



430 Hartsell Ave
Lakeland, FL 33815

(863) 687-2911

<http://LakelandHousing.org>



Board Of Commissioners

Michael Pimentel, Chairman

Richard Richardson, Vice-Chairman

Joseph DiCesare

Edward Hall

Lorenzo Robinson

Dorothy Sanders

Monica Perry

REGULAR BOARD MEETING

Monday, May 15, 2017

Benjamin Stevenson, Executive Director
Ricardo Gilmore, Esquire

AGENDA

Board of Commissioners

Regular Meeting

The Housing Authority of The City of Lakeland, Florida

Monday, May 15, 2017 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 Meeting Agenda**
- 2. Approval of the Minutes of the Regular Board Meeting held Monday, April 17, 2017.**
- 3. Public Forum**
- 4. New Business**
- 5. Old Business**
 - LHA Recovery Plan Update
- 6. Secretary's Report**
 - Housing and Operations
 - Administration
 - Resolutions

Resolution No. 17-1443 – The Board of Commissioners is requested to adopt a Travel Policy for the Lakeland Housing Authority.
- 7. Legal Report**
- 8. Other Business**
- 9. Adjournment**

MINUTES
The Regular Board Meeting of
The Housing Authority of the City of Lakeland
Monday, April 17, 2017

The Board of Commissioners of the Housing Authority of the City of Lakeland met at the Lakeland Housing Authority, 430 Hartsell Avenue, Lakeland, Florida.

LHA Board Members Present: Michael Pimentel, Chairman
Richard Richardson, Vice-Chairman
Joseph DiCesare, Commissioner
Dorothy Sanders, Commissioner
Lorenzo Robinson, Commissioner
Monica Perry, Commissioner

Secretary: Benjamin Stevenson

Legal Counsel: Ricardo Gilmore

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

APPROVAL OF THE AGENDA

Commissioner Pimentel asked the Board to review the agenda and if there were any requests for items to be added to the agenda.

Commissioner DiCesare requested to add to the Agenda discussion time for the concerns the Board members received from Commissioner Perry regarding the Executive Director Evaluation process.

The Commissioners were polled for permission to add Commissioner DiCesare's request to discuss the correspondence regarding the Executive Director's evaluation under "New Business." The Commissioners agreed to add this item to the agenda.

- Motion to approve the agenda with the additional item added to New Business; the discussion of the Executive Director Evaluation process.

Motion by Richardson, second by Sanders.

Votes: Commissioners

Michael Pimentel – Aye

Dorothy Sanders – Aye

Lorenzo Robinson – Aye

Richard Richardson – Aye

Joseph DiCesare – Aye

APPROVAL/ACCEPTANCE OF MINUTES

- Motion to approve and accept the minutes of the Board of Commissioners meeting held on Monday, March 20, 2017.

Motion by Robinson, second by Richardson.

Votes: Commissioners

Michael Pimentel – Aye

Dorothy Sanders – Aye

Lorenzo Robinson– Aye

Richard Richardson – Aye

Joseph DiCesare – Aye

PUBLIC FORUM

Don Brown, State Vice-President for the NAACP, requested to speak after all the items on the address has been completed at the end of this meeting. The Board agreed to put the Public Forum as the last item on the agenda.

- Motion that the request for Mr. Brown request to speak under the Public Forum at the end of the meeting.

Vote: Commissioners

Michael Pimentel – Aye

Joseph DiCesare – Aye

Lorenzo Robinson – Aye

Richardson – Aye

Dorothy Sanders – Aye

Monica Perry - Nay

NEW BUSINESS

• Travel Policy

Mr. Stevenson presented to the Board the need to have a travel policy in place for persons traveling on LHA business. A policy and procedure in place would allow staff to better plan for travel by commissioners. The Board suggested that LHA Human Resource Department and Legal Counsel assist in developing a policy to present to the Board in the May 2017 Board. The travel policy would be for LHA Commissioners and employees.

• Executive Director’s Evaluation

Commissioner Pimentel expressed there are some parts of process for the Executive Director’s evaluation that cannot be numbered. He further explained that only the certain goals can be measured with a numeric assessment

Mr. Stevenson addressed the Board regarding the progress the agency has made in the past five years of his tenure by going from a Financial At Risk agency to consecutive years as a High Performer and the authority’s progress with the Recovery Plan.

Commissioner Richardson stated that there were ten or more goals in last year’s evaluation. He suggested that there should not be more than five (5) goals annually. The goals should be specific to where the organization is currently. He stated that these are the types of goals that are measureable.

Commissioner Pimentel suggested that a committee be formed to establish and create the Executive Director’s goals for next year. Mr. Gilmore reminded the Board that the committees were disbanded. He advised that the Board could re-create an Ad Hoc Committee. Commissioner Pimentel stated the Board would establish a Personnel Committee. He asked Commissioners Perry and Richardson to serve on the committee along with himself and a labor attorney. Mr. Stevenson advised the Board that he check in the Legal Services pool for a Labor Attorney.

OLD BUSINESS

• Recovery Plan Review Committee Update:

Commissioner Richardson reported on the Recovery Plan Review Committee meeting was held on April 12, 2017. He stated that Commissioner Pimentel also attended the meeting. The West Lake property is waiting on HUD approval of the Demolition/Disposition application. The Developer Partner was successful in getting a 4% bond for Phase II. The Williamstown project is under construction and moving along. The staff is planning a groundbreaking ceremony for this development next month. The West Lake Relocation Plan for Phase I is also moving along.

Commissioner Richardson reported that staff is looking at purchasing a new property Cambridge Cove Apartments. Mr. Stevenson gave additional explanations regarding this property. He also indicated Resolution No. 17-1442 was being presented to the Board tonight requesting authorization for the Executive Director to enter into negotiation with the seller. The Board agreed to hear comments on the Resolution at this point.

Resolution No. 17-1442 – The Board of Commissioners is requested to authorize the Executive Director to submit a Letter of Intent and further authorize the Executive Director to enter into negotiations for a Contract to Purchase the Cambridge Cove Apartments property and obtain the necessary financing to complete the purchase and to take all actions necessary to carry out the intent of this Resolution.

- Motion to approve submittal of a Letter of Intent and authorize the Executive to enter into negotiations to purchase the Cambridge Cove Apartments property.

Motion by Robinson and seconded by Richardson.

Vote: Commissioners

Michael Pimentel – Aye

Richard Richardson – Aye

Joseph DiCesare – Aye

Dorothy Sanders – Aye

Lorenzo Robinson – Aye

Monica Perry – Aye

• SECRETARY'S REPORT

Report submitted as written.

Mr. Stevenson mentioned that the owner of the property surrounding the Arbor Manor property has a buyer for his portion of the site. The owner is now willing to put in an easement through his portion of the site and give LHA access to our portion of the property. The owner will cover the expense.

• Housing/Operations

Report submitted as written.

• Administration/Finance

Report submitted as written.

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

LEGAL REPORT

None.

OTHER BUSINESS.

None.

PUBLIC FORUM

Don Brown, 1st Vice-President of the Florida State Council, NAACP Branches, addressed the Board. He explained that it is his responsibility to visit governmental entities including Housing Authorities around the state of Florida to see how they are functioning in the communities in which they serve. Mr. Brown acknowledges that it appears from his observation that the Housing Authority is currently doing a good job.

The meeting adjourned at 7:40 p.m.

Benjamin Stevenson, Secretary

OLD BUSINESS



**BOARD OF
COMMISSIONERS**

Michael A. Pimentel
Chairman

Rev. Richard Richardson
Vice-Chairman

Eddie Hall
Commissioner

Joseph DiCesare
Commissioner

Lorenzo Robinson
Commissioner

Dorothy Sanders
Commissioner

Monica Perry
Commissioner

Benjamin J. Stevenson
Executive Director

430 Hartsell Ave
Lakeland, FL 33815

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

www.LakelandHousing.org

DATE: May 8, 2017
TO: LHA Commissioners
FROM: Benjamin Stevenson, Executive Director
RE: Recovery Plan Update

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

1) Purchase Agreement for Sale of LHA Property

Status: The City Commission on March 21, 2016 approved the change in zoning for the 10th Street property. The Commission then approved the request to change the zoning from residential to commercial. The Potential Buyer (Buyer) honored their commitment to buy the property by wiring the payment to LHA on February 15, 2017. Construction activity has begun.

HUD has mandated that 100% of the sales proceeds be used for affordable housing development. The funds will be used in combination with other financial funding on the Williamstown and West Lake affordable housing development projects.

2) Reduce COCC Budget/Overall Agency Debt

Status: The COCC budget is a part of the Recovery Plan. Staff continues to make progress with reducing the overall agency debt to the Public Housing program. Staff will be submitting a Sustainability Plan to the Recovery Plan Review Committee and Board of Commissioners for review sometime within the next couple of months.

3) Implement Upgrade of Yardi System

Status: LHA has completed the process of transferring funds from the thirty-seven (37) old accounts for the housing programs and properties to the TD Bank accounts. The last transfer of funds was for the Section 8 program from Wells Fargo. This transfer was successfully completed in September 2016.

The next step is to upgrade the Yardi system to the 7.0 version. Staff began the upgrade process in December 2016. The process is expected to take approximately 90-120 days.



4) Developer Partners Update

Status: Housing Trust Group (HTG), the Developer Partner for the West Lake Apartments property, was successful in the submittal of an application for low income housing tax credits through the SAIL program for Phase I. The SAIL award of 4% bonds will be combined with Project-Based Section 8 Vouchers to make the project a viable alternative for LHA and the Developer. LHA staff and HTG negotiated some additional business terms for Phase I. HTG increased the amount of developer fee to be received by LHA and offered a ground lease payment. LHA agreed to provide a construction loan for the first phase.

The City of Lakeland has completed its review of the procurement process for a Request for Proposals (RFP) to use Project-Based Section 8 Vouchers for affordable housing projects. City staff recommended awarding the vouchers to the West Lake project. The City's recommendation was submitted to the HUD-Jacksonville Field Office for review and approval. HUD must approve the recommendation before LHA can move forward with the award of the vouchers to the project. LHA is anticipating HUD approval of this process any day now.

LHA staff continues to meet with HTG to discuss plans for relocation, demolition, overall master plan, and communication with residents and the general public. We also discussed funding options, timing of finances and construction schedules.

Staff has resumed Relocation Meetings with the residents of West Lake Apartments. The most recent meeting was held last month. Previously, LHA staff advised the residents that the map outlining Phase I of the relocation effort was going to change. The Developer Partner requested some revisions in the site plan and location of the senior building and LHA agreed to allow changes in boundaries for the relocation and demolition phases. The changes were necessary because the Developer Partner modified the design of the building. The revised site map identified the buildings that are a part of the first demolition phase.

LHA has also hired a Relocation Manager to work with the residents on relocation activities. The Relocation Manager also completed a survey of the Phase I residents regarding their preferences for relocation. 100% of the residents have requested a Section 8 voucher for relocation. The Relocation Plan was submitted to HUD this month. LHA is requesting Section 8 vouchers for the nineteen (19) families impacted by the relocation. Relocation activity will officially begin after HUD approves the Relocation Plan.

LHA has submitted an application to HUD requesting approval for disposition and demolition of the property. The application was submitted in February 2017. HUD approval must be obtained prior to



starting any relocation or demolition activities. Staff has responded to the preliminary comments received from the HUD-SAC Office. We hope to receive HUD approval of the application in approximately 90 days. LHA also requested twenty (20) Section 8 relocation vouchers for the residents when we submitted the Relocation Plan for Phase I. The relocation and demolition will be completed in phases over a two-three year period. Subsequent applications for disposition, demolition and relocation will be submitted for Phases II and III in 2017 and 2018, respectively.

The City of Lakeland has completed HUD Part 58 Environmental Review for all LHA properties located within the city limits of Lakeland. The environmental review is a HUD requirement of the Capital Fund program. The first property to be reviewed was West Lake. The Part 58 will be used for the demolition/disposition applications for West Lake Phases II and III. Polk County Neighborhood Services staff has completed the environmental review for the John Wright property. The County performed this review since the property is located in the unincorporated area of the county. LHA posted a notice of FONSI (Finding of No Significant Impact) in the local newspaper for approximately two weeks which was necessary before HUD will consider the process to be complete.

Staff is continuing to have discussions with HTG on financing options for Phase II of the project. HTG has received a preliminary award of 4% tax credits for Phase II. HTG is exploring additional financing options to bring in more soft money to support the bonds. In that regard, they submitted an application for Green Reuse Area Designation Eligibility. One of the first steps in this process was to submit a copy of the application to the City of Lakeland for review and approval. A public hearing was also required. The hearing was held at West Lake on February 28, 2017. Attendance was minimal. The Green Reuse application is a part of the Brownfield grant process for provides funding for projects the emphasize energy reuse and environmental efficiency. HTG has advised LHA that the application was approved and will provide some additional financing for Phase II of the West Lake redevelopment project.

5) Use of HOPE VI Funds

Status: LHA received final approval of the Williamstown project from the HUD-Washington, D.C. office last month. A copy of the HUD approval letter is included with the Development Report in the Board Packet. The final step was obtaining HUD approval of the Mixed-Finance Evidentiary Documents. HUD wanted LHA to obtain a clear title to the property prior to issuing approval of the project. Staff worked on this issue with Saxon Gilmore and a local attorney. LHA solved the issue by adding additional supportive services to the project in order to meet the definition of an adult living facility. The local attorney drafted a legal opinion to confirm that the additional services will allow the proposed use to meet the definition of the deed restriction and, thereby, authorize releasing the title. Staff previously received HUD approval of the Designated Housing Plan and Site Neighborhood Review documents. This proposal satisfies the requirement to obligate the remaining HOPE VI funds while constructing some affordable housing rental units at the Williamstown property location.



Construction activity started in April 2017. LHA staff has planned a groundbreaking ceremony for May 16, 2017. All LHA commissioners are invited to attend. Representatives from Senator Bill Nelson, Congressman Dennis Ross, HUD-Jacksonville and HUD-Miami Field Offices, and the Mayor have been invited to attend this event.

6) Other Items

Status: Disposition of the Arbor Manor property.

LHA continues to entertain offers for the purchase and/or development of the Arbor Manor property. Staff received written approval from the HUD SAC for the disposition of the Arbor Manor property. A copy of the approval letter was included with the November 2015 Board packet. LHA staff continues to discuss options with a local group.

Staff has also received an inquiry regarding the vacant lot on N. 10th Street located across the street from the Colton Meadows property. The lot is currently zoned for multi-family residential development. All of the discussions are preliminary. The potential buyer is looking for a location to build housing for senior citizens as partnering with some other local organizations to provide some recreational and community service programs.

LHA staff drafted the 2017 Agency Plan in June 2016 and distributed to the Board at the June 2016 Board meeting. The document was made available for review and comment by the Resident Advisory Board and general public for 45 days. LHA staff held meetings with the RAB and the general public to discuss their comments regarding the Plan on July 13 and August 3, 2016. A Public Hearing with the general public was held on August 11, 2016. No comments on the Plan were received. The Plan was submitted to HUD in October 2016.

The HUD-Jacksonville Office sent written approval of the Agency Plan. A copy of the HUD Approval Letter was included with the December 2016 update report.

BJS

SECRETARY'S REPORT

**Secretary's Report
May 2017**

HOPE VI Funds Expenditure

LHA received final approval of the Williamstown project from the HUD-Washington, D.C. office last month. A copy of the HUD approval letter is included with the Development Report in the Board Packet. The final step was obtaining HUD approval of the Mixed-Finance Evidentiary Documents. Staff also previously received HUD approval of the Designated Housing Plan and Site Neighborhood Review documents. This proposal satisfies the requirement to obligate the remaining HOPE VI funds while constructing some affordable housing rental units at the Williamstown property location.

The General Contractor began construction activity by starting the process of clearing the site for vertical construction work. LHA staff scheduled a groundbreaking ceremony for Tuesday, May 16, 2017. All LHA commissioners will receive invitations to attend. Representatives from Senator Bill Nelson, Congressman Dennis Ross, HUD-Jacksonville and HUD-Miami Field Offices, and the Mayor have been invited to attend this event.

Annual Budget/Agency Update

The LHA Recovery Plan is still being implemented. An update memorandum on Recovery Plan activities is a standard part of the Board agenda. LHA recently received HUD approval of the Capital Fund Amendment. A copy of the approval letter is included with the June 2016 Board packet.

The Recovery Plan and 2015 Budget were approved by the LHA Board of Commissioners at the October 2014 board meeting. The Plan was revised as instructed by the Board and submitted to the HUD-Miami Field Office. Staff is still waiting on comments on the Plan from HUD.

The 2017 Annual Budget was distributed to the Board at the October meeting. The budget was discussed and approved at the November 2016 meeting.

Agency Plan

LHA staff has drafted the 2017 Agency Plan. Copies were distributed to the Board at the June 2016 Board meeting. The document has also been made available for review and comment by the Resident Advisory Board and general public for 45 days. LHA staff held meetings with the RAB and the general public to discuss their comments regarding the Plan on July 13 and August 3, 2016. A Public Hearing with the general public was held on August 11, 2016. No comments on the Plan were received. The Plan was submitted to HUD in October 2016.

Secretary's Report

May 2017

The HUD-Jacksonville Office sent written approval of the Agency Plan in December 2016. A copy of the HUD Approval Letter is included with the December 2016 Board packet.

West Lake

I continue to have meetings with the Developer Partner for the West Lake project. We discussed plans for relocation, demolition, overall master plan, communication with residents, timing of finances and construction schedules as well as developer fees. The Developer Partner has received a preliminary award of 4% tax credits for Phase II. We are discussing additional financing options to bring in more soft money to support the bonds.

Staff continues to have Relocation Meetings with the residents of West Lake Apartments. The most recent meeting was held last month. The Relocation Manager also completed a survey of the Phase I residents regarding their preferences for relocation. 100% of the residents have requested a Section 8 voucher for relocation. The Relocation Plan has been submitted to HUD. LHA requested Section 8 vouchers for the twenty (20) families impacted by the Phase I relocation. A copy of the Relocation Plan is included with this month's Board packet.

Staff has submitted the Demolition/Disposition application for Phase I to the HUD-SAC Office. We hope to receive HUD approval of the application in approximately 90 days. Subsequent applications will be submitted for Phases II and III in 2017 and 2018, respectively. Staff has responded to HUD comments received on the Phase I application. HUD is still experiencing technical difficulties with receiving the information on their end. LHA staff is working with HUD TA to fix the problem.

LHA staff is hopeful the HUD-Jacksonville Field Office will approve the Request to Award the Section 8 Project-Based Vouchers to the West Lake Phase I project soon. The City of Lakeland's review and recommendation for award is being reviewed by HUD. The Field Office must give their approval before the award can be finalized.

LHA staff met with the Board of Directors for Lakeland Polk Housing Corporation in October 2016. The LPHC Board approved resolutions authorizing LHA to proceed with an application for low income housing tax credits for West Lake Phase II and the submittal Mixed Finance Evidentiary documents for the Williamstown project.

Other Activities

LHA has initiated its partnership with The Blended Family Foundation (BFF), a 501c3 non-profit interested in working with our residents. The Foundation offers mentoring, tutoring, socks, shoes and food for low income families. LHA executed a Memorandum of Understanding with the BFF where LHA will provide office space in exchange for services. BFF has agreed to donate eighteen (18) pairs of shoes for families at each LHA property.

Secretary's Report

May 2017

I have been invited by the Florida Department of Transportation to serve on a Community Working Group to review and discuss approaches to improve Interstate 4. I was recommended for the committee by the Area Director for Congresswoman Kathy Castor.

Respectfully submitted,

Benjamin Stevenson

Secretary

AFFORDABLE HOUSING REPORT

◀ Housing Report

◀ FSS & Resident Activities

Affordable Housing Department

Board Report

May 2017

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

Updates for the month April 30th:

- The Housing Choice Voucher Program received their 2016 SEMAP designation from HUD and they are a "High Performer" program again and keeping the same designation for the past 4 years.

After seven months and three continuing resolutions, Congress on Thursday finally approved an omnibus spending bill of all 11 remaining appropriations bills, including Transportation, Housing and Urban Development.

The \$1.07 trillion deal provides funding for federal departments and agencies until the end of the fiscal year on September 30, 2017. The bill contains level funding or a slight increase to most housing and community development programs, with few exceptions.

The bill was passed on a bipartisan basis easily in both the House and the Senate. On Wednesday, the House approved the bill by 309 to 118 and on Thursday, the Senate approved it by 79-18, sending the omnibus to the President for his signature. He is expected to sign the bill shortly.

The final passage of the omnibus ends more than seven months of delays in finalizing spending for the current fiscal year. Initially opting to postpone making final spending decisions until after the election, Congress approved a short-term spending bill that ran out in mid-December, with the intention of wrapping up work on the fiscal year during the lame duck. However, the then President-elect signaled to Congress that he would like to have input on spending in the current fiscal year, so legislators passed a short-term bill until April 28. Congressional leadership, close to wrapping up negotiations, signaled last week that they needed an additional week of time, requiring the passage of yet another weeklong continuing resolution.

The path to a deal was bumpy, but far less rocky than it could have been. Controversial policy riders and requests from the President to fund a border wall with Mexico and an increase defense spending were omitted, likely delaying a larger battle for later in the year. Critically, the parity between defense and non-defense spending was also maintained, a huge victory in a difficult political environment.

With the 2018 fiscal year to begin in a mere four months (including the annual August recess) there is at this point every assurance that we will be operating under yet another CR come October. We can do better than this to help those in need.”

Below is a summary of the FY 2017 housing and community development funding levels. The NAHRO Policy Staff has conducted a detailed analysis of the Public Housing, Section 8 and Community Development provisions and funding levels. Members can read each of these deep-dive analysis documents on the NAHRO website:

- [Section 8](#)
- [Public Housing](#)
- [Community Development](#)

Housing and Community Development Funding Levels

- ***Public Housing Programs***

Public Housing Capital Fund – \$1.9415 billion, \$41.5 million higher than FY 2016

Competitive Lead-Based Paint Grants – \$25 million, new program

ROSS – \$35 million, level funding

Emergency Capital Needs – \$21.5 million, \$500,000 less than FY 2016

Jobs Plus – \$15 million, level funding

PH Financial Physical Assessment – \$10 million, \$7 million higher than FY 2016

Public Housing Operating Fund – \$4.4 billion, \$100 million less than FY 2016

Choice Neighborhoods Initiative – \$137.5 million, \$12.5 million higher than FY 2016

Family Self-Sufficiency – \$75 million, level funding

RAD – expanded to 225,000 units

- ***Section 8 Programs***

Tenant-Based Rental Assistance – \$20.292 billion

Section 8 Housing Assistance Payment Renewals – \$18.355 billion, \$663 million higher than FY 2016

Ongoing Administrative Fees – \$1.64 billion, level funding

Section 8 Project-Based Rental Assistance – \$10.816 billion, \$196 million higher than FY 2016

- ***Community Development Programs***

Community Development Block Grant – \$3 billion, level funding

HOME Investment Partnerships – \$950 million, level funding

Housing Opportunities for Persons with AIDS – \$356 million, \$21 million higher than FY 2016

Homeless Assistance Grants – \$2.383 billion, \$133 million higher than FY 2016

Public Housing Operating Fund

The omnibus provides \$4.4 billion to support the operation and management of public housing. This is \$100 million less than FY 2016 funding levels, \$100 million less than what was proposed by the 2017 House Appropriations bill, and \$175 million less than the Senate bill. Funding provided by the omnibus is sufficient to fund only 83.8 percent of PHAs’ anticipated formula eligibility as established by HUD’s Congressional Justification submitted to Congress in February 2016. This also assumes HUD’s net estimate of \$212 million to be transferred to the Section 8 program in support of public housing Rental Assistance Demonstration (RAD) conversions is correct. NAHRO has learned from Congressional staff that HUD has resubmitted their formula eligibility to Congress to take into account income inflation factors and utility expense level deflation that impacted FY 2017 formula eligibility. This will result in a higher proration overall for FY 2017 than the proration calculated using the Congressional Justifications from early 2016, however less money will be made available overall due to the impact of these inflation factors.

The bill recognizes the challenges of operating a calendar year program with fiscal year appropriations; as a result, the bill would extend the period of availability of Operating Funds from one year to two years.

NAHRO is disappointed that the final appropriation for the Operating Fund is less than what was proposed by both the FY 2017 House and Senate Appropriations bills. Many PHAs have already experienced declines in Operating Fund subsidies for Calendar Year 2017 due to high formula income inflation factors and utility expense level deflation. HUD is applying inflation factors between 6 and 8 percent for 2017 formula income. This is significantly higher than HUD’s inflation factor for any other year, and HUD is also applying a 7.01 percent deflation factor for the utility expense level. On top of this, HUD has been applying an 85 percent proration to the Operating Fund for 2017. This was viewed by HUD as a conservative estimate of what the proration for 2017

would be once Congress passed a budget. Had Congress kept level funding for the Operating Fund, the proration would have been 86 percent for 2017. The \$100 million cut in the omnibus pushes the proration rate down to 83.8 percent - even less than HUD's conservative estimate. This will have serious implications for PHAs adequately funding and maintaining their Public Housing properties. According to Congressional staff, HUD updated their project Operating Fund expenses to reflect this increase in income inflation coupled with the utility expense deflation, hence the \$100 million decrease in Operating Fund.

There is a chance that HUD's estimate of dollars that will be transferred from Public Housing to the Section 8 program through RAD conversions will change since HUD released their 2017 Congressional Justification in February 2016. If that is the case, the proration for PHAs may increase, as this would result in fewer public housing units than estimated. NAHRO will continue to look into this matter to better understand what the proration will be for the rest of 2017.

Unlike the proposed Senate Appropriations bill, the omnibus does not authorize a Utilities Conservation Pilot program, which would incentivize PHAs to reduce utility consumption and costs by providing PHAs opportunities to reinvest savings from increased energy efficiencies into their properties and operations.

Exemption from Asset Management

As in past years, the omnibus contains language-exempting PHAs that own and operate 400 or fewer public housing units from asset management requirements in connection with the Operating Fund rule. Congress has elected to continue this exemption each year since the language was first introduced.

Public Housing Capital Fund

The omnibus provides \$1.9415 billion for the Capital Fund, \$16.5 million more than the Senate bill and \$41.5 million more than the House bill. This is an increase of \$41.5 million compared to FY 2016 funding. Although this is a welcomed increase, this amount is still dramatically lower than the \$3.4 billion annual accrual baseline established by HUD's 2010 Capital Needs Assessment.

The omnibus, like the House and Senate bills, once again includes the hard-fought language requiring HUD to notify PHAs of their formula allocation within 60 days of enactment of this Act. In years past, the processing and awarding of CFP grants was significantly delayed relative to the timing of the appropriations acts. Starting with the FY 2014 appropriations cycle, NAHRO has urged Congress to require timely distribution of these funds.

Capital Fund Set-Asides

Competitive Lead-Based Paint Hazard Grants: Like the Senate bill, the omnibus provides \$25 million to be available for competitive grants to PHAs to evaluate and reduce lead-based paint hazards in public housing. Grants would be available for risk assessments, abatement, and interim controls as defined in Section 1004 of the Residential Lead-Based Paint Hazard Reduction Act of 1992. Grants would be subject to normal PHA regulations. The House bill did not include this provision. NAHRO is pleased that Congress has set aside funds to help PHAs with lead-based hazard abatement, especially in light of HUD's recent "lead-free" final rule. However, NAHRO believes this money should exist in addition to the Capital Fund, and not as a set-aside within the Capital Fund.

The report language for the omnibus bill includes a provisions requiring HUD to establish and implement a process that improves data collection and analysis of actions PHAs are taking to comply with lead-based paint regulations in public housing units. HUD is required to provide this report by June 30, 2017, and report semi-annually to the House and Senate Committees on Appropriations on its progress.

Emergency Capital Needs: The omnibus provides \$21.5 million for grants to public housing agencies for emergency capital needs resulting from unforeseen or unpreventable emergencies and natural disasters excluding presidentially declared emergencies and natural disasters under the Robert T. Stafford Disaster Relief and Emergency Act. This includes a set-aside of \$5 million reserved for safety and security emergencies. Both these amounts are level to FY 2016 funding.

Jobs-Plus Initiative: The omnibus provides \$15 million directly for Jobs Plus, level funding from FY 2016. The direct funding is not limited to providing "incentives" to participants, meaning that it can also be used to support the service component of the program.

Resident Opportunities and Self-Sufficiency (ROSS): The omnibus would provide \$35 million for the program. This is level with FY 2016 funding.

REAC and Receiverships: The omnibus would provide \$10 million for Public Housing Financial and Physical Assessment activities. This is significantly higher than the \$3 million appropriated in FY 2016. The omnibus also provides \$1 million for the cost of administrative and judicial receiverships.

Report language also directs HUD's Real Estate Assessment Center (REAC) to submit a report on REAC inspections of all HUD assisted and/or insured properties within 90 days of enactment of the Act. The report must include: the percentage of all inspected properties that received a REAC-inspected score of less than 65 since calendar year 2013; the number of properties in which the most recent REAC inspected score represented a decline relative to the previous REAC score; a list of the 10 metropolitan statistical areas with the lowest average REAC-inspected scores for all inspected properties; and a list of the 10 States with the lowest average REAC-inspected scores for all inspected properties.

Report language also requires the Government Accountability Office (GAO) to submit a report on the effectiveness of REAC inspections, contractors, and enforcement. The GAO must submit this report to the House and Senate Committees on Appropriations within 180 days of enactment of the Act.

Public Housing Subsidy Flexibility

The omnibus carries forward the FY 2015 Appropriations provision increasing the limit on fungibility for PHAs with 250 or more units of public housing to transfer up to 25 percent of their annual Capital Fund grant to operations. The omnibus did not include a provision that would enable PHAs to transfer 20 percent of their Operating Fund to their Capital Fund, however, this language is included in the Housing Opportunity Through Modernization Act of 2016 (HOTMA). HUD still needs to promulgate a rule to implement this provision. In addition, like the Senate and House bills, the omnibus provides HUD the authority to waive the transfer limit to fund activities related to anticrime and antidrug activities, including the costs of providing adequate security for Public Housing residents such as above-baseline police service agreements.

Small agencies retain their flexibility to make fungible 100 percent of their annual grants.

Physical Needs Assessments

As in previous years, the omnibus prohibits HUD from requiring or enforcing the Physical Needs Assessment for all PHAs.

Family Self-Sufficiency (FSS)

The omnibus maintains level funding for the FSS program at \$75 million, and like the FY 2015 and FY 2106, Appropriations Act allows owners of multifamily Section 8 project-based rental assistance (PBRA) to fund coordinators out of their residual receipts. The omnibus does not contain language included in the House bill that would accept the President's proposal to make PBRA owners eligible to compete for appropriated funding. NAHRO supports funding priority preferences for PHAs seeking renewal funding for existing FSS program coordinators and is pleased to see this omission. Existing demand for FSS coordinators within the PHA sector is already unmet, and expansion would further exacerbate the scarcity. Additionally, in the event that there are funds remaining under this account after funding existing FSS programs, HUD should give second priority to PHAs that serve FSS participants who reside in properties going through conversion from public housing to project-based rental assistance under the Rental Assistance Demonstration Program with existing FSS programs. Third priority, assuming sufficient funds remain, should go to PBRA owners seeking funding for an FSS coordinator.

Rental Assistance Demonstration (RAD)

The omnibus expands the current 185,000-unit cap on Public Housing conversions to 225,000 units and changes the September 30, 2018 deadline for submission of RAD applications under the first component to September 30, 2020. The raise in the cap is slightly lower than the 250,000 cap proposed in the Senate bill. The House bill did not propose raising the cap.

Choice Neighborhoods Initiative

The omnibus provides \$137.5 million for FY 2016, an increase of \$12.5 million from FY16. This amount is significantly above the \$80 million proposed in the Senate bill and the \$100 million proposed in the House bill. The omnibus bill reserves no less than \$50 million for public housing agencies - \$25 million less than FY 2016. No more than \$5 million of the funding can be used for Planning Grants to assist communities in developing comprehensive strategies for implementing Choice Neighborhoods or other revitalization efforts.

The omnibus also includes language permitting unobligated balances, including recaptures, remaining from funds appropriated under HOPE VI in fiscal year 2011 and prior to be used for the Choice Neighborhood program.

PHA Employee Compensation

The omnibus once again includes language-prohibiting PHAs from using any Tenant-Based Voucher, Operating Fund, or Capital Fund dollars to pay any amount of salary above the base rate of pay for level IV of the Executive Schedule, or \$161,900 for FY 2017. This restriction includes salary as well as bonuses or other incentive pay. This

provision affirms a policy, which is already in place, since the FY 2015 bill extended the restrictions to all future appropriations acts.

Review of Family Income

Language allowing triennial recertification's for families with 90 percent of their income coming from a fixed-source was signed into law by President Obama through the Fixing America's Surface Transportation (FAST) Act of 2015. Although HUD published an Interim Final Rule in the *Public Inspection* of the *Federal Register*, it was never published in the *Federal Register*. The omnibus requires HUD to establish the requirements for triennial recertification's through notice, which would take effect immediately. HUD is then required to commence rulemaking based on the published notice no later than 6-months after the publication of the notice. The omnibus requires rulemaking to allow for public comment.

Affirmatively Furthering Fair Housing

The omnibus prohibits HUD from using any funds to direct grantees to undertake specific changes to existing zoning laws as a part of the "Affirmatively Furthering Fair Housing" (AFFH) Final Rule or the Assessment of Fair Housing (AFH) Tools.

Additional Resources:

- [FY 2017 Omnibus Legislative Text](#)
- [FY 2017 Omnibus T-HUD Report Language](#)

Tenant-Based Rental Assistance (TBRA)

Housing Choice Voucher (HCV) Housing Assistance Payments (HAP): The appropriations bill includes \$18.355 billion for HAP renewals. Although this is an increase in absolute terms of \$674 million from the FY 2016 enacted budget, at this time, NAHRO believes it represents a 97.277 percent proration.

HAP Renewal Formula: This appropriations bill calls for HAP renewal funding based on validated calendar year (CY) 2016 VMS leasing and cost data adjusted by an inflation factor set by the Secretary. Enacted budgets have used a formula, which bases renewals on actual HAP costs and utilization since 2007.

HAP Set-Aside Funds: The appropriations bill would allocate \$75 million for HAP set-aside funding to four categories. The four categories would be the following: (1) PHAs that experience a significant increase in renewal costs of vouchers resulting from unforeseen circumstances or from portability; (2) vouchers that were not in use during the 12-month period in order to be available to meet PBV commitments; (3) costs experienced with HUD-VASH vouchers; and (4) PHAs that would be required to terminate rental assistance despite taking cost-saving measures.

NRA/HUD-Held HAP Reserves Offset: This bill would authorize HUD to offset PHAs' CY 2017 allocations based on the excess amounts of PHAs' net restricted assets accounts, including HUD-held programmatic reserves (in accordance with VMS data in calendar year 2016 that is verifiable and complete). PHAs participating in the Moving to Work (MTW) demonstration would also be subject to the offset, except those MTW agencies that are "subject to the single fund budget authority provisions of their MTW agreements, from the agencies' CY 2017 MTW funding allocation."

HUD-VASH: This bill allocates \$40 million for HUD-VASH vouchers. Assistance made available under this heading is to remain available for homeless veterans upon turnover. Additionally, \$7 million is available for HUD-VASH "to serve Native American veterans that are homeless or at-risk of homelessness living on or near a reservation or other [Native American] areas."

Family Unification Program: This bill allocates \$10 million for new Family Unification Program (FUP) vouchers.

ACC Caps: This bill maintains the ACC Caps, restricting non-MTW PHAs from expending HAP to fund any unit months exceeding the PHA's authorized number of units under contract. The President Obama's budget proposal would have allowed PHAs with sufficient funding to exceed those caps. MTW agencies are governed by their contracts.

Tenant Protection Vouchers: The appropriations bill would provide \$110 million for the first time funding of Tenant Protection Vouchers (TPVs). These TPVs are to be used for the following: (1) relocation and replacement of public housing units that are demolished or disposed; (2) conversions of section 23 projects; (3) the Family Unification Program; (4) witness relocation; (5) enhanced vouchers; (6) HOPE VI; (7) Choice Neighborhoods; (8) mandatory and voluntary conversion of public housing; and, (9) tenant protection assistance for elderly residents of properties formerly assisted under Section 202. This bill has a set aside of \$5 million for tenant protection assistance to

residents in low vacancy areas and who may have to pay rents greater than thirty percent of household income as a result of certain other conditions.

Ongoing Administrative Fees: This bill allocates \$1.640 billion for ongoing administrative fees. At this time, NAHRO estimates this to be a 75.7 percent proration under the current administrative fee formula. The bill also instructs HUD to continue to use the current administrative fee formula, so the new formula will not be implemented in FY 2017.

HUD is in the process of developing a new administrative fee formula based on findings and recommendations from the [HCV Administrative Fee Study](#) as well as comments received from interested stakeholders (NAHRO's comments can be found [here](#)). HUD has indicated that it is unlikely the formula will be implemented in FY 2018, but career staff at HUD are still working on ways to improve the formula.

As before, NAHRO will continue to take a two-pronged approach in addressing this issue. First, NAHRO will make sure that legislators are aware of how this formula impacts their regions so that they do not rush to give HUD the authority to unilaterally change the formula, until there is a well-developed formula that takes into account all the costs of administering a HCV program. Second, NAHRO will continue to work with HUD to improve the formula to address its flaws, so that it accurately captures all costs associated with running a HCV program.

Additional Administrative Fees: The bill allocates up to \$10 million in additional administrative fees, which would be available to PHAs that need additional funding to administer their HCV program, including fees associated with tenant protection rental assistance, disaster-related vouchers, HUD-VASH, and other special purpose incremental vouchers.

Mobility Demonstration: This bill does not include funding for a mobility demonstration program.

Project-Based Rental Assistance (PBRA)

Project-Based Rental Assistance: This bill allocates \$10.816 billion for the project-based rental assistance account. The PBRA program assists approximately 1.2 million extremely low- to low-income households in obtaining decent, safe, and sanitary homes and supports approximately 17,400 contracts with private owners of multifamily housing.

Public Housing PIC Reporting Percentage

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

Effective Date	Public Housing	Date Collected
04/30/2017	99%	05/08/2017

TTP/Family Type Information

Distribution of Total Tenant Payment as a % of 50058 Received

HA	\$0	\$1 - \$25	\$26 - \$50	\$51 - \$100	\$101 - \$200	\$201 - \$350	\$351 - \$500	\$501 and Above
FL	0	0	7	5	11	44	15	17
FL011 - LAKELAND	0	0	7	4	11	44	18	16

Average Monthly TTP (\$)

HA	Average Monthly TTP
FL	318
FL011 - LAKELAND	316

Distribution of Family Type as a % of 50058 Received

HA	Elderly, No Children, Non-Disabled		Elderly, with Children, Non-Disabled		Non-elderly, No Children, Non-Disabled		Non-elderly, with Children, Non-Disabled		Elderly, No Children, Disabled		Elderly, with Children, Disabled		Non-elderly, No Children, Disabled		Non-elderly, with Children, Disabled		Female Headed Household with Children	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
FL	13,271	10	582	0	15,124	11	50,748	39	23,427	18	1,104	1	19,384	15	7,995	6	57,311	44
FL011 - LAKELAND	112	7	4	0	112	7	657	43	290	19	16	1	211	14	122	8	771	51

Average TTP by Family Type (\$)

HA	Elderly, No Children, Non-Disabled	Elderly, with Children, Non-Disabled	Non-elderly, No Children, Non-Disabled	Non-elderly, with Children, Non-Disabled	Elderly, No Children, Disabled	Elderly, with Children, Disabled	Non-elderly, No Children, Disabled	Non-elderly, with Children, Disabled	Female Headed Household with Children
FL	296	452	299	356	270	405	272	379	358
FL011 - LAKELAND	268	359	286	357	269	363	254	377	359

Family Race/Ethnicity Information

Distribution by Head of Household's Race as a % of 50058 Received

HA	White Only	Black/African American Only	American Indian Or Alaska Native Only	Asian Only	Native Hawaiian/Other Pacific Islander Only	White, American Indian/Alaska Native Only	White, Black/African American Only	White, Asian Only	Any Other Combination
FL	39	60	0	0	0	0	0	0	0
FL011 - LAKELAND	36	63	0	0	0	0	1	0	0

Distribution by Head of Household's Ethnicity as a % of 50058 Received

HA	Hispanic or Latino	Non - Hispanic or Latino
FL	27	73
FL011 - LAKELAND	23	77

Housing Choice Voucher Program Report

Waiting Lists

Tenant-Based Waitlist

The tenant-based waiting list is currently closed.

Project-Based Waitlist – The Manor at West Bartow

The Manor at West Bartow waiting list is continuously open.

Project-Based Waitlist – Villas at Lake Bonnet

The Villas at Lake Bonnet waiting list is continuously open.

Program Information

Port Outs

LHA currently has twenty (20) port-outs in the month of April. Port outs are clients that use their voucher in another jurisdiction.

Port INS

LHA currently has zero (0) active port INS for the month of April. Port-ins are participants that transferred from another housing agency that we are billing for HAP and administrative fees.

Lease-up & Movers

As of April 30, 2017, Lakeland Housing Authority issued ten (10) vouchers to movers. We received thirty (30) Requests for Tenancy Approvals during the month of April. We processed eleven (11) initial move-in, and one (1) port-in.

Active Clients

As of April 30, 2017, LHA is servicing 1,355 families on the Housing Choice Voucher program.

Program	Total Vouchers
<ul style="list-style-type: none">Regular Vouchers & Project Based Vouchers	1085
<ul style="list-style-type: none">Mainstream	42
<ul style="list-style-type: none">VASH	68
<ul style="list-style-type: none">Tenant Protection	59
<ul style="list-style-type: none">Port Out	18
Total	1272

EOP – End of Participation

LHA processed eleven (11) EOP's with a date effective the month of April 2017. Below are the reasons for leaving the program:

Reason	Count
<ul style="list-style-type: none">Termination – Criminal	0
<ul style="list-style-type: none">Termination – Unreported income and/or family composition	6
<ul style="list-style-type: none">Left w/out notice	0

• No longer need S/8 Assistance	2
• Deceased	0
• Landlord Eviction	0
• Lease and/or Program Violations non-curable	3
Total	11

PIC Reporting Percentage

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

Effective Date	HCV	Date Collected
04/30/2017	95%	05/08/2017

General information and activities for the month of April 2017

- The Housing Choice Voucher Department processed ninety-four (94) annual certifications and sixty-seven (67) interim certifications.
- The Inspections Unit conducted fifty-seven (57) inspections.
- Eleven (11) informal hearings were processed during this month.

Repayment Agreements for Unreported Income

5/5/2017	Accumulative report	
Total of unreported income that has been identified	\$	163,705.00
Non responsive	\$	37,114.00
Identified as uncollectible	\$	6,192.00
Repayment agreement signed		<u>110,735.00</u>
Pending repayments to be signed	\$	15,856.00
Downpayments received	\$	12,157.00
Lump sum received	\$	1,705.00
Payments towards agreement	\$	<u>16,929.20</u>
	\$	30,791.20
	RNP	\$ 15,395.63
	UNP	<u>\$ 15,395.57</u>
	\$	30,791.20

RECEPTION MONTHLY REPORT 2017

VISITOR'S COUNT RFTA INTERIM CHANGE

January	1,139	28	59
February	906	38	53
March	950	34	46
April	732	30	67



Reports from the Communities

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

Item	Westlake	Westlake Addition	Cecil Gober	John Wright	Carrington Place	Renaissance	Villas Lake Bonnet	Colton Meadow	Manor at West Bartow
Occupancy 99.67% averaged	100%	100%	100%	100%	100%	100%	98%	99%	98%
Down units due to modernization/ Insurance									
Vacant units	0	0	0	0	0	0	2	1	2
Unit inspections	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Building inspections	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Security issues (Insurance claims)	No	No	No	No	No	No	No	No	No
Number of Annual Certifications done	8	12	5	1	2	22	9	17	18
Newsletter distributed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Community Manager's Name	Vanessa C. Johnson	Vanessa C. Johnson	Vanessa C. Johnson	Vanessa C. Johnson	Lovett Johnson	Lovett Johnson	Jeannette Figueroa	Gladys Delgado	Catherine Diaz

Monthly residents meeting.
Monthly residents meetings and Tutoring: Weekly; each Wednesday from 4pm to 6pm. Health Fair.
Monthly residents meetings, Taishi Classes, Movies, Art classes for kids, Bingo, Blood Pressure clinic and Tutoring: Weekly; each Wednesday from 4pm to 6pm
Monthly resident meeting.
Monthly resident meeting.
Monthly residents meeting.
Monthly residents meeting.
Monthly residents meeting. FSS Workshop!
Monthly residents meeting. Job Workshop!
Comments:

Resident Services May 2017 Monthly Report

- **West Lake Apartments**

Our Computer Lab is open daily, Monday thru Thursday from 10:00am – 2:00pm. It is also open upon request of the residents. We are collaborating with Career Source Polk in allowing our residents to gain job skills by operating our computer lab.

- **HIV Health Fair**

Keith Boyd & his team collaborated with LHA and some of our community partners here at our West Lake Community and hosted a HIV Health & Wellness Fair. They conducted on site rapid HIV testing and testing for other sexually transmitted diseases. Faith Home Health, Inc., Safe Link, Polk Health Care Plus, Central Florida Health Services & Access Florida were some of the partners there on site providing informational service to our residents. Lunch was served and gift cards were distributed.



- Discover Life Outreach Team

The kids were blessed with a story about the crucifixion of Christ taught using resurrection eggs. They had an Easter egg hunt, followed by a party.



- **Diamond In The Rough**

This Month's Women Empowerment Workshop hosted by Diamond In The Rough. The focus for the month of April was, Small Business Owners. How to Focus on your passions and create passive income from home.



- **Sewing & Crochet Class**

Our Class is still going strong. We have increased our class from five members to nine. We have added another volunteer Ms. Judy Maas from Cecil Gober Villas as a second instructor, which allows us to open this class up to the adults also.

- **Job Search/Florida ACCESS Center**

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

- **Carrington Place**

The children at Carrington place had a great time dying eggs with Ms. Chris. The looks on their faces says it all!



- **Cecil Gober Villa's**

This month was a Birthday Celebration for March and April Seniors. The residents enjoyed a healthy lunch and a movie.



- **Community Yard Sale**

Several of our residents had tables and sold items that were of no use to them. One man's junk is another man's treasure. The Yard sale was a success and they are in the process of scheduling another one in the fall.

- **Senior Connection**

Our Seniors Enjoyed a very exciting night of Baseball at the Tropicana Field. Tampa Bay Rays vs The Houston Astros. The tickets were compliments of Willie Horton & the 360 Foundation



*We are currently looking for a contractor to teach mechanics & welding at our West Lake Community.

Upcoming Events

Cecil Gober Spring Fling
May 26th 5-8pm

**Resident Opportunity and Self-Sufficiency (ROSS)
May 2017 Monthly Report**

The Lakeland Housing Authority (LHA) ROSS Grant Coordinator, focus for the year will be to create additional partnerships with community based organizations to assist LHA in sustaining supportive services for our entire public housing population. We will continue to collaborate with our current service providers to establish MOU's for sustainability of services to our residents such as assistance with employment, vocational training, childcare, homeownership opportunities, life skills, educational assistance, mobility counseling and after school tutoring for our children. These kinds of supportive services are needed to supplement cost and services not covered by the ROSS Grant. Although direct case management will be minimized, we are still committed to improve the fabric of the neighborhood, the quality of life of adults, youth, the elderly and disabled residents and community spirits citywide.

As we, all know funding cuts for social programs continues to affect our social safety net leading to the need for creative, local solutions and non-traditional partnerships. Through Well Care Health Care Plans, Inc. Health Connection Model, Well Care supports organizations like ours that are providing vital social services to the community. As a result, LHA was eligible to apply for their Micro-Grant for \$1500.00; the funding will be used for transportation and housing assistance. Our application was submitted on April 15, 2017.

On April 13, 2017, staff attended, Travis Technical College Career Fair for recruiting potential employers we could refer our residents.

On April 15, 2017, Earl Haynes, LHA's ROSS Grant Coordinator, Vanessa Johnson, Community Manager and David Simpkins attended the Lakeland Branch-NAACP Banquet, which was held at the Apostle Henry Ross Sr. Family Center. It was mentioned that this event was a historical banquet because it marked its 70th year.

On April 19, 2017, Earl Haynes, met with Mark Thomas, Program Coordinator at Polk State College, Tech Hire Grant Program. (The Tech Hire Partnership grant program will pilot and scale public-private partnership among the workforce investment system, education and training providers, and business-related non-profit organizations to provide training and supportive services to populations with barriers to employment and training opportunities. Specifically-out-of-secondary school youth and young adults between the ages of 17 and 29 with barriers to training and employment, and special populations, defined as individuals with disabilities, individuals with limited English proficiency, or individuals with criminal records). This partnership is a good fit for the Authority.

Staff is in the process of scheduling an informational session on-site for our residents and the nearby community.

On April 20, 2017, Wellness Fair was held at the Westlake Community Center. On-site screening was conducted for HIV and STDs. The Health Care Providers, participants were, Polk County Health Department, We Care Services Inc. Florida ACCESS and others. Staff persons, Earl Haynes, Katrina Holston and residents, Melanie Parham and Tameka Blair, provided assistance as needed.

On April 25, 2017, Earl Haynes, ROSS Coordinator was invited to attend the Homeless Youth Meeting held at Polk County School Board. Dee Dee Wright, the Homeless Youth Coordinator was the facilitator. The other housing authorities in attendance were Winter Haven, Bartow and Lake Wales.

On April 26, 2017, Haynes was invited to accompany Commissioner Dorothy Sanders, to the Mayor's Annual Appreciation for Directors and Commissioners in the City of Lakeland.

Lisa Kirk, Executive Director of We Blend We Win, will be donating shoes to John Wright Homes and the Westlake Homes Community.

During the month, Ms. Tiffany Brown Executive Director of Faith Celebration Christian Preparatory School has been recruiting our children, grades K-8TH for scholarships and free tutoring.

Respectfully,

Carlos R. Pizarro An

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

ADMINISTRATION REPORT

◀ **Finance**

◀ **Contracting**

◀ **Development**

◀ **YouthBuild**



TO: Lakeland Housing Authority Board of Commissioners

FROM: Valerie Brown, VP of Administration

DATE: May 9, 2017

RE: April 2017 Financial Statements

I have attached the Statements of Operations, Balance Sheets and Cash Flows for period ending April 25, 2017 for the following entities:

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

These statements are unaudited and compiled from LHA Finance.

Valerie Brown

Valerie Brown, PMP
VP of Administration
Lakeland Housing Authority



Monthly Statement of Operations Narrative Summary Report

RE: For the current month and four months (Year to Date) ended April 25, 2017

Summary report by Program and/or Property (Partnership)

1. Central Office Cost Center (COCC):
 - A. COCC has a Net Operating Income (NOI) of \$10,196 for the period and \$45,676 for year-to-date.
2. Section 8 Housing Choice Voucher (HCV) Program:
 - A. HCV Administration has a NOI of -\$24,436 for Program Administration and -\$113,993 for Housing Assistance Payment.
 - B. The loss is due to delays in receiving port in HAP from other housing agencies.
 - C. HCV also has \$274,624 within its operating reserves. HUD regulations require PHAs to obligate these funds towards award of new vouchers and/or absorption of portable vouchers from other jurisdictions. Subsequently, HUD will continue to reduce LHA's grant revenue until these reserves are depleted.
3. Public Housing (AMP 1: WestLake Apartments, John Wright Homes and Cecil Gober Villas):
 - A. NOI is \$46,069 for the year before depreciation. On February 12, 2017, LHA sold a 3.9-acre commercial property the LHA owned at the intersection of Florida and 10th Street. Proceeds from the sale were \$1,330,000. As evidenced by the attached Balance Sheet, the sale proceeds have been transferred from AMP 1 to 10th Street.
 - B. LHA will apply \$540,000 towards construction of the Micro-Cottages at Williamstown. The balance of \$790,000 will be used to fund the first phase of development at WestLake.
4. Dakota Park Limited Partnership, LLLP d/b/a Carrington Place:
 - A. Carrington Place's NOI is -\$6,679 before depreciation. NOI continues to be negative despite HUD providing the property additional operating subsidy in April 2017 to compensate the authority for underpayments during January-March 2017.
 - B. Note that rent collection continues to be higher than the budget for both the period and year-to-date.
5. Renaissance at Washington Ridge LTD., LLLP:
 - A. NOI is \$50,772 before depreciation.
6. Colton Meadow LLLP:
 - A. The NOI for Colton Meadow is \$26,912 before depreciation.
7. Bonnet Shores LLLP:
 - A. Villas at Lake Bonnet's NOI is -\$3,277 before depreciation for the period and \$3,749 before depreciation for year-to-date.





- B. Utility expenses continue to be over budget due to costs associated with water and sewer.
 - C. Maintenance expenses are over budget due to costs associated with tree removal and painting of the units.
8. The Manor at West Bartow:
- A. The property has a NOI of \$33,518 before depreciation.
9. Hampton Hills
- A. This property has a NOI of \$4,472 for the year before depreciation.
 - B. Although, LHA did not anticipate that this property would receive operating subsidy during calendar year 2017, HUD funded \$5,749 in subsidy for April 2017. Receipt of operating subsidy during calendar year 2017 has resulted in the property having a positive NOI for both the period and year-to-date.
10. YouthBuild
- A. YouthBuild has a NOI of -\$9,840 for the period and -\$16,121 for year-to-date before depreciation. The negative NOI is because funds received for YouthBuild from other grants have not been transferred from the PHA master account. See YouthBuild's Balance Sheet for details.

Conclusion: HUD recognized that it had under subsidized AMP 1 (WestLake/John Wright/Cecil Gober Villas), AMP 2 (Dakota Park), AMP 3 (Renaissance at Washington Ridge, and AMP 4 (Hampton Hills) during calendar year 2016. Accordingly, they made the correction in 2017. This increase in subsidy has contributed to a positive NOI for all properties except Carrington Place (Dakota Park). Staff will have to continue to employ innovative options to decrease operating expenses at this property.



**Lakeland Housing Authority
Central Office Cost Center
Statement of Operations
For the Current Month and Four Months Ended April 25, 2017**

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Other Tenant Income	750.00	750.00	-	0.00%	3,205	3,000.00	205	6.83%	9,000
Public Housing & Sec 8 Management Income	28,523	28,703	(180)	-0.63%	114,094	114,813	(719)	-0.63%	344,438
Other Income	18,720	21,608	(2,888)	-0.13364526	80,929	86,430	(5,501)	-0.06	259,290
Grants Salary Cont.(YB-Director)	1,000	1,000	-	0.00%	4,000	4,000	-	0.00%	12,000
Front Line Activities and Other	5,000	5,000	-	0.00%	20,000	20,000	-	0.00%	60,000
Capital Fund Allocation (1410)	3,000	3,000	-	0.00%	12,000	12,000	-	0.00%	36,000
Total Revenue	56,993	60,061	(3,067)	-5.11%	234,227	240,243	(6,015)	-2.50%	720,728
Tenant Services	-	-	-	#DIV/0!	-	-	-	#DIV/0!	-
Administrative Expenses	44,861	57,293	(12,432)	-21.70% 1	180,962	229,170	(48,208)	-21.04%	687,511
Utility Expense	-	520	(520)	-100.00% 1	-	2,078	(2,078)	-100.00%	6,234
Maintenance Expense	722	937	(215)	-22.90% 1	2,733	3,748	(1,014)	-27.06%	11,243
General Expenses	812	1,254	(442)	-35.25% 1	3,248	5,017	(1,768)	-35.25%	15,050
Financing Expenses	-	-	-		-	-	-		-
Total Expense before depreciation	46,395	60,003	(13,608)	-22.68%	186,944	240,013	(53,069)	-22.11%	720,039
Operating Income (Loss) before Depreciation	10,598	57	10,541	18347.57%	47,284	230	47,054	20475.71%	689
Depreciation	402	523	-	0.00%	1,608	2,092	(484)	-23.14%	6,276
Total Expense	46,797	60,526	(13,608)	-22.48% 1	188,552	242,105	(53,553)	-22.12%	- 726,315
Net Operating Income (Loss)	10,196	(466)	10,541	-2264.17%	45,676	(1,862)	47,538	-2552.78%	- (5,587)

Comments

1 Variance is due to expense being less than budgeted.

**Lakeland Housing Authority
Central Office Cost Center
Balance Sheet
April 25, 2017**

ASSETS

Unrestricted Cash		
Cash Operating 1	23,662.76	
Cash-Payroll	38,703.39	
Total Unrestricted Cash	<u>62,366.15</u>	
TOTAL CASH	<u>62,366.15</u>	
ACCOUNTS AND NOTES RECEIVABLE		
Cash - Vending	2,036.00	
Due from Hampton Hills	172.59	
Due from Polk County Housing	14.47	
Due from Arbor Manor LTD	1,529.00	
A/R - Youthbuild DOL 2014	70,302.46	
A/R - Capital Fund Grants/HUD	<u>32,000.00</u>	
TOTAL DUE FROM	106,054.52	
A/R-Youthbuild Non-Grant	<u>4,000.00</u>	
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>110,054.52</u>	
OTHER CURRENT ASSETS		
Prepaid Insurance	<u>6,496.49</u>	
TOTAL OTHER CURRENT ASSETS	<u>6,496.49</u>	
TOTAL CURRENT ASSETS	<u>178,917.16</u>	
NONCURRENT ASSETS		
FIXED ASSETS		
Furniture & Fixtures	11,185.60	
Furn, Fixt, & Equip	22,582.84	
Accum Depreciation- Misc FF&E	-24,995.06	
Intangible Assets		
TOTAL FIXED ASSETS (NET)	<u>8,773.38</u>	
TOTAL NONCURRENT ASSETS	<u>8,773.38</u>	
TOTAL ASSETS	<u>187,690.54</u>	

LIABILITIES & EQUITY

LIABILITIES		
A/P Vendors and Contractors	2,407.94	
Health Insurance Payable	0.01	
Other Current Liabilities	65,458.31	
Accrued Audit Fees	4,753.92	
Due to Federal Master	2,756,937.70	
Due to West Lake Mgmt.	46,210.18	
Due to Polk County Developers, Inc.	253,800.00	
Accrued Compensated Absences-Current	<u>12,793.07</u>	
TOTAL CURRENT LIABILITIES	<u>3,142,361.13</u>	
NONCURRENT LIABILITIES		
Accrued Compensated Absences-LT	<u>23,758.55</u>	
TOTAL NONCURRENT LIABILITIES	<u>23,758.55</u>	
TOTAL LIABILITIES	<u>3,166,119.68</u>	
EQUITY		
RETAINED EARNINGS		
Retained Earnings-Unrestricted Net Assets	<u>-2,978,429.14</u>	
TOTAL RETAINED EARNINGS:	<u>-2,978,429.14</u>	
TOTAL EQUITY	<u>-2,978,429.14</u>	
TOTAL LIABILITIES AND EQUITY	<u>187,690.54</u>	

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

For the Current Month and Four Months Ended April 25, 2017

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	20,334.95	23,662.76	3,327.81
Cash-Payroll	38,477.02	38,703.39	226.37
Cash Operating 3	0.00	0.00	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash COCC Master	0.00	0.00	0.00
Cash - Vending	2,036.00	2,036.00	0.00
Total Cash	60,847.97	64,402.15	3,554.18
Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	51,913.90	23,662.76	-28,251.14
Cash-Payroll	4,704.11	38,703.39	33,999.28
Cash Operating 3	0.00	0.00	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash COCC Master	0.00	0.00	0.00
Cash - Vending	1,831.00	2,036.00	205.00
Total Cash	58,449.01	64,402.15	5,953.14

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Statement of Operations - Program Administration
For the Current and Four Months Ended April 25, 2017

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$Variance	% Variance	
Section 8 Admin Grant Revenue	55,949	62,998	(7,049)	-11.19%	228,575	251,992	(23,417)	-9.29%	755,976
Other Income	1,010	6	1,004	17213.43%	9,007	23	8,984	38501.17%	70
Total Revenue	56,959	63,004	(6,045)	-9.59%	237,582	252,015	(14,433)	-5.73%	756,046
Administrative Expenses	59,426	62,310	(2,884)	-4.63%	243,010	249,240	(6,230)	-2.50%	747,720
Tenant Services	-	-	-	-	37	-	37	-	-
Utilities	-	334	(334)	-100.00%	-	1,337	(1,337)	-100.00%	4,010
Maintenance Expense	(1,177)	229	(1,407)	-613.76%	1,092	917	175	19.09%	2,750
General Expenses (Insurance, etc.)	566	130	436	334.19%	16,503	522	15,981	3063.48%	1,565
Total Expense before Depreciation	58,815	63,004	(4,188)	-6.65%	260,642	252,015	8,627	3.42%	756,045
Operating Income (Loss) before Depreciation	(1,856)	0	(1,856)		(23,060)	0	(23,060)	-12353505.35%	1
Depreciation	344	-	344		1,376	-	1,376		-
Total Expense	59,159	63,004	(3,844)	-6.10%	262,018	252,015	10,003	3.97%	756,045
Net Operating Income (Loss)	(2,200)	0	(2,200)	-4714642.86%	(24,436)	0	(24,436)		1

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Statement of Operations - Housing Assistance Payments (HAP)
For the Current and Four Months Ended April 25, 2017

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$Variance	% Variance	
Section 8 HAP Grant Revenue	716,586	716,667	(81)	-0.01%	2,907,857	2,866,667	41,190	1.44%	8,600,000
Port In HAP Reimbursements Received	481	9,333	(8,853)	-94.85%	584	37,333	(36,749)	-98.44%	112,000
Other income	13,454	-	1,010	0.00%	42,746	-	42,746	0.00%	-
Total Revenue	730,521	726,000	4,521	0.62%	2,951,187	2,904,000	47,187	1.62%	8,712,000
Housing Assistance Payments	735,193	695,000	40,193	5.78%	2,881,955	2,780,000	101,955	3.67%	8,340,000
Tenant Utility Reimbursement	27,766	20,417	7,349	36.00%	113,564	81,667	31,897	39.06%	245,000
Port Out HAP Payments	15,154	6,250	8,904	142.46%	68,324	25,000	43,324	173.30%	75,000
FSS Escrow Payments	1,934	2,667	(733)	-27.48%	1,337	10,667	(9,330)	-87.46%	32,000
Operating Expenses Before Depreciation	780,047	724,333	55,714	7.69%	3,065,180	2,897,333	167,847	5.79%	8,692,000
Depreciation	-	350	(350)	-100.00%	-	1,400	(1,400)	-100.00%	4,200
Total Expense	780,047	724,683	55,364	7.64%	3,065,180	2,898,733	166,447	5.74%	8,696,200
Net Operating Income (Loss)	(49,526)	1,317	(50,843)	-3861.58%	(113,993)	5,267	(119,260)	-2264.48%	15,800

Comments

- 1 Variance reflects reclassifications and repayment agreements.
- 2 Variance reflects expenses less than the budget.
- 3 Variance is due to contract costs associated with relocating clients and installation of new computers for HCV staff.
- 4 Variance is due to LHA absorbing clients from other housing agencies. HUD also increased the utility allowances for Polk County.
- 5 Variance is due to clients porting their vouchers to other housing agencies.
- 6 Variance is due to FSS forfeitures and adjustments.
- 7 NOI continues to be negative because the HCV program still has HUD held reserves in the amount of \$274,623.69.

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Balance Sheet
as of April 25, 2017

ASSETS		LIABILITIES & EQUITY	
Unrestricted Cash		CURRENT LIABILITIES	
Cash Operating 1	47,894.13	A/P Vendors and Contractors	-74,949.93
Cash-Payroll	212.48	Accrued Audit Fees	39,685.81
Cash Operating 2B	<u>226,623.08</u>	Due to Federal Master	180,561.29
Total Unrestricted Cash	274,729.69	Due to Section 8	-29,580.92
Restricted Cash		Tenant Prepaid Rents	19,752.34
Cash Restricted - FSS Escrow	<u>83,723.98</u>	State of FL Unclaimed Funds	33,224.76
Total Restricted Cash	83,723.98	Accrued Compensated Absences-Current	<u>4,100.71</u>
TOTAL CASH	<u>358,453.67</u>	TOTAL CURRENT LIABILITIES	<u>172,794.06</u>
ACCOUNTS AND NOTES RECEIVABLE		NONCURRENT LIABILITIES	
A/R-Tenants	35,484.52	Accrued Compensated Absences-LT	7,615.60
Allowance for Doubtful Accounts-Tenants	-15,981.12	FSS Due to Tenant Long Term	83,723.98
AR-TPA/Fraud Recovery	65,604.50		
A/R WF Dec ACH	4,842.92		
Allowance for Doubtful Accounts-Aff. Hsg. Subsidies	-6,192.00		
Due from Section 8 Mainstream	<u>-29,580.92</u>		
TOTAL DUE FROM	-29,580.92	TOTAL NONCURRENT LIABILITIES	<u>91,339.58</u>
A/R-Other Government	<u>2,167.86</u>		
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>56,345.76</u>		
OTHER CURRENT ASSETS			
Prepaid Insurance	1,043.36		
Prepaid Software Licenses	4,241.51		
TOTAL OTHER CURRENT ASSETS	<u>5,284.87</u>		
TOTAL CURRENT ASSETS	<u>420,084.30</u>	TOTAL LIABILITIES	<u>264,133.64</u>
NONCURRENT ASSETS		EQUITY	
FIXED ASSETS		RETAINED EARNINGS	
Furniture & Fixtures	26,461.08	Retained Earnings-Unrestricted Net Assets	159,184.77
Accum Depreciation- Misc FF&E	-25,632.97	TOTAL RETAINED EARNINGS:	<u>159,184.77</u>
Intangible Assets			
TOTAL FIXED ASSETS (NET)	<u>828.11</u>	TOTAL EQUITY	<u>159,184.77</u>
Non-Dwelling Equipment	<u>2,406.00</u>		
TOTAL NONCURRENT ASSETS	<u>3,234.11</u>		
TOTAL ASSETS	<u>423,318.41</u>	TOTAL LIABILITIES AND EQUITY	<u>423,318.41</u>

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

For the Current and Four Months Ended April 25, 2017

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	46,057.38	47,894.13	1,836.75
Cash-Payroll	0.00	212.48	212.48
Cash Operating 2B	287,467.60	226,623.08	-60,844.52
Cash Operating 3	0.00	0.00	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash S8	0.00	0.00	0.00
Port Ins	0.00	0.00	0.00
Cash Restricted - FSS Escrow	81,767.87	83,723.98	1,956.11
Accrued FSS Escrow	0.00	0.00	0.00
Total Cash	415,292.85	358,453.67	-56,839.18

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	43,402.85	47,894.13	4,491.28
Cash-Payroll	5,403.19	212.48	-5,190.71
Cash Operating 2B	1,164,595.57	226,623.08	-937,972.49
Cash Operating 3	0.00	0.00	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash S8	0.00	0.00	0.00
Port Ins	0.00	0.00	0.00
Cash Restricted - FSS Escrow	98,962.87	83,723.98	-15,238.89
Accrued FSS Escrow	0.00	0.00	0.00
Total Cash	1,312,364.48	358,453.67	-953,910.81

**Lakeland Housing Authority
Public Housing (AMP 1)
Statement of Operations
For the Current and Four Months Ended April 25, 2017**

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	25,169	26,500	(1,331)	-5.02%	1	107,390	106,000	1,390	1.31%	318,000
Other Tenant Income	1,100	1,868	(768)	-41.12%	2	3,088	7,473	(4,385)	-58.68%	22,418
Government Subsidy Income	70,977	58,130	12,847	22.10%	3	236,888	232,520	4,368	1.88%	697,560
Interest Income Restricted	9,130	7,750	1,380	17.80%	4	36,525	31,000	5,525	17.82%	93,000
Other Income	-	1,085	(1,085)	-100.00%	5	-	4,338	(4,338)	-100.00%	13,015
Total Revenue	106,376	95,333	11,043	11.58%		383,891	381,331	2,560	0.67%	1,143,993
Administrative Expenses	37,299	45,530	(8,231)	-18.08%	5	155,767	182,121	(26,354)	-14.47%	546,364
Tenant Services Expenses	383	869	(486)	-55.96%	5	1,549	3,475	(1,926)	-55.43%	10,425
Utility Expense	10,400	9,003	1,397	15.52%	6	42,738	36,012	6,726	18.68%	108,035
Maintenance and Development Expense	26,611	29,642	(3,030)	-10.22%	5	110,271	118,566	(8,295)	-7.00%	355,699
General Expenses	5,544	6,652	(1,108)	-16.66%	5	21,508	26,607	(5,099)	-19.16%	79,821
Housing Assistance Payments	2,864	2,943	(79)	-2.67%	5	5,988	11,771	(5,783)	-49.13%	35,312
Transfer Out	-	-	-	-		-	-	-	-	-
Operating expense before Depreciation	83,101	94,638	(11,537)	-12.19%		337,822	378,552	(40,730)	-10.76%	1,135,657
Net Operating Income (Loss)	23,275	695	22,580	3250.29%		46,069	2,779	43,290	1557.86%	8,337
Depreciation	13,310	44,611	(31,302)	-70.17%		53,239	178,445	(125,207)	-70.17%	535,336
Capital Replacement Items	-	-	-	-		-	-	-	-	-
Total Expenses	96,411	139,249	(42,839)	-30.76%		391,060	556,997	(165,937)	-29.79%	1,670,992
Net Income (Loss)	9,965	(43,917)	53,882	-122.69%		(7,169)	(175,666)	168,497	-95.92%	(526,999)

Comments

- 1 177 Public Housing units (West Lake Apartments, Cecil Gober Villas and John Wright Homes). Collection of rental income for year-to-date is slightly higher than anticipated.
- 2 Variance is due to residents not forfeiting their security deposits. Additionally, there were less damages to units.
- 3 Government subsidy income was higher for the period due to HUD providing additional subsidy in April 2017 to compensate the authority for under payments during January-March 2017.
- 4 Variance is due to interest received on mortgages for Colton Meadow and Villas at Lake Bonnet.
- 5 Variance reflects expenses being less than budgeted.
- 6 Utility expenses were higher than budgeted due to costs associated with water and sewer.

Lakeland Housing Authority
Public Housing (AMP 1)
Balance Sheet
April 25, 2017

ASSETS		LIABILITIES & EQUITY
CASH		CURRENT LIABILITIES
Unrestricted Cash		A/P Vendors and Contractors
Cash Operating 1	2,446,808.03	Tenant Security Deposits
Cash-Payroll	72.59	Security Deposit-Pet
Petty Cash	500.00	Accrued PILOT
Petty Cash Public Housing	300.00	Accrued Audit Fees
Total Unrestricted Cash	<u>2,447,680.62</u>	Due to Federal Master
Restricted Cash		Due to YB-2014
Cash Restricted-Security Deposits	50,213.00	HOPE VI Funds on Hand
Cash Restricted - FSS Escrow	11,413.40	Due to Magnolia Pointe
Total Restricted Cash	<u>61,626.40</u>	Resident Participation Funds - LHA
		Tenant Prepaid Rents
		Accrued Compensated Absences-Current
TOTAL CASH	<u>2,509,307.02</u>	TOTAL CURRENT LIABILITIES
		<u>289,441.95</u>
ACCOUNTS AND NOTES RECEIVABLE		
A/R-Tenants	12,342.75	
Allowance for Doubtful Accounts-Tenants	-26.17	
AR-TPA/Fraud Recovery	17,613.02	
Due from Commercial Lot	11,320.77	
Due from West Lake	-71,967.21	
Due from West Lake Addition	-114,614.07	
Due from John Wright Homes	-21,966.28	
Due from Cecil Gober	-135,417.03	
Due from Paul Colton	243.75	
Due from Arbor Manor	1,697.24	
A/R - ROSS/HUD	10,097.77	
Due from Hampton Hills	2,027.61	
Due from Polk County Housing	61.25	
Due from Arbor Manor LTD	188.49	
Due from West Lake Management, LLC	124,711.11	
A/R - Capital Fund Grants/HUD	29,596.25	
Due from Development-General	448,653.03	
Due from Development-Williamstown	1,483.34	
Due from Development-10th Street	-1,320,637.50	
Due From Public Housing Reserve	9,160.74	
Due From FSS	74,874.83	
Due from Section 8 HCV	180,561.29	
Due from Central Office Cost Center	2,756,937.71	
TOTAL DUE FROM	<u>1,987,013.09</u>	
Lakeridge Homes 3rd Mortgage	251,000.00	
Lakeridge Homes 2nd Mortgage	52,000.00	
Colton Meadow Mortgage	450,845.00	
Villas at Lake Bonnet Mortgage	1,009,877.00	
A/R Villas at Lake Bonnet Mort. Interest	328,775.92	
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>4,109,440.61</u>	
		NONCURRENT LIABILITIES
OTHER CURRENT ASSETS		Accrued Compensated Absences-LT
Eviction Deposit Acct.	1,000.00	FSS Due to Tenant Long Term
Prepaid Expenses and Other Assets	1,078.00	Notes Payable-LT
Prepaid Insurance	44,609.10	TOTAL NONCURRENT LIABILITIES
Prepaid Software Licenses	9,694.43	<u>320,686.56</u>
Insurance Deposit	37,400.00	
Utility Deposit - Electric	2,600.00	TOTAL LIABILITIES
TOTAL OTHER CURRENT ASSETS	<u>96,381.53</u>	610,128.51
TOTAL CURRENT ASSETS	<u>6,715,129.16</u>	
		EQUITY
NONCURRENT ASSETS		RETAINED EARNINGS
FIXED ASSETS		Invested in Capital Assets-Net of Debt
Land	1,466,869.23	Retained Earnings-Unrestricted Net Assets
Buildings	388,223.77	TOTAL RETAINED EARNINGS:
Machinery & Equipment	6,687.73	<u>8,932,395.33</u>
Automobiles	200,268.20	
Site Improvement-Infrastructure	582,079.00	TOTAL EQUITY
Accum Depreciation-Buildings	-9,522,403.53	8,932,395.33
Accum Depreciation- Misc FF&E	-328,075.66	
Accum Depreciation-Infrastructure	-582,453.00	
Intangible Assets		
TOTAL FIXED ASSETS (NET)	<u>-7,788,804.26</u>	
Fees & Costs - Architect & Engineering	72,255.82	
Site Improvement	3,945,759.65	
Dwelling Structures	5,154,722.42	
Dwelling Equipment	26,717.87	
Non-Dwelling Structures	679,307.53	
Non-Dwelling Equipment	737,435.65	
TOTAL NONCURRENT ASSETS	<u>2,827,394.68</u>	
TOTAL ASSETS	<u>9,542,523.84</u>	TOTAL LIABILITIES AND EQUITY
		<u>9,542,523.84</u>

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

For the Current and Four Months Ended April 25, 2017

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	2,426,561.18	2,446,808.03	20,246.85
Cash-Payroll	0.00	72.59	72.59
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	50,513.00	50,213.00	-300.00
Cash Restricted - FSS Escrow	11,413.40	11,413.40	0.00
Cash - Vending	0.00	0.00	0.00
Accrued FSS Escrow	0.00	0.00	0.00
Total Cash	2,488,487.58	2,508,507.02	20,019.44
Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	1,146,422.99	2,446,808.03	1,300,385.04
Cash-Payroll	1,937.65	72.59	-1,865.06
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	52,263.00	50,213.00	-2,050.00
Cash Restricted - FSS Escrow	16,173.40	11,413.40	-4,760.00
Cash - Vending	0.00	0.00	0.00
Accrued FSS Escrow	0.00	0.00	0.00
Total Cash	1,216,797.04	2,508,507.02	1,291,709.98

Lakeland Housing Authority
Dakota Park Limited Partnership, LLLP
d/b/a Carrington Place
Statement of Operations
For the Current and Four Months Ended April 25, 2017

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	12,217	11,326	891	7.86%	1	48,032	45,304	2,729	6.02%	135,912
Other Tenant Income	511	1,420	(909)	-64.02%	2	1,728	5,678	(3,950)	-69.56%	17,034
Government Subsidy	9,150	6,218	2,933	47.17%	3	26,553	24,870	1,683	6.77%	74,610
Other Income	-	2	(2)	-100.00%	4	256	8	249	3308.51%	23
Total Revenue	21,877	18,965	2,913	15.36%		76,570	75,859	711	0.94%	227,578
Administrative Expenses	5,282	5,618	(336)	-5.98%	5	20,366	22,473	(2,107)	-9.38%	67,419
Tenant Services Expense	-	42	(42)	-100.00%	5	-	167	(167)	-100.00%	500
Utility Expense	1,659	1,768	(109)	-6.18%	6	8,040	7,074	966	13.66%	21,221
Maintenance Expense	5,919	3,241	2,678	82.64%	7	17,825	12,963	4,862	37.51%	38,888
General Expenses	3,808	2,566	1,242	48.43%	8	12,485	10,263	2,222	21.65%	30,788
Housing Assistance Payments	606	300	306	102.00%	9	3,328	1,200	2,128	177.33%	3,600
Financing Expenses	5,769	5,378	391	7.28%		21,205	21,510	(305)	-1.42%	64,530
Operating Expenses before Depreciation	23,043	18,912	4,131	21.84%		83,249	75,649	7,600	10.05%	226,947
Net Operating Income (Loss)	(1,166)	53	(1,218)	-2314.44%		(6,679)	211	(6,889)	-3271.46%	632
Depreciation & Amortization	3,239	2,196	1,042	47.46%		12,955	8,786	4,169	47.46%	26,357
Capital Replacement Items	-	878	(878)	-100.00%		2,477	3,514	(1,037)	-29.51%	10,541
Reimburse Replacement Reserves	-	(878)	878	-100.00%		-	(3,514)	3,514	-100.00%	(10,541)
Total Expense	26,282	21,109	5,173	24.51%		98,681	84,435	14,246	16.87%	253,304
Net Income (Loss)	(4,405)	(2,144)	(2,261)	105.46%		(22,110)	(8,575)	(13,535)	157.84%	(25,725)

Comments

- 1 Consists of 20 Low Income and 20 Tax Credit apartment units. Overall rental income has remained higher than the budget.
- 2 Variance reflects less damage to units.
- 3 Government subsidy income was higher for the period due to HUD providing additional subsidy in April 2017 to compensate the authority for under payments during January-March 2017.
- 4 Variance is due to a refund.
- 5 Variance reflects expenses that are less than the budget.
- 6 Variance is a result of water and sewer costs being higher than anticipated.
- 7 Variance is due to costs associated with painting of the units. The termite bond was also renewed during this reporting period.
- 8 Variance is due to a reduction in rental income.
- 9 Variance is a result of FSS forfeitures/adjustments. It also reflects an increase in tenant utility payments.

Lakeland Housing Authority
Dakota Park Limited Partnership, LLLP
d/b/a Carrington Place
Balance Sheet
as of April 25, 2017

ASSETS

Unrestricted Cash	
Cash Operating 1	11,712.77
Cash-Payroll	-39.49
Total Unrestricted Cash	<u>11,673.28</u>
Restricted Cash	
Cash Restricted-Security Deposits	10,201.00
Cash Restricted - FSS Escrow	1,091.00
Cash Restricted-Reserve for Replacement	<u>20,016.19</u>
Total Restricted Cash	31,308.19
TOTAL CASH	<u>42,981.47</u>
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants	2,839.02
Allowance for Doubtful Accounts-Tenants	<u>-2,297.83</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	541.19
OTHER CURRENT ASSETS	
Eviction Deposit Acct.	500.00
Prepaid Expenses and Other Assets	106.33
Prepaid Insurance	12,926.54
Prepaid Software Licenses	259.89
Utility Deposit	<u>7,060.00</u>
TOTAL OTHER CURRENT ASSETS	<u>20,852.76</u>
TOTAL CURRENT ASSETS	<u>64,375.42</u>
NONCURRENT ASSETS	
FIXED ASSETS	
Land	34,672.00
Buildings	892,048.00
Furniture & Fixtures	7,295.00
Accum Depreciation-Buildings	-118,939.36
Accum Depreciation- Misc FF&E	-4,689.63
Intangible Assets	
Loan Costs	28,340.90
Compliance Fees	1,640.00
Monitoring Fees	41,744.00
AA Compliance Fees	-1,579.44
AA Monitoring Fees	-30,151.64
AA Loan Costs	<u>-15,213.64</u>
TOTAL FIXED ASSETS (NET)	<u>835,166.19</u>
TOTAL NONCURRENT ASSETS	835,166.19
TOTAL ASSETS	<u>899,541.61</u>

LIABILITIES & EQUITY

CURRENT LIABILITIES	
A/P Vendors and Contractors	1,929.37
Tenant Security Deposits	10,401.00
Accrued Property Taxes	3,837.96
Accrued Interest - HOPE VI	529,470.54
Accrued - Developer Fee	149,859.50
Accrued Audit Fees	18,600.00
Due to (15) Renaissance Senior Public Housi	7,961.49
Due to (17) Renaissance Family Non-ACC	36,226.34
Tenant Prepaid Rents	<u>9.14</u>
TOTAL CURRENT LIABILITIES	<u>758,295.34</u>
NONCURRENT LIABILITIES	
FSS Due to Tenant Long Term	1,091.00
Due to Partner	19,033.64
Due to GP	84,778.00
Due to LP	21,142.00
Permanent Loan - HOPE VI	714,591.00
Permanent Loan - SunTrust	341,850.02
Permanent Loan - LHA	<u>101,380.00</u>
TOTAL NONCURRENT LIABILITIES	<u>1,283,865.66</u>
TOTAL LIABILITIES	<u>2,042,161.00</u>
EQUITY	
CONTRIBUTED CAPITAL	
Capital - LP	-1,219,110.00
Capital - GP2	<u>240,496.13</u>
TOTAL CONTRIBUTED CAPITAL	<u>-978,613.87</u>
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	<u>-164,005.52</u>
TOTAL RETAINED EARNINGS:	<u>-164,005.52</u>
TOTAL EQUITY	<u>-1,142,619.39</u>
TOTAL LIABILITIES AND EQUITY	<u>899,541.61</u>

**Lakeland Housing Authority
Dakota Park Limited Partnership, LLLP
d/b/a Carrington Place
Changes in Cash
For the Current and Four Months Ended April 25, 2017**

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	8,649.96	11,712.77	3,062.81
Cash-Payroll	0.00	-39.49	-39.49
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	11,001.00	10,201.00	-800.00
Cash Restricted - FSS Escrow	0.00	1,091.00	1,091.00
Cash Restricted-Reserve for Replacement	19,349.52	20,016.19	666.67
Cash Restricted - Escrow	0.00	0.00	0.00
Restricted Cash - Partnership Devmt	0.00	0.00	0.00
Dakota Working Cap Resv	0.00	0.00	0.00
Total Cash	39,000.48	42,981.47	3,980.99

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	-8,562.16	11,712.77	20,274.93
Cash-Payroll	485.02	-39.49	-524.51
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	9,986.00	10,201.00	215.00
Cash Restricted - FSS Escrow	0.00	1,091.00	1,091.00
Cash Restricted-Reserve for Replacement	19,826.40	20,016.19	189.79
Cash Restricted - Escrow	0.00	0.00	0.00
Restricted Cash - Partnership Devmt	0.00	0.00	0.00
Dakota Working Cap Resv	0.00	0.00	0.00
Total Cash	21,735.26	42,981.47	21,246.21

Lakeland Housing Authority
Renaissance at Washington Ridge Ltd., LLLP
Statement of Operations
For the Current and Four Months Ended April 25, 2017

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	60,404	58,873	1,531	2.60%	1	243,520	235,494	8,026	3.41%	706,481
Other Tenant Income	1,730	2,284	(554)	-24.26%	2	6,350	9,134	(2,785)	-30.49%	27,403
Government Subsidy	41,537	28,708	12,830	44.69%	3	121,778	114,830	6,948	6.05%	344,490
Other Income	2,933	12	2,921	0.00%		7,587	48	7,539	0.00%	144
Total Revenue	106,603	89,877	16,727	18.61%		379,234	359,506	19,728	5.49%	1,078,518
Administrative Expenses	29,518	30,139	(621)	-2.06%	4	113,977	120,554	(6,577)	-5.46%	361,663
Tenant Services	735	250	485	193.92%	5	3,176	1,000	2,176	217.63%	3,000
Utility Expense	7,768	6,823	945	13.85%	6	29,892	27,292	2,599	9.52%	81,877
Maintenance Expense	28,123	28,217	(94)	-0.33%	4	102,000	112,869	(10,870)	-9.63%	338,608
General Expenses	6,656	6,786	(129)	-1.90%	4	25,916	27,143	(1,227)	-4.52%	81,428
Housing Assistance Payments	1,552	1,500	52	3.47%	4	3,434	6,000	(2,566)	-42.76%	17,999
Financing Expenses	13,235	13,173	62	0.47%	4	50,067	52,691	(2,624)	-4.98%	158,074
Operating Expense before Depreciation	87,586	86,887	699	0.80%		328,462	347,550	(19,088)	-5.49%	1,042,649
Net Operating Income (Loss)	19,017	2,989	16,028	536.20%		50,772	11,957	38,815	324.64%	35,870
Depreciation & Amortization	64,059	60,979	3,080	5.05%		256,234	243,916	12,318	5.05%	731,748
Capital Replacement Items	5,577	11,139	(5,562)	-49.93%		19,557	44,554	(24,997)	-56.11%	133,663
Reimburse Replacement Reserves	-	(11,139)	11,139	-100.00%		-	(44,554)	44,554	-100.00%	(133,663)
Total Expense	157,222	147,866	9,356	6.33%		604,253	591,466	12,787	2.16%	1,774,397
Net Income (Loss)	(50,618)	(57,990)	7,371	-12.71%		(225,019)	(231,959)	6,940	-2.99%	(695,878)

Comments

- 1 Consists of 109 low and moderate income family and senior apartment units and 87 Tax Credit units. Overall rental income has remained slightly higher than the budget.
- 2 Variance reflects less damage to units.
- 3 Government subsidy income was higher for the period due to HUD providing additional subsidy in April 2017 to compensate the authority for under payments during January-March 2017.
- 4 Variance reflects expenses less than the budget.
- 5 Expenses were over budget due to costs associated with an upcoming event for Mother's Day. New Life Outreach Ministry, Inc. is hosting an event on Friday, May 12, 2017 at the Dream Center.
- 6 Utility expenses are over budget due to costs associated with water and sewer.

Lakeland Housing Authority
Renaissance at Washington Ridge Ltd., LLLP

Balance Sheet

April 25, 2017

ASSETS

Unrestricted Cash	
Cash Operating 1	420,913.13
Cash-Payroll	-304.19
Petty Cash	300.00
Total Unrestricted Cash	<u>420,908.94</u>
Restricted Cash	
Cash Restricted-Security Deposits	51,427.39
Cash Restricted - FSS Escrow	5,670.00
Cash Restricted-Reserve for Replacement	164,925.28
Restricted Cash - Partnership Devmt	1,179.16
Restricted Cash - OA Reserve	76,215.57
Restricted Cash - AA Reserve	46,966.45
Investment 1	257,002.58
Investment 2	257,346.61
Total Restricted Cash	<u>860,733.04</u>
TOTAL CASH	1,281,641.98
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants	3,465.14
Allowance for Doubtful Accounts-Tenants	-786.43
Due from Dakota Park PH	7,961.49
Due from Dakota Park Non-ACC	36,226.34
Due from Central Office Cost Center	65,458.31
TOTAL DUE FROM	<u>109,646.14</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	112,324.85
OTHER CURRENT ASSETS	
Eviction Deposit Acct.	1,000.00
Prepaid Insurance	53,408.69
Prepaid Software Licenses	1,696.19
Utility Deposit - Electric	20,500.00
TOTAL OTHER CURRENT ASSETS	<u>76,604.88</u>
TOTAL CURRENT ASSETS	1,470,571.71
NONCURRENT ASSETS	
FIXED ASSETS	
Buildings	21,088,272.28
Building Improvements	31,903.86
Machinery & Equipment	150,483.39
Furniture & Fixtures	596,259.09
Site Improvement-Infrastructure	2,382,356.15
Accum Depreciation-Buildings	-6,887,320.71
Accum Depreciation- Misc FF&E	-735,951.72
Accum Depreciation-Infrastructure	-1,617,468.92
Intangible Assets	
Loan Costs	137,065.70
Compliance Fees	100.00
Monitoring Fees	131,658.00
AA Compliance Fees	-51.12
AA Monitoring Fees	-155,232.73
AA Loan Costs	-126,337.16
TOTAL FIXED ASSETS (NET)	<u>14,995,736.11</u>
TOTAL NONCURRENT ASSETS	14,995,736.11
TOTAL ASSETS	16,466,307.82

LIABILITIES & EQUITY

CURRENT LIABILITIES	
A/P Vendors and Contractors	11,190.56
Tenant Security Deposits	48,627.39
Security Deposit-Pet	3,000.00
Accrued Interest - HOPE VI	618,941.23
Accrued - Developer Fee	1,308,453.00
Accrued Audit Fees	20,824.00
Tenant Prepaid Rents	290.78
Accrued Compensated Absences-Current	6,337.97
TOTAL CURRENT LIABILITIES	2,017,664.93
NONCURRENT LIABILITIES	
Accrued Compensated Absences-LT	11,770.52
FSS Due to Tenant Long Term	5,670.00
Notes Payable-LT	381,200.32
Permanent Loan - HOPE VI	2,200,000.00
Permanent Loan - SunTrust	582,738.42
TOTAL NONCURRENT LIABILITIES	3,181,379.26
TOTAL LIABILITIES	5,199,044.19
EQUITY	
CONTRIBUTED CAPITAL	
Capital - LP	6,937,937.41
Capital - GP2	7,123,264.00
TOTAL CONTRIBUTED CAPITAL	<u>14,061,201.41</u>
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	-2,793,937.78
TOTAL RETAINED EARNINGS:	<u>-2,793,937.78</u>
TOTAL EQUITY	11,267,263.63
TOTAL LIABILITIES AND EQUITY	16,466,307.82

Lakeland Housing Authority
Renaissance at Washington Ridge Ltd., LLLP

Changes in Cash

For the Current and Four Months Ended April 25, 2017

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	383,010.96	420,913.13	37,902.17
Cash-Payroll	0.00	-304.19	-304.19
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash COCC Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	51,377.39	51,427.39	50.00
Cash Restricted - FSS Escrow	6,761.00	5,670.00	-1,091.00
Cash Restricted-Reserve for Replacement	172,674.92	164,925.28	-7,749.64
Restricted Cash - Partnership Devmt	1,179.16	1,179.16	0.00
Restricted Cash - OA Reserve	76,215.57	76,215.57	0.00
Restricted Cash - AA Reserve	46,966.45	46,966.45	0.00
Investment 1	257,002.58	257,002.58	0.00
Investment 2	257,171.82	257,346.61	174.79
Total Cash	1,252,359.85	1,281,341.98	28,982.13

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	318,016.11	420,913.13	102,897.02
Cash-Payroll	1,122.31	-304.19	-1,426.50
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash COCC Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	50,662.48	51,427.39	764.91
Cash Restricted - FSS Escrow	7,590.00	5,670.00	-1,920.00
Cash Restricted-Reserve for Replacement	172,900.83	164,925.28	-7,975.55
Restricted Cash - Partnership Devmt	1,179.16	1,179.16	0.00
Restricted Cash - OA Reserve	76,215.57	76,215.57	0.00
Restricted Cash - AA Reserve	46,966.45	46,966.45	0.00
Investment 1	257,002.58	257,002.58	0.00
Investment 2	255,167.91	257,346.61	2,178.70
Total Cash	1,186,823.40	1,281,341.98	94,518.58

Lakeland Housing Authority
Colton Meadow, LLLP
Statement of Operations
For the Current and Four Months Ended April 25, 2017

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	44,233	44,193	40	0.09%	1	176,956	176,773	183	0.10%	530,318
Other Tenant Income	1,303	1,291	12	0.94%	2	5,452	5,164	288	5.58%	15,491
Other Income	-	353	(353)	-100.00%		31	1,411	(1,380)	-97.80%	4,232
Total Revenue	45,536	45,837	(301)	-0.66%		182,438	183,347	(908)	-0.50%	550,041
Administrative Expense	11,924	14,851	(2,927)	-19.71%	3	51,292	59,406	(8,114)	-13.66%	178,218
Tenant Services	24	150	(126)	-84.03%	3	24	600	(576)	-96.01%	1,800
Utility Expense	6,384	5,511	873	15.84%	4	24,687	22,045	2,642	11.98%	66,136
Maintenance Expense	10,603	8,821	1,782	20.20%	5	36,768	35,284	1,484	4.21%	105,852
General Expense	7,688	8,509	(821)	-9.65%	3	26,129	34,036	(7,907)	-23.23%	102,108
Financing Expense	4,659	4,156	502	12.08%		16,626	16,626	0	0.00%	49,877
Operating Expense before Depreciation	41,282	41,999	(718)	-1.71%		155,527	167,997	(12,470)	-7.42%	503,991
Net Operating Income (Loss)	4,254	3,837	417	10.87%		26,912	15,350	11,562	75.32%	46,050
Depreciation & Amortization Expense	39,013	39,013	(0)	0.00%		156,051	156,052	(1)	0.00%	468,156
Capital Replacement Items	-	1,229	(1,229)	-100.00%		8,439	4,918	3,521	71.61%	14,753
Reimburse Replacement Reserves	-	(1,229)	1,229	-100.00%		-	(4,917.72)	4,918	-100.00%	(14,753)
Total Expense	80,294	81,012	(718)	-0.89%		320,017	324,049	(4,032)	-1.24%	972,147
Net Operating Income (Loss)	(34,758)	(35,176)	417	-1.19%		(137,578)	(140,702)	3,124	-2.22%	(422,106)

Comments

- 1 Consists of 72 Tax Credit apartment units. Rent collections are consistent with the budget.
- 2 Variance reflects management collecting fees for late rent and damages to units.
- 3 Variance reflects expenses that are less than the budget.
- 4 Variance is due to costs associated with garbage/trash removal and water/sewer being higher than budgeted.
- 5 Maintenance expenses are over budget for the period due to repairs and/or replacement of appliances. Staff has also been painting the units. However, this line item remains within budget for year-to-date.

Lakeland Housing Authority

Colton Meadow, LLLP

Balance Sheet

April 25, 2017

ASSETS		LIABILITIES & EQUITY	
CASH		CURRENT LIABILITIES	
Unrestricted Cash		A/P Vendors and Contractors	5,802.67
Cash Operating 1	37,247.79	Tenant Security Deposits	24,725.00
Cash-Payroll	-120.84	Security Deposit-Pet	1,300.00
Petty Cash	225.00	Accrued Property Taxes	10,590.48
Total Unrestricted Cash	<u>37,351.95</u>	Accrued Interest Payable	9,841.91
Restricted Cash		Accrued Audit Fees	11,333.32
Cash Restricted-Security Deposits	26,025.00	Due to Polk County Developers, Inc.	362,901.17
Cash Restricted-Operating Reserve	441,107.48	Tenant Prepaid Rents	365.12
Cash Restricted-Reserve for Replacement	122,293.57	Accrued Compensated Absences-Current	2,006.37
Cash-Tax & Insurance Escrow	41,885.59	First Mortgage - TCAP	1,231,424.00
Total Restricted Cash	<u>631,311.64</u>	Tax Credit Exchange Program (TCEP)	6,384,705.40
TOTAL CASH	<u>668,663.59</u>	HOME Funds	115,899.60
		Mortgage Note Payable	<u>450,845.00</u>
		TOTAL CURRENT LIABILITIES	<u>8,611,740.04</u>
ACCOUNTS AND NOTES RECEIVABLE			
A/R-Tenants	9,704.11		
Allowance for Doubtful Accounts-Tenants	-3,456.00		
Due from Colton Meadow GP, Inc.	<u>101,151.61</u>		
TOTAL DUE FROM	<u>101,151.61</u>		
TOTAL ACCOUNTS AND NOTES RECEIVABLE	107,399.72		
OTHER CURRENT ASSETS		NONCURRENT LIABILITIES	
Eviction Deposit Acct.	1,000.00		
Prepaid Expenses and Other Assets	517.51	Accrued Compensated Absences-LT	3,726.12
Prepaid Insurance	33,882.57	Developer Fee Payable - PCHD	<u>92,184.00</u>
Prepaid Software Licenses	486.86	TOTAL NONCURRENT LIABILITIES	95,910.12
Utility Deposit	<u>5,000.00</u>		
TOTAL OTHER CURRENT ASSETS	<u>40,886.94</u>		
TOTAL CURRENT ASSETS	816,950.25	TOTAL LIABILITIES	<u>8,707,650.16</u>
NONCURRENT ASSETS			
FIXED ASSETS		EQUITY	
Land	300,000.00	CONTRIBUTED CAPITAL	
Buildings	856,353.89	Capital - LP	1,205,286.00
Building Acquisition	2,010,000.00	GP Equity	<u>46.12</u>
Building Improvements	5,802,500.00	TOTAL CONTRIBUTED CAPITAL	1,205,332.12
Machinery & Equipment	67,970.48		
Automobiles	15,484.50	RETAINED EARNINGS	
Furniture & Fixtures	1,503,657.00	Retained Earnings-Unrestricted Net Assets	307,334.06
Site Improvement-Infrastructure	1,496,187.97	TOTAL RETAINED EARNINGS:	<u>307,334.06</u>
Accum Depreciation-Buildings	-2,875,183.52		
Intangible Assets			
Amortization Tax Credit Fees	86,945.00		
Monitoring Fees	<u>208,695.00</u>		
TOTAL FIXED ASSETS (NET)	<u>9,298,720.32</u>		
Site Improvement	16,364.00		
Non-Dwelling Structures	28,019.32		
Non-Dwelling Equipment	<u>60,262.45</u>		
TOTAL NONCURRENT ASSETS	9,403,366.09	TOTAL EQUITY	<u>1,512,666.18</u>
TOTAL ASSETS	<u>10,220,316.34</u>	TOTAL LIABILITIES AND EQUITY	<u>10,220,316.34</u>

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

For the Current and Four Months Ended April 25, 2017

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	31,625.70	37,247.79	5,622.09
Cash-Payroll	0.00	-120.84	-120.84
Cash Restricted-Security Deposits	26,225.00	26,025.00	-200.00
Cash Restricted-Operating Reserve	441,107.48	441,107.48	0.00
Cash Restricted-Reserve for Replacement	120,464.77	122,293.57	1,828.80
Cash-Tax & Insurance Escrow	37,126.97	41,885.59	4,758.62
Total Cash	656,549.92	668,438.59	11,888.67
Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	10,326.63	37,247.79	26,921.16
Cash-Payroll	1,188.48	-120.84	-1,309.32
Cash Restricted-Security Deposits	26,675.00	26,025.00	-650.00
Cash Restricted-Operating Reserve	441,085.49	441,107.48	21.99
Cash Restricted-Reserve for Replacement	115,058.89	122,293.57	7,234.68
Cash-Tax & Insurance Escrow	63,040.75	41,885.59	-21,155.16
Total Cash	657,375.24	668,438.59	11,063.35

Lakeland Housing Authority

Bonnet Shores, LLLP

Statement of Operations

For the Current and Four Months Ended April 25, 2017

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	47,522	49,507	(1,984)	-4.01%	1	192,930	198,026	(5,096)	-2.57%	594,078
Other Tenant Income	1,100	1,300	(199)	-15.32%	2	5,331	5,199	132	2.54%	15,596
Other Income	-	102	(102)	-100.00%		205	408	(203)	-49.80%	1,223
Total Revenue	48,623	50,908	(2,285)	-4.49%		198,465	203,632	(5,167)	-2.54%	610,897
Administrative Expense	13,550	14,549	(999)	-6.87%	3	55,933	58,195	(2,262)	-3.89%	174,585
Tenant Services	-	208	(208)	-100.00%	3	39	833	(795)	-95.38%	2,500
Utility Expense	6,427	4,666	1,761	37.75%	4	24,032	18,663	5,369	28.77%	55,989
Maintenance Expense	10,804	9,214	1,589	17.25%	5	44,618	36,857	7,761	21.06%	110,572
General Expense	9,524	9,064	460	5.07%	3	29,524	36,255	(6,731)	-18.57%	108,766
Financing Expense	11,596	12,118	(522)	-4.31%	3	40,571	48,473	(7,901)	-16.30%	145,418
Operating Expense before Depreciation	51,900	49,819	2,081	4.18%		194,716	199,277	(4,560)	-2.29%	597,830
Net Operating Income (Loss)	(3,277)	1,089	(4,366)	-400.96%		3,749	4,356	(607)	-13.93%	13,067
Depreciation & Amortization Expense	40,004	47,465	(7,460.56)	-15.72%		160,017	189,860	(29,842.25)	-15.72%	569,579
	-	-	-			-	-	-		-
Capital Replacement Items	604	1,000	(396.19)	-39.62%		3,976	4,000	(23.55)	-0.59%	12,000
Reimburse Replacement Reserve	-	(1,000)	1,000.00	-100.00%		-	(4,000)	4,000.00	-100.00%	(12,000)
Total Expense	92,508	97,284	(4,776)	-4.91%		358,710	389,136	(30,426)	-7.82%	1,167,409
Net Income (Loss)	(43,885)	(46,376)	2,491	-5.37%		(160,245)	(185,504)	25,259	-13.62%	(556,513)

Comments

- 1 75 apartment units, Tax Credit and Section 8 Vouchers. Tenant rental income is consistent with the budget.
- 2 Although the variance for the period is less than budgeted, collection of late fees and charges to residents for damaging units remains consistent with the year-to-date budget.
- 3 Variance reflects expenses that are less than the budget.
- 4 Utility expenses are over budget due to costs associated with water and sewer.
- 5 Maintenance expenses are over budget for the period and year-to-date due to costs associated with tree removal and painting of the units.

**Lakeland Housing Authority
Bonnet Shores, LLLP
Balance Sheet
April 25, 2017**

ASSETS

Unrestricted Cash	
Cash Operating 1	132,461.18
Cash-Payroll	100.64
Petty Cash	300.00
Total Unrestricted Cash	<u>132,861.82</u>
Restricted Cash	
Cash Restricted-Security Deposits	26,920.10
Cash Restricted-Operating Reserve	460,486.00
Cash Restricted-Reserve for Replacement	148,163.49
Cash-Tax & Insurance Escrow	18,666.90
Total Restricted Cash	<u>654,236.49</u>
TOTAL CASH	<u>787,098.31</u>

ACCOUNTS AND NOTES RECEIVABLE

A/R-Tenants	9,924.49
Allowance for Doubtful Accounts-Tenants	-2,962.55
Due from Bonnet Shores GP, Inc	7,062.23
TOTAL DUE FROM	<u>7,062.23</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>14,024.17</u>

OTHER CURRENT ASSETS

Eviction Deposit Acct.	500.00
Prepaid Expenses and Other Assets	2,511.02
Prepaid Insurance	37,377.72
Prepaid Software Licenses	468.32
Utility Deposit	5,000.00
TOTAL OTHER CURRENT ASSETS	<u>45,857.06</u>
TOTAL CURRENT ASSETS	<u>846,979.54</u>

NONCURRENT ASSETS

FIXED ASSETS	
Land	300,000.00
Buildings	11,447,110.83
Automobiles	24,477.33
Furniture & Fixtures	423,152.78
Site Improvement-Infrastructure	679,255.00
Accum Depreciation-Buildings	-2,636,296.34
Accum Depreciation- Misc FF&E	-447,630.44
Accum Depreciation-Infrastructure	-286,810.56
Intangible Assets	
Loan Costs	41,419.00
Amortization Loan Cost	13,136.32
Compliance Fees	246,589.00
Amortization Tax Credit Fees	104,117.80
TOTAL FIXED ASSETS (NET)	<u>9,674,012.48</u>
TOTAL NONCURRENT ASSETS	<u>9,674,012.48</u>
TOTAL ASSETS	<u>10,520,992.02</u>

LIABILITIES & EQUITY

LIABILITIES

CURRENT LIABILITIES

A/P Vendors and Contractors	132.24
Tenant Security Deposits	25,625.00
Security Deposit-Pet	1,400.00
Accrued Property Taxes	13,978.36
Accrued Interest Payable	51,577.84
Accrued Interest - 2nd Mortgage	328,775.92
Accrued Audit Fees	11,333.32
Tenant Prepaid Rents	714.31
Accrued Compensated Absences-Current	2,051.85
First Mortgage - TCAP	3,819,255.00
HOME Funds	131,028.00
Mortgage Note Payable	1,009,877.00
TOTAL CURRENT LIABILITIES	<u>5,395,748.84</u>

NONCURRENT LIABILITIES

Accrued Compensated Absences-LT	3,810.58
TOTAL NONCURRENT LIABILITIES	<u>3,810.58</u>

TOTAL LIABILITIES

5,399,559.42

EQUITY

CONTRIBUTED CAPITAL

Capital - LP	6,807,962.00
GP Equity	-162.00
Syndication Costs	-40,000.00
TOTAL CONTRIBUTED CAPITAL	<u>6,767,800.00</u>

RETAINED EARNINGS

Retained Earnings-Unrestricted Net Assets	-1,646,367.40
TOTAL RETAINED EARNINGS:	<u>-1,646,367.40</u>

TOTAL EQUITY

5,121,432.60

TOTAL LIABILITIES AND EQUITY

10,520,992.02

**Lakeland Housing Authority
Bonnet Shores, LLLP
Changes in Cash
For the Current and Four Months Ended April 25, 2017**

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	133,753.44	132,461.18	-1,292.26
Cash-Payroll	0.00	100.64	100.64
Cash Operating 3	0.00	0.00	0.00
Cash Restricted-Security Deposits	27,425.00	26,920.10	-504.90
Cash Restricted-Operating Reserve	460,486.00	460,486.00	0.00
Cash Restricted-Reserve for Replacement	146,288.49	148,163.49	1,875.00
Cash-Tax & Insurance Escrow	50,766.86	18,666.90	-32,099.96
Total Cash	818,719.79	786,798.31	-31,921.48

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	113,289.41	132,461.18	19,171.77
Cash-Payroll	554.81	100.64	-454.17
Cash Operating 3	0.00	0.00	0.00
Cash Restricted-Security Deposits	26,347.00	26,920.10	573.10
Cash Restricted-Operating Reserve	460,463.05	460,486.00	22.95
Cash Restricted-Reserve for Replacement	140,656.33	148,163.49	7,507.16
Cash-Tax & Insurance Escrow	20,191.71	18,666.90	-1,524.81
Total Cash	761,502.31	786,798.31	25,296.00

Lakeland Housing Authority
West Bartow Partnership, Ltd., LLLP
Statement of Operations
For the Current and Four Months Ended April 25, 2017

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	70,571	68,956	1,615	2.34%	1	287,429	275,825	11,604	4.21%	827,476
Other Tenant Income	(602)	(289)	(313)	108.37%	2	(2,797)	(1,156)	(1,641)	141.94%	(3,469)
Other Income	233	85	147	172.31%		551	342	209	61.17%	1,026
Total Revenue	70,202	68,753	1,449	2.11%		285,183	275,011	10,172	3.70%	825,033
Administrative Expenses	15,539	18,137	(2,598)	-14.32%	3	66,338	72,548	(6,210)	-8.56%	217,644
Tenants Service Expenses	103	261	(158)	-100.00%	3	445	1,044	(599)	-100.00%	3,131
Utility Expense	8,016	9,270	(1,254)	-13.53%	3	32,375	37,080	(4,705)	-12.69%	111,239
Maintenance Expense	9,823	10,054	(232)	-2.30%	4	46,737	40,217	6,520	16.21%	120,652
General Expenses	1,342	4,380	(3,039)	-69.37%	3	15,149	17,522	(2,373)	-13.55%	52,566
Financing Expenses	22,468	26,361	(3,894)	-14.77%	3	90,622	105,445	(14,824)	-14.06%	316,336
Operating expense before depreciation	57,291	68,464	(11,173)	-16.32%		251,665	273,856	(22,191)	-8.10%	821,568
Net Operating Income (Loss)	12,911	289	12,622	4371.18%		33,518	1,155	32,363	2801.96%	3,465
Depreciation & Amortization	42,139	41,940	199	0.47%		168,556	167,760	796	0.47%	503,280
Capital Replacement Items	1,689	1,360.00	329	24.19%		1,689	5,440.00	(3,751)	-68.95%	16,320
Reimburse Replacement Reserve	-	-	-			-	-	-		(16,320)
Transfer In	-	-	-			-	-	-		-
Total Expense	101,119	111,764	(10,645)	-9.52%		421,910	447,056	(25,146)	-5.62%	1,324,848
Net Operating Income (Loss)	(30,917)	(43,011)	12,094	-28.12%		(136,727)	(172,045)	35,318	-20.53%	(499,815)

Comments

- 1 Consists of 100 Tax Credit and Section 8 Voucher units. Tenant rents are slightly higher than the budget.
- 2 Variance is due to management enforcing late fees and penalties associated with damages to units.
- 3 Variance reflects expenses that are lower than the budget.
- 4 Variance is due to an additional person being added to the maintenance staff.

Lakeland Housing Authority
West Bartow Partnership, Ltd., LLLP
Balance Sheet
April 25, 2017

ASSETS

Unrestricted Cash	
Cash Operating 1	8,596.47
Cash-Payroll	-270.69
Petty Cash	300.00
Total Unrestricted Cash	<u>8,625.78</u>
Restricted Cash	
Cash Restricted-Security Deposits	9,800.00
Cash Restricted-Operating Reserve	25,119.58
Cash Restricted-Reserve for Replacement	211,021.39
Cash-Tax & Insurance Escrow	60,325.85
Investment 1	230,079.41
Total Restricted Cash	<u>536,346.23</u>
TOTAL CASH	<u>544,972.01</u>
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants	3,480.41
Allowance for Doubtful Accounts-Tenants	-1,243.73
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>2,236.68</u>
OTHER CURRENT ASSETS	
Eviction Deposit Acct.	500.00
Prepaid Insurance	4,346.20
Prepaid Software Licenses	865.06
TOTAL OTHER CURRENT ASSETS	<u>5,711.26</u>
TOTAL CURRENT ASSETS	<u>552,919.95</u>
NONCURRENT ASSETS	
FIXED ASSETS	
Land	432,717.00
Buildings	12,796,743.00
Building Improvements	35,770.50
Furn, Fixt, & Equip	1,157,974.64
Accum Depreciation-Buildings	-2,508,020.79
Accum Depreciation- Misc FF&E	-904,780.16
Accum Depreciation-Infrastructure	-278,708.96
Intangible Assets	
Loan Costs	335,121.42
Amortization Loan Cost	145,823.96
Compliance Fees	200,558.00
Amortization Tax Credit Fees	104,728.84
TOTAL FIXED ASSETS (NET)	<u>11,016,821.85</u>
Site Improvement	711,597.00
TOTAL NONCURRENT ASSETS	<u>11,728,418.85</u>
TOTAL ASSETS	<u>12,281,338.80</u>

LIABILITIES & EQUITY

CURRENT LIABILITIES	
A/P Vendors and Contractors	10,327.74
Tenant Security Deposits	8,950.00
Security Deposit-Pet	850.00
Accrued Property Taxes	663.80
Accrued Interest NLP Loan	6,615.23
Accrued Audit Fees	11,333.32
Tenant Prepaid Rents	1,560.44
Accrued Compensated Absences-Current	959.15
Mortgage Note Payable	3,069,725.37
Second Mortgage Payable	850,000.00
Third Mortgage Payable	360,606.08
Fourth Mortgage Payable	400,000.00
Note Payable-City of Bartow Impact Fees	564,621.00
Deferred Development Fee	1,379,359.43
TOTAL CURRENT LIABILITIES	<u>6,665,571.56</u>
NONCURRENT LIABILITIES	
Accrued Compensated Absences-LT	1,781.27
TOTAL NONCURRENT LIABILITIES	<u>1,781.27</u>
TOTAL LIABILITIES	<u>6,667,352.83</u>
EQUITY	
CONTRIBUTED CAPITAL	
Capital Private Investors	6,936,810.00
GP Equity	-13.00
Special LP Equity	111,288.00
Syndication Costs	-30,000.00
TOTAL CONTRIBUTED CAPITAL	<u>7,018,085.00</u>
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	-1,404,099.03
TOTAL RETAINED EARNINGS:	<u>-1,404,099.03</u>
TOTAL EQUITY	<u>5,613,985.97</u>
TOTAL LIABILITIES AND EQUITY	<u>12,281,338.80</u>

**Lakeland Housing Authority
West Bartow Partnership, Ltd., LLLP**

**Changes in Cash
For the Current and Four Months Ended April 25, 2017**

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	4,863.89	8,596.47	3,732.58
Cash-Payroll	0.00	-270.69	-270.69
Cash Restricted-Security Deposits	10,050.00	9,800.00	-250.00
Cash Restricted-Operating Reserve	25,119.58	25,119.58	0.00
Cash Restricted-Reserve for Replacement	208,501.97	211,021.39	2,519.42
Cash-Tax & Insurance Escrow	55,983.85	60,325.85	4,342.00
Investment 1	230,011.03	230,079.41	68.38
Total Cash	534,530.32	544,672.01	10,141.69

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	-14,416.79	8,596.47	23,013.26
Cash-Payroll	1,383.63	-270.69	-1,654.32
Cash Restricted-Security Deposits	9,780.30	9,800.00	19.70
Cash Restricted-Operating Reserve	25,119.58	25,119.58	0.00
Cash Restricted-Reserve for Replacement	200,947.03	211,021.39	10,074.36
Cash-Tax & Insurance Escrow	42,957.85	60,325.85	17,368.00
Investment 1	229,812.63	230,079.41	266.78
Total Cash	495,584.23	544,672.01	49,087.78

Lakeland Housing Authority

Hampton Hills (AMP 4)

Statement of Operations

For the Current and Four Months Ended April 25, 2017

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	2,644	3,112	(468)	-15.04%	1	10,576	12,448	(1,872)	-15.04%	37,344
Other Tenant Income	25	150	(125)	-83.33%	2	115	600	(485)	-80.83%	1,800
Grant Income	5,749	2,560	3,189	124.56%	3	5,749	10,241	(4,492)	-43.86%	30,722
Other Income	-	-	-			-	-	-		-
Total Revenue	8,418	5,822	2,596	44.59%		16,440	23,289	(6,849)	-29.41%	69,866
Administrative Expenses	2,493	2,282	211	9.26%	4	6,014	9,127	(3,113)	-34.10%	27,380
Tenant Services Expenses	-	-	-			-	-	-		-
Utility Expense	-	-	-			-	-	-		-
Maintenance and Development Expense	1,308	2,855	(1,546)	-54.17%	4	4,889	11,419	(6,530)	-57.19%	34,256
General Expenses	(111)	639	(750)	-117.39%	4	813	2,555	(1,742)	-68.19%	7,666
Housing Assistance Payments	63	47	16	34.04%	5	252	188	64	34.04%	564
Transfer In	-	-	-			-	-	-		-
Operating expense before Depreciation	3,753	5,822	(2,069)	-35.54%		11,968	23,289	(11,321)	-48.61%	69,866
Net Operating Income (Loss)	4,665	-	4,665			4,472	-	4,472		-
Depreciation	27	-	27			108	-	108		-
Total Expenses	3,780	5,822	(2,042)	-35.07%		12,076	23,289	(11,213)	-48.15%	69,866
Net Income (Loss)	4,638	-	4,638			4,364	-	4,364		-

Comments

- 1 Property is comprised of 7 Section 32 Homeownership Units. Rental income is less than budgeted because one person is not working and is paying less rent than anticipated.
- 2 Variance is a result of there being less damages to units.
- 3 Government subsidy income was higher for the period due to HUD providing operating subsidy in April 2017 to compensate the authority for no operating subsidy payments during January-March 2017.
- 4 Variance is a result of the expenses being less than the budget.
- 5 Variance is due to an increase in utility allowances.

Lakeland Housing Authority

Hampton Hills (AMP 4)

Balance Sheet

April 25, 2017

ASSETS

CASH

Cash Operating 1	48,741.98
Cash-Payroll	72.84
Cash Operating 3	185,892.33
Total Unrestricted Cash	<u>234,707.15</u>

Restricted Cash

Cash Restricted-Security Deposits	2,100.00
Total Restricted Cash	<u>2,100.00</u>

TOTAL CASH 236,807.15

ACCOUNTS AND NOTES RECEIVABLE

A/R-Tenants	479.00
Allowance for Doubtful Accounts-Tenants	-479.00
AR-TPA/Fraud Recovery	1,069.00
Lakeridge Homes 2nd Mortgage	240,900.00
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>241,969.00</u>

OTHER CURRENT ASSETS

Eviction Deposit Acct.	500.00
Prepaid Insurance	2,449.13
TOTAL OTHER CURRENT ASSETS	<u>2,949.13</u>

TOTAL CURRENT ASSETS 481,725.28

NONCURRENT ASSETS

FIXED ASSETS

Buildings	898,835.22
Furniture & Fixtures	2,248.94
Accum Depreciation- Misc FF&E	-1,392.57
Intangible Assets	
TOTAL FIXED ASSETS (NET)	<u>899,691.59</u>

TOTAL NONCURRENT ASSETS 899,691.59

TOTAL ASSETS 1,381,416.87

LIABILITIES & EQUITY

CURRENT LIABILITIES

Tenant Security Deposits	2,100.00
Due to Federal Master	2,027.61
Due to Central Office Cost Center	172.59
Tenant Prepaid Rents	523.78
TOTAL CURRENT LIABILITIES	<u>4,823.98</u>

TOTAL LIABILITIES 4,823.98

EQUITY

RETAINED EARNINGS

Retained Earnings-Unrestricted Net Assets	1,376,592.89
TOTAL RETAINED EARNINGS:	<u>1,376,592.89</u>

TOTAL EQUITY 1,376,592.89

TOTAL LIABILITIES AND EQUITY 1,381,416.87

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

For the Current and Four Months Ended April 25, 2017

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	43,673.06	48,741.98	5,068.92
Cash-Payroll	0.00	72.84	72.84
Cash Operating 3	185,892.33	185,892.33	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	2,400.00	2,100.00	-300.00
Cash Restricted - Escrow	0.00	0.00	0.00
Total Cash	231,965.39	236,807.15	4,841.76
Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	40,801.69	48,741.98	7,940.29
Cash-Payroll	0.00	72.84	72.84
Cash Operating 3	185,892.33	185,892.33	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	2,400.00	2,100.00	-300.00
Cash Restricted - Escrow	0.00	0.00	0.00
Total Cash	229,094.02	236,807.15	7,713.13

Lakeland Housing Authority
YouthBuild-DOL 2014 and 2016 (49)
Statement of Operations

For the Current and Four Months Ended April 25, 2017

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Government Subsidy Income	32,024	33,554	(1,530)	-4.56%	132,958	134,218	(1,260)	-0.94%	402,653
Other Income	-	-	-		-	-	-		-
Total Revenue	32,024	33,554	(1,530)	-4.56%	132,958	134,218	(1,260)	-0.94%	402,653
Administrative Expenses	28,917	22,895	6,022	26.31% 1	113,228	91,579	21,649	23.64%	274,736
Tenant Services Expenses	12,655	10,181	2,474	24.30% 2	34,702	40,722	(6,020)	-14.78%	122,167
Utility Expense	-	-	-		-	-	-		-
Maintenance and Development Expense	-	88	(88)	-100.00% 3	-	353	(353)	-100.00%	1,060
General Expenses	293	391	(98)	-25.14% 3	1,149	1,563	(414)	-26.48%	4,690
Operating expense before Depreciation	41,864	33,554	8,310	24.77%	149,079	134,218	14,861	11.07%	402,653
Net Operating Income (Loss)	(9,840)	-	(9,840)		(16,121)	-	(16,121)		-
Depreciation	355	-	355		1,420	-	1,420		-
Total Expenses	42,219	33,554	8,665	25.82%	150,499	134,218	16,281	12.13%	402,653
Net Income (Loss)	(10,195)	-	(10,195)	4	(17,541)	-	(17,541)		-

Comments

- 1** Administrative expenses continue to be over budget. Staff is in the process of preparing a modification request to DOL. As part of the request, staff will ask to transfer cost savings from one budget line item to administrative salaries.
- 2** Tenant Services expenses were over budget for the period due to a prior period adjustment to transfer cost associated with the trainees from administrative salaries to tenant services.
- 3** Variance is due to expenses being less than budgeted.
- 4** NOI for year-to-date is negative because funds have not been transferred from the PHA master account. See Balance Sheet for details.

Lakeland Housing Authority

YouthBuild-DOL 2014 (49)

Balance Sheet

April 25, 2017

ASSETS

CASH

Cash Operating 1	629.85
Cash-Payroll	-338.21
Petty Cash	1,000.00
Cash in PH Master Account	76,756.98
Total Unrestricted Cash	<u>78,048.62</u>
TOTAL CASH	78,048.62

ACCOUNTS AND NOTES RECEIVABLE

Due from Central Office Cost Center	0.00
TOTAL DUE FROM	<u>0.00</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	0.00

OTHER CURRENT ASSETS

Prepaid Insurance	3,072.13
TOTAL OTHER CURRENT ASSETS	<u>3,072.13</u>
TOTAL CURRENT ASSETS	81,120.75

NONCURRENT ASSETS

FIXED ASSETS

Automobiles	21,299.00
Accum Depreciation- Misc FF&E	-20,944.80
Intangible Assets	<u>354.20</u>
TOTAL FIXED ASSETS (NET)	<u>354.20</u>
TOTAL NONCURRENT ASSETS	354.20

TOTAL ASSETS	<u>81,474.95</u>
---------------------	-------------------------

LIABILITIES & EQUITY

CURRENT LIABILITIES

A/P Vendors and Contractors	3,794.99
Due to Central Office Cost Center	74,302.46
Accrued Compensated Absences-Current	4,021.91
TOTAL CURRENT LIABILITIES	<u>82,119.36</u>

NONCURRENT LIABILITIES

Accrued Compensated Absences-LT	7,469.26
TOTAL NONCURRENT LIABILITIES	<u>7,469.26</u>

TOTAL LIABILITIES	<u>89,588.62</u>
--------------------------	-------------------------

EQUITY

RETAINED EARNINGS

Retained Earnings-Unrestricted Net Assets	-21,385.67
Retained Earnings - Restricted Net Assets	13,272.00
TOTAL RETAINED EARNINGS:	<u>-8,113.67</u>

TOTAL EQUITY	<u>-8,113.67</u>
---------------------	-------------------------

TOTAL LIABILITIES AND EQUITY	<u>81,474.95</u>
-------------------------------------	-------------------------

**Lakeland Housing Authority
YouthBuild-DOL 2014 (49)
Changes in Cash**

For the Current and Four Months Ended April 25, 2017

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	6,064.81	629.85	-5,434.96
Cash-Payroll	0.00	-338.21	-338.21
Negative Cash COCC Master	0.00	0.00	0.00
Total Cash	6,064.81	291.64	-5,773.17

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	13,914.35	629.85	-13,284.50
Cash-Payroll	2,929.26	-338.21	-3,267.47
Negative Cash COCC Master	0.00	0.00	0.00
Total Cash	16,843.61	291.64	-16,551.97

LAKELAND HOUSING AUTHORITY
Grant Report
Updated as of May 9, 2017

		START DATE	OBLIGATION END DATE	DISTRIBUTION END DATE	AUTHORIZED	OBLIGATION 90% THRESHHOLD	OBLIGATED AMOUNT	DISBURSED	AVAILABLE BALANCE
Capital Fund Program	(HUD)								
CFP - 2011		07-15-11	08-03-13	08-02-15	562,980.00	506,682.00	562,980.00	562,980.00	0.00
CFP - 2012		03-12-12	03-11-14	03-11-16	327,414.00	294,672.60	327,414.00	327,414.00	0.00
CFP - 2013		08-09-13	09-08-15	09-08-17	251,538.00	226,384.20	245,584.58	244,154.58	7,383.42
CFP - 2014		05-01-14	05-01-16	05-01-18	341,004.00	306,903.60	339,634.58	297,816.58	43,187.42
CFP - 2015		04-13-15	04-12-17	04-12-19	345,575.00	311,017.50	313,186.94	196,414.13	149,160.87
CFP - 2016		04-13-16	04-12-18	04-12-20	358,393.00	322,553.70	44,774.57	7,091.32	351,301.68
				CFP Subtotal:	2,186,904.00	1,968,213.60	1,833,574.67	1,635,870.61	551,033.39
Replacement Housing Factor	(HUD)								
RHF - 2009(a)		09-15-09	10-29-16	07-27-17	282,108.00	253,897.20	282,108.00	0.00	282,108.00
RHF - 2009(b)		04-02-10	10-29-16	10-29-17	149,804.00	134,823.60	149,804.00	0.00	149,804.00
RHF - 2010		07-15-10	10-29-16	10-29-17	441,385.00	397,246.50	441,385.00	0.00	441,385.00
RHF - 2011		08-03-11	10-29-16	10-29-17	380,321.00	342,288.90	380,321.00	0.00	380,321.00
RHF - 2012(b)		03-12-12	10-29-16	10-29-17	70,661.00	63,594.90	70,661.00	0.00	70,661.00
RHF - 2013(a)		09-09-13	09-08-16	09-08-17	208,904.00	188,013.60	208,904.00	0.00	208,904.00
RHF - 2013(b)		09-09-13	09-08-16	09-08-17	62,529.00	56,276.10	62,529.00	0.00	62,529.00
RHF - 2014		05-13-14	05-12-16	05-12-18	185,710.00	167,139.00	185,710.00	0.00	185,710.00
RHF - 2015		04-13-15	04-12-17	04-12-19	187,612.00	168,850.80	187,612.00	0.00	187,612.00
RHF - 2016		04-13-16	04-12-18	04-12-20	193,574.00	174,216.60	193,574.00	0.00	193,574.00
				RHF Subtotal:	2,162,608.00	1,946,347.20	2,162,608.00	0.00	2,162,608.00
HOPE VI	(HUD)	04-05-00		12-31-17	21,842,801.00	19,658,520.90	19,908,767.13	19,908,767.13	1,934,033.87
Safety & Security Grant	(HUD)	03-20-13	03-19-14	03-19-15	250,000.00	225,000.00	250,000.00	250,000.00	0.00
			Safety & Security Subtotal:		250,000.00	225,000.00	250,000.00	250,000.00	0.00
Resident Opportunities and Self Sufficiency	(HUD)								
ROSS - Family Self Sufficiency 2016		07-08-16	12-31-17		105,738.00	95,164.20	0.00	0.00	105,738.00
ROSS - Family Self Sufficiency 2015		01-01-16	12-31-16		105,738.00	95,164.20	105,738.00	105,738.00	0.00
ROSS - Service Coordinator 2016		02-01-17	01-31-20		219,185.00	197,266.50	0.00	0.00	219,185.00
			ROSS Subtotal:		430,661.00	387,594.90	105,738.00	105,738.00	# 324,923.00
YouthBuild 2016 Grant (new)	(DOL)	10-17-16	02-16-20		990,024.00	891,021.60	70,222.12	70,222.12	919,801.88
			YouthBuild Subtotal:		990,024.00	891,021.60	70,222.12	70,222.12	919,801.88
YouthBuild 2014 Grant	(DOL)	08-11-14	12-10-17		974,124.00	876,711.60	887,936.27	887,936.27	86,187.73
			YouthBuild Subtotal:		974,124.00	876,711.60	887,936.27	887,936.27	86,187.73
21st Century	(DOE)	08-01-13	07-31-14		324,331.00	291,897.90	199,395.53	199,395.50	124,935.50
			21st Century Subtotal:		324,331.00	291,897.90	199,395.53	199,395.50	124,935.50

Administration Department

Board Report May Meeting 2017

I. Authority-Wide Updates

Section 3 and M/WBE: The Housing Authority of the City of Lakeland, Florida (LHA) did not enter into any agreements during this reporting period. However, LHA issued one (1) Task Order in the amount of \$24,888 with ACT Environmental & Infrastructure, Inc. for cleaning of the stormwater lines at John Wright Apartments. The following summarizes the impact that this obligation will have on LHA's Section 3 and M/WBE percentages:

- The total dollar volume of work contracted to outside vendors by LHA, or its affiliates, increased from \$9,200,964 to **\$9,225,852**.
- The total dollar volume of work contracted to M/WBE firms is **\$1,487,325**. This equates to 16% of the total dollar volume contracted by LHA or its affiliate.
- Twenty Five (25) of the 91 contracts are with M/WBE firms. This represents 27% of the contracts.
- Four (4) of the 91 contracts are with Section 3 Business Concerns; which represents approximately 4% of the contracts.
- Three (3) Section 3 Hires have been employed as part of LHA's existing contracts.

Lake Ridge Home Owners Association (HOA): The Lake Ridge HOA is a part of the Renaissance at Washington Ridge (RWR) Master Association. During this reporting period, staff continued to work with The Condo Coaches to transition the Master Association to homeowners living within the community.

LHA 2016 Audited Financials: Berman Hopkins Wright & LaHam, LLP (BHWL) is the independent auditor that will be reviewing LHA's 2016 financial statements. They are scheduled to be onsite the week of June 12, 2017 to perform compliance testing.

II. LHA Portfolio

Arbor Manor

On Monday, April 17, 2017, LHA provided written notification to Cushman & Wakefield that they could move forward with relocation of the easement. Accordingly, Cushman & Wakefield will fund all costs associated with design and permitting of the new access road. On May 3, 2017, representatives from Cushman & Wakefield notified staff that they have a prospect for purchase of the property. Staff is in the process of performing due diligence to determine whether or not it will be in the best interest of the authority to continue to pursue sale of the property or to hold the property for development of affordable housing in the near future.

Cecil Gober

Installation of Cabinets and Flooring at 16 Non-UFAS Units: On February 27, 2017, The Hayes Construction Company (THCC) mobilized to install cabinets, countertops, and associated plumbing for the next 18 units. THCC completed installation of cabinets at all 18 units the same week. They returned the week of March 6, 2017 to complete the punch list. THCC submitted

closeout documentation for the cabinet portion of the project on April 27, 2017. Staff is in the process of closing out the cabinet replacement project and issuing final payment to the vendor.

On February 23, 2017, One Stop Carpet Shop, Inc. commenced replacement of the flooring at the 18 units. To date, representatives from One Stop Carpet Shop, Inc. have completed flooring replacement at apartment #'s 1-10. LHA continues to relocate two (2) seniors per week to install new flooring and paint apartments 11-18. Work associated with the flooring replacement at all 18 units is scheduled to be completed by July 2017.

Hampton Hills

Homeownership Plan: Staff did not perform any activities associated with sale of units during this reporting period.

John Wright Apartments

ACT Environmental & Infrastructure, Inc. (ACT) mobilized on April 11, 2017 to clean the stormwater lines and clear the stormwater retention pond. ACT completed all work associated with the stormwater project on Friday, April 14, 2017. LHA staff is in the process of working with ACT to close out the project so that final payment can be made.

WestLake

Redevelopment of Westlake: During this reporting period, The Housing Trust Group (HTG), WestLake Developer, commenced weekly closing conference calls. HTG is seeking to close on West Lake I (100 senior units) by October 2017. On April 21, 2017, LHA staff commenced working with representatives from HUD's Jacksonville Field Office (JFO) to obtain Special Application Center (SAC) approval of the relocation, demolition, and disposition application for 3.08 acres associated with West Lake I.

Williamstown

Miller Construction Management, Inc. (MCM) mobilized on April 14, 2017 to perform clearing and grubbing of the site. Please see the attached Field Report dated May 3, 2017 to view photographs of work performed during the month of April. The Ground Breaking Ceremony is scheduled to occur on Tuesday, May 16, 2017 at 9 a.m.

III. Mixed Finance Developments

Renaissance at Washington Ridge

Design of Single-Family and Duplex Buildings for 15 Vacant Lots: Representatives from Wallis Murphey Boyington Architects, Inc. (WMB) are 70% complete with design of Phase 1 and 2 Construction Documents. Staff did not perform any activities related to this project during this reporting period.

2016 Audit and Taxes for the Five (5) Partnerships

During the month of April, RubinBrown, LLP completed audit and taxes for the five partnerships. Staff is in the process of issuing final payment and closing out the project.

Magnolia Pointe

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

YouthBuild Support

See attached narrative for details.

**The Micro-Cottages at Williamstown
Field Report
May 3, 2017**



April 14, 2017: Photograph of 3-acre lot at Williamstown prior to site contractor mobilizing to clear trees.



April 14, 2017: Picture of site contractor clearing trees.



April 14, 2017: Continued clearing of site.



April 14, 2017: Continued clearing of site.



April 14, 2017: Additional clearing that occurred at the site.



April 14, 2017: Continued clearing activities.





April 17, 2017: Continued clearing and grubbing.



April 17, 2017: Another photograph of clearing and grubbing.

LAKELAND HOUSING AUTHORITY
SECTION 3 AND M/WBE SUMMARY REPORT
(Existing Contracts: April 01, 2012--April 30, 2017)

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	\$88,000.00	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. aka Residential Investment Group	\$79,425.00	Yes	Woman-owned	1	No	0	No	0
21	Reeves Building and Plumbing Contractor	\$9,975.00	Yes	African-American	1	No	0	No	0
22	All Florida Fire Equipment Company	\$5,950.00	No	N/A	0	No	0	No	0
23	Campolong Enterprises dba DH Striping Company	\$5,000.00	No	N/A	0	No	0	No	0
24	Professional Roof Systems	\$37,800.00	No	N/A	0	No	0	No	0
25	State Alarm	\$287,591.50	No	N/A	0	No	0	No	0
26	Stripe A Lot of America II, Corp	\$4,100.00	No	N/A	0	No	0	No	0
27	Waller Construction	\$20,800.00	No	N/A	0	No	0	No	0
28	Annettie Machuca & Associates	\$25,000.00	Yes	Hispanic and Woman-owned	1	No	0	No	0
29	Haskell Termite and Pest Control	\$17,872.00	No	N/A	0	No	0	No	0
30	Johnson-Laux Construction	\$205,031.96	Yes	Woman-owned	1	No	0	No	0
31	Yardi Systems	\$50,824.70	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 01, 2012 and April 30, 2017.

LAKELAND HOUSING AUTHORITY
SECTION 3 AND M/WBE SUMMARY REPORT
(Existing Contracts: April 01, 2012--April 30, 2017)

Item #	Contractor	Amount	M/WBE	Type	M/WBE Totals	Section 3 Firm	Section 3 Firm Totals	Section 3 Hires	Section 3 Totals
32	Annettie Machuca & Associates	\$246,000.00	Yes	Hispanic and Woman-owned	1	No	0	No	0
33	West Lake Management	\$135,150.00	No	N/A	0	No	0	No	0
34	West Lake Management	\$10,000.00	No	N/A	0	No	0	No	0
35	We Care Services	\$135,000.00	Yes	African American and Woman-owned	1	Yes	1	No	0
36	BDO USA dba BDO PHA Finance	\$95,000.00	No	N/A	0	No	0	No	0
37	Emphasys Computer Solutions	\$206,250.00	No	N/A	0	No	0	No	0
38	Waller Construction	\$11,197.66	No	N/A	0	No	0	No	0
39	Bonnet Shores, LLLP.	\$97,450.00	No	N/A	0	No	0	No	0
40	Colton Meadow, LLLP.	\$84,050.00	No	N/A	0	No	0	No	0
41	West Bartow Partnership Ltd, LLLP.	\$89,950.00	No	N/A	0	No	0	No	0
42	Solita's House	\$25,375.00	Yes	African-American and Woman-owned	1	No	0	No	0
43	William V. Hunter Educational Foundation	\$0.00	1	African-American	1	No	0	No	0
44	Citrus Air Conditioning	\$18,977.00	No	N/A	0	No	0	No	0
45	R.I.G., Inc. aka Residential Investment Group	\$48,250.00	Yes	Woman-owned	1	No	0	No	0
46	Nan McKay	\$3,975.00	No	N/A	0	No	0	No	0
47	M & M Asphalt Maintenance, Inc	\$8,717.00	No	N/A	0	No	0	No	0
48	M & M Asphalt Maintenance, Inc	\$5,284.00	No	N/A	0	No	0	No	0
49	Leedy Electrical East	\$97,896.00	No	N/A	0	No	0	No	0
50	Evolve Contracting	\$50,658.00	No	N/A	0	No	0	No	0
51	Circuit Electric	\$9,600.00	No	N/A	0	No	0	No	0
52	One Stop Carpet Shop	\$12,490.00	Yes	Woman-Owned	1	No	0	0	0
53	Waller Construction	\$22,177.35	No	N/A	0	No	0	No	0
54	Preferred Compliance Solutions	\$12,500.00	Yes	Hispanic	1	No	0	No	0
55	One Stop Carpet Shop	\$21,774.00	Yes	Woman-Owned	1	No	0	0	0
56	Imperial Cabinets and Millwork	\$24,255.76	Yes	African American	1	No	0	No	0
57	Integrity Pavement Services	\$18,900.00	No	N/A	0	No	0	No	0
58	One Stop Carpet Shop	\$94,300.00	Yes	Woman-Owned	1	No	0	0	0
59	Citrus Air Conditioning	\$7,776.00	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 01, 2012 and April 30, 2017.

LAKELAND HOUSING AUTHORITY
SECTION 3 AND M/WBE SUMMARY REPORT
(Existing Contracts: April 01, 2012--April 30, 2017)

Item #	Contractor	Amount	M/WBE	Type	M/WBE Totals	Section 3 Firm	Section 3 Firm Totals	Section 3 Hires	Section 3 Totals
60	Waller Construction	\$12,789.90	No	N/A	0	No	0	No	0
61	Best Termite & Pest Control	\$35,000.00	No	N/A	0	No	0	No	0
62	AMA Consulting	\$20,000.00	Yes	Hispanic Woman-owned	1	No	0	No	0
63	Lakeland Moving and Storage	\$28,875.00	No	No	0	No	0	No	0
64	Hayes Construction Company	\$106,800.00	No	No	0	No	0	No	0
65	Mid Florida Diesel (Admin Bldg.)	\$1,900.00	No	No	0	No	0	No	0
66	Mid Florida Diesel (Washington Ridge)	\$2,500.00	No	No	0	No	0	No	0
67	Mid Florida Diesel (West Bartow)	\$2,500.00	No	No	0	No	0	No	0
68	Miller Construction Management, Inc.	\$5,212,379.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Architectural Services Pool</i>									
69	GLE Associates	\$27,170.00	No	N/A	0	No	0	No	0
70	Wallis Murphey Boyington	\$271,932.00	No	N/A	0	No	0	No	0
71	Bessolo Design Group	\$0.00	No	N/A	0	No	0	No	0
72	Robert Reid Wedding	\$47,227.50	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Property Appraisal Services Pool</i>									
73	Valuation Advisors	\$7,700.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Surveying Services Pool</i>									
74	DRMP	\$0.00	No	N/A	0	No	0	No	0
75	Hamilton Engineering & Surveying	\$0.00	No	N/A	0	No	0	No	0
76	ECON	\$5,020.00	No	N/A	0	No	0	No	0
77	Pickett & Associates	\$0.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Environmental Testing/Building Inspection Services Pool</i>									
78	ACT-American Compliance Technologies	\$24,888.00	No	N/A	0	No	0	No	0
79	GLE Associates	\$16,230.00	No	N/A	0	No	0	No	0
80	Terracon Consultants	\$2,495.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Engineering Services Pool</i>									
81	Boggs Engineering (Civil)	\$39,973.00	No	N/A	0	No	0	No	0
82	Hamilton Engineering & Surveying (Civil)	\$0.00	No	N/A	0	No	0	No	0
83	EE & G Environmental (Environmental)	\$41,230.00	No	N/A	0	No	0	No	0
84	GLE Associates (Multi-discipline)	\$1,425.00	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 01, 2012 and April 30, 2017.

LAKELAND HOUSING AUTHORITY
SECTION 3 AND M/WBE SUMMARY REPORT
(Existing Contracts: April 01, 2012--April 30, 2017)

Item #	Contractor	Amount	M/WBE	Type	M/WBE Totals	Section 3 Firm	Section 3 Firm Totals	Section 3 Hires	Section 3 Totals
85	Biller Reinhart (Structural)	\$0.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Financial Advisor Services Pool</i>									
86	Baker Tilly	\$6,500.00	No	N/A	0	No	0	No	0
87	Innovative Financial Housing Solutions	\$360,000.00	Yes	Woman-owned	1	No	0	No	0
88	TAG Associates	\$0.00	No	N/A	0	No	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Audit Services</i>									
89	Berman Hopkins Wright & LaHam	\$70,000.00	No	N/A	0	No	0	No	0
90	CliftonLarsonAllen	\$100,900.00	No	N/A	0	No	0	No	0
91	RubinBrown, LLP	\$42,500.00	No	N/A	0	No	0	No	0
TOTALS		\$9,225,852.38			25		4		3

Note: Amounts referenced within the table include all contracts, amendments/change orders, and/or task orders issued to the vendors between April 01, 2012 and April 30, 2017.

LAKELAND HOUSING AUTHORITY
SECTION 3 AND M/WBE SUMMARY
(New Contracts: April 1-30, 2017)

Item #	Contractor	Amount	M/WBE	Type	M/WBE Totals	Section 3 Firm	Section 3 Firm Totals	Section 3 Hires	Section 3 Totals
1	ACT Environmental & Infrastructure, Inc.	\$24,888.00	No	N/A	0	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									
16									
<i>Indefinite Delivery, Indefinite Quantity Property Appraisal Services Pool</i>									
17									
<i>Indefinite Delivery, Indefinite Quantity Surveying Services Pool</i>									
18									
19									
20									
21									
<i>Indefinite Delivery, Indefinite Quantity Environmental Testing/Building Inspection Services Pool</i>									
22									
23									
24									
<i>Indefinite Delivery, Indefinite Quantity Engineering Services Pool</i>									
25									
26									
27									
28									
<i>Indefinite Delivery, Indefinite Quantity Legal Services Pool</i>									
29									
30									
31									
<i>Indefinite Delivery, Indefinite Quantity Financial Advisor Services</i>									
32									
33									
34									
<i>Indefinite Delivery, Indefinite Quantity Audit Services</i>									
35									
36									
37									
TOTALS		\$24,888.00			0		0		0

Note: Amounts referenced within the table include all contracts, amendments/change orders, and/or task orders issued to the vendor April 1-30, 2017.

May 2017 Board Report



Academics

Five participants of YouthBuild Lakeland have earned their high school equivalency diploma in the month of April, with seven other students poised to earn their diploma in the next month. Students continue to make strides toward earning their diplomas at their own pace and in an individualized manner. YouthBuild Lakeland continues to receive instruction in financial literacy, civics, and life skills. The participants will soon be receiving basic computer skills in the Microsoft Office Suite.

Recruiting

Cycle 15 continues to recruit young adults from the local community. The local high schools have been the targets of the most intense recruiting this month. As school comes to a close there are students who will not be graduating, and our focus is aimed at recruiting these kids. We also continue to reach out to businesses and churches in the Paul A. Diggs and North Lake Wire Communities.

Career Development

During the month of April, participants of Cycle 14 expressed their individual five-year aspirations through the creation of a Vision Board. The vision board begins with YouthBuild, then moves toward who and where the participant envisions their life to be in five years. It includes, but is not limited to: family, education, career, finances, home, travel, spirituality, and social life. At a later date, each participant will render a presentation of their board in a group setting of YB peers and staff. This will enhance the ability of each participant to effectively communicate their thoughts to an audience. The purpose of the vision board is to breathe life into the dreams of each participant while enhancing their research and creativity skills.

Career Placement

On April 10th, YouthBuild Cycle 14 participants submitted interest cards to the CareerSource-Polk Summer Youth Employment Program. This program will afford selected youth and young adults (ages 16-24) an opportunity to become employed at various businesses/agencies throughout Polk County. Participants will receive 30 hours per week of on-the-job training and be compensated at the rate of \$10.00 per hour. The employment assignments will begin on June 5th. The Career Development Specialist continues to assist Cycle 12 and 13 graduates to move forward on their journey to success through job referrals, placement efforts and/or employment retention.

**Cycle 14 participants enjoyed the educational tour at the
Traviss Career Center Open House.**



Construction

During the month of April, Cycle 14 participants learned valuable construction skills while completing rehabilitation of a Keystone Challenge Fund property in East Lakeland. Enhancement of their landscaping, painting and general property maintenance skills continued while assisting with the beautification and spring cleaning of LHA's Colton Meadows. The participants also volunteered at Agape Food Bank.

YouthBuild Events

April 4 th	United Way Partner Meeting
April 6 th	Teen Pregnancy Prevention Alliance Partner Meeting
April 7 th	Guest Speaker -Pamela Calloway – Entrepreneurship– Men of Honor & Distinction
April 10 th	Guest Speaker –Crystal Wooden -Youth Employment Program – CareerSource Polk
April 12 th	YouthBuild Advisory Board Meeting
April 13 th	Traviss Tour and Career Fair
April 13 th	Robert Kennedy - Substance Abuse Education
April 14 th	GTE – Financial Literacy Education
April 14 th	Florida Department of Health – Tobacco Cestation Guest Speaker Juli Davis
April 21 st	Guest Speaker Stephanie Haley – Career Tracking in the Nursing Field
April 21 st	Microsoft Office Suite Training – Harry Hirani-Faith Home Health
April 24 th	Certified Nursing Class starts
April 25 th	Polk County Schools Homeless Youth Taskforce Meeting
April 27 th	Field Trip Palm Harbor Manufacturing Homes
April 28 th	Guest Speaker – Anthony Brinkley, CEO On The Brink Consulting
April 30 th	Rick Mooneyham 5 th year anniversary



Guest Speaker Anthony Brinkley visits the YB class!

Janiene Bambridge
Sr. Program Manager

Cynthia E. Zorn-Shaw
Career Development Specialist

Aimee Pickup
Administrative Assistant

Richard Mooneyham
Academic Instructor

Terry Love
Construction Trainer

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 # 17-1443

The Board of Commissioners is requested to adopt a Travel Policy for the Lakeland Housing Authority.

2. Who is making request:

- A. Entity: Housing Authority of the City Lakeland
- B. Project: Travel Policy
- C. Originator: Benjamin Stevenson

3. Cost Estimate:

N/A

Narrative:

The attached Travel Policy provides parameters for travel on housing authority business by the Board of Commissioners, Executive Director and employees of the Lakeland Housing Authority. Staff recommends approval of this resolution which establishes a Travel Policy for the agency.

RESOLUTION NO. 17-1443

**ADOPTION OF A TRAVEL POLICY
FOR THE BOARD OF COMMISSIONERS AND EMPLOYEES OF THE
HOUSING AUTHORITY OF THE CITY OF LAKELAND**

WHEREAS, the Housing Authority of the City of Lakeland has established goals and plans for the provision of affordable housing; and

WHEREAS, the Housing Authority of the City of Lakeland does not currently have a Travel Policy for the Board of Commissioners and employees of the Housing Authority of the City of Lakeland; and

WHEREAS, the Housing Authority of the City of Lakeland has determined that it is desirable to establish a travel policy that provides parameters for the Board of Commissioners and employees of the Housing Authority of the City of Lakeland to travel and conduct business on behalf of the Housing Authority of the City of Lakeland.

NOW, THEREFORE, BE IT RESOLVED that the Board of the Commissioners of the Housing Authority of the City of Lakeland hereby adopts a travel policy for the Board of Commissioners and employees of the Housing Authority of the City of Lakeland.

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. 17-1443, dated May 15, 2017.

Attested by:

Benjamin Stevenson, Secretary

Michael Pimentel, Chair

TRAVEL POLICY FOR THE HOUSING AUTHORITY OF THE CITY OF LAKELAND

I. PURPOSE

To provide guidelines and procedures for the control and reimbursement for the Board of Commissioners, employees, or other persons traveling on behalf of the Housing Authority of the City of Lakeland (Authority).

II. SCOPE

This policy applies to all employees, commissioners, or other persons traveling on Authority business whose cost for travel is paid for or reimbursed by the Authority.

III. POLICY

Travel expenses for those individuals authorized to travel on official business of the Authority shall be paid by the Authority. All travel must have prior approval of the Executive Director, or his/her designee. Each authorized trip shall be limited to the number of persons necessary to conduct the Authority's business in the most economical manner as determined by the Executive Director's designee.

All arrangements for flights, hotels, rental cars and related expenses for out of town travel for employees, commissioners, or other persons traveling on business for the Lakeland Housing Authority shall be made by the Executive Director or his designee.

Regardless of whether the travel is inside or outside the jurisdiction, all request for reimbursement must be accompanied by appropriate receipts and related documentation.

IV. TRAVEL OUTSIDE THE AUTHORITY'S JURISDICTION

Auto or airline, coach class if advantageous, shall be the standard means of transportation.

Cost of taxi fare, Authority business telephone calls, convention registration fees, parking fees, road tolls, and similar items necessarily incidental to the performance of official business, not paid in advance by the Authority, shall be reimbursable items.

In addition to reimbursable costs as outlined above, per diem expenses shall be paid to employees or commissioners as follows:

- Lodging — actual expense at single occupancy rate
- Meals and Incidental Expenses (M&IE) will be based on the US General Services Administration current daily reimbursement (per diem) rates for meals and incidental expenses while on travel. Refer to [Section 301-11.18 of the Federal Travel Regulation](#)

Subsistence, at the above rates, for those traveling outside the Authority's jurisdiction, but not

staying overnight, will be allowed for the following meals:

- Breakfast: When travel begins before 6:00 a.m. and extends beyond 8:00 a.m.
- Lunch: When travel begins before 12:00 noon and extends beyond 2:00 p.m.
- Dinner: When travel begins before 6:00 p.m. and extends beyond 8:00 p.m., or when travel occurs during nighttime hours due to special assignment.

No allowance will be given when meals are furnished as part of a seminar or when furnished on a plane as part of the ticket cost. No receipts shall be required for furnished meals.

Authorized out-of-town travel performed by private automobile shall be paid by the Authority at a rate not to exceed the rate permitted by the Internal Revenue Service for the applicable tax year, plus tolls, parking, storage, etc. (but does not include vehicle repairs or maintenance, parking or other violations), as outlined above, except that the Authority shall permit reimbursement only at a rate of airline coach class if advantageous, unless it has been determined that travel by privately owned vehicle is more economical for the Authority.

When driving a non-Authority vehicle, the driver must possess a valid Florida driver's license, be free of alcohol or other substances which can impair driving ability, and possess insurance, and all necessary paper-work for said vehicle. Violation of any local, State or Federal laws resulting in a fine will be the responsibility of the driver.

V. TRAVEL WITHIN THE AUTHORITY'S JURISDICTION

Travel expenses for those individuals authorized to travel on official business of the Authority shall be paid by the Authority. Travel must be approved by the Executive Director, or his/her designee. When possible, an Authority vehicle shall be used for necessary travel. However, due to the limited availability of vehicles, an employee requiring intra-jurisdictional travel to fulfill his/her assigned duties may be required to use his or her own vehicle. Costs are reimbursable in accordance with the following criteria:

1. If using an Authority vehicle, gas shall be obtained at the assigned fill-up stations. If this is not possible, fuel will be reimbursed. All tolls, parking, storage, and other necessary car expenses will be reimbursed. This does not include vehicle repairs and maintenance, parking violations or other vehicle violations. The driver must possess a valid Florida driver's license and insurance; and be free of alcohol or other substances which can impair driving ability.
2. When driving a non-Authority vehicle for travel on official Authority business, the driver must possess a valid Florida driver's license and insurance; and be free of alcohol or other substances which can impair driving ability. All drivers traveling on official business within the Authority's jurisdiction and using a private automobile, shall be paid by the Authority at a rate not to exceed the rate permitted by the Internal Revenue Service for the applicable tax year, plus tolls, parking, storage, etc. (but does not include vehicle repairs or maintenance, parking or other violations).

3. No subsistence or per diem will be paid to individuals traveling within the jurisdiction of the Authority, unless the per diem is already included for an Authority approved seminar, convention, conference or a specially called meeting. Reimbursement for out of pocket expenses such as parking or meals may also be submitted if these items were not included in the registration fees.
4. Whenever automobile travel is involved, signed records of car expenditures and mileage, or mileage only in the case of privately-owned automobiles, shall be submitted and approved before payment. If two or more persons travel in the same automobile, only one shall be reimbursed for mileage (if private car) or for car expenditure (if Authority-owned car). Traveler must maintain receipts for reimbursement of expenses.

VI. DEFINITIONS

Outside the Authority's jurisdiction — Destination is outside of Polk County. This can also be termed out-of-town travel.

Within the Authority's jurisdiction — Destination is within Polk County. This can also be termed as inter-jurisdiction or in-town travel.

VII. PROCEDURE

Travel outside the Authority's jurisdiction:

A. The Authority may advance employees, commissioners, or other persons for reasonable amounts for allowable travel expenses; subject to completing an out of town travel form at least thirty (30) days prior to the planned travel.

B. An authorized out-of-town travel form must be completed and submitted to the Executive Director, or his/her designee within ten (10) days after arriving home from a trip regardless of reimbursement disposition; i.e., the Authority refunding money to traveler, traveler refunding money to the Authority, or no money to settle. No subsequent trips will be authorized and no additional travel advances will be given until all previous travel forms have been submitted and approved.

C. Forms must be completely filled out, particularly noting (but not limited to):

1. Reason for trip
2. Beginning and ending date of trip
3. Time of departure and time of arrival back home
4. Expenses incurred each day including transportation, registration, subsistence, hotel, taxi(s), parking, and any other such costs incurred.
 - a. Advances given to the traveler for trip
 - b. Total cost of trip to the Authority
 - c. Traveler's signature

D. Receipts for all expenses incurred whether paid in advance or not must be attached to the travel form. Examples include, but are not limited to:

1. Airline tickets
2. Conference registration receipts or a brochure or admittance documents
3. Parking, toll and taxi receipts
4. Hotel receipts

E. If per diem (or subsistence) advanced prior to the trip exceeds the per diem spent, then the traveler is required to return the excess to the Authority. The Authority will not pay per diem in the event that meals are offered by airline, conference, or other party affiliated with trip.

F. If a settlement results in monies due the Authority, return of amounts due is expected when the travel form is submitted. If a settlement results in monies due the traveler, a check will be cut in accordance with the Authority's procurement and accounts payable policies.

G. Travel form must be approved by the Department Director prior to submission to the Executive Director or his /her designee for review.

H. Travel forms will be matched with travel itinerary forms in the travel log maintained by the Accounting Department.

I. Travel within the Authority's jurisdiction:

1. An Authority Mileage Reimbursement Form must be completed and submitted to the Executive Director or his/her designee at least monthly. No entry on a form should be older than thirty (30) days.
2. Forms shall be completely filled out, particularly noting, but not limited to:
 - a) Departure point
 - b) Purpose of trip
 - c) Odometer readings
 - d) Actual mileage
 - e) Traveler's signature
3. Receipts for all reimbursable expenses incurred, whether paid in advance or not, shall be attached to the form. Examples include, but are not limited to:
 - a) Parking fees
 - b) Tolls

J. Parking violations and other fines are not reimbursable items.

K. If settlement results in monies due the Authority return of amounts due is expected

when the travel form is submitted. If a settlement results in monies due the traveler, a check will be cut in accordance with the Authority's procurement and accounts payable policies.

L. Travel forms shall be approved by the Department Director prior to submission to the Executive Director or his /her designee for review.

M. Travel forms will be matched with travel itinerary forms in the travel log maintained by the Accounting Department.

VIII. TRAVEL LOG

A travel log will be maintained by the Accounting Department.

For each individual trip, the travel log information will include, but is not limited to:

1. One copy of all checks issued for each individual trip including, but not limited to, per diem, hotel, transportation, and registration.
2. One copy of the travel itinerary form.
3. One copy of the completed (signed) travel form.
4. A quarterly audit of the travel log will be performed by the Executive Director, or his/her designee or his or her designee to determine the completeness and accuracy of the information contained within the travel log.

IX. FAMILY

All Authority employees, commissioners, or other persons traveling on Authority business shall observe these rules whether traveling inside or outside the State of Florida:

1. The Authority employees, commissioners, or other persons traveling on Authority business are not allowed to take their spouse/partner and/or children with them on any Authority related business travel at the expense of the Authority. Authority employees must obtain permission from the Executive Director or his designee to take their spouse/partner and/or children on any Authority related business travel.
2. Any accompanying spouse/partner and/or children should feel free to partake in any event that specifically allows for family members to attend at the expense of the employee or commissioner which they are accompanying.
3. Authority employees or other persons traveling on Authority business are not allowed to take their spouse/partner and/or children to any Authority related business meetings, conference meetings, training classes, or any other business related function unless approved by the Executive Director.
4. The Authority employee(s) approved for the rental of a vehicle, in the scope of completing Authority business, are restricted from having anyone drive that vehicle except for the employee approved by the Authority for the rental of that vehicle.
5. Spouses, partners, children, friends, and other family members are restricted from driving an Authority vehicle.

6. Only drivers approved by Authority and in good standing with the Authority are allowed to drive the Authority vehicles.
7. Approved travel of a spouse/partner and/or children on an Authority related matter still remains the sole responsibility of the employee or commissioner for all their welfare, expenses, transportation and additional accommodations. Any injury, illness or damages resulting to or by a spouse or child during the Authority related approved travel is the sole responsibility of the employee or commissioner.
8. All Authority employees, commissioners, or other persons traveling on Authority business, are representative(s) of the Housing Authority and are expected to conduct themselves in a professional and dignified manner at all times.

X. CONFLICT WITH OTHER POLICIES OF THE AUTHORITY

The Authority strives to make sure that all policies are consistent with each other. However, sometimes there can be actual or perceived conflict between two or more adopted policies. If that occurs, the Executive Director or his/her designee shall resolve the matter and/or take appropriate steps to resolve any conflicts in the future.

OTHER BUSINESS



**BOARD OF
COMMISSIONERS**

Michael A. Pimentel
Chairman

Rev. Richard Richardson
Vice-Chairman

Eddie Hall
Commissioner

Joseph DiCesare
Commissioner

Lorenzo Robinson.
Commissioner

Dorothy Sanders
Commissioner

Monica Perry
Commissioner

Benjamin J. Stevenson
Executive Director

430 Hartsell Ave
Lakeland, FL 33815

MAIN OFFICE

Phone: (863) 687-2911

Fax: (863) 413-2976

www.LakelandHousing.org

May 2, 2017

Ellis Henry, Director
U.S. Department of Housing and Urban Development
Office of Public Housing
Charles Bennett Federal Building
400 West Bay Street, Suite 1015
Jacksonville, FL 32202-4410

RE: Relocation Plan – West Lake Apartments Phase I

Dear Mr. Henry:

Enclosed for your review is the Relocation Plan for Phase I of the West Lake Apartments redevelopment project. As you know, the LHA has submitted a Demolition/Disposition application to the HUD Special Applications Center office for review and approval. Please note the LHA and its Developer Partner have also obtained an award low income housing tax credits for this project. We are aware that we cannot proceed with the relocation and demolition efforts until such time as HUD has approved the Demolition/Disposition application and Relocation Plan. LHA is proposing to complete the relocation process over multiple phases. The enclosed document outlines LHA's strategy for the first relocation phase.

If you have questions regarding this correspondence or require additional information, please let me know.

Thank you for your time and consideration in this matter.

Sincerely,

Benjamin Stevenson
Executive Director

cc: Valerie Brown
Project File

Enclosure(s)

U.S. Department of Housing & Urban Development
Office of Public and Indian Housing
Office of Public Housing Investments
WEST LAKE APARTMENTS
PHASE I
RELOCATION PLAN

Housing Authority: Lakeland Housing Authority
Executive Director: Benjamin Stevenson
Relocation Coordinator: Earl W. Haynes

Planning Team Members: Carlos Pizarro
Idalia Gonzales
Vanessa Johnson

Dated: April 2017

Revised 6/02

Relocation plan Amendment to relocation plan

TABLE OF CONTENTS

- I. Existing Project Summary
- II. Relocation Destinations
- III. Number of Families to be Relocated
- IV. Resident Preferences
- V. Use of Section 8 Vouchers to Relocate Families
- VI. Relocation Resources Other than Section 8
- VII. Relocation Services
- VIII. Off-Site Acquisitions and/or Relocations
- IX. Overcoming Potential Impediments to Relocation
- X. Standards for Occupancy and Re-Occupancy
- XI. Relocation Costs
- XII. Resident Participation
- XIII. Relocation Recordkeeping and Notices

The public reporting burden for this collection of information for the HOPE VI Relocation Plan Guide is estimated to average 15 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

In accordance with the Notice of Funding Availability, PHAs applying for HOPE VI Revitalization grant funding must certify in their application that they have completed a HOPE VI Relocation Plan in conformance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) and 49 CFR part 24. PHAs may use this information collection, the HOPE VI Relocation Plan Guide, as a guide by which to develop their HOPE VI Relocation Plan. It is not required to be submitted to HUD.

This agency may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number. The information submitted in response to the Notice of Funding Availability for the HOPE VI Program is subject to the disclosure requirements of the Department of Housing and Urban Development Reform Act of 1989 (Public Law 101-235, approved December 15, 1989, 42 U.S.C. 3545). Warning: HUD will prosecute false claims and statements. Convictions may result in the imposition of criminal and civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

I. EXISTING PROJECT SUMMARY (AS OF APRIL 30, 2017).

HOUSING AUTHORITY NAME	Lakeland Housing Authority		
RELOCATION COORDINATOR	Earl W. Haynes		
ADDRESS	430 Hartsell Avenue, Lakeland, FL 33815		
PHONE NUMBER	(863) 687-2911		
FAX NUMBER	(863) 413-2930		
EMAIL ADDRESS	ehaynes@lakelandhousing.org		
BRIEF DESCRIPTION OF THE RELOCATION (OFF-SITE? ON SITE ETC.)	Twenty-two (22) families will be relocated off-site		
ESTIMATED START DATE OF RELOCATION MOVES	July 2017		

HOUSING DEVELOPMENT NAME(S):	WEST LAKE APARTMENTS		
HOUSING DEVELOPMENT NUMBER(S):			
YEAR BUILT:	1958		
TOTAL NUMBER OF UNITS:	22		
NUMBER OF OCCUPIED UNITS:	19		
NUMBER OF VACANT UNITS:	3		
SIZE OF SITE:	3.08 ACRES		
ACTIVITY TYPE(S): (SELECT ALL THAT APPLY)			
<input type="checkbox"/> HOPE VI REVITALIZATION	<input type="checkbox"/> REHABILITATION		
<input type="checkbox"/> HOPE VI DEMOLITION GRANT	<input type="checkbox"/> PUBLIC HOUSING HOME OWNERSHIP		
<input checked="" type="checkbox"/> DEMOLITION	<input checked="" type="checkbox"/> CONVERSION OF PH TO VOUCHERS		
<input checked="" type="checkbox"/> DISPOSITION	<input type="checkbox"/> PUBLIC HOUSING DEVELOPMENT		
<input checked="" type="checkbox"/> MIXED-FINANCE DEVELOPMENT	<input type="checkbox"/> RECONFIGURATION OF UNITS		

<i>CURRENT UNIT MIX</i>			
<i>UNIT SIZE</i>	<i>OCCUPIED</i>	<i>VACANT</i>	<i>TOTAL</i>
<i>0 BR</i>			
<i>1 BR</i>	1	0	1
<i>2 BR</i>	10	1	11
<i>3 BR</i>	8	2	10
<i>4 BR</i>			
<i>5 BR</i>			
<i>TOTAL</i>	19	3	22

II. RELOCATION DESTINATIONS

BEST ESTIMATE, AS OF DATE OF SUBMISSION, OF ANTICIPATED RELOCATION DESTINATIONS

REPLACEMENT HOUSING		NUMBER OF RELOCATIONS TO EACH HOUSING TYPE					
		0BR	1BR	2BR	3BR	4BR	5BR
VACANT UNITS ON-SITE (WITHIN THE PH DEVELOPMENT)							
VACANT UNITS IN OTHER PUBLIC AND ASSISTED DEVELOPMENT(S)							
RESIDENT-BASED SECTION 8 (VOUCHERS)			1	10	8		19
HOMEOWNERSHIP							
OTHER HOUSING OPTIONS							
TOTAL			1	10	8		19

Identify developments available for relocation.

Persons desiring public housing units will be offered relocation options into a comparable unit at one of the following LHA owned and operated properties: John Wright Homes, Dakota Park Apartments, and Renaissance at Washington Oaks.

Are any of the proposed relocation units located outside of the local jurisdiction? Yes No
If yes, please describe.

Development	0 BR Unit	1 BR Unit	2 BR Unit	3 BR Unit	4 BR Unit
Unit Totals	0 BR Units	1 BR Units	2 BR Units	3 BR Units	4 BR Units

SUMMARY OF OTHER PUBLIC HOUSING RELOCATION ACTIVITIES PROPOSED OR ON-GOING IN THE JURISDICTION ACCORDING TO YOUR ONE-YEAR PUBLIC HOUSING PLAN

DEVELOPMENT NAME	PROJECT NUMBER	SITE NUMBER	NUMBER OF FAMILIES TO BE RELOCATED
TOTAL FAMILIES TO BE RELOCATED	N/A		

III. NUMBER OF FAMILIES TO BE RELOCATED

Provide a tally, as of the date of your HOPE VI application, of the families who reside in the building(s) scheduled for demolition or rehabilitation by filling out the following chart. (Note: Bedroom size refers to the size of the apartment they will need on relocation, not their current bedroom size):

UNIT SIZE	ELDER	FAMILY W/CHILDREN	NON-ELDERLY DISABLED	SINGLE	OTHER	TOTAL	ACCESSIBLE UNITS
0 BR							
1BR		0	1	0		1	
2BR		9	1			10	
3BR	1	4	3			8	
4BR							
5 OR MORE							
TOTAL	1	13	5	0		19	

- PLEASE EXPLAIN ANY DUPLICATE COUNTS.
- PLEASE INCLUDE RESIDENT CHARACTERISTICS 50058 DATA FOR THIS DEVELOPMENT (INCLUDE, AT A MINIMUM, INCOME, RACE, ETHNICITY AND FAMILY SIZE)
- **Please see attached “Exhibit A.”**

A. Permanent Move Assistance

Displaced Person – The term “displaced person” means any person that moves from real property, or moves his or her personal property from the real property, permanently, due to HUD-funded acquisition, rehabilitation or demolition activities.

Residents who are to be displaced from the site will be given a *Notice of Eligibility for Relocation Assistance* that will discuss their eligibility for assistance under the URA. Residents will be cautioned “DO NOT MOVE UNTIL YOU RECEIVE THIS NOTICE.” This Notice will be provided to each resident by the PHA as soon as possible after the Initiation of Negotiations (ION) which is the date HUD approves the PHAs Revitalization Plan, including all required supplemental submissions, and HUD authorizes the PHA to proceed with implementation of the Revitalization Plan.

Comparable Replacement Housing – The Authority will not require any family or individual to move unless at least one (where possible, three or more) comparable replacement dwelling, as defined in 49 CFR 24.2(d), is made available at least 90 days before the required move (refer to 49 CFR 24.204).

B. Move Assistance for Displaced residents *{To Other Public Housing}*

Direct Payment or Reimbursement of Moving Expenses - The Authority has chosen the following move for residents who are displaced into other Public Housing.

- Undertake the move itself, using force account labor or a moving company, at no cost to the individual or family being displaced. In such case, the family or individual also is entitled to a moving expense and dislocation allowance of \$50.

Packing and Moving Assistance – If a resident prefers to pack their own personal possessions and items of value, they will be provided packing boxes and tape for the move. A resident should contact the PHA if he/she needs assistance in packing. The PHA is obligated to pack and move all of a resident’s belongings and household goods.

Allow the resident to elect one of the following displacement options.

- 1) The PHA will reimburse the resident for the actual cost of all actual reasonable moving and related expenses (48 CFR 24.301) such as:
 - Transportation of the displaced person and personal property. (This may include reimbursement at the current mileage rate for personally owned vehicles which need to be moved). Transportation costs for a distance beyond 50 miles are not eligible, unless the Authority determines that relocation beyond 50 miles is justified.
 - Packing, crating, uncrating, and packing of the personal property.
 - Storage of the personal property for a period not to exceed 12 months, unless the Authority determines that a longer period is necessary.
 - Disconnecting, dismantling, removing, reassembling, and reinstalling relocated household appliances and other personal property.
 - Insurance for the replacement value of the property in connection with the move and necessary storage.
 - The replacement value of property lost, stolen, or damaged in the process of moving (not through the fault or negligence of the displaced person, his or her agent, or employee) where insurance covering such loss, theft, or damage is not reasonably available.

The PHA will pay the applicable and current fixed moving expense and dislocation allowance required under 49 CFR 24.302 directly to the resident. The current allowance schedule is based on the number of rooms of furniture to be moved.

C. Move Assistance for Displaced Residents *{To Housing Other Than Public Housing}*

Residents who are displaced out of public housing are entitled to the assistance described in the HUD brochure *Relocation Assistance To Tenants Displaced From Their Homes (HUD-1042-CPD)*. Two of the key assistance components include moving assistance and replacement housing assistance.

Moving Assistance - For residents who are to be displaced into housing other than Public Housing, the Authority is required to permit each resident to choose from one of the following two options, but may include a third option. Even though not required, the PHA may offer the third “Local PHA” option described below, if “checked” by the Authority.

Option One – The Authority will reimburse the resident for the cost of all reasonable moving and related expenses (49 CFR 24.301).

Option Two – The Authority will pay the applicable and current fixed moving expense and dislocation allowance required under 49 CFR 24.302 directly to the resident. This allowance schedule is based on the number of rooms of furniture to be moved and is provided at the end of this section.

PHA Option – The resident may select the same move assistance made available to residents who are moving into other public housing. The PHA will undertake the move itself, using force account labor or a moving company, at no cost to the individual or family being displaced. In such case, the family or individual is entitled to a moving expense and dislocation allowance of \$50. This option does include, does not include, an advance loan payment to pay deposit costs.

Replacement Housing Payment - In addition to moving assistance, residents who are displaced into housing other than Public Housing may be entitled to a Replacement Housing Payment (RHP). This payment is intended to cover any increase in monthly housing costs. The RHP is calculated by multiplying the monthly difference in rent and other housing costs by 42 months. This payment may not be made as a lump sum; however, as few as two or three installments is appropriate. This amount cannot be adjusted after “vesting.” When calculating the RHP, the PHA must consider the Comparable Replacement Housing unit offered to the resident. Since RHP costs above that approved by the PHA may not be eligible, residents are cautioned to work closely with the PHA prior to their move

D. Applicable Fixed Moving Expense and Dislocation Allowance {49 CFR 24.302}

A resident who is displaced out of public housing may elect to receive either a payment for all actual and reasonable moving expenses or a fixed payment based on rooms of furniture. If the Authority chooses, this selection option may also be offered to residents who are displaced into other public housing. The Moving Expense and Dislocation Allowance available under 49 CFR 24.302, is based on the number of rooms of furniture, and was set at the following rates (effective January 1, 2017):

1 Room \$ <u>750</u>	2 Rooms \$ <u>900</u>	3 Rooms \$ <u>1075</u>
4 Rooms \$ _____	5 Rooms \$ _____	6 Rooms \$ _____
7 Rooms \$ _____	8 Rooms \$ _____	

IV. RESIDENT PREFERENCES

Complete the chart below based on your tenant survey. Attach a copy of the survey instrument. Please also attach any analysis of survey results and any exceptional findings not noted elsewhere if applicable. Indicate the extent to which you plan to accommodate those preferences. Note the date of the survey.

PLANNED RELOCATION DESTINATIONS

REPLACEMENT HOUSING	NUMBER OF RELOCATIONS TO EACH HOUSING TYPE	
	ESTIMATE OF NUMBER AVAILABLE DURING RELOCATION PERIOD	NUMBER REQUESTED IN THE RESIDENT SURVEY
VACANT UNITS ON-SITE (WITHIN THE PH DEV.)	0	0
VACANT UNITS IN OTHER PUBLIC AND ASSISTED DEV.	0	0
RESIDENT-BASED SECTION 8 VOUCHERS	0	20
HOMEOWNERSHIP	0	0
OTHER HOUSING OPTIONS	0	0
TOTAL	0	20

General Transfer - A family or individual who is moved permanently from a project due to reasons other than HUD-funded rehabilitation or demolition activities (such as a family housed in an inappropriate size unit which is on the transfer list for an appropriate sized unit and is moved when one becomes available), is not a "displaced person" under the URA. The PHA is not required to use the funds provided by HUD for a HOPE VI project to pay for actual reasonable moving and incidental costs for general transfers between projects. The PHA's records should document the cause of the move when it is not subject to the URA.

Evictions for Cause – A resident is not entitled to relocation payments and assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (URA) (49 CFR Part 24) where the family or individual was evicted for serious or repeated violation of material terms of the lease and, therefore, the eviction was not undertaken by the PHA for the purpose of evading its obligation to make available moving assistance, rental assistance and/or other payments available under the URA. On the other hand, a resident who receives a Notice Of Eligibility For Relocation Assistance, and at a later date eviction proceedings are initiated which later result in his/her eviction, may still receive the relocation assistance identified in the Notice of Eligibility For Relocation Assistance (especially where such eviction is determined to be "for the project"). All eviction situations must be reviewed by the PHA to make a final determination on benefits which are due to the resident, if any.

RESIDENT REFUSAL - ONCE THE AUTHORITY HAS OFFERED REPLACEMENT HOUSING TO THE RESIDENT, EITHER TEMPORARY OR PERMANENT, THE AUTHORITY WILL SCHEDULE A MOVING DATE WITH THE RESIDENT. IF A PROBLEM ARISES WITH RELOCATING A RESIDENT IN A TIMELY MANNER, I.E., IF A RESIDENT REFUSES TO MOVE OR REFUSES TO MEET WITH THE AUTHORITY REGARDING A MOVE OR A RESIDENT CANNOT BE FOUND, THE AUTHORITY WILL INITIATE APPROPRIATE ACTION TO ADDRESS THE PROBLEM, WHICH MAY INCLUDE INITIATION OF EVICTION PROCEEDINGS. AN EVICTION "FOR THE PROJECT" SHOULD NOT EXTINGUISH A RESIDENT'S RIGHT TO RELOCATION ASSISTANCE.

V. USE OF SECTION 8 VOUCHERS

If you plan to relocate some families with Section 8 vouchers, provide the following information: (Many PHAs will already have assembled much of this information to comply with the SEMAP indicator on Expanding Housing Opportunities. Where applicable, PHAs may respond by attaching the relevant SEMAP materials). You may find it useful to consult a HUD 2020 map that details concentrations of Section 8 units.

- **Availability of Rental Housing to Voucher Holders.** Describe, generally, the availability of rental housing to voucher holders in the metropolitan area over the planned period of relocation. What is the vacancy rate? Is there a shortage of such housing? Is there a shortage of particular sized units?

The overall vacancy rate for the local metropolitan area is 5%. There is a shortage of affordable rental housing units in the Lakeland metropolitan area. For every 10 families that need an affordable rental unit, there are only 3 housing units available. There is an extreme shortage of large bedroom sizes such as 4 bedrooms and above.

- **Voucher Success Rates.** Describe the experience of households newly issued Section 8 vouchers by your agency in the past year. What proportion of families issued vouchers succeeded in using them to rent housing?

The local rental housing market is extremely limited in terms of affordable housing opportunities as evidence by the statement above regarding available rental housing units. Additionally, there is a shortage of large bedroom unit such as 4-bedrooms and above. The result of this combination of factors is that 38% of the families issued vouchers were successful in finding rental housing. The LHA will assist the families in locating new housing units by providing transportation to preview available housing units and relocation counseling.

- Describe any different experience of households using Section 8 vouchers in connection with your recent relocation efforts (HOPE VI, other special initiatives).

Based upon our relocation planning and preliminary survey, LHA should not experience any differences in household vouchers in connection with our relocation efforts; LHA has successfully relocated hundreds of families in the past eight (8) years with programs sponsored by LHA and the City of Lakeland Neighborhood Services Department.

- **Utilization.** Detail your Section 8 utilization rates over the past three years.

LHA's Section 8 utilization rate over the past three years has averaged 99%.

- **Barriers to Voucher Usage.** What barriers, if any, did these voucher-holders encounter in using their vouchers? What steps, if any, do you plan to take to help relocating families overcome these barriers (for example: raising the payment standard, extending families' search time, providing transportation assistance)?

A major barrier for voucher-holders is there are only three rental housing units available for every ten families that need affordable housing regardless of bedroom size. The Lakeland Housing Authority Relocation Team will provide assistance to families desiring to relocate via a Section 8 voucher. LHA will hold meetings, workshops and/or training sessions to explain the Section 8 process to the families. Extensions related to search time will be reviewed on a case-by-case basis. Only search time extensions that are consistent with the guidelines of the Section 8 program will be allowed. LHA will provide transportation assistance for all families residing at Westlake Homes that are being relocated as a part of this development project.

- **Expanding Housing Opportunities.** What proportion of families issued vouchers by your agency have accessed neighborhoods outside areas of poverty and minority concentration? What steps, if any, do you plan to take to expand the range of neighborhoods accessible to relocating families issued Section 8 vouchers, including to neighborhoods outside areas of poverty and minority concentration? Describe the PHA's methods for recruitment of landlords with units for large families and for people with disabilities.

Approximately five (5) percent of families issued vouchers have accessed neighborhoods outside areas of poverty and minority concentration. LHA maintains a listing of landlords and available housing units by bedroom size. Outreach meetings are held periodically to recruit landlords with units that can accommodate large families and persons with disabilities. LHA is using a new system called "GoSection8" which allow the families and landlords easy access to view and post their houses and apartments. Additionally, LHA is in the process of setting up monthly landlord meetings until every family is housed including but not limited to large families and people with disabilities. LHA has also established individual Memorandums of Understanding (MOU) with service providers to provide training, education and other relocation assistance for families being moved as a part of this development effort. LHA will provide transportation services for relocating families issued Section 8 vouchers so they may preview all housing units located within the jurisdiction of the LHA.

- **Insulating Relocating Families From Increased Costs.** What steps, if any, do you plan to take to ensure that families with vouchers have relocation options that will not cause their costs for housing and utilities to increase (e.g., raising the payment standard, providing supplemental payments)?

Where necessary and appropriate, LHA will raise the payment standard (in a manner that is consistent with the guidelines of the Section 8 program) for families issued vouchers. For example, LHA is planning to use 110% of the payment standards and have meetings with the utility companies and other agencies regarding their rates and discounts or waivers in order to help our families with their housing and utility costs. LHA will provide a Life Skills Training Workshop along with one-on-one counseling to ensure families are prepared for the transition to the Section 8 program.

- **Minimizing Conflicts With Other Relocation Efforts.** Describe any other major activities that are being conducted by you or other subsidized housing providers (including other PHAs) that have or may soon result in increased numbers of families with Section 8 vouchers in the area (e.g., other HOPE VI projects, conversions of public housing, Section 8 opt-outs or pre-payments, major renovations of subsidized housing, etc.) and indicate how they will effect the availability of housing and services for relocating families. (Note: Your HUD office will be familiar with this information).

Currently, there are no other relocation efforts within the LHA jurisdiction.

Comments:

PAYMENT STANDARDS (THIS INFORMATION IS AVAILABLE FROM YOUR HUD OFFICE.)

<input checked="" type="checkbox"/>	The PHA uses one payment standard for the entire FMR area.
<input type="checkbox"/>	The PHA uses separate payment standards for designated areas with the FMR area

Complete the table below for each geographic area for which the PHA uses a different payment standard.

PAYMENT STANDARD AREA (DESCRIBE LOCATION):				
	UNIT SIZE	FAIR MKT RENT (FMR)	PHA'S PAYMENT STANDARD	PAYMENT STANDARD AS PERCENT OF FMR
	0 BR	\$636	\$699	110%
	1 BR	\$640	\$704	110%
	2 BR	\$838	\$921	110%
	3 BR	\$1,111	\$1,222	110%
	4 BR	\$1,407	\$1,548	110%
	5 BR			

VI. RELOCATION RESOURCES – OTHER THAN SECTION 8

Describe in detail the housing resources, other than vouchers that you plan to use to relocate families. Include at minimum:

- If you plan to relocate some families to other public housing developments, indicate which public housing developments and, to the extent that you know, how many families you plan to move to each. Explain the basis on which these are comparable or improved housing opportunities.

All of the LHA public housing developments are currently 100% occupied. The occupancy rates at LHA properties is constantly at 99%, so it will be extremely difficult, if not impossible, to relocate the families to other public housing developments. Additionally, when LHA staff conducted a survey of the existing residents of the community, zero (0) households expressed interest in relocating to another public housing community.

- If you plan on using *resources other than vouchers or PHA-controlled resources*, describe them. Please include census tract data on poverty level and ethnicity for each identified resource. Explain the basis on which you expect these resources to improve the tenants' living environment.

N/A

Explain the basis for your conclusion that the resources you have identified are sufficient to re-house all families in need of relocation. To the extent practicable, support your response with data from objective sources.

LHA will only be relocating twenty (20) households in this phase. The existing inventory of vouchers (combined with the vouchers requested as a part of this renovation/relocation effort) should be sufficient to accommodate the families involved with this relocation effort. The requested number of vouchers along with the additional relocation counseling services will provide more than enough advisement, services and opportunities to assist the families with locating a comparable replacement housing units.

VII. RELOCATION SERVICES

Describe in detail the relocation services you plan to provide families that are relocating, either directly or through partnerships with other agencies. See Handbook 1378, Chapter 2, for a description of advisory services required under the URA.

LHA will incorporate of the URA advisory services in this plan to ensure a smooth transition for the tenants. LHA has also established individual Memorandums of Understanding (MOU) with service providers to provide training, education and other relocation assistance for families being moved as a part of this development effort. LHA will provide transportation services for relocating families issued Section 8 vouchers so they may preview all housing units located with the jurisdiction of the LHA.

- How many housing search counselors will be employed and for how long? What will their caseloads be?

LHA will provide one (1) housing search counselor and a driver for the duration of the relocation process. The counselor has a case load of twenty (20) families.

- What steps will be taken to ensure that families have transportation to explore different housing opportunities?

LHA will provide a vehicle with a driver to transport individuals and families for purposes of previewing alternate housing sites and units.

- What other relocation services will be provided to families, such as mobility counseling, self-sufficiency training, and access to childcare?

LHA will provide one-on-one mobility counseling for each household, self-sufficiency training and workshops, and coordinate access to childcare with LHA and its community partners. For example, families with children that will change schools will be assisted by LHA with coordination of meetings with the local school district representatives and completion of necessary paperwork for school transfer. LHA will assist working families with identifying childcare partners close to their homes and/or place of employment. LHA will also provide Life Skills Training Workshops on topics such as Budgeting and Finance, Anger Management, and Basic Life Skills.

- Describe information provided to residents during the planning process regarding proposed moving assistance, benefits, rights, privileges, protections, advisory services, counseling, and housing options which will be available to each household that is required to move.

LHA will continue to host a series of public meetings to explain the relocation process to the residents. LHA will also provide counselors to explain benefits, rights, privileges, and protections in addition to advisory services and counseling regarding housing options. The counselors will meet with each family or household on a one-on-one basis to assess their needs and requirements. LHA will also mail and/or hand deliver all necessary and appropriate notices including General Information Notices, Notice of Eligibility for Relocation Assistance, and 90- and 30-Day Notice to Vacate. LHA will obtain documentation to confirm receipt for each required Notice.

Flyers providing information regarding upcoming community meetings, trainings, and workshops will also be provided for all of the families residing within the relocation area. Handouts with relocation information will also be discussed and distributed during the community meeting, workshops and training sessions.

VIII. OFF-SITE ACQUISITIONS AND/OR RELOCATIONS

Does the Authority plan to acquire off-site property? Yes No
If yes, how many parcels are expected to be acquired?

Will there be any "off-site" displacement of persons*? Yes No

* The term "person" is meant to include homeowners, tenants, or nonresidential owner or tenant occupants such as businesses, nonprofit organizations, or farms.

If yes, how many: Non-Residential
Homeowner
Tenant

If such off-site displacements are planned, the Authority should conduct a survey to determine the availability and cost of comparable replacement housing for tenants and homeowners, and the availability and cost of suitable locations for all businesses. Based on this survey, please provide sufficient information to assure HUD that adequate replacement housing, and suitable locations for non-residential occupants, are available for relocating those who are affected by the project.

Indicate the costs of such moves, and the costs of any planned acquisitions, in the **Off-Site Acquisitions and Moves** of **Section XI, Relocation Costs**.

N/A

NOTE: To obtain guidance and examples of notices for displacement of private sector homeowners, tenants, and businesses, the authority should review HUD Handbook 1378. The Authority is reminded that such displacements are not only complicated, they can be quite expensive and time consuming. *Example: Since Section 8 vouchers do not preclude a private sector tenant's right to opt for a replacement housing payment under the URA, a low income person, moving from a crowded, substandard unit, and into a decent, safe and sanitary comparable unit, might receive a payment of as much as \$20,000 or more.*

IX. OVERCOMING POTENTIAL IMPEDIMENTS TO RELOCATION

Describe in detail any impediments that you anticipate to families' successful relocation and indicate what you plan to do to address those impediments. For example, if households that you plan to relocate with Section 8 vouchers have utility debts that will make it difficult for them to secure utility services, what do you plan to do to help them access those utilities?

LHA is proposing making an advance payment (on a case-by-case basis) for relocation moving expenses for those families that elect to move themselves. Said advance payment will assist those families that have outstanding balances or utility debts with their transition to the Section 8 program and payment will be made directly to the utility company. Said advance payment would be deducted from their total relocation benefits package.

Since deposits are generally ineligible for reimbursement, do you plan to offer financial assistance, under a recapture agreement, to assist the relocating families with cleaning, security, or utility deposits? ____ Yes ____ No If so, briefly describe your "loan" process.

How will you ensure that suitable replacement housing will be available for large families?

LHA has requested twenty (20) Section 8 vouchers to assist with this relocation effort. The existing Section 8 market provides many housing units capable of accommodating large families. There are several LIHTC mixed income affordable housing communities in the area. Due to the shortage of available large bedroom rental housing units in this area, LHA is proposing to allow large family households where one or more of the children have reached the age of adulthood to split into two separate households. The adult child will be allowed to relocate into a separate unit from the parent. Such will reduce the need for a large four or five bedroom housing unit for one family. Large families unable to locate a housing unit in the Section 8 market will be offered a comparable housing unit within public housing.

UTILITY AND/OR SECURITY DEPOSITS - EVEN THOUGH THE AUTHORITY IS NOT PERMITTED TO PAY UTILITY AND/OR SECURITY DEPOSITS FOR PERMANENT MOVES, THE AUTHORITY CAN ADVANCE NEEDED DEPOSITS TO RESIDENTS WHO CHOOSE REIMBURSEMENT FOR THE ACTUAL AND REASONABLE COSTS OF THE MOVE, PROVIDED THE RESIDENT EXECUTES AN AGREEMENT TO REPAY THE FUNDS. SUCH ADVANCE PAYMENTS OF DEPOSITS ARE IN ESSENCE LOANS, AND, THEREFORE, ARE TO BE REPAYED IN ACCORDANCE WITH THE TERMS OF THE REPAYMENT AGREEMENT AGREED TO BY THE AUTHORITY AND THE RESIDENT.

X. STANDARDS FOR OCCUPANCY AND RE-OCCUPANCY

- Describe the criteria, as currently defined, that current residents should meet in order to return to the revitalized site and other off-site replacement housing. To the extent that time limits are imposed for re-occupancy, tenants should have ample notice to potentially comply. (However, this does not apply to criminal records.)

This project will require all existing residents to relocate to another assisted housing unit or be issued Section 8 Housing Choice Vouchers. At a minimum, those residents who desire to return to the renovated community will be required to meet admissions requirements of the renovated community and the criteria defined below:

Only those households which are in “good standing” and who meet the new reoccupancy standards and priorities. A household in “good standing” is one which:

- a. Has no substantiated complaints with regard to lease or Section 8 program violations that have not been resolved by the time of relocation back to Westlake Homes; and
- b. Has not had any rent delinquencies after January 1, 2017 unless they have entered into a repayment agreement that is being adhered to; and
- c. Has no other delinquency of monies owed to LHA, such as Section 8 rental security deposits or utility deposits that LHA has put forward for relocated residents.

Households which are not in good standing or do not meet the new reoccupancy standards and priorities, will not be eligible for return to a unit at Westlake Homes. A copy of the approved reoccupancy standards and priorities will be provided to each affected resident.

- Do you intend to adopt any occupancy requirements or lease provisions for the HOPE VI site that differ from the occupancy requirements or lease provisions for other public housing developments administered by your agency? If so, describe.
- Based on current circumstances, what proportion of the original residents do you anticipate will be able to meet the conditions of re-occupancy without any further assistance? What additional proportion of the original residents will be able to meet the criteria for re-occupancy with the assistance of support services the PHA provides for them?
- How many residents have indicated a desire to return to the revitalized site? How many public housing units do you anticipate will be available at the revitalized site?
- If the management agent is not yet in place, criteria that the original residents should meet in order to return to the revitalized site.
- A resident displaced from a HOPE VI project should not be precluded from applying and being considered for housing in the project after completion.

IV. RELOCATION SERVICES

Describe in detail the relocation services you plan to provide families that are relocating, either directly or through partnerships with other agencies. See Handbook 1378, Chapter 2, for a description of advisory services required under the URA.

- How many housing search counselors will be employed and for how long? What will their caseloads be?
A housing search counselor will be assigned to assist the 19 families during the entire relocation process.

- What steps will be taken to ensure that families have transportation to explore different housing opportunities?

LHA will make transportation available for residents to visit other potential housing properties. LHA has two vehicles that may be used for this purpose.

- What other relocation services will be provided to families, such as mobility counseling, self-sufficiency training, and access to childcare?

LHA will provide mobility counseling and self-sufficiency training during the relocation process.

- Describe information provided to residents during the planning process regarding proposed moving assistance, benefits, rights, privileges, protections, advisory services, counseling, and housing options which will be available to each household that is required to move.

All residents will receive written correspondence regarding relocation activities such as proposed moving assistance, benefits, rights, etc.

V. OFF-SITE ACQUISITIONS AND/OR RELOCATIONS

Does the Authority plan to acquire off-site property? Yes No
If yes, how many parcels are expected to be acquired?

Will there be any "off-site" displacement of persons*? Yes No

* The term "person" is meant to include homeowners, tenants, or nonresidential owner or tenant occupants such as businesses, nonprofit organizations, or farms.

If yes, how many: Non-Residential
Homeowner
Tenant

If such off-site displacements are planned, the Authority should conduct a survey to determine the availability and cost of comparable replacement housing for tenants and homeowners, and the availability and cost of suitable locations for all businesses. Based on this survey, please provide sufficient information to assure HUD that adequate replacement housing, and suitable locations for non-residential occupants, are available for relocating those who are affected by the project.

Indicate the costs of such moves, and the costs of any planned acquisitions, in the **Off-Site Acquisitions and Moves** of **Section XI, Relocation Costs**.

NOTE: To obtain guidance and examples of notices for displacement of private sector homeowners, tenants, and businesses, the authority should review HUD Handbook 1378. The Authority is reminded that such displacements are not only complicated, they can be quite expensive and time consuming. *Example: Since Section 8 vouchers do not preclude a private sector tenant's right to opt for a replacement housing payment under the URA, a low income person, moving from a crowded, substandard unit, and into a decent, safe and sanitary comparable unit, might receive a payment of as much as \$20,000 or more.*

VI. RELOCATION COSTS

Provide a detailed relocation budget that indicates the projected costs for each element of the relocation.

URA RELOCATION MOVE (INCLUDING MOVING COSTS AND UTILITIES)	\$24,600
NON-URA RETURN MOVE (OPTIONAL) (INCLUDING MOVING COSTS AND UTILITIES)	
URA TEMPORARY MOVE (LESS THAN 1 YR.)(INCLUDING MOVING COSTS AND UTILITIES)	
SECTION 8 SECURITY DEPOSITS AND OTHER INITIAL OCCUPANCY PAYMENTS	\$25,000
OFF-SITE ACQUISITIONS AND MOVES (IF ANY): _____ PROPERTY ACQUISITION(S) \$ _____ _____ NON-RESIDENTIAL MOVES AT \$ _____ PER MOVE _____ HOMEOWNER MOVES (REPLACEMENT HOUSING AND PHYSICAL MOVE COSTS) AT \$ _____ PER MOVE _____ TENANT MOVES (REPLACEMENT HOUSING AND PHYSICAL MOVE COSTS) AT \$ _____ PER MOVE. RELOCATION COSTS FOR ALL OFF-SITE PRIVATE SECTOR MOVES \$ _____	
RELOCATION PROGRAM ADMINISTRATION, COUNSELING	\$6,000
INCREASES IN MONTHLY RELOCATION HOUSING COSTS OVER 42 MONTHS (OR 60 MONTHS IF CDBG OR HOME \$ INVOLVED AND NO SECTION 8 VOUCHER IS AVAILABLE (SEE HB 1378, SECTION 7-16.E.(1)(C)).	
CONTINGENCY	
TOTAL	\$55,600
SOURCE:	Lakeland Housing Authority
SOURCE:	
SOURCE:	
TOTAL	

Vested - Once a displaced resident has been permanently relocated into a decent, safe, and sanitary comparable replacement housing unit, and the PHA determines that a Replacement Housing Payment (RHP) is necessary to make the unit affordable, the full amount calculated based on need (see HUD Handbook 1378, Sections 3-3, 3-4, and 3-5) becomes “vested.” Because eligibility for URA benefits is premised upon the situation at the time of displacement, what may occur following this vesting cannot serve to cut off rights to periodic installment RHP. In short, while the RHP cannot be paid in a lump sum and must be paid in increments, the legal obligation to make the computed sum available to the displacee is determined at the time of the displacement and cannot be terminated or altered by subsequent circumstances.



BOARD OF COMMISSIONERS

Michael A. Pimentel
Chairman

Rev. Richard Richardson
Vice-Chairman

Eddie Hall
Commissioner

Joseph DiCesare
Commissioner

Lorenzo Robinson
Commissioner

Dorothy Sanders
Commissioner

Monica Perry
Commissioner

Benjamin J. Stevenson
Executive Director

430 Hartsell Ave
Lakeland, FL 33815

MAIN OFFICE

Phone: (863) 687-2911

Fax: (863) 413-2976

www.LakelandHousing.org

GENERAL INFORMATION NOTICE NOTICE OF ELIGIBILITY FOR RELOCATION ASSISTANCE (Occupant's Copy)

Dear Occupant:

This letter contains important information for you as an occupant of WestLake Apartments Phase I and should be retained for record keeping purposes.

This letter is a notice of eligibility for relocation assistance. The Housing Authority of the City of Lakeland (LHA) is seeking approval from the U.S. Department of Housing and Urban Development (HUD) for the demolition/disposition of Westlake Apartments Phase I. LHA is also seeking approval of a Relocation Plan that outlines LHA plans to relocate the residents of Westlake Apartments Phase I. Once approval of the Demolition/Disposition Application and Relocation Plan is obtained, all of the existing public housing units will be demolished and replaced with a new affordable housing community. This redevelopment process will require all current residents to relocate. However, you do not need to move now.

This is not a notice to vacate your unit. You will not be required to move without at least 90 days advance written notice of the date by which you must vacate your housing unit. When you move, you will be entitled to relocation assistance in accordance with the federal regulations implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. As a current resident of WestLake Apartments Phase I, you are entitled to receive relocation assistance from the LHA and HUD.

Your relocation assistance will include the following:

Moving Expenses. LHA will pay the occupant's relocation costs by paying a moving company to move the family and their belongings to the new location or by paying occupants to self-move. The amount of payment to each occupant will be based on the number of bedrooms or size of the housing unit being vacated regardless of the size of the housing unit the occupant is moving in to.

Payment for Rent Deposits. LHA will pay the amount of the security deposit for an alternate rental housing unit.

Payment for Utility Deposits. LHA will pay the cost of reconnecting services supplied to occupant such as lines for telephones and cable television. These telephone and cable re-installation fees will be paid on a reimbursement basis and only to the individual whose name appears on the telephone or cable bill. LHA will also pay the electricity and gas deposits directly to the company providing the service(s) or reimburse the tenant after proper documentation is provided.



Counseling and Other Advisory Services. LHA staff is available to advise you on making your housing selection and provide information on relocation services and assistance available to occupants.

While most of you will not have to move for several months, LHA is interested in working with residents to identify their preferences for relocation housing and any special needs that families may have and answer questions regarding the relocation process. At this time, we are only gathering information. LHA wants to make it clear that you are eligible for assistance to help you relocate. In addition to relocation payments and housing referrals, counseling and other relocation services are available to you. A representative of LHA will soon contact you to determine your needs and preferences. He/she will explain your rights and help you obtain the relocation payments and other assistance for which you are eligible. Please inform the LHA representative of any specific assistance that you may require.

Remember; please do not move before we have a chance to discuss your eligibility for assistance. If you have any questions, please contact Mr. Earl Haynes, Relocation Manager at (813) 687-2911 for assistance. Again, **this letter contains important information for you as an occupant of WestLake Apartments Phase I and should be retained for record keeping purposes.**

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Stevenson", with a long horizontal flourish extending to the right.

Benjamin Stevenson
Executive Director



BOARD OF COMMISSIONERS

Michael A. Pimentel
Chairman

Rev. Richard Richardson
Vice-Chairman

Eddie Hall
Commissioner

Joseph DiCesare
Commissioner

Lorenzo Robinson
Commissioner

Dorothy Sanders
Commissioner

Monica Perry
Commissioner

Benjamin J. Stevenson
Executive Director

430 Hartsell Ave
Lakeland, FL 33815

MAIN OFFICE

Phone: (863) 687-2911

Fax: (863) 413-2976

www.LakelandHousing.org

GENERAL INFORMATION NOTICE 90-DAY NOTICE TO VACATE (Occupant's Copy)

Dear Occupant:

This letter contains important information for you as an occupant of WestLake Apartments Phase I and should be retained for record keeping purposes.

In community meetings held on May 4, 2016 and September 15, 2016, the Lakeland Housing Authority (LHA) provided notice of our proposed plans to demolish the housing units located at 501 Hartsell Avenue in Lakeland, Florida as a part of the redevelopment of the WestLake Apartments community. In that regard, we are, thereby, issuing this 90-Day Notice To Vacate your housing unit. You are hereby advised to vacate your housing unit on or before July 14, 2017.

Previously, in a General Information Notice, dated February 10, 2017, you were advised that you are entitled to relocation payments and other assistance in accordance with Federal regulations implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. The Notice provided details regarding your eligibility for relocation assistance and the types of benefits to which you are entitled. You were also notified that the staff of LHA is available to assist you throughout the relocation process.

Counseling and Other Advisory Services

Remember; as part of your relocation assistance, the LHA has counseling and advisory resources that are available to you and/or your family. So, please do not move before we have a chance to discuss the relocation process with you. If you have any questions, please contact Earl Haynes, Relocation Coordinator, at (863) 687-2911, x1000 for assistance.

Sincerely,

Benjamin Stevenson
Executive Director



TO BE COMPLETED BY STAFF

Received by: _____
Complex/Unit _____ Date _____

Signature of Resident: _____
Date _____

Printed Name of Resident: _____

Witnessed by: _____
Date _____



BOARD OF COMMISSIONERS

Michael A. Pimentel
Chairman

Rev. Richard Richardson
Vice-Chairman

Eddie Hall
Commissioner

Joseph DiCesare
Commissioner

Lorenzo Robinson
Commissioner

Dorothy Sanders
Commissioner

Monica Perry
Commissioner

Benjamin J. Stevenson
Executive Director

430 Hartsell Ave
Lakeland, FL 33815

MAIN OFFICE

Phone: (863) 687-2911

Fax: (863) 413-2976

www.LakelandHousing.org

GENERAL INFORMATION NOTICE 30-DAY NOTICE TO VACATE (Occupant's Copy)

Dear Occupant:

This letter contains important information for you as an occupant of WestLake Apartments Phase I and should be retained for record keeping purposes.

In community meetings held on May 4, 2016 and September 15, 2016, the Lakeland Housing Authority (LHA) provided notice of our proposed plans to demolish the housing units located at 501 Hartsell Avenue in Lakeland, Florida as a part of the redevelopment of the WestLake Apartments community. In that regard, we are, thereby, issuing this 30-Day Notice To Vacate your housing unit. You are hereby advised to vacate your housing unit on or before July 14, 2017.

Previously, in a General Information Notice, dated February 10, 2017, you were advised that you are entitled to relocation payments and other assistance in accordance with Federal regulations implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. The Notice provided details regarding your eligibility for relocation assistance and the types of benefits to which you are entitled. You were also notified that the staff of LHA is available to assist you throughout the relocation process.

Counseling and Other Advisory Services

Remember; as part of your relocation assistance, the LHA has counseling and advisory resources that are available to you and/or your family. So, please do not move before we have a chance to discuss the relocation process with you. If you have any questions, please contact Earl Haynes, Relocation Coordinator, at (863) 687-2911, x1000 for assistance.

Sincerely,

Benjamin Stevenson
Executive Director



TO BE COMPLETED BY STAFF

Received by: _____
Complex/Unit _____ Date _____

Signature of Resident: _____
Date _____

Printed Name of Resident: _____

Witnessed by: _____
Date _____