



## **NOTICE AND AGENDA**

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**Board of Commissioners Meeting  
Tuesday, March 24, 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, March 24, 2020. The meeting will be held via conference call.

Conference Dial-In Number: 1-929-205-6099; Meeting ID: 230 114 605; Password: 064445.

Link to meeting, if using a computer:

<https://zoom.us/j/230114605?pwd=YnFJTGR0bmdrU3Rhakt1REJ2VGdTdz09>

## **AGENDA**

### **CALL MEETING TO ORDER**

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**X. Executive Session**

- A. Discussion of personnel matters pursuant to SC Code Section 30-4-70 (a)(1) of the South Carolina Code of Laws.

**XI. Other Business**

**XII. Adjournment**



**Approval of Minutes  
Regular Board Meeting  
February 25, 2020**

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**Board of Commissioners Meeting  
Tuesday, March 24, 2020**



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**MINUTES OF THE REGULAR BOARD MEETING OF THE COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
SPARTANBURG, SOUTH CAROLINA  
February 25, 2020**

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

Following proper advance notice, the regular meeting of the Board of Commissioners of the Housing Authority for the City of Spartanburg was called to order at 4:03 P.M.

**I. Moment of Silence:**

Observed

**II. Roll Call:**

Chuck White, John Fairey, Matthew Myers, Ralph Settle, Veronica Cunningham, Bo Campbell (via phone) and Shaunté Evans. Absent: Keisha Gray, Andrew Poliakoff.

**III. Approval of Agenda:**

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

**IV. Approval of Minutes:**

- A.** A motion to accept the minutes of the regular board meeting of January 28, 2020 as presented was made by Commissioner White. The motion was seconded by Commissioner Cunningham and unanimously carried.

**V. Commissioner Comments**

Chairman Myers welcomed new Commissioner Cunningham. She was approved by Councilmembers at the City of Spartanburg Council meeting held Monday, February 24, 2020.

**VI. Public/Staff Comments**

Public comments: None

Staff comments: Joe Calicdan introduced Evan Anthony, accountant for the Finance team.

**VII. Information Item:**

A letter from the U.S. Department of Housing and Urban Development (HUD) dated January 31, 2020, regarding Annual Section Eight Management Assessment Program



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(SEMAP) for fiscal year ending September 30, 2019, was received and presented by Tiffany Askew, Deputy Director for Leased Housing. The letter certifies the Spartanburg Housing Authority with a final SEMAP score of 97% and rated as a HIGH performer overall, receiving 140 points out of the maximum 145 points possible.

#### **VIII. Action Items and Resolutions:**

##### **A. Resolution #2020-04 – Ratification of HOME Funds/Tenant Based Rental Assistance (TBRA) 2 Program Agreement**

This resolution was presented to request acceptance of the Resolution 2020-04 as presented by Tiffany Askew. Questions raised by the board were addressed. Commissioner Fairey made a motion to approve resolution 2020-04. The motion was seconded by Commissioner White and unanimously carried.

##### **RESOLUTION NO. 2020-04**

ADOPTED BY THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
February 25, 2020

##### **B. Resolution #2020-05 – Authorize Country Gardens Rental Assistance Demonstration (RAD) Closing and SAHC Country Gardens, LLC Housing Assistance Payments (HAP) Contract**

This resolution was presented to request acceptance of the Resolution 2020-05 as was presented by Joseph Jackson. Questions raised by the board were addressed. Commissioner Fairey made a motion to approve Resolution 2020-05. The motion was seconded by Commissioner Settle and unanimously carried.

##### **RESOLUTION NO. 2020-05**

ADOPTED BY THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
February 25, 2020

#### **IX. Monthly Reports**

##### **A. Chief Executive Officer (Shaunté Evans)**

CEO Monthly Report was presented orally by CEO Shaunté Evans. Discussion was held and questions raised by the board were addressed.



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**B. Finance Report (Joe Calicdan)**

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

**Program Dashboards**

**i. Asset Management**

Jessica Holcomb presented the Asset Management Report. Questions raised by the board were addressed.

**ii. Capital Fund and Development**

Joseph Jackson presented the Capital Fund and Development Report. Questions raised by the board were addressed.

**iii. Housing Choice Voucher**

Tiffany Askew presented the Housing Choice Voucher Program Report. Questions raised by the board were addressed.

**iv. Community and Supportive Services**

Cierra Fowler presented the Community and Supportive Services Program Report. Questions raised by the Board were addressed.

Commissioner White made a motion to suspend the meeting to hold Spartanburg Area Housing Corporation (SAHC) Board of Directors and Hope Six Housing Corporation Board of Commissioners meetings, which was seconded by Commissioner Fairey. The meeting was suspended at 5:13 p.m.

Commissioner Fairey made a motion to resume the meeting, which was seconded by Commissioner Cunningham. The meeting was resumed at 5:27 p.m.

**X. Executive Session**

A motion was made by Commissioner Fairey 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 Cunningham. The motion was unanimously approved.

Executive session was entered into at 5:29 P.M.

Executive session ended at 5:39 P.M. A motion to end Executive session was made by Commissioner White. The motion was seconded by Commissioner Fairey. The motion was unanimously approved.

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



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**XI. Other Business**

Other business was discussed.

**XII. Adjournment**

Commissioner White made a motion to adjourn the meeting, which was seconded by Commissioner Fairey. The meeting was adjourned at 5:40 p.m.

Respectfully Submitted,  
The Housing Authority of the City of Spartanburg





## **Information Items**

**Board of Commissioners Meeting  
Tuesday, March 24, 2020**



## **SPARTANBURG HOUSING AUTHORITY OPERATIONS DURING COVID-19 PUBLIC HEALTH CONCERN**

*Updated: March 19, 2020*

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The COVID-19 public health concern has all our attention. Below are actions that the Spartanburg Housing Authority is taking to help maintain the health and safety of our families and employees while delivering the best customer service possible.

Communication has been sent to all families that reside in public housing communities and Housing Choice Voucher (HCV) participants via email and posted on Facebook. In addition, correspondence was delivered to the residents, mailed to each HCV participant, and a letter was sent to the owners via email.

### **Office Hours**

The site offices and the central office located at 2271 S. Pine Street are closed to the public; however, we continue to serve residents, vendors, and all other partners via phone and email during our standard hours of operation (8:30am-5:00pm). Effective Monday, March 23, 2020, we will be operating on a rotating schedule to minimize the number of staff in the office. While not in the office, staff will be providing services remotely.

### **Programs/Events**

All site programming and events have been suspended.

### **Rent Payments and Income Changes**

Rent will continue to be due on the first of the month by WIPS cards. We understand many may face challenges in paying rent during these difficult times. We have asked our residents to contact their property manager right away if they are experiencing a decrease in income that may affect their ability to pay your rent. In addition, as per the federal and state rulings, all evictions have been suspended until May 1, 2020.

### **Archibald Hi-Rise**

Out of the abundance of caution, we have restricted visitation at Archibald. We have discouraged visitors who were recently in an area where there has been a high level of COVID-19 transmission to avoid entering the building. Visitation exceptions have been made for health professionals only. Residents have been encouraged to practice social distancing and congregating in common areas will not be allowed.



### **Work Orders**

Maintenance staff will address emergency work orders only and take the necessary precautions while in the units.

### **Leasing**

We will continue leasing units utilizing communication via phone and email.

### **Recertifications**

Scheduled recertifications will be completed on the RentCafe portal. Families that are not able to complete the online process may call 864-598-6000 to request a packet by mail. Requested information can be submitted by email, fax or placed in the drop box outside of the central office.

### **Inspections**

Scheduled biennial inspections have been suspended and will be rescheduled as soon as feasible. We will continue to perform initial inspection of vacant units.

### **Housing Assistance Payments**

Owners will continue to receive Housing Assistance Payments through direct deposit. Tenant utility allowance will continue to be mailed to eligible families.



Date: Monday, March 16, 2020

To: All SHA Public Housing Residents and HCV Participants

From: Shaunté Evans, CEO

RE: Coronavirus Update

Dear Resident/Participant:

The partnership of our families is a critical component of the SHA's preparation and response to the potential spreading of Coronavirus. Families are advised to remain informed and closely follow guidance from the Center for Disease Control (CDC). The most important role families can play at home is to ensure all members of their household follow these everyday precautions. A brief summary of these includes:

- Stop germs by washing your hands frequently and thoroughly. Keeping your hands clean is one of the most important things you can do to stop the spread of germs and stay healthy.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently-touched objects and surfaces.

All households who are experiencing illness – particularly fever, cough or shortness of breath – are asked to remain at home until their symptoms have cleared and not attend any resident services functions or visit any common areas at your properties.

Early information out of China, where COVID-19 first started, shows that some people are at higher risk of getting very sick from this illness. This includes:

- Older adults
- People who have serious chronic medical conditions like:
  - Heart disease
  - Diabetes
  - Lung disease

If you are at higher risk for serious illness from COVID-19 because of your age or because you have a serious long-term health problem, it is extra important for you to take actions to reduce your risk of getting sick with the disease.

#### **FREE Internet Service:**

Charter will offer free Spectrum broadband and Wi-Fi access for 60 days to households with K-12 and/or college students who do not already have a Spectrum broadband subscription at any service level up to 100 Mbps. **To enroll call 1-844-488-8395.** Installation fees will be waived for new student households. Internet access may be needed for students to complete online assignments during the school closure.

#### **Food for Students:**

District 7 will be providing a bagged breakfast and lunch every day starting on Tuesday, March 17 and continuing through Thursday, March 26. The method of delivery will be as follows:

- Buses will deliver meals once daily via their regular morning routes, which will operate on a three-hour delay. In other words, if your bus usually comes at 6:30 a.m. it will arrive at 9:30 a.m.
- A parent or student must be at the stop along the route in order to receive the two bags containing breakfast and lunch, and milk. One set of meals will be provided per student per day.
- More guidance will be provided as needed as they begin to implement this plan.
- Please be patient as it may take a few days to normalize this operation. This is a new endeavor for District 7.
- *Please refer to your district webpage if you reside in another school district.*

#### **Archibald Hi-Rise:**

Out of abundance of caution, and effective immediately, Spartanburg Housing Authority is restricting visitation at Archibald Rutledge Hi-Rise. We especially discourage people who were recently in an area where there's been a high level of transmission of the COVID-19 to avoid visits. There will be exceptions made for health professionals only. At this time, we will practice social distancing and all resident services events are cancelled and congregating in common areas will not be allowed. Please also remember that this is and will remain a smoke free building.

#### **Office Hours:**

All properties including the central office continue to be open. However, residents and visitors are no longer permitted in the office. Property management staff may be reached via telephone or email, and maintenance staff will continue to perform emergency repairs. All site programming events are suspended until further notice.

#### **Census 2020:**

The census provides critical data that lawmakers, business owners, teachers, and many others use to provide daily services, products, and support for you and your community. Every year, billions of dollars in federal funding go to hospitals, fire departments, schools, roads, and other resources based on census data. Participating in the census is required by law, even if you recently completed another survey from the Census Bureau. **Complete your census today! <https://my2020census.gov/>**

Thank you for your partnership at this important time as we work together as our goal is to ensure our residents, participants, and staff remain healthy and safe.

# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue,  
then throw the tissue  
in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently  
touched objects and surfaces.



Stay home when you are sick,  
except to get medical care.



Wash your hands often with soap  
and water for at least 20 seconds.



For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

CS314915-A





## SYMPTOMS OF CORONAVIRUS DISEASE 2019

**Patients with COVID-19 have experienced mild to severe respiratory illness.**

**Symptoms\* can include**

**FEVER**



**COUGH**



**\*Symptoms may appear 2-14 days after exposure.**

**Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.**

**SHORTNESS OF BREATH**



CS 315252-A 08/02/2020

For more information: [www.cdc.gov/COVID19-symptoms](https://www.cdc.gov/COVID19-symptoms)

**Thank you,**

**Executive Office of the Housing Authority of the City of Spartanburg**

Mailing Address: P.O. Box 2828, Spartanburg, SC 29304

Physical Address: 2271 S. Pine Street, Spartanburg, SC 29302

[executiveboardroom@shasc.org](mailto:executiveboardroom@shasc.org) | [www.shasc.org](http://www.shasc.org)



Thursday, March 19, 2020

Dear Family:

The partnership of our families is a critical component of the SHA's preparation and response to the potential spreading of Coronavirus, as known as COVID-19. Families are advised to remain informed and closely follow guidance from the Center for Disease Control (CDC). COVID-19 is a virus, it is spread mainly by person-to-person contact. The most important role for families will be to ensure all members of the household follow the recommended everyday precautions. A summary of CDC precautions includes:

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands. Avoid close contact with people when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash or cough into the inside or bend of your elbow. Commonly known referred to as the vampire cough.
- Clean and disinfect frequently touched objects and/or surfaces.
- Allow a social distance of at least 6 feet during face-to-face communication.

All households who are experiencing illness, particularly fever, cough or shortness of breath, are asked to remain at home until symptoms have cleared.

Some people may be at higher risk. This includes:

- Older adults
- People who have serious chronic medical conditions, such as:
  - Heart disease
  - Diabetes
  - Lung disease

If you are considered at high risk for serious illness from COVID-19, it is very important for you to take action to reduce your risk to becoming sick. For additional guidance, visit:  
<https://www.cdc.gov/coronavirus>.

### **Office Hours:**

The central office is closed to residents and visitors; therefore, we are not allowing client walk-ins or scheduling appointments. We will continue to operate on our regular schedule; however, staff will be providing service remotely by phone and email. You may drop off information at the central office by utilizing the drop box located on the right side of the office entry way.

### **Annual/Interim Recertifications**

All scheduled Annual Recertification will need to be completed on the RentCafe Portal. If you are not able to complete the online process, please call 865-598-6000 to request a packet by mail.

If you need to complete an Interim Rent Adjustment, please contact your Housing Specialist by using the contact information below.



### **HCV Staff Contact Information:**

#### **Housing Specialist**

##### **Caseload A-H**

Ashley Campbell  
[acampell@shasc.org](mailto:acampell@shasc.org)  
864-598-6022

##### **Caseload I-S**

Lee Bivings  
[lbivings@shasc.org](mailto:lbivings@shasc.org)  
864-598-6140

##### **Caseload T-Z**

Meridith Vachon  
[mvachon@shasc.org](mailto:mvachon@shasc.org)  
864-598-6054

##### **RAD/PBV Properties**

Jerome Wright  
[jwright@shasc.org](mailto:jwright@shasc.org)  
864-598-6048

#### **New Move Ins/Interims**

LaToya Robinson  
[llyles@shasc.org](mailto:llyles@shasc.org)  
864-598-6055

#### **Applications/Intake**

Lanise Dillard  
[ldillard@shasc.org](mailto:ldillard@shasc.org)  
864-598-6042

#### **Admin Assistant**

Carolyn Wofford  
[cwofford@shasc.org](mailto:cwofford@shasc.org)  
864-598-6015

#### **Receptionist**

Deloris Washington  
[receptionist@shasc.org](mailto:receptionist@shasc.org)  
864-598-6000

#### **Inspectors**

Terry Blackley  
[tblackley@shasc.org](mailto:tblackley@shasc.org)  
O-864-598-6056  
C-864-327-7389

Johnathan Williford  
[jwilliford@shasc.org](mailto:jwilliford@shasc.org)  
O-864-598-6018  
C-864-384-0773

Barney Rhinehart  
[brhinehart@shasc.org](mailto:brhinehart@shasc.org)  
O-864-598-6031  
C-864-809-1785

### **Food for Students:**

Please contact or visit the website of the School District in your area for information on the services that will provided in your area.

### **FREE Internet Service:**

Charter will offer free Spectrum broadband and Wi-Fi access for 60 days to households with K-12 and/or college students who do not already have a Spectrum broadband subscription at any service level up to 100 Mbps. **To enroll call 1-844-488-8395.** Installation fees will be waived for new student households. Internet access may be needed for students to complete online assignments during the school closure.

### **Census 2020:**

The census provides critical data that lawmakers, business owners, teachers, and many others use to provide daily services, products, and support for you and your community. Every year, billions of dollars in federal funding go to hospitals, fire departments, schools, roads, and other resources based on census data. Participating in the census is required by law, even if you recently completed another survey from the Census Bureau. **Complete your census today! <https://my2020census.gov/>**

Thank you for your partnership at this important time as we work together to help maintain the health and safety of all families and staff.

Sincerely,

Shaunte Evans, CEO





## SPARTANBURG HOUSING AUTHORITY

Phone: 864-598-6000 | Fax: 864-598-6155  
2271 South Pine Street, Spartanburg, SC 29302  
P.O. Box 2828, Spartanburg, SC 29304

SHASC.ORG 

Thursday, March 19, 2020

Dear Owners:

The Spartanburg Housing Authority has made some operational changes considering the current state of the spread of the Coronavirus (COVID-19). We are closely monitoring this situation and will keep you informed as modifications are made.

### **Office Hours:**

The central office is closed to residents and visitors; therefore, we are not allowing client walk-ins or scheduling appointments. We will continue to operate during our regular office hours 8:30am to 5:00pm Monday- Thursday; however, staff will be providing service remotely by phone and email. You may drop off information at the central office by utilizing the drop box located on the right side of the office entry way.

### **Inspections**

Scheduled biennial inspections have been suspended and will be rescheduled as soon as feasible. For those families currently searching, we will complete the lease-up process when possible. Please scan any Request for Tenancy Approvals (RFTA) to the housing specialist listed on the RFTA so that an initial inspection can be scheduled.

We will perform initial inspection of vacant units and will schedule convenient times with owners only. SHA will consider alternate ways of completing these inspections. Special inspections will be conducted as needed. For questions, contact Johnathan Williford.

### **Housing Assistance Payments**

Owners will continue to receive Housing Assistance Payments through direct deposit. The Owner Portal is available for you to view all payments. You may contact Ms. Carolyn Wofford with questions concerning your payments or for assistance accessing the Owner Portal.

### **Annual/Interim Recertifications**

All scheduled Annual Recertification and Interim Rent Adjustments will continue to be processed and notices will be sent via email or mail.

### **HCV Staff Contact Information:**

#### **Housing Specialist**

##### **Caseload A-H**

Ashley Campbell  
[acampbell@shasc.org](mailto:acampbell@shasc.org)  
864-598-6022

##### **Caseload I-S**

Lee Bivings  
[lbivings@shasc.org](mailto:lbivings@shasc.org)  
864-598-6140

##### **Caseload T-Z**

Meridith Vachon  
[mvachon@shasc.org](mailto:mvachon@shasc.org)  
864-598-6054

##### **RAD/PBV Properties**

Jerome Wright  
[jwright@shasc.org](mailto:jwright@shasc.org)  
864-598-6048



**SPARTANBURG HOUSING AUTHORITY**

Phone: 864-598-6000 | Fax: 864-598-6155  
2271 South Pine Street, Spartanburg, SC 29302  
P.O. Box 2828, Spartanburg, SC 29304

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**New Move Ins/Interims**

LaToya Robinson

[llyles@shasc.org](mailto:llyles@shasc.org)

864-598-6055

**Inspectors**

Terry Blackley

[tblackley@shasc.org](mailto:tblackley@shasc.org)

O-864-598-6056

C-864-327-7389

**Applications/Intake**

Lanise Dillard

[ldillard@shasc.org](mailto:ldillard@shasc.org)

864-598-6042

Johnathan Williford

[jwilliford@shasc.org](mailto:jwilliford@shasc.org)

O-864-598-6018

C-864-384-0773

**Admin Assistant**

Carolyn Wofford

[cwofford@shasc.org](mailto:cwofford@shasc.org)

864-598-6015

Barney Rhinehart

[brhinehart@shacs.org](mailto:brhinehart@shacs.org)

O-864-598-6031

C-864-809-1785

**Receptionist**

Deloris Washington

[receptionist@shasc.org](mailto:receptionist@shasc.org)

864-598-6000

If you have any questions, please do not hesitate to contact the appropriate person listed above. Thank you for partnering with us to provide quality housing to families throughout Spartanburg County.

Sincerely,

A handwritten signature in black ink that reads 'Shaunté Evans'.

Shaunté Evans, CEO



## **Action Items & Resolution**

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**Board of Commissioners Meeting  
Tuesday, March 24, 2020**

March 24, 2020

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**RAD Consultant Services  
Resolution #2020-06**

**RECOMMENDATION:**

Authorize the CEO to award a contract modification for RAD Consultant services with RECAP Real Estate Advisors, in the amount not to exceed \$158,560. 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:**

Shaunté Evans  
Chief Executive Officer  
864-598-6010

**BACKGROUND:**

SHA previously worked with a RAD consultant (Cindi Herrera) to assist with the RAD portfolio conversion. The contract with Ms. Herrera was cancelled in June 2018 and a Request for Proposals (RFP) for a new consultant was issued. SHA awarded a contract for the RAD Consultant services to RECAP Real Estate Advisors (Recap) in December 17, 2018.

**SUMMARY:**

When Recap was engaged to provide RAD Consulting Services beginning in 2019, there were two deals, Cedar Springs and Cammie/Northside, that were represented as being almost closed by the previous consultant and developer. The reality is that Recap has spent nearly 100 hours to clean up the transactions and bring them to a closing. In addition to the 100 hours spent on Cedar Springs and Cammie/Northside, additional time has been spent on calls with existing staff and new staff clearing up past issues and concerns.

Due to unexpected costs related to realigning past deals and addressing immediate issues, we need to amend the current agreement with Recap to increase the contract amount from \$107,220 to \$158,560 to pay costs associated with Parkside at Drayton (Cedar Springs), Northside, and for general advisory services (deal realignment).

Resolution 2020-06  
March 24, 2020

Spartanburg Housing Authority is recommending a modification to RECAP Real Estate Advisors contract. The compensation/payment section of the contract will be changed by adding an additional \$51,340 to the original contract. This is the only contract modification and all other contractual terms remain unchanged.

**FINANCIAL CONSIDERATIONS:**

The expenses for general advisory services and Parkside at Drayton are capital fund eligible expenses. We will utilize proceeds for the sale of the old Cammie Claggett land to pay expenses related to Northside.

**POLICY CONSIDERATIONS:**

The Board approved this procurement in December 2018 because it met the limits of SHA's small purchase threshold of \$60,000.

Respectfully Submitted,

  
\_\_\_\_\_  
Shaunte Evans, CEO  
The Housing Authority of the City of Spartanburg

**RESOLUTION NO. 2020-06**

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

**March 24, 2020**

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

Authorize the CEO to award a contract modification for RAD Consultant services with RECAP Real Estate Advisor, in the amount not to exceed \$158, 560. 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.

\_\_\_\_\_  
Matthew Myers, Chair

ATTEST:

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
FOR CLERK USE ONLY

RESOLUTION NO. 2020-06

DATE ADOPTED: March 24, 2020



# **CEO Monthly Report**

**Shaunté Evans**

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**Board of Commissioners Meeting  
Tuesday, March 24, 2020**



# **Finance Report**

**Jose Calicdan**

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**Board of Commissioners Meeting  
Tuesday, March 24, 2020**



SPARTANBURG HOUSING AUTHORITY														
Cash Flow														
February 29, 2020														Oct -Dec
INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	1st Qrt	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL	
	Section 8 HAP Subsidy	994,445	915,387	1,008,011	1,012,987	1,021,993							4,952,823	
	Section 8 Admin Subsidy	104,029	104,055	123,594	108,101	108,102							547,881	
	Mod Rehab HAP	96,911	96,903	96,903	96,903	96,903							484,523	
	Mod Rehab Admin	12,162	12,162	12,162	12,162	12,162							60,810	
	FSS -Forfeitures	0	0	(1,957)	(1,272)	0							(3,229)	
	Public Housing Subsidy	161,919	161,919	191,712	220,965	220,965							957,479	
	Tax Credit Properties Subsidy	31,591	31,591	37,412	38,581	38,581							177,754	
	TBRA-HCV	10,175	10,019	9,758	9,758	9,758							49,468	
	SLHC PBV Subsidy	0	0	0	0	0							0	
	SC State Grant for JCB	45,136	44,542	44,952	44,875	45,206							224,711	
1)	HUD & State Subsidy	1,456,368	1,376,578	1,522,547	1,543,059	1,553,669	-	-	-	-	-	-	7,452,220	
	ROSS	12,163	14,739	14,209	17,426	13,975							72,512	
	CFP and RHF	335,003	-	112,391	154,929	19,702							622,025	
2)	Other Grant Revenue	347,166	14,739	126,600	172,355	33,677	-	-	-	-	-	-	694,538	
	Public Housing Rents	119,888	111,060	98,589	110,356	106,140							546,033	
	JC Bull Rents	27,966	27,848	28,077	28,007	28,291							140,189	
	SLHC Rents	0	0	0	0	-							0	
3)	Rent Revenue	147,854	138,908	126,666	138,363	134,431	-	-	-	-	-	-	686,222	
4)	Misc Receipts	66,142	97,317	87,288	16,986	15,938							283,670	
5)	Other Cash-In													
	Section 8 Reserves Transfer In				-	-	-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	-	-	-	-	-	
	TOTAL CASH INFLOW	2,017,529	1,627,542	1,863,101	1,870,762	1,737,715	-	-	-	-	-	-	9,116,650	
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, information technology (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.													

[illegible]

**SPARTANBURG HOUSING AUTHORITY**  
**AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS**

Actual to Budget Variance Comparison

For five (5) months ending February 29, 2020

		Month To Date				Period to Date				Annual Budget		
		MTD Actual	MTD Budget	\$ Variance	% Variance	PTD Actual	PTD Budget	\$ Variance	% Variance	% Used PTD	Annual Target	
<b>1</b>	<b>Public Housing</b>											
	Total Revenue	\$ 335,443	\$ 271,716	\$ 63,727	23%	\$ 1,569,336	\$ 1,359,021	\$ 210,315	15%	3,260,065	48.1%	25.0%
	Total Operating Expenses	258,037	269,237	(11,200)	-4%	1,312,695	1,414,532	(101,837)	-7%	3,201,548	41.0%	25.0%
	Reserve transfer out (in)		(956)				(4,778)			(11,467)		
↑	Net Operating Income	\$ 77,407	\$ 3,435	\$ 73,972	2154%	\$ 256,641	\$ (50,733)	\$ 307,374	-606%	69,984		
YTD revenue exceeded the budget by \$210K or 15% primarily due to subsidy and rental income while YTD operating expenses incurred were below budget by \$102K, thus resulting to net income of \$257K.												
<b>2</b>	<b>HCV Program - HAP only</b>											
	Total Revenue	\$ 1,022,579	\$ 962,696	\$ 59,883	6%	\$ 4,940,025	\$ 4,813,484	\$ 126,541	3%	11,552,357	42.8%	25.0%
	Total Expenses	\$ 1,033,574	\$ 961,862	\$ 71,712	7%	\$ 5,112,525	\$ 4,809,323	\$ 303,202	6%	11,542,357	44.3%	25.0%
←	Net Operating Income (loss)	\$ (10,995)	\$ 834	\$ (11,829)	-1418%	\$ (172,500)	\$ 4,161	\$ (176,661)	-4246%	10,000		
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 \$172K.												
<b>3</b>	<b>HCV Program - Admin only</b>											
	Total Revenue	\$ 108,688	\$ 104,283	\$ 4,405	4%	\$ 550,901	\$ 521,419	\$ 29,482	6%	1,251,396	44.0%	25.0%
	Total Expenses	\$ 98,404	\$ 108,766	(10,362)	-10%	\$ 476,339	\$ 538,857	(62,518)	-12%	1,288,995	37.0%	25.0%
	Reserve transfer out (in)	\$ -	\$ (3,133)			\$ -	\$ (15,666)	15,666		(37,599)		
←	Net Operating Income (loss)	\$ 10,283	\$ (1,350)	\$ 11,633	-862%	\$ 74,561	\$ (1,772)	\$ 76,333		-		
*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-ratio rate at 75%. As of January, 2020, the YTD operating expenses incurred were below budget by \$62K or 12%, thus showing a net income of \$74k.												
<b>4</b>	<b>Mod Rehab Program - HAP only</b>											
	Total Revenue	96,903	96,543	\$ 360	0%	484,963	482,715	\$ 2,248	0%	1,158,516	41.9%	25.0%
	Total Expenses	93,137	96,543	(3,406)	-4%	477,690	482,715	(5,025)	-1%	1,158,516	41.2%	25.0%
↑	Net Operating Income	\$ 3,766	\$ -	\$ 3,766		\$ 7,273	\$ -	\$ 7,273		-		
* HUD is funding the program at the budget level. YTD expenses below budget by \$5K , thus resulting to net income \$7K.												
<b>5</b>	<b>Mod Rehab Program - Admin only</b>											
	Total Revenue	\$ 12,162	\$ 11,554	\$ 608	5%	\$ 60,810	\$ 57,770	\$ 3,040	5%	138,646	43.9%	25.0%
	Total Expenses	7,474	7,851	(377)	-5%	35,029	39,151	(4,122)	-11%	93,978	37.3%	25.0%
↑	Net Operating Income (loss)	\$ 4,688	\$ 3,703	\$ 985	27%	\$ 25,781	\$ 18,619	\$ 7,162	38%	44,668		
*Calculated as percentage allocation of HCV Admin budget. The YTD revenue exceeded the budget by \$3K while the YTD operating expenses incurred were below budget , thus showing a YTD net income of \$26k.												
<b>6</b>	<b>COCC Program Only</b>											
	Total Revenue	\$ 101,132	\$ 120,903	\$ (19,771)	-16%	\$ 580,478	\$ 604,426	\$ (23,948)	-4%	1,450,747	40.0%	25.0%
	Total Expenses	\$ 147,101	\$ 168,118	\$ (21,017)	-13%	\$ 722,216	\$ 824,966	\$ (102,750)	-12%	1,718,971	42.0%	25.0%
	Reserve transfer out (in)	\$ -	\$ (22,352)			\$ -	\$ (111,760)	\$ 111,760		(268,224)	0.0%	
←	Net Operating Income	\$ (45,969)	\$ (24,863)	\$ (21,106)	85%	\$ (141,737)	\$ (108,780)	\$ (32,957)	30%	-		
* COCC was budgeted at zero income or break even by using reserve of \$268K. YTD operating expenses incurred were below budget by \$103K or 12%, thus reducing the net loss.												
<b>7</b>	<b>JC BULLS ( 100 units)</b>											
	Total Revenue	\$ 74,341	\$ 68,879	\$ 5,462	8%	\$ 370,089	\$ 344,395	\$ 25,694	7%	826,550	44.8%	25.0%
	Total Operating Expenses	\$ 50,906	\$ 66,728	\$ (15,822)	-24%	\$ 229,611	\$ 304,053	\$ (74,442)	-24%	705,356	32.6%	25.0%
↑	Net Operating Income	\$ 23,436	\$ 2,151	\$ 21,285	990%	\$ 140,479	\$ 40,342	\$ 100,137	248%	121,194		
* YTD operating expenses under budget by \$41K, thus showing a net income of \$140K as compared to budget of \$40K. No concerns at this time.												
<b>8</b>	<b>OVERALL RESULTS</b>											
	Net Operating Income	\$ 62,615				\$ 190,498	\$ (98,163)	\$ 288,660	-294.06%			
		341	TBRA			1,583	tbra					
		\$ 62,956	okay			\$ 192,081	okay					

HAP FUND ANALYSIS											
CY -2020											
	HUD - CY- 2019				HUD - CY- 2020				SHA - FY- 2020		
	Nine months	Three months	12 MONTHS						Three months	Two months	Five months
	Jan - Sept 2019	Oct -Dec 2019	Jan -Dec 2019		Jan-20	Feb-20	Total		Oct -Dec 2019	Jan - Feb 2020	Oct 2019-Feb 2020
TOTAL HAP DISBURSEMENTS	\$ 8,613,813	\$ 2,904,694	\$ 11,518,507		\$ 1,012,752	\$ 1,022,579	\$ 2,035,331		\$ 2,904,694	\$ 2,035,331	\$ 4,940,025
TOTAL HAP EXPENSES	8,511,229	3,065,506	11,576,735		1,013,445	1,033,574	2,047,019		3,065,506	2,047,019	5,112,525
CASH SURPLUS - (SHORTFALL)	102,584	(160,812)	(58,228)		(693)	(10,995)	(11,688)		(160,812)	(11,688)	(172,500)
	↓	↓	↓			↕			↕		
	Surplus	Shortfall	Net shortfall								
HUD -accounting cycle is calendar year - Jan -Dec			Net cash shortfall			HUD Funding for Feb was short by \$11k			Balance forward from HUD -CY 2019		
SHA -accounting cycle is fiscal year - Oct- Sept			for CY 2019 - offset to reserve								

SPARTANBURG HOUSING AUTHORITY												
Asset Management Financials- Per AMP												
Actual to Budget Variance Comparison												
For five (5) months ending February 29, 2020												
			Month To Date				Period to Date				Annual Budget	
			MTD	MTD	\$	%	PTD	PTD	\$	%	% Used	Annual
			Actual	Budget	Variance	Variance	Actual	Budget	Variance	Variance	PTD	Target
<b>1</b>	<b>Camp Croft</b>											
		Total Revenue	\$ 69,969	\$ 56,135	\$ 13,834	25%	\$ 321,995	\$ 281,176	\$ 40,819	15%	673,386	47.8% 16.7%
		Total Expenses	52,429	55,275	(2,846)	-5%	300,342	306,711	(6,369)	-2%	673,386	44.6% 16.7%
		Reserve transfer out (in)	-	-			-	-			-	
		Net Operating Income (loss)	\$ 17,540	\$ 860	\$ 16,680		\$ 21,653	\$ (25,535)	\$ 47,188		-	
<b>2</b>	<b>Archibald Village</b>											
		Total Revenue	\$ 33,109	\$ 27,525	\$ 5,584	20%	\$ 152,464	\$ 137,625	\$ 14,839	11%	330,307	46.2% 16.7%
		Total Operating Expenses	\$ 20,857	\$ 24,473	\$ (3,616)	-15%	117,589	134,239	\$ (16,650)	-12%	298,174	39.4% 16.7%
		Net Operating Income	\$ 12,252	\$ 3,052	\$ 9,200	301%	\$ 34,875	\$ 3,386	\$ 31,489	930%	32,133	
<b>3</b>	<b>Archibald Hi-Rise</b>											
		Total Revenue	\$ 84,620	\$ 74,307	\$ 10,313	14%	\$ 412,842	\$ 371,535	\$ 41,307	11%	891,680	46.3% 16.7%
		Total Expenses	\$ 72,970	\$ 74,793	\$ (1,823)	-2%	337,481	378,684	\$ (41,203)	-11%	891,680	37.8% 16.7%
		Reserve transfer out (in)	\$ -	\$ -			\$ -	\$ -			-	
		Net Operating Income	\$ 11,650	\$ (486)	\$ 12,136	-2497%	\$ 75,361	\$ (7,149)	\$ 82,510	-1154%	-	
<b>4</b>	<b>Scattered Sites</b>											
		Total Revenue	\$ 5,227	\$ 4,420	\$ 807	18%	\$ 25,074	\$ 22,100	\$ 2,974	13%	53,030	47.3% 16.7%
		Total Expenses	\$ 12,585	\$ 4,796	7,789	162%	18,649	31,646	(12,997)	-41%	64,497	28.9% 16.7%
		Reserve transfer out (in)		(956)				(4,778)	4,778		(11,467)	
		Net Operating Income (loss)	\$ (7,358)	\$ 580	\$ (7,938)	-1370%	\$ 6,425	\$ (4,768)	\$ 11,193	-235%	-	
<b>5</b>	<b>Prince Hall</b>											
		Total Revenue	\$ 71,208	\$ 55,517	\$ 15,691	28%	\$ 334,724	\$ 277,525	\$ 57,199	21%	665,934	50.3% 16.7%
		Total Expenses	\$ 56,427	\$ 53,551	2,876	5%	296,528	271,964	24,564	9%	628,083	47.2% 16.7%
		Net Operating Income (loss)	\$ 14,781	\$ 1,966	\$ 12,815	652%	\$ 38,196	\$ 5,561	\$ 32,635	587%	37,851	
<b>6</b>	<b>Victoria Gardens</b>											
		Total Revenue	69,299	51,512	\$ 17,787	35%	\$ 313,740	\$ 257,560	\$ 56,180	22%	618,138	50.8% 16.7%
		Total Expenses	42,446	54,113	(11,667)	-22%	233,874	278,600	(44,726)	-16%	618,138	37.8% 16.7%
		Net Operating Income	\$ 26,853	\$ (2,601)	\$ 29,454		\$ 79,866	\$ (21,040)	\$ 100,906		-	
<b>7</b>	<b>Cambridge/Brawley</b>											
		Total Revenue	\$ 2,013	\$ 2,300	\$ (287)	-12%	\$ 8,496	\$ 11,500	\$ (3,004)	-26%	27,590	30.8% 16.7%
		Total Operating Expenses	322	2,236	(1,914)	-86%	8,232	12,688	(4,456)	-35%	27,590	29.8% 16.7%
		Net Operating Income	\$ 1,691	\$ 64	\$ 1,627	2542%	\$ 264	\$ (1,188)	\$ 1,452	-122%	-	
						Net						
						Operating						
						Income	256,640	(50,733)				
							-	(4,778)				
						Per PH stmt	256,640	(55,511)				



## **Monthly Reports: Programs Dashboard**

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**Board of Commissioners Meeting  
Tuesday, March 24, 2020**

**March 24, 2020**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT—FEBRUARY 2020**

**CONTACT PERSON:**

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

**OCCUPANCY**

As part of the U.S. Department of Housing and Urban Development (HUD) Public Housing Utilization Project, as of February 29, 2020, 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; seven (7) of which are off-line for extensive repairs (three (3) Camp Croft Courts; one (1) Victoria Gardens; two (2) at Archibald Hi-Rise; and one (1) Prince Hall).

<b>HUD GOAL</b>	<b>SHA Actual</b>	<b>Excluding Outliers</b>	<b>VISTA Managed PH</b>
97%	95.57%	96.98%	97.50%

**TENANT ACCOUNTS RECEIVABLE REPORTS:**

The Tenant Accounts Receivable Collection rate for SHA managed developments was 87.06% for all public housing properties and 102.06% 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. Several internal and external referrals are made each month for residents with delinquent balances. The Asset Management team continues to aggressively act to collect all debts. The recertification specialist has identified several residents with substantial unreported income that have grossly affected this month's TARS. Residents with unreported income exceeding \$5,000 are subject to lease termination.

<b>HUD GOAL</b>	<b>SHA PH Actual</b>	<b>SHA MF and Market Actual</b>
98.5%	87.06%	102.06%

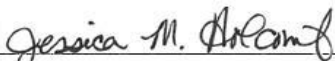
**TENANT CHARGE ANALYSIS REPORT FOR FEBRUARY 2020**

Property	AGED TENANT ACCOUNTS							YTD ACTUAL NOI	OCCUPANCY	
	CHARGED	UNPAID	TARS	PREPAYS	ACTIVE	INACTIVE	TOTAL			
Camp Croft	\$ 24,142.55	\$ 4,799.26	79.79%	\$ 1,482.24	\$ 3,297.02	\$ 1,581.86	\$ 4,878.88	\$ 68,400.00	95.83%	Two residents with balances in excess of \$1,000 each.
Archibald Village	\$ 13,632.50	\$ 54.50	106.78%	\$ 547.58	\$ (493.08)	\$ (431.00)	\$ (924.08)	\$ 53,943.00	100.00%	
Archibald Rutledge	\$ 38,216.42	\$ 1,072.50	106.52%	\$ 3,319.48	\$ (2,246.98)	\$ (244.00)	\$ (2,490.98)	\$ 138,876.00	98.00%	Three residents with balances averaging \$300 each.
Scattered Sites	\$ 2,713.00	\$ -	103.54%	\$ 95.00	\$ (95.00)	\$ (1.00)	\$ (96.00)	\$ 19,173.00	33.33%	
Prince Hall	\$ 10,633.02	\$ 3,697.82	40.32%	\$ 2,335.92	\$ 1,361.90	\$ 4,983.58	\$ 6,345.48	\$ 69,300.00	94.00%	Two residents with balances in excess of \$1,000 each.
Victoria Gardens	\$ 22,860.94	\$ 14,174.63	-8.98%	\$ 1,690.51	\$ 12,484.12	\$ 12,430.43	\$ 24,914.55	\$ 101,388.00	97.50%	Resident is currently disputing rent amount.
Cambridge Place/Brawley	\$ 1,605.00	\$ 433.00	75.36%	\$ 37.40	\$ 395.60	\$ (0.18)	\$ 395.42	\$ 1,905.00	100.00%	
<b>PH TOTAL</b>	<b>\$ 113,803.43</b>	<b>\$ 24,231.71</b>	<b>87.06%</b>	<b>\$ 9,508.13</b>	<b>\$ 14,703.58</b>	<b>\$ 18,319.69</b>	<b>\$ 33,023.27</b>	<b>\$ 452,985.00</b>	<b>94.97%</b>	
Page Lake	\$ 3,345.00	\$ -	100.48%	\$ 16.00	\$ (16.00)	\$ -	\$ (16.00)	\$ 36,154.00	100.00%	
JC Bull	\$ 29,077.00	\$ 10.00	105.58%	\$ 427.00	\$ (417.00)	\$ (1,205.00)	\$ (1,622.00)	\$ 298,290.00	96.00%	
Liberty	\$ 1,895.00	\$ -	100.26%	\$ 5.00	\$ (5.00)	\$ -	\$ (5.00)	\$ 10,182.00	100.00%	
Appian	\$ 498.01	\$ -	156.42%	\$ 281.00	\$ (281.00)	\$ -	\$ (281.00)	\$ (1,192.00)	66.67%	
Fisher	\$ 68.00	\$ -	100.00%	\$ -	\$ -	\$ -	\$ -	\$ (21,512.00)	100.00%	
<b>Total</b>	<b>\$ 34,883.01</b>	<b>\$ 10.00</b>	<b>102.06%</b>	<b>\$ 729.00</b>	<b>\$ (719.00)</b>	<b>\$ (1,205.00)</b>	<b>\$ (1,924.00)</b>	<b>\$ 321,922.00</b>	<b>95.76%</b>	



**MILESTONES, CONCERNS, ETC.:**

- SHA will host the US Inspection Group to complete a REAC training for all housing operations staff on April 3, 2020. Staff will learn both the UPCS and NSPIRE standards, how to correctly set priorities for the next REAC inspection as well as discovering how to begin making the transition to the NSPIRE standards.

Respectfully Submitted,   
Jessica Holcomb, Deputy Director  
Spartanburg Housing Authority

**March 24, 2020**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**DEVELOPMENT & CAPITAL FUND MONTHLY REPORT – February 2020**

**CONTACT PERSON:**

Joseph Jackson  
Deputy Director of Capital Funds and Development  
864-598-6052

**DEVELOPMENT PROJECTS**

**Country Gardens I & II**

- Closing was held on 3/18/2020
- Housing Assistance Payments Contract (HAP Contract) for 10 units to be effective 4/1/2020

**Northside Station**

- Legal team preparing closing documents and agreements for signatures
- Still anticipating a late March or early April closing

**Victoria Gardens**

- Anticipating a July start for construction
- Submitting extension letter to South Carolina State Housing Finance and Development Authority (SCSHFD)
- Tenant surveys completed for relocation plan
- Citibank was selected as the debt provider
- RBC was selected as the tax credit investor
- Ross Deckard (Architect) and McCrory Construction (Contractor) comments for plan review were due on 3/13/2020
- Kick-off call was held on 3/13/2020 with SHA, Delck Group (Relocation consultant) and McCrory Construction (Contractor) to discuss tenant survey results for next steps

**New office/Star Mills**

- As of March 13, 2020, the following progress was provided by contractors:
  - ✓ Media blasting of interior walls
  - ✓ Completion of plumbing rough-in
  - ✓ Measuring of windows by window manufacturer
  - ✓ Digging and installing column footings

## **CAPITAL FUND TABLE**

### **REPLACEMENT HOUSING FACTOR FUNDS CAPITAL FUND**

<b>Replacement Housing Factor Grant No. SC16R003502-15</b>					
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
<b>Replacement Housing Factor Grant No. SC16R003502-16</b>					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$225,533	4/12/2021*	4/12/2023			\$225,533
<b>Replacement Housing Factor Grant No. SC16R003502-17</b>					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$162,926	8/15/2019	8/15/2021	\$146,634	\$66,216.00	\$96,710.00
<b>Capital Fund Program Grant No. SC16P003501-16</b>					
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	\$1,206,130.78	\$83,511.22
<b>Capital Fund Program Grant No. SC16P003501-17</b>					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$926,447	8/15/2019	8/15/2021	\$833,803	\$493,077.76	\$433,369.24
<b>Capital Fund Program Grant No. SC16P003501-18</b>					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$1,246,092	5/28/2020	5/28/2022	\$228,767.33	\$243,082.88	\$1,290,068.00
<b>Capital Fund Program Grant No. SC16P003501-19</b>					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$1,295,491	4/15/2021	4/15/2023	\$5,423.00	\$5,423.00	\$1,290,068.00
<b>Capital Fund Program Grant No. SC16P003501-20</b>					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$1,369,776					

\*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 5<sup>th</sup> 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

- Playground installed at Prince Hall

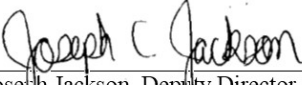
2017 Capital Fund Grant

- Elevator preconstruction meeting held on 3/19/2020

2018 Capital Fund Grant

- Purchasing Tsunami security cameras at Prince Hall

Respectfully Submitted by,

  
Joseph Jackson, Deputy Director of Capital  
Funds and Development  
Housing Authority of the City of Spartanburg, SC

February 25, 2020

Spartanburg Housing Authority  
Spartanburg, SC 29302

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**LEASED HOUSING MONTHLY REPORT – FEBRUARY 2020**

**CONTACT PERSON:**

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

### **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's (HCV) Cumulative Leasing and Budget Utilization (using the 24 Month Tool)**

Cumulative % Annual Leased	Cumulative % Eligibility Expended	Monthly UML %	Monthly ABA Expended %
94.6%	101.1%	94.5%	100.9%

- 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%	96%	96%	40%

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

Norris Ridge
97%

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

Veterans	Working Families
100%	93%


## 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%.
- SHA received an award of 75 additional Mainstream (MS) 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 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 14 participants and three (3) family searching for housing.

## MILESTONES

- HCV Program issued 10 vouchers for the HCV tenant-based vouchers, three (3) MS vouchers were issued, 86 families are searching for housing.
- There were 19 new move-ins and 13 move-outs.

<b>Program</b>	<b>Units Allocated</b>	<b>Units Leased</b>	<b>Unused</b>
HCV	1715	1619	96
PBV	273	262	11
RAD	357	343	14
MOD	190	185	5
MS	40	46	69
<b>Totals</b>	<b>2650</b>	<b>2456</b>	<b>195</b>

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

**March 24, 2020**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**RESIDENT & COMMUNITY ENGAGEMENT MONTHLY REPORT – February 2020**

**CONTACT PERSON:**

Cierra Fowler  
Deputy Director of Resident and Community Engagement  
864-598-6009

## **COMMUNITY AND SUPPORTIVE SERVICES**

### **Highlights**

- Workshops held with Triple P, Upstate Fatherhood Coalition, Snap2work, SC works and Founders FCU.
- On 2/28/2020, Spartanburg Regional provided a lunch and learn at VGA for employment opportunities. Two people offered interviews and one has accepted a new job.
- Resident Council Nominations started for Camp Croft apartments.
- We will be merging Boy Scouts Councils on the Northside of Spartanburg. Planned interest meeting for volunteers will be held 3/26/20.
- Continue to participate in meetings to discuss opportunities to address barrier of transportation with a direct focus on families SHA serves.

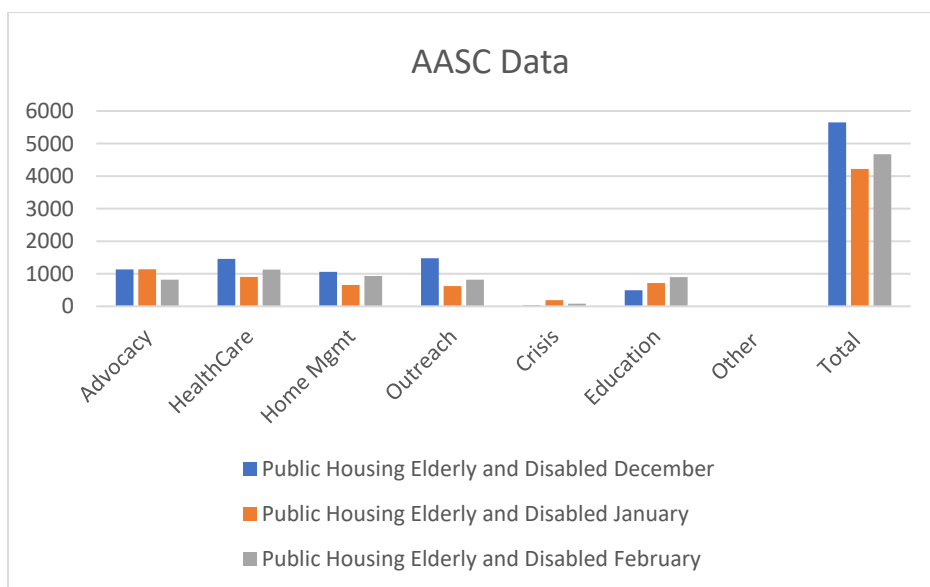
### **Resident Services Active Grants**

<b>Grant #</b>	<b>Grant Name</b>	<b>Closing Date</b>	<b>Remaining Balance</b>	<b>Notes</b>
MFSC179397	Multi-Family	12/31/2018	\$2,862.94	
SC003RPS11A015	ROSS	3/24/2020	\$91,682.76	Grant will close 03.24.20
FSS18SC2129	FSS	2/18/2020	\$0	

### **EDSC Elderly and Disabled Program**

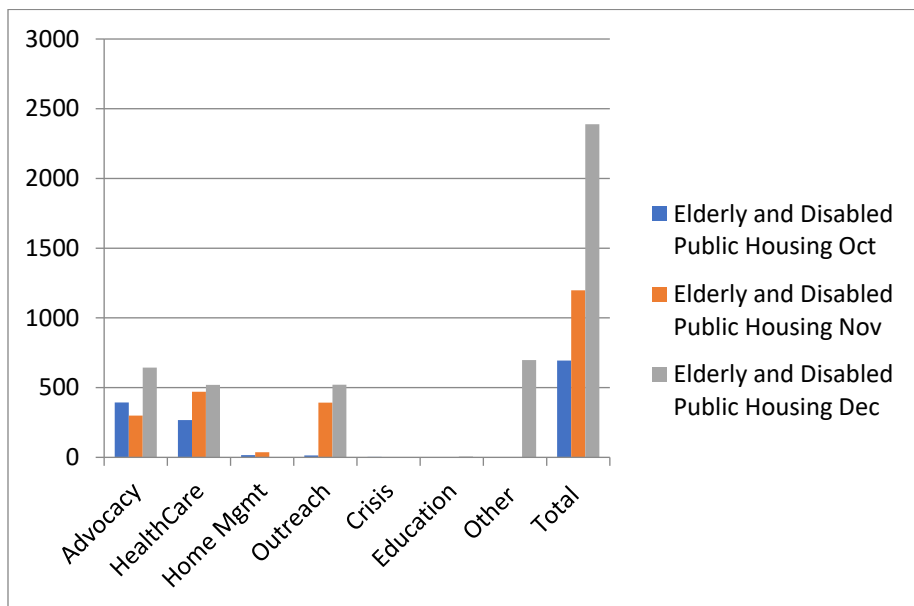
Number of Services (December, January, and February); Properties: Archibald High Rise, Archibald Village, Camp Croft Courts, Victoria Gardens, and Prince Hall.

#### **Elderly and Disabled Public Housing Case Management**



### **Multi -Family Coordinator**

Number of services (December, January, and February). Property: JC Bull.

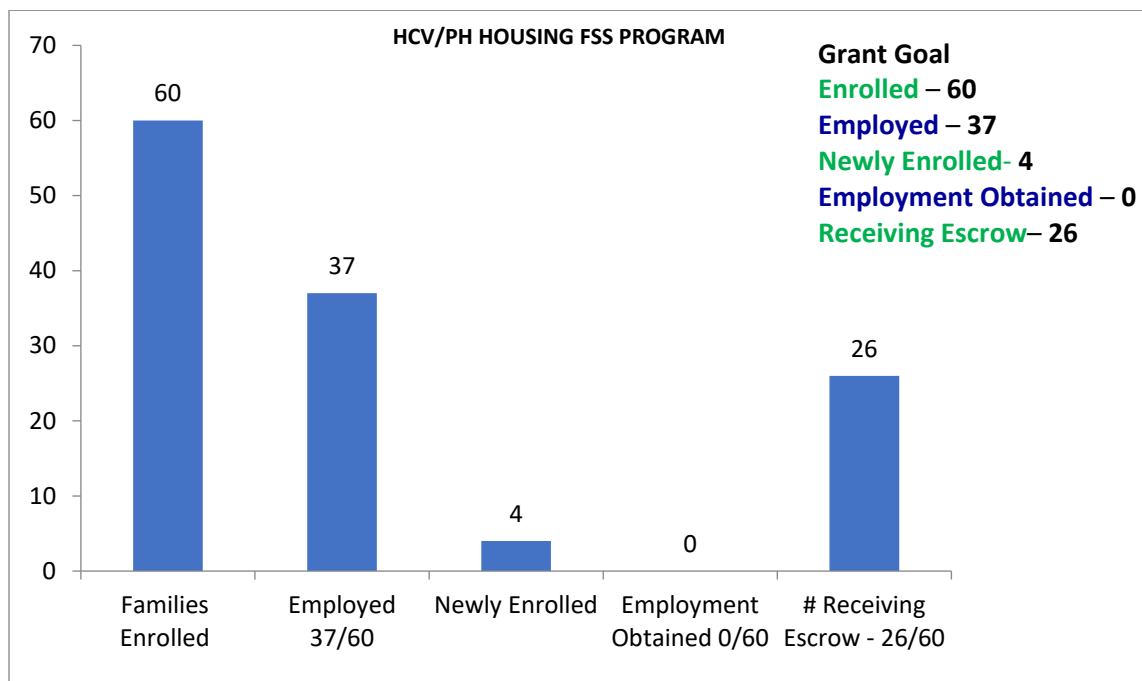




### Family Self-Sufficiency (FSS) Grant as of January 31, 2019

- **FSS** Current Escrow total is \$97,222.72
  - **HCV** Escrow Amount \$84,495.72
  - **PH** Escrow Amount \$12,727

## February 2020



Respectfully Submitted,   
Cierra Fowler, Deputy Director  
Spartanburg Housing Authority

## **Cliff Effect Fund**



### **Unmet Need/Problem Statement**

United Way of the Piedmont and Financial Stability Taskforce have identified the cliff effect as one of the primary barriers to economic self-sufficiency in our community. The cliff effect occurs when a family begins to earn above the limits set by the state and becomes ineligible for subsidies on food, housing, childcare, and other benefits. However, the family's increased income from wages does not equal or exceed the loss in benefits, creating a significant gap in their basic needs budget.

Often, the biggest cliff occurs when a family is no longer eligible for childcare vouchers (150% of the Federal Poverty Level in SC). A 2010 study by the Women's Foundation of Colorado showed that 1 in 3 families did not accept income increases to remain eligible for childcare vouchers, choosing basic services over pay increases and career mobility.

Single mothers are particularly vulnerable to the cliff effect. For many single mothers in our community an \$8/hour job can be more advantageous than a \$15/hour job because of public assistance eligibility. In Spartanburg County:

- 16,994 households headed by single females, with an average household size of 3.35;
- 42% of households headed by single females are living at less than 125% of the Federal Poverty Level, with a median income of \$24,069;
- 57% of these households receive public assistance, such as social security income, TANF, and SNAP.

### **Program**

UWP would like to pilot a Cliff Effect Fund that will make the "cliff" a "gentle slope." This program targets single mothers in Spartanburg County who are at risk of experiencing the cliff effect – they receive public assistance and are employed or actively seeking employment. The Cliff Effect Fund would support families over 1-3 years as they lose public assistance as their wages increase, ultimately incentivizing employment over public assistance dependency. As part of the program, families would regularly participate in case management with a Community Resource Coordinator to develop a budget and maintain their employment. The funds would be distributed directly to vendors (landlord, childcare providers, etc.) through representative-payee service. Families would be required to contribute a portion of each of their bills and to establish a savings account.

### **Desired Results**

The Cliff Effect Fund would support up to 20 families for up to three years. In order to truly support these families without creating just another assistance cliff, the program will have to invest in families for a long period of time. The amount of resources dedicated to each family will depend on their family composition and ability to gain a self-sufficient wage. One family might require \$2,500 over the course of a year, while another might require \$30,000 over the course of three years.

We will measure the outcomes of this program by collecting the following data:

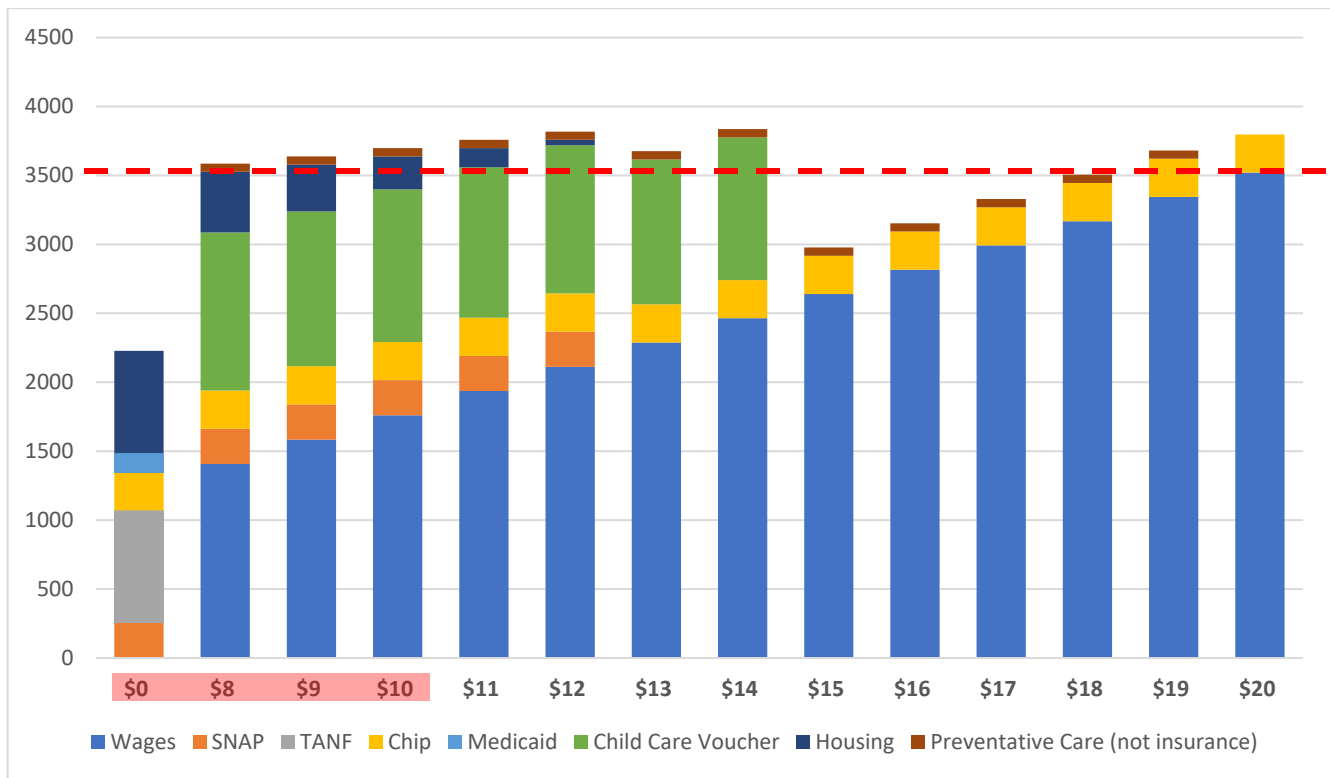
# of households receiving case management

# of economically disadvantaged households receiving free income tax return preparation assistance and # of families starting a savings account with a balance of \$300 as a result of that tax return

# of individuals that obtain/maintain employment as a result of an intervention

# of individuals with wages at the self-sufficient level

### **Example of Cliff Effect: Single Mother with Two Children Under 5 in Spartanburg County**



This chart demonstrates the cliff effect for a single mother of two children. The red line is the self-sufficient level – the income she needs to pay for her family’s basic needs, including housing, food, childcare, healthcare, and transportation.

The first cliff occurs when she becomes ineligible for food stamps. When she goes from \$12/hour to \$13/hour, she has a net loss of \$142/month despite her increased wages. However, she is not having to make any tough financial decisions because her income is still over the self-sufficient level. Because of this, losing food stamps in this situation is a “gentle slope” instead of a cliff.

The second and biggest cliff occurs when she becomes ineligible for childcare vouchers. At \$14/hour, she is eligible for childcare vouchers and her income is above the self-sufficient level, meaning she can start saving and paying off debt. At \$15/hour, she is no longer eligible for childcare vouchers and her overall income drops below the self-sufficient level with a \$859/month net loss. This is the equivalent of her housing and transportation costs, putting her at risk of eviction and potentially losing her job if she’s not able to find money for childcare.

For this family, losing childcare vouchers is a true cliff. In this situation, she is better off with an \$8/hour job than she is with a \$15/hour. There is little incentive for her to get a job that pays more than \$14/hour unless she can get a job that pays \$18/hour or more.

Each year, Spartanburg County residents receive over \$4.2 million dollars in public assistance. Public assistance programs like TANF and SNAP are designed to be temporary, however because of the cliff effect, many families end up continuing to need these assistance programs long-term, sometimes for generations. The Cliff Effect Fund would allow us to break this cycle and make self-sufficiency a reality for more families.