

PHA Name : Housing Authority Of Spartanburg

PHA Code : SC003

MTW Supplement for PHA Fiscal Year Beginning : (MM/DD/YYYY): 10/1/2022

PHA Program Type: Combined

MTW Cohort Number: Landlord Incentives

MTW Supplement Submission Type: Annual Submission

B. MTW Supplement Narrative.

Spartanburg Housing is the fourth largest housing authority in South Carolina and serves over 6,500 residents within Spartanburg County. Our vision continues to surround improving the quality of life through housing by enhancing economic mobility for the families we serve, strengthening communities, and creating strategic partnerships. In collaboration with our community partners, Spartanburg Housing will support families as they move toward self-sufficiency. Spartanburg Housing will use the public housing and housing choice voucher funding flexibility to best meet the local need and implement our initiatives.

Spartanburg Housing would like to use MTW flexibility to help address economic mobility. The families we serve often have the fewest opportunities to move up the economic ladder. We will work with our community partners to provide more targeted education and workforce preparation and collaborate to help families gain greater mobility.

Spartanburg Housing will implement a limited number of activities for the period noted in this supplement and will focus on landlord incentives (Damage Claims, Vacancy Loss Payments, and Other Landlord Incentives). These initiatives will address cost effectiveness by increasing utilization; self-sufficiency by providing incentives for new landlords and increase the number of families that are able to find suitable housing; and housing choice by expanding the number of available housing options for voucher holders. In addition, we will focus on third-party inspections. This initiative will address cost effectiveness by decreasing the expense of paying a third-party vendor.

C. The policies that the MTW agency is using or has used (currently implement, plan to implement in the submission year, plan to discontinue, previously discontinued).

1. Tenant Rent Policies	
a. Tiered Rent (PH)	Not Currently Implemented
b. Tiered Rent (HCV)	Not Currently Implemented
c. Stepped Rent (PH)	Not Currently Implemented
d. Stepped Rent (HCV)	Not Currently Implemented
e. Minimum Rent (PH)	Not Currently Implemented
f. Minimum Rent (HCV)	Not Currently Implemented
g. Total Tenant Payment as a Percentage of Gross Income (PH)	Not Currently Implemented
h. Total Tenant Payment as a Percentage of Gross Income (HCV)	Not Currently Implemented
i. Alternative Utility Allowance (PH)	Not Currently Implemented
j. Alternative Utility Allowance (HCV)	Not Currently Implemented
k. Fixed Rents (PH)	Not Currently Implemented
l. Fixed Subsidy (HCV)	Not Currently Implemented
m. Utility Reimbursements (PH)	Not Currently Implemented
n. Utility Reimbursements (HCV)	Not Currently Implemented
o. Initial Rent Burden (HCV)	Not Currently Implemented
p. Imputed Income (PH)	Not Currently Implemented
q. Imputed Income (HCV)	Not Currently Implemented
r. Elimination of Deduction(s) (PH)	Not Currently Implemented
s. Elimination of Deduction(s) (HCV)	Not Currently Implemented
t. Standard Deductions (PH)	Not Currently Implemented
u. Standard Deductions (HCV)	Not Currently Implemented
v. Alternative Income Inclusions/Exclusions (PH)	Not Currently Implemented
w. Alternative Income Inclusions/Exclusions (HCV)	Not Currently Implemented
2. Payment Standards and Rent Reasonableness	
a. Payment Standards- Small Area Fair Market Rents (HCV)	Not Currently Implemented
b. Payment Standards- Fair Market Rents (HCV)	Not Currently Implemented
c. Rent Reasonableness – Process (HCV)	Not Currently Implemented
d. Rent Reasonableness – Third-Party Requirement (HCV)	Not Currently Implemented
3. Reexaminations	
a. Alternative Reexamination Schedule for Households (PH)	Not Currently Implemented
b. Alternative Reexamination Schedule for Households (HCV)	Not Currently Implemented
c. Self-Certification of Assets (PH)	Not Currently Implemented
d. Self-Certification of Assets (HCV)	Not Currently Implemented
4. Landlord Leasing Incentives	
a. Vacancy Loss (HCV-Tenant-based Assistance)	Plan to Implement in the Submission Year
b. Damage Claims (HCV-Tenant-based Assistance)	Plan to Implement in the Submission Year
c. Other Landlord Incentives (HCV- Tenant-based Assistance)	Plan to Implement in the Submission Year
5. Housing Quality Standards (HQS)	
a. Pre-Qualifying Unit Inspections (HCV)	Not Currently Implemented
b. Reasonable Penalty Payments for Landlords (HCV)	Not Currently Implemented
c. Third-Party Requirement (HCV)	Plan to Implement in the Submission Year
d. Alternative Inspection Schedule (HCV)	Not Currently Implemented
6. Short-Term Assistance	
a. Short-Term Assistance (PH)	Not Currently Implemented
b. Short-Term Assistance (HCV)	Not Currently Implemented
7. Term-Limited Assistance	
a. Term-Limited Assistance (PH)	Not Currently Implemented
b. Term-Limited Assistance (HCV)	Not Currently Implemented
8. Increase Elderly Age (PH & HCV)	

Increase Elderly Age (PH & HCV)	Not Currently Implemented
9. Project-Based Voucher Program Flexibilities	
a. Increase PBV Program Cap (HCV)	Not Currently Implemented
b. Increase PBV Project Cap (HCV)	Not Currently Implemented
c. Elimination of PBV Selection Process for PHA-owned Projects Without Improvement, Development, or Replacement (HCV)	Not Currently Implemented
d. Alternative PBV Selection Process (HCV)	Not Currently Implemented
e. Alternative PBV Unit Types (Shared Housing and Manufactured Housing) (HCV)	Not Currently Implemented
f. Increase PBV HAP Contract Length (HCV)	Not Currently Implemented
g. Increase PBV Rent to Owner (HCV)	Not Currently Implemented
h. Limit Portability for PBV Units (HCV)	Not Currently Implemented
10. Family Self-Sufficiency Program with MTW Flexibility	
a.PH Waive Operating a Required FSS Program (PH)	Not Currently Implemented
a.HCV Waive Operating a Required FSS Program (HCV)	Not Currently Implemented
b.PH Alternative Structure for Establishing Program Coordinating Committee (PH)	Not Currently Implemented
b. HCV Alternative Structure for Establishing Program Coordinating Committee (HCV)	Not Currently Implemented
c.PH Alternative Family Selection Procedures (PH)	Not Currently Implemented
c.HCV Alternative Family Selection Procedures (HCV)	Not Currently Implemented
d.PH Modify or Eliminate the Contract of Participation (PH)	Not Currently Implemented
d.HCV Modify or Eliminate the Contract of Participation (HCV)	Not Currently Implemented
e.PH Policies for Addressing Increases in Family Income (PH)	Not Currently Implemented
e.HCV Policies for Addressing Increases in Family Income (HCV)	Not Currently Implemented
11. MTW Self-Sufficiency Program	
a.PH Alternative Family Selection Procedures (PH)	Not Currently Implemented
a.HCV Alternative Family Selection Procedures (HCV)	Not Currently Implemented
b.PH Policies for Addressing Increases in Family Income (PH)	Not Currently Implemented
b.HCV Policies for Addressing Increases in Family Income (HCV)	Not Currently Implemented
12. Work Requirement	
a. Work Requirement (PH)	Not Currently Implemented
b. Work Requirement (HCV)	Not Currently Implemented
13. Use of Public Housing as an Incentive for Economic Progress (PH)	
Use of Public Housing as an Incentive for Economic Progress (PH)	Not Currently Implemented
14. Moving on Policy	
a. Waive Initial HQS Inspection Requirement (HCV)	Not Currently Implemented
b.PH Allow Income Calculations from Partner Agencies (PH)	Not Currently Implemented
b.HCV Allow Income Calculations from Partner Agencies (HCV)	Not Currently Implemented
c.PH Aligning Tenant Rents and Utility Payments Between Partner Agencies (PH)	Not Currently Implemented
c.HCV Aligning Tenant Rents and Utility Payments Between Partner Agencies (HCV)	Not Currently Implemented
15. Acquisition without Prior HUD Approval (PH)	
Acquisition without Prior HUD Approval (PH)	Not Currently Implemented
16. Deconcentration of Poverty in Public Housing Policy (PH)	
Deconcentration of Poverty in Public Housing Policy (PH)	Not Currently Implemented
17. Local, Non-Traditional Activities	
a. Rental Subsidy Programs	Not Currently Implemented
b. Service Provision	Not Currently Implemented

C. MTW Activities Plan that Housing Authority Of Spartanburg Plans to Implement in the Submission Year or Is Currently Implementing

4.a. - Vacancy Loss (HCV-Tenant-based Assistance)
Spartanburg Housing will provide landlords with a payment of \$500 when an HCV participant moves out and the landlord rents the unit to another HCV participant. If the landlord chooses not to rent the unit to another HCV participant, they would forfeit this payment.
This would apply to all HCV units and landlords. This would not apply to PBV properties or landlords.
This MTW activity serves the following statutory objectives:
Housing choice
This MTW activity has the following cost implications:
Increased expenditures
An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households.
The MTW activity applies only to a subset or subsets of assisted households
This MTW activity applies to:
New admissions and currently assisted households
An MTW activity may apply to all family types or to selected family types (i.e., non-elderly\non-disabled, elderly, disabled, other).
The MTW activity applies to all family types
The MTW activity applies to all tenant-based units
Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.
This is a new activity.
No hardship were requested in the most recent fiscal year.
In the prior year, under this activity, Housing Authority Of Spartanburg MTW agency
Received 0 hardship requests
Approved hardship requests
Denied hardship requests
There is\are hardship requests pending.
This policy applies to
To all units
The types of units policy applies to:

Maximum payment to the landlord is

\$The maximum payment is \$500 per move out..

0 payments were issued under this policy y in the most recently completed PHA fiscal year.

\$0 issued under this policy in the most recently completed PHA fiscal year.

4.b. - Damage Claims (HCV-Tenant-based Assistance)

Spartanburg Housing will provide landlords with up to \$1250 for damages caused by an HCV participant. Given the following steps have been followed:

- 1) Move In inspection completed and signed off by both the landlord and HCV participant
- 2) Move out inspection completed and signed off by both landlord and HCV participant
- 3) Itemized list of repairs and estimated cost to repair provided to Spartanburg Housing turned in within 15 days of move out of HCV participant
- 4) Established a reasonable cost of repairs (repair costs example attached)

This would apply to all HCV and PBV landlords.

This MTW activity serves the following statutory objectives:

Housing choice

This MTW activity has the following cost implications:

Increased expenditures

An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households.

The MTW activity applies to all assisted households

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

This is a new activity.

No hardship were requested in the most recent fiscal year.

In the prior year, under this activity, Housing Authority Of Spartanburg MTW agency

Received 0 hardship requests

Approved hardship requests

Denied hardship requests

There is\are hardship requests pending.

This policy applies to

To all units

The types of units policy applies to:

Maximum payment to the landlord is

\$1250.

0 payments were issued under this policy y in the most recently completed PHA fiscal year.

\$0 issued under this policy in the most recently completed PHA fiscal year.

4.c. - Other Landlord Incentives (HCV- Tenant-based Assistance)

1) Sign-On Bonus: Spartanburg Housing will provide each new landlord with a one-time \$250 sign on bonus. This bonus would be given to the new landlord after lease up of the first unit. This money would be directly deposited with their first Housing Assistance Payment. This would apply to new HCV landlords only. This would not apply to PBV landlords. 2) Landlord Referral Bonus: Participating landlords, who refers a new landlord to Spartanburg Housing, would receive \$100 bonus after the first unit is leased with the new landlord. This payment would be sent electronically to the participating landlord with their next Housing Assistance Payment. This would apply to existing HCV landlords only. This would not apply to PBV landlords. 3) Other Incentives: Spartanburg Housing will give each existing landlord a monetary award for every 5 years they have been with Spartanburg Housing. The maximum award amount is \$100. This would apply to HCV landlords only.

This MTW activity serves the following statutory objectives:

Housing choice

This MTW activity has the following cost implications:

Increased expenditures

An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households.

The MTW activity applies to all assisted households

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

This is a new activity.

No hardship were requested in the most recent fiscal year.

In the prior year, under this activity, Housing Authority Of Spartanburg MTW agency

Received 0 hardship requests

Approved hardship requests

Denied hardship requests

There is\are hardship requests pending.

This policy applies to Certain types of units only (Display selected and additional Pop up is complex logic.)

The types of units policy applies to:

Units/landlords new to the HCV program

Maximum payment to the landlord is

\$250 is the maximum payment...for each new landlord

Referral Bonus: The maximum payment is \$100.

Other Incentives: The maximum payment is \$100.

0 payments were issued under this policy y in the most recently completed PHA fiscal year.

\$0 issued under this policy in the most recently completed PHA fiscal year.

5.c. - Third-Party Requirement (HCV)

Spartanburg Housing will perform HQS inspections on PBV units that it owns, manages, and/or controls. The Director of Leased Housing will randomly select a sample of Quality Control inspections (5%) that have been completed within a 60-day period.

This MTW activity serves the following statutory objectives:

Cost effectiveness

This MTW activity has the following cost implications:

Decreased expenditures

An MTW activity may apply to new admissions only, to currently assisted households only, or to both new admissions and currently assisted households.

The MTW activity applies to all assisted households

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

This is a new activity.

No hardship were requested in the most recent fiscal year.

In the prior year, under this activity, Housing Authority Of Spartanburg MTW agency

Received 0 hardship requests

Approved hardship requests

Denied hardship requests

There is\are hardship requests pending.

The quality assurance method:

Following will explain the quality assurance method – 1) The inspections for the last 60 days will be downloaded from the Yardi system into an Excel worksheet where the number of inspections can be determined.

2) The number of inspections will be multiplied by 5% to determine the number of inspections that will need to be performed. We will round up in all cases.

3) We will use a random generator to select the number of the inspections to select to complete based on the number needed to complete the 5% of inspections.

4) We will send letters to the landlords and tenants to schedule the inspections.

5) The inspections will be completed and re-inspections will be scheduled if necessary.

6) Copies of the inspections will be kept in a separate files.

If [Upload file] options- Display 'Attached for quality assurance method'

D.	Safe Harbor Waivers.
D.1	Safe Harbor Waivers seeking HUD Approval: No Safe Harbor Waivers are being requested.

E.	Agency-Specific Waiver(s).
E.1	Agency-Specific Waiver(s) for HUD Approval: The MTW demonstration program is intended to foster innovation and HUD encourages MTW agencies, in consultation with their residents and stakeholders, to be creative in their approach to solving affordable housing issues facing their local communities. For this reason, Agency-Specific Waivers may be requested. No Agency-Specific Waivers are being requested.
E.2	Agency-Specific Waiver(s) for which HUD Approval has been Received: MTW Agency does not have approved Agency-Specific Waivers

F.	Public Housing Operating Subsidy Grant Reporting.
F.1	Total Public Housing Operating subsidy amount authorized, disbursed by 9/30, remaining, and deadline for disbursement, by Federal Fiscal Year for each year the PHA is designated an MTW agency.

Federal Fiscal Year (FFY)	Total Operating Subsidy Authorized Amount	How Much PHA Disbursed by the 9/30 Reporting Period	Remaining Not Yet Disbursed	Deadline
2022	\$2,068,534	\$1,618,502	\$450,032	2022-12-31

G.	MTW Statutory Requirements.	
G.1	75% Very Low Income – Local, Non-Traditional. HUD will verify compliance with the statutory requirement that at least 75% of the households assisted by the MTW agency are very low-income for MTW public housing units and MTW HCVs through HUD systems. The MTW PHA must provide data for the actual families housed upon admission during the PHA's most recently completed Fiscal Year for its Local, Non-Traditional program households.	
	Income Level	Number of Local, Non-Traditional Households Admitted in the Fiscal Year*
	80%-50% Area Median Income	0
	49%-30% Area Median Income	0
	Below 30% Area Median Income	0
	Total Local, Non-Traditional Households	0

*Local, non-traditional income data must be provided in the MTW Supplement form until such time that it can be submitted in IMS-PIC or other HUD system.

G.2	Establishing Reasonable Rent Policy.
MTW agency did not established a rent reform policy to encourage employment and self-sufficiency Spartanburg Housing has not established a timeline for establishing rent reform activities.	

G.3	Substantially the Same (STS) – Local, Non-Traditional.
The total number of unit months that families were housed in a local, non-traditional rental subsidy for the prior full calendar year.	0 # of unit months
The total number of unit months that families were housed in a local, non-traditional housing development program for the prior full calendar year.	0 # of unit months

Number of units developed under the local, non-traditional housing development activity that were available for occupancy during the prior full calendar year:

PROPERTY NAME/ ADDRESS	0/1 BR	2 BR	3 BR	4 BR	5 BR	6+ BR	TOTAL UNITS	POPULATION TYPE*	if 'Population Type' is Other	# of Section 504 Accessible (Mobility)**	# of Section 504 Accessible (Hearing/ Vision)	Was this Property Made Available for Initial Occupancy during the Prior Full Calendar Year?	What was the Total Amount of MTW Funds Invested into the Property?
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G.4	Comparable Mix (by Family Size) – Local, Non-Traditional.
To demonstrate compliance with the statutory requirement to continue serving a 'comparable mix" of families by family size to that which would have been served without MTW, the MTW agency will provide the number of families occupying local, non-traditional units by household size for the most recently completed Fiscal Year in the provided table.	

Family Size:	Occupied Number of Local, Non-Traditional units by Household Size
1 Person	
2 Person	
3 Person	
4 Person	
5 Person	
6+ Person	
Totals	0

H.	Public Comment
Attached you will find a copy of all of the comments received and a description of how the agency analyzed the comments, as well as any decisions made based on those comments.	

I.	Evaluations.
No known evaluations.	



MAINTENANCE CHARGE SCHEDULE

Adopted: January 22, 2021

The following charges will apply to charges for cleaning, repair, and/or replacement as a result of misuse, abuse, theft, or negligence on the part of the resident. Residents will not be charged for normal wear and tear.

Cleaning:

Bathroom.....	\$ 50.00
Stove.....	40.00
Refrigerator.....	30.00
Kitchen.....	50.00
Bedroom (each).....	40.00
Floors (each room)	30.00
Clean yard or roof.....	20.00
Remove trash and debris (per load)	40.00

Painting:

Prorated on a 5-year schedule @ \$50 per room

Windows and Doors:

Replace door stop.....	12.50
Replace door keeper.....	17.00
Replace storm door.....	175.00
Replace storm door latch.....	20.95
Replace storm door closure.....	29.60
Door knob, exterior.....	22.50
Doorknob, interior.....	22.95
Door lock change w/2 keys.....	50.00
Door jamb replacement.....	93.50
Replace screen door/window frame.....	48.00
Replace window/door screen only.....	26.00
Replace patio door screen.....	26.00
Replace window.....	45.00
Replace window glass.....	30.00
Replace blinds/shades (each).....	15.00
Window blind/shade brackets (per set).....	14.00
Weather stripping (per door).....	12.00
Replace bi-fold closet door.....	100.00

Repair closet door.....	20.00
Repair front or back door.....	40.00
Replace front or back door.....	300.00
Front or back door casing.....	150.00
Kick plate.....	25.00
Storm door closure.....	30.00
Replace storm door grill.....	21.00

Kitchen:

Unstop sink.....	40.00
Sink replacement.....	165.00
Sink stopper.....	12.00
Basket sink strainer replacement.....	25.00
Unstop sink drain.....	40.00
Repair faucet.....	15.00
Replace kitchen faucet.....	75.00
Faucet handles.....	15.00
Countertop.....	300.00

Range:

Drip pan, 6 inch.....	16.00
Drip pan, 8 inch.....	18.00
Replace range controls.....	20.00
Repair gas range.....	30.00
Repair electric range.....	30.00
Oven units.....	50.00
Burners	
Small.....	26.95
Large.....	28.95
Replace oven handle.....	30.00
Replace oven hinges.....	13.00
Replacement oven rack.....	15.00
Heat switch.....	29.00
Range vent.....	60.00
Oven door gasket.....	25.00
Garbage disposal stopper.....	12.00
Garbage disposal splash guard.....	11.50
Stovetop elements, 6 inch.....	25.00
Stovetop elements, 8 inch.....	28.00
Range hood filter.....	18.00
Range (electric).....	400.00
Range (gas).....	400.00

Refrigerator:

Ice trays.....	5.00
Vegetable bin.....	27.00
Inside door panel.....	45.00
Vegetable bin cover.....	30.00

Door shelf bar.....	30.00
Shelf support post.....	13.00
Shelf brackets.....	12.00
Door gasket.....	45.00
Control/thermostat.....	45.00
Shelves.....	25.00
Replace relay.....	25.00
Evaporator door.....	16.00
Freezer door hinges.....	14.00
Replace handle.....	23.50
Replace refrigerator.....	500.00

Bathroom:

Tub stopper.....	10.00
Overflow plate.....	12.50
Shower head.....	16.00
Tub spout.....	37.00
Sink stopper.....	12.25
Unstop sink.....	25.00
Complete tissue holder.....	15.00
Tissue holder roller only.....	8.00
Complete shower rod with brackets.....	25.00
Shower rod brackets only (per set).....	15.00
Complete towel bar set (includes bracket).....	22.00
Towel bar only.....	13.25
Toilet blockage, removed with plunger.....	30.00
Toilet blockage, requiring snake.....	50.00
Toilet blockage, requiring dismantling.....	75.00
Toilet tank top.....	38.50
Toilet handle.....	12.25
Toilet replacement.....	150.00
Replace toilet bowl.....	35.00
Toilet seat.....	22.50
Repair toilet seat.....	12.50
Ceramic soap dish.....	22.50
Lavatory pop ups.....	30.00
Lavatory faucets.....	80.00
Replace medicine cabinet mirror.....	65.00
Medicine cabinet shelves.....	12.00
Replace Exhaust Fan.....	60.00

Miscellaneous Interior Repairs:

Window thumb screw locks.....	13.00
Electrical switch and receptacle cover.....	12.00
Standard light bulb.....	12.00
Fluorescent light bulb.....	14.50

Refrigerator light bulb.....	12.00
Bi-fold closet doorknob.....	13.50
Repair closet shelf.....	12.50
Replace closet shelf.....	15.00
HVAC Thermostat.....	90.00
Replace thermostat cover.....	15.00
Repair thermostat.....	16.00
Hall light globe.....	15.00
Smoke detector (repair or replacement)	100.00
Walls, hole repair (2x2)	60.00
Walls, hole repair (4x4)	80.00
Walls, hole repair (larger).....	100.00
Painting, per room.....	150.00
Interior door replacement.....	126.00
Repair exhaust fan.....	15.00
Replace exhaust fan.....	40.00
Change mailbox locks.....	15.00
Repair mailbox.....	17.00
Closet rods.....	15.00
Curtain rods.....	15.00
Window blinds.....	15.00
Specialty Blinds.....	35.00
Replace interior or exterior light globes.....	15.00
Repair baseboard (ea 3 ft)	10.00
Replace baseboard (ea 3 ft)	12.50
Vent covers.....	15.00
Mailbox/house keys(each).....	12.50
Replace tile (each).....	5.00
Replace entire tile floor (per room)	150.00
Replace handrails (interior).....	22.00
Replace handrails (exterior).....	32.00
Replace handrail brackets.....	14.00
False Emergency Calls.....	50.00
Replace Ceiling fan.....	120.00
Repair ceiling fan (blades/brackets, etc; each)	10.00

When applicable, families will be charged for maintenance and/or damages according to the Spartanburg Housing’s current schedule. Work that is not covered in the schedule will be charged based on the actual cost of labor and materials to make needed repairs (including overtime, if applicable).

Notices of maintenance and damage charges are mailed monthly and are in accordance with requirements regarding notices of adverse actions. Charges are due and payable the first of the month falling 14 calendar days after billing. If the family requests a grievance hearing within the required timeframe, Spartanburg Housing will not take action for nonpayment of the charges until the conclusion of the grievance process. Emergency work orders will be responded to within 24 hours. The problem will either be solved or abated awaiting parts or contract personnel.