construction of new units; introduction of market rate and for-sale units; acquisition and development of new units in, around and outside of LHA properties; and wholesale redevelopment of its public housing communities.

LHA was granted Low Income Housing Tax Credits to develop a 100-unit's community (Phase 1) in 2016; this community will replace approximately 25 units of existing Public Housing units located within the West Lake Apartments community (AMP-1). Additionally, LHA applied and was granted additional Low-Income Housing Tax Credits (LIHTC) for Phase 2 to develop 132 units, in order to develop Phase 2, 64 existing units will be disposed and demolished. The Agency is planning to apply for more LIHTC for Phase 3 to replace the remaining units located within the West Lake Apartments community. More specifically LHA plans to submit applications for the next rounds of the Florida Housing Finance Corporation LIHTC application season, for our Public Housing Developments in the coming year(s).

In an effort to expedite the closure of its 10 plus year old HOPE VI Grant, LHA requested HUD to amend the Revitalization Plan and associated budget revisions as required. LHA is working with its on-call architectural and engineering firms on the following options for closeout of the grant:

- **Micro-Cottages:** The authority has developed 48 affordable housing units and a community building with a combination of RHF funds from FY 2009 – 2014 and/or HOPE VI funds.
- **Cecil Gober Modernization:** This community consists of 37 near elderly/senior units. The GPNA that was performed for the site supports modernization of the site. As part of the modernization, LHA is seeking to correct deficiencies outlined by the GPNA as well as reconfigure the units so the seniors living within the community can age in place. The agency is fixing the irrigation system.
- **Renaissance Tenth Street Lot:** LHA sold and disposed of the 4.33-acres of land at the intersection of N. Florida Avenue and W. Tenth Street to a third-party developer. The sales proceeds will be used to develop, acquire, and/or modernize affordable housing units at properties owned and/or controlled by LHA or its affiliates.
- **West Lake Apartments (Second and Third Phase):** LHA will be submitting a mixed-finance application/proposal to HUD and will pursue the construction of new Public Housing/Mixed Financed units using Low Income Housing Tax Credits and Public Housing funds earmarked for the development of Affordable Housing. First Phase is under construction.

Any balance of remaining Second Increment RHF funds received to date, along with future RHF grant funding, will be accumulated and used for the potential redevelopment of LHA's other public housing communities and/or for other projects under the mixed- finance development approach. Additional acquisitions of vacant land or other existing rental properties, adjacent to current public housing sites may also be initiated, subject to submission and approval by HUD of the appropriate development proposals.

Other mixed-finance transactions (via acquisition or new construction or both) may be proposed later in the Plan commensurate with the LHA Strategic Plan. Financing may include use of regular Capital Funds and/or HUD's Capital Fund Financing Program (CFFP). CFFP/RAD involves borrowing against future flow of annual Capital Funds.

LHA plans to pursue public housing development activities and will utilize its Development Department and/or other subsidiary entities for development, financing, and the formation of a variety of ownership structures as well as utilize its management entity for the operation of public and non-public housing programs.

The Authority intends to use Capital Funds and other public and private funds to redevelop existing family and elderly developments. LHA will either self-develop or partner with a master developer for Westlake Apartments or other (s) site (s) and conduct a community engagement process to arrive at a master plan for redevelopment.

LHA will also start self-developing and operating affordable housing. Some of the proposed self –developing project will either be located on the 10.56-acre site located on W. 10th Street or at the 17.06-acre site at Hunter field PUD (Arbor Manor) or at the John Wright Homes or Washington Ridge vacant lots. LHA also intends to use Capital Funds and other funds to acquire and redevelop properties in and around its public housing communities.

**Demolition and/or Disposition**

This section describes whether HUD-approved applications by LHA to demolish or dispose (sell) public housing projects owned by LHA and subject to Annual Contributions Contracts (ACCs), or pending applications for demolition or disposition, have changed during the current plan year.

In such cases, LHA would be required to describe the housing and the number of affected units for which it will apply or has pending for demolition or disposition; and provide a projected timetable for the demolition or disposition. Information on planned and pending demolition and/or disposition efforts is provided in the following tables.

LHA has been working with residents and the City of Lakeland to define a strategy for the Cecil Gober rehabilitation project, the West Lake Apartments disposition and the Section 32 Public Housing Homeownership program. The Section 32 disposition plan for the 12 houses at Hampton Hills was approved by the Special Application Center in November 2013. The implementing agreement was executed in March 2014. LHA will amend the agreement as needed to implement the strategy. Individual houses within the Hampton Hills community may be sold to qualified residents, retained as public housing or sold to third parties in accordance with the strategy and HUD regulations.

LHA will include the vacant lots in this process as well. Specifically, LHA plans to submit a disposition application for the 17.3-acre tract within the Hunter field Planned Unit Development and the land located on the 10.56-acre site on W. 10th Street and the John Wright Homes or Washington Ridge vacant lots. The sales proceeds from both properties will be used to develop, acquire, or modernize affordable housing units at other properties owned and/or controlled by LHA or its affiliates.

Table #1 Demolition/Disposition/Modernization Activity Description

- 1a. Development name: Hampton Hills Houses
- 1b. Development (project) number: FL01100004
- 2. Activity type: Demolition  
Disposition X
- 3. Application status (select one)

Approved X  
Submitted, pending approval  
Planned application  
4. Date application approved, submitted, or planned for submission: 11/14/2014  
5. Number of units affected: 12 (Sold 5)  
6. Coverage of action (select one)  
Part of the development  
Total development: X  
7. Timeline for activity: 48 months  
a. Actual or projected start date of activity: 7/1/2012 b. Projected end date of activity: 12/31/2020  
Note\*: Section 32 Approved Disposition

Table #2 Demolition/Disposition/Modernization Activity Description  
1a. Development name: West Lake Apartments (Phase 1 under construction) (Phase 2 Demo-Dispo Application Submitted)  
1b. Development (project) number: FL01100001  
2. Activity type: Demolition  
Disposition: X  
3. Application status (select one) Approved  
Submitted, (**pending approval for Phase 2**)  
Planned application X  
4. Date application **approved, submitted, or planned for submission: Phase one- 4/2017 and Phase two- 04/2018**  
5. Number of units affected: 120  
6. Coverage of action (select one)  
Part of the development  
Total development: X  
7. Timeline for activity:  
a. Actual or projected start date of activity: 1/01/2011  
b. Projected end date of activity: 12/31/2022  
Note\*: SAIL LIHTC Approved Phase 1 and 2

Table #3 Modernization Activity Description  
1a. Development name: Cecil Gober Villas  
1b. Development (project) number: FL01100001  
2. Activity type: Demolition Disposition Modernization: X  
3. Application status (select one) Approved  
Submitted, pending approval  
Planned application: X  
4. Date application approved, submitted, or planned for submission: 12/1/2015  
5. Number of units affected: 37  
6. Coverage of action (select one)  
Part of the development  
Total development: X  
7. Timeline for activity:  
a. Actual or projected start date of activity: 12/01/2015  
b. Projected end date of activity: 12/31/2019  
Note\*: Capital Funds will be used

Table #4 Demolition/Disposition/Modernization Activity Description  
1a. Development name: Arbor Manor (Hunter field PUD)  
1b. Development (project) number: FL01100001  
2. Activity type: Demolition  
Disposition: X  
3. Application status (select one) Approved Submitted, pending approval: X Planned application  
4. Date application approved, submitted, or **planned for submission: 2019**  
5. Number of units affected: 0  
6. Coverage of action (select one)  
Part of the development  
Total development: X  
7. Timeline for activity:  
a. Actual or projected start date of activity: 2019  
b. Projected end date of activity: 12/31/2021  
Note\*: N/A

Table #5 Demolition/Disposition/Modernization Activity Description  
1a. Development name: 10th Street in front of Colton Meadow Apartments, Lakeland, Polk County, Florida  
1b. Development (project) number: FL01100001  
2. Activity type: Demolition-Disposition: X  
3. Application status (select one) Approved  
Submitted, pending approval  
Planned application: X  
4. Date application approved, submitted, or **planned for submission: 2019**  
5. Number of units affected: 0  
6. Coverage of action (select one)  
Part of the development

Total development: X  
7. Timeline for activity:  
a. Actual or projected start date of activity: 2019  
b. Projected end date of activity: 12/31/2020  
Note\*: sold

Table #6 Demolition/Disposition/Modernization Activity Description

1a. Development name: 15 Vacant Parcels at Washington Park, FL29P011003, HOPE VI Site  
1b. Development (project) number: FL01100003

2. Activity type: Demolition

Disposition: X

3. Application status (select one) Approved

Submitted, pending approval: X Planned application:

4. Date application approved, submitted, or planned for submission: 11/12/2014

5. Number of units affected: 0

6. Coverage of action (select one)

Part of the development

Total development: X

7. Timeline for activity:

a. Actual or projected start date of activity: 2020

b. Projected end date of activity: 12/31/2021

Note\*: Funding pending

Table #7 Demolition/Disposition/Modernization Activity Description

1a. Development name: Vacant Parcels at John Wright Homes

1b. Development (project) number: FL01100001

2. Activity type: Demolition - Disposition: X

3. Application status (select one) Approved

Submitted, pending approval: X **Planned application:**

4. Date application approved, submitted, or planned for submission: 2019

5. Number of units affected: 0

6. Coverage of action (select one)

Part of the development

Total development: X

7. Timeline for activity:

a. Actual or projected start date of activity: 2020

b. Projected end date of activity: 12/31/2021

Note\*: Funding pending

**Project-Based Vouchers**

This section describes the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

When funding becomes available, the Authority plans to use some of its vouchers under the Project Based Vouchers (PBV) option, as described at 24 CFR Part 983. This may be done in one of two ways.

First, LHA may issue a Request for Proposals from owners wishing to participate in the program. The criteria and procedures for such selections will be described in the RFP and in the LHA's Section 8 Administrative Plan.

Second, LHA may make non-competitive selections of owners whose projects included a competitive selection of proposals, such as housing assisted under a federal, state, or local government housing assistance, community development, or supportive services program.

The Authority may also submit a proposal under a RFP for units in its public housing portfolio or a property it may acquire under its —redevelopment authority for this purpose. The use of PBV is consistent with the overall PHA Plan which is encouraging the development of affordable mixed-use, mixed-income housing particularly in consort with broader neighborhood revitalization efforts such as the Westlake project.

LHA's PBV criteria and procedures will propose the use of these resources in ways that facilitate achievement of its overall housing goals in general and the mobilization of potential relocation resources, to address the housing needs of LHA families at developments slated to be redeveloped, including, but not limited to, the Cecil Gober Villas, Dakota Park (Carrington Place) and Westlake Apartments projects and/or other similar situations.

Under the HUD Asset Management Model, some of LHA's developments are not financially sustainable because insufficient Annual Contract Contribution (ACC) subsidy is received from HUD to support their operations. LHA is currently evaluating options for restructuring the properties; possibly seeking to convert these properties to Project- based Section 8 communities. Furthermore, LHA is considering under the

LHA may project-base units within the Carrington Place Development project.

LHA plans to utilize project-based vouchers for up to 80 units within the final phase of the West Lake Apartments Low Income Housing Tax Credit project which will begin construction by the end of 2017 and be ready for occupancy in 2018.

**B.3**

**Progress Report.**

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.

The Housing Authority of the City of Lakeland is meeting its Mission to provide quality, affordable housing and self-sufficiency opportunities in an effective and professional manner by passing every HUD REAC inspection and staying in compliance with HUD, State and Local rules and regulations. Additionally, we are actively working on meeting our goals as follow:

Goal #1: Increase the number of affordable housing units by at least 30%. We were awarded LIHTC to begin demolition of 25 Public Housing units and start construction of 100 Senior units. Additionally, the Williamstown Community (48 Public Housing units will be added) was approved and it is under construction.

Goal #2: Maintain the high performing status in Public Housing and Section 8. We were designated a High Performer Agency for Public Housing and Section on the most recent evaluation.

Maintain a public housing vacancy rate of 2% or less. LHA has been able to maintain the vacancy at or below 2%. Maintain an average work order response time of less than three days. Collect at least 97% of the rent and other charges excluding fraud recovery and major tenant abuse due to LHA. Reduce utility usage (including water) by 25% by December 31, 2019.

Maintain a Section 8 lease-up rate of at least 98% while not exceeding HUD limitations. Continue and improve task tracking / management by objectives. Enhance internal operations to reduce costs, improve efficiencies, and become even more effective and professional.

Goal #3: Maintain and improve our public image through enhanced communication, coordination, and accountability with outside entities, among the staff and with residents.

Goal #4: Be the premier innovative and effective affordable housing provider in Florida.

Develop and build 48 Near Elderly (Over 55) Public Housing Units in the Williamstown 3 acres vacant lot using the HOPE VI grant, which allowed LHA to close out the HOPE VI grant by December 30, 2018. Apply for additional housing choice vouchers as they become available.

Seek out new funding opportunities as they become available including but not limited to LIHTC. Develop and build new communities in all LHA owned land or parcels and re-develop the West Lake Apartments community, John Wright Homes, Carrington Place and Renaissance at Washington Ridge.

Assist at least 7 families into homeownership through the Public Housing Homeownership Program, the HOPE VI Program, or other programs by December 31, 2018.

Incorporate non-traditional entrepreneurial methods and practices that positively impact affordable housing in LHA's jurisdiction. Incorporate financially feasible Green and Sustainability Best Practices in all future developments. Obtain at least \$100 million in grants and/or leveraging from all sources by December 31, 2019.

Goal #5: Increase and encourage the self-sufficiency efforts of all residents. (On-going)

Increase the usage of LHA educational and computer literacy programs by 25% by December 31, 2019.

Substantially increase the number of LHA seniors and people with disabilities using LHA sponsored programs by December 31, 2019.

Goal #6: Maintain a high level of employee relations and morale. (On-going)

Enhance lines of communications through staff meetings and other necessary internal communications to provide updates and progress reports about agency activities.

Continue to reward performance through the timely implementation of a performance management system.

Encourage and support staff partaking in training and continuing education opportunities to the greatest degree possible within funding constraints.

Conduct an annual employee satisfaction survey.

<b>B.4.</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe: No findings, however, there was a qualified opinion related to an inter-fund transaction from years past.</p>
<b>Other Document and/or Certification Requirements.</b>	
<b>C.1</b>	<p><b>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</b></p> <p>See attached: <a href="#">Form 50077-ST-HCV-HP</a>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.2</b>	<p><b>Civil Rights Certification.</b></p> <p>See attached: <a href="#">Form 50077-ST-HCV-HP</a>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.3</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<b>C.4</b>	<p><b>Certification by State or Local Officials.</b></p> <p>See attached: <a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>D</b>	<p><b>Statement of Capital Improvements.</b> Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>
<b>D.1</b>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p><b>On behalf of the Housing Authority of the City of Lakeland, Florida (LHA), I hereby certify that our 5-Year CFP Plan was last approved on January 2018. LHA has four (5) active CFP grants. The grants are CFP 2014, CFP 2015, CFP 2016, CFP 2017 and CFP 2018. LHA also has four (5) CFP grants that are fully expended but still showing within eLOCCS until the grants are officially closed out. CFP grants awaiting closeout are CFP 2010 – 2013.</b></p>

**Instructions for Preparation of Form HUD-50075-HP  
Annual Plan for High Performing PHAs**



**A. PHA Information.** All PHAs must complete this section.

**A.1** Include the full **PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type,** and the **Availability of Information,** specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

**B. Annual Plan.**

**B.1 Revision of PHA Plan Elements.** PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

**Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(1\)](#)) and 24 CFR §903.12(b). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#)) and 24 CFR §903.12(b).

**Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions.** Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

**Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

**Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

**Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. ([24 CFR §903.7\(k\)](#)) and 24 CFR §903.12(b).

**Safety and Crime Prevention (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. ([24 CFR §903.7\(m\)\(5\)](#))

**Pet Policy.** Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. ([24 CFR §903.7\(n\)](#))

**Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

**Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

**B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

**Hope VI.** 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

**Mixed Finance Modernization or Development.** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

**Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). (24 CFR §903.7(h))

**Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

**Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

**Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

**B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

**B.4 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(p))

#### C. Other Document and/or Certification Requirements

**C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

**C.2 Civil Rights Certification.** Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

**C.3 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

**C.4 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

**D. Statement of Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

**D.1 Capital Improvements.** In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form 50075.2 approved by HUD on XX/XX/XXXX."

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA 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.

Public reporting burden for this information collection is estimated to average 16.64 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

# **ADMINISTRATION REPORT**

◀ **Finance**

◀ **Contracting**

◀ **Development**

◀ **YouthBuild**

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

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Other Tenant Income	750.00	807.96	(57.96)	-7.17%	1	7,008	5,656	1,352	23.91%	9,696
Public Housing & Sec 8 Management Income	31,217	28,583	2,634	9.21%	1	228,216	200,083	28,133	14.06%	343,000
Other Income	18,018	35,183	(17,164)	-48.79%	2	127,408	246,279	(118,871)	-0.48	422,193
Grants Salary Cont.(YB-Director)	13,686	1,000	12,686	1268.61%	1	95,803	7,000	88,803	1268.61%	12,000
<b>Total Revenue</b>	<b>63,671</b>	<b>65,574</b>	<b>(1,903)</b>	<b>-2.90%</b>		<b>458,435</b>	<b>459,018</b>	<b>(583)</b>	<b>-0.13%</b>	<b>786,889</b>
Tenant Services	-	-	-	#DIV/0!		9	-	9	#DIV/0!	-
Administrative Expenses	59,265	60,404	(1,139)	-1.89%		458,099	422,830	35,269	8.34%	724,852
Utility Expense	144	520	(375)	-72.27%	3	906	3,637	(2,731)	-75.09%	6,234
Maintenance Expense	2,818	1,019	1,799	176.53%	4	16,758	7,132	9,625	134.95%	12,227
General Expenses	812	895	(83)	-9.31%	3	5,684	6,268	(583)	-9.31%	10,745
Financing Expenses	-	-	-			-	-	-		-
Total Expense before depreciation	63,039	62,838	201	0.32%		481,457	439,867	41,589	9.45%	754,058
<b>Operating Income (Loss) before Depreciation</b>	<b>632</b>	<b>2,736</b>	<b>(2,104)</b>	<b>-76.89%</b>		<b>(23,022)</b>	<b>19,151</b>	<b>(42,173)</b>	<b>-220.21%</b>	<b>32,830</b>
Depreciation	402	402	0	0.00%		2,814	2,814	0	0.00%	4,824
<b>Total Expense</b>	<b>63,441</b>	<b>63,240</b>	<b>201</b>	<b>0.32%</b>		<b>484,271</b>	<b>442,681</b>	<b>41,589</b>	<b>9.39%</b>	<b>758,882</b>
<b>Net Operating Income (Loss)</b>	<b>230</b>	<b>2,334</b>	<b>(2,104)</b>	<b>-90.14%</b>		<b>(25,836)</b>	<b>16,337</b>	<b>(42,173)</b>	<b>-258.14%</b>	<b>- 28,006</b>

**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 for the period is due to removal of decaying trees.

**Lakeland Housing Authority  
Central Office Cost Center  
Balance Sheet  
as of July 25, 2018**

**ASSETS**

Unrestricted Cash	
Cash Operating 1	4,296.99
Cash-Payroll	27,649.70
Total Unrestricted Cash	<u>31,946.69</u>
Claim on Cash	-58,448.56
TOTAL CASH	<u>-26,501.87</u>
Cash - Vending	3,084.50
Cleared Interfund Account	-138,938.00
Due from Public Housing General	7,408.00
A/R - ROSS/HUD	833.33
A/R - Youthbuild DOL	8,084.71
A/R - Capital Fund Grants/HUD	33,984.74
Due from Development-Williamstown	29,632.00
TOTAL DUE FROM	<u>83,027.28</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	-55,910.72
OTHER CURRENT ASSETS	
Prepaid Expenses and Other Assets	442.90
Prepaid Insurance	4,060.26
Prepaid Software Licenses	1,568.36
TOTAL OTHER CURRENT ASSETS	<u>6,071.52</u>
TOTAL CURRENT ASSETS	<u>-76,341.07</u>
NONCURRENT ASSETS	
FIXED ASSETS	
Furniture & Fixtures	11,185.60
Furn, Fixt, & Equip	22,582.84
Accum Depreciation- Misc FF&E	-31,025.13
Intangible Assets	
TOTAL FIXED ASSETS (NET)	<u>2,743.31</u>
TOTAL NONCURRENT ASSETS	<u>2,743.31</u>
TOTAL ASSETS	<u>-73,597.76</u>

**LIABILITIES & EQUITY**

LIABILITIES	
CURRENT LIABILITIES	
A/P Vendors and Contractors	-2,335.47
Workers Compensation	7,325.40
401 Plan Payable	-0.10
Health Insurance Payable	16.63
Other Current Liabilities	65,458.31
Accrued Audit Fees	8,125.00
Due to Polk County Developers, Inc.	70,000.00
Accrued Compensated Absences-Current	16,614.93
TOTAL CURRENT LIABILITIES	<u>165,204.70</u>
NONCURRENT LIABILITIES	
Accrued Compensated Absences-LT	30,856.31
TOTAL NONCURRENT LIABILITIES	<u>30,856.31</u>
TOTAL LIABILITIES	<u>196,061.01</u>
EQUITY	
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	-269,658.77
TOTAL RETAINED EARNINGS:	<u>-269,658.77</u>
TOTAL EQUITY	<u>-269,658.77</u>
TOTAL LIABILITIES AND EQUITY	<u>-73,597.76</u>

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

**For the Current Month and Seven Months Ended July 25, 2018**

<b>Period to Date</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>
Cash Operating 1	9,333.39	4,296.99	-5,036.40
Cash-Payroll	28,638.26	27,649.70	-988.56
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
<b>Total Cash</b>	<b>41,056.15</b>	<b>35,031.19</b>	<b>-6,024.96</b>
<b>Year to Date</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>
Cash Operating 1	29,758.45	4,296.99	-25,461.46
Cash-Payroll	59,986.66	27,649.70	-32,336.96
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
<b>Total Cash</b>	<b>92,571.61</b>	<b>35,031.19</b>	<b>-57,540.42</b>

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

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$Variance	% Variance	
Section 8 Admin Grant Revenue/Port Revenue	83,155	73,955	9,199	12.44%		817,726	517,687	300,039	57.96%	887,464
Other Income	1,126	6	1,120	19203.37%	1	14,021	41	13,980	34237.31%	70
<b>Total Revenue</b>	<b>84,281</b>	<b>73,961</b>	<b>10,319</b>	<b>13.95%</b>		<b>831,748</b>	<b>517,728</b>	<b>314,019</b>	<b>60.65%</b>	<b>887,534</b>
Administrative Expenses	64,151	53,238	10,913	20.50%		406,900	372,667	34,233	9.19%	638,858
Tenant Services	84	-	84			122	-	122		-
Utilities	-	177	(177)	-100.00%		-	1,237	(1,237)	-100.00%	2,120
Maintenance Expense	1,150	200	950	474.88%	2	7,213	1,400	5,813	415.20%	2,400
General Expenses (Insurance, etc.)	356	130	226	172.98%		1,139	913	226	24.71%	1,565
Hap & URP Expenses - Port in Payments	30,451	18,727	11,724	0.00%		386,680	131,089	255,591	0.00%	224,724
Total Expense before Depreciation	96,192	72,472	11,996	16.55%		802,053	507,306	294,747	58.10%	869,667
<b>Operating Income (Loss) before Depreciation</b>	<b>(11,912)</b>	<b>1,489</b>	<b>(1,677)</b>			<b>29,695</b>	<b>10,422</b>	<b>19,272</b>	<b>184.91%</b>	<b>17,867</b>
Depreciation	180	350	(170)			662	2,450	(1,788)		4,200
<b>Total Expense</b>	<b>96,372</b>	<b>72,822</b>	<b>11,825</b>	<b>16.24%</b>		<b>802,714</b>	<b>509,756</b>	<b>292,959</b>	<b>57.47%</b>	<b>873,867</b>
<b>Net Operating Income (Loss)</b>	<b>(12,091)</b>	<b>1,139</b>	<b>(13,230)</b>	<b>-1161.62%</b>		<b>29,033</b>	<b>7,972</b>	<b>21,061</b>		<b>13,667</b>

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

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$Variance	% Variance	
Section 8 HAP Grant Revenue	783,856	695,511	88,345	12.70%		5,518,981	4,868,575	650,406	13.36%	8,346,128
Other income	921	-	1,126	0.00%		13,482	-	13,482	0.00%	-
<b>Total Revenue</b>	<b>784,777</b>	<b>695,511</b>	<b>89,471</b>	<b>12.86%</b>		<b>5,532,463</b>	<b>4,868,575</b>	<b>663,888</b>	<b>13.64%</b>	<b>8,346,128</b>
Housing Assistance Payments	727,288	649,408	77,880	11.99%		4,949,949	4,545,853	404,096	8.89%	7,792,891
Tenant Utility Reimbursement	23,097	22,935	162	0.71%		169,740	160,543	9,197	5.73%	275,216
Port Out HAP Payments	24,554	15,211	9,343	61.43%		144,703	106,475	38,228	35.90%	182,528
FSS Escrow Payments	2,135	2,943	(808)	-27.46%		19,574	20,601	(1,027)	-4.99%	35,316
FSS Forfeitures & Adjustments	486	-	486	#DIV/0!		4,928	-	4,928	#DIV/0!	-
Program Expenses Before Depreciation	777,560	690,496	87,065	12.61%		5,288,894	4,833,471	455,423	9.42%	8,285,951
<b>Program Income (Loss) before Depreciation</b>	<b>7,217</b>	<b>5,015</b>	<b>2,407</b>	<b>0</b>		<b>243,569</b>	<b>35,104</b>	<b>208,465</b>	<b>0</b>	<b>60,178</b>
Depreciation	-	-	-			-	-	-		-
Total Expense	777,560	690,496	87,065	12.61%		5,288,894	4,833,471	455,423	9.42%	8,285,951
<b>Net Operating Income (Loss)</b>	<b>7,217</b>	<b>5,015</b>	<b>2,407</b>	<b>47.99%</b>		<b>243,569</b>	<b>35,104</b>	<b>208,465</b>	<b>0</b>	<b>60,178</b>

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.



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

<b>ASSETS</b>		<b>LIABILITIES &amp; EQUITY</b>	
Unrestricted Cash		<b>CURRENT LIABILITIES</b>	
Cash Operating 1	24,082.06		
Cash-Payroll	180.07		
Cash Operating 2B	422,944.87	A/P Vendors and Contractors	-63,519.48
TD Sec8 Voucher 2	227.00	Accrued Audit Fees	13,195.00
Total Unrestricted Cash	447,434.00	Due to Section 8	26,362.04
Restricted Cash		Tenant Prepaid Rents	64,535.90
Cash Restricted - FSS Escrow	66,937.43	State of FL Unclaimed Funds	33,224.76
Total Restricted Cash	66,937.43	Accrued Compensated Absences-Current	6,802.17
<b>TOTAL CASH</b>	<b>514,371.43</b>	<b>TOTAL CURRENT LIABILITIES</b>	<b>80,600.39</b>
<b>ACCOUNTS AND NOTES RECEIVABLE</b>		<b>NONCURRENT LIABILITIES</b>	
A/R-Tenants/Vendors	339,744.83		
Allowance for Doubtful Accounts-Tenants/Vendors	-272,360.09		
AR-TPA/Fraud Recovery	40,950.77		
A/R WF Dec ACH	3,400.10		
Allowance for Doubtful Accounts-Aff. Hsg. Subsidies	-30,129.22		
Cleared Interfund Account	-182,061.29	Accrued Compensated Absences-LT	12,632.59
Due from Section 8 Mainstream	26,362.04	FSS Due to Tenant Long Term	66,937.42
A/R-Other Government	5,237.13		
<b>TOTAL ACCOUNTS AND NOTES RECEIVABLE</b>	<b>-68,855.73</b>	<b>TOTAL NONCURRENT LIABILITIES</b>	<b>79,570.01</b>
<b>OTHER CURRENT ASSETS</b>		<b>TOTAL LIABILITIES</b>	<b>160,170.40</b>
Prepaid Insurance	652.06		
Prepaid Software Licenses	6,126.00	<b>EQUITY</b>	
<b>TOTAL OTHER CURRENT ASSETS</b>	<b>6,778.06</b>		
<b>TOTAL CURRENT ASSETS</b>	<b>452,293.76</b>	<b>RETAINED EARNINGS</b>	
 		Retained Earnings-Unrestricted Net Assets	307,843.84
<b>NONCURRENT ASSETS</b>		<b>TOTAL RETAINED EARNINGS:</b>	<b>307,843.84</b>
<b>FIXED ASSETS</b>		<b>TOTAL EQUITY</b>	<b>307,843.84</b>
Automobiles	15,900.00		
Furniture & Fixtures	26,461.08	<b>TOTAL LIABILITIES AND EQUITY</b>	<b>468,014.24</b>
Accum Depreciation- Misc FF&E	-29,046.60		
Intangible Assets			
<b>TOTAL FIXED ASSETS (NET)</b>	<b>13,314.48</b>		
Non-Dwelling Equipment	2,406.00		
<b>TOTAL NONCURRENT ASSETS</b>	<b>15,720.48</b>		
<b>TOTAL ASSETS</b>	<b>468,014.24</b>		

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

**For the Current and Seven Months Ended July 25, 2018**

<b>Period to Date</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>
Cash Operating 1	22,833.20	24,082.06	1,248.86
Cash-Payroll	4,010.86	180.07	-3,830.79
Cash Operating 2B	421,927.49	422,944.87	1,017.38
Cash Operating 3	0.00	0.00	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash S8	0.00	227.00	227.00
TD Sec8 Voucher 2	0.00	0.00	0.00
HCV Cash Account	0.00	0.00	0.00
Cash Restricted - FSS Escrow	78,388.71	66,937.43	-11,451.28
Accrued FSS Escrow	0.00	0.00	0.00
<b>Total Cash</b>	<b>527,160.26</b>	<b>514,371.43</b>	<b>-12,788.83</b>

<b>Year to Date</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>
Cash Operating 1	21,082.93	24,082.06	2,999.13
Cash-Payroll	4,286.59	180.07	-4,106.52
Cash Operating 2B	95,090.26	422,944.87	327,854.61
Cash Operating 3	0.00	0.00	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash S8	0.00	227.00	227.00
TD Sec8 Voucher 2	0.00	0.00	0.00
HCV Cash Account	0.00	0.00	0.00
Cash Restricted - FSS Escrow	56,483.04	66,937.43	10,454.39
Accrued FSS Escrow	0.00	0.00	0.00
<b>Total Cash</b>	<b>176,942.82</b>	<b>514,371.43</b>	<b>337,428.61</b>

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

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	21,598	26,848	(5,250)	-19.55%	1	173,831	187,937	(14,106)	-7.51%	322,178
Other Tenant Income	375	1,260	(885)	-70.23%	2	15,223	8,819	6,404	72.62%	15,118
Government Subsidy Income	59,529	65,789	(6,260)	-9.52%	3	411,674	460,523	(48,849)	-10.61%	789,468
Interest Income Restricted	9,130	9,298	(169)	-1.81%		63,908	63,908	-	0.00%	109,557
Other Income	17	32	(15)	-46.14%		295	224	71	31.88%	384
<b>Total Revenue</b>	<b>90,649</b>	<b>103,227</b>	<b>(12,578)</b>	<b>-12.19%</b>		<b>664,932</b>	<b>721,411</b>	<b>(56,479)</b>	<b>-7.83%</b>	<b>1,236,704</b>
Administrative Expenses	47,447	48,220	(774)	-1.61%		351,272	337,543	13,729	4.07%	578,646
Tenant Services Expenses	1,005	869	136	15.65%	4	2,989	6,081	(3,093)	-50.85%	10,425
Utility Expense	11,052	9,918	1,134	11.43%	5	80,038	69,423	10,615	15.29%	119,011
Maintenance and Development Expense	22,435	28,160	(5,726)	-20.33%		200,973	197,123	3,850	1.95%	337,926
General Expenses	12,864	6,859	6,005	87.54%	4	41,064	48,016	(6,953)	-14.48%	82,314
Housing Assistance Payments	3,933	2,813	1,120	39.80%	6	29,551	19,693	9,858	50.06%	33,759
Transfer Out	-	-	-			-	-	-		-
Operating expense before Depreciation	98,735	96,840	1,895	1.96%		705,887	677,880	28,007	4.13%	1,162,080
<b>Net Operating Income (Loss)</b>	<b>(8,086)</b>	<b>6,387</b>	<b>(14,473)</b>	<b>-226.60%</b>		<b>(40,955)</b>	<b>43,531</b>	<b>(84,486)</b>	<b>-194.08%</b>	<b>74,624</b>
Depreciation	34,420	13,310	21,110	158.61%		238,049	93,168	144,882	155.51%	159,716
Capital Replacement Items	562	-	562			5,586	-	5,586		-
Transfer In	-	-	-			(188)	-	(188)		-
<b>Total Expenses</b>	<b>133,717</b>	<b>110,150</b>	<b>23,567</b>	<b>21.40%</b>		<b>949,711</b>	<b>771,048</b>	<b>178,663</b>	<b>23.17%</b>	<b>1,321,796</b>
<b>Net Income (Loss)</b>	<b>(43,068)</b>	<b>(6,922)</b>	<b>(36,146)</b>	<b>522.16%</b>		<b>(284,779)</b>	<b>(49,637)</b>	<b>(235,142)</b>	<b>473.73%</b>	<b>(85,092)</b>

**Comments**

- 1 Property consists of 177 public housing units (WestLake, John Wright, and Cecil Gober Villas). Rental income is less than budgeted due to the removal of 22 units as part of construction activities associated with Twin Lakes Estates-Phase I.
- 2 Variance for the year reflects management enforcing the lease agreement by charging residents for damages to their units and late payment of rent.
- 3 Variance for the year is due to a reduction in subsidy received from HUD.
- 4 Variance is a result of expenses being less than the budget.
- 5 Expenses associated with water, garbage, and electricity have been higher than budgeted.
- 6 Variance is a result of increased FSS escrow payments.

**Lakeland Housing Authority  
Public Housing (AMP 1)  
Balance Sheet  
as of July 25, 2018**

**ASSETS**

**CASH**

Unrestricted Cash	
Cash Operating 1	1,020,817.99
Cash-Payroll	6,958.69
Petty Cash	500.00
Petty Cash Public Housing	300.00
Total Unrestricted Cash	1,028,576.68
Restricted Cash	
Cash Restricted-Security Deposits	48,613.00
Cash Restricted - FSS Escrow	41,104.40
Total Restricted Cash	89,717.40
Claim on Cash	293,253.20
<b>TOTAL CASH</b>	<b>1,411,547.28</b>

**ACCOUNTS AND NOTES RECEIVABLE**

A/R-Tenants/Vendors	32,279.56
Allowance for Doubtful Accounts-Tenants/Vendors	-17,164.16
AR-TPA/Fraud Recovery	10,137.95
<b>TOTAL: AR</b>	<b>25,253.35</b>
A/R - ROSS/HUD	22,529.43
Due from Polk County Housing	70.00
A/R - Youthbuild DOL	5,576.21
A/R - Capital Fund Grants/HUD	-151,344.74
Due from Replacement Housing Factor	1,388,664.63
Due from HOPE VI	0.13
Due From Public Housing Reserve	-147,661.76
Due From FSS	-21,898.59
<b>TOTAL DUE FROM</b>	<b>1,095,935.31</b>
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	423,451.87
<b>TOTAL ACCOUNTS AND NOTES RECEIVABLE</b>	<b>3,308,362.53</b>

**OTHER CURRENT ASSETS**

Eviction Deposit Acct.	1,000.00
Prepaid Insurance	27,866.16
Prepaid Software Licenses	29,472.88
Insurance Deposit	37,400.00
Utility Deposit - Electric	2,600.00
<b>TOTAL OTHER CURRENT ASSETS</b>	<b>98,339.04</b>
<b>TOTAL CURRENT ASSETS</b>	<b>4,818,248.85</b>

**NONCURRENT ASSETS**

**FIXED ASSETS**

Land	1,466,869.23
Buildings	388,223.77
Machinery & Equipment	6,687.73
Automobiles	229,168.20
Site Improvement-Infrastructure	582,079.00
Accum Depreciation-Buildings	-9,954,088.56
Accum Depreciation- Misc FF&E	-499,484.29
Accum Depreciation-Infrastructure	-582,079.00
Intangible Assets	
<b>TOTAL FIXED ASSETS (NET)</b>	<b>-8,362,623.92</b>
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
<b>TOTAL NONCURRENT ASSETS</b>	<b>2,253,575.02</b>

<b>TOTAL ASSETS</b>	<b>7,071,823.87</b>
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**LIABILITIES & EQUITY**

**LIABILITIES**

**CURRENT LIABILITIES**

A/P Vendors and Contractors	40,107.24
Tenant Security Deposits	46,613.00
Security Deposit Clearing Account	300.00
Security Deposit-Pet	1,800.00
Accrued Audit Fees	54,513.33
Due to Central Office Cost Center	7,408.00
Resident Participation Funds - LHA	-514.01
Tenant Prepaid Rents	8,282.50
Accrued Compensated Absences-Current	4,506.33
<b>TOTAL CURRENT LIABILITIES</b>	<b>163,016.39</b>

**NONCURRENT LIABILITIES**

Accrued Compensated Absences-LT	8,368.90
FSS Due to Tenant Long Term	41,104.40
Notes Payable-LT	303,000.00
<b>TOTAL NONCURRENT LIABILITIES</b>	<b>352,473.30</b>

**TOTAL LIABILITIES**

**515,489.69**

**EQUITY**

**RETAINED EARNINGS**

Invested in Capital Assets-Net of Debt	5,668,053.00
Retained Earnings-Unrestricted Net Assets	888,281.18
<b>TOTAL RETAINED EARNINGS:</b>	<b>6,556,334.18</b>

**TOTAL EQUITY**

**6,556,334.18**

**TOTAL LIABILITIES AND EQUITY**

**7,071,823.87**

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

**For the Current and Seven Months Ended July 25, 2018**

<b>Period to Date</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>
Cash Operating 1	1,106,367.43	1,020,817.99	-85,549.44
Cash-Payroll	4,523.13	6,958.69	2,435.56
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	47,713.00	48,613.00	900.00
Cash Restricted - FSS Escrow	35,891.40	41,104.40	5,213.00
Cash - Vending	0.00	0.00	0.00
Accrued FSS Escrow	0.00	0.00	0.00
<b>Total Cash</b>	<b>1,194,494.96</b>	<b>1,117,494.08</b>	<b>-77,000.88</b>

<b>Year to Date</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>
Cash Operating 1	2,254,285.90	1,020,817.99	-1,233,467.91
Cash-Payroll	-8,669.21	6,958.69	15,627.90
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	52,313.00	48,613.00	-3,700.00
Cash Restricted - FSS Escrow	35,052.40	41,104.40	6,052.00
Cash - Vending	0.00	0.00	0.00
Accrued FSS Escrow	0.00	0.00	0.00
<b>Total Cash</b>	<b>2,332,982.09</b>	<b>1,117,494.08</b>	<b>-1,215,488.01</b>

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

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	22,005	11,084	10,921	98.53%	1	95,343	77,585	17,757	22.89%	133,004
Other Tenant Income	780	775	5	0.64%	2	2,793	5,425	(2,632)	-48.51%	9,300
Government Subsidy	8,124	7,236	888	12.27%	3	56,177	50,651	5,526	10.91%	86,831
Other Income	-	20	(20)	-100.00%		(84)	139	(223)	-160.29%	239
<b>Total Revenue</b>	<b>30,909</b>	<b>19,114</b>	<b>11,794</b>	<b>61.70%</b>		<b>154,229</b>	<b>133,801</b>	<b>20,428</b>	<b>15.27%</b>	<b>229,373</b>
Administrative Expenses	12,193	5,430	6,763	124.54%	4	35,197	38,010	(2,812)	-7.40%	65,160
Tenant Services Expense	-	42	(42)	-100.00%	4	9	291	(282)	-96.75%	500
Utility Expense	1,623	1,740	(117)	-6.72%		12,371	12,182	189	1.55%	20,883
Maintenance Expense	2,193	3,079	(886)	-28.77%		23,223	21,554	1,670	7.75%	36,949
General Expenses	3,176	2,631	545	20.72%		18,656	18,414	241	1.31%	31,567
Housing Assistance Payments	711	582	129	22.16%	4	3,961	4,074	(113)	-2.77%	6,984
Financing Expenses	4,843	5,589	(746)	-13.35%		41,361	39,123	2,238	5.72%	67,068
Operating Expenses before Depreciation	24,739	19,093	5,646	29.57%		134,779	133,648	1,131	0.85%	229,111
<b>Net Operating Income (Loss)</b>	<b>6,170</b>	<b>22</b>	<b>6,148</b>	<b>28179.09%</b>		<b>19,450</b>	<b>153</b>	<b>19,297</b>	<b>12635.53%</b>	<b>262</b>
Depreciation & Amortization	2,341	3,239	(898)	-27.72%		16,387	22,671	(6,284)	-27.72%	38,865
Capital Replacement Items	-	522	(522)	-100.00%		2,783	3,651	(868)	-23.78%	6,258
Reimburse Replacement Reserves	-	(522)	522	-100.00%		-	(3,651)	3,651	-100.00%	(6,258)
<b>Total Expense</b>	<b>27,080</b>	<b>22,331</b>	<b>4,748</b>	<b>21.26%</b>		<b>153,949</b>	<b>156,319</b>	<b>(2,371)</b>	<b>-1.52%</b>	<b>267,976</b>
<b>Net Income (Loss)</b>	<b>3,829</b>	<b>(3,217)</b>	<b>7,046</b>	<b>-219.02%</b>		<b>280</b>	<b>(22,519)</b>	<b>22,799</b>	<b>-101.24%</b>	<b>(38,603)</b>

Comments

- 1 Consists of 20 Low Income and 20 Tax Credit apartment units. Overall rental income is higher than the budget.
- 2 Variance reflects timely payment of rents and less damages to the units.
- 3 Variance is due to subsidy received from HUD being higher than budgeted.
- 4 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 July 25, 2018**

**ASSETS**

Unrestricted Cash	
Cash Operating 1	70,874.42
Cash-Payroll	2,963.37
Total Unrestricted Cash	<u>73,837.79</u>
Restricted Cash	
Cash Restricted-Security Deposits	10,298.00
Cash Restricted - FSS Escrow	2,087.00
Cash Restricted-Reserve for Replacement	30,016.24
Total Restricted Cash	<u>42,401.24</u>
TOTAL CASH	<u>116,239.03</u>
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants/Vendors	10,084.42
Allowance for Doubtful Accounts-Tenants/Vendors	<u>-6,847.07</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>3,237.35</u>
OTHER CURRENT ASSETS	
Eviction Deposit Acct.	500.00
Prepaid Expenses and Other Assets	1,063.38
Prepaid Insurance	8,061.29
Prepaid Software Licenses	29.00
Utility Deposit	7,060.00
TOTAL OTHER CURRENT ASSETS	<u>16,713.67</u>
TOTAL CURRENT ASSETS	<u>136,190.05</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	-147,476.06
Accum Depreciation- Misc FF&E	-2,171.25
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	-33,630.29
AA Loan Costs	-16,669.04
TOTAL FIXED ASSETS (NET)	<u>809,753.26</u>
TOTAL NONCURRENT ASSETS	<u>809,753.26</u>
TOTAL ASSETS	<u>945,943.31</u>

**LIABILITIES & EQUITY**

CURRENT LIABILITIES	
A/P Vendors and Contractors	10,738.18
Tenant Security Deposits	10,598.00
Accrued Property Taxes	8,335.89
Accrued Interest - HOPE VI	580,385.19
Accrued - Developer Fee	149,859.50
Accrued Audit Fees	4,958.31
Due to (15) Renaissance Senior Public Housing	36,360.34
Due to (17) Renaissance Family Non-ACC	18.84
Tenant Prepaid Rents	28,006.80
Contract Retentions	676.08
Note Payable - PCHD	<u>331,119.97</u>
TOTAL CURRENT LIABILITIES	<u>1,161,057.10</u>
NONCURRENT LIABILITIES	
Accrued Compensated Absences-LT	1,255.57
FSS Due to Tenant Long Term	2,087.00
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 - LHA	<u>101,380.00</u>
TOTAL NONCURRENT LIABILITIES	<u>944,267.21</u>
TOTAL LIABILITIES	<u>2,105,324.31</u>
EQUITY	
CONTRIBUTED CAPITAL	
Capital - LP	-1,219,110.00
Capital - GP2	<u>240,496.13</u>
TOTAL CONTRIBUTED CAPITAL	<u>-978,613.87</u>
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	<u>-180,767.13</u>
TOTAL RETAINED EARNINGS:	<u>-180,767.13</u>
TOTAL EQUITY	<u>-1,159,381.00</u>
TOTAL LIABILITIES AND EQUITY	<u>945,943.31</u>

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

<b>Period to Date</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>
Cash Operating 1	57,232.38	70,874.42	13,642.04
Cash-Payroll	2,993.63	2,963.37	-30.26
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	11,498.00	10,298.00	-1,200.00
Cash Restricted - FSS Escrow	1,838.00	2,087.00	249.00
Cash Restricted-Reserve for Replacement	29,349.57	30,016.24	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
<b>Total Cash</b>	<b>102,911.58</b>	<b>116,239.03</b>	<b>13,327.45</b>

<b>Year to Date</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>
Cash Operating 1	12,890.80	70,874.42	57,983.62
Cash-Payroll	-1,669.62	2,963.37	4,632.99
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	11,002.00	10,298.00	-704.00
Cash Restricted - FSS Escrow	1,091.00	2,087.00	996.00
Cash Restricted-Reserve for Replacement	25,349.55	30,016.24	4,666.69
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
<b>Total Cash</b>	<b>48,663.73</b>	<b>116,239.03</b>	<b>67,575.30</b>

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

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	52,933	60,444	(7,511)	-12.43%	1	409,632	423,107	(13,476)	-3.19%	725,327
Other Tenant Income	1,343	1,722	(379)	-22.00%	2	16,400	12,052	4,348	36.08%	20,660
Government Subsidy	27,712	32,033	(4,321)	-13.49%	3	191,640	224,231	(32,591)	-14.53%	384,396
Other Income	403	849	(446)	-52.53%	4	7,155	5,945	1,210	20.35%	10,192
<b>Total Revenue</b>	<b>82,391</b>	<b>95,048</b>	<b>(12,657)</b>	<b>-13.32%</b>		<b>624,826</b>	<b>665,336</b>	<b>(40,509)</b>	<b>-6.09%</b>	<b>1,140,576</b>
Administrative Expenses	30,407	32,963	(2,556)	-7.75%	5	208,800	230,740	(21,941)	-9.51%	395,555
Tenant Services	689	490	199	40.59%	6	3,088	3,432	(344)	-10.02%	5,884
Utility Expense	10,488	7,359	3,129	42.53%		52,098	51,510	589	1.14%	88,302
Maintenance Expense	37,180	27,320	9,861	36.09%	7	246,892	191,237	55,655	29.10%	327,835
General Expenses	7,823	6,845	979	14.30%	8	56,190	47,914	8,276	17.27%	82,138
Housing Assistance Payments	1,605	1,754	(149)	-8.49%	5	11,520	12,278	(758)	-6.17%	21,048
Financing Expenses	12,986	12,934	51	0.40%	5	89,374	90,540	(1,166)	-1.29%	155,211
Operating Expense before Depreciation	101,179	89,664	11,514	12.84%		667,963	627,651	40,312	6.42%	1,075,973
<b>Net Operating Income (Loss)</b>	<b>(18,788)</b>	<b>5,384</b>	<b>(24,172)</b>	<b>-448.99%</b>		<b>(43,136)</b>	<b>37,685</b>	<b>(80,821)</b>	<b>-214.47%</b>	<b>64,603</b>
Depreciation & Amortization	56,260	64,059	(7,798)	-12.17%		396,579	448,410	(51,830)	-11.56%	768,702
Capital Replacement Items	(3,014)	6,854	(9,867)	-143.97%		30,587	47,975	(17,389)	-36.25%	82,244
Reimburse Replacement Reserves	-	(6,854)	6,854	-100.00%		-	(47,975)	47,975	-100.00%	(82,244)
<b>Total Expense</b>	<b>154,425</b>	<b>153,723</b>	<b>702</b>	<b>0.46%</b>		<b>1,095,128</b>	<b>1,076,060</b>	<b>19,068</b>	<b>1.77%</b>	<b>1,844,675</b>
<b>Net Income (Loss)</b>	<b>(72,035)</b>	<b>(58,675)</b>	<b>(13,360)</b>	<b>22.77%</b>		<b>(470,302)</b>	<b>(410,725)</b>	<b>(59,578)</b>	<b>14.51%</b>	<b>(704,099)</b>

**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. Specifically, this item reflects insurance proceeds for various fires that occurred at the property.
- 3 Subsidy received from HUD continues to be less than budgeted.
- 4 Variance is a result of funding raising activities in Renaissance.
- 5 Variance reflects expenses that are less than the budget.
- 6 Expenses were higher than budgeted for the period due to resident elections.
- 7 Variance reflects expenses that are greater than the budget because of pest control, software renewal and elevator maintenance.
- 8 Variance is a result of reduction in rental income.

**Lakeland Housing Authority**  
**Renaissance at Washington Ridge Ltd., LLLP**

**Balance Sheet**  
**as of 7/25/2018**

**ASSETS**

Unrestricted Cash	
Cash Operating 1	370,476.54
Cash-Payroll	725.55
Petty Cash	<u>300.00</u>
Total Unrestricted Cash	371,502.09
Restricted Cash	
Cash Restricted-Security Deposits	52,529.39
Cash Restricted - FSS Escrow	1,537.00
Cash Restricted-Reserve for Replacement	206,354.36
Restricted Cash - Partnership Devmt	1,179.16
Restricted Cash - OA Reserve	76,215.57
Restricted Cash - AA Reserve	46,966.45
Investment 1	261,344.94
Investment 2	<u>258,747.41</u>
Total Restricted Cash	<u>904,874.28</u>
TOTAL CASH	<u>1,276,376.37</u>
ACCOUNTS AND NOTES RECEIVABLE	
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants/Vendors	16,159.22
Allowance for Doubtful Accounts-Tenants/Vendors	-13,628.95
Due from Dakota Park Non-ACC	36,360.34
Due from Central Office Cost Center	<u>65,458.31</u>
TOTAL DUE FROM	<u>104,348.92</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	104,348.92
OTHER CURRENT ASSETS	
Eviction Deposit Acct.	1,000.00
Prepaid Insurance	33,357.98
Prepaid Software Licenses	10,628.23
Utility Deposit - Electric	<u>20,500.00</u>
TOTAL OTHER CURRENT ASSETS	<u>65,486.21</u>
TOTAL CURRENT ASSETS	<u>1,446,211.50</u>
NONCURRENT ASSETS	
FIXED ASSETS	
Buildings	21,088,272.28
Building Improvements	169,684.96
Machinery & Equipment	150,483.39
Furniture & Fixtures	596,259.09
Site Improvement-Infrastructure	2,382,356.15
Accum Depreciation-Buildings	-7,562,896.12
Accum Depreciation- Misc FF&E	-741,605.67
Accum Depreciation-Infrastructure	-1,766,366.12
Intangible Assets	
Loan Costs	137,065.70
Compliance Fees	100.00
Monitoring Fees	131,658.00
AA Compliance Fees	-55.32
AA Monitoring Fees	-131,658.00
AA Loan Costs	<u>-135,525.26</u>
TOTAL FIXED ASSETS (NET)	<u>14,317,773.08</u>
TOTAL NONCURRENT ASSETS	<u>14,317,773.08</u>
TOTAL ASSETS	<u>15,763,984.58</u>

**LIABILITIES & EQUITY**

CURRENT LIABILITIES	
A/P Vendors and Contractors	26,078.03
Tenant Security Deposits	48,629.39
Security Deposit Clearing Account	-300.00
Security Deposit-Pet	3,900.00
Accrued Interest - HOPE VI	762,766.18
Accrued - Developer Fee	1,308,453.00
Accrued Audit Fees	5,008.31
Tenant Prepaid Rents	639.90
Contract Retentions	61,663.14
Accrued Compensated Absences-Current	<u>3,570.15</u>
TOTAL CURRENT LIABILITIES	<u>2,220,408.10</u>
NONCURRENT LIABILITIES	
Accrued Compensated Absences-LT	6,630.29
FSS Due to Tenant Long Term	1,537.00
Notes Payable-LT	381,200.32
Permanent Loan - HOPE VI	2,200,000.00
Permanent Loan - SunTrust	<u>561,147.98</u>
TOTAL NONCURRENT LIABILITIES	<u>3,150,515.59</u>
TOTAL LIABILITIES	<u>5,370,923.69</u>
EQUITY	
CONTRIBUTED CAPITAL	
Capital - LP	6,937,937.41
Capital - GP2	<u>7,123,264.00</u>
TOTAL CONTRIBUTED CAPITAL	14,061,201.41
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	<u>-3,668,140.52</u>
TOTAL RETAINED EARNINGS:	-3,668,140.52
TOTAL EQUITY	<u>10,393,060.89</u>
TOTAL LIABILITIES AND EQUITY	<u>15,763,984.58</u>

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

<b>Period to Date</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>
Cash Operating 1	362,251.23	370,476.54	8,225.31
Cash-Payroll	-1,209.82	725.55	1,935.37
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	52,429.39	52,529.39	100.00
Cash Restricted - FSS Escrow	1,497.00	1,537.00	40.00
Cash Restricted-Reserve for Replacement	203,127.69	206,354.36	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	261,344.94	261,344.94	0.00
Investment 2	258,694.26	258,747.41	53.15
<b>Total Cash</b>	<b>1,262,495.87</b>	<b>1,276,076.37</b>	<b>13,580.50</b>

<b>Year to Date</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>
Cash Operating 1	331,060.84	370,476.54	39,415.70
Cash-Payroll	5,742.44	725.55	-5,016.89
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	52,828.39	52,529.39	-299.00
Cash Restricted - FSS Escrow	7,470.00	1,537.00	-5,933.00
Cash Restricted-Reserve for Replacement	183,767.67	206,354.36	22,586.69
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	261,344.94	2,303.27
Investment 2	258,372.00	258,747.41	375.41
<b>Total Cash</b>	<b>1,222,644.19</b>	<b>1,276,076.37</b>	<b>53,432.18</b>

**Lakeland Housing Authority  
Colton Meadow, LLLP  
Statement of Operations  
For the Current and Seven Months Ended July 25, 2018**

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	45,568	44,348	1,220	2.75%	1	316,149	310,435	5,713	1.84%	532,175
Other Tenant Income	340	1,074	(734)	-68.34%	2	6,526	7,518	(992)	-13.20%	12,888
Other Income	-	123	(123)	-100.00%		158	860	(702)	-81.62%	1,475
<b>Total Revenue</b>	<b>45,908</b>	<b>45,545</b>	<b>363</b>	<b>0.80%</b>		<b>322,833</b>	<b>318,814</b>	<b>4,019</b>	<b>1.26%</b>	<b>546,537</b>
Administrative Expense	10,442	13,845	(3,403)	-24.58%	3	82,553	96,915	(14,363)	-14.82%	166,140
Tenant Services	-	150	(150)	-100.00%	3	175	1,050	(875)	-83.38%	1,800
Utility Expense	2,307	5,740	(3,434)	-59.82%	4	46,897	40,182	6,715	16.71%	68,884
Maintenance Expense	7,947	9,857	(1,910)	-19.38%	5	78,264	69,001	9,263	13.42%	118,287
General Expense	9,827	7,412	2,415	32.58%		52,533	51,887	646	1.25%	88,949
Financing Expense	3,989	4,157	(168)	-4.03%		29,262	29,096	166	0.57%	49,878
Operating Expense before Depreciation	34,512	41,162	(6,649)	-16.15%		289,683	288,131	1,552	0.54%	493,938
<b>Net Operating Income (Loss)</b>	<b>11,396</b>	<b>4,383</b>	<b>7,012</b>	<b>159.98%</b>		<b>33,150</b>	<b>30,683</b>	<b>2,467</b>	<b>8.04%</b>	<b>52,599</b>
Depreciation & Amortization Expense	39,095	39,013	82	0.21%		273,664	273,090	574	0.21%	468,154
Capital Replacement Items	1,703	1,655	49	2.95%		7,644	11,582	(3,938)	-34.00%	19,855
Reimburse Replacement Reserves	-	(1,655)	1,655	-100.00%		-	(11,582.08)	11,582	-100.00%	(19,855)
<b>Total Expense</b>	<b>75,310</b>	<b>80,174</b>	<b>(4,864)</b>	<b>-6.07%</b>		<b>570,991</b>	<b>561,220</b>	<b>9,770</b>	<b>1.74%</b>	<b>962,092</b>
<b>Net Operating Income (Loss)</b>	<b>(29,403)</b>	<b>(34,630)</b>	<b>5,227</b>	<b>-15.09%</b>		<b>(248,158)</b>	<b>(242,407)</b>	<b>(5,751)</b>	<b>2.37%</b>	<b>(415,555)</b>

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 Utility expense is less than budgeted for the period due to timing of the invoices. Expense for the year is greater than budgeted because of costs associated with electricity and trash removal.
- 5 Maintenance expense continues to be higher than budgeted due to costs associated with a broken utility line at Unit 36.



**Lakeland Housing Authority  
Colton Meadow, LLLP**

**Balance Sheet  
as of 7/25/2018**

<b>ASSETS</b>		<b>LIABILITIES &amp; EQUITY</b>	
<b>CASH</b>		<b>CURRENT LIABILITIES</b>	
Unrestricted Cash		A/P Vendors and Contractors	5,022.01
Cash Operating 1	85,971.82	Tenant Security Deposits	25,025.00
Cash-Payroll	2,625.02	Security Deposit-Pet	1,300.00
Petty Cash	225.00	Accrued Property Taxes	23,077.17
Total Unrestricted Cash	88,821.84	Accrued Interest Payable	20,945.41
Restricted Cash		Accrued Payroll & Payroll Taxes	-1,933.02
Cash Restricted-Security Deposits	26,325.00	Accrued Audit Fees	4,958.27
Cash Restricted-Operating Reserve	441,217.70	Due to Polk County Developers, Inc.	362,901.17
Cash Restricted-Reserve for Replacement	132,436.09	Tenant Prepaid Rents	383.47
Cash-Tax & Insurance Escrow	35,739.51	Accrued Compensated Absences-Current	2,006.37
Total Restricted Cash	635,718.30	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
<b>TOTAL CASH</b>	724,540.14	<b>TOTAL CURRENT LIABILITIES</b>	7,956,210.85
<b>ACCOUNTS AND NOTES RECEIVABLE</b>			
A/R-Tenants/Vendors	21,203.06		
Allowance for Doubtful Accounts-Tenants/Vendors	-14,374.05		
Due from Colton Meadow GP, Inc.	101,151.61		
<b>TOTAL DUE FROM</b>	107,980.62		
<b>TOTAL ACCOUNTS AND NOTES RECEIVABLE</b>	107,980.62		
<b>OTHER CURRENT ASSETS</b>		<b>NONCURRENT LIABILITIES</b>	
Eviction Deposit Acct.	1,000.00	Accrued Compensated Absences-LT	3,726.12
Prepaid Expenses and Other Assets	4,983.68	Developer Fee Payable - PCHD	92,184.00
Prepaid Insurance	29,144.28		
Prepaid Software Licenses	1,469.53		
Utility Deposit	5,000.00	<b>TOTAL NONCURRENT LIABILITIES</b>	95,910.12
<b>TOTAL OTHER CURRENT ASSETS</b>	41,597.49		
<b>TOTAL CURRENT ASSETS</b>	874,118.25	<b>TOTAL LIABILITIES</b>	8,052,120.97
<b>NONCURRENT ASSETS</b>			
<b>FIXED ASSETS</b>			
Land	300,000.00		
Buildings	856,353.89		
Building Acquisition	2,010,000.00		
Building Improvements	5,815,518.85		
Machinery & Equipment	67,970.48		
Automobiles	15,484.50		
Furniture & Fixtures	1,503,657.00	<b>EQUITY</b>	
Site Improvement-Infrastructure	1,496,187.97	<b>CONTRIBUTED CAPITAL</b>	
Accum Depreciation-Buildings	-3,444,051.51	Capital - LP	1,205,286.00
Intangible Assets		GP Equity	46.12
Amortization Tax Credit Fees	104,332.94	<b>TOTAL CONTRIBUTED CAPITAL</b>	1,205,332.12
Monitoring Fees	208,695.00		
<b>TOTAL FIXED ASSETS (NET)</b>	8,725,483.24	<b>RETAINED EARNINGS</b>	
Site Improvement	16,364.00	Retained Earnings-Unrestricted Net Assets	446,794.17
Non-Dwelling Structures	28,019.32	<b>TOTAL RETAINED EARNINGS:</b>	446,794.17
Non-Dwelling Equipment	60,262.45		
<b>TOTAL NONCURRENT ASSETS</b>	8,830,129.01	<b>TOTAL EQUITY</b>	1,652,126.29
<b>TOTAL ASSETS</b>	9,704,247.26	<b>TOTAL LIABILITIES AND EQUITY</b>	9,704,247.26

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

**For the Current and Seven Months Ended July 25, 2018**

<b>Period to Date</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>
Cash Operating 1	74,596.45	85,971.82	11,375.37
Cash-Payroll	2,512.29	2,625.02	112.73
Cash Restricted-Security Deposits	26,575.00	26,325.00	-250.00
Cash Restricted-Operating Reserve	441,217.70	441,217.70	0.00
Cash Restricted-Reserve for Replacement	130,570.71	132,436.09	1,865.38
Cash-Tax & Insurance Escrow	30,575.86	35,739.51	5,163.65
<b>Total Cash</b>	<b>706,048.01</b>	<b>724,315.14</b>	<b>18,267.13</b>
<b>Year to Date</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>
Cash Operating 1	60,072.54	85,971.82	25,899.28
Cash-Payroll	1,653.65	2,625.02	971.37
Cash Restricted-Security Deposits	26,575.00	26,325.00	-250.00
Cash Restricted-Operating Reserve	441,173.47	441,217.70	44.23
Cash Restricted-Reserve for Replacement	122,703.60	132,436.09	9,732.49
Cash-Tax & Insurance Escrow	49,193.08	35,739.51	-13,453.57
<b>Total Cash</b>	<b>701,371.34</b>	<b>724,315.14</b>	<b>22,943.80</b>

**Lakeland Housing Authority**  
**Bonnet Shores, LLLP**  
**Statement of Operations**  
**For the Current and Seven Months Ended July 25, 2018**

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	48,829	47,982	847	1.76%	1	344,667	335,876	8,791	2.62%	575,787
Other Tenant Income	225	1,207	(982)	-81.35%	2	4,335	8,446	(4,112)	-48.68%	14,479
Other Income	-	59	(59)	-100.00%		108	412	(305)	-73.88%	707
<b>Total Revenue</b>	<b>49,054</b>	<b>49,248</b>	<b>(194)</b>	<b>-0.39%</b>		<b>349,110</b>	<b>344,735</b>	<b>4,375</b>	<b>1.27%</b>	<b>590,974</b>
Administrative Expense	14,735	14,560	175	1.20%		103,823	101,921	1,903	1.87%	174,721
Tenant Services	23	100	(77)	-77.28%	3	429	700	(271)	-38.71%	1,200
Utility Expense	6,281	5,431	850	15.66%	4	42,780	38,017	4,763	12.53%	65,171
Maintenance Expense	25,988	9,693	16,295	168.10%	5	90,636	67,853	22,783	33.58%	116,319
General Expense	8,720	8,692	28	0.32%	3	52,695	60,842	(8,148)	-13.39%	104,301
Financing Expense	9,658	10,304	(646)	-6.27%	3	71,483	72,130	(647)	-0.90%	123,651
Operating Expense before Depreciation	65,405	48,780	16,625	34.08%		361,846	341,462	20,383	5.97%	585,364
<b>Net Operating Income (Loss)</b>	<b>(16,351)</b>	<b>467</b>	<b>(16,819)</b>	<b>-3597.87%</b>		<b>(12,736)</b>	<b>3,272</b>	<b>(16,008)</b>	<b>-489.21%</b>	<b>5,610</b>
Depreciation & Amortization Expense	40,004	40,004	-	0.00%		280,031	280,031	-	0.00%	480,052
	-	-	-			-	-	-		-
Capital Replacement Items	873	2,634	(1,760.55)	-66.85%		14,825	18,436	(3,611.35)	-19.59%	31,605
Reimburse Replacement Reserve	-	(2,634)	2,633.72	-100.00%		-	(18,436)	18,436.04	-100.00%	(31,605)
<b>Total Expense</b>	<b>106,283</b>	<b>88,785</b>	<b>17,498</b>	<b>19.71%</b>		<b>656,701</b>	<b>621,493</b>	<b>35,208</b>	<b>5.67%</b>	<b>1,065,417</b>
<b>Net Income (Loss)</b>	<b>(57,229)</b>	<b>(39,537)</b>	<b>(17,692)</b>	<b>44.75%</b>		<b>(307,591)</b>	<b>(276,758)</b>	<b>(30,833)</b>	<b>11.14%</b>	<b>(474,443)</b>

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 Utility Expenses were higher than budgeted due to ongoing costs associated with electricity and water/sewer.
- 5 Maintenance expenses were higher than budgeted due to preparation for the annual audit.

**Lakeland Housing Authority**  
**Bonnet Shores, LLLP**  
**Balance Sheet**  
**July 25, 2018**

**ASSETS**

Unrestricted Cash	
Cash Operating 1	119,359.52
Cash-Payroll	141.47
Petty Cash	300.00
Total Unrestricted Cash	<u>119,800.99</u>
Restricted Cash	
Cash Restricted-Security Deposits	28,025.00
Cash Restricted-Operating Reserve	460,601.07
Cash Restricted-Reserve for Replacement	127,732.57
Cash-Tax & Insurance Escrow	47,437.48
Total Restricted Cash	<u>663,796.12</u>
 TOTAL CASH	 <u>783,597.11</u>

ACCOUNTS AND NOTES RECEIVABLE

A/R-Tenants/Vendors	9,567.82
Allowance for Doubtful Accounts-Tenants/Vendors	-5,134.98
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>4,432.84</u>

OTHER CURRENT ASSETS

Eviction Deposit Acct.	500.00
Prepaid Expenses and Other Assets	3,003.72
Prepaid Insurance	31,299.30
Prepaid Software Licenses	2,402.64
Utility Deposit	5,000.00
TOTAL OTHER CURRENT ASSETS	<u>42,205.66</u>
TOTAL CURRENT ASSETS	<u>830,235.61</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	-3,156,619.49
Accum Depreciation- Misc FF&E	-447,630.44
Accum Depreciation-Infrastructure	-343,415.16
Intangible Assets	
Loan Costs	41,419.00
Amortization Loan Cost	-15,725.02
Compliance Fees	246,589.00
Amortization Tax Credit Fees	-124,666.90
TOTAL FIXED ASSETS (NET)	<u>9,073,946.93</u>
TOTAL NONCURRENT ASSETS	<u>9,073,946.93</u>

TOTAL ASSETS

9,904,182.54

**LIABILITIES & EQUITY**

LIABILITIES

CURRENT LIABILITIES

A/P Vendors and Contractors	20,806.53
Tenant Security Deposits	26,525.00
Security Deposit-Pet	1,900.00
Accrued Property Taxes	30,280.95
Accrued Interest Payable	23,915.69
Accrued Interest - 2nd Mortgage	423,451.87
Accrued Audit Fees	4,958.27
Tenant Prepaid Rents	528.24
Accrued Compensated Absences-Current	2,187.49
First Mortgage - TCAP	3,819,255.00
HOME Funds	131,028.00
Mortgage Note Payable	1,009,877.00
TOTAL CURRENT LIABILITIES	<u>5,494,714.04</u>

NONCURRENT LIABILITIES

Accrued Compensated Absences-LT	4,062.48
TOTAL NONCURRENT LIABILITIES	<u>4,062.48</u>
TOTAL LIABILITIES	<u>5,498,776.52</u>

EQUITY

CONTRIBUTED CAPITAL

Contributed Capital	-57,442.26
Capital - LP	6,807,962.00
GP Equity	-162.00
Syndication Costs	-40,000.00
TOTAL CONTRIBUTED CAPITAL	<u>6,710,357.74</u>

RETAINED EARNINGS

Retained Earnings-Unrestricted Net Assets	-2,304,951.72
TOTAL RETAINED EARNINGS:	<u>-2,304,951.72</u>

TOTAL EQUITY

4,405,406.02

TOTAL LIABILITIES AND EQUITY

9,904,182.54

**Lakeland Housing Authority**  
**Bonnet Shores, LLLP**  
**Changes in Cash**  
**For the Current and Seven Months Ended July 25, 2018**

<b>Period to Date</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>
Cash Operating 1	138,245.20	119,359.52	-18,885.68
Cash-Payroll	1,464.43	141.47	-1,322.96
Cash Operating 3	0.00	0.00	0.00
Cash Restricted-Security Deposits	29,225.00	28,025.00	-1,200.00
Cash Restricted-Operating Reserve	460,601.07	460,601.07	0.00
Cash Restricted-Reserve for Replacement	136,298.24	127,732.57	-8,565.67
Cash-Tax & Insurance Escrow	42,513.94	47,437.48	4,923.54
<b>Total Cash</b>	<b>808,347.88</b>	<b>783,297.11</b>	<b>-25,050.77</b>

<b>Year to Date</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>
Cash Operating 1	85,363.49	119,359.52	33,996.03
Cash-Payroll	2,074.33	141.47	-1,932.86
Cash Operating 3	0.00	0.00	0.00
Cash Restricted-Security Deposits	27,875.00	28,025.00	150.00
Cash Restricted-Operating Reserve	460,554.89	460,601.07	46.18
Cash Restricted-Reserve for Replacement	130,357.96	127,732.57	-2,625.39
Cash-Tax & Insurance Escrow	58,987.53	47,437.48	-11,550.05
<b>Total Cash</b>	<b>765,213.20</b>	<b>783,297.11</b>	<b>18,083.91</b>

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

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	70,608	71,511.59	(903)	-1.26%	<b>1</b>	503,379	500,581.16	2,798	0.56%	<b>858,139</b>
Other Tenant Income	(378)	(402.62)	24	-6.07%		(4,306)	(2,818.35)	(1,488)	52.80%	<b>(4,831)</b>
Other Income	510	176.88	334	188.59%		1,419	1,238.14	180	14.57%	<b>2,123</b>
<b>Total Revenue</b>	<b>70,741</b>	<b>71,286</b>	<b>(545)</b>	<b>-0.76%</b>		<b>500,491</b>	<b>499,001</b>	<b>1,490</b>	<b>0.30%</b>	<b>855,430</b>
Administrative Expenses	17,623	17,175.16	448	2.61%		118,197	120,226.14	(2,029)	-1.69%	<b>206,102</b>
Tenants Service Expenses	175	169.01	6	3.50%		1,242	1,183.07	59	5.02%	<b>2,028</b>
Utility Expense	7,523	9,027.55	(1,505)	-16.67%		66,680	63,192.87	3,487	5.52%	<b>108,331</b>
Maintenance Expense	14,538	10,735.93	3,802	35.41%	<b>2</b>	87,479	75,151.49	12,328	16.40%	<b>128,831</b>
General Expenses	13,037	3,854.49	9,182	238.23%	<b>3</b>	39,874	26,981.45	12,893	47.78%	<b>46,254</b>
Financing Expenses	22,189	25,317.18	(3,128)	-12.36%		157,584	177,220.28	(19,637)	-11.08%	<b>303,806</b>
Operating expense before depreciation	75,085	66,279	8,806	13.29%		471,057	463,955	7,102	1.53%	<b>795,352</b>
<b>Net Operating Income (Loss)</b>	<b>(4,344)</b>	<b>5,007</b>	<b>(9,351)</b>	<b>-186.77%</b>		<b>29,434</b>	<b>35,046</b>	<b>(5,611)</b>	<b>-16.01%</b>	<b>60,078</b>
Depreciation & Amortization	42,139	42,139	0	0.00%		294,974	294,972	2	0.00%	<b>505,666</b>
Capital Replacement Items	9,011	2,102	6,908	328.60%		28,604	14,716	13,887	94.37%	<b>25,228</b>
Reimburse Replacement Reserve	1,385	(2,102)	3,488	-165.89%		1,385	(14,716)	16,102	-109.41%	<b>(25,228)</b>
Transfer In	-	-	-			-	-	-		-
<b>Total Expense</b>	<b>127,620</b>	<b>42,139</b>	<b>10,396</b>	<b>24.67%</b>		<b>796,020</b>	<b>758,927</b>	<b>37,092</b>	<b>4.89%</b>	<b>1,301,018</b>
<b>Net Operating Income (Loss)</b>	<b>(56,879)</b>	<b>29,147</b>	<b>(10,941)</b>	<b>-37.54%</b>		<b>(295,528)</b>	<b>(259,926)</b>	<b>(35,602)</b>	<b>13.70%</b>	<b>(445,588)</b>

Comments

- 1 Consists of 100 Tax Credit and Project-Based Section 8 Voucher units. Tenant collection is consistent with the budget.**
- 2 Variance is due to costs associated with plumbing services, pest control, and door alarms being greater than budgeted.**
- 3 Variance is a result of reduction in rental income.**



**Lakeland Housing Authority**  
**West Bartow Partnership, Ltd., LLLP**  
**Balance Sheet**  
**as of July 25, 2018**

**ASSETS**

Unrestricted Cash	
Cash Operating 1	53,819.57
Cash-Payroll	-932.88
Petty Cash	<u>300.00</u>
Total Unrestricted Cash	53,186.69
Restricted Cash	
Cash Restricted-Security Deposits	10,000.00
Cash Restricted-Operating Reserve	25,119.58
Cash Restricted-Reserve for Replacement	223,253.19
Cash-Tax & Insurance Escrow	26,870.54
Investment 1	<u>231,728.94</u>
Total Restricted Cash	516,972.25
TOTAL CASH	<u>570,158.94</u>
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants/Vendors	2,939.25
Allowance for Doubtful Accounts-Tenants/Vendors	-10,329.29
Due from Polk County Housing Developers, Inc	22,324.00
TOTAL DUE FROM	<u>22,324.00</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	14,933.96
OTHER CURRENT ASSETS	
Eviction Deposit Acct.	500.00
Prepaid Insurance	36,992.88
Prepaid Software Licenses	<u>3,600.04</u>
TOTAL OTHER CURRENT ASSETS	<u>41,092.92</u>
TOTAL CURRENT ASSETS	<u>626,185.82</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	-2,910,899.94
Accum Depreciation- Misc FF&E	-1,049,527.01
Accum Depreciation-Infrastructure	-323,183.81
Intangible Assets	
Loan Costs	335,121.42
Amortization Loan Cost	-169,096.31
Compliance Fees	200,558.00
Amortization Tax Credit Fees	<u>-121,441.99</u>
TOTAL FIXED ASSETS (NET)	10,384,735.50
Site Improvement	<u>711,597.00</u>
TOTAL NONCURRENT ASSETS	11,096,332.50
TOTAL ASSETS	<u>11,722,518.32</u>

**LIABILITIES & EQUITY**

CURRENT LIABILITIES	
A/P Vendors and Contractors	48,195.48
Tenant Security Deposits	9,000.00
Security Deposit Clearing Account	100.00
Security Deposit-Pet	1,000.00
Accrued Property Taxes	3,878.59
Accrued Interest NLP Loan	1,074.00
Accrued Audit Fees	4,958.27
Tenant Prepaid Rents	1,218.04
Accrued Compensated Absences-Current	249.59
Mortgage Note Payable	3,001,180.01
Second Mortgage Payable	850,000.00
Third Mortgage Payable	336,888.67
Fourth Mortgage Payable	400,000.00
Note Payable-City of Bartow Impact Fees	564,621.00
Deferred Development Fee	<u>1,365,674.56</u>
TOTAL CURRENT LIABILITIES	6,588,038.21
NONCURRENT LIABILITIES	
Accrued Compensated Absences-LT	<u>463.51</u>
TOTAL NONCURRENT LIABILITIES	463.51
TOTAL LIABILITIES	<u>6,588,501.72</u>
EQUITY	
CONTRIBUTED CAPITAL	
Capital Private Investors	6,985,758.71
GP Equity	-13.00
Special LP Equity	159,413.00
Syndication Costs	<u>-30,000.00</u>
TOTAL CONTRIBUTED CAPITAL	7,115,158.71
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	<u>-1,981,142.11</u>
TOTAL RETAINED EARNINGS:	-1,981,142.11
TOTAL EQUITY	<u>5,134,016.60</u>
TOTAL LIABILITIES AND EQUITY	<u>11,722,518.32</u>

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

<b>Period to Date</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>
Cash Operating 1	59,272.74	53,819.57	-5,453.17
Cash-Payroll	-1,128.81	-932.88	195.93
Cash Restricted-Security Deposits	10,205.00	10,000.00	-205.00
Cash Restricted-Operating Reserve	25,119.58	25,119.58	0.00
Cash Restricted-Reserve for Replacement	220,720.62	223,253.19	2,532.57
Cash-Tax & Insurance Escrow	21,418.54	26,870.54	5,452.00
Investment 1	231,346.94	231,728.94	382.00
<b>Total Cash</b>	<b>566,954.61</b>	<b>569,858.94</b>	<b>2,904.33</b>

<b>Year to Date</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>
Cash Operating 1	53,629.27	53,819.57	190.30
Cash-Payroll	-1,124.09	-932.88	191.21
Cash Restricted-Security Deposits	10,253.00	10,000.00	-253.00
Cash Restricted-Operating Reserve	25,119.58	25,119.58	0.00
Cash Restricted-Reserve for Replacement	231,200.97	223,253.19	-7,947.78
Cash-Tax & Insurance Escrow	41,667.52	26,870.54	-14,796.98
Investment 1	230,618.53	231,728.94	1,110.41
<b>Total Cash</b>	<b>591,364.78</b>	<b>569,858.94</b>	<b>-21,505.84</b>

Lakeland Housing Authority

Hampton Hills (AMP 4)

Statement of Operations

For the Current and Seven Months Ended July 25, 2018

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	2,845	1,987	858	43.18%	1	12,877	13,909	(1,032)	-7.42%	23,844
Other Tenant Income	25	22	3	15.38%	2	275	152	123	81.32%	260
Grant Income	2,105	1,607	498	30.96%	3	14,560	11,252	3,308	29.40%	19,289
Other Income	-	8,333	(8,333)			(51,201)	58,333	(109,535)		100,000
<b>Total Revenue</b>	<b>4,975</b>	<b>11,949</b>	<b>(6,974)</b>	<b>-58.37%</b>		<b>(23,489)</b>	<b>83,646</b>	<b>(107,135)</b>	<b>-128.08%</b>	<b>143,393</b>
Administrative Expenses	6,423	5,114	1,308	25.58%	4	43,347	35,801	7,546	21.08%	61,373
Tenant Services Expenses	250	-	250			250	-	250		-
Utility Expense	444	-	444			1,412	-	1,412		-
Maintenance and Development Expense	1,308	2,464	(1,156)	-46.91%	5	12,830	17,250	(4,420)	-25.62%	29,572
General Expenses	823	274	549	200.11%	5	1,109	1,920	(811)	-42.23%	3,291
Housing Assistance Payments	-	63	(63)	-100.00%		923	441	482	109.30%	756
Transfer In	-	-	-			-	-	-		-
Operating expense before Depreciation	9,249	7,916	1,333	16.84%		59,872	55,412	4,459	8.05%	94,992
<b>Net Operating Income (Loss)</b>	<b>(4,274)</b>	<b>4,033</b>	<b>(8,307)</b>			<b>187</b>	<b>28,234</b>	<b>(111,595)</b>		<b>48,401</b>
Depreciation	27	27	(0)			187	189	(2)		324
<b>Total Expenses</b>	<b>9,276</b>	<b>7,943</b>	<b>1,333</b>	<b>16.78%</b>		<b>60,059</b>	<b>55,601</b>	<b>4,458</b>	<b>8.02%</b>	<b>95,316</b>
<b>Net Income (Loss)</b>	<b>(4,301)</b>	<b>4,006</b>	<b>(8,307)</b>			<b>(83,548)</b>	<b>28,045</b>	<b>(111,593)</b>		<b>48,077</b>

Comments

- Property is comprised of 5, Section 32 Public Housing lease-to-purchase units. Rental income was higher than budgeted for the period but was less than budgeted for the year due to damages that had to be repaired prior to reoccupying the homes.
- Variance is due to LHA enforcing the lease to purchase agreement. Non-compliant homebuyers paid for damages caused to their homes prior to moving out.
- Variance is due to subsidy received from HUD being higher than the budget.
- Variance is the result of legal costs associated with sale of two (2) homes and eviction of non-compliant homebuyers.
- Variance for the year reflects expenses that are less than the budget.
- Variance is a result of reduction in rental income.

Lakeland Housing Authority

Hampton Hills (AMP 4)

Balance Sheet

as of July 25, 2018

**ASSETS**

CASH

Unrestricted Cash

Cash Operating 1 9,961.05

Cash-Payroll -52.52

Cash Operating 3 291,761.27

Total Unrestricted Cash 301,669.80

Restricted Cash

Cash Restricted-Security Deposits 2,100.00

Cash Restricted - FSS Escrow 2,844.00

Total Restricted Cash 4,944.00

TOTAL CASH 306,613.80

ACCOUNTS AND NOTES RECEIVABLE

A/R-Tenants/Vendors 2,098.44

Allowance for Doubtful Accounts-Tenants/Vendors -1,019.70

AR-TPA/Fraud Recovery 1,294.56

Cleared Interfund Account -2,200.20

Lakeridge Homes 2nd Mortgage 340,900.00

TOTAL ACCOUNTS AND NOTES RECEIVABLE 341,073.10

OTHER CURRENT ASSETS

Eviction Deposit Acct. 500.00

Prepaid Insurance 2,345.25

Prepaid Software Licenses 57.50

TOTAL OTHER CURRENT ASSETS 2,902.75

TOTAL CURRENT ASSETS 650,589.65

NONCURRENT ASSETS

FIXED ASSETS

Buildings 641,624.51

Furniture & Fixtures 2,248.94

Accum Depreciation- Misc FF&E -1,795.96

Intangible Assets

TOTAL FIXED ASSETS (NET) 642,077.49

TOTAL NONCURRENT ASSETS 642,077.49

TOTAL ASSETS 1,292,667.14

**LIABILITIES & EQUITY**

CURRENT LIABILITIES

A/P Vendors and Contractors 2,700.48

Tenant Security Deposits 2,100.00

Security Deposit Clearing Account 300.00

Lease Purchase Escrow 84.00

Tenant Prepaid Rents 4.26

Accrued Compensated Absences-Current 32.31

TOTAL CURRENT LIABILITIES 5,221.05

NONCURRENT LIABILITIES

Accrued Compensated Absences-LT 60.00

FSS Due to Tenant Long Term 2,760.00

TOTAL NONCURRENT LIABILITIES 2,820.00

TOTAL LIABILITIES 8,041.05

EQUITY

RETAINED EARNINGS

Retained Earnings-Unrestricted Net Assets 1,284,626.09

TOTAL RETAINED EARNINGS: 1,284,626.09

TOTAL EQUITY 1,284,626.09

TOTAL LIABILITIES AND EQUITY 1,292,667.14

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

**For the Current and Seven Months Ended July 25, 2018**

<b>Period to Date</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>
Cash Operating 1	13,861.87	9,961.05	-3,900.82
Cash-Payroll	-345.05	-52.52	292.53
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	2,400.00	2,100.00	-300.00
Cash Restricted - FSS Escrow	2,844.00	2,844.00	0.00
Cash Restricted - Escrow	0.00	0.00	0.00
<b>Total Cash</b>	<b>310,522.09</b>	<b>306,613.80</b>	<b>-3,908.29</b>

<b>Year to Date</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>
Cash Operating 1	39,336.12	9,961.05	-29,375.07
Cash-Payroll	-797.26	-52.52	744.74
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	2,100.00	-600.00
Cash Restricted - FSS Escrow	1,932.00	2,844.00	912.00
Cash Restricted - Escrow	0.00	0.00	0.00
<b>Total Cash</b>	<b>229,063.19</b>	<b>306,613.80</b>	<b>77,550.61</b>

Lakeland Housing Authority

YouthBuild-DOL 2016 (49)

Statement of Operations

For the Current and Seven Months Ended July 25, 2018

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Government Subsidy Income	34,643	36,045	(1,402)	-3.89%	1	220,884	252,313	(31,430)	-12.46%	432,537
Other Income	-	-	-			-	-	-		-
<b>Total Revenue</b>	<b>34,643</b>	<b>36,045</b>	<b>(1,402)</b>	<b>-3.89%</b>		<b>220,884</b>	<b>252,313</b>	<b>(31,430)</b>	<b>-12.46%</b>	<b>432,537</b>
Administrative Expenses	26,516	25,439	1,077	4.23%	2	200,838	178,076	22,762	12.78%	305,273
Tenant Services Expenses	12,299	10,126	2,173	21.46%	3	50,502	70,883	(20,381)	-28.75%	121,514
Utility Expense	-	-	-			-	-	-		-
Maintenance and Development Expense	26	88	(62)	-70.27%	4	1,846	618	1,228	198.61%	1,060
General Expenses	278	391	(113)	-29.00%	3	1,973	2,736	(763)	-27.90%	4,690
Operating expense before Depreciation	39,119	36,045	3,074	8.53%		255,160	252,313	2,846	1.13%	432,537
Transfer Out	-	-	-	#DIV/0!		-	-	-	#DIV/0!	-
<b>Net Operating Income (Loss)</b>	<b>(4,476)</b>	<b>(0)</b>	<b>(4,476)</b>			<b>(34,276)</b>	<b>(0)</b>	<b>(34,276)</b>		<b>-</b>
Depreciation	-	-	-			-	-	-		-
<b>Total Expenses</b>	<b>39,119</b>	<b>36,045</b>	<b>3,074</b>	<b>8.53%</b>		<b>255,160</b>	<b>252,313</b>	<b>2,846</b>	<b>1.13%</b>	<b>432,537</b>
<b>Net Income (Loss)</b>	<b>(4,476)</b>	<b>-</b>	<b>(4,476)</b>			<b>(34,276)</b>	<b>-</b>	<b>(34,276)</b>		<b>-</b>

Comments

- 1 Variance is due to timing of receipt of subsidy from DOL.
- 2 Administrative expenses were higher than budgeted due to costs associated with travel and training expenses. Specifically, staff registered for FAHRO. At the event YouthBuild-Lakeland received awards for best practices and its newsletter.
- 3 Variance is due to expenses being less than budgeted.
- 4 Variance for the year is due to costs associated with migration to Office 365.

Lakeland Housing Authority

YouthBuild-DOL 2016 (49)

Balance Sheet

as of July 25, 2018

<b>ASSETS</b>		<b>LIABILITIES &amp; EQUITY</b>	
CASH		CURRENT LIABILITIES	
Cash Operating 1	11,605.18	A/P Vendors and Contractors	2,696.63
Cash-Payroll	-16,934.69	Due to Federal Master	5,576.21
Petty Cash	1,720.45	Due to West Lake Mgmt.	4,769.41
Cash in PH Master Account	76,756.98	Due to Central Office Cost Center	8,084.71
Total Unrestricted Cash	<u>73,147.92</u>	Accrued Compensated Absences-Current	<u>3,094.24</u>
Claim on Cash	<u>-70,585.26</u>	<b>TOTAL CURRENT LIABILITIES</b>	<b>24,221.20</b>
<b>TOTAL CASH</b>	<b>2,562.66</b>	NONCURRENT LIABILITIES	
ACCOUNTS AND NOTES RECEIVABLE		Accrued Compensated Absences-LT	
A/R-Tenants/Vendors	455.00		<u>5,746.44</u>
<b>TOTAL DUE FROM</b>	<u>455.00</u>	<b>TOTAL NONCURRENT LIABILITIES</b>	<b>5,746.44</b>
<b>TOTAL ACCOUNTS AND NOTES RECEIVABLE</b>	<b>455.00</b>	OTHER CURRENT ASSETS	
OTHER CURRENT ASSETS		Prepaid Insurance	
Prepaid Insurance	2,101.83		<u>2,101.83</u>
<b>TOTAL OTHER CURRENT ASSETS</b>	<u>2,101.83</u>	<b>TOTAL LIABILITIES</b>	<u>29,967.64</u>
<b>TOTAL CURRENT ASSETS</b>	<b>5,119.49</b>	EQUITY	
NONCURRENT ASSETS		RETAINED EARNINGS	
FIXED ASSETS		Retained Earnings-Unrestricted Net Assets	
Automobiles	21,299.00		-38,120.15
Accum Depreciation- Misc FF&E	-21,299.00	Retained Earnings - Restricted Net Assets	<u>13,272.00</u>
	<u>0.00</u>	<b>TOTAL RETAINED EARNINGS:</b>	<b>-24,848.15</b>
<b>TOTAL FIXED ASSETS (NET)</b>	<b>0.00</b>	<b>TOTAL EQUITY</b>	<u>-24,848.15</u>
<b>TOTAL NONCURRENT ASSETS</b>	<b>0.00</b>	<b>TOTAL LIABILITIES AND EQUITY</b>	<b>5,119.49</b>
<b>TOTAL ASSETS</b>	<u>5,119.49</u>		

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

**For the Current and Seven Months Ended July 25, 2018**

<b>Period to Date</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>
Cash Operating 1	9,024.45	11,605.18	2,580.73
Cash-Payroll	-7,427.37	-16,934.69	-9,507.32
Negative Cash COCC Master	0.00	0.00	0.00
<b>Total Cash</b>	<b>1,597.08</b>	<b>-5,329.51</b>	<b>-6,926.59</b>
<b>Year to Date</b>	<b>Beginning Balance</b>	<b>Ending Balance</b>	<b>Difference</b>
Cash Operating 1	10,678.07	11,605.18	927.11
Cash-Payroll	-14,315.35	-16,934.69	-2,619.34
Negative Cash COCC Master	0.00	0.00	0.00
<b>Total Cash</b>	<b>-3,637.28</b>	<b>-5,329.51</b>	<b>-1,692.23</b>



# **LEGAL REPORT**

## IPAD USE AND POSSESSION AGREEMENT

### **Introduction:**

The goal of this policy is to allow the iPad mobile device issued by the Housing Authority of the City of Lakeland (“LHA”) to be securely used to access LHA’s Board information. The focus of this policy is to mitigate the risks to LHA associated with the use of the iPad. In order to electronically conduct the printed business of the Board of Commissioners (“Board”), the LHA will supply email addresses for each Commissioner.

LHA retains sole right of possession of the iPad and related equipment. The iPad will be issued to the Board of Commissioners according to the guidelines set forth in this document. LHA retains the right to collect and/or inspect the iPad at any time and to alter, add or delete installed software or hardware.

### **Purpose:**

This policy was created to alleviate known risks associated with:

- A breach of confidentiality due to the access, transmission, storage, and disposal of sensitive information using the iPad.
- A breach of integrity due to the access, transmission, storage, and disposal of sensitive information using the iPad.
- A loss of availability to critical systems as a result of using the iPad.

### **Policy:**

As a Commissioner of the Board of LHA, I am being provided with the use of an iPad, at the expense of LHA, for use in LHA Board meetings, to receive LHA Board agendas, LHA Board packets and to receive and respond to LHA business-related emails. I understand the iPad is for LHA business only and all pertinent applications to conduct this business are installed on the device. This policy applies to the iPad device issued by LHA and its user as well as personal devices used for business and/or individual purposes to store LHA information. I understand that the iPad and all contents, including all emails, documents, images, and other materials are the property of LHA and are subject to inspection by LHA and any other entity under the Florida Public Records Act, as may be amended.

### **Terms of Agreement:**

**As a Commissioner of the Board for the Housing Authority, I agree...**

- ...that at the expiration of term served, the iPad will be immediately returned to LHA designated staff in the same condition upon which it was delivered.
- ...to use the iPad strictly for LHA business associated with the Board, unless otherwise approved by the Executive Director of LHA in writing.
- ...to be trained on the use and care of this mobile device.

- ...to transport the iPad in the iPad case provided by LHA, if one is provided.
- ...to avoid stacking or placing heavy objects on top of the iPad.
- ...to keep food and beverages away from the iPad.
- ... to not do anything to alter or deface the iPad or case (if provided) in any way.
- ...to not disassemble any part of the iPad or attempt any repairs.
- ...to not delete any installed applications.
- ...to not use the iPad for personal gratification by combining personally owned media and LHA owned media as this would be a copyright violation.
- ...to not download or install any unauthorized or unapproved applications to this mobile device, unless approved by the Executive Director in writing.
- ...to not loan or allow the use of the iPad by anyone else.
- ...to keep it charged.
- ...to bring the iPad to all Board meetings.
- ...to immediately report any malfunctions or damage to the Executive Director.
- ...to comply with the terms and conditions of this agreement and accept the responsibility and accountability for the protection and proper use of the iPad.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **OTHER BUSINESS**

VOLUNTARY COMPLIANCE AGREEMENT

BETWEEN

UNITED STATES OF AMERICA

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

AND

Lakeland Housing Authority  
430 Hartsell Avenue  
Lakeland, Florida 32803

Authority: Title VI of the Civil Rights Act of 1964 Review  
Affirmatively Furthering Fair Housing Review

Review Number: # 04-18-R005-6  
# 04-18-R005-F

LAKELAND HOUSING AUTHORITY  
VOLUNTARY COMPLIANCE AGREEMENT  
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**VOLUNTARY COMPLIANCE AGREEMENT**  
**BETWEEN**  
**THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**AND**  
**LAKELAND HOUSING AUTHORITY**

**I. INTRODUCTION**

The U.S. Department of Housing and Urban Development's (the Department or HUD), Office of Fair Housing and Equal Opportunity (FHEO) conducted a review of the Lakeland Housing Authority's (LHA) facilities and operations during the week of June 25 to 28, 2018; under the authorities of Title VI of the Civil Rights Act of 1964 and Affirmatively Furthering Fair Housing.

During the on-site review, the team members interviewed key LHA staff members relative to the various Civil Rights Programs administered by LHA. The team reviewed contracts and performed on-site inspections of tenant files; records and documents; and interviewed pertinent employees and residents. Team members also reviewed LHA's current policies and procedures related to both Public housing the Housing Choice Voucher Program.

The Department's review revealed that LHA possessed policies requiring HUD review/approval and final Board approval with particular provisions of Title VI. According to the review, the noncompliance consisted of: (1) Language Assistance Plan (LAP) to identify areas of need and services to be provided for LEP persons; (2) Analysis of Impediments (AI) plan on how to Affirmatively Further Fair Housing. The LHA completed Both an updated LEP and AI Plan and provided information to FHEO prior to and during the review. Both Plans were pending Board approval. LHA will submit an updated AI to FHEO for review/approval according to terms listed in the VCA. The review also revealed that both the LEP and AI were being implemented properly and there was no indication of discriminatory impact to program participants.

LHA agrees to enter into a Voluntary Compliance Agreement (Agreement or VCA) in order to address the issues raised and ensure compliance with its responsibilities under the stated authorities and respective implementing regulations.

**II. Regulatory and Legal Authority**

**A. The Civil Rights Act of 1964:**

Section 601 of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, provides that no person shall "on the ground of race, color, or national origin," be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance:

Section 602 authorizes and directs federal agencies that are empowered to extend federal financial assistance to any program or activity "to effectuate the provisions of [section 601] \* \* \* by issuing rules, regulations, or orders of general applicability" (42 U.S.C. 2000d—1).

#### **B. Implementing Regulations:**

HUD regulations promulgated pursuant to section 602 forbid recipients from "utiliz[ing] criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program as respects individuals of a particular race, color, or national origin." 24 CFR 1.4.

### **III. DEFINITIONS**

Federal Financial Assistance – The term "Federal financial assistance" is the meaning as specified at 24 CFR Part I § 1.2 (e).

Public Housing Resident – The meaning is as specified in 24 CFR § 963.

VCA – Is a Voluntary Compliance Agreement.

Vital Document – Any document that is critical for ensuring meaningful access to the recipients' major activities and programs by beneficiaries generally and LEP persons specifically, which may include, but is not necessarily limited to, lease-violations notices, emergency plans, eviction notices, and lease agreements.

### **IV. GENERAL PROVISIONS**

- A. The term of this Agreement Shall be one (1) year from its effective date or until LHA satisfactorily completes the provisions set forth in this Agreement, whichever is later. This Agreement will become effective on the date it is signed by the Regional Director, Region IV, for the Office of Fair Housing and Equal Opportunity, or his designee.
- B. This Agreement Shall be binding on all of the officers, trustees, directors, agents, employees, heirs, successors, and assigns of LHA and HUD, when acting in their official capacities on behalf of either LHA or HUD.



- C. This VCA applies to all federally funded projects, related facilities and programs, or activities that LHA, its agents, successors, and assigns or beneficiaries own, control, operate or sponsor.
- D. The LHA Shall refrain from discriminating against any person in violation of Title VI of the Civil Rights Act of 1964, as amended; Title VIII of the Civil Rights Act of 1968, as amended; and Shall refrain from retaliating against any person who has exercised his/her civil rights; has participated in any manner with respect to the above-referenced compliance review; or has participated in any manner in protecting the civil rights of LHA residents.
- E. The Department may conduct an on-site review of the LHA's compliance with the provisions of this Agreement, and the LHA will grant the Department's employees access to its premises, records and personnel for this purpose.
- F. This Agreement does not increase or diminish the ability of any person or class of persons to exercise their rights under Title VI, the Fair Housing Act, or any other federal, state, or local civil rights statute or authority. This Agreement does not create any private right of action for any person or class of persons not a party to this Agreement.
- G. This Agreement does not limit or restrict the Department's authority to investigate any complaints against recipient made pursuant to Title VI, or any other authority within the Department's jurisdiction.
- H. Notwithstanding any notice or consultation requirements of this Agreement, LHA Shall comply with the notice and consultation requirements of HUD's Public Housing Agency Plan (PHA Plan) regulation at 24 C.F.R. Part 903.
- I. This Agreement is a public document upon its effective date. A copy of this Agreement Shall be made available to any person for his/her review, in accordance with the Department's Freedom of Information Act or Privacy Act procedures. LHA shall provide a copy of this Agreement to any persons upon written request.
- J. LHA shall provide a copy of reporting data it generates to comply with this Agreement to any person, upon request, in accordance with the Privacy Act, and the State of Florida's Public Records Act. Public disclosure shall not include personally identifiable information regarding applicants, residents or others, if such disclosure violates the Federal Privacy Act.
- K. To the extent that any prior HUD guidance (written or oral) in the form of waivers, administrative decisions, letters, opinions, or similar guidance regarding LHA's obligations, responsibilities, or technical requirements under Title VI and the Fair Housing Act conflicts with this Agreement, this Agreement is the controlling document from the effective date of this Agreement.
- L. This Agreement does not supersede, or in any manner change the rights, obligations, and responsibilities of the parties under any and all court orders, or settlements of other controversies involving compliance with federal and state civil rights statutes.

- M. This Agreement does not affect any requirements for LHA to comply with all requirements of Title VI and/or the Fair Housing Act not addressed in this Agreement.
- N. LHA shall provide in alternate formats, upon request, all notices correspondence and/or communications that this Agreement requires to be disseminated. See 24 C.F.R. § 8.6.
- O. No amendment to, modification of, or waiver of any provision of this Agreement pursuant to Title VI or the Fair Housing Act shall be effective unless all of the following conditions are met: (1) all signatories to the Agreement are notified in advance of the proposed amendment, modification, or waiver; (2) the amendment, modification, or waiver is in writing; and (3) the amendment, modification or waiver is approved and signed by the FHEO Regional Director, Region IV, or his designee, and all governmental and corporate signatories or its representatives or successors who will be affected by the proposed amendment, modification, or waiver. HUD's approval of request for amendments will not be unreasonably withheld. Any such amendment, modification, or waiver shall be effective only in the specific instance and for the specific purpose for which given.
- P. LHA's failure to meet the terms of this Agreement will be considered a breach of the Agreement.

## **V. SPECIFIC PROVISIONS**

### **A. Voluntary Compliance Agreement Administrator**

1. Within 120 days of the effective date of this Agreement, LHA shall hire or appoint a Voluntary Compliance Agreement Administrator (VCA Administrator). A VCA Administrator will serve for the term of this Agreement.
2. Upon selection of the acting VCA Administrator and new VCA Administrator, LHA shall provide HUD with the name of the individual selected to serve in that capacity.
3. The VCA Administrator will report directly to the LHA President/CEO, and will be responsible for coordinating all compliance activities under this Agreement, including:
  - a. Implementing the provisions of this Agreement;
  - b. Coordinating the activities of LHA personnel who will assist the VCA Administrator in implementing this Agreement; and
  - c. Submitting all reports, records and plans required by this Agreement.
4. LHA shall commit sufficient resources so that the VCA Administrator can successfully accomplish these objectives.

5. If the VCA Administrator resigns or is otherwise terminated prior to the expiration of this Agreement, LHA shall designate an Acting VCA Administrator within 15 days of this resignation or termination notice of the VCA Administrator. Upon designation, LHA shall provide HUD with the name of the individual selected to serve as the Acting VCA Administrator.
6. Within 120 days of the termination or resignation of the VCA Administrator, LHA shall select a new VCA Administrator. Upon designation, LHA shall provide HUD with written notice of the new VCA Administrator

**B. Analysis of Impediments (AI) - Affirmatively Furthering Fair Housing (AFFH)**

1. Within one hundred and twenty (120) days from the effective date of this Agreement, the LHA shall complete or update an Analysis of Impediments to Fair Housing Choice (AI) using HUD's Fair Housing Planning Guide as a reference, submit a copy of its draft AI to HUD in accordance with Section V1, below, and provide HUD a minimum of forty-five days to review the draft AI before issuing the AI in final form. If such information already exists it shall be provided to HUD within 60 days of the execution of this agreement.
2. The revised AI will be used with the current City of Lakeland Consolidated Plan or if already implemented for the new Consolidated Plan 5-year Plan to address Affirmatively Furthering Fair Housing requirements.
3. The LHA will ensure that its identified impediments are included in CPD-related documents submitted by the City of Lakeland and Polk County City of Lakeland and Polk County, including the Consolidated Plan, Annual Plan, and CAPER, and CDBG/DR reports include discussions of the AI development, a summary of impediments identified, and a description of actions (planned and taken) to overcome the effects of impediments identified through the analysis.

**C. Limited English Proficiency (LEP)**

1. **Four Factor Analysis.** Within sixty (60) days of the effective date of this Agreement, Recipient shall apply the four-factor analysis within the LEP Guidance to the extent it has not previously been applied. This shall include determining the following:
  - a. Numbers or proportion of LEP persons eligible to be served or likely to be encountered by the program, supported by census data or other relevant data;
  - b. Frequency with which LEP persons come into contact with the program;
  - c. Nature and importance of the program, activity or service; and
  - d. The resources available to execute the program and the costs.

2. **Language Assistance Plan.** Within one hundred twenty (120) days of the effective date of this Agreement, Recipient shall submit a written LAP to the Department for its review and approval. The LAP shall include:

- e. Procedures the Recipient will use to identify LEP persons with whom they have contact, the size of LEP populations, and the languages of the LEP populations;
- f. Points and types of contact the Recipient may have with LEP persons;
- g. Ways in which language assistance will be provided;
- h. Plan for outreaching to LEP community;
- i. Plan for training staff members on the LEP Guidance and the LAP;
- j. List of vital documents to be translated, the languages into which they will be translated and the timetable for translations;
- k. Plan for translating informational materials that detail services and activities provided to beneficiaries;
- l. Plan for providing appropriately translated notices to LEP persons;
- m. Plan for providing interpreters for large, medium, small, and one-on-one meetings;
- n. Plan for developing community resources, partnerships, and other relationships to help with the provision of language services; and
- o. Provisions for monitoring and updating the LAP.

#### **IV. APPROVAL PROCESS**

1. The Department will provide its approval, or comments, within thirty (30) days of receipt of the LAP. The Department will provide technical assistance to the Recipient in modifying the LAP, if needed.
2. Recipient will have thirty (30) days to modify the LAP in accordance with the Department's comments and resubmit for approval.
3. Recipient will implement the approved LAP within thirty (30) days of the Department's approval.
4. The Department will provide its approval or comments within fifteen (15) days of receipt of the Recipient's revised application. Recipient will implement its revised application within fifteen (15) days of the Department's approval.

5. The Department will provide its approval or comments within fifteen (15) days of receipt of the Recipient's proposed advertisements.

## **VII. REPORTING AND COMPLIANCE REQUIRMENTS**

- A. Upon the effective date of this Agreement and for the one-year duration of this Agreement, LHA will submit bi-annual reports to HUD. For purposes of this Agreement, the first bi-annual report will be due on January 31, 2019 and will cover activity from the effective date of this Agreement through December 31, 2018. Thereafter, the reports will be due at six-month intervals (June 30, 2019, etc.). For purposes of this Agreement, each bi-annual end on the last day of the month.
- B. For the purpose of this Agreement and for the duration of this Agreement, if the reporting day falls on a weekend or a federal holiday, the report will be due the first business day after the weekend or holiday.
- C. For the purpose of this Agreement, the reporting materials must be transmitted to the officials below. Electronic mail is preferred; however, documents may be mailed via USPS, as appropriate.

Charles E. President, Equal Opportunity Specialist, at [Charles.E.President@hud.gov](mailto:Charles.E.President@hud.gov) If needed, the USPS address is:

US HUD  
Jacksonville Field Office  
Office of Fair Housing and Equal Opportunity  
Charles E. Bennett Federal Building  
400 West Bay Street, Suite 1015  
Jacksonville, Florida 32202

## **VIII. IMPLEMENTATION, MONITORING, AND ENFORCEMENT**

- A. HUD will monitor the LHA's implementation of this Agreement. During the first year after the effective date of this Agreement, HUD and LHA will meet bi-annually to discuss LHA's progress towards meeting the requirements of this Agreement. Thereafter, at its discretion, HUD may convene meetings with LHA's executive director, Voluntary Compliance Administrator and/or other appropriate LHA personnel, with notice to the executive director, to discuss progress with implementing the terms of this Agreement, proposed modifications, or conduct other business with respect to this Agreement.
- B. In the event that the LHA fails to comply in a timely fashion with any requirement of this Agreement without obtaining advance written agreement from HUD, the Department

may enforce the terms of this Agreement by any contractual, statutory or regulatory remedy available to HUD.

- C. Failure by HUD to enforce this entire Agreement or any provision in the Agreement with regard to any deadline or any other provision herein shall
- D. Shall not be construed as a waiver of its right to do so with regard to other deadlines and provisions of this Agreement. Furthermore, HUD's failure to enforce this entire Agreement or any provision thereof shall not be construed as a waiver of any obligation of the LHA under this Agreement.

#### **IX. EFFECT OF NON-COMPLIANCE WITH THIS AGREEMENT**

- A. The parties intend to resolve their disputes with respect to non-compliance with this Agreement in a timely and efficient manner. Upon a finding of non-compliance, HUD will provide LHA with a written statement specifying the facts of the alleged non-compliance and a reasonable opportunity to resolve or cure the alleged non-compliance; or, in the alternative, an opportunity to negotiate in good faith HUD's findings of non-compliance.
- B. If the Department determines that LHA has not satisfactorily resolved the findings of non-compliance, the Department may take any of the following actions for non-compliance, unless specifically noted otherwise in this Agreement:
  - 1. Any act(s) or omission(s) by LHA employee who violates the terms of this Agreement may serve as grounds for HUD's imposing debarment, as set forth in 24 C.F.R. § 24.300; suspension, as set forth in 24 C.F.R. § 24.400; or limited denial of participation, as set forth in 24 C.F.R. § 24.705 for that employee.
  - 2. Any act(s) or omission(s) that violates the terms of this Agreement may serve as grounds for HUD's declaring a breach of the annual contributions contract (ACC) with respect to some or all of LHA's functions.
  - 3. Any act(s) or omission(s) that violates the terms of this Agreement may serve as grounds for HUD's withholding some or all of LHA's Capital Fund Program funding. 24 C.F.R. § 968.335.
  - 4. Any act(s) or omission(s) that violates the terms of this Agreement may serve as grounds for the Department to deny LHA high performer status. 24 C.F.R. § 901.115(e).
  - 5. Any act(s) or omission(s) that violates the terms of this Agreement may serve as grounds for the Department to conduct a compliance review under Title VI, as amended, or other appropriate statutory or regulatory authority.

6. Any act(s) or omission(s) that violates the terms of this Agreement may serve as grounds for the United States to pursue an action in federal court for failure to comply with civil rights authorities.
- C. The acts set forth in this Section VIII are not mutually exclusive, and the Department has the right to pursue any or all of these remedies or any other remedies available under law.

**X. SIGNATURES**

The signatures below attest to the acceptance and approval of the Voluntary Compliance Agreement between The U.S. Department of Housing and Urban Development and the Lakeland Housing Authority.

For the Lakeland Housing Authority:



\_\_\_\_\_  
Benjamin Stevenson, President  
Lakeland Housing Authority

8-15-2018  
Date

For the U.S. Department of Housing and Urban Development:



\_\_\_\_\_  
Carlos Osegueda  
FHEO Region IV Director  
Office of Fair Housing and Equal Opportunity

8/15/2018  
Date