



## **NOTICE AND AGENDA**

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**Board of Commissioners Meeting  
Tuesday, September 22, 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, September 22, 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=YnFJTGR0bmdrU3Rhakt1REJ2VGdTdDz09>

### **AGENDA**

#### **CALL MEETING TO ORDER**

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##### **I. Moment of Silence**

##### **II. Roll Call**

##### **III. Approval of Agenda.....2**

##### **IV. Approval of Minutes**

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B. Special Board Meeting, September 17, 2020.....8

##### **V. Commissioner Comments**

##### **VI. Public/Staff Comments**

##### **VII. Recognition of Outgoing Commissioners**

A. Andrew Poliakoff, Esquire

B. Dr. Charles White

##### **VIII. Information Items**

##### **IX. Action Items and Resolutions**

A. 2020-27 Approval of Fiscal Year (FY) 2019 Financial Audit.....11

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iv. Community and Supportive Services – Cierra Fowler	51
<b>XII. Executive Session</b>	
A. Discussion of personnel matters pursuant to SC Code Section 30-4-70 (a)(1) of the South Carolina Code of Laws.	
<b>XIII. Adjournment</b>	



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

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**Board of Commissioners Meeting  
Tuesday, September 22, 2020**

**MINUTES OF THE REGULAR BOARD MEETING OF THE COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
SPARTANBURG, SOUTH CAROLINA  
August 25, 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, Andrew Poliakoff, Reggie Browning and Shaunté Evans. Absent: Keisha Gray

**III. Approval of Agenda:**

Commissioner White made a motion 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 July 28, 2020, as presented was made by Commissioner White. The motion was seconded by Commissioner Fairey and unanimously carried.

**V. Commissioner Comments**

Commissioner Cunningham stated residents at Archibald Hi-Rise are very pleased with the new elevator upgrades recently completed.

Commissioner Chairman Myers introduced new Commissioner Reggie Browning to the attendees. This is Commissioner Browning's first meeting as a new commissioner, replacing Ralph Settles' unexpired term.

**VI. Public/Staff Comments**

Public comments: None  
Staff comments: None

**VII. Information Item:**

- A. Presentation of the Draft Strategic Plan – Priorities & Goals was presented by Jason Géno, president of Human Capital Initiatives, LLC. He presented the

priorities and goals developed from the planning session July 21-22, 2020. Mrs. Evans advised the Commissioners to expect a complete plan for the next meeting, September 2020.

- B. Presentation of the Fiscal Year (FY) 2021 Operating Budget was presented by Jose G. Calicdan, Controller for SHA. He presented to the Commissioners a draft budget for consideration. Mrs. Evans advised the Commissioners of a Budget Work Session to be held prior to the next meeting, September 2020. Commissioners will be sent an invitation from the Executive Office in the next few days and it will be publicly noticed, as required.

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

##### **A. Resolution #2020-25 – Approval of the Guidelines for the Issuance of Bonds**

This resolution was presented to request acceptance of the Resolution 2020-25 as presented by the Development Committee. Questions raised by the board were addressed. Commissioner Chairman Myers noted the resolution does not require a motion due to it coming from a Commissioner Committee to adopt. Commissioner Chairman Myers asked for approval and was unanimously approved for adoption.

##### **RESOLUTION NO. 2020-25**

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

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

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

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

##### **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. Other Business**

Question asked by Commissioner Chairman Myers for an update on the status of the delinquent rents for the agency. Jessica M. Holcomb provided an update stating more residents have paid since the moratorium to stay evictions expired July 31, 2020. She stated lease termination notices are being sent and community manager continue to contact delinquent residents to make payment arrangements to avoid eviction.

**XI. Executive Session**

A motion was made by Commissioner Fairey to enter Executive Session pursuant to discuss personnel matter, Section 30-4-70 (a)(1) of the South Carolina Code of Laws. The motion was seconded by Commissioner White. The motion was unanimously approved.

Executive session was entered into at 6:02 p.m.

Executive session ended at 6:22 p.m. A motion to end Executive session was made by Commissioner Fairey. The motion was seconded by Commissioner Poliakoff. The motion was unanimously approved.

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

**XII. Adjournment**

Commissioner Fairey made a motion to adjourn the meeting, which was seconded by Commissioner Cunningham. The meeting was adjourned at 6:24 p.m.

Respectfully Submitted,  
The Housing Authority of the City of Spartanburg



**Approval of Minutes  
Special Board Meeting  
September 17, 2020**

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**Board of Commissioners Meeting  
Tuesday, September 22, 2020**



**MINUTES OF THE REGULAR BOARD MEETING OF THE COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
SPARTANBURG, SOUTH CAROLINA  
September 17, 2020**

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

Following proper advance notice, the special meeting of the Board of Commissioners of the Housing Authority for the City of Spartanburg was called to order at 11:33 a.m.

**I. Moment of Silence:**

Observed

**II. Roll Call:**

Chuck White, John Fairey, Matthew Myers, Veronica Cunningham, Keisha Gray, Andrew Poliakoff, Reggie Browning, Brooks Gaylord (non-voting member), and Shaunté Evans.

**III. Approval of Agenda:**

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

**IV. Commissioner Comments**

None

**V. Public/Staff Comments**

Public comments: None

Staff comments: None

**VI. Information Item:**

None

**VII. Action Items and Resolutions:**

**A. Resolution #2020-26 – Victoria Gardens: Approval of Transactions, Loans, and Equity Guaranty for Victoria Gardens Apartments, LLC**

This resolution was presented to request acceptance of the Resolution 2020-26 as presented by Joseph Jackson. Questions raised by the board were addressed. Commissioner Poliakoff made a motion to approve resolution 2020-26. The motion was seconded by Commissioner White and unanimously carried.

**RESOLUTION NO. 2020-26**

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF SPARTANBURG  
SEPTEMBER 17, 2020

**VIII. Adjournment**

Commissioner Poliakoff made a motion to adjourn the meeting, which was seconded by Commissioner White. The meeting was adjourned at 12:02 p.m.

Respectfully Submitted,  
The Housing Authority of the City of Spartanburg



## **Action Item & Resolution 2020-27**

### **Approval of Fiscal Year (FY) 2019 Financial Audit**

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**Board of Commissioners Meeting  
Tuesday, September 22, 2020**

**September 22, 2020**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of Fiscal Year (FY) 2019 Financial Audit  
Resolution 2020-27**

**RECOMMENDATION:**

It is hereby recommended that the Board of Commissioners of the Housing Authority of the City of Spartanburg adopt Resolution No. 2020-27, approving the Fiscal Year (FY) 2019 Financial Audit as presented.

**CONTACT PERSON:**

Shaunté Evans  
Chief Executive Officer

**BACKGROUND:**

Spartanburg Housing Authority (SHA) has engaged the services of Rubino & Company, an auditing firm, to examine and audit the financial statements of the business-type activities of the Spartanburg Housing Authority as of and for the year ending September 30, 2019.

**SUMMARY:**

Spartanburg Housing Authority (SHA) is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.

**FINANCIAL IMPACT:**

N/A

**POLICY CONSIDERATIONS:**

Pursuant to the Code of Federal Regulations (CFR), Title 2, Subtitle A, Chapter II, Part 200, Subpart F; Audit Requirements, non-Federal entities that expend \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year. Reporting is done in accordance with Generally Accepted Accounting Principles (GAAP) as promulgated by the Government Accounting Standards Board (GASB). All public housing authorities (PHAs) report the results of their audits electronically through U.S. Department of Housing and Urban Development (HUD) Financial Assessment of Public Housing (FASS-PH) system.

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

**RESOLUTION NO. 2020-27**

**APPROVAL OF FISCAL YEAR (FY) 2019 FINANCIAL AUDIT**

**WHEREAS**, the Housing Authority of the City of Spartanburg is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and,

**WHEREAS**, pursuant to the Code of Federal Regulations (CFR), Title 2, Subtitle A, Chapter II, Part 200, Subpart F; Audit Requirements, non-Federal entities that expend \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year; and

**WHEREAS**, reporting is done in accordance with Generally Accepted Accounting Principles (GAAP) as promulgated by the Government Accounting Standards Board (GASB); and

**WHEREAS**, all public housing authorities report the results of their audits electronically through the U.S. Department of Housing and Urban Development (HUD) Financial Assessment of Public Housing (FASS-PH) system.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the City of Spartanburg approves the Fiscal Year (FY) 2019 Financial Audit.

**RECORDING OFFICER'S CERTIFICATION**

I, Matthew Myers, the duly appointed 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 September 22, 2020.

\_\_\_\_\_  
Matthew Myers

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
FOR CLERK USE ONLY  
RESOLUTION NO. 2020-27  
DATE ADOPTED: September 22, 2020



## **Action Item & Resolution 2020-28**

### **Approval of the Fiscal Year (FY) 2021 Operating Budget**

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**Board of Commissioners Meeting  
Tuesday, September 22, 2020**

**September 22, 2020**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of the Fiscal Year (FY) 2021 Operating Budget  
Resolution 2020-28**

**RECOMMENDATION:**

It is hereby recommended that the Board of Commissioners of the Housing Authority of the City of Spartanburg adopt Resolution No. 2020-28, approving the Spartanburg Housing Authority initial operating budget submission for the year ending September 30, 2021.

**STAFF RESOURCE:**

Jose G. Calicdan  
Controller

**BACKGROUND:**

The annual operating budget is required to continue business operations. Additionally, the Bylaws of the Housing Authority of the City of Spartanburg, South Carolina, requires review and approval by the Board of Commissioners of its annual operating budget.

**SUMMARY:**

Spartanburg Housing Authority (SHA) staff has submitted an operating budget with \$23,184,645 of revenues and \$22,830,059 of expenses (exclusive of depreciation and debt service). This budget has been balanced without using reserves. The projected bottom-line operating surplus is \$354,586.

**FINANCIAL CONSIDERATIONS:**

The annual operating budget is required to continue business operations. The approved annual operating budget serves as the guide for the financial management of the organization.

**POLICY CONSIDERATIONS:**

In accordance with the Bylaws of the Housing Authority of the City of Spartanburg, South Carolina, Article IV - Meetings, Section 1. Annual Meeting, the fiscal year (FY) budget requires an annual review and approval by the Board of Commissioners of its operating budget.

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

**RESOLUTION NO. 2020-28**

**APPROVE THE INITIAL OPERATING BUDGET  
SUBMISSION FOR THE YEAR ENDING SEPTEMBER 30, 2021**

**WHEREAS**, in accordance with the Bylaws of the Housing Authority of the City of Spartanburg, South Carolina, Article IV - Meetings, Section 1. Annual Meeting, the fiscal year (FY) budget requires an annual review and approval by the Board of Commissioners; and

**WHEREAS**, the Housing Authority of the City of Spartanburg, South Carolina is required to submit an annual operating budget for continued business operations and the approved annual operating budget serves as the guide for the financial management of the organization; and

**WHEREAS**, the Housing Authority of the City of Spartanburg, South Carolina staff submits an operating budget with \$23,184,645 of revenues and \$22,830,059 of expenses (exclusive of depreciation and debt service). This budget has been balanced without using reserves. The projected bottom-line operating surplus is \$354,586.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of the Housing Authority of the City of Spartanburg approves the initial operating budget submission for the year ending September 30, 2021.

**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 September 22, 2020.

\_\_\_\_\_  
Matthew Myers

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
FOR CLERK USE ONLY  
RESOLUTION NO. 2020-28  
DATE ADOPTED: September 22, 2020





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

## **Budget Assumptions**

1. Executive Summary
2. Non-Cash and Estimated Items –Pension and OPEB liability
3. Housing Choice Voucher Assumptions
4. Central Office Cost Center Assumptions
5. Asset Management Assumptions
6. JC Bull Multi-Family Assumptions
7. Spartanburg Area Housing Corporation-32 Units
8. Liberty and Page Lake Properties
9. Grants Assumptions

## **EXECUTIVE SUMMARY**

**The total proposed operating budget for Fiscal Year (FY) 2021 is \$23,184,645; total operating expenses \$22,830,059.**

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 75%. The Spartanburg Housing Authority (SHA) received notification from 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 to 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 \$354,586, 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	2,562,942	48,988	-	48,988	595,343	(546,355)
JC Bull -100 UNITS	824,000	703,815	120,185		120,185	21,686	98,499
HCV-HAP Payments	12,580,630	12,575,630	5,000		5,000	-	5,000
Mainstream-HAP Payments	682,555	682,555	-		-	-	-
HCV-Admin	1,301,410	1,251,780	49,630		49,630	-	49,630
TBRA	100,720	99,550	1,170		1,170	-	1,170
Central Office -Federal	1,133,240	1,283,620	(150,380)	150,380	-	9,129	(9,129)
Central Office - Business Activities	664,035	509,535	154,500	(150,380)	4,120	199,870	(195,750)
LIBERTY AND PAGE LAKE	84,958	64,085	20,873		20,873	-	20,873
SAHC	221,200	116,580	104,620		104,620	106,110	(1,490)
PHA Grants	2,979,967	2,979,967	-		-		-
FY 2021-TOTALS	23,184,645	22,830,059	354,586	-	354,586	932,138	(577,552)

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	701,377	1,813	-	1,813	151,541	(149,728)
Archibald Village (20)	294,020	283,377	10,643		10,643	35,177	(24,534)
Archibald Hi-Rise (30)	869,270	860,449	8,821		8,821	199,382	(190,561)
Scattered Sites (40)	65,100	65,100	-		-	4,750	(4,750)
Prince Hall (108)	646,290	623,100	23,190		23,190	156,924	(133,734)
Cambridge/Brawley (180)	34,060	29,539	4,521		4,521	47,569	(43,048)
Totals	2,611,930	2,562,942	48,988	-	48,988	595,343	(546,355)

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
<b>TOTALS</b>	<b>\$2,898,965</b>

The COCC budget consists of both federal and business activities. The \$150,380 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 75%.

Below are the proration factors for the past five years:

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

At the estimated proration of 75%, there is a net operating surplus of \$49,630 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 \$1,797,275 and total projected expenses is \$1,793,155, showing a net operating surplus of \$4,120.

Major sources of COCC revenue include:

- \$727,865 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)
  - \$15,525 from SAHC
- \$244,090 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)
  - \$2,880 from SAHC
- \$194,320 of administrative fees to operate the CFP (Capital Fund Program) program, this is allocated to staff cost.
- \$631,000 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, \$126,000 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 \$2,562,942, resulting in a net operating surplus of \$48,988. 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 \$703,815 with a net operating income of \$120,185. The funding stream for Multi-family is different than that of Asset Management or HCV.

### **SPARTANBURG AREA HOUSING CORPORATION-32 Units**

The projected 2021 SAHC revenue amount is \$221,200 with projected expenses of \$116,580, resulting in a net operating surplus of \$104,620. SHA will assume management of 32 units from Vista Management effective Oct 1, 2020.

### **LIBERTY AND PAGE LAKE PROPERTIES.**

The total projected revenue is \$84,958 and total projected expenses is \$64,085, showing a net operating surplus of \$20,873. Liberty and Page Lake properties are owned and managed by the housing authority. Page Lake has 8 units and Liberty has 6 market rate duplex units.

### **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 2020-29**

### **Approval of Vehicle Disposition**

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**Board of Commissioners Meeting  
Tuesday, September 22, 2020**



**September 22, 2020**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of Vehicle Disposition  
Resolution 2020-29**

**RECOMMENDATION:**

It is hereby recommended that the Board of Commissioners of the Housing Authority of the City of Spartanburg adopt Resolution No. 2020-29, approving the agenda item and resolution for the disposition of vehicles by public auction, in accordance with the Federal and State guidelines.

**STAFF RESOURCE:**

Tyrone Meadows  
Maintenance & Special Projects Manager

**BACKGROUND:**

The Housing Authority provides fleet vehicles to staff for work-related tasks. Therefore, vehicles must provide safe and reliable transportation for staff. All vehicles are maintained by the City of Spartanburg, Fleet Services on a regular maintenance schedule. After a review of the fleet, the following list of vehicles have been selected for sale.

**SUMMARY:**

The Authority uses vehicles for work-related tasks. The Authority will reduce its Fleet of Vehicles from 35 to 25.

<b>Qty.</b>	<b>Vehicle Description</b>	<b>VEHICLE IDENTIFICATION NUMBER</b>	<b>Mileage</b>	<b>Condition</b>
1	2002 Chevrolet Express 3500 Cargo Van	1GBJG31R721140014	43440	Fair
1	2003 FORD 550	1FDAF56FX3EA63167	150908	POOR
1	2010 FORD 350 16 PASSENGER ECONO EXT VAN	1FBSS3BLXADA44291	54294	GOOD
1	2011 FORD 350 16 PASSENGER ECONO EXT VAN	1FBSS3BL4BDA33952	58415	GOOD
1	2002 FORD TAURUS SE	1FAFP52U82A155451	115384	POOR
1	2004 FORD TAURUS SE	1FAFP53U74A194176	89812	POOR
1	2006 CHEVROLET COBALT	1G1AL55F66782A201	52750	FAIR

1	2012 FORD FOCUS	1FAHP3F2XCL367635	106113	FAIR
1	2012 FORD FOCUS	1FAHP3F23CL372403	98927	FAIR
1	2012 FORD FOCUS	1FAHP3F28CL367634	65995	FAIR

### **FINANCIAL CONSIDERATIONS**

The Authority will reduce insurance and maintenance expenses of approximately \$26,000 over the next five (5) years. Regarding the sale of the vehicles by public auction, the Authority stands to gain anywhere from \$25,000 - \$50,000. All revenue generated from the sale of vehicles will be allocated to the original funding source, per State and Federal disposition guidelines.

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

**RESOLUTION NO. 2020-29**

**APPROVE DISPOSITION OF VEHICLES**

**WHEREAS**, the Spartanburg Housing Authority needs to reduce its surplus of vehicles and has identified ten (10) vehicles for disposition; and

**WHEREAS**, the State and Federal disposition guidelines require the public auction or selling of vehicle assets; and

**WHEREAS**, the Spartanburg Housing Authority intends to enter into an agreement with United World Auction to handle the listing of vehicle assets for the public auction; and

**WHEREAS**, the Authority will publicly advertise the notice of this Auction with next thirty (30) days after approval.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the City of Spartanburg approves the Disposition of Vehicles.

**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 September 22, 2020.

\_\_\_\_\_  
Matthew Myers

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
FOR CLERK USE ONLY  
RESOLUTION NO. 2020-29  
DATE ADOPTED: September 22, 2020



## **Action Item & Resolution 2020-30**

### **Approval of Building Maintenance Up-fit Contract**

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**Board of Commissioners Meeting  
Tuesday, September 22, 2020**

**September 22, 2020**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of Building Maintenance Up-fit Contract  
Resolution 2020-30**

**RECOMMENDATION:**

It is hereby recommended that the Board of Commissioners of the Housing Authority of the City of Spartanburg adopt Resolution No. 2020-30, authorizing to award the contract to MP Services, LLC not to exceed the amount of \$95,843.00 for the Building Maintenance Up-fit located at 770 Baltimore Street in Spartanburg.

**STAFF RESOURCE:**

Joseph Jackson  
Director of Development

**BACKGROUND:**

As a result of the Spartanburg Housing Authority's new central office relocation, it was known the new office could not support or provide capacity to include the maintenance and landscape operations. The Spartanburg Housing Authority's existing Youth Build building located at 770 Baltimore Street in Spartanburg has been designated as the best fit for the maintenance and landscape operations. This building requires construction and repair upgrades to allow the maintenance and landscape operations to function and provide storage capacity for the equipment, vehicles, and file archives.

**SUMMARY:**

Sealed bids were submitted by the following companies: MP Services, LLC, Palmetto Group Contracting, Inc, and Green Earth Partners, Corporation. The Agency was seeking a general contractor who could provide much needed repair services in a time sensitive capacity at a reasonable and fair cost.

Company	Final Proposed Amount
MP Services	\$95,483.00
Palmetto Group Contracting, Inc.	\$173, 624.00
Green Earth Partners, Corp.	\$211,680.78

**FINANCIAL CONSIDERATIONS:**

SHA has budgeted this improvement cost under Business Activities.

**POLICY CONSIDERATIONS:**

This procurement exceeds the small purchase threshold of \$60,000 in the Authority's procurement policy and requires board approval.

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

**RESOLUTION NO. 2020-30**

**APPROVAL OF THE BUILDING  
MAINTENANCE UP-FIT CONTRACT**

**WHEREAS**, the new administrative offices relocating to 170 Arch Street in Spartanburg, does not facilitate the Spartanburg Housing Authority's (Authority) operations of maintenance and landscaping, nor does it provide storage capacity for the equipment, vehicles, and retained file archives; and

**WHEREAS**, the Authority has sought professional architectural and city advice for the proposed location to serve as a multi-functional building. Facilitating the creation of offices, storage for equipment, and vehicle parking for the purposes of the maintenance and landscape operations. In addition, the location will serve as the administrative office offsite archiving of files for retention purposes; and

**WHEREAS**, the Authority published this solicitation on August 6, 2020, with responses from three (3) bidders on August 25, 2020 in accordance with the Authority's Procurement Guidelines; and

**WHEREAS**, the Authority intends to enter into a \$95,843.00 contract with MP Services, LLC to repair and make necessary upgrades to the existing Youth Build building at 770 Baltimore Street in Spartanburg; and

**WHEREAS**, the adoption of this resolution is necessary to provide a safe and secure location for the maintenance and landscape operations, as well as the offsite archiving of files for retention.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the City of Spartanburg approve the Building Maintenance Up-fit contract.

**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 special meeting of the Board of Commissioners of Housing Authority of the City of Spartanburg held on September 22, 2020.

\_\_\_\_\_  
Matthew Myers

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
FOR CLERK USE ONLY  
RESOLUTION NO. 2020-30  
DATE ADOPTED: September 22, 2020



## **Action Item & Resolution 2020-31**

### **Approval of Strategic Plan: Mission, Vision, Strategic Priorities and Goals**

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**Board of Commissioners Meeting  
Tuesday, September 22, 2020**

**September 22, 2020**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of Strategic Plan: Mission, Vision, Strategic Priorities and Goals  
Resolution 2020-31**

**RECOMMENDATION:**

It is hereby recommended that the Board of Commissioners of the Housing Authority of the City of Spartanburg adopt Resolution 2020-31, approving the Strategic Plan: Mission, Vision, Strategic Priorities and Goals as presented.

**CONTACT PERSON:**

Shaunté Evans  
Chief Executive Officer

**BACKGROUND:**

The Spartanburg Housing Authority engaged the services of Human Capital Initiatives (HCi) to facilitate the strategic planning process and assist with the development of a new strategic plan.

A process was crafted to engage the Board of Commissioners, leadership team, and stakeholders. Individual interviews were conducted with the Board and outside stakeholders, a virtual retreat was held with the Board of Commissioners and leadership team, followed by a hosting a planning session with the core leadership team. After drafting a plan that incorporated the feedback received, HCi presented the draft plan during the August Board meeting.

**SUMMARY:**

As a result of the strategic planning process, the mission and vision were revised. In addition, five strategic priorities were developed, and goals have been established for the organization to strive to achieve. The mission, vision, and strategic priorities are listed below.

**Mission Statement**

*Develop, manage, and provide diverse, quality housing and programs to promote self-sufficiency*

**Vision Statement**

*Impacting quality of life through housing by enhancing economic mobility for the families we serve, strengthening communities, and creating strategic partnerships*

**Strategic Priorities**

Strategic Priority 1 – Enhance Organizational and Operational Excellence

Strategic Priority 2 – Ensure Sound Financial Management for Long Term Sustainability

Strategic Priority 3 – Preserve and Develop the Housing Portfolio



Strategic Priority 4 – Engage in Strategic Partnerships

Strategic Priority 5 – Support and Develop Resident and Community Engagement

**FINANCIAL IMPACT:**

N/A

**POLICY CONSIDERATIONS:**

N/A

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

**RESOLUTION NO. 2020-31**

**APPROVAL OF THE STRATEGIC PLAN: MISSION, VISION,  
STRATEGIC PRIORITIES AND GOALS**

**WHEREAS,** The Spartanburg Housing Authority engaged the services of Human Capital Initiatives, a consultant agency, to facilitate the strategic planning process and assist with the development of a new strategic plan; and

**WHEREAS,** A process was crafted to engage the Board of Commissioners, leadership team, partner agencies, community members, and others. Individual interviews were conducted with the Board and outside stakeholders; and

**WHEREAS,** a plan has been developed outlining the strategic priorities and goals to achieve the Authority's mission and vision.

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Commissioners of the Housing Authority of the City of Spartanburg approves the Strategic Plan: Mission, Vision, Strategic Priorities and Goals.

**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 September 22, 2020.

\_\_\_\_\_  
Matthew Myers

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
FOR CLERK USE ONLY  
RESOLUTION NO. 2020-31  
DATE ADOPTED: September 22, 2020



## **Other Business:**

**A. Organization Rebranding**

**B. Election of Officers**

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**Board of Commissioners Meeting  
Tuesday, September 22, 2020**



## **CEO Monthly Report**

**Shaunté Evans**

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**Board of Commissioners Meeting  
Tuesday, September 22, 2020**



## **Finance Report**

**Jose Calicdan**

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**Board of Commissioners Meeting  
Tuesday, September 22, 2020**

SPARTANBURG HOUSING AUTHORITY												
Cash Flow												
August 31, 2020												Oct -Aug
INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Eleven months
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8 HAP -HCV Subsidy	976,490	901,452	1,008,011	1,012,987	1,012,987	1,060,748	1,063,679	1,063,679	1,056,519	1,060,007	1,082,360	11,298,919
Section 8 HAP - Mainstream subsidy	17,955	13,935	0	-	9,006	17,520	36,955	16,453	16,453	51,619	22,296	202,192
Section 8 Admin Subsidy	103,417	103,444	118,805	106,946	106,947	108,044	166,183	113,939	113,046	109,575	109,575	1,259,921
Section 8 Admin -CARES STIMULUS -COVID								266,123	0	0	342,048	608,171
Section 8 Mainstream Admin	612	611	4,789	1,155	1,155	1,345		1,555	1,555	6,256	2,491	21,524
Mod Rehab HAP	96,911	96,903	96,903	96,903	96,903	96,903	30,327	96,903	96,903	96,903	96,903	999,365
Mod Rehab Admin	12,162	12,162	12,162	12,162	12,162	12,162	12,162	12,162	12,162	12,162	12,162	133,782
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	135,151	1,755,549
Tax Credit Properties Subsidy	31,591	31,591	37,412	38,581	38,581	19,589	19,589	17,021	17,021	20,968	20,968	292,911
TBRA-HCV	10,175	10,019	9,758	9,758	9,758	10,256	8,817	10,361	10,713	10,802	10,481	110,898
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	44,604	491,153
1) HUD & State Subsidy	1,456,368	1,376,578	1,522,547	1,543,059	1,553,669	1,480,435	1,492,672	1,796,848	1,522,203	1,547,738	1,879,039	17,171,156
ROSS	12,163	14,739	14,209	17,426	13,975	8,076	5,138	18,468	8,339	14,212	8,286	135,031
CFP and RHF	335,003	-	112,391	154,929	19,702	81,100	24,197	6,708	491,289	7,383	161,005	1,393,708
2) Other Grant Revenue	347,166	14,739	126,600	172,355	33,677	89,176	29,335	25,175	499,628	21,595	169,291	1,528,739
Public Housing Rents	119,888	111,060	98,589	110,356	106,140	116,844	104,449	112,879	108,725	103,936	95,981	1,188,847
JC Bull Rents	27,966	27,848	28,077	28,007	28,291	27,865	28,330	28,367	28,170	28,145	28,558	309,624
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	124,539	1,498,471
4) Misc Receipts	66,142	97,317	87,288	16,986	15,938	24,806	442,004	57,244	84,009	12,761	13,167	917,661
5) Other Cash-In							93,205		-			93,205
Country Garden 1 and 2 Closing payment				-	-	1,000,000		-		-		1,000,000
	-	-	-	-	-	-		-			-	-
<b>TOTAL CASH INFLOW</b>	<b>2,017,529</b>	<b>1,627,542</b>	<b>1,863,101</b>	<b>1,870,762</b>	<b>1,737,715</b>	<b>2,739,127</b>	<b>2,189,994</b>	<b>2,020,513</b>	<b>2,242,734</b>	<b>1,714,175</b>	<b>2,186,036</b>	<b>22,209,231</b>
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, IT, etc. This is also done annually and there will be a change in January. The SC State subsidy is for JC Bull and it is submitted monthly based on units leased. The TBRA is a grant and the funds have to be requested as needed.												
2) Other grant revenue includes Capital fund subsidies and grant revenue for the Resident Self Sufficiency and Youthbuild programs.												
3) Rent revenue consists of the tenant paid rents for the various public housing units managed by the Authority.												
4) Misc revenue includes payments for court costs, resident work orders for maintenance and repair as well as, Section 8 repayment agreements, Public Housing bad debt recovery, laundry facility rebates, tower rental, proceeds from the sale of homes,and any other miscellaneous income.												
5) Other cash-In will include transfers from reserve accounts, and any adjustment to working capital.												

	SPARTANBURG HOUSING AUTHORITY												
	Cash Flow												
	<b>OUTFLOWS:</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>TOTAL</b>
	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	1,045,273	11,388,960
	Housing Assistance -Mainstream				16,130	18,805	21,859	23,967	26,851	27,088	28,774	29,549	193,023
	Mod Rehab Vouchers	108,425	92,781	93,034	90,313	93,137	94,364	81,377	82,778	84,023	72,900	95,510	988,642
	TBRA vouchers	9,488	9,109	8,871	8,832	8,871	9,324	7,988	9,361	9,739	9,820	9,484	100,887
	<b>HAP Payments</b>	<b>1,132,457</b>	<b>1,125,934</b>	<b>1,128,823</b>	<b>1,112,590</b>	<b>1,135,582</b>	<b>1,153,002</b>	<b>1,152,480</b>	<b>1,177,288</b>	<b>1,202,987</b>	<b>1,170,553</b>	<b>1,179,816</b>	<b>12,671,512</b>
	Payroll	160,810	144,289	144,542	229,420	142,303	146,404	140,952	142,508	151,335	328,886	140,073	1,871,521
	Benefits/Deductions	0	-	0	3,939	-	3,185	-	-	3,221	4,688	-	15,033
	<b>Payroll &amp; Benefits</b>	<b>160,810</b>	<b>144,289</b>	<b>144,542</b>	<b>233,359</b>	<b>142,303</b>	<b>149,588</b>	<b>140,952</b>	<b>142,508</b>	<b>154,556</b>	<b>333,575</b>	<b>140,073</b>	<b>1,886,554</b>
	State Insurance	29,548	35,289	31,027	29,682	29,146	28,485	31,953	32,592	40,605	0	27,449	315,775
	Rent	12,370	12,370	12,370	12,370	12,865	12,617	12,617	12,617	12,617	12,617	12,617	138,047
	<b>Debt/Insurance/Rent</b>	<b>41,918</b>	<b>47,659</b>	<b>43,397</b>	<b>42,052</b>	<b>42,011</b>	<b>41,102</b>	<b>44,570</b>	<b>45,209</b>	<b>53,222</b>	<b>12,617</b>	<b>40,066</b>	<b>453,822</b>
	Operating	435,233	323,501	671,641	475,942	447,387	691,865	363,472	299,264	917,400	464,137	579,027	<b>5,668,869</b>
	Capital Fund and RHF	251,679	0	0	0	777	11,870	3,770	-	-	-	-	268,096
	Ross grants ( 581 and 579-cnho)	631	1,641	604	536	2,048	2,793	1,006	-	21.39	-	-	9,282
	Service Coordinator Multifamily	701	1,485	507	93	4,253	592	38	116	339	463	425	9,012
	Other Transfers												-
	HAP/ Admin Transfer	-	-	-	-	-	-	-			-		-
1	Payables/Check Adjustment	(42,476)	(50,016)	(60,411)	65,114	(28,451)	(188,610)	(151,663)	47,185	(21,012)	(189,072)	41,127	(578,285)
	<b>Capital &amp; Program Expenses</b>	<b>210,535</b>	<b>(46,890)</b>	<b>(59,300)</b>	<b>65,743</b>	<b>(21,372)</b>	<b>(173,355)</b>	<b>(146,849)</b>	<b>47,301</b>	<b>(20,652)</b>	<b>(188,609)</b>	<b>41,552</b>	<b>(291,896)</b>
	<b>TOTAL CASH OUTFLOW</b>	<b>1,980,953</b>	<b>1,594,494</b>	<b>1,929,103</b>	<b>1,929,686</b>	<b>1,745,909</b>	<b>1,862,202</b>	<b>1,554,625</b>	<b>1,711,570</b>	<b>2,307,513</b>	<b>1,792,272</b>	<b>1,980,533</b>	<b>20,388,861</b>
	<b>Net Inflow(Outflow)</b>	<b>36,577</b>	<b>33,048</b>	<b>(66,002)</b>	<b>(58,923)</b>	<b>(8,194)</b>	<b>876,925</b>	<b>635,369</b>	<b>308,944</b>	<b>(64,779)</b>	<b>(78,097)</b>	<b>205,503</b>	<b>1,820,371</b>
	<b>Settlement with HUD</b>						-			-			0
	<b>Net inflow (outflow) offset by reserve</b>	<b>36,577</b>	<b>33,048</b>	<b>(66,002)</b>	<b>(58,923)</b>	<b>(8,194)</b>	<b>876,925</b>	<b>635,369</b>	<b>308,944</b>	<b>(64,779)</b>	<b>(78,097)</b>	<b>205,503</b>	<b>1,820,371</b>
	<b>Beginning Cash : (Unrestricted)</b>	<b>1,334,090</b>	<b>1,370,667</b>	<b>1,403,715</b>	<b>1,337,713</b>	<b>1,278,790</b>	<b>1,270,596</b>	<b>2,147,521</b>	<b>2,782,890</b>	<b>3,091,833</b>	<b>3,027,055</b>	<b>2,948,957</b>	<b>1,334,090</b>
	<b>Ending Cash</b>	<b>1,370,667</b>	<b>1,403,715</b>	<b>1,337,713</b>	<b>1,278,790</b>	<b>1,270,596</b>	<b>2,147,521</b>	<b>2,782,890</b>	<b>3,091,833</b>	<b>3,027,055</b>	<b>2,948,957</b>	<b>3,154,461</b>	<b>3,154,461</b>
	<b>Bank Account Balances-</b>												
	<b>General A/C (Net of O/S Cks)</b>	596,211	579,853	489,440	675,618	761,487	296,686	719,691	352,998	547,893	255,174	350,600	
	<b>Transfer to COCC Unrestricted Fund</b>	-	0	0	0	0	1,000,000	1,000,000	1,390,192	1,390,192	1,390,192	1,390,192	
	<b>Section 8 HAP Disbursements</b>	292,322	294,736	302,066	184,091	185,160	330,666	476,135	748,622	555,668	713,989	889,742	
	<b>J C Bull Operating</b>	196,352	241,803	257,336	235,963	239,913	248,039	275,024	298,997	232,278	288,579	230,077	
	<b>SAHC</b>	280,949	282,185	283,425	177,364	77,860	270,277	309,987	298,772	298,772	298,772	291,598	
	<b>APIIAN</b>	4,832	5,137	5,446	5,753	6,175	1,852	2,052	2,252	2,252	2,252	2,252	
	<b>Sub Total</b>	<b>1,370,667</b>	<b>1,403,715</b>	<b>1,337,713</b>	<b>1,278,790</b>	<b>1,270,595</b>	<b>2,147,521</b>	<b>2,782,890</b>	<b>3,091,834</b>	<b>3,027,055</b>	<b>2,948,958</b>	<b>3,154,461</b>	

		SPARTANBURG HOUSING AUTHORITY											
		AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS											
		Actual to Budget Variance Comparison											
		For eleven (11) months ending August 31, 2020											
		Month To Date				Period to Date				Annual Budget			
		MTD	MTD	\$	%	PTD	PTD	\$	%	% Used	Annual		
		Actual	Budget	Variance	Variance	Actual	Budget	Variance	Variance	PTD	Target		
1	<b>Public Housing</b>												
	Total Revenue	\$ 308,831	\$ 271,782	\$ 37,049	14%	\$ 3,293,583	\$ 2,989,548	\$ 304,035	10%	3,260,065	101.0%	25.0%	
	Total Operating Expenses	326,850	250,077	76,773	31%	3,071,381	2,964,010	107,371	4%	3,201,548	95.9%	25.0%	
	Reserve transfer out (in)		(956)				(10,511)			(11,467)			
	↑ Net Operating Income	\$ (18,019)	\$ 22,661	\$ (40,679)	-180%	\$ 222,202	\$ 36,049	\$ 186,152	516%	69,984			
	YTD revenue exceeded the budget by \$304K or 10% higher primarily due to COVID subsidy received and rental income. YTD operating expenses incurred were higher by \$107K or 4% higher, majority of which were attributed to covid related expenses, thus resulting to net income of \$222k.												
2	<b>HCV Program - HAP only</b>												
	Total Revenue	\$ 1,082,510	\$ 962,696	\$ 119,814	12%	\$ 11,286,681	\$ 10,589,660	\$ 697,021	7%	11,552,357	97.7%	25.0%	
	Total Expenses	\$ 1,045,273	\$ 961,862	83,411	9%	\$ 11,337,231	\$ 10,580,495	756,736	7%	11,542,357	98.2%	25.0%	
	← Net Operating Income (loss)	\$ 37,237	\$ 834	\$ 36,403	4365%	\$ (50,551)	\$ 9,165	\$ (59,716)	-652%	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 \$50K.												
3	<b>HCV Program - Admin only</b>												
	Total Revenue	\$ 117,443	\$ 104,283	\$ 13,160	13%	\$ 1,272,443	\$ 1,147,117	\$ 125,326	11%	1,251,396	101.7%	25.0%	
	Total Expenses	\$ 62,524	\$ 106,561	(44,037)	-41%	\$ 972,709	\$ 1,183,236	(210,527)	-18%	1,288,995	75.5%	25.0%	
	Reserve transfer out (in)	\$ -	\$ (3,133)			\$ -	\$ (34,466)	34,466		(37,599)			
	← Net Operating Income (loss)	\$ 54,919	\$ 855	\$ 54,064	n/a	\$ 299,734	\$ (1,653)	\$ 301,387		-			
	*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 Aug, 2020, the YTD revenue exceeded the budget by \$125K while the operating expenses incurred were below budget by \$210K or 18% lower, thus showing a net income of \$300k.												
4	<b>Mod Rehab Program - HAP only</b>												
	Total Revenue	96,903	96,543	\$ 360	0%	1,066,381	1,061,973	\$ 4,408	0%	1,158,516	92.0%	25.0%	
	Total Expenses	95,510	96,543	(1,033)	-1%	992,743	1,061,973	(69,230)	-7%	1,158,516	85.7%	25.0%	
	↑ Net Operating Income	\$ 1,393	\$ -	\$ 1,393		\$ 73,638	\$ -	\$ 73,638		-			
	* HUD is funding the program at the budget level. YTD expenses below budget by \$69K , thus resulting to net income \$74K.												
5	<b>Mod Rehab Program - Admin only</b>												
	Total Revenue	\$ 12,162	\$ 11,554	\$ 608	5%	\$ 133,782	\$ 127,094	\$ 6,688	5%	138,646	96.5%	25.0%	
	Total Expenses	7,682	7,788	(106)	-1%	80,495	86,456	(5,961)	-7%	93,978	85.7%	25.0%	
	↑ Net Operating Income (loss)	\$ 4,480	\$ 3,766	\$ 714	19%	\$ 53,287	\$ 40,638	\$ 12,649	31%	44,668			
	*Calculated as percentage allocation of HCV Admin budget. The YTD revenue exceeded the budget by \$7K while the YTD operating expenses incurred were below budget by \$6K, thus showing a YTD net income of \$53K.												
6	<b>COCC Program Only</b>												
	Total Revenue	\$ 106,561	\$ 120,915	\$ (14,354)	-12%	\$ 1,630,974	\$ 1,329,886	\$ 301,088	23%	1,450,747	112.4%	25.0%	
	Total Expenses	\$ 136,588	\$ 112,526	\$ 24,062	21%	\$ 1,544,425	\$ 1,609,722	\$ (65,297)	-4%	1,718,971	89.8%	25.0%	
	Reserve transfer out (in)	\$ -	\$ (22,352)			\$ -	\$ (245,872)	\$ 245,872		(268,224)	0.0%		
	← Net Operating Income	\$ (30,028)	\$ 30,741	\$ (60,769)	-198%	\$ 86,548	\$ (33,964)	\$ 120,512	-355%	-			
	* COCC was budgeted at zero income or break even by using reserve of \$268K. YTD revenue exceeded the budget by \$301K or 23% higher due to cash distribution received from related business entities while the YTD operating expenses incurred were below budget by \$65K or 4%,lower, thus reducing the net loss.												
7	<b>JC BULLS ( 100 units)</b>												
	Total Revenue	\$ 73,196	\$ 68,879	\$ 4,317	6%	\$ 807,074	\$ 757,669	\$ 49,405	7%	826,550	97.6%	25.0%	
	Total Operating Expenses	\$ 46,686	\$ 55,506	\$ (8,820)	-16%	\$ 494,010	\$ 651,682	\$ (157,672)	-24%	705,356	70.0%	25.0%	
	↑ Net Operating Income	\$ 26,510	\$ 13,373	\$ 13,137	98%	\$ 313,064	\$ 105,987	\$ 207,077	195%	121,194			
	* YTD operating expenses under budget by \$158K or 24% lower, thus showing a net income of \$313K as compared to budget of \$106K. No concerns at this time.												
8	<b>OVERALL RESULTS</b>												
	Sub-total	\$ 76,492				\$ 997,922	\$ 156,222	\$ 841,700	538.78%				
		(4,762)	Mainstream			(21,036)	Mainstream						
		520	TBRA			3,875	tbra						
	Net Operating Income	\$ 72,250	okay			\$ 980,761	okay						



HAP FUND ANALYSIS											
CY -2020											
	HUD - CY- 2019			HUD - CY- 2020					SHA - FY- 2020		
	Nine months	Three months	12 MONTHS						Three months	Eight months	Eleven months
	Jan - Sept 2019	Oct -Dec 2019	Jan -Dec 2019	Jan - March 2020	Apr - June 2020	Jul-20	Aug-20	Total	Oct -Dec 2019	Jan - Aug 2020	Oct 2019-Aug 2020
TOTAL HAP DISBURSEMENTS	\$ 8,613,813	\$ 2,872,804	\$ 11,486,617	\$ 3,086,600	\$ 3,184,611	\$ 1,060,157	\$ 1,082,510	\$ 8,413,877	\$ 2,872,804	\$ 8,413,877	\$ 11,286,681
TOTAL HAP EXPENSES	8,511,229	3,013,777	11,525,006	3,039,539	\$ 3,179,583	\$ 1,059,059	\$ 1,045,273	\$ 8,323,454	3,013,777	8,323,454	11,337,231
CASH SURPLUS - (SHORTFALL)	102,584	(140,973)	(38,389)	47,061	\$ 5,028	\$ 1,097	\$ 37,237	90,423	(140,973)	90,423	(50,550)
	↓	↓	↓					↕	↕		
	Surplus	Shortfall	Net shortfall								
HUD -accounting cycle is calendar year - Jan -Dec			Net cash shortfall					Net cash surplus rec'd from HUD	Balance forward from HUD -CY 2019		
SHA -accounting cycle is fiscal year - Oct- Sept			for CY 2019 - offset to reserve								

SPARTANBURG HOUSING AUTHORITY												
Asset Management Financials- Per AMP												
Actual to Budget Variance Comparison												
For eleven (11) months ending August 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	
<b>1</b>	<b>Camp Croft</b>											
	Total Revenue	\$ 64,527	\$ 56,165	\$ 8,362	15%	\$ 699,576	\$ 618,091	\$ 81,485	13%	673,386	103.9%	16.7%
	Total Expenses	72,768	51,190	21,578	42%	673,953	624,669	49,284	8%	673,386	100.1%	16.7%
	Reserve transfer out (in)	-	-			-	-			-		
	Net Operating Income (loss)	\$ (8,241)	\$ 4,975	\$ (13,216)		\$ 25,623	\$ (6,578)	\$ 32,201		-		
<b>2</b>	<b>Archibald Village</b>											
	Total Revenue	\$ 28,708	\$ 27,525	\$ 1,183	4%	\$ 295,571	\$ 302,775	\$ (7,204)	-2%	330,307	89.5%	16.7%
	Total Operating Expenses	\$ 35,264	\$ 22,914	\$ 12,350	54%	264,305	276,887	\$ (12,582)	-5%	298,174	88.6%	16.7%
	Net Operating Income	\$ (6,556)	\$ 4,611	\$ (11,167)	-242%	\$ 31,266	\$ 25,888	\$ 5,378	21%	32,133		
<b>3</b>	<b>Archibald Hi-Rise</b>											
	Total Revenue	\$ 96,082	\$ 74,307	\$ 21,775	29%	\$ 898,717	\$ 817,377	\$ 81,340	10%	891,680	100.8%	16.7%
	Total Expenses	\$ 93,395	\$ 71,626	\$ 21,769	30%	828,299	820,583	\$ 7,716	1%	891,680	92.9%	16.7%
	Reserve transfer out (in)		\$ -			\$ -	\$ -			-		
	Net Operating Income	\$ 2,687	\$ 2,681	\$ 6	0%	\$ 70,418	\$ (3,206)	\$ 73,624	-2296%	-		
<b>4</b>	<b>Scattered Sites</b>											
	Total Revenue	\$ 3,835	\$ 4,420	\$ (585)	-13%	\$ 47,064	\$ 48,620	\$ (1,556)	-3%	53,030	88.7%	16.7%
	Total Expenses	\$ 13,833	\$ 4,500	9,333	207%	69,414	59,155	10,259	17%	64,497	107.6%	16.7%
	Reserve transfer out (in)		71	(71)			781	(781)		(11,467)		
	Net Operating Income (loss)	\$ (9,998)	\$ (151)	\$ (9,847)	6521%	\$ (22,350)	\$ (11,316)	\$ (11,034)	98%	-		
<b>5</b>	<b>Prince Hall</b>											
	Total Revenue	\$ 55,243	\$ 55,553	\$ (310)	-1%	\$ 683,069	\$ 610,753	\$ 72,316	12%	665,934	102.6%	16.7%
	Total Expenses	\$ 58,933	\$ 49,452	9,481	19%	640,138	582,717	57,421	10%	628,083	101.9%	16.7%
	Net Operating Income (loss)	\$ (3,690)	\$ 6,101	\$ (9,791)	-160%	\$ 42,931	\$ 28,036	\$ 14,895	53%	37,851		
<b>6</b>	<b>Victoria Gardens</b>											
	Total Revenue	57,278	51,512	\$ 5,766	11%	\$ 640,125	\$ 566,632	\$ 73,493	13%	618,138	103.6%	16.7%
	Total Expenses	50,664	48,274	2,390	5%	575,488	573,439	2,049	0%	618,138	93.1%	16.7%
	Net Operating Income	\$ 6,614	\$ 3,238	\$ 3,376		\$ 64,637	\$ (6,807)	\$ 71,444		-		
<b>7</b>	<b>Cambridge/Brawley</b>											
	Total Revenue	\$ 3,159	\$ 2,300	\$ 859	37%	\$ 29,460	\$ 25,300	\$ 4,160	16%	27,590	106.8%	16.7%
	Total Operating Expenses	1,996	2,050	(54)	-3%	19,781	25,779	(5,998)	-23%	27,590	71.7%	16.7%
	Net Operating Income	\$ 1,163	\$ 250	\$ 913	365%	\$ 9,679	\$ (479)	\$ 10,158	-2121%	-		
	Net Operating Income	(18,021)	21,705	(39,726)		222,204	25,538	196,666				
	Reserve transfer out (in)	-	71	(71)		-	781	(781)				
	Per Consolidated Stmt	(18,021)	21,776	(39,797)		222,204	26,319	195,885				



## **Monthly Reports: Programs Dashboard**

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**Board of Commissioners Meeting  
Tuesday, September 22, 2020**

September 22, 2020

Spartanburg Housing Authority  
Spartanburg, SC 29302

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

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

**CONTACT PERSON:**

Jessica Holcomb  
COO  
864-598-6023

**OCCUPANCY**

As part of HUD's Public Housing Utilization Project, as of August 30, 2020, Asset Management ended the month at 91.55% 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 93.56% overall occupancy. Total Vacant Units excluding Scattered Sites is 32 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 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.

<b>HUD GOAL</b>	<b>SHA Actual</b>	<b>Excluding Outliers</b>	<b>VISTA Managed PH</b>
97%	91.55%	93.56%	97.27%

**TENANT ACCOUNTS RECEIVABLE REPORTS:**

The Tenant Accounts Receivable Collection rate for SHA managed developments was 73.98% for all public housing properties and 100.71% 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.

<b>HUD GOAL</b>	<b>SHA PH Actual</b>	<b>SHA MF and Market Actual</b>
98.5%	73.98%	100.71%

# Tenant Charge Analysis Report for August 2020

Property	AGED TENANT ACCOUNTS RECEIVABLES							YTD ACTUAL NOI	OCCUPANCY	
	CHARGED	UNPAID	TARS	PREPAYS	ACTIVE	INACTIVE	TOTAL			
Camp Croft	\$ 22,445.05	\$ 13,952.88	20.41%	\$ 1,232.38	\$ 12,720.50	\$ 5,143.87	\$ 17,864.37	\$ 51,446.00	92.71%	charge total is lower due to rent adjustments and crediting balances to set up repayment agreements; 6 residents with balances older than 90 days totaling \$7,173.90
Archibald Village	\$ 13,906.50	\$ -	106.35%	\$ 451.75	\$ (451.75)	\$ (431.00)	\$ (882.75)	\$ 42,661.00	100.00%	
Archibald Rutledge	\$ 36,893.00	\$ 2,841.38	101.81%	\$ 4,314.81	\$ (1,473.43)	\$ 806.00	\$ (667.43)	\$ 100,146.00	94.67%	4 residents with balances older than 90 days totaling \$747.00
Scattered Sites	\$ 2,677.00	\$ -	110.78%	\$ 287.50	\$ (287.50)	\$ (1.00)	\$ (288.50)	\$ (12,955.00)	33.33%	
Prince Hall	\$ 9,650.65	\$ 8,989.37	8.71%	\$ 1,665.14	\$ 7,324.23	\$ 1,485.42	\$ 8,809.65	\$ 55,627.00	94.00%	charge total is lower due to rent adjustments and crediting balances to set up repayment agreements; 2 residents with balances older than 90 days old totaling \$7,287.10
Victoria Gardens	\$ 14,932.37	\$ 9,764.13	36.89%	\$ 1,127.87	\$ 8,636.26	\$ 787.34	\$ 9,423.60	\$ 83,220.00	86.25%	13 residents with balances older than 90 days totaling \$4,950.67
Cambridge Place/Brawley	\$ 1,676.00	\$ 160.00	92.70%	\$ 37.40	\$ 122.60	\$ (0.18)	\$ 122.42	\$ 10,911.00	100.00%	
<b>PH TOTAL</b>	<b>\$ 102,180.57</b>	<b>\$ 35,707.76</b>	<b>73.98%</b>	<b>\$ 9,116.85</b>	<b>\$ 26,590.91</b>	<b>\$ 7,790.45</b>	<b>\$ 34,381.36</b>	<b>\$ 331,056.00</b>	<b>91.55%</b>	
Page Lake	\$ 3,523.00	\$ -	101.02%	\$ 36.00	\$ (36.00)	\$ -	\$ (36.00)	\$ 37,764.00	100.00%	
JC Bull	\$ 28,818.00	\$ 182.50	102.58%	\$ 306.50	\$ (124.00)	\$ (146.00)	\$ (744.00)	\$ 396,181.00	95.00%	
Liberty	\$ 1,925.00	\$ -	104.39%	\$ 84.50	\$ (84.50)	\$ -	\$ (84.50)	\$ 15,234.00	100.00%	
Fisher	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -		100.00%	Rent has not been charged as the unit is uninhabitable due to the tornado.
<b>Total</b>	<b>\$ 34,266.00</b>	<b>\$ 182.50</b>	<b>100.71%</b>	<b>\$ 427.00</b>	<b>\$ (244.50)</b>	<b>\$ (146.00)</b>	<b>\$ (390.50)</b>	<b>\$ 449,179.00</b>	<b>95.65%</b>	
<b>GRAND TOTAL</b>	<b>\$ 136,446.57</b>	<b>\$ 35,890.26</b>	<b>87.35%</b>	<b>\$ 9,543.85</b>	<b>\$ 26,346.41</b>	<b>\$ 7,644.45</b>	<b>\$ 33,990.86</b>	<b>\$ 780,235.00</b>	<b>93.60%</b>	

**September 22, 2020**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

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

**CONTACT PERSON:**

Joseph Jackson  
Director of Development  
864-598-6052

**DEVELOPMENT PROJECTS**

**Victoria Gardens**

- Final Total Development Cost (TDC) of \$17,386,658
- Construction Budget of \$9,046,734
- Tenant relocation started on 9/2/2020
- Tenant relocation scheduled through 9/23/2020
- Tenants in Phase I are relocating to SHA, SHA7, and Vista properties
- HUD closing kickoff call held on 9/1/2020
- Anticipating HUD closing on 9/24/2020
- Tentative construction start date of 10/12/2020
- Tentative construction completion date of February 2022

**SHA Maintenance Facility**

- Received bids for building upfit on 8/25/2020
- The building will house the landscape department, SHA files, and documents
- SHA waiting to receive bids for maintenance parking lot construction
- Parking lot designed by Blackwood and Associates
- SHA maintenance and landscape vehicles will use this parking lot

**New office/Star Mills**

As of September 9, 2020, the following progress was provided by contractors:

- ✓ First coat of final paint
- ✓ Installation of interior lift
- ✓ Completion of landscaping
- ✓ Installation of door canopies
- ✓ Installation of reclaimed wood around windows
- PMC/HAWORTH started glass installation on 9/8/2020

## 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 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

#### 2019 Capital Fund Grant

- Relocation consultant and moving expenses for Victoria Gardens rehabilitation

#### 2020 Capital Fund Grant

- Used to closed financial gap for Victoria Gardens rehabilitation



September 22, 2020

Spartanburg Housing Authority  
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

**SUBJECT:**  
**HOUSING CHOICE VOUCHER MONTHLY REPORT – AUGUST 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 %
94.1%	104.6%	92.0%	106.1%

- The current monthly lease up rate for **HCV** which includes **Project Based Voucher (PBV)**, **Rental Assistance Demonstration (RAD)**, **Mainstream (MS)**, **Veteran's Affair Supported Housing (VASH)** Programs:

HCV	PBV	RAD	MS	VASH
90%	95%	95%	66%	20%

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

Norris Ridge
89%

- 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 housed and 4 searching.

## 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 69 MS vouchers issued. These families are searching for housing.
- Four (4) VASH vouchers were issued and these families are also searching for housing.
- There were eight (8) new move-ins: three (3) PBV/RAD, four (4) MS and one (1) VASH. There were 15 move-outs.

<b>Program</b>	<b>Units Allocated</b>	<b>Units Leased</b>	<b>Unused</b>
HCV	1715	1551	164
PBV	273	262	11
RAD	367	349	18
MOD	190	170	20
MS	115	77	41
VASH	5	1	4
<b>Totals</b>	<b>2665</b>	<b>2431</b>	<b>234</b>

Respectfully Submitted,

Tiffany Askew, Director of Leased Housing  
Housing Authority of the City of Spartanburg



**September 22, 2020**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

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

**CONTACT PERSON:**

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

**COMMUNITY AND SUPPORTIVE SERVICES**

**Highlights**

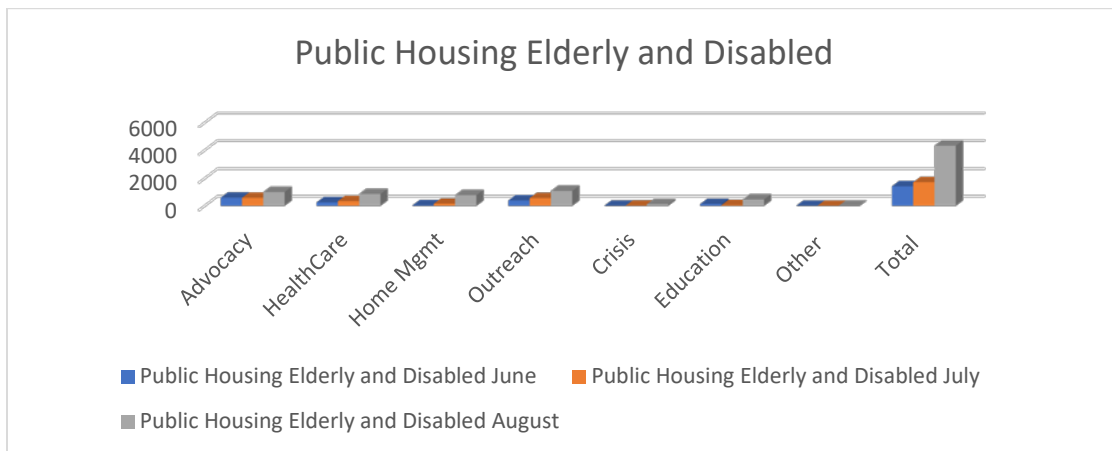
- The Resident Services Department conducted a full week of events for Strong Family (August 10 – 14). A few highlights from partners:
  - Healthy Information Health Fair with 12 vendors, 60 residents at Archibald attended the outdoor event: Life Source (behavioral health and primary care), True Advocate (insurance broker), Partners in Primary Care (physicians group), State Farm, SNAP/Hub City Farmers Market, MSA (home health), Crescent Hospice, Census 2020, OT2GO (in home occupational therapy), Hub City Pharmacy, Active Day (adult activity center), Spectrum (internet and phone), Grab and Go lunches were given out at Archibald Rutledge, and Camp Croft.
  - Back to School Bash with Sidewalk Hope at Prince Hall
  - Children's Museum brought imagination play to Victoria Gardens and Prince Hall Apartments.
  - Allstate Insurance provided tissue and paper towel donations to be used as giveaways for residents at JC Bull Apartments
- We received additional produce boxes from community partners.
- One graduate from the FSS program, Tchenavia Singleton, who received a \$3,450 escrow payment.
- One interim disbursement of \$202 to purchase a tire and battery to assist with transportation to work
- Five new enrollments for September – Three (HCV/PBV) and two (Public Housing)

### **Resident Services Active Grants**

Grant #	Grant Name	Closing Date	Remaining Balance	Notes
MFSC179397	Multi-Family	12/31/2020	\$45,325.22	
FSS18SC2129	FSS	12/31/2020	\$34,637.43	

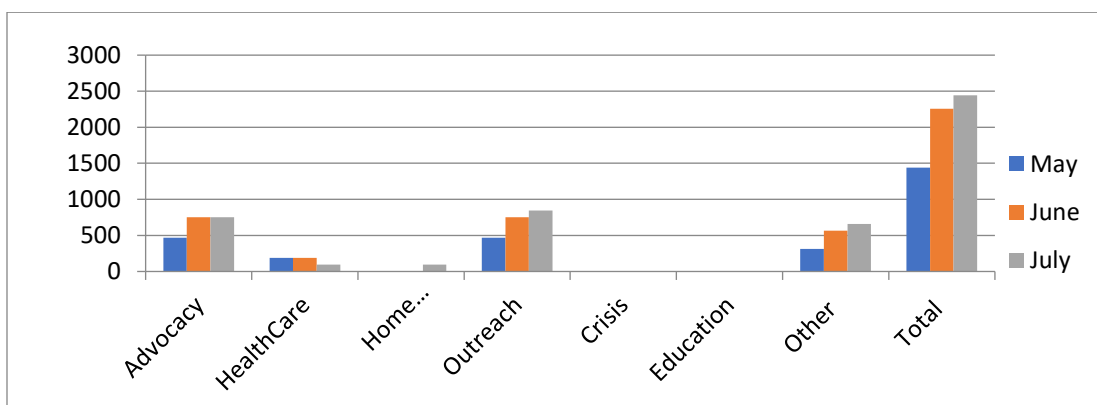
### **EDSC Elderly and Disabled Program**

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



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

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



### **Family Self-Sufficiency (FSS) Grant as August**

- **FSS** Current Escrow total is \$121,045.72
  - **HCV** Escrow Amount \$103,960.72
  - **PH** Escrow Amount \$17,085.00

### **August 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)

