



NOTICE AND AGENDA

**Board of Commissioners Meeting
Tuesday, January 28, 2020**



NOTICE

The Housing Authority of the City of Spartanburg will hold its regularly scheduled meeting of the Board of Commissioners at 4:00 P.M. on Tuesday, January 28, 2020, in the Executive Board Room at the Spartanburg Housing Authority office, located at 2271 South Pine Street, Spartanburg, South Carolina 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, November 26, 2019
 - B. Special Board Meeting, January 22, 2020
- V. Commissioner Comments**
- VI. Public/Staff Comments**
- VII. Information Items**
 - A. None
- VIII. Action Items and Resolutions**
 - A. 2020-01 – Financial Advisor
 - B. 2020-02 – Bad Debt Write-Offs
 - C. 2020-03 – Unit Turn Services

IX. Monthly Reports

- A. CEO Monthly Report (verbal report) - Shaunté Evans
- B. Finance Report – Jose Calicdan
- C. SHA Program Dashboard
 - i. Asset Management – Jessica Holcomb
 - ii. Capital Fund and Development – Joseph Jackson
 - iii. Housing Choice Voucher – Tiffany Askew
 - iv. Community and Supportive Services – Cierra Fowler

X. Other Business

XI. Adjournment



**Approval of Minutes
Regular Board Meeting
November 26, 2019**

**Board of Commissioners Meeting
Tuesday, January 28, 2020**



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**MINUTES OF THE REGULAR MONTHLY MEETING OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SPARTANBURG, SOUTH CAROLINA
November 26, 2019**

MEETING CALLED TO ORDER: The meeting was held in the administrative office at Victoria Gardens, located at 695 Howard Street, Spartanburg, South Carolina, Chairperson Matthew Myers called the meeting to order at 4:07 P.M.

I. MOMENT OF SILENCE: - *observed*

II. ROLL CALL: Present: Ralph Settle, Andy Poliakoff, Brenda Thomas, Matthew Myers, and Keisha Gray were present during roll call. New board member Keisha Gray was welcomed by Chairman Myers. Absent: John Fairey and Chuck White

III. APPROVAL OF THE AGENDA:

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

IV. APPROVAL OF THE PREVIOUS MEETING MINUTES:

A motion to approve the minutes of the regular board meeting of October 22, 2019 was made by Commissioner Thomas and seconded by Commissioner Poliakoff. The motion unanimously carried.

V. COMMISSIONER COMMENTS

None.

VI. PUBLIC/STAFF COMMENTS

None.

VII. SPECIAL PRESENTATION

CEO Shaunté Evans presented a plaque to Commissioner Thomas in recognition of her five years of service as a board member.

VIII. ACTION ITEMS AND RESOLUTIONS:

**A. RESOLUTION NUMBER 2019-48 – Electrical Maintenance & Repair
Services**

This resolution is to authorize the CEO to award multiple contracts for electrical



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maintenance and repair services to both LD Electrical Services and Spartan Electrical Services, each in an amount of \$40,000, although not limited to this

amount. This contract will be awarded for an initial one-year contract period. The CEO will have discretion to renew these contracts for four additional one-year periods for a maximum of five years, including the initial term.

Questions raised by the board were addressed. Commissioner Settle made a motion to approve Resolution 2019-48. The motion was seconded by Commissioner Poliakoff and was unanimously carried.

RESOLUTION NO. 2019-48

ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
November 26, 2019

B. RESOLUTION NO. 2019-49 - Landscape Maintenance Services

This resolution is to authorize the CEO to award a contract for landscape maintenance services to Davis Landscaping, Inc. in an amount of up to \$65,000. This contract will be awarded for a one-year initial contract term. The CEO will have discretion to renew this contract for four additional one-year periods for a maximum of five years, including the initial term.

Questions raised by the board were addressed. Commissioner Thomas made a motion to approve Resolution 2019-49. The motion was seconded by Commissioner Poliakoff and was unanimously carried.

RESOLUTION NO. 2010-49

ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
November 26, 2019

C. RESOLUTION NO. 2019-50 – Landscape Materials Services

This resolution is to authorize the CEO to award two contracts for landscape materials services to Henson Mulch and More, Inc. and Cason Brick, Rock, Block, Landscape Supply in an amount of up to \$30,000 each. These contracts will be awarded for a one-year initial contract term. The CEO will have discretion to renew these contracts for four additional one-year renewals for a maximum of five years, including the initial term.

Questions raised by the board were addressed. Commissioner Settle made a motion to approve Resolution 2019-50. The motion was seconded by Commissioner Poliakoff and was unanimously carried.

RESOLUTION NO. 2019-50

ADOPTED BY THE BOARD OF COMMISSIONERS OF



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THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG

November 26, 2019

D. RESOLUTION NO. 2019-51 – Temporary Personnel Staffing Services

This resolution is to authorize the CEO to award multiple contracts for temporary personnel staffing services to Labor Finders and Express Employment Professionals in an amount of up to \$25,000 each. These contracts will be awarded for a one-year initial contract term. The CEO will have the discretion to renew these contracts for four additional one-year renewals for a maximum of five years, including the initial term. The procurement department is bringing this resolution on behalf of the CEO and senior staff for information purposes and consideration by the board.

Commissioner Thomas made a motion to approve Resolution 2019-51. The motion was seconded by Commissioner Poliakoff and was unanimously carried.

RESOLUTION NO. 2019-51

ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
November 26, 2019

E. RESOLUTION NO. 2019-52 – Tree Removal Services

This resolution is to authorize the CEO to award multiple contracts for tree removal services to Thumbs Up Tree Service and Sudduth Landscapes & Tree Services in an amount of up to \$25,000 each. These contracts will be awarded for a one-year initial contract term. The CEO will have the discretion to renew these contracts for four additional one-year renewals for a maximum of five years, including the initial term. The procurement department is bringing this resolution on behalf of the CEO and senior staff for information purposes and consideration by the board.

Questions raised by the board were addressed. Commissioner Thomas made a motion to approve Resolution 2019-52. The motion was seconded by Commissioner Poliakoff and was unanimously carried.

RESOLUTION NO. 2019-52

ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
November 26, 2019

F. RESOLUTION NO. 2019-53 – Sale of North View Street Property

This resolution is to authorize the CEO to accept the proposal from Tudi Holmes Realty in the amount of \$10,000 for the purchase of the North View Street property. This aligns with Resolution No. 2018-40 which authorized the disposition or sale of real property.



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Questions raised by the board were addressed. Commissioner Poliakoff made a motion to approve Resolution 2019-53. The motion was seconded by Commissioner Thomas and was unanimously carried.

RESOLUTION NO. 2019-53

ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
November 26, 2019

G. RESOLUTION NO. 2019-54 – SEMAP 2019

This resolution is for approval of the Section 8 Management Assessment Program (SEMAP) Certification as prepared for submission to HUD.

Commissioner Myers asked that the board be informed in advance of meetings with potential landlords, since board members may know parties who are interested in the Section 8 program. Commissioner Thomas made a motion to approve Resolution 2019-54. The motion was seconded by Commissioner Poliakoff and was unanimously carried.

RESOLUTION NO. 2019-54

ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
November 26, 2019

IX. MONTHLY REPORTS:

A. CEO Report

The CEO Report was presented and reviewed by CEO Shaunté Evans.

B. Finance Report

The finance report was presented and reviewed by Jose Calicdan. Question raised by the board were addressed.

C. SHA Program Dashboard

1) Asset Management

Jessica Holcomb presented and reviewed the asset management report.

2) Capital Fund and Development

Joseph Jackson presented and reviewed the capital fund and development report. Questions raised by the board were addressed.

3) Housing Choice Voucher

Tiffany Askew presented and reviewed the Housing Choice Voucher report.

4) Community and Supportive Services

Cierra Fowler presented and reviewed the community and supportive services report. Questions raised by the board were addressed.

X. OTHER BUSINESS

None.



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XI. ADJOURNMENT

Commissioner Thomas made a motion to adjourn the meeting. The motion was seconded by Commissioner Poliakoff and was unanimously carried.

Meeting Adjourned at 5:16 p.m.

Respectfully Submitted,
The Housing Authority of the City of Spartanburg



**Approval of Minutes
Special Board Meeting
January 22, 2020**

**Board of Commissioners Meeting
Tuesday, January 28, 2020**



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**MINUTES OF THE SPECIAL MEETING OF THE COMMISSIONERS
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SPARTANBURG, SOUTH CAROLINA
January 22, 2020**

Meeting Called to Order: The special meeting was held in the Executive Board Room of the Spartanburg Housing Authority, 2271 South Pine Street, Spartanburg, SC 29302.

Chairman Myers called the special meeting to order at 12:12 P.M.

I. Roll Call

Present: Matthew Myers, Keisha Gray, Chuck White, Ralph Settle, and Andrew Poliakoff, John Fairey and Shaunté Evans

Guests: Jason Géno, consultant; Steven Nolan, consultant (via phone) and Bruce "Bo" Campbell, attorney

II. Approval of Agenda

A motion was made by Commissioner White to approve the agenda. The motion was seconded by Commissioner Gray. The motion was unanimously approved.

III. Commissioner Comments

None

IV. Public Comments

Attorney Campbell spoke to the group regarding House bill 4675 proposed to the South Carolina House of Representatives for consideration. This bill was written to provide entities partnering with local public housing authorities tax-exemptions on affordable housing projects. He stated support is needed to move the bill forward on the agenda in the current session.

V. Executive Session

A motion was made by Commissioner Poliakoff to enter Executive Session pursuant to discuss a personnel matter pursuant to Section 30-4-70 (a) 1 of the South Carolina Code of Laws. The motion was seconded by Commissioner White. The motion was unanimously approved.

Executive session was entered into at 12:20 P.M.

Executive session ended at 1:52 P.M. A motion to end Executive session was made by Commissioner Poliakoff. The motion was seconded by Commissioner White.

The motion was unanimously approved.

No decisions were made and/or actions taken during Executive Session.

VI. Adjournment

Commissioner Poliakoff made a motion to adjourn the meeting. The motion was seconded by Commissioner Fairey and the motion unanimously carried.

Meeting adjourned at 1:52 P.M.

Respectfully submitted,
The Housing Authority of the City of Spartanburg



Information Items

**Board of Commissioners Meeting
Tuesday, January 28, 2020**



Action Items & Resolution 2020-01

Financial Advisor

**Board of Commissioners Meeting
Tuesday, January 28, 2020**

January 28, 2020

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Citrin Cooperman Financial Advisor
Resolution #2020-01**

RECOMMENDATION:

Authorize the CEO to award a contract for financial advisor services with Citrin Cooperman, in the amount not to exceed \$60,000. This contract will be awarded for a period not to exceed eight (8) months (initial term) with no extensions. On behalf of the CEO and Senior Staff, the procurement department is bringing this resolution before the board for its consideration and approval.

CONTACT PERSON:

Nathan Bragg
Procurement Representative
864-598-6035

SUMMARY:

Spartanburg Housing Authority sought a sole source procurement from HUD following the resignation of the Director of Finance in January 2019. During the same time, Rubino & Company our financial auditors also experienced a loss of key personnel. These positions were critical to completing last year's Audit and advising on the FDS report. As a result, it was in the best interest of the Authority to seek HUD's approval with Citrin Cooperman financial advisors. Spartanburg Housing Authority will be procuring this contract during this eight-month term. SHA is presently seeking approval for an extension to this sole source from HUD.

BACKGROUND:

An agreement letter was entered into by the Housing Authority and Citrin Cooperman on January 31, 2019 based upon the Housing Authority's critical need for financial advisors. SHA received a sole source award from HUD later in April due to the government shutdown. A Housing Authority contract was later established and signed in June of 2019.

FINANCIAL CONSIDERATIONS:

SHA has budgeted for this expense in the Central Office Cost Center (COCC) for Fiscal Year 2020.

POLICY CONSIDERATIONS:

This procurement does require Board approval because it meets the limits of SHA's small purchase threshold of \$60,000.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Nathan Bragg", written over a horizontal line.

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

RESOLUTION NO. 2020-01

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

January 28, 2020

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

Authorize the CEO to award a contract for financial advisor services with Citrin Cooperman, in the amounts not to exceed \$60,000. This contract will be awarded for a period up to eight (8) months (initial term) with no extensions.

Matthew Myers, Chair

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. _____

DATE ADOPTED: _____



Action Items & Resolution

2020-02

Bad Debt Write-Off

**Board of Commissioners Meeting
Tuesday, January 28, 2020**

January 28, 2020

Spartanburg Housing Authority
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**First Quarter FY 2020 Bad Debt Write-offs
Resolution # 2020-02**

RECOMMENDATION:

Approve write-off of uncollected accounts receivables from October 1, 2019 – December 31, 2019 in the amount of \$14,386.52.

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 October 1, 2019 – December 31, 2019 (first quarter FY 2020) is \$14,386.52 as compared to the same period in FY 2019 write offs were \$8,746.75 or an increase of \$5,639.77, per attached summary.

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 the landlord would begin eviction proceedings. Monthly, subsequent to the above deadlines, if rent remains unpaid and acceptable arrangements have not been made with the site manager, an eviction list is forwarded to the magistrate 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' setoffs 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
October 1, 2019 - December 31, 2019

<u>Properties (AMP's)</u>		<u>FY 2020</u>	<u>FY 2019</u>	<u>Dollars</u>	
		<u>1st QTR</u>	<u>1st QTR</u>	<u>Inc./ (Dec.)</u>	<u>%</u>
		<u>Amount</u>	<u>Amount</u>		
1	Camp Croft	\$ -	\$ -	\$ -	
2	Archibald Village	\$ 890.00	\$ -	\$ 890.00	
3	Archibald Rutledge	\$ 4,626.90	\$ 1,646.00	\$ 2,980.90	181%
4	Scattered Sites	\$ -	\$ -	\$ -	
5	Prince Hall	\$ 8,854.62	\$ 4,401.68	\$ 4,452.94	101%
6	Victoria Garden	\$ -	\$ 2,424.07	\$ (2,424.07)	
7	Cambridge Place	\$ -	\$ 275.00	\$ (275.00)	
8	Page Lake	\$ -	\$ -	\$ -	
9	JC Bull	\$ 15.00	\$ -	\$ 15.00	
10	Liberty	\$ -	\$ -	\$ -	
11	Appian	\$ -	\$ -	\$ -	
Total		\$14,386.52	\$8,746.75	\$ 5,639.77	64%

Spartanburg Housing Authority
Bad Debt Write Off Receipts
October 1, 2019 - December 31, 2019

<u>Properties (AMP's)</u>		<u>FY 2020</u>
		<u>1st QTR</u>
		<u>Amount</u>
1	Camp Croft	\$ -
2	Archibald Village Archibald	\$ -
3	Rutledge	\$ 10.00
4	Scattered Sites	\$ -
5	Prince Hall	\$ 479.05
6	Victoria Garden	\$ -
7	Cambridge Place	\$ -
8	Page Lake	\$ -
9	JC Bull	\$ -
10	Liberty	\$ -
11	Appian	\$ -
Total		<hr/> \$489.05 <hr/>



Action Items & Resolution

2020-03

Unit Turn Services

**Board of Commissioners Meeting
Tuesday, January 28, 2020**

January 28, 2020

Spartanburg Housing Authority
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Unit Turn Services
Resolution #2020-03**

RECOMMENDATION:

Authorize the CEO to award a contract modification for unit turn services with Benard Pitts, Upstate Multi Services, in the amount not to exceed \$60,000. This contract modification will be awarded for a period of one (1) year (initial term) with the three (3) remaining options to extend per the original contract terms. On behalf of the CEO and Senior Staff, procurement is bringing this resolution before the board for its consideration and approval.

CONTACT PERSON:

Nathan Bragg
Procurement Representative
864-598-6035

SUMMARY:

Spartanburg Housing Authority is recommending a contract modification to Upstate Multi Services contract. The compensation/payment section of the contract will be changed by adding an additional \$29,500 to the original contract. This is the only contract modification and all other contractual terms remain unchanged.

BACKGROUND:


SHA awarded two contracts for the unit turn services to Upstate Multi Services and Global Worx LLC in March 2019. SHA is not renewing Global Worx LLC's contract for the upcoming year and is now deferring their work to Upstate Multi Services.

FINANCIAL CONSIDERATIONS:

SHA has budgeted for this expense in the site budgets, which supports unit turn services, for Fiscal Year 2020.

POLICY CONSIDERATIONS:

This procurement does require Board approval because it meets the limits of SHA's small purchase threshold of \$60,000.

Respectfully Submitted, 

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

RESOLUTION NO. 2020-03

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

January 28, 2020

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

Authorize the CEO to award a contract modification for unit turn services with Benard Pitts, Upstate Multi Services, in the amount not to exceed \$60,000. This contract modification will be awarded for a period of one year (initial term) with the three remaining options to extend per the original contract terms.

Matthew Myers, Chair

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. _____

DATE ADOPTED: _____



CEO Monthly Report

Shaunté Evans



Finance Report

Jose Calicdan

SPARTANBURG HOUSING AUTHORITY													
Cash Flow													
December 31, 2019													
INFLOWS:	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	June Actual	July Actual	Aug Actual	Sept Actual	Oct - Dec 1st Qrt TOTAL
Section 8 HAP Subsidy	994,445	915,387	1,008,011										2,917,843
Section 8 Admin Subsidy	104,029	104,055	123,594										331,678
Mod Rehab HAP	96,911	96,903	96,903										290,717
Mod Rehab Admin	12,162	12,162	12,162										36,486
FSS -Forfeitures	0	0	(1,957)										(1,957)
Public Housing Subsidy	161,919	161,919	191,712										515,550
Tax Credit Properties Subsidy	31,591	31,591	37,412										100,593
TBRA-HCV	10,175	10,019	9,758										29,952
SLHC PBV Subsidy	0	0	0										0
SC State Grant for JCB	45,136	44,542	44,952										134,630
1) HUD & State Subsidy	1,456,368	1,376,578	1,522,547	-	-	-	-	-	-	-	-	-	4,355,492
ROSS	12,163	14,739	14,209										41,111
CFP and RHF	335,003	-	112,391										447,395
2) Other Grant Revenue	347,166	14,739	126,600	-	-	-	-	-	-	-	-	-	488,506
Public Housing Rents	119,888	111,060	98,589										329,537
JC Bull Rents	27,966	27,848	28,077										83,891
SLHC Rents	0	0	0										0
3) Rent Revenue	147,854	138,908	126,666	-	-	-	-	-	-	-	-	-	413,428
4) Misc Receipts	66,142	97,317	87,288										250,747
5) Other Cash-In													
Section 8 Reserves Transfer In				-	-	-	-	-	-	-	-	-	-
TOTAL CASH INFLOW	2,017,529	1,627,542	1,863,101	0	0	-	-	-	-	-	-	-	5,508,172
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
AGENCY WIDE INCOME STATEMENT - CORE PROGRAMS

Actual to Budget Variance Comparison

For three (3) months ending December 31, 2019

	Month To Date				Period to Date				Annual Budget	
	MTD Actual	MTD Budget	\$	% Variance	PTD Actual	PTD Budget	\$	% Variance	% Used PTD	Annual Target
1 Public Housing										
Total Revenue	\$ 301,102	\$ 271,684	\$ 29,418	11%	\$ 895,679	\$ 815,666	\$ 80,013	10%	3,260,065	27.5%
Total Operating Expenses	321,658	322,826	(1,168)	0%	751,483	862,115	(110,632)	-13%	3,201,548	23.5%
Reserve transfer out (in)		(956)				(2,867)			(11,467)	25.0%
Net Operating Income	\$ (20,555)	\$ (50,186)	\$ 29,631	-59%	\$ 144,195	\$ (43,582)	\$ 187,778	-431%	69,984	
YTD revenue exceeded the budget by \$80K or 10% primarily due to subsidy and rental income while YTD operating expenses incurred were below budget by \$110K, thus resulting to net income of \$144K.										
2 HCV Program - HAP only										
Total Revenue	\$ 1,006,726	\$ 962,696	\$ 44,030	5%	\$ 2,904,694	\$ 2,888,092	\$ 16,602	1%	11,552,357	25.1%
Total Expenses	\$ 1,026,918	\$ 961,862	\$ 65,056	7%	\$ 3,065,506	\$ 2,885,599	\$ 179,907	6%	11,542,357	26.6%
Net Operating Income (loss)	\$ (20,192)	\$ 834	\$ (21,026)	-2521%	\$ (160,812)	\$ 2,493	\$ (163,305)	-6551%	10,000	25.0%
Staff continues to monitor the HAP program utilizing the two year tool provided by HUD. Please refer to HCV-HAP spreadsheet analysis for the explanation of the cash shortfall of \$160K.										
3 HCV Program - Admin only										
Total Revenue	\$ 124,266	\$ 104,283	\$ 19,983	19%	\$ 333,075	\$ 312,853	\$ 20,222	6%	1,251,396	26.6%
Total Expenses	\$ 95,374	\$ 107,428	\$ (12,054)	-11%	\$ 266,563	\$ 322,263	\$ (55,700)	-17%	1,288,995	20.7%
Reserve transfer out (in)	\$ -	\$ (3,133)			\$ -	\$ (9,400)			(37,599)	25.0%
Net Operating Income (loss)	\$ 28,892	\$ (12)	\$ 28,904	-24598%	\$ 66,512	\$ (10)	\$ 66,522		-	
Admin program was budgeted conservatively at zero income or break even by using the reserve of \$38K to offset the expenses due to HUD unpredictable allocation by using a lower pro-rata rate at 75%. As of December, the YTD operating expenses incurred were below budget by \$56K or 17%, thus showing a net income of \$66K.										
4 Mod Rehab Program - HAP only										
Total Revenue	97,013	96,543	\$ 470	0%	291,047	289,629	\$ 1,418	0%	1,158,516	25.1%
Total Expenses	93,034	96,543	\$ (3,509)	-4%	294,240	289,629	\$ 4,611	2%	1,158,516	25.4%
Net Operating Income	\$ 3,979	\$ -	\$ 3,979		\$ (3,193)	\$ -	\$ (3,193)		-	
HUD is funding the program at the budget level. YTD expenses exceeded the budget by \$5K or 2%, due to more vouchers were utilized.										
5 Mod Rehab Program - Admin only										
Total Revenue	\$ 12,162	\$ 11,554	\$ 608	5%	\$ 36,486	\$ 34,662	\$ 1,824	5%	138,646	26.3%
Total Expenses	7,083	7,841	\$ (758)	-10%	20,352	23,454	\$ (3,102)	-13%	93,978	21.7%
Net Operating Income (loss)	\$ 5,079	\$ 3,713	\$ 1,366	37%	\$ 16,134	\$ 11,208	\$ 4,926	44%	44,668	25.0%
Calculated as percentage allocation of HCV Admin budget. The YTD revenue exceeded the budget by \$2K while the YTD operating expenses incurred were below budget, thus showing a YTD net income of \$16K.										
6 COCC Program Only										
Total Revenue	\$ 166,864	\$ 120,899	\$ 45,965	38%	\$ 375,527	\$ 362,622	\$ 12,905	4%	1,450,747	25.9%
Total Expenses	\$ 162,004	\$ 190,861	\$ (28,857)	-15%	\$ 418,271	\$ 502,169	\$ (83,898)	-17%	1,718,971	24.3%
Reserve transfer out (in)	\$ -	\$ (22,352)			\$ -	\$ (67,056)			(268,224)	0.0%
Net Operating Income	\$ 4,860	\$ (47,610)	\$ 52,470	-110%	\$ (42,744)	\$ (72,491)	\$ 29,747	-41%	-	
COCC was budgeted at zero income or break even by using reserve of \$268K. YTD operating expenses incurred were below budget by \$84K or 17%, thus reducing the net loss.										
7 JC BULLS (100 units)										
Total Revenue	\$ 74,247	\$ 68,879	\$ 5,368	8%	\$ 221,827	\$ 206,637	\$ 15,190	7%	826,550	26.8%
Total Operating Expenses	\$ 45,980	\$ 62,138	\$ (16,158)	-26%	\$ 122,927	\$ 180,898	\$ (57,971)	-32%	705,356	17.4%
Net Operating Income	\$ 28,267	\$ 6,741	\$ 21,526	319%	\$ 98,900	\$ 25,739	\$ 73,161	284%	121,194	25.0%
YTD operating expenses under budget by \$58K, thus showing a net income of \$99K. No concerns at this time.										

OVERALL RESULTS

Net Operating Income	\$ 30,329	\$ 118,992	\$ (76,644)	\$ 195,636	-255.25%
	370	TBRA	1,073	tbra	
	\$ 30,700	okay	\$ 120,065	okay	

HCV -HAP Analysis

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SPARTANBURG HOUSING AUTHORITY
Asset Management Financials- Per AMP

Actual to Budget Variance Comparison

For three (3) months ending December 31, 2019

	Month To Date				Period to Date				Annual Budget		
	MTD		\$		PTD		\$		% Used	Annual Target	
	Actual	Budget	Variance	%	Actual	Budget	Variance	%			
1	Camp Croft										
	Total Revenue	\$ 56,014	\$ 56,121	\$ (107)	0%	\$ 179,983	\$ 168,977	\$ 11,006	7%	673,386	16.7%
	Total Expenses	73,798	78,854	(5,056)	-6%	174,553	187,744	(13,191)	-7%	673,386	16.7%
	Reserve transfer out (in)	-	-			-	-			-	
	Net Operating Income (loss)	\$ (17,784)	\$ (22,733)	\$ 4,949		\$ 5,430	\$ (18,767)	\$ 24,197		-	
2	Archibald Village										
	Total Revenue	\$ 30,920	\$ 27,525	\$ 3,395	12%	\$ 86,310	\$ 82,575	\$ 3,735	5%	330,307	16.7%
	Total Operating Expenses	\$ 30,806	\$ 31,133	\$ (327)	-1%	70,807	84,078	\$ (13,271)	-16%	298,174	16.7%
	Net Operating Income	\$ 114	\$ (3,608)	\$ 3,722	-103%	\$ 15,503	\$ (1,503)	\$ 17,006	-1131%	32,133	
3	Archibald Hi-Rise										
	Total Revenue	\$ 79,449	\$ 74,307	\$ 5,142	7%	\$ 245,016	\$ 222,921	\$ 22,095	10%	891,680	16.7%
	Total Expenses	\$ 79,019	\$ 78,297	\$ 722	1%	174,120	228,615	\$ (54,495)	-24%	891,680	16.7%
	Reserve transfer out (in)	\$ -	\$ -			\$ -	-			-	
	Net Operating Income	\$ 430	\$ (3,990)	\$ 4,420	-111%	\$ 70,896	\$ (5,694)	\$ 76,590	-1345%	-	
4	Scattered Sites										
	Total Revenue	\$ 5,104	\$ 4,420	\$ 684	15%	\$ 14,621	\$ 13,260	\$ 1,361	10%	53,030	16.7%
	Total Expenses	\$ 3,684	\$ 4,921	(1,237)	-25%	779	20,929	(20,150)	-96%	64,497	16.7%
	Reserve transfer out (in)		(956)				(2,867)			(11,467)	
	Net Operating Income (loss)	\$ 1,420	\$ 455	\$ 965	212%	\$ 13,842	\$ (4,802)	\$ 18,644	-388%	-	
5	Prince Hall										
	Total Revenue	\$ 67,944	\$ 55,505	\$ 12,439	22%	\$ 184,337	\$ 166,497	\$ 17,840	11%	665,934	16.7%
	Total Expenses	\$ 83,189	\$ 62,062	\$ 21,127	34%	184,066	164,688	19,378	12%	628,083	16.7%
	Net Operating Income (loss)	\$ (15,245)	\$ (6,557)	\$ (8,688)	132%	\$ 271	\$ 1,809	\$ (1,538)	-85%	37,851	
6	Victoria Gardens										
	Total Revenue	59,893	51,512	\$ 8,381	16%	\$ 180,648	\$ 154,536	\$ 26,112	17%	618,138	16.7%
	Total Expenses	48,723	64,876	(16,153)	-25%	141,596	168,914	(27,318)	-16%	618,138	16.7%
	Net Operating Income	\$ 11,170	\$ (13,364)	\$ 24,534		\$ 39,052	\$ (14,378)	\$ 53,430		-	
7	Cambridge/Brawley										
	Total Revenue	\$ 1,778	\$ 2,300	\$ (522)	-23%	\$ 4,764	\$ 6,900	\$ (2,136)	-31%	27,590	16.7%
	Total Operating Expenses	2,438	2,679	(241)	-9%	5,562	7,147	(1,585)	-22%	27,590	16.7%
	Net Operating Income	\$ (660)	\$ (379)	\$ (281)	74%	\$ (798)	\$ (247)	\$ (551)	223%	-	

	144,196	(43,582)
	-	(2,867)
Per PH stmt	144,196	(46,449)



Monthly Reports: Programs Dashboard

**Board of Commissioners Meeting
Tuesday, January 28, 2020**



January 28, 2020

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT—DECEMBER 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 December 31, 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 97.33% overall occupancy. Total Vacant Units excluding Scattered Sites is 16 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%	94.77%	97.33%	97.50%

TENANT ACCOUNTS RECEIVABLE REPORTS:

The Tenant Accounts Receivable Collection rate for SHA managed developments was 77.14% for all public housing properties and 97.23% 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. The recertification specialist has identified several residents with substantial unreported income. Three residents in particular have balances that have grossly affected this month's TARS: Victoria Gardens - \$11,051.06 and \$9,676.00 and Camp Croft Courts - \$7,620.00

HUD GOAL	SHA PH Actual	SHA MF and Market Actual
98.5%	77.14%	97.23%



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TENANT CHARGE ANALYSIS REPORT FOR DECEMBER 2019

Property	AGED TENANT ACCOUNTS							YTD ACTUAL NOI	OCCUPANCY	
	CHARGED	UNPAID	TARS	PREPAYS	ACTIVE	INACTIVE	TOTAL			
Camp Croft	\$ 16,602.18	\$ 6,753.59	66.29%	\$ 1,093.05	\$ 5,660.54	\$ (64.28)	\$ 5,596.26	\$ 2,282.00	96.88%	amount is lower due to charges totaling \$8519.92 were credited to set up repayment agreements
Archibald Village	\$ 12,902.45	\$ 30.50	107.37%	\$ 550.58	\$ (520.08)	\$ (431.00)	\$ (951.08)	\$ 21,299.00	98.00%	amount is lower due to charges totaling \$890.00 were credited for write-off bad debt
Archibald Rutledge	\$ 35,257.30	\$ 687.50	104.80%	\$ 2,135.87	\$ (1,448.37)	\$ (244.00)	\$ (1,692.37)	\$ 81,143.00	97.33%	amount is lower due to charges totaling \$4626.90 were credited for write-off bad debt
Scattered Sites	\$ 2,700.00	\$ -	101.56%	\$ 41.00	\$ (41.00)	\$ (1.00)	\$ (42.00)	\$ 14,274.00	33.33%	
Prince Hall	\$ 8,653.76	\$ 2,349.95	108.75%	\$ 2,606.55	\$ (256.60)	\$ (500.38)	\$ (756.98)	\$ (2,084.00)	94.00%	amount is lower due to charges totaling \$8854.62 were credited for write-off bad debt
Victoria Gardens	\$ 19,632.19	\$ 19,354.11	5.25%	\$ 598.32	\$ 18,755.79	\$ (154.64)	\$ 18,601.15	\$ 39,868.00	97.50%	amount is lower due to rent adjustments totaling \$1237.00 completed
Cambridge Place/Brawley	\$ 1,437.47	\$ 87.00	95.52%	\$ 22.40	\$ 64.60	\$ (0.18)	\$ 64.42	\$ (1,012.00)	100.00%	
PH TOTAL	\$ 97,185.35	\$ 29,262.65	77.14%	\$ 7,047.77	\$ 22,214.88	\$ (1,395.48)	\$ 20,819.40	\$155,770.00	94.77%	
Page Lake	\$ 3,359.00	\$ -	100.48%	\$ 16.00	\$ (16.00)	\$ -	\$ (16.00)	\$ 32,760.00	100.00%	
JC Bull	\$ 28,508.00	\$ 671.00	99.18%	\$ 437.00	\$ 234.00	\$ -	\$ 234.00	\$225,932.00	96.00%	
Liberty	\$ 1,895.00	\$ -	126.07%	\$ 494.00	\$ (494.00)	\$ -	\$ (494.00)	\$ 7,140.00	100.00%	
Appian	\$ 305.00	\$ -	99.84%	\$ 0.50	\$ 0.50	\$ -	\$ 0.50	\$ (796.00)	100.00%	
Fisher	\$ 395.00	\$ 1,230.00	-211.39%	\$ -	\$ 1,230.00	\$ -	\$ 1,230.00	\$ (16,871.00)	100.00%	
Total	\$ 34,462.00	\$ 1,901.00	97.23%	\$ 947.50	\$ 954.50	\$ -	\$ 954.50	\$248,165.00	96.61%	



MILESTONES, CONCERNS, ETC.:

- The JC Bull Apartments Management and Occupancy Review was conducted on November 12 – 13, 2019, the site received a final score of 86 overall.

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	\$1,200,433.20	\$89,208.80
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	\$492,637.76	\$433,809.24
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	\$58,637.06	\$80,012.65	\$1,166,079.35
Capital Fund Program		Grant No. SC16P003501-19			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$1,295,491	5/28/2022	5/28/2020	\$5,423.00	\$5,423.00	\$1,290,068.00

*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 awarded funds may be committed to the COCC and categories such as “Management Improvement” and may be approved by HUD. For example, computer upgrades could be allowed, as it would benefit the overall operation of the Authority. The majority of SHA’s historical capital fund was used to satisfy outstanding debt (Capital Fund Financing). The RHF funds are committed to being utilized for the Northside project, 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)

2016 Capital Fund Grant

- Grant is on schedule to be expended by 4/12/2020

2017 Capital Fund Grant

- Archibald Elevator modernization is scheduled to start in April or May

2018 Capital Fund Grant

- The grant will be used to fund the new playground at Prince Hall

DEVELOPMENT PROJECTS

Country Gardens I & II

- Received RCC (Rental Assistance Demonstration Conversion Commitment) on 1/15/2020
- Anticipating a closing in late February or early March
- Critical Repairs from PCNA completed
- Participate in weekly closing calls with lender

Northside Station

- RCC (Rental Assistance Demonstration Conversion Commitment) executed on 12/17/2019

- Continue with regularly scheduled calls
- Anticipating closing in late March
- Building pad for structure is installed

Victoria Gardens

- Submitted CHAP (Commitment to enter into a Housing Assistance Payments Contract)
- Submitted construction drawings for permitting
- Page turn held with architect, contractor, NHPF and SHA
- Selected relocation specialist
- Received seven equity proposals
- Debt proposals due on 1/15/2020

New office/Star Mills

- Selected interior finishes and colors
- Contractor holds weekly construction meetings
- Official start date was 1/6/2020
- Office schedule for completion in late October/early November
- SHA has started monthly relocation meetings

January 2020

HOUSING CHOICE VOUCHER PROGRAM

COMPLIANCE/REGULATORY

- HUD requires PHAs to utilize 98% of its vouchers or 98% of its allocated funding.

Housing Choice Voucher Program (HCV) Cumulative Leasing and Budget Utilization (using the 24 Month Tool)

Cumulative % Annual Leased	Cumulative % Eligibility Expended	Monthly UML %	Monthly ABA Expended %
92.1%	101.6%	95.1%	107.4%

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

HCV	PBV	RAD	MS
94%	97%	98%	100%

- 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 forty (40) Mainstream (MS) Voucher are currently leased. SHA received an award of seventy-five (75) additional Mainstream Vouchers. The leasing of these vouchers will begin in the month of February 2020.
- SHA was awarded five (5) Veterans Affairs Supportive Housing (VASH) vouchers. We will begin leasing these vouchers in the month of May 2020.

-
- 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 transferred 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 (HCV) Program issued fifteen (15) vouchers, thirty-four (34) families are searching for housing and thirteen (13) vouchers expired.

- There were thirty-four (34) new move-ins and sixteen (16) move-outs.

Program	Units Allocated	Units Leased	Unused
HCV	1715	1622	93
PBV	273	267	6
RAD	357	350	7
MOD	190	185	5
MS	40	40	0
Totals	2575	2464	111

January 2020

COMMUNITY AND SUPPORTIVE SERVICES REPORT

Highlights

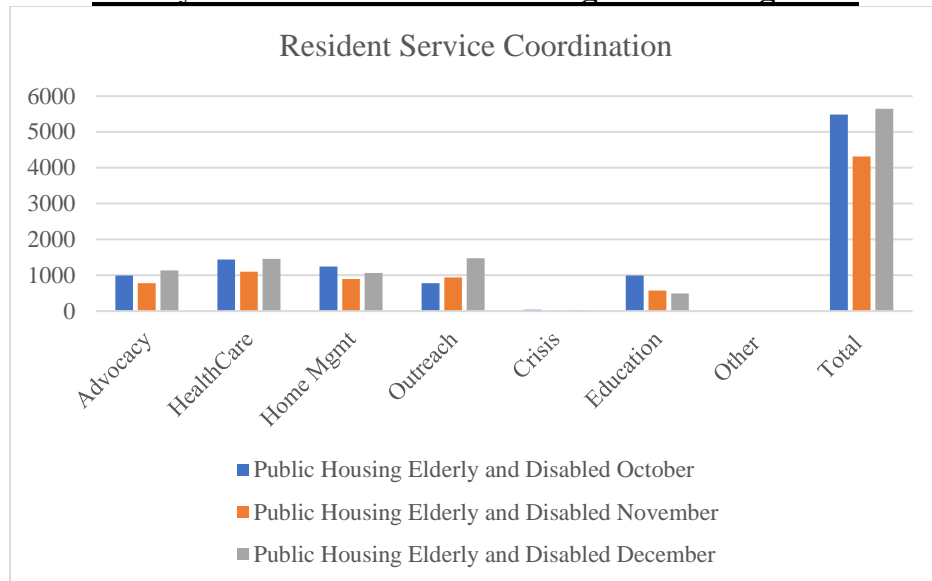
- JC Bull and Archibald Rutledge provided Christmas Dinners for residents.
- Victoria Garden, Prince Hall, and Camp Croft properties received coats through SHA annual partnership with United Way of the Piedmont. We are thankful for the Support from BMW, New Horizons, Milliken & Company, and Toray for purchasing coats.
- SHA completed an out of school time survey in November with residents. The results are helping us partner with community agencies for collaboration and partnerships for out of school time needs
- Relaunched Program Coordinating Committee with community partners in December. Staff provided a presentation on the FSS program and the need for collaboration.

Resident Services Active Grants

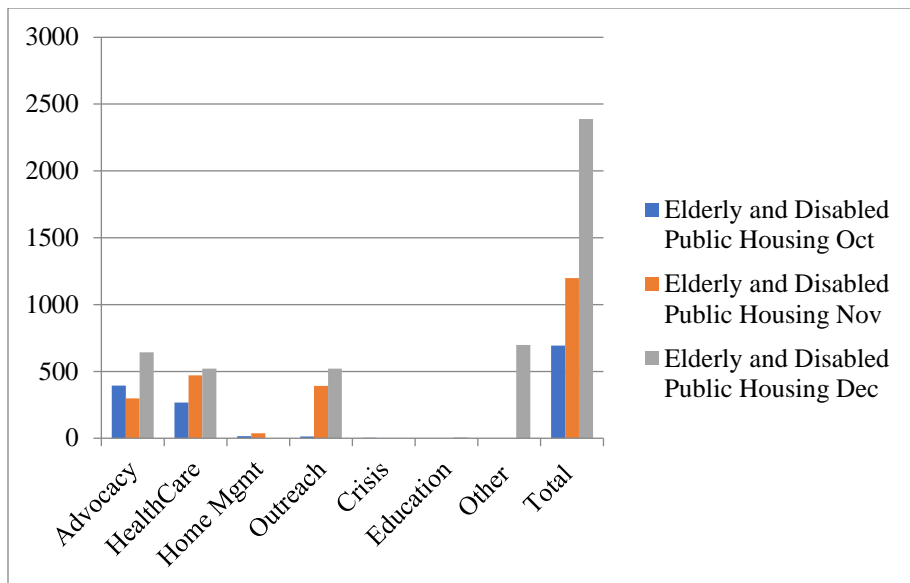
Grant #	Grant Name	Closing Date	Remaining Balance	Notes
MFSC179397	Multi-Family	12/31/2018	\$21,875.08	Currently in the renewal process of Grant
SC003RPS11A015	ROSS	3/24/2020	\$101,320.84	Grant will close March 24, 2020
FSS18SC2129	FSS	2/18/2020	\$14,840.78	Grant has been renewed for 2020

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

Elderly and Disabled Public Housing Case Management



Multi -Family Coordinator - # of services (October, November, and December), Property - JC Bull

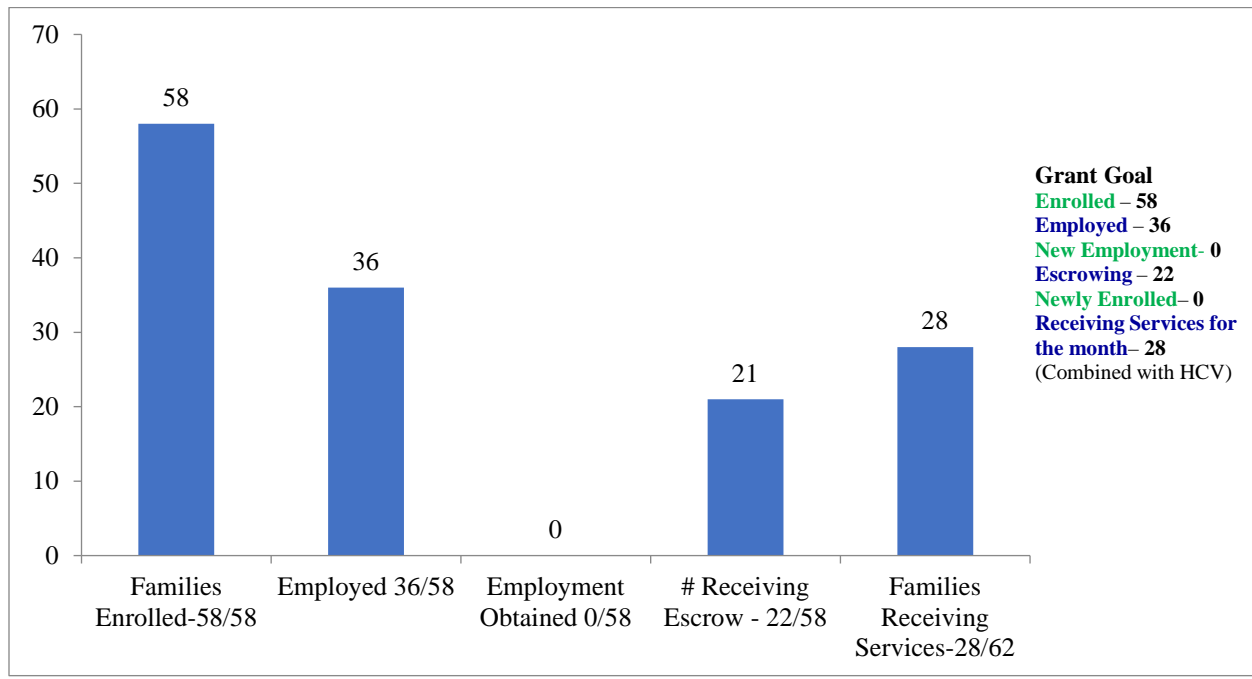


Family Self – Sufficiency Grant as of December 31, 2019

- Current Escrow Account for FSS total is \$99,888.72.
 - **HCV** Escrow Amount \$87,988.72
 - **PH** Escrow Amount \$11,900.

HCV/PH HOUSING FSS PROGRAM

Grant Period Totals to end of December 2019 with December Additions (Grant Period is 1/1/19 to 12/31/19)



Resident Opportunity Self – Sufficiency as of December 31, 2019:

