



## **NOTICE AND AGENDA**

---

**Board of Commissioners Meeting  
Tuesday, December 8, 2020**



## **NOTICE**

Spartanburg Housing will hold its regularly scheduled meeting of the Board of Commissioners at 4:00 P.M. on Tuesday, December 8, 2020. The meeting will be held via conference call.

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

Link to meeting, if using a computer:

<https://zoom.us/j/230114605?pwd=YnFJTGR0bmdrU3Rhakt1REJ2VGdTdz09>

## **AGENDA**

	<i><u>Page #</u></i>
<b>CALL MEETING TO ORDER</b>	
<b>I. Moment of Silence</b>	
<b>II. Roll Call</b>	
<b>III. Approval of Agenda</b> .....	2
<b>IV. Approval of Minutes</b>	
A. Regular Board Meeting, October 27, 2020.....	4
<b>V. Commissioner Comments</b>	
<b>VI. Public/Staff Comments</b>	
<b>VII. Information Items</b>	
A. Resident Council Update – December 2020.....	8
B. Moving to Work Update (verbal).....	11
<b>VIII. Action Items and Resolutions</b>	
A. 2020-37 Approval of the Landscape Maintenance Services.....	12
B. 2020-38 Approval of Fiscal Year 2021 Public Housing Flat Rents.....	15
C. 2020-39 Approval of Fiscal Year 2021 Public Housing Utility Allowances.....	21
<b>IX. Monthly Reports</b>	
A. CEO Monthly Report (verbal report) - Shaunté Evans.....	31
B. Finance Report – Joe Calicdan.....	32
C. Spartanburg Housing Program Dashboard	

i. Asset Management – Jessica Holcomb.....	39
ii. Development and Capital Fund – Joseph Jackson.....	41
iii. Housing Choice Voucher – Tiffany Askew.....	44
iv. Community and Supportive Services – Cierra Fowler.....	46

**X. Other Business**

**XI. Adjournment**



**Approval of Minutes  
Regular Board Meeting  
October 27, 2020**

---

**Board of Commissioners Meeting  
Tuesday, December 8, 2020**

**MINUTES OF THE REGULAR BOARD MEETING OF THE COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
SPARTANBURG, SOUTH CAROLINA  
October 27, 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 4:02 p.m.

**I. Moment of Silence:**

Observed

**II. Roll Call:**

Matthew Myers, John Fairey, Veronica Cunningham, Reggie Browning, Brooks Gaylord and Shaunté Evans. Absent: Keisha Gray, Drake Jackson.

**III. Approval of Agenda:**

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

**IV. Approval of Minutes:**

A motion to accept the minutes of the regular board meeting of September 22, 2020 and the special board meeting October 20, 2020 as presented was made by Commissioner Fairey. The motion was seconded by Commissioner Browning and unanimously carried.

**V. Commissioner Comments**

Commissioner Cunningham mentioned the new Community Manager starting at Archibald. She also mentioned the Resident Council presidents for the Authority have planned to meet to discuss ways to improve the properties where they each reside.

**VI. Public/Staff Comments**

Public comments:

None

Staff comments:

Shaunté Evans expressed her thanks and appreciation to the Authority staff and Board for meeting and exceeding performance goals for the fiscal year ending 2020.

Additionally, she recognized Jessica M. Holcomb, COO and Cierra Fowler, Director of Resident Services, for being recognized by the Spartanburg Young Professionals, One Spartanburg, Inc. and the Spartanburg Herald Journal as winners of the "Forty under 40", honoring young professionals who are making an impact on the Spartanburg &

Upstate community, along with highlighting the businesses/employers of the respective winners.

**VII. Information Item:**

None

**VIII. Action Items and Resolutions:**

**A. Resolution #2020-32 – Approval of Fourth Quarter Bad Debt Write-Offs**

This resolution was presented to request acceptance of the Resolution 2020-32 as presented by Jose Calicdan. Questions raised by the board were addressed. Commissioner Fairey made a motion to approve resolution 2020-32. The motion was seconded by Commissioner Browning and unanimously carried.

**RESOLUTION NO. 2020-32**

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF SPARTANBURG  
OCTOBER 27, 2020

**B. Resolution #2020-35 – Approval of the 2021 Housing Choice Voucher Payment Standards**

This resolution was presented to request acceptance of the Resolution 2020-35 as presented by Tiffany Askew. Questions raised by the board were addressed. Commissioner Fairey made a motion to approve resolution 2020-35. The motion was seconded by Commissioner Browning and unanimously carried.

**RESOLUTION NO. 2020-35**

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF SPARTANBURG  
OCTOBER 27, 2020

**C. Resolution #2020-36 – Approval of the 2021 Housing Choice Voucher Utility Allowances**

This resolution was presented to request acceptance of the Resolution 2020-36 as presented by Tiffany Askew. Mrs. Askew provided a two-bedroom unit rent calculation as an example for the Board. Questions raised by the board were addressed. Commissioner Cunningham made a motion to approve resolution 2020-36. The motion was seconded by Commissioner Fairey and unanimously carried.

**RESOLUTION NO. 2020-36**

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY  
OF THE CITY OF SPARTANBURG  
OCTOBER 27, 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**

None

## **XI. Adjournment**

Commissioner Browning made a motion to adjourn the meeting, which was seconded by Commissioner Fairey. The meeting was adjourned at 5:22 p.m.

Respectfully Submitted,  
The Housing Authority of the City of Spartanburg



## **Resident Council Update**

**December 2020**

---

**Board of Commissioners Meeting  
Tuesday, December 8, 2020**





## Resident Council Update

*December 8, 2020*

### **Archibald Rutledge / Village Apartments:**

- Archibald has a new property manager, Rhonda Palmer. We are thankful for new leadership.
- The residents voted on a new Vice President, Veronica Johnson.
- We had National Night Out at the sites which was a huge success despite the pandemic.
- To celebrate Halloween, we served grab and go hot dogs and candy for residents. The Archibald staff hosted a costume parade.
- We were able to start offering limited activities in our community rooms. We follow all CDC guidelines and engagement has been great for residents.
- We revised the front desk protocol which has been a great success of getting new people employed. In addition, we have established new guidelines. Veronica Cunningham is now the lead front desk attendant.
- We are close to having two working elevators on the property and we are excited.
- We had our first resident meeting of the year which allowed residents to hear updates and provide feedback to staff. During the meetings, we launched a social committee to get more residents involved in the community.
- Veronica Cunningham interviewed with the Spartanburg Herald Journal about Archibald and represented the agency well. She told them about her experiences and the great things happening in housing.

### **Camp Croft Courts Apartments:**

- The resident council, along with resident services staff, delivered candy to all kids in the community for Halloween.
- Resident Councils, Resident Services staff, and volunteers prepared thanksgiving plates and delivered to elderly and disabled in the community.
- It remains difficult to get acclimated as a newly established resident council without community activities.
- We have new property management staff whom we are working to get to know and share our vision for the community.
- Our goal is to launch a homework club with resident services in January 2020.

### **Prince Hall Apartments:**

- Strong Family week was a great success. It was great to have interactive activities on the property for resident engagement especially during COVID-19. We had the children's museum, Sidewalk Hope for a back to school bash, and ice cream social.
- Speed Bumps are still needed in the community.



- We had a Fall Festival for the children in the community. It was great to see children in their costumes.
- The resident council met with the resident services team to collaborate on community initiatives and plans. It was a great meeting. We challenged staff to no longer enable residents in the activities they do and to strategically find ways to help residents better themselves.
- Homework Club launched in October due to the concerns of some parents in the community. Many students are taking the opportunity to gain assistance.
- Resident Council has been working with new property management to help build up the community.
- Resident Council, along with the resident services staff, delivered meals and turkeys to all elderly and disabled for Thanksgiving.

***Submitted by: Veronica Cunningham***



## **Moving to Work (MTW) Update**

**December 2020**

---

**Board of Commissioners Meeting  
Tuesday, December 8, 2020**



## **Action Item & Resolution 2020-37**

### **Approval of the Landscape Maintenance Services**

---

**Board of Commissioners Meeting  
Tuesday, December 8, 2020**

**December 8, 2020**

**Spartanburg Housing  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of Landscape Maintenance Services Contract  
Resolution 2020-37**

**RECOMMENDATION:**

It is hereby recommended that the Board of Commissioners for Spartanburg Housing to adopt Resolution No. 2020-37, approving the award of the contract to Davis Landscapes for \$62,000, to provide landscape maintenance services at Archibald High Rise, Archibald Village, JC Bull and Prince Hall Apartments.

**STAFF RESOURCE:**

Jessica Holcomb  
Chief Financial Officer

**BACKGROUND:**

The current landscape maintenance contract will expire on January 1, 2021. In addition, the contract will include the property landscape maintenance service for JC Bull (32-units).

**SUMMARY:**

Sealed bids were submitted by the following companies: Davis Landscapes, Clipping Grounds, The Greenery, and US Lawns. Spartanburg Housing was seeking the lowest qualified landscape maintenance contractor who could efficiently manage Spartanburg Housing's properties.

Company	Final Proposed Amount
- Davis Landscape and Nursery, LLC	\$62,000
- Clipping	\$66,000
- Green Earth Partners, Corp.	\$69,150
- US Lawns	\$74,899.87

**FINANCIAL CONSIDERATIONS:**

Spartanburg Housing budgeted for this cost under the site's fiscal 2021 budgets.

**POLICY CONSIDERATIONS:**

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

**BOARD OF COMMISSIONERS OF  
SPARTANBURG HOUSING**

**RESOLUTION NO. 2020-37**

**Approval of Landscape Maintenance Services Contract**

**WHEREAS**, Spartanburg Housing published solicitation on October 23, 2020. Responses from four (4) bidders were received on November 17, 2020, in accordance with the Spartanburg Housing's procurement guidelines; and

**WHEREAS**, prior to the existing landscape maintenance services contract expiring, effective January 1, 2021, a new contract is necessary and shall include the additional landscape maintenance services for the 32 units at JC Bull Apartments; and

**WHEREAS**, Spartanburg Housing uses professional landscape maintenance services to maintain the grounds at Archibald High Rise, Archibald Village, and Prince Hall Apartments; and

**WHEREAS**, Spartanburg Housing requests approval to contract for \$62,000.00 with Davis Landscapes, to perform weekly landscape maintenance services at Archibald High Rise, Archibald Village, Prince Hall Apartments, and JC Bull Apartments; and

**WHEREAS**, Spartanburg Housing requests the adoption of this resolution to continue to provide sufficient landscape maintenance services for its properties and to ensure positive neighborhood stewardship and beautification, in accordance to any related City of Spartanburg ordinances.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners for Spartanburg Housing approve to award the contract for the landscape maintenance services to Davis Landscapes.

**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 for Spartanburg Housing held on December 8, 2020.

\_\_\_\_\_  
Matthew Myers, Chair

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
FOR CLERK USE ONLY  
RESOLUTION NO. 2020-37  
DATE ADOPTED: December 8, 2020



## **Action Item & Resolution 2020-38**

### **Approval of Fiscal Year 2021 Public Housing Flat Rents**

---

**Board of Commissioners Meeting  
Tuesday, December 8, 2020**

**December 8, 2020**

**Spartanburg Housing  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of Fiscal Year 2021 Public Housing Flat Rents  
Resolution 2020-38**

**RECOMMENDATION:**

It is hereby recommended that the Board of Commissioners of the Housing Authority of the City of Spartanburg adopt Resolution No. 2020-38, approving public housing flat rents to be effective February 1, 2021.

**STAFF RESOURCE:**

Jessica M. Holcomb  
Chief Operating Officer

**BACKGROUND:**

**Flat Rents [24 CFR 960.253(b)]**

The flat rent is designed to encourage self-sufficiency and to avoid creating disincentives for continued residency by families who are attempting to become economically self-sufficient.

Changes in family income, expenses, or composition will not affect the flat rent amount because it is outside the income-based formula.

**Family Choice in Rents [24 CFR 960.253(a) and (e)]**

Annually, the Public Housing Authority (PHA) must offer families the choice between a flat rent and an income-based rent. The family may not be offered this choice more than once a year. The PHA must document that flat rents were offered to families under the methods used to determine flat rents for the PHA.

**Spartanburg Housing Policy**

Annually, Spartanburg Housing offers families the choice between flat and income-based rents and will be conducted upon admission and upon each subsequent annual reexamination.

Spartanburg Housing will require families to submit their choice of flat or income-based rent in writing and will maintain such requests in the tenant file as part of the admission or annual reexamination process.

**SUMMARY:**

**Phasing In Flat Rents [Notice PIH 2017-23; 24 CFR 960.253(b)]**

When new flat rents requirements were implemented in 2014, U.S. Department of Housing and Urban Development (HUD) limited the increase for existing residents paying flat rent at that time to no more than 35% of the current tenant rent per year. In some cases, this meant that some residents had or will have their flat rents phased-in at the time of their annual recertification. To do this, PHAs conduct a flat rent impact analysis to determine whether a phase-in is or was necessary. For families whose flat rent is being phased-in, the PHA must multiply the family's



current rent amount by 1.35 and compare the result to the flat rent under the PHA's policies. Families who have subsequently been admitted to the program or have subsequently selected flat rent will not experience a phase-in.

Notice PIH 2017-23 requires that flat rents must be phased in at the full 35% per year. PHAs do not have the option of phasing in flat rent increases at less than 35% per year.

**Example:** A family was paying a flat rent of \$500 per month. At their annual recertification, the PHA has increased the flat rent for their unit size to comply with the new requirements to \$700. The PHA conducted a flat rent impact analysis as follows:

$$\$500 \times 1.35 = \$675$$

Since the PHA's increased flat rent of \$700 resulted in a rent increase of more than 35 percent, the PHA offered the family the choice to pay either \$675 per month or an income-based rent. The flat rent increase was phased in. At their next annual recertification in November 2015, the PHA will again multiply the family's current flat rent by 1.35 and compare the results to the PHA's current flat rent.

The 2014 Appropriations Act requires Spartanburg Housing to establish flat rents at no less than 80% of the Fair Market Rent (FMR). As of November 16, 2020, there are 49 public housing families paying a flat rent. The proposed flat rents are:

#### Exhibit A

Bedroom Size	0	1	2	3	4	5
2021 FMRs	\$695	\$735	\$845	\$1,113	\$1,163	\$1,337
Current Multi-Family Flat Rent	\$359	\$460	\$558	\$750	\$852	\$980
<b>Recommended Flat Rent – Multi-Family</b>	<b>\$556*</b>	<b>\$588</b>	<b>\$676</b>	<b>\$890</b>	<b>\$930</b>	<b>\$1,069</b>
Increase Amount	+\$197/+128	+\$128	+\$118	+\$140	+\$78	+\$89
Impact Analysis (X 1.35%)	\$484	\$621	\$753	\$1,012	\$1,150	\$1,323
Current Single-Family Flat Rent				\$750	\$852	\$
<b>Recommended Flat Rent – Single Family</b>	<b>N/A</b>	<b>N/A</b>	<b>\$676</b>	<b>\$890</b>	<b>\$930</b>	<b>N/A</b>
Increase Amount	N/A	N/A	N/A	+\$140	+\$78	N/A
Current # Flat Renters	26	9	8	5	1	N/A
# Flat Rent After Increase	6	4	8	3	1	N/A

#### **FINANCIAL CONSIDERATIONS:**

The first step in calculating income-based rent is to determine each family's total tenant payment (TTP). Then, if the family is occupying a unit that has tenant-paid utilities, the utility allowance is subtracted from the TTP. The result of this calculation, if a positive number, is the tenant rent. If the TTP is less than the utility allowance, the result of this calculation is a negative number, and

is called the utility reimbursement, which may be paid to the family or directly to the utility company by the PHA.

Spartanburg Housing will apply the new Flat Rent schedule to a family's next annual recertification; a minimum of 30 days' notice will be provided.

As of November 16, 2020, there are 49 public housing families paying a flat rent. The new flat rent proposal will reduce that number to 22 public housing families paying flat rent.

Property	BDR Size	Effective Date	Total Tenant Payment (TTP)	Utility Allowance	Flat Rent	Proposed Flat Rent	Increase Amount Flat Rent to Flat Rent	Increase Amount Flat Rent to TTP
ARH	0	10/1/2021	\$ 299.00*	\$ -	\$359.00	\$484.00	\$ -	\$185.00
ARH	0	11/1/2021	\$364.00	\$ -	\$359.00	\$484.00	\$ -	\$120.00
ARH	1	5/1/2021	\$472.00	\$ -	\$460.00	\$588.00	\$ -	\$116.00
ARV	1	9/1/2021	\$472.00	\$ -	\$460.00	\$588.00	\$ -	\$116.00
ARH	0	10/1/2021	\$379.00	\$ -	\$359.00	\$484.00	\$ -	\$105.00
ARH	0	8/1/2021	\$380.00	\$ -	\$359.00	\$484.00	\$ -	\$104.00
ARH	1	9/1/2021	\$487.00	\$ -	\$460.00	\$588.00	\$ -	\$101.00
ARH	0	9/1/2021	\$383.00	\$ -	\$359.00	\$484.00	\$ -	\$101.00
ARH	0	9/1/2021	\$384.00	\$ -	\$359.00	\$484.00	\$ -	\$100.00
ARH	0	5/1/2021	\$386.00	\$ -	\$359.00	\$484.00	\$ -	\$98.00
CCC	1	5/1/2021	\$490.00	\$ -	\$460.00	\$588.00	\$ -	\$98.00
ARV	0	4/1/2021	\$390.00	\$ -	\$359.00	\$484.00	\$ -	\$94.00
ARH	0	5/1/2021	\$391.00	\$ -	\$359.00	\$484.00	\$ -	\$93.00
ARH	0	8/1/2021	\$399.00	\$ -	\$359.00	\$484.00	\$ -	\$85.00
ARH	0	7/1/2021	\$407.00	\$ -	\$359.00	\$484.00	\$ -	\$77.00
ARV	0	8/1/2021	\$411.00	\$ -	\$359.00	\$484.00	\$ -	\$73.00
ARH	0	5/1/2021	\$416.00	\$ -	\$359.00	\$484.00	\$ -	\$68.00
ARV	0	8/1/2021	\$416.00	\$ -	\$359.00	\$484.00	\$ -	\$68.00
ARH	0	6/1/2021	\$418.00	\$ -	\$359.00	\$484.00	\$ -	\$66.00
ARH	0	10/1/2021	\$424.00	\$ -	\$359.00	\$484.00	\$ -	\$60.00
ARH	1	1/1/2022	\$528.00	\$ -	\$460.00	\$588.00	\$ -	\$60.00
ARH	0	6/1/2021	\$426.00	\$ -	\$359.00	\$484.00	\$ -	\$58.00
ARH	0	4/1/2021	\$54.00	\$ -	\$359.00	\$484.00	\$ -	\$30.00
ARH	0	9/1/2021	\$464.00	\$ -	\$359.00	\$484.00	\$ -	\$20.00
CCC	3	3/1/2021	\$881.00	\$ -	\$750.00	\$890.00	\$ -	\$9.00
CPB	3	6/1/2021	\$1,055.00	\$167.00	\$750.00	\$890.00	\$140.00	\$2.00
CCC	2	4/1/2021	\$678.00	\$ -	\$558.00	\$676.00	\$118.00	\$(2.00)
CCC	3	10/1/2021	\$758.00	\$ -	\$750.00	\$890.00	\$ -	\$8.00
ARH	0	6/1/2021	\$494.00	\$ -	\$359.00	\$484.00	\$125.00	\$ (10.00)
CCC	1	10/1/2021	\$627.00	\$ -	\$460.00	\$588.00	\$128.00	\$ (39.00)
CCC	3	3/1/2021	\$943.00	\$ -	\$750.00	\$890.00	\$140.00	\$(53.00)

ARH	1	9/1/2021	\$656.00	\$ -	\$460.00	\$588.00	\$128.00	\$(68.00)
PHA	2	9/1/2021	\$ 859.00	\$44.00	\$558.00	\$676.00	\$118.00	\$(139.00)
CCC	2	3/1/2021	\$ 881.00	\$ -	\$558.00	\$676.00	\$118.00	\$(205.00)
ARH	1	5/1/2021	\$808.00	\$ -	\$460.00	\$588.00	\$128.00	\$(220.00)
ARV	0	11/1/2021	\$756.00	\$ -	\$359.00	\$484.00	\$125.00	\$ (272.00)
ARH	0	1/1/2022	\$780.00	\$ -	\$359.00	\$484.00	\$125.00	\$ (296.00)
CCC	2	9/1/2021	\$1,017.00	\$ -	\$558.00	\$676.00	\$118.00	\$(341.00)
ARH	0	3/1/2021	\$860.00	\$ -	\$359.00	\$484.00	\$ -	\$ (376.00)
PHA	2	11/1/2021	\$1,152.00	\$44.00	\$558.00	\$676.00	\$118.00	\$(432.00)
PHA	2	6/1/2021	\$1,158.00	\$44.00	\$558.00	\$676.00	\$118.00	\$(438.00)
ARV	0	10/1/2021	\$931.00	\$ -	\$359.00	\$484.00	\$125.00	\$(447.00)
ARH	0	5/1/2021	\$945.00	\$ -	\$359.00	\$484.00	\$125.00	\$ (461.00)
ARH	1	7/1/2021	\$1,097.00	\$ -	\$460.00	\$588.00	\$128.00	\$(509.00)
ARH	0	9/1/2021	\$1,016.00	\$ -	\$359.00	\$484.00	\$125.00	\$(532.00)
PHA	2	1/1/2022	\$1,262.00	\$44.00	\$558.00	\$676.00	\$118.00	\$(542.00)
SCA	3	9/1/2021	\$1,763.00	\$288.00	\$750.00	\$890.00	\$140.00	\$(585.00)
CCC	2	5/1/2021	\$1,444.00	\$ -	\$558.00	\$676.00	\$118.00	\$(768.00)
SCA	4	11/1/2021	\$2,144.00	\$344.00	\$852.00	\$ 930.00	\$78.00	\$(870.00)

\*Resident has elected to pay flat rent vs. lower TTP.

**POLICY CONSIDERATIONS:**

Adoption of flat rents is required by HUD to be in compliance with Sec. 210. Paragraph (2)(B)(i) of Section 3(a) of the United States Housing Act of 1937 (42 U.S.C. 1437a(a)).

**BOARD OF COMMISSIONERS OF  
SPARTANBURG HOUSING**

**RESOLUTION NO. 2020-38**

**Approval of Fiscal Year 2021 Public Housing Flat Rents**

**WHEREAS**, the Public Housing Authority (PHA) is required, pursuant to [24 CFR 960.253(b) and Office of Public and Indian Housing (PIH) Notice 2017-23], to annually review flat rents and adjust them as necessary to ensure that flat rents be set at no less than 80% of the fair market rent set by U.S. Department of Housing and Urban Development (HUD), and;

**WHEREAS**, staff has analyzed the HUD 2021 Fair Market Rents, in combination with the current utility allowances and recommend that the flat rents for Spartanburg Housing's public housing units be modified according to Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of Spartanburg Housing approves the public housing flat rents, effective February 1, 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 Spartanburg Housing held on December 8, 2020.

\_\_\_\_\_  
Matthew Myers, Chair

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
FOR CLERK USE ONLY  
RESOLUTION NO. 2020-38  
DATE ADOPTED: December 8, 2020



## **Action Item & Resolution 2020-39**

### **Approval of Fiscal Year 2021 Public Housing Utility Allowances**

---

**Board of Commissioners Meeting  
Tuesday, December 8, 2020**

**December 8, 2020**

**Spartanburg Housing  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of the Fiscal Year 2021 Spartanburg Housing Public Housing Utility Allowances  
Resolution 2020-39**

**RECOMMENDATION:**

It is hereby recommended that the Board of Commissioners of Spartanburg Housing adopt Resolution No. 2020-39, approving public housing utility allowances, effective February 1, 2021.

**STAFF RESOURCE:**

Jessica M. Holcomb  
Chief Operating Officer

**BACKGROUND:**

U.S. Department of Housing and Urban Development (HUD) requires that the Public Housing Authority (PHA) program establish and maintain a utility allowance schedule that provides reasonable allowances for Tenant-paid and PHA 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 a PHA to review the utility allowance annually. If there has been more than a 10% increase, the PHA must update the allowances.

Spartanburg Housing (SH) is required to maintain a utility allowance schedule for Tenant-paid and SH paid utilities, tenant supplied refrigerators and ranges, and other tenant-paid housing services (such as trash collection). In October 2020, the Nelrod Company completed a comprehensive survey and study to develop utility allowances for the Public Housing 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.

When reviewed, for some the utility usage increased or decreased more than 10%, while other utility usages stayed the same, with no change. Therefore, the current utility allowances need to be adjusted. Attachments of the current utility allowances are provided.

Upon adoption by the Board of Commissioners, the current utility allowances will go into effect on February 1, 2020 and will apply to new tenants as well as all current tenants completing annual recertification and unit transfers.

**SUMMARY:**

**6-III.C. UTILITY ALLOWANCES [24 CFR 965, Subpart E]**

**Overview**

Utility allowances are provided to families paying income-based rents when the cost of utilities is not included in the rent. When determining a family's income-based rent, the PHA must use the utility allowance applicable to the type of dwelling unit leased by the family.

### Utility Reimbursement [24 CFR 960.253(c)(4)]

Utility reimbursement occurs when any applicable utility allowance for tenant-paid utilities exceeds the TTP. HUD permits the PHA to pay the reimbursement to the family or directly to the utility provider.

### Spartanburg Housing (SH) Policy

SH will make utility reimbursements to the family.

## SPARTANBURG HOUSING AUTHORITY, SC

### PUBLIC HOUSING

### Resident-Paid Utilities

### PROPOSED MONTHLY UTILITY ALLOWANCES

#### Chart 1

UPDATE 2020

Building Type: Semi-Detached/Duplex

Cambridge Place - Brawley St (Electric Heating) (EE Equip: Win,HP,WH,Ins,WS,CFL)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,H,C)				\$61.00		
Natural Gas (WH)				\$19.00		
Water				\$27.00		
Sewer				\$64.00		
<b>Totals</b>				<b>\$171.00</b>		

Cambridge Place - Brawley St (Gas Heating) (EE Equip: Win,WH,Ins,WS,CFL)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,C)				\$54.00		
Natural Gas (H,WH)				\$22.00		
Water				\$27.00		
Sewer				\$64.00		
<b>Totals</b>				<b>\$167.00</b>		

A monthly average cost of the summer and winter adjustments were used for electricity and natural gas costs where applicable.

L&A= Lights & Appliances

H= Space Heating

WH= Water Heating

C= Cooking

EE Equip= Energy Efficient Equipment

Win= Windows

HP= Heat Pump

Ins= Insulation

WS= Water Saving Appliances

CFL= 100% Fluorescent Lighting

**Note: Public Housing utility allowances are calculated similar to method used by each utility provider. These allowances are not calculated by end use (like the Section 8 HCV Program), but by total usage for each utility type.**

# SPARTANBURG HOUSING AUTHORITY, SC

## PUBLIC HOUSING

### Resident-Paid Utilities

#### Building Type: Detached House

<b>Scattered Sites</b>						
<b>SC-3-11,23,24,28,99 (All Electric)</b>	0BR	1BR	2BR	3BR	4BR	5BR
(EE Equip: HP,Ins)						
Electricity (L&A,H,WH,C)				\$165.00	\$187.00	
<b>Total (Electric Only)</b>				<b>\$165.00</b>	<b>\$187.00</b>	
Water				\$34.00	\$42.00	
Sewer				\$86.00	\$111.00	
<b>Totals (with Water &amp; Sewer)</b>				<b>\$285.00</b>	<b>\$340.00</b>	

#### Building Type: Detached House

<b>Scattered Sites</b>						
<b>SC-3-11,23,24,28,99 (Gas Heating)</b>	0BR	1BR	2BR	3BR	4BR	5BR
(EE Equip: H,Ins)						
Electricity (L&A,WH,C)				\$134.00	\$153.00	
Natural Gas (H)				\$27.00	\$27.00	
<b>Totals (Electric &amp; Natural Gas)</b>				<b>\$161.00</b>	<b>\$180.00</b>	
Water				\$34.00	\$42.00	
Sewer				\$86.00	\$111.00	
<b>Totals (with Water &amp; Sewer)</b>				<b>\$281.00</b>	<b>\$333.00</b>	

#### Building Type: Row House/Townhouse

<b>Prince Hall SC-3-12</b>	0BR	1BR	2BR	3BR	4BR	5BR
(EE Equip: Win,H,Ins)						
Electricity (L&A)			\$43.00	\$49.00		



# SPARTANBURG HOUSING AUTHORITY, SC

## PUBLIC HOUSING Check-Metered Utilities

### PROPOSED MONTHLY CONSUMPTION ALLOWANCES

#### Chart 2

UPDATE 2020

#### Building Type: Detached House

<b>Camp Croft SC-3-6</b> <b>(EE Equip: H,Ins,WS)</b>	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (kWh) (L&A)		168	209	256		
Natural Gas (ccfs) S(WH,C)		17	21	23		
Natural Gas (ccfs) W(H,WH,C)		37	45	54		
Water (gallons)		1992	3522	5052		

#### Building Type: Row House/Townhouse

<b>Prince Hall SC-3-12</b> <b>(EE Equip: Win,H,Ins)</b>	0BR	1BR	2BR	3BR	4BR	5BR
Natural Gas (ccfs) S(WH,C)			20	22		
Natural Gas (ccfs) W(H,WH,C)			36	43		
Water (gallons)			4819	6965		

L&A= Lights & Appliances

H= Space Heating

WH= Water Heating

C= Cooking

EE Equip= Energy Efficient Equipment

Win= Windows

Ins= Insulation

# SPARTANBURG HOUSING AUTHORITY, SC

## PUBLIC HOUSING Resident-Paid Utilities

### COMPARISON OF CURRENT AND PROPOSED UTILITY ALLOWANCES Chart 3

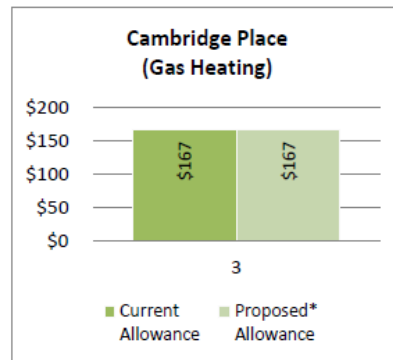
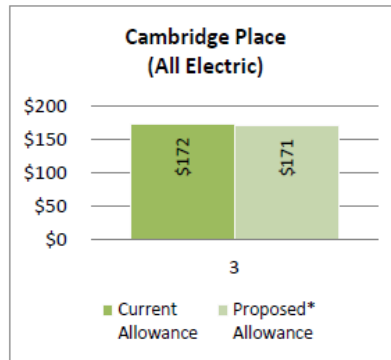
UPDATE 2020

Development	Bedroom Size	Current Allowance	Proposed* Allowance	Difference**
<b>Cambridge Place - Brawley St</b> (Electric Heating)	3	\$172.00	\$171.00	-\$1.00
<b>Cambridge Place - Brawley St</b> (Gas Heating)	3	\$167.00	\$167.00	\$0.00
<b>Scattered Sites</b>	3	\$288.00	\$285.00	-\$3.00
<b>SC-3-11,23,24,28,99 (All Electric)</b>	4	\$344.00	\$340.00	-\$4.00
<b>Scattered Sites SC-3-11, 23,24,28,99 (Gas Heating)</b>	3	\$283.00	\$281.00	-\$2.00
	4	\$336.00	\$333.00	-\$3.00
<b>Prince Hall SC-3-12</b>	2	\$44.00	\$43.00	-\$1.00
	3	\$50.00	\$49.00	-\$1.00

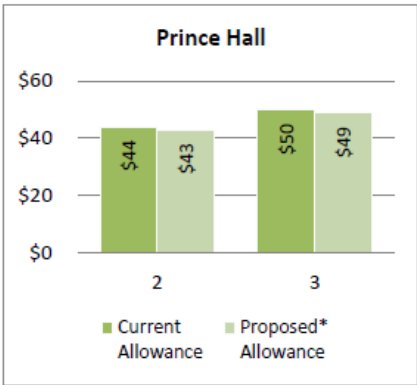
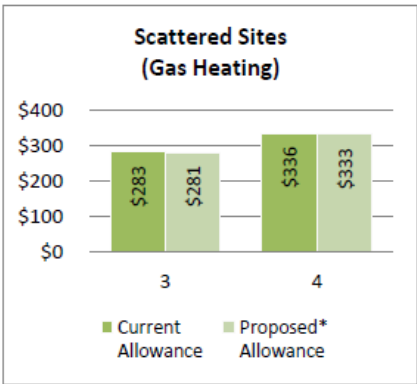
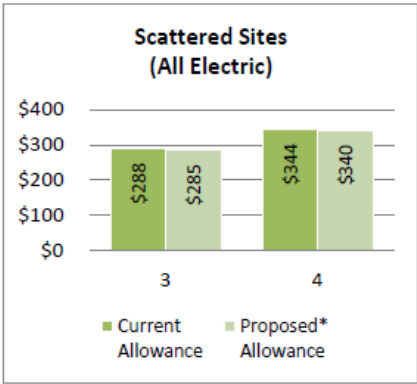
Proposed allowances include the average for electric and natural gas summer and winter months.

\*Proposed allowances were rounded to the nearest dollar.

\*\*After rounding.



**SPARTANBURG HOUSING AUTHORITY, SC**  
**PUBLIC HOUSING**  
**Resident-Paid Utilities**



## **Individual Relief Medical Equipment Allowances**

**Electric Provider: Duke Power**

Item	Hours per Day	Wattage	Monthly kWh	Energy Charge	Utility Allowance
Oxygen Concentrator	18	400	223	0.13246	\$30.00
Nebulizer	2	75	5	0.13246	\$1.00
Electric Hospital Bed	0.2	200	1	0.13246	\$1.00
Alternating Pressure Pad	24	70	52	0.13246	\$7.00
Low Air-Loss Mattress	24	120	89	0.13246	\$12.00
Power Wheelchair/Scooter	3	360	33	0.13246	\$4.00
Feeding Tube Pump	24	120	89	0.13246	\$12.00
CPAP Machine	10	30	9	0.13246	\$1.00
Leg Compression Pump	24	30	22	0.13246	\$3.00
Dialysis Machine/Equipment	2	710	44	0.13246	\$6.00

### ***Oxygen Concentrator***

Use per day varies, assume 12-14 hours a day.

The 5-Liter model uses 400 W, the 3-Liter model uses 320 W.

### ***Nebulizer***

A medicine delivery system used mostly for pediatric care.

Used 4-6 times a day for 20 minutes at a time at 75W.

### ***Semi/Fully Electric Hospital Bed***

Use depends on adjustments. 200 W.

### ***Alternating Pressure Pad***

An air-filled mattress overlay.

Used 24 hours a day for someone who is bed-ridden.

### ***Low Air-Loss Mattress***

Takes the place of mattress - air -filled pressurized mattress.

Cycles air around every 15-20 minutes.

### ***Power Wheelchairs and Scooters***

Need to be charged approximately 8 hours every 3 days.

Batteries are 120 V, 3 Amp, 360 W.

### ***Feeding Tube Pump (Continuous Feed)***

A pump delivers a constant amount of formula throughout the day or night.

### ***CPAP Machine***

Used for Sleep Apnea. Machines run only at night for people who have a tendency to

## **FINANCIAL CONSIDERATIONS:**

The first step in calculating income-based rent is to determine each family's total tenant payment (TTP). Then, if the family is occupying a unit that has tenant-paid utilities, the utility allowance is subtracted from the TTP. The result of this calculation, if a positive number, is the tenant rent. If the TTP is less than the utility allowance, the result of this calculation is a negative number, and

is called the utility reimbursement, which may be paid to the family or directly to the utility company by the PHA.

**POLICY CONSIDERATIONS:**

HUD regulations (24CFR965-507(b)) state that, “adjustments to resident payments as a result of such changes” (adjustments made due to a result of rate changes of 10 percent or more) agencies do not have to comply with the sixty (60) day notice (and comment period) requirement of §965.502(c).” A 30-day notice will suffice. Upon adoption by the Board of Commissioners, the revised utility allowances will be put into effect as of February 1, 2021 and will apply to new tenants as well as all current tenants completing annual recertification and unit transfers.

**BOARD OF COMMISSIONERS OF  
SPARTANBURG HOUSING**

**RESOLUTION NO. 2020-39**

**Approval of the Fiscal Year 2021 Spartanburg Housing  
Public Housing Utility Allowances**

**WHEREAS**, Utility allowances must be reviewed annually, and;

**WHEREAS**, Public Housing Authority's must revise utility allowances if they change more than 10%, and;

**WHEREAS**, Changes to the utility allowances must be approved by the Board of Commissioners.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the City of Spartanburg approves the public housing utility allowances, effective February 1, 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 Spartanburg Housing held on December 8, 2020.

\_\_\_\_\_  
Matthew Myers, Chair

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
FOR CLERK USE ONLY  
RESOLUTION NO. 2020-39  
DATE ADOPTED: December 8, 2020



## **CEO Monthly Report**

**Shaunté Evans**

---

**Board of Commissioners Meeting  
Tuesday, December 8, 2020**



## **Finance Report**

**Jose Calicdan**

---

**Board of Commissioners Meeting  
Tuesday, December 8, 2020**



SPARTANBURG HOUSING												
Asset Management Financials- Per AMP												
Actual to Budget Variance Comparison												
For one(1) month ending October 31, 2020												
		Month To Date				Period to Date				Annual Budget		
		MTD Actual	MTD Budget	\$ Variance	% Variance	PTD Actual	PTD Budget	\$ Variance	% Variance	% Used PTD	Annual Target	
1	<b>Camp Croft</b>											
	Total Revenue	\$ 67,506	\$ 58,599	\$ 8,907	15%	\$ 67,506	\$ 58,599	\$ 8,907	15%	703,190	9.6%	8.3%
	Total Expenses	52,678	71,421	(18,743)	-26%	52,678	71,421	(18,743)	-26%	701,377	7.5%	8.3%
	Reserve transfer out (in)	-	-	-		-	-	-		-		
	Net Operating Income (loss)	\$ 14,828	\$ (12,822)	\$ 27,650		\$ 14,828	\$ (12,822)	\$ 27,650		1,813		
2	<b>Archibald Village</b>											
	Total Revenue	\$ 26,476	\$ 24,501	\$ 1,975	8%	\$ 26,476	\$ 24,501	\$ 1,975	8%	294,020	9.0%	8.3%
	Total Operating Expenses	\$ 13,963	\$ 24,637	\$ (10,674)	-43%	13,963	24,637	\$ (10,674)	-43%	283,377	4.9%	8.3%
	Net Operating Income	\$ 12,513	\$ (136)	\$ 12,649	-9301%	\$ 12,513	\$ (136)	\$ 12,649	-9301%	10,643		
3	<b>Archibald Hi-Rise</b>											
	Total Revenue	\$ 105,039	\$ 72,440	\$ 32,599	45%	\$ 105,039	\$ 72,440	\$ 32,599	45%	869,270	12.1%	8.3%
	Total Expenses	\$ 66,314	\$ 83,629	\$ (17,315)	-21%	66,314	83,629	\$ (17,315)	-21%	860,449	7.7%	8.3%
	Reserve transfer out (in)		\$ -			\$ -	\$ -			-		
	Net Operating Income	\$ 38,725	\$ (11,189)	\$ 49,914	-446%	\$ 38,725	\$ (11,189)	\$ 49,914	-446%	8,821		
4	<b>Scattered Sites</b>											
	Total Revenue	\$ 4,948	\$ 5,425	\$ (477)	-9%	\$ 4,948	\$ 5,425	\$ (477)	-9%	65,100	7.6%	8.3%
	Total Expenses	\$ 3,695	\$ 6,491	\$ (2,796)	-43%	3,695	6,491	\$ (2,796)	-43%	65,100	5.7%	8.3%
	Reserve transfer out (in)		-	-			-	-		-		
	Net Operating Income (loss)	\$ 1,253	\$ (1,066)	\$ 2,319	-218%	\$ 1,253	\$ (1,066)	\$ 2,319	-218%	-		
5	<b>Prince Hall</b>											
	Total Revenue	\$ 64,573	\$ 53,857	\$ 10,716	20%	\$ 64,573	\$ 53,857	\$ 10,716	20%	646,290	10.0%	8.3%
	Total Expenses	\$ 36,154	\$ 54,262	\$ (18,108)	-33%	36,154	54,262	\$ (18,108)	-33%	623,100	5.8%	8.3%
	Net Operating Income (loss)	\$ 28,419	\$ (405)	\$ 28,824	-7117%	\$ 28,419	\$ (405)	\$ 28,824	-7117%	23,190		
6	<b>Victoria Gardens</b>											
	Total Revenue	2,900	-	\$ 2,900	0%	\$ 2,900	\$ -	\$ 2,900	0%	-	0.0%	8.3%
	Total Expenses	4,519	-	4,519	0%	4,519	-	4,519	0%	-	0.0%	8.3%
	Net Operating Income	\$ (1,619)	\$ -	\$ (1,619)		\$ (1,619)	\$ -	\$ (1,619)		-		
7	<b>Cambridge/Brawley</b>											
	Total Revenue	\$ 3,314	\$ 2,839	\$ 475	17%	\$ 3,314	\$ 2,839	\$ 475	17%	34,060	9.7%	8.3%
	Total Operating Expenses	1,120	2,647	(1,527)	-58%	1,120	2,647	(1,527)	-58%	29,539	3.8%	8.3%
	Net Operating Income	\$ 2,194	\$ 192	\$ 2,002	1043%	\$ 2,194	\$ 192	\$ 2,002	1043%	4,521		
	<b>Net Operating Income</b>	96,313	(25,426)	121,739		96,313	(25,426)	121,739				
	Reserve transfer out (in)	-	-	-		-	-	-				
	<b>Per Consolidated Stmt</b>	96,313	(25,426)	121,739		96,313	(25,426)	121,739				

SPARTANBURG HOUSING												
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS												
Actual to Budget Variance Comparison												
For one(1) month ending October 31, 2020												
		Month To Date				Period to Date				Annual Budget		
		MTD Actual	MTD Budget	\$ Variance	% Variance	PTD Actual	PTD Budget	\$ Variance	% Variance	% Used PTD	Annual Target	
1	<b>Public Housing</b>											
	Total Revenue	\$ 274,756	\$ 217,661	\$ 57,095	26%	\$ 274,756	\$ 217,661	\$ 57,095	26%	2,611,930	10.5%	8.3%
	Total Operating Expenses	178,442	243,087	(64,645)	-27%	178,442	243,087	(64,645)	-27%	2,562,942	7.0%	8.3%
	Reserve transfer out (in)		-				-			-		
	Net Operating Income	\$ 96,314	\$ (25,426)	\$ 121,740	-479%	\$ 96,314	\$ (25,426)	\$ 121,740	-479%	48,988		
	YTD revenue exceeded the budget by \$57 or 26% above budget primarily due to higher subsidy received of \$34k and misc income of \$23k -the antenna rental at Archibald Hi-Rise. YTD operating expenses incurred were lower by \$65K or 27% below budget, thus resulting to net income of \$96k.											
2	<b>HCV Program - HAP only</b>											
	Total Revenue	\$ 1,107,500	\$ 1,048,386	\$ 59,114	6%	\$ 1,107,500	\$ 1,048,386	\$ 59,114	6%	12,580,630	8.8%	8.3%
	Total Expenses	\$ 1,070,080	\$ 1,047,970	22,110	2%	\$ 1,070,080	\$ 1,047,970	22,110	2%	12,575,630	8.5%	8.3%
	Net Operating Income (loss)	\$ 37,420	\$ 416	\$ 37,004	8895%	\$ 37,420	\$ 416	\$ 37,004	8895%	5,000		
	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 \$37K.											
3	<b>HCV Program - Admin only</b>											
	Total Revenue	\$ 110,250	\$ 108,451	\$ 1,799	2%	\$ 110,250	\$ 108,451	\$ 1,799	2%	1,301,410	8.5%	8.3%
	Total Expenses	\$ 61,472	\$ 113,598	(52,126)	-46%	\$ 61,472	\$ 113,598	(52,126)	-46%	1,251,780	4.9%	8.3%
	Reserve transfer out (in)	\$ -	\$ -			\$ -	\$ -			-		
	Net Operating Income (loss)	\$ 48,778	\$ (5,147)	\$ 53,925	n/a	\$ 48,778	\$ (5,147)	\$ 53,925		49,630		
	*Admin program was budgeted conservatively due to HUD unpredictable allocation by using the same pro-ration rate last year at 80%. YTD revenue exceeded the budget by \$2K while the operating expenses incurred were below budget by \$52K or 46% lower. Reason behind -SHA applied a COVID stimulus of \$27k to reduce the operating expenses, thus showing a net income of \$49K.											
4	<b>Mod Rehab Program - HAP only</b>											
	Total Revenue	98,006	-	\$ 98,006	0%	98,006	-	\$ 98,006	0%	-	0.0%	8.3%
	Total Expenses	92,038	-	92,038	0%	92,308	-	92,308	0%	-	0.0%	8.3%
	Net Operating Income	\$ 5,968	\$ -	\$ 5,968		\$ 5,698	\$ -	\$ 5,698		-		
	*MOD REHAB is a holdover program for FY 2021 due to prorated RAD conversation. SHA will continue to manage the program until the RAD conversion is completed.											
5	<b>Mod Rehab Program - Admin only</b>											
	Total Revenue	\$ 12,700	\$ -	\$ 12,700	0%	\$ 12,700	\$ -	\$ 12,700	0%	-	0.0%	8.3%
	Total Expenses	3,734	-	3,734	0%	3,734	-	3,734	0%	-	0.0%	8.3%
	Net Operating Income (loss)	\$ 8,966	\$ -	\$ 8,966	0%	\$ 8,966	\$ -	\$ 8,966	0%	-		
	*The RAD closing is taking longer than expected in September 2020, thus SHA continues to recognize admin revenue for a while by managing the program.											
6	<b>COCC Program Only</b>											
	Total Revenue	\$ 317,166	\$ 149,722	\$ 167,444	112%	\$ 317,166	\$ 149,772	\$ 167,394	112%	1,797,275	17.6%	8.3%
	Total Expenses	\$ 139,368	\$ 178,907	\$ (39,539)	-22%	\$ 139,368	\$ 178,907	\$ (39,539)	-22%	1,793,155	7.8%	8.3%
	Reserve transfer out (in)	\$ -	\$ -			\$ -	\$ -			-	0.0%	
	Net Operating Income	\$ 177,798	\$ (29,185)	\$ 206,983	-709%	\$ 177,798	\$ (29,135)	\$ 206,933		4,120		
	* YTD revenue exceeded the budget by \$167K or 112% higher due to developer fee received from VGA RAD closing of \$100k and reimbursement of pre-development costs of \$116K while the YTD operating expenses incurred were below budget by \$39K or 22%,lower, thus showing a net income of \$178K.											
7	<b>JC BULLS ( 100 units)</b>											
	Total Revenue	\$ 74,539	\$ 68,667	\$ 5,872	9%	\$ 74,540	\$ 68,667	\$ 5,873	9%	824,000	9.0%	8.3%
	Total Operating Expenses	\$ 37,839	\$ 61,252	\$ (23,413)	-38%	\$ 37,839	\$ 61,252	\$ (23,413)	-38%	703,815	5.4%	8.3%
	Net Operating Income	\$ 36,700	\$ 7,415	\$ 29,285	395%	\$ 36,701	\$ 7,415	\$ 29,286	395%	120,185		
	* YTD operating expenses under budget by \$23K or 38% lower, thus showing a net income of \$37K as compared to budget of \$7K. No concerns at this time.											
8	<b>OVERALL RESULTS</b>											
	Sub-total	\$ 411,944				\$ 411,674	\$ (51,877)	\$ 463,551	-893.56%			
		(7,949)	Mainstream			(7,949)	Mainstream					
		507	TBRA			507	tbra					
	Net Operating Income	\$ 404,502	okay			\$ 404,232	okay					

HAP FUND ANALYSIS										
CY -2020										
	HUD - CY- 2020			4th Quarter				1st Quarter		
				HUD - CY- 2020				SH -FY 2021		
	Nine months	One month	10 MONTHS							
	Jan - Sept 2020	Oct-20	Jan -Oct 2020	Oct-20	Nov-20	Dec-20	Total	Oct-20	Nov-20	Dec-20
TOTAL HAP DISBURSEMENTS	\$ 9,507,034	\$ 1,107,500	\$ 10,614,534	\$ 1,107,500	\$ -	\$ -	\$ 1,107,500	\$ 1,107,500	\$ -	\$ -
TOTAL HAP EXPENSES	9,362,791	1,070,080	10,432,871	\$ 1,070,080	\$ -	\$ -	\$ 1,070,080	1,070,080	-	-
CASH SURPLUS - (SHORTFALL)	144,243	37,420	181,663	\$ 37,420	\$ -	\$ -	\$ 37,420	37,420	-	-
			Net cash surplus rec'd from HUD							
HUD -accounting cycle is calendar year - Jan -Dec										
SH -accounting cycle is fiscal year - Oct- Sept			for CY 2020 - offset to reserve							

SPARTANBURG HOUSING													
Cash Flow													
October 30, 2020													One month
INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8 HAP -HCV Subsidy	1,107,355												1,107,355
Section 8 HAP - Covid stimulus	-												0
Section 8 HAP - Mainstream subsidy	27,526												27,526
Section 8 Admin Subsidy	109,578												109,578
Section 8 Admin -CARES STIMULUS -COVID	27,290												27,290
Section 8 Mainstream Admin	2,491												2,491
Mod Rehab HAP	98,006												98,006
Mod Rehab Admin	12,700												12,700
FSS -Forfeitures	-												0
Public Housing Subsidy	184,760												184,760
Tax Credit Properties Subsidy	28,655												28,655
TBRA-HCV	10,163												10,163
SLHC PBV Subsidy	8,689												8,689
SC State Grant for JCB	45,102												45,102
1) HUD & State Subsidy	1,662,314	-	-	-	-	-	-	-	-	-	-	-	1,662,314
ROSS	5,768												5,768
CFP and RHF	88,530												88,530
2) Other Grant Revenue	94,298	-	-	-	-	-	-	-	-	-	-	-	94,298
Public Housing Rents	89,458												89,458
JC Bull Rents	29,300												29,300
SAHC Rents	8,902												8,902
3) Rent Revenue	127,660	-	-	-	-	-	-	-	-	-	-	-	127,660
4) Misc Receipts	220,536												220,536
5) Other Cash-In									-				0
Country Garden 1 and 2 Closing payment				-	-			-		-		-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CASH INFLOW</b>	<b>2,104,808</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,104,808</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.													

[illegible]



## **Monthly Reports: Programs Dashboard**

---

**Board of Commissioners Meeting  
Tuesday, December 8, 2020**

December 8, 2020

Spartanburg Housing  
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

**SUBJECT:**

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

**CONTACT PERSON:**

Jessica Holcomb  
Chief Operating Officer

**OCCUPANCY**

As part of the U.S. Department of Housing and Urban Development (HUD), the Public Housing Utilization Project, as of October 31, 2020, Asset Management ended the month at 90.74% for all SH managed developments. The targeted goal is to maintain an occupancy of 97% overall. Excluding the vacant units at Victoria Gardens and Scattered Sites, the SH would have a 94.72% overall occupancy. Total Vacant Units excluding Scattered Sites is 22 Units; three of which are off-line for extensive repairs (one Camp Croft Courts, one at Archibald Hi-Rise and one at Prince Hall). Leasing ended at ALL SITES due to the RAD conversion of Victoria Gardens. Staff are beginning to lease up units no longer needed for relocation. Many units were filled during the Phase 2 relocation of Victoria Gardens residents that occurred in November.

<b>HUD GOAL</b>	<b>SHA Actual</b>	<b>Excluding Outliers</b>	<b>VISTA Managed PH</b>
97%	93.05%	94.72%	98.00%

**TENANT ACCOUNTS RECEIVABLE REPORTS:**

The Tenant Accounts Receivable Collection rate for Spartanburg Housing managed developments was 96.93% for all public housing properties and 101.53% for Spartanburg Housing 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.

<b>HUD GOAL</b>	<b>SH PH Actual</b>	<b>SH MF and Market Actual</b>
98.5%	96.93%	101.53%

# Tenant Charge Analysis Report for October 2020

PROPERTY					AGED TENANT ACCOUNTS RECEIVABLES			YTD ACTUAL NOI	OCCUPANCY	
	CHARGED	UNPAID	TARS	PREPAYS	ACTIVE	INACTIVE	TOTAL			
Camp Croft	\$25,944.53	\$3,686.16	62.58%	\$834.68	\$2,851.48	\$6,856.27	\$9,707.75	\$32,820.00	94.79%	21 residents with unpaid rent
Archibald Village	\$13,046.50	\$13.00	107.40%	\$547.25	\$(534.25)	\$(431.00)	\$(965.25)	\$23,678.00	98.00%	2 residents with unpaid rent (low amounts)
Archibald Rutledge	\$39,094.50	\$2,604.29	100.04%	\$3,578.65	\$(974.36)	\$959.00	\$(15.36)	\$61,466.00	96.00%	8 residents with unpaid rent; 2 have completed mortarium declarations
Scattered Sites	\$3,572.00	\$600.00	93.44%	\$364.50	\$235.50	\$(1.00)	\$234.50	\$4,293.00	53.33%	2 residents with unpaid rent
Prince Hall	\$13,986.97	\$2,778.31	30.16%	\$1,825.31	\$953.00	\$8,815.47	\$9,768.47	\$33,251.00	90.00%	11 residents with unpaid rent
Cambridge Place/Brawley	\$1,667.70	\$489.74	72.89%	\$37.40	\$452.34	\$(0.18)	\$452.16	\$3,279.00	100.00%	1 resident with unpaid rent
<b>PH TOTAL</b>	<b>\$97,312.20</b>	<b>\$10,171.50</b>	<b>96.93%</b>	<b>\$7,187.79</b>	<b>\$2,983.71</b>	<b>\$16,198.56</b>	<b>\$19,182.27</b>	<b>\$158,787.00</b>	<b>93.05%</b>	
Page Lake	\$3,523.00	\$ -	101.02%	\$36.00	\$(36.00)	\$ -	\$(36.00)	\$4,480.00	100.00%	
JC Bull - 100 Units	\$30,327.45	\$1.50	101.98%	\$288.50	\$(287.00)	\$(312.00)	\$(599.00)	\$180,593.00	98.00%	
Liberty	\$1,890.00	\$ -	119.10%	\$361.00	\$(361.00)	\$ -	\$(361.00)	\$3,435.00	100.00%	
SAHC - JC Bull 32 Units	\$8,902.00	\$ -	100.00%	\$ -	\$ -	\$ -	\$ -	\$19,593.00	93.75%	
<b>Total</b>	<b>\$44,642.45</b>	<b>\$1.50</b>	<b>101.53%</b>	<b>\$685.50</b>	<b>\$(684.00)</b>	<b>\$(312.00)</b>	<b>\$(996.00)</b>	<b>\$188,508.00</b>	<b>97.28%</b>	
<b>GRAND TOTAL</b>	<b>\$ 141,954.65</b>	<b>\$10,173.00</b>	<b>99.23%</b>	<b>\$7,873.29</b>	<b>\$2,299.71</b>	<b>\$15,886.56</b>	<b>\$18,186.27</b>	<b>\$347,295.00</b>	<b>95.16%</b>	



**December 8, 2020**

**Spartanburg Housing  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

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

**CONTACT PERSON:**

Joseph Jackson  
Director of Development

**DEVELOPMENT PROJECTS**

**Victoria Gardens**

- Plumbing, HVAC, and electrical rough-in completed in building 10
- All buildings in Phase I have received environmental clearance
- All products submittals for buyout have been approved
- Phase II has collapsed into Phase I (Buildings 14 and 15) and Phase III (Building 21) on the construction schedule
- Tenant relocation averaging one month ahead of the construction schedule
- Bi-weekly onsite construction meetings
- Submitted lighting fixture plan for approval to Duke Power's rebate program

**Spartanburg Housing Maintenance Facility**

- Scheduled for move-in on 12/1/2020
- Fencing installation scheduled to start on 12/3/2020
- Parking lot scheduled for completion on 12/3/2020
- In ground dumpster scheduled for installation on 12/2/2020

**New office/Star Mills**

- Final certificate of occupancy received on 11/12/2020
- PMC/HAWORTH completed installation of furniture on 11/23/2020
- Moved into new office on 11/30/2020 – 12/1/2020

**Southside Projects**

- Submitted PCNA to the HUD CAN e-tool on 11/5/2020
- Spartanburg Housing performing internal analysis to determine next steps

## 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. SH 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 SH’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

- Final state inspection for Archibald Elevator passed on 11/17/2020

December 8, 2020

Spartanburg Housing  
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

**SUBJECT:**

**HOUSING CHOICE VOUCHER MONTHLY REPORT – OCTOBER 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 %
93.5%	104.5%	91.2%	105.7%

- 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%	58%	40%

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

Norris Ridge
92%

- 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 and seven (7) MS. There was one (1) move-out.

<b>Program</b>	<b>Units Allocated</b>	<b>Units Leased</b>	<b>Unused</b>
HCV	1715	1532	183
PBV	273	269	4
RAD	367	346	21
MOD	190	175	15
MS	150	88	62
VASH	5	2	3
<b>Totals</b>	<b>2700</b>	<b>2412</b>	<b>288</b>

**December 8, 2020**

**Spartanburg Housing  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

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

**CONTACT PERSON:**

Cierra Fowler  
Director of Resident and Community Engagement

## **COMMUNITY AND SUPPORTIVE SERVICES**

### **Highlights**

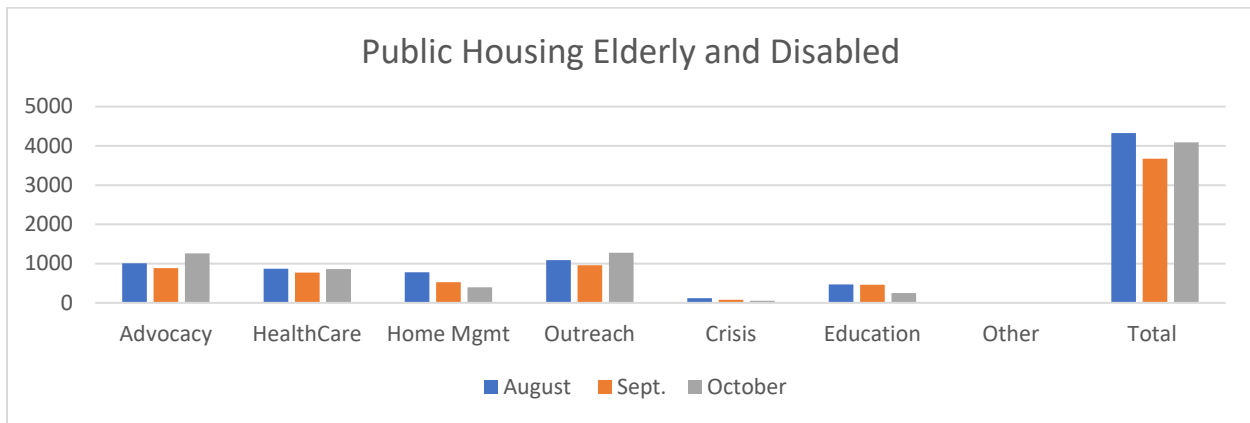
- In keeping to all Covid-19 pandemic guidelines and best practices, Resident Services has resumed in-person programming and activities. The following is a summary of Resident Services activities:
  - Mental Health education with Life Source
  - Slips, Trips, and Falls with OT2GO
  - Open Enrollment with True Advocate.
  - Hospice 101 with MSA.
  - Converse College weekly Art Therapy at Archibald Apartments.
  - Partners for Active living provided Care Kits at JC Bull Apartments.
  - Meet and Greets to introduce resident to new property management staff.
  - Fall Treat Bags at all Public Housing Sites for Elderly, Disabled, and Kids.
  - Fall Festival at Prince Hall with Candy Donations from Bloom Upstate, YMCA, Melting Pot Music Society, and Spartanburg Academic Society.
  - Grab and Go lunches with a mask parade provided by Archibald Staff.
  - Homework Club started at Prince Hall Apartments with 27 registrants.
- The FSS program enrolled four new participants, three HCV/PBV and one public housing into the program for effective date 11/1/2020.
- The Family Self Sufficiency (FSS) program hosted two workshops in October with Neka Dane Consulting and YMA Financials and one interest meeting all virtual.
- Dental Access Clinic provide dental services at Archibald Apartments and Prince Hall Apartments.

## Resident Services Active Grants

Grant #	Grant Name	Closing Date	Remaining Balance	Notes
MFSC179397	Multi-Family	12/31/2020	\$25,389.64	
FSS18SC2129	FSS	12/31/2020	\$38,205.97	

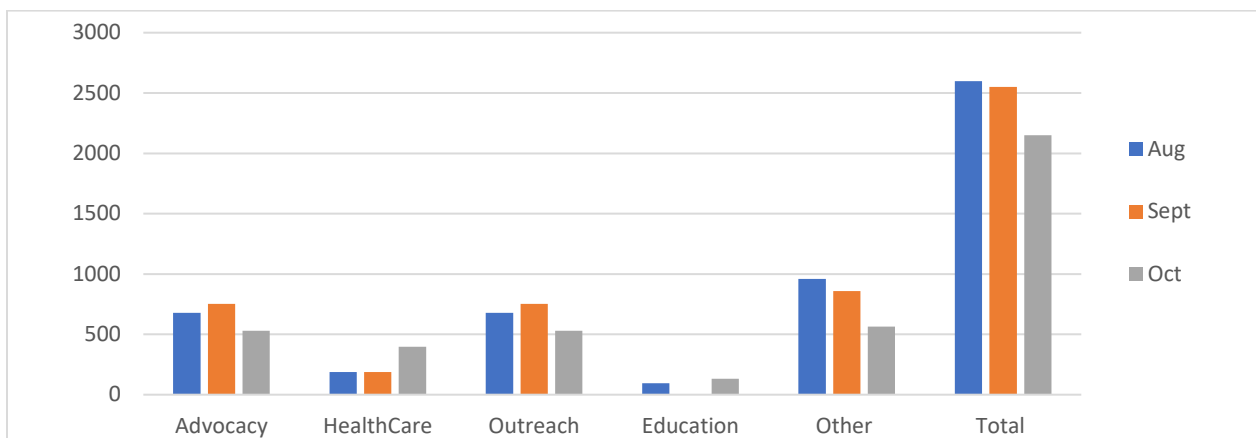
### EDSC Elderly and Disabled Program

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



### Multi -Family Service Coordinator

Number of services (August, September, and October). Property: JC Bull (132 units).



### Family Self-Sufficiency (FSS) Grant as October:

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

## October 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)

