SPARTANBURG
HOUSING AUTHORITY

NOTICE AND AGENDA

Board of Commissioners Meeting
Tuesday, May 28, 2019

WWW.SHASC.ORG

Spartanburg Housing Authority
Regular Board Meeting
Tuesday, May 28, 2019
4:00 P.M.

NOTICE

The Housing Authority of the City of Spartanburg will hold its regularly scheduled Board of Commissioner's meeting at 4:00 P.M. Tuesday, May 28, 2019, in the Executive Board Room at the Spartanburg Housing Authority offices, located at 2271 S. Pine St., Spartanburg, S.C., 29302.

AGENDA

CALL MEETING TO ORDER

I. Moment of Silence

II. Roll Call

III. Approval of Agenda

IV. Approval of Minutes:

A. Regular Board Meeting, April 23, 2019

V. Commissioner Comments

VI. Public/Staff Comments

VII. Information Item

A. 2019 NAHRO Award (Jessica Holcomb)

B. 2019 HUD Strong Families (Jessica Holcomb)

VIII. Action Items and Resolutions

A. Resolution #2019-17 - IT Service Provider

B. Resolution #2019-18 - Plumbing Maintenance & Repair Services

C. Resolution #2019-19 - Marche Gault Scholarship Fund

D. Resolution #2019-20 - Vehicle Disposition and/or Purchase

IX. Monthly Reports

A. Interim CEO Monthly Report (verbal report) - Reginal Barner

B. Finance Report – Jose Calicdan

C. SHA Program Dashboard

1. Asset Management – Jessica Holcomb
2. Capital Fund and Development – Joseph Jackson
3. Housing Choice Voucher – Tiffany Askew
4. Community and Supportive Services – Jessica Holcomb

X. Other Business

XI. Adjournment

SPARTANBURG
HOUSING AUTHORITY

Approval of Minutes – Regular Board Meeting

April 23, 2019

Board of Commissioners Meeting
Tuesday, May 28, 2019

SPARTANBURG HOUSING AUTHORITY
WWW.SHASC.ORG

MINUTES OF THE REGULAR BOARD MEETING OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SPARTANBURG, SOUTH CAROLINA
April 23, 2019

MEETING CALLED TO ORDER: The meeting was held in the Executive Board Room of the Spartanburg Housing Authority, 2271 South Pine Street, Spartanburg, SC 29302.

The regular meeting of the Board of Commissioners of the Housing Authority for the City of Spartanburg was called to order at 4:02 P.M.

I. Moment Of Silence: Observed.

II. Roll Call: Matthew Myers**, John Fairey*, Andy Poliakoff, Ralph Settle**,Brenda Thomas, and Chuck White were present.

*Due to the expected late arrival of Chair Myers, Vice-Chair Fairey chaired the meeting.

**Ralph Settle arrived at 4:08 P.M. Matthew Myers arrived at 4:30 P.M.

III. Approval of Agenda: Commissioner White made a motion to approve the agenda. The motion was seconded by Commissioner Thomas and unanimously carried.

IV. Approval of Minutes:

A. A motion to accept the minutes of the special board meeting of March 19, 2019 as presented was made by Commissioner White. The motion was seconded by Commissioner Thomas and unanimously carried.

B. A motion to accept the minutes of the regular board meeting of March 26, 2019 as presented was made by Commissioner Thomas. The motion was seconded by Commissioner White and unanimously carried.

V. Commission Comments

None.

VI. Public/Staff Comments

Public comments: None.

Staff comments: None.

VII. Recognition:

A. Natalie Smith-Wells presented information regarding the YouthBuild program, which will be closing April 30, 2019, and thanked Selena Smith, Employment Specialist; Dickie Adams, Case Manager; Tyrone Meadows, Construction Supervisor/NCCER Instructor; and Joseph Jackson, NCCER Instructor, for their involvement in making the program successful.

VIII. Information Items

A. A draft of the Annual and Five Year Plan was presented to the Board of Commissioners by Jessica Holcomb. Comments and questions were addressed.

B. Jessica Holcomb and Reginal Barner presented information regarding the upcoming 80th anniversary of the founding of the Housing Authority of the City of Spartanburg, including proposals for a digital campaign, an update to the scorecard/ progress report, an 80th anniversary timeline brochure, and an offsite reception, along with information regarding possible sponsorships from community partners.

Commissioner White recommended the Board to offer its full support for the proposal as presented, and all other Board members agreed.

IX. Action Items and Resolutions:

A. Resolution #2019-12 - Second Quarter FY 2019 Bad Debt Write-Offs

This resolution requests Board approval for the write-off of uncollected accounts receivable for the second quarter of fiscal 2019 in the amount of $11,259.30, which is a decrease of $3,346.37 compared to 2018.

Questions raised by the board were addressed. Commissioner Settle made a motion to approve Resolution 2019-12. The motion was seconded by Commissioner White and unanimously carried.

RESOLUTION NO. 2019-12
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
April 23, 2019

B. Resolution #2019-13 - Authorization to Provide Assistance with Closing Costs and/or Down Payments for Section 32 Residents

The purpose of this resolution is to recommend Board approval for the provision of up to $5,000 from the homeownership account to five residents of the Section 32 Home Ownership Program properties. Any amount provided will be applied to closing costs and/or down payments to obtain mortgages for the Section 32 residences. Questions raised by the board were addressed. Commissioner White made a motion to approve Resolution 2019-13. The motion was seconded by Chair Myers and unanimously carried.

RESOLUTION NO. 2019-13
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
April 23, 2019

C. Resolution #2019-14 - Moving to Work

This resolution requests authorization for the Interim CEO to submit a letter of interest package under the Moving to Work Demonstration Program, which will set forth the Housing Authority's intent to obtain Moving to Work designation under the second cohort of the Moving to Work expansion.

Questions raised by the board were addressed. Commissioner Settle made a motion to approve Resolution 2019-14. The motion was seconded by Chair Myers and unanimously carried.

RESOLUTION NO. 2019-14
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
April 23, 2019

D. Resolution #2019-15 - Adjustment to the 2019 Housing Choice Voucher Payment Standards

This resolution is to review and approve the proposed adjustments to the 2019 Housing Choice Voucher payment standards effective May 1, 2019.

Questions raised by the board were addressed. Commissioner White made a motion to approve Resolution 2019-15. The motion was seconded by Commissioner Thomas and unanimously carried.

RESOLUTION NO. 2019-15
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
April 23, 2019

E. Resolution #2019-16 - Summer Food Service Program

This resolution requests authorization for the Interim CEO to award a contract for the Summer Food Service Program to Holmes Catering in the amount up to $64,240.00 for the period of June 1st, 2019 through August 31st, 2019. At the discretion of the CEO, the contract may be renewed each year for a maximum of four years.

Questions raised by the board were addressed. Commissioner Poliakoff made a motion to approve Resolution 2019-16. The motion was seconded by Commissioner Settle and was unanimously carried.

RESOLUTION NO. 2019-16
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
April 23, 2019

X. Monthly Reports

A. Rather than presenting a formal CEO monthly report, Reginal Barner asked that staff reports stand as representative of the work performed since the last Board meeting.

B. The finance report was presented and reviewed by Joe Calicdan, with further information regarding the Housing Choice Voucher Program presented and reviewed by Tiffany Askew.

C. SHA Program Dashboard

1. The Asset Management report was presented and reviewed by Jessica Holcomb.
2. The Capital Fund and Development report was presented and reviewed by Joseph Jackson.
3. The Housing Choice Voucher Program report was presented and reviewed by Tiffany Askew.
4. The Community and Supportive Services Program report was presented and reviewed by Natalie Smith-Wells.

XI. Other Business

Reginal Barner and Joseph Jackson discussed the Small Rental Development Program (SRDP) procedures and development of the Caulder Avenue property. Chair Myers made a motion approving Reginal Barner and staff to move forward with the development of the property on Caulder Avenue. The motion was seconded by Commissioner Thomas and passed unanimously.

XII. Executive Session

Commissioner White made a motion to enter Executive session at 6:07 P.M., per SC Code Section 30-4-70(a)(2) of the South Carolina Code of Laws, for a discussion regarding an issue of contractual relationship. The motion was seconded by Commissioner Settle and passed unanimously.

Executive session ended at 6:28 P.M. A motion to end Executive session was made by Commissioner White. The motion was seconded by Chair Myers. The motion was unanimously approved.

No decisions were made or actions taken during Executive Session.

Commissioner White made a motion to adjourn the meeting. The motion was seconded

by Commissioner Myers and the motion unanimously carried.

XIII. Adjournment

Commissioner White made a motion to adjourn the meeting. The motion was seconded by Commissioner Thomas and was unanimously carried. Meeting adjourned at 6:30 P.M.

Respectfully Submitted,
The Housing Authority of the City of Spartanburg

SPARTANBURG
HOUSING AUTHORITY

Information Item

2019 NAHRO AWARDS

Board of Commissioners Meeting
Tuesday, May 28, 2019

SPARTANBURG
HOUSING AUTHORITY
WWW.SHASC.ORG

May 28, 2019

The Housing Authority of the City of Spartanburg
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:
INFORMATION ITEM
2019 NAHRO AWARDS OF MERIT RESULTS

CONTACT PERSON:

Natalie L. Smith (Jessica Holcomb)
Business Manager
864-598-6008

BACKGROUND:
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 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. Since 1989, NAHRO has honored more than 6,000 programs. The award categories consist of Program Innovation: Community Revitalization, Program Innovation: Resident and Client Services, Administrative Innovation, Program Innovation: Affordable Housing and Project Design. The Spartanburg Housing Authority will receive two merit awards for their work in Program Innovation: Resident and Client Services.

SUMMARY:
–Partnering to Eliminate Healthcare Barriers

The Housing Authority of the City of Spartanburg and Regenesis Health Care, Inc. have a shared vision of being committed to the support of access to healthcare for the residents of Archibald High Rise. RHC is providing onsite clinical services for RHC patients who reside or work at Archibald Rutledge High Rise. This service to the residents is to establish a continuum of care for residents and to enhance the access and availability of healthcare services. This partnership has created a shared vision and commitment to the support of resident's health.

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–Partnering for Healthy Outcomes for Seniors

Due to the barriers that many seniors face in regards to their sense of community and/or engagement with others, The Housing Authority of the City of Spartanburg in partnership with The Shepherd's Center of Spartanburg offers active seniors in public housing a variety of programs designed to provide learning experiences, activities promoting physical and mental fitness, avenues for volunteerism, and life enriching opportunities so they may grow mentally, physically and spiritually while aging in place. The partnership provides a healthy, encouraging environment for seniors to socialize, stay engaged in learning, and the opportunity to participate in classes.

RESULTS:

The Housing Authority of the City of Spartanburg was informed on May 12, 2019 that it was named a 2019 Award of Merit Winner in the Category of Resident and Client Services for two programs. The programs that were nominated and selected were Partnering for Healthy Outcomes for Seniors and Partnering to Eliminate Healthcare Barriers. There will be an Awards of Merit Reception to be held Thursday, July 11th during the Summer Conference in Boston, Massachusetts. In addition to the award reception and plaque, Merit Award winners will receive recognition through their listing in the Awards of Merit Catalog, which is given to Summer conference delegates and sent to NAHRO agency members and HUD.

Respectfully Submitted, Natalie Smith-Wells

Natalie Smith-Wells, Business Manager
Housing Authority of the City of Spartanburg

SPARTANBURG
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Information Item

2019 HUD
Strong Families Initiative

Board of Commissioners Meeting
Tuesday, May 28, 2019

SPARTANBURG
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May 28, 2019

The Housing Authority of the City of Spartanburg
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:
INFORMATION ITEM
2019 HUD STRONG FAMILIES INITIATIVE

CONTACT PERSON:

Natalie L. Smith (Jessica M. Holcomb)
Business Manager
864-598-6008

BACKGROUND:
The mission of HUD's Strong Families Initiative is to strengthen, empower and improve the quality of life of families living in HUD assisted housing communities by providing access to a variety of services through a strategic collaborative approach in the areas of health, education and economic empowerment. HUD Strong Families events are celebrated anytime during the months of May and June and are designed to empower families with resources to ensure positive opportunities. Over 22,000 fathers, mothers, children and partnering organizations have participated and provided services and resources. There have been over 1200 events held at more than 400 HUD assisted housing communities since its inception in 2011.

SUMMARY:
The Housing Authority of the City of Spartanburg will work with identified partners to assist with our efforts in providing services focused on health, education and economic empowerment. There will be activities for the entire family provided by SHA, City of Spartanburg, BRUH Mentoring, The Community Group, Spartanburg Juneteenth and a host of other local organizations and volunteers. The event will take place on Saturday, June 15, 2019 from 11:00 AM-2:00 PM at Carver Middle School, 467 S. Church Street, Spartanburg, SC 29306.

Respectfully Submitted, Natalie Smith-Wells
Natalie Smith-Wells, Business Manager
Housing Authority of the City of Spartanburg

SPARTANBURG
HOUSING AUTHORITY

Action Items & Resolution

2019-17

IT Service Provider

Board of Commissioners Meeting
Tuesday, May 28, 2019

May 28, 2019

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

IT Service Provider
Resolution #2019-17

RECOMMENDATION:

Authorize the Interim CEO to award contract for our IT service provider to Cybersolutions in the amount up to $70,200.00. This contract will be awarded for a period starting in June 2019 with transition from IT Pros, and will be a one year contract. This contract may be renewed at the discretion of the CEO each year for a maximum of four years.

CONTACT PERSON:

Nathan Bragg
Procurement Representative
864-598-6035

SUMMARY:

The SHA received 7 proposals during the IT Service Provider Request for Proposals (RFP2019-0006). The statement of work is for the a third party management and maintenance of SHA's information technology systems, which includes but not limited to software security, maintenance of SHA's computer, phones, and mobile devices. Other services may include afterhours service calls, software and hardware upgrades.

BACKGROUND:
SHA issued the IT Service Provider RFP2019-0006 on February 7, 2019 seven responses were received on March 5th, 2019. One of the seven was deemed to be un-responsive and was no included in the evaluation listed below. Advertising was published in the local news, our website, SCBO and through direct contact by phone or by e-mail. A four person evaluation committee was selected two from SHA and two other evaluators through the City and County. The awardee was based on the technical merits such as financial & delivery capability, professional experience and pricing. It was determined by procurement and senior staff after a competitive range was established to proceed with four of the six proposals Cybersolution Inc., Gregory Technologies, EDTS, and Scantron Technologies. After negotiation with the lowest responsible proposal-Cyber solutions, it was determined due to the tie in the evaluation noted below that Cybersolutions submitted the lowest price by recommendation of Procurement and

the CEO to seek board approval trough a resolution to award. Cybersolutions Inc. has extensive experience working with other Housing Authorities. Cybersolutions Inc. references come highly recommended by other Housing Authorities.

	Cybersoltions	**Gregory Technologies**	**EDTS**	**Scantron Technologies**	**IT Pros**	**Trofholz Technologies**
Evaluator #1	93	89	83	83	66	68
Evaluator #2	98	98	78	93	86	65
Evaluator #3	114	107	103	103	111	97
Evaluator #3	89	102	100	80	87	84
Weighted Score	**99**	**99**	**91**	**90**	**88**	**79**

FINANCIAL CONSIDERATIONS:

This service is an administrative cost expense shared by the COCC and the Site AMPs and should not exceed up to $80,000 per year. These funds will be allocated through the COCC budget.

POLICY CONSIDERATIONS:

This procurement requires Board approval because it exceeds SHA's small purchase threshold of $60,000.

Respectfully Submitted, _____

Nathan Bragg, Procurement Representative
The Housing Authority of the City of Spartanburg

RESOLUTION NO. 2019-17

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE SPARTANBURG HOUSING AUTHORITY

May 28, 2019

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SPARTANBURG HOUSING AUTHORITY

Authorize the Interim CEO to award contract for our IT service provider to Cybersolutions in the amount up to $70,200.00. This contract will be awarded for a period starting in June 2019 with transition from IT Pros, and will be a one year contract. This contract may be renewed at the discretion of the CEO each year for a maximum of four years.

_____

Matthew Myers, Chairman

ATTEST:

_____

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2019-17

DATE ADOPTED: May 28, 2019

SPARTANBURG
HOUSING AUTHORITY

Action Items & Resolution
2019-18

Plumbing Maintenance & Repair Services

Board of Commissioners Meeting
Tuesday, May 28, 2019

May 28, 2019

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Plumbing Maintenance & Repair
Resolution #2019-18

RECOMMENDATION:

Authorize the Interim CEO to award contracts for our Plumbing Maintenance and Repairs to two contractors CB Smith Plumbing and Raye Le Construction (Rooter Man Plumbing) in the amount up to $40,000 per contract. These contracts will be awarded for a period starting in June 2019, and will be a one year contract. These contracts may be renewed at the discretion of the CEO each year for a maximum of four years.

CONTACT PERSON:

Nathan Bragg
Procurement Representative
864-598-6035

SUMMARY:

The SHA received 3 proposals during the Plumbing Maintenance & Repair Invitation for Bids (IFB 2019-0002). The statement of work is plumbing maintenance & repair services to all public housing, main offices, and muti-family housing sites, which includes, but not limited to the following; normal and after hours plumbing service calls, and emergency services and restorative repair work.

BACKGROUND:
SHA issued the Plumbing Maintenance & Repair Invitation for Bids (IFB 2019-0002) on February 25, 2019 three responses were received on March 25th, 2019. One of the three was deemed to be un-responsive after the evaluation. Advertising was published on our website, SCBO and through direct contact by phone or by e-mail. A three person evaluation committee was selected from SHA staff. The awardees were based on the evaluations factors such as financial & delivery capability, professional experience and pricing. It was recommended by procurement and senior staff that two of the three bidders be given a contract after board approval. CB Smith Plumbing's references come highly recommended. Ray Le Construction (Rooter Man) has recently had a contract through this Housing Authority.

	LPB of South Carolina	Ray Le Construction (Rooterman)	CB Smith Plumbing
Evaluator #1	104	113	105
Evaluator #2	90	98	105
Evaluator #3	85	95	102
Weighted Score	**93**	**102**	**104**

FINANCIAL CONSIDERATIONS:
This maintenance service contract will be shared by the Public Housing, Multi-Family Sites and COCC main office. Both contracts combined should not exceed up to $80,000 per year. These funds will be allocated through the Site & COCC budgets as necessary.

POLICY CONSIDERATIONS:
This procurement requires Board approval because it exceeds SHA's small purchase threshold of $60,000.

Respectfully Submitted, _____
Nathan Bragg, Procurement Representative
The Housing Authority of the City of Spartanburg

RESOLUTION NO. 2019-18

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE SPARTANBURG HOUSING AUTHORITY

May 28, 2019

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE SPARTANBURG HOUSING AUTHORITY

Authorize the Interim CEO to award contracts for our Plumbing Maintenance and Repairs to two contractors CB Smith Plumbing and Raye Le Construction (Rooter Man Plumbing) in the amount up to $40,000 per contract. These contracts will be awarded for a period starting in June 2019, and will be a one year contract. These contracts may be renewed at the discretion of the CEO each year for a maximum of four years.

_____

Matthew Myers, Chairman

ATTEST:

_____

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2019-18

DATE ADOPTED: May 28, 2019

SPARTANBURG
HOUSING AUTHORITY

Action Items & Resolution
2019-19

Marche Gault
Scholarship Fund

Board of Commissioners Meeting
Tuesday, May 28, 2019

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The Housing Authority of the City of Spartanburg
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:
MARCHE GAULT SCHOLARSHIP FUND Resolution No. 2019-19

RECOMMENDATION:
To approve the Interim CEO to make revisions to the current Marche Gault Scholarship Fund by amending the current corpus amount from $75,000 to $10,000, expanding the application pool from Public Housing residents only to both Public Housing residents and HCV Participants and also to amend the annual cap of $2000 per recipient to $5000 per recipient.

CONTACT PERSON:
Natalie L. Smith-Wells (Jessica M. Holcomb)
Business Manager
864-598-6008

BACKGROUND:
The Housing Authority of the City of Spartanburg offers a scholarship opportunity annually to residents of Public Housing to assist students in their pursuit of higher education. This scholarship is for post-secondary educational opportunities at college and/or technical schools. The SHA Scholarship Fund was established in 1997 and was later renamed for Marche Gault who was an SHA Resident Services employee, who passed away in 2003. Ms. Gault was instrumental in developing youth services at SHA including a choir, track team and after school programs. The Marche Gault Scholarship has a maximum annual award cap of $2,000 per recipient with a current fund balance corpus of $75,000 and the fund is managed by the Spartanburg County Foundation. The Marche Gault Scholarship Fund has awarded 74 scholarships since 2001, totaling $126,378. Below is a summary of all scholarships given out that were recorded since 2010:

Fund: 0343 Marche Gault Scholarship Program Fund

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Scholarships
1/1/2010 -5/14/2019

Posting Date	Amount	Folio	Name
8/23/2010	($2,000.00)	VD18683	Wofford College
8/26/2010	$2,000.00	CD018685	Spartanburg Community College
8/26/2010	$2,000.00	CD018684	University of South Carolina
8/26/2010	$2,000.00	CD018683	Wofford College
10/20/2010	$2,000.00	CD019037	Spartanburg Methodist College
1/13/2011	$1,000.00	CD019631	USC Upstate
1/18/2011	($1,000.00)	AE011811	Spartanburg Methodist College
8/18/2011	$1,000.00	CD021187	Virginia College
8/18/2011	$600.00	CD021185	Spartanburg Community College
8/18/2011	$650.00	CD021188	Spartanburg Community College
8/18/2011	$1,000.00	CD021189	Virginia College
8/18/2011	$1,000.00	CD021190	Georgia Military College
8/18/2011	($1,000.00)	VD021187	Virginia College
8/18/2011	$1,000.00	CD021184	Virginia College
8/18/2011	$665.00	CD021191	Spartanburg Community College
12/9/2011	$1,000.00	CD021848	Virginia College
12/9/2011	$600.00	CD021849	Spartanburg Community College
12/9/2011	$650.00	CD021850	Spartanburg Community College
12/9/2011	$1,000.00	CD021851	Virginia College
12/9/2011	$1,000.00	CD021852	Georgia Military College
12/9/2011	$600.00	CD021853	Spartanburg Community College
2/29/2012	($600.00)	AE030112	Spartanburg Community College
8/2/2012	$1,445.00	CD023647	Spartanburg Community College Foundation
8/2/2012	$1,460.00	CD023648	Spartanburg Community College Foundation
8/9/2012	$1,000.00	CD023694	South University Online
8/9/2012	$1,000.00	CD023695	Virginia College
8/9/2012	$1,000.00	CD023696	Virginia College
8/9/2012	$1,000.00	CD023697	USC Upstate
8/9/2012	$1,000.00	CD023698	North Carolina A & T University
8/9/2012	$1,000.00	CD023699	Columbia College
8/9/2012	$1,000.00	CD023701	Dodge City Community College & Technical School

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8/16/2012	$827.00 CD023727	Spartanburg Community College Foundation
8/16/2012	$1,000.00 CD023729	Spartanburg Methodist College
8/16/2012	$1,000.00 CD023728	Georgia Military College
10/30/2012	($1,000.00) CR121030	South University Online
12/6/2012	$1,000.00 CD024374	Spartanburg Methodist College
12/6/2012	$540.00 CD024367	Spartanburg Community College Foundation
12/6/2012	$1,000.00 CD024368	Virginia College
12/6/2012	$1,000.00 CD024369	Virginia College
12/6/2012	$1,000.00 CD024370	USC Upstate
12/6/2012	$1,000.00 CD024371	North Carolina A & T University
12/6/2012	$1,000.00 CD024372	Columbia College
12/6/2012	$1,000.00 CD024373	Dodge City Community College & Technical School
12/6/2012	$555.00 CD024366	Spartanburg Community College Foundation
1/17/2013	$1,173.00 CD024794	South Carolina State University
8/5/2013	$1,000.00 CD026235	USC Upstate
8/5/2013	$1,000.00 CD026234	Virginia College
8/5/2013	$969.30 CD026232	Spartanburg Community College
8/5/2013	$1,000.00 CD026231	Spartanburg Community College
8/5/2013	$1,000.00 CD026233	North Greenville University
8/9/2013	$1,000.00 CD026272	North Carolina A & T University
8/9/2013	$800.00 CD026270	Spartanburg Community College
8/9/2013	$1,000.00 CD026273	USC Upstate
8/15/2013	$1,000.00 CD026325	South Carolina State University
8/29/2013	$1,000.00 CD026415	Lander University
8/29/2013	$1,000.00 CD026414	Spartanburg Methodist College
9/18/2013	$30.70 CD026549	Spartanburg Community College
10/18/2013	($30.70) VD026549	Spartanburg Community College
10/24/2013	$30.70 CD026748	Spartanburg Community College
12/12/2013	$1,000.00 CD027118	USC Upstate
12/12/2013	$1,000.00 CD027115	USC Upstate
12/12/2013	$1,000.00 CD027116	North Greenville University
12/12/2013	$1,000.00 CD027117	Virginia College
12/12/2013	$1,000.00 CD027119	Spartanburg Methodist College
12/12/2013	$1,000.00 CD027120	Lander University

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12/12/2013	$1,000.00	CD027114	North Carolina A & T University
12/20/2013	($1,000.00)	VD027119	Spartanburg Methodist College
1/27/2014	($1,000.00)	CR140127	Lander University
2/27/2014	$417.66	CD027627	Spartanburg Community College Foundation
4/14/2014	($417.66)	CR140414	Spartanburg Community College Foundation
8/14/2014	$2,000.00	CD029050	Coker College
8/14/2014	$2,000.00	CD029049	USC Upstate
8/14/2014	$100.85	CD029052	Spartanburg Community College Foundation
8/14/2014	$972.50	CD029051	Spartanburg Community College Foundation
8/28/2014	$2,000.00	CD029157	USC Upstate
9/19/2014	$900.00	CD029291	Spartanburg Community College Foundation
1/26/2015	$1,035.67	CD033363	Spartanburg Community College Foundation
1/26/2015	$1,027.50	CD033364	Spartanburg Community College Foundation
5/7/2015	$1,060.67	CD030545	Spartanburg Community College Foundation
5/21/2015	($1,035.67)	CR150521	Spartanburg Community College Foundation
7/30/2015	$1,000.00	CD031454	Coker College
7/30/2015	$1,000.00	CD031453	College of Charleston
7/30/2015	$1,000.00	CD031452	Spartanburg Community College Foundation
7/30/2015	$1,000.00	CD031451	Spartanburg Community College Foundation
7/30/2015	$1,000.00	CD031450	USC Upstate
8/20/2015	$366.68	CD031668	Spartanburg Community College Foundation
12/23/2015	$1,000.00	CD032748	Spartanburg Community College
12/23/2015	$2,000.00	CD032747	Spartanburg Community College
12/23/2015	$1,000.00	CD032749	USC Upstate
12/23/2015	$1,000.00	CD032746	Spartanburg Community College
1/7/2016	$1,000.00	CD032887	University of Florida
1/7/2016	($1,000.00)	AE010716	
1/8/2016	$1,000.00	CD032908	College of Charleston
1/8/2016	$1,000.00	CD032907	Coker College
1/28/2016	($2,000.00)	AE020116	Spartanburg Community College
2/4/2016	$2,000.00	CD033512	USC Upstate

Total $74,393.20

SPARTANBURG
HOUSING AUTHORITY
WWW.SHASC.ORG

CONSIDERATIONS:

This action would allow the Marche Gault Scholarship Fund Committee the ability to resume giving scholarships immediately after not awarding any scholarships since the Spring of 2016. The committee would also have the ability to give at least one substantial scholarship per year by adjusting the award cap and by including HCV participants this would exponentially expand the applicant pool for scholarship nominees.

Respectfully Submitted, Natalie Smith-Wells

Natalie Smith-Wells, Business Manager

SPARTANBURG
HOUSING AUTHORITY
WWW.SHASC.ORG

RESOLUTION NO. 2019-19

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG

May 28, 2019

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG

Staff recommends adoption of Resolution No.2019-19, authorizing the interim Chief Executive Officer to make revisions to the current Marche Gault Scholarship Fund by amending the current corpus amount from $75,000 to $10,000, expanding the application pool from Public Housing residents only to both Public Housing residents and HCV Participants and also to amend the annual cap of $2000 per recipient to $5000 per recipient.

Matthew Myers, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2019-19
DATE ADOPTED: May 28, 2019

SPARTANBURG
HOUSING AUTHORITY

Action Items & Resolution
2019-20

Vehicle Disposition
and/or
Purchase

Board of Commissioners Meeting
Tuesday, May 28, 2019

May 28, 2019

The Housing Authority of the City of Spartanburg
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:
Vehicle Disposition Bus #159 and Purchase
Resolution #2019-20

RECOMMENDATION:
Authorize the Interim CEO to dispose of real property valued in excess of $20,000 based on current estimates. SHA will dispose of this property by way of public auction. The SHA will also purchase by way of State contract a 15 passenger wheelchair accessible bus with three wheelchair capacity.

CONTACT PERSON:
Natalie L. Smith-Wells (Tyrone Meadows)
864-598-6008
Business Manager

SUMMARY:
In 2013, the SHA wheelchair accessible bus was damaged and totaled. The SHA received an insurance check for $20,650 for the loss. The SHA residents have expressed a great concern regarding wheelchair bound residents being unable to attend resident functions over the past six years. These residents have missed trips to the grocery store, holiday functions and other monthly sponsored events.

FINANCIAL CONSIDERATIONS:
The cost of the new bus will be $51,980. The SHA plans to purchase this vehicle by using the following funds:

Funding Source	Amount
Insurance	$20,650
Auction (Anticipated)	$22,000
Tenant Participation BLI (EDSC)	$10,000
JC Bull*	$2000 (should the auction not prove sufficient; The remaining funds will come from JC Bull)

POLICY CONSIDERATIONS:
In accordance with HUD regulations, and the SHA Procurement Policy, SHA is required to dispose of all real property by way of Public Auction.

Respectfully Submitted, Natalie Smith Wells

Natalie L. Smith-Wells, Business Manager
Housing Authority of the City of Spartanburg

RESOLUTION NO. 2019-20

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG

May 28, 2019

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG

Authorizes the Interim CEO to dispose of real property valued in excess of $20,000 based on current estimates. SHA will dispose of this property by way of public auction. The SHA will also purchase by way of State contract a 15 passenger wheelchair accessible bus with three wheelchair capacity.

_____
Matthew Myers, CHAIR

ATTEST:

_____
SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2019-20
DATE ADOPTED: May 28, 2019

SPARTANBURG
HOUSING AUTHORITY

Interim CEO

Monthly Report (verbal)

Reginal Barner

Board of Commissioners Meeting
Tuesday, May 28, 2019

SPARTANBURG
HOUSING AUTHORITY

Finance Report

Jose Calicdan

Board of Commissioners Meeting
Tuesday, May 28, 2019

SPARTANBURG HOUSING AUTHORITY
Cash Flow
April 30, 2019

	INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
	Section 8 HAP Subsidy	953,434	578,836	950,742	964,177	964,177	956,358	956,358						6,324,082
	Section 8 Admin Subsidy	99,023	102,389	102,789	102,389	109,070	103,304	103,304						722,268
	Mod Rehab HAP	4,233	122,059	116,720	116,720	116,720	3,956	114,224						594,632
	Mod Rehab Admin	12,162	16,670	14,416	14,416	14,416	-	14,416						86,496
	Public Housing Subsidy	160,918	160,918	180,301	153,756	153,756	151,534	151,534						1,112,716
	Tax Credit Properties Subsidy	33,804	33,804	37,874	31,761	31,761	31,301	31,302						231,606
	TBRA-HCV	5,094	3,731	8,557	6,232	11,156	6,699	8,587						50,056
	SLHC PBV Subsidy	1,469	1,238	0	0	0	0	-						2,707
	SC State Grant for JCB	40,723	39,554	40,038	40,815	41,235	41,393	41,351						285,109
1)	**HUD & State Subsidy**	**1,310,859**	**1,059,199**	**1,451,437**	**1,430,265**	**1,442,291**	**1,294,545**	**1,421,076**	**-**	**-**	**-**	**-**	**-**	**9,409,671**
	ROSS	25,462	43,284	33,151	5,925	4,009	-	53,474						165,303
	Youthbuild - 022-yb -NEW GRANT	10,554	12,103	12,394	13,413	13,443	12,862	20,241						95,009
	CFP and RHF	53,153	18,652	22,181	56,867	11,139	50,811	33,815						246,618
2)	**Other Grant Revenue**	**89,168**	**74,038**	**67,726**	**76,205**	**28,590**	**63,673**	**107,529**	**-**	**-**	**-**	**-**	**-**	**506,930**
	Public Housing Rents	95,431	98,776	99,418	98,317	96,580	100,785	104,200						693,507
	JC Bull Rents	26,680	25,799	26,311	26,830	26,708	26,574	26,962						185,864
	SLHC Rents	164	(22)	(125)	0	-		-						17
3)	**Rent Revenue**	**122,275**	**124,552**	**125,604**	**125,147**	**123,288**	**127,359**	**131,162**	**-**	**-**	**-**	**-**	**-**	**879,387**
4)	**Misc Receipts**	**97,686**	**14,897**	**10,732**	**13,353**	**15,311**	**37,248**	**261,517**						**450,745**
5)	**Other Cash-In**													
	Section 8 Reserves Transfer In		**250,000**		**-**	**-**	**-**				-		-	**250,000**
		-	**-**	**-**	**-**	**-**	**-**		**-**			**-**	**-**	**-**
	TOTAL CASH INFLOW	**1,619,988**	**1,522,687**	**1,655,500**	**1,644,971**	**1,609,480**	**1,522,826**	**1,921,283**	**-**	**-**	**-**	**-**	**-**	**11,496,733**

1) HUD subsidy for Section 8 is based on the prior year actual costs. Public Housing Subsidy is a formula based calculation using rents, three year rolling based utility costs calculation, and other add-ons for audit,PILOT, IT, etc. This is also done annually and there will be a change in January. The SC State subsidy is for JC Bull and it is submitted monthly based on units leased. The TBRA is a grant and the funds have to be requested as needed.

2) Other grant revenue includes Capital fund subsidies and grant revenue for the Resident Self Sufficiency and Youthbuild programs.

3) Rent revenue consists of the tenant paid rents for the various public housing units managed by the Authority.

4) Misc revenue includes payments for court costs, resident work orders for maintenance and repair as well as, Section 8 repayment agreements, Public Housing bad debt recovery, laundry facility rebates, tower rental, proceeds from the sale of homes,and any other miscellaneous income. Also, included the W/C refund of $291,460.00

5) Other cash-In will include transfers from reserve accounts, and any adjustment to working capital.

SPARTANBURG HOUSING AUTHORITY
Cash Flow

	OUTFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
	Section 8:													
	Housing Assistance	920,003	915,639	924,339	906,799	920,758	896,546	942,934						6,427,018
	Mod Rehab Vouchers	106,858	100,594	109,693	110,084	106,872	102,661	108,979						745,741
	TBRA vouchers	4,631	3,392	7,779	5,665	10,142	6,090	7,806						45,505
	HAP Payments	**1,031,492**	**1,019,625**	**1,041,811**	**1,022,548**	**1,037,772**	**1,005,297**	**1,059,719**	**0**	**0**	**-**	**-**	**-**	**7,218,264**
	Payroll	163,617	159,904	161,707	190,851	159,806	153,097	148,133						1,137,114
	Benefits/Deductions	20	3,402	1,911	0	-	10,828	1,293						17,454
	Payroll & Benefits	**163,637**	**163,306**	**163,618**	**190,851**	**159,806**	**163,925**	**149,426**	**-**	**-**	**-**	**-**	**-**	**1,154,568**
	State Insurance	38,526	37,820	30,983	39,267	38,179	37,499	37,019						259,293
	Rent	12,127	12,127	12,127	12,127	12,127	12,855	12,370						85,860
	Debt/Insurance/Rent	**50,653**	**49,947**	**43,110**	**51,394**	**50,306**	**50,354**	**49,389**	**-**	**-**	**-**	**-**	**-**	**345,153**
	Operating	322,481	405,381	304,446	279,236	305,931	515,375	354,284	0	0	0	0	0	**2,487,134**
	Capital Fund and RHF	57,966	20,282	24,156	17,382	32,428	65,542	20,127						237,883
	Ross grants (581 and 579-cnho)	642	199	264	803	208	326	428						2,870
	Youth Build	1,265	2,885	921	1,551	2,284	1,185	2,620						12,709
	Service Coordinator Multifamily	354	774	499	1,200	701	543	238						4,309
	Other Transfers													-
	HAP/ Admin Transfer	-	-	-	-	-	-	-	0		-			-
1	Payables/Check Adjustment	**43,404**	**(72,439)**	**40,331**	**179,308**	**(156,828)**	**(141,510)**	**200,269**						**92,535**
	Capital & Program Expenses	**103,630**	**(48,299)**	**66,171**	**200,243**	**(121,207)**	**(73,914)**	**223,682**	**-**	**-**	**-**	**-**	**-**	**350,306**
	TOTAL CASH OUTFLOW	**1,671,893**	**1,589,961**	**1,619,157**	**1,744,272**	**1,432,607**	**1,661,036**	**1,836,499**	**-**	**-**	**-**	**-**	**-**	**11,555,425**
	Net Inflow(Outflow)	**(51,906)**	**(67,274)**	**36,343**	**(99,302)**	**176,873**	**(138,211)**	**84,784**	**-**	**-**	**-**	**-**	**-**	**(58,692)**
	MOD Rehab settlement with HUD						**129,674**							**129,674**
	Net inflow (outflow) offset by reserve	**(51,906)**	**(67,274)**	**36,343**	**(99,302)**	**176,873**	**(8,537)**	**84,784**	**-**	**-**	**-**	**-**	**-**	**70,982**
	Beginning Cash : (Unrestricted)	**1,932,459**	**1,880,553**	**1,813,279**	**1,849,622**	**1,750,321**	**1,927,193**	**1,788,983**	**1,873,767**	**1,873,767**	**1,873,767**	**1,873,767**	**1,873,767**	**1,932,459**
	Ending Cash	**1,880,553**	**1,813,279**	**1,849,622**	**1,750,321**	**1,927,193**	**1,788,983**	**1,873,767**	**1,873,767**	**1,873,767**	**1,873,767**	**1,873,767**	**1,873,767**	**1,873,767**
	Bank Account Balances-													
	General A/C (Net of O/S Cks)	929,107	1,002,688	958,774	840,564	925,295	900,588	1,056,913						
	Section 8 HAP Disbursements	444,252	304,570	366,345	447,780	519,960	408,578	393,307						
	J C Bull Operating	255,411	236,750	253,663	194,930	213,928	210,832	153,600						
	SLHC Operating	251,783	269,270	270,841	267,047	268,010	268,985	269,948						
	Sub Total	**1,880,553**	**1,813,279**	**1,849,622**	**1,750,321**	**1,927,193**	**1,788,983**	**1,873,767**	**0**	**0**	**0**	**0**	**0**	

SPARTANBURG HOUSING AUTHORITY - AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS

Actual to Budget Variance Comparison

For seven (7) months ending April, 2019

		Month To Date				Period to Date				Annual Budget		
		MTD Actual	MTD Budget	$ Variance	% Variance	PTD Actual	PTD Budget	$ Variance	% Variance		% Used PTD	Annual Target
1	**Public Housing**											
	Total Revenue	$ 269,246	$ 263,125	$ 6,121	2%	$ 1,912,389	$ 1,841,875	$ 70,514	4%	3,157,458	60.6%	58.3%
	Total Operating Expenses	266,202	264,863	1,339	1%	1,741,868	1,873,515	(131,647)	-7%	3,181,812	54.7%	58.3%
	Reserve transfer out (in)	-	(5,272)				(36,904)			(63,264)		
	Net Operating Income	$ 3,044	$ 3,534	$ (490)	-14%	$ 170,522	$ 5,264	$ 165,257	3139%	38,910		
	*Operating expenses under budget. No concerns at this time.											
2	**HCV Program - HAP only**											
	Total Revenue	$ 957,737	$ 970,776	$ (13,039)	-1%	$ 6,341,648	$ 6,795,432	$ (453,784)	-7%	11,649,310	54.4%	58.3%
	Total Expenses	$ 942,934	$ 969,859	(26,925)	-3%	$ 6,427,018	$ 6,789,013	(361,995)	-5%	11,638,310	55.2%	58.3%
	Net Operating Income (loss)	$ 14,803	$ 917	$ 13,886	1514%	$ (85,370)	$ 6,419	$ (91,789)	-1430%	11,000		
	Staff continues to monitor the HAP program utilizing the two year tool provided by HUD. An additional 29 vouchers were issued in April (below 41) to offset prior under utilization . SHA is expecting more vouchers to be issued in the ensuing months.											
3	**HCV Program - Admin only**											
	Total Revenue	$ 104,683	$ 91,406	$ 13,277	15%	$ 739,834	$ 639,842	$ 99,992	16%	1,096,862	67.5%	58.3%
	Total Expenses	$ 100,179	$ 100,181	(2)	0%	$ 651,923	$ 703,267	(51,344)	-7%	1,202,904	54.2%	58.3%
	Reserve transfer out (in)	$ -	$ (8,837)			$ -	$ (61,858)			(106,042)		
	Net Operating Income (loss)	$ 4,504	$ 62	$ 4,442	7184%	$ 87,911	$ (1,567)	$ 89,478	-5710%	-		
	*PHA's received notice that HCV Admin will be funded at a 76% proration for CY2018. Admin program was budgeted conservatively at zero income or break even by using the reserve of $106K to offset the expenses due to HUD unpredictable allocation by using a lower pro-ration rate at 70%. As of April, 2019 -SHA shows a net income of $88K due to HUD increased in pro-ration rate at 80%.											
4	**Mod Rehab Program - HAP only**											
	Total Revenue	114,504	103,469	$ 11,035	11%	841,135	724,283	$ 116,852	16%	1,241,625	67.7%	58.3%
	Total Expenses	108,979	103,468	5,511	5%	744,483	724,276	20,207	3%	1,241,625	60.0%	58.3%
	Net Operating Income	$ 5,525	$ 1	$ 5,524		$ 96,652	$ 7	$ 96,645		0		
	* HUD is funding the program at the budget level. Annual cash settlements report is submitted to HUD. As of April, 2019, SHA received $97K as excess disbursements due to voucher underutilization.											
5	**Mod Rehab Program - Admin only**											
	Total Revenue	$ 14,416	$ 13,570	$ 846	6%	$ 100,912	$ 94,990	$ 5,922	6%	162,841	62.0%	58.3%
	Total Expenses	9,561	8,560	1,001	12%	58,855	59,520	(665)	-1%	102,411	57.5%	58.3%
	Net Operating Income (loss)	$ 4,855	$ 5,010	$ (155)	-3%	$ 42,057	$ 35,470	$ 6,587	19%	60,430		
	*Calculated as percentage allocation of HCV Admin budget. Operating with no concerns.											
6	**COCC Program Only**											
	Total Revenue	$ 335,375	$ 121,422	$ 213,953	176%	$ 867,545	$ 849,954	$ 17,591	2%	1,501,617	57.8%	58.3%
	Total Expenses	$ 150,153	$ 141,632	$ 8,521	6%	$ 886,519	$ 997,213	$ (110,694)	-11%	1,718,752	51.6%	58.3%
	Reserve transfer out (in)	$ -	$ (18,333)			$ -	$ (128,333)			(220,000)	0.0%	
	Net Operating Income	$ 185,222	$ (1,877)	$ 187,099	-9970%	$ (18,974)	$ (18,926)	$ (48)	0%	2,865		
	*Operating expenses under budget. No concerns at this time.											
7	**JC BULLS (100 units)**											
	Total Revenue	$ 68,513	$ 67,811	$ 702	1%	$ 478,898	$ 474,677	$ 4,221	1%	813,728	58.9%	58.3%
	Total Operating Expenses	$ 47,009	$ 59,094	$ (12,085)	-20%	$ 325,789	$ 415,503	$ (89,715)	-22%	711,437	45.8%	58.3%
	Net Operating Income	$ 21,505	$ 8,717	$ 12,788	147%	$ 153,110	$ 59,174	$ 93,936	159%	102,291		
	*Operating expenses under budget. No concerns at this time.											
8	**OVERALL RESULTS**											
	Net Operating Income	**$ 239,457**				**$ 445,907**	**$ 85,841**	**$ 360,066**	**419.45%**			

SPARTANBURG HOUSING AUTHORITY
Asset Management Financials- Per AMP
Actual to Budget Variance Comparison
For seven (7) months ending April, 2019

		Month To Date				Period to Date				Annual Budget		
		MTD Actual	MTD Budget	$ Variance	% Variance	PTD Actual	PTD Budget	$ Variance	% Variance		% Used PTD	Annual Target
1	**Cambridge/Brawley**											
	Total Revenue	$ 1,758	$ 2,348	$ (590)	-25%	$ 16,068	$ 16,436	$ (368)	-2%	28,165	57.1%	58.3%
	Total Operating Expenses	5,771	2,160	3,611	167%	21,652	15,368	6,284	41%	26,123	82.9%	58.3%
	Net Operating Income	$ (4,013)	$ 188	$ (4,201)	-2234%	$ (5,583)	$ 1,068	$ (6,651)	-623%	2,043		
2	**Scattered Sites**											
	Total Revenue	$ 4,119	$ 4,426	$ (307)	-7%	$ 31,484	$ 30,982	$ 502	2%	53,109	59.3%	58.3%
	Total Expenses	$ 2,998	$ 6,806	(3,808)	-56%	23,678	48,825	(25,147)	-52%	73,886	32.0%	58.3%
	Reserve transfer out (in)		(1,731)				(12,120)			(20,777)		
	Net Operating Income (loss)	$ 1,121	$ (649)	$ 1,769	-273%	$ 7,806	$ (5,723)	$ 13,529	-236%	-		
3	**Prince Hall**											
	Total Revenue	$ 58,363	$ 53,287	$ 5,076	10%	$ 385,927	$ 373,009	$ 12,918	3%	639,445	60.4%	58.3%
	Total Expenses	$ 58,051	$ 52,459	5,592	11%	330,394	369,132	(38,738)	-10%	631,751	52.3%	58.3%
	Net Operating Income (loss)	$ 311	$ 828	$ (517)	-62%	$ 55,533	$ 3,877	$ 51,656	1332%	7,694		
4	**Victoria Gardens**											
	Total Revenue	51,932	49,200	$ 2,732	6%	$ 360,942	$ 344,400	$ 16,542	5%	590,401	61.1%	58.3%
	Total Expenses	44,972	47,697	(2,725)	-6%	326,330	339,615	(13,285)	-4%	573,842	56.9%	58.3%
	Net Operating Income	$ 6,960	$ 1,503	$ 5,457		$ 34,612	$ 4,785	$ 29,827		16,559		
5	**Camp Croft**											
	Total Revenue	$ 57,242	$ 56,362	$ 880	2%	$ 396,819	$ 394,534	$ 2,285	1%	676,335	58.7%	58.3%
	Total Expenses	61,820	56,186	5,634	10%	390,425	401,778	(11,353)	-3%	685,344	57.0%	58.3%
	Reserve transfer out (in)	-	(751)			-	(5,255)			(9,009)		
	Net Operating Income (loss)	$ (4,578)	$ 927	$ (5,504)	-594%	$ 6,395	$ (1,989)	$ 8,383	-422%	(0)		
6	**Archibald Hi-Rise**											
	Total Revenue	$ 69,455	$ 72,866	$ (3,411)	-5%	$ 532,852	$ 510,062	$ 22,790	4%	874,382	60.9%	58.3%
	Total Expenses	$ 72,975	$ 76,320	$ (3,345)	-4%	498,630	533,284	$ (34,654)	-6%	907,860	54.9%	58.3%
	Reserve transfer out (in)	$ -	$ (2,790)			$ -	$ (19,529)			(33,478)		
	Net Operating Income	$ (3,520)	$ (664)	$ (2,855)	430%	$ 34,222	$ (3,693)	$ 37,915	-1027%	0		
7	**Archibald Village**											
	Total Revenue	$ 26,036	$ 24,636	$ 1,400	6%	$ 185,921	$ 172,452	$ 13,469	8%	295,622	62.9%	58.3%
	Total Operating Expenses	$ 18,952	$ 23,235	$ (4,283)	-18%	145,203	165,513	$ (20,310)	-12%	283,007	51.3%	58.3%
	Net Operating Income	$ 7,083	$ 1,401	$ 5,682	406%	$ 40,718	$ 6,939	$ 33,779	487%	12,616		

SPARTANBURG HOUSING AUTHORITY
Section 8 Reserved & Restricted Cash Flow
April 30, 2019

INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8 HAP Subsidy	953,434	578,836	950,742	964,177	964,177	956,358	956,358						6,324,082
Inter fund settlement //HAP acct	-	-	-	-	-								-
Section 8 Admin Subsidy	99,023	102,389	102,789	102,389	109,070	103,304	103,304						722,268
Section 8 Port-In Admin Fees													-
Mod Rehab HAP	4,233	122,059	116,720	116,720	116,720	3,956	114,224						594,632
Mod Rehab Admin	12,162	16,670	14,416	14,416	14,416	-	14,416						86,496
FSS Forfeitures income													-
TBRA- HAP Earned	5,094	3,731	8,557	6,232	11,156	6,699	8,586						50,055
HCV Recovery/Interest/Refunds	3,685	3,685	2,765	18,404	2,840	2,503	3,038						36,920
HUD Subsidy	**1,077,631**	**827,370**	**1,195,989**	**1,222,338**	**1,218,379**	**1,072,820**	**1,199,926**	**-**	**-**	**-**	**-**	**-**	**7,814,453**

OUTFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8:													
Housing Assistance	920,003	915,639	924,339	906,799	920,758	896,546	942,934						6,427,018
Mod Rehab Vouchers	106,858	100,594	109,693	110,084	106,872	102,661	108,979						745,741
Sec 8 Admin Expenses	76,831	89,117	88,595	106,353	88,582	101,974							551,451
Mod Rehab Admin	6,311	7,737	7,838	9,968	8,657	8,784							49,294
TBRA - Vouchers	4,631	3,392	7,779	5,665	10,142	6,090	7,806						45,505
Total Payments	**1,114,634**	**1,116,478**	**1,138,244**	**1,138,869**	**1,135,011**	**1,116,054**	**1,059,719**	**0**	**0**	**0**	**0**	**0**	**7,819,009**
Net Inflow (Outflow)	(37,003)	(289,108)	57,746	83,469	83,368	(43,235)	140,207	0	0	0	0	0	**(4,557)**
MOD Rehab settlement with HUD						129,674							
Net inflow (outflow) offset by reserve						**86,439**							
Reserve Account INFLOW(OUTFLOW)													
Net Section 8 HAP	37,116	(333,118)	29,168	75,782	46,259	62,315	16,462	-	-	-	-	-	
Net Mod Rehab HAP	(102,625)	21,465	7,027	6,636	9,848	(98,705)	5,245	-	-	-	-	-	
Section 8 Admin	22,192	13,272	14,194	(3,964)	20,488	1,330	103,304	-	-	-	-	-	
TBRA	463	339	778	567	1,014	609	780						
Mod Rehab Admin	5,851	8,933	6,578	4,448	5,759	(8,784)	14,416	-	-	-	-	-	
Total	(37,003)	(289,108)	57,746	83,469	83,368	(43,235)	140,207	-	-	-	-	-	
Check	0.00	-	-	-	0.00	0.00	-	-	-	-	-	-	
Reserve Bank Accounts													
Section 8 and Mod Rehab disbursement	444,252	304,570	366,345	447,780	519,960	408,578	393,307						
Sec 8 HAP -NRA	468,656	220,377	221,825	224,114	226,764	230,119	232,453						
Sec 8 - Operations -UNA	177,788	177,788	177,788	177,788	177,788	177,788	177,788						
Mod Rehab -ADMIN	92,399	92,399	92,399	92,399	92,399	92,399	92,399						
	1,183,095	**795,134**	**858,357**	**942,081**	**1,016,911**	**908,884**	**895,947**	**0**	**0**	**0**	**0**	**0**	

SPARTANBURG
HOUSING AUTHORITY

Monthly Reports:
Programs Dashboard

Board of Commissioners Meeting
Tuesday, May 28, 2019

SPARTANBURG
HOUSING AUTHORITY
WWW.SHASC.ORG

MAY 28, 2019

Spartanburg Housing Authority
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT—APRIL 2019

CONTACT PERSON:

Jessica Holcomb
Deputy Director of Asset Management and Special Projects
864-598-6023

OCCUPANCY

As part of HUD's Public Housing Utilization Project, as of April 30, 2019, Asset Management ended the month at 94.77% for all SHA managed developments. The targeted goal is to maintain an occupancy of 97% overall. Excluding the vacant units at Scattered Sites, the SHA would have a 96.68% overall occupancy. Total Vacant Units excluding Scattered Sites is 16 Units; 5 of which are off-line for extensive repairs (3 Camp Croft Courts, 1 Victoria Gardens, and 1 Prince Hall).

HUD GOAL	SHA Actual	Excluding Outliers	VISTA Managed PH
97%	94.77%	96.68%	96.67%

TENANT ACCOUNTS RECEIVABLE REPORTS:

The Tenant Accounts Receivable Collection rate for SHA managed developments was 95.56% for all public housing properties and 100.34% for SHA managed market units and multi-family properties. The Deputy Director of Asset Management continues to reiterate the importance of improving collections as it is a major component to the PHAS score. The Asset Management team continues to aggressively act to collect all debts. While over $12,886.42 went uncollected for the month, there was a tremendous surge in prepays totaling over $8,445.98.

HUD GOAL	SHA PH Actual	SHA MF and Market Actual
98.5%	95.56%	100.34%

SPARTANBURG HOUSING AUTHORITY

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TENANT CHARGE ANALYSIS REPORT FOR APRIL 2019

Property	CHARGED	UNPAID	TARS	PREPAYS	AGED TENANT ACCOUNTS ACTIVE	INACTIVE	TOTAL	YTD ACTUAL	OCCUPANCY
Camp Croft	$ 26,503.56	4,358.95	86.33%	978.10	$ 3,380.85	243.07	$3,623.92	$6,395.00	91.67%
Archibald Village	13,878.00	31.50	106.32%	477.78	$ (446.28)	(431.00)	$(877.28)	$40,718.00	100.00%
Archibald Rutledge	36,926.30	2,246.88	100.25%	2389.65	$ (142.77)	52.00	$(90.77)	$34,222.00	98.67%
Scattered Sites	2,648.00	-	100.94%	24.00	$ (24.00)	(1.00)	$(25.00)	$7,806.00	33.33%
Prince Hall	18,706.59	3,056.25	99.25%	3508.44	$ (452.19)	591.80	$139.61	$55,533.00	98.00%
Victoria Gardens	19,435.56	3,192.84	73.38%	867.01	$ 2,325.83	2,848.68	$5,174.51	$34,612.00	95.00%
Cambridge Place/Brawley	1,739.00	-	102.47%	43.00	$ (43.00)	-	$(43.00)	$(5,583.00)	100.00%
PH TOTAL	**119,837.01**	**12,886.42**	**95.56%**	**8,287.98**	**4,598.44**	**3,303.55**	**$7,901.99**	**$173,703.00**	94.77%
Page Lake	3,349.00	-	100.00%	0.00	$ -	-	$0.00	$6,486.00	100.00%
JC Bull	27,312.50	-	100.52%	143.00	$ (143.00)	-	$(143.00)	$153,110.00	94.00%
Liberty	1,827.00	-	100.82%	15.00	$ (15.00)	-	$(15.00)	$2,032.00	100.00%
Appian	240.50	-	100.00%	0.00	$ -	-	$0.00	$(15,393.00)	100.00%
Fisher	395.00	-	100.00%	0.00	$ -	-	$0.00	$(4,191.00)	100.00%
Total	**$ 33,124.00**	-	**100.34%**	**158.00**	**(158.00)**	-	**$(158.00)**	**$142,044.00**	94.92%

MILESTONES, ETC.:

- The property management team attended the Model Lease and Magistrate Court Training on April 25-26 in Hilton Head Island. The training was presented by the Beaufort Housing Authority and attended by 17 housing authorities.

Respectfully Submitted, Jessica M. Holcomb

Jessica Holcomb, Deputy Director
Spartanburg Housing Authority

CAPITAL FUND TABLE

REPLACEMENT HOUSING FACTOR FUNDS
CAPITAL FUND

Replacement Housing Factor	Grant No. SC16R003502-15				
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
$218,757	4/12/2020*	4/12/2022	$58,080.34	$58,080.34	$160,676.66

Replacement Housing Factor	Grant No. SC16R003502-16				
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
$225,533	4/12/2021*	4/12/2023			$225,533

Replacement Housing Factor	Grant No. SC16R003502-17				
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
$162,926	8/15/2019	8/15/2021			$162,926

Capital Fund Program	Grant No. SC16P003501-16				
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
$1,289,642	4/12/2018	4/12/2020	$1,244,642	$917,699.36	$371,942.64

Capital Fund Program	Grant No. SC16P003501-17				
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
$926,447	8/15/2019	8/15/2021	$237,495.91	$237,495.91	$688,951.09

Capital Fund Program	Grant No. SC16P003501-18				
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
$1,246,092	5/28/2022	5/28/2020			$1,246,092

*Approved extension deadlines from HUD

Compliance/ Regulatory: The Capital Fund is awarded by HUD annually based in part on the number of units in the PHA portfolio. SHA must submit a proposed budget to HUD for approval. Funds must be obligated within 24 months and expended within 48 months. The funds are generally approved for projects directly associated with asset management. Ten percent of the award may be committed to the COCC and categories such as “Management Improvement” may be approved by HUD. (an example would be computer upgrades which benefit the overall operation of the authority). Much of SHA’s historical capital fund was used to satisfy outstanding debt (Capital Fund Financing). The RHF funds are committed to be utilized in the project on the Northside, currently underway. The expenditure date has been extended by HUD:

- 2016 Capital Fund Obligation and Disbursement End dates
  1) April 13, 2016 Obligation Start Date
  2) April 12, 2018 Obligation End Date
  3) April 12, 2020 Disbursement End Date

- 2017 Capital Fund Obligation and Disbursement End dates
  1) August 16, 2017 Obligation Start Date
  2) August 15, 2019 Obligation End Date
  3) August 15, 2021 Disbursement End Date

- 2018 Capital Fund Obligation and Disbursement End date
  1) May 28, 2018 Obligation Start Date
  2) May 28, 2020 Obligation End Date
  3) May 28, 2022 Disbursement End Date

- Monthly reporting by the 5th of each month on the obligation and expenditure of each open Capital Fund in the Line of Credit Control System (LOCCS)

OUTLIERS
- Anticipating not receiving Capital Funds in 2020
- Majority of 2017 Capital Fund have been obligated for RAD
- Lack of Capital Funds to meet SHA's physical needs of the properties

MILESTONE
- SHA will receive $1,289,028 in Capital Fund for 2019
- Capital Fund Emergency Grant is at the DC HUD office for review and potential approval by the committee

DEVELOPMENT

COMPLIANCE/REGULATORY
- SHA must issue RFP's and RFQ's for developer and contractor activity while adhering to SHA and HUD procurement policies

OUTLIERS
- SHA experiences challenges in attracting interested and qualified vendors

MILESTONES
- Restoration of smoke damage unit at Archibald is nearing completion
- Environmental for Cammie Clagett is completed and submitted to the Special Application Center (SAC)

SHA and RECAP Real Estate Advisors continue to make progress on the refinancing of Country Gardens I & II. A call with Vista Management was held to review the critical and non-critical repairs from the PCNA. All third party reports are ordered and scheduled for execution.

HOUSING CHOICE VOUCHER PROGRAM

COMPLIANCE/REGULATORY

- The HUD requirement is that the PHA utilizes 98% of its vouchers or 98% of its allocated funding.
- The **Housing Choice Voucher Program's (HCV)** cumulative leasing and budget utilization from the 24 Month Tool.

Cumulative % Annual Leased	Cumulative % Eligibility Expended	Monthly UML %	Monthly ABA Expended %
90.%	99.7 %	90.7%	100.2%

- The current monthly lease up rate for **HCV** which includes **Project Based Voucher (PBV)** and **Rental Assistance Demonstration (RAD)** Programs:

HCV	PBV	RAD
90%	97%	94%

- The **Mod Rehab Program (MOD)** leasing rate is 90%:

Norris Ridge	Morningside
99%	83%

- The **Tenant Based Rental Assistance Program (TBRA)** leasing rate is 100%.

OUTLIERS

- The HCV Department is working to maintain leasing within our budget allocation in the HCV, RAD, PBV, and MOD Rehab programs to ensure that the program meets HUD requirements.
- The Mod Rehab Program leasing is at the required 90%. SHA is waiting for HUD to provide replacement voucher for the families at Morningside Apartments.
- The TBRA Program for veterans has sixteen (16) participants.
- The TBRA2 Program has fifteen (15) families searching for housing.

MILESTONES

- Housing Choice Voucher Program issued thirty (30) vouchers, one hundred twenty-one (121) families are searching for housing and thirty-one (31) vouchers expired.
- Forty-one (41) Project Based Vouchers were added, twenty-two (22) at Parkside at Drayton and nineteen at Cedar Springs Place.
- There were eight-three (83) families leased this month.

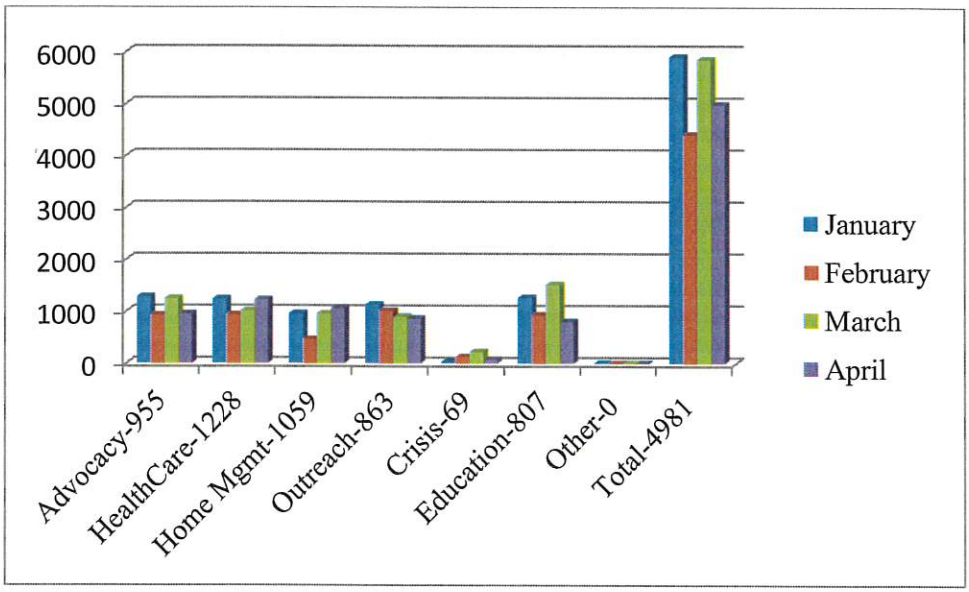
Program	Units Allocated	Units Leased	Unused
HCV	1719	1551	168
PBV	273	264	9
RAD	338	317	21
MOD	226	219	7
Totals	**2556**	**2349**	**207**

COMMUNITY AND SUPPORTIVE SERVICES-April 2019

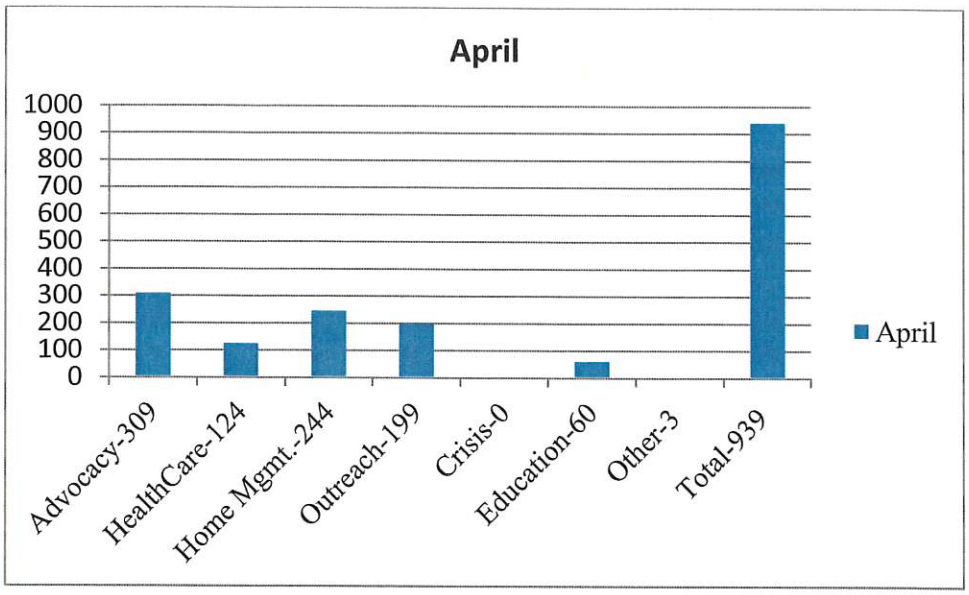
Grant #	Grant Name	Closing Date	Remaining Balance	Notes
YB-28112-16-60-A-45	YouthBuild	4/30/2019	$72,177 (Closeout Due 90 days from the grant expiration date)	YouthBuild Staff discontinued 4/30/2019
MFSC179397	MultiFamily	12/31/2018	$0	Next Batch Funding Approximately June 2019
SC003RPS11A015	ROSS	3/24/2020	$134,486.68	Position Filled-April 16, 2019
FSS18SC2129	FSS	2/18/2020	$45,659.52	N/A

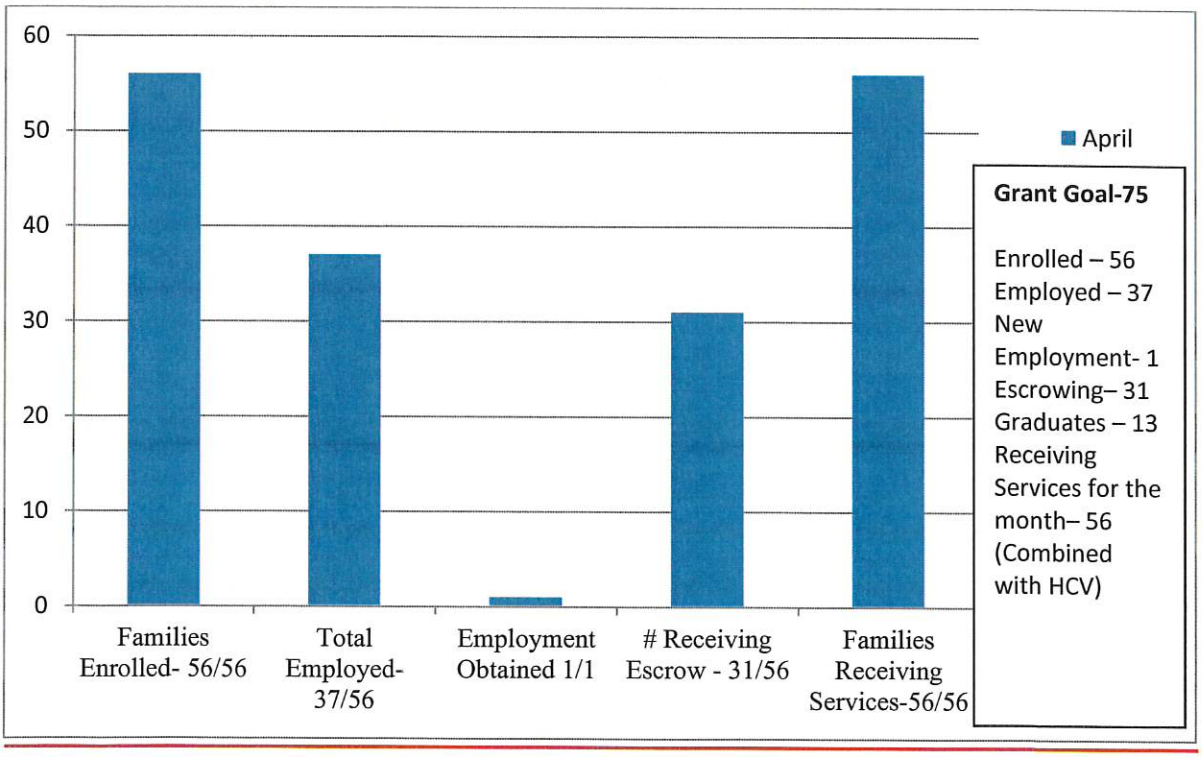
MILESTONES

EDSC ELDERLY AND DISABLED PROGRAM # of Services for 2019 (April)
Archibald High Rise, Archibald Village, Camp Croft Courts,
Victoria Gardens, Prince Hall



MFSC ELDERLY AND DISABLED PROGRAM # of Services for 2019 (April)
JC Bull and Cedar Springs



HCV/PH HOUSING FSS PROGRAM (April)
(Grant Period is 1/1/19 to 12/31/19)

FSS Escrow Account	As of 4/30/2019
Public Housing	$13,512
HCV	$78,361