



430 Hartsell Ave  
Lakeland, FL 33815

(863) 267-6911

<http://LakelandHousing.org>



## Board Of Commisioners

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

## REGULAR BOARD MEETING

February 24, 2014

## AGENDA

Board of Commissioners Meeting  
The Housing Authority of the City of Lakeland, Florida  
Monday, February 24, 2014 at 6:00 P.M.  
LHA Board Room  
430 Hartsell Avenue  
Lakeland, Florida

Pledge of Allegiance

Moment of Silence

Establish a Quorum

1. **Approval of the Minutes of the Regular Board Meeting held Thursday, January 23, 2014.**
2. **Old Business**
  - LHA Recovery Plan Update
3. **New Business**
  - Presentation on *Section Eight Management Assessment Program* (SEMAP) – Clifton Larson Allen
4. **Monthly Reports**
  - Financial Reports and Grant Updates
  - Housing Report
  - Development Report
  - Resident Services Report
  - Resolutions

**Resolution # 14-1374 – The** Board of Commissioners is requested to approve and to authorize the Executive Director to enter into a contract with *State Alarm, Inc.* to provide *Remote Video Surveillance Systems for Dakota Park Apartments, WestLake Apartments, The Manor at Washington Ridge, and the LHA Administration Building.*

**Resolution # 14 – 1375 – The** Board of Commissioners is requested to approve and authorize the Executive Director to execute and submit the 2013 Section 8 Management Assessment Program report to the U.S. Department of Housing and Urban Development.

**Resolution # 14 – 1376** – The Board of Commissioners is requested to approve and authorize its Chairman to sign a YouthBuild USA *Affiliate* membership application.

5. **Secretary's Report**

6. **Legal Report**

- **Executive Director Evaluation Criteria**

7. **Other Business**

**Public Forum**

**Adjournment**

**MINUTES**  
**Regular Board Meeting of**  
**The Housing Authority of the City of Lakeland**  
**Thursday, January 23, 2014**

The Commissioners of the Housing Authority of the City of Lakeland met for a Regular Board Meeting on Thursday, January 23, 2014 at 6:00 p.m. at Lakeland Housing Authority, 430 Hartsell Avenue, Lakeland, Florida.

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

Legal Counsel Present: Ricardo Gilmore, Attorney  
Rhonda Stringer, Attorney

LHA Staff Present: Benjamin J. Stevenson, Executive Director  
Valerie Brown, Sr. Director of Development  
Carlos Pizarro, Director of Housing  
Kasandra Davis, Assistant Director of Housing  
Idalia Gonzales – Section 8 HCV Manager  
Eva Hall, Director of Finance  
Tom Hornack, Administrative Services Manager  
Shauna Ginn, Asset Manager  
Patrick Roberts, Human Resources Generalist  
Brenda Goodman, Executive Administrative Coordinator

Guest: Karen Randolph  
Christel Graham  
Virginia Robinson  
Lorenzo Robinson  
Larry Mitchell  
Keith Ward  
Don Brown

The meeting was called to order at 6:00 p.m. by Commissioner Richardson, Vice-Chairman.

The Pledge of Allegiance and a Moment of Silence were observed. The meeting was then turned over to Commissioner Pimentel.

A quorum was established.

### **APPROVAL/ACCEPTANCE OF MINUTES**

- **Motion to approve and accept the Minutes of the Regular Board Meeting held December 16, 2013.**

**Richardson – 2<sup>nd</sup> Sanders**

#### **Vote: Commissioners:**

Michael Pimentel – Aye

Eddie Hall – Aye

Ellis Hirsch – Present

Rev. Richard Richardson – Aye

Joseph DiCesare – Aye

Bernice Evans – Aye

### **PUBLIC FORUM**

1. **Mr. Don Brown**, President NAACP, informed the board of his concerns that a commissioner has slandered the name of the secretary of the local NAACP (Ms. Christel Graham). Mr. Brown stated that Ms. Graham has been accused of “staging” an election of the LHA City Wide Resident Organization that took place, August 2013. Mr. Brown further informed the board that a letter was written by a commissioner to HUD reporting false information or accusations about the character of Ms. Graham.

Commissioner Hirsch asked Mr. Brown if he would enlighten him on exactly what he was reporting to the board, along with some of the other commissioners who was not aware of this matter. Mr. Brown continued to inform the board of the seriousness of this type of matter and emphasized that he would be forced to take action.

Commissioner Evans admitted to the board that she wrote a letter to HUD on behalf of LHARAA. However, she denied the accusation of defaming anyone.

Mr. Stevenson presented the board with a copy of the December 5, 2013 letter that Commissioner Evans and LHARAA submitted to HUD.

Mr. Stevenson also further informed the board that the City-Wide Resident Organization (CWRO) election was supervised by “Men and Women on the Move” an incorporated organization which is certified and recognized by the Polk County Supervisor of Election Office to oversee the functions of an election. All documentations and procedures that were supervised by this organization has been discussed with HUD and found to be appropriate by HUD as outlined by their letter dated January 23, 2014. The letter provides HUD approval of the City Wide Resident Organization as the official Resident Advisory Board for LHA.

2. **Mr. Lorenzo Robinson** is President of Paul A. Diggs Neighborhood Association, a community organization in Lakeland, Florida. Mr. Robinson informed the board that there are two businesses coming to the city that would be resourceful to the community and the

residents. He would like permission to distribute information regarding the businesses and their services.

## **OLD BUSINESS**

- **Executive Director Evaluation Criteria** – Commissioner Rev. Richard Richardson presented an update on the status of compiling the Executive Director’s criteria for evaluation.

Attorney Ricardo Gilmore suggested to the board that each commissioner submit two criteria or goals for review by the board.

There was much discussion regarding amending Mr. Stevenson’s contract to change the word “Strategic Plan” to “Annual Plan.” Commissioner Richardson stated the Annual Plan is required by HUD.

Commissioner Evans stated to the board that they should be looking for measurable criteria. She suggested that the board needed to look closely at the Executive Director’s contract.

### **Motion to change the Word “Strategic Plan” to “Annual Plan” in the contract of the Executive Director.**

#### **Hall 2<sup>nd</sup> Sanders**

#### **Vote: Commissioners**

Michael Pimentel - Aye

Rev. Richard Richardson – Aye

Eddie Hall – Aye

Joseph DiCesare – Nay

Ellis Hirsch – Aye

Bernice Evans – Nay

- **LHA Recovery Plan Update** – Mr. Benjamin Stevenson presented an update of progress made with LHA’s Recovery Plan. Mr. Stevenson gave an overview of the progress in six areas:

1. Reduce COCC Budget
2. Develop Plan to transfer Housing staff to West Lake Management (WLM) Company.
3. Reduction In Force
4. Relocation of Section 8 and Public Housing Staff to Hartsell Avenue
5. Bring Human Resource In-House
6. Implement Yardi Upgrade

Mr. Stevenson also informed the board of one other update that LHA officially received the \$440,423 in deferred fees that were placed in the Operating Deficit Reserve account at the Colton Meadows tax credit property. The board was advised by LHA Staff in November 2013 of their desire to collect this incentive fee provided LHA staff met certain performance measures. LHA achieved this objective and the funds were wired to LHA on Thursday, January 16, 2014.

Ms. Evan made a request to the board that she would like the LHA Recovery Plan update submitted in advance of the meeting as part of the Board Package.

**NEW BUSINESS**

Commissioner Pimentel read into the record a letter that was received January 23, 2014 via email from Juan Miranda, HUD Public Housing Specialist, in response to a letter HUD received from Commissioner Evans dated December 5, 2013. Commissioner Evans’ letter requested a determination from HUD to which group is the duly elected resident advisory board. HUD’s response clearly acknowledges the newly elected City Wide Resident Organization as the official Resident Advisory Board for LHA.

Disc recordings of December 16, 2013 were also was distributed to all board members. This action complied with a previous statement made at the December 2013 Board Meeting.

Mr. Stevenson handed out his response to the board of a previous Public Records Request submitted by Commissioner Evans.

Commissioner Pimentel excused himself from the meeting. At that time Attorney Gilmore advised the board to appoint another commissioner to chair the meeting. The board nominated Commissioner Hall to preside over the meeting.

**Motion to appoint Commissioner Hall to chair and continue the meeting.  
Hirsch – 2<sup>nd</sup> Sanders**

**Vote: Commissioners**

**Hall – Aye**

**DiCesare – Aye**

**Hirsh – Aye**

**Evans – Aye**

**Sanders – Aye**

**Richardson – Absent**

**Pimentel – Absent**

**MONTHLY REPORTS**

All of the monthly reports were submitted and accepted as written.

**RESOLUTIONS**

none

**SECRETARY’S REPORT –**

Submitted as written

**LEGAL REPORT**

**OTHER BUSINESS**

None

The meeting adjourned at 8:05 p.m.

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**Benjamin J. Stevenson, Secretary**



# **OLD BUSINESS**



## LHA Recovery Plan

Major concerns raised by HUD during October 2013 meeting

- Stop comingling of federal funds – reduce Do Tos and Do Froms
- Reduce COCC budget (permanently reduce annual expenses)
- Develop plan to repay federal funds
- Stop self-development activity

Steps taken by LHA to address budget concerns

### I. Reduce Overall Agency Budget

Concern: Overstaffing - The large staff size, while not total responsible, contributed to growth of the debt associated with the “Do Tos” and “Do Froms.” Subsequently, LHA must reduce staff size while addressing this issue.

Goal: Staff Reduction

- Reduced by attrition
- Replaced underperforming staff
- Trained remaining staff

Current Results: The overall agency budget has been reduced by 12% since 2012. See chart below for details. Staff size has been reduced by 30% since 2012. The net monetary savings on the agency payroll is \$246, 319 per year.

How was this done?

#### Reduction in staff size

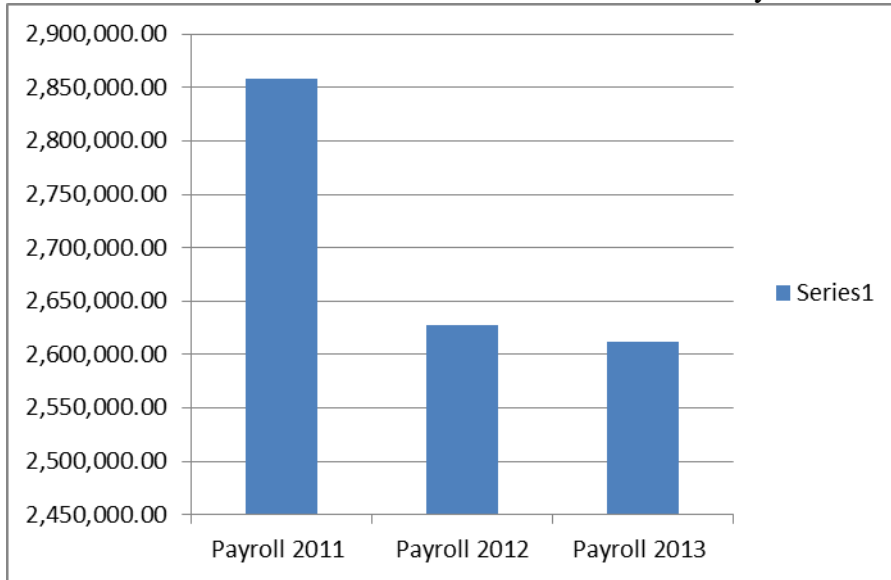
Company Total	2010	2011	2012	2013
Staff Size	129	116	111	77
Percent Reduction		10%	4%	30%

Staff size has been reduced by 40% since 2010. Including a 30% reduction in 2012-13 without the benefit of implementing a layoff or furlough. The net result is a 12% reduction in the overall agency budget.

#### Reduction in Agency-Wide Staffing Expenses

Company Total				
Payroll 2011	2,858,117.12		2,413,911.12	
Payroll 2012	2,627,182.26	-230,934.86	2,182,976.26	-11%
Projected Payroll 2013	2,611,797.92	-15,384.34	2,167,591.92	-1%

### Reduction in Overall Payroll



Elimination of high priced consultants.

During the peak development years, LHA had a high reliance on development consultants as well as a large staff of 129. This contributed to the overall agency-wide budget increases. The current financial problems dictated a need to reduce the number of staff by emphasizing “quality” over “quantity.” That is, LHA needed to reduce the number of staff and agency payroll expenses by hiring more skilled staff and replacing less skilled staff and, thereby, decrease the need or reliance upon high priced consultants. Elimination of the use of certain consultants resulted in a net savings of \$433,611 over the past three years.

### Elimination of Consultants

<b>Development</b>	<b><u>2010</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>	<b><u>2013</u></b>	<b>Employee Totals</b>
	-	24,986.25	30,506.25	-	55,492.50
<b>LIHTC Advisor</b>	<b><u>2010</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>	<b><u>2013</u></b>	
	61404.00	57672.00	3660.00	6262.50	128,998.50
<b>Development</b>	<b><u>2010</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>	<b><u>2013</u></b>	
	56069.55	67640.67	0.00	0.00	123,710.22
<b>Developmen t</b>	<b><u>2010</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>	<b><u>2013</u></b>	
	62459.14	62950.22	0.00	0.00	125,409.36
					<b>433,610.58</b>
<b>Yearly Total</b>	179,932.69	213,249.14	34,166.25	6,262.50	<b>433,610.58</b>

## II. Reduction in COCC Budget

### Annual COCC Budget

Year	COCC Payroll	Amount of Increase/ Decrease	Percentage Increase/ Decrease
2010	683,601		
2011	714,501	30,900	5%
2012	743,979	29,478	4%
2013	596,099	-147,880	-20%
2014 *	350,000	-246,099	-41%

Total projected for December 2014

2013 Reduction in COCC budget by 20%

How was this achieved?

Salary attrition savings of \$124,443 plus another \$23,436.72 reduction in office expenses for a total of \$147,880.00 in total savings for COCC in 2013.

### Positions Removed From COCC in 2013

COCC Savings in 2013		
1	Finance Manger	72,696.00
2	Accounting	39,999.96
3	OST	11,747.32
4	Other	23,436.72
	<b>Total</b>	<b>147,880.00</b>

Goal for 2014 – Reduce overall COCC budget by 40% by end of calendar year

How will it be achieved? The 40% reduction will be achieved by reducing COCC to four (4) core positions:

- Executive Director
- Director of Finance/Comptroller
- Accountant
- Administrative Assistant

The remaining positions will be classified as “crucial” and “non-crucial.” LHA will implement an economy of scale model which will allow the agency to exchange services with other departments and eliminate non-crucial positions via a Reduction In Force initiative.

Goal 1 – Reduce COCC budget by 10% before 2/1/14

Status: Achieved. LHA achieved the reduction by eliminating the Procurement Manager out of COCC. The duties were assigned to the Capital Fund Coordinator position and senior staff. Staff continues to explore additional options to further reduce the COCC budget.

Goal 2 – Increase reduction in COCC budget to 25% by 4/1/14

Status: Staff continues to explore additional options to further reduce the COCC budget. Staff is discussing options with legal/labor counsel.

Goal 3 – Increase reduction in COCC budget to 40% by 12/31/14

Status: Staff continues to explore additional options to further reduce the COCC budget. Staff is discussing options with legal/labor counsel.

### III. Additional Savings to Overall Agency Budget

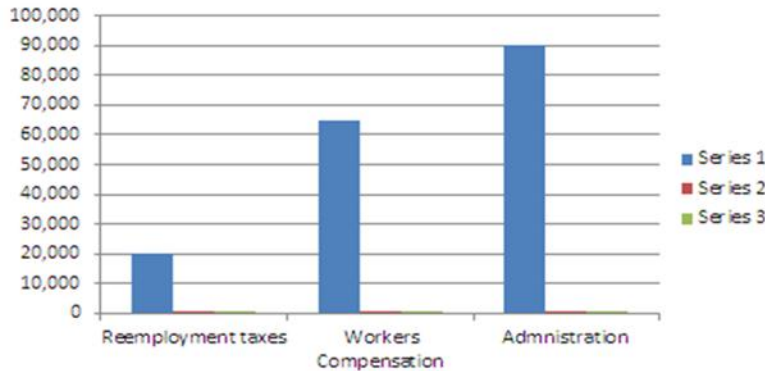
#### 1. Bring Human Resources In-House

Projected Annual Savings - \$175,000

Status: The previous HR contractor, ADP, was notified in the Fall 2013 of LHA’s intent to not renew contract. A contractor, Paychex was procured in December 2013 to provide payroll services. The new payroll system was placed in operation this month. Implementation of this phase will result in an annual savings of \$175,000.

#### Projected Annual Savings

<b>IV. ADP Savings</b>	
ADP Administration Savings	90,000
Unemployment savings	20,000
Workers comp	65,000
<b>Total</b>	<b>175,000</b>



2. Relocate Section 8 staff to LHA Office  
 Projected Annual Savings - \$45,000

Status: Section 8 is currently housed off-site. Commercial office space is rented from a private landlord. The current lease expires in July 2014. LHA has notified the landlord of its intent not to renew. Since staff will be moving in mid-year, LHA will only save \$25,000 during 2014. However, the savings will be \$45,000 each year thereafter

3. Relocate Public Housing Manager to LHA Office  
 Projected Annual Savings - \$12,000

Status: The public housing manager is currently located at the John Wright property. Relocating the manager and staff to the LHA Main Office will save \$12,000 per year. Relocation should be complete by first quarter of 2014.

4. Implementation of the Yardi Upgrade  
 Projected Annual Savings - \$8,400

Implementation of the upgrade to the Yardi system will eliminate the need for the Lindsay software. This is a software database of LHA client information that will be incorporated into Yardi as a part of the new upgrade. The upgrade will be completed by March 2014.

Status: The Yardi upgrade is currently running in the “test” mode in the background. LHA will run the “live” test in February 2014.

A summary of the annual savings resulting from this initiative is provided below.

- ▶ Total Additional Annual Savings
  - \$175,000 - Human Resources
  - \$ 8,400 - Lindsey
  - \$ 45,000 – Section 8 Rental
  - \$ 12,000 – Public Housing Manager
  - **\$240,400 – Total Annual Savings**

The annual savings will be realized without the implementation of any additional changes by LHA.

## **Emerging Capital Needs for Maturing Properties**

### **Development**

Due to current cash constraints, need to reduce COCC budget, and pay back and/or reduce “Do Tos and Do Froms,” LHA understands it cannot implement any self-development projects. So, in order to address the pressing affordable housing needs, LHA will solicit a co-developer. The co-developer will help to address LHA financing limitations when applying for low income housing tax credits. The co-developer may also manage the selected property for two-three years and turn over to LHA. LHA will earn a small co-developer fee as prescribed in the HUD Safe Harbor guidelines for Mixed Finance Development projects. LHA will issue a Request for Proposals for a co-developer sometime in March 2014.

The selection of a co-developer must be considered a priority if LHA is going to maintain its long term goal of providing decent affordable housing. There are several properties that are in various stages of deterioration and needing major repairs or renovation such as West Lake Apartments, a 120 unit public housing community that is over 40 years old, and Cecil Gober Villas an aging senior community in need of major repairs.

Advantages to the use of a Third Party or Co-Developer are provided below.

- More Financing Options
  - West Lake
  - Polk County
  - Arbor Manor
- Ability to still earn Developer Fees
- Manage Property for 2-3 years
  - Turn back over to LHA

### **Property Management**

While not completing any development projects in the past two years, LHA needed to explore other ways to bring unrestricted income into the agency. One option was achieving property management milestones in order to collect incentive fees.

- Priority 1
  - Collect incentive fees
    - Meet milestones in Property Management and Operating Agreements
      - Will collect \$445,000 in fees
      -

LHA officially received the \$440,423 in deferred fees that were placed in the Operating Deficit Reserve account at the Colton Meadows tax credit property. Staff advised the Board in November 2013 of our desire to collect this incentive fee provided staff met certain performance measures. Staff achieved this objective and the funds were wired to LHA on Thursday, January 16, 2014. This fee is considered unrestricted income.

Approximately, \$50,000 of this fee will be used to fund the Financial Advisor to review the Recovery Plan, review the Yardi system upgrades and compliance with Corrective Action Plan requirements. It is crucial to LHA's survival that a Financial Advisor is brought on board to review and assist with the recovery effort. The current financing staff has limited public housing, property management and mixed finance development experience and thus, cannot adequately oversee the recovery process. Future activities by Financial Advisor such as the review of financing related to LIHTC applications will be paid via funds from closing costs.

### **Critical Needs for Financial Advisor**

Items that need to be discussed with a financial advisor are outlined below.

- Review Recovery Plan
- Assist with Yardi upgrade implementation
  - Confirm co-mingling of funds is addressed properly
  - Confirm implementation of safe guards to prevent future re-occurrences
    - Monitoring and tracking of purchase orders, task orders and contract balances
- LIHTC Exit Strategy for HOPE VI properties
  - Dakota
  - Renaissance

### **Repayment of Federal Funds**

LHA would like to negotiate a repayment agreement with HUD for the repayment of federal funds that may have been used properly with previous affordable housing/mixed finance deals. LHA is requesting a repayment of the funds in annual installments due to its current financial state. It would be an extreme hardship if the agency is required to repay the funds in one payment.

### **Sale and Disposition of Property**



Another option for LHA to raise capital is the potential sale of assets. LHA has several vacant lots suitable for development that may be of interest to developers. It is understood that LHA must work cooperatively with HUD prior to disposing of any properties.

Staff received an inquiry from the private sector to purchase a LHA/HUD owned property. Staff is evaluating the proposal. If the inquiry proves to be credible, staff will provide more information for HUD at a later date.

Previously, LHA received HUD approval to dispose of the property in 2002. A Deed of Trust remains on the property. So, LHA will need HUD approval to release the Deed of Trust. It is understood that all funds received from this transaction must be used for an affordable housing purpose.

## **Other Concerns**

### **Property Management**

LHA is also reviewing ways to improve its property management services. The review includes looking at ways to improve staff performance. Specifically, management has taken steps to reduce the vacancy rate and improve unit turn around/make ready time. Staff has also setup individual budgets by property as well as a West Lake Management portfolio budget that serves as a summary budget for all of the LHA owned and operated properties.

LHA has also provided additional training on asset management for property managers. LHA is also considering a Reduction In Force. One major concern with the Reduction In Force is the majority of LHA's affordable housing inventory consists of investment properties with LIHTC. Subsequently, LHA must retain an adequate number of staff to properly maintain the properties as required under the guidelines of the LIHTC program. Specifically, the Florida Housing Finance Corporation has an Asset Management Non-Compliance Report that is used to monitor the performance of entities that have been awarded LIHTC. Adequate staffing will prevent LHA's blended component units from being added to the report; which will allow LHA's property management entity to continue to be viewed in a positive manner by tax credit investment partners and ultimately afford LHA the opportunity to earn fees through third-party management in the future.

### **Other Priorities for Development**

- HOPE VI/LIHTC Exit Strategy
  - Dakota
  - Renaissance
- Proceed with Master Plan for Twin Lakes
  - Received \$500,000 in State's Predevelopment Loan Program
  - PHA Request for Application (RFA) for 9% tax credits
- Proceed with Cecil Gober Aging-In-Place Design
  - PHA Request for Application (RFA) for 9% tax credits
  - SAIL Funding and Tax Exempt Bond Financing

# **NEW BUSINESS**

**FINANCIAL REPORT  
AND  
GRANT UPDATES**



TO: Lakeland Housing Authority Finance Committee

FROM: Eva Hall, LHA Director of Finance

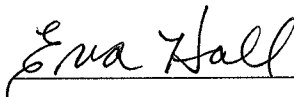
DATE: February 18, 2014

RE: December 2013 Financial Statements

I have attached the Statements of Operations and Balance Sheets for November 2013 for the following entities:

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

These statements are unaudited.

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

**Lakeland Housing Authority  
Central Office Cost Center  
Statement of Operations  
For the Twelve Months Ended December 31, 2013**

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Vending Income	-	-	-	100.00%	104	-	104	100.00%	-
Management & Admin Income	20,112	18,933	1,326	7.00%	231,661	227,200	4,461	1.96%	<b>227,200</b>
<b>Total Revenue</b>	<b>20,112</b>	<b>18,933</b>	<b>1,179</b>	<b>6.23%</b>	<b>231,765</b>	<b>227,200</b>	<b>4,565</b>	<b>2.01%</b>	<b>227,200</b>
Administrative Expenses	68,272	99,833	(31,561)	-31.61%	954,666	1,198,000	(243,334)	-20.31%	<b>1,198,000</b>
Utility Expense	1,770	1,507	263	17.48%	22,607	18,080	4,527	25.04%	<b>18,080</b>
Maintenance Expense	3,241	1,175	2,066	175.83%	33,941	14,100	19,841	140.72% <sup>1</sup>	<b>14,100</b>
General Expenses	106	925	(819)	-88.54%	16,719	11,100	5,619	50.62%	<b>11,100</b>
Depreciation	133	146	(13)	-8.80%	1,598	1,750	(152)	-8.69%	<b>1,750</b>
<b>Total Expense</b>	<b>73,522</b>	<b>103,586</b>	<b>(30,064)</b>	<b>-29.02%</b>	<b>1,029,531</b>	<b>1,243,030</b>	<b>(213,499)</b>	<b>-17.18%</b>	<b>1,243,030</b>
<b>Net Operating Income (Loss)</b>	<b>(53,410)</b>	<b>(84,653)</b>	<b>31,243</b>	<b>-36.91%</b>	<b>(797,766)</b>	<b>(1,015,830)</b>	<b>218,064</b>	<b>-21.47%</b>	<b>(1,015,830)</b>
<b>Allocation Required from Non-Federal Funds</b>	<b>53,410</b>	<b>84,653</b>	<b>(31,243)</b>	<b>-36.91%</b>	<b>797,766</b>	<b>1,015,830</b>	<b>(218,064)</b>	<b>-21.47%</b>	<b>1,021,180</b>
									<b>5,350</b>

**Comments**

<sup>1</sup> Maintenance Expense includes unplanned repairs at central office.

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

<b>Assets</b>		<b>Liabilities and Net Assets</b>	
Current Assets		Liabilities	
Cash - Unrestricted	200,966	Current Liabilities	
Prepaid Expense	7,672	Accounts Payable	5,937
Total Current Assets	208,638	Accrued Payroll	24,061
		Due to Public Housing	2,801,540
Other Assets		Due to Business Activities	201,000
Property & Equipment	33,769	Accr Compensated Absences	43,834
Accumulated Depreciation	(3,595)	<b>Total Liabilities</b>	<b>3,076,372</b>
Total Other Assets	30,174	Net Assets	
		Unrestricted Net Assets	(2,837,560)
<b>Total Assets</b>	<b>238,812</b>	<b>Total Net Assets</b>	<b>(2,837,560)</b>
		<b>Total Liabilities and Net Assets</b>	<b>238,812</b>

**Lakeland Housing Authority**  
**Section 8 Housing Choice Voucher Program**  
**Statement of Operations**  
**For the Twelve Months Ended December 31, 2013**

	<b>Current Month</b>				<b>Year to Date</b>				<b>Annual Budget</b>
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
HAP/Administrative Revenue	853,047	897,694	(44,647)	-4.97%	10,087,508	9,874,632	212,876	2.16%	<b>10,772,326</b>
Other Income	9	9	(0)	-1.82%	746	101	645	639.83%	<b>110</b>
<b>Total Revenue</b>	<b>853,056</b>	<b>897,703</b>	<b>(44,647)</b>	<b>-4.97%</b>	<b>10,088,254</b>	<b>9,874,733</b>	<b>213,521</b>	<b>2.16%</b>	<b>10,772,436</b>
Administrative Expenses	61,142	67,255	(6,113)	-9.09%	716,343	739,800	(23,457)	-3.17%	<b>807,055</b>
Utility Expense	224	375	(151)	-40.27%	3,909	4,125	(216)	-5.24%	<b>4,500</b>
Maintenance Expense	942	538	404	75.20%	16,102	5,914	10,188	172.25%	<b>6,452</b>
General Expenses (Insurance, etc)	160	117	44	37.34%	1,251	1,282	(31)	-2.38%	<b>1,398</b>
Housing Assistance Payments	752,317	802,077	(49,760)	-6.20%	9,148,176	8,822,842	325,334	3.69%	<b>9,624,919</b>
Depreciation	350	350	-	0.00%	3,465	3,850	(385)	-10.00%	<b>4,200</b>
<b>Total Expense</b>	<b>815,135</b>	<b>870,710</b>	<b>(55,575)</b>	<b>-6.38%</b>	<b>9,889,246</b>	<b>9,577,814</b>	<b>311,432</b>	<b>3.25%</b>	<b>10,448,524</b>
<b>Net Operating Income (Loss)</b>	<b>37,921</b>	<b>26,993</b>	<b>10,928</b>	<b>40.49%</b>	<b>199,008</b>	<b>296,919</b>	<b>(97,911)</b>	<b>-32.98%</b>	<b>323,912</b>



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

<b>Assets</b>		<b>Liabilities and Equity</b>	
Current Assets		Liabilities	
Cash - Operating	197,294	Current Liabilities	
Cash - HAP	402,250	Accrued Payroll	12,313
Cash - FSS Escrow	91,363	Due to Master Cash Account	395,744
Accounts Receivable - Other Housing Authorities	2,592	Accr Compensated Absences	15,274
Accounts Receivable - Repayment Agreements	63,234	FSS Escrow Liability	91,575
Allow for Doubtful A/R	(30,715)	Unclaimed Funds - St of Florida	33,225
Other Current Assets	81,283	<b>Total Liabilities</b>	<b>548,131</b>
Total Current Assets	807,301		
		Net Assets	
Other Assets		Net Assets	276,811
Furniture & Fixtures	28,867		
Accumulated Depreciation	(11,226)	<b>Total Equity</b>	<b>276,811</b>
Total Other Assets	17,641		
<b>Total Assets</b>	<b>824,942</b>	<b>Total Liabilities and Equity</b>	<b>824,942</b>

**Lakeland Housing Authority  
Public Housing (AMP 1)  
Statement of Operations  
For the Twelve Months Ended December 31, 2013**

	<b>Current Month</b>				<b>Year to Date</b>				<b>Annual Budget</b>
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Rental Income	24,213	24,500	(287)	-1.17%	275,008	294,000	(18,992)	-6.46%	<b>294,000</b>
Other Tenant Income	558	738	(180)	-24.39%	5,160	8,850	(3,690)	-41.69%	<b>8,850</b>
Government Subsidy Income	53,145	65,092	(11,947)	-18.35%	641,485	781,098	(139,613)	-17.87%	<b>781,098</b>
Interest Income Restricted	2,818	20,750	(17,932)	-86.42%	33,889	249,000	(215,111)	-86.39% <sup>1</sup>	<b>249,000</b>
Other Income	4	1,316	(1,312)	-99.70%	22,681	15,800	6,881	43.55%	<b>15,800</b>
<b>Total Revenue</b>	<b>80,738</b>	<b>112,396</b>	<b>(31,658)</b>	<b>-28.17%</b>	<b>978,223</b>	<b>1,348,748</b>	<b>(370,525)</b>	<b>-27.47%</b>	<b>1,348,748</b>
Administrative Expenses	32,785	43,735	(10,950)	-25.04%	431,966	524,818	(92,852)	-17.69%	<b>524,818</b>
Tenant Services Expenses	2,262	1,225	1,037	84.65%	6,286	14,700	(8,414)	-57.24%	<b>14,700</b>
Utility Expense	11,989	6,958	5,031	72.30%	90,256	83,500	6,756	8.09%	<b>83,500</b>
Maintenance Expense	27,930	37,723	(9,793)	-25.96%	294,515	452,671	(158,156)	-34.94%	<b>452,671</b>
General Expenses	15,437	6,056	9,381	154.91%	98,113	72,670	25,443	35.01% <sup>2</sup>	<b>72,670</b>
Housing Assistance Payments	4,446	2,875	1,571	54.64%	38,842	34,500	4,342	12.59%	<b>34,500</b>
Depreciation	66,917	66,917	0	0.00%	803,000	803,000	-	0.00%	<b>803,000</b>
<b>Total Expense</b>	<b>161,766</b>	<b>165,488</b>	<b>(3,722)</b>	<b>-2.25%</b>	<b>1,762,978</b>	<b>1,985,859</b>	<b>(222,881)</b>	<b>-11.22%</b>	<b>1,985,859</b>
<b>Net Operating Income (Loss)</b>	<b>(81,028)</b>	<b>(53,092)</b>	<b>(27,936)</b>	<b>52.62%</b>	<b>(784,755)</b>	<b>(637,111)</b>	<b>(147,644)</b>	<b>23.17%</b>	<b>(637,111)</b>

**Comments**

- <sup>1</sup> Interest income reduced due to receipt of large principal payment from Bonnet Shores.
- <sup>2</sup> Increased insurance expense and PILOT.

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

<b>Assets</b>	<b>Liabilities and Equity</b>
Current Assets	Liabilities
Cash - Unrestricted	Current Liabilities
Cash - Restricted	Accounts Payable
Accounts Receivable	Tenant Security Deposits
Allowance for Doubtful Accounts	HOPE VI Deposits
A/R - HUD Capital Grants	YouthBuild Deposits
A/R - ROSS/HUD Grant	Accrued PILOT
A/R - 21st Century/DOE Grant	Accrued Payroll and Benefits
Due from Hampton Hills	Accrued Audit Fees
Due from Section 8	Tenant Prepaid Rent
Due from Business Activities	Accr Compensated Absences Current
Due from COCC	Total Current Liabilities
Lakeridge Homes 3rd Mortgage	Other Liabilities
Lakeridge Homes 2nd Mortgage	Accr Compensated Absences - LT
Colton Meadow Mortgage	FSS Liability
Villas at Lake Bonnet Mortgage	Due to LPHC
Prepaid Expense	Due to Magnolia Pointe
Other Current Assets	Total Other Liabilities
Total Current Assets	Total Liabilities
Other Assets	Equity
Property & Equipment	Net Assets
Accumulated Depreciation	Total Equity
Total Other Assets	Total Liabilities and Equity
Total Assets	Total Liabilities and Equity

313,352  
34,063  
13,942  
(5,080)  
365,079  
39,144  
170,972  
51,950  
395,744  
1,695,269  
2,801,540  
251,000  
52,000  
450,845  
1,009,877  
35,931  
38,951  
7,714,579

12,456,939  
(8,870,470)  
3,586,469

**11,301,048**

7,755  
49,757  
249,953  
32,699  
12,320  
17,878  
50,765  
5,024  
5,088  
431,239

9,449  
34,063  
303,000  
155,870  
502,382

**933,621**

10,367,427

**10,367,427**

**11,301,048**

**Lakeland Housing Authority  
Dakota Park Limited Partnership, LLLP  
d/b/a Carrington Place  
Statement of Operations  
For the Twelve Months Ended December 31, 2013**

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Rental Income	11,280	9,196	2,084	22.66%	119,181	110,350	8,831	8.00%	<b>110,350</b>
Other Tenant Income	35	430	(395)	-91.87%	2,966	5,165	(2,199)	-42.58%	<b>5,165</b>
Government Subsidy	5,774	7,072	(1,298)	-18.35%	69,690	84,860	(15,170)	-17.88%	<b>84,860</b>
Public Housing Capital Fund Grant	17,500	-	17,500		17,500	-	17,500		-
Other Income	1	8	(7)	-87.37%	27	95	(68)	-71.58%	<b>95</b>
<b>Total Revenue</b>	<b>34,590</b>	<b>16,706</b>	<b>17,884</b>	<b>107.05%</b>	<b>209,364</b>	<b>200,470</b>	<b>8,894</b>	<b>4.44%</b>	<b>200,470</b>
Administrative Expenses	6,065	4,720	1,345	28.50%	50,890	58,245	(7,355)	-12.63%	<b>58,245</b>
Tenant Services Expense	-	42	(42)	-100.00%	139	500	(361)	-72.20%	<b>500</b>
Utility Expense	2,630	1,520	1,110	73.03%	21,475	18,240	3,235	17.74%	<b>18,240</b>
Maintenance Expense	3,897	3,426	471	13.75%	45,333	42,611	2,722	6.39%	<b>42,611</b>
General Expenses	23,382	1,905	21,477	1127.40%	37,812	22,856	14,956	65.44%	<b>22,856</b>
Housing Assistance Payments	2,095	1,292	803	62.15%	20,259	15,500	4,759	30.70%	<b>15,500</b>
Financing Expenses	2,474	8,163	(5,689)	-69.69%	29,317	97,952	(68,635)	-70.07% <sup>1</sup>	<b>97,952</b>
Depreciation & Amortization	2,199	7,648	(5,449)	-71.25% <sup>1</sup>	26,385	91,770	(65,385)	-71.25% <sup>2</sup>	<b>91,770</b>
<b>Total Expense</b>	<b>42,742</b>	<b>28,715</b>	<b>14,027</b>	<b>48.85%</b>	<b>231,610</b>	<b>347,674</b>	<b>(116,064)</b>	<b>-33.38%</b>	<b>347,674</b>
<b>Net Operating Income (Loss)</b>	<b>(8,152)</b>	<b>(12,009)</b>	<b>3,857</b>	<b>-32.12%</b>	<b>(22,246)</b>	<b>(147,204)</b>	<b>124,958</b>	<b>-84.89%</b>	<b>(147,204)</b>
Reserve for Replacements	-	-	-	N/A	38,400	-	38,400	N/A <sup>3</sup>	-

**Comments**

- <sup>1</sup> Budget for interest expense on HOPE VI mortgage is too high.
- <sup>2</sup> Depreciation Expense budget is too high.
- <sup>3</sup> Reserve for Replacements Cash has been used for repair of parking lot and painting of property.

**Lakeland Housing Authority**  
**Dakota Park Limited Partnership, LLLP**  
**d/b/a Carrington Place**  
**Balance Sheet**  
**December 31, 2013**

<u>Assets</u>	
Current Assets	
Cash - Unrestricted	23,685
Cash - Restricted	63,275
Accounts Receivable - Tenants	7,748
Allow for Doubtful A/R - Tenants	(1,848)
Prepaid Expense	8,393
Other Current Assets	17,551
<b>Total Current Assets</b>	<u>118,804</u>
Other Assets	
Property & Equipment	927,000
Accumulated Depreciation	(44,658)
	<u>882,342</u>
Intangible Assets	71,725
Accumulated Amortization	(33,422)
	<u>38,303</u>
<b>Total Other Assets</b>	<u>920,645</u>
<b>Total Assets</b>	<u><u>1,039,449</u></u>

<u>Liabilities and Equity</u>	
Liabilities	
Current Liabilities	
Accounts Payable	7,943
Tenant Security Deposits	8,946
Accrued Audit Fees	10,600
Accrued Payroll	1,514
Due to West Lake Management	106,612
Accrued Compensated Absences	2,645
<b>Total Current Liabilities</b>	<u>138,260</u>
Other Liabilities	
Accrued Interest - HOPE VI	462,048
Accrued Developer Fee	149,860
FSS Escrow Liability	26,069
Due to Partner	124,954
Loan Payable - HOPE VI	714,591
Loan Payable - SunTrust	368,342
Loan Payable - LHA	101,380
<b>Total Other Liabilities</b>	<u>1,947,244</u>
<b>Total Liabilities</b>	<u><u>2,085,504</u></u>
Equity	
Partners' Equity	(1,046,055)
<b>Total Equity</b>	<u><u>(1,046,055)</u></u>
<b>Total Liabilities and Equity</b>	<u><u>1,039,449</u></u>

**Lakeland Housing Authority**  
**Renaissance at Washington Ridge Ltd., LLLP**  
**Statement of Operations**  
**For the Twelve Months Ended December 31, 2013**

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Rental Income	56,559	51,500	5,059	9.82%	673,952	618,000	55,952	9.05%	<b>618,000</b>
Other Tenant Income	526	1,580	(1,054)	-66.70%	16,983	18,955	(1,972)	-10.40%	<b>18,955</b>
Government Subsidy	25,602	31,357	(5,755)	-18.35%	308,997	376,289	(67,292)	-17.88%	<b>376,289</b>
Other Income	-	200	(200)	0.00%	2,307	2,400	(93)	0.00%	<b>2,400</b>
<b>Total Revenue</b>	<b>82,687</b>	<b>84,637</b>	<b>(1,950)</b>	<b>-2.30%</b>	<b>1,002,239</b>	<b>1,015,644</b>	<b>(13,405)</b>	<b>-1.32%</b>	<b>1,015,644</b>
Administrative Expenses	30,532	26,308	4,224	16.06%	272,755	297,058	(24,303)	-8.18%	<b>297,058</b>
Tenant Services	445	500	(55)	-11.00%	3,019	6,000	(2,981)	-49.68%	<b>6,000</b>
Utility Expense	7,893	6,104	1,789	29.31%	77,828	73,250	4,578	6.25%	<b>73,250</b>
Maintenance Expense	25,512	28,431	(2,919)	-10.27%	275,544	319,688	(44,144)	-13.81%	<b>319,688</b>
General Expenses	7,109	8,267	(1,158)	-14.00%	94,923	99,200	(4,277)	-4.31%	<b>99,200</b>
Housing Assistance Payments	2,301	2,833	(532)	-18.79%	31,600	34,000	(2,400)	-7.06%	<b>34,000</b>
Financing Expenses	8,209	15,485	(7,276)	-46.99%	96,652	185,820	(89,168)	-47.99% <sup>1</sup>	<b>185,820</b>
Depreciation & Amortization	61,574	61,344	230	0.00%	738,888	736,130	2,758	0.00%	<b>736,130</b>
<b>Total Expense</b>	<b>143,575</b>	<b>149,272</b>	<b>(5,697)</b>	<b>-3.82%</b>	<b>1,591,209</b>	<b>1,751,146</b>	<b>(159,937)</b>	<b>-9.13%</b>	<b>1,751,146</b>
<b>Net Operating Income (Loss)</b>	<b>(60,888)</b>	<b>(64,635)</b>	<b>3,747</b>	<b>-5.80%</b>	<b>(588,970)</b>	<b>(735,502)</b>	<b>146,532</b>	<b>-19.92%</b>	<b>(735,502)</b>
Reserve for Replacements	22,471	-	22,471	N/A	41,288	-	41,288	N/A <sup>2</sup>	-

**Comments**

- 1 Budget for interest expense on HOPE VI mortgage is too high.
- 2 Reserve for Replacements Cash has been used for carpet replacement, appliances, HVAC repairs, ground improvements and other capital replacement items.

**Lakeland Housing Authority**  
**Renaissance at Washington Ridge Ltd., LLLP**  
**Balance Sheet**  
**December 31, 2013**

<b>Assets</b>		<b>Liabilities and Equity</b>	
Current Assets		Liabilities	
Cash - Unrestricted	168,097	Current Liabilities	
Cash - Restricted	841,096	Accounts Payable	14,195
Accounts Receivable - Tenants	36,722	Tenant Security Deposits	45,382
Allow for Doubtful A/R - Tenants	(27,187)	Accrued Audit Fees	12,450
Prepaid Expense	23,786	Accrued Payroll	7,422
Other Current Assets	6,600	Due to West Lake Management	782
Total Current Assets	1,049,114	Tenant Prepaid Rents	6,075
		FSS Escrow Liability	21,371
		Accr Compensated Absences Current	4,519
		Total Current Liabilities	112,196
Other Assets		Other Liabilities	
Property & Equipment	24,217,370	Accr Compensated Absences - LT	8,393
Accumulated Depreciation	(7,015,518)	Accrued Interest - HOPE VI Mortgage	235,408
	17,201,852	Accrued Developer Fee	1,308,453
		Loan Payable - HOPE VI	2,200,000
Intangible Assets	268,724	Loan Payable - SunTrust	635,577
Accumulated Amortization	(194,183)	Loan Payable - LHA	381,200
	74,541	Total Other Liabilities	4,769,031
Total Other Assets	17,276,393		
		<b>Total Liabilities</b>	<b>4,881,227</b>
		Equity	
		Partners' Equity	13,444,280
		<b>Total Equity</b>	<b>13,444,280</b>
<b>Total Assets</b>	<b>18,325,507</b>	<b>Total Liabilities and Equity</b>	<b>18,325,507</b>



**Lakeland Housing Authority  
Colton Meadow, LLLP  
Statement of Operations  
For the Twelve Months Ended December 31, 2013**

	<b>Current Month</b>				<b>Year to Date</b>				<b>Annual</b>
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	Budget
Rental Income	43,239	43,125	114	0.26%	525,698	517,500	8,198	1.58%	<b>517,500</b>
Other Tenant Income	420	1,663	(1,243)	-74.74%	13,430	19,955	(6,525)	-32.70%	<b>19,955</b>
Other Income	413	2	411	19748.56%	608	25	583	2332.00%	<b>25</b>
<b>Total Revenue</b>	<b>44,072</b>	<b>44,790</b>	<b>(718)</b>	<b>-1.60%</b>	<b>539,736</b>	<b>537,480</b>	<b>2,256</b>	<b>0.42%</b>	<b>537,480</b>
Administrative Expense	16,052	12,150	3,902	32.11%	129,627	145,805	(16,178)	-11.10%	<b>145,805</b>
Tenant Services	44	125	(81)	-64.80%	615	1,500	(885)	-59.00%	<b>1,500</b>
Utility Expense	5,436	5,833	(397)	-6.81%	64,288	70,000	(5,712)	-8.16%	<b>70,000</b>
Maintenance Expense	9,516	10,002	(486)	-4.86%	93,786	120,020	(26,234)	-21.86%	<b>120,020</b>
General Expense	6,015	6,939	(924)	-13.31%	93,737	83,265	10,472	12.58% <sup>1</sup>	<b>83,265</b>
Financing Expense	4,658	7,515	(2,857)	-38.02%	50,549	90,184	(39,635)	-43.95% <sup>2</sup>	<b>90,184</b>
Depreciation & Amortization Expense	38,997	38,937	60	0.15%	467,973	467,247	726	0.16%	<b>467,247</b>
<b>Total Expense</b>	<b>80,718</b>	<b>81,502</b>	<b>(784)</b>	<b>-0.96%</b>	<b>900,575</b>	<b>978,021</b>	<b>(77,446)</b>	<b>-7.92%</b>	<b>978,021</b>
<b>Net Operating Income (Loss)</b>	<b>(36,646)</b>	<b>(36,712)</b>	<b>66</b>	<b>-0.18%</b>	<b>(360,839)</b>	<b>(440,541)</b>	<b>79,702</b>	<b>-18.09%</b>	<b>(440,541)</b>

**Comments**

- <sup>1</sup> General Expenses are over budget to due increases in insurance premiums and bad debts.
- <sup>2</sup> Budget for Interest Expense on LHA Mortgage is too high due to a large principal payment made.

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

<b>Assets</b>	<b>Liabilities and Equity</b>																																																																		
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**Lakeland Housing Authority  
Bonnet Shores, LLLP  
Statement of Operations  
For the Twelve Months Ended December 31, 2013**

	<b>Current Month</b>				<b>Year to Date</b>				<b>Annual</b>
	<b>Actual</b>	<b>Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>	<b>Budget</b>
Rental Income	49,620	51,998	(2,378)	-4.57%	591,862	623,980	(32,118)	-5.15%	<b>623,980</b>
Other Tenant Income	863	971	(108)	-11.11%	15,514	11,650	3,864	33.17%	<b>11,650</b>
Other Income	3,186	1	3,185	477800.00%	110	8	102	1275.00%	<b>8</b>
<b>Total Revenue</b>	<b>53,669</b>	<b>52,970</b>	<b>699</b>	<b>1.32%</b>	<b>607,486</b>	<b>635,638</b>	<b>(28,152)</b>	<b>-4.43%</b>	<b>635,638</b>
Administrative Expense	12,861	12,441	420	3.38%	135,926	142,546	(6,620)	-4.64%	<b>142,546</b>
Tenant Services	44	125	(81)	-64.80%	257	1,500	(1,243)	-82.87%	<b>1,500</b>
Utility Expense	4,608	4,375	233	5.33%	53,626	52,500	1,126	2.14%	<b>52,500</b>
Maintenance Expense	8,752	9,534	(782)	-8.20%	90,208	107,085	(16,877)	-15.76%	<b>107,085</b>
General Expense	14,153	6,654	7,499	112.69%	103,062	79,850	23,212	29.07% <sup>1</sup>	<b>79,850</b>
Financing Expense	11,596	14,709	(3,113)	-21.16%	123,654	176,502	(52,848)	-29.94% <sup>2</sup>	<b>176,502</b>
Depreciation & Amortization Expense	-	47,465	-	0.00%	569,580	569,578	-	0.00%	<b>569,578</b>
<b>Total Expense</b>	<b>52,014</b>	<b>95,303</b>	<b>(43,289)</b>	<b>-45.42%</b>	<b>1,076,313</b>	<b>1,129,561</b>	<b>(53,248)</b>	<b>-4.71%</b>	<b>1,129,561</b>
<b>Net Operating Income (Loss)</b>	<b>1,655</b>	<b>(42,333)</b>	<b>43,988</b>	<b>-103.91%</b>	<b>(468,827)</b>	<b>(493,923)</b>	<b>25,096</b>	<b>-5.08%</b>	<b>(493,923)</b>

**Comments**

- 1 Fluctuation from General Expense budget is primarily due to underestimated Insurance Expense and Bad Debt Expense.
- 2 Budget for Interest Expense on LHA Mortgage is too high due to a large principal payment made in January 2013.

**Lakeland Housing Authority**  
**Bonnet Shores, LLLP**  
**Balance Sheet**  
**December 31, 2013**

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**Lakeland Housing Authority  
West Bartow Partnership, Ltd., LLLP  
Statement of Operations  
For the Twelve Months Ended December 31, 2013**

	<b>Current Month</b>				<b>Year to Date</b>				<b>Annual</b>
	<b>Actual</b>	<b>Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>	<b>Budget</b>
Rental Income	70,913	66,542	4,371	6.57%	868,224	798,500	69,724	8.73%	<b>798,500</b>
Other Tenant Income	30	271	(241)	-88.93%	3,523	3,254	269	8.27%	<b>3,254</b>
Other Income	556	100	456	456.00%	1,593	1,200	393	32.75%	<b>1,200</b>
<b>Total Revenue</b>	<b>71,499</b>	<b>66,913</b>	<b>4,586</b>	<b>6.85%</b>	<b>873,340</b>	<b>802,954</b>	<b>70,386</b>	<b>8.77%</b>	<b>802,954</b>
Administrative Expenses	18,759	15,713	3,046	19.39%	180,287	188,555	(8,268)	-4.38%	<b>188,555</b>
Tenants Service Expenses	521	208	313	150.08%	1,274	2,500	(1,226)	-49.04%	<b>2,500</b>
Utility Expense	8,907	10,392	(1,485)	-14.29%	110,023	124,704	(14,681)	-11.77%	<b>124,704</b>
Maintenance Expense	10,386	11,908	(1,522)	-12.78%	110,439	142,890	(32,451)	-22.71%	<b>142,890</b>
General Expenses	4,850	4,171	680	16.29%	49,627	50,046	(419)	-0.84%	<b>50,046</b>
Financing Expenses	18,227	19,949	(1,722)	-8.63%	283,634	239,390	44,244	18.48% <sup>1</sup>	<b>239,390</b>
Depreciation & Amortization	41,940	41,803	137	0.33%	503,280	501,640	1,640	0.33%	<b>501,640</b>
<b>Total Expense</b>	<b>103,590</b>	<b>104,144</b>	<b>(554)</b>	<b>-0.53%</b>	<b>1,238,564</b>	<b>1,249,725</b>	<b>(11,161)</b>	<b>-0.89%</b>	<b>1,249,725</b>
<b>Net Operating Income (Loss)</b>	<b>(32,091)</b>	<b>(37,231)</b>	<b>5,140</b>	<b>-13.81%</b>	<b>(365,224)</b>	<b>(446,771)</b>	<b>81,547</b>	<b>-18.25%</b>	<b>(446,771)</b>

**Comments**

<sup>1</sup> Financing Expense budget does not include interest expense on developer fee payable. Expense = \$54,668 YTD

**Lakeland Housing Authority**  
**West Bartow Partnership, Ltd., LLLP**  
**Balance Sheet**  
**December 31, 2013**

<b>Assets</b>		<b>Liabilities and Equity</b>	
Current Assets		Liabilities	
Cash - Unrestricted	126,419	Accounts Payable	15,074
Cash - Restricted	413,963	Tenant Security Deposits	8,350
Accounts Receivable - Tenants	603	Accrued Interest Payable	23,444
Allow for Doubtful A/R - Tenants	-	Accrued Audit Fees	11,070
Prepaid Expense	31,401	Accrued Payroll	6,487
<b>Total Current Assets</b>	<b>572,386</b>	Tenant Prepaid Rent	250
Other Assets		Accr Compensated Absences	10,865
Property & Equipment	15,099,032	Mortgage Note Payable	3,229,485
Accumulated Depreciation	(2,118,529)	Second Mortgage Note Payable	850,000
	<b>12,980,503</b>	Third Mortgage Note Payable	394,424
Intangible Assets	535,679	Fourth Mortgage Note Payable	400,000
Accumulated Amortization	(143,941)	Note Payable - City of Bartow Impact Fees	564,621
	<b>391,738</b>	Deferred Development Fee	1,523,770
<b>Total Other Assets</b>	<b>13,372,241</b>	<b>Total Liabilities</b>	<b>7,037,840</b>
		Partners' Equity	6,906,787
		<b>Total Equity</b>	<b>6,906,787</b>
<b>Total Assets</b>	<b>13,944,627</b>	<b>Total Liabilities and Equity</b>	<b>13,944,627</b>

**LAKELAND HOUSING AUTHORITY**  
Updated 2/18/2013

		START DATE	OBLIGATION END DATE	DISTRIBUTION END DATE	AUTHORIZED	OBLIGATION 90% THRESHHOLD	OBLIGATED AMOUNT	DISBURSED	AVAILABLE BALANCE
<b>Capital Fund Program</b>	<b>(HUD)</b>								
CFP - 2011		07-15-11	08-03-13	08-02-15	562,980.00	506,682.00	532,317.00	503,394.00	59,586.00
CFP - 2012		03-12-12	03-11-14	03-11-16	327,414.00	294,672.60	39,930.00	39,930.00	287,484.00
CFP -2013		08-09-13	09-08-15	09-08-17	251,538.00	226,384.20	73,642.00	68,758.00	182,780.00
				<b>CFP Subtotal:</b>	<b>1,141,932.00</b>	<b>1,027,738.80</b>	<b>645,889.00</b>	<b>612,082.00</b>	<b>529,850.00</b>
<b>Replacement Housing Factor</b>	<b>(HUD)</b>								
RHF - 2009(a)		09-15-09	10-29-15	07-27-17	282,108.00	253,897.20	0.00	0.00	282,108.00
RHF - 2009(b)		04-02-10	10-29-15	10-29-17	149,804.00	134,823.60	0.00	0.00	149,804.00
RHF - 2010		07-15-10	10-29-15	10-29-17	441,385.00	397,246.50	0.00	0.00	441,385.00
RHF - 2011		08-03-11	10-29-15	10-29-17	380,321.00	342,288.90	0.00	0.00	380,321.00
RHF - 2012(a)		03-12-12	10-29-15	10-29-17	185,485.00	166,936.50	0.00	0.00	185,485.00
RHF - 2012(b)		03-12-12	10-29-15	10-29-17	70,661.00	63,594.90	0.00	0.00	70,661.00
RHF - 2013		08-09-13	09-08-15	09-08-17	271,433.00	244,289.70	0.00	0.00	271,433.00
				<b>RHF Subtotal:</b>	<b>1,781,197.00</b>	<b>1,358,787.60</b>	<b>0.00</b>	<b>0.00</b>	<b>1,781,197.00</b>
<b>HOPE VI</b>	<b>(HUD)</b>	04-05-00		12-31-17	<b>21,842,801.00</b>		<b>19,908,767.13</b>	<b>19,908,767.13</b>	<b>1,934,033.87</b>
<b>Safety &amp; Security Grant</b>	<b>(HUD)</b>	03-20-13	03-19-14	03-19-15	250,000.00	225,000.00	5,600.00	5,283.00	244,717.00
				<b>Safety &amp; Security Subtotal:</b>	<b>250,000.00</b>	<b>225,000.00</b>	<b>5,600.00</b>	<b>5,283.00</b>	<b>244,717.00</b>
<b>Resident Opportunities and Self Sufficiency</b>	<b>(HUD)</b>								
ROSS - Family Self Sufficiency 2012		09-26-12	07-01-14		52,084.00			26,902.00	25,182.00
ROSS - Service Coordinator 2011		09-22-11	09-29-14		140,838.00			128,799.00	12,039.00
				<b>ROSS Subtotal:</b>	<b>192,922.00</b>			<b>128,799.00</b>	<b>37,221.00</b>
<b>YouthBuild</b>	<b>(DOL)</b>	06-01-11	<b>05-31-15</b>		997,492.00			618,567.00	378,925.00
				<b>YouthBuild Subtotal:</b>	<b>997,492.00</b>			<b>618,567.00</b>	<b>378,925.00</b>
<b>21st Century</b>	<b>(DOE)</b>	08-01-13	07-31-14		324,331.00			151,003.00	173,328.00
				<b>21st Century Subtotal:</b>	<b>324,331.00</b>			<b>151,003.00</b>	<b>173,328.00</b>



# HOUSING REPORT

# Housing Management

## Board Report February meeting 2014

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

During the month of January, the communities starting getting ready for the 2014 audits and reviews. The overall occupancy is at 98%.

The Management Department was involved in many projects including but not limited to the relocation (Planning stages) of the AMP 1 leasing office and the Section 8 Department.

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

Business opportunities, we continue to offer in-house landscaping services to some of our communities. Our goal is to increase our clientele based and subsequently our net operating income. Furthermore, in 2014 we will start looking to add third party properties to our portfolio which will allow us to increase the bottom line and further our development activities.

### **Public Housing PIC Reporting Percentage**

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

Effective Date	HCV	Date Collected
01/31/2013	100%	02/13/2013

**Housing Choice Voucher Program**  
**Monthly Board Report**  
**January 2014**

• **Tenant-Based Waitlist**

As of January 31, 2014, the Housing Choice Voucher tenant based waiting list contained one hundred fifty one (151) applicants.

• **VASH Waitlist**

As of January 31, 2014, the Veteran Affairs Supportive Housing waiting list contained two (2) applicants.

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

As of January 31, 2014, Lakeland Housing Authority project-based waiting list for the Manor at West Bartow contained thirteen (13) applicants.

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

As of January 31, 2014, Lakeland Housing Authority project-based waiting list for the Villas at Lake Bonnet contained one hundred and three (103) applicants.

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

As of January 31, 2014, Lakeland Housing Authority project-based waiting list for Habitat for Humanity contained one (1) applicant.

**HCV Program Information**

• **Port Outs**

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

• **Port Ins**

LHA currently has one hundred twenty three (123) port-ins for the month of January. Port-ins are participants that transferred from another housing agency that we are billing for HAP and administrative fees.

• **Lease-up & Movers**

As of January 31, 2014, Lakeland Housing Authority issued fifteen (15) vouchers to movers. We received seven (7) Requests for Tenancy Approvals during the month of January. We processed eight (8) unit transfers, one (1) initial move-in, and three (3) port-in with a date effective in January.

• **Active Clients**

As of January 31, 2014, LHA is servicing 1,238 families on the Housing Choice Voucher program. These families include 878 regular Housing Choice Voucher holders, 44 Mainstream Disabled Housing Vouchers, 54 VASH, 117 Project-Based Vouchers, 22 Tenant Protection Program (TenPro) and 123 Port Ins.

• **EOP – End of Participation**

LHA processed zero (0) EOP's with a date effective the month of January. Below are the reasons for leaving the program:

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

- **PIC Reporting Percentage**

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

Effective Date	HCV	Date Collected
01/31/2013	100.68%	02/13/2014

- **General information and activities for the month of January**
- The Housing Choice Voucher Department processed eighty nine (89) annual certifications and fifty one (51) interim certifications.

## RECEPTION MONTHLY REPORT 2014

	VISITOR'S COUNT	RFTA	REQUEST TO LIST PROPERTY	INTERIM CHANGE	STAMPED MAIL
January	287	8	223	23	2068



### Reports from the Communities December 2013

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

Please follow the sequence above. Figures are as of January 31, 2014.

Item	Westlake	Westlake Addition	Cecil Gober	John Wright	Carrington Place	Renaissance	Villas Lake Bonnet	Colton Meadow	Manor at West Bartow
Occupancy %	97%	100%	100%	100%	98%	99%	95%	92%	100%
Vacant units	2	0	0	0	1	2	4	6	0
Annual Turnover rate %	3%	0%	0%	0%	2%	1%	5%	8%	0%
Current rents:									
1 bedroom	387	425	481	N/A	N/A	495	N/A	N/A	699
2 bedrooms	443	508	N/A	526	587	563	627	627	801
3 bedrooms	543	576	N/A	579	668	637	709	709	N/A
4 bedrooms	581	N/A	N/A	N/A	734	699	N/A	780	N/A
5 bedrooms	N/A	N/A	N/A	N/A	1000	N/A	N/A	N/A	N/A
Unit inspections	4	7	3	0	0	0	4	6	1
Building inspections	4	6	2	0	4	16	4	4	1
Vegetation trimmed	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes
Security issues (Insurance claims)	No	No	No	No	No	No	No	No	No
Management referrals (Late rent notices)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Number of Annual Certifications done	10	11	7	0	3	18	3	6	4
Newsletter distributed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Community Manager's Name	Vanessa C. Johnson	Vanessa C. Johnson	Vanessa C. Johnson	Vanessa C. Johnson	Kasandra Davis	Kasandra Davis	Cynthia Craig	Cynthia Craig	Jennifer Robinson
Comments	Monthly residents meeting and free tax returns.	Monthly residents meeting and free tax returns.	Monthly residents meeting and movie day.	Monthly residents meeting and free tax returns.	Community partner is servicing the residents every Saturday with activities for Children. Community neighborhood designation received from LPD.	Health Screenings, movie day, birthday celebrations, resident meetings and daily feeding.	Monthly residents meetings and Tutoring: Weekly; each Wednesday from 4pm to 6pm	Monthly residents meetings and Tutoring: Weekly; each Wednesday from 4pm to 6pm.	Monthly residents meeting and community yard sale, bingo daily, craft and movie night and Dinner and brunch.

By: Carlos R. Pizarro, Director of Housing

# **DEVELOPMENT REPORT**

I. **Authority-Wide Updates**

**Section 3 and M/WBE:** LHA entered into one agreement, two task orders, and one agreement modification during this reporting period. The agreement was with Reeves Building and Plumbing Contractor, Inc. The agreement was in the amount of \$9,975 and was for restoration of the kitchen area at 3841 Rollingsford Circle. Both task orders were with Boggs Engineering, LLC. Task Order 02 was for development of a drainage improvement plan for the LHA Administration Building in the amount of \$750. Task Order 03 was for inspection and certification of the retention pond at The Manor at West Bartow. This task order was for \$350. The agreement modification was with Rodmon and Rodmon for lawn services at LHA properties located within the greater Lakeland area. The modification reduced the overall contract amount to \$30,000. Execution of the above referenced documents has had the following effect on LHA's Section 3 and M/WBE percentages:

- The amount of work contracted to outside vendors by LHA, or its affiliates, **"decreased"** from \$515,118 to **\$458,193**.
- The total dollar volume of work contracted to M/WBE firms **"decreased"** from \$290,673 to **\$232,648**. This equates to 51% of the total dollar volume contracted by LHA.
- Twelve (12) of the 41 contracts are with M/WBE firms. This represents 29% of the contracts.
- Three (3) of the 41 contracts are with Section 3 Business Concerns; which represents approximately 7% of the contracts.
- Three (3) Section 3 Hires have been employed as part of LHA's existing contracts.

**Green Physical Needs Assessment (GPNA):** On December 20, 2013, LHA received the final GPNA reports from Clampett Industries, LLC d.b.a. EMG Holdings, LLC (EMG). Staff is waiting for EMG to submit the final invoice in the amount of \$7,783 so that LHA can make final payment and close out the project.

**Lake Ridge Homeowners Association:** Staff continued to manage the operations of the association. Current projects include: working in conjunction with West Lake Management to resolve parking and trespassing issues in the alley way between the Lake Ridge homes and the Lake Ridge rental properties and addressing and resolving the delinquent HOA fees.

In lieu of the HOA Meeting, LHA staff facilitated a Renaissance Master Association Meeting. The meeting was held on Thursday, January 16, 2014 at 6:15 pm in the Lake Ridge Center. Residents and Homeowners of Lake Ridge Homes, Lake Ridge Apartments, Renaissance at Washington Ridge, and Carrington Place Apartments (formerly Dakota Park Apartments) were invited to attend. Homeowners from Lake Ridge were the only group that participated in the meeting. Subsequently, staff will resume the quarterly HOA Meetings. The next meeting is scheduled for 7 pm on Monday, April 14, 2014. The meeting will be held in the Lake Ridge Center. Commissioner Phillip Walker and Cindy Sharp, the Lake Ridge Neighborhood Watch Representative, are confirmed for the meeting.

Florida's Association Laws changed during the 2010 and 2013 Legislative Session. Specifically (1)(a) of Section 720.30.33 requires that within 90 days after being elected or appointed to the board, each director shall certify in writing to the secretary of the association that he or she has read the association's declaration of covenants, articles of incorporation, bylaws, and current written rules and policies; that he or she will work to uphold such documents and policies to the best of his or her ability; and that he or she will faithfully discharge his or her fiduciary responsibility to the association's members. Each director also has the option to submit a certificate of having satisfactorily completed the educational curriculum administered by a division-approved education provider within 1 year before or 90 days after the date of election or appointment. On Saturday, February 22, 2014, directors of the Renaissance Master Association participated in an educational curriculum administered by Clayton & McCulloh Attorney at Law at the Lakeland Center.

## II. LHA Portfolio

### Arbor Manor

- A third party developer notified staff that they have a purchase agreement with the property owner adjacent to the 17 acres of land that is owned by LHA. The developer currently has plans to build single-family homes at the site that would be available at market. In January 2014, they requested a meeting with LHA to discuss the authority's development plan for the 17-acre site. Staff from Real Estate Planning & Development (REPD) facilitated a meeting with the developer on February 5, 2014. As part of the meeting, the developer expressed an interest in purchasing the property.

### Cecil Gober

- Aging-In-Place Design: The Stop Work Order dated July 11, 2013 remains in effect. There are no new items to report.
- Aging-In-Place Modernization: There are no updates to provide for this item. This item will remain "On Hold" until revisions to the design are completed.
- Tax Credit Application: Staff continued to explore the feasibility of redeveloping Cecil Gober with tax exempt bonds or FHA financing. On Tuesday, February 4, 2014, staff met with representatives from Rockhall Funding to explore FHA financing.

### Hampton Hills

- Homeownership Plan: On January 17, 2014, staff transmitted two (2), signed originals of the Implementing Agreement for Hampton Hills to the Special Application Center (SAC). The next step is for SAC to execute the agreement. LHA cannot proceed with implementation of the Homeownership Plan for Hampton Hills until the Implementing Agreement is fully executed.



**John Wright**

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

**LHA Administration Building**

- Improvements for the Administration Building: On January 16, 2014, staff sent a request for pricing to two (2) of the on-call architectural firms. Fee proposals were due by 9 am on Tuesday, January 28, 2014. Fee proposals received from both architects exceeded LHA's budget. Subsequently, staff canceled the task order and is now in the process of procuring cubicles to accommodate Housing Choice Voucher Program (HCV) staff.
- Remediation design for the Administration Building: On January 16, 2014, staff sent a request for pricing to two (2) of the on-call architectural firms. Fee proposals were due by 9 am on Tuesday, January 28, 2014. Staff is in the process of performing due diligence on proposals received.
- Reroofing Project: On December 31, 2013, staff issued the Invitation for Bid (IFB) for reroofing of the LHA Administration Building. Bids were due at 4 pm on January 16, 2014. Since the low bidder submitted an alternate roofing material than what was specified by the IFB, staff issued a task order to GLE Associates, Inc. (GLE) to review and advise as to whether or not the product offered by the low bidder met or exceeded the specifications. On January 29, 2014, GLE confirmed that the product specified by the low bidder met the specifications. Subsequently, staff prepared the agreement and sent a draft to Professional Roof Systems, Inc. (PRS) in the amount of \$37,400. (PRS) is in the process of reviewing the agreement.
- Drainage Project: On February 6, 2014, staff issued the Invitation for Bid (IFB) for drainage improvements at the LHA Administration Building. On February 13, 2014, Modification 1 was issued to the IFB. Modification 1 added a specification for waterproofing of the joints. Bids are due by 3 pm on February 20, 2014.

**Westlake**

- Fiscal Year 2012 Capital Fund Emergency Safety and Security Program: Two (2) vendors submitted proposals for the remote video surveillance equipment by the 2 p.m. deadline on January 8, 2014. A third proposal was submitted for the project but had to be disqualified because the proposal was received after the deadline. The Evaluation Committee met at 9 am on Thursday, January 16, 2014 to rank the two proposals. Interviews with the higher scoring respondent occurred on January 21, 2014. On January 29, 2014, State Alarm, Inc. submitted the best and final offer. On February 3, 2014, the Evaluation Committee Members met to perform due diligence on the best and final offer. The Evaluation Committee met again on February 12, 2014 to discuss their findings. Now that staff has completed the due diligence process and has determined that the proposal from State Alarm, Inc. is the responsive, LHA is requesting that the Board of Commissioners approve Resolution Number 14-1374 for a not to exceed amount of \$306,891. Board

approval of the resolution will allow LHA to obligate 90% of the safety and security grant prior to the March 20, 2014 deadline.

- Redevelopment of Westlake: Staff did not perform any activities related to this task during this reporting period.
- Tax Credit Application: On Tuesday, January 14, 2014, a representative from the Florida Housing Coalition emailed LHA staff to verify whether or not the authority still planned to proceed with the Twin Lakes project. Specifically, Twin Lakes received a Predevelopment Loan Program (PLP) Loan in July 2012. The loan has to be repaid in July 2015. Since PLP loans are typically repaid at the financial closing, a tax credit application would need to be submitted for Twin Lakes during calendar year 2014. Otherwise, it will not be feasible to utilize the funds and have them repaid by the July 2015 deadline. Accordingly, time is of the essence in determining whether or not to utilize the loan.

#### **Williamstown**

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

### **III. Mixed Finance Developments**

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

#### **Colton Meadow**

- On December 4, 2013, staff submitted a request for release of \$440,433 from the operating deficit reserve (ODR). This portion of the ODR had been funded with deferred developer fees and could be released once the property achieved a debt service coverage ratio of 1.15 to 1.00 for 24 consecutive months. Polk County Housing Developers, Inc. received the funds on Thursday, January 16, 2014.

#### **Carrington Place (formerly Dakota Park)**

- Fiscal Year 2012 Capital Fund Emergency Safety and Security Program: Please refer to the narrative for Westlake located on Page 3 of the board report for Real Estate Planning and Development.

#### **Renaissance**

- FY 1999 HOPE VI Funds: The status of the 1999 HOPE VI funds remains unchanged. LHA must obtain HUD approval of the Alternative Development Plan, Revitalization Plan Amendment, and Development Proposal before gaining access to the \$1.9 million remaining within the grant. The ADP was submitted to HUD on May 31, 2013. LHA transmitted the amendment and Development Proposal to HUD on August 9, 2013 and August 19, 2013 respectively. Additionally, during the months of September and November 2013 staff responded to supplemental questions from HUD. On January 9, 2014, HUD requested construction costs for comparable projects that were developed in Polk County. HUD also asked LHA to forward a draw schedule for the funds. Staff transmitted

the requested information to HUD on February 2, 2014. The supplemental information resulted in HUD asking additional questions on February 7, 2014. Staff responded to HUD's questions on February 12, 2014.

- Intersection of N. Florida Avenue and W. Tenth Street: On December 16, 2013, LHA received an offer on the property at Renaissance located at the corner of N. Florida Avenue and W. Tenth Street. Staff met with the potential buyer on January 14, 2014. After the meeting, staff commenced working with outside counsel to perform due diligence on the offer. On January 28, 2014, Saxon Gilmore Carraway & Gibbons (SGCG) provided a blackline of revisions proposed for the sale and purchase agreement to LHA. Staff transmitted SGCG's proposed revisions to the potential buyer the same day. Staff is scheduled to meet with the potential buyer on Wednesday, February 19, 2014 to discuss concerns that they had with the blacklines.

#### **The Manor at West Bartow**

- Sinkhole and Mold Coverage: There has been "no change" in the status of the sinkhole and mold coverage. To recap, the loan documents from Florida Housing Finance Agency (FHFC) requires its properties to comply with Fannie Mae Insurance Guidelines. As a result of changes within FHFC's policies, all properties are now required to carry sinkhole coverage in the state of Florida. Additionally, all properties must have mold coverage. The insurance policy for the Manor at West Bartow only consists of catastrophic ground cover collapse, which is very limited. Furthermore, the policy contains mold exclusion. Staff continues to work with FHFC's representative and the insurance carrier to determine the coverage required for each event so that a new insurance policy may be purchased for the site.
- Vinyl Plank Flooring Installation: Staff commenced preparation of the statement of work for the vinyl plank flooring installation. Staff also began gathering documentation required by the investor to have the floor installation funded from reserves.

#### **Villas at Lake Bonnet**

- Staff did not perform any activities related to Villas at Lake Bonnet during this reporting period.

#### **Magnolia Pointe**

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

February 2014

## PROCUREMENT

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

- Issued an Invitation for Bids for the *Annual Inspection; 6-Year Maintenance/Recharge; and Purchase of New 5# and 10# Type ABC Portable Fire Extinguishers*
- Issued an Invitation for Bids for the *Repair of (the fire and water damage) at The Manor at Washington Ridge*
- Issued an Invitation for Quotes for the *Repair of the Roof at The Manor at Washington Ridge*
- Developed an agreement with **Reeves Building and Plumbing Contractor, Inc.** for the *Restoration of the Kitchen Area at 3841 Rollingsford Circle, Lakeland* with a not-to-exceed value of \$9,975
- Issued Task Order 02 to **Boggs Engineering, LLC** for engineering and design work to *Develop a Drainage Improvement Plan for the LHA Administration Building* for a not-to-exceed amount of \$750
- Developed an agreement modification with the **DSZ Group, Inc. d.b.a. Lakeland Moving and Storage** extending the agreement to January 17, 2015 with no change in the existing not-to-exceed contract amount of \$24,500
- Developed an agreement modification with **Rodmon and Rodmon** extending the existing *Lawn Services for Certain Properties in the Greater Lakeland Area* agreement to December 31, 2014 and increasing the overall not-to-exceed contract amount to \$30,000
- Issued Task Order 03 to **Boggs Engineering, LLC** for *inspection and certification of the retention pond at The Manor at West Bartow* as required by the Southwest Florida Water Management District for a not-to-exceed amount of \$350

**LAKELAND HOUSING AUTHORITY**  
SECTION 3 AND M/WBE SUMMARY REPORT  
(Existing Contracts: April 1, 2012-January 31, 2014)

Item #	Contractor	Amount	M/WBE	Type	M/WBE Totals	Section 3 Firm	Section 3 Firm Totals	Section 3 Hires	Section 3 Totals
1	Rodmon and Rodman Hampton Hills	\$20,000.00	Yes	African-American	1	Yes	1	No	0
2	Bio Mass Tech	\$33,278.05	No	N/A	0	No	0	No	0
3	Robert's Painting	\$8,100.00	No	N/A	0	No	0	No	0
4	Zee's Construction	\$24,500.00	No	N/A	0	No	0	No	0
5	NKA Contractors	\$23,750.00	Yes	African-American	1	No	0	No	0
6	Jackson Management Consulting	\$10,198.00	Yes	African-American	1	No	0	No	0
7	Florida Dance Theatre	\$3,840.00	No	N/A	0	No	0	No	0
8	Rodmon and Rodmon (09-27-12 to 10-26-12)	\$5,750.00	Yes	African-American	1	Yes	1	No	0
9	Rodmon and Rodmon (10-29-12 to 10-28-13)	\$30,000.00	Yes	African-American	1	Yes	1	No	0
10	Bruce Reeves	\$5,000.00	No	N/A	0	No	0	No	0
11	Beachfront Community Outreach	\$31,900.00	Yes	African-American	1	No	0	Yes	1
12	PAINTSMART USA, INC.	\$31,000.00	Yes	African-American	1	No	0	Yes	2
13	Nova Engineering and Environmental, LLC	\$19,000.00	No	N/A	0	No	0	No	0
14	Atkins Paving, Inc	\$7,400.00	Yes	African-American	1	No	0	No	0
15	Best Termite & Pest Control	\$24,000.00	No	N/A	0	No	0	No	0
16	Clampett Industries dba EMG	\$39,000.00	No	N/A	0	No	0	No	0
17	Reeves Building and Plumbing Contractor	\$7,950.00	Yes	African-American	1	No	0	No	0
18	Jacksonville Sound	\$552.00	No	N/A	0	No	0	No	0
19	Marshalls, LLC	\$6,377.00	No	N/A	0	No	0	No	0
20	R.I.G., Inc.	\$54,725.00	Yes	N/A	1	No	0	No	0
21	Reeves Building and Plumbing Contractor	\$9,975.00	Yes	African-American	1	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Architectural Services Pool</i>									
22	GLE Associates	\$0.00	No	N/A	0	No	0	No	0
23	Wallis Murphey Boyington	\$0.00	No	N/A	0	No	0	No	0
24	Bessolo Design Group	\$0.00	No	N/A	0	No	0	No	0
25	Robert Reid Wedding	\$47,227.50	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Property Appraisal Services Pool</i>									
26	Valuation Advisors	\$1,500.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Surveying Services Pool</i>									
27	DRMP	\$0.00	No	N/A	0	No	0	No	0
28	Hamilton Engineering & Surveying	\$0.00	No	N/A	0	No	0	No	0
29	ECON	\$5,020.00	No	N/A	0	No	0	No	0
30	Pickett & Associates	\$0.00	No	N/A	0	No	0	No	0

Note: Amounts referenced within the table include all contracts, amendments/change orders, and/or task orders issued to the vendors between April 1, 2012 and January 31, 2014.

**LAKELAND HOUSING AUTHORITY**  
SECTION 3 AND M/WBE SUMMARY REPORT  
(Existing Contracts: April 1, 2012-January 31, 2014)

Item #	Contractor	Amount	M/WBE	Type	M/WBE Totals	Section 3 Firm	Section 3 Firm Totals	Section 3 Hires	Section 3 Totals
<i>Indefinite Delivery, Indefinite Quantity Environmental Testing/Building Inspection Services Pool</i>									
31	ACT-American Compliance Technologies	\$0.00	No	N/A	0	No	0	No	0
32	GLE Associates	\$5,275.00	No	N/A	0	No	0	No	0
33	Terracon Consultants	\$0.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Engineering Services Pool</i>									
34	Boggs Engineering (Civil)	\$1,450.00	No	N/A	0	No	0	No	0
35	Hamilton Engineering & Surveying (Civil)	\$0.00	No	N/A	0	No	0	No	0
36	EE & G Environmental (Environmental)	\$0.00	No	N/A	0	No	0	No	0
37	GLE Associates (Multi-discipline)	\$1,425.00	No	N/A	0	No	0	No	0
38	Biller Reinhart (Structural)	\$0.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Financial Advisor Services Pool</i>									
39	Baker Tilly	\$0.00	No	N/A	0	No	0	No	0
40	Innovative Financial Housing Solutions	\$0.00	Yes	N/A	1	No	0	No	0
41	TAG Associates	\$0.00	No	N/A	0	No	0	No	0
<b>TOTALS</b>		<b>\$458,192.55</b>			<b>12</b>		<b>3</b>		<b>3</b>

Note: Amounts referenced within the table include all contracts, amendments/change orders, and/or task orders issued to the vendors between April 1, 2012 and January 31, 2014.

**LAKELAND HOUSING AUTHORITY**  
SECTION 3 AND M/WBE SUMMARY  
(New Contracts: January 1-31, 2014)

Item #	Contractor	Amount	M/WBE	Type	M/WBE Totals	Section 3 Firm	Section 3 Firm Totals	Section 3 Hires	Section 3 Totals
1	Reeves Building and Plumbing Contractor	\$9,975.00	Yes	African-American	1	No	0	No	0
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
<i>Indefinite Delivery, Indefinite Quantity Architectural Services Pool</i>									
13									
14									
15									
<i>Indefinite Delivery, Indefinite Quantity Property Appraisal Services Pool</i>									
16									
<i>Indefinite Delivery, Indefinite Quantity Surveying Services Pool</i>									
17									
18									
19									
20									
<i>Indefinite Delivery, Indefinite Quantity Environmental Testing/Building Inspection Services Pool</i>									
21									
22									
23									
<i>Indefinite Delivery, Indefinite Quantity Engineering Services Pool</i>									
24	Boggs Engineering (Civil)	\$1,100.00	No	N/A	0	No	0	No	0
25									
26									
27									
<i>Indefinite Delivery, Indefinite Quantity Financial Advisor Services Pool</i>									
28									
29									
30									
<b>TOTALS</b>		<b>\$11,075.00</b>			<b>1</b>		<b>0</b>		<b>0</b>

Note: Amounts referenced within the table include all contracts, amendments/change orders, and/or task orders issued to the vendor January 1-31, 2014.

## INVESTIGATIVE BOARD REPORT

The following activities were accomplished January 1-31, 2014:

**1 Small Claims Court**

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

**2 Eviction Court**

- No evictions for the month of January

**3 Applicant Criminal Histories**

- During the month of January, Two (02) criminal histories were processed for Public Housing applicants **resulting in a net savings to the Lakeland Housing Authority of forty-six dollars (\$46.00).**

**4 Public Housing Re-certification Criminal Histories**

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

**5 Conflict Resolutions**

- One for the month of January.

**6 Public Housing Fraud Recovery**

- None for the month of January

**7 Repayment Agreements**

- Three (03) for the month of January for un-paid balance in the amount of \$1371.81 (one thousand three hundred and seventy-one dollars and eighty-one cents)

**Section 8**

**1 Section 8 Terminations**

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

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



## INVESTIGATIVE BOARD REPORT

### 2 Section 8 Repayment Agreements

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

### 3 Section 8 Fraud Recovery

- Figures are unavailable.

### 4 Criminal Court

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

### 5 Section 8 Applicant Criminal Histories

- During the month of January, the Lakeland Housing Authority Investigations Department ran two (02) criminal histories for Section 8 applicants. **This resulted in a net savings of forty-six dollars (\$46.00).**

### 6 Section 8 Re-certification Criminal Histories

- During the month of January, forty-four (44) section 8 re-certifications were submitted to Investigations, for a **total savings of one thousand and twelve dollars (\$1012.00).**

### 7 Section 8 Hearings

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

### 8 VASH

- Four (04) for the month of January, for a **total savings of ninety-two dollars (\$92.00).**

#### Administration

- One background was submitted by human resources for a background, for a savings of **twenty-three dollars (\$23.00)**

#### The Manor at West Bartow

- One criminal history request from Bartow for the month of January for a savings of **Twenty-three dollars (\$23.00).**

#### Washington Renaissance and Carrington Place (formerly Dakota Park Apartments)

- Four (04) new applications for criminal history were submitted for January, for the Renaissance/Washington Oaks property, resulting in a savings of **ninety-two dollars (\$92.00).** Four (04) applications submitted for recertification for the month of December, for a savings of **ninety-two dollars (\$92).**

February 2014

## INVESTIGATIVE BOARD REPORT

### Colton Meadow/Villas at Lake Bonnet

- Twenty-one (21) criminal histories were processed for Colton Meadow, for the month of January, **for a saving of four hundred and eighty-three dollars (\$483.00)**. We also completed seven (07) applications for recertification for a savings of **one hundred and sixty-one dollars (\$161.00)**. **Four (04) criminal histories were processed for new applications for a savings of ninety-two dollars (\$92) at the Villas at Lake Bonnet property. Three (03) recertifications were submitted to investigations for processing, for a savings of sixty-nine dollars (\$69.00).**

### Lincoln Square Apartments

- No longer do checks on this property

### General

- During the month of January, we wrote eleven (11) parking violations. Two vehicles were towed for failure to comply with the 24 hour notice. One of these vehicles was reported as stolen out of Virginia. We also made two ID cards, and attended several meetings. By having the Investigation Department process the criminal backgrounds in-house, the Lakeland Housing Authority has saved **two thousand four hundred and eighty-four dollars (\$2484.00)**, for the month of January. This figure is based upon the cost of twenty-three dollars per background check by outside information suppliers. The Lakeland Housing Authority Investigation Department is now doing outside vendor work for Lakewood Terrace Apartments. We are now handling all evictions, and conflict resolutions.

# **RESIDENT SERVICES REPORT**

## **Resident Services January 2014 Board Report**

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

### **Production Summary**

The ROSS Services Coordinator continues to move forward in an effort to secure the provision of certain supportive services to eligible public housing residents (family, elderly, and disabled). The provision of these services contributes to the improvement of the quality of life for LHA residents who participate in the RSC program. Referral information continues to be provided to residents to assist them in their areas of need. Residents continue to sign-up for the Residential Employment Transportation Assistance Program (RETAP), a partnership between LHA and Polk Transit that provides free public transportation (city bus) to persons who are employed, seeking employment and/or attending classes to further their education.

### **Community Involvement**

During the month of January, the ROSS Services Coordinator met with the following community partners to coordinate services to be provided to ROSS participants:

January 9 <sup>th</sup>	-	Teen Pregnancy Prevention Alliance Meeting Ashley Troutman – Modern Woodman Corporation
January 16 <sup>th</sup>	-	LHA's City-Wide Residents' Organization
January 23 <sup>rd</sup>	-	Toni Collelo – Girl Scouts of America
January 24 <sup>th</sup>	-	Shakia Young – LHA CWRO

### **City-Wide Residents Organization (CWRO)**

On January 16<sup>th</sup>, the CWRO met with LHA staff members. There was discussion about laptops, resident participation funds, the contact protocol for Resident Services, and a housing overview. CWRO representatives were afforded the opportunity to shared individual updates, proposed activities and questions/concerns with reference to their property of residence. CWRO members who attended were: Judy Haggins, Karen Rudolph, Nanette Campbell, and Laketha Sweet. LHA staff members in attendance were: Benjamin Stevenson, Earl W. Haynes, Carlos Pizarro, Kasandra Davis, Linda Willis and Cynthia Zorn-Shaw. Stevenson shared words of appreciation to the CWRO members for their efforts in organizing events during the Christmas holiday season. Haynes shared and showed an example of a laptop that may be assigned to each CWRO representative. Pizarro has plans for the security system at West Lake, Dakota Park Apartments and The Renaissance Manor to start-up within the next thirty (30) days. On January 18<sup>th</sup>, Judy Haggins and the Youth of Dakota Park Apartments marched in the City of Lakeland's Dr. Martin Luther King, Jr. parade.

**Scenes from the West Lake/John Wright Homes 2013 Christmas Social**



**L-R: Deandray Williams, Ronald Rodmon and Karen Rudolph at the Westlake/John Wright Homes Christmas Social.**



**Vanessa Johnson, LHA Property Manager with children on the bounce house at the 2013 Christmas Social.**



**AfriCreations Crochet was one of the participating vendors at the Christmas Social.**



**Residents visited the different vendor booths that were set-up.**

## **Job Search/Florida ACCESS Center**

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

- **YouthBuild-Lakeland**

## **Academics**

During the month of January we have been working hard in preparation for the new GED. Academic Instructor Rick Mooneyham attended a GED seminar in Massachusetts and learned a great deal of information on the new GED 2014 Test. Ten local, young adults took the GED this month and are awaiting their results. Ten of the eleven young people who participated in the program's Fall GED prep course have earned their GED, and the eleventh is awaiting his results. Currently materials and curriculum for the new cycle are being reviewed and the anticipation for another successful YouthBuild class is growing.

## **Our Graduates Go Places!**

Our graduates have been busy finding employment! Some of the places our graduates can be seen:

• Ritello, US • Sykes Enterprises • Winn Dixie • Lakeland Housing Authority • Hawthorne Inn • Taco Bell • Polk County Sheriff's Office • Azalea Park • CVS • Cellyne • City of Lakeland • HD Supply • Regal Automotive • Subway • Tidwell's Urethane

Congratulations to Nicholas Blanco who started an HVAC program at Ridge Career Center! This is what Nick had to say after his first week of school "The instructor is great. I'm glad I did this! 5 years ago I could honestly say I never thought I would be back in school loving it."

Adam Swanson and Nick Trader are starting their second semester at Polk State College. They are both Criminal Justice majors! Shantel Holt and Jordan Lowe have started their first semester at PSC. Jordan wants to work in journalism and Shantel will pursue a career in nursing.

## **Graduate Spotlight**

### **TERRY ENGLER, Detention Deputy at Polk County Sheriff's Office**

After graduating YouthBuild, Terry went to work at Advance Auto Parts and attended Travis's Automotive Service Program. His dream, however was to find a career that would help him give back to his community by helping young adults stay on track. Terry says "Before Youth Build, I used to drive around finding odd jobs to make money to support my family. Youth Build cares about the young people in our community, and helps them achieve their goals while teaching them values. Youth Build made me want to be more successful and gave me the motivation to become a Detention Deputy."

## Professional Development

Janiene Bambridge, Interim Program Manager, attended a New Director's Meeting in Arlington, VA. The 3-day meeting was attended by directors from all over the nation and South Africa! YBUSA is now in 37 countries with 102 international sites!

## Good News

YouthBuild Lakeland received approval from the Department of Labor to start another cycle! Orientation for Cycle 10 participants starts March 3<sup>rd</sup>!

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

January 2014	# FSS Tenants	# with Escrow	% with Escrow	Escrow Amount (\$)
Public Housing (02,04) (05)	30	15	50	36,323.97
Dakota Park (13)	08	04	50	26,859.45
Renaissance (14)	12	03	25	21,791.55
Totals	50	22	44*	84,974.97

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

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

**Enrollment:** Zero (0) new participant

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

**Earned Income from Employment:** One (1)

Community Involvement: During the month of December 2013, the PHFSS Coordinator organized and hosted the LHA Senior Christmas Luncheon. Elderly residents from all LHA properties were invited to and did attend. The dinner was catered by Fred's Market.

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

January 7<sup>th</sup> - United Way Agency Connection Network Meeting  
January 7<sup>th</sup> - The Manor at West Bartow Meeting with activities members



- January 8<sup>th</sup> - Gober Villa Residents Meeting
- January 8<sup>th</sup> - American Lung Association Meeting
- January 16<sup>th</sup> - City-Wide Residents Organization Meeting
- January 23<sup>rd</sup> - Renaissance Movie & Birthday Bash
- January 30<sup>th</sup> - Central Florida Healthcare, Inc. Ribbon-Cutting Ceremony.

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

Programs	# Of FSS Tenants	% Slots filled	# Tenants with Escrow	% With Escrow
Section 8 (HCV)	63	84	31	49%

**Escrow Balances**

- The balance of the Section 8 FSS Escrow January 2014 is \$114,755.25
- The average amount is \$3,701.78

**Recruiting:** Received four (4) letters of interest

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

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

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

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

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

**Community Networking**

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

- **Westlake 21<sup>st</sup> Century Community Learning Center**

During the month of January 2014, there were 70 students enrolled in the after-school program. The program reopened on January 7<sup>th</sup> after being closed for Winter Break. A Parental Involvement Night was held on January 9<sup>th</sup>.

**Upcoming**

- Parental Involvement Mad Science Night – February 5<sup>th</sup>.
- The program will be closed on February 17<sup>th</sup>.

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**Earl W. Haynes**  
Resident Services Director

**Janiene Bambridge**  
Interim YouthBuild Program Manager

**Cynthia E. Zorn-Shaw**  
ROSS Service Coordinator

**Kim Bean**  
21<sup>st</sup> CCLC Site Coordinator

**Linda Willis**  
PH/FSS Coordinator

**Dayen Valentine**  
S8/FSS Coordinator

# **RESOLUTIONS**

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

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

**Re: Resolution # 14-1374**

The Board of Commissioners is requested to approve the above-referenced resolution to authorize the Executive Director to enter into a contract with *State Alarm, Inc.* to provide *Remote Video Surveillance Systems for Dakota Park Apartments, WestLake Apartments, The Manor at Washington Ridge, and the LHA Administration Building.*

**2. Who is making request:**

- A. Entity: The Housing Authority of the City of Lakeland
- B. Project: *Remote Video Surveillance Systems for Dakota Park Apartments, WestLake Apartments, The Manor at Washington Ridge, and the LHA Administration Building*
- C. Originator: Valerie Brown

**3. Cost Estimate:**

Not-to-exceed \$306,891

**Narrative:**

In order to enhance the safety and the security of the individuals residing in the *Dakota Park Apartments* and in *WestLake Apartments*, LHA applied for and was awarded a grant from the U.S. Department of Housing and Urban Development for remote video surveillance systems for both of these communities. In the process of applying for the above grant, LHA's management determined that there was also a compelling need to increase security and safety at *The Manor at Washington Ridge* and the *LHA Administration Building*. Since the surveillance systems for *Dakota Park Apartments* and for *WestLake Apartments* would have to be procured, LHA Management determined that adding the safety and security needs of *The Manor at Washington Ridge* and the *LHA Administration Building* to the procurement package would result in better efficiencies.

Due to the complexities of the above needs, a Request for Proposals (RFP) was issued on December 05, 2013. The RFP was emailed to 29 professional firms. Notice of the RFP was advertised in the *Lakeland Ledger*. It was also posted on the *Lakeland Housing Authority* web site, on the *FAHRO* (Florida Association of Housing and Redevelopment Officials) web site, on the *RFP Data Base* web site, as well as with the *Central Florida Business Diversity Council* and four bid referral ("plan houses") services.

Two responses to the RFP were received prior to the January 08, 2014 deadline. (A third response was received after the 2:00 p.m. deadline; therefore, it could not be considered.) Both

responses were reviewed by a four-member review team. (A copy of the scoring matrix is provided after the *Resolution*.)

The response submitted by one of the two respondents significantly outscored the other respondent. Following US Department of Housing and Urban Development guidelines, the higher scoring respondent was invited to participate in the next level of the evaluation process—the interview. On January 21, 2014, the higher scoring respondent participated in an interview with members of the review team. Based on these activities, the higher scoring respondent was invited to submit its “best and final” offer for evaluation by the review team.

The review team evaluated the “best and final” offer and determined that the equipment and services offered by the interviewee adequately meet the anticipated remote video surveillance needs of LHA.

Therefore, the review team is recommending that the Board of Commissioners approve the award of a contract for *Remote Video Surveillance Systems for Dakota Park Apartments, WestLake Apartments, The Manor at Washington Ridge, and the LHA Administration Building* to the higher scoring respondent, **State Alarm, Inc.**, for a not-to-exceed amount of \$306,891.

**RESOLUTION NO. 14-1374**

**APPROVING THE AWARD OF CONTRACT FOR REMOTE VIDEO SURVEILLANCE SYSTEMS FOR DAKOTA PARK APARTMENTS, WESTLAKE APARTMENTS, THE MANOR AT WASHINGTON RIDGE, AND THE LHA ADMINISTRATION BUILDING**

**WHEREAS**, the Housing Authority of the City of Lakeland desires to enhance the safety and the security of the individuals residing in the *Dakota Park Apartments* and in *WestLake Apartments*; and

**WHEREAS**, the Housing Authority of the City of Lakeland applied for and was awarded a grant from the U.S. Department of Housing and Urban Development for remote video surveillance systems for both of these communities; and

**WHEREAS**, the Housing Authority of the City of Lakeland determined that there was also a compelling need to increase security and safety at *The Manor at Washington Ridge* and the *LHA Administration Building*; and

**WHEREAS**, on December 05, 2013, the staff of the Housing Authority of the City of Lakeland issued a Request for Proposals to provide *Remote Video Surveillance Systems for Dakota Park Apartments, WestLake Apartments, The Manor at Washington Ridge, and the LHA Administration Building*; and

**WHEREAS**, on January 08, 2014, responses were received from two professional firms interested in providing the above equipment and services to the Housing Authority of the City of Lakeland; and

**WHEREAS**, after ranking these two responses, the higher-ranked firm (see attached matrix) was invited to be interviewed by the staff review committee; and

**WHEREAS**, the higher-ranked firm was then requested to and provided its “best and final” offer to the Housing Authority of the City of Lakeland; and

**WHEREAS**, the interview as well as the submitted “best and final” offer indicated that the higher-ranked firm was capable of providing the equipment and services which would adequately meet the anticipated remote video surveillance needs of the Housing Authority of the City of Lakeland;

**NOW THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Lakeland hereby approves the award of a contract for *Remote Video Surveillance Systems for Dakota Park Apartments, WestLake Apartments, The Manor at Washington Ridge, and the LHA Administration Building* to the higher scoring respondent, **State Alarm, Inc.**, for a not-to-exceed amount of \$306,891.

**CERTIFICATE OF COMPLIANCE**

This is to certify that the Board of Commissioners of the Housing Authority of the City of Lakeland has approved and adopted this Resolution No. 14-1374 dated February 24, 2014.

Attested by:

\_\_\_\_\_  
Benjamin Stevenson, Secretary

\_\_\_\_\_  
Michael A. Pimentel, Chair

## PROPOSAL RATING SHEET

### REMOTE VIDEO SURVEILLANCE SYSTEMS FOR DAKOTA PARK APARTMENTS, WESTLAKE APARTMENTS, THE MANOR AT WASHINGTON RIDGE, AND THE LHA ADMINISTRATION BUILDING.

CRITERIA	RATER	PROPOSER*	
		<i>AFA Protective</i>	<i>State Alarm</i>
<p><b><i>Letter of Transmittal</i></b></p> <p>Failure to submit this document could render the potential Contractor's proposal as <i>non-responsive</i>, and therefore, it will not receive consideration.</p>	n/a	Provided	Provided
<p><b><i>Information requested under Tab 1—Experience of Proposing Contractor (Possible 0 to 25 points)</i></b></p> <p>a. Describe those factors that differentiate the proposing Contractor's services from the services provided by other such video surveillance system providers.</p> <p>b. Demonstrate that the proposing Contractor has a minimum of five (5) years of experience in designing, installing, and maintaining remote video surveillance systems.</p> <p>c. Demonstrate the proposing Contractor's experience in designing, installing, and maintaining surveillance systems of similar scope and complexity for--<i>preferably</i> public sector--entities within the last three (3) years. Include contact information which includes name, title, and phone number of a knowledgeable representative at each entity.</p> <p>d. Describe the proposing Contractor's ability to perform the proposed services described in its response to this RFP taking into consideration all other commitments that the proposing Contractor's is <i>currently</i> performing.</p>	A	8	20
	B	12.5	12.5
	C	18	17
	D	20	22
<p><b><i>Information requested under Tab 2—Organization and Staff Experience (Possible 0 to 25 points)</i></b></p> <p>a. Provide an organizational chart and resumes (or a similar summary of qualifications) which includes qualifications and pertinent experience of each key staff member who would be assigned to work under this contract</p>	A	5	23
	B	12.5	25
	C	4	15
	D	5	24
<p><b><i>Information requested under Tab 3—Proposed Design Services (Possible 0 to 60 points)</i></b></p>	A	26	42



<p>a. For the <i>Dakota Park</i> community, the proposing Contractor shall:</p> <ol style="list-style-type: none"> <li>Describe what means and methods it proposes to provide the desired benchmarks. Include an anticipated timeline of completion benchmarks.</li> <li>Provide a site plan detailing the location, type, and quantity of all equipment specified, e.g., fixed/portable cameras with pan/tilt/zoom features, DVRs, monitors, poles, additional lighting.</li> </ol> <p>b. For the <i>WestLake</i> community, the proposing Contractor shall:</p> <ol style="list-style-type: none"> <li>Describe what means and methods it proposes to provide the desired surveillance system. Include an anticipated timeline of completion benchmarks.</li> <li>Provide a site plan detailing the location, type, and quantity of all equipment specified, e.g., fixed/portable cameras with pan/tilt/zoom features, DVRs, monitors, poles, additional lighting.</li> </ol> <p>c. For <i>The Manor at Washington Ridge</i> building, the proposing Contractor shall:</p> <ol style="list-style-type: none"> <li>Provide product data and specifications for portable cameras proposed for the site. Demonstrate that cameras specified are compatible with existing surveillance system. Include an anticipated timeline of completion benchmarks.</li> </ol> <p>d. For the <i>LHA Administration Building</i>, the proposing Contractor shall:</p> <ol style="list-style-type: none"> <li>Describe what means and methods it proposes to provide the desired benchmarks. Include an anticipated timeline of completion benchmarks.</li> <li>Provide a site plan detailing the location, type, and quantity of all equipment specified, e.g., fixed/portable cameras with pan/tilt/zoom features, DVRs, monitors, poles, additional lighting.</li> </ol>	<i>B</i>	45	50
	<i>C</i>	24	38
	<i>D</i>	33	55
<p><b>Information requested under Tab 4—Fee Schedule (Possible 0 to 60 points)</b></p> <p>Each <i>Individual</i> Fee Schedule will provide:  --A detailed fee schedule which includes information on hourly rates, travel costs, per diem, testing fees, training, and other miscellaneous cost factors.  --A fee proposal for a one-year service agreement for monthly maintenance of the above system.</p>	<i>A</i>	34	34
	<i>B</i>	50	40
	<i>C</i>	16	20
	<i>D</i>	50	30
<p><b>Information requested under Tab 5--Submission of Required Documents (No points to be awarded)</b></p>			
<p>Proof of current general liability and automotive liability insurance coverage.  <i>(Note: both the general liability and the automotive liability insurance must have a minimum of \$1 million per occurrence.)</i></p>		Provided	Provided

<ul style="list-style-type: none"> <li>▪ Proof of current Workers' Compensation coverage for all staff that will be physically present on any LHA/LPHC property.</li> </ul>		Provided	Provided
<ul style="list-style-type: none"> <li>▪ At least, ten references for recent projects--particularly with public sector entities--that are similar to the services requested in this RFP. Provide contact information which includes name, title, and phone number of a knowledgeable representative at each entity. This information may, in part, duplicate the information provided in <i>Tab 1 c.</i> above.</li> </ul>		Incomplete	Incomplete
Please complete and provide the following documents which are attached to this RFP:			
<ul style="list-style-type: none"> <li>▪ HUD Form 5369-C</li> </ul>		Not Provided	Provided
<ul style="list-style-type: none"> <li>▪ HUD Form 50070</li> </ul>		Not Provided	Provided
<ul style="list-style-type: none"> <li>▪ Section 3 Business Form</li> </ul>		Not Provided	Provided
<ul style="list-style-type: none"> <li>▪ Non-Collusion Certification</li> </ul>		Provided	Provided
<ul style="list-style-type: none"> <li>▪ Public Entity Crime Statement</li> </ul>		Provided	Provided
<b>Total</b>		363.0	467.5
<b>Average (Percent of possible 160 points)</b>		90.75 (56.7%)	116.88 (73.0%)
<b>RANK</b>		<b>2nd</b>	<b>1st</b>

\*NOTE: Response from Stanley Security Solutions received after deadline. Therefore, it was not considered.

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

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

**Re: Resolution # 14-1375**

The Board of Commissioners is requested to approve the above-referenced resolution to authorize the Executive Director to execute and submit the 2013 *Section 8 Management Assessment Program* report to the U.S. Department of Housing and Urban Development.

**2. Who is making request:**

- A. Entity: The Housing Authority of the City of Lakeland
- B. Project: Submittal of the 2013 *Section 8 Management Assessment Program* report
- C. Originator: Carlos Pizarro

**3. Cost Estimate:**

N/A

**Narrative:**

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

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

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

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

The following documentation is attached to this narrative:

- *SEMAP (Section 8 Management Assessment Program) Indicators Report* for Fiscal Year 2013--This matrix indicates the maximum points available and the Housing Authority's score for each indicator
- Letter from an external third-party auditor certifying the preparation the Housing Authority's Section 8 Management Assessment Program (SEMAP) Certification (HUD form 52648)
- *Board Resolution #14-1375* which is a required submittal along with a hard-copy (paper) of *SEMAP (Section 8 Management Assessment Program) Indicators Report*
- A completed copy of the *Section 8 Management Assessment Program (SEMAP) Certification*—HUD Form 52648—to be signed by Executive Director (or his designee) and the Chair of the Housing Authority of the City of Lakeland, then submitted as part of the above package to the Department of Housing and Urban Development

According to the results indicated in *SEMAP (Section 8 Management Assessment Program) Indicators Report* for Fiscal Year 2013, the Housing Authority of the City of Lakeland achieved 143 out of a possible 145 points. Therefore, the Housing Authority's overall rating is 98.6% of the goal. (Note: A housing authority that achieves a score of, at least, 90.0% is considered to be a *high performer*.)

# SEMAP Indicators Report - 2013

Indicator	Indicator Possible Points	Actual
1. Selection from the Waiting List	15	15
2. Reasonable Rent	20	20
3. Determination of Adjusted Income	20	20
4. Utility Allowance Schedule	5	5
5. HQS Quality Control Inspections	5	5
6. HQS Enforcement	10	10
7. Expanding Housing Opportunities (only PHA's within metropolitan FMR's)	5	5
8. Payment Standards	5	5
9. Annual Reexaminations	10	10
10. Correct Tenant Rent Calculations	5	5
11. Pre-Contract HQS Inspections	5	5
12. Annual HQS Inspections	10	10
13. Lease-Up	20	20
14. Family Self-Sufficiency Enrollment	10	8
<b>TOTAL</b>	<b>145</b>	<b>143</b>
15. Deconcentration Bonus Indicator (optional and only for PHA's with jurisdiction in metropolitan FMR areas)	5	optional



Lakeland  
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February 18, 2014

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

Dear Board of Commissioners,

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

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

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

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

A handwritten signature in blue ink that reads 'Michael E. Carter'.

Michael E. Carter, CPA  
Partner  
CliftonLarsonAllen LLP

**RESOLUTION NO. 14-1375**

**APPROVING THE SUBMITTAL OF THE 2013 FISCAL YEAR  
SECTION 8 MANAGEMENT ASSESSMENT PROGRAM REPORT**

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

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

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

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

**WHEREAS**, the *Section 8 Management Assessment Program* certification for the Housing Authority of the City of Lakeland is due to the U.S. Department of Housing and Urban Development by March 1, 2014,

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

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

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

**CERTIFICATE OF COMPLIANCE**

This is to certify that the Board of Commissioners of the Housing Authority of the City of Lakeland has approved and adopted this Resolution No. 14-1375 dated February 24, 2014.

Attested by:

\_\_\_\_\_  
Benjamin Stevenson, Secretary

\_\_\_\_\_  
Michael A. Pimentel, Chairman

# Section 8 Management Assessment Program (SEMAP) Certification

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

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

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

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

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

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
----------	--------------------------------	------------------------------

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

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

## Performance Indicators

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

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

**PHA Response** Yes  No

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

**PHA Response** Yes  No

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

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

**PHA Response** Yes  No

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

**PHA Response**  At least 98% of units sampled  80 to 97% of units sampled  Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

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

**PHA Response**  At least 90% of files sampled  80 to 89% of files sampled  Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

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

**PHA Response** Yes  No

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

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

**PHA Response** Yes  No

6. HQS Enforcement. (24 CFR 982.404)

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

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



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

**Applies only to PHAs with jurisdiction in metropolitan FMR areas.**

**Check here if not applicable**

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

**PHA Response** Yes  No

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

**PHA Response** Yes  No

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

**PHA Response** Yes  No

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

**PHA Response** Yes  No

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

**PHA Response** Yes  No

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

**PHA Response** Yes  No

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

**PHA Response** Yes  No

Enter current FMRs and payment standards (PS)

0-BR FMR \_\_\_\_\_ 1-BR FMR \_\_\_\_\_ 2-BR FMR \_\_\_\_\_ 3-BR FMR \_\_\_\_\_ 4-BR FMR \_\_\_\_\_  
PS \_\_\_\_\_ PS \_\_\_\_\_ PS \_\_\_\_\_ PS \_\_\_\_\_ PS \_\_\_\_\_

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

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

**PHA Response** Yes  No

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

**PHA Response** Yes  No

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

**PHA Response** Yes  No

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

**PHA Response** Yes  No

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

**PHA Response** Yes  No

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

**Applies only to PHAs required to administer an FSS program.**

**Check here if not applicable**

**PHA Response**

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

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

b. Number of FSS families currently enrolled

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

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

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

**Applies only to PHAs required to administer an FSS program .**

Check here if not applicable

PHA Response Yes  No

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

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

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

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

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

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

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

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) \_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_\_

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

# SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) \_\_\_\_\_

PHA Name \_\_\_\_\_

Principal Operating Area of PHA \_\_\_\_\_  
(The geographic entity for which the Census tabulates data)

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

1990 Census Poverty Rate of Principal Operating Area \_\_\_\_\_

## Criteria to Obtain Deconcentration Indicator Bonus Points

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

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

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

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

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

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

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

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

**Re: Resolution # 14-1376**

The Board of Commissioners is requested to approve the above-referenced resolution authorizing its Chairman to sign a YouthBuild USA *Affiliate* membership application.

**2. Who is making request:**

- A. Entity: The Housing Authority of the City of Lakeland for its *YouthBuild--Lakeland* program
- B. Project: Applying for YouthBuild USA *Affiliate* membership
- C. Originator: Earl Haynes

**3. Cost Estimate:**

No fee for application

**Narrative:**

On March 13, 2007, the U.S. Department of Housing and Urban Development awarded the Housing Authority of the City of Lakeland \$700,000 to fund its first YouthBuild program.

During the *Fundamentals of YouthBuild Training* held in July 2007, Lakeland Housing Authority staff was made aware of the benefits of being a member of the YouthBuild USA Affiliate Network. There are three levels of progressive membership in this network: *Provisional Affiliate*, *Affiliate*, and *Accredited Affiliate*. Each level provides an increased level of benefits to the member. In order to begin receiving these benefits, the Lakeland Housing Authority applied to become a *Provisional Affiliate*. On November 13, 2007, YouthBuild USA licensed the Lakeland Housing Authority's program, known as *YouthBuild--Lakeland*, as a *Provisional Affiliate*.

Among other benefits, *YouthBuild--Lakeland*:

- Became eligible to participate in the national *YouthBuild Directors Association*, the *Young Leader's Council*, the *Policy Council*, and other such bodies that influence the direction of YouthBuild USA and the YouthBuild movement as a whole
- Received a regular newsletter presenting funding opportunities
- Received discounts on technical assistance training, consultation, conferences, and written material
- Allowed to use of the official YouthBuild logo and service marks

Currently, *YouthBuild--Lakeland* desires to obtain the benefits of the next level of membership. That is, an *Affiliate* of the YouthBuild USA Affiliate Network. In addition to the above described benefits, if awarded *Affiliate* status, *YouthBuild--Lakeland* will, among other things, be:

- Able to access a variety of leadership opportunities, internships, exchange programs, and national conferences for current YouthBuild trainees and YouthBuild graduates
- Allows participants to receive awards for attendance and to apply for scholarships
- Eligible for “pass through” grants and loans made by YouthBuild USA
- Eligible to benefit from direct mail fundraising appeals managed by YouthBuild USA

To apply for *Affiliate* membership status, a local program must serve a minimum of one year as a *Provisional Affiliate* member and met the following minimum standards:

- A policy committee exists and is active
- Participants substantially participate in the building of housing for low-income members of the community
- Program provides education toward a GED or high school diploma
- Program has a leadership development component
- Program must have submitted Student Tracking Data for most recently completed cycle and be up to date on Student Tracking Data submission for current cycle
- None of the reported seven performance outcomes may be in the “unsatisfactory” range
- No more than three performance outcomes may be in the “needing attention” range
- The applicant must be current on its annual dues

In order to be considered for *Affiliate* status, a local YouthBuild organization must complete and submit a four-page application with supporting documentation. This application must be signed by each: the Executive Director of the sponsoring organization; the Board Chair of the sponsoring organization; the YouthBuild Director; and the Student Chair of the Youth Policy Committee.

The purpose of this resolution, #14-1376, is to obtain authorization from the Board of Commissioners of the Housing Authority of the City of Lakeland, Florida to authorize its Board Chairman to sign the YouthBuild USA’s *Application for Provisional Affiliate Member to Affiliate*.

**RESOLUTION NO. 14-1376**

**AUTHORIZING THE BOARD CHAIRMAN TO SIGN A YOUTHBUILD USA AFFILIATE MEMBERSHIP APPLICATION**

**WHEREAS**, the Housing Authority of the City of Lakeland, Florida has been the sponsoring agency of a local YouthBuild program known as *YouthBuild—Lakeland*; and

**WHEREAS**, *YouthBuild—Lakeland* became a licensed *Provisional Affiliate* of the YouthBuild USA network in November 2007; and

**WHEREAS**, this *Provisional Affiliate* status allows *YouthBuild—Lakeland* to receive certain benefits from YouthBuild USA; and

**WHEREAS**, *YouthBuild—Lakeland* desires to apply for a higher level of membership, known as an *Affiliate* membership, which will increase the number of benefits available to the *YouthBuild—Lakeland* program; and

**WHEREAS**, the required application for an *Affiliate* membership requires the signature of certain individuals including the Board Chair of the sponsoring organization;

**NOW THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Lakeland, Florida hereby authorizes its chairman to sign the *Affiliate* membership application for *YouthBuild—Lakeland*.

**CERTIFICATE OF COMPLIANCE**

This is to certify that the Board of Commissioners of the Housing Authority of the City of Lakeland, Florida has approved and adopted this Resolution No. 14-1376 dated February 24, 2014.

Attested by:

\_\_\_\_\_  
Benjamin Stevenson, Secretary

\_\_\_\_\_  
Michael A. Pimentel, Chair

# **SECRETARY'S BUSINESS**

**Secretary's Report  
February 2014**

**HOPE VI Funds Expenditure**

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

**Annual Budget/Agency Update**

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

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

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

**Section 3 and M/WBE Policy**

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

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

**Agency Plan**

LHA staff has completed work on the Agency Plan that was submitted to HUD in October 2013. The Plan was approved by the LHA Board of Commissioners at the October 16, 2013 Board



**Secretary's Report  
February 2014**

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

**Meetings and Activity**

I attended Health Care Day with the 31<sup>st</sup> Class of Leadership Lakeland. I continue to learn more about Lakeland.

I attended a meeting with Mayor Howard Wiggs. The topic of discussion was affordable housing and future development goals for LHA. I also met with the owner of We Care, Inc. A non-profit that provides free health care services for the residents of LHA communities.

I met with the new Regional Director of Goodwill Industries. We discussed affordable housing and social services opportunities in Lakeland and Polk County. We will have follow-up meetings with some members of the City Council of the City of Lakeland.

Finally, I met with the owner of We Care, Inc., one of our local service providers. We Care provides medical assistance and other services for senior citizens residing within our properties as well as the surrounding neighborhoods.

Respectfully submitted,

*Benjamin Stevenson*

Secretary