



NOTICE AND AGENDA

**Board of Commissioners Meeting
Tuesday, August 25, 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, August 25, 2020. The meeting will be held via conference call.

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

Link to meeting, if using a computer:

<https://zoom.us/j/230114605?pwd=YnFJTGR0bmdrU3Rhakt1REJ2VGdTd09>

AGENDA

CALL MEETING TO ORDER

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X. Other Business

XI. Executive Session

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

XII. Adjournment



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

**Board of Commissioners Meeting
Tuesday, August 25, 2020**

**MINUTES OF THE REGULAR BOARD MEETING OF THE COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SPARTANBURG, SOUTH CAROLINA
July 28, 2020**

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

Following proper advance notice, the regular meeting of the Board of Commissioners of the Housing Authority for the City of Spartanburg was called to order at 4:00 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 Poliakoff made a motion to add an Executive Session to the agenda. The motion was seconded by Commissioner White and unanimously carried.

IV. Approval of Minutes:

A motion to accept the minutes of the regular board meeting of June 23, 2020 and the Special Board Meeting minutes of July 21, 2020 as presented was made by Commissioner Poliakoff. Commissioner Fairey noted his name was misspelled in the June 23, 2020 regular meeting minutes (packet page 8) pertaining to Resolution 2020-19. Error noted for change. The motion was seconded by Commissioner Cunningham and unanimously carried.

V. Commissioner Comments

None

VI. Public/Staff Comments

Public comments: None

Staff comments: None

VII. Information Item:

- A. Commissioner Cunningham presented the Resident Council update for June 2020. There were no questions. Commissioner Myers expressed his appreciation to Commissioner Cunningham for her involvement and participation on the Resident Council.

VIII. Action Items and Resolutions:

A. Resolution #2020-21 – Third Quarter FY 2020 Bad Debt Write-Offs

This resolution was presented to request acceptance of the Resolution 2020-21 as presented by Joe Calicdan. Questions raised by the board were addressed. Commissioner Gray made a motion to approve resolution 2020-21. The motion was seconded by Commissioner Fairey and unanimously carried.

RESOLUTION NO. 2020-21

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

B. Resolution #2020-22 – Approval of the Public Housing Lease and Community Rules

This resolution was presented to request acceptance of the Resolution 2020-22 as presented by Jessica Holcomb. Questions raised by the board were addressed. Commissioner Fairey made a motion to approve resolution 2020-22. The motion was seconded by Commissioner White and unanimously carried.

RESOLUTION NO. 2020-22

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

C. Resolution #2020-23 – Approval of the Amendment to the Marche Gault Scholarship Fund

This resolution was presented to request acceptance of the Resolution 2020-23 as presented by Cierra Fowler. Questions raised by the board were addressed. Commissioner Fairey made a motion to approve the amended resolution 2020-23, with the change not to change the corpus but approves expanding the scholarship opportunities to include the Housing Choice Voucher (HCV) program participants. The motion was seconded by Commissioner Gray and unanimously carried.

RESOLUTION NO. 2020-23

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

JULY 28, 2020

IX. Monthly Reports

A. Chief Executive Officer (Shaunté Evans)

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

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. Specifically, regarding the moratorium ending at the end of July 2020, and the SHA has been on contact with residents each month. Notes documented needs and providing resources for rental or utility payments prior to the moratorium being lifted. Late fees will be reinstated for August 2020. Next actions, pending update from U.S. Department of Housing and Urban Development (HUD) on extending the moratorium. Commissioner Fairey asked if the notice of past due rent to residents should be sent August 1, 2020. Ms. Holcomb responded stating due to the uncertainty of the moratorium being reinstated it would cause additional work to reverse entries for rents, eviction filings and fees per resident. She described residents will receive a rent due notice for August 1, 2020, with a 14-day notice of being late. Further described is the current process for eviction is being scheduled through Zoom with a 10-day or more court date. Per policy, residents have four (4) months or payments paid late, after the fourth late payment the process for eviction will commence.

ii. Development and Capital Fund

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

iii. Housing Choice Voucher

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

iv. Community and Supportive Services

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

X. Executive Session

A motion was made by Commissioner Fairey to enter Executive Session pursuant to discuss contractual matter, Section 30-4-70(a)(2) of the South Carolina Code of Laws. The motion was seconded by Commissioner Poliakoff. The motion was unanimously approved.

Executive session was entered into at 5:33 p.m.

Executive session ended at 6:06 p.m. A motion to end Executive session was made by Commissioner Poliakoff. The motion was seconded by Commissioner Cunningham. The motion was unanimously approved.

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

XI. Other Business

A motion was made by Commissioner White to reject the initial award of the New Office Furniture Services Contract, Resolution No. 2020-20, where the Board adopted during a Special Meeting held on July 21, 2020, approving the CEO to award a contract for New Office Furniture services to Young Office, in the amount not to exceed \$225,164.78. Young Office did not include all the items in the Request for Proposal (RFP) as required. The motion was seconded by Commissioner Fairey and unanimously carried.

A. Resolution #2020-24 – Approval of the Amended New Office Furniture Contract

Therefore, it was recommended that the Board award the contract to the second highest bidder, PMC, in the amount not to exceed \$246,235.41, as Resolution 2020-24. Commissioner White made the motion to approve Resolution 2020-24, amending the contract to be awarded to the second highest bidder, PMC, in the amount not to exceed \$246,235.41. The motion was seconded by Commissioner Fairey and unanimously carried.

RESOLUTION NO. 2020-24

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

XII. Adjournment

Commissioner Gray made a motion to adjourn the meeting, which was seconded by Commissioner Poliakoff. The meeting was adjourned at 6:10 p.m.

Respectfully Submitted,
The Housing Authority of the City of Spartanburg



Information Item

Presentation of the Draft Strategic Plan - Priorities and Goals

**Board of Commissioners Meeting
Tuesday, August 25, 2020**



Information Item

Presentation of the Fiscal Year (FY) 2021 Operating Budget Summary

**Board of Commissioners Meeting
Tuesday, August 25, 2020**



**FISCAL YEAR (FY) 2021
OPERATING BUDGET**

Budget Assumptions

1. Executive Summary
2. Housing Choice Voucher Assumptions
3. Central Office Cost Center Assumptions
4. Asset Management Assumptions
5. JC Bull Multi-Family Assumptions
6. Non-Cash and Estimated Items –Pension and OPEB liability
7. Grants Assumptions

EXECUTIVE SUMMARY

The total proposed operating budget for Fiscal Year (FY) 2021 is \$22,882,937; total operating expenses \$22,596,207.

This budget has been balanced without using reserves.

In 2020, the budget for housing choice voucher administrative fees was prepared using a proration of 75%. The 2021 budget proposes the administrative fee estimated proration of 77%. The Spartanburg Housing Authority (SHA) received notification from the U.S. Department of Housing and Urban Development (HUD) in June 2020 of an actual Calendar Year (CY) 2020 proration of 80.442%, an increase of 5.442% over the projected 2020 budget. SHA has historically received notice of fee awards well into the fiscal year.

The Asset Management budget was prepared using a proration of 90% in 2020. HUD considered CY 2020 eligibility to provide interim proration at 96.64%. Due to HUD's unpredictable allocation, the FY 2021 budget proposes lowering the proration to 93%. The result of the subsidy funding beyond the PHA's control impacts our ability to forecast.

This budget was prepared to reflect and mirror the annual audited financial statement presentation. As such, non-cash and estimated items are included in the budget as follows:

Depreciation – Depreciation expense is a non-cash item but is reflected in the FY2021 as a part of expenses. This cost is allocated proportionately in relation to the capital assets allocated by project and program.

Pension Expense – This expense is estimated based on prior year contribution amounts into the State plan in which SHA participates. The actual expense is based on actuarially determined amounts not yet available for FY2020 or FY2021. Therefore, the cost is estimated based on contributions and known actuarial adjustments (deferred inflows and outflows) and allocated across projects and programs based on salary expense.

Other Post-Employment Benefits (OPEB) Expense – This expense is estimated based on the contribution amount. While retirees now pay 100% of their premiums, there is an actuarial cost of the plan for active employees. This cost is based on the most recent actuarial report for the OPEB plan and is updated annually. The report reflecting the calculations for FY2020 and FY2021 are not yet available so assumptions were made based on calculations in the most recently available report.

The projected bottom line operating budget surplus of \$286,730, is shown in the budget summary.

PROGRAM AREA	Budgeted Revenues	Budgeted Expenses	Budgeted Surplus / Deficit	COCC - Deficit OFFSET	Surplus / Deficit after Offset	Non-Cash Depreciation	Net Operating income (Loss) after Depreciation
Asset Management -SEE BELOW	2,611,930	2,553,890	58,040	-	58,040	595,343	(537,303)
JC Bull -100 UNITS	824,000	700,100	123,900		123,900	21,686	102,214
HCV-HAP Payments	12,580,630	12,575,630	5,000		5,000	-	5,000
Mainstream-HAP Payments	681,410	681,410	-		-	-	-
HCV-Admin	1,301,410	1,222,770	78,640		78,640	-	78,640
TBRA	100,720	99,360	1,360		1,360	-	1,360
Central Office -Federal	1,133,240	1,253,670	(120,430)	120,430	-	9,129	(9,129)
Central Office -Business Activities	669,630	529,410	140,220	(120,430)	19,790	199,870	(180,080)
PHA Grants	2,979,967	2,979,967	-		-		-
FY 2021-TOTALS	22,882,937	22,596,207	286,730	-	286,730	826,028	(539,298)
BREAKDOWN OF ASSET MANAGEMENT							
AMP	Budgeted Revenues	Budgeted Expenses	Budgeted Surplus / Deficit	Reserves Budgeted	Surplus/Deficit after Reserves	Non-Cash Depreciation	Net Operating income (Loss) after Depreciation
Camp Croft (100)	703,190	697,470	5,720	-	5,720	151,541	(145,821)
Archibald Village (20)	294,020	283,200	10,820		10,820	35,177	(24,357)
Archibald Hi-Rise (30)	869,270	858,170	11,100		11,100	199,382	(188,282)
Scattered Sites (40)	65,100	65,100	-		-	4,750	(4,750)
Prince Hall (108)	646,290	620,520	25,770		25,770	156,924	(131,154)
Cambridge/Brawley (180)	34,060	29,430	4,630		4,630	47,569	(42,939)
Totals	2,611,930	2,553,890	58,040	-	58,040	595,343	(537,303)

SHA operates multiple programs with funding restrictions. All programs operate with a surplus. Regulatory restrictions apply which limits mixed utilization of funds. Each program, however, has reserves which can offset deficits, if any. Below are the audited reserve account balances as of September 30, 2019.

Reserve Balance	
HCV-Admin	\$297,306
COCC Combined	\$1,284,941
JC Bull	\$32,741
Asset Management	\$1,283,977
TOTALS	\$2,898,965

The COCC budget consists of both federal and business activities. The \$120,430 business activity budget surplus is applied to offset the deficit of the COCC-federal budget. The net effect is that COCC-federal budget shows a breakeven result.

HOUSING CHOICE VOUCHER PROGRAM (HCV) ASSUMPTIONS

Proration for Housing Choice Voucher Program (HCV): The 2021 budget is based on an estimated proration of 77%.

The past five year's actual proration's are as follows:

ADMINISTRATIVE FEE	
2020	80%
2019	80%
2018	70%
2017	77%
2016	85%

At the estimated proration of 77%, there is a net operating surplus of \$78,640 in the HCVP Admin program budget. The unrestricted reserve balance as of June 30, 2020 is \$127,748. It should be noted that HUD recaptures unused administrative fee reserves. SHA administration will continue to monitor the proration and reserve balances and adjust according to HUD guidelines and regulations.

Leasing has been projected at 95%. HUD scores HCV utilization on 98% of vouchers utilized or 98% of funds expended. SHA does not receive adequate funding for the current rent levels to utilize 98% of voucher; however, we do utilize 98% of funding.

Included in the HCV budget is revenue of \$100,720 related to the subrecipient agreement with Spartanburg County to administer the Tenant Based Rental Assistance program (TBRA) based on HOME funds received. SHA will administer all aspects of the program for the County, including policies and procedures, eligibility, inspections, and reporting. The program is intended to serve 15 to 20 low-income families or until funds are depleted.

CENTRAL OFFICE COST CENTER– ASSUMPTIONS

The total projected revenue is \$1,802,870 and total projected expenses is \$1,783,080, showing a net operating surplus of \$19,790.

Major sources of COCC revenue include:

- \$712,340 of management fees earned from the administration of Asset Management, and HCV programs as follows:
 - \$312,190 from Asset Management
 - \$311,330 from HCV programs
 - \$13,090 from Liberty, Appian, and Page Lake
 - \$75,730 from JC Bull (Multi-Family)
- \$241,210 of bookkeeping fees earned from the administration of Asset Management, and HCV programs as follows:
 - \$36,280 from Asset Management
 - \$194,580 from HCVP programs
 - \$1,530 from Liberty, Appian, and Page Lake
 - \$8,820 from JC Bull (Multi-Family)
- \$194,320 of administrative fees to operate the CFP (Capital Fund Program) program, this is allocated to staff cost.
- \$655,000 of other income (consisting primarily of \$175,000 of distributions from tax credit properties, \$150,000 from affiliate partnership distributions, \$130,000 in fee-for-service landscape and special project income, \$150,000 developer fee to be derived at VGA RAD closing, and \$50,000 in proceeds from sale of vacant lots).

ASSET MANAGEMENT ASSUMPTIONS

The projected 2021 Asset Management revenue amount is \$2,611,930 with projected expenses of \$2,553,890, resulting in a net operating surplus of \$58,040. Scattered sites shows a breakeven result.

The scattered sites are single family homes under the public housing program and are in the process of being disposed of using different strategies. Five units are currently occupied, and ten units are vacant. The units are older and reach across Spartanburg County.

Due to the uncertainty around the timing of these sales, the budget reflects only rental income from these properties for FY2021 and no gain or loss from possible sales.

The budget is estimated using a 93% proration for Public Housing Operating Subsidy, which is estimated at \$1,447,820 based upon FY2020 adjusted eligibility, and a 98% occupancy rate. HUD requires an occupancy rate of 98% to earn PHAS points (Public Housing Assessment System), a HUD scoring mechanism.

JC BULL MULTI-FAMILY

The projected 2021 Multi-family revenue is \$824,000 based on a leasing rate of 98% of available units. The Multi-family expenses are \$700,100 with a net operating income of \$123,900. The funding stream for Multi-family is different than that of Asset Management or HCV.

GRANT ASSUMPTIONS

CAPITAL FUNDS

The Capital Fund Program grant award amount in 2017 was \$926,477 of which \$ 785,345 was expended. In 2018, the capital fund award amount was \$1,246,092 of which \$473,050 was expended. The 2019 capital fund award amount was \$1,295,491 of which \$5,423 was expended. The 2020 capital fund award amount was \$1,369,776 none of which has been expended to date. SHA will draw \$194,324 in administrative fees allocated to staff cost to operate the CFP (Capital Fund) program. Additionally, replacement housing factor funds with a remaining balance of \$482,920 has been committed to the 18 units in the Northside.

ROSS

The agency administers ROSS Grant with total unexpended funds of \$48,715 as of August 1, 2020. These funds are expected to be expended during FY2021.

MULTI-FAMILY RESIDENT SERVICES

The Multi-Family Resident Services grant has a remaining balance of \$40,158 as of August 1, 2020. The grant cycle is not concurrent with SHA's fiscal year. SHA is awaiting the new grant award amount for 2021.



Action Item & Resolution 2020-25

Approval of the Guidelines for the Issuance of Bonds

**Board of Commissioners Meeting
Tuesday, August 25, 2020**

August 25, 2020

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Approval of Guidelines for Issuance of Bonds
Resolution 2020-25**

RECOMMENDATION:

It is hereby recommended that the Board of Commissioners of the Housing Authority of the City of Spartanburg adopt Resolution No. 2020-25, approving guidelines for issuance of bonds.

STAFF RESOURCE:

Shaunté Evans
Chief Executive Officer

BACKGROUND:

In 1986, the South Carolina Legislature granted city, county, and regional housing authorities, such as the Spartanburg Housing Authority (SHA), the same powers that the State Housing Finance and Development Authority (“SCSHFDA”) has to issue multifamily housing revenue bonds on behalf of for-profit and nonprofit developers. (Act No. 369 of 1986; S.C. Code Section 31-13-90).

SUMMARY:

In order to fulfil the purpose established by the South Carolina Legislature, SHA intends to issue its bonds and other obligations to finance developments (i) in which it has a direct interest (as owner, partner, lessee, manager, or otherwise) and (ii) in which it does not have a direct interest (as a “conduit lender”). The established guidelines provide the procedural and substantive guidance to developers and the general framework for SHA to review and evaluate all applications. There is no financial risk for to serve a bond issuer; however, there may be reputational risk for SHA to be associated with a project that does not go as planned. Staff will take the necessary steps to mitigate the reputational risk through required reporting an ongoing communication with the developer. The Guidelines for Issuance of Bonds were discussed during a Development Committee meeting held on Wednesday, August 19th.

FINANCIAL CONSIDERATIONS:

The Spartanburg Housing Authority will earn fees associated with the issuance of bonds to include, but not limited to, application fees and reporting fees. The cost of issuance will be absorbed by the project cost and will have no direct out of pocket cost to SHA or its affiliates.

POLICY CONSIDERATIONS:

Adoption of these guidelines is necessary to provide the operational framework for the issuance of bonds.

**BOARD OF COMMISSIONERS OF
HOUSING AUTHORITY OF THE CITY OF SPARTANBURG**

RESOLUTION NO. 2020-25

APPROVE GUIDELINES FOR THE ISSUANCE OF BONDS

WHEREAS, in 1986, the South Carolina Legislature granted city, county, and regional housing authorities such as the Authority the same powers that the State Housing Finance and Development Authority (“SCSHFDA”) has to issue multifamily housing revenue bonds on behalf of for-profit and nonprofit developers. (Act No. 369 of 1986; S.C. Code Section 31-13-90.

WHEREAS, the Spartanburg Housing Authority intends to issue its bonds and other obligations to finance developments (i) in which it has a direct interest (as owner, partner, lessee, manager, or otherwise) and (ii) in which it does not have a direct interest (as a “conduit lender”)

WHEREAS, these guidelines have been adopted (i) to provide procedural and substantive guidance to developers applying to the Authority for financial assistance through the issuance of the Authority’s multifamily housing revenue bonds and (ii) to guide the Authority in its review and evaluation of such applications.

WHEREAS, the Authority may refuse to pursue the financing of any development or the issuance of its multifamily housing revenue bonds for any reason in its sole and absolute discretion.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of the City of Spartanburg approves the guidelines for the issuance of bonds.

RECORDING OFFICER’S CERTIFICATION

I, Matthew Myers, the duly appointment Chairman of the Board, do hereby certify that this resolution was properly adopted at a duly noticed meeting of the Board of Commissioners of Housing Authority of the City of Spartanburg held on August 25, 2020.

Matthew Myers

ATTEST:

Secretary

FOR CLERK USE ONLY
RESOLUTION NO. 2020-25
DATE ADOPTED: August 25, 2020

GUIDELINES FOR ISSUANCE OF BONDS
OF THE
HOUSING AUTHORITY OF THE CITY OF SPARTANBURG, S.C.

August 2020

Section I - Background and Purpose

The Housing Authority of the City of Spartanburg, South Carolina (the “Authority”) is a public body organized and existing under the Housing Authorities Law of the State of South Carolina, S.C. Code Ann. Section 31-3-10, et seq (the “Act”). As such, the Authority has as a principal purpose overcoming the shortage of decent, safe and sanitary housing that can be afforded by persons of low and moderate income. The Authority’s stated mission is to “develop and provide affordable, quality housing options and programs that promote self-sufficiency” and “assist in addressing the needs of low-income, very low-income and extremely low-income families in the City of Spartanburg and Spartanburg County.”

In 1986, the South Carolina Legislature granted city, county, and regional housing authorities such as the Authority the same powers that the State Housing Finance and Development Authority (“SCSHFDA”) has to issue multifamily housing revenue bonds on behalf of for-profit and nonprofit developers. (Act No. 369 of 1986; S.C. Code Section 31-13-90). In order to fulfil this purpose, the Authority intends to issue its bonds and other obligations (referred to in this policy as “Bonds”) to finance developments (i) in which it has a direct interest (as owner, partner, lessee, manager, or otherwise) and (ii) in which it does not have a direct interest (as a “conduit lender”).

These guidelines (the “Guidelines”) have been adopted (i) to provide procedural and substantive guidance to developers applying to the Authority for financial assistance through the issuance of the Authority’s multifamily housing revenue bonds and (ii) to guide the Authority in its review and evaluation of such applications. The Authority’s primary focus in making a decision as to whether to participate in a financing will be the affordability of the units and the feasibility of the development. These Guidelines do not establish mandatory or exclusive standards or procedures. No person shall be entitled to maintain an action against the Authority for its actions in approving or disapproving applications based on its adherence to or departure from the provisions hereof.

THE AUTHORITY MAY REFUSE TO PURSUE THE FINANCING OF ANY DEVELOPMENT OR THE ISSUANCE OF ITS MULTIFAMILY HOUSING REVENUE BONDS AT ANY TIME FOR ANY REASON IN ITS SOLE AND ABSOLUTE DISCRETION.

Section II – Affordability Requirements and Authority Fees

Affordability: In order to meet the requirements of Section 142 of the Internal Revenue Code of 1986, as amended (the “Code”) for Bonds issued by the Authority to be tax exempt, to meet the requirements of the Act, and in order to meet the Authority’s mission to provide affordable housing, the owner of the development financed with the Authority’s Bonds must agree that at a certain percentage of the units will be rented to persons of low or low and moderate income, defined as persons in households having annual income, adjusted for family size that does not exceed a certain percentage of area median income (“AMI”). These restrictions will be included in restrictive covenants contained in a land use regulatory agreement (the “LURA”) filed in the Spartanburg County real estate records and applicable for the longer of 15 years or the period of time during which the Bonds are outstanding.

The applicable federal tax law restrictions are:

- at least 40% of the units must be leased to residents whose income is 60% or less of AMI,

or

- at least 20% of the units must be leased to residents whose income is 50% or less of AMI.

State law requires with respect to the remaining units:

- such units be leased to residents whose combined gross income does not exceed 150% of the State's median income, adjusted by the addition of an amount equal to the personal exemption for federal income tax purposes for each household member,

or

- the Authority shall regulate the rentals, charges, profits, and income from such units during the term of the Bonds,

or

- a combination of such income restrictions and rent regulation for such units.

If the Bonds are to be issued to finance a non-competitive (4%) Low Income Housing Tax Credit ("LIHTC") project, the terms and duration of the LURA will be amended for compliance with Section 42 of the Code.

If the owner is a nonprofit organization and the Bonds are to be issued under Section 145 of the Code, the owner will covenant to comply with the federal and State law restrictions set forth above, and additionally the requirements set forth in Revenue Procedure 96-32 that at least 75% of total units will be leased to residents whose income is 80% or less of AMI.

Servicing: Once the development is placed in service, the Authority will have certain reporting and monitoring requirements. The LURA will include annual (or more frequent) filing requirements. The Authority's monitoring will include both receipt of reports and on-site inspections annually or more often at the Authority's discretion. See **Appendix D**.

Fees and Expenses: The cost of issuing Bonds with the Authority will generally include:

(a) A non-refundable application fee of \$2,500 or \$20.00 per unit, whichever is greater, due upon submission of the Initial Application by the Developer. See **Section III**.

(b) Following a positive review of the Initial Application, the Developer will be invited to complete and submit a full Project Proposal. A project proposal fee of \$10,000 is due upon submission of the full Project Proposal. See **Section III**.

(c) Upon issuance of the Bonds, the Authority will charge a closing fee of 0.75% of the principal amount of the Bond issue payable at the Bond closing.

(d) Because SCSHFDA has responsibility for monitoring the LIHTC program in South Carolina, it will charge the developer an annual LIHTC monitoring fee for that service.

(e) An annual reporting fee due on each anniversary after issuance of the Bonds equal to 0.125% of the outstanding (unpaid) principal balance of the Bonds.

(f) The Authority may waive portions of the foregoing fees in its sole discretion if there are offsetting financial benefits in the transaction.

Section III – Initial Application, Project Proposal, and Bond Issuance Process

Initial Application: Persons requesting that the Authority issue multifamily housing revenue bonds or other obligations to provide a portion of the financing for a qualified residential development must submit an Initial Application, along with requested documents and the initial application fee, to the Authority. The purpose of the Initial Application is to obtain a general picture of the proposed development and of the Developer's capacity to carry out the project as envisioned. The Initial Application (further described in **Appendix A**) requests information about the Developer, including initial financial data and a history of similar complete projects; a description of the proposed project; evidence of site control; preliminary site plan, floor plans, and elevation (if available); a pro forma indicating projected total development costs, including construction and financing costs, rental rates, and all expected sources of funding, including the total amount of bond financing anticipated; the expected type of bond financing (such as short-term cash collateralized, long-term institutionally placed, or long-term credit enhanced); and any operational enhancements (such as vouchers). Following receipt of the Initial Application, staff will review it and, if appropriate, recommend it to the Board of Commissioners of the Authority for approval of an inducement resolution with respect to the financing of the development (the "Inducement Resolution").

The Initial Application **MUST** be submitted to the Authority not less than thirty (30) days prior to the date of the meeting at which the applicant wishes the Board of Commissioners of the Authority to consider the Inducement Resolution. The Board generally meets on the fourth Tuesday of each month; however, the applicant should check with the Authority to confirm that schedule as meeting times can change. The Authority will make every effort to complete its review within a 30-day period. However, the Authority may, in its discretion, extend the review period as it deems necessary to ensure the project complies with the requirements of these Guidelines.

Initial Application Fee: The non-refundable application fee in the amount of \$2,500 or \$20.00 per unit, whichever is greater, is required at the time the Initial Application is submitted for consideration. This fee is current as of July 2020, but may be adjusted from time to time and applicants should contact the Authority offices to obtain information on the current fee structure.

Project Proposal: Following a positive review and approval of the Initial Application and Inducement Resolution by the Authority, the Developer will be invited to complete and submit a full Project Proposal. The purpose of the Project Proposal is to enable the Authority Staff to conduct a thorough and in-depth evaluation of the Developer and the proposed project. It is the responsibility of the Developer to satisfy the Authority Staff, at the Authority's sole discretion, that the project is viable and will provide the benefits described. To accomplish this, the Developer may be asked to provide additional information or to elaborate on information requested.

For projects applying for non-competitive (4%) Low Income Housing Tax Credits ("LIHTCs") with SCSHFDA, the Project Proposal shall consist of a copy of the entire Tax Credit Application submitted to SCSHFDA. The Authority requires one hard copy and a thumb drive version. For those projects not seeking LIHTCs (usually non-profit 501(c)(3) organizations), the Project Proposal shall consist of the Project Proposal and associated documents set forth in **Appendix E**.

The Developer will also be required to include with the Project Proposal all documentation and information that will be required to be submitted as part of the agenda package for the State Fiscal

Accountability Authority (the “SFAA”) to allocate State Volume Cap and give State law approval for the issuance of the Bonds. A list of those items is set forth in **Appendix F**.

The Authority Staff will make every effort to complete its review of the Project Proposal within a 30-day period. But Authority Staff approval is not final until SCSHFDA’s approval of the LIHTC application. Upon a positive review and approval by Authority Staff, the Executive Director of the Authority may submit the agenda package to the SFAA for its review, State law approval, and allocation of Volume Cap for the Bonds (if required).

Project Proposal Fee: A Project Proposal shall be accompanied by a non-refundable fee in the amount of \$10,000. This fee is to cover costs associated with the evaluation process, including but not limited to staff evaluation; attorneys, consultants, and bond counsel fee; fees and expenses for the third-party financial review (if any); publication and other costs associated with the TEFRA public hearing; long-distance telephone, fax, photocopying, travel, and printing charges. In the event the Authority’s direct costs exceed \$10,000, the Developer will be required to reimburse the Authority for those additional costs upon receipt of an invoice. Should the application be withdrawn or the Authority determine not to proceed with the financing of the proposed development (for any reason, in its sole discretion), there will be no refund of the Project Proposal Fee.

Feasibility: The following items will be considered in the Project Proposal analysis:

1. The number of affordable units in the development;
2. The mechanisms to assure availability of the affordable units;
3. Compliance with local regulations such as zoning and permitting requirements or a plan of action to address any changes needed to achieve compliance;
4. The extent to which any Authority or affiliate’s wait list may be utilized to achieve project sustainability;
5. The ways in which the Authority’s strategic goals are being met;
6. The financial benefits to the Authority;
7. The apparent quality of design;
8. The experience and capacity of the developer;
9. The function of the financial structure;
10. The impact on the community if the bond issuance does not proceed;
11. The Authority will require evidence as to the feasibility of the proposed development to pay operating expenses and repay the Bonds.

Bond Issuance Process: A summary of the process by which the Authority will issue its multifamily housing revenue bonds or other obligations to finance a qualified residential development and the approvals required in connection therewith is set forth in **Appendix B**.

Timeline for Bond Issuance: A sample timeline for the issuance of Bonds by the Authority and the required approvals is attached as **Appendix C**.

Contact at the Authority: Any questions regarding an application for bond financing should be directed to Joseph Jackson, Development Director, jjackson@shasc.org, (864-598-6052).

Appendix A

Initial Application for Issuance of Bonds

1. General Description of Transaction: Provide a general description of the proposed development, including location, description of the neighborhood, targeted population, preliminary site plan, floor plans, and elevation (if available), and description of site design. Indicate whether it is new construction or rehabilitation. Include the maximum amount of bond financings requested.
2. Developer: Name of the Developer or Development team, including a history of similar completed projects.
3. Ownership Structure: Describe the ownership structure and participants.
4. Location of Development: Provide a map of the proposed development location that includes current zoning.
5. Financing Structure: To the extent known, describe the proposed financing data and structure, including any credit enhancements or guarantees, name of director purchaser, construction lender, short term bonds, permanent lender, equity investor, etc.
6. Development Budget: Provide a budget for the proposed total development costs, including:
 - (a) Funding Sources (e.g. bonds, construction lending, tax credits, subordinate and soft loans, deferred developer fees, permanent mortgage).
 - (b) Funding Uses.
 - (c) Operating Budget and pro forma.
7. Development Schedule: Provide a schedule for the completion of the proposed development. The schedule should begin with financing activities and end at the anticipated lease-up date.
8. Readiness to proceed: Provide a description of the current status of the proposed development and your readiness to proceed with the proposed development, including site control, status of permits, design, construction, etc.

Appendix B

Bond Issuance Process

The timeline of the Authority's issuance process is largely set by (i) the timing of the Developer's submission of the Initial Application to the Authority, (ii) approval of the Tax Credit Application by SCSHFDA, (iii) the meeting schedule of the SFAA, and (v) timing of approvals and closings for the Developer's other sources of financing, including any construction loans, permanent loans, and equity financing.

1. **Bond Counsel.** The Authority will select Bond Counsel for the financing along with the Authority's outside counsel. The applicant will be responsible for all Bond Counsel and Authority legal expenses and costs.

2. **Inducement Resolution.** The Inducement Resolution serves as the first step in the issuance process. The Authority will consider adoption of an Inducement Resolution following a positive review of the Initial Application by the Authority Staff. The Inducement Resolution is intended to satisfy the reimbursement requirements under United States Treasury Regulation 1-150.2. The Initial Application should be filed at least THIRTY (30) days prior to the applicable Board meeting. A representative of the applicant should attend this meeting to answer any questions about the development.

3. **Public Approval (TEFRA Hearing and Approval).** After submission of the Project Proposal, the Developer, working with Bond Counsel, the Authority's Counsel, and Authority Staff, shall be responsible for scheduling the TEFRA approval by the Spartanburg City Council. Publication of the appropriate notice of hearing (to be prepared by Bond Counsel) must occur at least 14 days prior to the hearing. The Project Proposal Fee will be used to pay for the costs of publication. Following the public hearing, the City Council of the City of Spartanburg must adopt a resolution approving in principle the issuance of the Bonds. A representative of the Developer should be prepared to attend this meeting if requested. Authority Staff approval of the Project Proposal may not be given prior to the completion of the TEFRA public approval process.

4. **SFAA State Law Approval and Volume Cap Allocation.** After (a) Staff Approval of the Project Proposal and (b) SCSHFDA approval of the LIHTC Application (if applicable), the Developer, working with Bond Counsel, may schedule submitting the agenda package for SFAA State law approval and, for Bonds requiring an allocation of State Volume Cap, the Preliminary Volume Cap Allocation for the Bonds. The SFAA typically meets only approximately seven (7) times per year. There is also a relatively early agenda deadline for the SFAA meetings (usually more than 30 days), by which deadline all documents required for the agenda package must be submitted to the SFAA. A representative of the applicant usually does not need to attend the SFAA meeting. See <https://sfaa.sc.gov/meetingsfor> information regarding the SFAA meeting schedule. See **Appendix F** for a list of documents and information to be included in the SFAA agenda package.

5. **Authority Bond Resolution.** In all financings, the Authority's Board must adopt a final Bond Resolution approving the issuance of the Bonds and execution of the Bond documents. The Bond Resolution will be adopted at a regular meeting of the Authority after the bond documents are in substantially final form, and typically following the approvals by the City Council of the City of Spartanburg and the SFAA, and preliminary allocation of Volume Cap, as described above.

6. **State Treasurer's Final Approval of Terms of the Bonds.** The SFAA approvals described in paragraph 4 above are given conditioned upon final approval of the terms of the Bonds, including interest rates, by the State Treasurer. After the terms of the Bonds are finalized (typically following pricing of the Bonds or firm commitment by an institutional lender of the final interest rate), the Developer must update

the schedules of debt service and pro formas that were submitted as a part of the SFAA agenda package to reflect the actual final rates and other terms of the Bonds. Bond Counsel will submit those updated schedules, together with appropriate legal documents and certifications, to the State Treasurer for his review and approval.

7. Bond Financing Documentation. All Bond financing documents must be submitted to the Authority in hard copy and digital formats.

8. Bond Closing. Upon successful completion of all actions described above, the closing for the financing will be held at a convenient time and location for the Authority and the other parties to the financing transaction, usually in conjunction with closing on the Developer's other sources of funding, including other construction and permanent loans and LIHTC and other equity funding.

9. Applicant Cooperation. A knowledgeable representative of the Developer should appear at each meeting of the Authority and the Authority's Board of Commissioners where the application is considered or an action relating thereto is proposed. The Developer shall assist the Authority and Bond Counsel in obtaining any approvals required for the Bond issuance.

Appendix C

Sample Timeline for Bond Issuance (Tax Exempt Bond/4% Tax Credits)

Note that in this sample timeline, 60 days have been allowed between adoption of the Inducement Resolution and submission of the Tax Credit Application to SCSHFDA and the Authority; if less time is needed by the Developer to prepare the Tax Credit application, it may be submitted sooner, thereby shortening the Bond Issuance Process.

<u>Event</u>	<u>Date</u>
Developer submits Initial Application to Spartanburg Housing Authority	January 15
Spartanburg Housing Authority adopts Inducement Resolution <i>(Usually 1st meeting following 30-day review period)</i>	February 23
Developer submits Project Proposal to Spartanburg Housing Authority <i>(Usually on same day as LIHTC Application is submitted to SCSHFDA)</i>	April 23
Publish TEFRA notice <i>(Must be at least 14 days prior to the public hearing)</i>	May 1
Public Hearing and Spartanburg City Council Approval <i>(Spartanburg City Council holds its business meetings on the second and fourth Mondays of each month)</i>	May 24
Authority staff Approval of Project Proposal <i>(May not occur until after SCSHFDA approval of LIHTC Application)</i>	May 25
Distribute first draft of documents and Authority Bond Resolution	June 21
Submit SFAA Agenda Package <i>(Approximately one month prior to the SFAA meeting)</i>	July 9
Distribute second draft of documents	July 21
Submit agenda package to Authority for final Bond Resolution	August 17
SFAA Meeting to Approve Bonds and Preliminary Volume Cap Allocation	August 17
Spartanburg Housing Authority Adopts Bond Resolution <i>(The Authority's Board meets on the third Tuesday of each month)</i>	August 24
Bond Pricing	September 7
State Treasurer's Approval of Final Terms of Bonds	September 10
Final Volume Cap Allocation by SFAA staff	September 13
Pre-closing	September 21
Closing	September 22

Appendix D

Monitoring Compliance with Affordability Requirements

1. Annual Certification. The Authority will require that a regulatory agreement containing restrictive covenants obligating the owner to comply with the affordability requirements of the Code (the “LURA”) be filed in the office of the Spartanburg County Register of Deeds. The LURA will require the owner to obtain eligibility information from each tenant, and to provide reports at least annually (or more frequently, at the Authority’s discretion) that include the following information:

- (1) The total number of low income tenants (i.e. tenants whose income does not exceed 60% of AMI, adjusted for family size or 50% of AMI, adjusted for family size, as applicable, and as determined by the Secretary of Housing and Urban Development in a manner consistent with determinations of low income families under Section 8(f)(3) of the United States Housing Act of 1937, as amended).
- (2) The number of units in the development rented and the number of units that are either occupied or available for occupancy, and the number and percentage of such units that are occupied by low income tenants
- (3) A certification that the development has met the applicable percentage of low-income tenants as required by the Regulatory Agreement.
- (4) Evidence that all new tenants of the development and all low-income tenants whose incomes are subject to annual verification since the date of the immediately preceding report and certification have executed an income
- (5) A rent roll designating the date of initial occupancy, the number of bedrooms, the unit number, the tenant name, the household size (if applicable), and whether the tenant is a low-income tenant

2. Inspection rights. The Authority will conduct on-site inspections of the development from time to time, including physical inspection of units and review of the low-income certifications, the documentation supporting the certifications, and the rent records for the tenants in the development, including in particular the units occupied by low income tenants. The Authority will randomly select low-income units and tenant records to be inspected and reviewed. The Authority’s inspections will generally occur at least annually.

3. Noncompliance. The Authority will provide prompt written notice to the owner if the Authority does not receive the certification described in (1), or does not receive or is not permitted to inspect the tenant income certifications, supporting documentation, and rent records described in (2), or discovers by inspection, review, or in some other manner, that the development is not in compliance with the provisions of the Regulatory Agreement. The owner will have 90 days after receipt of notice of non-compliance to supply any missing certifications and bring the development into compliance with the Regulatory Agreement and the provisions of the Code. The Authority may extend the correction period for up to six (6) months for good cause.

Appendix E

Project Proposal Application (For 501(c)(3) Bonds only)

The 501(c)(3) Bond Application is available in electronic format upon request.

Appendix F

Materials & Information Required for SFAA Approval

Item
Project description
Complete sources and uses of funds
Copy of Verification Report (only for short-term) cash-backed bonds
Description of Manger's experience and copy of Management Agreement
[For Public Offering of Bonds: Evidence of Investment Grade Rating, Federal Guarantee, Insured Mortgage, or Adequate reserves or insurance]
[For Private Placement of Bonds: Avoidance of default language]
[Evidence of Mandatory redemption at par in the event of taxability]
[Copy of Offering document disclaimer, if applicable]
Two copies of Borrower's audited financial statements
Copy of Market Study
SFAA's Disclosure Form for each Private Participant

<p>Pro Forma Schedules for the entire term of bonds:</p> <p>annual revenues and expenditures;</p> <p>net revenues available for debt service;</p> <p>debt service on the bonds (including interest rate(s);</p> <p>and debt service coverage ratios</p>
<p>Schedules for all bonds and other obligations of the Authority showing annual net revenues available for debt service and debt service payments</p>
<p>Commitment letters (or comparable evidence) for all funding sources, including credit enhancement for bonds</p>
<p>Filing Fee - \$3,000</p>



CEO Monthly Report

Shaunté Evans

**Board of Commissioners Meeting
Tuesday, August 25, 2020**



Finance Report

Jose Calicdan

**Board of Commissioners Meeting
Tuesday, August 25, 2020**

SPARTANBURG HOUSING AUTHORITY

Cash Flow

July 31, 2020

											Oct -July
											Ten months
INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	TOTAL
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
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	1,056,519	1,060,007	10,248,562
Section 8 HAP - Mainstream subsidy				-	9,006	17,520	36,955	16,453	16,453	51,619	148,006
Section 8 Admin Subsidy	104,029	104,055	123,594	108,101	108,102	109,389	166,183	115,494	114,601	115,831	1,169,379
Section 8 Admin -CARES STIMULUS -COVID								266,123	0	0	266,123
Mod Rehab HAP	96,911	96,903	96,903	96,903	96,903	96,903	30,327	96,903	96,903	96,903	902,462
Mod Rehab Admin	12,162	12,162	12,162	12,162	12,162	12,162	12,162	12,162	12,162	12,162	121,620
FSS -Forfeitures	0	0	(1,957)	(1,272)	0	-	-	-	-	-	(3,229)
Public Housing Subsidy	161,919	161,919	191,712	220,965	220,965	110,228	110,228	153,631	153,631	135,201	1,620,398
Tax Credit Properties Subsidy	31,591	31,591	37,412	38,581	38,581	19,589	19,589	17,021	17,021	20,968	271,942
TBRA-HCV	10,175	10,019	9,758	9,758	9,758	10,256	8,817	10,361	10,713	10,802	100,417
SLHC PBV Subsidy	0	0	0	0	0	0	-	-	-	-	0
SC State Grant for JCB	45,136	44,542	44,952	44,875	45,206	43,640	44,732	45,021	44,200	44,245	446,549
1) HUD & State Subsidy	1,456,368	1,376,578	1,522,547	1,543,059	1,554,255	1,479,962	1,492,672	1,796,848	1,522,203	1,547,738	15,292,229
ROSS	12,163	14,739	14,209	17,426	13,975	8,076	5,138	18,468	8,339	14,212	126,745
CFP and RHF	335,003	-	112,391	154,929	19,702	81,100	24,197	6,708	491,289	7,383	1,232,702
2) Other Grant Revenue	347,166	14,739	126,600	172,355	33,677	89,176	29,335	25,175	499,628	21,595	1,359,447
Public Housing Rents	119,888	111,060	98,589	110,356	106,140	116,844	104,449	112,879	108,725	103,936	1,092,866
JC Bull Rents	27,966	27,848	28,077	28,007	28,291	27,865	28,330	28,367	28,170	28,145	281,066
SLHC Rents	0	0	0	0	-	-	-	-	-	-	0
3) Rent Revenue	147,854	138,908	126,666	138,363	134,431	144,709	132,779	141,246	136,895	132,081	1,373,932
4) Misc Receipts	66,142	97,317	87,288	16,986	15,938	24,806	442,004	57,244	84,009	12,761	904,494
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	2,020,513	2,242,734	1,714,175	20,023,307
1) HUD subsidy for Section 8 is based on the prior year actual costs. Public Housing Subsidy is a formula based calculation using rents, three year rolling based utility costs calculation, and other add-ons for audit, PILOT, Information Technology, etc. This is also done annually and there will be a change in January. The SC State subsidy is for JC Bull and it is submitted monthly based on units leased. The TBRA is a grant and the funds have to be requested as needed.											
2) Other grant revenue includes Capital fund subsidies and grant revenue for the Resident Self Sufficiency and Youthbuild programs.											
3) Rent revenue consists of the tenant paid rents for the various public housing units managed by the Authority.											
4) Misc revenue includes payments for court costs, resident work orders for maintenance and repair as well as, Section 8 repayment agreements, Public Housing bad debt recovery, laundry facility rebates, tower rental, proceeds from the sale of homes, and any other miscellaneous income.											
5) Other cash-In will include transfers from reserve accounts, and any adjustment to working capital.											

SPARTANBURG HOUSING AUTHORITY

Cash Flow

OUTFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	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	1,082,137	1,059,059	10,343,687
Housing Assistance -Mainstream				16,130	18,805	21,859	23,967	26,851	27,088	28,774	163,474
Mod Rehab Vouchers	108,425	92,781	93,034	90,313	93,137	94,364	81,377	82,778	84,023	72,900	893,132
TBRA vouchers	9,488	9,109	8,871	8,832	8,871	9,324	7,988	9,361	9,739	9,820	91,403
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	1,202,987	1,170,553	11,491,696
Payroll	160,810	144,289	144,542	229,420	142,303	146,404	140,952	142,508	151,335	328,886	1,731,448
Benefits/Deductions	0	-	0	3,939	-	3,185	-	-	3,221	4,688	15,033
Payroll & Benefits	160,810	144,289	144,542	233,359	142,303	149,588	140,952	142,508	154,556	333,575	1,746,481
State Insurance	29,548	35,289	31,027	29,682	29,146	28,485	31,953	32,592	40,605	0	288,326
Rent	12,370	12,370	12,370	12,370	12,865	12,617	12,617	12,617	12,617	12,617	125,430
Debt/Insurance/Rent	41,918	47,659	43,397	42,052	42,011	41,102	44,570	45,209	53,222	12,617	413,756
Operating	435,233	323,501	671,641	475,942	447,387	691,865	363,472	299,264	917,400	464,137	5,089,842
Capital Fund and RHF	251,679	0	0	0	777	11,870	3,770	0	0	0	268,096
Ross grants (581 and 579-cnho)	631	1,641	604	536	2,048	2,793	1,006	0	21	0	9,282
Service Coordinator Multifamily	701	1,485	507	93	4,253	592	38	116	339	463	8,587
Other Transfers											-
HAP/ Admin Transfer	-	-	-	-	-	-	-	-		-	-
1 Payables/Check Adjustment	(42,476)	(50,016)	(60,411)	65,114	(27,865)	(189,084)	(151,663)	47,185	(21,012)	(189,072)	(619,300)
Capital & Program Expenses	210,535	(46,890)	(59,300)	65,743	(20,786)	(173,829)	(146,849)	47,301	(20,652)	(188,609)	(333,336)
TOTAL CASH OUTFLOW	1,980,953	1,594,494	1,929,103	1,929,686	1,746,495	1,861,728	1,554,625	1,711,570	2,307,513	1,792,272	18,408,439
Net Inflow(Outflow)	36,577	33,048	(66,002)	(58,923)	(8,194)	876,926	635,369	308,944	(64,779)	(78,097)	1,614,868
Settlement with HUD						-			-		0
Net inflow (outflow) offset by reserve	36,577	33,048	(66,002)	(58,923)	(8,194)	876,926	635,369	308,944	(64,779)	(78,097)	1,614,868
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	3,091,834	3,027,055	1,334,090
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	3,027,055	2,948,958	2,948,958
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	547,893	255,174	
Transfer to COCC Unrestricted Fund	-	0	0	0	0	1,000,000	1,000,000	1,390,192	1,390,192	1,390,192	
Section 8 HAP Disbursements	292,322	294,736	302,066	184,091	185,160	330,666	476,135	748,622	555,668	713,989	
J C Bull Operating	196,352	241,803	257,336	235,963	239,913	248,039	275,024	298,997	232,278	288,579	
SAHC	280,949	282,185	283,425	177,364	77,860	270,277	309,987	298,772	298,772	298,772	
APIAN	4,832	5,137	5,446	5,753	6,175	1,852	2,052	2,252	2,252	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	3,027,055	2,948,958	

SPARTANBURG HOUSING AUTHORITY												
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS												
Actual to Budget Variance Comparison												
For ten (10) months ending July 31, 2020												
		Month To Date				Period to Date				Annual Budget		
		MTD Actual	MTD Budget	\$ Variance	% Variance	PTD Actual	PTD Budget	\$ Variance	% Variance	% Used PTD	Annual Target	
1	Public Housing											
	Total Revenue	\$ 392,489	\$ 271,771	\$ 120,718	44%	\$ 2,984,752	\$ 2,717,766	\$ 266,986	10%	3,260,065	91.6%	25.0%
	Total Operating Expenses	358,323	259,695	98,628	38%	2,727,224	2,713,933	13,291	0%	3,201,548	85.2%	25.0%
	Reserve transfer out (in)		(956)				(9,556)			(11,467)		
	Net Operating Income	\$ 34,165	\$ 13,032	\$ 21,134	162%	\$ 257,527	\$ 13,389	\$ 244,138	1823%	69,984		
YTD revenue exceeded the budget by \$267K or 10% higher primarily due to subsidy and rental income while YTD operating expenses incurred were slightly higher by \$13K or still within the budget range, thus resulting to net income of \$258K.												
2	HCV Program - HAP only											
	Total Revenue	\$ 1,060,157	\$ 962,696	\$ 97,461	10%	\$ 10,204,171	\$ 9,626,964	\$ 577,207	6%	11,552,357	88.3%	25.0%
	Total Expenses	\$ 1,059,059	\$ 961,862	\$ 97,197	10%	\$ 10,291,958	\$ 9,618,633	\$ 673,325	7%	11,542,357	89.2%	25.0%
	Net Operating Income (loss)	\$ 1,097	\$ 834	\$ 263	32%	\$ (87,787)	\$ 8,331	\$ (96,118)	-1154%	10,000		
Staff continues to monitor the HAP program utilizing the two year tool provided by HUD. Please refer to HCV-HAP spreadsheet analysis for the explanation of the cash shortfall of \$89K.												
3	HCV Program - Admin only											
	Total Revenue	\$ 109,811	\$ 104,283	\$ 5,528	5%	\$ 1,155,000	\$ 1,042,834	\$ 112,166	11%	1,251,396	92.3%	25.0%
	Total Expenses	\$ 75,579	\$ 109,642	(34,063)	-31%	\$ 912,032	\$ 1,076,675	(164,643)	-15%	1,288,995	70.8%	25.0%
	Reserve transfer out (in)	\$ -	\$ (3,133)			\$ -	\$ (31,333)			(37,599)		
	Net Operating Income (loss)	\$ 34,232	\$ (2,226)	\$ 36,457	n/a	\$ 242,968	\$ (2,509)	\$ 245,477		-		
*Admin program was budgeted conservatively at zero income or break even by using the reserve of \$38K to offset the expenses due to HUD unpredictable allocation by using a lower pro-ration rate at 75%. As of July, 2020, the YTD revenue exceeded the budget by \$112K while the operating expenses incurred were below budget by \$164K or 15% lower, thus showing a net income of \$243k.												
4	Mod Rehab Program - HAP only											
	Total Revenue	96,903	96,543	\$ 360	0%	969,478	965,430	\$ 4,048	0%	1,158,516	83.7%	25.0%
	Total Expenses	72,900	96,543	(23,643)	-24%	897,233	965,430	(68,197)	-7%	1,158,516	77.4%	25.0%
	Net Operating Income	\$ 24,003	\$ -	\$ 24,003		\$ 72,245	\$ -	\$ 72,245		-		
* HUD is funding the program at the budget level. YTD expenses below budget by \$68K , thus resulting to net income \$72K.												
5	Mod Rehab Program - Admin only											
	Total Revenue	\$ 12,162	\$ 11,554	\$ 608	5%	\$ 121,620	\$ 115,540	\$ 6,080	5%	138,646	87.7%	25.0%
	Total Expenses	7,498	8,080	(582)	-7%	72,916	78,668	(5,752)	-7%	93,978	77.6%	25.0%
	Net Operating Income (loss)	\$ 4,664	\$ 3,474	\$ 1,190	34%	\$ 48,704	\$ 36,872	\$ 11,832	32%	44,668		
*Calculated as percentage allocation of HCV Admin budget. The YTD revenue exceeded the budget by \$6K while the YTD operating expenses incurred were below budget by \$5K, thus showing a YTD net income of \$48K.												
6	COCC Program Only											
	Total Revenue	\$ 124,276	\$ 120,913	\$ 3,363	3%	\$ 1,506,352	\$ 1,208,971	\$ 297,381	25%	1,450,747	103.8%	25.0%
	Total Expenses	\$ 177,280	\$ 127,652	\$ 49,628	39%	\$ 1,409,724	\$ 1,497,196	\$ (87,472)	-6%	1,718,971	82.0%	25.0%
	Reserve transfer out (in)	\$ -	\$ (22,352)			\$ -	\$ (223,520)	\$ 223,520		(268,224)	0.0%	
	Net Operating Income	\$ (53,004)	\$ 15,613	\$ (68,617)	-439%	\$ 96,629	\$ (64,705)	\$ 161,334	-249%	-		
* COCC was budgeted at zero income or break even by using reserve of \$268K. YTD revenue exceeded the budget by \$297K or 27% higher due to cash distribution received from VISTA Management while the YTD operating expenses incurred were below budget by \$87K or 6%,lower, thus reducing the net loss.												
7	JC BULLS (100 units)											
	Total Revenue	\$ 72,472	\$ 68,879	\$ 3,593	5%	\$ 733,878	\$ 688,790	\$ 45,088	7%	826,550	88.8%	25.0%
	Total Operating Expenses	\$ 60,443	\$ 59,132	\$ 1,311	2%	\$ 447,274	\$ 596,176	\$ (148,902)	-25%	705,356	63.4%	25.0%
	Net Operating Income	\$ 12,029	\$ 9,747	\$ 2,282	23%	\$ 286,604	\$ 92,614	\$ 193,990	209%	121,194		
* YTD operating expenses under budget by \$149K or 25% lower, thus showing a net income of \$287K as compared to budget of \$93K. No concerns at this time.												
8	OVERALL RESULTS											
	Sub-total	\$ 57,187				\$ 916,890	\$ 83,992	\$ 832,897	991.63%			
		29,101	Mainstream			(16,274)	Mainstream					
		158	TBRA			3,312	tbra					
	Net Operating Income	\$ 86,446	okay			\$ 3,928	okay					

CY -2020

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SPARTANBURG HOUSING AUTHORITY												
Asset Management Financials- Per AMP												
Actual to Budget Variance Comparison												
For ten (10) months ending July 31, 2020												
		Month To Date				Period to Date				Annual Budget		
		MTD Actual	MTD Budget	\$ Variance	% Variance	PTD Actual	PTD Budget	\$ Variance	% Variance	% Used PTD	Annual Target	
1	Camp Croft											
	Total Revenue	\$ 84,682	\$ 56,160	\$ 28,522	51%	\$ 635,049	\$ 561,926	\$ 73,123	13%	673,386	94.3%	16.7%
	Total Expenses	70,642	53,445	17,197	32%	596,113	573,479	22,634	4%	673,386	88.5%	16.7%
	Reserve transfer out (in)	-	-	-		-	-	-		-		
	Net Operating Income (loss)	\$ 14,040	\$ 2,715	\$ 11,325		\$ 38,936	\$ (11,553)	\$ 50,489		-		
2	Archibald Village											
	Total Revenue	\$ 31,360	\$ 27,525	\$ 3,835	14%	\$ 266,863	\$ 275,250	\$ (8,387)	-3%	330,307	80.8%	16.7%
	Total Operating Expenses	\$ 29,459	\$ 23,567	\$ 5,892	25%	229,015	253,973	\$ (24,958)	-10%	298,174	76.8%	16.7%
	Net Operating Income	\$ 1,901	\$ 3,958	\$ (2,057)	-52%	\$ 37,848	\$ 21,277	\$ 16,571	78%	32,133		
3	Archibald Hi-Rise											
	Total Revenue	\$ 111,651	\$ 74,307	\$ 37,344	50%	\$ 802,635	\$ 743,070	\$ 59,565	8%	891,680	90.0%	16.7%
	Total Expenses	\$ 114,563	\$ 73,758	\$ 40,805	55%	734,534	748,957	\$ (14,423)	-2%	891,680	82.4%	16.7%
	Reserve transfer out (in)		\$ -			\$ -	\$ -			-		
	Net Operating Income	\$ (2,912)	\$ 549	\$ (3,461)	-630%	\$ 68,101	\$ (5,887)	\$ 73,988	-1257%	-		
4	Scattered Sites											
	Total Revenue	\$ 5,009	\$ 4,420	\$ 589	13%	\$ 43,230	\$ 44,200	\$ (970)	-2%	53,030	81.5%	16.7%
	Total Expenses	\$ 3,867	\$ 4,769	(902)	-19%	51,405	54,655	(3,250)	-6%	64,497	79.7%	16.7%
	Reserve transfer out (in)		71	(71)			710	(710)		(11,467)		
	Net Operating Income (loss)	\$ 1,142	\$ (420)	\$ 1,562	-372%	\$ (8,175)	\$ (11,165)	\$ 2,990	-27%	-		
5	Prince Hall											
	Total Revenue	\$ 82,773	\$ 55,547	\$ 27,226	49%	\$ 627,827	\$ 555,200	\$ 72,627	13%	665,934	94.3%	16.7%
	Total Expenses	\$ 71,724	\$ 52,396	19,328	37%	579,520	533,265	46,255	9%	628,083	92.3%	16.7%
	Net Operating Income (loss)	\$ 11,049	\$ 3,151	\$ 7,898	251%	\$ 48,307	\$ 21,935	\$ 26,372	120%	37,851		
6	Victoria Gardens											
	Total Revenue	73,504	51,512	\$ 21,992	43%	\$ 582,847	\$ 515,120	\$ 67,727	13%	618,138	94.3%	16.7%
	Total Expenses	65,707	49,538	16,169	33%	519,632	525,165	(5,533)	-1%	618,138	84.1%	16.7%
	Net Operating Income	\$ 7,797	\$ 1,974	\$ 5,823		\$ 63,215	\$ (10,045)	\$ 73,260		-		
7	Cambridge/Brawley											
	Total Revenue	\$ 3,508	\$ 2,300	\$ 1,208	53%	\$ 26,301	\$ 23,000	\$ 3,301	14%	27,590	95.3%	16.7%
	Total Operating Expenses	2,362	2,151	211	10%	17,005	23,729	(6,724)	-28%	27,590	61.6%	16.7%
	Net Operating Income	\$ 1,146	\$ 149	\$ 997	669%	\$ 9,296	\$ (729)	\$ 10,025	-1375%	-		
	Net Operating Income	34,163	12,076	22,087		257,528	3,833	253,695				
	Reserve transfer out (in)	-	71	(71)		-	710	(710)				
	Per Consolidated Stmt	34,163	12,147	22,016		257,528	4,543	252,985				



Monthly Reports: Programs Dashboard

**Board of Commissioners Meeting
Tuesday, August 25, 2020**

August 25, 2020

Spartanburg Housing Authority
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT—JULY 2020

CONTACT PERSON:

Jessica Holcomb
COO
864-598-6023

OCCUPANCY

As part of HUD's Public Housing Utilization Project, as of July 31, 2020, Asset Management ended the month at 92.56% 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 94.57% overall occupancy. Total Vacant Units excluding Scattered Sites is 27 Units; 7 of which are off-line for extensive repairs (3 Camp Croft Courts, 1 Victoria Gardens, and 2 at Archibald Hi-Rise and 1 Prince Hall). Leasing has ended at ALL SITES due to the upcoming RAD conversion of Victoria Gardens. SHA Public Housing units will be used as temporary housing for families during the rehabilitation.

HUD GOAL	SHA Actual	Excluding Outliers	VISTA Managed PH
97%	92.56%	94.57%	97.27%

TENANT ACCOUNTS RECEIVABLE REPORTS:

The Tenant Accounts Receivable Collection rate for SHA managed developments was 65.97% for all public housing properties and 100.98% for SHA managed market units and multi-family properties. Several internal and external referrals are made each month for residents with delinquent balances. The Asset Management team continues to act to collect all debts and have made referrals for families to reach out to local public assistance agencies to receive aid during this pandemic. 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%	65.97%	100.98%

Tenant Charge Analysis Report for July 2020

Property	AGED TENANT ACCOUNTS RECEIVABLES								OCCUPANCY	
	CHARGED	UNPAID	TARS	PREPAYS	ACTIVE	INACTIVE	TOTAL	YTD ACTUAL NOI		
Camp Croft	\$ 25,984.78	\$ 20,822.74	25.48%	\$ 1,588.78	\$ 19,233.96	\$ 128.81	\$ 19,362.77	\$ 62,886.00	94.79%	16 residents with balances older than 60 days
Archibald Village	\$ 12,963.00	\$ 15.00	106.54%	\$ 432.25	\$ (417.25)	\$ (431.00)	\$ (848.25)	\$ 50,557.00	94.00%	
Archibald Rutledge	\$ 36,879.95	\$ 2,364.00	104.90%	\$ 3,925.64	\$ (1,561.64)	\$ (244.00)	\$ (1,805.64)	\$ 107,616.00	98.00%	6 residents with balances older than 60 days
Scattered Sites	\$ 2,677.00	\$ -	109.36%	\$ 249.50	\$ (249.50)	\$ (1.00)	\$ (250.50)	\$ (5,898.00)	33.33%	Repairs to 124 Chelsea St.
Prince Hall	\$ 16,914.35	\$ 14,072.54	29.15%	\$ 2,018.87	\$ 12,053.67	\$ (69.06)	\$ 11,984.61	\$ 58,627.00	94.00%	7 residents with balances older than 60 days and 1 case of unreported income/fraud
Victoria Gardens	\$ 16,401.65	\$ 9,645.53	44.27%	\$ 733.86	\$ 8,911.67	\$ 229.34	\$ 9,141.01	\$ 72,171.00	87.50%	19 residents with balances older than 60 days
Cambridge Place/Brawley	\$ 921.00	\$ 449.00	55.33%	\$ 37.40	\$ 411.60	\$ (0.18)	\$ 411.42	\$ 10,599.00	100.00%	2 residents with balances 30 days old
PH TOTAL	\$ 112,741.73	\$ 47,368.81	65.96%	\$ 8,986.30	\$ 38,382.51	\$ (387.09)	\$ 37,995.42	\$ 356,558.00	92.56%	
Page Lake	\$ 3,523.00	\$ -	101.02%	\$ 36.00	\$ (36.00)	\$ -	\$ (36.00)	\$ 37,764.00	100.00%	
JC Bull	\$ 28,638.50	\$ -	102.60%	\$ 213.00	\$ (213.00)	\$ (531.00)	\$ (744.00)	\$ 432,359.00	96.00%	
Liberty	\$ 1,892.11	\$ -	104.47%	\$ 84.50	\$ (84.50)	\$ -	\$ (84.50)	\$ 15,234.00	100.00%	
Appian	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	\$ 31,297.00	0.00%	All Units are Vacant and Pending Sell
Fisher	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -		100.00%	Rent has not been charged as the unit is uninhabitable due to the tornado.
Total	\$ 34,053.61	\$ -	100.98%	\$ 333.50	\$ (333.50)	\$ (531.00)	\$ (864.50)	\$ 516,654.00	96.52%	

August 25, 2020

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

**SUBJECT:
DEVELOPMENT & CAPITAL FUND MONTHLY REPORT – July 2020**

CONTACT PERSON:
Joseph Jackson
Director of Development
864-598-6052

DEVELOPMENT PROJECTS

Victoria Gardens

- Received Opportunity Zone rent boost of \$61 per unit per month
- Submitting necessary HUD documents for Project Base Rental Assistance (PBRA)
- HUD closing scheduled for end of September
- Received HUD approval to issue 30-day relocation notices to tenants
- Received McCrory Construction (Contractor) new construction numbers from reworked scope and clarification
- Construction scheduled to start mid-October
- Received extension approval letter from South Carolina State Finance Development Authority (SCSFDA)

SHA Maintenance Facility

- Located at former YouthBuild building
- The building will house the landscape department, SHA files, and documents
- Maintenance will park vehicles at this site
- Submitted construction drawings for upfit to City of Spartanburg for plan approval

New office/Star Mills

As of August 11, 2020, the following progress was provided by contractors:

- ✓ Parking lot graded
- ✓ Installation completed:
 - Permanent water, sewer, and natural gas
 - Curb and gutter installation
 - Retaining wall for steps and sidewalks
 - Drywall
- ✓ SHA held kickoff call with PMC/Haworth to discuss furniture and glass installation

CAPITAL FUND TABLE

REPLACEMENT HOUSING FACTOR FUNDS CAPITAL FUND

Replacement Housing Factor Grant No. SC16R003502-15					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$218,757	4/12/2020*	4/12/2022	\$58,080.34	\$58,080.34	\$160,676.66
Replacement Housing Factor Grant No. SC16R003502-16					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$225,533	4/12/2021*	4/12/2023			\$225,533
Replacement Housing Factor Grant No. SC16R003502-17					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$162,926	8/15/2019	8/15/2022	\$146,634	\$66,216.00	\$96,710.00
Capital Fund Program Grant No. SC16P003501-17					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$926,447	8/15/2019	8/15/2022	\$833,803	\$785,345.06	\$141,101.94
Capital Fund Program Grant No. SC16P003501-18					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$1,246,092	5/28/2021	5/28/2023	\$465,667.04	\$473,050.37	\$773,041.63
Capital Fund Program Grant No. SC16P003501-19					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$1,295,491	4/15/2022	4/15/2024	\$5,423.00	\$5,423.00	\$1,290,068.00
Capital Fund Program Grant No. SC16P003501-20					
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$1,369,776	3/25/2023	3/25/2025	\$11,263.00	\$11,263.00	\$1,369,776.00

*Approved extension deadlines from HUD

Compliance/ Regulatory: The Capital Fund is awarded by HUD annually based in part on the number of units in the PHA portfolio. SHA must submit a proposed budget to HUD for approval. Funds must be obligated within 24 months and expended within 48 months. The funds are generally approved for projects directly associated with asset management. Ten percent of the awarded funds may be committed to the COCC and categories such as “Management Improvement” and may be approved by HUD. For example, computer upgrades could be allowed, as it would benefit the overall operation of the Authority. The majority of SHA’s historical capital fund was used to satisfy outstanding debt (Capital Fund Financing). The RHF funds are committed to being utilized for the Northside project, currently underway. The expenditure date has been extended by HUD:

- 2017 Capital Fund Obligation and Disbursement End dates
 - 1) August 16, 2017 Obligation Start Date
 - 2) August 15, 2019 Obligation End Date
 - 3) August 15, 2022 Disbursement End Date
- 2018 Capital Fund Obligation and Disbursement End dates
 - 1) May 28, 2018 Obligation Start Date
 - 2) May 28, 2021 Obligation End Date
 - 3) May 28, 2023 Disbursement End Date
- 2019 Capital Fund Obligation and Disbursement End dates
 - 1) April 16, 2019 Obligation Start Date
 - 2) April 15, 2022 Obligation End Date
 - 3) April 15, 2024 Disbursement End Date
- 2020 Capital Fund Obligation and Disbursement End dates
 - 1) March 26, 2020 Obligation Start Date
 - 2) March 25, 2023 Obligation End Date
 - 3) March 25, 2025 Disbursement End Date

Monthly reporting by the 5th of each month on the obligation and expenditure of each open Capital Fund in the Line of Credit Control System (LOCCS)

COVID-19 Changes

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

2017 Capital Fund Grant

- Modernization of first elevator at Archibald completed on August 5
- Modernization of second elevator at Archibald began on August 6

2018 Capital Fund Grant

- Tsunmai camera installation completed on August 5
- Scattered Site houses used for Victoria Gardens relocation scheduled for completion at the end of August

August 25, 2020

Spartanburg Housing Authority
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

HOUSING CHOICE VOUCHER MONTHLY REPORT – JULY 2020

CONTACT PERSON:

Tiffany Askew
Director of Leased Housing
864-598-6053

Housing Choice Voucher Program

COMPLIANCE/REGULATORY

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

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

Cumulative % Annual Leased	Cumulative % Eligibility Expended	Monthly Unit Months Leased %	Monthly Annual Budget Authority Expended %
94.4%	104.4%	92.5%	106.6%

- 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
91%	97%	97%	64%

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

Norris Ridge
91%

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

Veterans	Working Families
100%	80%

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 September 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 12 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 25 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 10 new move-ins: one (1) HCV (Port In), one (1) PBV/RAD, and eight (8) MS. There were 18 move-outs.

Program	Units Allocated	Units Leased	Unused
HCV	1715	1563	152
PBV	273	263	10
RAD	367	357	10
MOD	190	174	16
MS	115	74	41
VASH	5	0	5
Totals	2665	2431	234

August 25, 2020

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

RESIDENT & COMMUNITY ENGAGEMENT MONTHLY REPORT – July 2020

CONTACT PERSON:

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

COMMUNITY AND SUPPORTIVE SERVICES

Highlights

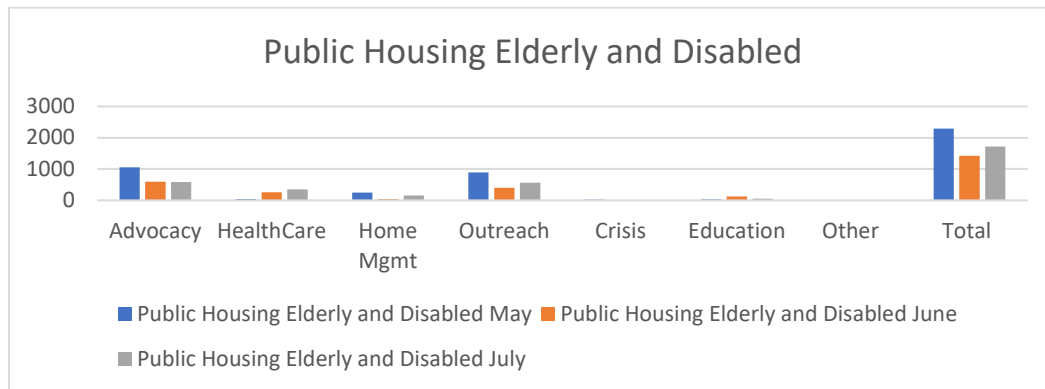
- On July 9, 2020 at Victoria Gardens Apartments, testing for COVID-19 was performed, the League of Women Voters assisted with voter registration, and the City of Spartanburg assisted residents to complete the census. Residents were able to be screened for employment.
- The FSS program enrolled two (2) new participants; one (1) Public Housing and one (1) HCV/RAD), effective August 1, 2020. The program had one (1) graduate and one (1) exit the program.
- The Elderly/Disabled residents at our public housing locations held a competition titled: “Where am I?”. Residents viewed photographs and guessed the locations throughout the state of South Carolina. Any resident who could name all the locations were entered into a drawing.
- July Produce Food Box deliveries were distributed by Councilmember Ruth Littlejohn, District 3; Councilmember-Elect Monier Abusaft for District 1; Pastor Tate of New Life Church; and Omega Psi Phi Fraternity.
- The City of Spartanburg Parks and Recreation Department volunteers to assist staff and resident council at Prince Hall.
- Currently, we are working with Travis Wharton Consulting to assist the Spartanburg Housing Authority to build infrastructure for Youth Programming. We hosted a Youth Forum for youth/parents. There were 26 attendees and each attendee received a \$100 Visa/Master Card.
- In July, we kicked off the Virtual Power Hour held online via Zoom offering information on homeownership, employment, mental health and insurance. Hosts include: Regenesi Community Development, SC Works, GraySpace Consulting, and State Farm.
- At JC Bull, Cigna provided adult coloring books and insurance information for residents.

Resident Services Active Grants

Grant #	Grant Name	Closing Date	Remaining Balance	Notes
MFSC179397	Multi-Family	12/31/2020	\$39,100.28	
FSS18SC2129	FSS	12/31/2020	\$48,715.38	

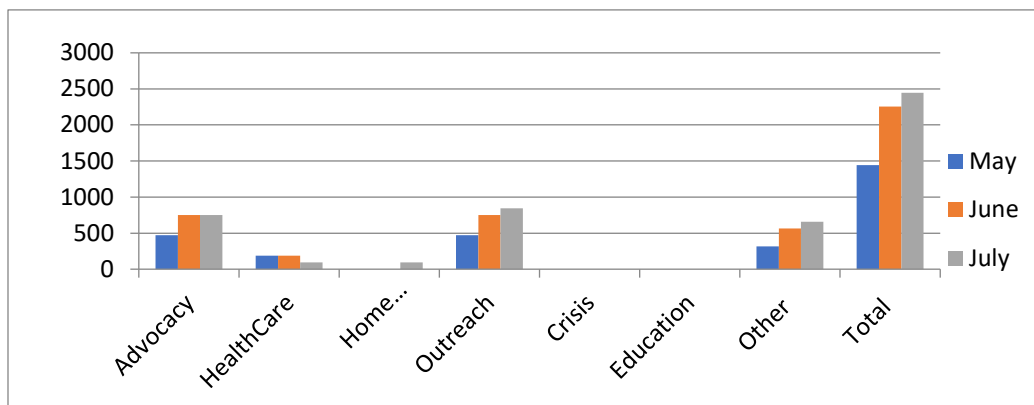
EDSC Elderly and Disabled Program

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



Multi -Family Service Coordinator

Number of services (May, June, and July). Property: JC Bull (100 units).

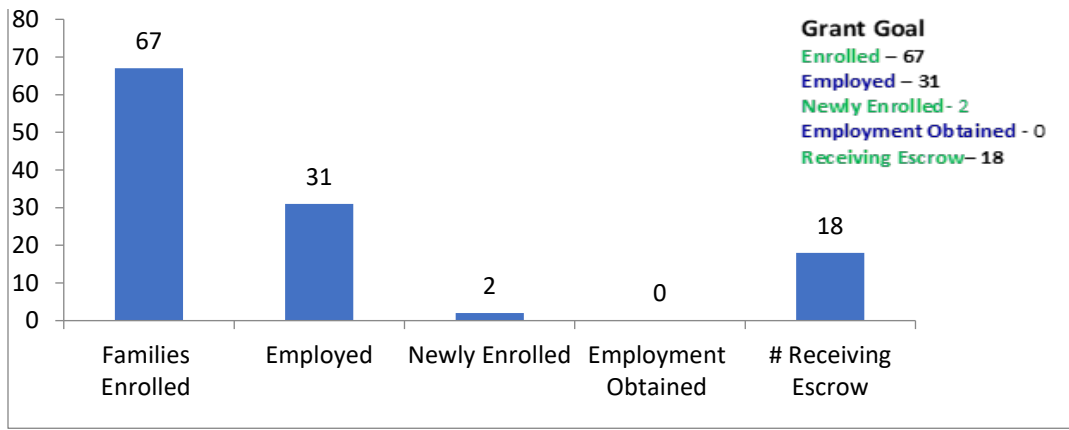


Family Self-Sufficiency (FSS) Grant as July

- FSS Current Escrow total is \$118,634.72
 - HCV Escrow Amount \$101,999.72
 - PH Escrow Amount \$16,635.00

July 2020

HCV/PH HOUSING FSS PROGRAM – Grant Period Totals to end of December 2020 with December Additions
(Grant Period is 1/1/20 to 12/31/20)



Summer Food Program 2020

■ June Totals ■ July Total

