



NOTICE AND AGENDA

**Board of Commissioners Meeting
Tuesday, October 22, 2019**



NOTICE

The Housing Authority of the City of Spartanburg will hold the regular meeting of the Board of Commissioners at 4:00 P.M., Tuesday, October 22, 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, September 24, 2019
- V. Commissioner Comments**
- VI. Public/Staff Comments**
- VII. Action Items and Resolutions**
 - A. 2019-40 – Fourth Quarter FY 2019 Bad Debt Write-offs
 - B. 2019-41 – Utility Allowance Schedules for Public Housing
 - C. 2019-42 – Joint Venture Development Agreement
 - D. 2019-43 – Development Consultant Agreement
 - E. 2019-44 – 2020 Housing Choice Voucher Payment Standards
 - F. 2019-45 – HVAC Maintenance & Repairs Sole Source
 - G. 2019-46 – Sharp Business Systems
 - H. 2019-47 – Human Capital Initiatives - HCI
- VIII. Monthly Reports**
 - A. CEO Monthly Report (verbal report) - Shaunté Evans
 - B. Finance Report – Jose Calicdan

C. SHA Program Dashboards

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

IX. Other Business

- A. 2020 Board of Commissioners Meeting Schedule

X. Adjournment



**Approval of Minutes
Annual Board Meeting
September 24, 2019**

**Board of Commissioners Meeting
Tuesday, October 22, 2019**

**MINUTES OF THE ANNUAL BOARD MEETING OF THE COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SPARTANBURG, SOUTH CAROLINA
September 24, 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.

Chairman Matthew Myers called the meeting to order at 4:00PM

I. MOMENT OF SILENCE: *Observed*

II. ROLL CALL: John Fairey, Matthew Myers, Andy Poliakoff, Ralph Settle, and Chuck White, were present during roll call. Brenda Thomas arrived at 4:01.

III. GUESTS: Mansur Abdul-Malik and Woodrow Brown

IV. APPROVAL OF AGENDA:

Commissioner White made a motion to approve the agenda. The motion was seconded by Commissioner Poliakoff and unanimously carried.

V. APPROVAL OF THE PREVIOUS MEETING MINUTES:

- a. A motion to accept the minutes of the regular board meeting of August 27th, 2019 as presented was made by Commissioner White. The motion was seconded by Commissioner Fairey and unanimously carried.
- b. Chair Myers requested a change be made to Resolution 2019-37 - he doesn't think he made that motion. Lynn Levesque will check recording. Commissioner Thomas made a motion to approve subject for the change. The motion was seconded by Commissioner Poliakoff and unanimously carried.

VI. COMMISSION COMMENTS

Chair Myers thanked Reggie Barner for his service as Interim CEO. Reggie Barner thanked board for the opportunity.

Chair Myers welcomed Shaunté Evans as the new CEO.

VII. PUBLIC/STAFF COMMENTS

Public comments: None.

Staff comments: Jose Calicdan also thanked Reggie Barner for his service.

VIII. ACTION ITEMS AND RESOLUTIONS:

a. RESOLUTION NO. 2019-38 – CEO SIGNATORY

This resolution is for the new CEO, Shaunté Evans, to serve as signatory on all bank accounts.

Commissioner Poliakoff made a motion to approve Resolution 2019-38. The motion was seconded by Commissioner White and unanimously carried.

RESOLUTION NO. 2019-38
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
September 24, 2019

IX. MONTHLY REPORTS

a. Interim CEO Monthly Report

The CEO report was presented by Interim CEO Reginal Barner, and questions raised by the Board were addressed.

Shaunté Evans, the new CEO, also addressed the Board.

b. Finance Report

The Finance report was presented and reviewed by Joe Calicdan, and questions raised by the Board were addressed.

c. SHA PROGRAMS DASHBOARD

- i. The Asset Management report was presented and reviewed by Jessica Holcomb, and questions raised by the Board were addressed.

- ii. The Capital Fund and Development report was presented and reviewed by Joseph Jackson, and questions raised by the Board were addressed. Mr. Mansur Abdul-Malik from NHP, addressed the Board as well.
- iii. The Housing Choice Voucher Program report was presented and reviewed by Tiffany Askew, and questions raised by the Board were addressed.
- iv. The Community and Supportive Services report was presented and reviewed by Cierra Fowler, and questions raised by the Board were addressed.

X. ELECTION OF OFFICERS:

Commissioner Settle made a motion to confirm Mr. Myers as Chair and Mr. Fairey as Vice Chair. The motion was seconded by Commissioner Poliakoff and unanimously carried.

XI. Executive Session - To discuss a personnel matter pursuant to Section 30-4-70(a)(1) of the South Carolina Code

The Executive Session was not held. Chair Myers stated that the personnel matter is cleared up.

XII. OTHER BUSINESS:

Chair Myers noted the presence of Mr. Woodrow Brown, a resident of Victoria Gardens, who came to address the Board.

Mr. Brown thanked the Board and the Spartanburg Housing Authority for serving Victoria Gardens so well and expressed his gratitude for the initiatives and communities which help people to be self-sufficient in his mother's legacy.

Mr. Barner invited Mr. Brown to speak at the SHA 80th anniversary.

XIII. Adjournment

Commissioner White made a motion to adjourn the meeting, which was seconded by Commissioner Fairey. The meeting was adjourned at 5:06 p.m.

Respectfully Submitted,
The Housing Authority of the City of Spartanburg



Action Items & Resolution 2019-40

Fourth Quarter FY 2019 Bad Debt Write-offs

**Board of Commissioners Meeting
Tuesday, October 22, 2019**

October 22, 2019

**Spartanburg Housing Authority
Spartanburg, SC 29306**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Fourth Quarter FY 2019 Bad Debt Write-offs
Resolution #2019-40**

RECOMMENDATION:

Approve write-off of uncollected accounts receivables from July 1, 2019 – September 30, 2019 in the amount of \$19,857.53.

CONTACT PERSON:

Jose Calicdan
Interim Director of Finance
864-598-6041

SUMMARY:

The amount presented for board approval for write-off for all properties for the period of July 1, 2019 – September 30, 2019 (fourth quarter FY 2019) is \$19,857.53 (please refer to the attached summary). Compared to the same period in FY 2018, write-offs were \$12,683.26 or \$7,174.27 more than in the fourth quarter FY2019.

BACKGROUND:

(Past due Rent Collection Process)

Tenants are sent a late notice if rent remains unpaid after the eighth day of the month. Indicated in the late notice, the tenant has fourteen days from the date of the letter to pay the outstanding rent amount. The tenant is also advised in the late notice that if rent remains unpaid after the fourteenth day that the landlord would begin eviction proceedings against the tenant. Subsequent to the above deadlines, if rent is not paid and sufficient arrangements have not been made with the site manager, an eviction list is forwarded to the magistrate each month for processing. These annually uncollected rents are submitted to the Board of Commissioners for approval to be written off.


FINANCIAL CONSIDERATIONS:

The Municipal Association of South Carolina (MASC) does not charge Spartanburg Housing Authority for this service. All fees are paid by the past tenants' set-offs collected.

POLICY CONSIDERATIONS:

Once approved a detailed listing of the tenants with unpaid rents is submitted to the Municipal Association of South Carolina (MASC) who then works with the South Carolina Department of Revenue (DOR) to offset any tax refund that may be generated for the tenant in the future. During this process, the MASC system generates notices to the past tenant that advises them of the process. A separate notice is also sent at the time an offset is made and a refund is sent to the Spartanburg Housing Authority.

Respectfully Submitted,



Jose Calicdan, Interim Director of Finance
Spartanburg Housing Authority

		Spartanburg Housing Authority					
		Bad Debt Write Off Receipts					
		October 1, 2018 - September 30, 2019					
	<u>Properties (AMP's)</u>	<u>FY 2019</u>	<u>FY 2019</u>	<u>FY 2019</u>	<u>FY 2019</u>		
		<u>1st QTR</u>	<u>2nd QTR</u>	<u>3rd QTR</u>	<u>4th QTR</u>	TOTAL	
		<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	AMOUNT	
1	Camp Croft	\$ -	\$ 124.00	\$ -	\$ -		
2	Archibald Village	\$ -	\$ -	\$ -	\$ -		
3	Archibald Rutledge	\$ 101.00	\$ 197.50	\$ 40.00	\$ 786.50		
4	Scattered Sites	\$ 1,100.00	\$ 61.00	\$ -	\$ -		
5	Prince Hall	\$ 341.01	\$ 2,198.22	\$ 247.05	\$ 835.27		
6	Victoria Garden	\$ -	\$ 1,353.60	\$ 841.72	\$ -		
7	Cambridge Place	\$ -	\$ -	\$ -	\$ -		
8	Page Lake	\$ -	\$ -	\$ -	\$ -		
9	JC Bull	\$ -	\$ -	\$ -	\$ -		
10	Liberty	\$ -	\$ 43.00	\$ -	\$ -		
11	Appian	\$ -	\$ -	\$ -	\$ -		
	Total	\$1,542.01	\$3,977.32	\$1,128.77	\$1,621.77	\$8,269.87	

		Spartanburg Housing Authority				
		Bad Debt Write Off				
		July 1, 2019 - September 30, 2019				
	<u>Properties (AMP's)</u>	<u>FY 2019</u>	<u>FY 2018</u>	<u>Dollars</u>		%
		<u>4th QTR</u>	<u>4th QTR</u>	<u>Inc./ (Dec.)</u>		
		<u>Amount</u>	<u>Amount</u>			
1	Camp Croft	\$ 2,876.44	\$ 1,140.42	\$ 1,736.02		
2	Archibald Village	\$ 35.00	\$ -	\$ 35.00		
3	Archibald Rutledge	\$ 4,603.00	\$ 1,654.00	\$ 2,949.00		
4	Scattered Sites	\$ -	\$ -	\$ -		
5	Prince Hall	\$ 4,344.83	\$ 6,837.60	\$ (2,492.77)		
6	Victoria Garden	\$ 7,762.26	\$ 3,051.24	\$ 4,711.02		154%
7	Cambridge Place	\$ -	\$ -	\$ -		
8	Page Lake	\$ -	\$ -	\$ -		
9	JC Bull	\$ 236.00	\$ -	\$ 236.00		
10	Liberty	\$ -	\$ -	\$ -		
11	Appian	\$ -	\$ -	\$ -		
	Total	\$19,857.53	\$12,683.26	\$7,174.27		57%

RESOLUTION NO. 2019-40

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

October 22, 2019

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

Approve the write-offs of uncollected rents incurred by vacated tenants for the fourth quarter of Fiscal Year 2019 (July 1, 2019 – September 30, 2019) in the amount of \$19,857.53. No individual/family may be readmitted to any Federally Funded Program unit until such debt is paid.

Matthew Myers, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2019-40

DATE ADOPTED: October 22, 2019



Action Items & Resolution

2019-41

Utility Allowance Schedules for Public Housing

**Board of Commissioners Meeting
Tuesday, October 22, 2019**

October 22, 2019

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Utility Allowance Schedules for Public Housing
Resolution No. 2019-41**

RECOMMENDATION:

Review and Approve FY 2020 Public Housing Utility Allowances.

CONTACT PERSON:

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

BACKGROUND:

Housing Urban Development (HUD) requires that the Public Housing Program establish and maintain a utility allowance schedule that provides reasonable allowances for Tenant-paid and Authority paid utilities. The utility allowance is intended to enable participating families to pay typical costs for utilities and services paid by energy-conserving households occupying units of similar size and type in the same locality. HUD requires a PHA to review the utility allowance annually. If there has been more than a 10% increase, the PHA must update the allowances.

Spartanburg Housing Authority is required to maintain a utility allowances schedule for Tenant-paid and Authority paid utilities, tenant supplied refrigerators and ranges, and other tenant-paid housing services (such as trash collection). In August 2019, the Nelrod Company completed a comprehensive survey and study to develop utility allowance for the Public Housing Program based upon a reasonable consumption of an energy conservative family of modest circumstances to provide for the basic essentials needed for a living environment that is safe, sanitary and healthful.

There were increases and decreases more than 10% for the utilities used in the Public Housing Program and some utilities did not change. Therefore, the current utility allowances need to be adjusted. Attachments of the current utility allowances are provided.

Upon adoption by the Board of Commissioners, the current utility allowances will go into effect on December 01, 2019 and will apply to new tenants as well as all current tenants completing annual recertification and unit transfers.

SUMMARY:

SPARTANBURG HOUSING AUTHORITY, SC **PUBLIC HOUSING** **Resident-Paid Utilities**

PROPOSED MONTHLY UTILITY ALLOWANCES **Chart 1**

UPDATE 2019

Building Type: Semi-Detached/Duplex

Cambridge Place - Brawley St (Electric Heating) (EE Equip: Win,HP,WH,Ins,WS,CFL)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,H,C)				\$62.00		
Natural Gas (WH)				\$19.00		
Water				\$27.00		
Sewer				\$64.00		
Totals				\$172.00		

Cambridge Place - Brawley St (Gas Heating) (EE Equip: Win,WH,Ins,WS,CFL)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,C)				\$55.00		
Natural Gas (H,WH)				\$21.00		
Water				\$27.00		
Sewer				\$64.00		
Totals				\$167.00		

A monthly average cost of the summer and winter adjustments were used for electricity and natural gas costs where applicable.

L&A= Lights & Appliances

H= Space Heating

WH= Water Heating

C= Cooking

EE Equip= Energy Efficient Equipment

Win= Windows

HP= Heat Pump

Ins= Insulation

WS= Water Saving Appliances

CFL= 100% Fluorescent Lighting

SPARTANBURG HOUSING AUTHORITY, SC

PUBLIC HOUSING Resident-Paid Utilities

Note: Public Housing utility allowances are calculated similar to method used by each utility provider. These allowances are not calculated by end use (like the Section 8 HCV Program), but by total usage for each utility type.

Building Type: Detached House

Scattered Sites SC-3-11,23,24,28,99 (All Electric) (EE Equip: HP,Ins)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,H,WH,C)				\$168.00	\$191.00	
Total (Electric Only)				\$168.00	\$191.00	
Water				\$34.00	\$42.00	
Sewer				\$86.00	\$111.00	
Totals (with Water & Sewer)				\$288.00	\$344.00	

Building Type: Detached House

Scattered Sites SC-3-11,23,24,28,99 (Gas Heating) (EE Equip: H,Ins)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,WH,C)				\$137.00	\$157.00	
Natural Gas (H)				\$26.00	\$26.00	
Totals (Electric & Natural Gas)				\$163.00	\$183.00	
Water				\$34.00	\$42.00	
Sewer				\$86.00	\$111.00	
Totals (with Water & Sewer)				\$283.00	\$336.00	

Building Type: Row House/Townhouse

Prince Hall SC-3-12 (EE Equip: Win,H,Ins)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)			\$44.00	\$50.00		

SPARTANBURG HOUSING AUTHORITY, SC

PUBLIC HOUSING Check-Metered Utilities

PROPOSED MONTHLY CONSUMPTION ALLOWANCES

Chart 2

UPDATE 2019

Building Type: Semi-Detached/Duplex

Camp Croft SC-3-6 (EE Equip: H,Ins,WS)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (kWh) (L&A)		168	209	256		
Natural Gas (ccfs) S(WH,C)		17	21	23		
Natural Gas (ccfs) W(H,WH,C)		37	45	54		
Water (gallons)		1992	3522	5052		

Building Type: Semi-Detached/Duplex

Victoria Gardens SC-3-9 (EE Equip: Win,H,Ins)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (kWh) (L&A,H,WH)		397	489	588	683	781
Natural Gas (ccfs) S(C)		5	7	7	8	9
Natural Gas (ccfs) W(H,WH,C)		19	24	29	32	35
Water (gallons)		2673	4819	6965	9111	11257

Building Type: Row House/Townhouse

Prince Hall SC-3-12 (EE Equip: Win,H,Ins)	0BR	1BR	2BR	3BR	4BR	5BR
Natural Gas (ccfs) S(WH,C)			20	22		
Natural Gas (ccfs) W(H,WH,C)			36	43		
Water (gallons)			4819	6965		

L&A= Lights & Appliances

H= Space Heating

WH= Water Heating

C= Cooking

EE Equip= Energy Efficient Equipment

Win= Windows

Ins= Insulation

WS= Water Saving Appliances

S= Summer

W= Winter

Note: Public Housing allowances are calculated similar to method used by each utility provider. These allowances are not calculated by end use (like the Section 8 HCV Program), but by total usage for each utility type.

SPARTANBURG HOUSING AUTHORITY, SC

PUBLIC HOUSING Resident-Paid Utilities

COMPARISON OF CURRENT AND PROPOSED UTILITY ALLOWANCES Chart 3

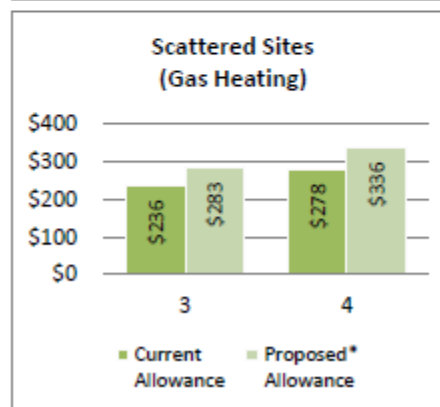
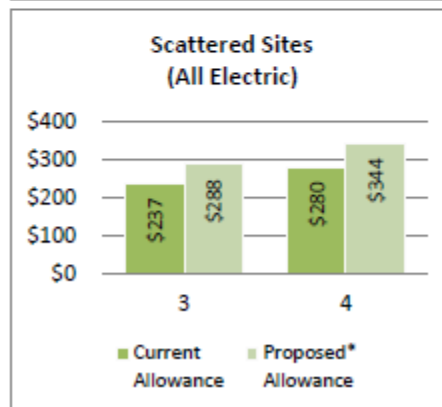
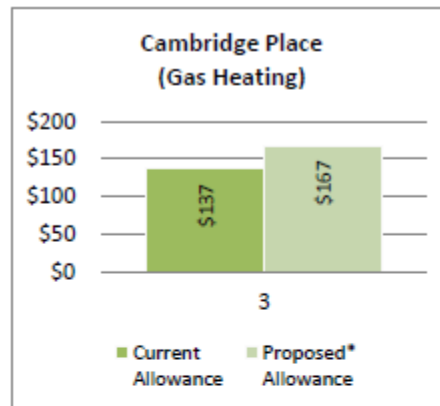
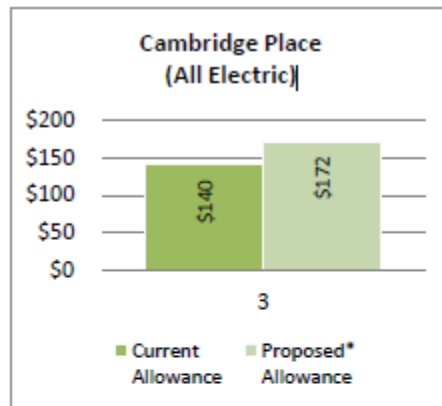
UPDATE 2019

Development	Bedroom Size	Current Allowance	Proposed* Allowance	Difference**
Cambridge Place - Brawley St (Electric Heating)	3	\$140.00	\$172.00	\$32.00
Cambridge Place - Brawley St (Gas Heating)	3	\$137.00	\$167.00	\$30.00
Scattered Sites	3	\$237.00	\$288.00	\$51.00
SC-3-11,23,24,28,99 (All Electric)	4	\$280.00	\$344.00	\$64.00
Scattered Sites SC-3-11,	3	\$236.00	\$283.00	\$47.00
23,24,28,99 (Gas Heating)	4	\$278.00	\$336.00	\$58.00
Prince Hall SC-3-12	2	\$37.00	\$44.00	\$7.00
	3	\$43.00	\$50.00	\$7.00

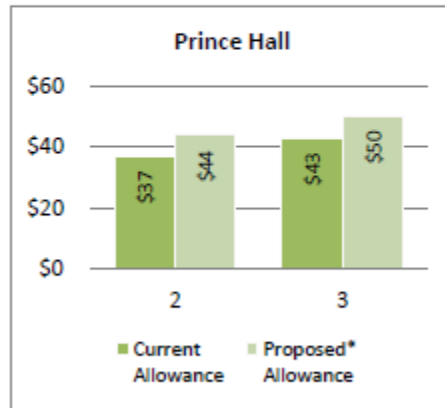
Proposed allowances include the average for electric and natural gas summer and winter months.

*Proposed allowances were rounded to the nearest dollar.

**After rounding.



SPARTANBURG HOUSING AUTHORITY, SC
PUBLIC HOUSING
Resident-Paid Utilities



**Individual Relief
Medical Equipment Allowances**

Electric Provider: Duke Power

Item	Hours per Day	Wattage	Monthly kWh	Energy Charge	Utility Allowance
Oxygen Concentrator	18	400	223	0.135285	\$30.00
Nebulizer	2	75	5	0.135285	\$1.00
Electric Hospital Bed	0.2	200	1	0.135285	\$1.00
Alternating Pressure Pad	24	70	52	0.135285	\$7.00
Low Air-Loss Mattress	24	120	89	0.135285	\$12.00
Power Wheelchair/Scooter	3	360	33	0.135285	\$4.00
Feeding Tube Pump	24	120	89	0.135285	\$12.00
CPAP Machine	10	30	9	0.135285	\$1.00
Leg Compression Pump	24	30	22	0.135285	\$3.00
Dialysis Machine/Equipment	2	710	44	0.135285	\$6.00

Oxygen Concentrator

Use per day varies, assume 12-14 hours a day.

The 5-Liter model uses 400 W, the 3-Liter model uses 320 W.

Nebulizer

A medicine delivery system used mostly for pediatric care.

Used 4-6 times a day for 20 minutes at a time at 75W.

Semi/Fully Electric Hospital Bed

Use depends on adjustments. 200 W.

Alternating Pressure Pad

An air-filled mattress overlay.

Used 24 hours a day for someone who is bed-ridden.

Low Air-Loss Mattress

Takes the place of mattress - air -filled pressurized mattress.

Cycles air around every 15-20 minutes.

Power Wheelchairs and Scooters

Need to be charged approximately 8 hours every 3 days.

Batteries are 120 V, 3 Amp, 360 W.

Feeding Tube Pump (Continuous Feed)

A pump delivers a constant amount of formula throughout the day or night.

CPAP Machine

Used for Sleep Apnea. Machines run only at night for people who have a tendency to stop breathing at night. At maximum pressure use is 40 Watts. On average - 30 Watts.

Leg Compression Pump

Provides intensive compression therapy. Use varies, generally from 8-24 hours daily.

Dialysis Machine/Equipment (Small/Portable)

Filters a patient's blood to remove excess water and waste products. Used 2 hours daily.

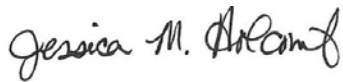
FINANCIAL CONSIDERATIONS:

Public Housing staff and the Finance Department will monitor Rent Payments and Utility Reimbursement expenses.

POLICY CONSIDERATIONS:

HUD regulations (24CFR965-507(b)) state that, “adjustments to resident payments as a result of such changes” (adjustments made due to a result of rate changes of 10% or more) agencies do not have to comply with the sixty (60) day notice (and comment period) requirement of §965.502(c).” A 30-day notice will suffice. Upon adoption by the Board of Commissioners, the revised utility allowances will be put into effect as of December 01, 2019 and will apply to new tenants as well as all current tenants completing annual recertification and unit transfers.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jessica M. Holcomb". The signature is fluid and cursive, with the first name "Jessica" and last name "Holcomb" clearly distinguishable.

Jessica M. Holcomb
Deputy Director of Asset Management and Special Projects

RESOLUTION NO. 2019-41

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

October 22, 2019

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

Approve FY 2020 Public Housing Utility Allowance.

Matthew Myers, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2019-41

DATE ADOPTED: October 22, 2019

Action Items & Resolution 2019-42

Authorization of Joint Venture Development Agreement

**Board of Commissioners Meeting
Tuesday, October 22, 2019**

RESOLUTION NO. 2019-42

Whereas a binding joint venture development agreement as be signed between the Housing Authority of the City of Spartanburg ("SHA") and Northside Development Corporation, doing business as Northside Development Group ("NDG") (collectively, "The Collaborative Partners" or "CP") and SCG Development Partners, LLC, Davis entity to be formed, and McCauley entity to be formed (collectively, "Spartanburg Housing Partners" or "SHP") that involves the planning , development, financing and operations of the Northside Development.

The property will consist of approximately 90 units of mixed income housing to be located on the former mill site owned by Partans, LLC)"Partans") commonly referred to as TMS 7-12-05-345.0. The 90 units of multifamily will include 72 market rate units. The remaining 18 units will be designated as affordable rental housing units and will be assisted with PBV "Transfer of Assistance" vouchers from the former Cammie Clagett development.

NOW THEREFORE BE IT RESOLVED that the Board of Directors does hereby approve the reduction in units from 78 units to 18 units.

ADOPTED AND APPROVED this 22nd day of October, 2019

Matthew Myers, CHAIRMAN

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2019-42

DATE ADOPTED: October 22, 2019

Action Items & Resolution 2019-43

Development Consultant Agreement

**Board of Commissioners Meeting
Tuesday, October 22, 2019**

**RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE
HOUSING AUTHORITY OF THE CITY OF SPARTANBURG, SC**

October 22, 2019

Resolution No. 2019-43: Development Consultant Agreement

A duly noticed regular meeting of the Board of Commissioners (the “Board”) of the Housing Authority of the City of Spartanburg, SC (the “Authority”) took place on October 22, 2019, at 2271 S. Pine Street, Spartanburg, SC 29302. Present, either in person or via telephone, was a quorum of the Board of Commissioners.

The Board, after consideration and discussion of matters herein, hereby takes the following actions and adopts the following resolutions on behalf of the Authority:

WHEREAS, the Authority has several development projects in the pipeline at varying stages for which it desires the services of a development consultant;

WHEREAS, Reginal B. Barner possesses the expertise and experience necessary to provide the desired development consultant services; and

WHEREAS, the Authority desires to retain Reginal B. Barner to provide development consulting services for a period of 90 days beginning November 1, 2019, and concluding on January 31, 2020, with an option to extend for up to an additional 180 days for an amount not to exceed \$30,000, and on such further terms as set forth in an agreement.

NOW THEREFORE BE IT RESOLVED that Shaunté Evans, the Chief Executive Officer of the Authority, is hereby authorized to enter into and execute a Development Consulting Agreement subject to final review by legal counsel.

RECORDING OFFICER'S CERTIFICATION

I, Matthew Myers, the duly appointed Chairman of the Board of Commissioners of Housing Authority of the City of Spartanburg, SC, do hereby certify that this resolution was properly adopted at a duly noticed regular meeting of Board of Commissioners of the Housing Authority of the City of Spartanburg, SC, held on October 22, 2019.

Matthew Myers, CHAIR

ATTEST:

SECRETARY
FOR CLERK USE ONLY
RESOLUTION NO. 2019-43
DATE ADOPTED: October 22, 2019

Action Items & Resolution 2019-44

2020 Housing Choice Voucher Payment Standards

**Board of Commissioners Meeting
Tuesday, October 22, 2019**



October 22, 2019

**Spartanburg Housing Authority
Spartanburg, SC 29306**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**2020 Housing Choice Voucher Payment Standards
Resolution No. 2019-44**

RECOMMENDATION:

To review and approve the proposed 2020 Housing Choice Voucher Payment Standards.

CONTACT PERSON:

Tiffany Askew
Deputy Director of Leased Housing
864-598-6053

SUMMARY:

The U.S. Department of Housing Urban Development (HUD) requires that the Housing Choice Voucher Program review Payment Standards annually when HUD updates its Fair Market Rents (FMRs). The payment standard sets the maximum subsidy payment a family can receive each month. Fair Market Rents are set at a percentile within the rent distribution of standard quality rental housing units in each FMR area. For most jurisdictions FMRs are set at the 40th percentile of rents in the market area. The SHA must establish a payment standard schedule that establishes payment standard amounts for each FMR area within the SHA's jurisdiction, and for each unit size within each of the FMR areas. For each unit size, the SHA may establish a single payment standard amount for the whole FMR area, or may set different payment standards for different parts of the FMR area. Unless HUD grants an exception, the SHA is required to establish a payment standard within a "basic range" established by HUD – between 90 and 110 percent of the published FMR for each unit size.

The current and proposed Payment Standards are as follows:

Actual 2019 Payment Standards			
	2019 FMR	Percentage	2019 PMS
Efficiency	552	100.000%	552.00
One BR	632	105.000%	663.60
Two BR	758	100.000%	758.00
Three BR	1013	100.000%	1013.00
Four BR	1130	100.000%	1130.00
Five BR	1224	100.000%	1224.00
Six BR	1469	100.000%	1469.00


Proposed 2020 Payment Standards			
	Proposed 2020 FMR	Percentage	Proposed 2020 PMS
Efficiency	613	100.000%	613.00
One BR	679	100.000%	679.00
Two BR	795	100.000%	795.00
Three BR	1057	100.000%	1057.00
Four BR	1151	100.000%	1151.00
Five BR	1323	100.000%	1323.00
Six BR	1496	100.000%	1496.00

FINANCIAL CONSIDERATIONS:

The HCV budget will be monitored to ensure that program funds are fully utilized to assist as many families as possible.

POLICY CONSIDERATIONS:

The change in the payment standard will be effective January 1, 2020 and will be applied according to HUD guidelines.

Respectfully Submitted, 
Tiffany Askew, Deputy Director of Leased Housing
Housing Authority of the City of Spartanburg

HOUSING AUTHORITY OF SPARTANBURG
ESTIMATED IMPACT OF 10/2019 INCREASED PAYMENT STANDARDS
CALENDAR YEARS 2019 & 2020

2019 Costs			Estimated 2020 Costs Without Increase			Estimated 2020 Costs With Increase		
Month	UML	HAP	Month	UML	HAP	UML	PUC	HAP
Jan-19	2,043	\$914,134	Jan-20	2,135	\$958,893	2,135	452.23	965,511
Feb-19	2,049	\$929,641	Feb-20	2,135	\$958,893	2,135	452.23	965,511
Mar-19	2,053	\$897,510	Mar-20	2,135	\$958,893	2,135	452.23	965,511
Apr-19	2,086	\$943,437	Apr-20	2,135	\$958,893	2,135	452.23	965,511
May-19	2,115	\$941,383	May-20	2,135	\$958,893	2,135	452.23	965,511
Jun-19	2,136	\$946,069	Jun-20	2,135	\$958,893	2,135	452.23	965,511
Jul-19	2,119	\$967,568	Jul-20	2,135	\$958,893	2,135	452.23	965,511
Aug-19	2,154	\$977,220	Aug-20	2,135	\$958,893	2,135	452.23	965,511
Sep-19	2,200	\$1,009,985	Sep-20	2,135	\$958,893	2,135	452.23	965,511
Oct-19	2,210	\$1,014,390	Oct-20	2,135	\$958,893	2,135	452.23	965,511
Nov-19	2,220	\$1,018,980	Nov-20	2,135	\$958,893	2,135	452.23	965,511
Dec-19	2,230	\$1,023,570	Dec-20	2,135	\$958,893	2,135	452.23	965,511
TOTALS	25,615	\$11,583,887	UML	25,620	\$11,506,716	25,620		11,586,133

2,135

2020 PUC	452.23	UMA	27,480	2020 PUC	452.23
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Actual 2019 Payment Standards			
	2019 FMR	Percentage	2019 PMS
Efficiency	552	100.000%	552.00
One BR	632	105.000%	663.60
Two BR	758	100.000%	758.00
Three BR	1013	100.000%	1013.00
Four BR	1130	100.000%	1130.00
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Six BR	1469	100.000%	1469.00

Proposed 2020 Payment Standards			
	Proposed 2020 FMR	Percentage	Proposed 2020 PMS
Efficiency	613	100.000%	613.00
One BR	679	100.000%	679.00
Two BR	795	100.000%	795.00
Three BR	1057	100.000%	1057.00
Four BR	1151	100.000%	1151.00
Five BR	1323	100.000%	1323.00
Six BR	1496	100.000%	1496.00

Increase per unit
61
47
37
44
21
99
0

Annual	
2020 HAP Budget	\$11,552,357
Projected HAP Cost	\$11,586,148
Projected PUC	\$452
Overage Cost	\$33,791
19-Sep HAP Reserve	\$302,128

RESOLUTION NO. 2019-44

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

October 22, 2019

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

Authorize the adjustment of the 2020 Housing Choice Voucher Payment Standards effective January 1, 2020.

Matthew Myers, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2019-44

DATE ADOPTED: October 22, 2019

Action Items & Resolution

2019-45

HVAC Maintenance & Repairs

Sole Source

Board of Commissioners Meeting
Tuesday, October 22, 2019

October 22, 2019

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**HVAC Maintenance & Repairs Sole Source
Resolution #2019-45**

RECOMMENDATION:

Authorize the CEO to award a contract for HVAC Maintenance & Repair Services to LPB of South Carolina in the amount up to \$80,000.00. This contract will be awarded for a period starting on November 01, 2019 thru October 31, 2020. This contract may be renewed at the discretion of the CEO each year for a total of five years including the initial year.

CONTACT PERSON:

Nathan Bragg
Procurement Specialist
864-598-6035

SUMMARY:

The statement of work is for a Contractor (LPB of South Carolina) to provide normal, after hours and emergency HVAC maintenance and repair services to public housing sites on an as needed basis. SHA received 1 bid from LPB of South Carolina during the bid opening on June 11th for the HVAC Maintenance & Repair Services Invitation for Bids (IFB2019-0003). This solicitation was advertised in the local newspaper, on South Carolina's Business Opportunity (SCBO) and extensive outreach to local vendors in the upstate area. This solicitation was extended multiple times until July 17th, 2019.

SHA issued the HVAC Maintenance & Repair Services IFB2019-0003 on May 7, 2019, whereas one response was received. The solicitation was extended three more times to receive the minimum of three bids. This is fully documented in a justification in the procurement file. A sole source letter dated July 30, 2019 was sent to HUD in Columbia to ask for approval of a sole source procurement. The HUD approval letter is attached for your reference.

FINANCIAL CONSIDERATIONS:

This is an Indefinite Quantity Contract for HVAC Maintenance & Repair Services including replacement. Staff has completed its due diligence to plan for the basic maintenance and repair costs of this contract paid out by Spartanburg Housing Authority's through the site's budgets.


October 22, 2019

SHA Staff continues to perform preventative maintenance and looks forward to seeing a reduction in costly HVAC system repairs and replacements.

The properties have budgeted for this service in the HVAC Contract budget line item.

POLICY CONSIDERATIONS:

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

Respectfully Submitted, 

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



U. S. Department of Housing and Urban Development

South Carolina Office
Strom Thurmond Federal Building
1835 Assembly Street
Columbia, South Carolina 29201-2480

September 20, 2019

Mr. Nathan Bragg
Procurement – Special Projects Representative
Spartanburg Housing Authority
2271 South Pine Street
Spartanburg, South Carolina 29302

Dear Mr. Bragg:

Subject: Noncompetitive Procurement, HVAC Services

This letter serves as our approval of Spartanburg Housing Authority's (SHA) request to complete a noncompetitive procurement. Per SHA's letter dated July 30, 2019 and received by HUD on September 10, 2019, the need to procure noncompetitively is required due to a lack of adequate competition as allowed by 2 CFR Part 200.

We are specifically approving SHA's request to procure with LPB of South Carolina for the provision of HVAC services.

Should you have further questions, please contact Randy Dyal at (803) 765-5312.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eric A. Bickley", with a stylized flourish at the end.

Eric A. Bickley

Director

Public Housing Program Center

RESOLUTION NO. 2019-45

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

October 22, 2019

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

Authorize the CEO to award a contract for HVAC Maintenance & Repair Services to LPB of South Carolina in the amount up to \$80,000.00. This contract will be awarded for a period starting on November 01, 2019 thru October 31, 2020. This contract may be renewed at the discretion of the CEO each year for a total of five years including the initial year.

Matthew Myers, Chairman

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2019-45

DATE ADOPTED: October 22, 2019

Action Items & Resolution 2019-46 Sharp Business Systems

**Board of Commissioners Meeting
Tuesday, October 22, 2019**

October 22, 2019

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Sharp Business Systems
Resolution #2019-46**

RECOMMENDATION:

Authorize the CEO to make a contract modification in the Housing Authority's signed contract for the Sharp Business Systems. This contract has one remaining year and may be renewed through the original terms of the State piggyback contract.

CONTACT PERSON:

Nathan Bragg
Procurement Specialist
864-598-6035

SUMMARY:

The commencement date of SHA's contract was March 23, 2016. A typographical error found in the signed contract under "Period of Performance" stated a five-year contract with a termination date of December 31, 2019. These terms were *pursuant to the South Carolina MPS Contract effective date Jan. 1, 2015 through December 31, 2019*. The original terms of the South Carolina MPS contract are stated as follows: January 1, 2015 through December 31, 2020. For clarification and accurate dating, the new date of this contract shall be fulfilled on midnight December 31, 2020.


FINANCIAL CONSIDERATIONS:

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The COCC and properties have budgeted for this service in the Sharp Business Systems Contract budget line item.

POLICY CONSIDERATIONS:

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

Respectfully Submitted, 

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



U. S. Department of Housing and Urban Development

South Carolina Office
Strom Thurmond Federal Building
1835 Assembly Street
Columbia, South Carolina 29201-2480

September 20, 2019

Mr. Nathan Bragg
Procurement – Special Projects Representative
Spartanburg Housing Authority
2271 South Pine Street
Spartanburg, South Carolina 29302

Dear Mr. Bragg:

Subject: Noncompetitive Procurement, HVAC Services

This letter serves as our approval of Spartanburg Housing Authority's (SHA) request to complete a noncompetitive procurement. Per SHA's letter dated July 30, 2019 and received by HUD on September 10, 2019, the need to procure noncompetitively is required due to a lack of adequate competition as allowed by 2 CFR Part 200.

We are specifically approving SHA's request to procure with LPB of South Carolina for the provision of HVAC services.

Should you have further questions, please contact Randy Dyal at (803) 765-5312.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eric A. Bickley".

Eric A. Bickley

Director

Public Housing Program Center

RESOLUTION NO. 2019-46

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

October 22, 2019

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

Authorize the CEO to make a contract modification in the Housing Authority's signed contract for the Sharp Business Systems. This contract has one remaining year and may be renewed through the original terms of the State piggyback contract.

Matthew Myers, Chairman

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2019-46

DATE ADOPTED: October 22, 2019

Action Items & Resolution

2019-47

Human Capital Initiatives - HCI

Board of Commissioners Meeting
Tuesday, October 22, 2019

October 22, 2019

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Human Capital Initiatives - HCI
Resolution #2019-47**

RECOMMENDATION:

Authorize the CEO to award a contract to Human Capital Initiatives-HCI to perform an agency review in the amount not to exceed \$60,000. This contract will be awarded for a period starting on October 23, 2019 thru October 23, 2020. This contract may be renewed at the discretion of the CEO each year for a total of five years including the initial year.

CONTACT PERSON:

Shaunté Evans
Chief Executive Officer

SUMMARY:

HCI will perform a review of all agency departments, focusing on the organizational structure, staffing, operational procedures, and determine the Spartanburg Housing Authority's readiness to further implement RAD and other change management activities.

This procurement was completed through a piggyback/joiner agreement with the Biloxi Housing Authority. Biloxi's contract has a robust scope of work that exceeds what is needed for HCI to conduct their work at Spartanburg Housing Authority. A revised scope of work will be tailored into SHA's contract through this piggyback/joiner agreement. All necessary procurement documents have received from Biloxi Housing Authority and justification to piggyback has been issued.

FINANCIAL CONSIDERATIONS:

This contract should not exceed \$60,000 based on the scope, but in proper consideration to the procurement policy, a resolution is being presented to the Board. The costs for this work shall emanate from the FY 2020 COCC operating budget.

POLICY CONSIDERATIONS:

This procurement does not exceed SHA's small purchase threshold of \$60,000.

Respectfully Submitted,

Shaunté Evans, CEO
The Housing Authority of the City of Spartanburg

RESOLUTION NO. 2019-47

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

October 22, 2019

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

Authorize the CEO to award a contract to Human Capital Initiatives-HCI to perform an agency review in the amount not to exceed \$60,000. This contract will be awarded for a period starting on October 23, 2019 thru October 23, 2020. This contract may be renewed at the discretion of the CEO each year for a total of five years including the initial year.

Matthew Myers, Chairman

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2019-47

DATE ADOPTED: October 22, 2019



CEO Monthly Report

Shaunté Evans

**Board of Commissioners Meeting
Tuesday, October 22, 2019**



Finance Report

Jose Calicdan

**Board of Commissioners Meeting
Tuesday, October 22, 2019**

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS

Actual to Budget Variance Comparison - PRELIMINARY STATEMENT

For twelve (12) months ending August, 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	\$ 284,108	\$ 263,087	\$ 21,021	8%	\$ 3,382,169	\$ 3,157,462	\$ 224,707	7%	3,157,458	107.1%	83.3%
Total Operating Expenses	394,789	261,896	132,893	51%	3,449,059	3,190,785	258,274	8%	3,181,812	108.4%	83.3%
Reserve transfer out (in)		(5,272)				(63,264)			(63,264)		
Net Operating Income	\$ (110,681)	\$ 6,463	\$ (117,144)	-1813%	\$ (66,890)	\$ 29,941	\$ (96,831)	-323%	38,910		
Revenue exceeded the budget by \$224K or 7%. However, operating expenses exceeded the budget due to higher maintenance expenses of \$193K and Prince Hall units renovation of \$45K.											
2 HCV Program - HAP only											
Total Revenue	\$ 1,034,144	\$ 970,774	\$ 63,370	7%	\$ 11,105,728	\$ 11,649,310	\$ (543,582)	-5%	11,649,310	95.3%	83.3%
Total Expenses	\$ 1,009,985	\$ 969,861	\$ 40,124	4%	\$ 11,271,210	\$ 11,638,310	\$ (367,100)	-3%	11,638,310	96.8%	83.3%
Net Operating Income (loss)	\$ 24,159	\$ 913	\$ 23,246	2546%	\$ (165,482)	\$ 11,000	\$ (176,482)	-1604%	11,000		
Staff continues to monitor the HAP program utilizing the two year tool provided by HUD. The cash shortfall was offset by reserve.											
3 HCV Program - Admin only											
Total Revenue	\$ 108,138	\$ 91,396	\$ 16,742	18%	\$ 1,307,150	\$ 1,096,862	\$ 210,288	19%	1,096,862	119.2%	83.3%
Total Expenses	\$ 133,569	\$ 99,913	\$ 33,656	34%	\$ 1,177,320	\$ 1,202,904	\$ (25,585)	-2%	1,202,904	97.9%	83.3%
Reserve transfer out (in)	\$ -	\$ (8,837)			\$ -	\$ (106,042)			(106,042)		
Net Operating Income (loss)	\$ (25,432)	\$ 320	\$ (25,752)	-8052%	\$ 129,830	\$ -	\$ 129,830		-		
*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 September, 2019 -SHA shows a net income of \$130K due to HUD increased in pro-ration rate at 80%.											
4 Mod Rehab Program - HAP only											
Total Revenue	95,241	103,466	\$ (8,225)	-8%	1,341,218	1,241,625	\$ 99,593	8%	1,241,625	108.0%	83.3%
Total Expenses	83,576	103,477	(19,901)	-19%	1,211,034	1,241,625	(30,591)	-2%	1,241,625	97.5%	83.3%
Net Operating Income	\$ 11,665	\$ (11)	\$ 11,676		\$ 130,184	\$ -	\$ 130,184		0		
* HUD is funding the program at the budget level. Annual cash settlements report is submitted to HUD. As of Sept, 2019, SHA received \$130K as excess disbursements due to voucher underutilization.											
5 Mod Rehab Program - Admin only											
Total Revenue	\$ 12,162	\$ 13,571	\$ (1,409)	-10%	\$ 163,976	\$ 162,841	\$ 1,135	1%	162,841	100.7%	83.3%
Total Expenses	7,940	8,651	(711)	-8%	100,650	102,411	(1,761)	-2%	102,411	98.3%	83.3%
Net Operating Income (loss)	\$ 4,222	\$ 4,920	\$ (698)	-14%	\$ 63,326	\$ 60,430	\$ 2,896	5%	60,430		
*Calculated as percentage allocation of HCV Admin budget. Operating expenses with no concerns. As of Sept 2019 -Mod Rehab program shows a net income of \$63K.											
6 COCC Program Only											
Total Revenue	\$ 110,798	\$ 121,414	\$ (10,616)	-9%	\$ 1,466,641	\$ 1,457,056	\$ 9,585	1%	1,501,617	97.7%	83.3%
Total Expenses	\$ 205,500	\$ 145,130	\$ 60,370	42%	\$ 1,614,841	\$ 1,708,871	\$ (94,030)	-6%	1,718,752	94.0%	83.3%
Reserve transfer out (in)	\$ -	\$ (18,333)			\$ -	\$ (220,000)			(220,000)	0.0%	
Net Operating Income	\$ (94,702)	\$ (5,383)	\$ (89,319)	1659%	\$ (148,200)	\$ (31,815)	\$ (116,385)	366%	2,865		
* Total revenue realized exceeded the budget by 1% or \$10K more. However, the operating expenses under budget by 6% or \$94K less, thus reducing the net loss by \$116K.											
7 JC BULLS (100 units)											
Total Revenue	\$ 69,311	\$ 67,807	\$ 1,504	2%	\$ 830,117	\$ 813,728	\$ 16,389	2%	813,728	102.0%	83.3%
Total Operating Expenses	\$ 40,770	\$ 59,558	\$ (18,788)	-32%	\$ 555,840	\$ 711,437	\$ (155,597)	-22%	711,437	78.1%	83.3%
Net Operating Income	\$ 28,542	\$ 8,249	\$ 20,293	246%	\$ 274,277	\$ 102,291	\$ 171,986	168%	102,291		
*Operating expenses under budget, thus showing a net income of \$274K.											
8 OVERALL RESULTS											
Net Operating Income	\$ (162,227)				\$ 217,045	\$ 171,847	\$ 45,198	26.30%			

SPARTANBURG HOUSING AUTHORITY

Cash Flow

September 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	959,434	818,974	974,538	973,351	994,441	11,044,820
Section 8 Admin Subsidy	99,023	127,181	102,789	102,389	109,070	103,304	103,304	103,304	104,439	117,113	103,517	105,054	1,280,487
Mod Rehab HAP	4,233	122,059	116,720	116,720	116,720	3,956	114,224	116,720	116,720	95,131	95,131	95,131	1,113,465
Mod Rehab Admin	12,162	16,670	14,416	14,416	14,416	-	14,416	14,416	14,416	12,162	12,162	12,162	151,814
FSS -Forfeitures												40,909	40,909
Public Housing Subsidy	160,918	160,918	180,301	153,756	153,756	151,534	151,534	147,092	248,245	167,133	167,133	171,343	2,013,661
Tax Credit Properties Subsidy	33,804	33,804	37,874	31,761	31,761	31,301	31,302	30,383	40,070	32,682	32,682	33,566	400,988
TBRA-HCV	5,094	3,731	8,557	6,232	11,156	6,699	8,587	7,835	8,469	12,342	12,309	12,432	103,443
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	40,171	41,086	40,546	40,163	40,630	487,705
1) HUD & State Subsidy	1,310,859	1,083,991	1,451,437	1,430,265	1,442,291	1,294,545	1,421,076	1,419,355	1,392,419	1,451,647	1,436,448	1,505,668	16,639,999
ROSS	25,462	43,284	33,151	5,925	4,009	-	53,474	15,934	4,905	8,580	14,546	20,847	230,115
Youthbuild - 022-yb -NEW GRANT	10,554	12,103	12,394	13,413	13,443	12,862	20,241	6,656	-	-	-	-	101,665
CFP and RHF	53,153	18,652	22,181	56,867	11,139	50,811	33,815	40,315	13,436	2,885	95,053	85,021	483,328
2) Other Grant Revenue	89,168	74,038	67,726	76,205	28,590	63,673	107,529	62,905	18,341	11,465	109,599	105,867	815,108
Public Housing Rents	95,431	98,776	99,418	98,317	96,580	100,785	104,200	98,695	99,374	99,254	99,568	93,125	1,183,523
JC Bull Rents	26,680	25,799	26,311	26,830	26,708	26,574	26,962	26,650	27,179	28,539	25,912	27,432	321,576
SLHC Rents	164	(22)	(125)	0	-	-	-	-	-	-	-	-	17
3) Rent Revenue	122,275	124,552	125,604	125,147	123,288	127,359	131,162	125,345	126,553	127,793	125,480	120,557	1,505,115
4) Misc Receipts	97,686	14,897	10,732	13,353	15,311	37,248	261,517	12,671	5,369	39,050	15,249	14,826	537,909
5) Other Cash-In													
Section 8 Reserves Transfer In		250,000		-	-	-	-	-	-	-	-	-	250,000
	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL CASH INFLOW	1,619,988	1,547,479	1,655,500	1,644,971	1,609,480	1,522,826	1,921,283	1,620,275	1,542,681	1,629,955	1,686,776	1,746,919	19,748,131
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.													
5) Other cash-In will include transfers from reserve accounts, and any adjustment to working capital.													

SPARTANBURG HOUSING AUTHORITY													
Section 8 Reserved & Restricted Cash Flow													
September 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	959,434	818,974	973,351	973,351	994,441	11,043,633
Inter fund settlement //HAP acct	-	-	-	-	-	-	-	-	-	-	-	-	-
Section 8 Admin Subsidy	99,023	127,181	102,789	102,389	109,070	103,304	103,304	103,304	104,439	118,300	103,517	105,054	1,281,674
Section 8 Port-In Admin Fees													-
Mod Rehab HAP	4,233	122,059	116,720	116,720	116,720	3,956	114,224	116,720	116,720	95,131	95,131	95,131	1,113,465
Mod Rehab Admin	12,162	16,670	14,416	14,416	14,416	-	14,416	14,416	14,416	12,162	12,162	12,162	151,814
FSS Forfeitures income												36,619	36,619
TBRA- HAP Earned	5,094	3,731	8,557	6,232	11,156	6,699	8,586	7,835	8,468	12,342	12,309	12,432	103,441
HCV Recovery/Interest/Refunds	3,685	3,685	2,765	18,404	2,840	2,503	3,038	3,681	2,602	4,737	2,312	6,278	56,529
HUD Subsidy	1,077,631	852,162	1,195,989	1,222,338	1,218,379	1,072,820	1,199,926	1,205,390	1,065,619	1,216,023	1,198,782	1,262,117	13,787,175
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	941,434	943,688	973,077	976,483	1,009,985	11,271,685
Mod Rehab Vouchers	106,858	100,594	109,693	110,084	106,872	102,661	108,979	86,970	109,461	109,311	77,233	83,576	1,212,292
Sec 8 Admin Expenses	76,831	89,117	88,595	106,353	88,582	101,974	100,179	94,016	92,546	94,668	110,597	133,569	1,177,027
Mod Rehab Admin	6,311	7,737	7,838	9,968	8,657	8,784	9,561	9,222	7,737	7,954	8,942	7,940	100,650
TBRA - Vouchers	4,631	3,392	7,779	5,665	10,142	6,090	7,806	7,123	7,699	11,220	11,190	11,387	94,124
Total Payments	1,114,634	1,116,478	1,138,244	1,138,869	1,135,011	1,116,054	1,169,459	1,138,764	1,161,132	1,196,230	1,184,445	1,246,458	13,855,778
Net Inflow (Outflow)	(37,003)	(264,316)	57,746	83,469	83,368	(43,235)	30,467	66,626	(95,513)	19,793	14,337	15,659	(68,604)
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	21,681	(122,112)	5,011	(820)	(9,266)	
Net Mod Rehab HAP	(102,625)	21,465	7,027	6,636	9,848	(98,705)	5,245	29,750	7,259	(14,180)	17,898	11,555	
Section 8 Admin	22,192	38,064	14,194	(3,964)	20,488	1,330	3,125	9,288	11,893	23,632	(7,080)	(28,515)	
TBRA	463	339	778	567	1,014	609	780	712	769	1,122	1,119	1,045	
Mod Rehab Admin	5,851	8,933	6,578	4,448	5,759	(8,784)	4,855	5,194	6,679	4,208	3,220	4,222	
Total	(37,003)	(264,316)	57,746	83,469	83,368	(43,235)	30,467	66,626	(95,513)	19,793	14,337	(20,960)	
Check	0.00	-	-	-	0.00	0.00	0.00	(0.00)	0.00	(0.00)	-	36,619.00	
Reserve Bank Accounts													
Section 8 and Mod Rehab disbursement	444,252	304,570	366,345	447,780	519,960	408,578	393,307	445,712	322,561	335,447	316,010	319,116	
Sec 8 HAP -NRA	468,656	220,377	221,825	224,114	226,764	230,119	232,453	234,071	236,258	237,800	239,004	240,184	
Sec 8 - Operations -UNA	177,788	177,788	177,788	177,788	177,788	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	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	949,970	829,006	843,434	825,201	829,487	



Monthly Reports: Programs Dashboard

**Board of Commissioners Meeting
Tuesday, October 22, 2019**

October 22, 2019

Spartanburg Housing Authority
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT—SEPTEMBER 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 September 30, 2019, Asset Management ended the month at 94.97% 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 96.98% overall occupancy. Total Vacant Units excluding Scattered Sites is 15 Units; 7 of which are off-line for extensive repairs (3 Camp Croft Courts, 1 Victoria Gardens, and 2 at Archibald Hi-Rise and 1 Prince Hall).

HUD GOAL	SHA Actual	Excluding Outliers	VISTA Managed PH
97%	94.97%	96.98%	95.83%

TENANT ACCOUNTS RECEIVABLE REPORTS:

The Tenant Accounts Receivable Collection rate for SHA managed developments was 94.38% for all public housing properties and 101.12% 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. On September 26, 2019 she met with all residents individually who had an outstanding balance of any amount. Several internal and external referrals were made from those meetings. The Asset Management team continues to aggressively act to collect all debts.

HUD GOAL	SHA PH Actual	SHA MF and Market Actual
98.5%	94.38%	101.12%

TENANT CHARGE ANALYSIS REPORT FOR SEPTEMBER 2019

Property					AGED TENANT ACCOUNTS RECEIVABLES			YTD ACTUAL NOI	OCCUPANCY
	CHARGED	UNPAID	TARS	PREPAYS	ACTIVE	INACTIVE	TOTAL		
Camp Croft	\$21,846.64	\$5,539.90	81.65%	\$1,466.78	\$4,073.12	\$(64.28)	\$4,008.84	\$(72,189.00)	94.79%
Archibald Village	\$13,719.00	\$277.00	104.30%	\$435.78	\$ (158.78)	\$(431.00)	\$(589.78)	\$74,468.00	100.00%
Archibald Rutledge	\$33,902.48	\$2,721.40	99.36%	\$2,253.07	\$468.33	\$(253.00)	\$ 215.33	\$(32,886.00)	
Scattered Sites	\$2,708.00	\$ -	102.95%	\$79.00	\$ (79.00)	\$(1.00)	\$(80.00)	\$4,025.00	33.33%
Prince Hall	\$8,267.80	\$2,032.71	111.32%	\$2,470.73	\$ (438.02)	\$(498.04)	\$(936.06)	\$42,112.00	98.00%
Victoria Gardens	\$12,041.96	\$2,170.88	89.20%	\$715.20	\$1,455.68	\$(154.64)	\$1,301.04	\$(49,402.00)	93.75%
Cambridge Place/Brawley	\$1,761.60	\$ -	101.28%	\$22.40	\$ (22.40)	\$(0.18)	\$(22.58)	\$(37,189.00)	100.00%
PH TOTAL	\$94,247.48	\$12,741.89	94.38%	\$7,442.96	\$5,298.93	\$(1,402.14)	\$3,896.79	\$(71,061.00)	94.97%

Page Lake	\$3,218.00	\$ -	100.00%	\$ -	\$-	\$ -	\$ -	\$ (29,876.00)	100.00%
JC Bull	\$27,058.50	\$173.00	103.80%	\$ 508.00	\$ (335.00)	\$ (694.00)	\$(1,029.00)	\$ 274,277.00	95.00%
Liberty	\$1,859.00	\$ -	101.61%	\$ 30.00	\$ (30.00)	\$ -	\$ (30.00)	\$ 3,789.00	100.00%
Appian	\$228.00	\$ -	100.22%	\$ 0.50	\$ (0.50)	\$ -	\$ (0.50)	\$ (11,912.00)	100.00%
Fisher	\$395.00	\$ -	100.00%	\$ -	\$ -	\$ -	\$ -	\$ (24,234.00)	100.00%
Total	\$32,758.50	\$173.00	101.12%	\$ 538.50	\$ (365.50)	\$ (694.00)	\$ (1,059.50)	\$ 212,044.00	95.76%

MILESTONES, CONCERNS, ETC.:

- The properties hosted outstanding events for National Night Out on October 01, 2019.



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	\$146,634		\$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	\$1,093,500.20	\$167,992.93
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	\$833,803	\$277,906.81	\$631,030.19
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	\$38,139.00	\$38,139.00	\$1,187,454.94
Capital Fund Program Grant No. SC16P003501-19					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$1,295,491	4/15/2021	4/15/2023			\$1,295,491.00

*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 dates
 - 1) May 28, 2018 Obligation Start Date
 - 2) May 28, 2020 Obligation End Date
 - 3) May 28, 2022 Disbursement End Date
- 2019 Capital Fund Obligation and Disbursement End dates
 - 1) April 16, 2019 Obligation Start Date
 - 2) April 15, 2021 Obligation End Date
 - 3) April 15, 2023 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 2018 Capital Fund have been obligated for RAD
- Lack of Capital Funds to meet SHA's physical needs of the properties

MILESTONE

- SHA received an increase of \$6,463 for the 2019 Capital Fund

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
- SHA received disqualification notices for the 9% tax credit applications at Archibald Towers

MILESTONES

- SHA received the 9% LIHTC tax credit reservation for Victoria Gardens
- Attended the RAD Collaborative in Greensboro, NC

Victoria Gardens 9% LIHTC received an official award from SCSFDA. SHA is anticipating a firm commitment for the HUD 223(f) application for Country Gardens in early November. SHA, PGIM and RECAP participate in bi-weekly closing checklist calls. The financing plan for the 10 units at Country

Garden Estates I was submitted to the RAD resource desk. SHA continues to seek a development to place the 60 units of TOA from Cammie Clagett. SHA and NHPF have begun discussing submitting a 9% LIHTC application for the Collins Avenue portion of Camp Croft.

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 %
91.8%	100.16%	94.4%	104.7%

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

HCV	PBV	RAD
91%	97%	96%

- The **Mod Rehab Program (MOD)** leasing rate is 99%:

Norris Ridge
97%

- The **Tenant Based Rental Assistance Program (TBRA)**

Veterans	Working Families
100%	86%

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 97% which is above the required 90%.
- The TBRA Program for veterans has eleven (11) participants. SHA will not receive additional funds to continue to administer this program. The veterans are being transfer to the HCV program as the assistance ends.
- The TBRA2 Program for working families has thirteen (13) participants and one (1) family searching for housing.

MILESTONES

- Housing Choice Voucher Program issued ninety-one (91) vouchers, one hundred and sixty-four (164) families are searching for housing and thirty-one (31) vouchers expired.
- There were forty-two (42) new move ins and six (6) move outs.

Program	Units Allocated	Units Leased	Unused
HCV	1755	1607	148
PBV	273	267	6
RAD	338	326	12
MOD	190	185	5
Totals	2556	2385	171

COMMUNITY AND SUPPORTIVE SERVICES – October 2019

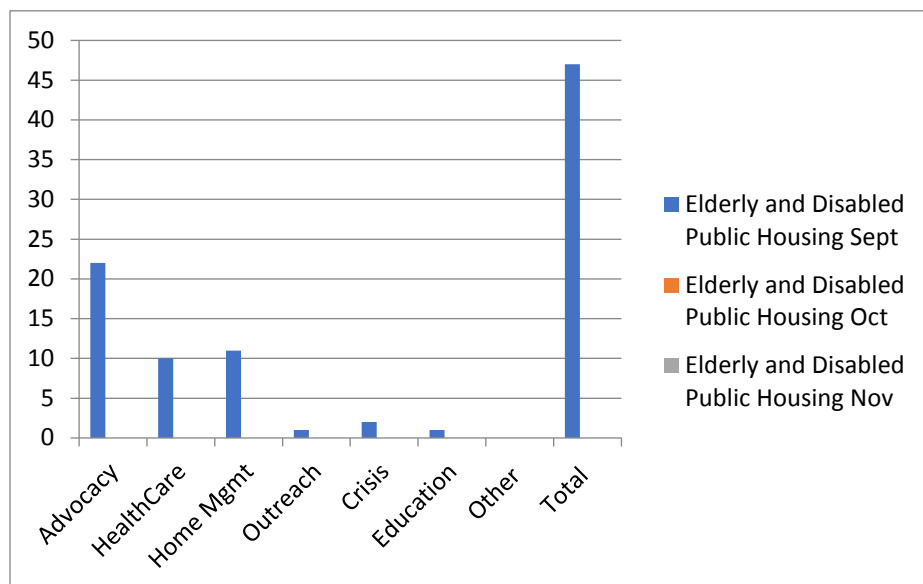
Highlights

- Jayne Floyd (EDSC Coordinator) – Joined Spartanburg Regional Fellows Program
- HUD has new Annual Assessment requirements for coordinators serving elderly and disabled residents. They have been working hard to complete assessments on every individual at Archibald and JC Bull.
- Resident Services Department is fully staffed as of 10/10/19

Resident Services Active Grants.

Grant #	Grant Name	Closing Date	Remaining Balance	Notes
MFSC179397	Multi-Family	12/31/2018	\$37,894	
SC003RPS11A015	ROSS	3/24/2020	\$116,494.48	Resident Opportunity Self-Sufficient (ROSS) new hire, Ronesha Boggs started on 9/30/19
FSS18SC2129	FSS	2/18/2020	\$17,435.92	Family Self Sufficient Program new hire, Jacqueline Goodson started on 10/10/19

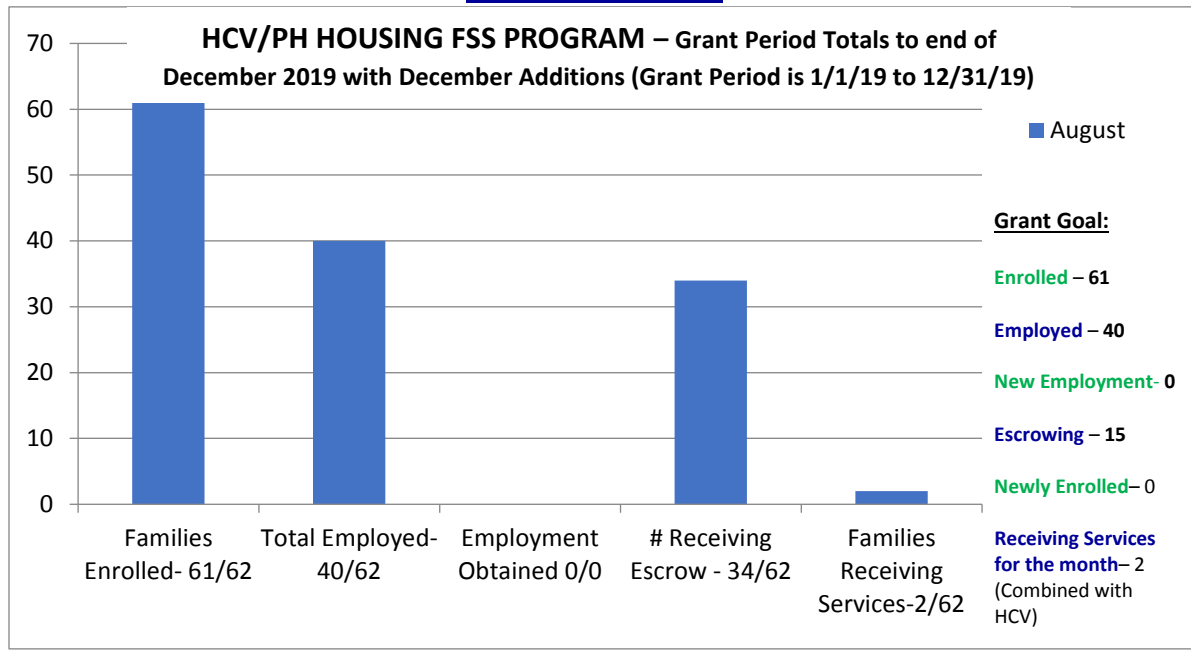
Multi -Family Coordinator # of services (July, Aug, and September). Property is JC Bull only.



Family Self – Sufficiency Grant as for September 30, 2019

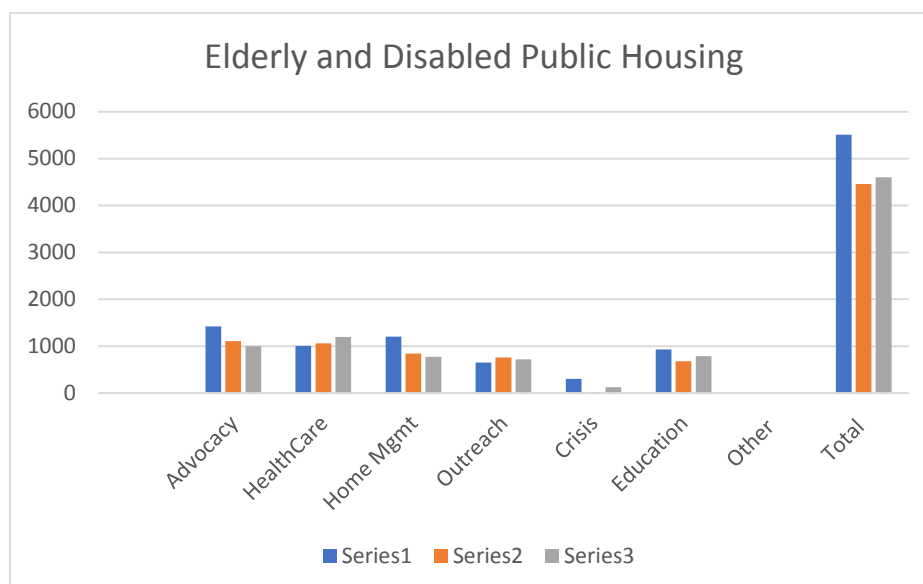
- Current Escrow Account for FSS total is \$83,852.00.
 - **HCV** Escrow Amount \$74,712.00
 - **PH** Escrow Amount \$9,140.

September 2019



EDSC ELDERLY AND DISABLED PROGRAM # of Services (July, August , and September) Properties: Archibald High Rise, Archibald Village, Camp Croft Courts, Victoria Gardens, and Prince Hall.

Elderly and Disabled Public Housing Case Management



Other Business

2020 Board of Commissioners Meeting Schedule

**Board of Commissioners Meeting
Tuesday, October 22, 2019**



2020 Board of Commissioners Meeting Schedule

- **January 28th**
- **February 25th**
- **March 24th**
- **April 28th**
- **May 26th**
- **June 23rd**
- **July 28th**
- **August 25th**
- **September 22nd**
- **October 27th**
- **November 24th**
- **December – No Meeting**

All Board meetings, unless otherwise stated, will be held in the Executive Board Room at the Central Office, located at 2271 S. Pine St, Spartanburg, SC 29302.

Board meetings are held on the fourth
Tuesday of the month at 4:00 PM.