



AGENDA AND NOTICE

**Board of Commissioners Meeting
Tuesday, January 22, 2019**



**Spartanburg Housing Authority
Regular Board Meeting
Tuesday, January 22, 2019
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, January 22, 2019, 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, November 27, 2018
2. Special Board Meeting, December 18, 2018

V. Commission Comments

VI. Public/Staff Comments

VII. Information Items:

1. Retiree Insurance Benefits Guideline
2. Employee Resignation Standards

VIII. Action Items and Resolutions

1. Resolution #2019-01 - First Quarter FY 2019 Bad Debt Write-Offs
2. Resolution #2019-02 - FSI
3. Resolution #2019-03 - Sherwin Williams
4. Resolution #2019-04 - Approval of the revision of the Housing Choice Voucher Administrative Plan Chapter 17 Project Based Vouchers

IX. Monthly Reports

1. Interim CEO Monthly Report (verbal report) - Reginal Barner
2. Finance Report – Jose Calicdan
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

XI. Open Discussion

XII. Executive Session :

- a. To discuss a personnel matter pursuant to Section 30-4-70 (a)(1) of the South Carolina Code

XIII. Adjournment



**Approval of Minutes –
Regular Board Meeting
November 27, 2018**

**Board of Commissioners Meeting
Tuesday, January 22, 2019**

**MINUTES OF THE ANNUAL MEETING OF THE COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SPARTANBURG, SOUTH CAROLINA
November 27, 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 4:02 P.M.

MOMENT OF SILENCE: - *observed*

PRESENT: Matthew Myers, Brenda Thomas, Ralph Settle, Charles White, and John Fairey by telephone.

ABSENT: Andrew Poliakoff

APPROVAL OF THE AGENDA:

Charles White made a motion to approve the agenda as amended and to add Resolution No. 2018-60 and also add an Executive Session to discuss a personnel matter pursuant to Section 30-4-70 (1) of the South Carolina Code of Laws. The motion was seconded by Brenda Thomas and unanimously carried.

APPROVAL OF THE PREVIOUS MEETING MINUTES:

A motion to amend the minutes of the regular board meeting of October 23, 2018 was made by Ralph Settle and seconded by Charles White. The amendment was made to show that Angela Leopard presented and reviewed the finance dashboard and Jessica Holcomb presented and reviewed asset management. The motion passed unanimously.

A motion to approve the amended minutes of the regular board meeting of October 23, 2018 as amended was made by Ralph Settle and seconded by Charles White. The motion passed unanimously.

A motion to approve the minutes of the special board meeting of October 30, 2018 was made by Charles White and seconded by Brenda Thomas. The motion unanimously carried.

COMMISSION COMMENTS

None.

PUBLIC/STAFF COMMENTS

None.

INFORMATION ITEMS

a. Disposition of Vehicles and Office Furniture by Public Auction

Joseph Jackson stated that, following approval of Resolution 2018-18, four vehicles and office furniture were disposed of for \$6,701.50. Administrative fees were \$505.63, for a total of \$6,196.14 to be returned to housing operations.

ACTION ITEMS AND RESOLUTIONS:

a) RESOLUTION NO. 2018-50 Landscape Maintenance Services

The resolution was tabled from the board meeting of October 23, 2018. The resolution is to authorize the Interim CEO to award local contracts for landscape maintenance services to Rivertop Contracting Landscape Management in the amount of \$51,399.00 and Palmetto Lawn and Landscape in the amount of \$22,620.00. Both contracts will be awarded for a one year period with up to three additional one year contract periods available, and a total contract not to exceed \$75,000 per year combined.

Following board discussion, Charles White made a motion to approve Resolution 2018-50. The motion was seconded by Brenda Thomas and was unanimously carried.

RESOLUTION NO. 2018-50
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
November 27, 2018

b) RESOLUTION NO. 2018-58 - City of Spartanburg Rehabilitation Resale Pilot Program

This resolution is to authorize the Interim CEO to donate 904 Lucerne Drive to the City of Spartanburg Rehabilitation Resale Pilot Program.

Following board discussion, Ralph Settle made a motion to approve Resolution 2018-58. The motion was seconded by Charles White and was unanimously carried.

RESOLUTION NO. 2018-58
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
November 27, 2018

c) RESOLUTION NO. 2018-59 - Contract with RECAP Real Estate Advisors

This resolution is 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. RECAP Real Estate Advisors will provide RAD prime contractor advisor services to the Authority and its residents during the RAD conversion transition in a contract amount not to exceed \$100,220.00.

Following board discussion, Charles White made a motion to approve Resolution 2018-59. The motion was seconded by Brenda Thomas and was unanimously carried.

RESOLUTION NO. 2018-59
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
November 27, 2018

d) RESOLUTION NO. 2018-60 - Section 8 Management Assessment Program (SEMAP) Certification

This resolution is for approval of the SEMAP certification for the Housing Choice Voucher Program following the annual review of HUD required indicators.

Following board discussion, Brenda Thomas made a motion to approve Resolution 2018-60. The motion was seconded by Ralph Settle and was unanimously carried.

RESOLUTION NO. 2018-60
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
November 27, 2018

MONTHLY REPORTS:

1. CEO Report

The CEO Report was presented orally by Interim CEO Reginal Barner, and questions raised by the board were addressed.

2. Finance Report

The Finance Report was presented and reviewed by Angela Leopard, and questions raised by the Board were addressed.

3. SHA Programs Dashboard

- i. The Asset Management report was presented and reviewed by Jessica Holcomb, and questions raised by the board were addressed.

- ii. The Capital Fund and Development report was presented and reviewed by Joseph Jackson. Interim CEO Reginal Barner provided information regarding the capital fund and development and addressed questions from the board.
- iii. The Housing Choice Voucher Program report was presented and reviewed by Tiffany Askew, and questions raised by the board were addressed.
- iv. The Community and Supportive Services report was presented and reviewed by Natalie Smith-Wells, and questions raised by the board were addressed.

OTHER BUSINESS

Chairman Myers presented a schedule for 2019 SHA board meetings.

Resolution 2018-56, Contract Extension for LPB of South Carolina, was tabled during the October 2018 board meeting. A motion was made by Charles White that this resolution be tabled indefinitely until brought back to the board by staff. The motion was seconded by Brenda Thomas and was unanimously carried.

Charles White made a motion at 5:52 p.m. to suspend the November 27, 2018 Spartanburg Housing Authority Board Meeting to enter into a Hope Six Housing Corporation Board Meeting. The motion was seconded by Brenda Thomas and was unanimously carried.

Matthew Myers stated for the record that no decisions were made or actions taken in the Hope Six Board Meeting.

Charles White made a motion to reopen the November 27, 2018 at 5:53 p.m. Spartanburg Housing Authority Board Meeting. The motion was seconded by Brenda Thomas and was unanimously carried.

EXECUTIVE SESSION

A motion was made by Charles White to enter Executive Session to discuss a personnel matter pursuant to Section 30-4-70 (1) of the South Carolina Code of Laws. The motion was seconded by Brenda Thomas and was unanimously carried. Executive Session was entered into at 5:53 p. m.

A motion to end Executive Session and return to the Regular Meeting was made Charles White. The motion was seconded by Brenda Thomas and the motion was unanimously carried.

Executive Session ended at 6:22 p.m.

Matthew Myers stated for the record that no decisions were made or actions taken in Executive Session.

ADJOURNMENT

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

Meeting Adjourned at 6:23 p.m.

Respectfully Submitted,
The Housing Authority of the City of Spartanburg



**Approval of Minutes –
Special Board Meeting
December 18, 2018**

**Board of Commissioners Meeting
Tuesday, January 22, 2019**

**MINUTES OF THE SPECIAL MEETING OF THE COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SPARTANBURG, SOUTH CAROLINA
December 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 Matthew Myers called the meeting to order at 3:00 P.M.

ROLL CALL: Brenda Thomas, Charles White, John Fairey, and Matthew Myers were present, which Chairman Myers noted constitutes a quorum.

ABSENT: Andrew Poliakoff, Ralph Settle_

MOMENT OF SILENCE: - *observed*

COMMISSIONER COMMENTS:

None.

PUBLIC COMMENTS:

Staci Gallman and Ricky and Debra Tessnier were introduced. They provided information to the Board regarding an exception they are requesting for funding the insurance premiums of Mr. Tessnier, who is a retired employee of the Spartanburg Housing Authority. The background for this request was provided, a discussion was held, and questions raised by the Board were addressed.

Board Meeting was suspended at 3:30PM in order for the Board Members to tour the properties.

BOARD OF COMMISSIONERS TOUR OF SHA PROPERTIES:

The Board of Commissioners toured the Spartanburg Housing Authority properties.

ADJOURNMENT:

Meeting Adjourned at 5:20 P.M.

Respectfully Submitted,
The Housing Authority of the City of Spartanburg



Information Items:

Retiree Insurance Benefits

**Board of Commissioners Meeting
Tuesday, January 22, 2019**



January 22, 2019

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**INFORMATION ITEM
Retiree Insurance Benefits Guideline**

CONTACT PERSON:

Charlotte Lyda
Human Resources
864-598-6084

Retiree Insurance Benefits Guideline:

The South Carolina Public Benefit Authority (PEBA) administers the group insurance benefits for Spartanburg Housing Authority (SHA). PEBA designs the benefit plans, determines premium amounts, administers enrollment, and claims administration.

Spartanburg Housing Authority (SHA) offers individuals eligible for retirement the option to continue participation in-group benefits as provisioned in the PEBA Insurance Summary Plan Description (SPD). The premiums for continuation of coverage are self-paid by the individual retiree and non-funded by Spartanburg Housing Authority.

RESULTS:

The Board approved a resolution to implement the non-funded premium structure for retirees/survivors, effective April 1, 2019.

This guideline will be included in the “Employee Handbook” for the Housing Authority of the City of Spartanburg, South Carolina.

Respectfully Submitted, _____
Charlotte Lyda, Human Resources Representative



Information Items:

Employee Resignation Standards

**Board of Commissioners Meeting
Tuesday, January 22, 2019**



January 22, 2019

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

INFORMATION ITEM

Employment resignation notice requirements to remain in good standing and receive accrued Paid Time Off Benefits.

CONTACT PERSON:

Charlotte Lyda
HR Representative
864-598-6084

BACKGROUND:

Revise Employee Handbook Guidelines to define voluntary resignation notice requirements to remain in good standing and receive payout of accrued PTO benefits, to read as follows:

Employees are free to resign at any time and for any reason or no reason, with or without notice. However, to remain in good standing and be paid the cash value of accrued, unused Paid Time Off (PTO), non-exempt employees (hourly) notice is two (2) weeks and exempt employees (salaried) is thirty (30) days.

The employee must work their normal schedule during their notice period to meet their notice requirements.

Absence from work during the notice period will disallow payment of accrued and unused PTO. Medical documentation may warrant an exception as approved by the CEO.

RESULTS:

This guideline will be included in the "Employee Handbook" for the Housing Authority of the City of Spartanburg, South Carolina.

Respectfully Submitted, _____


Charlotte Lyda, HR Representative



Action Items & Resolution 2019-01

First Quarter FY 2019 Bad Debt Write-offs

**Board of Commissioners Meeting
Tuesday, January 22, 2019**



January 22, 2019

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**First Quarter FY 2019 Bad Debt Write-offs
Resolution # 2019-01**

RECOMMENDATION:

Approve write-off of uncollected accounts receivables from October 1, 2018 – December 31, 2018 in the amount of \$8,746.75.

CONTACT PERSON:

Jose Calicdan
Accounting Manager
864-598-6041

SUMMARY:

The amount presented for board approval for write-off for all properties for the period of October 1, 2018 – December 31, 2018 (first quarter FY 2019) is \$8,746.75 (please refer to the attached summary) compared to the same period in FY 2018 write offs were \$10,292.79 or \$1,546.04 more than in the first 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.

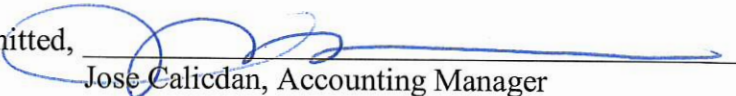
FINANCIAL CONSIDERATIONS:

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,



Jose Calicdan, Accounting Manager
Spartanburg Housing Authority

		Spartanburg Housing Authority				
		Bad Debt Write Off Receipts				
		October 1, 2018 - December 31, 2018				
	<u>Properties (AMP's)</u>	<u>FY 2019</u>				
		<u>1st QTR</u>				
		<u>Amount</u>				
1	Camp Croft	\$ -				
2	Archibald Village	\$ -				
3	Archibald Rutledge	\$ 101.00				
4	Scattered Sites	\$ 1,100.00				
5	Prince Hall	\$ 341.01				
6	Victoria Garden	\$ -				
7	Cambridge Place	\$ -				
8	Page Lake	\$ -				
9	JC Bull	\$ -				
10	Liberty	\$ -				
11	Appian	\$ -				
	Total	\$1,542.01				

		Spartanburg Housing Authority		
		Bad Debt Write Off		
		October 1, 2018 - December 31, 2018		
	<u>Properties (AMP's)</u>	<u>FY 2019</u>	<u>FY 2018</u>	<u>Dollars</u>
		<u>1st QTR</u>	<u>1st QTR</u>	<u>Inc./ (Dec.)</u>
		<u>Amount</u>	<u>Amount</u>	
1	Camp Croft	\$ -	\$ 1,820.96	\$ (1,820.96)
2	Archibald Village	\$ -	\$ -	\$ -
3	Archibald Rutledge	\$ 1,646.00	\$ 5,879.40	\$ (4,233.40)
4	Scattered Sites	\$ -	\$ -	\$ -
5	Prince Hall	\$ 4,401.68	\$ 2,432.46	\$ 1,969.22
6	Victoria Garden	\$ 2,424.07	\$ -	\$ 2,424.07
7	Cambridge Place	\$ 275.00	\$ -	\$ 275.00
8	Page Lake	\$ -	\$ -	\$ -
9	JC Bull	\$ -	\$ 159.97	\$ (159.97)
10	Liberty	\$ -	\$ -	\$ -
11	Appian	\$ -	\$ -	\$ -
	Total	\$8,746.75	\$10,292.79	\$ (1,546.04)

RESOLUTION NO. 2019-01

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

January 22, 2019

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

Staff recommends adoption of Resolution No. 2019-01 that the Board of Commissioners approve the write-offs of uncollected rents incurred by vacated tenants for the first quarter of Fiscal Year 2019 (October 1, 2018 – December 31, 2018) in the amount of \$8,746.75. 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.: 2019-01

DATE ADOPTED: January 22, 2019



Action Items & Resolution
2019-02
FSI

Board of Commissioners Meeting
Tuesday, January 22, 2019

January 22, 2019

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

FSI
Resolution #2019-02

RECOMMENDATION:

Authorize the amendment of Resolution 2015-38, for FSI thru a State Contract #4400008126 to retract the limiting dollar amount of \$2,000.

SHA staff recommends to amend the language in Resolution 2015-38 which states: *These (6) purchase orders shall be procured through a cooperative agreement under State Contracts to assist in the day to day operations cost of our Public Housing Properties in an amount not to exceed \$31,500 total to FSI (\$2,000), Shred With Us (\$10,000), GE Capital (\$15,000), and CDW-G (\$500).* This amendment would remove the limiting language of FSI not to exceed amount of \$2,000.00.

CONTACT PERSON:

Nathan Bragg
Procurement Representative
864-598-6035

SUMMARY:

The amendment to Resolution 2015-38 and will bring the resolutions up to date with current expenses.

BACKGROUND:

This resolution historically was not reasonable in the yearly operations and cost as explained in the chart below. This resolution will address the limiting cost factor and bring the resolution up to date with current expenses.

Vendor Contract	2016 Expenses	2017 Expenses	2018 Expenses	Averaged yearly Cost
FSI	\$15,270.74	\$16,687.19	\$8,174.50	\$13,377.48
Staples Advantage	\$713.33	\$137.19	\$221.15	\$357.26
Office Depot	\$0	\$0	\$0	\$0

SHA's physical budget for office supplies has been historically set at \$30,000.00. The cost above were to be shared with multiple contracts between FSI (NTE \$2,000), Office Depot (NTE \$3,000) and Staples Advantage with a contract value of \$25,000. For this reason the costs above are not over expenditures on the physical budget but an over expenditure of one vendor. The average yearly cost since 2015 when this resolution was approved has increased and is in the best interest of SHA to amend this with a new resolution that allows for a flexible spending limit that is set by the fiscal budget each year.

FINANCIAL CONSIDERATIONS:

This resolution considers the current fiscal budget 2019.

POLICY CONSIDERATIONS:

This procurement action requires Board approval because both contracts aggregate 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. 2019-02

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

January 22, 2019

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

Authorize the amendment of Resolution 2015-38, for FSI thru a State Contract #4400008126 to retract the limiting dollar amount of \$2,000.

Matthew Myers, Chairman

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2019-02

DATE ADOPTED: January 22, 2019



Action Items & Resolution

2019-03

Sherwin Williams

**Board of Commissioners Meeting
Tuesday, January 22, 2019**

January 22, 2019

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Sherwin Williams
Resolution #2019-03

RECOMMENDATION:

Authorize the amendment of Resolution 2015-34, for Sherwin Williams-National Cooperative Purchasing Alliance contract #02-56 to retract the limiting dollar amount of \$2,900.00.

SHA staff recommends to amend the language in Resolution 2015-34 which states: *These (2) purchase orders shall be procured through a cooperative agreement under the National Cooperative Purchasing Alliance to assist in the day-to-day operations costs of our Public Housing Properties in an amount not to exceed \$12,900 total to Servpro (\$10,000) and Sherwin Williams (\$2,900)* This amendment would remove the limiting language of Sherwin Williams Contract not to exceed amount of \$2,900.00.

CONTACT PERSON:

Nathan Bragg
Procurement Representative
864-598-6035

SUMMARY:

The amendment to Resolution 2015-34 and will bring the resolutions up to date with current expenses.

BACKGROUND:

This resolution historically was not reasonable in the yearly operations and cost as explained in the chart below. This resolution will address the limiting cost factor and bring the resolution up to date with current expenses.

Vendor Contract	2016 Expenses	2017 Expenses	2018 Expenses	Averaged yearly Cost
Sherwin Williams	\$13,347.42	\$14,044.71	\$10,879.32	\$12,757.15
PP&G	\$0	\$0	\$0	\$0

SHA's physical budget for paint supplies has been historically set at \$30,000.00. The cost above were to be shared with multiple contracts between Sherwin Williams (NTE \$2,900), PP&G (NTE \$2,900) Home Depot's maintenance supplies contract of \$138,440.66 and Lowes maintenance supplies with a contract value of \$25,000. For this reason the costs above are not over expenditures on the physical budget but an over expenditure of one vendor. The average yearly cost since 2015 when this resolution was approved has increased and is in the best interest of SHA to amend this with a new resolution that allows for a flexible spending limit that is set by the fiscal budget each year.

FINANCIAL CONSIDERATIONS:

This resolution considers the current fiscal budget 2019.

POLICY CONSIDERATIONS:

This procurement action requires Board approval because both contracts aggregate 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. 2019-03

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

January 22, 2019

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

Authorize the Interim CEO to amend resolution 2015-38 resolution for FSI thru a State Contract #4400008126.

Authorize the Interim CEO to amend resolution 2015-34 resolution for Sherwin Williams-National Cooperative Purchasing Alliance contract #02-56.

Matthew Myers, Chairman

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2019-03

DATE ADOPTED: January 22, 2019



Action Items & Resolution

2019-04

Approval of the revision of the Housing Choice
Voucher Administrative Plan Chapter 17 Project
Based Vouchers

Board of Commissioners Meeting

Tuesday, January 22, 2019



January 22, 2019

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**REVISION TO SPARTANBURG HOUSING AUTHORITY'S HOUSING CHOICE
VOUCHER (HCV) ADMINISTRATIVE PLAN- Project Based Voucher Waiting List
Preference
Resolution No. 2019-04**

RECOMMENDATION:

Approve the revision of Chapter 17 of the HCV Administrative Plan to add an additional waiting list preference to the Project Based Voucher Program.

CONTACT PERSON:

Tiffany Askew
Housing Choice Voucher Administrator
864-598-6053

SUMMARY:

HUD requires that PHA's describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use. PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

BACKGROUND:

Due to the transition the Rental Assistance Demonstration (RAD) Program, the additional preference is need to better service the families currently living in SHA properties. The additional preference will be added as follows:

Chapter 17 Project Based Vouchers
17-VLD. SELECTION FROM THE WAITING LIST

Preferences [24 CFR 983.251(d)]

The SHA shall select from the PBV waiting list first based upon date and time of application. Within the date and time of application, the SHA will offer a preference to:


South Carolina Mental Health Referral Admission Preference – SHA will provide an admission preference for individuals referred by the South Carolina Department of Mental Health and/or their Community Partner Agencies solely for units in Project Based Voucher Properties that have been funded by the South Carolina Department of Mental Health. This preference shall be applicable to individuals who are Olmstead Class members; Money Follows the Person (MFP) participants; and/or persons transitioning from State Operated Development Centers. The SC Department of Mental Health and/or the corresponding Community Partner Agency must provide SHA with a written referral indicating the individuals status under the specified preference categories. **(12 Points)**.

FINANCIAL CONSIDERATIONS:

None

POLICY CONSIDERATIONS:

Chapter 17 of the Administrative Plan of Housing Choice Voucher (HCV) Program will be revised to add the above waiting list selection preference.

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



RESOLUTION NO. 2019-04

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

January 22, 2019

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

Staff recommends adoption of Resolution No. 2019-04, approval of the revision of the Housing Choice Voucher Administrative Plan Chapter 17 Project Based Vouchers Selection from the Waiting List Preference-SC Mental Health.

Matthew Myers, CHAIRMAN

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2019-04

DATE ADOPTED: January 22, 2019



Interim CEO

Monthly Report (verbal)

Reginal Barner

**Board of Commissioners Meeting
Tuesday, January 22, 2019**



Finance Report

Jose Calicdan

**Board of Commissioners Meeting
Tuesday, January 22, 2019**

Actual to Budget Variance Comparison
For three months ending December 2018

*Operating under budget. No concerns at this time.

SPARTANBURG HOUSING AUTHORITY
Asset Management Financials- Per AMP

Actual to Budget Variance Comparison

For three months ending December 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 <u>Cambridge/Brawley</u>											
Total Revenue	\$ 2,677	\$ 2,348	\$ 329	14%	\$ 7,550	\$ 7,044	\$ 506	7%	28,165	26.8%	25.0%
Total Operating Expenses	1,479	2,181	(702)	-32%	6,928	6,543	385	6%	26,123	26.5%	25.0%
Net Operating Income	\$ 1,198	\$ 167	\$ 1,031	617%	\$ 622	\$ 501	\$ 121	24%	2,043		
2 <u>Scattered Sites</u>											
Total Revenue	\$ 5,777	\$ 4,426	\$ 1,351	31%	\$ 16,075	\$ 13,278	\$ 2,797	21%	53,109	30.3%	25.0%
Total Expenses	\$ 3,384	\$ 6,905	(3,521)	-51%	9,175	20,715	(11,540)	-56%	73,886	12.4%	25.0%
Reserve transfer out (in)		(1,731)				(5,194)			(20,777)		
Net Operating Income (loss)	\$ 2,393	\$ (748)	\$ 3,141	-420%	\$ 6,900	\$ (2,243)	\$ 9,143	-408%	-		
3 <u>Prince Hall</u>											
Total Revenue	\$ 58,046	\$ 53,287	\$ 4,759	9%	\$ 162,175	\$ 159,861	\$ 2,314	1%	639,445	25.4%	25.0%
Total Expenses	\$ 56,866	\$ 52,646	4,220	8%	120,340	157,938	(37,598)	-24%	631,751	19.0%	25.0%
Net Operating Income (loss)	\$ 1,180	\$ 641	\$ 539	84%	\$ 41,835	\$ 1,923	\$ 39,912	2076%	7,694		
4 <u>Victoria Gardens</u>											
Total Revenue	55,304	49,200	\$ 6,104	12%	\$ 158,309	\$ 147,600	\$ 10,709	7%	573,842	27.6%	25.0%
Total Expenses	47,300	47,824	(524)	-1%	137,324	143,472	(6,148)	-4%	590,401	23.3%	25.0%
Net Operating Income	\$ 8,004	\$ 1,376	\$ 6,628		\$ 20,985	\$ 4,128	\$ 16,857		16,559		
5 <u>Camp Croft</u>											
Total Revenue	\$ 61,699	\$ 56,362	\$ 5,337	9%	\$ 174,609	\$ 169,086	\$ 5,523	3%	676,335	25.8%	25.0%
Total Expenses	60,155	57,117	3,038	5%	156,038	171,351	(15,313)	-9%	685,344	22.8%	25.0%
Reserve transfer out (in)	-	(751)			-	(2,252)			(9,009)		
Net Operating Income (loss)	\$ 1,544	\$ (4)	\$ 1,548	-36429%	\$ 18,571	\$ (13)	\$ 18,584	-145755%	(0)		
6 <u>Archibald Hi-Rise</u>											
Total Revenue	\$ 79,009	\$ 72,866	\$ 6,143	8%	\$ 248,316	\$ 218,598	\$ 29,718	14%	874,382	28.4%	25.0%
Total Expenses	\$ 70,283	\$ 75,657	(5,374)	-7%	179,296	226,971	\$ (47,675)	-21%	907,860	19.7%	25.0%
Reserve transfer out (in)	\$ -	(2,790)			\$ -	(8,370)			(33,478)		
Net Operating Income	\$ 8,726	\$ (1)	\$ 8,727	-764421%	\$ 69,020	\$ (3)	\$ 69,023	-2015282%	0		
7 <u>Archibald Village</u>											
Total Revenue	\$ 28,467	\$ 24,636	\$ 3,831	16%	\$ 82,410	\$ 73,908	\$ 8,502	12%	295,622	27.9%	25.0%
Total Operating Expenses	\$ 20,371	\$ 23,587	(3,216)	-14%	54,356	70,761	\$ (16,405)	-23%	283,007	19.2%	25.0%
Net Operating Income	\$ 8,096	\$ 1,049	\$ 7,047	672%	\$ 28,054	\$ 3,147	\$ 24,907	791%	12,616		

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SPARTANBURG HOUSING AUTHORITY													
Cash Flow													
December 31, 2018													
INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	TOTAL
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
Section 8 HAP Subsidy	953,434	578,836	950,742										2,483,012
Section 8 Admin Subsidy	99,023	102,389	102,789										304,201
Mod Rehab HAP	4,233	122,059	116,720										243,012
Mod Rehab Admin	12,162	16,670	14,416										43,248
Public Housing Subsidy	160,918	160,918	180,301										502,137
Tax Credit Properties Subsidy	33,804	33,804	37,874										105,481
TBRA-HCV	5,094	3,731	8,557										17,382
SLHC PBV Subsidy	1,469	1,238	0										2,707
SC State Grant for JCB	40,723	39,554	40,038										120,315
1) HUD & State Subsidy	1,310,859	1,059,199	1,451,437	-	-	-	-	-	-	-	-	-	3,821,495
ROSS	25,462	43,284	33,151										101,896
Youthbuild - 022-yb -NEW GRANT	10,554	12,103	12,394										35,050
CFP and RHF	53,153	18,652	22,181										93,986
2) Other Grant Revenue	89,168	74,038	67,726	-	-	-	-	-	-	-	-	-	230,932
Public Housing Rents	95,431	98,776	99,418										293,625
JC Bull Rents	26,680	25,799	26,311										78,790
SLHC Rents	164	(22)	(125)										17
3) Rent Revenue	122,275	124,552	125,604	-	-	-	-	-	-	-	-	-	372,431
4) Misc Receipts	97,686	14,897	10,732										123,315
5) Other Cash-In													
Section 8 Reserves Transfer In		250,000		-	-	-					-	-	250,000
General Fund Interfund transfer /settlement **	-	-	-	-	-	-		-			-	-	-
TOTAL CASH INFLOW	1,619,988	1,522,687	1,655,500	0	0	-	-	-	-	-	-	-	4,798,174
1) HUD subsidy for Section 8 is based on the prior year actual costs. Public Housing Subsidy is a formula based calculation using rents, three year rolling based utility costs calculation, and other add-ons for audit,PILLOT, IT, etc. This is also done annually and there will be a change in January. The SC State subsidy is for JC Bull and it is submitted monthly based on units leased. The TBRA is a grant and the funds have to be requested as needed.													
2) Other grant revenue includes Capital fund subsidies and grant revenue for the Resident Self Sufficiency and Youthbuild programs.													
3) Rent revenue consists of the tenant paid rents for the various public housing units managed by the Authority.													
4) Misc revenue includes payments for court costs, resident work orders for maintenance and repair as well as, Section 8 repayment agreements, Public Housing bad debt recovery, laundry facility rebates, tower rental, proceeds from the sale of homes,and any other miscellaneous income. Also, included the W/C refund of \$291,460.00													
5) Other cash-In will include transfers from reserve accounts, and any adjustment to working capital.													

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Monthly Reports: Programs Dashboard

**Board of Commissioners Annual Meeting
Tuesday, January 22, 2019**

Housing Authority of the City of Spartanburg Programs Dashboard
DECEMBER 2018

ASSET MANAGEMENT

COMPLIANCE/REGULATORY

Public Housing Occupancy

As part of HUD's Public Housing Utilization Project, as of December 31, 2018, Asset Management ended the month at 85.90% 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 95.72% overall occupancy. Total Vacant Units excluding Scattered Sites is 16 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%	85.90%	95.72%	97.77%

TARS

- The Tenant Accounts Receivable Collection rate for SHA managed developments was 93.58% 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 team continues to aggressively act to collect all debts. Factors that attributed to the score as detailed below include 12 residents with unpaid rent for Camp Croft Courts; 3 of which have large balances; Victoria Gardens TARS is the result of large balances from 2 residents.

HUD GOAL	SHA PH Actual	SHA MF and Market Actual
98.5%	93.58%	105.05%

TENANT CHARGE ANALYSIS REPORT FOR DECEMBER 2018

Property					AGED TENANT ACCOUNTS RECEIVABLES				
	CHARGED	UNPAID	TARS	PREPAYS	ACTIVE		INACTIVE	TOTAL	YTD ACTUAL NOI
Camp Croft	\$ 24,199.58	7,935.10	72.16%	1133.62	\$ 6,801.48		(64.26)	\$6,737.22	\$29,677.00
Archibald Village	13,734.00	303.50	104.38%	473.75	\$ (170.25)		(431.00)	\$(601.25)	\$33,256.00
Archibald Rutledge	36,237.70	3,228.25	94.79%	1094.49	\$ 2,133.76		(244.00)	\$1,889.76	\$89,751.00
Scattered Sites	3,306.00	-	105.41%	179.00	\$ (179.00)		-	\$(179.00)	\$6,928.00
Prince Hall	7,691.04	1,887.46	112.70%	2524.42	\$ (636.96)		(498.87)	\$(976.83)	\$49,076.00
Victoria Gardens	14,966.74	3,418.47	84.71%	954.21	\$ 2,464.26		(176.53)	\$2,287.73	\$24,156.00
Cambridge Place/Brawley	1,508.00	321.25	80.89%	33.00	\$ 288.25		-	\$288.25	\$622.00
PH TOTAL	101,643.06	17,094.03	93.58%	6,392.49	10,701.54		(1,414.66)	9,445.88	\$233,466.00
Page Lake	3,335.00	-	113.52%	451.00	\$ (451.00)		-	\$(451.00)	\$3,417.00
JC Bull	26,628.00	65.00	105.07%	105.00	\$ (40.00)		(1,310.00)	\$(1,350.00)	\$45,201.00
Liberty	2,423.00	-	101.61%	39.00	\$ (39.00)		-	\$(39.00)	\$5,458.00
Appian	275.00	-	100.00%	0.00	\$ -		-	\$0.00	\$(9,807.00)
Total	\$ 32,661.00	65.00	105.05%	595.00	(530.00)		(1,310.00)	\$(1,840.00)	\$44,269.00

MILESTONES & CONCERNS

- On December 20, 2018, at approximately 12:25 PM, a drive by shooting took place at JC Bull Apartments. The victim was not a resident of the property, or any property owned by SHA. Several bullets entered the units occupied by elderly residents, however, none were injured. The site is currently working to employ off duty officers to patrol the property on a part time basis.
- On December 24, 2018, a Camp Croft Courts resident was murdered off-site by her boyfriend.
- On December 31, 2018, there was a fire at a unit at the Cambridge Place/Brawley Street Townhomes. No one was injured. The fire was an accident due to the residents' negligence of a pot of grease left in the oven during self-cleaning mode. The residence was deemed unsafe due by the Fire Marshall and an insurance claim was filed.
- On January 01, 2019, the police responded to a shooting incident on the property of Camp Croft Courts. A non-resident was killed in an apartment by another non-resident. The incident is still under investigation.
- Green Earth Partners continues to rehabilitate 4 units destroyed by fire at JC Bull on September 07, 2017. The units are expected to be online by April 2019.

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	\$863,341.17	\$426,300.83
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	\$168,687.80	\$168,687.80	\$757,759.20
Capital Fund Program		Grant No. SC16P003501-18			
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 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

- Submitted Capital Fund Emergency Grant for elevators at Archibald before government shutdown

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

- Attended meeting with the City of Spartanburg Manager and officials to discuss the LIHTC applications that SHA will submit in March 2019
- Participated in the drop-in and meeting for the Highland Community Master Plan selection for the three finalist
- The deed for 904 Lucerne Drive was transferred to the City of Spartanburg

NHPF and SHA staff met in December with architect and contractor at Victoria Gardens to do a walk-thru to help develop a scope of work for the project. A call was held for Archibald with the same parties

to refresh the information and scope from the 2018 submission of the LIHTC application. A kick-off call with the new RAD consultant RECAP Advisors and Cindi Herrera was held to make a smooth transition of SHA's RAD activities and portfolio. RECAP Advisors has scheduled a site visit of SHA properties on January 23 with the intention of gaining more knowledge of the SHA properties.

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 %
90.8%	95.1 %	90.4%	95.2%

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

HCV	PBV	RAD
91%	96.5%	94%

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

Norris Ridge	Morningside
98%	88%

- The **Tenant Based Rental Assistance Program (TBRA)** leasing rate is 100%.

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%. Morningside Apartments did not meet the 90% requirement. However, the property is currently under contract to be sold. The new owner plans to renovate the property.
- TBRA Program has ten (14) participants.

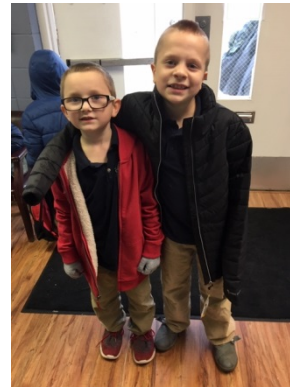
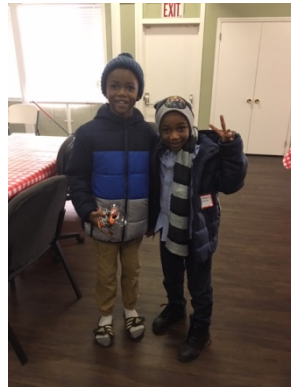
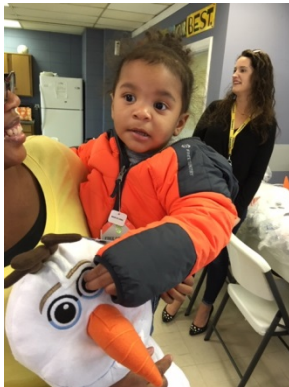
MILESTONES

- Housing Choice Voucher Program issued twenty-nine (29) vouchers, forty-nine (49) searching and eleven (11) vouchers expired.

Program	Units Allocated	Units Leased	Unused
HCV	1760	1561	199
PBV	232	224	8
RAD	338	320	18
MOD	229	219	10
Totals	2559	2324	235

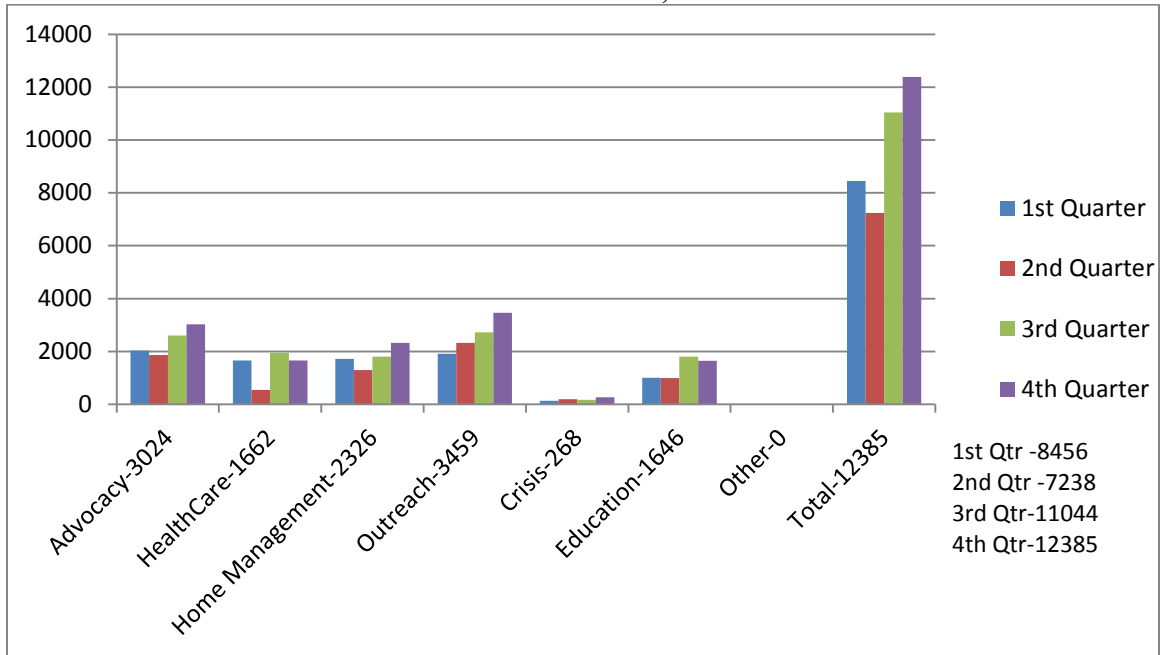
COMMUNITY AND SUPPORTIVE SERVICES

- SHA in partnership with Milliken, Toray and Auria provided approximately 200 coats to children residing in Public Housing from birth to 18 years old
- SHA transported approximately 35 residents to the Resident Senior Gala held at the Columbia Housing Authority in December
- Multi-Family Service Coordinator Renewal Submitted December 2018 awaiting renewal status
- ROSS Grant SC003RPS111A015 remaining balance as of 12/31/2018 \$144,419.73
- YouthBuild grant remaining balance as of 12/31/2018 \$129,236

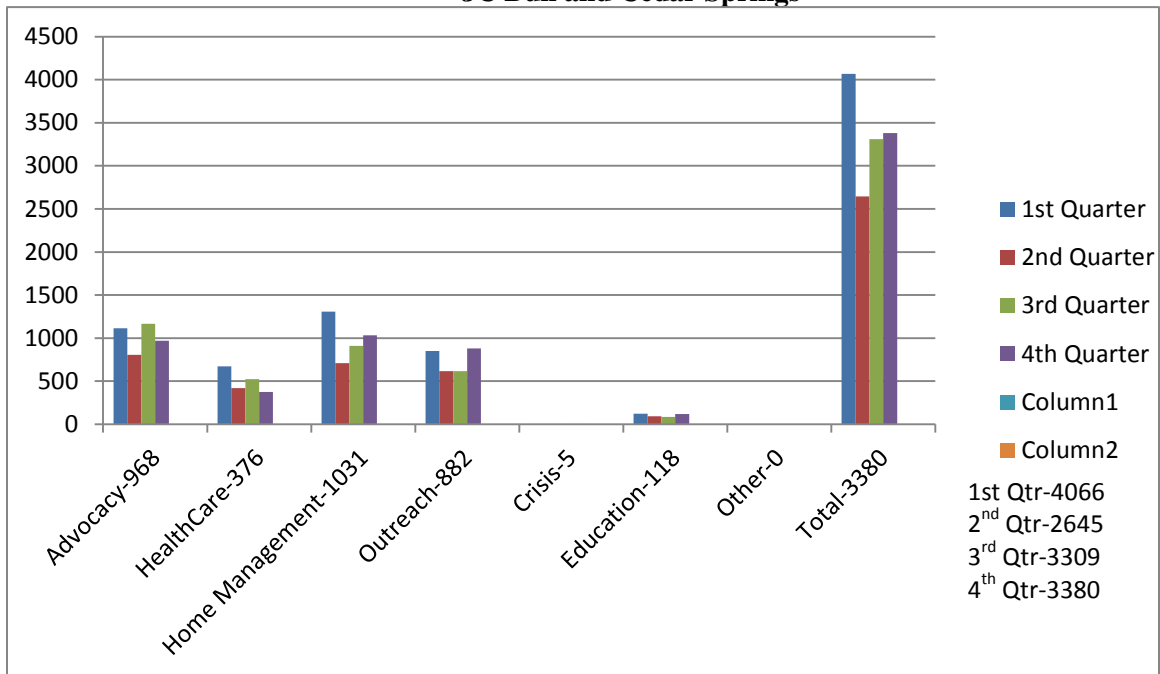


MILESTONES

EDSC ELDERLY AND DISABLED PROGRAM # of Services for 2018 (4th Quarter) **Archibald High Rise, Archibald Village, Camp Croft Courts,** **Victoria Gardens, Prince Hall**



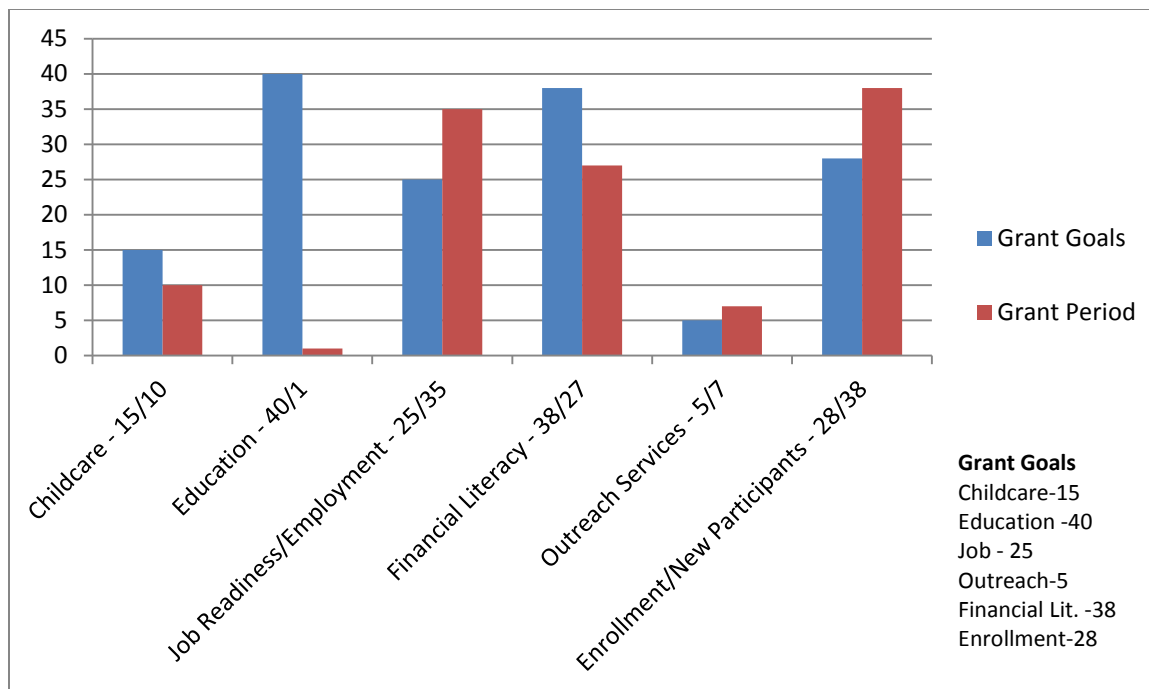
MFSC ELDERLY AND DISABLED PROGRAM # of Services for 2018 (4th Quarter) **JC Bull and Cedar Springs**



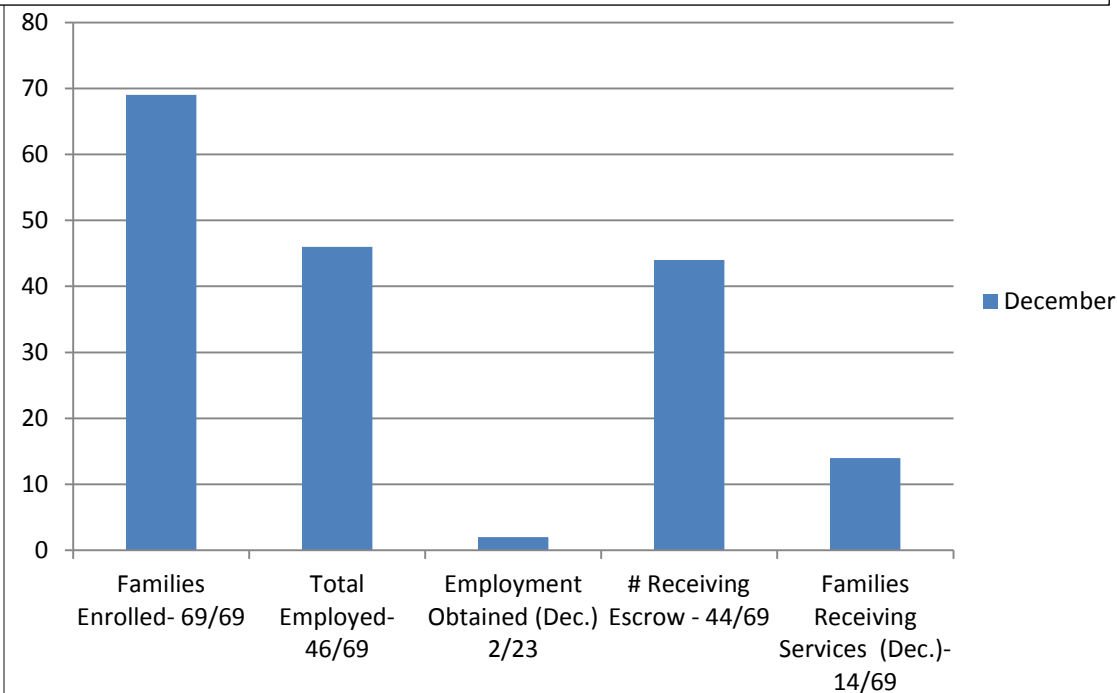
ROSS GRANT CONNECTIONS PROGRAM – Grant Period

Totals to end of December 2018

(Grant Period is 3/24/18-3/23/19)



ROSS Grant Notes: The ROSS Grant is currently in year 3 of 3. Agency has applied for and was awarded a grant extension through March 2020.



FSS Program Notes: Escrow Balance as of December 2018 HCV-\$135,796

PH-\$41,092

FSS CY2019 FR-6200-N-04 Grant Renewal Application Submitted November 2018

Monthly Program Milestone(s):

2- Participants secured employment

New Enrollment starts for FSS program January 2019

FSS Graduation Program set for March 2019