



NOTICE AND AGENDA

**Board of Commissioners Meeting
Tuesday, April 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, April 28, 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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XI. Adjournment



**Approval of Minutes
Regular Board Meeting
March 24, 2020**

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

**MINUTES OF THE REGULAR BOARD MEETING OF THE COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SPARTANBURG, SOUTH CAROLINA
March 24, 2020**

MEETING CALLED TO ORDER: The meeting was held via public conference call.

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 4:04 p.m.

I. Moment of Silence:

Observed

II. Roll Call:

Chuck White, John Fairey, Matthew Myers, Veronica Cunningham, Keisha Gray, Andrew Poliakoff and Shaunté Evans.

III. Approval of Agenda:

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

IV. Approval of Minutes:

A motion to accept the minutes of the regular board meeting of February 25, 2020 as presented was made by Commissioner White. The motion was seconded by Commissioner Poliakoff and unanimously carried.

V. Commissioner Comments

None

VI. Public/Staff Comments

Public comments: Maria Madden, Director of Leadership Giving and Donor Networks at the United Way of the Piedmont, announced the recipient of the Walter S. Montgomery, Sr. Award for Young Leadership...Jessica M. Holcomb. As the recipient of the award, she has demonstrated as a member of the community an uncommon generosity, involvement, and leadership in serving in human service organizations and initiatives. The award is intended to applaud the individual who is making a difference and is not just a measure of how many boards or committees one joins, but the energy, passion and enthusiasm one gives to those endeavors. Commissioners and meeting attendees congratulated Jessica.

Staff comments: None

VII. Information Item:

An overview of operational changes due to the COVID-19 (Coronavirus) public health concern was shared. Letters, notices, and postings were sent to staff, residents, and owners providing information on changes of processes to minimize the risk to exposure during this unprecedented time.

Commissioner Cunningham shared and described some actions to assist residents at Archibald Rutledge. A group has been helping with meal deliveries and checking on residents deemed as shut ins to help those with limited mobility options.

VIII. Action Items and Resolutions:

Resolution #2020-06 – RECAP Contract Amendment

This resolution was presented to request acceptance of the Resolution 2020-06 as presented by Shaunté Evans. Questions raised by the board were addressed. Commissioner Gray made a motion to approve resolution 2020-06. The motion was seconded by Commissioner Fairey and unanimously carried.

RESOLUTION NO. 2020-06

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF
THE CITY OF SPARTANBURG
MARCH 24, 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.

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. Development and Capital Fund

Joseph Jackson presented the Development and Capital Fund 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.

X. Executive Session

A motion was made by Commissioner White 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 Poliakoff. The motion was unanimously approved.

Executive session was entered into at 5:07 p.m.

Executive session ended at 5:47 p.m. A motion to end Executive session was made by Commissioner White. The motion was seconded by Commissioner Poliakoff. The motion was unanimously approved.

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

XI. Adjournment

Commissioner White made a motion to adjourn the meeting, which was seconded by Commissioner Poliakoff. The meeting was adjourned at 5:48 p.m.

Respectfully Submitted,
The Housing Authority of the City of Spartanburg



Information Items

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

April 28, 2020

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Information Item: Loan Modification of SHA Mortgaged Homes to Reduce the Interest Rate from 7.5% to 4.5%

CONTACT PERSON:

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

BACKGROUND:

As a part of Spartanburg Housing Authority's (SHA) second HOPE VI Grant, SHA developed 16 single-family homes to be sold to qualified low-income buyers in the Victoria Gardens neighborhood and 22 single-family homes at Shaw-Wilmont. Because these new homes set for several years without clients purchasing them, the homes were deteriorating and the program income from the sale of these homes was needed for the development of the future phases of the HOPE VI Grant. As a result, SHA developed a special loan program to sell these homes to low-income individuals who were not quite ready to purchase a home. It was anticipated that within 1 to 2 years, these individuals would qualify for a loan and would either refinance their homes or their loans would be purchased by another agency. Because of various reasons, including SHA's inability to report payments to credit reporting agencies, not all clients were able to refinance their loan and the remaining loans could not be sold to another agency.

SHA borrowed from BB&T a total of \$991,170 (known as Loan Facility 1), which it loaned back out to 12 individual clients to assist them in purchasing HOPE VI homes at Victoria Gardens and Shaw-Wilmont.

The terms of the loan in which SHA borrowed funds from BB&T are as follows:

- Based upon closing date, these loans were interest only for the first eighteen months
- For months 18 through 24 payments were based upon a twenty-year mortgage
- At the end of the 24-month period the amount borrowed was due in full

- To accommodate houses that needed to exceed the 24 month loan, BB&T allowed a limit of 2 houses at any one time to be followed by 30 months of P&I, leading to a total loan of 48 months

The terms of the loans, which SHA made to clients, are as follows:

- Traditional 30-year fixed rate mortgages
- All are based upon 7.5% interest rate except for one which was 7.0%
- Almost all clients received liberal down payment and closing cost assistance which totaled to an average of about \$30,000

This assistance included forgivable grants from the South Carolina State Housing Finance and Development Authority which were either \$20,000 or \$10,000 in HOME Funds (which is forgiven over 5 years) and \$10,000 in Housing Trust Fund (HTF) assistance which is forgiven over 20 years

Many clients also received deferred HOPE VI mortgages of approximately \$10,000 which are deferred most often for twenty years and then the client was obligated to begin repaying this deferred amount over a ten-year period

Below is a brief table, which lists the 12 original loans made and some basic information

Original Loan Summary

NO	Loan	Address	Closing	Original Loan
1	1002	176 Aden Street	2/20/2007	79,000.00
2	1003	180 Aden Street	2/16/2007	79,000.00
3	1004	412 Shaw Avenue	2/19/2007	76,000.00
4	1005	210 Aden Street	4/11/2007	64,000.00
5	1006	145 Fremont Avenue	4/12/2007	79,000.00
6	1007	186 Aden Street	4/20/2007	78,000.00
7	1008	160 Aden Street	4/25/2007	72,000.00
8	1009	414 Shaw Avenue	5/3/2007	91,470.00
9	1010	312 Wilmont Street	7/25/2007	103,400.00
10	1011	155 Freemont Avenue	8/10/2007	77,000.00
11	1012	336 Wilmont Street	10/30/2007	104,000.00
12	1013	327 Wilmont Street	4/30/2008	88,300.00
Total				\$991,170.00

SUMMARY:

SHA Staff is servicing these loans. The Accounting Department utilizes Trakker Software to collect and process loan payments. Payments are collected via money order and entered into the software. Monthly statements are mailed to each resident. Prior to the dissolution of the SHA Homeownership Coordinator position in 2016, efforts were made to connect the clients with lenders in order for them to refinance to a lower rate, since rates are historically low in today's present market. The method of contact and communication with the clients was in person, phone calls and appointments as well as written communication. There are two remaining clients that would receive the loan modification.

Existing Loan Summary as of April 15, 2020

NO	Loan	Address	Closing	Original Loan Amount	Balance	Monthly Payment
1	1004	412 Shaw Avenue	2/19/2007	76,000.00	\$61,226.09	\$717.67
2	1005	210 Aden Street	4/11/2007	64,000.00	\$51,106.30	\$598.00
				\$140,000	\$112,332.39	\$1,315.67

The original goal was to sell all of these loans to an entity which specialized in purchasing affordable home loans; regretfully this entity was unable to purchase these loans. In the past we have offered incentives to all of these loan clients to assist them towards refinancing. For all the remaining loans however, our goal now is to modify the loans internally from 7.5% to 4.5%.

FINANCIAL CONSIDERATIONS:

Loan clients received the following assistance:

Loan Number	Street Address			HOPE VI	TOTAL
		HTF	HOME	DEFERRED	
1004	412 Shaw Avenue	0	20,000.00	8,020.10	\$28,020.10
1005	210 Aden Street	0	20,000.00	7,945.68	\$27,945.68

Both the Housing Trust Funds (HTF) and the HOME Funds came through the South Carolina State Housing Finance and Development Authority. Both of these funds are considered to be forgivable grants. Each of the assistance is secured with both a note and a mortgage, which is executed at closing. For the HTF they are forgiven over a 20-year period, so for each year that the client lives in the house 1/20 of the mortgage would be forgiven. At this point, the most that any of these clients could have lived in the house is 7 years, so only 7/20 or 1/3 of the mortgage will have been forgiven. HOME Funds are forgiven over a 5-year period so clients could have this assistance already forgiven after 7 years.

The State does allow, with their approval clients to refinance mortgages without repaying this assistance. However, if a home is sold, the client will still owe the unforgiven portion of their assistance. The notes and mortgages for the HTF are produced by the State and are between the

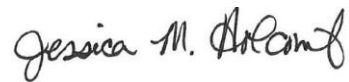
client and the State. If we foreclose on a home that has down payment and closing cost assistance, the foreclosure wipes the repayment requirements clean.

Note: The foreclosure process itself takes a number of months to complete. This process also involves a number of legal notifications to the mortgage holder. Residents during this period would receive a number of notices that would inform them of the steps, process and encourage them to vacate the property. All of the mortgage holders with the exception of one have defaulted to a point that SHA can legally foreclose.

POLICY CONSIDERATIONS:

None, the Authority desires to modify the SHA Loans to reduce the interest rates to 4.5% in an effort to make SHA Loans serviceable by the clients.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jessica M. Holcomb".

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



Action Item & Resolution 2020-07

Second Quarter FY 2020 Bad Debt Write-offs

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



April 28, 2020

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Second Quarter FY 2020 Bad Debt Write-offs
Resolution # 2020-07**

RECOMMENDATION:

Approve write-off of uncollected accounts receivables from January 1, 2020 – March 31, 2020 in the amount of \$34,573.35.

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 January 1, 2020 – March 31, 2020 (second quarter FY 2020) is \$34,573.35. This is an increase of \$23,314.05 as compared to the same period in FY 2019 when write-offs were \$11,259.30, 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 that the landlord would begin eviction proceedings against the tenant. Monthly, subsequent to the above time deadlines if rent is still unpaid and sufficient 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.

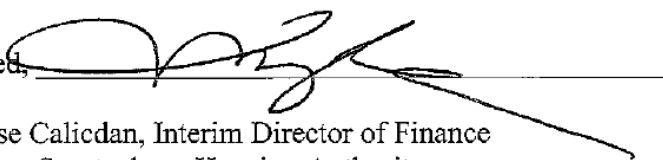
FINANCIAL CONSIDERATIONS:

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

POLICY CONSIDERATIONS:

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

Respectfully Submitted,



Jose Calicdan, Interim Director of Finance
Spartanburg Housing Authority

RESOLUTION NO. 2020-07

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

April 28, 2020

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

Staff recommends adoption of Resolution No. 2020-07 that the Board of Commissioners approve the write-offs of uncollected rents incurred by vacated tenants for the second quarter of Fiscal Year 2020 (January 1, 2020 – March 31, 2020) in the amount of \$34,573.35. No individual/family may be readmitted to any Federally Funded Program unit until such debt is paid.

Matthew Myers, Chair

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2020-07

DATE ADOPTED: April 28, 2020

		Spartanburg Housing Authority		
		Bad Debt Write Off Receipts		
		October 1, 2019 - March 31, 2020		
	<u>Properties (AMP's)</u>	<u>FY 2020</u>	<u>FY 2020</u>	
		<u>1st QTR</u>	<u>2nd QTR</u>	
		<u>Amount</u>	<u>Amount</u>	
1	Camp Croft	\$ -	\$ 468.43	
2	Archibald Village	\$ -	\$ -	
3	Archibald Rutledge	\$ 10.00	\$ 19.00	
4	Scattered Sites	\$ -	\$ -	
5	Prince Hall	\$ 479.05	\$ 635.83	
6	Victoria Garden	\$ -	\$ 1,884.58	
7	Cambridge Place	\$ -	\$ -	
8	Page Lake	\$ -	\$ -	
9	JC Bull	\$ -	\$ -	
10	Liberty	\$ -	\$ 10.00	
11	Appian	\$ -	\$ -	
	Total	\$489.05	\$3,017.84	

		Spartanburg Housing Authority			
		Bad Debt Write Off			
		January 1, 2020 - March 31, 2020			
	<u>Properties (AMP's)</u>	<u>FY 2020</u>	<u>FY 2019</u>	<u>Dollars</u>	<u>Percent</u>
		<u>2nd QTR</u>	<u>2nd QTR</u>	<u>Inc./ (Dec.)</u>	<u>Inc./ (Dec)</u>
		<u>Amount</u>	<u>Amount</u>		
1	Camp Croft	\$ 9,350.45	\$ 971.34	\$ 8,379.11	862.6%
2	Archibald Village	\$ -	\$ -	\$ -	-
3	Archibald Rutledge	\$ -	\$ 4,155.50	\$ (4,155.50)	-100.0%
4	Scattered Sites	\$ -	\$ -	\$ -	-
5	Prince Hall	\$ 8,689.25	\$ 2,952.43	\$ 5,736.82	194.3%
6	Victoria Garden	\$ 16,324.15	\$ 1,362.03	\$ 14,962.12	1098.5%
7	Cambridge Place	\$ -	\$ 1,257.00	\$ (1,257.00)	-
8	Page Lake	\$ -	\$ -	\$ -	-
9	JC Bull	\$ 190.00	\$ 63.00	\$ 127.00	-
10	Liberty	\$ -	\$ 498.00	\$ (498.00)	-
11	Appian	\$ 19.50	\$ -	\$ 19.50	-
	Total	\$34,573.35	\$11,259.30	\$23,314.05	207.1%



Action Item & Resolution 2020-08

U.S. Department of Housing and Urban Development (HUD) Waivers

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

April 28, 2020

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**U.S. Department of Housing and Urban Development (HUD) Waivers
Resolution # 2020-08**

RECOMMENDATION:

Authorize the implementation of all identified HUD waivers

CONTACT PERSON:

Shaunté Evans
Chief Executive Officer
864-598-6010

SUMMARY:

On April 10, 2020, the U.S. Department of Housing & Urban Development (HUD) issued Notice PIH 2020-05. Pursuant to the authority provided under the Coronavirus Aid, Relief and Economic Security (CARES) Act, HUD is waiving requirements for numerous statutory and regulatory requirements for the Public Housing program, Housing Choice Voucher (HCV) program, Indian Housing Block Grant, and Indian Community Development Block Grant program. These waivers provide administrative flexibilities and relief to public housing agencies. Per HUD guidance, implementation of the waivers can be retroactive to April 10, 2020

BACKGROUND:

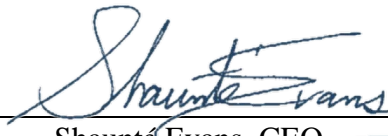
Due to the COVID-19 (Coronavirus) pandemic, the State of South Carolina is in a state of emergency. As a result, the SHA office and administrative functions have been affected. This includes maintaining social distancing, teleworking, and other recommendations to maintain the health and safety of SHA staff. Attached is a matrix of waivers and alternative requirements that SHA will utilize as necessary to keep public housing and HCV programs operational to the extent practicable.

FINANCIAL CONSIDERATIONS:

Allows SHA to implement waivers to maintain program integrity and compliance requirements to support any future audits of applicants, program participants and landlords.

POLICY CONSIDERATIONS:

Once approved, SHA shall maintain the information HUD requires, specific to which waivers or exceptions are implemented.

Respectfully submitted: 

Shaunte Evans, CEO
Housing Authority of the City of Spartanburg, SC

Attachment: Summary of Public Housing and HCV Waivers and Alternative Requirements					
(Refer back to the Notice using the item code for a full description and more detailed information.)					
This chart summarizes the waivers authorized under this notice and the availability period for each. As stated in Section 5, PHAs must keep written documentation on the waivers applied by the PHA as well as the effective dates. To fulfill those requirements, PHAs may but are not required to utilize the last two columns to record this information.					
Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver an alternative requirement?	Date of PHA adoption
PH and HCV-2 Family income and composition – delayed annual reexaminations	<u>Statutory Authority</u> Section 3(a)(1) Regulatory Authority § 982.516(a)(1), § 960.257(a)	Permits the PHA to delay the annual reexamination of income and family composition HCV PHAs must implement HCV-7 for impacted families if they implement this waiver	12/31/2020	Yes	4/10/2020
PH and HCV-3 Annual Reexamination Income Verification	<u>Regulatory Authority</u> § 5.233(a)(2) Sub-regulatory Guidance PIH Notice 2018-18	Waives the requirements to use the income hierarchy, including the use of EIV, and will allow PHAs to consider self-certification as the highest form of income verification. PHAs that implement this waiver will be responsible for addressing material income discrepancies that may arise later	7/31/2020	Yes	4/10/2020
PH and HCV-4 Interim reexaminations	<u>Statutory Authority</u> Section 3(a)(1) Regulatory Authority § 5.233(a)(2), 982.516(c)(2), 960.257(b) and (d) Sub-regulatory Guidance PIH Notice 2018-18	Waives the requirement to use the income verification requirements, including the use of EIV, for interim reexaminations	7/31/2020	Yes	4/10/2020
PH and HCV-5 EIV System Monitoring	<u>Regulatory Authority</u> § 5.233 Sub-regulatory Guidance PIH Notice 2018-18	Waives the mandatory EIV monitoring requirements.	7/31/20	Yes	4/10/2020
PH and HCV-6 FSS Contract of Participation	<u>Regulatory Authority</u> § 984.303(d)	Provides for extensions to FSS contract of participation	12/31/20	Yes	4/10/2020
HQS-1 Initial Inspection	<u>Statutory Authority</u> Section 8(o)(8)(A)(i), Section 8(o)(8)© Regulatory Authority § 982.305(a), 982.305(b), 982.405	Changes initial inspection requirements, allowing for owner certification that there are no life-threatening deficiencies Where self-certification was used, PHA must inspect the unit no later than October 31, 2020.	7/31/2020	Yes	4/10/2020
			10/31/2020		

Spartanburg Housing Authority

Attachment: Summary of Public Housing and HCV Waivers and Alternative Requirements					
(Refer back to the Notice using the item code for a full description and more detailed information.)					
This chart summarizes the waivers authorized under this notice and the availability period for each. As stated in Section 5, PHAs must keep written documentation on the waivers applied by the PHA as well as the effective dates. To fulfill those requirements, PHAs may but are not required to utilize the last two columns to record this information.					
Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver an alternative requirement?	Date of PHA adoption
HQS-2: PBV Pre-HAP Contract Inspections PHA acceptance of completed units	Statutory Authority: Section 8(o)(8)(A) Regulatory Authority: §§ 983.301(b), 983.156(a)(1)	Changes inspection requirements, allowing for owner certification that there are no life- threatening deficiencies Where self-certification was used, PHA must inspect the unit no later than October 31, 2020.	7/31/2020 10/31/2020	Yes	4/10/2020
HQS-3 Non-LifeThreating HQS Initial Unit Approval	Statutory Authority Section 8(o)(8)(A)(ii) Regulatory Authority HOTMA HCV Federal Register Notice January 18, 2017	Allows for extension of up to 30 days for owner repairs of non-life threatening conditions	7/31/2020	Yes	4/10/2020
HQS-4 Initial HQS - Alternative Inspections	Statutory Authority Section 8(o)(8)(A)(iii) Regulatory Authority HOTMA HCV Federal Register Notice January 18, 2017	Under Initial HQS Alternative Inspection Option - allows for commencement of assistance payments based on owner certification there are no life-threatening deficiencies Where self-certification was used, PHA must inspect the unit no later than October 31, 2020.	7/31/2020 10/31/2020	Yes	4/10/2020
HQS-5 Biennial Inspections	Statutory Authority Section 8(o)(D) Regulatory Authority §§ 982.405(a), 983.103(d)	Allows for delay in biennial inspections All delayed biennial inspections must be completed as soon as reasonably possible but by no later than October 31, 2020.	10/31/2020	Yes	4/10/2020
HQS-6 Interim Inspections	Statutory Authority Section 8(o)(8)(F) Regulatory Authority §§ 982.405(g), 983.103(e)	Waives the requirement for the PHA to conduct interim inspection and requires alternative method Allows for repairs to be verified by alternative methods	7/31/2020	Yes	4/10/2020
HQS-7 PBV Turnover Inspections	Regulatory Authority § 983.103(c)	Allows for PBV turnover units to be filled based on owner certification there are no life-threatening deficiencies Allows for delayed full HQS inspection	7/31/2020 10/31/2020	Yes	4/10/2020
HQS-9 HQS QC Inspections	Regulatory Authority § 982.405(b)	Provides for a suspension of the requirement for QC sampling inspections	10/31/2020	Yes	4/10/2020
HQS-11 Homeownership HQS	Statutory Authority Section 8(o)(8)(A)(i), Section 8(y)(3)(B) Regulatory Authority § 982.631(a)	Waives the requirement to perform an initial HQS inspection in order to begin making homeownership assistance payments Requires family to obtain independent professional inspection	7/3/2020	Yes	4/10/2020
HCV-1 Administrative Plan	Regulatory Authority § 982.54 (a)	Waives the requirement to adopt revisions to the admin plan	7/31/2020	Yes	4/10/2020
HCV-2 PHA Oral Briefing	Regulatory Authority § 982.301(a)(3) § 983.252(a)	Waives the requirement for an oral briefing Provides for alternative methods to conduct required voucher briefing	7/31/2020	Yes	4/10/2020
HCV-3 Term of Voucher - Extensions of Term	Regulatory Authority § 982.303(b)(1)	Allows PHAs to provide voucher extensions regardless of current PHA policy	7/31/2020	Yes	4/10/2020
HCV-4 PHA Approval of Assisted Tenancy	Regulatory Authority § 982.305(c)	Provides for HAP payments for contracts not executed within 60 days PHA must not pay HAP to owner until HAP contract is executed	7/31/2020	Yes	4/10/2020
HCV-8 Utility Allowance Schedule	Regulatory Authority § 982.517	Provides for delay in updating utility allowance schedule	12/31/2020	Yes	4/10/2020
HCV-9 Homeownership Counseling	Statutory Authority Section 8(y)(1)(D) Regulatory Authority § 982.630, 982.636(d)	Waives the requirement for the family to obtain pre-assistance counseling	7/31/2020	Yes	4/10/2020
PH-4 ACOP	Regulatory Authority § 960.202(c)(1)	Changes to approval process for ACOP	7/31/2020	Yes	4/10/2020
PH-5 CSSR	Statutory Authority Section 12(c) Regulatory Authority	Temporarily suspends CSSR	3/31/2021	Yes	4/10/2020

Attachment: Summary of Public Housing and HCV Waivers and Alternative Requirements					
(Refer back to the Notice using the item code for a full description and more detailed information.)					
This chart summarizes the waivers authorized under this notice and the availability period for each. As stated in Section 5, PHAs must keep written documentation on the waivers applied by the PHA as well as the effective dates. To fulfill those requirements, PHAs may but are not required to utilize the last two columns to record this information.					
Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver an alternative requirement?	Date of PHA adoption
	§ 960.603(a) and 960.603(b)				
PH-7 Over-Income Families	Housing Opportunity Through Modernization Act of 2016: Final Implementation of the Public Housing Income Limit 83 FR 35490 Notice: Notice PIH 2019-11	Changes to timeframes for determination of over-income	12/31/2020	Yes	4/10/2020
PH-9 Utility Allowance	<u>Regulatory Authority</u> § 965.507	Provides for delay in updating utility allowance schedule	12/31/2020	Yes	4/10/2020
PH-10 Tenant notifications	<u>Regulatory Authority</u> § 966.5	Advance notice not required except for policies related to tenant charges	7/31/2020	Yes	4/10/2020
11a PHAS	<u>Regulatory Authority</u> 24 CFR Part 902	Allows for alternatives related to inspections PHA to retain prior year PHAS score unless requests otherwise	HUD will resume issuing new PHAS scores starting with PHAs with FYE dates of 3/31/21	Yes	4/10/2020
11b SEMAP	<u>Regulatory Authority</u> 24 CFR Part 985	PHA to retain prior year SEMAP score unless requests otherwise	HUD will resume issuing new SEMAP scores starting with PHAs with FYE dates of 3/31/21	Yes	4/10/2020
11c Financial reporting	<u>Regulatory Authority</u> §§ 5.801(c), 5.801(d)(1)	Allows for extensions of financial reporting deadlines -FY 9/30/2019	12/31/2020	Yes	4/10/2020
12a Form HUD 50058	<u>Regulatory Authority</u> 24 CFR Part 908, § 982.158 Sub-regulatory Guidance PIH Notice 2011-65	Waives the requirement to submit 50058 within 60 days Alternative requirement to submit within 90 days of the effective date of action	12/31/2020	Yes	4/10/2020
12c Deadline for reporting Operating and Capital Fund expenditures	Statutory Authority Section 9(j) Regulatory Authority § 905.306(d)(5)	Provides a one-year extension	One-year extension, however no programmatic expenditure end date shall be extended beyond one month prior to closure of relevant appropriations acc	Yes	4/10/2020

RESOLUTION No. 2020-08

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

A duly noticed regular meeting of the Board of Commissioners of the Housing Authority of the City of Spartanburg, SC (“Authority”) took place on April 28, 2020, at 2271 South Pine Street, Spartanburg, SC 29302, at which meeting a quorum was present and acted throughout.

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

WHEREAS: The U.S. Department of Housing & Urban Development (HUD) issued PIH Administrative Notice 2020-05 on Friday April 10th, 2020;

WHEREAS: The Notice covered a variety of waivers and administrative exceptions that HUD is willing to grant to all public housing agencies to address the requirements of social distancing for the duration of any federal, State, or local directives or Executive Orders that call for minimization of public contact and public interactions; and

WHEREAS: The Notice contains language that applies to administrative activities related to applicants and existing program participants for both the Public Housing (PH) Program and the Housing Choice Voucher (HCV) Program. It covers verification of household eligibility and income data and language that applies to Landlords concerning all unit inspections; and

WHEREAS: The Notice requires a housing agency to opt in by July 31, 2020 to those waivers that it elects to implement. In addition, some waivers are deemed “short term” and terminate July 31, 2020 and some are deemed “long term” and terminate December 31, 2020; and

WHEREAS: Most of the key administrative relief granted in the Notice is the ability of the Authority to rely on self-certifications where 3rd party or actual physical inspections or meeting were required. The Notice makes clear that all self-certifications are subject post-audit and enforcement for false certification. All housing agencies are also granted authority to be as expansive as need be in terms of specific language in the self-certification forms; and

WHEREAS AND FURTHERMORE: Administrative flexibility is required to allow the Executive Office to respond to rapidly changing circumstances and make decisions on a situation-by situation basis; and

NOW, THERE, LET IT BE RESOLVED: that the Board of Commissioners of the Housing Authority of the City of Spartanburg, SC, hereby authorize the Chief Executive Officer to:

- 1) Implement any waiver or exception listed in PIH Administrative Notice 2020-05, or not, based on a balancing of the best interest of the public, the Authority’s employees, the program participants and Program Integrity and compliance requirements.

- 2) Design and implement all required self-certification forms that meet the HUD minimum requirements as well as Authority needs in order to maintain program integrity and support a vigorous post-audit process on applicants, program participants and HCV Landlords.
- 3) Maintain the information that HUD requires as to which waivers or exceptions are implemented and a list of the households that benefited from the waivers as well as a list of any HCV units subject to initial lease-up, HAP renewal or program participant complaint about unit physical compliance that benefited from the waivers or exceptions .

Authority to implementation of all identified waivers is retroactive to April 10, 2020.

IN WITNESS WHEREOF, the undersigned has executed this Resolution as of the date and year first above written.

Matthew Myers, Chair

RECORDING OFFICER'S CERTIFICATION

I, Matthew Myers, the duly appointment Chairman of the Board, do hereby certify that this resolution was properly adopted at a duly noticed meeting of the Board of Commissioners of the Housing Authority of the City of Spartanburg, SC held on April 28, 2020.

Matthew Myers, Chairman

ATTEST:

Secretary

FOR CLERK USE ONLY

RESOLUTION NO. 2020-08

DATE ADOPTED: April 28, 2020



Action Item & Resolution 2020-09

Victoria Gardens RAD Relocation Services

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

April 28, 2020

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Victoria Gardens RAD Relocation Services
Resolution #2020-09**

RECOMMENDATION:

Authorize the CEO to award a contract for Victoria Gardens RAD Relocation services to Delck Group LLC, in the amount of \$153,300. This contract will be awarded for a period of one (1) year and (8) eight months (20 month initial term) with the option to extend on a month by month basis thereafter until all rehabilitation work at Victoria Gardens is completed 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:

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

SUMMARY:

Victoria Gardens was awarded a 9% LIHTC by South Carolina State Housing Finance and Development in October 2019. The project requires temporary relocation of 73 tenants. These services require a relocation provider that can properly document and manage the relocation scheduled for this development. The provider will meet with each tenant to help schedule and implement the relocation at the appointed time. A Request for Proposal (RFP) was published on April 7, 2020 to procure these services. The solicitation was advertised in the local newspaper and on industry websites such as the Public Housing Authorities Directors Association (PHADA) and the National Association of Housing and Redevelopment Officials (NAHRO).

Proposals were submitted by the following companies: CVR & Associates, Delck Group, LLC, Housing Opportunities Unlimited, and Revival Development Services. An evaluation was conducted of all proposals and a selection was made based on the proposal that best met the required needs for relocation services as per Federal and State guidelines.

Company	Bid Amount
CVR & Associates	\$175,550
Delck Group, LLC	\$153,300
Housing Opportunities Unlimited	\$260,803

Revival Development Services	\$300,000
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BACKGROUND:

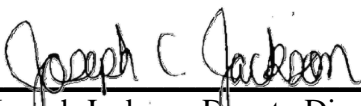
The substantial rehabilitation of Victoria Gardens requires that each tenant be relocated during construction. The relocation will take place in a phased approach over a period of 18 months with a tentative start date of July 2020 and completion scheduled for December 2021. SHA has worked with a relocation consultant to help develop a relocation plan and budget for Victoria Gardens. The awarded vendor will assist SHA with procuring a moving vendor and locating housing units for relocation. The vendor will manage and guide SHA assigned staff for the relocation efforts for this project.

FINANCIAL CONSIDERATIONS:

SHA has budgeted for this expense through the 2018 Capital Fund Program.

POLICY CONSIDERATIONS:

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

Respectfully Submitted, 

 Joseph Jackson, Deputy Director of Capital Funds & Development
 The Housing Authority of the City of Spartanburg

RESOLUTION NO. 2020-09

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

April 28, 2020

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

Authorize the CEO to award a contract for Victoria Gardens RAD Relocation services to Delck Group LLC, in the amount of \$153,300. This contract will be awarded for a period of one (1) year and (8) eight months (20 month initial term) with the options to extend on a month by month basis thereafter until all rehabilitation work at Victoria Gardens is completed 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.

Matthew Myers, Chair

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2020-09

DATE ADOPTED: April 28, 2020



CEO Monthly Report

Shaunté Evans

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



Finance Report

Jose Calicdan

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

SPARTANBURG HOUSING AUTHORITY													
Cash Flow													
March 31, 2020													Oct -March
INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Six months
	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	1,078,268							6,031,091
Section 8 Admin Subsidy	104,029	104,055	123,594	108,101	108,102	109,389							657,270
Mod Rehab HAP	96,911	96,903	96,903	96,903	96,903	96,903							581,426
Mod Rehab Admin	12,162	12,162	12,162	12,162	12,162	12,162							72,972
FSS -Forfeitures	0	0	(1,957)	(1,272)	0	-							(3,229)
Public Housing Subsidy	161,919	161,919	191,712	220,965	220,965	110,228							1,067,707
Tax Credit Properties Subsidy	31,591	31,591	37,412	38,581	38,581	19,589							197,343
TBRA-HCV	10,175	10,019	9,758	9,758	9,758	10,256							59,725
SLHC PBV Subsidy	0	0	0	0	0	0							0
SC State Grant for JCB	45,136	44,542	44,952	44,875	45,206	43,640							268,351
1) HUD & State Subsidy	1,456,368	1,376,578	1,522,547	1,543,059	1,553,669	1,480,435	-	-	-	-	-	-	8,932,656
ROSS	12,163	14,739	14,209	17,426	13,975	8,076							80,589
CFP and RHF	335,003	-	112,391	154,929	19,702	81,100							703,126
2) Other Grant Revenue	347,166	14,739	126,600	172,355	33,677	89,176	-	-	-	-	-	-	783,714
Public Housing Rents	119,888	111,060	98,589	110,356	106,140	116,844							662,877
JC Bull Rents	27,966	27,848	28,077	28,007	28,291	27,865							168,054
SLHC Rents	0	0	0	0	-	-							0
3) Rent Revenue	147,854	138,908	126,666	138,363	134,431	144,709	-	-	-	-	-	-	830,931
4) Misc Receipts	66,142	97,317	87,288	16,986	15,938	24,806							308,476
5) Other Cash-In													
Country Garden 1 and 2 Closing payment				-	-	1,000,000		-		-		-	1,000,000
	-	-	-	-	-	-		-		-	-	-	-
TOTAL CASH INFLOW	2,017,529	1,627,542	1,863,101	1,870,762	1,737,715	2,739,127	-	-	-	-	-	-	11,855,777
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, 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 six (6) months ending March 31, 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	
1 Public Housing											
Total Revenue	\$ 239,309	\$ 271,727	\$ (32,418)	-12%	\$ 1,808,645	\$ 1,630,748	\$ 177,897	11%	3,260,065	55.5%	25.0%
Total Operating Expenses	303,747	262,710	41,037	16%	1,616,589	1,677,242	(60,653)	-4%	3,201,548	50.5%	25.0%
Reserve transfer out (in)		(956)				(5,734)			(11,467)		
↑ Net Operating Income	\$ (64,437)	\$ 9,973	\$ (74,410)	-746%	\$ 192,056	\$ (40,761)	\$ 232,817	-571%	69,984		
YTD revenue exceeded the budget by \$178K or 11% primarily due to subsidy and rental income while YTD operating expenses incurred were below budget by \$61K, thus resulting to net income of \$192K. However, the month of March operating result shows a net loss of \$64k due to bad debt write off of \$34K and the lower revenue of \$32K was attributed to HUD methodology in calculating March operating subsidy by utilizing interim proration level of 95%.											
2 HCV Program - HAP only											
Total Revenue	\$ 1,077,795	\$ 962,696	\$ 115,099	12%	\$ 6,017,820	\$ 5,776,180	\$ 241,640	4%	11,552,357	52.1%	25.0%
Total Expenses	\$ 1,049,314	\$ 961,862	\$ 87,452	9%	\$ 6,161,839	\$ 5,771,185	\$ 390,654	7%	11,542,357	53.4%	25.0%
← Net Operating Income (loss)	\$ 28,481	\$ 834	\$ 27,647	3315%	\$ (144,019)	\$ 4,995	\$ (149,014)	-2983%	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 \$144K.											
3 HCV Program - Admin only											
Total Revenue	\$ 109,777	\$ 104,283	\$ 5,494	5%	\$ 660,677	\$ 625,702	\$ 34,975	6%	1,251,396	52.8%	25.0%
Total Expenses	\$ 104,436	\$ 107,215	\$ (2,779)	-3%	\$ 581,333	\$ 646,072	\$ (64,739)	-10%	1,288,995	45.1%	25.0%
← Reserve transfer out (in)	\$ -	\$ (3,133)			\$ -	\$ (18,800)	\$ 18,800		(37,599)		
← Net Operating Income (loss)	\$ 5,341	\$ 201	\$ 5,140	2554%	\$ 79,344	\$ (1,571)	\$ 80,915		-		
*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-ration rate at 75%. As of March, 2020, the YTD operating expenses incurred were below budget by \$65K or 10%, thus showing a net income of \$79k.											
4 Mod Rehab Program - HAP only											
Total Revenue	96,903	96,543	\$ 360	0%	581,866	579,258	\$ 2,608	0%	1,158,516	50.2%	25.0%
Total Expenses	94,364	96,543	(2,179)	-2%	572,054	579,258	(7,204)	-1%	1,158,516	49.4%	25.0%
↑ Net Operating Income	\$ 2,539	\$ -	\$ 2,539		\$ 9,812	\$ -	\$ 9,812		-		
* HUD is funding the program at the budget level. YTD expenses below budget by \$7K , thus resulting to net income \$10K.											
5 Mod Rehab Program - Admin only											
Total Revenue	\$ 12,162	\$ 11,554	\$ 608	5%	\$ 72,972	\$ 69,324	\$ 3,648	5%	138,646	52.6%	25.0%
Total Expenses	7,189	7,856	(667)	-8%	42,316	47,007	(4,691)	-10%	93,978	45.0%	25.0%
↑ Net Operating Income (loss)	\$ 4,973	\$ 3,698	\$ 1,275	34%	\$ 30,656	\$ 22,317	\$ 8,339	37%	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 by \$5K, thus showing a YTD net income of \$31k.											
6 COCC Program Only											
Total Revenue	\$ 112,014	\$ 120,905	\$ (8,891)	-7%	\$ 692,492	\$ 725,331	\$ (32,839)	-5%	1,450,747	47.7%	25.0%
Total Expenses	\$ 148,085	\$ 132,801	\$ 15,284	12%	\$ 893,138	\$ 957,767	\$ (64,629)	-7%	1,718,971	52.0%	25.0%
Reserve transfer out (in)	\$ -	\$ (22,352)			\$ -	\$ (134,112)	\$ 134,112		(268,224)	0.0%	
← Net Operating Income	\$ (36,071)	\$ 10,456	\$ (46,527)	-445%	\$ (200,646)	\$ (98,324)	\$ (102,322)	104%	-		
* COCC was budgeted at zero income or break even by using reserve of \$268K. YTD operating expenses incurred were below budget by \$65K or 7%, thus reducing the net loss.											
7 JC BULLS (100 units)											
Total Revenue	\$ 72,102	\$ 68,879	\$ 3,223	5%	\$ 442,191	\$ 413,274	\$ 28,917	7%	826,550	53.5%	25.0%
Total Operating Expenses	\$ 41,703	\$ 58,791	\$ (17,088)	-29%	\$ 271,325	\$ 362,844	\$ (91,519)	-25%	705,356	38.5%	25.0%
↑ Net Operating Income	\$ 30,398	\$ 10,088	\$ 20,310	201%	\$ 170,867	\$ 50,430	\$ 120,437	239%	121,194		
* YTD operating expenses under budget by \$92K, thus showing a net income of \$171K as compared to budget of \$50K. No concerns at this time.											
8 OVERALL RESULTS											
Net Operating Income	\$ (28,776)				\$ 138,070	\$ (62,913)	\$ 200,983	-319.46%			
	425 TBRA				2,008 tbra						
	\$ (28,351) okay				\$ 140,078 okay						

HAP FUND ANALYSIS											
CY -2020											
	HUD - CY- 2019			HUD - CY- 2020				SHA - FY- 2020			
	Nine months	Three months	12 MONTHS					Three months	Three months	Six months	
	Jan - Sept 2019	Oct -Dec 2019	Jan -Dec 2019	Jan-20	Feb-20	Mar-20	Total	Oct -Dec 2019	Jan - Feb 2020	Oct 2019- March 2020	
TOTAL HAP DISBURSEMENTS	\$ 8,613,813	\$ 2,904,694	\$ 11,518,507	\$ 1,012,752	\$ 1,022,579	\$ 1,077,795	\$ 3,113,126	\$ 2,904,694	\$ 3,113,126	\$ 6,017,820	
TOTAL HAP EXPENSES	8,511,229	3,065,506	11,576,735	1,013,445	1,033,574	1,049,314	3,096,333	3,065,506	3,096,333	6,161,839	
CASH SURPLUS - (SHORTFALL)	102,584	(160,812)	(58,228)	(693)	(10,995)	28,481	16,793	(160,812)	16,793	(144,019)	
	↓	↓	↓				↕	↕			
	Surplus	Shortfall	Net shortfall								
HUD -accounting cycle is calendar year - Jan -Dec			Net cash shortfall				Net cash surplus rec'd from HUD	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 six (6) months ending March 31, 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	
1	Camp Croft											
	Total Revenue	\$ 56,673	\$ 56,140	\$ 533	1%	\$ 378,668	\$ 337,316	\$ 41,352	12%	673,386	56.2%	16.7%
	Total Expenses	69,424	53,421	16,003	30%	369,859	360,132	9,727	3%	673,386	54.9%	16.7%
	Reserve transfer out (in)	-	-	-		-	-	-		-		
	Net Operating Income (loss)	\$ (12,751)	\$ 2,719	\$ (15,470)		\$ 8,809	\$ (22,816)	\$ 31,625		-		
2	Archibald Village											
	Total Revenue	\$ 23,125	\$ 27,525	\$ (4,400)	-16%	\$ 175,590	\$ 165,150	\$ 10,440	6%	330,307	53.2%	16.7%
	Total Operating Expenses	\$ 21,844	\$ 24,473	\$ (2,629)	-11%	139,433	158,712	\$ (19,279)	-12%	298,174	46.8%	16.7%
	Net Operating Income	\$ 1,281	\$ 3,052	\$ (1,771)	-58%	\$ 36,157	\$ 6,438	\$ 29,719	462%	32,133		
3	Archibald Hi-Rise											
	Total Revenue	\$ 60,844	\$ 74,307	\$ (13,463)	-18%	\$ 473,686	\$ 445,842	\$ 27,844	6%	891,680	53.1%	16.7%
	Total Expenses	\$ 73,407	\$ 74,467	\$ (1,060)	-1%	410,893	453,151	\$ (42,258)	-9%	891,680	46.1%	16.7%
	Reserve transfer out (in)	\$ -	\$ -	-		\$ -	\$ -	-		-		
	Net Operating Income	\$ (12,563)	\$ (160)	\$ (12,403)	7752%	\$ 62,793	\$ (7,309)	\$ 70,102	-959%	-		
4	Scattered Sites											
	Total Revenue	\$ 3,284	\$ 4,420	\$ (1,136)	-26%	\$ 28,358	\$ 26,520	\$ 1,838	7%	53,030	53.5%	16.7%
	Total Expenses	\$ 3,247	\$ 4,796	\$ (1,549)	-32%	21,896	36,442	(14,546)	-40%	64,497	33.9%	16.7%
	Reserve transfer out (in)		(956)				(5,734)	5,734		(11,467)		
	Net Operating Income (loss)	\$ 37	\$ 580	\$ (543)	-94%	\$ 6,462	\$ (4,189)	\$ 10,651	-254%	-		
5	Prince Hall											
	Total Revenue	\$ 49,125	\$ 55,523	\$ (6,398)	-12%	\$ 383,849	\$ 333,048	\$ 50,801	15%	665,934	57.6%	16.7%
	Total Expenses	\$ 61,893	\$ 52,254	9,639	18%	358,445	324,218	34,227	11%	628,083	57.1%	16.7%
	Net Operating Income (loss)	\$ (12,768)	\$ 3,269	\$ (16,037)	-491%	\$ 25,404	\$ 8,830	\$ 16,574	188%	37,851		
6	Victoria Gardens											
	Total Revenue	44,713	51,512	\$ (6,799)	-13%	\$ 358,453	\$ 309,072	\$ 49,381	16%	618,138	58.0%	16.7%
	Total Expenses	72,487	51,063	21,424	42%	306,387	329,663	(23,276)	-7%	618,138	49.6%	16.7%
	Net Operating Income	\$ (27,774)	\$ 449	\$ (28,223)		\$ 52,066	\$ (20,591)	\$ 72,657		-		
7	Cambridge/Brawley											
	Total Revenue	\$ 1,545	\$ 2,300	\$ (755)	-33%	\$ 10,041	\$ 13,800	\$ (3,759)	-27%	27,590	36.4%	16.7%
	Total Operating Expenses	1,445	2,236	(791)	-35%	9,676	14,924	(5,248)	-35%	27,590	35.1%	16.7%
	Net Operating Income	\$ 100	\$ 64	\$ 36	56%	\$ 365	\$ (1,124)	\$ 1,489	-132%	-		
	Net Operating Income											
		(64,438)	10,928	(74,411)		192,056	(35,027)	227,083				
	Reserve transfer out (in)	-	(956)	-		-	(5,734)	5,734				
	Per Consolidated Stmt	(64,438)	9,973	(74,411)		192,056	(40,761)	232,817				



Monthly Reports: Programs Dashboard

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

APRIL 22, 2020

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT—MARCH 2020

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 March 31, 2020, Asset Management ended the month at 93.76% 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 95.77% overall occupancy. Total Vacant Units excluding Scattered Sites is 21 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). Leasing has ended at Victoria Gardens Apartments due to the upcoming RAD conversion.

HUD GOAL	SHA Actual	Excluding Outliers	VISTA Managed PH
97%	93.76%	95.77%	96.67%

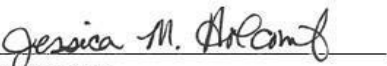
TENANT ACCOUNTS RECEIVABLE REPORTS:

The Tenant Accounts Receivable Collection rate for SHA managed developments was 89.99% for all public housing properties and 101.50% 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.

HUD GOAL	SHA PH Actual	SHA MF and Market Actual
98.5%	89.99%	101.50%

TENANT CHARGE ANALYSIS REPORT FOR MARCH 2020

Property	AGED TENANT ACCOUNTS RECEIVABLES								OCCUPANCY	
	CHARGED	UNPAID	TARS	PREPAYS	ACTIVE	INACTIVE	TOTAL	YTD ACTUAL NOI		
Camp Croft	\$ 25,505.49	\$ 5,770.08	85.61%	\$ 2,035.54	\$ 3,734.54	\$ (64.28)	\$ 3,670.26	\$ 36,138.00	96.88%	
Archibald Village	\$ 13,116.33	\$ 17.50	107.41%	\$ 558.25	\$ (540.75)	\$ (431.00)	\$ (971.75)	\$ 46,624.00	96.00%	
Archibald Rutledge	\$ 37,517.00	\$ 670.00	107.77%	\$ 3,341.60	\$ (2,671.60)	\$ (244.00)	\$ (2,915.60)	\$ 82,753.00	98.00%	
Scattered Sites	\$ 2,677.00	\$ -	106.72%	\$ 179.00	\$ (179.00)	\$ (1.00)	\$ (180.00)	\$ 8,732.00	33.33%	
Prince Hall	\$ 8,676.71	\$ 1,307.01	117.63%	\$ 2,338.19	\$ (1,031.18)	\$ (498.38)	\$ (1,529.56)	\$ 36,820.00	93.00%	
Victoria Gardens	\$ 4,297.91	\$ 11,351.37	-130.43%	\$ 1,292.87	\$ 10,058.50	\$ (154.64)	\$ 9,903.86	\$ 67,756.00	92.50%	Charge amounts were lower due to bad debt write-offs being processed for the 2nd quarter
Cambridge Place/Brawley	\$ 1,446.00	\$ -	102.60%	\$ 37.40	\$ (37.40)	\$ (0.18)	\$ (37.58)	\$ 1,524.00	100.00%	
PH TOTAL	\$ 93,236.44	\$ 19,115.96	89.99%	\$ 9,782.85	\$ 9,333.11	\$ (1,393.48)	\$ 7,939.63	\$ 280,347.00	93.76%	
Page Lake	\$ 3,523.00	\$ -	100.45%	\$ 16.00	\$ (16.00)	\$ -	\$ (16.00)	\$ 36,138.00	100.00%	
JC Bull	\$ 28,716.50	\$ 41.00	111.42%	\$ 504.50	\$ (463.50)	\$ (2,816.00)	\$ (3,279.50)	\$ 313,200.00	96.00%	
Liberty	\$ 1,905.00	\$ -	101.84%	\$ 35.00	\$ (35.00)	\$ -	\$ (35.00)	\$ 10,263.00	100.00%	
Appian	\$ 118.50	\$ -	100.00%	\$ -	\$ -	\$ -	\$ -	\$ (997.00)	33.33%	
Fisher	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		100.00%	Rent has not been charged as the unit is uninhabitable due to the tornado.
Total	\$ 34,263.00	\$ 41.00	101.50%	\$ 555.50	\$ (514.50)	\$ (2,816.00)	\$ (3,330.50)	\$ 358,604.00	94.92%	

Respectfully Submitted, 
 Jessica Holcomb, Deputy Director
 Spartanburg Housing Authority

April 28, 2020

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

DEVELOPMENT & CAPITAL FUND MONTHLY REPORT – March 2020

CONTACT PERSON:

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

DEVELOPMENT PROJECTS

Northside Station

- Participation in weekly closing calls
- Anticipate closing by April 30
- Received HUD closing coordinator comments on 4/15/2020
- Legal teams working to finalize all necessary closing documents

Victoria Gardens

- Anticipate closing by June 30
- Anticipate a late July/early August start for construction
- Submitted quarterly progress report to South Carolina State Housing Finance and Development Authority (SCSHFD)
- Zoom meeting held with tenants on 4/13/2020
- City of Spartanburg Building codes has approved the permitting of the project
- Payment in Lieu of Taxes (PILOT) letter approved by Spartanburg County for this property
- Final term sheets from the debt and equity providers were submitted for review and approval
- HUD concept call was held on 3/31/2020
- Construction phasing, scheduling and relocation call was held on 4/3/2020

New office/Star Mills

- As of April 14, 2020, the following progress was provided by contractors:
 - ✓ Unsuitable soil removed from site
 - ✓ Concrete slab poured
 - ✓ Anchor bolts set for steel erection
 - ✓ First floor columns and beams installed
 - ✓ Second floor decking installed

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	\$66,216.00	\$96,710.00
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	\$1,289,642	\$1,289,642	Expended
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	\$493,077.76	\$433,369.24
Capital Fund Program Grant No. SC16P003501-18					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$1,246,092	5/28/2020	5/28/2022	\$228,767.33	\$243,082.88	\$986,152.08
Capital Fund Program Grant No. SC16P003501-19					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$1,295,491	4/15/2021	4/15/2023	\$5,423.00	\$5,423.00	\$1,290,068.00
Capital Fund Program Grant No. SC16P003501-20					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$1,369,776	3/25/2022	3/25/2024			\$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
- 2020 Capital Fund Obligation and Disbursement End dates
 - 1) March 26, 2020 Obligation Start Date
 - 2) March 25, 2022 Obligation End Date
 - 3) March 25, 2024 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)

COVID-19 Changes

- HUD extended the obligation end date and expenditure date for all open Capital Fund grants by one year

2016 Capital Fund Grant

- SHA met the expenditure date of 4/12/2020

2017 Capital Fund Grant

- Modernization of the first elevator will begin at the end of April with a completion scheduled for August

Respectfully Submitted by,


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

April 28, 2020

Spartanburg Housing Authority
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

LEASED HOUSING MONTHLY REPORT – MARCH 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 Unit Months Leased %	Monthly Annual Budget Authority Expended %
94.2%	102.7%	93.9%	103.1%

- 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%	96%	46%

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

Norris Ridge
88%

- The **Tenant Based Rental Assistance Program (TBRA)** leasing rate:

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 projected closing date for the RAD conversion of Norris Ridge Apartments is August of 2020. The Mod Rehab Program will end after the closing.
 - Veterans Affairs Supportive Housing (VASH) vouchers will begin leasing in the month of May 2020.
-
- The TBRA Program for veterans has 10 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 13 participants and three (3) families are searching for housing.

MILESTONES

- Due to the increase in requests for interim rental adjustments, the HCV Program will not issue vouchers for the HCV tenant-based vouchers and this time. Current funding levels cannot meet the increase in subsidy payments.
- There are twenty- six (26) MS vouchers issued. These families are searching for housing.
- Five (5) VASH vouchers were issued and these families are also searching for housing.
- There were 25 new move-ins and 9 move-outs.

Program	Units Allocated	Units Leased	Unused
HCV	1715	1612	103
PBV	273	265	8
RAD	357	343	14
MOD	190	167	23
MS	115	54	61
Totals	2650	2441	209

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

April 28, 2020

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

RESIDENT & COMMUNITY ENGAGEMENT MONTHLY REPORT – March 2020

CONTACT PERSON:

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

COMMUNITY AND SUPPORTIVE SERVICES

Highlights

- Converse College student intern provided therapeutic art activities, which included tile project, mandala making, self-portraits and still life painting.
- In partnership with Wofford College students, we started an after-school program at Victoria Garden Apartments.
- The SHA team and volunteers delivered bag lunches to residents at SHA sites as a result of a donation from Sodexo and USC Upstate.
- The SHA team and volunteers delivered diapers to residents at SHA sites.
- Resident Service Coordinators have been working with residents via phone and delivering activities for residents (crossword puzzles, word search, trivia, coloring pages, etc.).
- One participant graduated from the FSS program.

Resident Services Active Grants

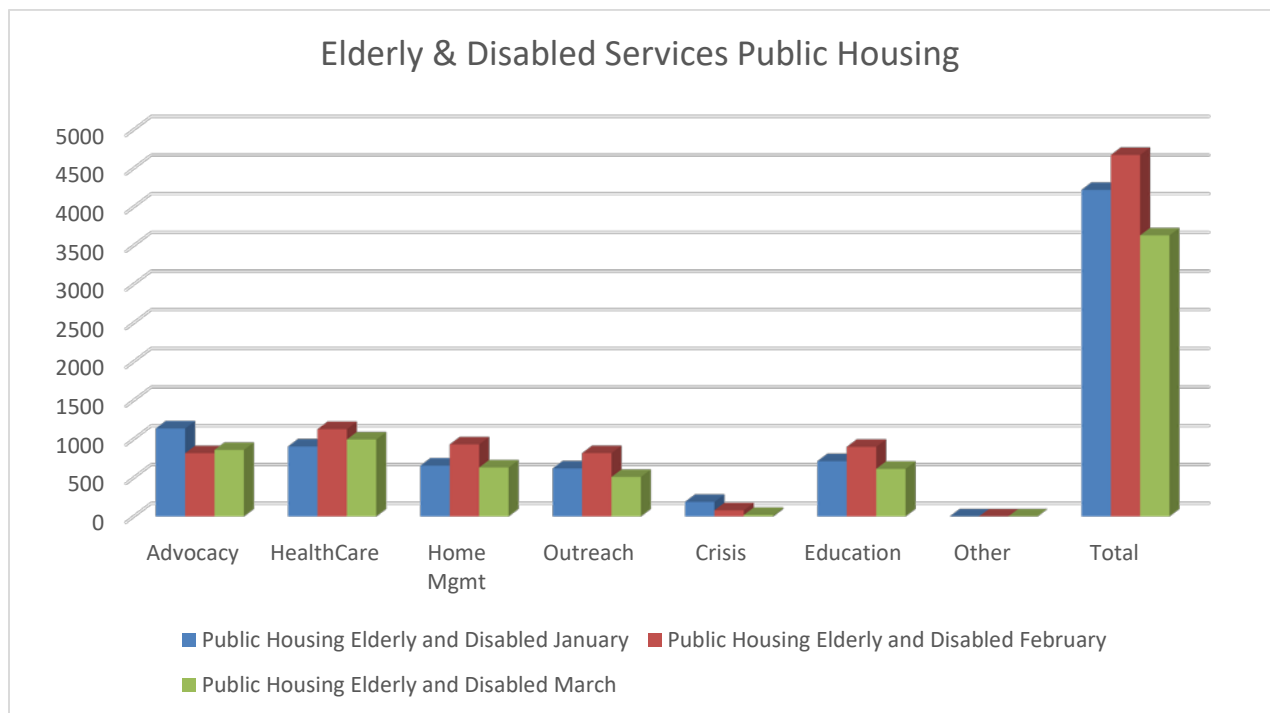
Grant #	Grant Name	Closing Date	Remaining Balance	Notes
MFSC179397	Multi-Family	12/31/2018	\$2,035.73	Waiting on Funds
SC003RPS11A015	ROSS	3/24/2020	\$92,292.19	Closed and report submitted 04.10.20
FSS18SC2129	FSS	2/18/2020	\$69,296	New Award and we have received funds

EDSC Elderly and Disabled Program

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

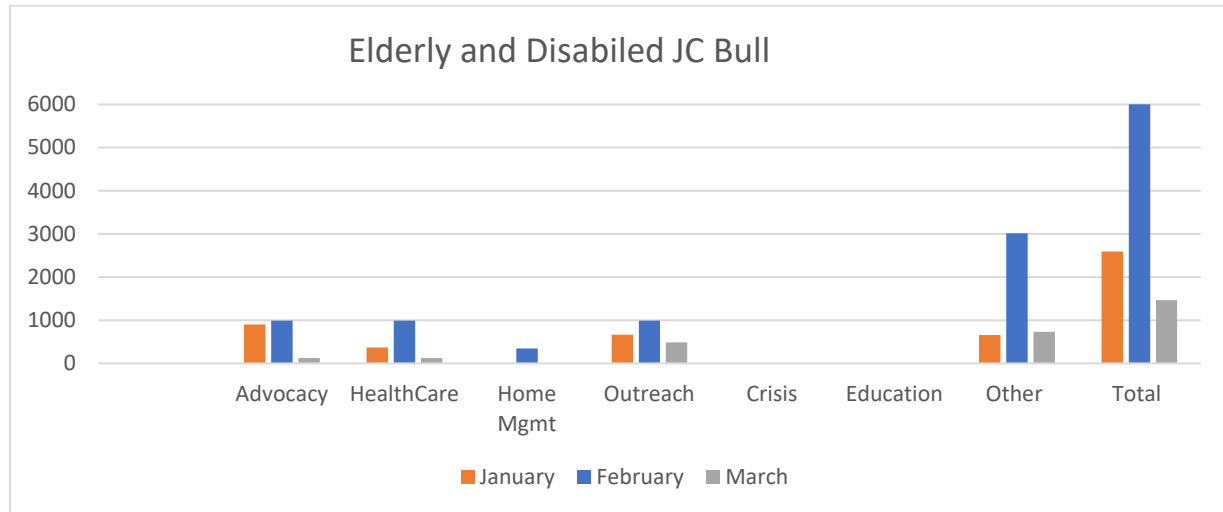
- Archibald High-Rise 131
- Archibald Village 50
- Camp Croft Courts 53
- Prince Hall 24
- Victoria Gardens 16

Elderly and Disabled Public Housing Case Management



Multi -Family Coordinator

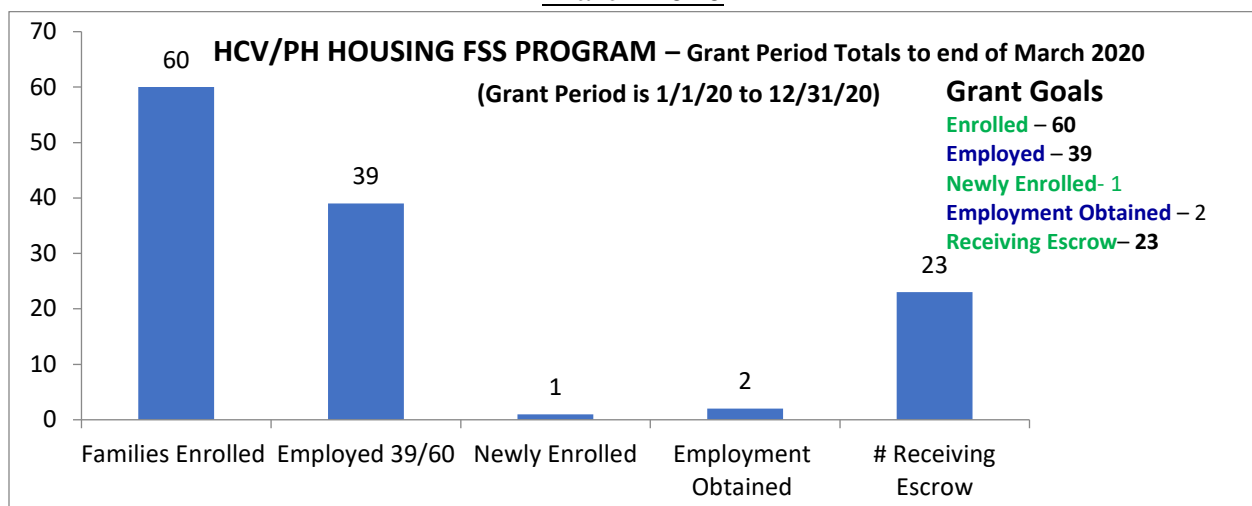
Number of services (December, January, and February). Property: JC Bull.



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

- **FSS** Current Escrow total is \$107,474.72
 - **HCV** Escrow Amount \$93,212.72
 - **PH** Escrow Amount \$14,262

March 2020



Respectfully Submitted, *Cierra Fowler*
 Cierra Fowler, Deputy Director
 Spartanburg Housing Authority