



## **NOTICE AND AGENDA**

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**Board of Commissioners Meeting  
Tuesday, October 27, 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, October 27, 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=YnFJTGRObmdrU3Rhakt1REJ2VGdTdz09>

### **AGENDA**

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

*Page #*

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

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

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

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

A. Regular Board Meeting, September 22, 2020.....4

B. Special Board Meeting, October 20, 2020.....10

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

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

##### **VII. Information Items**

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

A. 2020-32 Approval of Fourth Quarter Bad Debt Write-Offs.....13

B. 2020-35 Approval of the 2021 Housing Choice Voucher Payment Standards.....18

C. 2020-36 Approval of the 2021 Housing Choice Voucher Utility Allowances.....23

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

A. CEO Monthly Report (verbal report) - Shaunté Evans.....28

B. Finance Report – Joe Calicdan.....29

C. SHA Program Dashboard

i. Asset Management – Jessica Holcomb.....	36
ii. Development and Capital Fund – Joseph Jackson.....	38
iii. Housing Choice Voucher – Tiffany Askew.....	41
iv. Community and Supportive Services – Cierra Fowler.....	43

**X. Other Business**

**XI. Adjournment**



**Approval of Minutes  
Regular Board Meeting  
September 22, 2020**

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**Board of Commissioners Meeting  
Tuesday, October 27, 2020**

**MINUTES OF THE REGULAR BOARD MEETING OF THE COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
SPARTANBURG, SOUTH CAROLINA  
September 22, 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 4:01 p.m.

**I. Moment of Silence:**

Observed

**II. Roll Call:**

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

**III. Approval of Agenda:**

Commissioner Fairey made a motion approve the agenda. The motion was seconded by Commissioner Gray and unanimously carried.

**IV. Approval of Minutes:**

- A. A motion to accept the minutes of the regular board meeting of August 25, 2020, as presented was made by Commissioner Fairey. The motion was seconded by Commissioner Gray and unanimously carried.
- B. A motion to accept the minutes of the special board meeting of September 17, 2020, as presented was made by Commissioner Fairey. The motion was seconded by Commissioner Gray and unanimously carried.

**V. Commissioner Comments**

None

**VI. Public/Staff Comments**

Public comments: None  
Staff comments: None

**VII. Recognition of Outgoing Commissioners**

A. Andrew Poliakoff, Esquire

B. Dr. Charles White

Commissioner Chair Myers thanked each outgoing commissioner for his dedication and service to the organization.

**VIII. Information Item:**

None

**IX. Action Items and Resolutions:**

**A. Resolution #2020-27 – Approval of Fiscal Year (FY) 2019 Financial Audit**

This resolution was presented to request acceptance of the Resolution 2020-27 as presented by Phillipe Lindsay of Rubino & Company. Questions raised by the board were addressed. Commissioner Poliakoff made a motion to approve resolution 2020-27. The motion was seconded by Commissioner White and unanimously carried.

**RESOLUTION NO. 2020-27**

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF SPARTANBURG  
SEPTEMBER 22, 2020

**B. Resolution #2020-28 – Approval of Fiscal Year (FY) 2021 Operating Budget**

This resolution was presented to request acceptance of the Resolution 2020-28 as presented by Jose G. Calicdan. Questions raised by the board were addressed. Commissioner Poliakoff made a motion to approve resolution 2020-28. The motion was seconded by Commissioner Fairey and unanimously carried.

**RESOLUTION NO. 2020-28**

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF SPARTANBURG  
SEPTEMBER 22, 2020

**C. Resolution #2020-29 – Approval of Vehicle Disposition**

This resolution was presented to request acceptance of the Resolution 2020-29 as presented by Tyrone Meadows. Questions raised by the board were addressed. Commissioner Poliakoff made a motion to approve resolution 2020-29. The motion was seconded by Commissioner White and unanimously carried.

**RESOLUTION NO. 2020-29**

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF SPARTANBURG  
SEPTEMBER 22, 2020

**D. Resolution #2020-30 – Approval of Building Maintenance Up-fit Contract**

This resolution was presented to request acceptance of the Resolution 2020-30 as presented by Joseph Jackson. Questions raised by the board were addressed. Commissioner Poliakoff made a motion to approve resolution 2020-30. The motion was seconded by Commissioner Fairey and unanimously carried.

**RESOLUTION NO. 2020-30**

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF SPARTANBURG  
SEPTEMBER 22, 2020

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

This resolution was presented to request acceptance of the Resolution 2020-31 as presented by Shaunté Evans. Questions raised by the board were addressed. Commissioner Poliakoff made a motion to approve resolution 2020-31. The motion was seconded by Commissioner Browning and unanimously carried.

**RESOLUTION NO. 2020-31**

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF SPARTANBURG  
SEPTEMBER 22, 2020

**X. Other Business**

**A. Organization Rebranding**

Shaunté Evans presented to the board concepts for a rebranding of the Spartanburg Housing Authority. Questions raised by the board were addressed. Commissioner Fairey made a motion to approve the CEO to move forward with the project. The motion was seconded by Commissioners Poliakoff and White and unanimously carried.

**B. Election of Officers**

Commissioner White made a motion to confirm Matthew Myers as Chair and John Fairey, Jr. as Vice Chair. No questions were asked. The motion did not require a second, being presented by an ad hoc committee and was carried unanimously.

**C. CEO Fiscal Year 2020 Performance Appraisal**

After ending the Executive Session and resuming the regular meeting, Commissioner Chair Myers asked voting members to approve the performance evaluation for Shaunté Evans, CEO, for fiscal year 2020. Members voted unanimously.

**XI. 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**

The Asset Management Report was provided.

**ii. Development and Capital Fund**

The Development and Capital Fund Report was provided.

**iii. Housing Choice Voucher**

The Housing Choice Voucher Program Report was provided.

**iv. Community and Supportive Services**

The Community and Supportive Services Program Report was provided.

**XII. 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 Poliakoff. The motion was unanimously approved.

Executive session was entered into at 5:47 p.m.



Executive session ended at 6:03 p.m. A motion to end Executive session was made by Commissioner Poliakoff. The motion was seconded by Commissioner White. The motion was unanimously approved.

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

**XIII. Adjournment**

Commissioner Poliakoff made a motion to adjourn the meeting, which was seconded by Commissioner White. The meeting was adjourned at 6:07 p.m.

Respectfully Submitted,  
The Housing Authority of the City of Spartanburg



**Approval of Minutes  
Special Board Meeting  
October 20, 2020**

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**Board of Commissioners Meeting  
Tuesday, October 27, 2020**

**MINUTES OF THE SPECIAL BOARD MEETING OF THE COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
SPARTANBURG, SOUTH CAROLINA  
October 20, 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 10:00 a.m.

**I. Moment of Silence:**

Observed

**II. Roll Call:**

Matthew Myers, John Fairey, Keisha Gray, Reggie Browning, Brooks Gaylord, and Shaunté Evans.

Other Attendees: Bo Campbell, Avram Fechter, John Van Duys and Alan Linkous

**III. Approval of Agenda:**

Commissioner Fairey made a motion to approve the agenda. The motion was seconded by Commissioner Gray 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 #2020-33 – Approval of Bond Issuance for Hope Road**

This resolution was presented to request acceptance of the Resolution 2020-33 as presented by Shaunté Evans and Alan Linkous (Howell Linkous & Nettles, LLC). 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. 2020-33**

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF SPARTANBURG  
OCTOBER 20, 2020

**B. Resolution #2020-34 – Approval of New Parking Lot Improvements**

This resolution was presented to request acceptance of the Resolution 2020-34 as presented by Joseph Jackson. 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. 2020-34**

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF SPARTANBURG  
OCTOBER 20, 2020

**VIII. Adjournment**

Commissioner Gray made a motion to adjourn the meeting, which was seconded by Commissioner Fairey. The meeting was adjourned at 10:24 a.m.

Respectfully Submitted,  
The Housing Authority of the City of Spartanburg



## **Action Item & Resolution 2020-32**

### **Approval of Fourth Quarter Bad Debt Write-Offs**

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**Board of Commissioners Meeting  
Tuesday, October 27, 2020**

**October 27, 2020**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of the Fourth Quarter Fiscal Year 2020 Bad Debt Write-Offs  
Resolution 2020-32**

**RECOMMENDATION:**

It is hereby recommended that the Board of Commissioners of the Housing Authority of the City of Spartanburg adopt Resolution No. 2020-32, approving write-off of uncollected accounts receivables from July 1, 2020 through September 30, 2020, in the amount of \$13,491.70.

**STAFF RESOURCE:**

Jose Calicdan  
Controller

**BACKGROUND:**

Past due Rent Collection Process: Tenants are sent a late notice if rent remains unpaid after the eighth day of the month. Indicated in the late notice, the tenant has fourteen days from the date of the letter to pay the outstanding rent amount. The tenant is also advised in the late notice, if rent remains unpaid after the fourteenth day that the landlord shall begin eviction proceedings against the tenant. Subsequent to the above time deadlines, monthly, if rent is still unpaid and sufficient arrangements have not been made with the community or property manager, an eviction list is forwarded to the magistrate for processing. These annually uncollected rents are submitted to the Board of Commissioners quarterly for approval to be written off.

**FINANCIAL CONSIDERATIONS:**

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

**POLICY CONSIDERATIONS:**

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

		<b>Spartanburg Housing Authority</b>				
		<b>Bad Debt Write Off</b>				
		<b>July 1, 2020 - September 30, 2020</b>				
	<b><u>Properties (AMP's)</u></b>	<b><u>FY 2020</u></b>	<b><u>FY 2019</u></b>	<b><u>Dollars</u></b>	<b><u>Percent</u></b>	
		<b><u>4th QTR</u></b>	<b><u>4th QTR</u></b>	<b><u>Inc./ (Dec.)</u></b>	<b><u>Inc./ (Dec)</u></b>	
		<b><u>Amount</u></b>	<b><u>Amount</u></b>			
1	Camp Croft	\$ 6,832.60	\$ 2,876.44	\$ 3,956.16	137.54%	
2	Archibald Village	\$ -	\$ 35.00	\$ (35.00)	-100.00%	
3	Archibald Rutledge	\$ 905.00	\$ 4,603.00	\$ (3,698.00)	-80.34%	
4	Scattered Sites	\$ -	\$ -	\$ -	-	
5	Prince Hall	\$ 2,884.82	\$ 4,344.83	\$ (1,460.01)	-33.60%	
6	Victoria Garden	\$ 2,869.28	\$ 7,762.26	\$ (4,892.98)	-63.04%	
7	Cambridge Place	\$ -	\$ -	\$ -	-	
8	Page Lake	\$ -	\$ -	\$ -	-	
9	JC Bull	\$ -	\$ 236.00	\$ (236.00)	-100.00%	
10	Liberty	\$ -	\$ -	\$ -	-	
11	Appian	\$ -	\$ -	\$ -	-	
	<b>Total</b>	<b>\$13,491.70</b>	<b>\$19,857.53</b>	<b>(\$6,365.83)</b>	<b>-32.06%</b>	

		<b>Spartanburg Housing Authority</b>				
		<b>Bad Debt Write Off Receipts</b>				
		<b>October 1, 2019 - June 30, 2020</b>				
	<b><u>Properties (AMP's)</u></b>	<b><u>FY 2020</u></b>	<b><u>FY 2020</u></b>	<b><u>FY 2020</u></b>	<b><u>FY 2020</u></b>	
		<b><u>1st QTR</u></b>	<b><u>2nd QTR</u></b>	<b><u>3rd QTR</u></b>	<b><u>4th QTR</u></b>	
		<b><u>Amount</u></b>	<b><u>Amount</u></b>	<b><u>Amount</u></b>	<b><u>Amount</u></b>	
<b>1</b>	Camp Croft	\$ -	\$ 468.43	\$ -	\$ 46.59	
<b>2</b>	Archibald Village	\$ -	\$ -	\$ -	\$ -	
<b>3</b>	Archibald Rutledge	\$ 10.00	\$ 19.00	\$ 40.35	\$ 100.00	
<b>4</b>	Scattered Sites	\$ -	\$ -	\$ -	\$ -	
<b>5</b>	Prince Hall	\$ 479.05	\$ 635.83	\$ 1,777.00	\$ 116.32	
<b>6</b>	Victoria Garden	\$ -	\$ 1,884.58	\$ -	\$ 2,731.79	
<b>7</b>	Cambridge Place	\$ -	\$ -	\$ -	\$ -	
<b>8</b>	Page Lake	\$ -	\$ -	\$ -	\$ -	
<b>9</b>	JC Bull	\$ -	\$ -	\$ -	\$ -	
<b>10</b>	Liberty	\$ -	\$ 10.00	\$ -	\$ -	
<b>11</b>	Appian	\$ -	\$ -	\$ -	\$ -	
	<b>Total</b>	<b>\$489.05</b>	<b>\$3,017.84</b>	<b>\$1,817.35</b>	<b>\$2,994.70</b>	



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

**RESOLUTION NO. 2020-32**

**APPROVAL OF THE FOURTH QUARTER FISCAL YEAR 2020  
BAD DEBT WRITE-OFFS**

**WHEREAS**, The Housing Authority of the City of Spartanburg, South Carolina, provides a late notice to tenants for unpaid rents after the eighth day of the month; and

**WHEREAS**, the late notice indicates if rent remains unpaid after the fourteenth day, the landlord shall begin eviction proceedings against the tenant; and

**WHEREAS**, subsequent to the above time deadlines, monthly, if rent is still unpaid and sufficient arrangements have not been made with the community or property manager, an eviction list is forwarded to the magistrate for processing; and

**WHEREAS**, these annually uncollected rents are submitted to the Board of Commissioners quarterly for approval to be written off.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the City of Spartanburg approves the fourth quarter fiscal year 2020 bad debt write-offs.

**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 Tuesday, October 27, 2020.

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

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
FOR CLERK USE ONLY  
RESOLUTION NO. 2020-32  
DATE ADOPTED: October 27, 2020



## **Action Item & Resolution 2020-35**

### **Approval of the 2021 Housing Choice Voucher Payment Standards**

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**Board of Commissioners Meeting  
Tuesday, October 27, 2020**

**October 27, 2020**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of the 2021 Housing Choice Voucher Payment Standards  
Resolution 2020-35**

**RECOMMENDATION:**

It is hereby recommended that the Board of Commissioners adopt Resolution No. 2020-35, approving the proposed 2021 Housing Choice Voucher Payment Standards.

**STAFF RESOURCE:**

Tiffany Askew  
Director of Leased Housing

**BACKGROUND:**

The U.S. Department of Housing Urban Development (HUD) requires that the Housing Choice Voucher (HCV) program review Payment Standards annually when HUD updates its Fair Market Rents (FMR).

The payment standard sets the maximum subsidy payment a family can receive each month. Fair Market Rents are set at a percentile within the rent distribution of standard quality rental housing units in each FMR area. For most jurisdictions, the FMR are set at the 40th percentile of rents in the market area. The Spartanburg Housing Authority (SHA) must establish a payment standard schedule. The schedule establishes the payment standard amounts for all unit sizes in each FMR area within the SHA's jurisdiction. For each unit size, SHA may establish a single payment standard amount for the whole FMR area or may set different payment standards for different parts of the FMR area. Unless HUD grants an exception, SHA is required to establish a payment standard within a "basic range" established by HUD between 90% and 110% of the published FMR for each unit size.

**SUMMARY:**

The rental housing market in Spartanburg County continues grow and rental rates are increasing for the Housing Choice Voucher Program participants. To ensure that our current program participants can afford to remain in their units and new families can find rental units within their price range there is a need to increase the current Payment Standard to 100% of HUD's Fair Market Rent for Spartanburg County.

The current 2020 Fair Market Rents/Payment Standards and 2021 Fair Mark Rents/Payment Standards are as follows:

<b>2020-21 Payment Standards Comparison</b>			
<u>Unit Size</u>	<u>2020</u>	<u>2021</u>	<u>Difference</u>
Efficiency	\$613	\$695	\$82
One Bedroom	\$679	\$735	\$56
Two Bedroom	\$795	\$845	\$50
Three Bedroom	\$1057	\$1113	\$56
Four Bedroom	\$1151	\$1163	\$12
Five Bedroom	\$1323	\$1337	\$14
Six Bedroom	\$1496	\$1511	\$15

The change in the payment standard will be effective January 1, 2021 and will be applied according to HUD guidelines.

**FINANCIAL CONSIDERATIONS:**

The financial impact of the increased Payment Standards is projected in the attached chart. The Housing Choice Voucher (HCV) budget will be monitored to ensure the program funds are fully utilized to assist as many families as possible.

**POLICY CONSIDERATIONS:**

None.

HOUSING AUTHORITY OF SPARTANBURG								
ESTIMATED IMPACT OF 1/1/2021 INCREASED PAYMENT STANDARDS								
CALENDAR YEARS 2020 & 2021								
2020 Costs			Estimated 2021 Costs With Increase			Estimated 2021 Costs Without Increase		
Month	Unit Months Leased	Housing Assistance Payment	Month	Unit Months Leased	Housing Assistance Payment	Unit Months Leased	Per Unit Cost	Housing Assistance Payment
Jan-20	2,030	\$1,003,376	Jan-21	2,130	\$1,043,000	2,130	482.01	1,026,684
Feb-20	2,222	\$1,017,692	Feb-21	2,138	\$1,045,000	2,138	482.01	1,030,540
Mar-20	2,227	\$1,036,050	Mar-21	2,140	\$1,050,000	2,140	482.01	1,031,504
Apr-20	2,234	\$1,046,586	Apr-21	2,145	\$1,053,850	2,145	482.01	1,033,914
May-20	2,221	\$1,060,177	May-21	2,140	\$1,050,000	2,140	482.01	1,031,504
Jun-20	2,201	\$1,080,837	Jun-21	2,140	\$1,050,000	2,140	482.01	1,031,504
Jul-20	2,175	\$1,059,059	Jul-21	2,130	\$1,040,000	2,130	482.01	1,026,684
Aug-20	2,154	\$1,054,609	Aug-21	2,130	\$1,040,000	2,130	482.01	1,026,684
Sep-20	2,144	\$1,046,795	Sep-21	2,130	\$1,040,000	2,130	482.01	1,026,684
Oct-20	2,130	\$1,041,992	Oct-21	2,130	\$1,040,000	2,130	482.01	1,026,684
Nov-20	2,121	\$1,037,737	Nov-21	2,125	\$1,038,000	2,125	482.01	1,024,273
Dec-20	2,121	\$1,037,737	Dec-21	2,125	\$1,038,000	2,125	482.01	1,024,273
TOTALS	25,980	\$12,522,647		25,603	\$12,527,850	25,603		12,340,929
2020 PUC		482.01	2021 UMA		25,603	2021 PUC		482.01
CURRENT CALENDAR YEAR		20	BASED UPON 2,135 Units Months Leased		21	BASED UPON 2151 Unit Months Leased		21
Annual Budet Authority Eligibility Funded	\$	12,504,212	Annual Budget Authority Eligibility Funded	\$	12,527,233	Annual Budget Authority Eligibility Funded	\$	12,527,233
Housing Authority Other Income	\$	2,745	HUD-Held Reserve	\$	475,810	HUD-Held Reserve	\$	475,810
New Awards and Other	\$	-	Estimated Housing Assistance Payment	\$	(12,527,850)	Estimated Housing Assistance Payment	\$	(12,340,929)
Reconciled HUD-Held Reserve	\$	491,500	Estimated Remaining (Loss)	\$	475,193	Estimated Carryforward	\$	662,114
Total Funding Available	\$	12,998,457	Average Housing Assistance Payment	\$	482	Average Housing Assistance Payment	\$	482
Estimated Housing Assistance Payment	\$	(12,522,647)	Unit Month Overage	\$	986	Unit Month overage	\$	1,374
Estimated Carryforward	\$	475,810	Annualized Voucher (Loss)	\$	82	Annualized Voucher (Loss)	\$	114

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

**RESOLUTION NO. 2020-35**

**APPROVAL OF THE 2021 HOUSING CHOICE  
VOUCHER PAYMENT STANDARDS**

**WHEREAS**, The U.S. Department of Housing Urban Development (HUD) requires that the Housing Choice Voucher Program review Payment Standards annually when HUD updates its Fair Market Rents (FMR); and

**WHEREAS**, the payment standard sets the maximum subsidy payment a family can receive each month. Fair Market Rents are set at a percentile within the rent distribution of standard quality rental housing units in each FMR area. For most jurisdictions, the FMR are set at the 40th percentile of rents in the market area; and

**WHEREAS**, the Spartanburg Housing Authority (Authority) must establish a payment standard schedule. The schedule establishes the payment standard amounts for all unit sizes in each FMR area within the Authority's jurisdiction. For each unit size, the Authority may establish a single payment standard amount for the whole FMR area or may set different payment standards for different parts of the FMR area; and

**WHEREAS**, for each unit size, the Authority may establish a single payment standard amount for the whole FMR area or may set different payment standards for different parts of the FMR area. Unless HUD grants an exception, the Authority is required to establish a payment standard within a "basic range" established by HUD between 90% and 110% of the published FMR for each unit size; and

**WHEREAS**, the Authority intends to adopt the Payment Standards effective January 1, 2021.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the City of Spartanburg approves the 2021 Housing Choice Voucher Payment Standards.

**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 Tuesday, October 27, 2020.

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

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
FOR CLERK USE ONLY  
RESOLUTION NO. 2020-35  
DATE ADOPTED: October 27, 2020



## **Action Item & Resolution 2020-36**

### **Approval of the 2021 Housing Choice Voucher Utility Allowances**

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**Board of Commissioners Meeting  
Tuesday, October 27, 2020**

October 27, 2020

**Spartanburg Housing Authority**  
**Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of 2021 Housing Choice Voucher Utility Allowances**  
**Resolution 2020-36**

**RECOMMENDATION:**

It is hereby recommended that the Board of Commissioners adopt Resolution No. 2020-36, approving the proposed 2021 Housing Choice Voucher Utility Allowances.

**STAFF RESOURCE:**

Tiffany Askew  
Director of Leased Housing

**BACKGROUND:**

The U.S. Department of Housing Urban Development (HUD) requires that the Housing Choice Voucher Program establish and maintain a utility allowance schedule that provides reasonable allowances for tenant-paid utilities. The utility allowance is intended to enable participating families to pay typical costs for utilities and services paid by energy-conserving households occupying units of similar size and type in the same locality. HUD requires Public Housing Authorities (PHA) to review the utility allowance annually. If there has been more than a 10% increase, the PHA must update allowances.

The Nelrod Company completed a comprehensive survey and study to develop utility allowance for the Housing Choice Voucher Program based upon a reasonable consumption of an energy conservative family of modest circumstances to provide for the basic essentials needed for a living environment that is safe, sanitary and healthful.

**SUMMARY:**

There was a minimal increase in the Utility Allowance schedules. There was a decrease in the allowance for Bottle Gas which is rarely utilized by Housing Choice Voucher families. The impact of this adjustment will be minor. The change in the Utility Allowances schedules will be effective January 1, 2021 and will be applied according to HUD guidelines.

**FINANCIAL CONSIDERATIONS:**

The financial impact to the Housing Assistance funding will be very minor as most of the Utility Allowances utilized by our current families changed by no more than \$1.00. Housing Choice Voucher (HCV) staff and the Finance Department will monitor Housing Assistance Payments (HAP) and Utility Reimbursement expenses.

**POLICY CONSIDERATIONS:**

None.



## Tenant -Furnished Utilities and Other Services

*Unit Type: High Rise/ Apartment/ Multi-Family*

**Percentage of Change**

**Current (C) / Proposed (P)**

UTILITY OR SERVICE		0 BR			1 BR			2 BR			3 BR			4 BR			5 BR		
		C	P	% dif	C	P	% dif	C	P	% dif	C	P	% dif	C	P	% dif	C	P	% dif
Heating	a. Natural Gas	\$ 13	\$ 14	7%	\$ 16	\$ 16	0%	\$ 18	\$ 19	5%	\$ 20	\$ 20	0%	\$ 22	\$ 23	4%	\$ 25	\$ 25	0%
	b. Bottle Gas	\$ 45	\$ 48	6%	\$ 56	\$ 60	7%	\$ 64	\$ 68	6%	\$ 69	\$ 74	7%	\$ 77	\$ 83	7%	\$ 87	\$ 94	7%
	c. Electric	\$ 15	\$ 15	0%	\$ 18	\$ 18	0%	\$ 23	\$ 23	0%	\$ 29	\$ 29	0%	\$ 34	\$ 34	0%	\$ 39	\$ 40	3%
	d. Electric Heat Pump-	\$ 13	\$ 13	0%	\$ 16	\$ 16	0%	\$ 19	\$ 19	0%	\$ 21	\$ 21	0%	\$ 23	\$ 23	0%	\$ 25	\$ 26	4%
	e. Oil/Other	\$ 38	\$ 29	-31%	\$ 43	\$ 34	-26%	\$ 51	\$ 40	-28%	\$ 56	\$ 44	-27%	\$ 62	\$ 48	-29%	\$ 67	\$ 53	-26%
Cooking	a. Natural Gas	\$ 2	\$ 2	0%	\$ 2	\$ 2	0%	\$ 4	\$ 4	0%	\$ 5	\$ 5	0%	\$ 6	\$ 7	14%	\$ 7	\$ 7	0%
	b. Bottle Gas	\$ 8	\$ 9	11%	\$ 8	\$ 9	11%	\$ 13	\$ 14	7%	\$ 19	\$ 20	5%	\$ 24	\$ 26	8%	\$ 27	\$ 29	7%
	c. Electric	\$ 6	\$ 6	0%	\$ 7	\$ 7	0%	\$ 10	\$ 10	0%	\$ 13	\$ 13	0%	\$ 16	\$ 16	0%	\$ 19	\$ 19	0%
Other Electric (lighting & Appliances)		\$ 21	\$ 22	5%	\$ 25	\$ 26	4%	\$ 35	\$ 36	3%	\$ 45	\$ 46	2%	\$ 55	\$ 55	0%	\$ 65	\$ 65	0%
Air Conditioning		\$ 9	\$ 9	0%	\$ 10	\$ 11	9%	\$ 15	\$ 15	0%	\$ 19	\$ 19	0%	\$ 23	\$ 23	0%	\$ 27	\$ 27	0%
Water Heating	a. Natural Gas	\$ 5	\$ 5	0%	\$ 6	\$ 6	0%	\$ 9	\$ 9	0%	\$ 11	\$ 11	0%	\$ 14	\$ 14	0%	\$ 16	\$ 16	0%
	b. Bottle Gas	\$ 19	\$ 20	5%	\$ 21	\$ 23	9%	\$ 32	\$ 34	6%	\$ 40	\$ 43	7%	\$ 50	\$ 54	7%	\$ 58	\$ 63	8%
	c. Electric	\$ 13	\$ 14	7%	\$ 16	\$ 16	0%	\$ 20	\$ 21	5%	\$ 25	\$ 25	0%	\$ 29	\$ 29	0%	\$ 33	\$ 34	3%
	d. Oil/Other	\$ 13	\$ 11	-18%	\$ 16	\$ 13	-23%	\$ 24	\$ 19	-26%	\$ 32	\$ 25	-28%	\$ 40	\$ 32	-25%	\$ 46	\$ 36	-28%
Water		\$ 21	\$ 21	0%	\$ 22	\$ 22	0%	\$ 28	\$ 28	0%	\$ 33	\$ 33	0%	\$ 39	\$ 39	0%	\$ 45	\$ 45	0%
Sewer		\$ 30	\$ 30	0%	\$ 31	\$ 31	0%	\$ 41	\$ 41	0%	\$ 51	\$ 51	0%	\$ 61	\$ 61	0%	\$ 72	\$ 72	0%
Range/Microwave		\$ 11	\$ 11	0%	\$ 11	\$ 11	0%	\$ 11	\$ 11	0%	\$ 11	\$ 11	0%	\$ 11	\$ 11	0%	\$ 11	\$ 11	0%
Refrigerator		\$ 12	\$ 12	0%	\$ 12	\$ 12	0%	\$ 12	\$ 12	0%	\$ 12	\$ 12	0%	\$ 12	\$ 12	0%	\$ 12	\$ 12	0%
OTHER (Specify)	Monthly Electric Fee	\$ 14	\$ 13	-8%	\$ 14	\$ 13	-8%	\$ 14	\$ 13	-8%	\$ 14	\$ 13	-8%	\$ 14	\$ 13	-8%	\$ 14	\$ 13	-8%
	Monthly Gas Fee	\$ 9	\$ 9	0%	\$ 9	\$ 9	0%	\$ 9	\$ 9	0%	\$ 9	\$ 9	0%	\$ 9	\$ 9	0%	\$ 9	\$ 9	0%

## Tenant -Furnished Utilities and Other Services

Unit Type: SingleFamily/Detached House/Moblie Home

Percentage of Change

Current (C) / Proposed (P)

UTILITY OR SERVICE		0 BR			1 BR			2 BR			3 BR			4 BR			5 BR		
		C	P	% dif	C	P	% dif	C	P	% dif	C	P	% dif	C	P	% dif	C	P	% dif
Heating	a. Natural Gas	\$ 19	\$ 19	0%	\$ 22	\$ 23	4%	\$ 26	\$ 26	0%	\$ 29	\$ 30	3%	\$ 31	\$ 32	3%	\$ 35	\$ 35	0%
	b. Bottle Gas	\$ 66	\$ 71	7%	\$ 77	\$ 83	7%	\$ 90	\$ 97	7%	\$ 101	\$ 108	6%	\$ 109	\$ 117	7%	\$ 122	\$ 131	7%
	c. Electric	\$ 33	\$ 34	3%	\$ 39	\$ 40	3%	\$ 45	\$ 46	2%	\$ 51	\$ 52	2%	\$ 57	\$ 58	2%	\$ 63	\$ 64	2%
	d. Electric Heat Pump-	\$ 19	\$ 19	0%	\$ 22	\$ 23	4%	\$ 26	\$ 27	4%	\$ 30	\$ 30	0%	\$ 33	\$ 33	0%	\$ 36	\$ 37	3%
	e. Oil/Other	\$ 54	\$ 42	-29%	\$ 65	\$ 50	-30%	\$ 77	\$ 57	-35%	\$ 81	\$ 63	-29%	\$ 89	\$ 69	-29%	\$ 97	\$ 76	-28%
Cooking	a. Natural Gas	\$ 2	\$ 2	0%	\$ 2	\$ 2	0%	\$ 4	\$ 4	0%	\$ 5	\$ 5	0%	\$ 6	\$ 7	14%	\$ 7	\$ 7	0%
	b. Bottle Gas	\$ 8	\$ 9	11%	\$ 8	\$ 9	11%	\$ 13	\$ 14	7%	\$ 19	\$ 20	5%	\$ 24	\$ 26	8%	\$ 27	\$ 29	7%
	c. Electric	\$ 6	\$ 6	0%	\$ 7	\$ 7	0%	\$ 10	\$ 10	0%	\$ 13	\$ 13	0%	\$ 16	\$ 16	0%	\$ 19	\$ 19	0%
Other Electric (lighting & Appliances)		\$ 31	\$ 32	3%	\$ 37	\$ 37	0%	\$ 51	\$ 52	2%	\$ 66	\$ 67	1%	\$ 80	\$ 81	1%	\$ 95	\$ 96	1%
Air Conditioning		\$ 7	\$ 7	0%	\$ 8	\$ 8	0%	\$ 18	\$ 18	0%	\$ 28	\$ 29	3%	\$ 38	\$ 39	3%	\$ 48	\$ 49	2%
Water Heating	a. Natural Gas	\$ 6	\$ 7	14%	\$ 7	\$ 7	0%	\$ 10	\$ 11	9%	\$ 14	\$ 14	0%	\$ 17	\$ 17	0%	\$ 20	\$ 20	0%
	b. Bottle Gas	\$ 24	\$ 26	8%	\$ 27	\$ 29	7%	\$ 37	\$ 40	8%	\$ 50	\$ 54	7%	\$ 61	\$ 66	8%	\$ 72	\$ 77	6%
	c. Electric	\$ 17	\$ 17	0%	\$ 20	\$ 20	0%	\$ 25	\$ 26	4%	\$ 31	\$ 31	0%	\$ 36	\$ 37	3%	\$ 42	\$ 42	0%
	d. Oil/Other	\$ 19	\$ 15	-27%	\$ 22	\$ 17	-29%	\$ 30	\$ 23	-30%	\$ 40	\$ 32	-25%	\$ 48	\$ 38	-26%	\$ 59	\$ 46	-28%
Water		\$ 21	\$ 21	0%	\$ 22	\$ 22	0%	\$ 28	\$ 28	0%	\$ 33	\$ 33	0%	\$ 39	\$ 39	0%	\$ 45	\$ 45	0%
Sewer		\$ 30	\$ 30	0%	\$ 31	\$ 31	0%	\$ 41	\$ 41	0%	\$ 51	\$ 51	0%	\$ 61	\$ 61	0%	\$ 72	\$ 72	0%
Range/Microwave		\$ 11	\$ 11	0%	\$ 11	\$ 11	0%	\$ 11	\$ 11	0%	\$ 11	\$ 11	0%	\$ 11	\$ 11	0%	\$ 11	\$ 11	0%
Refrigerator		\$ 12	\$ 12	0%	\$ 12	\$ 12	0%	\$ 12	\$ 12	0%	\$ 12	\$ 12	0%	\$ 12	\$ 12	0%	\$ 12	\$ 12	0%
OTHER (Specify)	Monthly Electric Fee	\$ 14	\$ 13	-8%	\$ 14	\$ 13	-8%	\$ 14	\$ 13	-8%	\$ 14	\$ 13	-8%	\$ 14	\$ 13	-8%	\$ 14	\$ 13	-8%
	Monthly Gas Fee	\$ 9	\$ 9	0%	\$ 9	\$ 9	0%	\$ 9	\$ 9	0%	\$ 9	\$ 9	0%	\$ 9	\$ 9	0%	\$ 9	\$ 9	0%

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

**RESOLUTION NO. 2020-36**

**APPROVAL OF THE 2021 HOUSING CHOICE  
VOUCHER UTILITY ALLOWANCES**

**WHEREAS**, The U.S. Department of Housing Urban Development (HUD) requires that the Housing Choice Voucher Program establish and maintain a utility allowance schedule that provides reasonable allowances for tenant-paid utilities; and

**WHEREAS**, the utility allowance is intended to enable participating families to pay typical costs for utilities and services paid by energy-conserving households occupying units of similar size and type in the same locality; and

**WHEREAS**, the Housing Authority of the City of Spartanburg intends to adopt the 2021 Utility Allowance schedules, effective January 1, 2021.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the City of Spartanburg approves the 2021 Housing Choice Voucher Utility Allowances.

**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 Tuesday, October 27, 2020.

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

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
FOR CLERK USE ONLY  
RESOLUTION NO. 2020-36  
DATE ADOPTED: October 27, 2020



## **CEO Monthly Report**

**Shaunté Evans**

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**Board of Commissioners Meeting  
Tuesday, October 27, 2020**



## **Finance Report**

**Jose Calicdan**

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**Board of Commissioners Meeting  
Tuesday, October 27, 2020**

**SPARTANBURG HOUSING AUTHORITY**  
**AGENCY WIDE PRELIMINARY INCOME STATEMENT -CORE PROGRAMS**

**Actual to Budget Variance Comparison**

For twelve (12) months ending September 30, 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	
<b>1</b>	<b>Public Housing</b>											
	Total Revenue	\$ 284,104	\$ 271,788	\$ 12,316	5%	\$ 3,580,435	\$ 3,261,336	\$ 319,099	10%	3,260,065	109.8%	25.0%
	Total Operating Expenses	361,137	238,842	122,295	51%	3,444,613	3,202,852	241,761	8%	3,201,548	107.6%	25.0%
	Reserve transfer out (in)		(956)				(11,467)			(11,467)		
	Net Operating Income	\$ (77,032)	\$ 33,902	\$ (110,934)	-327%	\$ 135,822	\$ 69,951	\$ 65,871	94%	69,984		
YTD revenue exceeded the budget by \$319K or 10% higher primarily due to COVID subsidy received of \$253K and higher tenant income of \$70k. YTD operating expenses incurred were higher by \$242K or 8% higher, majority of which were attributed to covid related expenses, thus resulting to net income of \$136k. However, the MTD actual resulted to a loss of \$77K due to higher maintenance expenses of \$65K and bad debt write off												
<b>2</b>	<b>HCV Program - HAP only</b>											
	Total Revenue	\$ 1,093,157	\$ 962,697	\$ 130,460	14%	\$ 12,379,837	\$ 11,552,357	\$ 827,480	7%	11,552,357	107.2%	25.0%
	Total Expenses	\$ 1,039,337	\$ 961,862	77,475	8%	\$ 12,376,568	\$ 11,542,357	834,211	7%	11,542,357	107.2%	25.0%
	Net Operating Income (loss)	\$ 53,820	\$ 835	\$ 52,985	6345%	\$ 3,269	\$ 10,000	\$ (6,731)	-67%	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 surplus of \$3K.												
<b>3</b>	<b>HCV Program - Admin only</b>											
	Total Revenue	\$ 160,788	\$ 104,279	\$ 56,509	54%	\$ 1,433,231	\$ 1,251,396	\$ 181,835	15%	1,251,396	114.5%	25.0%
	Total Expenses	\$ 65,735	\$ 105,759	(40,024)	-38%	\$ 1,038,360	\$ 1,288,995	(250,635)	-19%	1,288,995	80.6%	25.0%
	Reserve transfer out (in)	\$ -	\$ (3,133)			\$ -	\$ (37,599)	37,599		(37,599)		
	Net Operating Income (loss)	\$ 95,053	\$ 1,653	\$ 93,399	n/a	\$ 394,871	\$ -	\$ 394,871		-		
*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 Sept, 2020, the YTD revenue exceeded the budget by \$182K while the operating expenses incurred were below budget by \$251K or 19% lower, thus showing a net income of \$395k.												
<b>4</b>	<b>Mod Rehab Program - HAP only</b>											
	Total Revenue	96,903	96,543	\$ 360	0%	1,163,284	1,158,516	\$ 4,768	0%	1,158,516	100.4%	25.0%
	Total Expenses	80,336	96,543	(16,207)	-17%	1,073,079	1,158,516	(85,437)	-7%	1,158,516	92.6%	25.0%
	Net Operating Income	\$ 16,567	\$ -	\$ 16,567		\$ 90,205	\$ -	\$ 90,205		-		
* HUD is funding the program at the budget level. YTD expenses below budget by \$85K , thus resulting to net income \$90K.												
<b>5</b>	<b>Mod Rehab Program - Admin only</b>											
	Total Revenue	\$ 12,162	\$ 11,552	\$ 610	5%	\$ 145,944	\$ 138,646	\$ 7,298	5%	138,646	105.3%	25.0%
	Total Expenses	7,009	7,522	(513)	-7%	87,505	93,978	(6,473)	-7%	93,978	93.1%	25.0%
	Net Operating Income (loss)	\$ 5,153	\$ 4,030	\$ 1,123	28%	\$ 58,439	\$ 44,668	\$ 13,771	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 \$58K.												
<b>6</b>	<b>COCC Program Only</b>											
	Total Revenue	\$ 125,809	\$ 120,917	\$ 4,892	4%	\$ 1,768,721	\$ 1,450,803	\$ 317,918	22%	1,450,747	121.9%	25.0%
	Total Expenses	\$ 147,966	\$ 109,305	\$ 38,661	35%	\$ 1,688,763	\$ 1,719,027	\$ (30,264)	-2%	1,718,971	98.2%	25.0%
	Reserve transfer out (in)	\$ -	\$ (22,352)			\$ -	\$ (268,224)	\$ 268,224		(268,224)	0.0%	
	Net Operating Income	\$ (22,157)	\$ 33,964	\$ (56,121)	-165%	\$ 79,958	\$ -	\$ 79,958		-		
* COCC was budgeted at zero income or break even by using reserve of \$268K. YTD revenue exceeded the budget by \$317K or 22% higher due to cash distribution received from related business entities while the YTD operating expenses incurred were below budget by \$30K or 2%, lower, thus reducing the net loss.												
<b>7</b>	<b>JC BULLS ( 100 units)</b>											
	Total Revenue	\$ 72,444	\$ 68,883	\$ 3,561	5%	\$ 879,519	\$ 826,552	\$ 52,967	6%	826,550	106.4%	25.0%
	Total Operating Expenses	\$ 48,871	\$ 53,694	(4,823)	-9%	\$ 543,625	\$ 705,376	\$ (161,752)	-23%	705,356	77.1%	25.0%
	Net Operating Income	\$ 23,573	\$ 15,189	\$ 8,384	55%	\$ 335,894	\$ 121,176	\$ 214,718	177%	121,194		
* YTD operating expenses under budget by \$162K or 23% lower, thus showing a net income of \$336K as compared to budget of \$121K. No concerns at this time.												
<b>8</b>	<b>OVERALL RESULTS</b>											
	Sub-total	\$ 94,976				\$ 1,098,458	\$ 245,795	\$ 852,663	346.90%			
		7,923	Mainstream			(13,113)	Mainstream					
		425	TBRA			4,300	tbra					
	Net Operating Income	\$ 103,324	okay			\$ 1,089,645	okay					

HAP FUND ANALYSIS												
CY - 2020												
	HUD - CY- 2019			HUD - CY- 2020							SHA - FY- 2020	
	Nine months	Three months	12 MONTHS								Three months	Nine months
	Jan - Sept 2019	Oct -Dec 2019	Jan -Dec 2019	Jan - March 2020	Apr - June 2020	Jul-20	Aug-20	Sep-20	Total		Oct -Dec 2019	Jan - Sept 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	\$ 1,093,157	\$ 9,507,034		\$ 2,872,804	\$ 9,507,034
TOTAL HAP EXPENSES	8,511,229	3,013,777	11,525,006	3,039,539	\$ 3,179,583	\$ 1,059,059	\$ 1,045,273	\$ 1,039,337	\$ 9,362,791		3,013,777	9,362,791
CASH SURPLUS - (SHORTFALL)	102,584	(140,973)	(38,389)	47,061	\$ 5,028	\$ 1,097	\$ 37,237	\$ 53,820	144,242		(140,973)	144,242
	↓	↓	↓						↕		↑	
	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 twelve (12) months ending September 30, 2020												
		Month To Date				Period to Date				Annual Budget		
		MTD Actual	MTD Budget	\$ Variance	% Variance	PTD Actual	PTD Budget	\$ Variance	% Variance	% Used PTD	Annual Target	
1	<b>Camp Croft</b>											
	Total Revenue	\$ 61,654	\$ 56,165	\$ 5,489	10%	\$ 763,565	\$ 674,256	\$ 89,309	13%	673,386	113.4%	16.7%
	Total Expenses	74,589	49,587	25,002	50%	750,961	674,256	76,705	11%	673,386	111.5%	16.7%
	Reserve transfer out (in)	-	-	-	-	-	-	-	-	-	-	-
	Net Operating Income (loss)	\$ (12,935)	\$ 6,578	\$ (19,513)		\$ 12,604	\$ -	\$ 12,604		-		
2	<b>Archibald Village</b>											
	Total Revenue	\$ 26,345	\$ 27,525	\$ (1,180)	-4%	\$ 323,229	\$ 330,300	\$ (7,071)	-2%	330,307	97.9%	16.7%
	Total Operating Expenses	\$ 29,691	\$ 21,313	\$ 8,378	39%	295,309	298,200	\$ (2,891)	-1%	298,174	99.0%	16.7%
	Net Operating Income	\$ (3,346)	\$ 6,212	\$ (9,558)	-154%	\$ 27,920	\$ 32,100	\$ (4,180)	-13%	32,133		
3	<b>Archibald Hi-Rise</b>											
	Total Revenue	\$ 71,452	\$ 74,307	\$ (2,855)	-4%	\$ 962,925	\$ 891,684	\$ 71,241	8%	891,680	108.0%	16.7%
	Total Expenses	\$ 102,691	\$ 71,101	\$ 31,590	44%	934,790	891,684	\$ 43,106	5%	891,680	104.8%	16.7%
	Reserve transfer out (in)		\$ -			\$ -	\$ -			-		
	Net Operating Income	\$ (31,239)	\$ 3,206	\$ (34,445)	-1074%	\$ 28,135	\$ -	\$ 28,135		-		
4	<b>Scattered Sites</b>											
	Total Revenue	\$ 4,592	\$ 4,420	\$ 172	4%	\$ 51,787	\$ 53,040	\$ (1,253)	-2%	53,030	97.7%	16.7%
	Total Expenses	\$ 7,518	\$ 4,500	\$ 3,018	67%	77,062	63,655	13,407	21%	64,497	119.5%	16.7%
	Reserve transfer out (in)		71	(71)			852	(852)		(11,467)		
	Net Operating Income (loss)	\$ (2,926)	\$ (151)	\$ (2,775)	1838%	\$ (25,275)	\$ (11,467)	\$ (13,808)	120%	-		
5	<b>Prince Hall</b>											
	Total Revenue	\$ 57,655	\$ 55,559	\$ 2,096	4%	\$ 743,191	\$ 666,312	\$ 76,879	12%	665,934	111.6%	16.7%
	Total Expenses	\$ 67,300	\$ 45,744	\$ 21,556	47%	709,904	628,460	81,444	13%	628,083	113.0%	16.7%
	Net Operating Income (loss)	\$ (9,645)	\$ 9,815	\$ (19,460)	-198%	\$ 33,287	\$ 37,852	\$ (4,565)	-12%	37,851		
6	<b>Victoria Gardens</b>											
	Total Revenue	59,040	51,512	\$ 7,528	15%	\$ 702,754	\$ 618,144	\$ 84,610	14%	618,138	113.7%	16.7%
	Total Expenses	76,494	44,705	31,789	71%	653,793	618,144	35,649	6%	618,138	105.8%	16.7%
	Net Operating Income	\$ (17,454)	\$ 6,807	\$ (24,261)		\$ 48,961	\$ -	\$ 48,961		-		
7	<b>Cambridge/Brawley</b>											
	Total Revenue	\$ 3,366	\$ 2,300	\$ 1,066	46%	\$ 32,983	\$ 27,600	\$ 5,383	20%	27,590	119.5%	16.7%
	Total Operating Expenses	2,854	1,821	1,033	57%	22,792	27,600	(4,808)	-17%	27,590	82.6%	16.7%
	Net Operating Income	\$ 512	\$ 479	\$ 33	7%	\$ 10,191	\$ -	\$ 10,191	#DIV/0!	-		
	<b>Net Operating Income</b>	(77,033)	32,875	(109,908)		135,823	57,633	78,190				
	Reserve transfer out (in)	-	71	(71)		-	852	(852)				
	<b>Per Consolidated Stmt</b>	(77,033)	32,946	(109,979)		135,823	58,485	77,338				



**SPARTANBURG HOUSING AUTHORITY**

**Cash Flow**

**September 30, 2020**

													Oct -Sept
<b>INFLOWS:</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>Sept</b>	<b>Twelve months</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>Actual</b>	<b>TOTAL</b>
Section 8 HAP -HCV Subsidy	976,490	901,452	1,008,011	1,012,987	1,012,987	1,060,748	1,156,884	1,063,679	1,056,519	1,060,007	1,082,360	1,092,677	12,484,801
Section 8 HAP - Covid stimulus												596,313	596,313
Section 8 HAP - Mainstream subsidy	17,955	13,935	0	-	9,006	17,520	36,955	16,453	16,453	51,619	22,296	27,526	229,718
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	159,830	1,419,751
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	12,060	33,584
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	96,903	1,096,268
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	12,162	145,944
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	137,032	1,892,581
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	21,316	314,227
TBRA-HCV	10,175	10,019	9,758	9,758	9,758	10,256	8,817	10,361	10,713	10,802	10,481	10,181	121,078
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	44,078	535,231
<b>1) HUD &amp; State Subsidy</b>	<b>1,456,368</b>	<b>1,376,578</b>	<b>1,522,547</b>	<b>1,543,059</b>	<b>1,553,669</b>	<b>1,480,435</b>	<b>1,585,877</b>	<b>1,796,848</b>	<b>1,522,203</b>	<b>1,547,738</b>	<b>1,879,039</b>	<b>2,210,078</b>	<b>19,474,438</b>
ROSS	12,163	14,739	14,209	17,426	13,975	8,076	3,880	18,468	8,339	14,212	8,286	10,874	144,648
CFP and RHF	335,003	-	112,391	154,929	19,702	76,171	24,197	6,708	491,287	7,383	161,005	173,123	1,561,900
<b>2) Other Grant Revenue</b>	<b>347,166</b>	<b>14,739</b>	<b>126,600</b>	<b>172,355</b>	<b>33,677</b>	<b>84,247</b>	<b>28,077</b>	<b>25,175</b>	<b>499,626</b>	<b>21,595</b>	<b>169,291</b>	<b>183,997</b>	<b>1,706,547</b>
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	98,280	1,287,127
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	28,243	337,867
SLHC Rents	0	0	0	0	-	-	-	-	-	-	-	-	0
<b>3) Rent Revenue</b>	<b>147,854</b>	<b>138,908</b>	<b>126,666</b>	<b>138,363</b>	<b>134,431</b>	<b>144,709</b>	<b>132,779</b>	<b>141,246</b>	<b>136,895</b>	<b>132,081</b>	<b>124,539</b>	<b>126,523</b>	<b>1,624,994</b>
<b>4) Misc Receipts</b>	<b>66,142</b>	<b>97,317</b>	<b>87,288</b>	<b>16,986</b>	<b>15,938</b>	<b>24,806</b>	<b>442,004</b>	<b>57,244</b>	<b>84,009</b>	<b>12,761</b>	<b>13,167</b>	<b>13,891</b>	<b>931,552</b>
<b>5) Other Cash-In</b>							<b>93,205</b>		<b>-</b>				<b>93,205</b>
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>2,734,198</b>	<b>2,281,942</b>	<b>2,020,513</b>	<b>2,242,732</b>	<b>1,714,175</b>	<b>2,186,036</b>	<b>2,534,489</b>	<b>24,830,737</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.													





## **Monthly Reports: Programs Dashboard**

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**Board of Commissioners Meeting  
Tuesday, October 27, 2020**

October 27, 2020

Spartanburg Housing Authority  
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

**SUBJECT:**

**ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT, SEPTEMBER 2020**

**CONTACT PERSON:**

Jessica Holcomb  
Chief Operating Officer

**OCCUPANCY**

As part of HUD's Public Housing Utilization Project, as of September 30, 2020, Asset Management ended the month at 90.74% for all SHA managed developments. The targeted goal is to maintain an occupancy of 97% overall. Excluding the vacant units at Victoria Gardens and Scattered Sites, the Spartanburg Housing Authority (SHA) would have a 96.78% overall occupancy. Total Vacant Units excluding Scattered Sites and Victoria Gardens is 16 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.

HUD GOAL	SHA Actual	Excluding Outliers	VISTA Managed PH
97%	90.74%	96.78%	97.5%

**TENANT ACCOUNTS RECEIVABLE REPORTS:**

The Tenant Accounts Receivable Collection rate for SHA managed developments was 82.73% for all public housing properties and 101.86% 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%	82.73%	101.86%

# Tenant Charge Analysis Report for September 2020

Property	AGED TENANT ACCOUNTS RECEIVABLES							YTD ACTUAL NOI	OCCUPANCY	
	CHARGED	UNPAID	TARS	PREPAYS	ACTIVE	INACTIVE	TOTAL			
Camp Croft	\$ 17,765.06	\$ 11,721.51	39.81%	\$ 945.39	\$ 10,776.12	\$ (83.28)	\$ 10,692.84	\$ 24,436.00	98.96%	charged total is less due to bad debt write-off amount of \$6832.60
Archibald Village	\$ 13,321.00	\$ 113.00	106.02%	\$ 483.75	\$ (370.75)	\$ (431.00)	\$ (801.75)	\$ 34,053.00	100.00%	
Archibald Rutledge	\$ 35,068.00	\$ 2,873.79	101.86%	\$ 3,283.15	\$ (409.36)	\$ (244.00)	\$ (653.36)	\$ 47,581.00	96.00%	charged total is less due to bad debt write-off amount of \$905.00
Scattered Sites	\$ 2,979.00	\$ 197.00	104.35%	\$ 325.50	\$ (128.50)	\$ (1.00)	\$ (129.50)	\$ (25,275.00)	53.33%	
Prince Hall	\$ 11,019.10	\$ 1,753.47	28.23%	\$ 1,478.64	\$ 274.83	\$ 7,633.47	\$ 7,908.30	\$ 41,965.00	91.00%	charged total is less due to bad debt write-off amount of \$2884.82
Victoria Gardens	\$ 15,299.77	\$ 7,131.63	56.43%	\$ 739.54	\$ 6,392.09	\$ 274.08	\$ 6,666.17	\$ 56,066.00	71.25%	charged total is less due to bad debt write-off amount of \$2869.28
Cambridge Place/Brawley	\$ 1,733.91	\$ 289.00	85.68%	\$ 40.49	\$ 248.51	\$ (0.18)	\$ 248.33	\$ 10,431.00	100.00%	
<b>PH TOTAL</b>	<b>\$ 97,185.84</b>	<b>\$ 24,079.40</b>	<b>82.73%</b>	<b>\$ 7,296.46</b>	<b>\$ 16,782.94</b>	<b>\$ 7,148.09</b>	<b>\$ 23,931.03</b>	<b>\$ 189,257.00</b>	<b>90.74%</b>	
Page Lake	\$ 3,523.00	\$ -	101.02%	\$ 36.00	\$ (36.00)	\$ -	\$ (36.00)	\$ 33,412.00	100.00%	
JC Bull	\$ 28,915.00	\$ -	102.57%	\$ 188.00	\$ (188.00)	\$ (753.00)	\$ (744.00)	\$ 335,894.00	96.00%	
Liberty	\$ 1,935.00	\$ -	121.47%	\$ 415.50	\$ (415.50)	\$ -	\$ (415.50)	\$ 15,915.00	100.00%	
<b>Total</b>	<b>\$ 34,373.00</b>	<b>\$ -</b>	<b>101.86%</b>	<b>\$ 639.50</b>	<b>\$ (639.50)</b>	<b>\$ (753.00)</b>	<b>\$ (1,392.50)</b>	<b>\$ 385,221.00</b>	<b>96.52%</b>	
<b>GRAND TOTAL</b>	<b>\$ 131,558.84</b>	<b>\$ 24,079.40</b>	<b>92.30%</b>	<b>\$ 7,935.96</b>	<b>\$ 16,143.44</b>	<b>\$ 6,395.09</b>	<b>\$ 22,538.53</b>	<b>\$ 574,478.00</b>	<b>93.63%</b>	

**October 27, 2020**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**DEVELOPMENT & CAPITAL FUND MONTHLY REPORT, SEPTEMBER 2020**

**CONTACT PERSON:**

Joseph Jackson  
Director of Development

**DEVELOPMENT PROJECTS**

**Victoria Gardens**

- Closed on 10/2/2020
- Construction officially started on 10/12/2020
- Bi-weekly on-site construction meetings started on 10/23/2020
- Relocation of Phase II tenants started on 10/12/2020

**SHA Maintenance Facility**

- Bids for parking lot improvement were received on 10/6/2020
- Bids were submitted by Capital Construction (\$129,300) and Bird Paving (\$107,915)
- SHA building maintenance, landscape, and central office vehicles will use this parking lot

**New office/Star Mills**

As of October 15, 2020, the following progress was provided by contractors:

- ✓ Asphalt paving of parking lot completed
- ✓ Concrete floors polished and sealed
- ✓ Interior glass installation completed
- ✓ Carpet installation on first floor completed
- ✓ Refrigerators installed on first and second floor
- ✓ Final inspection scheduled for the week of 10/20/2020
- ✓ PMC/HAWORTH will start installing furniture the second week of November

## 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	\$800,183.05	\$126,263.95
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	\$900,000	\$792,340.74	\$453,751.26
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	\$600,972	\$606,395.00	\$689,096.00
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	\$600,972	\$600,972	\$776,433

\*Approved extension deadlines from HUD

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

- 2017 Capital Fund Obligation and Disbursement End dates
  - 1) August 16, 2017 Obligation Start Date
  - 2) August 15, 2019 Obligation End Date
  - 3) August 15, 2022 Disbursement End Date

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

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

#### COVID-19 Changes

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

#### 2017 Capital Fund Grant

- The second elevator at Archibald Hi-Rise is scheduled for final inspection the first week of November



October 27, 2020

Spartanburg Housing Authority  
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

**SUBJECT:**

**HOUSING CHOICE VOUCHER MONTHLY REPORT, SEPTEMBER 2020**

**CONTACT PERSON:**

Tiffany Askew  
Director of Leased Housing

**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 %
93.7%	104.3%	91.2%	104.1%

- 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
89%	98%	94%	56%	40%

- 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 unknown at this time. 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 four (4) searching.

## MILESTONES

- The HCV tenant-based vouchers are not been issued at this time due to current funding levels. The budget will continue to be monitored to determine when to issue vouchers.
- There are 83 MS vouchers issued. These families are searching for housing.
- Three (3) VASH vouchers are waiting to be issued pending referrals from the Veterans Administration.
- There were 20 new move-ins: 13 PBV/RAD, six (6) MS and one (1) VASH. There were 21 move-outs.

<b>Program</b>	<b>Units Allocated</b>	<b>Units Leased</b>	<b>Unused</b>
HCV	1715	1541	174
PBV	273	268	5
RAD	367	346	21
MOD	190	173	17
MS	150	84	66
VASH	5	2	3
<b>Totals</b>	<b>2700</b>	<b>2414</b>	<b>286</b>

October 27, 2020

Spartanburg Housing Authority  
Spartanburg, SC 29302

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**  
**RESIDENT & COMMUNITY ENGAGEMENT MONTHLY REPORT, SEPTEMBER 2020**

**CONTACT PERSON:**  
Cierra Fowler  
Director of Resident and Community Engagement

## **COMMUNITY AND SUPPORTIVE SERVICES**

### **Highlights**

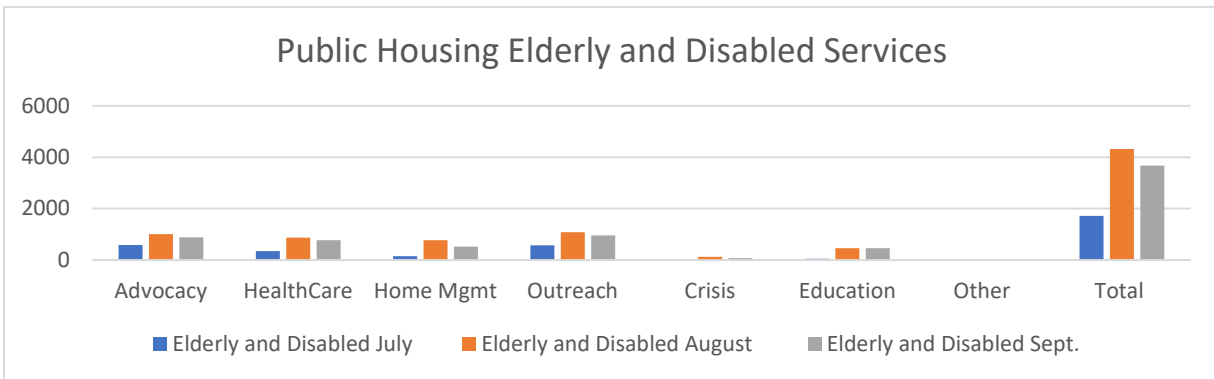
- The Family Self-Sufficiency program enrolled one (1) new participant from HCV/PBV into the program, effective 10/1/2020.
- In partnership with Spartanburg Community College and Hub City Farmer's Market, mobile health clinic screenings were held at JC Bull and Camp Croft properties.
- Life Source started servicing tenants for behavioral telehealth at Archibald Rutledge Apartments.
  - 34 residents participated in the telehealth sessions in September
  - Life Source will continue to be on-site for four (4) hours a week
  - Life Source will provide quarterly workshops for the apartment.
- "Don't Forget About Me" adult health day was held at Archibald Rutledge. The meet and greet helped to gauge interest in the program with more than 40 residents participating.
- Dental Access Clinic was held at Victoria Garden Apartments.
- Produce boxes were delivered to public housing sites.

### **Resident Services Active Grants**

<b>Grant #</b>	<b>Grant Name</b>	<b>Closing Date</b>	<b>Remaining Balance</b>
MFSC179397	Multi-Family	12/31/2020	\$28,193.36
FSS18SC2129	FSS	12/31/2020	\$40,887.28

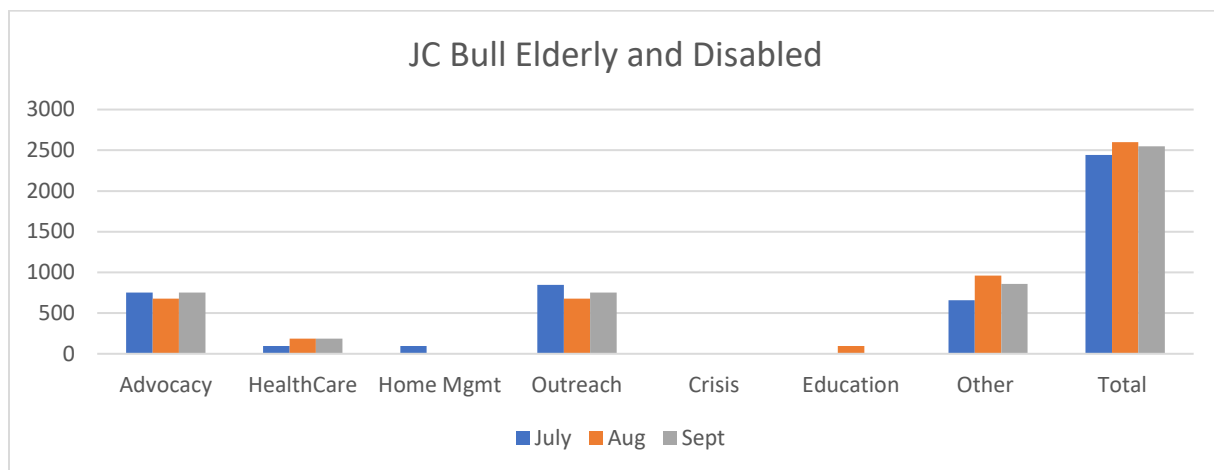
### **Elderly and Disabled Service Program**

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



### **Multi -Family Service Program**

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



**Family Self-Sufficiency (FSS) Grant as September:**

- **FSS** Current Escrow total is \$129,049
  - **HCV** Escrow Amount \$113,699
  - **PH** Escrow Amount \$15,350

**September 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)

