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Spartanburg Housing Authority
Regular Board Meeting
Tuesday, August 18, 2015
5:30 P.M.

NOTICE

The Spartanburg Housing Authority will hold its regularly scheduled meeting at **5:30 p.m. Tuesday, August 18, 2015**, in the Executive Board Room at the Spartanburg Housing Authority offices, located at 201 Caulder Ave., Spartanburg, S.C., 29306

AGENDA

CALL MEETING TO ORDER

I. Moment of Silence

II. Roll Call

III. Approval of Agenda

IV. Approval of Minutes—Regular Board Meeting July 21, 2015
Special Board Meeting July 30, 2015

V. Commission Comments and Special Presentation

VI. Public Comments on Agenda Action Actions

VII. Action Items and Resolutions

1. Resolution 2015-27: Recognition of Suzanne Cole, Board of Commissioners
   a. Length of Service
2. Resolution 2015-28: SHA Commercial Lease Space
3. Resolution 2015-29: Employee Policy and Handbook Revision
4. Resolution 2015-30: LESCO Restorations Additional Purchase Order

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VIII. Information Reports

1. Face Forward

IX. Monthly Reports

1. Executive Director (Ms. Bates)
2. Settlements and Claims/Legal (Ms. Bates)
3. Development (RAD) (Daryl Dalton)
4. Capital Improvements (Daryl Dalton)
5. Housing Choice Voucher (Tiffany Askew)
6. Asset Management (Jill O'Connell)
7. Community and Supportive Services (Valerie Forsberg)
8. Human Resources (Brooke Coleman)
9. Procurement (Margaret Woodson)
10. Finance (Joe Calicdan)

X. SHA Staff Comments

XI. Public Comments

XII. Adjournment

MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG, SOUTH CAROLINA
July 21, 2015

PRESENT: Thomas Lounds, Jr., Molly Talbot-Metz, Brenda Thomas, Mac Hogan and Kittie Tullis

ABSENT: None

VACANCIES: Two (2) Commissioners

The meeting was held at the Executive Board Room of the Spartanburg Housing Authority, Spartanburg, SC 29306.

Chairman Lounds called the meeting to order at 5:30 p.m. He then announced that public notice of this meeting was posted at least twenty-four (24) hours prior to the commencement of the meeting as required by the South Carolina Freedom of Information Act.

MOMENT OF SILENCE

ROLL CALL: Brenda Thomas, Mac Hogan, Molly Talbot-Metz, Kittie Collins-Tullis and Thomas Lounds, Jr.

APPROVAL OF THE AGENDA: A motion to approve the amended agenda that includes Action Item Resolution 2015-19 Directors and Officers Liability Policy and removal of the Special Presentation was made by Vice-Chair Talbot-Metz, seconded by Commissioner Thomas, and unanimously carried.

APPROVAL OF THE MINUTES: A motion to approve the minutes of the June 15, 2015 Regular Board meeting was made by Commissioner Hogan, seconded by Vice-Chair Talbot-Metz and unanimously carried.

A motion to approve the minutes of the July 8, 2015 Special Board meeting was made by Commissioner Thomas, seconded by Commissioner Hogan, and unanimously carried.

COMMISSION COMMENTS AND SPECIAL PRESENTATION: Chairman Lounds commended the staff on the new format of the agenda. It is much easier for the Commissioners to understand and to see the work the staff does. He also commended Ms. Bates, our Executive Director, for leading the efforts on this revision.

Ms. Bates stated there was to be a special presentation for former Chairwoman Suzy Cole on this agenda. Chairwoman Cole is on vacation and would not be attending. This item was removed from the agenda.

PUBLIC COMMENTS ON AGENDA ACTION ACTIONS: Sheron Whiteside, Secretary of Frank Gooch Resident Council, stated the Council's concerns that the Resident Councils will no

longer be picked up for the Board meetings. Many don't have transportation and there is no bus service after hours. They feel this is unfair to them and they would like us to reconsider this decision. The SHA Resident Councils are doing their job in our neighborhoods and they feel they should be allowed to attend our monthly meetings and be allowed transportation.

Chairman Lounds stated that we will take their concern into consideration.

ACTION ITEMS AND RESOLUTIONS:

1. **Resolution 2015-16: Third Quarter FY 2015 Bad Debt Write-Offs**
    a. Bad debt write-offs for the third quarter of FY 2015 were presented in the amount of $25,525.06, compared to the same period of FY 2014 write-offs of $23,761.19. This is an increase of $1,763.87 over the same third quarter in FY 2014.

    A motion to approval Resolution 2015-16: Third Quarter FY 2015 Bad Debt Write-Offs was made by Vice-Chair Talbot-Metz, seconded by Commissioner Hogan, and unanimously carried.

2. **Resolution 2015-17: Spartanburg Housing Authority (SHA) Procurement Policy**
    a. We are bringing recommendations to the Board for revisions to our Procurement Policy.
        i. One recommendation is that our current Procurement Policy has a small purchase threshold of $100,000. This means that any item that exceeds this amount has to come to the Board for approval. We are recommending that the threshold be reduced to $10,000. We believe that this would be more prudent to have more Board oversight.
        ii. The second recommendation has to do with regulatory processes as far as HUD is concerned. There are two areas we want our Procurement Policy to be very clear that our policy does not cover; the Central Office Cost Center (COCC) and the Section 8 Program. By HUD regulations, neither one of these areas are regulatory and required to be governed by our current Procurement Policy. We are proposing to add Exhibit B to our Procurement Policy which states that the Section 8 Housing Choice Voucher (HCV) Program and the Central Office Cost Center (COCC) not to be governed by our Procurement Policy. This also goes in hand with the lower dollar amount of $10,000. While it is important that we do have oversight with these two areas, it simply does not require that oversight. This will help us to expedite matters in these two areas so we can move ahead more quickly.
            1. Ms. Bates stated that we will prepare internal procedures for these two departments. We will still come to the Board with any single purchases over $10,000, and there is a signing threshold for various members of the departments so that even if it does get to the $10,000, a couple of staff members will have signed off.

A motion to approval Resolution 2015-17: Spartanburg Housing Authority (SHA) Procurement Policy was made by Vice-Chair Talbot-Metz, seconded by Commissioner Thomas, and unanimously carried.

3. **Resolution 2015-18: Emergency Information Technology (IT) Contract**
   a. We are asking the Board's approval on awarding an emergency Information Technology (IT) contract to a company to assist us in getting our IT infrastructure under control. We currently have a Systems Analyst who assists approximately 63 users in various locations. There is often a backlog that one person is just not able to manage. We also do not have inventory of our system; we don't know what we have. We have various pieces of equipment in various locations but we don't have an itemization of exactly what we have, as well as how old the equipment is. Additionally, we have not performed a backup. We are requesting permission to enter into a contract to approve for 90-days an IT contract award to IT Pros in an amount not to exceed $28,000. We expect that during the 90-day period we will be able to gather information that will allow us to do either a full procurement for on-going IT services or have enough information to understand what kind of skills we need in an IT Manager.

A motion to approval Resolution 2015-18: Emergency Information Technology (IT) Contract was made by Commissioner Thomas, seconded by Commissioner Hogan, and unanimously carried.

4. **Resolution 2015-19: Directors and Officers Liability Policy**
   a. The Housing Authority provides Directors and Officers liability insurance that protects our Board of Commissioners and our Executive Director. The current policy we have expires on August 20, 2015 and the current insurer notified us that they no longer wish to provide us with this insurance coverage. We contacted a broker who helped us to shop for this insurance, so we have a new vendor who is willing to provide us with this insurance. The cost of the insurance for an annual period is $14,750.0. With the previous provider, the cost of the insurance was $11,650.00.
   b. Ms. Bates stated that our Procurement Manager worked with several companies to try to get us quotes, but we were not acceptable to other companies because we are considered a risk. This was the only company that we were able to have insurance with at this time. If we need to revisit to look for other companies later in the year, we will do that.

A motion to approval Resolution 2015-19: Directors and Officers Liability Policy was made by Vice-Chair Talbot-Metz, seconded by Commissioner Hogan, and unanimously carried.

INFORMATION REPORTS:

1. Face Forward (Ms. Bates):

a. The Spartanburg Housing Authority in July of 2013 was awarded a grant in the amount of $999,923.00 to administer a Face Forward Program. The grant was to be completed by September 30, 2015, with an additional year beyond that for monitoring. There initially had been some misunderstanding about eligibility. The grant was a diversion grant as part of a request from the Department of Labor and it turned out that South Carolina has a state law that has very specific parameters around the word "diversion." So the staff was not able to recruit many members. There should be 126 participants.
b. In April of 2015, we had a visit from the Department of Labor and during that visit, the staff came to understand that there were other participants who could potentially be eligible and they would be youth between the ages of 17 and 24 who were engaged in some type of behavior that could lead them to criminal activity; something that they were doing or involved in. They weren't in trouble yet, but there was a likelihood they could become involved in those various types of behavior. This really opened up the pool of who could be served. The staff at that time went to aggressively try to get the grant the required amount of staff members, and we hired two case managers in April, 2015.
c. At this time, we are trying to work with the Department of Labor to submit a modification to request additional time on the grant and to revise the budget as well as some of the objectives. They won't change the number of people we have to serve, but we have to change some of the things we said we would do. For example, the original grant stated that each participant would be in the grant for 40 months. We are looking to submit a modified narrative and a modified budget to the Department of Labor. They are willing to receive it and review it, and we are hoping they approve it so we can get the grant back on track.
    i. Commissioner Lounds stated that this information is disappointing because we are in this position. It won't be an easy task to convince the Department of Labor that we can do it. He stated he is concerned that, as we were going forward, there weren't any alarm bells that went off that said we weren't meeting our goals and that we got to this point where we have very little time to complete the grant. This will be a great challenge. He appreciates the information finally getting to the Board and stated that if the Board can be of any assistance with the process, they are certainly willing to help because there is a great deal at stake.

MONTHLY REPORTS:

1. Executive Director (Ms. Bates):
    a. Ms. Bates reported on a list of meetings, activities and accomplishments during her first thirty days. She completed a thirty minute one-on-one meeting with 53 staff members and still needs to meet with four staff members. This process was helpful for her as she learned a lot about Spartanburg, our employees and our agency. The engagement was very good. She has also had an opportunity to meet with members of the City, County, elected officials and other agencies. There has been recruitment activity to get a CFO on board.

i. Vice-Chair Talbot-Metz asked for more information pertaining to the Oakview Mod-Rehab contract renewal. Ms. Bates stated there had been a delay in the approval of the contract because we were advised that the City had gone to court and had eminent domain awarded to them by the court for the property. HUD headquarters contacted us and they wanted the contract signed so she signed it. The City advised that they are expecting to go to court shortly to get possession of this contract as well, and we aren't really involved in the City's engagement with the property. She thought she needed to look into whether or not we should sign a contract where there was a court order for an eminent domain type order but HUD demanded that we sign it quickly.

ii. Commissioner Hogan questioned as to whether we have had any luck with getting potential CFO candidates. Ms. Bates stated that we have not and that we have a Request for Quote (RFQ) out for temporary financial services. We had one vendor to respond that had issues with references. Vice-Chair Talbot-Metz questioned as to whether this was unique to this area and if it is common among Housing Authorities. Ms. Bates stated that it is not. Part of our problem is the publicity of events at the Housing Authority that perceives us and, as a candidate you look to see what it going on. It's challenging and we don't offer more pay than a Housing Authority who is moving along daily without these challenges.

2. Settlements and Claims/Legal (Ms. Bates):
   a. Ms. Bates reported on the types of claims or legal actions that we are currently involved in and their status. We currently have five claims, which four involve current Public Housing residents. All of these claims are currently on-going.

3. Development (RAD) (Daryl Dalton):
   a. Daryl Dalton reported that the Housing Authority is working to develop eight senior units at Page Lake in partnership with Spartanburg County. We hired an Architectural and Engineering Firm, Cauthen & Associates, LLC, to develop the plans and specifications and to assist with this project. This project will be funded predominately with HOME Funds from the County, but the SHA will have a loan estimated to be between $184,000 and $250,000, which will be utilized for development and repaid from net operating income over the next 20 years. The current projected cost of the project is estimated at $1,386,308.26. The county has proved $475,616.81 in HOME Funds and plans to provide at least another $563,602.41 in HOME Funds. Ms. Bates has been meeting with Spartanburg County and just this week, the County has made a commitment of an additional $140,000 towards this project.
      i. Chairman Lounds expressed concern of oversight and monitoring of the project. Daryl Dalton stated Cauthen & Associates, LLC will be overseeing and monitoring this project. Ms. Bates also stated that we have our Construction Facilities Coordinator, Tyrone Meadows, who will also be monitoring this project on the agency's behalf.

4. Capital Improvements (Daryl Dalton):
    a. Daryl Dalton reported that we currently have eight open Capital Fund grants, three of which are Program grants and five are Replacement Housing Factor Funds. The Program grants fund capital improvements on our Public Housing units and Replacement Housing Factor Funds are used to construct new Public Housing units such as the units constructed on Brawley Street.

5. Housing Choice Voucher (Tiffany Askew):
    a. Tiffany Askew reported that the Housing Choice Voucher (HCV) Program lease-up rate is currently at 97%. Three vouchers were issued this month, eight vouchers expired and 52 families are currently searching for housing. The HUD requirement is that the PHA utilizes 98% of its vouchers or 98% of its allocated funding. We are currently at 101% of budget utilization or units leased.
6. Asset Management (Jill O'Connell):
    a. Jill O'Connell reported that Ms. Bates and Daryl Dalton went to HUD Columbia to address our vacancy issues. Since then, we have been diligently working on leasing up our vacant units by opening all our waiting lists and turning units with our contractors. The SHA staff has been very supportive in this effort. Tiffany Askew's staff has been assisting with applications. Jessica Holcomb has been helping with banners and posters and Valerie Forsberg's staff has been outreaching to community agencies, getting postcards out that we are accepting applications, and staging a model unit at Archibald with another unit planned at Tobias. Margaret Woodson has been working to procure services and supplies for unit turns. Jim Gardiner, our police liaison, has been completing many of the background checks on our applicants. We have sent out 730 post cards to wait list participants, including the Section 8 wait list. Jessica will also be doing outreach to all our area churches, supplying them with the post cards, and asking them to put out an announcement on this information. We also have information on our Face Book page and we have already had 10,000 hits on our website.
        i. Vice-Chair Talbot-Metz questioned about Cedar Springs and the work being done there. Daryl Dalton stated that we don't have any ownership or management interest in this Tax-Credit property. They have 19 Public Housing units that we administer the subsidy. There is some Section 8 with voucher holders. Over the years, our relationship and communications with the entity there has changed from time to time but it has improved.

7. Community and Supportive Services (Valerie Forsberg):
    a. Valerie introduced Lou Ann Parris, our Adult Education Instructor, to the Board. Lou Ann has also been working with our youth but is now working with adults. She has 20 adults and 30 children that she educated during the month of June. Our annual Fatherhood event had only children participating where they made picture frames, decorated gift bags and made cards for their father or other adult role model for Father's Day. The Summer Feed Hot Lunch Program fed 85

children daily between Camp Croft and Victoria Gardens. We have our Marche Gault Scholarship Program each year and this year we are anticipating awarding seven scholarships. Valerie read excerpts from one of the applicant's biography about how Ms. Gault (a former employee of the Housing Authority with Resident Services) was an integral part of her childhood. We have Homeownership classes coming in August. The Elderly/Disabled Program focused on health programs this month. The Connections Program Coordinator continues to work with 10 participants in employment training.

8. Human Resources (Brooke Coleman):
    a. Brooke Coleman reported we had two new hires, two temporary employees and 7.5 open positions during the month of June. We are currently recruiting for the CFO position, a Director of Housing Operations, a Property Manager Assistant, a Face Forward Coordinator, an Elderly Disabled Services Coordinator, a part-time YouthBuild Follow-Up Case Manager and two Maintenance Mechanics. Several employee relations issues are in the process of being addressed. Training methods are being researched in hopes to improve our climate and culture in areas of harassment, professional dress and appropriate behavior in the workplace. We have two potential retaliation claims. Billing for Aflac, Allstate, PEBA and Wage Works have not been reconciled. Therefore, some employees have been paying incorrect premium amounts. These bills will be reconciled monthly moving forward. Evaluation of job titles, duties and FLSA classifications is underway. We are working on instituting a Safety Committee. One person returned from a leave of absence and there was one workers' compensation incident this month.

9. Procurement (Margaret Woodson): No report; still in the development process

10. Finance (Joe Calicdan):
    a. *Please refer to written report for more detailed figures.*

SHA STAFF COMMENTS:

1. Ms. Bates stated that our staff has really done a great job in helping her to acclimate and supporting things we have to get done. There is a lot of hard work to be done. We have had really good cooperation and investment from our staff and she really appreciates them and looks to do really great things with the staff.
2. Vice-Chair Talbot-Metz suggested that food be served at the beginning of the Board meeting since the new meeting format of the Board Meeting is taking longer than in the past.

EXECUTIVE SESSION: No session

ADJOURN:

A Motion to adjourn was made by Vice-Chair Talbot-Metz, seconded by Commissioner Hogan, and unanimously carried.

Meeting Adjourned.

Respectfully submitted,

Lois J. Menker, Executive Office Assistant

MINUTES OF THE SPECIAL MEETING OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG, SOUTH CAROLINA
July 30, 2015

PRESENT: Thomas Lounds, Jr., Molly Talbot-Metz, Brenda Thomas, Mac Hogan and Kittie Tullis

ABSENT: None

VACANCIES: Two (2) Commissioners

The meeting was held at the Executive Board Room of the Spartanburg Housing Authority, Spartanburg, SC 29306.

Chairman Lounds called the meeting to order at 12:15 p.m. He then announced that public notice of this meeting was posted at least twenty-four (24) hours prior to the commencement of the meeting as required by the South Carolina Freedom of Information Act.

MOMENT OF SILENCE

ROLL CALL: Brenda Thomas, Mac Hogan, Molly Talbot-Metz, Kittie Collins-Tullis and Thomas Lounds, Jr.

APPROVAL OF THE AGENDA: A motion to approve the amended agenda that includes a supporting document revision for Action Item #2: Unit Turns was made by Commissioner Hogan, seconded by Commissioner Thomas, and unanimously carried.

COMMISSION COMMENTS AND SPECIAL PRESENTATION: None

PUBLIC COMMENTS ON AGENDA ACTION ACTIONS: None

ACTION ITEMS AND RESOLUTIONS:

1. **Resolution 2015-20: Foreclosed Homes**
    a. Over a period of years, the Housing Authority has been involved in providing mortgages for some clients. A number of these loans have defaulted and have been foreclosed. We now have those homes for sale. We currently have contracts on two of these homes. We have negotiated the sale prices and we would like the Board's approval to sell these two homes. The proceeds from the sale of these homes will go to retire the debt from the loan that the Housing Authority borrowed from BB&T.
        i. Commissioner Hogan questioned as to whether appraisals were done on these two homes. Daryl stated that these homes were appraised originally years ago at the time they were sold to those clients. For this purpose, we knew that a bank was only going to allow the client to purchase that home based upon an appraised value. We did not personally incur the price of

these appraisals. The bank's appraisal of these homes has been a part of the negotiation process. The 312 Wilmont Street home is under contract with Shayla Woodson for $75,000 and the 155 West Freemont home is under contract with Kim McDaniel for $68,000.

A motion to approve Resolution 2015-20: Foreclosed Homes was made by Commissioner Thomas, seconded by Commissioner Hogan, and unanimously carried.

2. **Resolution 2015-21: Turned Units Change Order**
   a. We are coming to the Board for approval of a change order to the purchase order issued to a contractor for unit turns so we can lease these units. We have discussions in recent months about our need to prepare units in order to lease them. This contractor is a contractor under the State contract which allows us to proceed. We are changing this purchase order that was issued a couple weeks ago prior to the change we made in our Procurement Policy. The revised list of units to be turned under this purchase order was provided to the Board and this contactor will be doing the work on these listed units. Some of the work has been done already because the purchase order was issued previously. This work will not exceed $100,000 and we would like the Board's permission to change the purchase order that was issued.
   b. We would like to have some flexibility as this work proceeds if we need to pull an item out and put another one in. As an example, the contractor told us he would install a hot water heater for us for $238 and we have approximately five units that only need a new hot water heater installed. We would like to have the ability that if we need to, that we could drop one of these units off the list enabling us to add five water heaters.
      i. Chairman Lounds questioned as to the thing that is causing these changes is that HUD is giving us different direction and if this is correct. Daryl stated that when we first started, we put a number of our scattered sites homes in this work because it was our understanding that we had to get these homes ready to rent. Recently, we received direction from HUD that stated we should not be focusing on these scattered site homes now because we will have to get some additional approval from HUD before we can rent these homes. We had already started some of the work on these homes and we had to pay the contractor for the work done. The original list was all scattered site homes. Now we are only doing work on four or five of these homes and the rest on Public Housing units.
      ii. Commissioner Hogan questioned as to whether we have used this contractor before. Daryl stated that he does not believe we have used them in the past. We have had a number of meetings with the contractor and are very comfortable with them performing this work.

A motion to approve Resolution 2015-21: Turned Units Change Order to Lesco Restorations, Inc. was made by Vice-Chair Talbot-Metz, seconded by Commissioner Hogan, and unanimously carried.

3. **Resolution 2015-22: Accounting Services Change Order and Extension**
    a. In 2013, the HUD Office of the Inspector General (OIG) was here and they gave us a list of hundreds of thousands of dollars that they presumed were expenses that weren't justified. Ms. Bates went through these expenses line by line and looked for ways to mitigate these expenses and one of the things we found had to do with the use of Casterline beyond the contract period and it was $42,000. Had the staff come to the Board and requested an extension of the contract by this amount, it would have been approved and that would take away the Housing Authority's appearing that it used money in an unauthorized manner. We are asking the Board's permission for a retroactive resolution that approves the extension of this contract from November, 2011 to September, 2012, which is the period we received a finding for and that the total amount was just under $42,000. It is our hope that we will be able to submit that as an answer to this $41,466 to HUD and that they will accept that and not cause the Housing Authority to repay those funds. We received the services and this would be an administrative matter that would resolve this.
        i. Commissioner Talbot-Metz questioned Ms. Bates that in her experience if this will be acceptable to HUD. Ms. Bates stated this is better than doing nothing and having to repay the $42,000. All HUD can say is that it is unacceptable.
        ii. Chairman Lounds questioned as to whether this was run by Rector, Lofton and Reeder PC for their advice on whether this would be a good move or not. Ms. Bates stated that she could, but it is actually HUD that has to approve this. It would be better to ask for forgiveness than their permission.

A motion to approve the retroactive Resolution 2015-22: Accounting Services Change Order and Extension with Casterline was made by Commissioner Hogan, seconded by Vice-Chair Talbot-Metz, and unanimously carried.

4. **Resolution 2015-23: Financial Services Contract**
    a. We are requesting Board approval for us to enter into a contract for Financial Services. The Housing Authority has advertised for an accounting firm to assist us with a number of matters in the Finance Department. We still do not have a CFO. What we are looking for is someone to come into the Housing Authority to help us with responses to the OIG findings. We also have year-end closing that is coming up at the end of September, 2015. We received only one response to our solicitation for IFH Solutions, an Atlanta-based firm. We would like permission to enter into a contract dollar amount not to exceed $50,000. We will give them task orders instead of a blanket contract. These task orders would be given to them one at a time until that particular task order was completed.
        i. Commissioner Hogan questioned as to why we only received one response to our advertisement. Ms. Bates stated that we had some inquiries and a lot of them felt like we were asking too much for the amount of money in

the initial Request of Quote (RFQ) that we sent out which was not to exceed $95,000. Several vendors responded that they felt it was too short of time and not enough money. We have to look for a way to corral this and still be able to hire a CFO. We have spent a lot of money on contractors and we are not in the position that we need to be in, so we are trying to bite it off in small bites but still need to meet the deadlines in getting the audit findings corrected.

ii. Commissioner Hogan questioned as to what due diligence was done with IFH Solutions; are we familiar with them? Ms. Bates stated that she contacted Housing Authorities that had utilized their services and also contacted our accountant and he had some experience with them before. They either got very glowing reports or not so great reports. The not so great reports stated that they work at a very high level but not so much at the granular level. Some of the work we need is at the granular level is what got her into the discussion with them on the task order. There are willing to do this and that allows us to give them a project and if they do it well we can give them another one. If they don't, we haven't entered into a $100,000 contract.

A motion to approve Resolution 2015-23: Financial Services Contract with IFH Solutions was made by Commissioner Tullis, seconded by Commissioner Thomas, and unanimously carried.

5. **Resolution 2015-24: Insurance Services Contract**

a. The Housing Authority purchases the vast majority of its insurance services through the South Carolina Budget and Control Board. Office of Insurance Reserve Fund. This in essence is a self-insured reserve fund. The State program only allows organizations like the Housing Authority governing entities to participate. Their rates are very attractive and much less than we could get insurance anywhere else. We have used this insurance for many years. Insurance is purchased on an annual basis. We are at our time to renew this insurance as our policy will end on August 31, 2015. The State Insurance Reserve Fund is in the process right now of reviewing all our records to determine the actual price for next year. Last year, we paid 187,902.76. We have taken this amount and increased it by 10% $18,790.28) to reach a total of $206,693.04 for the next year's premium. We are requesting the Board's approval on an amount not to exceed $206,693 as we believe that any increase will be far less than the 10% figured. The State Insurance Reserve Fund also has program where you can pre-pay legal expenses. Our policy includes a standard level of coverage in the amount of $15,000. What we may do, for instance, is that if the premium comes in at the same price as last year, we can take all or some of the difference and pre-pay towards legal expenses so it will be there in the event that we need it in the future.

i. Chairman Lounds asked if this has been the history with us. Daryl stated that it is not. This would be our first time utilizing this program. Ms.

Bates stated that we are going to review our legal expense history over the past year to see if some of that can be recovered through that portion of the policy. Procurement's suggestion was that we increase that level from the standard $15,000 to a higher level because we have had a large amount of contact with attorneys recently.

A motion to approve Resolution 2015-24: Insurance Services Contract was made by Commissioner Hogan, seconded by Commissioner Tullis, and unanimously carried.

6. **Resolution 2015-25: Purchase of Air Conditioning Units for Archibald Hi-Rise and Archibald Village**
   a. This item relates to us getting our units ready for lease at Archibald Hi-Rise and Archibald Village. We have a current need to purchase 39 air conditioners so that we can get these units ready to rent. This is a purchase through the State contract. In a conversation with Ms. Bates, she has suggested that although the Board may approve this, we may not purchase 39 units at a time. We may just purchase 10 at a time so we can get these units up and running. Then we will be ready for the next 10 units.
      i. Commissioner Hogan asked if the price included the wiring and installation of these units. Daryl stated this is for the equipment only with the exception of the Freon. These are wall units that come already assembled; they are ready to just be placed in the current space in the wall and plugged in. Our maintenance staff has the ability to install these units properly. The cost associated with this action item is only for the cost of the unit.

A motion to approve Resolution 2015-25: Purchase of Air Conditioning Units for Archibald Hi-Rise and Archibald Village was made by Tullis, seconded by Vice-Chair Talbot-Metz, and unanimously carried.

7. **Resolution 2015-26: Financial Services Contract: Interim CFO Services**
   a. IFH is a smaller contract for task orders, but we still someone to provide the remaining services in case IFH falls out or is not able to do the task. We are going to try to re-advertise. We have made some adjustments to the Request for Quote (RFQ). Initially we required a CPA; we are removing this from the RFQ and stating that they have to have accounting experience. Now we are willing to accept proposals of smaller bites of the original RFQ, so this is an over-arching contract that will cover the items that don't get covered in the IFH contract, as well as assisting us in onboarding a CFO candidate. We are asking that the Board allow us to enter into contract for Interim CFO services for one or more vendors not to exceed $120,000.
      i. Commissioner Hogan questioned as to who we are advertising with. Ms. Bates stated we are using South Carolina Business Opportunities (SCEBO), the Herald Journal, and the Government Financial Officers

Association of South Carolina (GFOASC). We will probably put an ad in our trade publications with Nahro and Phada, depending on cost.

ii. Commissioner Hogan asked if we have reached out to Ed Memmott, City Manager, as far as utilizing an employee from the City. Ms. Bates has met with Mr. Memmott on several occasions and also has a standing monthly meeting with him. The City is trying to assist us on some other matters, but in terms of having staff that they can lend us or enter into an agreement, they are not able to do this due to the capacity.

iii. Commissioner Hogan questioned as to if we have reached out to any of the employment/placement agencies. Ms. Bates stated we have used Robert Half who requires a starting rate of $120,000 plus 28% of the salary if someone is placed. Gans, Gans & Associates is willing to do recruitment for $15,000 but it would take approximately four months to complete the process and we just do not have that much time. We have ads in the local papers, Indeed, CareerBuilder, and other websites. Ms. Bates sent out an e-mail to every Executive Director of North Carolina Housing Authorities asking if they would be interested in entering into an intergovernmental agreement with us for some of these services. There are two interviews with CFO candidates scheduled next week. We are budgeting an annual salary of $90,000 for the CFO and our Senior Accountant, Joe Calicdan, and he is working on leaving room in the budget in the event we need to raise this salary. Ms. Bates will send the RFQ and the CFO job description to the Board for their review.

A motion to approve Resolution 2015-26: Financial Services Contract: Interim CFO Services was made by Vice-Chair Talbot-Metz, seconded by Commissioner Hogan, and unanimously carried.

SHA STAFF COMMENTS:

1. Ms. Bates thanked the Board for coming today. We may occasionally call special meetings like this in order to get future contracts recommended to the Board for approval.
2. We have a new Board member, Andrew Poliakoff, a Spartanburg Attorney, and he is currently on vacation. The other appointee, Matt Copeland had to rescind as there were conflicts pertaining to some of our rules. The Mayor is searching for another commissioner to fill our vacancy.
3. A presentation for Suzy Cole is being planned at our August Regular Board meeting.
4. Orientation for the new commissioner will be scheduled and the current Board members are encouraged to attend this orientation. This may be scheduled as a "Lunch and Learn" event.
5. There may be a training session in September on the Housing Authority's upcoming budget for the new fiscal year.
6. Valerie Forsberg invited the Board to attend our National Night Out events at several of our sites on Tuesday, August 4, 2015.

PUBLIC COMMENTS: None

ADJOURNMENT:

A Motion to adjourn was made by Commissioner Hogan, seconded by Vice-Chair Talbot-Metz and unanimously carried.

Meeting Adjourned.

Respectfully submitted,

Lois J. Menken, Executive Office Assistant

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August 18, 2015

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

EXECUTIVE DIRECTOR REPORT FOR THE MONTH OF JULY 2015

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

OVERVIEW:

This report provides an update of activities and accomplishments of the executive director during the second 30 days of employment. Activities during this reporting period included interviews of candidates for the CFO and Director of Housing Operations positions. Ongoing review of efforts to improve leasing and regulatory compliance in several areas was also a continuing project. There are weekly meetings with the Accounting Manager in preparation of the budget for the new fiscal year. Meetings occurred with the Palladian vendor regarding a need for reduction in services on an ongoing basis. An aggressive plan was launched to complete a modification of the Face Forward grant, which involved interaction and multiple meetings with the Youth Stop organization, and Piedmont Community Action Agency. The modification was submitted on July 31st. Thirty-minute meetings were conducted with remaining staff members. All staff has had an opportunity to meet with me. Other meetings included Gregory Pest Control, regarding the bed bug treatment protocol, the Urban League, Upstate WIB, and the Clerk of Court and I was a guest at the Spartanburg Rotary Club. I participated in monthly meetings with the Northside Advisory group as well as a meeting with the City Manager and former Mayor. The agency hosted a United Way Campaign.

There have been ongoing conversations with the HUD Field office, and participation in conference calls regarding the RAD projects. I have visited potential commercial sites for the relocation of the SHA Central Office Cost Center. On a weekly basis, I meet with staff directly responsible for various programs and services in the agency, including Procurement, Human Resources, Resident Services and Information Technology. Adjustments are continuing which will result in improved efficiency and regulatory compliance in these areas. The leasing

program is being monitored very closely. There has been progress in this area, but an ongoing escalated effort remains necessary.

Respectfully Submitted, Terril Bates

Terril Bates, Executive Director
Spartanburg Housing Authority

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August 18, 2015

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

MONTHLY REPORT ON THE PAYMENT OF CLAIMS AND/OR SETTLEMENTS FOR THE MONTH OF AUGUST 2015

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

SUMMARY OF PAYMENTS:

NONE

POLICY CONSIDERATIONS:

The Spartanburg Housing Authority (SHA) is currently involved in the following claims or legal actions:

Clarice W. Reed and Terry L. Reed, Sr. vs. Spartanburg Housing Authority
Date of Loss: 01/12/2011
Client fell and was injured on premises in inclement weather
Insurance Reserve Fund hired Brown, Massey, Evans, McLeod & Haynsworth to represent SHA
Status: Case was tried on 07/15/2015, we were notified on July 28, 2015 that we won this case.
The Reeds are grandparents of a former Public Housing Resident (Nashay Evans) who lived at Barksdale, Ms. Evans is now a Section 8 HCV Participant.

Shanda Tate, Jacquez Crocker (Minor) and Kivee Boozer (Minor) (Claim only)
Date of Loss: 08/01/2012
Alleges Mold Caused Illness
Status: No Suit – Ongoing
Shanda Tate, Jacques Croker and Kivee Boozer are Public Housing Residents at Tobias. We have moved Ms. Tate and her family from the apartment that she was in, in Tobias to a different apartment in Tobias at her request, to move her from the perceived mold concern.

Brenda Morgan vs SHA
Date of Loss: 04/02/2013
Client tripped on carpet at entrance to building
Insurance Reserve Fund hired Smith & Haskell to represent SHA
Status: In Suit – Ongoing
Brenda Morgan is a Public Housing Resident at Archibald Village

Ina White (Claim only)
Date of Loss: 06/11/2014
Client Fell in Water Due to a Leak
Insurance Reserve Fund hired Foster Law Firm, LLP to represent SHA
Status: No Suit – Ongoing
In White is a Public Housing Resident at Victoria Gardens.

Darryl Dover, Debra Sanders, Billy C. Carter, George Anders and Royce Steele vs. Spartanburg Housing Authority
Date of Loss: 11/14/2014
Class Action Bed Bug Infestation Claim
Insurance Reserve Fund hired Brown, Massey, Evans, McLeod & Haynsworth to represent SHA
Status: In Suit – Ongoing
Darryl Dover, Debra Sanders, Billy C. Carter, and George Anderson are all Public Housing Residents at Archibald Hi-Rise. Royce Steele is now a Public Housing Resident at Camp Croft, but was a former Public Housing Resident at Archibald Hi-Rise.

Dorothy A. Stripling vs. Spartanburg Housing Authority
Date of Loss: 10/01/2013
Resident claims that she was exposed to a gas leak from gas range.
Insurance Reserve Fund hired Ronald H. Colvin, P.A. to represent SHA
Status: We just received this claim on July 30, 2015; Staff is meeting with the attorney on August 19, 2015.
Dorothy A. Stripling was a former Public Housing Resident at Leland Street Apartments; she is now a participant in the Section 8 HCV Program.

Respectfully Submitted, _____

Terril Bates, Executive Director
Spartanburg Housing Authority

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August 18, 2015

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

MONTHLY REPORT ON DEVELOPMENT DEPARTMENT ACTIVITIES FOR THE MONTH OF JULY 2015

CONTACT PERSON:

Daryl Dalton
Director of Planning & Development & Resident Services
864-598-6102

OVERVIEW:

This report provides an update of current and ongoing major programs and project activities and identifies top priorities. The highlights of this month's report are:

Project Development Activity:

Page Lake

An Invitation for Bids (IFB) was issued the week of July 19, 2015 with the plans & specifications prepared by the Architectural & Engineering Firm of Cauthen & Associates, LLC. A Pre-Bid Conference was held on August 11, 2015 and bids are due at 2:00 PM on September 3, 2015. We plan to request the Board of Commissioners to authorize the approval of a contractor at the regular Board of Commissioners meeting on September 15, 2015.

Since last month's report, the County has committed an additional $140,000.00 to this project. Spartanburg County has already provided SHA with $475,616.81 in HOME Funds and plans to provide at least another $703,602.41 in HOME Funds, please note that this is a $140,000.00 increase from last month's report. At this time SHA's loan is estimated to be somewhere between $184,000 and $207,116.04.

The project will be funded predominately with HOME Funds from Spartanburg County, but SHA will have a loan, which will be utilized for development and repaid from the net operating income over the next twenty years. While the exact amount of the project and the loan will not

be determined until, the bids are opened and the final price is negotiated, the current projected total cost of the project is estimated to be $1,386,308.26.

In partnership with Spartanburg County, the Spartanburg Housing Authority continues to work on the development of eight senior units at Page Lake. The location of these units will be immediately adjacent to the Ridge at Southport on Grant Central Avenue. The Ridge is one of our Low Income Housing Tax Credit Properties.

Highland Crossing

Highland Crossing is the new 9% Low Income Housing Tax Credit and Rental Assistance Demonstration apartment complex that will be constructed on the site of the former Cammie Clagett Public Housing apartment complex. SHA's development partner for these 72 new units is Community Housing Partners (CHP). CHP is currently abating the asbestos from the 40 units that are on the site just across the street from Macedonia Church. As soon as the asbestos abatement is completed, the demolition will begin. As soon as the demolition is completed construction on the new units will be completed. It is anticipated that the construction of this units will take at least 12 months. Once these units are complete former Cammie Clagett residents will have the first right to occupy these units. These units will be tax credit units and CHP's management company will manage these units for at least the first 3 years. It is SHA's desire and plan to manage these units after the first three years.

SHA7

The SHA7 project is a Rental Assistance Demonstration Projected which will complete rehabilitation on 338 units in the following seven apartment complexes; JC Anderson, Tobias, Gooch, Watson, Barksdale, Leland and Spruce. Our final financing application has been submitted to HUD for approval. We are anticipating approval in August. This project also includes Bonds and 4% Tax Credits. Our Bond Closing Timeline projects closing on the Bonds on November 9.

Our development partner for this project is Hunt Development Group. At this time, we are working with our partner and development team to complete all of the due diligence items for the Bonds. We are now anticipating our HUD Closing in mid-November, before Thanksgiving, which will fund this project. The 338 units will be converted from Public Housing to Section 8 Project Based Units. After closing the rehabilitation project will begin and will take at least 12 months to complete. After the rehabilitation is completed and the units are reoccupied these units will become tax credit units. For at least the first three years, Hunt Development Group's Property Management Company (Pinnacle) will manage these units. It is SHA's desire and plan to manage these units after the first three years.

As a part of this project, SHA's Capital Fund Financing Program (CFFP) debt must be paid off. The current balance on the original debt of $5.763 million is $3,308,125.03. The financer of this loan requires that the debt must be paid off with the Housing Authority's Capital Funds. Certain portions of SHA's Capital Funds are already dedicated to the retirement of the debt, will go in, and will not be returned to the Authority. The plan is for the reminder of the funds to come from SHA's other available Capital Funds including Replacement Housing Factor Funds and would go in to pay off the debt at closing, but those funds would not stay in, but return immediately to the Housing Authority to complete the needed Capital Projects for which the funds were budgeted. Staff is working now to plan for the needs and use of these funds.

Brawley Street

The six new Public Housing units were occupied on December 5, 2014. While these units are occupied and we are receiving subsidy for each unit, we have not yet officially accepted these units from the contractor who constructed them. We are still working with the contractor and holding retainage of 10%, which is approximately $115,000. We will continue to work to resolve these issues, which include; several change orders, failed parking strips, required documentation that have not yet been provided, LEED Certification, certain required Certified Payroll information, HUD required Close-Out documents, warranty issues and other items.

We have recently obtained the services of an Architectural & Engineering firm to complete an assessment of the units and to assist us with this process. In addition, we have also recently provided the contractor with a detailed list of deficiencies with specific directions on what needs to be accomplished to correct each deficiency. We have received a written response from Brownstone Construction Group and will continue to work to resolve the remaining issues.

Respectfully Submitted, DLDA

Daryl Dalton, Director of Planning, Development & Resident Services
Spartanburg Housing Authority

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August 18, 2015

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

MONTHLY CAPITAL IMPROVEMENT DEPARTMENT ACTIVITIES FOR THE MONTH OF AUGUST 2015

CONTACT PERSON:

Daryl Dalton
Director of Planning, Development & Resident Services
864-598-6102

OVERVIEW:

This report details the activities of the Capital Improvements Department, which reports to the Executive Director and is responsible for the planning and implementation of the Capital Fund Program.

The Spartanburg Housing Authority (SHA) currently has eight open Capital Fund Grants. Three of these are Program Grants in which actual capital improvements are funded on our Public Housing units, and five are Replacement Housing Factor Funds, which are utilized to construct new Public Housing Units such as the units that we constructed on Brawley Street. Details are as follows:

1) Capital Fund Program Grant No.: SC16P003501-13
   Original Award Amount: $1,233,145.00
   Amount Currently Obligated: $1,233,145.00
   Amount Expended: $997,166.12
   Amount Available: $235,978.88
   Obligation Deadline: September 8, 2015
   Expenditure Deadline: September 8, 2017
   The majority of these funds will be utilized to retire a portion of our Capital Fund Financing Program (CFFP) Debt.

2) Capital Fund Program Grant No.: SC16P003501-14
   Original Award Amount: $1,378,942.00
   Amount Currently Obligated: $628,230.24
   Amount Expended: $155,744.66
   Amount Available: $1,223,197.34

Obligation Deadline: September 2016
Expenditure Deadline: September 2018
The major work items currently planned for this budget include; roofing and gutters at Camp Croft, Abatement of mold and water problems at specific units at Prince Hall, Camp Croft, Tobias Booker and some emergency roofing repairs at Tobias.

3) Capital Fund Program Grant No.: SC16P003501-15
Original Award Amount: $1,293,304.00
Amount Currently Obligated: $0
Amount Expended: $0
Amount Available: $1,293,304.00
Obligation Deadline: September 2017
Expenditure Deadline: September 2019
The major work items currently planned for this budget include; roofing and gutters at Prince Hall and Victoria Gardens and some erosion control at all sites.

Please note: Currently SHA is working on budget revisions to all of our open Capital Fund Program budgets to align funds in line items to help assist us with costs associated with unit turns.

1) Replacement Housing Factor Grant No.: SC16R003501-08
Original Award Amount: $244,916.00
Amount Currently Obligated: $214,916.00
Amount Expended: $197,770.06
Amount Available: $47,145.94
These funds will be utilized to complete the Public Housing units on Brawley Street.

2) Replacement Housing Factor Grant No.: SC16R003502-12
Original Award Amount: $117,166.00
Amount Currently Obligated: $117,166.00
Amount Expended: $67,917.57
Amount Available: $49,248.43
These funds will be utilized to complete the Public Housing units on Brawley Street.

3) Replacement Housing Factor Grant No.: SC16R003502-13
Original Award Amount: $257,258.00
Amount Currently Obligated: $0
Amount Expended: $0
Amount Available: $257,258.00
These funds will be accumulated over several years and utilized to build additional Public Housing units.

4) Replacement Housing Factor Grant No.: SC16R003502-14
Original Award Amount: $284,182.00
Amount Currently Obligated: $0
Amount Expended: $0

Amount Available: $284,182.00
These funds will be accumulated over several years and utilized to build additional Public Housing units.

5) Replacement Housing Factor Grant No.: SC16R003502-15
Original Award Amount: $218,757.00
Amount Currently Obligated: $0
Amount Expended: $0
Amount Available: $218,757.00
These funds will be accumulated over several years and utilized to build additional Public Housing units.

Capital Fund Activities:

Respectfully Submitted, DJDH

Daryl Dalton, Director of Planning, Development & Resident Services
Spartanburg Housing Authority

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Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

HOUSING CHOICE VOUCHER REPORT FOR THE MONTH OF JULY 2015

CONTACT PERSON:

Tiffany Askew
HCV Manager
864-598-6053

OVERVIEW:

The Spartanburg Housing Authority's Section 8 Housing Choice Voucher (HCV) Program provides rental assistance through a variety of voucher-based programs. The HCV Program is approved to administer 1,827 Housing Choice/Project-based Vouchers, and 333 Moderate Rehabilitation units at Morningside, Norris Ridge, and Oakview Apartments. The Tenant Based Rental Assistance Program is being currently administered through funding from the SC State Housing Finance and Development Authority.

Section 8 Programs

1. SEMAP- HCV PIC Report
   The Section Eight Management Assessment Program reports on the HUD requirements for proper management of the Section 8 HCV program. This information is contained in HUD's PIC system and is monitored monthly to ensure compliance with Federal requirements.

HOUSING CHOICE VOUCHER PROGRAM STATUS REPORT **July 2015**		
SEMAP Indicators	**Current**	**HUD FYE Requirement**
MTCS Reporting Rate	99.09%	95% or more
Indicator 9 Timely Reexaminations	99%	96% or more

Indicator 10 Correct Rent Calculations	99%	98% or more
Indicator 11 Pre-Contract HQS Inspections	99%	98% or more
Indicator 12 Annual HQS Inspections	99%	96% or more
Indicator 13 Lease Up (Calendar Year 2014): The higher of Budget Utilization or Units Leased.	99% 100%	95% - 100%
Indicator 14 Family Self Sufficiency		
FSS Enrollment: # of participants and percentage of HUD minimum enrollment requirement	195%	80% or more
FSS Escrow Accounts	38%	30% or more

2. Voucher/ Mod Rehab Utilization Report
   This report shows the actual lease up rates in comparison to the total allocation.

Program	Units Allocated	Units Leased	Utilization Rate
Housing Choice Vouchers	1595	1564	98.05%
Project Based Vouchers	232	215	92.67%
Voucher Total	**1827**	1779	**97.37%**
Mod Rehab	**331**	**262**	**79.15%**

3. Budget Utilization- Actual / Forecast
   HUD recently changed its ratings period for PHAs to a Calendar Year rather than a Fiscal Year Basis. The chart below reflects that change.

Budget Utilization Forecast CY 2015

Calendar Year Budget Authority:

Month	Monthly Budget	HAP Actual	HAP Forecast	Variance (Budget/ Forecast)	Variance (Budget/ Actual)
Jan	**$740,354**	**$744,773**	**$744,138**	**$3,784**	**$6,590**
Feb	**$725,447**	**$743,049**	**$731,195**	**$5,748**	**$4,907**
Mar	**$725,447**	**$754,205**	**$731,091**	**$5,644**	**$20,084**
Apr	**$872,947**	**$748,787**	**$745,227**	**($6,639)**	**($134,359)**
May	**$737,215**	**$752,613**	**$757,012**	**$19,797**	**$16,763**
Jun	**$738,950**	**$732,790**	**$759,645**	**($20,695)**	**$6,160**
Jul	**$745,935**	**$743,123**	**$766,469**	**($23,346)**	**($2,812)**

Total	**$4,540,360.00**	**$5,219,340.00**	**$5,234,777.00**		

4. HCV Department

Action	Total
Annuals Re-exams Completed	**128**
Interims Re-exams Completed	**79**
Inspections Completed	**198**
Terminations/Withdrawals	**17**
Vouchers Issued (Transfers/New)	**14/10**
Initial Leases	**15**
Transfers	**11**

Mod-Rehab

Action	Total
Annuals Re-exams Completed	**13**
Interims Re-exams Completed	**105**
New Leases	**7**
Inspections Completed	**41**
Terminations/Withdrawals	**15**

5. Summary for July 2015

The Housing Choice Voucher Program lease up rate continues to increase. The current rate is 97%. We are continuing to issue vouchers each month to reach our goal of increasing the lease up rate to 98%. Ten (10) vouchers were issued this month and twenty-four (24) families are currently searching for housing. The HUD requirement is that the PHA utilizes 98% of its vouchers or 98% of its allocated funding. SHA is currently at 100% of budget utilization or units leased.

Respectfully Submitted, Tiffany Askew

Tiffany Askew, HCV Manager
Spartanburg Housing Authority

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August 18, 2015

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT—JULY 2015 REPORTING MONTH

CONTACT PERSON:

Jill O'Connell
Senior Property Asset Manager
864-598-6133

OVERVIEW:

1. **Public Housing Program**

Occupancy Issues
Our Occupancy rate at the end of July 2015 for all of our Public Housing at 76%, 98% is our goal. Staff continues to work hard to lease all available units and we believe that this will correct quickly.

2. **Rental Assistance Demonstration (RAD) Program**

SHA Staff continues to move forward in its efforts to convert Public Housing units to Housing Choice Voucher Section 8 Project Based units through HUD's Rental Assistance Demonstration (RAD) Program. We are currently projecting the transition of 338 Public Housing units from the following apartment complexes; JC Anderson, Tobias, Barksdale, Leland, Spruce, Gooch and Watson at the first of next year (approximately January 2015). In addition, we are projecting the demolition of 40 units at Cammie Clagett and the construction of 72 new units on the location of Cammie Clagett beginning later in 2015.

Public Housing Utilization Project:

The chart below depicts the percentage of **only those units that are measured by HUD in our Public Housing Assessment System (PHAS) Score**, which were occupied as of the end of July 2015. This chart includes all Public Housing, other SHA Managed properties and also units (such as Low Income Housing Tax Credit Units – LIHTC) in which SHA does not own or manager but provides assistance through its Public Housing and Housing Choice Voucher assistance programs.

Property	# of Units	# Vacant	# Occupied	Percent Vacant	Percent Occupied
Cammie Clagett	72	72	0	100.00%	0.00%
Archibald Hi-Rise	150	67	83	44.67%	55.33%
Tobias	118	31	87	26.27%	73.73%
Prince Hall	100	20	80	20.00%	80.00%
Barksdale	44	12	32	27.27%	72.73%
Victoria Gardens	80	10	70	12.50%	87.50%
Archibald Village	50	8	42	16.00%	84.00%
Leland	46	8	38	17.39%	82.61%
Watson	28	5	23	17.86%	82.14%
Spruce	12	5	7	41.67%	58.33%
JC Anderson	54	5	49	9.26%	90.74%
Camp Croft	96	4	92	4.17%	95.83%
Collins Park/Cottage Grove	60	2	58	3.33%	96.67%
Frank Gooch	36	1	35	2.78%	97.22%
Ridge at Southport	50	1	49	2.00%	98.00%
Country Garden Estates I	10	0	10	0.00%	100.00%
Cedar Springs Place	19	0	19	0.00%	100.00%
Cambridge Place/Brawley	6	0	0	0.00%	100.00%
TOTAL	**1031**	**251**	**780**	**24%**	**76%**

The PHAS scoring method rates each agency based upon a 98% occupancy rate for each month, in order to receive the full amount of PHAS points, occupancy must be at 98%.

Tenant Accounts Receivable Report:

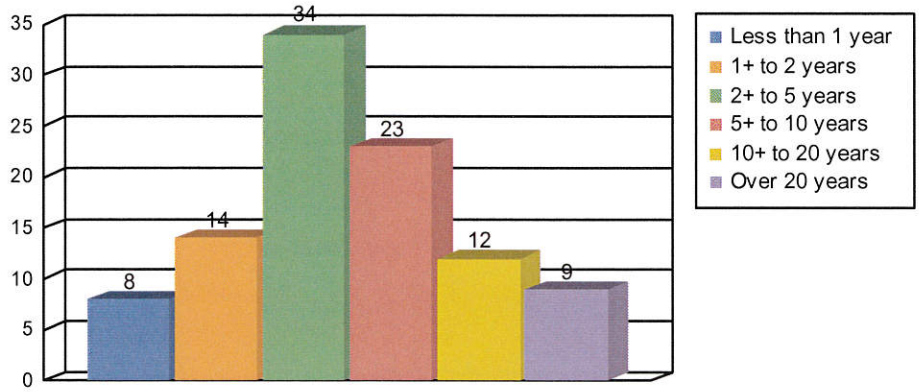
RENT ANALYSIS REPORT FOR JULY 2015

Property	CHARGED	COLLECTED	% COLLECTED	AGED TENANT ACCOUNTS RECEIVABLES		
				ACTIVE	INACTIVE	TOTAL
Camp Croft	19,784.00	17,941.11	90.68%	4,659.44	1,764.27	$6,423.71
Archibald Village	10,058.00	10,048.00	99.90%	(52.63)	(406.00)	$(458.63)
Gooch	9,063.00	9,025.39	99.59%	(312.65)	-	$(312.65)
Archibald Rutledge	18,573.00	17,750.00	95.57%	313.08	666.00	$979.08
Scattered Sites	5,796.00	5,691.19	98.19%	82.89	-	$82.89
Tobias	13,845.00	12,990.99	93.83%	(471.43)	889.59	$418.16
Cammie Clagett	-	-	-	-	(139.33)	$(139.33)
Prince Hall	6,191.91	5,068.39	81.86%	1,319.62	106.29	$1,425.91
Watson	3,968.00	2,420.10	60.99%	2,215.40	(8.00)	$2,207.40
Victoria Gardens	11,227.00	9,678.95	86.21%	2,371.39	(16.77)	$2,354.62
Barksdale	4,074.00	3,053.00	74.94%	1,073.67	(0.01)	$1,073.66
Leland	5,535.00	4,911.49	88.74%	706.20	(16.32)	$689.88
Spruce	1,568.00	497.74	31.74%	116.26	1,382.35	$1,498.61
JC Anderson	8,037.00	6,137.18	76.36%	3,727.50	(0.12)	$3,727.38
Cambridge Place/Brawley	2,004.00	1,806.50	90.14%	(10.04)	-	$(10.04)
JC Bull	26,534.00	26,514.00	99.92%	977.50	(322.00)	$655.50
Spartanburg Leased Housing	8,851.00	8,851.00	100.00%	(8.26)	-	$(8.26)
Liberty	2,395.00	2,395.00	100.00%	(11.00)	-	$(11.00)
Appian	86.00	86.00	100.00%	(64.00)	-	$(64.00)
GRAND TOTAL	**$157,589.91**	**$144,866.03**	**91.93%**	**$16,632.94**	**$3,899.95**	**$20,532.89**

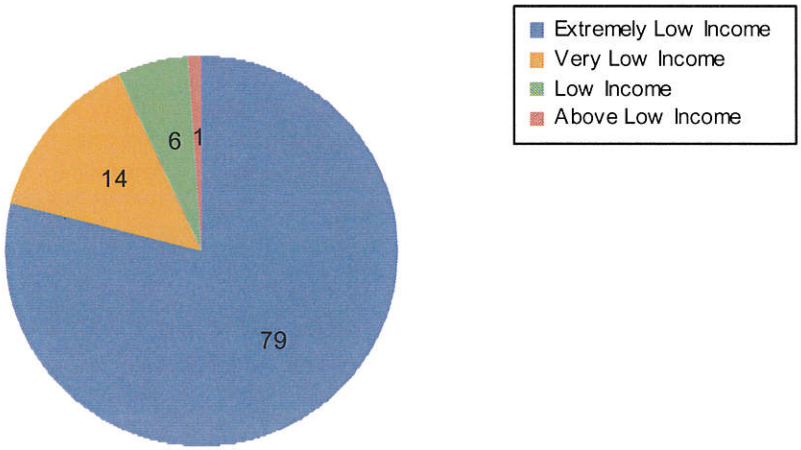
Note: Charges and collected amounts are for rent only. Tenant Accts. Rec. includes outstanding rents and other charges (exc utilities etc.)

Public Housing Resident Characteristics:

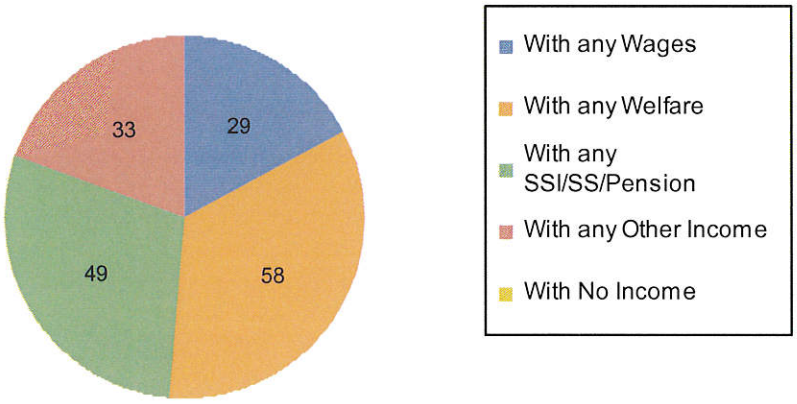
1. Length of Stay of Current Assisted Families (%):



2. Income Limits of Assisted Families (%):

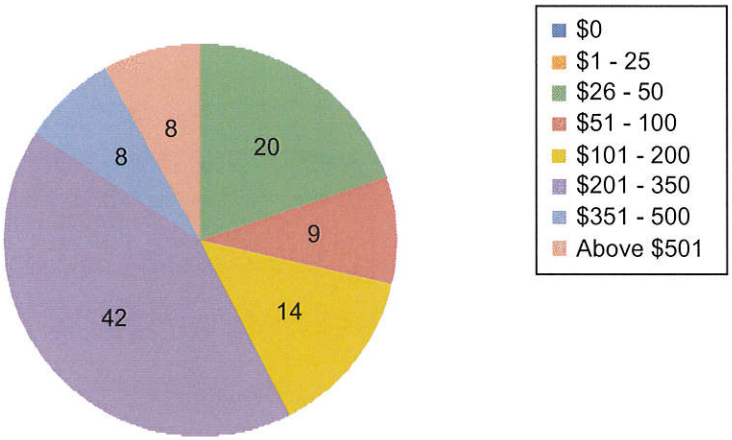


3. Source of Income of Assisted Families (%)

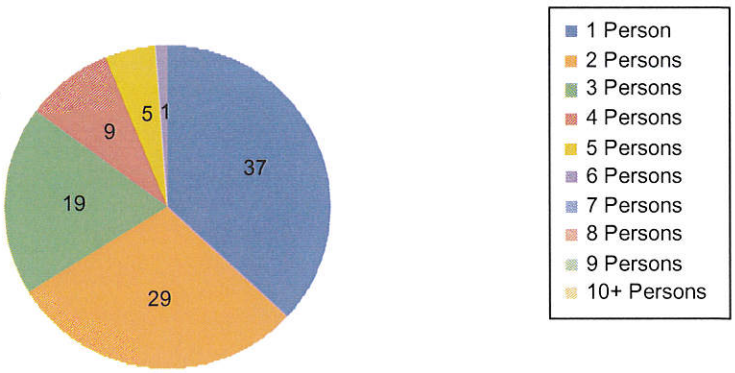


4. Total Tenant Payment (TTP) of Assisted Families (%)

The average monthly TTP is $227.



5. Average Household Size of Assisted Families (%)



Respectfully Submitted, _____

Jill O'Connell, Senior Property Asset Manager
Spartanburg Housing Authority

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August 18, 2015

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

MONTHLY REPORT ON COMMUNITY & SUPPORTIVE SERVICES DEPARTMENT ACTIVITIES FOR THE MONTH OF JULY 2015

CONTACT PERSON:

Valerie Forsberg
Community and Supportive Services Manager
864-598-6138

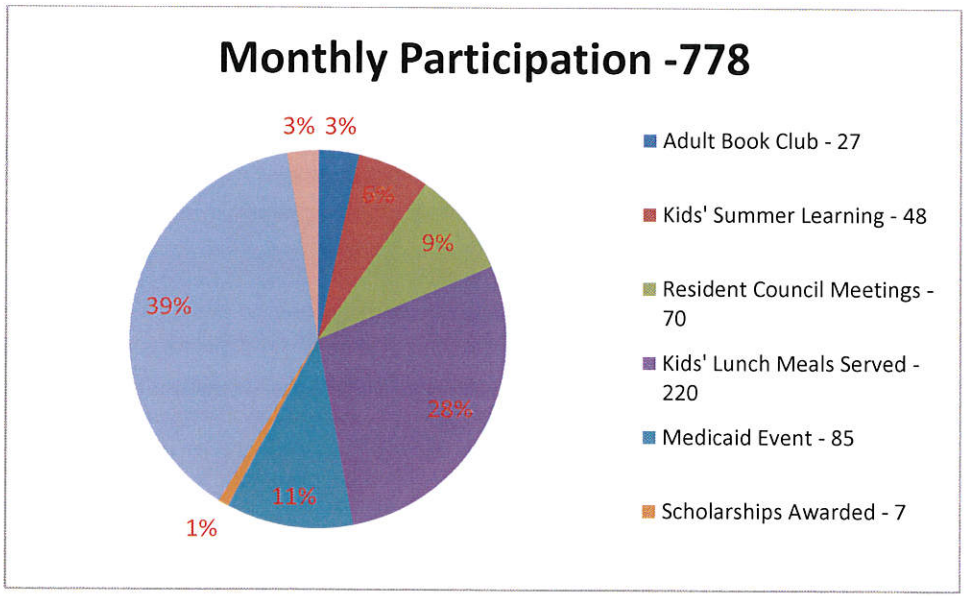
SUMMARY:

This report details activities of the Community and Supportive Services Department for the month of July 2015.

BACKGROUND:

The Community and Supportive Services Program at the Spartanburg Housing Authority strive to assist residents in becoming self-sufficient. For those motivated residents, the Family Self-Sufficiency Program is a five-year program whose final goal is that the resident becomes welfare free, although many become homeowners. Our Homeownership Institute, which is part of our FSS Program, instructs residents in what it takes to become a homeowner and offers counseling so the residents can improve their credit score and ultimately become mortgage qualified. Our Elderly and Disabled Program works with this population in self-sufficiency, which means they can continue to live independently with a good quality of life. At SHA, we have a "Connections" or pre-FSS program, which concentrates on group programming to foster self-improvement in adult residents, with case management available as necessary. We also provide resources for children to help them remain in school, and in addition, we concentrate on pregnancy prevention in teens.

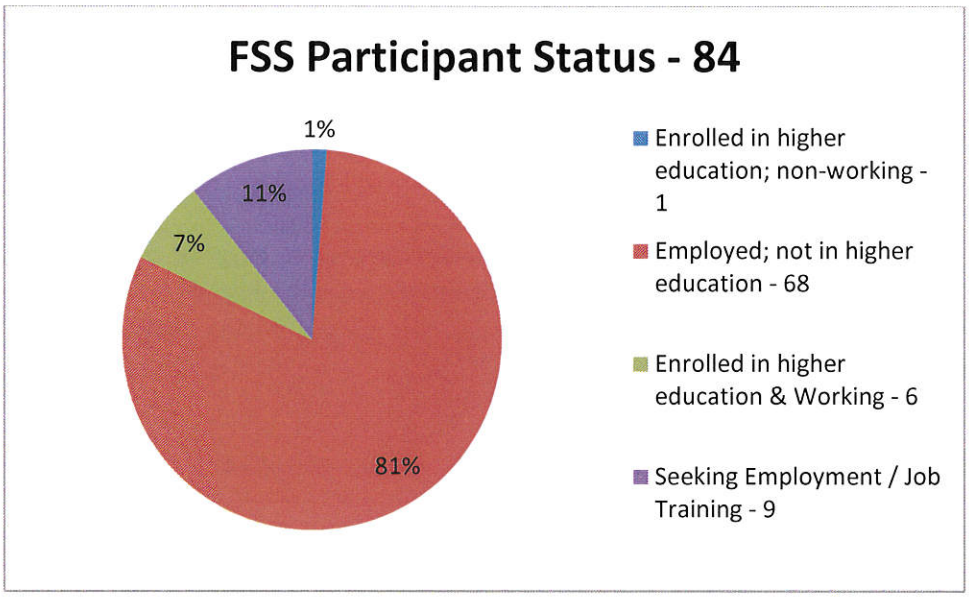
A. COMMUNITY AND SUPPORTIVE SERVICES:



(Please note that a resident may have attended multiple programs throughout the month)

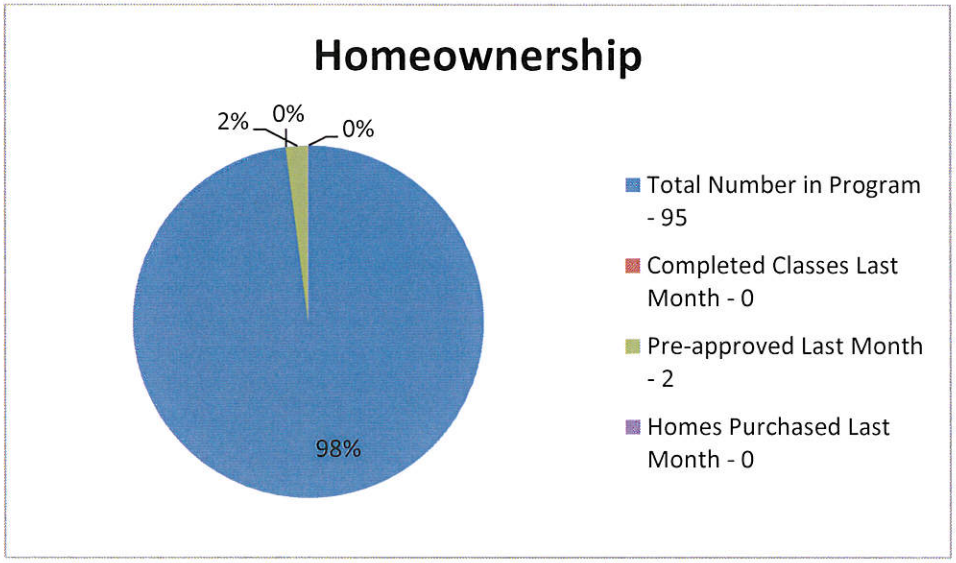
B. FAMILY SELF-SUFFICIENCY / HOMEOWNERSHIP PROGRAM

FSS Program – 84 (40 PH and 44 HCV) Participant Status

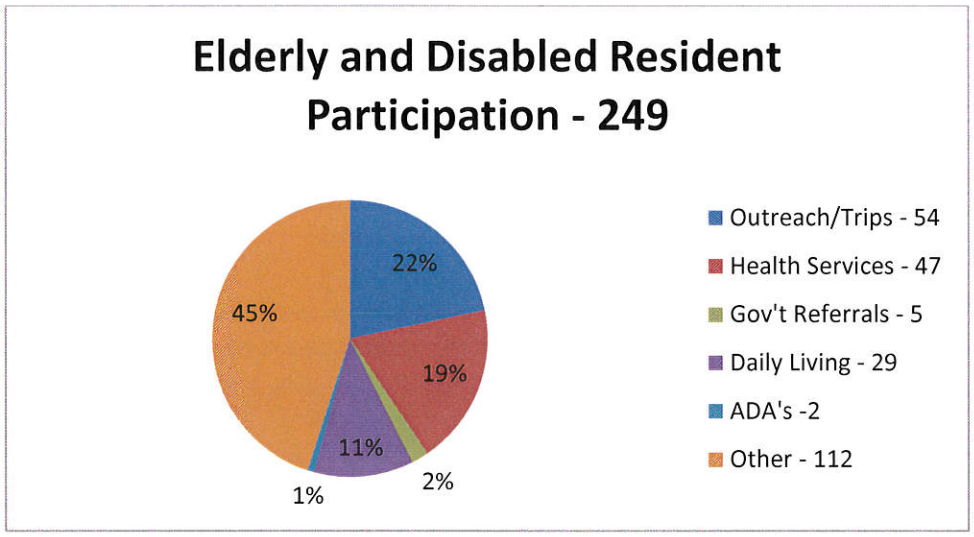


PH Escrow Balance (10)	**$26,143.75**
HCV Escrow Balance (13)	**$32,925.69**

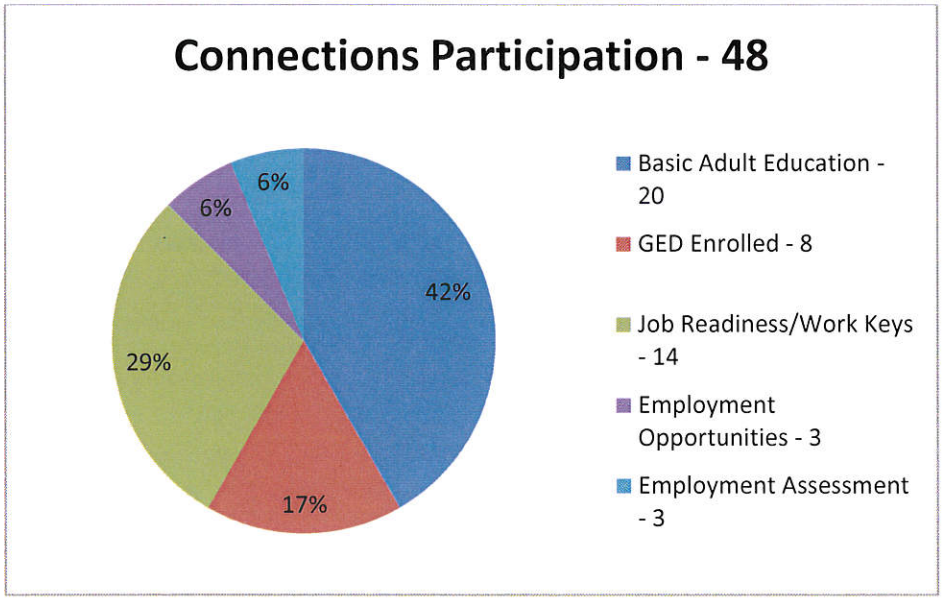
Homeownership



C. ELDERLY AND DISABLED SERVICES:



D. CONNECTIONS PROGRAM:



Respectfully Submitted, Jerrel Bath

Valerie Forsberg, Community and Supportive Services Manager

Spartanburg Housing Authority

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August 18, 2015

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

MONTHLY REPORT ON HUMAN RESOURCES DEPARTMENT ACTIVITIES FOR THE MONTH OF JULY 2015

CONTACT PERSON:

Brooke Coleman
Human Resource Manager
864-598-6084

OVERVIEW:

The Human Resources Department Activities Report for the month of JULY 2015 is submitted as an informational report to the Commissioners updating current and ongoing activities.

Recruiting highlights of this month's report are:

1. Full-Time Hires: (**1**)
2. Contract/Temp Hires: (**3**)
3. Promotions/Transfers: (**0**)
4. Resignations/Terminations (**3**)
5. Open Positions: (3.5) (that have been 'posted' as of this report)

An *Activity Summary* by position & department for the above **3.5** position(s):

- (1) Chief Financial Officer-Accounting and Finance
- (1) Director of Housing Operations-Central Housing Operations
- (1) Maintenance Technician/Mechanic (Temp)-Central Housing Operations
- (.5)Youth Build Follow up Case Manager (PT)- Youth Build

Recruiting Detail: Applicants have been sourced, resumes reviewed, interviews conducted, offers of employment extended and/or hiring of selected candidates, as follows:

Accounting and Finance

- Chief Financial Officer

Phone interviews are being conducted and personal interviews are being scheduled

Central Housing Operations

- **Director of Housing Operations**
  - Received four resumes of which two candidates were qualified. Interviewed one candidate and the interview panel agreed that the candidate is the most qualified for the position.
  - The offer was accepted and later declined
  - The position is currently posted and resumes are being reviewed

- **Maintenance Mechanic** (1 open)
  - Actively recruiting temporary maintenance positions with Ambassador.

Youth Build

Youth Build Follow up Case Manager (PT)

~Resumes are under review
~Interviews are being scheduled

6. **Employee Relations:** Nothing new to report.
7. **Labor Relations:** The two potential retaliation claims from the Equal Employment Opportunity Commission (EEOC) have been dismissed. The Three maintenance mechanic's who were under paid have been reimbursed fully.
8. **Benefits:** On August 11, 2015, Mr. George Hazin from South Carolina Retirement System will present information regarding the South Carolina Retirement system and what affect participation will have on the employees as well as the agency. On August 19, 2015, Mr. David Arnold from Mutual of America will present information regarding our current retirement plan. The employees will be given the opportunity to share thoughts in regards to what plan they feel is best.
9. **HR Operations:** The review of employee classifications is complete. A number of changes will be made in the months to come. All employees will be notified in a timely manner if they are affected by the review.
10. **Safety:** Nothing new to report.
11. **Training & Development:** Harassment Training schedule for the August all staff meeting. SHA employees will watch a brief but thorough video regarding harassment. Once the video is complete, the staff will sign a certificate to be placed in their personnel file acknowledging the training received as well as the SHA policy regarding harassment. Employee Assistance Program will visit SHA every month beginning in September for a monthly training at our all staff meetings. The first request for training is bullying and conflict resolution. We begin our series of training on September 7, 2015 in the Mary Wright Room.
12. **Leaves of Absence:** Nothing new to report.
13. **Workers' Compensation:** No injuries to report.

Respectfully Submitted, Brooke Coleman

Brooke Coleman, Human Resource Manager
Spartanburg Housing Authority

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August 18, 2015

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

INFORMATIONAL REPORT OF PROCUREMENT ACTIVITIES FOR THE MONTH OF JULY 2015

CONTACT PERSON:

Margaret Woodson
Procurement Officer
864-598-6044

OVERVIEW:

The following is a summary of the Major Projects for the Spartanburg Housing Authority—Procurement Division for the month of July 2015.

PROFESSIONAL SERVICES RFPs (FORMAL Over $100,000/INFORMAL Under $100,000):

Formal:

Unit Turn-Around Services
Issued: July 28, 2015
Pre-Bid: August 19, 2015
Submittal Deadline: September 9, 2015
Actual Expenditures 2014: $218,213
Services include: painting, general cleaning; floor stripping and waxing, carpet cleaning, and minor repairs

Informal:

None

PROFESSIONAL SERVICES AWARDS/AMENDMENTS/ADMIN. POs

Awards:

Amendments:

Administrative POs:

Administrative POs are for contract activity previously approved by or reported to the Board, but allow for the specifically defined contractor action and/or payment (i.e. an issued Task Order for a long term Architectural & Engineering Services Agreement; a payment for infrastructure services for a development agreement, etc.)

CONSTRUCTION BIDS (FORMAL Over $100,000/INFORMAL Under $100,000):

Formal:

Page Lake General Contractor IFB for new Senior Living Housing
Issued: July 24, 2015
Architect: Cauthen & Associates
Pre-Bid: August 11, 2015
Submittal Deadline: September 3, 2015
Contract presented to Board for Approval: September 15, 2015
Estimated Project Cost: $959,000

Informal:

CONSTRUCTION BID AWARDS/CHANGE ORDERS

Awards:

None

Change Orders:

Lesco Restorations: Contract to perform major unit turn repairs to 11 vacant houses
Original Contract Amount: $114,845.84
Adjusted PO Amount: $98,63.58
Issued: July 31, 2015
Modified contract repair work for 18 units, including six houses and 12 apartments at Prince Hall and Barksdale. One home was not repaired, but a termite inspection had been completed. The services on Lesco have been procured through a National Joint Powers Alliance cooperative agreement. Both HUD and the State of South Carolina approve the usage of cooperative agreements as a means of streamlining the procurement process. Lesco was awarded the national contract through a competitive process.

GOODS/SUPPLIES—NON PROFESSIONAL SERVICES BIDS/RFPS

GOODS/SUPPLIES—NON PROFESSIONAL SERVICES AWARDS/AMENDMENTS/PURCHASE ORDERS/CHANGE ORDERS

EXPIRED CONTRACT EXTENSIONS

Professional Services: None
Construction: None
Good/Supplies: None

POLICY CONSIDERATIONS:

This report is presented pursuant to the Procurement Policy requirement to provide monthly reports on Contract activity.

Respectfully Submitted, _____
Margaret Woodson, Procurement Officer
Spartanburg Housing Authority

UNIT TURNS

Service Description	Fiscal Year	Amount Budgeted	Actual Expense
CAMP CROFT	2013	$23,851.00	$22,231.00
	2014	$26,412.00	$32,565.00
	2015 THRU APRIL	$40,752.00	$27,514.00
ARCHIBALD HIGHRISE	2013	$38,530.00	$33,350.00
	2014	$16,336.00	$28,840.80
	2015 THRU APRIL	$2,880.00	$3,427.00
ARCHIBALD VILLAGE	2013	$7,295.00	$9,515.00
	2014	$4,813.00	$8,220.00
	2015 THRU APRIL	$2,004.00	$3,470.00
GOOCH	2013	$3,020.00	$5,455.00
	2014	$4,114.00	$1,970.00
	2015 THRU APRIL	$3,252.00	$1,355.00
TOBIAS	2013	$36,022.00	$29,673.00
	2014	$22,139.00	$24,275.00
	2015 THRU APRIL	$23,040.00	$17,286.00
PRINCE HALL	2013	$43,369.00	$47,198.50
	2014	$34,186.00	$32,844.00
	2015 THRU APRIL	$24,996.00	$22,430.00
WATSON	2013	$18,508.00	$11,346.00
	2014	$1,800.00	$5,984.00
	2015 THRU APRIL	$3,000.00	$2,160.00
VICTORIA GARDENS	2013	$38,490.00	$28,337.00
	2014	$12,743.00	$22,107.00
	2015 THRU APRIL	$40,752.00	$25,558.00
BARKSDALE	2013	$6,180.00	$12,954.00
	2014	$36,323.00	$27,417.00
	2015 THRU APRIL	$12,000.00	$8,390.00
LELAND	2013	$7,452.00	$8,876.00
	2014	$14,783.00	$12,469.00
	2015 THRU APRIL	$12,000.00	$5,625.00
SPRUCE	2013	$4,465.00	$2,665.00
	2014	$3,310.00	$3,437.00
	2015 THRU APRIL	$0.00	$0.00
JCA	2013	$7,550.00	$6,647.00
	2014	$8,640.00	$8,705.00
	2015 THRU APRIL	$9,000.00	$6,560.00
CAMBRIDGE	2013	$0.00	$0.00
	2014	$0.00	$0.00
	2015 THRU APRIL	$0.00	$0.00
CAMMIE	2013	$89,591.00	$37,641.50
	2014	$0.00	$0.00
	2015 THRU APRIL	$0.00	$0.00
JC BULL	2013	$7,050.00	$8,385.00
	2014	$4,753.00	$6,640.00
	2015 THRU APRIL	$2,004.00	$4,743.00
JC BULL (32)	2013	$1,835.00	$1,835.00
	2014	$0.00	$2,240.00
	2015 THRU APRIL	$996.00	$1,593.00
SCATTERED SITES	2013	$0.00	$0.00
	2014	$0.00	$0.00
	2015 THRU APRIL	$0.00	$0.00
LIBERTY	2013	$1,056.00	$0.00
	2014	$805.00	$0.00
	2015 THRU APRIL	$0.00	$0.00
APPIAN	2013	$805.00	$0.00
	2014	$0.00	$0.00
	2015 THRU APRIL	$0.00	$0.00

Contract Modification (aka Change Order) No. 1

The purpose of this bilateral contract modification is to, as detailed within Section 11.4 of HUD Procurement Handbook 7460.8 REV 2, formally revise the above noted contract between your firm and our Agency; specifically:

CONTACT: Scott Smith
COMPANY: Lesco Restorations, Inc.
TELEPHONE: (800) 669-5950 CELL: (864) 316-9801 FAX: (888) 807-9903
EMAIL: ssmith@lesco.net

(1) CITE SPECIFIC CONTRACT CLAUSE AFFECTED:
(2) DETAIL CHANGED CONDITION(S) (NARRATIVE): Due to HUD Columbia's instructions to discontinue repair work on the scattered site houses, and the SHA Board of Commissioners directive to reduce the total value of this contract to less than $100,000, the following changes to the purchase order have been approved. The original PO total was $114,845.84.

Reduce original number of houses to be repaired from eleven to 5 houses. The repairs on the five houses were at the completion stage and the subcontractors had committed to the project. One home was not repaired, but a termite inspection has been conducted.
Twelve apartments were added to the list of units to be repaired. SHA reserves the right to make adjustments for unknown conditions or additional items on the scopes of work of the listed of units for repairs.
The adjusted PO total is now $98,633.58.

Except as provided for within this Modification, all other terms and conditions of the contract remain unchanged and in full force and effect. You must complete the following and return all page of this Modification by email to Margaret Woodson, Procurement Officer at mwoodson@shasc.org by no later than 07/31/2015, thereby acknowledging receipt and acceptance of the terms and conditions stated herein. Failure on your part to acknowledge this Modification and/or to implement and fulfill the changed conditions detailed herein will deem your firm in breach of contract and, at the discretion of the HA, subject to immediate termination.

RECEIVED/ACKNOWLEDGED BY:

	8/3/15	Toby G. Chapman	LESCO Restorations, Inc.
Signature	Date	Printed Name	Company

Margaret A. Woodson

_____ _07/31/15__

Margaret Woodson, Procurement Officer Date

See attached Schedule of Revised List of Units to be turned under PO #2015-0186

Projected completion date of all unit repairs: September 15, 2015

Except as provided for within this Modification, all other terms and conditions of the contract remain unchanged and in full force and effect. You must complete the following and return all page of this Modification by email to Margaret Woodson, Procurement Officer at mwoodson@shasc.org by no later than 07/31/2015, thereby acknowledging receipt and acceptance of the terms and conditions stated herein. Failure on your part to acknowledge this Modification and/or to implement and fulfill the changed conditions detailed herein will deem your firm in breach of contract and, at the discretion of the HA, subject to immediate termination.

RECEIVED/ACKNOWLEDGED BY:

Signature	Date	Printed Name	Company

Schedule of Revised List of Units to be Turned under Purchase Order

Date: 7/29/2015

No.	Address	AMP Name	AMP Number	Dollar Amount	Note
1	812 Primrose Lane	Scattered Sites	SC003000040	$ 11,756.93	This is a single family home in need of substantial repairs
2	129 Keltner	Scattered Sites	SC003000040	$ 15,149.96	This is a single family home in need of substantial repairs
3	200 West Pearl St.	Scattered Sites	SC003000040	$ 7,227.50	This is a single family home in need of substantial repairs
4	115 Chelsea	Scattered Sites	SC003000040	$ 12,001.60	This is a single family home in need of substantial repairs
5	124 Chelsea	Scattered Sites	SC003000040	$ 10,983.99	This is a single family home in need of substantial repairs
6	4135 East Croft Cr.	Scattered Sites	SC003000040	$ 250.00	This is a single family home, stopped work termite damage
7	Prince Hall 3-7	Prince Hall	SC003000080	$ 700.73	This is an apartment unit
8	Barksdale 101	Barksdale	SC003000130	$ 238.43	This is an apartment unit
9	Prince Hall 1-15	Prince Hall	SC003000080	$ 1,074.12	This is an apartment unit
10	Prince Hall 2-5	Prince Hall	SC003000080	$ 1,160.62	This is an apartment unit
11	Prince Hall 1-16	Prince Hall	SC003000080	$ 2,088.55	This is an apartment unit in need of substantial repairs
12	Prince Hall 5-1	Prince Hall	SC003000080	$ 3,845.16	This is an apartment unit in need of substantial repairs
13	Prince Hall 7-14	Prince Hall	SC003000080	$ 4,079.96	This is an apartment unit in need of substantial repairs
14	Prince Hall 7-7	Prince Hall	SC003000080	$ 4,216.10	This is an apartment unit in need of substantial repairs
15	Prince Hall 6-7	Prince Hall	SC003000080	$ 4,241.28	This is an apartment unit in need of substantial repairs
16	Prince Hall 5-2	Prince Hall	SC003000080	$ 5,201.96	This is an apartment unit in need of substantial repairs
17	Barksdale 78	Barksdale	SC003000130	$ 6,160.70	This is an apartment unit in need of substantial repairs
18	Barksdale 75	Barksdale	SC003000130	$ 8,255.99	This is an apartment unit in need of substantial repairs
			TOTAL	**$ 98,633.58**	

Agenda Item: Report #
July, 2015

Spartanburg Housing Authority
Board Meeting

TO: Housing Authority Board of Commissioners

SUBJECT: Finance/Accounting Department

AGENDA: July 2015 Monthly Financial and Cash Flow Reports

I: Summary of Financial Results – Core Programs

Please refer to the one page Spreadsheet, (Attachment 1), attached to this Narrative for a Summary of the financial results for Public Housing, HCV Program HAP Only, HCV Program Admin Only, COCC program and the JC Bull program..

II: Unrestricted Cash In Flows and (Out) Flows (Position)

The sources and uses of cash by major program are presented in the Cash Flow Report. In July, the total Inflows amounted to $1,649,000 and the total Outflow was $1,524,000 resulting in a net inflow of $125,000.

III: Restricted Cash Position

Detail breakdowns of all restricted bank balances (reserves) are itemized below.

Reserve Cash in Bank

HCVP (Sec8) HAP Savings + Checking	$262,650
Sec 8 - HAP -NRP	29,052
MOD. Rehab HAP	1,782
Sec 8 Adm. Fees	180,383
MOD Rehab Adm. Fees	90,053
Total	**$563,920**

IV: Overall, Asset Management Properties on a PTD basis had losses (NOL) in 4 properties, and 15 properties had a NOI. The details are as follows:

A: 4 Asset Management Properties (AMP's) (in thousands rounded)

	PROPERTY (AMP)	MTD Actual Income	PTD Actual Income	PTD Budget Income	PTD Variance
1	Appian	($0.6)	($4.1)	0	($4.1)
2	Archibald Hi-Rise	(53.6)	(56.4)	9.4	(65.8)
3	Archibald Village	3.9	33.6	10.4	23.2
4	Barksdale	3.0	43.3	1.6	41.7
5	Cammie Clagett	53.0	517.7	160.7	356.9
6	Camp Croft	5.7	100.3	37.7	62.6
7	Frank Gooch	4.1	54.1	2.8	51.3
8	J.C. Anderson	7.3	54.7	51.1	3.5
9	JC Bull (100 units)	25.0	289.4	302.6	(13.2)
10	SLHC (32 units)	(.7)	27.9	34.6	(6.7)
11	Leland	1.6	70.7	14.0	56.7
12	Liberty	0.5	6.3	0	6.3
13	Prince Hall	(6.2)	106.0	66.0	40.0
14	Scattered Sites	5.8	38.0	1.6	36.4
15	Spruce	1.7	23.1	7.8	15.3
16	Tobias Booker	8.0	64.7	152.2	(87.5)
17	Victoria Gardens	(0.2)	(17.3)	45.7	(63.0)
18	Watson	2.4	42.9	3.7	39.2
19	Cambridge/Brawley	0.4	(4.3)	0	(4.3)

V: Status of Grants Programs – July, 2015

SHA's open/unspent ***capital fund grant awards*** total $5,027,670 dollars of which $1,418,599 has been drawdown to date. The remaining balance of all capital grants funds totals $3,609,071 or 72.0 % of the total balance.

Specific details and composition of each grant award and their respective status are noted below:

1) **Open Replacement Housing Factor funds** (RHF) total awarded was $1,122,279 and $265,688 drawn against these grants leaving about $856,591 available to spend.

2) There are currently three **ROSS** grant awards totaling $1,041,907. The balance remaining unspent is $425,627.

3) Total **Youth Build** grant award totaled $1,099,878; to date $1,054,440 has been spent. Total remaining Youth build grant dollars is $ 45,438.

4) The **Face Forward Grant** award totaled $1,000,000 and $178,103 has been spent.

5) The AmeriCorps grant award totaled $25,000 and all were spent. The amount of $25,000 has been reimbursed and the grant is now closed.

6) The ***Choice Neighborhood Initiative Grant (CNI)*** was awarded $300,000. To date we have drawn down a total of $257,754.

Respectfully Submitted, _____

Jose Calicdan, Accounting Manager
Spartanburg Housing Authority

SHA - Summary of Financial Results - July, 2015

		MTD Actual	MTD Budget	MTD Variance	Note	10 months PTD Actual	10 months PTD Budget	10 months PTD Vaiance
1	**Public Housing**							
	Total Revenue	$ 435,000.00	$ 405,000.00	$ 30,000.00		$ 4,585,000.00	$ 4,054,000.00	$ 531,000.00
	Total Expenses	$ 398,000.00	$ 349,000.00	$ 49,000.00		$ 3,514,000.00	$ 3,489,000.00	$ 25,000.00
	Net Operating Income	$ 37,000.00	$ 56,000.00	$ (19,000.00)	(1)	$ 1,071,000.00	$ 565,000.00	$ 506,000.00
	Note (1) - Revenue for July is $30k higher than budget primarily due to HUD subsidy being over-budget by $36,000. However, the NOI for July is below budget by $19,000 due to the repair/renovation of vacant units in the amount of $88,000 which were needed to improve our occupancy rate.							
2	**HCV Program - HAP Only**							
	Total Revenue	$ 749,000.00	$ 670,000.00	$ 79,000.00		$ 7,481,000.00	$ 6,901,000.00	$ 580,000.00
	Total Expenses	$ 741,000.00	$ 722,000.00	$ 19,000.00		$ 7,388,000.00	$ 7,439,000.00	$ (51,000.00)
	Net Operating Income	$ 8,000.00	$ (52,000.00)	$ 60,000.00		$ 93,000.00	$ (538,000.00)	$ 631,000.00
	This program is a passed through obligation -meaning -HUD is wholly funding the activities based on the actual HAP disbursements. It is a $1 for $1 reimbursement.							
3	**HCV Program - Admin Only**							
	Total Revenue	$ 127,000.00	$ 81,000.00	$ 46,000.00		$ 831,000.00	$ 806,000.00	$ 25,000.00
	Total Expenses	$ 72,000.00	$ 79,000.00	$ (7,000.00)		$ 760,000.00	$ 795,000.00	$ (35,000.00)
	Net Operating Income	$ 55,000.00	$ 2,000.00	$ 53,000.00		$ 71,000.00	$ 11,000.00	$ 60,000.00
	For the month of July , admin revenue received was $127k as compared to total expenses of $72K. Higher revenue received for July due to HUD adjustment re-calculation. The YTD -the total revenue is $831K as compared to total expenses of $760K -resulting to net income of $71K.							
4	**COCC Program Only**							
	Total Revenue	$ 129,000.00	$ 185,000.00	$ (56,000.00)		$ 1,680,000.00	$ 1,845,000.00	$ (165,000.00)
	Total Expenses	$ 142,000.00	$ 142,000.00	$ -		$ 1,368,000.00	$ 1,424,000.00	$ (56,000.00)
	Net Operating Income	$ (13,000.00)	$ 43,000.00	$ (56,000.00)	(2)	$ 312,000.00	$ 421,000.00	$ (109,000.00)
	Note (2) - COCC Net income is under budget primarily because COCC's misc other income was below budget by $51K. In July- Misc other income was only $29K whereas budget was $80K.							
5	**JC BULLS (100 & 32 units)**							
	Total Revenue	$ 83,000.00	$ 82,000.00	$ 1,000.00		$ 829,000.00	$ 825,000.00	$ 4,000.00
	Total Expenses	$ 59,000.00	$ 49,000.00	$ 10,000.00		$ 512,000.00	$ 488,000.00	$ 24,000.00
	Net Operating Income	$ 24,000.00	$ 33,000.00	$ (9,000.00)	(3)	$ 317,000.00	$ 337,000.00	$ (20,000.00)
	Note (3) - Revenue is almost the same as budgeted due to conservative budget assumptions in the FY 2015 budget.							

SPARTANBURG HOUSING AUTHORITY
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		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	157,666.50	154,906.00	2,760.50	1.78	1,595,130.08	1,549,060.00	46,070.08	2.97
311201-000	Utility Reimbursement - Neg Rent	(1,996.00)	(2,074.00)	78.00	3.76	(23,337.00)	(20,740.00)	(2,597.00)	-12.52
311900-000	Total Rental Income	155,670.50	152,832.00	2,838.50	1.86	1,571,793.08	1,528,320.00	43,473.08	2.84
312000-000	Other Tenant Income								
312003-000	Damages	1,767.21	4,502.00	(2,734.79)	-60.75	43,934.70	45,020.00	(1,085.30)	-2.41
312004-000	Late Charges	1,445.00	2,070.00	(625.00)	-30.19	17,500.00	20,700.00	(3,200.00)	-15.46
312005-000	Legal Fees - Tenant	810.00	1,711.00	(901.00)	-52.66	10,150.00	17,110.00	(6,960.00)	-40.68
312006-000	NSF Charges	25.00	42.00	(17.00)	-40.48	400.00	420.00	(20.00)	-4.76
312007-000	Tenant Owed Utilities - Excess	5,142.18	5,139.00	3.18	0.06	88,683.62	51,390.00	37,293.62	72.57
312009-000	Misc.Tenant Income	241.40	-	241.40	N/A	3,059.64	-	3,059.64	N/A
312010-000	Maintenance Charges	-	-	-	N/A	12.50	-	12.50	N/A
312900-000	Total Other Tenant Income	9,430.79	13,464.00	(4,033.21)	-29.96	163,740.46	134,640.00	29,100.46	21.61
319900-000	NET TENANT INCOME	165,101.29	166,296.00	(1,194.71)	-0.72	1,735,533.54	1,662,960.00	72,573.54	4.36
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	307,341.50	270,728.00	36,613.50	13.52	3,166,463.51	2,707,280.00	459,183.51	16.96
340111-000	Pet Fee Income	160.00	10.00	150.00	1,500.00	1,480.00	100.00	1,380.00	1,380.00
341001-000	Section 8 HAP Earned	934,776.00	843,417.00	91,359.00	10.83	9,017,025.00	8,638,161.00	378,864.00	4.39
341002-000	Sec 8 Admin. Fee Inc-HCV	123,963.00	75,173.00	48,790.00	64.90	799,909.00	751,730.00	48,179.00	6.41
341004-000	Section 8 Port-In Admin Fees	-	-	-	N/A	38.42	-	38.42	N/A
341006-000	Port In HAP Earned	-	-	-	N/A	696.00	-	696.00	N/A
341007-000	FSS Forfeitures-Income	-	-	-	N/A	63.00	-	63.00	N/A
341008-000	FSS Coordinator Grant	-	4,196.00	(4,196.00)	-100.00	12,536.00	41,960.00	(29,424.00)	-70.12
341010-000	Section 8 Admin Fee -Mod Rehab	21,877.00	20,000.00	1,877.00	9.38	196,800.00	200,000.00	(3,200.00)	-1.60
341500-000	Other Govt and Private Grants	47,778.00	49,000.00	(1,222.00)	-2.49	476,473.00	490,000.00	(13,527.00)	-2.76
349900-000	TOTAL GRANT INCOME	1,435,895.50	1,262,524.00	173,371.50	13.73	13,671,483.93	12,829,231.00	842,252.93	6.57
360000-000	OTHER INCOME								
361000-000	Investment Income - Unrestricted	0.71	-	0.71	N/A	6.78	-	6.78	N/A
362000-000	Management Fee Income	78,524.67	82,178.00	(3,653.33)	-4.45	790,060.05	821,780.00	(31,719.95)	-3.86
362001-000	Bookkeeping fee income	21,255.00	22,077.00	(822.00)	-3.72	211,282.50	220,770.00	(9,487.50)	-4.30
364000-000	Fraud Recovery Income-Admin	3,235.90	1,200.00	2,035.90	169.66	16,459.61	12,000.00	4,459.61	37.16
364001-000	Fraud Recovery - HAP	3,235.88	-	3,235.88	N/A	16,459.57	-	16,459.57	N/A
365000-000	Miscellaneous Other Income	29,413.95	82,352.00	(52,938.05)	-64.28	704,301.79	823,520.00	(119,218.21)	-14.48
365002-000	Bad Debt Recovery	799.63	-	799.63	N/A	38,929.84	-	38,929.84	N/A
369900-000	TOTAL OTHER INCOME	136,465.74	187,807.00	(51,341.26)	-27.34	1,777,500.14	1,878,070.00	(100,569.86)	-5.36
399900-000	TOTAL INCOME	1,737,462.53	1,616,627.00	120,835.53	7.47	17,184,517.61	16,370,261.00	814,256.61	4.97
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								

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		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
411000-000	Administrative Salaries and Wages	129,971.81	143,040.00	13,068.19	9.14	1,226,926.69	1,430,400.00	203,473.31	14.22
411002-000	Administrative Overtime	572.51	-	(572.51)	N/A	6,536.22	-	(6,536.22)	N/A
411003-000	Administrative: Employer FICA/SUI	10,336.88	13,755.00	3,418.12	24.85	115,859.12	137,550.00	21,690.88	15.77
411004-000	Administrative: Employee Benefits	24,316.12	22,432.00	(1,884.12)	-8.40	236,872.03	224,320.00	(12,552.03)	-5.60
411005-000	Administrative: Retirees Medical ER share	2,101.68	-	(2,101.68)	N/A	23,740.34	-	(23,740.34)	N/A
411099-000	Total Administrative Salaries	167,299.00	179,227.00	11,928.00	6.66	1,609,934.40	1,792,270.00	182,335.60	10.17
413000-000	Legal Expense								
413001-000	Legal Expense	49.00	2,154.00	2,105.00	97.73	32,631.67	21,540.00	(11,091.67)	-51.49
413003-000	Credit Reports	360.77	471.00	110.23	23.40	1,592.86	4,710.00	3,117.14	66.18
413100-000	Total Legal Expense	409.77	2,625.00	2,215.23	84.39	34,224.53	26,250.00	(7,974.53)	-30.38
413900-000	Other Admin Expenses								
414000-000	Staff Training	835.50	1,700.00	864.50	50.85	15,432.89	17,000.00	1,567.11	9.22
415000-000	Travel	871.57	1,741.00	869.43	49.94	11,950.38	17,410.00	5,459.62	31.36
417000-000	Bookkeeping Fees	19,320.00	19,542.00	222.00	1.14	194,075.50	195,420.00	1,344.50	0.69
417001-000	Bookkeeping Fees-MOD Rehab	1,935.00	2,475.00	540.00	21.82	19,845.00	24,750.00	4,905.00	19.82
417100-000	Auditing Fees	-	6,140.00	6,140.00	100.00	68,569.00	61,400.00	(7,169.00)	-11.68
417200-000	Port Out Admin Fee	563.55	1,250.00	686.45	54.92	6,392.67	12,500.00	6,107.33	48.86
417300-000	Management Fee	64,368.67	68,040.00	3,671.33	5.40	647,828.05	680,400.00	32,571.95	4.79
417302-000	Asset Management Fee	9,860.00	9,710.00	(150.00)	-1.54	98,480.00	97,100.00	(1,380.00)	-1.42
417303-000	Management Fee- MOD Rehab	3,096.00	3,960.00	864.00	21.82	31,752.00	39,600.00	7,848.00	19.82
418000-000	Office Rent	8,409.33	8,410.00	0.67	0.01	84,093.30	84,100.00	6.70	0.01
418900-000	Total Other Admin Expenses	109,259.62	122,968.00	13,708.38	11.15	1,178,418.79	1,229,680.00	51,261.21	4.17
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	2,949.62	2,366.00	(583.62)	-24.67	22,863.78	23,660.00	796.22	3.37
419004-000	**Telephone**	8,686.39	7,062.00	(1,624.39)	-23.00	83,950.77	70,620.00	(13,330.77)	-18.88
419005-000	Postage	20.70	2,509.00	2,488.30	99.18	22,149.47	25,090.00	2,940.53	11.72
419006-000	Forms and Computer Supplies	394.22	418.00	23.78	5.69	1,090.52	4,180.00	3,089.48	73.91
419007-000	Court Costs	845.00	2,182.00	1,337.00	61.27	12,558.20	21,820.00	9,261.80	42.45
419008-000	Membership and Fees	95.00	869.00	774.00	89.07	13,462.18	8,690.00	(4,772.18)	-54.92
419009-000	**Sundry Miscellaneous**	8,445.66	1,530.00	(6,915.66)	-452.00	36,534.58	15,300.00	(21,234.58)	-138.79
419010-000	Newspaper ADS (Advertising)	58.97	748.00	689.03	92.12	6,628.74	7,480.00	851.26	11.38
419011-000	**Sundry Service Contracts**	29,763.80	20,739.00	(9,024.80)	-43.52	251,764.67	207,390.00	(44,374.67)	-21.40
419012-000	Software	-	-	-	N/A	4,092.92	-	(4,092.92)	N/A
419017-000	Temporary Administrative Labor	3,460.24	2,843.00	(617.24)	-21.71	24,581.78	28,430.00	3,848.22	13.54
419018-000	False Alarms	-	20.00	20.00	100.00	280.00	200.00	(80.00)	-40.00
419020-000	Bank Fees	689.40	867.00	177.60	20.48	6,971.31	8,670.00	1,698.69	19.59
419021-000	Discretionary	800.00	192.00	(608.00)	-316.67	4,237.88	1,920.00	(2,317.88)	-120.72
419022-000	Other Misc Admin Expenses	13.53	167.00	153.47	91.90	1,320.70	1,670.00	349.30	20.92
419100-000	Total Miscellaneous Admin Expenses	56,222.53	42,512.00	(13,710.53)	-32.25	492,487.50	425,120.00	(67,367.50)	-15.85
419900-000	TOTAL ADMINISTRATIVE EXPENSES	333,190.92	347,332.00	14,141.08	4.07	3,315,065.22	3,473,320.00	158,254.78	4.56
420000-000	TENANT SERVICES								
421000-000	Tenant Services Salaries	-	3,035.00	3,035.00	100.00	8,500.71	30,350.00	21,849.29	71.99

SPARTANBURG HOUSING AUTHORITY
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		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
421001-000	Employee Benefit Contributions-Tenant Svcs.	-	307.00	307.00	100.00	275.00	3,070.00	2,795.00	91.04
421002-000	Employer Fica-Sui	-	495.00	495.00	100.00	606.29	4,950.00	4,343.71	87.75
422000-000	Tenant Services	1,998.22	4,068.00	2,069.78	50.88	19,603.76	40,680.00	21,076.24	51.81
423001-000	Tenant Relocation	-	9.00	9.00	100.00	1,305.48	90.00	(1,215.48)	-1,350.53
429900-000	TOTAL TENANT SERVICES EXPENSES	1,998.22	7,914.00	5,915.78	74.75	30,291.24	79,140.00	48,848.76	61.72
430000-000	UTILITIES								
431000-000	Water	15,808.72	18,330.00	2,521.28	13.75	174,826.47	183,300.00	8,473.53	4.62
432000-000	Electricity	55,049.37	26,248.00	(28,801.37)	-109.73	376,634.99	262,480.00	(114,154.99)	-43.49
433000-000	Gas	8,396.23	21,424.00	13,027.77	60.81	194,214.21	214,240.00	20,025.79	9.35
439000-000	Sewer	19,092.52	24,795.00	5,702.48	23.00	234,429.23	247,950.00	13,520.77	5.45
439900-000	TOTAL UTILITY EXPENSES	98,346.84	90,797.00	(7,549.84)	-8.32	980,104.90	907,970.00	(72,134.90)	-7.94
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	25,755.58	26,017.00	261.42	1.00	241,464.75	260,170.00	18,705.25	7.19
441002-000	Maintenance: Overtime	3,610.46	-	(3,610.46)	N/A	27,093.63	-	(27,093.63)	N/A
441003-000	Maintenance: Employer FICA/SUI	2,591.16	2,734.00	142.84	5.22	25,393.86	27,340.00	1,946.14	7.12
441004-000	Temp Maintenance Labor	4,422.89	7,287.00	2,864.11	39.30	93,549.86	72,870.00	(20,679.86)	-28.38
441005-000	Maintenance: Employee Benefits	4,668.72	4,681.00	12.28	0.26	43,794.07	46,810.00	3,015.93	6.44
441200-000	Vehicle Repair	4,772.52	3,928.00	(844.52)	-21.50	40,698.48	39,280.00	(1,418.48)	-3.61
441300-000	Gasoline Purchases	2,905.44	3,839.00	933.56	24.32	27,531.50	38,390.00	10,858.50	28.28
441900-000	Total General Maint Expense	48,726.77	48,486.00	(240.77)	-0.50	499,526.15	484,860.00	(14,666.15)	-3.02
442000-000	Materials								
442002-000	**Appliance-Maint Materials**	37,044.47	950.00	(36,094.47)	-3,799.42	73,176.21	9,500.00	(63,676.21)	-670.28
442003-000	Painting-Maint Materials	361.22	382.00	20.78	5.44	1,108.61	3,820.00	2,711.39	70.98
442004-000	Electrical-Maint Materials	634.69	734.00	99.31	13.53	1,259.03	7,340.00	6,080.97	82.85
442005-000	Heating/AC-Maint Materials	1,015.67	3,607.00	2,591.33	71.84	18,782.16	36,070.00	17,287.84	47.93
442006-000	Janitorial Supplies	90.33	530.00	439.67	82.96	4,988.21	5,300.00	311.79	5.88
442007-000	After Hours Work	-	238.00	238.00	100.00	-	2,380.00	2,380.00	100.00
442008-000	Plumbing-Maint Materials	461.02	3,721.00	3,259.98	87.61	14,791.59	37,210.00	22,418.41	60.25
442009-000	Hand Tools-Maint Materials	-	250.00	250.00	100.00	2,173.37	2,500.00	326.63	13.07
442010-000	Maintenance Materials	9,389.78	12,210.00	2,820.22	23.10	70,467.49	122,100.00	51,632.51	42.29
442011-000	Safety equipment/shoes	114.76	173.00	58.24	33.66	2,305.74	1,730.00	(575.74)	-33.28
442900-000	Total Materials	49,111.94	22,795.00	(26,316.94)	-115.45	189,052.41	227,950.00	38,897.59	17.06
443000-000	Contract Costs								
443002-000	Extermination Contract	3,952.00	4,817.00	865.00	17.96	60,459.70	48,170.00	(12,289.70)	-25.51
443005-000	**Unit Turnaround-Contract**	51,988.00	14,890.00	(37,098.00)	-249.15	137,247.28	148,900.00	11,652.72	7.83
443006-000	Electrical-Contract	2,436.67	166.00	(2,270.67)	-1,367.87	2,891.67	1,660.00	(1,231.67)	-74.20
443007-000	**Disposal Contract**	7,911.27	8,733.00	821.73	9.41	104,713.53	87,330.00	(17,383.53)	-19.91
443009-000	Landscaping-Contract	22,331.50	22,119.00	(212.50)	-0.96	224,470.75	221,190.00	(3,280.75)	-1.48
443011-000	Heating/AC-Contract	7,579.16	2,858.00	(4,721.16)	-165.19	22,537.51	28,580.00	6,042.49	21.14
443013-000	Contract: Uniform Rental	1,271.12	620.00	(651.12)	-105.02	10,754.19	6,200.00	(4,554.19)	-73.45

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		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443015-000	Janitorial-Contract	1,100.00	1,142.00	42.00	3.68	11,375.00	11,420.00	45.00	0.39
443017-000	Elevator-Contract	3,575.49	1,800.00	(1,775.49)	-98.64	28,754.24	18,000.00	(10,754.24)	-59.75
443018-000	Plumbing-Contract	156.87	3,095.00	2,938.13	94.93	36,459.37	30,950.00	(5,509.37)	-17.80
443019-000	Miscellaneous Contracts	-	42.00	42.00	100.00	-	420.00	420.00	100.00
443023-000	**Contract: Consultants**	7,935.52	12,700.00	4,764.48	37.52	160,126.15	127,000.00	(33,126.15)	-26.08
443099-000	Maintenance Misc-Contracts	7,543.81	9,530.00	1,986.19	20.84	92,531.46	95,300.00	2,768.54	2.91
443900-000	Total Contract Costs	117,781.41	82,512.00	(35,269.41)	-42.74	892,320.85	825,120.00	(67,200.85)	-8.14
449900-000	TOTAL MAINTENACE EXPENSES	215,620.12	153,793.00	(61,827.12)	-40.20	1,580,899.41	1,537,930.00	(42,969.41)	-2.79
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	22,396.23	17,529.00	(4,867.23)	-27.77	166,709.81	175,290.00	8,580.19	4.89
451100-000	Property Tax	-	2,960.00	2,960.00	100.00	53,325.33	29,600.00	(23,725.33)	-80.15
452000-000	Payments in Lieu of Taxes	-	105.00	105.00	100.00	-	1,050.00	1,050.00	100.00
452100-000	Workers Comp Insurance	6,108.22	5,740.00	(368.22)	-6.42	55,084.08	57,400.00	2,315.92	4.03
452500-000	Personnel-Relocation exp	-	-	-	N/A	10,406.55	-	(10,406.55)	N/A
457000-000	Bad Debt-Tenant Rents	-	683.00	683.00	100.00	72,509.23	6,830.00	(65,679.23)	-961.63
458000-000	All Protective Services	17,985.25	10,917.00	(7,068.25)	-64.75	105,408.85	109,170.00	3,761.15	3.45
459900-000	TOTAL GENERAL EXPENSES	46,489.70	37,934.00	(8,555.70)	-22.55	463,443.85	379,340.00	(84,103.85)	-22.17
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	840,676.00	830,877.00	(9,799.00)	-1.18	8,277,035.00	8,511,864.00	234,829.00	2.76
471501-000	Tenant Utility Payments	34,794.00	48,784.00	13,990.00	28.68	357,411.00	498,923.00	141,512.00	28.36
471502-000	Portable Out HAP Payments	13,053.00	14,441.00	1,388.00	9.61	134,864.00	148,836.00	13,972.00	9.39
471503-000	FSS Escrow Payments	4,727.00	2,676.00	(2,051.00)	-76.64	33,836.00	26,760.00	(7,076.00)	-26.44
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	893,250.00	896,778.00	3,528.00	0.39	8,803,146.00	9,186,383.00	383,237.00	4.17
480000-000	FINANCING EXPENSE								
485100-000	Interest Expense-BBT SL	209.64	-	(209.64)	N/A	2,604.12	-	(2,604.12)	N/A
485500-000	Interest Expense-Mortgage Payable	-	-	-	N/A	(14,785.84)	-	14,785.84	N/A
489900-000	TOTAL FINANCING EXPENSES	209.64	-	(209.64)	N/A	(12,181.72)	-	12,181.72	N/A
	TOTAL OPERATING EXPENSES	**1,589,105.44**	**1,534,548.00**	**(54,557.44)**	**-3.56%**	**15,160,768.90**	**15,564,083.00**	**403,314.10**	**2.59%**
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	-	(5,417.00)	(5,417.00)	-100.00	(75.00)	(54,170.00)	(54,095.00)	-99.86
523400-000	Donation rec'd for Bedbugs treatment	-	-	-	N/A	8,407.67	-	8,407.67	N/A
523401-000	Bedbug expense	-	-	-	N/A	8,332.89	-	(8,332.89)	N/A
523402-000	Donation rec'd for Upstate Senior Grant	(24.07)	-	(24.07)	N/A	575.93	-	575.93	N/A
523403-000	Upstate Senior Network Expense	-	-	-	N/A	29.02	-	(29.02)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	24.07	(5,417.00)	(5,441.07)	-100.44	(696.69)	(54,170.00)	(53,473.31)	-98.71
900000-000	**NET INCOME**	**148,333.02**	**87,496.00**	**60,837.02**	**69.53%**	**2,024,445.40**	**860,348.00**	**1,164,097.40**	**135.31%**

SPARTANBURG HOUSING AUTHORITY

HCV PROGRAM INCLUDING MOD REHAB

Actual to Budget Variance Comparison

July 31, 2015

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	934,776.00	843,417.00	91,359.00	10.83	9,017,025.00	8,638,161.00	378,864.00	4.39
341002-000	Sec 8 Admin. Fee Inc-HCV	123,963.00	75,173.00	48,790.00	64.90	799,909.00	751,730.00	48,179.00	6.41
341004-000	Section 8 Port-In Admin Fees	-	-	-	N/A	38.42	-	38.42	N/A
341006-000	Port In HAP Earned	-	-	-	N/A	696.00	-	696.00	N/A
341008-000	FSS Coordinator Grant	-	4,196.00	(4,196.00)	-100.00	12,536.00	41,960.00	(29,424.00)	-70.12
341010-000	Section 8 Admin Fee -Mod Rehab	21,877.00	20,000.00	1,877.00	9.38	196,800.00	200,000.00	(3,200.00)	-1.60
349900-000	TOTAL GRANT INCOME	1,080,616.00	942,786.00	137,830.00	14.62	10,027,004.42	9,631,851.00	395,153.42	4.10
360000-000	OTHER INCOME								
361000-000	Investment Income - Unrestricted	0.71	-	0.71	N/A	6.78	-	6.78	N/A
364000-000	Fraud Recovery Income-Admin	3,235.90	1,200.00	2,035.90	169.66	16,459.61	12,000.00	4,459.61	37.16
364001-000	Fraud Recovery - HAP	3,235.88	-	3,235.88	N/A	16,459.57	-	16,459.57	N/A
365000-000	Miscellaneous Other Income	471.48	100.00	371.48	371.48	3,680.48	1,000.00	2,680.48	268.05
369900-000	TOTAL OTHER INCOME	6,943.97	1,300.00	5,643.97	434.15	36,606.44	13,000.00	23,606.44	181.59
399900-000	TOTAL INCOME	1,087,559.97	944,086.00	143,473.97	15.20	10,063,610.86	9,644,851.00	418,759.86	4.34
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	25,851.14	28,413.00	2,561.86	9.02	265,402.28	284,130.00	18,727.72	6.59
411002-000	Administrative Overtime	-	-	-	N/A	573.91	-	(573.91)	N/A
411003-000	Administrative: Employer FICA/SUI	1,956.10	2,900.00	943.90	32.55	26,071.12	29,000.00	2,928.88	10.10
411004-000	Administrative: Employee Benefits	5,608.56	5,408.00	(200.56)	-3.71	60,340.30	54,080.00	(6,260.30)	-11.58
411099-000	Total Administrative Salaries	33,415.80	36,721.00	3,305.20	9.00	352,387.61	367,210.00	14,822.39	4.04
413000-000	Legal Expense								
413001-000	Legal Expense	-	-	-	N/A	3,060.00	-	(3,060.00)	N/A
413003-000	Credit Reports	-	-	-	N/A	7.00	-	(7.00)	N/A
413100-000	Total Legal Expense	-	-	-	N/A	3,067.00	-	(3,067.00)	N/A
413900-000	Other Admin Expenses								
414000-000	Staff Training	150.00	42.00	(108.00)	-257.14	150.00	420.00	270.00	64.29
415000-000	Travel	-	-	-	N/A	88.50	-	(88.50)	N/A
417000-000	Bookkeeping Fees	13,372.50	12,999.00	(373.50)	-2.87	130,725.00	129,990.00	(735.00)	-0.57
417001-000	Bookkeeping Fees-MOD Rehab	1,935.00	2,475.00	540.00	21.82	19,845.00	24,750.00	4,905.00	19.82
417100-000	Auditing Fees	-	1,500.00	1,500.00	100.00	17,999.00	15,000.00	(2,999.00)	-19.99
417200-000	Port Out Admin Fee	563.55	1,250.00	686.45	54.92	6,392.67	12,500.00	6,107.33	48.86
417300-000	Management Fee	21,396.00	20,798.00	(598.00)	-2.88	209,160.00	207,980.00	(1,180.00)	-0.57
417303-000	Management Fee- MOD Rehab	3,096.00	3,960.00	864.00	21.82	31,752.00	39,600.00	7,848.00	19.82
418000-000	Office Rent	1,681.87	1,682.00	0.13	0.01	16,818.70	16,820.00	1.30	0.01
418900-000	Total Other Admin Expenses	42,194.92	44,706.00	2,511.08	5.62	432,930.87	447,060.00	14,129.13	3.16
419000-000	Miscellaneous Admin Expenses								

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM INCLUDING MOD REHAB
Actual to Budget Variance Comparison
July 31, 2015

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419001-000	Office Expense	244.58	363.00	118.42	32.62	3,396.66	3,630.00	233.34	6.43
419004-000	Telephone	1,141.14	900.00	(241.14)	-26.79	11,285.30	9,000.00	(2,285.30)	-25.39
419005-000	Postage	-	1,333.00	1,333.00	100.00	10,222.85	13,330.00	3,107.15	23.31
419006-000	Forms and Computer Supplies	-	50.00	50.00	100.00	-	500.00	500.00	100.00
419007-000	Court Costs	-	-	-	N/A	(351.80)	-	351.80	N/A
419008-000	Membership and Fees	95.00	-	(95.00)	N/A	1,375.00	-	(1,375.00)	N/A
419009-000	Sundry Miscellaneous	776.47	100.00	(676.47)	-676.47	3,423.98	1,000.00	(2,423.98)	-242.40
419010-000	Newspaper ADS (Advertising)	-	-	-	N/A	54.78	-	(54.78)	N/A
419011-000	Sundry Service Contracts	6,180.96	4,000.00	(2,180.96)	-54.52	50,607.83	40,000.00	(10,607.83)	-26.52
419012-000	Software	-	-	-	N/A	181.82	-	(181.82)	N/A
419017-000	Temporary Administrative Labor	-	-	-	N/A	4,534.06	-	(4,534.06)	N/A
419020-000	Bank Fees	-	450.00	450.00	100.00	874.03	4,500.00	3,625.97	80.58
419100-000	Total Miscellaneous Admin Expenses	8,438.15	7,196.00	(1,242.15)	-17.26	85,604.51	71,960.00	(13,644.51)	-18.96
419900-000	TOTAL ADMINISTRATIVE EXPENSES	84,048.87	88,623.00	4,574.13	5.16	873,989.99	886,230.00	12,240.01	1.38
420000-000	TENANT SERVICES								
421000-000	Tenant Services Salaries	-	3,035.00	3,035.00	100.00	8,500.71	30,350.00	21,849.29	71.99
421001-000	Employee Benefit Contributions-Tenant Svcs.	-	307.00	307.00	100.00	275.00	3,070.00	2,795.00	91.04
421002-000	Employer Fica-Sui	-	495.00	495.00	100.00	606.29	4,950.00	4,343.71	87.75
429900-000	TOTAL TENANT SERVICES EXPENSES	-	3,837.00	3,837.00	100.00	9,382.00	38,370.00	28,988.00	75.55
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	-	100.00	100.00	100.00	777.18	1,000.00	222.82	22.28
441300-000	Gasoline Purchases	279.28	333.00	53.72	16.13	2,457.01	3,330.00	872.99	26.22
441900-000	Total General Maint Expense	279.28	433.00	153.72	35.50	3,234.19	4,330.00	1,095.81	25.31
442000-000	Materials								
442006-000	Janitorial Supplies	-	-	-	N/A	59.82	-	(59.82)	N/A
442900-000	Total Materials	-	-	-	N/A	59.82	-	(59.82)	N/A
443000-000	Contract Costs								
443015-000	Janitorial-Contract	550.00	600.00	50.00	8.33	5,537.50	6,000.00	462.50	7.71
443023-000	Contract: Consultants	48.52	-	(48.52)	N/A	8,335.72	-	(8,335.72)	N/A
443099-000	Maintenance Misc-Contracts	-	-	-	N/A	117.00	-	(117.00)	N/A
443900-000	Total Contract Costs	598.52	600.00	1.48	0.25	13,990.22	6,000.00	(7,990.22)	-133.17
449900-000	TOTAL MAINTENACE EXPENSES	877.80	1,033.00	155.20	15.02	17,284.23	10,330.00	(6,954.23)	-67.32
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,391.00	3,336.00	945.00	28.33	22,410.00	33,360.00	10,950.00	32.82
452100-000	Workers Comp Insurance	1,062.30	1,710.00	647.70	37.88	9,389.43	17,100.00	7,710.57	45.09
459900-000	TOTAL GENERAL EXPENSES	3,453.30	5,046.00	1,592.70	31.56	31,799.43	50,460.00	18,660.57	36.98
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	840,676.00	830,877.00	(9,799.00)	-1.18	8,277,035.00	8,511,864.00	234,829.00	2.76
471501-000	Tenant Utility Payments	34,794.00	48,784.00	13,990.00	28.68	357,411.00	498,923.00	141,512.00	28.36
471502-000	Portable Out HAP Payments	13,053.00	14,441.00	1,388.00	9.61	134,864.00	148,836.00	13,972.00	9.39

SPARTANBURG HOUSING AUTHORITY

HCV PROGRAM INCLUDING MOD REHAB

Actual to Budget Variance Comparison

July 31, 2015

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
471503-000	FSS Escrow Payments	3,115.00	1,700.00	(1,415.00)	-83.24	16,102.00	17,000.00	898.00	5.28
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	891,638.00	895,802.00	4,164.00	0.46	8,785,412.00	9,176,623.00	391,211.00	4.26
	TOTAL OPERATING EXPENSES	**980,017.97**	**994,341.00**	**14,323.03**	**1.44%**	**9,717,867.65**	**10,162,013.00**	**444,145.35**	**4.37%**

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - HAP
Actual to Budget Variance Comparison
7/31/2015

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	745,935.00	669,689.00	76,246.00	11.39	7,464,885.00	6,900,881.00	564,004.00	8.17
341006-000	Port In HAP Earned	-	-	-	N/A	696.00	-	696.00	N/A
364001-000	Fraud Recovery - HAP	2,972.94	-	2,972.94	N/A	15,619.92	-	15,619.92	N/A
399900-000	TOTAL INCOME	748,907.94	669,689.00	79,218.94	11.83%	7,481,200.92	6,900,881.00	580,319.92	8.41%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	693,187.00	669,830.00	(23,357.00)	-3.49	6,902,160.00	6,901,394.00	(766.00)	-0.01
471501-000	Tenant Utility Payments	32,203.00	36,103.00	3,900.00	10.80	335,607.00	372,113.00	36,506.00	9.81
471502-000	Portable Out HAP Payments	13,053.00	14,441.00	1,388.00	9.61	134,864.00	148,836.00	13,972.00	9.39
471503-000	FSS Escrow Payments	3,115.00	1,700.00	(1,415.00)	-83.24	16,102.00	17,000.00	898.00	5.28
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	741,558.00	722,074.00	(19,484.00)	-2.70	7,388,733.00	7,439,343.00	50,610.00	0.68
900000-000	**NET INCOME**	**7,349.94**	**(52,385.00)**	**59,734.94**	**114.03%**	**92,467.92**	**(538,462.00)**	**630,929.92**	**117.17%**

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - ADMINISTRATIVE
Actual to Budget Variance Comparison

7/31/2015

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341002-000	Sec 8 Admin. Fee Inc-HCV	123,963.00	75,173.00	48,790.00	64.90	799,909.00	751,730.00	48,179.00	6.41
341004-000	Section 8 Port-In Admin Fees	-	-	-	N/A	38.42	-	38.42	N/A
341008-000	FSS Coordinator Grant	-	4,196.00	(4,196.00)	-100.00	12,536.00	41,960.00	(29,424.00)	-70.12
364000-000	Fraud Recovery Income-Admin	2,972.95	1,200.00	1,772.95	147.75	15,619.92	12,000.00	3,619.92	30.17
365000-000	Miscellaneous Other Income	471.48	100.00	371.48	371.48	3,680.48	1,000.00	2,680.48	268.05
399900-000	TOTAL INCOME	127,407.43	80,669.00	46,738.43	57.94%	831,783.82	806,690.00	25,093.82	3.11%
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	19,758.29	21,154.00	1,395.71	6.60	201,960.80	211,540.00	9,579.20	4.53
411002-000	Administrative Overtime	-	-	-	N/A	432.13	-	(432.13)	N/A
411003-000	Administrative: Employer FICA/SUI	1,448.89	2,158.00	709.11	32.86	19,212.21	21,580.00	2,367.79	10.97
411004-000	Administrative: Employee Benefits	4,206.41	4,024.00	(182.41)	-4.53	46,373.07	40,240.00	(6,133.07)	-15.24
411099-000	Total Administrative Salaries	25,413.59	27,336.00	1,922.41	7.03	267,978.21	273,360.00	5,381.79	1.97
413000-000	Legal Expense								
413003-000	Credit Reports	-	-	-	N/A	7.00	-	(7.00)	N/A
413100-000	Total Legal Expense	-	-	-	N/A	7.00	-	(7.00)	N/A
413900-000	Other Admin Expenses								
414000-000	Staff Training	150.00	42.00	(108.00)	-257.14	150.00	420.00	270.00	64.29
415000-000	Travel	-	-	-	N/A	88.50	-	(88.50)	N/A
417000-000	Bookkeeping Fees	13,372.50	12,999.00	(373.50)	-2.87	130,725.00	129,990.00	(735.00)	-0.57
417100-000	Auditing Fees	-	1,250.00	1,250.00	100.00	15,000.00	12,500.00	(2,500.00)	-20.00
417200-000	Port Out Admin Fee	563.55	1,250.00	686.45	54.92	6,392.67	12,500.00	6,107.33	48.86
417300-000	Management Fee	21,396.00	20,798.00	(598.00)	-2.88	209,160.00	207,980.00	(1,180.00)	-0.57
418000-000	Office Rent	1,681.87	1,682.00	0.13	0.01	16,818.70	16,820.00	1.30	0.01
418900-000	Total Other Admin Expenses	37,163.92	38,021.00	857.08	2.25	378,334.87	380,210.00	1,875.13	0.49
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	183.43	50.00	(133.43)	-266.86	2,375.65	500.00	(1,875.65)	-375.13
419004-000	Telephone	855.85	900.00	44.15	4.91	8,353.75	9,000.00	646.25	7.18
419005-000	Postage	-	1,000.00	1,000.00	100.00	8,044.64	10,000.00	1,955.36	19.55
419006-000	Forms and Computer Supplies	-	50.00	50.00	100.00	-	500.00	500.00	100.00
419007-000	Court Costs	-	-	-	N/A	(351.80)	-	351.80	N/A
419008-000	Membership and Fees	95.00	-	(95.00)	N/A	1,375.00	-	(1,375.00)	N/A
419009-000	Sundry Miscellaneous	776.47	100.00	(676.47)	-676.47	3,423.98	1,000.00	(2,423.98)	-242.40
419010-000	Newspaper ADS (Advertising)	-	-	-	N/A	54.78	-	(54.78)	N/A
419011-000	Sundry Service Contracts	4,635.72	3,000.00	(1,635.72)	-54.52	39,582.93	30,000.00	(9,582.93)	-31.94

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - ADMINISTRATIVE
Actual to Budget Variance Comparison

7/31/2015

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419012-000	Software	-	-	-	N/A	181.82	-	(181.82)	N/A
419017-000	Temporary Administrative Labor	-	-	-	N/A	4,182.26	-	(4,182.26)	N/A
419020-000	Bank Fees	-	450.00	450.00	100.00	874.03	4,500.00	3,625.97	80.58
419100-000	Total Miscellaneous Admin Expenses	6,546.47	5,550.00	(996.47)	-17.95	68,097.04	55,500.00	(12,597.04)	-22.70
419900-000	TOTAL ADMINISTRATIVE EXPENSES	69,123.98	70,907.00	1,783.02	2.51	714,417.12	709,070.00	(5,347.12)	-0.75
420000-000	TENANT SERVICES								
421000-000	Tenant Services Salaries	-	3,035.00	3,035.00	100.00	8,500.71	30,350.00	21,849.29	71.99
421001-000	Employee Benefit Contributions-Tenant Svcs.	-	307.00	307.00	100.00	275.00	3,070.00	2,795.00	91.04
421002-000	Employer Fica-Sui	-	495.00	495.00	100.00	606.29	4,950.00	4,343.71	87.75
429900-000	TOTAL TENANT SERVICES EXPENSES	-	3,837.00	3,837.00	100.00	9,382.00	38,370.00	28,988.00	75.55
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	-	100.00	100.00	100.00	777.18	1,000.00	222.82	22.28
441300-000	Gasoline Purchases	279.28	333.00	53.72	16.13	2,457.01	3,330.00	872.99	26.22
441900-000	Total General Maint Expense	279.28	433.00	153.72	35.50	3,234.19	4,330.00	1,095.81	25.31
442000-000	Materials								
442006-000	Janitorial Supplies	-	-	-	N/A	59.82	-	(59.82)	N/A
442900-000	Total Materials	-	-	-	N/A	59.82	-	(59.82)	N/A
443000-000	Contract Costs								
443015-000	Janitorial-Contract	550.00	600.00	50.00	8.33	5,537.50	6,000.00	462.50	7.71
443023-000	Contract: Consultants	48.52	-	(48.52)	N/A	3,590.72	-	(3,590.72)	N/A
443099-000	Maintenance Misc-Contracts	-	-	-	N/A	117.00	-	(117.00)	N/A
443900-000	Total Contract Costs	598.52	600.00	1.48	0.25	9,245.22	6,000.00	(3,245.22)	-54.09
449900-000	TOTAL MAINTENACE EXPENSES	877.80	1,033.00	155.20	15.02	12,539.23	10,330.00	(2,209.23)	-21.39
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	1,826.00	2,500.00	674.00	26.96	17,036.00	25,000.00	7,964.00	31.86
452100-000	Workers Comp Insurance	811.40	1,250.00	438.60	35.09	7,242.47	12,500.00	5,257.53	42.06
459900-000	TOTAL GENERAL EXPENSES	2,637.40	3,750.00	1,112.60	29.67	24,278.47	37,500.00	13,221.53	35.26
	TOTAL OPERATING EXPENSES	**72,639.18**	**79,527.00**	**6,887.82**	**8.66%**	**760,616.82**	**795,270.00**	**34,653.18**	**4.36%**
900000-000	**NET INCOME**	**54,768.25**	**1,142.00**	**53,626.25**	**4695.82%**	**71,167.00**	**11,420.00**	**59,747.00**	**523.18%**

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - MOD REHAB HAP
Actual to Budget Variance Comparison
7/31/2015

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	188,841.00	173,728.00	15,113.00	8.70	1,552,140.00	1,737,280.00	(185,140.00)	-10.66
364001-000	Fraud Recovery - HAP	262.94	-	262.94	N/A	839.65	-	839.65	N/A
399900-000	TOTAL INCOME	189,103.94	173,728.00	15,375.94	8.85%	1,552,979.65	1,737,280.00	(184,300.35)	-10.61%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	147,489.00	161,047.00	13,558.00	8.42	1,374,875.00	1,610,470.00	235,595.00	14.63
471501-000	Tenant Utility Payments	2,591.00	12,681.00	10,090.00	79.57	21,804.00	126,810.00	105,006.00	82.81
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	150,080.00	173,728.00	23,648.00	13.61	1,396,679.00	1,737,280.00	340,601.00	19.61
900000-000	**NET INCOME**	**39,023.94**	**-**	**39,023.94**		**156,300.65**	**-**	**156,300.65**	**1,743.20**

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - MOD REHAB ADMINISTRATIVE
Actual to Budget Variance Comparison
7/31/2015

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341010-000	Section 8 Admin Fee -Mod Rehab	21,877.00	20,000.00	1,877.00	9.38	196,800.00	200,000.00	(3,200.00)	-1.60
361000-000	Investment Income - Unrestricted	0.71	-	0.71	N/A	6.78	-	6.78	N/A
364000-000	Fraud Recovery Income-Admin	262.95	-	262.95	N/A	839.69	-	839.69	N/A
399900-000	TOTAL INCOME	22,140.66	20,000.00	2,140.66	10.70%	197,646.47	200,000.00	(2,353.53)	-1.18%
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	6,092.85	7,259.00	1,166.15	16.06	63,441.48	72,590.00	9,148.52	12.60
411002-000	Administrative Overtime	-	-	-	N/A	141.78	-	(141.78)	N/A
411003-000	Administrative: Employer FICA/SUI	507.21	742.00	234.79	31.64	6,858.91	7,420.00	561.09	7.56
411004-000	Administrative: Employee Benefits	1,402.15	1,384.00	(18.15)	-1.31	13,967.23	13,840.00	(127.23)	-0.92
411099-000	Total Administrative Salaries	8,002.21	9,385.00	1,382.79	14.73	84,409.40	93,850.00	9,440.60	10.06
413000-000	Legal Expense								
413001-000	Legal Expense	-	-	-	N/A	3,060.00	-	(3,060.00)	N/A
413100-000	Total Legal Expense	-	-	-	N/A	3,060.00	-	(3,060.00)	N/A
413900-000	Other Admin Expenses								
417001-000	Bookkeeping Fees-MOD Rehab	1,935.00	2,475.00	540.00	21.82	19,845.00	24,750.00	4,905.00	19.82
417100-000	Auditing Fees	-	250.00	250.00	100.00	2,999.00	2,500.00	(499.00)	-19.96
417303-000	Management Fee- MOD Rehab	3,096.00	3,960.00	864.00	21.82	31,752.00	39,600.00	7,848.00	19.82
418900-000	Total Other Admin Expenses	5,031.00	6,685.00	1,654.00	24.74	54,596.00	66,850.00	12,254.00	18.33
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	61.15	313.00	251.85	80.46	1,021.01	3,130.00	2,108.99	67.38
419004-000	Telephone	285.29	-	(285.29)	N/A	2,931.55	-	(2,931.55)	N/A
419005-000	Postage	-	333.00	333.00	100.00	2,178.21	3,330.00	1,151.79	34.59
419011-000	Sundry Service Contracts	1,545.24	1,000.00	(545.24)	-54.52	11,024.90	10,000.00	(1,024.90)	-10.25
419017-000	Temporary Administrative Labor	-	-	-	N/A	351.80	-	(351.80)	N/A
419100-000	Total Miscellaneous Admin Expenses	1,891.68	1,646.00	(245.68)	-14.93	17,507.47	16,460.00	(1,047.47)	-6.36
419900-000	TOTAL ADMINISTRATIVE EXPENSES	14,924.89	17,716.00	2,791.11	15.75	159,572.87	177,160.00	17,587.13	9.93
440000-000	MAINTENANCE AND OPERATIONS								
443000-000	Contract Costs								
443023-000	Contract: Consultants	-	-	-	N/A	4,745.00	-	(4,745.00)	N/A
443900-000	Total Contract Costs	-	-	-	N/A	4,745.00	-	(4,745.00)	N/A
449900-000	TOTAL MAINTENACE EXPENSES	-	-	-	N/A	4,745.00	-	(4,745.00)	N/A

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - MOD REHAB ADMINISTRATIVE
Actual to Budget Variance Comparison
7/31/2015

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	565.00	836.00	271.00	32.42	5,374.00	8,360.00	2,986.00	35.72
452100-000	Workers Comp Insurance	250.90	460.00	209.10	45.46	2,146.96	4,600.00	2,453.04	53.33
459900-000	TOTAL GENERAL EXPENSES	815.90	1,296.00	480.10	37.04	7,520.96	12,960.00	5,439.04	41.97
	TOTAL OPERATING EXPENSES	**15,740.79**	**19,012.00**	**3,271.21**	**17.21%**	**171,838.83**	**190,120.00**	**18,281.17**	**9.62%**
900000-000	**NET INCOME**	**6,399.87**	**988.00**	**5,411.87**	**547.76%**	**25,807.64**	**9,880.00**	**15,927.64**	**161.21%**

All voucher properties (.hcv_all)

Trial Balance Cr, Dr Details

Period = Jul 2015

Book = Accrual ; Tree = ysi_tb

		Forward Balance	Debit	Credit	July transactions only	Ending Balance
111102-000	Cash - Restricted	27,406.36	5,222.83	2,997.35		29,631.84
111111-000	Cash -Unrestricted	180,382.68	-	-		180,382.68
111117-000	HAP Disbursement Fund	(166,488.31)	882,744.00	750,771.55		(34,515.86)
111120-000	General Fund Operating	(21,287.41)	-	-		(21,287.41)
111124-000	Cash - FSS Escrow	23,660.85	-	-		23,660.85
112200-000	A/R-Tenants	29,106.96	5,945.89	4,191.94		30,860.91
112201-000	Allowance for Doubtful Accounts-Tenants	(816.00)	-	-		(816.00)
129500-000	Interprogram-Due From	190,351.45	2,073.35	74,840.18		117,584.62
145001-000	Accum Depreciation-Site Improvement	(111,741.43)	-	-		(111,741.43)
147501-000	Non Dwelling Equp	133,977.43	-	-		133,977.43
211100-000	A/P Vendors and Contractors	37,579.28	771,403.25	772,862.84		36,119.69
211758-000	A/P-Mutual of America Retirement	(1,107.88)	-	-		(1,107.88)
211991-000	Accrued Payable	(1,847.72)	1,847.72	1,142.93		(1,142.93)
213500-000	Accrued Payroll & Payroll Taxes	(2,838.24)	-	-		(2,838.24)
224000-000	Tenant Prepaid Rents	(2,832.10)	2,889.35	451.41		(394.16)
226000-000	Accrued Paid Leave-Current	(7,175.10)	-	-		(7,175.10)
230500-000	Accrued Paid Leave-LT	(40,658.92)	-	-		(40,658.92)
230700-000	A/P FSS Escrow	(30,050.69)	365.00	3,115.00		(32,800.69)
280902-000	Unrestricted Net Assets (UNA)	(134,104.48)	-	-		(134,104.48)
341001-000	Section 8 HAP Earned	(6,718,950.00)	-	745,935.00		(7,464,885.00)
341002-000	Sec 8 Admin. Fee Inc-HCV	(675,946.00)	-	123,963.00		(799,909.00)
341004-000	Section 8 Port-In Admin Fees	(38.42)	-	-		(38.42)
341006-000	Port In HAP Earned	(696.00)	-	-		(696.00)
341008-000	FSS Coordinator Grant	(12,536.00)	-	-		(12,536.00)
364000-000	Fraud Recovery Income-Admin	(12,646.97)	-	2,972.95		(15,619.92)
364001-000	Fraud Recovery - HAP	(12,646.98)	2,972.95	5,945.89		(15,619.92)
365000-000	Miscellaneous Other Income	(3,209.00)	108.00	579.48		(3,680.48)
411000-000	Administrative Salaries and Wages	182,202.51	19,758.29	-		201,960.80
411002-000	Administrative Overtime	432.13	-	-		432.13
411003-000	Administrative: Employer FICA/SUI	17,763.32	1,448.89	-		19,212.21
411004-000	Administrative: Employee Benefits	42,166.66	4,206.41	-		46,373.07
413003-000	Credit Reports	7.00	-	-		7.00
414000-000	Staff Training	-	150.00	-		150.00
415000-000	Travel	88.50	-	-		88.50
417000-000	Bookkeeping Fees	117,352.50	13,372.50	-		130,725.00
417100-000	Auditing Fees	15,000.00	-	-		15,000.00
417200-000	Port Out Admin Fee	5,829.12	563.55	-		6,392.67
417300-000	Management Fee	187,764.00	21,396.00	-		209,160.00
418000-000	Office Rent	15,136.83	1,681.87	-		16,818.70
419001-000	Office Expense	2,192.22	244.58	61.15		2,375.65
419004-000	Telephone	7,497.90	1,988.86	1,133.01		8,353.75
419005-000	Postage	8,044.64	1,000.00	1,000.00		8,044.64
419007-000	Court Costs	(351.80)	-	-		(351.80)
419008-000	Membership and Fees	1,280.00	95.00	-		1,375.00
419009-000	Sundry Miscellaneous	2,647.51	782.83	6.36		3,423.98
419010-000	Newspaper ADS (Advertising)	54.78	-	-		54.78
419011-000	Sundry Service Contracts	34,947.21	6,609.85	1,974.13		39,582.93
419012-000	Software	181.82	-	-		181.82
419017-000	Temporary Administrative Labor	4,182.26	-	-		4,182.26
419020-000	Bank Fees	874.03	-	-		874.03
421000-000	Tenant Services Salaries	8,500.71	-	-		8,500.71

All voucher properties (.hcv_all)

Trial Balance Cr, Dr Details

Period = Jul 2015

Book = Accrual ; Tree = ysi_tb

		Forward Balance	Debit	Credit	July transactions only	Ending Balance
421001-000	Employee Benefit Contributions-Tenant Svcs.	275.00	-	-		275.00
421002-000	Employer Fica-Sui	606.29	-	-		606.29
441000-000	Labor Maintenance	-	71.81	71.81		-
441003-000	Maintenance: Employer FICA/SUI	-	5.49	5.49		-
441200-000	Vehicle Repair	777.18	-	-		777.18
441300-000	Gasoline Purchases	2,177.73	279.28	-		2,457.01
442006-000	Janitorial Supplies	59.82	-	-		59.82
443015-000	Janitorial-Contract	4,987.50	550.00	-		5,537.50
443023-000	Contract: Consultants	3,542.20	48.52	-		3,590.72
443099-000	Maintenance Misc-Contracts	117.00	-	-		117.00
451000-000	General Liability Insurance	15,210.00	1,826.00	-		17,036.00
452100-000	Workers Comp Insurance	6,431.07	811.40	-		7,242.47
471500-000	Housing Assistance Payments	6,208,973.00	704,166.00	10,979.00		6,902,160.00
471501-000	Tenant Utility Payments	303,404.00	32,474.00	271.00		335,607.00
471502-000	Portable Out HAP Payments	121,811.00	13,053.00	-		134,864.00
471503-000	FSS Escrow Payments	12,987.00	3,115.00	-		16,102.00
	Total	**-**	**2,505,271.47**	**2,505,271.47**		**-**
					-	

SPARTANBURG HOUSING AUTHORITY
CONVENTIONAL PUBLIC HOUSING
Actual to Budget Variance Comparison
July 31, 2015

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	119,800.50	121,392.00	(1,591.50)	-1.31	1,220,664.08	1,213,920.00	6,744.08	0.56
311201-000	Utility Reimbursement - Neg Rent	(1,996.00)	(2,074.00)	78.00	3.76	(23,337.00)	(20,740.00)	(2,597.00)	-12.52
311900-000	Total Rental Income	117,804.50	119,318.00	(1,513.50)	-1.27	1,197,327.08	1,193,180.00	4,147.08	0.35
312000-000	Other Tenant Income								
312003-000	Damages	1,704.71	4,502.00	(2,797.29)	-62.13	42,983.79	45,020.00	(2,036.21)	-4.52
312004-000	Late Charges	1,425.00	2,070.00	(645.00)	-31.16	16,890.00	20,700.00	(3,810.00)	-18.41
312005-000	Legal Fees - Tenant	720.00	1,711.00	(991.00)	-57.92	9,725.00	17,110.00	(7,385.00)	-43.16
312006-000	NSF Charges	25.00	42.00	(17.00)	-40.48	250.00	420.00	(170.00)	-40.48
312007-000	Tenant Owed Utilities - Excess	5,127.83	5,139.00	(11.17)	-0.22	87,231.73	51,390.00	35,841.73	69.74
312009-000	Misc.Tenant Income	241.40	-	241.40	N/A	3,059.64	-	3,059.64	N/A
312010-000	Maintenance Charges	-	-	-	N/A	12.50	-	12.50	N/A
312900-000	Total Other Tenant Income	9,243.94	13,464.00	(4,220.06)	-31.34	160,152.66	134,640.00	25,512.66	18.95
319900-000	NET TENANT INCOME	127,048.44	132,782.00	(5,733.56)	-4.32	1,357,479.74	1,327,820.00	29,659.74	2.23
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	307,341.50	270,728.00	36,613.50	13.52	3,166,463.51	2,707,280.00	459,183.51	16.96
340111-000	Pet Fee Income	160.00	10.00	150.00	1,500.00	1,480.00	100.00	1,380.00	1,380.00
341007-000	FSS Forfeitures-Income	-	-	-	N/A	63.00	-	63.00	N/A
349900-000	TOTAL GRANT INCOME	307,501.50	270,738.00	36,763.50	13.58	3,168,006.51	2,707,380.00	460,626.51	17.01
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	(54.03)	1,913.00	(1,967.03)	-102.82	20,929.78	19,130.00	1,799.78	9.41
365002-000	Bad Debt Recovery	799.63	-	799.63	N/A	38,526.84	-	38,526.84	N/A
369900-000	TOTAL OTHER INCOME	745.60	1,913.00	(1,167.40)	-61.02	59,456.62	19,130.00	40,326.62	210.80
399900-000	TOTAL INCOME	435,295.54	405,433.00	29,862.54	7.37	4,584,942.87	4,054,330.00	530,612.87	13.09
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	35,142.24	32,387.00	(2,755.24)	-8.51	355,770.74	323,870.00	(31,900.74)	-9.85
411002-000	Administrative Overtime	424.03	-	(424.03)	N/A	3,349.63	-	(3,349.63)	N/A
411003-000	Administrative: Employer FICA/SUI	2,814.11	3,228.00	413.89	12.82	35,166.46	32,280.00	(2,886.46)	-8.94
411004-000	Administrative: Employee Benefits	7,464.57	6,250.00	(1,214.57)	-19.43	67,714.74	62,500.00	(5,214.74)	-8.34
411005-000	Administrative: Retirees Medical ER share	-	-	-	N/A	285.40	-	(285.40)	N/A
411099-000	Total Administrative Salaries	45,844.95	41,865.00	(3,979.95)	-9.51	462,286.97	418,650.00	(43,636.97)	-10.42
413000-000	Legal Expense								
413001-000	Legal Expense	-	417.00	417.00	100.00	397.75	4,170.00	3,772.25	90.46
413003-000	Credit Reports	218.75	346.00	127.25	36.78	781.28	3,460.00	2,678.72	77.42
413100-000	Total Legal Expense	218.75	763.00	544.25	71.33	1,179.03	7,630.00	6,450.97	84.55
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	1,142.00	1,142.00	100.00	928.40	11,420.00	10,491.60	91.87
415000-000	Travel	139.15	825.00	685.85	83.13	2,324.11	8,250.00	5,925.89	71.83

SPARTANBURG HOUSING AUTHORITY
CONVENTIONAL PUBLIC HOUSING
Actual to Budget Variance Comparison
July 31, 2015

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
417000-000	Bookkeeping Fees	4,927.50	5,575.00	647.50	11.61	50,445.00	55,750.00	5,305.00	9.52
417100-000	Auditing Fees	-	3,090.00	3,090.00	100.00	17,515.00	30,900.00	13,385.00	43.32
417300-000	Management Fee	35,602.83	40,251.00	4,648.17	11.55	364,481.94	402,510.00	38,028.06	9.45
417302-000	Asset Management Fee	8,450.00	8,390.00	(60.00)	-0.72	84,380.00	83,900.00	(480.00)	-0.57
418900-000	Total Other Admin Expenses	49,119.48	59,273.00	10,153.52	17.13	520,074.45	592,730.00	72,655.55	12.26
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	1,278.69	874.00	(404.69)	-46.30	6,844.19	8,740.00	1,895.81	21.69
419004-000	Telephone	4,142.86	3,103.00	(1,039.86)	-33.51	42,561.75	31,030.00	(11,531.75)	-37.16
419005-000	Postage	-	584.00	584.00	100.00	1,052.15	5,840.00	4,787.85	81.98
419006-000	Forms and Computer Supplies	-	151.00	151.00	100.00	-	1,510.00	1,510.00	100.00
419007-000	Court Costs	595.00	2,047.00	1,452.00	70.93	11,100.00	20,470.00	9,370.00	45.77
419008-000	Membership and Fees	-	385.00	385.00	100.00	2,260.87	3,850.00	1,589.13	41.28
419009-000	Sundry Miscellaneous	23.58	419.00	395.42	94.37	14,224.31	4,190.00	(10,034.31)	-239.48
419010-000	Newspaper ADS (Advertising)	58.97	581.00	522.03	89.85	200.59	5,810.00	5,609.41	96.55
419011-000	Sundry Service Contracts	10,086.55	7,893.00	(2,193.55)	-27.79	109,420.55	78,930.00	(30,490.55)	-38.63
419012-000	Software	-	-	-	N/A	2,545.48	-	(2,545.48)	N/A
419017-000	Temporary Administrative Labor	418.88	2,843.00	2,424.12	85.27	11,218.12	28,430.00	17,211.88	60.54
419018-000	False Alarms	-	20.00	20.00	100.00	270.00	200.00	(70.00)	-35.00
419021-000	Discretionary	-	25.00	25.00	100.00	-	250.00	250.00	100.00
419100-000	Total Miscellaneous Admin Expenses	16,604.53	18,925.00	2,320.47	12.26	201,698.01	189,250.00	(12,448.01)	-6.58
419900-000	TOTAL ADMINISTRATIVE EXPENSES	111,787.71	120,826.00	9,038.29	7.48	1,185,238.46	1,208,260.00	23,021.54	1.91
420000-000	TENANT SERVICES								
422000-000	Tenant Services	1,548.22	3,735.00	2,186.78	58.55	15,653.76	37,350.00	21,696.24	58.09
423001-000	Tenant Relocation	-	9.00	9.00	100.00	1,305.48	90.00	(1,215.48)	-1,350.53
429900-000	TOTAL TENANT SERVICES EXPENSES	1,548.22	3,744.00	2,195.78	58.65	16,959.24	37,440.00	20,480.76	54.70
430000-000	UTILITIES								
431000-000	Water	11,390.56	16,680.00	5,289.44	31.71	153,102.16	166,800.00	13,697.84	8.21
432000-000	Electricity	45,265.50	22,373.00	(22,892.50)	-102.32	323,767.74	223,730.00	(100,037.74)	-44.71
433000-000	Gas	6,772.30	17,299.00	10,526.70	60.85	154,033.78	172,990.00	18,956.22	10.96
439000-000	Sewer	14,406.58	22,445.00	8,038.42	35.81	209,663.33	224,450.00	14,786.67	6.59
439900-000	TOTAL UTILITY EXPENSES	77,834.94	78,797.00	962.06	1.22	840,567.01	787,970.00	(52,597.01)	-6.68
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	22,631.68	22,827.00	195.32	0.86	208,822.65	228,270.00	19,447.35	8.52
441002-000	Maintenance: Overtime	3,610.46	-	(3,610.46)	N/A	27,067.95	-	(27,067.95)	N/A
441003-000	Maintenance: Employer FICA/SUI	2,366.20	2,428.00	61.80	2.55	22,593.93	24,280.00	1,686.07	6.94
441004-000	Temp Maintenance Labor	3,474.82	5,269.00	1,794.18	34.05	73,854.23	52,690.00	(21,164.23)	-40.17
441005-000	Maintenance: Employee Benefits	4,159.56	4,239.00	79.44	1.87	38,931.72	42,390.00	3,458.28	8.16
441200-000	Vehicle Repair	2,147.04	853.00	(1,294.04)	-151.70	13,473.95	8,530.00	(4,943.95)	-57.96
441300-000	Gasoline Purchases	1,297.21	1,785.00	487.79	27.33	11,759.11	17,850.00	6,090.89	34.12
441900-000	Total General Maint Expense	39,686.97	37,401.00	(2,285.97)	-6.11	396,503.54	374,010.00	(22,493.54)	-6.01
442000-000	Materials								

SPARTANBURG HOUSING AUTHORITY
CONVENTIONAL PUBLIC HOUSING
Actual to Budget Variance Comparison
July 31, 2015

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
442002-000	Appliance-Maint Materials	36,254.42	925.00	(35,329.42)	-3,819.40	53,539.53	9,250.00	(44,289.53)	-478.81
442003-000	Painting-Maint Materials	361.22	357.00	(4.22)	-1.18	1,108.61	3,570.00	2,461.39	68.95
442004-000	Electrical-Maint Materials	634.69	692.00	57.31	8.28	1,259.03	6,920.00	5,660.97	81.81
442005-000	Heating/AC-Maint Materials	863.69	3,273.00	2,409.31	73.61	17,681.61	32,730.00	15,048.39	45.98
442006-000	Janitorial Supplies	90.33	503.00	412.67	82.04	3,729.61	5,030.00	1,300.39	25.85
442007-000	After Hours Work	-	50.00	50.00	100.00	-	500.00	500.00	100.00
442008-000	Plumbing-Maint Materials	461.02	2,991.00	2,529.98	84.59	13,931.21	29,910.00	15,978.79	53.42
442009-000	Hand Tools-Maint Materials	-	225.00	225.00	100.00	2,173.37	2,250.00	76.63	3.41
442010-000	Maintenance Materials	4,945.48	9,207.00	4,261.52	46.29	53,893.09	92,070.00	38,176.91	41.47
442011-000	Safety equipment/shoes	106.00	53.00	(53.00)	-100.00	1,604.88	530.00	(1,074.88)	-202.81
442900-000	Total Materials	43,716.85	18,276.00	(25,440.85)	-139.20	148,920.94	182,760.00	33,839.06	18.52
443000-000	Contract Costs								
443002-000	Extermination Contract	1,957.00	4,266.00	2,309.00	54.13	53,789.70	42,660.00	(11,129.70)	-26.09
443005-000	Unit Turnaround-Contract	51,988.00	14,640.00	(37,348.00)	-255.11	129,194.28	146,400.00	17,205.72	11.75
443006-000	Electrical-Contract	2,129.49	149.00	(1,980.49)	-1,329.19	2,584.49	1,490.00	(1,094.49)	-73.46
443007-000	Disposal Contract	6,909.93	8,094.00	1,184.07	14.63	95,839.65	80,940.00	(14,899.65)	-18.41
443009-000	Landscaping-Contract	20,368.00	20,661.00	293.00	1.42	204,749.50	206,610.00	1,860.50	0.90
443011-000	Heating/AC-Contract	7,219.70	2,674.00	(4,545.70)	-170.00	21,528.05	26,740.00	5,211.95	19.49
443013-000	Contract: Uniform Rental	985.39	465.00	(520.39)	-111.91	7,904.83	4,650.00	(3,254.83)	-70.00
443017-000	Elevator-Contract	3,575.49	1,800.00	(1,775.49)	-98.64	28,754.24	18,000.00	(10,754.24)	-59.75
443018-000	Plumbing-Contract	156.87	2,929.00	2,772.13	94.64	32,193.93	29,290.00	(2,903.93)	-9.91
443023-000	Contract: Consultants	-	1,461.00	1,461.00	100.00	7,459.95	14,610.00	7,150.05	48.94
443099-000	Maintenance Misc-Contracts	2,099.46	6,447.00	4,347.54	67.44	52,155.81	64,470.00	12,314.19	19.10
443900-000	Total Contract Costs	97,389.33	63,586.00	(33,803.33)	-53.16	636,154.43	635,860.00	(294.43)	-0.05
449900-000	TOTAL MAINTENACE EXPENSES	180,793.15	119,263.00	(61,530.15)	-51.59	1,181,578.91	1,192,630.00	11,051.09	0.93
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	4,757.00	8,333.00	3,576.00	42.91	49,235.00	83,330.00	34,095.00	40.92
451100-000	Property Tax	-	2,252.00	2,252.00	100.00	26,312.60	22,520.00	(3,792.60)	-16.84
452000-000	Payments in Lieu of Taxes	-	105.00	105.00	100.00	-	1,050.00	1,050.00	100.00
452100-000	Workers Comp Insurance	2,113.98	3,038.00	924.02	30.42	20,650.17	30,380.00	9,729.83	32.03
457000-000	Bad Debt-Tenant Rents	-	683.00	683.00	100.00	70,255.85	6,830.00	(63,425.85)	-928.64
471503-000	FSS Escrow Payments	1,612.00	976.00	(636.00)	-65.16	17,734.00	9,760.00	(7,974.00)	-81.70
458000-000	All Protective Services	17,937.25	10,917.00	(7,020.25)	-64.31	105,264.85	109,170.00	3,905.15	3.58
459900-000	TOTAL GENERAL EXPENSES	26,420.23	26,304.00	(116.23)	-0.44%	289,452.47	263,040.00	(26,412.47)	-10.04%
	TOTAL OPERATING EXPENSES	**398,384.25**	**348,934.00**	**(49,450.25)**	**-14.17%**	**3,513,796.09**	**3,489,340.00**	**(24,456.09)**	**-0.70%**
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	-	-	-	N/A	(75.00)	-	75.00	N/A
599900-000	TOTAL NON-OPERATING ITEMS	-	-	-	N/A	(75.00)	-	75.00	N/A
900000-000	**NET INCOME**	**36,911.29**	**56,499.00**	**(19,587.71)**	**-34.67%**	**1,071,221.78**	**564,990.00**	**506,231.78**	**89.60%**

SPARTANBURG HOUSING AUTHORITY
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM
Actual to Budget Variance Comparison
July 31, 2015

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
360000-000	OTHER INCOME								
362000-000	Management Fee Income	78,524.67	82,178.00	(3,653.33)	-4.45	790,060.05	821,780.00	(31,719.95)	-3.86
362001-000	Bookkeeping fee income	21,255.00	22,077.00	(822.00)	-3.72	211,282.50	220,770.00	(9,487.50)	-4.30
365000-000	Miscellaneous Other Income	28,996.50	80,339.00	(51,342.50)	-63.91	678,674.71	803,390.00	(124,715.29)	-15.52
369900-000	TOTAL OTHER INCOME	128,776.17	184,594.00	(55,817.83)	-30.24	1,680,017.26	1,845,940.00	(165,922.74)	-8.99
399900-000	TOTAL INCOME	128,776.17	184,594.00	(55,817.83)	-30.24	1,680,017.26	1,845,940.00	(165,922.74)	-8.99
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	62,983.84	76,009.00	13,025.16	17.14	556,404.69	760,090.00	203,685.31	26.80
411002-000	Administrative Overtime	89.23	-	(89.23)	N/A	2,329.89	-	(2,329.89)	N/A
411003-000	Administrative: Employer FICA/SUI	5,062.47	6,999.00	1,936.53	27.67	49,725.72	69,990.00	20,264.28	28.95
411004-000	Administrative: Employee Benefits	10,466.80	9,589.00	(877.80)	-9.15	99,531.60	95,890.00	(3,641.60)	-3.80
411005-000	Administrative: Retirees Medical ER share	2,101.68	-	(2,101.68)	N/A	23,306.03	-	(23,306.03)	N/A
411099-000	Total Administrative Salaries	80,704.02	92,597.00	11,892.98	12.84	731,297.93	925,970.00	194,672.07	21.02
413000-000	Legal Expense								
413001-000	Legal Expense	49.00	1,667.00	1,618.00	97.06	25,250.50	16,670.00	(8,580.50)	-51.47
413003-000	Credit Reports	104.52	42.00	(62.52)	-148.86	229.60	420.00	190.40	45.33
413100-000	Total Legal Expense	153.52	1,709.00	1,555.48	91.02	25,480.10	17,090.00	(8,390.10)	-49.09
413900-000	Other Admin Expenses								
414000-000	Staff Training	685.50	333.00	(352.50)	-105.86	13,646.89	3,330.00	(10,316.89)	-309.82
415000-000	Travel	732.42	833.00	100.58	12.07	8,693.23	8,330.00	(363.23)	-4.36
417100-000	Auditing Fees	-	833.00	833.00	100.00	17,803.00	8,330.00	(9,473.00)	-113.72
418000-000	Office Rent	6,727.46	6,728.00	0.54	0.01	67,274.60	67,280.00	5.40	0.01
418900-000	Total Other Admin Expenses	8,145.38	8,727.00	581.62	6.66	107,417.72	87,270.00	(20,147.72)	-23.09
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	1,346.85	1,000.00	(346.85)	-34.68	11,630.54	10,000.00	(1,630.54)	-16.31
419004-000	Telephone	2,837.22	2,667.00	(170.22)	-6.38	24,285.50	26,670.00	2,384.50	8.94
419005-000	Postage	20.70	500.00	479.30	95.86	10,578.65	5,000.00	(5,578.65)	-111.57
419006-000	Forms and Computer Supplies	394.22	167.00	(227.22)	-136.06	1,090.52	1,670.00	579.48	34.70
419008-000	Membership and Fees	-	417.00	417.00	100.00	9,296.31	4,170.00	(5,126.31)	-122.93
419009-000	Sundry Miscellaneous	1,747.66	792.00	(955.66)	-120.66	12,768.57	7,920.00	(4,848.57)	-61.22
419010-000	Newspaper ADS (Advertising)	-	167.00	167.00	100.00	6,184.61	1,670.00	(4,514.61)	-270.34
419011-000	Sundry Service Contracts	12,884.06	8,341.00	(4,543.06)	-54.47	84,855.33	83,410.00	(1,445.33)	-1.73
419012-000	Software	-	-	-	N/A	1,001.98	-	(1,001.98)	N/A
419017-000	Temporary Administrative Labor	2,063.60	-	(2,063.60)	N/A	7,851.84	-	(7,851.84)	N/A

SPARTANBURG HOUSING AUTHORITY
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM
Actual to Budget Variance Comparison
July 31, 2015

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419020-000	Bank Fees	689.40	417.00	(272.40)	-65.32	7,141.82	4,170.00	(2,971.82)	-71.27
419021-000	Discretionary	800.00	167.00	(633.00)	-379.04	4,237.88	1,670.00	(2,567.88)	-153.77
419022-000	Other Misc Admin Expenses	13.53	167.00	153.47	91.90	1,320.70	1,670.00	349.30	20.92
419100-000	Total Miscellaneous Admin Expenses	22,797.24	14,802.00	(7,995.24)	-54.01	182,244.25	148,020.00	(34,224.25)	-23.12
419900-000	TOTAL ADMINISTRATIVE EXPENSES	111,800.16	117,835.00	6,034.84	5.12	1,046,440.00	1,178,350.00	131,910.00	11.19
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441004-000	Temp Maintenance Labor	(0.01)	-	0.01	N/A	(0.01)	-	0.01	N/A
441200-000	Vehicle Repair	2,625.48	2,833.00	207.52	7.33	23,986.97	28,330.00	4,343.03	15.33
441300-000	Gasoline Purchases	1,248.90	1,583.00	334.10	21.11	11,820.80	15,830.00	4,009.20	25.33
441900-000	Total General Maint Expense	3,874.37	4,416.00	541.63	12.27	35,807.76	44,160.00	8,352.24	18.91
442000-000	Materials								
442006-000	Janitorial Supplies	-	-	-	N/A	935.53	-	(935.53)	N/A
442010-000	Maintenance Materials	2,511.82	1,833.00	(678.82)	-37.03	8,923.85	18,330.00	9,406.15	51.32
442011-000	Safety equipment/shoes	8.76	83.00	74.24	89.45	421.10	830.00	408.90	49.27
442900-000	Total Materials	2,520.58	1,916.00	(604.58)	-31.55	10,280.48	19,160.00	8,879.52	46.34
443000-000	Contract Costs								
443007-000	Disposal Contract	65.35	42.00	(23.35)	-55.60	1,162.58	420.00	(742.58)	-176.80
443013-000	Contract: Uniform Rental	202.08	83.00	(119.08)	-143.47	1,969.21	830.00	(1,139.21)	-137.25
443015-000	Janitorial-Contract	550.00	542.00	(8.00)	-1.48	5,837.50	5,420.00	(417.50)	-7.70
443023-000	Contract: Consultants	7,887.00	10,833.00	2,946.00	27.19	143,235.48	108,330.00	(34,905.48)	-32.22
443099-000	Maintenance Misc-Contracts	5,444.35	2,500.00	(2,944.35)	-117.77	32,484.06	25,000.00	(7,484.06)	-29.94
443900-000	Total Contract Costs	14,148.78	14,000.00	(148.78)	-1.06	184,688.83	140,000.00	(44,688.83)	-31.92
449900-000	TOTAL MAINTENACE EXPENSES	20,543.73	20,332.00	(211.73)	-1.04	230,777.07	203,320.00	(27,457.07)	-13.50
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	6,850.83	3,615.00	(3,235.83)	-89.51	58,470.33	36,150.00	(22,320.33)	-61.74
452100-000	Workers Comp Insurance	2,612.33	700.00	(1,912.33)	-273.19	22,098.40	7,000.00	(15,098.40)	-215.69
452500-000	Personnel-Relocation exp	-	-	-	N/A	10,406.55	-	(10,406.55)	N/A
459900-000	TOTAL GENERAL EXPENSES	9,463.16	4,315.00	(5,148.16)	-119.31	90,975.28	43,150.00	(47,825.28)	-110.83
	TOTAL OPERATING EXPENSES	**141,807.05**	**142,482.00**	**674.95**	**0.00**	**1,368,192.35**	**1,424,820.00**	**56,627.65**	**0.04**
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	-	(5,417.00)	(5,417.00)	-100.00	-	(54,170.00)	(54,170.00)	-100.00
900000-000	**NET INCOME**	**(13,030.88)**	**47,529.00**	**(60,559.88)**	**-127.42%**	**311,824.91**	**475,290.00**	**(163,465.09)**	**-34.39%**

SPARTANBURG HOUSING AUTHORITY
JC BULL (100 units) & SLHC (32 units)
Actual to Budget Variance Comparison
July 31, 2015

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	35,385.00	33,514.00	1,871.00	5.58	348,576.00	335,140.00	13,436.00	4.01
311900-000	Total Rental Income	35,385.00	33,514.00	1,871.00	5.58	348,576.00	335,140.00	13,436.00	4.01
312000-000	Other Tenant Income								
312003-000	Damages	62.50	-	62.50	N/A	950.91	-	950.91	N/A
312004-000	Late Charges	20.00	-	20.00	N/A	560.00	-	560.00	N/A
312005-000	Legal Fees - Tenant	90.00	-	90.00	N/A	425.00	-	425.00	N/A
312006-000	NSF Charges	-	-	-	N/A	120.00	-	120.00	N/A
312007-000	Tenant Owed Utilities - Excess	14.35	-	14.35	N/A	1,451.89	-	1,451.89	N/A
312900-000	Total Other Tenant Income	186.85	-	186.85	N/A	3,507.80	-	3,507.80	N/A
319900-000	NET TENANT INCOME	35,571.85	33,514.00	2,057.85	6.14	352,083.80	335,140.00	16,943.80	5.06
340000-000	GRANT INCOME								
341500-000	Other Govt and Private Grants	47,778.00	49,000.00	(1,222.00)	-2.49	476,473.00	490,000.00	(13,527.00)	-2.76
349900-000	TOTAL GRANT INCOME	47,778.00	49,000.00	(1,222.00)	-2.49	476,473.00	490,000.00	(13,527.00)	-2.76
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	-	-	-	N/A	1,016.82	-	1,016.82	N/A
369900-000	TOTAL OTHER INCOME	-	-	-	N/A	1,016.82	-	1,016.82	N/A
399900-000	TOTAL INCOME	83,349.85	82,514.00	835.85	1.01	829,573.62	825,140.00	4,433.62	0.54
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	5,681.50	6,231.00	549.50	8.82	46,441.90	62,310.00	15,868.10	25.47
411002-000	Administrative Overtime	58.71	-	(58.71)	N/A	276.81	-	(276.81)	N/A
411003-000	Administrative: Employer FICA/SUI	476.59	628.00	151.41	24.11	4,602.16	6,280.00	1,677.84	26.72
411004-000	Administrative: Employee Benefits	721.56	1,185.00	463.44	39.11	8,636.02	11,850.00	3,213.98	27.12
411005-000	Administrative: Retirees Medical ER share	-	-	-	N/A	135.57	-	(135.57)	N/A
411099-000	Total Administrative Salaries	6,938.36	8,044.00	1,105.64	13.74	60,092.46	80,440.00	20,347.54	25.30
413000-000	Legal Expense								
413001-000	Legal Expense	-	70.00	70.00	100.00	-	700.00	700.00	100.00
413003-000	Credit Reports	-	83.00	83.00	100.00	442.15	830.00	387.85	46.73
413100-000	Total Legal Expense	-	153.00	153.00	100.00	442.15	1,530.00	1,087.85	71.10
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	183.00	183.00	100.00	662.43	1,830.00	1,167.57	63.80
415000-000	Travel	-	83.00	83.00	100.00	756.04	830.00	73.96	8.91
417000-000	Bookkeeping Fees	967.50	968.00	0.50	0.05	12,380.50	9,680.00	(2,700.50)	-27.90
417100-000	Auditing Fees	-	717.00	717.00	100.00	15,252.00	7,170.00	(8,082.00)	-112.72
417300-000	Management Fee	6,990.51	6,991.00	0.49	0.01	70,392.81	69,910.00	(482.81)	-0.69
417302-000	Asset Management Fee	1,320.00	1,320.00	-	0.00	13,200.00	13,200.00	-	0.00
418900-000	Total Other Admin Expenses	9,278.01	10,262.00	983.99	9.59	112,643.78	102,620.00	(10,023.78)	-9.77
419000-000	Miscellaneous Admin Expenses								

SPARTANBURG HOUSING AUTHORITY
JC BULL (100 units) & SLHC (32 units)
Actual to Budget Variance Comparison
July 31, 2015

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419001-000	Office Expense	79.50	129.00	49.50	38.37	992.39	1,290.00	297.61	23.07
419004-000	Telephone	565.17	392.00	(173.17)	-44.18	5,818.22	3,920.00	(1,898.22)	-48.42
419005-000	Postage	-	92.00	92.00	100.00	276.94	920.00	643.06	69.90
419006-000	Forms and Computer Supplies	-	50.00	50.00	100.00	-	500.00	500.00	100.00
419007-000	Court Costs	250.00	135.00	(115.00)	-85.19	710.00	1,350.00	640.00	47.41
419008-000	Membership and Fees	-	67.00	67.00	100.00	530.00	670.00	140.00	20.90
419009-000	Sundry Miscellaneous	378.35	219.00	(159.35)	-72.76	438.26	2,190.00	1,751.74	79.99
419010-000	Newspaper ADS (Advertising)	-	-	-	N/A	188.76	-	(188.76)	N/A
419011-000	Sundry Service Contracts	600.71	505.00	(95.71)	-18.95	6,615.76	5,050.00	(1,565.76)	-31.01
419012-000	Software	-	-	-	N/A	363.64	-	(363.64)	N/A
419017-000	Temporary Administrative Labor	977.76	-	(977.76)	N/A	977.76	-	(977.76)	N/A
419018-000	False Alarms	-	-	-	N/A	10.00	-	(10.00)	N/A
419100-000	Total Miscellaneous Admin Expenses	2,851.49	1,589.00	(1,262.49)	-79.45	16,921.73	15,890.00	(1,031.73)	-6.49
419900-000	TOTAL ADMINISTRATIVE EXPENSES	19,067.86	20,048.00	980.14	4.89	190,100.12	200,480.00	10,379.88	5.18
420000-000	TENANT SERVICES								
422000-000	Tenant Services	450.00	333.00	(117.00)	-35.14	3,950.00	3,330.00	(620.00)	-18.62
429900-000	TOTAL TENANT SERVICES EXPENSES	450.00	333.00	(117.00)	-35.14	3,950.00	3,330.00	(620.00)	-18.62
430000-000	UTILITIES								
431000-000	Water	4,116.42	1,650.00	(2,466.42)	-149.48	20,142.32	16,500.00	(3,642.32)	-22.07
432000-000	Electricity	9,667.40	3,875.00	(5,792.40)	-149.48	50,548.89	38,750.00	(11,798.89)	-30.45
433000-000	Gas	1,623.93	4,125.00	2,501.07	60.63	40,180.43	41,250.00	1,069.57	2.59
439000-000	Sewer	4,427.36	2,350.00	(2,077.36)	-88.40	23,447.48	23,500.00	52.52	0.22
439900-000	TOTAL UTILITY EXPENSES	19,835.11	12,000.00	(7,835.11)	-65.29	134,319.12	120,000.00	(14,319.12)	-11.93
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	2,908.46	3,190.00	281.54	8.83	30,380.84	31,900.00	1,519.16	4.76
441002-000	Maintenance: Overtime	-	-	-	N/A	21.69	-	(21.69)	N/A
441003-000	Maintenance: Employer FICA/SUI	208.48	306.00	97.52	31.87	2,592.79	3,060.00	467.21	15.27
441004-000	Temp Maintenance Labor	887.56	2,018.00	1,130.44	56.02	18,439.08	20,180.00	1,740.92	8.63
441005-000	Maintenance: Employee Benefits	474.04	442.00	(32.04)	-7.25	4,530.03	4,420.00	(110.03)	-2.49
441200-000	Vehicle Repair	-	142.00	142.00	100.00	2,305.19	1,420.00	(885.19)	-62.34
441300-000	Gasoline Purchases	74.93	138.00	63.07	45.70	1,403.95	1,380.00	(23.95)	-1.74
441900-000	Total General Maint Expense	4,553.47	6,236.00	1,682.53	26.98	59,673.57	62,360.00	2,686.43	4.31
442000-000	Materials								
442002-000	Appliance-Maint Materials	790.05	25.00	(765.05)	-3,060.20	19,636.68	250.00	(19,386.68)	-7,754.67
442003-000	Painting-Maint Materials	-	25.00	25.00	100.00	-	250.00	250.00	100.00
442004-000	Electrical-Maint Materials	-	42.00	42.00	100.00	-	420.00	420.00	100.00
442005-000	Heating/AC-Maint Materials	151.98	334.00	182.02	54.50	1,100.55	3,340.00	2,239.45	67.05
442006-000	Janitorial Supplies	-	27.00	27.00	100.00	263.25	270.00	6.75	2.50
442007-000	After Hours Work	-	188.00	188.00	100.00	-	1,880.00	1,880.00	100.00
442008-000	Plumbing-Maint Materials	-	730.00	730.00	100.00	860.38	7,300.00	6,439.62	88.21

SPARTANBURG HOUSING AUTHORITY
JC BULL (100 units) & SLHC (32 units)
Actual to Budget Variance Comparison
July 31, 2015

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
442009-000	Hand Tools-Maint Materials	-	25.00	25.00	100.00	-	250.00	250.00	100.00
442010-000	Maintenance Materials	1,132.48	1,170.00	37.52	3.21	6,730.05	11,700.00	4,969.95	42.48
442011-000	Safety equipment/shoes	-	37.00	37.00	100.00	279.76	370.00	90.24	24.39
442900-000	Total Materials	2,074.51	2,603.00	528.49	20.30	28,870.67	26,030.00	(2,840.67)	-10.91
443000-000	Contract Costs								
443002-000	Extermination Contract	1,905.00	551.00	(1,354.00)	-245.74	5,860.00	5,510.00	(350.00)	-6.35
443005-000	Unit Turnaround-Contract	-	250.00	250.00	100.00	8,053.00	2,500.00	(5,553.00)	-222.12
443006-000	Electrical-Contract	-	17.00	17.00	100.00	-	170.00	170.00	100.00
443007-000	Disposal Contract	935.99	597.00	(338.99)	-56.78	7,711.30	5,970.00	(1,741.30)	-29.17
443009-000	Landscaping-Contract	1,492.50	1,458.00	(34.50)	-2.37	15,011.25	14,580.00	(431.25)	-2.96
443011-000	Heating/AC-Contract	-	184.00	184.00	100.00	650.00	1,840.00	1,190.00	64.67
443013-000	Contract: Uniform Rental	83.65	72.00	(11.65)	-16.18	880.15	720.00	(160.15)	-22.24
443018-000	Plumbing-Contract	-	166.00	166.00	100.00	4,265.44	1,660.00	(2,605.44)	-156.95
443019-000	Miscellaneous Contracts	-	42.00	42.00	100.00	-	420.00	420.00	100.00
443023-000	Contract: Consultants	-	406.00	406.00	100.00	1,095.00	4,060.00	2,965.00	73.03
443099-000	Maintenance Misc-Contracts	-	583.00	583.00	100.00	7,324.59	5,830.00	(1,494.59)	-25.64
443900-000	Total Contract Costs	4,417.14	4,326.00	(91.14)	-2.11	50,850.73	43,260.00	(7,590.73)	-17.55
449900-000	TOTAL MAINTENACE EXPENSES	11,045.12	13,165.00	2,119.88	16.10	139,394.97	131,650.00	(7,744.97)	-5.88
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	8,349.40	2,245.00	(6,104.40)	-271.91	29,008.32	22,450.00	(6,558.32)	-29.21
451100-000	Property Tax	-	708.00	708.00	100.00	10,950.07	7,080.00	(3,870.07)	-54.66
452100-000	Workers Comp Insurance	298.44	292.00	(6.44)	-2.21	2,765.58	2,920.00	154.42	5.29
457000-000	Bad Debt-Tenant Rents	-	-	-	N/A	2,253.38	-	(2,253.38)	N/A
458000-000	All Protective Services	48.00	-	(48.00)	N/A	144.00	-	(144.00)	N/A
459900-000	TOTAL GENERAL EXPENSES	8,695.84	3,245.00	(5,450.84)	-167.98	45,121.35	32,450.00	(12,671.35)	-39.05
	TOTAL OPERATING EXPENSES	**59,093.93**	**48,791.00**	**(10,302.93)**	**-21.12%**	**512,885.56**	**487,910.00**	**(24,975.56)**	**-5.12%**
500000-000	NON-OPERATING ITEMS								
523400-000	Donation rec'd for Bedbugs treatment	-	-	-	N/A	8,407.67	-	8,407.67	N/A
523401-000	Bedbug expense	-	-	-	N/A	8,332.89	-	(8,332.89)	N/A
523402-000	Donation rec'd for Upstate Senior Grant	(24.07)	-	(24.07)	N/A	575.93	-	575.93	N/A
523403-000	Upstate Senior Network Expense	-	-	-	N/A	29.02	-	(29.02)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	24.07	-	(24.07)	N/A	(621.69)	-	621.69	N/A
900000-000	**NET INCOME**	**24,231.85**	**33,723.00**	**(9,491.15)**	**-28.14%**	**317,309.75**	**337,230.00**	**(19,920.25)**	**-5.91%**

SPARTANBURG HOUSING AUTHORITY
Cash Flow
July 31, 2015

	INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
	Section 8 HAP Subsidy	713,967	742,639	723,719	740,354	725,447	725,447	872,947	737,215	737,215	745,935			7,464,885
	Section 8 Admin Subsidy	75,833	75,833	75,833	81,403	70,842	70,842	71,659	82,042	71,659	123,963			799,909
	Section 8 FSS Grant	4,178	4,179	4,179	-	-	-	-	-	-	-	-	-	12,536
	Mod Rehab HAP	156,773	156,758	156,758	156,758	190,575	27,456	109,904	98,124	89,601	141,987			1,284,694
	Mod Rehab Admin	19,680	19,680	19,680	19,680	19,680	19,680	19,680	19,680	17,483	21,877			196,800
	Public Housing Subsidy	318,607	333,432	333,432	292,236	298,465	298,488	343,948	312,844	312,845	307,342			3,151,638
	Tax Credit Properties Subsidy	8,394	8,394	8,394	32,459	32,021	32,024	42,002	35,117	35,117	34,514			268,435
	SLHC PBV Subsidy	8,584	8,565	8,121	8,180	8,201	8,505	8,410	8,442	8,437	8,624			84,069
	SC State Grant for JCB	39,242	39,698	39,510	39,405	39,536	39,478	38,712	38,304	39,365	39,154			392,404
1)	**HUD & State Subsidy**	**1,345,257**	**1,389,178**	**1,369,626**	**1,370,475**	**1,384,767**	**1,221,920**	**1,507,262**	**1,331,768**	**1,311,722**	**1,423,395**	**-**	**-**	**13,655,369**
	ROSS	23,020	14,559	19,217	29,751	23,890	24,741	22,628	27,237	22,121	23,047			230,212
	Youthbuild	37,098	23,586	39,898	35,780	-	-	-	82,272	-	-			218,634
	YB -Face Forward	11,117	7,344	7,769	8,085	39,074	12,070	17,396	-	30,303	-			133,159
	CNI	-	27,632	-	-	-	-		-	-	-			27,632
	CFP and RHF	-	51,603	-	-	246,605	8,601	447,835	-	-	-			754,643
2)	**Other Grant Revenue**	**71,235**	**124,724**	**66,884**	**73,615**	**309,570**	**45,412**	**487,859**	**109,509**	**52,424**	**23,047**	**-**	**-**	**1,364,280**
	Public Housing Rents	133,457	127,900	123,545	122,812	116,607	119,215	118,584	118,949	119,795	119,801			1,220,664
	JC Bull Rents	25,805	26,060	26,113	26,112	26,033	26,017	25,568	25,376	26,438	26,534			260,056
	SLHC Rents	9,041	8,740	8,602	8,656	8,766	9,088	9,092	8,841	8,843	8,851			88,520
3)	**Rent Revenue**	**168,303**	**162,700**	**158,260**	**157,580**	**151,406**	**154,320**	**153,244**	**153,166**	**155,076**	**155,186**	**-**	**-**	**1,569,240**
4)	**Misc Receipts**	**24,985**	**2,976**	**58,689**	**3,681**	**3,945**	**24,012**	**143,527**	**115,932**	**60,866**	**47,855**			**486,469**
5)	**Other Cash-In**													
	Section 8 Reserves Transfer In				-	-						-	-	-
	Working Capital Adjustment/Inter fund settlement	-	-	-	-	-	-	-	-			-	-	-
	TOTAL CASH INFLOW	**1,609,781**	**1,679,578**	**1,653,459**	**1,605,352**	**1,849,688**	**1,445,665**	**2,291,893**	**1,710,375**	**1,580,088**	**1,649,482**	**-**	**-**	**17,075,358**

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
Cash Flow
July 31, 2015

	OUTFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
	Section 8:													
	Housing Assistance	733,024	718,264	731,196	733,508	729,916	744,758	737,361	752,613	766,535	741,558			7,388,733
	Mod Rehab Vouchers	143,052	137,852	138,094	139,834	138,530	137,423	140,912	129,068	141,834	150,080			1,396,679
	HAP Payments	**876,076**	**856,116**	**869,290**	**873,342**	**868,446**	**882,181**	**878,273**	**881,681**	**908,369**	**891,638**	-	-	**8,785,412**
	Payroll	308,680	185,887	204,799	153,587	182,681	194,736	276,462	180,668	211,252	197,755			2,096,508
	Benefits/Deductions	11,249	-	16,990	9,535	9,575	9,865	8,219	563	10,782	11,435			88,214
	Payroll & Benefits	**319,929**	**185,887**	**221,789**	**163,123**	**192,256**	**204,601**	**284,682**	**181,231**	**222,033**	**209,190**	-	-	**2,184,721**
	State Insurance	82,586	40,178	-	36,726	43,321	39,141	40,514	53,760	0	65,960			402,186
	Rent	8,409	8,409	8,409	8,409	8,409	8,409	8,409	8,409	8,409	8,409			84,090
	Wright Center Payables (301-wc & 300-mrc)	5,775	4,946	4,403	5,267	0	9,642	5,173	139	5,334	6,559			47,238
	Debt/Insurance/Rent	**96,770**	**53,533**	**12,812**	**50,402**	**51,730**	**57,192**	**54,096**	**62,308**	**13,743**	**80,928**	-	-	**533,515**
	Operating	324,717	387,740	421,663	382,729	469,597	483,605	311,619	235,071	439,348	352,886	0	0	**3,808,975**
	Capital Fund and RHF	21,720	22,908	202,567	105,903	15,394	75,755	6,897	6,004	1,713	219			459,079
	Ross	553	255	303	420	457	2,160	1,290	451	875	1,164			7,928
	Youth Build	11,795	11,622	6,908	5,800	4,526	7,383	5,863	5,260	8,659	15,032			82,849
	Homeownership	502	416	292	342	373	1,058	713	3,172	714	1,264			8,847
	SHA Property (089-shap)	15	546	302	596	61	379	603	350	145	2,697			5,695
	CS1, LLC/CGE 1 PH Subsidy	4,728	4,728	4,728	28,886	29,073	29,076	37,325	31,521	31,521	30,959			232,544
	Other Transfers	0	0	-	0	-	-	-		0	0			0
	HAP/ Admin Transfer	-	-	-	-	-	-							0
1	Payables/Check Adjustment	(35,611)	20,970	(263,841)	(81,300)	347,095	(313,011)	336,805	115,163	(108,375)	(61,892)			(43,997)
	Capital & Program Expenses	**3,702**	**61,446**	**(48,740)**	**60,647**	**396,980**	**(197,200)**	**389,496**	**161,921**	**(64,749)**	**(10,557)**	-	-	**752,945**
	TOTAL CASH OUTFLOW	**1,621,194**	**1,544,722**	**1,476,814**	**1,530,243**	**1,979,009**	**1,430,379**	**1,918,165**	**1,522,212**	**1,518,745**	**1,524,085**	-	-	**16,065,568**
	Net Inflow(Outflow)	**(11,413)**	**134,856**	**176,644**	**75,109**	**(129,322)**	**15,286**	**373,727**	**188,163**	**61,343**	**125,397**	-	-	**1,009,790**
	Net outflow offset by reserve					**129,322**	-			-	-	-		**129,322**
	Total	**(11,413)**	**134,856**	**176,644**	**75,109**	**0**	**15,286**	**373,727**	**188,163**	**61,343**	**125,397**	-	-	**1,139,112**
	Beginning Cash : (Unrestricted)	**2,906,843**	**2,895,430**	**3,030,286**	**3,206,930**	**3,282,039**	**3,152,717**	**3,168,003**	**3,541,731**	**3,729,893**	**3,791,236**	**3,916,633**	**3,916,633**	**0**
	Ending Cash	**2,895,430**	**3,030,286**	**3,206,930**	**3,282,039**	**3,152,717**	**3,168,003**	**3,541,731**	**3,729,893**	**3,791,236**	**3,916,633**	**3,916,633**	**3,916,633**	**1,009,790**
	Bank Account Balances-													
	General A/C (Net of O/S Cks)	2,100,158	1,983,042	1,857,085	1,809,620	1,560,695	1,560,526	1,686,892	2,737,468	2,833,317	2,813,975			
	Section 8 HAP Disbursements	350,265	512,824	807,937	917,396	1,001,433	1,005,466	1,209,865	292,674	176,508	262,650			
	J C Bull Operating	319,193	384,097	385,660	408,823	448,825	453,186	491,968	542,021	626,577	669,316			
	SLHC Operating	140,639	165,147	171,073	161,026	156,589	148,824	153,006	157,729	154,834	170,693			
	Sub Total	**2,910,255**	**3,045,111**	**3,221,755**	**3,296,865**	**3,167,543**	**3,168,003**	**3,541,731**	**3,729,893**	**3,791,236**	**3,916,633**	**0**	**0**	
	Coventional Housing Surplus	3,141,527	3,302,904	3,345,665	3,364,584	3,484,640	3,572,677	3,678,162	3,827,170	3,923,899	3,960,810	3,960,810	3,960,810	
	Average No. Of Months Cash Reserves	9.11	7.32	7.41	7.45	7.72	7.91	8.15	8.48	8.69	8.77	8.77	8.77	

Footnotes:

1 **Outstanding checks that were remaining at month end.**

SPARTANBURG HOUSING AUTHORITY
Section 8 Reserved & Restricted Cash Flow
July 31, 2015

INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8 HAP Subsidy	713,967	742,639	723,719	740,354	725,447	725,447	872,947	737,215	737,215	745,935			7,464,885
Inter fund settlement //HAP acct	-	-	-										-
Section 8 Admin Subsidy	75,833	75,833	75,833	81,403	70,842	70,842	71,659	82,042	71,659	123,963			799,909
Section 8 FSS Grant	4,178	4,179	4,179	-	-	-	-	-	-	-	-	-	12,536
Mod Rehab HAP	156,773	156,758	156,758	156,758	190,575	**27,456**	**109,904**	**98,124**	89,601	141,987			1,284,694
Mod Rehab Admin	19,680	19,680	19,680	19,680	19,680	19,680	19,680	19,680	17,483	21,877			196,800
HCV Refunds/Recovery/Interest	2,597	2,281	2,274	2,117	4,098	3,541	2,130	6,803	3,821	6,944			36,606
HUD Subsidy	**973,028**	**1,001,370**	**982,443**	**1,000,312**	**1,010,642**	**846,966**	**1,076,320**	**943,864**	**919,779**	**1,040,706**	**0**	**0**	**9,795,430**

OUTFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8:													
Housing Assistance	733,024	718,264	731,196	733,508	729,916	744,758	737,361	752,613	766,535	741,558			7,388,733
Mod Rehab Vouchers	143,052	137,852	138,094	139,834	138,530	137,423	140,912	129,068	141,834	150,080			1,396,679
Sec 8 Admin Expenses	**68,159**	**75,170**	**78,153**	**81,023**	**71,989**	**73,197**	**76,872**	**77,169**	**82,735**	**72,639**			757,105
Mod Rehab Admin	**13,930**	**20,917**	**16,566**	**15,924**	**15,689**	**16,203**	**19,662**	**18,414**	**17,768**	**15,741**			170,814
Total Payments	**958,166**	**952,203**	**964,009**	**970,288**	**956,124**	**971,581**	**974,807**	**977,264**	**1,008,872**	**980,018**	**0**	**0**	**9,713,331**
Net Inflow (Outflow)	14,862	49,167	18,435	30,023	54,518	(124,615)	101,514	(33,400)	(89,093)	60,688	0	0	**82,099**
Net outflow offset by Mod Rehab settlement - Due to HUD						129,302	46,854	46,854	46,854	46,854			316,718
Total	14,862	49,167	18,435	30,023	54,518	4,687	148,368	13,454	(42,239)	107,542			
Reserve Account INFLOW(OUTFLOW)													
Net Section 8 HAP	(16,460)	26,656	(5,203)	8,963	(371)	(15,770)	137,716	(8,595)	(25,499)	11,321	-	-	
Net Mod Rehab HAP	13,721	18,906	18,664	16,924	52,045	(109,967)	(31,008)	(30,944)	(52,233)	(8,093)	-	-	
Section 8 Admin	11,852	4,842	1,859	380	(1,147)	(2,355)	(5,213)	4,873	(11,076)	51,324	-	-	
Mod Rehab Admin	5,750	(1,237)	3,114	3,756	3,991	3,477	18	1,266	(285)	6,136	-	-	
	14,862	49,167	18,435	30,024	54,518	(124,615)	101,514	(33,400)	(89,093)	60,688	-	-	
Reserve Bank Accounts													
Section 8 and Mod Rehab disbursement	350,265	512,824	807,937	917,396	1,001,433	1,005,466	1,209,865	292,674	176,508	262,650			
Sec 8 HAP -NRA	178,901	180,852	13,107	14,545	17,521	19,426	23,695	25,341	27,436	29,052			
Mod Rehab HAP	89,235	89,235	89,236	89,237	89,237	89,238	89,239	89,987	1,356	1,782			
Sec 8 Admin	187,135	187,135	180,383	180,383	180,383	180,383	180,383	180,383	180,383	180,383			
Mod Rehab Admin	952	952	952	952	952	952	952	952	90,052	90,053			
	806,488	**970,999**	**1,091,615**	**1,202,512**	**1,289,526**	**1,295,465**	**1,504,134**	**589,338**	**475,735**	**563,920**	**0**	**0**	

Spartanburg Housing Authority
Capital Grant Programs
July 31, 2015

CAPITAL FUND 2013					%	
Obligation Date: 09/09/2013		**Budget**	**Drawn**	**Balance**	**Completion**	
Term Date: 09/08/2015						
	1406 Operations	163,635	137,088	26,547	84%	
	1408 Management Improvement	87,500	82,524	4,976	94%	
	1410 Administration	123,314	123,314	0	100%	
	1430 Fees & Costs	25,000	23,230	1,770		
	1450 Site Improvements	75,000	65,594	9,406	0%	
	1460 Dwelling Structure	141,801	141,801	0	100%	
	1465 Dwelling Equipment	0	0	0	0%	
	1485 Demolition	0	0	0	0%	
	1501 Collateral Exp/Debt Service	193,280	0	193,280	0%	
	1502 Contingency	0	0	0	0%	
	9002 Loan Debt Obligation*	423,614	423,614	0	100%	
		1,233,145	997,166	235,979	81%	
CAPITAL FUND 2014					%	
Obligation Date: 09/09/2014		**Budget**	**Drawn**	**Balance**	**Completion**	
Term Date: 09/08/2016						
	0100 Reserved Budget	682,801	0	682,801	0%	
	1408 Management Improvement	170,700	0	170,700	0%	
	1410 Administration	94,833	50,000	44,833	53%	
	1501 Collateral Exp/Debt Service	7,630				
	9000 Debt reserves	0	0	0	0%	
	9002 Loan Debt Obligation*	422,979	105,745	317,234	25%	-35248.66
		1,378,942	155,745	1,223,197	11%	
CAPITAL FUND 2015					%	
Obligation Date: 09/09/2015		**Budget**	**Drawn**	**Balance**	**Completion**	
Term Date: 09/08/2017						
	0100 Reserved Budget	644,040	0	644,040	0%	
	1408 Management Improvement	139,252	0	139,252	0%	
	1410 Administration	87,033	0	87,033	0%	
	9000 Debt reserves	0	0	0	0%	
	9002 Loan Debt Obligation*	422,979	0	422,979	0%	
		1,293,304	0	1,293,304	0%	

Spartanburg Housing Authority
Capital Grant Programs
July 31, 2015

*Total Authorized budget to spend is net of the $440,936 CFFP Loan for JC Anderson

Replacement Housing Factor Funds		Authorized	Draws	Balance	% Complete	Obligated in ELOCCS	
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2008							
Obligation Date: 6/12/2010							
Term Date: 10/29/2016							
	1499 Development Activity	244,916	197,770	47,146	81%	47,146	With various line items
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2012							
Obligation Date: 7/14/2012							
Term Date: 10/29/2018							
	1499 Development Activity	117,166	67,918	49,248	58%		
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2013							
Obligation Date:							
Term Date:							
	1499 Development Activity	257,258	0	257,258	0%		
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2014							
Obligation Date:							
Term Date:							
	1499 Development Activity	284,182	0	284,182	0%		
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2015							
Obligation Date:							
Term Date:							
	1499 Development Activity	218,757	0	218,757	0%		
TOTAL RHF FUNDS		1,122,279	265,688	0 856,591	24%		
TOTAL CAPITAL GRANTS		5,027,670	1,418,599	3,609,071	28%		

Spartanburg Housing Authority
Grant Programs
Period Ending July 31, 2015

ROSS - Resident Self Sufficiency ($480,000)			**SC003RPS030A012**	
FUND 579-cnho			**Term Date: 9/28/2016**	
Funds Expended			144,381	
Funds Received			144,381	
	Drawn Funds		11,717	
	Remaining Funds			335,619
ROSS - Resident Self Sufficiency ($108,452)			**SC003FSH610A014**	
FUND 581			**Term Date: 12-20-2018**	
Funds Expended			68,478	
Funds Received			68,478	
	Drawn Funds		9,470	
	Remaining Funds			39,974
Service Coordinator Multifamily ($453,455)			**SC16HS04003**	
FUND 582			**Term Date: Extended**	
Funds Expended			403,420	
Funds Received			403,420	
	Drawn Funds		1,860	
	Remaining Funds			50,035
		Total ROSS Grant Money Remaining		**425,627**
Urban Revitalization Program CNI ($300,000)			**SC4E003CNP112**	
			Term Date:	
Funds Expended			257,754	
Funds Received			257,754	
	Drawn Funds		27,632	
	Remaining Funds			42,246

Spartanburg Housing Authority
Grant Programs
Period Ending July 31, 2015

YOUTH BUILD ($1,099,878)		**Obligation Date: 7/1/2012**		
FUND 21		**Term Date: 12/31/2015**		
Funds Expended			1,054,440	
Funds Received			1,054,440	
	Drawn Funds/Adjustments		-	
	Remaining Funds			45,438
FACE FORWARD ($999,923)		**Obligation Date: 7/1/2013**		
FUND 21		**Term Date: 9/30/2016**		
Funds Expended			178,103	
Funds Received			178,103	
	Drawn Funds		30,303	
	Remaining Funds			821,820
AMERICORPS ($25,000)		**Obligation Date: 8/15/2013**		
FUND 21		**Term Date: 8/14/2014**		
Funds Expended			25,000	
Funds Received			25,000	
	Drawn Funds		23,511	
	Remaining Funds			0
	Total Money Remaining for all Grants			**1,335,131**

Note:
Grant Funds requested one month in arrears.

SPARTANBURG HOUSING AUTHORITY

RESOLUTION #2015-27

RECOGNITION OF SUZANNE COLE
SPARTANBURG HOUSING AUTHORITY
BOARD OF COMMISSIONERS LENGTH OF SERVICE

WHEREAS, Suzanne Cole was appointed to serve her first term on the Housing Authority of the City of Spartanburg Board of Commissioners on June 22, 2009; and

WHEREAS, Suzanne Cole was appointed to serve her second term on the Housing Authority of the City of Spartanburg Board of Commissioners on July 14, 2014; and

WHEREAS, Suzanne Cole served as Chairwoman of the Board of Commissioners for one year; and

WHEREAS, Suzanne Cole faithfully and dutifully served the Housing Authority of the City of Spartanburg providing excellent leadership to provide fiscal responsibility and integrity for six years.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Spartanburg, Spartanburg, South Carolina, under this resolution reaffirms and declares its recognition and acknowledgment of the service and support provided by Suzanne Cole, on the Housing Authority of the City of Spartanburg Board of Commissioners.

Adopted this 18th day of August, 2015

RECORDING OFFICER'S CERTIFICATION

I, Thomas Lounds, Jr., the duly appointed Chairman of the Housing Authority of the City of Spartanburg, do hereby certify that this resolution was properly adopted at a regular meeting of the Housing Authority of the City of Spartanburg Board of Commissioners held on August 18, 2015.

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG

BOARD OF COMMMISSIONERS

By: _____

Thomas Lounds, Jr.
Housing Authority of the City of Spartanburg Board of Commissioners

SPARTANBURG
HOUSING AUTHORITY
WWW.SHASC.ORG

August 18, 2015

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

SHA Central Office Cost Center (COCC) Leased Commercial Office Space

RECOMMENDATION:

Authorize to Executive Director to enter into a lease agreement for commercial office and warehouse space.

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

SUMMARY:

SHA has rented office space from Mary Wright, LLC, since 2007.

.

BACKGROUND:

The owners of the Mary Wright building, which is leased to the SHA, were served a notice of foreclosure on July 2, 2015. SHA is seeking to rent 10,000 square feet of commercial office space as well as warehouse space of up to 10,000 square feet and facilities for parking vehicles. Staff has visited several potential commercial buildings and is viewing potential warehouse space. A packet of information regarding some of the properties visited is provided to the Board for your review as an example of the types and locations of the properties being considered.

FINANCIAL CONSIDERATIONS:

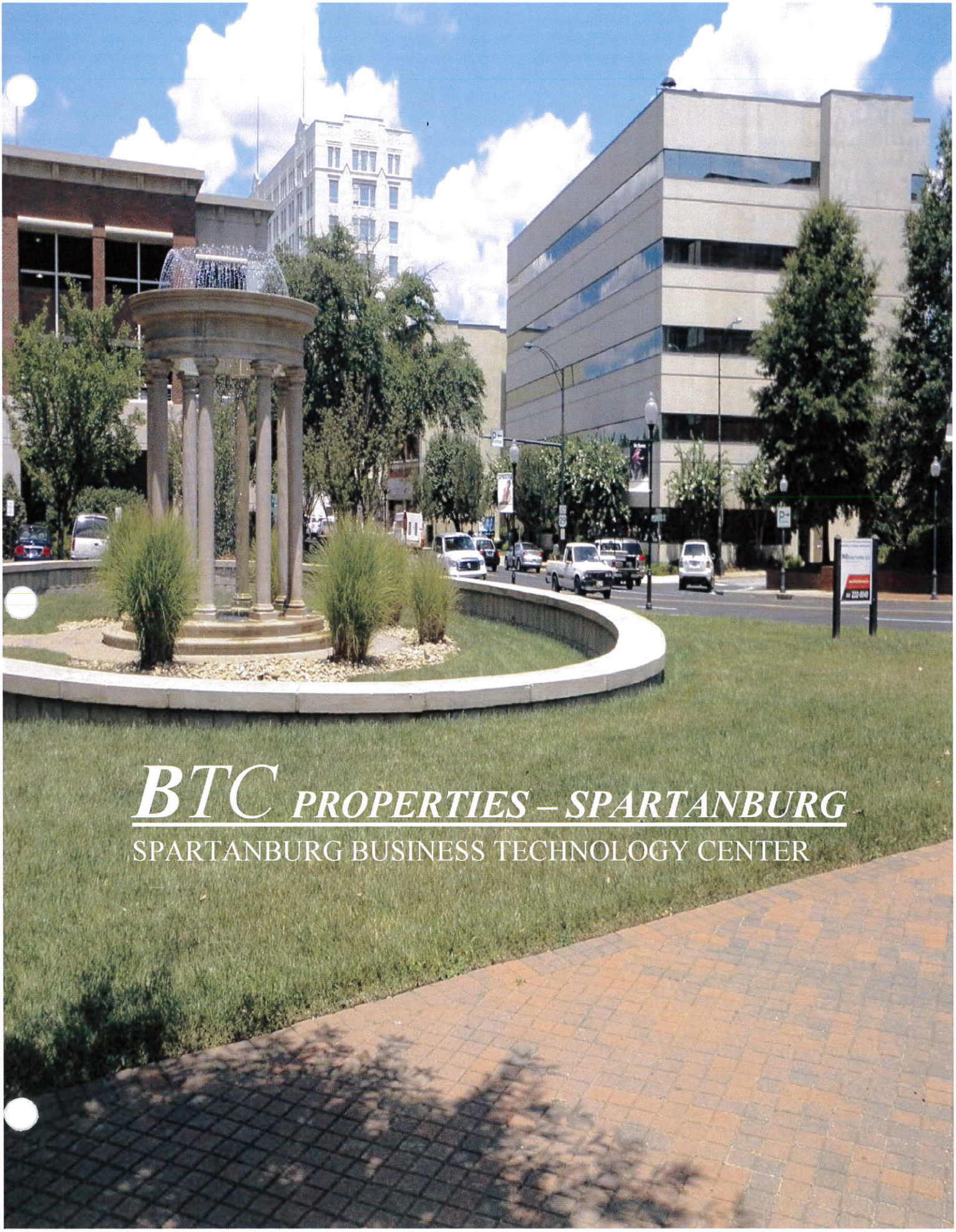
The SHA is currently spending $8,409 per month for rent ($11.90 per sq ft) and an average of $5,100 per month for utilities at 201 Caulder Avenue. Over the past nine (9) months of FY 2014-2015, the total expenses for rent and utilities have been $121,281. Additionally, there is a janitorial contract which SHA pays $12,500 annually for. Maintenance occurrences such as HVAC problems are paid for separately.

POLICY CONSIDERATIONS:

We are submitting a request for the Executive Director to enter into a lease agreement for commercial office space for a period of 5-10 years at a cost not to exceed $15/square ($150k annually) foot if the utilities, taxes, common area maintenance and other similar services or an amount not to exceed $12/square foot ($120k) if utilities and building services are not included. The cost per square foot is governed by the length of the lease as well as the terms of the lease, which are all negotiable items. A more favorable cost per square foot is generally available if the lease term is longer.

Warehouse space averages $2.50-5 per sq ft in Spartanburg. We are requesting that the Executive Director be permitted to enter into a separate lease agreement for up to 10,000 sq feet of warehouse space at a cost not to exceed $5.00 per square foot.($25k-50k annually) This space is utilized for the storage of large equipment, unused equipment, construction documents, file documents and other related business materials. The agency will purge and seek to dispose of unusable material before completing a move.

Respectfully Submitted, _____
Terril Bates, Executive Director
Spartanburg Housing Authority



BTC PROPERTIES – SPARTANBURG

SPARTANBURG BUSINESS TECHNOLOGY CENTER

BTC PROPERTIES – SPARTANBURG

SPARTANBURG BUSINESS TECHNOLOGY CENTER

Lynn Phillips
Director

145 North Church Street
Spartanburg SC 29306
Tel: 864-591-4200 or 803-278-7205
Fax: 864-591-4255 or 803-278-7203
Phillipsly@aol.com

BTC PROPERTIES-SPARTANBURG

SPARTANBURG BUSINESS TECHNOLOGY CENTER, L.P.

July 10, 2015

Terril Bates
Executive Director
Spartanburg Housing Authority
201 Caulder Avenue Suite A
Spartanburg SC 29306

RE: Lease proposal

Thank you for this opportunity to present potential office space at our 145 North Church Street Spartanburg facility. The Spartanburg Business Technology Center is one of five centers, four operating in South Carolina and one in Ohio under BTC Properties. Operating within our centers are government agencies, non-profit organizations and private companies.

Please find enclosed the lease proposal for potential office space including both "as is" and concept drawings of the layout based on general requirements. If you have any questions or concerns please call 864-591-4200 or e-mail rlphillips@btcproperties.com.

Sincerely,

Lynn Phillips
Regional Director
Btc Properties

145 North Church Street
Spartanburg South Carolina 29306
864-591-4200 Fax 864-591-4255

PROPOSAL

BTC ***PROPERTIES – SPARTANBURG***

SPARTANBURG BUSINESS TECHNOLOGY CENTER

BTC Spartanburg Business Technology Center

July 10, 2015

Terril Bates
Executive Director
Spartanburg Housing Authority
201 Caulder Avenue, Suite A
Spartanburg, SC 29206

Re: Request for Lease Proposal

The Spartanburg Business Technology Center has space in the single story section that will easily meet the total space requirement for the Spartanburg Housing Authority's current needs as well as possible future expansion.

LANDLORD:	Spartanburg Business Technology Center, L.P. 145 North Church Street Spartanburg, SC 29306
TENANT:	Spartanburg Housing Authority
PREMISE:	Single story section (10,800 r/s/f)
TERM:	Tenant offered two options for Lease Term; Option One- Five (5) Year Lease Term Option Two – Ten (10) Year Lease Term
FULL SERVICE RENTAL RATE:	Five (5) Year Term: $14.20 per rsf Ten (10) Year Yerm: $11.86 per rsf

145 North Church Street, Spartanburg SC 29306
(864) 591-4200 Fax (864) 591-4255

MODIFIED SERVICE RENTAL RATE:	Five (5) Year Term: $7.37 per rsf Ten (10) Year Term: $6.37 per rsf
FULL SERVICE LEASE INCLUDES:	Rental amount includes Building Standard: * Electrical * HVAC Maintenance * Janitorial Service * Building and Suite Maintenance * Real Property Taxes * Facility Insurance * Common Area Fee
MODIFIED SERVICE LEASE INCLUDES	Rental amount includes: * Real Estate Taxes * Facility Insurance * Common Area Fee
TENANT RESPONSIBILITY:	In the Modidfied Service Lease Tenant pays own separate electrical, maintenance and repair, and janitorial services
TENANT IMPROVEMENT ALLOWANCE:	Full Service renatal rate based on Tenant Improvement Allowance of $150,000.00
RENT INCREASE OPTION:	Rental increases will be calculated by either of the following methods: 1.Tenant additional rent increase calculated by CPI adjustment

OR

2. Tenant's additional rent for each year can be calculated at a 3% fixed rate.

LIGHTED AND PAVED PARKING:	Parking provided in the Dunbar Street Garage by the City of Spartanburg
LEASE FORM:	Landlord's Standard Lease

We are glad to submit this proposal. Please contact me with any questions you may have.

Sincerely,

signed

R. Lynn Phillips
Regional Director
Btc Properties

Attachment: Conceptual Drawing based on Tenant Specifications

July 10, 2015

SPARTANBURG HOUSING AUTHORITY
RATE SHEET OPTION ONE
5 YEAR TERM-SUITE B110

Year(s) 1-5 Gross Lease Rate

A. Base Rate	5.90 USF	5.00 RSF
B. TI Allowance $150,000.00	4.20 USF	3.55 RSF
C. Operating Cost	5.65 USF	5.65 RSF
Total Cost PSF	**15.75 USF**	**14.20 RSF**

Year(s) 1-5 Modified Lease Rate

A. Base Rate	5.90 USF	5.00 RSF
B. TI Allowance- Tenant responsible for all Improvement expenses	N/A	N/A
C. Operating Cost To include: Pro Rata Share Insurance, Real Estate Taxes and Common Area Fee	2.37 USF	2.37 RSF
Total Cost PSF	**8.27 USF**	**7.37 RSF**

July 10, 2015

SPARTANBURG HOUSING AUTHORITY
RATE SHEET OPTION ONE
10 YEAR TERM-SUITE B110

Year(s) 1-10 Gross Lease Rate

A. Base Rate	4.72 USF	4.00 RSF
B. TI Allowance $150,000.00	2.60 USF	2.21 RSF
C. Operating Cost	5.65 USF	5.65 RSF
Total Cost PSF	**12.97 USF**	**11.86 RSF**

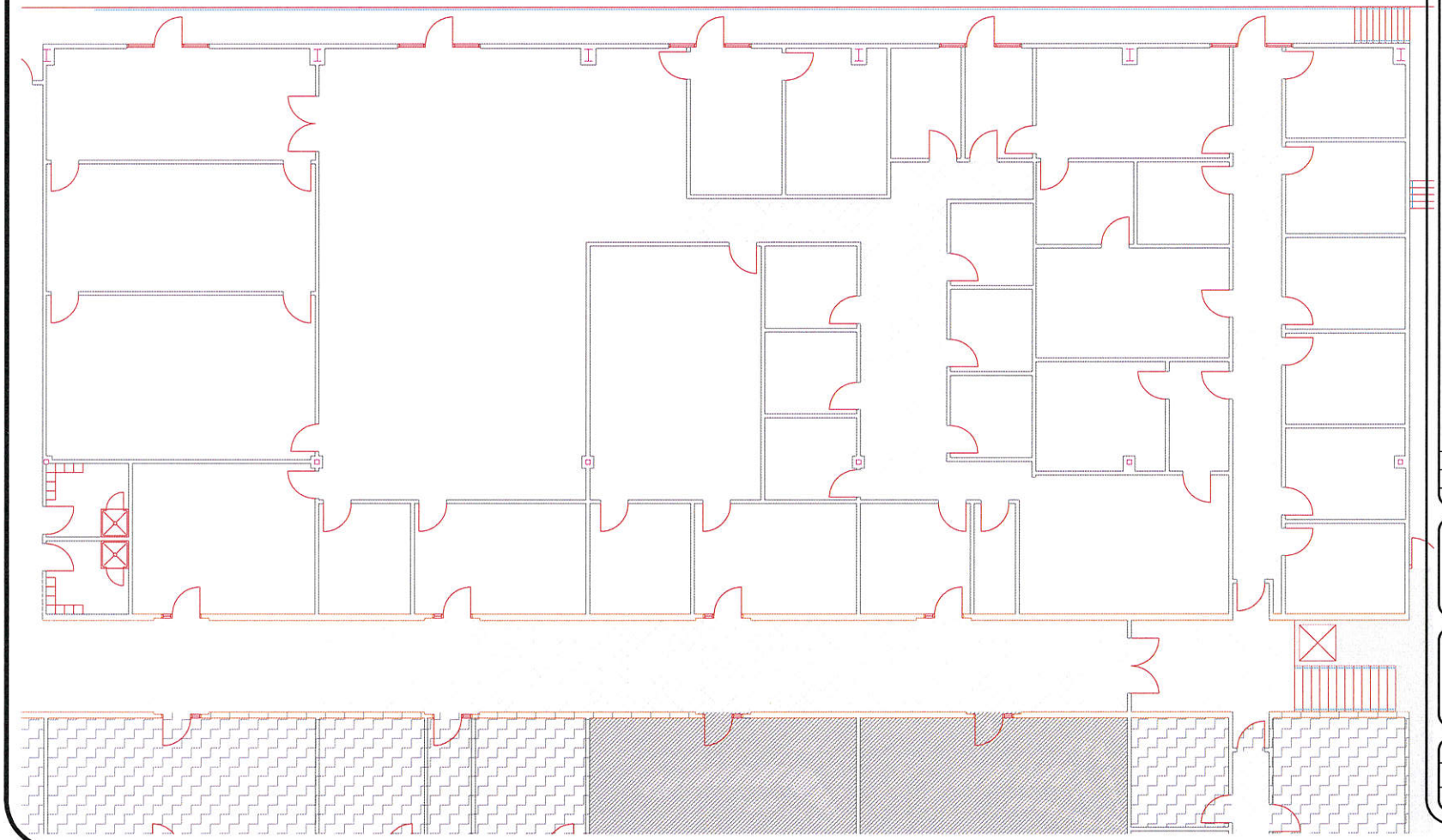
Year(s) 1-10 Modified Lease Rate

A. Base Rate	4.72 USF	4.00 RSF
B. TI Allowance- Tenant responsible for all Improvement expenses	N/A	N/A
C. Operating Cost To include: Pro Rata Share Insurance, Real Estate Taxes and Common Area Fee	2.37 USF	2.37 RSF
Total Cost PSF	**7.09 USF**	**6.37 RSF**

FLOOR PLAN

BTC PROPERTIES – SPARTANBURG

SPARTANBURG BUSINESS TECHNOLOGY CENTER



General Notes

Suite B110
10,800 rentable
square feet

AS IS

No.	Revision/Issue	Date

Firm Name and Address

BTC PROPERTIES, NORTH CAROLINA

Lynn Phillips
Director

102 East Mountainview Road
North Augusta, SC (29841)
803-278-7249 fax 803-278-7291
lphillips@btcproperties.com

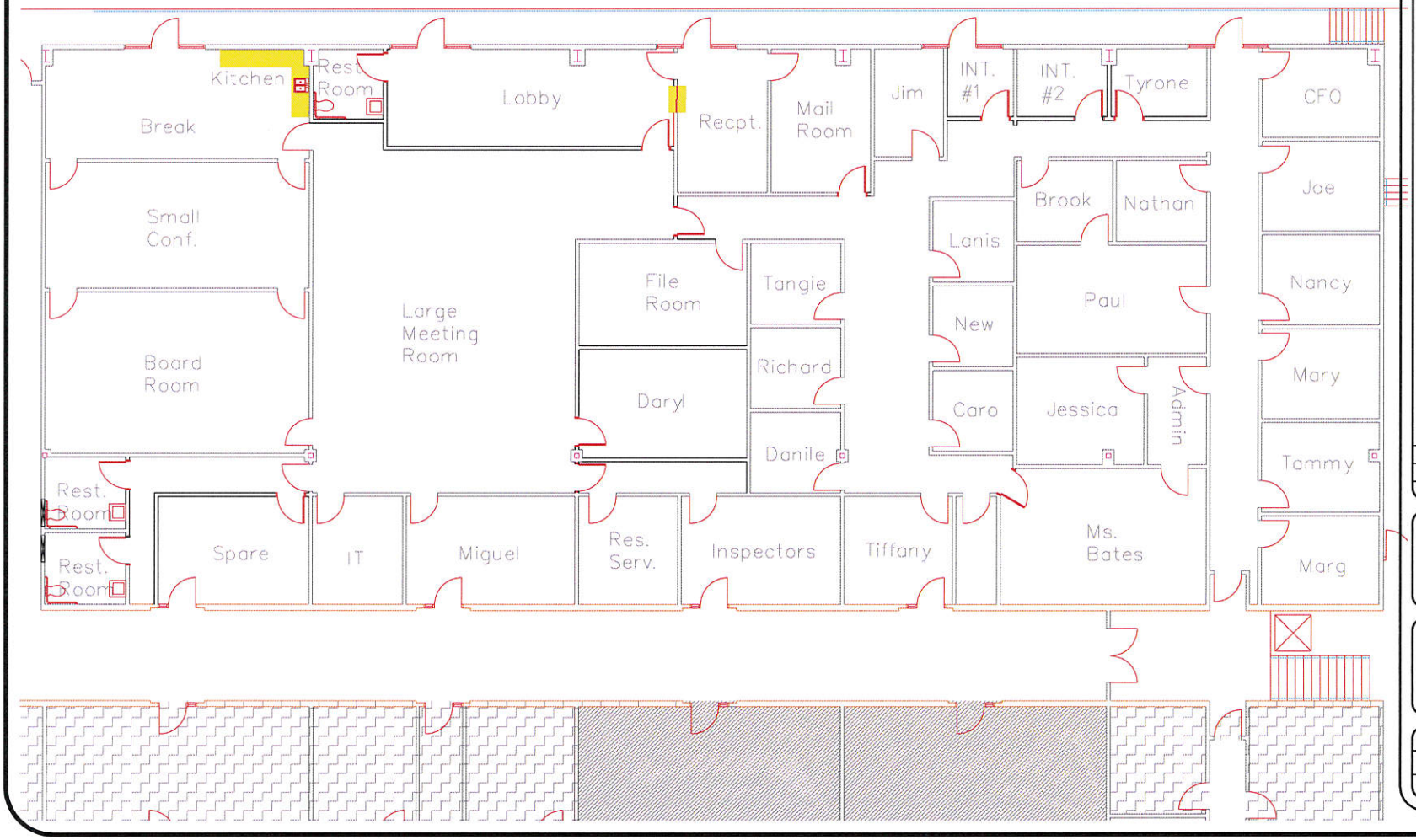
Project Name and Address

Project

Sheet

Date 3/16

Scale



General Notes

Suite B110
10,800 rentable
square feet

AS IS

No.	Revision/Issue	Date

Firm Name and Address

BTC PROPERTIES NORTH CAROLINA

Lynn Phillips
Director

Project Name and Address

Project

Sheet

Date 3/16

Scale

PHOTOS/RENDERINGS

BTC PROPERTIES – SPARTANBURG

SPARTANBURG BUSINESS TECHNOLOGY CENTER

440 S Church St

Location: **Spartanburg Cluster**
West Side Submarket
Spartanburg County
Spartanburg, SC 29306

Developer: **-**
Management: **-**
Recorded Owner: **S C Employment Sec Commissio L**

Building Type: **Class B Office**
Status: **Existing**
Stories: **1**
RBA: **7,600 SF**
Typical Floor: **7,600 SF**
Total Avail: **7,600 SF**
% Leased: **0%**

Expenses: **2014 Tax @ $0.10/sf**
Parcel Number: **7-16-02-187.01**
Parking: **44 free Surface Spaces are available; Ratio of 5.79/1,000 SF**

Floor	SF Avail	Floor Contig	Bldg Contig	Rent/SF/Yr + Svs	Occupancy	Term	Type
	7,600	7,600	7,600	Withheld	Vacant	TBD	Direct

Copyrighted report licensed to Coldwell Banker Commercial Caine - 675456.

8502

ALL FIELDS DETAIL

MLS #	222179	**Total Parking Spaces**	26-50
Class	COMMERCIAL /INDUSTRIAL	**School District**	1
		Approximate Age	21-30
Type	Improved Commercial	**Ceiling Heights**	Eave < 12'
Area	Spartanburg		
Asking Price	$600,000		
Address	440 S Church Street		
City	Spartanburg		
State	SC		
Zip	29306		
Status	Expired		
Sale/Rent	For Sale		
IDX Include	Y		

on Dr ring St Milste

GENERAL

In City Y/N	Yes	**Available for Lease**	No
Block Map#	7-16-02-187.01	**County**	Spartanburg, SC
Agent	JASON COX - 336-221-0032	**Listing Office 1**	COMPASS REAL ESTA 336-221-0032
Commission SA $/%	0	**Commission BA $/%**	2
Variable Rate Comm Y/N	No	**Agency Relationship**	Buyer Agent
Listing Type	Exclusive Right to Sell	**Office Sq Ft**	7,664
Total Sq Ft	7664	**Directions**	From I-85, take exit 66 fc left onto US-29 N. Turn r White Sr Blvd. Take the /W Henry St. Turn right c
Associated Document Count	1	**Tax ID**	29306
Update Date	3/5/2015	**Status Date**	3/5/2015
HotSheet Date	3/5/2015	**Price Date**	12/31/2014
Input Date	9/29/2014 9:33 AM	**Original Price**	$625,000
Days On Market	158	**Price/TotalSF**	$78.29
Picture	8		

FINANCIAL

Taxes $ $780 **Tax Year** 2013

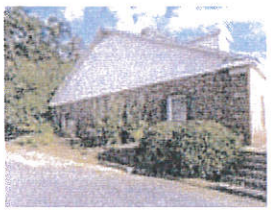
PUBLIC REMARKS

Premium location in downtown Spartanburg! Beautiful brick office building with 7664 sq ft of space. Interior could be renovated for separ the current open layout. Sales prices cannot be less than current appraised value.

MEMBER REMARKS

IMPORTANT: Visit www.RealtyOMS.com to setup showings or make an offer. Please see attached disclosure for terms and conditions including requirements for showings & offers. Refer all questions to agents@compasspsg.com or call 855-283-8389. Please note that cc change or vary at any time due to reductions and according to the Seller's discretion

ADDITIONAL PICTURES



DISCLAIMER

AVAILABLE

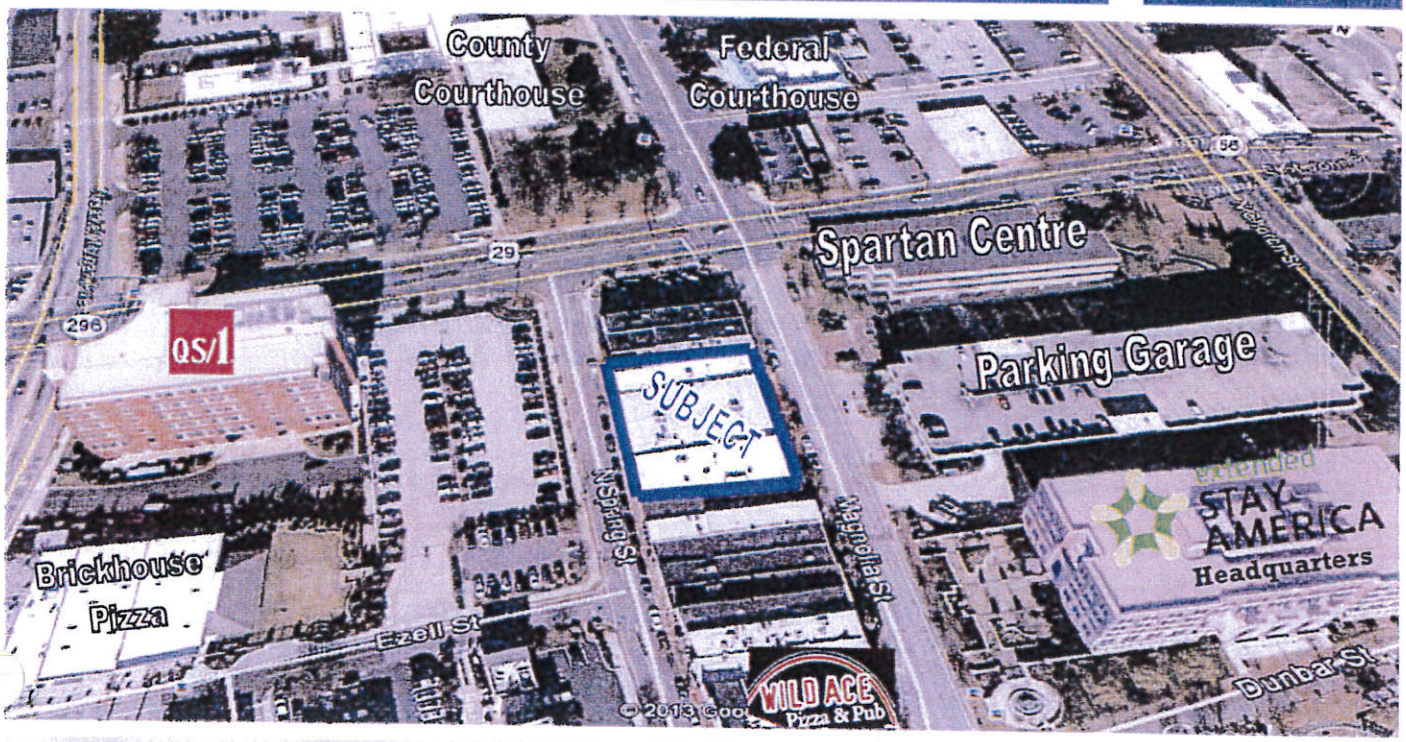
142 Magnolia Street (former Social Security office)

Spartanburg, SC

Site Analysis

Commercial Sales

Development



Spartanburg County Tax Map # 7-12-20-001.00

18,534± sq. ft. office/retail located in the Central Business District

Magnolia Street Level: 11,400± sq. ft.

- Reception area, 2 conference rooms, 5 private offices, workroom, 3 restrooms

N. Spring Street Level: 2,428± sq. ft.

- 6 private offices, conference room, reception area, restroom, kitchenette & storage
- 4705+/- sq. ft. Medical office (former Detox Center) w/lobby, 17 offices, conference room, 5 restrooms, break area, & storage

Sale Price: $969,500

Lease Rate: $8.75 Net, Net, Net

SPENCER/HINES Properties

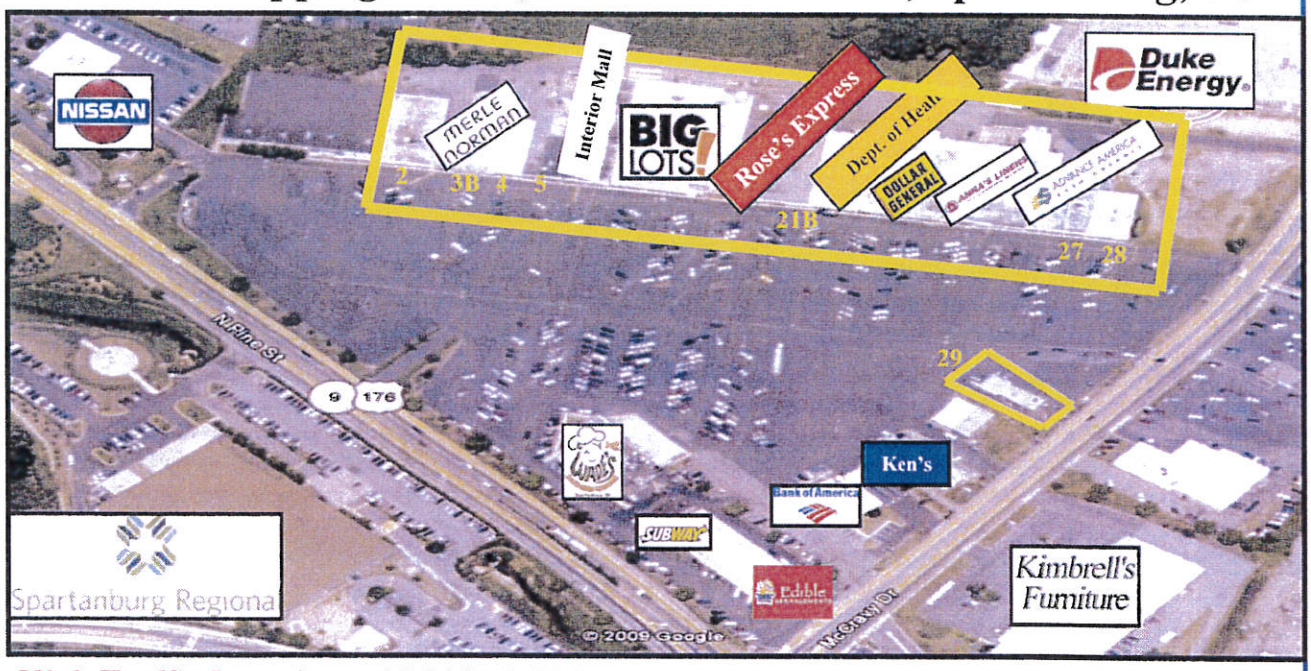
No warranty or representation, expressed or implied, is made to the accuracy of the information contained herein, and the same is submitted subject to errors, omissions, change of price, rental or other conditions, imposed by the principles.

Andy Hayes/Ben Hines, CFP, CCIM
380 S. Pine Street
Spartanburg, SC 29302
Tel 864.583.1001 C – 864-706-0189
Fax 864.585.6188
ahayes@spencerhines.com
benhines@spencerhines.com
www.spencerhines.com

AVAILABLE FOR LEASE

Retail / Office Properties

Pinewood Shopping Center, 1000 N. Pine Street, Spartanburg, SC



High Traffic Location - 35,000 +/- VPD

Convenient to Central Business District

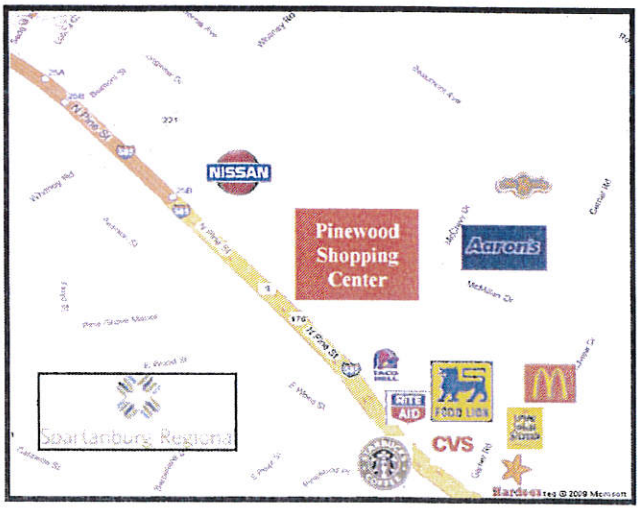
Retail/Office Units w/ Great Visibility:

- Unit 2 = 8500 +/- SF
- Unit 3B = 1500 +/- SF
- Unit 4 = 4462 +/- SF
- Unit 5 = 2500 +/- SF
- Unit 21B = 4100 +/- SF
- Unit 27 = 3125 +/- SF
- Unit 28 = 4000 +/- SF (Endcap)
- Unit 29 = 2000 +/- SF (stand alone building)

Retail/Office Units in the Interior Mall Area

- 525 +/- SF
- 1018 +/- SF

✓ All Utilities Available
✓ Great Visibility
✓ Large Lighted Common Parking Area
✓ Owner will up-fit to tenants specifications
✓ On-Site Security
✓ Tax ID# a/p/o 7-08-14-074.00

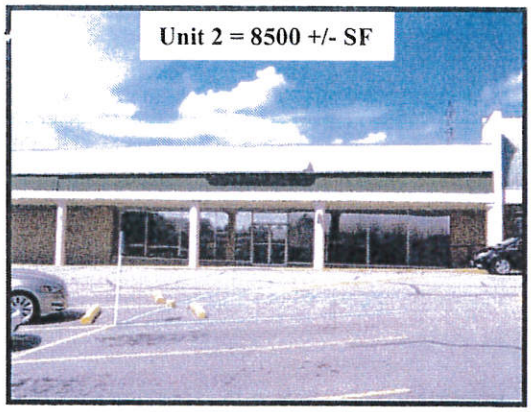


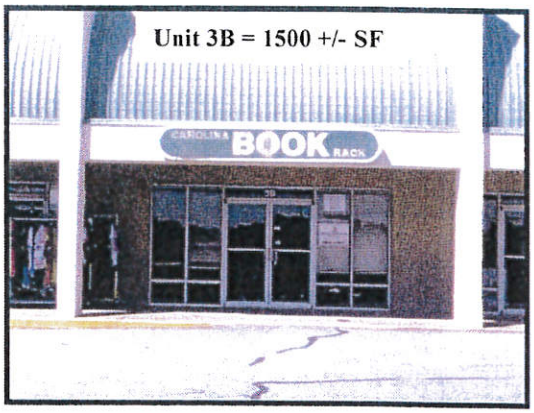
Lease Rate: $9.00 / SF NNN - Rear

SPENCER/HINES Properties

Dale Seay
380 S. Pine Street
Spartanburg, SC 29302
Tel 864-583-1001 Cell 864-590-7658
Fax 864-585-6188
daleseay@spencerhines.com
www.spencerhines.com

No warranty or representation expressed or implied, is made to the accuracy of the information contained herein, and same is submitted to errors, omissions, change of price, rental or other conditions, withdrawals without notice and to any special listing conditions imposed by our principles. All owner discretionary rights expressly reserved.


Unit 2 = 8500 +/- SF


Unit 3B = 1500 +/- SF
CAROLINA BOOK RACK

Unit 4 = 4462 +/- SF

Unit 5 = 2500 +/- SF

Unit 21B = 4100 +/- SF

Unit 27 = 3135 +/- SF

Unit 28 = 4000 +/- SF

Unit 29 = 2000 +/- SF

Interior Mall Area

397 Serpentine Dr

Location: **Spartanburg Cluster**
Spartanburg CBD Submarket
Spartanburg County
Spartanburg, SC 29303

Building Type: **Class C Office/Medical**

Status: **Built 1976**
Stories: **1**
RBA: **9,314 SF**
Typical Floor: **9,314 SF**
Total Avail: **9,314 SF**
% Leased: **0%**

Developer: **-**
Management: **-**
Recorded Owner: **Bucks MPG, LLC**

Expenses: **2014 Tax @ $3.55/sf**
Parcel Number: **7-08-14-019.00, 7-08-14-020.02, 7-08-14-020.03**
Parking: **80 free Surface Spaces are available; Ratio of 7.90/1,000 SF**
Amenities: **Signage**

Floor	SF Avail	Floor Contig	Bldg Contig	Price	Rent/SF/Yr + Svs	Occupancy	Term	Type
P 1st / Suite A	6,614	9,314	9,314	No	$11.00/nnn	Vacant	Negotiable	Direct
P 1st / Suite B	2,700	9,314	9,314	No	$11.00/nnn	Vacant	Negotiable	Direct

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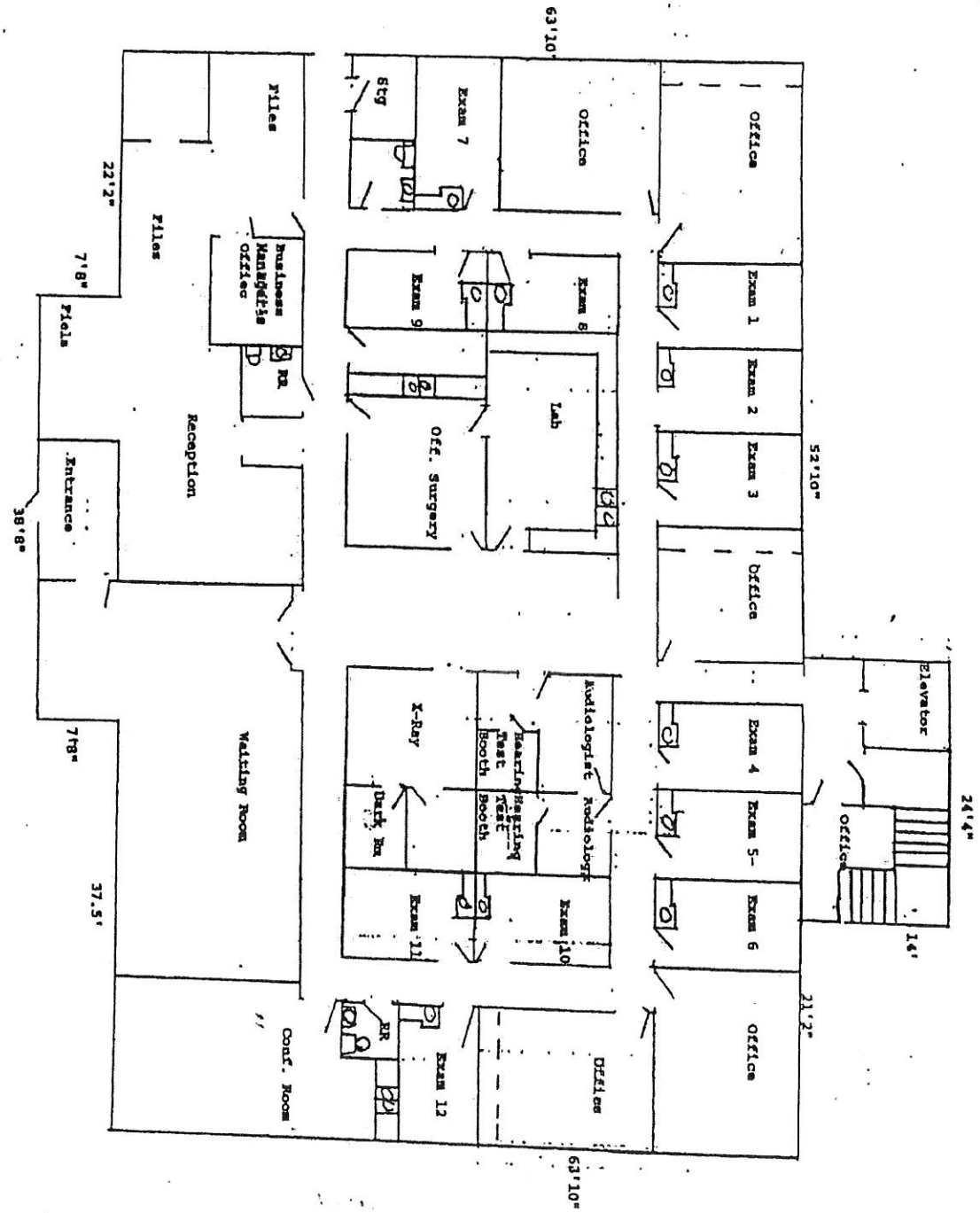
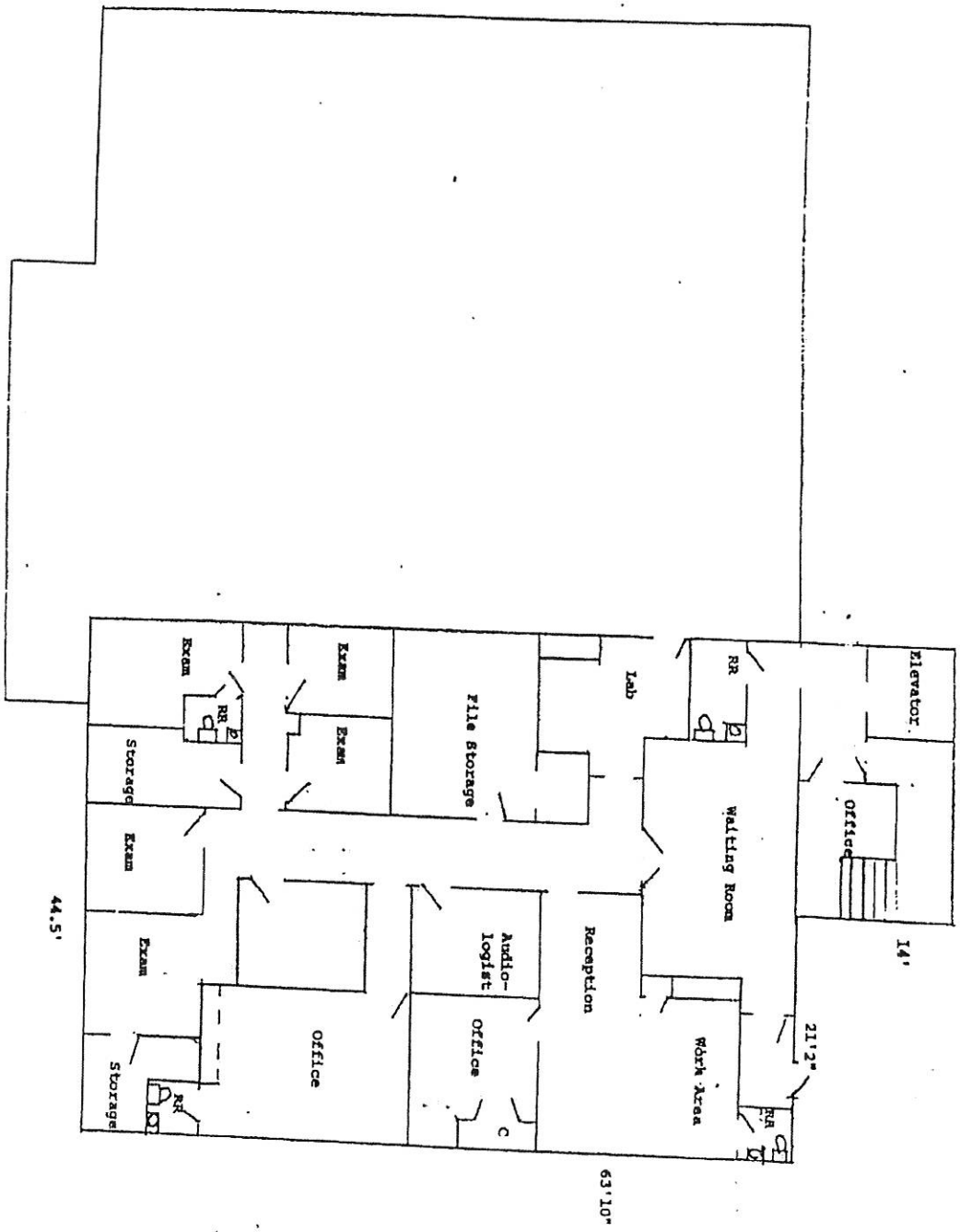
397 Serpentine Dr.

397 Serpentine Dr.
Spartanburg, S.C.
View of Main Level



397 Serpentine Dr.
Spartanburg, S.C.

View of Lower Level



AVAILABLE

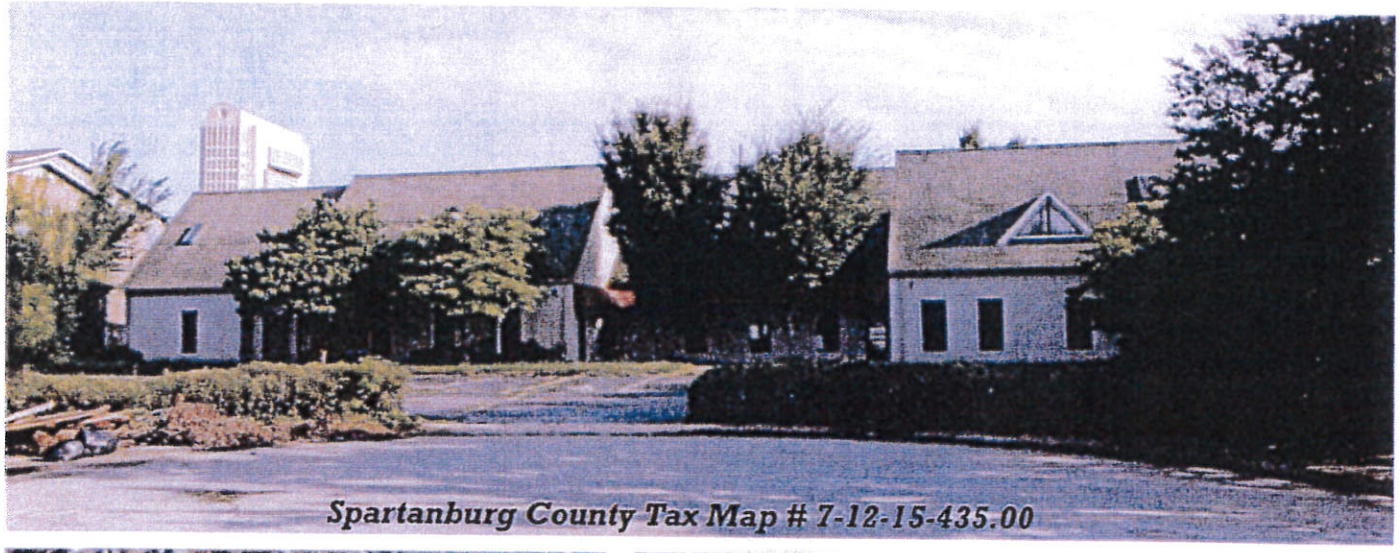
201 Henry Place

Spartanburg, SC 29306

Site Analysis

Commercial Sales

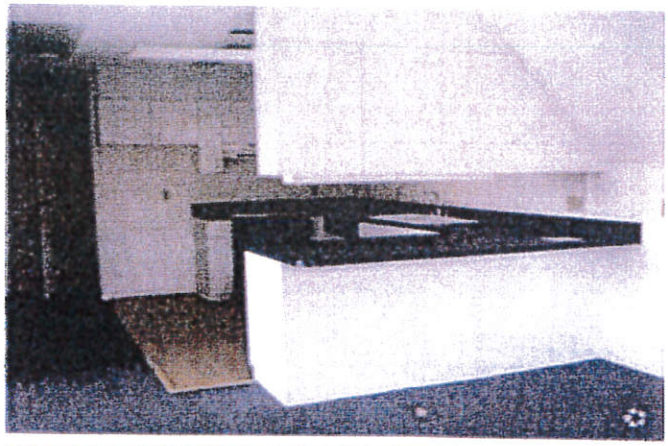
Development

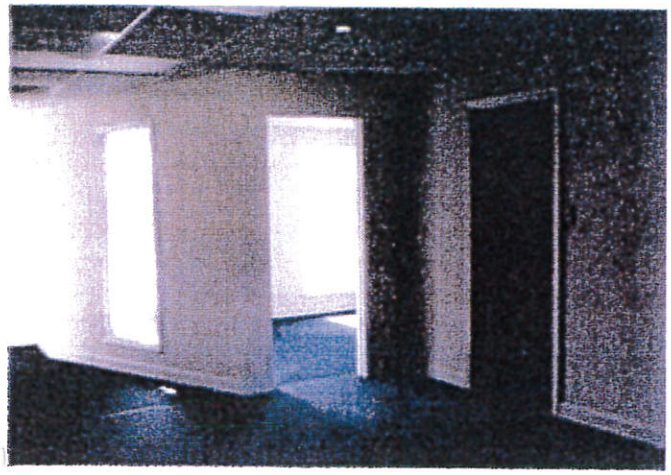


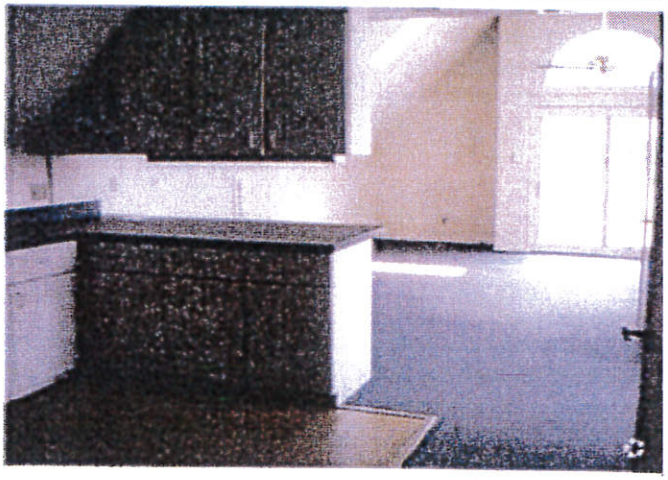
Spartanburg County Tax Map # 7-12-15-435.00

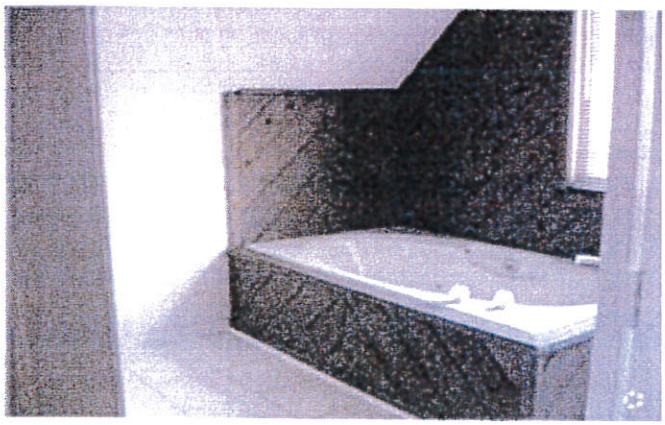
E St John St
W St John St
E Henry St
W Henry St
S Daniel Morgan Ave
Hydrick St
Carlisle St
Spring St
Deborah Dr
Collins Ave
Hilton Ave
Bridgers Ave
S Converse St
Ridgewood Ave
Union St
S Pine St
S Paul St
Warren St
E Park Ave
Dillard St
Hillcrest St
Hillsdale St
Harris Pl
Blake St
Broad St
Mission St
Wofford St
Church St
Magnolia St
Dorman St
Oakland St
Hillsdale St
Hillcrest St
Hillsdale St
Hillsdale St
Hillsdale

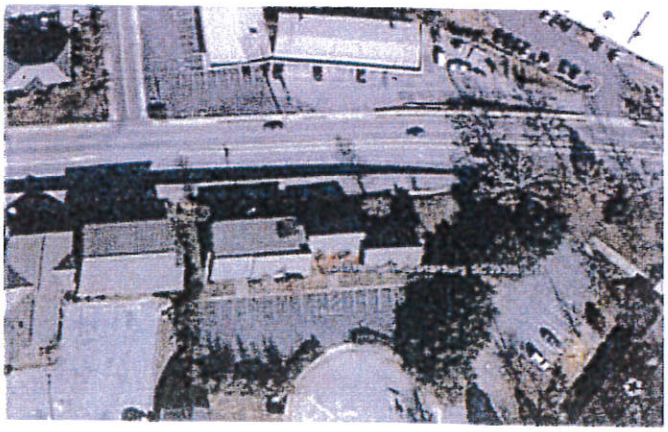
201 Henry Place
Spartanburg, SC

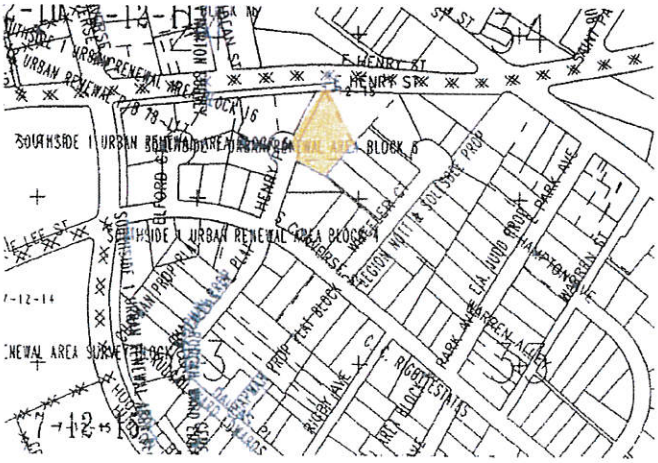












SPENCER/HINES
Properties

For Lease | $12/SF Full Service

269 South Church Street
Spartanburg, SC 29306

"The Courtleigh"

+35,000 SF Office Building

- Executive office space in Downtown Spartanburg
- Located next to Main Post Office and renovated Schuyler Apartments
- 3 blocks from Morgan Square
- On site parking
- Spartanburg County Tax Map No. 7-12-14-351.00

Contact Information:

Tim Satterfield
tsatterfield@cbccaine.com
Phone: 864.342.2322
Cell: 864.415.2373

Beau Gunn
bgunn@cbccaine.com
Phone: 864.342.2355
Cell: 864.497.2730

340 E Main Street, Suite 100 | Spartanburg SC 29302 | 864-585-8713

COLDWELL BANKER COMMERCIAL
CAINE

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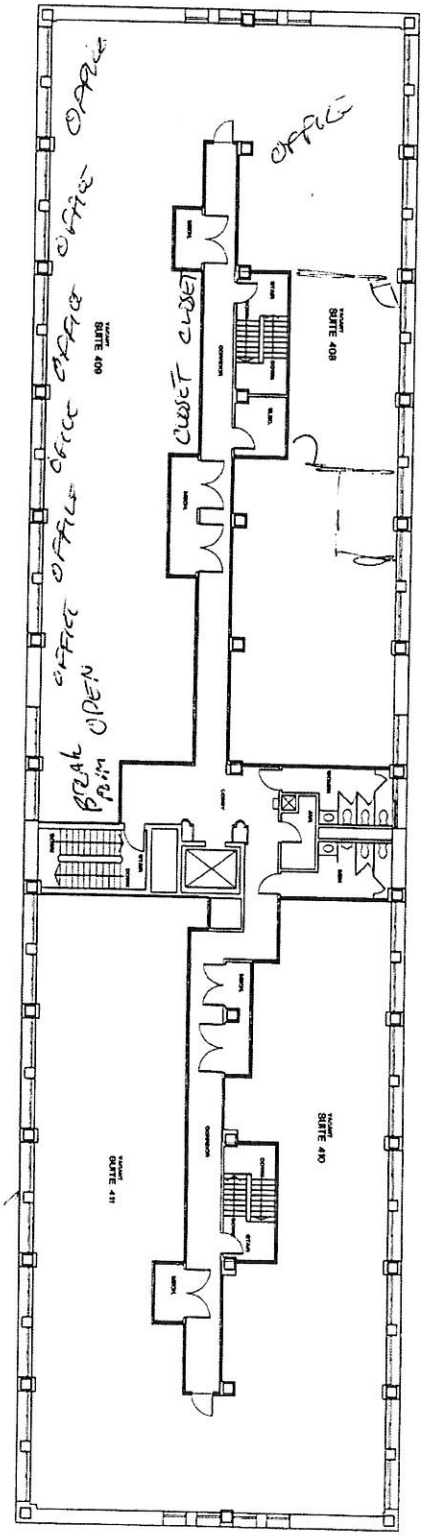

BUILDING NORTH

FOURTH FLOOR PLAN
SCALE: 1/8" = 1'-0"

PRELIMINARY
NOT FOR CONSTRUCTION
EVANS & SCHMIDT • ARCHITECTS

EX1.4	project number: 01.122 date issued: AUGUST 8, 2001 drawn by: TRN checked by: JS	revisions	EXISTING PLAN FOURTH FLOOR	269 SOUTH CHURCH STREET SPARTANBURG, SOUTH CAROLINA	EVANS & SCHMIDT ARCHITECTS 284 MEETING STREET, CHARLESTON, S.C. 29401 (843) 723-6490

SPARTANBURG
HOUSING AUTHORITY
WWW.SHASC.ORG

RESOLUTION NO. 2015-28

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE SPARTANBURG HOUSING AUTHORITY

AUGUST 18, 2015

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

SHA is seeking to rent 10,000 square feet of commercial office space as well as warehouse space of up to 10,000 square feet and facilities for parking vehicles.

Staff recommends adoption of Resolution No. 2015-28, authorizing the Executive Director to enter into a lease agreement for a period of 5-10 years at a cost not to exceed $14/square foot if the utilities and building services are included, or $12/square foot if utilities and building services are not included. The cost per square foot is governed by the term of lease as well as the terms of the lease, which are all negotiable items.

_____
Thomas Lounds, Jr., CHAIR

ATTEST:

_____
SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2015-28

DATE ADOPTED: _____

SPARTANBURG
HOUSING AUTHORITY
WWW.SHASC.ORG

August 18, 2015

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Code of Conduct

RECOMMENDATION:

Amend Spartanburg Housing Authority (SHA) Personnel Policies Employee Handbook to incorporate Code of Conduct.

CONTACT PERSON:

Daryl Dalton
Director of Planning, Development & Resident Services
864-598-6102

SUMMARY:

SHA is applying for a renewal of a grant from the U.S. Department of Housing and Urban Development (HUD) for Resident Opportunities for Self-Sufficiency (ROSS) Service Coordinator. As a part of this grant application and almost all others, HUD requires that Housing Authorities have a Code of Conduct for conducting business in accordance with ethical standards.

BACKGROUND:

While SHA has had such a Code of Conduct for many years, it has never formally included this Code of Conduct in its Personnel Polices and Employee Handbook. SHA would like to correct this omission and amend its Personnel Policies and Employee Handbook to incorporate the attached Code of Conduct. The Code of Conduct would be inserted at the end of Section III. Employment Policies, (III-3) Conflicts of Interest Policy beginning on Page 11. This amendment will be provided to all current SHA employees and all new SHA employees will receive the new amended Personnel Policies and Employee Handbook with the new included Code of Conduct.

FINANCIAL CONSIDERATIONS:

Amending our Personnel Polices and Employee Handbook to incorporate the required Code of Conduct will assist the Authority now and in the future to obtain grant funds.

POLICY CONSIDERATIONS:

This amendment to SHA's Personnel Polices and Employee Handbook will bring the required Code of Conduct in compliance with the necessary requirements.

Respectfully Submitted, _____

Daryl Dalton, Director of Planning, Development & Resident Services
Spartanburg Housing Authority

SPARTANBURG
HOUSING AUTHORITY

WWW.SHASC.ORG

CODE OF CONDUCT

The successful business operation and reputation of the Spartanburg Housing Authority (SHA) is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as scrupulous regard for the highest standards of conduct and personal integrity.

Therefore, it is essential that the Authority establish appropriate ethical standards to guide its personnel in the performance of their duties, so that there will not exist, nor appear to exist, a conflict between private interest and public responsibilities

Employees will not solicit, nor accept, gifts, gratuities, or loans from organizations, business concerns, or individuals with whom he/she has official relationships on business of the Housing Authority. These limitations are not intended to prohibit the acceptance of articles of negligible value, which are distributed generally, nor prohibit employees from obtaining loans from regular lending institutions. It is particularly important that inspectors, contracting officers, and procurement officers guard against relationships, which might be construed as evidence of favoritism, coercion, unfair advantage or collusion.

No employee is allowed to acquire an interest in any contract at a time when he/she has reason to believe that his/her interest will be affected either by his/her official actions or by the official actions of the Housing Authority.

An employee who has a financial interest in a business or activity that he/she has reason to believe may be affected by his/her official actions or by the actions of the Housing Authority will make disclosure of the exact nature and value of his/her interest in writing to the Executive Director in order that an opinion regarding the propriety of this interest can be officially obtained. Any employee who has such an interest shall disqualify himself/herself from participating in any official action directly affecting this interest.

Misconduct or violation of this code of conduct will not be tolerated and may result in disciplinary action, up to and including dismissal.

The Code of Conduct will be distributed to all SHA employees, will be incorporated into the employee personnel policy and distributed to new employees at hire date.

Authorized Official: Terril Bates, Executive Director

201 CAULDER AVENUE, SPARTANBURG, SC 29306
PHONE: 864.598.6000 FAX: 864-598-6155
INFO@SHASC.ORG

EQUAL HOUSING OPPORTUNITY
TTY# 1-800-735-8583

SPARTANBURG
HOUSING AUTHORITY
WWW.SHASC.ORG

RESOLUTION NO. 2015-29

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE SPARTANBURG HOUSING AUTHORITY

AUGUST 18, 2015

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

Staff recommends adoption of Resolution No. 2015-29, authorizing an amendment to the Spartanburg Housing Authority's Personnel Polices and Employee Handbook to incorporate the required Code of Conduct.

_____
Thomas Lounds, Jr., CHAIR

ATTEST:

_____
SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. _____2015-29_____

DATE ADOPTED: _____

SPARTANBURG
HOUSING AUTHORITY
WWW.SHASC.ORG

August 18, 2015

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Purchase Order to LESCO Restorations, Inc.

RECOMMENDATION:

Approval of Purchase Order to LESCO Restorations, Inc. in an amount not to exceed $100,000.00.

CONTACT PERSON:

Daryl Dalton
Director of Planning, Development & Resident Services
864-598-6102

SUMMARY:

The Spartanburg Housing Authority would like to issue and additional purchase order in an amount not to exceed $100,000.00 to LESCO Restorations, Inc. under a State Contract to replace roofs on 11 buildings at Camp Croft Apartments and to make repairs to water damages at the Prince Hall Office/Community Building on an emergency basis.

BACKGROUND:

In late May of 2015, there was sudden heavy downpour, which caused water to leak into the Office/Community Building at Prince Hall, which caused significant damage. Our Insurance Company estimated the cost of repairs to be $7,281.42. As is the building is uninhabitable, we have moved our Staff to an alternate location, notified our Residents and closed the building. We need to make repairs to the building as soon as possible. LESCO Restorations, Inc. has given us their estimate to repair the building at $6,500.00.

The roofs at Camp Croft Apartments have been deteriorating now from some time. During the last storm, we had significant roof leaks in 11 buildings. Although our Staff has made commendable efforts to repair and patch these roofs, we must replace these roofs on the 11 buildings immediately. LESCO Restorations, Inc. has given us an estimate for this work of $86,955.00.

These two work items total to $93,455.00. We would like the purchase order amount to be for an amount not to exceed $100,000.00. This will allow for contingencies, as both of these amounts

are estimates. It is not unusual, especially in roofing work to uncover rotten wood that will need to be replaced, and bring additional costs. If possible, we would also like to be able to use the purchase order to include several additional unit turns.

FINANCIAL CONSIDERATIONS:

The emergency work at the Office/Community Building at Prince Hall will be paid for from the sites regular operating funds and reserves and if necessary from SHA's Capital Funds.

The emergency roofing work on the eleven buildings at Camp Croft will be paid for from the 2014 Capital Fund Budget. SHA has a total of $250,711.76 budget for roofing at Camp Croft. Camp Croft has 50 buildings, 11 buildings of 50 represent 22%. At $86,955.00 for the replacement of roofs for eleven buildings, this will leave a balance of $163,756.76 or 65%. Based upon these numbers, we could potentially have a gap of $36,812.84 when we replace the balance of the roofs. If necessary, we could cover this gap by revising the budget in the 2014 Capital Funds.

POLICY CONSIDERATIONS:

This procurement requires Board approval because it exceeds SHA's small purchase threshold of $10,000.00. In addition, our Procurement Policy allows SHA to purchase materials like these through a Cooperative Purchasing agreement as detailed in section III. F. on page 12 and other provisions of our Procurement Policy as adopted by the Board of Commissioners on September 23, 2014 and revised July 21, 2015.

Respectfully Submitted, _____

Daryl Dalton, Director of Planning, Development & Resident Services
Spartanburg Housing Authority

SPARTANBURG
HOUSING AUTHORITY
WWW.SHASC.ORG

RESOLUTION NO. 2015-30

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE SPARTANBURG HOUSING AUTHORITY

AUGSUT 18, 2015

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

Staff recommends adoption of Resolution No. 2015-30, authorizing a Purchase Order to LESCO Restorations, Inc. in an amount not to exceed $100,000.00 for the emergency replacement of 11 roofs and Camp Crofts Apartments and the emergency repairs to the Office Building / Community Building at Prince Hall and unit turns.

_____
Thomas Lounds, Jr., CHAIR

ATTEST:

_____
SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. _____2015-30_____

DATE ADOPTED: _____