



# **AGENDA AND NOTICE**

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**Board of Commissioners Meeting**  
**Tuesday, November 27, 2018**



**Spartanburg Housing Authority  
Regular Board Meeting  
Tuesday, November 27, 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, November 27, 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:**

1. Regular Board Meeting, October 23, 2018
2. Special Board Meeting, October 30, 2018

**V. Commission Comments**

**VI. Public/Staff Comments**

**VII. Information Items:**

1. Disposition of Vehicles and Office Furniture by Public Auction

**VIII. Action Items and Resolutions**

1. Resolution #2018-50 - Landscape Maintenance Services
2. Resolution #2018-58 - City of Spartanburg Rehabilitation Resale Pilot Program
3. Resolution #2018-59 - Contract with RECAP Real Estate Advisors
4. Resolution #2018-60 - Section 8 Management Assessment Program (SEMAP) Certification

**IX. Monthly Reports**

1. Interim CEO Monthly Report (verbal report) - Reginal Barner
2. Finance Report – Angela Leopard
3. SHA Program Dashboard
  - i. Asset Management – Jessica Holcomb
  - ii. Capital Fund and Development – Joseph Jackson

- iii. Housing Choice Voucher – Tiffany Askew
- iv. Community and Supportive Services – Natalie Smith-Wells

**X. Other Business**

- 1. 2019 Board of Commissioners Meeting Schedule

**XI. Open Discussion**

**XII. Executive Session to discuss a personnel matter pursuant to Section 30-4-70 (1) 1 of the South Carolina Code of Laws.**

**XIII. Adjournment**



**Approval of Minutes –  
Regular Board Meeting  
October 23, 2018**

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**Board of Commissioners Meeting  
Tuesday, November 27, 2018**

**MINUTES OF THE MEETING OF THE COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
SPARTANBURG, SOUTH CAROLINA  
October 23, 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 Matthew Myers called the meeting to order at 4:00 P.M.

**MOMENT OF SILENCE:** - *observed*

**PRESENT:** Matthew Myers, Brenda Thomas, Charles White, John Fairey

**ABSENT:** Andrew Poliakof, Ralph Settle

**APPROVAL OF THE AGENDA:**

Charles White made a motion to approve the agenda. The motion was seconded by John Fairey and unanimously carried.

**APPROVAL OF THE PREVIOUS MEETING MINUTES:**

A motion to approve the minutes of the special Board meeting of September 4, 2018, the special Board meeting of September 12, 2018, and the regular Board meeting of September 18, 2018 was made by Brenda Thomas and seconded by Charles White. The motion unanimously carried.

**COMMISSION COMMENTS**

Charles White asked a question regarding a realtor hired by the Board. Reginal Barner will provide a response during the next Board meeting.

Matthew Myers thanked the senior staff for their positive response to recent personnel changes on the Board and at the Housing Authority. Reginal Barner added his thanks for the hard work and commitment of Housing Authority staff.

**PUBLIC/STAFF COMMENTS**

None.

**INFORMATION ITEMS**

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

Jessica Holcomb explained the PHAS score and the calculations used to maintain a score of standard on a scale of high-performing, standard, substandard, and troubled.

**ACTION ITEMS AND RESOLUTIONS:**

**a) RESOLUTION NO. 2018-50 Landscape Maintenance Services**

The resolution was tabled until the next Board meeting.

**b) RESOLUTION NO. 2018-51 - Fourth Quarter FY 2018 Bad Debt Write-offs**

This resolution is for approval to write-off uncollected accounts receivable in the amount of \$12,683.26 for fourth quarter FY 2018.

Commissioner Fairey made a motion to approve Resolution 2018-51. The motion was seconded by Commissioner White and was unanimously carried.

RESOLUTION NO. 2018-51

ADOPTED BY THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
October 23, 2018

**c) RESOLUTION NO. 2018-52 - Utility Allowance Schedules for Public Housing**

This resolution is for approval of the FY 2019 utility allowances for each property.

Commissioner Fairey made a motion to approve Resolution 2018-52. The motion was seconded by Commissioner Thomas and was unanimously carried.

RESOLUTION NO. 2018-52

ADOPTED BY THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
October 23, 2018

**d) RESOLUTION NO. 2018-53 - 2019 Housing Choice Voucher Payment Standards**

This resolution is for approval of payment standards for 2019 for the Housing Choice Voucher program following HUD's annual publication of fair market rents.

Commissioner White made a motion to approve Resolution 2018-53. The motion was seconded by Commissioner Fairey and was unanimously carried.

RESOLUTION NO. 2018-53

ADOPTED BY THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
October 23, 2018

**e) RESOLUTION NO. 2018-54 - Cammie Clagett Subsidy Overpayment**

This resolution is to release reserves being held for subsidy overpayment.

Commissioner White made a motion to approve Resolution 2018-54. The motion was seconded by Commissioner Thomas and unanimously carried.

RESOLUTION NO. 2018-54  
ADOPTED BY THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
October 23, 2018

**f) RESOLUTION NO. 2018-55 - Contract with GE Appliances-Haier Co. & HD**

This resolution is for approval of a contract not to exceed \$125,000 for 165 GE appliances from Haier Company and HD Supply.

Commissioner Fairey made a motion to approve Resolution 2018-55 as amended. The motion was seconded by Commissioner White and unanimously carried.

RESOLUTION NO. 2018-55  
ADOPTED BY THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
October 23, 2018

**g) RESOLUTION NO. 2018-56 - Contract Extension with LPB of South Carolina**

This resolution is tabled until the next Board meeting.

**h) RESOLUTION NO. 2018-57 - Proposed Extension Times**

This resolution is to approve an extension of time to arrange refinancing with SunTrust Bank.

Commissioner White made a motion to approve Resolution 2018-57 as amended. The motion was seconded by Commissioner Thomas and unanimously carried.

RESOLUTION NO. 2018-57  
ADOPTED BY THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
October 23, 2018

**MONTHLY REPORTS:**

**a. CEO Report**

The CEO Report was presented orally by Interim CEO Reginal Barner.

**b. SHA Program Dashboard**

The SHA program dashboard report was presented and reviewed by Angela Leonard.

**b1. Asset Management**

Jessica Holcomb presented and reviewed the asset management report.

**b2. Capital Fund and Development**

Joseph Jackson presented and reviewed the capital fund and development report.

**b3. Housing Choice Voucher**

Tiffany Askew presented and reviewed the Housing Choice Voucher report.

**b4. Community and Supportive Services**

Natalie Smith-Wells presented highlights of services provided by Support Services.

**OTHER ITEMS**

Chairman Myers provided Board members with a memorandum and questions from Springsted-Waters. Chairman Myers also provided the agenda and notice for a special Board meeting to meet with Springsted-Waters, along with a timeline for that meeting.

**EXECUTIVE SESSION**

Commissioner Thomas made a motion to amend the agenda to include an executive session to discuss matters relating to personnel and OIG. Chairman Myers seconded and the motion passed unanimously. The Housing Authority Board entered executive session at 5:20 p.m. and returned at 5:33 p.m.

Commissioner Myers stated for the record that no decisions were made and no actions taken during Executive Session.

**ADJOURNMENT**

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

Meeting Adjourned at 5:33 P.M.

Respectfully Submitted,  
The Housing Authority of the City of Spartanburg





**Approval of Minutes –  
Special Board Meeting  
October 30, 2018**

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**Board of Commissioners Meeting  
Tuesday, November 27, 2018**

**MINUTES OF THE SPECIAL MEETING OF THE COMMISSIONERS  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
SPARTANBURG, SOUTH CAROLINA  
October 30, 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 Matthew Myers called the meeting to order at 9:00 a.m.

**PRESENT:** Matthew Myers, John Fairey, Charles White, Brenda Thomas, Andrew Poliakoff, Ralph Settle

**GUEST:** Sharon Klumpp, Springsted Waters, CEO Search Consultant Firm

**EXECUTIVE SESSION**

A motion was made by Commissioner Poliakoff to enter Executive Session and a second was made by Vice-Chair Fairey. Executive session was entered into at 9:05 A.M. pursuant to SC Code Section 30-4-70(a) (2) of the South Carolina Code of Laws.

Executive session ended at 10:53 A.M. A motion to end Executive session was made by Commissioner White, with a second by Commissioner Thomas. The motion was unanimously approved.

Commissioner Myers stated for the record that no decisions were made and no actions taken during Executive Session.

Meeting Adjourned at 10:54 A.M.

Respectfully Submitted,  
The Housing Authority of the City of Spartanburg



## **Information Items:**

- 1. Disposition of Vehicles and Office Furniture by Public Auction**

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**Board of Commissioners Meeting  
Tuesday, November 27, 2018**

November 27, 2018

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

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**INFORMATION ITEM**

**Disposition of Vehicles and Office Furniture by Public Auction**

**CONTACT PERSON:**

Tyrone Meadows  
Special Projects Supervisor  
864-598-6032

**BACKGROUND:**

The Board of Commissioners approved Resolution 2018-18 to disposition of property.

**RESULTS:**

Description of Item	Qty.	Reserve	Bid Price	Selling Price
1-1999 FORD F-150 Pickup Truck	1	\$2159.00	\$2560.00	\$2560.00
1-1999 FORD F-150 Pickup Truck	1	\$2284.00	\$1600.00	\$1600.00
1-2000 FORD F-150 Pickup Truck	1	\$1849.00	\$2511.50	\$2511.50
1- Lot of Office Furniture	1	\$375.00	\$30.00	\$30.00

Total Revenue Collected from the sale of these items were: \$6701.50

Note: A 7.5% administration fee applied to each item sold to cover fees/services by Gov. Deals.  
The buyer(s) paid the administration fees, which was in-turn released to Gov. Deals by SHA in the amount totaling \$505.36



# **Action Items & Resolution**

## **2018-50**

### **Landscape Maintenance Services**

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**Board of Commissioners Meeting**  
**Tuesday, November 27, 2018**

November 27, 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.

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

<b>Property</b>	<b>Vendor</b>
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

**FINANCIAL CONSIDERATIONS:**

SHA AMPS have budgeted \$75,000.00 in this BLI for FY 2019. 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.

**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**

**November 27, 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.

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Matthew Myers, Chairman

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2018-50

DATE ADOPTED: November 27, 2018





# **Action Items & Resolution 2018-58**

**City of Spartanburg Rehabilitation  
Resale Pilot Program**

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**Board of Commissioners Meeting  
Tuesday, November 27, 2018**



November 27, 2018

**The Housing Authority of the City of Spartanburg  
Spartanburg, SC 29306**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**City of Spartanburg Rehabilitation Resale Pilot Program  
Resolution #2018-58**

**RECOMMENDATION:**

Authorize the Interim CEO to donate 904 Lucerne Drive to the City of Spartanburg Rehabilitation Resale Pilot Program.

**CONTACT PERSON:**

Joseph Jackson  
864-598-6052  
Deputy Director Capital Funds and Development

**SUMMARY:**

The City of Spartanburg Rehabilitation Resale Pilot Program is designed to acquire substandard properties throughout the City of Spartanburg. Once repairs are completed, the City of Spartanburg would make the property available for sale. Families that are interested in the purchase of these properties would need to meet the Area Median Income (AMI) of 80% to 100%.

**BACKGROUND:**

This section 32 property has been vacant since September 3, 2015 and requires a substantial amount of rehabilitation before occupancy. Moon and Associates performed an appraisal of the property on June 22, 2018. Since this property has been vacant for three years, it has deteriorated to the state of a total interior demolition for rehabilitation. This property also requires major tree cutting along with exterior and driveway repairs. Therefore, it received an appraised value of \$6,000.

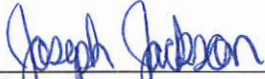
**FINANCIAL CONSIDERATIONS:**

The City of Spartanburg received estimates of \$108,757 to substantially rehabilitate this property. SHA would need to borrow money from a reserve account or take out a loan to

complete the rehabilitation. This would put a strain on an already tight SHA budget. A comparable property, 902 Lucerne drive sold for \$116,000 on November 15, 2017. Therefore, this rehabilitation will not be feasible for SHA.

**POLICY CONSIDERATIONS:**

HUD has already released the DOT on this property.

Respectfully Submitted,   
\_\_\_\_\_  
Joseph Jackson, Deputy Director Capital Funds and Development  
Housing Authority of the City of Spartanburg



**RESOLUTION NO.2018-58**

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

**November 27, 2018**

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

Staff recommends adoption of Resolution No.2018-58, authorizing the interim Chief Executive Officer to donate 904 Lucerne Drive to the City of Spartanburg Rehabilitation Resale Pilot Program.

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Matthew Myers, CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2018-58

DATE ADOPTED: November 27, 2018



# **Action Items & Resolution 2018-59**

Contract with **RECAP Real Estate Advisors**

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**Board of Commissioners Meeting  
Tuesday, November 27, 2018**

November 27, 2018

Spartanburg Housing Authority  
Spartanburg, SC 29306

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**RECAP Real Estate Advisors  
Resolution #2018-59**

**RECOMMENDATION:**

Authorize the Interim CEO to enter into a contract with **RECAP Real Estate Advisors** for the award of the recent RAD Consultant RFP 2018-0005. The RECAP Real Estate Advisors would provide RAD Prime Contractor Advisor services to the Authority and its residents during any RAD conversion transition. This contract is not to exceed \$107,220.00 over the terms established by the pursuant contract.

**CONTACT PERSON:**

Nathan Bragg  
Procurement Representative  
864-598-6035

**SUMMARY:**

SHA is continuing to transition its remaining portfolio of public housing and convert it to RAD transitioned properties. It is in the best needs of the Agency to enter into a contract with an experienced RAD Consultant during these future RAD transitions.

**BACKGROUND:**

The SHA solicited proposals in August 28, 2018 and received seven vendors' prices under the RFP#2018-0005. A three member evaluation team consisting of three evaluators with experience and knowledge in RAD transitions was put together and all seven vendors were evaluated. After review of the evaluations a recommendation from Procurement was submitted to our Interim CEO with a cost analysis of the proposed prices. Negotiations were discussed and a decision was made by the Interim CEO to award RECAP Real Estate Advisors a contract pursuant this resolution. Cindi Herrera & Associates, L.L.C. was SHA's past RAD consultant through a sole source procurement.

**FINANCIAL CONSIDERATIONS:**

SHA has budgeted \$63,000 cost in this BLI for FY 2019 for RAD Consultant fees.

**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. 2018-59**

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

**November 27, 2018**

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

Authorize the Interim CEO to enter into a contract with **RECAP Real Estate Advisors** for the award of the recent RAD Consultant RFP 2018-0005. The RECAP Real Estate Advisors would provide RAD Prime Contractor Advisor services to the Authority and its residents during any RAD conversion transition. This contract is not to exceed \$107,220.00 over the terms established by the pursuant contract.

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Matthew Myers, Chairman

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2018-59

DATE ADOPTED: November 27, 2018



# **Action Items & Resolution**

## **2018-60**

### **Section 8 Management Assessment Program (SEMAP) Certification**

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**Board of Commissioners Meeting**

**Tuesday, November 27, 2018**





**November 27, 2018**

**Spartanburg Housing Authority  
Spartanburg, SC 29306**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION**

**RECOMMENDATION:**

Approval of the Section 8 Management Assessment Program (SEMAP) Certification  
Resolution No. 2018-60

**CONTACT PERSON:**

Tiffany Askew  
Housing Choice Voucher Administrator  
864-598-6053

**SUMMARY:**

Housing Urban Development (HUD) requires that all Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

The 14 key indicators of PHA performance are:

- Proper selection of applicants from the housing choice voucher waiting list
- Sound determination of reasonable rent for each unit leased
- Establishment of payment standards within the required range of the HUD fair market rent
- Accurate verification of family income
- Timely annual reexaminations of family income
- Correct calculation of the tenant share of the rent and the housing assistance payment
- Maintenance of a current schedule of allowances for tenant utility costs

- Ensure units comply with the housing quality standards before families enter into leases and PHAs enter into housing assistance contracts
- Timely annual housing quality inspections
- Performing of quality control inspections to ensure housing quality
- Ensure that landlords and tenants promptly correct housing quality deficiencies
- Ensure that all available housing choice vouchers are used
- Expand housing choice outside areas of poverty or minority concentration
- Enroll families in the family self-sufficiency (FSS) program as required and help FSS families achieve increases in employment income.

**BACKGROUND:**

The data and files have been reviewed and collected to complete the attached Section 8 Management Assessment Program (SEMAP) Certification.

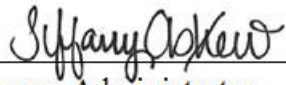
Indicator #	Possible Score	SHA Score
1.Waiting List Selection	15	15
2.Rent Reasonableness	20	20
3.Determination of Adjusted Income	20	20
4.Utility Allowance Schedule	5	5
5.HQS Quality Control Inspections	5	5
6.HQS Enforcement	10	10
7.Expanding Housing Opportunities	5	5
8.Payment Standards	5	5
9.Annual Reexaminations	10	10
10.Correct Tenant Rent Calculations	5	5
11.Precontract Inspections	5	5
12.Annual HQS Inspections	10	10
13.Lease Up	20	20
14.Family Self-Sufficiency Enrollment	10	10
Deconcentrating Bonus Indicator	-	-
<b>Total Points</b>	145	145

**FINANCIAL CONSIDERATIONS:**

None

**POLICY CONSIDERATIONS:**

None

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

## **SEMAP Indicators**

### **Indicator 1: Selection from the waiting list**

#### **Maximum Score: 15**

This indicator shows whether the SHA has written policies in its administrative plan for selecting applicants from the waiting list and whether the SHA follows these policies when selecting applicants for admission from the waiting list.

Points are based on the percent of families that are selected from the waiting list in accordance with the SHA's written policies, according to the SHA's quality control sample.

### **Indicator 2: Rent reasonableness**

#### **Maximum Score: 20**

This indicator shows whether the SHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units

Points are based on the percent of units for which the SHA follows its written method to determine reasonable rent and has documented its determination that the rent to owner is reasonable, according to the SHA's quality control sample.

### **Indicator 3: Determination of adjusted income**

#### **Maximum Score: 20**

This indicator measures whether the SHA verifies and correctly determines adjusted income for each assisted family, and where applicable, uses the appropriate utility allowances for the unit leased in determining the gross rent.

Points are based on the percent of files that are calculated and verified correctly, according to the SHA's quality control sample.

### **Indicator 4: Utility allowance schedule**

#### **Maximum Score: 5**

This indicator shows whether the SHA maintains an up-to-date utility allowance schedule.

Points are based on whether the SHA has reviewed the utility allowance schedule and adjusted it when required, according to the SHA's certification.

### **Indicator 5: HQS quality control inspections**

#### **Maximum Score: 5**

This indicator shows whether a SHA supervisor reinspects a sample of units under contract during the SHA fiscal year, which meets the minimum sample size requirements for quality control of HQS inspections.

Points are based on whether the required quality control reinspections were completed, according to the SHA's certification.

### **Indicator 6: HQS enforcement**

#### **Maximum Score: 10**

This indicator shows whether, following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life-threatening deficiencies are corrected within 24 hours from the inspection and all other deficiencies are corrected within no more than 30 calendar days from the inspection or any SHA-approved extension.

Points are based on whether the SHA corrects all HQS deficiencies in accordance with required time frames, according to the SHA's certification.

**Indicator 7: Expanding housing opportunities Maximum Points: 5**

Only applies to PHAs with jurisdiction in metropolitan FMR areas.

This indicator shows whether the SHA has adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty or minority concentration; informs voucher holders of the full range of areas where they may lease units both inside and outside the SHA's jurisdiction; and supplies a list of landlords or other parties who are willing to lease units or help families find units, including units outside areas of poverty or minority concentration.

Points are based on whether the SHA has adopted and implemented written policies in accordance with SEMAP requirements, according to the SHA's certification.

**Indicator 8: FMR limit and payment standards**

**Maximum Points: 5 points**

This indicator shows whether the SHA has adopted a payment standard schedule that establishes payment standard amounts by unit size for each FMR area in the SHA's jurisdiction, that are within the basic range of 90 to 110 percent of the published FMR.

Points are based on whether the SHA has appropriately adopted a payment standard schedule(s), according to the SHA's certification.

**Indicator 9: Annual reexaminations**

**Maximum Points: 10**

This indicator shows whether the SHA completes a reexamination for each participating family at least every 12 months.

Points are based on the percent of reexaminations that are more than 2 months overdue, according to data from PIC.

**Indicator 10: Correct tenant rent calculations**

**Maximum Points: 5**

This indicator shows whether the SHA correctly calculates the family's share of the rent to owner.

Points are based on the percent of correct calculations of family share of the rent, according to data from PIC.

**Indicator 11: Pre-contract HQS inspections**

**Maximum Points: 5**

This indicator shows whether newly leased units pass HQS inspection on or before the effective date of the assisted lease and HAP contract.

Points are based on the percent of newly leased units that passed HQS inspection prior to the effective date of the lease and HAP contract, according to data from PIC.

**Indicator 12: Annual HQS inspections**

**Maximum Points: 10**

This indicator shows whether the SHA inspects each unit under contract at least annually.

Points are based on the percent of annual HQS inspections of units under contract that are more than 2 months overdue, according to data from PIC.

**Indicator 13: Lease-up****Maximum Points: 20 points**

This indicator shows whether the SHA enters HAP contracts for the number of units or funding reserved under ACC for at least one year.

Points are based on the percent of units leased during the last completed SHA fiscal year, or the percent of allocated budget authority that has been expended by the SHA, according to data from the SHA's last year-end operating statement that is recorded in HUD's accounting system.

**Indicator 14: Family self-sufficiency (FSS) enrollment and escrow account balances Maximum Points: 10**

Only applies to PHAs with mandatory FSS programs.

This indicator shows whether the SHA has enrolled families in the FSS program as required, and measures the percent of current FSS participants that have had increases in earned income which resulted in escrow account balances.

Points are based on the percent of mandatory FSS slots that are filled and the percent of families with escrow account balances, according to data from PIC.



**RESOLUTION NO. 2018-60**

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

**NOVEMBER 27, 2018**

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

Staff recommends adoption of Resolution No. 2018-60, the approval of fiscal year October 2017-September 2018 Section 8 Management Program (SEMAP) Certification to comply with the Department of Housing and Urban Development requirements.

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Matthew Myers, CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2018-60

DATE ADOPTED: November 27, 2018



**Interim CEO**

**Monthly Report**

**Reginal Barner**

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**Board of Commissioners Meeting**  
**Tuesday, November 27, 2018**



## **Finance Report**

**Angela Leopard**

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**Board of Commissioners Meeting  
Tuesday, November 27, 2018**



**Actual to Budget Variance Comparison**  
For one month ending October 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 <b>Public Housing</b>											
Total Revenue	\$ 287,506	\$ 263,125	\$ 24,381	9%	\$ 287,506	\$ 263,125	\$ 24,381	9%	3,157,458	9.1%	
Total Operating Expenses	199,008	263,941	(64,933)	-25%	199,008	263,941	(64,933)	-25%	3,181,812	6.3%	
Reserve transfer out (in)	-	(5,347)				(5,347)			(64,164)		
↑ Net Operating Income	\$ 88,498	\$ 4,531	\$ 83,967	1853%	\$ 93,845	\$ 4,531	\$ 89,314	1971%	39,810	8.3%	
*Operating under budget. No concerns at this time.											
2 <b>HCV Program - HAP only</b>											
Total Revenue	\$ 955,179	\$ 970,776	\$ (15,597)	-2%	\$ 955,179	\$ 970,776	\$ (15,597)	-2%	11,649,310	8.2%	
Total Expenses	\$ 920,003	\$ 969,859	(49,856)	-5%	\$ 920,003	\$ 969,859	(49,856)	-5%	11,638,310	7.9%	
← Net Operating Income (loss)	\$ 35,176	\$ 917	\$ 34,259	3736%	\$ 35,176	\$ 917	\$ 34,259	3736%	11,000	8.3%	
*Staff continues to monitor the HAP program utilizing the two year tool provided by HUD.											
3 <b>HCV Program - Admin only</b>											
Total Revenue	\$ 100,768	\$ 91,406	\$ 9,362	10%	\$ 100,768	\$ 91,406	\$ 9,362	10%	1,096,862	9.2%	
Total Expenses	\$ 76,831	\$ 100,242	(23,411)	-23%	\$ 76,831	\$ 100,242	(23,411)	-23%	1,202,904	6.4%	
Reserve transfer out (in)	\$ -	\$ (8,837)			\$ -	\$ (8,837)			(106,042)		
← Net Operating Income (loss)	\$ 34,969	\$ 1	\$ 34,968	4196199%	\$ 129,979	\$ 1	\$ 129,978	15597355%	-	8.3%	
*PHA's received notice that HCV Admin will be funded at a 76% proration for CY2018. HCV Admin was budgeted conservatively, based on a 70% proration. Staff continue to monitor HCV Admin expenses due to tight funding allocations.											
4 <b>Mod Rehab Program - HAP only</b>											
Total Revenue	4,427	103,469	\$ (99,042)	-96%	4,427	103,469	\$ (99,042)	-96%	1,241,625	0.4%	
Total Expenses	106,858	103,468	3,390	3%	106,858	103,468	3,390	3%	1,241,625	8.6%	
↑ Net Operating Income	\$ (102,431)	\$ 1	\$ (102,432)		\$ (102,431)	\$ 1	\$ (102,432)		0	8.3%	
* Awaiting payment of October ModRehab HAP funds.											
5 <b>Mod Rehab Program - Admin only</b>											
Total Revenue	\$ 12,162	\$ 13,570	\$ (1,408)	-10%	\$ 12,162	\$ 13,570	\$ (1,408)	-10%	162,841	7.5%	
Total Expenses	6,311	8,534	(2,223)	-26%	6,311	8,534	(2,223)	-26%	102,411	6.2%	
↑ Net Operating Income (loss)	\$ 5,851	\$ 5,036	\$ 815	16%	\$ 5,851	\$ 5,036	\$ 815	16%	60,430	8.3%	
*Calculated as percentage allocation of HCV Admin budget.											
6 <b>COCC Program Only</b>											
Total Revenue	\$ 88,599	\$ 121,422	\$ (32,823)	-27%	\$ 88,599	\$ 121,422	\$ (32,823)	-27%	1,501,617	5.9%	
Total Expenses	\$ 81,638	\$ 142,407	\$ (60,769)	-43%	\$ 81,638	\$ 142,407	\$ (60,769)	-43%	1,718,752	4.7%	
Reserve transfer out (in)	\$ -	\$ (18,333)			\$ -	\$ (18,333)			(220,000)	0.0%	
← Net Operating Income	\$ 6,961	\$ (2,652)	\$ 9,613	-363%	\$ 6,961	\$ (2,652)	\$ 9,613	-363%	2,865	8.3%	
*Operating under budget. No concerns at this time.											
7 <b>JC BULLS ( 100 units)</b>											
Total Revenue	\$ 69,262	\$ 67,811	\$ 1,451	2%	\$ 69,262	\$ 67,811	\$ 1,451	2%	813,728	8.5%	
Total Operating Expenses	\$ 33,118	\$ 57,261	\$ (24,143)	-42%	\$ 33,118	\$ 57,261	\$ (24,143)	-42%	711,437	4.7%	
↑ Net Operating Income	\$ 36,144	\$ 10,550	\$ 25,594	243%	\$ 36,144	\$ 10,550	\$ 25,594	243%	102,291	8.3%	
*Operating under budget. No concerns at this time.											

**SPARTANBURG HOUSING AUTHORITY**  
**Asset Management Financials- Per AMP**

Actual to Budget Variance Comparison

For one month ending October 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	
<b>1 <u>Cambridge/Brawley</u></b>											
Total Revenue	\$ 2,409	\$ 2,348	\$ 61	3%	\$ 2,409	\$ 2,348	\$ 61	3%	28,165	8.6%	8.3%
Total Operating Expenses	1,712	2,181	(469)	-22%	1,712	2,181	(469)	-22%	26,123	6.6%	8.3%
Net Operating Income	\$ 697	\$ 167	\$ 530	317%	\$ 697	\$ 167	\$ 530	317%	2,043		
<b>2 <u>Scattered Sites</u></b>											
Total Revenue	\$ 4,904	\$ 4,426	\$ 478	11%	\$ 4,904	\$ 4,426	\$ 478	11%	53,109	9.2%	8.3%
Total Expenses	\$ 2,432	\$ 6,905	(4,473)	-65%	2,432	6,905	(4,473)	-65%	73,886	3.3%	8.3%
Reserve transfer out (in)		(1,731)				(1,731)			(20,777)		
Net Operating Income (loss)	\$ 2,472	\$ (748)	\$ 3,219	-431%	\$ 2,472	\$ (748)	\$ 3,219	-431%	-		
<b>3 <u>Prince Hall</u></b>											
Total Revenue	\$ 51,581	\$ 52,287	\$ (706)	-1%	\$ 51,581	\$ 52,287	\$ (706)	-1%	639,445	8.1%	8.3%
Total Expenses	\$ 30,057	\$ 52,646	(22,589)	-43%	30,057	52,646	(22,589)	-43%	631,751	4.8%	8.3%
Net Operating Income (loss)	\$ 21,524	\$ (359)	\$ 21,883	-6095%	\$ 21,524	\$ (359)	\$ 21,883	-6095%	7,694		
<b>4 <u>Victoria Gardens</u></b>											
Total Revenue	50,666	49,200	\$ 1,466	3%	\$ 50,666	\$ 49,200	\$ 1,466	3%	573,842	8.8%	8.3%
Total Expenses	47,003	47,824	(821)	-2%	47,003	47,824	(821)	-2%	590,401	8.0%	8.3%
Net Operating Income	\$ 3,663	\$ 1,376	\$ 2,287		\$ 3,663	\$ 1,376	\$ 2,287		16,559		
<b>5 <u>Camp Croft</u></b>											
Total Revenue	\$ 55,108	\$ 56,362	\$ (1,254)	-2%	\$ 55,108	\$ 56,362	\$ (1,254)	-2%	676,335	8.1%	8.3%
Total Expenses	46,597	57,117	(10,520)	-18%	46,597	57,117	(10,520)	-18%	685,344	6.8%	8.3%
Reserve transfer out (in)	-	(751)			-	(751)			(9,009)		
Net Operating Income (loss)	\$ 8,511	\$ (4)	\$ 8,515	-200360%	\$ 8,511	\$ (4)	\$ 8,515	-200360%	(0)		
<b>6 <u>Archibald Hi-Rise</u></b>											
Total Revenue	\$ 95,890	\$ 72,866	\$ 23,024	32%	\$ 95,890	\$ 72,866	\$ 23,024	32%	874,382	11.0%	8.3%
Total Expenses	\$ 54,499	\$ 75,657	\$ (21,158)	-28%	54,499	75,657	\$ (21,158)	-28%	907,860	6.0%	8.3%
Reserve transfer out (in)	\$ -	\$ (2,790)			\$ -	\$ (2,790)			(33,478)		
Net Operating Income	\$ 41,391	\$ (1)	\$ 41,392	-3625589%	\$ 41,391	\$ (1)	\$ 41,392	-3625589%	0		
<b>7 <u>Archibald Village</u></b>											
Total Revenue	\$ 26,949	\$ 24,636	\$ 2,313	9%	\$ 26,949	\$ 24,636	\$ 2,313	9%	295,622	9.1%	8.3%
Total Operating Expenses	\$ 16,245	\$ 23,587	\$ (7,342)	-31%	16,245	23,587	\$ (7,342)	-31%	283,007	5.7%	8.3%
Net Operating Income	\$ 10,704	\$ 1,049	\$ 9,655	920%	\$ 10,704	\$ 1,049	\$ 9,655	920%	12,616		



# **Monthly Reports: Programs Dashboard**

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**Board of Commissioners Meeting  
Tuesday, November 27, 2018**

# Housing Authority of the City of Spartanburg Programs Dashboard OCTOBER 2018

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## ASSET MANAGEMENT

### COMPLIANCE/REGULATORY

#### Public Housing Occupancy

As part of HUD's Public Housing Utilization Project, as of October 31, 2018, Asset Management ended the month at 94.78% for all SHA managed developments. The targeted goal is to maintain an occupancy of 97% overall. Excluding the vacant units at Scattered Sites, the SHA would have a 96.99% overall occupancy. Total Vacant Units excluding Scattered Sites is 15 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	VISTA Managed PH
97%	94.78%	96.99%	95.66%

#### TARS

- The Tenant Accounts Receivable Collection rate for SHA managed developments was 94.35% for all public housing properties and 100% for SHA managed market units and multi-family properties. The Deputy Director of Asset Management continues to reiterate the importance of improving collections as it is a major component to the PHAS score. The Asset Management continues to aggressively act to collect all debts, factors that attributed to the score as detailed below include an unreported income case at Victoria Gardens and two large balances at Prince Hall Apartments.

HUD GOAL	SHA PH Actual	SHA MF and Market Actual
98.5%	94.35%	100%

## TENANT CHARGE ANALYSIS REPORT FOR OCTOBER 2018

Property					OCCUPANCY	
	CHARGED	UNPAID	PREPAYS	TARS	VACANT UNITS	OCCUPANCY RATE
Camp Croft	\$ 21,736.09	2,101.97	1033.64	95.08%	4	95.83%
Archibald Village	13,807.25	90.25	461.80	102.69%	0	100.00%
Archibald Rutledge	37,656.25	2,265.00	1647.49	98.36%	3	98.00%
Scattered Sites	3,106.00	0.00	159.00	105.12%	11	31.25%
Prince Hall	11,059.58	5,543.63	2514.44	72.61%	4	96.00%
Victoria Gardens	16,499.49	2,976.86	1171.54	89.06%	4	95.00%
Cambridge Place/Brawley	1,890.00	1.25	18.00	100.89%	0	100.00%
<b>PUBLIC HOUSING TOTALS</b>	<b>\$ 105,754.66</b>	<b>\$ 12,978.96</b>	<b>\$ 7,005.91</b>	<b>94.35%</b>	<b>26</b>	<b>94.78%</b>
<b>NON-PUBLIC HOUSING PROPERTIES</b>						
Page Lake	3,345.00	0.00	451.00	113.48%	0	100.00%
JC Bull	27,294.00	1,108.50	173.00	96.57%	4	96.00%
Spartanburg Leased Housing	9,383.40	0.00	461.51	104.92%	0	100.00%
Liberty	2,564.00	0.00	25.00	100.98%	0	100.00%
Appian	369.00	0.00	0.00	100.00%	1	66.67%

<b>Total</b>	42,955.40	1,108.50	1110.51	100.00%	5	96.64%
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### Waiting List

- As of October 2018, the SHA has the current number of families on each sites waiting list:

<b>Property</b>	<b>0/1Bedroom</b>	<b>2 Bedroom</b>	<b>3 Bedroom</b>	<b>4 Bedroom</b>	<b>5 Bedroom</b>
Camp Croft	468	366	366	N/A	N/A
Archibald Village	403	N/A	N/A	N/A	N/A
Archibald Rutledge	88	N/A	N/A	N/A	N/A
Scattered Sites	N/A	N/A	N/A	N/A	N/A
Prince Hall	N/A	86	442	N/A	N/A
Victoria Gardens	470	346	225	157	76
Cambridge Place/Brawley	N/A	N/A	70	N/A	N/A

- The Archibald Rutledge Hi-Rise will be opening on November 14, 2018 and will remain open until November 21, 2018.

### MILESTONES

- On October 30, 2018 JC Bull Apartments underwent a REAC inspection. The site scored an 88b with only one health and safety and one site hit. Based on the score, the site will not have another inspection for two years.

## CAPITAL FUND

### 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	\$28,614.82	\$28,614.82	\$190,142.18
Replacement Housing Factor		Grant No. SC16R003502-16			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$225,533	4/12/2021*	4/12/2023			\$225,533
Replacement Housing Factor		Grant No. SC16R003502-17			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$162,926	8/15/2019	8/15/2021			\$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	\$850,389.02	\$439,252.98
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	\$140,806.64	\$140,806.64	\$785,640.36
Capital Fund Program		Grant No. SC16P00351-18			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$1,434,310	5/28/2022	5/28/2020			\$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 5<sup>th</sup> of each month on the obligation and expenditure of each open Capital Fund in the Line of Credit Control System (LOCCS)

### 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

- Prepared the close out documentation for RHF-14 that is submitted to HUD when the fund is expended

## **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

- Archibald met the requirements of the HUD Sound Transmission Classification (STC) Assessment performed in October

NHPF and SHA staff met on October 10 to discuss how to best move forward with Archibald, Camp Croft, and Victoria Gardens. All parties agreed that Archibald and Victoria Gardens will submit a 9% LIHTC application in March 2019. Camp Croft will follow with a March 2021 submission. Archibald will have a designation of "Older" meaning fifty-five years are older. Victoria Gardens will be designated for individuals or families with children.



# 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 %
91.1%	94.7 %	91.6%	95.0%

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

HCV	PBV	RAD
91%	97.8%	97.8%

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

Norris Ridge	Morningside
92.6%	91.6%

- The **Tenant Based Rental Assistance Program (TBRA)** leasing rate is 83%.

## 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 ten (10) participants.

## MILESTONES

- Housing Choice Voucher Program issued thirteen (13) vouchers, forty-four (44) searching and twelve (12) vouchers expired.
- The HCV, PBV and RAD programs had a net loss of five (5) units.
- The MOD Rehab Program had a net loss of one (1) unit.

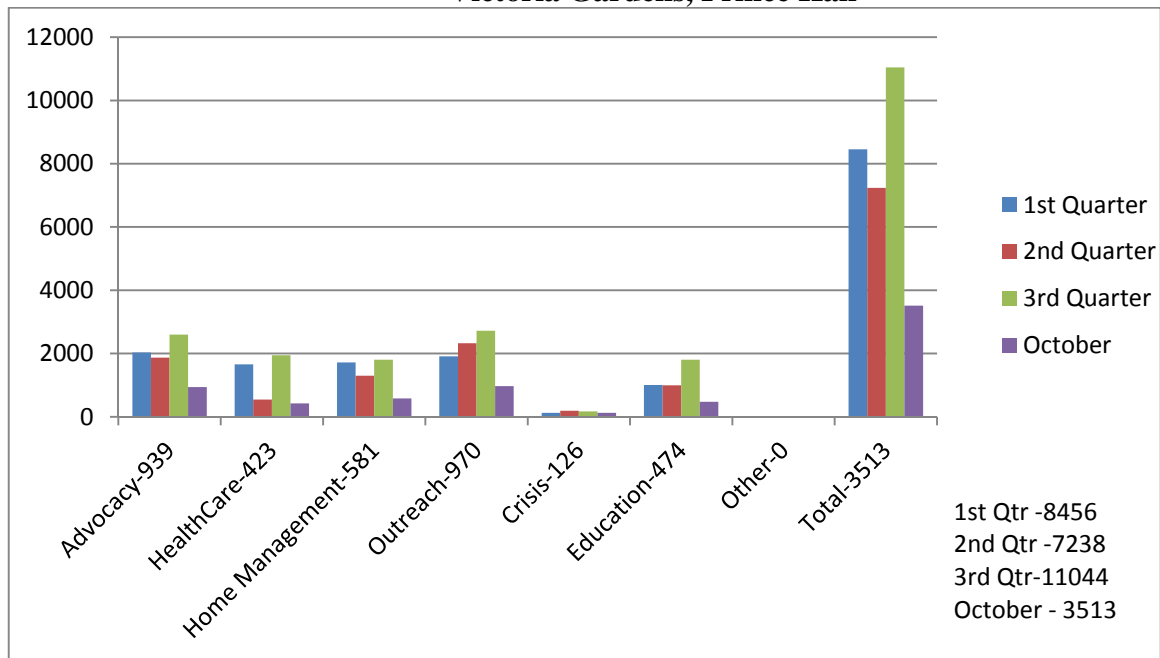
## COMMUNITY AND SUPPORTIVE SERVICES

- Community and Supportive Services provided opportunities this month for residents to participate in free HIV testing at Public Housing sites through services provided by Piedmont Care.
- Prince Hall Apartments recognized Domestic Violence Awareness Month in Partnership with Safe Homes and the City of Spartanburg Police Department.
- SHA partners with Bloom Upstate to provide mentoring services to girls in public housing. Sessions will begin tentatively in January 2019.
- Boy and Girl Scouts officially began at Victoria Gardens in October and will meet two Thursdays a month.

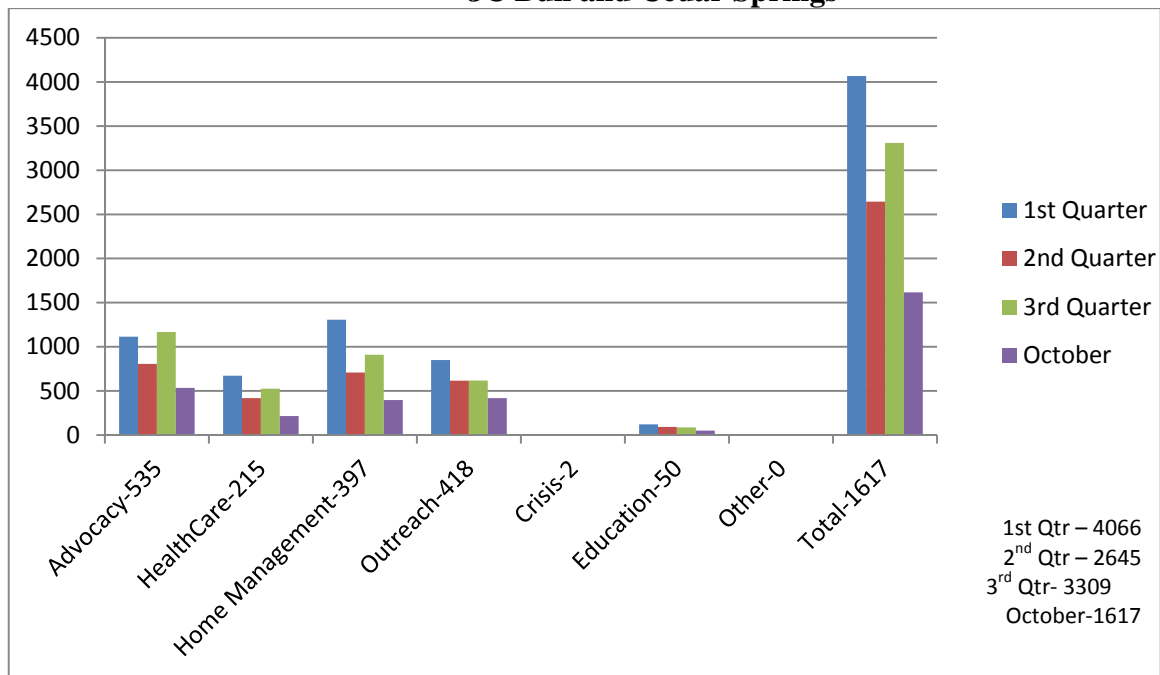


## MILESTONES

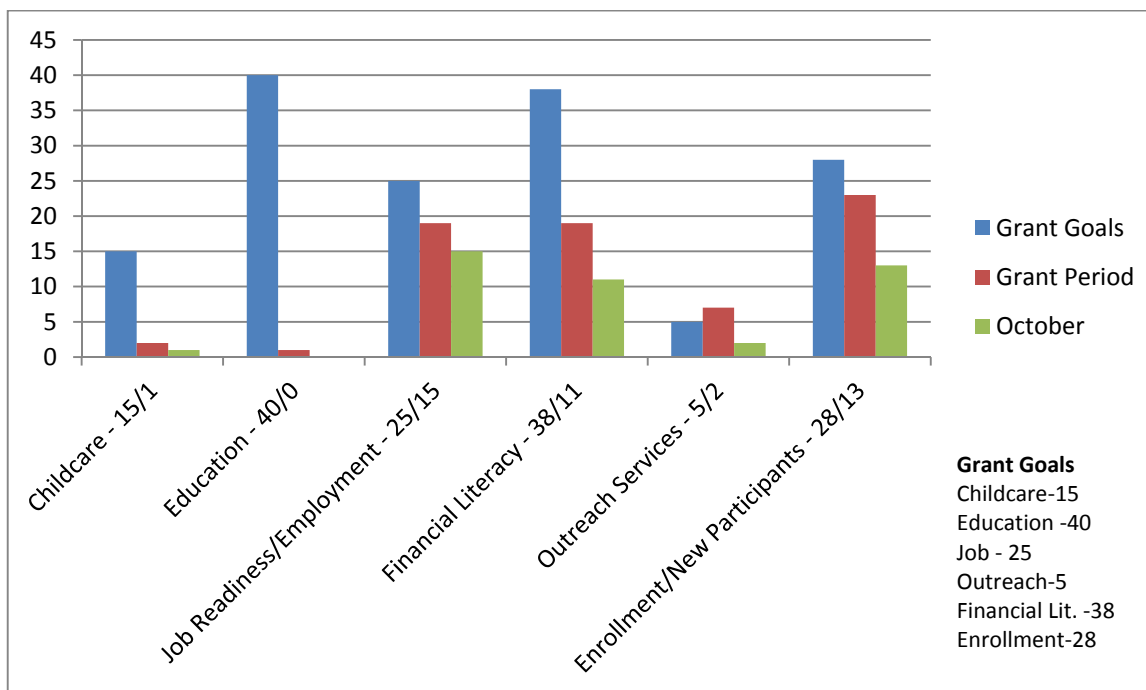
### **EDSC ELDERLY AND DISABLED PROGRAM # of Services for October Archibald High Rise, Archibald Village, Camp Croft Courts, Victoria Gardens, Prince Hall**



### **MFSC ELDERLY AND DISABLED PROGRAM # of Services JC Bull and Cedar Springs**



### **ROSS GRANT CONNECTIONS PROGRAM – Grant Period Totals to end of October 2018 (Grant Period is 3/24/18-3/23/19)**



**ROSS Grant Notes:** The ROSS Grant is currently in year 3 of 3. Agency will apply for extension due to an overlap in 2015 funding which delayed drawdowns of SC003RPS111A015 funds. Current grant closing date 3/23/2019.

**Monthly Program Milestone(s):** Service Coordinator enrolled 13 new participants into the Connections Program. 1- Participant while completing the nine steps to a free tablet secured employment.

### **FSS PROGRAM Combined (PH/HCV) – October 2018** **(Grant Period is 1/1/18-12/31/18)**

**FSS Program Notes:** Escrow totals for FSS PH and FSS HCV programs are under review for end of grant (calendar) year. Service Coordinator conducted Program Coordinating Committee (PCC) meeting with representation from Urban League, Spartanburg Community College, ReGenesis Healthcare and Piedmont Community Action.

**Monthly Program Milestone(s):**

**33-** Participants verified as employed in the month of October

**1-** Participant secures home in September and completed all program requirements in October for graduation

**1-** Participant secures accounting position in Spartanburg after commuting 45 minutes one way for the last three years with a promotion.

**1-** Participant secures full time job after being unemployed for over three years.

**4-** Participants completed homeownership training

**1-** Participant resumes GED Training



## **OTHER BUSINESS**

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**Board of Commissioners Meeting**  
**Tuesday, November 27, 2018**



## **2019 Board of Commissioners Meeting Schedule**

- **January 22<sup>nd</sup>**
- **February 26<sup>th</sup>**
- **March 26<sup>th</sup>**
- **April 23<sup>rd</sup>**
- **May 28<sup>th</sup>**
- **June 25<sup>th</sup>**
- **July 23<sup>rd</sup>**
- **August 27<sup>th</sup>**
- **September 24<sup>th</sup>**
- **October 22<sup>nd</sup>**
- **November 26<sup>th</sup>**
- **December – No Meeting**

All Board meetings, unless otherwise stated, take place in the Executive Board Room at the Central Office Cost Center (COCC) located at 2271 S. Pine St, Spartanburg, SC 29302.

Board meetings are held on the fourth  
Tuesday of the month at 4:00 PM.



**Approval of Minutes –  
Regular Board Meeting  
October 23, 2018**

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**Board of Commissioners Meeting  
Tuesday, November 27, 2018**

**MINUTES OF THE MEETING OF THE COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
SPARTANBURG, SOUTH CAROLINA  
October 23, 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 Matthew Myers called the meeting to order at 4:00 P.M.

**MOMENT OF SILENCE:** - *observed*

**PRESENT:** Matthew Myers, Brenda Thomas, Charles White, John Fairey

**ABSENT:** Andrew Poliakof, Ralph Settle

**APPROVAL OF THE AGENDA:**

Charles White made a motion to approve the agenda. The motion was seconded by John Fairey and unanimously carried.

**APPROVAL OF THE PREVIOUS MEETING MINUTES:**

A motion to approve the minutes of the special Board meeting of September 4, 2018, the special Board meeting of September 12, 2018, and the regular Board meeting of September 18, 2018 was made by Brenda Thomas and seconded by Charles White. The motion unanimously carried.

**COMMISSION COMMENTS**

Charles White asked a question regarding a realtor hired by the Board. Reginal Barner will provide a response during the next Board meeting.

Matthew Myers thanked the senior staff for their positive response to recent personnel changes on the Board and at the Housing Authority. Reginal Barner added his thanks for the hard work and commitment of Housing Authority staff.

**PUBLIC/STAFF COMMENTS**

None.

**INFORMATION ITEMS**

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

Jessica Holcomb explained the PHAS score and the calculations used to maintain a score of standard on a scale of high-performing, standard, substandard, and troubled.



**ACTION ITEMS AND RESOLUTIONS:**

**a) RESOLUTION NO. 2018-50 Landscape Maintenance Services**

The resolution was tabled until the next Board meeting.

**b) RESOLUTION NO. 2018-51 - Fourth Quarter FY 2018 Bad Debt Write-offs**

This resolution is for approval to write-off uncollected accounts receivable in the amount of \$12,683.26 for fourth quarter FY 2018.

Commissioner Fairey made a motion to approve Resolution 2018-51. The motion was seconded by Commissioner White and was unanimously carried.

RESOLUTION NO. 2018-51

ADOPTED BY THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
October 23, 2018

**c) RESOLUTION NO. 2018-52 - Utility Allowance Schedules for Public Housing**

This resolution is for approval of the FY 2019 utility allowances for each property.

Commissioner Fairey made a motion to approve Resolution 2018-52. The motion was seconded by Commissioner Thomas and was unanimously carried.

RESOLUTION NO. 2018-52

ADOPTED BY THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
October 23, 2018

**d) RESOLUTION NO. 2018-53 - 2019 Housing Choice Voucher Payment Standards**

This resolution is for approval of payment standards for 2019 for the Housing Choice Voucher program following HUD's annual publication of fair market rents.

Commissioner White made a motion to approve Resolution 2018-53. The motion was seconded by Commissioner Fairey and was unanimously carried.

RESOLUTION NO. 2018-53

ADOPTED BY THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
October 23, 2018

**e) RESOLUTION NO. 2018-54 - Cammie Clagett Subsidy Overpayment**

This resolution is to release reserves being held for subsidy overpayment.

Commissioner White made a motion to approve Resolution 2018-54. The motion was seconded by Commissioner Thomas and unanimously carried.

RESOLUTION NO. 2018-54  
ADOPTED BY THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
October 23, 2018

**f) RESOLUTION NO. 2018-55 - Contract with GE Appliances-Haier Co. & HD**

This resolution is for approval of a contract not to exceed \$125,000 for 165 GE appliances from Haier Company and HD Supply.

Commissioner Fairey made a motion to approve Resolution 2018-55 as amended. The motion was seconded by Commissioner White and unanimously carried.

RESOLUTION NO. 2018-55  
ADOPTED BY THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
October 23, 2018

**g) RESOLUTION NO. 2018-56 - Contract Extension with LPB of South Carolina**

This resolution is tabled until the next Board meeting.

**h) RESOLUTION NO. 2018-57 - Proposed Extension Times**

This resolution is to approve an extension of time to arrange refinancing with SunTrust Bank.

Commissioner White made a motion to approve Resolution 2018-57 as amended. The motion was seconded by Commissioner Thomas and unanimously carried.

RESOLUTION NO. 2018-57  
ADOPTED BY THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
October 23, 2018

**MONTHLY REPORTS:**

**a. CEO Report**

The CEO Report was presented orally by Interim CEO Reginal Barner.

**b. SHA Program Dashboard**

The SHA program dashboard report was presented and reviewed by Angela Leonard.

**b1. Asset Management**

Jessica Holcomb presented and reviewed the asset management report.

**b2. Capital Fund and Development**

Joseph Jackson presented and reviewed the capital fund and development report.

**b3. Housing Choice Voucher**

Tiffany Askew presented and reviewed the Housing Choice Voucher report.

**b4. Community and Supportive Services**

Natalie Smith-Wells presented highlights of services provided by Support Services.

**OTHER ITEMS**

Chairman Myers provided Board members with a memorandum and questions from Springsted-Waters. Chairman Myers also provided the agenda and notice for a special Board meeting to meet with Springsted-Waters, along with a timeline for that meeting.

**EXECUTIVE SESSION**

Commissioner Thomas made a motion to amend the agenda to include an executive session to discuss matters relating to personnel and OIG. Chairman Myers seconded and the motion passed unanimously. The Housing Authority Board entered executive session at 5:20 p.m. and returned at 5:33 p.m.

Commissioner Myers stated for the record that no decisions were made and no actions taken during Executive Session.

**ADJOURNMENT**

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

Meeting Adjourned at 5:33 P.M.

Respectfully Submitted,  
The Housing Authority of the City of Spartanburg



**Approval of Minutes –  
Special Board Meeting  
October 30, 2018**

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**Board of Commissioners Meeting  
Tuesday, November 27, 2018**

**MINUTES OF THE SPECIAL MEETING OF THE COMMISSIONERS  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
SPARTANBURG, SOUTH CAROLINA  
October 30, 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 Matthew Myers called the meeting to order at 9:00 a.m.

**PRESENT:** Matthew Myers, John Fairey, Charles White, Brenda Thomas, Andrew Poliakoff, Ralph Settle

**GUEST:** Sharon Klumpp, Springsted Waters, CEO Search Consultant Firm

**EXECUTIVE SESSION**

A motion was made by Commissioner Poliakoff to enter Executive Session and a second was made by Vice-Chair Fairey. Executive session was entered into at 9:05 A.M. pursuant to SC Code Section 30-4-70(a) (2) of the South Carolina Code of Laws.

Executive session ended at 10:53 A.M. A motion to end Executive session was made by Commissioner White, with a second by Commissioner Thomas. The motion was unanimously approved.

Commissioner Myers stated for the record that no decisions were made and no actions taken during Executive Session.

Meeting Adjourned at 10:54 A.M.

Respectfully Submitted,  
The Housing Authority of the City of Spartanburg



## **Information Items:**

- 1. Disposition of Vehicles and Office Furniture by Public Auction**

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**Board of Commissioners Meeting  
Tuesday, November 27, 2018**

November 27, 2018

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

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**INFORMATION ITEM**

**Disposition of Vehicles and Office Furniture by Public Auction**

**CONTACT PERSON:**

Tyrone Meadows  
Special Projects Supervisor  
864-598-6032

**BACKGROUND:**

The Board of Commissioners approved Resolution 2018-18 to disposition of property.

**RESULTS:**

Description of Item	Qty.	Reserve	Bid Price	Selling Price
1-1999 FORD F-150 Pickup Truck	1	\$2159.00	\$2560.00	\$2560.00
1-1999 FORD F-150 Pickup Truck	1	\$2284.00	\$1600.00	\$1600.00
1-2000 FORD F-150 Pickup Truck	1	\$1849.00	\$2511.50	\$2511.50
1- Lot of Office Furniture	1	\$375.00	\$30.00	\$30.00

Total Revenue Collected from the sale of these items were: \$6701.50

Note: A 7.5% administration fee applied to each item sold to cover fees/services by Gov. Deals. The buyer(s) paid the administration fees, which was in-turn released to Gov. Deals by SHA in the amount totaling \$505.36



# **Action Items & Resolution**

## **2018-50**

### **Landscape Maintenance Services**

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**Board of Commissioners Meeting**  
**Tuesday, November 27, 2018**



November 27, 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.

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

<b>Property</b>	<b>Vendor</b>
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

**FINANCIAL CONSIDERATIONS:**

SHA AMPS have budgeted \$75,000.00 in this BLI for FY 2019. 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.

**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**

**November 27, 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.

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Matthew Myers, Chairman

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2018-50

DATE ADOPTED: November 27, 2018



# **Action Items & Resolution 2018-58**

**City of Spartanburg Rehabilitation  
Resale Pilot Program**

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**Board of Commissioners Meeting  
Tuesday, November 27, 2018**



November 27, 2018

**The Housing Authority of the City of Spartanburg  
Spartanburg, SC 29306**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**City of Spartanburg Rehabilitation Resale Pilot Program  
Resolution #2018-58**

**RECOMMENDATION:**

Authorize the Interim CEO to donate 904 Lucerne Drive to the City of Spartanburg Rehabilitation Resale Pilot Program.

**CONTACT PERSON:**

Joseph Jackson  
864-598-6052  
Deputy Director Capital Funds and Development

**SUMMARY:**

The City of Spartanburg Rehabilitation Resale Pilot Program is designed to acquire substandard properties throughout the City of Spartanburg. Once repairs are completed, the City of Spartanburg would make the property available for sale. Families that are interested in the purchase of these properties would need to meet the Area Median Income (AMI) of 80% to 100%.

**BACKGROUND:**

This section 32 property has been vacant since September 3, 2015 and requires a substantial amount of rehabilitation before occupancy. Moon and Associates performed an appraisal of the property on June 22, 2018. Since this property has been vacant for three years, it has deteriorated to the state of a total interior demolition for rehabilitation. This property also requires major tree cutting along with exterior and driveway repairs. Therefore, it received an appraised value of \$6,000.

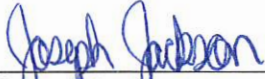
**FINANCIAL CONSIDERATIONS:**

The City of Spartanburg received estimates of \$108,757 to substantially rehabilitate this property. SHA would need to borrow money from a reserve account or take out a loan to

complete the rehabilitation. This would put a strain on an already tight SHA budget. A comparable property, 902 Lucerne drive sold for \$116,000 on November 15, 2017. Therefore, this rehabilitation will not be feasible for SHA.

**POLICY CONSIDERATIONS:**

HUD has already released the DOT on this property.

Respectfully Submitted,   
\_\_\_\_\_  
Joseph Jackson, Deputy Director Capital Funds and Development  
Housing Authority of the City of Spartanburg



**RESOLUTION NO.2018-58**

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

**November 27, 2018**

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

Staff recommends adoption of Resolution No.2018-58, authorizing the interim Chief Executive Officer to donate 904 Lucerne Drive to the City of Spartanburg Rehabilitation Resale Pilot Program.

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Matthew Myers, CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2018-58

DATE ADOPTED: November 27, 2018



# **Action Items & Resolution 2018-59**

Contract with **RECAP Real Estate Advisors**

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**Board of Commissioners Meeting  
Tuesday, November 27, 2018**



November 27, 2018

Spartanburg Housing Authority  
Spartanburg, SC 29306

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**RECAP Real Estate Advisors  
Resolution #2018-59**

**RECOMMENDATION:**

Authorize the Interim CEO to enter into a contract with **RECAP Real Estate Advisors** for the award of the recent RAD Consultant RFP 2018-0005. The RECAP Real Estate Advisors would provide RAD Prime Contractor Advisor services to the Authority and its residents during any RAD conversion transition. This contract is not to exceed \$107,220.00 over the terms established by the pursuant contract.

**CONTACT PERSON:**

Nathan Bragg  
Procurement Representative  
864-598-6035

**SUMMARY:**

SHA is continuing to transition its remaining portfolio of public housing and convert it to RAD transitioned properties. It is in the best needs of the Agency to enter into a contract with an experienced RAD Consultant during these future RAD transitions.

**BACKGROUND:**

The SHA solicited proposals in August 28, 2018 and received seven vendors' prices under the RFP#2018-0005. A three member evaluation team consisting of three evaluators with experience and knowledge in RAD transitions was put together and all seven vendors were evaluated. After review of the evaluations a recommendation from Procurement was submitted to our Interim CEO with a cost analysis of the proposed prices. Negotiations were discussed and a decision was made by the Interim CEO to award RECAP Real Estate Advisors a contract pursuant this resolution. Cindi Herrera & Associates, L.L.C. was SHA's past RAD consultant through a sole source procurement.

**FINANCIAL CONSIDERATIONS:**

SHA has budgeted \$63,000 cost in this BLI for FY 2019 for RAD Consultant fees.

**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. 2018-59**

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

**November 27, 2018**

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

Authorize the Interim CEO to enter into a contract with **RECAP Real Estate Advisors** for the award of the recent RAD Consultant RFP 2018-0005. The RECAP Real Estate Advisors would provide RAD Prime Contractor Advisor services to the Authority and its residents during any RAD conversion transition. This contract is not to exceed \$107,220.00 over the terms established by the pursuant contract.

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Matthew Myers, Chairman

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2018-59

DATE ADOPTED: November 27, 2018



**Interim CEO**

**Monthly Report**

**Reginal Barner**

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**Board of Commissioners Meeting**  
**Tuesday, November 27, 2018**



## **Finance Report**

**Angela Leopard**

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**Board of Commissioners Meeting  
Tuesday, November 27, 2018**

**Actual to Budget Variance Comparison**  
For one month ending October 2018

\*Operating under budget. No concerns at this time.

**SPARTANBURG HOUSING AUTHORITY**  
**Asset Management Financials- Per AMP**

Actual to Budget Variance Comparison

For one month ending October 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	
<b>1 <u>Cambridge/Brawley</u></b>											
Total Revenue	\$ 2,409	\$ 2,348	\$ 61	3%	\$ 2,409	\$ 2,348	\$ 61	3%	28,165	8.6%	8.3%
Total Operating Expenses	1,712	2,181	(469)	-22%	1,712	2,181	(469)	-22%	26,123	6.6%	8.3%
Net Operating Income	\$ 697	\$ 167	\$ 530	317%	\$ 697	\$ 167	\$ 530	317%	2,043		
<b>2 <u>Scattered Sites</u></b>											
Total Revenue	\$ 4,904	\$ 4,426	\$ 478	11%	\$ 4,904	\$ 4,426	\$ 478	11%	53,109	9.2%	8.3%
Total Expenses	\$ 2,432	\$ 6,905	(4,473)	-65%	2,432	6,905	(4,473)	-65%	73,886	3.3%	8.3%
Reserve transfer out (in)		(1,731)				(1,731)			(20,777)		
Net Operating Income (loss)	\$ 2,472	\$ (748)	\$ 3,219	-431%	\$ 2,472	\$ (748)	\$ 3,219	-431%	-		
<b>3 <u>Prince Hall</u></b>											
Total Revenue	\$ 51,581	\$ 52,287	\$ (706)	-1%	\$ 51,581	\$ 52,287	\$ (706)	-1%	639,445	8.1%	8.3%
Total Expenses	\$ 30,057	\$ 52,646	(22,589)	-43%	30,057	52,646	(22,589)	-43%	631,751	4.8%	8.3%
Net Operating Income (loss)	\$ 21,524	\$ (359)	\$ 21,883	-6095%	\$ 21,524	\$ (359)	\$ 21,883	-6095%	7,694		
<b>4 <u>Victoria Gardens</u></b>											
Total Revenue	50,666	49,200	\$ 1,466	3%	\$ 50,666	\$ 49,200	\$ 1,466	3%	573,842	8.8%	8.3%
Total Expenses	47,003	47,824	(821)	-2%	47,003	47,824	(821)	-2%	590,401	8.0%	8.3%
Net Operating Income	\$ 3,663	\$ 1,376	\$ 2,287		\$ 3,663	\$ 1,376	\$ 2,287		16,559		
<b>5 <u>Camp Croft</u></b>											
Total Revenue	\$ 55,108	\$ 56,362	\$ (1,254)	-2%	\$ 55,108	\$ 56,362	\$ (1,254)	-2%	676,335	8.1%	8.3%
Total Expenses	46,597	57,117	(10,520)	-18%	46,597	57,117	(10,520)	-18%	685,344	6.8%	8.3%
Reserve transfer out (in)	-	(751)			-	(751)			(9,009)		
Net Operating Income (loss)	\$ 8,511	\$ (4)	\$ 8,515	-200360%	\$ 8,511	\$ (4)	\$ 8,515	-200360%	(0)		
<b>6 <u>Archibald Hi-Rise</u></b>											
Total Revenue	\$ 95,890	\$ 72,866	\$ 23,024	32%	\$ 95,890	\$ 72,866	\$ 23,024	32%	874,382	11.0%	8.3%
Total Expenses	\$ 54,499	\$ 75,657	\$ (21,158)	-28%	54,499	75,657	\$ (21,158)	-28%	907,860	6.0%	8.3%
Reserve transfer out (in)	\$ -	\$ (2,790)			\$ -	\$ (2,790)			(33,478)		
Net Operating Income	\$ 41,391	\$ (1)	\$ 41,392	-3625589%	\$ 41,391	\$ (1)	\$ 41,392	-3625589%	0		
<b>7 <u>Archibald Village</u></b>											
Total Revenue	\$ 26,949	\$ 24,636	\$ 2,313	9%	\$ 26,949	\$ 24,636	\$ 2,313	9%	295,622	9.1%	8.3%
Total Operating Expenses	\$ 16,245	\$ 23,587	\$ (7,342)	-31%	16,245	23,587	\$ (7,342)	-31%	283,007	5.7%	8.3%
Net Operating Income	\$ 10,704	\$ 1,049	\$ 9,655	920%	\$ 10,704	\$ 1,049	\$ 9,655	920%	12,616		



# **Monthly Reports: Programs Dashboard**

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**Board of Commissioners Meeting  
Tuesday, November 27, 2018**

# Housing Authority of the City of Spartanburg Programs Dashboard OCTOBER 2018

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## ASSET MANAGEMENT

### COMPLIANCE/REGULATORY

#### Public Housing Occupancy

As part of HUD's Public Housing Utilization Project, as of October 31, 2018, Asset Management ended the month at 94.78% for all SHA managed developments. The targeted goal is to maintain an occupancy of 97% overall. Excluding the vacant units at Scattered Sites, the SHA would have a 96.99% overall occupancy. Total Vacant Units excluding Scattered Sites is 15 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	VISTA Managed PH
97%	94.78%	96.99%	95.66%

#### TARS

- The Tenant Accounts Receivable Collection rate for SHA managed developments was 94.35% for all public housing properties and 100% for SHA managed market units and multi-family properties. The Deputy Director of Asset Management continues to reiterate the importance of improving collections as it is a major component to the PHAS score. The Asset Management continues to aggressively act to collect all debts, factors that attributed to the score as detailed below include an unreported income case at Victoria Gardens and two large balances at Prince Hall Apartments.

HUD GOAL	SHA PH Actual	SHA MF and Market Actual
98.5%	94.35%	100%



## TENANT CHARGE ANALYSIS REPORT FOR OCTOBER 2018

Property					OCCUPANCY	
	CHARGED	UNPAID	PREPAYS	TARS	VACANT UNITS	OCCUPANCY RATE
Camp Croft	\$ 21,736.09	2,101.97	1033.64	95.08%	4	95.83%
Archibald Village	13,807.25	90.25	461.80	102.69%	0	100.00%
Archibald Rutledge	37,656.25	2,265.00	1647.49	98.36%	3	98.00%
Scattered Sites	3,106.00	0.00	159.00	105.12%	11	31.25%
Prince Hall	11,059.58	5,543.63	2514.44	72.61%	4	96.00%
Victoria Gardens	16,499.49	2,976.86	1171.54	89.06%	4	95.00%
Cambridge Place/Brawley	1,890.00	1.25	18.00	100.89%	0	100.00%
<b>PUBLIC HOUSING TOTALS</b>	<b>\$ 105,754.66</b>	<b>\$ 12,978.96</b>	<b>\$ 7,005.91</b>	<b>94.35%</b>	<b>26</b>	<b>94.78%</b>
<b>NON-PUBLIC HOUSING PROPERTIES</b>						
Page Lake	3,345.00	0.00	451.00	113.48%	0	100.00%
JC Bull	27,294.00	1,108.50	173.00	96.57%	4	96.00%
Spartanburg Leased Housing	9,383.40	0.00	461.51	104.92%	0	100.00%
Liberty	2,564.00	0.00	25.00	100.98%	0	100.00%
Appian	369.00	0.00	0.00	100.00%	1	66.67%

<b>Total</b>	42,955.40	1,108.50	1110.51	100.00%	5	96.64%
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### Waiting List

- As of October 2018, the SHA has the current number of families on each sites waiting list:

<b>Property</b>	<b>0/1Bedroom</b>	<b>2 Bedroom</b>	<b>3 Bedroom</b>	<b>4 Bedroom</b>	<b>5 Bedroom</b>
Camp Croft	468	366	366	N/A	N/A
Archibald Village	403	N/A	N/A	N/A	N/A
Archibald Rutledge	88	N/A	N/A	N/A	N/A
Scattered Sites	N/A	N/A	N/A	N/A	N/A
Prince Hall	N/A	86	442	N/A	N/A
Victoria Gardens	470	346	225	157	76
Cambridge Place/Brawley	N/A	N/A	70	N/A	N/A

- The Archibald Rutledge Hi-Rise will be opening on November 14, 2018 and will remain open until November 21, 2018.

### MILESTONES

- On October 30, 2018 JC Bull Apartments underwent a REAC inspection. The site scored an 88b with only one health and safety and one site hit. Based on the score, the site will not have another inspection for two years.

## CAPITAL FUND

### 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	\$28,614.82	\$28,614.82	\$190,142.18
Replacement Housing Factor		Grant No. SC16R003502-16			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$225,533	4/12/2021*	4/12/2023			\$225,533
Replacement Housing Factor		Grant No. SC16R003502-17			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$162,926	8/15/2019	8/15/2021			\$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	\$850,389.02	\$439,252.98
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	\$140,806.64	\$140,806.64	\$785,640.36
Capital Fund Program		Grant No. SC16P00351-18			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$1,434,310	5/28/2022	5/28/2020			\$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 5<sup>th</sup> of each month on the obligation and expenditure of each open Capital Fund in the Line of Credit Control System (LOCCS)

### 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

- Prepared the close out documentation for RHF-14 that is submitted to HUD when the fund is expended

## **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

- Archibald met the requirements of the HUD Sound Transmission Classification (STC) Assessment performed in October

NHPF and SHA staff met on October 10 to discuss how to best move forward with Archibald, Camp Croft, and Victoria Gardens. All parties agreed that Archibald and Victoria Gardens will submit a 9% LIHTC application in March 2019. Camp Croft will follow with a March 2021 submission. Archibald will have a designation of "Older" meaning fifty-five years are older. Victoria Gardens will be designated for individuals or families with children.

# 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 %
91.1%	94.7 %	91.6%	95.0%

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

HCV	PBV	RAD
91%	97.8%	97.8%

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

Norris Ridge	Morningside
92.6%	91.6%

- The **Tenant Based Rental Assistance Program (TBRA)** leasing rate is 83%.

## 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 ten (10) participants.

## MILESTONES

- Housing Choice Voucher Program issued thirteen (13) vouchers, forty-four (44) searching and twelve (12) vouchers expired.
- The HCV, PBV and RAD programs had a net loss of five (5) units.
- The MOD Rehab Program had a net loss of one (1) unit.

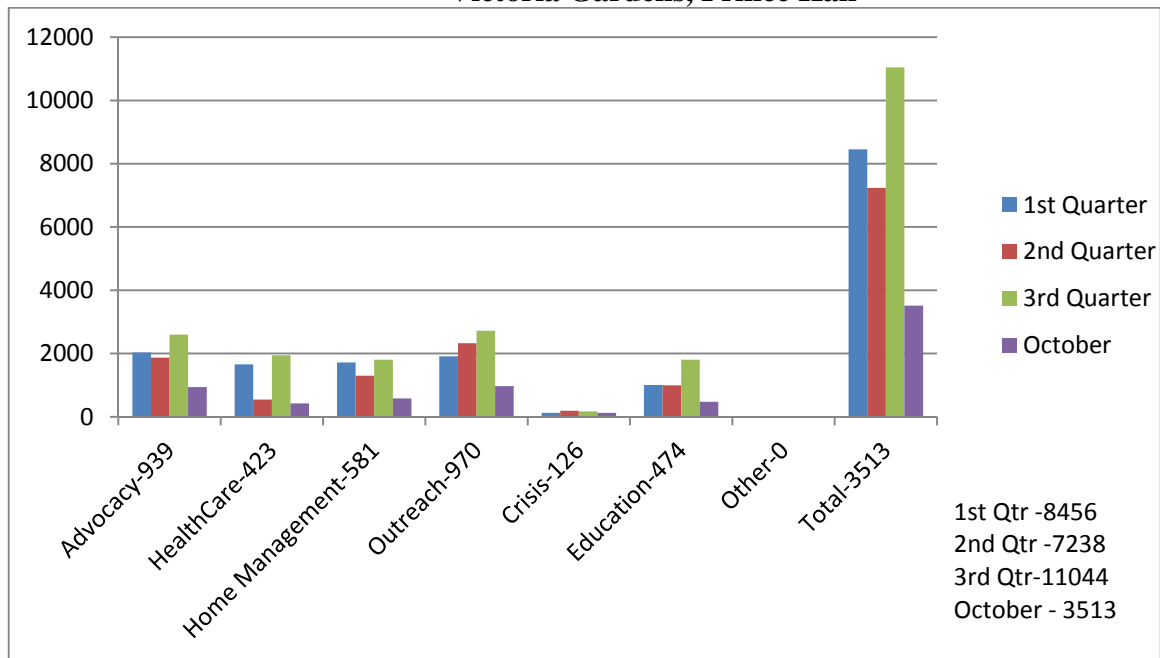
## COMMUNITY AND SUPPORTIVE SERVICES

- Community and Supportive Services provided opportunities this month for residents to participate in free HIV testing at Public Housing sites through services provided by Piedmont Care.
- Prince Hall Apartments recognized Domestic Violence Awareness Month in Partnership with Safe Homes and the City of Spartanburg Police Department.
- SHA partners with Bloom Upstate to provide mentoring services to girls in public housing. Sessions will begin tentatively in January 2019.
- Boy and Girl Scouts officially began at Victoria Gardens in October and will meet two Thursdays a month.

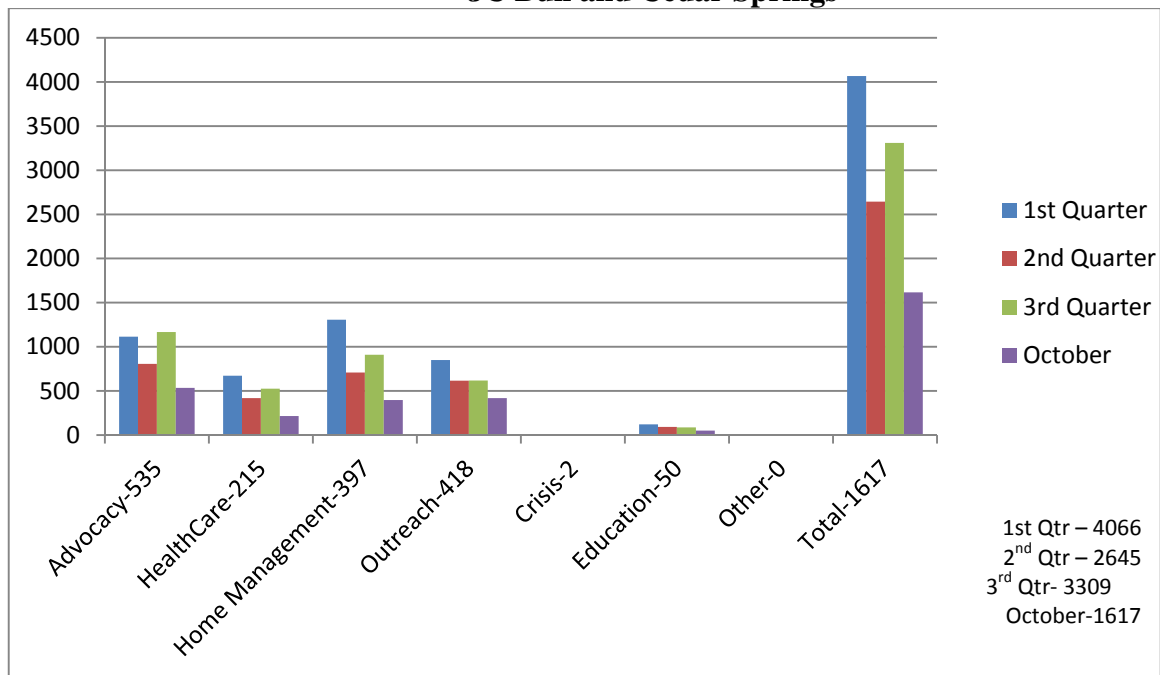


## MILESTONES

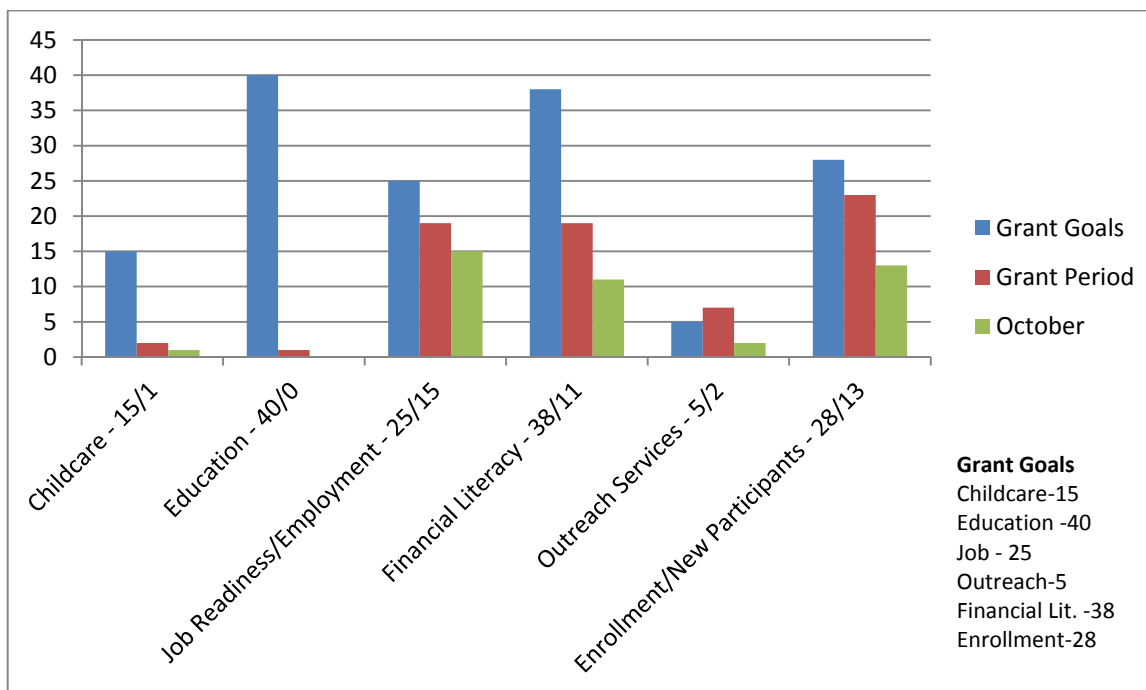
### **EDSC ELDERLY AND DISABLED PROGRAM # of Services for October Archibald High Rise, Archibald Village, Camp Croft Courts, Victoria Gardens, Prince Hall**



### **MFSC ELDERLY AND DISABLED PROGRAM # of Services JC Bull and Cedar Springs**



### **ROSS GRANT CONNECTIONS PROGRAM – Grant Period Totals to end of October 2018 (Grant Period is 3/24/18-3/23/19)**



**ROSS Grant Notes:** The ROSS Grant is currently in year 3 of 3. Agency will apply for extension due to an overlap in 2015 funding which delayed drawdowns of SC003RPS111A015 funds. Current grant closing date 3/23/2019.

**Monthly Program Milestone(s):** Service Coordinator enrolled 13 new participants into the Connections Program. 1- Participant while completing the nine steps to a free tablet secured employment.

### **FSS PROGRAM Combined (PH/HCV) – October 2018** **(Grant Period is 1/1/18-12/31/18)**

**FSS Program Notes:** Escrow totals for FSS PH and FSS HCV programs are under review for end of grant (calendar) year. Service Coordinator conducted Program Coordinating Committee (PCC) meeting with representation from Urban League, Spartanburg Community College, ReGenesis Healthcare and Piedmont Community Action.

**Monthly Program Milestone(s):**

**33-** Participants verified as employed in the month of October

**1-** Participant secures home in September and completed all program requirements in October for graduation

**1-** Participant secures accounting position in Spartanburg after commuting 45 minutes one way for the last three years with a promotion.

**1-** Participant secures full time job after being unemployed for over three years.

**4-** Participants completed homeownership training

**1-** Participant resumes GED Training





## **OTHER BUSINESS**

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**Board of Commissioners Meeting**  
**Tuesday, November 27, 2018**



## **2019 Board of Commissioners Meeting Schedule**

- **January 22<sup>nd</sup>**
- **February 26<sup>th</sup>**
- **March 26<sup>th</sup>**
- **April 23<sup>rd</sup>**
- **May 28<sup>th</sup>**
- **June 25<sup>th</sup>**
- **July 23<sup>rd</sup>**
- **August 27<sup>th</sup>**
- **September 24<sup>th</sup>**
- **October 22<sup>nd</sup>**
- **November 26<sup>th</sup>**
- **December – No Meeting**

All Board meetings, unless otherwise stated, take place in the Executive Board Room at the Central Office Cost Center (COCC) located at 2271 S. Pine St, Spartanburg, SC 29302.

Board meetings are held on the fourth  
Tuesday of the month at 4:00 PM.