



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

Judy Mas

Shelly Asbury

REGULAR BOARD MEETING

Monday, September 16, 2019

Benjamin Stevenson, Executive Director
Ricardo Gilmore, Esquire

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

Monday, September 16, 2019 at 6:00 P.M.
LHA Board Room

Pledge of Allegiance

Moment of Silence

Establish a Quorum

- 1. Approval of the Meeting Agenda**
- 2. Approval of the Board Meeting Minutes for August 19, 2019.**
- 3. Public Forum**
- 4. Old Business**
- 5. New Business**
 - Audit Presentation - Berman Hopkins
 - Agency Plan Presentation – Dr. Troy White
- 6. Secretary's Report**
 - Housing and Operations
 - Administration
 - Resolutions

Resolution No. 18-1475 - Approval of 5-Year Agency Plan is requested in order to satisfy a requirement of the United States Department of Housing and Urban Development.
- 7. Legal Report**
- 8. Other Business**
- 9. Adjournment**

MINUTES
Regular Board Meeting of the
Board of Commissioners of the Housing Authority of the City of Lakeland
Monday, August 19, 2019
430 Hartsell Avenue, Lakeland, Florida.

LHA Board Members Present: Michael Pimentel, Chairman
Richard Richardson, Vice-Chairman
Eddie Hall, Commissioner
Lorenzo Robinson, Commissioner
Shelly Asbury, Commissioner
Judy Mas, Commissioner

Secretary: Benjamin Stevenson

Legal Counsel: Ricardo Gilmore

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

APPROVAL OF THE AGENDA

- Motion to approve the agenda. No items were added to the agenda.
Motion by Robinson , seconded by Richardson

Votes: Commissioners

Michael Pimentel – Aye	Edward Hall – Aye	Shelly Asbury - Aye
Richard Richardson – Aye	Lorenzo Robinson – Aye	Judy Mas – Aye

APPROVAL/ACCEPTANCE OF MINUTES

- Motion to approve and accept the minutes of the Board of Commissioners meeting held on Monday, July 15, 2019

Motion by Richardson, seconded by Robinson.

Votes: Commissioners

Michael Pimentel – Aye	Edward Hall – Aye	Shelly Asbury - Aye
Richard Richardson – Aye	Lorenzo Robinson – Aye	Judy Mas – Aye

PUBLIC FORUM

None.

OLD BUSINESS

None.

NEW BUSINESS

None.

SECRETARY'S REPORT

Twin Lakes Estates Phase I

Twin Lake Estates is 100% occupied. On August 6th, LHA and HTG hosted a grand opening ceremony. The event was well attended. Those in attendance included Mayor Bill Mutz; Larry Haynes, Director, HUD-Jacksonville Field Office; City of Lakeland Commissioners Sara Roberts McCarley, Justin Troller, Phillip Walker, and Steve Machan; LHA Commissioners; along with senior officials and community leaders. Mr. Stevenson expressed his gratitude to the LHA Board for their support during the development of the project.

West Lake Phase II

West Lake Phase II is on track for the financial closing scheduled for September 12, 2019. HUD has funded the vouchers that were approved in April 2019. The relocation process has started.

West Phase III

There is a new pool of money called CDBG/Disaster Release funds being made available by FHFC. The funds are similar to tax credits. HTG is applying for the funds. The funding application will be submitted within the next 30 days.

Williamstown

Williamstown is 100 % occupied. Mr. Stevenson stated LHA is close to receiving the public housing subsidy for the property. He is hopeful HUD will release the funds within the next 90 days.

There are some fees associated with the Renaissance HOPE VI close out that LHA needs to pay off by the end of the year. LHA staff met with TD Bank two weeks ago to

discuss loan options. Staff hopes to receive a term offer sheet within the next couple of weeks.

Mr. Stevenson stated the Board would be asked to approve the Agency Plan at next month's meeting. The Plan is currently out for public comment. Berman Hopkins will also present the audit during the meeting.

HOUSING & OPERATIONS

Mr. Pizarro reported that all the properties are doing, but the Manor of West Bartow is still experiencing water infiltration. Staff and contractors will continue to work on this issue for the next few weeks. The engineering consultant recommended by Saxon Gilmore has been very helpful.

FINANCE AND ADMINISTRATION

Ms. Turner gave an overview of the financial report, grant updates and the YouthBuild Program.

RESOLUTIONS

None.

LEGAL REPORT

Mr. Gilmore gave brief comments.

OTHER BUSINESS

Mr. Stevenson acknowledged the request of one of the Board members to review the LHA Travel Policy. A copy of the travel policy was emailed to the Board prior to the meeting. He gave an overview of the travel policy. The Board engaged in a lengthy discussion of the policy. The Travel Policy will remain the same.

The meeting adjourned at 7:00 P.M.

Benjamin Stevenson, Secretary

SECRETARY'S REPORT

Secretary's Report

September 2019

Williamstown

The Micro-Cottages at Williamstown project is now complete. All forty-eight (48) housing units in this new public housing community are leased up.

The Williamstown project is now waiting for HUD to assign its public housing subsidy for each of the housing units within the community. We are still hopeful HUD will initiate this process within the next 30-60 days since the housing units are 100% occupied.

The Williamstown project received the 2019 Award of Merit by National Association of Housing and Redevelopment Officials at the NAHRO Summer Conference in Boston. LHA prepared a display board about the project that was showcased at the conference.

West Lake Phase I

The contractor completed the overall construction for the building. The building received all of the necessary certificates of occupancy (COs) and opened for occupancy in July 2019. The rental units also passed the Section 8 HQS (Housing Quality Standards) inspection which is required before any tenants could be allowed to begin the move in process. The building is 100% occupied.

A ribbon cutting/grand opening ceremony was held at the property on August 6, 2019. Mayor Bill Munz and four City Commission members were in attendance along with Larry Hayes, Director of the HUD-Jacksonville Field Office and several LHA Commissioners.

West Lake Phase II Disposition

The HUD Special Application Center (SAC) gave its approval of the Demolition-Disposition application for the Phase II. Demolition of the units in Phase II will begin after the families are relocated. A copy of the approval letter was included with the April 2019 Board Packet in the Old Business section.

Relocation Phase II

The SAC approved the Demo-Dispo application. The application included a request for Section 8 relocation vouchers for the families in Phase II. LHA staff has submitted an application to the HUD Field Office to fund the Section 8 relocation vouchers in April 2019. Staff continues to host Phase II relocation meetings with the residents to answer questions and provide updates.

The HUD-Kansas City office funded the relocation vouchers for Phase II in July 2019. Since the vouchers are funded, the families may now officially start moving to new locations. The goal is to have all families were relocated by the end of September 2019. The residents are being given

**Secretary's Report
September 2019**

boxes and packing tape to assist with their preparation to move offsite. The contractor will start demolition activity once the families are relocated off-site.

I was advised by the HUD Field Office that SAC approval letter also provided approval of the Phase II Relocation Plan.

Demolition – Phase II

The second and most recent Demolition/Disposition Application for West Lake requested demolition approval for the entire site and disposition approval for the Phase II which consists of sixty-four (64) housing units within twenty-two (22) residential buildings and one (1) community building. The HUD SAC approved the Demo-Dispo application. Again, demolition will begin after the completion of relocation.

West Lake Phase III

The Developer Partner hired a consultant to try and obtain additional funding commitments from the City of Lakeland and Polk County governments. The consultant was successful in obtaining a local government contribution from the City of Lakeland. The tax credit application was submitted to the Florida Housing Finance Corporation. LHA and the Developer wanted to use LPHC's status as a 501c3 for the applications. The non-profit option provides more points during the application process. The application did not receive a favorable lottery number. So, the Developer Partner requested permission to submit an application for a Revitalization Grant. LHA agreed. The Developer Partner is currently preparing an application for Disaster Relief funding.

Carrington Place a.k.a. Dakota Park

The tax credits at Dakota Park expired on December 31, 2017. There was also a balloon payment of \$345,000 due to SunTrust Bank and \$149,000 in Deferred Developer's fees. The loan has been paid off. LHA staff worked with Rubin Brown, an LHA Financial Advisor, and National Equity Fund to pay off the loan. Project closeout funds were used to pay off the new loan. The next step is to make a decision regarding how to rehab the property. LHA staff continues to discuss this issue with the Financial Advisor and Legal Counsel. LHA may engage a Development Consultant to assist with obtaining financing for the rehab of the property.

Renaissance at Washington Ridge

The tax credits at the Renaissance HOPE VI site expired on December 31, 2018. There was also a balloon payment of \$536,00 due to SunTrust Bank and a \$1.3 million dollars in Deferred Developer's fees. The loan has been paid off. LHA staff worked with Rubin Brown, an LHA Financial Advisor, and National Equity Fund to pay off the loan. Project closeout funds were used to pay off the new loan. The next step is to make a decision regarding how to rehab the property. LHA staff continues to discuss this issue with the Financial Advisor and Legal Counsel. LHA may

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September 2019**

also engage a Development Consultant to assist with this project. Staff has begun discussions with TD Bank about a loan to payoff the debt associated with Renaissance and Dakota. More information will be provided a later date.

Investment Partner Activities

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

LHA continues to look at ways to generate startup funding for partnership activities. So, staff explored the possibility of a working capital line of credit and predevelopment financing with local financial institutions. The plan was to use the working capital funds to assist with relocation costs overruns associate with West Lake Phase I, potential staffing/administrative shortfalls associated with disposition of housing units at West Lake, and project development activities for LPHC. Negotiations with PNC were ended by LHA in February of this year. Staff did not like or agree with the terms of the loan commitments requested by PNC. No further negotiations with PNC are expected.

The Investor Partner and LPHC formed a partnership via a Limited Liability Company for purposes of submitting an application for low income housing tax credits for the Arbor Manor property. The partnership documents were written by the LHA Legal Advisor, Saxon Gilmore. The LHA and LPHC Boards passed resolutions in September 2018 authorizing the submittal of the tax credit application. The application for tax credits and SAIL funds for Arbor Manor Phase I was submitted on December 4, 2018. The project was not selected for funding.

Staff decided to write another RFP to solicit a Development Consultant in preparation of submitting another tax credit application in the next round of tax credits. The original RFP was withdrawn so that some revisions could be made to the solicitation package. LHA is currently accepting responses to the second RFP.

Agency Plan

LHA staff drafted the 2020 Agency Plan which is due to be submitted to HUD on or before October 15, 2019. Staff is expecting to start the process no later than June 1, 2019. The process will include public and strategic meetings with the Board of Commissioners, the City of Lakeland, the residents/participants and the public. Staff issued an RFP for a consultant to assist LHA with

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September 2019

writing the new 5 years Agency Plan. Negotiations with the procured consultant have been completed. The consultant held a series of public meetings to discuss the Plan with the general public and residents of LHA communities and a workshop with the LHA Board of Commissioners. The Plan is being presented to the Board for approval at this month's meeting.

Fair Housing Audit

Charles President, Director of HUD Jacksonville Fair Housing Office, visited LHA on June 26-28, 2018 to conduct a Civil Rights Compliance Review. LHA was chosen at random for the audit. LHA staff spent several weeks preparing documents for this purpose. Staff due diligence was reward with a positive review and visit by Fair Housing. Mr. President was very impressed with LHA's documentation. The review resulted in no findings, but one recommendation. HUD sent a written response via Voluntary Compliance Agreement (VCA) providing LHA one year to comply with the recommendation. The VCA was executed in August 2018. A copy of the VCA was included in the September 2018 Board Packet.

Previously, LHA was notified the HUD-Jacksonville Field Office had planned a Limited Management Review for some time in August 2108. HUD visited the LHA offices for three (3) days on August 28-30, 2018. LHA staff prepared and submitted documents requested by HUD prior to the visit by HUD staff. A copy of the HUD comment letter regarding the site visit was included in the September 2018 Board packet.

Staff has submitted the second update report for the VCA to HUD-Jacksonville. A copy of the update is included with this month's Board Packet in the Old Business section. A copy of the first update report was included with the February 2019 Board Packet.

Other Activities

I and several members of the LHA staff attended the Annual Meeting of Career Source Polk. Several community partners, including LHA, received special recognition at the meeting. LHA was also featured in the CSP Annual Report. The event was held at the RPF Funding Center.

I was also notified of my admission into the 2019-2020 Class of Leadership Polk. An orientation and opening ceremony were held at the Lake Mirror Center. I look forward to participating in the class events.

Respectfully submitted,

Benjamin Stevenson

Secretary

AFFORDABLE HOUSING REPORT

◀ Housing Report

◀ FSS & Resident Activities

Affordable Housing Department

Board Report

September 2019

- **Public Housing (PH), Housing Choice Voucher (HCV), Family Self-Sufficiency (FSS), Resident Activities and West Lake Management Communities Reports**
 - Housing Communities
 1. West Lake
 2. West Lake Addition
 3. Cecil Gober
 4. John Wright Homes
 5. Carrington Place (Formerly known as Dakota Apartments)
 6. Renaissance/Washington Ridge
 7. Villas at Lake Bonnet
 8. Colton Meadow
 9. The Manor at West Bartow
 10. The Micro-Cottages at Williamstown
 11. Twin Lakes Estates Senior PHASE I
 - Housing Choice Voucher Program
 1. Intake & Occupancy Report
 2. Housing Choice Voucher report
 - ROSS and Family Self-Sufficiency Programs Plus Resident Activities
 - Updates for the month of August 2019:

The Manor at West Bartow summary of findings by the Forensic Engineer:

INITIAL

Several tenants of the Manor at West Bartow apartment complex reported that there was ongoing fungal growth on the interior finishes and/or personal contents within their apartment units. The apartment building was located at 850 North Gordon Avenue in Bartow, Florida.

Rimkus Consulting Group, Inc. was retained to assess any potential sources of moisture that were contributing to the reported fungal growth within the building and offer any recommendations to alleviate these potential moisture sources. This report was reviewed by John M. Kreuser, P.E., Construction Division Manager.

This report was prepared for the exclusive use of West Bartow Partnership, Ltd, LLC and was not intended for any other purpose. Our report was based on the information available to us at this time, as described in the **Basis of Report.**

CONCLUSIONS

1. A portion of the moisture intrusion into the building was the result of moisture penetration into small deficiencies in the mod-bit roof coverings associated with localized deterioration of the roofing materials.

1.1. A full moisture mapping of the roof surface can be performed to better delineate the locations and extents of the moisture intrusion, which would assist in determining the appropriate method of mitigation.

2. A portion of the moisture intrusion into the building was associated with breaches and separations in the deteriorated sealant at the flashing interfaces between the roof coverings and the higher sections of the masonry parapet walls.

2.1. The deteriorated sealant was the result of normal age-related degradation of the materials due to the service environment and sun/rain exposure over the installed lifetime.

2.2. Routine maintenance of the building should include regular inspection of the sealant materials along the exterior interfaces, including the interfaces between the roof components, wall penetrations, and fenestrations (doors and windows).

3. Moisture intrusion into the exterior building envelope associated with the deteriorated sealant around the window interfaces and the observed distress to the concrete windowsill contributed to elevated moisture levels within the various units and caused a portion of the reported fungal growth.

3.1. We recommend that the exterior interfaces between the window frames and wall openings be resealed for all residential units.

3.2. Furthermore, the observed distress to the concrete windowsill should be repaired, while the other window assemblies throughout the building should be examined for similar distress and mitigated as necessary.

4.1. We recommend that the subject drain line be flushed to remove the observed blockage, including evaluation of the drainpipe section extending up into the unit above.

4.2. Otherwise, the air-conditioner systems for the units throughout the building should be assessed by a qualified service technician, which should include routine flushing of the drain lines to prevent blockages.

4. A blockage of the drainpipe would result in an overflow of the drain system at the air-handler unit in the residence above, which was consistent with the reported water emanating from the exhaust fan assembly within the bathroom of the subject unit and not from a breach in the exterior envelope.

5. We ascertained that the normal operation of the air-conditioner systems within the residential units should be adequate to inhibit further fungal growth, provided that the previously referenced recommendations to mitigate the sources of moisture intrusion into the building are performed.

PLAN

The Property Staff together with the Facilities Manager are in process of contracting the services of a roofing and an HVAC company to mitigate the roofing issues, to re-caulk the windows and doors sills and to clean the HVAC drains. A monthly Preventative Maintenance plan will also be enforced. West Lake Management has also hired a new Property Manager.

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	
07/31/2019		99.69%		09/06/2019	
FSS Program	Mandatory	Enrolled families	Participants with Escrow	% With Escrow	
Public Housing	30	48	24	50%	

Housing Choice Voucher Program

Waiting Lists

Tenant-Based Waitlist

The tenant-based waiting list is currently closed.

Project-Based Waitlist – The Manor at West Bartow

The Manor at West Bartow waiting list is continuously open.

Project-Based Waitlist – Villas at Lake Bonnet

The Villas at Lake Bonnet waiting list is continuously open.

Program Information

Port Outs

LHA currently processed zero (0) port-outs in the month of August 31. 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 August 31. Port-ins are participants that transferred from another housing agency that we are billing for HAP and administrative fees.

Lease-up & Movers

As of August 31, 2019, Lakeland Housing Authority issued thirty (30) vouchers to movers. We received thirty-one (31) Requests for Tenancy Approvals during the month of August. We processed five (5) initial move-in and zero (0) port-in, and zero (0) port outs were sent to another jurisdiction.

Active Clients

As of August 31, 2019, LHA is servicing 1,265 families on the Housing Choice Voucher program.

Program	Total Vouchers
• Regular Vouchers & Project Based Vouchers	1081
• Mainstream	37
• VASH	60
• Tenant Protection	60
• Port Out	27
• Port In	0
Total	1265

EOP – End of Participation

LHA processed nine (9) EOP's with a date effective the month of August 2019. Below are the reasons for leaving the program:

Reason	Count
• Termination – Criminal	0
• Termination – Unreported income and/or family composition	5
• Left w/out notice	0
• No longer need S/8 Assistance and/or transfer to another program	1
• Deceased	0
• Landlord Eviction	0
• Lease and/or Program Violations non-curable	3
Total	9

PIC Reporting

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
07/31/2019*	96%	09/06/2019

Percentage

**August Data from HUD summarizes 09/09/2019*

General information and activities for the month of August 2019

- The Housing Choice Voucher Department processed ninety-two (92) annual certifications and forty-four (44) interim certifications.

- The Inspections Unit conducted a total of ninety (90) inspections.
- A total of eight (8) informal hearings were processed during this month.

Repayment Agreements for Unreported Income

8/31/2019	Accumulative Report			
Total of unreported income that has been identified	\$	335,151.00		
Non responsive	\$	81,963.00		\$ 1,70,743.00
Identified as uncollectible	\$	65,081.90		\$ 65,081.90
Repayment agreement signed		212,892.00		\$ 102,200.00
Pending repayments to be signed	\$	40,296.00		\$ 63,386.64
				\$ 20,443.06
Downpayments received	\$	27,714.10		
Lump sum received	\$	4,301.00		
Payments towards agreement	\$	87,997.12		
	\$	120,012.22		
		G/L	Pending	Estimated balances as of 04/30/2019
	RNP \$	56,996.82	\$ -	\$ 56,996.82
	UNP \$	56,996.82	\$ -	\$ 56,996.82
	\$	113,993.64	\$ -	\$ 113,993.64

RECEPTION MONTHLY REPORT 2019			
VISITOR'S COUNT RFTA INTERIM CHANGE			
January	830	38	45
February	876	31	41
March	907	24	37
April	1,113	25	30
May	1,135	22	28
June	1,023	23	20
July	-	-	-
August	1,011	31	44



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
10. **Twin Lakes Estates Senior Phase I**
11. The Micro-Cottages at Williamstown

Item	WestLake	WestLake Addition	Cecil Gober	John Wright	Carrington Place	Renaissance	Villas Lake Bonnet	Colton Meadow	Manor at West Bartow	Twin Lakes Estates	Williamstown
Occupancy	100%	100%	100%	100%	98%	99.6%	100%	100%	90%	100%	100%
Down units due to modernization/Insurance											
Vacant units	0	0	0	0	1	2	0	0	12	0	0
Unit inspections	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	100%	Yes
Building inspections	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	100%	Yes
Security issues (Insurance claims)	No	No	No	No	No	No	No	No	No	N/A	No
Newsletter distributed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	Yes
Community Manager's Name	Vanessa C. Johnson	Vanessa C. Johnson	Vanessa C. Johnson	Vanessa C. Johnson	Lovett Johnson	Lovett Johnson	Catherine Diaz	Gladys Delgado	Lisa Peardon	Jeannette Albino	Vanessa C. Johnson

Family Self-Sufficiency (HCV)
August 2019

FSS Program Statistics

Programs	Mandatory	Enrolled families	Participants with Escrow	% With Escrow
Section 8 (HCV)	20	35	17	52%

Escrow Balances

- The balance of the Section 8 FSS escrow August 2019 is \$ 92,816.
- The average amount is \$ 6,591.

Recruiting

- Received zero (0) letter of interest

Housing Choice Voucher Program (Section 8):

- FSS clients 50058 data to Public & Indian Housing (PIC) is submitted in a timely manner, while ensuring that the information in PIC is current and up-to-date.

(HCV) Termination/Forfeiture/Transfer/Disbursement:

Zero (0) forfeiture in the amount of \$0, contract ended/request to end participation from the program.

- Forfeitures to the FSS escrow account replenish the Housing Assistance Payments (HAP) account, so that more families may be served. For December, this forfeiture total is \$0

Goals completed/enrolled by the Section 8 FSS participants:

- **Completed Contract of Participation:**
One family completed the contract as of to the end of August 2019.
- **Services needed to complete Contract of Participation:**
A great deal of our clients need assistance with childcare; at the present time, the only childcare provider available in the community is with Early Learning Coalition. This childcare provider currently has a waiting list.

Community Networking

- Monthly Partners Meeting are conducted the first Friday of every month.

Respectfully,

Carlos R. Pizarro An

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Affordable Housing Department

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Program	Total Vouchers
• Regular Vouchers & Project Based Vouchers	1081
• Mainstream	37
• VASH	60
• Tenant Protection	60
• Port Out	27
• Port In	0
Total	1265

EOP – End of Participation

LHA processed nine (9) EOP's with a date effective the month of August 2019. Below are the reasons for leaving the program:

Reason	Count
• Termination – Criminal	0
• Termination – Unreported income and/or family composition	5
• Left w/out notice	0
• No longer need S/8 Assistance and/or transfer to another program	1
• Deceased	0
• Landlord Eviction	0
• Lease and/or Program Violations non-curable	3
Total	9

PIC Reporting

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
07/31/2019*	96%	09/06/2019

Percentage

**August Data from HUD summarizes 09/09/2019*

General information and activities for the month of August 2019

- The Housing Choice Voucher Department processed ninety-two (92) annual certifications and forty-four (44) interim certifications.

- The Inspections Unit conducted a total of ninety (90) inspections.
- A total of eight (8) informal hearings were processed during this month.

Repayment Agreements for Unreported Income

8/31/2019	Accumulative Report			
Total of unreported income that has been identified	\$	335,151.00		
Non responsive	\$	81,963.00		\$ 1,70,743.00
Identified as uncollectible	\$	65,081.90		\$ 65,081.90
Repayment agreement signed		212,892.00		\$ 102,200.00
Pending repayments to be signed	\$	40,296.00		\$ 63,886.64
				\$ 20,443.06
Downpayments received	\$	27,714.10		
Lump sum received	\$	4,301.00		
Payments towards agreement	\$	87,997.12		
	\$	120,012.22		
		G/L	Pending	Estimated balances as of 04/30/2019
	RNP	\$ 56,996.82	\$ -	\$ 56,996.82
	UNP	\$ 56,996.82	\$ -	\$ 56,996.82
		\$ 113,993.64	\$ -	\$ 113,993.64

RECEPTION MONTHLY REPORT 2019			
VISITOR'S COUNT RFTA INTERIM CHANGE			
January	830	38	45
February	876	31	41
March	907	24	37
April	1,113	25	30
May	1,135	22	28
June	1,023	23	20
July	-	-	-
August	1,011	31	44



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
10. **Twin Lakes Estates Senior Phase I**
11. The Micro-Cottages at Williamstown

Item	WestLake	WestLake Addition	Cecil Gober	John Wright	Carrington Place	Renaissance	Villas Lake Bonnet	Colton Meadow	Manor at West Bartow	Twin Lakes Estates	Williamstown
Occupancy	100%	100%	100%	100%	98%	99.6%	100%	100%	90%	100%	100%
Down units due to modernization/Insurance											
Vacant units	0	0	0	0	1	2	0	0	12	0	0
Unit inspections	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	100%	Yes
Building inspections	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	100%	Yes
Security issues (Insurance claims)	No	No	No	No	No	No	No	No	No	N/A	No
Newsletter distributed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	N/A	Yes
Community Manager's Name	Vanessa C. Johnson	Vanessa C. Johnson	Vanessa C. Johnson	Vanessa C. Johnson	Lovett Johnson	Lovett Johnson	Catherine Diaz	Gladys Delgado	Lisa Peardon	Jeannette Albino	Vanessa C. Johnson

Family Self-Sufficiency (HCV)
August 2019

FSS Program Statistics

Programs	Mandatory	Enrolled families	Participants with Escrow	% With Escrow
Section 8 (HCV)	20	35	17	52%

Escrow Balances

- The balance of the Section 8 FSS escrow August 2019 is \$ 92,816.
- The average amount is \$ 6,591.

Recruiting

- Received zero (0) letter of interest

Housing Choice Voucher Program (Section 8):

- FSS clients 50058 data to Public & Indian Housing (PIC) is submitted in a timely manner, while ensuring that the information in PIC is current and up-to-date.

(HCV) Termination/Forfeiture/Transfer/Disbursement:

Zero (0) forfeiture in the amount of \$0, contract ended/request to end participation from the program.

- Forfeitures to the FSS escrow account replenish the Housing Assistance Payments (HAP) account, so that more families may be served. For December, this forfeiture total is \$0

Goals completed/enrolled by the Section 8 FSS participants:

- **Completed Contract of Participation:**
One family completed the contract as of to the end of August 2019.
- **Services needed to complete Contract of Participation:**
A great deal of our clients need assistance with childcare; at the present time, the only childcare provider available in the community is with Early Learning Coalition. This childcare provider currently has a waiting list.

Community Networking

- Monthly Partners Meeting are conducted the first Friday of every month.

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 A. Turner, VP of Administration

DATE: September 10, 2019

RE: August 2019 Financial Statements

I have attached the Statements of Operations, Balance Sheets and Cash Flows for period ending August 25, 2019 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 (AMP 2)
5. Renaissance at Washington Ridge, Ltd., LLLP (AMP 3)
6. Colton Meadow, LLLP
7. Bonnet Shores, LLLP
8. West Bartow Partnership, Ltd., LLLP
9. Hampton Hills (AMP 4)
10. YouthBuild
11. Williamstown, LLLP (AMP 5)

These statements are unaudited and compiled from LHA Finance.

Valerie A. Turner

Valerie A. Turner, PMP
Vice President of Administration
Lakeland Housing Authority



Monthly Statement of Operations Narrative Summary Report

RE: For the current month and eight months (Year to Date) ended August 25, 2019

Summary report by Program and/or Property (Partnership)

1. Central Office Cost Center (COCC):
COCC has a Net Operating Income NOI of -\$9,018 for the period and -\$29,595 for year-to-date.
2. Section 8 Housing Choice Voucher (HCV) Program:
HCV Administration has a NOI of \$24,870 for Program Administration and -\$44,857 for Housing Assistance Payment (HAP).
3. Public Housing (AMP 1 - WestLake Apartments, John Wright Homes and Cecil Gober Villas):
(NOI) is \$122,784 for year-to-date before depreciation.
4. Dakota Park Limited Partnership, LLLP d/b/a Carrington Place (AMP 2):
Carrington Place's NOI is \$11,106 for year-to-date before depreciation.
5. Renaissance at Washington Ridge LTD., LLLP (AMP 3):
(NOI) is \$11,560 for year-to-date before depreciation.
6. Colton Meadow, LLLP:
The NOI for Colton Meadow is \$67,477 for year-to-date before depreciation.
7. Bonnet Shores, LLLP:
Villas at Lake Bonnet's has a (NOI) of \$13,287 before depreciation for year-to-date.
8. West Bartow Partnership, LTD, LLLP:
The property has a NOI of \$1,075 for the period and -\$51,384 for year-to-date, before depreciation.
9. Hampton Hills (AMP 4):
This property has a (NOI) of -\$31,764 before depreciation for year-to-date.
10. YouthBuild:
YouthBuild has a (NOI) of -\$62,880. The negative NOI is due to timing of the grant reimbursement from the Department of Labor.





11. Williamstown, LLLP (AMP 5):
The property has a NOI of \$23,192 before depreciation.

The table below summarizes LHA’s current financial position for its 11 most active properties.

LAKELAND HOUSING AUTHORITY (FL011) Affordable Housing Portfolio			
Item #	Property #	Name	NOI Before Depreciation
1	96	Central Office Cost Center (COCC)	-\$29,595
2	80	Housing Choice Voucher (HCV) Administration	\$24,870
		HCV Housing Assistance Payment (HAP)	-\$44,857
3	10	Public Housing General (AMP 1) – WestLake/Cecil Gober Villas/John Wright Homes	\$122,784
4	16	Dakota Park Limited Partnership, LLLP (AMP 2) d.b.a. Carrington Place	\$11,106
5	17	Renaissance at Washington Ridge, Ltd., LLLP (AMP 3)	\$11,560
6	56	Colton Meadow, LLLP	\$67,477
7	57	Bonnet Shores, LLLP	\$13,287
8	62	West Bartow Partnership, Ltd., LLLP	-\$51,384
9	12	Hampton Hills (AMP 4)	-31,764
10	49	YouthBuild-Lakeland	-62,880
11	99	Williamstown, LLLP (AMP 5)	\$23,192

Conclusion: Seven (7) of the eleven (11) properties have positive NOI. The four (4) properties that continue to struggle financially are COCC, the Manor at West Bartow, Hampton Hills, and YouthBuild. Note that HCV-HAP is not considered within this calculation since shortfalls in HAP are funded via HUD-held reserves. The following narrative provides a summary of the current financial position for each property or program.

COCC: Timing of receipt of administration fees continues to impact the cash flow for this cost center. Staff originally anticipated that the financial closing for Twin Lakes Estates Phase II would occur in August 2019. However, Hurricane Dorian caused Florida Housing Finance Agency (FHFC) to postpone its Board Meeting until September 2019. Approval of the updated construction budget For Twin Lakes Estates Phase II was scheduled to occur as part of the Board Meeting. Delay of receipt of FHFC’s approval of the updated construction budget has ultimately postponed the financial closing; thus, COCC will not be able to collect its \$120,000 in PHA administration fees before late September/October 2019.





West Bartow Partnership, Ltd., LLLP: This property continues to have a negative NOI due to costs associated with the January 2, 2019 insurance claim related to moisture and water infiltration. On May 7, 2019 the insurance carrier rejected the claim; thus, staff has been submitting requests to the investor to access funds from the property's replacement reserve. On August 9, 2019, the forensic engineer mobilized to determine the source of moisture and water infiltration into the building. They found three (3) separate sources of the infiltration. Accordingly, they prepared a long-term mitigation plan for property. LHA received the plan on September 5, 2019. The plan not only provided a long-term mitigation plan for the property but also had language that may allow the partnership to reopen the January 2nd claim with the insurance carrier. Staff submitted the report to outside counsel for review the following day. Outside counsel is in the process of comparing the results to the insurance carrier's justification for rejecting the claim.

Hampton Hills: The budget for this property was based upon rental income for five (5) homes. Staff sold one of the homes on May 31, 2019. Accordingly, this property is no longer expected to have a positive NOI due to transfer of the asset from the Authority to the homebuyer.

YouthBuild: The YouthBuild program is expected to continue to have negative NOI as this is a reimbursable grant.



**Lakeland Housing Authority
Central Office Cost Center
Statement of Operations
For the Current Month and Eight Months Ended August 25, 2019**

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Other Tenant Income	-	796.50	(796.50)	-100.00%	1	4,500	6,372	(1,872)	-29.38%	9,558
Public Housing, Sec 8 and Other Mgmt. Income	35,544	37,743	(2,198)	-5.82%	2	299,362	301,940	(2,578)	-0.85%	452,910
Other Income	18,928	26,197	(7,268)	-27.74%	3	168,197	209,573	(41,376)	-0.20	314,359
Grants Salary Cont.(YB-Director)	2,053	1,211	842	69.57%		12,214	9,687	2,527	26.09%	14,530
Total Revenue	56,526	65,946	(9,421)	-14.29%		484,273	527,571	(43,298)	-8.21%	791,357
Tenant Services	-	-	-	#DIV/0!		-	-	-	#DIV/0!	-
Administrative Expenses	64,269	61,179	3,090	5.05%		501,004	489,436	11,568	2.36%	734,154
Utility Expense	-	144	(144)	-100.00%	4	143	1,153	(1,009)	-87.56%	1,729
Maintenance Expense	464	1,546	(1,082)	-69.99%	4	6,239	12,371	(6,132)	-49.57%	18,557
General Expenses	810	812	(2)	-0.22%	4	6,482	6,496	(14)	-0.22%	9,745
Financing Expenses	-	-	-			-	-	-		-
Total Expense before depreciation	65,544	63,682	1,862	2.92%		513,868	509,456	4,412	0.87%	764,184
Operating Income (Loss) before Depreciation	(9,018)	2,264	(11,282)	-498.24%		(29,595)	18,115	(47,711)	-263.37%	27,173
Depreciation	-	402	(402)	-100.00%		905	3,216	(2,311)	-71.87%	4,824
Total Expense	65,544	64,084	1,460	2.28%		514,773	512,672	2,101	0.41%	- 769,008
Net Operating Income (Loss)	(9,018)	1,862	(10,880)	-584.20%		(30,500)	14,899	(45,399)	-304.71%	- 22,349

Comments

- 1 Variance is a result of a decrease in the demand for vending machine products.
- 2 Variance is due to timing of income.
- 3 Variance is due to timing of the administrative fees.
- 4 Variance reflects expenses being less than the budget.

**Lakeland Housing Authority
Central Office Cost Center
Balance Sheet
as of August 25, 2019**

ASSETS

Unrestricted Cash	
Cash Operating 1	37,375.90
Cash-Payroll	<u>63,026.66</u>
Total Unrestricted Cash	<u>100,402.56</u>
TOTAL CASH	<u>100,402.56</u>
Cash - Vending	3,084.50
Cleared Interfund Account	-267,971.82
A/R - Youthbuild DOL	9,400.87
A/R - Capital Fund Grants/HUD	<u>1,421.28</u>
TOTAL: DUE FROM	<u>13,906.65</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>-254,065.17</u>
OTHER CURRENT ASSETS	
Prepaid Insurance	3,475.11
Prepaid Software Licenses	<u>1,993.22</u>
TOTAL OTHER CURRENT ASSETS	<u>5,468.33</u>
TOTAL CURRENT ASSETS	<u>-148,194.28</u>
NONCURRENT ASSETS	
FIXED ASSETS	
Furniture & Fixtures	11,185.60
Furn, Fixt, & Equip	22,582.84
Accum Depreciation- Misc FF&E	-33,768.44
Intangible Assets	<u>0.00</u>
TOTAL FIXED ASSETS (NET)	<u>0.00</u>
TOTAL NONCURRENT ASSETS	<u>0.00</u>
TOTAL ASSETS	<u>-148,194.28</u>

LIABILITIES & EQUITY

LIABILITIES	
CURRENT LIABILITIES	
A/P Vendors and Contractors	6,468.51
Workers Compensation	6,983.82
Employee Donations Payable	168.67
Other Current Liabilities	65,458.31
Accrued Audit Fees	9,001.50
Accrued Compensated Absences-Current	<u>18,290.47</u>
TOTAL CURRENT LIABILITIES	<u>106,371.28</u>
TOTAL CURRENT LIABILITIES	<u>106,371.28</u>
NONCURRENT LIABILITIES	
Accrued Compensated Absences-LT	<u>33,968.02</u>
TOTAL NONCURRENT LIABILITIES	<u>33,968.02</u>
TOTAL LIABILITIES	<u>140,339.30</u>
EQUITY	
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	<u>-288,533.58</u>
TOTAL RETAINED EARNINGS:	<u>-288,533.58</u>
TOTAL EQUITY	<u>-288,533.58</u>
TOTAL LIABILITIES AND EQUITY	<u>-148,194.28</u>

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

For the Current Month and Eight Months Ended August 25, 2019

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	13,996.96	37,375.90	23,378.94
Cash-Payroll	76,146.55	63,026.66	-13,119.89
Cash Operating 3	0.00	0.00	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash COCC Master	0.00	0.00	0.00
Cash - Vending	3,084.50	3,084.50	0.00
Total Cash	93,228.01	103,487.06	10,259.05
Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	53,130.85	37,375.90	-15,754.95
Cash-Payroll	90,079.91	63,026.66	-27,053.25
Cash Operating 3	0.00	0.00	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash COCC Master	0.00	0.00	0.00
Cash - Vending	3,084.50	3,084.50	0.00
Total Cash	146,295.26	103,487.06	-42,808.20

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Statement of Operations - Program Administration
For the Current and Eight Months Ended August 25, 2019

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$Variance	% Variance	
Section 8 Admin Grant Revenue/Port Revenue	60,676	85,477	(24,801)	-29.01%	497,550	683,816	(186,266)	-27.24%	1,025,724
Other Income	431	829	(398)	-48.03%	5,502	6,634	(1,131)	-17.06%	9,951
Total Revenue	61,107	86,306	(25,199)	-29.20%	503,052	690,450	(187,398)	-27.14%	1,035,675
Administrative Expenses	60,345	56,756	3,589	6.32%	470,566	454,048	16,518	3.64%	681,072
Tenant Services	-	-	-		-	-	-		-
Utilities	-	-	-	#DIV/0!	-	-	-	#DIV/0!	-
Maintenance Expense	499	970	(471)	-48.57%	4,100	7,762	(3,662)	-47.18%	11,643
General Expenses (Insurance, etc.)	(69)	149	(219)	-146.56%	1,311	1,194	117	9.80%	1,791
HAP & URP Expenses - Port in Payments	-	28,000	(28,000)	0.00%	2,205	224,000	(221,795)	0.00%	336,000
Total Expense before Depreciation	60,774	85,876	2,899	3.38%	478,182	687,004	(208,822)	-30.40%	1,030,506
Operating Income (Loss) before Depreciation	333	431	(28,098)		24,870	3,446	21,425	621.78%	5,168
Depreciation	265	265	-		2,120	2,120	-		3,180
Total Expense	61,039	86,141	2,899	3.37%	480,302	689,124	(208,822)	-30.30%	1,033,686
Net Operating Income (Loss)	68	166	(98)	-59.14%	22,750	1,326	21,425	1616.15%	1,988

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Statement of Operations - Housing Assistance Payments (HAP)
For the Current and Eight Months Ended August 25, 2019

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$Variance	% Variance	
Section 8 HAP Grant Revenue	780,434	714,540	65,894	9.22%	6,067,810	5,716,317	351,493	6.15%	8,574,475
Other income	668	750	(319)	0.00%	7,284	6,000	1,284	0.00%	9,000
Total Revenue	781,102	715,290	65,575	9.17%	6,075,094	5,722,317	352,777	6.16%	8,583,475
Housing Assistance Payments	737,468	668,902	68,566	10.25%	5,780,053	5,351,216	428,837	8.01%	8,026,824
Tenant Utility Reimbursement	15,449	21,832	(6,383)	-29.24%	123,145	174,656	(51,511)	-29.49%	261,984
Port Out HAP Payments	16,601	19,250	(2,649)	-13.76%	181,691	154,000	27,691	17.98%	231,000
FSS Escrow Payments	4,511	2,330	2,181	93.60%	35,078	18,640	16,438	88.19%	27,960
FSS Forfeitures & Adjustments	7	-	7	#DIV/0!	(17)	-	(17)	#DIV/0!	-
Program Expenses Before Depreciation	774,036	712,314	61,722	8.67%	6,119,950	5,698,512	421,438	7.40%	8,547,768
Program Income (Loss) before Depreciation	7,066	2,976	3,853	0	(44,857)	23,805	(68,662)	(0)	35,707
Transfer Out	-	-	-		-	-	-		-
Total Expense	774,036	712,314	61,722	8.67%	6,119,950	5,698,512	421,438	7.40%	8,547,768
Net Operating Income (Loss)	7,066	2,976	3,853	129.49%	(44,857)	23,805	(68,662)	(0)	35,707

Comments

- 1 Variance reflects HAP earned and administrative fee being less than budgeted. Budget anticipated that Port-in cases would be administered by the authority. However, no cases have been administered as of this August 2019 financial report.
- 2 Variance is due to expenses being less than budgeted.
- 3 Variance is due to inclusion of new car in insurance policy.
- 4 HAP & URP payments in Portprop: there were no expenses from administered cases as of this August 2019 report. See Item #1 above for details.
- 5 Variance is due to HAP payments being higher than budgeted.
- 6 Variance is due to increased FSS escrows.
- 7 Variance is due to increased costs and cases porting out to other jurisdictions.

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Balance Sheet
as of August 25, 2019

ASSETS		LIABILITIES & EQUITY	
Unrestricted Cash		CURRENT LIABILITIES	
Cash Operating 1	5,107.55		
Cash-Payroll	970.68		
Cash Operating 2B	<u>195,745.89</u>	A/P Vendors and Contractors	-77,626.11
Total Unrestricted Cash	201,824.12	Accrued Audit Fees	10,120.00
Restricted Cash		Due to Section 8	18,800.04
Cash Restricted - FSS Escrow	<u>88,050.79</u>	Tenant Prepaid Rents	7,213.53
Total Restricted Cash	88,050.79	State of FL Unclaimed Funds	33,224.76
		Accrued Compensated Absences-Current	<u>3,651.07</u>
			-4,616.71
TOTAL CASH	289,874.91		
ACCOUNTS AND NOTES RECEIVABLE			
A/R-Tenants/Vendors	270,815.54		
AR Port in HAP-Suspense	-31,824.08	TOTAL CURRENT LIABILITIES	<u>-4,616.71</u>
Allowance for Doubtful Accounts-Tenants/Vendors	-248,567.54		
AR-TPA/Fraud Recovery	12,108.83	NONCURRENT LIABILITIES	
A/R WF Dec ACH	<u>3,400.10</u>		
TOTAL: AR	5,932.85		
Allowance for Doubtful Accounts-Aff. Hsg. Subsidies	-5,996.00		
Cleared Interfund Account	-182,061.29		
Due from Section 8 Mainstream	18,800.04		
A/R-Other Government	2,206.48		
AR Port in Fee Suspense	<u>-1,925.48</u>		
TOTAL ACCOUNTS AND NOTES RECEIVABLE	-163,043.40	Accrued Compensated Absences-LT	6,780.54
		FSS Due to Tenant Long Term	<u>88,050.77</u>
		TOTAL NONCURRENT LIABILITIES	94,831.31
OTHER CURRENT ASSETS			
Prepaid Insurance	221.18		
Prepaid Software Licenses	<u>23,577.08</u>		
TOTAL OTHER CURRENT ASSETS	<u>23,798.26</u>		
TOTAL CURRENT ASSETS	150,629.77		
NONCURRENT ASSETS		TOTAL LIABILITIES	<u>90,214.60</u>
FIXED ASSETS		EQUITY	
Automobiles	15,900.00		
Furniture & Fixtures	26,461.08	RETAINED EARNINGS	
Accum Depreciation- Misc FF&E	-32,491.60	Retained Earnings-Unrestricted Net Assets	<u>72,690.65</u>
Intangible Assets		TOTAL RETAINED EARNINGS:	<u>72,690.65</u>
TOTAL FIXED ASSETS (NET)	<u>9,869.48</u>		
Non-Dwelling Equipment	<u>2,406.00</u>		
TOTAL NONCURRENT ASSETS	12,275.48	TOTAL EQUITY	<u>72,690.65</u>
TOTAL ASSETS	<u>162,905.25</u>	TOTAL LIABILITIES AND EQUITY	<u>162,905.25</u>

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

For the Current and Eight Months Ended August 25, 2019

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	3,973.09	5,107.55	1,134.46
Cash-Payroll	-80.14	970.68	1,050.82
Cash Operating 2B	225,066.87	195,745.89	-29,320.98
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
TD Sec8 Voucher 2	0.00	0.00	0.00
HCV Cash Account	0.00	0.00	0.00
Cash Restricted - FSS Escrow	83,529.32	88,050.79	4,521.47
Accrued FSS Escrow	0.00	0.00	0.00
Total Cash	312,489.14	289,874.91	-22,614.23

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	5,069.67	5,107.55	37.88
Cash-Payroll	2,903.24	970.68	-1,932.56
Cash Operating 2B	161,854.97	195,745.89	33,890.92
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
TD Sec8 Voucher 2	0.00	0.00	0.00
HCV Cash Account	0.00	0.00	0.00
Cash Restricted - FSS Escrow	65,686.62	88,050.79	22,364.17
Accrued FSS Escrow	0.00	0.00	0.00
Total Cash	235,514.50	289,874.91	54,360.41

**Lakeland Housing Authority
Public Housing (AMP 1)
Statement of Operations
For the Current and Eight Months Ended August 25, 2019**

850778.29 -

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	31,325	26,009	5,316	20.44%	1	231,566	208,073	23,493	11.29%	312,110
Other Tenant Income	-	1,177	(1,177)	-100.00%	2	2,225	9,413	(7,188)	-76.36%	14,119
Government Subsidy Income	65,922	66,135	(213)	-0.32%	3	528,356	529,084	(728)	-0.14%	793,625
Interest Income Restricted	9,130	9,130	-	0.00%		73,062	73,038	25	0.03%	109,557
Other Income	303	-	303	#DIV/0!		15,569	-	15,569	#DIV/0!	-
Total Revenue	106,680	102,451	4,229	4.13%		850,778	819,607	31,171	3.80%	1,229,411
Administrative Expenses	56,736	49,247	7,489	15.21%	4	376,544	393,974	(17,430)	-4.42%	590,961
Tenant Services Expenses	13	4,157	(4,144)	-99.70%	4	140	33,253	(33,113)	-99.58%	49,880
Utility Expense	11,074	7,249	3,825	52.76%	5	97,180	57,993	39,187	67.57%	86,989
Maintenance and Development Expense	26,111	32,742	(6,631)	-20.25%	4	169,457	261,938	(92,481)	-35.31%	392,907
General Expenses	2,622	5,214	(2,592)	-49.71%	6	53,801	41,711	12,090	28.98%	62,567
Housing Assistance Payments	6,035	3,791	2,244	59.19%	7	30,873	30,328	545	1.80%	45,492
Operating expense before Depreciation	102,590	102,400	190	0.19%		727,994	819,197	(91,204)	-11.13%	1,228,796
Net Operating Income (Loss)	4,090	51	4,039	7883.85%		122,784	410	122,375	29858.15%	615
Depreciation	10,798	34,426	(23,629)	-68.64%		86,437	275,410	(188,973)	-68.62%	413,115
Capital Replacement Items	-	-	-	#DIV/0!		-	-	-	#DIV/0!	-
Intra-Funds Transfer In/Out	-	-	-	#DIV/0!		331	-	331	#DIV/0!	-
Total Expenses	113,387	136,826	(23,439)	-17.13%		814,762	1,094,608	(279,846)	-25.57%	1,641,911
Net Income (Loss)	(6,707)	(34,375)	27,668	0		36,017	(275,000)	311,017	0	(412,501)

Comments

- 1 Property consists of 155 public housing units (WestLake, John Wright, and Cecil Gober Villas). Rental income is higher than the budget. A total of 64 units associated with the footprint of Twin Lakes Estates-Phase II are scheduled to be demolished later in the year.
- 2 Variance reflects timely payment of rents and less damage to the units.
- 3 Variance is due to a slight decrease in the operating subsidy received from HUD.
- 4 Variance is a result of expenses being less than the budget.
- 5 Utility Expense variance is due to increased costs in water, electricity, garbage and sewer.
- 6 Variance is a result of an increase in insurance premiums and to reduction in rental income.
- 7 Variance is a result of an increase in actual FSS escrow payments. Budget approved for Calendar Year 2019 anticipated less participation in the program.

Lakeland Housing Authority
Public Housing (AMP 1)
Balance Sheet
as of August 25, 2019

ASSETS

CASH	
Unrestricted Cash	
Cash Operating 1	98,309.03
Cash-Payroll	-2,910.75
Petty Cash	500.00
Petty Cash Public Housing	300.00
Total Unrestricted Cash	<u>96,198.28</u>
Restricted Cash	
Cash Restricted-Security Deposits	45,113.00
Cash Restricted - FSS Escrow	40,935.57
Total Restricted Cash	<u>86,048.57</u>
TOTAL CASH	<u>182,246.85</u>

ACCOUNTS AND NOTES RECEIVABLE

A/R-Tenants/Vendors	23,279.41
Allowance for Doubtful Accounts-Tenants/Vendors	-8,709.24
AR-TPA/Fraud Recovery	9,251.78
TOTAL: AR	<u>23,821.95</u>
Allowance for Doubtful Accounts-Aff. Hsg. Subsidies	-3,094.92
Waste Deposit	547.00
Cleared Interfund Account	323,041.35
A/R - ROSS/HUD	42,691.05
Due from LPHC	750,132.63
A/R - Capital Fund Grants/HUD	-6,395.89
Due from HOPE VI	0.13
Due From Public Housing Reserve	50,048.96
Due From FSS	30,413.27
TOTAL DUE FROM	<u>117,304.52</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	505,504.36
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>3,483,526.81</u>

OTHER CURRENT ASSETS

Eviction Deposit Acct.	1,000.00
Prepaid Insurance	21,218.11
Prepaid Software Licenses	5,694.98
Insurance Deposit	37,400.00
Utility Deposit - Electric	2,600.00
TOTAL OTHER CURRENT ASSETS	<u>67,913.09</u>
TOTAL CURRENT ASSETS	<u>3,730,591.83</u>

NONCURRENT ASSETS

FIXED ASSETS	
Land	1,466,869.23
Buildings	388,223.77
Building Improvements	3,402.00
Machinery & Equipment	6,687.73
Automobiles	174,343.20
Site Improvement-Infrastructure	582,079.00
Accum Depreciation-Buildings	-9,872,030.79
Accum Depreciation- Misc FF&E	-524,701.30
Accum Depreciation-Infrastructure	-582,079.00
TOTAL FIXED ASSETS (NET)	<u>-8,357,206.16</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>2,258,992.78</u>
TOTAL ASSETS	<u>5,989,584.61</u>

LIABILITIES & EQUITY

LIABILITIES

CURRENT LIABILITIES

A/P Vendors and Contractors	10,957.78
Tenant Security Deposits	43,313.00
Security Deposit-Pet	1,800.00
Accrued Audit Fees	58,891.97
Due to Non-Federal	47,500.00
Resident Participation Funds - LHA	-514.01
Tenant Prepaid Rents	7,450.18
Accrued Compensated Absences-Current	5,937.35
TOTAL CURRENT LIABILITIES	<u>175,336.27</u>

NONCURRENT LIABILITIES

Accrued Compensated Absences-LT	11,026.51
FSS Due to Tenant Long Term	40,935.58
Notes Payable-LT	303,000.00
TOTAL NONCURRENT LIABILITIES	<u>354,962.09</u>

TOTAL LIABILITIES

530,298.36

EQUITY

RETAINED EARNINGS

Invested in Capital Assets-Net of Debt	5,668,053.00
Retained Earnings-Unrestricted Net Assets	-208,766.75
TOTAL RETAINED EARNINGS:	<u>5,459,286.25</u>

TOTAL EQUITY

5,459,286.25

TOTAL LIABILITIES AND EQUITY

5,989,584.61

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

For the Current and Eight Months Ended August 25, 2019

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	62,580.00	98,309.03	35,729.03
Cash-Payroll	-14,409.93	-2,910.75	11,499.18
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	45,113.00	45,113.00	0.00
Cash Restricted - FSS Escrow	36,184.97	40,935.57	4,750.60
Cash - Vending	0.00	0.00	0.00
Accrued FSS Escrow	0.00	0.00	0.00
Total Cash	129,468.04	181,446.85	51,978.81

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	69,957.37	98,309.03	28,351.66
Cash-Payroll	-403.82	-2,910.75	-2,506.93
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	48,613.00	45,113.00	-3,500.00
Cash Restricted - FSS Escrow	25,209.00	40,935.57	15,726.57
Cash - Vending	0.00	0.00	0.00
Accrued FSS Escrow	0.00	0.00	0.00
Total Cash	143,375.55	181,446.85	38,071.30

Lakeland Housing Authority
Dakota Park Limited Partnership, LLLP
d/b/a Carrington Place
Statement of Operations
For the Current and Eight Months Ended August 25, 2019

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	13,507	11,545	1,962	16.99%	1	105,491	92,364	13,127	14.21%	138,545
Other Tenant Income	687	1,420	(733)	-51.64%	2	3,721	11,356	(7,635)	-67.23%	17,034
Government Subsidy	7,889	8,000	(111)	-1.39%	3	63,231	64,000	(769)	-1.20%	96,000
Other Income	21	2	19	931.50%		314	16	298	1865.25%	24
Total Revenue	22,103	20,967	1,136	5.42%		172,757	167,736	5,021	2.99%	251,603
Administrative Expenses	4,943	7,192	(2,249)	-31.27%	4	48,227	57,537	(9,309)	-16.18%	86,305
Tenant Services Expense	-	40	(40)	-100.00%	4	54	320	(266)	-83.24%	480
Utility Expense	571	1,564	(993)	-63.49%	4	9,555	12,514	(2,960)	-23.65%	18,771
Maintenance Expense	4,839	4,528	311	6.88%	4	35,842	36,225	(383)	-1.06%	54,337
General Expenses	4,235	2,898	1,337	46.13%	5	24,367	23,184	1,183	5.10%	34,776
Housing Assistance Payments	619	400	219	54.75%	5	4,920	3,200	1,720	53.75%	4,800
Financing Expenses	3,831	4,340	(508)	-11.71%	5	38,686	34,718	3,968	11.43%	52,077
Operating Expenses before Depreciation	19,039	20,962	(1,923)	-9.17%		161,651	167,698	(6,047)	-3.61%	251,547
Net Operating Income (Loss)	3,064	5	3,059	64739.57%		11,106	38	11,069	29276.78%	57
Depreciation & Amortization	2,244	2,341	(97)	-4.15%		18,093	18,728	(635)	-3.39%	28,092
Capital Replacement Items	203	1,000	(797)	-79.70%		1,801	8,000	(6,199)	-77.49%	12,000
Reimburse Replacement Reserves	-	(1,000)	1,000	-100.00%		-	(8,000)	8,000	-100.00%	(12,000)
Total Expense	21,486	23,303	(1,817)	-7.80%		181,545	186,426	(4,881)	-2.62%	279,639
Net Income (Loss)	617	(2,336)	2,954	-126.42%		(8,788)	(18,690)	9,903	-52.98%	(28,036)

Comments

- 1 Consists of 20 Low Income and 20 Tax Credit apartment units. Overall rental income is higher than the budget.
- 2 Variance reflects timely payment of rents and less damage to the units.
- 3 Variance is due to a decrease in the amount of operating subsidy received from HUD.
- 4 Variance reflects expenses that are less than the budget.
- 5 Variance in HAP expenses is due to an increase in utility reimbursement payments. Variance in Financing Expenses is due an increase in the note payables. General Expenses increased due to reduction in rental income.

**Lakeland Housing Authority
Dakota Park Limited Partnership, LLLP
d/b/a Carrington Place
Balance Sheet
as of August 25, 2019**

ASSETS

Unrestricted Cash	
Cash Operating 1	48,074.00
Cash-Payroll	<u>873.82</u>
Total Unrestricted Cash	48,947.82
Restricted Cash	
Cash Restricted-Security Deposits	12,599.00
Cash Restricted-Reserve for Replacement	<u>17,715.89</u>
Total Restricted Cash	30,314.89
TOTAL CASH	<u>79,262.71</u>
ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants/Vendors	19,022.17
Allowance for Doubtful Accounts-Tenants/Vendors	<u>-14,805.17</u>
TOTAL: AR	4,217.00
Due from LPHC	<u>75,251.87</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	79,468.87
OTHER CURRENT ASSETS	
Eviction Deposit Acct.	500.00
Prepaid Expenses and Other Assets	957.09
Prepaid Insurance	6,136.56
Utility Deposit	<u>7,060.00</u>
TOTAL OTHER CURRENT ASSETS	14,653.65
TOTAL CURRENT ASSETS	<u>173,385.23</u>
NONCURRENT ASSETS	
FIXED ASSETS	
Land	34,672.00
Buildings	892,048.00
Building Improvements	14,150.00
Furniture & Fixtures	7,295.00
Accum Depreciation-Buildings	-172,644.86
Accum Depreciation- Misc FF&E	-3,300.30
Intangible Assets	
Compliance Fees	1,640.00
Monitoring Fees	41,744.00
AA Compliance Fees	-1,640.00
AA Monitoring Fees	<u>-36,645.12</u>
TOTAL FIXED ASSETS (NET)	<u>777,318.72</u>
TOTAL NONCURRENT ASSETS	777,318.72
TOTAL ASSETS	<u>950,703.95</u>

LIABILITIES & EQUITY

CURRENT LIABILITIES	
A/P Vendors and Contractors	2,500.85
Tenant Security Deposits	12,299.00
Security Deposit-Pet	300.00
Accrued Property Taxes	9,262.62
Accrued Interest - HOPE VI	624,511.22
Accrued Audit Fees	3,075.00
Due to (17) Renaissance Family Non-ACC	36,226.34
Contract Retentions	19,974.37
Accrued Compensated Absences-Current	813.62
Note Payable PCHD	<u>331,119.97</u>
TOTAL CURRENT LIABILITIES	1,040,082.99
NONCURRENT LIABILITIES	
Accrued Compensated Absences-LT	1,511.01
FSS Due to Tenant Long Term	149,859.50
Due to Partner	19,033.64
Due to GP	84,778.00
Due to LP	21,142.00
Permanent Loan - HOPE VI	714,591.00
Permanent Loan - LHA	<u>101,380.00</u>
TOTAL NONCURRENT LIABILITIES	1,092,295.15
TOTAL LIABILITIES	<u>2,132,378.14</u>
EQUITY	
CONTRIBUTED CAPITAL	
Capital - LP	-1,219,110.00
Capital - GP2	<u>240,496.13</u>
TOTAL CONTRIBUTED CAPITAL	-978,613.87
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	<u>-203,060.32</u>
TOTAL RETAINED EARNINGS:	-203,060.32
TOTAL EQUITY	<u>-1,181,674.19</u>
TOTAL LIABILITIES AND EQUITY	<u>950,703.95</u>

**Lakeland Housing Authority
Dakota Park Limited Partnership, LLLP
d/b/a Carrington Place
Changes in Cash
For the Current and Eight Months Ended August 25, 2019**

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	27,953.56	48,074.00	20,120.44
Cash-Payroll	868.00	873.82	5.82
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	12,329.00	12,599.00	270.00
Cash Restricted - FSS Escrow	0.00	0.00	0.00
Cash Restricted-Reserve for Replacement	27,176.11	17,715.89	-9,460.22
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	68,326.67	79,262.71	10,936.04

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	14,883.68	48,074.00	33,190.32
Cash-Payroll	5,003.35	873.82	-4,129.53
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	11,919.65	12,599.00	679.35
Cash Restricted - FSS Escrow	2,752.00	0.00	-2,752.00
Cash Restricted-Reserve for Replacement	33,349.59	17,715.89	-15,633.70
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	67,908.27	79,262.71	11,354.44

Lakeland Housing Authority
Renaissance at Washington Ridge Ltd., LLLP
Statement of Operations
For the Current and Eight Months Ended August 25, 2019

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	66,044	59,625	6,419	10.77%	1	510,158	476,997	33,161	6.95%	715,496
Other Tenant Income	2,061	2,510	(449)	-17.90%	2	12,009	20,082	(8,073)	-40.20%	30,123
Government Subsidy	30,998	27,366	3,632	13.27%	3	248,442	218,928	29,514	13.48%	328,393
Other Income	1,399	300	1,099	366.29%		20,081	2,400	17,681	736.71%	3,600
Total Revenue	100,502	89,801	10,701	11.92%		790,690	718,408	72,283	10.06%	1,077,611
Administrative Expenses	31,102	29,876	1,227	4.11%	4	290,678	239,006	51,671	21.62%	358,509
Tenant Services	-	250	(250)	-100.00%	5	3,176	2,000	1,176	58.82%	3,000
Utility Expense	12,871	6,562	6,309	96.13%	9	64,287	52,498	11,789	22.46%	78,747
Maintenance Expense	32,225	32,489	(263)	-0.81%	6	239,970	259,908	(19,938)	-7.67%	389,863
General Expenses	7,083	6,946	137	1.97%		55,640	55,571	69	0.12%	83,357
Housing Assistance Payments	1,762	1,275	487	38.20%	7	13,939	10,200	3,739	36.66%	15,300
Financing Expenses	13,405	11,324	2,081	18.38%	8	111,440	90,588	20,851	23.02%	135,883
Operating Expense before Depreciation	98,448	88,722	9,727	10.96%		779,130	709,773	69,358	9.77%	1,064,659
Net Operating Income (Loss)	2,053	1,079	974	90.23%		11,560	8,635	2,925	33.87%	12,952
Depreciation & Amortization	55,766	56,896	(1,130)	-1.99%		446,501	455,167	(8,665)	-1.90%	682,750
Capital Replacement Items	8,767	10,745	(1,978)	-18.40%		10,211	85,960	(75,749)	-88.12%	128,940
Reimburse Replacement Reserves	-	(10,745)	10,745	-100.00%		-	(85,960)	85,960	-100.00%	(128,940)
Total Expense	162,982	145,617	17,364	11.92%		1,235,843	1,164,939	70,903	6.09%	1,747,409
Net Income (Loss)	(62,480)	(55,816)	(6,664)	11.94%		(445,153)	(446,532)	1,379	-0.31%	(669,798)

Comments

- 1 Consists of 109 low and moderate income family and senior apartment units and 87 Tax Credit units. Overall rental income is higher than the budget.
- 2 Variance reflects timely payment of rents and less damage to the units.
- 3 Variance is due to an increase in the amount in operating subsidy received from HUD.
- 4 Administrative expenses increased for the year due to legal costs associated with redemption of the property from the Investor.
- 5 Tenant Services variance is due to costs associated with the Gig on the Grass Event.
- 6 Variance reflects expenses that are less than the budget.
- 7 Variance in HAP payment is due to an increase in FSS payments.
- 8 Variance in Financing expenses is due to an increase in note payable.
- 9 Variance in Utility Expense is due to costs associated with water, sewer, garbage removal, and electricity.

Lakeland Housing Authority
Renaissance at Washington Ridge Ltd., LLLP

Balance Sheet

as of August 25, 2019

ASSETS		LIABILITIES & EQUITY	
Unrestricted Cash		CURRENT LIABILITIES	
Cash Operating 1	258,117.43		
Cash-Payroll	1,771.68		
Petty Cash	300.00		
Total Unrestricted Cash	260,189.11	A/P Vendors and Contractors	25,541.92
Restricted Cash		Tenant Security Deposits	51,601.39
Cash Restricted-Security Deposits	55,701.39	Security Deposit-Pet	4,450.00
Cash Restricted - FSS Escrow	14,202.94	Accrued Interest - HOPE VI	887,414.47
Cash Restricted-Reserve for Replacement	91,143.91	Accrued Audit Fees	7,474.16
Restricted Cash - Partnership Devmt	1,179.16	Tenant Prepaid Rents	440.54
Restricted Cash - OA Reserve	76,826.52	Contract Retentions	38,732.51
Restricted Cash - AA Reserve	47,316.72	Accrued Compensated Absences-Current	4,640.77
Total Restricted Cash	286,370.64	TOTAL CURRENT LIABILITIES	1,020,295.76
TOTAL CASH	546,559.75		
		TOTAL CURRENT LIABILITIES	1,020,295.76
ACCOUNTS AND NOTES RECEIVABLE			
A/R-Tenants/Vendors	31,250.89		
Allowance for Doubtful Accounts-Tenants/Vendors	-20,542.16		
TOTAL: AR	10,708.73		
Due from Dakota Park Non-ACC	36,226.34		
Due from Development-General	168,712.46		
Due from Central Office Cost Center	65,458.31		
TOTAL: DUE FROM	270,397.11		
TOTAL ACCOUNTS AND NOTES RECEIVABLE	281,105.84		
OTHER CURRENT ASSETS		NONCURRENT LIABILITIES	
Eviction Deposit Acct.	1,000.00	Accrued Compensated Absences-LT	8,618.58
Prepaid Insurance	24,503.04	FSS Due to Tenant Long Term	14,202.93
Prepaid Software Licenses	11,389.92	Notes Payable-LT	381,200.32
Utility Deposit - Electric	20,500.00	Permanent Loan - HOPE VI	2,200,000.00
TOTAL OTHER CURRENT ASSETS	57,392.96	TOTAL NONCURRENT LIABILITIES	2,604,021.83
TOTAL CURRENT ASSETS	885,058.55	TOTAL LIABILITIES	3,624,317.59
NONCURRENT ASSETS			
FIXED ASSETS		EQUITY	
Buildings	21,088,272.28		
Building Improvements	224,246.45	CONTRIBUTED CAPITAL	
Machinery & Equipment	150,483.39	Capital - LP	6,924,129.41
Automobiles	9,800.00	Capital - GP2	7,123,264.00
Furniture & Fixtures	596,259.09	GP Equity	1,308,453.00
Site Improvement-Infrastructure	2,382,356.15	Donations	325.00
Accum Depreciation-Buildings	-8,154,413.17	TOTAL CONTRIBUTED CAPITAL	15,356,171.41
Accum Depreciation- Misc FF&E	-746,044.90	RETAINED EARNINGS	
Accum Depreciation-Infrastructure	-1,895,410.36	Retained Earnings-Unrestricted Net Assets	-4,439,840.48
Intangible Assets		TOTAL RETAINED EARNINGS:	-4,439,840.48
Loan Costs	137,065.70		
Amortization Loan Cost	-5,829.00		
Compliance Fees	100.00		
Monitoring Fees	131,658.00		
AA Compliance Fees	-58.96		
AA Monitoring Fees	-131,658.00		
AA Loan Costs	-131,236.70		
TOTAL FIXED ASSETS (NET)	13,655,589.97	TOTAL EQUITY	10,916,330.93
TOTAL NONCURRENT ASSETS	13,655,589.97		
TOTAL ASSETS	14,540,648.52	TOTAL LIABILITIES AND EQUITY	14,540,648.52

Lakeland Housing Authority
Renaissance at Washington Ridge Ltd., LLLP
Changes in Cash
For the Current and Eight Months Ended August 25, 2019

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	214,322.43	258,117.43	43,795.00
Cash-Payroll	548.45	1,771.68	1,223.23
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	57,100.39	55,701.39	-1,399.00
Cash Restricted - FSS Escrow	13,665.86	14,202.94	537.08
Cash Restricted-Reserve for Replacement	111,495.91	91,143.91	-20,352.00
Restricted Cash - Partnership Devmt	1,179.16	1,179.16	0.00
Restricted Cash - OA Reserve	76,751.46	76,826.52	75.06
Restricted Cash - AA Reserve	47,273.62	47,316.72	43.10
Investment 1	0.00	0.00	0.00
Investment 2	0.00	0.00	0.00
Total Cash	522,337.28	546,259.75	23,922.47

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	98,249.35	258,117.43	159,868.08
Cash-Payroll	-1,150.63	1,771.68	2,922.31
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	53,583.39	55,701.39	2,118.00
Cash Restricted - FSS Escrow	20,297.00	14,202.94	-6,094.06
Cash Restricted-Reserve for Replacement	222,487.71	91,143.91	-131,343.80
Restricted Cash - Partnership Devmt	1,179.16	1,179.16	0.00
Restricted Cash - OA Reserve	76,215.57	76,826.52	610.95
Restricted Cash - AA Reserve	46,966.45	47,316.72	350.27
Investment 1	261,674.48	0.00	-261,674.48
Investment 2	259,018.67	0.00	-259,018.67
Total Cash	1,038,521.15	546,259.75	-492,261.40

Lakeland Housing Authority
Colton Meadow, LLLP
Statement of Operations
For the Current and Eight Months Ended August 25, 2019

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	51,507	45,388	6,119	13.48%	1	390,444	363,107	27,337	7.53%	544,660
Other Tenant Income	70	1,359	(1,289)	-94.85%	2	3,425	10,874	(7,449)	-68.50%	16,311
Other Income	93	357	(263)	-73.87%		689	2,853	(2,164)	-75.86%	4,279
Total Revenue	51,670	47,104	4,566	9.69%		394,558	376,833	17,725	4.70%	565,250
Administrative Expense	10,554	13,742	(3,188)	-23.20%	3	91,764	109,934	(18,170)	-16.53%	164,901
Tenant Services	-	150	(150)	-100.00%	3	300	1,200	(900)	-75.03%	1,800
Utility Expense	2,738	6,692	(3,954)	-59.09%	4	54,569	53,539	1,030	1.92%	80,309
Maintenance Expense	8,323	10,572	(2,249)	-21.27%	5	88,743	84,578	4,165	4.93%	126,867
General Expense	7,127	9,808	(2,681)	-27.33%	3	58,453	78,464	(20,011)	-25.50%	117,696
Financing Expense	3,989	4,212	(223)	-5.30%	3	33,252	33,697	(446)	-1.32%	50,546
Operating Expense before Depreciation	32,732	45,177	(12,445)	-27.55%		327,081	361,413	(34,331)	-9.50%	542,119
Net Operating Income (Loss)	18,939	1,928	17,011	882.49%		67,477	15,421	52,056	337.57%	23,131
Depreciation & Amortization Expense	39,835	39,095	740	1.89%		315,527	312,759	2,769	0.89%	469,138
Capital Replacement Items	-	2,600	(2,600)	-100.00%		-	20,800	(20,800)	-100.00%	31,200
Reimburse Replacement Reserves	-	(2,600)	2,600	-100.00%		-	(20,800.00)	20,800	-100.00%	(31,200)
Total Expense	72,567	84,271	(11,704)	-13.89%		642,608	674,171	(31,563)	-4.68%	1,011,257
Net Operating Income (Loss)	(20,897)	(37,167)	16,270	-43.78%		(248,050)	(297,338)	49,287	-16.58%	(446,007)

Comments

- 1** Consists of 72 Tax Credit apartment units. Rent collections are higher than the budget.
- 2** Variance reflects timely payment of rents and less damage to the units.
- 3** Variance reflects expenses that are less than the budget.
- 4** Maintenance Expense increased due to exterior painting of units, pressure washing and unit maintenance related costs.

Lakeland Housing Authority

Colton Meadow, LLLP

Balance Sheet

as of August 25, 2019

ASSETS		LIABILITIES & EQUITY	
CASH		CURRENT LIABILITIES	
Unrestricted Cash		A/P Vendors and Contractors	3,135.43
Cash Operating 1	115,531.10	Tenant Security Deposits	26,575.00
Cash-Payroll	1,540.34	Security Deposit-Pet	1,600.00
Petty Cash	225.00	Accrued Property Taxes	26,294.20
Total Unrestricted Cash	<u>117,296.44</u>	Accrued Interest Payable	9,802.04
Restricted Cash		Accrued Audit Fees	3,075.00
Cash Restricted-Security Deposits	28,175.00	Due to Polk County Developers, Inc.	362,901.17
Cash Restricted-Operating Reserve	441,320.95	Tenant Prepaid Rents	768.86
Cash Restricted-Reserve for Replacement	121,129.49	Accrued Compensated Absences-Current	1,950.86
Cash-Tax & Insurance Escrow	43,835.42	First Mortgage - TCAP	1,231,424.00
Total Restricted Cash	<u>634,460.86</u>	Tax Credit Exchange Program (TCEP)	5,044,007.40
		HOME Funds	115,899.60
		Mortgage Note Payable	<u>450,845.00</u>
		TOTAL CURRENT LIABILITIES	<u>7,278,278.56</u>
TOTAL CASH	<u>751,757.30</u>		
ACCOUNTS AND NOTES RECEIVABLE			
A/R-Tenants/Vendors	34,341.04		
Allowance for Doubtful Accounts-Tenants/Vendors	<u>-22,213.94</u>		
TOTAL: AR	12,127.10		
Due from Colton Meadow GP, Inc.	<u>101,151.61</u>		
TOTAL: DUE FROM	<u>101,151.61</u>		
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>113,278.71</u>		
OTHER CURRENT ASSETS		NONCURRENT LIABILITIES	
Eviction Deposit Acct.	1,000.00	Accrued Compensated Absences-LT	3,623.02
Prepaid Expenses and Other Assets	1,201.12	Developer Fee Payable - PCHD	<u>92,184.00</u>
Prepaid Insurance	26,366.74		
Prepaid Software Licenses	3,416.97	TOTAL NONCURRENT LIABILITIES	<u>95,807.02</u>
Utility Deposit	<u>5,000.00</u>		
TOTAL OTHER CURRENT ASSETS	<u>36,984.83</u>		
TOTAL CURRENT ASSETS	<u>902,020.84</u>	TOTAL LIABILITIES	<u>7,374,085.58</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	5,859,944.96	TOTAL CONTRIBUTED CAPITAL	<u>1,205,332.12</u>
Machinery & Equipment	67,970.48		
Automobiles	15,484.50	RETAINED EARNINGS	
Furniture & Fixtures	1,503,657.00	Retained Earnings-Unrestricted Net Assets	<u>685,930.64</u>
Site Improvement-Infrastructure	1,496,187.97	TOTAL RETAINED EARNINGS:	<u>685,930.64</u>
Accum Depreciation-Buildings	-3,940,206.67		
Intangible Assets			
Amortization Tax Credit Fees	-119,405.40		
Monitoring Fees	<u>208,695.00</u>		
TOTAL FIXED ASSETS (NET)	<u>8,258,681.73</u>		
Site Improvement	16,364.00		
Non-Dwelling Structures	28,019.32		
Non-Dwelling Equipment	<u>60,262.45</u>		
TOTAL NONCURRENT ASSETS	<u>8,363,327.50</u>	TOTAL EQUITY	<u>1,891,262.76</u>
TOTAL ASSETS	<u>9,265,348.34</u>	TOTAL LIABILITIES AND EQUITY	<u>9,265,348.34</u>

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

For the Current and Eight Months Ended August 25, 2019

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	102,168.22	115,531.10	13,362.88
Cash-Payroll	121.01	1,540.34	1,419.33
Cash Restricted-Security Deposits	27,775.00	28,175.00	400.00
Cash Restricted-Operating Reserve	441,313.45	441,320.95	7.50
Cash Restricted-Reserve for Replacement	139,828.29	121,129.49	-18,698.80
Cash-Tax & Insurance Escrow	37,022.08	43,835.42	6,813.34
Total Cash	748,228.05	751,532.30	3,304.25
Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	65,229.31	115,531.10	50,301.79
Cash-Payroll	23,898.67	1,540.34	-22,358.33
Cash Restricted-Security Deposits	27,075.00	28,175.00	1,100.00
Cash Restricted-Operating Reserve	441,262.18	441,320.95	58.77
Cash Restricted-Reserve for Replacement	133,945.46	121,129.49	-12,815.97
Cash-Tax & Insurance Escrow	30,008.71	43,835.42	13,826.71
Total Cash	721,419.33	751,532.30	30,112.97

Lakeland Housing Authority
Bonnet Shores, LLLP
Statement of Operations
For the Current and Eight Months Ended August 25, 2019

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	53,629	49,380	4,249	8.61%	1	411,452	395,037	16,416	4.16%	592,555
Other Tenant Income	30	812	(782)	-96.31%	2	3,220	6,497	(3,277)	-50.44%	9,745
Other Income	141	46	95	205.57%		2,852	370	2,482	670.24%	555
Total Revenue	53,800	50,238	3,562	7.09%		417,525	401,904	15,621	3.89%	602,856
Administrative Expense	14,357	14,365	(8)	-0.06%	3	121,515	114,924	6,591	5.74%	172,385
Tenant Services	46	208	(162)	-77.88%	4	258	1,667	(1,409)	-84.55%	2,500
Utility Expense	3,461	5,942	(2,481)	-41.75%	4	46,343	47,536	(1,193)	-2.51%	71,304
Maintenance Expense	16,639	8,141	8,499	104.40%	5	98,512	65,126	33,387	51.27%	97,688
General Expense	7,543	12,563	(5,020)	-39.96%	4	56,469	100,505	(44,036)	-43.81%	150,758
Financing Expense	9,658	10,304	(646)	-6.27%	4	81,142	82,435	(1,293)	-1.57%	123,652
Operating Expense before Depreciation	51,705	51,524	181	0.35%		404,238	412,192	(7,954)	-1.93%	618,287
Net Operating Income (Loss)	2,095	(1,286)	3,381	-262.92%		13,287	(10,288)	23,574	-229.15%	(15,431)
Depreciation & Amortization Expense	40,921	40,004	916.66	2.29%		324,898	320,035	4,862.77	1.52%	480,052
Capital Replacement Items	1,002	1,258	(256.48)	-20.38%		10,348	10,067	281.70	2.80%	15,100
Reimburse Replacement Reserve	-	(1,258)	1,258.33	-100.00%		-	(10,067)	10,066.64	-100.00%	(15,100)
Total Expense	93,628	91,528	2,100	2.29%		739,484	732,227	7,258	0.99%	1,098,340
Net Income (Loss)	(39,828)	(41,290)	1,462	-3.54%		(321,959)	(330,322)	8,363	-2.53%	(495,484)

Comments

- 1 Community consists of 75 apartment units comprised of tax credit and Section 8 vouchers. Tenant rental income is consistent with the budget.
- 2 Variance is due to residents timely payment of rents as well as causing less damage to their units.
- 3 Administrative expenses are greater than budgeted for the period due to eviction costs, payment of asset management fee to Florida Housing Finance Corporation, computer equipment and IT fees.
- 4 Variance reflects expenses being less than the budget.
- 5 Variance reflects increased maintenance expenses due to an erosion control and plumbing incident at the property.

Lakeland Housing Authority
Bonnet Shores, LLLP
Balance Sheet
as of August 25, 2019

ASSETS

Unrestricted Cash	
Cash Operating 1	121,605.71
Cash-Payroll	2,063.00
Petty Cash	300.00
Total Unrestricted Cash	<u>123,968.71</u>
Restricted Cash	
Cash Restricted-Security Deposits	29,225.00
Cash Restricted-Operating Reserve	460,708.83
Cash Restricted-Reserve for Replacement	143,058.91
Cash-Tax & Insurance Escrow	46,278.70
Total Restricted Cash	<u>679,271.44</u>
 TOTAL CASH	 <u>803,240.15</u>
 ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants/Vendors	6,505.40
Allowance for Doubtful Accounts-Tenants/Vendors	-4,308.79
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>2,196.61</u>
 OTHER CURRENT ASSETS	
Eviction Deposit Acct.	500.00
Prepaid Expenses and Other Assets	1,293.39
Prepaid Insurance	28,647.62
Prepaid Software Licenses	3,416.96
Utility Deposit	5,000.00
TOTAL OTHER CURRENT ASSETS	<u>38,857.97</u>
TOTAL CURRENT ASSETS	<u>844,294.73</u>
 NONCURRENT ASSETS	
FIXED ASSETS	
Land	300,000.00
Buildings	11,478,455.60
Building Improvements	20,521.61
Automobiles	24,477.33
Furniture & Fixtures	423,152.78
Site Improvement-Infrastructure	688,655.00
Accum Depreciation-Buildings	-3,612,846.96
Accum Depreciation- Misc FF&E	-447,630.11
Accum Depreciation-Infrastructure	-392,576.92
Intangible Assets	
Loan Costs	41,419.00
Amortization Loan Cost	-17,968.56
Compliance Fees	246,589.00
Amortization Tax Credit Fees	-142,475.12
TOTAL FIXED ASSETS (NET)	<u>8,609,772.65</u>
TOTAL NONCURRENT ASSETS	<u>8,609,772.65</u>
 TOTAL ASSETS	 <u>9,454,067.38</u>

LIABILITIES & EQUITY

LIABILITIES

CURRENT LIABILITIES

A/P Vendors and Contractors	3,590.37
Tenant Security Deposits	27,675.00
Security Deposit-Pet	2,200.00
Accrued Property Taxes	33,635.90
Accrued Interest Payable	27,261.98
Accrued Interest - 2nd Mortgage	505,504.36
Accrued Audit Fees	3,075.00
Tenant Prepaid Rents	1,082.73
Accrued Compensated Absences-Current	2,638.15
First Mortgage - TCAP	3,819,255.00
HOME Funds	131,028.00
Mortgage Note Payable	1,009,877.00
TOTAL CURRENT LIABILITIES	<u>5,566,823.49</u>

NONCURRENT LIABILITIES

Accrued Compensated Absences-LT	4,899.42
TOTAL NONCURRENT LIABILITIES	<u>4,899.42</u>

TOTAL LIABILITIES

5,571,722.91

EQUITY

CONTRIBUTED CAPITAL

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

RETAINED EARNINGS

Retained Earnings-Unrestricted Net Assets	-2,828,013.27
TOTAL RETAINED EARNINGS:	<u>-2,828,013.27</u>

TOTAL EQUITY

3,882,344.47

TOTAL LIABILITIES AND EQUITY

9,454,067.38

Lakeland Housing Authority
Bonnet Shores, LLLP
Changes in Cash
For the Current and Eight Months Ended August 25, 2019

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	134,162.05	121,605.71	-12,556.34
Cash-Payroll	-7,670.70	2,063.00	9,733.70
Cash Operating 3	0.00	0.00	0.00
Cash Restricted-Security Deposits	29,165.00	29,225.00	60.00
Cash Restricted-Operating Reserve	460,701.00	460,708.83	7.83
Cash Restricted-Reserve for Replacement	141,064.81	143,058.91	1,994.10
Cash-Tax & Insurance Escrow	39,828.23	46,278.70	6,450.47
Investment 2	0.00	0.00	0.00
Total Cash	797,250.39	802,940.15	5,689.76
Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	124,837.48	121,605.71	-3,231.77
Cash-Payroll	160.26	2,063.00	1,902.74
Cash Operating 3	0.00	0.00	0.00
Cash Restricted-Security Deposits	28,469.00	29,225.00	756.00
Cash Restricted-Operating Reserve	460,647.49	460,708.83	61.34
Cash Restricted-Reserve for Replacement	137,461.50	143,058.91	5,597.41
Cash-Tax & Insurance Escrow	31,696.91	46,278.70	14,581.79
Investment 2	0.00	0.00	0.00
Total Cash	783,272.64	802,940.15	19,667.51

Lakeland Housing Authority
West Bartow Partnership, Ltd., LLLP
Statement of Operations
For the Current and Eight Months Ended August 25, 2019

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	65,369	70,759.68	(5,391)	-7.62%	1	549,050	566,077.44	(17,028)	-3.01%	849,116
Other Tenant Income	(745)	(390.21)	(355)	90.92%		(5,794)	(3,121.68)	(2,672)	85.59%	(4,683)
Other Income	439	173.94	265	152.40%		3,670	1,391.52	2,278	163.73%	2,087
Total Revenue	65,063	70,543	(5,480)	-7.77%		546,926	564,347	(17,421)	-3.09%	846,521
Administrative Expenses	17,572	18,146.43	(575)	-3.17%	2	119,871	145,171.47	(25,301)	-17.43%	217,757
Tenants Service Expenses	-	300.00	(300)	-100.00%	2	91	2,400.00	(2,309)	-96.22%	3,600
Utility Expense	621	9,439.71	(8,818)	-93.42%	2	58,459	75,517.68	(17,059)	-22.59%	113,277
Maintenance Expense	12,810	10,151.38	2,659	26.19%	4	85,490	81,211.04	4,279	5.27%	121,817
General Expenses	10,956	5,147.33	5,808	112.84%	3	154,733	41,178.64	113,555	275.76%	61,768
Financing Expenses	22,030	24,730.10	(2,700)	-10.92%	2	179,666	197,840.76	(18,175)	-9.19%	296,761
Operating expense before depreciation	63,988	67,915	(3,927)	-5.78%		598,310	543,320	54,990	10.12%	814,979
Net Operating Income (Loss)	1,075	2,628	(1,554)	-59.11%		(51,384)	21,028	(72,411)	-344.36%	31,542
Depreciation & Amortization	43,150	41,566	1,585	3.81%		345,358	332,526	12,833	3.86%	498,788
Capital Replacement Items	2,460	3,875	(1,415)	-36.52%		2,460	31,000	(28,540)	-92.07%	46,500
Reimburse Replacement Reserves										(46,500)
Total Expense	109,598	113,356	(3,757)	-3.31%		946,128	906,845	39,283	4.33%	1,313,768
Net Operating Income (Loss)	(44,535)	(42,812)	(1,723)	4.02%		(399,202)	(342,498)	(56,704)	16.56%	(467,247)

Comments

- 1 Consists of 100 Tax Credit and Project-Based Section 8 Voucher units. Tenant collection is slightly less than the budget.
- 2 Variance is due to expenses being less than budgeted.
- 3 Variance in General Expenses is due to unforeseen costs associated with the ongoing insurance claim.
- 4 Variance in Maintenance Expenses is due to painting of units, security equipment and other maintenance items.

Lakeland Housing Authority
West Bartow Partnership, Ltd., LLLP
Balance Sheet
as of August 25, 2019

ASSETS

Unrestricted Cash	
Cash Operating 1	893.12
Cash-Payroll	-6,036.92
Petty Cash	300.00
Total Unrestricted Cash	<u>-4,843.80</u>
Restricted Cash	
Cash Restricted-Security Deposits	8,916.00
Cash Restricted-Operating Reserve	19.08
Cash Restricted-Reserve for Replacement	185,456.91
Cash-Tax & Insurance Escrow	32,884.77
Investment 1	236,833.45
Total Restricted Cash	<u>464,110.21</u>
 TOTAL CASH	 <u>459,266.41</u>
 ACCOUNTS AND NOTES RECEIVABLE	
A/R-Tenants/Vendors	2,873.57
Allowance for Doubtful Accounts-Tenants/Vendors	-2,158.57
TOTAL: AR	<u>715.00</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	715.00
 OTHER CURRENT ASSETS	
Eviction Deposit Acct.	500.00
Prepaid Insurance	3,177.09
Prepaid Software Licenses	37,877.53
Utility Deposit - Electric	3,986.50
TOTAL OTHER CURRENT ASSETS	<u>45,541.12</u>
TOTAL CURRENT ASSETS	<u>505,522.53</u>
 NONCURRENT ASSETS	
FIXED ASSETS	
Land	432,717.00
Buildings	12,796,743.00
Building Improvements	51,039.58
Furn, Fixt, & Equip	1,212,730.94
Accum Depreciation-Buildings	-3,261,105.38
Accum Depreciation- Misc FF&E	-1,184,100.28
Accum Depreciation-Infrastructure	-361,728.68
Intangible Assets	
Loan Costs	335,121.42
Amortization Loan Cost	-189,265.68
Compliance Fees	200,558.00
Amortization Tax Credit Fees	-135,926.72
TOTAL FIXED ASSETS (NET)	<u>9,896,783.20</u>
Site Improvement	711,597.00
TOTAL NONCURRENT ASSETS	<u>10,608,380.20</u>
TOTAL ASSETS	<u>11,113,902.73</u>

LIABILITIES & EQUITY

CURRENT LIABILITIES	
A/P Vendors and Contractors	51,828.91
Tenant Security Deposits	8,000.00
Security Deposit Clearing Account	347.00
Security Deposit-Pet	1,100.00
Accrued Property Taxes	2,530.00
Accrued Interest NLP Loan	1,865.93
Accrued Audit Fees	3,075.00
Tenant Prepaid Rents	3,659.59
Accrued Compensated Absences-Current	1,326.43
Mortgage Note Payable	2,937,130.65
Second Mortgage Payable	850,000.00
Third Mortgage Payable	324,668.05
Fourth Mortgage Payable	400,000.00
Note Payable-City of Bartow Impact Fees	564,621.00
Deferred Development Fee	1,371,829.35
TOTAL CURRENT LIABILITIES	<u>6,521,981.91</u>
 NONCURRENT LIABILITIES	
Accrued Compensated Absences-LT	<u>2,463.37</u>
 TOTAL NONCURRENT LIABILITIES	 <u>2,463.37</u>
TOTAL LIABILITIES	<u>6,524,445.28</u>
 EQUITY	
CONTRIBUTED CAPITAL	
Capital Private Investors	5,437,398.00
GP Equity	-89.00
Special LP Equity	49,593.89
Syndication Costs	-30,000.00
TOTAL CONTRIBUTED CAPITAL	<u>5,456,902.89</u>
RETAINED EARNINGS	
Retained Earnings-Unrestricted Net Assets	-867,445.44
TOTAL RETAINED EARNINGS:	<u>-867,445.44</u>
TOTAL EQUITY	<u>4,589,457.45</u>
TOTAL LIABILITIES AND EQUITY	<u>11,113,902.73</u>

Lakeland Housing Authority
West Bartow Partnership, Ltd., LLLP
Changes in Cash
For the Current and Eight Months Ended August 25, 2019

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	9,702.93	893.12	-8,809.81
Cash-Payroll	-4,897.30	-6,036.92	-1,139.62
Cash Restricted-Security Deposits	8,778.00	8,916.00	138.00
Cash Restricted-Operating Reserve	19.08	19.08	0.00
Cash Restricted-Reserve for Replacement	182,504.84	185,456.91	2,952.07
Cash-Tax & Insurance Escrow	27,301.77	32,884.77	5,583.00
Investment 1	236,429.83	0.00	-236,429.83
Restricted Investment	0.00	236,833.45	236,833.45
Total Cash	459,839.15	458,966.41	-872.74
Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	66,264.11	893.12	-65,370.99
Cash-Payroll	-403.30	-6,036.92	-5,633.62
Cash Restricted-Security Deposits	10,370.00	8,916.00	-1,454.00
Cash Restricted-Operating Reserve	25,119.58	19.08	-25,100.50
Cash Restricted-Reserve for Replacement	181,594.10	185,456.91	3,862.81
Cash-Tax & Insurance Escrow	46,010.60	32,884.77	-13,125.83
Investment 1	233,687.95	0.00	-233,687.95
Restricted Investment	0.00	236,833.45	236,833.45
Total Cash	562,643.04	458,966.41	-103,676.63

Lakeland Housing Authority

Hampton Hills (AMP 4)

Statement of Operations

For the Current and Eight Months Ended August 25, 2019

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	1,959	2,815	(856)	-30.41%	1	22,239	22,520	(281)	-1.25%	33,780
Other Tenant Income	-	205	(205)	-100.00%	2	100	1,640	(1,540)	-93.90%	2,460
Grant Income	678	2,079	(1,401)	-67.39%	3	5,434	16,632	(11,198)	-67.33%	24,948
Other Income	-	1,485	(1,485)		4	(19,401)	11,881	(31,283)		17,822
Total Revenue	2,637	6,584	(3,947)	-59.95%		8,372	52,673	(44,302)	-84.11%	79,010
Administrative Expenses	2,843	4,580	(1,737)	-37.93%	5	25,771	36,644	(10,873)	-29.67%	54,965
Tenant Services Expenses	-	21	(21)	-100.00%	5	-	167	(167)	-100.00%	250
Utility Expense	-	208	(208)	-100.00%	5	235	1,665	(1,429)	-85.87%	2,497
Maintenance and Development Expense	1,580	1,301	280	21.48%	5	10,381	10,407	(27)	-0.26%	15,611
General Expenses	410	410	-	0.00%	6	3,748	3,283	465	14.16%	4,925
Housing Assistance Payments	-	63	(63)	-100.00%	5	-	504	(504)	-100.00%	756
Operating expense before Depreciation	4,834	6,584	(1,750)	-26.57%		40,136	52,670	(12,534)	-23.80%	79,005
Net Operating Income (Loss)	(2,197)	0	(2,198)			(31,764)	3	(31,767)		5
Depreciation	27	-	27			214	-	214		321
Total Expenses	4,861	6,584	(1,723)	-26.17%		40,350	52,670	(12,320)	-23.39%	79,326
Net Income (Loss)	(2,224)	0	(2,224)			(31,978)	3	(31,981)		(316)

Comments

- 1 Property is comprised of 4, Section 32 Public Housing lease-to-purchase units. Rental income was slightly lower than budgeted.
- 2 Variance is due to timely payments of rent and residents causing less damage to their units.
- 3 Variance is due to a decrease in operating subsidy received from HUD.
- 4 Variance is due to sale of one (1) property.
- 5 Variance reflects expenses that are less than the budget.
- 6 Variance is due to a reduction in rental income.

Lakeland Housing Authority

Hampton Hills (AMP 4)

Balance Sheet

as of August 25, 2019

ASSETS

CASH

Unrestricted Cash

Cash Operating 1	959.74
Cash-Payroll	-0.19
Cash Operating 3	53,667.91
Total Unrestricted Cash	<u>54,627.46</u>

Restricted Cash

Cash Restricted-Security Deposits	1,500.00
Cash Restricted - FSS Escrow	84.00
Total Restricted Cash	<u>1,584.00</u>

TOTAL CASH 56,211.46

ACCOUNTS AND NOTES RECEIVABLE

A/R-Tenants/Vendors	2,628.00
Allowance for Doubtful Accounts-Tenants/Vendors	-451.00
AR-TPA/Fraud Recovery	89.00

TOTAL: AR 2,266.00

Allowance for Doubtful Accounts-Aff. Hsg. Subsidies	-89.00
Cleared Interfund Account	-2,200.20
Due from LPHC	283,520.66
Lakeridge Homes 2nd Mortgage	<u>362,911.05</u>

TOTAL ACCOUNTS AND NOTES RECEIVABLE 646,408.51

OTHER CURRENT ASSETS

Eviction Deposit Acct.	500.00
Prepaid Insurance	<u>1,536.25</u>

TOTAL OTHER CURRENT ASSETS 2,036.25

TOTAL CURRENT ASSETS 704,656.22

NONCURRENT ASSETS

FIXED ASSETS

Buildings	538,431.12
Furniture & Fixtures	2,248.94
Accum Depreciation- Misc FF&E	-2,143.97
Intangible Assets	

TOTAL FIXED ASSETS (NET) 538,536.09

TOTAL NONCURRENT ASSETS 538,536.09

TOTAL ASSETS 1,243,192.31

LIABILITIES & EQUITY

CURRENT LIABILITIES

Tenant Security Deposits	1,500.00
Lease Purchase Escrow	84.00
Accrued Compensated Absences-Current	<u>331.37</u>
TOTAL CURRENT LIABILITIES	<u>1,915.37</u>

NONCURRENT LIABILITIES

Accrued Compensated Absences-LT	<u>615.40</u>
TOTAL NONCURRENT LIABILITIES	<u>615.40</u>

TOTAL LIABILITIES 2,530.77

EQUITY

RETAINED EARNINGS

Retained Earnings-Unrestricted Net Assets	<u>1,240,661.54</u>
TOTAL RETAINED EARNINGS:	<u>1,240,661.54</u>

TOTAL EQUITY 1,240,661.54

TOTAL LIABILITIES AND EQUITY 1,243,192.31

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

For the Current and Eight Months Ended August 25, 2019

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	2,307.04	959.74	-1,347.30
Cash-Payroll	11.23	-0.19	-11.42
Cash Operating 3	58,683.36	53,667.91	-5,015.45
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	1,500.00	1,500.00	0.00
Cash Restricted - FSS Escrow	84.00	84.00	0.00
Cash Restricted - Escrow	0.00	0.00	0.00
Total Cash	62,585.63	56,211.46	-6,374.17

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	799.66	959.74	160.08
Cash-Payroll	-276.63	-0.19	276.44
Cash Operating 3	8,310.10	53,667.91	45,357.81
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	1,500.00	1,500.00	0.00
Cash Restricted - FSS Escrow	169.00	84.00	-85.00
Cash Restricted - Escrow	0.00	0.00	0.00
Total Cash	10,502.13	56,211.46	45,709.33

Lakeland Housing Authority
YouthBuild-DOL 2016 and 2018 (49)
Statement of Operations

For the Current and Eight Months Ended August 25, 2019

	Current Month				Year to Date				Annual Budget	
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance		
Government Subsidy Income	35,797	38,284	(2,487)	-6.50%	1	213,846	306,274	(92,428)	-30.18%	459,411
Other Income	10	-	10	#DIV/0!		68	-	68	#DIV/0!	-
Total Revenue	35,807	38,284	(2,477)	-6.47%		213,913	306,274	(92,361)	-30.16%	459,411
Administrative Expenses	26,230	25,978	252	0.97%	2	228,603	207,823	20,779	10.00%	311,735
Tenant Services Expenses (Trainees)	12,057	11,089	969	8.73%	3	45,190	88,710	(43,519)	-49.06%	133,064
Utility Expense	-	354	(354)	-100.00%	3	-	2,833	(2,833)	-100.00%	4,250
Maintenance and Development Expense	243	310	(67)	-21.69%	3	590	2,478	(1,888)	-76.18%	3,718
General Expenses	309	553	(244)	-44.11%	3	2,411	4,427	(2,016)	-45.55%	6,640
Operating expense before Depreciation	38,839	38,284	555	1.45%		276,794	306,271	(29,478)	-9.62%	459,407
Transfer Out	-	-	-	#DIV/0!		-	-	-	#DIV/0!	-
Net Operating Income (Loss)	(3,032)	0	(3,033)			(62,880)	3	(62,883)		4
Depreciation	-	-	-			-	-	-		-
Total Expenses	38,839	38,284	555	1.45%		276,794	306,271	(29,478)	-9.62%	459,407
Net Income (Loss)	(3,032)	0	(3,033)			(62,880)	3	(62,883)		4

Comments

- 1 Variance is due to timing of receipt of subsidy from DOL.
- 2 Variance in administrative expenses is due to a new DOL requirement to include a position solely for case management to the grant.
- 3 Variance reflects expenses that are less than the budget.

Lakeland Housing Authority
YouthBuild-DOL 2016 and 2018 (49)
Balance Sheet
as of August 25, 2019

ASSETS		LIABILITIES & EQUITY	
CASH		CURRENT LIABILITIES	
Cash Operating 1	384.57	A/P Vendors and Contractors	22.04
Cash-Payroll	-24,362.34	Due to West Lake Mgmt.	10,955.69
Petty Cash	1,000.00	Due to Central Office Cost Center	9,400.87
Total Unrestricted Cash	<u>-22,977.77</u>	Accrued Compensated Absences-Current	<u>4,238.87</u>
		TOTAL CURRENT LIABILITIES	<u>24,617.47</u>
TOTAL CASH	<u>-22,977.77</u>		
		NONCURRENT LIABILITIES	
OTHER CURRENT ASSETS		Accrued Compensated Absences-LT	7,872.19
Prepaid Insurance	2,014.83	TOTAL NONCURRENT LIABILITIES	<u>7,872.19</u>
TOTAL OTHER CURRENT ASSETS	<u>2,014.83</u>		
TOTAL CURRENT ASSETS	<u>-20,962.94</u>	TOTAL LIABILITIES	<u>32,489.66</u>
		EQUITY	
NONCURRENT ASSETS		RETAINED EARNINGS	
FIXED ASSETS		Retained Earnings-Unrestricted Net Assets	-66,724.60
Automobiles	21,299.00	Retained Earnings - Restricted Net Assets	<u>13,272.00</u>
Accum Depreciation- Misc FF&E	-21,299.00	TOTAL RETAINED EARNINGS:	<u>-53,452.60</u>
		TOTAL EQUITY	<u>-53,452.60</u>
TOTAL FIXED ASSETS (NET)	<u>0.00</u>	TOTAL LIABILITIES AND EQUITY	<u>-20,962.94</u>
TOTAL NONCURRENT ASSETS	<u>0.00</u>		
TOTAL ASSETS	<u>-20,962.94</u>		

**Lakeland Housing Authority
YouthBuild-DOL 2016 and 2018 (49)
Changes in Cash**

For the Current and Eight Months Ended August 25, 2019

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	563.56	384.57	-178.99
Cash-Payroll	-23,495.03	-24,362.34	-867.31
Negative Cash COCC Master	0.00	0.00	0.00
Total Cash	-22,931.47	-23,977.77	-1,046.30
Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	8,890.81	384.57	-8,506.24
Cash-Payroll	-5,902.06	-24,362.34	-18,460.28
Negative Cash COCC Master	0.00	0.00	0.00
Total Cash	2,988.75	-23,977.77	-26,966.52

Lakeland Housing Authority
Williamstown, LLLP
Statement of Operations
For the Current and Eight Months Ended August 25, 2019

	Current Month					Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	
Rental Income	12,106	8,000	4,106	51.33%	1	96,318	64,000	32,318	50.50%	96,000
Other Tenant Income	-	-	-	#DIV/0!		136	-	136	#DIV/0!	-
Government Subsidy	-	14,400	(14,400)	-100.00%	2	-	115,200	(115,200)	-100.00%	172,800
Other Income	-	-	-	#DIV/0!		10,501	-	10,501	#DIV/0!	-
Total Revenue	12,106	22,400	(10,294)	-45.96%		106,955	179,200	(82,746)	-46.18%	268,800
Administrative Expense	4,454	7,814	(3,360)	-43.00%	3	43,147	62,510	(19,362)	-30.97%	93,764
Tenant Services	-	350	(350)	-100.00%	3	83	2,800	(2,717)	-97.02%	4,200
Utility Expense	-	6,600	(6,600)	-100.00%	3	17,422	52,800	(35,378)	-67.00%	79,200
Maintenance Expense	5,336	6,086	(750)	-12.32%	3	22,082	48,690	(26,609)	-54.65%	73,036
General Expense	(8)	1,550	(1,558)	-100.52%	3	1,029	12,400	(11,371)	-91.70%	18,600
Operating Expense before Depreciation	9,782	22,400	(12,618)	-56.33%		83,763	179,200	(95,437)	-53.26%	268,800
Net Operating Income (Loss)	2,324	-	2,324	#DIV/0!		23,192	-	12,691	#DIV/0!	-
Depreciation & Amortization Expense	7,957	-	7,957	#DIV/0!		63,655	-	63,655	#DIV/0!	-
Capital Replacement Items	-	-	-	#DIV/0!		(672)	-	(672)	#DIV/0!	-
Reimburse Replacement Reserves	-	-	-	#DIV/0!		-	-	-	#DIV/0!	-
Total Expense	17,739	22,400	(4,661)	-20.81%		146,746	179,200	(32,454)	-18.11%	268,800
Net Operating Income (Loss)	(5,633)	-	(5,633)	#DIV/0!		(39,791)	-	(39,791)	#DIV/0!	-

Comments

- 1 Consists of 48 public housing units for seniors age 62 and older with a preference for veterans. Rent collections are higher than the budget due to the income of seniors living at the property.
- 2 In July staff received notification that the subsidy request was still pending. In August HUD populated the subsidy template to include Williamstown and required a new submission; which was sent on August 9, 2019.
- 3 Variance reflects expenses that are less than the budget.

Lakeland Housing Authority

Williamstown, LLLP

Balance Sheet

as of August 25, 2019

ASSETS

CASH

Unrestricted Cash	
Cash Operating 1	15,428.23
Cash-Payroll	871.61
Total Unrestricted Cash	<u>16,299.84</u>
Restricted Cash	
Cash Restricted-Security Deposits	15,959.00
Total Restricted Cash	<u>15,959.00</u>

TOTAL CASH 32,258.84

ACCOUNTS AND NOTES RECEIVABLE

A/R-Tenants/Vendors	3,207.00
Allowance for Doubtful Accounts-Tenants/Vendors	<u>-1,029.00</u>
TOTAL: AR	<u>2,178.00</u>
TOTAL ACCOUNTS AND NOTES RECEIVABLE	<u>2,178.00</u>

Prepaid Software Licenses 2,050.18

TOTAL OTHER CURRENT ASSETS 2,050.18

TOTAL CURRENT ASSETS 36,487.02

NONCURRENT ASSETS

FIXED ASSETS

Buildings	3,751,341.13
Building Improvements	8,494.29
Accum Depreciation-Buildings	<u>-157,438.49</u>
TOTAL FIXED ASSETS (NET)	<u>3,602,396.93</u>

TOTAL NONCURRENT ASSETS 3,602,396.93

TOTAL ASSETS 3,638,883.95

LIABILITIES & EQUITY

CURRENT LIABILITIES

Tenant Security Deposits	14,400.00
Security Deposit-Pet	1,800.00
Tenant Prepaid Rents	507.00
TOTAL CURRENT LIABILITIES	<u>16,707.00</u>

EQUITY

RETAINED EARNINGS

Retained Earnings-Unrestricted Net Assets	<u>3,622,176.95</u>
TOTAL RETAINED EARNINGS:	<u>3,622,176.95</u>

TOTAL EQUITY 3,622,176.95

TOTAL LIABILITIES AND EQUITY 3,638,883.95

**Lakeland Housing Authority
Williamstown, LLLP
Changes in Cash**

For the Current and Eight Months Ended August 25, 2019

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	18,330.74	15,428.23	-2,902.51
Cash-Payroll	206.87	871.61	664.74
Cash Restricted-Security Deposits	15,951.00	15,959.00	8.00
Total Cash	34,488.61	32,258.84	-2,229.77
Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	7,232.01	15,428.23	8,196.22
Cash-Payroll	0.00	871.61	871.61
Cash Restricted-Security Deposits	14,220.00	15,959.00	1,739.00
Total Cash	21,452.01	32,258.84	10,806.83

LAKELAND HOUSING AUTHORITY
Grant Report
Updated as of September 10, 2019

		START DATE	OBLIGATION END DATE	DISTRIBUTION END DATE	AUTHORIZED	OBLIGATION 90% THRESHOLD	OBLIGATED AMOUNT	DISBURSED	AVAILABLE BALANCE
Capital Fund Program	(HUD)								
CFP - 2011		07-15-11	08-03-13	08-02-15	562,980.00	506,682.00	562,980.00	562,980.00	0.00
CFP - 2012		03-12-12	03-11-14	03-11-16	327,414.00	294,672.60	327,414.00	327,414.00	0.00
CFP - 2013		08-09-13	09-08-15	09-08-17	251,538.00	226,384.20	251,538.00	251,538.00	0.00
CFP - 2014		05-01-14	05-01-16	05-01-18	341,004.00	306,903.60	341,004.00	341,004.00	0.00
CFP - 2015		04-13-15	04-12-17	04-12-19	345,575.00	311,017.50	345,575.00	345,575.00	0.00
CFP - 2016		04-13-16	04-12-18	04-12-20	358,393.00	322,553.70	336,513.32	231,939.01	126,453.99
CFP - 2017		08-16-17	08-15-19	08-15-21	608,069.00	547,262.10	583,721.87	88,695.85	519,373.15
CFP - 2018		05-29-18	05-28-20	05-28-22	934,727.00	841,254.30	315,706.00	0.00	934,727.00
CFP - 2019		04-16-19	04-15-21	04-15-23	965,861.00	869,274.90	0.00	0.00	965,861.00
				CFP Total:	4,695,561.00	4,226,004.90	3,064,452.19	2,149,145.86	2,546,415.14
Replacement Housing Factor	(HUD)								
RHF - 2009(a)		09-15-09	10-29-16	07-29-17	282,108.00	253,897.20	282,108.00	282,108.00	0.00
RHF - 2009(b)		04-02-10	10-29-16	07-29-17	149,804.00	134,823.60	149,804.00	149,804.00	0.00
RHF - 2010		07-15-10	10-29-16	07-29-18	441,385.00	397,246.50	441,385.00	441,385.00	0.00
RHF - 2011		08-03-11	10-29-16	10-29-18	380,321.00	342,288.90	380,321.00	380,321.00	0.00
RHF - 2012(b)		03-12-12	10-29-16	10-29-18	70,661.00	63,594.90	70,661.00	70,661.00	0.00
RHF - 2013(a)		09-09-13	10-29-18	04-12-19	208,904.00	188,013.60	208,904.00	208,904.00	0.00
RHF - 2013(b)		09-09-13	10-29-16	10-29-18	62,529.00	56,276.10	62,529.00	62,529.00	0.00
RHF - 2014		05-13-14	10-29-18	04-12-19	185,710.00	167,139.00	185,710.00	185,710.00	0.00
RHF - 2015		04-13-15	10-29-18	04-12-19	187,612.00	168,850.80	187,612.00	187,612.00	0.00
RHF - 2016		04-13-16	10-29-18	04-12-20	193,574.00	174,216.60	193,574.00	193,574.00	0.00
				RHF Total:	2,162,608.00	1,946,347.20	2,162,608.00	2,162,608.00	0.00
HOPE VI	(HUD)	04-05-00		12-31-17	21,842,801.00	19,658,520.90	21,842,801.00	21,842,801.00	0.00
Safety & Security Grant	(HUD)	03-20-13	03-19-14	03-19-15	250,000.00	225,000.00	250,000.00	250,000.00	0.00
				Safety & Security Total:	250,000.00	225,000.00	250,000.00	250,000.00	0.00
Resident Opportunities and Self Sufficiency	(HUD)								
ROSS-Family Self Sufficiency 2018		02-19-19	02-18-20		72,000.00	64,800.00	7,827.24	7,827.24	64,172.76
ROSS-Family Self Sufficiency 2017		01-01-18	12-31-18		110,072.00	99,064.80	110,072.00	110,072.00	0.00
ROSS - Service Coordinator 2016		02-01-17	01-31-20		219,185.00	197,266.50	126,747.44	126,747.44	92,437.56
				ROSS Total:	401,257.00	361,131.30	244,646.68	244,646.68	156,610.32
YouthBuild 2018 Grant (new)	(DOL)	01-01-2019		04-30-2022	1,075,472.00	967,924.80	80,894.59	80,894.59	994,577.41
YouthBuild 2016 Grant (existing)	(DOL)	10-17-16		02-16-20	990,024.00	891,021.60	944,126.91	944,126.91	45,897.09
				YouthBuild Total:	2,065,496.00	1,858,946.40	1,025,021.50	1,025,021.50	1,040,474.50

September 2019 Board Report



Program Manager's Report

During the month of August 2019, the Program Manager continued to stress the importance of developing partnerships that are providing credential or certification opportunities for our participants. For the past year, the Department of Labor (DOL) has placed more emphasis on certifications as opposed to a General Education Diploma (GED). At this writing, fifty-percent (50%) of YouthBuild-Lakeland's (YBL) Cycle 17 participants have received their MSSC Manufacturing Skill Standards Council Certified Production Technician (MSSC-CPT), Occupational Safety and Health Administration (OSHA-10) and/or Packaging Machinery Manufacturers Institute (PMMI) Mechanical Level I certifications. YBL staff is in the process of scheduling the following trainings: Forklift, CPR/First Aid, and Certified Nursing Assistant. Each of these trainings will be offered to participants during the upcoming months. Also, college and career center tours are being scheduled. Although, YBL has been temporarily operating without an Academic Instructor, two participants were scheduled for the GED examination at East Area Adult School, one is preparing for the GED examination through daily study and workbook activities, and others were enrolled with Penn Foster to obtain their diplomas.

- On August 13, 2019, YouthBuild-Lakeland participants assisted the staff of West Lake Management and Feeding Tampa Bay with the distribution of food to the Senior Residents at The Renaissance Manor. This will become a monthly community service activity of our YouthBuild participants.

- After the successful rehab project of several units at the Manor of West Bartow during the month of July, the participants were able to train at their designated worksite at Twin Lakes, in August. The participants learned several framing projects which will prepare them for their PACT certification.
- The Program Manager conducted the YBL monthly phone call with Connie Bailey, YouthBuild Technical Consultant. Ms. Bailey will work with us to develop an infrastructure and specific strategies that will support the YouthBuild program and its various components as they relate to our organizational and management structure. We also discussed future staffing plans, the development of a schedule for Construction Plus work experience and supervision, and a transition plan for year two programming for each participant. Ms. Bailey indicated that she would like to visit our program in the coming weeks.
- On August 22, 2019, the Program Manager attended the CareerSource Polk's Annual Meeting & Best Places to Work Awards breakfast at the RP Funding Center in Lakeland.
- During the month of August, YBL staff members have adjusted to the temporary staffing change and have worked as a team to continue providing training to Cycle 17 participants. As Program Manager, I commend and applaud each of them for their efforts, positive attitudes and support.

Academics

During the month of August, participants continued to prepare for the GED exam and/or worked on completing various assignments to obtain their diplomas. In the temporary absence of an Academic Instructor, the YBL Case Manager provided academic tutoring in the subjects of Math and Algebra to Cycle 17 participants.

Recruiting

YBL staff continued to accept applications for Cycle 18. The team continues to share information with YBL partners and other community agencies, businesses, and churches.

Job Development and Placement

During the month of August, the Job Placement Coordinator (JPC):

- The Job Placement Coordinator continued to seek placement opportunities and partnerships with local employers.
- Continued to provide employment placement, post-secondary education, employment retention, and supportive services information to the graduates of Cycles 16 and previous cycles as needed.
- Prepared and submitted the YouthBuild grant Quarterly Performance Report (QPR) – Quarter 4 for Program Year 2018 (April 1-June 30, 2019).
- Prepared and submitted the YouthBuild grant Quarterly Performance Report (QPR) Quarter 4 for Program Year 2016 (April 1-June 30, 2019).
- Enrolled seven (7) Cycle 17 participants with Penn Foster for the purpose of completing studies to earn their high school diploma.
- Facilitated job readiness soft skills and Vision Board workshops. The participants began creating their individual vision boards. In September, each participant will give an oral presentation of his/her vision board to the YBL class and staff members.
- On August 22, 2019, the Job Placement Coordinator attended the CareerSource Polk's Annual Meeting & Best Places to Work Awards breakfast at the RP Funding Center in Lakeland.
- On August 28, 2019, the Job Placement Coordinator attended the Central Florida Business Diversity Council's monthly meeting. The guest speaker was local entrepreneur, Glenn G. Jones,

CEO OF Ensure Financial Group, LLC. The topic of Mr. Jones' presentation was 'Achieving Financial Security through Various Insurance and Investment Vehicles'.

Congratulations



The month of August 2019 will always be a very memorable month to YBL Cycle 17 participant Tyrell Dixon (*pictured right*). On August 8th, he earned his GED by successfully passing the Science exam with a score of 158 and the Math with a 155. On August 23rd, YBL received report from Polk State College's TechHire that Tyrell passed all exams taken during the eight-week session, earning both certifications available: MSSC-Certified Production Technician and PMMI Mechanical Component. Tyrell was the only YBL participant

to receive both certifications. And he is the first participant of YBL to receive both certifications from TechHire. He is also the first participant of YBL Cycle 17 to receive his GED. Tyrell's career aspiration is to become a leading Foreign Exchange Trader. Congratulations, Tyrell Dixon!

Case Management

The month of August was the beginning of the second round of follow-up interviews with Cycle 16 graduates. Whether the interview is placed over the phone or in person, we provide resources and tools for the participants in need of services in the areas of employment, childcare, transportation, and education. Tutoring has been provided by the current participants in Cycle 17 who have successfully completed Penn Foster and/or passed the GED Test with high scores for the individuals who are studying to prepare themselves for the GED Test. The purpose of this tutoring by their peers will

encourage them to accomplish their goals just like others around them. During the month of August, the Case Manager provided academic tutoring in the subjects of Math and Algebra to Cycle 17 participants. She also conducted Real World workshops and assisted the Job Placement Coordinator with conducting Job Readiness Workshops.

Construction

During the month of August, participants made strides in completing the various modules to earn a pre-apprentice certification in carpentry. Each participant received instructions from the three different types of learning styles: (1) Lecture (2) Visual and (3) Hands-on. Participants were trained on how to use a tape measure, operate a circular saw and frame a wall. The participants understood that in order to complete the task of building a wall, they would have to learn these three skills that go hand-in-hand.

Construction Training Site Scenes



Trevin Johnson (*left*) and **Marcos Varona** (*right*) learn as they demonstrate the hands-on wall-framing skills.



Left to right: **Leonel Ortega**, **Wesley Santiago** and **Jose' Rivera** are learning the skill of wall-framing at Twin Lakes.



Left to right: Jose' Rivera, Wesley Santiago, Steven Whitehead, Lance Renew, Samuel Lattimore, and Leonel Ortega proudly display the finished produce.

Earl W. Haynes
Senior Program Manager

Cynthia E. Zorn-Shaw
Job Placement Coordinator

Terry Love
Construction Training Supervisor

Y'Kaysha Watts
Case Manager

Joint Quarterly Narrative Performance Report Template

* Report Due Date: Forty-five (45) days after the end of each quarter

DOL GRANT PROGRAM NAME: YouthBuild-Lakeland – Lakeland Housing Authority

Program Year: PY19Q1

Quarter End Date: June 30, 2019

Date Report Submitted: August 16, 2019

The information provided in this quarterly narrative progress report will be used to help the Employment and Training Administration (ETA) monitor the progress of the grant and identify promising practices and challenges of the grantee in implementing the grant. The information collected here provides a more comprehensive assessment of the progress of grantees in meeting expected milestones, performance indicators, and program requirements. It also provides additional qualitative information to ETA regarding the activities of grantees as it relates to WIOA implementation or implementation of other discretionary grant programs, timeliness of program deliverables, technical assistance needs, innovative or promising practices in the field, and the use of evaluation for program accountability, assessment, and improvement.

Additionally, please note that, per the Uniform Guidance (2 CFR 200.328), grantees must inform DOL as soon as the following types of conditions become known and should not wait for a quarterly report deadline:

- (1) Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
- (2) Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

Section I. Contact Information.

DOL Grant FOA (optional):	
Grant Number:	YB-32967-18-60-A-12
Grant Recipient Name:	Lakeland Housing Authority
Grant Project Name:	YouthBuild City of Lakeland

Grant Project Address:	430 Hartsell Avenue Lakeland, Florida 33815
Grant Period of Performance:	February 1, 2019 through May 31, 2022
Point of Contact (Name, Phone Number, and Email):	Earl W. Haynes 863-413-3394 Ext. 305 ehaynes@lakelandhousing.org

Section II. Summary of Grant Progress.

By the start-up of the second quarter of our new grant, we were able to successfully enroll 20 young adults, 17 males and 3 females in this cohort. The newly enrolled participants, many of whom were referred to us by the Polk County local schools. The participants were able to complete Mental toughness Several staff and participants intervention activities were conducted this quarter to identify and develop students for our policy and leadership committee.

Supportive Services: Throughout the month, Inspired Targeted Case Management Agency LLC provided the following services to several of our YouthBuild-Lakeland Cycle 17 participants: counseling, mental health consultation, needs assessment, plan care, and medical assistance. The organization has begun to explore ways to provide housing assistance to the participants who are homeless.

Section III. Progress of Grant Timeline.

During this quarter, YouthBuild-Lakeland served as the host-site of TECH-HIRE, a Polk State College training program. This series of employer-based training courses will offer opportunity for participants to earn the following certifications:

- (1) MSSC Certified Production Technician (CPT)
- (2) Occupational Safety and Health Administration (OSHA-10)
- (3) Packing Machinery Manufacturers Institute (PMMI) Mechanical Level I.

Section IV. Development and Implementation of Effective Practices and Program Model Strategies.

We have developed our program where the academic program career preparation is integrated with construction and construction-plus language and curriculum. For example, math questions are not simply math questions, they are framed and referenced around construction, nursing, and manufacturing. This has helped our participants to relate the pedagogic knowledge that they acquire from academics to the real world of work. The Academic Instructor and Construction Training Supervisor meet weekly to stay on the same page.

Section V. Status Update on Match and /or Leveraged Resources *(if applicable)*.

The match will be submitted alone with our financial reporting for this quarter.

Section VI. Status Update on Strategic Partnership Activities *(if applicable)*.

YouthBuild-Lakeland has numerous partnerships and supporters. However, our desire is to develop partnerships with organizations that can provide direct supportive services to our participants. Inspired Case Management Agency LLC is a great example of such a partnership.

It is worth noting that for the very first time since the inception of our YouthBuild-Lakeland program, the Lakeland Chamber of Commerce has become one of our partners.

Section VII. Status Update on Employer Engagement Strategies.

We have been in contact with our local workforce board, CareerSource-Polk, and are strengthening our connections and contacts, so that our relationship can be the strongest and most productive as possible. Our program has become a permanent fixture on their website to assist us with recruitment.

Section VIII. Key Issues and Technical Assistance Needs.

Nothing to report at this time.

Section IX. Significant Activities, Accomplishments, and Success Stories.

On August 6th, we received a report from Polk State College's TechHire program that Tyrell Dixon, a YouthBuild-Lakeland Cycle 17 was one of two participants (out of a class of twenty) who successfully earned the following certifications: MSSC Certified Production Technician (CPT), Occupational Safety and Health Administration (OSHA-10) and Packing Machinery Manufacturers Institute (PMMI) Mechanical Level I. On August 8th, Tyrell passed the GED Language Arts and Social Studies exams, becoming the first participant in this cohort to obtain his GED.

Section X. Evidence and Evaluation.

We are monitoring participant achievement to find ways to improve our program outcomes.

Section XI. Additional Information *(if applicable)*.

Nothing to report at this time.

Paperwork Reduction Act Disclosure Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The control number for this collection is 1205-0448. Public reporting burden for this collection of information, which is required to obtain or retain benefits, is estimated to average 10 hours per quarterly response, including time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the Quarterly Narrative Report. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Jenn Smith, Office of Workforce Investment, Room N-4508, Employment and Training Administration, U.S. Department of Labor, 200 Constitution Avenue NW, Washington, DC 20210.

Note: Please do not return the completed ETA-9179 to this address.

**STANDARDIZED QUARTERLY PERFORMANCE REPORT
YOUTHBUILD GRANT**

Class: 18

Program Quarter: Program Year: Case Manager: All

Report Due Date: 11/14/2019

ETA-9136

OMB No: 1205-0464

Expires: 11/30/2021

A. Grantee Identifying Information

Grantee Name:

Grant Number:

YB-32967-18-60-A-12

Program/Project Name: YouthBuild

Project or Sub-Project ID/Number:

Address:

Report Quarter End Date:

09/30/2019

Enrollment Goal:

60

Performance Items		Previous Quarter (A)	Current Quarter (B)	Cumulative for Program Year (C)	Program-to-Date (D)
B. Participant Summary Information					
1	Total Exitors	0	0	0	0
2	Total Participants Enrolled	20	0	0	20
3	Total Participants Served	20	20	20	20
4a	Male	17	0	0	17
4b	Female	3	0	0	3
5a	Hispanic/Latino	6	0	0	6
5b	American Indian or Alaska Native	1	0	0	1
5c	Asian	0	0	0	0
5d	Black or African American	9	0	0	9
5e	Hawaiian Native or Other Pacific Islander	0	0	0	0
5f	White	8	0	0	8
6a	8th grade and under	3	0	0	3
6b	9th grade - 12th grade	17	0	0	17
6c	High School graduate or equivalent	0	0	0	0
6d	1-3 years of college, or full-time technical or vocational school	0	0	0	0
6e	4 years college or more	0	0	0	0
7	Limited English Proficient	0	0	0	0
8	Low Income	19	0	0	19
9	Foster Youth	0	0	0	0
10	Migrant Youth	0	0	0	0
11	High School Drop-out	20	0	0	20
12	Youth Offender	2	0	0	2

13	Adult Offender	7	0	0	7
14	Basic Skills Deficient	19	0	0	19
15	Child of Incarcerated Parent	0	0	0	0
16	Persons with a Disability	0	0	0	0
17	Not Employed at Program Enrollment	17	0	0	17

Performance Items	Previous Quarter (A)		Current Quarter (B)		Cumulative for Program Year (C)		Program-to-Date (D)	
	Value	Numerator / Denominator	Value	Numerator / Denominator	Value	Numerator / Denominator	Value	Numerator / Denominator

C. Program Services, Activities, and Other Related Assistance

1	Received Education or Job Training Activities	0		20		20		20	
2	Received Workforce Preparation Activities	20		0		0		20	
3	Community Involvement & Leadership Development Activities	0		0		0		0	
4	Post Secondary Exploration and Planning Activities	0		0		0		0	
5	Received Mentoring Activities	0		0		0		0	
6	Received Health Services	0		0		0		0	
7	Received Supportive Services	0		0		0		0	

D. Short-Term Indicators of Performance

Leading Indicators of Performance

1	Enrollment Rate							33.33 %	20 / 60
2a	Number of Initial Job Placements	0		0		0		0	
2b	Average Hourly Wage at Placement	\$ 0.00	0/0	\$ 0.00	0/0	\$ 0.00	0/0	\$ 0.00	0/0
2c	Number of Job Re-Placements	0		0		0		0	
2d	Average Hours Worked 1st week of Placement	0.00	0/0	0.00	0/0	0.00	0/0	0.00	0/0
3	Number Obtained High School Diploma or GED	0		0		0		0	
4	Number Obtained a Certificate	0		0		0		0	
5	Entered Post Secondary Education	0		0		0		0	
6	Entered Vocational/Occupational Skills Training	0		0		0		0	
7	Entered Pre-Apprenticeship	0		0		0		0	
8	Entered Registered Apprenticeship	0		0		0		0	

E. Long-Term Indicators of Performance**Common Performance Measures**

1	Placement in Education or Employment	0.00%	0/0	0.00%	0/0	0.00%	0/0	0.00%	0/0
2	Attainment of a Degree or Certificate	0.00%	0/20	0.00%	0/20	0.00%	0/20	0.00%	0/20
3	Literacy and Numeracy Attainment	0.00%	0/19	0.00%	0/19	0.00%	0/19	0.00%	0/19

Additional Performance Measures

4	Recidivism Rate	0.00%	0/8	12.50%	1/8	12.50%	1/8	12.50%	1/8
5	Retention Rate	0.00%	0/0	0.00%	0/0	0.00%	0/0	0.00%	0/0

F. Report Certification / Additional Comments

Grantee Remarks:	
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Name of Grantee Certifying Official: HOUSING AUTHORITY OF THE CITY OF LAKELAND	Telephone Number: (863) 413-3394	Email: ehaynes@lakelandhousing.org
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OMB No.: 1205-0464 Average Response Time: 30 minutes

This reporting requirement is approved under the Paperwork Reduction Act of 1995. Persons are not required to respond to this collection of information unless it displays a currently valid OMB number. Public reporting burden for this collection of information includes time for reviewing instructions, searching existing data sources, gathering and reviewing the collection of information. Respondent's obligation to reply to this collection of information, which is for general program oversight, evaluation, and performance assessment, is required to maintain benefits [PL 109-281 Sec 173(A)(c)(3)]. Send comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden, to the U. S. Department of Labor, Employment and Training Administration, Youth Office, Room N4459, 200 Constitution Avenue, NW, Washington, D.C. 20210.

**STANDARDIZED QUARTERLY PERFORMANCE REPORT
YOUTHBUILD GRANT**

Class: 16

ETA-9136

Program Quarter: 4 Program Year:2018 Case Manager: All

OMB No: 1205-0464

Report Due Date: 08/14/2019

Expires: 11/30/2021

A. Grantee Identifying Information

Grantee Name: HOUSING AUTHORITY OF THE CITY OF LAKELAND Grant Number: YB-29955-17-60-A-12

Program/Project Name: YouthBuild Project or Sub-Project ID/Number:

Address: Report Quarter End Date: 06/30/2019

Enrollment Goal: 57

Performance Items		Previous Quarter (A)	Current Quarter (B)	Cumulative for Program Year (C)	Program-to-Date (D)
B. Participant Summary Information					
1	Total Exitters	0	0	17	57
2	Total Participants Enrolled	0	0	0	57
3	Total Participants Served	0	0	17	57
4a	Male	0	0	0	27
4b	Female	0	0	0	30
5a	Hispanic/Latino	0	0	0	12
5b	American Indian or Alaska Native	0	0	0	3
5c	Asian	0	0	0	0
5d	Black or African American	0	0	0	28
5e	Hawaiian Native or Other Pacific Islander	0	0	0	0
5f	White	0	0	0	26
6a	8th grade and under	0	0	0	9
6b	9th grade - 12th grade	0	0	0	48
6c	High School graduate or equivalent	0	0	0	0
6d	1-3 years of college, or full-time technical or vocational school	0	0	0	0
6e	4 years college or more	0	0	0	0
7	Limited English Proficient	0	0	0	4
8	Low Income	0	0	0	55
9	Foster Youth	0	0	0	1
10	Migrant Youth	0	0	0	0
11	High School Drop-out	0	0	0	53

12	Youth Offender	0	0	0	8
13	Adult Offender	0	0	0	19
14	Basic Skills Deficient	0	0	0	49
15	Child of Incarcerated Parent	0	0	0	0
16	Persons with a Disability	0	0	0	2
17	Not Employed at Program Enrollment	0	0	0	47

Performance Items	Previous Quarter (A)		Current Quarter (B)		Cumulative for Program Year (C)		Program-to-Date (D)	
	Value	Numerator / Denominator	Value	Numerator / Denominator	Value	Numerator / Denominator	Value	Numerator / Denominator

C. Program Services, Activities, and Other Related Assistance

1	Received Education or Job Training Activities	0		0		17		56	
2	Received Workforce Preparation Activities	0		0		16		36	
3	Community Involvement & Leadership Development Activities	0		0		0		19	
4	Post Secondary Exploration and Planning Activities	0		0		17		17	
5	Received Mentoring Activities	0		0		17		36	
6	Received Health Services	0		0		1		4	
7	Received Supportive Services	0		0		0		1	

D. Short-Term Indicators of Performance

Leading Indicators of Performance

1	Enrollment Rate							100.00 %	57 / 57
2a	Number of Initial Job Placements	5		2		13		43	
2b	Average Hourly Wage at Placement	\$ 9.93	79.46/8	\$ 9.49	28.46/3	\$10.02	270.43/27	\$ 9.64	693.77/72
2c	Number of Job Re-Placements	3		1		14		28	
2d	Average Hours Worked 1st week of Placement	33.50	268/8	32.00	96/3	32.44	876/27	35.14	2530/72
3	Number Obtained High School Diploma or GED	0		0		13		49	
4	Number Obtained a Certificate	0		0		4		35	
5	Entered Post Secondary Education	0		1		2		3	
6	Entered Vocational/Occupational Skills Training	1		0		2		3	
7	Entered Pre-Apprenticeship	0		0		0		0	

8	Entered Registered Apprenticeship	0	0	0	0
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E. Long-Term Indicators of Performance

Common Performance Measures

1	Placement in Education or Employment	47.06%	8/17	0.00%	0/0	47.06%	8/17	59.65%	34/57
2	Attainment of a Degree or Certificate	96.49%	55/57	96.49%	55/57	96.49%	55/57	96.49%	55/57
3	Literacy and Numeracy Attainment	0.00%	0/49	0.00%	0/49	6.12%	3/49	46.94%	23/49

Additional Performance Measures

4	Recidivism Rate	0.00%	0/6	0.00%	0/6	18.75%	3/16	13.64%	3/22
5	Retention Rate	0.00%	0/0	0.00%	0/0	62.50%	10/16	65.38%	17/26

F. Report Certification / Additional Comments

Grantee Remarks:	
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Name of Grantee Certifying Official: HOUSING AUTHORITY OF THE CITY OF LAKELAND	Telephone Number: (863) 413-3394	Email: ehaynes@lakelandhousing.org
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OMB No.: 1205-0464 Average Response Time: 30 minutes

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Joint Quarterly Narrative Performance Report Template
* Report Due Date: Forty-five (45) days after the end of each quarter

DOL GRANT PROGRAM NAME: YOUTHBUILD LAKELAND HOUSING AUTHORITY

Program Year: PY18Q4
Quarter End Date: June 30, 2019
Date Report Submitted: August 15, 2019

The information provided in this quarterly narrative progress report will be used to help the Employment and Training Administration (ETA) monitor the progress of the grant and identify promising practices and challenges of the grantee in implementing the grant. The information collected here provides a more comprehensive assessment of the progress of grantees in meeting expected milestones, performance indicators, and program requirements. It also provides additional qualitative information to ETA regarding the activities of grantees as it relates to WIOA implementation or implementation of other discretionary grant programs, timeliness of program deliverables, technical assistance needs, innovative or promising practices in the field, and the use of evaluation for program accountability, assessment, and improvement.

Additionally, please note that, per the Uniform Guidance (2 CFR 200.328), grantees must inform DOL as soon as the following types of conditions become known and should not wait for a quarterly report deadline:

- (1) Problems, delays, or adverse conditions which will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
- (2) Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

Section I. Contact Information.

DOL Grant FOA (optional):	
Grant Number:	YB-29955-17-60-A-12
Grant Recipient Name:	Housing Authority of the City of Lakeland
Grant Project Name:	YouthBuild Lakeland

Section V. Status Update on Match and/or Leveraged Resources *(if applicable)*.

This quarter, we received over \$18,000.00 in match resources from Polk State College, Inspire Targeted Case Management LLC and Polk County Schools.

Section VI. Status Update on Strategic Partnership Activities *(if applicable)*.

As a program, we have a large number of partnership and supporters. However, we feel as a program that we are always on the lookout for more support from our community. During this quarter, we have been prospectively looking to several potential partners in the community to help us to provide supportive services, and to provide potential post-program employment. As these partnerships come to fruition, we will update this section.

Section VII. Status Update on Employer Engagement Strategies.

We have been in contact with our local workforce development board, CareerSource-Polk, as we continue to strengthen our connections and contacts in the communities of Polk County. Our goal is for our relationship with the communities to be as strong and productive as possible. Our program has become a permanent fixture on their website to assist us with job placement and recruitment.

Section VIII. Key Issues and Technical Assistance Needs.

Nothing to report at this time.

Section IX. Significant Activities, Accomplishments, and Success Stories.

Jamie VanDiver, a graduate of YouthBuild-Lakeland's Cycle 15, is making strides towards her dream of becoming a Firefighter. During her six-month tenure as a YouthBuild-Lakeland participant, Jamie and her family were embattled with numerous challenges to include being without transportation. Though she resides in Lake Wales, which is approximately a one-hour trip, one way, from the YouthBuild-Lakeland Center, Jamie managed to stay motivated and keep her attendance in good standing. On May 3, 2018, she proudly walked the stage on graduation night to receive her high school diploma. On June 11th, 2018, Jamie began orientation as a Customer Service Agent at Sykes Enterprises in Lakeland. On that same day, before going to orientation at Sykes, Jamie interviewed with the Polk County Fire Rescue Diversity Program (PCFRDP) with hopes of being selected for one of the three paid training slots. She wasn't selected the first time she applied for the program in the Fall of 2017 for which there were three training slots available. Unfortunately, Jamie's interview score rated her fourth out of a group of more than twenty applicants. However, Jamie didn't give up on her dream. She was still determined. After attending orientation in June, on October 19th, Jamie submitted her second application to the PCFRDP; and this time she made it! In January 2019, she received her certification as an Emergency Medical Respondent through Ridge

Paperwork Reduction Act Disclosure Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The control number for this collection is 1205-0448. Public reporting burden for this collection of information, which is required to obtain or retain benefits, is estimated to average 10 hours per quarterly response, including time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the Quarterly Narrative Report. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Jenn Smith, Office of Workforce Investment, Room N-4508, Employment and Training Administration, U.S. Department of Labor, 200 Constitution Avenue NW, Washington, DC 20210.

Note: Please do not return the completed ETA-9179 to this address.

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 # 19-1475 – Approval of the LHA 2020-2024 5-Year Agency Plan

The Board of Commissioners is requested to approve the above-referenced resolution in order to satisfy a United States Department of Housing and Urban Development regulation.

2. Who is making request:

A. Entity: LHA

B. Project: Approval of the LHA 2020-2024 5-Year Agency Plan, including but not limited to the Capital Funds Plans and Budgets, Administrative Plan for the Housing Choice Voucher, the ACOP for the Public Housing Program, Limited English Proficiency Plan (LEP/LAP), Analysis of Impediments, Family Self Sufficiency Plan, Flat Rents Schedule and signing the *PHA Certification of Compliance with the PHA Plans and Related Regulations*, forms 50075-HP (High Performance Agency) and 50077.

C. Originator: Carlos Pizarro

3. Cost Estimate:

Nominal cost of submittal to the Department of Housing and Urban Development

Narrative:

Annually, the Board of Commissioners of a Public Housing Agency is required to have its Chairman or other authorized official, sign the U.S. Department of Housing and Urban Development's *PHA Certification of Compliance with the PHA Plans (Agency Annual Plan, Capital Fund Plans and Budgets, Administrative Plan for the HCV Program, the ACOP for the Public Housing Program, Limited English Proficiency (LEP/LAP Plan), Analysis of Impediments, Family Self Sufficiency Plan, Flat Rents Schedule and Related Regulations*, forms 50075-HP and 50077, and have PHA staff submit the form to the U.S. Department of Housing and Urban Development.

This resolution is to authorize the Chair of the Board of Commissioners of the Housing Authority of the City of Lakeland to sign forms 50075-HP and 50077 and to direct the Executive Director of the Housing Authority of the City of Lakeland to submit the signed form to the U.S. Department of Housing and Urban Development.

Attachment:

- *2020-2024 5-Year Agency Plan, PHA Certification of Compliance with the PHA Plans (Agency Annual Plan, Capital Fund Plans and Budgets, Administrative Plan for the HCV Program, the ACOP for the Public Housing Program, Limited English Proficiency (LEP/LAP Plan), Analysis of Impediments, Family Self Sufficiency Plan, Flat Rents Schedule and Related Regulations, forms 50075-HP and 50077, etc.*

2020-2024 5 Year- Agency Plan

A 5-Year PHA Plan is a comprehensive guide to public housing agency (PHA) policies, programs, operations, and strategies for meeting local housing needs and goals. There are two parts to the PHA Plan: The 5-Year Annual Plan--which each PHA submits to the Department of Housing and Urban Development once a year based on the PHA fiscal year, which is submitted to the Department of Housing and Urban Development every year. It is through the Annual Plan that a PHA receives capital funding.

A PHA Plan also serves as the annual application for grants to support improvements to public housing buildings (Capital Fund Program) as well as safety in public housing.

Any local, regional, or State agency that receives funds to operate Federal public housing or Section 8 tenant-based assistance (vouchers) programs must submit a PHA Plan.

To ensure public participation in the process, LHA staff provided a copy of the plan to the LHA Board of Commissioners and the City Wide Resident Organization, which serves as the Resident Advisory Board of the Housing Authority of the City of Lakeland (RAB). Copies were also made available at various LHA sites as well as the City of Lakeland Community Redevelopment Agency.

LHA's senior staff scheduled a series of meetings with the RAB to involve the residents in the PHA Plan process.

One of the requirements of the Agency Plan is to schedule public meetings for community review and a *question and answer* period. The Public Forum and meetings for this year's Plan were held at the LHA Administration building.

The process to develop LHA's 2020-2024 5-Year PHA plan spanned nearly three months and involved the collaboration of LHA staff, Public Housing residents, participants in the Housing Choice Voucher Program, stakeholders in the community, the City of Lakeland and, of course, LHA Board of Commissioners.

RESOLUTION NO. 19-1475
APPROVING THE 5-YEAR AGENCY PLAN

WHEREAS, the PHA Plan process was established by section 5A of the U.S. Housing Act of 1937 (42 U.S.C. 1437 et seq.). Section 5A(b) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c-1(b)) was amended by the 2008 Housing and Economic Recovery Act (HERA), Sections 2701 and 2702, Small Public Housing Authorities Paperwork Reduction Act. This amendment provided an exemption of certain qualified PHAs from the annual plan requirement; and

WHEREAS, Public Housing Agencies are under the regulations set forth in Public and Indian Housing Notice 99-51 and 2001-26 requiring the submittal of Public Housing Agency Plans and related certifications; and

WHEREAS, the U.S. Department of Housing and Urban Development requires that all Public Housing Agencies submit the 5-Year PHA Plans and Related Regulations, form 50075-5Y; and

WHEREAS, the Housing Authority of the City of Lakeland made modifications to its 5-Year Agency Plan for Fiscal Years 2020-2024, including but not limited to the Capital Funds Plans and Budgets, Administrative Plan for the Housing Choice Voucher, the ACOP for the Public Housing Program, Tenant Selection Plan, Limited English Proficiency Plan (LEP/LAP), Analysis of Impediments, Family Self Sufficiency Plan, Voluntary Conversion, Demolition and Development activity and signing the Form HUD 50077-SL, 50077-CR, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, and form 50075-5Y collectively referred to as the 5-Year Agency Plan; and

WHEREAS, the Housing Authority of the City of Lakeland circulated the 5-Year Agency Plan for Fiscal Years 2020-2024 to its public housing residents, its Housing Choice Voucher participants, the Resident Advisory Board of the Housing Authority of the City of Lakeland, and other interested parties; and

WHEREAS, the Housing Authority of the City of Lakeland conducted public meetings to obtain the public's input and comments on its 5-Year Agency Plan for Fiscal Years 2020-2024; and

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Housing Authority of the City of Lakeland that the Chairman is authorized to sign the PHA Civil Rights Certification with the 5-Year PHA Plans and Related Regulations, forms 50077-CR (attached hereto), which the Executive Director will afterwards submit to the U.S. Department of Housing and Urban Development.

CERTIFICATE OF COMPLIANCE, this is to certify that the Board of Commissioners of the Housing Authority of the City of Lakeland has approved and adopted the Resolution No.19-1475, dated September 16, 2019.

Attested by:

Benjamin Stevenson, Secretary

Michael Pimentel, Chairman



5-YEAR PHA PLAN

FISCAL YEARS 2020-2024

5-Year PHA Plan Regulation

The 5-Year Agency Plan is in accordance with the Quality Housing and Work Responsibility Act of 1998 including, but not limited to, additional updates received from the U.S. Department of Housing and Urban Development.

The PHA Plan process was established by section 5A of the United States Housing Act of 1937 (42 U.S.C. 1437 et seq.). Section 5A(b) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c-1(b)) was amended by the 2008 Housing and Economic Recovery Act (HERA), Sections 2701 and 2702, Small Public Housing Authorities Paperwork Reduction Act. This amendment provided an exemption of certain qualified PHAs from the annual plan requirement.

What is a PHA Plan

A PHA Plan is a comprehensive guide to public housing agency (PHA) policies, programs, operations, and strategies for meeting local housing needs and goals. There are two parts to the PHA Plan: The Annual Plan which each PHA submits to the Department of Housing and Urban Development once a year based on the PHA fiscal year, which is submitted to the Department of Housing and Urban Development every year. It is through the Annual Plan that a PHA receives capital funding.

5-Year PHA Plan Process

Conducted zoom conference calls with the staff of the Lakeland Housing Authority to discuss the following:

- Theme of plan the 5-Year PHA Plan
- Develop goals, objectives and task
- Benchmarks

5-Year PHA Plan Process

Reviewed that following Lakeland Housing Authority documents:

- Annual Agency Plan
- Sustainability Plan
- Capital Fund Plans/Budgets
- Administrative Plan for the Housing Choice Voucher
- ACOP for the Public Housing Program
- Tenant Selection Plan
- Limited English Proficiency Plan (LEP/LAP)
- Analysis of Impediments
- Family Self-Sufficiency Plan
- Voluntary Conversion

5-Year PHA Plan Meetings

Lakeland Housing Authority Staff Meetings

➤ July 17-18, 2019

Lakeland Housing Authority Board of Commissioners

➤ July 18, 2019

Members of the Resident Advisory Board

➤ July 19, 2019

City of Lakeland – Neighborhood Services

➤ July 19, 2019

Public Hearing (1st)

➤ July 23, 2019

Public Hearing (2nd)

➤ September 16, 2019

5-Year PHA Plan Components

A. PHA Information.

B. 5-Year Plan.

B.1 - Mission. State the PHA's mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA's jurisdiction for the next five years.

B.2 - Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.

- Goal 1: Increase the number of affordable housing units by at least 30%.
- Goal 2: Maintain the high performing status in Public Housing and Section 8.
- Goal 3: Maintain and improve our public image through enhanced communication, coordination, and accountability with outside entities, among the staff and with residents.

5-Year PHA Plan Components

- Goal 4: Be the premier innovative and effective affordable housing provider in Florida.
- Goal 5: Increase and encourage the self-sufficiency efforts of all residents.
- Goal 6: Maintain a high level of employee relations and morale.

B.3 - Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan.

B.4 - Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.

B.5 - Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

5-Year PHA Plan Components

B.6 - Resident Advisory Board (RAB) comments. (a) Did the public or RAB provide comments? (b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations.

B.7 – Certification by State or local Officials. Form HUD 50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

5-Year PHA Plan Attachments

LHA's 5-Year Agency Plan for fiscal year 2020-2024 including but not limited to the Capital Funds Plans and Budgets, Administrative Plan for the Housing Choice Voucher, the ACOP for the Public Housing Program, Tenant Selection Plan, Limited English Proficiency Plan (LEP/LAP), Analysis of Impediments, Family Self-Sufficiency Plan, Voluntary Conversion, Demolition and Development activity and signing the Form HUD 50077-SL, 50077-CR, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, and form 50075-5Y.

5-Year PHA Plan Compliance

All of the regulations and PIH Notices have been complied with in preparing the 5-Year PHA Plan.

The Board of Commissioners approval of resolution #19-1475 is required.

The 5-Year PHA Plan will be submitted to the U.S. Department of Housing and Urban Development on October 1, 2019. The due date of the 5-Year PHA Plan is October 16, 2019.

QUESTIONS

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THANK YOU!

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