



## **AGENDA AND NOTICE**

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**Board of Commissioners Meeting  
Tuesday, April 23, 2019**



**Spartanburg Housing Authority  
Regular Board Meeting  
Tuesday, April 23, 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. Tuesday, April 23, 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. Special Board Meeting, March 19, 2019
  - B. Regular Board Meeting, March 26, 2019
- V. Commission Comments**
- VI. Public/Staff Comments**
- VII. Recognition**
  - A. YouthBuild Staff Recognition (Natalie Smith-Wells)
- VIII. Information Item**
  - A. Draft Annual and Five Year Plan presentation to Commissioners (Sr. Staff)
  - B. The Housing Authority of the City of Spartanburg 80<sup>th</sup> Anniversary Celebration (Jessica Holcomb)
- IX. Action Items and Resolutions**
  - A. Resolution #2019-12 - Second Quarter FY 2019 Bad Debt Write-Offs
  - B. Resolution #2019-13 - Authorization to Down Payment Assistance

- C. Resolution #2019-14 - Moving to Work (MTW)
- D. Resolution #2019-15 - Adjustment to the 2019 HCV Payment Standards
- E. Resolution #2019-16 - SFSP Summer Food Service Program

**X. Monthly Reports**

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

**XI. Other Business**

**XII. Open Discussion**

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

**XIII. Adjournment**



**Approval of Minutes –  
Special Board Meeting  
March 19, 2019**

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**Board of Commissioners Meeting  
Tuesday, April 23, 2019**



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**MINUTES OF THE SPECIAL MEETING OF THE COMMISSIONERS  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
SPARTANBURG, SOUTH CAROLINA  
March 19, 2019**

**MEETING CALLED TO ORDER:** The meeting was held in the Board Room of the Mary Black Foundation, located at 349 E Main St., Suite 100, Spartanburg, SC 29302.

Chairman Myers called the meeting to order at 1:30 P.M.

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

**GUESTS:** Molly Talbot-Metz, Heather Witt, and Sharon Klump

**EXECUTIVE SESSION**

A motion was made by Commissioner White to enter Executive Session pursuant to discuss incident to proposed contractual relationship, SC Code Section 30-4-70(a)(2) of the South Carolina Code of Laws and personnel matter pursuant to Section 30-4-70 (1) 1 of the South Carolina Code of Laws. The motion was seconded by Commissioner Poliakoff. The motion was unanimously approved.

Executive session was entered into at 1:35 P.M.

Executive session ended at 4:25 P.M. A motion to end Executive session was made by Commissioner White. The motion was seconded by Commissioner Poliakoff. The motion was unanimously approved.

No decisions were made or actions taken during Executive Session.

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

Meeting adjourned at 4:26 P.M.

Respectfully submitted,  
The Housing Authority of the City of Spartanburg



2271 S. PINE STREET, SPARTANBURG, SC 29302  
PHONE: 864.598.6000 FAX: 864-598-6155  
INFO@SHASC.ORG





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

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**Board of Commissioners Meeting  
Tuesday, April 23, 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  
March 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 4:06 P.M.

**I. Moment Of Silence:** Observed.

**II. Roll Call:** Matthew Myers, Andy Poliakoff, Brenda Thomas, and Chuck White,

**\*Commissioner Settle joined the meeting by phone at 4:22 P.M.**

**III. Guests:** Bill Barnet and Tammy Hoy Hawkins from Northside Development Group, Martin Livingston from the City of Spartanburg, and Robinson Villa from NHE, Inc.

**IV. Approval of Agenda:** Chairman Myers made a motion to amend the agenda to move the Executive Session to begin after Public/Staff Comments. Commissioner White made a motion to approve the agenda as amended. The motion was seconded by Commissioner Poliakoff and unanimously carried.

**V. Approval of Minutes:**

A motion to accept the minutes of the regular board meeting from February 26, 2019 as presented was made by Commissioner Thomas. The motion was seconded by Commissioner White and unanimously carried.

**VI. Commission Comments**

None.

**VII. Public/Staff Comments**

Public comments: None

Staff comments: Natalie Smith-Wells thanked Commissioners and Staff for their participation and attendance at the FSS Graduation held on March 14, 2019.



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Natalie noted that the event was very successful and she received a lot of positive feedback.

**XII. Executive Session**

Commissioner Myers made a motion to enter Executive Session at 4:10 P.M. to discuss proposed contractual relationships, SC Code Section 30-4-70(a)(2) of the South Carolina Code of Laws. The motion was seconded by Commissioner White and unanimously carried.

Commissioner White made a motion to end Executive Session at 5:36 P.M. The motion was seconded by Commissioner Poliakoff.

No decisions were made or actions taken during Executive Session.

**IX. Monthly Reports**

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.

**X. Other Business**

None.

**XI. Open Discussion**

None.

**XIII. Adjournment**

Commissioner Thomas made a motion to adjourn the meeting. The motion was seconded by Commissioner White and was unanimously carried. Meeting adjourned at 6:02 P.M.

Respectfully Submitted,  
The Housing Authority of the City of Spartanburg





## **Recognition Item:**

**YouthBuild Staff**

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**Board of Commissioners Meeting**

**Tuesday, April 23, 2019**



April 23, 2019

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

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**YouthBuild Staff Recognition**

**CONTACT PERSON:**

Natalie L. Smith  
Business Manager  
864-598-6008

**Purpose:**

This document has been prepared to inform the board of the closeout of the YB-28112-16-60-A-45 YouthBuild Grant. Several staff members have been instrumental to the success of the grant therefore, the Resident Services Department would like to recognize the contributions of Selena Smith, Employment Specialist, Dickie L. Adams, Case Manager, Tyrone Meadows, Construction Supervisor/NCCER Instructor and Joseph Jackson, NCCER Instructor.

**Highlights**

**Key Points of Observation made regarding NCCER Certification Training Evaluation:**

Evaluator was impressed with the work that was able to be done with trainees after entering the program in the middle of the operational cycle.

SHAYB has excellent classroom and shop space

SHAYB trainee files contain the necessary paperwork for certification and are well organized

SHAYB has the necessary tools, equipment and safety features for certification training

SHAYB has the necessary written prohibition policies and laws/regulations posted

**Observations made by Habitat for Humanity Spartanburg:**

“It has been so uplifting to see the YB students continue to work at the Habitat build site, even after completing their GED’s and Construction Certificated. It seems that the 634 Fulton Avenue project has gone very well and we appreciate the strong support of the Housing Authority and the Construction Supervisors. It seems to me that the students are getting the best learning opportunities yet on this home”.-Executive Director

Completed YouthBuild Homes: 581 Vernon Street, 589 Vernon Street and 634  
Fulton Street







Mr. Dickie Adams gave oversight for file and case management for students. Adams served as lead staff in YouthBuild workshops while maintaining relationships with outside supports, including probation and parole officers, other case managers, and support providers to ensure continuity of support.



Mr. Tyrone Meadows, certified NCCER instructor, provided classroom, lab and onsite instruction to all YouthBuild students in the program. Meadows also introduced landscaping to students as a part of their work experience.



Mr. Joseph Jackson, certified NCCER instructor, provided classroom support for YouthBuild students with emphasis on Construction Math and Construction Drawings.



Ms. Selena Smith provided core workforce development services, workshops, individual appointments, and classroom presentations to YouthBuild students. Smith facilitated ongoing development and implementation of job readiness classes and other courses in career development within the YouthBuild program.





## **Information Item**

**Draft Annual and Five Year Plan  
presentation to Commissioners –  
Sr. Staff**

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**Board of Commissioners Meeting  
Tuesday, April 23, 2019**





# **2020 Annual and Five Year Plan Presentation**

**2271 S. Pine Street • Spartanburg, SC 29302**



# **CALL MEETING TO ORDER**

## **I. Roll Call**

## **II. Lunch**

## **III. Annual and Five Year Plan**

I. Introduction: Reggie Barner

II. Definition: Jessica M. Holcomb

III. Timeline: Jessica M. Holcomb

IV. Review of Format: **Departmental Presentations**

V. Finance: Joe Calicdan

VI. Capital Funds: Joseph Jackson

VII. Development: Joseph Jackson

VIII. Public Housing: Jessica M. Holcomb

IX. HCV: Tiffany Askew

X. Resident Services: Natalie Smith-Wells

XI. Initiatives: Reggie Barner

## **IV. RAB Recommendations and Comments**

## **V. Adjournment**

# Agenda

# What is the PHA Plan?

- ▶ The PHA Plan is a comprehensive guide to public housing agency (PHA) policies, programs, operations, and strategies for meeting local housing needs and goals. There are two parts to the PHA Plan: the 5-Year Plan, which may be submitted and updated annually or once every 5th PHA fiscal year, and the Annual Plan, which is submitted to HUD every year.

# Background

- ▶ The PHA Plan process was established by section 5A of the United States Housing Act of 1937 (42 U.S.C. 1437 et seq.). Section 5A(b) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c-1(b)) was amended by the 2008 Housing and Economic Recovery Act (HERA), Sections 2701 and 2702, Small Public Housing Authorities Paperwork Reduction Act.

# Timeline

## Schedule for Annual and 5-Year Plan

Date	Day	Time	Item
2/11/2019	Monday	11:00 AM	Begin preparation for developing Annual and Five Year Plan
3/19/2019	Tuesday	11:00 AM	Check-In Meeting for Draft Progress
4/2/2019	Tuesday	11:00 AM	Complete Annual and Five Year Plan and Powerpoint
4/16/2019	Tuesday	12:00 PM	Lunch Meeting with Resident Advisory Board (Panera Bread)
4/23/2019	Tuesday	8:30 AM	Present to All Staff
4/23/2019	Tuesday	4:00 PM	Develop DRAFT and have discussion with Commissioners at Board Meeting
4/30/2019	Tuesday	11:00 AM	Finalize Annual and 5-Year Plan
5/1/2019	Wednesday	11:00 AM	Run Public Notice in paper 45 days in advance of Public Hearing
6/14/2019	Friday	4:00 PM	Public Hearing
6/17/2019	Monday	11:00 AM	Incorporate comments from Public Hearing
6/21/2019	Thursday	12:00 Noon	Board package is distributed to SHA Board of Commissioners
6/25/2019	Tuesday	4:00 PM	Obtain SHA Board of Commissioner's Approval and necessary signatures
6/25/2019	Tuesday	4:00 PM	Approval of Annual and 5-Year Plan, ACOP, and Admin Plan by Board of Commissioners
7/18/2019	Thursday	12:00 Midnight	HUD Deadline for submission

# Review of Document Format: Current

## Part A – PHA Information

### A1 – Demographics

- Standard PHA
- PHA Plan Fiscal Year – 10/2019
- Public Housing Units – 638
- Housing Choice Vouchers (HCVs) – 2,330
- Total Combined Units – 2,968
- PHA Plan Type – Annual Submission

A.	PHA Information.																				
A.1	<p>PHA Name: <u>The City of Spartanburg Housing Authority</u> PHA Code: <u>SC003</u></p> <p>Authority _____</p> <p>PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>10/2017</u></p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units <u>721</u> Number of Housing Choice Vouchers (HCVs) <u>1,952</u> Total Combined Units/Vouchers <u>2,516</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th><th rowspan="2">PHA Code</th><th rowspan="2">Program(s) in the Consortia</th><th rowspan="2">Program(s) not in the Consortia</th><th colspan="2">No. of Units in Each Program</th></tr> <tr> <th>PH</th><th>HCV</th></tr> </thead> <tbody> <tr> <td>Lead PHA:</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:											
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# Review of Document Format: New

## Part B – Annual Plan Elements

- B1 – Revision of PHA Plan Elements

- B2 – New Activities

- B3 – Civil Rights Certification

<b>B</b>	<b>Annual Plan Elements</b>																																										
<b>B</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <table border="0"> <tr> <td>Y</td> <td>N</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Statement of Housing Needs and Strategy for Addressing Housing Needs</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Financial Resources.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Rent Determination.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Operation and Management.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Grievance Procedures.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Homeownership Programs.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Community Service and Self-Sufficiency Programs.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Safety and Crime Prevention.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Pet Policy.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Asset Management.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Substantial Deviation.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Significant Amendment/Modification</td> </tr> </table> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review.</p>	Y	N		<input type="checkbox"/>	<input type="checkbox"/>	Statement of Housing Needs and Strategy for Addressing Housing Needs	<input type="checkbox"/>	<input type="checkbox"/>	Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.	<input type="checkbox"/>	<input type="checkbox"/>	Financial Resources.	<input type="checkbox"/>	<input type="checkbox"/>	Rent Determination.	<input type="checkbox"/>	<input type="checkbox"/>	Operation and Management.	<input type="checkbox"/>	<input type="checkbox"/>	Grievance Procedures.	<input type="checkbox"/>	<input type="checkbox"/>	Homeownership Programs.	<input type="checkbox"/>	<input type="checkbox"/>	Community Service and Self-Sufficiency Programs.	<input type="checkbox"/>	<input type="checkbox"/>	Safety and Crime Prevention.	<input type="checkbox"/>	<input type="checkbox"/>	Pet Policy.	<input type="checkbox"/>	<input type="checkbox"/>	Asset Management.	<input type="checkbox"/>	<input type="checkbox"/>	Substantial Deviation.	<input type="checkbox"/>	<input type="checkbox"/>	Significant Amendment/Modification
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<b>B</b>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <table border="0"> <tr> <td>Y</td> <td>N</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Hope VI or Choice Neighborhoods.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Mixed Finance Modernization or Development.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Demolition and/or Disposition.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Designated Housing for Elderly and/or Disabled Families.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Conversion of Public Housing to Tenant-Based Assistance.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Conversion of Public Housing to Project-Based Assistance under RAD.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Occupancy by Over-Income Families.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Occupancy by Police Officers.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Non-Smoking Policies.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Project-Based Vouchers.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Units with Approved Vacancies for Modernization.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</td> </tr> </table> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>	Y	N		<input type="checkbox"/>	<input type="checkbox"/>	Hope VI or Choice Neighborhoods.	<input type="checkbox"/>	<input type="checkbox"/>	Mixed Finance Modernization or Development.	<input type="checkbox"/>	<input type="checkbox"/>	Demolition and/or Disposition.	<input type="checkbox"/>	<input type="checkbox"/>	Designated Housing for Elderly and/or Disabled Families.	<input type="checkbox"/>	<input type="checkbox"/>	Conversion of Public Housing to Tenant-Based Assistance.	<input type="checkbox"/>	<input type="checkbox"/>	Conversion of Public Housing to Project-Based Assistance under RAD.	<input type="checkbox"/>	<input type="checkbox"/>	Occupancy by Over-Income Families.	<input type="checkbox"/>	<input type="checkbox"/>	Occupancy by Police Officers.	<input type="checkbox"/>	<input type="checkbox"/>	Non-Smoking Policies.	<input type="checkbox"/>	<input type="checkbox"/>	Project-Based Vouchers.	<input type="checkbox"/>	<input type="checkbox"/>	Units with Approved Vacancies for Modernization.	<input type="checkbox"/>	<input type="checkbox"/>	Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).			
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<b>B</b>	<p><b>Civil Rights Certification.</b></p> <p>3 Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>																																										

# Review of Document Format: New

## Part B – Annual Plan Elements

*Continued*

- B4 – Most Recent Fiscal Year Audit
- B5 – Progress Report
- B6 – Resident Advisory Board (RAB) Comments
- B7 – Certification by State or Local Officials
- B8 – Troubled PHA – N/A

## Part C – Statement of Capital Improvements

- C1 – Capital Investments

B	<b>Most Recent Fiscal Year Audit.</b>
4	(a) Were there any findings in the most recent FY Audit? Y N <input type="checkbox"/> <input type="checkbox"/> (b) If yes, please describe:
B	<b>Progress Report.</b>
5	Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.
B	<b>Resident Advisory Board (RAB) Comments.</b>
6	(a) Did the RAB(s) provide comments to the PHA Plan? Y N <input type="checkbox"/> <input type="checkbox"/> (c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.
B	<b>Certification by State or Local Officials.</b>
7	<a href="#">Form HUD 50077-SL</a> , <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i> , must be submitted by the PHA as an electronic attachment to the PHA Plan.
B	<b>Troubled PHA.</b>
8	(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place? Y N N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (b) If yes, please describe:
C	<b>Statement of Capital Improvements.</b> Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).
C	<b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.
1	



# FINANCE: Current

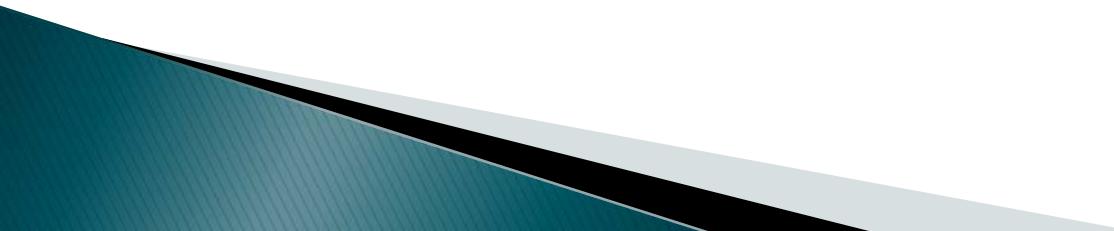
<b>FEDERAL FUNDS</b>	<b>2019</b>
Low Rent Asset Management Operating fund	1,471,200
Capital Fund Program	2,126,205
Resident Opportunities and Self Sufficiency	188,431
Housing Choice Voucher– (HAP & Admin)	12,534,925
New Construction S/R HCV Programs (Cluster)	487,000
Moderate Rehabilitation Program (HAP–Admin)	1,601,712
Multifamily Housing Elderly Service Coordinators	74,260
YouthBuild Program	114,000
<b>Total Federal Grants</b>	<b>18,597,733</b>
<b>OTHER INCOME</b>	
Dwelling Rents	1,712,285
Late Charges, Court Fees, Maintenance	143,669
Gain on disposition of assets	N/A
Other income	650,000
<b>TOTAL RESOURCES</b>	<b>21,103,687</b>



# FINANCE: Proposed

- **Operate Programs** – Efficiently in a manner compliant with HUD and PHA regulations and policies. Continue to maintain audits reflecting compliance. It should be noted that RAD transitions may impact Asset Management program performance. HUD has advised that there may be waivers that may assist in these instances.
- **Improve Financial Standing of the Agency** - Seek means which may permit increasing operating reserves. Continue efforts to maximize HUD scoring. Position agency for financial solidity and improvement of credit standing.
- **Implement Operational Improvements** - Implement Key Bank Debit Pay Card System. Improve staff capacity through the implementation of Procure to Pay module in Yardi 7S.
- **Improve Financial Reporting** – Continue to develop streamlined reports that are more user-friendly to improve transparency and aid in decision making.

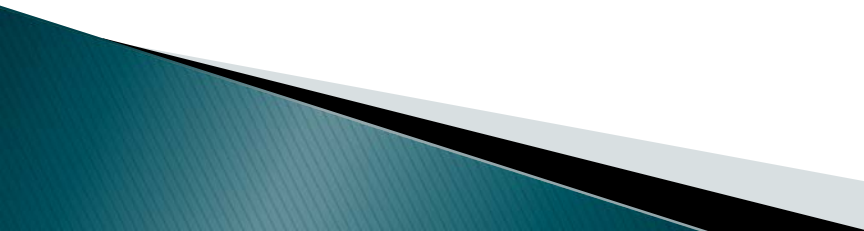
# FINANCE: Proposed

- **Operating Subsidy:** Every PHA is given an annual operating subsidy, per asset management property (AMP), to assist with the annual operating expenses of the property. The Capital Fund Program (CFP) has historically provided funds for large capital improvements such as roof repair, new windows, HVAC replacement, etc. The projections for the FY 2019 operating subsidy are based on previous years subsidy calculations, less 20%, which SHA intends to use for the CFP program.
- 

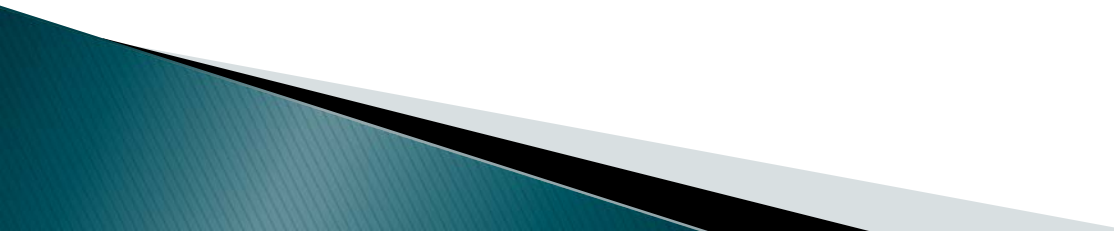
# FINANCE: Proposed

- **ROSS Grants:** Includes a FSS Coordinators and a Connections Coordinator. The FSS grant pays for salary and benefits only. It does not provide for training or other administrative costs. (The Public Housing Homeownership Coordinator grant ended in September 2017. )
- **HCV** includes both HAP and Administrative funds. Projections provided are based on 24 month tool and previous year funding and proration.
- New Construction (JC Bull 100 Units): Includes State HAP for JC Bull 100 units.
- **ModRehab:** Includes both HAP and Administrative funds. Projections based on required occupancy of 90%.
- **Multi-Family Elderly Service Coordinator:** Grant funded position primarily serving J C Bull. SHA may elect to withdraw participation with this grant due to continual late funding from Multi-Family.
- **YouthBuild:** Amount reflects the remaining amounts of funds for follow-up period through April 30, 2019.
- **Dwelling Rents:** All tenant rents including JC Bull, Liberty and Page Lakes. FY 2019 projections are based on anticipated occupancy and rent collection.

# FINANCE: Proposed

- **Late Charges, Court Fees, Maintenance:** Projections based on previous year actuals.
  - **Gain on Disposition:** We anticipate a disposition of Archibald through a RAD transaction. SHA is unable to attribute a dollar value to the transaction as we are at the inception of this project. SHA anticipates donating the Cammie Clagett office building which has a value of \$30k to the City of Spartanburg upon approval by HUD as a part of concluding the Cammie Clagett project. All other property there has been disposed of.
  - **Other Income:** Includes fraud income, mortgage payments, mortgage interest, discrete component unit, and other miscellaneous income.
- 

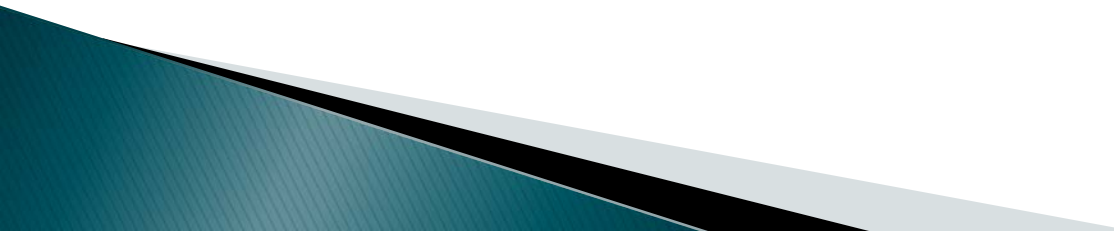
# Capital Funds: Current

- Received \$1,246,092 in 2018 Capital Funds
  - Currently \$691,965.01 remain in 2017 Capital Funds
  - Currently \$380,345.14 remain in 2016 Capital Funds
- 

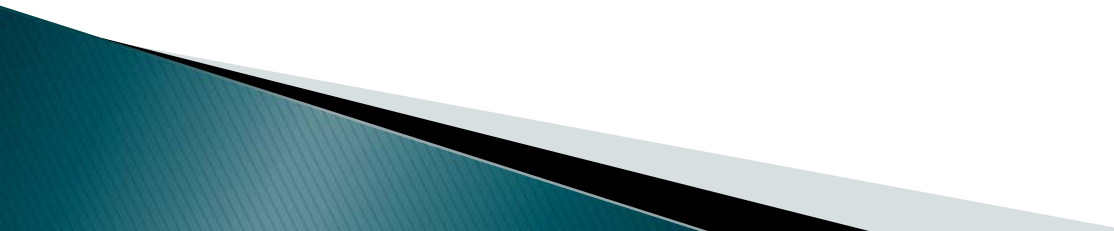
# Capital Funds: Proposed

- Assess roof conditions and replace as necessary
  - Victoria Gardens
  - Camp Croft
  - Prince Hall
- Environmental assessments and remediation as required
- Archibald Rutledge Hi-rise (If no approved tax credit application)
  - Review Water distribution systems
  - Review Electrical distribution systems
  - Replace Elevator (Not dependent on tax credit application)
  - Replace Roof at Hi-rise and senior center

# Capital Funds: Proposed

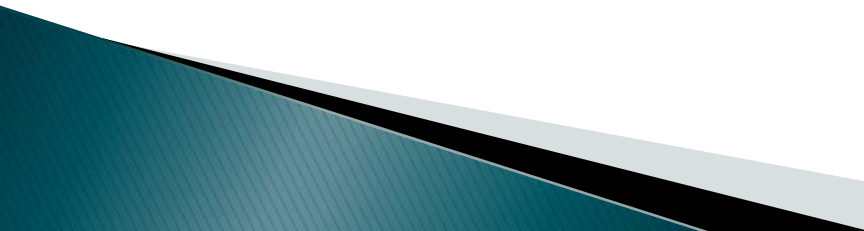
- If Tax Credit Application not approved, seek alternate transition plans.
  - Vehicle replacement at either of the following properties:  
Archibald Hi-Rise, Victoria Gardens, or Prince Hall
  - Staff development
  - Support RAD activities – legal fees  
relocation/consulting/architect/appraisals/environmental  
studies and requisite associated financial commitments
- 

# Development: Current

- RAD – RECAP Real Estate Advisors is the new RAD consultant for SHA
  - RAD – Fee Developer (NHPF) submitted a 9% LIHTC application for Archibald Hi-rise and Victoria Gardens. SHA is the co-developer on both projects
  - RAD – Once Archibald Hi-Rise 9% LIHTC application is approved a 4% application will be submitted to complete the redevelopment of the property
  - RAD – Reviewing RAD application for Scattered Sites – 15 houses, utilizing de minimis criteria. If approved, these units will be sold at appraised value.
- 



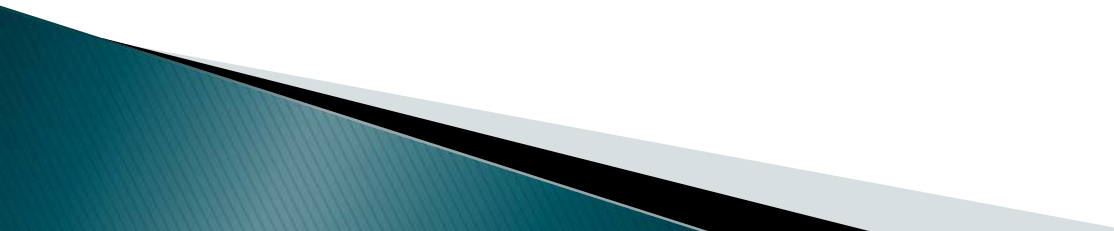
# Development: Current

- ▶ Negotiated with Northside Development Group for placement of 70 RAD units ( initially intended for Highland)
  - ▶ SHA seeks placement of the 8 remaining units intended for the Northside thru other developments
  - ▶ Fee Developer (NHPF) continues to seek financing partners and development sources in the repositioning of Camp Croft, Prince Hall, Archibald Rutledge, Victoria Gardens, and Page Lake property
- 

# Development: Proposed

- Convey Cammie Clagett office to City of Spartanburg for the use of the Highland Community
- Continue to explore development of 130 acres at Page Lake through opportunity zones and vacant land at JC Anderson, Collins Park, and Caulder Avenue.
- Approved vendor through South Carolina Mental Health grant to assist with the rehab of scattered sites units, development, and housing of mental health clients.
- Collaborating with City of Spartanburg to possibly obtain NIP funds for the potential demolition of Camp Croft.

# Development: Proposed

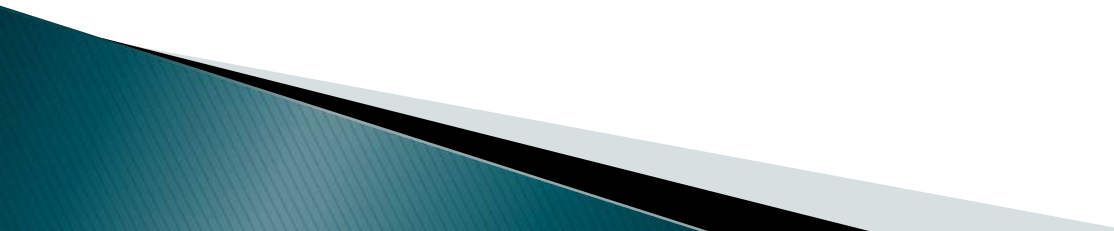
- Contribute to construction of 70 units in the Northside with RHF funds of \$541,000 and \$200,000 from sale of Cammie Clagett units
  - Seek opportunities for partnerships to build or rehabilitate rental units with remaining RHF funds
  - Review opportunities for increasing affordable housing stock in Highland and the Southside
  - Will seek to relocate the Central Office Cost Center (COCC)
- 

# Development: Proposed


## ▶ RAD

- Continue to convene stake holders, employees, and community information through educational sessions to explain RAD and its impact.
- ▶ Develop and train a community panel to work with SHA during property repositioning

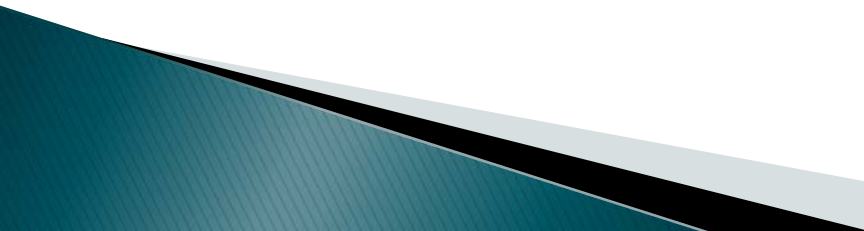
# Public Housing: Current

- ▶ Maintain a minimum 98% Occupancy Rate
  - ▶ Maintain a vacant unit turnover time at or below 20 days.
  - ▶ Improve housing management monitoring and internal reporting tools to maintain a high level of accountability, implementing timely tracking, scheduling and follow up to rent collection, vacancy turn over management, and new leases.
- 

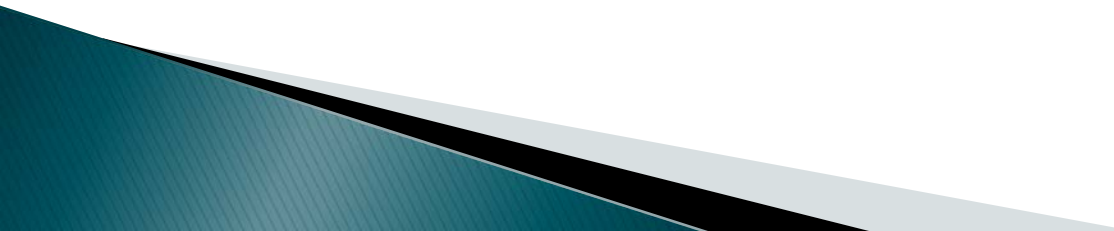
# Public Housing: Goals Met

- ▶ Provide a series of resident education sessions
    - No Smoking Initiative
    - Compliance Exchange
    - Resident Relations
  - ▶ Introduced Yardi Screening System
  - ▶ Introduced WIPS (Yardi Rent Payment Card)
  - ▶ Introduced electronic application system
  - ▶ Revise the Public Housing Lease (Community Rules and Tenant Charges)
  - ▶ Implement an applied time management system for monitoring of maintenance efficiency.
- 

# Public Housing: Proposed

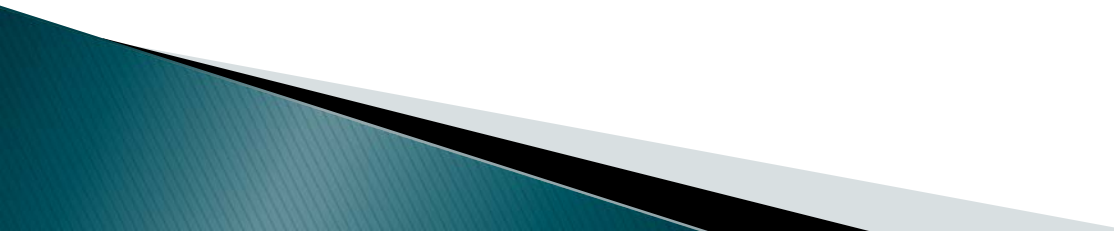
- ▶ Maintain Standard Performer Status
  - ▶ Maintain a minimum 98% Occupancy Rate
  - ▶ Maintain a vacant unit turnover time at or below 20 days
  - ▶ Improve housing management monitoring and internal reporting tools to maintain a high level of accountability, implementing timely tracking, scheduling and follow up to rent collection, vacancy turn over management, and new leases.
  - ▶ Introduce Pay Card for utility allowances.
  - ▶ Introduce an electronic method for residents to recertify.
  - ▶ Allow a panel to conduct informal hearings.
  - ▶ Update ACOP, lease, and smoking policy.
- 

## **ACOP: THE ADMISSIONS AND CONTINUED OCCUPANCY POLICIES**

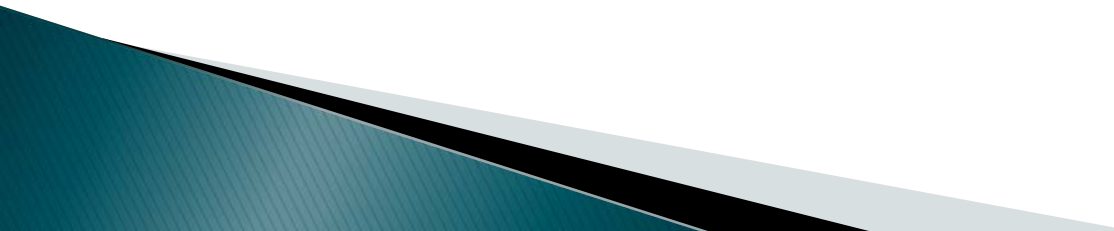
- ▶ The ACOP is the PHA's written statement of policies used to carry out the housing program in accordance with federal law and regulations, and HUD requirements. The ACOP is required by HUD and it must be available for public review [CFR 24 Part 903]. The ACOP also contains policies that support the objectives contained in the PHA's Agency Plan.
- 




# SMOKE FREE POLICY

- ▶ In accordance with HUD regulations, the Housing Authority of City of Spartanburg (SHA) has adopted these smoke-free policies. The policies were effective July 30, 2018.
  - ▶ This policy applies to all employees, residents, household members, guests, and service persons. Residents are responsible for ensuring that household members and guests comply with this rule.
- 

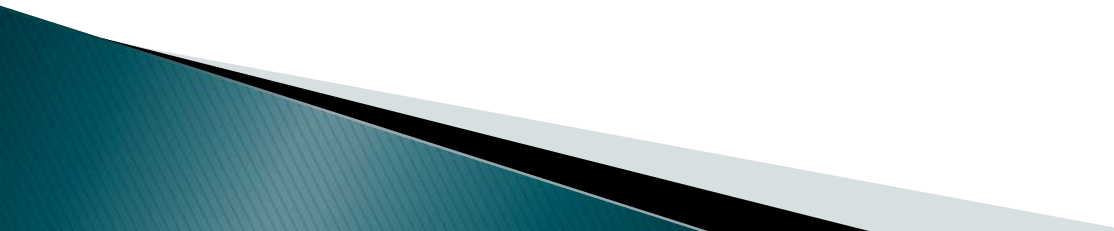
# SMOKE FREE POLICY

- ▶ The term “smoking” means any inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or other prohibited tobacco product in any manner or any form. Prohibited tobacco products include water pipes or hookahs.
  - ▶ Violation of the smoke-free policy constitutes a violation of the terms of the public housing lease. Consequences of lease violations include termination of tenancy.
- 

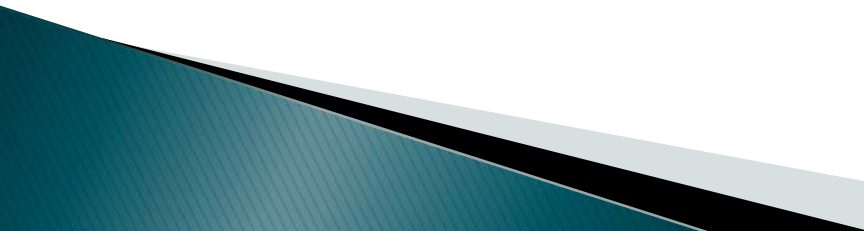
# Housing Choice Voucher: Current

- ▶ Maintain SEMAP High Performer Status
  - ▶ Effectively monitor leasing and funding utilization.
  - ▶ Administer vouchers associated with RAD transition.
  - ▶ Administering \$416,000 TBRA grants from Spartanburg County to serve veterans and working families.
- 

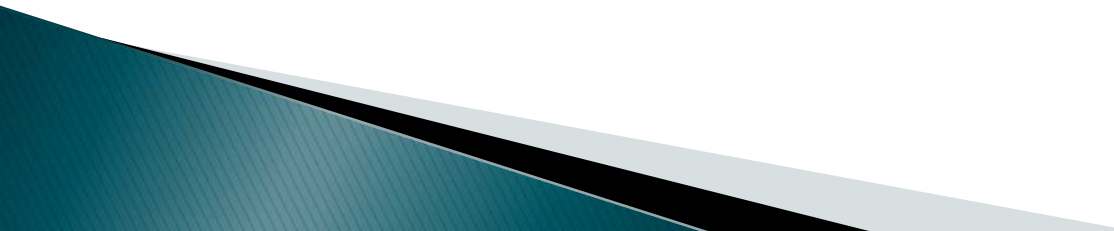
# Housing Choice Voucher: Current

- ▶ Utilizing RENTCafe to complete Annual Recertifications or allow families to complete the process by mail.
  - ▶ Allow HCV owners and tenants to self certify inspection repairs.
- 


# Housing Choice Voucher: Proposed

- ▶ Maintain High Performer status
  - ▶ Maintain 98% Voucher utilization or 98% expenditure
  - ▶ Update the Housing Choice Voucher Administrative Plan as needed
  - ▶ Allow up to 150 vouchers for Homeownership.
  - ▶ Utilize Spartanburg County funds to assist veterans and working families.
- 

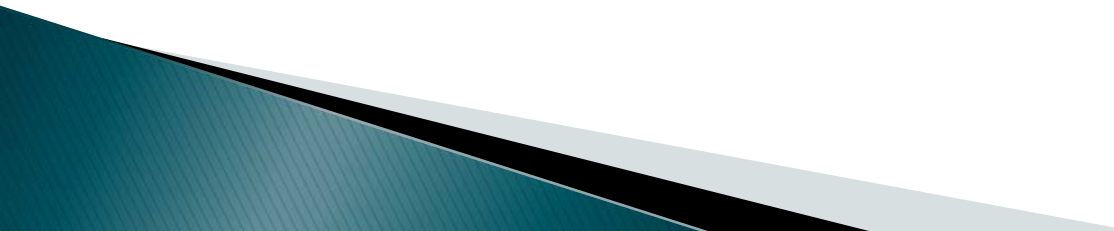
# Housing Choice Voucher: Proposed

- ▶ Utilize RENTCafe to complete the intake process of approving applications.
  - ▶ Seek other streamline HCV processes to comply with HUD cost saving measures.
- 

# Resident Services: Current

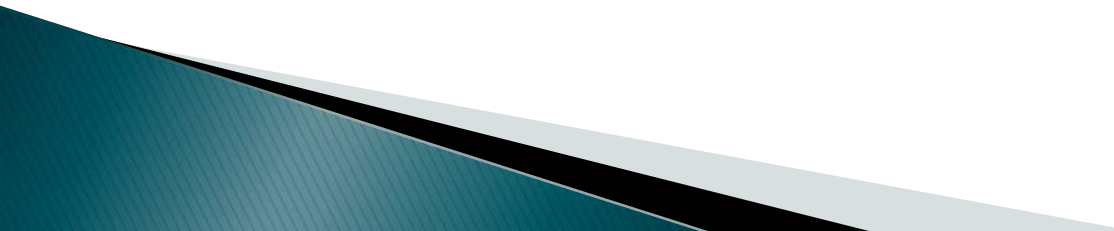
- ▶ Enhance Resident and Community Development Initiatives.
  - ▶ Provide services through grant funded positions and community partners designed to increase the number and percentage of employed persons in assisted housing programs.
  - ▶ Seek to provide or attract supportive services to increase the independence of the elderly.
  - ▶ Administering FSS (Family Self-Sufficiency) program
  - ▶ Administering ROSS grant program
- 

# Resident Services: Current

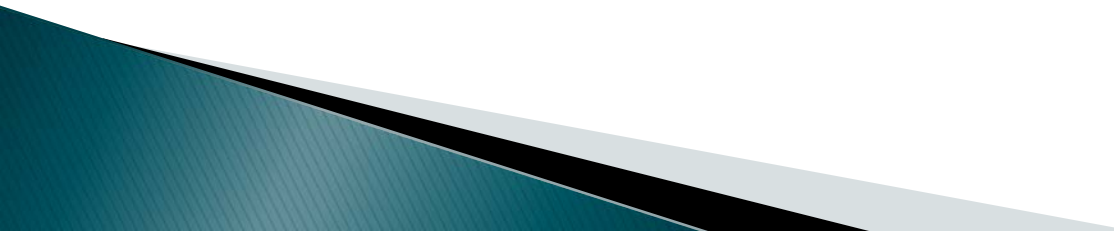
- ▶ ReGenesis Healthcare clinic available onsite at Archibald Rutledge Apartments in partnership with ReGenesis Healthcare.
  - ▶ Laundry, play room activities and improvement of aesthetics provided by the City of Spartanburg at Camp Croft and Victoria Gardens.
  - ▶ Administer private and grant funds
  - ▶ Administer funds managed by Spartanburg County Foundation
- 



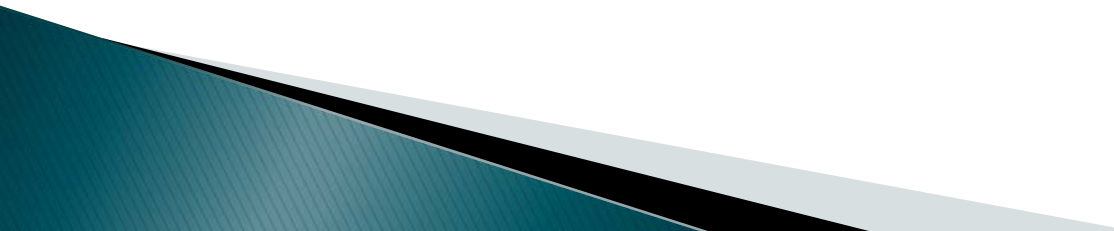
# Resident Services: Current

- ▶ Ongoing staff development for service coordinators including Family Metrics training, American Association of Service Coordinators (AASC) training, Nan McKay Family Self-Sufficiency training, Resident Initiative Council (RIC) Meetings quarterly and Carolina Council of Housing, Redevelopment, and Codes of Officials (CCHRCO) retreat
  - ▶ Regular Resident Council meetings, training and council development. Support of resident council activities.
  - ▶ Department supervised by a Business Manager
- 

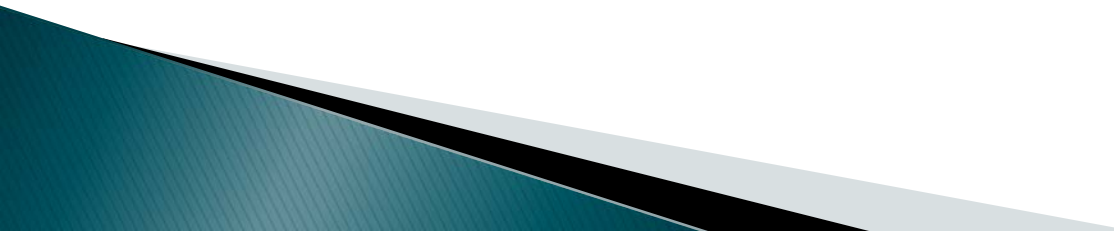
# Resident Services: Current

- ▶ Seek opportunities to fund additional services
  - ▶ Apply for renewal grants or other funding
    - FSS
    - ROSS
    - Multi-Family Elderly and Disabled
    - Literacy Program
    - Other grants for staffing or service opportunities
  - ▶ Continue staff development
  - ▶ Continue Resident Council development
- 


# Resident Services: Current

- Administer Special Programs
    - Summer Food Service Program (SFSP)
  - ▶ Administer Special Grant Programs
    - Marche Gault Scholarship Fund
    - Spartanburg County Foundation
  - ▶ Support Faith Based and Community Based Partners and Services
  - ▶ Seek resources to support After School and PH Community Centers
- 

# Resident Services: Proposed

- Submitting Letter of Interest (LOI) to join the Moving to Work (MTW) Demonstration Program for Cohort Two
  - Increase positive outcomes for program participants by leveraging services, expertise, and inclusion of resources in Spartanburg.
- 

# Initiatives: Proposed

- ▶ Develop an updated Strategic Plan
  - ▶ Continue staff development
  - ▶ Board of Commissioners Retreat
  - ▶ Continue to support the RAD Communities Committee and site based RAD information groups.
  - ▶ Seeks to explore Moving to Work, Opportunity Zones, and other HUD Initiatives.
  - ▶ Seeks to relocate the Central Office Cost Center.
- 

# RAB Q & A



## **Information Item**

**The Housing Authority of the  
City of Spartanburg  
80<sup>th</sup> Anniversary Celebration**

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**Board of Commissioners Meeting  
Tuesday, April 23, 2019**





**April 23, 2019**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**INFORMATION ITEM: The Housing Authority of the City of Spartanburg 80<sup>th</sup>  
Anniversary Celebration**

**CONTACT PERSON:**


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

**SUMMARY:**

The purpose of this information item is to gauge the interest of the Board of Commissioners as it relates to highlighting the history of the Spartanburg Housing Authority. At the end of the 1930s, the City of Spartanburg was moving out of the Great Depression and looking toward a brighter future. City leaders met in April 1938 to discuss ways to deal with the various “slum” areas in the City and to develop workable plans to provide decent housing for thousands of low-income residents who were living in sub-standard communities. A plan was formulated and on October 2, 1939, members of the newly formed Housing Authority of Spartanburg and the Spartanburg City Council agreed to commit \$800,000 for the creation of affordable housing in the area. On September 10, 1940, the Authority broke ground for Tobe Hartwell Courts, the first public housing units in Spartanburg.

**BACKGROUND:**

SHA seeks to highlight the dynamic history of affordable housing in our community that started almost 80 years ago. The goal is to promote the longevity of the SHA within Spartanburg and the milestones of the organization. This will generate an interest and boost engagement in the community as it relates to affordable housing. Current recommendations or ideas include the following:

Item	Estimated Cost
Digital campaign to promote the 80th anniversary celebration of SHA	\$2,970
Anniversary Logo (Development, Digital Copy, and Letterhead Update)	<del>\$1,390</del> (In-kind Donation)
Scorecard Progress Report Update	\$2,495
80 <sup>th</sup> Anniversary Timeline Brochure	\$2,495
80 <sup>th</sup> Anniversary Brass Challenge Coins (150)	\$840
	
Offsite Reception (Venue and Food)	\$2,500

The SHA Team welcomes any recommendations to the level of recognition the Board of Commissioners would like to proceed with to celebrate this monumental occasion.

### **FINANCIAL CONSIDERATIONS:**

Budget to be determined. Sponsorship opportunities will be available in increments of \$500, \$1,000, and \$1,500.

Respectfully Submitted,

*Jessica M. Arlson*

Deputy Director of Asset Management and Special Projects  
Spartanburg Housing Authority



**Action Items & Resolution**  
**2019-12**

**Second Quarter FY 2019**  
**Bad Debt Write-offs**

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**Board of Commissioners Meeting**  
**Tuesday, April 23, 2019**



April 23, 2019

Spartanburg Housing Authority  
Spartanburg, SC 29302

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Second Quarter FY 2019 Bad Debt Write-offs  
Resolution #2019-12**

**RECOMMENDATION:**

Approve write-off of uncollected accounts receivables from January 1, 2019 – March 31, 2019 in the amount of \$11,259.30.

**CONTACT PERSON:**

Jose Calicdan  
Interim Director of Finance  
864-598-6041

**SUMMARY:**

The amount presented for board approval for write-off for all properties for the period of January 1, 2019 – March 31, 2019 (second quarter FY 2019) is \$11,259.30 (please refer to the attached summary) compared to the same period in FY 2018 write offs were \$14,605.67 or \$3,346.37 less than in the second 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 Caliedan, Interim Director of Finance  
Spartanburg Housing Authority

		<b>Spartanburg Housing Authority</b>			
		<b>Bad Debt Write Off</b>			
		<b>January 1, 2019 - March 31, 2019</b>			
	<b><u>Properties (AMP's)</u></b>	<b><u>FY 2019</u></b>	<b><u>FY 2018</u></b>	<b><u>Dollars</u></b>	<b><u>Percent</u></b>
		<b><u>2nd QTR</u></b>	<b><u>2nd QTR</u></b>	<b><u>Inc./ (Dec.)</u></b>	<b><u>Inc./ (Dec)</u></b>
		<b><u>Amount</u></b>	<b><u>Amount</u></b>		
<b>1</b>	Camp Croft	\$ 971.34	\$ 244.64	\$ 726.70	297%
<b>2</b>	Archibald Village	-	-	-	-
<b>3</b>	Archibald Rutledge	4,155.50	2,012.00	2,143.50	107%
<b>4</b>	Scattered Sites	-	-	-	-
<b>5</b>	Prince Hall	2,952.43	5,658.32	(2,705.89)	-48%
<b>6</b>	Victoria Garden	1,362.03	5,886.71	(4,524.68)	-77%
<b>7</b>	Cambridge Place	1,257.00	-	1,257.00	-
<b>8</b>	Page Lake	-	-	-	-
<b>9</b>	JC Bull	63.00	804.00	(741.00)	-92%
<b>10</b>	Liberty	498.00	-	498.00	-
<b>11</b>	Appian	-	-	-	-
	<b>Total</b>	<b>\$11,259.30</b>	<b>\$14,605.67</b>	<b>(\$3,346.37)</b>	<b>-23%</b>

		<b>Spartanburg Housing Authority</b>		
		<b>Bad Debt Write Off Receipts</b>		
		<b>October 1, 2018 - March 31, 2019</b>		
	<b><u>Properties (AMP's)</u></b>	<b><u>FY 2019</u></b>	<b><u>FY 2019</u></b>	
		<b><u>1st QTR</u></b>	<b><u>2nd QTR</u></b>	
		<b><u>Amount</u></b>	<b><u>Amount</u></b>	
<b>1</b>	Camp Croft	\$ -	\$ 124.00	
<b>2</b>	Archibald Village	\$ -	\$ -	
<b>3</b>	Archibald Rutledge	\$ 101.00	\$ 197.50	
<b>4</b>	Scattered Sites	\$ 1,100.00	\$ 61.00	
<b>5</b>	Prince Hall	\$ 341.01	\$ 2,198.22	
<b>6</b>	Victoria Garden	\$ -	\$ 1,353.60	
<b>7</b>	Cambridge Place	\$ -	\$ -	
<b>8</b>	Page Lake	\$ -	\$ -	
<b>9</b>	JC Bull	\$ -	\$ -	
<b>10</b>	Liberty	\$ -	\$ 43.00	
<b>11</b>	Appian	\$ -	\$ -	
	<b>Total</b>	<b>\$1,542.01</b>	<b>\$3,977.32</b>	\$5,519.33





**RESOLUTION NO. 2019-12**

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

**April 23, 2019**

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

Staff recommends adoption of Resolution No. 2019-12, that the Board of Commissioners approve the write-offs of uncollected rents incurred by vacated tenants for the second quarter of Fiscal Year 2019 (January 1, 2019 – March 31, 2019) in the amount of \$11,259.30. No individual/family may be readmitted to any Federally Funded Program unit until such debt is paid.

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Matthew Myers, Chair

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2019-12

DATE ADOPTED: April 23, 2019



**Action Items & Resolution  
2019-13**

**Authorization to Provide Down  
Payment Assistance Section 32**

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**Board of Commissioners Meeting  
Tuesday, April 23, 2019**



April 23, 2019

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**AUTHORIZATION TO PROVIDE DOWN PAYMENT AND/OR CLOSING COST  
ASSISTANCE TO SECTION 32 RESIDENTS  
Resolution #2019-13**

**RECOMMENDATION:**

The purpose of this resolution is to recommend that the SHA incur costs associated with the closings and/or down payment assistance for the current occupants of the Section 32 Homeownership Program. Be it resolved, that each of the five residents, be provided up to \$5,000 each from the homeownership account to go towards their closing costs and/or down payment assistance.

**CONTACT PERSON:**

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

**SUMMARY:**

The SHA has attempted to sell the Section 32 homes for several years to the residents who are currently in the public housing program. Over the years the residents have completed homeownership programs, increased their credit scores, and more. The current barrier for most is maintaining enough in savings to cover the closing costs to purchase their home. It is recommended that in an effort to move the process forward that the SHA aids in this matter.

Resident	Move-In Date	Year House Built	Appraised Value	Current Rent
Occupant #1	01/18/1991	1991	\$68,000	\$529.00
Occupant #2	11/12/1982	1968	\$82,000	\$852.00
Occupant #3	12/03/1973	1972	\$40,000	\$118.00
Occupant #4	06/20/1995	1972	\$45,000	\$399.00
Occupant #5	09/17/1997	1997	\$54,000	\$750.00

Currently, the SHA has spent \$39,157.20 from funds left over in the HOPE VI homeownership account. The funds were used to make repairs to the homes based on the guidance from the appraisals. The current balance of that account is \$99,258.62. It is requested that each of the five residents, be provided up to \$5,000 each from this account to go towards their closing costs and/or down payment assistance. That would total up to \$25,000 and leave a balance of \$74,258.62. The remaining balance could eventually go towards repairs of the other vacant homes in preparation to sell those to other residents or the general public who meet the low-income qualifications.

### **BACKGROUND:**

SHA has a Section 32 program whereby public housing homes can be sold to low income individuals or the current public housing occupants. These homes generally must be sold at the appraised price and the homes must be in good repair with major components having a useful life of at least five years from date of occupancy. The Spartanburg Housing Authority established a Section 32 Homeownership Program in 2003 when it was approved by both the SHA Board of Commissioner and H.U.D. In this program, 38 single family units were designated as eligible properties for sale to qualified buyers through this program. Even though the plan called for two phases in which to sell these homes, to date some remain unsold. In the years following 2003, SHA followed Phase One of their plan by offering these homes for sale to individuals in the six preference categories. The categories (in order of highest preference) are: The existing public housing resident occupying the home, other public housing residents occupying a Section 32 home, residents of other public housing neighborhoods, residents who receive a Housing Choice Voucher, applicants on both the public housing and HCV Waiting list, and finally, other low or moderate income persons provided they are eligible for admission to the public housing program. Again in 2013, all public housing residents, HCV recipients and those on both waiting lists received information about all the Section 32 homes that SHA has for sale. Despite those efforts, many remain unsold and 5 are currently occupied. The Interim Chief Executive Officer is authorized by Resolution 2018-40 to dispose of real property at a value of less than \$100,000.00.

No.	Street Address	City	State	Zip	Tax. Map No.	Occupancy	Date Vacant
108	Rodney Street	Moore	SC	29369	6-25-09-060.00	<b>Vacant</b>	3/2/2012
115	Chelsea Street	Moore	SC	29369	6-25-10-007.00	<b>Vacant</b>	3/2/2012
136	Westover Street	Spartanburg	SC	29306	7-16-05-041.00	<b>Vacant</b>	3/2/2012
360	Concord Street	Spartanburg	SC	29306	7-16-01-158.00	<b>Vacant</b>	3/13/2012
124	Chelsea Street	Moore	SC	29369	6-25-09-166.00	<b>Vacant</b>	1/3/2013
712	Old Farm Road	Moore	SC	29369	6-25-13-066.00	<b>Vacant</b>	1/13/2013
511	Crestwood Place	Spartanburg	SC	29306	7-15-12-202.00	<b>Vacant</b>	5/9/2013
4134	E. Croft Circle	Spartanburg	SC	29302	7-22-02-018.00	<b>Damaged/Vacant</b>	8/29/2013
266	Pioneer Place	Spartanburg	SC	29301	6-18-06-103.00	<b>Damaged/Vacant</b>	8/30/2013
109	Winterhaven Drive	Spartanburg	SC	29301	7-11-16-252.00	<b>Vacant</b>	5/31/2016
110	Huntley Drive	Boiling Springs	SC	29316	2-45-05-030.00	<b>Occupied</b>	N/A
213	Yorkshire Drive	Spartanburg	SC	29301	6-21-01-067.00	<b>Occupied</b>	N/A
222	Edenbridge Lane	Spartanburg	SC	29301	7-11-16-246.00	<b>Occupied</b>	N/A
226	Edenbridge Lane	Spartanburg	SC	29301	7-11-12-284.00	<b>Occupied</b>	N/A
531	Pleasant Breezes Way	Spartanburg	SC	29307	7-09-00-095.00	<b>Occupied</b>	DOT Release Obtained

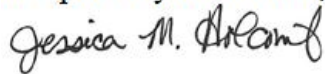
**FINANCIAL CONSIDERATIONS:**

According to the SHA Section 32 Program Plan, Section 32 homes cannot generally be sold for less than the appraised value of the home. The proceeds from the sale of this home will remain in the Scattered Sites Property AMP (104-SCA). Currently, the SHA has spent \$39,157.20 from funds left over in the HOPE VI homeownership account. The funds were used to make repairs to the homes based on the guidance from the appraisals. The current balance of that account is \$99,258.62.

**POLICY CONSIDERATIONS:**

SHA would still comply with all applicable rules, regulations and policies of the disposal of the homes. Any property whose value exceeds the \$100,000.00 limit would still come before the Board of Commissioners for approval.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Jessica M. Arcomf". The signature is fluid and cursive, written over the printed name.

Deputy Director of Asset Management and Special Projects  
Spartanburg Housing Authority

**RESOLUTION NO. 2019-13**

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

**APRIL 23, 2019**

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

Staff recommends adoption of Resolution No. 2019-13, authorizing the SHA incur costs associated with the closings and/or down payment assistance for the current occupants of the Section 32 Homeownership Program. Be it resolved, that each of the five residents, be provided up to \$5,000 each from the homeownership account to go towards their closing costs and/or down payment assistance.

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MATTHEW MYERS, CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2019-13

DATE ADOPTED: April 23, 2019



## **Action Items & Resolution 2019-14**

### **Moving to Work**

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**Board of Commissioners Meeting  
Tuesday, April 23, 2019**





April 23, 2019

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

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Moving to Work (MTW) Demonstration Program  
Resolution #2019-14**

**RECOMMENDATION:**

Authorize the CEO to submit a Letter of Interest (LOI) package under the Moving to Work (MTW) Demonstration Program. The LOI will display the Housing Authority's desire to obtain MTW designation under the second cohort of the MTW Expansion.

**CONTACT PERSON:**

Natalie Smith-Wells  
864-598-6008  
Business Manager

**PURPOSE:**

This recommendation would allow the Housing Authority the opportunity to express interest in admission to the MTW Demonstration Program and state the Housing Authority's intention to comply with the MTW objectives and statutory requirements and the Operations Notice. The Housing Authority is willing to evaluate rent policies for Test Rent #3- Stepped Rent: 3% Step, Test Rent #2-Stepped Rent: 5% Step or Test Rent #1-Tiered Rent. (The evaluations are written in order of preference of the agency.)

**Background:**

Moving to Work allows PHAs to design and test innovative, locally designed housing and self-sufficiency strategies for low-income families by permitting PHAs to use assistance received under Sections 8 and 9 of the United States Housing Act of 1937, as amended, 42 U.S.C. 1437, *et seq.*, (1937 Act) more flexibility and by allowing certain exemptions from existing public housing and Housing Choice Voucher (HCV) program rules, as approved by HUD. The MTW Demonstration Program was first established under the 1996 MTW Statute to provide statutory and regulatory flexibility to participating PHAs under three statutory objectives. Those three statutory objectives are to:

- Reduce cost and achieve greater cost effectiveness in federal expenditures;

- Give incentives to families with children where the head of household is working; is seeking work; or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient; and
- Increase housing choices for eligible low-income families

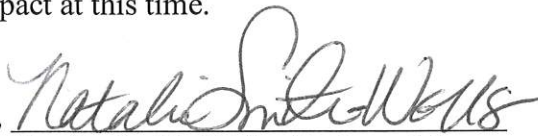
**MTW adds value to the agency by:**

- Allowing the agency the opportunity to design and test innovative policies to improve the current rent subsidy system
- Reduces Administrative burden for completion of multiple rent calculations
- Promotes housing independence by offering triennial income recertification requirements
- Provides increased rent revenue
- Encourages stability at public housing developments resulting in less vacancy and unit turnover costs
- Provides incentives to maintaining employment or other income-producing activities
- Encourages home-ownership by allowing more disposable income to be used as savings for a down payment

**Financial Impact:**

There is no financial impact at this time.

Respectfully Submitted,



Natalie Smith-Wells, Business Manager  
Housing Authority of the City of Spartanburg

## **Test Rent Snapshots in Order of Preference**

### **PREFERENCE 1**

#### **Summary of MTW Test Rent #3-Stepped Rent: 3% Step (Decoupled from Income)**

- Steps: MTW Test Rent #3 Establishes a rent schedule beginning at 8% of Fair Market Rent (FMR) by bedroom size and increase in 3% increments to 80% of the FMR.
- Initial Step Placement: Each household enters at the step that is closest to the rent they would pay under the existing rent calculation.
- Future Step Placement: Each year, the household moves to the next step in the schedule regardless of actual income.

Rents are increased annually (or, in the HCV program, the participant contribution increased) according to a fixed schedule of 3% of Fair Market Rent (FMR) by bedroom size. These increases are unrelated to the income of the assisted household.

The PHA establishes a stepped rent schedule with 25 steps. The rent for each step is set as a percentage of the FMR, adjusted by number of bedrooms. See Table 3 for proposed SHA schedule with current FMR schedule for each unit size. After year 1, each household automatically advances to the next step on an annual basis. Income reexaminations occur every three years to verify eligibility. At each step, the rent increases by 3% of the FMR. At step 25, the rent equals 80% of the FMR. The PHA updates the full stepped rent schedule every five years in its PHA Plan.

Setting the final step at 80% of FMR (instead of 100% of FMR) would provide ongoing assistance that may be particularly necessary in high-cost housing markets.

Table 3: Stepped Rent: 3% FMR							
Step	%FMR	Efficiency (0 bedroom unit)	One Bedroom Unit	Two Bedroom Unit	Three Bedroom Unit	Four Bedroom Unit	Five Bedroom Unit
		\$552.00	\$632.00	\$758.00	\$1,013.00	\$1,130.00	\$1,224.00
1	0.08	\$44.16	\$50.56	\$60.64	\$81.04	\$90.40	\$97.92
2	0.11	\$60.72	\$69.52	\$83.38	\$111.43	\$124.30	\$134.64
3	0.14	\$77.28	\$88.48	\$106.12	\$141.82	\$158.20	\$171.36
4	0.17	\$93.84	\$107.44	\$128.86	\$172.21	\$192.10	\$208.08
5	0.2	\$110.40	\$126.40	\$151.60	\$202.60	\$226.00	\$244.80
6	0.23	\$126.96	\$145.36	\$174.34	\$232.99	\$259.90	\$281.52
7	0.26	\$143.52	\$164.32	\$197.08	\$263.38	\$293.80	\$318.24
8	0.29	\$160.08	\$183.28	\$219.82	\$293.77	\$327.70	\$354.96
9	0.32	\$176.64	\$202.24	\$242.56	\$324.16	\$361.60	\$391.68
10	0.35	\$193.20	\$221.20	\$265.30	\$354.55	\$395.50	\$428.40
11	0.38	\$209.76	\$240.16	\$288.04	\$384.94	\$429.40	\$465.12
12	0.41	\$226.32	\$259.12	\$310.78	\$415.33	\$463.30	\$501.84
13	0.44	\$242.88	\$278.08	\$333.52	\$445.72	\$497.20	\$538.56
14	0.47	\$259.44	\$297.04	\$356.26	\$476.11	\$531.10	\$575.28
15	0.5	\$276.00	\$316.00	\$379.00	\$506.50	\$565.00	\$612.00
16	0.53	\$292.56	\$334.96	\$401.74	\$536.89	\$598.90	\$648.72
17	0.56	\$309.12	\$353.92	\$424.48	\$567.28	\$632.80	\$685.44
18	0.59	\$325.68	\$372.88	\$447.22	\$597.67	\$666.70	\$722.16
19	0.62	\$342.24	\$391.84	\$469.96	\$628.06	\$700.60	\$758.88
20	0.65	\$358.80	\$410.80	\$492.70	\$658.45	\$734.50	\$795.60
21	0.68	\$375.36	\$429.76	\$515.44	\$688.84	\$768.40	\$832.32
22	0.71	\$391.92	\$448.72	\$538.18	\$719.23	\$802.30	\$869.04
23	0.74	\$408.48	\$467.68	\$560.92	\$749.62	\$836.20	\$905.76
24	0.77	\$425.04	\$486.64	\$583.66	\$780.01	\$870.10	\$942.48
25	0.8	\$441.60	\$505.60	\$606.40	\$810.40	\$904.00	\$979.20

## PREFERENCE 2

### **Summary of MTW Test Rent #2-Stepped Rent: 5% Step (Decoupled from Income)**

- Steps: MTW Test Rent #2 Establishes a rent schedule beginning at 15% of Fair Market Rent (FMR) by bedroom size and increase in 5% increments to 100% of the FMR.
- Initial Step Placement: Each household enters at the step that is closest to the rent they would pay under the existing rent calculation.
- Future Step Placement: Each year, the household moves to the next step in the schedule regardless of actual income.

Rents are increased annually (or, in the HCV program, the participant contribution increased) according to a fixed schedule of 5% of Fair Market Rent (FMR) by bedroom size. These increases are unrelated to the income of the assisted household.

The PHA establishes a stepped rent schedule with 18 steps. The rent for each step is set as a percentage of the FMR, adjusted by number of bedrooms. At each step, the rent increases by 5% of the FMR. At step 18, the rent equals 100% of the FMR.

Table 2: Stepped Rent: 5% FMR							
Step	%FMR	Efficiency (0 bedroom unit)	One Bedroom Unit	Two Bedroom Unit	Three Bedroom Unit	Four Bedroom Unit	Five Bedroom Unit
		\$552.00	\$632.00	\$758.00	\$1,013.00	\$1,130.00	\$1,224.00
1	0.15	\$82.80	\$94.80	\$113.70	\$151.95	\$169.50	\$183.60
2	0.2	\$110.40	\$126.40	\$151.60	\$202.60	\$226.00	\$244.80
3	0.25	\$138.00	\$158.00	\$189.50	\$253.25	\$282.50	\$306.00
4	0.3	\$165.60	\$189.60	\$227.40	\$303.90	\$339.00	\$367.20
5	0.35	\$193.20	\$221.20	\$265.30	\$354.55	\$395.50	\$428.40
6	0.4	\$220.80	\$252.80	\$303.20	\$405.20	\$452.00	\$489.60
7	0.45	\$248.40	\$284.40	\$341.10	\$455.85	\$508.50	\$550.80
8	0.5	\$276.00	\$316.00	\$379.00	\$506.50	\$565.00	\$612.00
9	0.55	\$303.60	\$347.60	\$416.90	\$557.15	\$621.50	\$673.20
10	0.6	\$331.20	\$379.20	\$454.80	\$607.80	\$678.00	\$734.40
11	0.65	\$197.34	\$410.80	\$492.70	\$658.45	\$734.50	\$795.60
12	0.7	\$386.40	\$442.40	\$530.60	\$709.10	\$791.00	\$856.80
13	0.75	\$414.00	\$474.00	\$568.50	\$759.75	\$847.50	\$918.00
14	0.8	\$441.60	\$505.60	\$606.40	\$810.40	\$904.00	\$979.20
15	0.85	\$469.20	\$537.20	\$644.30	\$861.05	\$960.50	\$1,040.40
16	0.9	\$496.80	\$568.80	\$682.20	\$911.70	\$1,017.00	\$1,101.60
17	0.95	\$524.40	\$600.40	\$720.10	\$962.35	\$1,073.50	\$1,162.80
18	1	\$552.00	\$632.00	\$758.00	\$1,013.00	\$1,130.00	\$1,224.00

### **PREFERENCE 3**

#### **Summary of MTW Test Rent #1-Tiered Rent (Income-Based)**

- Income Based Tiers: MTW Test Rent #1 established income-based tiers of \$2,500 increments. Within those tiers, rent is based on 30% of income at the midpoint of the tier.
- Initial Tier Placement: The household's adjusted income is calculated, and the household is placed in the corresponding tier.
- Future Tier Placement: Upon each triennial recertification, the household's adjusted income is updated, and the household placed in the corresponding tier.
- Minimum Rent: The minimum rent is \$50.

Households are grouped by income into tiers. Within each tier, rents (or, in the HCV program, participant contribution) are fixed. Any income increase within a tier does not affect the household's rent/tenant contribution.

Tiers are in \$2,500 increments. That is, the lowest tier includes households with income between \$0 and \$2,499; the next tier includes households with income between \$2,500 and \$4,999; and so on. The numbers of tiers vary by PHA, with the minimum and maximum income for each tier up to \$61,200 (based on most current HUD Income Limits).

Each household will be assigned to a tier based on its *adjusted income* in the prior year.

Table 1: Tiered Rent			
Tier	Tier Income Minimum	Tier Income Maximum	Tiered rent
1	\$0	\$2,499	\$50
2	\$2,500	\$4,999	\$94
3	\$5,000	\$7,499	\$156
4	\$7,500	\$9,999	\$219
5	\$10,000	\$12,499	\$281
6	\$12,500	\$14,999	\$344
7	\$15,000	\$17,499	\$406
8	\$17,500	\$19,999	\$469
9	\$20,000	\$22,499	\$531
10	\$22,500	\$24,999	\$594
11	\$25,000	\$27,499	\$656
12	\$27,500	\$29,999	\$719
13	\$30,000	\$32,499	\$781
14	\$32,500	\$34,999	\$844
15	\$35,000	\$37,499	\$906
16	\$37,500	\$39,999	\$969
17	\$40,000	\$42,499	\$1,031
18	\$42,500	\$44,999	\$1,094
19	\$45,000	\$47,499	\$1,156
20	\$47,500	\$49,999	\$1,219
21	\$50,000	\$52,499	\$1,281
22	\$52,500	\$54,999	\$1,344
23	\$55,000	\$57,499	\$1,406
24	\$57,500	\$59,999	\$1,468
25	\$60,000	\$61,200	\$1,515

**RESOLUTION NO. 2019-14**

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

**April 23, 2019**

Staff recommends adoption of Resolution No. 2019-14, authorizing the CEO to submit a Letter of Interest (LOI) package under the Moving to Work (MTW) Demonstration Program. The LOI will display the Housing Authority's desire to obtain MTW designation under the second cohort of the MTW Expansion.

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Matthew Myers, CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2019-14

DATE ADOPTED: April 23, 2019





## **Action Items & Resolution 2019-15**

### **Adjustment to the 2019 HCV Payment Standards**

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**Board of Commissioners Meeting  
Tuesday, April 23, 2019**



**April 23, 2019**

**Spartanburg Housing Authority  
Spartanburg, SC 29306**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Adjustment to the 2019 Housing Choice Voucher Payment Standards  
Resolution No. 2019-15**

**RECOMMENDATION:**

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

**CONTACT PERSON:**

Tiffany Askew  
Housing Choice Voucher Administrator  
864-598-6053

**SUMMARY:**

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

The adjustment to the current Payment Standards are as follows:

Current 2019 Payment Standards			
	2019 FMR	Percentage	2019 PMS
Efficiency	552	90.000%	496.80
One BR	632	100.158%	633.00
Two BR	758	91.953%	697.00
Three BR	1013	100.000%	1013.00
Four BR	1130	94.248%	1065.00


Proposed 2019 Payment Standards			
	Proposed 2019 FMR	Percentage	Proposed 2019 PMS
Efficiency	552	100.000%	552.00
One BR	632	105.000%	663.60
Two BR	758	100.000%	758.00
Three BR	1013	100.000%	1013.00
Four BR	1130	100.000%	1130.00

### **FINANCIAL CONSIDERATIONS:**

The HCV budget will be monitored to ensure that program funds are fully utilized to assistance as many families as possible.

### **POLICY CONSIDERATIONS:**

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

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



**RESOLUTION NO. 2019-15**

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

**April 23, 2019**

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

Staff recommends adoption of Resolution No. 2019-15, approval of adjusted Payment Standards effective May 1, 2019.

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Matthew Myers, CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2019-15

DATE ADOPTED: April 23, 2019



**Action Items & Resolution  
2019-16**

**SFSP Summer Food  
Service Program**

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**Board of Commissioners Meeting  
Tuesday, April 23, 2019**

**April 23, 2019**

**Spartanburg Housing Authority  
Spartanburg, SC 29306**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**SFSP Summer Food Service Program  
Resolution #2019-16**

**RECOMMENDATION:**

Authorize the Interim CEO to award contract for Summer Food Service Program (SFSP) to Holmes Catering in the amount up to \$64,240.00. This contract will be awarded for a period starting on June 1<sup>st</sup>, 2019 thru August 31<sup>st</sup>, 2019. This contract may be renewed at the discretion of the CEO each year for a maximum of four years.

**CONTACT PERSON:**

Nathan Bragg  
Procurement Representative  
864-598-6035

**SUMMARY:**

The SHA received 2 bids during the Summer Food Service Program (SFSP) Request for Proposals (RFP2019-0004). The statement of work is for food services of the Summer Food Service Program (SFSP) which includes preparation and delivery of breakfast, snacks and/or lunch to approximately twelve program sites located throughout Spartanburg city and county. All Three public housing sites that house children will participate in this program which includes: Camp Croft Courts, Prince Hall Apartments, and Victoria Gardens Apartments.

April 23, 2019

**BACKGROUND:**

SHA issued the Summer Food Service Program (SFSP) RFP2019-0004 on March 21, 2019 whereas two responses were received; the scores are listed below. It was determined by procurement and senior staff to proceed with the two proposals after extensive marketing and advertising was done to solicit more proposals. This is fully documented in a justification in the procurement file. An evaluation committee selected the awardee based on the technical merits such as financial capacity, delivery capability, professional experience and pricing.

	<b>Holmes Catering</b>	<b>The Butterfly Foundation</b>
Evaluator #1	99	92
Evaluator #2	99	86
Evaluator #3	99	92
<b>Weighted Score</b>	<b>99</b>	<b>90</b>

**FINANCIAL CONSIDERATIONS:**

This is a cost reimbursable Summer Food Service Program (SFSP) through the South Carolina Department of Education (SCDOE) and the United States Department of Agriculture (USDA). Staff has done its due diligence to plan for the cost of this program to effectively offset expenses paid out by Spartanburg Housing Authority's COCC cost center. SHA piloted a successful Summer Food Service Program (SFSP) last summer and looks forward to seeing even more positive results. These funds will be allocated through the COCC to offset administrative costs and provide other funding to better serve SHA residents.

**POLICY CONSIDERATIONS:**

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

Respectfully Submitted,



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

**RESOLUTION NO. 2019-16**

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

**April 23, 2019**

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

Authorize the Interim CEO to award contract for Summer Food Service Program (SFSP) to Holmes Catering in the amount up to \$64,240.00. This contract will be awarded for a period starting on June 1<sup>st</sup>, 2019 thru August 31<sup>st</sup>, 2019. This contract may be renewed at the discretion of the CEO each year for a maximum of four years.

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Matthew Myers, Chairman

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2019-16

DATE ADOPTED: April 23, 2019





**Interim CEO**

**Monthly Report (verbal)**

**Reginal Barner**

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**Board of Commissioners Meeting  
Tuesday, April 23, 2019**



**Finance Report**  
**Jose Calicdan**

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**Board of Commissioners Meeting**  
**Tuesday, April 23, 2019**

SPARTANBURG HOUSING AUTHORITY													
Cash Flow													
March 31, 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	956,358							5,367,724
Section 8 Admin Subsidy	99,023	102,389	102,789	102,389	109,070	103,304							618,964
Mod Rehab HAP	4,233	122,059	116,720	116,720	116,720	3,956							480,408
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	151,534							961,182
Tax Credit Properties Subsidy	33,804	33,804	37,874	31,761	31,761	31,301							200,304
TBRA-HCV	5,094	3,731	8,557	6,232	11,156	6,699							41,469
SLHC PBV Subsidy	1,469	1,238	0	0	0	0							2,707
SC State Grant for JCB	40,723	39,554	40,038	40,815	41,235	41,393							243,758
1) HUD & State Subsidy	1,310,859	1,059,199	1,451,437	1,430,265	1,442,291	1,294,545	-	-	-	-	-	-	7,988,596
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	12,862							74,769
CFP and RHF	53,153	18,652	22,181	56,867	11,139	50,811							212,803
2) Other Grant Revenue	89,168	74,038	67,726	76,205	28,590	63,673	-	-	-	-	-	-	399,401
Public Housing Rents	95,431	98,776	99,418	98,317	96,580	100,785							589,307
JC Bull Rents	26,680	25,799	26,311	26,830	26,708	26,574							158,902
SLHC Rents	164	(22)	(125)	0	-								17
3) Rent Revenue	122,275	124,552	125,604	125,147	123,288	127,359	-	-	-	-	-	-	748,225
4) Misc Receipts	97,686	14,897	10,732	13,353	15,311	37,248							189,228
5) Other Cash-In													
Section 8 Reserves Transfer In		250,000		-	-	-				-		-	250,000
MOD Rehab settlement with HUD	-	-	-	-	-	129,674		-			-	-	129,674
TOTAL CASH INFLOW	1,619,988	1,522,687	1,655,500	1,644,971	1,609,480	1,652,500	-	-	-	-	-	-	9,705,124
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.													



**SPARTANBURG HOUSING AUTHORITY**  
**AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS**

Actual to Budget Variance Comparison

For six (6) months ending March 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
<b>1 Public Housing</b>											
Total Revenue	\$ 267,899	\$ 263,125	\$ 4,774	2%	\$ 1,643,143	\$ 1,578,750	\$ 64,393	4%	3,157,458	52.0%	50.0%
Total Operating Expenses	282,556	264,389	18,167	7%	1,473,645	1,604,796	(131,151)	-8%	3,181,812	46.3%	50.0%
Reserve transfer out (in)	-	(5,272)				(31,632)			(63,264)		
↑ Net Operating Income	\$ (14,657)	\$ 4,008	\$ (18,665)	-466%	\$ 169,498	\$ 5,586	\$ 163,912	2934%	38,910		
*Operating expenses under budget. No concerns at this time.											
<b>2 HCV Program - HAP only</b>											
Total Revenue	\$ 957,469	\$ 970,776	\$ (13,307)	-1%	\$ 5,383,911	\$ 5,824,656	\$ (440,745)	-8%	11,649,310	46.2%	50.0%
Total Expenses	\$ 896,546	\$ 969,859	(73,313)	-8%	\$ 5,484,084	\$ 5,819,154	(335,070)	-6%	11,638,310	47.1%	50.0%
← Net Operating Income (loss)	\$ 60,923	\$ 917	\$ 60,006	6544%	\$ (100,173)	\$ 5,502	\$ (105,675)	-1921%	11,000		
Staff continues to monitor the HAP program utilizing the two year tool provided by HUD. SHA will issue additional 82 vouchers monthly to offset the previous under utilization.											
<b>3 HCV Program - Admin only</b>											
Total Revenue	\$ 104,415	\$ 91,406	\$ 13,009	14%	\$ 635,151	\$ 548,436	\$ 86,715	16%	1,096,862	57.9%	50.0%
Total Expenses	\$ 101,974	\$ 100,242	1,732	2%	\$ 551,744	\$ 603,452	(51,708)	-9%	1,202,904	45.9%	50.0%
Reserve transfer out (in)	\$ -	\$ (8,837)			\$ -	\$ (53,021)			(106,042)		
← Net Operating Income (loss)	\$ 2,442	\$ 44,185	\$ (41,743)	-94%	\$ 83,407	\$ (1,995)	\$ 85,402	-4281%	-		
*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 March, 2019 -SHA shows a net income of \$83K due to HUD increased in pro-ration rate at 80%.											
<b>4 Mod Rehab Program - HAP only</b>											
Total Revenue	117,000	103,469	\$ 13,531	13%	726,631	620,814	\$ 105,817	17%	1,241,625	58.5%	50.0%
Total Expenses	102,661	103,468	(807)	-1%	635,504	620,808	14,696	2%	1,241,625	51.2%	50.0%
↑ Net Operating Income	\$ 14,339	\$ 1	\$ 14,338		\$ 91,127	\$ 6	\$ 91,121		0		
* HUD is funding the program at the budget level. Annual cash settlements report is submitted to HUD. As of March, 2019, SHA received \$91K as excess disbursements due to voucher underutilization.											
<b>5 Mod Rehab Program - Admin only</b>											
Total Revenue	\$ 14,416	\$ 13,570	\$ 846	6%	\$ 86,496	\$ 81,420	\$ 5,076	6%	162,841	53.1%	50.0%
Total Expenses	8,784	8,534	250	3%	49,294	51,204	(1,910)	-4%	102,411	48.1%	50.0%
↑ Net Operating Income (loss)	\$ 5,632	\$ 5,036	\$ 596	12%	\$ 37,202	\$ 30,216	\$ 6,986	23%	60,430		
*Calculated as percentage allocation of HCV Admin budget. Operating with no concerns.											
<b>6 COCC Program Only</b>											
Total Revenue	\$ 90,991	\$ 121,422	\$ (30,431)	-25%	\$ 532,170	\$ 728,532	\$ (196,362)	-27%	1,501,617	35.4%	50.0%
Total Expenses	\$ 141,955	\$ 140,508	\$ 1,447	1%	\$ 739,537	\$ 865,837	\$ (126,300)	-15%	1,718,752	43.0%	50.0%
Reserve transfer out (in)	\$ -	\$ (18,333)			\$ -	\$ (110,000)			(220,000)	0.0%	
← Net Operating Income	\$ (50,964)	\$ (753)	\$ (50,211)	6671%	\$ (207,367)	\$ (27,305)	\$ (180,062)	659%	2,865		
*Some of the annualized revenue is received in April, this will make the revenue report low until the revision.											
<b>7 JC BULLS ( 100 units)</b>											
Total Revenue	\$ 68,112	\$ 67,811	\$ 301	0%	\$ 410,385	\$ 406,866	\$ 3,519	1%	813,728	50.4%	50.0%
Total Operating Expenses	\$ 48,804	\$ 59,093	\$ (10,289)	-17%	\$ 278,780	\$ 356,903	\$ (78,123)	-22%	711,437	39.2%	50.0%
↑ Net Operating Income	\$ 19,308	\$ 8,718	\$ 10,590	121%	\$ 131,605	\$ 49,963	\$ 81,642	163%	102,291		
*Operating expenses under budget. No concerns at this time.											
<b>8 OVERALL RESULTS</b>											
Net Operating Income after HUD offset	\$ 37,024				\$ 205,299	\$ 61,973	\$ 143,326	231.27%			

SPARTANBURG HOUSING AUTHORITY													
Section 8 Reserved & Restricted Cash Flow													
March 31, 2019													
<b>INFLOWS:</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>TOTAL</b>
Section 8 HAP Subsidy	953,434	578,836	950,742	964,177	964,177	956,358							5,367,724
Inter fund settlement //HAP acct	-	-	-	-	-	-							-
Section 8 Admin Subsidy	99,023	102,389	102,789	102,389	109,070	103,304							618,964
Section 8 Port-In Admin Fees													-
Mod Rehab HAP	4,233	122,059	116,720	116,720	116,720	3,956							480,408
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	6,699							41,469
HCV Recovery/Interest/Refunds	8,779	7,416	11,322	24,636	13,996	9,202							75,350
<b>HUD Subsidy</b>	<b>1,082,725</b>	<b>831,101</b>	<b>1,204,546</b>	<b>1,228,569</b>	<b>1,229,535</b>	<b>1,079,519</b>	-	-	-	-	-	-	<b>6,655,995</b>
<b>OUTFLOWS:</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>TOTAL</b>
Section 8:													
Housing Assistance	920,003	915,639	924,339	906,799	920,758	896,546							5,484,084
Mod Rehab Vouchers	106,858	100,594	109,693	110,084	106,872	102,661							636,762
Sec 8 Admin Expenses	76,831	89,117	88,595	106,353	88,582	101,974							551,451
Mod Rehab Admin	6,311	7,737	7,838	9,968	8,657	8,784							49,294
TBRA - Vouchers	4,631	3,392	7,779	5,665	10,142	6,090							37,699
<b>Total Payments</b>	<b>1,114,634</b>	<b>1,116,478</b>	<b>1,138,244</b>	<b>1,138,869</b>	<b>1,135,011</b>	<b>1,116,054</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,759,290</b>
<b>Net Inflow (Outflow)</b>	<b>(31,909)</b>	<b>(285,377)</b>	66,302	89,700	94,524	<b>(36,536)</b>	0	0	0	0	0	0	<b>(103,295)</b>
MOD Rehab settlement with HUD						129,674							
Net inflow (outflow) offset by reserve						93,138							
<b>Reserve Account INFLOW(OUTFLOW)</b>													
Net Section 8 HAP	42,210	(329,387)	37,725	82,014	57,415	69,014	-	-	-	-	-	-	
Net Mod Rehab HAP	(102,625)	21,465	7,027	6,636	9,848	(98,705)	-	-	-	-	-	-	
Section 8 Admin	22,192	13,272	14,194	(3,964)	20,488	1,330	-	-	-	-	-	-	
Mod Rehab Admin	5,851	8,933	6,578	4,448	5,759	(8,784)	-	-	-	-	-	-	
	(32,372)	(285,716)	65,525	89,134	93,510	(37,145)	-	-	-	-	-	-	
<b>Reserve Bank Accounts</b>													
Section 8 and Mod Rehab disbursement	444,252	304,570	366,345	447,780	519,960	408,578							
Sec 8 HAP -NRA	468,656	220,377	221,825	224,114	226,764	230,119							
Sec 8 - Operations -UNA	177,788	177,788	177,788	177,788	177,788	177,788							
Mod Rehab -ADMIN	92,399	92,399	92,399	92,399	92,399	92,399							
	<b>1,183,095</b>	<b>795,134</b>	<b>858,357</b>	<b>942,081</b>	<b>1,016,911</b>	<b>908,884</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	



**Monthly Reports:  
Programs Dashboard**

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**Board of Commissioners Meeting  
Tuesday, April 23, 2019**



**April 23, 2019**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT—MARCH 2019**

**CONTACT PERSON:**

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

**OCCUPANCY**

As part of HUD's Public Housing Utilization Project, as of March 31, 2019, Asset Management ended the month at 85.43% 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 95.26% overall occupancy. Total Vacant Units excluding Scattered Sites is 18 Units; 5 of which are off-line for extensive repairs (3 Camp Croft Courts, 1 Victoria Gardens, and 1 Prince Hall).

<b>HUD GOAL</b>	<b>SHA Actual</b>	<b>Excluding Outliers</b>	<b>VISTA Managed PH</b>
97%	85.43%	95.26%	98.56%

**TENANT ACCOUNTS RECEIVABLE REPORTS:**

The Tenant Accounts Receivable Collection rate for SHA managed developments was 101.75% for all public housing properties and 101.12% 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. While over \$8,707.58 went uncollected for the month, there was a tremendous surge in prepaids totaling over \$8,384.60.

<b>HUD GOAL</b>	<b>SHA PH Actual</b>	<b>SHA MF and Market Actual</b>
98.5%	101.75%	101.75%





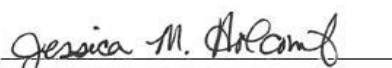
WWW.SHASC.ORG

TENANT CHARGE ANALYSIS REPORT FOR MARCH 2019									
Property					AGED TENANT ACCOUNTS				
	CHARGED	UNPAID	TARS	PREPAYS	ACTIVE	INACTIVE	TOTAL	YTD ACTUAL	OCCUPANCY
Camp Croft	\$ 22,565.14	3,774.12	✖ 87.76%	948.09	\$ 2,826.03	(64.26)	\$2,761.77	\$28,010.00	✖ 90.63%
Archibald Village	13,862.50	75.50	✔108.18%	777.78	\$ (702.28)	(431.00)	\$(1,133.28)	\$42,092.00	✔ 100.00%
Archibald Rutledge	33,364.69	1,083.38	✔103.12%	1782.65	\$ (699.27)	(343.00)	\$(1,042.27)	\$63,070.00	⚠ 97.33%
Scattered Sites	2,648.00	-	✔107.85%	207.00	\$ (207.00)	(1.00)	\$(208.00)	\$8,087.00	✖ 31.25%
Prince Hall	14,907.26	2,146.24	✔109.96%	3195.44	\$ (1,049.20)	(435.47)	\$(1,484.67)	\$63,960.00	✔ 98.00%
Victoria Gardens	16,736.91	1,628.34	✖ 85.81%	1338.64	\$ 289.70	2,085.57	\$2,375.27	\$34,937.00	⚠ 97.50%
Cambridge Place/Brawley	1,408.00	-	✔ 109.59%	135.00	\$ (135.00)	-	\$(135.00)	\$(1,100.00)	✖ 83.33%
PH TOTAL	105,492.50	8,707.58	⚠101.75%	8,384.60	322.98	810.84	\$1,133.82	\$239,056.00	✖ 85.43%
Page Lake	3,349.00	-	⚠ 100.00%	0.00	\$ -	-	\$0.00	\$6,607.00	✔ 100.00%
JC Bull	26,806.00	522.00	⚠ 99.20%	161.00	\$ 361.00	(146.00)	\$215.00	\$144,027.00	⚠ 96.00%
Liberty	1,870.00	-	⚠ 100.00%	0.00	\$ -	-	\$0.00	\$4,815.00	✔ 100.00%
Appian	228.00	-	✔ 105.26%	12.00	\$ (12.00)	-	\$(12.00)	\$(14,642.00)	✔ 100.00%
Total	\$ 32,253.00	522.00	⚠101.12%	173.00	349.00	(146.00)	\$203.00	\$140,807.00	✔ 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 10<sup>th</sup> 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.

As of April 01, 2019, both the 78 vacant Cammie Clagett units and 19 public housing units at Cedar Springs have been removed from the SHA PIC Inventory.

Respectfully Submitted,   
 Jessica Holcomb, Deputy Director  
 Spartanburg Housing Authority

### CAPITAL FUND TABLE

#### REPLACEMENT HOUSING FACTOR FUNDS CAPITAL FUND

Replacement Housing Factor		Grant No. SC16R003502-15			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$218,757	4/12/2020*	4/12/2022	\$58,080.34	\$58,080.34	\$160,676.66
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	4/12/2018	4/12/2020	\$1,244,642	\$895,609.07	\$380,345.14
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	\$225,771.19	\$225,771.19	\$691,965.01
Capital Fund Program		Grant No. SC16P003501-18			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$1,246,092	5/28/2022	5/28/2020			\$1,246,092

\*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 2020
- 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 approved Capital Fund for 2019
- HUD recaptured \$188,218 from Capital Fund 2018 due to the units at Cammie Claggett being removed via RAD in calendar year 2017. These units should not have been funded according to HUD.

### **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

- 9% LIHTC applications for Victoria Gardens and Archibald Hi-Rise were submitted on March 8
- Reconstruction of Brawley Street unit completed on time

The bi-weekly calls with RECAP Real Estate Advisors have resulted in positive movement with Country Gardens I and II refinancing and RAD closing. RECAP has played a vital role in ensuring that the three residents moving from Cedar Springs to Parkside at Drayton is a smooth RAD transition.

## 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 %
90.2%	96.3 %	90.2%	99.6%

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

HCV	PBV	RAD
91%	98%	94%

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

Norris Ridge	Morningside
97%	86%

- 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 was purchased and the new owners have decided that they do not want to renew the Mod Rehab Contract. The HUD office has been notified and SHA has requested replacement vouchers for the 36 families currently living at the property. Norris Ridge Apartments has renewed their Mod Rehab contract. The property is working on completing a RAD conversion.
- The SHA7 has implemented a leasing plan to increase leasing over the next two months.
- The TBRA Program for veterans has ten (16) participants.
- The TBRA2 Program received twenty- nine (29) applications and all are being processed.

### MILESTONES

- Housing Choice Voucher Program issued fourth-five (45) vouchers, one hundred eight-six (186) searching.

Program	Units Allocated	Units Leased	Unused
HCV	1760	1583	177
PBV	232	230	2
RAD	338	319	19
MOD	226	217	9
<b>Totals</b>	<b>2556</b>	<b>2349</b>	<b>207</b>

### **COMMUNITY AND SUPPORTIVE SERVICES-March 2019**

- MFSC179397 grant renewal status-Authorizing Official reassigned and awaiting 2019 funding award notice
- Current Escrow Account for FSS Public Housing \$12,423.00
- Current Escrow Account for FSS HCV \$72,192.00

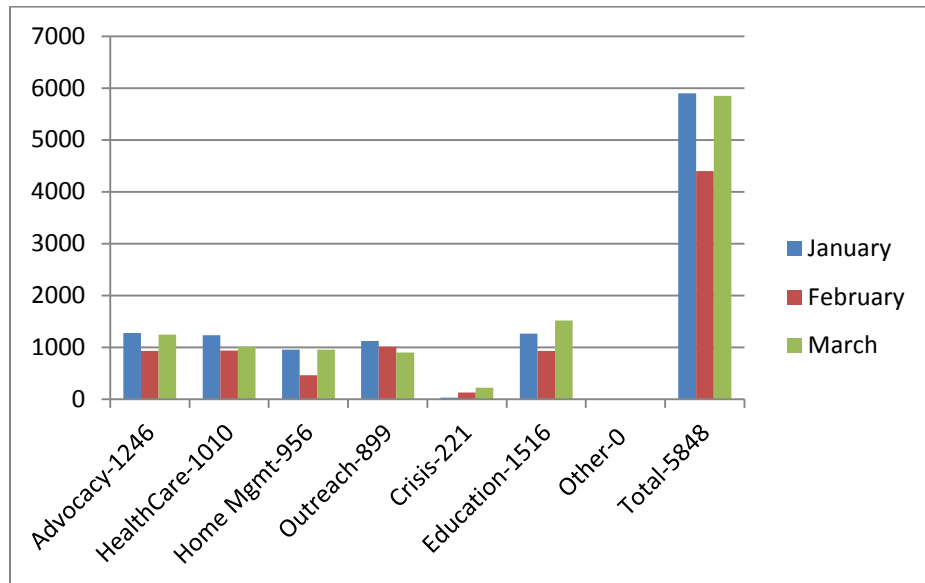
<b>Grant #</b>	<b>Grant Name</b>	<b>Closing Date</b>	<b>Remaining Balance</b>	<b>Notes</b>
YB-28112-16-60-A-45	YouthBuild	4/30/2019	\$84,233	Two staff members positions will phase out
MFSC179397	MultiFamily	12/31/2018	\$0	Reallocation Finalized \$17,350.83
SC003RPS11A015	ROSS	3/24/2020	\$134,486.68	Position Vacant until April 2019
FSS18SC2129	FSS	2/18/2020	\$45,659.52	Project Period began 2/18/2019-Pre-Award Cost have been captured

SHA Staff took Wofford students on a tour of Public Housing on March 26, 2019 at the request of Wofford students and staff. Several students are interested in supporting the upcoming mentoring program for children at Victoria Gardens, the Spelling Bee and possible summer internships with the Housing Authority.

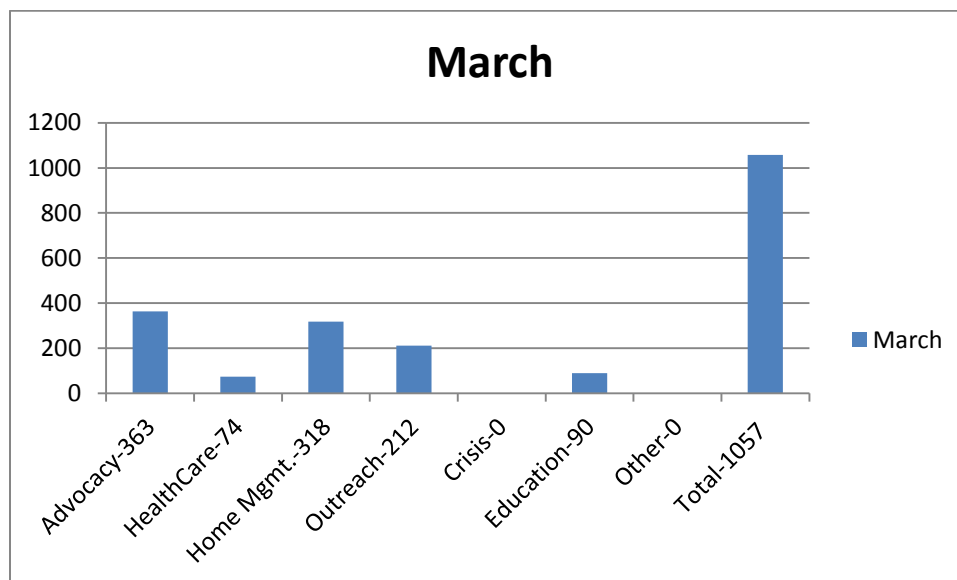


## MILESTONES

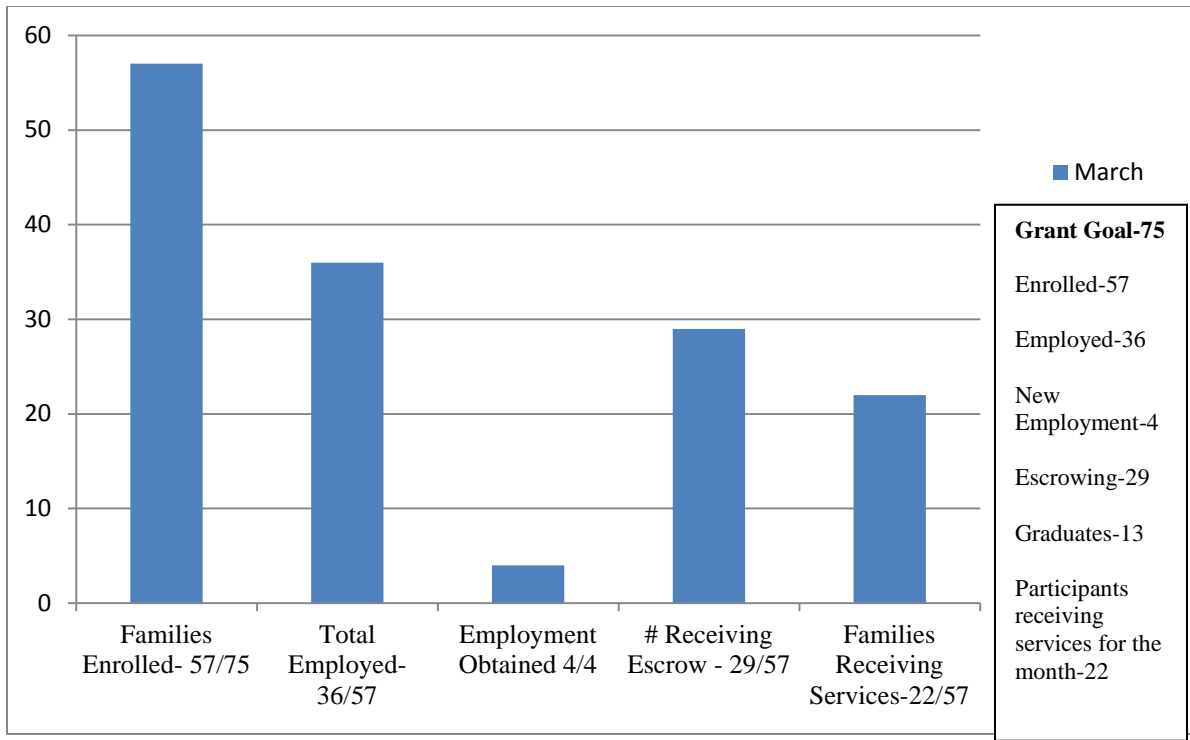
### **EDSC ELDERLY AND DISABLED PROGRAM # of Services for 2019 (March)** **Archibald High Rise, Archibald Village, Camp Croft Courts,** **Victoria Gardens, Prince Hall**



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



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



**Information Sessions being held in the month of April to begin new enrollment.**