



AGENDA AND NOTICE

**Board of Commissioners Meeting
Tuesday, March 26, 2019**



**Spartanburg Housing Authority
Regular Board Meeting
Tuesday, March 26, 2019
4:00 P.M.**

NOTICE

The Housing Authority of the City of Spartanburg will hold its regularly scheduled Board of Commissioner's meeting at 4:00 P.M. on Tuesday, March 26, 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:

A. Regular Board Meeting, February 26, 2019

V. Commission Comments

VI. Public/Staff Comments

VII. Monthly Reports

A. Interim CEO Monthly Report (verbal report) - Reginal Barner

B. Finance Report – (No formal presentation)

C. SHA Program Dashboard

1. Asset Management – Jessica Holcomb
2. Capital Fund and Development – Joseph Jackson
3. Housing Choice Voucher – Tiffany Askew
4. Community and Supportive Services – Natalie Smith-Wells

VIII. Other Business

IX. Open Discussion

X. Executive Session - discussions incident to proposed contractual relationship, SC Code Section 30-4-70(a)(2) of the South Carolina Code of Laws.

XI. Adjournment



**Approval of Minutes –
Regular Board Meeting
February 26, 2019**

**Board of Commissioners Meeting
Tuesday, March 26, 2019**



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**MINUTES OF THE REGULAR BOARD MEETING OF THE COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SPARTANBURG, SOUTH CAROLINA
February 26, 2019**

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 regular meeting of the Housing Authority for the City of Spartanburg to order at 4:03 P.M. Chairman Myers also called the board meeting for the Spartanburg Area Housing Corporation, the nonprofit corporation controlled by the City of Spartanburg Housing Authority, to order simultaneously.

I. Moment Of Silence: Observed.

II. Roll Call: Present: Ralph Settle, Brenda Thomas, Chuck White, Andy Poliakoff, John Fairey, and Matthew Myers.

III. Guests: Attorney Bo Campbell

IV. Approval of Agenda: Vice Chair Fairey made a motion to amend the agenda to include a special meeting of Spartanburg Area Housing Corporation board, the nonprofit corporation controlled by the City of Spartanburg Housing Authority, simultaneously with the regular board meeting of the City of Spartanburg Housing Authority. Commissioner White made a motion to approve the agenda as amended. The motion was seconded by Commissioner Thomas and unanimously carried.

V. Approval of Minutes:

1. A motion to accept the minutes of the regular board meeting from January 22, 2018 as presented was made by Vice Chair Fairey. The motion was seconded by Commissioner Thomas and unanimously carried.

VI. Commission Comments

None.

VII. Public/Staff Comments

Public comments: Chip Wilson, the broker in charge of K.M. Minemier Associates Real Estate, stated his firm is available to assist the board when a search for new headquarters is undertaken by the Housing Authority.

Staff comments: None.



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VIII. Information Items:

Clarification of Retiree Funding and Related Issue:

Charlotte Lyda submitted information from the PEBA group health insurance plan regarding the funding structure adopted for retiree health insurance premiums and previous board discussions. This information was presented as the background for the board's decision to not cost share the insurance premiums for retiree health insurance after April 1, 2019.

VIII. Action Items and Resolutions

A. Resolution #2019-05 - Unit Turn Services

This resolution requests authorization for the Interim CEO to award multiple contracts for unit turn services to Upstate MultiService (Bernard Pitts) in an amount up to \$60,000.00 and Global Worx Services, LLC in an amount up to \$60,000.00. Both contracts will be awarded for a one year period with up to a three additional one year contract periods available. These contracts will not exceed \$120,000.00 per year combined.

Questions raised by the board were addressed. Commissioner White made a motion to approve Resolution 2019-05. The motion was seconded by Commissioner Thomas and was unanimously carried.

RESOLUTION NO. 2019-05
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
February 26, 2019

B. Resolution #2019-06 - Victoria Gardens LIHTC Application

This previously tabled and now corrected resolution requests authorization for the Interim CEO to enter into a development fee agreement in an amount projected to be \$664,483, and an option for ground lease for Victoria Gardens.

Questions raised by the board were addressed. Vice Chair Fairey made a motion to approve Resolution 2019-06 with the corrections presented to the board. The motion was seconded by Commissioner Settle and was unanimously carried.

RESOLUTION NO. 2019-06
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
February 26, 2019



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C. Resolution #2019-07 - Archibald Towers LIHTC Application

This previously tabled and now corrected resolution requests authorization for the Interim CEO to enter into a development fee agreement in an amount projected to be \$653,822, an option to ground lease the real property at Archibald Rutledge, and commit 78 RAD project-based vouchers to the project at rents established by the U.S. Department of Housing and Urban Development under the RAD Program.

Questions raised by the board were addressed. Commissioner White made a motion to approve Resolution 2019-07 with the corrections presented to the board. The motion was seconded by Commissioner Settle and was unanimously carried.

RESOLUTION NO. 2019-07
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
February 26, 2019

D. Resolution #2019-08 - Security Services for JC Bull Apartments

This resolution requests authorization for the Interim CEO to enter into a memorandum of understanding with the City of Spartanburg Police Department for police officers to provide limited security services to JC Bull Apartments.

Questions raised by the board were addressed. Commissioner Poliakoff made a motion to approve Resolution 2019-08. The motion was seconded by Brenda Thomas and was unanimously carried.

RESOLUTION NO. 2019-08
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
February 26, 2019

E. Resolution #2019-09 - SAHC Victoria Gardens LLC

This resolution requests authorization for the Interim CEO to organize the entity necessary to conduct the business of Victoria Gardens Apartments LLC on behalf of the Spartanburg Area Housing Corporation.

Questions raised by the board were addressed. Brenda Thomas made a motion to approve Resolution 2019-09. The motion was seconded by Vice Chair Fairey and was unanimously carried.



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RESOLUTION NO. 2019-09
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
February 26, 2019

F. Resolution #2019-10 - SAHC Archibald Towers LLC

This resolution requests authorization for the Interim CEO to organize the entity necessary to conduct the business of Archibald Towers LLC on behalf of the Spartanburg Area Housing Corporation.

Questions raised by the board were addressed. Commissioner White made a motion to approve Resolution 2019-10. The motion was seconded by Vice Chair Fairey and was unanimously carried.

RESOLUTION NO. 2019-10
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
February 26, 2019

G. Resolution #2019-11 - Country Gardens I & II Funding

This resolution request authorization for the Interim CEO to indicate Prudential Global Investment Management (PGIM) Real Estate Finance is a permanent financing source for Country Gardens I and II.

Questions raised by the board were addressed. Commissioner Settle made a motion to approve Resolution 2019-11. The motion was seconded Vice Chair Fairey and was unanimously carried.

RESOLUTION NO. 2019-11
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
February 26, 2019

IX. Monthly Reports

1. Interim CEO Reginal Barner requested that in the interest of time the SHA program dashboard reports be accepted as presented in writing for the board's information and no formal presentations be made. Questions and comments raised by the board were addressed.

Commissioner Settle made a motion to modify the agenda to skip the oral presentations of the SHA program dashboard reports of the Asset Management report, the Capital Fund and



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Development report, the Housing Choice Voucher Program report, and the Community and Supportive Services report as noted in the agenda, and to accept them as information as presented in writing to the board members. The motion was seconded by Vice Chair Fairey and was unanimously carried.

2. The finance report was presented and reviewed by Jose Calicdan. Questions and comments raised by the board were addressed.

X. Other Business

None.

XI. Open Discussion

None.

XII. Executive Session

Commissioner White made a motion for the board to enter executive session at 5:33 P.M. to discuss proposed contractual relationships. The motion was seconded by Commissioner Thomas and unanimously carried.

Chair Myers made a motion to end executive session at 5:56 P.M. The motion was seconded by Commissioner White.

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

Commissioner Settle made a motion wherein the Interim CEO was authorized to explore purchase options for 274 Collins Avenue. The motion was seconded by Commissioner Poliakoff and unanimously carried.

XIII. Adjournment

Commissioner White made a motion to adjourn the meeting. The motion was seconded by Commissioner Poliakoff and was unanimously carried. Meeting adjourned at 6:03 P.M.

Respectfully Submitted,
The Housing Authority of the City of Spartanburg



Interim CEO

Monthly Report (verbal)

Reginal Barner

**Board of Commissioners Meeting
Tuesday, March 26, 2019**



**Finance Report
(no formal presentation)**

**Board of Commissioners Meeting
Tuesday, March 26, 2019**

SPARTANBURG HOUSING AUTHORITY													
Cash Flow													
February 28, 2019													
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	964,177	964,177								4,411,366
Section 8 Admin Subsidy	99,023	102,389	102,789	102,389	109,070								515,660
Mod Rehab HAP	4,233	122,059	116,720	116,720	116,720								476,452
Mod Rehab Admin	12,162	16,670	14,416	14,416	14,416								72,080
Public Housing Subsidy	160,918	160,918	180,301	153,756	153,756								809,648
Tax Credit Properties Subsidy	33,804	33,804	37,874	31,761	31,761								169,003
TBRA-HCV	5,094	3,731	8,557	6,232	11,156								34,770
SLHC PBV Subsidy	1,469	1,238	0	0	0								2,707
SC State Grant for JCB	40,723	39,554	40,038	40,815	41,235								202,365
1) HUD & State Subsidy	1,310,859	1,059,199	1,451,437	1,430,265	1,442,291	-	-	-	-	-	-	-	6,694,050
ROSS	25,462	43,284	33,151	5,925	4,009								111,829
Youthbuild - 022-yb -NEW GRANT	10,554	12,103	12,394	13,413	13,443								61,906
CFP and RHF	53,153	18,652	22,181	56,867	11,139								161,992
2) Other Grant Revenue	89,168	74,038	67,726	76,205	28,590	-	-	-	-	-	-	-	335,728
Public Housing Rents	95,431	98,776	99,418	98,317	96,580								488,522
JC Bull Rents	26,680	25,799	26,311	26,830	26,708								132,328
SLHC Rents	164	(22)	(125)	0	-								17
3) Rent Revenue	122,275	124,552	125,604	125,147	123,288	-	-	-	-	-	-	-	620,866
4) Misc Receipts	97,686	14,897	10,732	13,353	15,311								151,980
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	1,644,971	1,609,480	-	-	-	-	-	-	-	8,052,624
1) HUD subsidy for Section 8 is based on the prior year actual costs. Public Housing Subsidy is a formula based calculation using rents, three year rolling based utility costs calculation, and other add-ons for audit, PILOT, IT, etc. This is also done annually and there will be a change in January. The SC State subsidy is for JC Bull and it is submitted monthly based on units leased. The TBRA is a grant and the funds have to be requested as needed.													
2) Other grant revenue includes Capital fund subsidies and grant revenue for the Resident Self Sufficiency and Youthbuild programs.													
3) Rent revenue consists of the tenant paid rents for the various public housing units managed by the Authority.													
4) Misc revenue includes payments for court costs, resident work orders for maintenance and repair as well as, Section 8 repayment agreements, Public Housing bad debt recovery, laundry facility rebates, tower rental, proceeds from the sale of homes, and any other miscellaneous income. 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.													

[illegible]

SPARTANBURG HOUSING AUTHORITY
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS

Actual to Budget Variance Comparison
For five (5) months ending February 2019

	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 Public Housing											
Total Revenue	\$ 261,132	\$ 263,125	\$ (1,993)	-1%	\$ 1,375,244	\$ 1,315,625	\$ 59,619	5%	3,157,458	43.6%	41.7%
Total Operating Expenses	234,231	264,385	(30,154)	-11%	1,186,828	1,340,407	(153,579)	-11%	3,181,812	37.3%	41.7%
Reserve transfer out (in)	-	(5,272)				(26,360)			(63,264)		
↑ Net Operating Income	\$ 26,901	\$ 4,012	\$ 22,889	571%	\$ 188,416	\$ 1,578	\$ 186,838	11839%	38,910		
*Operating expenses under budget. No concerns at this time.											
2 HCV Program - HAP only											
Total Revenue	\$ 965,457	\$ 970,776	\$ (5,319)	-1%	\$ 4,426,441	\$ 4,853,880	\$ (427,439)	-9%	11,649,310	38.0%	41.7%
Total Expenses	\$ 920,758	\$ 969,859	(49,101)	-5%	\$ 4,587,538	\$ 4,849,295	(261,757)	-5%	11,638,310	39.4%	41.7%
← Net Operating Income (loss)	\$ 44,699	\$ 917	\$ 43,782	4774%	\$ (161,097)	\$ 4,585	\$ (165,682)	-3614%	11,000		
*Staff continues to monitor the HAP program utilizing the two year tool provided by HUD. The program is wholly funded by HUD based on the actual HAP disbursements. It is a dollar for dollar reimbursements.											
3 HCV Program - Admin only											
Total Revenue	\$ 110,350	\$ 91,406	\$ 18,944	21%	\$ 530,735	\$ 457,030	\$ 73,705	16%	1,096,862	48.4%	41.7%
Total Expenses	\$ 88,582	\$ 100,242	(11,660)	-12%	\$ 449,770	\$ 503,210	(53,440)	-11%	1,202,904	37.4%	41.7%
Reserve transfer out (in)	\$ -	\$ (8,837)			\$ -	\$ (44,184)			(106,042)		
← Net Operating Income (loss)	\$ 21,768	\$ 35,348	\$ (13,581)	-38%	\$ 80,965	\$ (1,996)	\$ 82,961	-4157%	-		
*PHA's received notice that HCV Admin will be funded at a 76% proration for CY2018. Admin program was budgeted conservatively at zero income or break even by using the reserve of \$106K to offset the expenses due to HUD unpredictable allocation by using a lower pro-ration rate at 70%. As of February, 2019 -SHA shows a net income of \$81K due to HUD increased in pro-ration rate at 80%.											
4 Mod Rehab Program - HAP only											
Total Revenue	117,000	103,469	\$ 13,531	13%	609,631	517,345	\$ 92,286	18%	1,241,625	49.1%	41.7%
Total Expenses	106,872	103,468	3,404	3%	532,843	517,340	15,503	3%	1,241,625	42.9%	41.7%
↑ Net Operating Income	\$ 10,128	\$ 1	\$ 10,127		\$ 76,788	\$ 5	\$ 76,783		0		
* HUD is funding the program at the budget level. Annual cash settlements report is submitted to HUD. As of February 2019, SHA received \$76K as excess disbursements due to voucher underutilization.											
5 Mod Rehab Program - Admin only											
Total Revenue	\$ 14,416	\$ 13,570	\$ 846	6%	\$ 72,080	\$ 67,850	\$ 4,230	6%	162,841	44.3%	41.7%
Total Expenses	8,657	8,534	123	1%	40,510	42,670	(2,160)	-5%	102,411	39.6%	41.7%
↑ Net Operating Income (loss)	\$ 5,759	\$ 5,036	\$ 723	14%	\$ 31,570	\$ 25,180	\$ 6,390	25%	60,430		
*Calculated as percentage allocation of HCV Admin budget. Operating with no concerns.											
6 COCC Program Only											
Total Revenue	\$ 88,061	\$ 121,422	\$ (33,361)	-27%	\$ 441,179	\$ 607,110	\$ (165,931)	-27%	1,501,617	29.4%	41.7%
Total Expenses	\$ 142,860	\$ 163,297	\$ (20,437)	-13%	\$ 596,959	\$ 725,329	\$ (128,370)	-18%	1,718,752	34.7%	41.7%
Reserve transfer out (in)	\$ -	\$ (18,333)			\$ -	\$ (91,667)			(220,000)	0.0%	
← Net Operating Income	\$ (54,799)	\$ (23,542)	\$ (31,257)	133%	\$ (155,781)	\$ (26,552)	\$ (129,228)	487%	2,865		
*Some of the annualized revenue is received in March, this will make the revenue report low until the revision.											
7 JC BULLS (100 units)											
Total Revenue	\$ 68,182	\$ 67,811	\$ 371	1%	\$ 342,274	\$ 339,055	\$ 3,219	1%	813,728	42.1%	41.7%
Total Operating Expenses	\$ 38,360	\$ 59,093	\$ (20,734)	-35%	\$ 229,976	\$ 297,810	\$ (67,834)	-23%	711,437	32.3%	41.7%
↑ Net Operating Income	\$ 29,823	\$ 8,718	\$ 21,105	242%	\$ 112,297	\$ 41,245	\$ 71,052	172%	102,291		
*Operating expenses under budget. No concerns at this time.											
8 OVERALL RESULTS											
Net Operating Income					\$ 173,159	\$ 44,045	\$ 129,114	293.14%			

SPARTANBURG HOUSING AUTHORITY													
Section 8 Reserved & Restricted Cash Flow													
February 28, 2019													
INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8 HAP Subsidy	953,434	578,836	950,742	964,177	964,177								4,411,366
Inter fund settlement //HAP acct	-	-	-	-	-								-
Section 8 Admin Subsidy	99,023	102,389	102,789	102,389	109,070								515,660
Section 8 Port-In Admin Fees													-
Mod Rehab HAP	4,233	122,059	116,720	116,720	116,720								476,452
Mod Rehab Admin	12,162	16,670	14,416	14,416	14,416								72,080
FSS Forfeitures income													-
TBRA-HCV	5,094	3,731	8,557	6,232	11,156								34,770
HCV Recovery/Interest/Refunds	8,779	7,416	11,322	24,636	13,996								66,148
HUD Subsidy	1,082,725	831,101	1,204,546	1,228,569	1,229,535	-	-	-	-	-	-	-	5,576,476
OUTFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8:													
Housing Assistance	920,003	915,639	924,339	906,799	920,758								4,587,538
Mod Rehab Vouchers	106,858	100,594	109,693	110,084	106,872								534,101
Sec 8 Admin Expenses	76,831	89,117	88,595	106,353	88,582								449,478
Mod Rehab Admin	6,311	7,737	7,838	9,968	8,657								40,510
TBRA - Vouchers	4,631	3,392	7,779	5,665	10,142								31,609
Total Payments	1,114,634	1,116,478	1,138,244	1,138,869	1,135,011	0	0	0	0	0	0	0	5,643,236
Net Inflow (Outflow)	(31,909)	(285,377)	66,302	89,700	94,524	0	0	0	0	0	0	0	(66,760)
Reserve Account INFLOW(OUTFLOW)													
Net Section 8 HAP	42,210	(329,387)	37,725	82,014	57,415	-	-	-	-	-	-	-	
Net Mod Rehab HAP	(102,625)	21,465	7,027	6,636	9,848	-	-	-	-	-	-	-	
Section 8 Admin	22,192	13,272	14,194	(3,964)	20,488	-	-	-	-	-	-	-	
Mod Rehab Admin	5,851	8,933	6,578	4,448	5,759	-	-	-	-	-	-	-	
	(32,372)	(285,716)	65,525	89,134	93,510	-	-	-	-	-	-	-	
Reserve Bank Accounts													
Section 8 and Mod Rehab disbursement	444,252	304,570	366,345	447,780	519,960								
Sec 8 HAP -NRA	468,656	220,377	221,825	224,114	226,764								
Sec 8 - Operations -UNA	177,788	177,788	177,788	177,788	177,788								
Mod Rehab -ADMIN	92,399	92,399	92,399	92,399	92,399								
	1,183,095	795,134	858,357	942,081	1,016,911	0	0	0	0	0	0	0	

BOARD PRESENTATION:

Summary of February 2019 Financial Results of SHA Core Programs.

The February cash flow shows net inflows of \$1,609M versus the total outflows of \$1,432M, thus resulting to the net cash inflow of \$177k.

Revenue Highlights:

1. For PH program, the YTD revenue has exceeded the budget by about \$59K primarily related to the increase in the operating subsidy.

The YTD operating expenses incurred was below budget at 37.3% as compared to 41.7% or \$153K lower, thus resulting to net income of \$188K.

2. Section 8 HAP program, shows a net loss of \$161K as of February, 2019 due to higher HAP expenses. The cash shortfall was offset by the cash reserve. As of February, 2019 –the YTD cash reserve balance is \$305K.
3. Section 8 ADMIN program – As of Feb, 2019 – SHA shows a net income of \$81K due to HUD increased in pro-ratio rate at 80%.

4. MOD REHAB program – As of Feb, 2019 –SHA received \$76K as HUD excess disbursements due to voucher underutilization.
5. COCC – the YTD revenue is still under budget at 29.4% as compared to 41.7% or \$166K short. The revenue shortfall is a timing difference as SHA is expecting to receive a cash distribution from the tax credit properties in March for roughly \$200K.

The YTD operating expenses incurred was lower by \$128K as compared to budget, thus reduced or lessen the net loss by \$38K.

6. JC BULL – 100 UNITS – The YTD revenue realized is aligned with the budget as well the YTD operating expenses incurred. The operation is within the budget. No concerns at this time.

Overall results:

The YTD net income for core programs as of February 2019 is \$173K as compared to budget of \$44K.



Monthly Reports: Programs Dashboard

**Board of Commissioners Meeting
Tuesday, March 26, 2019**



March 26, 2019

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT—FEBRUARY 2019

CONTACT PERSON:

Jessica Holcomb
Deputy Director
864-598-6023

OCCUPANCY

As part of HUD's Public Housing Utilization Project, as of February 28, 2019, Asset Management ended the month at 85.30% 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 95.13% overall occupancy. Total Vacant Units excluding Scattered Sites is 21 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%	84.84%	94.66%	97.5%

TENANT ACCOUNTS RECEIVABLE REPORTS:

The Tenant Accounts Receivable Collection rate for SHA managed developments was 90.96% for all public housing properties and 103.62% 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.

HUD GOAL	SHA PH Actual	SHA MF and Market Actual
98.5%	90.96%	103.62%

Asset Management Monthly Report

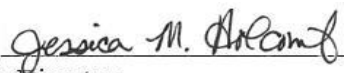
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TENANT CHARGE ANALYSIS REPORT FOR FEBRUARY 2019									
Property					AGED TENANT ACCOUNTS RECEIVABLES			YTD ACTUAL NOI	OCCUPANCY
	CHARGED	UNPAID	TARS	PREPAYS	ACTIVE	INACTIVE	TOTAL		
Camp Croft	\$ 21,815.38	3,754.82	85.99%	905.14	\$ 2,849.68	207.33	\$3,057.01	\$20,696.00	90.63%
Archibald Village	13,024.00	4.50	106.59%	432.28	\$ (427.78)	(431.00)	\$(858.78)	\$34,925.00	98.00%
Archibald Rutledge	36,203.19	1,984.98	93.52%	1608.24	\$ 376.74	1,970.00	\$2,346.74	\$51,659.00	98.67%
Scattered Sites	2,648.00	-	107.52%	198.00	\$ (198.00)	(1.00)	\$(199.00)	\$6,484.00	31.25%
Prince Hall	13,419.79	2,988.05	104.00%	3779.41	\$ (791.36)	254.71	\$(536.65)	\$52,664.00	99.00%
Victoria Gardens	15,329.42	3,469.37	76.89%	1136.56	\$ 2,332.81	1,209.20	\$3,542.01	\$25,083.00	96.25%
Cambridge Place/Brawley	2,964.00	-	62.20%	136.75	\$ (136.75)	1,257.00	\$1,120.25	\$(294.00)	83.33%
PH TOTAL	105,403.78	12,201.72	90.96%	8,196.38	4,005.34	4,466.24	\$8,471.58	\$191,217.00	85.30%
Page Lake	3,349.00	-	113.47%	451.00	\$ (451.00)	-	\$(451.00)	\$4,962.00	100.00%
JC Bull	27,263.45	33.45	100.17%	79.00	\$ (45.55)	-	\$(45.55)	\$112,297.00	96.00%
Liberty	2,352.00	10.00	100.85%	30.00	\$ (20.00)	-	\$(20.00)	\$5,750.00	100.00%
Appian	228.00	-	100.00%	0.00	\$ -	-	\$0.00	\$(13,973.00)	100.00%
Total	\$ 33,192.45	43.45	103.62%	\$60.00	(516.55)	-	\$(516.55)	\$109,036.00	99.00%

MILESTONES, ETC.:

On February 22, 2019, the Deputy Director of Asset Management and Business Manager scheduled one-on-one meetings with Prince Hall residents who were eligible for employment and unemployed. More than 100 appointments were scheduled and 52 residents attended the meeting. Of the attendees, more than half stated they were in need for a GED with the average educational level of the 10th grade. This will be an ongoing taskforce with the help of the Upstate Workforce Investment Board, Adult Learning Center and United Way of the Piedmont.

Respectfully Submitted, 
 Jessica Holcomb, Deputy Director
 Spartanburg Housing Authority

CAPITAL FUND TABLE

REPLACEMENT HOUSING FACTOR FUNDS CAPITAL FUND February 2019

Replacement Housing Factor		Grant No. SC16R003502-15			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$218,757	4/12/2020*	4/12/2022	\$58,080.34	\$58,080.34	\$160,676.66
Replacement Housing Factor		Grant No. SC16R003502-16			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$225,533	4/12/2021*	4/12/2023			\$225,533
Replacement Housing Factor		Grant No. SC16R003502-17			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$162,926	8/15/2019	8/15/2021			\$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	\$875,937.87	\$413,704.13
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	\$194,631.85	\$194,631.85	\$731,815.15
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

- HUD Columbia Field office required two minor changes to the Capital Fund Emergency Grant

DEVELOPMENT

COMPLIANCE/REGULATORY

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

OUTLIERS

- SHA experiences challenges in attracting interested and qualified vendors

MILESTONES

- The completion of the roof construction and framing at JC Bull
- The start of reconstruction at the burned unit on Brawley Street

SHA staff held meetings with the residents at Archibald Hi-Rise and Victoria Gardens to provide updates on RAD and the LIHTC application that was submitted on March 8. I attended the National Development Council (NDC) HD420 Rental Housing Development Finance training on February 4-8. I also participated in the Quadel Consulting and Training of the Essential RAD Overview on February 27 and 28. RECAP Real Estate Advisors and SHA staff continue to have productive bi-weekly calls.

HOUSING CHOICE VOUCHER PROGRAM- February 2019

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 %
89.9%	95.6 %	89.9%	95.6%

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

HCV	PBV	RAD
90%	98%	93%

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

Norris Ridge	Morningside
97%	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. The prospective owner for Morningside Apartment has been approved the closing will take place in the month of March. They have decided to keep the Mod Rehab Contract. Norris Ridge Apartments has also entered into purchase and sale agreement.
- The SHA7 properties continue to struggle with leasing. There has been a change in management. SHA will be meeting with the property to address this issue.
- The TBRA Program for veterans has sixteen (16) participants.
- The TBRA2 Program will begin accepting applications for working families on March 1, 2019.

MILESTONES

- Housing Choice Voucher Program issued one eighty-nine (89) vouchers, one hundred sixty-four (164) searching and sixteen (16) vouchers expired.

Program	Units Allocated	Units Leased	Unused
HCV	1760	1573	187
PBV	232	230	2
RAD	338	317	21
MOD	226	218	8
Totals	2556	2338	218

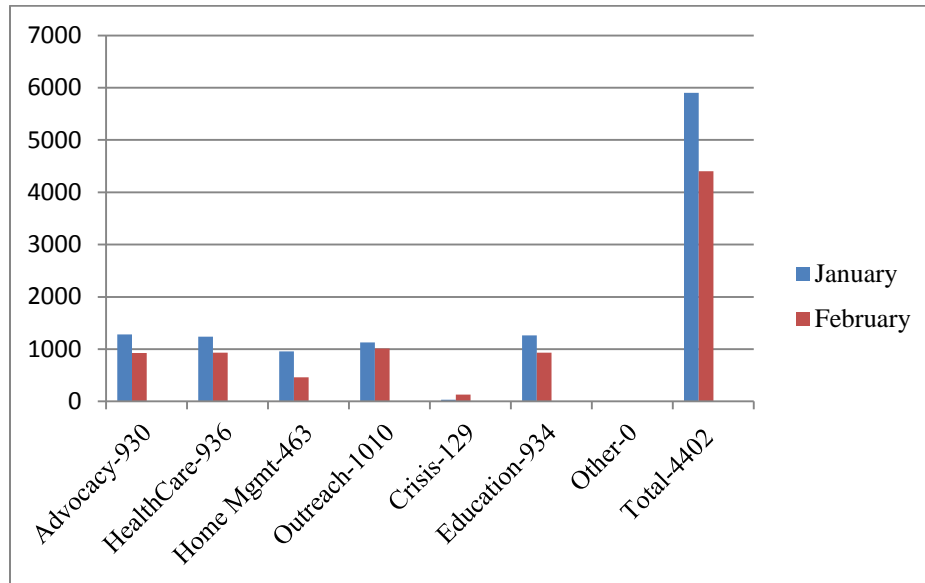
COMMUNITY AND SUPPORTIVE SERVICES-February 2019

- MFSC179397 awaiting reallocations of \$17,350.83 from 2018 grant funds and grant renewal status-Due to reassignment of Grant Specialist reallocations and grant renewal has been delayed.
- SHA and United Way of the Piedmont collaborate to fill ROSS Grant Service Coordinator position after identifying a shared need for intensive service coordination and case management to support individuals and families in Public Housing.
- Family Self-Sufficiency (FSS) Program will begin informational sessions and participant enrollment in April after graduating several participants from the program within the last 60 days. New participant goal will be 75 or more FSS participants for CY 2019.
- Elderly and/or Disabled residents met with CEO regarding accessibility of SHA buses.
- Business Manager completed Racial Equity Institute (REI) Phase 1 Training.
- Business Manager completed Love Notes training with Mary Black Foundation and Middle Tyger Community Center for Community Support for Young Parents (CSYP). Training completed to fulfill responsibility of Memorandum of Understanding (MOU) between SHA and Middle Tyger Community Center.
- Americorp member service has been discontinued for this year due to unforeseen circumstances as of December 31, 2018. SHA received a reimbursement of \$800.00 from United Way of the Piedmont per the agreement.
- Business Manager completed session one of SPARTA Transit Steering Committee
- Collaborative Work with City of Spartanburg and United Way of the Piedmont with ForEveryoneHome: City Solutions for Housing Equity application
- Business Manager attended RAD Essentials with Senior Staff to gain understanding of how RAD transitions will affect resident centered grant funded programs.

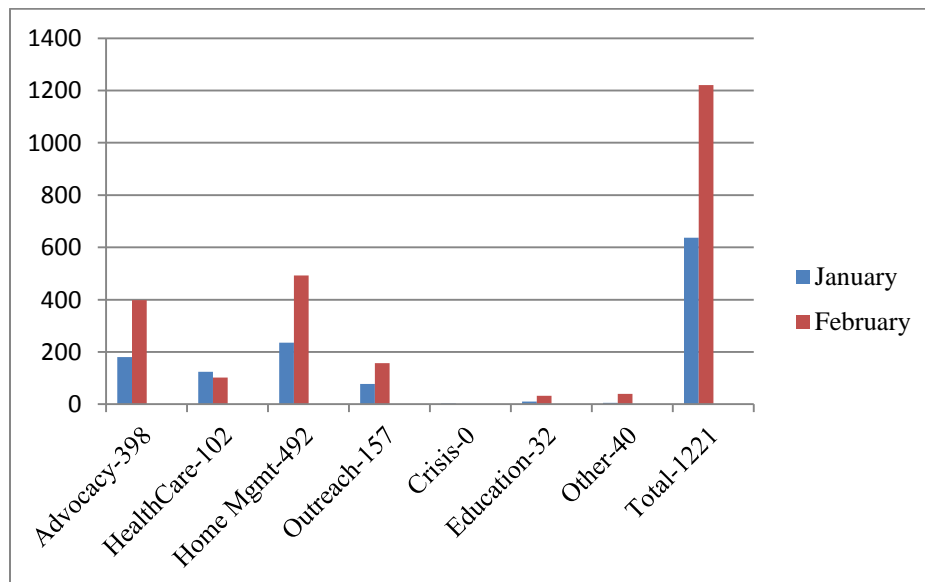
Grant #	Grant Name	Closing Date	Remaining Balance	Notes
YB-28112-16-60-A-45	YouthBuild	4/30/2019	\$101,721	Two staff members positions will phase out
MFSC179397	MultiFamily	12/31/2018	\$17,350.83	Awaiting Reallocation for closeout; tentative renewal April 2019
SC003RPS11A015	ROSS	3/24/2020	\$134,486.68	Position Vacant
FSS18SC2129	FSS	2/18/2020	\$62,637.00	Project Period began 2/18/2019

MILESTONES

EDSC ELDERLY AND DISABLED PROGRAM # of Services for 2019 (February) **Archibald High Rise, Archibald Village, Camp Croft Courts,** **Victoria Gardens, Prince Hall**



MFSC ELDERLY AND DISABLED PROGRAM # of Services for 2019 (February) **JC Bull and Cedar Springs**



HCV/PH HOUSING FSS PROGRAM (February)
(Grant Period is 1/1/19 to 12/31/19)

