

### **NOTICE AND AGENDA**

Board of Commissioners Meeting Tuesday, June 23, 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, June 23, 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: <a href="https://zoom.us/j/230114605?pwd=YnFJTGRObmdrU3Rhakt1REJ2VGdTdz09">https://zoom.us/j/230114605?pwd=YnFJTGRObmdrU3Rhakt1REJ2VGdTdz09</a>

#### **AGENDA**

CALL N	MEETING TO ORDER	Page #
1.	Moment of Silence	
П.	Roll Call	
Ш.	Approval of Agenda	2
IV.	Approval of Minutes	
	A. Regular Board Meeting, May 26, 2020	4
٧.	Commissioner Comments	
VI.	Public/Staff Comments	
VII.	Information Items	
	A. 2021 Revisions to the Public Housing Lease Agreement and Community Rules	8
	B. Evaluation Timeframe for the CEO	24
VIII.	Action Items and Resolutions	
	A. 2020-11 Approval of U.S. Department of Housing and Urban Development (HUD) 5-Year and Annual PHA Plans	_26
	B. 2020-12 Approval of the Spartanburg Housing Authority's Admissions and Continued Occupancy Policy (ACOP)	29
	C. 2020-13 Approval of the Housing Choice Voucher (HCV) Program Administrative Plan	35
	D. 2020-14 Approval of the Victoria Gardens Apartments Moving Services	42

	E. 2020-15 Approval of the Single-Family Home Repairs	46
	F. 2020-16 Approval of the Spartanburg Housing Authority's Employ Policy Manual	
	G. 2020-17 Approval of the Spartanburg Housing Authority's Employ Paid Time Off Buyout	
	H. 2020-18 Approval of Differential Pay for Spartanburg Housing Authority (SHA) Employees	<u></u> 81
IX.	Monthly Reports	
	A. CEO Monthly Report (verbal report) - Shaunté Evans	85
	B. Finance Report – Joe Calicdan	86
	C. SHA Program Dashboard	
	i. Asset Management – Jessica Holcomb	93
	ii. Development and Capital Fund – Joseph Jackson	95
	iii. Housing Choice Voucher – Tiffany Askew	98
	iv. Community and Supportive Services – Cierra Fowler	100
Χ.	Executive Session	
	<ul><li>A. Discussion of real estate matters pursuant to SC Code Section 30- (a)(2) of the South Carolina Code of Laws.</li></ul>	-4-70
	<ul><li>B. Discussion of personnel matters pursuant to SC Code Section 30-4</li><li>(a)(1) of the South Carolina Code of Laws.</li></ul>	4-70
XI.	Other Business	
XII.	Adjournment	



# Approval of Minutes Regular Board Meeting May 26, 2020

# **Board of Commissioners Meeting Tuesday, June 23, 2020**

#### MINUTES OF THE REGULAR BOARD MEETING OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG SPARTANBURG, SOUTH CAROLINA May 26, 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 4:05 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 Fairey and unanimously carried.

#### IV. Approval of Minutes:

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

#### V. <u>Commissioner Comments</u>

None

#### VI. Public/Staff Comments

Public comments: None Staff comments: None

#### VII. Information Item:

- A. An update to the Disposition of the Cammie Clagett Office Building was presented and a discussion was held. Any questions raised by the board were addressed. No motions or actions were made.
- B. The presentation of the U.S. Department of Housing and Urban Development (HUD) 5-Year and Annual PHA Plans was presented and a discussion was held. Any questions raised by the board were addressed. No motions or actions were made.

#### VIII. Action Items and Resolutions:

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

This resolution was presented to request acceptance of the Resolution 2020-10 as presented by Jessica Holcomb. Questions raised by the board were addressed. Commissioner White made a motion to approve resolution 2020-10. The motion was seconded by Commissioner Fairey and unanimously carried.

#### **RESOLUTION NO. 2020-10**

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG MAY 26, 2020

#### IX. Monthly Reports

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

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

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

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

#### **Program Dashboards**

#### i. Asset Management

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

#### ii. Development and Capital Fund

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

#### iii. Housing Choice Voucher

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

#### iv. Community and Supportive Services

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

#### X. Adjournment

Commissioner White made a motion to adjourn the meeting, which was seconded by Commissioner Fairey. The meeting was adjourned at 5:43 p.m.

Respectfully Submitted, The Housing Authority of the City of Spartanburg



### **Information Item**

# Presentation of the 2021 Public Housing Lease and Community Rules

**Board of Commissioners Meeting Tuesday, June 23, 2020** 

**Tuesday, June 23, 2020** 

Housing Authority of the City of Spartanburg Spartanburg, SC 29302

#### HONORABLE MEMBERS IN SESSION:

#### **SUBJECT:**

**2021 Public Housing Lease and Community Rules Information Item** 

#### **CONTACT PERSON:**

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

#### **SUMMARY:**

Public housing leases are the basis of the legal relationship between the Public Housing Authorities (PHA) and the tenant. All units must be occupied pursuant to a dwelling lease agreement that complies with the U.S. Department of Housing and Urban Development (HUD) regulations. An eligible family may occupy a public housing dwelling unit under the terms of a lease. The lease must meet all regulatory requirements and must also comply with applicable state and local laws and codes. The lease may be modified at any time by written agreement of the tenant and the PHA [24 CFR 966.4(a)(3)].

The PHA may modify its lease from time to time. However, the PHA must give residents 30 days advance notice of the proposed changes and an opportunity to comment on the changes. The PHA must also consider any comments before formally adopting the new lease [24 CFR 966.3].

A Red Line Draft of Proposed Changes is attached. A public hearing will be held July 16, 2020, board approval will be requested July 28, 2020 and the lease will be implanted on October 1, 2020.

#### **FINANCIAL CONSIDERATIONS:**

None

#### **POLICY CONSIDERATIONS:**

After proposed changes have been incorporated into the lease and approved by the Board, each family must be notified at least 60 days in advance of the effective date of the new lease or lease revision. A resident's refusal to accept permissible and reasonable lease modifications that are made in accordance with HUD requirements, or are required by HUD, is grounds for termination of tenancy [24 CFR 966.4(l)(2)(iii)(E)].

Respectfully Submitted, Jessica M. Aramil

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

### HOUSING AUTHORITY OF THE CITY OF SPARTANBURG RESIDENTIAL LEASE AGREEMENT

**THIS LEASE AGREEMENT** is between the Housing Authority of the City of Spartanburg (hereinafter referred to as "Landlord" and/or "the Authority"), and, the Tenant Family listed below.

I. Tenant Family. The "Tenant Family" (hereinafter referred to as "Tenant" and/or "Tenant Family") is composed of the individuals listed below. All members of the Tenant Family over age 18 are required to sign this lease.

Any amount designated in a payment agreement between Tenant and Landlord for retroactive rental amounts due to Tenant's failure to report required information must be paid in conjunction with the monthly rent. Failure to fulfill any payment agreement as executed is a serious violation of this Lease and will result in Lease termination.

Name	Relationship	Birth date	Social Security #	
1	Head			
2	<u> </u>			
3		//		
4		//		
5		//		
6				
Family, the dwelling unit known as	s. The Tenant Family m	nay occupy the premises	nily contained herein, leases to the Tenant (the "Premises" or "Dwelling only as a private residence subject to the	
lease will be automatically renewed for resident performance of community serv	r successive periods of vice or participation in a terms and conditions list	one year each unless th required economic self-s	e family has violated the requirement for ufficiency program in accordance with 24 Fhis Lease may be modified at any time by	
month) will be \$ Afte each month. The tenant shall pay the a regulations and other requirements. Th	r that, rent of \$amount of the monthly amount of the tenant	per month will be tenant rent determined be rent is subject to change	Initial rent (prorated for a partial be payable in advance on the first day of by the Landlord in accordance with HUD ge in accordance with HUD requirements. rd of any change in the amount of rent and	
This is the flat rent for the Premises.				
This rent is based on the income and	other information report	ed by the Tenant Family		
electronic Walk In Payment Syste bank draft declined due to fe	em (WIPS card). Tenants or insufficient funds. A ments for all future paym	will be charged a \$25.0 fter the first item is	e paid by automatic bank draft or by use of of the for any item returned or automatic returned for non-sufficient funds, the the charged a \$25.00 late fee for insufficient	Formatted: Indent: First line: 0", Right: 0.08"
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The total amount for rent and ot may be rejected.	her charges as billed is	due and payable on the	first day of each month. Partial payments	
			id by the resident when due and placed in pliance with —the Landlord's Grievance	
			month period shall constitute a material d recover possession of the premises from	

Page 10

- V. Miscellaneous Charges. The Landlord shall provide notice for any charges due including the due date. The following charges shall be due and payable on the first of the month following two weeks written notice of the charges:
- A. Maintenance costs. The cost for services or repairs to the Dwelling Unit, common areas or grounds beyond normal wear and tear and caused by the Tenant Family or guests will be charged to the Tenant. Such charges will be determined according to the Schedule of Maintenance Charges posted by the Authority. Charges not listed on the Schedule of Maintenance Charges will be billed based upon the actual cost of parts and \$20.00 per hour labor costs. If the repairs require overtime work, overtime rates will be charged. Maintenance charges shall be billed and are due and payable on the first of the month after a fourteen day billing notice.
- B. <u>Excess Utility Charges</u>. Where the Landlord provides utilities, a charge will be assessed for any utilities consumed in excess of the utility allowance. The utility allowance for Authority-provided utilities is included as an attachment to this Lease. Excess utility charges are billed and are due and payable with the rent on the first of the month after a fourteen day billing notice.
- <u>Late Charges.</u> The Landlord will assess charges for late payments. Payments, including rent, are late if not paid by the fifth calendar day of the month. Late rent will result in a \$\frac{\$+525.00}{25.00}\$ charge. The Authority will provide written notice of any such charge which shall be due and payable within two weeks of the date of the notice.
- C. Court Costs. The Landlord will assess all associated court fees to the Tenant account. The Authority will provide written notice of any such charge which shall be due and payable within fourteen days of receiving the late fee notice.

#### VI. Termination for Failure to Pay Rent and Repeated Late Payments:

Failure to pay the amount owed in full by the fifth day of each month will result in a notice of Lease termination. The Lease termination shall allow fourteen days for the rent and other charges due to be paid in full. Failure to pay in full within this time will result in an eviction action being filed in the Magistrate Court. Once an eviction order is granted the eviction will proceed. Repeated late payments (four within a twelve month period) are a serious and repeated violation of this Lease and will result in termination of this Lease by the Landlord.

Both parties acknowledge and agree as follows:

#### Payment after eviction is filed:

Money paid to the Landlord by the Tenant after an eviction action has been filed shall first be applied to any rent due and then to any other amounts owed by the Tenant. If the money paid by the Tenant exceeds all amounts owed, the Landlord shall refund the Excess by check mailed to the Tenant's last known address. Tenant understands his/her obligation to pay rent in a timely manner under State law and the parties' Lease Agreement. Tenant further understands that the authority has the right to evict even if payment is accepted after the fourteen-day notice period. Tenant understands and agrees that payments by Tenant after the Landlord has filed for eviction will NOT serve as waiver of the Writ of Ejectment (set out order) unless the Landlord notifies the Magistrate Court in writing before set-out occurs.

#### Remedy After Termination:

If the rental agreement is terminated, the Landlord has a right to possession, for rent, and a separate claim for actual damages for breach of the rental agreement, reasonable attorney's fees, collection costs, and court costs.

#### **Debt Collection After Tenant Vacates**:

Tenant shall pay all costs of collection of any unpaid amounts owed to the Landlord. The Landlord has the right, pursuant to the SC Setoff Debt Collection Act to collect any money owed to the Landlord by the Tenant through an offset of Tenant's State Income Tax Refund. Tenant understands and agrees that if the Landlord chooses to pursue such debts owed by the Tenant through the Setoff Debt Collection Act, Tenant shall additionally pay all fees charged by the Department of Revenue, the SC Association of Counties, the Municipal Association of SC, and/or Landlord. If Landlord chooses to pursue debts in a manner other than setoff, Tenant agrees to pay all costs and fees associated with the selected manner.

Tenant further acknowledges that upon conclusion of participation in a HUD rental assistance program,

The the Landlord is required to provide HUD with information concerning tenancy in accordance with Form HUD-52675 which is made an Attachment to this Lease.

Upon eviction from the premises for drug-related or criminal activities, the Post Office will be notified by the Landlord in order to prevent further mail being delivered to the resident at the address of the Dwelling Unit.

#### MASC Customer Agreement:

Tenant agrees to pay all costs of collection of the applicant sunpaid bills. The Spartanburg Housing Authority has the right pursuant to the South Carolina Setoff Debt Collection Act to collect any sum due and owed by the applicant through offset of the applicant's state income tax refund. If Spartanburg Housing Authority chooses to pursue debts owed by the applicant through the Setoff Debt Collection Act, the applicant agrees to pay all fees and costs incurred through the setoff process, including fees charged by the Department of Revenue, the Municipal Association of South Carolina, and/or the Spartanburg Housing Authority. If Spartanburg Housing Authority chooses to pursue debts in a manner other than setoff, the applicant agrees to pay the costs and fees associated with the selected manner as well.

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VII. Terms and Conditions: The following terms and conditions apply to this Lease.

#### A. Landlord Obligations: The Landlord is obligated:

- 1. To maintain the Dwelling Unit and the project in decent, safe and sanitary condition.
- To comply with the requirements of applicable building codes, housing codes, and HUD regulations materially
  affecting health and safety.
- 3. To make necessary repairs to the Dwelling Unit.
- 4. To keep project buildings, facilities, and common areas, not otherwise assigned to Tenant for maintenance and upkeep, in a clean and safe condition.
- To maintain in good and safe working order and condition electrical, plumbing, sanitary, heating, ventilating systems and other facilities and appliances, including any elevators, supplied by the Landlord.
- 6. To provide and maintain appropriate receptacles and facilities (except containers for the exclusive use of the individual Tenant Family) for the deposit of ashes, garbage, rubbish, and other waste removed from the dwelling unit and premises by the Tenant as required by this Lease.
- 7. To supply running water and reasonable amounts of hot water and a reasonable amount of heat at appropriate times of the year according to local custom and usage, <u>except</u> where heat or hot water is generated by an installation within the exclusive control of Tenant and supplied by a direct utility connection.
- 8. To notify Tenant of the specific grounds for any proposed adverse action by the Landlord. Such notices will inform Tenant of the right to request a hearing. Such action includes, but is not limited to, a proposed lease termination, transfer of the tenant to another unit, or imposition of charges for maintenance and repair, or for excess consumption of utilities. In the case of a proposed adverse action other than a proposed Lease termination, the Landlord will take no action until the time for requesting a hearing has expired. If the Tenant requests a hearing, the Landlord will take no -action until any applicable grievance process has been completed (certain offenses have been excluded from the SHA grievance procedure as allowed by applicable federal law). The notice of proposed adverse action shall inform the tenant of the right to request such hearing. A notice of Lease termination shall constitute adequate notice of proposed adverse action.
  - 7. The Landlord shall provide the following equipment and utilities as designated within the Dwelling Unit:

Range	Gas
Water	Electric
Refrigerator	Sewer
Trash Pick-Up	Dryer
Washer	Garbage Disposal

For utilities provided by the Landlord, any charges above the amount included as the utility allowance, which is indicated as an Attachment to this Dwelling Lease, will be billed to the Tenant.

For utilities provided by the Tenant, the rent will be reduced through use of the utility allowance shown as an attachment to this Lease.

#### B. **Tenant Obligations:** The members of the Tenant Family (including guests) are obligated:

- 1. Not to assign the Lease, nor sublease the Dwelling Unit:
- Not to provide accommodation to boarders or lodgers;
- To use the dwelling unit solely as a private dwelling for the tenant and the tenant's household –as identified in this Lease, and not to use or permit its use for any other purpose;
- To abide by necessary and reasonable regulations promulgated by the Authority for the benefit and well- being of
  the housing project and the tenants which shall be posted in the project office and incorporated by reference in this
  Lease;
- To comply with all obligations imposed upon tenants by applicable provisions of building and housing codes materially affecting health and safety;
- 6. To keep the dwelling unit and such other areas as may be assigned to the tenant for the tenant's exclusive use in a clean and safe condition. This includes keeping front and rear entrances and walkways free from hazards and trash, and keeping the yard free of debris and litter. Tenant Families who have no household nemberhousehold nember able to perform such tasks because of age or disability may be excused from these duties.
- To dispose of all ashes, garbage, rubbish, and other waste from the dwelling unit in a sanitary and safe manner;
- To use only in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air- conditioning and other facilities and appurtenances including elevators;
- 9. To refrain from, and to cause the household and guests to refrain from, destroying, defacing, damaging, or removing any part of the dwelling unit or project;
- 10. To pay reasonable charges (other than for wear and tear) for the repair of damages to the dwelling unit, or to the project (including damages to project buildings, facilities or common areas) caused by the tenant, a member of the household or a guest;
- 11. To act, and cause household members or guests to act, in a manner which will not disturb other residents' peaceful enjoyment of their accommodations and will be conducive to maintaining the project in a decent, safe, and sanitary condition;
- 12. To assure that no tenant, member of the tenant's household, or guest, or any other person under the tenant's control engages in:
  - A. Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises;
  - B. Any drug-related criminal activity on or off the premises.

- An arrest or conviction is not necessary to determine a violation of the Lease. The Authority will use a preponderance of the evidence standard. An expedited hearing will be allowed in accordance with the Grievance Procedure. The term "drug-related criminal activity," as used with this Lease Agreement shall be interpreted to mean the illegal possession, manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug.
- - criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other esidents; or
  - B. Any drug-related criminal activity on the prem
  - or conviction is not necessary to determine a violation of the Le
- To assure that no member of the tenant household engages in an abuse or pattern of abuse of alcohol that affects the health, safety, or right to peaceful enjoyment of the premises by other residents. The consumption of <del>14.</del>13. alcohol will not be allowed in common areas of any Authority owned property. An arrest or conviction is not necessary to determine a violation of the Lease. The Authority shall use a preponderance of the evidence
- 15.14. To pay promptly any utility bills for utilities supplied to Tenant by a direct connection to the utility and to avoid disconnection of any utility service. Failure to maintain utilities shall render the unit uninhabitable and shall be considered a serious violation of the Lease.
- 16.15. To adhere to the Authority's Housekeeping Standards.
- 17.16. To notify the Authority promptly of known need for repairs to his Dwelling Unit, and any unsafe or unsanitary conditions in the Dwelling Unit or in common areas and grounds of the Project. The Authority shall be responsible for repair of the unit within a reasonable time provided, that if the damage was caused by the tenant, tenant's household or guests, the reasonable cost of the repairs shall be charged to the tenant. The Authority shall offer standard alternative accommodations, if available, where necessary repairs cannot be made within a reasonable time. Provisions shall be made for abatement of rent in proportion to the seriousness of the damage and loss in value as a dwelling if repairs are not made in accordance with this section or alternative accommodations not provided, except that no abatement of rent shall occur if the tenant rejects the alternative accommodation or if the damage was caused by the tenant, tenant's household or guests;
- To refrain from littering or leaving trash and debris in common areas and to dispose of all garbage, rubbish, and other waste from the Dwelling Unit in the containers approved or provided by the Authority. <del>18.</del>17.
- \_To make no alterations, or repairs, or redecorate the interior of the Dwelling Unit or to the equipment, without written consent of the Authority including changes to locks or installation of new locks on exterior or interior doors. To use no nails, tacks, screws, brackets, or fasteners on any part of the Dwelling Unit (a reasonable number of picture hangers accepted) without authorization from the Authority.
- 20:19. Not to install additional equipment or major appliances, including air conditioners, space heaters or kerosene heaters:
- 21.20. Not to store any vehicles, grills, or gasoline within or around the Dwelling Unit;
- 22.21. To give prior notice to the Authority before leaving the Dwelling Unit unoccupied for any period exceeding one-calendar week;
- exceeding one-calendar week;

  Not to display, use, or possess any illegal firearms, (operable or inoperable) or illegal weapons (as defined by South Carolina law) anywhere on the property of the Authority; including any firearms which are not properly registered and licensed to the person in possession of the firearm or to the person legally residing within the Dwelling Unit, if so required by applicable law.

  The display, use, or possession of ANY firearm or other weapon by any member of the Tenant Family (including guests and other persons under the Tenant Family that it will be solely liable for any and all consequences of such display, use, or possession, and its agreement to hold the Authority absolutely harmless from all such actions and or activities. activities.
- 24.23. To take reasonable precautions to prevent fires and to refrain from storing or keeping highly volatile or flammable materials upon the premises including but not limited to the attic and crawl space. Any fire which is caused by the Tenant, a member of the tenant household, a guest or visitor, shall result in the Tenant being charged for the costs of repairs and, dependent upon the individual circumstances through a preponderance of the evidence, possible termination of the Dwelling Lease for violation of health and safety;
- To refrain from keeping, maintaining, or harboring any animal in the Dwelling Unit except according the Authority's Pet Policy;
- 26.25. To act cooperatively with neighbors and the Authority staff and to refrain from acting or speaking in an abusive
- or threatening manner toward neighbors and the Authority staff:

  27.26. Not to commit any fraud in connection with any Federal housing assistance program, and not to receive assistance for occupancy of any other unit assisted under any Federal housing assistance program during the term of the lease:
- \_To <u>insure\_ensure</u> that each adult in the Tenant Family performs at least eight (8) hours per month of qualifying community service in accordance with HUD regulations and the Authority's Admissions and Continued Occupancy <del>28.</del>27.
- \_To refrain from erecting radio or television antennas or satellite dishes on any part of the Dwelling Unit and grounds. Satellite dishes may be not affixed to either the building or the grounds. A small portable tripod or container may be used with the written consent of the Authority. The Tenant and provider must enter the Resident and Provider Acknowledgement for Satellite Communications Equipment prior to any installment of equipment. Failure to request and obtain written permission from the Authority will be considered a violation of the Lease Agreement .:
- To remove from the Authority property any vehicles without valid registration and license tag. Any inoperable or unlicensed vehicle will be removed from the Authority's property at Tenant's expense.

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- Automobile repairs or washing vehicles are not permitted on the project site.
- 31.30. To refrain from parking any vehicles on areas that may damage the grass or irrigation system or maintaining any items in the outside area assigned to the Dwelling Unit which may result in damage to the grounds. (i.e. pools, swing set, etc.) Resident acknowledges that they will be subject to charges incurred for restoring the property of the Authority due to failure to comply with this requirement:
- To refrain from performing any vehicle repairs in the parking area or on the project site. Oil leaks and other issues causing damage will result in a charge to the tenant;
- \_To refrain from placing signs of any type in or about the dwelling except those allowed under applicable zoning ordinances and then only after having received written permission of the Authority:
- 34.33. To use appropriate, and properly install, window coverings such as blinds, shades, drapes or curtains to establish a uniform neat appearance. Bedspreads, sheets, or other items which are not normally utilized as window coverings are not allowed:
- \_To refrain from placing indoor furniture on porches. This includes any upholstered furniture. Must properly maintain any patio or outdoor furniture furnished by the Authority:
- 36.35. To report changes in income and family composition in writing to management the Property Man days of the date of its occurrence in accordance with Section IX of this Lease Agreement and to obtain prior written approval from the Authority before allowing anyone to move into the unit, other than by birth, adoption, or court awarded custody. Failure to accurately report any changes in accordance with these requirements is considered a serious Lease violation;
- 37.36. Not to allow regular accommodations for overnight visitors, particularly those residing within near proximity or within a fifty mile radius of the Dwelling Unit;
- To report any overnight visitors in writing to the Property Manager. A visitor may not be allowed to stay in the unit in excess of fourteen cumulative days within a calendar year. The Tenant may not allow continuous extended overnight visits, particularly for those visitors residing within short proximity (50 mile radius) of the dwelling unit:
- 39.38. To refrain from harboring any fugitive felon or parole violator within the Dwelling Unit:
- 40.39. To refrain from harboring any person attempting to allude the Police Department due to current criminal activity:
- To cooperate in allowing access to the Dwelling Unit by the Authority for inspection purposes or to show the Dwelling Unit for re-leasing after a 48 hour notice is given by the Authority or to allow access for work requested by the Tenant. Work requested by the Tenant does not require further notification from the Authority for accessing the Dwelling Unit
- To refrain from smoking inside of the dwelling unit and in common areas, other than those designated by the Landlord for that purpose. To adhere to the SHA Smoke Free Policy;

  To refrain from hanging laundry or other articles shall from the outside of the Dwelling Unit on porches or HVAC
  - 42. cages or on the inside across doors or stairways, and shall not to be hung or draped over ceiling fans, or over air ve

- 43. To refrain from disconnecting, damaging, or otherwise rendering useless any smoke detector within the Dwelling Unit. Failure to observe this obligation shall result in a charge of \$50.00 to the Tenant and possible termination of the Lease.
- 44. To report sightings of pests or evidence of their existence to the and conduct preventive measures to avoid pest infestation by adhering to housekeeping standards. To pay for damage by infestation that is found to be occupant caused. To not refuse periodic pest control treatment measures and to make units accessible for treatment after a 48 hours' notice has been provided by management or the pest control contractor. To cooperate with and follow all reasonable instructions for preparing the apartment and household for treatment, as prescribed by the pest control contractor and/or management. To comply fully with the terms and conditions of the Pest Policy.
- To be responsible for insuring personal property against any and all losses and contingencies. It is recommended that 45. residents obtain renter's insurance. The Authority will not be liable under any circumstances for damage to, destruction of, or loss of your personal property.

#### VIII. Occupancy and Use of Premises

- A. The Tenant Family, with the prior written approval of the Authority, may use the Premises for legal profit- making activities.
- В. The Tenant is obligated to report in writing to the Authority any changes in household composition within ten days of the occurrence. The Authority must approve in advance any additions to the household members named on the lease, excluding natural births, adoptions, and court-awarded custody. Approval will be granted, if the new household members, including live-in aides and foster children, pass the Authority's screening criteria and a unit of the appropriate size is available. Moving additional persons into the Premises without prior written approval is a serious violation of this Lease. Social security numbers and birth certificates must be provided in order to add a member to the Lease.
- C. Tenant must report deletions (for any reason) from the persons named on this Lease to the Authority in writing, within 10 days of the occurrence.
- Adult children may not move back into the unit unless it is determined that the move is essential for the mental or physical D health of Tenant and the change does not disqualify the family for the size of the unit it is currently occupying.
- The Tenant Family may provide reasonable accommodation for guests or visitors for a period not exceeding fourteen (14) days each year with the advance written consent of the Authority and in accordance with Part E. (14) days each year with the advance written consent of the Authority and in accordance VII.B. of this Lease Agreement. Upon written request to the Housing Managermanagement, the term may be extended.

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#### IX. Redetermination of Rent, Dwelling Size, and Eligibility.

Tenant Family understands and acknowledges that the Dwelling Unit is contained within a federally subsidized housing program and, as such, is subject to specific requirements and restrictions in accordance with Federal law.

- The Authority will reexamine the status of the Tenant Family at least once a year. SHA will comply with HUD regulations that permit less frequent reexaminations where applicable. Tenant Family must supply accurate information about family composition, age, income and sources of income, assets, community service activities, and related information for all members of the household. The Authority will use this information to decide eligibility and rent and whether the dwelling size is still appropriate for the Tenant Family needs. Failure to supply such information when requested is a serious violation of this Lease and could result in termination of the Lease.
- В. The Authority must verify all information annually unless otherwise governed by HUD regulations. Tenant agrees to sign releases for third-party sources, present documents for review, or provide other suitable forms of verification. The Authority will give Tenant reasonable notice of any actions Tenant must take, and of the date by which they must take such action. Failure to furnish information and sign necessary documents required in order for the Authority to determine the income and family composition is a serious violation of the Lease and will result in termination of the Lease. Tenant acknowledges that the Authority shall further use the HUD electronic system (hereinafter referred to as EIV) for verification of income. Discrepancies discovered during this process, if any, must be corrected and/or satisfactorily documented by Tenant.
- C. Rent will change during the period between regular reexaminations if the Tenant has reported the change to the Authority in writing within ten days of its occurrence or if the Authority discovers that the information provided has been misrepresented, or if the Authority determines there has been an error in the rent computation.
  - Change in circumstances. If Tenant can verify a change in his/her circumstances (such as decline in or loss of income) that would justify a reduction in rent, the Authority will reduce the rent effective the first of the month following the month in which the change was reported. Rent may not be reduced if Tenant's TANF grant is reduced because Tenant committed welfare fraud or failed to comply with a welfare department economic self-sufficiency requirement. If the Authority grants a reduction, Tenant must report subsequent increases in income in writing within 10 days of the occurrence, until the next scheduled reexamination. (Failure to report within the 10 days may result in a retroactive rent charge.) result in a retroactive rent charge.)
  - Misrepresentation. If it is found that Tenant has misrepresented the facts upon which the rent is based and, the rent is less than should have been charged, the Authority may apply an increase in rent retroactive to the first of the month following the month in which the misrepresentation occurred. Retroactive amounts due exceeding \$\frac{\$\frac{15}}{2},000 are not
  - eligible for an extended payment agreement for reimbursement to the Authority.

    Federal Requirements/Errors. The Authority will adjust rent after a change in Federal law or regulations controlling rent formulas or procedures. The Authority will adjust the rent as a result of audits in the event that an error has been discovered in the rent computation.
  - <u>Changes in family composition</u>. The Authority will adjust the rent following a change in family composition. If Tenant has not reported such changes to the Housing Manager in writing within 10 days of the occurrence, retroactive rent will
- Rent Adjustment Notices. The Authority will notify the Tenant in writing of any rent adjustment due to the situations D. described above. The notice will state the effective date of the rent adjustment
  - <u>Decreases</u>. Adjustments decreasing the rent shall become effective on the first day of the month following the date the change was reported, provided Tenant reported the change in a timely fashion. 1.
  - 2. Increases. When an increase in income and Tenant reported the change within ten calendar days of the occurrence, the increase will become effective on the first day of the second month following the reported change.
  - Misrepresentation. In the case of a rent increase due to misrepresentation, failure to report a change in family composition, or failure to report an increase in income, the Authority will apply the increase in rent retroactive to the first of the month following the month in which the misrepresentation or failure to report occurred. In the event the misrepresentation results in a retroactive amount which is higher than \$15,000, prosecution may be initiated by the Authority in accordance with Fede
    - \$4<u>5</u>,000, pro

#### E. Transfers

- Tenant agrees that if the Authority determines that the size or design of the Dwelling Unit is no longer appropriate to Tenant Family's needs, Tenant will accept a new lease for a different Dwelling Unit of the appropriate size or design.
- 2 The Authority may move a Tenant Family into another unit if necessary to rehabilitate or demolish Tenant's unit.
- 3. A Tenant without disabilities occupying a unit with special features must transfer to a unit without such features should a Tenant with disabilities need the unit.
- 4. With involuntary transfers, Tenant must move into a Dwelling Unit made available by the Authority. Tenant will have five (5) business days to move, following delivery of a transfer notice.
- 5. The Authority will consider any Tenant requests for transfers following the transfer priorities established in the Admissions and Continued Occupancy Policy.

F. At the annual re-certification, Tenant Family must certify compliance with the community service requirement, if applicable.

#### X. Accommodations for Persons with Disabilities.

- If a Tenant makes a written request for special unit features in support of a documented disability, the Authority
  will modify the Tenant's existing unit. If the cost and extent of the modifications needed are tantamount to those
  required for a fully accessible unit, the Authority may offer to transfer Tenant to another unit with the features
  requested.
- 2. If Tenant, due to physical or mental impairment, is no longer able to comply with the material provisions of this Lease, and cannot arrange for someone to aid him/her in complying with lease requirements, and the Authority cannot make any reasonable accommodation that would enable Tenant to comply, the Authority will assist Tenant, or a designated member(s) of the family, to find more suitable housing and move Tenant from the Dwelling Unit.
- SHA will modify policies, rules, and procedures in order to accommodate persons with disabilities so that such individuals can make effective use of the housing programs.
- XI. Use of Security Deposit. Tenant may not use the security deposit to pay rent or other charges while occupying the Dwelling Unit. The Landlord will use the security deposit at the termination of this Lease:
- A. To pay the cost of any rent or any other charges owed by Tenant at the termination of this Lease.
- B. To reimburse the cost of repairing any intentional or negligent damages to the Dwelling Unit caused by the Tenant Family or guests over and above normal wear and tear.

The Landlord will refund any remaining security deposit balance within thirty (30) days AFTER Tenant has vacated the unit and provided Landlord with a forwarding address. Landlord will inspect the Dwelling Unit immediately after Tenant vacates the unit. If the Authority makes any deductions, it will provide Tenant with a written statement of any costs for damages and/or other charges so deducted.

- XII. Damage to the Unit. If the Dwelling Unit is damaged and conditions hazardous to the life, health, or safety of the Tenant Family exist:
- A. Tenant must immediately notify the Landlord of the damage.
- B. The Landlord is responsible for repairing the unit within a reasonable period after receiving notice of the damage. If the Tenant Family or its guests caused the damage, the Landlord will charge the reasonable cost of the repairs to Tenant.
- C. The Tenant Family will be offered a replacement Dwelling Unit, if available, when the Landlord is unable to complete repairs within a reasonable time. The Tenant Family must accept any replacement unit offered by the Landlord. If, however, Tenant Family or guests caused the hazardous condition, the Landlord will not offer a replacement Dwelling Unit
- D. In the event the repairs cannot be completed in a reasonable time, and alternative accommodations are not available, rent will be abated in proportion to the seriousness of the damage and loss in value as a dwelling. If Tenant rejected alternative accommodations or the Tenant Family or guests caused the damage, abatement of rent will not occur.

#### XIII. Move-in and Move-out Inspections.

- A. Move-in Inspection. The Landlord and the Head of Household will inspect the Dwelling Unit prior to occupancy by Tenant. The Landlord will give Tenant a written statement of the condition of the Dwelling Unit, both inside and outside, and note any equipment provided with the unit. The Landlord and Tenant will sign the statement. The Landlord will retain a copy of the statement in Tenant's folder. The Landlord will correct any deficiencies noted on the inspection report, at no charge to Tenant.
- B. Move-out Inspection. When Tenant vacates, the Landlord will inspect the unit and give Tenant a written statement of the repair charges, if any, for which Tenant is responsible. A representative of the Tenant Family may join in such inspection.

#### XIV. Entry of Premises During Tenancy

- A. Tenant agrees to permit the Authority's authorized agent, employee, or contractor to enter Tenant's dwelling during reasonable hours for routine maintenance (9:00 A.M. to 6:00 P.M.); for Tenant requested maintenance (8:00 A.M. to 8:00 P.M.); and also during reasonable hours upon forty-eight (48) hours' notice for making improvements or other repairs, inspecting the unit, or showing the unit for re-leasing.
- B. The Landlord will give Tenant at least 48 hours' notice that the Authority intends to enter the Dwelling Unit whenever possible. Advance notice may not be possible in the case of emergencies. When Tenant calls to request maintenance on the Dwelling Unit, the Landlord will attempt to provide such maintenance at a time convenient to Tenant, however, the Landlord will not provide prior notice for work which has been requested by the Tenant. In the event an adult member of the household is not present at the time of entry, the Authority will leave a written statement prior to leaving specifying the date, time and purpose of the entry.

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#### XV. Notice Procedures

- A. <u>Notices to the Landlord</u>. Any notice to the Landlord must be in writing, delivered to the Project Office or to the Landlord's main office, or sent by prepaid first-class mail, addressed as follows: Housing Authority of the City of Spartanburg, PO BOX 2828, Spartanburg, SC 29304.
- B. <u>Notices to Tenant</u>. Notice to the Tenant Family will be in writing, delivered to any adult member of the Tenant Family, or sent by first-class mail addressed to Tenant. If Tenant is visually impaired, all notices will be in an accessible format.

#### XVI. Termination of the Lease:

- A. <u>Termination by Tenant</u>. Tenant may terminate this Lease by giving thirty (30) day's written notice to the Landlord. Tenant will be responsible for returning the keys to the unit upon vacating. Failure to return the keys and arrange for a move-out inspection may result in rent continuing to be charged to the Tenant.
- B. <u>Termination by the Authority</u>. The Landlord may terminate this Lease only for serious or repeated violations such as failure to make payments due under the lease, failure to fulfill household obligations or for other good cause as listed in Sections VII, VIII and IX. Other good cause includes but is not limited to:
  - Engaging in criminal activity.
  - Engaging in alcohol abuse that is determined to be detrimental or harmful to other residents or to their right to peaceful enjoyment of the premises.
  - 3. Registration as a sex offender during tenancy.
  - 4. Discovery of facts after admission that made the Tenant ineligible.
  - 5. Discovery of material false statements or fraud in connection with an application or with reexamination of income
  - Failure of a family member to comply with the community service requirements contained in the Landlord's community service policy.
  - 7. Failure to permit access to the unit after proper advance notification for the purpose of performing routine inspections, making improvements, or showing the dwelling unit for re-leasing, and failure to permit access without advance notice if there is reasonable cause to believe that an emergency exists.
  - 8. Changing of locks on the Dwelling Unit to prohibit necessary and reasonable access by the Landlord.
  - Failure to report any changes in family composition or income.
  - Failure to provide by Policies established by the Landlord as posted in the Project Office and made a part of this Lease through attachment.
  - 11. Failure to honor the terms and conditions of any payment agreement executed with the Landlord.
  - 12. Harboring a fugitive.
  - 13. Abusive, threatening or violent behavior, either verbal or physical, toward other residents or Landlord staff.
  - 14. Failure to execute a lease revision after written notice of at least 60 days before the lease revision is to take effect and specifying a reasonable time limit for acceptance by Tenant.
  - Any other grounds for termination set forth in Parts VII, VIII, and IX of this Lease.

VAWA provides that no person may deny assistance, tenancy, or occupancy rights to public housing to a tenant solely on the basis of "criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking that is, engaged in by a member of the household of the tenant or any guest or other person under the control of the tenant, if the tenant or affiliated individual is the victim or threatened victim of such domestic violence, dating violence, sexual assault, or stalking [FR Notice 8/6/13].

VAWA further provides that incidents of actual or threatened domestic violence, dating violence, sexual assault, or stalking may not be construed either as serious or repeated violations of the lease by the victim or threatened victim of such violence or as good cause for terminating the tenancy or occupancy rights of the victim of such violence [24 CFR 5.2005(c)(1), FR Notice 8/6/13].

- Notice Requirements. The Landlord will give advance written notice of the proposed termination of the Lease as follows:
  - 1. 14 days for failure to pay rent;

D.

- 2. A reasonable time, but not to exceed thirty days, considering the seriousness of the situation.
- 3. In the case of drug-related or violent crime, a reasonable time based upon consideration of the seriousness of the offense and the likelihood of danger to the community. In these cases, no grievance process is available or applicable in accordance with the Authority's grievance procedure and applicable federal law.
- Contents of Notice. The notice of termination to Tenant will state specific reasons for the termination, inform the Tenant of his/her right to make a reply and advise the Tenant of the right to examine Landlord documents relevant to the termination, or to have any representation the Tenant may choose at the Tenant's expense.

The notice to vacate will conform to Federal and State Law. The notice shall also inform the Tenant of their right to request a hearing in accordance with the Grievance Procedure and the applicable time allowed for the request.

In the event the termination is due to the violent or drug-related crime, the Landlord shall notify the Tenant that it has excluded such offenses from its grievance procedure in accordance with Landlord's written grievance procedure and applicable federal law. The notice shall inform the Tenant that no grievance procedure is available.

E. In evicting for criminal activity, the Landlord has discretion to consider all of the circumstances of the case including, the seriousness of the offense, the participation by or awareness of family members, and the effects that the eviction would

have both on family members not involved in the proscribed activity and on the family's neighbors. In appropriate cases, the Landlord may permit continued occupancy by remaining family members and may impose a condition that family members who engaged in the proscribed activity will neither reside in nor visit the unit. The Landlord may require a family member who has engaged in the illegal use of drugs to present credible evidence of successful completion of a treatment program before he or she is allowed to reside in the unit.

- XVII. Amendment. Neither party may amend the terms of this Lease except in writing signed by the Landlord and every adult in the Tenant Family. The Tenant Family agrees to cooperate and sign any amendment to this lease upon request. The attachments containing rules and regulations applicable to the Tenant Family are provided as a matter of information but are subject to modification from time to time at the sole discretion of the Landlord.
- **XVIII.** Waiver. No delay or failure by the Landlord in exercising any right under this Lease will result in a future waiver of that or any other right.

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ATTACHMENTS: If indicated by an (X) below, the	Authority has provided the Tenant Family with the following attachments:
( ) Utility Allowance	( ) HUD Form 52675
( ) Move-in Inspection Report	( ) Standard Maintenance Charges
( ) Grievance Procedure	( ) Lead Hazard Information Pamphlet
( ) Lead Disclosure Addendum	( ) Community Service Policy
( ) VAWA	( ) Smoke Free Policy
( ) HUD Form 5382	( ) Rent Selection Form
( ) Pet Policy	( ) HUD Form 92006
( ) Housekeeping Standards	( ) Vehicle & Parking Policy
( ) What You Should Know About EIV	( ) Minimum Rent Hardship Policy
( ) Pest Control Policy	( ) Reasonable Accommodation Process
( ) Complex Information & Rules Attachment	( ) Bed Bug Policy
( ) Pre-Authorized Payment	( ) Other
Landlord and are understood. We agree to be bound by the and all attachments have been received and thoroughly exp	
HEAD OF HOUSEHOLD	DATE
CO-TENANT:	DATE
CO-TENANT:	DATE
COMMUNITY MANAGER/OCCUPANCY	DATE
willingly making false or fraudulent statements to any depar	of the US Code states that a person is guilty of a felony for knowingly and rtment of the U.S, Government.  of Household certify that I, and the other members of the Tenant
	ith any federal housing assistance program, unless such fraud was fully or before the Landlord approval for occupancy of the unit by the Tenant
have not failed to report any change of status regarding Assisted Housing Program.	ng household composition and income in connection with any Federally
	omitted to the Landlord by me or other members of the Tenant Family in e true and complete to the best of my knowledge and belief.
Signature of Head of Household	Date
ignature of Co-Tenant	Date

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#### COMMUNITY POLICIES AND RULES

#### 1) Community Orientation Sessions:

a) New residents must attend a Community Orientation Session within the first 60 days of occupancy. Community Orientation Session dates and times will be posted in Property Management Offices.

- a) Rent is DUE and PAYABLE in advance on the first day of each month and shall be considered delinquent
- after the fifth calendar day of the month.

  b) A late fee of \$\frac{1525.00}{2}\$ will be added on the 5<sup>th</sup> of the month.

  a) Also on the 5<sup>th</sup> day of the month a 14 day Notice to Vacate will be issued to the resident for failure to pay rent, demanding payment in full or the surrender of the premises.
- This will serve as a notice to the resident that they will have fourteen days to pay the rental payment in full before a Writ of Ejectment will be filed with the Spartanburg County Magistrate Court. At which time any \$45\_courtCourt associated cost will be applied to the rental account. When a court date is awarded, the resident will only be allowed to pay in full all amounts owed.
- c) Repeated late payments (four within a twelve month period) are a serious and repeated violation of this the Lease and will result in termination of this the Lease by the Landlord.

#### 3) Office Hours:

a) The management office will have all office hours posted on site. The office phone number is (864)-

#### Maintenance Request:

 During business hours, you must report work orders to your management office. You may call the EMERGENCY work order line at (864) 598-6128 only for emergency service requests after 5:00 PM, Monday thru Friday and anytime on weekends and holidays. The emergency line is for true EMERGENCIES only.

#### 5) Emergency calls:

- a) The following are considered emergencies:
  - i) No heat
  - ii) No Electricity
  - iii) Gas Leaks or Smell of Gas
  - iv) Flooding of your apartment
  - v) Fire
  - vi) Carbon Monoxide Presence
  - vii) Total Stoppage of the plumbing drain system when there is only one toilet or drain

#### 6) Storage:

- a) Resident agrees not to store anything in violation of any statute, regulation, or city ordinance.
- b) This includes but is not limited to storage of explosives or highly flammable materials or goods or any environmentally hazardous substances or materials or equipment.
- This provision includes charcoal lighter fluid any type of equipment with a gasoline motor, ie: mopeds, dirt bikes and
- d) This provision includes storage of such items inside of dwelling units, hallway, breezeway or garage.

#### 7) Noise Levels:

a) Be considerate of your neighbors and reduce the volume of your stereo, television set, radio, or other musical instrument after 10:00 PM so that the noise from your apartment will not disturb your neighbors. No loud parties, blaring automobile systems, televisions, stereos, etc., will be permitted at any time on the premises or common

a) Resident is to conduct himself and his guests (guests include any person in the apartment or on the premises with resident's consent) are to conduct themselves in such a manner that other Resident's peaceful and quiet enjoyment of the premises is not disturbed and to assure that actions are not offensive, noisy, dangerous, or disruptive to the rights, privileges and welfare of other Residents and persons. Resident is responsible for actions of his guests while on the

#### 9) Laundry:

- a) Laundry or other articles shall NOT be hung for any purpose from the outside of Resident's apartment or on the inside across doors or stairways, and shall not to be hung or draped over ceiling fans or over air vents.
  b) "Outside" shall include HVAC units or cages, balconies and patios of Resident's apartment.

c) Clotheslines, other than those provided by Management, shall NOT be erected or used at any time.

#### 10) Window Coverings:

- a) Drapes; blinds or window coverings provided by management shall NOT be removed without prior written approval. Any other draperies or other window coverings must be white or lined in white so only white may be seen from outside your apartment.
- b) Residents are required to use and properly install appropriate window coverings such as blinds, shades, drapes or curtains to establish a uniform neat appearance.
- c) Bedspreads, sheets, or other items which are not normally utilized as window coverings are not allowed.

#### 1) Plumbing

- a) Use toilets, sinks, tubs, drains, and other plumbing fixtures only for the purpose for which it was intended.
- b) Please do NOT put grease in commodes or drains; it will stop up the sewer line.
- Please report promptly to Management, any leaking faucets or plumbing fixtures or anything that requires immediate attention.

#### 12) Physical or Verbal Abuse:

- a) No Resident, family member or guest of a Resident, shall verbally or physically abuse the Manager or any other employee of Management SHA at any time.
- b) Violation of this policy is grounds for immediate termination of your lease.

#### 13) Children:

- a) Residents are responsible for the appropriate supervision of minor children and guests.
- b) Residents should refrain from leaving toys, bicycles, or other personal property in a public area or on access areas when not in actual use.
- c) For safety reasons, rollerblading, skating, riding bikes, or other wheeled equipment is not permitted in garages, parking areas, or sidewalks or other walkway.
- d) Residents and their children are asked to respect and take care to preserve and protect all trees, shrubbery, plantings, or other portions of the common areas, including any graveled areas, landscaping woodchips, etc.
- e) Climbing on trees or bushes, sitting on fences, removing decorative stone, or any other landscaping material, climbing on garages, or throwing anything on roofs is prohibited.

#### 14) Balconies/Patios/Breezeways:

- a) Balconies or patios may not be used for storage or hanging clothes.
- b) No carpeting of balconies/patios is allowed unless approved by Management.
- In accordance with local laws and safety concerns, no grilling, cooking or any open flame is permitted on balconies, patios or garages.
- d) It is not permitted to run electric cords from the apartment to a balcony or patio area.
- e) Bird feeders and feeding of other animals are prohibited.
- f) Plants are permitted but Residents are expected to put protection under plants to prevent water or dirt from staining the balcony or patio area or leaking to any other balcony or patio area.
  - Residents will be responsible for any water or material falling from a balcony area or damage done to a balcony or patio.
  - ii) Care should be taken with pots to use natural dirt and planting material that is not flammable.
  - iii) Some fertilizers and potting material are combustible when placed in heat or sun and should not be used in the balcony or patio area.

#### 15) Keys:

- a) Additional keys will be provided at a charge of \$15.12.50 per key (garage, laundry, dwelling unit, and mailbox) if a Resident request.
   b) If the Resident requests their apartment lock to be changed, there is a charge of \$50.00 which includes two keys.
- (c) If the Resident loses a key so that it is necessary to change locks, the charges for changing locks and new keys are to be paid by Resident at the time of the next full month rental cycle.
- to be paid by Resident at the time of the next full month rental cycle.

  If you lock yourself out of your apartment or lose your key during regular business hours, you will be charged a service charge of \$15.00 plus the cost of new key and any materials required to make any necessary repairs. You must
- provide identification as proof that you are a resident of the apartment. Without identification you will not be granted access to the apartment.

  If you lock yourself out of your apartment or lose your key outside of regular business hours, you must eall a
- d) If you lock yourself out of your apartment or lose your key outside of regular business hours, you must eall a locksmithcall the emergency line. You are responsible for the charge of the locksmith the afterhours labor at a rate of \$20.00 per hour for a one hour minimum and the lock out at a rate of \$15.00. Management or maintenance staff will NOT respond to afterhours calls for lock outs.

#### 16) Trespass Notice Program:

- a) Residents are expected to honor the Public Safety Officers Trespass Notice Program by reporting any and all suspicious persons who do not live in your community.
- b) SHA reserves the right to restrict guests on SHA properties.

#### 17) Satellite Dishes:

- Satellite Dishes installation is prohibited by the Spartanburg Housing Authority on the structure or premises
  of Spartanburg Housing Authority without prior written approval.
- b) Any unapproved dish or any dish that is improperly installed or fails to remain properly installed will be removed and charges assessed the resident.

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#### 18) Air Conditioners:

- a) Installation of window air conditioners requires pre-approval by Spartanburg Housing Authority.
- b) Installation must be completed in professional manner and must be inspected to ensure compliance with good workmanship manner.
- Removal and damage charges will be assessed to residents.
- d) Window units will not be allowed in sites where central A/C is available.

#### 19) Excessive Utility Usage:

a) Meter readings are recorded such that the reading is for the previous month and payment is due on the rent statement two (2) months following the reading; for example, utilities used in December will be reflected as amount due on the

#### 20) Trash and Debris:

- a) Community shall be kept in a clean, safe and sanitary condition.
- b) You are responsible for the exterior of your apartment including the front and rear areas.
- c) The community is to remain free of trash and debris.

e)d)Cooking grease is not to be disposed of down drains or outside of windows or the dwelling unit.

d)e)No indoor furnishings are allowed on the outside of the apartment.

e)f) Do not discard garbage or objects of any kind on the grounds, parking lots or around the dumpster area.

f)g) Large items are to be placed inside the dumpster enclosure closest to your apartment.

A fee of \$50.00 will charged if trash is found on the grounds with your name or address. <del>g)</del>h)

h)i) Remember, you are also responsible for the actions of your guests.

#### 21) Trash Dumpsters and Roll-Out Carts

- a) Dumpsters are for the sole usage of community residents only.
- b) The following items ARE NOT to be placed in the dumpsters: dirt, leaves, shrubbery clippings,
- construction material; car parts; batteries; tires; furniture; appliances.

  It is resident's responsibility to have the roll-out carts and/or recycle bins placed curbside on the day of pick up and removed no later than noon on the following day.

- a) Waterbeds are prohibited in Spartanburg Housing Authority units due to load factors and potential water damage. Under no circumstances are waterbeds permitted.
- 23) Tenant Lockout Procedures: In the event you are locked out of your apartment; (1) you must contact Maintenance Dispatch (after-hours will be forwarded to answering service for dispatch). (2) You must provide identification as proof that you are a resident of the apartment; without identification, you will not be granted access to the apartment. (3) You will be charged a minimum service charge of \$15 during normal business hours and an additional \$20 per hour for a ninimum of one hour afterhours plus the cost of any materials, for lock out calls during the normal w \$45.00 for after hours calls, plus the cost of material to make any necessary repairs.

#### 24) Tampering with Smoke Detectors:

- The Housing Authority has installed and maintains smoke detectors in each apartment for the safety of residents.
- b) It is considered a serious violation of the lease to remove or disable the smoke detector.
- Any Resident who is found to have tampered with the smoke detector will be issued a written warning on the first instance. A second offence is \$2550.00, and a third offence will result in a charge of \$50.00 lease termination.
- ect in the i ent violation will be sub

#### 25) Sprinkler Heads:

a) Residents of Archibald Rutledge Apartments shall not place any items in the vicinity of the sprinkler system heads that might impair the effectiveness of these devices.

#### 26) Elderly/Disabled Services:

- a) In the event that you have special needs, request a referral for assessment from the Spartanburg Housing Authority Services Coordinator.
- b) If you are in need of reasonable accommodation, as a result of a disability, please notify SHA management: In some cases, documentation from a physician or other acceptable sources may be required.

#### 27) Illegal Parking:

- a) Under no circumstances may resident vehicles or visitor vehicles be parked in any areas other than paved areas designated for parking.
- b) Residents may be assigned parking permits that must be affixed to cars registered to the residents.
- c) Parking of vehicles on lawn areas is strictly prohibited and violators may be ticketed or towed.
- d) Repeated violations may result in the termination of the lease.
- e) Abandoned, inoperable, unregistered, or derelict vehicles may not be parked on Housing Authority property.
   f) Towing of such vehicles will be accomplished in accordance with South Carolina Statue Section 56-5-5850.

#### 28) Vacating of Units:

- a) You are required to provide 30-day NOTICE OF INTENT TO VACATE prior to moving.
- b) Keys must be returned to the Community Manager to avoid additional rent charges.

#### 29) Smoking

- a) In accordance with HUD regulations, the Housing Authority of City of Spartanburg (SHA) has adopted a smoke-free policy for all public housing sites. The policies are effective as of July 30, 2018.
- b) The term "smoking" means any inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, vape, e-cigarette or other prohibited tobacco product in any manner or any form. Prohibited tobacco products include water pipes or bookahs
- c) Residents are responsible for ensuring that household members and guests comply with this rule.

#### 30) Pet Policy:

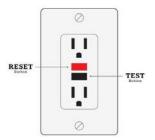
- a) Residents are to refrain from keeping, maintaining, or harboring any animal in the Dwelling Unit except according to the Authority's Pet Policy.
- b) Failure to properly dispose of pet waste will result in progressive fines. Continued violation of proper disposal of pet waste may result in the termination of the lease.

#### 31) Elevators:

- a) Elevators are to be used for personal transportation only from floor to floor.
- b) Do not use elevators in case of fire and severe weather

#### 32) Ground Fault Circuit Interrupters (GFCI):

- a) Your apartment may be equipped with GFCI receptacles in the bathrooms and kitchen. These are special receptacles designed to protect you from electrical shocks. Short circuits may occur when you have a defective appliance or if you accidentally drop a device like a curling iron or hair dryer into a sink or bathtub filled with water. While you should never use any electrical appliance around water, this device may save your life if an accident occurs. The GFCI receptacle in your bathroom or kitchen will look similar to the drawing below.
- b) To test your GFCI, press in on the TEST button. Sometimes this is colored red. The RESET button should pop out. Next, push the RESET button back in. If it does not, call the work order desk at 598-6128 to request a repair. There is no charge for this repair.
- c) If you are using the receptacle and the power goes off, check the RESET button to see if it has popped out. If it has, unplug the appliance you are using and press the RESET button. If the RESET button stays in, replug the appliance and turn it on. If the appliance works, then you may have had a momentary power problem that caused the GFCI to trip. If the appliance does not work, after pressing the RESET, or if the GFCI trips again, notify the work order desk. DO NOT USE THE RECEPTACLE OR APPLIANCE UNTIL IT HAS BEEN CHECKED BY THE MAINTENANCE DEPARTMENT.





### **Information Item**

# **Evaluation Timeframe for the CEO**

**Board of Commissioners Meeting Tuesday, June 23, 2020**  **Tuesday, June 23, 2020** 

**Spartanburg Housing Authority Spartanburg, SC 29302** 

#### HONORABLE MEMBERS IN SESSION:

#### **SUBJECT:**

Evaluation Timeframe for the CEO Information Item

#### **CONTACT PERSON:**

Matthew Myers Board Chair

#### **SUMMARY:**

The performance of the CEO of the Spartanburg Housing Authority will be evaluated on annual basis. Currently, per agreement, the evaluation should be completed by May of each year; however, that timeframe is not optimal due to SHA's fiscal year end.

It has been recommended by the CEO that the Board of Commissioners perform the annual evaluation in August. This would allow the Board to provide performance feedback and discuss goals for the next fiscal year before the staff finalize their performance goals/individual work plans in September as directed by the CEO in preparation for a new fiscal year that begins the first of October. Feedback provided by the Board to the CEO may impact a staff level performance objective.

The annual budget process is near conclusion by this time; therefore, the timeframe aligns with the budget process to ensure that we have the necessary funds to aid in achieving the established goals for the next fiscal year. If budget adjustments are needed, revisions can be made before the budget is set for the next fiscal year.

This change will become effective this year (2020).



# Action Item & Resolution 2020-11

Approval of the U.S.

Department of Housing and
Urban Development (HUD)

5-Year and Annual Public
Housing Authority Plan

**Board of Commissioners Meeting Tuesday, June 23, 2020** 

June 23, 2020

**Spartanburg Housing Authority** Spartanburg, SC 29302

#### **HONORABLE MEMBERS IN SESSION:**

#### **SUBJECT:**

**Approval of Annual and Five-Year Plan** Resolution 2020-11

#### **RECOMMENDATION:**

It is hereby recommended that the Board of Commissioners of the Housing Authority of the City of Spartanburg adopt Resolution 2020-11, to allow the CEO to approve and adopt the Public Housing Authority (PHA) plan which was made available during the public comment period. Upon approval and execution of all appropriate documents, the CEO will submit the plan to the U.S. Department of Housing and Urban Development (HUD) by the July 18, 2020 deadline.

#### **CONTACT PERSON:**

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

#### **SUMMARY:**

PHAs must update the Five-Year Plan and submit Annual Plan for the year Capital Funds will be utilized. The plan is prepared by staff and provided to the Resident Advisory Board (RAB) as well as to the public through public notice and public hearing. The RAB meeting was held via zoom on Wednesday, April 15, 2020 and a Public Hearing was held via zoom on Monday, June 15, 2020. comments from both were 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 Spartanburg Housing Authority (SHA) will complete with Capital Grant funds for the next year and provides a Five-Year plan.

#### **FINANCIAL CONSIDERATIONS:**

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

#### **POLICY CONSIDERATIONS:**

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

Respectfully Submitted, <u>Gessica</u> M. Arland

Jessica M. Holcomb

Deputy Director of Asset Management and Special Projects

#### **RESOLUTION NO. 2020-11**

#### ADOPTED BY THE BOARD OF COMMISSIONERS OF THE SPARTANBURG HOUSING AUTHORITY June 23, 2020

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

It is hereby recommended the Board of Commissioners of the Housing Authority of the City of Spartanburg, South Carolina adopt Resolution No. 2020-11, to allow the CEO to approve and adopt the Annual and Five-Year Plan for the Spartanburg Housing Authority.

	Matthew Myers, Chairman
ATTEST:	
Secretary	_

FOR CLERK USE ONLY

RESOLUTION NO. 2020-11

DATE ADOPTED: June 23, 2020



# Action Item & Resolution 2020-12

Approval of the Spartanburg
Housing Authority's
Admissions and Continued
Occupancy Policy (ACOP)

**Board of Commissioners Meeting Tuesday, June 23, 2020** 

June 23, 2020

Housing Authority of the City of Spartanburg Spartanburg, SC 29302

#### **HONORABLE MEMBERS IN SESSION:**

#### **SUBJECT:**

Approval of the Spartanburg Housing Authority's Admissions and Continued Occupancy Policy (ACOP)
Resolution 2020-12

#### **RECOMMENDATION:**

It is hereby recommended that the Board of Commissioners of the Housing Authority of the City of Spartanburg adopt Resolution 2020-12, to allow the CEO to approve and adopt the updated Spartanburg Housing Authority's Admissions and Continued Occupancy Policy (ACOP).

#### **CONTACT PERSON:**

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

#### **SUMMARY:**

The ACOP is the Public Housing Authority's (PHA) written statement of policies used to carry out the housing program in accordance with federal law and regulations, and U.S. Department of Housing and Urban Development (HUD) requirements. The ACOP is required by HUD and it must be available for public review [CFR 24 Part 903]. The ACOP also contains policies that support the objectives contained in the PHA's Agency Plan.

All issues related to public housing not addressed in the ACOP are governed by federal regulations, HUD handbooks and guidebooks, notices and applicable state and local laws. The policies in the ACOP have been designed to ensure compliance with the consolidated Annual Contributions Contract (ACC) and all HUD-approved applications for program funding. The PHA is responsible for complying with all changes in HUD regulations pertaining to public housing. If such changes conflict with this plan, HUD regulations will have precedence.

#### **FINANCIAL CONSIDERATIONS:**

None

#### **POLICY CONSIDERATIONS:**

The PHA will revise this ACOP as needed to comply with changes in HUD regulations. The original policy and any changes must be approved by the Board of Commissioners of the PHA, the pertinent sections included in the Agency Plan, and a copy provided to HUD.

Respectfully Submitted,

gessica M. Arcomf

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

#### **RESOLUTION NO. 2020-12**

#### ADOPTED BY THE BOARD OF COMMISSIONERS OF THE SPARTANBURG HOUSING AUTHORITY June 23, 2020

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

It is hereby recommended that the Board of Commissioners of the Housing Authority of the City of Spartanburg adopt Resolution No. 2020-12, to allow the CEO to approve and adopt the updated the Spartanburg Housing Authority's Admissions and Continued Occupancy Policy (ACOP).

	Matthew Myers, Chairman
ATTEST:	
Secretary	
FO	CLERK USE ONLY

RESOLUTION NO. 2020-12

DATE ADOPTED: June 23, 2020

ugder.  grip 2: Fair Housing and Espaal Opportunity ages: 2: Fair Housing and Espaal Opportunity	Current This depeter doscribes HUD regulations and PHA policies related to these topics in these parts: The PHA must provide a notice to each tenant that the tenant may, at any time during the tenancy, request reasonable account.	Presence A the depth doubles (ID regulation and PEA_rediction related to these trajects in four parts.  The PEA are provide a series to each treast that the treast may, it say time during the transport, major reasonable accumumolation of a household member, including transmitted accumumolation or during the transport members or other requirements or other requirements of transport members and the period and the transport members are other requirements or other requirements of transport members are other requirements or other requirements of transport members are other requirements and the period of the transport members are other requirements or other requirements of transport members are other requirements or other requirements.
upter 2: Fair Housing and Equal Opportunity	The PHA must provide a notice to each tenant that the tenant may, at any time during the tenancy, request reasonable accom-	
		nn [24 CFR 966.7(s)].
	3-LI. GUESTS [24 CFR 5.100] A guest is defined as a person temporarily staying in the unit with the consent of a tenant	
	or other member of the household who has expressed or implied authority to so consent on behalf of the tenant.	
	3-LL GENERA [4/CFR.100]. A point indicated as process improved people in the same with the amount of season.  The relation in the contract of the same process are based of the same and the contract of the same and the contract of the same and passes, make the one as well as and passes, make the one as well as and passes, make the one as well as and the same and passes, make the one as well as and company of the local same is when the fine domainst or when and passes, make the one as well as and company of the local same is placed in the contract of the same and the same and passes, make the one as well as an and company of the local same is placed in the same and the contract of the same and the sa	
	[24 CFR 966.4(d)]. The head of household is responsible for the conduct of visitors and guests, inside the unit as well as	
	anywhere on or near PHA premises [24 CPR 966.4(1)]. The lease must provide that the tenant has the right to exclusive use and occurancy of the leased unit by the members of the household authorized to reside in the unit in accordance with the	1.1. CERTS (C.C.OR. 100). Appear in defined as present supposed in spirity in the sear with the same of a beautiful of the transport of regular duration; in constant wholid of the transport of the same of the s
	lease, including reasonable accommodation of their guests [24 CFR 966.4(d)]. The head of household is responsible for the	to proposelle for the conduct of visitors and guests, inside the unit as well as anywhere one near PHA premises [24 CFR 966-4(f)]. The lease must provide that the tunnal has the right to exclusive use and occupancy of the leased unit by the members of the household authorized to reside in the unit in
	conduct of visitors and guests, inside the unit as well as anywhere on or near PHA premises [24 CFR 966.4(f)]. SHA  Palley A resident family must reside the SHA when coursists must well be stooing in the unit for more than 3 days. A	accordance with the loans, reliciding exaconable accommodation of their genets [34 CFR 966.4(ii)]. Bith A relicion is repossible for the condet of visitors and genets, inside the unit as well as anywhere on or near PHA premises [24 CFR 966.4(ii)]. SHA Policy A resident family must notify the SHA when commission is the unit or near the production of their genets in the unit or near the production of their genets of the unit of the production of their genets of the unit of the production of their genets of the production of their genets of the unit of the production of their genets of the unit of the production of their genets of the production of their genetic production of their
apter 3: Eligibility	guest can remain in the unit no longer than 24 cumulative calendar days during any 12 -month period.	AND ARREST ATTENDED TO THE STATE OF THE STAT
pter 3: Eligibility	pears can remain in the unit no longer than 24 cumulative calendar days during any 12 -morth period.  VAWA 2015 expunded motification requirements to include the obligation for PHAs to provide applicants who are denied assistance with a rotice of VAWA rights and the form HUD-5382 at the time the applicant is denied.	VANA 11 100 complete statement of the best
ster 4: Applications, Waiting List and Tenant Selection	INTRODUCTION This charter describes HUD and PHA noticies for taking aredications, managing the waiting list and sel	VANS_2011 Compute strift core in conjugation may be include the children for FMA to revolve approach where a desired with the mode and produced by the conjugation of the children for FMA to revolve approach and from FMA. So that are a desired and on the conjugation of the children for FMA to children for FMA to child and and from the conjugation of the children for FMA to children fo
	4-LB. APPLYING FOR ASSISTANCE Depending upon the length of time that applicants may need to wait to be housed	
	A one-step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the	
	date of application. At application, the family must provide all of the information necessary to establish family eligibility	
	and the amount of rent the family will pay.  A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least 60.	
	A messed process of the Machine Machine I and the message of the m	
	only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the weights list. The family will be required to provide all of the information necessary to establish family	
	days been the date of applications. Under the two-step applications processes, the SNA metally well require transites to provide only the information models to make an initial assessment of the family, vis depilities, not doctorise the family's placement on the waiting list. The family will be required to provide all of the information necessary to cataloid family explications on the waiting list. The family will be required to provide all of the information necessary to cataloid family explicitly and the source of error the family will prop when solected from the waiting lost. Families may apply online using the SNA's application protal. In the case of a reasonable accommodation, the family may be the supervised forms from the SNA's vapilication protal. So the case of a reasonable accommodation, the family may be that application form from the SNA's vapilication protal. So the case of a reasonable accommodation, the family may be that application form from the SNA's variety of the source of the supervised of the supervise	FLI. APPLING FOR ASSETIANCE Deposing upon the input of one designation reason is a size in the large of the ordine of the opplication and the vestable of the opplication and the vestable of the ordine of the ordi
	Families may apply online using the SHA's application portal. In the case of a reasonable accommodation, the family may obtain small-ration forms from the SHA's main office or site offices during normal business bears or remost — by telephone	A conset process will be used when it is expected that a family will be a decided from the waiming list within 60 days of the date of application, the family must provide all of the information necessary so establish family eligibility and the amount of rent the family will perform the waiming fails within 60 days of the date of application, for the analysis of the advent of the information necessary so establish family eligibility and the amount of rent the family will perform the analysis of the advent of the analysis of the analysis of the advent of the analysis of
	obtain application forms from the SHA's main office or site offices during normal business hours or request – by telephone or by mail – that a form be sent to the family via first class mail.	of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and the amount of rent the family will pay when selected from the waiting list.
	Completed hardcopy applications by way of reasonable accommodation must be returned to the SHA by mail or submitted in person during normal business hours. Applications must be complete in order to be accepted by the SHA for processing. It an application is incomplete, the SHA will notify the family of the additional information required. Furnilies applying	
	If an application is incomplete, the SHA will notify the family of the additional information required. Families applying	class mill. (Completed before you say of cranscaled accommodation must be extended to the SEAA-y mail or substituted in person abeing amount becines been. Applications must be completed as order to be accepted by the SEAA for processing II as application in its complete. the SEAA will modify the Complete abeing a season of the SEAA and the S
ster 4: Applications. Waiting List and Tenant Selection.	online will receive an email that the aredication has been rejected or accorded and they have been placed on the waiting list.  4-LC ACCESSIBILITY OF THE APPLICATION PROCESS The PHA must take a variety of steps to ensure that the	family of the additional information received. Families survivant ordine will receive an extend that the medication has been relected or accreted and they have been related on the satisfact for any ordinary of the satisfact for the satisfact for any ordinary of the satisfact for any ordinary ordinary ordinary ordinary and the satisfact for any ordinary
pter 4: Applications, Waiting List and Tenant Selection	Disabled Populations (24 CFR 8: PH Occ GB, n. 68) The PHA must reovide reasonable accommodation to the needs of	Source research for resolve and acres to the second control of the
		4-1D. PLACEMENT ON THE WAITING LIST The PHA must review each completed application received and make a preliminary assessment of the family's eligibility. Bu-PHA-Applicant for whom the waiting list is open must be placed on the waiting list families for them the interior approaches the
pter 4: Applications, Waiting List and Tenant Selection	4-LD. PLACEMENT ON THE WAITING LIST The PHA must review each completed amplication received and make a	14.D PLCEMENTON THE WAITING LITT TO PIEU must raise on all completed application movined and make a prefusioning reasonment of the marry religionity. Sear-16th, register are to two the varieties in its open must be placed on the varieties place on the varieties placed o
		All a OVERVEW to PHA must have reducing regarding the how of writing facility in will militing up will up the second of the phase of th
ster 4: Applications, Waiting List and Tenant Selection	4-ILA. OVERVIEW The PHA must have policies regarding the type of waiting list it will utilize as well as the various asp	pol jugatic control registration, policious con notifying the public cal on wasting lost eperangic and cleanage, to new applicants, updating wasting lost information, purging the last of hamilians that are no longer interested in or eligible for public bosoning, and consistening outerach to crossor a wallincient number of applicants.
	Site-Specific Waiting List(s):	Sine-Specific Waiting List(s):
	The following site-specific waiting lists are currently maintained by the SHA:	The following six-specific waiting lists are currently ministained by the SHA:
	And Stald Bushalan Water Biran	Amalia II Parish Mich Pin
	Aschibald Rutledge High-Rise Aschibald Rutledge Village	Anchebidal desingles (Bulb line Anchebidal desingles (Villey
		Cambrigh Place :  Cambrigh Pla
	Commong, Conc. Con	
	Collins Park Cottage Grove (Public Housing Units Only)	Collins Park Cornage Grove (Parkic Browing Units Only)
	Country Gardens Estates (Public Housing Units Only) Dr. John C. Bull Apartments	Constry Control States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate  Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approximate States (Palace Manage Trade Chie):  Declarify C. (2014) Approxima
	III. 1008 L. Dill Againments Parice Hall Agentements Pary Lake Manne Section 3.2 Program (Lause-Purchase/Homeownership) The Ridge at Southport (Public Housing Units Only) Victoria Caudens, Againments Victoria Caudens, Againments	Prince Hall Aquatments
	Section 32 Program (Lease-Purchase Homeownership)	Name of a desire of Personal Cases Paradused Homosomouship) The Ridger Southpoor (Policie Homing Unio Ocidy) Verium Galesto, Augmenta
napter 4: Applications, Waiting List and Tenant Selection	The Ridge at Southport (Public Housing Units Only)	The Ridge at Southpoot (Public Housing Units Only)
hapter 4: Applications, Waiting List and Tenant Selection hapter 4: Applications, Waiting List and Tenant Selection harter 4: Applications, Waiting List and Tenant Selection	4-ILB. ORGANIZATION OF THE WAITING LIST HUD directs that a family that applies to reside in public housing m	
hapter 4: Applications, Waiting List and Tenant Selection hapter 4: Applications, Waiting List and Tenant Selection	Closine the Waitine List The PHA is remitted to close the waitine list, in whole or in part, if it has an adequate rood of fa	in Cashine the Walkins Lis The PHA is recentled to done the value in time in it is in whole or in most if it is has advantage roof of inflining the inflining to inflining the phase of the value in the contractive or contractive or contractive, or work or most contractive, record principle, can be recorded as more in PHA of the value in the part of a decident main (FHI) Co. (Clin. p. 11).  **The phase of the phase in t
rapter 4: Applications, Waiting List and Tenant Selection nature 4: Applications, Waiting List and Tenant Selection	Reopening the Waiting List II the waiting list has been closed, it may be reopened at any time. The PHA should publish a tall. IF. UPDATING THE WAITING LIST HUD requires the PHA to establish policies to use when removing applicant to	as Response the Waiting Lab II the waiting to this better closed, if may be recopresed a top time. The PFA should specify who may apply, and where and when ap at HEF, PEATONETE WAITING LEB PEATONETH DESCRIPT the PEATONETH THE PEATO
	SHA Policy	
	The SHA has chosen to adopt the following preferences: (With the exception of the waiting list for Cambridge Place and Pase Lake Manor):	
	facility to be uninhabitable. OR SHA action causing displacement in which the unit currently occupied is being demolished,	A.
	governing displacement of residents in these cases.	
	2. Homeless: Applicants are considered homeless under the HUD definition and if documentation is provided that the	
	tamily has been residing in a temporary shelter for at least 30 days.  3.Disaster: Federal, State or local government action related to code enforcement, public improvement or development.	7. VAWA: The SHA will offer a preference to families that include victims of domotic violence, duting violence, sexual assault, or stalking who has other bean referred by a partnering service agency or consents or who is seeking an emergency transfer under VAWA from the SHA's housing choice
	4. Veterans: Past or present members of the US Armed Forces, veterans, or surviving spouses of veterans who served in	stoocher program or other covered beausing program operated by the SHA. The SHA will work with the following partnering service agencies: Safe Home Rape Crisis The applicant must certify that the abover will not reside with the applicant under the applicant under the supplicant under the applicant under t
	the active military. A copy of the service member's DD 214 Report of Separation.  5. Working families: The head, spouse, co-head or sole member is employed at least 30 hours per week. Families where	preference will be aggregated using a system or which each preference will receive an allocation of points. The more preference points an applicant has, the higher the applicant is place on the waiting list. The preference for victims of demonits: violence, duting violence, sexual asseatis, or stalking seeking an interneut internet will be outsile to be outsile.
	the head, spouse, or sole member is a person age 62 or older, or is a person with disabilities, will also be given the benefit of	tracks program or other control horizing program operated by the SEA. SEA
	1. Displaced Applicates who here been incolumnity deplaced due to a natural disease that has consolidate course to include the same time of the course of th	Applicant spallifying for both preformance will thus be usingued a total of five points.  All other preformes will be uptal now in print.
hapter 4: Applications, Waiting List and Tenant Selection	elderly, non-disabled, or non-handicaresed sinele ambicants for one bedroom units.	Among antificants who qualify for two references, date and time of aredication will be used to determine elacement on the waiting list.
hapter 4: Applications. Waiting List and Tenant Selection.	elderly, mon-disabled, or non-hundicareed single archicagis for one bedroom units.  Income Targeting Requirement [24 CFR 960.202(b)]  HITD market has been been considered by the control of the few few and the property of the few few few few few few few few few fe	Amour artificate who madify for two mediumess, date and time of artification will be used to determine observant on the variator ide.
napter 4: Applications, Waiting List and Tenant Selection.	elderly, mod-diabled, or non-handscareed simele arediscusts for one badroom units.  Lacome Targeting Requirement [24 CTR 960.2(50.bi)]  HID requires that extremely low-income (ELD) families ranke up at least 40% of the families admirted to public housing during the SALY sixed year. ELL families are those with areault amones at or below 30% of the area median income	Among artificates who maillé foir two preference, date and time of artification will be used to determine abscenant on the waitine list.  Income Targeting Registerant [12 (CT 896-205b)]
agter 4: Applications. Waiting List and Tenant Selection.	elderly, non-doubted or non-hundraceout sinds arealizants for one bedroom units.  Income Targeting Requirement [14, 178 40-20(b)]  HUD requires that extremely low-income [ELI] furnities make up at least 40% of the families admirted to public housing their Bell's fixed year. ELI families are those with normal incomes at or below 30% of the areas median income whichever number is higher [Federal Regions ontice of 2541, To means this requirement is met, the Pfel'A may skip non- whichever number is higher [Federal Regions ontice of 2541, To means this requirement is met, the Pfel'A may skip non- whichever number is higher [Federal Regions ontice of 2541, To means this requirement is met, the Pfel'A may skip non- which the properties of the prop	Amous articles who madify the two references, that and fine of reflication will be used to discussive absences on the variant inc.
apter 4: Applications. Waiting List and Timast Selection upter 4: Applications, Waiting List and Timast Selection	Income Targeting Requirement [34 CFR 940.20(b)]  HUD requires that externed you seemed (EL) families make up at least 40% of the families admirted to public housing during the SHA's fixed year. But families are those with normal incomes at or below 30% of the area median income with normal incomes at or below 30% of the area median income with the second of the se	Among antificants who mailfu for two references, date and inner of medication will be used to dominine observed on the varies into.
upter 4: Applications. Waiting List and Timant Selection.  supter 4: Applications, Waiting List and Timant Selection.	Income Taggiting Requirement [14 CFR 960-2020a] IRC requirem the cuttered ylve-science (EEE Intalies make up at least 40% of the families admitted to public broosing during the SHA's fixed year. EH Intalies are those with around accorner as or below 70% of the area modes incorner whichever marks it shiple frieder Registering the CSFA [15] is come the requirement is not the PAR may skip and 434 families on the vasities first in each to when the EEE and the PAR may skip and 444 families on the vasities for its each to when the EEE and the PAR may skip and 444 families on the vasities for its each to when the EEE and the PAR may skip as 444 families when the PAR may skip as a second of the PAR may skip as a 444 families when the PAR may skip as a 445 families	lecume Targeting Regiments [24 CFE 596,2050s]  RID square that excurred jow-encous (CEE families under up a least 40%-power of the families admind to police becoming their PHAV fixed year. EEE families are floor with annual incomes at or below 20%-the falsed powery level or 30 present of the non-market related President Section 20% (No record to the contract of the families admind to police becoming their related President Section 20% (No record to the contract of the families admind to police becoming their related President Section 20% (No record to the contract of the families admind to police become above to be the TEE families are floor with annual incomes at or below 20% (No record to the families admind to police become above to the families admind to police become above to the families admind to police become at the families admind to police become above to the families admind to the families admind to police become above to the families admind to the families admin
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		are measure une permange to two as manageds to the public housing program.  Aqualified family princip income/based even may choose as NA instead of being given the EID. The PHA must abject the family that the RA option is usuabble. Families who choose the RA will provide higher cent and the PHA will deposit the difference between the higher cent and the EID rent in the universe account.
		Amounts deposited to ISAs may not windown for the following reasons:  Geometry deposited to ISAs may not produce to the second of the second of the second for family is necessariated as the second for family in necessariate as the second of the second for family is necessariated as the second for family in necessariated as the second of the second for family is necessariated as the second of the second for family is necessariated as the second of the second for family is necessariated as the second of the second for family is necessariated as the second of the second for family is necessariated as the second of the second for family is necessariated as the second of the second for family is necessariated as the second of the second for family is necessariated as the second of the second for family is necessariated as the second of the second for family is necessariated as the second of the second for family is necessariated as the second of the second for family is necessariated as the second of the second for family is necessariated as the second of the second for family is necessariated as the second of the second for family is necessariated as the second of the second for family is necessariated as the second of the second for family is necessariated as the second of the second for family is necessariated as the second of
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Charter 6: Income and Rent Determinations	Individual Savines Accounts (24 CFR 960 255(d)) N/A	SIAL Pallor. White applicable the SIA will provide the family with a statement of the behavior in their account, including any interest careed, and support when the family makes withdress his form the account.
Chapter 6: Income and Rent Determinations  Chapter 6: Income and Rent Determinations	Individual Navinus Accounts 124 CF R 940,2551d1 N/A  6-LL, ADDITIONAL EXCLUSIONS FROM ANNUAL INCOME	The latter success of entire bosons, the TMA must river the business the business the latter of the business that latter of the business the latter of the business that latter of
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Chapter 6: Income and Rent Determinations  Chapter 7: Verification	Flat Rents and Earned Income Disallowance [A&O FAOs] N/A VERFECATION 124 CFR 960.259, 24 CFR 5.230, Notice PH 2010-191	15.0FE ATION 23.CFE 90.279 LCTE 5.20. Notice 1884-1884 IN S. 15
hapter 7: Venlacation	124 CFR 940, 259, 24 CFR 5.750. Notice PH 2010-191 Requirements for Acceptable Documents Any documents used for verification must be the original (not photocopies) and generally must be dated within 60 days of the date they are provided to the SHA. The documents must not be damaged.	154 TW 200 TW, 24 TW 3 720, Nature god, about ann 371 E. 18
hapter 7: Verification	altered or in any way illegible.  7-LC. UP-FRONT INCOME VERIFICATION (UIV)SHA Policy	Requirements for Acceptable Documents Any documents was for verification must be the original (not photocopics) and generally must be dated within 60 days of the days of the days of the SEA request. The documents must not be damaged, above or in any way illegible.
	7-EC. UP-PROINT INCOME. VERIFICATION (UP) SHA Policy For each new admission or historical adjustment, the SHA shall: a. Review the EIV Income Report to confirm and validate family-reported income within 120 days of the PIC submission.	The contractive are the contractive are true to the contractive and the contractive are true to the contractive ar
	date  Is. Print and maintain a copy of the EIV Income Report in the tensat file; and C. Resolve any income discrepancy with the family within 60 days of the EIV Income Report date.	La District of ministric and army of the Park States of Report in the Assessment States and Assessment States
	c.Resolve any income discrepancy with the family within 60 days of the EIV Income Report date.	For each interior reputification, the SHA shall have the following decommendation in the tensor film -
	For each interim recertification, the SHA shall have the following documentation in the terunt file: a.R.N. Page when there is no household income discrepancy noted on the EFV h.EFV housen Report when there is an income discrepancy noted on the boundhold's Income Discrepancy Report.	and De Region than there is no because the former in terms of principles of the APP.  Market Morrows Region to the Section of the APP.  Market Morrows Region to the Section of the APP.  Market Morrows Region to the APP.  Marke
	For each annual recertification of family income and composition, the SHA shall have the following documentation in the	Ear as the constitution of founds in construction that SEA had been the effort to go decreased the constitution the second tile— and De Depute of SEA for the constitution of the constitu
	ternant file:  a. No Dispute of EIV Information signed by the resident with current acceptable tenant-provided documentation, and only	ACC partie VV information into the two relates with some acceptable into provided decreamation and/or additional to the partie configuration for the partie of the parties of the p
	trant that.  A No Depart of EFF Information signed by the reident with current acceptable transt-provided documentation, and only  A No Depart of EFF Information signed by the reident with current acceptable transt-provided documentation and/or  A Departs EFF Information signed by the resident with current acceptable transt-provided documentation and/or  traintional tilled party-ordification for the departs information  C Transt-reported income not verificate from tends to the experimentation acceptable and traintion  C Transt-reported income not verificate through the EFF system with current branst-provided documents, and if necessary, their layer verification form(s).	Tax. SELA, And promote the full tering EW reports monthly.  December Transit December Trans
	c. Tenunt-reported income not verifiable through the EIV system with current tenunt-provided documents, and if necessary, third party verification form(s).	**************************************
	The SHA shall generate the following EIV reports monthly: a. Deceased Tenuth Report b. Binzinganios Report	The SEAR of generate the following SEAR opening an appetrally beginned.  The SEAR of the Control of the SEAR OF T
		New Head Report.
Chapter 7: Verification	The SRA shall generate the following EIV reports on a quarterly basic: 1. Income Discrepancy Report EV Records Reports The data shown on income reports is updated quarterly. Data may be between three and six months old	harder man the information contained within the EVI system in the second that more althous the inner disorder with the succession of the
hapter 7: Verification		EV leaves and IVT Reports The data shows on income and income validation tool (IVT) reports in updated quantity. Data may be between three and six months old at the time reports are generated.  The PRA shouldful a rendermore for victime of description includes described in Section 16. WIII.  The PRA shouldful a rendermore for victime of description includes described in Section 16. WIII.  The PRA shouldful a rendermore for victime of description includes described in Section 16. WIII.
Suptor 8: Leaving and Inspections	7-BH. VERIFICATION OF PREFERENCE STATUS PART E LEASING Modifications to the Lease Form	BIAs must include in the ACOP residential antinum heating attacked valcion (Notice PRI 2015-19). The redices included in Part of the sharter
	The PHA may modify its lease from time to time. However, the PHA must give residents 30 days advance notice of the proposed changes and an opportunity to comment on the changes. The PHA must also consider any comments before	Modifications to the Lease Form  The PHA may modify its lease from time to time. However, the PHA must give residents *** *** *** *** *** *** *** *** *** *
hapter 8: Leaving and Inspections	PART E LEASON.  Modification to the Lease Form  The PHA range molify in lease from time to time. However, the PHA ranst give residents 30 days advance ratice of the proposed changes, and expertentially comment on the changes. The PHA must also consider any comments before formular advertise the new lease [24,CTR-066-31].	CTR 966 31.
	8-1E. SECURITY DEPOSITS [24 CFR 966.4]b(5)] At the opins of the PHA, the lease may require security deposits. The amount of the security deposit cannot exceed one mustl's rest or a responsible friend ansons and ostermined by the PHA. The PHA may allow for gradual accumulation of the security deposit by the family, or the family may be required to pay the security deposit in this plots on exceptacy. Subject to expense the results of the properties of the results of the results and the results of the re	
	necessaries a removement in the amount as concernance of the PHA. The PHA may allow for gradual accumulation of the security deposit by the family, or the family may be required to pay the security deposit in full prior to occupancy. Subject to applicable laws, interest earned on security deposits may be refunded to the tenant after vacarime the unit or model for tenant.	
	SHA Policy	
	Residents must pay a security deposit to the SHA at the time of admission equal to the calculated Total Tenust Payment but not to exceed \$300. The SHA may permit installment payments of security deposits when a new tenust demonstrates a financial hardely to the satisfaction of the SHA. However, no less than one-left of the required deposit must be paid before occupancy: The remainder of the deposit will be set up on equal increments to be paid in full within 90 days.	SIA Paky  Resident most pay a security deposit to the SIA at the time of admission species the substitute of the SIA. However, the substitute of the SIA is the time of admission species the substitute of the SIA. However, the substitute of the substitute of the SIA is the substitute of the substitute of the SIA is the substitute of the substitute of the SIA is the substitute of the substitute of the SIA is the substitute of the substitute of the SIA is the substitute of the substitute of the SIA is the substitute of the substitut
napter 8: Leasing and Inspections	hefore occupancy. The remainder of the deposit will be set up on equal increments to be paid in full within 90 days.	the first control of the control of
	Late Fees and Nonpayment In addition, if the resident fails to make payment by the end of office boars on the fifth day of the month, a late fee of \$15.00 will be charged of Notices of late fees will be in accordance with requirements regarding	
suptor 8: Leaving and Inspections	the month, a late for of \$15.00 will be charged of Notices of late foce will be in accordance with requirements regarding notices of adverse action. Charges are the and pupilsed 4-calendar days after billing. If the family requests a givenue bearing within the required interfame, the SERA may not that earlies for energoperate of the few util the conclusion of the priorance reaction. If the resident can document financial handshire, the late for may be waived on a case-by-case basis.	Late Fees and Nonpoputent is addition, if the resident fails to make appointed by the end of office bears on the fifth day of the month, a has for all \$4.2400 \$15.00 will be charged of Notices of late fees will be in accordance with requirements regarding reviews of adverse action. Charges are the and punched it is clearly depended as a feed of the family requests as piecesses bearing within the required former family and the action for nonpoputated of the fire until the conclusions of the piecesses; process. If the resident can document family in the family requests as piecesses bearing within the required from a cus-by-contract.
		The SHA may great requests for relate from exclusing time excess callify consumption of SHA fermiond utilities as a reasonable accommodation where the SHA downs are exception in appropriate to meet the needs of sheley, if, or disabled revisions, is, determining whether to great the request, the SHA will consider special factors affecting special great quest are are revisited to excended a subject of the consideration of the special production of the specia
	Excess Utility Charges	ACCE.  Obstact of the availability of procedures for respecting reliaf (including the SIIA representative with whom initial contact may be made by the resident) and the SIIA's criteria for granting requests, will be included in each notice to residents of changes in utility allowances or sunchanges as well as to new
major o: Leaving and inspections	Enter Charges	And A MANAGEM PRODUCTION OF A CONTROL OF A C
		All A Policy States and the second states are second states are second states and the second states are second
		The SIA is located in an usu where state or local residential bearing standards exist and will estilize those standards for public housing units. Therefore, the PHA's minimum heating standards are as follows: Minimum temperature: In SIA Accounts disk temperature, the minimum temperature in each unit must be at least 68 degrees. If the resident controls the temperature, the heating applicant must have the capability of heating to at least 68 degrees.
		Minimum temperature carability:
		Na no point should indoor temperatures in occupied space drop below 55 dayses.  Fishensheit. This fileshilling applies when at least one of the below criteria are  met:
		* The control temperature reaches or drops below the design day temperature. or an experimental design day temperature.
Service of the servic	N/A	The stated temperature in within five degree Fainenderic of the design dependent of the design depende
hapter 8: Leasing and Inspections	N/A	day temperature for more than two continuous days. Measurement: Temperature measurements must be taken the foot med two feet from an exterior wall in a habitable room.
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Chapter 14: GRIEVANCES AND APPEALS	14-III.C. APPLICABILITY [24 CFR 96651] SHA Policy The SHAs incurate in a due process star; therefore SHA will not offer giverance hearings for lease terminations involving Away criminal starting but fluration the bolds, shally one ignit has peaceful opiopaset of the premises of other residents or employees of the SHA. Away volcate or dense-child criminal activitives or off rech recention.	steps critical antity that a model and follow constrained to be small followed as the constrained as the con
Chapter 14: GRIEVANCES AND APPEALS	SIA Policy The SIAI is located in a due process otter; therefore SIA will not offer girovance hearings for lease terminations involving Auty oriental activity dust frestends the health, addy or night to psecuful enjoyment of the premises of other residents or employees of the SIAIA criminal activity on or off such recention.	SIA No. Six Placed in the expenses state charefore SIA will not offer giracuse bearing for laws transaction involving:  - Any control action by the electron for beach, action year girst to peaceful supposed of the praises of other reactions or employees of the SIA  - Any control action by the electron for beach action year girst to peaceful supposed of the praises of other reactions or employees of the SIA  - Also control action of the electron for the beach action year or off each reaction.  Controlling weak learness or when beaches the size of the electron or the beaches the electron or the beaches the electron or the beaches the size of the electron of the el
Chapter 15: Program Integrity Chapter 16: Program Administration	Prohibited Activities Part VE Recording and Record Keering for Children with Environmental Intervention Blood Lead Level.	Activity and the second of the
Chapter 16: Program Administration	Establishing Flat Reuts FHAs must describe their policies for selection of a hearing officer in their base forms. Changes to the reablic housine lease are subject to a 30-day commant reviool (24 CFR 966.4)	HID published a Flat Real Madrie Analysis tool on August 22, 2018, which includes a real adjustment specific, and a cent adjustment websorbes to sale PHAs in requession group couption flat rests.  PHAs most receive when HID approach before implementing exception flat mets. PHAs with a preceding agreement group and great for up to readitional pears, provided becal market conditions remain suchanged. Detailed
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Chapter 16: Program Administration	14-12. RECGEO BETENTION SIGN holes of the state of the st	Notes (PRIA) all 20 segrets the PRIA to the primate of all complaints, interprints and contract contract and the Vision of the Tail Pointing Act or the ceptal count final rate.  The PRIA count are quantities and another all camerages the primate primate primates in the Contract primate primates and the Contract primates and the
Chapter 16: Program Administration	Notification to Applicants and Tenants [24 CFR 5.2005(a)(1)] N/A	The victim may, but is not required to, designate an attency, advocate, or other secure contact for communications regarding VAWA protections.
Chapter 16: Program Administration	16-VIID. DOCUMENTATION (1)4 CTF 5.20071 (1) A completed and signal HID-approved certification from (HID-SN)2, Critification of Dissociety Violence, Daing Violence, Sexual Awards, or Stalkings, which muse include the same of the ceretatrater order for muse of the serventanter to add to revertile and is known to the violen.	from the sink administrative date, the dates of further violence, and the victim's read to allow to add the victim's read to allow the victim's read to all read to a PARA will allow to the victim's read to all read to a PARA will allow to a read to a PARA will allow
Chapter 16: Program Administration Chapter 16: Program Administration	Conflicting Documentation [24 CFR S.2007(e)] Discretion to Remire No Formal Documentation [24 CFR S.2007(d)]	His SEA for not read white pean deconnection within the regarded transferance and any extensions) do SEA will deep VAWA protections and will notify the applicant or tunner in writing of the densit. X, as a read, the applicant or tunner is denied or tunnisteed from the program, the SEA will had been a read or tunnisteed from the program, the SEA will have been a read of the second from the program, the SEA will have been a read of the second from the program, the SEA will have been a read of the second from the program, the SEA will have been a read of the second from the program, the SEA will have been a read of the second from the program, the SEA will have been a read of the second from the program, the SEA will have been a read of the second from the program, the SEA will have been a read of the second from the program, the SEA will have been a read of the second from the program, the SEA will have been a read of the second from the program, the SEA will have been a read of the second from the program, the SEA will have been a read of the second from the program, the SEA will have been a read of the second from the program of



# Action Item & Resolution 2020-13

Approval of the
Housing Choice Voucher
(HCV) Program
Administrative Plan

**Board of Commissioners Meeting Tuesday, June 23, 2020** 

June 23, 2020

Spartanburg Housing Authority Spartanburg, SC 29302

#### **HONORABLE MEMBERS IN SESSION:**

#### **SUBJECT:**

Approval of the Spartanburg Housing Authority's Housing Choice Voucher (HCV) Administrative Plan Resolution No. 2020-13

#### **RECOMMENDATION:**

It is hereby recommended that the Board of Commissioners of the Housing Authority of the City of Spartanburg adopt Resolution 2020-13, approving the Spartanburg Housing Authority's (SHA) Housing Choice Voucher (HCV) Administrative Plan.

#### **CONTACT PERSON:**

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

#### **SUMMARY:**

The U.S. Department of Housing and Urban Development (HUD) requires the Housing Choice Voucher (HCV) Program operate within the guidelines of an Administrative Plan which contains the HUD regulatory requirements for administering the program. Further contained within the Administrative Plan are areas that are discretionary to the individual Housing Authority. The discretionary portions of the plan allow the PHA to achieve intended goals within the program. The PHA must review the plan and recommend changes based on growth and development of the program.

#### **BACKGROUND:**

The last update to the Administrative Plan for HCV was February 2020.

#### FINANCIAL CONSIDERATIONS:

None

#### **POLICY CONSIDERATIONS:**

None

Respectfully Submitted, July Oliver Tiffany Askew, HCV Program Administrator Spartanburg Housing Authority

### **RESOLUTION NO. 2020-13**

### ADOPTED BY THE BOARD OF COMMISSIONERS OF THE SPARTANBURG HOUSING AUTHORITY June 23, 2020

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

It is hereby recommended that the Board of Commissioners of the Housing Authority of the City of Spartanburg adopt Resolution No. 2020-13, approving the Housing Choice Voucher (HCV) Program Administrative Plan for the Spartanburg Housing Authority.

	Matthew Myers, Chairman
ATTEST:	
Secretary	

FOR CLERK USE ONLY

RESOLUTION NO. 2020-13

DATE ADOPTED: June 23, 2020

### Spartanburg Housing Authority Administrative Plan Revision 2020

### COMPARISON

Section	Current	Revision
	Chapter 1 Overview	None
	Chapter 2 Fair Housing	
2-I.B. NONDISCRIMINATION		<u>Subject anyone to sexual harassment.</u>
p. 2-4		
	Chapter 3 Eligibility	
		None
	Chapter 4 Applications, Waiting List and Tenant Selection	
4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204] p.4-10	The family's response must be in writing and may be delivered in person, by mail, or by fax.	The family's response must be in writing and may be delivered in person or by mail.
P. 1. 1. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2.	If the family fails to respond to the mail request, the family will be removed from the waiting list without further notice.	If the family fails to respond to the mail or email request, the family will be removed from the waiting list without further notice.
p.4-10	Add	SHA will not reinstate a family to the waiting list after 30 days from the deadline date.

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Local Preferences [24 CFR 982.207; HCV p. 4-16]	Add	7. Victims of domestic violence, dating violence, sexual assault, and stalking (5 Points)
p.4-14		
4-III.D. NOTIFICATION OF SELECTION	as well as to any known alternate address.	Remove
p.4-16		
	Chapter 5 Briefings and Voucher Issuance	
		None
	Chapter6 Income and Subsidy Determinations	
6-I.M. ADDITIONAL EXCLUSIONS FROM ANNUAL INCOME	Add	(aa) Distributions from an ABLE account, and actual or imputed interest on the ABLE account balance.
p.6-34		
	Chapter 7 Verifications	
7-I.C. UP-FRONT INCOME VERIFICATION (UIV)	Add	Added IVT Income Validation Tool information.
	Chapter 8 Housing Quality Standards and Rent Reasonableness Determinations	
		None

	Chapter 9	
	General Leasing Policies	
	Add	By email where needed.
	Chapter 10 Moving with Continued Assistance and Portability	zy chian white needed.
p. 10-6	Add	Zero HAP Families Who Wish to Move [24 CFR 982.455]  A participant who is not receiving any subsidy, but whose HAP contract is still in force, may request a voucher to move to a different unit. The PHA must issue a voucher to move unless it has grounds to deny assistance under the program regulations. However, if the PHA determines no subsidy would be paid at the new unit, the PHA may refuse to enter into a HAP contract on behalf of the family.  SHA Policy  If a zero HAP family requests to move to a new unit, the family may request a voucher to move. However, if no subsidy will be paid at the unit to which the family requests to move, the PHA will not enter into a HAP contract on behalf of the family for the new unit.
	Chapter 11 Re- Examinations	
11-II.D. PROCESSING THE INTERIM REEXAMINATION p.11-2	The family may notify the SHA of changes either orally or in writing. If the family provides oral notice, the SHA will require the family to submit the changes in writing.	The family must notify the SHA of changes in writing.
	Chapter 12 Termination of Assistance and Tenancy	
EXHIBIT 12-1: STATEMENT	Add	police reports, and affidavits from the owner, neighbors, or other credible parties with direct knowledge.

	T	
OF FAMILY OBLIGATIONS		
	Chapter 13	
	Owners	
	J	
		None
	Chapter 14	
	Program Integrity	
	110grum megrity	None
	Chapter 15	TYOIC
	Special Housing Types	
	Special Housing Types	
		None
	Chapter 16	
	Program Administration	
		Voluntary Use of Small Area FMRs [24 CFR 982.503, Notice
16-II.B. PAYMENT	Add	<u>PIH 2018-01]</u>
STANDARDS [24 CFR 982.503;		DLIA a that administer youghers in a matropolitan area where
HCV GB, Chapter 7]		PHAs that administer vouchers in a metropolitan area where
p.16-7		the adoption of small area FMRs (SAFMRs) is not required
p.10-7		may request approval from HUD to voluntarily adopt
		SAFMRs. SAFMRs may be voluntarily adopted for one or
		more zip code areas.
		CITA D 1'
		SHA Policy
		The SHA will not voluntarily adopt the use of SAFMRs.
	Chapter 17	
	Project Based Vouchers	Daviged Entire Chanton to remove DAD information
		Revised Entire Chapter to remove RAD information
	Chapter 18	
	Project Based Vouchers Under the	Add this chapter to include RAD and all updated information
	Rental Assistance Demonstration	
	Program	
	9	



## Action Item & Resolution 2020-14

Approval of the Victoria Gardens Apartments Moving Services

**Board of Commissioners Meeting Tuesday, June 23, 2020** 

June 23, 2020

**Spartanburg Housing Authority Spartanburg, SC 29302** 

### HONORABLE MEMBERS IN SESSION:

### **SUBJECT:**

Approval of the Victoria Gardens Apartments (VGA) Moving Services Resolution 2020-14

### **RECOMMENDATION:**

It is hereby recommended that the Board of Commissioners of the Housing Authority of the City of Spartanburg adopt Resolution No. 2020-14, approving the CEO to award multiple contracts for VGA Moving Services to College Hunks and The Valet, LLC, in the amount not to exceed \$85,000 each.

### **CONTACT PERSON:**

Nathan Bragg Procurement and Special Project Representative 864-598-6035

### **SUMMARY:**

The residents of Victoria Gardens Apartments must be relocated during the rehabilitation of this development. The project requires temporary relocation of 73 tenants over the course of seventeen months. This relocation requires a moving company that can physically relocate residents per the direction of the Relocation Coordinator (The Delck Group). A Request for Proposals (RFP) was published on May 15, 2020 to procure these services and extended to June 16, 2020. The solicitation was advertised in the local newspaper and local area moving vendors were contacted through direct e-mail.

Two (2) proposals were submitted by the following companies: College Hunks and, The Valet, LLC. A determination to award both vendors was made based on the necessary needs for Victoria Gardens Apartments moving services. Having both vendors under contract allows flexibility for the Agency to move multiple residents when needed. The proposal amount shown below reflects the moving expenses and does include other unknown expenses that might occur. These unknown expenses might include packing for some residents, boxes, other moving cost associated with the physical move. The Agency anticipates the not to exceed amount of \$85,000 to efficiently handle these unknown expenses by both contractors.

Company	Proposal Amount
College Hunks	\$61,670
The Valet, LLC	\$58,025

### **BACKGROUND:**

The substantial rehabilitation of Victoria Gardens requires that each tenant be relocated during

construction. The physical move will take place in a phased approach over an estimated period of 18 months with a tentative start date of July 2020 and completion scheduled for December 2021. Both awarded moving contractors will work directly with Delck Group LLC Relocation Coordinator to relocate Victoria Garden's residents.

### **FINANCIAL CONSIDERATIONS:**

SHA has budgeted for this expense through the 2019 Capital Fund Program

### **POLICY CONSIDERATIONS:**

This procurement requires Board approval as it exceeds the small purchase threshold limit of \$60,000.

Respectfully Submitted, \_

Nathan E. Bragg, Procurement and Special Projects Representative

The Housing Authority of the City of Spartanburg

### **RESOLUTION NO. 2020-14**

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

June 23, 2020

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

It is hereby recommended that the Board of Commissioners of the Housing Authority of the City of Spartanburg adopt Resolution No. 2020-14, approving the CEO to award multiple contracts for Victoria Gardens Apartments Moving Services to College Hunks and The Valet, LLC, in the amount not to exceed \$85,000 each.

	Matthew Myers, Chair	
ATTEST:		
SECRETARY		

RESOLUTION NO. <u>2020-14</u>

DATE ADOPTED: June 23, 2020



## Action Item & Resolution 2020-15

## Approval of the Single-Family Home Repairs

## **Board of Commissioners Meeting Tuesday, June 23, 2020**

June 23, 2020

Spartanburg Housing Authority Spartanburg, SC 29302

### HONORABLE MEMBERS IN SESSION:

### **SUBJECT:**

**Approval of the Single-Family Home Repairs Resolution 2020-15** 

### **RECOMMENDATION:**

It is hereby recommended that the Board of Commissioners of the Housing Authority of the City of Spartanburg adopt Resolution No. 2020-15, approving the CEO to award multiple contracts for Single Family Home Repairs to MP Services, in the amount of \$85,510.00 and Pioneer GC LLC in the amount of \$101,000.

### **CONTACT PERSON:**

Nathan Bragg Procurement and Special Project Representative 864-598-6035

### **SUMMARY:**

Four (4) of Spartanburg Housing Authority's (SHA) vacant scattered sites are scheduled to be repaired for the purpose of relocating residents resulting from the redevelopment of Victoria Gardens Apartments. Repairs to the four (4) vacant units are to upgrade existing conditions and meet any required codes. A scope of work was published on June 2, 2020 and a Site walkthrough was given on June 9, 2020.

Four bids were submitted by the following companies: Green Earth Partners, MP Services, Pioneer GC, LLC, and TLAQK Construction. TLAQK's lowest bid was later disqualified due to bid error and missing required HUD forms. The next lowest bidder was evaluated for an award starting with lowest qualified bidder MP Services. MP Services did not have capacity after negotiations to repair all four units with the desired six-week period, so the Agency exercised it right to award multiple contracts to the next lowest bidder Pioneer GC LLC. The Agency was seeking general contractors who could provide repair services to the four single family homes at 109 Winterhaven Road, 136 Westover Drive, 266 Pioneer Place, and 511 Crestwood Place. The following are the results of the bidders.

Company	Bid Amount
Green Earth Partners	\$422,085.25
MP Services, LLC	\$169,585.00
Pioneer GC, LLC	\$212,000.00
TLAQK (Disqualified)	\$164,531.00

### **BACKGROUND:**

These four (4) single family homes have been selected by the recommendation of staff based on the recent appraisal and the building inspection. These four (4) single family homes will provide necessary housing for residents affected by the Victoria Gardens Apartments rehabilitation starting this summer.

### **FINANCIAL CONSIDERATIONS:**

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

### **POLICY CONSIDERATIONS:**

This procurement requires Board approval as it exceeds the small purchase threshold limit of \$60,000.

Respectfully Submitted,

Nathan E. Bragg, Procurement and Special Projects Representative

The Housing Authority of the City of Spartanburg

### **RESOLUTION NO. 2020-15**

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

June 23, 2020

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

It is hereby recommended that the Board of Commissioners of the Housing Authority of the City of Spartanburg adopt Resolution No. 2020-15, approving the CEO to award multiple contracts for Single Family Home Repairs to MP Services, in the amount of \$85,510.00 and Pioneer GC LLC in the amount of \$101,000.

	Matthew Myers, Chair	
ATTEST:		
SECRETARY		

RESOLUTION NO. <u>2020-15</u>

DATE ADOPTED: June 23, 2020



## Action Item & Resolution 2020-16

Approval of the Spartanburg Housing Authority's Employee Policy Manual

**Board of Commissioners Meeting Tuesday, June 23, 2020** 

June 23, 2020

**Spartanburg Housing Authority Spartanburg, SC 29302** 

### HONORABLE MEMBERS IN SESSION:

### **SUBJECT:**

Approval of the Spartanburg Housing Authority's Policy Manual Resolution 2020-16

### **RECOMMENDATION:**

It is hereby recommended that the Board of Commissioners adopt Resolution No. 2020-16, approving the new Policy Manual for the Spartanburg Housing Authority (SHA).

### **CONTACT PERSON:**

Anna P. Lamy Executive Assistant & Human Resources Specialist 864-598-6032

### **SUMMARY:**

A policy manual is to provide the rationale and reason, based on federal and state laws, to SHA employees. The policies contained in this manual are a reference tool and source, which provides guidance of the employment standards for the SHA and is available to all employees.

It is good practice to review policies of an organization on a regular basis to determine if any changes are needed. As a result of reviewing the 2018 version of the SHA Employee Guidebook, it was determined that a new version would be the best course of action to ensure compliance with federal, state and local laws, as well as updating procedures of existing policies to be consistent with expert recommended HR practices with the industry.

### **FINANCIAL CONSIDERATIONS:**

The current resolution has no financial considerations.

### **POLICY CONSIDERATIONS:**

A policy manual is the cornerstone for an effective and robust human resources department and employment management system. Establishing strong employee relationships through effective communication and training to an organization's policies sets the tone for which all employees can operate with clear understanding and expectation in the organization. It is the SHA's policy to comply with state and federal laws with respect to its employees. The policies contained in this manual address important federal and state laws for which the SHA must comply. The policy manual will be communicated and acknowledged by all employees. The policy manual will be

referred to when employee relation question or issue arises to maintain consistency in response and action.

Respectfully submitted,

Anna P. Lamy

EA & Human Resources Specialist

### **RESOLUTION NO. 2020-16**

### ADOPTED BY THE BOARD OF COMMISSIONERS OF THE SPARTANBURG HOUSING AUTHORITY June 23, 2020

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

•	ne Board of Commissioners adopt Resolution No. 2020-16, al for the Spartanburg Housing Authority.
Matthew Myers, Chairman	
ATTEST:	
Secretary	
	FOR CLERK USE ONLY

RESOLUTION NO. 2020-16

DATE ADOPTED: June 23, 2020

# Spartanburg Housing Authority Policies DRAFT



### **DISCLAIMER**

ALL EMPLOYEES OF THE SPARTANBURG HOUSING AUTHORITY ("SHA" OR "AUTHORITY") ARE EMPLOYED AT-WILL AND MAY QUIT OR BE TERMINATED AT ANY TIME AND FOR ANY OR NO REASON. NOTHING IN ANY OF THE AUTHORITY'S RULES, POLICIES, HANDBOOKS, PROCEDURES OR OTHER DOCUMENTS RELATING TO EMPLOYMENT CREATES ANY EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. THIS HANDBOOK REPLACES ANY PREVIOUSLY ISSUED POLICIES, PRACTICES AND UNDERSTANDINGS, WRITTEN OR ORAL, GOVERNING EMPLOYMENT. NOTHING CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS IN THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT UNLESS: 1) THE TERMS ARE IN WRITING; 2) THE DOCUMENT IS LABELED "CONTRACT"; 3) THE DOCUMENT STATES THE TERM OF EMPLOYMENT; AND 4) THE DOCUMENT IS SIGNED BY THE EXECUTIVE OFFICER.

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## SECTION 100: ADMINISTRATIVE & EMPLOYMENT POLICIES

### SECTION 100: ADMINISTRATIVE & EMPLOYMENT POLICIES

### 100: EMPLOYMENT AT-WILL

### **POLICY**

It is the policy of SHA that all employees who do not have an individual employment contract are "at-will," which means that either SHA or the employee can terminate the employment relationship at any time, with or without cause, and with or without notice.

### 101: EQUAL OPPORTUNITY EMPLOYMENT

### **POLICY**

The Spartanburg Housing Authority is an equal opportunity employer. It is the policy of SHA that equal employment opportunity will be afforded to all qualified persons without regard to race, color, creed, age, sex, sexual orientation, disabilities, genetic information, gender identity and expression, religion, national origin, veteran's status, or any other characteristic protected by law. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at SHA will be based on qualifications and abilities. This policy is applicable to all aspects of employment, including, but not limited to, hiring, placement, promotions, transfer, layoffs, recalls, compensation, benefits, social and recreational programs, and termination, and shall cover all positions and all employees. This policy and its principles also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies, and any other persons or firms doing business for or with SHA. SHA prohibits discrimination of any type to employees and applicants on the basis of race, color, creed, age, sex, sexual orientation, disabilities, genetic information, gender identity and expression, religion, national origin, veteran's status, or any other characteristic protected by law.

### **102: EMPLOYMENT CATEGORIES**

### **POLICY**

It is the policy of SHA to maintain standard definitions of both employment status and employment classification, providing uniformity and equity in applying personnel policies and benefits. These classifications do not guarantee employment for any specified time period.

### **103: JOB DESCRIPTIONS**

### **POLICY**

It is the policy of SHA to maintain accurate and approved job descriptions for all positions at the Authority.

### 104: ORIENTATION

### **POLICY**

It is the policy of SHA to provide all new employees with an orientation to the Authority at the start of employment.

### 105: RECRUITMENT

### **POLICY**

It is the policy of SHA to follow a clear recruiting and selection program in order to identify the most qualified individuals for vacant positions, after first carefully considering current SHA employees.

### **106: PROBATIONARY PERIOD**

### **POLICY**

It is the policy of SHA that the first 180 calendar days of employment for all newly hired employees is considered a probationary period. Also, all employees who are promoted from within SHA will be included in the period. The probationary period provides new employees the opportunity to determine whether SHA is the right fit for them, and it gives SHA the opportunity to evaluate employee capabilities, work habits, and overall performance.

### 107: PERFORMANCE EVALUATIONS

### **POLICY**

It is the policy of SHA to deliver a fair and equitable performance management process, whereby each employee is evaluated for purposes of development, merit, review, and counseling.

### **108: CONFLICT OF INTEREST**

### **POLICY**

It is the policy of SHA to recognize the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to the Authority's business. However, a policy of full disclosure will be followed to prevent potential conflicts of interest from arising. The Authority does not automatically assume there is a conflict of interest if an employee has a relationship with another organization; however, if the employee has any influence on transactions involving purchases, contracts, or leases, they must tell the Authority as soon as possible in order to establish safeguards and protections. This is to ensure avoidance of personal gain for either the employee or their relatives.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics.

### 109: NEPOTISM

### **POLICY**

It is the policy of SHA to conduct activities of employment and advancement based on qualifications and merit, and will not discriminate in favor of or in opposition to the employment of close family relatives. However, the Authority aims to ensure that organizational practices do not create situations such as conflict of interest or favoritism based on employment of relatives. This extends to practices that involve employee hiring, promotion, and transfer.

### 110: WHISTLEBLOWER PROTECTION

### **POLICY**

SHA requires all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. It is the intent of SHA to adhere to all laws, rules, and regulations that apply to the organization. As employees and representatives of the Authority, it is the policy of SHA to practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. This policy outlines the procedure for an employee to report actions that he or she reasonably believes violate a law, rule, policy, or regulation.

### 111: EMPLOYEE FILES AND RECORDS

### **POLICY**

It is the policy of SHA to maintain appropriate controls to ensure all forms of employment records are accurate, private, and legally compliant. A personnel record will be kept for each employee. All personnel records will kept in hard copy or electronically by Human Resources.

### 112: RECORDS RETENTION

### **POLICY**

It is the policy of SHA to ensure necessary records and documents are adequately protected and maintained. Records that are no longer needed by SHA or are of no value are discarded or destroyed at the appropriate time, in compliance with applicable rules and regulations. The purpose of this policy is to aid SHA employees in understanding obligations for retaining documents, including but not limited to: email, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

### 113: EMERGENCY RESPONSE PLAN

### **POLICY**

It is the policy of SHA to make every attempt to contact employees and appropriately address emergency situations as quickly as possible in the event of a disaster or major business disruption.

### 114: EMERGENCY CLOSING

### **POLICY**

It is the policy of SHA to have a safe and healthy environment for employees, customers, and visitors.

### 115: SECURITY INSPECTIONS

### **POLICY**

It is the policy of SHA to maintain a workplace that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials, and to comply with all applicable local, state, and federal laws.

### 116: EMAIL MANAGEMENT

### **POLICY**

It is the policy of SHA to define the acceptable management and storage of email messages for officers and employees as part of the Authority's Records Retention Program, which is outlined in Policy 112 and details can be obtained from Human Resources.

### 117: PUBLIC RECORDS

### **POLICY**

It is the policy of SHA that all public records not privileged or protected from disclosure under any applicable law shall be open to review, inspection, and reproduction by the public in accordance with the following policy. Public records include all books, records, papers, accounts, letters, maps, photographs, films, cards, tapes, recordings or reproductions thereof, and any other documentary materials, regardless of physical form or characteristics, having been used, being in use, or prepared, possessed or retained for use in the conduct, transaction, or performance of any business, transaction, work or duty of SHA.

### 118: WORK PRODUCT OWNERSHIP

### **POLICY**

It is the policy of SHA that The Spartanburg Housing Authority retains legal ownership of the product of employee work.

### SECTION 200: WAGE AND HOUR POLICIES

### **SECTION 200: WAGE AND HOUR POLICIES**

### 200: SALARY ADMINISTRATION

### **POLICY**

It is the policy of SHA to provide a fair and competitive compensation program that attracts, retains, and rewards high-performing employees at all levels. The Authority is also committed to providing a compensation package tied to the accomplishment of individual performance results and the achievement of organizational goals.

### 201: WORK SCHEDULE

### POLICY

It is the policy of SHA to establish a work schedule in compliance with federal and state laws and regulations. As defined by the Federal Fair Labor Standards Act, the workweek is a fixed, regular-recurring period of 7 consecutive 24-hour periods. For the purposes of payroll administration, SHA has established that the workweek begins at 12:00 a.m. on Friday and ends at 11:59 p.m. on the following Thursday.

Full-time employees work 37.5 work hours, Monday through Friday, excluding lunch periods. SHA opens at 8:30 am and closes at 5:00 pm. Standard work hours are 8:30 am to 5:00 pm. Alternative schedules will be at the limited discretion of the supervisor. An employee whose workday is five (5) hours or more shall take a minimum .50 unpaid meal hour and receive .50 paid meal hour, totaling one (1) hour meal break. Employees may not work through a meal or break periods to shorten the normal workday or extend lunch period.

### 202: ADMINISTRATION OF WORK TIME

### **POLICY**

In order to administer employee pay and benefits and comply with applicable federal and state wage and hour regulations, SHA provides guidelines to accurately record employee's time worked.

### 203: OVERTIME

### **POLICY**

It is the policy of SHA to provide guidelines for administering overtime pay to comply with applicable federal and state wage and hour regulations. This policy applies to all non-exempt SHA employees.

### **204: PAYROLL DEDUCTIONS**

### **POLICY**

It is the policy of SHA to maintain strict compliance with applicable federal and state wage and hour regulations for certain mandatory deductions from employee paychecks. All deductions from an employee's wages shall be in accordance with applicable law and, when required, the employee's consent.

### 205: PAYDAY AND PAY CORRECTIONS

### **POLICY**

It is the policy of SHA to comply with all local, state, and federal wage and hour regulations, and to pay employees in a timely and accurate manner.

206: TRAVEL

### **POLICY**

The purpose of this policy is for the Spartanburg Housing Authority to establish travel policies in order to conduct business and advance the training and professionalism of its Employees. The policy also conserves travel funds and allow for adequate means for employees to receive professional development and training opportunities.

Travel for the purpose of attending meetings or conferences of professional or similar association, or for the purpose of training sessions which will be directly beneficial to SHA, and travel necessary for employees to perform the official duties of their positions, shall be considered travel on official SHA's business.

This Travel Policy sets forth a guide to be followed by employees when traveling out-of-town or attending business meetings on behalf of SHA, as well as general mileage reimbursements and use of SHA owned vehicles.

## SECTION 300: EMPLOYEE BENEFITS & SERVICES POLICIES

### SECTION 300: Employee Benefits & Services Policies

### 300: PAID TIME OFF (PTO)

### **POLICY**

It is the policy of SHA to offer employees maximum flexibility in utilizing paid time off. Paid Time Off (PTO) may not be used until the employee completes the initial 90-day probationary period. PTO is accrued and can be accumulated up to a maximum of thirty-five (35) days (280 hours).

### 301: HOLIDAYS

### **POLICY**

It is the policy of SHA to grant paid time-off to observe generally recognized holidays.

### 302: FAMILY AND MEDICAL LEAVE

### **POLICY**

It is the policy of SHA to grant up to 12 weeks of unpaid leave during a 12-month period for eligible employees, in compliance with the Family and Medical Leave Act (FMLA), a federal entitlement enacted into law in 1993. SHA is considered to be a covered employer under the Act.

### 303: PAID PERSONAL TIME-OFF

### **POLICY**

It is the policy of SHA to provide a paid, time-off benefit for employees who are temporarily absent from work for limited periods of time due to qualified personal reasons.

### 304: MILITARY LEAVE

### **POLICY**

It is the policy of SHA to enable employees to receive time away from work to serve in any branch of the military service of the United States of America, and to comply with applicable laws that govern military workers' rights, primarily the Uniformed Services Employment and Reemployment Rights Act (USERRA), the Family and Medical Leave Act (FMLA), and state laws.

### 305: WORKERS' COMPENSATION

### **POLICY**

It is the policy of SHA to assist employees who have sustained a work-related injury in returning to gainful, productive employment with the Authority.

### **306: INSURANCE AND RETIREMENT BENEFITS**

### **POLICY**

It is the policy of SHA to provide healthcare and other beneficial group insurance policies as a benefit to the Authority employees and to ensure their continued health and well-being. All benefits provided by SHA are described in official documents that are kept on file in Human Resources. These documents are the only official and binding materials concerning the Authority's benefits. All summaries and communications, both written and verbal, must refer to them as binding in cases of questions or disputes.

### **307: RETIREMENT BENEFITS**

### **POLICY**

All regular employees (full time and part time) may participate in the SC State Retirement System retirement plan. Details can be obtained from Human Resources. The Authority will contribute to the Plan for each employee equal to a designated percent of basic compensation (overtime hours are excluded in calculation of retirement benefits).

### 308: EMPLOYEE TRAINING

### **POLICY**

It is the policy of SHA to support employees in the development of career related knowledge and skills that directly prepare Authority employees for promotional opportunities and career advancement within the organization.

### SECTION 400: STANDARDS OF CONDUCT & CORRECTIVE ACTION POLICIES

### SECTION 400: STANDARDS OF CONDUCT AND CORRECTIVE ACTION POLICIES

**400: STANDARDS OF CONDUCT** 

### **POLICY**

It is the policy of SHA that certain rules and regulations regarding employee behavior are necessary for the efficient operation of services and for the benefits and safety of all employees. Conduct that interferes with services, discredits the Authority, or is offensive to residents, fellow employees, or the general public will not be tolerated and is subject to disciplinary action, including suspension or termination.

### **401: CORRECTIVE ACTION**

### **POLICY**

It is the policy of SHA to maintain standards of employee conduct and disciplinary practices which will, in the interest of the Authority and its employees, support and promote effective business operations.

### **402: GRIEVANCES AND APPEALS**

### **POLICY**

It is the policy of SHA to provide employees with the opportunity to present their work-related concerns to the management. Employees are encouraged to consult with their supervisors, other members of management, or Human Resources when they have a concern or question about policies or practices of the Authority. SHA will consider each issue received and will attempt to resolve it promptly under the guidelines of this policy.

### **403: WORKPLACE VIOLENCE PROTECTION**

### **POLICY**

It is the policy of SHA to maintain a productive work environment free of violence and the threat of violence. We are committed to the safety of our employees, vendors, customers, and visitors.

### **404: SOLICITATION AND DISTRIBUTION**

### **POLICY**

It is the policy of SHA to ensure a productive work environment. Soliciting by one employee from another is prohibited while either employee is engaged in work time. The Authority prohibits non-employees from soliciting or distributing literature in the workplace at any time for any reason.

### **405: DRUG-FREE WORKPLACE**

### **POLICY**

It is the policy of SHA to prohibit the use, possession, sale, purchase, or transfer of alcoholic beverages or illegal substances at any time on the Authority premises, while on SHA business, or while operating the Authority's vehicles.

### **406: CRIMINAL BACKGROUND POLICY**

### **POLICY**

SHA is committed to protecting the safety and welfare of employees and the general public, preserving SHA property and upholding the reputation and integrity of SHA for the citizens of South Carolina. To this end, the Authority has adopted the following policies regarding criminal screening and screening of driving records.

### **407: SMOKE-FREE WORKPLACE**

### **POLICY**

It is the policy of SHA to establish non-smoking areas in all Authority buildings, including SHA offices and vehicles. In accordance with the City of Spartanburg Ordinance No. Ord. No. 1822, 5-24-93, smoking is prohibited in all facilities owned or operated by The Housing Authority of the City of Spartanburg, South Carolina, except in designated smoking areas or those exempted in the ordinance. Additionally, HUD strongly encouraged Public Housing Agencies (PHAs) and all multifamily housing owners/agents to implement smoke-free policies in all their properties by July 31, 2018. SHA is compliant with this rule.

### **408: DRESS AND PERSONAL APPEARANCE**

### **POLICY**

It is the policy of SHA that all employees are appropriately dressed and present a professional appearance during normal business hours at the Authority.

### **409: SHA-OWNED EQUIPMENT**

### **POLICY**

It is the policy of SHA to provide certain required equipment to enhance employee productivity.

### **410: TELEPHONE USE**

### **POLICY**

It is the policy of SHA to ensure that all Authority communications demonstrate a professional, courteous, and efficient representation of the organization.

### **411: VISITORS**

### **POLICY**

It is the policy of SHA to ensure that only visitors who are properly authorized may be on Authority premises.

### 412: INFORMATION TECHNOLOGY (IT) USE

### **POLICY**

It is the policy of SHA to provide certain employees with access to electronic computer systems to support Authority goals and objectives. This policy governs all use of the Authority's network, internet/intranet access, and e-mail systems at all SHA locations and offices. The Authority, at its sole discretion, will determine what materials, files, information, software, communications, and other content and/or activity will be permitted or prohibited.

### 413: VEHICLE USE

### **POLICY**

It is the policy of SHA that all Authority-owned and privately-owned vehicles used for SHA work activities are to be operated in a safe manner consistent with local, state, and federal laws. All officials, employees, and volunteers who use an Authority-owned or privately-owned vehicle for Authority business are required to follow the guidelines set forth below.

<u>Note</u>: If any provision of this policy violates any governing law or regulation, or if any law or regulation applicable to this policy becomes effective after the effective date of this policy, then this policy shall be deemed changed to be in compliance with such governing law or regulation.

### 414: WORK-RELATED ACCIDENTS, INJURIES, INCIDENT REPORTS

### **POLICY**

It is the policy of SHA to protect the safety and health of all employees and to comply with all applicable local, state, and federal laws in reporting work-related illnesses and injuries.

### **415: POLITICAL ACTIVITIES**

### **POLICY**

It is the policy of SHA to ensure that all employees comport their activities to comply with any and all local, state, and federal regulations that govern protections and prohibitions on political activities.

### 416: CONFIDENTIALITY OF EMPLOYER INFORMATION

### **POLICY**

It is the policy of SHA to safeguard personal information of employees and residents.

### **417: MEDIA RELATIONS**

### **POLICY**

As a public agency, SHA's programs, activities, and plans are of special interest to the public. It is important to present SHA in a manner that is both accurate and consistent with the Authority's mission. Therefore, it is the Authority's responsibility to provide accurate and consistent information to avoid any misunderstanding, misinterpretation, or confusion.

### SECTION 500: EMPLOYEE SEPARATION POLICIES

#### **SECTION 500: EMPLOYEE SEPARATION POLICIES**

#### **500: SEPARATIONS**

#### **POLICY**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation voluntary employment termination initiated by an employee.
- Dismissal discharge from employment initiated by the Authority.
- **Elimination of Positions and/or Layoff** involuntary employment termination initiated by the Authority for non-disciplinary reasons.
- Retirement voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the Authority.

Since employment with SHA is at-will, both the employee and Authority have the right to terminate employment, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner: All accrued, vested benefits that are due and payable at termination will be paid; unless the employee has been discharged for misconduct or disciplinary infractions. Separated employees may be eligible to continue some benefits and will be notified in writing about which benefits they may continue and the limitations and details of how to continue them.

#### **501: EXIT INTERVIEWS**

#### **POLICY**

It is the policy of SHA that all employees terminating employment from the Authority are asked to participate in an exit interview with Human Resources. The purpose of the interview is to get a departing employee's honest opinions about working at SHA, including insight on what we do well and what needs improvement. It is also important during this process to determine if the employee has any unresolved claims. All employees are encouraged to be honest, candid, and forthright in providing feedback. At this time, SHA will also ensure that departing employees are notified of all wages that are due, as well as information regarding COBRA coverage and other important separation information.

#### **502: RETURN OF PROPERTY**

#### **POLICY**

It is the policy of SHA that all employees who separate from employment with the Authority are required to return all SHA property.

# SECTION 600: EMPLOYEE POLICIES AND PROCEDURES MANUAL ACKNOWLEDGEMENT & APPENDIX

## SECTION 600: EMPLOYEE POLICIES AND PROCEDURES MANUAL ACKNOWLEDGMENT & APPENDIX

601: ACKNOWLEDGEMENT OF RECEIPT OF THE EMPLOYEE POLICIES AND PROCEDURES MANUAL

MY SIGNATURE BELOW ACKNOWLEDGES THAT I HAVE RECEIVED A COPY OF THE SPARTANBURG HOUSING AUTHORITY'S EMPLOYEE POLICIES AND PROCEDURES MANUAL. I FURTHER UNDERSTAND THAT MY EMPLOYMENT WITH THE AUTHORITY IS CONSIDERED TO BE AT-WILL. I, OR THE AUTHORITY, HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME FOR ANY REASON, OR FOR NO REASON. AS SUCH, MY EMPLOYMENT DOES NOT HAVE A DEFINITE TERM AND NEITHER THE EMPLOYEE POLICIES AND PROCEDURES MANUAL NOR ANY OTHER POLICY OF THE AUTHORITY, WRITTEN OR ORAL, IS A CONTRACT OF EMPLOYMENT.

I UNDERSTAND AND ACKNOWLEDGE THAT THERE MAY BE CHANGES TO THE INFORMATION, POLICIES, AND BENEFITS IN THE POLICIES AND PROCEDURES MANUAL. THE ONLY EXCEPTION IS THAT SPARTANBURG HOUSING AUTHORITY WILL NOT CHANGE OR CANCEL ITS EMPLOYMENT-AT-WILL POLICY. I UNDERSTAND THAT THE SPARTANBURG HOUSING AUTHORITY MAY ADD NEW POLICIES TO THE POLICIES AND PROCEDURES MANUAL AS WELL AS REPLACE, CHANGE, OR CANCEL EXISTING POLICIES. I UNDERSTAND THAT I WILL BE INFORMED ABOUT ANY POLICIES AND PROCEDURES MANUAL CHANGES AND I UNDERSTAND THAT POLICY CHANGES CAN ONLY BE AUTHORIZED BY THE BOARD OF COMMISSIONERS OF THE SPARTANBURG HOUSING AUTHORITY. PROCEDURES MAY BE ADDED OR CHANGED BY THE CHIEF EXECUTIVE OFFICER.

I ALSO UNDERSTAND THAT IF ANY OF THESE POLICIES ARE UNCLEAR TO ME IN ANY WAY, I AM TO ASK MY SUPERVISOR OR THE EXECUTIVE OFFICE FOR CLARIFICATION. THE AUTHORITY MAY CHANGE, RESCIND, REVISE AND/OR MODIFY ANY POLICIES, BENEFITS OR PRACTICES DESCRIBED HEREIN FROM TIME TO TIME WITHOUT PRIOR NOTICE. ANY POLICY FOUND NOT TO BE IN COMPLIANCE WITH THE CURRENT FEDERAL, STATE, COUNTY OR LOCAL LAWS IS HEREBY AMENDED TO FULLY COMPLY.

I I ACKNOWLEDGE THAT THE AUTHORITY MAY REVIEW, MONITOR, AND DELETE ANY EMAILS, FILES OR DATA I ENTER ON THE AUTHORITY'S COMPUTER SYSTEM OR COMPUTERS AT ANY TIME, WITH OR WITHOUT NOTICE. BY USING THE AUTHORITY'S COMPUTER SYSTEM OR AN AUTHORITY COMPUTER, AND BY SIGNING BELOW, I EXPRESSLY CONSENT TO THE AUTHORITY'S MONITORING AND ACCESS RIGHTS TO ITS COMPUTER SYSTEM AND COMPUTERS.

I UNDERSTAND AND ACKNOWLEDGE THAT THIS POLICIES AND PROCEDURES MANUAL IS NOT A CONTRACT OF EMPLOYMENT OR A LEGAL DOCUMENT. I HAVE RECEIVED THE POLICIES AND PROCEDURES MANUAL AND I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ AND FOLLOW THE POLICIES CONTAINED IN THIS POLICIES AND PROCEDURES MANUAL AND ANY CHANGES MADE TO IT.

Print Name:	
Signature:	
Date:	

#### 602: POLICY AND COMPLAINT PROCEDURE

### ACKNOWLEDGEMENT OF EQUAL OPPORTUNITY EMPLOYMENT/HARASSMENT POLICY AND COMPLAINT PROCEDURE

I have reviewed The Spartanburg Housing Authority's (SHA) EEO/Harassment Policy and Complaint Procedure in the Employee Policies and Procedures Manual, and I understand my responsibility in treating others with respect and in refraining from harassing conduct. I further understand that if I engage in harassing conduct, I will be subject to disciplinary actions up to, and including, termination.

As an employee of SHA, I understand the reporting process should I ever feel I have experienced harassment or witnessed an act of harassment against a fellow co-worker. I know that I can and should report harassment to my immediate supervisor or the Executive Office. I also understand that SHA does not tolerate any form of retaliation against a person who has reported harassment, assisted in making a complaint of harassment, or cooperated in an investigation of harassment.

Print Name:	
Signature:	
Date:	



## Action Item & Resolution 2020-17

Approval of the
Spartanburg Housing
Authority's Employee Paid
Time Off Buyout

**Board of Commissioners Meeting Tuesday, June 23, 2020** 

Spartanburg Housing Authority Spartanburg, SC 29302

#### HONORABLE MEMBERS IN SESSION:

#### **SUBJECT:**

Approval of the Spartanburg Housing Authority's Paid Time Off Buyout Resolution 2020-17

#### **RECOMMENDATION:**

It is hereby recommended the Board of Commissioners adopt Resolution No. 2020-17, authorizing the CEO to execute an employee Paid Time Off buyout.

#### **CONTACT PERSON:**

Anna P. Lamy Executive Assistant & Human Resources Specialist 864-598-6032

#### **BACKGROUND:**

Due to the existing Paid Time Off (PTO) structure, SHA employees have accrued high PTO balances. The CEO seeks to right-size the accrued Paid Time Off (PTO) balances for its employees who have exceeded 200 hours of accrued PTO to align accrued leave with the proposed structure and reduce the financial liability of SHA. All employees that exceed 200 hours will be eligible for a buyout to reduce the current accrued leave balance to 200 hours as of pay period ending July 3<sup>rd</sup>. The proposed structure will become effective in October 2020.

#### FINANCIAL CONSIDERATIONS:

The total paid time off buyout is \$69,294. The funding source is the Central Office Cost Center (COCC) Unrestricted Fund.

#### **POLICY CONSIDERATIONS:**

Paid Time Off is a benefit to the employees of an organization, allowing an employee to use PTO for personal reasons. The revised PTO policy and procedures has been revised to bring into line with current standards of similar organizations and is in accordance with any requirements of all federal and state applicable laws.

Respectfully submitted,

Anna P. Lamy

EA & Human Resources Specialist

#### **RESOLUTION NO. 2020-17**

#### ADOPTED BY THE BOARD OF COMMISSIONERS OF THE SPARTANBURG HOUSING AUTHORITY June 23, 2020

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

It is hereby recommended that the Board of Commended that the CEO to execute an employee Paid Time Off	<u>-</u>
	Matthew Myers, Chairman
ATTEST:	
Secretary	
FOR CLERK	USE ONLY

RESOLUTION NO. 2020-17

DATE ADOPTED: June 23, 2020



## Action Item & Resolution 2020-18

Approval of Differential
Pay for Spartanburg
Housing Authority (SHA)
Employees

**Board of Commissioners Meeting Tuesday, June 23, 2020** 

Spartanburg Housing Authority Spartanburg, SC 29302

#### HONORABLE MEMBERS IN SESSION:

#### **SUBJECT:**

Approval of Differential Pay for Spartanburg Housing Authority (SHA) Employees Resolution 2020-18

#### **RECOMMENDATION:**

It is hereby recommended that the Board of Commissioners adopt Resolution No. 2020-18, authorizing the CEO to implement a differential pay plan for employees for work during the COVID-19 pandemic.

#### **CONTACT PERSON:**

Shaunté Evans CEO (864) 598-6010

#### **BACKGROUND:**

During the COVID-19 Pandemic, SHA staff have continued to provide essential functions and provide support to families. The U.S. Department of Housing and Urban Development (HUD) issued PIH Notice 2020-07, Implementation of Supplements Guidance to the Federal Fiscal Year 2020 Operating Fund Appropriations. The Notice states,

"Additionally, Supplemental Operating Funds provided through this Notice considered for salaries, bonuses, employee incentives, hazard pay, or any other compensation must comply with the executive compensation requirements under Section 220 of Public Law 116-94, Further Consolidated Appropriations Act, 2020, and must comply with reasonable compensation requirements found at 2 CFR 200.430(b)."

HUD issued PIH Notice 2020-08, which allows housing authorities to use recently awarded HCV Administrative Fees to expanded COVID-19 related expenses. The onsite differential pay will be paid from the administrative fees as permitted in the notice.

#### **SUMMARY:**

In ongoing support of our employees during the COVID-19 Pandemic, SHA will be implementing an onsite discretionary pay plan. SHA recognizes that essential staff have been required to work onsite regularly and intermittently.

- ➤ The maintenance team and HQS Inspector are to receive a monthly onsite differential pay of \$400 per month.
- ➤ The property management team, resident services team, and other staff that had an ongoing presence at the sites are to receive a monthly onsite differential pay of \$200 per month.
- ➤ Other essential staff (i.e. HCV, Finance, and Leadership) are to receive a monthly onsite differential pay \$100 per month.

Retroactive onsite differential pay will not be paid to former employees who are no longer employed by SHA as of the effective date of this differential pay plan. Any staff member who has not worked onsite consistently (average of two onsite days weekly) throughout this pandemic is not eligible for onsite differential pay.

Onsite differential pay will be paid retroactively to April 2020 and remain in effect as warranted. SHA reserves the right to change or discontinue this pay practice at any time for any reason. The CEO will not be included in this pay plan.

#### FINANCIAL CONSIDERATIONS:

This differential pay plan will be funded by the supplemental Operating Funds and Administrative Fees received from HUD as part of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funding. The total estimated financial impact, if funded from April 2020- December 2020, is \$83,400.

Respectfully submitted:

Shaunté Evans, CEO

Housing Authority of the City of Spartanburg, SC

#### **RESOLUTION NO. 2020-18**

#### ADOPTED BY THE BOARD OF COMMISSIONERS OF THE SPARTANBURG HOUSING AUTHORITY June 23, 2020

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

It is hereby recommended the Board of Commissioners adopt Resolution No. 2020-18, authorizing the CEO to implement a differential pay plan for employees for work during the COVID-19 pandemic.

	Matthew Myers, Chairman
ATTEST:	
Secretary	

FOR CLERK USE ONLY

RESOLUTION NO. 2020-18

DATE ADOPTED: June 23, 2020



# **CEO Monthly Report Shaunté Evans**

## **Board of Commissioners Meeting Tuesday, June 23, 2020**



# Finance Report Jose Calicdan

## Board of Commissioners Meeting Tuesday, June 23, 2020

#### SPARTANBURG HOUSING AUTHORITY **Cash Flow** May 31, 2020 Oct -Mav **INFLOWS:** Eight months Nov Dec Jan Feb Mar May Oct Apr 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 1,063,679 8,132,036 Section 8 HAP - Mainstream subsidy 17,520 79.934 9.006 36.955 16.453 Section 8 Admin Subsidy 104,029 104,055 123,594 108,101 108,102 109,389 166,183 115,494 938,947 Section 8 Admin -CARES STIMULUS -COVID 266,123 266,123 Mod Rehab HAP 96,911 96,903 96,903 96,903 96,903 96,903 30,327 96,903 708,656 Mod Rehab Admin 12,162 12,162 12,162 12,162 12,162 97,296 12,162 12,162 12,162 FSS -Forfeitures (1,957)(1,272)(3,229)Public Housing Subsidy 161,919 161,919 191,712 220,965 220,965 110,228 110,228 1,331,566 153,631 31,591 31.591 37.412 38.581 38.581 19.589 19.589 17.021 233.953 Tax Credit Properties Subsidy ΓBRA-HCV 10,175 10,019 9,758 9,758 9,758 10,256 8,817 10,361 78,902 SLHC PBV Subsidy 0 0 0 45.136 44.542 44.952 44.732 SC State Grant for JCB 44.875 45,206 43.640 45.021 358.104 12.222.288 **HUD & State Subsidy** 1,456,368 1,376,578 1,522,547 1,543,059 1,554,255 1,479,962 1,492,672 1,796,848 ROSS 12,163 14,739 14,209 17,426 13,975 8,076 5,138 18,468 104,194 CFP and RHF 335,003 112,391 154,929 19,702 81,100 24,197 727,323 14,739 **Other Grant Revenue** 347,166 126,600 172,355 33,677 89,176 29,335 18.468 831,517 Public Housing Rents 119,888 111,060 98,589 110,356 106,140 116,844 104,449 112,879 880,206 JC Bull Rents 27,966 27,848 28,077 28,007 28,291 27,865 28,330 28,367 224,751 SLHC Rents Rent Revenue 147.854 138.908 126.666 138.363 134.431 144,709 132,779 141.246 1.104.957 **Misc Receipts** 97.317 807.724 66.142 87.288 16.986 15.938 24.806 442.004 57.244 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 2,013,806 16,059,690 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.

		SPA	RTANBURG		JTHORITY				
			Cash	Flow					
OUTFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
	Actual	TOTAL							
Section 8:									
Housing Assistance -HCV	1,014,544	1,024,044	1,026,918	997,315	1,014,769	1,027,455	1,039,148	1,058,298	8,202,4
Housing Assistance -Mainstream	1,011,011	.,02 .,0	1,020,010	16,130	18,805	21,859	23,967	26,851	107,6
Mod Rehab Vouchers	108,425	92,781	93,034	90,313	93,137	94,364	81,377	82,778	736,2
TBRA vouchers	9,488	9,109	8,871	8,832	8,871	9,324	7,988	9,361	730,2
HAP Payments	1,132,457	1,125,934	1,128,823	1,112,590	1,135,582	1,153,002	1,152,480	1,177,288	9,118,1
That I dymente	1,102,401	1,120,004	1,120,020	1,112,000	1,100,002	1,100,002	1,102,400	1,177,200	3,110,
Payroll	160,810	144,289	144,542	229,420	142,303	146,404	140,952	142,508	1,251,2
Benefits/Deductions	0	-	0	3,939	-	3,185	-	-	7,
Payroll & Benefits	160,810	144,289	144,542	233,359	142,303	149,588	140,952	142,508	1,258,
State Insurance	29,548	35,289	31,027	29,682	29,146	28,485	31,953	32,592	247,
Rent	12,370	12,370	12,370	12,370	12,865	12,617	12,617	12,617	100,
Debt/Insurance/Rent	41,918	47,659	43,397	42,052	42,011	41,102	44,570	45,209	347,
Operating	435,233	323,501	671,641	475,942	447,387	691,865	363,472	299,264	3,708,3
Capital Fund and RHF	251,679	0	0	0	777	11,870	3,770	0	268,0
Ross grants (581 and 579-cnho)	631	1,641	604	536	2,048	2,793	1,006	0	9,2
Service Coordinator Multifamily	701	1,485	507	93	4,253	592	38	116	7,
Other Transfers									
HAP/ Admin Transfer	-	-	-	-	-	-	-		
Payables/Check Adjustment	(42,476)	(50,016)	(60,411)	65,114	(27,865)	(189,084)	(151,663)	40,477	(415,
Capital & Program Expenses	210,535	(46,890)	(59,300)	65,743	(20,786)	(173,829)	(146,849)	40,593	(130,7
TOTAL CASH OUTFLOW	1,980,953	1,594,494	1,929,103	1,929,686	1,746,495	1,861,728	1,554,625	1,704,862	14,301,9
Net Inflow(Outflow)	36,577	33,048	(66,002)	(58,923)	(8,194)	876,926	635,369	308,944	1,757,7
Settlement with HUD						-			
Net inflow (outflow) offset by reserve	36,577	33,048	(66,002)	(58,923)	(8,194)	876,926	635,369	308,944	1,757,7
Beginning Cash: (Unrestricted)	1,334,090	1,370,667	1,403,715	1,337,713	1,278,790	1,270,595	2,147,521	2,782,890	1,334,0
Ending Cash	1,370,667	1,403,715	1,337,713	1,278,790	1,270,595	2,147,521	2,782,890	3,091,834	3,091,8
Bank Account Balances-									
General A/C (Net of O/S Cks)	596,211	579,853	489,440	675,618	761,487	296,686	719,691	352,998	
Transfer to COCC Unrestricted Fund	- 390,211	0	469,440	0/5,018	0	1,000,000	1,000,000	1,390,192	
Section 8 HAP Disbursements	292,322	294,736	302,066	184,091	185,160	330,666	476,135	748,622	
J C Bull Operating	196,352	241,803	257,336	235,963	239,913	248,039	275,024	298,997	
SAHC	280,949	282,185	283,425	177,364	77,860	270,277	309,987	298,772	
APPIAN	4,832	5,137	5,446	5,753	6,175	1,852	2,052	2,252	
Sub Total	1,370,667	1,403,715	1,337,713	1,278,790	1,270,595	2,147,521	2,782,890	3,091,834	

	SPARTANBURG HOUSING AUTHORITY AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS																	
					Α	GENCY W						PRO	OGRAMS					
									udget Varian									
			-					or eight (8)	months end	ing N	/lay 31, 2020				_			
			_			Month To Da	te			_			Period to				ual Budge	
			_	MTD		MTD		\$		-	PTD		PTD	\$	<u></u> %		% Used	Annual
				Actual		Budget	V	ariance	Variance		Actual		Budget	Variance	Variance		PTD	Target
1	Public	Housing		204 522				0.704				_	0.474.005	4 40.570	<b>-</b>	2 2 2 2 2 2 5	74.40/	25.00/
		Total Revenue	- >	281,533	\$		\$	9,784	4%_	<b>&gt;</b>	2,317,914	\$	2,174,235		7%_	3,260,065	71.1%	25.0%
		Total Operating Expenses	-	216,187		263,525		(47,338)	-18%	_	2,047,849		2,190,102	(142,253)	-6%	3,201,548	64.0%	25.0%
	1	Reserve transfer out (in)  Net Operating Income	ć	65,346	<u>,</u>	(956) 9,180	\$	56,167	612%	\$	270,064	ċ	(7,645)	\$ 278,287	-3385%	(11,467) 69,984		
			ا مات : ما		_		_			-				, ,				f ¢270V
	אטוא	evenue exceeded the budget by \$144K or 7%	nigne	er primarily c	ue t	to subsidy and	a re	intal incom	ie wniie YTD (	oper	ating expenses	sinc	curred were bei	ow budget by \$14	42K or 6% lower, 1	thus resulting to	net income	2 OT \$27UK.
2	HCV F	Program - HAP only						Ÿ							<u> </u>			
		Total Revenue	\$	1,063,805	\$	962,696	\$	101,109	11%	\$	8,119,236	\$	7,701,572	\$ 417,664	5%	11,552,357	70.3%	25.0%
		Total Expenses	\$	1,058,298	\$	961,862		96,436	10%	\$	8,202,491	\$	7,694,909	507,582	7%	11,542,357	71.1%	25.0%
	<b>—</b>	Net Operating Income (loss)	\$	5,507	\$	834	\$	4,673	560%	\$	(83,255)	\$	6,663	\$ (89,918)	-1350%	10,000		
	Staff o	continues to monitor the HAP program utilizi	ng the	two year to	ol pr	ovided by HU	JD. I	Please refe	er to HCV-HAI	P spr	eadsheet anal	ysis	for the explana	tion of the cash s	shortfall of \$89K.			
						i									1			
3	HCV F	Program - Admin only																
		Total Revenue	\$	115,811	\$	104,283	\$	11,528	11%	\$	943,129	\$	834,268	\$ 108,861	13%	1,251,396	75.4%	25.0%
		Total Expenses	\$	97,356	\$	108,759		(11,403)	-10%	\$	771,503	\$	859,051	(87,548)	-10%	1,288,995	59.9%	25.0%
		Reserve transfer out (in)	\$	-	\$	(3,133)				\$	-	\$	(25,066)	25,066		(37,599)		
		Net Operating Income (loss)	\$	18,455	\$	(1,343)	\$	19,798	n/a	\$	171,627	\$	283	\$ 171,344		-		
	*Adm	in program was budgeted conservatively at z	ero in	come or bre	ak ev	ven by using	the	reserve of	\$38K to offse	et the	e expenses du	e to	<b>HUD</b> unpredict	able allocation by	y using a lower pr	o-ration rate at 7	′5%.	
	As of	May, 2020, the YTD revenue exceeded the bu	udget	by \$109K wh	ile th	he operating	ехр	enses incu	rred were be	low	budget by \$87	K or	10% lower, thu	is showing a net	income of \$172k.			
			1							1								
4	Mod I	Rehab Program - HAP only				,		·										
		Total Revenue		96,903		96,543	\$	360	0%		775,672		772,344	\$ 3,328	0%	1,158,516	67.0%	25.0%
		Total Expenses		82,778		96,543		(13,765)	-14%		733,713		772,344	(38,631)	-5%	1,158,516	63.3%	25.0%
	1	Net Operating Income	\$	14,125	\$	-	\$	14,125		\$	41,959	\$	- !	\$ 41,959		-		
	* HUE	) is funding the program at the budget level.	YTD e	xpenses belo	w bu	udget by \$391	K,t	hus resulti	ng to net inco	ome	\$42K.					,		
5	Mod I	Rehab Program - Admin only	_												<u> </u>			
	iviou .	Total Revenue	Ś	12,162	Ś	11,554	Ś	608	5%	Ś	97,296	\$	80,878	\$ 16,418	20%	138,646	70.2%	25.0%
		Total Expenses	- *	7,120	Ψ.	8,100	~	(980)	-12%	_ ~	59,140	~	62,428	(3,288)	-5%	93,978	62.9%	25.0%
	1	Net Operating Income (loss)	Ś	5,042	\$	3,454	Ś	1,588	46%	\$	38,156	Ś	18,450		107%	44,668		
					<u> </u>			,						,,				
	*Calcı	ulated as percentage allocation of HCV Admir	n budg	get. The YTD	reve	nue exceede	d th	ie budget l	by \$16K while	the	YTD operating	exp	penses incurred	were below bud	get by \$3K, thus s	howing a YTD ne	t income c	if \$38K.
6	cocc	Program Only										l						
0	COCC	Total Revenue	خ	223,273	ċ	120,909	ċ	102,364	85%	_ \$	1,218,851	ċ	967,147	\$ 251,704	26%	1,450,747	84.0%	25.0%
		Total Expenses	- خ خ	107,736		141,408			-24%	- \$	1,124,913		1,231,340		-9%	1,718,971	65.4%	25.0%
		Reserve transfer out (in)	- <	107,730	\$	(22,352)	Y	(33,072)	2470	- \$		\$	(178,816)		370	(268,224)	0.0%	25.070
		Net Operating Income	\$	115,537	\$		\$	113,684	6135%	\$	93,939	\$	(85,377)		-210%	- (200,224)	0.070	
	* (00	CC was budgeted at zero income or break eve	n hy u		_		_			_		_				Management wh	ile the YT	) onerating
		nses incurred were below budget by \$106K or						THE CACCE	aca the baug	ct by	7 7232K 01 207	3 1116	siler due to casi	i distribution reco	cived from VISTA	ivianagement wn	ine the fir	operating
7	IC RII	LLS ( 100 units)																
	200	Total Revenue	Ś	73,546	\$	68 879	Ś	4,667	7%	\$	588,894	Ś	551,032	\$ 37,862	7%	826,550	71.2%	25.0%
		Total Operating Expenses	- \$	36,313				(23,047)	-39%	- \$	343,634		478,062		-28%	705,356	48.7%	25.0%
	1	Net Operating Income	\$	37,232	_			27,713	291%	\$	245,260	_	72,970	· · · · · ·	236%	121,194		
		operating expenses under budget by \$134K	or 28%							•								
Q		ALL RESULTS							•								-	
0	OVER	Sub-total	\$	261,245						\$	777,750	¢	4,767	\$ 772,983	16216.42%			
			Ť		1					-				- 772,303	10210.72/0			
				(10,398)						-			instream					
			1	446 264 216	_					-	2,731	_					+	
_	-	Not Operating Incom-	ć			es Stimulus					254,134 1,006,936		res Stimulus					
		Net Operating Income	Ş	515,609	oka	У				>	1,006,936	OKa	y					

					H	HAP FUND												
						CY -2	2020											
	HU	D - CY- 20	019			HUD - C	Y- 2	2020							SHA	\ - F	Y- 202	0
	Nine months	Three months	12 MONTHS												Three months		Five nonths	Eight months
	Jan - Sept 2019	Oct -Dec 2019	Jan -Dec 2019	Ja	an-20	Feb-20	M	ar-20	Apr-20	М	lay-20		Total		Oct -Dec 2019		n - May 2020	Oct 2019 May 2020
TOTAL HAP DISBURSEMENTS	\$ 8,613,813	\$ 2,904,694	\$ 11,518,507	\$	1,012,752	\$ 1,013,573	\$ :	1,060,275	\$ 1,064,137	\$	1,063,805	\$	5,214,541	\$	2,904,694	\$	5,214,541	\$ 8,119,23
TOTAL HAP EXPENSES	8,511,229	3,065,506	11,576,735		997,315	1,014,769	:	1,027,455	\$ 1,039,148	\$	1,058,298	\$	5,136,985		3,065,506		5,136,985	8,202,49
CASH SURPLUS - (SHORTFALL)	102,584	(160,812)	(58,228)		15,437	(1,196)		32,820	\$ 24,989	\$	5,507		77,556		(160,812)		77,556	(83,25
		<u> </u>											<b></b>		1			
	Surplus	Shortfall	Net shortfall										<b>+</b>					
			Net cash shortfall									surp	cash olus rec'd n HUD	fo	Balance orward from HUD -CY			
HUD -accounting cycle is calendar year	ır - Jan -Dec														2019			
SHA -accounting cycle is fiscal year - 0	Oct- Sept		for CY 2019 - offset to reserve															

<u> </u>		$\top$	SPARTANBURG HOUSING AUTHORITY																	
Compact   Comp																				
Mrt									Actual to	Budget Varia	nce	Comparison								
Compact									For eight (	(8) months er	din	g May 31, 202	20					_		
Camp Croft							Month To	Date	Э	_				Period to	Da	te		Annu	ıal Budget	
Camp Coft		'			MTD		MTD		\$	%		PTD PTD				\$	%		% Used	Annual
Total Revenue					Actual		Budget	٧	ariance	Variance		Actual		Budget	٧	ariance	Variance		PTD	Target
Total Expenses	1	Camp	1							<u>.</u>							_			
Reserve transfer out (in)		<b></b> '		_ \$	•	\$	•	\$	•	-	_ \$	•	\$	-	\$	•	_	-		16.7%
Net Operating Income (loss)   \$ 16,645   \$ 1,933   \$ 14,712   \$ 28,809   \$ (16,251)   \$ 45,060		<del>                                     </del>	•	_	45,857		54,217		(8,360)	-15%	_	462,768		465,862		(3,094)	-1%	-	68.7%	16.7%
2 Archibald Village    Total Revenue			` '		-		-					-		-						
Total Revenue		<del>                                     </del>	Net Operating Income (loss)	\$	16,645	\$	1,933	\$	14,712		Ş	28,809	\$	(16,251)	\$	45,060		-		
Total Revenue	2	Archil	ald Village			I					-		·							
Total Operating Expenses   19,261   S 23,882   S (4,621)   1-19%   175,737   206,073   S (30,336)   1-15%   298,174   58.9%		ALCHID	I	ς .	19.015	\$	27 525	\$	(8 510)	-31%	٠	217 212	¢	220 200	\$	(2 382)	-1%	330 307	65.9%	16.7%
Net Operating Income		+-			•				,	-	_ ,	,	۲	•			_			16.7%
Archibal Hi-Rise		+		_							4		Ś			, , ,			30.370	10.770
Total Revenue		+-	Net operating meanic	7	(240)	7	3,043	7	(3,003)	10770	۲	42,001	7	17,127	7	27,334	15070	32,133		
Total Expenses   \$ 63,806   \$ 75,298   \$ (11,492)   -15%   \$ 542,496   599,823   \$ (57,327)   -10%   891,680   60.8%	3	Archib	oald Hi-Rise																	
Reserve transfer out (in)			Total Revenue	\$	78,184	\$	74,307	\$	3,877	5%	\$	612,144	\$	594,456	\$	17,688	3%	891,680	68.7%	16.7%
Net Operating Income			•		63,806		75,298	\$	(11,492)	-15%				599,823	\$	(57,327)	-10%		60.8%	16.7%
4         Scattered Sites         53,301         4,420         \$ (1,119)         -25%         \$ 34,942         \$ 35,360         \$ (418)         -1%         53,030         65,9%           Total Revenue         \$ 3,301         \$ 4,420         \$ (1,119)         -25%         \$ 34,942         \$ 35,360         \$ (418)         -1%         53,030         65,9%           Reserve transfer out (in)         (956)         956         (7,645)         7,645         (11,467)           Net Operating Income (loss)         \$ (643)         \$ 454         \$ (1,097)         -242%         \$ 5,053         \$ (2,749)         \$ 7,802         -284%           5 Prince Hall         Total Revenue         \$ 58,146         \$ 55,535         \$ 2,611         5%         \$ 490,566         \$ 444,112         \$ 46,454         10%         665,934         73.7%           Total Revenue         \$ 58,146         \$ 55,535         \$ 2,611         5%         \$ 490,566         \$ 444,112         \$ 46,454         10%         665,934         73.7%           I Total Revenue         \$ 58,146         \$ 55,535         \$ 2,611         5%         \$ 490,566         \$ 444,112         \$ 46,454         10%         665,934         73.7%           I Total Revenue         \$ 54,597			, ,		-	Υ	-				- 7			-						
Total Revenue			Net Operating Income	\$	14,378	\$	(991)	\$	15,369	-1551%	Ş	69,648	\$	(5,367)	\$	75,015	-1398%	-		
Total Revenue	_		6"1																	
Total Expenses   \$ 3,944	4	Scatte			2 201	۲.	4 420	,	(1.110)	250/	_ ,	24.042	۸.	25.200	,	(410)	10/	F2 020	CE 00/	1.6.70/
Reserve transfer out (in)		+			•		•	\$		-	_	- /-	\$	•	\$	, ,	_			16.7%
Net Operating Income (loss)   \$ (643) \$ 454 \$ (1,097) -242% \$ 5,053 \$ (2,749) \$ 7,802 -284%		+	<u>'</u>	_ >	3,944	Ş				-20%	-	29,889		-			-35%		46.3%	16.7%
5 Prince Hall         Total Revenue         \$ 58,146         \$ 55,355         \$ 2,611         5%         \$ 490,566         \$ 444,112         \$ 46,454         10%         665,934         73,7%           Total Expenses         \$ 43,549         \$ 53,508         (9,959)         -19%         431,445         427,000         4,445         1%         628,083         68.7%           Net Operating Income (loss)         \$ 14,597         \$ 2,027         \$ 12,570         620%         \$ 59,121         \$ 17,112         \$ 42,009         245%         37,851           6 Victoria Gardens         Total Revenue         54,891         51,512         \$ 3,379         7%         \$ 453,755         \$ 412,096         \$ 41,659         10%         618,138         73.4%           Total Expenses         38,330         49,414         (11,084)         -22%         393,184         426,265         (33,081)         -8%         618,138         63.6%           Net Operating Income         \$ 16,561         \$ 2,098         \$ 14,463         \$ 60,571         \$ (14,169)         \$ 74,740         -         -           7 Cambridge/Brawley         Total Operating Expenses         1,440         2,284         (844)         -37%         12,331         19,325			\	ć	(642)	ċ		ć		2420/		. E 0E3	ć	. , ,	ć		20/10/	(11,467)		
Total Revenue		+	Net Operating income (loss)	Ş	(043)	Ş	434	Ş	(1,097)	-24270	Ŷ	3,033	Ş	(2,749)	Ą	7,002	-20470			
Total Expenses   \$ 43,549   \$ 53,508   (9,959)   -19%   431,445   427,000   4,445   1%   628,083   68.7%     Net Operating Income (loss)   \$ 14,597   \$ 2,027   \$ 12,570   620%   \$ 59,121   \$ 17,112   \$ 42,009   245%   37,851     Total Revenue   54,891   51,512   \$ 3,379   7%   \$ 453,755   \$ 412,096   \$ 41,659   10%   618,138   73.4%     Total Expenses   38,330   49,414   (11,084)   -22%   393,184   426,265   (33,081)   -8%   618,138   63.6%     Net Operating Income   \$ 16,561   \$ 2,098   \$ 14,463   \$ 60,571   \$ (14,169)   \$ 74,740   -	5	Prince	Hall			,								ľ					1	
Net Operating Income (loss)   \$ 14,597   \$ 2,027   \$ 12,570   620%   \$ 59,121   \$ 17,112   \$ 42,009   245%   37,851			Total Revenue	\$	58,146	\$	55,535	\$	2,611	5%	ç	490,566	\$	444,112	\$	46,454	10%	665,934	73.7%	16.7%
6         Victoria Gardens         54,891         51,512         \$ 3,379         7%         \$ 453,755         \$ 412,096         \$ 41,659         10%         618,138         73.4%           Total Expenses         38,330         49,414         (11,084)         -22%         393,184         426,265         (33,081)         -8%         618,138         63.6%           Net Operating Income         \$ 16,561         \$ 2,098         \$ 14,463         \$ 60,571         \$ (14,169)         \$ 74,740         -           7         Cambridge/Brawley         Total Revenue         \$ 5,494         \$ 2,300         \$ 3,194         139%         \$ 17,111         \$ 18,400         \$ (1,289)         -7%         27,590         62.0%           Total Operating Expenses         1,440         2,284         (844)         -37%         12,331         19,325         (6,994)         -36%         27,590         44.7%           Net Operating Income         \$ 4,054         \$ 16         \$ 4,038         25238%         \$ 4,780         \$ (925)         \$ 5,705         -617%         -           Net Operating Income         65,346         9,180         56,166         270,063         (8,222)         278,285         -           Reserve transfer out (in)         -			Total Expenses	\$	43,549	\$	53,508		(9,959)	-19%		431,445		427,000		4,445	1%	628,083	68.7%	16.7%
Total Revenue			Net Operating Income (loss)	\$	14,597	\$	2,027	\$	12,570	620%	Ş	59,121	\$	17,112	\$	42,009	245%	37,851		
Total Revenue		Victor	ia Gardons			1														
Total Expenses   38,330   49,414   (11,084)   -22%   393,184   426,265   (33,081)   -8%   618,138   63.6%     Net Operating Income   \$ 16,561	H	VICTOR			5/1 901		51 512	ċ	2 270	70/	-	152 755	ć	412.006	ć	<i>1</i> 1 650	10%	619 139	72 /19/	16.7%
Net Operating Income   \$ 16,561 \$ 2,098 \$ 14,463   \$ 60,571 \$ (14,169) \$ 74,740		+			•		•	Ş	•	_	_	•	Ş	•	Ş	•		-		16.7%
7         Cambridge/Brawley           Total Revenue         \$ 5,494 \$ 2,300 \$ 3,194   139%   17,111 \$ 18,400 \$ (1,289)   -7%   27,590   62.0%   17,111 \$ 18,400 \$ (1,289)   -7%   27,590   62.0%   17,111 \$ 18,400 \$ (1,289)   -7%   27,590   62.0%   17,111 \$ 18,400 \$ (1,289)   -7%   27,590   62.0%   17,111 \$ 18,400 \$ (1,289)   -7%   27,590   62.0%   17,111 \$ 18,400 \$ (1,289)   -7%   27,590   62.0%   17,111 \$ 18,400 \$ (1,289)   -7%   27,590   62.0%   17,111 \$ 18,400 \$ (1,289)   -7%   27,590   62.0%   17,111 \$ 18,400 \$ (1,289)   -7%   27,590   62.0%   17,111 \$ 18,400 \$ (1,289)   -7%   27,590   62.0%   17,111 \$ 18,400 \$ (1,289)   -7%   27,590   62.0%   17,111 \$ 18,400 \$ (1,289)   -7%   27,590   62.0%   17,111 \$ 18,400 \$ (1,289)   -7%   27,590   62.0%   17,111 \$ 18,400 \$ (1,289)   -7%   27,590   62.0%   17,111 \$ 18,400 \$ (1,289)   -7%   27,590   44.7%   17,111 \$ 18,400 \$ (1,289)   -7%   27,590 \$ 10,111 \$ 10,111 \$ 10,111 \$ 10,111 \$ 10,111 \$ 10,111 \$ 10,1		+		\$		\$	•	\$	· , ,	-2270			\$		\$		-070	,	03.0%	10.770
Total Revenue   \$ 5,494 \$ 2,300 \$ 3,194   139%   \$ 17,111 \$ 18,400 \$ (1,289)   -7%   27,590   62.0%				٧	10,501	۲	2,030	ڔ	14,403		Y	00,371	۲	(14,103)	٧	74,740				
Total Operating Expenses   1,440   2,284   (844)   -37%   12,331   19,325   (6,994)   -36%   27,590   44.7%	7	Cambr								_										
Net Operating Income         \$ 4,054 \$ 16 \$ 4,038 25238% \$ 4,780 \$ (925) \$ 5,705 -617%         -           Net Operating Income         65,346 9,180 56,166 270,063 (8,222) 278,285         270,063 (8,222) 7,645         278,285 (7,645) 7,645		<u> </u>		_ \$	•	\$	•	\$	•	_	<u></u> \$	•	\$	•	\$					16.7%
Net Operating Income   65,346   9,180   56,166   270,063   (8,222)   278,285		<b></b> '																	44.7%	16.7%
Reserve transfer out (in)		<u> </u>	Net Operating Income	\$	4,054	\$	16	\$	4,038	25238%	Ş	4,780	\$	(925)	\$	5,705	-617%	-		
Reserve transfer out (in)		+									+									
Reserve transfer out (in)			Net Operating Income		65,346		9,180		56,166			270,063		(8,222)		278,285				
					_		(956)		956			_				7.645				
55,510 5,222 25,500 (25,600)		+	, ,		65.346	_	, ,					270.063				-				
		+	. C. Co. Sonatea Guite		05,5 10		0,224		37,222			270,003		(20,007)		_33,330				



## Monthly Reports: Programs Dashboard

## **Board of Commissioners Meeting Tuesday, June 23, 2020**

**Spartanburg Housing Authority Spartanburg, SC 29302** 

#### HONORABLE MEMBERS IN SESSION:

#### **SUBJECT:**

#### ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT—MAY 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 May 31, 2020, Asset Management ended the month at 93.56% for all SHA managed developments. The targeted goal is to maintain an occupancy of 97% overall. Excluding the vacant units at Scattered Sites, the SHA would have a 95.57% overall occupancy. Total Vacant Units excluding Scattered Sites is 22 Units; seven (7) of which are off-line for extensive repairs (three (3) Camp Croft Courts, one (1) Victoria Gardens, and Two (2) at Archibald Hi-Rise and one (1) Prince Hall). Leasing has ended at Victoria Gardens Apartments due to the upcoming RAD conversion.

<b>HUD GOAL</b>	SHA Actual	<b>Excluding Outliers</b>	VISTA Managed PH
97%	93.56%	95.57%	99.09%

#### **TENANT ACCOUNTS RECEIVABLE REPORTS:**

The Tenant Accounts Receivable Collection rate for SHA managed developments was 86.22% for all public housing properties and 101.53% 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%	86.22%	101.53%

Tenant Charge Analysis Report for May 2020																	
									AGED TENAN								
Property	C	THARGED		UNPAID	TARS	F	PREPAYS		ACTIVE	INAC	CTIVE	-	TOTAL	Yl	TD ACTUAL NOI	OCCUPANCY	
Camp Croft	\$	30,635.07	\$	14,074.42	61.43%	\$	2,153.94	\$	11,920.48	\$	(105.28)	\$	11,815.20	\$	34,146.00	96.88%	
Archibald Village	\$	13,856.50	\$	-	109.91%	\$	942.75	\$	(942.75)	\$	(431.00)	\$	(1,373.75)	\$	48,986.00	96.00%	
Archibald Rutledge	\$	37,462.30	\$	391.00	108.43%	\$	4,228.43	\$	(3,837.43)	\$	680.50	\$	(3,156.93)	\$	93,271.00	98.00%	
Scattered Sites	\$	2,699.50	\$	-	111.17%	\$	300.50	\$	(300.50)	\$	(1.00)	\$	(301.50)	\$	6,775.00	× 33.33%	
Prince Hall	\$	24,669.45	\$	8,095.97	71.22%	\$	3,069.12	\$	5,026.85	\$	2,073.00	\$	7,099.85	\$	53,912.00	<b>S</b> 93.00%	
Victoria Gardens	\$	17,148.39	\$	6,764.42	36.63%	\$	1,178.48	\$	5,585.94	\$	5,280.48	\$	10,866.42	\$	59,743.00	<b>S</b> 91.25%	
Cambridge Place/Brawley	\$	1,531.00	\$	222.00	87.95%	\$	37.40	\$	184.60	\$	(0.18)	\$	184.42	\$	7,492.00	100.00%	
PH TOTAL	\$	128,002.21	\$	29,547.81	86.22%	\$	11,910.62	\$	17,637.19	\$	7,496.52	\$	25,133.71	\$	304,325.00	93.56%	
Page Lake	\$	3,552.00	\$	-	100.45%	\$	16.00	\$	(16.00)	\$	-	\$	(16.00)	\$	37,321.00	<b>2</b> 100.00%	
JC Bull	\$	28,501.00	\$	9.00	101.70%	\$	492.50	\$	(483.50)	\$	1	\$	(483.50)	\$	384,212.00	<b>1</b> 96.00%	
Liberty	\$	2,242.50	\$	-	101.23%	\$	27.50	\$	(27.50)	\$	-	\$	(27.50)	\$	12,148.00	100.00%	
Appian	\$	200.00	\$	-	100.00%	\$	-	\$	-	\$	-	\$	-	\$	36,718.00	<b>≥</b> 50.00%	
Fisher	\$	-	\$	-		\$	-	\$	-	\$	-	\$	-			2 100.00%	Rent has not been charged as the unit is unit to the tornado.
Total	\$	34,495.50	\$	9.00	101.53%	\$	536.00	\$	(527.00)	\$	-	\$	(527.00)	\$	470,399.00	95.73%	

Respectfully Submitted, <u>Jessica M. Arcand</u> Jessica Holcomb, Deputy Director Spartanburg Housing Authority

Spartanburg Housing Authority Spartanburg, SC 29302

#### HONORABLE MEMBERS IN SESSION:

#### **SUBJECT:**

#### **DEVELOPMENT & CAPITAL FUND MONTHLY REPORT – May 2020**

#### **CONTACT PERSON:**

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

#### **DEVELOPMENT PROJECTS**

#### Northside Station

- Final closing documents uploaded to RAD Resource Desk on June 11, 2020
- Anticipating a twelve-month construction period with a completion date of May 2021

#### Victoria Gardens

- Anticipate closing by July 30, 2020
- Anticipate late July or early August start for construction
- 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)
- Participate in weekly construction phasing/relocation calls with NHPF (Developer), Delck Group, LLC (Relocation Consultant) and McCrory Construction (Contractor)
- McCrory Construction (Contractor) provided update/refreshed construction numbers for budget
- NHPF (Developer) updated/refreshed all numbers for proforma
- Legal teams are beginning to prepare closing documents

#### New office/Star Mills

- As of June 11, 2020, the following progress was provided by contractors:
  - ✓ Roofing system installed
  - ✓ Metal stud framing has begun on first and second floor
  - ✓ Electrical rough-in has begun on first and second floor
  - ✓ HVAC rough-in
  - ✓ Window headers installed
  - ✓ Masonry repairs continue throughout building

#### **CAPITAL FUND TABLE**

### REPLACEMENT HOUSING FACTOR FUNDS CAPITAL FUND

Replacement Housing Factor	Grant No	. SC16R	2003502-15								
Original Award Amount	Obligation D	eadline	Expenditure	Amount	Amount	Amount Available					
			Deadline	Obligated	Dispersed						
\$218,757	4/12/2020*		4/12/2022	\$58,080.34	\$58,080.34	\$160,676.66					
Replacement Housing Factor			2003502-16								
Original Award Amount	Obligation	Expend		Amount	Amount	Amount					
	Deadline	Deadli		Obligated	Dispersed						
\$225,533	4/12/2021*	4/12/20	)23			\$225,533					
Replacement Housing Factor	Grant No	o. SC16R	2003502-17								
Original Award Amount	Obligation D	eadline	Expenditure	Amount	Amount	Amount					
			Deadline	Obligated	Dispersed	Available					
\$162,926	8/15/2019		8/15/2022	\$146,634	\$66,216.00	\$96,710.00					
			•	•	•	•					
Capital Fund Program	Grant N	o. SC16I	P003501-17								
Original Award Amount	Obligation D	eadline	Expenditure	Amount	Amount	Amount					
	_		Deadline	Obligated	Dispersed	Available					
\$926,447	8/15/2019		8/15/2022	\$833,803	\$493,104.3	1 \$433,342.69					
Capital Fund Program	Grant N	lo. SC16	P003501-18								
Original Award Amount	Obligation D	eadline	Expenditure	Amount	Amount	Amount					
			Deadline	Obligated	Dispersed	Available					
\$1,246,092	5/28/2021		5/28/2023	\$226,620.96	\$266,620.9	6 \$979,471.04					
Capital Fund Program	Grant N	lo. SC16	P003501-19		·	<u> </u>					
Original Award Amount	Obligation D		Expenditure	Amount	Amount	Amount					
	<i>5 5</i>	-	Deadline	Obligated	Dispersed	Available					
\$1,295,491	4/15/2022		4/15/2024	\$5,423.00	\$5,423.00	\$1,290,068.00					
Capital Fund Program	Grant N	lo. SC16	P003501-20								
			Expenditure	Amount	Amount	Amount					
	Congation D	Caaiiiic	Deadline	Obligated	Dispersed						
\$1,369,776	3/25/2023		3/25/2025	\$11,263.00	\$11,263.0						
. ,				, ,=====	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, ,- ,, , , , , , , , , ,					

<sup>\*</sup>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:

- 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 5<sup>th</sup> of each month on the obligation and expenditure of each open Capital Fund in the Line of Credit Control System (LOCCS)

#### **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 at Archibald remains on schedule

#### 2018 Capital Fund Grant

• Tsunmai camera installation has started at Prince Hall

Respectfully Submitted by,

Jose h Jackson, Deputy Director of Capital

Funds and Development

Housing Authority of the City of Spartanburg, SC

Spartanburg Housing Authority Spartanburg, SC 29302

#### HONORABLE MEMBERS IN SESSION:

#### **SUBJECT:**

#### LEASED HOUSING MONTHLY REPORT – MAY 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 %	Cumulative %	Monthly Unit Months	Monthly Annual
Annual Leased	Eligibility Expended	Leased %	Budget Authority
			Expended %
94.7%	104.4%	94.4%	107.3%

• 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%	94%	53%

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

	Norris Ridge
Ī	89%

• 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.

\_\_\_\_\_\_

- The TBRA Program for veterans has 10 participants. SHA will not receive additional funds to continue to administer this program. The veterans are being transfer to the HCV program as the assistance ends.
- The TBRA2 Program for working families has 13 participants.

#### **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 four (4) new move-ins and 16 move-outs.

Program	<b>Units Allocated</b>	<b>Units Leased</b>	Unused
HCV	1715	1619	96
PBV	273	273 264	
RAD	367	347	20
MOD	190	170	20
MS	115	62	53
Totals	2660	2462	198

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

Spartanburg Housing Authority Spartanburg, SC 29302

#### HONORABLE MEMBERS IN SESSION:

#### **SUBJECT:**

**RESIDENT & COMMUNITY ENGAGEMENT MONTHLY REPORT – May 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 to residents at all Public Housing properties.
- Due to limited program activities, staff has been creative in developing activities for residents. This past month, Spring Bingo was a huge success with over 40 elderly/disabled residents engaged from public housing. Staff utilized bulletin boards and social media to post daily symbols to play bingo on their cards. At JC Bull, staff held a word search challenge which had three winners.
- Bags were delivered for Mother's Day by resident services, resident council, and property management staff.
- The FSS program had two interest meetings in May.
- The FSS program enrolled three new participants into the program for effective day 06/01/2020.

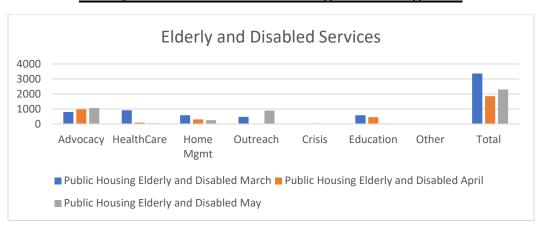
#### **Resident Services Active Grants**

Crant #	Grant	<b>Closing Date</b>	Remaining	Notes
Grant #	Name		Balance	
MFSC179397	Multi- Family	12/31/2020	\$67,928.80	Funds have been awarded and accepted waiting for release.
FSS18SC2129	FSS	12/31/2020	\$58,372.40	

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

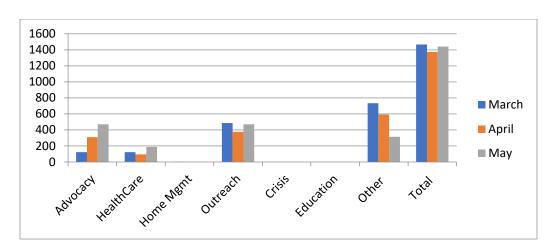
Number of Services (March, April, and May); Properties: Archibald High Rise, Archibald Village, Camp Croft Courts, Victoria Gardens, and Prince Hall.

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



#### **Multi -Family Service Coordinator**

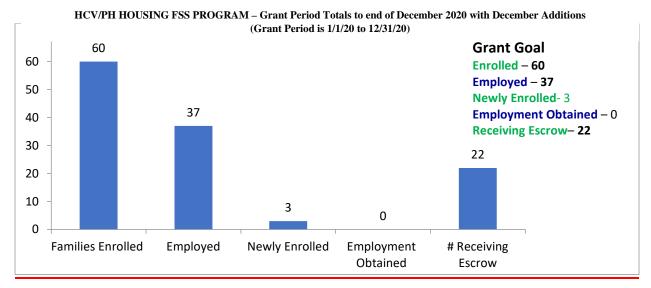
Number of services (March, April, and May). Property: JC Bull (100 units).



#### Family Self-Sufficiency (FSS) Grant as of May 2020

- **FSS** Current Escrow total is \$106,632.00
  - o HCV Escrow Amount \$91,288.00
  - o **PH** Escrow Amount \$15,344.00

May 2020



Respectfully Submitted, Cierra Fowler, Deputy Director
Spartanburg Housing Authority