



# **AGENDA AND NOTICE**

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**Board of Commissioners Meeting  
Tuesday, February 16, 2016**



**Spartanburg Housing Authority  
Regular Board Meeting  
Tuesday, February 16, 2016  
5:30 P.M.**

**NOTICE**

The Spartanburg Housing Authority will hold its regularly scheduled meeting at **5:30 p.m. Tuesday, February 16, 2016**, in the Executive Board Room at the Spartanburg Housing Authority offices, located at 2271 S. Pine St., Spartanburg, S.C., 29302

**AGENDA**

**CALL MEETING TO ORDER**

- I. Moment of Silence**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes—January 19, 2016**
- V. Introduction of New Staff**
- VI. Commission Comments**
- VII. Public Comments on Agenda Action Actions**
- VIII. Action Items and Resolutions**
  - 1. Resolution 2016-11: Change Order to Garanco for the Senior Units at Page Lake
  - 2. Resolution 2016-12: Approval of Plans For Disbursement of RAD Funds
  - 3. Resolution 2016-13: Disbursement of RAD Funds to Page Lake Construction
  - 4. Resolution 2016-14: Relocation Coordinator Contract
  - 5. Resolution 2016-15: Unit Turns Contracts
  - 6. Resolution 2016-16: Mold Assessment Contract
  - 7. Resolution 2016-17: Pest Control Contract
  - 8. Resolution 2016-18: Bad-Debts Write Off
  - 9. Resolution 2016-19: Amendment to Resolution 2016-02
  - 10. Resolution 2016-20: Authorization of Trash Chute Cleaning Contract
  - 11. Resolution 2016-21: Approval of Contract For (RAD) Physical Condition Assessments (Pca) - Rpca.
- IX. Information Reports**
  - 1. Dept. of Corrections Contract
  - 2. Auction Analysis
  - 3. Scholarship Update
  - 4. YouthBuild
  - 5. HCV SEMAP High Performer
  - 6. Special Report Re: Oakview Subpoena
- X. Executive Session:**
  - 1. To receive legal advice regarding disclosure of documents requested via a subpoena pursuant to § 30-4-70 (a) (2)
  - 2. To discuss a personnel matter pursuant to Section 30-4-70(a) (1).
- XI. Monthly Reports**
  - 1. Executive Director (Ms. Bates)
  - 2. Finance (Philippe Lindsay)
  - 3. Community and Supportive Services (Valerie Forsberg)
  - 4. Human Resources (Brooke Coleman)
  - 5. Housing Choice Voucher (Tiffany Askew)
  - 6. Development (RAD) (Daryl Dalton)
  - 7. Capital Improvements (Daryl Dalton)
  - 8. Asset Management (Crystal Lewis)
- XII. SHA Staff Comments**
- XIII. Public Comments**
- XIV. Adjournment**





**Approval of Minutes—  
Regular Board Meeting  
January 19, 2016**

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**Board of Commissioners Meeting  
Tuesday, February 16, 2016**

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY OF  
SPARTANBURG, SOUTH CAROLINA  
January 19, 2016**

**MOMENT OF SILENCE—observed**

**PRESENT:** Thomas Lounds, Jr., Andrew Poliakoff, Brenda Thomas, Chuck White, Molly Talbot-Metz, Mac Hogan, and Kittie Collins-Tullis

**ABSENT:** None

The meeting was held in the Executive Board Room of the Spartanburg Housing Authority, 2271 South Pine Street, Spartanburg, SC 29302

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.

**ROLL CALL:** Thomas Lounds, Jr., Brenda Thomas, Chuck White, Kittie Collins-Tullis, Andrew Poliakoff, Molly Talbot-Metz, and Mac Hogan

**APPROVAL OF THE AGENDA:**

A motion to approve the agenda was made by Commissioner White, seconded by Commissioner Thomas, and unanimously carried.

**APPROVAL OF THE MINUTES:**

A motion to approve the minutes of the December 15, 2015 Board Meeting was made by Commissioner White, seconded by Commissioner Thomas, and unanimously carried.

**INTRODUCTION OF NEW STAFF:**

- Ms. Bates introduced the new Housing Operations staff: Crystal Lewis, Harriett DiPasquale, and Rosalyn Henderson.
- Nadine West, a Property Manager with SHA for 35 years with SHA was introduced.
- Alyssa Mulliger from the Spartanburg Herald Journal introduced herself.

**COMMISSIONER COMMENTS:**

- Chairman Lounds made a comment that it was delightful to be in the surroundings of the new building and that it would help the culture of the organization.

- Commissioner White thanked the staff for all of their hard work in the transition of moving while continuing to remain open and working.

**PUBLIC COMMENTS ON AGENDA ACTION ACTIONS:**

- None

**ACTION ITEMS AND RESOLUTIONS:**

**1. Resolution 2016-01: SHA Central Office Cost Center Lease Agreement**

- a. Ms. Bates provided a brief overview to the written resolution and action item.

A motion to approve Resolution 2016-01: SHA Central Office Cost Center Lease Agreement was made by Commissioner Tullis and Seconded by Commissioner Thomas, and unanimously carried.

**2. Resolution 2016-02: Amendment to IT Pro's Contract: Change Order #2**

- a. Ms. Bates provided a brief overview to the written resolution and action item.
- b. Gaetan Hemond, owner of IT Pros, was introduced.
- c. Chairman Lounds commented that the move allowed us to have a more efficient and streamlining of our IT services. Gaetan Hemond responded that yes it had.

A motion to approve Resolution 2016-02: Amendment to IT Pro's Contract: Change Order #2 was made by Commissioner White and Seconded by Commissioner Poliakoff, and unanimously carried.

**3. Resolution 2016-03: Mutual of America Amendment**

- a. Brooke Coleman provided a brief overview to the written resolution and action item.

A motion to approve Resolution 2016-03: Mutual of America Amendment was made by Vice-Chair Talbot-Metz and seconded by Commissioner Hogan, and unanimously carried.

**4. Resolution 2016-04: Authorization to Utilize RHF Funds in the Northside**

- a. Daryl Dalton provided a brief overview to the written resolution and action item.
- b. Question from Commissioner Hogan—Will the Board be notified before any funds are dispersed? Ms. Bates responded, yes, before a final determination is made regarding what will be built it will be brought back to the board.

A motion to approve Resolution 2016-04: Authorization to Utilize RHF Funds in the Northside was made by Commissioner Hogan and seconded by Commissioner Thomas, and unanimously carried.

**5. Resolution 2016-05: Quality Cleaning Services Contract**

- a. Ms. Bates provided a brief overview to the written resolution and action item.
- b. Question from Commissioner White—Is this a one-time cleaning? Ms. Bates responded that yes, it is a one-time cleaning. The property has a full-time janitor and this would serve the purpose of a deep clean of the entire building and all large common spaces.

A motion to approve Resolution 2016-05: Quality Cleaning Services Contract was made by Commissioner Poliakoff and seconded by Vice-Chair Talbot-Metz, and unanimously carried.

**6. Resolution 2016-06: Property Management Contract**

- a. Ms. Bates provided a brief overview to the written resolution and action item.
- b. Question from Commissioner Hogan—Why charge more for some properties? Ms. Bates responded that it has to do with the size of the property and the complexity of the management.
- c. Question from Commissioner White—Who pays for the maintenance? Ms. Bates responded they [Property Management Contract Awardee] do.

A motion to approve Resolution 2016-06: Property Management Contract was made by Commissioner White and seconded by Commissioner Thomas, and unanimously carried.

**7. Resolution 2016-07: Information Technology Contract**

- a. Ms. Bates provided a brief overview to the written resolution and action item.
- b. Question from Commissioner White—Is this the contract that was reviewed by a panel? Ms. Bates responded that yes, three third-party non-SHA employees reviewed the proposals to provide an impartial view.
- c. Question from Commissioner White—Do you believe that down the road you will need to hire staff for the IT department. Ms. Bates responded, No, for an agency this size it is difficult to support a salary, benefits, and training for a full-time IT staff person.

A motion to approve Resolution 2016-07: Information Technology Contract was made by Commissioner Poliakoff and seconded by Commissioner Hogan, and unanimously carried.

**8. Resolution 2016-08: CVR Associates Contract: Change Order #1**

- a. Tiffany Askew and Ms. Bates provided a brief overview to the written resolution and action item.
- b. Ms. Bates made a request that the amount of the financial considerations be amended from \$1,200 to reflect \$2,000.

A motion to approve Resolution 2016-08: CVR Associates Contract: Change Order #1 as amended with a financial consideration of \$2,000 was made by Commissioner White, seconded by Vice-Chair Talbot-Metz, and unanimously carried

**9. Resolution 2016-09: Janitorial Services Contract**

- a. Ms. Bates provided a brief overview to the written resolution and action item.
- b. Question from Chairman Lounds—Is this a bigger job than at Caulder Ave.? Ms. Bates responded that it was not necessarily a bigger job but rather a different one. The new building has larger public restrooms, ceramic tile, carpet and more that makes it different but not necessarily more work.

A motion to approve Resolution 2016-09: Janitorial Services Contract was made by Vice-Chair Talbot-Metz and seconded by Commissioner Hogan, and unanimously carried.

**10. Resolution 2016-10: Purchase and Installation of Hot Water Heaters**

- a. Ms. Bates provided a brief overview to the written resolution and action item.
- b. Chairman Lounds responded that this sounds like a true emergency. Ms. Bates responded that it is and the most important thing is we are dealing with an elderly/disabled property.
- c. Question from Commissioner White—Will these be on a preventative maintenance plan? Ms. Bates responded that all will be replaced and yes, in the future, a preventative maintenance plan will be replaced.
- d. Nadine West explained that the hot water heaters are currently almost 18 years old. Ms. Bates stated that it takes about 4 hours to replace and accommodations will be made for residents to be out of their units for that time period.
- e. Question from Vice-Chair Talbot-Metz—Will the same type of units be installed? Ms. Bates responded new units of the same type will be installed and they are more energy efficient. It would be too costly to change the type of unit.

A motion to approve Resolution 2016-10: Purchase and Installation of Hot Water Heaters was made by Commissioner Hogan and seconded by Commissioner Thomas, and unanimously carried.

**INFORMATION REPORTS:**

**1. Unaudited Financial Statements**

- a. Philippe Lindsay provided a brief overview to the written information report.
- b. CFO Lindsay stated that he is very pleased with the initial draft of the audit report.
- c. Commissioner Hogan and Chairman Lounds expressed that they read through the entire draft and they were impressed as well.

**MONTHLY REPORTS:**

**1. Executive Director (Ms. Bates):**

- a. Ms. Bates provided a brief overview of her written report.
- b. Ms. Bates presented to the Commissioners an award received from the City of Spartanburg for being “Peace Among Mankind” sponsors of the city’s MLK Week Celebration.

- c. Question from Commissioner White—What responsibility do we now have with Caulder Ave.? Ms. Bates explained that we still have some things housed at Caulder Ave. until after the auction on January 30, 2016. The interior of the building where the offices were is essentially cleaned and the utilities remain on for the next month. The City remains in the building and will take over responsibility of the utilities.
2. Finance (Philippe Lindsay):
  - a. CFO Philippe Lindsay provided a brief overview to the written report.
  - b. Please refer to written report for more detailed figures.
  - c. Organizational changes, RAD closing, and the relocation of the COCC will have an impact on the budget. Thus, a revision of the FY16 budget and a presentation of the FY15 audit are expected to be presented at the March Board Meeting.
3. Community and Supportive Services (Valerie Forsberg):
  - a. Valerie Forsberg provided a brief overview of her written report.
4. Human Resources (Brooke Coleman):
  - a. Brooke Coleman provided a brief overview of her written report.
5. Housing Choice Voucher (Tiffany Askew):
  - a. Tiffany Askew provided a brief overview of her written report.
  - b. Tiffany Askew expressed that she works with a great team and she is proud that her team is considered “High Performing”.
  - c. Ms. Bates explained that property owners with vacant properties will be invited to a Meet and Greet with Oakview residents. The City will provide transportation and Case Managers for the Oakview residents. An ad has been placed in the newspaper to advertise this event.
  - d. Ms. Bates explained that she was subpoenaed to attend a deposition by Oakview’s attorney. Ms. Bates has inquired several times with HUD’s General Counsel. Due to not receiving a response from HUD, Ms. Bates engaged the services of an attorney to represent SHA in this matter between the City and Oakview.
6. Development (RAD) (Daryl Dalton):
  - a. Daryl Dalton provided a brief overview to the written report.
  - b. Question from Commissioner Hogan—Are we still the first HA in SC to close a RAD deal? Daryl Dalton responded that yes, the Cammie Clagett RAD deal was the first to close in SC and this [SHA 7] deal is the first RAD deal that consolidated 7 properties.
7. Capital Improvements (Daryl Dalton):
  - a. Daryl Dalton provided a brief overview to the written report.
8. Asset Management (Daryl Dalton):
  - a. Daryl Dalton provided a brief overview to the written report.

- b. Ms. Bates stated that the newly hired staff is fully aware that leasing is a priority.
9. Settlements and Claims/Legal (Ms. Bates):
- a. Ms. Bates provided a brief overview of her written report and there was nothing new to report.
10. Procurement (Ms. Bates):
- a. Ms. Bates provided a brief overview of her written report.
  - b. Ms. Bates responded that there is a number of Requests for Proposals currently active.
  - c. Question from Commissioner White—Does this reflect what we approved today?  
Ms. Bates responded that the report reflects December purchases.

**SHA STAFF COMMENTS:**

- 1. Jessica M. Holcomb stated that there would be a board retreat in February to discuss the up and coming SHA Annual and Five Year Plan. In addition, the “Lunch and Learn” series would resume in February.

**PUBLIC COMMENTS:** None

**EXECUTIVE SESSION:**

A Motion to enter into Executive Session to discuss a personnel matter was made by Commissioner White, seconded by Vice-Chair Talbot-Metz, and unanimously carried.

A Motion to return from Executive Session was made by Commissioner Thomas, seconded by Vice-Chair Talbot-Metz, and unanimously carried.

**ADJOURN:**

A Motion to adjourn was made by Commissioner Thomas, seconded by Commissioner Tullis, and unanimously carried.

Meeting Adjourned.  
Respectfully submitted,

  
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Jessica M. Holcomb, Deputy Special Assistant



# **Action Item & Resolution**

## **2016-11**

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**Board of Commissioners Meeting**  
**Tuesday, February 16, 2016**





February 16, 2016

Spartanburg Housing Authority  
Spartanburg, SC 29306

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**APPROVAL OF CHANGE ORDER TO CONTRACT WITH GARANCO, INC. FOR  
THE CONSTRUCTION OF NEW SENIOR LIVING HOUSING AT PAGE LAKE**

**RECOMMENDATION:**

Authorize the Executive Director to execute change order number 2 with Garanco, Inc. for the construction of New Senior Living Housing at Page Lake.

**CONTACT PERSON:**

Daryl Dalton  
Director of Planning, Development and Resident Services  
(864) 598-6102

**SUMMARY:**

Authorize the Executive Director to approve a Change Order with Garanco, Inc. in the amount of -\$2,990.00 for the construction of New Senior Living Housing at Page Lake.

**BACKGROUND:**

On September 15, 2015, the Board of Commissioners authorized the Executive Director to execute a contract with Garanco, Inc. for the construction of eight Senior Units at Page Lake. In the addition the Board authorized the acceptance of six proposed value engineering deducts (Change Order Number 1) resulting in a total price for construction of \$1,027,855.00. These deducts lowered the cost of the project but did not lower the quality of work. In an effort to continue to Value Engineer the project, lower costs and increase the quality of work Garanco, Inc. has suggested three additional changes. Our Architectural & Engineering firm, Cauthen and Associates has reviewed these changes and recommends them (please see the attached Change Order form). The changes are as follows; in the closets install vinyl coated shelving in lieu of wood shelving -\$890.00, install Hagar 3500 Series IC-core throughout in lieu of Falcon Door Hardware -\$1,800.00 and install Hagar standard duty door hardware in lieu of IC-core at Interior doors -\$300.00. All three items total to a deduct of \$2,990.00.

**FINANCIAL CONSIDERATIONS:**

Approval of this Change Order will lower the current approved total contract amount from \$1,027,855.00 by \$2,990.00 to a new total of \$1,024,865.00. The funds for this project are predominantly being paid through a grant from Spartanburg County.

**POLICY CONSIDERATIONS:**

Our Procurement Policy requires that all Change Orders be approved by the Board of Commissioners therefor this item requires Board Approval.

Respectfully Submitted, \_\_\_\_\_



Daryl Dalton

Director of Planning, Development and Resident Services  
Spartanburg Housing Authority

# CHANGE ORDER

**HOUSING AUTHORITY:**

Housing Authority of Spartanburg  
201 Caulder Avenue- Suite A  
Spartanburg, South Carolina 29306

**CONTRACTOR:**

Garanco, Inc.  
615 W. Main Street  
Pilot Mountain, NC 27401

**ARCHITECT:**

C&A, LLC  
9047 Executive Park Drive, Suite 221  
Knoxville, TN 37923

**CHANGE ORDER NO.:**

TWO (2)

**CFP PROJECT NO.:**

Home Program & Section 8

**DATE:**

12/31/15

**CONTRACT NO.:**

One (1)

**CONTRACT NAME:**

New Senior Living Housing

**CONTRACT DATE:**

10/12/15

**A/E PROJECT NO.:**

2839-02

The Contractor is authorized to execute the following changes to the Contract:

See attached list of Value Engineering Items provided by contractor .

Install vinyl coated shelving in lieu of wood shelving . \$ (890.00)

Install Hagar 3500 Series IC-core through out in lieu of Falcon Door Hardware \$ (1,800.00)

Install Hagar standard duty door hardware in lieu of IC-core at interior doors \$ (300.00)

Total \$ (2,990.00)

**Approved By:**

Owner

Date

Contractor

Date

Architect/Engineer Representative

**Contract Status:**

Original Contract Amount: \$ 1,057,900.00

Net change by previous Change Orders: \$ (30,045.00)

Contract Amount prior to this change: \$ 1,027,855.00

Amount of this Change Order: \$ (2,990.00)

New Contract Amount as of this Change Order: \$ 1,024,865.00

Previous Contract completion date: 07/22/16

Days added to Contract Time by this Change Order: 0

New Contract completion date: 07/22/16



**RESOLUTION NO. 2016-11**

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

**FEBRUARY 16, 2016**

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

Staff recommends adoption of Resolution No. 2016-11, authorizing the Executive Director to execute Change Order Number 2 with Garanco, Inc. in a deduct amount total to \$2,990.00 towards the construction of eight Senior Units at Page.

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-11

DATE ADOPTED: \_\_\_\_\_





# **Action Item & Resolution**

## **2016-12**

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**Board of Commissioners Meeting**  
**Tuesday, February 16, 2016**



February 16, 2016

Spartanburg Housing Authority  
Spartanburg, SC 29306

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**APPROVAL OF PLANS FOR DISBURSEMENT OF RAD FUNDS**

**RECOMMENDATION:**

Authorize the Executive Director to expend funds, which resulted from the proceeds of a Rental Assistance Demonstration (RAD) closing in January 2016.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

Authorize the Executive Director to partially expend proceeds from the RAD Closing in January 2016. Attached is a spreadsheet detailing proposed expenditures.

**BACKGROUND:**

On Thursday, January 14, 2016, SHA participated in a real estate closing for seven properties, transitioned to the RAD program. SHA received a total of \$2,589,537 from closing proceeds.

Recap:	Amount
RAD PROCEEDS	\$ 2,589,537
Less: Insurance reimbursement	\$ (44,115)
Net RAD Proceeds	\$ 2,545,422
Add: Excess operating cash reserve (\$1,204,410 - \$1,000,000)	\$ 204,410
Total RAD Proceeds	\$ 2,749,832

Attached please find a spreadsheet, which details SHA's plans for partial disbursement of these funds.

SHA has included a total of \$200,000 in Architectural and Engineering (A&E) work in this plan. This would include the properly procured assessments for this work, prioritizing the work, developing the necessary documents and preparation of a bid packet for any necessary remediation. The A & E would also be assigned construction management and inspection through completion of various work projects.

SHA occasionally incurs legal expenses, both at the AMP and COCC level. One hundred thousand dollars is requested to cover any legal expenses, which may arise. An RFP for legal services is currently in preparation.

Staff Development is critical to SHA's ongoing success. One hundred thousand dollars is being requested for staff development and training. This would include Finance, Maintenance, Asset Management and Executive Staff. Examples of training that may be approved are Fair Housing, Public Housing compliance, Financial Management, Clerk of the Works, Plumbing, Electrical, Exterminating, Safety, Agency Compliance (OSHA, DOL etc.), Human Resources, Grants Management, RAD updates and workshops designed for executive staff.

There is a plan to reposition the offices at Archibald High-rise to afford more visibility for both staff and residents. The estimated cost of repositioning, painting and renovating the offices is approximately \$20,000.

Finally, SHA would like to budget \$50,000 for Mold Assessments and \$150,000 for Mold Remediation/Abatement. This work will be primarily at Camp Croft and Prince Hall however; these services may occasionally at other Public Housing properties as needed.


#### **FINANCIAL CONSIDERATIONS:**

Funds for these projects are available from RAD proceeds. These funds are not currently reflected in the SHA operating budgets. A budget revision in March will reflect the addition of these funds.

#### **POLICY CONSIDERATIONS:**

Approval of this plan will not be the final approval by the SHA Board of Commissioners. SHA will present contract approvals to the Board of Commissioners in accordance with the SHA Procurement Policy.

Respectfully Submitted,

  
\_\_\_\_\_  
Terril Bates, Executive Director  
Spartanburg Housing Authority

# Planned use of Funds returning to SHA from RAD Closing

No.	Site	General Description	Pay from Unrestricted Funds that return to SHA	Resolution 2015-51 Authorized \$1.5 Million for Camp Croft and Prince Hall	Notes
1	COCC and PH	A&E Expenses	\$ 200,000.00		To complete assessments and prepare scopes of work
2	SHA All	Legal Expenses	\$ 100,000.00		
3	SHA All	Staff Development	\$ 100,000.00		
4	Archibald Hi-Rise	Office Renovation, Painting	\$ 20,000.00		
5	Prince Hall, Camp Croft	Mold Assessments	\$ 50,000.00	\$ 50,000.00	
6	Prince Hall, Camp Croft	Mold Remediation/Abatement	\$ 150,000.00	\$ 150,000.00	
7	Page Lake Senior Units	Grant	\$ 160,631.30		Please see separate Agenda Item 2016-13
8	Page Lake Senior Units	Loan	\$ 160,631.29		Please see separate Agenda Item 2016-13
9					
		<b>TOTAL</b>	<b>\$ 741,262.59</b>	<b>\$ 200,000.00</b>	
		<b>Amount to return to SHA from RAD</b>	<b>\$ 2,749,832.00</b>	<b>\$ 1,500,000.00</b>	
		<b>Difference</b>	<b>\$ 2,008,569.41</b>	<b>\$ 1,300,000.00</b>	





**RESOLUTION NO. 2016-12**

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

**FEBRUARY 16, 2016**

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

Staff recommends adoption of Resolution No. 2016-12, authorizing the Executive Director to expend funds, which resulted from the proceeds of a Rental Assistance Demonstration (RAD) closing in January 2016.

\_\_\_\_\_  
Thomas Lounds, Jr., CHAIR

ATTEST:

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
FOR CLERK USE ONLY

RESOLUTION NO. 2016-12

DATE ADOPTED: \_\_\_\_\_



# **Action Item & Resolution**

## **2016-13**

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**Board of Commissioners Meeting**  
**Tuesday, February 16, 2016**



February 16, 2016

Spartanburg Housing Authority  
Spartanburg, SC 29306

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**APPROVAL OF DISBURSEMENT OF LIMITED RAD PROCEEDS-PAGE LAKES**

**RECOMMENDATION:**

Authorize the Executive Director to obligate limited funds, which are available as proceeds from the recent RAD closing on seven properties.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

Authorize the Executive Director to expend a portion of the proceeds from the RAD Closing in January 2016.

**BACKGROUND:**

On Thursday, January 14, 2016, the final closing took place for seven properties impacted by the RAD Transaction. SHA received a total of \$2,589,537 at closing.

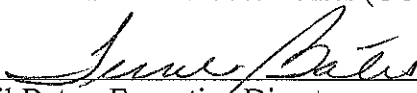
SHA committed to provide \$321,262.59 for completion of the eight units under construction at Page Lakes. Initially, First Citizens bank agreed to provide \$250,000, but redacted the offer several weeks before ground breaking. Staff is recommending that(\$160,631.30 be committed as a grant to the project, and \$160,631.29 be committed as a loan to be repaid from rental revenue, as a 15 year loan.

**FINANCIAL CONSIDERATIONS:**

RAD proceeds are not currently budgeted in the COCC or AMP budgets.

This loan will be amortized for 15 years at a rate of 4.25%. Proceeds from these eight units will pay this debt service which will be paid back to our Central Office Cost Center (COCC).

Respectfully Submitted,

  
\_\_\_\_\_  
Terril Bates, Executive Director  
Spartanburg Housing Authority



**RESOLUTION NO. 2016-13**

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

**FEBRUARY 16, 2016**

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

Staff recommends adoption of Resolution No. 2016-13, authorizing the Executive Director to commit use of proceeds from a recent Rental Assistance Demonstration closing. These funds will complete construction financing at eight units of senior housing currently under construction. A total of \$321,262.59 will be provided, with \$160,631.30 offered as a grant to the project and, \$160,631.29 offered a loan which will be repaid to SHA's Central Office Cost Center, over a 15 year period.

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-13

DATE ADOPTED: \_\_\_\_\_



# **Action Item & Resolution**

## **2016-14**

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**Board of Commissioners Meeting**  
**Tuesday, February 16, 2016**



February 16, 2016

**Spartanburg Housing Authority  
Spartanburg, SC 29306**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**APPROVAL OF CONTRACT TO CINDI HERRERA AND ASSOCIATES, LLC FOR  
RELOCATION COORDINATION SERVICES.**

**RECOMMENDATION:**

Authorize the Executive Director to enter into a contract with Cindi Herrera and Associates, LLC for Relocation Coordination Services.

**CONTACT PERSON:**

Daryl Dalton  
Director of Planning, Development and Resident Services  
(864) 598-6102

**SUMMARY:**

Authorize the Executive Director to enter into a contract with Cindi Herrera and Associates, LLC for Relocation Coordination Services.

**BACKGROUND:**

The Spartanburg Housing Authority (SHA) has recently closed on its SHA7 Rental Assistance Demonstration (RAD) Program for seven properties including Tobias, JC Anderson, Tobias, Barksdale, Leland, Spruce, Gooch and Watson. All 338 units in these seven properties will be rehabilitated, as a minimum every unit will be painted throughout and receive all new flooring. The amount of work will require that each unit will have to be vacant for rehabilitation. The majority of the units are occupied now, but there are however some apartments that are vacant. The plan is for the work to begin at Tobias, the Developer will vacate as many possible units at Tobias as possible. The contractor will then rehab those units, residents will be moved from other occupied units at Tobias to the recently rehabilitated ones and this process will repeat until all of the units have been rehabilitated. The goal will be to move as many residents as possible only one time. There will be however some residents that will have to move more than once.

The Relocation Coordination Services provider will be the contractor who will coordinate all moves, working with the Developer, Construction Company (Empire), Property Manager (Pinnacle), Moving Company, utilities, etc. and SHA. This Relocation Services Contractor will also insure that all of the applicable rules and regulations regarding relocation on a federally



funded project including the Uniform Relocation Act (URA) and RAD are followed and properly documented. Because of the importance of this project and to protect the rights of our Residents we felt that it was very important that this Contractor report directly to SHA.

Cindi Herrera and Associates, LLC is an experienced RAD Relocation Coordination Services provider and has recently completed similar RAD Projects in San Francisco, CA and Atlanta, GA. Cindi Herrera and Associates, LLC is being procured through a "Joinder" or "Piggy-back" contract. The firm was recently selected as a Relocation Coordinator for the North Charleston Housing Authority in North Charleston, South Carolina.

#### **FINANCIAL CONSIDERATIONS:**

This contract will be a not to exceed contract of \$100,000.00. SHA will not actually be paying the bills for this contractor. This is a RAD expense and will be paid by the Developer, through the RAD Development Budget. SHA will approve bills and submit them to the Developer for payment. The project budget includes \$100,000.00 for a Relocation Specialist, \$24,000.00 for Unit turn over costs, \$50,000.00 in Contingency and \$400,000.00 in actual relocation costs.

#### **POLICY CONSIDERATIONS:**

SHA's Procurement Policy does not govern procurements under the Rental Assistance Demonstration (RAD) program.

The Housing Authority of the City of Spartanburg (the "Authority" or "SHA") is participating in the United States Department of Housing and Urban Development's ("HUD") Rental Assistance Demonstration ("RAD") program, the requirements of which are set forth in The Consolidated and Further Continuing Appropriations Act of 2012 (Public Law 111-55) and HUD Notice PIH 2012-32 (HA), REV-1, each as amended from time to time (the "RAD Requirements").

Prior to conversion of any public housing project under RAD and in accordance with RAD Requirements, SHA shall continue to comply with the procurement standards of the SHA's Annual Contributions Contract ("ACC") between the PHA and the U.S. Department of Housing and Urban Development ("HUD"), the HUD Handbook 7460.8 REV-2, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities" ("Procurement Handbook"), the procurement standards of 24 CFR 85.36 (collectively, the ACC, Procurement Handbook and 24 CFR 85.36 referred to herein as "Federal Public Housing Procurement Requirements"), and all applicable state and local laws regarding procurement. After conversion of any public housing project under RAD and in accordance with RAD Requirements, SHA not be mandated to follow Federal Public Housing Procurement Requirements but shall comply will all applicable state and local laws regarding procurement.

Respectfully Submitted, 

Daryl Dalton

Director of Planning, Development and Resident Services  
Spartanburg Housing Authority



**RESOLUTION NO. 2016-14**

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

**FEBRUARY 16, 2016**

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

Staff recommends adoption of Resolution No. 2016-14, authorizing the Executive Director to into a contract with Cindi Herrera and Associates, LLC in an amount not to exceed \$100,000.00 for Relocation Coordination Services.

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-14

DATE ADOPTED: \_\_\_\_\_





# **Action Item & Resolution 2016-15**

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**Board of Commissioners Meeting  
Tuesday, February 16, 2016**



February 16, 2016

Spartanburg Housing Authority  
Spartanburg, SC 29306

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Authorization of 2016 Unit Turns Contract  
Resolution 2016-15**

**RECOMMENDATION:**

Authorize the Executive Director to enter into multiple unit turn contracts with the following vendors: Milton Turn Key, NTE \$50,000 annually for year one and NTE \$25,000 annually for year two; Upstate Multi-Service, NTE \$50,000 annually for year one and NTE \$25,000 annually for year two; and TLAQK, NTE \$50,000 annually for year one and NTE \$25,000 annually for year two. The total not to exceed cost will be \$150,000 for the first year of the contract and NTE \$75,000 in the second year.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

The SHA received proposals from a number of bidders. An evaluation committee selected the awardees based on scoring and pricing. Staff will contact vendors based on their availability and pricing. The total not to exceed cost will be \$150,000 for the first year of the contract and NTE \$75,000 in the second year.

**BACKGROUND:**

SHA occasionally relies on contractors to assist with the preparation of units for re-leasing when move-out conditions exist that exceed the skill of SHA staff. Additionally, there are needs for repair or construction in occupied units when a major plumbing, cabinetry, or carpentry issue arises. Repairs or modifications to common areas or AMP offices may also require contractor services.

SHA anticipates that maintenance staff will be more engaged in the preparation of units than has been required in the past. Contractors will be used in those instances where maintenance cannot complete the unit in a reasonable period of time. Vacant units impact PHAS scoring, and

certainly impact tenants waiting to move into the unit. Contractors may also be used when the level of repair exceeds the skill level of available staff.

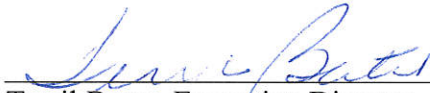
**FINANCIAL CONSIDERATIONS:**

SHA has budgeted \$112,140 in this BLI for FY 2016. Amounts in excess of the budgeted amount will be reflected in an internal budget adjustment. One million dollars of RAD proceeds is targeted for the Camp Croft community, \$400,000 of these proceeds is targeted for the Prince Hall community. The SHA received proposals from a number of bidders. An evaluation committee selected the awardees based on scoring and pricing. Staff will contact vendors based on their availability and pricing. The total not to exceed cost will be \$150,000 for the first year of the contract and NTE \$75,000 in the second year.

**POLICY CONSIDERATIONS:**

This procurement requires Board approval because it exceeds SHA's small purchase threshold of \$10,000.

Respectfully Submitted,

  
\_\_\_\_\_  
Terril Bates, Executive Director  
Spartanburg Housing Authority



**RESOLUTION NO. 2016-15**

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

**FEBRUARY 16, 2016**

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

Staff recommends adoption of Resolution No. 2016-15, authorizing the Executive Director to enter into multiple unit turn contracts with the following vendors: Milton Turn Key, NTE \$50,000 annually for year one and NTE \$25,000 annually for year two; Upstate Multi-Service, NTE \$50,000 annually for year one and NTE \$25,000 annually for year two; and TLAQK, NTE \$50,000 annually for year one and NTE \$25,000 annually for year two. The total not to exceed cost will be \$150,000 for the first year of the contract and NTE \$75,000 in the second year.

\_\_\_\_\_  
Thomas Lounds, Jr., CHAIR

ATTEST:

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
FOR CLERK USE ONLY

RESOLUTION NO. 2016-15

DATE ADOPTED: \_\_\_\_\_



# **Action Item & Resolution**

## **2016-16**

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**Board of Commissioners Meeting**  
**Tuesday, February 16, 2016**





February 16, 2016

Spartanburg Housing Authority  
Spartanburg, SC 29306

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Authorization of 2016 Mold Assessment Contract  
Resolution 2016-16**

**RECOMMENDATION:**

Authorize the Executive Director to enter into a three year contract with a qualified vendor NTE (not to exceed) in the first year and NTE \$25,000 per year in the remaining two years. This will accommodate immediate inspections where there is an indication that this type of inspection may be required. It is anticipated that there will be a few units requiring these special inspections on an ongoing basis. There is an open RFP (2016-4) for this service, with a bid opening date of 2/17/16.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

The SHA is soliciting vendors to provide a specialized inspection related to assessing the level of mold that may be present in specified PHA units. Environmental mold is a naturally occurring element. SHA will use this service to determine that the levels and types of mold spores do not exceed recommended safety levels.

**BACKGROUND:**

SHA has occasionally received reports of mold in public housing, or multi-family units. Review of mold requires expert, licensed professionals to assess and provide recommendations for remediation. The Housing Authority of the City of SPARTANBURG (Authority) is seeking a qualified environmental firm to conduct environmental surveys for the presence of Mold.

It is the current goal of the Housing Authority to stabilize the structure, repair life-safety items, make vacant units rent-ready and rent to eligible households. The first step of the process is this report, which will then help dictate the scope of work to be completed

The Housing Authority seeks to have a comprehensive survey done on an as needed basis in preparation for varying levels of rehabilitation in individual apartment units. For the purposes of this report/survey, it should be assumed that substantial renovation would not occur in all units.

**FINANCIAL CONSIDERATIONS:**

There is currently \$25,000 available in the BLI (budget line item) Maintenance Miscellaneous Contracts. Resolution 2016-12 further requests board approval to apply limited proceeds from the recent RAD project to this BLI. This funding will be redirected to manage any invoices associated with mold prior to the approval of a 2017 budget. The 2017 budget will reflect a contingency annually to cover mold testing.

**POLICY CONSIDERATIONS:**

This procurement requires Board approval because it exceeds SHA's small purchase threshold of \$10,000.

Respectfully Submitted,



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Terril Bates, Executive Director  
Spartanburg Housing Authority



**RESOLUTION NO. 2016-16**

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

**FEBRUARY 16, 2016**

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

Staff recommends adoption of Resolution No. 2016-16, authorizing the Executive Director to enter into a three-year contract with a qualified vendor NTE (not to exceed) in the first year and NTE \$25,000 per year in the remaining two years. This will accommodate immediate inspections where there is an indication that this type of inspection may be required. It is anticipated that there will be a few units requiring these special inspections on an ongoing basis. There is an open RFP (2016-4) for this service, with a bid opening date of 2/17/16.

\_\_\_\_\_  
Thomas Lounds, Jr., CHAIR

ATTEST:

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
FOR CLERK USE ONLY

RESOLUTION NO. \_\_\_\_\_ 2016-16 \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_





# **Action Item & Resolution 2016-17**

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**Board of Commissioners Meeting  
Tuesday, February 16, 2016**



February 16, 2016

**Spartanburg Housing Authority  
Spartanburg, SC 29306**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Authorization of 2016 Integrated Pest Management Contract  
Resolution 2016-17**

**RECOMMENDATION:**

Authorize the Executive Director to enter into multiple contracts with two qualified proposers who will provide Integrated Pest Management Services for public housing and multifamily units. The requested approval amount is NTE \$40,000 over a two-year period.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

The SHA is requesting permission for the Executive Director to enter into a contact with two qualified proposers who will provide integrated pest management services for public housing and multifamily units. This contract covers most common household pests, with the exception of bed bugs. The requested approval amount is NTE \$40,000 over a two year period.

**BACKGROUND:**

The SHA has received proposals from the following companies:

Gregory Pest Solutions  
Affordable Pest Control  
The Pest Bureau

SHA would like to engage in interviews between staff and representatives of these companies to ensure that they have a thorough understanding of our resident and property needs, and the SHA understands what may be required to eradicate pest issues.

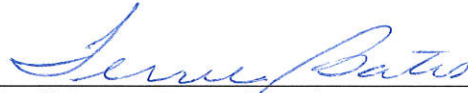
**FINANCIAL CONSIDERATIONS:**

The FY2016 SHA budget supports \$40,000 in the Extermination BLI.

**POLICY CONSIDERATIONS:**

This procurement requires Board approval because it exceeds SHA's small purchase threshold of \$10,000.

Respectfully Submitted,



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Terril Bates, Executive Director  
Spartanburg Housing Authority

Pest Control Bid Opening January 29, 2016

Bidder Company Name		Amount of Bid							
The Pest Bureau	Includes Cammie Clagett Courts	\$3,339	quarterly	\$6,678	semi-annual	\$14,356	yearly	\$26,712	2 year
Affordable Pest Control LLC		\$11,700	quarterly	\$23,400	semi-annual	\$46,000	yearly		
Gregory Pest Solutions		\$1,544	monthly	\$4,632	quarterly	\$4,632	semi annual	\$18,528	yearly \$37,056 2 year

Apparent low bidder The Pest Bureau



**RESOLUTION NO. 2016-17**

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

**FEBRUARY 16, 2016**

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

Staff recommends adoption of Resolution No. 2016-17, authorizing the Executive Director to enter into multiple contracts with two qualified proposers who will provide Integrated Pest Management Services for public housing and multifamily units. The requested approval amount is NTE \$40,000 over a two-year period.

\_\_\_\_\_  
Thomas Lounds, Jr., CHAIR

ATTEST:

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
FOR CLERK USE ONLY

RESOLUTION NO. \_\_\_\_\_ 2016-17 \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_



# **Action Item & Resolution 2016-18**

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**Board of Commissioners Meeting  
Tuesday, February 16, 2016**



**February 16, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**First Quarter FY 2016 Bad Debt Write-offs  
Resolution #2016-18**

**RECOMMENDATION:**

Approve write-off of uncollected accounts receivables from October 1, 2015 – December 31, 2015 in the amount of \$19,113.17.

**CONTACT PERSON:**

Philippe Lindsay  
Chief Financial Officer  
864-598-6029

**SUMMARY:**

The amount presented for board approval for write-off for all properties for the period of October 1, 2015 – December 31, 2015 (first quarter FY 2016) is \$19,113.17 (please refer to the attached summary) compared to the same period in FY 2015 write offs were \$33,916.08 or \$14,802.91 more than in the first quarter this fiscal year.

**BACKGROUND:**

**(Past due Rent Collection Process)**

Tenants are sent a late notice if rent remains unpaid after the eighth day of the month. Indicated in the late notice, the tenant has fourteen days from the date of the letter to pay the outstanding rent amount. The tenant is also advised in the late notice that if rent remains unpaid after the fourteenth day that the landlord would begin eviction proceedings against the tenant. Monthly, subsequent to the above time deadlines if rent is still unpaid and sufficient arrangements have not been made with the site manager, an eviction list is forwarded to the magistrate for processing. These annually uncollected rents are submitted to the Board of Commissioners for approval to be written off.

**FINANCIAL CONSIDERATIONS:**

The Municipal Association of South Carolina (MASC) does not charge Spartanburg Housing Authority for this service. All fees are paid by the past tenants' set-offs collected.

**POLICY CONSIDERATIONS:**

Once approved a detailed listing of the tenants with unpaid rents is submitted to the Municipal Association of South Carolina (MASC) who then works with the South Carolina Department of Revenue (DOR) to offset any tax refund that may be generated for the tenant in the future. During this process, the MASC system generates notices to the past tenant that advised them of the process. A separate notice is also sent at the time an offset is made and a refund is sent to the Spartanburg Housing Authority.

Respectfully Submitted, \_\_\_\_\_  
Philippe Lindsay, Chief Financial Officer  
Spartanburg Housing Authority



		<b>Spartanburg Housing Authority</b>			
		<b>Bad Debt Write Off</b>			
		<b>October 1, 2015 - December 31, 2015</b>			
	<b><u>Properties (AMP's)</u></b>	<b><u>FY 2016</u></b>	<b><u>FY 2015</u></b>	<b><u>Dollars</u></b>	<b><u>Percent</u></b>
		<b><u>1st QTR</u></b>	<b><u>1st QTR</u></b>	<b><u>Inc./ (Dec.)</u></b>	<b><u>Inc/ (Dec)</u></b>
		<b><u>Amount</u></b>	<b><u>Amount</u></b>		
1	Camp Croft	\$ 5,740.13	\$ 148.57	\$ 5,591.56	3763.6%
2	Archibald Village	\$ -	\$ -	\$ -	-
3	Gooch	\$ -	\$ -	\$ -	-
4	Archibald Rutledge	\$ 95.00	\$ 1,035.00	\$ (940.00)	-90.8%
5	Scattered Sites	\$ -	\$ -	\$ -	-
6	Tobias	\$ 741.50	\$ 6,555.20	\$ (5,813.70)	-88.7%
7	Prince Hall	\$ 3,592.73	\$ 15,050.50	\$ (11,457.77)	-76.1%
8	Watson	\$ 353.00	\$ -	\$ 353.00	-
9	Victoria Garden	\$ 3,587.05	\$ 6,355.26	\$ (2,768.21)	-43.6%
10	Barksdale	\$ 1,764.00	\$ 1,588.46	\$ 175.54	11.1%
11	Leland	\$ 752.00	\$ 364.61	\$ 387.39	106.2%
12	Spruce	\$ 1,007.66	\$ -	\$ 1,007.66	-
13	JC Anderson	\$ 1,480.10	\$ 1,712.10	\$ (232.00)	-13.6%
14	Cambridge Place	\$ -	\$ -	\$ -	-
15	JC Bull	\$ -	\$ 469.50	\$ (469.50)	-100.0%
16	SLHC	\$ -	\$ 636.88	\$ (636.88)	-100.0%
17	Liberty	\$ -	\$ -	\$ -	-
18	Appian	\$ -	\$ -	\$ -	-
	<b>Total</b>	<b>\$19,113.17</b>	<b>\$33,916.08</b>	<b>(\$14,802.91)</b>	<b>-43.6%</b>



**RESOLUTION NO. 2016-18**

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

**February 16, 2016**

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

Staff recommends adoption of Resolution No. 2016-18, that the Board of Commissioners approve the write-offs of uncollected rents incurred by vacated tenants for the first quarter of Fiscal Year 2016 (October 1, 2015 – December 31, 2015) in the amount of \$19,113.17. No individual/family may be readmitted to any Federally Funded Program unit until such debt is paid.

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-18

DATE ADOPTED: \_\_\_\_\_



# **Action Item & Resolution 2016-19**

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**Board of Commissioners Meeting  
Tuesday, February 16, 2016**



February 16, 2016

Spartanburg Housing Authority  
Spartanburg, SC 29302

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Amendment to Resolution 2016-02 IT Pro's Contract: Change Order #2**

**RECOMMENDATION:**

Amendment to Resolution 2016-02 that authorized the Executive Director to issue a change order for Information Technology Services to include the move of IT equipment NTE \$20,000. This language of this resolution should have been for payment of CISCO equipment associated with IT infrastructure at 2271 S. Pine St in the amount of \$18,054.63 and \$7,128 to IT Pros for the move of IT equipment from Caulder Ave. to Pine St.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

The resolution incorrectly stated that \$20,000 was the cost to move IT equipment. This resolution should have been for payment of CISCO equipment associated with IT infrastructure at 2271 S. Pine St. Please see the attached invoice for \$18,054.63.

Further, the resolution should have requested \$7,128, as a change order to the existing IT Pros contract for the move of IT equipment, including user workstations and associated equipment from Caulder Ave. and the reconnection of the workstations at Pine St.


**FINANCIAL CONSIDERATIONS:**

The funds to pay for this change order will come from the relocation budget line item.

**POLICY CONSIDERATIONS:**

This procurement requires Board approval because it exceeds SHA's small purchase threshold of \$10,000.

Respectfully Submitted,

  
\_\_\_\_\_  
Terril Bates, Executive Director  
Spartanburg Housing Authority



Date	Quote #
12/23/2015	902

Name / Address
Spartanburg Housing Authority 201 Caulder Avenue Spartanburg, SC 29306

If labor is not listed on this estimate charges may apply for any associated time to install and configure quoted items.

Signature \_\_\_\_\_



Invoice Date:	Invoice #:
1/8/2016	2330a

Spartanburg Housing Authority  
201 Caulder Avenue  
Spartanburg, SC 29306

P.O. Number:	
--------------	--

<b>Sales Tax</b>	\$0.00
<b>Invoice Total</b>	<b>\$7,128.00</b>
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$7,128.00
<b>Customer Balance Total</b>	<b>\$44,310.22</b>

Please remit payment upon receipt. Any invoices unpaid after 30 days will incur a \$40.00 late fee. Thank you for your business.



**RESOLUTION NO. 2016-19**

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

**FEBRUARY 16, 2016**

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

Staff recommends adoption of Resolution No. 2016-19, amending Resolution 2016-02 that authorized the Executive Director to issue a change order for Information Technology Services to include the move of IT equipment NTE \$20,000. This language of this resolution should have been for payment of CISCO equipment associated with IT infrastructure at 2271 S. Pine St in the amount of \$18,054.63 and \$7,128 to IT Pros for the move of IT equipment from Caulder Ave. to Pine St.

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-19

DATE ADOPTED: \_\_\_\_\_



# **Action Item & Resolution**

## **2016-20**

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**Board of Commissioners Meeting**  
**Tuesday, February 16, 2016**





February 16, 2016

Spartanburg Housing Authority  
Spartanburg, SC 29306

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

Authorization of Trash Chute Cleaning Contract  
Resolution 2016-20

**RECOMMENDATION:**

Authorize the Executive Director to enter into a contract with a qualified vendor to clean the trash chutes at Archibald Rutledge Hi-Rise at a NTE amount of \$15,000.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

Archibald Rutledge Hi-Rise is a 12-Story Hi-Rise building. The residents use a trash chute to dispose of their garbage. The vendor will clean the trash chute doors inside and outside, remove any "sludge". Vendor will further service the chutes with an enzyme application and deodorizer. There is no record of this process ever having been completed at Archibald. It is anticipated that it will improve the cleanliness and livability in the building. It is also expected to reduce infestation.

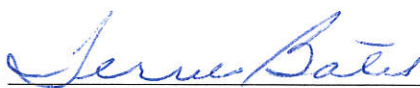
**FINANCIAL CONSIDERATIONS:**

This project will be supported by the Archibald project budget.

**POLICY CONSIDERATIONS:**

This procurement requires Board approval because it exceeds SHA's small purchase threshold of \$10,000.

Respectfully Submitted,

  
\_\_\_\_\_  
Terril Bates, Executive Director  
Spartanburg Housing Authority



**RESOLUTION NO. 2016-20**

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

**FEBRUARY 16, 2016**

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

Staff recommends adoption of Resolution No. 2016-20, authorizing the Executive Director to enter into a contract with a qualified vendor to clean the trash chutes at Archibald Rutledge Hi-Rise at a NTE amount of \$15,000.

\_\_\_\_\_  
Thomas Lounds, Jr., CHAIR

ATTEST:

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
FOR CLERK USE ONLY

RESOLUTION NO. \_\_\_\_\_ 2016-20 \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_



# **Action Item & Resolution**

## **2016-21**

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**Board of Commissioners Meeting**  
**Tuesday, February 16, 2016**



February 16, 2016

Spartanburg Housing Authority  
Spartanburg, SC 29306

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**APPROVAL OF CONTRACT FOR RENTAL ASSISTANCE DEMONSTRATION (RAD)  
PHYSICAL CONDITION ASSESSMENTS (PCA) - RPCA.**

**RECOMMENDATION:**

Authorize the Executive Director to enter into a contract for Rental Assistance Demonstration (RAD) Physical Condition Assessments (PCA) - RPCA.

**CONTACT PERSON:**

Daryl Dalton  
Director of Planning, Development and Resident Services  
(864) 598-6102

**SUMMARY:**

Authorize the Executive Director to enter into a contract for Rental Assistance Demonstration (RAD) Physical Condition Assessments (PCA) - RPCA.

**BACKGROUND:**

The Spartanburg Housing Authority (SHA) has submitted RAD Applications and been issued Commitment of Housing Assistance Payments (CHAPs) for the Public Housing Units in its Low Income Housing Tax Credit Properties (LIHTC). There properties include Country Gardens Estates, Cedar Springs Place and the Southside Projects, which include Collins Park, Cottage Grove, The Ridge at Southport and Independence Place. SHA desires to move forward with its plans to convert the Public Housing Units in these properties from Public Housing to Project Based Voucher (PBV) Housing Choice Voucher (HCV) Section 8 units through HUD's RAD Program. In order to do this, the next step is to have RAD Physical Condition Assessments (PCA) completed for each property.

A Request for Proposals (RFP) for RAD PCAs was issued on January 21, 2016 according to our Procurement Policy. Questions regarding the RFP were due by January 29, 2016, questions were received from three different vendors and answers were provided on January 31, 2016. The proposals are due on February 12, 2016. After the Proposals are received and evaluated, but before the February 16, 2016 Board of Commissioners Meeting tabulation will be distributed to

the Board of Commissioners along with a written Staff recommendation regarding the contract award.

**FINANCIAL CONSIDERATIONS:**

The Spartanburg Housing Authority (SHA) desires to convert the Public Housing Units in each of these existing LIHTC properties from Public Housing to Project Based Voucher (PBV) Housing Choice Voucher (HCV) Section 8 units for two reasons. As PBV units, they will receive more subsidy than they will as Public Housing Units. In addition, the funding stream for the Section 8 is more reliable and more likely to increase and be sustained in the future as opposed to Public Housing subsidies.

The cost of these RPCAs will be paid from SHA's Capital Funds either Program or Replacement Housing Factor Funds.

**POLICY CONSIDERATIONS:**

Because it is anticipated that this contract award will exceed SHA's small purchase threshold of \$10,000.00 the Board of Commissioners approval will be necessary to authorize the Executive Director to enter into a contract.

Respectfully Submitted, \_\_\_\_\_



Daryl Dalton

Director of Planning, Development and Resident Services  
Spartanburg Housing Authority



**RESOLUTION NO. 2016-21**

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

**FEBRUARY 16, 2016**

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

Staff recommends adoption of Resolution No. 2016-21, authorizing the Executive Director to into a contract with the recommended firm for Rental Assistance Demonstration (RAD) Physical Condition Assessments (PCA) - RPCAs.

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-21

DATE ADOPTED: \_\_\_\_\_





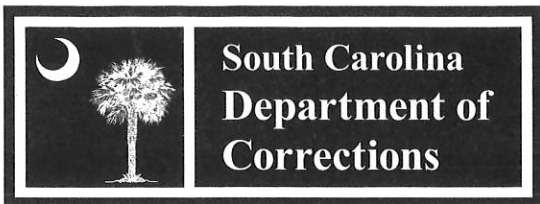
# **Information Reports**

## **Dept. of Corrections**

### **Contract**

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**Board of Commissioners Meeting**  
**Tuesday, February 16, 2016**



South Carolina  
Department of  
Corrections

NIKKI R. HALEY, Governor  
BRYAN P. STIRLING, Director

December 30, 2015

City of Spartanburg Housing Authority  
Attn: Tyrone Meadows  
201 Caulder Avenue  
Spartanburg, SC 29306

Contract ID: # 147

Dear Mr. Meadows:

Enclosed please find the original Inmate Labor Agreement between your Agency and the South Carolina Department of Corrections.

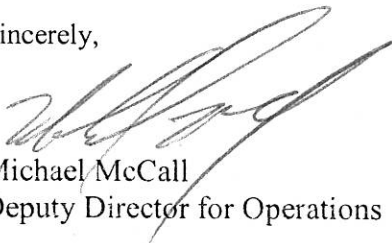
Please review the enclosed Agreement as there are changes from previous years. Upon approval, please **return the original Agreement to Elaine Freeman, Central Classification, Division of Classification and Inmate Records, P.O. Box 21787, Columbia, SC 29221-1787, as soon as possible.** The terms of the Agreement dated July 1, 2014, shall remain in effect pending return of the enclosed.

The South Carolina Department of Corrections continues to undergo many changes regarding policies, procedures and programs; and, public safety remains our priority when changes are implemented. Sentencing reform is working to reduce the number of non-violent work eligible inmates and the Youthful Offender program at SCDC is working to reduce recidivism. Due to these positive outcomes and other changes throughout the Department, the availability of an eligible labor force may be reduced and, consequently, the number of inmates assigned to contracted labor crews may be reduced. However, we intend to supply an inmate labor force to all Contracting Agencies as our population and budget allow. You will be contacted should it become necessary to discontinue any contracts.

If you have any questions or require further information, please contact Elaine Freeman at (803) 896-1771.

We look forward to our continued relationship with your Agency.

Sincerely,



Michael McCall  
Deputy Director for Operations

MM/jbg

Enclosure



NOW THEREFORE, in consideration for these mutual promises and covenants, the parties hereby agree each with the other that;

1. The Department agrees that commencing upon the date of the final signature below, it will provide the Contracting Agency with an appropriate number of able bodied inmates who are assigned to, or are eligible for assignment to, minimum security institutions of the Department to be utilized by the Contracting Agency as a labor force as the Contracting Agency shall require during specified working hours Monday through Friday of each week. The Department further agrees that in the event of an emergency as so determined by the Contracting Agency, the Department will provide said inmates to be used by the Contracting Agency during times other than during the normal work week.

2. It is agreed that inmates meeting all other qualifications will be assigned to said labor force only upon a voluntary basis and signed statements reflecting such willingness will be required. Moreover, the Contracting Agency shall have the right to refuse to accept specific inmates offered for said labor force.

3. It is agreed that assignment of inmates to and utilization by the Contracting Agency will be without regard to race, creed, color, or national origin. The Contracting Agency shall comply with all applicable laws governing discrimination.

4. a. It is agreed that assignment of inmates to an employment activity will be the responsibility of the Contracting Agency; however, the Contracting Agency will ensure that the inmates will not be working under hazardous conditions or in activities that would be in violation of the Occupational Safety and Health Act and State Laws and/or Court Decisions or Consent Decrees, including the prohibition against using inmates on construction projects.

b. The Contracting Agency will also ensure that the inmates are not used in a capacity that requires or permits them to supervise other inmates, other offenders, or any other persons, nor requires or permits them to represent or to act on behalf of any entity, authority, or individual.

c. Further, the Contracting Agency will ensure that the inmate labor force shall not be assigned to an employment activity that may

be expected to result in occupational exposure to Bloodborne Pathogens; however, should the duties of the work performed constitute occupational exposure, it will be the Contracting Agency's responsibility to ensure that universal precautions are taken.

5. a. Should it be necessary for the Contracting Agency to utilize inmates in positions that require the use of equipment, the Contracting Agency shall provide all necessary safety equipment items, safety and training orientation with respect to the use of such equipment, and direct supervision by its employees of the inmates using such equipment.

b. The Contracting Agency shall ensure that no inmate is allowed to operate a motorized vehicle that requires a driver to be licensed and/or the vehicle to display a license tag. When inmates are assigned to use heavy equipment, mowers, or any other appropriate mechanized apparatus, the Contracting Agency shall ensure that they are properly supervised by trained staff.

c. The Contracting Agency shall assure that inmates receive all training for work activity being performed by inmates as necessary to comply with the Occupational Safety and Health Act and do not violate any regulations issued by the Occupational Safety and Health Administration (OSHA). All inmate training records shall be maintained per OSHA requirements by the Contracting Agency with copies provided to the Department upon request. Verification of training may be maintained on SCDC Form 22-5, "Inmate Training Roster", or the Contracting Agency's internal form(s) but in all instances must contain at a minimum the inmate's name, SCDC number, date and subject of training session, signature, and name of staff member conducting the training.

6. a. The Department shall provide an orientation session relating to supervision and security concerns for all employees of the Contracting Agency who will directly or indirectly supervise inmates.

b. This training will be updated by the Department when and as needed, and re-orientation session will be conducted at least annually. The Contracting Agency will be responsible for ensuring that all of its employees who will be providing direct or indirect supervision of the inmates attend both the initial and annual orientation sessions. Failure to do so can result in contract termination.

c. Each orientation and re-orientation session will be documented. The documentation will include subject matter, dates, duration and names of attendees.

d. The Contracting Agency will inform the Department when the inmate labor supervisors are replaced. The Contracting Agency also agrees to review the records of those persons who may be permitted to act as supervisors of the inmate labor force to ensure that said persons, if previously convicted of violating any law, are not under active supervision of the Department of Probation, Parole and Pardon Services.

e. The Contracting Agency understands that pursuant to section 44-23-1150, South Carolina Code of Laws, 1976, as amended, employees found to have relations or inappropriate contact, as defined by this section, with inmates may be subject to criminal action and imprisonment.

f. The Contracting Agency shall comply with procedures as outlined in current South Carolina Department of Corrections Policies and Procedures relative to inmate relations with news media and others. Specific procedures will be provided to the Contracting Agency and its participating employees during each mandated supervisor orientation.

g. The Contracting Agency shall inform all employees who directly or indirectly supervise inmates that they will be held accountable for violations and/or non-compliance of labor crew rules and regulations and that action may be taken as deemed appropriate and necessary. Serious violations and/or non-compliance will constitute contract termination, unless the Department determines that actions taken by Contracting Agency will prevent further incidents.

h. The Contracting Agency shall abide by all policies and procedures applicable to the inmate labor program as set forth by South Carolina Department of Corrections Policies and Procedures.

i. The SCDC and the Contracting Agency is responsible for the supervision of the inmate labor force and for ensuring that proper accountability for the inmates will be exercised at all times. The Contracting Agency shall immediately report any serious incident or accident involving



an inmate to the Department by notifying the institution to which the inmate is assigned.

7. The SCDC agrees to provide safe transportation of the said inmates to the work site, transportation back to the institution of assignment, and transportation as necessary throughout the workday. The Contracting Agency shall ensure that no inmate is transported in a privately owned vehicle for any reason. The Contracting Agency shall ensure that inmates are not allowed to leave work areas to go to any other location.

8. a. The Contracting Agency agrees that while it has control of the inmate labor force, it will be responsible for providing necessary immediate and prompt medical care that may be required as a result of injury to or illness of an inmate while working as a member of said labor force. If the injury or illness is non-emergent, the inmate will be transported back to the institution of assignment for care.

b. Non-emergent injury or illness consists of:

- 1) Surface lacerations/abrasions when bleeding can be stopped with pressure
- 2) Insect bites/stings, with no episode of shortness of breath
- 3) Simple muscle strains and sprains, showing swelling by no bones protruding or bone abnormality

c. Emergent injury or injury consists of:

- 1) Chest pain or shortness of breath unrelieved by rest
- 2) Laceration or abrasion that appears deep enough to require stitches and when bleeding will not stop with pressure and elevation
- 3) Sudden onset of disorientation or confusion, facial droop and/or complaint of numbness/tingling to any extremity (i.e., legs, arms)
- 4) Falls with head or facial trauma involvement paired with loss of consciousness
- 5) In hot temperatures, heat stroke, inmate stops sweating, appears confused, appears flushed, skin is hot, dry and red (apply cool wet towels, call EMS).

d. Contracting Agency may contact pager number 803-654-3413, for further assistance.

e. Necessary immediate medical care is defined as ensuring that the inmate receives immediate and timely medical attention, whether on-site, in a doctor's office/clinic, or in a hospital setting. Transportation of the inmate, whether by the Contracting Agency vehicle or ambulance, and all expenses related to transportation, will be handled by the Contracting Agency. Costs incurred in the administering of immediate care (i.e., emergency room or office/clinic cost) will be the responsibility of the Contracting Agency. The Department will assume financial responsibility for all medical expenses (hospitalization, scheduled and unscheduled follow-up visits, medication, etc.) upon supervisory control by Department of Corrections' staff and/or return to Department custody of the inmate, provided, however, should it be determined that unsafe conditions and/or improper supervision is the proximate cause of the injury, the Contracting Agency will be solely responsible for all medical care attendant to the injury. If the Contracting Agency and the Department cannot agree that unsafe conditions and or improper supervision is the proximate cause of the injury or are otherwise unable to resolve a dispute over financial responsibility for medical care, the parties agree to submit to non-binding arbitration prior to filing any civil action or other litigation related to this agreement. The arbitrator will be selected by agreement of the parties. The arbitration will proceed in accordance with the South Carolina court-Annexed Alternative Dispute Resolution Rules governing arbitrators and non-binding arbitration. The costs and expenses of the arbitrator shall be split equally between both parties. Each party will be responsible for their own attorney's fees and/or costs, if any.

g. The Contracting Agency shall provide documentation to the Department following each inmate injury requiring medical treatment of any kind. This documentation shall be completed prior to the end of the injured inmate's work shift and provided to the Department as soon as possible but in any instance within 3 calendar day of the injury.

9. The Contracting Agency shall not loan, trade, or permit inmates to perform work for other public entities, for any private enterprises, or for any private citizens, to include employees of contracting agencies.

10. The Contracting Agency shall not allow inmates to enter into private business transactions or other moneymaking activities. The Contracting Agency shall ensure that all labor performed is on behalf of the Contracting Agency and not for the personal benefit of any inmate, employee or other individual. Further, the Contracting Agency shall not allow any item or message to be delivered to any inmate.

11. The Contracting Agency shall not allow the inmates to enter any business establishments, receive visitors, or to use or have access to telephones, personal digital assistants (pdas), or computers.

12. The Contracting Agency agrees that the inmate labor force shall not come in close contact with the general public, except as incidental in the performance of job duties by the labor force and then only with appropriate Contracting Agency supervision. Under no circumstances shall inmates be allowed to receive visitors or interact with persons who claim to be approved visitors, regardless of their alleged relationship or status.

13. The Contracting Agency will ensure that respective municipal and/or county law enforcement agencies are advised as to the use of inmates by the Contracting Agency, and that their assistance in security-related situations may be needed. The Contracting Agency further agrees that in the event any inmate escapes or is unaccounted for while under the Contracting Agency's control, the Contracting Agency will immediately notify the Department's institution of assignment.

14. a. The Contracting Agency shall reimburse the Department the sum of fifteen dollars (\$15.00) per day for each inmate in the labor force to cover all costs. The amount of reimbursement is subject to increase at each annual renewal of this agreement.

b. The Contracting Agency shall reimburse the Department the cost of maintaining the correctional officers that supervise the inmates and the cost of maintaining vehicles utilized in the transportation of the inmate labor force.

c. In respect to this provision, the Department will submit to the Contracting Agency an accounting each month. The Contracting Agency agrees to remit the proper and full amount due by check within thirty (30) days of receipt of such accounting.

15. The Department and the Contracting Agency agree that the terms of this Agreement shall be in effect for a period of one year from the date of the final signature below. Following the initial one-year term of this Agreement, both parties may extend the Agreement for four (4) additional one-year terms by signing a letter of extension. If both parties do not consent in writing to the extension, this Agreement shall terminate at the end of the then existing term. The parties further agree that either party may terminate this Agreement after a period of thirty (30) days following the receipt by the other party of a written notice of such intent or immediately upon mutual consent of the parties. The parties agree that the Department may temporarily suspend the Agreement at any time due to an emergency, or during a period of inquiry and evaluation that is pertinent to the Agreement.

IN WITNESS WHEREOF, SCDC and City of Spartanburg Housing Authority, by their authorized agents, in consideration of the mutual promises, covenants, and conditions exchanged between them, have executed this Agreement to be effective as of the date of the final signature below.

SOUTH CAROLINA DEPARTMENT OF  
CORRECTIONS

BY: \_\_\_\_\_  
Director

DATE: \_\_\_\_\_

WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_

CITY OF SPARTANBURG HOUSING  
AUTHORITY

BY: TERRAL BATES  
Administrator **TERRAL BATES, EXECUTIVE DIRECTOR**

DATE: 02/02/2016

WITNESSES:

O/PA  
Terrence McDonald

**FORM OF CONTRACT**

(STATE OF SOUTH CAROLINA)  
(COUNTY OF SPARTANBURG)

Contract # 2016-083

**Spartanburg Housing Authority  
201 Caulder Ave. Suite A  
Spartanburg, SC 29306**

CONTRACT AGREEMENT ("Agreement" or "Contract") effective January 1, 2016 between the HOUSING AUTHORITY OF THE CITY OF SPARTANBURG ("SHA") located at 201 Caulder Avenue, Suite A, Spartanburg, SC 29306, and South Carolina Department of Corrections, a cabinet Agency in the Executive Branch of Government of the State of South Carolina, by and through its duly authorized agent and Director, hereinafter referred to as ("The Department,") having its principal offices located at P.O. Box 21787 – 4444 Broad River Road, Columbia, SC 29221-1787), for provision of Inmate Labor Services for SHA.

I. PURPOSE:

Witnesses that SHA and The Department for the consideration stated herein mutually agree as follows:

**WITNESSETH**

WHEREAS, The Department may permit the use of inmate labor on State highway projects or other public projects in accordance with Section 24-3-130 and Section 24-13-660 of the South Carolina Code of Laws;

WHEREAS, the SHA is charged with the making of any public improvement for the benefit of the State or with conducting other public service work or related activities in accordance with Section 24-3-130 and Section 24-13-660 of the South Carolina Code of Laws;

WHEREAS, the parties hereto desire to make available the use of inmates who are assigned to or eligible for minimum security institutions as a labor force to be utilized by the SHA,

WHEREAS, The Department has determined based upon all available information that was provided that the SHA has sufficient personnel to adequately supervise the inmates, in accordance with Section 24-3-131 and Section 24-13-660 of the South Carolina Code of Laws; and

WHEREAS, the SHA stipulates that it can and will provide adequate supervision of, and accountability for, the inmates in accordance with Section 24-3-131 and Section 24-13-660 of the South Carolina Code of Laws;



## II. SCOPE OF SERVICES:

NOW THEREFORE, in consideration for these mutual promises and covenants, the parties hereby agree each with the other that;

1) The Department agrees that commencing January 1, 2016 it will provide the SHA with an appropriate number of able-bodied inmates who are assigned to, or are eligible for assignment to, minimum security institutions of The Department to be utilized by the SHA as a labor force as the SHA shall require during specified working hours Monday through Friday of each week. The Department Further agrees that in the event of an emergency as so determined by the SHA, The Department will provide said inmates to be used by the SHA during times other than during the normal work week.

2) It is agreed that inmates meeting all other qualifications will be assigned to labor force only upon a voluntary basis and signed statements reflecting such willingness will be required. Moreover, the SHA shall have the right to refuse to accept specific inmates offered for said labor force.

3) It is agreed that assignment of inmates to and utilization by the SHA will be without regard to race, creed, color, or national origin. The SHA shall comply with all applicable laws on discrimination.

4) A. It is agreed that assignment of inmates to an employment activity will be the responsibility of the SHA; however, the SHA will ensure that the inmates will not be working under hazardous conditions or in activities that would be in violation of the Occupational Safety and Health Act and State Laws and/or Court Decisions or Consent Decrees, including the prohibition against using inmates on construction projects.

B. The SHA will also ensure that the inmates are not used in a capacity that requires or permits them to supervise other inmates, other offenders, or any other persons, nor requires or permits them to represent or to act on behalf of any entity, authority, or individual.

C. Further, the SHA will ensure that the inmate labor force shall not be assigned to an employment activity that may be expected to result in occupational exposure to Blood-borne Pathogens; however, should the duties of the work performed constitute occupational exposure, it will be the SHA's responsibility to ensure that universal precautions are taken.

D. The SHA will inform The Department when the inmate labor supervisors are replaced. The SHA also agrees to review the records of those persons who may be permitted to act as supervisors of the inmate labor force to ensure that said persons, if previously convicted of violating any law, are not under active supervision of The Department of Probation, Parole and Pardon Services.

E. The SHA understands that pursuant to section 44-23-1 150, South Carolina Code of Laws, 1976, as amended, employees found to have relations or inappropriate contact, as defined by this section, with inmates may be subject to criminal action and imprisonment.

F. The SHA shall comply with procedures as outlined in current South Carolina Department of Corrections Policies and Procedures relative to inmate relations with news media and others. Specific procedure will be provided to the SHA and its participating employees during each mandated supervisor orientation.



G. The **SHA** shall inform all employees who directly or indirectly supervise inmates that they will be held accountable for violations and/or non-compliance of labor crew rules and regulations and that action may be taken as deemed appropriate and necessary. Serious violations and/or non-compliance will constitute contract termination, unless **The Department** determines that actions taken by **SHA** will prevent further incidents.

H. The **SHA** shall abide by all policies and procedures applicable to the inmate labor program as set forth by South Carolina Department of Corrections Policies and Procedures.

I. The **SHA** is responsible for the supervision of the inmate labor force and for ensuring that proper accountability for the inmates will be exercised at all times. The **SHA** shall immediately report any serious incident or accident involving an inmate to **The Department** by notifying the institution to which the inmate is assigned.

7. The **SHA** agrees to provide safe transportation of the said inmates to the work site, transportation back to the institution of assignment, and transportation as necessary throughout the workday. The **SHA** shall ensure that no inmate is transported in a privately owned vehicle for any reason. The **SHA** shall ensure that inmates are not allowed to leave work areas to go to any other location.

8. **A.** The **SHA** agrees that while it has control of the inmate labor force, it will be responsible for providing necessary immediate medical care that may be required as a result of injury to or illness of an inmate while a member of said labor force. If the injury or illness is non-emergent, the **SHA** will be responsible for transporting the inmate back to the institution of assignment for care.

**B.** The **SHA** agrees that it will endeavor to provide the most cost effective care available, treating non-emergent injury or illness at the work site whenever possible and emergent injury or illness by arranging for care in a doctor's office/clinic or in a hospital setting. All injuries or illnesses will be reported to **The Department's** medical office using the emergency medical pager number provided by **The Department**.

**C.** Non-emergent injury or illness consists of:

- Surface lacerations/abrasions when bleeding can be stopped with pressure.
- Insect bites/stings, with no episode of shortness of breath
- Simple muscle strains and sprains, showing swelling but no bones protruding or bone abnormality.

**D.** Emergent injury or illness consists of:

- Chest pain or shortness of breath unrelieved by rest
- Laceration or abrasion that appears deep enough to require stitches and when bleeding will not stop with pressure and elevation
- Sudden onset of disorientation or confusion, facial droop and/or complaint of numbness/tingling to any extremity (i.e., legs, arms)
- Falls with head or facial trauma involvement paired with loss of consciousness
- In hot temperatures, heat stroke, inmate stops sweating, appears confused, appears flushed, skin is hot, dry and red (apply cool wet towels, call EMS).

E. SHA may contact pager number 803-654- 3413, for further assistance.

F. Necessary immediate medical care is defined as ensuring that the inmate receives immediate and timely medical attention, whether on-site, in a doctor's office/clinic, or in a hospital setting. Transportation of the inmate, whether by the Contracting Agency vehicle or ambulance, and all expenses related to transportation, will be handled by the SHA. Costs incurred in the administering of immediate care (i.e., emergency room or office / clinic cost) will be the responsibility of the SHA. The Department will assume financial responsibility for all medical expenses (hospitalization, scheduled and unscheduled follow up visits, medication, etc.) upon supervisory control by Department of Corrections' staff and/or return to Department custody of the inmate, provided, however, should the Department in its sole discretion determine that unsafe conditions and/or improper supervision is the proximate cause of the injury, the SHA will be solely responsible for all medical care attendant to the injury thereto

The inmate members of the labor force are not employees of the SHA.

9. The SHA shall not loan, trade, or permit inmates to perform work for other public entities, for any private enterprises, or for any private citizens, to include employees of S agencies.

10. The SHA shall not allow inmates to enter into private business transactions or other moneymaking activities. The SHA shall ensure that all labor performed is on behalf of the SHA and not for the personal benefit of any inmate, employee or other individual. Further, the SHA shall not allow any item or message to be delivered to any inmate.

11. The SHA shall not allow the inmates to enter any Business Establishments, to receive visitors, or to use or have access to telephones, personal digital assistants (pdas), or access to computers.

12. The SHA agrees that the inmate labor force shall not come in close contact with the general public, except as incidental in the performance of job duties by the labor force and then only with appropriate SHA supervision.

13. The SHA will ensure that respective municipal and/or county law enforcement agencies are advised as to the use of inmates by the SHA, and that their assistance in security-related situations may be needed. The SHA further agrees that in the event any inmate escapes or is unaccounted for while under the SHA's control, the SHA will immediately notify The Department's institution of assignment.

#### 14. Compensation

Based on its performance with regard to implementation of the Agreement in accordance with performance of the services required under this agreement, The Department shall be compensated on the basis of a fixed daily rate for work actually performed in accordance with the activities contained in the non-competitive proposal, and shall be fully inclusive of any services stated within the scope of any separate service agreement.

**15. Fee Schedule.** The Department Inmates will work as needed per the following rate schedule:

<u>Classification of Work</u>	<u>Daily Rate</u>
General Labor Services	\$15.00/day/inmate

The contract price shall not be modified for the services stated herein. In the event the scope of services for this Agreement is modified, the contract price shall be modified only by a written amendment to this Agreement executed by authorized officials of both SHA and The Department delivered prior to implementation of such modification, by SHA to The Department.

#### 16. Contract Value

The current total Not-To-Exceed (NTE) annual value of this contract is:

**\$36,000.00**

The Department exceeds the NTE amount at his own risk. The Department is under no obligation to provide additional services that would cause The Department fees to exceed the NTE amount without prior revision of this amount by written change order.

**17. Billing Method:** To receive payment for services rendered pursuant to this contract, The Department shall submit a fully completed invoice for work previously performed to:

**Spartanburg Housing Authority (SHA)  
Attn: Accounts Payable  
201 Caulder Avenue, Suite A  
Spartanburg, SC 29306**

**At a minimum, the invoice shall detail the following information:**

- Payment invoice number;
- Contractor's name, address and telephone number;
- Date of invoice and/or billing period;
- Applicable Contract Number (# 2016-083);
- Brief description of services rendered
- Total dollar amount being billed.

**18. Payment:** The SHA will pay each such properly completed invoice received on a Net/30 basis. Any invoice received not properly completed will not be paid unless and/or until the Contractor complies with the applicable provisions provided in section F of this contract.

## **19. General Terms and Conditions**

### **A. Effective Dates and Renewal Options**

Contract implementation will commence on Friday, January 1, 2016 and is anticipated to last for approximately one (1) year with two (2) one (1) years options, but may vary depending on the needs of the Authority. Any anticipated changes in schedule will be submitted to the **SHA** for approval.

### **B. Termination** (Code of Federal Regulations 24 CFR 85.44)

Subject to the provisions contained below, this contract may be terminated by either party providing thirty (30) days advance written notice of termination. The Authority may terminate this contract for cause, default or negligence on the part of **The Department** at any time without thirty day advance written notice.

### **C. Amendments**

Any changes to this contract, which are mutually agreed upon between **SHA** and **The Department** **SHA** be incorporated in written amendment to this contract and will not become effective until the amendment is signed by each party.

### **D. Evaluation of Contract**

The Executive Director of Spartanburg Housing Authority will review the contract performance on a regular basis to assure compliance.

### **E. Liens**

**The Department** agrees that it will place no liens on the property of **SHA** nor allow any of its subcontractors, suppliers, or s subcontractors to do so. If, however, a lien is placed on the property of **SHA**, in violation of this Paragraph, **The Department** shall, within ten (10) days of receiving notice of the lien from **SHA**, cause it to be removed; by payment, bonding or otherwise. **The Department** also agrees to indemnify and hold harmless **SHA** against any costs or expenses (including attorneys' fees) that shall incurs as a result of the assertion of any lien in violation of this Paragraph, or The Department's failure to remove a lien as required by this Paragraph.

### **F. Indemnification**

**The Department** agrees to indemnify and hold **SHA**, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlement, cost charges, professional fee or another expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceeding , or causes of action of every kind in connection with or arising out of this agreement and / or their performance hereof that are due to the negligence of **THE DEPARTMENT**. **SHA** agrees to indemnify and hold **The Department** and his agents free and harmless from and against any and all loses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities for every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of **The Department's** performance under this Agreement

### G. Reports

Because funding for some activities under this Agreement is being provided by the United States Department of Housing and Urban Development ("HUD"), **SHA** has certain reporting, coordination, and other obligations to HUD with respect to the Agreement. **The Department** agrees to prepare all reports and to assist in preparation of all submissions to HUD and/or to other governmental authorities that are required by applicable law, regulations, rules, guidelines and requirements. All reports and submissions shall be prepared in consultation with and subject to the approval of

### H. Documentation.

**The Department** shall maintain and make available to **SHA**, HUD, the Comptroller General of the United States, and their designated representatives all documentation related to activities **The Department** undertakes, including those that are required by applicable law, regulation, guideline, or requirement.

IN WITNESS WHEREOF, the parties hereto have caused this Instrument to be executed in two (2) original counterparts the day and year first above written.

\_\_\_\_\_  
Attest:

Signature:

By: \_\_\_\_\_

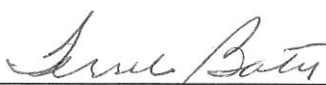
Agency Director

South Carolina Department of Corrections

Street: 4444 Broad River Road

Columbia, SC 29221-1787

Attest:   
11/17/2015

Signature: 

By: Executive Director

Terril Bates. – Executive Director

Spartanburg Housing Authority

201 Caulder Ave. Suite A

Spartanburg, SC 29306



# **Information Reports**

## **Auction Analysis**

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**Board of Commissioners Meeting**  
**Tuesday, February 16, 2016**

**SOUTHEASTERN AUCTION SALES**  
**300 BUB DRIVE**  
**CHESNEE SC 29323**  
**(864) 578-5045**

Page 1

**Seller Number: 1**  
**SPARTANBURG HOUSING AUTHORITY**  
**P O Box 2828**  
**Spartanburg, SC 29304**

**Statement Date :02/05/2016**

**Final Statement For: Spartanburg Housing Authority**

Lot	Description	Quantity	Price	Extension	Grp
1	2005 DODGE NEON - 1B3ES26C85D249757 - 2005 DODGE NEON SN#1B3ES26C85D249757	1	1,600.00	1,600.00	
2	1999 FORD PKP - 1FTYRIOV9XPB82521 - 1999 FORD PICKUP SN#1FTYRIOV9XPB82521	1	900.00	900.00	
3	1999 FORD 1FAF - 1FAFP52UXXA199412 - 1999 FORD 4DS SN# 1FAFP52UXXA199412	1	700.00	700.00	
4	BLACK CAGE	6	10.00	60.00	
4A	ac cages	6	7.50	45.00	
4B	ac cages	4	7.50	30.00	
4C	ac cages	55	5.00	275.00	
5	JOHN DEERE Z TRACK (PARTS). Sold With Lot:6	1	0.00	0.00	+
6	JOHN DEERE RIDING MOWER (PARTS)	1	25.00	25.00	+
7	YARD MACHINE TILLER	1	25.00	25.00	
8	JOHN DEERE DECK MOWER	1	150.00	150.00	
9	WATER BUFFALO	1	50.00	50.00	
9A	meter tank	1	45.00	45.00	
10	BOWL SPREADER (PARTS)	1	45.00	45.00	
11	WALK BEHIND MOWER	1	5.00	5.00	
12	PUSH MOWER	1	5.00	5.00	
13	AUGER	1	325.00	325.00	
14	SCRAPE BLADE	1	275.00	275.00	
14A	kohler mower	1	150.00	150.00	
15	BAGGER ATTACHMENTS	1	350.00	350.00	
16	MASSEY FERGUSON 205 FARM TRACTOR	1	1,100.00	1,100.00	
17	CLUB CAR GOLF CART	1	225.00	225.00	
18	REFRIGERATOR	1	35.00	35.00	
18A	shelving	1	10.00	10.00	
18B	file cab	1	5.00	5.00	
18C	drain cleaner	1	10.00	10.00	
18D	chairs, podium	4	10.00	40.00	
18E	chairs	2	2.50	5.00	
18F	chairs	1	25.00	25.00	
19	WOODEN CABINET	1	10.00	10.00	
20	PIANO	1	5.00	5.00	
21	FILE AND STORAGE CABINETS	1	12.50	12.50	
21A	file cabinets	1	10.00	10.00	
21B	file cabinet	3	5.00	15.00	
21C	file cab.	2	5.00	10.00	
21D	file cab.	1	2.50	2.50	
21E	file cab	1	2.50	2.50	
22	MISC TRIMMER PARTS	1	20.00	20.00	
23	WEED TRIMMERS	1	15.00	15.00	
23A	weed eater	7	5.00	35.00	

\*\*\* CONTINUED ON NEXT PAGE \*\*\*



SOUTHEASTERN AUCTION SALES  
300 BUB DRIVE  
CHESNEE SC 29323  
(864) 578-5045

Page 2

Seller Number: 1  
SPARTANBURG HOUSING AUTHORITY  
P O Box 2828  
Spartanburg, SC 29304

Statement Date :02/05/2016

Final Statement For: Spartanburg Housing Authority

Lot	Description	Quantity	Price	Extension	Grp
24	HEDGE TRIMMERS	2	15.00	30.00	
25	TROY BILT TILLER	1	15.00	15.00	
26	MANTIS TILLER	1	10.00	10.00	
27	YARD MACHINE EDGER	1	10.00	10.00	
28	SNAPPER WALK BEHIND BUSH HOG	1	450.00	450.00	
28A	axel	1	5.00	5.00	
29	SNAPPER WAK BEHIND BUSH HOG	1	500.00	500.00	
30	BACK PAC BLOWERS	5	15.00	75.00	
31A	a/c units	2	25.00	50.00	
31B	a/c units	2	20.00	40.00	
31C	a/c units	10	10.00	100.00	
32	AC UNITS	2	15.00	30.00	
32A	A/C	8	10.00	80.00	
33	AC UNITS	3	15.00	45.00	
33A	A/C UNITS	9	10.00	90.00	
34	AC UNITS	12	15.00	180.00	
36	HOOVER MOWER	2	5.00	10.00	
37	PRINTS	11	2.50	27.50	
38	TABLE	1	5.00	5.00	+
39	TABLE	1	5.00	5.00	+
40	GREASE BOARD & PIN PUSH BOARDS	1	35.00	35.00	
41	CABINET	2	2.50	5.00	
41A	CABINET	5	2.50	12.50	
42	CABINET	1	5.00	5.00	
43	SOLID DOORS	1	10.00	10.00	
44	STORM DOORS	1	20.00	20.00	
45	CONFERENCE TABLE	1	15.00	15.00	
46	MISC FURNISHING	1	150.00	150.00	
46A	FURNITURE	1	100.00	100.00	
46B	TABLE	1	15.00	15.00	
46C	FUNITURE	1	15.00	15.00	
46D	FURNITURE	1	10.00	10.00	
46E	FURNITURE	2	2.50	5.00	
48	MISC FURNISHING	1	25.00	25.00	
48A	FURNITURE	1	10.00	10.00	
48B	FURNITURE	2	5.00	10.00	
48C	FURNITURE	2	5.00	10.00	
48D	FURNITURE	1	5.00	5.00	
49	MISC FURNISHING	4	5.00	20.00	
49A	FURNITURE	1	10.00	10.00	
49B	TREE	1	5.00	5.00	
49C	TABLE	1	2.50	2.50	
49D	FURNITURE	4	25.00	100.00	

\*\*\* CONTINUED ON NEXT PAGE \*\*\*

SOUTHEASTERN AUCTION SALES  
300 BUB DRIVE  
CHESNEE SC 29323  
(864) 578-5045

Page 3

Seller Number: 1  
SPARTANBURG HOUSING AUTHORITY  
P O Box 2828  
Spartanburg, SC 29304

Statement Date :02/05/2016

Final Statement For: Spartanburg Housing Authority

Lot	Description	Quantity	Price	Extension	Grp
50	DREAM WALL	2	5.00	10.00	
51	SMOKE DETECTORS	1	30.00	30.00	
52	FOLDING TABLE	1	7.50	7.50	
53	ARM CHAIRS	4	2.50	10.00	
54	STACKABLE CHAIRS	1	10.00	10.00	
55	STACKABLE CHAIRS	2	10.00	20.00	
57	FOLDING CHAIRS	8	2.50	20.00	
58	AM RAILING SYSTEM	1	600.00	600.00	
59	TASK CHAIRS	13	2.50	32.50	
59A	CHAIRS	1	5.00	5.00	
60	BIFOLD DOORS	2	12.50	25.00	
60A	BI FOLD DOORS	6	10.00	60.00	
61	FOLDING TABLE	2	12.50	25.00	
62	LOCKERS	1	65.00	65.00	
63	PARTITIONS	1	15.00	15.00	
64	GYM LIGHTS	1	140.00	140.00	
65	AC WINDOW UNITS	2	55.00	110.00	
66	MENU BOARD	1	10.00	10.00	
67	PARTITIONS	1	2.50	2.50	
68	COMPUTER TABLES	4	7.50	30.00	
72	COMPUTER TOWERS	1	65.00	65.00	
73	PARTITIONS	1	5.00	5.00	
74	DESK	1	10.00	10.00	
75	WATER FOUNTAIN	1	20.00	20.00	
76	COMPUTER DESK	1	5.00	5.00	
77	MISC ELECTRONICS	1	12.50	12.50	
78	TRUCK BED TOOL BOX	2	30.00	60.00	
78A	toolbox	1	20.00	20.00	
79	ELECTRIC MOTOR	1	70.00	70.00	
80	FILE CABINET	4	5.00	20.00	
81	PUSH BROOMS	1	5.00	5.00	
81A	tar paper	1	5.00	5.00	
83	WATER FOUNTAIN	1	7.50	7.50	
84	CAGE FAN / BUCKETS	1	7.50	7.50	
84A	bag of calcium	1	2.50	2.50	
86	PAPER DISPRNSORS. Sold With Lot:88	1	0.00	0.00	+
87	FIRE EXTINGUISHER	2	10.00	20.00	
87A	fire ext	4	5.00	20.00	
87B	fire ext	2	2.50	5.00	
87C	water taps	4	5.00	20.00	
88	EYE WASH UNIT	1	5.00	5.00	+
89	CART	1	10.00	10.00	
90	MISC DOORS (OUTSIDE)	1	10.00	10.00	

\*\*\* CONTINUED ON NEXT PAGE \*\*\*

SOUTHEASTERN AUCTION SALES  
300 BUB DRIVE  
CHESNEE SC 29323  
(864) 578-5045

Page 4

Seller Number: 1  
SPARTANBURG HOUSING AUTHORITY  
P O Box 2828  
Spartanburg, SC 29304

Statement Date :02/05/2016

Final Statement For: Spartanburg Housing Authority

Lot	Description	Quantity	Price	Extension	Grp
91	CABINET	1	20.00	20.00	
91A	planer	1	50.00	50.00	
91B	router	1	20.00	20.00	
91C	paint mixer	1	95.00	95.00	
92	AV CART	1	2.50	2.50	
93	TRASH CANS	1	5.00	5.00	
94	PALLET OF MISC ELECTRONICS	1	5.00	5.00	
95	PALLET OF MISC ELECTRONICS	1	175.00	175.00	
95A	MISC PALLET	2	25.00	50.00	
95B	MISC PALLET	3	40.00	120.00	
95C	MISC PALLET	1	10.00	10.00	
96	PALLET OF MISC ELECTRONICS	1	10.00	10.00	
96A	MISC PALLET	1	5.00	5.00	
96B	MISC PALLET	1	5.00	5.00	
96C	MISC PALLET	2	2.50	5.00	
97	PALLET OF MISC ELECTRONICS	1	300.00	300.00	
97A	MISC PALLET	1	45.00	45.00	
97B	MISC PALLET	1	35.00	35.00	
97C	MISC PALLET	1	5.00	5.00	
100A	GAS DETECTOR	1	22.50	22.50	
100B	CHRISTMAS DECO	1	2.50	2.50	
100C	VENTS	1	5.00	5.00	
200	MISC	1	5.00	5.00	

Thank you for participating in our auction. Please visit our website for upcoming auctions and consignment deadlines. We appreciate your business.

**Summary of Sales Activity at Spartanburg Housing Authority**

Commissions are Calculated on a Percent of the CUMULATIVE sale.

Statement Totals

149 Lots Sold.

Total Sales

\$ 11,635.00

Less: Commissions

\$ 2,327.00

Total Amount Due

\$ 9,308.00



# **Information Reports**

## **Scholarship Update**

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**Board of Commissioners Meeting**  
**Tuesday, February 16, 2016**



## **Marche Gault Scholarship**

### **HISTORY**

The Spartanburg Housing Authority offers a scholarship opportunity annually to residents of Public Housing to assist students in their pursuit of higher education. This scholarship is for post-secondary educational opportunities at colleges or technical schools. The SHA Scholarship Fund was established in 1997. In 2004 the scholarship was named for Marche Gault, a Spartanburg Housing Authority Resident Services' employee, who passed away in 2003. She was instrumental in developing youth services at SHA including a choir, track team and after school programs.

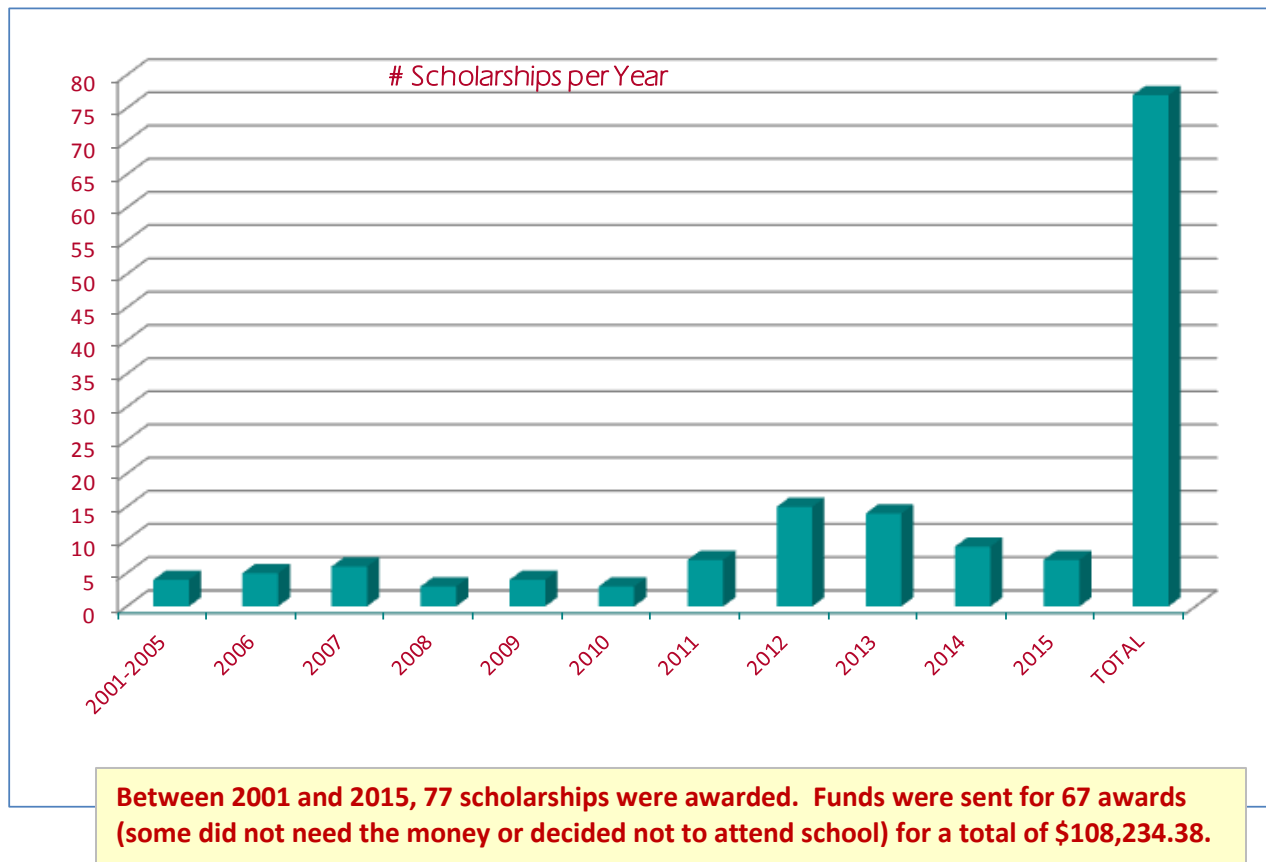
The Marche Gault Scholarship has a maximum annual award cap of \$2,000 per recipient. This scholarship is available to recent high school graduates with a 2.3 GPA or higher, those who have earned their GED, parents desiring to return to school to improve their lives and finally, individuals wanting to be competitive in reentering the work force.

The fund is managed by the Spartanburg Foundation and has a fund balance corpus of \$75,000 for sustainability of the grant, which means the Fund cannot drop below that level. All but one of the contributions to this scholarship fund were made in 2003 or before, with the most recent contribution taking place in 2007. The total amount contributed to this scholarship fund was \$130,441.53.

### **GROWTH**

While the contributions have diminished since the inception of this fund, the need and desire for the scholarship has increased dramatically. Seventy-Seven scholarships have been awarded since 2001. Out of these awards, funds were sent for sixty-seven of them. Some recipients did not need the money after award notices for one reason or another. The total amount distributed was \$108,234.88. Some recipients received awards for more than one year of school. These awards went to a total of fifty-four different recipients between 2001 through 2016. These students attended twenty different schools, with Spartanburg Community College, Spartanburg Methodist College and USC Upstate topping the list.

As you can see from the graph below, only four scholarships were awarded between the time period 2001 to 2005. Between 2006 and 2010, Spartanburg Housing Authority averaged four scholarship awards per year. Between 2012 and 2015, 45 scholarships were awarded.



### FUTURE

In the past, the scholarships had been paid primarily with the interest earned from the Scholarship fund. However, with the increase in scholarship awards over the last few years and the recent negative fluctuations in the investment world, the fund is currently below its fund corpus of \$75,000; the current balance is just over \$70,000.

These scholarships are important to our residents. We have six individuals who are in the middle of obtaining a two-year or a four-year degree and are counting on future scholarships to fund their schooling. In order to continue to offer scholarships for the coming school year 2016-2017, as well as future years, contributions and grants need to be secured. Fundraising ideas include seeking contributions from professional athletes, business professionals and other successful individuals who grew up in Public Housing in Spartanburg, contacting the original contributors, or having a fundraising event or activity. Input and or assistance from the SHA Board of Commissioners in this matter would be greatly appreciated. Knowing that the Spartanburg Housing Authority has a part in changing future generations is satisfaction enough to diligently work to keep this scholarship opportunity alive.



# **Information Reports**

## **YouthBuild Award**

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**Board of Commissioners Meeting**  
**Tuesday, February 16, 2016**





**February 16, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29306**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**INFORMATION ITEM – SPARTANBURG HOUSING AUTHORITY IS AWARDED A YOUTHBUILD GRANT**

**CONTACT PERSON:**

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

**SUMMARY:**

The Spartanburg Housing Authority (SHA) prepared and submitted a YouthBuild grant application to the Department of Labor (DOL) on June 3, 2015 for \$1.1 million. On October 2, 2015, we received notice from DOL that our application was not selected for funding. On December 2, 2015, we received contact from DOL that funds were now available and although we could not be funded at the level that we requested in our grant application, they could award us a grant in the amount of \$994,474.00; this is a difference of \$105,526.00. On Tuesday, December 2, 2016, we did receive our Grant Agreement from the Department of Labor. We have 30 days to revise and submit our budgets and several other documents. The period of performance for this grant will be from January 1, 2016 through April 30, 2019.

**What is YouthBuild?**


YouthBuild programs give low-income young people who have fallen off the edges of society the opportunity to transform their own lives, get back on track to adult responsibility, and give back to their communities. Millions of young people around the world have energy, talent, and intelligence that are being wasted solely for lack of opportunity. There are at least 2.3 million low-income 16-24 year-olds in the United States who are not in education, employment, or training. All are in urgent need of pathways to education, jobs, entrepreneurship, and other opportunities leading to productive livelihoods and community leadership.

YouthBuild programs provide those pathways. They unleash the positive energy of low-income young people to rebuild their communities and their lives, breaking the cycle of poverty with a commitment to work, education, family, and community.

At YouthBuild programs in the United States and across the globe, low-income young people learn construction skills through building affordable housing for homeless and low-income people in their neighborhoods and other community assets such as schools, playgrounds, and community centers.

For unemployed young people who left high school without a diploma, YouthBuild is an opportunity to reclaim their educations, gain the skills they need for employment, and become leaders in their communities.

Respectfully Submitted,



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



**Information Reports**

**HCV SEMAP**

**High Performer**

---

**Board of Commissioners Meeting**  
**Tuesday, February 16, 2016**



February 16, 2016

**Spartanburg Housing Authority  
Spartanburg, SC 29304**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**INFORMATION ITEM – HOUSING CHOICE VOUCHER PROGRAM  
HIGH PERFORMER STATUS**

**CONTACT PERSON:**

Tiffany Askew  
Housing Choice Voucher Manager  
864-598-6053

**SUMMARY:**

Housing Urban Development (HUD) requires that all Public Housing Agency (PHA) administering a Housing Choice Voucher tenant-based assistance program to submit an annual Section Eight Management Assessment Program (SEMAP) Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

The Spartanburg Housing Authority's (SHA) Housing Choice Voucher (HCV) Program, received official HUD notification of High Performer status on the following fourteen (14) indicators:

- Indicator 1: Selection from the waiting list**
- Indicator 2: Rent reasonableness**
- Indicator 3: Determination of adjusted income**
- Indicator 4: Utility allowance schedule**
- Indicator 5: HQS quality control inspections**
- Indicator 6: HQS enforcement**
- Indicator 7: Expanding housing opportunities**
- Indicator 8: FMR limit and payment standards**
- Indicator 9: Annual reexaminations**
- Indicator 10: Correct tenant rent calculations**

**Indicator 11: Pre-contract HQS inspections**

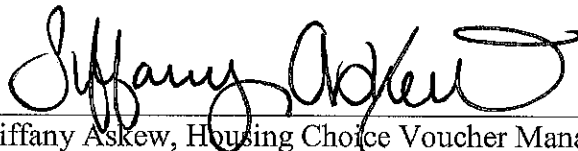
**Indicator 12: Annual HQS inspections**

**Indicator 13: Lease-up**

**Indicator 14: Family self-sufficiency (FSS) enrollment and escrow account balances**

We received a total of 140 points out of a maximum 145.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Tiffany Askew", written over a horizontal line.

Tiffany Askew, Housing Choice Voucher Manager  
Spartanburg Housing Authority



January 12, 2016

Ms. Terril Bates  
Executive Director  
Spartanburg Housing Authority  
2271 South Pine Street  
Spartanburg, SC 29306

Dear Ms. Bates:

Subject: SEMAP Score Fiscal Year End (FYE) September 30, 2015

We have reviewed your Section Eight Management Assessment Program (SEMAP) certification for the Spartanburg Housing Authority for September 30, 2015. As you are aware, SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying PHA capabilities and deficiencies related to the administration of the Section 8 Housing Choice Voucher Program. As a result, HUD is able to provide more effective program assistance to PHAs.

The Spartanburg Housing Authority's final SEMAP score for the fiscal year ended September 30, 2015, is **97%**. The following are your scores on each indicator:

Indicator 1	Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))	15
Indicator 2	Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)	20
Indicator 3	Determination of Adjusted Income (24 CFR part 5 (F) and 24 CFR 982.516)	15
Indicator 4	Utility Allowance Schedule (24 CFR 982.517)	5
Indicator 5	HQS Quality Control (24 CFR 982.405(b))	5
Indicator 6	HQS Enforcement (24 CFR 982.404)	10
Indicator 7	Expanding Housing Opportunities	5
Indicator 8	Payment Standards (24 CFR 982.503)	5
Indicator 9	Timely Annual Reexaminations (24 CFR 5.617)	10
Indicator 10	Correct Tenant Rent Calculations (24 CFR 982, Subpart K)	5
Indicator 11	Pre-Contract HQS Inspections (24 CFR 982.305)	5
Indicator 12	Annual HQS Inspections (24 CFR 982.405(a))	10
Indicator 13	Lease-Up	20
Indicator 14	Family Self-Sufficiency (24 CFR 984.105 and 984.305)	10
Indicator 15	Deconcentration Bonus	NA

Your overall performance rating is **HIGH**.

If your PHA has been rated zero on one or more of the performance indicators, or received a score of less than 8 points on Indicator 14, you must correct these deficiencies within 45 calendar days of the date of this letter. You must also provide this office with written notification describing the status of the deficiencies and corrective actions taken. If the items are not corrected and the notification provided within 45 days, HUD may require a formal corrective action plan.

If you have any questions concerning your SEMAP score or the rating process, please contact Randy Dyal at (803) 765-5312.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Bickley", written over a horizontal line.

Eric Bickley  
Director  
Public Housing Program Center





# **Special Report Re: Oakview Subpoena**

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**Board of Commissioners Meeting  
Tuesday, February 16, 2016**



February 16, 2016

Spartanburg Housing Authority  
Spartanburg, SC 29306

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**SPECIAL REPORT: LEGAL MATTER INVOLVING OAKVIEW APARTMENTS**

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**BACKGROUND:**

The Spartanburg Housing Authority has administered a MODERATE REHABILITATION contract at Oakview Apartments, since March 1991. The contract value is approximately \$730,000, serving a maximum of 105 tenants, in this project-based program.

In June of 2015, SHA staff advised that there was an outstanding contract for funding renewal, for this project. SHA had been informed that the City of Spartanburg had condemned the property for public use. At this time, I elected not to execute the contract, given the outstanding legal issues. There were numerous communications with the HUD Field Office and HUD, D. C. staff, which ultimately resulted in an executed contract. Oakview staff and or attorneys contacted HUD D.C. SHA was informed by HUD D.C. staff of potential regulatory violations if the contract were not signed.

There have been ongoing legal issues between the Oakview legal team and the City of Spartanburg and their legal team. SHA received a copy of a court order, which assigned a date in December, by which the City was to have legal possession of the property. SHA is not a party to the legal issues between Oakview and the City.

A subpoena (case number 2015-CP-42-363) was filed by the Babcock Law Firm. On December 16, 2016, I attended a deposition for several hours at the offices of Attorney Max Hyde, (Counsel for the City of Spartanburg), during which I was questioned by two attorney's representing Oakview. Exhibit A (attached) requested a series of documents. The Attorney has requested the documents during the deposition and was informed that I needed to contact HUD and an Attorney to represent SHA. I believed that the release of thousands of inspection records, containing participant and owner name, addresses, telephone numbers, number of children in the household, as well as notes related to the family personal living situations, may constitute a violation of privacy.

The Columbia Field Office was immediately contacted. A copy of the subpoena furnished as well as an update on the ongoing issues with Oakview. To date I have not received information regarding a position by HUD with regard to this matter.

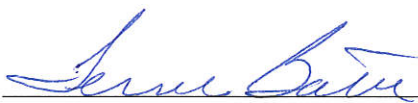
SHA received correspondence from the Babcock Law Firm, dated December 29, 2016, regarding reconvening of the deposition. The communication further stated "if there is going to be an objection, we do need to know so that we can file a motion with the Court" (Copy attached). At this point, I contacted the Banks Law Firm. This firm was selected as it has specialized in SHA and HUD matters for many years. SHA believes that the total cost of legal representation is reduced by the selection of this firm given the fact that we will not be billed for basic research associated with the administration of a HUD program. Time was also an issue, as this matter required immediate attention.

In early February, the Banks Law Firm consulted with me regarding the Federal Privacy Act and State of South Carolina law regarding compliance with subpoena requests. It is their legal opinion that SHA may be forced to release much of the information requested. It was reported that the Banks Attorneys were able to reduce the scope of the release of information to the HCV program inspections only. The initial request essentially requested records for "any projects/units inspected by or on behalf of the Spartanburg Housing Authority since January 2013". The request covered HCV, Public Housing, and Moderate Rehabilitation. An Attorney from the Banks Law Firm is expected to attend the Board of Commissioners meeting, on February 16, 2016 to answer questions and or discuss concerns about this matter.

Although SHA may be forced to release information, it is important that the Board of Commissioners and the general public understand that it is not without hesitation. It is regrettable that public trust of our managing of data required in order for participation may be affected by the release of resident and landlord information. Although the law may require this release, SHA understands and respects the sensitive nature of identification by name and address of those persons whom we are entrusted to serve as well as to those property owners who have chosen to provide housing for our participants.

Further, the staff time involved is considerable. In an initial records pull of approximately 300 inspections, staff spent nearly 4 hours. Each participant record, for each inspection, for each year must be individually accessed by computer, and moved to an electronic folder. There is not a means of providing this information in "mass" distribution manner. The nearly 6000 records that we may now be forced to provide will utilize approximately 135 staff hours. (1.34 minutes per record/6000 records) or more than the equivalent of three weeks. Needless to say, this is valuable time that could and should be used in the service of our program participants. SHA also has and may continue to incur legal fees to defend itself and its customers against an action which it has not instigated, SHA as are its participants unwilling victims in this matter being advanced by a private corporation, the Related Management Company, and its legal representatives.

While we respect the rights of all parties involved, SHA would like to clearly be on record as opposing this action and the actions that it is forced to take in releasing customer information.

Respectfully Submitted,   
Terril Bates, Executive Director  
Spartanburg Housing Authority

STATE OF SOUTH CAROLINA

ISSUED BY THE COMMON PLEAS COURT IN THE COUNTY OF SPARTANBURG

City of Spartanburg,

Condemnor,

v.

SUBPOENA IN A CIVIL CASE

Related Oak View, LLC,

Case Number: 2015-CP-42-363

Landowner,

and

Pending in Spartanburg County

U.S. Bank National Association, et al.,

Other Condemnees

TO: Terril Bates  
Executive Director  
Spartanburg Housing Authority  
201 Caulder Ave., Suite A  
Spartanburg, South Carolina 29306

☐ YOU ARE COMMANDED to appear in the above named court at the place, and time specified below to testify in the above case.

PLACE OF TESTIMONY	COURTROOM
	DATE AND TIME , AM

☒ YOU ARE COMMANDED to appear at the place, date, and time specified below to testify at the taking of a deposition in the above case.

PLACE OF DEPOSITION Max T. Hyde, Jr., Esquire Hyde Law Firm, P.A. 753 E. Main Street, Suite One Spartanburg, South Carolina 29302	DATE AND TIME <b>December 16, 2015 @ 1:00 PM</b>
---	---

☒ YOU ARE COMMANDED to produce and permit inspection and copying of the following documents or objects in your possession, custody or control at the place, date and time specified below (list documents of objects:

See Exhibit A attached.

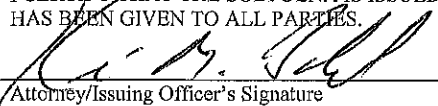
PLACE Max T. Hyde, Jr., Esquire Hyde Law Firm, P.A. 753 E. Main Street, Suite One Spartanburg, South Carolina 29302	DATE AND TIME <b>December 16, 2015 @ 1:00 PM</b>
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☐ YOU ARE COMMANDED to permit inspection of the following premises at the date and time specified below.

PREMISES	DATE AND TIME , AM
----------	--------------------

ANY SUBPOENAED ORGANIZATION NOT A PARTY TO THIS IS HEREBY DIRECTED TO RULE 30(b)(6), SOUTH CAROLINA RULES OF CIVIL PROCEDURE, TO FILE A DESIGNATION WITH THE COURT SPECIFYING ONE OR MORE OFFICERS, DIRECTORS, OR MANAGING AGENTS, OR OTHER PERSONS WHO CONSENT TO TESTIFY ON ITS BEHALF, SHALL SET FORTH, FOR EACH PERSON DESIGNATED, THE MATTERS ON WHICH HE WILL TESTIFY OR PRODUCE DOCUMENTS OR THINGS. THE PERSON SO DESIGNATED TESTIFY AS TO MATTERS KNOWN OR REASONABLY AVAILABLE TO THE ORGANIZATION

I CERTIFY THAT THE SUBPOENA IS ISSUED IN COMPLIANCE WITH RULE 45(c)(1), AND THAT NOTICE AS REQUIRED BY RULE 45(b)(1) HAS BEEN GIVEN TO ALL PARTIES.

  
Attorney/Issuing Officer's Signature

Nov. 25, 2015  
Date

Keith M. Babcock  
Print Name

Attorney for Landowner

Attorney's Address and Telephone Number :

Keith M. Babcock, Lewis Babcock L.L.P., 1513 Hampton Street, Columbia, SC 29201 803-771-8000

Clerk of Court/Issuing Officer's Signature

Date

Print Name

Pro Se Litigant's Name, Address and Telephone Number :



## PROOF OF SERVICE

SERVED	DATE	FEES AND MILEAGE TENDERED TO WITNESS <input type="checkbox"/> YES <input type="checkbox"/> NO   AMOUNT \$
	PLACE	
SERVED ON		MANNER OF SERVICE
SERVED BY		TITLE

## DECLARATION OF SERVER

I certify that the foregoing information contained in the Proof of Service is true and correct.

Executed on \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF SERVER

\_\_\_\_\_  
ADDRESS OF SERVER

Rule 45, South Carolina Rules of Civil Procedures, Parts (c) and (d):

### (c) Protection of Persons Subject to Subpoenas.

(1) A party or an attorney responsible for the issuance and service of a subpoena shall take reasonable steps to avoid imposing undue burden or expense on a person subject to that subpoena. The court on behalf of which the subpoena was issued shall enforce this duty and impose upon the party or attorney in breach of this duty an appropriate sanction, which may include, but is not limited to, lost earnings and a reasonable attorney's fee.

(2)(A) A person commanded to produce and permit inspection and copying of designated electronically stored information, books, papers, documents or tangible things, or inspection of premises need not appear in person at the place of production or inspection unless commanded to appear for deposition, hearing or trial. A party or an attorney responsible for the issuance and service of a subpoena for production of books, papers and documents without a deposition shall provide to another party copies of documents so produced upon written request. The party requesting copies shall pay the reasonable costs of reproduction.

(B) Subject to paragraph (d)(2) of this rule, a person commanded to produce and permit inspection and copying may, within 14 days after service of the subpoena or before the time specified for compliance if such time is less than 14 days after service, serve upon the party or attorney designated in the subpoena written objection to inspection or copying of any or all of the designated materials or of the premises—or to producing electronically stored information in the form or forms requested. If objection is made, the party serving the subpoena shall not be entitled to inspect and copy the materials or inspect the premises except pursuant to an order of the court by which the subpoena was issued. If objection has been made, the party serving the subpoena may, upon notice to the person commanded to produce, move at any time in the court that issued the subpoena for an order to compel the production. Such an order to compel production shall protect any person who is not a party or an officer of a party from significant expense resulting from the inspection and copying commanded.

(3)(A) On timely motion, the court by which a subpoena was issued, or regarding a subpoena commanding appearance at a deposition, or production or inspection directed to a non-party, the court in the county where the non-party resides, is employed or regularly transacts business in person, shall quash or modify the subpoena if it:

(i) fails to allow reasonable time for compliance; or

(ii) requires a person who is not a party nor an officer, director or managing agent of a party, nor a general partner of a partnership that is a party, to travel more than 50 miles from the county where that person resides, is employed or regularly transacts business in person, except that, subject to the provisions of clause (c)(3)(B)(iii) of this rule, such a person may in order to attend trial be commanded to travel from any such place within the state in which the trial is held; or

(iii) requires disclosure of privileged or otherwise protected matter and no exception or waiver applies; or

(iv) subjects a person to undue burden.

(B) If a subpoena:

(i) requires disclosure of a trade secret or other confidential research, development, or commercial information, or

(ii) requires disclosure of an unretained expert's opinion or information not describing specific events or occurrences in dispute and resulting from the expert's study made not at the request of any party, or

(iii) requires a person who is not a party nor an officer, director or managing agent of a party, nor a general partner of a partnership that is a party, to incur substantial expense to travel from the county where that person resides, is employed or regularly transacts business in person, the court may, to protect a person subject to or affected by the subpoena, quash or modify the subpoena or, if the party in whose behalf the subpoena is issued shows a substantial need for the testimony or material that cannot be otherwise met without undue hardship and assures that the person to whom the subpoena is addressed will be reasonably compensated, the court may order appearance or production only upon specified conditions.

**(d) Duties in Responding to Subpoena.**

**(1)(A)** A person responding to a subpoena to produce documents shall produce them as they are kept in the usual course of business or shall organize and label them to correspond with the categories in the demand.

**(B)** If a subpoena does not specify the form or forms for producing electronically stored information, a person responding to a subpoena must produce the information in a form or forms in which it is ordinarily maintained or in a reasonably usable form or forms.

**(C)** A person responding to a subpoena need not produce the same electronically stored information in more than one form.

**(D)** A person responding to a subpoena need not provide discovery of electronically stored information from sources that the person identifies as not reasonably accessible because of undue burden or cost. On motion to compel discovery or to quash, the person from whom discovery is sought must show that the information sought is not reasonably accessible because of undue burden or cost. If that showing is made, the court may nonetheless order discovery from such sources if the requesting party shows good cause, considering the limitations of Rule 26(b)(6)(B). The court may specify conditions for the discovery.

**(2)(A)** When information subject to a subpoena is withheld on a claim that it is privileged or subject to protection as trial preparation materials, the claim shall be made expressly and shall be supported by a description of the nature of the documents, communications, or things not produced that is sufficient to enable the demanding party to contest the claim.

**(B)** If information produced in response to a subpoena is subject to a claim of privilege or of protection as trial preparation material, the person making the claim may notify any party that received the information of the claim and the basis for it. After being notified, a party must promptly return, sequester, or destroy the specified information and any copies it has and may not use or disclose the information until the claim is resolved. A receiving party may promptly present the information to the court under seal for a determination of the claim. If the receiving party disclosed the information before being notified, the receiving party must take reasonable steps to retrieve the information. The person who produced the information must preserve the information until the claim is resolved.





LAW OFFICES OF  
**LEWIS  
BABCOCK**  
L.L.P.

**KEITH M. BABCOCK**  
ATTORNEY AT LAW

Post Office Box 11208  
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KMB@lewisbabcock.com

December 29, 2015

Ms. Terril Bates  
Executive Director  
Spartanburg Housing Authority  
201 Caulder Ave., Suite A  
Spartanburg, South Carolina 29306

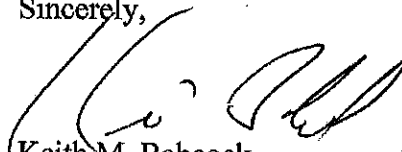
Re: City of Spartanburg v. Related Oakview, LLC, Civil Action No.  
Civil Action No. 2015-CP-42-0363, Our File No. 15-102

Dear Ms. Bates:

I wanted to follow up on the documents which were subpoenaed for your deposition a couple of weeks ago. I wanted to see if you have had a chance to look at the documents and to discuss their production with someone at HUD, which I think you indicated you were going to do. Since these documents were requested pursuant to a valid South Carolina subpoena, there should not be a problem with production.

We do need to proceed forward with the production of these documents and the possible reconvening of your deposition, depending upon the number of documents. However, if there is going to be an objection, we do need to know that so that we can file a motion with the Court.

Sincerely,



(Keith M. Babcock

KMB:cg

cc: Max T. Hyde, Jr., Esquire  
Keith D. Munson, Esquire

## EXHIBIT A

1. All documents relating to the physical condition of Oakview Apartments and/or its individual units since January 1, 2013, including but not limited to inspection results of inspections performed by or on behalf of the Spartanburg Housing Authority and any tenant complaints regarding physical condition issues made to or received by the Spartanburg Housing Authority and their resolution.
2. All documents relating to the physical condition of any projects and/or units other than Oakview Apartments and/or its units that are subject to contracts with the Spartanburg Housing Authority under HUD's Section 8 Moderate Rehabilitation Program since January 1, 2013, including but not limited to inspection results of inspections performed by or on behalf of the Spartanburg Housing Authority and any tenant complaints regarding physical condition issues made to or received by the Spartanburg Housing Authority and their resolution.
3. All documents relating to the physical condition of any projects and/or units inspected by or on behalf of the Spartanburg Housing Authority since January 1, 2013, pursuant to the Spartanburg Housing Authority's administration of HUD's Housing Choice Voucher Program, including but not limited to any units for which the Spartanburg Housing Authority has attached its voucher assistance to specific housing units as project-based vouchers, and including but not limited to inspection results of inspections performed by or on behalf of the Spartanburg Housing Authority and any tenant complaints regarding physical condition issues made to or received by the Spartanburg Housing Authority and their resolution.
4. All documents relating to the physical condition of any Spartanburg Housing Authority Public Housing projects and/or units since January 1, 2013, including but not limited to inspection results of inspections performed by or on behalf of the Spartanburg Housing Authority and any tenant complaints regarding physical condition issues made to or received by the Spartanburg Housing Authority and their resolution.



**Monthly Reports:**  
**Executive Director**  
**Ms. Bates**

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**Board of Commissioners Meeting**  
**Tuesday, February 16, 2016**



February 16, 2016

Spartanburg Housing Authority  
Spartanburg, SC 29306

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**EXECUTIVE DIRECTOR REPORT FOR THE MONTH OF JANUARY 2016**

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**OVERVIEW:**

This report provides an update of activities of the Executive Director during the month of January. The SHA began its physical move from 201 Caulder Avenue, on January 4, 2016. All Executive and Administrative operations continued, uninterrupted, with most staff in place at 2271 S. Pine Street, by January 8, 2016. An auction occurred on January 30, 2016, with a goal of disposing of obsolete, unusable or non-functioning items. Many of these items had been stored in the warehouse for over a decade. This approach saved the SHA significantly in potential costs associated with disposition of these items. The auction was very well attended with net proceeds of \$8,160.52. Proceeds are to be applied to the AMP or other cost center from whose budgets these items may have been purchased. An "open house" is scheduled for February 16, 2016 for Community Partners. During the month of March, SHA will host an event for our participants, tenants, landlords and the general public.

I attended the RAD closing, along with two other staff persons in Charleston, S. C. on January 11, 2016. As of January 12, 2016 SHA is no longer responsible for the management of the seven properties impacted by the RAD closing. SHA will continue to administer subsidy and vouchers associated with these properties, and will maintain a level of resident services in accordance with the project requirements. Staff continues to provide oversight in managing unwinding details.


The SHA audit commenced on January 18, 2016. Separately, CVR continued its review of a sample of public housing files. HUD notified SHA of confirmation of the HCV Department's designation of "High Performer".

Several staff were "on boarded" in the public housing department. There is focused attention on improving all PHAs indicators, including vacancy.

An application was prepared for nomination of the Face Forward Program, in the NAHRO Award of Merit. The program continues to do well.

Tours of the 2271 S. Pine Street were provided to several Commissioners.

Respectfully Submitted,

  
Terril Bates, Executive Director  
Spartanburg Housing Authority



# **Monthly Reports:**

## **Finance**

**Philippe Lindsay**

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**Board of Commissioners Meeting  
Tuesday, February 16, 2016**



January 16, 2016

Spartanburg Housing Authority  
Spartanburg, SC 29306

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**THIS MONTHLY REPORT PROVIDES SHA FINANCIALS—JANUARY 2016  
REPORTING MONTH**

**CONTACT PERSON:**

Joe Gomez Calicdan  
Accounting Manager  
864-598-6041

**OVERVIEW:**

**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)**

Cash flow report shows the sources and uses of cash by major programs. In January, the total Inflows amounted to \$3,192,384 and the total Outflow was \$2,855,143 resulting in a net inflow of \$337,241

**III: Restricted Cash Position**

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

**Reserve Cash in Bank**

HCVP (Sec8) HAP Savings + Checking	\$575,570
Sec 8 - HAP -NRP	71,433
MOD. Rehab HAP	2,340
Sec 8 Adm. Fees	225,716
MOD Rehab Adm. Fees	90,057
<b>Total</b>	<b>\$965,115</b>



**IV: Overall, Asset Management Properties on a PTD basis had losses (NOL) in 5 properties, and 14 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	(\$2.8)	(\$4.2)	0	(\$4.2)
2	Archibald Hi-Rise	31.8	72.3	(16.4)	88.7
3	Archibald Village	14.9	24.6	(10.3)	35.0
4	Cammie Clagett	24.0	99.8	27.2	72.6
5	Camp Croft	(79.0)	(10.5)	4.8	(15.3)
6	Prince Hall	0.5	(2.3)	16.0	(18.3)
7	Scattered Sites	(5.0)	(58.2)	2.0	(60.2)
8	Victoria Gardens	3.2	34.5	(15.9)	50.4
9	JC Bull (100 units)	25.8	130.3	48.6	81.7
10	SLHC (32 units)	(3.5)	48.5	0.8	47.7
11	Cambridge Place	2.3	9.9	22.3	(12.3)
12	Liberty	0.5	3.4	0	3.4
13	Tobias Booker	2.8	2.7	6.7	(4.0)
14	Ellen Watson	5.1	18.0	(0.5)	(18.5)
15	Spruce	1.7	3.7	1.5	2.2
16	Barksdale	6.1	(3.7)	(6.1)	2.4
17	Leland	10.5	25.1	5.5	19.6
18	Frank Gooch	3.7	28.5	8.8	19.7
19	JC Anderson	8.5	19.0	12.5	6.5



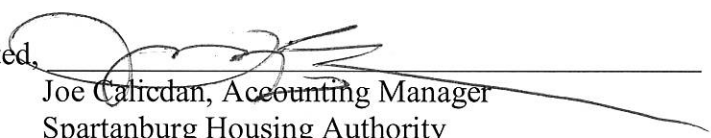
**V: Status of Grants Programs – January, 2016**

SHA's open/unspent *capital fund grant awards* total \$1,005,113 dollars of which \$585,087 has been drawdown to date. The remaining balance of all capital grants funds totals \$420,026 or 42.0 % 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 \$1,005,113 and \$585,087 drawn against these grants leaving about \$420,026 available to spend.
- 2) There are currently three **ROSS** grant awards totaling \$1,042,819. The balance remaining unspent is \$377,391.
- 3) Total **Youth Build** grant award totaled \$1,099,878 and the balance as of today is zero. SHA received a new grant for year 2016-2019 effective January 2016.
- 4) The **Face Forward Grant** award totaled \$1,000,000 and \$420,944 has been spent.

Respectfully Submitted,

  
Joe Calicdan, Accounting Manager  
Spartanburg Housing Authority

## SHA - Summary of Financial Results - January, 2016

	MTD Actual	MTD Budget	MTD Variance	Note	4 months PTD Actual	4 months PTD Budget	4 months PTD Variance
<b>1 Public Housing</b>							
Total Revenue	\$ 465,000	\$ 265,000	\$ 200,000		\$ 1,762,000	\$ 1,445,000	\$ 317,000
Total Expenses	\$ 433,000	\$ 227,000	\$ 206,000		\$ 1,498,000	\$ 1,286,000	\$ 212,000
Net Operating Income	\$ 32,000	\$ 38,000	\$ (6,000)	(1)	\$ 264,000	\$ 159,000	\$ 105,000

Note (1) - Revenue for January is higher than budget primarily due to no budget provision for RAD sites. RAD sites were budgeted up to December only which was the expected closing date. However, the actual closing date was in January, 2016.

<b>2 HCV Program - HAP Only</b>							
Total Revenue	\$ 778,000	\$ 755,000	\$ 23,000		\$ 3,091,000	\$ 3,009,000	\$ 82,000
Total Expenses	\$ 666,000	\$ 755,000	\$ (89,000)		\$ 2,923,000	\$ 3,009,000	\$ (86,000)
Net Operating Income ( Excess Cash)	\$ 112,000	\$ -	\$ 112,000		\$ 168,000	\$ -	\$ 168,000

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.

<b>3 HCV Program - Admin Only</b>							
Total Revenue	\$ 118,600	\$ 85,000	\$ 33,600		\$ 384,000	\$ 341,000	\$ 43,000
Total Expenses	\$ 97,000	\$ 85,000	\$ 12,000		\$ 327,000	\$ 338,000	\$ (11,000)
Net Operating Income	\$ 21,600	\$ -	\$ 21,600		\$ 57,000	\$ 3,000	\$ 54,000

For the month of Jan , admin revenue received was \$118k as compared to total expenses of \$85K resulting to positive result of \$21K .

<b>4 COCC Program Only</b>							
Total Revenue	\$ 1,471,000	\$ 176,000	\$ 1,295,000		\$ 2,088,000	\$ 706,000	\$ 1,382,000
Total Expenses	\$ 230,000	\$ 166,000	\$ 64,000		\$ 721,000	\$ 673,000	\$ 48,000
Net Operating Income	\$ 1,241,000	\$ 10,000	\$ 1,231,000	(2)	\$ 1,367,000	\$ 33,000	\$ 1,334,000

Note (2) - COCC Net income is higher by \$1.2 M than budget primarily due to RAD developer fees and RAD proceeds reimbursement to SHA.

<b>5 JC BULLS ( 100 &amp; 32 units)</b>							
Total Revenue	\$ 84,000	\$ 82,000	\$ 2,000		\$ 367,000	\$ 329,000	\$ 38,000
Total Expenses	\$ 62,000	\$ 70,000	\$ (8,000)		\$ 184,000	\$ 280,000	\$ (96,000)
Net Operating Income	\$ 22,000	\$ 12,000	\$ 10,000	(3)	\$ 183,000	\$ 49,000	\$ 134,000

Note (3) - Revenue is almost the same as budgeted due to conservative budget assumptions in the FY 2016 budget.

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

Actual to Budget Variance Comparison

January 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	228,776.61	122,993.00	105,783.61	86.01	747,782.44	645,923.00	101,859.44	15.77
311201-000	Utility Reimbursement - Neg Rent	(1,775.00)	-	(1,775.00)	N/A	(7,363.00)	(7,374.00)	11.00	0.15
311900-000	Total Rental Income	227,001.61	122,993.00	104,008.61	84.56	740,419.44	638,549.00	101,870.44	15.95
312000-000	Other Tenant Income								
312003-000	Damages	83.21	992.00	(908.79)	-91.61	9,436.52	4,568.00	4,868.52	106.58
312004-000	Late Charges	2,585.00	935.00	1,650.00	176.47	7,805.00	5,975.00	1,830.00	30.63
312005-000	Legal Fees - Tenant	1,730.00	541.00	1,189.00	219.78	5,985.00	3,733.00	2,252.00	60.33
312006-000	NSF Charges	55.00	-	55.00	N/A	105.00	585.00	(480.00)	-82.05
312007-000	Tenant Owed Utilities - Excess	4,116.42	6,300.00	(2,183.58)	-34.66	28,499.15	29,325.00	(825.85)	-2.82
312009-000	Misc.Tenant Income	1,083.84	-	1,083.84	N/A	1,667.34	-	1,667.34	N/A
312010-000	Maintenance Charges	-	-	-	N/A	50.00	-	50.00	N/A
312900-000	Total Other Tenant Income	9,653.47	8,768.00	885.47	10.10	53,548.01	44,186.00	9,362.01	21.19
319900-000	NET TENANT INCOME	236,655.08	131,761.00	104,894.08	79.61	793,967.45	682,735.00	111,232.45	16.29
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	267,218.00	166,249.00	100,969.00	60.73	1,100,849.01	891,448.00	209,401.01	23.49
340111-000	Pet Fee Income	160.00	-	160.00	N/A	605.00	-	605.00	N/A
341001-000	Section 8 HAP Earned	954,868.00	934,662.00	20,206.00	2.16	3,800,118.00	3,728,571.00	71,547.00	1.92
341002-000	Sec 8 Admin. Fee Inc-HCV	118,674.44	85,341.00	33,333.44	39.06	384,034.44	341,364.00	42,670.44	12.50
341004-000	Section 8 Port-In Admin Fees	331.17	-	331.17	N/A	881.37	-	881.37	N/A
341006-000	Port In HAP Earned	4,346.35	-	4,346.35	N/A	15,928.47	-	15,928.47	N/A
341010-000	Section 8 Admin Fee -Mod Rehab	21,877.00	13,377.00	8,500.00	63.54	87,508.00	53,508.00	34,000.00	63.54
341500-000	Other Govt and Private Grants	47,422.00	48,083.00	(661.00)	-1.37	189,913.00	192,332.00	(2,419.00)	-1.26
349900-000	TOTAL GRANT INCOME	1,414,896.96	1,247,712.00	167,184.96	13.40	5,579,837.29	5,207,223.00	372,614.29	7.16
360000-000	OTHER INCOME								
361000-000	Investment Income - Unrestricted	0.70	-	0.70	N/A	2.80	-	2.80	N/A
362000-000	Management Fee Income	83,341.39	66,812.00	16,529.39	24.74	329,927.21	267,248.00	62,679.21	23.45
362001-000	Bookkeeping fee income	21,945.00	21,184.00	761.00	3.59	87,345.00	84,736.00	2,609.00	3.08
364000-000	Fraud Recovery Income-Admin	972.08	1,000.00	(27.92)	-2.79	4,982.21	4,000.00	982.21	24.56
364001-000	Fraud Recovery - HAP	972.07	-	972.07	N/A	4,982.16	-	4,982.16	N/A
365000-000	Miscellaneous Other Income	1,366,215.32	90,534.00	1,275,681.32	1,409.06	1,724,106.77	362,136.00	1,361,970.77	376.09
365002-000	Bad Debt Recovery	1,510.80	-	1,510.80	N/A	3,848.88	-	3,848.88	N/A
369900-000	TOTAL OTHER INCOME	1,474,957.36	179,530.00	1,295,427.36	721.57	2,155,195.03	718,120.00	1,437,075.03	200.12
399900-000	TOTAL INCOME	3,126,509.40	1,559,003.00	1,567,506.40	100.55	8,528,999.77	6,608,078.00	1,920,921.77	29.07
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								

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

Actual to Budget Variance Comparison

January 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
411000-000	Administrative Salaries and Wages	124,855.51	122,236.00	(2,619.51)	-2.14	559,227.62	511,684.00	(47,543.62)	-9.29
411002-000	Administrative Overtime	674.61	83.00	(591.61)	-712.78	3,580.13	332.00	(3,248.13)	-978.35
411003-000	Administrative: Employer FICA/SUI	12,256.66	11,677.00	(579.66)	-4.96	46,481.75	48,991.00	2,509.25	5.12
411004-000	Administrative: Employee Benefits	22,935.19	27,094.00	4,158.81	15.35	104,282.66	115,483.00	11,200.34	9.70
411005-000	Administrative: Retirees Medical ER share	2,571.98	2,042.00	(529.98)	-25.95	9,951.92	8,168.00	(1,783.92)	-21.84
411006-000	Administrative: Emp Incentive	2,907.11	1,625.00	(1,282.11)	-78.90	3,407.11	6,500.00	3,092.89	47.58
411099-000	Total Administrative Salaries	166,201.06	164,757.00	(1,444.06)	-0.88	726,931.19	691,158.00	(35,773.19)	-5.18
413000-000	Legal Expense								
413001-000	Legal Expense	882.00	1,503.00	621.00	41.32	8,139.66	6,102.00	(2,037.66)	-33.39
413003-000	Credit Reports	530.68	490.00	(40.68)	-8.30	979.59	2,764.00	1,784.41	64.56
413100-000	Total Legal Expense	1,412.68	1,993.00	580.32	29.12	9,119.25	8,866.00	(253.25)	-2.86
413900-000	Other Admin Expenses								
414000-000	Staff Training	3,876.36	2,849.00	(1,027.36)	-36.06	4,848.20	11,396.00	6,547.80	57.46
415000-000	Travel	517.50	1,524.00	1,006.50	66.04	1,430.28	6,096.00	4,665.72	76.54
417000-000	Bookkeeping Fees	19,815.00	19,220.00	(595.00)	-3.10	78,945.00	84,221.00	5,276.00	6.26
417001-000	Bookkeeping Fees-MOD Rehab	2,130.00	1,695.00	(435.00)	-25.66	6,307.50	6,780.00	472.50	6.97
417100-000	Auditing Fees	-	3,009.00	3,009.00	100.00	-	13,896.00	13,896.00	100.00
417200-000	Port Out Admin Fee	420.27	833.00	412.73	49.55	2,791.95	3,332.00	540.05	16.21
417300-000	Management Fee	68,873.39	55,850.00	(13,023.39)	-23.32	274,339.71	276,401.00	2,061.29	0.75
417301-000	Investor Asset Mgmt Fee	-	60.00	60.00	100.00	-	240.00	240.00	100.00
417302-000	Asset Management Fee	9,860.00	6,310.00	(3,550.00)	-56.26	39,440.00	35,380.00	(4,060.00)	-11.48
417303-000	Management Fee- MOD Rehab	3,408.00	2,712.00	(696.00)	-25.66	13,440.00	10,848.00	(2,592.00)	-23.89
418000-000	Office Rent	20,065.58	12,083.00	(7,982.58)	-66.06	45,293.57	48,332.00	3,038.43	6.29
418900-000	Total Other Admin Expenses	128,966.10	106,145.00	(22,821.10)	-21.50	466,836.21	496,922.00	30,085.79	6.05
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	2,954.45	2,002.00	(952.45)	-47.57	5,519.21	9,055.00	3,535.79	39.05
419004-000	Telephone	9,813.56	5,432.00	(4,381.56)	-80.66	29,040.81	27,011.00	(2,029.81)	-7.51
419005-000	Postage	2,880.29	2,686.00	(194.29)	-7.23	12,595.53	11,707.00	(888.53)	-7.59
419006-000	Forms and Computer Supplies	-	289.00	289.00	100.00	-	1,354.00	1,354.00	100.00
419007-000	Court Costs	2,315.00	1,510.00	(805.00)	-53.31	5,495.00	7,366.00	1,871.00	25.40
419008-000	Membership and Fees	850.00	1,021.00	171.00	16.75	2,424.99	4,087.00	1,662.01	40.67
419009-000	Sundry Miscellaneous	2,709.17	2,348.00	(361.17)	-15.38	13,099.97	10,304.00	(2,795.97)	-27.13
419010-000	Newspaper ADS (Advertising)	32.39	718.00	685.61	95.49	1,201.21	3,770.00	2,568.79	68.14
419011-000	Sundry Service Contracts	29,245.63	22,432.00	(6,813.63)	-30.37	88,873.86	98,563.00	9,689.14	9.83
419017-000	Temporary Administrative Labor	15,738.25	1,800.00	(13,938.25)	-774.35	37,901.51	22,400.00	(15,501.51)	-69.20
419018-000	False Alarms	170.00	10.00	(160.00)	-1,600.00	190.00	64.00	(126.00)	-196.88
419020-000	Bank Fees	286.33	375.00	88.67	23.65	1,345.05	1,500.00	154.95	10.33
419021-000	Discretionary	-	499.00	499.00	100.00	47.04	2,059.00	2,011.96	97.72
419022-000	Other Misc Admin Expenses	40.80	292.00	251.20	86.03	110.80	1,168.00	1,057.20	90.51
419100-000	Total Miscellaneous Admin Expenses	67,035.87	41,414.00	(25,621.87)	-61.87	197,844.98	200,408.00	2,563.02	1.28
419900-000	TOTAL ADMINISTRATIVE EXPENSES	363,615.71	314,309.00	(49,306.71)	-15.69	1,400,731.63	1,397,354.00	(3,377.63)	-0.24

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

Actual to Budget Variance Comparison

January 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
420000-000	TENANT SERVICES								
422000-000	Tenant Services	1,115.41	1,601.00	485.59	30.33	7,210.29	6,404.00	(806.29)	-12.59
422001-000	Other Tenant Svcs.	132.81	-	(132.81)	N/A	132.81	-	(132.81)	N/A
423000-000	Tenant Services -PH ADD ON	229.04	-	(229.04)	N/A	669.04	-	(669.04)	N/A
423001-000	Tenant Relocation	2,480.55	469.00	(2,011.55)	-428.90	7,707.65	1,876.00	(5,831.65)	-310.86
429900-000	TOTAL TENANT SERVICES EXPENSES	3,957.81	2,070.00	(1,887.81)	-91.20	15,719.79	8,280.00	(7,439.79)	-89.85
430000-000	UTILITIES								
431000-000	Water	18,345.04	12,566.00	(5,779.04)	-45.99	71,611.21	70,478.00	(1,133.21)	-1.61
432000-000	Electricity	36,165.16	29,009.00	(7,156.16)	-24.67	119,803.19	134,474.00	14,670.81	10.91
433000-000	Gas	26,066.55	18,034.00	(8,032.55)	-44.54	64,314.66	82,210.00	17,895.34	21.77
439000-000	Sewer	27,804.39	16,624.00	(11,180.39)	-67.25	99,220.79	91,348.00	(7,872.79)	-8.62
439900-000	TOTAL UTILITY EXPENSES	108,381.14	76,233.00	(32,148.14)	-42.17	354,949.85	378,510.00	23,560.15	6.22
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	24,149.03	16,806.00	(7,343.03)	-43.69	95,114.63	88,203.00	(6,911.63)	-7.84
441002-000	Maintenance: Overtime	1,299.28	-	(1,299.28)	N/A	8,001.26	300.00	(7,701.26)	-2,567.09
441003-000	Maintenance: Employer FICA/SUI	2,684.79	1,712.00	(972.79)	-56.82	8,436.23	9,188.00	751.77	8.18
441004-000	Temp Maintenance Labor	12,831.79	8,367.00	(4,464.79)	-53.36	24,090.56	41,904.00	17,813.44	42.51
441005-000	Maintenance: Employee Benefits	6,906.48	4,220.00	(2,686.48)	-63.66	24,183.05	21,677.00	(2,506.05)	-11.56
441100-000	Maintenace Uniforms	-	-	-	N/A	60.17	-	(60.17)	N/A
441200-000	Vehicle Repair	3,693.59	2,825.00	(868.59)	-30.75	7,492.71	12,758.00	5,265.29	41.27
441210-000	Equipment Repair	-	833.00	833.00	100.00	-	3,332.00	3,332.00	100.00
441300-000	Gasoline Purchases	1,637.14	2,736.00	1,098.86	40.16	3,699.40	13,506.00	9,806.60	72.61
441900-000	Total General Maint Expense	53,202.10	37,499.00	(15,703.10)	-41.88	171,078.01	190,868.00	19,789.99	10.37
442000-000	Materials								
442002-000	Appliance-Maint Materials	104.83	2,448.00	2,343.17	95.72	870.03	11,757.00	10,886.97	92.60
442003-000	Painting-Maint Materials	130.99	273.00	142.01	52.02	1,119.31	1,743.00	623.69	35.78
442004-000	Electrical-Maint Materials	1,098.59	655.00	(443.59)	-67.72	10,515.31	3,700.00	(6,815.31)	-184.20
442005-000	Heating/AC-Maint Materials	144.54	2,669.00	2,524.46	94.58	6,926.96	15,479.00	8,552.04	55.25
442006-000	Janitorial Supplies	-	635.00	635.00	100.00	1,398.33	3,083.00	1,684.67	54.64
442007-000	After Hours Work	-	1,080.00	1,080.00	100.00	-	4,746.00	4,746.00	100.00
442008-000	Plumbing-Maint Materials	1,834.01	2,791.00	956.99	34.29	11,022.72	14,299.00	3,276.28	22.91
442009-000	Hand Tools-Maint Materials	285.00	232.00	(53.00)	-22.84	733.69	1,528.00	794.31	51.98
442010-000	Maintenance Materials	28,233.14	5,818.00	(22,415.14)	-385.27	53,661.64	35,673.00	(17,988.64)	-50.43
442011-000	Safety equipment/shoes	-	280.00	280.00	100.00	438.74	1,219.00	780.26	64.01
442900-000	Total Materials	31,831.10	16,881.00	(14,950.10)	-88.56	86,686.73	93,227.00	6,540.27	7.02
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	761.84	-	(761.84)	N/A	5,566.67	-	(5,566.67)	N/A



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

Actual to Budget Variance Comparison

January 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443002-000	Extermination Contract	8,207.00	5,196.00	(3,011.00)	-57.95	28,063.00	40,890.00	12,827.00	31.37
443003-000	Tenant Repairs-Contract	-	-	-	N/A	494.66	-	(494.66)	N/A
443005-000	Unit Turnaround-Contract	8,680.00	9,345.00	665.00	7.12	147,095.58	54,192.00	(92,903.58)	-171.43
443006-000	Electrical-Contract	225.00	1,073.00	848.00	79.03	320.89	4,592.00	4,271.11	93.01
443007-000	Disposal Contract	5,709.91	4,910.00	(799.91)	-16.29	25,967.82	34,600.00	8,632.18	24.95
443009-000	Landscaping-Contract	22,124.50	11,185.00	(10,939.50)	-97.81	97,963.81	70,990.00	(26,973.81)	-38.00
443010-000	Contract:	284.68	-	(284.68)	N/A	284.68	-	(284.68)	N/A
443011-000	Heating/AC-Contract	2,351.19	6,099.00	3,747.81	61.45	8,627.82	31,650.00	23,022.18	72.74
443013-000	Contract: Uniform Rental	2,062.58	469.00	(1,593.58)	-339.78	3,011.03	2,788.00	(223.03)	-8.00
443015-000	Janitorial-Contract	1,100.00	649.00	(451.00)	-69.49	4,400.00	2,596.00	(1,804.00)	-69.49
443017-000	Elevator-Contract	3,685.17	2,880.00	(805.17)	-27.96	10,366.88	11,520.00	1,153.12	10.01
443018-000	Plumbing-Contract	2,009.37	3,678.00	1,668.63	45.37	12,569.99	20,078.00	7,508.01	37.39
443019-000	Miscellaneous Contracts	76,698.51	6,159.00	(70,539.51)	-1,145.31	79,605.70	24,636.00	(54,969.70)	-223.13
443023-000	Contract: Consultants	11,021.16	24,666.00	13,644.84	55.32	101,122.88	94,414.00	(6,708.88)	-7.11
443099-000	Maintenance Misc-Contracts	14,590.86	11,132.00	(3,458.86)	-31.07	35,295.50	51,277.00	15,981.50	31.17
443900-000	Total Contract Costs	159,511.77	87,441.00	(72,070.77)	-82.42	560,756.91	444,223.00	(116,533.91)	-26.23
449900-000	TOTAL MAINTENACE EXPENSES	244,544.97	141,821.00	(102,723.97)	-72.43	818,521.65	728,318.00	(90,203.65)	-12.39
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	22,100.04	13,229.00	(8,871.04)	-67.06	71,710.53	58,274.00	(13,436.53)	-23.06
451100-000	Property Tax	41,735.20	2,067.00	(39,668.20)	-1,919.12	46,450.04	10,218.00	(36,232.04)	-354.59
452100-000	Workers Comp Insurance	6,108.22	5,135.00	(973.22)	-18.95	24,688.88	22,004.00	(2,684.88)	-12.20
452500-000	Relocation exp-	49,954.87	4,583.00	(45,371.87)	-990.00	51,154.87	18,332.00	(32,822.87)	-179.05
453010-000	SHA-Board/Commissioner exp	3,291.51	1,250.00	(2,041.51)	-163.32	5,702.20	5,000.00	(702.20)	-14.04
457000-000	Bad Debt-Tenant Rents	-	-	-	N/A	19,113.17	-	(19,113.17)	N/A
458000-000	All Protective Services	3,426.91	2,771.00	(655.91)	-23.67	8,598.54	11,552.00	2,953.46	25.57
459900-000	TOTAL GENERAL EXPENSES	126,616.75	29,035.00	(97,581.75)	-336.08	227,418.23	125,380.00	(102,038.23)	-81.38
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	735,032.00	877,686.00	142,654.00	16.25	3,261,198.00	3,501,371.00	240,173.00	6.86
471501-000	Tenant Utility Payments	29,066.00	40,079.00	11,013.00	27.48	130,554.00	159,814.00	29,260.00	18.31
471502-000	Portable Out HAP Payments	11,356.00	15,097.00	3,741.00	24.78	87,644.00	60,186.00	(27,458.00)	-45.62
471503-000	FSS Escrow Payments	1,539.00	1,800.00	261.00	14.50	16,197.00	11,700.00	(4,497.00)	-38.44
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	776,993.00	934,662.00	157,669.00	16.87	3,495,593.00	3,733,071.00	237,478.00	6.36
480000-000	FINANCING EXPENSE								
485100-000	Interest Expense-BBT SL	225.23	-	(225.23)	N/A	853.11	-	(853.11)	N/A
485500-000	Interest Expense-Mortgage Payable	-	-	-	N/A	2,848.89	-	(2,848.89)	N/A
489900-000	TOTAL FINANCING EXPENSES	225.23	-	(225.23)	N/A	3,702.00	-	(3,702.00)	N/A

SPARTANBURG HOUSING AUTHORITY									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
January 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
	<b>TOTAL OPERATING EXPENSES</b>	<b>1,624,334.61</b>	<b>1,498,130.00</b>	<b>(126,204.61)</b>	<b>-8.42%</b>	<b>6,316,636.15</b>	<b>6,370,913.00</b>	<b>54,276.85</b>	<b>0.85%</b>
500000-000	NON-OPERATING ITEMS								
523401-000	Bedbug expense	850.00	-	(850.00)	N/A	4,780.00	-	(4,780.00)	N/A
523402-000	Donation rec'd for Upstate Senior Grant	-	-	-	N/A	(7.47)	-	(7.47)	N/A
523404-000	Demolition expense	-	25,000.00	25,000.00	100.00	-	100,000.00	100,000.00	100.00
599900-000	TOTAL NON-OPERATING ITEMS	850.00	25,000.00	24,150.00	96.60	4,787.47	100,000.00	95,212.53	95.21
900000-000	<b>NET INCOME</b>	<b>1,501,324.79</b>	<b>35,873.00</b>	<b>1,465,451.79</b>	<b>4085.11%</b>	<b>2,207,576.15</b>	<b>137,165.00</b>	<b>2,070,411.15</b>	<b>1509.43%</b>



SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
January 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	189,639.61	88,917.00	100,722.61	113.28	592,912.44	509,619.00	83,293.44	16.34
311201-000	Utility Reimbursement - Neg Rent	(1,775.00)	-	(1,775.00)	N/A	(7,363.00)	(7,374.00)	11.00	0.15
311900-000	Total Rental Income	187,864.61	88,917.00	98,947.61	111.28	585,549.44	502,245.00	83,304.44	16.59
312000-000	Other Tenant Income								
312003-000	Damages	40.71	959.00	(918.29)	-95.76	9,266.52	4,436.00	4,830.52	108.89
312004-000	Late Charges	2,535.00	935.00	1,600.00	171.12	7,605.00	5,975.00	1,630.00	27.28
312005-000	Legal Fees - Tenant	1,710.00	541.00	1,169.00	216.08	5,875.00	3,733.00	2,142.00	57.38
312006-000	NSF Charges	25.00	-	25.00	N/A	75.00	585.00	(510.00)	-87.18
312007-000	Tenant Owed Utilities - Excess	3,918.66	6,167.00	(2,248.34)	-36.46	27,260.73	28,793.00	(1,532.27)	-5.32
312009-000	Misc.Tenant Income	801.91	-	801.91	N/A	1,385.41	-	1,385.41	N/A
312900-000	Total Other Tenant Income	9,031.28	8,602.00	429.28	4.99	51,467.66	43,522.00	7,945.66	18.26
319900-000	NET TENANT INCOME	196,895.89	97,519.00	99,376.89	101.91	637,017.10	545,767.00	91,250.10	16.72
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	267,218.00	166,249.00	100,969.00	60.73	1,100,849.01	891,448.00	209,401.01	23.49
340111-000	Pet Fee Income	160.00	-	160.00	N/A	605.00	-	605.00	N/A
349900-000	TOTAL GRANT INCOME	267,378.00	166,249.00	101,129.00	60.83	1,101,454.01	891,448.00	210,006.01	23.56
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	-	1,913.00	(1,913.00)	-100.00	20,384.77	7,652.00	12,732.77	166.40
365002-000	Bad Debt Recovery	1,510.80	-	1,510.80	N/A	3,848.88	-	3,848.88	N/A
369900-000	TOTAL OTHER INCOME	1,510.80	1,913.00	(402.20)	-21.02	24,233.65	7,652.00	16,581.65	216.70
399900-000	TOTAL INCOME	465,784.69	265,681.00	200,103.69	75.32	1,762,704.76	1,444,867.00	317,837.76	22.00
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	17,954.94	23,016.00	5,061.06	21.99	130,023.71	114,804.00	(15,219.71)	-13.26
411002-000	Administrative Overtime	21.77	-	(21.77)	N/A	2,084.52	-	(2,084.52)	N/A
411003-000	Administrative: Employer FICA/SUI	1,871.78	2,306.00	434.22	18.83	10,208.26	11,507.00	1,298.74	11.29
411004-000	Administrative: Employee Benefits	4,048.77	5,618.00	1,569.23	27.93	24,459.60	29,579.00	5,119.40	17.31
411099-000	Total Administrative Salaries	23,897.26	30,940.00	7,042.74	22.76	166,776.09	155,890.00	(10,886.09)	-6.98
413000-000	Legal Expense								
413001-000	Legal Expense	-	143.00	143.00	100.00	-	662.00	662.00	100.00
413003-000	Credit Reports	289.77	393.00	103.23	26.27	660.29	2,376.00	1,715.71	72.21
413100-000	Total Legal Expense	289.77	536.00	246.23	45.94	660.29	3,038.00	2,377.71	78.27
413900-000	Other Admin Expenses								

SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
January 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
414000-000	Staff Training	2,039.16	516.00	(1,523.16)	-295.19	2,671.00	2,064.00	(607.00)	-29.41
415000-000	Travel	-	216.00	216.00	100.00	-	864.00	864.00	100.00
417000-000	Bookkeeping Fees	5,580.00	3,498.00	(2,082.00)	-59.52	21,817.50	21,333.00	(484.50)	-2.27
417100-000	Auditing Fees	-	1,001.00	1,001.00	100.00	-	5,864.00	5,864.00	100.00
417300-000	Management Fee	40,317.36	25,253.00	(15,064.36)	-59.65	157,638.71	154,013.00	(3,625.71)	-2.35
417301-000	Investor Asset Mgmt Fee	-	60.00	60.00	100.00	-	240.00	240.00	100.00
417302-000	Asset Management Fee	8,450.00	4,990.00	(3,460.00)	-69.34	33,800.00	30,100.00	(3,700.00)	-12.29
418900-000	Total Other Admin Expenses	56,386.52	35,534.00	(20,852.52)	-58.68	215,927.21	214,478.00	(1,449.21)	-0.68
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	616.78	435.00	(181.78)	-41.79	1,653.97	2,787.00	1,133.03	40.65
419004-000	Telephone	3,581.38	1,706.00	(1,875.38)	-109.93	13,027.30	12,107.00	(920.30)	-7.60
419005-000	Postage	-	424.00	424.00	100.00	18.09	2,659.00	2,640.91	99.32
419006-000	Forms and Computer Supplies	-	147.00	147.00	100.00	-	786.00	786.00	100.00
419007-000	Court Costs	2,295.00	1,240.00	(1,055.00)	-85.08	5,340.00	6,286.00	946.00	15.05
419008-000	Membership and Fees	-	256.00	256.00	100.00	-	1,027.00	1,027.00	100.00
419009-000	Sundry Miscellaneous	175.28	1,129.00	953.72	84.47	3,521.19	5,428.00	1,906.81	35.13
419010-000	Newspaper ADS (Advertising)	-	276.00	276.00	100.00	577.70	1,902.00	1,324.30	69.63
419011-000	Sundry Service Contracts	9,640.15	5,390.00	(4,250.15)	-78.85	34,968.16	30,395.00	(4,573.16)	-15.05
419017-000	Temporary Administrative Labor	3,161.09	-	(3,161.09)	N/A	13,227.17	-	(13,227.17)	N/A
419018-000	False Alarms	170.00	10.00	(160.00)	-1,600.00	180.00	64.00	(116.00)	-181.25
419021-000	Discretionary	-	92.00	92.00	100.00	-	431.00	431.00	100.00
419100-000	Total Miscellaneous Admin Expenses	19,639.68	11,105.00	(8,534.68)	-76.85	72,513.58	63,872.00	(8,641.58)	-13.53
419900-000	TOTAL ADMINISTRATIVE EXPENSES	100,213.23	78,115.00	(22,098.23)	-28.29	455,877.17	437,278.00	(18,599.17)	-4.25
420000-000	TENANT SERVICES								
422000-000	Tenant Services	456.32	1,176.00	719.68	61.20	4,144.00	4,704.00	560.00	11.90
422001-000	Other Tenant Svcs.	132.81	-	(132.81)	N/A	132.81	-	(132.81)	N/A
423000-000	Tenant Services -PH ADD ON	229.04	-	(229.04)	N/A	244.04	-	(244.04)	N/A
423001-000	Tenant Relocation	2,238.55	136.00	(2,102.55)	-1,545.99	7,395.65	544.00	(6,851.65)	-1,259.49
429900-000	TOTAL TENANT SERVICES EXPENSES	3,056.72	1,312.00	(1,744.72)	-132.98	11,916.50	5,248.00	(6,668.50)	-127.07
430000-000	UTILITIES								
431000-000	Water	14,439.70	10,233.00	(4,206.70)	-41.11	63,305.63	61,146.00	(2,159.63)	-3.53
432000-000	Electricity	31,189.00	24,509.00	(6,680.00)	-27.26	104,285.08	116,474.00	12,188.92	10.46
433000-000	Gas	21,594.46	13,867.00	(7,727.46)	-55.73	52,355.00	65,542.00	13,187.00	20.12
439000-000	Sewer	22,852.19	13,958.00	(8,894.19)	-63.72	88,479.65	80,684.00	(7,795.65)	-9.66
439900-000	TOTAL UTILITY EXPENSES	90,075.35	62,567.00	(27,508.35)	-43.97	308,425.36	323,846.00	15,420.64	4.76
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								

SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
January 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
441000-000	Labor Maintenance	21,061.30	13,616.00	(7,445.30)	-54.68	81,450.28	75,443.00	(6,007.28)	-7.96
441002-000	Maintenance: Overtime	1,299.28	-	(1,299.28)	N/A	8,001.26	300.00	(7,701.26)	-2,567.09
441003-000	Maintenance: Employer FICA/SUI	2,335.68	1,406.00	(929.68)	-66.12	7,313.02	7,964.00	650.98	8.17
441004-000	Temp Maintenance Labor	12,831.79	6,038.00	(6,793.79)	-112.52	24,090.56	32,588.00	8,497.44	26.08
441005-000	Maintenance: Employee Benefits	6,388.83	3,573.00	(2,815.83)	-78.81	22,152.47	19,089.00	(3,063.47)	-16.05
441100-000	Maintenace Uniforms	-	-	-	N/A	39.60	-	(39.60)	N/A
441200-000	Vehicle Repair	521.35	390.00	(131.35)	-33.68	2,103.91	3,018.00	914.09	30.29
441300-000	Gasoline Purchases	784.29	700.00	(84.29)	-12.04	1,691.07	5,362.00	3,670.93	68.46
441900-000	Total General Maint Expense	45,222.52	25,723.00	(19,499.52)	-75.81	146,842.17	143,764.00	(3,078.17)	-2.14
442000-000	Materials								
442002-000	Appliance-Maint Materials	104.83	2,281.00	2,176.17	95.40	870.03	11,089.00	10,218.97	92.15
442003-000	Painting-Maint Materials	130.99	190.00	59.01	31.06	1,119.31	1,411.00	291.69	20.67
442004-000	Electrical-Maint Materials	1,098.59	489.00	(609.59)	-124.66	10,515.31	3,036.00	(7,479.31)	-246.35
442005-000	Heating/AC-Maint Materials	144.54	2,006.00	1,861.46	92.79	6,926.96	12,827.00	5,900.04	46.00
442006-000	Janitorial Supplies	-	392.00	392.00	100.00	1,214.19	2,111.00	896.81	42.48
442007-000	After Hours Work	-	780.00	780.00	100.00	-	3,546.00	3,546.00	100.00
442008-000	Plumbing-Maint Materials	1,090.01	2,006.00	915.99	45.66	7,524.32	11,159.00	3,634.68	32.57
442009-000	Hand Tools-Maint Materials	-	208.00	208.00	100.00	448.69	1,432.00	983.31	68.67
442010-000	Maintenance Materials	14,950.33	4,234.00	(10,716.33)	-253.10	39,631.83	29,337.00	(10,294.83)	-35.09
442011-000	Safety equipment/shoes	-	63.00	63.00	100.00	438.74	351.00	(87.74)	-25.00
442900-000	Total Materials	17,519.29	12,649.00	(4,870.29)	-38.50	68,689.38	76,299.00	7,609.62	9.97
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	-	-	N/A	272.31	-	(272.31)	N/A
443002-000	Extermination Contract	7,937.00	4,605.00	(3,332.00)	-72.36	27,383.00	38,526.00	11,143.00	28.92
443003-000	Tenant Repairs-Contract	-	-	-	N/A	494.66	-	(494.66)	N/A
443005-000	Unit Turnaround-Contract	8,680.00	8,382.00	(298.00)	-3.56	146,470.58	50,340.00	(96,130.58)	-190.96
443006-000	Electrical-Contract	225.00	789.00	564.00	71.48	320.89	3,456.00	3,135.11	90.72
443007-000	Disposal Contract	3,336.10	4,160.00	823.90	19.81	22,465.62	31,100.00	8,634.38	27.76
443009-000	Landscaping-Contract	20,161.00	7,285.00	(12,876.00)	-176.75	81,746.00	55,390.00	(26,356.00)	-47.58
443010-000	Contract:	284.68	-	(284.68)	N/A	284.68	-	(284.68)	N/A
443011-000	Heating/AC-Contract	1,101.19	3,433.00	2,331.81	67.92	6,802.82	20,986.00	14,183.18	67.58
443013-000	Contract: Uniform Rental	1,632.90	289.00	(1,343.90)	-465.02	2,283.79	2,068.00	(215.79)	-10.43
443017-000	Elevator-Contract	3,685.17	2,880.00	(805.17)	-27.96	10,366.88	11,520.00	1,153.12	10.01
443018-000	Plumbing-Contract	1,467.37	2,833.00	1,365.63	48.20	8,627.99	16,698.00	8,070.01	48.33
443019-000	Miscellaneous Contracts	76,666.48	-	(76,666.48)	N/A	77,909.67	-	(77,909.67)	N/A
443023-000	Contract: Consultants	-	422.00	422.00	100.00	2,257.50	2,438.00	180.50	7.40
443099-000	Maintenance Misc-Contracts	12,206.63	3,906.00	(8,300.63)	-212.51	28,111.15	22,373.00	(5,738.15)	-25.65
443900-000	Total Contract Costs	137,383.52	38,984.00	(98,399.52)	-252.41	415,797.54	254,895.00	(160,902.54)	-63.12
449900-000	TOTAL MAINTENACE EXPENSES	200,125.33	77,356.00	(122,769.33)	-158.71	631,329.09	474,958.00	(156,371.09)	-32.92

SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
January 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	4,757.00	2,609.00	(2,148.00)	-82.33	19,028.00	15,794.00	(3,234.00)	-20.48
451100-000	Property Tax	27,274.00	1,342.00	(25,932.00)	-1,932.34	27,688.00	7,318.00	(20,370.00)	-278.35
452100-000	Workers Comp Insurance	2,113.98	1,199.00	(914.98)	-76.31	8,455.92	6,260.00	(2,195.92)	-35.08
457000-000	Bad Debt-Tenant Rents	-	-	-	N/A	19,113.17	-	(19,113.17)	N/A
471503-000	FSS Escrow Payments	2,519.00	-	(2,519.00)	N/A	7,859.00	4,500.00	(3,359.00)	-74.64
458000-000	All Protective Services	3,368.91	2,771.00	(597.91)	-21.58	8,492.54	11,552.00	3,059.46	26.48
459900-000	TOTAL GENERAL EXPENSES	40,032.89	7,921.00	(32,111.89)	-405.40%	90,636.63	45,424.00	(45,212.63)	-99.53%
	<b>TOTAL OPERATING EXPENSES</b>	<b>433,503.52</b>	<b>227,271.00</b>	<b>(206,232.52)</b>	<b>-90.74%</b>	<b>1,498,184.75</b>	<b>1,286,754.00</b>	<b>(211,430.75)</b>	<b>-16.43%</b>
500000-000	NON-OPERATING ITEMS								
523401-000	Bedbug expense	850.00	-	(850.00)	N/A	850.00	-	(850.00)	N/A
523404-000	Demolition expense	-	25,000.00	25,000.00	100.00	-	100,000.00	100,000.00	100.00
599900-000	TOTAL NON-OPERATING ITEMS	850.00	25,000.00	24,150.00	96.60	850.00	100,000.00	99,150.00	99.15
900000-000	<b>NET INCOME</b>	<b>31,431.17</b>	<b>13,410.00</b>	<b>18,021.17</b>	<b>134.39%</b>	<b>263,670.01</b>	<b>58,113.00</b>	<b>205,557.01</b>	<b>353.72%</b>
990002-000	Equity Transfers Out (IN)	(196,768.00)	-	196,768.00	N/A	(242,883.00)	-	242,883.00	N/A

SPARTANBURG HOUSING AUTHORITY									
HCV PROGRAM INCLUDING MOD REHAB									
Actual to Budget Variance Comparison									
January 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	954,868.00	934,662.00	20,206.00	2.16	3,800,118.00	3,728,571.00	71,547.00	1.92
341002-000	Sec 8 Admin. Fee Inc-HCV	118,674.44	85,341.00	33,333.44	39.06	384,034.44	341,364.00	42,670.44	12.50
341004-000	Section 8 Port-In Admin Fees	331.17	-	331.17	N/A	881.37	-	881.37	N/A
341006-000	Port In HAP Earned	4,346.35	-	4,346.35	N/A	15,928.47	-	15,928.47	N/A
341010-000	Section 8 Admin Fee -Mod Rehab	21,877.00	13,377.00	8,500.00	63.54	87,508.00	53,508.00	34,000.00	63.54
349900-000	TOTAL GRANT INCOME	1,100,096.96	1,033,380.00	66,716.96	6.46	4,288,470.28	4,123,443.00	165,027.28	4.00
360000-000	OTHER INCOME								
361000-000	Investment Income - Unrestricted	0.70	-	0.70	N/A	2.80	-	2.80	N/A
364000-000	Fraud Recovery Income-Admin	972.08	1,000.00	(27.92)	-2.79	4,982.21	4,000.00	982.21	24.56
364001-000	Fraud Recovery - HAP	972.07	-	972.07	N/A	4,982.16	-	4,982.16	N/A
365000-000	Miscellaneous Other Income	-	125.00	(125.00)	-100.00	1,724.00	500.00	1,224.00	244.80
369900-000	TOTAL OTHER INCOME	1,944.85	1,125.00	819.85	72.88	11,691.17	4,500.00	7,191.17	159.80
399900-000	TOTAL INCOME	1,102,041.81	1,034,505.00	67,536.81	6.53	4,300,161.45	4,127,943.00	172,218.45	4.17
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	38,132.85	30,955.00	(7,177.85)	-23.19	128,482.05	123,820.00	(4,662.05)	-3.77
411002-000	Administrative Overtime	-	-	-	N/A	45.00	-	(45.00)	N/A
411003-000	Administrative: Employer FICA/SUI	2,721.05	3,171.00	449.95	14.19	9,165.67	12,684.00	3,518.33	27.74
411004-000	Administrative: Employee Benefits	6,341.25	7,689.00	1,347.75	17.53	23,676.29	30,756.00	7,079.71	23.02
411006-000	Administrative: Emp Incentive	275.00	-	(275.00)	N/A	275.00	-	(275.00)	N/A
411099-000	Total Administrative Salaries	47,470.15	41,815.00	(5,655.15)	-13.52	161,644.01	167,260.00	5,615.99	3.36
413000-000	Legal Expense								
413001-000	Legal Expense	-	-	-	N/A	2,850.00	-	(2,850.00)	N/A
413003-000	Credit Reports	26.13	-	(26.13)	N/A	52.26	-	(52.26)	N/A
413100-000	Total Legal Expense	26.13	-	(26.13)	N/A	2,902.26	-	(2,902.26)	N/A
413900-000	Other Admin Expenses								
414000-000	Staff Training	72.44	167.00	94.56	56.62	72.44	668.00	595.56	89.16
415000-000	Travel	-	83.00	83.00	100.00	-	332.00	332.00	100.00
417000-000	Bookkeeping Fees	13,207.50	14,754.00	1,546.50	10.48	53,002.50	59,016.00	6,013.50	10.19
417001-000	Bookkeeping Fees-MOD Rehab	2,130.00	1,695.00	(435.00)	-25.66	6,307.50	6,780.00	472.50	6.97
417200-000	Port Out Admin Fee	420.27	833.00	412.73	49.55	2,791.95	3,332.00	540.05	16.21
417300-000	Management Fee	21,132.00	23,606.00	2,474.00	10.48	86,896.50	94,424.00	7,527.50	7.97
417303-000	Management Fee- MOD Rehab	3,408.00	2,712.00	(696.00)	-25.66	13,440.00	10,848.00	(2,592.00)	-23.89
418000-000	Office Rent	6,531.87	2,500.00	(4,031.87)	-161.27	11,577.48	10,000.00	(1,577.48)	-15.77
418900-000	Total Other Admin Expenses	46,902.08	46,350.00	(552.08)	-1.19	174,088.37	185,400.00	11,311.63	6.10
419000-000	Miscellaneous Admin Expenses								



**SPARTANBURG HOUSING AUTHORITY**  
**HCV PROGRAM INCLUDING MOD REHAB**

Actual to Budget Variance Comparison

		January 31, 2016							
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419001-000	Office Expense	1,366.79	400.00	(966.79)	-241.70	1,752.29	1,600.00	(152.29)	-9.52
419004-000	Telephone	1,406.68	1,333.00	(73.68)	-5.53	3,074.42	5,332.00	2,257.58	42.34
419005-000	Postage	1,845.13	1,333.00	(512.13)	-38.42	8,083.38	5,332.00	(2,751.38)	-51.60
419008-000	Membership and Fees	-	115.00	115.00	100.00	-	460.00	460.00	100.00
419009-000	Sundry Miscellaneous	672.57	417.00	(255.57)	-61.29	1,459.44	1,668.00	208.56	12.50
419010-000	Newspaper ADS (Advertising)	-	-	-	N/A	64.51	100.00	35.49	35.49
419011-000	Sundry Service Contracts	3,726.23	5,000.00	1,273.77	25.48	18,158.99	20,000.00	1,841.01	9.20
419017-000	Temporary Administrative Labor	2,832.67	-	(2,832.67)	N/A	3,309.63	-	(3,309.63)	N/A
419020-000	Bank Fees	109.12	83.00	(26.12)	-31.47	600.20	332.00	(268.20)	-80.78
419100-000	Total Miscellaneous Admin Expenses	11,959.19	8,681.00	(3,278.19)	-37.76	36,502.86	34,824.00	(1,678.86)	-4.82
419900-000	TOTAL ADMINISTRATIVE EXPENSES	106,357.55	96,846.00	(9,511.55)	-9.82	375,137.50	387,484.00	12,346.50	3.19
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	62.02	142.00	79.98	56.32	1,161.31	568.00	(593.31)	-104.46
441300-000	Gasoline Purchases	130.00	271.00	141.00	52.03	333.13	1,084.00	750.87	69.27
441900-000	Total General Maint Expense	192.02	413.00	220.98	53.51	1,494.44	1,652.00	157.56	9.54
442000-000	Materials								
442010-000	Maintenance Materials	3,288.09	-	(3,288.09)	N/A	3,288.09	-	(3,288.09)	N/A
442900-000	Total Materials	3,288.09	-	(3,288.09)	N/A	3,288.09	-	(3,288.09)	N/A
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	380.92	-	(380.92)	N/A	380.92	-	(380.92)	N/A
443015-000	Janitorial-Contract	550.00	-	(550.00)	N/A	2,200.00	-	(2,200.00)	N/A
443023-000	Contract: Consultants	87.52	-	(87.52)	N/A	282.10	-	(282.10)	N/A
443900-000	Total Contract Costs	1,018.44	-	(1,018.44)	N/A	2,863.02	-	(2,863.02)	N/A
449900-000	TOTAL MAINTENANCE EXPENSES	4,498.55	413.00	(4,085.55)	-989.24	7,645.55	1,652.00	(5,993.55)	-362.81
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,391.00	2,335.00	(56.00)	-2.40	9,564.00	9,340.00	(224.00)	-2.40
452100-000	Workers Comp Insurance	1,062.30	1,038.00	(24.30)	-2.34	4,249.20	4,152.00	(97.20)	-2.34
459900-000	TOTAL GENERAL EXPENSES	3,453.30	3,373.00	(80.30)	-2.38	13,813.20	13,492.00	(321.20)	-2.38
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	735,032.00	877,686.00	142,654.00	16.25	3,261,198.00	3,501,371.00	240,173.00	6.86
471501-000	Tenant Utility Payments	29,066.00	40,079.00	11,013.00	27.48	130,554.00	159,814.00	29,260.00	18.31
471502-000	Portable Out HAP Payments	11,356.00	15,097.00	3,741.00	24.78	87,644.00	60,186.00	(27,458.00)	-45.62
471503-000	FSS Escrow Payments	(980.00)	1,800.00	2,780.00	154.44	8,338.00	7,200.00	(1,138.00)	-15.81
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	774,474.00	934,662.00	160,188.00	17.14	3,487,734.00	3,728,571.00	240,837.00	6.46
	<b>TOTAL OPERATING EXPENSES</b>	<b>888,783.40</b>	<b>1,035,294.00</b>	<b>146,510.60</b>	<b>14.15%</b>	<b>3,884,330.25</b>	<b>4,131,199.00</b>	<b>246,868.75</b>	<b>5.98%</b>
900000-000	<b>NET INCOME</b>	<b>213,258.41</b>	<b>(789.00)</b>	<b>214,047.41</b>	<b>-27128.95%</b>	<b>415,831.20</b>	<b>(3,256.00)</b>	<b>419,087.20</b>	<b>-12871.23%</b>

**SPARTANBURG HOUSING AUTHORITY**

**HCV PROGRAM - HAP**

Actual to Budget Variance Comparison

1/31/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	777,619.00	754,857.00	22,762.00	3.02	3,091,109.00	3,009,351.00	81,758.00	2.72
341006-000	Port In HAP Earned	4,346.35	-	4,346.35	N/A	15,928.47	-	15,928.47	N/A
364001-000	Fraud Recovery - HAP	902.63	-	902.63	N/A	4,173.40	-	4,173.40	N/A
399900-000	TOTAL INCOME	782,867.98	754,857.00	28,010.98	3.7%	3,111,210.87	3,009,351.00	101,859.87	3.4%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	627,511.00	700,218.00	72,707.00	10.38	2,705,510.00	2,791,499.00	85,989.00	3.08
471501-000	Tenant Utility Payments	28,560.00	37,742.00	9,182.00	24.33	121,809.00	150,466.00	28,657.00	19.05
471502-000	Portable Out HAP Payments	11,356.00	15,097.00	3,741.00	24.78	87,644.00	60,186.00	(27,458.00)	-45.62
471503-000	FSS Escrow Payments	(980.00)	1,800.00	2,780.00	154.44	8,338.00	7,200.00	(1,138.00)	-15.81
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	666,447.00	754,857.00	88,410.00	11.71	2,923,301.00	3,009,351.00	86,050.00	2.86
900000-000	NET INCOME	116,420.98	-	(116,420.98)		187,909.87	-	(187,909.87)	



**SPARTANBURG HOUSING AUTHORITY  
HCV PROGRAM - ADMINISTRATIVE**

Actual to Budget Variance Comparison

1/31/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341002-000	Sec 8 Admin. Fee Inc-HCV	118,674.44	85,341.00	33,333.44	39.06	384,034.44	341,364.00	42,670.44	12.50
341004-000	Section 8 Port-In Admin Fees	331.17	-	331.17	N/A	881.37	-	881.37	N/A
364000-000	Fraud Recovery Income-Admin	902.63	1,000.00	(97.37)	-9.74	4,173.41	4,000.00	173.41	4.34
365000-000	Miscellaneous Other Income	-	125.00	(125.00)	-100.00	1,724.00	500.00	1,224.00	244.80
399900-000	TOTAL INCOME	119,908.24	86,466.00	33,442.24	38.68%	390,813.22	345,864.00	44,949.22	13.00%
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	32,207.99	24,493.00	(7,714.99)	-31.50	101,349.73	97,972.00	(3,377.73)	-3.45
411002-000	Administrative Overtime	-	-	-	N/A	34.20	-	(34.20)	N/A
411003-000	Administrative: Employer FICA/SUI	2,026.41	2,507.00	480.59	19.17	6,874.20	10,028.00	3,153.80	31.45
411004-000	Administrative: Employee Benefits	4,909.06	6,077.00	1,167.94	19.22	18,327.98	24,308.00	5,980.02	24.60
411006-000	Administrative: Emp Incentive	275.00	-	(275.00)	N/A	275.00	-	(275.00)	N/A
411099-000	Total Administrative Salaries	39,418.46	33,077.00	(6,341.46)	-19.17	126,861.11	132,308.00	5,446.89	4.12
413000-000	Legal Expense								
413003-000	Credit Reports	26.13	-	(26.13)	N/A	52.26	-	(52.26)	N/A
413100-000	Total Legal Expense	26.13	-	(26.13)	N/A	52.26	-	(52.26)	N/A
413900-000	Other Admin Expenses								
414000-000	Staff Training	72.44	167.00	94.56	56.62	72.44	668.00	595.56	89.16
415000-000	Travel	-	83.00	83.00	100.00	-	332.00	332.00	100.00
417000-000	Bookkeeping Fees	13,207.50	14,754.00	1,546.50	10.48	53,002.50	59,016.00	6,013.50	10.19
417200-000	Port Out Admin Fee	420.27	833.00	412.73	49.55	2,791.95	3,332.00	540.05	16.21
417300-000	Management Fee	21,132.00	23,606.00	2,474.00	10.48	84,804.00	94,424.00	9,620.00	10.19
418000-000	Office Rent	6,531.87	2,500.00	(4,031.87)	-161.27	11,577.48	10,000.00	(1,577.48)	-15.77
418900-000	Total Other Admin Expenses	41,364.08	41,943.00	578.92	1.38	152,248.37	167,772.00	15,523.63	9.25
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	1,025.09	300.00	(725.09)	-241.70	1,410.59	1,200.00	(210.59)	-17.55
419004-000	Telephone	1,055.01	1,000.00	(55.01)	-5.50	2,417.69	4,000.00	1,582.31	39.56
419005-000	Postage	1,383.85	1,000.00	(383.85)	-38.38	6,062.54	4,000.00	(2,062.54)	-51.56
419008-000	Membership and Fees	-	115.00	115.00	100.00	-	460.00	460.00	100.00
419009-000	Sundry Miscellaneous	504.43	417.00	(87.43)	-20.97	1,291.30	1,668.00	376.70	22.58
419010-000	Newspaper ADS (Advertising)	-	-	-	N/A	64.51	100.00	35.49	35.49
419011-000	Sundry Service Contracts	2,794.67	3,750.00	955.33	25.48	15,237.84	15,000.00	(237.84)	-1.59
419017-000	Temporary Administrative Labor	2,124.50	-	(2,124.50)	N/A	2,601.46	-	(2,601.46)	N/A
419020-000	Bank Fees	109.12	83.00	(26.12)	-31.47	600.20	332.00	(268.20)	-80.78
419100-000	Total Miscellaneous Admin Expenses	8,996.67	6,665.00	(2,331.67)	-34.98	29,686.13	26,760.00	(2,926.13)	-10.93
419900-000	TOTAL ADMINISTRATIVE EXPENSES	89,805.34	81,685.00	(8,120.34)	-9.94	308,847.87	326,840.00	17,992.13	5.50
440000-000	MAINTENANCE AND OPERATIONS								

**SPARTANBURG HOUSING AUTHORITY  
HCV PROGRAM - ADMINISTRATIVE**

Actual to Budget Variance Comparison

1/31/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
440099-000	General Maint Expense								
441200-000	Vehicle Repair	62.02	142.00	79.98	56.32	1,161.31	568.00	(593.31)	-104.46
441300-000	Gasoline Purchases	130.00	271.00	141.00	52.03	333.13	1,084.00	750.87	69.27
441900-000	Total General Maint Expense	192.02	413.00	220.98	53.51	1,494.44	1,652.00	157.56	9.54
442000-000	Materials								
442010-000	Maintenance Materials	3,288.09	-	(3,288.09)	N/A	3,288.09	-	(3,288.09)	N/A
442900-000	Total Materials	3,288.09	-	(3,288.09)	N/A	3,288.09	-	(3,288.09)	N/A
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	380.92	-	(380.92)	N/A	380.92	-	(380.92)	N/A
443015-000	Janitorial-Contract	550.00	-	(550.00)	N/A	2,200.00	-	(2,200.00)	N/A
443023-000	Contract: Consultants	87.52	-	(87.52)	N/A	282.10	-	(282.10)	N/A
443900-000	Total Contract Costs	1,018.44	-	(1,018.44)	N/A	2,863.02	-	(2,863.02)	N/A
449900-000	TOTAL MAINTENACE EXPENSES	4,498.55	413.00	(4,085.55)	-989.24	7,645.55	1,652.00	(5,993.55)	-362.81
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	1,826.00	1,737.00	(89.00)	-5.12	7,304.00	6,948.00	(356.00)	-5.12
452100-000	Workers Comp Insurance	811.40	772.00	(39.40)	-5.10	3,245.60	3,088.00	(157.60)	-5.10
459900-000	TOTAL GENERAL EXPENSES	2,637.40	2,509.00	(128.40)	-5.12	10,549.60	10,036.00	(513.60)	-5.12
	<b>TOTAL OPERATING EXPENSES</b>	<b>96,941.29</b>	<b>84,607.00</b>	<b>(12,334.29)</b>	<b>-14.58%</b>	<b>327,043.02</b>	<b>338,528.00</b>	<b>11,484.98</b>	<b>3.39%</b>
900000-000	NET INCOME	22,966.95	1,859.00	21,107.95	1135.45%	63,770.20	7,336.00	56,434.20	769.28%

**SPARTANBURG HOUSING AUTHORITY  
HCV PROGRAM - MOD REHAB HAP**

**Actual to Budget Variance Comparison**

**1/31/2016**

		<b>MTD Actual</b>	<b>MTD Budget</b>	<b>Variance</b>	<b>% Var</b>	<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>	<b>% Var</b>
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	177,249.00	179,805.00	(2,556.00)	-1.42	709,009.00	719,220.00	(10,211.00)	-1.42
364001-000	Fraud Recovery - HAP	69.44	-	69.44	N/A	808.76	-	808.76	N/A
399900-000	TOTAL INCOME	177,318.44	179,805.00	(2,486.56)	-1.38%	709,817.76	719,220.00	(9,402.24)	-1.31%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	107,521.00	177,468.00	69,947.00	39.41	555,688.00	709,872.00	154,184.00	21.72
471501-000	Tenant Utility Payments	506.00	2,337.00	1,831.00	78.35	8,745.00	9,348.00	603.00	6.45
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	108,027.00	179,805.00	71,778.00	39.92	564,433.00	719,220.00	154,787.00	21.52
<b>900000-000</b>	<b>NET INCOME</b>	<b>69,291.44</b>	<b>-</b>	<b>69,291.44</b>		<b>145,384.76</b>	<b>-</b>	<b>145,384.76</b>	

**SPARTANBURG HOUSING AUTHORITY**  
**HCV PROGRAM - MOD REHAB ADMINISTRATIVE**

Actual to Budget Variance Comparison

1/31/2016

		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	13,377.00	8,500.00	63.54	87,508.00	53,508.00	34,000.00	63.54
361000-000	Investment Income - Unrestricted	0.70	0.00	0.70	N/A	2.80	0.00	2.80	N/A
364000-000	Fraud Recovery Income-Admin	69.45	0.00	69.45	N/A	808.80	0.00	808.80	N/A
399900-000	TOTAL INCOME	21,947.15	13,377.00	8,570.15	64.07%	88,319.60	53,508.00	34,811.60	65.06%
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	5,924.86	6,462.00	537.14	8.31	27,132.32	25,848.00	-1,284.32	-4.97
411002-000	Administrative Overtime	0.00	0.00	0.00	N/A	10.80	0.00	-10.80	N/A
411003-000	Administrative: Employer FICA/SUI	694.64	664.00	-30.64	-4.61	2,291.47	2,656.00	364.53	13.72
411004-000	Administrative: Employee Benefits	1,432.19	1,612.00	179.81	11.15	5,348.31	6,448.00	1,099.69	17.05
411099-000	Total Administrative Salaries	8,051.69	8,738.00	686.31	7.85	34,782.90	34,952.00	169.10	0.48
413000-000	Legal Expense								
413001-000	Legal Expense	0.00	0.00	0.00	N/A	2,850.00	0.00	-2,850.00	N/A
413100-000	Total Legal Expense	0.00	0.00	0.00	N/A	2,850.00	0.00	-2,850.00	N/A
413900-000	Other Admin Expenses								
417001-000	Bookkeeping Fees-MOD Rehab	2,130.00	1,695.00	-435.00	-25.66	6,307.50	6,780.00	472.50	6.97
417300-000	Management Fee	0.00	0.00	0.00	N/A	2,092.50	0.00	-2,092.50	N/A
417303-000	Management Fee- MOD Rehab	3,408.00	2,712.00	-696.00	-25.66	13,440.00	10,848.00	-2,592.00	-23.89
418900-000	Total Other Admin Expenses	5,538.00	4,407.00	-1,131.00	-25.66	21,840.00	17,628.00	-4,212.00	-23.89
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	341.70	100.00	-241.70	-241.70	341.70	400.00	58.30	14.58
419004-000	Telephone	351.67	333.00	-18.67	-5.61	656.73	1,332.00	675.27	50.70
419005-000	Postage	461.28	333.00	-128.28	-38.52	2,020.84	1,332.00	-688.84	-51.71
419009-000	Sundry Miscellaneous	168.14	0.00	-168.14	N/A	168.14	0.00	-168.14	N/A
419011-000	Sundry Service Contracts	931.56	1,250.00	318.44	25.48	2,921.15	5,000.00	2,078.85	41.58
419017-000	Temporary Administrative Labor	708.17	0.00	-708.17	N/A	708.17	0.00	-708.17	N/A
419100-000	Total Miscellaneous Admin Expenses	2,962.52	2,016.00	-946.52	-46.95	6,816.73	8,064.00	1,247.27	15.47
419900-000	TOTAL ADMINISTRATIVE EXPENSES	16,552.21	15,161.00	-1,391.21	-9.18	66,289.63	60,644.00	-5,645.63	-9.31
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	565.00	598.00	33.00	5.52	2,260.00	2,392.00	132.00	5.52
452100-000	Workers Comp Insurance	250.90	266.00	15.10	5.68	1,003.60	1,064.00	60.40	5.68
459900-000	TOTAL GENERAL EXPENSES	815.90	864.00	48.10	5.57	3,263.60	3,456.00	192.40	5.57
	<b>TOTAL OPERATING EXPENSES</b>	<b>17,368.11</b>	<b>16,025.00</b>	<b>(1,343.11)</b>	<b>-8.38%</b>	<b>69,553.23</b>	<b>64,100.00</b>	<b>(5,453.23)</b>	<b>-8.51%</b>
900000-000	<b>NET INCOME</b>	<b>4,579.04</b>	<b>-2,648.00</b>	<b>-1,931.04</b>	<b>72.92%</b>	<b>18,766.37</b>	<b>-10,592.00</b>	<b>-8,174.37</b>	<b>77.17%</b>

All voucher properties (.hcv_all)						
Trial Balance Cr, Dr Details						
Period = Jan 2016						
Book = Accrual ; Tree = ysl_tb						
		Forward Balance	Debit	Credit	January transactions	Ending Balance
111102-000	Cash - Restricted	70,033.44	1,751.51	213.33		71,571.62
111111-000	Cash -Unrestricted	225,716.00	-	-		225,716.00
111117-000	HAP Disbursement Fund	(124,422.17)	909,727.94	797,327.66		(12,021.89)
111120-000	General Fund Operating	(26,029.14)	-	-		(26,029.14)
111124-000	Cash - FSS Escrow	23,660.85	-	-		23,660.85
112200-000	A/R-Tenants	36,680.95	4,914.26	1,619.39		39,975.82
112201-000	Allowance for Doubtful Accounts-Tenants	(16,058.13)	-	-		(16,058.13)
113503-000	A/R-Other Government	550.20	331.17	-		881.37
129500-000	Interprogram-Due From	192,610.50	113,721.76	97,236.47		209,095.79
145001-000	Accum Depreciation-Site Improvement	(117,028.43)	-	-		(117,028.43)
147501-000	Non Dwelling Equip	133,977.43	-	-		133,977.43
211100-000	A/P Vendors and Contractors	5,741.32	735,238.91	742,319.55		(1,339.32)
211758-000	A/P-Mutual of America Retirement	(1,107.88)	-	-		(1,107.88)
211991-000	Accrued Payable	(20,000.00)	11,359.23	1.66		(8,642.43)
213500-000	Accrued Payroll & Payroll Taxes	(2,838.24)	-	-		(2,838.24)
224000-000	Tenant Prepaid Rents	(492.62)	213.33	132.12		(411.41)
226000-000	Accrued Paid Leave-Current	(5,722.46)	-	-		(5,722.46)
230500-000	Accrued Paid Leave-LT	(32,240.27)	-	-		(32,240.27)
230700-000	A/P FSS Escrow	(34,323.69)	4,629.00	3,649.00		(33,343.69)
280902-000	Unrestricted Net Assets (UNA)	(196,415.52)	-	-		(196,415.52)
341001-000	Section 8 HAP Earned	(2,313,490.00)	-	777,619.00	(777,619.00)	(3,091,109.00)
341002-000	Sec 8 Admin. Fee Inc-HCV	(265,360.00)	-	118,674.44	(118,674.44)	(384,034.44)
341004-000	Section 8 Port-In Admin Fees	(550.20)	-	331.17	(331.17)	(881.37)
341006-000	Port In HAP Earned	(11,582.12)	-	4,346.35	(4,346.35)	(15,928.47)
364000-000	Fraud Recovery Income-Admin	(3,270.78)	-	902.63	(902.63)	(4,173.41)
364001-000	Fraud Recovery - HAP	(3,270.77)	902.63	1,805.26	(902.63)	(4,173.40)
365000-000	Miscellaneous Other Income	(1,724.00)	-	-	-	(1,724.00)
411000-000	Administrative Salaries and Wages	69,141.74	32,207.99	-	32,207.99	101,349.73
411002-000	Administrative Overtime	34.20	-	-	-	34.20
411003-000	Administrative: Employer FICA/SUI	4,847.79	2,026.41	-	2,026.41	6,874.20
411004-000	Administrative: Employee Benefits	13,418.92	4,909.06	-	4,909.06	18,327.98
411006-000	Administrative: Emp Incentive	-	275.00	-	275.00	275.00
413003-000	Credit Reports	26.13	26.13	-	26.13	52.26
414000-000	Staff Training	-	72.44	-	72.44	72.44
417000-000	Bookkeeping Fees	39,795.00	13,207.50	-	13,207.50	53,002.50
417200-000	Port Out Admin Fee	2,371.68	563.55	143.28	420.27	2,791.95
417300-000	Management Fee	63,672.00	21,132.00	-	21,132.00	84,804.00
418000-000	Office Rent	5,045.61	10,031.87	3,500.00	6,531.87	11,577.48
419001-000	Office Expense	385.50	1,390.38	365.29	1,025.09	1,410.59
419004-000	Telephone	1,362.68	1,406.68	351.67	1,055.01	2,417.69
419005-000	Postage	4,678.69	1,845.13	461.28	1,383.85	6,062.54
419009-000	Sundry Miscellaneous	786.87	672.57	168.14	504.43	1,291.30
419010-000	Newspaper ADS (Advertising)	64.51	-	-	-	64.51
419011-000	Sundry Service Contracts	12,443.17	3,726.23	931.56	2,794.67	15,237.84
419017-000	Temporary Administrative Labor	476.96	2,832.67	708.17	2,124.50	2,601.46
419020-000	Bank Fees	491.08	109.12	-	109.12	600.20
441200-000	Vehicle Repair	1,099.29	62.02	-	62.02	1,161.31
441300-000	Gasoline Purchases	203.13	130.00	-	130.00	333.13
442010-000	Maintenance Materials	-	3,288.09	-	3,288.09	3,288.09
443001-000	Alarm/Extinguisher Contract	-	380.92	-	380.92	380.92
443015-000	Janitorial-Contract	1,650.00	962.50	412.50	550.00	2,200.00
443023-000	Contract: Consultants	194.58	87.52	-	87.52	282.10
451000-000	General Liability Insurance	5,478.00	1,826.00	-	1,826.00	7,304.00
452100-000	Workers Comp Insurance	2,434.20	811.40	-	811.40	3,245.60
452500-000	Relocation exp-	-	11,359.23	11,359.23	-	-
					96,941.29	
				Less : Audit	-	
					96,941.29	
471500-000	Housing Assistance Payments	2,077,999.00	642,957.00	15,446.00	627,511.00	2,705,510.00
471501-000	Tenant Utility Payments	93,249.00	28,585.00	25.00	28,560.00	121,809.00
471502-000	Portable Out HAP Payments	76,288.00	13,251.00	1,895.00	11,356.00	87,644.00
471503-000	FSS Escrow Payments	9,318.00	3,649.00	4,629.00	(980.00)	8,338.00
	<b>Total</b>	<b>-</b>	<b>2,586,574.15</b>	<b>2,586,574.15</b>	<b>666,447.00</b>	<b>-</b>



SPARTANBURG HOUSING AUTHORITY									
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM									
Actual to Budget Variance Comparison									
January 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
360000-000	OTHER INCOME								
362000-000	Management Fee Income	83,341.39	66,812.00	16,529.39	24.74	329,927.21	267,248.00	62,679.21	23.45
362001-000	Bookkeeping fee income	21,945.00	21,184.00	761.00	3.59	87,345.00	84,736.00	2,609.00	3.08
365000-000	Miscellaneous Other Income	1,366,215.32	88,496.00	1,277,719.32	1,443.82	1,671,370.89	353,984.00	1,317,386.89	372.16
369900-000	TOTAL OTHER INCOME	1,471,501.71	176,492.00	1,295,009.71	733.75	2,088,643.10	705,968.00	1,382,675.10	195.86
399900-000	TOTAL INCOME	1,471,501.71	176,492.00	1,295,009.71	733.75	2,088,643.10	705,968.00	1,382,675.10	195.86
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	65,136.30	64,606.00	(530.30)	-0.82	283,231.44	258,424.00	(24,807.44)	-9.60
411002-000	Administrative Overtime	647.40	83.00	(564.40)	-680.00	1,370.34	332.00	(1,038.34)	-312.75
411003-000	Administrative: Employer FICA/SUI	7,253.29	5,846.00	(1,407.29)	-24.07	25,667.28	23,384.00	(2,283.28)	-9.76
411004-000	Administrative: Employee Benefits	11,843.41	12,988.00	1,144.59	8.81	53,403.45	51,952.00	(1,451.45)	-2.79
411005-000	Administrative: Retirees Medical ER share	2,571.98	2,042.00	(529.98)	-25.95	9,951.92	8,168.00	(1,783.92)	-21.84
411006-000	Administrative: Emp Incentive	2,632.11	1,625.00	(1,007.11)	-61.98	3,132.11	6,500.00	3,367.89	51.81
411099-000	Total Administrative Salaries	90,084.49	87,190.00	(2,894.49)	-3.32	376,756.54	348,760.00	(27,996.54)	-8.03
413000-000	Legal Expense								
413001-000	Legal Expense	882.00	1,250.00	368.00	29.44	5,289.66	5,000.00	(289.66)	-5.79
413003-000	Credit Reports	214.78	17.00	(197.78)	-1,163.41	267.04	68.00	(199.04)	-292.71
413100-000	Total Legal Expense	1,096.78	1,267.00	170.22	13.43	5,556.70	5,068.00	(488.70)	-9.64
413900-000	Other Admin Expenses								
414000-000	Staff Training	1,619.88	1,750.00	130.12	7.44	1,959.88	7,000.00	5,040.12	72.00
415000-000	Travel	517.50	933.00	415.50	44.53	1,430.28	3,732.00	2,301.72	61.68
417100-000	Auditing Fees	-	833.00	833.00	100.00	-	3,332.00	3,332.00	100.00
418000-000	Office Rent	13,533.71	9,583.00	(3,950.71)	-41.23	33,716.09	38,332.00	4,615.91	12.04
418900-000	Total Other Admin Expenses	15,671.09	13,099.00	(2,572.09)	-19.64	37,106.25	52,396.00	15,289.75	29.18
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	741.46	875.00	133.54	15.26	1,740.43	3,500.00	1,759.57	50.27
419004-000	Telephone	4,312.42	1,809.00	(2,503.42)	-138.39	11,043.48	7,236.00	(3,807.48)	-52.62
419005-000	Postage	1,015.18	833.00	(182.18)	-21.87	4,454.10	3,332.00	(1,122.10)	-33.68
419006-000	Forms and Computer Supplies	-	42.00	42.00	100.00	-	168.00	168.00	100.00
419008-000	Membership and Fees	850.00	583.00	(267.00)	-45.80	1,904.99	2,332.00	427.01	18.31
419009-000	Sundry Miscellaneous	1,725.32	583.00	(1,142.32)	-195.94	4,104.36	2,332.00	(1,772.36)	-76.00
419010-000	Newspaper ADS (Advertising)	32.39	417.00	384.61	92.23	559.00	1,668.00	1,109.00	66.49
419011-000	Sundry Service Contracts	14,916.33	11,417.00	(3,499.33)	-30.65	33,365.07	45,668.00	12,302.93	26.94
419017-000	Temporary Administrative Labor	7,755.43	-	(7,755.43)	N/A	15,402.74	15,000.00	(402.74)	-2.68
419020-000	Bank Fees	177.21	292.00	114.79	39.31	723.85	1,168.00	444.15	38.03
419021-000	Discretionary	-	375.00	375.00	100.00	47.04	1,500.00	1,452.96	96.86
419022-000	Other Misc Admin Expenses	40.80	292.00	251.20	86.03	110.80	1,168.00	1,057.20	90.51
419100-000	Total Miscellaneous Admin Expenses	31,566.54	17,518.00	(14,048.54)	-80.19	73,455.86	85,072.00	11,616.14	13.65
419900-000	TOTAL ADMINISTRATIVE EXPENSES	138,418.90	119,074.00	(19,344.90)	-16.25	492,875.35	491,296.00	(1,579.35)	-0.32

SPARTANBURG HOUSING AUTHORITY									
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM									
Actual to Budget Variance Comparison									
January 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
430000-000	UTILITIES								
432000-000	Electricity	178.84	-	(178.84)	N/A	178.84	-	(178.84)	N/A
439900-000	TOTAL UTILITY EXPENSES	178.84	-	(178.84)	N/A	178.84	-	(178.84)	N/A
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441100-000	Maintenance Uniforms	-	-	-	N/A	15.09	-	(15.09)	N/A
441200-000	Vehicle Repair	2,876.98	1,834.00	(1,042.98)	-56.87	3,994.25	7,336.00	3,341.75	45.55
441210-000	Equipment Repair	-	833.00	833.00	100.00	-	3,332.00	3,332.00	100.00
441300-000	Gasoline Purchases	646.40	1,569.00	922.60	58.80	1,537.30	6,276.00	4,738.70	75.51
441900-000	Total General Maint Expense	3,523.38	4,236.00	712.62	16.82	5,546.64	16,944.00	11,397.36	67.26
442000-000	Materials								
442006-000	Janitorial Supplies	-	166.00	166.00	100.00	0.01	664.00	663.99	100.00
442009-000	Hand Tools-Maint Materials	285.00	-	(285.00)	N/A	285.00	-	(285.00)	N/A
442010-000	Maintenance Materials	9,574.61	667.00	(8,907.61)	-1,335.47	9,597.68	2,668.00	(6,929.68)	-259.73
442011-000	Safety equipment/shoes	-	150.00	150.00	100.00	-	600.00	600.00	100.00
442900-000	Total Materials	9,859.61	983.00	(8,876.61)	-903.01	9,882.69	3,932.00	(5,950.69)	-151.34
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	380.92	-	(380.92)	N/A	420.92	-	(420.92)	N/A
443007-000	Disposal Contract	2,334.84	-	(2,334.84)	N/A	2,564.67	-	(2,564.67)	N/A
443009-000	Landscaping-Contract	-	2,400.00	2,400.00	100.00	8,329.31	9,600.00	1,270.69	13.24
443013-000	Contract: Uniform Rental	348.08	83.00	(265.08)	-319.37	551.32	332.00	(219.32)	-66.06
443015-000	Janitorial-Contract	550.00	583.00	33.00	5.66	2,200.00	2,332.00	132.00	5.66
443019-000	Miscellaneous Contracts	32.03	-	(32.03)	N/A	1,696.03	-	(1,696.03)	N/A
443023-000	Contract: Consultants	10,933.64	23,838.00	12,904.36	54.13	98,583.28	90,352.00	(8,231.28)	-9.11
443099-000	Maintenance Misc-Contracts	140.12	167.00	26.88	16.10	2,670.24	668.00	(2,002.24)	-299.74
443900-000	Total Contract Costs	14,719.63	27,071.00	12,351.37	45.63	117,015.77	103,284.00	(13,731.77)	-13.30
449900-000	TOTAL MAINTENANCE EXPENSES	28,102.62	32,290.00	4,187.38	12.97	132,445.10	124,160.00	(8,285.10)	-6.67
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	7,109.17	5,891.00	(1,218.17)	-20.68	28,436.68	23,564.00	(4,872.68)	-20.68
452100-000	Workers Comp Insurance	2,612.33	2,669.00	56.67	2.12	10,705.32	10,676.00	(29.32)	-0.27
452500-000	Relocation exp-	49,954.87	4,583.00	(45,371.87)	-990.00	51,154.87	18,332.00	(32,822.87)	-179.05
453010-000	SHA-Board/Commissioner exp	3,291.51	1,250.00	(2,041.51)	-163.32	5,702.20	5,000.00	(702.20)	-14.04
459900-000	TOTAL GENERAL EXPENSES	62,967.88	14,393.00	(48,574.88)	-337.49	95,999.07	57,572.00	(38,427.07)	-66.75
	TOTAL OPERATING EXPENSES	229,668.24	165,757.00	(63,911.24)	-38.56%	721,498.36	673,028.00	(48,470.36)	-7.20%
900000-000	NET INCOME	1,241,833.47	10,735.00	1,231,098.47	11468.08%	1,367,144.74	32,940.00	1,334,204.74	4050.41%



SPARTANBURG HOUSING AUTHORITY									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
January 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	36,410.00	34,076.00	2,334.00	6.85	144,487.00	136,304.00	8,183.00	6.00
311900-000	Total Rental Income	36,410.00	34,076.00	2,334.00	6.85	144,487.00	136,304.00	8,183.00	6.00
312000-000	Other Tenant Income								
312003-000	Damages	42.50	33.00	9.50	28.79	170.00	132.00	38.00	28.79
312004-000	Late Charges	50.00	-	50.00	N/A	190.00	-	190.00	N/A
312005-000	Legal Fees - Tenant	20.00	-	20.00	N/A	110.00	-	110.00	N/A
312007-000	Tenant Owed Utilities - Excess	197.76	133.00	64.76	48.69	1,238.42	532.00	706.42	132.79
312009-000	Misc.Tenant Income	281.93	-	281.93	N/A	281.93	-	281.93	N/A
312010-000	Maintenance Charges	-	-	-	N/A	50.00	-	50.00	N/A
312900-000	Total Other Tenant Income	592.19	166.00	426.19	256.74	2,040.35	664.00	1,376.35	207.28
319900-000	NET TENANT INCOME	37,002.19	34,242.00	2,760.19	8.06	146,527.35	136,968.00	9,559.35	6.98
340000-000	GRANT INCOME								
341500-000	Other Govt and Private Grants	47,422.00	48,083.00	(661.00)	-1.37	189,913.00	192,332.00	(2,419.00)	-1.26
349900-000	TOTAL GRANT INCOME	47,422.00	48,083.00	(661.00)	-1.37	189,913.00	192,332.00	(2,419.00)	-1.26
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	-	-	-	N/A	30,627.11	-	30,627.11	N/A
369900-000	TOTAL OTHER INCOME	-	-	-	N/A	30,627.11	-	30,627.11	N/A
399900-000	TOTAL INCOME	84,424.19	82,325.00	2,099.19	2.55	367,067.46	329,300.00	37,767.46	11.47
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	3,392.34	3,659.00	266.66	7.29	16,334.68	14,636.00	(1,698.68)	-11.61
411002-000	Administrative Overtime	5.17	-	(5.17)	N/A	76.19	-	(76.19)	N/A
411003-000	Administrative: Employer FICA/SUI	383.63	354.00	(29.63)	-8.37	1,343.74	1,416.00	72.26	5.10
411004-000	Administrative: Employee Benefits	656.84	799.00	142.16	17.79	2,557.21	3,196.00	638.79	19.99
411099-000	Total Administrative Salaries	4,437.98	4,812.00	374.02	7.77	20,311.82	19,248.00	(1,063.82)	-5.53
413000-000	Legal Expense								
413001-000	Legal Expense	-	110.00	110.00	100.00	-	440.00	440.00	100.00
413003-000	Credit Reports	-	80.00	80.00	100.00	-	320.00	320.00	100.00
413100-000	Total Legal Expense	-	190.00	190.00	100.00	-	760.00	760.00	100.00
413900-000	Other Admin Expenses								
414000-000	Staff Training	144.88	416.00	271.12	65.17	144.88	1,664.00	1,519.12	91.29
415000-000	Travel	-	292.00	292.00	100.00	-	1,168.00	1,168.00	100.00

**SPARTANBURG HOUSING AUTHORITY**  
**JC BULL (100 units) & SLHC (32 units)**

**Actual to Budget Variance Comparison**

**January 31, 2016**

		<b>MTD Actual</b>	<b>MTD Budget</b>	<b>Variance</b>	<b>% Var</b>	<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>	<b>% Var</b>
417000-000	Bookkeeping Fees	975.00	968.00	(7.00)	-0.72	3,915.00	3,872.00	(43.00)	-1.11
417100-000	Auditing Fees	-	1,175.00	1,175.00	100.00	-	4,700.00	4,700.00	100.00
417300-000	Management Fee	7,044.70	6,991.00	(53.70)	-0.77	28,287.18	27,964.00	(323.18)	-1.16
417302-000	Asset Management Fee	1,320.00	1,320.00	-	0.00	5,280.00	5,280.00	-	0.00
418900-000	Total Other Admin Expenses	9,484.58	11,162.00	1,677.42	15.03	37,627.06	44,648.00	7,020.94	15.73
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	229.42	292.00	62.58	21.43	372.52	1,168.00	795.48	68.11
419004-000	Telephone	513.08	584.00	70.92	12.14	1,895.61	2,336.00	440.39	18.85
419005-000	Postage	19.98	96.00	76.02	79.19	39.96	384.00	344.04	89.59
419006-000	Forms and Computer Supplies	-	100.00	100.00	100.00	-	400.00	400.00	100.00
419007-000	Court Costs	20.00	270.00	250.00	92.59	155.00	1,080.00	925.00	85.65
419008-000	Membership and Fees	-	67.00	67.00	100.00	520.00	268.00	(252.00)	-94.03
419009-000	Sundry Miscellaneous	30.00	219.00	189.00	86.30	1,583.98	876.00	(707.98)	-80.82
419010-000	Newspaper ADS (Advertising)	-	25.00	25.00	100.00	-	100.00	100.00	100.00
419011-000	Sundry Service Contracts	951.40	625.00	(326.40)	-52.22	2,185.56	2,500.00	314.44	12.58
419017-000	Temporary Administrative Labor	1,866.55	1,800.00	(66.55)	-3.70	5,644.31	7,400.00	1,755.69	23.73
419018-000	False Alarms	-	-	-	N/A	10.00	-	(10.00)	N/A
419020-000	Bank Fees	-	-	-	N/A	9.00	-	(9.00)	N/A
419021-000	Discretionary	-	32.00	32.00	100.00	-	128.00	128.00	100.00
419100-000	Total Miscellaneous Admin Expenses	3,630.43	4,110.00	479.57	11.67	12,415.94	16,640.00	4,224.06	25.38
419900-000	TOTAL ADMINISTRATIVE EXPENSES	17,552.99	20,274.00	2,721.01	13.42	70,354.82	81,296.00	10,941.18	13.46
420000-000	TENANT SERVICES								
422000-000	Tenant Services	659.09	425.00	(234.09)	-55.08	3,066.29	1,700.00	(1,366.29)	-80.37
423000-000	Tenant Services -PH ADD ON	-	-	-	N/A	425.00	-	(425.00)	N/A
423001-000	Tenant Relocation	242.00	333.00	91.00	27.33	312.00	1,332.00	1,020.00	76.58
429900-000	TOTAL TENANT SERVICES EXPENSES	901.09	758.00	(143.09)	-18.88	3,803.29	3,032.00	(771.29)	-25.44
430000-000	UTILITIES								
431000-000	Water	3,644.50	2,333.00	(1,311.50)	-56.22	7,283.49	9,332.00	2,048.51	21.95
432000-000	Electricity	4,735.84	4,500.00	(235.84)	-5.24	14,893.24	18,000.00	3,106.76	17.26
433000-000	Gas	4,472.09	4,167.00	(305.09)	-7.32	11,959.66	16,668.00	4,708.34	28.25
439000-000	Sewer	4,714.37	2,666.00	(2,048.37)	-76.83	9,202.55	10,664.00	1,461.45	13.70
439900-000	TOTAL UTILITY EXPENSES	17,566.80	13,666.00	(3,900.80)	-28.54	43,338.94	54,664.00	11,325.06	20.72
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	2,944.13	3,190.00	245.87	7.71	13,028.79	12,760.00	(268.79)	-2.11

SPARTANBURG HOUSING AUTHORITY									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
January 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
441003-000	Maintenance: Employer FICA/SUI	331.83	306.00	(25.83)	-8.44	1,068.25	1,224.00	155.75	12.72
441004-000	Temp Maintenance Labor	-	2,329.00	2,329.00	100.00	-	9,316.00	9,316.00	100.00
441005-000	Maintenance: Employee Benefits	493.57	647.00	153.43	23.71	1,936.12	2,588.00	651.88	25.19
441100-000	Maintenance Uniforms	-	-	-	N/A	5.12	-	(5.12)	N/A
441200-000	Vehicle Repair	218.34	459.00	240.66	52.43	218.34	1,836.00	1,617.66	88.11
441300-000	Gasoline Purchases	71.55	196.00	124.45	63.49	129.06	784.00	654.94	83.54
441900-000	Total General Maint Expense	4,059.42	7,127.00	3,067.58	43.04	16,385.68	28,508.00	12,122.32	42.52
442000-000	Materials								
442002-000	Appliance-Maint Materials	-	167.00	167.00	100.00	-	668.00	668.00	100.00
442003-000	Painting-Maint Materials	-	83.00	83.00	100.00	-	332.00	332.00	100.00
442004-000	Electrical-Maint Materials	-	166.00	166.00	100.00	-	664.00	664.00	100.00
442005-000	Heating/AC-Maint Materials	-	663.00	663.00	100.00	-	2,652.00	2,652.00	100.00
442006-000	Janitorial Supplies	-	77.00	77.00	100.00	184.13	308.00	123.87	40.22
442007-000	After Hours Work	-	300.00	300.00	100.00	-	1,200.00	1,200.00	100.00
442008-000	Plumbing-Maint Materials	744.00	785.00	41.00	5.22	3,498.40	3,140.00	(358.40)	-11.41
442009-000	Hand Tools-Maint Materials	-	24.00	24.00	100.00	-	96.00	96.00	100.00
442010-000	Maintenance Materials	420.11	917.00	496.89	54.19	1,144.04	3,668.00	2,523.96	68.81
442011-000	Safety equipment/shoes	-	67.00	67.00	100.00	-	268.00	268.00	100.00
442900-000	Total Materials	1,164.11	3,249.00	2,084.89	64.17	4,826.57	12,996.00	8,169.43	62.86
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	-	-	N/A	4,492.52	-	(4,492.52)	N/A
443002-000	Extermination Contract	-	591.00	591.00	100.00	410.00	2,364.00	1,954.00	82.66
443005-000	Unit Turnaround-Contract	-	963.00	963.00	100.00	625.00	3,852.00	3,227.00	83.77
443006-000	Electrical-Contract	-	284.00	284.00	100.00	-	1,136.00	1,136.00	100.00
443007-000	Disposal Contract	38.97	750.00	711.03	94.80	937.53	3,500.00	2,562.47	73.21
443009-000	Landscaping-Contract	1,492.50	1,500.00	7.50	0.50	6,004.50	6,000.00	(4.50)	-0.08
443011-000	Heating/AC-Contract	1,250.00	2,666.00	1,416.00	53.11	1,825.00	10,664.00	8,839.00	82.89
443013-000	Contract: Uniform Rental	81.60	97.00	15.40	15.88	175.92	388.00	212.08	54.66
443015-000	Janitorial-Contract	-	66.00	66.00	100.00	-	264.00	264.00	100.00
443018-000	Plumbing-Contract	542.00	845.00	303.00	35.86	3,942.00	3,380.00	(562.00)	-16.63
443019-000	Miscellaneous Contracts	-	6,159.00	6,159.00	100.00	-	24,636.00	24,636.00	100.00
443023-000	Contract: Consultants	-	406.00	406.00	100.00	-	1,624.00	1,624.00	100.00
443099-000	Maintenance Misc-Contracts	2,244.11	7,059.00	4,814.89	68.21	4,334.11	28,236.00	23,901.89	84.65
443900-000	Total Contract Costs	5,649.18	21,386.00	15,736.82	73.58	22,746.58	86,044.00	63,297.42	73.56
449900-000	TOTAL MAINTENANCE EXPENSES	10,872.71	31,762.00	20,889.29	65.77	43,958.83	127,548.00	83,589.17	65.54
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	5,957.01	2,394.00	(3,563.01)	-148.83	12,651.99	9,576.00	(3,075.99)	-32.12

SPARTANBURG HOUSING AUTHORITY									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
January 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
451100-000	Property Tax	8,894.85	725.00	(8,169.85)	-1,126.88	8,894.85	2,900.00	(5,994.85)	-206.72
452100-000	Workers Comp Insurance	298.44	229.00	(69.44)	-30.32	1,193.76	916.00	(277.76)	-30.32
458000-000	All Protective Services	58.00	-	(58.00)	N/A	106.00	-	(106.00)	N/A
459900-000	TOTAL GENERAL EXPENSES	15,208.30	3,348.00	(11,860.30)	-354.25	22,846.60	13,392.00	(9,454.60)	-70.60
	<b>TOTAL OPERATING EXPENSES</b>	<b>62,101.89</b>	<b>69,808.00</b>	<b>7,706.11</b>	<b>11.04%</b>	<b>184,302.48</b>	<b>279,932.00</b>	<b>95,629.52</b>	<b>34.16%</b>
500000-000	NON-OPERATING ITEMS								
523401-000	Bedbug expense	-	-	-	N/A	3,930.00	-	(3,930.00)	N/A
523402-000	Donation rec'd for Upstate Senior Grant	-	-	-	N/A	(7.47)	-	(7.47)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	-	-	-	N/A	3,937.47	-	(3,937.47)	N/A
900000-000	NET INCOME	<b>22,322.30</b>	<b>12,517.00</b>	<b>9,805.30</b>	<b>78.34%</b>	<b>178,827.51</b>	<b>49,368.00</b>	<b>129,459.51</b>	<b>262.23%</b>

**SPARTANBURG HOUSING AUTHORITY**

**Cash Flow**

**January 31, 2016**

<b>INFLOWS:</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>TOTAL</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	
Section 8 HAP Subsidy	764,964	774,263	774,263	776,962									3,090,452
Section 8 Admin Subsidy	78,392	105,052	819,216	118,596									1,121,256
Mod Rehab HAP	177,262	177,249	177,249	177,249									709,009
Mod Rehab Admin	21,877	21,877	21,877	21,877									87,508
Public Housing Subsidy	309,570	309,570	309,516	267,218									1,195,874
Tax Credit Properties Subsidy	34,595	34,595	34,595	35,512									139,296
SLHC PBV Subsidy	9,162	9,146	9,142	8,967									36,417
SC State Grant for JCB	37,923	38,576	38,542	38,455									153,496
1) HUD & State Subsidy	1,433,745	1,470,328	2,184,400	1,444,836	-	-	-	-	-	-	-	-	6,533,308
ROSS	26,048	25,482	18,957	34,687									105,174
Youthbuild	14,915	951	29,572	0									45,438
YB -Face Forward	39,598	43,144	50,566	58,633									191,942
CNI	-	-	-	-									0
CFP and RHF	-	-	-	-									0
2) Other Grant Revenue	80,561	69,577	99,096	93,320	-	-	-	-	-	-	-	-	342,554
Public Housing Rents	124,658	134,995	143,621	189,640									592,912
JC Bull Rents	26,291	27,315	27,081	27,264									107,951
SLHC Rents	9,102	9,142	9,146	9,146									36,536
3) Rent Revenue	160,051	171,452	179,848	226,050	-	-	-	-	-	-	-	-	737,399
4) Misc Receipts	31,081	12,454	45,231	1,428,178									1,516,944
5) Other Cash-In													
Section 8 Reserves Transfer In				-	-						-	-	-
Working Capital Adjustment/Inter fund settlement	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CASH INFLOW</b>	<b>1,705,437</b>	<b>1,723,811</b>	<b>2,508,574</b>	<b>3,192,384</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,130,206</b>

- 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**  
**January 31, 2016**

<b>OUTFLOWS:</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>TOTAL</b>
Section 8:													
Housing Assistance	752,771	741,544	762,539	666,447									2,923,301
Mod Rehab Vouchers	147,067	157,184	152,155	108,027									564,433
HAP Payments	899,838	898,728	914,694	774,474	-	-	-	-	-	-	-	-	3,487,734
Payroll	287,709	168,515	201,637	182,067									839,928
Benefits/Deductions	1,289	4,711	7,807	1,205									15,012
Payroll & Benefits	288,999	173,226	209,443	183,272	0	-	-	-	-	-	-	-	854,941
State Insurance	37,241	37,241	43,543	44,166									162,190
Rent	8,409	8,409	8,409	20,065									45,292
Wright Center Payables ( 301-wc & 300-mrc)	5,182	6,739	4,566	4,538									21,025
Debt/Insurance/Rent	50,832	52,388	56,518	68,768	-	-	-	-	-	-	-	-	228,507
Operating	233,966	288,752	728,566	481,200	0	0	0	0	0	0	0	0	1,732,483
Capital Fund and RHF	0	0	0	0									0
Ross	448	92	589	1,095									2,225
Youth Build and Face Forward	26,252	27,769	35,890	43,399									133,309
Homeownership	698	43	1,465	477									2,682
SHA Property (089-shap)	66	737	389	0									1,192
CS1, LLC/CGE 1 PH Subsidy	31,035	31,035	31,035	32,011					0	0	0		125,115
Other Transfers	0	0	-	0	-	-	-						0
HAP/ Admin Transfer	-	-	-	-	-	-	-						0
1 Payables/Check Adjustment	242,592	36,315	310,241	1,270,447									1,859,595
Capital & Program Expenses	301,091	95,990	379,609	1,347,429	-	-	-	-	-	-	-	-	2,124,118
TOTAL CASH OUTFLOW	1,774,725	1,509,085	2,288,831	2,855,143	0	-	-	-	-	-	-	-	8,427,784
Net Inflow(Outflow)	(69,288)	214,726	219,743	337,241	0	-	-	-	-	-	-	-	702,422
Net outflow offset by reserve					129,322	-			-	-	-		129,322
Total	(69,288)	214,726	219,743	337,241	129,322	-	-	-	-	-	-	-	831,744
Beginning Cash : (Unrestricted)	4,211,769	4,142,481	4,357,207	4,576,950	4,914,191	4,914,191	4,914,191	4,914,191	4,914,191	4,914,191	4,914,191	4,914,191	0
Ending Cash	4,142,481	4,357,207	4,576,950	4,914,191	4,914,191	4,914,191	4,914,191	4,914,191	4,914,191	4,914,191	4,914,191	4,914,191	702,422
<b>Bank Account Balances-</b>													
General A/C (Net of O/S Cks)	2,933,941	3,006,795	3,109,132	3,234,396									
Section 8 HAP Disbursements	237,763	344,549	378,215	575,570									
J C Bull Operating	770,711	791,554	836,955	866,878									
SLHC Operating	200,065	214,309	252,648	237,348									
Sub Total	4,142,481	4,357,207	4,576,950	4,914,191	0	0	0	0	0	0	0	0	
Coventional Housing Surplus	4,057,701	4,158,968	4,175,231	4,206,662									
Average No. Of Months Cash Reserves	11.77	9.21	9.25	9.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Footnotes:													
1 Outstanding checks that were remaining at month end.													

1270447



**SPARTANBURG HOUSING AUTHORITY**  
**Section 8 Reserved & Restricted Cash Flow**  
**January 31, 2016**

<b>INFLOWS:</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>TOTAL</b>
Section 8 HAP Subsidy	764,964	774,263	774,263	776,962									3,090,452
Inter fund settlement //HAP acct	-	-	-	-									-
Section 8 Admin Subsidy	78,392	105,052	81,916	118,596									383,956
Mod Rehab HAP	177,262	177,249	177,249	177,249									709,009
Mod Rehab Admin	21,877	21,877	21,877	21,877									87,508
Port in	1,527	6,734	3,871	4,678									16,810
HCV Refunds/Recovery/Interest	4,144	3,634	1,969	1,945									11,691
HUD Subsidy	1,048,166	1,088,808	1,061,145	1,101,306	0	0	0	0	0	0	0	0	4,299,426
<b>OUTFLOWS:</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>TOTAL</b>
Section 8:													
Housing Assistance	752,771	741,544	762,539	666,447									2,923,301
Mod Rehab Vouchers	147,067	157,184	152,155	108,027									564,433
Sec 8 Admin Expenses	73,314	70,870	85,700	96,941									326,824
Mod Rehab Admin	18,480	15,092	18,613	17,368									69,553
Total Payments	991,631	984,690	1,019,007	888,783	0	0	0	0	0	0	0	0	3,884,112
<b>Net Inflow (Outflow)</b>	56,535	104,118	42,138	212,523	0	0	0	0	0	0	0	0	415,314
<b>Reserve Account INFLOW(OUTFLOW)</b>													
Net Section 8 HAP	16,337	36,353	13,693	112,460	-	-	-	-	-	-	-	-	
Net Mod Rehab HAP	30,195	20,065	25,094	69,222	-	-	-	-	-	-	-	-	
Section 8 Admin	5,078	34,182	(3,784)	21,655	-	-	-	-	-	-	-	-	
Mod Rehab Admin	3,397	6,785	3,264	4,509	-	-	-	-	-	-	-	-	
	55,008	97,385	38,267	207,845	-	-	-	-	-	-	-	-	
<b>Reserve Bank Accounts</b>													
Section 8 and Mod Rehab disbursement	237,763	344,549	378,215	575,570									
Sec 8 HAP -NRA	67,052	68,757	69,433	71,433									
Mod Rehab HAP	2,290	2,340	2,340	2,340									
Sec 8 Admin	225,716	225,716	225,716	225,716									
Mod Rehab Admin	90,055	90,056	90,056	90,057									
	622,876	731,418	765,761	965,115	0	0	0	0	0	0	0	0	

Spartanburg Housing Authority							
Capital Grant Programs							
January 31, 2016							
CAPITAL FUND 2016					%		
Obligation Date:		Budget	Drawn	Balance	Completion		
All capital funds were used for payment of CFFP loan							
*Total Authorized budget to spend is net of the \$440,936 CFFP Loan for JC Anderson							
Replacement Housing Factor Funds						Obligated in	
		Authorized	Draws	Balance	% Complete	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 2013							
Obligation Date:							
Term Date:							
	1499 Development Activity	257,258	211,213	46,045	82%		
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2014							
Obligation Date:							
Term Date:							
	1499 Development Activity	284,182	176,103	108,079	62%		
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2015							
Obligation Date:							
Term Date:							
	1499 Development Activity	218,757	0	218,757	0%		
TOTAL RHF FUNDS		1,005,113	585,087	420,026	58%		
TOTAL CAPITAL GRANTS		1,005,113	585,087	420,026	58%		

<b>Spartanburg Housing Authority</b>					
<b>Grant Programs</b>					
<b>Period Ending January 31, 2016</b>					
<b>ROSS - Resident Self Sufficiency ( \$480,000)</b>		<b>SC003RPS030A012</b>			
<b>FUND 579-cnho</b>		<b>Term Date: 9/28/2016</b>			
Funds Expended			217,519		
Funds Received			217,519		
	Drawn Funds		12,327		
	Remaining Funds			262,481	
<b>ROSS - Resident Self Sufficiency ( \$109,364)</b>		<b>SC003FSH293A015</b>			
<b>FUND 581</b>		<b>Term Date: 12-20-2018</b>			
Funds Expended			22,360		
Funds Received			22,360		
	Drawn Funds		22,360		
	Remaining Funds			87,004	
<b>Service Coordinator Multifamily (\$453,455)</b>		<b>SC16HS04003</b>			
<b>FUND 582</b>		<b>Term Date: Extended</b>			
Funds Expended			425,550		
Funds Received			425,549		
	Drawn Funds		0		
	Remaining Funds			27,906	
		<b>Total ROSS Grant Money Remaining</b>		<b>377,391</b>	
<b>YOUTH BUILD ( \$1,099,878 )</b>		<b>Obligation Date: 7/1/2012</b>			
<b>FUND 21</b>		<b>Term Date: 12/31/2015</b>			
Funds Expended			1,099,878		
Funds Received			1,099,878		
	Drawn Funds/Adjustments		29,572		
	Remaining Funds			0	

<b>Spartanburg Housing Authority</b>					
<b>Grant Programs</b>					
<b>Period Ending January 31, 2016</b>					
<b>FACE FORWARD ( \$999,923 )</b>		<b>Obligation Date: 7/1/2013</b>			
<b>FUND 21</b>		<b>Term Date: 9/30/2016</b>			
Funds Expended			420,944		
Funds Received			420,944		
	Drawn Funds		58,633		
	Remaining Funds			578,979	
	<b>Total Money Remaining for all Grants</b>			<b>956,370</b>	
<b>Note:</b>					
<b>Grant Funds requested one month in arrears.</b>					



# **Monthly Reports:**

**Community and Supportive Services**

**Valerie Forsberg**

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**Board of Commissioners Meeting  
Tuesday, February 16, 2016**



February 16, 2016

Spartanburg Housing Authority  
Spartanburg, SC 29306

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**MONTHLY REPORT ON COMMUNITY & SUPPORTIVE SERVICES DEPARTMENT  
ACTIVITIES FOR THE MONTH OF JANUARY 2016**

**CONTACT PERSON:**

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

**SUMMARY:**

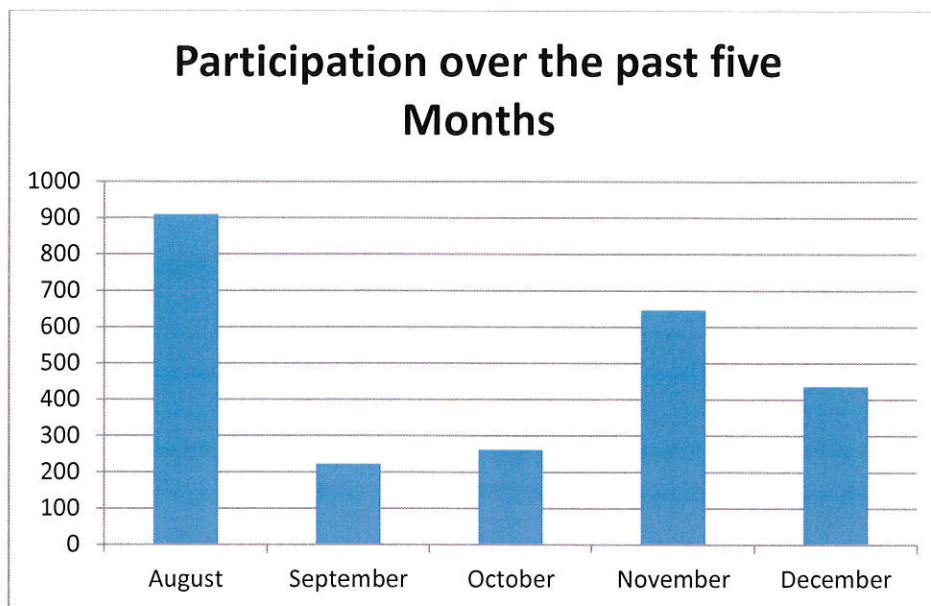
This report details activities of the Community and Supportive Services Department for the month of January 2016.

**BACKGROUND:**

The Community and Supportive Services Program at the Spartanburg Housing Authority strive to assist residents in becoming self-sufficient. For those interested residents, the Family Self-Sufficiency Program is a five-year program whose final goal is that the resident becomes free of government services. 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. The 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. SHA administers 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:**

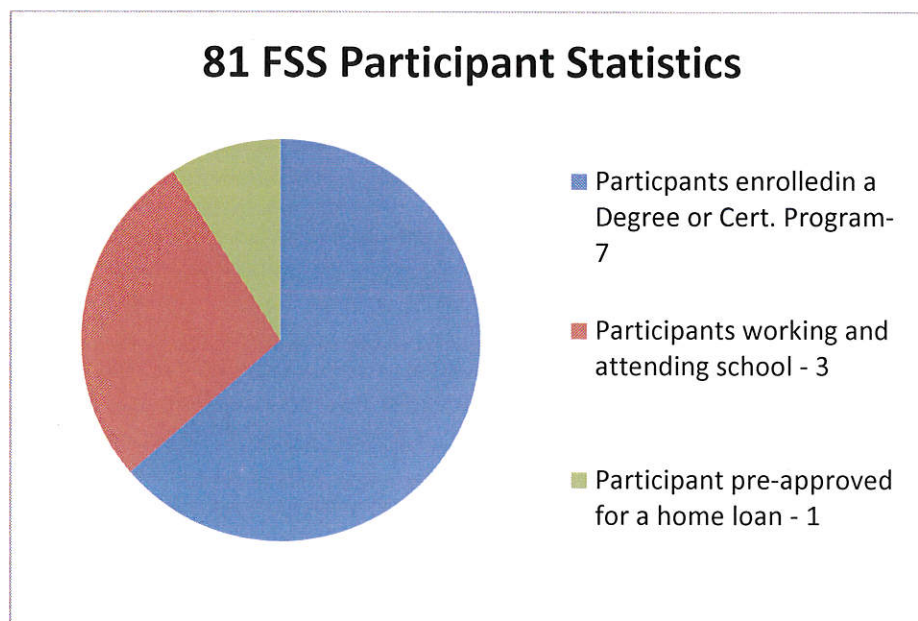


In August, there were 910 participants due to National Night Out / Back to School Supplies. November had 647 due to Thanksgiving Food Boxes. In December, there were 436 services due to Christmas Programs. January is always a slow month, so only the Book Club was offered outside of FSS, EDS or Connections Programs. Please note that a resident may have attended or participated in more than one program for the month.

**B. FAMILY SELF-SUFFICIENCY / HOMEOWNERSHIP PROGRAM**

**FSS Program** – 81 (40 PH and 41 HCV)

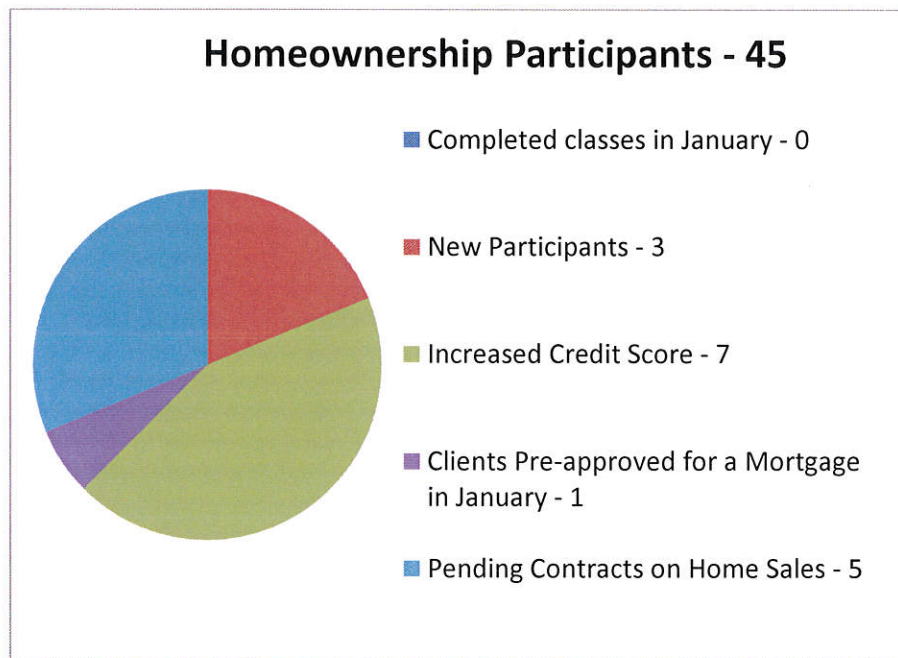
**Participant Statistics**



Next month, we will be moving 16 FSS Participants from PH to HCV due to the RAD conversion. Please note that the total number of FSS participants will not equal the number in each category. These are just highlights for the month.

<b>HCV Escrow Balance</b>	<b>\$35,054.69</b>
<b>PH Escrow Balance</b>	<b>\$35,905.75</b>

### **Homeownership**

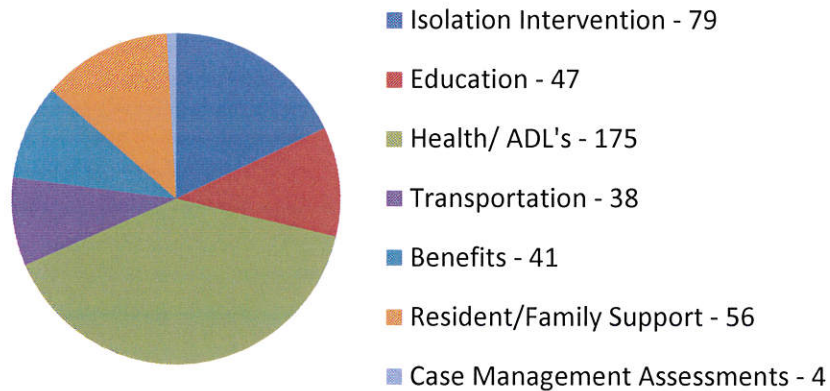


Homes with Pending Contracts: 327 Wilmont, 200 W. Pearl St. and three homes on Aden St. Please note that the total number of participants will not equal the number in each category. These are just highlights for the month.

### **C. ELDERLY AND DISABLED SERVICES:**

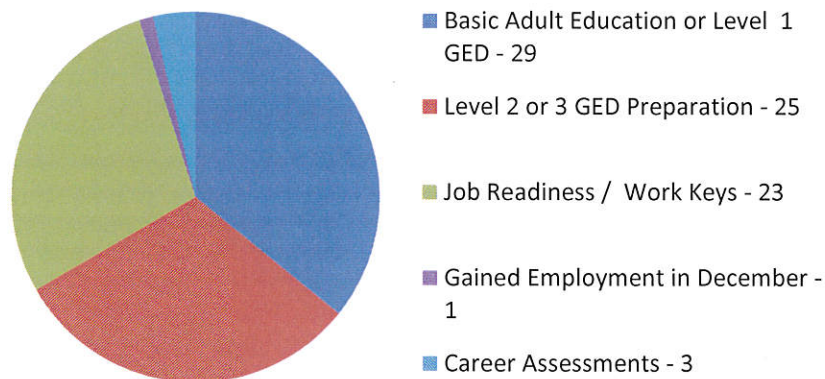
For Elderly and Disabled, in January, 105 residents received 440 services. The categories in the graph on the next page are for the services provided which total 440.

**Elderly and Disabled Residents Served - 105**  
**Number of Services Provided - 440**



**D. CONNECTIONS PROGRAM:**

**Connections Participation - 81**



Please note that a resident may be participating in more than one area at a time. The number is lower this month from last month because we did not have the SHA Cash Store in January.

Respectfully Submitted,

*Valerie Forsberg*

Valerie Forsberg, Community and Supportive Services Manager  
Spartanburg Housing Authority



**Monthly Reports:**  
**Human Resources**  
**Brooke Coleman**

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**Board of Commissioners Meeting**  
**Tuesday, February 16, 2016**





February 16, 2016

Spartanburg Housing Authority  
Spartanburg, SC 29306

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**MONTHLY REPORT ON HUMAN RESOURCES DEPARTMENT ACTIVITIES FOR THE MONTH OF JANUARY 2016**

**CONTACT PERSON:**

Brooke Coleman  
Human Resource Manager  
864-598-6084

**OVERVIEW:**

The Human Resources Department Activities Report for the month of January 2016 is submitted as an informational report to the Commissioners updating current and ongoing activities.

**1. HR Operations:**

**a. Benefits**

In addition to benefits administration for the month of January including new hire orientation, enrollment/termination of benefits/retirement for new and separated employees, special eligibility situations and claims Human Resources:

- i. Updated employee/employer PEBA/ALLSTATE/AFLAC insurance rates for 2016.
- ii. Completed the rollout of the South Carolina Deferred Compensation program
- iii. Selected CIMPLX to assist with the administration of SHA's employer responsibility regarding Affordable Care Act (ACA) submission. Performance Payroll will provide this service moving forward.

**b. System Support**

In addition to providing HR and Benefits functional system support:

- i. SHA will soon end the relationship with ADP (SHA's current HRIS/Payroll system). Effective February 1, 2016, SHA will cultivate a relationship with Performance payroll, which will become SHA's HRIS/Payroll system. The implementation is moving forward as anticipated. The payroll module is scheduled to be implemented initially. All others will follow in the near future.
- ii. HR continues to assess current policies and procedures to make recommendations for changes and updates.

**2. Labor and Employment Relations:**

In addition to providing consultation and advice to managers and employees regarding leave, performance, discipline, federal and state regulations as well as assisting management in filling vacancies the following occurred:

**a. Employment Relations:**

Full-Time Hires (3):

- Community Manager (2),

Full-Time Hires *continued*:

- HCV Housing Specialist (1)

Contract Hires (0):

Temporary Hires: (0):

Promotions/Transfers (0) :

Resignations/Terminations: (1)

- Director of Housing Operations

Open Positions (5):

- Evening Community Manager
- Financial Analyst
- Human Resource Assistant
- Janitor
- Manager of Administration

**Recruiting Detail for three (3) open positions:**

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

***HOUSING OPERATIONS*** (2 open)

Evening Community Manager

- Screening and interviewing candidates.

Janitor

- Screening and interviewing candidates.

***EXECUTIVE STAFF*** (1 open)

Manager of Administration

- Employment offer extended and accepted.

***FINANCE*** (1 open)

Financial Analyst

- Employment offer extended and accepted.

***HUMAN RESOURCES*** (1 open)

HR Assistant

- Screening and interviewing candidates.

**3. Training and Professional Development**

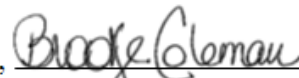
- a. HR continues to promote HTVN online training services as well as explore training options.
- b. HR continues to promote Employee Assistance Program (EAP) to promote health and well-being. EAP is scheduled to conduct two training sessions in the early part of February.

**4. Safety:** Nothing new to report.

**5. Leaves of Absence:** Nothing new to report.

**6. Workers' Compensation:** Nothing new to report.

Respectfully Submitted,



Brooke Coleman, Human Resource Manager  
Spartanburg Housing Authority





**Monthly Reports:**  
**Housing Choice Voucher**  
**Tiffany Askew**

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**Board of Commissioners Meeting**  
**Tuesday, February 16, 2016**



**February 16, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29304**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**HOUSING CHOICE VOUCHER REPORT FOR THE MONTH OF JANUARY 2016**

**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 1,847 Housing Choice/Project-based Vouchers, and 333 Moderate Rehabilitation units at Morningside, Oakview and Norris Ridge Apartments. The Tenant Based Rental Assistance Program receives funding from the Department of Housing and Urban Development.

**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 PIH Information Center (PIC) system and is monitored monthly to ensure compliance with Federal requirements.

HOUSING CHOICE VOUCHER PROGRAM STATUS REPORT <b>January 2016</b>		
SEMAP Indicators	Current	HUD FYE Requirement
MTCS Reporting Rate		95% or more
Indicator 9 Timely Reexaminations		96% or more
Indicator 10 Correct Rent Calculations		98% or more
Indicator 11 Pre-Contract HQS Inspections		98% or more
Indicator 12 Annual HQS Inspections		96% or more
Indicator 13 Lease Up (Calendar Year 2015): The higher of Budget Utilization or Units Leased.		95% - 100%
Indicator 14 Family Self Sufficiency		
FSS Enrollment: # of participants and percentage of HUD minimum enrollment requirement		80% or more
FSS Escrow Accounts		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	1544	96.80%
Project Based Vouchers	232	230	99.13%
<b>Voucher Total</b>	<b>1847</b>	<b>1774</b>	<b>96%</b>
<b>Mod Rehab</b>	<b>333</b>	<b>286</b>	<b>85.88%*</b>

\*The Mod Rehab utilization rate is 85.98% as a result of those properties being hard to lease-up as a result of crime, location, and poor upkeep of these properties.

## 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 2016 Calendar Year Budget Authority:**

Month	Monthly Budget	HAP Actual	HAP Forecast	Variance (Budget/ Forecast)	Variance (Budget/ Actual)
Jan	\$737,673	\$694,577*	\$764,085		
Feb	\$737,673				
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sept					
Oct					
Nov					
Dec					
Total					

\*26,700 in payments are on hold pending owner tax information.

4. HCV Department

Action	Total
Annals Re-exams Completed	116
Interims Re-exams Completed	75
Inspections Completed	162
Terminations/Withdrawals	3
Vouchers Issued (Transfers/New)	11/1
Initial Leases	3
Transfers	3

Mod-Rehab

Action	Total
Annals Re-exams Completed	14
Interims Re-exams Completed	9
New Leases	4
Inspections Completed	39
Terminations/Withdrawals	2

5. Summary for January 2016

The Housing Choice Voucher Program lease up rate remains the same. The current lease up rate is 97%. There were three move outs this month. No vouchers were issued due to the relocation of the office. Forty-five (45) families are currently searching for housing. The HCV department will issue voucher in the month of February. The HUD requirement is that the PHA utilizes 98% of its vouchers or 98% of its allocated funding. SHA is currently at 97% of budget utilization or units leased.

Respectfully Submitted, \_\_\_\_\_

Tiffany Askew, HCV Manager  
Spartanburg Housing Authority



**Monthly Reports:**  
**Development**  
**Daryl Dalton**

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**Board of Commissioners Meeting**  
**Tuesday, February 16, 2016**



**Spartanburg Housing Authority  
Spartanburg, SC 29306**

**February 16, 2016**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**MONTHLY REPORT ON DEVELOPMENT DEPARTMENT ACTIVITIES FOR THE  
MONTH OF JANUARY 2016**

**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:**

**New Senior Living Housing at Page Lake**

Garanco, Inc. has begun some site preparations and has delivered some materials to the site. We have experienced quite a bit of rain, which continues to create delays, however the contractor continues to be confident that he can complete this project on schedule. The project is scheduled to be completed by July 29, 2016.





## Highland Crossing

We are on schedule for this project. The project is scheduled to be complete by August 4, 2016. Asbestos abatement and demolition is now complete. Below are some current pictures of the site.






#### SHA7

The closing for this project took place during the week of January 11 – 14, 2016. Pinnacle Management has assumed the management responsibilities for these properties. Empire Construction plans to begin rehabilitation at Tobias in March. These 338 units in seven properties will receive more than \$10 million in renovations. The amount of renovations vary from site to site, but at a minimum every unit will be painted throughout and receive new flooring. Attached is a schedule, which provides some more detailed information.

Respectfully Submitted,

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

# SCHEDULE OF RAD IMPROVEMENTS

<b>1</b>	<b>JC Anderson</b>	<b>54</b>	<b>Notes</b>
1	Paint	54	Trim and doors one color and walls a different color, may also have one wall a different accent color in bedrooms and living room / den
2	Flooring	54	selective vinyl wood flooring and good carpet in bedrooms with really good pad
3	Widen the driveway aprons (flare)	54	
4	Add drop inlet / drainage	54	
5	Signage and landscaping at sign	54	
6	Condensing unit replacement	54	Just outside units, nothing on inside
7	General landscaping, erosion control	54	Could possibly be an allowance per unit
8	Sprinkler System	54	repair existing
9	Energy Star Refrigerator with ice maker	54	replace all refrigerators
10	Ceramic Tile in full Bathroom Floors	54	18 - 1 bathrooms, all the rest have 2.5 baths
11	storm doors	54	Install on front doors only
<b>TOTAL</b>		<b>54</b>	
<b>2</b>	<b>Tobias</b>	<b>118</b>	<b>Notes</b>
1	Site Improvements	118	keep some, replace some, predominately landscaping work could be an allowance per unit
2	Roof	118	Replace all
3	Paint	118	Trim and doors one color and walls a different color, may also have one wall a different accent color in bedrooms and living room / den
4	Flooring	118	selective vinyl wood flooring and good carpet in bedrooms with really good pad
5	Kitchens	118	keep cabinets and reface, replacing countertops, doors and drawer fronts, replace all appliances with energy star
6	HVAC	118	replace all, clean and reuse ducts
7	Water Meters	118	install water meters
8	Water Heaters	118	install new energy efficient gas water heaters
9	Blinds on every window	118	2" simulated wood
10	Ceiling Fans	118	living room and bedrooms (total 400)
11	Canopy at back doors	118	small roof to cover back door
12	Baths	162	replace light fixture, countertop and sink faucet, reuse everything else
13	Office Building Kitchen in Gym	1	Install a kitchen in one of the rooms inside of the gym, this kitchen will not have a stove / range, but will have a sink, cabinets, and microwave
14	Painting in Office Building	1	primarily just painting the hallway
15	storm doors	118	install storm doors on the front doors
<b>TOTAL</b>		<b>118</b>	
<b>3</b>	<b>Barksdale</b>	<b>44</b>	<b>Notes</b>
1	Site Improvements	44	signage and landscaping at sign
2	Parking	44	based on quote, street, parking lot, speed bumps, curb and gutter
3	Roof	44	Replace all
4	Siding	44	just on the accent areas, replace existing siding with new
5	Gutters & Downspouts	44	install new
6	Doors	44	exterior doors includes hardware and storm door
7	Windows	44	replace all existing with energy efficient
8	Paint	44	Trim and doors one color and walls a different color, may also have one wall a different accent color in bedrooms and living room / den
9	Flooring	44	selective vinyl wood flooring and good carpet in bedrooms with really good pad
10	Kitchens	44	cabinets are bad, replace everything, new energy start appliances
11	Baths	44	include replace of tubs and surrounds
12	HVAC	44	replace all, clean and reuse ducts

13	Water Meters	44	install new
14	Blinds on every window	44	2" simulated wood
15	Structural problems stairs	44	secure steps
16	Dumpsters / Cans	3	Review operating costs
17	Interior doors and hardware	44	prehung with hardware
18	Electric Service	44	panel and circuit breakers
19	Repair ceiling from leaks from upstairs	44	fixed with complete bathroom renovation
20	Front Steps	44	grout and jack back in place
21	Railing on front porch	44	replace with something more residential, white vinyl
22	Water Heaters	44	install new energy efficient water heaters
23	Interior handrails baluster pickets	44	Inside units on stairs in whole or part, wall at top of stairs
24	shutters on front	44	shutters to match color of front door
25	enlarge office building laundry	1	no dryer hook ups inside units
26	Sliding Glass Doors in 3 bedrooms	26	with patio door system
27	Portable prebuilt maint building storage	1	about the size of a truck
<b>TOTAL</b>		<b>44</b>	
<b>4</b>	<b>Leland</b>	<b>46</b>	<b>Notes</b>
1	Site Improvements	46	correct erosion control on first building on left
2	Parking	46	seal coat and stripe
3	Roof	46	Replace all
4	Siding (every other building a different color)	23	vinyl different color every other building
5	Soffits & Fascia	46	replace all
6	Gutters & Downspouts	46	install new
7	Doors	46	exterior doors systems
8	Windows	46	replace all existing with energy efficient
9	Flooring	46	selective vinyl wood flooring throughout
10	Kitchens	46	keep cabinets and reface, replacing countertops, doors and drawer fronts, replace all appliances with energy star
11	Baths	46	includes tub and surrounds
12	HVAC	46	replace all, clean and reuse ducts
13	Water Meters	46	install new
14	Paint	46	Trim and doors one color and walls a different color, may also have one wall a different accent color in bedrooms and living room / den
15	Prebuilt maint building, large as truck	1	about the size of a truck
16	Interior doors and hardware	46	replace all with prehung
17	Blinds on every window	46	2" simulated wood
18	Water Heaters	46	install new energy efficient water heaters
19	Decks on back of units	46	small wooden deck at each back door approx. 10' x 10'
20	Stackable Washer / Dryer	46	install new energy efficient
21	shutters on front	46	paint to match front door
<b>TOTAL</b>		<b>46</b>	
<b>5</b>	<b>Spruce</b>	<b>12</b>	<b>Notes</b>
1	Site Improvements	12	primarily landscaping could be an allowance per unit
2	Parking	12	seal coat and stripe
3	Roof	12	Replace all
4	Siding	6	vinyl different color every other building
5	Soffits & Fascia	12	replace all
6	Gutters & Downspouts	12	install new
7	Doors	12	exterior doors systems

8	Windows	12	replace all existing with energy efficient
9	Flooring	12	selective vinyl wood flooring throughout
10	Kitchens	12	keep cabinets and reface, replacing countertops, doors and drawer fronts, replace all appliances with energy star
11	Baths	12	includes tub and surrounds
12	HVAC	12	replace all, clean and reuse ducts
13	Water Meters	12	install new
14	Paint	12	Trim and doors one color and walls a different color, may also have one wall a different accent color in bedrooms and living room / den
15	Water drains under unit and pools (Mold)	1	one specific building at spruce has a mold problem that must be repaired
16	Interior doors and hardware	12	replace all new prehung
17	Blinds on every window	12	2" simulated wood
18	Water Heaters	12	install new energy efficient water heaters
19	Decks on back of units	12	small wooden deck at each back door approx. 10' x 10'
20	Stackable Washer / Dryer	12	install new energy efficient
21	shutters on front	12	paint to match front door
<b>TOTAL</b>		<b>12</b>	
<b>6</b>	<b>Watson</b>	<b>28</b>	<b>Notes</b>
1	Site Improvements	28	cut because it is in good shape
2	Parking	28	seal and stripe
3	Roof	28	Replace all
4	Siding	28	just on accent areas, replace existing
5	Soffits & Fascia	28	replace
6	Gutters & Downspouts	28	install new
7	Doors	28	exterior doors includes hardware and storm door
8	Windows	28	replace all existing with energy efficient
9	Flooring	28	selective vinyl wood flooring throughout
10	Kitchens	28	cabinets are bad replace everything, new energy star appliances
11	Baths	28	include tub & surround
12	HVAC	28	replace all, clean and reuse ducts
13	Water Meters	28	install new
14	Paint	28	Trim and doors one color and walls a different color, may also have one wall a different accent color in bedrooms and living room / den
15	Interior doors and hardware	28	replace all prehung
16	Blinds on every window	28	2" simulated wood
17	Water Heaters	28	install new energy efficient water heaters
18	Stackable Washer / Dryer	28	install new energy efficient
19	shutters on front	28	paint to match front door
20	Railing on front porch	28	install white vinyl to look more residential
<b>TOTAL</b>		<b>28</b>	
<b>7</b>	<b>Gooch</b>	<b>36</b>	<b>Notes</b>
1	Site Improvements	36	primarily landscaping could be an allowance per unit
2	Parking	36	seal and stripe
3	Roof	36	Replace all
4	Siding (Just Cleaned, not replaced)	36	accent siding just cleaned, not replaced
5	Soffits & Fascia	36	replace
6	Gutters & Downspouts	36	install new
7	Doors	36	exterior doors includes hardware and storm door
8	Windows	36	replace all existing windows with energy efficient, there are fewer windows at Gooch

9	Paint	36	Trim and doors one color and walls a different color, may also have one wall a different accent color in bedrooms and living room / den
10	Flooring	36	selective vinyl wood flooring throughout
11	Kitchens	36	keep cabinets and reface, replacing countertops, doors and drawer fronts, replace all appliances with energy star
12	Baths	36	include tub & surround
13	HVAC	36	replace all, clean and reuse ducts
14	Water Meters	36	install new
15	Interior doors and hardware	36	exterior doors includes hardware and storm door
16	Blinds on every window	36	2" wood simulated, fewer windows at Gooch (6)
17	Water Heaters	36	install new energy efficient water heaters
18	shutters on front	36	paint to match front door
19	Railing on front porch	36	install white vinyl to look more residential
20	Flooring in Office buildings	1	selective office appropriate
21	Bathrooms in Office Buildings	1	men's and ladies, no tub or shower
<b>TOTAL</b>		<b>36</b>	
	<b>TOTAL</b>	<b>338</b>	





**Monthly Reports:**  
**Capital Improvements**  
**Daryl Dalton**

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**Board of Commissioners Meeting**  
**Tuesday, February 16, 2016**



**February 16, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29306**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**MONTHLY CAPITAL IMPROVEMENT DEPARTMENT ACTIVITIES FOR THE  
MONTH OF JANUARY 2016**

**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. There has been no change in the Capital Improvement Report since last month.

The Spartanburg Housing Authority (SHA) still has only four open Capital Fund Grants. Of the four remaining Capital Fund Grants, all 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) 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.: SC16R003502-13  
Original Award Amount: \$257,258.00  
Amount Currently Obligated: \$211,213.23  
Amount Expended: \$211,213.23  
Amount Available: \$46,044.77  
The remaining funds may be used to construct new Public Housing Units in the Northside.

- 3) Replacement Housing Factor Grant No.: SC16R003502-14  
Original Award Amount: \$284,182.00  
Amount Currently Obligated: \$176,103.22  
Amount Expended: \$176,103.22  
Amount Available: \$108,078.78  
The remaining funds may be used to construct new Public Housing Units in the Northside.
  
- 4) 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 utilized to build additional Public Housing units possibly in the Northside.

**Capital Fund Activities:**

There are no Capital Fund Activities scheduled at this time.

Respectfully Submitted,



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



**Monthly Reports:**  
**Asset Management**  
**Crystal Lewis**

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**Board of Commissioners Meeting**  
**Tuesday, February 16, 2016**



**February 16, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29306**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT— JANUARY 2016  
REPORTING MONTH**

**CONTACT PERSON:**

Crystal Lewis  
Sr. Community Manager  
864-598-6022

**OVERVIEW:**

**1. Occupancy Issues**

The Occupancy rate at the end of January 2016 for all of our Public Housing is 83%. The HUD required minimum occupancy rate is 98%. Staff continues to work toward leasing all available units.

**Public Housing Utilization:**

Property	# of Units	# Vacant	# Occupied	% Vacant	% Occupied
Cammie Clagett	78	78	0	100.00%	0.00%
Archibald Hi-Rise	150	8	142	5.33%	94.67%
Prince Hall	100	19	81	19.00%	81.00%
Victoria Gardens	80	4	76	5.00%	95.00%
Archibald Village	50	4	46	8.00%	92.00%
Camp Croft	98	2	96	2.04%	97.96%
Collins Park/Cottage Grove	60	2	58	3.33%	96.67%
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	1	18	5.26%	94.74%
Cambridge Place/Brawley	6	0	6	0.00%	100.00%
Scattered Sites	11	1	10	9.09%	90.91%
<b>TOTAL</b>	<b>712</b>	<b>120</b>	<b>592</b>	<b>16.85%</b>	<b>83.15%</b>

**Only those units that are measured by HUD in our Public Housing Assessment System (PHAS) Score**, which were occupied as of the end of January 2016. 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 program



**Tenant Accounts Receivable Report:**

The HUD required minimum accounts receivable rate is 1.5%.

<b>RENT ANALYSIS REPORT FOR JANUARY 2016</b>						
<b>Property</b>				<b>AGED TENANT ACCOUNTS RECEIVABLES</b>		
	<b>CHARGED</b>	<b>COLLECTED</b>	<b>% COLLECTED</b>	<b>ACTIVE</b>	<b>INACTIVE</b>	<b>TOTAL</b>
Camp Croft	20,776.00	18,428.08	88.70%	5,019.71	(23.33)	4,996.38
Archibald Village	10,148.00	10,148.63	100.01%	562.37	(431.00)	131.37
Archibald Rutledge	34,090.00	31,838.09	93.39%	4,712.00	(2.00)	4,710.00
Scattered Sites	5,321.00	5,276.19	99.16%	(556.11)	0.00	(556.11)
Prince Hall	7,754.00	5,919.01	76.33%	4,273.35	(114.73)	4,158.62
Victoria Gardens	12,770.00	9,537.55	74.69%	12,526.24	(16.87)	12,509.37
Cambridge Place/Brawley	2,440.00	2,159.00	88.48%	341.67	0.00	341.67
JC Bull	27,264.00	26,710.00	97.97%	(912.50)	1,746.00	833.50
Spartanburg Leased Housing	9,146.00	9,116.93	99.68%	14.10	0.00	14.10
Liberty	2,466.00	2,455.00	99.55%	548.00	0.00	548.00
Appian	261.00	261.00	100.00%	(13.00)	0.00	(13.00)
<b>Total</b>	132,436.00	121,849.48	92.01%	26,515.83	1,158.07	27,673.90

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

Management continues to work with residents on the on-time payment of their rent.

Respectfully Submitted, \_\_\_\_\_

Crystal B. Lewis,  
Sr. Community Manager