



AGENDA AND NOTICE

**Board of Commissioners Annual Meeting
Tuesday, October 23, 2018**



**Spartanburg Housing Authority
Regular Board Meeting Tuesday,
October 23, 2018
04:00 P.M.**

NOTICE

The Housing Authority of the City of Spartanburg will hold its regularly scheduled Board of Commissioner's meeting at 04:00 P.M. Tuesday, October 23, 2018, in the Executive Board Room at the Spartanburg Housing Authority offices, located at 2271 S. Pine St., Spartanburg, S.C., 29302.

AGENDA

CALL MEETING TO ORDER

I. Moment of Silence

II. Roll Call

III. Approval of Agenda

IV. Approval of Minutes:

- a. Special Board Meeting, September 4, 2018
- b. Special Board Meeting, September 12, 2018
- c. Regular Board Meeting, September 18, 2018

V. Commission Comments

VI. Public/Staff Comments

VII. Information Items:

- a. Public Housing Assessment System (PHAS) Score Report

VIII. Action Items and Resolutions

- a. Resolution #2018-50 - Landscape Maintenance Services
- b. Resolution #2018-51 - Fourth Quarter FY2018 Bad Debt Write-offs
- c. Resolution #2018-52 - Utility Allowance Schedules for Public Housing
- d. Resolution #2018-53 - 2019 Housing Choice Voucher Payment Standards
- e. Resolution #2018-54 - Cammie Clagett Subsidy Overpayment
- f. Resolution #2018-55 - Contract with GE Appliances-Haier Co. & HD
- g. Resolution #2018-56 - Contract Extension with LPB of South Carolina
- h. Resolution #2018-57 - Proposed Extension Times

IX. Monthly Reports

- a. Interim CEO, Verbal Report – Reginal Barner
- b. Finance Report – Angela Leopard
- c. SHA Program Dashboard

1. Asset Management – Jessica Holcomb
2. Capital Fund and Development – Joseph Jackson
3. Housing Choice Voucher – Tiffany Askew

X. Adjournment



**Approval of Minutes –
Special Board Meeting
September 4, 2018**

**Board of Commissioners Annual Meeting
Tuesday, October 23, 2018**

**MINUTES OF THE SPECIAL MEETING OF THE COMMISSIONERS
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SPARTANBURG, SOUTH CAROLINA**

September 4, 2018

MEETING CALLED TO ORDER: The meeting was held in the Executive Board Room of the Spartanburg Housing Authority, 2271 South Pine Street, Spartanburg, SC 29302.

PRESENT: Molly Talbot-Metz, Matthew Myers, Brenda Thomas, John Fairey

*Charmayne Brown joined the meeting by telephone at 2:02 P.M.

ABSENT: Charles White, Andrew Poliakoff

EXECUTIVE SESSION

A motion was made by Commissioner Thomas to enter Executive Session and a second was made by Commissioner Fairey. Executive session was entered into at 2:05 P.M. pursuant to discuss incident to proposed contractual relationship, SC Code Section 30-4-70(a)(2) of the South Carolina Code of Laws.

Executive session ended at 4:25 P.M. A motion to end Executive session was made by Commissioner Talbot-Metz, with a second by Commissioner Fairey. The motion was unanimously approved.

Commissioner Talbot-Metz stated for the record that no decisions were made in Executive Session.

A motion was made by Commissioner Myers to approve the highest rated vendor, Springsted Waters, subject to verification of records. The motion was seconded by Commissioner Fairey. The motion was unanimously approved.

Meeting Adjourned at 4:30 P.M.

Respectfully Submitted,
The Housing Authority of the City of Spartanburg



**Approval of Minutes –
Special Board Meeting
September 12, 2018**

**Board of Commissioners Annual Meeting
Tuesday, October 23, 2018**

**MINUTES OF THE SPECIAL MEETING OF THE COMMISSIONERS
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SPARTANBURG, SOUTH CAROLINA
September 12, 2018**

MEETING CALLED TO ORDER: The meeting was held in the Executive Board Room of the Spartanburg Housing Authority, 2271 South Pine Street, Spartanburg, SC 29302.

PRESENT: Charles White, Molly Talbot-Metz, Matthew Myers, John Fairey

ABSENT: Andrew Poliakoff, Brenda Thomas, Charmayne Brown

GUEST: Sharon Klumpp, Springsted Waters, CEO Search Consultant Firm - joined meeting thru GotoMeeting.

EXECUTIVE SESSION

A motion was made by Commissioner Fairey to enter Executive Session and a second was made by Commissioner Talbot-Metz. Executive session was entered into at 11:02 a.m. pursuant to discuss incident to proposed contractual relationship, SC Code Section 30-4-70(a) (2) of the South Carolina Code of Laws.

Executive session ended at 12:11 P.M. A motion to end Executive session was made by Commissioner Fairey, with a second by Commissioner Myers. The motion was unanimously approved.

Commissioner Talbot-Metz stated for the record that no decisions were made and no actions taken in Executive Session.

Meeting Adjourned at 12:12 P.M.

Respectfully Submitted,
The Housing Authority of the City of Spartanburg



**Approval of Minutes –
Regular Board Meeting
September 18, 2018**

**Board of Commissioners Regular Meeting
Tuesday, October 23, 2018**

**MINUTES OF THE ANNUAL MEETING OF THE COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SPARTANBURG, SOUTH CAROLINA
September 18, 2018**

MEETING CALLED TO ORDER: The meeting was held in the Executive Board Room of the Spartanburg Housing Authority, 2271 South Pine Street, Spartanburg, SC 29302.

Chairman Charles White called the meeting to order at 4:02 P.M.

MOMENT OF SILENCE: - *observed*

PRESENT: John Fairey, Matthew Myers, Andrew Poliakoff, Brenda Thomas, Molly Talbot-Metz, and Chairman Charles White.

Attorney Bo Campbell, Terril Bates, and interim CEO Reginal Barner were also in attendance.

ABSENT: Charmayne Brown

APPROVAL OF THE AGENDA:

Resolution #'s 2018-48 and 2018-49 have been added to the agenda. Commissioner Talbot-Metz made a motion to approve the agenda. The motion was seconded by Chairman Fairey and motion unanimously carried.

APPROVAL OF THE PREVIOUS MEETING MINUTES:

A motion to approve the minutes of the July 24, 2018 Regular Board of Commissioners meeting subject to noted corrections was made by Commissioner Talbot-Metz, seconded by Commissioner Thomas, and unanimously carried.

A motion to approve the minutes of the August 7, 2018 Special Board of Commissioners meeting subject to noted corrections was made by Commissioner Myers, seconded by Commissioner Talbot-Metz, and unanimously carried.

A motion to approve the minutes of the August 13, 2018 Special Board of Commissioners meeting subject to noted corrections was made by Commissioner Talbot-Metz, seconded by Commissioner Thomas, and unanimously carried.

A motion to approve the minutes of the August 22, 2018 Special Board of Commissioners meeting, subject to specifically addressing both Board and Matthew Myers' concerns, was made by Commissioner Myers, seconded by Commissioner Talbot-Metz, and unanimously carried.

COMMISSIONER COMMENTS

Chairman White noted this is Commissioner Talbot-Metz's last meeting, thanking her for a job well done. Commissioner Talbot-Metz expressed her thanks to the Board as well.

Chairman White noted this is Ms. Bates' final meeting as well, thanking her for her good service over three years and outlining her accomplishments. Ms. Bates expressed her thanks and good wishes to the Board.

PUBLIC/STAFF COMMENTS

None.

INFORMATION ITEMS

a. Approval of Annual Public Housing (PHA) Plan for Fiscal Year Beginning October 1, 2018

Spartanburg Housing Authority has been notified by HUD the PHA plan was submitted and approved.

b. Notice of Award to have SHA Listed on the Qualified Provider List for South Carolina Department of Mental Health

Spartanburg Housing Authority has been selected as an approved entity on the approved provider list of South Carolina Department of Mental Health, which has committed over \$1.2 million to the agency.

c. Archibald 9% application

After the appeals process, Archibald was not approved in the 2018 award for State Housing Credits due to the debt coverage ratio falling below 1.20. Underwriting had been reviewed and the application will be revised accordingly going forward.

d. Home Funds Awarded

An additional \$216,000 has been received from county Home Funds.

e. SHA Relationship Analysis - United Way

The Housing Authority's giving history and capacity were noted at the United Way breakfast.

f. Staff Comments - Potential Buildings

No comments were presented. This will be revisited next month.

INFORMATION ITEM

a. Country Gardens Op Pro Forma with Analysis

Discussions are being held regarding refinancing with SunTrust Bank, as the Country Gardens loan is maturing in December.

ACTION ITEMS AND RESOLUTIONS:

1) RESOLUTION NO. 2018-39 FY 2019 Initial Budget Submission

Staff has prepared an operating budget with \$21,145,539 of revenues and \$21,319,349 of expenses, balanced by the use of the reserves of asset management of \$64,164, Housing Choice Voucher admin reserves of \$106,042, and RAD central office cost center proceeds of \$220,000, which results in a projected surplus of \$216,396.

Commissioner Fairey made a motion to approve Resolution 2018-39. The motion was seconded by

Commissioner Talbot-Metz and was unanimously carried.

RESOLUTION NO. 2018-39
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
September 18, 2018

2) RESOLUTION NO. 2018-40 Authorization to Dispose of and Sell Real Property

This resolution is required by the lender to authorize the sale of a single family home under the Section 32 program.

Commissioner Talbot-Metz made a motion to approve Resolution 2018-40. The motion was seconded by Commissioner Myers and was unanimously carried.

RESOLUTION NO. 2018-40
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
September 18, 2018

3) RESOLUTION NO. 2018-41 Change Order - Vista Management

This resolution is to authorize the CEO to approve a change order for Vista Management to manage 32 units at JC Bull.

Commissioner Talbot-Metz made a motion to approve Resolution 2018-41. The motion was seconded by Commissioner Thomas and was unanimously carried.

RESOLUTION NO. 2018-41
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
September 18, 2018

4) RESOLUTION NO. 2018-42 Interim CEO Bank Signatory Authority

This resolution is for the Interim Chief Executive Officer to be a signatory on all SHA affiliated bank accounts and Housing Authority bank accounts.

Commissioner Myers made a motion to approve Resolution 2018-42. The motion was seconded by Commissioner Fairey and was unanimously carried.

RESOLUTION NO. 2018-42
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
September 18, 2018

5) RESOLUTION NO. 2018-43 Child and Adult Care Food Program (CACFP)

This resolution is to authorize staff to execute necessary documents for the implementation of the Child and Adult Care Food Program, a USDA federally funded program administered in South Carolina by the South Carolina Department of Social Services.

Commissioner Talbot-Metz made a motion to approve Resolutions 2018-43 and 2018-44. The motion was seconded by Commissioner Poliakoff and unanimously carried.

RESOLUTION NO. 2018-43
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
September 18, 2018

6) RESOLUTION NO. 2018-44 Summer Food Service Program (SFSP)

Commissioner Talbot-Metz made a motion to approve Resolution 2018-43 and 2018-44. The motion was seconded by Commissioner Fairey and unanimously carried.

RESOLUTION NO. 2018-44
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
September 18, 2018

7) RESOLUTION NO. 2018-45 Authorization of TBRA2 Agreement

This resolution applies to using the Home Funds received from the county to assist families who are working and families that are elderly and disabled to find housing in unincorporated Spartanburg County.

Commissioner Talbot-Metz made a motion to approve Resolution 2018-45 with noted changes. The motion was seconded by Commissioner Fairey and unanimously carried.

RESOLUTION NO. 2018-45
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
September 18, 2018

8) RESOLUTION NO. 2018-46 Revision of HCV Section 8 Administrative Plan

This resolution adds a preference to the waiting list for Mainstream Vouchers for individuals leaving mental institutions.

Commissioner Talbot-Metz made a motion to approve Resolution 2018-46. The motion was seconded by Commissioner Poliakoff and unanimously carried.

RESOLUTION NO. 2018-46
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
September 18, 2018

9) RESOLUTION NO. 2018-47 Grant of Authority to Interim Chief Executive Officer

Commissioner Talbot-Metz made a motion to approve Resolution 2018-47. The motion was seconded by Commissioner Thomas and unanimously carried.

RESOLUTION NO. 2018-47
ADOPTED BY THE BOARD OF COMMISSIONERS OF

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG

September 18, 2018

10) RESOLUTION NO. 2018-48 Municipal Association of South Carolina (MASC) Participation

This resolution would approve continued participation in the program of Municipal Association of South Carolina related to collection of delinquent debts.

Commissioner Fairey made a motion to approve Resolution 2018-48. The motion was seconded by Commissioner Poliakoff and unanimously carried.

RESOLUTION NO. 2018-48

ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
September 18, 2018

11) RESOLUTION NO. 2018-49 MASC Cost Reduction

This resolution would agree to a charge of \$25.00 per delinquent debt for administrative costs incurred in bad debt collection. Municipal Association of South Carolina also charges an additional fee of \$25.00 which is added to the delinquent debt.

Commissioner Thomas made a motion to approve Resolution 2018-49. The motion was seconded by Commissioner Poliakoff and unanimously carried.

RESOLUTION NO. 2018-49

ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
September 18, 2018

MONTHLY REPORTS:

1. CEO Report (Terril Bates)

The CEO Report was presented to be read by the Commissioners and questions were addressed.

2. SHA Program Dashboard

The SHA program dashboard report was presented to be read by the Commissioners.

ELECTION OF OFFICERS

Commissioner Talbot-Metz moved that Matthews Myers be elected as Chair. Commissioner Fairey seconded. The motion passed unanimously. Mr. Myers was duly elected.

Commissioner Myers moved that John Fairey be elected as Vice Chair. Commissioner Thomas seconded. The motion passed unanimously. Mr. Fairey was duly elected.

OTHER ITEMS

The Board tentatively rescheduled the meetings with the CEO search firm to October 29, 2018, pending confirmation from the search firm, Springsted Waters.

ADJOURNMENT

Commissioner Myers made a motion to adjourn the meeting. The motion was seconded by Commissioner Thomas and the motion was unanimously carried.

Meeting Adjourned at 5:36 P.M.

Respectfully Submitted,
The Housing Authority of the City of Spartanburg



Information Items:

- 1) Public Housing Assessment System
(PHAS Score Report)**

**Board of Commissioners Annual Meeting
Tuesday, October 23, 2018**



U.S. Department of Housing and Urban

OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Public Housing Assessment System (PHAS) Score Report for Interim Rule

Report Date: 09/24/2018

PHA Code:	SC003
PHA Name:	HOUSING AUTHORITY OF SPARTANBURG
Fiscal Year End:	09/30/2017

PHAS Indicators	Score	Maximum Score
Physical	30	40
Financial	20	25
Management	19	25
Capital Fund	5	10
Late Penalty Points	0	
PHAS Total Score	74	100
Designation Status:	Standard Performer	

Published 09/24/2018

Initial published 09/24/2018

Financial Score Details	Score	Maximum Score
Audited/Single Audit		
1. FASS Score before deductions	19.73	25
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	19.73	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	87.01	
4. Occupancy Rate Points	0	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	5	10

Notes:

1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
5. PHAS Interim Rule website - <http://www.hud.gov/offices/reac/products/prodphasintrule.cfm>



Action Items & Resolution 2018-50

Landscape Maintenance Services

**Board of Commissioners Meeting
Tuesday, October 23, 2018**

October 23, 2018

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Landscape Maintenance Services
Resolution #2018-50**

RECOMMENDATION:

Authorize the Interim CEO to award multiple contracts for landscape maintenance services to Rivertop Contracting Landscape Management in the amount of \$51,399.00 and Palmetto Lawn & Landscape in the amount of \$22,620.00. Both contracts will be awarded for a one year period with up to a three additional one year contract periods available and total contract is not to exceed \$75,000.00 per year combined.

CONTACT PERSON:

Nathan Bragg
Procurement Representative
864-598-6035

SUMMARY:

The SHA received 3 bids during the Landscape Maintenance Services Invitation for Bids (IFB2018-0002). An evaluation committee selected the awardees based on scoring and pricing. The scope of work is for full service landscape maintenance on a seven-day rotation throughout the year at four SHA managed properties. Services includes the following: Mowing, edging, fertilizing, and seeding, Aeration, ground cover maintenance, de-weeding of beds and hardscape areas, maintenance of all trees, maintenance of existing irrigation systems, debris & grounds paper pickup removal, landscape materials installation (separate labor charge) and cleanup of site.

BACKGROUND:

SHA issued IFB2018-0002 on August 23, 2018 whereas three responses were received; the scores are listed below.

	Davis Landscape	Palmetto Lawn & Landscape	Rivertop Contracting Lawn Management
Evaluator #1	29	34	52
Evaluator #2	57	65	72
Evaluator #3	61	52	82
Weighted Score	49	50	69

Property	Vendor
Archibald Rutledge	Palmetto Lawn and Landscape
Archibald Village	Palmetto Lawn and Landscape
JC Bull (100 Units)	Rivertop Contracting Lawn Management

Prince Hall Apartments	Rivertop Contracting Lawn Management
Victoria Gardens Apartments	SHA Landscape Department
Camp Croft Courts	SHA Landscape Department
Cambridge Place	SHA Landscape Department
Vacant Lots	SHA Landscape Department

Due to budget constraints versus the bid results Victoria Gardens Apartments, Camp Croft Courts, Cambridge Place and all vacant lots will continue to be maintained by the SHA Landscape Department.

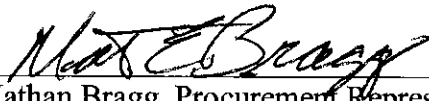
FINANCIAL CONSIDERATIONS:

SHA AMPS have budgeted \$130,072 in this BLI for FY 2019.

POLICY CONSIDERATIONS:

This procurement requires Board approval because it exceeds SHA's small purchase threshold of \$60,000.

Respectfully Submitted,


 Nathan Bragg, Procurement Representative
 The Housing Authority of the City of Spartanburg

RESOLUTION NO. 2018-50

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

October 23, 2018

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

Authorize the Interim CEO to award multiple contracts for landscape maintenance services to Rivertop Contracting Landscape Management in the amount of \$51,399.00 and Palmetto Lawn & Landscape in the amount of \$22,620.00. Both contracts will be awarded for a one year period with up to a three additional one year contract periods available and total contract is not to exceed \$75,000.00 per year combined.

Matthew Myers, Chairman

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2018-50

DATE ADOPTED: October 23, 2018



**Action Items & Resolution
2018-51
Fourth Quarter
FY 2018 Bad Debt Write-offs**

**Board of Commissioners Meeting
Tuesday, October 23, 2018**

October 23, 2018

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Fourth Quarter FY 2018 Bad Debt Write-offs
Resolution #2018-51**

RECOMMENDATION:

Approve write-off of uncollected accounts receivables from July 1, 2018 – September 30, 2018 in the amount of \$12,683.26.

CONTACT PERSON:

Angela Leopard
Director of Finance
864-598-6138

SUMMARY:

The amount presented for board approval for write-off for all properties for the period of July 1, 2018 – September 30, 2018 (fourth quarter FY 2018) is \$12,683.26 (please refer to the attached summary) compared to the same period in FY 2017 write offs were \$18,906.37 or \$6,223.11 more than in the fourth quarter this fiscal year.

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 that if rent remains unpaid after the fourteenth day that the landlord would begin eviction proceedings against the tenant. Monthly, subsequent to the above time deadlines if rent is still unpaid and sufficient arrangements have not been made with the site manager, an eviction list is forwarded to the magistrate for processing.

These annually uncollected rents are submitted to the Board of Commissioners for approval to be written off.

FINANCIAL CONSIDERATIONS:

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

POLICY CONSIDERATIONS:

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

Respectfully Submitted,



Angela Leopard, Director of Finance
Spartanburg Housing Authority

RESOLUTION NO. 2018-51

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

October 23, 2018

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

Staff recommends adoption of Resolution No. 2018-51, that the Board of Commissioners approve the write-offs of uncollected rents incurred by vacated tenants for the fourth quarter of Fiscal Year 2018 (July 1, 2018 – September 30, 2018) in the amount of \$12,683.26. No individual/family may be readmitted to any Federally Funded Program unit until such debt is paid.

Matthew Myers, Chair

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2018-51

DATE ADOPTED: October 23, 2018



Action Items & Resolution 2018-52

Utility Allowance Schedules for Public Housing

**Board of Commissioners Annual Meeting
Tuesday, October 23, 2018**

October 23, 2018

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Utility Allowance Schedules for Public Housing
Resolution #2018-52**

RECOMMENDATION:

Review and Approve FY 2019 Public Housing Utility Allowance.

CONTACT PERSON:

Jessica M. Holcomb
Deputy Director of Asset Management and Special Projects
864-598-6023

BACKGROUND:

Housing Urban Development (HUD) requires that the Public Housing Program establish and maintain a utility allowance schedule that provides reasonable allowances for Tenant-paid and Authority 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 Authority is required to maintain a utility allowance schedule for Tenant-paid and Authority paid utilities, tenant supplied refrigerators and ranges, and other tenant-paid housing services (such as trash collection). In 2018, the Nelrod Company completed a comprehensive survey and study to develop utility allowance 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.

There was some increase or decrease more than 10% for the utilities used in the Public Housing Program and some utilities 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 January 01, 2019 and will apply to new tenants as well as all current tenants completing annual recertification and unit transfers.

SUMMARY:

SPARTANBURG HOUSING AUTHORITY, SC

PUBLIC HOUSING **Resident-Paid Utilities**

PROPOSED MONTHLY UTILITY ALLOWANCES

Chart 1

UPDATE 2018

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)				\$53.00		
Natural Gas (WH)				\$21.00		
Water				\$26.00		
Sewer				\$40.00		
Totals				\$140.00		

Cambridge Place - Brawley St (Gas Heating) (EE Equip: Win,WH,Ins,WS,CFL)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,C)				\$47.00		
Natural Gas (H,WH)				\$24.00		
Water				\$26.00		
Sewer				\$40.00		
Totals				\$137.00		

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

SPARTANBURG HOUSING AUTHORITY, SC
PUBLIC HOUSING
Resident-Paid Utilities

Building Type: Detached House

Scattered Sites SC-3-11,23,24,28,99 (All Electric) (EE Equip: HP,Ins)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,H,WH,C)				\$151.00	\$172.00	
Total (Electric Only)				\$151.00	\$172.00	
Water				\$33.00	\$41.00	
Sewer				\$53.00	\$67.00	
Totals (with Water & Sewer)				\$237.00	\$280.00	

Building Type: Detached House

Scattered Sites SC-3-11,23,24,28,99 (Gas Heating) (EE Equip: H,Ins)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,WH,C)				\$122.00	\$140.00	
Natural Gas (H)				\$28.00	\$30.00	
Totals (Electric & Natural Gas)				\$150.00	\$170.00	
Water				\$33.00	\$41.00	
Sewer				\$53.00	\$67.00	
Totals (with Water & Sewer)				\$236.00	\$278.00	

Building Type: Row House/Townhouse

Prince Hall SC-3-12 (EE Equip: Win,H,Ins)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)			\$37.00	\$43.00		

SPARTANBURG HOUSING AUTHORITY, SC
PUBLIC HOUSING
Check-Metered Utilities

PROPOSED MONTHLY CONSUMPTION ALLOWANCES
Chart 2

UPDATE 2018

Building Type: Row House/Townhouse

Prince Hall SC-3-12 (EE Equip: Win,H,Ins)	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

Note: Public Housing 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

COMPARISON OF CURRENT AND PROPOSED UTILITY ALLOWANCES Chart 3

UPDATE 2018

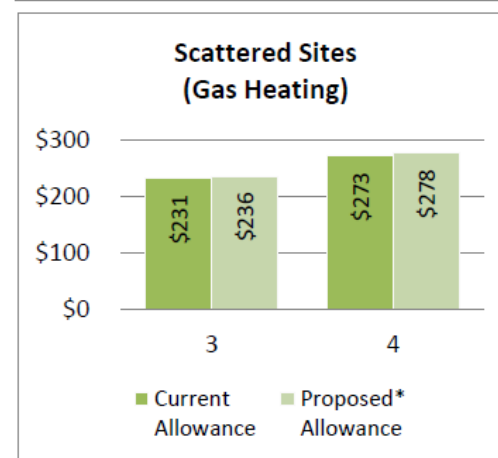
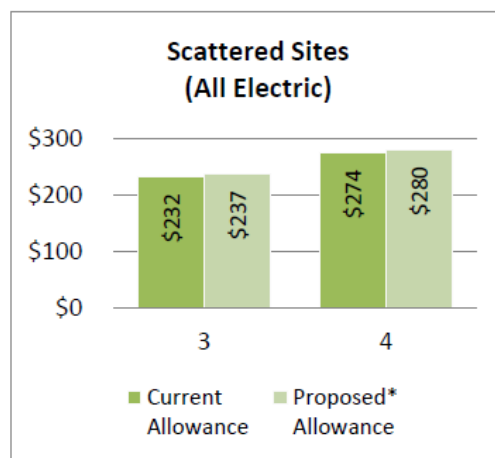
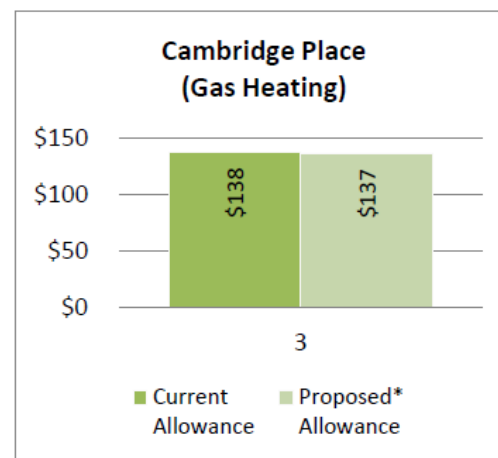
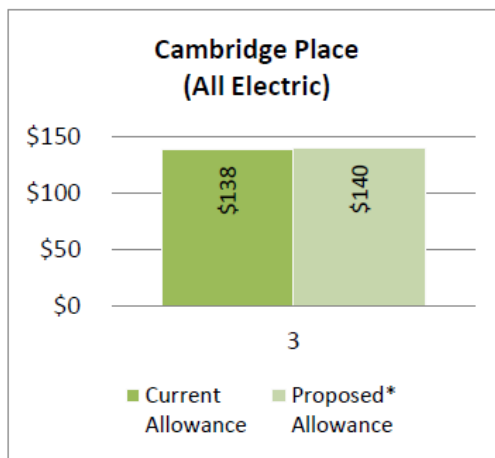
Development	Bedroom Size	Current Allowance	Proposed* Allowance	Difference**
Cambridge Place - Brawley St (Electric Heating)	3	\$138.00	\$140.00	\$2.00
Cambridge Place - Brawley St (Gas Heating)	3	\$138.00	\$137.00	-\$1.00
Scattered Sites	3	\$232.00	\$237.00	\$5.00
SC-3-11,23,24,28,99 (All Electric)	4	\$274.00	\$280.00	\$6.00
Scattered Sites SC-3-11, 23,24,28,99 (Gas Heating)	3	\$231.00	\$236.00	\$5.00
	4	\$273.00	\$278.00	\$5.00
Prince Hall SC-3-12	2	\$36.00	\$37.00	\$1.00
	3	\$42.00	\$43.00	\$1.00

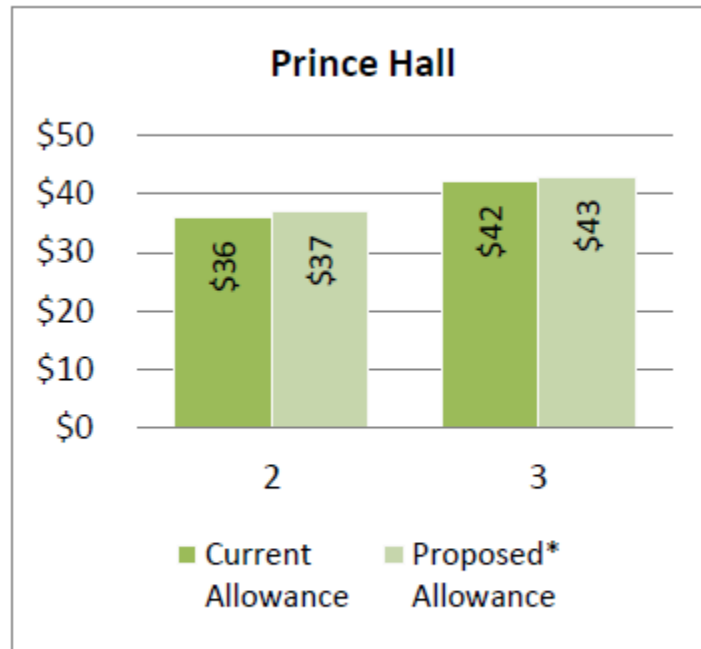
Proposed allowances include the average for electric and natural gas summer and winter months.

*Proposed allowances were rounded to the nearest dollar.

**After rounding.

Chart 3 shows both increases and decreases in proposed utility allowances. Increases range from \$1.00 to \$6.00 and decreases are \$1.00. Increases are due to a rise in Duke Energy's electric rates and Piedmont natural gas' rates.





SPARTANBURG HOUSING AUTHORITY, SC

PUBLIC HOUSING Check-Metered Utilities

COMPARISON OF CURRENT AND PROPOSED CONSUMPTION ALLOWANCES Chart 4

Added: 8/24/18
UPDATE 2018

Prince Hall SC-3-12		Building Type: Row House/Townhouse					
Proposed Allowances		0BR	1BR	2BR	3BR	4BR	5BR
Natural Gas S(ccf)				20	22		
Natural Gas W(ccf)				36	43		
Current Allowances		0BR	1BR	2BR	3BR	4BR	5BR
Natural Gas S(ccf)				20	22		
Natural Gas W(ccf)				36	43		

Currently adopted water consumption allowances were not provided.

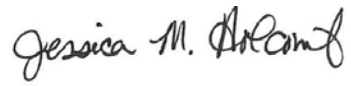
FINANCIAL CONSIDERATIONS:

Public Housing staff and the Finance Department will monitor Rent Payments and Utility Reimbursement expenses.

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% 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 December 01, 2018 and will apply to new tenants as well as all current tenants completing annual recertification and unit transfers.

Respectfully submitted,

A handwritten signature in black ink, reading "Jessica M. Holcomb". The signature is written in a cursive style with a large, stylized "J" and "H".

Jessica M. Holcomb

Deputy Director of Asset Management and Special Projects

RESOLUTION NO. 2018-52

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

October 23, 2018

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

Staff recommends adoption of Resolution No. 2018-52, to review and approve FY 2019 Public Housing Utility Allowance.

Matthew Myers, Chair

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2018-52

DATE ADOPTED: October 23, 2018



Action Items & Resolution

2018-53

2019 Housing Choice Voucher Payment Standards

**Board of Commissioners Annual Meeting
Tuesday, October 23, 2018**

October 23, 2018

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**2019 Housing Choice Voucher Payment Standards
Resolution #2018-53**

RECOMMENDATION:

To review and approve the proposed 2019 Housing Choice Voucher Payment Standards.

CONTACT PERSON:

Tiffany Askew
Housing Choice Voucher Administrator
864-598-6053

SUMMARY:

Housing Urban Development (HUD) requires that the Housing Choice Voucher Program review Payment Standards annually when HUD updates its Fair Market Rents (FMRs). The payment standard sets the maximum subsidy payment a family can receive each month. FMRs are set at a percentile within the rent distribution of standard quality rental housing units in each FMR area. For most jurisdictions FMRs are set at the 40th percentile of rents in the market area. The SHA must establish a payment standard schedule that establishes payment standard amounts for each FMR area within the SHA's jurisdiction, and for each unit size within each of the FMR areas. For each unit size, the SHA may establish a single payment standard amount for the whole FMR area, or may set different payment standards for different parts of the FMR area. Unless HUD grants an exception, the SHA is required to establish a payment standard within a "basic range" established by HUD – between 90 and 110 percent of the published FMR for each unit size.

The change in the FMR and current Payment Standards are as follows:

Current 2018 Payment Standards

Description	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
Current 2018 FMR	\$511	\$605	\$734	\$985	\$1129
Current 2018 PMS	\$494 at 96.673%	\$633 at 104.628%	\$697 at 94.959%	\$937 at 95.127%	\$1065 at 94.331%

Proposed 2019 Payment Standards

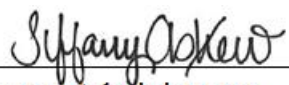
Description	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
2019 FMR	\$552	\$632	\$758	\$1013	\$1130
Proposed 2019 PMS	\$497 at 90%	\$633 at 100.158%	\$697 at 91.953%	\$1013 at 100%	\$1065 at 94.248%

FINANCIAL CONSIDERATIONS:

The HCV budget will be monitored to ensure that program funds are fully utilized to assistance as many families as possible. The attached analysis shows a comparison of a payment standard increase (red) versa the proposed standards (green).

POLICY CONSIDERATIONS:

The change in the payment standard will be effective January 1, 2019 and will be applied according to HUD guidelines.

Respectfully Submitted, 
Tiffany Askew, HCV Program Administrator
Spartanburg Housing Authority

RESOLUTION NO. 2018-53

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

October 23, 2018

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

Staff recommends adoption of Resolution No. 2018-53, Approval of Updated Payment Standards effective January 1, 2019.

Matthew Myers, Chair

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2018-53

DATE ADOPTED: October 23, 2018



Action Items & Resolution

2018-54

**Cammie Clagett Subsidy
Overpayment**

Board of Commissioners Meeting

Tuesday, October 23, 2018



October 23, 2018

**The Housing Authority of the City of Spartanburg
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Cammie Clagett Subsidy Overpayment
Resolution #2018-54**

RECOMMENDATION:

Review and approve the remittance of \$612,973 to satisfy the overpayment of public housing operating subsidy for Cammie Clagett.

CONTACT PERSON:

Angela Leopard
Director of Finance
864-598-6138

PURPOSE:


The Spartanburg Housing Authority (SHA) received Operating Subsidy funding over its approved prorated eligibility in the amounts of \$18,064 in 2012 Operating Subsidy funding, \$25,639 in 2013 Operating Subsidy funding, \$28,920 in 2014 Operating Subsidy funding, \$58,438 in 2015 Operating Subsidy funding, \$368,104 in 2017 Operating Subsidy funding and \$113,808 in 2018 Operating Subsidy funding.

BACKGROUND:

Spartanburg Housing Authority and the local HUD field office have been working to reconcile the public housing operating subsidy for Cammie Clagett for the years 2012- 2018. Through efforts of both agencies the final reconciliation has determined that SHA received \$612,973 in overpayment of public housing operating subsidy for Cammie Clagett.

FINANCIAL IMPACT:

SHA became aware of the overpayment of subsidy and secured the excess funds accordingly, while working with HUD to resolve and prepare to remit the overpayments.

Respectfully Submitted, 
Angela Leopard, Director of Finance
The Housing Authority of the City of Spartanburg



RESOLUTION NO. 2018- 54

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

October 23, 2018

Staff recommends adoption of Resolution No. 2018-54, approving the remittance of \$612,973 to satisfy the overpayment of public housing operating subsidy for Cammie Clagett.

Matthew Myers, Chair

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2018-54

DATE ADOPTED: October 23, 2018



Action Items & Resolution

2018-55

**Contract Extension with
GE Appliances-Haier Company & HD**

Board of Commissioners Meeting

Tuesday, October 23, 2018

October 23, 2018

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**HD Supply & GE Appliance-Haier Company Appliance Purchase
Resolution #2018-55**

RECOMMENDATION:

Authorize the Interim CEO to enter into contract with GE Appliances-Haier Company & HD Supply for the purchase of 165 Appliances and 75 Hot-water Heaters for Public Housing Units at Camp Croft Courts and Prince Hall, through SFAA of South Carolina Procurement & US Communities purchase agreement in the total amount NTE \$125,000.00.

CONTACT PERSON:

Nathan Bragg
Procurement Representative
864-598-6035

SUMMARY:

The SHA received three vendors' prices under two national purchasing agreements US Communities and South Carolina Fiscal Accountability Authority. A price analysis was performed on the basis of pricing and delivery method to the sites.

BACKGROUND:

SHA has performed its due diligence on the "best fit" award to go to GE Appliances-Haier Company & HD Supply for the purchase of the 240 appliances listed above. This award will be two joiner agreements: SFAA South Carolina's State Procurement Contract with GE Appliances-Haier Company contract # 4400015584 and the national solicitation through US Communities #16154 for HD Supply. The term of this contract will be a onetime purchase this budget year 2018/2019. The chart below shows the vendors who gave pricing, availability and delivery options as weighted score in determining the "best fit" vendor.

	HD Supply (US Communities)	Business Solutions (SFAA)	GE Appliances-Haier Company (SFAA)
73-24" Gas Ranges	90	N/A	92
92-15 c.f. top & bottom refrigerators	88	90	92
75- 40 gallon Gas Hot Water Heaters	90	N/A	N/A
Weighted Score	89	90	92

Property	Vendors
Prince Hall Apartments	HD Supply & GE Appliances
Camp Croft Courts	HD Supply & GE Appliances

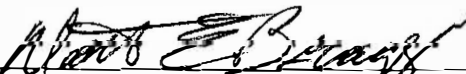
FINANCIAL CONSIDERATIONS:

SHA AMPS have budgeted \$101,605.44 in this BLI for FY 2019 for the Refrigerators and Stoves. The additional purchase of the hot water heaters will come out of each site's budget.

POLICY CONSIDERATIONS:

This procurement requires Board approval because it exceeds SHA's small purchase threshold of \$60,000.

Respectfully Submitted,


Nathan Bragg, Procurement Representative
The Housing Authority of the City of Spartanburg

RESOLUTION NO. 2018-55

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

October 23, 2018

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

Authorize the Interim CEO to enter into contract with GE Appliances-Haier Company & HD Supply for the purchase of 165 Appliances and 75 Hot-water Heaters for Public Housing Units at Camp Croft Courts and Prince Hall, through SFAA of South Carolina Procurement & US Communities purchase agreement in the total amount NTE \$125,000.00.

Matthew Myers, Chair

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2018-55

DATE ADOPTED: October 23, 2018



Action Items & Resolution

2018-56

**Contract Extension with
LPB of South Carolina**

Board of Commissioners Meeting

Tuesday, October 23, 2018

October 23, 2018

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

LPB of South Carolina, Inc.
Resolution #2018-56

RECOMMENDATION:

Authorize the Interim CEO to enter into contract extension with LPB of South Carolina, Inc. for the as needed HVAC repairs and replacements of all our existing 250 HVAC units across our public housing sites for Camp Croft Courts, Prince Hall Apartments, Victoria Gardens, Archibald High Rise, Archibald Village, and JC Bull Apartments 1-100. This contract extension agreement is not to exceed \$63,000.00.

CONTACT PERSON:

Nathan Bragg
Procurement Representative
864-598-6035

SUMMARY:

The SHA solicited proposals in December 15, 2016 and received three vendors' prices under the RFP#2017-1118. A decision to award was issued to LPB on April 5, 2017.

Resolution 2018-56
October 23, 2018

BACKGROUND:

SHA decided on April 5, 2017 to award LPB of South Carolina, Inc the contract as detailed in the solicitation file. Two other HVAC vendors applied for the RFP, Daikin and Floyd's Heating and Air, Inc. The term of this contract will be one year, with a possible contract extension option for one final year.


FINANCIAL CONSIDERATIONS:

SHA AMPS have budgeted \$63,000.00 in this BLI for FY 2019 for HVAC service repairs.

POLICY CONSIDERATIONS:

This procurement requires Board approval because it exceeds SHA's small purchase threshold of \$60,000.

Respectfully Submitted,



Nathan Bragg, Procurement Representative
The Housing Authority of the City of Spartanburg

RESOLUTION NO. 2018-56

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

October 23, 2018

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF
THE SPARTANBURG HOUSING AUTHORITY**

Authorize the Interim CEO to enter into contract extension with LPB of South Carolina, Inc. for the as needed HVAC repairs and replacements of all our existing 250 HVAC units across our public housing sites for Camp Croft Courts, Prince Hall Apartments, Victoria Gardens, Archibald High Rise, Archibald Village, and JC Bull Apartments 1-100. This contract extension agreement is not to exceed \$63,000.00.

Matthew Myers, Chair

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2018-56

DATE ADOPTED: October 23, 2018



Action Items & Resolution

2018-57

Proposed Extension Terms

Board of Commissioners Meeting
Tuesday, October 23, 2018

October 23, 2018

The Housing Authority of the City of Spartanburg
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Proposed Extension Terms
Resolution #2018-57**

RECOMMENDATION:

Review and approve to extend a maturing term loan from its current maturity of 12/7/18 to allow the Borrower time to close a 'RAD' conversion with HUD or an FHA 223(f) loan, and refinance the STI loan at another bank.

CONTACT PERSON:

Reginal B. Barner
Interim CEO
864-598-6010

PURPOSE:

To extend a maturing term loan from its current maturity of 12/7/2018 to a maturity date of 6/30/2019, to allow the Borrower time to close a 'RAD' conversion with HUD or an FHA 223(f) loan, and refinance the STI loan at another bank.


BACKGROUND:

Existing 1st mortgage on the property known as Country Garden Estates Phase 1. Fixed at 5% (unchanged). Fixed monthly payments of \$4,118.28 (unchanged)

FINANCIAL IMPACT:

Extension fee is \$1,500.00. A new appraisal will be engaged, reviewed, and accepted by the bank. The Borrower will pay for the appraisal at closing - estimated at \$3,500.00

Respectfully Submitted,


Reginal B. Barner, Interim CEO
The Housing Authority of the City of Spartanburg

CONFIDENTIAL COMMUNICATION

September 7, 2018

PROPOSED EXTENSION TERMS

Please note that this Confidential Settlement Communication and the proposed terms contained herein are solely for discussion purposes only: it does not represent a commitment from the Lender to renew and modify the loans **or to forgive all or any part of the loan** or to forbear from enforcing the loan. The Lender will only be bound through additional appropriate documentation, prepared by Lender's counsel, in form and on terms acceptable to the Lender, and properly executed by all parties.

<u>Borrower:</u>	Spartanburg Housing, LP
<u>Current Loan Amount:</u>	\$713,150.87
<u>Purpose:</u>	To extend a maturing term loan from its current maturity of 12/7/18 to allow the Borrower time to close a 'RAD' conversion with HUD or an FHA 223(f) loan, and refinance the STI loan at another bank.
<u>Maturity:</u>	6/30/19
<u>Closing Deadline:</u>	The extension must close by 10/31/18
<u>Collateral:</u>	Existing 1 st mortgage on the property known as Country Garden Estates Phase I
<u>Pricing:</u>	Fixed at 5% (unchanged)
<u>Payments During Renewal:</u>	Fixed monthly payments of \$4,118.28 (unchanged)
<u>Extension Options:</u>	None
<u>Extension Fee:</u>	\$1,500.00
<u>Loan Discount Options:</u>	None
<u>Guarantees:</u>	N.A.
<u>Appraisals:</u>	A new appraisal will be engaged, reviewed and accepted by the bank. The Borrower will pay for the appraisal at closing – estimated at \$3,500.
<u>Environmental Assessment:</u>	NA – previously conducted
<u>Escrows:</u>	None
<u>Taxes:</u>	NA – The 2017 taxes are paid

Spartanburg Housing LP
Term Sheet
September 7, 2018

<u>Insurance:</u>	The Borrowers will maintain the following insurance coverages on the collateral real estate property: A. Hazard insurance B. General Liability - \$1 Million blanket coverage
<u>Events of Default:</u>	Events of default will include the following specific events along with other normal and customary events as agreed upon in the renewal loan documents. <ul style="list-style-type: none"> • Failure to pay property taxes when due during the term of the loan • Failure to maintain general liability insurance and other insurance coverages on the collateral as required by SunTrust policy • Fraud, waste, mismanagement, or misapplication of funds. • Change in ownership of the borrower without the bank's prior consent. • Secured or unsecured secondary financing of the collateral without the bank's prior consent • Bankruptcy of the Borrowers or the Guarantors
<u>Assignment of Loan Docs</u>	The Bank agrees to assign its loan docs to any new lender for no fee.

General Terms & Conditions:

1. Borrower will waive all claims, defenses, offsets, etc.
2. The Borrower will maintain the collateral to a professional standard throughout the term of the renewal.
3. No change in ownership of Borrower or collateral without the Bank's consent.
4. No change in property management without the Bank's consent.
5. The Borrower will not permit liens on the collateral.
6. No prepayment penalties.
7. The Borrower pay all costs of the forbearance, including but not limited to the appraisal (\$3,500) and Bank's legal fees (TBD) at closing.
8. Borrowers bring interest current to the date of the closing at closing.

	BORROWER: SPARTANBURG HOUSING LIMITED PARTNERSHIP, a South Carolina limited partnership By: Hope Six Housing Corporation, a South Carolina non-profit corporation, its General Partner By: _____ Name: _____ Title: _____
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RESOLUTION NO. 2018- 57

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

October 23, 2018

Staff recommends approval of Resolution No. 2018-57, extend a maturing term loan from its current maturity of 12/7/2018 to allow the Borrower time to close a 'RAD' conversion with HUD or an FHA 223(f) loan, and refinance the STI loan at another bank.

Matthew Myers, Chair

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2018-57

DATE ADOPTED: October 23, 2018



Interim CEO
Verbal Report
Reginal Barner

Board of Commissioners Annual Meeting
Tuesday, October 23, 2018



**Monthly Reports:
September Financials
(Tentative)
Angela Leopard**

**Board of Commissioners Meeting
Tuesday, October 23, 2018**

Actual to Budget Variance Comparison
For twelve months ending September 2018

*Tentative financials reflect NOI of \$156,894. Management will continue through the new fiscal year to utilize overage funds to address property needs.

SPARTANBURG HOUSING AUTHORITY
Asset Management Financials- Per AMP

Actual to Budget Variance Comparison

For ten months ending July 2018

	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 Cambridge/Brawley											
Total Revenue	\$ 1,827	\$ 3,313	\$ (1,486)	-45%	\$ 29,814	\$ 38,819	\$ (9,005)	-23%	38,819	76.8%	100.0%
Total Operating Expenses	1,651	3,194	(1,543)	-48%	20,467	30,479	(10,012)	-33%	30,479	67.2%	100.0%
Net Operating Income	\$ 176	\$ 119	\$ 57	48%	\$ 9,347	\$ 8,340	\$ 1,007	12%	40,684		
2 Scattered Sites											
Total Revenue	\$ 5,174	\$ 6,566	\$ (1,392)	-21%	\$ 64,559	\$ 71,078	\$ (6,519)	-9%	71,084	90.8%	100.0%
Total Expenses	\$ 3,039	\$ 9,293	(6,254)	-67%	\$ 73,231	\$ 100,553	(27,322)	-27%	100,553	72.8%	100.0%
Reserve transfer out (in)	(2,456)	(2,456)			(29,469)	(29,469)			(29,469)		
Net Operating Income (loss)	\$ 4,591	\$ (271)	\$ 4,862	-1792%	\$ 20,797	\$ (6)	\$ 20,803	-346719%	-		
3 Prince Hall											
Total Revenue	\$ 53,875	\$ 54,573	\$ (698)	-1%	\$ 657,611	\$ 640,043	\$ 17,568	3%	640,056	102.7%	100.0%
Total Expenses	\$ 79,753	\$ 49,457	30,296	61%	\$ 736,561	\$ 633,852	102,709	16%	633,852	116.2%	100.0%
Net Operating Income (loss)	\$ (25,878)	\$ 5,116	\$ (30,994)	-606%	\$ (78,950)	\$ 6,191	\$ (85,141)	-1375%	39,167		
4 Victoria Gardens											
Total Revenue	50,981	50,585	\$ 396	1%	584,432	583,528	\$ 904	0%	583,528	100.2%	100.0%
Total Expenses	62,540	52,848	9,692	18%	605,559	616,491	(10,932)	-2%	616,491	98.2%	100.0%
Reserve transfer out (in)	\$ (2,747)	(2,747)			\$ (32,963)	(32,963)			(32,963)		
Net Operating Income	\$ (8,812)	\$ 484	\$ (9,296)		\$ 11,836	\$ -	\$ 11,836		32,963		
5 Camp Croft											
Total Revenue	\$ 56,173	\$ 57,039	\$ (866)	-2%	\$ 686,213	\$ 676,604	\$ 9,609	1%	676,604	101.4%	100.0%
Total Expenses	94,163	53,691	40,472	75%	756,300	678,469	77,831	11%	678,469	111.5%	100.0%
Reserve transfer out (in)	(155)	(155)			(1,865)	(1,865)			(1,865)		
Net Operating Income (loss)	\$ (37,835)	\$ 3,503	\$ (41,338)	-1180%	\$ (68,222)	\$ -	\$ (68,222)	#DIV/0!	-		
6 Archibald Hi-Rise											
Total Revenue	\$ 73,070	\$ 73,844	\$ (774)	-1%	\$ 899,260	\$ 873,312	\$ 25,948	3%	873,312	103.0%	100.0%
Total Expenses	\$ 84,248	\$ 74,645	\$ 9,603	13%	\$ 881,858	\$ 872,527	\$ 9,331	1%	872,527	101.1%	100.0%
Net Operating Income	\$ (11,178)	\$ (801)	\$ (10,377)	1296%	\$ 17,402	\$ 785	\$ 16,617	2117%	785		
7 Archibald Village											
Total Revenue	\$ 26,756	\$ 25,423	\$ 1,333	5%	\$ 309,329	\$ 298,621	\$ 10,708	4%	298,621	103.6%	100.0%
Total Operating Expenses	\$ 26,733	\$ 26,199	\$ 534	2%	\$ 255,099	\$ 279,960	\$ (24,861)	-9%	279,960	91.1%	100.0%
Net Operating Income	\$ 23	\$ (776)	\$ 799	-103%	\$ 54,230	\$ 18,661	\$ 35,569	191%	18,661		

September 30, 2018

INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
HCV HAP Subsidy	891,189	1,101,144	686,758	996,703	996,703	986,236	1,000,100	953,083	1,088,791	953,083	953,434	953,434	11,560,658
Inter fund settlement //HAP acct	-	-	-	-	-	-	-	-	-	-	-	-	-
HCV Admin Subsidy	110,834	65,694	65,694	96,278	96,279	99,488	99,488	99,024	155,455	99,023	103,712	99,023	1,189,992
HCV Port-In Admin Fees	397	496	482	482	874	417	559	520	573	239	139		5,177
Mod Rehab HAP	116,323	116,316	116,316	116,316	116,316	116,316	26,375	19,911	280,503	137,351	116,316	117,440	1,395,799
Mod Rehab Admin	14,150	14,150	14,150	14,150	14,150	14,150	14,150	2,254	23,792	16,404	14,150	14,150	169,800
FSS Forfeitures income	4,282	-	-	-	23	-	(1,100)	-	-	-	-	-	3,205
TBRA-HCV	3,194	3,429	2,970	2,970	2,970	3,078	3,687	3,579	3,579	3,177	2,675	3,981	39,290
HCV Recovery/Interest/Refunds	1,411	1,761	1,697	1,697	2,909	5,749	1,626	1,692	1,576	2,264	1,459	3,007	26,848
HUD Subsidy	1,141,780	1,302,990	888,066	1,228,595	1,230,224	1,225,434	1,144,886	1,080,064	1,554,270	1,211,541	1,191,885	1,191,035	14,390,769
OUTFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
HCV:													
Housing Assistance	963,136	966,898	980,490	922,861	928,417	915,037	934,739	905,880	908,696	914,497	931,946	927,669	11,200,265
Mod Rehab Vouchers	109,742	107,798	105,349	103,966	97,556	106,411	96,267	114,624	108,812	101,606	101,157	109,043	1,262,331
HCV Admin Expenses	88,273	96,970	107,036	99,750	99,166	117,709	103,659	106,957	94,471	99,889	105,554	126,054	1,245,488
Mod Rehab Admin	6,886	7,311	8,390	8,200	8,294	10,076	9,116	8,890	8,318	10,198	8,003	10,859	104,541
TBRA - Vouchers	2,904	3,117	2,700	2,700	2,700	2,798	3,352	3,254	3,254	3,254	2,432	3,619	36,084
Total Payments	1,170,940	1,182,094	1,203,966	1,137,477	1,136,133	1,152,031	1,147,132	1,139,605	1,123,552	1,129,444	1,149,093	1,177,243	13,848,710
Net Inflow (Outflow)	(29,161)	120,895	(315,900)	91,119	94,091	73,403	(2,247)	(59,541)	430,718	82,097	42,793	13,792	542,059
Reserve Account INFLOW(OUTFLOW)													
Net HCV HAP	(70,536)	136,007	(292,035)	75,539	71,195	76,948	66,987	48,895	181,671	40,850	22,947	28,773	
Net Mod Rehab HAP	6,581	8,518	10,967	12,350	18,760	9,905	(69,892)	(94,713)	171,691	35,745	15,159	8,397	
HCV Admin	22,561	(31,276)	(41,342)	(3,472)	(2,887)	(18,221)	(4,171)	(7,933)	60,984	(866)	(1,842)	(27,031)	
Mod Rehab Admin	7,264	6,839	5,760	5,950	5,856	4,074	5,034	(6,636)	15,474	6,206	6,147	3,291	
	(34,130)	120,087	(316,651)	90,367	92,924	72,706	(2,041)	(60,386)	429,820	81,935	42,411	13,430	
Reserve Bank Accounts													
HCV and Mod Rehab disbursement	236,064	374,526	186,308	250,731	332,392	408,860	555,319	283,833	699,407	352,157	396,993	433,491	
HCV HAP -NRA	341,474	342,123	201,736	202,221	202,554	204,112	46,871	48,459	49,498	378,607	379,748	381,330	
HCV - Operations -UNA	191,381	191,381	222,949	222,949	222,949	222,949	222,949	222,949	222,949	222,949	222,949	222,949	
Mod Rehab -ADMIN	92,399	92,399	92,399	92,399	92,399	92,399	92,399	92,399	92,399	92,399	92,399	92,399	
	861,318	1,000,429	703,391	768,300	850,294	928,319	917,538	647,640	1,064,254	1,046,112	1,092,089	1,130,169	

SPARTANBURG HOUSING AUTHORITY

Cash Flow

September 30, 2018

INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
HCV HAP Subsidy	891,189	1,101,144	686,758	996,703	996,703	986,236	1,000,100	953,083	1,088,791	953,083	953,434	953,434	11,560,658
HCV Admin Subsidy	110,834	65,694	65,694	96,278	96,279	99,488	99,488	99,024	155,455	99,023	103,712	99,023	1,189,992
Mod Rehab HAP	116,323	116,316	116,316	116,316	116,316	116,316	26,375	19,911	280,503	137,351	116,316	117,440	1,395,799
Mod Rehab Admin	14,150	14,150	14,150	14,150	14,150	14,150	14,150	2,254	23,792	16,404	14,150	14,150	169,800
Public Housing Subsidy	175,905	185,116	185,116	182,586	182,586	182,589	179,429	180,563	158,687	156,922	158,502	160,157	2,088,158
Tax Credit Properties Subsidy	30,044	30,725	30,725	29,060	29,060	29,062	41,073	37,906	33,212	33,703	33,294	33,545	391,409
TBRA-HCV	3,194	3,429	2,970	2,970	2,970	3,078	3,687	3,579	3,579	3,177	2,675	3,981	39,290
SLHC PBV Subsidy	10,749	9,274	10,251	9,720	10,385	10,150	9,894	9,282	9,782	10,292	10,696	11,619	122,094
SC State Grant for JCB	40,944	41,579	41,145	39,822	41,650	40,718	41,661	40,863	39,889	40,844	40,654	40,436	490,205
HUD & State Subsidy	1,393,332	1,567,427	1,153,125	1,487,605	1,490,099	1,481,787	1,415,857	1,346,465	1,793,690	1,450,799	1,433,433	1,433,784	17,447,405
ROSS	9,346	7,544	6,813	6,216	19,053	-	45,028	-	23,034	-	-	39,232	156,267
Youthbuild - 022-yb -NEW GRANT	23,840	34,562	37,472	30,809	32,552	37,467	15,126	40,230	16,312	24,254	29,727	18,082	340,432
CFP and RHF	-	-	92,644	55,214	-	-	-	146,342	1,483	13,272	47,272	47,468	403,694
Other Grant Revenue	33,185	42,106	136,929	92,239	51,605	37,467	60,154	186,572	40,829	37,526	76,999	104,782	900,393
Public Housing Rents	100,412	101,471	99,580	100,561	106,770	100,584	101,130	96,958	99,941	99,735	96,130	92,675	1,195,947
JC Bull Rents	26,939	27,050	26,241	26,906	27,118	25,747	26,512	27,183	26,498	27,135	27,308	27,377	322,014
SLHC Rents	9,198	9,199	8,971	9,279	9,368	9,380	9,393	8,478	9,141	8,795	9,237	9,251	109,690
Rent Revenue	136,549	137,720	134,792	136,746	143,256	135,711	137,035	132,619	135,580	135,665	132,675	129,303	1,627,651
Misc Receipts	119,909	45,816	422,214	36,799	12,526	13,800	34,567	142,310	10,480	24,247	35,818	18,672	917,157
Other Cash-In													
HCV Reserves Transfer In	-	-	-	-	-	-	-	-	-	-	-	-	-
General Fund Interfund transfer /settlement **	-	-	-	-	-	-	(1,534,570)	-	-	-	-	-	(1,534,570)
TOTAL CASH INFLOW	1,682,975	1,793,069	1,847,060	1,753,389	1,697,485	1,668,765	113,044	1,807,966	1,980,579	1,648,237	1,678,924	1,686,542	19,358,036

HUD subsidy for HCV 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.

Other grant revenue includes Capital fund subsidies and grant revenue for the Resident Self Sufficiency and Youthbuild programs.

Rent revenue consists of the tenant paid rents for the various public housing units managed by the Authority.

Misc revenue includes payments for court costs, resident work orders for maintenance and repair as well as, HCV repayment agreements, Public Housing bad debt recovery, laundry facility rebates, tower rental, proceeds from the sale of homes, and any other miscellaneous income. Also, included the W/C refund of \$291,460.00

Other cash-In will include transfers from reserve accounts, and any adjustment to working capital.

Rad Proceeds transferred to G/F 1,286,248
G/F transferred to PH operating reserves (2,820,818)
Net amount taken out from G/F **(1,534,570)**

Cash Flow

OUTFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
HCV:													
Housing Assistance	963,136	966,898	980,490	922,861	928,417	915,037	934,739	905,880	908,696	914,497	931,946	927,669	11,200,265
Mod Rehab Vouchers	109,742	107,798	105,349	103,966	97,556	106,411	96,267	114,624	108,812	101,606	101,157	109,043	1,262,331
TBRA vouchers	2,904	3,117	2,700	2,700	2,700	2,798	3,352	3,254	3,254	3,254	2,432	3,619	36,084
HAP Payments	1,075,782	1,077,813	1,088,539	1,029,527	1,028,673	1,024,246	1,034,358	1,023,758	1,020,762	1,019,357	1,035,535	1,040,330.53	12,498,680
Payroll	180,556	173,584	181,042	181,942	169,913	271,656	183,084	191,595	168,501	175,322	258,958	231,740	2,367,893
Benefits/Deductions	1,629	3,851	2,257		4,624	2,342	2,364	2,321	0	2,214	2,299	4,598	28,498
Payroll & Benefits	182,185	177,435	183,299	181,942	174,537	273,998	185,448	193,916	168,501	177,536	261,257	236,338	2,396,391
State Insurance	36,995	33,492	37,223	40,097	40,215	36,461	39,148	38,560	38,063	40,475	38,499	38,500	457,728
Rent	11,889	11,889	11,889	11,889	11,889	11,889	12,841	12,127	12,127	12,127	12,127	12,127	144,810
Debt/Insurance/Rent	48,884	45,381	49,112	51,986	52,104	48,350	51,989	50,687	50,190	52,602	50,626	50,627	602,537
Operating	290,966	(45,766)	350,947	421,198	343,987	531,642	222,017	464,046	272,677	315,813	463,041	389,897	4,020,465
Capital Fund and RHF	0	26,324	20,426	72	11,637	11,897	18,143	114,997	1,272	13,272	52,125	67,339	337,504
Ross	0	236	524	758	333	22	275	168	264	2,799	618	264	6,263
Youth Build	6,921	13,938	16,087	8,734	12,808	15,273	10,888	12,061	17,604	4,484	11,197	1,231	131,224
Homeownership	528	739	1,462	685	1,048	629	276	1,230	279	667	435	876	8,854
Other Transfers	0	0	-	-	-	-	-	0	-	-	-	-	-
HAP/ Admin Transfer	-	-	-	-	-	-	-	0	-	-	-	-	-
Payables/Check Adjustment	101,800	389,242	(31,995)	720,218	13,048	(60,216)	(25,480)	(107,414)	26,724	350,162	(57,948)	(89,447)	1,228,694
Capital & Program Expenses	109,249	430,478	6,504	730,467	38,874	(32,395)	4,102	21,041	46,143	371,384	6,427	(19,737)	1,712,538
TOTAL CASH OUTFLOW	1,707,065	1,685,341	1,678,401	2,415,120	1,638,175	1,845,841	1,497,913	1,753,449	1,558,273	1,936,692	1,816,885	1,697,455	21,230,611

Net Inflow(Outflow)	(24,090)	107,728	168,659	(661,732)	59,310	(177,076)	(1,384,869)	54,517	422,306	(288,455)	(137,962)	(10,913)	(1,872,576)
JC Bull transfer to Residual fund				818,866									818,866
HCV HAP transfer to NRA account										328,184			328,184
Net inflow (outflow) offset by reserve	(24,090)	107,728	168,659	157,134	59,310	(177,076)	(1,384,869)	54,517	422,306	39,729	(137,962)	(10,913)	(725,526)
Beginning Cash : (Unrestricted)	3,805,035	3,780,945	3,888,673	4,057,332	3,395,601	3,454,911	3,272,835	1,892,966	1,947,483	2,369,789	2,081,334	1,943,373	3,805,035
Ending Cash	3,780,945	3,888,673	4,057,332	3,395,601	3,454,911	3,272,835	1,892,966	1,947,483	2,369,789	2,081,334	1,943,373	1,932,459	1,932,459

Bank Account Balances-

General A/C (Net of O/S Cks)	2,169,326	2,103,839	2,430,077	2,522,157	2,477,706	2,199,871	713,574	1,114,325	1,126,857	1,229,245	1,080,936	1,036,456
HCV HAP Disbursements	236,064	374,526	186,308	250,731	332,392	408,860	555,319	283,833	699,407	352,157	396,993	433,491
J C Bull Operating	1,067,739	1,091,543	1,116,115	288,942	309,064	321,972	302,908	294,151	280,089	249,201	206,761	193,135
SLHC Operating	307,816	318,765	324,833	333,771	335,750	347,132	321,166	255,174	263,435	250,732	258,682	269,377
Sub Total	3,780,945	3,888,673	4,057,332	3,395,601	3,454,911	3,277,835	1,892,966	1,947,483	2,369,789	2,081,334	1,943,373	1,932,459

Payables/Check Adjustment	101,800	389,242	(31,995)	720,218	13,048	(60,216)	(25,480)	(107,414)	26,724	350,162	(57,948)
Coventional Housing Surplus	5,598,379	5,644,881	5,695,959	5,695,959	5,695,959		(25,480)				

Average No. Of Months Cash Reserves	16.23	12.50	12.62	12.62	12.62	0.00	(0.06)	0.00	0.00	0.00	0.00	0.00
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Footnotes:

Outstanding checks that were remaining at month end.



Monthly Reports: Programs Dashboard

**Board of Commissioners Annual Meeting
Tuesday, October 23, 2018**

Housing Authority of the City of Spartanburg Programs Dashboard SEPTEMBER 2018

ASSET MANAGEMENT

COMPLIANCE/REGULATORY

Public Housing Occupancy

As part of HUD's Public Housing Utilization Project, as of September 2018, Asset Management ended the month at 90.77%. The targeted goal is to maintain an occupancy of 97% overall. Excluding the vacant units at Scattered Sites, the SHA would have reached that goal with a 98.15% overall occupancy. Total Vacant Units excluding Scattered Sites is 20 Units; 5 of which are off-line for extensive repairs (3 Camp Croft Courts, 1 Victoria Gardens, and 1 Prince Hall).

HUD GOAL	SHA Actual	Excluding Outliers
97%	90.77%	97.38%

TARS

- The Tenant Accounts Receivable Collection rate for SHA managed developments was 89.34% for all public housing properties and 99.50% for SHA managed market units and multi-family properties. Prince Hall and Camp Croft had the lowest collection rates for the month.

HUD GOAL	SHA PH Actual	SHA MF and Market Actual
98.5%	89.34%	99.50%

MILESTONES

- On September 30, 2018 SHA received notification of the 2017 Public Housing Assessment System (PHAS) score and designation for our agency. The department maintained a status of Standard Performer for the year. A copy of this notice has been included as an informational item.

CAPITAL FUND

CAPITAL FUND TABLE

Replacement Housing Factor		Grant No. SC16R003502-14			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Dispersed		Amount Available
\$284,182	10/29/2016	10/29/2018	\$284,182		\$0
Replacement Housing Factor		Grant No. SC16R003502-15			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Dispersed		Amount Available
\$218,757	4/12/2020*	4/12/2022	\$28,614.82		\$190,142.18
Replacement Housing Factor		Grant No. SC16R003502-16			
Original Award Amount	Obligation Deadline	Expenditure Deadline	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 Dispersed		Amount Available
\$162,926	8/15/2019	8/15/2021			\$162,926
Capital Fund Program		Grant No. SC16P003501-16			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$1,289,642.00	4/12/2018	4/12/2020	\$1,244,642	\$826,741.97	\$462,900.03
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	8/15/2021	\$111,300.84	\$111,300.84	\$815,146.16
Capital Fund Program		Grant No. SC16P00351-18			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$1,434,310					\$1,434,310

*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 award may be committed to the COCC and categories such as “Management Improvement” may be approved by HUD. (an example would be computer upgrades which benefit the overall operation of the authority). Much of SHA’s historical capital fund was used to satisfy outstanding debt (Capital Fund Financing). The RHF funds are committed to be utilized in the project on the Northside, currently underway. The expenditure date has been extended by HUD:

- 2016 Capital Fund Obligation and Disbursement End dates
 - 1) April 13, 2016 Obligation Start Date
 - 2) April 12, 2018 Obligation End Date
 - 3) April 12, 2020 Disbursement End Date
- 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, 2021 Disbursement End Date
- 2018 Capital Fund Obligation and Disbursement End date
 - 1) May 28, 2018 Obligation Start Date
 - 2) May 28, 2020 Obligation End Date
 - 3) May 28, 2022 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)

OUTLIERS

- Anticipating not receiving Capital Funds in 2019
- Majority of 2017 Capital Fund have been obligated for RAD
- Lack of Capital Funds to meet SHA's physical needs of the properties

MILESTONE

- SHA dispersed the 2014 Replacement Housing Factor Fund (RHF) before the expenditure deadline of October 29, 2018
- SHA received a notice for an additional \$12,860 for the 2018 Capital Fund

DEVELOPMENT

COMPLIANCE/REGULATORY

- SHA must issue RFP's and RFQ's for developer and contractor activity while adhering to SHA and HUD procurement policies

OUTLIERS

- SHA experiences challenges in attracting interested and qualified vendors

MILESTONES

- The completion of the retaining wall reconstruction at Brawley Street
- The beginning of the interior demolition at JC Bull fire units

GreenEarth Partners began work on the sidewalk reconstruction at JC Bull. They are scheduled to be completed before REAC on October 30. A meeting with Kone (elevator contractor) was scheduled at Archibald Hi-Rise to perform an assessment of the elevators. They will provide a modernization proposal to be submitted with the HUD Emergency Capital Fund Grant.

HOUSING CHOICE VOUCHER PROGRAM

COMPLIANCE/REGULATORY

- The HUD requirement is that the PHA utilizes 98% of its vouchers or 98% of its allocated funding.
- The **Housing Choice Voucher Program's (HCV)** cumulative leasing and budget utilization from the 24 Month Tool.

Cumulative % Annual Leased	Cumulative % Eligibility Expended	Monthly UML %	Monthly ABA Expended %
91.0%	94.6 %	91.6%	95.3%

- The current monthly lease up rate for **HCV** which includes **Project Based Voucher (PBV)** and **Rental Assistance Demonstration (RAD)** Programs:

HCV	PBV	RAD
91%	96%	94%

- The **Mod Rehab Program (MOD)** leasing rate is 90%:

Norris Ridge	Morningside
92%	91%

- The **Tenant Based Rental Assistance Program (TBRA)** leasing rate is 66%.

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 Mod Rehab Program leasing is at the required 90%. Norris Ridge did not meet the 90% requirement and has been advised of the possibilities of the removal of contract units.
- TBRA Program has eight (8) participants.

MILESTONES

- Housing Choice Voucher Program issued twenty-four (24) vouchers, sixty-seven (67) searching and two (2) vouchers expired.
- The HCV, PBV and RAD programs had a net gain of six (6) units.
- The MOD Rehab Program had a net gain of six (6) units.
- The HCV FSS Program currently has 31 participants and an escrow balance of \$111,199.
- Mainstream Vouchers waiting list has opened. Leasing is projected to begin November 2018.
- The TBRA2 Program for working families, elderly or disabled persons is projected to begin in November.

COMMUNITY AND SUPPORTIVE SERVICES

MILESTONES

YouthBuild Program in partnership with Habitat for Humanity dedicated 634 Fulton Street home to a former public housing resident family. YouthBuild participants provided “manpower” to the project for 5 months and the grant funded \$26,008.95 toward the project for training materials for the completion of the project. The Fulton Street property is the third home dedicated to a family within the 2015-19 grant cycle.



**Habitat
for Humanity®
of Spartanburg**

**every
family**

needs a foundation to
build a bright future



**J M SMITH
FOUNDATION**

YouthBuild



**PAULINE-GLENN SPRINGS
ELEMENTARY**

Connections Program launched a tablet program with public housing residents through partnership with United Way and T-Mobile. This program encourages residents to participate in qualifying events that focus on individual financial counseling, interviewing skills, resume building, job skills training, and adult education and/or literacy programs. Once a resident has accomplished nine (9) goals within these areas they will receive a tablet and 2GB of service for up to two (2) years.

CONNECTIONS Goal Tracker

Receive stamp for each step with proof of completion

Questions? Contact your Connections Coordinator(s)!

Ashley Jamison & Tchenavia Singleton

864-598-6064

864-641-9121 (cell)

ajamison@shasc.org



Name: Property: Unit #:	Phone: Email:
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**SPARTANBURG
HOUSING AUTHORITY**

Elderly and Disabled Program Coordinator has partnered with Tivity Health to offer weekly Silver Sneakers fitness programs to our elderly and disabled residents in which these classes are free

through our residents medical insurance.

EDSC Coordinator has also been working with volunteers called the “Friends of Archibald” that come in twice a month to have “coffee and conversation” with the elderly and disabled residents. These volunteers are “guardian ad litem” in Spartanburg County and have been able to assist with some of our more vulnerable adults that require more services.

Wofford students reconvened their volunteer services this month with Archibald Rutledge, Camp Croft and JC Bull by facilitating Intergenerational Sessions that take place weekly through one (1) hour workshops for 10 weeks. This service is provided for personal connections and intergenerational interaction forged through the workshops which support the social, cognitive and emotional needs of the older adult participants and help combat feelings of isolation.