

---

**Profile**

Charessa

First Name

D

Middle  
Initial

Doty

Last Name

cdoty@clearwaterhousingauth.org

Email Address

28050 US HWY 19 N.

Home Address

Suite or Apt

Clearwater

City

FL

State

33761

Postal Code

Mobile: (727) 637-1389

Primary Phone

Business: (727) 461-5777

Alternate Phone

**Length of Residency - please select one. \*** Not a Clearwater Resident**Do you own or represent a business in Clearwater?** Yes  No**If yes, where is the business located? Do you conduct business with the City?**

Clearwater

---

**Which Boards would you like to apply for?**

Neighborhood and Affordable Housing: Submitted

Clearwater Housing  
Authority

Employer

Chief Operating Officer

Job Title

**Occupation - If retired, enter former occupation.**

Affordable Housing/Property Management

**Have you served or do you serve on a board in Clearwater?** Yes  No**If yes, please list the name of the board.**

N/A

**Why do you wish to serve on this board/committee? If seeking reappointment, state why you should be reappointed.**

To collaboratively contribute to providing affordable housing and opportunities in our community.

**What personal qualifications can you bring to this board or committee?**

Over 15 years of experience directing efficient and effective operations of affordable housing programs. Responsible for the overall planning and delivery of activities related to programs including affordable housing, residential and commercial property management, and capital improvements. Effectively communicate and engage stakeholders from community providers, investors, clients and vendors.

**List Community Activities**

Currently engaged with Clearwater Housing Authority's Resident Advisor Board and work with Family Self-Sufficiency participating partners/organizations.

[Charessa Doty Resume.pdf](#)

Upload a Resume

Question applies to multiple boards

Please attach a copy of one of the following documents: 1) valid current Florida Driver License issued to an address within city limits, or 2) Declaration of Domicile filed with the city clerk affirming residency within city limits.

Question applies to multiple boards

**Are you related to any member of the City Council?**

Yes  No

Question applies to multiple boards

**If yes, please provide name and explain relation.**

N/A

Question applies to multiple boards

**Are you related to a city employee?**

Yes  No

Question applies to multiple boards

**If yes, please provide name and explain relation.**

N/A

---

**Demographics**

Some boards and commissions require membership to be racially, politically or geographically proportionate to the general public. The following information helps track our recruitment and diversity efforts. (Optional)

**Ethnicity**

---

Caucasian/Non-Hispanic

**Gender**

---

Female

03/30/1982

---

Date of Birth

**The City of Clearwater strives to promote diversity and provide reasonable accommodations for individuals with disabilities. If you are requesting accommodation, please indicate below:**

---

N/A

---

**By clicking on "I Agree," below, I affirm that the information above is true and correct, and that I understand and agree to the responsibilities and commitment of time associated with an appointment to a Clearwater advisory board or committee.**

---

---

I Agree

All material submitted to the City of Clearwater is subject to the public records law of the State of Florida including Chapter 119, Florida Statutes.

**CHARESSA DOTY**

28050 U.S. Hwy 19 N ♦ Clearwater, FL 33761 ♦ (727) 461-5777, ext. 215

[cdoty@clearwaterhousingauth.org](mailto:cdoty@clearwaterhousingauth.org)

---

---

**SUMMARY OF QUALIFICATIONS**

Over 15 years of experience directing efficient and effective operations of affordable housing programs. Responsible for the overall planning, organizing, delivery, monitoring and reporting of activities related to programs including affordable housing, residential and commercial property management, Housing Choice Voucher Program, Public Housing, procurement and capital improvements. Ensure compliance with performance criteria and all required relevant measures as set by funding, applicable federal and state regulations, laws and established policies and procedures. Effectively communicate and engage stakeholders from community providers, investors, clients and vendors.

**PROFESSIONAL EXPERIENCE**

**Clearwater Housing Authority**

Clearwater, FL

***Chief Operating Officer***

October 2014 – Present

- Oversee programmatic, procedural and operational aspects of affordable housing and commercial real estate, capital improvements and grant programs
- Prepare applications for grants, homeownership programs, acquisitions and developments
- Ensure timely and accurate preparation and submission of required reporting to investors, lenders and U.S. Department of Housing
- Maintain oversight of procurement and monitoring the provision of services by vendors and contractors
- Monitor national, federal and local regulatory changes and provide updates to program features and investor requirements
- Implement strategies to improve operating efficiency and program effectiveness
- Prepare departmental, property and capital fund financing budgets and cost projections, monitor and ensure adherence
- Oversee marketing, leasing, occupancy and contracting functions for commercial and affordable housing
- Draft and review contracts, residential and commercial leases, and RFPs/RFQs
- Knowledgeable in private investor housing programs
- Serve as liaison for complaints and inquiries, managing related internal and external correspondences and maintaining record systems

**Clearwater Housing Authority**

Clearwater, FL

***Director of Housing Programs***

July 2009 – October 2014

- Oversee programmatic, procedural and operational aspects of the Housing Choice Voucher, Public Housing and Family Self-Sufficiency programs
- Preparation of annual budgets and oversight
- Responsible for the analysis, preparation and submission of federal reporting measures
- Responsible for the development and submission of HUD demolition/disposition proposals and homeownership program plan
- Sustain all program targets, utilization and leasing
- Completed Davis Bacon, Section 3 and procurement requirements for contracts and reporting requirements
- Created annual grant applications resulting in award funding
- Preparation and oversight of Real Estate Assessment Center inspections
- Maintained oversight and supervision of staff while providing guidance and leadership
- Knowledge of federal and state funded programs
- Maintained adherence to all applicable laws, internal policies and federal regulations

**Clearwater Housing Authority**

Clearwater, FL

***Housing Choice Voucher Manager***

March 2008 – July 2009

- Managed programmatic and operational aspects of the Housing Choice Voucher and Family Self-Sufficiency programs resulting in high performer status
- Performed timely and accurate preparation of federal reporting requirements
- Developed tracking systems to collect and report accurate data on a monthly basis
- Managed and monitored program audits
- Monitored changes in federal regulations and provided recommended revisions to policies and procedures
- Budgeted and monitored monthly utilization and benchmarks
- Trained, coached and educated staff to guarantee full utilization of skills and promotional opportunities

**EDUCATION**

***Bachelor of Science in Business Management***

2004

The University of Tampa

**CERTIFICATIONS**

Certified Apartment Manager (CAM)

2016

HCV & PH Rent Calculation Certification

2014

HCV Occupancy Certification

2013