



NOTICE AND AGENDA

**Board of Commissioners Meeting
Tuesday, January 26, 2021**



NOTICE

The Spartanburg Housing will hold its regularly scheduled meeting of the Board of Commissioners at 4:00 P.M. on Tuesday, January 26, 2021. The meeting will be held via conference call.

Conference Dial-In Number: 1-929-205-6099; Meeting ID: 230 114 605; Password: 139189.

Link to meeting, if using a computer:

<https://us02web.zoom.us/j/230114605?pwd=aktqdXpzOFg3a3NIUVZYRXA1K3pydz09>

AGENDA

CALL MEETING TO ORDER

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II. Roll Call

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VII. Information Items

A. Replacement of the Domestic Water Piping System at Archibald
Rutledge12

VIII. Action Items and Resolutions

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XI. Adjournment



**Approval of Minutes
Regular Board Meeting
December 8, 2020**

**Board of Commissioners Meeting
Tuesday, January 26, 2021**

**MINUTES OF THE REGULAR BOARD MEETING OF THE COMMISSIONERS
FOR SPARTANBURG HOUSING
SPARTANBURG, SOUTH CAROLINA
December 8, 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 for Spartanburg Housing 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, Keisha Gray, Drake Jackson and Shaunté Evans.

III. Approval of Agenda:

Commissioner Gaylord made a motion to 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 October 27, 2020 as presented was made by Commissioner Gaylord. The motion was seconded by Commissioner Browning and unanimously carried.

V. Commissioner Comments

None

VI. Public/Staff Comments

Public comments:

None

Staff comments:

None

VII. Information Item:

- A. **Resident Council Update – December 2020** – Commissioner Cunningham presented the update. Questions raised by the board were addressed.
- B. **Moving to Work Update** – Shaunté Evans began with providing a brief update. Tiffany Askew presented a short presentation on the program. Questions raised by the Board were addressed. Shaunté Evans will contact Commissioner Gray regarding the rent burden initiative.

VIII. Action Items and Resolutions:

A. Resolution #2020-37 – Approval of the Landscape Maintenance Services

This resolution was presented to request acceptance of the Resolution 2020-37 as presented by Jessica Holcomb. Questions raised by the Board were addressed. Commissioner Gaylord made a motion to approve resolution 2020-37. The motion was seconded by Commissioner Cunningham and unanimously carried.

RESOLUTION NO. 2020-37

ADOPTED BY THE BOARD OF COMMISSIONERS FOR SPARTANBURG HOUSING
DECEMBER 8, 2020

B. Resolution #2020-38 – Approval of Fiscal Year 2021 Public Housing Rents

This resolution was presented to request acceptance of the Resolution 2020-38 as presented by Jessica Holcomb. Questions raised by the Board were addressed. Commissioner Fairey made a motion to approve resolution 2020-38. The motion was seconded by Commissioner Jackson and unanimously carried.

RESOLUTION NO. 2020-38

ADOPTED BY THE BOARD OF COMMISSIONERS FOR SPARTANBURG HOUSING
DECEMBER 8, 2020

C. Resolution #2020-39 – Approval of Fiscal Year 2021 Public Housing Utility Allowances

This resolution was presented to request acceptance of the Resolution 2020-39 as presented by Jessica Holcomb. Questions raised by the Board were addressed. Commissioner Fairey made a motion to approve resolution 2020-39. The motion was seconded by Commissioner Gaylord and unanimously carried.

RESOLUTION NO. 2020-39

ADOPTED BY THE BOARD OF COMMISSIONERS FOR SPARTANBURG HOUSING
DECEMBER 8, 2020

D. Resolution #2020-40 – Approval of Annual Audit and Tax Services

This resolution was presented to request acceptance of the Resolution 2020-40 as presented by Nathan Bragg. Questions raised by the Board were addressed. Commissioner Browning made a motion to approve resolution 2020-40. The motion was seconded by Commissioner Fairey and unanimously carried.

RESOLUTION NO. 2020-40

ADOPTED BY THE BOARD OF COMMISSIONERS FOR SPARTANBURG HOUSING

DECEMBER 8, 2020

E. Resolution #2020-41 – Approval of the Replacement of the Domestic Water Piping System at Archibald Rutledge

This resolution was presented to request acceptance of the Resolution 2020-41 as presented by Jessica Holcomb. Questions raised by the Board were addressed. Commissioner Fairey made a motion to approve resolution 2020-41. The motion was seconded by Commissioner Browning and unanimously carried.

RESOLUTION NO. 2020-41

ADOPTED BY THE BOARD OF COMMISSIONERS FOR SPARTANBURG HOUSING
DECEMBER 8, 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 Fairey made a motion to adjourn the meeting, which was seconded by Commissioner Cunningham. The meeting was adjourned at 5:58 p.m.

Respectfully Submitted,
Spartanburg Housing



**Approval of Minutes
Special Board Meeting
January 4, 2021**

**Board of Commissioners Meeting
Tuesday, January 26, 2021**

**MINUTES OF THE SPECIAL BOARD MEETING OF THE COMMISSIONERS
FOR SPARTANBURG HOUSING
SPARTANBURG, SOUTH CAROLINA
January 4, 2021**

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

Following proper advance notice, the special meeting of the Board of Commissioners for Spartanburg Housing was called to order at 4:02 p.m.

I. Moment of Silence:

Observed

II. Roll Call:

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

III. Approval of Agenda:

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

IV. Commissioner Comments

None

V. Public/Staff Comments

Public comments:

None

Staff comments:

None

VI. Action Items and Resolutions:

A. Resolution #2021-01 – Approve and Authorize Submission of the Moving to Work Plan and Application Package to the U.S. Department of Housing and Urban Development (HUD)

This resolution was presented to request acceptance of the Resolution 2021-01 as presented by Shaunté Evans. Questions raised by the Board were addressed. Commissioner Gray made a motion to approve resolution 2021-01. The motion was seconded by Commissioner Browning and unanimously carried.

RESOLUTION NO. 2021-01

ADOPTED BY THE BOARD OF COMMISSIONERS FOR SPARTANBURG HOUSING
JANUARY 4, 2021

VII. Other Business

None

VIII. Adjournment

Commissioner Gray made a motion to adjourn the meeting, which was seconded by Commissioner Cunningham. The meeting was adjourned at 4:13 p.m.

Respectfully Submitted,
Spartanburg Housing



Information Item

Replacement of the Domestic Water Piping System at Archibald Rutledge

**Board of Commissioners Meeting
Tuesday, January 26, 2021**

Tuesday, January 26, 2021

**Spartanburg Housing
Spartanburg, SC 29303**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Information Item: Replacement of the Domestic Water Piping System at Archibald Rutledge

CONTACT PERSON:

Jessica M. Holcomb
Chief Operating Officer

SUMMARY:

The domestic water piping system at Archibald Rutledge consists primarily of galvanized steel piping. The serviceable life of galvanized steel water piping varies from approximately 30-50 years, depending primarily on the composition of the water as well as the demands placed on the system. The piping material of choice for the past 40 or more years has been copper. [Note: PVC/CPVC and other plastics are also common nowadays, but primarily in residential applications other than high rise residential.]

During the board meeting held on December 8, 2020, Resolution No. 2020-41 was approved which authorized the replacement of the domestic water piping system at Archibald Rutledge at a cost not to exceed \$125,000. Staff explained the desire to sign a contract with Waldrop to complete the needed repair based on cost and the vendor stating that the work could be completed without relocating the residents. During contract negotiations, it was determined Waldrop would not complete the repairs due to their unwillingness to comply with all the compliance requirements. Therefore, the agency will move to the next vendor, which is L.P.B. The total estimate for repairs is \$101,625.00. The water supply at Archibald will be disconnected for 24 hours to complete the work.

Spartanburg Housing understands that residents may be uncomfortable not having running water for 24 hours. If a resident chooses not to remain on site or stay with a family member, a hotel room will be made available. Residents who will require a hotel, will have the option to make the selection through a survey that will be distributed on Monday, February 15, 2021 and due to the property team by Wednesday, February 17, 2021. Residents will be provided transportation to the hotel, if needed, at 4:00 PM on Tuesday, March 2, 2021. The agency will pay for two nights stay, Tuesday and Wednesday nights, with pick up at 10:00 AM on Thursday, March 4, 2021. The cost of the hotel is \$50 per night and the hotel room has a kitchen for residents to prepare their own meals. At this time, a total number of residents who would like to stay in the hotel is unknown. However, the site is estimating at least 25 residents at a cost of \$2,800 for the hotel with taxes. In addition, the site will spend approximately \$1,000 on bottled water and \$300 on buckets for a total estimated expenditure of \$4,100 in addition to the cost of the repair. If it is determined that a hotel room is necessary for all residents, the estimated cost would increase to approximately \$20,000.

Below is a tentative timeline:

Tuesday, March 2, 2021

- 9:00 AM – Residents who will stay in the building will be supplied buckets and a 24-pack case of water.
- 4:00 PM – Residents will be transported to a hotel, if necessary.
- 6:00 PM – Residents will need to complete necessary preparations to stay in units without water for 24 hours.
- 6:30 PM – Maintenance will begin the disconnection of water to the building.
- 7:00 PM – L.P.B will begin to remove the piping and pump skid associated with the existing system. The process will take 12 hours with a crew working around the clock.

Wednesday, March 3, 2021

- 7:00 AM – L.P.B will begin to install the new pump system. This process will take 12 hours with a crew working around the clock.
- 7:00 PM – Water will be restored to the building.

Thursday, March 4, 2021

- 10:00 AM – Residents will be transported back to Archibald.

FINANCIAL CONSIDERATIONS:

Spartanburg Housing has budgeted for both the expense of the repair and hotel, meals, and incidental charges in the 2019 Capital Fund budget.

POLICY CONSIDERATIONS:

This procurement required Board approval because it will exceed Spartanburg Housing's small purchase threshold of \$60,000.



Action Item & Resolution 2021-02

Approval of the First Quarter Bad Debt Write-Offs

**Board of Commissioners Meeting
Tuesday, January 26, 2021**

January 26, 2021

**Spartanburg Housing
Spartanburg, SC 29303**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Approval of the First Quarter Fiscal Year 2021 Bad Debt Write-Offs
Resolution 2021-02**

RECOMMENDATION:

It is hereby recommended that the Board of Commissioners for Spartanburg Housing adopt Resolution No. 2021-02 , approving write-off of uncollected accounts receivables from October 1, 2020 through December 31, 2020, in the amount of \$21,408.60.

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 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 Spartanburg Housing.

		Spartanburg Housing		
		Bad Debt Write Off Receipts		
		October 1, 2020 - December 31, 2020		
	<u>Properties (AMP's)</u>	<u>FY 2021</u>		
		<u>1st QTR</u>		
		<u>Amount</u>		
1	Camp Croft	\$ 355.84		
2	Archibald Village	\$ -		
3	Archibald Rutledge	\$ 296.00		
4	Scattered Sites	\$ -		
5	Prince Hall	\$ -		
6	Cambridge Place	\$ -		
7	Page Lake	\$ -		
8	JC Bull	\$ -		
9	Liberty	\$ -		
10	SAHC	\$ -		
	Total	\$651.84		

		Spartanburg Housing				
		Bad Debt Write Off				
		October 1, 2020 - December 31, 2020				
	<u>Properties (AMP's)</u>	<u>FY 2021</u>	<u>FY 2020</u>	<u>Dollars</u>	<u>Percent</u>	
		<u>1st QTR</u>	<u>1st QTR</u>	<u>Inc./ (Dec.)</u>	<u>Inc/(Dec)</u>	
		<u>Amount</u>	<u>Amount</u>			
1	Camp Croft	\$ 6,790.12	\$ -	\$ 6,790.12	-	
2	Archibald Village	\$ -	\$ 890.00	\$ (890.00)	-	
3	Archibald Rutledge	\$ 4,306.79	\$ 4,626.90	\$ (320.11)	-6.92%	
4	Scattered Sites	\$ -	\$ -	\$ -	-	
5	Prince Hall	\$ 10,311.69	\$ 8,854.62	\$ 1,457.07	16.46%	
6	Cambridge Place	\$ -	\$ -	\$ -	-	
7	Page Lake	\$ -	\$ -	\$ -	-	
8	JC Bull	\$ -	\$ 15.00	\$ (15.00)	-	
9	Liberty	\$ -	\$ -	\$ -	-	
10	SAHC	\$ -	\$ -	\$ -	-	
	Total	\$21,408.60	\$14,386.52	\$ 7,022.08	48.81%	

**BOARD OF COMMISSIONERS FOR
SPARTANBURG HOUSING**

RESOLUTION NO. 2021-02

**APPROVE FIRST QUARTER FISCAL YEAR 2021
BAD DEBT WRITE-OFFS**

WHEREAS, Spartanburg Housing 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 for Spartanburg Housing approves the first quarter fiscal year 2021 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 for Spartanburg Housing held on January 26, 2021.

Matthew Myers, Chair

ATTEST:

Secretary

FOR CLERK USE ONLY
RESOLUTION NO. 2021-02
DATE ADOPTED: January 26, 2021



Action Item & Resolution 2021-03

Approval of the Maintenance Service Charge

**Board of Commissioners Meeting
Tuesday, January 26, 2021**

January 26, 2021

**Spartanburg Housing
Spartanburg, SC 29303**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Approval of the Maintenance Charge Schedule
Resolution 2021-03**

RECOMMENDATION:

It is hereby recommended that the Board of Commissioners for Spartanburg Housing adopt Resolution No. 2021-03 approving the update to the maintenance charge schedule.

STAFF RESOURCE:

Jessica M. Holcomb
Chief Operating Officer

BACKGROUND:

If the public housing authority (PHA) charges the tenant for maintenance and repair beyond normal wear and tear, the lease must state the basis for the determination of such charges [24 CFR 966.4(b)(2)].

Schedules of special charges for services and repairs which are required to be incorporated in the lease by reference must be publicly posted in a conspicuous manner in the development office and must be furnished to applicants and tenants on request [24 CFR 966.5].

The lease must provide that charges for maintenance and repair beyond normal wear and tear are not due and collectible until two weeks after the PHA gives written notice of the charges. The written notice is considered an adverse action and must meet the requirements governing a notice of adverse action [24 CFR 966.4(b)(4)].

The notice of proposed adverse action must identify the specific grounds for the action and inform the family of their right for a hearing under the PHA grievance procedures. The PHA must not take the proposed action until the time for the tenant to request a grievance hearing has expired, or (if a hearing was requested within the required timeframe,) the grievance process has been completed [24 CFR 966.4(e)(8)].

SUMMARY:

When applicable, families will be charged for maintenance and/or damages according to the Spartanburg Housing's current schedule. Work that is not covered in the schedule will be charged based on the actual cost of labor and materials to make needed repairs (including overtime, if applicable).

Notices of maintenance and damage charges are mailed monthly and are in accordance with requirements regarding notices of adverse actions. Charges are due and payable the first of the month falling 14 calendar days after billing. If the family requests a grievance hearing within the required timeframe, Spartanburg Housing will not take action for nonpayment of the charges until

the conclusion of the grievance process.

<u>Item</u>	<u>Current Billing Price</u>	<u>Proposed Billing Price</u>	<u>Price Difference</u>
Cleaning: Bathroom	\$40.00	\$50.00	\$10.00
Cleaning: Kitchen	\$40.00	\$50.00	\$10.00
Cleaning: Floors (each room)	\$20.00	\$30.00	\$10.00
Replace Bi-Fold Closet Door	\$42.00	\$100.00	\$58.00
Unstop Kitchen Sink	\$20.00	\$40.00	\$20.00
Unstop Sink Drain	\$20.00	\$40.00	\$20.00
Replace Kitchen Faucet	\$45.00	\$75.00	\$30.00
Oven Units	\$30.00	\$50.00	\$20.00
Replace Oven Handle	\$16.12	\$30.00	\$13.88
Range Vent	\$45.60	\$60.00	\$14.40
Oven Door Gasket	\$16.00	\$25.00	\$9.00
Range (electric)	\$450.00	\$400.00	-\$50.00
Range (gas)	\$325.00	\$400.00	\$75.00
Vegetable Bin Cover	\$19.00	\$30.00	\$11.00
Door Shelf Bar	\$15.00	\$30.00	\$15.00
Door Gasket	\$30.00	\$45.00	\$15.00
Shelves	\$15.00	\$25.00	\$10.00
Replace Refrigerator	\$350.00	\$500.00	150.00
Tub Stopper	\$13.90	\$10.00	-\$3.90
Complete Tissue Holder	\$16.88	\$15.00	-\$1.88
Tissue Holder Roller Only	\$12.00	\$8.00	-\$4.00
Complete Shower Rod with Brackets	\$18.00	\$25.00	\$7.00
Toilet Blockage, Requiring Snake	-	\$50.00	50.00
Toilet Blockage, Requiring Dismantling	\$50.00	\$75.00	\$25.00
Toilet Replacement	\$70.00	\$150.00	\$80.00
Lavatory Faucets	\$65.00	\$80.00	\$15.00
Replace Medicine Cabinet Mirror	\$25.00	\$65.00	\$40.00
Replace Exhaust Fan	-	\$60.00	60.00
HVAC Thermostat	\$75.00	\$90.00	\$15.00
Hall Light Globe	\$18.00	\$15.00	-\$3.00
Smoke Detector	\$50.00	\$100.00	\$50.00
Walls, Hole Repair (2X2)	\$55.55	\$60.00	\$4.45
Walls, Hole Repair (4X4)	\$67.50	\$80.00	\$12.50
Walls, Hole Repair (larger)	\$79.50	\$100.00	\$20.50
Specialty Blinds		\$35.00	\$35.00
Replace Tile (each)	\$3.50	\$5.00	\$1.50
Replace Entire Tile Floor (per room)	\$125.00	\$150.00	\$25.00
Replace Ceiling Fan	\$96.00	\$120.00	\$24.00
Repair Ceiling Fan (blades/brackets, each)	\$35.00	\$10.00	-\$25.00

FINANCIAL CONSIDERATIONS:

Income from damages or move-out charges are projected expenses in each Asset Management Project's (AMP) budget.

POLICY CONSIDERATIONS:

This resolution requires Board approval because the Maintenance Charge Schedule is an attachment to the Lease Agreement.

MAINTENANCE CHARGE SCHEDULE

Adopted: February 16, 2011

The following charges will apply to charges for cleaning, repair, and/or replacement as a result of misuse, abuse, theft, or negligence on the part of the resident. Residents will not be charged for normal wear and tear.

Cleaning:

Bathroom.....	\$ 5 40.00
Stove.....	40.00
Refrigerator.....	30.00
Kitchen.....	5 40.00
Bedroom (each).....	40.00
Floors (each room).....	3 20.00
Clean yard or roof.....	20.00
Remove trash and debris (per load).....	40.00

Painting:

Prorated on a 5 year schedule @ \$50 per room

Windows and Doors:

Replace door stop.....	12.50
Replace door keeper.....	17.00
Replace storm door.....	175.00
Replace storm door latch.....	20.95
Replace storm door closure.....	29.60
Door knob, exterior.....	22.50
Door knob, interior.....	22.95
Door lock change w/2 keys.....	50.00
Door jamb replacement.....	93.50
Replace screen door/window frame.....	48.00
Replace window/door screen only.....	26.00
Replace patio door screen.....	26.00
Replace window.....	45.00
Replace window glass.....	30.00
Replace blinds/shades (each).....	15.00
Window blind/shade brackets (per set).....	14.00
Weather stripping (per door).....	12.00
Replace bi-fold closet door.....	42 100.00
Repair closet door.....	20.00
Repair front or back door.....	40.00
Replace front or back door.....	300.00
Front or back door casing.....	150.00
Kick plate.....	25.00
Storm door closure.....	30.00

Replace storm door grill.....	21.00
Kitchen:	
Unstop sink.....	
2040.00	
Sink replacement.....	165.00
Sink stopper.....	12.00
Basket sink strainer replacement.....	25.00
Unstop sink drain.....	
2040.00	
Repair faucet.....	15.00
Replace kitchen faucet.....	
4575.00	
Faucet handles.....	15.00
Countertop.....	300.00
<u>Range:</u>	
Drip pan, 6 inch.....	16.00
Drip pan, 8 inch.....	18.00
Replace range controls.....	20.00
Repair gas range.....	30.00
Repair electric range.....	30.00
Oven units.....	
3050.00	
Burners	
Small.....	26.95
Large.....	28.95
Replace oven handle.....	
16.1230.00	
Replace oven hinges.....	13.00
Replacement oven rack.....	15.00
Heat switch.....	29.00
Range vent.....	
45.6060.00	
Oven door gasket.....	
16.0025.00	
Garbage disposal stopper.....	12.00
Garbage disposal splash guard.....	11.50
Stovetop elements, 6 inch.....	25.00
Stovetop elements, 8 inch.....	28.00
Range hood filter.....	18.00
Range (electric).....	
450.00400.00	
Range (gas).....	
325.00400.00	
<u>Refrigerator:</u>	
Ice trays.....	5.00

Vegetable bin	27.00
Inside door panel.....	45.00
Vegetable bin cover.....	
19.00 30.00	
Door shelf bar.....	
15.00 30.00	
Shelf support post.....	13.00
Shelf brackets.....	12.00
Door gasket.....	
30.00 45.00	
Control/thermostat.....	45.00
Shelves.....	
15.00 25.00	
Replace relay.....	25.00
Evaporator door.....	16.00
Freezer door hinges.....	14.00
Replace handle.....	23.50
Replace refrigerator.....	
350.00 500.00	
Bathroom:	
Tub stopper.....	
13.90 10.00	
Overflow plate.....	12.50
Shower head.....	16.00
Tub spout.....	37.00
Sink stopper.....	12.25
Unstop sink.....	25.00
Complete tissue holder.....	
16.88 15.00	
Tissue holder roller only.....	12 8.00
Complete shower rod with brackets.....	
18 25.00	
Shower rod brackets only (per set).....	15.00
Complete towel bar set (includes bracket).....	22.00
Towel bar only.....	13.25
Toilet blockage, removed with plunger.....	30.00
<u>Toilet blockage, requiring snake</u>	<u>50.00</u>
Toilet blockage, requiring dismantling.....	
50 75.00	
Toilet tank top.....	38.50
Toilet handle.....	12.25
Toilet replacement.....	
70 150.00	
Replace toilet bowl.....	35.00
Toilet seat.....	22.50

Repair toilet seat.....	12.50
Ceramic soap dish.....	22.50
Lavatory pop ups.....	30.00
Lavatory faucets.....	
6580.00	
Replace medicine cabinet mirror.....	
2565.00	
Medicine cabinet shelves.....	12.00
<u>Replace Exhaust Fan</u>	<u>60.00</u>
Miscellaneous Interior repairs:	
Window thumb screw locks.....	13.00
Electrical switch and receptacle covers.....	12.00
Standard light bulb.....	12.00
Flourescent <u>Fluorescent</u> light	
bulb.....	14.50
Refrigerator light bulb.....	12.00
Bi-fold closet doorknob.....	13.50
Repair closet shelf.....	12.50
Replace closet shelf.....	15.00
HVAC Thermostat.....	
7590.00	
Replace thermostat cover.....	15.00
Repair thermostat.....	16.00
Hall light globe.....	
1815.00	
Smoke detector (repair or replacement).....	
50100.00	
Walls, hole repair (2x2).....	
55.55 <u>60.00</u>	
Walls, hole repair (4x4).....	
67.50 <u>80.00</u>	
Walls, hold-hole repair (larger).....	
79.50 <u>100.00</u>	
Painting, per room.....	150.00
Replacement of ceiling fan.....	120.00
Interior door replacement.....	126.41
Repair exhaust fan.....	15.00
Replace exhaust fan.....	40.00
Change mailbox locks.....	15.00
Repair mailbox.....	17.00
Closet rods.....	15.00
Curtain rods.....	15.00
Window blinds.....	15.00
<u>Specialty Blinds.....</u>	<u>35.00</u>

Replace <u>interior or exterior</u> light globes.....	15.00	
Repair baseboard (ea 3 ft).....		10.00
Replace baseboard (ea 3 ft).....		12.50
Vent covers.....		15.44
Mailbox/house keys(each).....		12.50
Replace tile (each).....		
3.50 <u>5.00</u>		
Replace entire tile floor (<u>per room</u>).....	125.15 <u>150.00</u>	
Replace handrails (interior).....		22.00
Replace handrails (exterior).....		32.00
Replace handrail brackets.....		14.00
False Emergency Calls.....		50.00
Replace Ceiling fan.....		
96.00 <u>120.00</u>		
Repair ceiling fan (blades/brackets, etc; <u>each</u>).....		
35 <u>10.00</u>		

When applicable, families will be charged for maintenance and/or damages according to the Spartanburg Housing's current schedule. Work that is not covered in the schedule will be charged based on the actual cost of labor and materials to make needed repairs (including overtime, if applicable).

Notices of maintenance and damage charges are mailed monthly and are in accordance with requirements regarding notices of adverse actions. Charges are due and payable the first of the month falling 14 calendar days after billing. If the family requests a grievance hearing within the required timeframe, Spartanburg Housing will not take action for nonpayment of the charges until the conclusion of the grievance process.

~~Any items not listed will be billed at the rate of \$20 per hour for labor and administrative costs along with the cost of the parts required for the repair.~~

~~In the event a Contractor is engaged to perform the work, the resident will be billed at the cost paid by the SHA plus a 5% administrative fee.~~

Emergency work orders will be responded to within 24 hours. The problem will either be solved or abated awaiting parts or contract personnel.

**BOARD OF COMMISSIONERS FOR
SPARTANBURG HOUSING**

RESOLUTION NO. 2021-03

**APPROVAL OF THE
MAINTENANCE CHARGE SCHEDULE**

WHEREAS, public housing families are only charged for maintenance and/or damages that exceed normal wear and tear according to the Spartanburg Housing's current schedule; and

WHEREAS, work that is not covered in the schedule will be charged based on the actual cost of labor and materials to make needed repairs (including overtime, if applicable); and

WHEREAS, notices of maintenance and damage charges are mailed monthly and are in accordance with requirements regarding notices of adverse actions. Charges are due and payable the first of the month falling 14 calendar days after billing; and

WHEREAS, the Maintenance Charge Schedule will be effective March 1, 2021.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners for Spartanburg Housing approves the update to the Maintenance Charge Schedule.

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 for Spartanburg Housing held on January 26, 2021.

Matthew Myers, Chair

ATTEST:

Secretary

FOR CLERK USE ONLY
RESOLUTION NO. 2021-03
DATE ADOPTED: January 26, 2021



CEO Monthly Report

Shaunté Evans



**Board of Commissioners Meeting
Tuesday, January 26, 2021**



Finance Report

Jose Calicdan

**Board of Commissioners Meeting
Tuesday, January 26, 2021**

SPARTANBURG HOUSING													
Cash Flow													
December 31, 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	1,050,900	929,645										3,087,900
Section 8 HAP - Covid stimulus	-	-	-										0
Section 8 HAP - Mainstream subsidy	27,526	30,513	30,513										88,552
Section 8 Admin Subsidy	109,578	114,130	114,130										337,838
Section 8 Admin -CARES STIMULUS -COVID	27,290	33,994	-										61,284
Section 8 Mainstream Admin	2,491	2,941	4,342										9,774
Mod Rehab HAP	98,006	-	-										98,006
Mod Rehab Admin	12,700	-	-										12,700
FSS -Forfeitures	-	-	-										0
Public Housing Subsidy	184,760	184,760	202,745										572,264
Tax Credit Properties Subsidy	28,655	28,655	31,443										88,752
TBRA-HCV	10,163	9,978	9,978										30,119
SAHC PBV Subsidy	8,689	8,127	8,427										25,243
SC State Grant for JCB	45,102	45,352	46,139										136,593
1) HUD & State Subsidy	1,662,314	1,509,349	1,377,362	-	-	-	-	-	-	-	-	-	4,549,025
ROSS	5,768	9,476	24,953										40,197
CFP and RHF	88,530	117,977	99,808										306,315
2) Other Grant Revenue	94,298	127,453	124,761	-	-	-	-	-	-	-	-	-	346,512
Public Housing Rents	90,554	91,134	89,684										271,373
JC Bull Rents	29,300	29,095	29,716										88,111
SAHC Rents	8,902	9,056	9,139										27,097
3) Rent Revenue	128,756	129,285	128,539	-	-	-	-	-	-	-	-	-	386,581
4) Misc Receipts	220,536	93,037	23,837										337,410
5) Other Cash-In													
													-
													-
TOTAL CASH INFLOW	2,105,904	1,859,125	1,654,499	0	0	-	-	-	-	-	-	-	5,619,528
1) HUD subsidy for Section 8 is based on the prior year actual costs. Public Housing Subsidy is a formula based calculation using rents, three year rolling based utility costs calculation, and other add-ons for audit, PILOT, Information Technology, etc. This is also done annually and there will be a change in January. The SC State subsidy is for JC Bull and it is submitted monthly based on units leased. The TBRA is a grant and the funds have to be requested as needed.													
2) Other grant revenue includes Capital fund subsidies and grant revenue for the Resident Self Sufficiency and Youthbuild programs.													
3) Rent revenue consists of the tenant paid rents for the various public housing units managed by the Authority.													
4) Misc revenue includes payments for court costs, resident work orders for maintenance and repair as well as, Section 8 repayment agreements, Public Housing bad debt recovery, laundry facility rebates, tower rental, proceeds from the sale of homes, and any other miscellaneous income.													
5) Other cash-In will include transfers from reserve accounts, and any adjustment to working capital.													

SPARTANBURG HOUSING												
Asset Management Financials- Per AMP												
Actual to Budget Variance Comparison												
For three (3) months ending December 31, 2020												
		Month To Date				Period to Date				Annual Budget		
		MTD Actual	MTD Budget	\$ Variance	% Variance	PTD Actual	PTD Budget	\$ Variance	% Variance	% Used PTD	Annual Target	
1	Camp Croft											
	Total Revenue	\$ 74,900	\$ 58,599	\$ 16,301	28%	\$ 205,427	\$ 175,797	\$ 29,630	17%	703,190	29.2%	25.0%
	Total Expenses	75,980	74,516	1,464	2%	179,339	189,767	(10,428)	-5%	701,377	25.6%	25.0%
	Reserve transfer out (in)	-	-	-		-	-	-		-		
	Net Operating Income (loss)	\$ (1,080)	\$ (15,917)	\$ 14,837		\$ 26,088	\$ (13,970)	\$ 40,058		1,813		
2	Archibald Village											
	Total Revenue	\$ 29,482	\$ 24,501	\$ 4,981	20%	\$ 82,743	\$ 73,503	\$ 9,240	13%	294,020	28.1%	25.0%
	Total Operating Expenses	\$ 27,464	\$ 31,115	\$ (3,651)	-12%	61,830	71,845	\$ (10,015)	-14%	283,377	21.8%	25.0%
	Net Operating Income	\$ 2,018	\$ (6,614)	\$ 8,632	-131%	\$ 20,913	\$ 1,658	\$ 19,255	1161%	10,643		
3	Archibald Hi-Rise											
	Total Revenue	\$ 93,140	\$ 72,440	\$ 20,700	29%	\$ 280,127	\$ 217,320	\$ 62,807	29%	869,270	32.2%	25.0%
	Total Expenses	\$ 103,125	\$ 102,932	\$ 193	0%	252,987	263,032	\$ (10,045)	-4%	860,449	29.4%	25.0%
	Reserve transfer out (in)		\$ -			\$ -	\$ -			-		
	Net Operating Income	\$ (9,985)	\$ (30,492)	\$ 20,507	-67%	\$ 27,140	\$ (45,712)	\$ 72,852		8,821		
4	Scattered Sites											
	Total Revenue	\$ 5,853	\$ 5,425	\$ 428	8%	\$ 16,120	\$ 16,275	\$ (155)	-1%	65,100	24.8%	25.0%
	Total Expenses	\$ 5,382	\$ 6,978	(1,596)	-23%	13,200	18,389	(5,189)	-28%	65,100	20.3%	25.0%
	Reserve transfer out (in)		-	-			-	-		-		
	Net Operating Income (loss)	\$ 471	\$ (1,553)	\$ 2,024	-130%	\$ 2,920	\$ (2,114)	\$ 5,034	-238%	-		
5	Prince Hall											
	Total Revenue	\$ 69,917	\$ 53,857	\$ 16,060	30%	\$ 192,623	\$ 161,571	\$ 31,052	19%	646,290	29.8%	25.0%
	Total Expenses	\$ 74,518	\$ 71,702	2,816	4%	157,285	169,451	(12,166)	-7%	623,100	25.2%	25.0%
	Net Operating Income (loss)	\$ (4,601)	\$ (17,845)	\$ 13,244	-74%	\$ 35,338	\$ (7,880)	\$ 43,218	-548%	23,190		
6	Victoria Gardens											
	Total Revenue	-	-	\$ -	0%	\$ 14,436	\$ -	\$ 14,436	0%	-	0.0%	25.0%
	Total Expenses	3,257	-	3,257	0%	20,767	-	20,767	0%	-	0.0%	25.0%
	Net Operating Income	\$ (3,257)	\$ -	\$ (3,257)		\$ (6,331)	\$ -	\$ (6,331)		-		
7	Cambridge/Brawley											
	Total Revenue	\$ 3,989	\$ 2,839	\$ 1,150	41%	\$ 10,458	\$ 8,517	\$ 1,941	23%	34,060	30.7%	25.0%
	Total Operating Expenses	1,718	2,584	(866)	-34%	4,866	7,165	(2,299)	-32%	29,539	16.5%	25.0%
	Net Operating Income	\$ 2,271	\$ 255	\$ 2,016	791%	\$ 5,592	\$ 1,352	\$ 4,240	314%	4,521		
	Net Operating Income	(14,163)	(72,166)	58,003		111,660	(66,666)	178,326				
	Reserve transfer out (in)	-	-	-		-	-	-				
	Per Consolidated Stmt	(14,163)	(72,166)	58,003		111,660	(66,666)	178,326				

SPARTANBURG HOUSING												
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS												
Actual to Budget Variance Comparison												
For three(3) months ending December 31, 2020												
		Month To Date				Period to Date				Annual Budget		
		MTD	MTD	\$	%	PTD	PTD	\$	%	% Used	Annual	
		Actual	Budget	Variance	Variance	Actual	Budget	Variance	Variance	PTD	Target	
1	Public Housing											
	Total Revenue	\$ 277,281	\$ 217,661	\$ 59,620	27%	\$ 801,935	\$ 652,983	\$ 148,952	23%	2,611,930	30.7%	25.0%
	Total Operating Expenses	291,445	289,827	1,618	1%	690,276	719,649	(29,373)	-4%	2,562,942	26.9%	25.0%
	Reserve transfer out (in)		-				-			-		
	Net Operating Income	\$ (14,164)	\$ (72,166)	\$ 58,002	-80%	\$ 111,660	\$ (66,666)	\$ 178,326	-267%	48,988		
	* YTD revenue exceeded the budget by \$149k or 23% above budget primarily due to higher subsidy received of \$126k and misc income of \$23k -the antenna rental at Archibald Hi-Rise.											
	YTD operating expenses incurred were lower by \$29K or 4% below budget, thus resulting to net income of \$112k. However, MTD result shows a net loss of \$14k due to bad debt write off of \$21K.											
2	COCC Program Only											
	Total Revenue	\$ 218,549	\$ 149,772	\$ 68,777	46%	\$ 639,396	\$ 449,316	\$ 190,080	42%	1,797,275	35.6%	25.0%
	Total Expenses	\$ 214,130	\$ 223,904	\$ (9,774)	-4%	\$ 447,474	\$ 541,443	\$ (93,969)	-17%	1,793,155	25.0%	25.0%
	Reserve transfer out (in)	\$ -	\$ -			\$ -	\$ -	\$ -		-	0.0%	
	Net Operating Income	\$ 4,419	\$ (74,132)	\$ 78,551	-106%	\$ 191,922	\$ (92,127)	\$ 284,049		4,120		
	* YTD revenue exceeded the budget by \$190K or 42% 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 \$94K or 17% lower, thus showing a net income of \$192K.											
3	JC BULLS (100 units)											
	Total Revenue	\$ 75,973	\$ 68,667	\$ 7,306	11%	\$ 225,060	\$ 206,001	\$ 19,059	9%	824,000	27.3%	25.0%
	Total Operating Expenses	\$ 43,389	\$ 59,579	\$ (16,190)	-27%	\$ 129,949	\$ 178,537	\$ (48,588)	-27%	703,815	18.5%	25.0%
	Net Operating Income	\$ 32,584	\$ 9,088	\$ 23,496	259%	\$ 95,111	\$ 27,464	\$ 67,647	246%	120,185		
	* YTD operating expenses under budget by \$48K or 27% lower, thus showing a net income of \$95K as compared to budget of \$27K. No concerns at this time.											
4	HCV Program - Admin only											
	Total Revenue	\$ 116,120	\$ 108,451	\$ 7,669	7%	\$ 341,101	\$ 325,353	\$ 15,748	5%	1,301,410	26.2%	25.0%
	Total Expenses	\$ 83,591	\$ 127,263	(43,672)	-34%	\$ 215,387	\$ 326,869	(111,482)	-34%	1,251,780	17.2%	25.0%
	Reserve transfer out (in)	\$ -	\$ -			\$ -	\$ -	\$ -		-		
	Net Operating Income (loss)	\$ 32,529	\$ (18,812)	\$ 51,341	n/a	\$ 125,714	\$ (1,516)	\$ 127,230		49,630		
	* Admin program was budgeted conservatively due to HUD unpredictable allocation by using pro-ration rate of 75%. YTD revenue exceeded the budget by \$15K or 5% above budget											
	while the operating expenses incurred were below budget by \$111K or 34% lower. Reason behind -SHA applied a COVID stimulus of \$103K to reduce the operating expenses,											
	thus showing a net income of \$126K.											
5	HCV Program - HAP only											
	Total Revenue	\$ 929,719	\$ 1,048,386	\$ (118,667)	-11%	\$ 3,088,192	\$ 3,145,158	\$ (56,966)	-2%	12,580,630	24.5%	25.0%
	Total Expenses	\$ 1,045,594	\$ 1,047,970	(2,376)	0%	\$ 3,148,573	\$ 3,143,910	4,663	0%	12,575,630	25.0%	25.0%
	Net Operating Income (loss)	\$ (115,875)	\$ 416	\$ (116,291)	-27955%	\$ (60,381)	\$ 1,248	\$ (61,629)	-4938%	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 shortfall of \$60K.											
6	OVERALL RESULTS											
	Sub-total	\$ (60,506)				\$ 464,025	\$ (131,597)	\$ 595,622	-452.61%			
		\$ -	Mod Rehab			\$ (72,338)	Mod Rehab					
		(14,985)	Mainstream			(30,886)	Mainstream					
		(10)	TBRA			745	tbra					
	Net Operating Income	\$ (75,501)	okay			\$ 361,546	okay					

HAP FUND ANALYSIS											
CY -2020											
	HUD - CY- 2020			4th Quarter				1st Quarter			
				HUD - CY- 2020				SHA -FY 2021			
	Nine months	Three months	12 MONTHS								
	Jan - Sept 2020	Oct -Dec 2020	Jan -Dec 2020	Oct-20	Nov-20	Dec-20	Total	Oct-20	Nov-20	Dec-20	Total
TOTAL HAP DISBURSEMENTS	\$ 9,507,034	\$ 3,088,192	\$ 12,595,226	\$ 1,107,500	\$ 1,050,974	\$ 929,719	\$ 3,088,192	\$ 1,107,500	\$ 1,050,974	\$ 929,719	\$ 3,088,192
TOTAL HAP EXPENSES	9,362,791	3,148,573	12,511,364	\$ 1,070,080	\$ 1,032,899	\$ 1,045,594	\$ 3,148,573	1,070,080	1,032,899	1,045,594	\$ 3,148,573
CASH SURPLUS - (SHORTFALL)	144,243	(60,381)	83,862	\$ 37,420	\$ 18,075	\$ (115,875)	\$ (60,381)	37,420	18,075	(115,875)	\$ (60,381)
			↓								
			Net cash surplus rec'd from HUD. To be offset by cash reserve.								



Monthly Reports: Programs Dashboard

**Board of Commissioners Meeting
Tuesday, January 26, 2021**

January 26, 2021

Spartanburg Housing
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT—DECEMBER 2020

STAFF RESOURCE:

Jessica Holcomb
Chief Operating Officer

OCCUPANCY

As part of U.S. Department of Housing and Urban Development (HUD) Public Housing Utilization Project, as of December 31, 2020, Asset Management ended the month at 91.85% for all Spartanburg Housing managed developments. The targeted goal is to maintain an occupancy of 97% overall. Total Vacant Units excluding the following offline units: 5-Scattered Sites; 1-Camp Croft Courts; 1-Archibald Rutledge; 1-Prince Hall is 26 Units. 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 and December.

HUD GOAL	SH Actual	Excluding Outliers	VISTA Managed PH
97%	91.85%	93.76%	96.36%

TENANT ACCOUNTS RECEIVABLE REPORTS:

The Tenant Accounts Receivable Collection rate for Spartanburg Housing managed developments was 93.19% for all public housing properties and 100.28% 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.

HUD GOAL	SHA PH Actual	SHA MF and Market Actual
98.5%	93.19%	100.28%

Tenant Charge Analysis Report for December 2020

PROPERTY					AGED TENANT ACCOUNTS RECEIVABLES					
	CHARGED	UNPAID	TARS	PREPAYS	ACTIVE	INACTIVE	TOTAL	YTD ACTUAL NOI	OCCUPANCY	
Camp Croft	\$18,849.96	\$6,412.57	70.32%	\$735.32	\$5,677.25	-\$83.28	\$5,593.97	\$46,541.00	95.83%	charged total is less due to bad debt write-off amount of \$6,790.12
Archibald Village	\$12,743.50	\$124.00	106.84%	\$564.25	-\$440.25	-\$431.00	-\$871.25	\$41,424.00	98.00%	
Archibald Rutledge	\$33,633.71	\$3,496.00	102.33%	\$3,912.60	-\$416.60	-\$366.00	-\$782.60	\$75,620.00	92.00%	charged total is less due to bad debt write-off amount of \$4,306.79
Scattered Sites	\$3,786.00	\$357.50	101.23%	\$403.00	-\$45.50	-\$1.00	-\$46.50	\$4,817.00	66.67%	
Prince Hall	\$3,375.39	\$1,973.40	118.84%	\$1,684.20	\$289.20	-\$925.25	-\$636.05	\$56,026.00	88.00%	charged total is less due to bad debt write-off amount of \$10,311.69
Cambridge Place/Brawley	\$1,885.48	\$0.00	100.22%	\$4.00	-\$4.00	-\$0.18	-\$4.18	\$6,203.00	100.00%	
PH TOTAL	\$74,274.04	\$12,363.47	93.19%	\$7,303.37	\$5,060.10	-\$1,806.71	\$3,253.39	\$230,631.00	91.85%	
Page Lake	\$3,546.50	\$23.50	100.35%	\$36.00	-\$12.50	\$0.00	-\$12.50	\$8,292.00	100.00%	
JC Bull - 100 Units	\$30,590.50	\$465.95	101.96%	\$327.00	\$138.95	-\$952.00	-\$599.00	\$253,573.00	100.00%	
Liberty	\$1,987.00	\$0.00	149.57%	\$985.00	-\$985.00	\$0.00	-\$985.00	\$5,889.00	100.00%	
SAHC - JC Bull 32 Units	\$9,421.00	\$798.00	92.22%	\$65.00	\$733.00	\$0.00	\$733.00	-\$46,772.00	100.00%	
Total	\$45,545.00	\$1,287.45	100.28%	\$1,413.00	-\$125.55	-\$952.00	-\$1,077.55	\$267,754.00	100.00%	
GRAND TOTAL	\$119,819.04	\$13,650.92	96.73%	\$8,716.37	\$4,934.55	-\$2,758.71	\$2,175.84	\$498,385.00	95.92%	

January 26, 2021

**Spartanburg Housing
Spartanburg, SC 29303**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

DEVELOPMENT & CAPITAL FUND MONTHLY REPORT – December 2020

CONTACT PERSON:

Joseph Jackson
Director of Development

DEVELOPMENT PROJECTS

Victoria Gardens Apartments

- 30-day notices issued to tenants moving into Building 10
- Tenants in Phase I are currently going through the recertification process
- Currently working in 7 of the 18 buildings on site
- Each of the seven buildings are currently at different levels of construction
- Relocation working on relocating tenants in Phase 4

SHA Maintenance Facility

- Moved in on 12/4/2020
- Parking lot paving completed on 1/5/2021

Collins Park/Cottage Grove/The Ridge at Southport

- Moving forward with the RAD conversion for the 110 Public Housing Units
- Proceeding with critical repairs from Physical Needs Assessment (PNA)
 - Repair trip hazards at Collins Park
 - Install audio/visual alarm notifications at Collins Park/Cottage Grove/The Ridge at Southport
 - Install scald and abrasion protection in ADA units at Collins Park/Cottage Grove/The Ridge at Southport
- Refinancing existing debt on the property to obtain lower interest rates

Archibald Rutledge

- Internal discussions pertaining to submittal of 4% or 9% Low Income Housing Tax Credit (LIHTC) Application

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
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	\$884,464.18	\$361,627.82
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	\$666,479.00	\$710,926.00

*Approved extension deadlines from HUD

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

- 2017 Capital Fund Obligation and Disbursement End dates
 - 1) August 16, 2017 Obligation Start Date
 - 2) August 15, 2019 Obligation End Date
 - 3) August 15, 2022 Disbursement End Date
- 2018 Capital Fund Obligation and Disbursement End dates
 - 1) May 28, 2018 Obligation Start Date
 - 2) May 28, 2021 Obligation End Date

3) May 28, 2023 Disbursement End Date

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

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

COVID-19 Changes

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

January 26, 2021

Spartanburg Housing
Spartanburg, SC 29303

HONORABLE MEMBERS IN SESSION:

SUBJECT:

HOUSING CHOICE VOUCHER MONTHLY REPORT – DECEMBER 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 %
92.6%	99.3%	89.6%	99.2%

- 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
88%	96%	94%	71%	40%

- 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 TBRA Program for veterans has 10 participants. SHA will not receive additional funds to continue to administer this program. The veterans are being transfer to the HCV program as the assistance ends.
- The TBRA2 Program for working families has 12 participants housed and 4 searching.

MILESTONES

- There are 51 HCV tenant-based vouchers issued. These families are searching for housing.
- There are 36 Mainstream vouchers issued. These families are searching for housing.
- Two (2) VASH vouchers are issued and we are waiting on one (1) referral from the Veterans Administration.
- There were 17 new move-ins: seven (7) PBV/RAD and 10 MS. There were 11 move-outs.

Program	Units Allocated	Units Leased	Unused
HCV	1715	1521	194
PBV	273	262	11
RAD	367	346	21
MS	150	107	43
VASH	5	2	3
Totals	2510	2238	272

January 26, 2021

**Spartanburg Housing
Spartanburg, SC 29303**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

RESIDENT & COMMUNITY ENGAGEMENT MONTHLY REPORT – December 2020

CONTACT PERSON:

Cierra Fowler
Director of Resident and Community Engagement

COMMUNITY AND SUPPORTIVE SERVICES

Highlights

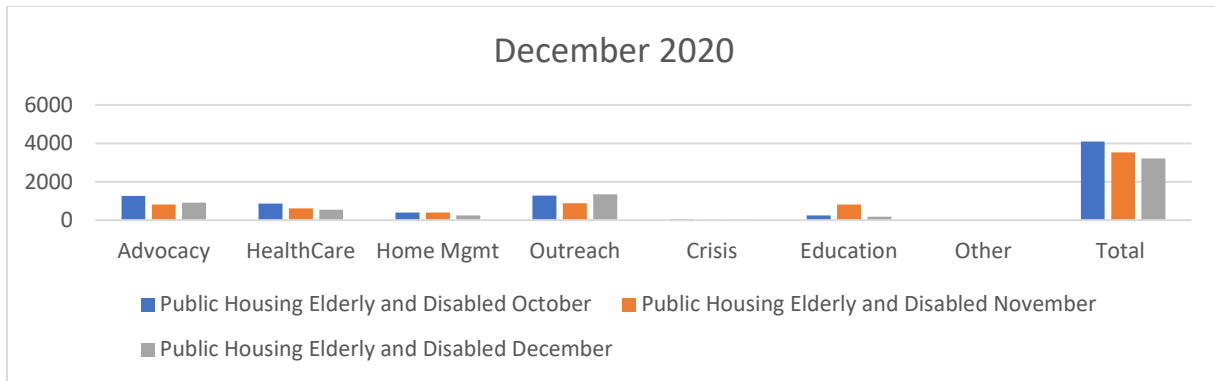
- The Resident Services team volunteered and coordinated holiday events in the public housing communities.
 - Thanksgiving meals provided to all elderly and disabled.
 - Staff volunteered with Sidewalk Hope for blessing bags in the community.
 - Nunn Towing Company and Blessing Nest, LLC provided toys and snack for a giveaway in the community.
 - United Way of the Piedmont coordinated with corporate partners to provide coats for the children at Prince Hall and Camp Croft Courts.
 - Holiday Meet and Greet at Prince Hall.
 - Archibald Rutledge held a door decorating competition.
 - Southside community leaders Former State Representative Brenda Lee Price and Mrs. Barbara Jones provide holiday meals to tenants.
 - USC Upstate student provided health education at Archibald.
- Workshops/Employment
 - Snap2Work on 12/1
 - Homeownership on 12/17
 - Job Fair at Victoria Garden Apartments for construction employment
- Launched the Marche Gault Scholarship Fund.
- We have a new staff Clarissa Nesbitt. She is the Community Health Worker.
- Spartanburg Housing plans to enter the NAACP Black History Bowl Competition.

Resident Services Active Grants

Grant #	Grant Name	Closing Date	Remaining Balance	Notes
MFSC179397	Multi-Family	12/31/2020	\$13,223.96	
MSCC210056	Multi-Family Cares Act Funding	1/31/2021	\$6,839	
FSS18SC2129	FSS	12/31/2020	\$17,509.03	Grant renewed

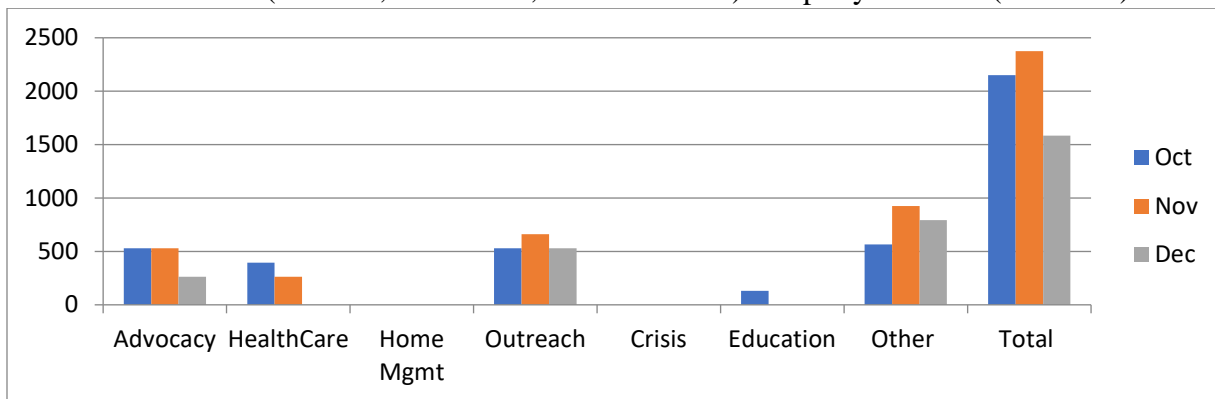
EDSC Elderly and Disabled Program

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



Multi -Family Service Coordinator

Number of services (October, November, and December). Property: JC Bull (132 units).



Family Self-Sufficiency (FSS) Grant as December 2020:

- **FSS** Current Escrow total is \$132,124.09.
 - **HCV** Escrow Amount \$115,681.09
 - **PH** Escrow Amount \$16,443

January 2021

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)

