



NOTICE AND AGENDA

**Board of Commissioners Meeting
Tuesday, May 26, 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, May 26, 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. Other Business

XI. Adjournment



**Approval of Minutes
Regular Board Meeting
April 28, 2020**

**Board of Commissioners Meeting
Tuesday, May 26, 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
April 28, 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 4:03 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 March 24, 2020 as presented was made by Commissioner Poliakoff. The motion was seconded by Commissioner Cunningham and unanimously carried.
- V. Commissioner Comments**
None
- VI. Public/Staff Comments**
Public comments: None
Staff comments: None
- VII. Information Item:**
Loan Modification of SHA Mortgaged Homes to Reduce the Interest Rate - Discussion was held and questions raised by the board were addressed. Commissioners asked for additional information from staff for further consideration.
- VIII. Action Items and Resolutions:**
Resolution #2020-07 – Bad Debt Write Offs



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This resolution was presented to request acceptance of the Resolution 2020-07 as presented by Jose Calicdan. Questions raised by the board were addressed. Commissioner White made a motion to approve resolution 2020-07. The motion was seconded by Commissioner Fairey and unanimously carried.

RESOLUTION NO. 2020-07

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF
THE CITY OF SPARTANBURG
APRIL 28, 2020

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

This resolution was presented to request acceptance of the Resolution 2020-08 as presented by Shaunté Evans. Questions raised by the board were addressed. Commissioner Gray made a motion to approve resolution 2020-08. The motion was seconded by Commissioner Poliakoff and unanimously carried.

RESOLUTION NO. 2020-08

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF
THE CITY OF SPARTANBURG
APRIL 28, 2020

Resolution #2020-09 – Victoria Gardens RAD Relocation Services

This resolution was presented to request acceptance of the Resolution 2020-09 as presented by Joseph Jackson. Questions raised by the board were addressed. Commissioner White made a motion to approve resolution 2020-09. The motion was seconded by Commissioner Poliakoff and unanimously carried.

RESOLUTION NO. 2020-09

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF
THE CITY OF SPARTANBURG
APRIL 28, 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. 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. Adjournment

Commissioner White made a motion to adjourn the meeting, which was seconded by Commissioner Poliakoff. The meeting was adjourned at 5:41 p.m.

Respectfully Submitted,
The Housing Authority of the City of Spartanburg



Information Item

Update on the Disposition of the Cammie Clagett Office Building

**Board of Commissioners Meeting
Tuesday, May 26, 2020**



Thursday, May 21, 2020

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Information Item

Update on Disposal of Real Property: Cammie Clagett Administration Office

SUMMARY:

On August 27, 2019, the SHA Board of Directors passed Resolution 2019-30 approving the disposition of the Cammie Clagett Administration Office (400 Highland Ave.) to be donated to the City of Spartanburg for the purpose of providing a public benefit to the entire Highland Community. The SHA sold all 150 public housing units of the Cammie Clagett Courts property in 2017. The property had been 100% vacant since September 2014. Currently, the only asset left to maintain of the AMP is the 2,800 square foot administrative office that sits on 1.04 ± acres.

In addition, an Intergovernmental Agreement shall be executed between the Housing Authority and the City restricting the use of the building for the purpose identified and restricting any future transfer or sale of the building.

CONTACT PERSON:

Jessica M. Holcomb

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

UPDATE:

The Special Applications Center (SAC) of the U.S. Department of Housing and Urban Development (HUD) has reviewed the Spartanburg Housing Authority's (SHA) application for the disposition of 1 non-dwelling building and 1.04 acres of underlying land (the property). This property was developed, acquired, or assisted by SHA with funds under the U.S. Housing Act of 1937 (the Act) and is under Cammie Clagett Courts, SC003000060 in HUD's Inventory Management System/Public and Indian Housing Information Center (IMS/PIC) system. HUD received this application as DDA0009014 via the IMS/PIC system. In accordance with 24 CFR 970.9(a)(17), supplemental information was received through May 4, 2020.

The SHA justified the disposition of the property in accordance with the specific criteria of 24 CFR 970.17(d) and PIH Notice 2018-04. Specifically, SHA states that the disposition of the non-dwelling property is incidental to, or does not interfere with, the continued operation of the remainder of the development. The non-dwelling building and associated land are the only remaining assets in this AMP as the rest of the property was converted under the Rental Assistance Demonstration. SHA proposes to transfer the administrative building to the City of Spartanburg. The City of Spartanburg will partner with the Bethlehem Center to operate a 4K program to serve the Highland neighborhood. Additionally, the City plans to convert the garage into a family

engagement room that will allow space for family/child therapy, speech services, occupational therapy, and parenting classes.

Approval

HUD's review of the application has determined that the proposed disposition is consistent with Section 18 of the 1937 Act the implementing regulations at 24 CFR part 970, and PIH Notice 2018-04. HUD hereby approves the application as summarized below:

| Cammie Clagett Courts SC003000060 | |
|---|--|
| Approved for Disposition: 1 non-residential building; 1.04 acres | |
| Acquiring Entity | City of Spartanburg |
| Method of Sale | Negotiated sale at less than FMV |
| Sale Price | Donation |
| Commensurate Public Benefit | Provide 4K program and family engagement services for Highland residents |
| Lot Address: | |
| 400 Highland Ave., Spartanburg, SC 29306 | |

Conditions

- The property must be used to primarily serve or support the service of families at or below 80% of AMI as stated in the Commensurate Public Benefit section of this approval for a period of not less than 30 years.
- The use restriction must be enforced by use agreements, or other legal mechanisms as determined by the HUD Columbia Program Center. Such use restriction documents must be recorded in a first priority position against the properties, prior to any financing documents or other encumbrances, and remain in effect even in the event of default or foreclosure on the properties.
- City of Spartanburg shall maintain ownership and operation of the property during the use restriction period. The owner shall not convey, sublease or transfer the property approved for this disposition without prior approval from SHA and HUD at any point during the period of use restriction;
- The use restrictions shall be covenants that run with the land, and shall bind and inure to the benefit of the parties, their successors and assigns, and every party now or hereafter acquiring any right, title, or interest therein or in any part thereof;
- Certain involuntary transfers of the property, such as to a secured lender upon default under the security documents, or pursuant to foreclosure, may occur, with the use restrictions surviving the transfer. Any subsequent transfers shall require prior written approval from SHA and HUD; and
- SHA is responsible for monitoring and enforcing these use restrictions during the period they are in effect.

Respectfully Submitted, Jessica M. Holcomb
Jessica Holcomb, Deputy Director
Spartanburg Housing Authority



Information Item

Presentation of the U.S. Department of Housing and Urban Development (HUD) 5-Year and Annual PHA Plans

**Board of Commissioners Meeting
Tuesday, May 26, 2020**



May 26, 2020

Spartanburg Housing Authority
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:
Annual and Five-Year Plan Information Item

CONTACT PERSON:

Shaunté Evans
CEO
864-598-6010

SUMMARY:

PHAs must update the 5-year plan and submit Annual Plan for the year that Capital Funds will be utilized. The plan is prepared by staff and provided to Resident Advisory Board as well as to the public through public notice and public hearing. A Resident Advisory Board Meeting was held via zoom on Wednesday, April 15, 2020 and a Public Hearing will be held via zoom on Monday, June 15, 2020. Comments from both will be incorporated into the Annual Plan Submission and a final draft provided to the board for approval during the June meeting. The plan identifies what projects the SHA will complete with Capital Grant funds for the next year and provides a 5-Year plan for the next five years.


FINANCIAL CONSIDERATIONS:

Plan incorporates 2020 Capital Funding and status reports on all open Capital Fund programs and the 5-Year Plan for Capital Funds.

POLICY CONSIDERATIONS:

Plan was completed and provided for review in accordance with HUD regulations.

Respectfully Submitted,



Shaunté Evans, CEO
Spartanburg Housing Authority

| | | |
|--|---|--|
| Annual PHA Plan <i>(Standard PHAs and Troubled PHAs)</i> | U.S. Department of Housing and Urban Development Office of Public and Indian Housing | OMB No. 2577-0226 Expires: 02/29/2016 |
|--|---|--|

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services. The plans informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Applicability. Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing Asset Management units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

| A. PHA Information. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|----------|-----------------------------|---------------------------------|------------------------------|-----|--------------------|----------|-----------------------------|---------------------------------|------------------------------|--|----|-----|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <p>A.1 PHA Name: <u>The Housing Authority of the City of Spartanburg</u> PHA Code: <u>SC003</u> PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>10/202119</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>638-618</u> Number of Housing Choice Vouchers (HCVs) <u>2,330-2650</u>Total Combined Units/Vouchers <u>2,9683,268</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | | | | | | Participating PHAs | PHA Code | Program(s) in the Consortia | Program(s) not in the Consortia | No. of Units in Each Program | | PH | HCV | Lead PHA: | | | | | | | | | | | | | | | | | |
| Participating PHAs | PHA Code | Program(s) in the Consortia | Program(s) not in the Consortia | No. of Units in Each Program | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | PH | HCV | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lead PHA: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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B. Annual Plan Elements

B. 1 **Revision of PHA Plan Elements.**

(a) Have the following PHA Plan elements been revised by the PHA?

Y N

☒ ☐ Statement of Housing Needs and Strategy for Addressing Housing Needs

☒ ☐ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.

☒ ☐ Financial Resources.

☒ ☐ Rent Determination.

☐ ☒ Operation and Management.

☐ ☒ Grievance Procedures.

☒ ☐ Homeownership Programs.

☒ ☐ Community Service and Self-Sufficiency Programs.

☒ ☐ Safety and Crime Prevention.

☒ ☐ Pet Policy.

☒ ☐ Asset Management.

☐ ☐ Substantial Deviation. Need to review (review HUD's definition)

☐ ☐ Significant Amendment/Modification

Statement of Housing Needs and Strategy for Addressing Housing Needs

The Spartanburg Housing Authority (SHA) strives to assist in addressing the needs of low-income, very low-income and extremely low-income families in the City of Spartanburg and Spartanburg County. SHA does this through its Asset Management Program, Housing Choice Voucher (HCV) Program, Mod Rehab Program, and other Affordable / Moderate Income Programs and HUD's Rental Assistance Demonstration (RAD) program.

There continues to be a need for affordable housing programs provided by the PHA as evidenced by occupancy rates in assisted housing as well as by response to wait list openings for Public Housing, HCV and Affordable Housing within the jurisdiction.

SHA serves over ~~3,661~~ 2683,608 families under its various housing programs (See Table 1 below):

Table 1

| Housing Programs | Units | Vouchers |
|--|------------------------------|-----------------------|
| Public Housing | 6386 <u>18608</u> | |
| Housing Choice Voucher (HCV) HCV (Voucher Program) | | <u>1,9922,103</u> |
| Mod Rehab | | <u>226190</u> |
| Affordable/Moderate Income | 345 | |
| RAD | | <u>338357</u> |
| VASH | | <u>5</u> |
| Total | 953983963 | <u>2,6552,5566550</u> |

Families served are within the maximum income limit of the 80% median family income for Spartanburg County. Rent payments are based on adjusted annual income. There are currently waiting lists for admission. (See Table 2)

Table 2

| Waiting List by Program | |
|----------------------------|-------------------|
| Asset Management | <u>3,3435,482</u> |
| HCV | <u>1,4223,636</u> |
| Mod Rehab | <u>76</u> |
| Project Base | <u>4532</u> |
| Affordable/Moderate Income | <u>1,415,133</u> |

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| RAD | 11,157,973.2 |
| VASH | 0 |
| Total | 11,157,973.2 |

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The ~~2018-2019~~2020 Median Income for the Spartanburg, SC MSA is \$~~61,200~~~~62,100~~\$64,700. Income Limits are based on the family size or number of persons in the family. Forty-one percent of SHA households consist of one member only. Thirty percent of area median income limit (AMI) in the Spartanburg, SC, MSA (Metropolitan Statistical Area) for a family with three is \$20,780. Eighty six percent of families in the Asset Management programs fall below this limit. The Housing Choice Voucher (HCV) participants are at ~~89~~98% AMI. The Mod Rehab program participants are at ~~99~~8% of AMI other Affordable Housing Programs in Spartanburg are at 85.3% AMI.

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In ~~2018~~2019, SHA opened the HCV waiting list to families. ~~Families were placed on the list utilizing a lottery drawing system.~~

Households of various races and ethnic groups of families on our waiting lists for Asset Management account as ~~27.99~~25.14% White, ~~65.83~~72.24% Black, ~~.14~~49% Asian, ~~.33~~% American Indian and ~~5.51~~.8% Hispanic. Housing Choice Voucher (HCV) Program waiting lists total as ~~22~~21.2% White, ~~74~~0.6% Black, ~~.55~~.9% Hispanic and other ~~2.3~~%.

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Affordability

Like many South Carolina communities, affordability is by far the largest housing problem in Spartanburg. The most recent Census estimates show 45.7% of renters and 23.2% of homeowners pay more than 30% of their income on housing costs (2015 American Community Survey).

Supply

As of ~~February 2019~~May 2020, there were ~~17,389~~19,154 households on the Spartanburg Housing Authority's waiting lists. There is a significantly high unmet demand for assisted housing in Spartanburg. Current funding levels simply do not allow supply to meet the demand.

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Quality

Quality affordable units that are both decent and safe are needed throughout the jurisdiction.

Accessibility

SHA complies with the Americans with Disabilities Act (ADA) requirements by having 5% of its housing stock meet the accessibility requirements.

Size of Units

SHA's Asset Management units are comprised of various sizes and types of units which include duplexes, garden style apartments, townhouses, high-rise apartments and range from efficiencies to five bedrooms.

Location

Factors that must be considered in developing housing include location, services, amenities, proximity to health care, shopping, affordability, transportation and schools.

Strategies for Addressing the Housing Needs

1. SHA intends to maintain the availability of decent, safe and affordable housing needs by:
 - a. One for one replacement of units repositioned due to RAD.
 - b. Leveraging private or other public funds as available to create additional affordable housing opportunities by:
 - i. Continue to support and to seek partnerships and alliances with non-profit and for-profit developers
 - ii. Identify opportunities, Low-Income Housing Tax Credits (LIHTC) RAD, Project-Based Vouchers, HOME or other grants supporting rehabilitation or development
 - iii. Consider utilizing bonding capacity
 - c. Utilize Demolition or Disposition Transitional Funding (formerly Replacement Housing Factor Funds) and or development fees as available.
 - d. Review opportunities to acquire or build units or developments.
 - e. Use LIHTC program (both 4% & 9% credits) when available to rehabilitate existing, or to construct new affordable rental property. Support efforts by the City of Spartanburg and the Highland Community in the development of a Master Plan for Highland Area.
 - f. Maintain a minimum of 98% occupancy rate. Maintain vacant unit turnover time at or below 20 days.
 - g. Improve housing management monitoring and internal reporting tools. Maintain a high level of accountability, while implementing timely tracking, scheduling, and follow-up for rent collection efforts, vacancy turnover management, and new leases.
2. Review applications for additional vouchers through the NOFA process.
 - a. The Housing Choice Voucher (HCV) HCV Program [may](#) issue⁴ an RFP for project based vouchers, or will utilize PBV's in accordance with RAD guidance in an effort to support the increase of affordable assisted housing within the community. HCV will review published NOFAs to determine eligibility and capacity.

The City's Consolidated Plan reflects a lack of affordable housing as a potential barrier. SHA entered into a MOU with the City of Spartanburg and the County of Spartanburg to address the HUD, Affirmatively Furthering Fair Housing protocol. SHA participates in the United Way, Financial Stability and Housing Task Force, and continues to work with community partners to identify and address issues involving affordable housing. SHA will seek replacement of public housing units lost in the inventory by demolition. SHA will market the Housing Choice Voucher (HCV) program among owners, particularly those outside of areas of minority and poverty concentration.

Homeownership

SHA will review request by public housing residents occupying single family homes who wish to purchase. This option will no longer be available once the units have converted to RAD. The HCV program will continue to support homeownership utilizing the HCV vouchers.

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions

PHA Policies Governing Eligibility, Selection, Admissions Policy, including De-concentration and Wait List Procedures. [24 CFR Part 903.7 (b)]

The following eligibility requirements apply to applicant families seeking Asset Management and HCV assistance:

1. A family as defined by HUD and the SHA:
 - a. Heads of household where at least one member of the household is either a citizen or eligible non-citizen. (24 CFR Part 5, Subpart E).
 - b. Has an Annual Income at the time of admission that does not exceed the low-income limit for occupancy established by HUD and posted separately in the SHA offices.
 - c. Provides a Social Security number for all family members, age 6 or older, or will provide written certification that they do not have Social Security numbers;
 - d. Meets or exceeds the tenant Selection and Suitability Criteria as set forth in this policy.
2. All applicants will be processed in accordance with HUD's regulations (24 CFR Part 960) and sound management practices. Applicants will be required to demonstrate ability to comply with essential provisions of the lease or program requirements.
3. SHA will permanently deny admission to lifetime sex offenders and persons convicted of manufacturing or producing methamphetamine on the premises of the assisted housing project in violation of any Federal or State law. "Premises" is defined as the building or complex in which the dwelling unit is located, including common areas and grounds. SHA will not waive this requirement.
4. SHA will make unit offers based on time and date of application, needed bedroom size, and any local preferences. Two offers are made based on unit availability. The HCV program may select applicants based on a lottery system.
5. SHA purges its waiting list through letters and/or emails to applicants every year. Applicants must then login to their portal to declare their status within 30 days.
6. SHA will consider mitigating circumstance when considering denial of assistance based on criminal activity.

Implementation of the following activities will assist the residents in increasing their income levels. This will potentially impact those families currently residing in communities with a concentration of poverty, as well as helping residents overcome the barriers of transportation, education and child care.

1. SHA is administering its Family Self-sufficiency Program as a tool for assisting residents and participants in increasing their wage earning capacity.
- ~~2. SHA will continue to administer ROSS grants promoting job training and employment opportunities to families residing in Asset Management properties through our Connections Program. Other grants assist senior and disabled residents to live more independently in assisted units.~~
- ~~4.2. Families will continue to be connected to community partners through Training, Case Management, and Referrals, Counseling, and Job Placement.~~
- ~~5.3.~~SHA will seek other Department of Labor funded grant opportunities.
- ~~6.4.~~SHA will comply with HUD regulations concerning income mixing in Asset Management properties.

7. Preferences have been implemented for homeless and veterans. The preference will permit homeless veterans to receive additional points when waitlists are open. SHA's HCV program is currently administering a TBRA (tenant based rental assistance program) which provides rental assistance to homeless veterans. Approximately 12-15 veterans will be served in unincorporated areas of the county SHA will administer a second TBRA program from Spartanburg County, which will assist 12-15 families that are elderly, disabled or working. ~~Four Hundred and Sixteen Thousand dollars have been provided by HOME funds, through Spartanburg County.~~

8.6. SHA will seek replacement of public housing units lost in inventory through demolition. SHA will market the Housing Choice Voucher (HCV) program among owners, particularly those outside of areas of minority and poverty concentration.

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Financial Resources: ***PENDING AUDIT TO BE COMPLETED JUNE 2020

| | FY2015 | FY2016 | FY2017 | FY2018 |
|---|-------------------------|-------------------------|-------------------------|-------------------------|
| FEDERAL FUNDS | | | | |
| Low Rent Public Housing Operating Fund | \$4,009,834.00 | \$3,832,102.00 | \$ 3,516,444.00 | \$ 2,378,931.00 |
| Capital Fund | \$1,264,876.00 | \$2,849,950.00 | \$27,818.00 | \$369,675.00 |
| Housing Choice Voucher | \$9,925,980.00 | \$10,467,607.00 | \$11,712,040.00 | \$12,750,650.00 |
| Multifamily Housing Elderly Service Coordinators | \$48,843.00 | \$71,365.00 | \$72,760.00 | \$66,181.00 |
| YouthBuild Program | \$ 475,134.00 | \$599,562.00 | \$ 450,798.00 | \$353,560.00 |
| Resident Opportunities and Self Sufficiency | \$262,696.00 | \$251,690.00 | \$291,797.00 | \$ 135,191.00 |
| Moderate Rehabilitation Program (Cluster) | \$1,870,210.00 | \$1,751,371.00 | \$1,460,679.00 | \$ 1,432,091.00 |
| Blended Component unit | | | | \$122,094.00 |
| New Construction S/R Section 8 Programs (Cluster) | \$469,189.00 | \$497,366.00 | \$494,015.00 | \$ 490,205.00 |
| CDBG Funds (pass-through from City of Spartanburg) | \$ 113,675.00 | \$9,219.00 | \$ 2,396.00 | \$ - |
| HOME Funds (pass-through from City of Spartanburg) | \$ 79,026.00 | \$677,397.00 | \$ - | \$ - |
| Choice Neighborhood Planning Grant | \$43,919.00 | \$ - | \$ - | \$ - |
| Special Allocation - Vocational Funds (SC state pass-through) | \$ - | \$ 102,977.00 | \$114,856.00 | \$ - |
| Total Federal Grants | \$ 18,563,382.00 | \$ 21,110,606.00 | \$ 18,143,603.00 | \$18,098,578.00 |
| OTHER INCOME | | | | |
| Dwelling Rents | \$ 1,889,465.00 | \$1,741,706.00 | \$1,681,564.00 | \$ 1,701,740.00 |
| Tenat revenue -other | \$ 183,575.00 | \$152,953.00 | \$134,385.00 | \$ 158,229.00 |
| Gain on disposition of assets | \$ 646,192.00 | \$ (4,507,325.00) | \$2,779,281.00 | \$ (343,778.00) |
| Other income | \$ 1,013,820.00 | \$ 4,087,551.00 | \$ - | \$ 1,161,791.00 |
| TOTAL RESOURCES | \$ 22,296,434.00 | \$ 22,585,491.00 | \$ 22,738,833.00 | \$ 20,776,560.00 |

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Rent Determination

Rent is determined by establishing the household's total tenant payment (TTP) in accordance with 24 CFR 5.628.

HUD regulations specify the formula for calculating the total tenant payment (TTP) for a tenant family. TTP is the highest of the following amounts, rounded to the nearest dollar:

- 30% of the family's monthly adjusted income (adjusted income is defined in Part II)
- 10% of the family's monthly gross income (annual income, as defined in Part I, divided by 12)

- The welfare rent (in as-paid states only)
- A minimum rent of \$50 has been established by SHA.

The SHA has authority to suspend and exempt families from minimum rent when a financial hardship exists, as defined in section 6-III.B of the ACOP.

SHA will submit a Letter of Intent for Moving to Work Cohorts based around Rent Reform.

Homeownership Programs

SHA has an approved Section 32 Homeownership Program with 15 remaining PHA Scattered Site homes. Existing public housing residents may purchase the homes until SHA has received a RAD, CHAP and approval from HUD. At that time the homes will be sold to the public at the appraised value.

SHA may elect to ~~negotiate with the City of Spartanburg for the sale~~ sell or offer of these homes to be rehabilitated ~~with NSP or other funds and sold to city residents and rented to low income families.~~ Alternately, SHA may receive a grant from the Department of Mental Health which may permit rehabilitation of the homes. In this case, SHA will seek permission to provide these homes to persons with mental health disabilities.

Public Housing Program

SHA will continue to seek opportunities for participants in the area of homeownership.

1. SHA has recently submitted a Rental Assistance Demonstration (RAD) Grant for AMP 40 which includes all of the scattered site single family homes in the Section 32 Program. If approved SHA plans to dispose of the majority of these homes by selling them as is to any individual, the sale would not be restricted to low-income buyers.
2. Review Lease Purchase Program to increase success in low-income families to becoming first time homeowners.

Housing Choice Voucher Program

Housing Choice Voucher (HCV) HCV Program will continue with its Homeownership Program.

This Homeownership option will be available to up to 150 participants utilizing the voucher.

[HCV Program will administer Mainstream and VASH voucher as required by HUD regulations.](#)

Housing Choice Voucher Waitlist

The Spartanburg Housing Authority ~~may will~~ utilize a lottery system to place applicants on the waiting list for the Housing Choice Voucher Program. [The lottery system will only be used if more than 5000 applications are received.](#)

Once the application deadline expires and the waitlist is closed, SHA will conduct a lottery to randomly assign a lottery number to all pre-applications in the preliminary applicant pool. The pre-applications will then be placed on the HCV waitlist in sequential order based on the assigned lottery number, and then sorted by preference(s) to determine the position on the waitlist.

SHA will determine the total number of families to be placed on the wait list. The total number of families on the waitlist should not exceed a reasonable estimated wait time to be selected from the waitlist. Applicants selected for placement on the waitlist will be notified. Those applications not selected for the waitlist will receive a notice and must reapply when the waiting list reopens.

~~SHA will amend the HCV waitlist to include a local preference. SHA will adopt a local residency preference for all Housing Choice Voucher waitlists. Local Preferences are used to give a priority to serving applicants on the waitlist that qualify for the preference. Once an applicant is on the waitlist, additional points from any preferences chosen are applied. These additional points move the application to a higher position on the waitlist, allowing the applicant to be served sooner. The local residency preference will be given to applicants who are a resident of Spartanburg County. All other applicants will be required to lease within Spartanburg County for at least 12 months before requesting portability.~~

~~SHA has adopted a Displaced by PHA RAD preference. This preference has the highest point value.~~

SHA ~~will open the~~continues to accept applicants on the HCV waiting list to veterans who currently live in Spartanburg County. Families who apply must meet the local residency and veteran preference.

Community Service and Self-Sufficiency Programs

The Spartanburg Housing Authority will continue to provide resident services through the utilization of HUD funds and grants to ~~Public-public Housing-housing~~ communities. We will support Resident Councils and Resident Advisory Boards, and will work to increase their awareness and participation in community services and activities. SHA will partner with community organizations to provide supportive services to our residents and participants. SHA will continue to administer our Family Self-Sufficiency Program for both public housing residents and Housing Choice Voucher recipients. ~~SHA administers a ROSS Grant for public housing residents, promoting job training and employment opportunities through the Connections Program.~~ This program consists of job readiness assistance training, case management, and referral services. These activities may assist the agency in increasing the income levels of residents currently residing in communities. ~~Additionally, the activities will help the residents overcome the barriers of transportation, education, and/or child care.~~ Non-Public Housing Families who live in RAD communities will be assisted in accordance with HUD regulations. SHA partners with local colleges and businesses to offer education, training and employment opportunities to residents.

SHA has computer labs based in all public housing communities, which allow residents internet access to search for jobs, do homework or research information self-sufficiency tools. ~~SHA will collaborate with community partners to teach classes and workshops utilizing the computer labs. The SHA encourages and teaches public housing residents about Homeownership.~~

~~Through the Elderly and Disabled Subsidy and Multi Family Services Coordination Grants~~Other grants employ Service Coordinators to assist senior and disabled residents to live longer independently in their own apartments. ~~The service coordinators provide referrals, programs, and activities to allow residents to age in place with supportive services.~~

~~SHA will be a site for the~~has become a sponsor for the Summer Food Service Program (SFSP). ~~with Destiny Fellowship Church.~~ SFSP is administered at the Federal level by the Food and Nutrition Service, an agency of the United States Department of Agriculture. SHA plans to help feed children in our PHA sites ~~as well as other sites within the community~~ during the summer months to help fill the gap when school is out. ~~SHA will collaborate with community partners to provide educational opportunities to all children during the summer.~~

SHA will apply to become a sponsor for the Child and Adult Care Food Program (CACFP) through the Department of Social Services (DSS). The CACFP will allow SHA to provide a nutritious dinner and snack to children in PHA sites as well as other children in the community that are a part of an after-school program.

SHA partners with a local college to offer after school homework assistance to increase classroom performance reading skills and increase interest in literacy activities tofor children in grades K-5th children ages 5-18 that reside in PHA sites. This program is being established to enrich children's lives through learning reading so they can become strong, enthusiastic and independent readers while enjoying engaging activities within their housing community.

SHA will apply for a AmeriCorp VISTA to provide program opportunities at each PHA site to build capacity in programming with communitiy partners for services to families.

Safety and Crime Prevention

All of the Spartanburg Housing Authority's public housing properties are within the City Limits of the City of Spartanburg. All of these properties are under the jurisdiction of the Spartanburg Police Department. The SHA portfolio contains units in the County of Spartanburg, the jurisdiction of the Spartanburg County Sheriff. SHA regularly communicates with both agencies regarding community security issues. SHA will continue its efforts to effectively engage with Spartanburg Police Department (SPD).

1. SHA, through its agreement with SPD receive daily reports of calls for service and weekly reports of incidents within public housing sites or crimes committed by persons residing within public housing.
2. SPD has established a "HOTLINE" for residents to anonymously report any criminal activities. There is a "Hotspot" form that we pass out to residents to anonymously report crime.
3. The Archibald Rutledge Hi-Rise property has established a resident-staffed Reception Desk, seven days a week, during daytime hours, whereby entry into the building is monitored.
4. SHA maintains agreement with SPD to, provide supplemental patrols as needed, develop, and implement crime prevention strategies.
5. SHA will check criminal history using Yardi credit screening, for all applicants who are 18 years of age or older, to determine whether any family member has engaged in violent or drug-related criminal activity.
6. SHA will check criminal history for all applicants, residents, and participants who are 18 years of age or older. HUD requires denial of assistance to persons convicted as lifetime sexual offenders and for production of methamphetamines. SHA will consider mitigating circumstances in accordance with HUD guidance for other offenses.
7. To respond to the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking, SHA will comply with all HUD VAWA regulations.
8. SHA will seek to install additional security measures at all public housing sites.

SPD, as part of its agreement with SHA, provides officers as needed to testify, provides training, and assists in preparing documents for court, to ensure corrective measures are taken.

Asset Management Security Improvements:

- a. SHA continues to partner with community groups and Neighborhood Watch organizations.
- b. New signage was purchased for all sites in compliance with the SC Code of Laws Section 16-11-620 regarding trespassing on SHA property.

- c. New security camera upgrades were completed at Archibald Hi-Rise and Prince Hall Apartments. Additional cameras are being explored for the exterior of Prince Hall and interior of Camp Croft Courts and JC Bull Apartments.

VAWA

The SHA is in compliance with the VAWA provisions.

Asset Management

SHA manages its AMP's in accordance with HUD's Asset Management principals.

DECONCENTRATION AND INCOME TARGETING

1. Background

Included in Quality Housing and Work Responsibility Act of 1998 (QHWRA or Housing Reform Act) is a requirement that PHA's submit, with their Agency Plans, an admissions policy designed to promote income-mixing within Asset Management complexes. The U.S. Department of Housing and Urban Development (HUD) established "income-mixing" rules and tools for evaluation of the current income-mix. The procedures are delineated, "Rule to Deconcentrate Poverty and Promote Integration in Public Housing; Final Rule", published in the Federal Register as 24 CFR Part 903 and dated 22 December 2000.

2. Deconcentration Policy

It is the Spartanburg Housing Authority's (SHA) policy to provide for deconcentration of poverty and encourage income mixing with a goal of bringing higher income families into lower income complexes, and lower income families into higher income complexes. SHA will ensure that all marketing of our housing is targeted to all eligible income groups. Lower income residents will not be steered toward lower income complexes; higher income residents will not be steered toward higher income complexes. Instead, residents decide where they would like to live. Each applicant that reaches the top of the waiting list will be offered the first available unit. However, if they do not wish to accept this unit offer, they will be given up to two additional offers. If an applicant declines three unit offers without good cause, that applicant will be cancelled from the waiting list.

3. Income Targeting

The Housing Authority will follow the statutory requirement that at least 40% of newly admitted families in any fiscal year should have an annual income at or below 30% of the area median income. To ensure this requirement is met, the Housing Authority will monitor incomes of newly admitted families.

4. Fair Housing

In March 2017, the City of Spartanburg, Spartanburg County, and the Spartanburg Housing Authority entered into a collaborative partnership to prepare an Assessment of Fair Housing (AFH) Study. Spartanburg County's Community and Economic Development Department has lead the effort in support of SHA and the City to select consultant Mosaic Community Planning, LLC to prepare the study. Over the last nine months the three partners have gathered information from stakeholders, over 250 resident surveys, and six public meetings.

The completed document, the Joint Analysis of Impediments to Fair Housing Choice is required to be submitted to the U.S. Department of Housing and Urban Development – Fair Housing Division for review.

The document is a requirement as part of the partner's efforts to receive federal funds for housing,

community development, and economic development. The completed document provides the partners with six (6) impediments that should be addressed over the next 3-5 years.

1. IMPEDIMENT #1: LACK OF GEOGRAPHIC DIVERSITY IN AFFORDABLE HOUSING CHOICES
2. IMPEDIMENT #2: NEIGHBORHOODS NEED PLACE-BASED COMMUNITY INVESTMENTS
3. IMPEDIMENT #3: NEED FOR CONTINUED AND EXPANDED FAIR HOUSING ACTIVITIES
4. IMPEDIMENT #4: AFFORDABLE HOUSING PLANNING LACKS EQUITY FOCUS
5. IMPEDIMENT #5: LIMITED HOUSING OPTIONS FOR PEOPLE WITH DISABILITIES
6. IMPEDIMENT #6: WEAK JOBS-TRANSIT CONNECTION

B.

2

New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Y

N

☒

☒

Hope VI or Choice Neighborhoods.

☒

☒

Mixed Finance Modernization or Development.

☒

☒

Demolition and/or Disposition.

☒

☒

Designated Housing for Elderly and/or Disabled Families.

☒

☒

Conversion of Asset Management to Tenant-Based Assistance.

☒

☒

Conversion of Public Housing to Project-Based Assistance under RAD.

☒

☒

Occupancy by Over-Income Families.

☒

☒

Occupancy by Police Officers.

☒

☒

Non-Smoking Policies.

☒

☒

Project-Based Vouchers.

☒

☒

Units with Approved Vacancies for Modernization.

☒

☒

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

Mixed Finance Modernization of Development

The Spartanburg Housing Authority has an approved Rental Assistance Demonstration Program (RAD) award for a portion of its portfolio. ~~The award for Southside Projects and Country Garden Estates has been extended. A LIHTC application was submitted in 2019 for Victoria Gardens and Archibald Rutledge.~~ SHA intends to convert its entire remaining public housing portfolio utilizing the RAD process.

The Public Housing units will convert to Project Based Vouchers under the RAD Program. SHA has received a Commitment to Enter into a Housing Assistance Payments Contract (CHAP) for these properties and anticipates RAD conversion closing in ~~2019 and~~ 2020.

| EXISTING MIXED FINANCE PROPERTIES | TOTAL UNITS | RAD PROJECT BASED VOUCHERS | RAD CONVESION STRATEGY |
|---|-------------|-------------------------------|---|
| Country Garden Estates | 50 | 10 | Refinancing; Closing March 2020 |
| Collins Park | 100 | 24 | Convert "as-is"Refinancing |
| The Ridge at Southport | 78 | 54 | Convert "as-is"Refinancing |
| Cottage Grove | 8 | 8 | Convert "as-is"Refinancing |
| Cammie Clagett Phase II | 7818 | 7818 | Transfer of Assistance to Northside Station |
| Victoria Gardens | 80 | 80 | Anticiapted June 2020 Closing; 4% LIHTC |
| Single Family Houses | 15 | 15 | Deminimis Disposition |
| TOTAL | 339279 | 192132 | |

Collins Park, The Ridge at Southport and Cottage Grove will convert under the RAD Program with ~~no new~~ refinancing.

Country Garden Estates will convert through refinancing. The initial 15-year Tax Credit compliance period has expired and SHA will exercise its first right of refusal to acquire the property as sole owner. A ~~conventional loan~~223F loan will be utilized to pay off the existing first mortgage and fund some rehabilitation work.

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Cammie Clagett Phase II – Phase II of the Cammie Clagett RAD conversion will consist of a Transfer of Assistance (TOA) to another site. SHA has partnered with the City of Spartanburg, the Northside Development Group and Spartanburg Housing Partners, a for profit developer, to transfer ~~the remaining 78-18 of the remaining 78~~ RAD replacement units from the Cammie Clagett development to new construction sites.

Single Family Homes – The single-family homes will be disposed of under a portfolio “diminimus” disposition and will not convert to RAD units. SHA ~~will may elect to~~ sell the units at fair market value under an open bid process ~~or rehabilitate the units for rental~~. Alternately, SHA may elect to partner with South Carolina Department of Mental Health to position these units for housing for persons with disabilities.

Phase III – The final Phase of the RAD conversion includes the properties listed in the chart below. SHA will procure Development Partners to assist in the redevelopment of these properties. The proposed strategy for each property is summarized below.

| PROPERTY | RAD CONVERSION UNITS | RAD CONVERSION STRATEGY |
|-------------------------------------|----------------------------|---|
| Archibald Rutledge | 150 | Rehabilitation of the existing units; SHA anticipates a “Twinning” concept; Once the 9% application is approved a 4% application will be submitted; Application submitted under 9% LIHTC in March 2019; 4% LIHTC 2021 |
| Archibald Village | 50 | Pending 4% LIHTC 2021 |
| Camp Croft Courts | 96 | Phased demolition and redevelopment under 4% LIHTC and bond transaction. SHA may seek a 9% also 2022 |
| Victoria Gardens Cambridge Place | 806 | Rehabilitation with phase’s construction; 9% LIHTC submitted in March 2019; Convert “as is” |
| NEW MIXED INCOME PARTNERSHIP | | |
| Prince Hall Apartments | 100 | Diminimus Disposition 2022 Pending |
| TOTAL | 476 | |

Archibald Rutledge and Village – ~~SHA submitted a 9% Low Income Housing Tax Credit application in 2019 which if successful, will combine with a 4% LIHTC transaction to rehabilitate 106 of the existing 150 units. 44 remaining units will transfer assistance to another location.~~ SHA may seek to leverage capital that may become available for Opportunity Zones. In addition, the SHA will submit a 4% LIHTC application in 2020.

Victoria Gardens – SHA was awarded a 9% LIHTC in 2019. The RAD conversion strategy for Victoria Gardens is substantial rehabilitation with with an anticipated closing of June 2020. submission of a 9% Low Income Housing Tax Credit application in March 2019. The rehab ~~would will~~ be done using phases construction to minimize off-site relocation. ~~SHA may seek to leverage capital that may become available for Opportunity Zones.~~

Camp Croft Courts and Archibald Village, Prince Hall – Plans are being reviewed to determine the best possible options for these sites.

Non-smoking Policies

Smoking is prohibited in the common areas and the dwelling units at all SHA public housing properties as of July 30, 2018. Designated Smoking Areas were implemented at the Archibald Hi-Rise and Village, 25 feet away from all entrances.

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US Department of Housing and Urban Development 24CFR part 965 “Instituting Smoke Free Public Housing”. SHA requires all residents to comply with no smoking in any public housing and sign the board approved Smoke Free Policy.

Project-Based Vouchers

As part of the redevelopment strategy and to improve the overall quality of the housing stock offered to the residents of Spartanburg County, SHA may project base up to 25% of its baseline voucher allocation. Preference for Project Based Vouchers will be combined with RAD vouchers for Transfer of Assistance conversion identified above.

The Transfer of Assistance to Project Based Vouchers will be assigned to the following properties:

- Country Gardens Estate
- Collins Park
- The Ridge at Southport
- Cottage Grove
- Cammie Clagett Courts
- Other SHA approved properties

RAD RESIDENT PROTECTION

Upon conversion to Project Based Vouchers, the Authority will adopt the RAD resident rights, participation, waiting list and grievance procedures as described below. Additionally, the Spartanburg Housing Authority is currently compliant with all Fair Housing and Civil Rights requirements and is not under a Voluntary Compliance Agreement.

RAD was designed by HUD to assist in addressing the capital needs of Public housing by providing SHA with access to private sources of capital to repair and preserve its affordable housing assets.

SHA certifies that all RAD locations, including new locations selected for transfer of assistance shall meet all Site and Neighborhood requirements and shall comply with the following requirements.

- Site selection requirements set forth at 24 CFR 983.57;
- The Fair Housing Act;
- Title VI of the Civil Rights Act of 1964 including implementing regulations at 24 CFR 1.4(b)(3);
- Section 504 of the Rehabilitation Act of 1973 including implementing regulations at 24 CFR 8.4(b)(5); and
- The Americans with Disabilities Act.

Significant Amendment Definition

As part of the Rental Assistance Demonstration (RAD), the Housing Authority is redefining the definition of a substantial deviation from the PHA Plan to reflect exclusion of the following RAD-specific items:

- ~~Changes to the Capital Fund Budgets produced as a result of each approved RAD conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;~~
- Changes to the construction and/or rehabilitation plan for each approved RAD conversion; and
- Changes to the financing structure for each approved RAD conversion.

Resident Rights and Participation

1. *No Re-screening of Tenants upon Conversion.* Pursuant to the RAD statute, at conversion, current households are not subject to rescreening, income eligibility, or income targeting provisions. Consequently, current households will be grandfathered for conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion. For example, a unit with a household that was over-income at time of conversion would continue to be treated as an assisted unit. Thus, 24 CFR § 982.201, concerning eligibility and targeting, will not apply for current households. Once that remaining household moves out, the unit must be leased to an eligible family.

2. *Right to Return.* Any residents that may need to be temporarily relocated to facilitate rehabilitation or construction will have a right to return to an assisted unit at the development once rehabilitation or construction is completed. Where the transfer of assistance to a new site is warranted and approved (see Section 1.6.B.7 and Section 1.7.A.8 on conditions warranting a transfer of assistance), residents of the converting development will have the right to reside in an assisted unit at the new site once rehabilitation or construction is complete.

Residents of a development undergoing conversion of assistance may voluntarily accept a PHA or Owner's offer to permanently relocate to another assisted unit, and thereby waive their right to return to the development after rehabilitation or construction is completed.

3. *Renewal of Lease.* Under current regulations at 24 CFR § 983.257(b) (3), upon lease expiration, a PHA can choose not to renew the lease, without good cause. In such a case, the regulatory consequence is the loss of the assisted unit. Under RAD, the PHA must renew all leases upon lease expiration, unless cause exists. Consequently, 24 CFR § 983.257(b) (3) will not apply. This provision must be incorporated by the PBV owner into the tenant lease or tenancy addendum, as appropriate.

4. *Phase-in of Tenant Rent Increases.* If a tenant's monthly rent increases by more than the greatest of 10 percent or \$25 purely as a result of conversion, the rent increase will be phased in over 3 years. To implement this provision, HUD is waiving section 3(a) (1) of the Act, as well as 24 CFR § 983.3 (definition of "total tenant payment" (TTP)) only to the extent necessary to allow for the phase-in of tenant rent increases.

The below method explains the set percentage-based phase-in an owner must follow according to the phase-in period established. For purposes of this section "standard TTP" refers to the TTP calculated in accordance with regulations at 24 CFR § 5.628 and the "most recently paid TTP" refers to the TTP recorded on line 9j of the family's most recent HUD Form 50058

Three Year Phase-in:

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 33% of difference between most recently paid TTP and the standard TTP
- Year 2: Year 2 Annual Recertification (AR) and any Interim Recertification (IR) prior to Year 3 AR – 66% of difference between most recently paid TTP and the standard TTP
- Year 3: Year 3 AR and all subsequent recertification's – Full standard TTP

Please Note: Once the standard TTP is equal to or less than the previous TTP, the phase-in ends and tenants will pay full TTP from that point forward.

5. *Public Housing Family Self Sufficiency (PH FSS) and Resident Opportunities and Self Sufficiency*

~~Service Coordinator (ROSS-SC) programs.~~ Current PH FSS participants will continue to be eligible for FSS once their housing is converted under RAD, and PHAs will be allowed to use any PH FSS funds granted previously or pursuant to the FY 2013 PH FSS NOFA, to serve those FSS participants who live in units converted by RAD and who will as a result be moving to the HCV FSS program, subject to the following:

a. If a PHA has an HCV FSS program, a PHA must convert the PH FSS program participants at the covered project to their HCV FSS program. SHA will comply with all notices and regulatory advises pertaining to RAD and HCV.

b. **If** a PHA does not have an HCV FSS program, the PHA must establish an HCV FSS program and convert the PH FSS program participants at the covered project into their HCV FSS program. PHAs are not required to offer enrollment in FSS to residents in converting projects and other HCV participants, other than to residents in converting projects that were enrolled in the PH FSS program. Please see future FSS Notices of Funding Availability and other guidance for additional details, including FSS coordinator funding eligibility of PHAs under a RAD conversion.

All PHAs will be required to administer the FSS program in accordance with FSS regulations at 24 CFR Part 984 and in accordance with the participants' contracts of participation. However, residents who were converted from the PH FSS program to the HCV FSS program through RAD may not be terminated from the HCV FSS program or have HCV assistance withheld due to the participant's failure to comply with the contract of participation. Consequently, 24 CFR 984.303 (b) (5) (iii) does not apply to FSS participants in converted properties.

~~Current ROSS-SC grantees will be able to finish out their current ROSS-SC grants once their housing is converted under RAD. However, once the property is converted, it will no longer be eligible to be counted towards the unit count for future public housing. ROSS-SC grants, nor will its residents are eligible to be served by future Public housing ROSS-SC grants.~~

6. *Resident Participation and Funding.* In accordance with Attachment 1B, residents of covered projects converting assistance to PBVs will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment and be eligible for resident participation funding.

7. *Resident Procedural Rights.* The following items must be incorporated into both the HCV Administrative Plan and the owner's lease, which includes the required tenancy addendum, as appropriate. Evidence of such incorporation may be requested by HUD for purposes of monitoring the program.

a. Termination Notification. HUD is incorporating additional termination notification requirements to comply with section 6 of the Act for public housing projects that convert assistance under RAD. In addition to the regulations at 24 CFR § 983.257, related to owner termination of tenancy and eviction, as modified by the waiver in Section 1.6(C)(3) above, the termination procedure for RAD conversions to PBV will require that PHAs provide adequate written notice of termination of the lease which shall not be less than:

- i. A reasonable period of time, but not to exceed 30 days:
 - If the health or safety of other tenants, PHA employees, or persons residing in the immediate vicinity of the premises is threatened; or
 - In the event of any drug-related or violent criminal activity or any felony conviction;

- ii. 14 days in the case of nonpayment of rent; and
- iii. 30 days in any other case, except that if a State or local law provides for a shorter period of time, such shorter period shall apply.

b. Grievance Process. HUD is incorporating additional procedural rights to comply with the requirements of section 6 of the Act. For issues related to tenancy and termination of assistance, PBV program rules require the PHA to provide an opportunity for an informal hearing, as outlined in 24CFR § 982.555. RAD will waive 24 CFR § 982.555(b) in part, which outlines when informal hearings are not required, and require that:

- i. In addition to reasons that require an opportunity for an informal hearing given in 24 CFR § 982.555(a) (1) (i)-(vi), an opportunity for an informal hearing must be given to residents for any dispute that a resident may have with respect to a PHA (as owner) action in accordance with the individual's lease or the contract administrator in accordance with RAD PBV requirements that adversely affect the resident's rights, obligations, welfare, or status.
 - For any hearing required under 24 CFR § 982.555(a) (1) (i)-(vi), the contract administrator will perform the hearing, as is the current standard in the program.
 - For any additional hearings required under RAD, the PHA (as owner) will perform the hearing.
- ii. An informal hearing will not be required for class grievances or to disputes between residents not involving the PHA (as owner) or contract administrator.
 - This hearing requirement shall not apply to and is not intended as a forum for initiating or negotiating policy changes between a group or groups of residents and the PHA (as owner) or contract administrator.
- iii. The PHA (as owner) give residents notice of their ability to request an informal hearing as outlined in 24 CFR § 982.555(c) (1) for informal hearings that will address circumstances that fall outside of the scope of 24 CFR §982.555(a) (1) (i)-(vi).
- iv. The PHA (as owner) provides opportunity for an informal hearing before an eviction.

Current PBV program rules require that hearing procedures must be outlined in the PHA's HCV Administrative Plan.

8. *Earned Income Disregard (EID)*. Tenants who are employed and are currently receiving the EID exclusion at the time of conversion will continue to receive the EID after conversion, in accordance with regulations at 24 CFR § 5.617. Upon the expiration of the EID for such families, the rent adjustment shall not be subject to rent phase-in, as described in Section 1.6.C.4; instead, the rent will automatically rise to the appropriate rent level based upon tenant income at that time.

Under the Housing Choice Voucher program, the EID exclusion is limited to only persons with disabilities (24 CFR § 5.617(b)). In order to allow all tenants (including non-disabled persons) who are employed and currently receiving the EID at the time of conversion to continue to benefit from this exclusion in the PBV project, the provision in section 5.617(b) limiting EID to only disabled persons is waived. The waiver and resulting alternative requirement only applies to tenants receiving the EID at the time of conversion.

No other tenant (e.g., tenants who at one time received the EID but are not receiving the EID exclusion at the time of conversion (e.g., due to loss of employment); tenants that move into the property following conversion, etc.,) is covered by this waiver.

PBV: Other Miscellaneous Provisions

1. *Access to Records, Including Requests for Information Related to Evaluation of Demonstration.* PHAs must agree to any reasonable HUD request for data to support program evaluation, including but not limited to project financial statements, operating data, Choice-Mobility utilization, and rehabilitation work. Please see Appendix IV for reporting units in Form HUD-50058.

2. *Additional Monitoring Requirement.* The PHA's Board must approve the operating budget for the covered project annually in accordance with HUD requirements.

3. *Davis-Bacon Act and Section 3 of the Housing and Urban Development Act of 1968 (Section 3).* Under existing PBV program rules, projects that qualify as "existing housing" under 24 CFR § 983.52(a) are not subject to Davis-Bacon (prevailing wages, the Contract Work Hours and Safety Standards Act, and other related regulations, rules, and requirements) or Section 3 (24 CFR Part 135). However, the Davis-Bacon Act and Section 3 shall apply to all initial repairs that are identified in the Financing Plan to the extent that such repairs qualify as construction or rehabilitation, regardless of whether the project qualifies as "existing housing."

Developmental requirements under 24 CFR §983.154 and fair housing provisions under 24 CFR § 983.152(c) (vi) continue to apply.

4. *Establishment of Waiting List.* In establishing the waiting list for the converted project, the PHA shall utilize the project-specific waiting list that existed at the time of conversion, unless the assistance is being transferred to another neighborhood. If a project-specific waiting list does exist, but the PHA is transferring the assistance to another neighborhood, the PHA must notify applicants on the wait-list of the transfer of assistance, and on how they can apply for residency at the new project site or other sites. Applicants on a project-specific waiting list for a project where the assistance is being transferred shall have priority on the newly formed waiting list for the new project site in accordance with the date and time of their application to the original project's waiting list. In addition, the waiting list must be established and maintained in accordance with PBV program requirements.

If a project-specific waiting list for the project does not exist, the PHA shall establish a waiting list in accordance 24 CFR § 903.7(b)(2)(ii)-(iv) to ensure that applicants on the PHA's Asset Management community-wide waiting list have been offered placement on the converted project's initial waiting list. For the purpose of establishing the initial waiting list, PHAs have the discretion to determine the most appropriate means of informing applicants on the Asset Management waiting list given the number of applicants,

PHA resources and community characteristics of the proposed conversion under RAD. Such activities should be pursuant to the PHA's policies for waiting list management, including the obligation to affirmatively further fair housing.

A PHA may consider contacting every applicant on the public housing waitlist via direct mailing; advertising the availability of housing to the population that is less likely to apply, both minority and non-minority groups, through various forms of media (e.g., radio stations, posters, newspapers) within the marketing area, informing local non-profit entities and advocacy groups (e.g., disability rights groups); and conducting other outreach as appropriate. Applicants on the agency's centralized Asset Management waiting list who wish to be placed onto the newly-established waiting list are done so in accordance with the date and time of their original application to the centralized Asset Management

waiting list.

Any activities to contact applicants on the Asset Management waiting list must be conducted accordance with the requirements for effective communication with persons with disabilities at 24 CFR § 8.6 and the obligation to provide meaningful access for persons with limited English proficiency (LEP).

To implement this provision, HUD is waiving 24 CFR § 983.251(c) (2). However, after the initial waiting list has been established, the PHA shall administer its waiting list for the converted project in accordance with 24 CFR § 983.251(c).

5. *Mandatory Insurance Coverage.* The project shall maintain at all times commercially available property and liability insurance to protect the project from financial loss and, to the extent insurance proceeds permit, promptly restore, reconstruct, and/or repair any damaged or destroyed property of a project, except with the written approval of HUD to the contrary.

6. *Agreement Waiver.* For Asset Management conversions to PBV, there will be no Agreement to Enter into a Housing Assistance Payments (AHAP) contract. Therefore, all regulatory references to the Agreement (AHAP), including regulations under 24 CFR Part 983 Subpart D are waived.

7. *Future Refinancing.* Owners must receive HUD approval for any refinancing or restructuring of permanent debt within the HAP contract term to ensure the financing is consistent with long-term preservation. (Current lenders and investors are also likely to require review and approval of refinancing of the primary permanent debt.)

8. *Administrative Fees for Asset Management Conversions.* For the initial Calendar Year in which a project's assistance has been converted, RAD PBV projects will be funded with Asset Management money. Since the Asset Management funding will not have been transferred to the TBRA account and since this funding is not HCV assistance the annual contributions contract (ACC) between the PHA and HUD will cover the project units, but be for zero dollars.

For this transition period, the ACC will primarily serve as the basis for covering the units and requiring PHA compliance with HUD requirements, but it will not be (as it is in the regular PBV program) the funding vehicle for the PBV RAD vouchers. Given this, and given the fact that PHAs will be receiving full Asset Management funding for the PBV units during this transition period, PHAs will not receive ongoing HCV administrative fee funding during this time.

Generally, PHAs receive ongoing administrative fees for units under a HAP contract, consistent with recent appropriation act references to "HCV(q) of the [United States Housing Act of 1937] and related appropriations act provisions in effect immediately before the Quality Housing and Responsibility Act of 1998" and 24 CFR 982.152(b). During the transition period mentioned in the preceding paragraph, these provisions are waived, and PHAs will not receive HCV ongoing administrative fees for PBV RAD units.

After this transition period, the ACC will be amended to include HCV funding that corresponds to the units covered by the ACC. At that time, the regular HCV administrative fee funding provisions will apply.

Other Capital Grant Programs

Currently SHA does not have any funded Capital Fund Community Facilities Grants or Emergency Safety and Security Grants. However, SHA reserves the right to submit these.

~~SHA also has several years of Replacement Housing Factor (RHF) funds.~~ SHA has committed

\$541,000 to the Northside, as a financial tool in closing a gap in the ~~70-18~~ RAD units to be constructed in the Northside. An additional \$200,000 has been committed to the Northside project funded from the sale of Cammie Clagett. Funding may be adjusted depending on board approval. SHA may seek to develop one or more units of affordable housing in the City of Spartanburg area with remaining RHF, Capital or RAD funds. In addition, SHA will utilize RHF funds for RAD purposes, including expenses for RAD Physical Condition Assessments for properties where SHA has been issued Commitment of Housing Assistance Payments (CHAPs). Fees and services associated with RAD, payment of RAD consultant fees, and in supporting financial gaps in the portfolio transition. SHA will make minor improvements and upgrades at all of the public housing properties using the Capital Fund Program. The improvements are new toilets, water heaters, PTAC units, facuets, electrical panel upgrades, appliances, and HVAC units. The Capital Fund Program will also be used to help rehabilitate the single family homes.

The Spartanburg Housing Authority has an approved Rental Assistance Demonstration Program (RAD) award for a portion of its portfolio. The conversion of all Asset Management Properties to Project Based Vouchers is being completed in three phases.

Phase I

The first Phase of RAD consists of 8 properties with a total of 410 units. The RAD conversion transaction for Phase I closed in 2016.

Phase II

The second Phase of RAD consists of the ~~7-8~~ properties below. These properties are existing mixed finance communities that were developed under SHA's former HOPE VI program(s). The total units in each property include both Public Housing and Non-Public Housing units.

The Public Housing units will convert to Project Based Vouchers under the RAD Program. SHA has received a Commitment to Enter into a Housing Assistance Payments Contract (CHAP) for these properties and anticipates a RAD conversion closings in 2019, ~~and~~ 2020, and 2021.

| EXISTING MIXED FINANCE PROPERTIES | TOTAL UNITS | RAD PROJECT BASED VOUCHERS | RAD CONVESION STRATEGY |
|-----------------------------------|--------------------------|----------------------------|--|
| Cedar Springs Place | 44 | 19 | Convert "as is" <u>and Transfer of Assistance to Parkside at Drayton in 2019</u> |
| Country Garden Estates | 50 | 10 | Refinancing; <u>Closing in March 2020</u> |
| Collins Park | 100 | 24 | <u>Convert "as is" Refinancing</u> |
| The Ridge at Southport | 78 | 54 | <u>Convert "as is" Refinancing</u> |
| Cottage Grove | 8 | 8 | <u>Convert "as is" Refinancing</u> |
| Cammie Clagett Phase II | 7818 | 7818 | Transfer of Assistance <u>to Northside Station</u> |
| <u>Victoria Gardens</u> | <u>80</u> | <u>80</u> | <u>9% LIHTC; Closing in June 2020</u> |
| Single Family Houses | 15 | 15 | Deminimis Disposition |
| TOTAL | 383393 | 221228 | |

Cedar Springs Place—A transfer of assistance of 19 ~~units will was be~~ provided for a ~~94~~% tax credit property ~~known known~~ as ~~Drayton at~~ Parkside at Drayton.

SHA will seek to develop through sale or development financial partnerships for the 130 acres of property at Page Lake.

| | |
|-----------------|---|
| | <p>SHA will seek potential partnerships through Opportunity Zones and the SC Housing Finance and Development Authority Small Rental Development Program for development of land owned by the Agency.</p> <p>SHA intends to donate the Cammie Clagett office building to the City of Spartanburg in order to complete the transition of the property. The remaining units have been sold and have been demolished by the City of Spartanburg.</p> |
| B. 3 | <p>Civil Rights Certification.</p> <p>Form HUD-50077-CRT-SM, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> |
| B. 4 | <p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> |
| B. 5 | <p>Report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan</p> <p>Progress Report.</p> <p>1. HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.</p> <p>1. <u>Leverage:</u></p> <p>2. <u>Acquire or build</u> SHA may acquire new properties or build new units at Collins Park, Camp Croft, or other vacant land owned by the agency as it repositions its portfolio to RAD.</p> <p>3. <u>Improve the quality of assisted housing</u> SHA contributed to an improved quality of life for our residents by purchasing appliances to include, ranges, refrigerators, PTAC units, and water heaters. Additionally, SHA has completed roof replacements at Camp Croft Courts and Prince Hall. Gas line replacements were completed at Camp Croft Courts and Victoria Gardens Apartments. Kitchen cabinets and fixtures were replaced at Camp Croft Courts. SHA will participate in the Duke Energy Multi-Family Energy Efficiency Program at all of its AMPS.</p> <p>4. <u>Voucher Management (SEMAP Scores)</u> SHA shall continue to maintain sufficient points for a High Performing Designation in the Housing Choice Voucher (HCV) Section 8 HCV Management Assessment Program (SEMAP) through monthly monitoring and increased staff training. SHA will continue to administer the HCV program in a manner that results in points necessary for designation as a High Performer.</p> <p>5. <u>Customer Service</u> SHA will provide excellent customer service by continued staff development and training.</p> <p>6. <u>Outreach to landlords and homeownership programs</u></p> |

SHA has operated a voucher homeownership program now for a number of years. Since the beginning of our program, we have helped more than 63 families purchase homes through the voucher program.

The SHA will conduct owner outreach to ensure that owners are familiar with the program and its advantages. The SHA will actively recruit property owners with property located outside areas of poverty and minority concentration and develop a working relationship with the Real Estate Brokers Association.

SHA has a HUD approved Section 32 Homeownership Plan and intends to employ strategies which support the sale of the homes. The SHA will continue to develop homeownership opportunities. The SHA will seek to amend the approved Section 32 plan.

SHA has held owner interest meetings and participates in the United Way Housing Task Force. SHA staff attends the local Realtors Association meetings.

7. Asset Management :

- a. All of our Public Housing sites have site-based waiting lists.
- b. In November of 2016, SHA launched an electronic application portal allowing applicants the opportunity to apply on-line.
- c. SHA also launched an electronic payment system, WIPS via the Yardi system of record. All payments accepted must now be done via WIPS or Auto draft.
- d. The maintenance staff is managing work orders via smart phones. This technology has increased response time and efficiency.
- e. Beginning in CY2019 residents ~~will begin to~~ utilize the resident portal to turn in documentation needed for their recertifications. SHA will make accommodations for those residents unable to comfortably access this portal.

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2. **HUD Strategic Goal: Improve community quality of life and economic vitality**

1. SHA is administering its Family Self-Sufficiency Program. We seek to increase the wage earning capacity of low income families within targeted communities and promote self-sufficiency. ~~In March 2019, the SHA graduated 13 FSS participants with a total escrow earnings of over \$91,000.~~
2. During the past year the SHA administered ROSS grants promoting job training and employment opportunities to families residing in public housing through our Connections Program. ~~Other grants assist senior and disabled residents to live in their own homes. SHA administers ROSS grants promoting self sufficiency through t~~The Connections Program designed to assist our households with increased education and job readiness programs. ~~Elderly and disabled persons are served via programs supported by HUD subsidy. The SHA is currently partnering with the United Way of the Piedmont to employ the Connections Coordinator. The grant will end on March 24, 2020. SHA will review to reapply for the grant in Fall 2020~~
3. During this past year the SHA has engaged in several partnerships adding to the quality of life of our residents and their children. Our partnership with Wofford College resulted in the ~~successful implementation of the Let's Read program at a Homework Club at Victoria Gardens. This program focuses on engaging elementary students K-5th grade with homework assistance within their community, children ages 5-18 to enjoy reading in an interactive environment within their residential community.~~ The SHA also partnered with ~~Converse College for an intern to provide program activities at Archibald Rutledge for elderly and disabled residents. Wofford in intergenerational sessions led by Wofford students with elderly and disabled residents at JC Bull, Camp Croft and Archibald Rutledge communities. These~~

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sessions focused on bridging the age gap between generations and give the elderly an outlet and a sense of relevance. Additionally, Regenes Health Care continues to have an onsite clinic to address primary care needs. The agency will provide more healthcare focused workshops to address the medical needs of the community. has opened an onsite clinic at Archibald Rutledge as a proactive approach to primary care facility outside of the emergency room which helps to remove the barrier of transportation and assist in treating non-emergency medical needs. SHA in partnership with the United Way, First Steps, and Mary Black Foundation, utilized the offers a Born Learning Program to parents and children in the Prince Hall and Victoria Gardens communities. USC Upstate and Emerge provide activities designed to improve early childhood development. SHA is seeking to expand this program in 2020 and duplicate for Prince Hall Residence¹⁹. SHA will continue to partner with agencies with employment focus such as SC Works, Upstate Fatherhood Coalition, and SNAP to work The ROSS Connections staff will engage with partners and parents to support the success of families in this group, to include delivery of a Love Notes program, self-sufficiency activities and job training and placement assistance.

- 3.
4. Resident Services staff will continue to provide programs and activities in collaboration with community partners to These activities will assist the agency in increasing the income levels of families currently residing in communities with a concentration of poverty. As as well as working with agencies to helping residents overcome the barriers of transportation, education, and child care.

5. Asset Management security improvements:

SHA continues its collaboration with the Spartanburg Police Department to provide patrol services to designated SHA communities. SHA continues to partner with community groups and Neighborhood Watch organizations.

6. Designate developments or buildings

SHA continues to provide housing to Seniors at Cedar Springs Place, JC Bull Apartments, and Pake Lake Manor.

3. HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

1. SHA will continue to promote self-sufficiency and asset development. Our Housing Choice Voucher (HCV) HCV and Public Housing FSS Programs will continue to be offered. Non-Public Housing FSS families are able to participate in employment readiness and educational opportunities and through the Connections Program, as grant funding permits. The YouthBuild program funded by the Department of Labor ended its current grant period on April 30, 2019. The program offered residents of Spartanburg ages 16-24 an opportunity to earn their high school diploma, or GED, learn valuable life skills, and job training. Participants earned a stipend while in the program. More importantly they participated in the building several Habitat Homes.
2. The FSS and Connections programs will continue to leverage community resources which support resident activities in the areas of education, health and job readiness. In addition, we will seek to apply for other grant programs that will assist our residents in becoming self-sufficient.
3. SHA has computer labs based in all Public Housing neighborhoods. The computer labs allow residents to complete school applications, search for employment, have access to the internet, and help children with homework when school is closed due to weather. The resident computer labs allow the residents internet access where they are able to stay up to date with the SHA Facebook, Twitter, and Instagram accounts. Computer labs allow the residents to search for jobs, do homework and search the internet.

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4. HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

SHA will adhere to all Fair Housing required regulations in its operations.

SHA will provide annual Fair Housing training to all staff members.

5. Other PHA Goals and Objectives: (list below)

1. SHA will seek to administer additional Department of Labor grants.
2. SHA will seek to leverage funds from the City of Spartanburg's NIP funds for the demolition of dilapidated housing in our inventory.
3. SHA will conduct market studies in association with RAD transitions.
4. SHA will provide information to the community through the RAD Community Committee meetings.
5. SHA may consider training some of its existing staff as the properties transition and both funding and opportunity are available.
6. SHA will temporarily relocate residents impacted by RAD during construction or demolition.
7. SHA may reposition or reduce staff as a result of RAD transitions.
- ~~8. SHA will continue to work in partnership with Wofford College through an MOU where students offer stimulating conversation and discussions to the elderly and disabled residents through intergenerational sessions. These sessions allow the residents and students to share experiences, knowledge and skills that are mutually beneficial. The interaction meets the need of both by fostering growth, understanding and developing friendship between the generations.~~
- ~~9.8.~~ SHA will work in partnership with Wofford College ~~through a MOU~~ where students provide homeworks assistance in the -oversight and ideas for SHA's Let's Read program in the Victoria Garden community. Students will work with children ~~ages 5-18~~^{in grades K-5th grade in afterschool homework club to provide children in an after school reading program that will help children public housing develop a lifelong love of reading. This reading program will play an important role in providing literacy related activities and events enriched reading experiences, encouraging children to read themselves, hear stories read aloud and write about what they read.} SHA will continue to work in partnership with United Way to serve parents and caregivers of young children ages 0-3 in encouraging early learning through the Born Learning Initiative in which SHA has Born Learning Centers at ~~Prince Hall and~~ Victoria Gardens. This initiative is used as a tool for long-lasting community change that will support parents and caregivers with age-appropriate manipulatives, activity kits and a lending library. SHA will continue to work with employer programs in the community referring families for opportunities.
- ~~10.9.~~ SHA will ~~seek to~~ relocate the Central Office Call Center (COCC) in December 2020.
- ~~11.10.~~ SHA will seek to apply for Moving to Work opportunities as they relate to rent reform of the HCV and public housing programs.

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| | <u>12.11.</u> Both HCV and public housing will strive to be High Performing on SEMAP and PHAS. |
| B. 6 | Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) provide comments to the PHA Plan? Y N <input checked="" type="checkbox"/> <input type="checkbox"/> (b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations. |
| B. 7 | Certification by State or Local Officials. Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i> , must be submitted by the PHA as an electronic attachment to the PHA Plan. |
| B. 8 | Troubled PHA. (a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place? Y N N/A <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> (b) If yes, please describe: |
| C. | Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing Asset Management and receive funding from the Capital Fund Program (CFP). |

| | |
|-----|------------------------------|
| C.1 | Capital Improvements. |
|-----|------------------------------|

B.3 Civil Rights Certification. Form HUD-50077-CRT-SM, PHA Certifications of Compliance with the PHA Plans and Related Regulations, must be submitted by the PHA as an electronic attachment to the PHA Plan.

B.4 Most Recent Fiscal Year Audit.

B.6 Resident Advisory Board (RAB) Comments.

B.7 Certification by State or Local Officials. Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.

C. Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing Asset Management and receive funding from the Capital Fund Program (CFP). Attached please find a copy of the Spartanburg Housing Authority's most recently HUD-approved 5-Year Action Plan (HUD-50075.2) which was approved by HUD on August 16, 2017 (copy of HUD letter attached) and by SHA's Board of Commissioners on June 26, 2017 . Copies of the Board Resolutions are also attached. Attached is a copy of the most recent HUD approved Capital Fund Budget.

With this Annual and 5-Year Plan submittal SHA is also submitting a new Capital Fund Program - Five- Year Action Plan form HUD-50075.2 for the years 2019 - 2023 for approval by HUD. Please find attached a copy of this Plan.



Action Item & Resolution 2020-10

Approval of General Records Retention and Disposition Policy

**Board of Commissioners Meeting
Tuesday, May 26, 2020**

May 26, 2020

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Resolution 2020-10
Approval of the General Records Retention and Disposition Schedule Policy**

RECOMMENDATION:

It is hereby recommended that the Board of Commissioners of the Housing Authority of the City of Spartanburg adopt Resolution No. 2020-10, approving the General Records Retention and Disposition Schedule Policy for the Spartanburg Housing Authority.

CONTACT PERSON:

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

BACKGROUND:

Purpose

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded at the appropriate time. Records management and retention policies apply to all records, regardless of format, whether they be paper, electronic, or microform (e.g., microfilm, microfiche, magnetic tapes, and CD-ROM), and other more traditional media. The SHA encourages record retention in an electronic format whenever feasible to promote business efficiency, minimize expense for unnecessary records storage, and make it easier to locate records for purposes such as business needs, legal requirements, and general accountability and tracking.

General Policy

It is the SHA's policy to comply with state and federal laws with respect to privacy and with respect to responding to public information requests. The SHA will retain records in a manner consistent with HUD's prescribed retention schedules and the State of South Carolina retention guidelines. Data may be retained in electronic or paper format. The SHA will secure personnel and resident/participant data in a manner so as to restrict access to only personnel authorized by the Chief Executive Officer and at no time shall such records, regardless of format, be left available for public inspection. At all times EIV data will be protected in accordance with HUD requirements.

Legal Action

In the event of current or pending litigation, legal counsel will be sought regarding applicable documents. If litigation is pending, all applicable documents and records, regardless of disposal dates, will be retained until resolution of the legal matter.

Back Up of Electronic Data

Computer data will be backed-up on CDs or the U: or I: drives in order to avoid loss of important information due to equipment failure. If CDs are used, they will be locked in fireproof storage. Financial information will be backed up every day that new data is entered. Other files, including tenant files will be backed up twice a week.

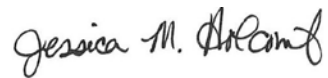
FINANCIAL CONSIDERATIONS:

The current resolution has no financial considerations.

POLICY CONSIDERATIONS:

A records retention policy and schedule is the cornerstone of an effective records management program. It is a policy document that defines an organization's legal and compliance recordkeeping requirements. An organization implements a records retention schedule in order to ensure that its records are kept as long as legally and operationally required and that obsolete records are disposed of in a systematic and controlled manner. The records retention schedule is intended to ensure that employees adhere to approved recordkeeping requirements, and that they do so consistently. The Housing Authority of the City of Spartanburg is updating and implementing the most current requirements in accordance with the requirements of all applicable laws

Respectfully submitted,



Jessica M. Holcomb
Deputy Director of Asset Management

General Records Retention
and Disposition Schedule Policy For
The Spartanburg Housing Authority

Adopted and Approved by the SHA Board
of Commissioners on _____

Resolution Number: 2020-10

Purpose

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded at the appropriate time. Records management and retention policies apply to all records, regardless of format, whether they be paper, electronic, or microform (e.g., microfilm, microfiche, magnetic tapes, and CD-ROM), and other more traditional media. The SHA encourages record retention in an electronic format whenever feasible to promote business efficiency, minimize expense for unnecessary records storage, and make it easier to locate records for purposes such as business needs, legal requirements, and general accountability and tracking.

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Special Security Measures for EIV Data

Privacy Protection Policy

1. HUD has provided specific guidelines for the protection of data retrieved from its online up-front income verification system, entitled Enterprise Income Verification (EIV).
2. EIV resident data will be used only to verify a resident's eligibility for participation in the Public Housing Program and the Housing Choice Voucher Program and to determine the level of assistance for which resident is eligible.
3. Data provided via EIV System will be protected to ensure that information is used only for official purposes and not disclosed in any way that would violate the privacy of the individuals represented in the system data.
4. In compliance with HUD requirements, the SHA will
 - A. Maintain and enforce security procedures
 - B. Keep records and monitor security issues
 - C. Communicate security information and requirements to appropriate staff, and coordinate and conduct security awareness training for staff
 - D. Conduct quarterly review of User IDs
 - E. Report any evidence of unauthorized access or know security breaches.

Security Safeguards

1. Only authorized staff will have access to the EIV System via ID and Password
2. All users of the EIV System will have a current signed USER AGREEMENT on file
3. SHA will keep a record of all authorized users, including date access was granted and date access was revoked, if applicable.
4. All employees issued keys will complete a form acknowledging receipt and a log will be kept with names, date of issue and date of turn-in.
5. Work area of persons authorized to research and download EIV and other privacy-sensitive information will be shielded from the public.

6. Unauthorized staff persons will not have access to workstation and computer of authorized persons.
7. SHA staff will not leave resident folders exposed on desktops or computer screens open with sensitive data unattended. Folders will be locked in files and computer screens cleared before staff person leaves his/her office for any reason.
8. Staff will never take resident files home for any reason. If it is necessary to transport resident files between SHA offices, files will be transported in a locked box.
9. Any EIV printout will be removed from the printer immediately so that nothing will be inadvertently left vulnerable to unauthorized access.
10. EIV reports may be retained for the duration of tenancy, plus three years from the end of participation date. At the end of the three years, the documents will be shredded.
11. SHA will keep a log of all documents shredded, including name of employee disposing of document, description of document, method of disposal and date of disposal.
12. At the close of business, resident files will be locked, and file cabinet areas locked.
13. Any combination locks used will be reset regularly.
14. Security procedures will be reviewed with staff periodically to safeguard against laxity and breaches.

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Records Retention Schedule

| DESCRIPTION | RETENTION |
|---|---|
| ADMINISTRATIVE DOCUMENTS AND CONTRACTS | |
| Administrative Policies | Old policies that have been replaced with updated version: keep 5 years |
| Agency Plan Documents and correspondence | Old documents replaced in file by new documents: keep in storage 3 years |
| Annual Contributions Contracts and Amendments | Permanent |
| Annual Reports and other agency major publications, press or news releases | Permanent |
| As-Built Drawings/Plans of Developments, surveys | Permanent |
| Board Meetings: Minutes, Resolutions, Certificates Open Meeting Notices Agendas (open or closed) Audio tapes of closed meetings Audio tapes of open mtgs for which minutes are prepared | Permanent 3 years 3 years 3 years 90 days after minute approval |
| By-Laws and Amendments | Permanent |
| CFP Contracts and attending documents | Permanent |
| Other Grants and attending documents | Permanent |
| Complaints from Public | 2 years after resolution or dismissal of complaint |
| Contracts for Services (A & E, Audits, Accounting, etc) | Permanent |
| Cooperation Agreement and Amendments | Permanent |
| Correspondence – related to policies/procedures | Permanent |
| Correspondence – general and staff meeting agendas and minutes | 3 years after audit |
| Correspondence – historic/archival | permanent |
| Deeds, Survey, related correspondence | Permanent |
| Electronic Mail (E-Mail) | Transitory when not needed for any other legal or business purposes |
| Energy Audits | 10 years from completion of service or work performed |

| | |
|--|--|
| General Depository Agreements | Permanent |
| Insurance Policies/Bonds | 20 years after expiration date |
| Insurance Register | 20 years after audit |
| Legal Documents and Matters | Do Not Dispose without legal counsel |
| Lost, damaged and stolen property reports | 2 years |
| Maintenance Wage Rates and Labor Relations Docs | 3 years following date of completion of contract |
| Memoranda of Understanding or Agreement | 10 years from the termination of agreement |
| Oaths of Office | Until superseded plus 5 years |
| Organizational Docs (resolutions, etc) | Permanent |
| Payment in Lieu of Taxes Waivers, if applicable | Permanent |
| PHAS/SEMAP reviews, reports, backup documentation, surveys | Old documents that have been replaced in file by new documents: keep 3 years |
| Physical Needs Assessment | 10 years following completion of service or work performed |
| Procurement – related documents | 10 years from completion of service or work performed |
| Real Estate Records | permanent |
| Tax Exemption Certificates | Permanent |
| Technology Licensures | 1 calendar year after expiration of license |
| Unsuccessful bids | Permanent |
| Vehicle/Trailer Titles | Dispose when title transferred or otherwise disposed of |
| Vehicle Records | keep until title transfer or disposal |
| Video Surveillance Tapes | 30 days, unless needed for an investigation |
| Warranties | Keep until equipment disposed of or sold |
| Control of Hazardous Energy (LOTO) | Retain annual inspections, certifications and training records for one year |
| Personal Protective Equipment (PPE) | Hazard assessments: initial and/or as changes occur, PPE training - Retain for duration of employment. |
| Hazard Communication (Employee Right to Know) (HAZCOM) | Retain safety data sheets (SDS) for the duration of employment; if exposed to chemical add 30 years. Maintain SDSs for all chemicals in current use; HAZCOM training for duration of employment. |
| Bloodborne Pathogens (BBP) | If exposed, retain for duration of employment, plus 30 years. Training record retained for three years. |

| | |
|--|---|
| OSHA logs, summaries, incident reports | Retained for five years following the end of the calendar year of the record. |
| PERSONNEL RECORDS | |
| Advertisements | 1 year from the creation |
| Personnel Policy | Permanent |
| Employee Handbook | Permanent |
| Contractors' Payroll | 3 years following date of completion of contract |
| Direct Deposit Forms SF-1199A | 3 years after employee separation |
| Employee Applications - Unsuccessful | 3 years after application |
| Employee Job Descriptions | 3 years after position is abolished or suspended |
| Employee Leave Files | 4 years after audit |
| Employee Personnel Files and records | 10 years after employee separation |
| FICA receipts | 4 years after audit |
| Form 941 | 4 years after audit |
| FMLA records | 3 years after end of benefits or dispute |
| I-9s and related documents for terminated employees | 1 year from the date of termination or 3 years after the hire date, whichever is later |
| Payroll Records/W2s | 10 years after audit |
| Retirement Records | 10 years after employee is deceased, if no claim by a beneficiary, otherwise 10 years after the last payment to the beneficiary |
| Time Sheets | 6 years after audit |
| Travel, Training and Business Expense Records | 7 years after audit |
| Unemployment Records/Claims | 10 years |
| Worker's Compensation Records/Claims | 10 years |
| FINANCIAL/ACCOUNTING RECORDS | |
| Adjustments Journal | 10 years |
| Adjustment Slips | 2 years after audit |
| Audit Reports | Permanent |
| Bank Statements/Cancelled Checks | 9 years |
| Budget documents | Permanent |
| Cash Receipts (rent, security deposits, other income) | 3 years after audit |
| Check vouchers with support documentation | 6 years |
| Collection Losses and Charged-Off Tenant Account Records | Transfer to storage after audit; keep 10 years |

| | |
|---|---|
| Direct Deposit forms Form 1199-A (authorizing federal fund deposits) | Permanent |
| e-LOCCS authorization forms (27054) | Permanent |
| Garnishments | 4 years from the end of employment |
| General Ledger. Cash Receipts/ Cash Disbursements registers | 10 years |
| Inventory of Expendable Equipment and non-Expendable Equipment, Material and Supplies | Permanent |
| Inventory of Non-Expendable Equipment | 3 years after item is disposed |
| Investment Records | 10 years after fiscal year end or investment maturity, if longer |
| Journal Vouchers | 4 years |
| Monthly income and expense reports general ledger and trial balance | 4 years after audit |
| PILOT Computation | Permanent |
| Public Housing Development Cost Records | Permanent |
| Public Housing Bond-related documents related to original development | Permanent |
| Property Ledger | Permanent |
| Property (Other) disposition records: bid and contract forms, bills of sale, etc. | Permanent |
| Property (Real) disposition records including adjustments | Permanent |
| Purchase Orders | 13 years |
| Rent Roll Control | 4 years after audit |
| Requisitions | 4 years after audit |
| Tax Records (including quarterly filings, IRS notices, and 1099 Forms) | 10 years from the date of creation of the record or end date of the action or activity related to the record. |
| Tenant Accounts Receivable and Security Deposit Ledger - Non-Active | 13 years after audit |
| Tenant Accounts Receivable (TAR) Schedule | 13 years after audit |
| Tenant and HAP Register | 13 years after audit |
| Tenant Security Deposit Records | 13 years after audit |
| Tenant Refund of Security Deposit Request | 13 years after audit |

| | |
|--|---|
| W-4s | 5 years |
| OCCUPANCY RECORDS | |
| Applications - Pending and Eligible | Permanent |
| Applications - Selected | Permanent |
| Applications - Withdrawn and ineligible | 3 years from ineligibility determination |
| Correspondence on routine maintenance and management (keep copies in tenant files) | 4 years after audit |
| Criminal Background Check Results | Shred immediately following determination unless appealed; then destroy after appeal decision |
| Drug Abuse Treatment Information | Shred immediately following determination unless appealed; then destroy after appeal decision |
| EIV printouts | 3 years after end of tenancy; then shred |
| Eviction Records | 10 years |
| Family files after admission to program | 5 years after EOP |
| Hearing Requests and Decisions | The term of the tenancy and 7 years after EOP |
| Income Limits Schedule | 1 year after schedule is suspended and replaced |
| Reasonable Accommodation Requests if they contain medically sensitive information | Shred immediately following determination unless appealed; then destroy after appeal decision |
| Schedule of Rents Demonstration of Financial Feasibility and related (Sec 8) | 1 year after schedule is suspended |
| Unit Files (inspections, work orders, appliance info) | Permanent |
| Utility Allowance Schedules | When replaced, 4 years after audit |
| Waiting List | Permanent |

Records Disposition and Destruction

Records may be retained for a longer duration than the schedule listed above but must be retained for a minimum of the schedule. The SHA may, at its discretion, retain documents indefinitely.

Confidential records shall be destroyed as follows:

Paper records

1. Shredding through a properly bonded shredding agency, or

2. Shredding on-site

Electronic records

1. Shredding CDs, DVD's, etc.
2. Use of US Department of Defense-approved data erasure software.

Records documenting the disposal of paper records under this schedule, including the type of records disposed of, the manner of disposal, the name of the Records Coordinator authorizing the disposal and the date of the disposal.

RESOLUTION NO. 2020-

**ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY
May 26, 2020**

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

Staff recommends adoption of Resolution No. 2020-10, approving the General Records Retention and Disposition Schedule Policy for the Spartanburg Housing Authority.

Matthew Myers, Chairman

ATTEST:

Secretary

FOR CLERK USE ONLY

RESOLUTION NO. 2020-10

DATE ADOPTED: May 26, 2020



CEO Monthly Report

Shaunté Evans

**Board of Commissioners Meeting
Tuesday, May 26, 2020**



Finance Report

Jose Calicdan

**Board of Commissioners Meeting
Tuesday, May 26, 2020**

| SPARTANBURG HOUSING AUTHORITY | | | | | | | | | | | | | |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------|--------|--------|--------|--------|--------------|
| Cash Flow | | | | | | | | | | | | | |
| April 30, 2020 | | | | | | | | | | | | | Oct -April |
| INFLOWS: | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Seven months |
| | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | TOTAL |
| Section 8 HAP -HCV Subsidy | 994,445 | 915,387 | 1,008,011 | 1,012,987 | 1,013,573 | 1,060,275 | 1,063,679 | | | | | | 7,068,357 |
| Section 8 HAP - Mainstream subsidy | | | | - | 9,006 | 17,520 | 36,955 | | | | | | 63,481 |
| Section 8 Admin Subsidy | 104,029 | 104,055 | 123,594 | 108,101 | 108,102 | 109,389 | 166,183 | | | | | | 823,453 |
| Mod Rehab HAP | 96,911 | 96,903 | 96,903 | 96,903 | 96,903 | 96,903 | 30,327 | | | | | | 611,753 |
| Mod Rehab Admin | 12,162 | 12,162 | 12,162 | 12,162 | 12,162 | 12,162 | 12,162 | | | | | | 85,134 |
| 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 | 110,228 | | | | | | 1,177,935 |
| Tax Credit Properties Subsidy | 31,591 | 31,591 | 37,412 | 38,581 | 38,581 | 19,589 | 19,589 | | | | | | 216,932 |
| TBRA-HCV | 10,175 | 10,019 | 9,758 | 9,758 | 9,758 | 10,256 | 8,817 | | | | | | 68,541 |
| 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 | 44,732 | | | | | | 313,083 |
| 1) HUD & State Subsidy | 1,456,368 | 1,376,578 | 1,522,547 | 1,543,059 | 1,554,255 | 1,479,962 | 1,492,672 | - | - | - | - | - | 10,425,440 |
| ROSS | 12,163 | 14,739 | 14,209 | 17,426 | 13,975 | 8,076 | 5,138 | | | | | | 85,726 |
| CFP and RHF | 335,003 | - | 112,391 | 154,929 | 19,702 | 81,100 | 24,197 | | | | | | 727,323 |
| 2) Other Grant Revenue | 347,166 | 14,739 | 126,600 | 172,355 | 33,677 | 89,176 | 29,335 | - | - | - | - | - | 813,049 |
| Public Housing Rents | 119,888 | 111,060 | 98,589 | 110,356 | 106,140 | 116,844 | 104,449 | | | | | | 767,327 |
| JC Bull Rents | 27,966 | 27,848 | 28,077 | 28,007 | 28,291 | 27,865 | 28,330 | | | | | | 196,384 |
| SLHC Rents | 0 | 0 | 0 | 0 | - | - | - | | | | | | 0 |
| 3) Rent Revenue | 147,854 | 138,908 | 126,666 | 138,363 | 134,431 | 144,709 | 132,779 | - | - | - | - | - | 963,711 |
| 4) Misc Receipts | 66,142 | 97,317 | 87,288 | 16,986 | 15,938 | 24,806 | 442,004 | | | | | | 750,480 |
| 5) Other Cash-In | | | | | | | 93,205 | | | | | | 93,205 |
| 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 | 1,738,301 | 2,738,654 | 2,189,994 | - | - | - | - | - | 14,045,884 |
| 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. | | | | | | | | | | | | | |

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| SPARTANBURG HOUSING AUTHORITY | | | | | | | | | | | | |
|--|---------------------------------------|---------------|-------------|-------------|------------|----------------|--------------|--------------|------------|---------------|------------|---------------|
| AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS | | | | | | | | | | | | |
| Actual to Budget Variance Comparison | | | | | | | | | | | | |
| For seven (7) months ending April 30, 2020 | | | | | | | | | | | | |
| | | Month To Date | | | | Period to Date | | | | Annual Budget | | |
| | | MTD Actual | MTD Budget | \$ Variance | % Variance | PTD Actual | PTD Budget | \$ Variance | % Variance | % Used PTD | Annual PTD | Annual Target |
| 1 | Public Housing | | | | | | | | | | | |
| | Total Revenue | \$ 227,736 | \$ 271,738 | \$ (44,002) | -16% | \$ 2,036,381 | \$ 1,902,486 | \$ 133,895 | 7% | 3,260,065 | 62.5% | 25.0% |
| | Total Operating Expenses | 215,073 | 260,262 | (45,189) | -17% | 1,831,662 | 1,937,504 | (105,842) | -5% | 3,201,548 | 57.2% | 25.0% |
| | Reserve transfer out (in) | | (956) | | | | (6,689) | | | (11,467) | | |
| | Net Operating Income | \$ 12,662 | \$ 12,432 | \$ 231 | 2% | \$ 204,718 | \$ (28,329) | \$ 233,047 | -823% | 69,984 | | |
| YTD revenue exceeded the budget by \$134K or 7% higher primarily due to subsidy and rental income while YTD operating expenses incurred were below budget by \$106K or 5% lower, thus resulting to net income of \$205K. | | | | | | | | | | | | |
| 2 | HCV Program - HAP only | | | | | | | | | | | |
| | Total Revenue | \$ 1,064,137 | \$ 962,696 | \$ 101,441 | 11% | \$ 7,055,430 | \$ 6,738,875 | \$ 316,555 | 5% | 11,552,357 | 61.1% | 25.0% |
| | Total Expenses | \$ 1,039,148 | \$ 961,862 | \$ 77,286 | 8% | \$ 7,144,193 | \$ 6,733,047 | \$ 411,146 | 6% | 11,542,357 | 61.9% | 25.0% |
| | Net Operating Income (loss) | \$ 24,989 | \$ 834 | \$ 24,155 | 2896% | \$ (88,763) | \$ 5,828 | \$ (94,591) | -1623% | 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 \$89K. | | | | | | | | | | | | |
| 3 | HCV Program - Admin only | | | | | | | | | | | |
| | Total Revenue | \$ 166,641 | \$ 104,283 | \$ 62,358 | 60% | \$ 827,318 | \$ 729,985 | \$ 97,333 | 13% | 1,251,396 | 66.1% | 25.0% |
| | Total Expenses | \$ 103,269 | \$ 107,426 | \$ (4,157) | -4% | \$ 684,328 | \$ 753,498 | \$ (69,170) | -9% | 1,288,995 | 53.1% | 25.0% |
| | Reserve transfer out (in) | \$ - | \$ (3,133) | | | \$ - | \$ (21,933) | \$ 21,933 | | (37,599) | | |
| | Net Operating Income (loss) | \$ 63,371 | \$ (10) | \$ 63,381 | n/a | \$ 142,990 | \$ (1,580) | \$ 144,570 | | - | | |
| *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 April, 2020, the YTD operating expenses incurred were below budget by \$69K or 9% lower, thus showing a net income of \$143k. However, the MTD revenue was higher by \$62K due to HUD CY 2019 - year end reconciliation which SHA received an adjustment of \$51k. | | | | | | | | | | | | |
| 4 | Mod Rehab Program - HAP only | | | | | | | | | | | |
| | Total Revenue | 96,903 | 96,543 | \$ 360 | 0% | 678,769 | 675,801 | \$ 2,968 | 0% | 1,158,516 | 58.6% | 25.0% |
| | Total Expenses | 78,881 | 96,543 | (17,662) | -18% | 650,935 | 675,801 | (24,866) | -4% | 1,158,516 | 56.2% | 25.0% |
| | Net Operating Income | \$ 18,022 | \$ - | \$ 18,022 | | \$ 27,834 | \$ - | \$ 27,834 | | - | | |
| * HUD is funding the program at the budget level. YTD expenses below budget by \$25K, thus resulting to net income \$28K. | | | | | | | | | | | | |
| 5 | Mod Rehab Program - Admin only | | | | | | | | | | | |
| | Total Revenue | \$ 12,162 | \$ 11,554 | \$ 608 | 5% | \$ 85,134 | \$ 80,878 | \$ 4,256 | 5% | 138,646 | 61.4% | 25.0% |
| | Total Expenses | 9,705 | 7,861 | 1,844 | 23% | 52,021 | 54,868 | (2,847) | -5% | 93,978 | 55.4% | 25.0% |
| | Net Operating Income (loss) | \$ 2,457 | \$ 3,693 | \$ (1,236) | -33% | \$ 33,113 | \$ 26,010 | \$ 7,103 | 27% | 44,668 | | |
| *Calculated as percentage allocation of HCV Admin budget. The YTD revenue exceeded the budget by \$4K while the YTD operating expenses incurred were below budget by \$3K, thus showing a YTD net income of \$33k. | | | | | | | | | | | | |
| 6 | COCC Program Only | | | | | | | | | | | |
| | Total Revenue | \$ 303,086 | \$ 120,907 | \$ 182,179 | 151% | \$ 995,578 | \$ 846,238 | \$ 149,340 | 18% | 1,450,747 | 68.6% | 25.0% |
| | Total Expenses | \$ 124,038 | \$ 136,561 | \$ (12,523) | -9% | \$ 1,017,176 | \$ 1,094,328 | \$ (77,152) | -7% | 1,718,971 | 59.2% | 25.0% |
| | Reserve transfer out (in) | \$ - | \$ (22,352) | | | \$ - | \$ (156,464) | \$ 156,464 | | (268,224) | 0.0% | |
| | Net Operating Income | \$ 179,048 | \$ 6,698 | \$ 172,350 | 2573% | \$ (21,598) | \$ (91,626) | \$ 70,028 | -76% | - | | |
| * COCC was budgeted at zero income or break even by using reserve of \$268K. YTD revenue exceeded the budget by \$149K or 18% higher due to cash distribution received from VISTA Management of \$205K, while the YTD operating expenses incurred were below budget by \$77K or 7%, thus reducing the net loss. | | | | | | | | | | | | |
| 7 | JC BULLS (100 units) | | | | | | | | | | | |
| | Total Revenue | \$ 73,157 | \$ 68,879 | \$ 4,278 | 6% | \$ 515,348 | \$ 482,153 | \$ 33,195 | 7% | 826,550 | 62.3% | 25.0% |
| | Total Operating Expenses | \$ 35,996 | \$ 58,336 | \$ (22,340) | -38% | \$ 307,320 | \$ 421,180 | \$ (113,860) | -27% | 705,356 | 43.6% | 25.0% |
| | Net Operating Income | \$ 37,161 | \$ 10,543 | \$ 26,618 | 252% | \$ 208,028 | \$ 60,973 | \$ 147,055 | 241% | 121,194 | | |
| * YTD operating expenses under budget by \$114K or 27% lower, thus showing a net income of \$208K as compared to budget of \$61K. No concerns at this time. | | | | | | | | | | | | |
| 8 | OVERALL RESULTS | | | | | | | | | | | |
| | Sub-total | \$ 337,710 | | | | \$ 506,322 | \$ (28,724) | \$ 535,046 | -1862.70% | | | |
| | | 12,988 | Mainstream | | | (17,280) | Mainstream | | | | | |
| | | 277 | TBRA | | | 2,285 | tbra | | | | | |
| | Net Operating Income | \$ 350,975 | okay | | | \$ 491,327 | okay | | | | | |

CY -2020

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| SPARTANBURG HOUSING AUTHORITY | | | | | | | | | | | | |
|--|------------------------------|---------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------|---------------|------------------|-------|
| Asset Management Financials- Per AMP | | | | | | | | | | | | |
| Actual to Budget Variance Comparison | | | | | | | | | | | | |
| For seven (7) months ending April 30, 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 | \$ 50,407 | \$ 56,145 | \$ (5,738) | -10% | \$ 429,075 | \$ 393,461 | \$ 35,614 | 9% | 673,386 | 63.7% | 16.7% |
| | Total Expenses | 47,052 | 53,431 | (6,379) | -12% | 416,911 | 413,563 | 3,348 | 1% | 673,386 | 61.9% | 16.7% |
| | Reserve transfer out (in) | - | - | - | | - | - | - | | - | | |
| | Net Operating Income (loss) | \$ 3,355 | \$ 2,714 | \$ 641 | | \$ 12,164 | \$ (20,102) | \$ 32,266 | | - | | |
| 2 | Archibald Village | | | | | | | | | | | |
| | Total Revenue | \$ 23,213 | \$ 27,525 | \$ (4,312) | -16% | \$ 198,803 | \$ 192,675 | \$ 6,128 | 3% | 330,307 | 60.2% | 16.7% |
| | Total Operating Expenses | \$ 17,043 | \$ 24,473 | \$ (7,430) | -30% | 156,476 | 183,185 | \$ (26,709) | -15% | 298,174 | 52.5% | 16.7% |
| | Net Operating Income | \$ 6,170 | \$ 3,052 | \$ 3,118 | 102% | \$ 42,327 | \$ 9,490 | \$ 32,837 | 346% | 32,133 | | |
| 3 | Archibald Hi-Rise | | | | | | | | | | | |
| | Total Revenue | \$ 60,274 | \$ 74,307 | \$ (14,033) | -19% | \$ 533,960 | \$ 520,149 | \$ 13,811 | 3% | 891,680 | 59.9% | 16.7% |
| | Total Expenses | \$ 67,797 | \$ 74,293 | \$ (6,496) | -9% | 478,690 | 527,444 | \$ (48,754) | -9% | 891,680 | 53.7% | 16.7% |
| | Reserve transfer out (in) | \$ - | \$ - | \$ - | | \$ - | \$ - | \$ - | | - | | |
| | Net Operating Income | \$ (7,523) | \$ 14 | \$ (7,537) | -53836% | \$ 55,270 | \$ (7,295) | \$ 62,565 | -858% | - | | |
| 4 | Scattered Sites | | | | | | | | | | | |
| | Total Revenue | \$ 3,283 | \$ 4,420 | \$ (1,137) | -26% | \$ 31,641 | \$ 30,940 | \$ 701 | 2% | 53,030 | 59.7% | 16.7% |
| | Total Expenses | \$ 4,049 | \$ 4,796 | (747) | -16% | 25,945 | 41,238 | (15,293) | -37% | 64,497 | 40.2% | 16.7% |
| | Reserve transfer out (in) | | (956) | | | | (6,689) | 6,689 | | (11,467) | | |
| | Net Operating Income (loss) | \$ (766) | \$ 580 | \$ (1,346) | -232% | \$ 5,696 | \$ (3,609) | \$ 9,305 | -258% | - | | |
| 5 | Prince Hall | | | | | | | | | | | |
| | Total Revenue | \$ 48,571 | \$ 55,529 | \$ (6,958) | -13% | \$ 432,420 | \$ 388,577 | \$ 43,843 | 11% | 665,934 | 64.9% | 16.7% |
| | Total Expenses | \$ 29,451 | \$ 52,270 | (22,819) | -44% | 387,896 | 376,488 | 11,408 | 3% | 628,083 | 61.8% | 16.7% |
| | Net Operating Income (loss) | \$ 19,120 | \$ 3,259 | \$ 15,861 | 487% | \$ 44,524 | \$ 12,089 | \$ 32,435 | 268% | 37,851 | | |
| 6 | Victoria Gardens | | | | | | | | | | | |
| | Total Revenue | 40,411 | 51,512 | \$ (11,101) | -22% | \$ 398,864 | \$ 360,584 | \$ 38,280 | 11% | 618,138 | 64.5% | 16.7% |
| | Total Expenses | 48,466 | 48,763 | (297) | -1% | 354,853 | 378,426 | (23,573) | -6% | 618,138 | 57.4% | 16.7% |
| | Net Operating Income | \$ (8,055) | \$ 2,749 | \$ (10,804) | | \$ 44,011 | \$ (17,842) | \$ 61,853 | | - | | |
| 7 | Cambridge/Brawley | | | | | | | | | | | |
| | Total Revenue | \$ 1,576 | \$ 2,300 | \$ (724) | -31% | \$ 11,617 | \$ 16,100 | \$ (4,483) | -28% | 27,590 | 42.1% | 16.7% |
| | Total Operating Expenses | 1,214 | 2,236 | (1,022) | -46% | 10,891 | 17,160 | (6,269) | -37% | 27,590 | 39.5% | 16.7% |
| | Net Operating Income | \$ 362 | \$ 64 | \$ 298 | 466% | \$ 726 | \$ (1,060) | \$ 1,786 | -168% | - | | |
| | Net Operating Income | 12,663 | 13,387 | 231 | | 204,718 | (21,640) | 226,358 | | | | |
| | Reserve transfer out (in) | - | (956) | - | | - | (6,689) | 6,689 | | | | |
| | Per Consolidated Stmt | 12,663 | 12,432 | 231 | | 204,718 | (28,329) | 233,047 | | | | |



Monthly Reports: Programs Dashboard

**Board of Commissioners Meeting
Tuesday, May 26, 2020**



May 26, 2020

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT—APRIL 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 April 30, 2020, Asset Management ended the month at 92.96% 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 94.97% overall occupancy. Total Vacant Units excluding Scattered Sites is 25 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% | 92.96% | 94.97% | 96.67% |

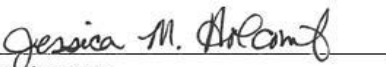
TENANT ACCOUNTS RECEIVABLE REPORTS:

The Tenant Accounts Receivable Collection rate for SHA managed developments was 92.99% for all public housing properties and 102.91% 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% | 92.99% | 102.91% |

Tenant Charge Analysis Report for April 2020

| Property | AGED TENANT ACCOUNTS RECEIVABLES | | | | | | | | OCCUPANCY | |
|-------------------------|----------------------------------|---------------------|----------------|---------------------|----------------------|--------------------|----------------------|----------------------|---|--|
| | CHARGED | UNPAID | TARS | PREPAYS | ACTIVE | INACTIVE | TOTAL | YTD ACTUAL NOI | | |
| Camp Croft | \$ 28,492.60 | \$ 8,834.64 | 80.98% | \$ 3,350.05 | \$ 5,484.59 | \$ (65.04) | \$ 5,419.55 | \$ 55,063.00 |  95.83% | |
| Archibald Village | \$ 13,029.00 | \$ 232.50 | 107.16% | \$ 734.25 | \$ (501.75) | \$ (431.00) | \$ (932.75) | \$ 58,400.00 |  98.00% | |
| Archibald Rutledge | \$ 36,830.50 | \$ 1,348.00 | 107.68% | \$ 3,837.04 | \$ (2,489.04) | \$ (338.00) | \$ (2,827.04) | \$ 106,106.00 |  97.33% | |
| Scattered Sites | \$ 2,677.00 | \$ - | 109.34% | \$ 249.00 | \$ (249.00) | \$ (1.00) | \$ (250.00) | \$ 10,089.00 |  33.33% | |
| Prince Hall | \$ 17,454.18 | \$ 3,233.76 | 96.70% | \$ 2,291.14 | \$ 942.62 | \$ (366.06) | \$ 576.56 | \$ 68,315.00 |  91.00% | |
| Victoria Gardens | \$ 16,716.20 | \$ 6,364.13 | 38.32% | \$ 1,334.11 | \$ 5,030.02 | \$ 5,280.48 | \$ 10,310.50 | \$ 67,599.00 |  91.25% | |
| Cambridge Place/Brawley | \$ 1,531.00 | \$ - | 102.45% | \$ 37.40 | \$ (37.40) | \$ (0.18) | \$ (37.58) | \$ 2,101.00 |  100.00% | |
| PH TOTAL | \$ 116,730.48 | \$ 20,013.03 | 92.99% | \$ 11,832.99 | \$ 8,180.04 | \$ 4,079.20 | \$ 12,259.24 | \$ 367,673.00 |  92.96% | |
| Page Lake | \$ 3,523.00 | \$ - | 100.45% | \$ 16.00 | \$ (16.00) | \$ - | \$ (16.00) | \$ 38,351.00 |  100.00% | |
| JC Bull | \$ 28,411.50 | | 103.26% | \$ 925.50 | \$ (925.50) | | \$ (925.50) | \$ 361,522.00 |  96.00% | |
| Liberty | \$ 2,154.50 | \$ - | 102.90% | \$ 62.50 | \$ (62.50) | \$ - | \$ (62.50) | \$ 10,865.00 |  100.00% | |
| Appian | \$ 460.00 | \$ - | 100.00% | \$ - | \$ - | \$ - | \$ - | \$ 36,752.00 |  33.33% | |
| Fisher | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - | |  100.00% | Rent has not been charged as the unit is uninhabitable due to the tornado. |
| Total | \$ 34,549.00 | \$ - | 102.91% | \$ 1,004.00 | \$ (1,004.00) | \$ - | \$ (1,004.00) | \$ 447,490.00 |  94.92% | |

Respectfully Submitted, 
 Jessica Holcomb, Deputy Director
 Spartanburg Housing Authority



May 26, 2020

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

DEVELOPMENT & CAPITAL FUND MONTHLY REPORT – April 2020

CONTACT PERSON:

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

DEVELOPMENT PROJECTS

Northside Station

- Closing held on May 14, 2020
- HAP contract issued for 18 units

Victoria Gardens

- Anticipate closing by June 30, 2020
- Anticipate late July or early August start for construction
- Construction drawings approved by South Carolina State Housing Finance and Development Authority (SCSHFD)
- FHLB AHP application due June 1, 2020
- HUD approval of financing plan cleared path for issuance of RAD Conversion Commitment (RCC)
- Participate in weekly due diligence calls with RCB (Equity Provider) and Citibank (Debt Provider)
- Delck Group, LLC (Relocation Consultant) and McCrory Construction (Contractor) participated in a construction phasing/relocation call
- Participated in Section 3/Minority hiring call with NHPF (Developer), McCrory Construction (Contractor), and SHA staff

New office/Star Mills

- As of May 20, 2020, the following progress was provided by contractors:
 - ✓ Installation of staircases
 - ✓ Completed roof trusses and decking installation
 - ✓ Preparation layout for the installation of electrical conduits, light fixtures, and electrical boxes
 - ✓ Started brick removal to install windows in original openings



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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 | 8/15/2022 | \$146,634 | \$66,216.00 | \$96,710.00 |
| 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 | 8/15/2022 | \$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 | 5/28/2021 | 5/28/2023 | \$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 | 4/15/2022 | 4/15/2024 | \$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 | 3/25/2023 | 3/25/2025 | | | |

*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:



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- 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, 2022 Disbursement End Date
- 2018 Capital Fund Obligation and Disbursement End dates
 - 1) May 28, 2018 Obligation Start Date
 - 2) May 28, 2021 Obligation End Date
 - 3) May 28, 2023 Disbursement End Date
- 2019 Capital Fund Obligation and Disbursement End dates
 - 1) April 16, 2019 Obligation Start Date
 - 2) April 15, 2022 Obligation End Date
 - 3) April 15, 2024 Disbursement End Date
- 2020 Capital Fund Obligation and Disbursement End dates
 - 1) March 26, 2020 Obligation Start Date
 - 2) March 25, 2023 Obligation End Date
 - 3) March 25, 2025 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


2017 Capital Fund Grant

- Modernization of elevator started April 27
- Upgrades to HVAC, electrical and sprinkler heads in elevator shaft and room

2018 Capital Fund Grant

- Delck Group (Relocation Consultant) Victoria Gardens
- Recap Real Estate Advisors/Victoria Gardens
- Tsumani Security Camera/Prince Hall
- Scattered sites home repairs

Respectfully Submitted by,


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



May 26, 2020

Spartanburg Housing Authority
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

LEASED HOUSING MONTHLY REPORT – APRIL 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 % |
|-------------------------------|--------------------------------------|---------------------------------|--|
| 94.8% | 103.6% | 94.8% | 104.7% |

- 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% | 53% |

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

| |
|--------------|
| Norris Ridge |
| 92% |

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

| Veterans | Working Families |
|----------|------------------|
| 100% | 86% |

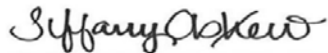
OUTLIERS

- 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 takes place.
 - Veterans Affairs Supportive Housing (VASH) vouchers will begin leasing in the month of May 2020.
 - Ten (10) RAD units at Country Gardens Estate closed on April 1, 2020.
-
- The TBRA Program for veterans has ten (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 36 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 nine (9) new move-ins and ten (10) move-outs.

| Program | Units Allocated | Units Leased | Unused |
|----------------|------------------------|---------------------|---------------|
| HCV | 1715 | 1612 | 103 |
| PBV | 273 | 264 | 9 |
| RAD | 367 | 351 | 16 |
| MOD | 190 | 176 | 14 |
| MS | 115 | 61 | 54 |
| Totals | 2660 | 2464 | 196 |

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



May 26, 2020

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

RESIDENT & COMMUNITY ENGAGEMENT MONTHLY REPORT – April 2020

CONTACT PERSON:

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

COMMUNITY AND SUPPORTIVE SERVICES

Highlights

- Staff delivered Senior Food Boxes for Elderly for each property.
- Property Management staff and Elderly and Disabled Service Coordinator boxed and delivered hot meals and cloth masks to every resident at Archibald Rutledge High Rise and Village.
- Hub City Farmer's Market Mobile Unit began servicing JC Bull Apartments.
- Mt. Moriah and Believers Church allowed all JC Bull residents access to their food pantries. Believers Fellowship also delivered special food boxes to residents at JC Bull Apartments.
- One participant graduated from the FSS program with a total of \$4,619.72. Two participants from the FSS program exited the programs forfeiting total of \$1,100.

Resident Services Active Grants

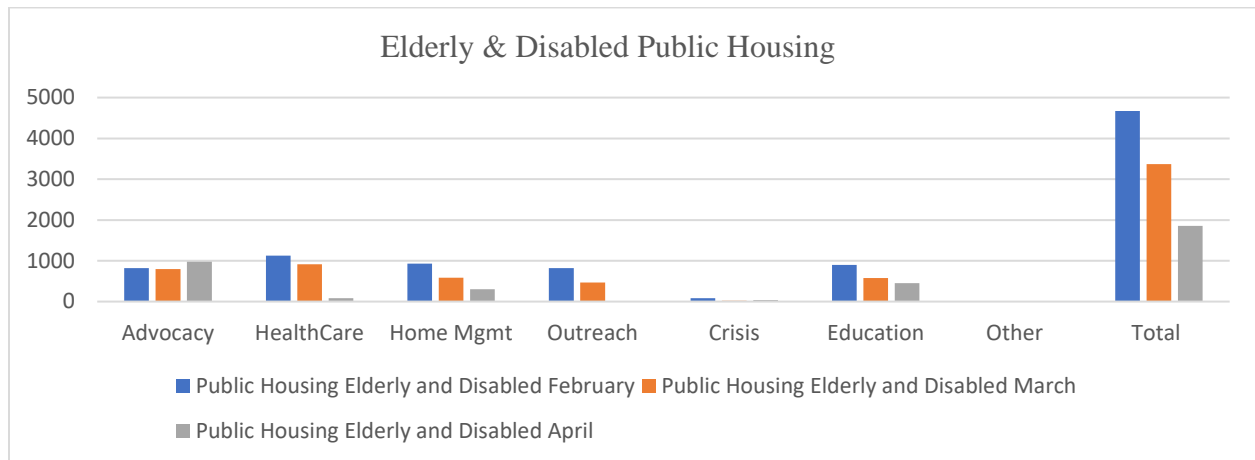
| Grant # | Grant Name | Closing Date | Remaining Balance | Notes |
|-------------|--------------|--------------|-------------------|---|
| MFSC179397 | Multi-Family | 12/31/2020 | \$0 | Funds have been awarded and accepted waiting for release. |
| FSS18SC2129 | FSS | 12/31/2020 | \$61,963 | |

EDSC Elderly and Disabled Program

Number of Services (February, March, and April); 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

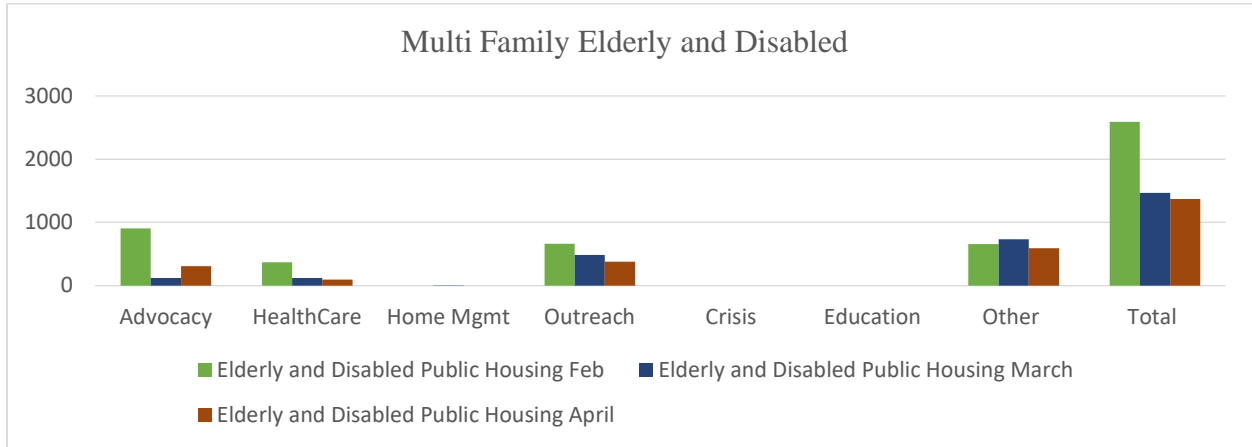




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Multi -Family Coordinator

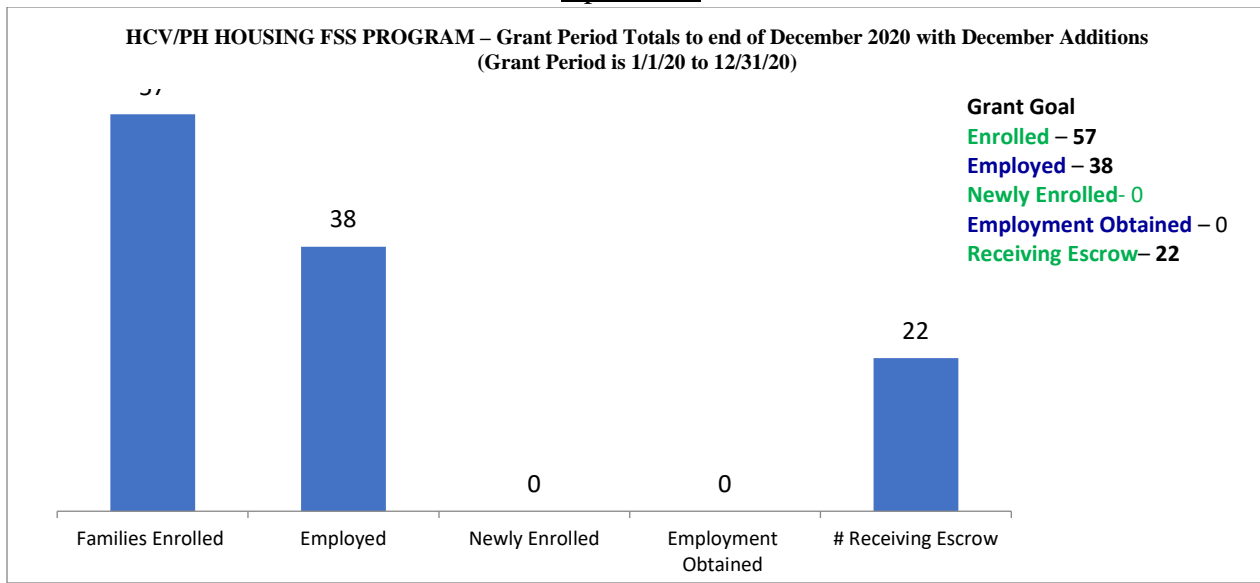
Number of services (February, March, and April). Property: JC Bull (100 units).

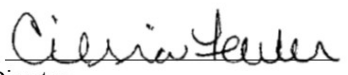


Family Self-Sufficiency (FSS) Grant as of April 2020

- **FSS** Current Escrow total is \$103,967.00
 - **HCV** Escrow Amount \$88,958.00
 - **PH** Escrow Amount \$15,009.00

April 2020



Respectfully Submitted, 
 Cierra Fowler, Deputy Director
 Spartanburg Housing Authority