



Board of Commissioners Meeting

Wednesday, February 21, 2018

LOCATION:

THA ADMINISTRATION OFFICES
5301 WEST CYPRESS STREET
TAMPA, FLORIDA 33607



**AGENDA FOR THE REGULAR BOARD MEETING
Of The Housing Authority of the City of Tampa, Florida**

February 21, 2018

PLEASE APPROACH MICROPHONE TO SPEAK AND STATE YOUR NAME FOR THE RECORD, THANK YOU

I. REGULAR MEETING

- Call to Order
- Roll Call
- Moment of Silent Prayer and/or Personal Meditation
- Pledge of Allegiance to the Flag
- Reading of the Mission Statement

MISSION STATEMENT

The Housing Authority of the City of Tampa promotes the development and professional management of a variety of affordable housing opportunities, facilities and supportive services, to nurture neighborhoods, provide economic development and self-sufficiency activities for residents, while assuring equal access to safe, quality housing for low and moderate income families, throughout the community.

II. APPROVAL OF MINUTES

- Special Board Meeting of January 17, 2018

III. PUBLIC FORUM

- Maximum three-minute time limit per speaker
- Speakers must register prior to the Board Meeting with the form available at the entrance to the meeting room.

IV. EMPLOYEES OF THE MONTH (Central Administration/Properties)

- Administration ~ [Patricia Soares](#)
- Properties ~ [Trisha Foster](#)

V. SPECIAL RECOGNITIONS

- Geraldine Barnes Award Recipients ~ [Charlene Santana](#)

VI. RESOLUTIONS

No. 2018-4082
[David Iloanya](#)

A RESOLUTION TO APPROVE PHA CERTIFICATIONS OF COMPLIANCE WITH THE PHA PLANS AND RELATED REGULATIONS INCLUDING CIVIL RIGHTS AND PHA PLAN ELEMENTS THAT HAVE CHANGED.

AGENDA FOR THE REGULAR BOARD MEETING

Of The Housing Authority of the City of Tampa, Florida

VI. RESOLUTIONS (continued)

No. 2018-4088 Leroy Moore	AUTHORIZING THE PRESIDENT/CEO OF THE HOUSING AUTHORITY OF THE CITY OF TAMPA (THA) TO NEGOTIATE AND AWARD A CONSULTING SERVICES AGREEMENT TO CVR ASSOCIATES, INC. FOR STRATEGIC BUSINESS PLAN CONSULTANT.
No. 2018-4089 Margaret Jones	REVISE PREFERENCES FOR THE ASSISTED HOUSING WAITLISTS TO REMOVE THE 20 HOUR REQUIREMENT UNDER THE WORKING PREFERENCE.

VII. PRESIDENT / CEO's REPORT

- Finance and Related Entities ~ [Susi Begazo-McGourty](#)
- Operations and Real Estate Development ~ [Leroy Moore](#)
 - PHA Briefing ~ [David Iloanya](#)

VIII. NOTICES AND UPDATES

IX. LEGAL MATTERS

X. UNFINISHED BUSINESS

XI. NEW BUSINESS

XII. ADJOURNMENT

Minutes of the Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Tampa, Florida

January 17, 2018

I. REGULAR MEETING

Chairwoman Susan Johnson-Velez called the regular meeting of the Tampa Housing Authority Board of Commissioners to order at 8:40 a.m. Other Board members present were Hazel Harvey, Rubin Padgett, James Cloar, Ben Wacksman, Bemetra Simmons, Billi Johnson-Griffin and legal counsel Ricardo Gilmore.

The Chair began by asking everyone for a moment of silent prayer and/or personal meditation; those in attendance were also asked to stand for the Pledge of Allegiance; recital of the agency's mission statement followed.

II. MINUTES

A motion to approve the Minutes of the Special Board Meeting of December 14, 2017 was made by Commissioner Cloar and seconded by Commissioner Johnson-Griffin:

Commissioner Harvey	Present	Commissioner Wacksman	Yes
Commissioner Padgett	Yes	Commissioner Simmons	Yes
Commissioner Cloar	Yes	Commissioner Johnson-Griffin	Yes
Commissioner Johnson-Velez	Yes		

III. PUBLIC FORUM (3 Minute limit allotted per speaker)

None to come before this forum

IV. EMPLOYEES OF THE MONTH

- Administration ~ [Janice Damanze](#)
- Properties ~ [Wesner Toussant](#)

V. SPECIAL RECOGNITION (*Geraldine Barnes Award Recipients*)

- Recipient ~ [Lenitha Canty](#)

VI. RESOLUTIONS

The Director of Facilities, Mr. Terrance Brady presented resolutions 2018-4083 and 2018-4084 in place of the Director of Contracting and Procurement, Mr. Nicholas Dickerson, who was not present for this meeting.

No. 2018-4083	A RESOLUTION AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACTUAL AGREEMENT FOR AN ARRAY OF PROFESSIONAL SERVICES AS ENVIRONMENTAL CONSULTANTS INVOLVING THE MANAGEMENT AND IMPLEMENTATION OF A LEAD AND ASBESTOS HAZARD REDUCTION PROGRAM THROUGHOUT THE AUTHORITY'S PUBLIC HOUSING COMMUNITY (GLE ASSOCIATES).
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A motion was made by Commissioner Cloar and seconded by Commissioner Harvey:

Commissioner Harvey	Yes	Commissioner Wacksman	Yes
Commissioner Padgett	Yes	Commissioner Simmons	Yes
Commissioner Cloar	Yes	Commissioner Johnson-Griffin	Yes
Commissioner Johnson-Velez	Yes		

No. 2018-4084	A RESOLUTION AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACTUAL AGREEMENTS FOR AN ARRAY OF PROFESSIONAL SERVICES AS ENVIRONMENTAL CONSULTANTS INVOLVING THE MANAGEMENT AND IMPLEMENTATION OF A LEAD AND ASBESTOS HAZARD REDUCTION PROGRAM THROUGHOUT THE AUTHORITY'S PUBLIC HOUSING COMMUNITY (CARDNO INC).
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A motion was made by Commissioner Cloar and seconded by Commissioner Johnson-Griffin:

Minutes of the Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Tampa, Florida

Commissioner Harvey	Yes	Commissioner Wacksman	Yes
Commissioner Padgett	Yes	Commissioner Simmons	Yes
Commissioner Cloar	Yes	Commissioner Johnson-Griffin	Yes
Commissioner Johnson-Velez	Yes		

The Director of Asset Management, Ms. Debbie Joyce presented resolution number 2018-4085.

No. 2018-4085	A RESOLUTION APPROVING THE REVISED UTILITY ALLOWANCE SCHEDULES FOR USE IN THE PUBLIC HOUSING, HOME AND LOW INCOME HOUSING TAX CREDIT PROGRAMS.
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A motion was made by Commissioner Cloar and seconded by Commissioner Johnson-Griffin:

Commissioner Harvey	Yes	Commissioner Wacksman	Yes
Commissioner Padgett	Yes	Commissioner Simmons	Yes
Commissioner Cloar	Yes	Commissioner Johnson-Griffin	Yes
Commissioner Johnson-Velez	Yes		

The Director of Real Estate Development, Mr. David Iloanya presented resolution 2018-4086.

No. 2018-4086	RESOLUTIONS RATIFYING THE BOND CLOSING FOR THE TEMPO AT ENCORE, LP AND ANY ANCILLARY DOCUMENTS EXECUTED BY THE HOUSING AUTHORITY OF THE CITY OF TAMPA (THA).
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A motion was made by Commissioner Cloar and seconded by Commissioner Harvey:

Commissioner Harvey	Yes	Commissioner Wacksman	Yes
Commissioner Padgett	Yes	Commissioner Simmons	Yes
Commissioner Cloar	Yes	Commissioner Johnson-Griffin	Yes
Commissioner Johnson-Velez	Yes		

Mr. Iloanya informed Board members that the following resolution 2018-4087 was tabled.

No. 2018-4087 Tabled	A RESOLUTION AUTHORIZING THE PRESIDENT/CEO OF THE HOUSING AUTHORITY OF THE CITY OF TAMPA TO EXECUTE A VACANT LAND CONTRACT FOR THE SALE OF A VACANT LOT LOCATED AT 1603 GREENRIDGE ROAD IN DELANEY CREEK ESTATES.
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VII. PRESIDENT/CEO'S REPORT

Finance and Related Entities

A representative of the firm Berman Hopkins, Mr. Brian Nemeroff was introduced by the Sr. VP/CFO, Ms. Susi Begazo-McGourty. Mr. Nemeroff presented a summary of the Audit Report for Fiscal Year 2017; in addition to the summary, Board members were provided with a copy of the complete Audit Report in a large packet separate from the information packet for this meeting.

The CFO provided additional information regarding Mr. Nemeroff's report as well as information regarding the agency's RAD program; all information presented was provided to Board members.

Operations and Real Estate Development

Mr. Iloanya provided a brief update of the North Boulevard Homes project, part of the West River redevelopment with Related Group as the master developer; the director was speaking for the Sr. VP/COO, Mr. Leroy Moore who was not present for this meeting. Bethune Residence One was scheduled to financially close in March; this will be the first vertical construction for that site; 160 senior housing units under RAD. The Mary Bethune building will be the only project for that site that will be renovated rather than demolished. The developer submitted an application for T3 funding in December 2017; a response was expected for February 2018.

The director also provided a summarized report of the RED department, included in the information packet. The grand opening of Faedo's Latin Cuisine was the first retail that recently opened at Encore. Mr. David Hollis was on hand to provide assistance with details regarding the Barber Shop that will open soon, the Early Childhood Learning Center for which a certificate of occupancy had been obtained and a Clinic, also to open soon at Encore.

Minutes of the Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Tampa, Florida

Cedar Pointe was progressing well, said Mr. Iloanya, the project was estimated to be completed in April 2018. The Historic Preservation of the St. James Church had been a challenge but the director hoped for a completion date of June 2018. Completion of a Byrne grant application had been extended to next month, at which time it may be brought to the Board.

Some Commissioners discussed the attendance of Faedo's opening and its patrons, such as Congresswoman Cathy Castor who was there on Friday, as well as retired columnist Steve Otto who was there on opening day and at one point had expressed doubt of Encore's success.

Mr. Iloanya showed images and a video of the Martin Luther King, Jr. parade for which THA participates every year. The director ended his report with a brief update of the PHA plan. The first public meeting for the plan was held at JL Young, the second public meeting usually took place during a Board meeting, once the second meeting concludes the document is ready to be sent to HUD (the U.S. Department of Housing and Urban Development).

Assisted Housing Director, Ms. Margaret Jones provided a briefing of her report. Highlights included the upcoming Race to End Homelessness, Saturday March 10th, completed RAD conversions, implementation of the small area fair market rents (FMRs) policy, issuance of housing choice vouchers (HCVs) and the challenges of acquiring and implementing new software while losing approximately 17 employees from the AH department.

Asset Management Director, Ms. Debbie Joyce's report highlighted a recently submitted Block Grant application for \$451,755 in funding for Seminole Park Apartments, painting at Moses White Estates, 50% complete. Also highlighted were the new retails at Encore which represented new tenants, from which rents were to be collected and new leases were to be enforced. All market rate units for the Tempo at Encore were currently prequalified by interested applicants with 407 applicants interested in its affordable units.

While mentioned earlier, Ms. Joyce also highlighted the two buildings and 24 units of Cedar Pointe Phase II, applications were accepted in person or online. Belmont Heights Estates Boys & Girls Club was enjoying renovated bathrooms. Lastly the Health Care Administration had approved 23 more slots for the Adult Day Care Program, at Palm Terrace Assisted Living Facility, for a total of 29 slots.

VIII. NOTICES AND UPDATES

None to come before this forum

IX. LEGAL MATTERS

Attorney Ricardo Gilmore stated that going forward a significant legal matters overview will be included in the legal section of the Board packet until these get resolved, currently there were two.

X. UNFINISHED BUSINESS

None to come before this forum

XI. NEW BUSINESS

Commissioner Padgett inquired regarding staff pay; after further discussions Mr. Ryans concluded that the inquiry will be addressed during a workshop to be scheduled hopefully before the start of the next fiscal year.

Commissioner Wacksman announced that this meeting will be his last as he was resigning as member of the THA Board. On behalf of the Board, Commissioner Cloar moved that members express their appreciation for his service as Chair, member and "ardent champion for the heart and mission" of this agency; Chairwoman Johnson-Velez seconded the motion and asked Commissioner Wacksman to return next month to be properly recognized.

XII. ADJOURNMENT

There being no further business to come before this Board, the Chair declared this meeting of the THA Board of Commissioners adjourned at 10:25 a.m.

Approved this 21st day of February 2018,

Chairperson

Secretary

**TAMPA HOUSING AUTHORITY
RESOLUTION SUMMARY SHEET**

1. Describe the action requested of the Board of Commissioners

Re.: Resolution Number: 2018-4082

The Board of Commissioners is requested to approve the above-referenced resolution:

The Board of Commissioners is requested to approve the above referenced resolution in order to certify the Public Housing Agency (PHA) Plan update, certifications and confirm compliance with related regulations

2. Who is making request:

- A. Entity: The Housing Authority of the City of Tampa
- B. Project: The FY2018 Public Housing Agency Plan update and related documents
- C. Originator: David Iloanya, Director of Real Estate Development

3. Cost Estimate (if applicable):

There is no cost to the Housing Authority of the City of Tampa. The Public Housing Agency Plan is the means and method for the Housing Authority to receive its annual allocation of Capital Fund Program grant funding. The FY2017 Capital Fund Program grant amount was \$3,172,000.00, and will be used for the purpose of the initial submission of the budget. Therefore, FY2018 Capital Fund Program grant will be budgeted for the same amount.

Narrative:

The Housing Authority of the City of Tampa's Real Estate Development Department is seeking the Board of Commissioner's approval of the updated PHA Plan and certification of compliance with related regulations for the FY2018 PHA Plan that was developed in consultation with THA staff, residents and through public outreach.

Attachments (if applicable):

1. Memorandum providing further details
2. Resolution 2018-4082 PHA Certification of Compliance with PHA Plans and Related Regulations and Civil Rights Certification

Certification of Compliance with PHA Plans and Related Regulations (Small PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB No. 2577-0226 Expires 02/29/2016
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**PHA Certifications of Compliance with the PHA Plans and Related Regulations
including Civil Rights and PHA Plan Elements that Have Changed**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 2018 , hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):
 - 903.7a Housing Needs
 - 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies
 - 903.7c Financial Resources
 - 903.7d Rent Determination Policies
 - 903.7h Demolition and Disposition
 - 903.7k Homeownership Programs
 - 903.7r Additional Information
 - A. Progress in meeting 5-year mission and goals
 - B. Criteria for substantial deviation and significant amendments
 - C. Other information requested by HUD
 - 1. Resident Advisory Board consultation process
 - 2. Membership of Resident Advisory Board
 - 3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
 6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
 7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
 8. For a PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
 10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
 11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
 12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
 13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
 14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
 15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
 16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
 17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
 18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
 19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
 20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
 21. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

____ Housing Authority of the City of Tampa ____
 PHA Name

____ FL003 ____
 PHA Number/HA Code

____ 5-Year PHA Plan for Fiscal Years 2018 ____ - 2023 ____

Annual PHA Plan for Fiscal Year 20_18____

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Susan Johnson-Velez	Chairperson
Signature	Date

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB Approval No. 2577-0226
 Expires 02/29/2016

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement and by maintaining records reflecting these analyses and actions.

____Housing Authority of the City of Tampa____
 PHA Name

____FL003_____
 PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Susan Johnson-Velez	Title Chairperson
Signature	Date

Memo

To: Board of Commissioners

From: David Iloanya, Director of Real Estate Development

Subject: **Resolution #2018-4082** Authorizing the President/CEO to Submit the FY2017 Public Housing Agency Plan to the U. S. Department of Housing and Urban Development

Date: February 21, 2018

The U. S. Department of Housing and Urban Development (HUD) requires every public housing authority to develop and annually revise its Public Housing Agency Plan (PHA Plan). The Plan details policies, programs and strategies including budget for its current fiscal year, and 5-year Plan projections. It also documents long range action plans and objectives of the Authority. HUD further requires that whenever a major policy change is planned, the Agency Plan must first revise the document to reflect such major changes. The plan reflects progress updates relative to Tampa Housing Authority's ten (10) agency wide goals and objectives that were placed into effect by the Board of Commissioners during its March 27, 2013 meeting. The Plan updates include planned redevelopment activities for North Boulevard Homes and Mary Bethune High Rise. The new construction of 160 units, senior housing development in partnership with Banc of America Community Development Corporation (BACDC), The multifamily development, structured in four phases, in partnership with Related Urban Group and the phased demolition that is currently ongoing are part of the West River project – 150 acres, bound by Rome Avenue, Columbus Avenue, the Hillsborough River and Interstate – 275. Planned applications for Tax Credit funding for the redevelopment of North Boulevard Homes and Mary Bethune High Rise are in progress. We are engaging with Robles Park Village residents for potential redevelopment planning activities including other revitalization grant opportunities that may become available. The construction of additional of 24 new units at Cedar Pointe is ongoing. The Authority has converted a total of 1,601 units to date and planned on converting the balance of the units by 2018. The updates on the conversion to the Rental Assistance Demonstration (RAD) as well as progress updates on Encore redevelopment are all noted in the PHA Plan.

The PHA Plan also requires the Authority to submit the Annual Performance & Evaluation Reports for each Capital Fund and Replacement Housing Factor Fund budgets. The Performance and Evaluation Reports are an indicator of the Authority's performance and timeliness relative to obligation and expenditure of various funds received, the PHA Plan contains reports on the progress toward the implementation of the 2014, 2015, 2016 and 2017 Capital Fund Budgets and the 2010, 2011, 2012, 2013, 2014, 2015 and 2016 Replacement Housing Factor Grants.

The Plan has undergone a 45-day public comment period, its availability for draft inspection has been publically advertised, notices have been mailed out to all elected resident leaders, several meetings have been held to meet with the Resident Advisory Committee (RAC) as required by HUD, local government officials have been consulted, two public meetings have been organized for the purpose of allowing residents and the general public the opportunity to be apprised of the updates to the Plan. Comments and inputs on the Plan have been documented and follow-up responses have been rendered. The final public meeting will be held during the February 21, 2018 board meeting where this amended Agency Plan is scheduled for Board consideration. Comments from all meetings and any other written comments received to date have been documented and will be appropriately incorporated in the Plan prior to submission to HUD. There have been no objections to the changes being made in the Agency Plan through this amendment.

The Authority is requesting Board approval to authorize the President/CEO to submit the Plan document to HUD contingent on additional comments that may come out of the scheduled public hearing during the Board meeting on February 21, 2018.

If you have any questions, please do not hesitate to call David Iloanya, Director of Real Estate Development, at ext. 2640.

**THE HOUSING AUTHORITY OF THE CITY OF TAMPA
RESOLUTION SUMMARY SHEET**

1. Describe the action requested of the Board of Commissioners:

Re: FY2018-4088

The Board of Commissioners is requested to approve the above-referenced resolution authorizing the President/CEO of the Housing Authority of the City of Tampa (THA) to negotiate and award a consulting services agreement to CVR Associates Inc. for strategic business plan consultant.

2. Requestor:

- A. **Department:** Office of the Chief Operating Officer (COO)
- B. **Project:** Strategic Business Plan Consultant
- C. **Originator:** Leroy Moore

3. Cost Estimate (if applicable):

Purchase price: NA

Narrative:

The Board of Commissioners is requested to approve the above-referenced resolution authorizing the President/CEO of the Housing Authority of the City of Tampa (THA) to negotiate and award a consulting services agreement to CVR Associates Inc. for strategic business plan consultant.

Attachments (if applicable):

Resolution Summary Sheet
Memo
Resolution

Attachments:

Strategic Consultant Evaluation Tabulation Sheet

M E M O R A N D U M

Date: February 13, 2018

To: Board of Commissioners

Through: Jerome D. Ryans, President/CEO

From: Leroy Moore, Senior Vice-President/COO

Subject: **Resolution 2018-4088**
RESOLUTION AUTHORIZING THE PRESIDENT/CEO OF THE HOUSING AUTHORITY OF THE CITY OF TAMPA (THA) TO NEGOTIATE AND AWARD A CONSULTING SERVICES AGREEMENT TO CVR ASSOCIATES INC. FOR STRATEGIC BUSINESS PLAN CONSULTANT

This Resolution is necessary to authorize the award of this contract to CVR Associates, Inc., for the facilitation of strategic planning sessions, development of our new 5 year business plan, and annual reporting on progress against adopted goals and objectives. This contract will span the next 5 years.

On December 27, 2017 THA issued a publically advertised Request for Proposals for Strategic Business Plan Consultant. A total of seven (7) proposals were received by the filing deadline of January 23, 2018. A proposal evaluation committee was seated by the Contracting Officer and all proposals were reviewed and evaluated. The proposal received from CVR Associates, Inc., was judged as being the highest rated and best qualified firm to provide the services requested of this solicitation. Attached is a copy of the Final Proposal Evaluation Score Sheet depicting the scores received by each competing firm.

Staff is requesting Board authorization for the President/CEO to complete final negotiations, award a contract for an amount not to exceed \$249,950, and administer said contract in accordance with the THA procurement policies.

If you have any questions ahead of the scheduled Board Meeting please don't hesitate to call Leroy Moore, at 813/341-9101 ext. 3690.

RESOLUTION 2018-4088

RESOLUTION AUTHORIZING THE PRESIDENT/CEO OF THE HOUSING AUTHORITY OF THE CITY OF TAMPA (THA) TO NEGOTIATE AND AWARD A CONSULTING SERVICES AGREEMENT TO CVR ASSOCIATES INC. FOR STRATEGIC BUSINESS PLAN CONSULTANT

WHEREAS, the Housing Authority of the City of Tampa solicited qualification-based proposals from professional management consulting firms to furnish a full array of professional services related to facilitating strategic planning and updating THA’s business plan (mission, vision, goals, objectives, strategies, and work plan) used for charting the future business direction of the Authority over the next 5 years;

WHEREAS, a total of seven (7) firms responded to the publicly advertised Request for Proposals and the firm of *CVR Associates, Inc.* was judged as the highest ranked and most qualified firm to provide the services requested;

WHEREAS, CVR Associates’ proposal contained all the services requested by the Authority over a 5 year contract period for a total proposed contract price of \$246,950 which has been evaluated and found to be reasonable for the services requested; and,

WHEREAS, the Housing Authority of the City of Tampa has conducted reference checks with several past clients of *CVR Associates, Inc.* and found those references supportive and highly encouraging. Additionally the Authority has previously contracted with this firm before and has always found their services to be of the highest quality.

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners of the Housing Authority of the City of Tampa authorizes the President/CEO to negotiate, award, and administer a contract to the firm of *CVR Associates, Inc.*, in an amount not to exceed \$249,950.

Adopted this 21st day of February 2018.

Chairperson

Secretary



Official Proposal Evaluation Score Tabulation

For

FY17-RFP-03 STRATEGIC BUSINESS PLAN CONSULTANT SERVICES

Evaluation Criteria		BRONNER			CVR			ECONOMETRICA			NAN MCKAY			TDA			UPD		
Date/Time Received	Possible Points																		
		LM	SBM	KC	LM	SBM	KC	LM	SBM	KC	LM	SBM	KC	LM	SBM	KC	LM	SBM	KC
Evidence of ability to perform	15	14	15	13	15	14	15	13	12	13	14	14	15	12	10	10	10	10	11
Past Performance	10	10	10	9	10	10	9	8	9	9	9	7	10	7	7	7	7	8	7
Goals, Objectives & Work Plan	25	24	24	20	25	23	25	22	22	21	24	18	24	22	20	16	15	15	16
Comprehensiveness of methodology	20	20	20	18	18	18	20	20	19	17	16	18	18	16	12	15	8	10	10
Competitiveness/Reasonableness	15	13	14	11	13	13	15	15	12	14	8	10	12	10	10	8	10	10	10
Proposed Plan for MBE/Section 3	10	10	9	9	9	9	9	7	7	5	10	10	8	10	10	10	8	10	6
Completeness & response to RFP	5	3	3	3	5	5	4	5	5	4	4	3	4	4	4	3	3	3	4
Subtotal	100	94	95	83	95	92	97	90	86	83	85	80	91	81	73	69	61	66	64
Total	100	272			284			259			256			223			191		
Ranking		2nd			1st			3rd			4th			5th			6th		

Nicholas K. Dickson 2/8/18

Contracting Officer/Date

[Signature] 2/8/18
Evaluator/Date

[Signature] 2/8/18
Evaluator/Date

[Signature] 2/8/18
Evaluator/Date

**THE HOUSING AUTHORITY OF THE CITY OF TAMPA
RESOLUTION SUMMARY SHEET**

1. Describe the action requested of the Board of Commissioners

Re.: Resolution Number: 2018-4089

The Board of Commissioners is requested to approve the above-referenced resolution in order to:

Revise preferences for the Assisted Housing Waitlists to remove the 20 hour requirement under the working preference

2. Who is making request:

A. Entity:	Assisted Housing
B. Project:	Administrative Plan
C. Originator:	Margaret Jones

3. Cost Estimate (if applicable):

Narrative:

Allow more families to be assisted if the 20 hour work requirement is removed as part of the waitlist preference system

Attachments (if applicable):

h:\rgilmore\forms\resolutionsummarysheetform.doc

RESOLUTION 2018-4089

A RESOLUTION APPROVING THE REVISION OF THE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN'S WAITLIST PREFERENCES

WHEREAS, 24 CFR 982.54(a) requires each PHA to adopt a written administrative plan that establishes local policies for administering the housing choice voucher (HCV) program; and the plan and any revisions to the plan must be formally adopted by the PHA's board of commissioners;

WHEREAS, 24 CFR 982.207(a)(1) and the Housing Choice Voucher Guidebook authorize PHAs to establish a system of local preferences for the selection of families admitted to the HCV program and preferences must be based on local housing needs and priorities;

WHEREAS, THA will remove the 20 hour requirement under the working preference and allow for any hours of employment;

WHEREAS, THA's proposed preference system is as follows:

1. Displacement due to a natural disaster (30 points)
2. Displacement due to a government redevelopment action (20 points)
3. Chronic homelessness (10 points)
4. Homelessness (5 points)
5. Disabled/Elderly (5 points)
6. Working Preference (5 points)

WHEREAS, this proposed system will apply to any and all current and future waitlists;

NOW THEREFORE BE IT RESOLVED,

THE BOARD OF COMMISSIONERS of the Housing Authority of the City of Tampa hereby approves the revisions to the Housing Choice Voucher Program Administrative Plan's waitlist preferences.

ADOPTED THIS 21st Day of February 2018

Chairperson

Secretary

Section 2.8: Preferences

- C24 FR 982.207(b)(1)(iii)*
- Any residency preference that a PHA adopts must be included in the statement of policies governing eligibility, selection, and admission in the PHA's annual plan.



- The policies must specify that the residency preference will not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family.

PREFERENCE FOR WORKING FAMILIES

- 24 CFR 982.207(b)(2)*
- A PHA may adopt a preference for working families.

- A working family is one whose head, spouse, or sole member is employed.

HCV GB, 4-18



- A PHA must make a policy decision on whether the definition of working family (for local preference) includes a family in training.
- Note that the Public Housing Occupancy Guidebook (pp. 36-37) states that PHAs offering this preference must determine the number of hours worked per week that qualify a family for the preference (usually not less than 20 hours per week).

A&O FAQs, I.C.Q2

- PHAs may establish a higher priority for people working full time over people working part time.

*Admissions/Occupancy
Final Rule, FR 3/29/00
(preamble)*

- A working family preference cannot be based on the amount of earned income.

24 CFR 982.207(b)(2)

- If a PHA adopts a preference for working families, it must extend the benefit of the preference to families whose head and spouse, or sole member is age 62 or older or is a person with disabilities.

