

# FAHROgram

FLORIDA ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS

September/October 2015

## President's Message

### A Voice for All Members

It's hard to believe that two years have passed. It was just yesterday that I had the privilege of assuming the position of president of this great organization. Many who have filled this role have done so on the heels of extraordinary past presidents such as Marcus Goodson, William Russell, Gail Sansbury, Kathy Haynes, Rob Rogers, Larry Shoeman and Jerome Ryans. It has been both humbling and my honor to serve the FAHRO family!

I'd like to thank the board of directors, the committee chairpersons and the committee members for their support. Without all of you, FAHRO would not be the organiza-

tion it is today. I also want to thank the FAHRO staff members for everything they have done to assist me during my presidency. The care that the FAHRO staff provides to the president cannot be stated enough. Our staff provides the framework for a successful presidency from day one and helps keep FAHRO progressing forward. No matter what issue I brought to your staff members, they were always there



Maria A. Burger

See **PRESIDENT'S MESSAGE** on page 12

## State Legislative Affairs

### A Quick Start

by Oscar Anderson, FAHRO State Affairs Consultant

With an early start to the 2016 Regular Session in January, as opposed to March, fall will be very busy. There are six legislative committee weeks between Sept. 14 and Dec. 4. FAHRO's goal will be to continue to push for our legislation that would allow for voluntary consolidation of PHAs and to continue to advocate for full funding of affordable housing trust funds. As you have an opportunity to interact with members of the Florida Legislature, now is a good time to tell them about the importance of these two priorities.

An issue dominating the discussions in Tallahassee is the redistricting process to create new maps for the U.S. congressional and the Florida Senate districts. As the Florida House and Senate continue to disagree over the maps, these discussions have already had (and will continue to have) an impact on the overall

mood of the Legislature. The negativity being created around the maps could make the next legislative session one of the least productive in history.

A regulatory issue brought up over the summer is the impact of additional RAD (rental assistance demonstration) units and how the state can be more helpful to make these deals work. We are headed to Tallahassee in the next month to meet with Steve Auger, executive director of the Florida Housing Finance Corporation (FHFC), to make sure the state has a detailed understanding of the program and to get better support from the FHFC for these projects. Look for some feedback from our discussion in the next legislative update. 🌿



Oscar Anderson

## Calendar

October 15-17, 2015  
Los Angeles, Calif.

**NAHRO National Conference**

November 8-10, 2015  
Jacksonville, Fla.

**SERC Fall Workshop**

\*\*\*

Need specific training or classes?  
Email [Cherie@FAHRO.org](mailto:Cherie@FAHRO.org) to help set them up!

## Visit the FAHRO Website!



[www.FAHRO.org](http://www.FAHRO.org)

## Internal Circulation

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# I SAVED \$100 ON MY NEW INSULATION.

Plus, I lowered my electric bill.

You can too. Duke Energy can help with rebates for insulation upgrades. It's easy – and can make a real difference in your bill.

Visit [duke-energy.com/save](http://duke-energy.com/save) or call 888.456.7652.

#### Insulation Upgrades:

- Average rebate: \$100
- Average improvement cost: \$300
- Annual energy savings: Up to \$130

**Insulation** Upgrade



Estimated yearly savings are based on a single-family 1,800 sq. ft. home with 15,316 annual kWh calculated at \$.13/kWh and on engineering approximations from Duke Energy Base Study, DOE and ENERGY STAR®. Actual savings may vary due to weather, energy use habits and home characteristics. Requirements for incentives: must be a Duke Energy customer, must use a Duke Energy prequalified contractor who will provide estimate, must have Home Energy Check with qualifying recommendations within 24 months prior to installation, must have whole house electric heating or cooling. Other restrictions may apply. ©2013 Duke Energy Corporation

## FAHRO Board of Directors 2015-2017

**President**  
Miguell Del Campillo, Executive Director  
Housing Authority of the City of Miami Beach  
200 Alton Rd., Miami Beach, FL 33139  
Phone: 305/532-6401 • Fax: 305/674-8001  
Email: mdelcampillo@mbha.org

**President-Elect**  
Debra Johnson, Executive Director  
Pinellas County Housing Authority  
11479 Ulmertown Rd., Largo, FL 33778  
Phone: 727/443-7684 • Fax: 727/443-7684  
Email: djohnson@pinellashousing.com

**Immediate Past President**  
Maria A. Burger, Executive Director  
Housing Authority of the City of Stuart  
611 Church St., Stuart, FL 34994  
Phone: 772/287-0496 • Fax: 772/287-4084  
Email: maria611sh@aol.com

**Vice President/Treasurer**  
Abe Singh, Executive Director  
Area Housing Commission  
P.O. Box 18370, Pensacola, FL 32523  
Phone: 850/438-8561 • Fax: 850/438-1743  
Email: execdir@areahousing.org

**Vice President/Secretary**  
Anthony E. Woods, CEO  
Daytona Beach Housing Authority  
211 North Ridgewood Ave., Daytona Beach, FL 32114  
Phone: 386/253-5653 • Fax: 386/255-2136  
Email: woodsae@dbhaf.org

**Commissioner at Large**  
David Morgan, Commissioner  
Sarasota Housing Authority  
40 S. Osprey Ave., Sarasota, FL 34236  
Phone: 941/928-6403 • Fax: 941/366-4661  
davelmorgan@hotmail.com

**Member at Large**  
Ann Deibert, Executive Director  
Broward County Housing Authority  
4780 N. State Rd. 7, Lauderdale Lakes, FL 33319  
Phone: 954/739-1114 • Fax: 954/535-0407  
Email: adeibert@bchaf.org

**Member at Large**  
Marcus D. Goodson, Executive Director  
Housing Authority of the City of Fort Myers  
4224 Renaissance Preserve Way, Fort Myers, FL 33916  
Phone: 239/344-3220 • Fax: 239/332-6695  
Email: mgoodson@hacfm.org

**Member at Large**  
Lisa Landers, Executive Director  
Winter Haven Housing Authority  
2653 Avenue C SW, Winter Haven, FL 33880  
Phone: 863/294-7369 • Fax: 863/291-0266  
Email: llanders1@tampabay.rr.com

**Member at Large**  
William Russell, Executive Director  
Sarasota Housing Authority  
40 S. Osprey Ave., Sarasota, FL 34236  
Phone: 941/361-6210, ext. 224 • Fax: 941/366-4661  
Email: wrussell@sarasotahousing.org

**Member at Large**  
Jerome Ryans, Executive Director  
Tampa Housing Authority  
1529 W. Main St., Tampa, FL 33607  
Phone: 813/253-0551, ext. 113 • Fax: 813/367-0778  
Email: irenew@thaf.com

**Member at Large**  
Gail Sansbury, Executive Director  
Fort Walton Beach Housing Authority  
27 Robinwood Drive SW, Fort Walton Beach, FL 32548  
Phone: 850/243-3224 • Fax: 850/244-6533  
Email: gail@fwbha.org

**Member at Large**  
Shannon Young, Executive Director  
Seminole County Housing Authority  
662 Academy Place, Oviedo, FL 32765  
Phone: 407/365-3621 • Fax: 407/359-2576  
Email: scha001@cfl.rr.com

**Executive Director (Non-Voting Member)**  
Corey Mathews, CAE, Executive Director  
FAHRO Headquarters  
1390 Timberlane Road, Tallahassee, FL 32312  
Phone: 850/222-6000 • Fax: 850/222-6002  
Email: corey@fahro.org

FAHRO GRAM is published bimonthly by the Florida Association of Housing and Redevelopment Officials. Statements of fact or ability by the authors or advertisers do not necessarily reflect the opinion or endorsement of the officers, directors or editorial staff of the organization. FAHRO reserves the right to accept, reject, edit or modify any and all advertising and editorial material.

We accept advertising relating to the housing and redevelopment profession. Our advertising rates for members are: back cover - \$250; inside front cover - \$225; inside back cover - \$200; full page - \$175; 1/2 page - \$125; 1/4 page - \$95; business card size - \$75. There is a discount for multiple insertions. Non-member rates: add \$50 to member rates. The next deadline for camera-ready art is 10/9/15. All articles, RFPs and classified ads must be received by 10/9/15.

Professionally managed by

**Membership Services, Inc**  
www.HelpMembers.com

9/2015

## Member Feedback

*Do you need help with a project or issue and want to see if any of our readers have the answer? Has a colleague done something wonderful that deserves an attaboy or attagirl? Or are you just frustrated and want to vent? Here is your chance to (anonymously if you wish) say thanks, ask for assistance, vent your frustrations, express your opinion or let us know how you feel.*

- The FAHRO family would like to extend a huge thank you to Pamela Brewster, executive director, DeFuniak Springs Housing Authority; Catherine Reddick, executive director, Bartow Housing Authority; and Laurel Robinson, executive director, West Palm Beach Housing Authority. Thank you for your dedication and hard work serving on FAHRO's board of directors!
- The Housing Authority of the City of Fort Myers Youth Choir performed the national anthem before the Fort Myers Miracle team took the field for its August 4 game. The Fort Myers Miracle is a Class A Advanced minor league baseball affiliate of the Minnesota Twins Major League Baseball club. The choir's director, Darlene Mitchell, is a HACFM employee who rehearses with the youth to perform for various events in the city.



- Pahokee Housing Authority is proud to announce that it achieved high scores on its HUD Real Estate Assessment Center (REAC) property inspection. Thanks to our residents and the PHA team for a job well done. This success would not have been possible without joint collaboration. McClure Annex scored 93 percent, McClure Village 94 percent and Fremd Village 96 percent.



- Our sincere congratulations to Bill Caspell, maintenance manager, and Lessie Davis, Section 8 manager, on celebrating 25 years of service to the Titusville Housing Authority!



If you would like to contribute to Sounding Off, please email your comments to Susan Trainor, FAHROgram editor, *editor*.  
trainor@gmail.com. 🌿

## Send Your News to FAHRO!

Tell us about your accomplishments, milestones and other interesting member news. Your fellow members want to know!

**Submit your news to FAHRO via email:** *editor.trainor@gmail.com* (attach in MS Word format)

**Photographs are welcome!**







# We Love Our Lindsey Software.

## **Bartow Housing Authority**

Executive Director: Catherine E. Reddick  
Bartow, Florida

*“I have been using  
Lindsey for more than  
23 years, and I would  
not use anything else.  
Lindsey has so many  
good shortcuts, that it  
doesn’t take me long  
to do anything!”*

— CATHERINE REDDICK —

### **KEY TAKEAWAYS**

- User-friendly software
- Easy to learn
- Economical
- Saves time
- Free, unlimited training
- Great support
- Mobile solutions
- Online rental applications

### **THE SITUATION**

Catherine Reddick, Executive Director of Bartow Housing Authority in Florida loves to talk about Lindsey software. With more than 23 years as a user, she feels that Lindsey is user-friendly, very easy to learn and helps her do her job more effectively.

Catherine began her career in public housing at the Winter Haven Housing Authority. After 13 years, she moved to the Bartow Housing Authority as Executive Director and has been there for 11 years.

### **THE SOLUTION**

Lindsey is a total solution for Catherine and her staff and she is not afraid to tell other agencies. “I know I am not their largest client, but they always treat me like I am,” says Catherine.

Bartow HA uses almost every module Lindsey has, plus the mobile solutions and HousingManager.com online rental applications. They have made an investment in the entire package and like the way everything works together.

### **MOBILE**

Catherine comments, “When we first got the mobile products, I was a little afraid of making the change. Then I went out and did an inspection on the iPad myself and realized that it was much easier than I ever expected.”

### **HOUSINGMANAGER.COM**

Moving applications online has been extremely beneficial in reducing tenant traffic in the office. Tenants are very versatile and have adapted well to filling out applications from their computer, tablet or mobile device.

### **TRAINING & SUPPORT**

Catherine and her staff take advantage of the free training opportunities whenever possible, attending webinars and using the online Portal. “We use support when there is a problem, or something I just cannot figure out. They know me by my first name,” says Catherine with a smile.

Bartow Housing Authority is a satisfied Lindsey customer. After 23 years using Lindsey, Catherine says it would be hard to find another company that could change her mind. “Lindsey has made an investment in this industry by creating products that make my job easier, and I have made an investment in Lindsey.”



# Condominium Conversions: Current Procedures and Proposed Changes

by *Tabitha S. Etlinger*



*Tabitha S. Etlinger*

Although the real estate market is recovering, the recent crash left many Florida condominium units in the hands of investors who purchased through the foreclosure process. In some cases, a majority of the units in a condominium project are held by a single investor. These condominium properties may present a good prospect for conversion to affordable rental housing, but the remaining unit owners are often not willing to give up their units. Section 718.117, Florida Statutes, provides a procedure for conversion of condominium property into rental units without unanimous consent from the unit owners, but complaints from objecting owners spurred recent legislation (House Bill 643), which may substantially limit the economic feasibility of such conversions. This legislation was approved by both houses of the Legislature on Apr. 27 and was signed by Governor Rick Scott on June 18. Following is an analysis of condominium termination prior to and post House Bill 643.

## Termination Prior to House Bill 643

Under § 718.117, the conversion process begins by proposing a plan for terminating the condominium to all current unit

owners. The termination plan provides for sale of the entire condominium property, including all individual units and common amenities, and allocating the proceeds of that sale to the individual owners. The condominium may be terminated if: 1) the termination plan is approved by at least 80 percent of the voting interests; and 2) no more than 10 percent of the voting interests affirmatively vote against the termination plan or object to it. Lienholders, as to the common property and as to individual units, do not have to approve the termination plan if the plan will result in full satisfaction of the liens.

Section 718.117 provides presumptively fair and reasonable methods for allocating the proceeds. Liens that encumber individual units are transferred, in their respective priorities, to any proceeds attributable to the individual unit. Prior to passage of House Bill 643, § 718.117 did not require that a termination plan provide for full payment of debt secured by individual units, potentially leaving underwater owners immediately liable for the difference, even when they were current on mortgage payments and condominium assessments.

See **LEGAL UPDATE** on page 13

**BERMAN & HOPKINS  
WRIGHT & LAHAM**  
CPAS AND ASSOCIATES, LLP

## YOUR EXPERT FOR HOUSING AUTHORITIES AUDITS & CONSULTING

- OMB A-133 Single Audit and Compliance Auditing
- Component Units, Non-Profits and tax credit partnership
- SEMAP and PHAS
- REAC On-Line Submissions
- Agreed-Upon Procedures
- Consulting

Brian Nemeroff, CPA • (321) 757-2020  
Visit: [www.bermanhopkins.com](http://www.bermanhopkins.com)





*Marcus Goodson and the Housing Authority of the City of Fort Myers win FAHRO's 2015 Housing Authority of the Year.*

## HACFM Named Florida Outstanding Agency of the Year Also Honored for Best Newsletter at Annual FAHRO Convention


The Housing Authority of the City of Fort Myers was awarded Outstanding Agency of the Year and Best Newsletter during the 2015 FAHRO Convention and Trade Show.

The outstanding agency award was judged on the agency's commitment to solving housing and associated community problems, innovation, industry involvement, affiliations with state and federal associations and High Performer classification from HUD.

"Florida's housing agencies have the responsibility to serve as many of our most vulnerable citizens as possible with extremely limited resources," says Corey G. Mathews, FAHRO's executive director. "The Housing Authority of the City of Fort Myers, under the leadership of Executive Director Marcus Goodson, has been a beacon of innovation and inspiration in its accomplishments by expanding its reach in housing its community, and its peers are excited to recognize their success."

In his recommendation letter supporting HACFM's nomination, Mayor Randy Henderson of Fort Myers said, "Since joining the HACFM in 2002, Executive Director Marcus Goodson has led his team to convert what was previously a troubled housing authority to one of the most accomplished in the state and country. It's commendable what this housing authority has achieved in recent years including developing the Renaissance Preserve community, the largest affordable-housing development project in the history of Southwest Florida. Projects also include the 120-unit senior housing complex, Covington Meadows Apartments in Lehigh Acres, a new administrative building and Community Supportive Services building, the Broadway Apartments and the opening of the new Landings at East Pointe and East Pointe Place just this past fall."

The newsletter award was based on interesting, appealing and consistent visual rhythm throughout, a mix of long and short articles and photos, layouts that are inviting to read with plenty of in-depth coverage while also revealing the personalities of their subjects.

"This housing authority has excelled because of the unwavering support and leadership of our board of commissioners and the commitment from each employee to give his or her very best to this agency regardless of what is asked of them," says Goodson. 



August 11-13, 2015

Disney's Yacht Club & Resort

Lake Buena Vista, FL



*Maria Burger accepts her new position as a Disney Princess.*



*Larry Shoeman shows off his dancing skills.*



*Maria Burger helps make a magical night for the kids with special guests Olaf, Elsa and Anna from the movie Frozen.*





1<sup>st</sup> Place Booth – Amersesco



Silent Auction Booth – Jewelry handcrafted and donated by Cameron Barnard



2<sup>nd</sup> Place Booth – FPHASIF



3<sup>rd</sup> Place Booth – GSA Screens



Ric Gilmore accepts a special thank you gift from Maria Burger.



2015 FAHRO King of the Court: The Housing Authority of the City of Daytona Beach



# Recent HUD Audits Offer Important Lessons Learned for PHAs

by Lisa L. Walker

The HUD Office of Inspector General (OIG) recently issued two audit reports highlighting some scenarios that are instructive relating to public housing authorities' procurement policies and practices. Both reports are related, involving the same "executive director." While these agencies are small, and the amounts in dispute were not large, relatively speaking, the underlying concepts are universal. An interesting fact is that these PHAs contracted with a company as an "executive director services provider" rather than hire an individual. That same company also provided the PHAs fee accounting services under separate contracts.

Here are a few lessons learned, and my commentary appears in *italics*:

**1. Be sure to adopt formal and detailed procurement policies—for both your public housing, HCV voucher**

**and other programs that you administer.** If you don't have formal policies in place, the OIG may find monies that you expend, however necessary, to be "ineligible and unsupported." Here, the OIG underscored the need for detailed operating procedures that include steps for implementation, such as checklists. In one case, the PHA didn't realize that it had excluded its Housing Choice Voucher (HCV) program from its procurement policy. *A bare-bones policy stated in your Admissions and Continued Occupancy Plan and your HCV Administrative Plan is not enough; procedures are necessary to provide staff effective guidance and to address the confusing gray areas.*

**2. Keep detailed procurement records.** One PHA had a procurement file that contained only executed contracts and no other documentation. The PHA failed to document the solicitation

FAHRO has posted the two HUD OIG audit reports online at [www.FAHRO.org/stromsberg](http://www.FAHRO.org/stromsberg) and [www.FAHRO.org/york](http://www.FAHRO.org/york).

process and did not maintain any information regarding contractor selection or rejection. HUD procurement regulations (24 CFR § 85.36(b)(9)) and the HUD Procurement Handbook set forth a good list of required procurement-related documentation.

*Make sure that you get quotes.* The OIG noted that the PHAs should have used small purchase procedures for the procurement of their fee accounting services, which require a PHA to obtain a reasonable number of quotes to establish cost reasonableness for purchases between \$2,000 and \$100,000. These PHAs did not understand the procurement rules and sole sourced the executive director and fee accounting contracts without seeking other bids.

**See HUD AUDITS on page 12**



★ WE ARE ★

**TENMAST SOFTWARE**

**YOU are our focus!**

TENMAST SERVES PUBLIC HOUSING AUTHORITIES WITH SOFTWARE FOR TENANT MANAGEMENT, FINANCE/ACCOUNTING, MAINTENANCE, INSPECTIONS, DOCUMENT MANAGEMENT, HUD REPORTING, AND EXECUTIVE DECISION MAKING.

877.359.5492 | [tenmast.com](http://tenmast.com)



## Pinellas County HA Wins NAHRO Merit Award

The Pinellas County Housing Authority (PCHA) received a Merit Award from the National Association of Housing and Redevelopment Officials (NAHRO) for the construction of Pinellas Heights and has received a nomination from NAHRO for the Award of Excellence.

Pinellas Heights is a 153-unit low-income and affordable senior living community recently built in Largo. Constructed from the ground up in 2014, in partnership with Norstar Development USA, Bessolo Design Group and the help of state and local agencies, the project cost over \$23.5 million to complete. Not only does Pinellas Heights fill a need for affordable housing for seniors in one of the most densely populated counties in Florida, but the new construction has also spurred economic growth and revitalization in the surrounding area, making the reward to the community invaluable.

The NAHRO Agency Awards Program was created to give national recognition to the achievement and innovation of NAHRO agency/organizational members throughout the country; to provide additional opportunities to inform the public of



Pinellas Heights (photo by Jeff Leimbach)

the best in housing and community development; and to create a resource bank of information on significant, innovative activities performed by housing and redevelopment agencies and community development departments. 🌿

### Send Your News to FAHRO!

Tell us about your accomplishments, milestones and other interesting member news. Your fellow members want to know!

Submit your news to FAHRO via email: [editor.trainor@gmail.com](mailto:editor.trainor@gmail.com) (attach in MS Word format) **Photographs are welcome!**



Gilson has an app for that.

- iWork Order
- iFacility Maintenance
- iInventory
- iHQS Inspection
- iUPCS Inspection
- iRecertify Kiosk

Apps operate in Apple, Android, and Windows operating systems.  
Available on phones and tablets.  
Integrates with all vendor software products.



Free 30-Day Trial Available

(888) 252-2338 | [www.gilsonsoftware.com](http://www.gilsonsoftware.com)

## Pahokee HA Resident Purchases Dream Home

Linda Daffin moved into public housing with the Pahokee Housing Authority in July 1992. She later realized that she wanted to own her own home.

In November 2014, Daffin joined the PHA ROSS program. There, she and the ROSS coordinator, Marilu Baltazar, developed an Individual Training and Service Plan (ITSP), outlining her specific goals. When Daffin was asked about her final goal, with no doubt she said it was homeownership.

Daffin was referred to PNC Bank for a mortgage. Immediately she was preapproved for a loan. From that point, she searched for houses online day and night, and she drove to Palm Beach almost every week looking for houses for sale.

Daffin was determined to purchase a house with four bedrooms, two bathrooms and a pool. She faced many obstacles, but with perseverance and hard work, she was able to overcome them.

On May 22, 2015, thanks to the help of Baltazar, site manager Jazmin Campos and others who helped her, Daffin closed on a beautiful property in Port St. Lucie County that met her expectations. 🌿



*Congratulations to former Pahokee Housing Authority resident Linda Daffin, pictured here on the front porch of her new home in Port St. Lucie County.*

## HACFM Hosts Back to School Event

The Housing Authority of the City of Fort Myers (HACFM) recently hosted Project Back to School, in partnership with the Boys and Girls Clubs of Lee County and Next Level Church. The goal for the event was to partner with families and to empower local students as they go back to school. Families were able to shop for school supplies and shoes at a nominal cost at a mobile “back to school mall” set up inside the Boys and Girls Club center. Attendees also enjoyed refreshments, live entertainment, kids’ games, face painting, arts/crafts and bounce houses free of charge. 🌿



*Students enjoyed a nice selection of shoes in the “back to school mall” during HACFM’s Project Back to School event.*

## Use Your Mobile Device

### NEW!

#### FIELD-READY

- Staff sees their select list of work orders.
- New work orders can be added in the field.
- Precise **WinWORK™** filters – staff sees only the work orders they want.
- Integrated **Google Maps™** pinpoints the location(s).
- Powerful search box quickly finds the right work order(s).

#### FULL-FEATURED

- Field user can enter labor, materials, assign staff, record notes, take pictures, email work order, close work order.
- Data and images can be seen immediately by office staff.

## HAB MOBILE WORK ORDERS™



**Contact us Today!**



sales@habinc.com • p: 608.785.7650 • habinc.com

# Tampa Housing Authority Receives 10 National Awards of Merit, Two Awards of Excellence

The Tampa Housing Authority has been named the 2015 recipient of several merit awards from the National Association of Housing and Redevelopment Officials for programs and services that have enhanced and/or changed the lives of its residents and the Tampa Bay community at large. The awards recognize outstanding achievements in housing and community development programs throughout the nation.

Jerome Ryans, president/CEO, says, "I am so very proud of all of the initiatives that we have been able to implement as a way to provide a continuum of extraordinary service to our residents and this community. We are well on our way to becoming the best housing authority in the state due to the commitment of our dedicated staff."

Although affordable housing and community development programs are underfunded, the Tampa Housing Authority has persevered and stepped up to the plate to do what it can to address resident services, management/operations, affordable housing and sustainable development in its community.

The Tampa Housing Authority received 10 Awards of Merit, two of which were selected for the highest honor, the Award of



*Tampa Housing Authority representatives pose proudly with the agency's 10 Awards of Merit.*

Excellence. The Awards of Merit were presented at NAHRO's annual summer conference in Austin, Texas, before a gathering of more than 600 attendees from across the country. The two Awards of Excellence will be presented at NAHRO's fall conference in Los Angeles in October. 🌿



## SOLUTIONS

**FEE ACCOUNTING** We provide Fee Accounting services to Housing Authorities on a full service basis including accounts payable, payroll, and all accounting department functions thereby saving significant costs for the Central Office Cost Center.

**CONSULTING** In the ever changing world of HUD Regulations we provide consulting services for all aspects of Housing Authority operations, including policies, procedures and planning.

**COMPUTER SYSTEMS** We provide network design, implementation and support for computer networks.

## OTHER SERVICES

- BUDGETING   ■ REAC SUBMISSIONS   ■ PAYROLL   ■ ACCOUNTS PAYABLE   ■ TROUBLED HOUSING RECOVERY & CONSULTING
- TECHNICAL ASSISTANCE   ■ POLICY DEVELOPMENT   ■ ANNUAL & FIVE YEAR PLANNING   ■ NETWORK INSTALLATION AND SUPPORT
- WEB DESIGN AND HOSTING   ■ STRATEGIC PLANNING

4421 NW 39th Avenue, Building 3 • Gainesville, Florida 32606

**(352) 371-6809**

Fax: (352) 375-2747

[www.cornwell-assoc.com](http://www.cornwell-assoc.com)



to help come up with a solution. With the help of the FAHRO staff led by Corey Mathews, the board of directors and the association's committees, we were able to accomplish many goals and objectives while laying the foundation for our continued success.

My primary goal since day one has been advocating for "A Voice for All Members." We're definitely on the right track because everyone from the smallest to the largest agency has a voice in FAHRO. Because of FAHRO, our members were involved in important decisions that were made that affect our agencies, for instance, the Chapter 421 changes. But we must continue to improve and to make sure that everyone is heard loud and clear. There is always something we can learn and improve upon from each other because our greatest asset is our members and the knowledge we have collectively!

This was shown by the recent success of the 2015 FAHRO Annual Convention and Trade Show. We had more classes and educational events than ever before! So many people helped to make this event a success. From the Orlando Housing Authority ladies who volunteered and ran the registration desk, to Cameron Barnard of Avon Park Housing Authority, who has handcrafted numerous jewelry pieces over the years for our Silent Auction, to our vendors, who did a wonderful job of making it feel like we were walking around a magical place known as FAHROland. Our sponsors for our "Special

Event" really went out on a limb without knowing just what would happen. Last year we had Mickey and Minnie Mouse, and we ended this year with Elsa, Anna and Olaf from *Frozen*. They were able to join us thanks to the support of AMERESCO, Duke Energy, FPHASIF, GLE Associates Inc., GSA Screens, Hunt Insurance Group, FHARMI and Saxon, Gilmore, Carraway & Gibbons PA! Not only were they a hit with the adults, but the kids had a great time, too.

If you have not looked at the pictures from the convention, I highly suggest going to [FAHRO.org/ConferencePhotos](http://FAHRO.org/ConferencePhotos). We have included a few in this edition of *FAHROgram* as well.

It's clear that we are moving this member organization in the right direction, and I anticipate only the best under the leadership of incoming President Miguell de Campillo, President-Elect Debbie Johnson and the new FAHRO board of directors. The confidence I have in Miguell has made this transition an easy one; FAHRO is in very capable and enthusiastic hands!

Being president of FAHRO has been one of the highlights of my professional career. This road was not walked alone, though. I want to give special recognition to my board of commissioners, to my staff and especially to my husband, Ron, and my family, who have provided unconditional support during my term. Thank you all for your support, hard work and trust in me to improve and expand our great organization! God bless you all. 🌿

---

## HUD AUDITS continued from page 8

---

**3. Manage your sole-source contracts properly.** While the OIG acknowledged that it was acceptable for one of the PHAs to sole source a contract with the fee accounting services company for the completion of its 2012 and 2014 agency plans (less than \$2,000 expenditures), it found that the PHA did not follow its own procurement policy, which required it to obtain one reasonable quote prior to contracting for the work. The PHA's board of commissioners had approved the annual plan, drafting contracts *after* the company submitted invoices for services performed. The OIG noted that the PHA should have received a quote from the fee accounting service provider *before* it completed the agency plans. Also, the OIG noted that the company's invoices did not include details on how the fee accountant calculated the exact fee for the annual agency plans. So, the OIG concluded that these expenditures were not supported by a proper procurement or detailed invoice. *Perhaps another avenue might be for the contract to include an acceptable, reasonable range for a fee to complete the plans, based upon the PHA's historical experience, rather than create a requirement for the board to approve a quote, which can impede the process.*

**4. Be able to identify conflicts of interest and know how to deal with them.** The OIG pointed out that PHAs cannot enter into any contract or arrangements in connection with programs in which any present officer or employee of the PHA has any interest, direct or indirect, during tenure or for one year thereafter. In these cases, the PHA contracted for fee accounting services with the same company providing executive director services, at the time the company was operating as the executive director. The OIG correctly pointed out that the conflict of interest prohibition could have been waived by the HUD field office, but that the PHAs didn't ask for a waiver. *I can think of myriad other reasons why the same company should NOT operate in both capacities ... Where are the checks and balances?*

**5. Be careful how you fund meals, team-building and social activities.** The OIG found ineligible PHA purchases for holiday meals provided to public housing tenants at their holiday parties. The OIG criticized one PHA's hosting of afternoon bingo games, where it provided small prizes and grocery items to tenants as prizes. The OIG cited 2 CFR Part 225, appendix A, part C, as authority that these costs were not allowable because they were not "necessary and reasonable for the proper and efficient performance and administration of the project." It cited appendix B to Part 225, which specifically states that meals, donations, gifts and social activities are not allowable costs. Additionally, it cited to section 9(C) of the Annual Contributions Contract (ACC), stating that a PHA can withdraw funds from its general fund only for the payment of costs for "development and operation" of the property, and that these costs were not for the development or operation of the property. On the same basis, the OIG also found ineligible meals provided to board members at their monthly board meeting, and floral arrangements presumably given to board members during bereavement or illness. *Note: If your PHA has nonfederal funds from which to draw, there is no prohibition on funding these team-building and social activities out of those funds. I think these types of activities can be very encouraging and empowering for your staff and clients.*

**6. Account for your expenditures in your operating budgets and documents.** The OIG found that one of the PHAs paid for HCV Housing Quality Standards (HQS) inspections without including the inspections in its operating budget. The OIG cited to section 11(d) of the ACC, which states that PHAs cannot incur operating expenditures except pursuant to an approved operating budget. That PHA actually had an employment

**See HUD AUDITS on page 13**

contract with its executive director that included HCV inspections in the list of the executive director's employment duties (again, this was a small PHA). The PHA contracted with the same entity that provided executive director services to perform the inspections; however, the services were not included in the fee accounting service contract, and the entity was not procured.

**7. Parrot the HUD Procurement Handbook provisions in your contracts.** The OIG found that one PHA failed to include in its executive director and fee accounting services contracts provisions required by HUD Handbook 7460.8, REV-2, section 5.10 or table 5.1. The executive director services contract failed to include the required termination clause, a three-year record retention clause and ownership and proprietary interest language. The fee accounting services contract failed to include the required three-year record retention clause and ownership and proprietary interest language. The OIG further found that the PHA failed to include in its construction contracts language from HUD Handbook 7460.8, REV-2, section 5.10, which requires the incorporation of general conditions language contained in form HUD-5370-EZ. Since the PHA didn't include all of these provisions in its contracts, the OIG found that it failed to require contractors to comply with these provisions.

The audit reports also concluded that the PHAs spent other capital funds for ineligible expenses not addressed here. 🌿

*Lisa L. Walker is CEO and general counsel with Housing and Development Law Institute ([www.hdli.org](http://www.hdli.org)) in Washington, D.C.*

Although there was a procedure for objecting to a plan prior to the new legislation, it provided limited recourse to an underwater objecting owner. An owner or a lienholder could contest a plan only by filing a court proceeding on the limited basis that the allocation of proceeds among the various units was not fair and reasonable. Even if the objecting owner won on the issue of allocation, underwater unit owners could still be at a loss if the re-allocated sale proceeds simply were not high enough to cover individual liens.

**Changes Under House Bill 643**

House Bill 643 will significantly increase the burden on proponents of a termination plan when more than 80 percent of the units are owned by one entity and/or its affiliates (a bulk owner). Under House Bill 643, termination plans approved by bulk owners will be required to provide additional protections to objecting unit owners, including: 1) availability of leases post-conversion; 2) provision for a relocation fee to unit owners claiming their units as homestead; and 3) provision for minimum sale proceeds to individual owners current on their assessments and mortgages. While these requirements provide substantial additional protections for underwater unit owners, they could present serious economic or practical obstacles to converting a failed condominium into affordable housing. Housing authorities considering conversion may need to take a second look at the economic viability of their plans with these new hurdles in mind. 🌿

*Tabitha S. Etlinger, Esq., is an associate at Saxon Gilmore & Carraway P.A.*

**HOUSING SERVICES**

- Architecture
- Green Physical Needs Assessment
- Energy Audits & Agency Plans
- Environmental Reviews
- Utility Allowances
- Construction Administration
- Relocation Assistance
- Management Services
- Applications
- Reinvestment Services
- Redesign & Reconfiguration of Older Housing
- Developments to Meet Today's Market Demands



*Northwood II - Daytona Beach Housing Authority  
NAHRO Merit Award Winner*



**MBI**

michael brady inc.  
architecture.interiors

For more information (407) 585-0330  
mbifla@mblarch.com  
www.michaelbradyinc.com  
AA260000828, IB260000665



## Keeping Playgrounds Safe Is an Important Part of Child Safety *Brought to you by FPHASIF!*

Emergency departments treat more than 200,000 children ages 14 and younger for playground-related injuries in the United States annually. According to the Centers for Disease Control (CDC), approximately 75 percent of nonfatal injuries related to playground equipment occur on public playgrounds, mainly at schools and daycare centers.

Nearly 45 percent of those injuries are severe fractures, internal injuries, concussions, dislocations and amputations. In public playgrounds, more injuries occur on climbers than any other equipment. On the other hand, swings are responsible for most injuries on home playgrounds. "Playground Injuries: Fact Sheet," [www.CDC.gov](http://www.CDC.gov) (downloaded Nov. 18, 2009).

### Commentary

According to the Consumer Product Safety Commission's *Special Study, Injuries and Deaths Associated with Children's Playground Equipment*, 147 children ages 14 and younger died between 1990 and 2000 from playground-related injuries. Of that group, 56 percent died from strangulation and 20 percent died from falls to the playground surface. Most of these deaths occurred on home playgrounds.

To promote playground safety for children for whom you are responsible, you need to exercise good supervision and make sure the playground is maintained properly.

Teaching children how to play safely on playground

equipment is important because if they know the rules, they are less likely to get hurt. Pay special attention to children ages 5 to 9, the age group with the highest rate of emergency room visits.

Another important safety tip is to check playground equipment for choking and other potential hazards. Here are some simple guidelines:

- Supervise playground activity whenever possible.
- Carefully inspect surfaces underneath the playground equipment. A soft and thick surface is preferable to absorb falls.
- Inspect the surrounding area. Eliminate standing water and debris that could cause kids to slip and fall. Make certain that dangerous materials like broken glass or twisted metal are not near the playground.
- Set limits. If you do not feel comfortable with the way a child is using specific equipment, you need to make your expectations clear. For example, you can instruct the child to climb only as high as he is tall on a climbing structure or not to use a particular piece of equipment at all.

This informational piece was published on Dec. 11, 2009. Republished from [mycommunityworkplace.org](http://mycommunityworkplace.org) on behalf of Hunt Insurance Group LLC.



3606 Maclay Boulevard South, Ste. 204  
Tallahassee, FL 32312  
Phone: 800/763-4868  
Fax: 850/385-2124  
[www.FPHASIF.com](http://www.FPHASIF.com)





## FLORIDA HOUSING AUTHORITIES RISK MANAGEMENT INSURED

SUPPORTING FAHRO & FLORIDA PUBLIC HOUSING  
AUTHORITIES FOR 25 YEARS !!

- ❖ Member Driven-Owned & Administrated By Public Housing Authorities
- ❖ Open To All Florida PHA's-No Additional Membership Requirements
- ❖ Competitive Pricing On All Lines Of Insurance Statewide
- ❖ Low Wind Deductibles-Many Options
- ❖ DHUD Procurement Waiver Since 1989
- ❖ A+ Rated Reinsurance Carriers & 50% Owner Captive Housing Insurance Co.
- ❖ In-House Claims Administration & Oversight
- ❖ Peer Claims Review Committee
- ❖ Prompt, Courteous Customer Service
- ❖ Financially Strong & Stable-Healthy Reserves

Brokerage Services Provided By Arthur J. Gallagher Risk Management Services, The  
Largest Consultant To PHA's & PHA Pools In The Country...  
Claims Adjusting Through AJG Affiliate Gallagher Bassett With Local Presence  
Actuarial Analysis, Financial Audits & Legal Counsel Outsourced To Firms Specializing  
In Pooling & Government Entities

To learn more about our services and products please visit us online at [www.fharmi.org](http://www.fharmi.org)  
or contact us directly at 321-255-1010

FHARMI  
7331 Office Park Place Suite 3  
Melbourne, Florida 32940  
Jennifer Luckern, CEO  
[jennifer.luckern@att.net](mailto:jennifer.luckern@att.net)



1390 Timberlane Road  
Tallahassee, FL 32312  
ADDRESS SERVICE REQUESTED

*Mission Statement*

*FAHRO is committed to the professional development of the people who provide public and assisted housing in Florida by offering a network for increased communication and education. We will continue to support legislation for the improvement and development of affordable housing and economic opportunities.*

# HAS YOUR HOUSING AUTHORITY RECEIVED A QUOTE FROM THE ENDORSED INSURANCE PROVIDER OF FAHRO?

DEDICATED AND COMMITTED  
TO HOUSING AUTHORITIES



FAHRO SPONSORED  
SELF-INSURANCE FUND



WE PROVIDE ALL LINES  
OF COVERAGE

CONTACT US FOR A QUOTE TODAY:

STEPHEN BLAKE  
stephen.blake@huntins.com

SARAH HUNT ELLIN  
sarah.ellin@huntins.com

PHONE: (850) 385-3636  
TOLL FREE: (800) 763-4868

FLORIDA PUBLIC HOUSING AUTHORITY

**FPHASIF**

SELF INSURANCE FUND

VISIT OUR WEBSITE  
FOR A FREE QUOTE  
[WWW.FPHASIF.COM](http://WWW.FPHASIF.COM)

Proudly Endorsed by:

